

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 8 June 2021 at 6.00pm at Homelands Hall,  
Kings Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr M Cox  
Vice-Chairman: Cllr W Grace  
Present: Cllr Mrs S Bungey and Cllr A Coulton.  
Apologies: Cllr L Dedman, Cllr C A Gardiner and Cllr P Hilliard.  
Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer  
Members of the Public present: 2  
Members of the Press present: 0

**34. Election of Chairman**

**RESOLVED that Cllr M Cox be elected as Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**35. Election of Vice-Chairman**

**RESOLVED that Cllr W Grace be elected as Vice-Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**36. Declarations of Interest**

There were no declarations of interest on this occasion.

**37. Minutes of Previous Meeting**

The minutes of the meeting held on 4 May 2021 were agreed and signed as an accurate record.

Voting: unanimous

**38. Public Participation**

There was no public participation on this occasion.

**39. Public Questions**

There were no questions from the public on this occasion.

**40. Town Clerk's Report**

The updated schedule of payments for the period 01.05.2021 to 31.05.2021 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 updated monthly accounts for the period to the end of May 2021 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.

The Chairman enquired if the Council meetings could be recorded and streamed to Facebook. The Town Clerk advised that he would investigate the recording of future Council meetings.

Members questioned the IT costs for unlocking Councillors' email accounts which they considered were high. The Town Clerk informed Members that the Council could take up a management account with its IT provider and pay a monthly set figure for this service. The Chairman felt that a management account for the Council should be considered. The Town Clerk advised that he would obtain costings for a management account for the Council and report back to a future meeting.

**RESOLVED that:**

- a) **the schedule of payments for the period 01.05.2021 to 31.05.2021 be approved; and**

- b) the monthly accounts for the period to the end of May 2021 be noted.**

Voting: unanimous

**41. Allotment Invoicing**

An email report from Stour Valley & Poole Partnership (SVPP) was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The Town Clerk updated Members on the Allotment Invoicing undertaken by SVPP on behalf of the Council. Members were informed of the income and costs for the Council's allotments for the 2020/21 municipal year.

Members felt that the SVPP invoicing charge of £1,000 per year was good value for money.

Members asked the Town Clerk to benchmark what neighbouring authorities charged for allotment plots and to report back to committee.

**RESOLVED that Members noted the report.**

Voting: unanimous

**42. Job Specifications**

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Members were asked to approve the Job Role Specifications for the 2 vacant roles of Project Officer and Mayor's Secretary.

The Chairman felt that a degree was not essential for the Project Officer role and requested that the first bullet point be amended with the addition of 'and/or equivalent 3 years' experience in the field'. The 2 job specifications were approved by the committee subject to the Project Officer's essential criteria for the role to read:

'Formal Project Management qualification (Degree, PRINCE2, and/or equivalent) and/or 3 years' experience in the field'

The Chairman recommended advertising the 2 vacant positions on 'Indeed'.

**RESOLVED that the Council:**

- 1) delegated to the Town Clerk the advertisement of the positions on the Council website and Facebook Page and to approach BCP Council for advertising accordingly, and to consider advertising on 'Indeed', with a one-month application window from the date of posting; and**
- 2) authorised the expenditure of the Advertising budget (2021/2022 being £630) for the purposes above.**

**RECOMMENDED to Full Council the creation of a Personnel sub-committee for the purposes of recruitment and annual appraisals for the year 2021/2022.**

Voting: unanimous

**43. Carbon Calculators**

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Members were asked to consider the recommendations from the Climate Change Working Group for the Council to adopt a Climate Emergency Action Plan Matrix and Carbon Calculator.

The Committee agreed to recommend to Full Council the 'Impact-tool.org.uk/about (Centre for Sustainable Energy)' as the Council's chosen Carbon Calculator.

**RECOMMENDED to Full Council that:**

- 1) the Council adopts the Climate Emergency Action Plan Matrix approach and methodology outlined at Appendix 5; and**
- 2) adopts the <https://impact-tool.org.uk/about> (Centre for Sustainable Energy) Carbon Calculator to establish the Council's baseline carbon footprint and for benchmarking and comparison purposes going forwards outlined at Appendix 6.**

Voting: unanimous

The meeting ended at 19.16pm

CHAIRMAN