

A meeting of the Resources Committee was held on Tuesday 16<sup>th</sup> October 2018 in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs

Present

**Chair:** Cllr V Keitch,

**Councillors:** Cllr J Dewick, Cllr J Fagan, Cllr R Swann and Cllr A Walker

**In attendance**

**Officers:** Miss J Norris (Town Clerk)

**Councillors:** Cllr M James & Cllr J Fowler

No members of the public were present at the meeting.

**R205 Apologies for absence**

Apologies for absence were received from Councillors Gunn and Shepherd.

**R206. Declarations of Interest**

No Declarations of Interest were made in respect of any items on the agenda.

**R207. Minutes**

- a) The minutes of the Resources meeting held on 4<sup>th</sup> September 2018 were considered

**RESOLVED** that the minutes of the Resources Committee held on 4 September 2018 be confirmed as a correct record.

- b) There are currently no items on the action list relating to the Resources Committee.

**R208 Financial Monitoring.**

Consideration was given to information about the Resources Committee income, expenditure and commitments compared with the 2017/18 budget.

No questions were raised with regard to the information presented.

**R209 Finance Software**

The options for procuring finance software when the current contract ends on 31<sup>st</sup> December 2018 were considered.

Issues discussed during consideration of this agenda item included:

- the current software was satisfactory and met existing needs
- the current staffing situation and capacity

**RESOLVED** to extend the contact on the existing software for 12 months from 31 December 2018.

### **R210 Ilminster Market Kipper Week**

Consideration was given to operating 'Kipper Week' in 2019. ('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

- Ilminster market seems to be thriving compared to others

**RESOLVED** that "Kipper Week" for Ilminster Market should be operated from 1 January 2019 – 31 March 2019

### **R211 Budget 2019/20**

Initial consideration was given to items for inclusion in the 2019/20 budget. Items already flagged for consideration for inclusion on the "wish list" are: training; consultancy support; staffing hours and grades

Issues discussed during consideration of this agenda item included:

- the importance of the Town Council having a grants budget as many funding bodies, including South Somerset District Council expect to see applicants showing that town / parish councils have supported a project by the provisions of some funding.

### **R212 Staff Absence Rates**

The staff absence rates due to sickness during 2017/18 were considered and compared to the figures for the comparative period in 2016/17

- There were no trends of sickness on particular days of the week
- The absence rate in 2016/17 had been particularly affected by a single long-term absence.

### **R213 Staffing Update**

The Town Clerk gave report on general staffing matters. the main issues reported were:

- The resignation of the Deputy Town Clerk to take up the position of Town Clerk at Langport Town Council. The Deputy Clerk's last day in the office was 15 October
- The Administration Officer (Information) had successfully completed the Introduction to Local Council Administration on-line course. The Committee wished for their congratulations to be conveyed to the officer
- The Administration Officer (Information) has handed in her resignation and will be leaving on 20 November 2018

The Committee Chair explained that short term measures have been put in place to cover the resignations of the office staff – this includes exploring the possibility of a locum style arrangement to assist with the budget setting work and an agency worker to cover the basic financial and office administration.

The Mayor, Chair of Resources and the Town Clerk have started to think about the longer term staffing requirements and what structure will help the Town Council to achieve its aims. It is intended to have some suggestions ready for discussion at the Councillor's workshop on 17 November 2018.

**RESOLVED** to exclude members of the press and public from the meeting, due to the confidential nature of the business to be transacted i.e. personal information

The Town Clerk gave an oral update on the progress of the investigation.

The meeting closed at 20:33hrs.