

**Town Council Action List For Council 21 February 2017**  
**Updated 17 February 2017**

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	17.01.17 Tc	Budget and Precept	Complete precept form and send to South Somerset District Council	Town Clerk	Form completed and sent by email and post	30 January 2017
2	17.01.17 TC	Possible land acquisitions	Contact Land owners	Town Clerk		
3	13.12.16 TC152	Permission to Use Wharf Lane	Write to applicants for Easter Egg Hunt, Party on the Park, and John Lawsons Circus to advise applications have been agreed	Town Clerk		
4	13.12.16 TC153	Cemetery Fees	Update Cemetery fees document for use wef 01.04.17	Town Clerk		
5	13.12.16	Strategic Plan	Incorporate amendments agreed by Council and publish	Town Clerk	Document updated and published on website	24.01.17
6	19.07.16 TC 47	Internal Audit Report	Compile Action List of audit recommendations and incorporate anything outstanding from previous reports	Town Clerk		
7	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skatepark module	Town Clerk		
8	22.09.15 TC101	District Councillors' Report	Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors	Cllr Keitch		

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9	14.04.15 TC 414	Office Accommodation Working Group	RESOLVED that (i) That the possibility of locating the Wardens Workshop on Town Council owned land at West Crescent be explored (issues to include cost, security, access and possible planning requirements)	Accommodation Working Group	<b>The working group met on 26 January</b>	
10	14.04.15 TC 415	Sports Club Tenure	RESOLVED that the Ilminster Cricket Club be offered a 25 year tenure in the licence for the Sports Club	Town Clerk	Draft legal document circulated to Licence Negotiations Group for comment Advice obtained from Solicitor on a number of questions; to be discussed further by negotiations Group Meeting arranged for 17 August at 19:30hrs 15.09.16 Principles of draft lease agreed with Cricket Club, solicitor advised of changes; draft scheduled for discussion at Council on 20 September; discussions regarding rent still to take place	

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					Meeting re rent scheduled for 22.11.16 Rent agreed at Council 13.12.16 Councillors nominated to sign lease to be agreed at Council on 17.01.17	
11	17.03.15 TC 393	Winterhay Lane Recreation Ground – Play Area 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 quotations for equipment, hard & soft landscaping requested. Quotations to be received by 23.10.15 Play & Paths Sub Group to consider quotations on 12.11.15 and make a recommendation to Town Council 17.11.15. Following Council acceptance of the quotations orders placed and work likely to start on site mid-late January 2016, dependent	

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					<p>upon weather and ground conditions  Work scheduled to start on site 19 January 2015 – with swing replacement. Mound slide will follow when weather improves  12 Feb - swings installed and ground cleared, mound scheduled for construction end Feb / early march dependant upon weather  11.03.16 Mound constructed; 17.03.16 ditch cleaned out &amp; hedges cut back  Initial S106 payment processed by SSDC and due for payment by Mid May2016.  Harris fencing from mound removed  10.05.16 Slide scheduled for installation late July</p>	

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					<p>early August 2016(dependant upon mound settling)  Slide installation scheduled for 21/22 July 2016  Play equipment installation complete.  New picnic bench to be put in place and inquiries made about widening people access gate.  Picnic bench installed</p>	
12	16.12.14 TC 328	Club Licences and Leases	<p>RESOLVED that</p> <p>(i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved.</p> <p>(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> <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>	Town Clerk	<p>1. Individual meetings arranged with Cricket &amp; Football Clubs to discuss detail. Initial meetings have taken place</p> <p>2. Solicitor requested to draft football facility lease – draft expected mid April</p> <p>3. First draft of Football lease received and comments</p>	

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			(ii) That the details negotiated in (iii) above to be reported to Council for approval		<p>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 the Football Foundation Lease and Agreement To lease in process of being signed (11.11.16)</p>	

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					Football Pavilion lease completed 21 November 2016 For progress on The Shed see sports Club Tenure above	
13	10.06.14 RES 35	Town Sponsorship	RESOLVED (i) That the cost for a 1 year sponsorship of the Station Road / Reic Sur Belon Roundabout be £750.00 (ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.		On – going	