



RESOURCES COMMITTEE

Minutes of a Committee meeting held on
Tuesday 21st December 2021 commencing at 10:15hrs in the Town Hall,
1 High Street, Cullompton, EX15 1AB

Present

Chair: Councillor Snow

Committee Members: Councillors: Buczkowski and Rowe

In Attendance:

Note: Councillors attending by remote access are not able to participate nor vote in the meeting

Councillors:

Officers J Norris (Town Clerk)

1 Member of the public attended the meeting.

The start of the meeting was delayed from 10:00hrs until 10:15hrs so that it was quorate.

R 81. The Vice – Chair did a roll call of the Committee members present in the Town Hall

R 82. . Election of Chair

Consideration was given to the election of a Committee Chair (following the resignation of Councillor Beckwith from the Town Council).

This item was deferred to a future meeting.

R 83. Chair's Announcements

There were no announcements.

R 84. Apologies For Absence

Apologies for absence were received from Councillors Andrews and Dale.

R 85. Declarations of Interests

The following Declarations of Interest were made at this stage of the Agenda

- Councillor Rowe declared a personal interest in Agenda No 19 Complaint – Head Weir Play area as she lives in Head Weir Road.

R 86. 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.

Speaker 1

The speaker said there were 3 parts to what he wished to say:

1. The Speaker has noted that in the documentation on-line for the budget it is proposed a further £10,000 is put into the proposed railway project – has this been discussed by Council?
2. Why is there still £9,000 for the Swimming Pool planning application showing in the budget as it has not been spent should it not be returned to the budget?
3. Salaries and Overtime. There are 5 months of salaries listed:
Month 4 total salaries £19,134 with £1,058 overtime
Month 5 total salaries £18,775 with no overtime
Month 6 total salaries £20,858 with £184.00 overtime
Month 7 total salaries £21,657 no overtime
Month 8 total salaries £13,367 with £345.00 overtime

Please can the differences be explained.

The Clerk was requested to send a reply to the Speaker regarding the salaries and overtime payments.

A response was given at the meeting that the money for the railway and swimming pool projects were in the earmarked reserves (EMR) and it stays in the EMR until it is spent on the intended purpose or Council resolves that it should be moved; this can be reviewed as part of the discussions about the budget.

R 87. Minutes:

Consideration was given to the Draft Minutes of the meeting held on 19th November 2021. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 19 November 2021 be confirmed as a correct record.

R 88. Action List

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

R 89. Financial Matters

Consideration was given to Information on current financial matters including the current balance sheet income and expenditure reports, details of current creditors, earmarked reserves and other supporting information. (Supporting Paper C to the Agenda)

RESOLVED that Council is informed that bank reconciliations have not been completed by Councillors and this situation raises a risk of receiving a negative audit comment.

R 90. Investments

- (i) The Town Council's Investment Strategy was reviewed (Supporting Paper D to the Agenda)
- (ii) The Town Council's current investment arrangements were reviewed. (Supporting Paper E to the Agenda)

RESOLVED

- (i) **That the Town Council is recommended** to approve and adopt the Investment Strategy as presented subject to Section 2 Objectives being amended by the removal of "(iii) The

return of its investments (yield) and adding “Yield will be borne in mind when making decisions about where to invest but will not be an overriding consideration or objective.”

The Town Clerk was asked to research bank and building society accounts and report back to Committee on any that may be suitable for the Town Council’s needs.

R 91. Reserves Policy

Consideration was given to recommending the adoption of a reserves policy to Council (Supporting Paper F to the Agenda)

RESOLVED

- (i) That the principle of holding approximately 6 months of expenditure value as a general reserve should be included in the policy
- (ii) **That the Town Council is recommended** to approve and adopt the Reserves Policy as presented to the Committee with the inclusion of (i) above

R 92. Financial Software Costs

The costs of the Financial Software with effect from April 2022 were provided for information and consideration was given as to whether or not to participate in the 3 year loyalty scheme for year-end accounts. (Supporting Paper G to the Agenda)

RESOLVED to pay for the year end closed down of accounts on a year by year basis and not to enter the 3 year loyalty scheme.

