

Minutes of the Resources Committee meeting held on
**Tuesday 5th July 2022 at 20:23 hrs, in the Council Chamber, Council
Offices, North Street, Ilminster, TA19 0DG**

Chair: Cllr B Jenner-Hurford

Committee: Cllr S Shepherd, Cllr P Burton, Cllr B Hamilton, Cllr B Jenner-Hurford,
Cllr M James, and Cllr N Tinson

Officers: M Tredwin (Town Clerk), J Earp (Deputy Town Clerk and RFO)

Councillors: Cllr A Shearman,

R22-001 Election of a Chair of Resources for 2022-2023

As the outgoing Chair Cllr Shepherd started the meeting and **Proposed** Cllr B Jenner-Hurford as Chair for 2022-2023. This was **Seconded** by Cllr P Burton. No other names were proposed. Members of the committee unanimously voted for Cllr Jenner-Hurford to be Chair of Resources and he accepted the role.

20:24 Cllr Hamilton arrived

R22-002 Election of Vice Chair of Resources 2022-2023

Cllr B Jenner-Hurford **Proposed Cllr S Shepherd** as Vice-Chair for 2022-2023. This was **Seconded** by Cllr N Tinson. No other names were proposed. Members of the committee unanimously voted for Cllr Shepherd to be Vice Chair of Resources and he accepted the role.

R22-003 Public Forum

There were no members of the public present.

R22-004 Apologies for Absence

Cllr V Keitch - Reason provided
Cllr P Sellers - Reason Provided

R22-005 Declarations of Interest

None Declared

R22-006 Dispensations

None requested, none granted

R22-007 Minutes

Members **RESOLVED** unanimously that the Minutes of the meeting held on 1 March 2022 were an accurate record.
Proposer Cllr Hamilton **Seconded** Cllr Tinson

R22-008 Clerk's update report

No update

R22-009 Financial Monitoring

The RFO advised members that the figures covered the April and May 2022 income and expenditure figures. Figures were those that had been reported to Full Council on the 21 June 2022.

Members **NOTED** the financial report.

R22-010 Magistrates Court Move

Members noted the report and discussed various aspects around the move of Council administration into the new building. Points that were discussed included;

- Dates as to when the Town Council would formally be moving into the building
- Progress on the remedial works to prepare the building for occupancy
- The need for comms and photocopying facilities to be put in place ahead of the move
- The need to agree where to hold meetings if the North Street premises are vacated

Members agreed the following resolutions:

- a) Members unanimously **Resolved** to Recommend to Full Council that £25,000 be vired from General Reserves to budget 361 to cover removal and setup costs for the Old Magistrates Court building.
Proposed Cllr Hamilton Seconded Cllr Tinson
- b) Members Unanimously **Resolved** that Officers to be given delegated responsibility to engage a removal company to handle the transfer of items between old and new premises.
Proposed Cllr Tinson Seconded Cllr Hamilton
- c) Members unanimously **Resolved** to Recommend to Full Council to appoint Dan's Window Cleaning Services to clean the Old Magistrates Court windows for three years or until such time as officers feel it appropriate to reassess the agreement.
Proposed Cllr Hamilton Seconded Cllr James
- d) Members unanimously **Resolved** to Recommend to Full Council to delegate to officers, authority to acquire a new photocopier in accordance with Financial Regulations on the understanding members will ratify the decision at the first possible Full Council meeting after a decision is made.
Proposed Cllr Hamilton Seconded Cllr James
- e) Members unanimously **Resolved** to delegate authority to officers to dispose of the Town Council's old photocopiers, with details of their disposal reported to a subsequent meeting for noting.
Proposed Cllr Tinson Seconded Cllr Hamilton

- f) Members unanimously **Resolved** to Recommend to Full Council to delegate authority to officers to engage a communications company to provide internet and telephones at the old Magistrates Court. Any engagement will be carried out in accordance with Financial Regulations and Standing Orders. The details will be brought to Full Council at the following meeting for ratification.
Proposed Cllr Jenner-Hurford Seconded Cllr Hamilton

R22-011 Staff update

In view of the confidential nature of the business to be discussed it was unanimously agreed that the meeting should go into **Exempt Business**.

R22-012 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.
Proposer Cllr Hamilton Seconded Cllr Tinson

R22-013 Staff update

Members were updated on a number of staffing matters. As a result of the discussions ensuing members agreed that the following resolutions should be taken to Full Council for their ratification.

- a) Members **Resolved** to recommend to Full Council that a three month fixed position of Grounds Worker be created.
Proposed Cllr James Seconded Cllr Tinson
- b) Members **Resolved** to recommend to Full Council that employee number 7 move to a pay range of SCP 5-8 from 1 August 2022.
Proposed Cllr Burton Seconded Cllr Jenner-Hurford

Meeting ended 21.23