



RESOURCES COMMITTEE

Minutes of a Committee meeting held on

Thursday 12th May 2022 commencing at 19:30hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor Buczkowski

Committee Members: Councillors Dale and Snow

In Attendance:

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

Councillors: Findlay, Holvey and Thompson

Officers: J Norris (Town Clerk)

R 178. Chair's Announcements

The Chair welcomed everyone to the meeting and did a roll call of Councillors present in the Town Hall.

R 179. Apologies for Absence

Apologies for absence were received from Councillors Andrews and Haslett.

R 180. Declarations of Interests

The following declarations of interest were made:

- Councillor Buczkowski said that with reference to agenda item 8, grant application / request he has attended some of the meetings of the group organising the jubilee event and he has recently been appointed as the Mid Devon District Council representative on the Town Team. Councillor Buczkowski also said that he is the complainant of the matter referred to in Agenda No 18 complainant about the conduct of a Town Council meeting and will relinquish the Chair for that item.
- Councillor Findlay declared an interest in Agenda No 9 recruitment and Agenda No 16 Staffing as his daughter is currently in post as the temporary admin assistant.
- Councillor Thompson declared an interest in Agenda No 17 Complaint to the Information Commissioner
- Councillor Snow –declared an interest in Agenda Nos 17 and 18 as he is known to the complainants.

R 181. 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.

Councillor Thompson asked to be permitted to speak as a member of the public.

At the meeting on 10 March he had raised specific questions about correspondence and the Chair had said he would check the details a further email sent on 21 April had not received a response. I The draft minutes of the meeting give the impression that the speaker has not supplied information but it has been supplied and therefore the minutes are inaccurate.

R 182. Minutes:

To confirm the Draft Minutes of the meetings held on 10th March 2022 and 14 April 2022 as a correct record. (Supporting Paper A(i) and A(ii))

RESOLVED

- (I) that the draft minutes of the meeting held on 10 March 2022 be confirmed as a correct record.
- (II) that consideration of the draft minutes of the meeting held on 14 April 2022 be deferred until the next meeting.

R 183. Action List

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

R 184. Payments

The accounts due for payment were examined. (Supporting Paper C to the Agenda)

RSOLVED that the invoices due for payment as presented totalling £3,192.67gross be approved

R 185. Grant Application / Request

Consideration was given to grant applications / request in accordance with the Grant Policy (Supporting Paper D to the Agenda)

RESOLVED that a grant of £1,000 is agreed and paid to the Town Team towards the costs of the platinum jubilee celebrations.

R 186. Recruitment

An update on the recruitment to various positions was received. (Supporting Paper E to the Agenda)

Locum Town Clerk

RESOLVED

- (i) To engage a Locum Town Clerk immediately for a period of at least 3 months, to support the outgoing Town Clerk, and then to become the interim proper officer at the end of the outgoing Town Clerk's notice period until such time as a permanent appointment is made.
- (ii) that the selection and engagement of the Locum is to be funded from the staff cost budget

Town Clerk

RESOLVED

- (i) That the Local Government Resource Centre is engaged to support the Town Council in recruiting a Town Clerk (if the LGRC is unable to be engaged, then the Town Clerk is

delegated to engage a similar agency / service after consultation with the Mayor and Chair of the Resources Committee).

- (ii) That the Resources Committee will lead the recruitment of the Town Clerk, up to and including the shortlisting of candidates for interview.
- (iii) That the interview panel comprises of The Town Mayor, Deputy Mayor and Chair of the Resources Committee, who will make a recommendation on appointment directly to Full Council (in the event of one of the panellists being unavailable, the deputy chair of the resources committee will be a substitute and if further substitutes are required that this be delegated to the Resources Committee).
- (iv) That all Town Councillors be invited to attend the Recruitment Working Group to be held on 20 May
- (v) That the Working Group finalise the Town Clerk's job description, person specification and application form, and submit to the resources committee for approval.
- (vi) That the Working Group create adverts for the Town Clerk and advertisement schedule and submit to the Resources Committee for approval.
- (vii) That the Working group review the contract / statement of particulars for the Town Clerk
- (viii) That the Salary point for the recruitment of the Town Clerk is set between £38,553 - £42,614 (SCP 34 - 38) and that the working group to set criteria for each point for approval by the Resources Committee.

