



## RESOURCES COMMITTEE

Minutes of a Committee meeting held on

Thursday 13<sup>th</sup> January 2022 commencing at 19:30hrs in the Town Hall, 1 High Street,  
Cullompton, EX15 1AB

### Present

**Chair:** Councillor Snow

**Committee Members:** Councillors: Buczkowski, Connolly 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 in the Town Hall.

**R103** The Committee Vice-Chair did a roll call of Councillors present in the Town Hall

**R 104 Election of Chair**

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

**RESOLVED** that this be deferred to a future meeting

**R 105. Chair's Announcements**

There were no announcements.

**R 106. Apologies For Absence**

Apologies for absence were received from Councillors Andrews and Dale.

**R 107. Declarations of Interests**

None declarations of interest were made regarding any items on the Agenda at this stage of the meeting

**R 108. 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

1.The Speaker referred to the questions raised during public participation at the Resources Committee of 21 December 2021 regarding salaries, overtime and earmarked reserves and said

that he had not received a response. Action needs to be taken so that when public questions are asked answers are given properly every time.

2. On the agenda for tonight on the action list is an item which states £1,560 per month for mobile phones, is this a typing error?
3. The Agenda item on comments & complaints includes an item from him although his name has been removed. At top of email it states that it is private & confidential and not for publication and at the bottom there is an endorsement which states the message is solely for the individual and it may contain information which is not to be disclosed without the sender's express permission; Why has the content of the email been published the speaker takes gross offence and wants it to be removed from all public records with immediate effect.
4. The email refers to a matter which is in part 2 of the Agenda - discussion of a complaint, it is not a complaint and there is an email to that effect, it is purely asking for an apology. If the email has been published why is the matter being dealt with as a confidential item? The Speaker said he is being discriminated against and he will be informing his solicitor of the errors.

At the invitation of the Chair the Town Clerk responded:

1. The matter of the earmarked reserves had been responded to at the previous meeting and therefore required no further response; regarding the salaries as the question had been asked in public the response was being given in public, the question was about the differences in salaries between months 4- 8. The Town Clerk had looked at the salary sheets and the information supplied for the December meeting, there were staff changes during the periods in question, had been 2 new members of staff in September, a member of staff had left at the end of September. There was also annual; leave bought back as discussed by the Committee and some increments awarded including back pay. The month 8 income and expenditure report were not complete at the December meeting it was salaries only and did not include, tax, national insurance, and pension contributions, the updated report was on the agenda for this evening.
2. The mobile phone figure on the action list is a typing error.
3. It is the Town Council practice that all complaints are to be included on the log and reported to the Committee; the Chair asked for this to be referred to the Governance Committee

**R 109. Minutes:**

The Draft Minutes of the meeting held on 21st December 2021 were considered. (Supporting Paper A to the Agenda)

**RESOLVED** that the draft minutes of the meeting held on 21st December 2021 be confirmed as a correct record.

**R 110. Action List**

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

**R 111. 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 to the Agenda)

**RESOLVED** to defer this item and consider the exclusion of the press and public whilst it is under discussion.

**R 112. 22/23 Budget**

Consideration was given to budget lines within the Committee's remit as referred to at the Council meeting on 6 January 2022.

(Supporting Paper D to the Agenda)

**RESOLVED** that the proposed 22/23 budget includes the following:

- photocopier – £1,300
- van lease £4,000
- Van running expenses £2,500
- IT support £10,000

**R 113. Emergency Contacts**

Consideration was given to an emergency contact system. (Supporting Paper E to the Agenda)

Councillor need a contact list, key procedures guide, some would need to be town hall key holders  
Need to be hand in hand with the emergency plan

**RESOLVED**

- (i) To have an emergency contact number such as skype or similar which can be diverted to the Councillor on call
- (ii) That there be an on-call rota for Councillors
- (iii) That the out of hours number advertised continues to be the office number and then a voice mail message would advise the {skype or similar} number to be contacted in an emergency
- (iv) That the emergency contact system complements the Emergency Plan with appropriate arrangements made for contact lists, key holders etc.

