



RESOURCES COMMITTEE

Minutes of a Committee meeting held on

Thursday 10th January 2022 commencing at 19:30hrs in the Town Hall, 1 High Street,
Cullompton, EX15 1AB

Present

Chair: Councillor 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 J Norris (Town Clerk)

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

R 123 The Committee Vice-Chair did a roll call of Councillors present in the Town Hall

R 124. Election of Chair

The election of a Committee Chair was considered.

RESOLVED that Councillor Buczkowski be elected as the Committee chair for the remainder for the remainder of the municipal year.

R125. Chair's Announcements

On taking the Chair, Councillor Buczkowski thanked Councillor Snow for "holding the reins " during the last few months.

There were no other announcements.

R 126. Apologies for Absence

Apologies for absence were received from Councillors Andrews and Connolly.

R 127. Declarations of Interests

The following declarations of interest were made:

- Councillor Buczkowski declared a personal interest in Agenda item 9 – Grant Applications as he is a Trustee of Cullompton Community Association.
- Councillor Snow declared a personal interest in Agenda item 18 - Complaint as he is known to the complainant.

R 128. 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 items on the floor in Town Hall have been there since November, would it be possible to move them?
2. The speaker has recently received an email with answers to questions asked in November during public questions time in November, the questions should have been answered immediately after the meeting.
3. Agenda No 18, It is not a complaint, it is a request for an apology. Dealing with this matter has been protracted beyond acceptable time delays. The Speaker is prepared to take this further and has been providing to his solicitor copies of minutes, draft minutes from the internet and correspondence sent to the Speaker by the Town Council. The Speaker is seriously concerned that the correspondence and content of the emails to and fro between the legal profession and the Clerk are not always accurate. Please can the Council address the matter urgently.

The Chair responded:

1. The reason why the items are still in the Town Hall will be looked into.
2. The Chair would need to look into the reason for the delayed response.
3. It is an agenda item for the meeting but the Chair checked that the key points were that the time being taken was unacceptable and there are factual errors in correspondence.

Speaker 1

The Speaker confirmed that the Chair's understanding of the key points regarding the third matter he raised were correct and then said he had a further matter; Email from the Information Commissioners office on 24th of last month, which was also copied to the Town Council. The email and letter attached to it requested that the Town Council liaise with the Speaker to address matters as soon as possible; that has not been done;

R 129. Minutes:

The Draft Minutes of the meeting held on 13th January 2022 were considered. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 13 January 2022 be confirmed as a correct record.

R 130. Action List

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

RESOLVED

- (i) That the action list is noted
- (ii) That the following actions are implemented / changes are made to the action list:
 - That an update report is made to the next meeting regarding Headweir Road Play Area
 - Remove no 2 - format of Council and Committee papers as this has been completed
 - Remove no 3 - allotment and cemetery admin software – this now rests with the ICT Working Group

- Remove No 4 – Working Groups – all Councillors are notified of all Working Group meetings
- Remove no 5 investigate setting up a management company – the Committee decided not to include this as par of their 3 year workplan
- Remove no 6 & 7 Policy development – this is now the role of the Governance Committee
- Check the details for no 10 - data protection - and update the action list
- Staffing Review – put on the agenda for a future meeting review of the work previously done
- Functional Reporting provide an update report for the next Committee meeting

R 131. Financial Matters

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

RESOLVED

- (i) To note the financial information presented to the Committee
- (ii) To pay the South West Water invoice pertaining to the Cemetery including the sewerage charge.

R 132. Grant Applications

Completed grant applications were considered in accordance with the Grant Policy. (Supporting Paper D to the Agenda)

RESOLVED

- (i) That CHAT be awarded a grant of £500.00;
- (ii) That Culm Voluntary Car Scheme be awarded a grant of £300.00;
- (iii) That Hospiscare be awarded a grant of £210.00
- (iv) That the grant request from Gift Of A Burrows is referred to the Community Wellbeing Committee for consideration of funding from the allotment budget
- (v) That another grant round be conducted in the current financial year,
- (vi) **To Recommend to Council** that a support grant system is introduced, which is a commitment from the Council to give a grant to an organisation for a specified number of years and that this has its own budget, separate to the existing grants budget.

