

Minutes of the **Town Council** meeting
held in the Council Chamber. The Council Offices, North Street, Ilminster,
on Tuesday 23 April 2019 at 19.30hrs

Present:

Chair: Cllr J Fowler

Councillors: Cllr D Belobaba, Cllr P Burton, Cllr J Dewick, Cllr M Gunn, Cllr M James, Cllr V Keitch, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr L Taylor, Cllr T Walker and Cllr F White

In Attendance

Officers: Miss J Norris (Town Clerk)

1 member of the public attended the meeting

604 Apologies for Absence

An apology for absence was received from Councillor Swann.

605 Declarations of Interest

1. Councillors made Declarations of Interest as detailed in the table below:

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr J Fowler	Agenda no 7 Ilminster Cricket Club Rent and other charges	610	Vice-President of Ilminster Cricket Club	Personal	Spoke and voted
Cllr S Shepherd	Agenda no 7 Ilminster Cricket Club Rent and other charges	610	President and Secretary of Ilminster Cricket Club	Personal	Spoke and voted
Cllr M James	Agenda no 7 Ilminster Cricket Club Rent and other charges	610	Social member of Ilminster Crkctet Club	Personal	Spoke and voted

606 Minutes

a) To confirm the minutes of the meeting held on 26 March 2019 as a correct record.

RESOLVED to confirm the minutes of the meeting held on 26 March 2019 as a correct record

b) To consider the office Action Plan relating to Town Council Meetings

- A letter from Ilminster Sports Club Limited (ISCL) regarding the surfacing of the Archie Gooch Pavilion car park was circulated to Councillors for information; Issues raised included:
- Whether or not the Town Council's requirements had been met

- The letter does not say ISCL accept responsibility for any damage that may arise as a result of the car park being tarmacked;
- The letter does say that porous tarmac will be used
- South Somerset District Council have discharged the planning condition regarding the car park surface
- Building Regulations have issued a final certificate;
- The Mayor is hoping to have a site meeting with the contractors – this was supported by Councillors

607 Mayor's Announcements/Engagements

- a) The Mayor told the Council about the arrangements for Somerset Day (May 11th) – there were flyers containing more information on the table

608 Exclusion of Press and Public

Consideration was given to taking Agenda items 6 Management Processes Working Group and Agenda 7 Ilminster Cricket Club Rent without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal information and items subject to negotiation

RESOLVED to exclude members of the press and public during consideration of Agenda Item 6 Management Processes Working Group and Agenda Item 7 Ilminster Cricket Club Rent and Other Charges due to the confidential nature of the business to be transacted i.e. personal information and items subject to negotiation

609 Management Processes Working Group

The Mayor thanked the Working Group for their work. Cllr Belobaba, the Working Group Chair, introduced the report; he stressed that it is easy to see things with hindsight and that things are not always as simple as they may appear; the Working Group had used the approach of identifying actions that would help avoid a similar situation occurring in the future and not an approach of apportioning blame.

The report was considered and discussed section by section.

Issues raised or discussed during consideration of the report included:

- The report has been created as a starting point for discussion
- How GDPR affects record keeping
- More information is required about the Somerton Town Council Disciplinary Policy (it is available on their website)
- The purpose of the suggested Staffing Committee -
- some of the recommendations, including those pertaining to recruitment have already been put into place
- Councillors need to be more pro-active in reporting their concerns and the concerns of the public to the Town Clerk
- The Town Clerk is responsible to the whole Council, not any individual Councillor or role holder
- Regular team meetings (not just one to one's) with line manager are held to discuss current issues and enable any general issues and concerns to be raised by anyone in the team

Agenda 3A

- Standing Orders have already been amended to include requirements for Councillor training, including diversity and equality
- the Town Council already has a buddy system for new councillors
- the Town Council has joined South West Councils in order to obtain HR support
- all HR policies are regularly reviewed by the Resources Committee
- the Terms of Reference for all Committees and Panels including the Discipline and Grievance Panels and the Appeals Panel are reviewed at the Annual Town Council meeting
- that Councillors would like a liberal approach to sharing sensitive information
- the need for a common sense approach to the recording of phone calls and emails between staff and also between staff and councillors

RESOLVED

- (i) that all recruitment adverts should be checked by South West Councils prior to publication
- (ii) that suitably qualified persons, including the line manager, should be actively involved with the recruitment of Town Council staff
- (iii) councillors should receive training with respect to their duties as councillors and the need for maintaining confidentiality
- (iv) That the Town Council investigate suitable structures / arrangements for providing support to the Town Clerk regarding HR responsibilities – and the findings of the investigations are reported to Councillors in 3 months
- (v) That the Town Council considers holding team-building events to include all staff and councillors.
- (vi) That the weekly meeting between the Mayor and the Town Clerk should be recorded by the Mayor and circulated to Councillors

610 Ilminster Cricket Club Rent and other charges

A report was considered from the Town Council's Financial Consultant (Mr Rod Latham) regarding the rent payable by Ilminster Cricket Club for The Shed in the pre-lease period and the contribution towards utility charges.

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

- the date the lease was signed
- the unfortunate circumstances which meant the Cricket Club did not sign the new lease for The Shed as quickly as they had anticipated
- the possibility of allowing payment by installments
- the exact amounts owed
- the dates the invoices were sent and how long the amounts have been outstanding

RESOLVED to defer discussion and decision on this agenda item to a future meeting in order to clarify the outstanding amounts and the premises referred to in the charges.

The meeting closed at 21:37hrs

Agenda 3A

After the meeting had closed, Cllr Keitch, Chair of the Resources Committee thanked the Mayor for her contribution to the Town Council as a both a Councillor and as Mayor.

DRAFT