

## **Iminster Town Council Finance & Policy Committee Minutes**

A meeting of the Finance and Policy Committee was held on 27<sup>th</sup> August 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, J Pallister, A Shearman, S Shepherd, S Storey, E Taylor and L Vijeh.

### **In Attendance**

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

### **Members of the Public**

Three members of the public attended this meeting.

At the beginning of the meeting the Chair advised, with the consent of the committee, the agenda order would be varied. This was due to the presence of the person giving the presentation on becoming a fair trade town and the absence of the representatives from both organisations that were applying for a grant.

### **21. Apologies for Absence**

Apologies for absence were received from Councillors V Keitch, A Lawson, J Sothern, R Swann,

### **22. Declarations of Interest**

There were no declarations of interest made.

### **23. Minutes**

#### **RESOLVED**

a) to confirm the minutes of the meeting held on 16<sup>th</sup> July 2013 as a correct record subject to Councillor Pallister's apologies being included.

b) to update the action list relating to the Finance & Policy committee

It was brought to the Town Clerk's attention that there is an increasing number of vermin around the rubbish store area on the recreation ground. The Town Clerk will speak to the Open Spaces Wardens regarding this matter.

### **24. Fair Trade Town Presentation.**

A presentation was made by Mr. Westwood on the subject of how Iminster can become a Fair Trade town. A copy of the presentation is attached to these Minutes and an 'Action Guide' is available on the Fair Trade website.

Issues discussed following the presentation included:

- Supporting local businesses
- The cost of fair trade goods and the financial impact on a business
- The impact on local businesses
- Current availability of fair trade goods in Iminster
- Members would like the opportunity to find out more information for themselves

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**RESOLVED** that an item regarding the Town Council's support for becoming a fair trade town be brought to a future Finance and Policy meeting for consideration.

### 25. Financial Comparison

The Committee received information about the Finance and Policy expenditure and commitments to date when compared with the 2013/14 budget.

Discussions on this topic included the following:

- The Town Clerk gave a brief explanation that the budget compared to the actual expenditure so far, for the year, is on target.
- Funds will be required for rebuilding the cemetery wall and depending on the costs of this work; and whilst there is a specific budget provision, additional funds may have to be taken out of reserves/renewals and provisions. The quotation requests for rebuilding the cemetery wall are due back by 30<sup>th</sup> August 2013.
- The company who are carrying out the 'snagging items' on the skate park have been contacted regularly in an effort to get the repairs completed.
- The Play Equipment Inspector came to the recreation ground unannounced, therefore, the staff were unable to ask him for his opinion on the skate park snagging items.
- The Financial Comparison sheet and the Approved Expenditure sheet will be amended in the following way:
  - £10,000 from the Open Spaces Contingency will be allocated to the general reserves fund.
  - £5,000 from the Finance and Policy Contingency will be allocated to the general reserves fund.
  - £5,000 for the Flood Alleviation Grant will remain as expenditure against the Open Spaces Contingency heading.
  - £800 for the Tourism Revenue Subsidy Grant will be shown as expenditure against the Finance and Policy Contingency heading.
  - £2068 for dismantling the football stands will be shown as expenditure against the Finance and Policy Contingency heading.
- The asset cost and formulae used to calculate renewal apportionment will be reviewed as part of the 2014/15 budget planning, as there are some items that need increased funds.

### 26. Grant Application.

The Committee was asked to consider the grant application made by Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.

Discussions included the following:

- Ilminster is fortunate to have a small theatre.
- The Town Council should support the refurbishment.

**RESOLVED to RECOMMEND** 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.

### 27. Revenue Subsidy Grant Application.

The Committee was asked to consider the revenue subsidy grant application made by the Youth Club for funding towards the running cost of youth centre.

Discussions on this topic included the following:

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- The Town Clerk explained that it is not unusual for funding to be awarded to organisations over an agreed period of time.
- Concerns were raised over the Town Council making a commitment to fund this organisation for three years, and perhaps the funding should be looked at year on year.
- A suggestion was made to award the Youth Club £ 2000 this year and then commit to an amount not less than £ 2000 next year, to enable the organisation to do some financial planning.
- A press release was issued by Somerset County Council that an amount of £49,000 is to be shared between youth clubs in Somerset. Iminster Youth Club will be getting £2,040.

**RESOLVED to RECOMMEND** that

- a) Iminster 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. This must be agreed and signed before the grant is paid.

**28. Internal Auditor**

The Committee was asked to approve the broad content of the documentation for engaging an Internal Auditor.

Issues discussed during consideration of this agenda item included:

- The method of obtaining previous internal auditors
- The potential costs of internal audit.

**RESOLVED** that the documentation, which includes a request for fees/ cost information is sent out to suitable individuals/organisations.

**29. Mayor's Chain**

Members were asked to consider the engraving of the mayoral chain of office with names of previous mayors.

Discussions on this topic included the following:

- The cost to have this work done would not exceed £350.
- If the engraving is not done, then the previous inscriptions should be removed.

**RESOLVED to RECOMMEND** that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.

The meeting closed at 21.33

Chair's signature & Date

19/4/13

# Ilminster

A Fairtrade Town?



## What about a fair deal for our local farmers?

Fairtrade isn't in competition. Most Fairtrade products cannot be grown in a temperate climate

Many Fairtrade Town groups have made a link between Fairtrade and a fair deal for local farmers.



Putting people, not profit, at the heart of trade

Making a clear statement of the ethos of the town

Bringing a variety of groups and organisations together to benefit local producers and promote local businesses

Combining Fairtrade with youth projects to bring studies around global citizenship to life

Local is best

Fairtrade is next

In 2000, Garstang in Lancashire became the world's first fair trade town





There are now over 500 fair trade towns in the UK

There are fair trade town campaigns in 23 countries around the world, following the example of the UK

Somerset is a fair trade county

There are 17 fair trade towns in  
Somerset

There are no fair trade towns in South  
Somerset

The Fairtrade Foundation has an action guide that sets out the steps to be completed to achieve Fairtrade Town status

Obtaining the support of the local council is the first necessary step.



In order to be able to apply for recognition status we must, as a community, satisfy the 5 basic goals of the Fairtrade Foundation namely:

The local council must pass a resolution supporting Fairtrade, and serve Fairtrade coffee and tea at its meetings and in offices and canteens.

A range of (at least two) Fairtrade products must be readily available in the area's retail outlets (shops, supermarkets, newsagents, petrol stations) and served in local catering outlets (cafes, restaurants, pubs)

Local workplaces and community organisations (places of worship, schools, universities, colleges and other community organisations) support Fairtrade and use Fairtrade products whenever possible

Media coverage and events raise awareness and understanding of Fairtrade across the community

A local Fairtrade steering group is convened to ensure the Fair Trade Town campaign continues to develop and gain new support



Fairtrade directory of local business

A recognisable logo and branding on town publications and signage

Publicity in Fairtrade Foundation materials and website

A common statement of business aims and ethos

Social media sites

## Next steps?

Support of Town Council?

Set up a Steering Group with a broad representation.  
(Action Guide gives examples of practice from other towns)

Presentation planned by Chamber of Commerce & Trade

Further presentations and discussions with community organisations and others

Publicity

Achieving Fairtrade town status will take time  
and effort

Once achieved, we must continue supporting  
and developing to maintain the status

