

IVVYBRIDGE TOWN COUNCIL**Minutes of the Policy and Resources Committee
Held at the Town Hall on Monday 19th February 2024 at 7pm**

Present: Cllr A Spencer (Chair)
Cllr P Dredge
Cllr S Hladkij
Cllr A Khong
Cllr A Rea
Cllr L Rea

In attendance: Mrs Kate Elliott-Turner, Town Clerk
Mrs Pauline Cleal, Senior Finance Officer

PR23/050 **APOLOGIES:** Apologies were received from Cllr K Pringle.

PR23/051 **DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS:** In accordance with the Code of Conduct, Members were invited to declare any personal or disclosable pecuniary interests.
a) Cllr Dredge declared an interest in a Faster Payment of 14th December 2023, to reimburse mileage for his attendance at an external meeting.
b) There were no written requests for dispensations from members.

PR23/052 **PUBLIC SECTION:** No members of the public were present.

PR23/053 **MINUTES:** Minutes from the meeting held on 8th January 2024 (copy previously circulated) were received.

It was **RESOLVED** to confirm the minutes of 8th January 2024 as a correct record.

PR23/054 **ACCOUNTS PAID:** Members considered the accounts paid for the period December 2023 to January 2024 (copy previously circulated). A few payments were highlighted with regard Christmas 2023 entertainers, IvyFridge Project, grants and repairs to the Watermark seating.

It was **RESOLVED** to receive and authorise the list of payments including Bacs and Faster payments for December 2023 and January 2024 in the sum of £214,876.89.

PR23/055 **INCOME AND EXPENDITURE ACCOUNTS:** Members considered the report on the accounts for the period to 31st January 2024 (copy previously circulated). It was highlighted that the Christmas Festival was currently below budget but the invoice for the electricity had not yet been received. Agreed grants had been paid and income from Town Hall room hire was above budget. The Watermark to date was performing very well against budget.

It was **RESOLVED** to receive the accounts for the period to 31st January 2024.

PR23/056 **DEBTORS UPDATE:** Members considered the aged debtors report (copy previously circulated). The committee were informed that the Finance Officer was chasing prior months debtors and that an outstanding debt had been paid.

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

PR23/057 **HEALTH AND SAFETY:** Members considered the Assistant Clerk's health and safety report and the external health and safety report (copies previously circulated). The Chair queried if we require an external inspection regarding the legionella testing, as noted in the external health and safety report. The Town Clerk advised that regular in-house testing is undertaken but an external inspection had not been conducted for some time. The Chair raised a query with regard to Table 2 in the external Health and Safety report question 1 re councillors and their understanding of roles and responsibilities in terms of health and safety. This scored a 2 in the previous year and again this year, the Chair queried if there was a particular reason – the Town Clerk will pick this up with the health and safety inspector. After a discussion the Town Clerk agreed to check if the new councillor pack made reference to health and safety roles and responsibilities for councillors, and will update it accordingly if required.

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

PR23/058 **FREE LET REQUEST:** Members considered a free let request from Ivybridge Chamber of Commerce, for use of the Committee Room Jan (23/24), May (24/25) and Sept (24/25), 1 hour per booking. Members agreed to these free of charge lets.

It was **RESOLVED** to agree the free of charge lets for Ivybridge Chamber of Commerce for the dates requested.

PR23/059 **RESERVES:** Members considered the proposed allocation of any underspend for the end of year processes (copy previously circulated) it was unanimously agreed to delegate responsibility to the Responsible Finance Officer to vire actual underspend to the reserves, when known at year end.

It was **RESOLVED TO** delegate responsibility to the Responsible Finance Officer to vire actual underspend to the reserves at the year end.

PR23/60 **STANDING ORDERS:** Members considered the updated Standing Orders (copy previously circulated) and agreed to recommend to full Council with amendments.

It was **RESOLVED TO RECOMMEND** that the updated Standing Orders be adopted.

PR23/61 **ASSET REGISTER:** Members agreed to defer to the next Full Council meeting.

It was **RESOLVED** to defer the review of Council's Asset Register to the next full Council meeting.

PR23/62 **ERME PLAYING FIELDS – UPFRONT COSTS:** Members considered the report (copy previously circulated) and agreed to delegate to the Town Clerk to make an appropriate response to the football club, once a response from the S106 Officer had been received regarding use of S106 funds for expenditure already incurred on the previous football club project, and potential future use of such funds. Decision taken to be reported back to the next meeting.

It was **RESOLVED** to delegate responsibility to the Town Clerk, once a response has been received from the S106 officer in regard to use of S106 funds for the Erme Playing Fields football club project, to advise the football club of the funding situation accordingly. It is agreed that if Council is unable to reclaim the £4,196 already spent on assisting the football club with the previous project scheme's upfront costs, then we will meet that cost already spent. If we are able to reclaim those costs, then the football club may continue to use up to the previously agreed sum of £10,000 for upfront costs to enable their new project, which the council is no longer involved with, to progress to the planning stage.

PR23/63 **EXCLUSION OF PRESS & PUBLIC**

Under Standing Order 3(e), the Chair proposed to resolve to exclude the press and public for the following agenda item, as their presence would be prejudicial to the public interest by reason of the confidential nature of the business being transacted.

PASSED BY MEMBERS

PR23/64 **FUTURE USE OF COMMITTEE ROOM:** Members considered a confidential report (copy previously circulated) regarding future use and associated costs of the Town Hall Committee Room.

It was **RESOLVED** to continue to hire the committee room to the current regular hirer for their requested booking up to June 2025, Monday to Wednesday; and to permit the Heritage Group to install suitable storage in the committee room to house archives and using the room on a Thursday and Friday, free of charge, making archives available to the public on those days, until a fully costed project proposal is drawn up and agreed. The situation is to be reviewed April/May 2025.

The meeting closed at 8.42pm

Signed.....

Dated.....

Chairman