

**Ilminster Town Council
Resources Committee Minutes**

A Meeting of the Resources Committee was held on Tuesday 2nd December 2014 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30 hrs.

Present:

Chair: Cllr P Burton

Councillors: Cllr C Goodall, Cllr V Higgins, Cllr A Lawson, Cllr V Higgins, Cllr D Miller, Cllr R Neave, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Storey, Cllr R Swann and Cllr E Taylor

In Attendance

Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

Members of the Public

No members of the public attended the meeting.

R61 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.

R62 Apologies for Absence

Apologies for absence were received from Councillors Keitch and Sothern

R63 Declarations of Interest

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

R64. Minutes

RESOLVED

- (i) That the Minutes of the meeting held on 11th November 2014 be confirmed as a correct record.
- (ii) To note the action list relating to the Resources Committee.

R65 Purchase of Network Attached Storage (NAS) device

The Committee considered the purchase of a network attached Storage Device.

Issued discussed included:

- The advice received from Councillor Lawson which supported the purchase of the NAS device and the suggested purchase of back up.
- Research carried out to ensure purchase was viable

RESOLVED that

- (i) that the Town Council purchases a Network Attached Storage Device at a cost of £474.00 from the company that provided the computer upgrades
- (ii) that the cost be met from budget 361/3 computer security / backup
- (iii) that off-site back is procured at a cost not exceeding 50p per gig stored.

Chair's Initials

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R66. Ilminster Weekly Market Logo

The Committee were asked to approve the logo for the Ilminster Weekly Market.

Issues discussed included:

- Feedback from market traders
- The logo should reflect the historic market setting and therefore a modern design
- One of the proposed designs was similar to the Ilminster Forum's logo
- The proposed designs are neither inviting nor eye catching
- It is intended that the logo will be used within a number of advertising methods e.g. posters, leaflets, newspaper advertising
- The possibility of using of the Town Council Logo

RESOLVED that the Town Clerk and Mayor work with the designer to produce alternative logos for the Ilminster Weekly Market and bring back to the Resources Committee for consideration.

R67. Governance Documents

Draft revisions to Financial Regulations and Standing Orders had been circulated prior to the meeting.

Issues discussed included:

- These are important documents and need to be given careful consideration
- Both the draft governance documents are based on models issued by the National Association of Local Councils

RESOLVED

- (i) that the item is deferred to a future Resources meeting for discussion
- (ii) that Councillors raise any points of clarification and any suggested changes with the Town Clerk.

R68. Exclusion of the Press and Public

RESOLVED to exclude the press and public whilst agenda item 9 - Staffing Update was discussed due to the confidential nature of the business to be transacted.

R66. Staffing Update

The Town Clerk gave an oral report on the current staffing situation.

Issues discussed included:

- The Town Clerk reported that the Deputy Clerk had formally asked to step down from the role; take on the duties currently associated with the Senior administration position and reduce her hours to 15 per week starting on 1 January 2015. Further the Deputy Clerk had indicated she wished to retire from employment with the Town Council at the end of April 2015.
- The aspirations of people currently working in the Town Council office
- There had been no communication from the former apprentice since he was sent a recorded delivery letter regarding his resignation
- The best time to advertise for and recruit an apprentice for the open spaces team
- The potential impact of the Open Spaces Review and the implementation of the masterplan upon staffing requirements
- The flexibility that using agency staff can provide

RESOLVED

- (i) That no further action be taken to recover the mobile phone issued in connection with the open spaces apprenticeship

Chair's Initials

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- (ii) That a decision on recruiting an open spaces apprentice is deferred until March 2015
- (iii) That until a decision is made upon the apprentice position agency staff can be used provided that the expenditure remains within the budget set for staffing the open spaces team.

The meeting closed at 21:10hrs

Chair's Initials & Date

DRAFT