

**Town Council Action List For Council 17 October 2017**  
**Updated 17. October 17**

| No | Meeting Date and Minute Number | Topic   | Action (To Do)  | Action By  | Action Taken  | Date Completed  |
|----|--------------------------------|---|---|------------|---|-----------------|
| 1  | 15.08.17<br>TC 299             | Archie Gooch Pavilion Snagging List                       | (i) Get updated tarmac price and if within budget order work<br>(ii) Get quotations for general snagging works      | Town Clerk | (i) Price obtained for tarmacking; work completed 15.09.17<br><b>(ii) Contract administrator agreed quotation document for internal snagging works</b>  |                 |
| 2  | 15.08.17<br>TC 300             | Archie Gooch Pavilion - annual Landlord & Tennant Meeting | Arrange meeting   | Town Clerk | <b>Meeting Arranged for 15.11.17</b>  | <b>25.09.17</b> |
| 3  | 18.07.17<br>TC 281             | Website Enhancements & Facebook                           | (iii) Investigate prices for website enhancements<br>(iv) Set up Facebook page<br>(v) Link Facebook page to website | Town Clerk | (i) Information on services provided / included in costs by existing website provider obtained<br>(ii) Facebook page set-up in progress<br><b>(iii) Facebook plug in and the move to secure</b> |                 |

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| 5  | 25.04.17<br>TC 222             | Defibrillator              | Contact BT re adopting telephone kiosk | Town Clerk | <p>platform scheduled for completion by 31 October 2017</p> <p>BT form completed; Agreement for sale and purchase received; TC 15.08.17. to consider agreement terms &amp; signatories</p> <p><b>27.09.17 Signed agreement returned from BT; paint pack requested; info on change of use requested from SSDC</b></p> <p><b>Telephony has been removed and Kiosk became the Town Council's on 15 October</b></p> |                 |
| 6  | 25.04.17<br>TC226              | Update Staff Handbook      | (i) Update staff handbook              | Town Clerk | <p>Staff handbook updated</p> <p><b>All staff sent a letter advising of changes</b></p>   | <b>28.09.17</b> |
| 7  | 17.01.17<br>TC                 | Possible land acquisitions | Contact Land owners                    | Town Clerk |   |                 |

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| 8  | 23.02.16<br>TC203              | Wharf Lane<br>Recreation Ground<br>Play Area | Request s106 money for skatepark module  | Town Clerk                     | 09.08.17 Initial<br>telephone discussion<br>with SSDC Play<br>Officer  |                |
| 9  | 22.09.15<br>TC101              | District Councillors'<br>Report              | Investigate current position regarding<br>Superfast broadband in and around<br>Ilminster and report back to Town<br>Councillors  | Cllr Keitch                    |  |                |
| 10 | 14.04.15<br>TC<br>414          | Office<br>Accommodation<br>Working Group     | RESOLVED that<br>(i) That the possibility of<br>locating the Wardens Workshop<br>on Town Council owned land at<br>West Crescent be explored<br>(issues to include cost, security,<br>access and possible planning<br>requirements) | Accommodation<br>Working Group | The working group<br>met on 11 July 2017   |                |
| 11 | 14.04.15<br>TC<br>415          | Sports Club<br>Tenure                        | RESOLVED that the Ilminster Cricket Club<br>be offered a 25 year tenure in the licence<br>for the Sports Club  | Town Clerk                     | Draft legal document<br>circulated to Licence<br>Negotiations Group<br>for comment<br>Advice obtained from<br>Solicitor on a number<br>of questions; to be<br>discussed further by<br>negotiations Group<br>Meeting arranged for<br>17 August at<br>19:30hrs<br>15.09.16 Principles of<br>draft lease agreed |                |

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|    |                                |       |                |           | <p>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<br/> Rent agreed at Council 13.12.16<br/> Councillors nominated to sign lease to be agreed at Council on 17.01.17<br/> Waiting for Cricket Club signatory details 27.06.17. Warning Notice issued &amp; receipt signed;<br/> Cricket Club provided signatory information and signed Statutory Declaration.<br/> 08.08.17. Plan showing ITC ownership of land sent to solicitor</p> |                |

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| 12 | 17.03.15<br>TC<br>393          | Winterhay Lane<br>Recreation Ground<br>– Play Area<br>Project | RESOLVED that The Town Council formally apply to South Somerset District Council for the full s106 money allocated for this project and also to authorise the use of the renewals budget at the sum of £12,000 for future maintenance and enhancement of the play area. | Town Clerk | 29.09.15<br>quotations for equipment, hard & soft landscaping requested.<br>Quotations to be received by 23.10.15<br>Play & Paths Sub Group to consider quotations on 12.11.15 and make a recommendation to Town Council 17.11.15.<br>Following Council acceptance of the quotations orders placed and work likely to start on site mid-late January 2016, dependent upon weather and ground conditions<br>Work scheduled to start on site 19 January 2015 – with swing replacement.<br>Mound slide will follow when weather improves |                |

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|    |                                |       |                |           | <p>12 Feb - swings installed and ground cleared, mound scheduled for construction end Feb / early march dependant upon weather</p> <p>11.03.16 Mound constructed; 17.03.16 ditch cleaned out &amp; hedges cut back</p> <p>Initial S106 payment processed by SSDC and due for payment by Mid May 2016.</p> <p>Harris fencing from mound removed</p> <p>10.05.16 Slide scheduled for installation late July early August</p> <p>2016(dependant upon mound setting)</p> <p>Slide installation scheduled for 21/22 July 2016</p> <p>Play equipment installation complete.</p> <p>New picnic bench to</p> |                |

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|    |                                |                          |  |            | <p>be put in place and inquiries made about widening people access gate.<br/> Picnic bench installed<br/> Contractor will look at fence / gate week commencing<br/> 27.01.17 to give price for widening entrance<br/> Contractor to visit site to give price<br/> 19.06.17<br/> Price received, will be<br/> Open Spaces<br/> Committee agenda item in August<br/> <b>Order placed – work to be done in October 2017</b></p> |                |
| 13 | 16.12.14<br>TC<br>328          | Club Licences and Leases | <p>RESOLVED that<br/> (i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved.<br/> (ii) That the Town Council's solicitor (previously agreed) be requested to start compiling the template for the licences and lease based upon the agreed heads of terms</p> | Town Clerk | <p>1. Individual meetings arranged with Cricket &amp; Football Clubs to discuss detail.<br/> Initial meetings have taken place<br/> 2. Solicitor requested to draft football facility lease –</p>  |                |

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|    |                                |       | <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>draft expected mid April</p> <p>3. First draft of Football lease received and comments returned to Solicitor.</p> <p>4. June 2015 Negotiations ongoing</p> <p>5. Sept 2015 football lease content agreed by Licensing negotiations group Sports Club document circulated for comment</p> <p>Council agreed Agreement To Lease 22.03.16. awaiting final comments from Football Club Solicitor</p> <p>Legal documents agreed by both Town Council and Football Club now awaiting final approval from</p> |                |



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|    |                                |       |                |           | <p>the Football Foundation Lease and Agreement To lease in process of being signed (11.11.16)<br/>Football Pavilion lease completed 21 November 2016<br/>For progress on The Shed see sports Club Tenure above</p> |                |