

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris MILCM ACIS MSc**



**6 December 2017**

A meeting of the **Town Council** will take place on **Tuesday 12 December 2017** in the Council Chamber, Council Offices, North Street, Ilminster starting at **19:30 hrs.**

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Meeting Administrator before the meeting so that the session can be programmed effectively.

Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris  
Town Clerk

## **AGENDA**

- 1. Apologies for Absence**  
To receive apologies for absence from Councillors unable to attend the meeting.
- 2. Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

**3. Minutes**

- a) To confirm the minutes of the meeting held on 21 November 2017 as a correct record. (To follow)
- b) To confirm the minutes of the meeting held on 5 December 2017 as a correct record. (To follow)
- c) To consider the Office Action Plan relating to the Town Council Meetings. (To Follow)

**4. Mayor's Announcements/Engagements**

- a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
- b) The Mayor attended the following engagements between 14 November 2017 and 6 December 2017. (To Follow)

**5. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. (To follow)

**6. Report from the County Councillor for the Ilminster Division**

To receive a report from the County Councillor. (To follow)

**7. Reports from District Councillors**

To receive reports from District Councillors.

**8. The Designation of Herne Hill as a Local Nature Reserve**

To consider endorsing the Open Spaces Committee resolution to apply for the designation of Herne Hill as a Local Nature Reserve.

**9. Wharf Lane Play Area**

To consider approval of the sketch design for the Wharf Lane Play Area as the project concept and layout. (To follow)

**10. Disbanding the Toilet Working group**

To consider disbanding the Toilet Working Group as the refurbishment and modernisation of the Wharf Lane toilets is complete.

**11. Strategic Plan 2017/18-2019/20 – Status Report**

To consider the quarterly Status Report. (To follow)

**12. Strategic Plan 2018/19 – 2020/21**

To consider the draft Town Council 3 year Strategic Plan for 2018/19 – 2020/21. (To follow)

**13. Review of the South Somerset Local Plan (2006-2028) Issues and Options Consultation**

To consider the Town Council's response to the consultation, taking into account the discussions at the Planning, Highways and Transport Committee held on 5 December 2017. (To follow)

**14. Town Council Complaints Policy & Procedure**

To review and consider if any changes are required to the Town Council’s Complaints Policy & Procedure. (To follow)

**15. Town Council Recording of Council Meetings Policy**

To review and consider if any changes are required to the Town Council’s Recording of Council Meetings Policy. (To follow)

**16. Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation will be presented for Council’s approval. (To follow)

**17. Clerk’s Updates**

The following Clerk’s Updates have been sent by email since the last Council agenda was published.

Number	Date	Topic
14/17	20.11.17	1. Staff Training 2. Toilets 3. Ilminster Community Plan 2016-2026 4. Bus Services in Ilminster

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**Reminders**

**Meetings**

- 9 January 2018 Planning, Highways & Transport Committee
- 16 January 2018 Council (budget setting)
- 23 January 2018 (co-option)