

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris MILCM ACIS MSc**



5<sup>th</sup> June 2018

A meeting of the **RESOURCES COMMITTEE** will be held on **Tuesday 12 June 2018** on the rising of the Town Council Meeting. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively.

Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

Yours sincerely

Joy Norris  
Town Clerk

## RESOURCES AGENDA

- 1. Apologies for absence**  
To receive apologies for absence from Councillors unable to attend the meeting.
- 2. Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
- 3. Minutes**

- a) To confirm the minutes of the Resources meeting held on 10<sup>th</sup> April 2018 as a correct record. (attached)
- b) To consider the action list relating to the Resources Committee. (attached).

**4. Financial Monitoring.**

To receive information about the Resources Committee, income, expenditure and commitments compared with the 2017/18 budget. (attached)

**5. Approval of Invoice for Affiliation Fee to Somerset Association of Local Councils**

The invoice for affiliation fee for the year to 31<sup>st</sup> March 2019 has been received in the sum of £1,080.31. In accordance with Financial Regulation 3.1 this expenditure requires committee approval. The sum of £1,600 is budgeted for the year for Membership Fees (attached)

**6. Cleaning contract quotes**

To consider the quotes received for cleaning the Wharf Lane Public Conveniences, Wardens Workshop washroom and the Cemetery Toilet. (attached)

**7. New Electricity contract**

To consider options for a new electricity contract (to follow)

**8. GDPR Progress update**

To receive information on the progress of implementing GDPR (to follow)

**9. Review of Staff Health and Welfare Policies**

To consider draft policies following staff consultation of

- i. Drugs and Alcohol Policy
- ii. Stress Policy

**10. Health & Safety Risk Assessments**

To receive a report on the findings of the Health & Safety Risk Assessments

**11. Review Volunteer Policy**

To consider the Volunteer Policy and whether any changes are required

**12. 2018-2019 new pay scales & Staff increments**

To report that the new pay scales for 2018-2019 effective from 1<sup>st</sup> April 2018 have been implemented. Following satisfactory Appraisals, salary increments have been awarded to Office staff.

**13. Staffing levels for Open Spaces Team**

To consider the current staffing levels of the Open Spaces Team and decide if an additional member of staff will be required for the summer.

**14. Staffing Update**

Report on general staffing matters.