

**IVYBRIDGE TOWN COUNCIL****Minutes of the Policy and Resources Committee  
Held at the Town Hall on Monday 28 November 2022 at 7pm**

Present: Cllr S Hladkij (Chairperson)  
Cllr P Dredge  
Cllr T Munro  
Cllr A Spencer

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

PR22/028 **APOLOGIES:** Apologies were received from Cllr Parsons.

PR22/029 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests. Cllr Hladkij declared an interest in cheque numbers 015234 and 015235.

PR21/030 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for September and October 2022 (copy previously circulated). Cllr Dredge highlighted a few of the payments, such as the payment to Day and Bell regarding Erme Court Service Charge which included a balancing figure for 2021-22. This is not usually accrued as the amount is variable. He also mentioned payments regarding S106 Masterplan in Filham Park, claims have been submitted to South Hams District council and the reimbursement for these payments are due. There were various payments to artists who had appeared at the Watermark. The Committee discussed the limit on payments and whether this should be increased and Cllr Dredge said he would look at the Town Council and NALC regulations. The Committee approved in advance the payment of the salary invoice for November 2022 of approximately £57,000 which was higher than normal due to back pay for the 2022 pay award.

It was **RESOLVED** to receive the list for payments for September and October 2022 in the sum of £207,162.32 and approved the list of BACS payments, and to pre-approve the payment of the November 2022 salary invoice of up to £57,000 which will also be brought to the next Policy and Resources committee as normal.

PR22/031 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 31<sup>st</sup> October 2022 (copy previously circulated). Cllr Dredge informed Members that Insurance was close to budget and that the salaries under Community Development referred to the Watermark Information Area. Overall the Watermark had a very good month. Cllr Dredge highlighted there has been expenditure from the reserves, coffee machine for the Watermark, a survey and procurement service commissioned regarding the

exterior of the Town Hall and the upgrading of the Watermark lights to LED, which Devon County Council are contributing towards.

It was **RESOLVED** to receive the accounts for the period to 31<sup>st</sup> October 2022.

PR22/032 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). Cllr Dredge informed members that the Finance Officer is chasing all outstanding debtors.

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

PR22/033 **HEALTH AND SAFETY:** The Committee considered the regular update from the Assistant Town Clerk (copy previously circulated). Cllr Dredge mentioned the Level 3 First Aid course and that it was good that the Parks Officers had received a City and Guilds qualification at supervisor level on a recent course - SWQR Unit 2 Signing, Lighting and Guarding.

It was **RESOLVED** to receive the Health and Safety report.

PR22/034 **PROJECTS:** The Town Clerk gave a verbal update regarding Butterpark explaining that he was in the process of arranging a meeting with Cllr Croad to discuss the project and the constraints in discussion with Devon County Council which are preventing the project from moving forward. After a discussion with the solicitors it was felt that a face to face meeting with the officers and Councillors involved would be beneficial.

It was **RESOLVED** that the Town Clerk report back to the Committee with further information at the next meeting.

PR22/035 **SCALE OF CHARGES:** The Committee considered the scale of charges (previously circulated). Cllr Spencer questioned the usage of the rooms in the Town Hall and whether this was the right time to be increasing hire charges. The Town Clerk explained that since COVID some groups had found alternative ways of meeting and others may be cutting back. He also informed Members he would be looking at refining the booking system both for the Town Hall and Watermark. Members agreed to increase the commercial hire charges in-line with the September CPI rate but not the charity/social rate. It was also agreed to introduce an hourly rate as a proportion of the session rates, but to delegate flexibility regarding bookings to the Town Clerk.

It was **RESOLVED** to freeze the charity/social hire rates and increase the commercial rates, introduce an hourly rate but delegate the decision to the Town Clerk regarding bookings, with the social/charity rate as the minimum charge.

***In view of the confidential nature of the business to be transacted it was resolved that the public and press be invited to withdraw.***

PR22/036 **YOUTH GRANT APPLICATIONS:** Consideration was given to the further information supplied by Ivybridge Town Football Club (information previously circulated) and the Committee agreed not to award a grant at this time and for the Town Clerk to contact the football club with the suggestion they explore matched funding if they apply again.

It was **RESOLVED** that the Town Clerk contact the Ivybridge Town Football Club and inform them of the Committee's decision.

The meeting closed at 8.19pm.

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

DRAFT