

IVVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee Held at the Town Hall on Tuesday 7th May 2024 at 7pm

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

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

PR23/077 **APOLOGIES:** Apologies were received and accepted from Cllr A Rea. Councillor K Pringle was absent without apologies.

PR23/078 **DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS:** In accordance with the Code of Conduct, Members were invited to declare any personal or disclosable pecuniary interests. Cllr Dredge declared an interest in a Faster Payment on 26 March 2024 regarding travel expenses for Police Meeting and DALC meeting. Cllr Spencer declared an interest in the Petty Cash payment re suit cleaning. There were no written requests for dispensations from members.

PR23/079 **PUBLIC SECTION:** No members of the public were present.

PR23/080 **MINUTES:** Minutes from the meeting held on 2nd April 2024 (copy previously circulated) were received.

It was **RESOLVED** to confirm and sign the minutes of 2nd April 2024 as a correct record.

PR23/081 **TOWN CLERK'S REPORT:** The report from the Town Clerk regarding Financial Regulations and their impending review was noted and received.

It was **RESOLVED** to receive the Town Clerk's report.

PR23/082 **ACCOUNTS PAID:** Members considered the accounts paid and electronic payments made March 2024 (copy previously circulated). A few electronic payments were highlighted with regard to a charity event at the Watermark which was well attended and the bar takings were very good. Shuttering has been installed at Butterpark with regard to Health and Safety. Servicing of the moveable wall in the Watermark and works to the lift have been undertaken.

It was **RESOLVED** to receive and authorise the list of payments including Bacs and Faster payments for March 2024 in the sum of £108,943.22.

PR23/083 **INCOME AND EXPENDITURE ACCOUNTS:** Members considered the report on the accounts for the period to 31st March 2024 (copy previously circulated). It was mentioned that these are the unaudited accounts for year end but is unlikely to change. The Christmas festival was better than budgeted. Grant spending is below budget as this included funds for a Community Support person which did not happen. Room hire at the Town Hall is ahead of budget, Butterpark is over budget due to the installation of security shuttering but the Watermark has performed very well against budget, and thanks are to be conveyed to the Watermark Manager and staff.

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

PR23/084 **DEBTORS UPDATE:** Members considered the aged debtors report (copy previously circulated). The committee were informed that one customer had paid a recent invoice but not two prior invoices which is being investigated by the Finance Officer.

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

PR23/085 **YEAR END VARIANCES & EMR MOVEMENTS:** The Senior Finance Officer explained the budget variances for each of the committees for the year 2023-2024, and outlined the year end Reserve movements, as delegated.

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

PR23/086 **HEALTH AND SAFETY:** Consideration was given to the Assistant Clerk's Health and Safety report (copy previously circulated). The Town Clerk informed Members of the new format for the report.

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

PR23/087 **DOGS AT WORK POLICY:** This item was deferred to a future meeting.

PR23/088 **HEALTH & SAFETY POLICY:** Consideration was given to the updated Health & Safety Policy (copy previously circulated). Minor amendments were made.

It was **RESOLVED to RECOMMEND** that the updated Health and Safety Policy is adopted.

PR23/089 **REQUEST FOR DISCOUNTED OR FREE LET:** Members considered a request from Pete's Dragons for a discounted or free let (copy previously circulated). The request is for use of the Committee Room, St Pierre Sur Dives Room and Mayor's Room together with use of crockery and hot water flasks for two dates in August 2024.

It was **RESOLVED** to agree a free let, plus free use of equipment requested, to Pete's Dragons for two dates in August 2024.

PR23/090 **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

PR23/091 **HEALTH & SAFETY MATTERS:** Members considered a confidential report on health and safety matters (confidential copy previously circulated for committee members). It was agreed to delegate to the Town Clerk authority to spend up to £6,000 if required.

The meeting closed at 8.00pm

Signed.....

Dated.....

Chairman