

ILMINSTER TOWN COUNCIL

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



15 February 2017

A meeting of the **Town Council** will take place on **Tuesday 21 February 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 Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

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 **17 January 2017** as a correct record.
(To follow)
- b) To consider the office Action Plan relating to Town Council Meetings.(To follow)

4. Ilminster Christmas Lights

To consider how the Town Council may assist regarding the increased cost of storing the Christmas Lights.

5. Mayor's Announcements/Engagements

- a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
- b) To receive details of the Mayor's engagements between 10 January 2017 and 15 February 2017 (To follow)

6. Police Report

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

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. (To follow)

9. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies. (A report has been received from Greenfylde Church of England First School)

10. Recommendations from the Resources Committee

The Chair of the Resources Committee to provide an oral update on relevant matters and present recommendations made by the Committee meeting held on the 7 February 2017; this includes

- A) a recommendation to amend the fees charged for market stalls and the operating hours of the market and
- B) the payment of a Revenue Subsidy Grant to the Ile Youth Club.
- C) Annual Review of Financial Regulations – that no changes are made to the existing Financial Regulations (last amended by the Town Council 21.06.16)
(To Follow)

11. Telephone System

To consider the arrangements for office telephony provision. (To Follow)

12. Recommendations from the Neighbourhood Planning Working Group

To consider any recommendations arising from the meeting of the Neighbourhood Planning Working Group held on 20 February 2017; this is likely to include a recommendation regarding a statement to be submitted to South Somerset District Council as to why the parish of Ilminster should be the designated area for a Neighbourhood Plan for Ilminster.

- 13. Layout of the Public Toilets on Wharf Lane Recreation Ground**
To consider the recommendations of the Toilet Working Group regarding the layout of the toilets on the Wharf Lane Recreation Ground
- 14. Annual Review of Standing Orders**
To consider if any changes are required to the existing Standing Orders.
- 15. Appointment of an Internal Auditor**
The Town Council's current 3 year internal audit agreement is drawing to a close and a decision is required as to the next appointment of an internal auditor. (To Follow)
- 16. Draft Calendar of Meetings**
To consider the draft Calendar of Meetings for 2017/18 (To Follow)
- 17. Facilitation of a Public Meeting Regarding the Development of Land South West of Canal Way, Ilminster, by Persimmon Homes**
To consider the Town Council facilitating a public meeting regarding the development by Persimmon Homes, of land south west of Canal Way, Ilminster, which is currently owned by Somerset County Council.
- 18. Battle's Over - 11 November 2018**
To consider the Town Council's involvement in the "Battle's Over – A Nation's Tribute & WWI Beacons of Light"
- 19. Archie Gooch Pavilion Update**
To consider A) the current available financial information regarding the building of the Pavilion and B) the surfacing of the access road. (To Follow)
- 20. Project Plan**
To consider progress on the project plan and whether any changes are necessary. (To Follow)
- 21. Authorisation of Payments and Notification of Virements**
The Schedule of Payments for authorisation is attached for Council's approval. (To Follow)
- 22. Clerk's Updates**
The following Clerk's Updates have been sent by email since the beginning of January 2017.

Number	Date	Topic
1/17	10.01.17	1. Staffing 2. Which Council Does What – info sheet
2/17	13.02.17	1. Staffing 2. Insurance 3. Policies 4. Badgers 5. Memorials in the Cemetery

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Reminders

Meetings

Open Spaces Committee 28th February 2017

Planning, Highways & Transport Committee 7th March 2017

Council 21st March 2017