



# RESOURCES COMMITTEE

Minutes of a Committee meeting held on  
Thursday 14 April 2022 commencing at 19:30hrs in the Town Hall, 1 High Street,  
Cullompton, EX15 1AB

## Present

**Chair:** Councillor J Buczkowski

**Committee Members:** Councillors Dale, Haslett and Snow

## In Attendance:

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

**Officers** S Reardon (Meeting Administrator).

1 Member of the public attended the meeting in the Town Hall.

### R 164. Chair's Announcements

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

### R 165. Apologies for Absence

Apologies for absence were received from Councillors Andrews and Connolly.

### R 166. Declarations of Interests

The following declarations of interest were made:

- Councillor Buczkowski declared a personal interest in Agenda no 8, grant applications, on the basis that he is known to many of the applicants in his capacity as a Town Councillors and also two of his children are members of Cullompton Rangers Football Club
- Councillor Snow declared a personal interest in Agenda Items 13 and 14, complaints, as he is known to the complainants.

### R167. 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 asked 2 questions:

Why have the minutes of the previous meeting, including public question time, not been placed in the public domain?

Should the Chair declare an interest in the complaint made by the Speaker?

*The Chair explained that the Minutes of the previous meeting were to be considered in Part 2 as they contain personal information and that the minutes will not be approved tonight; approval will*

*take place at the next meeting, in public session, after the information contained is considered and a determination made as to whether or not this information belongs in the public domain.*

*The Chair indicated that he had declared all interests he believed were relevant to the meeting.*

**R 168. Payments**

The accounts due for payment were examined.

**RESOLVED** that all payments, with the exception of the Cloud 9 invoice, are approved for payment.

**R 169. Grant Applications**

The grant applications were considered in accordance with the Grant Policy.

**RESOLVED**

(i) that the following grants are awarded:

- Cullompton Arts House – £250.
- Cullompton Bowling Club - £150.
- Cullompton Family Centre - £250.
- Community Life Hub Group - £100.
- Cullompton Pre-School - £300.
- Cullompton Rangers AFC – £250.
- Noah’s Ark Preschool – £250.
- Willowbank Primary School - £100.

(ii) **That the following are referred to Council**

- Bradninch Youth Club - for Council to consider making a grant towards the weekly running costs of the club to be met from the Youth Services provision budget.
- Cullompton Town Team Festival Steering Group - for Council to consider making a grant towards the cost of promoting the spring and autumn festivals to be met from the events budget held by the Community Wellbeing Committee
- Cullompton Town Team - for Council to consider making a grant towards the cost of the costs of erecting and dismantling the gazebos for the Jubilee event and any other applications they may make regarding the jubilee celebrations to be met from the events budget held by the Community Wellbeing Committee
- John Tallack Centre – for Council to consider making a grant towards the cost of purchasing an outdoor table tennis table plus equipment to be met from the youth services provision budget. The Committee is minded to support a grant of 50% of that requested i.e. £400.

**R 170. Utilities**

A report on the current situation regarding utility providers/costs was considered.

**RESOLVED** that

- (i) that the Assistant Town Clerk is given delegated authority to try and source a “pay and go” supplier that can be used with immediate effect and not to go to a contracted supply at this time.
- (ii) A review of the contract rates available is to be conducted in September 2022.

**R 171. Tools / Equipment**

Consideration was given to a request to purchase brush cutters and blowers for the Outdoor Team.

**RESOLVED** that the Town Clerk is delegated authority to purchase the equipment as requested up to the budget in the Earmarked Reserve for equipment once the viability of repair of the existing equipment has been investigated with repair being preferred if economically viable.

**R 172. 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.

**R 173. Action List**

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

**R 174. 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 Item 12 Minutes on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (legal and personal information).
- Agenda No 13 Complaint 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 No 14 Complaint 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 No 15 Christmas Lights Invoice on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (legal and items subject to negotiation)
- Agenda Item 16 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).

**R 175. Minutes:**

Consideration was given to the Draft Minutes of the meeting held on 10<sup>th</sup> March 2022.

**RESOLVED** that the following statement to accompany the second Resolution of Minute R163(i) and R163(ii) is made in the following form of words:

“The Committee wishes to make clear that there was no allegation made against any member of staff at the Resources Committee meeting held on 10 March 2022, that the Chairman takes responsibility if the minute appears to imply this and apologises if the minute appears to imply this.”

**R 176. Complaint**

Information relating to a complaint regarding the holding and handling of electronic information and to make any associated decisions was received and noted.

It was further noted that there has been no evidence supplied that indicates that the council's data has been compromised and, at the time that a non-specific threat was made, reasonable steps were taken to ensure the security of the council's data. Review in 2 months.

**R 175. Complaint**

Information was received relating to a complaint regarding the holding and handling of a planning matter and to make any associated decisions.

**RESOLVED** that an apology is tendered to the complainant to the effect that the Council was unable to hear the complaint due to being unable to convene a quorate meeting.

**R 176. Christmas Lights Invoice**

the most recent correspondence regarding the invoice for the Christmas Lights was noted

**R 177. Staffing Report**

Consideration was given to a staffing update report (Supporting Paper K, confidential for Councillors on the Committee only):

**RESOLVED**

- (i) that the Travelling Expenses for the two return trips to Exeter are reimbursed.
- (ii) that prior approval is to be sought in future for all business trips in a private vehicle.
- (iii) That alternative transport is to be considered prior to booking the Council van for servicing.
- (iv) That the Town Clerk is given delegated authority to recruit a Maintenance Supervisor up to and including the shortlist point in the process at which time Councillors will conduct interviews.
- (v) that a Resources Working Group is formed to meet as required and make recommendations to the Resources Committee with a focus on the recruitment of a Town Clerk that will also look at the Contract of Employment, Person Specification and Terms of Reference.

**Recommended that:**

- The Local Government Resource Centre (LGRC) 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.
- The recruitment of the Town Clerk is delegated to the Resources Committee up to and including the shortlisting of candidates.
- The interview panel comprises the Town Mayor, Deputy Town Mayor and Chair of the Resources Committee who will make a recommendation on appointment directly to Full Council. In the event that one of the panellists is unavailable, the Deputy Chair of the Resources Committee will be a substitute and if further substitutes are required that this is delegated to the Resources Committee.
- The Resources Committee is delegated to draft and finalise the Town Clerk Job Description, Contract of Employment and Person Specification after consultation with Councillors.
- The salary point for the recruitment of the Town Clerk is set between SCP 34 and SCP 38 (£38,553-£42,614) and the criteria for each point will be set by the Resources Committee.