

Agenda No 3a

Minutes of the **Town Council** meeting
held in the Council Chamber. The Council Offices, North Street, Ilminster,
on Tuesday 16 January 2018 at 19:30hrs.

Present:

Chair: Cllr V Keitch

Councillors: Cllr P Burton, Cllr J Fowler, Cllr M James, Cllr I Mackillop, Cllr A Shearman,
Cllr S Shepherd, Cllr R Swann and Cllr T Walker.

In Attendance

Officers: Miss J Norris (Town Clerk) and Mrs D Speed (Deputy Town Clerk).

No members of the public attended the meeting

373 Apologies for Absence

Apologies for absence were received from Councillors Dewick and Fagan

374 Declarations of Interest

No declarations of interest were made in respect of any agenda items

375 Minutes

a) The minutes of the meeting held on 12 December 2017 were considered
RESOLVED that the minutes of the meeting held on 12 December 2017 be
confirmed as a correct record.

b) The Office Action Plan relating to the Town Council Meetings was considered.
Issues discussed during consideration of the action plan included:

- Councillors James and Walker have completed the bank authorisation forms and given them to the Deputy Town Clerk

RESOLVED to note the Office Action Plan

376 Mayor's Announcements/Engagements

a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements, the key points included:

- 3 applications have been received for the Councillor co-opted vacancy
- Somerset association of Local Council have been allocated 2 tickets (plus a guest each) for the Buckingham Palace Garden Party on 31 May 2018 – member Councils have been invited to submit nominations for attendance which will be put into a draw; Councillors wishing to nominate a colleague should contact the Mayor by 19 January 2018.

b) The Mayor had attended engagements between 6 December 2017 and 9 January 2018 as detailed on the engagement list which had been circulated. The Mayor said that Christmas had been particularly busy and highlighted the following

- on Christmas Day morning the Mayor visited the staff who working at 4 local elderly persons homes

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- There had been lots of enthusiastic carol singing at many of the events
- Senior Citizen's Lunch
- Mayor of Yeovil Charity Breakfast .

377 Police Report

The written report had been circulated prior to the meeting and no issues were raised.

378 Reports from District Councillors

Cllr Keitch, as a District Councillor, gave an oral report, the key points included:

- Transformation – phase 1 is almost complete; phases 2 and 3 have been combined to help prevent prolonged anxiety for staff
- The South Somerset District Council budget will be set in Feb
- At the moment SSDC charge for giving pre planning advice, currently consideration is being given to Environmental Health charging similarly for pre-inspection visits and advice
- Cllr Keitch will be attending an event entitled "Getting The Message Across" at the University of Warwick; engaging with young people will be a key component an hopefully the information obtained will help Ilminster as well as SSDC.

379 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:

The County Councillor reported that since circulation of her report it had come to her notice there are on-going discussions about the future of education in Ilminster.

Issues discussed during consideration of this agenda item included:

- The Boundary Commission has recommended a change to the Ilminster ward at District Council level – the aim is to level the number of people represented by each district councillor
- The County Councillor was asked if any date has been set for a public meeting regarding the Flood Investigation Report
- There will be an event at the Shrubbery Hotel to celebrate 100 years of women voting, places can be booked by contacting the County Councillor.

380 Reports from Representatives on Outside Bodies

No reports received at the time the Agenda was published nor were any matters raised at the meeting.

381 Budget and Precept 2018/19

The Town Council's budget and precept for 2017/18 was considered.

Issues discussed during consideration of this agenda item included:

- Somerset will be part of the business rate pool - this has no bearing on the Town Council precept
- A 1% rise in the Band D precept would result to a £44,000 budget deficit
- The reserves figures supplied for the Councillors' workshop; the reason the wording "**Should** be in reserves" is used is that by the end of the financial year money may have been spent on equipment or vired to other budgets
- Reserves include savings towards replacement items

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- Last year the Town Council decided not to put money in reserves for many open spaces items – this cannot be repeated for the same items in 2018/19
- Grants are very important to many local groups and can provide leverage for organisations seeking funds from other grant funding bodies
- People talk in percentages but that can be misleading
- What amounts are people 's wages going up by?
- The possibility of future council tax capping must be remembered
- Need to bear in mind the cost of what the Town Council wants to achieve
- Recent projects where there has been significant expenditure include the wharf Lane Rec toilets and the cemetery lodge
- When there is a precept increase there is a corresponding need to demonstrate how the money is spent

RESOLVED

- (i) that the precept for the year 2018/19 is set at £319,312
- (ii) That the expenditure budget is £339,577 to be met from:
 - £319,312 precept
 - £2,010 Council Tax Reduction Support Grant
 - £18,255 estimated income generated by the Town Council
- (iii) That the amount of money to be requested from South Somerset District Council is £321,322 made up of:
 - £2,010 Council Tax Reduction Support Grant
 - £319,312 Precept

382 Medium Term Financial Plan

The basis and principles of a Medium Term Financial Plan were considered.

RESOLVED that the Town Clerk should draft a Medium Term Financial Plan and present it to the Town Council for consideration

383 Housing Needs Survey

To consider the acceptance of a quotation for a Housing Needs Survey for Ilminster, including waiving Standing Orders and Financial Regulations.

RESOLVED to defer this agenda item to a future meeting

384 Decision-Making Structure Working Group

Consideration was given to setting up a Working Group to review various elements of the Town Councils Decision Making Structure

RESOLVED to set up a Decision Making Structure Working Group with the terms of reference as at Appendix 1 to these minutes

385 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:

- More information on the BACS payment for propane gas & cleaning tools would be appreciated

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RESOLVED that the payments listed in the schedule presented to Council totalling £68, 519.62 gross are approved

386 Exclusion of Press and Public

RESOLVED to consider agenda item 13 Archie Gooch Pavilion Snagging Works without members of the public and press present, due to the confidential nature of the business to be transacted i.e. quotation process and conditions

387 Archie Gooch Pavilion Snagging Works

Quotations for the snagging works at the Archie Gooch Pavilion were considered.

- Why concreting the surrounds of the manholes covers was excluded from the quotation document
- The building will continue to settle
- The quotation document was issued with a short return period if one takes into account the fact that many building companies close for at least 2 weeks over the Christmas period

RESOLVED to re -issue the quotation document with concreting the surrounds of the manholes covers included.

The meeting closed at 21:39hrs

Decision Making Structure Working Group
Approved by Town Council 16 January 2018

Overall Purpose / Scope: In order to ensure the Council's decision making is accountable, transparent and timely review the Town Council's Decision-Making Structure with particular regard to frequency of meetings, committee composition and delegated decision-making parameters.

Reports To: Town Council

Membership: All ex-officio appointments: Mayor, Deputy Mayor, Chair of Resources Committee, Chair of Open Spaces Committee, Chair of Planning, Highways and Transport Committee.

Outputs: Recommendations to the Town Council regarding

- frequency of meetings – Council & Committees
- committee composition – the numbers of Councillors to sit on each Committee
- any changes that are required to delegated decision-making parameters

Delegated Powers / Decision making: None

Specific Tasks and Responsibilities:

- **Frequency of Meetings** Review the calendar of meetings, previous agendas and frequency of cancelled meetings to make recommendations about the frequency of meetings
- **Committee Composition** review attendance lists to make recommendations about the number of Councillors required to sit on each Committee and any quorum figures
- **Delegated Decision-Making Parameters** to consider the Committee Terms of Reference, the Scheme of Delegations and Financial Regulations and make recommendations as to whether any changes are required e.g. to financial spending limits.

Dissolution:

When the Working Group has made it's recommendations it will be dissolved by resolution of the Town Council.