

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 8 September, 2009 at 8.25 p.m.

Present

Chairman: Cllr MM Excell

Vice-Chairman: Cllr R Beardon

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Henly, Cllr D Miller, Cllr R Swann, Cllr K Turner, Cllr P Whaites

Officers: Mr S Fisher, Mrs R Hope

1 Apologies for absence

Apologies for absence were received from Cllr Cameron, Davis, Kennedy, Shepherd, Vjeh and Yeoll.

2 Declarations of Interest

Cllr Turner declared a personal interest in Item 10, Market Towns Investment Group as Chair of the Group

Cllr Childs declared a personal interest in Item 19, Cemetery Wall Tender as an employee of one of the tendering firms.

3 Minutes of the Previous Meeting

It was RESOLVED that the Minutes of the Town Council meeting held on 21 July 2009 be approved and signed as a correct record.

4 Matters arising from the Minutes

None

5 Police Report

PC Louise Wright presented a written report read out by the Town Clerk.

She thanked members of the public for their increased vigilance following a recent spate of burglaries.

An arrest had been made after the public informed the Police of suspicious activity by three males, they are now on Police bail with investigations ongoing.

Details of the monitoring of speeding on Canal Way were given. This issue is currently a local PACT priority. It was agreed that the Council should support the police in seeking engineering and educational solutions for the issue of speeding in Canal Way.

They had visited Swanmead School on 3 September to welcome the new Year 5 pupils. The Football Project has resumed on Monday evenings.

There was due to be a 999 Day in Ilminster, the local Beat Team along with other agencies are to raise awareness of speeding.

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- 6 Reports from Somerset County Councillor**
None

7 Reports from District Councillor

District Councillor Goodall reported that there had been a meeting in August with Roger Meecham of SSDC, Environment Agency officers and residents of Station Road to discuss the flooding issues in the area. It was agreed that some clearance of the river was needed. Plans for Pioneer Status are now in doubt as one of the partners had withdrawn. Residents of South Somerset could now obtain grants for installation of solar panels. A Dog Control Workshop was due to be held on 19 November in Chard.

Cllr Childs asked if the gaps in the hedge along Canal Way could be replanted.

8 Minutes of Planning Committee Meeting

It was RESOLVED that the Minutes of the Planning Committee Meetings held on 28 July 2009 be received.

9 Chamber of Commerce Meeting

The Mayor asked for the item to go on a future meeting agenda.

10 Market Towns Investment Group

Cllr Turner declared a personal interest in Item 10, Market Towns Investment Group as Chair of the Group.

The Clerk reported that he was due to send tenders out for cleaning and repair work on the Market House

11 Ilminster Sports Initiative

The Clerk informed the Council that he was waiting for the business plan to be assessed by SSDC officers.

12 Mayors Communications

The Mayor reported that she had attended two meetings, an Area West Local Development Framework meeting and a Market Town Investment Group meeting.

The Deputy Mayor reported that he had been at Ilminster Fire station the previous evening and had received a plaque in recognition of the support they had received from the Town Council.

It was agreed that a letter be sent to the Fire Service thanking them for their work in the area and to Mr Barry Paull who had received the Queens Award for 20 years association with the Fire Service.

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13 Reports from Representatives on Outside Bodies

(a) Ilminster Forum

Cllr Beattie reported that there had been a meeting on September 7th. Two events had been arranged, a Swap shop on September 19th at Greenfylde School and a Network event September 21st in the Minster Rooms. A Heritage Trail booklet was due to be available from September.

14 Authorisation of Accounts

It was RESOLVED that the accounts listed in the Schedule, totalling the Total Sum £13,999.87 be approved

15 Action Plan

None

16 Town Clerk's Report and Correspondence

None

17 Members Questions

(a) Cllr Henly asked when was the Strategic Vision due to be discussed. The Clerk replied October.

(b) Cllr Childs asked when were the speed humps due to be installed in Ditton Street

(c) Cllr Beardon asked if safety of the children's play areas could be discussed at the next Open Spaces meeting

18 Next Cycle of Meetings

15 September – Open Spaces

22 September – Finance and Policy

29 September – Planning

6 October – Council

Town Council Surgery

5 October – Cllr Miller

19 In Camera

Cemetery Wall Tender

Cllr Childs declared a personal interest in Item 19, Cemetery Wall Tender as an employee of one of the tendering firms.

The Clerk opened the two tenders received for work to the Cemetery wall.

It was agreed to accept the tender supplied by Sibley Bros subject to renegotiation of the final price based on improved access that may be possible during the works.

The Mayor, chair of Open Spaces Committee and Clerk gave a report on a meeting they had held on 4 September with the neighbours to the north of the boundary wall.

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20 Sports club

It was reported that there appeared to be a change to the way in which the Football Club was intending to operate the Sports Club over the winter period. The Clerk gave details of the information he had received verbally from the secretary to the Football Club.

The Council asked that the intentions of the Club be secured in writing so that comparison with the terms of the operating licence for the Sports Club could be made.

Members also reported that vehicles associated with renovation work to the Sports Club were driving onto the Recreation Ground. The Clerk was asked to take the matter up with those concerned.

The meeting closed at 9.40pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 11 January, 2011 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Vice-Chairman: Cllr R Swann

Councillors: Cllr E Beattie, Cllr C Cameron, Cllr M Davis, Cllr E Excell, Cllr M Henly, Cllr A Kennedy, Cllr D Miller, Cllr S Shepherd, Cllr L Vijeh and Cllr P Whaites.

Officers: Mrs J Thorne, Mrs R Hope, Mr S Fisher

1 Apologies for absence

Apologies for absence were received from Cllrs Turner and Yeowell.

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Town Council meeting held on 23 November 2010 be approved and signed as a correct record.

4 Matters Arising from the Minutes

None

5 Minutes of Open Spaces Committee Meeting

It was RESOLVED that the minutes of the Open Spaces Committee Meeting held on 30 November 2010 be received.

It was RESOLVED that

(a) Tenders be sought for the provision of a Kioti model DK551C 4WD tractor with the trade-in of the Council's current John Deere 955.

(b) The tender include terms of an appropriate financing scheme

(c) Costs to be drawn from the Open Spaces Renewals budget.

6 Minutes of Planning Committee Meeting

It was RESOLVED that the minutes of the Planning Committee held on 7 December 2010 and 4 January 2011 be received.

7 Minutes of Finance and Policy Committee Meeting

It was resolved that the minutes of the Finance and Policy Committee Meeting held on 14 December 2010 be received.

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- (a) It was RESOLVED that, in principle a sum of up to £50,000 be allocated from the Land Account for the provision of a MUGA on the Recreation Ground subject to further detailed study of suitable site and a demonstration that the project would offer good value for money and contribute to sport and leisure facilities for the community. This would attract matched funding from SSDC up to £30,000
- (b) It was RESOLVED that Cllr Swann should become a cheque signatory to May 2011.
- (c) It was RESOLVED that the tender of Mr P Harrison to undertake rebuilding and repointing of a section of the northern boundary wall to the Cemetery be accepted.

8 Budget

The Council received budget estimates for 2011/2012, to which the previous Clerk, Mr Fisher, gave further details.

Cllr Kennedy left the meeting at 8.55pm.

Cllr Shepherd, seconded by Cllr Henly proposed that the budget be accepted as presented with a contingency fund of £5,000 to be put in place.

Accordingly the Council RESOLVED that the Precept for 2011/2012 be set at £148,110.

9 Authorisation of Accounts

It was RESOLVED that the accounts listed in the schedule, totalling £8,453.49 be approved for payment.

10 Town Clerk's Report and Correspondence

None

11 Members Questions

(a) Cllr Miller asked if at the next Council meeting, the District Councillor could be asked for the rationale behind the decision by SSDC to increase car park charges, when north and east Somerset have no charges.

(b) Cllr Excell asked if the Council was aware that there appeared to be new fencing against the Cemetery wall.

12 Meetings

Next cycle of Meetings

18 January – Finance and Policy

25 January – Open Spaces

8 February – Planning

15 February – Council

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The meeting closed at 9.00pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of the meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday 15 February 2011 at 7.30 pm.

Present

Chairman: Cllr R Beardon

Vice-Chairman: Cllr R Swann

Councillors: Cllr E Beattie, Cllr M Davis, Cllr M M Excell, Cllr A Kennedy, Cllr D Miller, Cllr Shepherd, Cllr K Turner, Cllr L Vijeh,

District Councillor: Cllr C Goodall

Officers: Mrs J Thorne, Mrs M Shelley

1. Apologies for Absence

Apologies for absence were received from Cllrs Cameron, Childs and Whaites.

2. Declarations of Interest

Cllr Shepherd declared a personal interest in Item 12 Cricket Club Lease as he is President of the Cricket Club.

3. Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Town Council meeting held on 11 January 2011 be signed as a correct record.

4. Matters Arising from the Minutes

None.

5. Police Report

PC Andy Stuart introduced himself as the new Beat Officer for Ilminster and said that he looked forward to being in Ilminster for a long time. Councillors welcomed him to the town.

He reported that action was being taken with regard to the vehicles parked close to the speed bumps, but the vehicles could not be towed away because they were on single yellow lines, not double. Several incidents of under-age drinking had occurred in the town, mainly down to one small group. Support was being given to the family of one of the group with some success. Efforts are being made to find out who is supplying the alcohol.

A stolen trailer tent had been found and a man prosecuted. Offenders suspected of committing 4/5 crimes had been identified.

The Safety Camera Partnership had reported a reduction in the number of speeding vehicles along Canal Way.

Several residents in the area had received 'scam' letters and PC Stuart would be doing a press release warning.

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6. Report from Somerset County Councillor

Cllr Turner reported that Somerset County Council would be setting the full budget on 16 February and listed a number of possible cuts in services which were to be discussed. Cuts totalling £45M needed to be made.

Councillors were very concerned about the proposed increase in costs for post 16 transport.

Concern was expressed that publicity related mainly to cuts in services and not staff costs although there will be a reduction of 1500 staff over two years.

It was felt that whilst the county council had reported widely about cuts to services, it hadn't communicated very well what it was doing as regards to reducing staffing expenditure and administration costs.

7. Report from District Councillors

Cllr Goodall reported that the District Council would be setting its budget on 17 February.

Cllr Goodall explained the rationale behind the decision to increase car parking charges in this area when Area North and Area East have no charges. SSDC owns most of the car parks in Area West and Area South and charges fees. Some car parks in Area East and Area North were owned by Town Councils, were in Trust or privately and would not allow charges. Small car parks were free of charge as installing machinery would not be cost effective. Details of the SSDC District wide Car Parking Strategy could be found on the SSDC website under 'Parking'. In Wincanton and Castle Cary it would not be cost effective to install the number of machines required.

The County Council are responsible for the introduction of Civil Parking Enforcement which was taking a long time to put in place as the process was very involved.

The new Sort it Plus scheme was welcomed by members and it was hoped this would lead to an increase in recycling in the town.

Planning application for 22 Winterhay Lane was to be discussed at the next Area West Committee due to Highways objections.

8. Minutes of Finance & Policy Committee Meeting

It was RESOLVED that the Minutes of the Finance & Policy Committee meeting held on 18 January 2011 be received.

9. Minutes of Planning Committee Meeting

It was RESOLVED that the Minutes of the Planning Committee meeting held on 8 February 2011 be received.

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10. Minutes of Open Spaces Committee Meeting

It was RESOLVED that the Minutes of the Open Spaces Committee meeting held on 26 January 2011 be received.

11. Ilminster Sports Initiative

The Clerk reported that she had attended an informal meeting to update her on the background and the actions to be taken. She was in the process of arranging a meeting with the Cricket Club. The next ISI meeting was on 24 February 2011 at 7.30 pm in the Council Chamber.

12. Cricket Club Lease

Cllr Shepherd declared a personal interest in Item 12 Cricket Club Lease as he is President of the Cricket Club.

The Cricket Club had written asking for a letter confirming that they would have security of tenure for the next five years in order to satisfy the requirements for them to receive a loan from the English Cricket Club.

As the Town Council did not own the land the Clerk was asked to write a letter to say that the Cricket Club had played on the land and had been long-standing licensees of the council and it was not envisaged that there would be any situation in the foreseeable future in which that would be revoked.

13. Ilminster Awards Evening

The Clerk asked if the Council wished to continue holding an Awards Evening and it was agreed that the Awards Evening should continue in the same format as the previous year.

14. Mayor's Communications

The Mayor reported that he had attended the following:

08.01.11	Senior Citizen's Lunch
18.02.11	Meeting with PC Stuart & Sgt Lloyd
25.01.11	RNAS Yeovilton Briefing
27.01.11	Farewell to Steve Fisher
28.01.11	Chard Civic Evening
03.02.11	Swanmead Safety Forum re Play Equipment on the Recreation Ground
03.02.11	South Somerset Together Community Partnership Workshop – Local Services in a Changing Landscape
12.02.11	SAFA Forces Help 125 th Anniversary Service
14.02.11	Cemetery Wall – meeting with neighbours

He then gave a fuller report on the South Somerset Together workshop he had attended with clerk and explained it had helped him get a clearer picture on many of the changes planned

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for local government and with this the developing opportunity for parish and town councils to take on new responsibilities within the community.

