

Minutes of the **Annual Town Council** meeting  
held in the Council Chamber. The Council Offices, North Street, Ilminster,  
on Tuesday 22 May 2018 commencing at 7.30pm.

**Present:**

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

**In Attendance**

County Councillor L Vjeh

Officers: Miss J Norris (Town Clerk), Mrs D Speed (Deputy Town Clerk) and  
Mrs J Skinner (Admin Officer)

PC A Stuart

1 member of the public attended the meeting

Before the meeting started PC Stuart, the Neighbourhood Beat Manager for Ilminster, gave a brief report on policing matters including crime figures for the period 14 April – 19 May and staffing changes.

Cllr Keitch as the outgoing Mayor took the Chair and opened the meeting

**442. Election of Mayor**

Nominations were invited for the role of Mayor; the only nomination was Cllr Fowler  
**RESOLVED** that Councillor Fowler is elected as Mayor for the 2018/ 2019  
municipal year

Cllr Keitch took the opportunity to thank Councillors and the people of Ilminster for their support and the numerous invitations to events throughout her two year tenure as Mayor and said she has thoroughly enjoyed representing the Council and the town.

Cllr Fowler thanked fellow Councillors for electing her as Mayor and said that Cllr Keitch had been a great ambassador for the town and had been an inspiration in her role as Mayor which Cllr Fowler would do her best to follow.

**443. Declaration of Acceptance of Office**

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

Cllr Fowler took the Chair.

**444. Appointment of Deputy Mayor**

Nominations were invited for the role of Deputy Mayor; the only nomination was Cllr Burton

**RESOLVED** that Councillor Burton is appointed as  
Deputy Mayor for the 2018/ 2019  
municipal year

**445. Apologies for Absence**

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

**446. Declarations of Interest**

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

**447. Minutes**

a) The minutes of the meeting held on 1<sup>st</sup> May 2018 were presented for confirmation.

**RESOLVED** that the minutes of the meeting held on 1 May 2018 be confirmed as a correct record.

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

- defibrillator – there has been no contact from the defibrillator group about the listed building consent and the signs
- the lease on the Tony Rice Shed – still waiting for the signed statutory declaration form the cricket club

**448. Mayor's Announcements/Engagements**

a) The incoming Mayor welcomed Cllr Leanne Taylor to her first meeting and explained that due to the timing of her election she was able to participate in the discussions but would not be able to vote as she had not been summoned to the meeting with the requisite notice.

b) The outgoing Mayor's list of engagements for the period 12 April 2018 and 16 May 2018 had been circulated

**449. Standing Orders**

Revisions to the Town Council's Standing Orders were considered. The proposed changes reflected the National Association of Local Councils model Standing Orders and the recent decisions of the Town Council regarding its decision-making structure and working practices.

Issues discussed during consideration of this agenda item included:

- Thank you to the Town Clerk for the work done to amend all the governance documents and have them ready for the meeting
- the role of a Data Protection Officer in the General Data Protection Regulations

**RESOLVED** that the Standing Orders attached to these minutes as Appendix 1 be approved and adopted with immediate effect

**450. Financial Regulations**

Revisions to the Town Council's Financial Regulations were considered. The proposed changes reflected the National Association of Local Councils model Financial Regulations and the recent decisions of the Town Council regarding its decision-making structure and working practices.

**RESOLVED** that the Financial Regulations attached to these minutes as Appendix 2 be approved and adopted with immediate effect

**451 Council and Committee Terms of Reference**

Revisions to the Town Council's "Council and Committee Terms of Reference" were considered. The proposed changes reflected recent decisions of the Town Council regarding its decision-making structure and working practices.

Issues discussed during consideration of this item included:

- the remit of the Planning, Highways and Transport Committee to request and to comment upon requests from the public regarding parking issues
- the public being able to raise items for committee consideration

**RESOLVED** that the Council and Committee Terms of Reference attached to these minutes as Appendix 3 be approved and adopted with immediate effect

**452 Scheme of Delegations**

Revisions to the Town Council's Scheme of Delegations were considered. The proposed changes reflected recent decisions of the Town Council regarding its decision-making structure and working practices.

