

**Licence / Lease Review
Town Council 24 June 2014**

RECOMMENDED that the Town Council appoints a solicitor to draft licences for the Cricket and Football Clubs use of the Wharf Lane Recreation ground and Britten's Field.

Introduction

1. The Town Council currently has licence / lease arrangements for facilities on the Recreation Ground with The Cricket Club, The Football Club and The Sports Club. The licences have been in place a number of years and their terms are now outdated and the original tenures expired.
2. The Open Spaces Review Group (OSRG) have requested that, as a priority matter, new draft licences / licence templates are compiled so that the Football and Cricket Clubs can use them as supporting documents for grant applications.

Licence / Lease Review

3. Via the OSRG each of the clubs has been provided with a copy of their existing licence / lease and a suggested list of headings to be included in a new document and asked to provide comments and suggested changes. Responses have been received from the Cricket and Football Clubs.
4. The Town Council has agreed, in principle, that the new / revised licences for the Cricket and Football Clubs should be for a tenure of 25 years.
5. Based upon recommendations from Councillors and other Town Councils 3 Solicitors firms were asked to submit prices for undertaking the licence reviews; each were given a copy of the existing licences and the suggested list of headings. In alphabetical order the solicitors were: Clarke Willmott; Davitt Jones Bold; Stokes Partnership
6. The estimated costs from each response are given in the table below

Solicitor	Total Estimated Cost	Further Information
A	£3409.98 (Excl VAT & Disbursements)	Lease to cricket club 10 hours work Lease for cricket club pavilion 3 hours work Lease to football club 10 hours work
B	£700-900 per licence	Cost per hour is £200 Estimated costs are based on the assumption that licences will be granted on similar terms and put into place simultaneously and that negotiations with the licencees will be minimal. This solicitor requested to meet with the Town Clerk to gain a better understanding of what is required but for various reasons it has not been possible.

C	£2,520 (Excl VAT & Disbursements)	<p>Review OTC title & IEF lease before drafting £180-£360</p> <p>Draft lease to Football Club re Britten's Field £720</p> <p>Draft licence to football club – recreation ground £360</p> <p>Draft Licence to Cricket Club – square & pavilion on IEF land£540</p> <p>Draft licence to Cricket Club – storage facility £180-£360</p> <p>Draft licence to Cricket Club - square Britten's Field £180</p> <p>NB: this solicitor arranged to meet with the Town Clerk to get a better understanding of what was required</p>
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Minutes of a meeting of the Town Council Meeting held in the Council Chamber, Ilminster on Tuesday 22nd July 2014 at 19:30hrs

Present:

Chairman: Cllr E Taylor

Councillors: Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr V Higgins, Cllr V Keitch, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Storey and Cllr R Swann

In Attendance

Officers: Miss N McIntosh (Administration Assistant), Miss J Norris (Town Clerk)

3 members of the public attended the meeting; 1 spoke in the public participation section, the other 2 spoke immediately before the Open Spaces Review item.

Speaker 1

- A representative for the Fair Trade Steering Group thanked the Town Council for discussing the potential to become Fair Trade Town at the meeting held on the 24th June 2014 and said that the Fair Trade Steering Group hoped that the Council would accept the wording of the Proposal to be presented to this meeting.

208. Apologies for absence

Apologies for absence were received from Councillors Shepherd and Sothem.

209. Declarations of Interest

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr Pallister	12d Open Spaces Review - Proposal for moving the Cricket Square	219d	Personal	Volunteer for the Cricket Club – grounds and general maintenance	
Cllr Shearman	12c Open Spaces Review - Sports Initiative Money	219c	Personal	bought a brick	Spoke and voted on the item
Cllr Storey	12b – Open Spaces Review – moving forward with regard to football facilities	219b	Personal	Children involved in football	Spoke and voted on the item
Cllr Taylor	12c Open Spaces Review - Sports Initiative Money	219c	Personal	Bought a brick	Did not vote

210. Minutes

RESOLVED

- that the minutes of the meeting held on 24th June 2014 be confirmed as a correct record subject the amendments as below.
 - Minute No.195 being amended to state why the Town Crier wished to be officially endorsed by the Town Council
- to note the office action plan relating to Town Council meetings.

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211. Mayor's Announcements/Engagements

- a) The Mayor made the following announcements relevant to Town Council and Mayoral activities and engagements.
- There is likely to be a fund that Iminster business can apply to when new road is re-opened to assist Iminster to market itself as "open for business" - bids will have to be submitted by a group rather than individual businesses.
 - The Mayor had met with representatives of South Somerset District Council and the Somerset Education Authority to discuss future education provision in Iminster. The meeting was in the context of the emerging local plan and the number of newly approved and potential planning applications for dwellings. The Mayor will present a written report of the meeting to a future Town Council meeting.

- b) The Mayor's engagements between 24th June 2014 and 22nd July 2014 were circulated with the agenda.

212. Public Transport Information Presentation

A presentation was given by Mr Lewis Trahar, an Ilton Parish Councillor, regarding making Public Transport Information available on the internet.

Issues discussed:

- A link from Town Council website to the page
 - The difficulties of currently obtaining useful and accurate timetable information
 - The potential cost to the Council of the website proposed by Mr Trahar
- Resolved** to support the proposal of a 6 month trial period, as far, as legally possible.

