



RESOURCES COMMITTEE

Minutes of a Committee meeting held on
Thursday 25th May 2022 commencing at 19:30hrs
in the Town Hall, 1 High Street, Cullompton, EX15 1AB

Present

Chair: Councillor Buczkowski

Committee Members: Councillors Dale and Haslett

In Attendance:

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

Councillors: Findlay, Holvey and Thompson

Officers: J Norris (Town Clerk)

R 197. Chair's Announcements

The Chair did a roll call of Councillors present in the Town Hall and said that voting would be by a show of hands.

R 198. Apologies for Absence

Apologies for absence were received from Councillors Andrews and Snow.

R 199. Declarations of Interests

There were no Declarations of Interest from members of the Committee, but the following declarations were made by Councillors in attendance:

- Councillor Thompson declared a personal interest in Agenda No 16 Complaint to the Information Commissioner
- Councillor Findlay declared a personal interest in Agenda No 9 recruitment as his daughter is currently employed by the Town Council as a Temporary Admin Assistant.

Later in the meeting Councillor Buczkowski declared a personal interest in Agenda No 11 – Minute R207 refers

R 200. 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.

No matters were raised.

R 201. Minutes:

Consideration was given to the Draft Minutes of the meetings held on

- (i) 14 April 2022. (Supporting Paper A(i) to the Agenda)

- (ii) 12 May (Supporting Paper A(ii) to the Agenda)

RESOLVED

- (I) That the draft minutes of the meeting held on 14 April 2022 be confirmed as a correct record.
- (II) That consideration of the draft minutes of the meeting held on 12 May 2022 be deferred to a future meeting.

R 202. Action List

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

R 203 Payments

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

RESOLVED that the invoices due for payment as presented totalling £10,072.77 gross and the direct debits and standing authorisation items totalling £1,157.95 gross be approved.

R 204. 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 D to the Agenda)

RESOLVED to note the financial information provided with the following observations:

- Provision needs to be made for car park income (code 1905) Q4 21/22 which has not yet been received.
- Provision needs to be made for the payment (code 4105) to Devon County Council £2,400 for 21/22
- The treatment of the Q4 Youth Services invoice needs to be reviewed
- Provision needs to be made for £10,000 welcome back fund Grant - the expenditure has been met by the Town Council pending receipt of the grant funding.
- Code 4038 Soldo and Worldpay are different types of expenditure and shouldn't be coded to the same code
- There appears to be a miscoding of £10.00 on cemetery ext
- What is the £300.00 misc income?

R 205. Recruitment

Consideration was given to an update on the recruitment to various positions and make associated decisions and recommendations

- (i) **Locum Town Clerk**
- (ii) **Town Clerk** (recommendations from the Working Group will not be available until the Working Group has met on the evening of 20 May 2022)
- (iii) **Outdoor Team and Maintenance Supervisor**
- (iv) **Temporary Admin Assistant**

(Supporting Paper E to the Agenda)

RESOLVED

- (i) To approve the application pack for the role of Town Clerk as recommended by the Working Group comprising
- job description

- person specification
 - application form
 - job advertisement
- (ii) That the Chair of Resources should receive and present the applications to the shortlisting meeting.
- (iii) That the interview panel for the Outdoor Team and Maintenance Supervisor role comprise the Mayor and 2 available members of the Resources Committee who are delegate to conduct the interviews and then make a recommendation regarding the appointment to the full Committee.

R 206 Bank / Building Society Accounts

Consideration was given to the accounts currently available in order to decide if the Town Council should change any of its existing arrangements. (Supporting Paper F to the Agenda)

RESOLVED that no changes are made to the bank and building society accounts currently held by the Town Council.

R 207. Complaint

To note that the complaint received about the conduct of a Town Council meeting (reported to Committee meeting on 12 May and deferred) has been withdrawn.

19:32 JB – declared a personal interest as the complainant

Note: 19:32hrs Councillor Buczkowski declared a personal interest in this agenda item as the complainant.

R 208. Emergency Contact

Arrangements for out of hours emergency response were reviewed and noted. (Supporting Paper G to the Agenda)

R 209 Members Questions

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

The following matters were raised

- The procedure for summoning Councillors to attend a meeting.
The Chair responded that a summons was issued to Councillors expected to attend the meeting e.g. Committee members and the Notice is issued for non-committee members and members of the public

R 210 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 Item15, Staffing Report on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).
- Agenda Item16, Complaint to the Information Commissioner / Freedom of Information Request, 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, Christmas Lights Invoice, 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 Item 18, Headweir Road Play Area – Complaint Review, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information).

R 211. Staffing Report

An update report on staffing matters was received which included:):

- Overtime
- Additional Hours
- Use of Town Hall for election (23 June)

(Supporting Paper H to the Agenda, confidential for Councillors on the Committee only)

RESOLVED

- (i) To approve the overtime worked by the Outdoor team on 7 April 2022 for a funeral
- (ii) To approve additional hours for the Outdoor Team strimming / grass cutting in the old part of the Cemetery
- (iii) That on 23 June when the Town Hall is being used as a polling station, reception should be open as normal but other office based staff should work from home.

R 212 Complaint to the Information Commissioner / Freedom of Information Request

A draft response to the Information Commissioner with regard to a Freedom of information request was reviewed. (Supporting Paper I to the Agenda, confidential for Councillors on the Committee only)

R 213. Christmas Lights Invoice

Recent communications regarding the Christmas Lights invoice was reviewed and noted. (Supporting Paper J to the Agenda confidential for Councillors on the Committee only)

R 214. Headweir Road Play Area - Complaint Review

A complaint about the Head Weir Road play area and the action taken was reviewed. (Supporting Paper K to the Agenda, confidential for Councillors on the Committee only)

RESOLVED to note the actions taken and remove the complaint from the action list.