

# ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 13<sup>th</sup> November 2012 at 7:30 p.m.

## **Present**

**Chairman:** Cllr D Miller

**Councillors:** Cllr P Burton, Cllr C Goodall, Cllr A Shearman, Cllr J Southern, Cllr R Swann, and Cllr E J Taylor

## **In Attendance:**

Miss M Clayton (Senior Administrator), Mrs M Shelley (Deputy Town Clerk)  
Miss J Norris (Town Clerk)

## **Members of the Public**

Two members of the public attended the meeting.

## **1. Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Finance and Policy Committee meeting held on 2<sup>nd</sup> October 2012 be approved and signed as a correct record subject to the following amendments

- Item 6 – Queens Jubilee  
Changes to the list of outstanding payments. The "Bar- Cricket Club" should be amended to "awaiting payment" not "awaiting invoice".
- Item 6 - Queen's Jubilee  
Delete "Bar- Cricket Club" from the resolved to recommend. (ii)
- Item 6 – Queen's Jubilee  
Lesson Learnt – should read that "Cllr Taylor stated that for any future events the Town Council were playing to run, they need to ensure there are clear and transparent written agreements with organisations on the splitting of revenue from activities linked to the event rather than gentleman's agreements".

## **2. Apologies for absence**

Apologies for absence were received from Councillors Austin, Lawson, Pallister, Sainsbury, Shepherd, Vijeh and Whaites.

## **3. Declarations of Interest**

No declarations of interest were made in respect of any item on the agenda

## **4. Matters arising from the Minutes**

As discussed in item 1

## **5. Budgets**

The Chair informed the committee that the budgeted figures have been based on a potential 2% increase of the Precept for 2013/14.

Cllr Miller started discussions in the following order:

**Renewals and Reserves 2013/14 figures** - Discussions included the following:

- In regards to Vehicles and Attachments – The Chair explained that the

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Open Spaces committee would have to carry out deeper investigations as to what they have and what they need

- Deputy Clerk explained that items under protective clothing did not include items that are replaced frequently.
- Councillors agreed that dredging of the canal would be very expensive , but proposed to rename this budget heading as maintenance of the canal, and decrease the funds to £3,500
- Councillors discussed the need to increase the funds for the cemetery wall. Councillor Goodall explained that if major work was need, the Council would look for funding from additional sources.
- Other minor adjustments were made to the Renewals and Reserves 2013/14 figures and these amended figures will be taken to the next Finance and Policy meeting.

## **Budget 2013/14 figures** - Discussions included the following:

- The budget of £500 for the Mayor expenses includes an allowance for the Civic evening and entertainment expenses and should be kept at this amount
- The Town Clerk advised Councillors that the budget for members expenses is there for them to claim back any monies they have spent out of their own funds.
- The Town Clerk informed the committee that she had requested the budget for Community Engagements as this is a valuable part of the Council's duty to get involved with the community e.g. Easter egg hunts, newsletter, etc and activities like these have been well received in the community. It was agreed to increase the budget to £2,000.
- A 4% increase had been allotted for sports club fees.
- Concerns were raised over the budget allowance for machinery expenditure being too low. It was agreed to increase this amount to £5,000
- The budget for tools has been overspent this year due to replacement of old item and personal items being used. Most tools have now been replaced. It was agreed to increase the budget to £500.
- Grants need to be looked at in further detail and put as a separate item on the next Finance and Policy agenda. The Town Clerk is at present looking at our grant policy and will report back at the next meeting. Councillor Goodall has been approached regarding a grant for £20,000 for the Youth Club. The committee agreed that the Youth Club need to apply in writing if they want the Council to discuss their request.

With the above amendments it was agreed that these budgets should go forward to the next Finance and Policy meeting with the presumption that they would be accepted when setting the Council Tax.

## **Reserves 2012/13 Forecast** - Discussions of the reserves forecast were in the context of informing the Council of the possible expenditure; they included the following:

- The amount for £100,000 for land acquisition is a figure put together at the Recreation Review of what they might need.

Chair's Initials

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- The expenditure figure for the skate park includes the money the Council are holding back until the snagging has been completed.
- Ilminster Sports Initiative needs to be kept until it is required.

**Budget 2013/14** – Discussions included the following:

- An amount for the cemetery maintenance needs to be added and was agreed to be set at £500.

## 6. Committee Documentation

Councillors have read and approved the documentation.

**RESOLVED to RECOMMEND** that the committee documentation be approved at full Council

## 7. Funding request for Ilminster Community Pool at Greenfylde

A letter has been received from Brendan Moran Vice Chair of FrOGS, requesting a grant for the purchase of replacement floats and armbands for the Ilminster community pool as their supply has become badly damaged by mould.

**RESOLVED** that a grant of £300 be given to FrOGS for the replacement of floats and armbands for the community pool.

## 8. Staff Policies

The documentation drafted by the Town Clerk had been circulated with the agenda.

**RESOLVED to RECOMMEND** that the Council approve and adopt

- (i) The Employee Handbook
- (ii) The Employee Code of Conduct
- (iii) Protocol On Member/Officer Relations

## 9. Website

The Town Clerk informed the committee that she had been looking at the Council's current website. It is very basic and cumbersome. A new version is available which provides additional functionality but the current supplier would require a payment in excess of £500 to make the new version available.

The Town Clerk has met with a new supplier, Somerset Webservices and negotiated a substantial discount. Councillors Taylor and Lawson also saw the new website and agree that it is user friendly and information can be updated without additional costs.

**RESOLVED to RECOMMEND** that

- (i) Approval in principle be given to procuring a new website with a maximum budget of £2,000
- (ii) Discussions continue with Somerset Webservices as the preferred supplier to establish that they can offer a product that meets the Council's requirements.

## 10. Town Clerk's Report and Correspondence

Nothing to report

The meeting closed at 9:22 pm

Chair's Signature & Date