

**IVYBRIDGE TOWN COUNCIL****Minutes of the Policy and Resources Committee  
Held at the Town Hall on Monday 23<sup>rd</sup> August 2021 at 7pm.**

Present: Cllr S Hladkij (Chairman)  
Cllr P Dredge  
Cllr R Jago  
Cllr A Laity  
Cllr K Pringle  
Cllr A Spencer

In attendance: Mr Jonathan Parsons, Town Clerk  
Mrs Lindsay Lane, Administration Officer

**\*Cllr Spencer arrived at 7.05pm**

PR21/010 **APOLOGIES:** Apologies were received from Cllr Bowden.

PR21/011 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests. There were no interests declared.

PR21/012 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period 1<sup>st</sup> July 2021 to 31<sup>st</sup> July 2021 (copy previously circulated). Cllr Dredge informed Members that he had met with the Senior Finance Officer and looked through the list of payments. The majority of the payments were with regard to utilities, rates and salaries. Cllr Dredge highlighted some of the other payments which were with regard to legal fees for Butterpark, grass cutting, contracts and a plaque. The payment for the plaque should be recovered.

It was **RESOLVED** that the list for payments for the period 1<sup>st</sup> July 2021 to 31<sup>st</sup> July 2021 be approved in the sum of £86,669.00.

PR21/013 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 31<sup>st</sup> July 2021 (copy previously circulated). Cllr Dredge highlighted a few of the items from the accounts such as there can be a timing difference on grave digging income and expenditure. The figure for the insurance includes a one off payment of £700 for cyber insurance. Community Grants reflects the grants which have been approved by the Policy & Resources Committee. The minus figure for Filham Park is due to an agreed write off for the Rugby Club as they were unable to use the facilities due to Covid. The business centre is currently well ahead of budget.

It was **RESOLVED** to receive the accounts for the period to 31<sup>st</sup> July 2021.

PR21/014 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). Cllr Dredge informed members that the Finance Officer would be chasing the outstanding amount for Devon County Council, the delays being caused by them providing us with incorrect order numbers. He then highlighted the minus figure for the library and explained that this was due to the invoice having been paid twice.

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

PR21/015 **DIRECT DEBITS:** The Committee considered the list of direct debits (copy previously circulated). Cllr Dredge explained that these should be reviewed and approved every two years and that there was nothing on the list that should cause any issues.

It was **RESOLVED** to:

- (i) approve the list of direct debits; and
- (ii) review the list in a year's time.

PR21/016 **HEALTH AND SAFETY:** The Committee considered the regular update from the Assistant Town Clerk (report previously circulated). The Town Clerk advised that there had been no accidents or near misses. The Assistant Town Clerk has ensured that inspections and maintenance is all booked in and happening. Staff have been undertaking online training in manual handling, fire awareness and food hygiene where relevant to their roles. The security has been increased at Butterpark by fencing off the main entrance.

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

PR21/017 **GRANTS:** Consideration was given to a report regarding grants payments (copy previously circulated). Members considered the application for a grant from Youth Genesis and concerns were raised that it was not clear how the funds were to be spent, considering they had already received over £5,000 of funding from other sources and were charging £2.50 per person. It was also noted that this charge may exclude children from the most deprived backgrounds. Members felt they required more details about what the funding would be spent on and were happy for this to be discussed at the next Full Council.

Members then discussed the application from Julie Nash. Cllr Jago raised concerns regarding funding revenue and advised he would feel more comfortable paying towards the defibrillator rather than for ongoing maintenance. Concerns were also raised about the location of the defibrillator, Members felt it was important that it should be located in the right place. A vote was taken on whether to award this grant. Three voted in favour and there were three abstentions. The Town Clerk agreed to seek further information about the planned location and would circulate this to members.

It was **RESOLVED** to:

- (i) Defer the decision regarding the Youth Genesis grant, possibly to Full Council, until further information has been provided including:
  - A specification of what they are providing;
  - A cost breakdown;
  - How they will compliment and tie in with existing groups
- (ii) Agree in principal to the grant for Julie Nash, but to request further information about the planned location before making a final decision.

PR21/018 **UPDATES TO FINANCIAL REGULATIONS:** Consideration was given to the report (previously circulated) regarding the updates to the Financial Regulations. Cllr Dredge explained that these amendments came about through the changes in purchase ledger electronic payments, the recording of new purchase ledger accounts and amendments to existing accounts due to Covid-19. These procedures brought in a number of efficiencies as recognised in the report. Members were all happy to agree these amendments.

It was **RESOLVED** to recommend the updates to the Financial Regulations be adopted at the next Full Council meeting.

PR21/019 **INSURANCE RENEWAL:** Consideration was given to the report (previously circulated regarding the increase in the insurance premium for the year. The Town Clerk advised that there was a greater increase than he had hoped for. However, as no claims had been made in the previous year a discount of around £1,400 should be received in December. Unfortunately, it was not possible to include litter picking in the cover. Equipment can still be loaned to individuals but organised groups would need to have their own insurance.

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

PR21/020 **UPDATE AND INFORMATION:** Consideration was given to the report concerning conferences, progress on previous decisions and other topical issues (copy attached).

#### **Erme Playing Fields Project**

The Town Clerk explained that the Football Club had been planning to extend and refurbish the existing club house. SHDC were keen for the Town Council to take this on and to lease it to the Football. The Football Club have now decided to reconsider their options and are looking into building a new club house and the Tennis Centre taking on their existing premises. This would be less complicated from the Town Council's point of view as it would be a totally separate building.

#### **Citizens Advice**

The letter from Citizens Advice was noted.

The meeting closed at 7.49pm

Signed.....

Chairman

Dated.....

DRAFT