213. Police Report

Iminster Beat Report June 2014 – PC Andy Stuart gave a report on Policing in Iminster

Issues discussed included:

- Concern that anti social behaviour problems are moving from the Wharf Lane Recreation Ground to Winterhay Recreation Ground
- Under-age drinking is still happening as has been witnessed and seems to be that persons over 18 years of age are purchasing the alcohol and then passing it on to minors
- Members of the public can report non emergency incidents anonymously by both email and the 101 telephone number.
- An action arising from the recent Partners And Communities Together (PACT) meeting is that Cllr Keitch (from the Town Council), a representative from Yarlinton Housing and a PCSO will visit residents who live close to the Wharf Lane Rec to talk about reporting anti social behaviour.

214. Reports from District Councillors

Councillor Goodall gave Council members an update on

- A letter from the Local Plan Inspector hearing has been received. – Wincanton and Castle Cary are specifically mentioned but not Iminster
- Persimmons have started to clear on gullies on their developments
- South Somerset District Council are organising free play day events in July, August and September. The events in Iminster will be held on the Recreation Ground, on the following dates 24th & 31st July and the 7th August.

Chair's Initials

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215. Report from County Councillor for Iminster

Councillor Vjeh submitted a written report for June which was circulated with the Clerks Update 13/14.

- The possibility of bunkers under the road has been reported to SCC
 - The County Councillor is allocated a Health and Wellbeing budget of £5000 and she is in discussions to use the money to provide first aid training; initial findings suggest that the funding would train over 300 people
 - Local residents had approached the County Councillor regarding to investigate the implementation of Residents Parking Permits
 - SCC have no control over roads closures needed for utility works.
- The County Councillor was thanked for her update and in particular her support regarding flooding issues.

216. Reports from Representatives on Outside Bodies

The Council received reports from Representatives on Outside Bodies which included the following:

A) Making It Local - Councillor Keitch provided an oral report, from which the key points were:

- the new funding stream is to raise business performance and connect communities and make the most of resources.
- Possibility for Iminster to make bid for part of the 1.7m funding to be spread across Devon and Somerset
- A local meeting has been held with the Chamber of Commerce and the Energy Centre to seek ideas for a project bid

B) Chamber of Commerce – Councillor Goodall reported a social evening was held in place of the normal meeting, so nothing to report.

C) Fair Trade Steering Group – Councillors Keitch & Storey provided an oral report

Issues discussed included:

- The recent meeting discussed lots of ideas of how Iminster could become a Fairtrade Town; the next meeting is to be held Thursday 24th July 2014.

217. Fair Trade

Councillor Keitch proposed a motion, the wording of which had been suggested by the Fairtrade Steering Group to support Iminster becoming a Fair Trade Town.

RESOLVED that:

- (i) That is council supports the principle of Fairtrade.
- (ii) That the council will actively encourage the use and sale of FAIRTRADE products throughout the town, and their use within council offices and at events involving the council.
- (iii) That a Councillor, or Councillors, will be nominated for co-option to the Steering Group to encourage and assist their campaign and to act as liaison between the group and the council.

218. Community Resilience Store

A report was circulated providing options for the location of Iminster Community Resilience Stores.

Issues discussed included:

- Accessibility to the locations in bad weather conditions
- Security

RESOLVED

Chair's Initials

Signature

Iminster Town Council, Minutes 22 July 2014

- (i) To rent a garage at Blackdown View from Yarlington Homes to act as a Community Resilience Store on the north side of the town at a cost of £8.55 per week (£443.04 per annum).
- (ii) To rent one storage area offered in an outbuilding at Vaughan Lee House for use as a Community Resilience Store for the south side of the town at a cost of approximately £25 per week (£300 per annum).
- (iii) That two Flood Co-ordinators be appointed to hold keys to the Community Resilience Stores and liaise with Flood Wardens.
- (iv) That adverts be placed on the Town Council's website, notice board and in the local press for volunteers to be appointed as Flood Wardens for each location of risk.

Note: Councillors Taylor and Shearman volunteered to be Flood Co-ordinators

NB: Council went out of session at 21:05hrs to enable Football Club representatives to address the meeting.

The Football Club representative reported the Club's development affects approx 500 people associated with the Club. There are numerous football teams embracing a wide age range, and male and female teams as well as a disabled team. The Football Club have devised a 5year plan to develop the club's facilities and activities. Their vision includes being a community focal point, increasing users and accessibility.

The Football Club would like the Town Council to own the proposed Football Club facility and lease it to the Football Club upon completion, they will however do all the preparation needed for grant applications and planning permissions; such an arrangement would mean that the VAT could be reclaimed by the Council enabling the entire project to be undertaken by a contractor rather than as a football club "self build project".

Issues discussed following the address by the representatives included:

- Sources of funding already confirmed to the Football Club and sources which have indicated a willingness to offer a grant
- The need to ascertain the grant funding position of the Gooch Trust should the Council agree to own the building
- The need for grounds maintenance and building maintenance plans
- The Football Club is drafting a fall-back plan

NB: Council went back into session at 21:15 hrs.

