

ILMINSTER TOWN COUNCIL

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



14 November 2017

A meeting of the **Town Council** will be held on **Tuesday 21 November 2017** in the Council Chamber, Council Offices, North Street, Ilminster, TA19 0DG at 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 17 October 2017 as a correct record. (To follow)
 - b) To consider the office Action Plan relating to the Town Council Meetings. (To follow)

4. Mayor's Announcements/Engagements

- a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
- b) The Mayor attended the following engagements between 11 October 2017 and 14 November 2017. (To follow)

5. Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. (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; at the time of publishing the agenda the following representatives had indicated they would be reporting.

9. Appointment to Committees and Outside Bodies

To consider filling the vacancies on Council Committees and representatives on Outside Bodies that have arisen as a result of vacant councillor positions. (To follow)

10. Appointment of Authoriser for Bank Transactions

To appoint a replacement for Cllr Kinder as signatory and online banking authoriser to the Town Council's bank accounts, the current signatories are Councillors Fowler, Keitch, Shepherd and Swann.

11. Councillor Co-Option Process

The Council currently has 1 vacancy which may be filled by co-option and the Council is asked to agree the process and provisional timetable. (To Follow)

12. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation will be presented for Council's approval. (To follow)

13. Clerk's Updates

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

Number	Date	Topic
12/17	31.10.17	1. Facebook Page 2. ITC Website 3. Staffing 4. Resources Committee
13/17	06.11.17	1. Town Council Election 2. Ilminster Flooding Report

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Reminders

Meetings

28 November 2017

5 December 2017

12 December

Open Spaces Committee

Planning, Highways & Transport Committee followed by Resources
Committee

Town Council