

Minutes of the **Annual Town Council Meeting** held at Council Chamber, Council Offices,
North Street, Ilminster on Tuesday 16th May 2017 at 19:30hrs

Present:

Mayor: Cllr V Keitch

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

In Attendance

Somerset County Councillor Linda Vijeh

Officers: Miss J Norris (Town Clerk), Mrs D Salt (Temporary Admin Officer) Mrs D Speed
(Deputy Town Clerk).

PCSO K Pack

4 members of the public attended the meeting, none of whom spoke during the public participation session.

232. Election of Mayor

Nominations were invited for the role of Mayor; the only nomination was Cllr Keitch.

RESOLVED that Councillor Keitch is elected as Mayor for the 2017/ 2018
municipal year

Cllr Keitch thanked everyone for their support and said that she had enjoyed the previous year as Mayor and looked forward to the forthcoming year as it was a privilege and pleasure to represent the town.

233. Declaration of Acceptance of Office

Cllr Keitch signed the Declaration of Acceptance of Office in the presence of the Town Clerk, as Proper Officer, and fellow Councillors.

234. Appointment of Deputy Mayor

The Mayor invited nominations for the role of Deputy Mayor, Cllr Walker was proposed but said that he would prefer not to stand; Cllr Walker was thanked for the work he had done as Deputy Mayor.

Cllr Fowler was then nominated for appointment as Deputy Mayor

RESOLVED that Councillor Fowler be appointed Deputy Mayor for the
2017/ 2018 municipal year

Councillor Fowler thanked Councillors for their support and their trust in appointing her.

235 Police Report.

This agenda item provides an opportunity for the Police to report on any matter relevant to policing.

PSCO Pack apologised for not supplying a written report unfortunately there have been ongoing ICT problems since they have moved offices. Crime statistics are available on the Avon and Somerset Constabulary website

At present, a major issue for the Ilminster team is problems around texting and social media this particularly involves 11-14 year olds who don't realise the seriousness of what they are doing. Members of the police team been into the local schools trying to get young people to understand the various issues.

If Councillors hear of any problems or any information, especially relating to texting and social media issues please let the police know.

236. Apologies for Absence

An apology for absence was received from Cllr Kinder.

237. Declarations of Interest

No Declarations of Interest were made in respect of any items on the agenda.

238. Minutes

a) The minutes of the meeting held on 25th April 2017 were presented for confirmation

RESOLVED that the minutes of the meeting held on 25th April 2017 be confirmed as a correct record.

b) the Office Action Plan relating to the Town Council Meetings was considered; issues discussed included:

- The electrician had been to the Warden's Workshop this afternoon to connect the pump and alarm
- The adoption of the phone box and the letter to South Somerset District Council regarding the Football Club and Cricket Club S106 applications are priority items
- District Councillor report; it would be nice to have a report from Cllr Goodall
- Office Accommodation Group –should meet soon
- Land acquisition – discussions have started
- Roundabout sponsorship – County Cllr Vijeh to find out the current situation

239. Mayor's Announcements/Engagements

a) The Mayor said she had enjoyed her first Mayoral year during which she had learnt great deal about the town and its activities.

b) Information about mayoral engagements between 19th April and 9th May 2017 had been circulated, attention was drawn to the Ilminster Mayor's attendance at the Mayor Making Ceremony for Taunton Deane and the Deputy Mayor's attendance at Somersea Day celebrations as they took place at the same time.

240. Appointment of Committees and Committee Chairs & Vice Chairs

The Mayor reminded the Council that at currently all Councillors sit on all Committees and asked for the Councils approval to continue this practice.

