# **ILMINSTER TOWN COUNCIL**

Council Offices North Street ILMINSTER Somerset TA19 0DG

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Town Clerk: Joy Norris MILCM ACIS MSc





23 January 2019

A meeting of the **Town Council** will be held on **Tuesday, 29 January 2019** in the Council Chamber, Council Offices, North Street, Ilminster, TA19 0DG 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 23 January 2019 as a correct record. (To follow)
- b) To consider the office Action Plan relating to Town Council Meetings. (To follow)

# 4. Mayor's Announcements/Engagements

The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements

### 5. Strategic Plan 2019/20 – 2021/22

To consider the draft Town Council 3 year Strategic Plan for 2019/20 – 2021/22. (To follow)

# 6. Budget and Precept 2018/19

To consider the Town Council's budget and precept for 2018/19.

#### 7. Medium Term Financial Plan

To consider the emerging Medium Term Financial Plan

# 8. Capital Programme

To consider the emerging Capital Programme

## 9. Investment Strategy

To consider adopting an investment strategy

# 10. Service Contract for Handwash Units - Toilets, Wharf Lane Rec

To consider awarding a service contract for the handwash units in the toilets at Wharf Lane Rec which are now 1 year old.

#### 11. Urgent Decision – Tractor Maintenance

A decision was made on 22 January 2019, using the Town Council's urgency procedure to place an order for the service of the tractor and a replacement clutch. The estimated cost of the work is £1,700. The reasons for this being treated as an urgent decision are:

- The estimated cost exceeds the amount the Town Clerk may authorise.
- The clutch could fail at any time during use so it is unwise to use the tractor at present.
- The grass is growing slowly at present so the impact of having the tractor out of commission is less than later in the year when the grass is going quickly and sports pitches need cutting at least once a week.

# 12. Payments and Virements

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

# **Formal Meeting Reminders**

5 February 2019	Planning, Highways & Transport Committee (To be held at
	Greenfylde School)
12 February 2019	Resources Committee
5 March 2019	Planning, Highways & Transport Committee
12 March 2019	Open Spaces Committee
14 March 2019	Annual Town Assembly (this is not a Town Council meeting;
	it is a meeting of Ilminster residents chaired by the Mayor)
19 March 2019	Town Council