



RESOURCES COMMITTEE

Minutes of a Committee meeting held on
Friday 17th September 2021 at 10.00hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor M Beckwith

Committee Members: Councillors: J Buczkowski, and K Haslett

In Attendance:

Note: Councillors attending by remote access are not able to participate nor vote in the meeting but may raise questions during the agenda item for Members' Questions

Officers J Norris (Town Clerk)

No members of the public attended the meeting.

R41. Election of Chair

Consideration was given to the election of a Committee Chair.

RESOLVED that Councillor Beckwith be elected as Chair for this meeting

R42. Chair's Announcements

There were no Chair's announcements

R43. Apologies for Absence

Apologies for absence were received from Councillors Andrews and Dale.

R44. Declarations of Interests

No declarations of interests were made regarding any items on the Agenda at this stage of the meeting.

R45. Public Participation

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

No matters were raised.

R46. Minutes:

- (i) Consideration was given to the draft minutes of the meeting held on 12 August 2021 (Supporting Paper A to the Agenda)

- (ii) Consideration was given to the Draft Minutes of the meeting held on 9 September 2021. (Supporting Paper B to the agenda)

RESOLVED

- (i) To confirm the Draft Minutes of the meeting held on 12 August 2021 as a correct record
(ii) To defer consideration of the draft minutes of the meeting held on 9 September 2021 so that they can be re-drafted with an overview of the point of order.

R47. Action List

The Action List relating to the Resources Committee was received and reviewed. (Supporting Paper C to the Agenda)

R48. 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 9 Complaint 1 on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item 10 Complaint / ICO Headweir Play Area on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (legal and personal information and items subject to negotiation).
- Agenda item 11 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item 12 Mobile Telephone Requirements on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to negotiation).

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

R49. Complaint 1

To consider a complaint regarding matters pertaining to staff (Supporting Paper D confidential for Councillors on the Committee only)

Consideration was given to each of the 6 complaints raised by the complainant at the previous meeting together with the additional information requested by the Committee.

RESOLVED not to uphold the complaints.

R50. Complaint / ICO Headweir Play Area

An update regarding a complaint about the Headweir Play Area was considered. (Supporting Paper E confidential for Councillors on the Committee only)

Consideration of this agenda item was split into 2 parts (a) works and (b) data protection Works

An update was received on the current Mid Devon District Council position.

RESOLVED

- (i) When Mid Devon District Council have undertaken the work to the play area boundary fence and installed the knee rail, the town Council will undertake the landscaping as shown on the plan attached to these minutes as Appendix 1
- (ii) When Mid Devon District Council install a goalpost at an alternative location, signage will be erected in the Headweir Road play area stating the goalpost location

- (iii) If the fencing and knee rail has not been installed by Mid Devon District Council by 31 October 2021 the Resources Committee will seek Council guidance as to further action on the lease.
- (iv) The Town Clerk is given delegated authority to incur expenditure up to £2,500 for planting.

Data Protection

The Committee reviewed the information supplied by the complainant, the letter from the Information Commissioner's Office, the ICO guidance and legal advice.

RESOLVED

- (i) that having considered the complaint relating to the 2018 minute, the Committee is of the opinion that
 - the name & address of complainant was correctly redacted
 - The issue is a matter of public interest given the history of public engagement keeping the play park open
 - The information was believed to already be in the public domain.
 - The Committee Council was correct to include details of the complaint in the minute as it is in the interest of public interest and for reasons openness and transparency
- (ii) that having considered the complaint relating to the 2020 minute, the Committee is of the opinion that the minute is recorded correctly;
 - Cullompton Town Council opened its play parks later than the district council when risk assessments had been completed and a cleaning regime introduced.
 - Once the Town Council became aware of the rumour that the delay in opening the play parks might be linked to the complaint Councillors worked to correct the misunderstanding
- (iii) The Town Council apologises for the initial delay in responding to the complaint
- (iv) The Committee believes that the Social Media extracts supplied are misleading; the whole thread was about the precept not the play area
- (v) The complainant should be informed that the Monitoring Officer at Mid Devon District Council deals with complaints about Councillors not the Town Council

R51. RESOLVED

- (i) to extend the duration of the meeting until 12.30hrs
- (ii) to adjourn for a 2-minute comfort break

R52. Staffing Report & Emergency Contact

Agenda Nos 1 Staffing Report and 18 Emergency Contact Arrangements were taken together. The staffing update report (Supporting Papers F and L to the Agenda - confidential for Councillors on the Committee only) included:

- Recruitment of Part Time Outdoor Team Members
- Special Projects Officer Resignation
- Training for Outdoor Team
- Appraisals / Pay Increments
- Eye Test

NOTE: The Town Clerk left the meeting whilst the Committee considered the payment of increments to the Town Clerk and Deputy Town Clerk

