



Town Council Offices,
1 Park Road,
Shepton Mallet
BA4 5BS

t: 01749 343984

e: info@sheptonmallet-tc.gov.uk

w: www.sheptonmallet-tc.gov.uk

A MEETING OF THE POLICIES AND RESOURCES COMMITTEE

[Link to Agenda here](#)

Held on: Tuesday, 18 October 2022 at 7 pm. The Council Chamber, Mendip District Council Offices, Shepton Mallet, BA4 5BT

Members Summoned and Present: P&R Cllrs; Hale, Harrison, Kennedy, Lovell, Mayall (Chair), Nicklin

Absent: Cllrs; Lovell and Kennedy

Officers Present: Claire Common, Town Clerk and Zoe Moxham, Deputy Town Clerk and RFO

In attendance: 0, Press (0), Members of the public (0).

Public Question Time

There were no members of the public present.

The meeting commenced at **7 pm**

MINUTES

P&R2.1 Apologies

- a. Officer report P&R2.1 was received and it was **RESOLVED** To accept apologies for absence from Cllr M Lovell due to a conflicting personal engagement. Cllr G Kennedy due to a conflicting personal engagement

P&R2.2 Declarations of Interest

- a. Officer report P&R2.2 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that there were no declarations made (*Financial provision - 0*)

P&R2.3 Minutes

- a. Officer report P&R2.3 was received and it was **RESOLVED** that the minutes of Tuesday, 28 June 2022 be approved for signing as a true record of the decisions taken. (*Financial provision - 0*)

ACTION: CLLR MAYALL

P&R2.4 Officer Report to the Committee

- a. Officer report P&R2.4 was received and it was **NOTED** (*Financial provision - 0*)

P&R2.5 IT Upgrade

- a. Officer report P&R2.5 was received and it was **RESOLVED the Policy & Resources Committee** to Implement a new cloud based It system which hosts councillor and staff email documents. To delegate to the Town Clerk all details In discharging this decision. *(Financial provision - up to £7,400 4032 IT and 4016 Legal and Professional)*

ACTION: TOWN CLERK

P&R2.6 P&R Committee Report

- a. Officer report P&R2.6 was received and it was **RECOMMENDED to** The Full Budget discussion of the same meeting, the budget requirements of the Policy and Resources Committee totalling £51,102

ACTION: TOWN CLERK

- b. It was **NOTED** that the Town Clerk would prepare a public budget workshop in the autumn of future years to assist with public engagement with the budget setting process.

ACTION: TOWN CLERK

P&R2.7 Budget Setting

- a. Officer report P&R2.7 was received and it was **RECOMMENDED to Full Council** the budget and a precept demand of £721,042

ACTION: TOWN CLERK

P&R2.8 Next Meeting

- a. Officer report P&R.8 was received and it was **RESOLVED** to cancel the committee meeting scheduled for 3rd January 2022 and call one on a different date if business arose for debate prior to the next scheduled meeting on 14 March 2023.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 9PM

These minutes are due to be adopted on 14 March 2023 under minute reference P&R3.3 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signed: _____ Date: _____