

**Ilminster Town Council  
Resources Committee Minutes**

A meeting of the Resources Committee was held on Tuesday 1 August 2017 in the Minster Rooms, Court Barton, Ilminster on the rising of the Planning, Highways and Transport Committee at 9.05pm.

**Present**

Chair: Cllr P Burton,

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

**In attendance** Miss J Norris (Town Clerk) and Deborah Speed (Deputy Clerk)

No members of the public were present at the meeting.

**R124 Apologies for absence**

Apologies for absence were received from Cllrs J Fagan and V Keitch .

**R125 Declarations of Interest**

Councillors made Declarations of Interest as detailed in the table below

<b>Name</b>	<b>Agenda Item</b>	<b>Minute No</b>	<b>Nature of Interest</b>	<b>Type of Interest</b>	<b>Action</b>
Cllr Shepherd	4	R127	Chair of Ilminster Tourism	Personal	Spoke and Voted

**R126 Minutes**

**RESOLVED**

- (i) that the minutes of the Resources Committee meeting held on 6 June 2017 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.  
It was noted that the new Health and Safety Policy was being worked on and therefore had been added to the action list

**R127 Revenue Subsidy Grant for Ilminster Tourism**

Issues discussed included looking to the future for Ilminster Tourism: the Accommodation Committee in their discussions should include an area within the Council premises for Tourism

**RESOLVED** to offer a revenue subsidy grant of £800

**R128 Grant Request from Life Education Wessex**

Issues discussed during consideration of the grant application included:

- I. Concern over target group age
- II. No money for grants in this year's budget
- III. Suggest Ilminster Lions Club or Rotatory might help
- IV. The Charities aims were supported by the Councillors

## **Iminster Town Council**

**RESOLVED** to refuse grant application

### **R129 Cemetery Lodge Rent**

Issues raised during consideration of current rent for Cemetery Lodge:

- I. Current 1-bedroom properties available for let in Iminster cost approx. £470 per calendar month
- II. Guidance from the Letting Agent

**RESOLVED** to increase the current rent for Cemetery Lodge by £20 per calendar month

### **R130 Internet Banking**

**RESOLVED to recommend to Council**

- (i) that the procedure for making electronic payments / internet banking as set out below is adopted
  1. A list of payments to be made by online banking, together with the associated invoices are signed by two members of the Council who are bank signatories and countersigned by the Clerk/RFO. The list of payments will be reported to the Town Council in the usual way.
  2. A batch payment, using the signed list is then prepared on internet banking by the Deputy Clerk. This is then authorised by the Clerk/RFO who checks the batch against the list making sure suppliers and amounts are correct.
  3. Salaries will be a separate batch payment prepared by the Deputy Clerk and authorised by the Clerk/RFO. The monthly salary amount and amount paid to HMRC is then included in the notification of payments and authorisation of virements report to the Town Council in the usual way.
  4. A sum for the amount of the total payments (in a given period) that can be instructed by the Clerk/RFO should be included in the bank mandate.
  5. To set up the original suppliers list each supplier will be contacted by e-mail or letter explaining that the Town Council is moving to making electronic payments and asking them to supply their bank details and remittance address. New suppliers will also be asked to supply these details. BACS details for all suppliers will be reviewed regularly and will only be changed if a hard copy request is received from the supplier which has been countersigned by the Clerk/RFO.
- (ii) that the Town Clerk is set a limit for approving batch payments to the cumulative value of batches being £50,000 processed within 3 days
- (iii) that Section 6 of the Town Council's Financial Regulations are amended to reflect (ii) and (iii) above

### **R131 Financial Information**

Information about the Resources Committee expenditure and commitments for the year which ended 31 March 2018 was considered.

Issues raised:

- Who do we pay subscriptions?
- Cost of general maintenance on Market House

**RESOLVED** to note report

## **Iminster Town Council**

### **R123 Staffing Update**

Town Clerk gave an oral report on general staffing matters, the key points of which were:

- New Open Spaces Warden, Gary Taylor had settled in and had coped very well while Senior Open Spaces Warden was on annual leave.
- The apprentice's progress had been assessed by his course tutor and he should be on track to complete his assignments.  
His apprenticeship ends in October and Councillors must consider whether he is retained or a new apprentice appointed
- A new agency worker had started this Monday. He lives in Iminster. This way of employing someone for the busy summer months only was working.
- Staffing in the Office is finally stable and staff working flexible hours to cover meetings.
- Due to new members of staff the following training is required
  1. Appraisal training for both Open Spaces and Office Staff
  2. Open Spaces staff need training in brushcutter/strimmers and chainsawsCouncillors expressed a wish to join some of the training courses.

The meeting closed at 9.50pm.