**RESOLVED** that the Scheme of Delegations attached to these minutes as Appendix 4 be approved and adopted with immediate effect

**453 Asset Register**

The Town Council's Asset Register was presented.

**RESOLVED** to note the Town Council's Asset Register

**454 Appointment of Committees**

**a) Open Spaces Committee**

Cllrs Burton, Dewick, Gunn, James, Shepherd, Swann and Taylor had all given the Open Spaces Committee as their first committee choice.

Cllr White (a new Councillor) had not yet provided any committee choices

Cllrs Keitch, Mackillop and Shearman had all given the Open Spaces Committee as their second committee choice; these names of these Councillors were entered into a draw for the last potential committee seat and the name drawn was Cllr Shearman.

**RESOLVED**

- (i) that Councillors Burton, Dewick, Gunn, James, Shepherd, Swann and Taylor be on the Open Spaces Committee
- (ii) That if Open Spaces is the first choice of Cllr White she be added to the committee, if it is not her first choice the place will be taken by Cllr Shearman

**b) Planning, Highways and Transport Committee**

Cllrs Belobaba, Fagan, Mackillop, Shearman and Walker had all given the Planning, Highways and Transport Committee as their first committee choice.

Cllr White (a new Councillor) had not yet provided any committee choices

Cllrs Burton, James Swann and Taylor Shearman had all given the Planning, Highways and Transport Committee as their second committee choice;

these names of these Councillors were entered into a draw for the last potential committee seat, the order of the names drawn were Burton, Taylor, Swann and James

**RESOLVED**

- (iii) that Councillors Belobaba, Burton, Fagan, Mackillop, Shearman, Taylor and Walker be on the Planning, Highways and Transport Committee
- (iv) That if Planning, Highways and Transport is the first choice of Cllr White she be added to the committee, if it is not her first choice the place will be taken by either Cllr Swann or James

*Administrator's Note:*

Following receipt of Cllr White's choices the PHT Committee place was allocated to Cllr James as Cllr Swann had places on both the Open Spaces and Resources committees whilst Cllr James only had a seat on the Open Spaces Committee.

**c) Resources**

Cllr Keitch had given the Resources Committee as her first committee choice  
Cllrs Belobaba, Dewick, Fagan, Gunn, Shepherd and Walker had all given the Resources Committee as their second committee choice  
Cllr White (a new Councillor) had not yet provided any committee choices  
Cllrs Burton, James, Mackillop, Shearman, Swann and Taylor had all given the Resources Committee as their third committee choice; these names of these Councillors were entered into a draw for the last potential committee seat; the name drawn was Swann

**RESOLVED**

- (v) that Councillors Keitch, Belobaba, Dewick, Fagan, Gunn, Shepherd and Walker be on the Resources Committee
- (vi) That if Resources is the first choice of Cllr White she be added to the committee, if it is not her first choice the place will be taken by Cllr Swann

**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 when it is convened.

The Town Clerk asked Councillors to bear in mind the nature of the Committee and the likely issues and advised it would be prudent to ensure the pool of Councillors from which a Committee could be drawn should include male and female Councillors

**RESOLVED** that the pool of Councillors from which the Committee members would be drawn comprise councillors Shearman, James, Gunn and Belobaba

**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)

**RESOLVED** that the pool of Councillors from which the Committee members would be drawn

comprise the Mayor as an ex officio member and Councillors Shepherd, Swann, Mackillop and Dewick

#### **455 Adjournment**

The Town Council was adjourned at 20:13hrs to enable the Committees to meet and elect their Chairs and Vice-Chairs and was reconvened at 23:23hrs

#### **456. Ratification of the Election of Committee Chairs & Vice Chairs**

The Town Clerk reported that the committee had elected the following:

Open Spaces Committee: Chairman – Cllr S Shepherd  
Vice-chairman Cllr J Dewick

Planning, Highways and Transport Committee: Chairman Cllr A Shearman  
Vice-Chairman Cllr J Fagan

Resources Committee: Chairman Cllr V Keitch  
Vice-Chairman Cllr D Belobaba

#### **457. Disbanding The Decision Making Review Working Group**

Consideration was given to disbanding the working group which was reviewing the Decision Making Structure as it completed its work and reported to the Town Council on 1 May 2018.