15. Reports from Representatives on Outside Bodies

(a) Ilminster Experience

Cllr Beardon reported that the Ilminster Experience weekend would be held on 9-12 June 2011.

There would be more banners and some new events had been added to the programme such as Pimp My Scooter, Dog show, and Show Choir Competition (Glee Clubs)

(b) SSDC Area West Markets Improvement Group

Cllr Excell explained that the group comprised of representatives from the market towns, traders and the SSDC Regeneration Officer and had been set up because the markets were not performing as well as they used to. Some funding from SSDC Area West had been allocated in principle. A survey of residents (on market day) in each town was to take place and Cllr Excell and Cllr Turner would be carrying out the survey in Ilminster. The Group will then formulate an Action Plan to present to the Area West Committee.

(c) Tripartite

Cllr Beardon stated that at the exploratory Tripartite meeting on 29 September it was agreed that Chard would convene a meeting between Town Clerks to explore cost savings synergies. Due to a change in clerk at Chard he felt that this meeting should be postponed for the next three months until the new clerk was in place and the issue could be revisited.

16. Authorisation of Accounts

It was RESOLVED that the accounts listed in the schedule, totalling £7096.81 be approved for payment.

17. Action Plan

The Clerk reported that she was in the process of arranging a meeting with the SSDC Play Officer to discuss the MUGA and skatepark.

The Mayor was to progress the production of the appendix to 'Ilminster by Design' as the document needed to be with SSDC as soon as possible.

18. Town Clerk's Report and Correspondence

(a) A list of Councillor and Chairmanship training dates had been received and the Clerk was asked to include these in the pack given out to councillors after the election. The next area SALC meeting is to be held on 14 March at Corton Denham.

(b) The Clerk was asked to reply to the letter from Mr Clatworthy and to thank him for collecting litter on the recreation ground at weekends.

(c) The Clerk was given permission to spend £510 on a new notice board for the Cemetery.

(d) A Temporary Road Closure Order for resurfacing and associated works on East Street, Silver Street and West Street from 28 February had been received. Repairs to the gas main on East Street, Silver Street and Ditton Street were due to start on 14th February and were

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due to take about 3 weeks to complete. The clerk said she was seeking clarification to ensure the resurfacing work would only start once the gas main work had been completed.

(e) Work on the Cemetery wall would start on 11 March.

(f) Councillors were asked to complete the Highways Transport Survey on line as individuals as this seemed the best way to do this.

(g) Election forms were now available from SSDC and could be handed in from 15 March (the start of the nomination period) until at noon on 4 April. These papers needed to be sent back to SSDC. Councillors agreed that the Clerk should write a media release encouraging people to stand for the town council.

(h) Dates for the Annual Town Meeting and the Annual meeting were yet to be set.

19. Members Questions

(a) Cllr Miller asked if a list of dates for Council meeting could be set for up to 6 months ahead or to the August break.

(b) Cllr Beattie asked if 6th form colleges could be contacted to encourage 18 year olds to become Councillors.

(c) Cllr Beattie asked if the dates for Ilminster Experience in 2012 could be arranged to coincide with the Queen's Jubilee on 2-5 June 2012.

20. Next Cycle of Meetings

22 February	Herne Hill
1 March	Planning
8 March	Finance & Policy
15 March	Open Spaces
22 March	Council

The meeting closed at 9.30 pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 22 March, 2011 at 7.30 p.m.

Present

Chairman: Cllr R Beardon

Vice-Chairman: Cllr R Swann

Councillors: Cllr E Beattie, Cllr G Childs, Cllr M Davis, Cllr E Excell, Cllr A Kennedy, Cllr D Miller, Cllr L Vijeh and Cllr P Whaites.

Officers: Mrs J Thorne, Mrs R Hope

1 Apologies for absence

Apologies for absence were received from Cllrs Cameron, Shepherd and Turner.

2 Declarations of Interest

None

3 Minutes of the Previous Meeting

It was RESOLVED that the minutes of the Town Council meeting held on 15 February 2011 be approved and signed as a correct record.

4 Matters Arising from the Minutes

None

Cllr Childs asked about progress with the cricket club lease and was informed the Clerk was working on this and would report back in due course.

5 Police Report

The Clerk presented a written report from PC Stuart

The Front Office at Ilminster had now been closed, there was a phone on the front of the building for members of the public to use to make an appointment. The closure of the office did not affect the operation of the Beat team who were still working from the Police Station.

The car parking issues on Ditton Street have been resolved, however parking issues were currently being experienced due to the resurfacing work and as yet no lines have been repainted.

Underage drinking was being dealt with robustly, with any alcohol seized being immediately poured away. A fixed penalty notice was issued to an adult supplying alcohol to under age youths.

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A quad bike and motor bike had both been seized in relation to anti social behaviour and motoring offences. There had been reports of several youths causing damage at Ashcombe Court and this was being pursued.

Cllr Vijeh asked if an email could be sent to the Police Station asking if they would consider using volunteers to keep the Front Office open.

6 Report from Somerset County Councillor

None

7 Report from District Councillor

Cllr Goodall reported that a lot of decisions were now being deferred until after the election of a new Council in May.

It had been agreed that Mendip and South Somerset Community Safety Partnership should merge with Somerset Community Safety group for a trial period of one year.

An Open Spaces strategy had been endorsed for 2011-2015 using consultations that had been previously carried out. Open Spaces that were not covered by the strategy included, sports facilities, privately owned areas with public access, civic spaces and churchyards.

The District Council had the power to regulate sexual encounter venues, the process would enable the local residents to have a greater say in the location of such venues.

Whilst the District Council acknowledge the need for savings, with regard to the bus services, they were asking County to defer the cuts until a full consultation process had been completed.

Cllr Excell asked if the merger of the Safety Partnerships would save money, Cllr Goodall said she would find out if this was the case.

Cllr Miller asked how long did he have to wait for a response to an email sent to SSDC. Cllr Goodall replied ten days was the standard response time

8 Minutes of Planning Committee Meeting

It was RESOLVED that the minutes of the Planning Committee held on 1 March 2011 be received.

9 Minutes of Finance and Policy Committee Meeting

It was resolved that the minutes of the Finance and Policy Committee Meeting held on 8 March 2011 be received.

It was RESOLVED that the Clerk's authorisation payment level should be increased from £250 to £500

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10 Minutes of Open Spaces Committee Meeting

It was RESOLVED that the minutes of the Open Spaces Committee held on 15 March 2011 be received

It was RESOLVED that

- (a) Coppicing of hazel should take place at 14 year intervals
- (b) The remainder of Cleeves Close should be cut now and then the whole area cut in August and every following August with existing self-seeded trees allowed to grow.
- (c) An entrance be created on the Recreation Ground where people are currently accessing and are damaging the existing hedge and fence that is large enough for people to walk through and to find out the cost of a suitable gateway.
- (d) The preferred location for the installation of the Multi-Use Games Area (MUGA) be on the existing tennis court further away from the Canal and preliminary work is carried out with the SSDC so further information can be brought back to the MUGA working party.
- (e) A 10 ft entrance way be created at the bottom of the cemetery wall on the town side to allow machinery to access the cemetery to carry out essential work. That authority be delegated to the Clerk and the Mayor to approve a suitable gateway.
- (f) The Cemetery Lodge tenancy agreement be allowed to run on
- (g) The Burial Fees be increased by 10% (to the nearest 50p) for the year 2011-12 and the Fair Fees for 2012-2013 be increased by inflation.
- (h) Lowest priced tender on a naught percent agreement for twelve months for the new tractor be accepted.

11 Ilminster Sports Initiative

Cllr Beardon reported that progress was slower than anticipated. SCC and SSDC had been contacted to ascertain how they might support Capital Projects in the next financial year. As yet there had been no response. At the next meeting of the Steering Committee consideration would be given to appointing a paid architect, should this be the case proposals will be brought back to Council in due course. A more detailed Activity plan was required and it was envisaged that this would be best provided by the professional project manager that was due to be engaged shortly. A productive meeting had been held with the Cricket Club, and members had accepted an invitation to explore their financial concerns relating to the Business Plan further.

It was agreed that local fundraising should take place on condition there would be clear indications of what would happen to the funds raised should the project not be completed.

Cllr Childs expressed concern at the low attendance at the previous meeting.

12 Somerset County Council funding letter

The Council requested that the Clerk should inform SCC that whilst they appreciated withdrawal of services may be necessary more consultation should be carried out before decisions were made.

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13 Mayors Communications

The Mayor reported that he had attended the following,

In February an ISI Committee Meeting and a meeting with Adrian Moore regarding the MUGA.

In March a Chamber of Commerce meeting, Cricket Club meeting, Young Citizen of the Year Award, Community safety Local Action Group, quarterly meeting of SALC, Area West Community Safety Panel, Sweet Surprise Open Day and Rotary Club Young Citizens of Year Awards.

14 Reports from Representatives on Outside Bodies

(a) Chamber of Commerce

Cllr Beardon reported that at the last meeting consideration was being given to finding a new Town Crier and asked Councillors if anyone had previous experience in the matter.

(b) Greenfylde School

Cllr Whaites reported that class size for the new intake may be an issue. A new teacher would be starting after Easter. A meeting was taking place to discuss the future of the swimming pool and the formation of a committee to run the pool.

(c) Ile Valley Children's Centre

Cllr Whaites reported that the structure of the Children's Centres in the area was to be changed with a reduction in the managers from seventeen to nine. The Centre was providing good support to families covering issues such as antenatal support and early years support.

(d) Ilminster Forum

Cllr Beattie commented that Councillors had received a report on the produce market that was held on the first Saturday of each month. The purchase of the book shop was no longer proceeding. A history group had been formed to gather the oral history of residents. A monthly supper club at Square One had begun. The questionnaire had been deferred and the newsletter was due to be delivered.

(e) Ilminster Local Action Group

Cllr Beardon reported that the toilet block art work was due to be fitted and there would be a photocall. The community football, 'football on side' continued to be a successful project with 30 children attending. Speed watch was seeking new volunteers. A Speed Indicator Device was due to be installed on Station road. The funding for the Community Justice Panel was uncertain.

(f) Ilminster Tourism

Cllr Vijeh reported that they had several new volunteers. Due to the use of the internet the accommodation list was less well used. Consideration was being given to funding raising activities and whether they should charge for brochures.

(g) SALC

Cllr Miller reported that if a fully elected Council was achieved then it was likely to be able to use the power of well being. He asked if it would be possible for the Mayor to comment why our precept had been raised at the annual Town Meeting.

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15 Authorisation of Accounts

It was RESOLVED that the accounts listed in the schedule, totalling £11,715.25 be approved for payment.

Cllr Kennedy left the meeting at 8.55pm

16 Action Plan

The Clerk updated the Council on the Strategic Vision document, Herne Hill leaflets, Appeal committee, website, skate park repair, MUGA and Station Road parking. Items that the Council no longer wished to pursue were removed.

17 Town Clerk's Report and Correspondence

The Clerk reported that

(a) A meeting was due to take place with Colin Fletcher on Wednesday March 23rd to discuss road marking in the town, Councillors were welcome to attend.

(b) Following a request from a member of the public, SSDC had asked if the Council wished to purchase a litter bin to be placed by the seat of the top of North Street.

The Council agreed to purchase a litter bin with a budget of up to £300. The Clerk was to gain permission from the land owners to install the bin.

(c) It was felt that the cleaning of the toilets on the Recreation Ground was below standard and the situation would be kept under review.

18 Members Questions

(a) Cllr Whaites commented on a car that frequently parked on Station Road across the yellow line and the pavement.

(b) Cllr Excell asked why they had been no combined meeting with the Chamber of Commerce recently and suggested it might be a good idea to look at re-starting them

19 Meetings

Next cycle of Meetings

29 March – Planning

5 April – Finance and Policy

12 April – Open Spaces

26 April - Council

20 In camera

It was RESLOVED that the Senior Open Spaces Warden should be placed on the same salary scale point as his predecessor and move to point 21.

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The meeting closed at 9.45pm

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Signature

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Date

ILMINSTER TOWN COUNCIL

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Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 4 December 2012 at 7.30 p.m.

Present

Chairman: Cllr E J Taylor

Councillors: Cllr S Austin, Cllr C Goodall, D Miller, Cllr J Pallister, Cllr A Shearman, Cllr J Sothern, Cllr L Vijeh

In attendance:

PC Andy Stuart (Avon & Somerset Constabulary)

Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

1. Minutes of the Previous Meeting

RESOLVED that the Minutes of the meeting held on 16 October 2012 be approved and signed as a correct record.

2. Apologies for Absence

- A) Apologies for absence were received from Councillors Burton, Lawson, Shepherd, Turner, and Whaites.
- B) Persistent Absence The Town Clerk reported that having spoken to Councillor Maylor, it was understood that due to current professional studies the Councillor was unable to give the time and commitment that she wished to Town Council duties and therefore with regret would be standing down in the near future.