219. Open Spaces Review

A) SSDC Officer's recommendations on the allocation of S106 money

Issues discussed during consideration of this agenda item included:

- The need for the Town Council to have a clear set of criteria against which any application can be assessed
- That any criteria adopted by the Town Council should complement that used by South Somerset District Council

RESOLVED that any application for S106 money should be assessed against the following criteria:

- (a) Does the project deliver part of an agreed master plan or any other Council priority?
- (b) Is there a need – local or strategic?
- (c) How many people will benefit from the project?
- (d) Has the applying organisation secured other funding towards the project – What amount and percentage of the total project cost?
- (e) Are the proposals approved by the applicant's national governing body?

Signature

Chair's Initials

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- (f) Is the project fully accessible by all members of the community?
- (g) Is the project required for health and safety reasons?
- (h) Has there been consultation with members of the public or have members of the public informed the project?

B) Moving forward with regard to football facilities

Issues discussed during consideration of this agenda item included:

- The estimated project cost of £619,025 (Incl VAT) is for the build cost of a new club facility and provision of a new main football pitch
- The estimated cost does not include moving the second cricket square – the intention is to apply for s106 funding for this work
- The documents required to submit a planning application are scheduled to be completed by September 2014
- Should the Town Council own the building the Town Council would need to consider the tenants responsibility for maintenance and repairs and the provisions included in any lease

RESOLVED that

- (a) The Town Council will submit an application to South Somerset District Council for capital funding for the new Football Facilities project
- (b) That subject to the Football Club undertaking all the preparation work for grant funding bids and planning permission the Town Council will take ownership of the new Football Facilities building and upon completion of the building will lease it to Ilminster town Football Club.

220 Extension of Meeting Duration

At 21:58 hrs. in accordance with Standing Order 12

RESOLVED to extend the maximum duration of the meeting by 30 minutes

Open Spaces Review Cont

221. C) Sports Initiative Money

Issues discussed included:

- That the sports initiative was to provide a sports facility / building on the recreation area

RESOLVED that the money being held by the Town Council for the Football Sports Initiative is re-allocated to the Open Spaces Review and ring-fenced for spending on the provision of new football facilities.

NB: Cllrs Shearman and Taylor declared a personal interest in this item.

D) Proposal for moving the cricket square

Issues discussed included:

- Funding for moving the cricket square

RESOLVED that the soil test and analysis of the existing square and proposed new location is undertaken as soon as possible.

E) Trial of tuck shop on recreation ground

Issues discussed included:

- The Town Council's Open Spaces consultation indicated support for refreshments to be available on the recreation ground
- The Play and Paths Sub Group (of the Open Spaces Review Group) had considered the idea of a kiosk using the existing storage area at the end of the toilet block. Advice had been

Chair's Initials

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sought from South Somerset District Council Environmental Health and Planning departments.

RESOLVED that the current storage area in the toilet block at the Wharf Lane Recreation Ground but converted to a refreshment kiosk at a maximum cost of £2,500.

222. Internal Auditor's Written Report

The Council considered the response to the Internal Auditor's report.

RESOLVED that all the recommendations in the report from the Internal Auditor are accepted.

223. Council Office Accommodation

Due to time constraints, this item was deferred until the next scheduled Council meeting.

224. Project Plan

Due to time constraints, this item was deferred until the next scheduled Council meeting.

225. Poll Cards

The Mayor asked the Council to formally ratify the informal decision made on 22 July 2014 to request the District Council to issue poll cards for the by election of a Town Councillor on 31 July 2014.

RESOLVED that the Town Council request the District Council to issue poll cards for the by election of a Town Councillor on 31 July 2014.

226. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated with the agenda for Council's approval.

RESOLVED that the accounts listed in the schedules presented to the Council totalling £3,904.81 be approved.

227. Clerk's Updates

The Updates sent by email since the last Council agenda was published were listed on the agenda. No questions or comments were raised.

228. Extension of Meeting Duration

At 22.29 hrs. in accordance with Standing Order 1Z

RESOLVED to extend the maximum duration of the meeting by 30 minutes

²²⁴
~~227~~ **Exclusion of the Press and Public**

RESOLVED to exclude members of the public and press present, due to the confidential nature of the business to be transacted.

²³⁰
~~228~~ **Hammerhead Land**

The Town Clerk gave an oral update on recent correspondence regarding the Hammerhead land.

RESOLVED that the Town Clerk is given delegated authority to progress the actions regarding the Hammerhead in accordance with the project plan and the agreed financial limits.

²³¹
~~229~~ **The Cemetery – Legal Action**

The Town Clerk provided an oral update which stated that the Council's defence had been lodged.

Signature
redacted



Ilminster Town Council, Minutes 22 July 2014
The meeting closed at 22:36 hrs.

