

ILMINSTER TOWN COUNCIL

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

11 September 2019

A meeting of the **Town Council** will take place on **Tuesday 17 September 2019** 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**
To confirm the minutes of the meeting held on **16 July 2019** as a correct record.
- 4. Office Action Plan**
To consider the Office Action Plan relating to Town Council Meetings.

5. Mayor's Announcements/Engagements

- a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
- b) To receive the Mayor's list of engagements between 10 July 2019 and 10 September 2019.

6. Police Report

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

7. Reports from District Councillors

To receive reports from District Councillors.

8. Report from the County Councillor for the Ilminster Division

To receive a report from the County Councillor.

9. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies.

10. Update From Neighbourhood Plan Development Group

To receive an update from the Neighbourhood Plan Development Group including information on recent and future activities and any expenditure requests.

11. Update from Former Gooch and Housego Premises Working Group

To receive an update from the Working Group.

12. Response to Consultation on The Local Plan Review

To consider the suggestions from the Neighbourhood Plan Development Group as to how the Town Council responds to the consultation on the Local Plan Review.

(Information about the Local Plan and the Review can be found at <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/planning-policy/local-plan-review-2016-2036/>)

13. Payments and Virements

The Schedule of Payments will be presented for Council's information.

14. Archie Gooch Pavilion – Annual Landlord & Tenant Meeting

To nominate Councillors to represent the Town Council at the third annual landlord and tenant meeting (date to be arranged).

15. Strategic Plan 2019/20-2021/22 – Status Report

To consider the quarterly Status Report.

16. Community Events – Recyclable Cups

To consider a communication about the availability and use of recyclable cups at community events in Ilminster

17. Clerk’s Updates

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

Number	Date	Topics
8/19	16.07.19	1. Staffing
9/19	01.08.19	1. July PHT Committee – On Street Parking Presentation 2. Staff Vacancies
10/19	09.18.19	1. Draft Minutes Planning, Highways & Transport Committee 6 August 2019 2. Ilminster Flooding 3. Road Closure 4. Recruitment 5. Tractor
11/19	15.08.19	1. Assistant Grounds Manager 2. Agency Staff – Grounds Team. 3. Temporary Road Closure – Station Road, West Street, High Street & Butts 4. Gooch & Housego Working Group
12/19	20.08.19	1. Draft Minutes of Town Council 18 June 2019 2. Bullying and harassment
13/19	22.08.19	1. Canal 2. Deputy Town Clerk Recruitment 3. Admin Officer Recruitment
14/19	03.09.19	1. Grounds Staff 2. Budget Workshop 3. Special Town Council Meeting

18. Exclusion of Press and Public

To consider taking agenda item 18 Apologies for Absence from Cllr Hamilton without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal and business information.

19. Apologies for Absence from Cllr Hamilton

To consider acceptance of the reasons for apologies for absence until 31 January 2020 from Cllr Hamilton

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Reminders

- 1 October Planning, Highways and Transport Committee
- 15 October Resources Committee
- 29 October Town Council (Extra Meeting)
- 5 November Planning, Highways and Transport Committee
- 12 November Open Spaces Committee