

IVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee Held at the Town Hall on Monday 28th March 2022 at 7pm.

Present: Cllr S Hladkij (Chairman)
Cllr P Dredge
Cllr T Parsons
Cllr A Spencer

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

Prior to the commencement of the meeting Cllr Parsons requested a minute's silence in respect of the start of the Falklands War 40 years ago.

The Chairman requested a minute's silence for Mrs Lesley Hughes, Ivybridge Town Clerk for 20 years who recently passed away.

PR21/056 **APOLOGIES:** Apologies were received from Cllr Jago and Cllr Pringle.

PR21/057 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests. No interests were declared.

PR21/058 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for February 2022 (copy previously circulated). Cllr Dredge highlighted a payment regarding an event in the Watermark and the recent purchase of litter pickers and hoops. He also highlighted a few payments from the BACS list regarding purchase of First Aid items, lamps for The Watermark, bar purchases and payment for the annual Health and Safety consultancy.

It was **RESOLVED** to receive the list for payments for February 2022 in the sum of sum of £60,874.93.

PR21/059 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for the period to 28th February 2022 (copy previously circulated). Cllr Dredge informed Members that a rebate was expected regarding insurance which will be overspent at the Year End. The Mayor's Allowance is currently underspent, the Mayor informed the Committee that she would discuss the balance with the Senior Finance Officer. Although the Health Project grant was showing as underspent the Senior Finance Officer informed the Committee that the invoice had been received and payment would be made. Cllr Dredge highlighted that the room hire income for the Town Hall has exceeded budget, which was very good. Also, the interest should reach budget at Year End. Cllr Dredge also mentioned grants received and expenditure for the Parks areas explaining that there are timing differences regarding grant income and expenditure which may not be received in the same financial year.

It is hoped that any deficit for The Watermark is less than a provisional forecast earlier in the year.

It was **RESOLVED** to receive the accounts for the period to 28th February 2022.

PR21/060 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). Cllr Dredge informed members that the Finance Officer had received payments for A049 and D029 and others were in the process of sending payment.

It was **RESOLVED** to receive the debtors update and note that the Finance Officer will chase any outstanding balances. The Chairman thanked Cllr Dredge for his input.

PR21/061 **HEALTH AND SAFETY:** The Committee considered the regular update from the Assistant Town Clerk and Health and Safety report (report previously circulated).

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

PR21/062 **HEALTH AND SAFETY POLICY:** Members reviewed the proposed policy (copy previously circulated) Cllrs, Parsons and Spencer mentioned a couple of amendments regarding the Organisational Chart lay out and a word change on page 9 of the Policy.

It was **RESOLVED** to note and receive the Policy and to make the minor amendments.

PR21/063 **GRANT APPLICATIONS:** Members reviewed the proposed grant application (copy previously circulated). Members agreed to offer the Stroke Group a grant by way of free room hire once a month and to be reviewed during the next year financial year.

It was **RESOLVED** to offer free room hire as a grant.

PR21/064 **GRANTS POLICY:** Members reviewed the proposed grant policy update (copy previously circulated) and the Town Clerk informed Members that Cllr Rea had approached him to discuss updating the Policy and they researched other Town Councils to produce this revised Grants Policy. It would enable a fairer way of awarding grants with applications being received twice a year for consideration by this Committee. The Town Council would be able to promote the Grant Application process during the year with groups/individuals submitting an application by two advertised dates in the year, one at the beginning and the other around October. Cllr Spencer enquired about getting feedback on the impact of a grant from recipients and the Town Clerk informed Members that each successful applicant would be followed up with a report to the Town Council. Members agreed to recommend the Policy to Full Council.

It was **RESOLVED** to thank Cllr A Rea for his contribution and to recommend the Policy to Full Council.

PR21/065 **INTERIM INTERNAL AUDIT REPORT:** Members considered the Internal Audit Report (copy previously circulated). Cllr Dredge informed the Committee that this was an excellent report and thanked the Senior Finance Officer and Finance Officer, it was noted that Officers had actioned the recommendation.

It was **RESOLVED** to note and receive the report and to thank the Finance Officers.

PR21/066 **CHARGES INCREASES:** Members considered the report (copy previously circulated). The proposed increases for the Cemetery and Town Hall Room Hire for 2022-23 were agreed.

It was **RESOLVED** to agree the proposed increases for the Cemetery and Town Hall Room Hire charges.

PR21/067 **YOUTH PROJECT:** Members considered a report on a proposed partnership to deliver detached youth work (copy previously circulated). Cllr Parsons thanked the Town Clerk for the detailed report and The Town Clerk informed Members that he and the Mayor had attended a meeting with Youth Genesis, The Bridge Project, Police, Community College and VOYC which had been very informative and outlined the area where the Town Council could provide most help. The Committee discussed the report and agreed to authorise the Town Clerk to develop the proposal with partners using the Youth Projects budget.

It was **RESOLVED** to authorise the Town Clerk to develop the proposal with partners using the Youth Projects budget.

PR21/068 **FIXED ASSET REGISTER:** Members considered the latest version of the Fixed Asset Register (copy previously circulated) and it was noted and received.

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

PR21/069 **RESERVES:** Members considered the report regarding the review of the Reserves (copy previously circulated) and it was agreed to delegate to the Town Clerk the allocation of any surplus should there be one at the Year End in line with the report and Cllr Dredge mentioned the commuted sum which will need to be included at the Year End.

It was **RESOLVED** to delegate the allocation of any surplus to the relevant Reserves at the Year End close.

The meeting closed at 7.56pm

Signed.....
Chairman

Dated.....