

MINUTES of a MEETING of the RESOURCES COMMITTEE of WINSLOW TOWN COUNCIL
held on THURSDAY 21st MARCH 2013, at 7pm in the Council Chamber at 28 High Street, Winslow.

	<p>Present: Cllrs Barry, Eatwell, Gibbs, Knight, Reeves (Chairman) and van de Poll Cllr Wiseman also attended and participated in debate relating to item R13/13 below.</p> <p>Apologies: none</p> <p>Clerk: B Bradford</p> <p>No Members of the public were present</p>
R13/10	<p>Declarations of Interest in matters to be discussed: none</p> <p>Applications for dispensations: none</p>
R13/11	<p>Minutes of Meeting on 17th January RESOLVED that the minutes be signed as a true record.</p> <p>Matters Arising: none</p>
R13/12	<p>Items deferred from previous meeting:</p> <p>Pension Scheme (R13/08) not yet actioned, the Chairman will progress this matter.</p>
R13/13	<p>Items delegated by Council:</p> <p>13/41 <u>Matters Relating to Youth Club Building Management and Service Contract Delivery</u> Cllrs Wiseman and Chambers had expressed a wish to be co-opted onto the Resources Committee. After extensive debate about the practicalities and propriety of enlarging the committee, and how WTC can fulfil the obligations of its Service Contract with BCC, Members RESOLVED TO RECOMMEND that</p> <ol style="list-style-type: none"> Resources Committee Terms of Reference be amended to include the agreed drafted items relating to Management of the Youth Centre Building and Monitoring Youth Service Delivery Resources Committee Membership must include the 2 Members appointed as Council's representatives to Friends of Winslow Youth Centre (FOWYC) Resources Committee Terms of Reference retain membership at 6, in order that Council retains its power of veto Resources Committee Membership is reviewed with immediate effect It may also be considered appropriate to review Council's representation on Friends of Winslow Youth Centre at this time. Negotiation is undertaken between FOWYC and Resources Committee in order to best align meetings to facilitate timely reporting Negotiation is also required with FOWYC to ensure suitable standing agenda items for their meetings which will generate relevant information for service delivery monitoring by WTC (i.e. Resources). <p>Other Matters relating to the Youth Club:</p> <ul style="list-style-type: none"> Members noted that the Clerk is in the process of compulsorily registering the Lease of the Youth Centre with Land Registry. Consideration was given to drawing up a schedule of refurbishments. Although recognising that this is a matter of priority, until Committee Membership is determined, all Members have visited the site, potential users have become apparent and a revised projection of finances is available little progress can be made. Members considered the draft Hiring Agreement in general, and the amendments specifically requested by FOWYC. RESOLVED that the document is suitable for general use and that in respect of FOWYC "hires" it is required that FOWYC undertake to ensure that "2 named adults aged over 21 are on site at all times during youth service delivery". Members noted an invitation forwarded to the Clerk by Cllr Castle from the BCC Targeted Youth Service to "explore support offered in terms of partnership work, training, sharing of resources etc" and identify what is required in Winslow. This will be forwarded to FOWYC for attention. <p>8.30pm Cllr Wiseman left the meeting</p>
R13/14	<p>Administration :</p> <p>VAT: The Clerk reported a further phone call with HMRC today and that she would be making a registration application accompanied by a detailed letter explaining WTC's apparent "Business Activities", it was requested that this be actioned before the next meeting.</p>
R13/15	<p>Land & Property Issues:</p> <p>Sports Club: The Clerk reported that the "back" door had been repaired at a cost of £50, a request to further improve the door's functionality may be made in due course.</p> <p>Electrical Testing The Clerk reported that she now had 2 quotes, having made several approaches. RESOLVED to accept the cheaper quote from a contractor previously used and familiar with the</p>

	building and its earlier problems. No check had been made since rewiring in Spring 2008, therefore the matter is considered urgent and the need had also been identified by the Club's insurers.
R13/16	<p>Street Lighting</p> <p>Repairs & Renewals Repairs: service has returned to the usual good level after operational difficulties of recent months. However, the Clerk remains concerned that the annual replacement schedule has slipped considerably. She will clarify progress to date and relay Members disappointment as well as determine a more effective process to achieve on time delivery. RESOLVED that unspent budget be accrued to accommodate completion of the 2012-13 ordered replacements in 2013-14.</p>
R13/17	<p>Finance</p> <p>Investment of Reserves (R13/08) Members RESOLVED that 2 Fixed Term Deposits maturing in April be reinvested as no significant expenditure is imminent and precept will be received shortly.</p> <p>Effectiveness of Internal Audit Members noted that due to concerns about the effectiveness of retaining an Auditor indefinitely, it is proposed to change companies this financial year end. The Clerk has secured 2 quotes and is meeting with a 3rd company tomorrow. Council will consider the Clerk's recommendation in due course.</p> <p>Income & Expenditure to date Members RESOLVED that in addition to the lighting surplus noted above, and the Sports Club surplus noted for retention in an Earmarked Reserve (R12/94) any unspent budget for Playground Maintenance also be transferred to the appropriate Earmarked Reserve at year end.</p>
R13/18	<p>Personnel</p> <p>Annual Reviews (R13/08) – Members noted that the Mayor had conducted the Deputy and Clerks' reviews. Also noted that contractually both may be awarded a 1 SCP increase in salary for satisfactory performance. The Deputy should also be contractually awarded a further 1 SCP increase in salary for successful completion of the CiLCA qualification. Further discussion was deferred to the last item of business to facilitate the Clerk's leaving the meeting.</p>
R13/19	<p>Reports from Outside Bodies:</p> <p>Winslow Sports Club: Members noted that Cllr Eatwell had attended the most recent meeting and that the Cricket Club are experiencing severe administrative difficulty, there is also some concern about the preparation of WSC accounts and that the AGM is scheduled for 22nd April</p> <p>9.03pm Members RESOLVED to continue with the business of the meeting</p>
R13/20	<p>Correspondence:</p> <p>War Memorial Institute Fund Grant Application Members noted the application from The Big Society for a sum of £200 in order to publish a Really Useful Guide to Winslow. Members RESOLVED to RECOMMEND that a meeting of the WMIF Trustees be called for 4th April at the close of Council meeting in order to formally consider the application.</p>
9.15pm	<p>Items For Information – none</p> <p>The Clerk left the meeting to enable consideration of R13/18 Salaries the following minute was recorded by Cllr Barry.</p>
R13/18	<p>Members noted that the appraisal reports had yet to be circulated to Clerical Staff and Committee Chairmen, however after receiving a verbal report, and also noting that SCP progression is a contractual obligation it was RESOLVED to RECOMMEND that:</p> <ul style="list-style-type: none"> • The Clerk receive her contractual review of grade with effect from 1st April 2013 • The Deputy Clerk receive his contractual review of grade and one additional SCP in recognition of his achieving the CiCLA qualification with effect from 1st April 2013 • The Groundsman receive her contractual review of grade with effect from 1st April 2013 • The General Assistants remain at current hourly rates. • No inflationary increase is paid (in line with other LA pay settlements)
	Signed: (Chairman) at Meeting (date):