

Ilminster Town Council
Resources Committee Minutes

A Meeting of the Resources Committee was held on 21st October 2014 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30 hrs.

Present:

Chair: Councillor P Burton

Councillors: Cllr V Higgins, Cllr V Keitch, Cllr A Lawson, Cllr D Miller, Cllr R Neave, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr R Swann and Cllr Taylor.

In Attendance

Miss J Norris (Town Clerk)

Members of the Public

No members of the public attended the meeting.

R45 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.

R46 Apologies for Absence

An apology for absence was received from Councillor Austin.

R47 Declarations of Interest

No declarations of interest were made in respect of any items on the agenda for this meeting.

R48. Minutes

RESOLVED

- (i) That the Minutes of the meeting held on 12th August 2014 2014 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

R49 Police Report

The police had submitted a report for the Council meeting on 14 October 2014. The public were urged to report incidents to the police as otherwise no action can be taken either immediately or to prevent future incidents.

R50 Financial Comparison

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

Issues discussed included:

- The charges for fitness classes on the Rec which are matter for Open Spaces Committee
- Renewals provision for 205/16 and the need to review the included items
- Newspapers -national newspapers are available on line, local papers are bought weekly and stories mentioning the Town Council extracted and filed.
- Auditors fees

Chair's Initials

- Quadrennial elections – the expenditure allocation when the Town Council elections coincide with other elections e.g. general election
- Printing – the budget for printing envisaged that 2 newsletters for residents would be published during the year.
- Contingency levels will need to be reviewed by Council and the comments of the External Auditor regarding ensuring adequate provision need to be considered in reaching a decision.

R51 Broadband Provision

The Council considered the recommendation relating to upgrading the office broadband connection.

Issues discussed during consideration of this item included:

- Download / upload speed offered by fibre
- Concurrent access affects download speeds

RESOLVED to take a 24 month contract with BT for fibre broadband at a cost of £32.00 per month.

R52. Purchase of Network Attached Storage (NAS) device

The Committee were asked to consider the purchase of a network attached Storage Device

Issues discussed during consideration of this item included:

- Cost effectiveness & security
- NAS shouldn't be the only back up as it is on site
- Office 365 offers cloud storage
- The amount of storage offered by Sharepoint and if that is defined by size or numbers of files and folders

RESOLVED that the Town Clerk and Deputy Mayor obtain further information and report back to the next Resources Committee.

R53. Hearing Loop

The committee considered the purchase of a hearing loop which will assist people with hearing impairments listen to the discussions at meetings held in the Council Chamber or at other venues.

Issues discussed during consideration of this item included:

- Size of the Town Council Chamber
- The number of meetings held in other locations eg school halls
- The number of members of the public who attend council and committee meetings who would benefit from a loop system
- That hearing loops must be used in conjunction with some form of amplification / microphone system

RESOLVED

- (i) that no further action be taken with regard to purchasing a loop system
- (ii) that a loop system be borrowed or hired for meetings when it is anticipated large numbers of the public will attend.

R54. Staffing Update

The Town Clerk gave an oral report which provided an update on general staffing matters.

The key points of the report were:

- There has been a temporary administrator in place since September

Chair's Initials

- Having the temporary administrator has helped with the routine tasks
- The Town Clerk has considered the advantages that the employment of the temporary administrator has brought to the office and this has influenced and her thinking about the amendments to the job roles and descriptions discussed at the previous meeting
- The job description revisions are an important task and will be given a high priority
- When the job descriptions have been reviewed the recruitment for the vacant position will commence
- The current TOIL hours accrued by the office staff
RESOLVED to exclude the press and public whilst agenda items due to the confidential nature of the staffing matter to be discussed.

The Town Clerk gave an update on:

- Staff attendance
- The employment of the Open Spaces Apprentice

The meeting closed at 20:50hrs

DRAFT