RESOLVED that all Councillors sit on all Committees

a) Open Spaces Committee

RESOLVED

- (i) that Councillor Shepherd be the Chair of the Open Spaces Committee for the 2017/ 2018 municipal year
- (ii) that Councillor Drayton be the Vice-Chair of the Open Spaces Committee for the 2017/ 2018 municipal year

b) Planning, Highways and Transport Committee

RESOLVED

- (i) that Councillor Shearman be the Chair of the Planning Highways & Transport Committee for the 2017/ 2018 municipal year
- (ii) that Cllr Fagan be the Vice-Chair of the Planning Highways & Transport Committee for the 2017/2018 municipal year

c) Resources Committee

RESOLVED

- (i) that Councillor Burton be the Chair of the Resources Committee for the 2017/ 2018 municipal year
- (ii) that Councillor Fowler be Vice-Chair of the Resources Committee for the 2017/2018 municipal year

d) Grievance, Capability and Disciplinary Committee - The Chair of this Committee is the Deputy Mayor as an ex officio appointment; the Committee requires 2 other members and 2 reserves

RESOLVED that the Deputy Mayor (ex officio) and Councillors Drayton and Fagan comprise the Grievance, Capability and Disciplinary Committee with Councillors Sherman and Belobaba as reserves.

e) Appeals Committee This committee requires 3 members and 1 reserve; The precedent is that the Mayor would chair this Committee (unless they were involved in the appeal issue / topic) Swann

RESOLVED that the Mayor and Councillors Kinder and Shepherd be members of the Appeals Committee for the 2016/ 2017 municipal year with Councillors Swan and Mackillop as reserves.

241. Appointment of Councillors to Working Groups

a) Open Spaces Review Group

RESOLVED that the Open Spaces review Group Councillor members comprise Chair & Vice-Chair of Open Spaces plus Councillors James, Kinder and Swann

b) Accommodation Working Group

RESOLVED that the Accommodation Working Group comprises Councillors Fagan, Fowler, Keitch, Shearman and Shepherd.

c) Licence Conditions Negotiations

RESOLVED that the Licence Conditions Negotiations Working Group comprises Councillors Burton, Fagan James and Kinder

d) Cemetery Working Group

RESOLVED that the Cemetery Working Group comprises Councillors Burton, Drayton, Shearman, Swann plus the ex officio appointments of the Chair and Vice-Chair of the Open Spaces Committee

e) Local Council Award Scheme Working Group

RESOLVED that Councillors Fowler and Kinder comprise the Local Council Award Scheme Working Group

f) Toilet Block Working Group

RESOLVED that the toilet block working group comprises Cllrs Belobaba, Drayton, Fagan, Fowler, Shepherd and Shearman

g) Neighbourhood Plan Working Group

RESOLVED that the Neighbourhood Plan Working Group comprises the Mayor, Deputy Mayor and Chairs of the Planning, Highways and Transport, Resources and Open Spaces Committees as ex officio appointments plus Councillors Belobaba, Fagan, James, Mackillop and Walker.

h) Football and Community Facility Governance Group

RESOLVED that the Chair of the Open Spaces Committee, the Chair of the Resources Committee and the Deputy Mayor as ex officio members, together with Cllr Walker comprise the Football & Community Facility Governance Group

It was noted that Members the Play & Paths Subgroup are appointed by the Open Spaces Review Group



242. Appointment of Representatives to Outside Bodies

RESOLVED that the Councillor representatives to outside bodies be as detailed in the table below:

Organisation (in alphabetical order)	Councillor Representative (s)
Arts Centre	Cllr Fowler
Chamber of Commerce	Cllr James & Cllr Walker (Cllr Kinder as Deputy)
Christmas Lights	Cllr Swann
Dementia Awareness Alliance	Cllr Mackillop
Fairtrade Committee	Cllr Burton
Greenfylde School Liaison	Cllr Swann
Ile Valley Children's Centre (get set group)	Cllr Burton
Ile Youth Centre	Cllr Burton, Cllr Walker
Iminster Education Foundation	Cllr Swann, Cllr Shepherd
Iminster Entertainment Society	Cllr Shepherd
Iminster Literary Festival	Cllr Fowler
Iminster Tourism	Cllr Burton
Market Town Investment Group	Cllr Fagan, (Cllr Belobaba as deputy)
Partners and Communities Together	Cllr Keitch & Cllr Shepherd
Somerset Association of Local Councils	Cllr Kinder & Cllr Walker (Cllr Fowler as deputy)
Swanmead School Liaison	Cllr Walker
Wadham School Liaison	Cllr Fagan
Iminster Fairtrade	Cllr Keitch, Cllr Walker as Deputy

243. County Councillor report

The County Councillor's report had been circulated prior to the meeting. The County Councillor said that further to her report she was aware of the problem with the pavement in Silver Street and was looking into it.

