



RESOURCES COMMITTEE

Minutes of a Committee meeting held on
Tuesday 20th July 2021 at 19.00hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor J Buczkowski

Committee Members: Councillors: M Beckwith, M Dale and C Snow

In Attendance:

Officers J Norris (Town Clerk)

2 Members of the public attended the meeting by remote access.

R 3. Chair's Announcements

The Chair had no formal announcements but did say that the meeting could be adjourned for a short while if the temperature remained high.

R 4. Apologies for Absence

An apology for absence was received from Councillor Andrews.

R 5. Declarations of Interests

No Declarations of Interest were made regarding any items on the Agenda at this point in the meeting.

The Chair did a roll call of people present in the Town Hall so that people attending the meeting by remote access knew who was present.

R 6. Public Participation

This agenda item enables members of the public present at the meeting to raise matters which are relevant to the work of the Committee

Speaker 1

The Speaker said that when he has contacted the office with comments about the Town Council website he has been dealt with professionally and provided with the information he has requested. The Speaker said that he thinks the comments log provided to the committee could be more detailed.

Referring to the website, the speaker said that Facebook and Twitter information could be displayed on the home page.

The Chair thanked the Speaker for his comments and said he was sure Councillors would bear them in mind when discussing the relevant agenda items.

Speaker 2

The Speaker said he had a few things to raise.

1. The Speaker said he had not received a reply to questions previously asked in public question time; sometimes the matters raised by members of the public may be discussed in part 2 and therefore the member of the public does not get any feedback; this needs to be addressed so the person raising the question gets an answer before the next meeting.
2. The Speaker said he had not received any response to emails sent to the Council, some sent weeks before
3. December fire safety report regarding the Cemetery; the speaker has still not had an apology yet he had often made comment about equipment being put out. On the accounts there is an item for a gas cage which has been purchased since the speaker made comment about a month ago. Please could this be explained.
4. There are many issues that affect Councillors and the public and that has become apparent in recent weeks but no one seems to want to speak to the public about issues being raised. It is The public need to know what is wrong and being done to address matters. Perhaps now is the time for certain staff and Councillors to resign or a vote of confidence taken in them.

The Chair responded that he agrees that questions asked in public should be given a response in public. The Chair said if outside the meeting the Speaker could provide an indication of what emails need a response the chair would try and find out what has happened; the Chair would also like to understand more about what the Speaker is looking for regarding an apology. In terms of engaging with the public things are getting better and hopefully coming out of COVID it will be possible to do some more engagement events and a newsletter. There was a Councillor surgery the previous Saturday and some more planned for the future.

R 7. Minutes:

To Consideration was given to the Draft Minutes of

- (i) The meeting held on 13 May 2021 (Supporting Paper A to the Agenda)
- (ii) The meeting held on 10 June 2021 (Supporting Paper B to the Agenda)

RESOLVED

- (i) That the draft minutes of the Policy, Finance and Personnel Committee held on 13 May 2021 be confirmed as a correct record.
- (ii) That the draft minutes of the Policy, Finance and Personnel Committee held on 10 June be confirmed subject to Minute 304 being amended to reflect that resolutions were passed regarding the existing investigation being continued, the information that would be given in a reference and the drafting of a reference policy in the future

R 8. Action List

The Action List relating to the Policy, Finance and Personnel Committee was received and reviewed. (Supporting Paper D to the Agenda)

R 9. Financial Matters

Information on current financial matters was received and reviewed, this included the current balance sheet and the income and expenditure reports for Month 2 (May 2021) Month 3 (June 2021)

and Month 4 (July 2021) together with relevant supporting information. (Supporting Paper E to the Agenda)

RESOLVED to note the Financial Matters report including income and expenditure accounts and the balance sheet as at 12 July 2021.

31` Committee Work Plan

(i) Status Report

The Committee's Work Plan Status Report, including the risk assessments as it applies to the actions carried forward from the Policy, Finance and Personnel Committee was received and reviewed. (Supporting Paper E to the Agenda)

(ii) Committee Work Plan

Consideration was given to the Committee's Work Plan as it applies to the actions carried forward from the Policy, Finance and Personnel Committee and the remit of the new Resources Committee. (Supporting Paper G to the Agenda).

RESOLVED that the Committee's work plan for the remainder of this year and going forwards is as set out in Appendix to these minutes.

