

IVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee Held on Monday 18 December 2017 at 7.00pm

Present: Cllr A Khong (Chairman)
Cllr P Dredge
Cllr D Gray-Taylor
Cllr Mrs S Hladkij
Cllr Mrs A Laity (Vice Chairman)
Cllr R Wilson

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

PR17/052 **APOLOGIES:** Apologies for absence were received from Cllr T Parsons.

PR17/053 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests and Cllr Khong declared an interest in cheque number 014269. There were no other declarations.

PR17/054 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period to 30 November 2017 (previously circulated). Cllr Dredge commented on some of the smaller payments but these were mainly the regular Bacs payments. He also mentioned legal fees which were for Butterpark project, Erme Court and general advice. Cllr Wilson enquired about a payment to Grant Thornton and it was explained that this is the External Auditor's fee.

It was **RESOLVED** that the list for payments be approved in the total sum of £77,030.99.

PR17/055 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to the report on the accounts for the period to 30 November 2017 (previously circulated). Cllr Dredge informed the Members that he had met with the Senior Finance Officer on Friday to look through the accounts. He advised that there were no significant issues and he would look at salaries at a later meeting. The Cemetery rates were mentioned as these have increased, this was due to the transitional relief being reduced. The Watermark figures will be discussed in more detail at the next Watermark meeting.

It was **RESOLVED** to receive the accounts for the period to 30 November 2017.

PR17/056

DEBTORS UPDATE: A report outlining the debtors up to 30 November 2017 was considered (copy previously circulated). Cllr Dredge advised the Committee that he had discussed the most up to date position with the Finance Officer on Friday and there were very few older ones now outstanding. Cllr Dredge responded to queries from Councillors and explained that these were being followed up in accordance with the procedure.

It was **RESOLVED** that the Debtors update be received.

PR17/057

INTERNAL AUDIT REPORT: The Members considered the second interim report from Auditing Solutions Ltd (copy previously circulated). Cllr Dredge informed the Members that both the Senior Finance Officer and the Finance Officer had both read the report and made a few amendments which had been sent to the Internal Auditor and had been amended. The report recommendations will be considered and changes made where necessary. In particular the committee would consider the recommendations from the Internal Auditor regarding the Council's banking arrangements once further information has been obtained.

It was **RESOLVED** to note the recommendations from the Internal Auditor and change where appropriate and that the Finance Team be formally congratulated on the Council's Financial record keeping.

PR17/058

BUTTERPARK: The Members noted the report (copy previously circulated) and that the completion of the purchase of Butterpark had been signed by the Mayor with the necessary monies having been received at our solicitors. The Town Clerk gave a verbal update on the current position with regard to the site and that Devon County Council has undertaken all the mandatory items in the insurance report which were ideally required to be completed prior to purchase. The insurance would be enacted once the property is in the ownership of the Town Council. Cllr Wilson explained that he had seen the asbestos report and nothing out of the ordinary had been identified. The Town Clerk explained that plans were in place for the current security arrangements to be continued until the site is developed. The expression of interests would be submitted by early January and when these had been received Cllr Dredge and Mr S Wilbur would review the applications for their financial standing, prior to any more formal evaluation process.

Cllr Wilson agreed with Item 5 of the report that District Councillor Kathy Cuthbert, Cllr Mrs Ann Laity and Lorna Turner be involved with the project along with the Town Clerk.

It was **RESOLVED** to welcome the progress being made on the Butterpark project and support the proposals in the report, particularly at item five in respect of the onward delivery of the scheme and the evaluation of bidders.

PR17/059

PEDESTRIAN BRIDGE OVER RIVER ERME: A verbal update from the Town Clerk was given to the Members regarding the report (previously circulated). The Town Clerk expressed thanks to District Cllr Kathy Cuthbert for facilitating a meeting with the landowner. The valuation of the land was now being undertaken following a site visit by the Town Clerk, a member of the Heritage Group and Stratton Creber. Discussions would then take place with Luscombe Maye who had been nominated to act for the landowner.

It was **RESOLVED** to note the information and once the valuation report was received from Stratton Creber, then to support the negotiations being commenced to try and secure the land.

PR17/060

NEIGHBOURHOOD PLAN UPDATE AND DEVELOPMENTS IN IVYBRIDGE: The Committee considered the short report on the adoption process for the Neighbourhood Plan and developments in the town (report previously circulated). The Town Clerk updated the Committee informing Members that the District Council had formally adopted the plan and that it was now a planning policy document and would be taken into account when planning applications were considered.

It was **RESOLVED** to note the comments in the report and welcome the adoption of the plan by the District Council.

PR17/061

BUDGET 2018/19: Consideration was given to the draft budget for 2018/19 and a short report updating on some aspects highlighted during November (draft budget and report previously circulated). Cllr Dredge highlighted the Cemetery rates figure as this would need to be increased as the transitional relief was no longer being applied. Cllr Wilson felt that the budget had been considered at each committee and was inline with their decisions. The final budget would be taken to Full Council in January 2018.

It was **RESOLVED** that with a few adjustments the budget be approved and recommended to Full Council in January 2018.

PR17/062

HEALTH AND SAFETY UPDATE: The Committee noted the accident report for the period to end November 2017 (copy previously circulated). Also received the Health and Safety Review summary from Jim Nicholson (WPS) – full report copied to Cllr Wilson with a further update following a change of personnel. Cllr Wilson felt that major steps forward had been taken and that apart from one or two minor points the report was very good. Cllr Wilson would like an asbestos report undertaken at the Cemetery in the future and would be giving some attention to the management plan in the new year. He also said that all documentation needed to be in one place to give a history of the health and safety for the Council – emphasizing the important role played by Councillors.

It was **RESOLVED** to note the accident report and the Health and Safety report from WPS be received.

PR17/063

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

Community Reinvestment Fund

The Business Manager was in the process of obtaining letters of support to go with the application for funding for the upgrade to the Cinema. The Town Clerk had approached the developers of Stowford Mill and Libraries Unlimited to try and enlist their support for the application which would be submitted to South Hams District Council.

DALC

The Data Protection laws are changing significantly in May 2018 and the Council is working towards these changes. DALC are holding two training courses in March and April next year and Cllr Wilson felt that this was more to give an outline of the changes and how it will effect the Council and that in the first instance Councillors might like to attend rather than staff. Cllr Dredge will attend the March course.

Travel Watch SW

Cllr Dredge outlined that the timetable had omitted the late train, some had interpreted this as the train service had been withdrawn

but upon investigation Cllr Dredge ascertained that it was an oversight in the printing and although the service had changed a late night train would still stop in Ivybridge.

106 Developer Contributions

The Town Clerk clarified that some recent 106 contributions for affordable housing relating to an Ivybridge site, would be allocated to Ivybridge projects and not just in a fund for any sites in the District.

It was **RESOLVED** to welcome the updates and support the attendance of Cllr Dredge at the DALC data protection course and the Travelwatch SW event on the future of the Great Western Franchise.

The meeting closed at 7.57pm

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