

A remote meeting of the **Resources Committee** was held on Tuesday 8<sup>th</sup> December 2020 on Skype starting at 19:30hrs

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)

No members of the public were present at the meeting

**R305 Apologies for absence**

Apologies received from Cllr M James and Cllr J Dewick

**R306 Declarations of Interest**

No declarations of interest were made regarding any items on the Agenda.

**R307 Minutes**

To confirm the minutes of the Resources meeting held on 13<sup>th</sup> October 2020 as a correct record.

**RESOLVED** that the minutes of the Resources Committee held on 13<sup>th</sup> October 2020 be confirmed as a correct record.

**R308 Financial Monitoring**

Consideration was given to the income and expenditure for 2020 for the Resources Committee.

The Deputy Town Clerk produced reports on the income and expenditure. Discussions were had regarding the Neighbourhood Plan budget. A query was raised about the Capital Programme and it was confirmed that this would be presented at the next Full Town Council meeting. During December the Barge and tractor tyre swing would be paid. Due to the restrictions on bank payments will be made in instalments.

**R309 Tuck Shop**

An update was provided on the progress with the Tuck Shop. At the last meeting a request was made that quotes were obtained for a replacement kitchen. Due to the pandemic contacting people in the trade has proved difficult. Two trade companies were contacted and measured the unit but to date no quote has been received.

Consideration was given as to whether the Council should approach the lady who was interested in renting the unit and ask for her recommendations. There were objections to this. Rental of the unit needs to go to tender and if a party has already had involvement it could be seen as favouring a party.

It was mentioned the Council should be generating income from the unit.

A suggestion was made that the Council could go to a local Auction House and select some bankrupt stock.

**RESOLVED** to put the item back on the Agenda for the New Year and try and get something in operation by the time the new play park is completed.

**R310 Cemetery Lodge**

An update was provided on the current repairs to the property. The broken thermostat is being replaced at a cost of £127.48.

The contractor has suggested that the boiler is replaced as not fit for purpose. The walls in the hallway are damp and there is condensation in the windows constantly. The front door doesn't shut properly and water blows in. It was suggested that the Councillors should visit the property to see the issues for themselves. A decision needs to be made on the way forward. A Councillor mentioned that extraction fans to take out the moisture might be an option. The question was asked as to whether we should obtain a survey to establish the main problems. The surveyor would need to have knowledge of old buildings. A recommendation was made to contact Chris Baronski a semi-retired architect.

**RESOLVED** to contact Chris Baronski to ask him to attend the property and provide a report to the Council on the condition of the property.

**R311 Payment of Christmas Lights rental**

Consideration was given to whether payment of the rental for the storage of the Christmas Lights should be altered to be paid 6 monthly or annually as opposed to the monthly basis that the Council do now.

**RESOLVED** to keep the payment of the storage of the Christmas Lights to monthly.

**R312 VAT on Flags**

Consideration was given to the email received from IMEx regarding the payment of the flags. A discussion was had regarding the ownership of the flags and the insurance when in storage and erected. The flags would not belong to the council. The request included being able to reclaim the VAT on the purchase as the Council are VAT registered. This could not be agreed. The Council could not meet the VAT requirements to enable them to legally reclaim the VAT.

**RESOLVED** to advise the IMEx group that the Council could not pay for the flags and reclaim the VAT.

**R313 Exclusion of Press and Public**

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, for Agenda items 10 Appointment of Administration Officer and 11 Staffing Update due to the confidential nature of the business to be transacted i.e. personal information and items subject to negotiations.

**RESOLVED** that the press and public be excluded from the meeting during consideration of Agenda item 10 Appointment of Administration Officer and 11

Staffing Update due to the confidential nature of the business to be transacted i.e. personal information and items subject to negotiations.

**R314 Appointment of Administration Officer**

Consideration was given to the appointment of the Administration Officer. An advert had been placed in local press and on the website. There were enquiries but only one application form received. Candidate had skills and was currently without a job. Asked for them to complete some temporary work. Happy with their skill set and initial impressions. The Town Clerk would like to offer the permanent position to the temporary staff member.

**RESOLVED** to delegate authority to Town Clerk to offer the position to the temporary member of staff.

**R315 Staffing Update**

The Town Clerk gave an update on the current staff. Work continues as well as possible during the pandemic. One of the grounds team is completing their first aid training. Currently no concerns.

The meeting closed at 20:32hrs

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