

Iminster Town Council
Resources Committee Minutes

A meeting of the Resources Committee was held on Tuesday 3 October 2017 in the Council Chamber, Council Offices, North Street, Iminster on the rising of the Planning, Highways and Transport Committee.

Present

Chair: Cllr P Burton,

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

In attendance Mrs Deborah Speed (Deputy Clerk) and Mrs Jenny Skinner (Administration Support)

No members of the public were present at the meeting.

R133 Apologies for absence: Cllr Walker

R134 Declarations of Interest

Councillors made Declarations of Interest as detailed in the table below

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr Shepherd	7 Local Information Centre	R139	Chair of Iminster Tourism	Personal	Spoke and Voted
Cllr Belobaba	6 Iminster Market and Town shops October half-term promotion	R138	Town shop keeper	Personal	Spoke and Voted

R135 Minutes

N.B Copy of Minutes sent to Councillors electronically with Agenda were incomplete.

RESOLVED

- (i) that the minutes of the Resources Committee meeting held on 1 August 2017 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

R136 Financial Information

Information about the Resources expenditure and commitments for the year ending 31 March 2018 was considered. Issues discussed during consideration of the Financial Information included:

- Actual figures for insurance was greater than budgeted. The overall figure was less than budgeted for but the allocation between budget

- heading was different due to how a new insurance company broke their figures down.
- Christmas Lights income and expenditure
- The cost of replacing the floodlights in the Market House

RESOLVED to note report.

R137 Ilminster Market Kipper Week

Councillors considered operating 'Kipper Week' in 2018. ('Kipper Week' usually operates from January to March when a trader has a week free from paying pitch fees if they have attended and paid for the consecutive three previous weeks). Issues discussed included:

- Unfair on Town traders who do not receive a free rent period.
- Encourages Market Traders to attend when cold and damp
- We should do all we can to keep a Market in the Town having been a Market Town for over 1000 years

RESOLVED to operate Kipper Week in 2018

R138 Ilminster Market and Town shops October half-term promotion

Councillors considered running a half-term promotion to raise awareness of the weekly Market and shops in the town. Issues discussed included:

- Burden on staff organising event
- Good idea to promote both Market and shops
- More involvement by shop owners to arrange an event
- Fund available from SSDC for Town Centre Grants

RESOLVED to postpone to a later date

R139 Local Information Centre

Councillors considered the possible involvement of the Town Council in the Local Information Centre. Issues discussed included:

- Several Town Councils in this area administer their Local Information Centre.
- In the future might be possible to house within a Town Council building
- In short term remain at Meeting house
- Does the Council Office staff have enough capacity to take over administration involved and oversee volunteers?
- Another task not directly involved in running the Town Council
- Use money from Revenue Subsidy Grant to employ someone for a few hours
- Information Centre is closed until April 2018

RESOLVED

- (i) to defer a decision until a review of what office staff capacity is available
- (ii) to delegate this task to Mayor and Deputy Mayor and for them to report to full Council

R140 Open Spaces period of apprenticeship ends in January 2018

Councillors considered how to proceed when the current Open Spaces period of apprenticeship ends on 17th January 2018. Issues discussed included:

- The Apprentice had volunteered for the Council before his apprenticeship. He is a useful member of the Open Spaces team.
- New warden would require training
- Budget for 2018/19 could include 3 wardens and an apprentice post
- By appointing apprentice as a full-time warden, it would show confidence in his abilities.

RESOLVED to delay a decision until November. To tell the Apprentice that the Councillors are taking into the budget into consideration before making a decision.

R141 Intensive driver training course

Councillors considered a request from a staff member to place them on an intensive driving course. Issues discussed included:

- Should be at his own cost as a life skill
- Wait until theory test successfully completed
- Allow him to take time to complete course during working hour
- Make him a loan for the full cost to be paid back
 - a) In full
 - b) Council pay part and balance is treated as a loan
- Even with full driving licence would not be able to tow a trailer without further training and assessment
- Do not have a large training budget

RESOLVED to defer a decision until a decision has been made about his future with the Council

R142 Staff Absence Rates

Councillors reviewed the Staff Absence Rates. It was suggested in future the absence rates should be presented as separate teams

RESOLVED to note the report

R143 Staffing Update

The Deputy Clerk gave an oral report on general staffing matters. The key points of which were:

- Appraisal training 20th October for both Open Spaces team and 2 members of Office staff
- Chainsaw maintenance & cross cutting training has been arranged for November 2017 The Senior Warden & Warden will also complete felling trees up to 380mm diameter.
- Jenny has completed her PowerPoint assessment for her Improving IT Productively Course.

The meeting closed 21.00h

Chairs Signature and date