

# Ilminster Town Council Finance & Policy Committee Minutes

A meeting of the Finance and Policy Committee was held on 4<sup>th</sup> June 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

## **Present**

Chair: Cllr D Miller

Councillors: P Burton, C Goodall, A Lawson, J Pallister, A Shearman, S Shepherd, S Storey, R Swann, E Taylor and L Vijeh.

## **In Attendance**

M Clayton (Senior Administrator), J Norris (Town Clerk)

## **Members of the Public**

Two members of the public attended the meeting.

### **1. Apologies for Absence**

Apologies for absence were received from Councillor J Sothern

### **2. Declarations of Interest**

The declarations of interest given in the table below were made.

| <b>Name</b> | <b>Agenda Item</b> | <b>Type of Interest</b> | <b>Nature of Interest</b>                              |
|-------------|--------------------|-------------------------|--|
| C.Goodall   | 5 & 6a             | Personal                | Volunteer at Ilminster Tourism                         |
| S.Shepherd  | 5 & 6a             | Personal                | Chair of Tourism Management Committee.                 |
| S.Storey    | 5 & 6a             | Personal                | Representative on Ilminster Tourism                    |
| A. Shearman | 11                 | Personal                | Relative of the Chair of Children's Hospice South West |

### **3. Minutes of previous Finance and Policy Committee meeting.**

#### **RESOLVED**

- (i) to confirm the minutes of the meeting held on 30<sup>th</sup> April 2013 as a correct record.
- (ii) to update action list relating to the Finance and Policy committee.

### **4. Election of Vice-Chair**

Councillor Philip Burton was elected as Vice-Chair of the Finance and Policy Committee

### **5. Presentation by Ilminster Tourism.**

A presentation was given by Mike Holtom from Ilminster Tourism giving information about the work of the Local Information Centre and its 'financial position'.

### **6. Grant Applications**

a) The Committee was asked to consider the application made by Ilminster Tourism for funding towards the running costs of the Local Information Centre.

Discussions on this matter included the following:

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| Chair's Initials |
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- The application will be treated separately to the grants and therefore should be renamed
- There is money that can be used to fund this application separate from the grant budget.
- A service level agreement will need to be drawn up and approved by the members.

**RESOLVED to RECOMMEND** that a revenue subsidy of £800 be made to Iminster Tourism subject to the implementation Service Level Agreement between Iminster Tourism and the Town Council

**b)** The Committee was asked to consider the grant application made by Iminster Air Cadets for first aid training equipment.

**RESOLVED to RECOMMEND** that a grant of £955 be awarded to the 2381 Iminster Air Training Corps for the purchase of first aid training equipment.

### **7. Financial Comparison.**

Councillors received information regarding the Finance and Policy expenditure and commitments to date when compared with the 2013/14 budget. Members asked that the presentation of the information be amended to show an additional column of the total of committed expenditure added to actual expenditure.

### **8. Edge Designs Contract**

The Committee was asked to consider what course of action needs to be taken before the Edge Designs contract is due for renewal in December 2013.

**RESOLVED** that the Town Clerk will review and explore alternative options for providing the computer software for finance, planning and cemetery administration and report back to the Finance and Policy Committee in the autumn.

### **9. Iminster Sports Initiative.**

The Committee was asked to consider how the money received from the public for the Iminster Sports Initiative should be treated.

**RESOLVED to RECOMMEND** that the money in the Iminster Sports Initiative Account be held until the Open Spaces review has been completed.

### **10 Peter Lacey Permanent Memorial**

The Councillors were asked to consider the request from the Chairman of Somerset Association of Local Government, to donate £10 towards the purchasing of a bench as a permanent memorial to Peter Lacey.

**RESOLVED to RECOMMEND** that a donation of £10 be sent to the Chairman of SALC to be put towards the purchasing of a bench as a permanent memorial to Peter Lacey.

### **11 Market House – Selling Food**

The members were asked to consider the request from Axminster Tools, to use the Market House to cook and sell sausages as part of a team building exercise, where all monies raised will be donated to the Children's Hospice South West.

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**RESOLVED to RECOMMEND** that Axminster Tools have permission to sell and cook sausages in the Market House as part of a staff team building exercise subject to them having the appropriate food hygiene training and certificates in place.

The meeting closed at 20.35hrs

Chair's signature & Date