

Ilminster Town Council

Resources Committee Minutes

A meeting of the Resources Committee was held on Tuesday 14 November 2017 in the Council Chamber, Council Offices, North Street, Ilminster at 7.30pm

Present

Chair: Cllr P Burton,

Councillors: Cllr D Belobaba, Cllr J Dewick, 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) and Mrs D Speed (Deputy Clerk)

No members of the public were present at the meeting.

R144 Apologies for absence:

An apology for absence was received from Councillor Fagan.

R145 Declarations of Interest

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

R146 Minutes

RESOLVED

- (i) that the minutes of the Resources Committee meeting held on 3 October 2017 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

R147 Approval of Invoice for Affiliation Fee to Somerset Association of Local Councils

In accordance with Financial Regulation 3.1 the Committee considered the invoice received for affiliation fee for the year to 31st March 2018 in the sum of £1,060.06.

RESOLVED to pay the invoice in the sum of £1,060.06 for the affiliation fee to Somerset Association of Local Councils

R148 Open Spaces team staffing structure

The Committee considered the structure of the Open Spaces Team/ Issues discussed during consideration of this agenda item included: Vacancy for Senior Open Spaces Warden.

- What happens to current apprentice when period of apprenticeship ends.
- Should money be included in the 2018/19 Budget for a Seasonal Open Spaces Warden?
- Should money be included in the 2018/19 Budget for a new apprentice?

RESOLVED

- i) To recruit a Senior Open Spaces Warden

- ii) To offer the current Apprentice a fulltime Warden's position at the end of his apprenticeship with the same terms and conditions as the existing Open Spaces Warden.
- iii) To include provision in the 2018/19 Budget for a Seasonal Open Spaces Warden
- iv) To include provision in the 2018/19 Budget for an Apprentice but defer any recruitment process until a new Senior Warden has been appointed.

R149 Intensive driver training course

Councillors considered a request from a member of staff to place them on an intensive driving course.

RESOLVED

- (i) to offer a loan to the member of staff for regular lessons and/or an intensive driving course.
- (ii) The loan to be paid back over 12 months or immediately on informing the Town Council he is resigning his position.

R150 Review the amount to be included in the 2018/19 budget for the work clothing allowance

Councillors reviewed the work clothing allowance

RESOLVED that the work clothing allowance remains at £100 per year for each member of the Open Spaces team

R151 Exclusion of Press and Public

RESOLVED to take Agenda Item 8 Staffing Update without members of the public and press present, due to the confidential nature of the business to be transacted

R152 Staffing Update

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

- Time line of events leading to the Senior Open Spaces Warden leaving employment by mutual agreement.
- Open Spaces team are attending a chainsaw training course
- Admin Officer, Support has completed her ECDL Extra course
- The Apprentice's tutor is happy with his progress and he should be on course to complete it by March 2018. He is already considering level 3.
- There is an admin volunteer in the Town Council Office for a few hours each week. The work undertaken includes the submission of evidence for the Foundation Quality Award, the designation of Herne Hill as a Local Nature Reserve and arranging a meeting of the Herne Hill Advisory Group.
- Admin Officer, Information will be on leave for the whole of December.
- The Appraisal training took place and staff were joined by the Mayor and Deputy Mayor.

The meeting closed 20.25 hrs