

**Iminster Town Council  
Resources Committee Minutes**

A meeting of the Resources Committee was held on Tuesday 14<sup>th</sup> June 2016 in the Council Chamber, Council Offices, North Street, Iminster at 7.30pm

**Present**

Chair: Cllr P Burton

Councillors: Cllr J Fowler, Cllr V Keitch, Cllr D Kinder, Cllr A Shearman, Cllr S Shepherd and Cllr T Walker.

**In attendance**

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

One member of the public was present at the meeting.

**R54 Apologies for absence**

Apologies for absence were received from Councillors Albin, Drayton, Fagan, Southern, Cllr R Swann

**R55 Declarations of Interest**

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
J Fowler	4	R57	Personal & pecuniary	Support Fair Trade movement & made donation	Spoke & voted
V Keitch	4	R57	Personal	Member of Fair Trade Committee	Spoke & voted
P Burton	4	R57	Personal	Volunteered to help Fair Trade Organisation	Spoke & voted
A Shearman	8	R61	Personal	Paid pension contributions to Peninsula Pensions	Spoke & voted

**R56 Minutes**

**RESOLVED**

- (i) that the minutes of the Resources Committee meeting held on 5th April 2016 be confirmed as a correct record
- (ii) To note the action list relating to the Resources Committee

Issues discussed during consideration of the action list included:

- The Contract Administrator for Cemetery Lodge has been given quotes previously received and has arranged for 2 further builders to view the property.

- Action list No. 3 to be removed
- A meeting with the Bank Relationship Manager is to be arranged.

#### **R57 Grant**

The Committee considered the grant application received from Fairtrade for funding to provide and install additional Road signs to indicate the Fairtrade Town status of Ilminster. The signs would be metal and a special adhesive used to adhere them to the Flower troughs at the entrance to the Town. One sign would be mounted on short posts.

##### **RESOLVED to**

- Give permission to adhere signs to the Town Council's planters. The maintenance of the signs to be the responsibility of the Fair Trade Committee.
- Give funding for the purchase of the signs. Money to be taken from Community engagement budget.

#### **R58 Approval of Invoice for Affiliation Fee to Somerset Association of Local Councils**

In accordance with Financial Regulation 3.1 the Committee considered the invoice received for affiliation fee for the year to 31<sup>st</sup> March 2017 in the sum of £1,041.13.

**RESOLVED** to pay the invoice in the sum of £1,041.13

#### **R59 Financial Comparison**

The Committee received information about the Resources expenditure and commitments to date when compared with the 2016/17 budget

#### **R60 Risk Register**

The Committee considered a draft risk register for Financial Procedures

**RESOLVED** to accept risk register assessment and review it in 6 months or due to exceptional circumstances earlier.

#### **R61 Appointment of Pension Appeal person**

The Committee considered information provided by Peninsula Pensions regarding an Employers Internal Dispute Resolution Procedure

**RESOLVED** to recommend to Council

- That the Town Council adopts the Peninsula Pensions Employers Guide to the Internal Dispute Resolution Procedure as it's procedure for dealing with appeals regarding pension matters
- That the Appeals Committee is designated as the adjudicator for Stage 1 appeals made under the Employers Internal Dispute Resolution Procedure
- That the Appeals Committee Terms of Reference are amended to include the following.

Overall Purpose & / Scope "To determine appeals relating to grievance, discipline or capability proceedings and adjudicate stage 1 pension appeals"

Specific Responsibilities

"2. To adjudicate Stage 1 appeals regarding pensions as set out in the Peninsula Pensions Employers Guide to the Internal Dispute Resolution Procedure"

**R62 National Salary Award 2016-2018**

The Committee considered the recommendation from NALC & SLCC regarding the NJC National Salary award 2016-2018

The Town Clerk confirmed that allowance had been made for the increase in the 2016/17 budget.

**RESOLVED** to recommend to Council

(i) To implement the 2016-2018 pay award

(ii) To amend Standing Order 15 to include

"xix Implement any nationally agreed Pay Awards where sufficient budget allowance has been made

xx Implement any salary scale increments that are conditions within employment contracts"

(iii) That Financial Regulation 7.3 is amended to read "No changes shall be made to any employee's pay Salary Scale, emoluments, or terms and conditions of employment without the prior consent of the Resources Committee

**R63 Exclusion of the Press and Public**

The Committee considered taking item 11 without members of the public and press present due to the confidential nature of the business to be transacted.

**RESOLVED** to exclude the Press and Public

**R64 Staffing Update**

The Committee received an update on general staffing matters and considered the staffing structure for the office.

**RESOLVED** to recommend to Council

(i) That the Town Clerk's contracted hours are increased to 35 per week (to include evening meetings) with effect from 1 July 2016

(ii) That the staffing structure depicted in Appendix A to this report is implemented (please note Appendix A is confidential as it contains personal information)

(iii) That Mrs Deborah Speed (currently employed as Administration Officer (Finance) is offered the position of Deputy Clerk as shown in Appendix A.

The Chair closed the meeting 9.20pm