

## Agenda 3a

A meeting of the Resources Committee was held on Tuesday 12<sup>th</sup> February 2019 in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs

Present

**Chair:** Cllr V Keitch,

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

### In attendance

**Officers:** Miss J Norris (Town Clerk)

**Councillors:** Cllr M James & Cllr J Fowler

No members of the public were present at the meeting.

### R219 Apologies for absence

There were no apologies for absence as all Committee members were present.

### R220 Declarations of Interest

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

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr J Dewick	Agenda No 7 Financial Contribution for Ilminster Library	R225	Secretary Friends Of Ilminster Library	Personal	Spoke & voted
Cllr V Keitch	Agenda No 7 Financial Contribution for Ilminster Library	R225	Committee member of Friends Of Ilminster Library	Personal	Spoke and Voted

### R221 Minutes

a) The minutes of the Resources meeting held on 15<sup>th</sup> January 2019 were considered

**RESOLVED** that the minutes of the Resources Committee held on 15<sup>th</sup> January 2019 be confirmed as a correct record.

b) No items on action list relating to the Resources Committee to consider.

### R222 Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. There was no written police report nor were any items raised.

### R223 Financial Monitoring.

Information about the Resources Committee income, expenditure and commitments compared with the 2018/19 budget was received.

Issues discussed during consideration of this agenda item included:

- Bank charges
- The miscellaneous item includes specialist staffing support costs

**RESOLVED** to note the report

**R224 Disposal of Assets**

Consideration was given to the disposal of the heavy-duty shredder; which had not been working properly for a long time and for which a replacement had been purchased.

**RESOLVED** to dispose of the old heavy-duty shredder

**R225 Financial Contribution for Ilminster Library**

Consideration was given to the contribution level to be made to Somerset County Council towards the costs of running Ilminster library, as provided for in the Town Council's 2019/20 budget.

Issues discussed during consideration of this agenda item included:

- the County Council are looking for a 3 year funding commitment

**RESOLVED**

- (i) To make a £5,000 contribution towards the running costs of Ilminster library for 19/20 and
- (ii) To commit to making a similar contribution to the amount given in (i) above for the next 2 years
- (iii) That a letter be sent to Friends of Ilminster Library giving details of the Town Council's grants policy

**R226 Grants Policy 2019/20**

The Town Council's Grants Policy (approved in February 2015) was reviewed

Issues discussed during consideration of this agenda item included:

- Maximum grant level

**RESOLVED TO RECOMMEND TO COUNCIL**

- (i) **the Town Council's maximum grant payable under the policy should be raised to £500**
- (ii) **Subject to (i) above that the Grants Policy as presented to the Committee is adopted for 2019/20**

**R227 Investments**

In accordance with the Town Council's Investment Strategy, (approved by the Town Council on 29 January 2019) consideration was given to making recommendations to the Town Council regarding the investment of funds.

Issues discussed during consideration of this agenda item included:

- the need to read carefully the documents provided by the investment organisations

**RESOLVED TO RECOMMEND TO COUNCIL that consideration is given to investing in the CCLA Public Sector Deposit Fund**

**R228 Staffing Update**

The Town Clerk reported on general staffing matters, including recruitment updates and progress towards implementing the new staffing structure.

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Issues discussed during consideration of this agenda item included:

- Recruitment process for the Grounds Manager: the job description and person specification had be revised by the Mayor, Chair of Resources and Chair of Open Spaces; the position was advertised in Countryside Jobs, Institute of Groundsmanship, Somerset County Gazette / Chard & Ilminster News, Indeed, SALC website, ITC Website. Interviews were scheduled for 28 February.
- The job descriptions for the Town Clerk and Deputy Town Clerk would be reviewed in accordance with the Town Council's decision regarding future staffing arrangements
- There is not currently a health / medical part to the recruitment process and advice is being sought from South Somerset District Council regarding this
- Recruitment of an Assistant Grounds Manager will follow the appointment of the Grounds Manager so that the latter may have input into the selection of their assistant
- Many organisations review the social media accounts of applicants

**RESOLVED** to note the report

The meeting closed at 20:15hrs