	Chair's signature & date
	19 Aug 2014

Signature redacted

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**



Date: **Wednesday 10th December 2014**

Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 16th December 2014** in the Council Chamber, Council Offices, North Street, Ilminster starting at **19:30 hrs.**

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris
Town Clerk

AGENDA

1. **Suspension of Standing Orders**
To suspend standing order 1m, which relates to photographing, recording, broadcasting or transmitting the proceedings.
2. **Apologies for Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
3. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
4. **Minutes**
 - a) To confirm the minutes of the meeting held on **18th November 2014** as a correct record. (attached, agenda no 4a)
 - b) To consider the office Action Plan relating to the Town Council Meetings. (agenda no 4b to follow)

5. **Mayor's Announcements/Engagements**
 - a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
 - b) The Mayor and/or the Deputy Mayor attended the following engagement between 18th November and 16th December 2014
 - **Saturday 22nd November 2014** – The Mayor and Deputy Mayor attended the Mayor of Yeovil's Charity Ball held at Westlands Conference & Leisure Centre with all proceeds to the Mayor's nominated charity 'YDH Flying Colours Appeal'
 - **Wednesday 26th November 2014** - The Mayor attended Yeovil College's Apprentice Awards Evening 2014
 - **Friday 5th December 2014** - The Mayor attended 'Turkey & Tinsel' with the production of Joseph and the Amazing Technicolor Dream Coat performed by Chard Amateur Theatre Society In the Guildhall, Chard
 - **Tuesday 16th December 2014** – The Mayor is attending Devon Fire and Rescue Service 'Annual Carol Concert' at Exeter Cathedral
6. **Police Report**

To receive the Ilminster Beat Report for December 2014 (to follow)
7. **Reports from District Councillors**

To receive reports from District Councillors.
8. **Report from County Councillor for Ilminster**

To receive the report from the County Councillor Linda Vjeh (attached, agenda no 8)
9. **Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies; At the time of publishing the agenda no written reports had been received.
10. **Review of Committees**

At the Council meeting held on 24 June 2014 new terms of reference for Committees were agreed together with changes to the frequency of meetings. Council resolved to review the effectiveness of the changes in December 2014. This agenda item provides Councillors with an opportunity to suggest further revisions.
11. **Sports Club Licence**

To consider requests from the Cricket, Football and Sports Club (copies attached) to change the licence arrangements for the Sports Club. (as attached, agenda no 11)
12. **Club Licences and Leases**

To consider the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club. The clubs have all received a copy of suggested headings, via the Open Spaces Review Group, and been given the opportunity to comment. (as attached, agenda no 12)
13. **VAT Registration**

To consider the Town Council becoming VAT registered. (Report to follow)
14. **Complaints Policy and Procedure**

To consider adopting a new complaints procedure. (as attached, agenda no 14)

15. **Policy on Recording Meetings**
To consider adopting a policy on recording meetings (Report to follow)
16. **Budgets**
To consider proposed expenditure and priorities for financial year 2015/16
17. **Project Plan**
To consider progress on the project plan and whether any changes are necessary.
(attached, agenda no 17)
18. **Authorisation of Payments and Notification of Virements**
The Schedule of Payments for authorisation is attached for Council's approval. (to follow)
19. **Exclusion of the Press and Public**
To consider taking items 20 without members of the public and press present due to the confidential nature of the business to be transacted.
20. **Hammerhead Land**
The Town Clerk to provide an oral update on progress with implementing the Council's instructions regarding the Hammerhead Land

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Reminders

Meetings

Monday 5th January 2015 – Council at the Parish Hall, North Street
Tuesday 13th January 2015 - Planning, Highways & Transport Committee
Tuesday 20th January 2015 – Council

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris



Wednesday 10th December 2014

A meeting of the Town Council which you are summoned to attend will be held on **Tuesday 16th December 2014** in the Council Chamber, Council Offices, North Street, Ilminster starting at **19:30 hrs.**

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Meeting Administrator before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

Joy Norris
Town Clerk

AGENDA

1. **Suspension of Standing Orders**
To suspend standing order 1m, which relates to photographing, recording, broadcasting or transmitting the proceedings.
2. **Apologies for Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
3. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

4. Minutes

a) To confirm the minutes of the meeting held on **18th November 2014** as a correct record.

b) To consider the office Action Plan relating to the Town Council Meetings.

5. Mayor's Announcements/Engagements

a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements

b) The Mayor and/or the Deputy Mayor attended the following engagement between 18th November and 16th December 2014

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- **Tuesday 16th December 2014** – The Mayor is attending Devon Fire and Rescue Service 'Annual Carol Concert' at Exeter Cathedral

6. Police Report

To receive the Ilminster Beat Report for December 2014

7. Reports from District Councillors

To receive reports from District Councillors.

8. Report from County Councillor for Ilminster

To receive the report from the County Councillor Linda Vjeh

9. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies; At the time of publishing the agenda no written reports had been received.

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11. Sports Club Licence

To consider requests from the Cricket, Football and Sports Club to change the licence arrangements for the Sports Club.

12. Club Licences and Leases

To consider the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club. The clubs have all received a copy of suggested headings, via the Open Spaces Review Group, and been given the opportunity to comment.

