

IVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee held at the Town Hall, Ivybridge on Monday 9 March 2020 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:
Mrs Lesley Hughes, Town Clerk
Mrs Pauline Cleal, Senior Finance Officer

PR19/69 **APOLOGIES:** There were no apologies for absence.

PR19/70 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests. Cllr Dredge declared an interest in cheque number 014946, Cllr Mrs Laity declared an interest in cheque numbers 014953, 014960 and 014963. Cllr Mrs Hladkij declared an interest in cheque number 014962. Cllr Mrs Laity and Cllr Mrs Hladkij declared an interest in item PR19/78. There were no other interests declared.

PR19/71 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for 1st January to 29 February 2020 (previously circulated). Cllr Dredge highlighted to Members that there was very little to report, as most of the payments were regular payment, however, he did mention payments for the Christmas Lights and two Watermark events as well as the Loan payment for the Watermark.

It was **RESOLVED** that the list for payments be approved in the sum of £197,640.06.

PR19/72 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for January 2020 (copy previously circulated). Cllr Dredge highlighted to Members that expenditure last financial year had now been reimbursed with regard to the cricket nets. Also there had been some expenditure regarding a grant which would also be reimbursed but may not be in this financial year. Cllr Dredge also highlighted that the Watermark had a good month. Cllr Wilson enquired how the income in the Town

Hall was generated. The Town Clerk replied this was from all the rooms in the Town Hall and it was welcome news that income had exceeded budget but the Council had still been able to offer reduced rates to some of the groups offering health support to residents.

It was **RESOLVED** to receive the accounts for January 2020.

PR19/73

DEBTORS UPDATE: The Committee considered the aged debtors report (previously circulated). Cllr Dredge advised that he had spoken to the Finance Officer and there were a couple of outstanding debts which the Finance Officer would be chasing. Cllr Wilson mentioned how the list of outstanding debtors had been reduced and was kept to a reasonable amount.

It was **RESOLVED** to receive the debtors update.

PR19/74

INTERNAL AUDIT REPORT: Members considered the Internal Audit report (previously circulated). The Committee discussed the comment on the report which queried insurance for Business Interruption which is covered but with regard to the Coronavirus this would not be included. Cllr Parsons informed Members this had been discussed at the Personnel meeting and the situation would be monitored. Cllr Dredge informed Members that the Internal Auditor had agreed the Investment Strategy was adequate so there would be no need to change and it would be re-issued. Cllr Dredge mentioned that there is a new Audit Policy which will be introduced within the next two years. Cllr Mrs Hladkij informed Members that some Councillors had enquired regarding investments being ecologically sound. Members agreed that all aspects were taken into consideration when reviewing the Council's Investment Strategy and banking providers. Cllr Wilson added that each committee had devolved powers and the chairmen were on the Policy and Resources Committee which make the final decisions.

It was **RESOLVED** to note and receive the report.

PR19/75

REVIEW OF RESERVES: Consideration was given to a report (copy previously circulated). Cllr Wilson enquired if the balance of the Mayoral allowance, if not spent, be allocated towards the VE Day events, and the Mayor, Cllr Mrs Laity responded saying that although that was a very good thought, she would like any balance to be spent on a Christmas event for the staff to show thanks considering that Councillors have a Christmas buffet. Cllr Wilson continued stating that there had been very little response to his letters regarding VE Day, so the events would probably be low key. The Town Clerk informed Members that both herself and Mr Parsons, Watermark Business Manager had been in touch with the Imperial War Museum and there would be a showing of Churchill's

speech at 3pm at some point in the Watermark and an event has been scheduled for the evening live from the Royal Albert Hall. Cllr Wilson also requested that any balance in the Town Hall general maintenance budget be spent on cleaning of the outside of the Town Hall building.

It was **RESOLVED** to receive the report and recommendations for the reserve towards for the cleaning of the Town Hall should it not be spent this financial year.

PR19/76

FIXED ASSETS REGISTER: Members considered the fixed Assets Register (copy previously circulated) and noted the amendments.

It was **RESOLVED** to note and receive the Fixed Assets Resister.

PR19/77

BUTTERPARK: Members considered a report regarding the progress on Butterpark (previously circulated). Cllr Wilson asked the Town Clerk to clarify details regarding the funding. The Town Clerk informed the Committee that once the 6 units and house were built to a stage where the windows were fitted then the land would be transferred to LiveWest. That had been accepted by both parties and the remainder of the contract would be chased. Once the contract has been signed then the planning application would be submitted. South Hams District Council were investing 176K with regard to the affordable homes and this would be carried forward to the next financial year. The balance would be sought in the form of a loan from the PWLB in the region of £200k. If the Council wished to install sustainable elements then these would need to be costed before agreeing and Councillors were concerned that this should not delay progress. Live West confirmed they have a high specification regarding insulation.

