

Agenda Item 5

Minutes of the Resources committee meeting held on
Tuesday 11th January 2022 at 19:30 hrs by Skype.

Chair: Cllr Shepherd

Committee: Cllr Burton, Cllr Hamilton, Cllr Keitch, Cllr Shearman, and Cllr Jenner-Hurford

Officers: M Tredwin (Town Clerk), J Earp (Deputy Town Clerk and RFO) V Freeman (Administration Officer)

Councillors: Cllr Taylor

R259 Public Forum

There were no members of the public that joined the meeting.

R260 Apologies for Absence

Cllr Tinson – Work commitments
Cllr Lancaster – Personal reasons
Cllr James – No notification received

R261 Declarations of Interest

Cllr Shepherd declared an interest in agenda item 11 (Minute R268) – charges for the football and cricket pitches

Cllr Keitch and Cllr Hamilton declared an interest in agenda item 10 (Minute R267) – Schedule of Charges, as they use the Council Chamber to hold monthly SSDC drop in surgeries.

R262 Dispensations

None requested, none granted

R263 Minutes

Members **NOTED** the minutes of the meeting held on 7th September 2021.

R264 Clerk's update report

The Clerk's report was moved to exempt business.

R265 Financial monitoring

Members **NOTED** the financial report.

Members asked if it was possible for the RFO to split the building and utility costs for the Town Council Office in North Street and the Old Magistrates Court building to make costs clearer for members on the Financial Budget Comparison report, the RFO is going to look into doing this.

Members discussed Cemetery Lodge costs now that the tenant has vacated the premises.

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A member asked about Tourist information in Ilminster, as this item was not on the agenda it has been added to a future meetings agenda to be discussed fully.

R266

Office training

The Town Clerk advised members that an additional member of staff had requested to complete their CiLCA training and outlined the benefits to members.

Recommendation

Members to agree that an additional member of staff to be sponsored to obtain their CiLCA qualification

The members present indicated unanimously that they would support the recommendation when it was presented to Town Council for approval.

R267

Schedule of Charges

Members discussed the schedule of charges

Room hire charge – members discussed charging commercial organisations/businesses for using the Council chamber to hold face to face meetings, interviews etc. Discussions included whether WiFi and a projector should be included. Under the terms of our lease whether we can sublet the chamber, whether it should be an hourly cost. If SSDC drop in surgeries should be classed as a community event as it is to assist the community. If a political party was to hire the chamber, for example, for election purposes that should be classed as business use. Members indicated that they would support a £10 an hour or part of hour charge, Cllr Hamilton and Cllr Keitch abstained.

Market fees – members discussed the current market fees, members felt that the current charging structure didn't need to be altered. A member asked about 'kipper week', where a market trader has been present for a certain number of weeks they get a free week.

Members indicated that they would support no changes to the current market fee structure.

Use of recreation ground / Britten's Field / Winterhay / West Crescent open spaces

Members indicated that they would support no changes to the current fees for the fairground rides and the circus.

Market/Fair events - Members indicated that they would support a charge of £10 per stall for market / fair events.

Tennis Courts - Members discussed the condition of the tennis courts, reports of rumours that a tennis coach has been using the tennis courts for a fee. If a fee was charged for using the courts, how would that be monitored, and that a booking system would cost money. If there is a charge for anyone using the tennis courts for financial gain, whose

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responsibility is it to check the instructor's qualifications and if they have public liability insurance.

Members indicated that they would support no change to the current free use of the tennis courts.

The football pitch and cricket pitch charges are covered under minute item R268.

Other users of the recreation ground / Britten's Field / Winterhay / West Crescent open spaces - Members discussed if there should be a scale of charges based on hire time, as other Parishes rent out their fields by the hour. Should we divide the recreation ground up into areas and have a charge per area, whether the charges be delegated to Officers, and should we charge a nominal fee initially and monitor the income.

Members indicated that they would support the following charges:

Up to 10m x 10m £10

Up to 15m x 15m £15

Up to 20m x 20m £20

Up to 25m x 25m £25

Up to 30m x 30m £30

R268 Charges for the football and cricket pitches

Cllr Shearman and Cllr Burton updated members that the Licence Conditions Working Group (Cllr Shearman, Cllr Burton and Cllr James) have been unable to meet to discuss the charges for the football and cricket pitches. They hope to meet before the next Town Council meeting so they can report back their findings and recommendations.

They have received the information supplied by the Deputy Clerk relating to other local council's charges to use their facilities.

R269 Exempt Business

That in the view of the confidential nature of the business about to be transacted, it is advised in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

R270 Clerk's update

The Town Clerk gave a verbal update to Members on the member of staff who has been on sick leave since mid-October. Cllr Shearman declared an interest as he is on the Grievance committee. The Town Clerk advised that as it was an overview and no specific details would be mentioned it would not be a conflict of interest.

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The Town Clerk updated members that our Kickstart application has been approved and we are waiting for the portal details so we can start advertising the vacancy.

R271

Staff appraisals

The Town Clerk updated members on the positive outcomes of the appraisals carried out over the last nine months.

Members noted the staff appraisal report.

The members present indicated unanimously that they would support the recommendation, that any increases in the pay of the Admin employee are agreed by Full Council, when it was presented to Town Council for approval.

Meeting ended 21.11

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