

ILMINSTER TOWN COUNCIL

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

7 December 2016

A meeting of the **Town Council** will take place on **Tuesday 13 December 2016**. The meeting will be held in the Town 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 Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

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 15 November 2016 as a correct record.
 - b) To confirm the minutes of the meeting held on 22 November 2016 as a correct record
 - c) To consider the office Action Plan relating to the Town Council Meetings.
- 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 engagements listed on the diary sheet between 8 November 2016 and 7 December 2016.

5. Police Report

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

6. Report from the County Councillor for the Ilminster Division

To receive a report from the County Councillor

7. Reports from District Councillors

To receive reports from District Councillors

8. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies; at the time of publishing the agenda no written reports had been received.

9. A358 Dualling Proposals

To receive a report from the Councillors who attended the meeting on 24 November 2016 on behalf of the Town Council.

10. Toilets on Wharf Lane Recreation Ground

The Town Clerk will report, for information, that Minster Architecture has been appointed as the professional advisor / contract administrator for the project regarding the toilets.

11. Permission to use the Wharf Lane Recreation Ground

To consider the following requests to use the Wharf Lane Recreation Ground:

- (i) Easter Egg Hunt Sunday 16 April 2017
- (ii) Party on the Park Sunday 27 August 2017
- (iii) John Lawsons Circus 17-19 July 2017

12. Cemetery Fees

To consider the 2017/18 Cemetery Fees

13. The Shed Rent

To consider the recommendations of the Licensing Negotiations Group regarding the rent for The Shed.

14. The Town Council Strategic Plan 2017-2020

To consider the draft Town Council Strategic Plan 2017-2020

15. Risk Policy

To consider the draft Risk Policy

16. Equality Policy

To consider the draft Equality Policy

17. Authorisation of Payments and Notification of Virements

- (i) To approve the invoice for payment regarding the legal fees for the preparation of the lease for the Archie Gooch Pavilion
- (ii) The Schedule of Payments for authorisation is presented for Council's approval.

18. Project Plan

To consider progress on the project plan and whether any changes are necessary.

19. Clerk's Updates

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

Number	Date	Topic
15/16	01.11.16	1. Bonfire & Firework Event 2. Dog Policy Media Release 3. Market Ramps Media Release 4. Council Tax Setting 5. Speed Indicator Device 6. Bat Survey
16/16	01.12.16	1. Change of December Council Date 2. SSDC re Social Media 3. Lease – Archie Gooch Pavilion

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Reminders

Meetings

- 10 January 2017 Planning, Highways & Transport Committee
- 17 January 2017 Council (Budget Setting)