

IVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee Held on Monday 21st August 2017 at 7.00pm

Present: Cllr A Khong (Chairman)
Cllr P Dredge
Cllr Mrs A Laity (Vice Chairman)
Cllr R Wilson

In attendance: Mrs L Hughes, Town Clerk
Mr A Spring, Deputy Town Clerk
Cllr Mrs S Rutley

PR17/016 **APOLOGIES:** Apologies for absence were received from Cllrs Hladkij, Gray-Taylor and Parsons.

PR17/017 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests and there were no declarations.

PR17/018 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period to 31st July 2017 (previously circulated). Councillor Dredge advised the Committee that there were only a few larger payments this month – one such was to Sovereign Play which was related to the new equipment being installed at Victoria Park, and a business charge card payment which was to buy computer equipment for the Deputy Town Clerk.

It was **RESOLVED** that the list for payments be approved in the total sum of £107,222.83.

PR17/019 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to the report on the accounts for the period to 31st July 2017 (previously circulated). Cllr Dredge informed the Members that he had perused the accounts prior to the meeting and he advised that as we were a third of the way through the year that it was useful to look at percentages as an indicator of expenditure/ Overall on Town Hall salaries/wages they were running at 30.9% but there was a concern that the Watermark was at 39% but this should improve now that the capital expenditure to the kitchen and coffee shop had been completed as this should reduce the need for staffing and make the operation more efficient. The Watermark Committee would be considering this in more detail at its next meeting.

Some income was received such as the Town Development fund, which the Town Clerk advised was Tesco 106 money held by SHDC but now transferred to the Town Council to assist with initiatives for the town, which could include Christmas Lighting.

The Cemetery was outperforming expectations in terms of the budget but it was acknowledged that this was something notoriously difficult to predict. However the proposed new 10 year Management Agreement would give some assurances for the future and following the site visit recently Cllr Wilson advised that there was a need for expenditure at the cemetery.

It was **RESOLVED** to receive the accounts for the period to 31st July 2017.

PR17/020

DEBTORS UPDATE: A report outlining the debtors up to 31st July 2017 was considered (copy previously circulated).

Cllr Dredge advised that he had discussed the most up to date position with the Finance Assistant earlier in the day. Cllr Dredge referred to debt BO50 and the efforts to collect the outstanding sum of £156 since last year. The Town Clerk advised that the Finance Asst had asked if the Committee would support one more letter being sent and then if no success that the Small Claims Court action be commenced.

The majority of other debts were well known although these would be pursued by the Finance Asst. Cllr Dredge also mentioned that debt S033 was still a few months behind, and the Town Clerk updated the committee on her contact with the tenant and arrangements to catch up. He had also expressed his thanks to the Councillors for their patience.

It was **RESOLVED** that the information be received and work to reduce the outstanding debts proceed as discussed, with the actions in relation to debt BO50 as outlined above being endorsed.

PR17/021

SECTION 106 PAYMENTS: Consideration was given to the information from SHDC (previously circulated)

Cllr Wilson noted that the two affordable housing allocations were hopefully going to be allocated to Butterpark and that the open spaces money was mentioned for Victoria Park with the larger sums specified for Filham Park works. The Town Clerk explained that those for Filham Park were particularly related to delivering the playing pitch strategy which could be on land to the south of the

A38 if this Council was successful at the Examination of the JLP. There was also reference to a road safety audit, which should have been completed by now but the Town Clerk advised that she had not heard anything so far from SHDC despite asking about the outcome of the Audit. Some of that could be spent on the access route to Filham Park.

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

PR17/022

YOUTH SERVICES UPDATE: Consideration was given to a report from Young Devon and a request from Fusion Lifestyle (previously circulated).

Cllr Wilson was pleased to note that the figures for June were positive in terms of number attending the Youth nights but as no financial information had been received from Fusion further consideration could not be given to supporting the Youth Leisure Nights at this stage.

The youth counselling numbers were disappointing and it suggested that the message still wasn't getting out to young people that the service existed. The Town Clerk advised that in the past stickers had been provided for every planner at the College but unfortunately they were only put on a few targeted ones rather than letting all students know. It was felt that a leaflet or other ways of communicating that the service was available needed to be done to promote it to students at the College, even if they weren't from the Ivybridge area. The Town Clerk agreed that she would liaise with Young Devon and Ivybridge Community College.

