

## IVYBRIDGE TOWN COUNCIL

### Minutes of the Policy and Resources Committee held on Monday 1 July 2019 at 7pm.

Present: Cllr Mrs Laity (Chairman)  
Cllr P Dredge  
Cllr Mrs S Hladkij  
Cllr A Khong  
Cllr T Parsons  
Cllr Mrs K Pringle  
Cllr R Wilson

In attendance: Cllr Mrs T Lannin  
Cllr A Rea  
Mrs L Hughes, Town Clerk  
Mrs P Cleal, Senior Finance Officer

PR19/01 **APOLOGIES:** No apologies were received.

PR19/02 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests. Cllr Dredge declared an interest in cheque number 014740 and Cllr Khong declared an interest in cheque number 014745. There were no other interests declared.

PR19/03 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period 1 May 2019 to 25 June 2019 (previously circulated). The Chairman invited Cllr Dredge to comment on the payments. Cllr Dredge highlighted some of the regular payments and mentioned the Council had now changed over to a new energy supplier in line with the Watermark. Cllr Dredge added the electronic payments were made up mainly of regular payments.

It was **RESOLVED** that the list for payments be approved in the sum of £163,517.97.

PR19/04 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 31 May 2019 (copy previously circulated). Cllr Dredge informed Members that he had looked through the accounts with the Senior Finance Officer and highlighted to Members that the salaries were in line with the budget, although postage looked to be high this does not run

evenly throughout the year similar to the Erme Court service charge. Cllr Dredge informed Members that there was very little to report at this stage.

It was **RESOLVED** to receive the accounts for the period to 31 May 2019.

PR19/05

**DEBTORS UPDATE:** The Committee considered the aged debtors report (previously circulated). Cllr Dredge advised that he had discussed the Debtors List with the Finance Officer on Friday 28 June 2019 and the debtors list had been reduced since the report was sent to the committee and any outstanding the Finance Officer was aware of and chasing. Cllr Parsons thanked the Finance Officer for the continued hard work keeping the debtors list low.

It was **RESOLVED** to receive the debtors update and thank the Finance Officer for her continued hard work.

PR19/06

**STANDING ORDERS:** Members considered the updated Standing Orders (copy previously circulated) and agreed the amendments and after a discussion the Committee agreed to add at point 3 i that the Chairman has the discretion to halt a debate either by using the gavel, raising their hand or standing. Members considered whether a statement should be added with regard to the use of 'he' throughout the document as this infact refers to either he or she.

It was **RESOLVED** to refer to Council for consideration of the following:

- i) at the Chairman's discretion a debate can be halted by use of the gavel or, if serious disruption, by standing
- ii) whether a statement regarding the use of 'he' throughout the document should be added to explain this refers to he or she

PR19/07

**INTERNAL AUDIT REPORT:** Consideration was given to the recommendations in the report (copy previously circulated) and Cllr Dredge informed Members that he and the Senior Finance Officer would look into photographing and cross referencing items regarding the Fixed Asset Register and that the Business Manager and staff now have a system with regard the recording of stock in the Information Area. Cllr Wilson was encouraged by the report and commented that it was very pleasing as no issues were identified other than those being addressed. Cllr Dredge thanked the Finance team, Town Clerk and added all staff contribute.

It was **RESOLVED** to note and receive the report and to thank the Finance Team, Town Clerk and all staff.

PR19/08

**CRIME AND CYBER POLICY:** Members considered the Cyber package quotation as requested by the Committee (copy previously circulated). Cllr Wilson commented that this was something that could not be predicted but worth investigating. Cllr Dredge was asked if he would look into the policy and cover to see if this was something the Council should consider. Also, he would investigate if any other Council had adopted such a policy. Cllr Dredge would report back to the Town Clerk and if felt the cover was required then this would be implemented.

It was **RESOLVED** that Cllr Dredge would investigate and report back to the Town Clerk, after undertaking the actions above, with a view to adding this policy.

PR19/09

**HEALTH AND SAFETY:** Members noted the Health and Safety report (previously circulated) and no accidents or near misses in May or June 2019. The visits, inspections and fire risk assessment were noted along with the outstanding members of staff for bespoke training which was being arranged by the Business Manager. Cllr Wilson complemented the Assistant Town Clerk for her hard work and diligence with regard to the Health and Safety work. The Town Clerk added how thorough the Assistant Town Clerk was in undertaking this role and Cllr Parsons asked that thanks be given to the Assistant Town Clerk.

It was **RESOLVED** to note and receive the report and thank the Assistant Town Clerk for her continued hard work.

PR19/10

**UPDATE AND INFORMATION:** Consideration was given to a report concerning conferences, progress on previous decisions and other topical issues (copy previously circulated).

### **Section 106 and sports funding update**

The Town Clerk informed Members that she recently met with Ivybridge Town football club and the Tennis Centre to explore opportunities for developing Erme Playing Fields. Lee Rider was also at the meeting and he has been acting as an intermediary for all the sports group to achieve the best facilities for the town. The Town Clerk also informed the Committee that she would check on the Larkfleed development as once a percentage of the homes had been occupied this would release 106 funds for sports, and the affordable homes element which is to be utilised at Butterpark.

### **Butterpark**

The Town Clerk informed the Committee that NPS analysed the figures presented by LiveWest and paperwork was being sent to solicitors and a report to Council at a later date.

### **Annual Town Meeting**

Matters arising from the Annual Town meeting were discussed.

On 5<sup>th</sup> July Sir Gary Streeter will chair a meeting with South Hams District Council regarding the progress in relation to developing Leonards Road car park with a budget supermarket, drive through and hospitality building. The Town Clerk informed Members that she and Cllr Mrs Silsbury would be attending the meeting and will feed back to the Council the matters discussed. The proposals are to go to the Executive Committee on the 18 July 2019. The Committee felt very strongly about the proposals from South Hams District Council requested consideration be given to a Special Council Meeting or if not enough time prior to the Executive Meeting then the possibility of an extended Planning Meeting to address the proposals. They did however wish the Town Clerk to speak on behalf of the Council at the meeting in opposition to the plans. The Town Clerk would inform Councillors after the meeting on 5<sup>th</sup> July 2019.

The Town Clerk informed Members that Cllr Croad had offered the possibility of land being made available for a health centre near to the Park and Ride site. This could mean relocation of Highlands Health Centre but Station Road site remain. Discussions will be ongoing and any progress reported back.

### **Boundary change petition**

The Committee considered whether to continue with the Boundary change petition and Cllr Mrs Hladkij informed Members that she had 200 signatures. The Committee felt this was worth perusing and would attend the Fun Day later this month to promote it. Cllr Wilson felt some of the new Councillors may not be aware of the petition and requested a reminder be sent.

### **Fixed term investment**

The Senior Finance Officer updated the Committee that the fixed term deposit was reinvested for a further twelve months at a rate of 1.25% which was higher than expected.

**Stagecoach SW**

Members agreed to nominate Cllr Dredge to attend the annual Stakeholder conference on 24 July.

**Devon and Somerset fire service proposed changes**

Cllr Parsons felt that although this did not effect Ivybridge directly it needed to be on the agenda for discussion at the next Council meeting but no need to invite a representative.

**Citizens Advice South Hams**

Members considered the letter received from Janie Moor, Chief Officer, and agreed not to extend an invitation to make a presentation at a future Council meeting.

It was **RESOLVED** that the actions outlined in the report and discussion in relation to the items above be approved.

The meeting closed at 7.59pm

Signed.....  
Chairman

Dated.....