**RESOLVED** that the Decision Making Review Working Group be disbanded.

#### **458. Disbanding the Football and Community Facility Governance Group**

Consideration was given to disbanding the Football and Community Facility Governance Group as its purpose of scrutiny and governance relating to the build of the Football and Community Facility (Archie Gooch Pavilion) is no longer required. (Membership of the group comprises ex officio The Chair of the Open Spaces Committee, the Chair of the Resources Committee and the Deputy Mayor plus Cllr Walker.)

Issues discussed during consideration of this item included:

- the snagging work still has to be done

#### **RESOLVED**

- (i) That the Football and Community Facility Governance Group is not disbanded
- (ii) that the Terms of Reference for the Football and Community Facility Governance Group are reviewed
- (iii) that membership of the Football and Community Facility Governance Group comprises ex officio The Chair of the Open Spaces Committee, the Chair of the Resources Committee and the Deputy Mayor, plus Cllr Walker.

#### **459 Appointment of Councillors to Working Groups**

The appointment of Councillors to Working Groups was considered:

##### **a) Accommodation Working Group**

**RESOLVED** that the Accommodation Working Group members comprise Councillors Fagan, Fowler, James, Shearman and Shepherd

**b) Licence Conditions Negotiations**

**RESOLVED** that Licence Conditions Negotiations Working Group members comprise Councillors Burton, James and Shearman.

**c) Cemetery Working Group**

**RESOLVED** that Cemetery Working Group members comprise Councillors Mackillop, Shepherd, Shearman and Swann.

**d) Local Council Award Scheme Working Group**

**RESOLVED** Local Council Award Scheme Working Group members comprise Councillors Dewick, Fowler and Gunn.

**460. Appointment Of Councillors to other Groups**

To appoint Councillors to

**a) Rec Users Group**

**RESOLVED** that the Councillor nominees to the Rec Users Group are Councillors Dewick, Keitch and Shearman this is in addition to the Chair and Vice-Chair of the Open Spaces Committee who are ex-officio members of the User Group.

**b) Neighbourhood Plan Development Group**

**RESOLVED** that the Councillor nominees to the Neighbourhood Plan Development Group are Councillors Belobaba, Shepherd and Walker

**461. Appointment of Representatives to Outside Bodies**

**RESOLVED**

- (i) that the Ile Valley Children's Centre are contacted to ask if they would still like a representative and a decision on a nominee is deferred until a response is received
- (ii) that the Councillor representatives to outside bodies be as detailed in the table below:



<b>Organisation (in alphabetical order)</b>	<b>Councillor Representative (s)</b>
Arts Centre	Cllr Fowler
Chamber of Commerce	Cllr James & Cllr Walker (Cllr Swann as Deputy)
Christmas Lights	Cllr Swann
Dementia Awareness Alliance	Cllr Mackillop
Fairtrade Committee	Cllrs Burton & Keitch (Cllr Walker as Deputy)
Greenfylde School Liaison	Cllr Swann
Ile Youth Centre	Cllrs Burton, Gunn and Walker
Iminster Education Foundation	Cllr Swann, Cllr Shepherd
Iminster Entertainment Society	Cllr Taylor
Iminster Literary Festival	Cllr Keitch
Iminster Tourism	Cllr Burton
Market Town Investment Group	Cllr Belobaba (Cllr James as Deputy)
Neroche Community Primary School	Cllr Swann
Police and Communities Together	Cllrs Keitch & Shepherd, (Cllrs James and Shearman as Deputies)
Somerset Association of Local Councils	Cllrs Fowler & Walker
Swanmead School Liaison	Cllr Walker
Wadham School Liaison	Cllr Gunn

**462. 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, James, Keitch, Shepherd, Swann and Walker be the Councillor signatories for the Town Council's bank transactions.

