

A remote meeting of the **Resources Committee** was held on Tuesday 8<sup>th</sup> December 2020 on Skype starting at 20:30hrs

Present

**Deputy Chair:** Cllr S Shepherd

**Councillors:** Cllr P Burton, Cllr M Gunn, Cllr F White and Cllr V Keitch

**In attendance:** Cllr B Hamilton and Cllr Shearman

**Officers:** Mrs J Earp (Deputy Town Clerk) and Mrs H White (Town Clerk)

### **One Speaker**

Speaker one – A representative from Radio Ninesprings spoke regarding the grant application that was due to be discussed this evening. The radio station are raising money for a transmitter to serve the community of Ilminster. When it is up and running it is planned to use the station for training and charity purposes. Specifically Yeovil College will be able to use the facility as part of their courses in relation to media and broadcasting. Two more frequencies have already been agreed by Offcomm to cover Chard and Ilminster. Other Councils and organisations have already pledged their support. If the £14,000.00 target is not hit Radio Ninesprings will provide the balance. The facility will be encouraged to be a local station, getting the people of Ilminster involved and asking them to provide news items etc. Most of the information is detailed in the grant application form.

The Chair thanked the speaker for their time.

### **R316 Apologies for absence**

Apologies received from Cllr M James and Cllr J Dewick

### **R317 Declarations of Interest**

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

<b>Name</b>	<b>Agenda Item</b>	<b>Minute No</b>	<b>Nature of Interest</b>	<b>Type of Interest</b>	<b>Action</b>
Cllr V Keitch	5(1)	R320(1)	Leader of SSDC	Personal	Spoke and voted

### **R318 Minutes**

To confirm the minutes of the Resources meeting held on 8<sup>th</sup> December 2020 as a correct record.

**RESOLVED** that the minutes of the Resources Committee held on 8<sup>th</sup> December 2020 be confirmed as a correct record.

### **R319 Financial Monitoring**

Consideration was given to the income and expenditure for the Resources Committee.

The Deputy Town Clerk produced reports on the income and expenditure. Discussions were had regarding the Neighbourhood Plan budget. The designer

had now produced the consultation documents at a cost of £6,000.00. For this invoice some money needs to be moved from Reserves to cover. It was suggested that it would make more financial sense with the end of year approaching and the invoice would be paid in this financial year, for the money to be moved from this years reserves.

**RESOLVED** to move the money from the Reserves for the New Century invoice of £6,000.00.

### **R320 Grants**

Consideration was given to the grant applications received.

#### **(1) Radio Ninesprings**

Discussions included that the mast will predominantly cover the Ilminster and Chard area which is a positive thing for the town. It was good to hear that if the money wasn't raised through grants/donations, the radio station would pick up the tab so the project was going to happen. It was discussed that Abri use the service for their residents and they want to see a mast in the area. SSDC are looking at the application and Cllr Keitch will look at what's happening with the grant. All committee members support in principle, especially for those less fortunate that don't have access to DAB radio. Would be a benefit for those stuck at home. Yeovil Hospital Radio have got involved.

**RESOLVED** to support the application and grant £500.00.

#### **(2) Ilminster Fairtrade**

Discussions were brief on this item as all the committee members were in full support of this application.

**RESOLVED** to support the application and grant £120.00.

### **R321 Office Laptops and Anti Virus**

The laptops are an urgent purchase. At present the Town Clerk works with half a screen and on a laptop that is over 7 years old and the desktop PC in the wardens shed is even older. The Town Clerk tried to contact E&S Computers, Monkey Puzzle and looked at Currys for other options. There is a shortage of laptops due to the Government scheme to provide schools for home working and in relation to companies purchasing for employees. Supply can't keep up with demand.

**RESOLVED** to agree the purchase of three laptops during this financial year from CJ Systems and two in the next financial year. To also agree to Webroot anti virus on each laptop at £2.00 per month per computer.

### **R322 Finance Procedures Risk Register**

Consideration was given to the amended Finance Risk Register. A discussion was held around whether the document needed to be marked as confidential. The risk register was checked and it was agreed that the document does not contain any private and confidential information. The amendments provided in red were considered.

**RESOLVED** to accept the amendments and not remove the Confidential wording across the document.

**R323 Storage of Flag Poles**

Consideration was given to the email received from IMEx regarding the storage of the new flag poles. It was confirmed that the Grounds team have been to check the two storage facilities currently rented and unfortunately the flag poles won't fit. They did look at maybe putting in some planks in the eaves to rest them on but one of the units has a flat roof and the length of the poles are too long for the unit. The wardens shed was another option but again by the time the tractor and buggy are stored away there is no other room. The Council don't have any other storage facilities to which they have access.

**RESOLVED** to advise with regret the Town Council are unable to provide any support for the storage at this time.

**R324 Occupational Therapist**

Consideration was given to delegating authority to the Deputy Town Clerk and Town Clerk to organise an Occupational Therapist for the Grounds Team staff. The Deputy Town Clerk confirmed that this issue had been looked at in the past but hadn't actually been taken to a meeting for discussion. The grounds team keep vibration logs on time spent on equipment but from a health and safety perspective the team have asked to see an Occupational Therapist to check there are no concerns. The question was asked as to whether the Town Council have a duty of care to it's employees and any health and safety obligations.

**RESOLVED** that Cllr Keitch would speak to Chris Cooper as one of the outdoor team managers at SSDC to see what they provide.

The meeting closed at 21:30hrs