

Resources Committee Action List Updated 02.04.15

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	10.02.15 R71 A	Grant Applications	RESOLVED that the Town Council gives Ile Youth Club a Revenue Support Grant	Deputy Town Clerk	COMPLETE	
2.	10.02.15 R71 B	Grant Applications	RESOLVED that the item is deferred until the next Resources Committee meeting	Office Staff	Noted on Agenda Planner	02.04.15
3.	10.02.15 R71 C	Grant Applications	RESOLVED that the item is deferred until the next Resources Committee meeting	Office Staff	Noted on Agenda Planner	02.04.15
4.	10.02.15 R73.	Ilminster Weekly Market Logo	RESOLVED that image 2 on Page 2 be the Ilminster Weekly Market Logo	Office Staff	COMPLETE	
5.	10.02.15 R74.	Pension Discretions	RESOLVED that the item be deferred until the next Resources Committee Meeting.	Office Staff	Added to Resources Committee Agenda 7 th April 2015 COMPLETE	26.03.15
6.	10.02.15 R75.	Cheque Signatories	RESOLVED that the Town Council notifies all suppliers to make them aware there may be an issue regarding payment in May 2015 due to the upcoming election		Note added to all Purchase Orders COMPLETE	11.02.15
7.	10.02.15 R76. B	Staffing Update	RESOLVED			

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			(i) that a recruitment process for an Open Spaces Apprentice is run in early April and (ii) that a person is appointed to the role if there is suitable candidate.			
8.	12.08.14 R41	Office Staff	Recruit Deputy Clerk	Town Clerk	Advert placed w/c 05.01.15; closing date 23.01.15 Shortlisting week commencing 02.02.15 Interviews 10.02.15 Re-advertised	
9.	CILCA Fees F&P 02.10.12	Resolved that the Town Clerk be reimbursed of fees for undertaking a training course.	Fees can be reimbursed after 6 th Month probationary period 1) Town Clerk will be reimbursed once her portfolio is complete.	Town Clerk	Fund carried over as an accrual (2013/14) July 2014 Portfolio compilation commenced 05.11.14 Portfolio submitted for assessment	

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					10.12.14 Credit achieved in 16 units. Further information required for remaining units (some of which will need changes to Council documents / procedures)	