

## Ilminster Town Council Resources Committee Minutes

A meeting of the Resources Committee was held on Tuesday 6 June 2017 in the Council Chamber, Council Offices, North Street, Ilminster on the rising of the Planning, Highways and Transport Committee at 8.08pm.

### **Present**

Chair: Cllr P Burton,

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

**In attendance** Miss J Norris (Town Clerk), Deborah Speed (Deputy Clerk) and Jenny Skinner (Administration Officer).

No members of the public were present at the meeting.

### **R115 Apologies for absence**

Apologies for absence were received from Cllrs J Fagan, R Drayton & D Kinder.

### **R116 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>
A Shearman	Agenda No 4 – Restoration of Donyatt Halt	R118	Know people involved	Personal	Spoke and Voted
V Keitch	Agenda No 5 – Grant request from TS5C	R119	Chair is personal friend	Personal	Spoke and voted

### **R117 Minutes**

#### **RESOLVED**

- (i) that the minutes of the Resources Committee meeting held on 4 April 2017 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

### **R118 Restoration of Donyatt Halt**

The donation of 2 GWR seat ends to the restoration project was considered. The Town Council currently has 2 such seat ends in storage.

Issues discussed during consideration of the grant application included:

- Councillors expressed their sadness at damage caused by arson attack at Donyatt Halt in December 2015.
- Wish to continue good relations with Donyatt.

**RESOLVED** to donate 2 GWR seat ends to the Donyatt Halt restoration project.

## **Ilminster Town Council**

### **R119 Grant Request from TS5C**

A grant request from TS5C - a charity helping young people to pursue their chosen sport was considered.

Issues discussed during consideration of the grant application included:

- No reference was made to the number of people who benefitted from this Charity in Ilminster.

**RESOLVED** to refuse grant application

### **R120 Training Agreements**

The introduction of training agreements for staff attending externally provided training courses funded by the Town Council was considered.

Issues discussed during consideration of the agenda item included:

- Staff training is a positive attribute to the Town Council and should be encouraged.
- Thought of repayment might deter employee from undertaking training.
- Other organisations set a limit for costs to be recovered following training e.g. 2 years.
- It was felt the Council had a responsibility to train staff and should cover the costs
- Staff were relatively low paid so unfair to expect them to repay training costs.

**RESOLVED** not to introduce a training agreement

### **R121 Health and Safety Policy**

A new health and safety policy was considered.

Issues discussed during consideration of the agenda item included:

- Internal Auditor recommended a named Health & Safety person.
- Town Clerk, Deputy and Senior Open Spaces Warden will need Health & Safety management training.
- Town Clerk still researching and working on a new policy. Responsibilities to be written into policy. Possible separate Fire Policy.

**RESOLVED** to bring a new policy to next meeting

### **R122 Financial Information**

Information about the Resources Committee expenditure and commitments for the year which ended 31 March 2017 was considered.

**RESOLVED** to note report

### **R123 Staffing Update**

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

- Davina Salt has been appointed as Administration Officer Information from 1<sup>st</sup> June 2017.

### **Iminster Town Council**

- Jenny Skinner will be responsible for PHT and Council Meetings, Mayors diary and Civil events and provide Councillor support while Davina will be responsible for Open Spaces Committee and any other events not covered by Jenny. Both will carry out administration duties.
- Open Spaces Warden position was advertised and 3 applications received. Although 2 were selected for interview only 1 was available and he had been on a work placement with the Open Spaces team. Interview to take place tomorrow and if suitable a further interview to be arranged with Councillors Burton and Shepherd.
- If position needed to be re-advertised consider how, where and job description.

The meeting closed at 8.40pm.