

## IVYBRIDGE TOWN COUNCIL

### Minutes of the Policy and Resources Committee Held remotely using Zoom, on Monday 8<sup>th</sup> March 2021 at 7pm.

Present: Cllr A Laity (Chairman)  
Cllr S Hladkij  
Cllr P Dredge  
Cllr A Khong  
Cllr T Parsons  
Cllr Mrs K Pringle  
Cllr R Wilson

In attendance: Cllr A Spencer  
Cllr A Rea  
Mr Jonathan Parsons, Town Clerk  
Mrs Pauline Cleal, Senior Finance Officer

PR20/57 **APOLOGIES:** No apologies were received.

PR20/58 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests and Cllr Dredge declared an interest in cheque number 015057 petty cash item regarding IDALC annual subscription and Cllr Parsons declared an interest item PR20-67 Erme Playing Fields.

PR20/59 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period 1<sup>st</sup> January 2021 to 28<sup>th</sup> February 2021 (copy previously circulated). Cllr Dredge informed Members that most of the payments were regular such as insurance, rates etc. He also highlighted a few of the payments regarding grave digging, Erme Court service charge and one payment regarding HR services regarding the vacancy for Town Clerk. Cllr Dredge also highlighted some of the Bacs payments one for new CCTV equipment in the Town Hall which has been agreed as a previous Policy and Resources meeting, a few payments were mentioned which related to Christmas 2020. Cllr Dredge highlighted the costs regarding legal fees which were high due in part to work involved in new policies and a complaint. Cllr Dredge also, highlighted a few payments which related to tree works and storm damage.

Members considered the request to pay the annual Information Commissioners Office (ICO) (copy previously circulated) by direct debit and all Members were in agreement.

It was **RESOLVED** that the list for payments be approved in the sum of £133,238.61 and to approve the Direct Debit for ICO.

PR20/60 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 31<sup>st</sup> January 2021 (copy previously circulated). Cllr Dredge highlighted to Members that although the interest was down on budget overall due to CCLA investment this would not be too far from the budget figure. He also highlighted there has been income received due to grants received and the expenditure contra most of the income but some is regarding expenditure in the previous financial year.

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

PR20/61 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). Cllr Dredge informed Members that the Finance Officer has sent an updated copy and that an outstanding debt regarding Devon County Council was being chased and copy invoices sent if requested. Also Cllr Pringle informed Members that Ivybridge RFC would be in touch.

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

PR20/62 **ACCOUNTS COST CENTRE CHANGES 2021-2022:** The Committee considered the report (previously circulated). The Town Clerk informed Members that the suggested changes had been after the finance training in November 2020. Members felt the proposed changes were helpful and thanked the Senior Finance Officer and Town Clerk for their work.

It was **RESOLVED** to implement the cost centre changes from 1<sup>st</sup> April 2021.

PR20/63 **REVIEW OF RESERVES:** The Committee considered the report (previously circulated). The Town Clerk informed Members that work had been undertaken after the finance training in November 2020 and the proposed Reserves had been consolidated and a new Precept Support Reserve created. Members considered this and agreed to the proposed changes in line with the report. Cllr Dredge enquired if the Internal Auditor had been sent a copy of the proposed changes and also the Reserve Policy. This was confirmed by the Senior Finance Officer.

It was **RESOLVED** to implement the new Reserves structure from 1<sup>st</sup> April 2021 and recommendations in the report.

PR20/64 **ASSET REGISTER:** The Committee considered the report (previously circulated) and Members noted the changes.

It was **RESOLVED** to receive and note the changes in the Asset Register.

PR20/65 **HEALTH AND SAFETY:** The Committee considered the regular update from the Assistant Town Clerk (report previously circulated). Members noted the report.

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

PR20/66 **HEALTH AND SAFETY POLICY:** The Committee considered the report (previously circulated) Cllr Parsons said the Policy was excellent and thanked the Assistant Town Clerk.

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

***In view of the confidential nature of the business about to be discussed the press and public were asked to leave the meeting and for all Members and Officers to confirm they are alone.***

PR20/67 **UPDATE AND INFORMATION:**

**Butterpark**

The Town Clerk updated the Committee outlining there are some hurdles to be overcome, although he had contacted South Hams District Council who confirmed that the S106 money was going for formal approval at a meeting on 11 March 2021. The terms of selection regarding contractors had yet to be agreed and the Town Clerk explained that there are criteria to be met with regard to applying for the loan. The Town Clerk informed Members that he would undertake work to establish borrowing in principle and report back to the Committee with a report on the costs and criteria at the next meeting in April 2021.

It was **RESOLVED** to report back to the Committee in April with a detailed report and information which would then be considered by Full Council.

**Erme Playing Fields**

The Town Clerk informed Members that the project was progressing and the Committee noted the report update.

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

The meeting closed at 7.44pm

Signed.....  
Chairman

Dated.....