13. **VAT Registration**
To consider the Town Council becoming VAT registered.
14. **Complaints Policy and Procedure**
To consider adopting a new complaints procedure.
15. **Policy on Recording Meetings**
To consider adopting a policy on recording meetings
16. **Budgets**
To consider proposed expenditure and priorities for financial year 2015/16
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To consider progress on the project plan and whether any changes are necessary.
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The Town Clerk to provide an oral update on progress with implementing the Council's instructions regarding the Hammerhead Land

XX

Reminders

Meetings

Monday 5th January 2015 – Council at the Parish Hall, North Street
Tuesday 13th January 2015 - Planning, Highways & Transport Committee
Tuesday 20th January 2015 – Council

**Club Licences and Leases
Council 16 December 2014**

RECOMMENDED

- (i) that the Solicitors are instructed to draft a licence for the Cricket Club for the cricket pavilion and playing area and a lease for the Football Club for the proposed new football and community facility and associated pitches which includes the headings and provisions contained in Appendix 1 to this report and provides for a tenure of 25 years.**
- (ii) Council agrees any additional details to be included in the licence / lease**

Appendices to this report

- 1 Proposed new / revised licence headings**
- 2 Response from Ilminster Cricket Club**
- 3 Response from Ilminster football Club**

Background Information

- 1. The Town Clerk, using the existing licences, compiled a list of potential headings and conditions to be included in new licences.**
- 2. The Open Spaces Review Group members were asked to discuss the list with their clubs and suggest any additions or changes.**
- 3. The Chair and Vice-Chair of the Open Spaces Committee, the Open Spaces Team, the Deputy Clerk and were also invited to comment upon the potential items to be included.**
- 4. The potential headings and conditions to be included in any lease and /or licence were provided to solicitors when they were asked to submit prices for undertaking the work.**
- 5. Council agreed at its meeting on 13 May 2014 that the licences / leases should be for a 25 year tenure.**

Report prepared 09.12.14

Background Papers

Licence between Ilminster Town Council and Ilminster Cricket Club
Licence between Ilminster Town Council and Ilminster Football Club
Licence between Ilminster Town Council and the Sports Club

New / Revised Licence Headings

Purple text indicates provision in existing licence

- 1. Tenure**
(IEF lease to ITC expires 2050 – 36 years)
Breaking the licence
- 2. Utilities**
Installation, maintenance, usage payment
- 3. Council Tax**
Responsibility for payment
- 4. Equipment Storage Facilities**
Safe storage of chemicals, petrol, highly inflammable substances
- 5. Plan showing what is included**
Buildings, no & layout of pitches, paths / access to buildings
- 6. What the building / land may be used for**
Pavilion ancillary to playing cricket
Match schedules
Practices - no and schedule
respect line / cordon only in respective playing season
scorers box, nets
no illegal or immoral purposes
floodlights
- 7. Insurance / indemnity**
Responsibilities – buildings & contents, fire, theft, weather, personal injury, public liability
- 8. Council / IEF right to inspect**
right to require work
- 9. What permissions may need to be requested on an ad hoc basis**
Vehicular access, alterations to building (inside or out) or pitch layout, regular and ad hoc sub-letting, income streams, erection of marquees,
- 10. Grounds Maintenance**
 - a. What the licensee is responsible for, mowing / cutting, weed control, white lines / pitch marking, respect line – erection and dismantling, viewing areas, painting and erection and removal of goal posts, rolling, cutting & replacing turf, seeding. Corner flag posts, [removable] dugouts, floodlights
 - b. "Authorised people" e. g. to undertake maintenance work / contractors
 - c. What needs to be notified to ITC e.g. weed killing, sand,
 - d. Agreement to maintenance regime, changes to maintenance regime
 - e. In season / out of season differences, inspections, respect line / cordon – erection and dismantling, erection and removal of goal posts

- f. Paths / access to buildings
- g. Responsibility for deciding if pitches playable
- h. Waste / Rubbish collection & disposal (esp after matches & training)
- i. Damage to ground, fences, trees, other planting – reporting, cost of reinstatement

11. Building Maintenance

Responsibilities – standards, fire extinguishers, general maintenance, internal & external decoration,

Management arrangements

Collection & disposal of waste

(two grandstand urinal and sump)

12. Rents

Rent at start of agreement

Mechanism for reviewing rents & charges and any appeal procedure

Payment schedule

Timeliness of payments

13. Access – key holders – right to hold keys

14. Entrance fees / gate money

15. Voluntary collections of money

16. Mechanism for agreeing interpretation of anything in the licence

17. Complying with ITC byelaws

ILMINSTER CRICKET CLUB SUB COMMITTEE MEETING 15TH APRIL 2014

REPLIES TO NEW/REVISED LICENCE FORM.

1. TENURE.

The time of the licence is important to the Cricket Club, as any prospective funder will require a security of tenure (The original licence was for 10 years) We would consider this a minimum.

2. UTILITIES

All existing utilities are paid for by the club (water usage is shared with the football club when they use the changing rooms in the CC pavilion.) The plans for the improvement of the pavilion will include a maintenance schedule.

3. EQUIPMENT STORAGE FACILITIES.

The CC require the existing storage area to remain. The necessary safety of storage of chemicals etc will be observed.

4. PLANS

The existing plan of the pavilion (already submitted) The main cricket pitch to remain as is.

The second pitch in Brittens field need to be as far north as possible to create a flat pitch

5. USAGE OF LAND BUILDINGS.

The fixture list for both cricket pitches will be provided. The cricket club will maintain the existing score box, nets. Practice times are according to weather conditions, the boundary for both playing areas will be clearly marked,

6. INSURANCE.

The CC has a separate Public Liability cover through English Cricket Board.

