

Minutes of the Full Council Meeting held on  
**16<sup>th</sup> May 2023 at 19.30hrs**, in the **Council Chamber, Council Offices,**  
**North Street, Ilminster, TA19 0DG**

**Chair:** Cllr L Taylor

**Committee:** Cllr P Burton, Cllr B Hamilton, Cllr M James, Cllr B Jenner-Hurford, Cllr J Karchud, Cllr V Keitch, Cllr I MacKillop, Cllr S Osborne, Cllr P Sellers, Cllr A Shearman, Cllr S Shepherd

**Officers:** M Tredwin (Town Clerk), J Earp (Deputy Town Clerk and RFO), V Freeman (Administration Officer)

**In attendance:** 1 member of the public

**2023-0019-TC Election of Mayor**

Nominations were invited for the office of Mayor.

Cllr Leanne Taylor received a nomination from Cllr Keitch and seconded by Cllr Hamilton.

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Leanne Taylor to the office of Mayor of Ilminster for the period up to the May 2024 Annual Town Council Meeting

**2023-0020-TC Declaration of Acceptance of Office**

Cllr Taylor signed the Declaration of Acceptance of Office.

**2023-0021-TC Election of the Deputy Mayor**

Nominations were invited for the office of Deputy Mayor.

Cllr Brian Hamilton received a nomination from Cllr Keitch and seconded by Cllr Jenner-Hurford

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Brian Hamilton to the office of Deputy Mayor of Ilminster for the period up to the May 2024 Annual Town Council Meeting.

**2023-0022-TC Public Forum**

There were no members of the public who wished to speak.

**2023-0023-TC Apologies for Absence**

Cllr M Gunn

Cllr D Paul

Cllr N Tinson

The Clerk has confirmed that reasons have been provided.

**2023-0024-TC Somerset Council Member's Reports**

Members **NOTED** the Somerset Council Member's report.

**2023-0025-TC Declarations of Interest**

There were no declarations of interest.

**2023-0026-TC Dispensations**

There were no dispensations requested or granted.

**2023-0027-TC Minutes – Town Council**

Members **RESOLVED** by 11 votes for that the Minutes from the meeting held on 25<sup>th</sup> April 2023 as a correct record.

**Proposer** Cllr Shearman **Seconded** Cllr Sellers

**2023-0028-TC Minutes – Planning, Highways and Transport**

Members **NOTED** the Minutes from the meeting held on 2<sup>nd</sup> May 2023

**2023-0029-TC Standing Orders**

Members **RESOLVED** unanimously to approve the proposed Standing Orders for the council year 2023-2024

**Proposer** Cllr Shearman **Seconded** Cllr Shepherd

**2023-0030-TC Financial Regulations**

Members **RESOLVED** unanimously to approve the Town Council's Financial Regulations for the council year 2023-2024.

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Shearman

**2023-0031-TC Scheme of Delegation**

Members reviewed the Scheme of Delegation.

The Clerk was asked if a member if it was possible to request any changes to the scheme of delegation during the year. The Clerk advised members that the process would be to inform the Clerk, who would then add the proposal to the next Town Council meeting for members to consider. Members can resolve to suspend Standing Order 7a, so the proposal can be reviewed within the 6 month period. The Clerk also reminded members that 6 members can request a rescinding motion.

Members **RESOLVED** unanimously to adopt the draft Scheme of Delegation report, as presented.

**Proposer** Cllr Sellers **Seconded** Cllr James

**2023-0032-TC Code of Conduct**

A member asked if the Civility and Respect code needs to be adopted annually. Officers will investigate and update members at the next meeting.

Members **RESOLVED** unanimously to adopt the proposed Voluntary Code of Conduct for Ilminster Town Council.

**Proposer** Cllr Hamilton **Seconded** Cllr MacKillop

**2023-0033-TC Banking Authorisation**

Members discussed the current signatories and bank reconciliation checkers who all confirmed that they were happy to continue in their roles.

Members **RESOLVED** unanimously to accept the current bank signatories as follows,

Mayor Cllr Leanne Taylor  
Cllr Stuart Shepherd  
Cllr Ben Jenner-Hurford  
Cllr Val Keitch  
Cllr Matthew James  
Cllr Neil Tinson  
Town Clerk Mark Tredwin  
Deputy Town Clerk Julie Earp

And that Cllr Andrew Shearman and Cllr Brian Hamilton to share the task of carrying out monthly bank reconciliations for financial year 2023-2024

**Proposer** Cllr Sellers **Seconded** Cllr Karchud

**2023-0034-TC Earmarked Reserves**

Members reviewed the earmarked reserves list.

The Clerk was asked about the £20,000 to refurbish the tennis courts, who advised the Town Council had previously resolved to put money aside on an annual basis for maintenance work over the coming years.

The clerk was also asked about the Civic Evening reserves. The mayor advised that no events had taken place over the last few years due to covid and awareness of the current economical climate. It was suggested that if a Civic event was held it could be used as a fundraising event.

Members **RESOLVED** unanimously to approve the Earmarked Reserves for the financial year 2023-2024 and delegate officers to move reserves between funds in accordance with the adopted Financial Regulations.

**Proposer** Cllr Taylor **Seconded** Cllr Keitch

**2023-0035-TC Direct Debit and Regular Payments**

Members **RESOLVED** unanimously to approve the Direct Debits and Standing Orders for the for financial year 2023-2024 and agree to the membership of the professional bodies and organisations identified in the report.