R 187. Financial Matters

To receive and review information on financial matters including the balance sheet, income and expenditure reports, details of creditors, earmarked reserves and other supporting information that will inform the annual returns. (Supporting Paper F to the Agenda)

RESOLVED to defer this agenda item until the next committee meeting.

R 188. Card Payments

Consideration was given to various systems / machines and the costs involved in taking card payments. (Supporting Paper G to the Agenda)

RESOLVED

- (i) that the Town Council move to Square for taking card payments
- (ii) The Assistant Town Clerk is given delegated authority to purchase the terminal required and to set up and implement the card payment process.

R 189. Bank / Building Society Accounts

To consider the accounts currently available and if the Town Council should change any of its existing arrangements. (Supporting Paper H to the Agenda)

RESOLVED to defer this agenda item until the next committee meeting to check on the eligibility criteria of the FSCS

R 190. Compliments / Complaints / Comments Log and Correspondence relating to the Committee

Details were noted of compliments, complaints comments and correspondence (including Freedom of Information Requests or Subject Access Requests) received since the last report to Committee. (Supporting Paper I to the Agenda)

R 191. Additional Resources Committee Meeting

Consideration as given to the date / time for an additional Resources Committee meeting,

RESOLVED that an additional Resources Committee meeting be held on 25 May 2022 starting at 19:00hrs

R 192. Exclusion of the Press and Public

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

- Agenda Item16, Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item17, Complaint, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (information potentially subject to legal advice).
- Agenda Item18, Freedom of Information Request /Complaint, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (information potentially subject to legal advice).

R 193 Staffing Report

Consideration was given to an update report ((Supporting Paper J, confidential for Councillors on the Committee only) which included:

- Appraisals
- Absence
- Arrangements for Town Clerk exit interview
- Town Clerk handover and access arrangements
- Additional support for staff and any other steps to effectively manage workloads
- Increments
- Final Salary Calculation

RESOLVED

- (i) That the Mayor and Chair of Resources conduct an exit interview with the Town Clerk – and go through the SLCC handover checklist
- (ii) The Mayor and Chair of Resources meet with the Town Clerk on her last working day and conduct a short exit interview and complete the SLCC Handover Checklist.
- (iii) When the Mayor and Chair of Resources Committee meet the Town Clerk on the last working day, they are to obtain
 - All system passwords held by the Town Clerk
 - Safe and Alarm Codes
 - All keys held by the Town Clerk

The Mayor and Chair of Resources Committee are then to change all system passwords and access codes, and place into a sealed envelope which is signed by both which will be place along with keys and anything else into the Safe, the Mayor is then to hold access to the Safe, until a Town Clerk is appointed, at which time these will be issued to the incoming clerk.

- (iv) That Increments are awarded to the Town Clerk, Deputy Town Clerk and Outdoor Team and Maintenance Supervisor, with effect from 1 April 2022 in line with their contractual conditions.
- (v) That the fixed salary points are reviewed in autumn 2022 in preparation for the 2023/24 budgets
- (vi) That the hours of the part time outdoor team workers are unchanged but will be reviewed as part of the staffing review

R 194. Complaint to the Information Commissioner / Freedom of Information Request

Recent communication from the Information Commissioner with regard to a Freedom of information request was noted (Supporting Paper K, confidential for Councillors on the Committee only)

Councillor Thompson requested to speak on this agenda item and said that letters had been sent to the Town Council from the ICO requesting the Town Council to do certain things. Councillor Thompson has proof that he has produced information.

The Chair responded that the complaint referred to by the ICO is about Topples Testing; any other complaint the speaker may be referring to was not on agenda and therefore not open for discussion but the speaker may find it helpful to refer to most recent letter from the Town Council's solicitor

R 195 20:19 hrs

RESOLVED that the meeting continues in open session

Councillor Buczkowski relinquished the Chair to the Committee Vice-Chair and went to sit as a member of the public.

As the meeting was inquorate, in accordance with the Town Council's scheme of delegation / terms of reference Councillor Findlay was co-opted to the Committee for the remainder of the meeting

R 196. Complaint

To take any appropriate action regarding a complaint received about the conduct of a Town Council meeting. (Supporting Paper L, confidential for Councillors on the Committee only)

RESOLVED to defer this agenda item until the next committee meeting

The meeting closed at 20:22hrs