

IVYBRIDGE TOWN COUNCIL**Minutes of the Policy and Resources Committee
Held at the Town Hall on Monday 3 April 2023 at 7pm**

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

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

PR22/057 **APOLOGIES:** Apologies were received from Cllr Parsons and Cllr Wilson

PR22/058 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests. There were no interests declared.

PR22/059 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for February 2023 (copy previously circulated). Cllr Dredge mentioned he had prepared a report as he had for previous meetings however, Cllr Hladkij invited Members to ask questions regarding the payments rather than Cllr Dredge give a report. Cllr Rea enquired about the reason some payments were referenced as Bacs and others Faster payments, the Senior Finance Officer explained that the Faster Payments were one off electronic payments and Bacs reference was for multiple payment runs. Cllr Munro and Cllr Rea enquired about payments for named individuals and the implications regarding GDPR, the Town Clerk advised that for transparency these are included in the payment but he would add an advisory note on the request for information and expense forms highlighting this information would be in the public domain.

It was **RESOLVED** to receive the list for payments for February 2023 in the sum of £80,545.54 and approve the list of BACS and Faster payments.

PR22/060 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 28 February 2023 (copy previously circulated). Cllr Dredge informed members there was nothing to highlight in the Town Hall centre, Community Development Christmas festivities is ahead of budget and the Mayor's allowance is underspent as well as the youth budget. He also mentioned that room lettings were under budget for the Town Hall but the gas was over budget, the Town Clerk explained this was largely due to the increase in costs and resolving an issue with the heating system. Cllr Dredge mentioned that Corporate centre costs re legal fees to be accounted for but that the centre was underspent. Cllr Dredge highlighted Parks income was above budget and explained the grant income and expenditure regarding Filham Park, depending when a claim was submitted there are timing differences as claims can

only be submitted once invoices are paid and at the Year End this can sometimes mean the grant is received in the next financial year. Cllr Dredge informed Members that any balance from Allotments would be transferred to a reserve at the Year End. The Cemetery income was above budget and February had been a good month for the Watermark. Cllr Rea enquired about expenditure in the reference books code and the Town Clerk explained this was for the Arnold Baker book for Town Clerks.

It was **RESOLVED** to receive the accounts for the period to 28 February 2023.

PR22/061 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated) and Cllr Spencer enquired about the Cricket Club increased rent which the Town Clerk explained that been invoiced separately as they have a standing order which will increase in the next financial year. Cllr Rea enquired if the Debtors list could be presented in another format, i.e only debts which were an issue or needed to be written off be reported. The Town Clerk explained the report highlighted all debtors and needed to be brought to the Committee to be considered but it could be highlighted in advance any of concern. Cllr Munro asked about one of the debts and whether this would be written off but it was agreed to chase and consider at a future meeting if the debt was still outstanding.

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

PR22/062 **HEALTH AND SAFETY:** The Committee considered the regular update from the Assistant Town Clerk, and the updated Health and Safety Policy referred back from Full Council on 6 March 2023 (previously circulated). Cllr Rea enquired about the incident concerning the catering volunteer and the Town Clerk informed him this had been investigated. The Fire Risk Assessment was agreed and Cllr Rea thanked the Town Clerk and Assistant Town Clerk for updating the Health and Safety Policy and he thanked Cllr Lannin for her input and the Town Clerk thanked Cllr Rea for his input.

It was **RESOLVED** to note and receive the Health and Safety report and Fire Risk Assessment and to refer the updated Health and Safety Policy to Full Council to be ratified.

PR22/063 **RESERVES:** Consideration was given to the report (copy previously circulated) regarding allocation of any underspend identified at the Year End. Cllr Rea asked about the possibility that any Cemetery surplus be considered for the provision of an information board to show historical and commonwealth graves information in the Cemetery. He also enquired about the Lions Club donation which had been received when the Lions Club of Ivybridge disbanded and the Town Clerk confirmed this would be transferred to a Reserve.

It was **RESOLVED** to agree in principle the reserves report depending on the surplus or deficit which will be known once the 2022-2023 financial year had been closed.

PR22/064 **ASSET REGISTER:** Consideration was given by Members reading the updated asset register (copy previously circulated). The Town Clerk highlighted the items removed and added to the asset register during the year and that this will be used at the Year End close.

It was **RESOLVED** to note and receive the asset register.

PR22/065 **TOWN CENTRE DATA SOFTWARE:** The Committee considered the report regarding match funding access to town visitor data for the purpose of economic development (copy previously circulated). Members discussed the benefits of being able to access the data and felt that this could be a useful tool to be able to analyse a particular event or holiday period and to be able to compare to other towns. Cllr Rea and Spencer expressed concerns with regard to how the data was collected and the ethics. The Town Clerk agreed to contact South Hams and report at the Full Council meeting on 17th April 2023.

It was **RESOLVED** that the Town Clerk would contact South Hams.

The committee resolved to change the order of the final two items to discuss item PR22/067 and for item PR22/066 to then be discussed in a confidential session.

PR22/067 **INTERNAL AUDIT REPORT:** The Committee considered the latest report and minutes of the meeting with Audit Councillor Representatives (copy previously circulated). Cllr Rea enquired why there was no reference to planning in the report and the Senior Finance Officer agreed to enquire with the Internal Auditor and report back. Cllr Dredge highlighted to the Members that the Internal Auditor had no issues to raise at the meeting and thanked the finance team for their hard work. The Town Clerk commented that the work Cllr Dredge had completed on the Financial Risk Assessment had been highlighted as an excellent document by the auditor. Cllr Hladkij asked for thanks to be recorded for Cllr Dredge, the Town Clerk, Senior Finance Officer and Finance Officer.

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

In view of the confidential nature of the business to be transacted it was advisable that the public and members of the press be invited to withdraw and so the committee resolved to exclude them from the meeting at this point.

PR22/066 **CYCLING EVENT:** The Committee considered the report regarding supporting a possible Cycling Event in the town centre in July 2023. Members discussed the event and agreed in principle to support this and for the Town Clerk to liaise with the lead organisers and report back with further details at a later meeting.

It was **RESOLVED** to agree in principle to support the event with a budget of up to £1500.

The meeting closed at 8.25pm.

Signed.....

Dated.....

Chairman

DRAFT