

# ILMINSTER TOWN COUNCIL

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Town Clerk: Hayley White

16<sup>th</sup> March 2021

A meeting of the **Town Council** will take place on **Tuesday 23<sup>rd</sup> March 2021** at 19:30hrs.

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public and press are very welcome to attend the meeting.

Members of the public who would like to attend this meeting must notify the Deputy Town Clerk by telephone or email ([deputy.clerk@ilminster.gov.uk](mailto:deputy.clerk@ilminster.gov.uk)) before 9am on Tuesday 23<sup>rd</sup> March 2021. Further instructions will be given to allow them to join the meeting on Skype. The public are invited to submit their questions or raise issues relevant to the work of the council to the Deputy Town Clerk. 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 when they are contacted on Skype 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.

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

A handwritten signature in black ink that reads 'Hayley White'. The signature is written in a cursive, flowing style.

Hayley White  
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**  
To confirm the minutes of the meeting held on **23<sup>rd</sup> February 2021** as a correct record.
4. **Reports from District Councillors**  
To receive reports from District Councillors.
5. **Report from the County Councillor for the Ilminster Division**  
To receive a report from the County Councillor.
6. **Neighbourhood Plan**  
Martha Covell from ECA Consultants will present the current proposed draft plan and provide potential timescales moving forward. To consider the amended Neighbourhood Plan and whether it can be approved.
7. **Ilminster Youth Project**  
To receive a report from the Ilminster Youth Project team.
8. **Payments and Virements**  
The Schedule of Payments will be presented for Council's information.
9. **CCLA Public Sector Fund**  
To consider the deposit fund including whether the money should remain in the fund or if the funds should be withdrawn.
10. **Insurance policy (All Assets)**  
To accept the Town Council renewal documents for the following 12 months (2<sup>nd</sup> year of a 3 year contract.) To consider claiming on the insurance for repairs to one of the vehicles.
11. **The Magistrates Court Purchase**  
To consider authorising the Deputy Town Clerk to make the purchase price payment including legal fees and disbursements as a single payment transaction (current limit £50,000 over 3 days).
12. **Policy and Procedure Review - Recommendations from the Resources Committee**  
At its meeting on 2<sup>nd</sup> March 2021 the Resources Committee considered one of the Town Council's Policies and made the recommendation stated below:  
**Financial Risk Register**  
That the Financial Risk Register as attached is approved as amended.

- 13. Health and Safety Policy**  
To consider approval of the amended policy.
- 14. Ilminster Cricket Club**  
To consider a request from Ilminster Cricket Club for a grant for replacement of the cricket nets.
- 15. Exclusion of Press and Public**  
To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), for: Agenda item 16 Recruitment due to the confidential nature of the business to be transacted i.e. HR matters.
- 16. Recruitment**  
To consider the staffing and plans moving forward.