

Minutes of the Resources Committee meeting held on
Tuesday 7th September 2021 at 20.30 hrs,
in the **Council Chamber, Council Office,**
North Street, Ilminster, TA19 0DG

Chair: Cllr Shepherd

Councillors: Cllr Burton, Cllr Hamilton, Cllr James, Cllr Keitch, Cllr Lancaster, Cllr Shearman

Officers: M Tredwin (Locum Town Clerk), J Earp (Deputy Town Clerk and RFO) V Freeman (Administration Officer)

In attendance:

Councillors: Cllr MacKillop, Cllr Jenner-Hurford, Cllr Tinson

R247 Public Forum

No members of the public were present at the meeting.

R248 Apologies for absence

None were given.

R249 Declarations of Interest

None given

R250 Dispensations

None requested, none granted.

R251 Minutes

Members **RESOLVED** unanimously that the minutes of the meeting held on 2nd March 2021 were an accurate record.

PROPOSER Cllr Shearman **SECONDED** Cllr Burton

Members **RESOLVED** unanimously that the minutes of the working group meeting held on 6th July 2021 were an accurate record.

PROPOSER Cllr Shearman **SECONDED** Cllr Keitch

R252 Clerk's Update report

There was no Clerks Update Report

R253 Financial Monitoring



Members noted the financial reports and the RFO updated members on recent transactions. The Old Magistrates Court Building was purchased in July. A grant has been applied for in relation to the Ilminster Neighbourhood Plan. A Covid recovery grant of £1,010 has been applied for to hold a coffee morning in May 2022.

Income from training courses has been added as a new budget heading. In the future when staff members attend a training course hosted by ITC, for example the tractor training courses, if there are spare places available they will be offered to other local councils so that they can contribute to the cost. The Council Offices Working Group will hold their first meeting on Thursday 9th September.

R254 Proposed IT Systems update

The members noted Cllr Jenner-Hurfords report.

The members discussed having Members and Officers on the same email system that has a gov.uk email address. One drive could be used as central shares for reports. It will make it easier to deal with any Freedom of Information requests as at the moment access to private emails may be requested. There can also be a 2 factor authentication log in. It will help the administration team with remote access. The possibility of providing members with tablets so they can use the tablets during meetings to view documents, the need for an acceptable usage policy and to consider any diversity and inclusion requirements. The system would be a phased introduction with training at each stage.

Members **RESOLVED** unanimously to move all Members emails to Ilminster.gov.uk email accounts hosted on Microsoft's 365 platform at the cost of £3.80 per user per month.

PROPOSER Cllr Hamilton **SECONDED** Cllr Keitch

Members **RESOLVED** unanimously to set up a working group to oversee a plan for enhanced council ICT arrangements.

PROPOSER Cllr James **SECONDED** Cllr Keitch

The working group will be set up after the next Full Council Meeting as there may be Members not on the Resources Committee who may wish to be involved.



R255 Parish elections

Members discussed the Parish elections. Officers to find out the cost of holding stand alone Elections before the next Full Council Meeting.

Members **RESOLVED** unanimously note the report and agreed this item should be taken to Full Council on 21st September 2021.

PROPOSER Cllr Hamilton **SECONDED** Cllr Shearman

R256 To consider a request to erect a marquee on the recreation ground

This request was withdrawn prior to the meeting.

R257 Exempt Business

That in the view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Members **RESOLVED** to move the meeting into Exempt Business

PROPOSED Cllr Hamilton **SECONDED** Cllr Shearman

The Deputy Town Clerk/RFO left the chamber

R258 Information regarding staffing salaries to be brought before the committee

Members discussed increasing the salary of employee no.8. Points discussed were whether the RFO role was included in the original job description. A possible pending annual pay increase.

Members **RESOLVED** by 7 votes for and 1 against, to recommend to Full Council a pay increase for employee no.8 to the midpoint pay scale 26.

Meeting closed at 21.24

