

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG



Tel: 01460 52149
Fax: 01460 55642
e-mail: town.council@ilminster.gov.uk

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

11 January 2017

A meeting of the **Town Council** will take place on **Tuesday 17 January 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 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 **13 December 2016** as a correct record.
 - b) To consider the office Action Plan relating to Town Council Meetings.

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 8 December 2016 and 10 January 2017

5. Police Report

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

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.

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 2017/18

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

10. The Shed Lease – Signatories

The Town Council is asked to agree 2 Councillors as the authorised signatories for the lease and any other associated legal documents regarding The Shed.

11. Appointment of an Internal Auditor

The Town Council's current 3 year internal audit agreement is drawing to a close so quotations documents, with a closing date of 27 January 2017, have been issued. The Town Council is asked to appoint a small task and finish group to assess the completed responses (including conducting interviews if they deem it appropriate) and make recommendations to the February Town Council meeting regarding the appointment of an Internal Auditor.

12. Project Plan

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

13. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation is attached for Council's approval.

14. Exclusion of Press and Public

To consider taking Agenda Item 15 Possible Land Acquisitions and Agenda Item 16 Possible Property Acquisitions without members of the public and press present, due to the confidential nature of the business to be transacted.

15. Possible Land Acquisitions

To provide an update and agree actions to be taken with regard to possible land acquisitions for a cemetery and also additional open space.

16. Possible Property Acquisitions

To consider a suggestion from a Councillor about conducting a feasibility study into the purchase of a property.

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Reminders

Meetings

Open Spaces Committee 31st January 2017

Planning, Highways & Transport Committee 7th February 2017

Resources Committee 7th February 2017

Council 21st February 2017