

ILMINSTER TOWN COUNCIL

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



13 September 2017

A meeting of the **Town Council** will be held on **Tuesday 19 September 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 15 August 2017 as a correct record. (To Follow)
 - b) To consider the Office Action Plan relating to the Town Council Meetings. (To Follow)
4. **Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster (To Follow)

- 5. Mayor's Announcements/Engagements**
 - a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
 - b) The Mayor attended engagements between 8 August 2017 and 12 September as detailed on the engagement list. (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.
- 9. Strategic Plan – Status Report**

To consider the quarterly status report. (To Follow)
- 10. Wharf Lane Recreation Ground Toilets – Progress Report**
 - a) To consider the report from the Project Leader (To Follow)
 - b) To consider the Variations Report (To Follow)
- 11. Archie Gooch Pavilion - Snagging List Update**

To consider progress on completing the work on the Contract Administrator's snagging list. (To Follow)
- 12. Effectiveness of Internal Audit**

The Town Council is required to consider the effectiveness of its internal audit arrangements so that any appropriate changes can be made. (To Follow)
- 13. Electoral Review Of South Somerset**

To consider any suggestions and / or comments the Town Council would like to submit to the review. (To Follow)
- 14. Publication Scheme**

To review the Town Council's Publication Scheme to ensure compliance with the Information Commissioner's requirements. (To Follow)
- 15. Neighbourhood Plan Update**
 - a) To receive an update from the Neighbourhood Plan Steering Group
 - b) To consider the draft Terms of Reference for the Development Group
 - c) To nominate 3 Councillors to sit on the Development Group
- 16. Authorisation of Payments and Notification of Virements**

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

17. Clerk's Updates

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

Number	Date	Topic
9/17	14.08.17.	1. Toilet Block 2. Zip Wire and Gate Repair 3. A358 Supplementary Consultation

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Reminders

Formal Meetings

26 September 2017

3 October 2017

Open Spaces Committee

Planning Highways & Transport Committee followed by Resources Committee