3. Declarations of Interest

- A) No declarations of interest were made in respect of any agenda items.
- B) Dispensations - In accordance with Standing Order 7(e) The Town Clerk had received written dispensation requests; the nature of all the interests was that Councillors had a property within the administrative area of Ilminster Town Council and the setting of the town precept would relate to or affect a disclosable pecuniary interest that they had registered.

RESOLVED that the Councillors listed below be granted dispensations until 30 April 2015 for discussing and agreeing the precept:

Cllr Goodall,
Cllr Miller,
Cllr Pallister,
Cllr Shearman,
Cllr Shepherd,
Cllr Sothern,
Cllr Swann, and
Cllr Taylor.

4. Mayor's Announcements/Engagements

The Mayor had attended the following events between 16th October 2012 and 4th December 2012.

- **Friday 19th October 2012**
Opening of Hardware Store,
Lions Charter Night at the Shrubbery Hotel
- **Monday 22nd October 2012**

Chair's Initials

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Presentation for Overall Winner of Miniature Garden Competition, at Greenfylde School

- **Tuesday 23rd October 2012**

Charity Indian Night at Liza Tandoori Restaurant, Chard

- **Thursday 25th October 2012**

Yeovil, Sherborne & District Samaritans, Annual General Meeting, at St Mary's Hall, Holy Trinity Community Centre, Yeovil

- **Friday 26th October 2012**

Presentation for Overall Winner of Decorate a Trainer Competition, at Swanmead School

- **Tuesday 30th October 2012**

South Somerset Gold Awards 2012 Octagon Theatre, Yeovil

Opening of E & S Computers (Software Store), Ditton Street

- **Thursday 8th November 2012**

Wadham School Production "Grease"

- **Wednesday 14th November 2012**

RNAS Yeovilton Cocktail Party at the Wardroom, HMS Heron

- **Sunday 18th November 2012**

Mayor of Chard Town Council, Cathie Morrison's Civic Function, Civic Service at St Mary's Church

- **Tuesday 27th November 2012**

Licensing and institution of Revd. Nigel Done as Vicar by Bishop of Taunton at The Minster,

St Marys, Ilminster

5. Matters arising from the Minutes

No specific issues were raised or discussed.

6. Town Clerks Report & Correspondence - Flooding

This item was brought forward on the agenda as members of the public had attended the meeting in regards to this matter.

The Council listened to the comments, concerns and worries of the members of the public who attended. Councillors were able to give a good insight of the maintenance of gullies and drains, the direction of water flow and areas which had succumbed to flood water.

It was suggested that a public meeting to be arranged for the following week for residents, with the aim of listening and collecting as much factual information as possible e.g. photos, A large scale map would be made available so residents can indicate locations of concern.

RESOLVED that a public meeting be held for residents to discuss flooding.

7. Police Report

PC Andy Stuart reported, the amount of reported incidents are almost identical to the previous year, there has been slight fall in dwelling burglary (home related theft) and criminal damage however domestic incidents are once again our highest reported police events, the monetary strains and pressures of work always add to this statistic in the run up to Christmas.

Chair's Initials

ILMINSTER TOWN COUNCIL

The recent flooding had been a drain on resources police had been assisting partner agencies and stranded members of the public, reminding people that ROAD CLOSED signs are there for a reason whether they are Highways in red or Police in blue they are to be heeded. People who ignore these not only endanger themselves but also the emergency services that are sent to their rescue.

PC Andy Stuart reported to the Council that Ilminster town had been very lucky in comparison to other towns and villages, local Police and staff had stayed on for many extra hours for little or no financial gain, just to help the vulnerable and needy in our society, where they are needed the most. The bigger Police family is constantly adapting and changing to assist those who really need it, he informed the council that they do not yet know what the new Commissioner has in store for them, but we will be ready to move forward as a team though any change.

There had been incidents reported of damage to motor vehicles during the past 4 weeks, one of which resulted in a theft from that vehicle, as the sat-nav and money left were on clear display. He stressed that the police are constantly reminding people of the dangers of leaving valuables on display, so much so the theme for this month is vulnerable vehicles across the district.

Civil Enforcement Officers seem to be on top of the parking in the town.

The recent robust policing of the Recreation ground and neighbouring areas have seen a reduction in Anti-social behaviour and calls relating to it over the last two months. PC Andy Stuart told the Council, the grounds men's help and assistance is always appreciated.

The Red Cross car park is being used less by our local car enthusiasts who seem to prefer the far end of Canal Way, which in turn brings its own litter problem; PC Stuart asked whether a bin in that area may alleviate the problem.

A discussion took place but Councillors decided this would not be necessary.

8. Report from County Councillor

There was no report from the County Councillor.

9. Report from District Councillor

There were no reports from District Councillors.

10. Planning Committee

There were no recommendations from the Planning Committee held on the 6th November.

11. Finance & Policy Committee Meeting

Recommendations from the Finance and Policy Committee meeting held on 13 November 2012 were considered.

RESOLVED

- (i) that the revised Committee Documentation be approved.
- (ii) that the Council approve and adopt

Chair's Initials

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- The Employee Handbook as attached to these minutes
- The Employee Code of Conduct as attached to these minutes
- Protocol On Member/Officer Relations as attached to these minutes
- (iii) Approval in principal be given to procuring a new website with a maximum budget of £2,000 and
- (iv) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements.

12. Open Spaces Committee

Recommendations from the Open Spaces Committee meeting held on 23 October 2012 were considered.

RESOLVED

[Fair]

- (i) that Mr Herbert be refunded in full the deposit of £400 for the fair to use the Wharf Lane Recreation Ground

[Wardens' Workshop]

- (ii) that the purchase of dusk till dawn lighting for the Wardens' workshop at a cost of £520 + VAT be approved
- (iii) that delegated authority is given to the Town Clerk to take appropriate measures for securing the Wardens' Workshop, any expenditure incurred to be within the financial limits given in the Standing Orders

[Guttering for the Toilet Block]

- (iv) that delegated authority is given to the Town Clerk to purchase galvanised guttering for the toilet block at a cost not exceeding £600 +VAT

[Winterhay Recreation Area]

- (v) that subject to the ownership of the fence at the Winterhay recreation area being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.

[North West Cemetery Wall]

- (vi) that the Town Clerk obtains 3 prices for undertaking the work to remove the existing railings and wall and making safe and erecting a temporary fence and marking the boundary of the Ilminster Town Council land.
- (vii) that the Town Clerk, following consultation with Chairs of the Open Spaces and the Finance and Policy Committees, is given delegated authority to accept the lowest quotation for the work and to authorise the work to commence.
- (viii) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration-with the neighbouring land owner or their representative present if they so desire (the cost of which must be met by the neighbouring landowner).
- (ix) That a record is kept by the Town Council of all costs incurred for undertaking the work detailed in (i) above so that any appropriate recharges can be made.

Chair's Initials

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[Apprenticeship in Horticulture]

- (x) that an apprenticeship is offered to the current volunteer for 37 hours per week for 18 months starting in January 2013.

13. Recommendations from the REC Review Group

The notes from the Review Group meeting on 28 November 2012 had been circulated prior to the meeting

Issues discussed included:

- Membership of the review group
- Capacity of existing drainage pipes on the Wharf Lane Recreation area
- The current use by sports clubs of the Wharf Lane Recreation Ground

RESOLVED

- (i) that 3 quotations should be sought for land drainage of the area used by the fair and laying grounds matting on the area used by the fair for access, based upon the herringbone design considered by the Review Group
- (ii) that the terms of reference for the Open Spaces Review Group as appended to these minutes be approved
- (iii) that the Council endorses the principle of having a consultation event with the football and sports clubs, including the youth sections, to establish their current use of the Wharf Lane Recreation ground and their aspirations for the future.

14. Reports from Outside Bodies

Cllr Goodall reported that the Market Town Investment Group met the previous week, and she was informed that the provision Town app will be going ahead and will be up and running early 2013.

15. Authorisation of payments

RESOLVED that the accounts listed in the schedule presented to the Council, totalling £27,622.10 be approved.

16. Action Plan

The following amendments were discussed and agreed:

- Item 2 – Lower Cemetery Wall – Review/Action date to be amended to revised date of 2013
- Item 5 - Skate Park – Review/Action date to be amended to revised date of May 2013
- Item 8 – Herne Hill leaflet - Review/Action date to be amended to revised date of February 2013
- Item 9 – New Management Plan for Herne Hill -Review/Action date to be amended to revised date of May 2013
- Item 10 – Bye Laws - omission to be rectified - Review/Action date to be amended to revised date of December 2013
- Item 11 – Canal Banks - Review date to be amended to revised date of October 2013

Chair's Initials

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Item 12 – Strategic Vision - Review/Action date to be amended to revised date of May 2013

Item 14 – Website review – Re-word to reflect current situation

Item 15 – Meeting Documentation – Delete/Remove Action

Item 16 – Grit Provision – Delete/Remove Action

Item 17 – Station Road Parking – Review in January, Town Clerk to write to Colin Fletcher

17. Town Clerk's Report and Correspondence

The Town Clerk notified the Council she had received an email from South Somerset District Council regarding change of opening hours for the Community Office, on North Street, Ilminster. The Clerk reported at the start of January the opening hours will be reduced, opening at 9:30 am - 12:00 pm Monday, Tuesday and Thursday.

There will be notices, an advert in the press and new signage on the exterior of the building in January.

The Clerk reported of a change of date for the South Somerset District Council Proposed Submission Local Plan 2006 – 2028 Consultation. The revised date is Thursday 17th January 2013 at 3 pm, with the Local Plan part of the meeting starting at 6 pm - the meeting will be open to the public.

D) The Clerk reported that the Council might not be able to set precept as scheduled in January due to a last minute change in legislation.

18. Meeting Dates

11 December 2012	Open Spaces
18 December 2012	Planning/Finance & Policy
8 January 2013	Council (Budget & Precept setting)
22 January 2013	Open Spaces

The Meeting closed at 21:55hrs

Chair's Signature & Date

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 15 May, 2012 at 7:30 p.m.

Public Question: Mr Adam Kennedy said he had noticed that the website was not being updated and asked if it was going to be updated in future. Cllr Goodall informed Mr Kennedy that the Council did intend to update the website but that discussions were taking place with the provider to find an easier way to input the information.

Those Present

Chairman: Cllr Carol Goodall (until the appointment of Mayor)
Cllr R Swann (for the remainder of the meeting)
Vice-Chairman: Cllr Emma Jane Taylor
Councillors: Cllr S Austin, Cllr P Burton, Cllr A Lawson, Cllr D Miller, Cllr J Pallister,
Cllr S Sainsbury, Cllr J Sothern, Cllr A Shearman, Cllr S Shepherd, Cllr L Vijeh
Officers: Mrs M Shelley, Miss N McIntosh

1. Appointment of Mayor

Current Mayor Carol Goodall invited nominations for Mayor of Ilminster for the year to May 2013.

Cllr Goodall nominated Cllr Swann seconded by Cllr Vijeh.

There were no more nominations and it was therefore **RESOLVED** that Cllr Swann be Mayor of Ilminster for the year to May 2013.

2. Declarations of Acceptance of Office

Cllr Swann signed the Declaration of Acceptance of Office in the presence of the Deputy Town Clerk as Proper Officer, and fellow Councillors

Cllr Swann then took the Chair.

3. Appointment of Deputy Mayor

The Mayor invited nominations for Deputy Mayor.

Cllr Shepherd proposed Cllr Vijeh, seconded by Cllr Shearman

Cllr Sothern proposed Cllr Taylor, seconded by Cllr Lawson

A paper ballot was held which resulted in Cllr Taylor receiving the majority of votes, it was therefore **RESOLVED** that Cllr Taylor be appointed Deputy Mayor for the year to May 2013.

4. Apologies for Absence

Apologies received from Cllr Whaites.

5. Declarations of Interest

None

6. Appointment of Committees and Committee chairs

(a) Finance and Policy Committee

Cllr Goodall proposed Cllr Miller as Chair of the Finance and Policy Committee seconded by Cllr Pallister. There were no other nominations and it was RESOLVED that Cllr Miller be Chair of the Finance and Policy Committee for the year to May 2013.

(b) Open Spaces Committee

The following proposals for the Chair of Open Spaces Committee were received
Cllr Sothern proposed Cllr Goodall, seconded by Cllr Taylor
Cllr Austin proposed Cllr Pallister, seconded by Cllr Sainsbury
Following a vote it was RESOLVED that Cllr Goodall be Chair of the Open Spaces Committee for the year to May 2013.

(c) Planning Committee

The following proposal for the Chair of Planning Committee was received
Cllr Goodall proposed Cllr Vijeh, seconded by Cllr Pallister.
It was RESOLVED that Cllr Vijeh be the Chair of Planning Committee for the year to May 2013.

(d) Personnel Committee

The following proposal for the Chair of Personnel Committee was received
It was RESOLVED that Cllr Swann be the Chair of Personnel Committee for the year to May 2013.

(e) It was noted that at a future meeting Terms of Reference were needed and an Appeal Committee would need to be formed.

