

Minutes of the **Annual Town Council** meeting
held in the Council Chamber. The Council Offices, North Street, Ilminster,
on Tuesday 14 May 2019 at 19.30hrs

Present:

Councillors: Cllr P Burton, Cllr J Dewick, Cllr M Gunn, Cllr V Higgins, Cllr M James,
Cllr V Keitch, Cllr A Shearman, Cllr S Shepherd, Cllr L Taylor, Cllr F White and
Cllr L Wilcock

In Attendance

Officers: Miss J Norris (Town Clerk)

3 members of the public attended the meeting

Cllr Fowler, as the outgoing Mayor, welcomed the new Councillors and thanked all the Councillors and Town Council staff for their advice, help and support during her time as a Councillor and especially whilst holding the office of Mayor. The Mayor made special mention of the support provided by the Deputy Mayor and also paid tribute to her husband who had been understanding, tolerant and encouraging throughout her time both as a Councillor and Mayor. It had been an honour and a privilege to hold the office of Mayor and it had been wonderful to personally learn about and experience so many of the facets of Ilminster

Speaker 1 raised a number of matters:

- At 3.50pm that afternoon the speaker had seen children on bicycles by library who were trying to cross the road; eventually a motorist stopped to let them across. A crossing is needed – it was possible that these children had come out of the school by the back gate. The Mayor (outgoing) responded that a letter would be sent to the Headteacher of Swanmead School asking them to remind children to use the school crossing patrol.
- The speaker had been in contact with Hatch Green Coaches trying to persuade them to replacing Nippy Bus timetable / route; they have confirmed today that they are not interested. South West Coaches are still interested in offering the service provided that it can make money.
- The 9.57 bus to Taunton, a single decker, was so full that at least 18 people had to stand all the way from Ilminster to Taunton and passengers had to be left behind; more capacity is needed. County Cllr Vjeh will investigate this further.

Cllr Shearman said he was aware that there was no bus from Ilminster to Yeovil.

Cllr Keitch said she has been talking to the principle at Yeovil College who have a Transport Officer and they are looking at the possibilities of providing transport for students from Ilminster.

611. Election of Mayor

Nominations were invited for the role of Mayor; the only nomination was Cllr Burton

RESOLVED that Councillor Burton is elected as Mayor for the 2019/ 2020
municipal year

612. Declaration of Acceptance of Office

Cllr Burton signed the Declaration of Acceptance of Office in the presence of the Town Clerk, as Proper Officer, and fellow Councillors.

Cllr Burton took the Chair and thanked the outgoing Mayor for her hard work and dedication during what had been a difficult year for the Town Council.

613. Appointment of Deputy Mayor

Nominations were invited for the role of Deputy Mayor; the only nomination was Cllr Shepherd

RESOLVED that Councillor Shepherd is appointed as Deputy Mayor for the 2019/ 2020 municipal year

614. Apologies for Absence

An apology for absence was received from Councillor Mackillop.

615. Declarations of Interest

No Declarations of Interest were made in respect of any items on the agenda.

616. Minutes

The minutes of the meeting held on 23rd April 2019 and the Office Action Plan relating to the Town Council Meetings were not available for consideration and would be presented to the next Town Council meeting.

617. Mayor's Announcements/Engagements

a) The Mayor said that the Town Council would be having a place on the Community Drive at the Midsummer Experience and it would be helpful to have Councillors available to meet people – it would be appreciated if Councillors could let the Town Clerk if they are available and willing to help.

Arrangements for the Civic Service are under discussion.

b) The Mayor (outgoing) attended engagements between 13 March 2019 – 7 May 2019 as detailed on the Mayor's Engagements Sheet. The Mayor commented that it was a busy schedule and shows how involved the Mayor can be in local events and promoting the town.

618. Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. The written report had been circulated prior to the meeting and no issues were raised

619. Update From Neighbourhood Plan Development Group

Cllr Shepherd gave an update from the Neighbourhood Plan Development Group to supplement the written report, from the Group circulated at the start of the meeting.

Cllr Shepherd stated that the Town Council representatives on the Group are currently Cllrs Shepherd & James.

The current Chair, Natalie Wainwright is standing down so it is intended to elect a new Chair at the June meeting.

The Development Group's are currently considering a marketing campaign aimed at getting more people involved with the Neighbourhood Plan process. A Call for Sites notice has been published in the Chard & Ilminster News and the Ilminster Press; the Group would also like the notice published in the Western Gazette but this will take the expenditure over the spending limit for which the Town Clerk has delegated authority.