RESOLVED

- (i) That a letter from the Mayor is sent to the Special Projects Officer, thanking her for her work and wishing her well in her new employment
- (ii) That as part of the staff review, consideration is given to redirecting the funding for the Special Projects Officer role to an office / admin support role
- (iii) That the costs of the Cemetery training course are noted
- (iv) That the costs of the training courses for the members of the Outdoor Team for ATV Sit astride, brush cutter / strimmer and hand held hedge trimmer are approved.
- (v) That the cost of an eye test for the Deputy Clerk is approved
- (vi) That the payment of 1 increment to the Town Clerk and the Deputy Clerk backdated to the 1 April 2021 are approved
- (vii) That a rota of volunteer Councillors is compiled to be the emergency contact.

R53. Mobile Telephone Requirements

The provision of mobile phones for staff was considered. (Supporting Paper G to the Agenda)

RESOLVED

- (i) That the Outdoor Team Supervisor, Town Clerk and Deputy Town Clerk have data capable phones
- (ii) That the Town Council purchase 5 X Nokia 105 (all users except the Outdoor Team Supervisor who will retain one of the existing handsets) at a total cost of approx. £100.00
- (iii) To enter into a contract with O2 for 1 sim with 20GB data per calendar month
- (iv)** To enter into 5 SIM only contracts with O2 each with 5GB data per calendar month
- (v) To enter into a 24-month contract at a cost of approximately £65.00 per month
- (vi) That all the telephones have hard cases and screen protectors

- R54. RESOLVED that** in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of Agenda item 14 Correspondence from the Information Commissioners Office on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)

R55. Correspondence from the Information Commissioners Office

Correspondence was received from the Information Commissioner regarding a matter pertaining to the Cemetery and to agree any actions. (Supporting Paper H to the Agenda)

RESOLVED

- (i) To refute suggestions that information hasn't been provided or has been withheld. The Council's letter to the requester clearly stated what information the Town Council does and does not hold.
- (ii) That the Committee having reviewed the correspondence, believes the complaint to the ICO to be vexatious and frivolous.

R56. Re-Admission of the Press and Public

RESOLVED to re-admit the Press and Public to the meeting.

R57. Staffing Review

Consideration was given to the terms of reference and arrangements for a staffing review. (Supporting Paper I to the Agenda)

RESOLVED

- (i) to convene a Working Group with all Resources Committee members invited to attend

- (ii) that the Working Group reports to the Resources Committee
- (iii) That at the Working Group meeting the Town Clerk makes a presentation explaining the current structure, job roles and job titles.

R58. 2022/2023 Budgets and Successive Years

To suggest and consider potential projects and possible budget requirements for 2022/2023 for budgets (other than staffing) which are the responsibility of the Committee. (Supporting Paper J to the Agenda)

RESOLVED to defer this agenda item to a future meeting

R59. Play Equipment Inspection Training

Consideration was given to hosting a play equipment inspection training session. (Supporting Paper K to the Agenda)

RESOLVED

- (i) that the Town Council hosts a play equipment inspection training session
- (ii) that places are offered to other local councils at a competitive rate and ensuring any CTC costs are covered.

R60. 2022 / 2023 Strategic Planning and Budget Setting Provisional Schedule

To consider a provisional schedule for the 2022/2023 strategic planning and budget setting process. (Supporting Paper M to the Agenda)

RESOLVED

- (i) that the provisional timetable is agreed
- (ii) that Council is asked to set guiding principles for precept increases etc.

R61. Financial Matters

To receive and review information on current financial matters including, the current balance sheet and the income and expenditure reports for Month 4 (July 2021) and Month 5 (August 2021) together with relevant supporting information. (Supporting Paper N to the Agenda)

RESOLVED to defer this agenda item to a future meeting

R62. Van Check Sheets

The revised van check sheet template was received. (Supporting Paper O to the Agenda)

RESOLVED

- (i) to agree the revised van check sheet template as at appendix 2 to these minutes
- (ii) that when using the fuel card to draw fuel at a filling station for the Town Council vehicle, the Town Council employee MUST insist to the garage that the vehicle mileage is recorded

R63. Comments Log

To receive details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee. (Supporting Paper P to the Agenda)

