

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**



12 July 2017

A meeting of the **Town Council** will be held on **Tuesday 18 July 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 20 June 2017 as a correct record. (To Follow)
 - b) To confirm the minutes of the meeting held on 27 June 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) To receive the list of Mayoral engagements undertaken between 14 June 2017 and 12 July 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. Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies; at the time of publishing the agenda the following reports had been received:

 - Greenfylde School
 - Swnamead School.

(To Follow)
- 9. Appointment of Vice-Chair of the Open Spaces Committee**

To appoint a Vice-Chair of the Open Spaces Committee
- 10. To Review the Effectiveness of Internal Audit**

The Town Council is required, on at least an annual basis, to consider the effectiveness of its internal audit arrangements so that any appropriate changes can be made. That such a review has been done is part of the declaration on the Annual Governance Statement in the final accounts. (To Follow)
- 11. Enhancements to the Town Council's Website and Enabling Facebook**

To consider (i) enhancing the Town Council's website, (ii) publishing a Town Council Facebook page and (iii) electronically linking the website to the Facebook page. (To Follow)
- 12. Merchant Navy Day**

To consider participation in Merchant Navy Day - 3 September 2017 (To Follow)
- 13. Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation is attached for Council's approval. (To Follow)
- 14. Clerk's Updates**

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

Number	Date	Topic
7/17	22.06.17.	1. Extra Council Meeting & Open Spaces Committee

		<ul style="list-style-type: none">2. Neighbourhood Plan Workshops3. Open Spaces Team4. Council Office 29 June5. Donyatt Halt
--	--	---

15. Exclusion of Press and Public

To consider taking Agenda Item 16, Maintenance of Zip Wire and Wharf Lane Rec Gate without members of the public and press present, due to the confidential nature of the business to be transacted

16. Maintenance of Zip Wire and Wharf Lane Rec Gate

To consider a quotation for essential maintenance to the zip wire and repairs to the red gate near the toddler play area. (To Follow)

XX

Reminders

Formal Meetings

25 July	Open Spaces Committee
1 August	Planning, Highways & Transport Committee
	Resources Committee