7. Appointment of Representatives to Outside Bodies

It was RESOLVED that the following members represent the Council on Outside Bodies for the year to May 2013

Christmas Lights – Cllr J Pallister

Chamber of Commerce – Cllr C Goodall, Cllr E J Taylor

Greenfylde School – Cllr P Whaites

Ile Valley Children's Centre – Cllr S Sainsbury

Iminster Education Foundation – Cllr S Shepherd, (Mr G Morgan)

Ile Youth Centre – Cllr P Burton

Iminster Forum – Cllr A Lawson

Iminster Tourism – Cllr L Vijeh

Meeting House – Cllr L Vijeh

MTIG- Cllr C Goodall, Cllr E J Taylor

SALC – Cllr D Miller, Mrs J Thorne, Mrs M Shelley

Swanmead School – Cllr R Swann

Twinning Association – Cllr J Sothern

Wadham School – Cllr S Shepherd

8. Appointment of Cheque Signatories

It was RESOLVED that the following members be appointed as Cheque Signatories for the year to May 2013; Cllrs Goodall, Miller, Shepherd, Swann, Taylor.

9. Inspection of deeds and documents

The Deputy Clerk informed members that the Council's deeds and documents were available for inspection at the Council Offices, upon request.

10. Minutes of the previous meeting

It was RESOLVED that the Minutes of the previous Meeting held on the 1 May 2012 be approved and signed as a true and correct record.

11. Matters Arising

Item 16 (b) – Hammerhead. Cllr Pallister had spoken to the site foreman but did not get a satisfactory answer. Cllr Goodall to investigate further.

12. Authorisation of Payments

It was RESOLVED that the accounts listed in the schedule, totalling £23, 421.57 be approved for payment.

13. Personnel Matters

The staff contracts of employment state:

Additional Hours

If you are required to work more than your normal working hours servicing The Council and its committees or as The Council's representative at external events, you will under normal circumstances take time off in lieu at a time agreed between you and The Council, or be reimbursed at the normal NJC rate for these hours, if agreed in advance.

Exceptional additional hours required to be worked must be approved by The Council, or under delegated powers, by The Mayor, in advance.

Annual Leave

Holidays must be taken at times agreed with The Council. By mutual agreement no more than 5 days leave may be carried forward to the next leave year.'

As delegated powers had not been formalised by the Council, Cllr Miller proposed, seconded by Cllr Lawson and it was RESOLVED that the Mayor be given delegated power to approve overtime and holiday payments.

14. Action Plan

Item 2- Lower Cemetery wall

Cllr Miller reported that the excavation of soil had commenced and tree roots from the adjacent property had been exposed. He suggested Councillors visit the cemetery if possible.

Item 10 – Herne Hill Leaflet

It was agreed that the leaflet should be proof-read by Cllr Sainsbury and Cllr Vijeh. It could then be put through to the next stage of production.

Item 13 – Canal Banks

The Mayor reported that the overflow had been unblocked and was now draining successfully.

Item 20 – Appeal Committee

It was agreed to wait for draft procedures from SALC

15. Planning Application

- (a) **12/00615/FUL Amended** – The erection of smoking shelter (Retrospective Application), Royal Oak, The Cross Ditton Street, Ilminster, Somerset, TA19 0EH.

The Council had no objections.

- (b) **12/01485/FUL**- Alterations and conversion of barn to form 1 No. live-work unit with associated parking. Knott Oak, Townsend, Ilminster TA19 0JA.

The Council recommended refusal due to Highways concerns.

- (c) **12/01621/FUL**- Alterations and erection of a two storey extension with balcony. 17 The Beacon, Ilminster TA19 9AH.

The Council had no objections.

16. Planning Decisions

12/00935/FUL – Alterations to include the installation of ventilation louvres. Telephone Exchange, Rutters Lane, Ilminster, Somerset TA19 9AN.

Permission granted by SSDC.

12/00841/ADV – Application to display 2 No. non illuminated fascia signs, 1 No. Non illuminated totem sign. Unit 3 Sape Industrial Estate Station Road Ilminster Somerset TA19 9BL.

Consent granted from SSDC.

17. Town Clerks Report and Correspondence

The Deputy Town Clerk reported of notice of temporary road closure.

A356 Broadshard Road, Broadshard Road to Furringtons Cross, North Street, Ashlands Road and Meriott Road, Crewkerne on 24 - 26 May 2012 (expected to last two days).

18. Programme of Meetings

Next cycle of meetings

29 May – Finance & Policy Committee Meeting

12 June – Open Spaces Committee Meeting

19 June – Council/grants

26 June – Council

It was agreed that item 19 be held in camera in view of the confidential nature of the business.

19. Skate Park

Funding for the Skate Park and MUGA was discussed. Cllr Miller proposed, seconded by Councillor Lawson it was RESOLVED that the chair of Open Spaces be given carte blanche to bring purchase of the Skate Park to a satisfactory conclusion.

The Meeting closed at 9.10 pm

Signed..... Date.....

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 26 June, 2012 at 7.30p.m.

Those Present

Chairman: Cllr R Swann

Councillors: Cllr Austin, Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr Maylor, Cllr D Miller, Cllr Pallister, Cllr A Shearman, Cllr S Shepherd, and Cllr J Sothern

Officers: Mrs J Thorne, Mrs R Hope

1. Minutes of the Previous Meeting

It was RESOLVED that the Minutes of the meeting held on 15 May 2012 and 19 June 2012 be approved and signed as a true and correct record

Following the addition of 'towards running costs for sessions' for the Ile Youth and Community Centre, it was RESOLVED that the Minutes of the meeting held on 19 June 2012 be approved and signed as a true and correct record.

2. Apologies for Absence

Apologies received from Cllrs Sainsbury, Taylor, Vijeh and Whaites.

3. Declarations of Interest

Item 22 – Cricket club nets. Cllrs Pallister and Shepherd declared an interest in this item due to their positions in the Cricket Club.

4. Mayor's Announcements/Engagements

The Mayor reported he had attended the following engagements in June, 1st Swanmead School Olympic event and Wadham School, Street Party, 2nd Jubilee Dinner at The Shrubbery, 3rd Civic Open Air Service and Jubilee events on the Recreation Ground, 5th Jubilee Tea at Vaughan Lee House, 10th Civic Service at the Minster, 16th Lions Summer Fete and Ilminster Swimming Club Jurassic League Event, 21st Royal Air Force Cadets, ATC Annual Inspection, 24th Yeovil Town Council Civic Service

5. Matters arising from the Minutes

- (a) 15 May 2012, Item 15, Hammerhead. Councillor Goodall reported that the builders were still looking to use the entrance from the roundabout and were still in discussions with Highways.

6. Police Report

The Clerk presented a written report from PC Andy Stuart in which he said that the Olympic Torch had passed through the town without incident and was well attended despite the early start. He was looking into complaints of loud music on the Recreation Ground from the clubs though anti social behaviour reports were less than last year.

There was the usual amount of 'non dwelling burglaries' such as shed and garage break ins with theft of mowers and strimmers.

Several items had been handed in to the Police Station such as wallets and these had been returned to their owners, however they were in receipt of two bikes and sets of keys that nobody has reported missing.

Parking issues had been taken over by Civil Parking Enforcement, working on behalf of Somerset County Council however the Police were still able to deal with obstruction offences.

Cllr Miller commented that whilst he understood it was probably not the best use of Police time to attend every Council meeting, could they be requested to attend once a quarter. Cllr Shearman asked if any arrangements had been made for Councillors to shadow the PCSOs.

7. Report from County Councillor

There was no report.

Cllr Goodall commented that although Cllr Turner was unwell she was managing to attend meetings at County Hall.

8. Report from District Councillors

Cllr Goodall reported that South Somerset News had been delivered to houses in the area, it contained details of the Core Strategy and information on the Council Tax benefit reforms due in April next year.

The new Code of Conduct would be discussed at a meeting on 19th July following discussions with other district authorities to produce a county wide paper. Peter Lacey had suggested that Parish and Town Councils should look to using this Code of Conduct.

9. Finance and Policy Committee Meeting

There were no recommendations from the meeting held on 29 May 2012.

Cllr Miller commented that he was not happy with the current procedures for distributing paperwork.

10. Open Spaces Committee Meeting

There were no recommendations from the meeting held on 12 June 2012

11. Planning Committee Meeting

There were no recommendations from the meeting held on 29 May and 19 June 2012

12. Reports from Representatives on Outside Bodies

(a) Christmas Lights

Cllr Pallister reported that the AGM had been held. The Silver Street lights were to be upgraded to LED's. It was now not possible to replace the figures as they were no longer made. Robert Stone were to have a new decoration above their gate. The Victorian Evening this year was to have more 'Victorian Features' such as roasted chestnuts.

(b) Youth Club

Cllr Burton reported that improvements to the building had been made, the ladies toilets had been refurbished and there had been repainting inside the building. They were looking to Yarlington homes for a grant for the building fund. Activities for Friday night were funded by the children attending. The Youth Club earned £250 from each car that parks on site each year however there are issues with identifying the cars. The building itself is owned by the Howden Trust and run with three trustees. The Council asked Councillor Burton to ascertain who the trustees were.

(c) Twinning

Cllr Sothern asked if the Chair of the Twinning Association could give a presentation prior to a future meeting. This was agreed.

13. Authorisation of payments

It was RESOLVED that the accounts listed in the schedule, totalling £39,960.96 be approved.

14. Code of Conduct

The Clerk updated Councillors on the issue of Code of Conduct changes due to commence on July 1st 2012. She asked Councillors to consider meeting to discuss this issues and any further issues that this may have for standing orders.

Cllr Goodall suggested that the Council consider adopting the Code of Conduct drawn up by South Somerset District Council that would be under consideration on July 19th. It was agreed that the discussion should take place on 24th July at the Finance and Policy Committee meeting.

15. Tripartite Meeting

The Clerk commented that the report had been tabled for Councillors information and to note the confidential aspect of one of the items.

16. Skate Park

The clerk reported that work was due to start on Monday 23rd July weather permitting. Cllr Miller asked for a breakdown of the costs. Cllr Goodall replied £89,595.60p which included VAT. A discount of £8034 had been obtained and it was hoped that the price would lower further following discussion with PlayUK.

Cllr Miller congratulated the Chair of Open Spaces for her hard work on this project.

17. Presentation Evening

The Clerk confirmed that the Presentation Evening would be held on September 13th 2012 at the Shrubbery Hotel.

18. Action Plan

(a) Action 1 Lower Cemetery Wall

Cllr Miller asked if anyone had been advised of the relevant parts of the covenant.

(b) Action 3 Lower Cemetery Wall

Cllr Goodall reported that she continued to pursue the legal department.

(c) Action 6 MUGA

Cllr Pallister asked if this item could be removed. This was agreed.

(d) Action 5 Cemetery Lodge Crack

Councillors asked if this could be formally checked.

(e) Action 8 Additional land for recreational space

Cllr Miller asked if we have produced evidence of need, had the Clerk ascertained from the Sports clubs the use of the pitches and were Cllrs Goodall, Miller and Pallister going to convene a meeting

(f) Action 10 Herne Hill leaflet

Cllr Lawson commented that he had produced a disk to be sent to the printers

(g) Action 16 Football Club Facilities

Cllr Pallister asked if there had been any feedback. The Clerk replied she had not received any information.

(h) Action 15 Strategic vision

Cllr Miller asked if in the light of SSDC Core Strategy was the Vision now redundant. Cllr Goodall replied that it was still relevant and that Ilminster by Design should be incorporated into it. Cllr Maylor said she was willing to assist with this. Cllr Goodall also commented that due to the many events in the town this summer the Vision had been delayed.

(i) Canal Way Parking

The Clerk was asked to pursue Highways

19. Town Clerk's Report and Correspondence

The Clerk reported that

(a) A letter had been received from Ilminster Experience thanking the Council for the use of the Recreation Ground

(b) A request for nominations for 'Chairman's Awards for Service to the Community' Cllr Maylor commented that the former owners of Town and Country should be nominated.

(c) Notification of the proposed South Somerset Local Plan had been received. Cllr Miller asked that the matter be discussed by Councillors to give a response to the issues raised. It was agreed that the Planning meeting on July 10th should have an item covering this.

- (d) The Clerk and Deputy Clerk had attended a Cemetery Management course and would like to bring the issues raised to the next Open Spaces meeting.
- (e) Cllr Swann and Shearman updated the Council on the footpaths they were strimming
- (f) Pegasus Planning Group were to have a public consultation for the former Powrmatic site on 12 July between 3 and 8pm

20. Meeting Dates

- 10 July – Open Spaces
- 17 July – Personnel
- 24 July – Finance and policy
- 31 July – Council

21. Resolution

It was resolved that in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw as laid out in the Public Bodies (Admission to Meetings) Act 1960

22. Confidential items

(a) Cricket Club Nets

Following discussion the Clerk was asked to ascertain what speed the wind was blowing on June 7th and to get a breakdown of costs for repairing the cricket nets. The matter would be discussed again at the Open spaces meeting.