It was **RESOLVED** to

- (i) Welcome the information in respect of youth leisure nights but await financial details before considering the continuance of grant support for the project
- (ii) Continue to support the youth counselling but work to find ways of promoting it more effectively to young people in Ivybridge and surrounding area.

PR17/023

HERITAGE AT STOWFORD MILL: Consideration was given to the information about discussions in respect of heritage developments at the Mill site (previously circulated)

Councillors appreciated seeing a picture of the possible area for the Heritage Centre and found the information interesting. The Town

Clerk explained that the levels were challenging and that the Heritage area would need to be accessible via a lift for many people, with not all doorways being accessible because of the nature of the old listed building.

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

PR17/024

INSURANCE: The Committee considered the pre-renewal review of the insurance information for 2017/18 (extracts previously circulated and entire document sent by email).

It was **RESOLVED** to note the email and supporting documentation.

PR17/025

BUDGETS 2018/19: The Committee considered the initial plans for budgets (the report and three year forecast previously circulated). Cllr Dredge indicated that it was extremely difficult to predict the years ahead and The Watermark in particular would find achieving those figures quite challenging.

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

PR17/026

PLYMOUTH AND SW DEVON JOINT LOCAL PLAN: Consideration was given to the letter (previously circulated). The Town Clerk circulated a first draft of the statement of common ground, which had been received earlier in the day from Lee Bray.

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

PR17/027

HEALTH AND SAFETY UPDATE: The Committee noted the accident report for the period to end July 2017 and an update on the Action Plan (previously circulated) was considered.

The Deputy Town Clerk introduced the item and confirmed that his certificate for the IOSH Managing Safety Course had arrived earlier that day. He also confirmed that he would be meeting with Jim Nicholson of WPS on Wednesday to look at the Butterpark site and liaise in respect of the accident included in the report. Jim Nicholson would be returning to Ivybridge on 27th September for his annual visit.

In respect of the accident to a young girl which occurred following tree works on 12th August, the Deputy Town Clerk, advised of the actions he had taken since becoming aware of the accident. He had reported the accident and completed the initial paperwork, which would then be referred to the Town Clerk as the investigating

officer. The written accident report was awaited from the tree surgeons. The parent had come forward and would be completing the accident form which essentially had occurred a day after the contractors had left site when the girl had trod in the ash pit of embers and her foot above the shoe had been burnt, requiring a trip to Derriford hospital.

Cllr Wilson advised that it was important to learn from the accident as the major issue was that the contractors had not included any burning of material on their method statement so they had not properly risk assessed that action, which was essential in view of it being in a public area and during the school holidays.

Although the contractors had apparently taped the area off Cllr Wilson advised that this should have been completely doused with water from the river and/or cordoned off with barriers. It was vital for future reference that if there was any deviation from the risk assessment in future that work would be stopped.

It was **RESOLVED** that the Deputy Town Clerk's report be received and that he keep Cllr Wilson and the Parks Committee members updated on the accident, ensuring that all procedures were followed, liaising as necessary with WPS, in respect of the accident reporting.

PR17/028

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

The installation of the boulders by Kiers at Filham Park was welcomed whilst recognizing that this was also of benefit to them to save the boulders from having to be tipped and a charge made. It was hoped that these would be sufficient to prevent further flytipping in the area behind the cadet centre.

It was **RESOLVED** to receive and note the above items.

IN COMMITTEE

PR17/029

BUTTERPARK – MARKETING CAMPAIGN: The information from Vickery Holman relating to the marketing of the land to deliver the Town Council proposals for the site was considered (previously circulated).

The Town Clerk drew attention to the fees and marketing costs as it was unclear how the 2% would be calculated for a sole agency basis. Councillors wondered if this was the most appropriate option and also if this was a competitive fee. It was agreed that Foot Anstey in proposing Vickery Holman would presumably have been aware that they were competitive and effective but asked that the Town Clerk check the terms of engagement with the solicitors before agreeing them.

It was **RESOLVED** that further advice be taken from Foot Anstey, before proceeding, to ascertain that this was the most appropriate option for the marketing of the Butterpark site.

The meeting closed at 7.51pm

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