

Town Council Action List For Council 16 May 2017
Updated 1 2017

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	25.04.17	Public Participation	Email Town Councillors Mr Bailey's questions	Town Clerk	Email sent	03.05.17
2	25.04.17 TC 222	Defibrillator	Contact BT re adopting telephone kiosk	Town Clerk		
3	25.04.17 TC 225	Cemetery Rules & Regulations	Update Cemetery Rules & Regulations	Town Clerk		
4	25.04.17 TC225	Construction of Wash-down square	Raise order for work	Town Clerk	Washdown area constructed, awaiting electrician to connect pump OS team making cover to go over drain area	
5	25.04.17 TC226	Update Staff Handbook	(i) Update staff handbook	Town Clerk		
6	25.04.17 TC228	Applications for S106 funding	Write to SSDC re support for Cricket & football applications	Town Clerk		
7	17.01.17 TC	Possible land acquisitions	Contact Land owners	Town Clerk		
8	19.07.16 TC 47	Internal Audit Report	Compile Action List of audit recommendations and incorporate anything outstanding from previous reports	Town Clerk	List compiled and forms part of agenda No 13 at	16.05.17

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					Council meeting 16.05.17	
9	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skatepark module	Town Clerk		
10	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		
11	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	The working group met on 26 January	
12	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	

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					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 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 Waiting for Cricket Club signatory details	
13	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	Town Clerk	29.09.15 quotations for equipment, hard & soft landscaping requested.	

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			£12,000 for future maintenance and enhancement of the play area.		<p>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 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</p>	

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					<p>/ early march dependant upon weather 11.03.16 Mound constructed; 17.03.16 ditch cleaned out & 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 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>	

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					Contractor will look at fence / gate week commencing 27.01.17 to give price for widening entrance	
14	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> <p>(ii) That the details negotiated in (iii) above to be reported to Council for approval</p> <p>See also Sports Club tenure above</p>	Town Clerk	<ol style="list-style-type: none"> 1. Individual meetings arranged with Cricket & Football Clubs to discuss detail. Initial meetings have taken place 2. Solicitor requested to draft football facility lease – draft expected mid April 3. First draft of Football lease received and comments returned to Solicitor. 4. June 2015 Negotiations ongoing 5. Sept 2015 football lease content agreed by 	

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					<p>Licensing negotiations group Sports Club document circulated for comment Council agreed Agreement To Lease 22.03.16. awaiting final comments from Football Club Solicitor 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) Football Pavilion lease completed 21 November 2016 For progress on The Shed see sports Club Tenure above</p>	

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15	10.06.14 RES 35	Town Sponsorship	<p>RESOLVED</p> <p>(i) That the cost for a 1 year sponsorship of the Station Road / Reic Sur Belon Roundabout be £750.00</p> <p>(ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.</p>		On – going	