

Action List for Resources Committee Meeting on 29.04.14

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	14.01.14 RES R13a	Grant Application Sunny Ile Pre-school	Inform Mrs H Lancaster – Pre school's Finance Administrator, when we have information from Auditors	Joy	Waiting for advice from the Internal Auditors	
2	14.01.14 RES R15	IT upgrade for Office	Find out from BT if we can Upgrade the broadband package from 'Fast' to Super Fast' once we are tied into a 2 year contract if	Michelle	Sent email on 22.01.14 – no reply yet.  Not ready to upgrade at the moment – Will discuss all the details with BT when we are ready to order	
3	14.01.14 RES R16	Budgets	Speak to internal auditors on 31.01.14 regarding the amount for 'Contingency' in 2014/15 budget figures	Joy	Auditors are looking into this for us – 31.01.14	

Resources Committee Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1	CILCA Fees F&P 02.10.12	Resolved that the Town Clerk be reimbursed of fees for attending a training course.	16.10.12	<ol style="list-style-type: none"> <li>1) Fees can be reimbursed after 6<sup>th</sup> Month probationary period</li> <li>2) Town Clerk will be reimbursed once her portfolio is complete.</li> <li>3) Fund carried over as an accrual (2013/14)</li> </ol>
2	Ilminster Sports Initiative F & P 04.06.13	Resolved that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed	18.06.13	<ol style="list-style-type: none"> <li>1) <b>Waiting until Rec Review has been completed</b></li> </ol>
3	Revenue Subsidy Grant Application T.C 10.09.13	<p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>a) Ilminster Youth Club is awarded an amount of £2,500 this year towards the running costs of the club and a commitment of an amount not less than £2000 will be made for the year 2014/15.</li> <li>b) The £2,500 this year will be taken out of the grant fund and the amount for next year will be agreed when the budget is set for 2014/15.</li> <li>c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.</li> </ol>	10.09.13	<ol style="list-style-type: none"> <li>1) Letter sent to G Childs on 20.09.13 awarding grant subject to a service level agreement being agreed and signed</li> <li>2) Joy writing up a draft SLA for the Youth Club as at 19.09.13</li> <li>3) Note made for next year's budget</li> <li>4) Fund for 2013/14 carried over to next year as an accrual</li> </ol>
4	IT Upgrade for Office RES 14.01.14	<p><b>RESOLVED</b> that</p> <ol style="list-style-type: none"> <li>a) the Town Council Upgrades it's broadband contract to Unlimited Infinity Fast connection at a cost not exceeding £38.00 per month</li> <li>b) The Town Council accepts the proposal received from Company B for the purchase of four laptops, using office 365, windows 7 or 8, including</li> </ol>	28.01.14	<ol style="list-style-type: none"> <li>1) Order raised 10.02.14 to Company B</li> <li>2) New Computers coming in on Monday 3<sup>rd</sup> March</li> <li>3) Computers set up 7.03.14</li> <li>4) Cheque raised 11.03.14</li> <li>5) Not upgrading broadband at the moment – waiting for things to settle down.</li> </ol>

Resources Committee Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
		installation and training at a cost not exceeding £3520 + vat Funded by the following: £2572 from Reserves/R & P £200 from computer maintenance 361/2 £257 from Rents 358/1 £400 from Presentation of awards 357 £22 from Software 361/4 £69 from Office Maintenance 361/1		