

## Ilminster Town Council Resources Committee Minutes

A meeting of the Resources Committee was held on Tuesday 9<sup>th</sup> August 2016 in the Council Chamber, Council Offices, North Street, Ilminster at 7.55pm

### Present

Chair: Cllr J Fowler

Councillors: Cllr Drayton, Cllr Fagan, Cllr V Keitch, Cllr D Kinder, Cllr A Shearman, Cllr S Shepherd, Cllr J Southern, Cllr R Swann and Cllr T Walker.

### In attendance

Miss J Norris (Town Clerk) Deborah Speed (Admin Officer Finance)

No members of the public were present at the meeting.

### R65 Apologies for absence

Apologies for absence were received from Councillors Albin and Burton

### R66 Declarations of Interest

S Shepherd	4 Revenue Subsidy Grant – Ilminster Tourism	R68	Personal	Member	Spoke & voted
A Shearman	10 Staffing Update	R76	Personal	Previously worked for SCC	Spoke & voted

### R67 Minutes

#### RESOLVED

- (i) that the minutes of the Resources Committee meeting held on 14<sup>th</sup> June 2016 be confirmed as a correct record
- (ii) To note the action list relating to the Resources Committee

### R68 Revenue Subsidy Grant – Ilminster Tourism

The Committee considered a request from Ilminster Tourism for a Revenue Subsidy Grant

**RESOLVED** that Ilminster Tourism be given a Revenue Subsidy Grant of £800.00

### R69 Local Council Award Scheme

Following the Local Council Award Scheme report made at the Council Meeting on 21<sup>st</sup> June 2016, the Committee considered the recommendation that expenditure on items valued at £50,000 and above should be subject to public consultation.

**RESOLVED** not to accept recommendation but think about how to involve the Community in these situations.

### R70 Financial Comparison

**R70 Financial Comparison**

The Committee received information about the Resources expenditure and commitments to date when compared with the 2016/17 budget.  
NB. Review charging for use of Market House

**R71 Review of Protective Clothing Allocation Policy**

The Committee reviewed the current Protective Clothing Allocation policy.

**RESOLVED**

- (i) That the amount of the work clothing allowance should be reviewed annually
- (ii) That the work clothing allowance is available for each member of the Open Spaces Team
- (iii) That the work clothing allowance is increase to £100.00 per person for the 2016/17 financial year
- (iv) That subject to incorporating (i) – (iii) above the current Protective Clothing Allocation Policy is approved for a further 3 years unless new legislation requires an earlier review

**R72 Review of Protocol on Member/Officer Relations**

The Committee reviewed the current Member/Officer Relations Protocol

**RESOLVED** to accept Protocol on Member/Officer Relations and review in 3 years or sooner if there are any changes in legislation

**R73 Staff Absence Rates**

The Committee reviewed the Staff Absence Rates  
Issues raised:

- Town Clerk would bring to the attention of the Chair of Resources Committee if there were any problems with staff absence.
- Review in a year's time

**R74 Exclusion of Press and Public**

**RESOLVED** that due to the confidential nature of item 9 Staff Update, members of the public and the press should be excluded whilst the item is discussed.

**R75 Staffing Update**

The Town Clerk gave an oral report on general staffing matters which included:

- The Open Spaces Apprentice has commenced his training through Bridgwater College
- The Administration Officer Information is on sick leave and it could be a long term absence
- Deborah Speed has accepted the post of Deputy Clerk
- The temporary Administrator Information has agreed to remain until the end of September. This will be reviewed on a month by month basis.

Also a Casual Administrator contract has been issued.

**RESOLVED** to advertise on Council website and Notice Board for a period of 2 weeks for a part time Administrator.

- Part time Open Spaces Warden contract ends 31<sup>st</sup> August 2016.

**RESOLVED** to offer employment of 3 days a week to the end of this financial year

The Chair closed the meeting 9.30pm

DRAFT