

Committee: Full Council

Date: 22 June 2021

Title: Clerk's update report on matters already reported to Full Council

Purpose of Report

For members to note information contained within the report on matters already reported to Full Council

Recommendation:

Members to **NOTE** the report, but should any recommendations be required members are free to propose them

REPORT:

Neighbourhood Plan

1. The final preparations for public consultation are now in place. It will take place from 9.00am on Saturday 26 June 2021 to 5.00pm on Monday 9 August 2021.
2. Various methods of consultation will be implemented:
 - a. Online at www.ilminster.gov.uk and www.southsomerset.gov.uk
 - b. Ilminster library
 - c. Open days and events:-
 - **Ilminster Experience** – Saturday 26 June 2021 from 9-00am to 3-00pm at Silver street and Sunday 27 June 1-00am to 3-00pm on the Recreation Ground
 - **Town Council office** on Saturday 10 July 2021, from 11-00am to 3-00pm
 - Presentation of the plan at the **Shrubbery Hotel** on Wednesday 30 June 2021 from 6-00pm to 8-00pm
 - **Market House, Ilminster** on Saturday 24 July 2021 from 11-00am to 3-00pm

Recruitment of a full-time admin officer

3. Following the recent recruitment and interview process an appointment has been made and we are awaiting confirmation of the actual starting date.

Recruitment of a permanent town clerk

4. After a quotation request to three agencies, LGRC Associates Ltd were appointed to help the Town Council with the recruitment of a Town Clerk. LGRC consultant, Steve Milton, has been assigned to the council. He is now back from holiday and has been in touch to start the process.
5. The Deputy Town Clerk has consulted the Committee Chairs regarding the Job Description, Person Specification and job advert which have now been sent to Steve. There is a budget for advertising locally, and Steve will advertise the position through his channels. The suggested timetable will be to receive applications by the end of July.

Recreation ground playpark update

6. Detailed in **Appendix 8A** are the most up to date budget figures for the construction of the playpark. Please note that the time scales for the completion of the project are subject to some flexibility due to both seasonal considerations and to the current staffing levels within the office.
7. It should be noted that we are aware of a significant number of positive comments being made with regards to the installation of the playpark and that whilst there have been some teething issues these are being investigated.

Cricket Club Lease:

8. A draft lease has been drawn up and has now been sent through to the town clerk who will be looking at it before it is sent on to members and the IEF. This should be done in the next week.

IMEX

9. The town clerk has been in touch with Mike Fry-Foley with regards to ensuring that the event operates within the current Covid regulations. As a result of this the events Risk Assessments for the event were sent out to all members for

information. It is worth noting that these documents are fluid in so much that they will be adjusted and adapted according to any prevailing occurrences.

10. It is intended that there will regular announcements made during the event to remind people of the need to act responsibly and to socially distance themselves. There will also be sanitising stations put in place as well as signs and notices reminding people of the need to consider not just their own health but that of others. We have also been assured that there will also be a covid marshal on duty for the event.
11. We will need to ensure that there will be someone available at the start of the event and at the end who can liaise with Mr Fry-Foley to lock and unlock the “tuck shop” so that power will be available for the dance performances being held on the skate-park. This area will be roped off and signs put in place in advance of the event explain why the skate park is not available for the Sunday.

**Mark Tredwin
Town Clerk
June 2021**