The CC understand that the insurance for the other requirements are covered by ITC and paid by CC to ITC.

7. RIGHT TO INSPECT

The CC recognises the right of IEF.ITC to inspect the pavilion, playing areas at any time.

If the pavilion or any other area of the CC responsibilities becomes distressed it is understood that ITC has the right to require work.

8. AD HOC PERMISSION.

THE CC accepts that ad hoc permission for vehicles to access the area of the CC responsibility

Will be required from ITC. Equally erection of temporary buildings etc. However the CC wishes to protect the cricket square (currently maintained by CC) not to allow other users, unless by the CC permission.

9. MAINTENANCE

The maintenance of the cricket squares are the responsibility of CC. All other areas maintained by ITC (an agreed schedule of cutting of outfield needs to be made , particularly in the growing season.

The CC would like to see a maintained path for wheelchair access from Canal Way to CC Pavillion

10. BUILDING MAINTENANCE

The CC are aware of responsibility for health & safety and General maintenance.

11. RENTS

The CC are aware of their responsibility to pay re

Continued from Page 1.

12. ACCESS

The CC would like to have a key (to be placed in a secure place in the pavilion) for the gate from Canal Way for emergency vehicles to have access.

THE CRICKET CLUB WILL PROVIDE A DETAILED FIXTURE CARD, AN UPTODATE ACCOUNTS SCHEDULE AND A LIST OF REGULAR COSTS FOR THE RUNNING OF THE CLUB/

THIS REPORT HAS NO MENTION OF THE FOOTBALL CLUB ACTIONS< OR THE SOCIAL AREA KNOWN AS 'THE SHED'

DURING PART OF THE WINTER SEASON THE FOOTBALL CLUB USE THE CC PAVILION AS CHANGING ROOMS

3/7/14 - John Pallister asks that agreement with FC to not play (to losing soft) on pitch just below the Mead from Mid Feb h be included in lease (or) agreement between the 2 clubs has been in place for many years).

Licence Headings – football club response
(phone call from Football Club Chairman)

- Football club to do buildings maintenance
- Football club to do pitch maintenance
- Town Council to cut grass on pitches
- Tenure ideally 35 years

Town Council Action List For Council Updated 11 December 2014

Agenda No 4b

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	18.11.14 TC310	Allocation of S406 Monies	Send Ilminster Cricket Club grant application forms and policy document	Town Clerk	21.11.14 grant documents sent	21.11.14
2	18.11.14 TC 309	Open Spaces Recommendation	<p>RESOLVED that</p> <p>i. That the Trimax 'Snake' mower is purchased at a cost of £14600 subject to supplier providing satisfactory references.</p> <p>ii. That the best possible price is obtained for the disposal of the current gang mowers (whether by part exchange or private sale)</p> <p>iii. That the purchase of the Trimax mower is funded as follows:</p> <ul style="list-style-type: none"> • £12175 from Earmarked Reserves for Gang Mower replacement. • £1200 from the current budget for servicing the gang mowers this winter • £1500 estimated part exchange <p>RESOLVED that the Town Council makes an application to South Somerset District Council for Planning Permission for a football and community facility as detailed on the plans, subject to any slight amendment made by South Somerset District Council to be agreed by the Town Clerk</p>	Town/Deputy Clerk	<p>1. Order placed 25.11.14</p> <p>2. Disposal of Gang mowers arranged via same company</p> <p>3. Delivery expected prior to Christmas 2014</p>	25.11.14
3	14.10.14 TC 282	Football Club Plans		Town Clerk	<p>Application and Cheque payment submitted Monday 20th October</p> <p>Planning Application to be discussed by SSDC Area West Committee 17.12.14</p>	20.10.14

Town Council Action List For Council Updated 11 December 2014

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
	14.10.14 TC 283	Open Spaces Recommendations	RESOLVED that due to the restraints resulting from ongoing Open Spaces Review projects no further action is taken at the present time regarding the provision of a MUGA on the Wharf Lane Recreation Ground and that SSDC is informed accordingly	Town Clerk/Deputy Town Clerk	Letter sent 12.11.14	12.11.14
5.	14.10.14 TC 288	Market House Quotations	RESOLVED that Contractor C be appointed for the sum of £5092, provided the quotation could be fixed, until next Spring/Summer when the works could commence.	Deputy Town Clerk	Agreed with contractor and letter sent 06.11.14	
6.	23.09.14 263	Fair use of land and facilities	Discuss new charges with Fair Organisers	Town Clerk		
7.	19.08.14 TC 239	Open Spaces Review	Provide Councillors with a copy of up-to-date Business Plan	Town Clerk	09.09.14. Email sent to Football Club asking if it is possible to have an update copy to distribute to Councillors under confidential cover	
8.	19.08.14 TC 237	Council Office Accommodation	RESOLVED that Councillors Neave, Storey, and Shearman meet with a member of staff to come up with an outline of desirable future premises.	Town Clerk	Meeting arrangements are being made	
9.	22.07.14 TC 235	Open Spaces Review	That the soil samples and analysis are undertaken of the existing cricket square and the proposed location	Town Clerk / Football Club	Soil samples taken w/c 27.11.14	