Note Councillor Buczkowski had declared a personal interest in this agenda item under the Declarations of Interest item (Minute R 127 refers)

R 133. Credit / Debit Card

The method(s) of card expenditure was reviewed. (Supporting Paper E to the Agenda)

RESOLVED that card payments should be made using the Town Council's credit card and the SOLDO debit card account should be closed.

R 134. Payments for Approval

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

RESOLVED

- (i) that the invoices due for payment as presented totalling £3,938.34gross, and the direct debits and standing authorisation items totalling £1088.21 be approved
- (ii) That the Payment of £245.00 from the Gift Of A Burrows account to the allotment Association for membership fees be approved.

R 135. Committee Workplan Status Report

The Committee's Work Plan Status Report was reviewed and noted. (Supporting Paper G to the Agenda)

R 136. 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 H to the Agenda)

R 137. Feedback from the ICT Working Group

There was no written report from the Working Group which had met on Friday 4 February 2022. There was a request from Members who had been present at the Working Group that a recommendation from the Group regarding equipment for the Town Hall to improve the streaming of meetings be put on the next Town Council agenda.

R 138. Members Questions

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

No matters were raised.

R 139. Exclusion of the Press and Public

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

- Agenda Item 17 Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda No 18 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 19 Health and Safety on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to negotiation).

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

R 140. Staffing Report

An update report was received which included:

- i) Temporary Increase to NJC pay points 1 and 2
- ii) Training
- iii) Overtime
- iv) Annual Leave and Time Off In Lieu
- v) Potential Grievance

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

RESOLVED

- (i) To confirm that the Town Council will reimburse ALL staff for the cost of an eye test.

- (ii) That staff on salary scale points 1 and 2 are paid at the rate of £18,333pa, (£9.50 per hour) with effect from 1 April 2022 until such time as the NJC reaches a settlement on pay for 2021 (in accordance with eth NJC letter dated 3 February 2022)
- (iii) That the overtime detailed in the report is approved (6 officers and 49.5 hours) and that overtime worked for the Christmas event should be coded to the Christmas event budget.

Note: Councillor Haslett left the meeting at 20:31hrs so that information on the potential grievance could be provided and then returned to the meeting for the next agenda item.

R 141. Health & Safety Support

Consideration as given to the quotations received for the provision of health and safety support to the Council. (Supporting Paper K confidential for Councillors on the Committee only)

RESOLVED to accept the quotation submission from Carlin Ltd for the provision of health and safety support to the Council.

R 142 Complaint

Consideration was given to information relating to a complaint regarding the holding and handling of electronic information. (Supporting Paper J confidential for Councillors on the Committee only)

Note Cllr Snow left the meeting at 20:44hrs (he had declared a personal interest in this agenda item under the Declarations of Interest item (Minute R 127 refers))

RESOLVED

- (i) That the Committee believe this matter is a complaint asking for an apology and therefore is to be dealt with in accordance with the Town Council's complaints policy (by asking for an apology the complainant must feel something has been done wrongly)
- (ii) A list of emails alleged to have been opened has not been supplied as requested. The complainant needs to supply the Town Council with a list of emails that it is alleged have been opened by a person other than the intended recipient, who they were sent to (addressee, CC and BCC recipients) when and where¹ they were sent and when and where they were allegedly opened. Unless this is supplied the Town Council will not enter into any further discussion on the matter
- (iii) To write to the ICO and advise that the Town Council is working with its solicitor to resolve this matter and that it is a very longstanding complaint about which the Town Council has requested evidence on a number of occasions.
- (iv) Ask Council for a sum of £5000 to be made available for dealing with the complaint

The meeting closed at 21:00 hrs

¹ Amendment made in accordance with Minute R148 of the Resources Committee held on 10 March 2022