

Town Council Action List For Council 16 January 2018
Updated 11 January 2018

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	12.12.17 TC 367	Strategic Plan 2017/18-2020/21	Update Strategic Plan & publish on website	Town Clerk	Strategic Plan updated & published on website	11.01.18
2	12.12.17 TC 369	Complaints Policy & Procedure	Update Complaints Policy & Procedure	Town Clerk	Complaints Policy & Procedure updated & published on website	11.01.18
3	12.12.17 Tc 370	Recording of Meetings Policy	Update recording of meetings policy	Town Clerk	Recording of meetings Policy updated & published on website	11.01.18
4	05.12.17 TC 355	Community Right To Bid	Complete nomination request form and send to SSDC	Town Clerk	Application completed and submitted to SSDC who have acknowledged receipt	04.01.18

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5	21.11.17 TC 348	Appointment to Committees and Outside Bodies	<ul style="list-style-type: none"> (i) Update information on noticeboard & website (ii) Provide updated information to Councillors (iii) Write to outside bodies (iv) Ask Cllr Mackillop if he is willing to be on the Cemetery Working Group 	Town Clerk	<ul style="list-style-type: none"> (i) Office information lists updated (ii) Updated list sent to Councillors (iii) Updated list put on Market Square noticeboard (iv) Cllr Mackillop agreed to sit on Cemetery Working group 	
6	21.11.17 TC 349	Appointment of Authoriser for Bank Transactions	Set up Councillors James and Walker as authorised signatories with the bank	Town Clerk	Bank forms given to Councillors James and Walker	
7	21.11.17. TC 350	Councillor Co Option Process	<ul style="list-style-type: none"> (i) Prepare application packs (ii) Advertise – website, notice board, council chamber (iii) Issue media release 	Town Clerk	<ul style="list-style-type: none"> (i) application pack prepared (ii) Info posted on website, notice board (iii) Media release issued 	19.12.17

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8	15.08.17 TC 299	Archie Gooch Pavilion Snagging List	(i) Get updated tarmac price and if within budget order work (ii) Get quotations for general snagging works	Town Clerk	(i) Price obtained for tarmacking; work completed 15.09.17 (ii) Contract administrator agreed quotation document for internal snagging works (iv) Contract administrator agreed list for quotation document for internal works (v) Quotation request document issued 22.11.17 with a return date of 8 January 2018	
9	25.04.17 TC 222	Defibrillator	Contact BT re adopting telephone kiosk	Town Clerk	BT form completed; Agreement for sale and purchase received; TC 15.08.17. to	

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					<p>consider agreement terms & signatories 27.09.17 Signed agreement returned from BT; paint pack requested; info on change of use requested from SSDC</p> <p>Telephony has been removed and Kiosk became the Town Council's on 15 October</p> <p>Defibrillator installed; Signage to be agreed with Conservation Officer</p> <p>09.01.18 defibrillator has been commissioned; large internal sign has been fixed; Conservation officer has advised that Consent will be needed for installation of green defibrillator signs –</p>	

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10	17.01.17 TC	Possible land acquisitions	Contact Land owners	Town Clerk	a suitable sign has been sourced to sit in the top "window" of the kiosk that currently says telephone	
11	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skatepark module	Town Clerk	09.08.17 Initial telephone discussion with SSDC Play Officer Play officer to advise on product requirements	
12	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		
13	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 11 July 2017 and again on 11.10.17	

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14	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 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	

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					<p>lease to be agreed at Council on 17.01.17 Waiting for Cricket Club signatory details 27.06.17. Warning Notice issued & receipt signed; Cricket Club provided signatory information and signed Statutory Declaration. 08.08.17. Plan showing ITC ownership of land sent to solicitor 21.12.17 Warning Notice re-issued, together with new Statutory Declaration to Cricket Club Trustees</p>	
15	16.12.14 TC 328	Club Licences and Leases	<p>(16.12.14) 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</p>	Town Clerk	<p>NB the detailed information re Football and Community Facility Lease removed from action list 09.01.18.</p>	

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			<p>compiling the template for the licences and 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>See also Sports Club tenure above</p>		<p>Football and Community Facility lease completed 21 November 2016</p> <p>For progress on The Shed see sports Club Tenure above</p> <p>Cricket Pavilion Lease will be worked on when The Shed Lease is signed.</p>	