**463. Calendar of Meetings 2018/19**

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 as appendix 5 be approved

**464. Approval of Annual Governance Statement 2017/18**

The Council considered the Annual Governance Statement for 2017/18. The Town Clerk reported that the Internal Auditors had completed their audit of the 17/18 accounts and had signed the appropriate declaration on the Annual Return. A full copy of their report would be presented to the July Town Council meeting for consideration.

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

Issues considered and discussed during this agenda item included:

- Committees receive regular financial monitoring reports where actual expenditure is compared to budget
- Accounting Statements submitted for audit are prepared in accordance with the Accounts and Audit Regulations

- Bank reconciliations are undertaken by Councillors and the Town Clerk
- A review of the effectiveness of internal audit had recently been undertaken and a report made to the Town Council
- The Internal Auditor presents a report to Council which includes recommendations for action
- Governance documents including Standing Orders and Financial Regulations are reviewed regularly and are amended by the Town Council as appropriate
- Opportunities have been given during the year for interested persons to inspect and ask questions about the Town Council's accounts
- The Town Council acts within relevant laws and its own governance structure
- The Town Council receives a quarterly status report on progress toward achieving actions in the strategic plan which includes a risk management assessment
- All transactions and potential liabilities have been considered and disclosed where appropriate in the accounting statements

**RESOLVED** that the Council approve the Annual Governance Statement for 2017/2018

**465. Approval of Accounting Statements 2017/18**

The 2017/18 accounts were considered.

Issues considered and discussed during this agenda item included:

- The ratios of allocated budgets, contingency and earmarked reserves as part of the whole budget

**RESOLVED** that the Council approve the Annual Accounting Statements for 2017/2018

**466. 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 2017/18 financial year listed in the schedule presented to Council totalling £4,047.35 gross are approved
- (ii) that the payments pertaining to the 2018/19 financial year listed in the schedule presented to Council totalling £3,768.04 gross are approved

**467. General Data Protection Regulation (GDPR) Privacy Notices**

The Town Council's draft Privacy Notices were considered.

**RESOLVED** that the Town Council's Privacy Notices attached to these minutes as appendices 6 and 7 be approved

**468. Exclusion of Press and Public**

**RESOLVED** to consider agenda item 27 Archie Gooch Pavilion Snagging Works without members of the public and press present, due to the confidential nature of the business to be transacted i.e. quotation process and conditions



#### 469 Archie Gooch Pavilion Snagging Works

The quotations for the snagging works at the Archie Gooch Pavilion were considered.

**RESOLVED** that the quotation from contractor B is accepted provided that all the manhole covers which require it are cemented.

#### 470 Ride on Mower Replacement

Replacement of the current ride-on mower and repairs to the existing ride-on mower were considered.

The existing mower is almost 5 years old and would be considered for replacement this year; unfortunately it has broken down and the cost of the repair is approx £1,500 which is estimated as 20% of the cost of a new machine.

The Senior Open Spaces Warden has been researching various makes and models of ride-on mower to establish what best suits the Town Council's requirements. There will be demonstrations of equipment arranged and the Senior Open Spaces Warden has already visited Axminster Cemetery where they use the same make as our current mower but a more powerful model which has hydraulic steering rather than a chain.

Issues discussed during consideration of this agenda item included:

- That none of the mowers which are potential suitable for grass cutting also collect the mown grass
- The layout of the cemetery and the gradient of the slope means that few machines are suitable – the mower needs to be articulated and able to get close to the headstones and kerbs without risk of damage to the memorial or the mower.
- A decision needs to be made as to how to proceed i.e. repair existing equipment or start a process to buy new equipment
- There are complaints being made about the length of grass at the cemetery and the way cut grass is left on the ground
- Vehicle maintenance costs
- The amount of money in ear marked reserves for the ride on mower
- It may be possible to part exchange the current mower

#### **RESOLVED**

- (i) that the existing ride -on mower is repaired
- (ii) that quotations are obtained for a new machine and presented to Councillors for consideration
- (iii) that both (i) and (ii) above are undertaken with a view to repairing the existing machine and purchasing a new machine from the existing budget provision.

The meeting closed at 21:45hrs