

Action List update for Resources Meeting on 14th January 2014

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	19.11.13 RES R4a	Grant Application South Somerset Disability Forum	RESOLVED that Ilminster Town Council rejects the grant application made by South Somerset Disability Forum, on this occasion, as the applicant needs to carry out further research to establish if the schools and clubs can incorporate this training into their regular meetings/sessions.	Joy	Letter to reject application needs to be sent. Sent 06.12.13	COMPLETE
2	19.11.13 RES R4b	Grant Application The Golden Oldies	RESOLVED that Ilminster Town Council rejects the grant application made by The Golden Oldies, on this occasion, as the applicant needs to carry out further research into whether the service they are providing will benefit the people of Ilminster and whether these sessions are needed in Ilminster.	Joy	Letter to reject application needs to be sent	Joy sent letter COMPLETE
3	19.11.13 RES R5	Financial Comparison	The authorised costs for repairing the 'Mule' will be taken to Full Council on 3 rd December 2013 for ratification.	Joy	To be taken to Full Council on 03.12.13	Work Authorised COMPLETE
4	19.11.13 RES R6	Computer Software Contract	RESOLVED that the Council will need further information from the current software provider regarding upgrades, before a decision can be made to renew the contract.	Michelle	Email sent on 20.11.13 One reply received on 22.11.13	All questions answered by Edge Designs COMPLETE
5	19.11.13 RES R6	Computer Software Contract	Approval needed to renew contract with current software providers	Michelle Marilyn Joy	To be taken to Full Council on 03.12.13	Taken to Full Council on 03.12.13 COMPLETE
6	19.11.13 RES R7	New Computers	RESOLVED that the staff obtain further information from computer suppliers before a decision can be made.	Michelle Marilyn		

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7	19.11.13 RES R8	Fair Trade Town	RESOLVED that the Town Council supports the principle of Fair Trade, but at present does not have the resources or finances to promote it.	Joy	Needs to send letter to Fair Trade Representative	
8	19.11.13 RES R9	Staffing Updates	Cost for training needs to be considered for budget calculation 2014/15	Michelle Joy	Need to add to budget notes for meeting	COMPLETE

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	1) Fees can be reimbursed after 6 th Month probationary period 2) Town Clerk will be reimbursed once her portfolio is complete.
2	Website F & P 13.12.12	Resolved that (i) Approval in principal be given to procuring a new website with a maximum budget of £2,000 (ii) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that	04.12.12	1) Authorisation of payment of £1,000 approved at Full Council on 05.02.13 2) Cheque raised 19.02.13 3) Cheque sent 21.02.13 4) New website is progressing, and will hopefully go live from January 2014. 5) New website going live on 13.12.13

Resources Committee Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
3	Ilminster Sports Initiative F & P 04.06.13	<p>meets the Council's requirements.</p> <p>Resolved that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed</p>	18.06.13	1) Waiting until Rec Review has been completed
4	<p>F&P Revenue Subsidy Grant Application T.C 10.09.13</p>	<p>RESOLVED that:</p> <p>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.</p> <p>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.</p> <p>c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.</p>	10.09.13	<p>1) Letter sent to G Childs on 20.09.13 awarding grant subject to a service level agreement being agreed and signed</p> <p>2) Joy writing up a draft SLA for the Youth Club as at 19.09.13</p> <p>3) Note made for next year's budget</p>

