

Town Council Action List For Council 4 June 2019  
Updated 30 May 2019

| No | Meeting Date and Minute Number | Topic   | Action (To Do)   | Action By  | Action Taken  | Date Completed |
|----|--------------------------------|---|--|------------|---|----------------|
| 1  | 14.05.19<br>619                | Update from Neighbourhood Plan development Group  | Place call for sites Notice with Western Gazette   | Town Clerk | Call for sites Notice published in Western Gazette            | 23.05.19       |
| 2  | 14.05.19<br>627                | Appointment of Committees                         | (i) Update website<br>(ii) Update noticeboard information  | Town Clerk | Website updated 28.05.19<br>Noticeboard info updated 30.05.19 | 30.05.19       |
| 3  | 14.05.19<br>631                | Appointments to outside bodies                    | Contact outside bodies to advise them of Cllr rep  | Town Clerk |   |                |
| 4  | 14.05.19<br>632                | Authorisation of bank and investment transactions | Obtain and complete mandate forms  | Town Clerk |   |                |
| 5  | 14.05.19<br>633                | Calendar of meetings 2019/20                      | Update website & noticeboard   | Town Clerk | Website updated 28.05.19,<br>noticeboard updated 31.05.19     | 31.05.19       |
| 6  | 14.05.19<br>635                | Councillor Co-Option                              | Advertise co-option<br>Compile co-option packs<br>Council meeting 14.06.19 to have presentations from the candidates and vote on co-optees | Town Clerk | Co-option advertised 20.05.19                                 |                |

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| 6  | 26.02.19<br>577                | Investments                                  | (i) Make arrangements to invest £75,000 in the CCLA Public Sector Deposit Fund<br>(ii) Seek advice on longer term investments<br>(iii) undertake an in-depth assessment of the amount of money that should be kept in the Reserve account is undertaken. | Town Clerk | (i) Forms obtained ready for completion after Annual Town Council meeting                                      |                |
| 9  | 18.09.18<br>TC 503             | Quality Award                                | Complete Quality Award application   | Town Clerk |  |                |
| 11 | 17.07.18<br>TC 487             | Recommendations from the Resources Committee | (i) Advise staff of new / revised policies – Health & Safety, Alcohol & Drugs, Stress Management   | Town Clerk | <b>30.05.19 This will be included in the Policies folder and be applicable to all new staff</b>                |                |
| 12 | 17.01.17<br>TC                 | Possible land acquisitions                   | Contact Land owners  | Town Clerk |  |                |
| 13 | 23.02.16<br>TC203              | Wharf Lane Recreation Ground Play Area       | Request s106 money for skatepark module  | Town Clerk | 09.08.17 Initial telephone discussion with SSDC Play Officer<br>Play officer to advise on product requirements |                |

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|    |                                |                              |  |             | 16.03.2018 SSDC Play Officer supplied info for preparing quotation documents<br>02.04.19 Quotation documents issued with closing date of 03.05.19   |                |
| 14 | 22.09.15<br>TC101              | District Councillors' Report | Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors   | Cllr Keitch |   |                |
| 15 | 16.12.14<br>TC<br>328          | Club Licences and Leases     | (16.12.14) RESOLVED that<br>(i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved.<br>(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<br>(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 | Town Clerk  | NB the detailed information re Football and Community Facility Lease removed from action list 09.01.18. Football and Community Facility lease completed 21 November 2016<br>For progress on <del>The Shed see sports Club Tenure above</del> <b>The Shed Lease signed and completed</b> |                |

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|    |                                |       | <p>(ii) That the details negotiated in (iii) above to be reported to Council for approval</p> <p>See also <del>Sports Club tenure</del> above</p> |           | <p>Cricket Pavilion Lease will be worked on when The Shed Lease is signed.</p> <p><b>Cricket Pavilion lease details in abeyance subject to refurbishment</b></p> |                |