

## IVYBRIDGE TOWN COUNCIL

### Minutes of the Policy and Resources Committee Held at the Town Hall on Monday 24<sup>th</sup> July 2023 at 7pm

Present: Cllr A Spencer (Chairperson)  
Cllr P Dredge  
Cllr S Hladkij  
Cllr A Khong  
Cllr K Pringle

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

PR23/001 **APOLOGIES:** Apologies were received from Cllr A Rea and Cllr L Rea.

PR23/002 **INTERESTS TO BE DECLARED:** The Chairperson invited the declaration of any interests. Cllr Dredge declared an interest in a Faster Payment dated 30 May 2023 for £55.80.

PR23/003 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period April 2023 to June 2023 (copy previously circulated). Cllr Dredge highlighted a few payments, DALC annual subscription, John Grimes regarding Filham Park access track, professional fees regarding Ivybridge Football Club, legal fees regarding Butterpark and an event in the Watermark. Members agreed to approve the list of payments.

It was **RESOLVED** to receive the list for payments for the period April 2023 to June 2023 in the sum of £266,019.37 and approve the BACS and Faster payments.

PR23/004 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 30<sup>th</sup> June 2023 (copy previously circulated). Cllr Dredge informed members that some payments had been paid in advance so showed as a higher percentage of spend than 25% such as the insurance which was until August 2023. He continued to highlight a few items of expenditure such as a payment regarding the English lessons for our Ukrainian guests and a payment regarding community awards. Cllr Dredge also highlighted the return of the CCLA investment and the income received regarding the Cemetery Agency, Grass Verges and P3.

It was **RESOLVED** to receive the accounts for the period to 30 June 2023.

PR23/005 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). Cllr Dredge informed Members that he had spoken to the Finance Officer who was chasing where necessary. The outstanding amount for the Rugby Club was an issue, this was regarding refund fees where tickets had been purchased through our box office for an event being held at the Rugby Club, however, this event was cancelled by the Rugby Club and refunds had to be made

but the box office fees were outstanding and invoiced to the Rugby Club. This is still outstanding and indications are this will not be paid. Members agreed to write off this outstanding debt but ensure that for any future events with tickets sold through our box office for third parties, if cancelled all fees would need to be repaid by the event organiser with a signed contract.

It was **RESOLVED** to receive the debtors update and to write off the debt to the Rugby Club.

PR23/006 **WATERMARK EXPENDITURE:** The Committee discussed the additional expenditure from reserves required to be spent on The Watermark (copy previously circulated). The Town Clerk referred to his report and explained the following:

The auditorium seating had been recently serviced and recommendations had been received, some which were for health and safety reasons and some for preventative maintenance.

The external surfaces of the Watermark building require cleaning especially the north and west sides. This has not been undertaken for over 4 years due to restricting non-essential expenditure due to Covid.

The heating controls require a maintenance visit to refine and reprogram the system to ensure efficient running.

The Town Clerk explained that the expenditure highlighted in his report and briefly above is necessary and requested Members agree to the expenditure so that the Town Clerk can inform Members of the Watermark Committee at their next meeting.

It was **RESOLVED** to recommend that the Watermark Committee and delegated officers continue to plan these works by seeking further quotations, where possible, in accordance with the Council's procurement policy, and execute the works using the following reserves, 9316/903 Auditorium Fund – seating maintenance and the remainder from the Watermark Support reserve 9211/902.

PR23/007 **INVESTMENTS:** Consideration was given to the report (copy previously circulated) regarding reinvestment of £200,000 due to mature at the end of July. Members agreed to reinvest the £200,000 for a further fixed term of 6 months.

It was **RESOLVED** to reinvest for a further 6 months in a Fixed Term Deposit Account.

PR23/008 **INSURANCE:** The Town Clerk advised the Members that he was awaiting the renewal offer from the Council's insurance broker but this had not arrived so would be taken to Full Council.

It was **RESOLVED** to refer this item to Full Council.

PR23/009 **HEALTH AND SAFETY:** Consideration was given to the health and safety report (copy previously circulated). The Town Clerk highlighted the item regarding Erme Court and informed Members that he and the Assistant Town Clerk would be conducting their own survey of the Erme Court site whilst referencing the Risk Assessment.

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

PR23/010 **COMMUNITY CONNECTOR:** Consideration was given to the update and request from South Hams CVS for further support (copy previously circulated). Members discussed the possibility that the community connector could have use of a room and WiFi and agreed this was acceptable and requested the Town Clerk liaise with South Hams CVS regarding times, dates etc.

It was **RESOLVED** that the Town Clerk contact South Hams CVS to discuss the arrangements.

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

PR23/011 **PLAY AREAS:** The Town Clerk gave a verbal update on the financial arrangements for the works included in the ongoing tender process. He informed Members that the working group had met and viewed the tenders and now he and the Assistant Town Clerk would analysis the details and then bring back to the working group.

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

PR23/012 **VAT ADVICE:** Consideration was given to the VAT advice received (copy previously circulated). Members discussed the advice and agreed this was very helpful. Members felt in the years since the project was first put to the Council, the costs and risks have increased significantly, and so with this new advice, the Council would no longer be able to deliver this project and requested the Town Clerk liaise with the Football Club.

It was **RESOLVED** that the Town Clerk liaise with the Football Club.

The meeting closed at 8.01pm.

Signed.....

Dated.....

Chairman