

IVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee Held on Monday 19th December 2016 at 7.00pm

Present: Cllr Dave Gray-Taylor (in the Chair)
Cllr T Bowden
Cllr P Dredge
Cllr A Khong
Cllr A Spencer
Cllr R Wilson

In attendance: Mrs L Hughes, Town Clerk
Mrs P Cleal, Finance Officer
Cllr Mrs S Rutley

PR16/052 **APOLOGIES:** Apologies for absence were received from Cllr T Parsons.

PR16/053 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests and Cllr D Gray-Taylor declared an interest in cheque number 013907.

PR16/054 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment from 1 November to 30 November 2016 (previously circulated). Cllr Dredge had spoken to the Finance Officer prior to the meeting and advised that he had examined the payments, raising queries as necessary. Cllr Dredge referred the Committee to one of the larger payments for works to the Town hall lobby and that the Bacs payments were predominantly regular suppliers.

It was **RESOLVED** that the list for payments be approved in the total sum of £86,299.38

PR16/055 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to the report on the accounts for the period to 30 November 2016 (previously circulated). Cllr Dredge had discussed the figures with the Finance Officer and mentioned the legal fees which the Town Clerk explained had been previously approved by Council. He indicated that the Watermark figures included expenditure but no income was shown yet so it would be of little value considering them in detail. Hopefully this would be a discussion at the next Policy and Resources meeting.

It was **RESOLVED** to receive the accounts for the period to 30 November 2016.

PR16/056

DEBTORS UPDATE: A report outlining the debtors up to 30 November 2016 was considered (copy previously circulated).

Cllr Dredge advised that he had discussed the most up to date position with the Finance Officer earlier in the day and that all outstanding payments are in the process of being chased.

It was **RESOLVED** that the information be received

PR16/057

BUTTERPARK: The Committee discussed the background papers which would form the submission to Devon County Council for the transfer of Butterpark to this Council. The members agreed to support the Town Clerk's report. Cllr Spencer enquired about any costs this would incur and Cllr Wilson felt that this was the first step in a long process and expressing an interest would show the County Council this Council's interest in the future of the Butterpark site and the need for this to be retained in the public sector for the Town.

Cllr Dredge enquired about potential grants and the Town Clerk explained that there could be possible funding opportunities should the Council be successful in having Butterpark transferred to this Council.

It was **RESOLVED** to support the submission of the application to Devon County Council prior to the deadline of 31st December.

PR16/058

BUDGET 2017/18: Consideration was given to the draft budget for 2017/18 (previously circulated). The Members discussed the budget and the Town Clerk explained that the grant support from the District Council will diminish further over the next three years and the Council need to keep this in mind when setting budgets. In future years there will be changes in the Parks area which the Council will need to be mindful of, and the inclusion of £10,000 for accessibility at the park for the next two years had been factored in. There have been changes with regard to salary reallocation where the Business Manager's salary has now been transferred to the Watermark in its entirety thus showing a reduction in the Town Hall salaries, but a partial increase in the contribution to the Watermark from the Town Council budget. Reference was made to Christmas and the costs of lights but no changes to the budget were recommended.

It was **RESOLVED** to note the report and recommend the 2017/18 budget to Full Council for approval.

PR16/059

IVYBRIDGE TUNNEL SEWER ALTERATION: The Committee discussed the documents (previously circulated) regarding the planned works to the siphon next to the River Erme near to the A38 Underpass.

It was **RESOLVED** to note the information and the Town Clerk to monitor progress – particularly in relation to pedestrian access.

PR16/060

HEALTH AND SAFETY: The committee considered the Health and Safety report (previously circulated), which was noted. Cllr Wilson informed the Committee that following the previous meeting he had received the whole WPS report which gave a better understanding of the current situation. Difference aspects of the Town Council's health and safety responsibilities were marked out of 3 with 1 meaning work was needed. It was for those items that he had drawn up an action plan to address the shortcomings with him meeting the Town Clerk and the Business Manager in the New Year. For example it would address training, risk assessments and ensuring that meetings where the topic was discussed were minuted. Communication and paperwork were key.

Cllr Wilson also wanted Councillors to have a greater awareness of their responsibilities as the decision makers. The Councillor induction pack should include some paperwork on the topic. Cllr Spencer asked if by retaining Jim Nicholson from WPS whether Councillors were therefore covered by having someone with relevant expertise having oversight of health and safety. Cllr Wilson gave a scenario where Councillors could refuse to sanction money for something that it was recommended should be done and then could be liable if something went wrong.

It was **RESOLVED** to receive and note the report and following the meeting referred to above Cllr Wilson would report back to the next Policy and Resources Committee meeting.

PR16/061

UPDATE AND INFORMATION: A report concerning conferences, progress on previous decisions and other topical issues (copy previously circulated) was considered.

Town Hall

Cllr Dredge mentioned that the painting in the stairway was not looking that good despite the fact that it was only recently completed. The works to the Boiler were noted as well as the removal of the damaged chair. It was also noted that an independent company were due to inspect the lift in the new year.

National Grid Land Registry

The Town Clerk informed the Committee that although we had received a letter stating that we had pylons on our land this was incorrect and our solicitor was writing to explain this.

Health proposals and DCC response

The proposals were noted.

Domestic Recycle Sacks

The Town Clerk advised that following a discussion with The Watermark, that the proposed new arrangements for issuing recycling sacks would be time consuming and difficult to administer. All that could be done is for the sacks to stay in the rack (as now) and an honesty list will be placed by the sacks for people to write their name and postcode.

It was **RESOLVED** to note the information.

The meeting closed at 7.55pm

Signed..... Dated.....
Chairman