

A meeting of the Resources Committee was held on Tuesday 12th June 2018 in the Council Chamber, Council Offices, North Street, Ilminster on the rising of the Town Council at 7.50pm.

Present

Chair: Cllr V Keitch,

Councillors: Cllr D Belobaba, Cllr J Dewick, Cllr J Fagan, Cllr M Gunn, Cllr S Shepherd and Cllr R Swann

In attendance

Officers: Miss J Norris (Town Clerk) and Mrs D Speed (Deputy Clerk)

Councillors: Cllr Fowler, Cllr Shearman and Cllr James.

No members of the public were present at the meeting.

R.181 Apologies for absence

Apologies for absence were received from Councillor Walker

R.182 Declarations of Interest

Councillors made no Declarations of Interest.

R.183 Minutes

RESOLVED

- (i) That the minutes of the Resources Committee Meeting held on 10th April 2018 be confirmed as a correct record.
- (ii) Items to note on the action list relating to the Resources Committee:
 - The Deputy Clerk had met the Contract Administer and Tenant at the Cemetery Lodge and a snagging list had been compiled
 - Health & Safety Policy consultation document had been sent to staff. The only comments received were regarding providing areas for smoking.

R184 Financial Monitoring.

The Council received information about the Resources Committee, income, expenditure and commitments compared with the 2018/19 budget. No issues were raised.

R185 Approval of Invoice for Affiliation Fee to Somerset Association of Local Councils

Councillors considered the payment of an invoice for affiliation fee for the year to 31st March 2019 in the sum of £1,080.31.

RESOLVED to pay the invoice

R186 Cleaning contract quotes

Councillors considered the quotes received for cleaning the Wharf Lane Public Conveniences, Wardens Workshop washroom and the Cemetery Toilet.

- Concerned at the range of prices

RESOLVED to appoint Contractor C to clean Wharf Lane Public Conveniences, Wardens Workshop and the Cemetery Toilet.

R187 New Electricity contract

The Councillors considered options for a new electricity contract

- The Deputy Clerk said since compiling the report a further price had been received from Company C for a 3-year Electricity contract. Daily standing charge 25p and usage at 16.78p per kWh.
- The recent increases in electricity prices and the difficulty to forecast future prices were discussed

RESOLVED to agree a 3-year contract with Company C

R188 GDPR Progress update

The Town Clerk gave an oral report on the progress of implementing GDPR.

- Staff members had already been on training courses. Others would be attending courses in the future as the recommendations would be changing as rules implemented.
- Need to review Freedom of Information Publication Scheme
- Need to check all files and remove personal details from them. This would include both paper and computer files. Need to agree a plan which may lead to Council Office been closed for a short period.
- Change Public Attendance sheets and destroy after meeting
- Speakers names not to be recorded in Minutes
- Consent to retain information must be obtained. It is no longer implied
- ICO have power to visit whereas before new legislation the only contact would be following a complaint.
- By recording this we will begin an audit trail to provide to the ICO if ever needed

R189 Review of Staff Health and Welfare Policies

Councillors considered draft policies following consultation of

- i. Drugs and Alcohol Policy
 - Sensible, workable and supportive

RESOLVED to take to Full Council

- ii. Stress Policy

RESOLVED to take to Full Council

R190 Health & Safety Risk Assessments

The Town Clerk had not had time to compile a report on the findings of the Health & Safety Risk Assessments.

R191 Review Volunteer Policy

Councillors considered the Volunteer Policy and whether any changes were required

- Documents were available on Town Council website
- It was found to be comprehensive when reviewed for the Foundation Award
- Volunteers should be adding something extra
- Issue volunteers with laminated Volunteer cards

RESOLVED to take to Full Council

R192 2018-2019 new pay scales & Staff increments

A report that the new NALC pay scales for 2018-2019 effective from 1st April 2018 have been implemented. Following satisfactory Appraisals, salary increments have been awarded to Office staff.

- Open Spaces staff appraisals are due to commence next month.

R193 Staffing levels for Open Spaces Team

The Councillors reviewed the current staffing levels of the Open Spaces Team and considered if an additional member of staff would be required for the summer

- There is £4,000 in the budget
- A temporary Open Spaces Warden has been employed for the Summer months in previous years
- Would need to have a driving licence
- Would be allocated jobs requiring little training – litter picking, watering and emptying bins.
- Offer overtime to existing staff
- Contact Job Centres to provide someone for 8 weeks to gain work experience.
- Contact Key for Life to give work tasters to former prisoners

RESOLVED to employ a temporary Open Spaces Warden, immediately subject to available funds.

R194 Staffing Update

The Town Clerk said there was nothing to report on general staffing matters:

The meeting closed at 9pm