

Iminster Town Council Resources Committee Minutes

A meeting of the Resources Committee was held on 19th November 2013 in the Council Chamber, The Council Offices, North Street, Iminster, Somerset, starting at 19:30hrs

Present

Chair: Cllr D Miller

Councillors: P Burton, C Goodall, V Higgins, V Keitch, A Lawson, J Pallister, A Shearman, S. Shepherd, J Sothern, S Storey, E Taylor and L Vijeh.

In Attendance

M Clayton (Senior Administrator) and J Norris (Town Clerk),

Members of the Public

Two members of the public attended this meeting.

R1. Apologies for Absence

Apologies for absence were received from Councillor R Swann,

R2. Declarations of Interest

There were no declarations of interest made.

R3. Minutes

RESOLVED:

- a)
 - i) to confirm the minutes of the Finance and Policy meeting held on 27th August 2013 as a correct record.
 - ii) to confirm the minutes of the Staffing Meeting held on 9th July 2013 as correct record.
- b) to note the action list relating to the Resources Committee.

R4. Grant Applications

a) The Committee was asked to consider the grant application made by South Somerset Disability Forum for funding towards the costs of promoting awareness of the needs of people with disabilities, with an emphasis on how this will benefit the citizens of Iminster.

The members received a presentation from Margaret Baker from the South Somerset Disability Forum before considering this item.

Discussions during the consideration included the following:

- The grant would help towards the costs of providing training to organisations such as schools, youth clubs, scouts groups and the Woman Institute, explaining to them about disabilities and gives them an understanding of what challenges disabled people have in everyday life.
- A qualified trainer would carry out the training.
- The printing costs would be for producing leaflets.
- The transport costs would be for transporting the speakers to and from the venues.
- It was suggested that the applicants could approach the schools and clubs directly to arrange training during one of their regular sessions/meetings.

Chair's initials

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R7. New computers

Members were informed that information was being gathered regarding the possible purchase of new computer equipment. The staff are aware that in April 2014 new software is being introduced which the existing hardware may not be able to support.

The committee discussed this topic and provided the following additional information to help with the investigation:

- The computers in the office should be able to cope with Windows 7, so they may not need to be replaced. However the machines will need checking.
- Councillor Taylor has a laptop which the Town Council can use for meetings.
- Microsoft has small business deals, for low prices, which the Council can investigate.

RESOLVED that the staff obtain further information from computer suppliers and report back to the Resources Committee at a later date.

R8. Fair Trade Town

The Committee was asked to consider if Ilminster Town Council wish to become a Fair Trade Town. This item was brought forward from the last Finance and Policy meeting where Councillors agreed to look on the website before making their decision.

Discussion included the following:

- The Council would like to understand for the traders in the town, what impact becoming a Fair Trade Town will have on them.
- The Council would need to make sure fair trade items were available at their offices and at meetings and consultations.
- The Council could also support and promote Fair Trade further by incorporating the logo onto Council paperwork and town signs. However, this would mean additional costs for the Town Council.
- A representative from the Town Council would need to be elected for the Fair Trade steering group.
- Concerns were raised how this will affect other traders which the town supports, for example; Buy Local.

RESOLVED that the Town Council supports the principle of Fair Trade, but at present does not have the resources or finances to promote it.

R9. Staffing updates

The Committee received an oral report from the Town Clerk regarding staffing matters.

Items reported included the following:

- The Assistant Open Spaces Warden has left, leaving 2 Open Spaces staff.
- A decision over the vacancy cannot be made until the Council has received the master plan for the Recreation Review, as the Council may need to employ somebody with a particular skill.
- It was suggested that the Council could employ someone on an 'as and when' basis until a replacement is found.
- The Senior Warden is undertaking a first line management qualification at the District Council.
- The Open Spaces Apprentice has completed his course.