(b) Appointment of Committees

It was **agreed** to set up three committees to deal with personnel issues – a Staffing Committee to oversee personnel issues, chaired by the Mayor with no powers of delegation to report back to Council; a Grievance, Capability, and Disciplinary Committee to be chaired by the Deputy Mayor with a quorum of 4 and an Appeals committee with a quorum of 3. It was agreed that Councillors Swann, Shepherd, Vijeh, and Goodall be on the Staffing Committee with Councillors Taylor, Shearman, Shepherd, Sothern, on the Grievance, Capability and Disciplinary Committee with Councillors Miller and Vijeh in reserve, Councillors Maylor, Burton and Austin serve on the Appeals Committee with Councillor Whaites in reserve. It was agreed that all members except for members that are on the Appeals Committee could attend the other two Committees.

(c) Market House

It was **agreed** an amount up to £300 be spent on fees to survey the Market House with a report to council on the findings.

(d) Personnel

The Personnel Working Party had met and discussed the job descriptions in regard to the resignation of the Administration Manager. It was agreed the proposed amendments would be handed over to the Staffing Committee to examine and discuss.

A job advert would also need to be put together and it was agreed this would be placed in the Chard and Ilminster News, the Western Gazette and the Job Centre website.

The Meeting closed at 9:35 pm

Signed..... Date.....

ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 31 July, 2012 at 7.30p.m.

Those Present

Chairman: Cllr R Swann

Councillors: Cllr Austin, Cllr P Burton, Cllr E J Taylor, Cllr C Goodall, Cllr A Lawson, Cllr D Miller, Cllr Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Sainsbury, Cllr L Vijeh, Cllr P Whaites,

Officers: Mrs J Thorne, Miss N McIntosh

1. Minutes of the Previous Meeting

It was RESOLVED that the Minutes of the meeting held on 26 June 2012 be approved and signed as a true and correct record

2. Apologies for Absence

Apologies received from Cllr Sothern

3. Declarations of Interest

None

4. Mayor's Announcements/Engagements

The Mayor presented a written report of the following engagements from 26th June - 31st July 2012.

Thursday 28th June 2012 Wadham School, Open day

Friday 29th June 2012 Victim Support, Somerset Summer Raffle at Hatch Beauchamp

Saturday 30th June 2012 Scouts, Annual District Camp

Tuesday 10th July 2012 Finger buffet lunch at Citizens Advice Bureau, Yeovil

Thursday 12th July 2012 Celebration of Achievements Evening at Swanmead

Friday 13th July 2012 Wadham @40, Gala Dinner

Saturday 14th July 2012 Awards Night at Ilminster Swimming Club

Fete at Horton Cross, Nursing home

Monday 16th July 2012 Presentation Evening at St Bartholomew Church

Tuesday 17th July 2012 Judging the Miniature Garden Competition at Greenfylde School

5. Matters arising from the Minutes

None

6. Police Report

The Clerk presented a written report from PC Andy Stuart in which he said that since the last police report Ilminster station had been kept busy with work in the Town and in the surrounding villages. The recent weather had had a huge impact on resources and the police had dealt with the localised flooding in the area particularly in the Donyatt and Ilford areas.

ILMINSTER TOWN COUNCIL

No one was injured in the ever rising water however many vehicles were left abandoned in the floods and one was broken into and some fishing items had been stolen.

The series of catalytic converter thefts seemed to have abated since the arrest of two local males and a third male from out of the area. There was an ongoing series of motor thefts not related directly to the Ilminster area but nevertheless it was a drain on resources. Outlying villages such as Winsham and Clapton had been affected but the main concern was Crewkerne where 4x4's had been stolen and used in local crime, then often recovered nearby. Local Officers had changed their shifts to combat this and one male had been arrested whilst another two were actively being sought. They were not from the Ilminster area but it did have an impact on the police because of the proximity in the town.

Parking – The introduction of Civil Enforcement Officers has had a dramatic effect on the town freeing Police staff up to deal with more important matters in the town. There was a shop window broken in the town centre following England's departure from the European Football Championships. There were no witnesses and it is not known whether this was related to the football. It was an isolated incident in what has been a fairly settled period for Ilminster. The children and some of the older kids are looking forward to the imminent arrival of the new skate ramp. Anti –social behaviour was down on last year for the same time which may be due to the poor weather or better Police knowledge of the area.

A 4 x 4 was stolen from the New Road area, and a smaller car was burnt out next to where it was stolen from. The burnt car was stolen from Crewkerne, driven to Ilminster where the offenders then stole the 4 x 4 and burnt the other. The 4 x 4 was later recovered in Crewkerne, with a large amount of stolen items still in it. These were in the process of being returned to their rightful owners. Local Officers have assisted at Crewkerne due to the sheer volume of thefts and burglaries in the area, and have assisted with finding 4 recently stolen vehicles. Suspects had been identified, one arrested, with at least one outstanding. It is believed these persons were responsible for some of the thefts / burglaries in the area as well.

7. Report from County Councillor

The Clerk presented a written report from County Councillor Kim Turner.

Despite a great deal of opposition the Administration at County Hall had now sold The Great Wood on the Quantock Hills to the Forestry Commission.

The Service Reviews – Every one of the 170 services provided by Somerset County Council was being looked at and this was going ahead quite slowly. At Full council on 15th February the Administration voted to outsource many services. The budget for this work is £3 million for 2012-2013.

During February there were a series of Local Choice Events which Somerset County Council organised, fronted by the SCC Chief Executive. The purpose of the events was to explore what Parish/Town Councils and local communities may be able to do for themselves due to SCC being no longer able to afford to provide its current level of services.

There had been a staff survey at County Hall and results could be seen at:

<http://change.somerset.gov.uk/home/say/>

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Somerset County Council was set to invest millions in building new classrooms, and repairing and maintaining the county's schools and autism units. A £13m capital investment funding programme given by the Government to support children and young people was due to come into force this month for the 2012/13 financial year. Nearly £6m has been allocated to repair and maintain 172 schools across the county. In addition, £450K had been set aside to maintain and repair Somerset's Autism units and accommodation for children in care. In past years the County Council had to borrow money for school repairs and building new classrooms.

Somerset's museums, historic castles and ancient monuments had entered cyberspace, with the launch of a new website and social media platforms. Somerset Routes, a scheme that celebrates Somerset's heritage in one touring map, had launched its website - www.somersetroutes.co.uk - making it even easier for the public to explore the county's historic attractions. Originally created in 2009 by Somerset County Council and the Museums in Somerset group, the 'tube map' style design breaks the county into seven different travel lines, taking in over 120 of the county's best heritage attractions. The new website allows you to search for places to visit via the 'tube map' or by criteria, such as historic period or collection type. It also contains information on each attraction, events, itineraries and volunteering opportunities, as well as links to social media platforms Facebook, Twitter and You Tube. I hope that the new website can take the project to an even wider audience, encouraging yet more people to explore the county's hidden gems. To find out more visit www.somersetroutes.co.uk

A warning for the 15th November 2012 – There will be elections across the UK on that day for the posts of Police Commissioner in each policing area. Discussions are underway about the demise of the Police Authority on 20th November and the setting up of Police and Crime Panel to scrutinise the Police Commissioner.

Ken Maddock, Leader of the County Council, was stepping down. He had been selective as the candidate for the Conservative; for the post of Avon and Somerset Police Commissioner. The new leader will be John Osman. He was the cabinet member for Children and Young People. Cllr Turner reported her concerns of the First bus changes in Ilminster. She was worried that the Town has been split into two, as people could not pick up First Bus outside the Market house anymore and had to use the bus stops in Canal Way. She has asked that a meeting be arranged with officers from both District and County, and the Town Council to have talks to sort these urgent issues out.

Cllr Turner has also asked for an urgent meeting with County Highways Officer Colin Fletcher on the issues of enforcement parking in town centre and surrounding area. She has yet to receive a reply to the two emails and will chase him again after her annual leave.

8. Open Spaces Committee Meeting

Minute 5 Wardens report

It was **RESOLVED** that both a new bin and bench should be purchased and installed where the old furniture on the Orchard Vale had been.

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9. Planning Committee Meeting

There were no recommendations from the meeting held on 10 July 2012

10. Reports from Sub Committees

None

11. Representatives on Outside Bodies

Ilminster Forum Report for June and July 2012 from Cllr Lawson

Photographic Competition

The Ilminster forum have run a photographic competition for their annual calendar. Members of the public were invited to enter photos of Ilminster (and the surrounding area) with the 12 best being featured in the calendar, and the best being featured on the front. Prizes ranged from £50 to copies of the calendar.

Market Report

The Forum market had decided to drop their fees in order to encourage stall holders in lieu of the recent bad weather. This lower fee would stay in place for the duration of the year.

Marketing Ilminster

Website & Brochure are in development.

Library Garden

Several volunteers are now maintaining the garden, plant donations continue. Plans for an official opening are being discussed.

Litter

Volunteer litter picks continue with cumulative total of bags increasing weekly.

12. Website

It was reported that the Clerk and Councillor Lawson had arranged meetings on the 6th and 7th August with neighbouring towns, to discuss the possibility of sharing the same website provider.

The Clerk informed members the staff had updated the current website to the best of their ability. Agendas were still on the site but minutes had been removed as it was difficult to upload. The website now only contained current information and recent news. Cllr Burton suggested another website provider for the council to investigate and the Clerk agreed to look into this.

13. Code of Conduct

- a) To adopt a new code – The Clerk reported that since sending out two suggested models from District/County and NALC, the District had adopted its new Code of Conduct on the 19th July 2012 with some minor changes.

The Clerk notified the Council of the changes and asked the Council which Code of Conduct it would like to adopt.

It was **RESOLVED** to adopt the District model Code of Conduct.

- b) To decide procedure for dispensation – The Clerk asked the Council if it was happy to monitor dispensation as recommended by the Monitoring Officer.

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It was **RESOLVED** that the power of dispensation would be taken by the Council, when appropriate.

- c) To amend standing orders – The Clerk reported that due to changes under the Localism Act 2011 revisions needed to be made to standing orders to bring them in line with new legislation.

It was **RESOLVED** that the following amendments be made to standing orders:

S07. - Item C to be changed to Councillors with a disclosable pecuniary interest must leave the room or chamber during the relevant item of the business, unless permitted to remain following the grant of a dispensation.

Item D to be changed to Councillors with an interest in relation to any item of business being transacted at a meeting may (i) make representations (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber, unless permitted to remain the following the grant of a dispensation.

Item E to add- Following a request to the Proper Officer of the Council (the Clerk), the Council may grant a member a dispensation to participate in a discussion and / or vote on a matter at the meeting even if s/he has any form of interest (discloseable pecuniary, other) if the Council believes that the members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation. The grant of a dispensation is automatically delegated to the Council any dispensation may permit the Councillor to speak, or to speak and vote.

SO 25 To replace the whole of the Power of well-being with Power of General Competence so that

SO25 now reads:

- a) Before exercising the power of general Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b) The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and has to be renewed by Council Resolution at the annual meeting of the Council that takes place in a year of ordinary elections.
- c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25 (b) above.

SO1 item (Y) should be amended to say: If a meeting is or becomes inquorate business may be delegated to the Clerk.

- d) To decide changes to the Register of Interest form – The Clerk informed the Council that SSDC had said they were happy to design an appropriate Register of Interest Form for Town Councillors.

It was **RESOLVED** to adopt the new Register of Interest form devised by SSDC.

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14. Appointment of Internal Auditor

The Council agreed that for the current year, the previous Internal Auditor would be asked again. To ensure good practice, it was agreed early next year the Council would seek a new Auditor.

15. Receipt of Audit for 2011/2012

The Town Clerk reported that the External Auditor was satisfied with the annual return and that it was in accordance with proper practices and there were no areas of concern.

The Clerk also notified the Council that a notice of conclusion of Audit had been placed on the notice board.

16. Recreation Ground

The Chair of Open Spaces reported a meeting had been set up for a working party to review the whole of the Recreation Ground and was due to be held on 14th August 2012. She hoped to have something positive to report on this in September. The working party comprised of three councillors and district officers.

It was reported that a structured Open Spaces work programme was underway with Cllr Goodall, the Deputy Clerk and district officer Chris Cooper, who was on hand to assist and advise the Deputy Clerk. The skate park was currently being installed and concerns had been raised about the bund. However, this was going to be changed to a slope so that it would be easier to mow. Herras fencing would also need to remain in place for two days after the equipment had been installed to allow it to set fully. It was agreed the Council would put up notices to explain the situation to the public.

17. Cemetery Wall

The Chair of Open Spaces informed the Council another letter had been sent to the neighbouring property to inform them that the Council were seeking advice for the best way forward.

Once this had been achieved the matter would be brought to the attention of the full council.

18. Authorisation of payments

It was **RESOLVED** that the accounts listed in the schedule, totalling £16,946.79 be approved.

19. Action Plan

Action 8 – Herne Hill leaflet

Cllr Miller asked if this item could now be deleted. Cllr Lawson informed Councillors that there were still amendments outstanding.

Action 7 – Hammerhead land

Cllr Shepherd advised his contribution should be made in the confidential section at the end of the meeting.