**Proposer** Cllr James **Seconded** Cllr Jenner-Hurford

**2023-0036-TC Appointment of Members to Committees and Working Groups**

Members **RESOLVED** unanimously to appoint members to the committees and working groups as listed below.

<p><b>Resources</b>  Cllr Sellers  Cllr Hamilton  Cllr Keitch  Cllr Jenner-Hurford  Cllr James  Cllr Tinson  Cllr Shepherd  Cllr Burton</p>	<p><b>Open Spaces</b>  Cllr Gunn  Cllr Taylor  Cllr Hamilton  Cllr Jenner-Hurford  Cllr Paul  Cllr Shepherd  Cllr Osborne  Cllr Karchud</p>
<p><b>Planning, Highways and Transport</b>  Cllr Karchud  Cllr Shearman  Cllr Sellers  Cllr Tinson  Cllr MacKillop  Cllr James  Cllr Gunn  Cllr Hamilton</p>	<p><b>Grievance, Capability and Disciplinary</b>  Deputy Mayor, Cllr Hamilton  Cllr Sellers  Cllr James  Cllr Keitch  Cllr Jenner-Hurford</p>
<p><b>Appeals</b>  Mayor, Cllr Taylor  Cllr Osborne  Cllr Shepherd</p>	<p><b>Neighbourhood Plan Development Group, reports to Resources</b>  Cllr Gunn  Cllr Shepherd  Cllr James</p>
<p><b>Rec Users Group, reports to Open Spaces</b>  Cllr Osborne  Cllr Sellers  Cllr James</p>	<p><b>Cemetery Working Group</b>  Cllr Gunn  Cllr Shearman  Cllr MacKillop</p>
<p><b>Herne Hill Users Group Reports to Open Spaces</b>  Cllr Hamilton  Cllr Osborne  Cllr Sellers</p>	<p><b>Cemetery Lodge Working Group Report to Resources</b>  Cllr Jenner-Hurford  Cllr Burton  Cllr MacKillop  Cllr Hamilton  Cllr James</p>
<p><b>North Street Office Working Group reports to resources</b>  Cllr Jenner-Hurford  Cllr Tinson</p>	<p><b>PACT</b>  Mayor  Deputy Mayor  Cllr Karchud  Cllr Keitch</p>

Cllr Paul Cllr Shepherd Cllr James	Cllr Shepherd Reserve - Cllr James
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Members **RESOLVED** unanimously to accept the appointment of Members to the Committees and Working Groups as listed in the above table.

**Proposer** Cllr Taylor **Seconded** Cllr Sellers

### 2023-0037-TC Appointment of Representatives to other Groups

Officers will contact all the groups below to advise them of their Councillor representative.

Members were reminded of the importance of providing written reports to update all members on any meeting that they have attended.

Organisation (in alphabetical order)	Councillor Representative(s)
Arts Centre	Cllr Hamilton, Cllr Taylor
Chamber of Commerce	Cllr James, Cllr Osborne
Christmas Lights	Cllr Shepherd
Dementia Awareness Alliance	Cllr MacKillop
Fairtrade Committee	Cllr Burton, Cllr Keitch
Herne View CofE Primary School	Cllr Hamilton
Ile Youth Centre	Cllr Gunn
Ilminster Education Foundation	Cllr Keitch, Cllr Shepherd
Ilminster Entertainment Society	Cllr Taylor
Ilminster Tourism	Cllr Shepherd
Neroche Community Primary School	Cllr Keitch
Royal British Legion	Cllr James
Wadham School Liaison	Cllr Osborne

Members **RESOLVED** unanimously the appointments of representatives to other groups as per the table above.

**Proposer** Cllr Sellers **Seconded** Cllr Hamilton

### 2023-0038-TC Chair's award

Members **RESOLVED** unanimously to delegate to officers to seek suitable nominations for the Chair's Award for Service to the Community 2023 to be presented to Full Council.

**Proposer** Cllr Hamilton **Seconded** Cllr Jenner-Hurford

### 2023-0039-TC Councillor's surgeries

Members **NOTED** the report.

Members discussed the success of the Councillor's surgeries.

Discussions included are they being held in the right location, they haven't worked in the past, some members work on a Saturday, could they be advertised in local shops, could they be held online in the evening, could they be held in a café/The Arts Centre/other location, and they give residents an opportunity to meet their local Town Councillor.

Officers will look into the suggestions made and bring further information to a future meeting.

Members were reminded that even if they vote against/abstained as the proposal was approved all members are expected to take part in the surgeries.

**2023-0040-TC Coronation**

Cllr Hamilton thanked the office staff for all their work helping with the Coronation plans.

Cllr Sellers thanked the Coronation committee who arranged the gifts.

The vast majority of the feedback received has been very positive.

Members discussed the options of what will happen to the remaining Coronation gifts.

Members **RESOLVED** unanimously to give a bag, mug, a packet of seeds and flag to all members and office staff, members may donate their bag to someone else if they wish. A bag, mug, a packet of seeds and flag will also be given to Mrs Davies to add to her collection. The remaining mugs will be used as prizes for the 2023 Scarecrow Competition.

**Proposer** Cllr Hamilton **Seconded** Cllr James

Meeting ended at 20.41