

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris MILCM ACIS MSc**



28th August 2018

A meeting of the **RESOURCES COMMITTEE** will be held on **Tuesday 4 September 2018** on the rising of the Planning, Highways & Transport Meeting. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

Yours sincerely

Joy Norris
Town Clerk

RESOURCES AGENDA

- 1. Apologies for absence**
To receive apologies for absence from Councillors unable to attend the meeting.
- 2. Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

3. Minutes

- a) To confirm the minutes of the Resources meeting held on 22nd May 2018 and 12th June 2018 as a correct record. (attached)
- b) To consider the action list relating to the Resources Committee. (attached).

4. Financial Monitoring.

To receive information about the Resources Committee income, expenditure and commitments compared with the 2017/18 budget. (attached)

5. Revenue subsidy grant for Ilminster Tourism

To consider a request from Ilminster Tourism for a Revenue Subsidy Grant (attached).

6. Telephone system

To consider options for the Council Office telephone system (to follow)

7. Finance Risks

To consider the risk register for Finance Procedures and whether any changes are required (attached)

8. Health & Safety Risk Assessment

To receive a report on the findings of the Health & Safety Risk Assessments (to follow)

9. Staffing Update

Report on general staffing matters.