

**Action List for Resources Committee on 19<sup>th</sup> November 2013**

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	F&P 27.08.13 23b	Action List	Speak to Open Spaces wardens regarding increased number of vermin around the rubbish storage area	Joy/Marilyn/Michelle	1) Joy spoke to OS Warden 2) MC Spoke to Pest Control at SSDC on 30.08.13 3) Order for bait boxes to be raised on 02.09.13 4) Boxes purchased on 03.09.13 – still one outstanding 5) Ordered 2 more boxes – all boxes received – waiting for invoice 6) wardens have laid bait boxes	COMPLETE
2	F&P 27.08.13 24	Fair Trade Town	<b>RESOLVED</b> that the members are given time to research the matter and an item would be brought to a future Finance and Policy meeting for recommendation.	Michelle	Add to F&P agenda planner	COMPLETE
3	F&P 27.08.13 25	Financial Comparison	Amend the financial comparison sheet, the Approved expenditure sheet as per minutes and check columns add up correctly.	Michelle	Amended sheet	COMPLETE
4	F&P 27.08.13 25	Financial Comparison	Update Reserves and R&P sheets as per the minutes. Check <ul style="list-style-type: none"> <li>• Skate park- suggested years for depreciation</li> <li>• Fencing and Hedging – Why is there only £200 in funds</li> <li>• Check who responsibility to maintain hedge at Britten's Field – It was suggested a Capital Sum given about 15 years age to maintain hedge???</li> </ul>	Michelle	1) Joy is investigating the responsibility of the hedge 2) Matter being discussed at OS committee meetings	See OS actions COMPLETE

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
5	F&P 27.08.13 26	Grant Application	<b>RESOLVED to RECOMMEND</b> that a grant of £500 be awarded to the Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.	Joy	To be taken to Full Council on 10.09.13	Taken to Full Council on 10.09.13 Approved
6	F&P 27.08.13 27	Revenue Subsidy Grant Application	<b>RESOLVED to RECOMMEND</b> that 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 £2,000 will be made for the year 2014/15 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. c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.		To be taken to Full Council on 10.09.13	Taken to Full Council on 10.09.13 Approved
7	F&P 27.08.13 26&27	Grant applications	Update grant file and sheet	Michelle		COMPLETE
8	F&P 27.08.13 27	Grant applications	Make a note for next year budget re: amount for RS grant	Michelle	Note made	COMPLETE
9	F&P 27.08.13 28	Internal Auditor	<b>RESOLVED</b> that the documentation, which includes a request for fees/cost information is sent out to suitable individuals/organisations	Joy		COMPLETE

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
10	F&P 27.08.13 29	Mayor's Chain	<b>RESOLVED to RECOMMEND</b> that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.	Joy	To be taken to Full Council on 10.09.13	Taken to Full Council on 10.09.13 Approved

### Resources Committee Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1	<b>CILCA Fees</b> 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 <sup>th</sup> Month probationary period 2) Town Clerk will be reimbursed once her portfolio is complete.
2	<b>Website</b> 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 meets the Council's requirements.	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.
3	<b>Health &amp; Safety Training</b> F & P 29.01.13	Resolved that unless it is possible to source free Health & safety training to a level at least equivalent of that provided by the British Safety Council, Ilminster Town Council employees undertake the British Safety Council E learning packages, Introduction to Workplace Health & Safety, Manual Handling, Fire Safety, Display Screen Equipment.	05.02.13	1) Order raised 31.03.13 2) Paid online – J Norris to be reimbursed 3) Cheque for J Norris raised 11.04.13 4) Four members of staff completed their courses during 17.06.13 to 28.06.13 5) Two members still need to finish their courses – as at 05.07.13 6) One member of staff still to finish courses as at 15.08.13 7) All staff have completed their courses – 30.08.13 8) <b>COMPLETE</b>

