

Minutes of the **Town Council** meeting  
held in the Council Chamber. The Council Offices, North Street, Ilminster,  
on Tuesday 23 January 2018 at 19:30hrs.

**Present:**

**Chair:** Cllr V Keitch

**Councillors:** Cllr P Burton, Cllr J Dewick, Cllr J Fagan, Cllr J Fowler, Cllr M James,  
Cllr A Shearman, Cllr S Shepherd and Cllr T Walker.

**In Attendance**

**Officers:** Miss J Norris (Town Clerk)

**388. Apologies for Absence**

No apologies for absence from Councillors were received.

**389. Declarations of Interest**

Councillors made Declarations of Interest as detailed in the table below:

Name	Agenda Item	Minute No	Nature of Interest	Type of Interest	Action
Cllr J Dewick	Agenda No 3 Co-option of Councillors	390	Knows Ms White, a co-option candidate	Personal	Spoke and Voted
Cllr J Fowler	Agenda No 3 Co-option of Councillors	390	Knows Mrs Gunn, a co-option candidate	Personal	Spoke and Voted
Cllr M James	Agenda No 3 Co-option of Councillors	390	Knows Mrs Gunn, a co-option candidate	Personal	Spoke and Voted
Cllr V Keitch	Agenda No 3 Co-option of Councillors	390	Knows Ms White, a co-option candidate	Personal	Spoke and Voted

\* Cllr A Shearman Agenda No 3 - co-option 390 Lives near Ms White Personal Spoke & voted

**390. Co-option of Councillors**

The Mayor reminded Councillors of the procedure that would be followed and the voting requirements for co-option, for the filling of the casual vacancy on the Town Council.

Three people had submitted application forms and all had signed their declaration of eligibility. One candidate had subsequently withdrawn.

The application forms had been circulated to Councillors with the agenda for the meeting.

The two candidates had five minutes each in which to give a short presentation about themselves and why they wanted to be a Councillor.

\* Amended in accordance with minute 396 b, Town Council 20.2.2018 60.

Councillors then asked questions each of the candidates based upon their applications and what they had said.

Each of the candidates was proposed and seconded and a vote was taken. Mrs Gunn secured an absolute majority of the votes.

**RESOLVED** that Mrs Michell Gunn be co-opted to the casual vacancy.

**391. Housing Needs Survey**

Consideration was given to the acceptance of a quotation for a Housing Needs Survey for Ilminster.

A short report was circulated at the meeting detailing the quotations that had been received.

Issues discussed during consideration of the agenda item included:

- Examples of “community” questions
- That community questions are important as they give a general indication of people’s views about housing requirements
- Costs
- The optimum number of questions – the more questions asked the greater the likelihood that people will lose interest and not complete the form
- The inclusion of a question about housing for local people or those with a local connection
- Need to advertise that the survey is taking place
- How could people who have moved away from the town because they couldn’t get housing learn about and participate in the survey?
- Can the survey be completed in both hard copy and electronically?
- Is there any record of the number of empty homes in Ilminster?
- Age ranges
- There could be a stand in the Market House with to publicise the survey and give out forms
- Questions regarding age and gender are important as they help to establish that the survey does represent the town’s population

**RESOLVED**

- (i) To accept the quotation 1 in the sum of £11,902 for a 56 question survey to include questions relating to community attitudes to housing, affordable housing, housing for older people and open market housing
- (ii) That the Town Council contribute a minimum of £5,000 towards the housing needs survey, to be split £2,500 from the budget for the Neighbourhood Plan and £2.500 from the staffing budget

The meeting closed 20:57hrs