

Town Council Action List For Council 21 March 2017
Updated 7 April 2017

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	30.03.17 TC216	Grandstand Wharf Lane Recreation Ground	Mayor, Chair of Open Spaces & Town Clerk to meet & discuss quotations	Town Clerk	Order placed with to Woodard & Allen, demolition scheduled for end of April 2017	05.04.17
3	21.02.17. TC A185	Weekly market	(i) Advise traders of charges effective 01.04.17 (ii) Update market conditions to reflect changed hours and advise traders	Town Clerk	(i) Letter provided to each trader with details of the new charges and a copy of the new conditions (ii) (ii) information on website to be updated wef 01.04.17	31.03.17
2	21.02.17 TC B185	Revenue Subsidy Grant Ile Youth Club	Pay grant	Town Clerk	SLA and Cheque awaiting Councillors signatures	30.03.17
3	21.02.17 TC187	Recommendations from the Neighbourhood Plan Working group	(i) Write to SSDC re neighbourhood plan area (ii) Join Locality	Town Clerk	(i) Letter sent to SSDC (ii) Membership types available for Locality researched	22.03.17
4	21.02.17 TC190	Appointment of Internal Auditor	(i) Advise successful respondent (ii) Advise unsuccessful respondents	Town Clerk	Successful respondent advised	30.03.17

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5	21.02.17 TC 191	Draft calendar of meetings	Publish provisional dates on website	Town Clerk	Provisional dates put on events section of website	31.03.17
7	21.02.17 TC 192	Facilitation of Public Meeting we development of land south west of Canal Way	Book venue, invite organisation representatives, publicise	Town Clerk	Venue booked, representatives invited , flyer distributed and media release issued	28.03.17
8	21.02.17 TC193	Battle's Over 11 November 2018	Register ITC participation	Town Clerk	Registration completed	22.03.17
10	17.01.17 TC	Possible land acquisitions	Contact Land owners	Town Clerk		
11	13.12.16 TC152	Permission to Use Wharf Lane	Write to applicants for Easter Egg Hunt, Party on the Park, and John Lawsons Circus to advise applications have been agreed	Town Clerk	Emails / letters sent	22.03.17
13	19.07.16 TC 47	Internal Audit Report	Compile Action List of audit recommendations and incorporate anything outstanding from previous reports	Town Clerk		
14	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skatepark module	Town Clerk		

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15	22.09.15 TC101	District Councillors' Report	Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors	Cllr Keitch		
16	14.04.15 TC 414	Office Accommodation Working Group	RESOLVED that (i) That the possibility of locating the Wardens Workshop on Town Council owned land at West Crescent be explored (issues to include cost, security, access and possible planning requirements)	Accommodation Working Group	The working group met on 26 January	
17	14.04.15 TC 415	Sports Club Tenure	RESOLVED that the Ilminster Cricket Club be offered a 25 year tenure in the licence for the Sports Club	Town Clerk	Draft legal document circulated to Licence Negotiations Group for comment Advice obtained from Solicitor on a number of questions; to be discussed further by negotiations Group Meeting arranged for 17 August at 19:30hrs	

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					15.09.16 Principles of draft lease agreed with Cricket Club, solicitor advised of changes; draft scheduled for discussion at Council on 20 September; discussions regarding rent still to take place Meeting re rent scheduled for 22.11.16 Rent agreed at Council 13.12.16 Councillors nominated to sign lease to be agreed at Council on 17.01.17	
18	17.03.15 TC 393	Winterhay Lane Recreation Ground – Play Area Project	RESOLVED that The Town Council formally apply to South Somerset District Council for the full s106 money allocated for this project and also to authorise the use of the renewals budget at the sum of	Town Clerk	29.09.15 quotations for equipment, hard & soft landscaping requested.	

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			£12,000 for future maintenance and enhancement of the play area.		Quotations to be received by 23.10.15 Play & Paths Sub Group to consider quotations on 12.11.15 and make a recommendation to Town Council 17.11.15. Following Council acceptance of the quotations orders placed and work likely to start on site mid-late January 2016, dependent upon weather and ground conditions Work scheduled to start on site 19 January 2015 – with swing replacement. Mound slide will follow when weather improves	

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					<p>12 Feb - swings installed and ground cleared, mound scheduled for construction end Feb / early march dependant upon weather</p> <p>11.03.16 Mound constructed; 17.03.16 ditch cleaned out & hedges cut back</p> <p>Initial S106 payment processed by SSDC and due for payment by Mid May2016.</p> <p>Harris fencing from mound removed</p> <p>10.05.16 Slide scheduled for installation late July early August 2016(dependant upon mound settling)</p>	

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					Slide installation scheduled for 21/22 July 2016 Play equipment installation complete. New picnic bench to be put in place and inquiries made about widening people access gate. Picnic bench installed Contractor will look at fence / gate week commencing 27.01.17 to give price for widening entrance	
19	16.12.14 TC 328	Club Licences and Leases	RESOLVED that (i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved. (ii) That the Town Council's solicitor (previously agreed) be requested to start compiling the template for the licences and	Town Clerk	1. Individual meetings arranged with Cricket & Football Clubs to discuss detail. Initial meetings have taken place 2. Solicitor requested to draft football	

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			<p>lease based upon the agreed heads of terms</p> <p>(iii) That the Chair of Open Spaces, Cllr Neave and the Town Clerk meet with Cricket Club representatives and Football Club representatives to negotiate the details to be contained in the licence / leases</p> <p>(ii) That the details negotiated in (iii) above to be reported to Council for approval</p>		<p>facility lease – draft expected mid April</p> <p>3. First draft of Football lease received and comments returned to Solicitor.</p> <p>4. June 2015 Negotiations ongoing</p> <p>5. Sept 2015 football lease content agreed by Licensing negotiations group Sports Club document circulated for comment Council agreed Agreement To Lease 22.03.16. awaiting final comments from Football Club Solicitor</p>	

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					Legal documents agreed by both Town Council and Football Club now awaiting final approval from the Football Foundation Lease and Agreement To lease in process of being signed (11.11.16) Football Pavilion lease completed 21 November 2016 For progress on The Shed see sports Club Tenure above	
20	10.06.14 RES 35	Town Sponsorship	RESOLVED (i) That the cost for a 1 year sponsorship of the Station Road / Reic Sur Belon Roundabout be £750.00		On – going	

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			(ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.			