A meeting of the Resources Committee was held on Tuesday 13th February 2018 in the Council Chamber, Council Offices, North Street, Ilminster at 7.30pm

Present
Chair: Cllr P Burton,
Councillors: Cllr J Dewick,, Cllr J Fowler, Cllr M Gunn, Cllr M James,
Cllr V Keitch, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann and Cllr T Walker

In attendance Miss J Norris (Town Clerk) and Mrs D Speed (Deputy Clerk)

No members of the public were present at the meeting.

R. 161 Apologies for absence

An apology for absence was received from Councillors Fagan and Mackillop.

R.162 Declarations of Interest

Councillors made Declarations of Interest as detailed in the table below.

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr Keitch	4 5b		District Council Rep Chair Area West	Personal Personal Personal	Spoke & voted
Cllr Fowler	5b		Patron	Personal	Spoke & voted
Cllr Burton	7		Uses Market service	Personal	Spoke & voted
Cllr Shepherd	5b 5c 7		Patron President Uses Market service	Personal Personal Personal	Spoke & voted
Cllr Walker	5b		Patron	Personal	Spoke & voted
Cllr Shearman	7		Uses Market service	Personal	Spoke & voted

R.163 Minutes

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RESOLVED

(i) That the minutes of the Resources Committee Meeting held on 5 December 2017 be confirmed as a correct record.
(ii) To note the action list relating to the Resources Committee

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R.164 Revenue subsidy Grant application from Ile Youth & Community Centre

The Council considered a request from Ile Youth & Community Centre for a Revenue Subsidy Grant. Issues raised:

- Requested £3000 but only £2000 in 2017/18 budget
- Numbers using Youth Club are low. Ilminster offers many organisations for the Youth
- Funding helps run the building

RESOLVED
To offer £2000 as previous year and not £3000 as requested

R.165 Grant Applications

The current budget does not include a grant pot so the following grant applications should be taken under general consideration. If the Council decide to make a grant, the decision will need to be taken to Town Council Meeting and more information can be requested. The Council can then consider the grant in full and decide which budget any grant money would be taken from and the necessary virement made.

The Council considered grant applications received from:

a) The Archie Gooch Pavilion who are seeking grant funding for the car park to be tarmacked. Issues discussed:
   - Existing drainage for existing surface. Would different drainage be required for a tarmacked surface?
   - Maintenance and upkeep of car park part of tenancy agreement
   - Buy scalping regularly and patch and repair surface.
   - Ilminster Town Football Club not listed as offering a grant

RESOLVED to defer decision until further information is obtained about the general spec of the car park and if tarmacking suitable. Request financial information form Ilminster Sports Club for an informed decision.

b) The Warehouse Theatre who are seeking grant funding towards their expansion appeal. Issues discussed:
   - Current building not adequate
   - Having bought building will require more money for development
   - Not revenue earning
   - To be considered for a grant from SSDC need to see project supported by Town Council

RESOLVED to send a letter of support so it is received in plenty of time before grant deadline 31st March 2018

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c) Ilminster Carnival Committee who are seeking grant funding towards new crowd barriers to help keep the public safe throughout the town during Carnival. Issues discussed included:

- Whole town involved in Carnival
- Key area of entertainment for all ages
- Use barriers for other events in the Town

RESOLVED to write a letter of support expressing how much the Carnival is valued by the Town Council and suggest they apply to Mayor's Charity Fund when applications open in March

R.166 Financial Monitoring.

The Council received information about the Resources Committee, income, expenditure and commitments compared with the 2017/18 budget. Issue raised included:

- Staff training budget was over spent due to training required for Open Spaces Wardens

R.167 Review of Market Trade Policy

The Council considered whether the Town Council's policy for trade permitted at the weekly Market should continue to include both the selling of products and the provision of services. Any agreed changes must be reflected in the Conditions for Market Stallholders.

i) Councillors thanked the Office Staff for the information and amount of research that had been undertaken. Issues raised during discussion:

- Market Town for centuries
- Service provider had been trading in Market for nearly 3 years
- Public to make choice between Market or Town Trader
- Other possible services -knife sharpener, hair braiders, repairs to mobile phones
- Other Town had stopped Market Traders where it felt the Town was over subscribe with the same products
- Competition is good
- Town Council must behold the Law

RESOLVED for Market conditions to remain the same and encourage as many traders as possible

iii) Councillors considered becoming a member of the NABMA.

- Information researched by the office staff had come from NABMA's website.
- Cost to join approx. £400
- No provision in Town Council budget

RESOLVED not to become a member

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R.168 Review of Market Fees

The Council reviewed the current charges for Market Stall Holders

RESOLVED not to change current Market fees

R.169 Review salary scale points

The Council reviewed the single salary range for Town Council employees. Traditionally, Council staff are appointed on a salary range. 3 staff members are on fixed points and have no opportunity to progress along a scale.

RESOLVED all 3 posts receive an increment following a satisfactory appraisal.

R.170 Health and Safety Policy

The Council considered a draft Health and Safety policy. Items to be included:

- Use of equipment should be to the manufacturers specifications
- Areas designated as smoking zones or point. Staff and Councillors to suggest where would be suitable
- Vaping should be included in Policy
- Where staff mentioned within Policy this should also refer to Councillors and Volunteers
- When Contractors are working on Council property they should report to Town Council Office or Open Spaces Wardens. Difficult to impose on gravediggers and Memorial masons. Possible solution to ask for an annual agreement to be signed
- Where asbestos mentioned, add refer to survey (kept in office)
- Councillors were reminded that they had a responsibility to follow Heath & Safety in the Chamber and in public.
- Include a simplified RIDDOR
- Add as and when law is changed

Next stage is for a consultation document to go out to staff

R171. Staffing Update

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

- Following training completed by the Open Spaces Warden, certificates for City & Guilds NPTC Level 2 award in Chainsaw Maintenance and Cross-cutting and a certificate of attendance from Aquarius Solutions for the usage and health and safety training for the chemicals used to clean graffiti have been received.
- Open Spaces Wardens had successfully passed the Play Inspection training. The Town Council had arranged the training and invited other Parish and Town Councils to purchase places on the course. This had greatly reduced the cost for the Town Council. Pleased to confirm our existing Play Inspection procedures are sound.
- Office Administrator, support had completed ECDL course in BCS level 2 certificates in IT user skills
- Office Administrator, information had successfully completed 1st module of ILCA course
- Deputy Clerk had attended a Peninsula Pensions day
- Open Spaces Wardens will be attending a 3-day First Aid training course.

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- Town Clerk had been researching online Health and courses provided by the British Safety Council. These include general H&S, Manual handling, Fire and VDU. Each course was available at £15 per person. There was also a Data Protection course suitable for both staff and Councillors.
- The closing date for Senior Open Spaces Warden's post was 31st January. 10 applications had been received and these were now being assessed and a short list for interviews should be available by the end of the week. Interviews to be arranged for early March
- The Town Council does not have an Acting Up Policy or a formal system when a member of staff steps up and takes extra responsibilities. This has been the case for one of the Open Spaces Warden's who since October has covered the majority of the duties of the Senior Open Spaces Warden. Councillors asked for figures to be provided for next Resources Committee Meeting
- Open Spaces Apprentice was now a Warden. His tutor will be undertaking the final apprentice assessments on 19th February.

The meeting closed at 9.10pm

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