

IVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee Held at the Town Hall on Monday 27th November 2023 at 7pm

Present: Cllr A Spencer (Chairperson)
Cllr P Dredge
Cllr A Khong
Cllr A Rea
Cllr L Rea

In attendance: Mrs Kate Elliott-Turner, Town Clerk
Mrs Pauline Cleal, Senior Finance Officer
1 x Member of the Public

PR23/026 **APOLOGIES:** Apologies were received from Cllr S Hladkij and Cllr K Pringle.

PR23/027 **INTERESTS TO BE DECLARED:** The Chairperson invited the declaration of any interests. Cllr Khong declared an interest in item PR23/035, grant applications for Ivybridge Caring (as he is their Chairperson) and RBL (as he is a member). Cllr A Rea declared an interest in Item PR23/035, grant applications for RBL (as he is a member) and English Lessons for Ukrainian Refugees (as his wife is the applicant). Cllr L Rea also declared an interest in item PR23/035 regarding grant application for English Lessons for Ukrainian Refugees (family member is applicant).

PR23/028 **MINUTES:** Minutes from the meeting held on 16th October 2023 (copy previously circulated) were confirmed as a correct record.

It was **RESOLVED** to confirm the minutes of 16th October 2023 as a correct record.

PR23/029 **ACCOUNTS PAID:** Members considered the accounts paid for the period October 2023 (copy previously circulated). A few of the payments were highlighted, such as the purchase of a freezer for the Watermark which was a replacement, planning applications regarding play equipment in Victoria Park and MacAndrew Field. Also, a payment regarding the installation of a lamp post outside of the Watermark which would be reimbursed from SHDC.

It was **RESOLVED** to receive and authorise the list of payments including Bacs and Faster payments for October 2023 in the sum of £77,320.85.

PR23/030 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for month end October 2023 (copy previously circulated). There were no queries regarding the income and expenditure and after looking through each centre:

It was **RESOLVED** to receive the accounts for October 2023.

PR23/031 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). There were no debts of concern.

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

PR23/032 **HEALTH AND SAFETY:** There were no health and safety issues to be reported this month.

It was **RESOLVED** to note the above.

PR23/033 **SCALE OF CHARGES:** Members discussed the proposed increases to room hire rates for the Town Hall (copy previously circulated) and it was agreed to increase the rates as per the table.

It was **RESOLVED** to increase the Town Hall rates as per the table.

PR23/034 **DRAFT GRANTS POLICY:** Members considered the recommendation from the Clerk to firm up the frequency of grant application consideration; the recommendation to streamline the grants budgets; to consider use of the Young People Projects grant budget; and to consider the draft Grants Policy and Grant Feedback Form.

RECOMMENDED that:

- a) Grants are considered twice yearly – April and October.
- b) Grant budget lines identifying individual organisations, Young People Projects and Grants General are combined. Separate budget for Community Support is to remain.
- c) Grant applications for Young People Projects are to be considered throughout the year, rather than twice yearly.
- d) The draft Grants Policy and Grant Feedback Form are adopted. The existing Grant Application Form will continue to be used.

PR23/035 **GRANT APPLICATIONS:** Members discussed the grant application criteria and considered grants received.

Having previously declared an interest, the following members left the meeting during consideration and voting as follows:

Councillor A Khong – Ivybridge Caring, Royal British Legion

Councillor A Rea – Royal British Legion, English Lessons for Ukrainian Refugees

Councillor L Rea – English Lessons for Ukrainian Refugees

RECOMMENDED that the following grants are awarded:

£1,113.94 to Citizens Advice for purchase of replacement IT equipment

£900 to Ivybridge Caring for venue hire

£515 to Royal British Legion for hire of sound system and pipe band for Remembrance Sunday - on submission to the Clerk of copy receipts for expenditure referred to in the application.

£1500 to Ring and Ride for transport costs

£200 to English Lessons for Ukrainian Refugees for English language text books

PR23/036 **DRAFT TRAINING & DEVELOPMENT POLICY:** Consideration was given to the draft Training and Development Policy (copy previously circulated), with amendments suggested.

RECOMMENDED that the draft Training and Development Policy is adopted.

PR23/037 **DRAFT NEW COUNCILLOR MENTORING POLICY:** Consideration was given to the draft New Councillor Mentoring Policy (copy previously circulated), with amendments suggested.

RECOMMENDED that the draft New Councillor Mentoring Policy is adopted.

To attend to an urgent personal matter, the Chairperson temporarily left the meeting and Standing Orders were suspended.

Chairperson returned to the meeting, Standing Orders were reinstated and the meeting resumed.

PR23/038 **DRAFT NEW COUNCILLOR INDUCTION PACK:** Consideration was given to the draft New Councillor Induction Pack (copy previously circulated), with amendments suggested.

RECOMMENDED that the draft New Councillor Induction Pack is adopted.

The meeting closed at 8.53pm

Signed.....

Chairman

Dated.....