

Ilminster Town Council
Resources Committee Minutes

A Meeting of the Resources Committee was held on 12th August 2014 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 21:00hrs.

Present:

Chair: Councillor P Burton
Councillors: Cllr C Goodall, Cllr V Keitch, Cllr A Lawson Cllr D Miller, Cllr R Neave, Cllr J Pallister, Cllr A Shearman, Cllr S Storey, and Taylor.

In Attendance

Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

Members of the Public

No members of the public attended the meeting.

The Chairman welcomed Councillor Rose Neave to her first Resources committee meeting.

R35 Suspension of Standing Orders

The Committee were asked to suspend standing order 1m, which relates to photographing, recording, broadcasting or transmitting the proceedings as a new legislation allows members of the public the right to record a meeting.

RESOLVED to suspend standing order 1m.

R36 Apologies for Absence

Apologies for absence were received from Councillors Austin, Higgins, Sothern and Swann.

R37 Declarations of Interest

Councillors made the g declarations of interest given in the table below regarding items on the agenda.

Name	Agenda Item	Minute No	Type of Interest	Interest
Cllr S Shepherd	Item No: 10 Ilminster Tourism	R44	Personal	Member of Ilminster Tourism

R38. Minutes

RESOLVED

- (i) That the Minutes of the meeting held on 10th June 2014 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

Issues discussed during consideration of this item included:

- Re-sending the Revenue Subsidy Grant paperwork to the Ile Youth Club

R39 Police Report

PC Stuart attended Council and so did not attend this meeting

Chair's Initials

Chair's Initials

R40 Financial Comparison

The Committee received information about the Resources Committee expenditure and commitments to date when compared with the 2014/15 budget

Issues discussed during consideration of this item included:

- The Town Clerk reported she had started CILCA Training.

R41 Office Staff

The Town Clerk outlined the contents of a report that was circulated to the Committee at the meeting.

The key points of the report were

- The Senior Administrator had left (to take up a full time position) at the start of June 2014
- The Deputy Clerk wished to reduce her responsibility in the near future as part of a planned approach to her retirement.
- the Deputy Clerk would be happy to take the role of Senior Administrator and appreciated there was a difference in salary
- The Administration Assistant had requested that her role be re-designated as a reflection on her length of service, and her successful completion of NVQ Level 3 in Business Administration.
- There are capacity, capability and resilience gaps within the Office Team when looked at in the context of the current work requirements

NB: The meeting adjourned at 21:15 for 10 minutes whilst members of the Committee read the report.

The Committee discussed the issues raised in the report, including:

- Savings in the staffing budget that have occurred due to staff leaving and not being immediately replaced
- Sources of temporary staff e.g. Somerset Staffing
- It is a change in responsibility within a role that can have the effect of changing the grade / salary scale allocated to the role
- A change in hours can have an impact on work / life balance
- the tax implications for an individual if their hours change or the salary scale is increased
- The dynamic nature of job descriptions
- The timescale for training new staff
- The advantages of a planned approach to the Deputy Clerk's retirement

RESOLVED that

- (i) That a decision on re naming the Administration Assistant role be deferred so that more information can be provided to the Committee regarding changes to the job description.
- (ii) That the current Deputy Clerk be redeployed into the role of Senior Administrator with the appropriate change of salary
- (iii) That a recruitment process is implemented, in accordance with the Town Council's recruitment policy, to recruit a Deputy Clerk
- (iv) That the Town Clerk revises the job descriptions, with the agreement of the postholders, to reflect current responsibilities and tasks and circulates the revised job descriptions to Councillors for comment and information.
- (v) That until December 2014, arrangements can be put in place for the office staffing to be increased by a maximum additional expenditure of 1 additional days work per week for each member of office staff based upon contracted hours subject to:

Chair's Initials

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- The staffing budget remaining within the 2014/15 estimate for 1 April – 31 December 2014 and
 - The Town Clerk having agreed there is an identifiable need.
 - such arrangements to be reported to the Resources Committee at their meeting during the agreed period.
- (vi) Where the additional resource referred to in (v) above is to be provided by a permanent office team member they must agree to work the additional hours and each person's payment will be limited to 37 hours per week.

R42 Open Spaces Apprentice Recruitment Update

The Town Clerk reported that the closing date for the receipt of completed application forms was 31 July 2014 and 9 applications were received. The Clerk informed the Committee that the interviews were being held the next day.

R43 Ilminster Survivors of the First World War

The Committee considered a grant request for the binding of a document containing the names of people born in Ilminster who served in the First World War and survived.

Issues discussed during consideration of this item included:

- that the request was for a very small amount of money
- that if possible the binding should complement the existing book of people from Ilminster who had served but not survived
- that the creation of such a document was a thoughtful memorial

RESOLVED

- (i) That the Town Council contribute 1/3rd of the total binding cost
- (ii) That a letter be sent to indicate the Town Council would be willing to consider a further request for funding towards rebinding the existing tribute book so that the two documents were of a similar standard and complementary

R44 Revenue Subsidy Grant – Ilminster Tourism

The Committee considered a request from Ilminster Tourism for a Revenue Subsidy Grant.

Issues discussed during consideration of this item included:

- that Ilminster tourism had already signed and returned the revised 2014.15 Service Level Agreement

RESOLVED that Ilminster Tourism be given a Revenue Subsidy Grant of £800.00

The meeting closed at 21:50 hrs

Chair's Signature & Date