



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 12th May 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".

Joy Norris

Town Clerk

Date: 6th May 2022

AGENDA

Resources Committee 12th May 2022

Committee Membership: Councillors: E Andrews, J Buczkowski (Chair), 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 meetings held on 10th March 2022 and 14 April 2022 as a correct record. (Supporting Paper A(i) and A(ii))

6. Action List

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

7. Payments

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

8. Grant Application / Request

To determine grant applications / request in accordance with the Grant Policy (Supporting Paper D)

9. Recruitment

To receive an update on the recruitment to various positions and make associated decisions and recommendations

(i) Locum Town Clerk

- (ii) **Town Clerk**
- (iii) **Outdoor team and Maintenance Supervisor**
- (iv) **Temporary Admin Assistant**

(Supporting Paper E)

10. 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)

11. Card Payments

To consider the various systems / machines and costs involved in taking card payments and agree the preferred supplier / system (Supporting Paper G)

12. Bank / Building Society Accounts

To consider the accounts currently available and if the Town Council should change any of it's existing arrangements. (Supporting Paper H)

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

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

14. Additional Resources Committee Meeting

To agree a date / time for an additional Resources Committee meeting, if required, (so that there is no delay in dealing with any recruitment matters); the suggested date is Friday 27 May 2022.

15. 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 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 Item17, 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).

16. Staffing Report

To receive an update report and to take any associated decisions or agree recommendations; the update includes (Supporting Paper J, confidential for Councillors on the Committee only):

- 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

17. Complaint to the Information Commissioner / Freedom of Information Request

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

18. 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)

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