

**Iminster Town Council
Resources Committee Minutes**

A meeting of the Resources Committee was held on Tuesday 9th February 2016 in the Council Chamber, Council Offices, North Street, Iminster at 8.05pm

Present

Chair: Cllr P Burton

Councillors: Cllr Drayton, Cllr Fagan, Cllr J Fowler, Cllr V Keitch, Cllr D Kinder, 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), Sally Whitefield (Deputy Town Clerk) joined meeting during Minute No. R43.

One member of the public was present at the meeting.

R39 Apologies for absence

Apologies for absence were received from Councillors F Albin, C Goodall, J Southern and S Storey

R40 Declarations of Interest

The declarations of interest given in the table below were made regarding items on the agenda.

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr S Shepherd	4	R42	Rotary Member	Personal	Spoke and voted
Cllr J Fowler	4	R42	Rotary Member	Personal	Spoke and voted
Cllr T Walker	4	R42	Rotary Member	Personal	Spoke and voted

R41 Minutes

RESOLVED

- (i) that the minutes of the Resources Committee meeting held on 1st December 2015 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

R42 Grant Application

The Committee considered an application received from Life Education, Wessex to make a contribution towards funding their health and drug prevention education in local schools.

NB: It was requested that a recorded vote be taken on this item and the voting records are attached to these minutes as Appendices.

Chairs Initials

RESOLVED to send details of the grant application to Ilminster Education Foundation for their consideration. To inform Life Education Wessex of the Town Council's whole hearted support of its aims. To defer a decision until the Town Council hear back from Ilminster Education Foundation.

R43 Financial Regulations

The Committee considered revisions to Financial Regulations. The need for Credit/Debit card was discussed but it was concluded that payments had to be made online so a card was needed

RESOLVED to make recommendation to Council that the Financial Regulations are revised

- (i) That the Town Council applies for a Corporate Credit/Debit card
- (ii) That the emergency expenditure limit that the Town Clerk may authorise remains at the current limit.
- (iii) That section 11 of the Town Council's Financial Regulations is amended and that the relevant parts of Standing Order 17 are amended to match, based upon the NALC model documents.

R44 Review of HR Policies

The Committee reviewed the current Capability, Discipline and Grievance Policies

RESOLVED to make recommendation to Council

- (i) That the Disciplinary Policy and procedure is amended to include what will happen if a situation overlaps both the Capability and Disciplinary Policy procedures.
- (ii) That the Grievance and Disciplinary Policies are amended to reflect what will happen if a situation overlaps both policies.
- (iii) The Policies are reviewed in 3 years i.e. 2019 or earlier if there is new legislation.

R45 Appointing an External Auditor

The Committee considered whether or not to opt out of the external audit arrangements that Smaller Authorities' Audit Appointments Ltd (SAAA) is putting in place for April 2017. Attention was drawn to what would need to be put in place if the opt out option was agreed and the time and cost implications to the Council.

RESOLVED to opt in to the external audit arrangements put in place by the Smaller Authorities' Audit Appointments Ltd (SAAA)

R46 Cemetery Lodge Remedial Work

The Committee were told that various quotes had been received. They felt that they needed to look at the costs involved to make the Lodge a comfortable home. The Deputy Town Clerk was asked to make a more detailed report comparing specific parts of the quotes. It was suggested Councillors could email the Deputy Town Clerk with any specific items they wanted included.

Chairs initials

RESOLVED to defer a decision to the next Town Council Meeting

R47 Staffing Update

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

- A request to extend the current Maternity leave to June and that this could be extended until September if the member of staff so wished.
- The temporary Administration Officer (Information) is happy to remain in post until June.
- Senior Open Spaces Warden has passed a safe use of pesticides and hand held applicators near water assessments.
- Senior Open Spaces Warden will be undertaking ROSPA Playground inspection course in March
- Open Spaces Warden will be taking his trailer towing test in March
- Both the Senior and Open Spaces Warden have a basic qualification in chainsaw maintenance and crosscutting and in the future both warden's will undertake an advanced course in chain-sawing.
- The Deputy Town Clerk and both Administration Officers will receive Website training this week.
- Guidance will be sought from the Councillors about an Annual report on absence and sick leave.

The Town Clerk reminded the Council of the current Open Spaces staffing position of a Senior and Warden both fulltime and 2 temporary part-time Wardens. One of which works 2 days a week and whose contract has been extended to the end of February. The other is on a zero hour contract. In the 2016/17 budget provision was made for an apprentice warden.

RESOLVED

- (i) To advertise for an apprentice Open Spaces Warden without a specified start date.
- (ii) For the apprentice to be paid the age specific apprentice rate of pay.
- (iii) For the part-time Warden's 2 days per week contract to be confirmed and extended to 31st August 2016.

The Chair closed the meeting 9.10pm

Chairs initials & date
