 **Saxmundham Town Council** ,

**Minutes of the Resource Committee Meeting 22 March 2021 at 10.30am**

**by Video Conference**

**Committee Members:**

Councillor. Di Eastman

Councillor. John Findlay (Chair)

Councillor John Fisher

Councillor. Nigel Hiley

Councillor. Jeremy Smith

**Also Present**: Rosalind Barnett (Town Clerk)

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| **80/20R** | **Apologies for Absence**No apologies were received. |
| **81/20R** | **Declarations of Interest**Councillor Eastman declared a non-pecuniary interest as she is a trustee of the IP17 Good Neighbours Scheme. |
| **82/20R** | **Minutes of the Previous Meeting**It was unanimously **RESOLVED to accept the minutes of the 15 February 2021** with the following amendments: * Addition of Cllr Fisher in attendance.
* Clarification that the recommendations were being made to the Town Council.
* Inclusion of the query relating to the CIL reserve position.

Please note – As this was a Zoom meeting, all documents will be signed at the first opportunity.’ |
| **83/20R** | **Public Forum**There were no members of the public present.  |
| **84/20R** | **Finance**1. Councillors noted the payments and receipts for February.
2. & c) The Clerk verbally added several additional items to the payments list for approval. This is because the council has received invoices while she had been on holiday:

Town Council

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| * J Chesterfield
 | Cleaning |  £ 108.00  |
| * SC Norse
 | Dog Bin Installation  |  £ 150.00  |
| * SC Norse
 | Rubbish Bags |  £ 109.15 |
| * SC Norse
 | Town House Waste | £ 321.43 |
| * SC Norse
 | Market Waste | £ 1000.13 |
| Market Hall |  |  |
| * J Chesterfield
 | Cleaning  | £ 42.00 |
| * Herringbone
 | Web Support | £ 360.00 |
| * SC Norse
 | Market Hall Waste | £ 186.48 |
| * PPRS
 | Music Licence  | £ 128.40 |

Councillors approved the payments with the exception on the ‘Market Waste’. The Clerk was asked to review this contract and report back at the next meeting. Councillors requested that where possible, payments should be submitted in writing for approval before the meeting. A further discussion was held about the approval of payments. It was agreed that any payments that were still under scrutiny would be presented to the Town Council meeting in April. It was agreed that the Chair of Finance, Chair of the Council, and the Clerk would meet to clarify how the Council will continue to comply with the financial regulations, whilst ensuring the council can operate efficiently. **RESOLVED Councillors approved the March payments for the Town Council and Market Hall with the exception of Market waste.**1. The balances of £8359.07 in the Market Hall account and £ 128,007.61 in the Town Council account were noted.
2. Councillors considered the reports on performance against budget for both the Town Council and Market Hall. The Clerk explained that she had removed the CIL income and expenditure within the overall budget. Councillors asked the Clerk to review the £5,900 which was appearing in the CIL budget and asked her to investigate.
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| **85/20R** | **Staff Management Arrangements*** Councillor Eastman explained that as the Chair of the Staffing Committee she had worked with the Clerk to produce documentation for an Appraisal and Performance Management Scheme using the ACAS template. Councillors suggested the improvements to the draft:
* The Chair and Vice Chair will be responsible for the setting of the priorities for the Clerk and for performance management.
* Personal development objectives should be reported to the Resources Committee and the work programme should be reported to the Town Council.
* Changes to the wording of the ‘Business Plan’ to be renamed the ‘Annual Plan’.

The Committee agreed to adopt the paperwork in principle. It was also agreed that a further meeting will be held to look at the details which will be reported back to the Resources Committee. 1. It was agreed that the Chair of the Council would approve the Clerk’s Annual Leave and that the Clerk would be responsible for approving the leave of other staff.
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| **86/20R** | **IP17 Good Neighbours Scheme (GNS)**Councillor Eastman informed the Committee that the appointment of the co-ordinator post for IP17 GNS is progressing. She offered to produce an agreement for the Town Council for the £13,000 grant, which will be presented to the April Town Council meeting for approval. She indicated that the trustees are confident that they will be able to fundraise for the balance of the post for the year. A Zoom meeting has been organised to celebrate a year of operations.  |
| **87/20R**  | **Environment Co-ordinator**Councillors discussed the appointment of the Environmental Co-ordinator.. It was agreed that Councillors Hiley, Hawkins and Fisher would be invited to be involved in the interview process. It was agreed to use local social media to promote the post, by potentially advertising on the Suffolk County Council site and free online platforms. Councilors asked for the following improvements: * To monitor the Saxmundham environment and make recommendations for approvements.
* For the ‘Team Player’ to be moved into the essential column on the person specification.
* Ensure that litter picking is given high priority.
* The Clerk was asked to check whether the NEST pension scheme would be available.
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Meeting finished 11.43 am

**Roz Barnett Clerk/RFO**