

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 11 June 2019 at 6.00pm at the Druitt Hall,  
High Street, Christchurch BH23 1AJ

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A E Coulton

Present: Honorary Freeman Cllr C Bungey, Cllr Mrs Susan Bungey, Cllr C A Gardiner, Cllr W Grace, Cllr F Neale, Cllr Mrs S Spittle, Cllr M J Tarling.

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

**19. Election of Vice-Chairman**

**RESOLVED that Councillor A E Coulton be elected as Vice-Chairman of the Committee for the 2019/2020 Municipal Year.**

Voting: unanimous

**20. Declarations of Interest**

There were no declarations of interest on this occasion.

**21. Bank Account Signatories**

The Town Clerk submitted a report, 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.

Honorary Freeman Cllr Colin Bungey joined the meeting at 6.20pm.

The Town Clerk informed Members that the Financial Regulations and Standing Orders required that the banking mandate and appointment of authorised signatories to be approved by Full Council.

A Member stated that if the Mayor and Deputy Mayor were appointed as signatories that the mandate would need to be changed each year. The

Town Clerk informed the Committee that the regulations required that the signatories should be reviewed regularly for safety and efficiency.

Members agreed that Cllr F Neale should be the additional authorised signatory from Resources Committee.

**RECOMMENDED to Full Council that:**

- (a) appointment of a minimum of 4 Members be given authority on behalf of the Town Council to authorise payments and sign cheques;**
- (b) the Mayor and Deputy Mayor be authorised and that the Chair and Vice-Chair of Resources Committee also be authorised; and**
- (c) the Town Council considers appointing Cllr F Neale to also be authorised from Resources Committee for business continuity purposes.**

Voting: unanimous

**22. Town clerk's Report**

A report 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 Town Clerk provided the Committee with an overview of expenditure and income since the Council was established on 1 April 2019 up until the end of May 2019.

Members discussed the cost of payroll which they considered high.

Members enquired if any income from Play areas had been received from Bournemouth Christchurch and Poole Council (BCP). The Town Clerk reported that no income had yet been received from BCP.

The Chairman thanked the Town Clerk for a good report.

**RESOLVED that the report be noted.**

Voting: unanimous

### 23. Councillors' Email Addresses

A report 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 informed the Committee that there was no requirement to have a Town Council email address for Councillors.

The committee discussed Councillors' email addresses with the following points raised:

- Members considered it was an added level of protection to have Councillor email addresses;
- Members would not like their personal email address given out to the public or displayed on the Council website;
- It would maintain a professional appearance having Councillor email addresses; and
- It was a high cost per year to have Councillor email addresses.

Members asked the Town Clerk to enquire with the Council's IT provider who would be hosting the emails and whether it was available on web mail. Members further enquired if it was possible to have a Councillor email address of [@christchurch-tc.gov.uk](mailto:@christchurch-tc.gov.uk) without using outlook.

Members queried the cost of setting up the Council's Web page and development. The Town Clerk advised that the Council's IT provider had quoted £60 per hour for 3 days design with the total cost of £1,728.00 inclusive of VAT.

**RESOLVED that:**

- a) the report be deferred to the next Full Council meeting; and**
- b) delegate to the Town Clerk to appoint Rejuvenate to undertake the Council's web page design.**

Voting: unanimous

### 24. CiLCA Training

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.

The Town Clerk informed Members that having a CiLCA qualified clerk would allow the Council to apply for Quality and Quality Gold statuses and gave general power of competence to the Council to act as an individual.

**RESOLVED that the Resources Committee authorise the expenditure outlined for staff training of the Town Clerk and the Administrative Support Officer:**

- (a) For the payment of the Certificate in Local Council Administration (“CILCA”) registration for both the roles of Town Clerk and Administrative Support Officer; and**
- (b) Delegate to the Town Clerk the necessary actions to ensure payment of, and enrolment onto the qualification.**

Voting: unanimous

- 25. RESOLVED to exclude the press and public pursuant to Public Bodies (Admissions to Meetings) Act 1960 due to the confidential personal nature of the business and information to be transacted.**

Voting: unanimous

#### **Highcliffe and Walkford Neighbourhood Council- assistance**

The Town Clerk submitted a report, 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 received an overview and were asked to consider assistance for Highcliffe and Walkford Neighbourhood Council.

The meeting ended at 8.04pm

CHAIRMAN