



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1EA

Resources Committee Agenda

Tuesday, 6 October 2020, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities on **Tuesday, 6 October 2020 at 6.00pm.**

Membership:

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A E Coulton

Cllr M Cox

Cllr V Charrett

Cllr C A Gardiner

Cllr W Grace

Cllr F F T Neale

Cllr Mrs S Spittle

Cllr M J Tarling

Members of the public wishing to attend the meeting should use the link:

<https://zoom.us/j/91244736670?from=msft>

Meeting ID: 912 4473 6670

Passcode: 416091

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

30 September 2020

For further information please contact Daniel Lucas on 01202 022479 or email townclerk@christchurch-tc.gov.uk

Agenda

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

3. Minutes of the Previous Meeting

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 8 September 2020 (copy attached)

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4. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

5. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

6. Town Clerk's Report

Income/Expenditure September 2020 for information.

To Follow

7. Extra Staff

RECOMMENDATION: That the Town Clerk produces an appraisal of current workloads and observations to Full Council outlining options available to Council and where necessary identifying possible roles for further exploration and development.

Cllr
Coulton/Town
Clerk – verbal
report.

8. **2020/21 National Pay Award – Exempt to consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to living individuals and relating to the financial and business affairs of the authority,**

Exempt

RECOMMENDATION: That Members resolve to award the National Salary Award following the National Joint Council for Local Government Services (NJC) agreeing the pay scales to be implemented from 1 April 2020, and to be backdated accordingly.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 8 September 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton

Present: Cllr V Charrett, Cllr C A Gardiner, Cllr F F T Neale and Cllr M J Tarling.

Also in attendance: Cllr M Cox

Apologies: Cllr W Grace and Cllr Mrs S Spittle.

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer

Members of the Public present: 2

Members of the Press present: None present

68. Declarations of Interest

There were no declarations of interest on this occasion.

69. Minutes of Previous Meeting

The minutes of the meeting held on 8 August 2020 were agreed and signed as an accurate record.

Voting: nem. con.

70. Public Participation

There was no public participation on this occasion.

71. Public Questions

There were no questions from the public on this occasion.

72. Town Clerk's Report

An updated schedule of payments for the period 01.08.2020 to 01.09.2020 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of August 2020 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

A member queried whether the Council's external payroll company had a separate clients' account for receiving Tax and PAYE payments. The Town Clerk confirmed that the payroll company did hold a separate clients' account.

The Chairman queried the amounts of the ICT support invoices and the charges made if a Councillor forgot their password and asked the Town Clerk to remind members that there was a charge to the Town Council regarding password reissues.

RESOLVED that:

- a) the schedule of payments for the period 01.08.2020 to 01.09.2020 be approved; and**
- b) the monthly accounts for the period to the end of August 2020 be noted.**

Voting: nem. con.

73. Christchurch High Street

The Town Clerk provided Members with a verbal update on the maintenance work undertaken on Christchurch High Street. Members were informed that as the work was undertaken by BCP Council, that the Town Council could not tread on a statutory duty of another council. Members were further informed that within a week of Ward Members contacting BCP Council that the work had been dealt with by spraying and weed clearance and this issue had now been resolved.

Members agreed that the Town Clerk drafts a standard pro forma letter to retailers and businesses on the high street to ask that they report any maintenance issues online and enquire what the Town Council could do to help them.

RESOLVED that the verbal report be noted.

Voting: nem. con.

The meeting ended at 6.35pm

CHAIRMAN

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