RESOLVED to defer this agenda item to a future meeting

R64. Members Questions

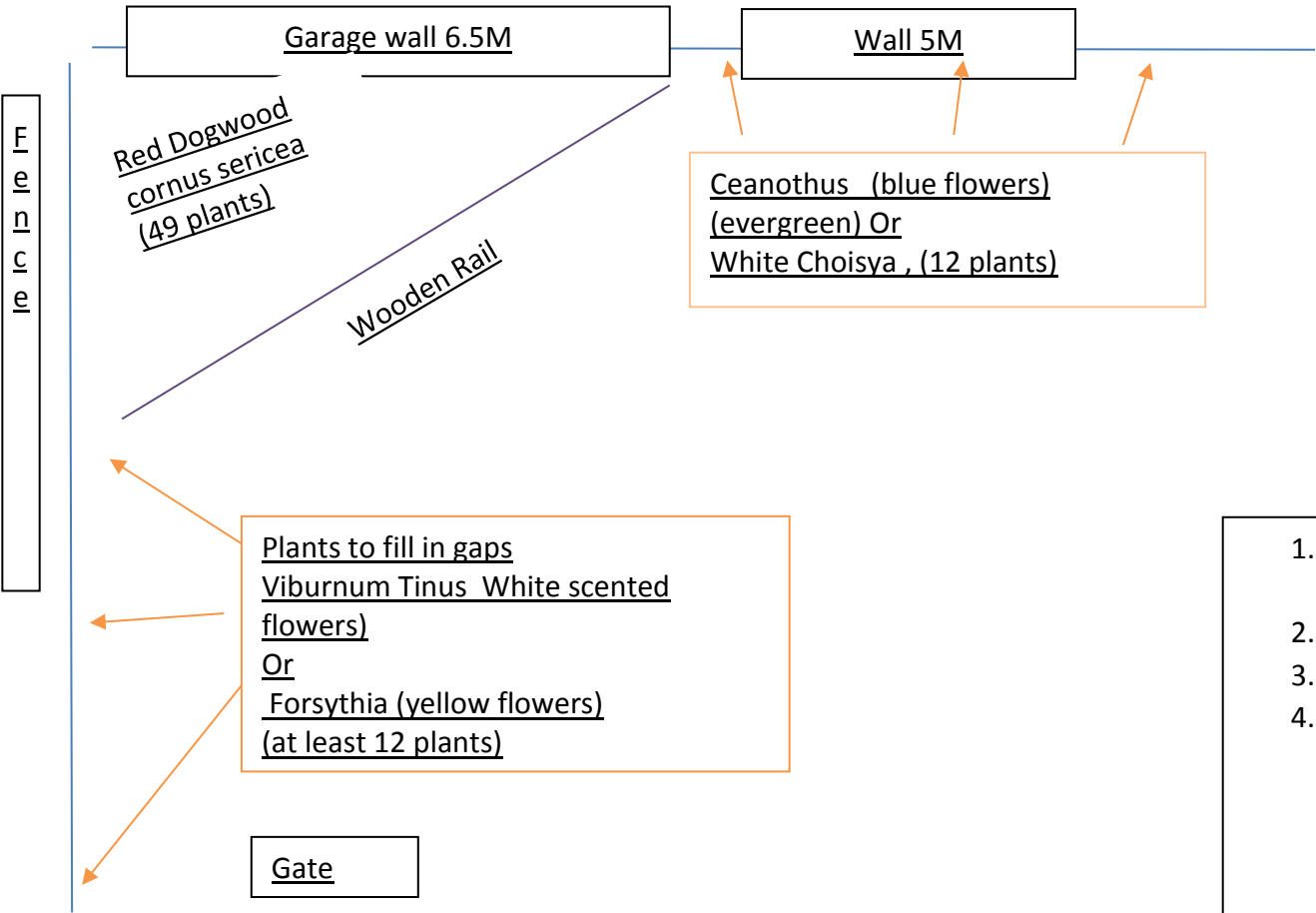
This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

No matters were raised.

The meeting closed at 12:30hrs.

Agreed

Sketch of Proposed Planting Headweir Play Area Sept 2021
Not to Scale for illustrative purposes only



1. Approx 75 plants needed, at least 3 ft high
2. 6 X 100 Ltr multi purpose compost
3. Plants available from Hedge Direct
4. Other possible plants / shrubs which are quick growing:
Spirea Japonica
Hydrangea Macrophylla
Ribes Sanquiem

CULLOMPTON TOWN COUNCIL
VEHICLE RECORD - FORD TRANSIT CUSTOM 300L1 2.0TDCI 130 EBI LTD - WG70 HND

Week Commencing _____

<u>Date</u>	<u>Driver</u>	<u>Time</u>		<u>Checks Completed</u>	<u>Journey Reason</u>	<u>Milometer Reading</u>								<u>Signature</u>	
		<u>Start</u>	<u>End</u>			<u>Start</u>				<u>End</u>					

