

Minutes of the **Town Council** meeting  
held in the Council Chamber. The Council Offices, North Street, Ilminster,  
on Tuesday 1 May 2018 on the rising of the Planning, Highways and Transport Committee.

**Present:**

**Chair:** Cllr V Keitch

**Councillors:** Cllr D Belobaba, P Burton, Cllr J Fowler, Cllr M Gunn, Cllr M James,  
Cllr I Mackillop, Cllr A Shearman and Cllr S Shepherd

**In Attendance**

County Councillor L Vijeh

Officers: Miss J Norris (Town Clerk)

No members of the public attended the meeting

**436 Apologies for Absence**

Apologies for absence were received from Councillors Dewick, Fagan, Swann and Walker.

**437 Declarations of Interest**

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

**438 Minutes**

The minutes of the meeting held on 17 April 2018 were considered

**RESOLVED** that the minutes of the meeting held on 17 April 2018 be confirmed as a correct record.

**439 Police Report**

There was no written police report nor were any police related matters raised.

**440 Decision Making Structure Review**

The report and recommendations of the Working Group looking at the Town Council's decision-making structure were considered. (Note: this item was deferred from the Town Council meeting on 17 April 2018.)

Issues discussed during consideration of this agenda item included:

- The knowledge that is amassed as a Committee Chair is built up over time and limiting the time a person is in the role may limit that depth of knowledge
- Vice-Chairs do not always wish to become a Committee Chair
- Succession planning for Committee Chairs and Vice-Chairs should be more carefully considered
- The method by which Chairs and Vice-Chairs will be elected  
e.g. by the whole Council or the Committee

- Would reducing the number of meetings and the number of members on a committee increase in apathy with Councillors choosing to go on committees that don't meet as often
- Meeting frequency can be generalised and reserve dates allocated

## **RESOLVED**

- (i) that the Open Spaces Committee, The Planning, Highways and Transport Committee and the Resources Committee have a membership of 8 Councillors with a quorum of 5
- (ii) that the Chairs & Vice-Chairs will be elected by their respective committees and reported to the Town Council for ratification
- (iii) Councillors will be asked for their committee preferences; committee seats will then be allocated as far as is possible according to each Councillor's preference; if a committee is oversubscribed with first choices the names of all the Councillors having the Committee as their first choice will be placed into a draw and the first eight names drawn will comprise the committee; where there are less than 8 Councillors having a Committee as a first choice the remaining committee seats will be allocated to those having the committee as their second preference - if there are more Councillors having the Committee as their second preference than there are seats, the names of all the Councillors having the Committee as their second choice will be placed into a draw and the names of the Councillors drawn to match the number of seats.
- (iv) that the meeting frequency should be as follows:
  - Town Council every 2 months
  - Open Spaces Committee every 2 months
  - Planning, Highways and Transport Committee – monthly
  - Resources Committee every 2 months
 with dates reserved for emergency meetings if required
- (v) that committee expenditure limit remains at £5,000
- (vi) that the Town Clerk is given delegated authority to authorise expenditure to a value of £1,000
- (vii) that there is an expectation a Mayor will serve for 2 years and be succeeded by the Councillor who is Deputy Mayor at the end of the Mayor's second term of office
- (viii) there is an expectation that a Committee Chair will serve for 2 years and be succeeded by the Councillor who is Vice-Chair at the end of the Committee Chair's second term of office
- (ix) the Town Clerk is to prepare an urgency procedure, which includes consultation with the Mayor and the Chair of any relevant committee.
- (x) that the changes should be evaluated and reviewed a year after implementation
- (xi) that draft amendments to Committee Terms of Reference, Town Council Standing Orders and Town Council Financial Regulations to reflect any agreed changes to the decision-making structure are presented to the 2018 Annual Town Council meeting for approval

### **441 Request To Use the Market House**

A request for a business to use the Market House was considered.

Issues discussed during consideration of this agenda item included:

- Potential revenue source

**RESOLVED**

- (i) that the Market House is offered for hire
- (ii) that the hire rate is £200 for a day or £150 for half a day but hirings will not be allowed on Market day

The meeting closed at 21:12hrs