

Minutes of the **Town Council** meeting
held in the Council Chamber. The Council Offices, North Street, Ilminster,
on Tuesday 20 March 2018 at 19:30hrs.

Present:

Chair: Cllr J Fowler

Councillors: Cllr D Belobaba, P Burton, Cllr J Dewick, Cllr I Mackillop, Cllr A Shearman,
Cllr S Shepherd and Cllr T Walker

In Attendance

Officers: Miss J Norris (Town Clerk)

No members of the public attended the meeting

412. Apologies for Absence

Apologies for absence were received from Councillors Fagan, Gunn, James, Keitch and Swann.

413. Declarations of Interest

No Declarations of Interest were made regarding any of the agenda items

414. Minutes

a) The minutes of the meeting held on **27 February 2018** were considered

RESOLVED that the minutes of the meeting held on 27 February 2018 be confirmed as a correct record.

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

The Office Action Plan relating to the Town Council Meetings was considered.

Issues discussed during consideration of the action plan included:

- Wharf Lane Rec, money for skatepark module the information to enable quotations to be sought has now been received from SSDC –
- Office accommodation working group – would like to meet and feedback on options previously discussed

RESOLVED to note the Office Action Plan

415. Mayor's Announcements/Engagements

a) The Chair reminded Councillors of the date changes for the Annual Community Assembly and the Annual Town Council meeting.

b) The details of the Mayor's engagements between 13 February 2018 and 14 March were noted

416. Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster and a written report was circulated prior to the meeting.

- The vacant PCSO post in Ilminster will be filled, hopefully following the June PCSO "graduation"

417. Reports from District Councillors

There was no District Councillor report.

418. Report from the County Councillor for the Ilminster Division

The report from the County Councillor had been circulated prior to the meeting. Issues discussed during consideration of this agenda item included.

- Ilminster Library - The public meeting called by the Mayor of Ilminster will be held on Thursday (23 March)
- Somerset County Council have extended their library consultation

419. Recommendations from the Open Spaces Committee

Recommendations from the Open Spaces Committee held on 30 January 2018 regarding the adoption of a Lost Property Policy were considered.

Issues discussed during consideration of this agenda item included.

- The inclusion of provisions that items found will be advertised on Town Council noticeboards
- Found items such as phones and bicycles should be reported to the police in case they are stolen goods

RESOLVED to adopt the Lost Property Policy as attached to these minutes as Appendix 1

420. Update from the Neighbourhood Plan Development Group

The Neighbourhood Plan Development Group has not met since the last Town Council meeting. (A meeting was scheduled but due to the weather and the Chair's commitments the meeting was postponed until April – date still to be confirmed)

421. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies. There were no reports received at the time the Agenda was published but the following matters were raised at the meeting.

- Literary Festival –the programme is complete, the number of schools wishing to take part in poetry competition is significantly increasing
- Ilminster Education Foundation (IEF) - distribution £35,000- £40,000 as grant funding for educational purposes – this includes apprentices, part time courses as well as University students
- The school newsletters have been included on the FYIs sent to Councillors

422. Strategic Plan 2017/18-2019/20- Status Report

The quarterly Status Report was considered.

Issues discussed during consideration of this agenda item included.

- The Skatepark module of the Rec masterplan
- There are still 2 councillor vacancies
- Accommodation is a risk rated as high impact, medium probability
- May need to change the overall progress status from green to amber to reflect the office accommodation situation

423. Recreation Ground Users Group

To agree 3 Councillors to sit on the new Rec Users Group (note the Chair and Vice-Chair of the Open Spaces committee are ex officio appointments to the Group).

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RESOLVED that Councillors Dewick, Keitch, and Shearman sit on the Rec Users Group

424. Review of the Effectiveness of Internal Audit

- (i) to receive the report of the Councillors nominated to review the effectiveness of Internal Audit
- (ii) to stand down the nominated Councillors (Cllr Burton, Fowler and Belobaba) from further duties regarding the Review of the Effectiveness of Internal Audit as the work is complete.

The report from the Working Group was circulated at the start of the meeting

RESOLVED

- (i) to note the report
- (ii) to stand down the Working Group reviewing the effectiveness of Internal Audit

425. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was presented for Council's approval. Issues discussed during consideration of this agenda item included.

- The cost and effectiveness of the graffiti removal treatments
- The removal of the temporary public toilets on the Wharf Lane Rec

RESOLVED that the payments listed in the schedule presented to Council totalling £16,951.33 gross are approved

426. Clerk's Updates

The following Clerk's Updates have been sent by email since the last 1 January 2018 and no questions were raised at the meeting.

Number	Date	Topic
1/18	17.01.18.	<ol style="list-style-type: none"> 1. Budget 2018/19 2. Local Plan Review 3. Royal Garden Party 4. Graffiti in the Rec 5.
2/18	13.02.18.	<ol style="list-style-type: none"> 1. Draft PHT Minutes 9 01.18 2. Working Groups 3. A358 consultation 4. Library
3/18	23.02.18	<ol style="list-style-type: none"> 1. Scheme of Delegations 2. Town Council Website – Councillor Profiles 3. Library Consultation 4. Letter of Appreciation 5.
	9.03.18	<ol style="list-style-type: none"> 1. Library - Public Meeting 2. Rec Users Group 3. Ilminster By Election for Town Councillors 4. Boundary Commission Response 5. A358 Consultation Response 6. Housing Needs Assessment

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		7. West Crescent 8. Media Requests - Reminder 9. Town Clerk Annual Leave 10.
5/18	12.03.18	1. PHT Draft Minutes 6 March 2. May 2018 Meetings – Date Changes

The meeting closed at 20:16