Resources Committee 17 September 2021 Minutes
Appendix 2

<u>FUEL USEAGE</u>		<u>FORD TRANSIT CUSTOM 300L1 2.0TDCI 130 EBI LTD - WG70 HND</u>										
<u>Week Commencing</u>												
-												
<u>Date</u>	<u>Milometer Reading</u>						<u>Litres Drawn</u>	<u>Payment Method</u>				
								<u>Total Cost</u>	<u>Cash/Card</u>	<u>Account</u>		<u>Fuel</u>
	<u>Equipment</u>	<u>Van</u>	<u>Diesel</u>	<u>Petrol</u>								
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-	-	-	-	-	-	-	-	-	-	-	-	
<u>OFFICE USE ONLY</u>												
<u>Total Miles Driven - Van</u>												
<u>Total Litres Drawn - Overall</u>												
<u>Equipment Diesel - Litre Total</u>												
<u>Equipment Petrol - Litre Total</u>												
<u>Van Diesel - Litre Total</u>												
<u>Average MPG (Total Miles / Total Gallons) - Van</u>												
<u>Average AMG Over All - Van</u>												
<u>Total Gallons (Litres / 4.546) - Office</u>												

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can

LIGHTS

Check that:

- ▶ all lights and indicators work correctly
- ▶ all lenses are present, clean and are the correct colour
- ▶ stop lamps come on when the service brake is applied and go out when released
- ▶ marker lights are present and work
- ▶ all dashboard warning lamps work correctly including:
 - ▷ ABS
 - ▷ airbags (SRS)
 - ▷ EPS
 - ▷ full beam headlamp warning lamp
 - ▷ parking brake warning lamp

HORN AND STEERING

Check that:

- ▶ horn control is easily accessible from driver's seat
- ▶ horn works when its control is operated
- ▶ steering has no excessive play

WASHERS AND WIPERS

Check that:

- ▶ wipers move continually when switched on
- ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- ▶ washers point at the windscreen and are operational
- ▶ washer fluid is topped up

MIRRORS AND GLASS

Check that:

- ▶ all mirrors that should be there are properly aligned and secure
- ▶ your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS

Check that:

- ▶ seats are secure
- ▶ seatbelts operate correctly and are free from cuts and damage

BRAKES

Check that:

- ▶ foot / service brake works correctly and does not have any excessive travel
- ▶ hand / parking brake works correctly and does not have any excessive travel

BODYWORK AND DOORS

Check that:

- ▶ all doors shut properly and are secure when closed
- ▶ there are no sharp edges or damage
- ▶ no body panels are loose or in danger of falling off

LOAD

Check that:

- ▶ any load is adequately secured
- ▶ van doors have an effective locking device

TOW BARS AND TAIL LIFTS

Check that:

- ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
- ▶ tail lift is secure and free from damage, functions correctly and the electric are working correctly

EXHAUST

Check that:

- ▶ exhaust doesn't emit excessive amounts of smoke

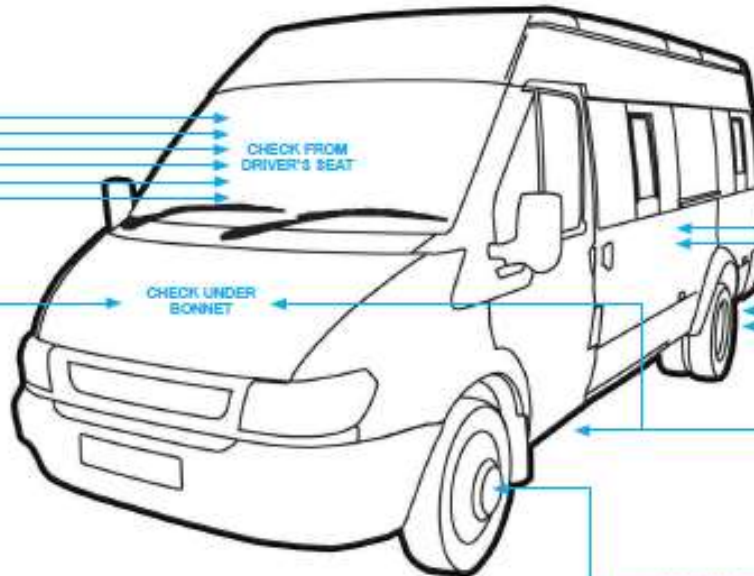
FLUIDS, FUEL AND OIL

Check that:

- ▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- ▶ fuel filler cap is securely fitted
- ▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause

With the engine on, check:

- ▶ underneath the van for any fuel and oil leaks looking for puddles on the ground



TYRES AND WHEELS

Check as much of your tyres and wheels as you can see. There must be:

- ▶ a minimum tread depth of 1.6mm
- ▶ sufficient inflation of each tyre
- ▶ no deep cuts in the sidewall
- ▶ no cord visible anywhere on the tyre
- ▶ no missing or insecure wheel-nuts

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.

All items listed above checked: Date: _____
Comments / Items needing attention: _____

Name

Signature