Action 10 – Bye Laws

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The Clerk said she had been asked to contact Model Flying Association about the bye laws and was waiting a response from them.

Action 11 – Canal Banks

The Mayor reported that there had been repairs to the canal bank to make it safer for pedestrians. He also reported that the problems with the badgers' sets would be addressed at the end of the project. He also said the Canal water levels had dropped due to an unknown person removing the temporary wood that was acting as an over-flow. The problem was being rectified.

Action 16 – Website review

Councillor Miller suggested updating this action following the outcome from the meetings.

Action 21 – Canal Way Parking

The Mayor informed the Councillors that Highways were expected to return at a later date to add additional yellow lining that was required on the corner of Greendale.

20. Town Clerk's Report and Correspondence

The Clerk reported that

- a) There was a workshop being held by SSDC for Localising Support for Council Tax on the Monday 10th August 2012, and a member of the Town Council was invited to attend. Councillors Whaites volunteered to attend and Cllr Goodall said she would already be attending.
- b) A request had been received from Cllr Sainsbury to use the Recreation Ground on September 1st for a team marathon to raise money for charity. The Council had no objections.
- c) A thank you letter had been received from South West Children's Hospice for money raised from the Jubilee head shaving event.
- d) A Letter had been received from Wincanton Town Council asking to hear the views of other Town Councils regarding Section 106 agreements for developments within Market Towns. It was felt that District Councillors ought to be involved in S.106 agreements. There were also suggestions there should be a 106 page on the District Council website to show where S.106 money had been allocated. It was thought it would be helpful to have an update from the S.106 Officer and that he should be invited to attend a future meeting and produce a summary report.
- e) Nominations for the Citizens Award were now being sought. A press release had been sent and a notice has been produced for the notice board.
- f) A request from the Liberal Democrats to use the Council Chamber on the 9th August had been received.

The Council decided to decline the request, on this occasion but it was suggested that the Town Council find out whether there was a specific policy in place regarding the hire of the Council Chamber, and to bring this Item to a future Council meeting.

21. Meeting Dates

4 September – Council meeting

18 September – Open Spaces to include Herne Hill Committee meeting

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2 October – Finance and Policy Committee meeting

16 October – Council meeting

22. Resolution

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw as laid out in the Public Bodies (Admission to Meetings) Act 1960

23. Confidential items

Hammerhead at Canal Way

Concern was raised about the use of the hammerhead area off Canal Way which was being used by the developers to access the new site of the medical centre.

There appeared to be some suggestion this might continue to be used as an access when the surgery had opened as the developers were still in dispute over the strip of land where the main entrance was to be located.

Members were very concerned about this and felt that a proposal to upgrade the temporary access at the Hammerhead would comprise vehicular, bicycle and pedestrian safety.

It was agreed a letter should be sent to the developer's architect Mr Proctor with the Council's concern on this matter and stating that Council was opposed to continued use of this area and asking for further clarification on the matter.

Councillors Austin and Burton left the meeting here.

Staffing Committee

Councillors were all circulated with the minutes from the Staffing Committee meeting which took place on Friday July 27th.

Following discussion:

It was **RESOLVED** that a Senior Administrator be appointed to work 25 hours per week (including meetings) on Scale point 16-17.

It was **RESOLVED** that the working hours of the Administrative Assistant be increased from 18 to 20 per week to include attendance at evening meetings and that her salary should increase by one scale point.

It was **RESOLVED** that the Deputy Town Clerk's salary should be increased from scale point 21 to 23.

It was **RESOLVED** that the hours for the post of Town Clerk should be increased to 30 hours a week including evening meetings and the role would be advertised on salary scale point 34-36.

It was agreed the vacancies for Senior Administrator and Town Clerk would be advertised on the Society of Local Council Clerks Website, Somerset County Council website, Somerset County Gazette, Chard and Ilminster News and Western Gazette for 2 weeks in the weeks

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beginning 6th and 13th August. Councillor Vijeh would put together a suitable advert to be agreed.

Closing dates for both posts were 22nd August 2012 and shortlisting would take place on 23rd August by Councillors Vijeh, Taylor, Shepherd and Whaites, with Cllr Sainsbury as a substitute if needed.

Interviews for the Town Clerk's post would be on 29th August and for the Senior Administrator on 30th August and the panel would be Councillors Vijeh, Taylor, Shepherd, Whaites and Swann.

Members also wished to set up a meet and greet option with the successful applicants.

The Meeting closed at 10:28 pm

Signed..... Date.....

note file name Action List for TC Agenda 07.05.13
Update of Action List for the meeting to be held on 7th May 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
04.09.12	11	Byelaws – Amend byelaw	Marilyn Shelley/ Nicola McIntosh	Left message w/e 26/4/13	Sent awaiting reply
16.10.12	6	The following outstanding payments be made: Programme Prize – Not collected, Town Council to hold prize for the period of 12 months Talent Competition PA System	M. Shelley	Pa System Paid Marshalls - paid	31.03.13 31.03.13
16.10.12	7	CILCA -Town Clerk be reimbursed of fees for attending a training course	M. Shelley	After 6month probationary period???	
16.10.12	Item 13	The Town Clerk be given delegated authority, following consultation with the Council's representative to the Ilminster Forum, to convene a small group to consider suitable projects and expressing an interest in receiving funding from the Market Towns Initiative Group.	Joy		
04.12.12	Item 12	[Winterhay Recreation Area] (v) that subject to the ownership of the fence at the Winterhay recreation area being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.	Joy/ Marilyn / Michelle	Approved Quote obtained x2 Needed if ownership confirmed by SSDC	
04.12.12	Item 12	[North West Cemetery Wall] (viii) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall	Joy	Approved	

Update of Action List for the meeting to be held on 7th May 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
		disintegration- with the neighbouring land owner or their representative present if they so desire (the cost of which must be met by the neighbouring landowner).			
04.12.12	Item 12	[North West Cemetery Wall] (ix) That a record is kept by the Town Council of all costs incurred for undertaking the work detailed in (i) above so that any appropriate recharges can be made.	Joy/ Marilyn/ Michelle	Approved	
11.12.12	Item 5	Continue carrying out risk assessments	Joy	Continuing	
11.12.12	Item 8	Need to measure the area at the side of the skate park and obtain quotes	Marilyn/Tony	Waiting for measurement. Measurements rec'd – awaiting quotes	In the process of ordering (as at 17.04.13)
31.01.13	Item 6	RESOLVED that The Chair discusses potential projects with the Town Clerk, and compiles a list, which will be sent out to councillors for their comments.(MTIG)	Cllr Goodall/ Joy	In the process of compiling list	
31.01.13	Item 10	Town Clerk to approach Cricket Club to see if they will contribute towards the cost of replacing the surfacing outside the workshop entrances	Joy	On hold pending Open Spaces Review	
31.01.13	Item 10	Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Need to obtain more up to date quotes for all the areas that need new matting surface	Marilyn	On hold pending Open Spaces Review	

Update of Action List for the meeting to be held on 7th May 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
31.01.13	Item 10	Need to obtain quotes for concrete to be laid instead of matting	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Arrange for the Committee to view other local areas that use this matting	Joy	On hold pending Open Spaces Review	
31.01.13	Item 10	Find out the life expectancy of the matting	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 11	Warden to install handrail and dig out step at the Brittens Field gateway near dog bin	Tony	In progress 29.04.13	Complete
05.02.13	Item 9	RESOLVED that subject to at least three quotes being obtained, the Town Clerk has delegated authority to purchase 'wet pour' surfacing for the seesaw area and mesh matting for the other areas, not exceeding a total cost of £2000 +vat.	Marilyn/ Michelle	Approved 05.02.13	Order raised for the seesaw area 11.04.13
19.02.13	Item 8	RESOLVED that the Town Clerk has delegated authority to arrange for the gateway at Brittens Field to be replaced with 3mm dust to scalping, (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500	Joy/Marilyn/ Michelle	Take to Full Council 19.02.13	Approved 19.02.13 Order raised 11.04.13 Work in progress 29.04.13
19.02.13	Item 9 2) Appointment of Town Clerk	RESOLVED (i) that the Staffing Committee is given delegated authority to deal with all matters relating to the Town Clerk's probationary period and confirmation (or otherwise) of appointment. (ii) that the Mayor is given delegated authority to sign the Statement of	Joy/	Approved 19.02.13	Complete

Update of Action List for the meeting to be held on 7th May 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
19.02.13		Particulars for the Town Clerk on behalf of the Town Council, such document to be based upon the national model		19.02.13	
19.02.13	Item 11	To consider and look into a critical incident plan for town (For the event of Fire/Flooding etc.	Joy/Marilyn/Niki		
19.02.13	Item 14	Joy to speak to Sian – Youth Council considering Winterhay Play area as project and consult with residents.	Joy	Complete	
05.03.13	Item 9 Digging Cremation Plots	RESOLVED i) that the existing cemetery rules and regulations should be more robustly enforced ii) that the Town Clerk reports back to the Committee in 3 months time advising of any continuing problems	Joy	On-going	
05.03.13	Item 12 Open Spaces Review Group	Town Clerk to obtain quotations for a topographical survey of the recreation land	Joy/Marilyn	Requests for quotations sent out. Due back on 10/05/13	
19.03.13	Item 5 Financial Monitoring	Investigate the income on the Ilminster Sport Initiative Account and how this amount can be refunded or use towards another sports project	Joy/Marilyn		
26.03.13	Item 6a) Use of Rec Ground	RESOLVED that the Council would accept the request made by Ilminster Midsummer Experience to use the recreation ground, but any use will be subject to the following: a) Any work that has been done or needs to be done regarding drainage and reseedling. b) The condition of the ground.	Joy	Take to Full Council on 26 th March 2013	Approved 26.03.13 Email sent 08.04.13

Update of Action List for the meeting to be held on 7th May 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
		c) The weather forecast in week preceding the event.			
26.03.13	Item 6 b) Use Of Rec Ground	RESOLVED i) that subject to a satisfactory plan being received the Funfair be offered Brittens Field in June ii) That the location for October is considered again when the schedule for the work to the Rec is known	Marilyn	Waiting for the plan from Mr Marshall Take to Full Council on 26 th March 2013	Marilyn Received plan 03.04.13 and reported to O.S Committee
26.03.13	Item 8 Lighting Fires on Herne Hill	RESOLVED that the Ilminster Scouts Group, under supervision, have permission to light fires at Herne Hill.	Joy	Take to Full Council on 26 th March 2013	Approved 26.03.13 Letter sent 08.04.13
26.03.13	Item 10 Burma Star Garden	RESOLVED that the Town Council take over the maintenance of the Burma Star garden at Winterhay Lane	Joy	Take to Full Council on 26 th March 2013	Approved 26.03.13
26.03.13	Item 14 Summer Competitions	RESOLVED i) that the scarecrow competition is organised again to coincide with the Ilminster Experience events and ii) that the only floral competitions will be those for Greenfylde and Swanmead Schools.	Joy/Marilyn/Nik ki /Michelle	Take to Full Council on 26 th March 2013	Approved 26.03.13
26.03.13	Item 4 Insurance Quotations	RESOLVED i) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers 'Best of Value'. ii) that the lowest quotation be accepted for undertaking a rebuild valuation survey of Council property.	Joy/Marilyn	Take to Full Council on 26 th March 2013	Insurance cover taken with Aviva wef 01.04.13

Update of Action List for the meeting to be held on 7th May 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
26.03.13	Item 6 Grants Policy	RESOLVED to that the amended Grants Policy be adopted for 2013/14.	Joy	Take to Full Council on 26 th March 2013	Approved 26.03.13
26.03.13	Item 8 Rent Increases	RESOLVED to that the rents for the Football Club, The Youth Football Club, the Cricket Club and the Sports Club be increased by 3.1% for the year 2013/14	Joy	Take to Full Council on 26 th March 2013	Approved 26.03.13
26.03.13	Item 13 PACT	Joy to see if a rep from neighbourhood watch could be involved in the PACT Meetings	Joy		
26.03.13	Item 13 PACT	Ilminster Town Council Rep to be appointed for PACT Meetings - Ask at Annual Town Meeting 18 th April	Joy		
26.03.13	Item 12 Ilminster Football Club	A letter to the Football Club granting permission to erect marquee on the condition that the ground is returned to the state prior to the occasion and that access is only via the bottom entrance by the tennis courts.	Joy		Town Clerk spoke to Football Club 04.04.13
26.03.13	Item 14 Residents Newsletter	Newsletter - Produce 2 editions per year, add to website, Councillors to distribute to every household in Ilminster	Joy/Marilyn/ Nikki/Michelle/ Councillors		

Update of Action List for the meeting to be held on 18th June 2013

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16.10.12	7	CILCA -Town Clerk be reimbursed of fees for attending a training course	M. Shelley	After 6month probationary period???	
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04.12.12	Item 12	[North West Cemetery Wall] (vi) that the Town Clerk obtains 3 prices for undertaking the work to remove the existing railings and wall and making safe and erecting a temporary fence and marking the boundary of the Ilminster Town Council land. [North West Cemetery Wall] (vii)that the Town Clerk, following consultation with Chairs of the Open Spaces and the Finance and Policy Committees, is given delegated authority to accept the lowest quotation for the work and to authorise the work to commence.	Joy/ Marilyn/ Michelle Joy	Approved Approved	Quotes rec'd. Order raised for selected company on 18.04.13 Work to start 01.07.13 As above

