

## Agenda 3a

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday, 17 January 2017 at 19:30hrs.

**Present:**

**Chair:** Cllr T Walker

**Councillors:** Cllr P Burton, Cllr J Fowler, Cllr M James, Cllr D Kinder, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann

**In Attendance**

Officers Miss J Norris (Town Clerk) Mrs D Speed (Deputy Town Clerk)

1 member of the public attended the meeting (member of the press)

**161 Apologies for Absence**

Apologies for absence were received from Councillors Belobaba, Drayton, Fagan, Keitch and Sothern

**162 Minutes  
RESOLVED**

- (i) to confirm the minutes of the meeting held on 13 December 2016 as a correct record
- (ii) to note the office Action Plan relating to the Town Council Meetings

**162 Report from the County Councillor for the Ilminster Division**

The report from the County Councillor had been circulated for information prior to the meeting.

Issues raised during consideration of this item included:

- What action is being taken to ensure that any asylum seekers from Syria, especially young people are treated appropriately for their age
- The recycling savings of swapping to a 3 weekly collection is unlikely to result in a reduction in the precept – the money is required to help balance the books

**163 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 Shepherd	Agenda No 10 - The Shed Lease – Signatories	169	President of Cricket Club & licensee of premises	Personal	Spoke and voted

**164 Mayor's Announcements/Engagements**

- a) There were no Mayoral announcements.

- b) The details of the Mayor's engagements between 8 December 2016 and 10 January 2017 had been circulated prior to the meeting

### 165 Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. No other policing matters were raised or reported.

### 166 Reports from District Councillors

There was no report from the District Councillors.

### 167 Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies. There were no reports received at the time the Agenda was published but subsequently a report from the Ilminster Entertainments Society had been circulated.

### 168 Budget and Precept 2017/18

The Town Council's budget and precept for 2017/18 was considered. Before the discussion started, the Town Clerk made a short powerpoint presentation of points that should be borne in mind during the budget and precept discussions.

Issues raised during consideration of this item included:

- The estimated budget for salaries
- Line 1000 Market income should be raised by £500 to £4000
- Line 362 - website costs - need to investigate if possible reduction
- Christmas Lights
- Possible shortfall in the Football and Community Facility project – the final figure is not yet known and there is a meeting before the end of the month to discuss what work is outstanding and what expenditure may still be required
- Cemetery fees - as the Town Council is no longer selling plots in advance there may be an impact on income
- Temporary toilets – the cost of providing the temporary toilets is forming part of the insurance claim.
- Warden's workshop maintenance
- There is an allowance in earmarked reserves for new, replacement dog waste bins
- Cemetery maintenance includes an amount for 16/17 for cemetery mapping
- Reduction in Council Tax Reduction Support Grant (CTRSG)
- Increase in the number of houses in Ilminster

Note: the meeting was adjourned at 8.55pm for 5 minutes.

#### **RESOLVED**

- (i) That the estimated Market Income remain at £3,500 as in the budget working papers

Note: there was a recorded vote on the proposal to raise the budget estimate for market income by £500. Councillors Fowler, James, Mackillop and Shepherd voting to raise the estimated income figure and Councillors Burton, Kinder, Shearman Swann and Walker voting against raising the estimated income figure.

- (ii) that the precept for the year 2017/18 is set at £293,720

- (iii) That the expenditure budget is £320,680 to be met from:
  - £293,720 precept
  - £6,810 Council Tax Reduction Support Grant
  - £20,150 estimated income generated by the Town Council
- (iv) That the amount of money to be requested from South Somerset District Council is £300,530 made up of:
  - £6,810 Council Tax Reduction Support Grant
  - £293,720 Precept

Note: there was a recorded vote on the budget proposals; Councillors Burton, Fowler, Mackillop, Shepherd, Swann and Walker voting in favour and Councillors James, Kinder and Shearman voting against

### 169 The Shed Lease – Signatories

The Town Council was asked to agree 2 Councillors as the authorised signatories for the lease and any other associated legal documents regarding The Shed.

Issues raised during consideration of this item included:

- That it would not be appropriate in this instance for the signatory to be the Chair of the Open spaces committee as the present incumbent is the Cricket Club president.

**RESOLVED** that the Town Council signatories be any two Councillors taken from the following list: Chair of the Resources Committee, Vice Chair of the Open Spaces Committee and the Mayor.

### 170 Appointment of an Internal Auditor

The Town Council's current 3 year internal audit agreement is drawing to a close so quotations documents, with a closing date of 27 January 2017, have been issued. The Town Council was asked to appoint a small task and finish group to assess the completed responses (including conducting interviews if they deem it appropriate) and make recommendations to the February Town Council meeting regarding the appointment of an Internal Auditor.

#### **RESOLVED**

- (i) that a task and finish group be set up to assess the quotations for providing internal audit service to the Town Council and make recommendations to the Town Council regarding the appointment of an Internal Auditor
- (ii) that the task and finish group comprises the Chair of the Resources Committee, the Vice-Chair of the Resources Committee and Cllr Kinder

### 171 Project Plan

Progress on the project plan and whether any changes were necessary were considered.

Issues raised during consideration of this item included:

- Possible land acquisition

### 172 Authorisation of Payments and Notification of Virements

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

**RESOLVED** that the payments listed in the schedule presented to Council totalling £28, 177.97 gross are approved

### 173 Exclusion of Press and Public

**RESOLVED** to take Agenda Item 15 Possible Land Acquisitions and Agenda Item 16 Possible Property Acquisitions without members of the public and press present, due to the confidential nature of the business to be transacted.

### 174 Possible Land Acquisitions

An update was provided with regard to possible land acquisitions for a cemetery and also additional open space.

Issues raised during consideration of this item included:

- Land ownership
- Impact on adjacent landowners
- The site that Somerset county Council has identified as a “school” site
  - (i) To enter into discussions with SSDC, SCC (if appropriate) & the developer (Persimmon) that land identified as amenity land in the Canal Way / Coldharbour Farm Planning application which is adjacent to Britten’s Field can be made fit for purpose and released as such at an early stage – not left until the last part of the development
  - (ii) That the Town Council works with local land owners to explore the feasibility (including establishing land suitability and values) of developing a cemetery and additional amenity land with a view to entering into negotiations

### 175 Possible Property Acquisitions

To consider a suggestion from a Councillor about conducting a feasibility study into the purchase of a property.

Issues raised during consideration of this item included:

- Taking on property could be an asset
- Condition of the property that has been suggested
- Possible joint working with other authorities and organisations
- Buildings with historical / architectural interest

#### **RESOLVED**

- (i) That Councillor James becomes a member of the office accommodation Working Group
- (ii) That the next meeting of the Office accommodation Working Group considers the suggestion of conducting a feasibility study into the purchase of a property.
- (iii)

The meeting closed at 9.45pm