

## Ilminster Town Council Resources Committee Minutes

A meeting of the Resources Committee was held on Tuesday 4<sup>th</sup> October 2016 in the Council Chamber, Council Offices, North Street, Ilminster at 7.30pm

### **Present**

Chair: Cllr P Burton

Councillors: Cllr Drayton, Cllr J Fowler, Cllr M James, Cllr V Keitch, Cllr I MacKillop, Cllr A Shearman, Cllr S Shepherd, Cllr J Southern and Cllr T Walker.

### **In attendance**

Miss J Norris (Town Clerk) Mrs D Speed (Deputy Town Clerk)

5 members of the public were present at the meeting.

### **Speaker 1**

Sean Druce said he felt the Market Traders were trading beyond their set times. He said it needed to be better policed. The Thursday traders did not pay very much for their pitches and took trade away from town businesses for that day. Many customers avoid Ilminster on Thursdays due to the reduced available parking spaces. Market Traders should only sell items not available from other traders in the Town. He summed up by saying the market was unfair competition and led to a loss of customers for businesses in the town.

### **R76 Apologies for absence**

Apologies for absence were received from Councillors Belobaba, Fagan, Kinder and Swann.

### **R77 Declarations of Interest**

Declarations of interest were made as outlined in the table below.

Name	Agenda item	Minute No.	Nature of Interest	Type of interest	
J Fowler	Agenda No 7 Market Trading Issues	R82	Knew a Market trader	Personal	Spoke & voted
P Burton	Agenda No 7 Market Trading Issues	R82	Knew Business owner & Market Traders	Personal	Spoke & voted
S Shepherd	Agenda No 7 Market Trading Issues	R82	Knew Business owners & Market Traders	Personal	Spoke & voted
R Drayton	Agenda No 7 Market Trading Issues	R82	Knew Business owners & Market Traders	Personal	Spoke & voted

### **R78 Minutes**

#### **RESOLVED**

- (i) that the minutes of the Resources Committee meeting held on 14<sup>th</sup> June 2016 be confirmed as a correct record
- (ii) To note the action list relating to the Resources Committee

Issues raised during consideration of the action list

- Item 2 Financial Regulations: a meeting with the Bank Relationship Manager has been arranged for next week

**R79 Review of Sponsorship Policy**

The Committee reviewed the current Sponsorship Policy

Issues raised during discussion included:

- Could the Town Council's dog and/or litter bins be used to display a sponsor's name.
- That the Council is mindful of Conservation areas and adheres to planning regulations.

**RESOLVED to Recommend to Council**

- (i) that the sponsorship policy is checked to ensure there are appropriate references to the conservation area
- (ii) subject to (i) above that the Sponsorship policy as previously adopted remains in place
- (iii) that the policy is reviewed in 3 years unless legislation or best- practice requires an earlier review.

**R80 Review of Employee Code of Conduct Policy**

The Committee reviewed the current Employee Code of Conduct

**RESOLVED TO RECOMMEND TO COUNCIL**

- (i) that the Employee Code of Conduct as previously adopted remains in place
- (ii) that the Employee Code of Conduct is reviewed in 3 years unless legislation or best practice requires an earlier review

**R81 Cemetery Lodge Remedial work**

The Committee considered appointing a Governance Group for the remedial work on the Cemetery Lodge and nominating 2 Councillors to sign the contract for the remedial work. Councillors were informed work is due to start on 7<sup>th</sup> November and should be finished within 12 weeks.

**RESOLVED**

- (i) to appoint the Mayor, the Chair and the Vice-Chair of Resources Committee to form the Cemetery Lodge Governance Group which will be chaired by the Contract Administrator
- (ii) to appoint the Chair and Vice Chair of Resources Committee to sign contract for Cemetery Lodge remedial work.

**R82 Market Trading issues**

- i. The Market Traders have been invited to an annual meeting on Monday 10<sup>th</sup> October 2016
- ii. The Committee reviewed issues raised by correspondence received from a member of the public regarding the opening times of the Thursday Market.  
Items raised during consideration of this agenda item included:
  - Competition to town businesses is only one day a week,
  - Market Traders only stay beyond 3pm if they are still selling

- The Council has Market conditions which should be enforced or reviewed
- Need to obtain views of Chamber of Commerce
- Some Town businesses started by trading at the Market
- Ilminster is a Market Town and the Thursday Market brings people into the Town
- Was the public consulted about the Market in the Forum's consultation?

### **RESOLVED**

- (i) to leave things as they are and not to take enforcement action at present regarding trading beyond the set market hours.
- (ii) To bring matter back to the Committee following the meeting with Market Traders

### **R83 Financial Comparison**

The Committee received information about the Resources expenditure and commitments to date when compared with the 2016/17 budget.  
No questions were raised.

### **R84 Budget 2017/18**

The Council started considering the 2017/18 budget

Items raised during consideration of the item included:

- Wish list
- Ways of raising money and generating income
- Changes in current charges
- The need to plan for the medium and long term

### **R85 Staffing Update**

The Town Clerk gave an oral report on general staffing matters which included:

- The temporary Administration Officer (Information) has confirmed her plans for emigrating to Australia and will be leaving her post at the end of the week
- It is hoped the casual Administration Officer (Information) will be able to return next week
- The permanent Administration Officer (Information) remains on sick leave.
- An advert and application form for the new 12 hours per week Administration Officer (Support) will be published by the end of the week
- The Open Spaces Apprentice has started his NVQ course

The Mayor expressed her thanks both on a personal level and on behalf of the Council to the Temporary Administration Officer (Information) for her work and wished her well for her move to Australia.

The meeting closed at 21.10hrs

Chair's signature and date