

ILMINSTER TOWN COUNCIL

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Town Clerk: Hayley White

23rd February 2021

A meeting of the **RESOURCES COMMITTEE** will take place on **Tuesday 2nd March 2021** at 20:30hrs.

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public and press are very welcome to attend the meeting.

Members of the public who would like to attend this meeting must notify the Deputy Town Clerk by telephone or email before 9am Tuesday 2nd March 2021. Further instructions will be given to allow them to join the meeting on Skype. The public are invited to submit their questions or raise issues relevant to the work of the council to the Deputy Town Clerk. 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 Meeting Administrator when they are contacted on Skype 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 business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start 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.

A handwritten signature in black ink that reads 'Hayley White'. The signature is written in a cursive, flowing style.

Hayley White
Town Clerk

Resources Committee 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

To confirm the minutes of the Resources meeting held on 8th December 2021 as a correct record.

4. Financial Monitoring

To receive information about the Resources Committee income and expenditure.

5. Grants

To consider the grant applications received from the following:

- (1) Radio Nine Springs
- (2) Ilminster Fairtrade

6. Office Laptops and Anti-Virus

To consider the purchase of new laptops for the office and grounds team staff and anti-virus software.

7. Finance Procedures Risk Register

To consider the risk register for Finance Procedures and whether any changes are required.

8. Storage of Flag Poles

To consider the email received from IMEx regarding the storage of the new flag poles.

9. Occupational Therapist

To consider giving delegated authority to the Deputy Town Clerk and Town Clerk to organize an Occupational Therapist for the Grounds Team Staff.