Issues raised during consideration of this agenda item included:

- Why did the Development Group have a meeting with Persimmon homes? - Cllr Shepherd responded that he had learnt about the meeting after it was arranged but was able to attend and it gave guidance to the developer on the way that the Development Group was looking at building materials / quality

RESOLVED that the Call for Sites notice is published in the Western Gazette.

620. Review of the Town Council Decision Making Structure.

In May 2018 the Town Council made changes to its decision making structure, most notably to the number of Councillors sitting on committees and the frequency of meetings. At its meeting on 20 November 2018 the Town Council considered the effectiveness of the way in which councillors and committees were working and resolved that "...no change is made to the decision-making structure currently in operation and that any review should not take place until after the May 2019 elections." This agenda item provided the opportunity to re-assess the impact of the changes made in May 2018 and decide whether or not any changes are required.

Issues discussed during consideration of this agenda item included:

- The new structure works well for many people
- Councillors are able to opt for committees they are interested in; this gives meetings a sharper focus with Councillors more willing to participate
- Non-Committee Councillors can go to a meeting, and it is usual for the Chair to permit them to speak
- Attending every meeting can be a waste of Councillor time
- The agenda for every meeting is sent to all Councillors by email
- The current system makes it easier for Councillors to participate

RESOLVED that no changes are made to the current decision -making structure i.e. committees, committee size and meeting frequency.

621. Standing Orders

Consideration was given to the Town Council's Standing Orders

RESOLVED that no changes are required to the Town Council's Standing Orders

622. Financial Regulations

Consideration was given to the Town Council's Financial Regulations

RESOLVED that no changes are required to the Town Council's Financial Regulations

623. Council and Committee Terms of Reference

Consideration was given to the Town Council's Council and Committee Terms of Reference

RESOLVED that no changes are required to the Town Council's Council and Committee Terms of Reference

624. Scheme of Delegations

Consideration was given to the Town Council's Scheme of Delegation

RESOLVED that no changes are required to the Town Council's Scheme of Delegations

625. Asset Register

Consideration was given to the Town Council's Asset Register

Issues raised or discussed during consideration of this agenda item included:

- Numbering of the items listed
- This is consolidated list showing the main items and grouping together items of lesser value; more detailed inventory lists are available

RESOLVED to note the Town Council's asset register.

626. General Power of Competence

The Town Council considered whether or not it meets the eligibility criteria for the General Power of Competence.

Issues raised or discussed during consideration of this agenda item included:

- Borrowing limits
- What the general power enables a Town Council to do
- The eligibility criteria regarding election of Councillors

RESOLVED

- (i) that Ilminster Town Council confirms that it meets the eligibility criteria to use the General Power of Competence
- (ii) that Ilminster Town Council resolves from 14 May 2019 until the next Annual Town Council Meeting after Ordinary Elections, to adopt the General Power of Competence having met the conditions of eligibility as defined in the Localism Act 2011

627. Appointment of Committees

a) Open Spaces Committee

RESOLVED

- (i) that Councillors Gunn, Higgins, Shepherd, Swann, White and Wilcock sit on the Open Spaces Committee
- (ii) that the Committee's 2 remaining places are held in order to give Councillors co-opted in June a choice of Committee places

b) Planning, Highways and Transport Committee

RESOLVED

- (i) that Councillors Higgins, James, Makillop, Shearman, Swann, Taylor and Wilcock sit on the Planning, Highways and Transport Committee
- (ii) that the Committee's 1 remaining place is held in order to give Councillors co-opted in June a choice of Committee places

c) Resources Committee

RESOLVED

- (i) that Councillors Burton, Dewick, Gunn, James, Keitch, Shepherd, and White sit on the Resources Committee
- (iii) that the Committee's 1 remaining places are held in order to give Councillors co-opted in June a choice of Committee places

d) Grievance, Capability and Disciplinary Committee

The Chair of this Committee is the Deputy Mayor as an ex officio appointment; the Committee requires 2 other members when it meets (making a Committee of 3)

RESOLVED

- (i) that the Deputy Mayor is Chair of this committee ((unless they were involved in the issue / subject / topic of the grievance, capability or disciplinary matter)., as an ex-officio appointment
- (ii) that the pool of Councillors from which the Committee members would be drawn comprise Councillors Gunn, James, Keitch and Shearman.

e) Appeals Committee

This committee requires 3 members when it meets. The precedent is that the Mayor would chair this Committee (unless they were involved in the appeal issue / topic).