It was **RESOLVED** that the Town Clerk contact the solicitors regarding the contract as it was vital that this was finalized as soon as possible.

7.43pm Cllrs Mrs Laity and Mrs Hladkij left the meeting. Cllr Khong took the chair for the item.

PR19/78

GRANT APPLICATIONS: Members considered the grant applications from the Ivybridge Theatre Company and Ivybridge Bloomers (copies previously circulated). The Committee agreed to award a grant of £150 to the Ivybridge Company.

7.46pm Cllrs Mrs Laity and Mrs Hladkij returned to the meeting and Cllr Mrs Laity resumed the Chair.

Members considered the grant application for the Ivybridge Bloomers for £500. Cllr Wilson felt the group would be providing

something for the community and Cllr Mrs Hladkij added this would give a good community feeling. Cllr Wilson proposed to award the £500 grant to Ivybridge Bloomers and Cllr Mrs Hladkij seconded.

It was **RESOLVED** to award grants as follows:

- i) £150 to the Ivybridge Theatre Company
- ii) £500 to the Ivybridge Bloomers

PR19/79

WEBSITE COMPLIANCE: Members considered information on website WCAG2.1 compliance (background information previously circulated). The Town Clerk informed Members that she had discussed this with the Business Manager and felt that a professional company would need to be engaged as this was a complex change to the website in order to comply. Cllr Dredge said that this had been mentioned at a DALC meeting and if the Committee wished he could write to DALC for guidance.

It was **RESOLVED** that Cllr Dredge would write to DALC to request guidance.

PR19/80

REMEMBRANCE PARADE: Members considered a letter received from the Chairman of the Royal British Legion, Ivybridge branch (email previously circulated). Cllr Wilson informed members that the use of the screen had been introduced for the 100th anniversary and funded by grants from District Councillors locality budgets and Town Council reserve. This had also been the case last November, but was not sustainable at £5000 per occasion and has not been included in the precept. Members felt that Erme Court was a good place for the service and maybe more people be encouraged to be part of the parade and those unable to march watch from the Town Hall or Watermark. Members felt that the location in Erme Court enabled more to see and hear the service but that the screen and cameras were not affordable for the future.

It was **RESOLVED** to inform the Royal British Legion Chairman that the Council are unable to award a grant for the screen and hoped ideas regarding the parade could be considered.

PR19/81

HEALTH AND SAFETY: Members considered the Health and Safety report (previously circulated). Cllr Wilson complimented staff on the improvement to the recording and reporting of the Health and Safety items. The Town Clerk highlighted this was predominantly due to the hard work of the Assistant Town Clerk and added this had been challenging in recent months due to the Town Clerk's absence. With regard to the swimming pool area in Longtimber Woods Cllr Wilson suggested the possibility of breaking the concrete base of the area to aid drainage, or by adding stones to the area, raising the base level, be investigated.

It was **RESOLVED** to:

- i) thank the Assistant Town Clerk for her continued hard work
- ii) ratify the Health and Safety plan for 2020
- iii) request the Parks Manager to investigate the possibility of raising the level of the swimming pool area and breaking the base to aid drainage
- iv) receive and note the remainder of the report

PR19/82

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

Cleaning the Town Hall

Cllr Wilson requested the cleaning of the Town Hall was a priority and the Town Clerk to contact Erme Court agents with regard to sharing costs.

Community Resilience

Cllr Mrs Hladkij enquired about a grant and the Town Clerk pointed out that the group would need to submit a grant application in the normal way for consideration but if use of rooms was required as an in kind contribution that this could be provided.

Well Being Café

The Town Clerk informed Members that it seemed from the very belated report that four young people had accessed the Well Being Café which was very disappointing in view of the money allocated for this initiative. The Salvation Army are hoping to establish youth services in the Autumn 2020 and any further funding regarding the Well Being café could potentially be transferred to a reserve for future use by the Salvation Army. The Town Clerk informed Members that Cllr Croad is leading on youth services in the area as youth services were under review and a Youth Network meetings is to be held.

PWLB Governance Change

The letter (previously circulated) received from the PWLB advising of a Governance change confirming no affect current or future regarding loans was noted.

It was **RESOLVED** to

- (i) ratify the request from Cllr Hladkij for in kind use of the Stowford Hall for a public event associated with community resilience
- (ii) advise Young Devon that no further funding could be justified for the Well Being Café and that any future

arrangement would need to be done in conjunction with the
Salvation Army at the Youth Venue if it was agreed
(iii) note the remainder of the report.

The meeting closed at 8.05pm

Signed.....
Chairman

Dated.....