Town Council Action List For Council Updated 11 December 2014

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
10.	24.06.14 T.C 193	Licence and Lease Review	RESOLVED that solicitors C be appointed to draft new licences/leases relating to the Recreation Ground & Britten's Field.	Town Clerk	Ongoing discussions before instructing Solicitors Licence / lease headings on Council Agenda 16.12.14	
11.	24.06.14 T.C 206	Update on Legal Action and Expenses.	RESOLVED that the Town Council takes the advice of the Solicitors.		Solicitors have filed ITC defence and contacted claimant 12to suggest a settlement Court date of 18.11.11 Court decision on 18.11.14 to dismiss case, own legal costs to be paid	18.11.14
12.	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	
13.	08.04.14 T.C 146	Action on Rural Planning Chaos	RESOLVED that the Town Clerk, the Chair of Resources and the Chair of Open Spaces have delegated authority to compose a letter to be sent to Mr E Pickles, Mr D Laws, Leaders of	Town Clerk, Cllr Miller, Cllr Goodall		

Town Council Action List For Council Updated 11 December 2014

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
			the District and County Councils, and SALC, highlighting Ilminster Town Council's concerns on the quality and quantity of local development. The letter will be approved by Council.			
14.	22.10.13 T.C 69	Project Plan	<p>1. Path between the petrol filling station and Riec Sur Belon needs maintenance– Cllr Goodall reported it is the management company for Riec Sur Belon development (MeadFleet) – C.G will make them aware that this could be a flood risk.</p> <p>2. Town Clerk to write a letter to express that the Town Council is dissatisfied with the attitude of the developer regarding proposed development and works so far. – Link to project Plan</p>	Cllr Goodall	Councillor Goodall contacted the developer but awaiting a reply.	
15.	SCC Investigati on Winterhay Lane TC 05.02.13	Winterhay Lane Footpath	<p>Resolved</p> <p>1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way</p> <p>2) That Cllrs Swann(with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7th March 2013 to put the Town Council's view</p>		<p>1) Meeting booked for 7th March 2013</p> <p>Meeting Cancelled – Councillors and Mr Holtom informed</p> <p>2) Report and Recommendation received from SCC</p> <p>3) Application to be placed before regulations</p>	

Town Council Action List For Council Updated 11 December 2014

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
					<p>Committee on 3rd October 2013</p> <p>4) Consideration by SCC Regulation Committee postponed</p> <p>5) Regulation Committee decided</p> <p>Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order.</p> <p>6) SCC have made an order.</p> <p>7) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate.</p> <p>8) Information from County Councillor suggests timescale for submission to</p>	

Town Council Action List For Council Updated 11 December 2014

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
					Planning Inspectorate unknown 9) Town Clerk to sent letter 12.12.14.	

Minutes of a meeting of the **Town Council Meeting** held in the Council Chamber, North Street, Ilminster c
Tuesday 16th December 2014 at 19:30hrs

Present:

Chairman: Cllr E J Taylor

Councillors: Cllr C Goodall, Cllr V Higgins, Cllr A Lawson, Cllr D Miller, Cllr R Neave, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd and Cllr S Storey

In Attendance

Officers: Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

County Councillor: Linda Vijeh

3 members of the public attended the meeting and wished to speak.

Speaker 1

Speaker 1 spoke about the proposed improvements to the A303. He said that he believed it should be viewed as an enlargement of the A303, no traffic survey or study for an alternative had been undertaken to establish if the proposed works were necessary.

The Speaker asked the Town Council a) Do you think the proposed development is still a good idea? b) Does the Town Council know something he was unaware of? c) Would the Town Council like to be kept informed of the traffic survey figures when published?

The Mayor replied the Town Council would like to be informed of the traffic survey figures when available, which will be put in the public domain.

Speaker 2

Speaker 2 a representative of South Somerset Climate Action spoke on climate change and the effect of fuels on the environment. He believed that more people should look for better use of resources such as increasing use of public transport; this would allow public money to be used more effectively and funds could be used to provide more cycle tracks/lanes

Speaker 3

Speaker 3 was a representative from Campaign to Protect Rural England, reported the annual traffic figures for the Ilminster Bypass to Podimore over the past 5 years has shown that traffic had not risen but reduced, he believed this proved that ever growing traffic does not have an impact on the A303 route so it was not necessary to carry out the proposed works. He reported that the Western Gazette Newspaper's campaign for duelling the A303 had collected under 4000 signatures to support the proposed improvements which he believed was a relatively small number.

317. Suspension of Standing Orders

RESOLVED to suspend Standing Order 1m which relates to photographing, recording, broadcasting or transmitting the meeting.

318. Apologies for absence

Apologies for absence were received from Councillors Burton, Keitch, Sothern and Swann.

319. Declarations of Interest

The declarations of interest outlined in the table below were made:

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr Pallister	12	328	Personal	Chairman of Sports Club	Did not speak or vote
Cllr Shepherd	12	328	Personal	Member of Cricket Club and Sports Club	Spoke but did not vote

Chair's Initials

Iminster Town Council Minutes 16 December 2014

320. Minutes

RESOLVED

- (i) that the minutes of the meeting held on 18th November 2014 be confirmed as a correct record.
- (ii) to note the office action list relating to Town Council meetings.