**R 114. Comments and Complaints Log**

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

**R 115. Working Group to Consider Councillor Recruitment and Retention**

Consideration was given to setting up a working group to consider ways of improving Councillor Recruitment and Retention. (Supporting Paper G to the Agenda)

**RESOLVED** to set up a Working Group or consider ways of improving Councillor recruitment and retention with terms of reference as given in Appendix 1 to these minutes

**R 116. Members Questions**

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

The following matter was raised:

- Council reputation and image may impact on Councillor recruitment

**R 117. 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 15 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 16 Staffing Report 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 No 8 Financial Matters on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial and legal matters and items subject to negotiation).

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

It was suggested that with regard to Agenda No 17 Complaint that the Committee would have a discussion without the complainant present as there was legal advice to be considered but a possible outcome of that discussion could be a meeting with the complainant and solicitor to bring the matter to a resolution.

#### **R 118. Debtors**

Consideration was given to the current list of debtors and any required action. (Supporting Paper H confidential for Councillors on the Committee only)

##### **RESOLVED**

- (i) That solicitor's advice be sought regarding pursuing payment of invoices HH10896, HH10899 and HH10909
- (ii) To recommend to Council that invoice AL10187 is written off
- (iii) To refer the matter of invoice AL10196 to the Community Wellbeing Committee for decision.

#### **R 119. Staffing Report**

An update report was received which included:

(Supporting Paper I, confidential for Councillors on the Committee only)

- i) Training
- ii) Overtime Incurred
- iii) Annual Leave
- iv) Confirmation of Appointment and Associated Salary Review
- v) Permission for additional employment
- vi) Work Experience Request

##### **RESOLVED**

- (i) To pay 1 employee 3 hours overtime worked regarding a funeral on 27 October 2021
- (ii) That the appointment of the Outdoor and Maintenance Team Supervisor be confirmed
- (iii) That the Outdoor and Maintenance Team Supervisor has an appraisal with the Town Clerk and clear objectives are set, which includes some short-term objectives to be met and reported back to the Committee in time for an increment to be awarded with effect from 1 April 2022, subject to those short term objectives being achieved.
- (iv) That the request from an employee to undertake secondary employment is agreed
- (v) That the work experience request is agreed and that the safeguarding policy is updated updating, and a work / training schedule is put in place; also the Town Council's insurers are notified.
- (vi) That each Resources Committee meeting receives a breakdown by employee of holiday and hours worked that exceed their normal working week

- (vii) That the Committee receives a report on annual leave policy and practice
- (viii) That the Town Clerk does not work past 22:00hrs
- (ix) That the Town Clerk's holiday requests are reported to the Resources Committee.

**R 120. Complaint**

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

Still not have the original emails – full disclosure of the emails that are alleged to have been opened

**RESOLVED**

- (i) that the Town Council's solicitors are asked to request copies of the original emails including the headers, who they were sent to etc
- (ii) If and when that information (as in (i) above) is forthcoming The Committee will be able to make an informed decision regarding an investigation
- (iii) If the information not provided within a specified number of days the matter will be considered closed; the appropriate timescale to be as advised by the Town Council's solicitor.

**R 121 RESOLVED** to extend the meeting by 5 minutes to 21:05

**R 122 Financial Matters**

Information on current financial matters was received and reviewed; this included the current balance sheet income and expenditure reports, details of current creditors, earmarked reserves and other supporting information. (Supporting Paper C to the Agenda)

The meeting closed at 21:05hrs

**Councillor Recruitment & Retention Project**  
**Terms of Reference**

**Overall Purpose / Scope:** To enable an increase the number of people coming forward as candidates for the role of town councillor and how those elected or co-opted can be encouraged and supported so that they can fulfil a full term of office.

**Reports to:** Resources Committee

**Membership:** All Councillors

**Chair:** Mayor

**Outputs: (for presentation / recommendation to Resources Committee and / or Council)**

- A list of potential barriers to people standing as a Cullompton Town Councillor and what can be done to remove or diminish those barriers
- A list of benefits of being a Cullompton Town Councillor
- A list of methods / toolbox that could be used to advertise Councillor vacancies / attract interest in becoming a Town Councillor
- A “Toolbox” for getting people interested in the work of the Town Council
- A list of potential barriers to people fulfilling their potential as a Town Councillor and what can be done to remove or diminish those barriers
- Ideas for supporting and training Councillors, including welfare considerations

**Delegated Powers / Decision Making:** None

**Meeting Frequency:** As and when required; (meetings can be by remote attendance) to undertake research and report findings leading to the outputs listed above.

**Project Duration:** 3 Months