

**Iminster Town Council
Resources Committee Minutes**

A meeting of the Resources Committee was held on Tuesday 5th April 2016 in the Council Chamber, Council Offices, North Street, Iminster at 8.25pm

Present

Chair: Cllr P Burton

Councillors: Cllr Albin, Cllr Drayton, Cllr Fagan, Cllr J Fowler, Cllr V Keitch, Cllr Neave, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann and Cllr T Walker.

In attendance

Miss J Norris (Town Clerk) Deborah Speed (Admin Officer Finance)

No members of the public were present at the meeting.

R48 Apologies for absence

Apologies for absence were received from Councillors C Goodall, D Kinder, J Sothern and S Storey

R49 Declarations of Interest

| Name | Agenda Item | Minute No | Nature of Interest | Type of Interest | Action |
|------------|-------------|-----------|------------------------------------|------------------|---------------|
| S Shepherd | 4b | R51b | Tourism - Chair | Personal | Spoke & voted |
| V Keitch | 4a | R51a | District Council Rep to Youth Club | Personal | Spoke & voted |

R50 Minutes

RESOLVED

- (i) that the minutes of the Resources Committee meeting held on 9th February 2016 be confirmed as a correct record
- (ii) To note the action list relating to the Resources Committee
The Town Clerk gave an update to Action List 1. Cemetery Lodge
A price for project managing the building work had been received and would be brought to the next Town Council Meeting.

R51 Service Level Agreements with Ile Youth Club and Iminster

- (a) The Committee considered a change in the Youth Club definition membership age range from between 9 years and 21 years to between 9 years and 17 years for the Service Level Agreement for 2015/16
- (b) The Committee considered whether to change the Service Level Agreements for 2016/17.

RESOLVED to

- (a) To approve The Service Level Agreement with the Ile Youth Club for 2015/16 and
- (b) To approve no change to the Service Level agreements for 2016/17

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| Chairs Initials |
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R52 Review of HR Policies

The Committee reviewed the current Recruitment Policy and Procedure and Whistleblowing Policy.

NB. The former UK Border Agency has been replaced by UK Visas and Immigration.

RESOLVED to make recommendation to Council

(i) That the existing Recruitment Policy and Procedure and Whistleblowing Policy and Procedure are retained.

(ii) That the policies and procedures are reviewed in 3 years i.e. 2019 unless legislation or best practice requires an earlier review

R53 Staffing Update

The Town Clerk to give an oral report on general staffing matters which included:

- (a) The Town Clerk had produced a list of work carried out by office staff in the previous week to give Councillors a snapshot of workload. The 4 office staff were being consulted and their opinions sought on identifying pinch points.
- (b) The Open Spaces Warden had passed his towing trailer test.
- (c) The Deputy Clerk, Administration Officer (Finance) and Senior Open Spaces Warden are to attend Appraisal training on 19th April 2016.
- (d) Notice from the National Association Memorial Masons of a course in the Health and Safety of Memorials had been received and the content of the course would be investigated to see if it is applicable for Deputy Clerk and Senior Open Spaces Warden to attend.
- (e) The Open Spaces Apprentice vacancy would be sent to the relevant schools
- (f) The staff member on Maternity leave should be notifying us of her date for returning to work.
- (g) The temporary Administration Officer (Information) has received a visa to live and work in Australia.

The Council wished to congratulate her and wish her the very best.

The Chair closed the meeting 9.53pm

Chairs initials & date

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