Issues raised during this agenda item included:

- Parking at Winterhay
- Adult social services and the expectation that SCC will meet its legal obligations
- Sale of county farms – The Place Scrutiny Committee has put in a formal request of a review of the policy and procedures followed regarding the sale of County owned farms
- The earliest SSD Area West meeting that the Persimmon planning application will be considered is July 2017
- If Iminster is to have a new school in place for Sept 2019 there is a very tight timetable for commissioning
- It is pleasing that there will be increased community health walks - if there are any problems with overgrown pathways please let Cllr Swann know

The discussion of the report concluded with Cllr Vjeh reminding the meeting to let her know of anything of concern including

strength of feeling as that helps when matters are passed on to the appropriate people.

244. Appointment of Authorisation for Bank Transactions

The Council were asked to appoint Councillors as signatories and online banking authorisers to the Town Council's bank accounts

RESOLVED that Councillors Fowler, Keitch, Kinder, Shepherd, and Swann be the Councillors signatories for the Town Council's bank transactions.

245. Calendar of Meetings 2017/18

The Council considered the calendar of meetings for the municipal year.

RESOLVED that the calendar of meetings for the municipal year as attached to these minutes be approved

246. Approval of Annual Governance Statement 2016/17

The Council considered the Annual Governance Statement for 2016/17. The Town Clerk reported that the Internal Auditors had completed their audit of the 16/17 accounts and had signed the appropriate declaration on the annual Return. A full copy of their report would be presented to the June Town Council meeting for consideration.

Each of the assertions on the Annual Governance Statement was considered in turn.

Issues considered during this agenda item included:

- Effective financial management: Councillors had training from the SSDC 151 Officer on budget setting and were pro-actively involved in setting the budget. Committees receive regular financial monitoring reports. There is separation of duties regarding ordering and paying for goods. Bank reconciliations are regularly undertaken by Councillors and Officers.
- Internal controls: Standing Orders and Financial Regulations are in place and reviewed at least annually. The contract for the provision of Internal Audit was reviewed and awarded during 2016/17. All staff have employment contracts. A new fixed asset list has been compiled.
- Compliance with laws, proper practice etc. Examples of following correct procedures include using the Contractors Finder website to advertise for contractors for the works to the Cemetery Lodge and toilet block; noting in minutes when and why Financial Regulations / Standing Orders are waived. Council having the General Power of Competence.
- Exercise of Public Rights – the exercise of rights were published on the noticeboard in the Market House and on the Town Council's website at appropriate times
- Risk Management - the Town Council has approved a Risk Management Policy and operational risks e.g. health and safety risk assessments are carried out. In addition, projects may have their own risk register e.g. the building of the football and community facility
- Internal Audit – a good relationship has developed with the Town Council's Internal audit provider so that as well as providing an annual audit for the end of year accounts they

provide advice on ad-hoc basis throughout the year and attended a councillor workshop to give a presentation on risk management

- Taking action regarding internal and external audit – responses have been made to all recommendations from auditors and an update sheet was provided to Councillors with the supporting documents for this meeting.
- Significant Events - all liabilities and commitments that may have a financial impact on the authority have been included in the accounting statements
- Trust Funds - the Town Council does not have any responsibility for trust funds

RESOLVED that the Council approve the Annual Governance Statement for 2016/2017

247. Approval of Accounting Statements 2016/17

The 2016/17 accounts were considered.

Issues discussed during consideration of this agenda item included:

- The value of assets increased due to the completion of the Archi Gooch Pavilion which has been added at the build price.

RESOLVED that the Council approve the Annual Accounting Statements for 2016/2017

248. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was presented for Council's approval.

RESOLVED

- (i) that the payments pertaining to the 2016/17 financial year listed in the schedule presented to Council totalling £1,879.69 gross are approved
- (ii) that the payments pertaining to the 2017/18 financial year listed in the schedule presented to Council totalling £19,885.12 gross are approved

The meeting closed 21.16hrs

