

Minutes of the **Town Council** remote meeting held via Skype,
on Tuesday 21st July 2020 starting at 19.30hrs

Present:

Chair: Cllr P Burton

Councillors: Cllr S Shepherd, Cllr J Dewick, Cllr V Higgins, Cllr M Gunn, Cllr V Keitch, Cllr I Mackillop, Cllr A Shearman, Cllr L Taylor, Cllr F White, Cllr L Wilcock and Cllr B Hamilton

In Attendance:

County Councillor Linda Vijeh

Officers: Mrs J Earp (Deputy Town Clerk) Mrs H White (Town Clerk)

771 Apologies for Absence

An apology for absence was received from Councillor Swann and Councillor James.

772 Declarations of Interest

Councillors made Declarations of Interest as detailed in the table below:

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
J Dewick	Cycling Manifesto	791	Member of Taunton Area Cycling Campaign	Personal	Voted
S Shepherd	Cricket Pavilion - Sub Lease to Ilminster Cricket Club	785	President and Secretary of Ilminster Cricket Club	Prejudicial	Left the meeting

773 Minutes

Consideration was given to the draft minutes of the meeting held on 23rd June 2020. Cllr Hamilton noted a duplicate sentence on

RESOLVED that the minutes of the meeting held on 28th January 2020 and 5th May 2020 be confirmed as a correct record.

774 Office Action Plan

Consideration was given to the Office Action Plan.

RESOLVED to remove item three as completed and amend item seven to refer to one co-option candidate.

775 Police Report

Consideration was given to the police report received. The Police report provided an update on policing in Ilminster. The written report was circulated ahead of the meeting.

RESOLVED to note the contents of the report and thank the police for their update.



776 Reports from District Councillors

Consideration was given to the District Councillors report received. Cllr Hamilton highlighted the section on the Future of Local Government in Somerset and encouraged everyone to read the business case presented by Somerset County Council and to raise any questions.

777 Report from the County Councillor for the Ilminster Division

Consideration was given to the report provided by the County Councillor for the Ilminster Division. The County Councillor reiterated what Cllr Hamilton had said and encouraged everyone to read the Business Case for the Future of Local Government and to raise any questions. The County Councillor thanked Cllr Keitch for her wealth of knowledge surrounding this subject.

778 Policy and Procedure Reviews - Recommendations from the Open Spaces Committee

At its meeting on 28th January 2020 the Open Spaces Committee considered a number of the Town Council's Policies and made the recommendation stated below.

Metal Detecting

That the policy of not allowing metal detecting on Town Council owned and managed land, as previously adopted remains in place and that this policy is reviewed in three years unless legislation or best practise requires an earlier review.

RESOLVED to keep metal detecting policy in place as it stands and that the policy is reviewed in three years unless legislation or best practice requires an earlier review.

779 Financial Regulations

To consider the recommendation of the Resources Committee held on 11th February 2020 to adopt the Financial Regulations as amended.

RESOLVED to accept the policy as amended.

780 Standing Orders

To consider if any amendments are required to the Town Council's Standing Orders. No amendments proposed.

RESOLVED to accept the policy as it stands.

781 Terms Of Reference

To consider if any amendments are required to the Town Council's terms of Reference for Council and Committees. Suggested to amend the date on the front page.

RESOLVED to accept the policy with amendment proposed.

782 Scheme of Delegation

To consider amendments made to the Town Council's Scheme of delegations.

RESOLVED to accept the policy as amended.



783 Policy and Procedure Reviews - Recommendations from the Resources Committee

At its meeting on 11th February 2020 the Resources Committee considered a number of the Town Council's Policies and made the recommendations stated below:

(a) Recruitment Policy & Procedure

That the Recruitment Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review

RESOLVED to accept the policy as amended.

(b) Whistleblowing

That the Whistleblowing Policy & Procedure was the subject of consultation with staff. The recommendation that the Whistleblowing Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review.

RESOLVED to accept the policy as amended.

(c) Sponsorship

That the Sponsorship Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.

RESOLVED to accept the policy as amended.

(d) Equality & Diversity

That the Equality Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.

RESOLVED to accept the policy as amended.

(e) Absence Management

That the Absence Management Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.

RESOLVED to accept the policy as amended.

(f) Capability (Performance)

That the Capability (Performance) Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.

RESOLVED to accept the policy as amended.

(g) Disciplinary

That the Disciplinary Policy & Procedure was the subject of consultation with staff. The recommendation that the Disciplinary Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.

RESOLVED to accept the policy as amended.



(h) Grievance

That the Grievance Policy & Procedure was the subject of consultation with staff. The recommendation that the Grievance Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.

RESOLVED to accept the policy as amended.

784 Nomination of a Councillor To Sit on the Grievance, Capability & Disciplinary Panel

To appoint a Councillor to the Grievance, Capability & Disciplinary Panel to replace Councillor James. As Councillor James has been elected as Chair of the Resources Committee it is no longer appropriate for him to be part of the Grievance, Capability & Disciplinary Panel due to a potential conflict of interest with the role he has to play as Chair in the Town Council's various employment processes.

Councillors not already on the Grievance, Capability & Disciplinary Panel or the Appeals Panel are Cllr Taylor, Cllr Hamilton, Cllr Higgins and Cllr Wilcock. Cllr Wilcock stepped forward.

RESOLVED to appoint Cllr Wilcock to Grievance, Capability & Disciplinary Panel.

785 Cricket Pavilion - Sub Lease to Iminster Cricket Club

To consider matters relating to a sub-lease for the Cricket Pavilion.

Note - Cllr Shepherd left the meeting as he had declared a prejudicial interest in this agenda item.

Initial discussions were made regarding the first draft of the sub-lease. The Town Clerk raised a query regarding personal guarantees.

RESOLVED that the Town Clerk is to make a full report on the sub-lease for the next full Town Council meeting.

Cllr Shepherd rejoined the meeting.

786 Payments and Virements

The Schedule of Payments was presented to the Town Council.

RESOLVED to accept the report as it stands.

787 Approval of Annual Governance Statement 2019/20

To consider and approve Annual Governance Statement 2019/20.

Each of the assertions on the Annual Governance Statement was considered in turn.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.



3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year adequate and effective system of internal audit and of the accounting records and control systems.
7. We took appropriate action on all matters, raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events and transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) assets, including financial reporting, and if required, independent examination or audit.

RESOLVED that the Council approve the Annual Governance Statement for 2019/20. Assertion 9 is not applicable as no Trust funds are managed by the Council.

788 Approval of Accounting Statements 2019/20
To consider and approve the 2019/20 accounts.

Cllr Hamilton asked for clarity on the meaning of the Community Resilience and Insurance on the Market House. Cllr Shearman confirmed that Community Resilience this relates to the stores the Council fund at Blackdown View and Vaughan Lee for salt and sand. The Deputy Town Clerk confirmed that the insurance policy figure in the accounts is a multiple policy and the insurance for the Market House is contained within the multiple policy.

RESOLVED that the Council approve the Annual Accounting Statements for 2019/20.

789 Internal Auditor's Report
To consider the report of the Internal Auditor.

The Deputy Town Clerk presented the Internal Audit. No additional questions were raised. Two areas for improvement were identified. The segregation of duties has not been consistently maintained when performing the petty cash reconciliations and bank reconciliations. The Deputy Town Clerk reported that the reconciliations had been completed but the procedures for the checking of these accounts needed to be tightened up. The Deputy Town Clerk confirmed that procedures had already been put in place as we move forward to correct this area for improvement.

RESOLVED to accept the report.