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31.01.13	Item 10	Find out the life expectancy of the matting	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 11	Warden to install handrail and dig out step at the Brittens Field gateway near dog bin	Tony	In progress 29.04.13	Complete As at 14.05.13
05.02.13	Item 9	RESOLVED that subject to at least three quotes being obtained, the Town Clerk has delegated authority to purchase 'wet pour' surfacing for the seesaw area and mesh matting for the other areas, not exceeding a total cost of £2000 +vat.	Marilyn/ Michelle	Approved 05.02.13	Order raised for the seesaw area 11.04.13 Due to start work on 17th June 2013
05.02.13	Item 9	RESOLVED that (i) The Town Clerk attempts to obtain three quotations for both the architectural survey of the market house and the asbestos survey. (ii) Subject to satisfactory quotations being obtained the	Marilyn	Approved 05.02.13	Asbestos survey carried out on 21.02.13

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
05.02.13	Item 12 FC Football Stands	<p>Town Clerk has delegated authority to engage a qualified surveyor to carry out an architectural survey on the market house at a cost not exceeding £680 +vat and asbestos survey on the Council's properties at a cost not exceeding £600+ vat</p> <p>RESOLVED</p> <p>i) That the Town Clerk obtains at least 3 quotations for the safe dismantling of the Southern end of the football stand, the quotations to include a breakdown of staffing and equipment costs and give a timescale for the work to be undertaken.</p> <p>ii) That following consultation with the Chairs of the Open Spaces and Finance & Policy Committees the Town Clerk is given delegated authority to accept the quotation which provides best value for money provided that the contractor has appropriate third party liability insurance and provides the Town Clerk with a copy of the risk assessment for undertaking the work</p> <p>iii) That the Town Council undertakes all the administration and arrangements regarding dismantling the football stand</p> <p>iv) That the value of any scrap metal from the dismantled stand is offset against the grant requested by the Football club.</p> <p>v) Subject to (iv) above, the Town Council, in the interests of timeliness and health and safety will meet the costs of dismantling the stand.</p>	Joy/ Marilyn	Approved 05.03.13	<p>3 quotes rec'd .</p> <p>Company chosen – waiting for references</p> <p>References rec'd 15.03.13</p> <p>Orders to be raised this week 15.04.13</p> <p>Order raised 18.04.13</p> <p>Work to start 10.06.13</p>
19.02.13	Item 8	<p>RESOLVED that the Town Clerk has delegated authority to arrange for the gateway at Brittens Field to be replaced with 3mm dust to scalping, (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500</p>	Joy/Marilyn/ Michelle	Take to Full Council 19.02.13	<p>Approved 19.02.13</p> <p>Order raised 11.04.13</p> <p>Cheque raised 07.05.13</p>

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
19.02.13	Item 9 3) HR Framework	RESOLVED that the following documents are approved and adopted by Council. <ul style="list-style-type: none"> Discipline Policy & Procedure Grievance Policy & Procedure Whistleblowing Policy & procedure Recruitment Policy & procedure 	Joy	Approved 19.02.13	
19.02.13	Item 11	To consider and look into a critical incident plan for town (For the event of Fire/Flooding etc.	Joy/Marilyn/ Nikki		
05.03.13	Item 9 Digging Cremation Plots	RESOLVED i) that the existing cemetery rules and regulations should be more robustly enforced ii) that the Town Clerk reports back to the Committee in 3 months time advising of any continuing problems	Joy	On-going Report back in June 2013	
05.03.13	Item 12 Open Spaces Review Group	Town Clerk to obtain quotations for a topographical survey of the recreation land	Joy/Marilyn	Requests for quotations sent out. Due back on 10/05/13	Quotes received. On agenda for meeting on 21.05.13
19.03.13	Item 5 Financial Monitoring	Investigate the income on the Ilminster Sport initiative Account and how this amount can be refunded or use towards another sports project	Joy/Marilyn	To be taken to a future F & P meeting 02.07.13?	Added to agenda planner 23.04.13
26.03.13	Item 4 Insurance Quotations	RESOLVED i) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers 'Best of Value'. ii) that the lowest quotation be accepted for undertaking a rebuild valuation survey of Council property.	Joy/Marilyn	Take to Full Council on 26 th March 2013	Insurance cover taken with Aviva wef 01.04.13

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
26.03.13	Item 6 Grants Policy	RESOLVED to that the amended Grants Policy be adopted for 2013/14.	Joy	Take to Full Council on 26 th March 2013	Approved 26.03.13
26.03.13	Item 8 Rent Increases	RESOLVED to that the rents for the Football Club, The Youth Football Club, the Cricket Club and the Sports Club be increased by 3.1% for the year 2013/14	Joy	Take to Full Council on 26 th March 2013	Approved 26.03.13
26.03.13	Item 13 PACT	Joy to see if a rep from neighbourhood watch could be involved in the PACT Meetings	Joy		
26.03.13	Item 13 PACT	Ilminster Town Council Rep to be appointed for PACT Meetings - Ask at Annual Town Meeting 18 th April	Joy		
26.03.13	Item 12 Ilminster Football Club	A letter to the Football Club granting permission to erect marquee on the condition that the ground is returned to the state prior to the occasion and that access is only via the bottom entrance by the tennis courts.	Joy		Town Clerk spoke to Football Club 04.04.13
26.03.13	Item 14 Residents Newsletter	Newsletter - Produce 2 editions per year, add to website, Councillors to distribute to every household in Ilminster	Joy/Marilyn/ Nikki/Michelle/ Councillors	Sent draft to Press-tige Print Services. 31.05.13 Raising purchase order. Councillors submitting routes.	
23.04.13	Item 4 Warden's Report	Quotations for Weed Killing work – Once all quotation back, this matter will need to be discussed at Open Spaces	Joy/ Marilyn/ Michelle	To add to OS agenda planner	Added to agenda planner 14.05.13

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
23.04.13	Item 9 Planting of the area known as 'the Triangle'.	Report back to Councillors when ownership of the land has been established	Joy	Waiting to hear from SCC 23.04.13 Cllr Vijeh will chase up on our behalf – 21.05.13	Waiting for quotes 23.04.13
23.04.13	Item 9 Planting of the area known as 'the Triangle'.	RESOLVED to RECOMMEND that the Town Council makes a bid to the Market Town Investment Group for planters for the area known as 'The Triangle'.	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Approved 07.05.13
23.04.13	Item 10 Angling Association's request - Carp in the Canal	RESOLVED to RECOMMEND that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal under the following conditions: i) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked. ii) that the outlet pipe grill is maintained by the Angling Association	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Reworded and approved 07.05.13
23.04.13	Item 11 Judges for scarecrow competition	Councillors Lawson, Swann, and Vijeh to be informed nearer the time with details of the judging procedures	Joy/Marilyn/ Nikki	Inform judges wk/beginning 27 th May 2013	Completed
23.04.13	Item 12 Water Supply at the cemetery	RESOLVED that the Town Clerk obtains quotations for a new water supply for the cemetery.	Joy/ Marilyn/ Michelle	To obtain quotes	

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
23.04.13	Item 13 Cemetery lodge	RESOLVED that the Town Clerk obtains quotations for the repairs to the minor internal cracks of the cemetery lodge.	Marilyn	To obtain quotes	
23.04.13	Item 13 Cemetery lodge	RESOLVED to RECOMMEND that the Town Council renews the cemetery lodge tenancy agreement with its current tenants	Joy	To be taken to Full Council on 07.05.13	To be taken to FC 07.05.13 Approved 07.05.13
23.04.13	Item 14 Removal of cemetery wall	Inform the Committee once the work has started to remove the cemetery wall.	Joy	Work due to start on 1 st July 2013	
23.04.13	Item 14 Removal of cemetery wall	Email Councillors with the 3 quotations received	Joy	Quotations emailed on Clerks update	Complete
23.04.13	Item 15 Ground work at the Rec	Phone contractor and find out if the price differs if they use 40mm stones instead of 20mm stones.	Marilyn	Phone contractor	Complete
23.04.13	Item 15a Ground work at the Rec	RESOLVED to RECOMMEND that the Town Clerk has delegated authority to accept the lowest quotation for the drainage work to be carried out to the area between the football ground and The Mead on the understanding with the Contractor that 40mm stones are used instead of 20mm stones.	Joy	To be taken to Full Council on 07.05.13	Approved 07.05.13
23.04.13	Item 15b Ground work at the Rec	Work to the entrance of the area between the football ground and The Mead – project postponed until the drainage work has been done	Michelle	To be added to future OS agenda - to look at after drainage work has been completed	Added to agenda planner 14.05.13 Complete

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
30.04.13	Item 5 Future Revenue Grant Application	RESOLVED that the Town Clerk sends a letter to the Youth Club on behalf of the Town Council fully supporting their organisation.	Joy	Letter sent	COMPLETE
30.04.13	Item 5 Future Revenue Grant Application	RESOLVED to RECOMMEND that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.	Joy	To be taken to Full Council on 07.05.13	Taken to Full Council on 07.05.13 Approved 07.05.13
30.04.13	Item 5 Future Revenue Grant Applications	Inform the Youth Club when the above matter goes to Committee	Joy	Letter sent to Youth Club	COMPLETE
30.04.13	Item 5 Future Revenue Grant Applications	Speak to Ilminster Tourism regarding a letter of support for their organisation.	Joy	Spoke to Tourism – Letter not sent due to them coming in to do a presentation on 04.06.13	Presentation on 04.06.13 COMPLETE
30.04.13	Item 5 Future Revenue Grant Applications	Amend the draft meeting timetable so that there are meeting more frequently.	Joy	Amended timetable sent out on 10.05.13	Complete
30.04.13	Item 6 Bank Reconciliation	RESOLVED that the Town Clerk sets up a rota to show which Councillor will come in, on which month, to monitor the bank reconciliation process.	Joy		

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
30.04.13	Item 7 Renewal of Memberships	RESOLVED to RECOMMEND that Council renews the memberships with the following organisations: a) Action for market Towns b) Institute of Cemetery and Crematorium Management c) SALC (Somerset Association of Local Government)	Joy/ Marilyn/ Michelle	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Approved 07.05.13
30.04.13	Item 8 Office Equipment	RESOLVED to RECOMMEND that the Council purchase a new Bizhub C364 photocopier for the office, from Konica Minolta at a cost not exceeding £3000. Costs to be met from the replacement fund.	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Approved 07.05.13
07.05.13	Item 8 Boot Camp Style fitness class	RESOLVED that Ms Beaumont is given permission to hold a 'Boot Camp' style fitness class on the recreation ground subject to the following conditions: i) that the fitness class uses a grassed area of land which is under the Town Council's direct control, for one hour per week. The precise area to be agreed between the Town Clerk and Ms Beaumont. ii) that any damage caused by the class will be Ms Beaumont's responsibility. iii) that two of the tennis courts can be used if available on the day, for a period of one hour iv) that the Town Council will charge a fee of £2.00 per person (attending the class), but with a maximum charge of £20.00 per hour.		Approved 07.05.13	
07.05.13	Item 8 Use of the Rec	RESOLVED that the Council will grant permission for the British Veterinary Nursing Association to hold at Fun Dog Show at West Crescent on a Sunday in May 2013, to raise money for their charity of the year, the 'Horse Trust'	Joy	Approved 07.05.13	
07.05.13	Item 8 Layout Plan for the funfair	RESOLVED that i) the Council accept the small layout plan for the funfair in June ii) the refundable deposit paid by Herberts to use the recreation ground for the funfair remains at £400 iii) The fee for use of the recreation ground will be	Joy	Approved 07.05.13	Deposit received from Herberts 03.06.13 Invoice sent

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
		increased to £375.			for the fees.
07.05.13	Item 8 Maintenance work on the cricket pavilion	RESOLVED that i) the Council give permission for the Cricket Club to remove the old scoreboard and replace it with a window. ii) the Town Clerk obtains at least 3 quotations for the price of guttering and paint for the cricket pavilion and has delegated authority to purchase the best value materials at a cost not exceeding £300	Joy	Approved 07.05.13	3 Quotations rec'd. Order raised 20.05.13 Cheque raised 04.06.13
07.05.13	Item 8 Planting of the area known as 'the Triangle'	RESOLVED that the Town Council makes a bid to the Market Town Investment Group for planters for the areas known as 'The Triangle', Swan Precinct and Ditton Street	Joy	Approved 07.05.13	
07.05.13	Item 8 Angling Association's request - Carp in the Canal	RESOLVED that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal subject to the following conditions: i) that the Angling Association provide, install and maintain, at their cost, a grill structure to a design to be approved by the Town Clerk who will take advice from the Environment Agency ii) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked.		Approved 07.05.13	
07.05.13	Item 8 Angling Association's request - Carp in the Canal	Design for the outlet pipe grill structure to be approved by the Town Clerk	Joy To get advice from Env. Agency		

