



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB
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Notice is hereby given that a meeting of the **Resources Committee** will take place on **Thursday 10th March 2022** starting at **19:00 hrs** in the Town Hall, 1 High Street, Cullompton, EX15 1AB

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; anyone wishing to raise an item during public participation must either be present in the Town Hall for the meeting or email their question to enquiries@cullomptontowncouncil.gov.uk it would be helpful if this could be at least 2 working days before the meeting if possible.

If you wish to attend and speak at a meeting it would be helpful if you email or phone with details of your first and last names and a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will help the meeting run as smoothly as possible.

The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously.

The Town Council is investigating live streaming meetings and relevant links will be available on the Town Council website, however due to technical limitations the Town Council cannot guarantee the availability or quality of this means of attending a meeting.

A handwritten signature in black ink that reads "Joy Norris". The signature is written in a cursive style with a long horizontal stroke at the end.

Joy Norris

Town Clerk

Date: 4th March 2022

AGENDA

Resources Committee 10th March 2022

Committee Membership: Councillors: E Andrews, J Buczkowski, A Connolly, M Dale, K Haslett, J Johns and C Snow (Vice-Chair)

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item and must be present in the Town Hall at the meeting or have made their submission in writing prior to the meeting.

1. Chair's Announcements

The Chair may make announcements relevant to the work of the Committee.

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. Declarations of Interests

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

4. Public Participation

To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person. (Please note people must either be present in the Town Hall or have made a written submission.)

5. Minutes:

To confirm the Draft Minutes of the meeting held on 10th February 2022 as a correct record. (Supporting Paper A)

6. Action List

To receive and review the Action List relating to the Resources Committee. (Supporting Paper B)

7. Financial Matters

To receive and review 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)

8. Payments for Approval

To examine and agree the accounts due for payment. (Supporting Paper D)

9. Laptop Disposals

To consider the disposal of laptops that are no longer fit for purpose. (Supporting Paper E)

10. Comments and Complaints 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 F)

11. Date of meeting to consider grants

To consider setting a meeting date and time to consider completed grant applications (The closing date for the receipt of completed applications is 14 March 2022)

12. Members Questions

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

Note: questions are to be for the purpose for obtaining information and not for debate nor discussion.

13. Exclusion of the Press and Public

To consider passing a resolution in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:

- Agenda Item 14 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item 15 Admin Support on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item 16 Staffing Review on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda No 17 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 Item 18 Christmas Light Invoice on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item 19 Play Area Complaint on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item 20 Staff Grievance 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 have been withheld from public circulation and deposit.

14. Staffing Report

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

- i) Pay award
- ii) Training
- iii) Annual Leave and Time Off In Lieu
- iv) Confirmation of Appointments
- v) Staff Handbook

15. Admin Support

To consider the recruitment of a temporary Administration Assistant (Supporting Paper HJ confidential for Councillors on the Committee only)

16. Staffing Review

To consider the next steps for a staffing review. (Supporting Paper I confidential for Councillors on the Committee only)

17. Complaint

To receive information relating to a complaint regarding the holding and handling of electronic information and to make any associated decisions. (Supporting Paper J confidential for Councillors on the Committee only)

18. Christmas Lights Invoice

To consider the correspondence regarding the invoice for the Christmas lights and agree the Town Council's response and actions required. (Supporting Paper K confidential for Councillors on the Committee only)

19. Play Area Complaint Update

To receive an update on the play area complaint and associated matters. (Supporting Paper L confidential for Councillors on the Committee only)

20. Staff Grievance

To receive a staff grievance and decide the way forward.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda