

ILMINSTER TOWN COUNCIL

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

9 January 2018

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 16th January 2018** in The Council Chamber, The 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 **12 December 2017** as a correct record. (To follow)
- b) To consider the office Action Plan relating to 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) To receive details of the Mayor's engagements between 6 December 2017 and 9 January 2018 (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. Reports from District Councillors

To receive reports from District Councillors

7. Report from the County Councillor for the Ilminster Division

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

8. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies. (There were no reports received at the time the Agenda was published)

9. Budget and Precept 2018/19

To consider the Town Council's budget and precept for 2017/18. (To follow)

10. Medium Term Financial Plan

- a) To consider the working estimates to form the basis of a Medium Term Financial Plan. (To follow)
- b) to agree any principles to be included in a Medium Term Financial Plan. (To follow)

11. Housing Needs Survey

To consider the acceptance of a quotation for a Housing Needs Survey for Ilminster, including waiving Standing Orders and Financial Regulations. (To follow)

12. Decision-Making Structure Working Group

To consider setting up a Working Group to: review the composition of existing committees; review the frequency of Council and Committee meetings; consider whether or not any changes are needed to the delegations to Committee's or the Scheme of Delegations. The Working Group to comprise The Mayor, Deputy Mayor and Chairs of the Resources Committee, Open Spaces Committee and Planning, Highways and Transport Committee. The recommendations of the working group to be made to the Town Council. (To follow)

13. Archie Gooch Pavilion Snagging Works

To consider the quotations for the snagging works at the Archie Gooch Pavilion. (To follow)

14. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation is attached for Council's approval. (To follow)

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Reminders

Meetings

Town Council (Co-Option) 23 January 2018

Open Spaces Committee 30 January 2018

Planning, Highways & Transport Committee 6 February 2018

Resources Committee 6 February 2018

Town Council 20 February 2018