



# RESOURCES COMMITTEE

Minutes of a Committee meeting held on

Thursday 9<sup>th</sup> June 2022 commencing at 19:30hrs in the Town Hall, 1 High Street,  
Cullompton, EX15 1AB

**Present**

**Chair:** Councillor Knight

**Committee Members:** Councillors Buczkowski, Findlay, Haslett, Holvey, Snow and Thompson

**In Attendance:**

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

**Officers:** J Norris (Town Clerk)

<b>R 215.</b>	<b>Election of Committee Chair</b> The Mayor took the Chair for this item The election of the Committee Chair for the civic year 2022-2023 was held  <b>RESOLVED</b> that Councillor Knight be elected as the Committee Chair for the civic year 2022-2023
<b>R 216.</b>	<b>Chair's Announcements</b> The Chair thanked the Committee for electing him.
<b>R 217.</b>	<b>Apologies for Absence</b> There were no apologies for absence.
<b>R 218.</b>	<b>Declarations of Interests</b> The following declarations of interest were made: <ul style="list-style-type: none"><li>• Councillor Findlay declared a personal interest in Agenda No 11 Recruitment as his daughter is currently in post as the temporary admin assistant</li><li>• Councillor Thompson declared a personal interest in Agenda No 17 Complaint</li></ul>
<b>R 219.</b>	<b>Public Participation</b> 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.
<b>R 220.</b>	<b>Minutes:</b> Consideration was given to the Draft Minutes of the meetings held on 12 <sup>th</sup> May 2022 (Supporting Paper A(i) to the Agenda) and 25 <sup>th</sup> May 2022 (Supporting Paper A(ii) to the Agenda)

	<p><b>RESOLVED</b></p> <p>(i) that the draft minutes of the meeting held on 12 May be confirmed as a correct record</p> <p>(ii) that consideration of the draft minutes of the meeting held on 25 May 2022 be deferred until the next meeting of the committee.</p>
<b>R 221.</b>	<p><b>Action List</b></p> <p>To receive and review the Action List relating to the Resources Committee. (Supporting Paper B to the Agenda)</p> <p>It was agreed consideration of this item be rolled forward to the next meeting</p>
<b>R 222.</b>	<p><b>Committee Workplan Status Report</b></p> <p>To receive and review the Committee's Work Plan Status Report (Supporting Paper C to the Agenda)</p> <p><b>RESOLVED</b> that consideration of this agenda item be deferred to the next meeting.</p>
<b>R 223.</b>	<p><b>Payments</b></p> <p>The accounts due for payment were examined. (Supporting Paper D to the Agenda)</p> <p><b>RESOLVED</b> that the invoices due for payment as presented totalling £gross be approved</p>
<b>R 224.</b>	<p><b>Financial Matters</b></p> <p>Information on financial matters including the balance sheet, income and expenditure reports was received and reviewed. (Supporting Paper D to the Agenda)</p> <p><b>RESOLVED</b> to note the financial information.</p>
<b>R 225.</b>	<p><b>Recruitment</b></p> <p>An update was provided on the recruitment to various positions. (Supporting Paper E to the Agenda)</p> <p><b>(i) Town Clerk</b></p> <p>The vacancy has been advertised and the Locum Town Clerk has been given access to the specific town clerk recruitment mailbox so that Mayor has no prior knowledge of the applications received and the shortlisting can be a blind process.</p> <p><b>(ii) Outdoor Team and Maintenance Supervisor</b></p> <p>4 applications have been received and the Locum Town Clerk recommended that all 4 be interviewed.</p> <p>It had previously been agreed (Minute R 205 25 May 2022) that the interview panel comprise the Mayor and 2 members of the Resources Committee, the 2 committee members now needed to be agreed.</p> <p>The meeting was reminded of the need to ensure that all interview panellists can be objective and mindful of a fair and transparent process</p>
<b>Note</b>	<p>19:28hrs <b>RESOLVED</b> that in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press so that applicant information could be provided to the Committee</p>

	<p>During the closed session members were again reminded that the recruitment process must be fair and transparent. 19:37hrs <b>RESOLVED</b> to resume the meeting in open session</p> <p>Councillors Holvey, Thompson and Findlay were all proposed and seconded to be members of the interview panel.</p> <p>Following a vote conducted in accordance with the Standing Orders (Standing Order 8 Voting on Appointments) it was <b>RESOLVED</b> that Councillors Holvey and Thompson sit on the interview panel with the Mayor for the Outdoor Team and Maintenance Supervisor interviews.</p> <p><b>(iii) Temporary Admin Assistant</b> There was no additional information to that contained in the report.</p> <p><b>(iv) Deputy Clerk and Part Time Outdoor Team Member</b> <b>RESOLVED</b> that the Locum Town Clerk is given delegated authority to compile a recruitment process and report the proposals to the next committee meeting.</p>
<p><b>R 226.</b></p>	<p><b>Health &amp; Safety Report</b> To consider the initial report from the Health and Safety Advisor. (Supporting Paper F to the Agenda)</p> <p>It was suggested that a Zoom meeting be set up (all Councillors to be invited) to go through the report in detail, raise any additional matters and report back to the Committee.</p>
<p><b>R 227.</b></p>	<p><b>Asset List</b> To review the asset list, including information on recent checks undertaken by Councillors. (Supporting Paper G)</p> <p>Councillor volunteers have a copy of the asset list and will start to do some physical checks.</p>
<p><b>R 228.</b></p>	<p><b>Compliments/Complaints/Comments/FOI</b> 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 H)</p> <p>It was requested that the list be re-sent to the Committee with the date column visible.</p>
<p><b>R 229.</b></p>	<p><b>Members Questions</b> This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Council. The following matter was raised:</p> <ul style="list-style-type: none"> <li>• Supporting Papers need to be sent out on time with the Agenda.</li> </ul>
<p><b>R 230.</b></p>	<p><b>Exclusion of the Press and Public</b> There was no need to exclude the press and public as there was no confidential information to be considered.</p>

**R 231.**

**Complaint**

Consideration of the current situation relating to a complaint regarding the holding and handling of electronic information and decide what further action, if any is required

The Clerk advised the Committee that there had been no further correspondence since the last report.

The meeting closed at 19:59hrs

DRAFT