

# ILMINSTER TOWN COUNCIL

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Town Clerk: Hayley White

8<sup>th</sup> September 2020

A meeting of the **Town Council** will take place on **Tuesday 15<sup>th</sup> September 2020** at 19:30hrs.

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public and press are very welcome to attend the meeting.

Members of the public who would like to attend this meeting must notify the Deputy Town Clerk by telephone or email before 9am Tuesday 15<sup>th</sup> September 2020. Further instructions will be given to allow them to join the meeting on Skype. The public are invited to submit their questions or raise issues relevant to the work of the council to the Deputy Town Clerk. 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 when they are contacted on Skype 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.

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.

A handwritten signature in black ink that reads 'Hayley White'.

Hayley White  
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**  
To confirm the minutes of the meeting held on 21<sup>st</sup> July 2020 as a correct record.
- 4. Office Action Plan**  
To consider the Office Action Plan relating to Town Council Meetings.
- 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. Financial Update**  
Report from RFO on schedule of expenditure and income.
- 9. Budget**  
To discuss how and when the Councillors wish to proceed with budget discussions this year.
- 10. Cemetery Fees**  
To advise the decision from the Open Spaces Committee meeting on 4<sup>th</sup> August 2020 to revise the Cemetery fees.
- 11. Removal of BT Phone box**  
To discuss whether the BT Phone box at Herne Rise and The Mead should be kept, removed or adopted.
- 12. Youth Committee**  
To discuss the possibility of a Youth Committee to involve 13-19 year olds.
- 13. South Somerset Carnival Park**  
For the Town Clerk to check if there are any other details that can be provided regarding the planning application process.
- 14. Christmas Tree Festival**  
To consider whether we would like to support with a tree this year if the festival goes ahead.

**15. Recording Votes in Town Council and Committee Meetings**

To discuss including the number of votes in the minutes (names should not be minuted).

**16. Local Government Reform**

General discussion on the two business cases.

**17. Clerk's Updates**

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

Number	Date	Topic
3/20	28.07.20	1. Urgent decision meeting notes – Archie Gooch Pavilion
4/20	21.08.20	1. Urgent decision meeting notes – Archie Gooch Pavilion
5/20	26.08.20	1. The Fair 2. Party on the Park 3. Victorian Evening 4. Pay Rise 5. Archie Gooch Pavilion 6. Hammerhead Land

**18. Exclusion of Press and Public**

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), for: Agenda item 19 Ilminster Cricket Club Lease, Agenda item 20 Sale at Ashcombe Court, Agenda item 21 Town Council Premises, Agenda item 22 Archie Gooch and Agenda item 23 Staffing Levels due to the confidential nature of the business to be transacted i.e. business information and information relating to potential negotiations.

**19. Ilminster Cricket Club Lease**

To consider a report prepared by the Town Clerk.

**20. Sale at Ashcombe Court**

To consider correspondence received from Broomhead & Saul.

**21. Town Council Premises**

To consider alternative Town Council premises and potential surveyors.

**22. Archie Gooch Pavilion**

To discuss the current lease arrangements.

**23. Staffing Levels**

To consider current staffing levels.