RESOLVED

- (i) that the Mayor is Chair of this committee, as an ex-officio appointment (unless they were involved in the appeal issue / topic).
- (ii) that the pool of Councillors from which the Committee members would be drawn comprise Councillors Dewick, Mackillop, Swann and White.

628. Committee Chairs & Vice Chairs

In accordance with the Town Council's Terms of Reference, the Committee Chairs and Vice-Chairs were elected taking into account the Committee's wishes.

RESOLVED

- (i) That Councillor Gunn be elected as Chair of the Open Spaces Committee and Councillor Swann be appointed as the Vice-Chair
- (ii) That Councillor Shearman be elected as Chair of the Planning, Highways and Transport Committee and Councillor Taylor be appointed as the Vice-Chair
- (iii) That Councillor Dewick be elected as Chair of the Resources Committee and Councillor James be appointed as the Vice-Chair

629. Appointment of Councillors to Working Groups

The appointment of Councillors to Working Groups was considered

a) Accommodation Working Group

RESOLVED that the Accommodation Working Group members comprise The Mayor as an ex officio appointment plus Councillors James, Shepherd, Shearman and White.

b) Licence Conditions Negotiations

RESOLVED that the Licence Conditions Working Group members comprise Councillors Burton, James and Shearman

c) Cemetery Working Group

RESOLVED that the Cemetery Working Group members comprise Councillors Gunn, Swann, Higgins, Shearman.

d) Local Council Award Scheme Working Group

RESOLVED that the Local Council Award Scheme Working Group members comprise Councillors Dewick, Gunn and Makillop.

630. Appointment Of Councillors to other Groups

The appointment of Councillors to various Groups

a) Rec Users Group

RESOLVED that the Chair and Vice-Chair of the Open Spaces Committee are ex officio members of the Rec Users Group and the 3 additional Councillors are Councillors Shepherd, White and Wilcock.

b) Neighbourhood Plan Development Group

RESOLVED that the Councillor nominees to the Neighbourhood Plan Development Group are Councillors Gunn, James and Shepherd.

631. Appointment of Representatives to Outside Bodies

The appointment of representatives to various organisations was considered.

RESOLVED that the Councillor representatives to outside bodies be as detailed in the table below:

Organisation (in alphabetical order)	Councillor Representative (s)
Arts Centre	Cllr Dewick
Chamber of Commerce	Cllr James (Deputy Cllr Swann)
Christmas Lights	Cllr Swann
Dementia Awareness Alliance	Cllr Makillop
Fairtrade Committee	Cllr Burton and Cllr Keitch
Greenfyld School Liaison	Cllr Swann
Ile Youth Centre	Cllr Dewick & Cllr Gunn
Ilminster Education Foundation	Cllr Shepherd and Cllr Swann
Ilminster Entertainment Society	Cllr Taylor

Ilminster Literary Festival	Cllr Keitch
Ilminster Tourism	Cllr White
Market Town Investment Group	Cllr James
Neroche Community Primary School	Cllr Swann
Partners and Communities Together	Cllr Higgins and Cllr Shepherd (Deputies Cllr James and Shearman)
Somerset Association of Local Councils	Cllr Shepherd and Cllr James
Swanmead School Liaison	Cllr Shearman
Wadham School Liaison	Cllr Gunn

632. Appointment of Authorisation for Bank and Investment Transactions

To appoint Councillors as signatories and online banking authorisers to the Town Council's bank accounts and investments.

RESOLVED that Councillors James, Keitch, Shepherd, Swann, Taylor and White be the Councillor signatories and authorisers for the Town Council's bank accounts and investments.

633. Calendar of Meetings 2019/20

The draft calendar of meetings for the municipal year 19/20 was considered.

RESOLVED that the calendar of meetings as attached at Appendix 1 is approved.

634. Authorisation of Payments and Notification of Virements

The Schedule of Payments was presented for Council's approval.

RESOLVED that the payments listed in the schedule presented to Council totalling £23,240.56 gross are approved

635. Arrangements for Co-Option

The arrangements for co-opting 2 Councillors to fill the 2 vacant Town Council seats were considered. On this occasion, there is no requirement for the Town Council to give Public Notice that there are vacancies to be filled. If the 2 vacancies are not filled by co-option by 27th June the District Council may order a fresh election to be held for the vacant positions.

RESOLVED

- (i) that the vacancies are advertised on the Town Council website and noticeboard
- (ii) that applicants are required to complete the form the Councils normally uses for Councillors co-options
- (iii) that applicants are asked to attend a Town Council meeting on 18 June and give a short presentation about themselves and the contribution they feel they can make to the work of the Council.

The meeting closed at 21:15hrs.

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