

**Iminster Town Council
Resources Committee Minutes**

A meeting of the Resources Committee was held on Tuesday 7th February 2017 in the Council Chamber, Council Offices, North Street, Iminster at 8.15pm.

Present

Chair: Cllr J Fowler

Councillors: Cllr J Fagan, 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) Mrs D Speed (Deputy Town Clerk)

1 member of the public was present at the meeting.

R97 Apologies for absence

Apologies for absence were received from Councillors D Belobaba, P Burton, R Drayton, V Keitch and J Southern.

R98 Declarations of Interest

No declarations of interest were made.

R99 Minutes

RESOLVED

- (i) that the minutes of the Resources Committee meeting held on 6th December 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:

- Councillors were informed that following a recent meeting with the Contract Administrator and Builders undertaking work on Cemetery Lodge, the work was approximately two weeks behind but was keeping within budget. It was hoped the tenant would be able to return from 1st March 2017.

R100 Governance Documents

The Councillors considered revisions to the Financial Regulations.

RESOLVED to accept Financial Regulations and keep as is. Make recommendation to Council.

R101 Review of Staff Handbook

The Councillors were informed that a new Green Book had been published and this item would be brought to a future meeting when there had been time to check if there were any amendments necessary to the Staff Handbook.

R102 Ilminster Market

The Councillors reviewed the current charges for Market Stall Holders including a decision about operating 'Kipper Week'. ('Kipper Week' is the trader having a week without paying any pitch fees when they have attended and paid for the consecutive three previous weeks and is in place from January to March). Also discussed was the opening hours of the Market.

RESOLVED to:

- i. Increase cost of pitches with effect from 1st April 2017 as follows

Stall size	Current costs	Cost wef 01.04.17
3m x 3m	£9.20	£10.00
3m x 4m	£10.00	£12.00
6m x 3m	£13.40	£15.00
9m x 3m	£17.60	£20.00

- ii. Change Market Conditions 5.1 to read as follows:

Stallholders shall not cause nuisance by noise, obstruction etc. To residents and users of the highway when erecting and dismantling their stalls and during the Market.

Erection of stalls shall not commence before 6.30am and be removed by 5.00pm.

R103 Revenue Subsidy Grant – Ile Youth Centre

The Councillors considered a request from Ile Youth Centre for a Revenue Subsidy Grant

RESOLVED to make a recommendation to Council that Ile Youth Centre be given a revenue subsidy grant £2,000.00.

R104 Grant Application

The Councillors considered an application received from Life Education, Wessex to contribute towards funding their health and drug prevention education in local schools

RESOLVED to reject application.

R105 New Electricity Contract

Councillors considered information on three different suppliers' options for the new electricity contract for the Workshop, Market House and Public Conveniences

RESOLVED to renew contract with supplier A for a period of 15 months ending 30th June 2018

R106 Telephone system

The Councillors considered various options for the Council Office telephone system. The Deputy clerk was asked to find out what the current supplier for the telephone lines would charge for the early termination of the Town Council's contract with them. This item would then be taken to the next Town Council Meeting

R107 Staffing Update

Town Clerk to give an oral report on general staffing matter as follows:

- The temporary post for cover of the Administration Officer, Information had been filled and commenced 30th January 2017 until 31st March 2017.
- The permanent Administration Officer, Support post, 12 hours per week had been filled and commenced on 1st January 2017. The Administration Officer, Support is undertaking a certificate in IT User Skills course in her own time. The Council are paying for the course.
- The Senior Open Spaces Warden left on 1st February 2017. Interviews for the position had been undertaken but no decision had been made.
1:1 with the Open Spaces Apprentice and appraisals with the Open Spaces Warden had been received from the Senior Open Spaces Warden. These highlighted staff training needs for spraying, use of chainsaws, brushcutters/trimmers and driving and using mule and ride on mowers. The Apprentice would like to take his tractor driving license.
- Further training for the Deputy Clerk to be reviewed in April
- The Clerk had had her appraisal. The Clerk would share the objectives with the Councillors when these had been agreed.

The meeting closed at 21.20hrs