

**Iminster Town Council
Resources Committee Minutes**

A meeting of the Resources Committee was held on Tuesday 4 April 2017 in the Council Chamber, Council Offices, North Street, Iminster on the rising of the Planning, Highways and Transport Committee (20: 15 hrs)

Present

Chair: Cllr P Burton,

Councillors: Cllr J Fagan, Cllr J Fowler Cllr M James, Cllr D Kinder, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann and Cllr T Walker.

In attendance Miss J Norris (Town Clerk)

No members of the public were present at the meeting.

R108 Apologies for absence

Apologies for absence were received from Councillors R Drayton, M James and J Southern.

R109 Declarations of Interest

No Declarations of Interest were made regarding any items on the agenda

R110 Minutes

RESOLVED

- (i) that the minutes of the Resources Committee meeting held on 7th March 2017 be confirmed as a correct record
- (ii) To note the action list relating to the Resources Committee

R111 Grant Application

To consider an application received from Yeovil ShopMobility for a small grant towards their costs

Issues discussed during consideration of the grant application included:

- Grants are usually given for organisations very local to Iminster
- Many people from Iminster do not go to Yeovil because of the difficulties in getting to Yeovil
- The information provided was not as required in the Iminster Town Council grants scheme

RESOLVED to refuse the grant application

R112 Review of Staff Handbook

Revisions to Staff Handbook following publication of new Green Book were considered.

Issues raised during consideration of this agenda item included:

- P17 of handbook paragraph numbering needs to be amended
- Insurance of personal vehicles -need to check insurance details
- 9.11 – last bullet point should be **not** disclosed

RESOLVED TO RECOMMEND TO COUNCIL

- (i) that the amendments to the section regarding incremental progression, Overtime and Time Off In Lieu, Extreme Weather, Travel Costs and Accident Reporting are approved

Chair's Initials

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(ii) that the Staff Handbook is reviewed in 3 years unless legislation or best practice requires an earlier review

R113 Financial Comparison

Information about the Resources expenditure and commitments to date when compared with the 2016/17 budget were presented for the Committee's information.

Issues raised during consideration of this agenda item included:

- Christmas Lights
- Resilience Store

RESOLVED to note the report

R114 Staffing Update

The Town Clerk gave an oral report on general staffing matters; key points included:

- Appointment of Senior Open Spaces Warden
- Resignation of the Open Spaces Warden
- Office Staff
- Qualifications Progress – the Open Spaces Apprentice, Senior Open Spaces Warden and the Admin Officer (Support) have recently successfully completed training courses relevant to their employment.

The meeting closed at 20:20hrs

Chair's Signature & Date