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
07.05.13	Item 8 Cemetery lodge	RESOLVED that the Town Council renews the cemetery lodge tenancy agreement with its current tenants		Approved 07.05.13	Informed Elder Froy – They will inform tenants
07.05.13	Item 8 Ground work at the Rec	RESOLVED that the Town Clerk has delegated authority to accept the lowest quotation for the drainage work to be carried out to the area between the football ground and The Mead on the understanding with the Contractor that 40mm stones are used instead of 20mm stones.		Approved 07.05.13	Order raised 09.05.13 Waiting for ins docs Docs rec'd 14.05.13 Order sent 20.05.13
07.05.13	Item 9 Future Revenue Grant Application	RESOLVED that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.		Approved 07.05.13	
07.05.13	Item 9 Future Revenue Grant Application	RESOLVED that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.		Approved 07.05.13	
07.05.13	Item 9 Renewal of Memberships	RESOLVED that Council renews the memberships with the following organisations: a) Action for market Towns b) Institute of Cemetery and Crematorium Management c) SALC (Somerset Association of Local Government)		Approved 07.05.13	Cheques to be raised 14.05.13 Cheque sent 16.05.13
07.05.13	Item 9 Office Equipment	RESOLVED to RECOMMEND that the Council purchase a new Bizhub C364 photocopier for the office, from Konica Minolta at a cost not exceeding £3000. Costs to be met from the replacement fund.		Approved 07.05.13	Order sent 10.05.13 Cheque 04.06.13 Sent 01.06.13

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
07.05.13	Item 10 Planning Committee	The Town Clerk will inform the members regarding the Horton Cross petrol station application on the next Clerk's update.	Joy		Sent on update dated 10.05.13
07.05.13	Item 12 Approval of Accounts	The Town Clerk will investigate the 2 recommendations from the Internal Auditor A) that the accounting procedure for Reserves is reviewed. B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.	Joy/ Marilyn		
07.05.13	Item 12 Approval of Accounts	The Town Clerk will look at how improvements can be made to the information that is required on our Annual Governance Statement	Joy		
07.05.13	Item 12 Approval of Accounts	RESOLVED that the accounts of Ilminster Town Council from the year 2012/13 be approved.		Approved 07.05.13	
07.05.13	Item 13 Authorisation of Payments	RESOLVED that the accounts listed in the schedules presented to the Council, totalling £18971.76 and £1476.09 be approved.		Approved 07.05.13	
07.05.13	Item 14 Community Resilience Store	RESOLVED that the Town Council supports the idea of a community resilience store in principle.			
07.05.13	Item 15 Project Plan	RESOLVED to delete item 4 from the Project Plan – Crack in the cemetery lodge wall.	Nikki/ Michelle	Nikki deleted from list 14.05.13	Complete
21.05.13	Item 3a Minutes	Inform Ilminster Experience that the drainage work and the work to the football stands will not be done until after 10 th June 2013	Joy		

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
21.05.13	Item 4 Warden's report	Make sure the muddy area at Herne Hill is part of the route for the Open Spaces walkabout.	Tony	Tony put on route 06.06.13	Complete
21.05.13	Item 4 Warden's report	Put on agenda planner for the next meeting, an item on the work that needs to be carried out to the muddy area at Herne Hill	Michelle	Put on agenda planner	24.05.13 COMPLETE
21.05.13	Item 5 Topographical Surveys	RESOLVED to RECOMMEND that the Town Clerk has delegated authority, after consultations with the Chair of Open Spaces and the appropriate Officers at SSDC, to accept the best value quotation for the topographical survey, subject to references being obtained.	Joy	Take to Full Council on 18.05.13	
21.05.13	Item 6 Football pitches	RESOLVED that the Town Clerk informs the Football Club that the Town Council cannot make a decision until the topographical survey and the consultations for the Recreation Review have been carried out.	Joy		
21.05.13	Item 7 Rebuilding the cemetery wall	RESOLVED to RECOMMEND that the Town Council no longer asks for a contribution from the neighbours of the cemetery, towards the costs of removing the cemetery wall.	Joy	Take to Full Council on 18.05.13	
21.05.13	Item 7 Rebuilding the cemetery wall	RESOLVED that the Town Clerk seeks legal advice regarding the covenant for the cemetery	Joy		
21.05.13	Item 8 Removal of metal balance beam	RESOLVED to RECOMMEND that i) the metal balance beam at the Children's play area is removed due to health and safety reasons. ii) the Open Spaces Wardens replace the metal balance beam with a wooden balance beam to be designed and constructed by the Wardens.	Tony/ Marilyn	Take to Full Council on 18.05.13	

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
04.06.13	Item 4 Election of Vice-Chair	Update lists – Cllr P Burton elected Vice-Chair of F & P	Nikki/ Michelle	Lists updated	06.06.13 COMPLETE
04.06.13	Item 5 Presentation by I/minster Tourism	See if Town Council have a copy of the constitution of I/minster Tourism – Copy needs to be sent to all Cllrs	Marilyn/ Michelle		
04.06.13	Item 6a Grant Application I/minster Tourism	Look for another terminology for Tourism's application	Joy	'Revenue Subsidy' instead of grant	05.06.13 COMPLETE
04.06.13	Item 6a Grant Application I/minster Tourism	Draft a Service Level Agreement for the I/minster Tourism, using the District Council's Service Level Agreement as a guide To be taken back to members for approval.	Joy		
04.06.13	Item 6a Grant Application I/minster Tourism	RESOLVED to RECOMMEND that a revenue subsidy of £800 be made to I/minster Tourism subject to the implementation Service Level Agreement between I/minster Tourism and the Town Council	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Item 6b Grant application from I/minster Air Cadets	RESOLVED to RECOMMEND that a grant of £955 be awarded to the I/minster Air Training Corps for the purchase of first aid training equipment	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Item 7 Financial Comparison	Email Councillors with confirmation that the amount spent under the heading 'professional fees' is for the renewal of memberships	Michelle/ Marilyn/ Joy	Joy to add to clerks update	

Update of Action List for the meeting to be held on 18th June 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
04.06.13	Item 7 Financial Comparison	Email Councillors with confirmation that the amount spent under the heading 'professional fees' is for the renewal of memberships	Michelle/ Marilyn/ Joy	Joy to add to clerks update	
04.06.13	Item 7 Financial Comparison	Delete all jubilee headings from the spreadsheets	Marilyn	Headings deleted on spreadsheets	05.06.13 COMPLETE
04.06.13	Item 7 Financial Comparison	Add a column to add committed expenditure to the actual expenditure so that there is a total	Marilyn/ Michelle	Amended spreadsheet	Sent to Chair & Vice Chair F&P on 06.06.13
04.06.13	Item 8 Edge Designs Contract	RESOLVED that the Town Clerk will explore alternative options for providing the computer software and support to the Council, and report back to the Finance and Policy Committee in the autumn.	Joy/ Marilyn	Added to agenda planner 06.06.13	
04.06.13	Item 9 Ilminster Sports Initiative	RESOLVED to RECOMMEND that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Item 10 Peter Lacey permanent memorial	RESOLVED to RECOMMEND that a donation of £10 be sent to the Chairman of SALC to be put towards the purchasing of a bench as a permanent memorial to Peter Lacey	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Market House Selling food	RESOLVED to RECOMMEND that Axminster Tools have permission to sell and cook sausages in the Market House as part of a staff team building exercise subject to them having the appropriate food hygiene requirements in place	Joy/Nikki	To be taken to Full Council on 18.06.13	

Note: File name: Action list for TC agenda 19.02.13.

To Do List for Full Council meeting to be held on 19th February 2013

Date	Minute	Action (To Do)	Action By	Action Taken	Completion Date
16.10.12	6	The following outstanding payments be made: Programme Prize – Not collected, Town Council to hold prize for the period of 12 months Talent Competition PA System	M. Shelley		
16.10.12	7	CILCA -Town Clerk be reimbursed of fees for attending a training course	M. Shelley	After 6month probationary period???	
16.10.12	Item 11 Minute 8	Qualified tradesmen take down southern end of football stand and use cladding to seal open/exposed side.	Marilyn	In hand	
16.10.12	Item 13	The Town Clerk be given delegated authority, following consultation with the Council's representative to the Ilminster Forum, to convene a small group to consider suitable projects and expressing an interest in receiving funding from the Market Towns Initiative Group.	Joy		
04.12.12	Item 12	RESOLVED [Wardens' Workshop] (ii) that the purchase of dusk till dawn lighting for the Wardens' workshop at a cost of £520 + VAT be approved	Marilyn	Approved – 29.01.13 Two quotations received, third awaited. All quotes rec'd Work completed by Nigel Gillard	11.02.13

To Do List for Full Council meeting to be held on 19th February 2013

Date	Minute	Action (To Do)	Action By	Action Taken	Completion Date
04.12.12	Item 12	(iii) that delegated authority is given to the Town Clerk to take appropriate measures for securing the Wardens' Workshop, any expenditure incurred to be within the financial limits given in the Standing Orders	Joy	Approved	
04.12.12	Item 12	[Winterhay Recreation Area] (v) that subject to the ownership of the fence at the Winterhay recreation area being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.	Joy/ Marilyn / Michelle	Approved Quote obtained x2 Needed if ownership confirmed by SSDC	
04.12.12	Item 12	[North West Cemetery Wall] (vi) that the Town Clerk obtains 3 prices for undertaking the work to remove the existing railings and wall and making safe and erecting a temporary fence and marking the boundary of the Ilminster Town Council land.	Joy/ Marilyn/ Michelle	Approved	
04.12.12	Item 12	[North West Cemetery Wall] (vii)[that the Town Clerk, following consultation with Chairs of the Open Spaces and the Finance and Policy Committees, is given delegated authority to accept the lowest quotation for the work and to authorise the work to commence.	Joy	Approved	
04.12.12	Item 12	[North West Cemetery Wall] (viii) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration- with the neighbouring land owner or their representative present if they so desire (the cost of which must be met by the neighbouring landowner).	Joy	Approved	

To Do List for Full Council meeting to be held on 19th February 2013

Date	Minute	Action (To Do)	Action By	Action Taken	Completion Date
04.12.12	Item 12	[North West Cemetery Wall] (ix) That a record is kept by the Town Council of all costs incurred for undertaking the work detailed in (i) above so that any appropriate recharges can be made.	Joy/ Marilyn/ Michelle	Approved	
05.02.13	Item 3	RESOLVED i) That the Town Council stance is that it supports Winterhay Lane becoming a designated right of way. ii) That Cllr Swann (with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7 th March 2013 to put the Town Council's view	Cllr Swann	Meeting 7 th March 2013 2pm	
05.02.13	Item 5	Inform Andy Stuart of the incident involving a vehicle driving down the wrong way of Ditton Street	Joy to speak to Andy Stuart		
05.02.13	Item 8	RESOLVED i) That precept for 2013/14 will be £236,100 ii) That the budget for 2013/14 will be £236,100 as set out on the sheet attached to the minutes	Joy/Marilyn	Approved 05.02.13	
05.02.13	Item 9	RESOLVED that subject to at least three quotes being obtained, the Town Clerk has delegated authority to purchase 'wet pour' surfacing for the seesaw area and mesh matting for the other areas, not exceeding a total cost of £2000 +vat.	Marilyn/ Michelle	Approved 05.02.13	
05.02.13	Item 9	RESOLVED that (i) The Town Clerk attempts to obtain three quotations for both the architectural survey of the market house and the asbestos survey. (ii) Subject to satisfactory quotations being obtained the Town Clerk has delegated authority to engage a qualified surveyor to carry out an architectural survey on the market house at a cost not exceeding £680 +vat and asbestos survey on the Council's properties at a cost not exceeding £600+ vat	Marilyn	Approved 05.02.13	

To Do List for Full Council meeting to be held on 19th February 2013

Date	Minute	Action (To Do)	Action By	Action Taken	Completion Date
05.02.13	Item 11	RESOLVED that cemetery fees for Ilminster Town Council be increased as follows: i) Burial plot fee increase by 10% ii) Ashes Plot fee increase by 20% iii) All other burial fees increased by the current inflation rate of 3.1%	Marilyn/ Michelle	Approved 05.02.13 List of Fees Sheet to be updated	
05.02.13	Item 11	RESOLVED that unless it is possible to source free Health & safety training to a level at least equivalent of that provided by the British Safety Council, Ilminster Town Council employees undertake the British Safety Council E learning packages, Introduction to Workplace Health & Safety, Manual Handling, Fire Safety, Display Screen Equipment.	Joy	Approved 05.02.13	
05.02.13	Item 14	RESOLVED that the Town Clerk makes the following payment to Loxston groundcare Ltd £856.25 + vat	Marilyn	Approved 05.02.13	Await invoice
05.02.13	Item 14	RESOLVED that the Town Clerk makes the following payment to Somerset Webservices £1000 + vat	Marilyn/ Michelle	Approved 05.02.13	Cheque to be signed 19.02.13