

A meeting of the Resources Committee was held on Tuesday 11<sup>th</sup> June 2019 in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs

Present

**Chair:** Cllr J Dewick

**Councillors:** Cllr P Burton, Cllr M Gunn, Cllr M James, Cllr V Keitch, Cllr S Shepherd and Cllr F White

**In attendance**

**Officers:** Miss J Norris (Town Clerk)

**Councillors:** Cllr A Shearman and Cllr L Wilcock

1 member of the public was present at the meeting

**R229 Apologies for absence**

All members of the committee were present so there were no apologies.

**R230 Declarations of Interest**

No Declarations of Interest were made in respect of any items on the agenda.

**R231 Minutes**

a) The minutes of the Resources meeting held on 12<sup>th</sup> February 2019 were considered.

**RESOLVED** that the minutes of the Resources Committee held on 12<sup>th</sup> February 2019 be confirmed as a correct record

b) Office Action List regarding the Resources Committee. –  
There were no items outstanding on the action list.

**R232 Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. There was no written police report nor were any items raised.

**R233 Financial Monitoring.**

Information about the Resources Committee income, expenditure and commitments compared with the 2019/20 budget was considered.

Issues raised during discussion of this agenda item included:

- Members training; the budget for this was increased for 2019/20 to reflect the need for training new Councillors following the May 2019 elections
- Civic expenses (budget 369) and Miscellaneous (budget 379), a breakdown income and expenditure for these budgets was requested

**RESOLVED** to note the report

**R234 2019-2020 New Pay Scales**

From 1 April 2019, the National Joint Council (NJC) has agreed a revised spinal point system and associated salaries. Ilminster Town Council employees are employed based upon NJC terms and

Chair's initials

conditions. The Committee was requested to formally note the implementation of the pay scales and salaries with effect from 1 April 2019.

**RESOLVED** to note the implementation of the revised NJC pay scales and salaries with effect from 1 April 2019 for Ilminster town Council staff.

**R235 Staff Recruitment - Confirmation of Salary Range**

Consideration was given to the salary range for the Grounds Manager; Assistant Grounds Manager; Deputy Clerk and Administration Officer

Issues discussed during consideration of this agenda item included:

- It is important to recompense for the level of responsibility
- Responsibilities of the Responsible Financial Officer and who will undertake those duties in the future

**RESOLVED**

- (I) That it is confirmed that the Salary Scale Points for the Grounds Manager post are 19-22 salary range £24,799 - £26,317
- (II) That the salary scale points and salary ranges are agreed as follows:
- |                           |           |                   |
|---------------------------|-----------|-------------------|
| Assistant Grounds Manager | SCP 5-8   | £18,795 - £19,945 |
| Deputy Clerk              | SCP 19-22 | £24,799 – £26,317 |
| Administration Officer    | SCP 5-8   | £18,795 - £19,945 |

**R236 Staffing Update**

The Town Clerk reported on general staffing matters which included:

- The new Grounds Manager has started
- The office continued to be busy, recent major tasks had included providing the information needed for audit, arranging training for Councillors and organising the scarecrow competition
- The Admin Officer (Support) had submitted her resignation and would be leaving at the end of June 2019.
- The Temporary Admin Officer was looking for full time permanent employment
- An enquiry had been made as to the possibility of a staff member becoming a retained fire fighter

**RESOLVED**

- (i) To note the report
- (ii) To invite the Fire Service to attend a future Committee Meeting to discuss the impact having a retained firefighter on staff would have on the workplace

**R237 Exclusion of Press and Public**

Consideration was given to taking Agenda item 10 Existing Staff - Salary Range without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal information

Chair's initials



**RESOLVED** that Agenda item 10 Existing Staff - Salary Range be taken without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal information

**R238 Existing Staff - Salary Range**

Consideration was given to the salary range of existing staff who were appointed on a fixed scale point, in accordance with their conditions of employment which specified that the scale point would be reviewed annually on the anniversary of their appointment.

**RESOLVED** that there is no change to the salary point for existing staff on a fixed scale point.

The meeting closed 20.16hrs

Chair's signature & date  
13/8/19.