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No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
4	<b>Future Revenue Grant Application</b> F&P 30.04.13	Resolved that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.	07.05.13	<ol style="list-style-type: none"> <li>1) Revenue Subsidy Grants Policy and application form written up on 02.07.13 – F &amp; P Chair, Vice-Chair and Mayor</li> <li>2) Service Level Agreement written up for Ilminster Tourism on 02.07.13 – sent to F &amp; P Chair, Vice-Chair and Mayor</li> <li>3) SLA to be taken to F &amp; P on 16.07.13</li> <li>4) SLA Recommended to Full Council on 30.07.13</li> <li>5) Full Council approved 30.07.13</li> <li>6) Youth Club's application to F &amp; P meeting on to 27.08.13</li> <li>7) <b>COMPLETE</b></li> </ol>
5	<b>Grant Application Ilminster Tourism</b> F&P 04.06.13	Resolved that a revenue subsidy of £800 be made to Ilminster Tourism subject to the implementation Service Level Agreement between Ilminster Tourism and the Town Council	18.06.13	<ol style="list-style-type: none"> <li>1) Draft SLA sent to Chair of F&amp;P Vice-Chair and the Mayor – 02.07.13</li> <li>2) Joy informed Ilminster Tourism that they have been awarded the funds</li> <li>3) <b>SEE ABOVE</b></li> <li>4) SLA agreed and signed by both ITC and Ilminster tourism on 10.09.13</li> <li>5) Cheque for £800 sent out on 18.09.13</li> <li>6) Made a note for next year's budget</li> <li>7) <b>COMPLETE</b></li> </ol>
7	<b>Ilminster Sports Initiative</b> 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) Waiting until Rec Review has been completed</li> </ol>
8	<b>Grant Application Cygnet Pre-school</b> F&P 16.07.13	<b>RESOLVED</b> that a grant of £1,500 be awarded to the Cygnet Pre-school for funding towards a new building	30.07.13	<ol style="list-style-type: none"> <li>1) Letter awarding grant sent out on 08.08.13</li> <li>2) Acknowledgement of orders received on 21.10.13</li> </ol>
9	<b>Grant Application 3D</b>	<b>RESOLVED</b> that a grant of £250 be awarded to the Sensory Centre for a Garden Sensory Box for the '3	30.07.13	<ol style="list-style-type: none"> <li>1) Letter awarding grant sent out on 08.08.13</li> <li>2) Receipt received on 07.08.13</li> </ol>

## Resources Committee Resolutions – Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
	<b>Sensory Centre</b> F&P 16.07.13	Dimensions' sessions		3) Cheque raised 08.08.13 – to be signed 15.08.13 4) <b>COMPLETE</b>
10	<b>Grant Application – Ilminster Entertainment Society</b> T.C 10.09.13	<b>RESOLVED</b> that a grant of £500 be awarded to the Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.	10.09.13	1) Letter awarding grant sent out on 19.09.13 2) Thank you letter received from Ilminster Entertainment Society on 24.09.13 3) Receipts received 09.10.13 4) Cheque sent 24.10.13 5) <b>COMPLETE</b>
11	<b>F&amp;P Revenue Subsidy Grant Application</b> T.C 10.09.13	<b>RESOLVED</b> that: 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. 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. c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.	10.09.13	1) Letter sent to G Childs on 20.09.13 awarding grant subject to a service level agreement being agreed and signed 2) Joy writing up a draft SLA for the Youth Club as at 19.09.13 3) Note made for next year's budget
12	<b>F&amp;P Mayor's Chain</b> 10.09.13	<b>RESOLVED</b> that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.	10.09.13	1) Order raised 2) Work complete 28.10.13 3) Cheque raised 29.10.13 <b>COMPLETE</b>
13	<b>Authorisation of payments</b> 10.09.13	<b>RESOLVED</b> that the accounts listed in the schedules presented to the Council, totalling £14,976.19, £6,512.36 be approved.	10.09.13	1) Approved at Full Council 2) <b>COMPLETE</b>
14	<b>Capability Policy and Procedure</b> Staffing Comm 09.07.13	<b>RESOLVED</b> to adopt the Capability Policy and Procedure	30.07.13	1) Adopted 2) <b>COMPLETE</b>

**Resources Committee Resolutions – Progress Chart**

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
15	<b>Staff Appraisal Framework</b> Staffing Comm 09.07.13	<b>RESOLVED to:</b> i) the staff appraisal framework, ii) that training on appraisals is provided for all staff by a trainer external to the Town Council iii) that a report on what has worked well and suggested changes be made to Staffing Committee after the first.	30.07.13	1) Adopted 2) <b>COMPLETE</b>
16	<b>Pension Discretions</b> Staffing Comm 09.07.13	<b>RESOLVED that:</b> i) that the Town Council adopts a policy of taking all decisions in relation to LGPS discretions on a case by case basis and on each occasion will take into account all possible risks and implications for the Council with the exception of Regulation 3 – determining the employee contribution rate. ii) with regard to Regulation 3 – “determining employee contribution rate” that the contribution rate band will be changed as appropriate whenever a pay change occurs.	30.07.13	1) Adopted 2) <b>COMPLETE</b>