



Meeting (No) **RESOURCES COMMITTEE (3)**
Time & Date **6pm 20 June 2017**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Chambers (Chair), Carter, Clayton and Marlow.

In attendance: Miss Duncan (Governance and Operations Manager)

PART 1: Items considered in the presence of the press and public

RESOLVED to elect Cllr Chambers as Chair for the duration of the meeting.

8 Questions and comments from residents: none

9 Apologies for absence

RESOLVED to accept apologies for absence from Cllr Barker (personal) and Kynaston (business).

10 Declarations of Interest: none.

11 Minutes of the last meeting

RESOLVED to approve minutes of the meetings held on 16.05.17 and 25.05.17. The Chair signed the minutes.

12 Governance & Operations Manager's report

There were no questions to the Governance & Operations Manager.

13 Finance

a The Committee noted the income received to 31.05.17 of

- £1118.90 room/market square hire (May)
- £2536.40 market rent (April)
- £2568.80 market rent (May).

b RESOLVED to approve and retrospectively approve the current account expenditure of £22,842.01 net from 18.05.17 to 22.06.17.

c The Committee noted the current account income of £258,233.61 net from 01.04.17 to 13.06.17.

d The Committee noted the FairFX card expenditure of £1,641.30 from 15.03.17 to 13.06.17.

e RESOLVED to agree the reconciliation of the Unity bank current account and the Fairfax Card account to the bank statements to 30.04.17.

f The Committee noted confirmation that the Mayor's allowance had been fully utilised and a list of the expenditure had been received.

14 Task & finish/working groups

a RESOLVED to establish a Terms of Hire Task and Finish Group. Membership of the Group to include the Assets and Events Manager. Cllr Kynaston to be invited to join and a general invite to be sent to all councillors for a third member.

The Committee decided not to form a Future of Assets Task and Finish Group at this time.

b The Committee did not choose to establish any other groups.

Chairman's initials and date:

DC

25/7/2017

- c *Economic Plan Delivery Group*: the Committee noted that at Full Council on 12.07.16 the appointment to the core delivery group as representatives of the Council's standing committee Chairmen, supported by the Council Manager, was agreed.

15 Allotment Reports

- a The Committee received reports following inspection of the allotment sites in early May 2017.

It was noted that RP6b had just been assigned to a new tenant and it would take some time to bring the plot back fully into cultivation.

- b **RESOLVED** to send "notice to improve" letters to plot holders as per the report, apart from RP6b.

16 Other items: none.

17 Committee meeting dates

The Committee confirmed the indicative Resources Committee meeting dates, 25/07/17, 03/10/17, 09/01/18 and 13/02/18 as published on the Town Council's schedule of meetings.

18 Exclusion of the Press and Public

RESOLVED to exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2: Items considered in the absence of the press and public

19 Town Hall Security

The Committee considered three quotations for the installation of a security fob system.

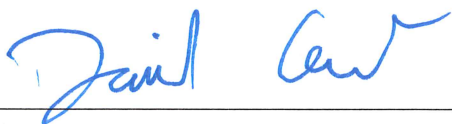
RESOLVED to appoint LKM to install a new security system to the small office adjoining the club room at the back of the Town Hall at a cost of £448+VAT from budget line 4417 (responsive maintenance).

20 Office printing facilities

RESOLVED to enter into a rental agreement with the current photocopier contractor for a mono photocopier to be used in the community office at a cost of £29.50 per quarter, including service, parts, labour, black toners and 1,000 copies per quarter (0.50 pence per copy thereafter).

The meeting closed at 6.40pm.

Signed



Date

25/7/2017