

Minutes of the Resources Committee meeting held on  
**Tuesday 7<sup>th</sup> September 2021 at 20.30 hrs,**  
in the **Council Chamber, Council Office,**  
**North Street, Ilminster, TA19 0DG**

**Chair:** Cllr Shepherd

**Councillors:** Cllr Burton, Cllr Hamilton, Cllr James, Cllr Keitch, Cllr Lancaster, Cllr Shearman

**Officers:** M Tredwin (Locum Town Clerk), J Earp (Deputy Town Clerk and RFO) V Freeman (Administration Officer)

**In attendance:**

**Councillors:** Cllr MacKillop, Cllr Jenner-Hurford, Cllr Tinson

**R247 Public Forum**

No members of the public were present at the meeting.

**R248 Apologies for absence**

None were given.

**R249 Declarations of Interest**

None given

**R250 Dispensations**

None requested, none granted.

**R251 Minutes**

Members **RESOLVED** unanimously that the minutes of the meeting held on 2<sup>nd</sup> March 2021 were an accurate record.

**PROPOSER** Cllr Shearman **SECONDED** Cllr Burton

Members **RESOLVED** unanimously that the minutes of the working group meeting held on 6<sup>th</sup> July 2021 were an accurate record.

**PROPOSER** Cllr Shearman **SECONDED** Cllr Keitch

**R252 Clerk's Update report**

There was no Clerks Update Report

**R253 Financial Monitoring**

Members noted the financial reports and the RFO updated members on recent transactions. The Old Magistrates Court Building was purchased in July. A grant has been applied for in relation to the Ilminster Neighbourhood Plan. A Covid recovery grant of £1,010 has been applied for to hold a coffee morning in May 2022.

Income from training courses has been added as a new budget heading. In the future when staff members attend a training course hosted by ITC, for example the tractor training courses, if there are spare places available they will be offered to other local councils so that they can contribute to the cost. The Council Offices Working Group will hold their first meeting on Thursday 9<sup>th</sup> September.

#### **R254 Proposed IT Systems update**

The members noted Cllr Jenner-Hurfords report.

The members discussed having Members and Officers on the same email system that has a gov.uk email address. One drive could be used as central shares for reports. It will make it easier to deal with any Freedom of Information requests as at the moment access to private emails may be requested. There can also be a 2 factor authentication log in. It will help the administration team with remote access. The possibility of providing members with tablets so they can use the tablets during meetings to view documents, the need for an acceptable usage policy and to consider any diversity and inclusion requirements. The system would be a phased introduction with training at each stage.

Members **RESOLVED** unanimously to move all Members emails to Ilminster.gov.uk email accounts hosted on Microsoft's 365 platform at the cost of £3.80 per user per month.

**PROPOSER** Cllr Hamilton **SECONDED** Cllr Keitch

Members **RESOLVED** unanimously to set up a working group to oversee a plan for enhanced council ICT arrangements.

**PROPOSER** Cllr James **SECONDED** Cllr Keitch

The working group will be set up after the next Full Council Meeting as there may be Members not on the Resources Committee who may wish to be involved.

**R255 Parish elections**

Members discussed the Parish elections. Officers to find out the cost of holding stand alone Elections before the next Full Council Meeting.

Members **RESOLVED** unanimously note the report and agreed this item should be taken to Full Council on 21<sup>st</sup> September 2021.

**PROPOSER** Cllr Hamilton **SECONDED** Cllr Shearman

**R256 To consider a request to erect a marquee on the recreation ground**

This request was withdrawn prior to the meeting.

**R257 Exempt Business**

*That in the view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

Members **RESOLVED** to move the meeting into Exempt Business

**PROPOSED** Cllr Hamilton **SECONDED** Cllr Shearman

The Deputy Town Clerk/RFO left the chamber

**R258 Information regarding staffing salaries to be brought before the committee**

Members discussed increasing the salary of employee no.8. Points discussed were whether the RFO role was included in the original job description. A possible pending annual pay increase.

Members **RESOLVED** by 7 votes for and 1 against, to recommend to Full Council a pay increase for employee no.8 to the midpoint pay scale 26.

Meeting closed at 21.24