R 93. Proposed Budgets for 2022/2023 and Successive Years and the likely Precept Requirement for 2022/2023

- (i) Consideration was given to the Committee’s possible budget requirements in relation to specific ledger codes (Supporting Paper H to the Agenda)

RESOLVED that the Resources Committee budget for 2022/2023 are amended as follows:

- General administration code is increased by 10%
- The subscription budget code is £2,000
- There should be a Uniform / PPE budget based upon £300.00 per Outdoor and Maintenance team member and £200.00 per admin team member
- IT Support £7,000 with the proviso that information is provided on the services received.

- (ii) Consideration was given to possible budget requirements for 2022/2023 and the likely precept. (Supporting Paper I to the Agenda)

RESOLVED that the budget is referred to full Council for discussion and decision

- (iii) To consider the Draft Medium Term Financial Plan (Supporting Paper J to the Agenda)

RESOLVED that the Draft Medium Term Financial Plan is referred to Council for consideration.

R 94. Functional Budget Reporting

Consideration was given to the principles that Councillors would like incorporated into any future recording and reporting of expenditure especially with regard to staff time.

Guiding Principles Suggested:

- Administration - don’t try to categorise

- Outdoor team cost allocated to function where it is used e.g. cemetery, town hall, play areas, town maintenance
- Time recording for Outdoor team to show function as described above

The Town Clerk will talk to the financial software supplier and will report back to Committee with a view to starting functional reporting for the Outdoor Team with effect from 1 April 2022

R 95. Comments and Complaints Log

Details were noted of comments and complaints, Freedom of Information Requests and Subject Access Requests received since the last report to Committee. (Supporting Paper K to the Agenda)
The Town Clerk reported that since the report was prepared a subject access request has been received.

R 96. Uniform / PPE Policy

The October meeting of the Cemetery and Town Hall Committee requested that the Resources Committee consider a definitive Uniform and Personal Protective Equipment Policy.

12:10 **RESOLVED** to extend the duration of the meeting by 15 minutes until 12:30

RESOLVED

- (i) That the Town Council should have a uniform / personal protective equipment (PPE) policy
- (ii) That the genesis of a policy for discussion with staff, starting with the Outdoor Team, includes
 - the benefits of a uniform / PPE policy e.g. protect employees, makes employees identifiable, not destroying own clothes
 - clothing will be branded e.g. "Cullompton Town Council"
 - the items that may be included e.g. for the Outdoor Team - boots, trousers, polo shirt, jumper, wind / rain layer, hat & gloves, hi vis
 - A clothing pack would include sufficient items for 5 consecutive days of work e.g. 5 polo shirts

R 97. Head Weir Road Play Area

Consideration was given to a response to a question submitted for public participation at the Committee meeting held on 19 November 2021 (Supporting Paper L to the Agenda)

The Town Clerk was given guidance that a response should be provided that the expenditure is not to appease one person and the expenditure is a matter of public record and also to provide a copy of the report presented to the Committee.

R 98. 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.

R 99. Exclusion of the Press and Public

RESOLVED that in accordance with the 1960 Public Bodies (Admission to Meetings) Act the public and press are excluded from the meeting during consideration of:

- Agenda Item 19 Complaint / Head Weir 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 20 Debtors, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal and financial information)
- Agenda Item 21 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).

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

R 100. Complaint - Head Weir Play Area

An update was received regarding a complaint relating to the Head Weir Play Area. (Supporting Paper M to the Agenda confidential for Councillors on the Committee only)

RESOLVED

- (i) That a letter is sent to Mid Devon District Council stating they had previously **promised** to provide goal posts in Linear Park,
- (ii) That the Committee be provided with an action plan, including timescales of work to be done in the play area over next couple of months e.g. infill planting, insect homes, tidying of current planting

R 101. Debtors

To consider the current list of debtors and any action that is required. (Supporting Paper N confidential for Councillors on the Committee only)

This item was deferred to a future meeting

R102. Staffing Report

To receive an update report (Supporting Paper O, confidential for Councillors on the Committee only) which includes:

- i) Training
- ii) Overtime Incurred
- iii) Annual Leave
- iv) Confirmation of Appointment and Associated Salary Review

This item was deferred to a future meeting

The meeting closed at 12:30hrs