

**IVYBRIDGE TOWN COUNCIL****Minutes of the Policy and Resources Committee  
Held remotely using Zoom, on Monday 25<sup>th</sup> January 2021 at 7pm.**

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

In attendance:  
Mr Jonathan Parsons, Town Clerk  
Mrs Pauline Cleal, Senior Finance Officer

PR20/49 **APOLOGIES:** No apologies were received.

PR20/50 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests and Cllr Parsons declared an interest in Item PR20/56 regarding Erme Playing Fields as a Trustee of the Football Club.

PR20/51 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period 1<sup>st</sup> December 2020 to 31<sup>st</sup> December 2020 (copy previously circulated). Cllr Dredge highlighted some of the payments explaining most of these were insurance, rates and VAT which are regular payments. He also mentioned refunds for one of the live events which had to be cancelled due to the Covid Pandemic. There were also items referring to a medical assessment and staff training. Cllr Dredge mentioned payments for calendars, railway posters and cards which are still being sold, and added he had been involved with the project to promote Ivybridge and these posters were on stations around the Country as far as Reading. Cllr Dredge also highlighted that 75% of the Christmas Lights invoice had been paid and the balance was due for payment in January 2021. Cllr Dredge highlighted that a payment had been made regarding Business Interruption cover and the Town Clerk informed Members that this was later in the meeting.

It was **RESOLVED** that the list for payments be approved in the sum of £75,977.11.

PR20/52 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 31<sup>st</sup> December 2020 (copy previously circulated). Cllr Dredge informed Members that although we are 75% of the way through the budget this was not always reflected in the figures, some items are spent in one off payments and not evenly spread across the year. Cllr Dredge highlighted code 4555/101 which was for a variety of items

including ongoing projects and policies. Cllr Dredge thanked Cllr Pringle for her donation as a District Councillor towards Christmas Day. Cllr Dredge also informed Members that although the Members Expenses appear to be high this was down to various training undertaken by Councillors such as the Finance Training in November 2020. Cllr Wilson reiterated how interesting and worthwhile the Finance Training was as did other Councillors. Cllr Dredge highlighted that trade waste was high in the Parks but this was due to the removal of dog waste due to the Lockdowns. Cllr Dredge also mentioned that code 4490/301 was likely to run over budget and the Town Clerk said this would be discussed with Cllr Wilson. Cllr Dredge highlighted that the grant income under Filham Park was higher than the expenditure but this was due to income received which related to the previous financial year. Cemetery had a slight loss during the month however there was expenditure in the figures where income would be received in January 2021. With regard to the Watermark Cllr Dredge highlighted that at the beginning of the financial year the loss was predicted to be very high but hopefully this is much lower now due to the Town Clerk, (Business Manager at the time) obtaining grants and with room hire due to exams and flu vaccinations due bringing in income as well as the coffee shop opening when able to. The Town Clerk hoped there may be further grants available.

It was **RESOLVED** to receive the accounts for the period to 31<sup>st</sup> December 2020.

PR20/53 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). Cllr Dredge informed Members that part of the outstanding amount owed by DCC had been paid and the Finance Officer will chase the remainder. Cllr Dredge enquired about an outstanding amount Cllr Pringle had previously chased and she agreed to chase again. One debtor's invoice had to be redirected but this would be paid in due course.

Cllr Parsons thanked the Town Clerk, Senior Finance Officer, Finance Officer and Cllr Dredge for their continued hard work regarding the finances of the Council.

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

PR20/54 **CHARGE CARDS:** The Committee considered the report (previously circulated) and Members agreed with the recommendation regarding the charge cards outlined in the report, Cllr Wilson proposed and Cllr Pringle seconded the recommendation.

It was **RESOLVED** that the Town Clerk be the primary charge card holder with the limit set to £1500 and the Assistant Town Clerk the second charge card holder with the limit set to £500.

PR20/55 **HEALTH AND SAFETY:** The Committee considered the regular update from the Assistant Town Clerk (report previously circulated). Members discussed the report and Cllr Wilson stated that the Parks Committee had

already looked at the swimming pool area in Longtimber Woods and felt that the cost of any works to repair the collapsed culvert were not reasonably practicable. The area is monitored by Park Rangers and this has also recently been increased. Cllr Hladkij added she has seen the area with many different levels of water but not 9 feet as had been suggested on social media. The area has always been prone to flooding and is adjacent to the River Erme. The Town Clerk informed Members that the area would be checked more regularly to monitor the levels and a sign has been put up identifying deep water. Cllr Parsons thanked all staff involved.

It was **RESOLVED** to monitor the area more regularly.

PR20/56 **UPDATE AND INFORMATION:** The Committee considered the following items:

**Business Interruption Insurance**

The Town Clerk informed the Committee that enquiries had been made with regard to a possible claim due to the Supreme Court's judgement on 15<sup>th</sup> January 2021.

**Ivybridge Brewing Company**

Members considered the request for the Brewing Company to remain in the Town Hall until their new premises were ready and agreed this was acceptable and noted the thanks from Simon Rundle.

**LGPS Annual Employers Meeting**

It was noted that this would be included in the next Personnel meeting.

**Erme Playing Fields**

The Town Clerk informed Members that he had received the lease and would be working through it. The football club have been working with regard to obtaining the appropriate consultants. The Deputy Mayor, enquired regarding the management of the building project and the Town Clerk explained this was regarding the extension of the club house.

**Butterpark**

The Town Clerk informed Members that South Hams have agreed to the extension of the backstop date until 12<sup>th</sup> March 2023 and progress is being made with regard to the project.

**Harford Car Park Telephone Box**

The Town Clerk informed Members that the Council had now taken over the BT Telephone Box at Harford Road Car Park and would be transferring to the Bloomers once the lease had been agreed. This would be given a nominal value of £1.

**2021-2022 Financial Reporting**

The Town Clerk explained to the Members that he and the Senior Finance Officer in conjunction with our Accountant would be looking at the layout of

the figures and would bring to the Policy and Resources meeting in March. Cllr Wilson enquired about the Reserves and the Town Clerk and Senior Finance Officer agreed these were being looked at and will also be brought to the March meeting.

It was **RESOLVED** to receive and note the information and reports.

The meeting closed at 7.38 pm

Signed.....  
Chairman

Dated.....

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