

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**

09 May 2017

The **Annual Town Council** meeting will take place on **Tuesday 16th May 2017** at 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 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. **Election of Mayor**
To elect the Mayor for the period to the 2018 annual Town Council meeting
2. **Declaration of Acceptance of Office**
To receive the Declaration of Acceptance of Office by the Mayor
3. **Appointment of Deputy Mayor**
To appoint the Deputy Mayor for the period to the 2018 annual Town Council meeting
4. **Apologies for Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
5. **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.

6. Minutes

- a) To confirm the minutes of the meeting held on 25th April 2017 as a correct record (to follow)
- b) To consider the Office Action Plan relating to the Town Council Meetings. (to follow)

7. Mayor's Announcements/Engagements

- a) The Mayor (incoming) will make announcements relevant to Town Council and Mayoral activities and engagements
- b) The Mayor (outgoing) attended the following engagements between 19th April and 9th May 2017. (to follow)

8. Appointment of Committees and Committee Chairs & Vice Chairs

- a) Open Spaces – all Councillors sit on this Committee
- b) Planning, Highways and Transport Committee – all Councillors sit on this Committee
- c) Resources – all Councillors sit on this Committee
- d) Grievance, Capability and Disciplinary Committee - The Chair of this Committee is the Deputy Mayor; as an ex officio appointment, the Committee requires 2 other members and 2 reserves, currently Councillors Drayton, Fagan, Shearman and Sothern
- e) Appeals Committee – This committee requires 3 members and 1 reserve; The precedent is that the Mayor would chair this Committee (unless they were involved in the appeal issue / topic) the other current appointed Councillors are Kinder, Shepherd and Swann

9. Appointment of Councillors to Working Groups

(a list of the current working groups and their composition is to follow)

- a) Open Spaces Review Group
- b) Accommodation Working Group
- c) Licence Conditions Negotiations
- d) Cemetery Working Group (combined Cemetery Lodge Working Group and Cemetery Working Group, Town Council Minutes 17th May 2016)
- e) Local Council Award Scheme Working Group
- f) Toilet Block Working Group
- g) Neighbourhood Plan Working Group

- NB:
- (i) The Chair of the Open Spaces Committee, the Chair of the Resources Committee and the Deputy Mayor are ex officio members of the Football & Community Facility Governance Group
 - (ii) Members the Play & Paths Subgroup are appointed by the Open Spaces Review Group
 - (iii) The Neighbourhood Plan Working Group comprises the Mayor, Deputy Mayor and Chairs of the Planning, Highways and Transport, Resources and Open Spaces Committees as ex officio appointments. Resolved on 20th September 2016 that the membership of the Working Group be expanded to include any Councillor who wished to join the Group and had the approval of the Town Council; Cllr James and Belobaba were approved. Cllrs Fowler, Fagan and Mackillop have recently

indicated an interest in joining the Working Group which would take the membership to 10 Councillors)

10. Appointment of Representatives to Outside Bodies

To appoint representatives to various organisations; (a list of the organisations and the current Councillor Representatives is to follow.)

- a) Arts Centre
- b) Chamber of Commerce
- c) Christmas Lights
- d) Dementia Awareness Alliance
- e) Greenfylde School Liaison
- f) Ile Valley Children's Centre
- g) Ile Youth Centre
- h) Ilminster Education Foundation
- i) Ilminster Entertainment Society
- j) Ilminster Literary Festival
- k) Ilminster Tourism
- l) Market Town Investment Group
- m) Neroche Community Primary School
- n) Police and Communities Together
- o) Somerset Association of Local Councils
- p) Swanmead School
- q) Wadham School Liaison

(NB: The Twinning Association is in the process of disbanding)

11. Appointment of Authorisation for Bank Transactions

To appoint Councillors as signatories and online banking authorisers to the Town Council's bank accounts, the current signatories are Councillors Fowler, Keitch, Kinder, Shepherd and Swann.

12. Calendar of Meetings 2017/18

To approve the calendar of meetings for the municipal year. (To follow)
(Already provisionally approved at Town Council Meeting 21st February 2017)

13. Approval of Annual Governance Statement 2016/17

To consider and approve Annual Governance Statement 2016/17 (to follow)

14. Approval of Accounting Statements 2016/17

To consider and approve the 2016/17 accounts. (To follow)

15. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation is presented for Council's approval.
(To Follow)

16. Police Report.

This agenda item provides an opportunity for the Police to report on any matter relevant to policing (To Follow).

17. Report from County Councillor for Ilminster.

To receive the report from the County Councillor Linda Vjeh. (To Follow).