

A meeting of the Resources Committee was held on Tuesday 11<sup>th</sup> February 2020 in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs

Present

**Chair:** Cllr P Burton (Note: The Mayor presided at the meeting as the Chairman and Vice Chairman were not present)

**Councillors:** Cllr J Dewick, Cllr M Gunn, Cllr V Keitch, and Cllr F White

**In attendance**

**Officers:** Mrs J Earp (Deputy Town Clerk) Mr S Fletcher (Admin Officer) Miss J Norris (Town Clerk) Miss V Woodgate (Admin Officer)

**Town Councillors:** A Shearman  
District Councillor B Hamilton

No members of the public were present at the meeting

**R262 Apologies for absence**

Apologies for absence were received from Councillor James and Councillor Shepherd.

**R263 Declarations of Interest**

No Declarations of Interest were made in respect of any items on the agenda.

**R264 Minutes**

The minutes of the Resources Committee held on 15 October 2019 were considered.

**RESOLVED** that the minutes of the Resources Committee held on 15 October 2019 be confirmed.

The minutes of the Resources Committee held on 26 November 2019 were considered

**RESOLVED** that the minutes of the Resources Committee held on 26 November 2019 be confirmed

**R265 Office Action Plan**

The Office Action Plan relating to the Committee was considered.

**RESOLVED** to note the Office Action Plan

**R266 Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. There was no written police report

- Cllr Keitch is meeting with the Police and Crime Commissioner. If there are any matters of concern relating to policing then please raise them with her.
- A replacement PCSO is in hand.

Chair's initials
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- There have been concerns raised over people having to report crime online, especially if people do not have access to the internet. This will be raised at the PACT meeting.

**R267**

**Financial Monitoring**

Information about the Resources Committee income, expenditure and commitments compared with the 2019/20 budget was received.

Issues raised during discussion of this agenda item included:

- Insurance costs. This figure should be redistributed across different budget headings at the beginning of the financial year.
- Telephone costs. This figure is to the end of December.
- Miscellaneous costs- There are costs against this code, but no budget. This figure needs to be broken down.

**RESOLVED** to note the report

**R268**

**Staffing Update**

The Town Clerk will report on general staffing matters.

- A new Deputy Town Clerk is now in post
- A conditional offer of employment has been made to the prospective new Town Clerk. One reference is still being waited for.
- A temporary groundworker is to be taken on a 6-month contract which commences 1<sup>st</sup> April. We are employing them directly and not through an agency. This will be the same worker as last year
- The Deputy Town Clerk will be undertaking the Introduction to Local Council Administration course
- The new Town Clerk will be registering for the same course once in post.

**R269**

**Market-Feedback from meeting with Market Traders**

To receive feedback from the meeting between the town council and the market traders.

- The meeting was very positive. It was felt a new flower and fruit and veg stall would be beneficial.
- Concern was raised regarding the empty former McColl's shop. This is felt to be an eyesore and adversely affects the market.
- It was asked if a leaflet advertising the market could be produced, perhaps by working in conjunction with the Chamber of Commerce.
- The idea of having one-off tables provided was also discussed. There are insurance issues with this.
- Kipper Week was also discussed-giving the Market Traders 1 free week in in January, February or March.

**RESOLVED** to accept Kipper Week and backdate to January

Chair's initials
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**R270**

**Governance Document Review-Financial Regulations**

The Financial Regulations document was reviewed and consideration given as to whether any amendments were required.

**RESOLVED** to recommend to Council that the Financial Regulations as attached to these minutes as Appendix 1 is adopted

**R271**

**Policy Review-Recruitment Policy and Procedure**

The Recruitment Policy and Procedure was reviewed and consideration given as to whether any amendments were required

**RESOLVED** to recommend to Council  
**(i) That the Recruitment Policy and Procedure as attached to these minutes as Appendix 2 is adopted**  
**(ii) That the Recruitment Policy and Procedure is reviewed in 3 years unless legislation or best practise requires an earlier review**

**R272**

**Policy Review-Whistleblowing Policy and Procedure**

The Recruitment Policy and Procedure was reviewed and consideration given as to whether any amendments were required

**RESOLVED** to recommend to Council  
**(i) That the Whistleblowing Policy and Procedure as attached to these minutes as Appendix 3 is the subject of consultation with all staff**  
**(ii) That the consultation results are reported to Council with the Committees recommendation that the Whistleblowing Policy and Procedure is adopted**  
**(iii) That the Whistleblowing Policy is reviewed in 3 years unless legislation or best practise requires an earlier review**

**R273**

**Policy Review-Sponsorship Policy and Procedure**

The Sponsorship Policy and Procedure was reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- A request made to the Grounds Manager to take down any illegal signage on tennis court.

**RESOLVED** to recommend to Council  
**(i) That the Sponsorship Policy and Procedure as attached to these minutes as Appendix 4 is adopted**  
**(ii) That the Sponsorship Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.**

Chair's initials
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R274

**Policy Review-Equality and Diversity Policy**

The Equality and Diversity Policy and Procedure was reviewed and consideration given as to whether any amendments were required

**RESOLVED** to recommend to Council

**(i) that the Equality and Diversity Policy and Procedure as attached to these minutes as Appendix 5 is adopted**

**(ii) that the Equality and Diversity Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.**

R275

**Policy Review-Absence Management and Capability Performance Policy and Procedures**

The Absence Management and the Capability Performance Policy and Procedures were reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- That any health conditions that staff have are taken on a case by case basis

**RESOLVED** to recommend to Council

**(i) That the Absence Management Policy attached as Appendix 1 is adopted**

**(ii) That the Capability Procedure (Performance) attached as Appendix 2 is adopted**

**(iii) That the Absence Management Policy and the Capability Procedure (Performance) are reviewed in 3 years unless legislation or best practise requires an earlier review.**

R276

**Policy Review-Disciplinary Policy and Procedure**

The Disciplinary Policy and Procedure was reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- The use of an Investigating officer
- Independent Panels making final decisions
- Issues from past experiences have been incorporated

**RESOLVED** to recommend to Council

**(i) That the Disciplinary Policy and Procedure as attached to these minutes as Appendix 7 is the subject of consultation with all staff and that the consultation results are reported to council with the committee's recommendations**

Chair's initials

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- (ii) That the Discipline Policy and Procedure as attached as Appendix 7 is adopted**
- (iii) That the Sponsorship Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.**

**R277**

**Policy Review-Grievance Policy and Procedure**

The Grievance Policy and Procedure was reviewed and consideration given as to whether any amendments were required

Issues raised during discussion of this agenda item included:

- Not many alterations from the existing policy
- If someone leaves employment their grievance also ends.

**RESOLVED** to recommend to Council

- (i) That the Grievance Policy and Procedure as attached to these minutes as Appendix 8 is the subject of consultation with all staff and with the committee's recommendations**
- (ii) That the Grievance Policy and Procedure as attached as Appendix 8 is adopted**
- (iii) That the Grievance Policy and Procedure Policy is reviewed in 3 years unless legislation or best practise requires an earlier review.**

The meeting closed at 20:39hrs

Chair's signature and date
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