R 11. Social Media / Website

To consider the infrastructure / management of these engagement streams. (Supporting Paper H to the Agenda)

This agenda item was deferred as it will be discussed by ICT Working Group (to be set up as part of the Committee workplan addressed in the previous agenda item).

R 12. Review of Format of Payments List Presented to Council

The format of the payments list presented to Council was reviewed. (Supporting Paper I to the Agenda)

R 13. Comments, Complaints and Freedom of Information Requests

Details were considered of comments, complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee (Supporting Paper J to the Agenda)

It was suggested that

- (i) a responsible committee column and a referrals column could be added to the spreadsheet
- (ii) that there was an agenda item on each Committee to receive the and review the comments log as it pertains to that committee.

R 14. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

No matters were raised.

R 15. Exclusion of the Press and Public

RESOLVED in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:

- Agenda Item 14 Debtors, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial and personal information)
- Agenda item 15 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)
- Agenda Item 16 Comments, Complaints and Freedom of Information Requests, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial and personal information)

The reports relating to these items have been withheld from public circulation and deposit.

R 16. Debtors

The current list of debtors and any action required was considered. (Supporting Paper K to the Agenda - confidential for Councillors on the Committee only)

RESOLVED to note the current debtors list.

R 17. Staffing Report

An update report (Supporting Paper L to the Agenda - confidential for Councillors on the Committee only), including

- Appraisals
- Staff Meeting
- Training
- Resources Review - Roles and Structure

RESOLVED to note the report.

R 18. Comments, Complaints and Freedom of Information Requests

To receive details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee, including complaints received by the Committee Chair (Supporting Paper M and documents from the Committee Chair - confidential for Councillors on the Committee only)

RESOLVED to extend the duration of the meeting until 21:20hrs

To receive formal complaint made by Councillor Snow

The Chairman invited the complainant to make his complaint to the Committee, after which the Town Clerk was given the opportunity to respond.

The Complainant and the Town Clerk then left the meeting.

It was noted that the information request has now been fulfilled.

A discussion then ensued regarding the formal complaint, representations made, and the supporting documents FC1 to FC17.

It was resolved that

The Complaint is upheld on the basis that it took longer than the timescale initially communicated by the Town Clerk to provide the information to the Complainant, and updates or reasons for delay were not communicated to the complainant after the initial response. This fell short of the reasonable expectation of how the Town Council would deal with such requests and delays.

It was further resolved that

1. The Chair will inform the complainant of the outcome and offer an apology on behalf of the Town Council.

2. The Chair will discuss the matter with the Town Clerk and will offer the following feedback and explanation of the Committees decision.
 - a. All requests for information should be taken seriously and responded to promptly, with a realistic time scale that meets any statutory requirement.
 - b. The original request to the Admin Assistant should have been more formal than an oral request, i.e., by email.
 - c. The request should have been logged / recorded with a diarised follow up date.
 - d. Any delay to the original time scale should be communicated to the requester with an explanation and an amended time scale.
 - e. The request from the Chair of the Resources for further information (5th July and 13th July) was not responded to, this was noted as unhelpful.
 - f. Van logbooks are to be removed from the van on a weekly basis and then stored securely with the other administration documents.

The meeting closed at 21:24

Cullompton Town Council

Resources Committee

3 year rolling Forward Plan (Agreed 20 July 2021)



RESOURCES

1. To instigate a full review of the ICT infrastructure, including email provision and website enabling the development and approval of a long-term ICT infrastructure plan.
2. Re-start the ICT Working Group to actively undertake the detailed work for 1 above

FINANCE

1. Hold all Committees of the Council accountable to producing three-year plans, including full budget responsibility and accountability.
2. Investigate and develop additional income streams for the Town Council to subsidise the community investment and work of the Town Council. (Year 2)

PEOPLE

1. Put in place a system to fully support and lead the Town Clerk (including consideration of prioritising and co-ordination of committee work requests)
2. Review the current structure of the Town Council Staff
 - a) Job roles, who does what, responsibilities and accountabilities, and who reports to who.
 - b) Review Pay Scales and Banding
 - c) Future staff requirements / Succession Planning
3. Work with the Town Clerk to review and put in place a formal training and development framework for all staff
4. Councillor recruitment, development and retention