Points raised during consideration of the office action list included:

- **Item 3 Football Club Plans** - Planning Application to be discussed by SSDC Area West Committee 17th December 2014 at the Henhayes Centre, Crewkerne
- **Item 9 Open Spaces Review** – The soil test report for the cricket squares had been received
- **Item 14 Project Plan** – District Councillor Goodall had received a response from the developer regarding the footpath between the petrol filling station and Riec Sur Belon Way which states that it has now been adopted by Somerset County Council.
- **Item 15 Winterhay Lane Footpath** – Councillor Storey reported she had been approached by upset residents regarding the on-going Winterhay Lane issue. They had recently been advised by police that it was a private lane. Cllr Storey said that residents are keen to know why the matter is not moving forward; Cllr Miller agreed that there has been no drive from Somerset County Council on pushing the matter forward to date.
County Councillor Vijeh said she would liaise with Somerset County Council to get a further update on the matter.

321. Mayor's Announcements/Engagements

- a) The Deputy Mayor made the following announcement relevant to Town Council and Mayoral activities and engagements.
 - The Mayor reported to Council that she is currently arranging for Mayors from surrounding areas to attend a performance at the Warehouse Theatre
 - The Mayor reported the disappointment that Town Council members were not invited to attend the Civic Carol Service at the held at the Minster on Sunday 7th December 2014
- b) The Mayor and Deputy Mayor's engagements between 18th November 2014 and 16th December 2014 were circulated with the agenda.

322. Police Report

The Iminster Beat Report for November was circulated and considered at the Planning, Highways & Transport & Resources Committee meeting held on Tuesday 2nd December 2014.

323. Reports from District Councillors

Councillor Goodall informed the Council that she hoped to circulate a written report via email in the next week.

324. Report from County Councillor for Iminster

County Councillor Vijeh had submitted a written report for November 2014 which was circulated with the agenda and would email Councillors with any additional information.

Issues discussed included:

- Councillor Shearman asked Councillor Vijeh to pass on his thanks to Somerset County Council for opening the Beacon Road as expected before Christmas 2014
- Councillor Vijeh was asked to speak with Somerset County Council regarding the street lights at the Butts, which have been out for a long time. It was explained that several residents had reported the outage but no resolution nor information on repairs had been forthcoming.

325. Reports from Representatives on Outside Bodies

There were no reports from Representatives on Outside Bodies.

Chair's Initials

Iminster Town Council Minutes 16 December 2014

326. Review of Committees

Councillors were given the opportunity to suggest if any further revisions were necessary to the terms of reference for committees and frequency of meetings agreed on the 24 June 2014.

Issues discussed included:

- General comments received were that Councillors were content with changes
- Resources Committee a view was expressed that as Committees had some delegated spending powers the role of the Resources Committee was not necessary and it would be preferable to revert to having a finance and Policy Committee and Staffing Committee, the former having responsibility for all financial matters.

RESOLVED

- (i) that Councillors should email the Town Clerk with any views and suggestions
- (ii) if any views or suggestions are received the Town Clerk will convene the Working Group to discuss the matters raised and the Working Group will make recommendations to Council.

327. Sports Club Licence

The Council considered requests from the Cricket Club, Football Club and Sports Club to change the licence arrangements for the Sports Club.

Issues discussed included:

- the advisability of knowing the outcome of the planning application for the Football and community facility before a decision is made

RESOLVED to defer consideration of the requests to change the licensing arrangements for The Sports Club until the Council meeting scheduled for Tuesday 20th January 2015.

328. Club Licences and Leases

The Council considered the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club.

Issues discussed included:

- the inclusion of details relating to the maintenance regime of pitches and the expected standards

RESOLVED that

- (i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club as attached to these minutes as appendix 1 are approved .
- (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
- (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
- (ii) That the details negotiated in (iii) above to be reported to Council for approval

329. VAT Registration

The Council were asked to consider whether the Town Council should become VAT registered. The Town Clerk reported that some of the recent activities undertaken by the Town Council e.g. operation of the Kiosk on the Recreation Ground and the agreement of the Sponsorship Policy meant that the Town Council needed to consider its VAT status.

Chair's Initials

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The Clerk informed Councillors that the supply of buildings and land was usually VAT exempt unless a decision had been made to 'Opt to Tax'; dependent upon the decision made at this meeting "Opt To Tax" would be brought to the next Council meeting for consideration.

Issues discussed during consideration of this agenda item included:

- Communication with HMRC has been frustrating as there are few advisors who understand the provisions with regard to local authorities
- The Society of Local Council Clerks has provided some advice
- Information has been sought from the Town Council's Internal Auditors
- Crewkerne and Yatton Town Council who are VAT registered, have been contacted and information on the implication of VAT registration obtained.
- Vat does not need to be charged the provision of burial and cremation plots
- The potential extra workload for the staff
-

RESOLVED that the Town Council becomes VAT Registered

330. Complaints Policy and Procedure

The Council considered adopting a new complaints procedure.

No issues were discussed whilst considering this item

RESOLVED that

- (i) That the Complaints Procedure as attached to these minutes as Appendix 2 is approved and adopted with immediate effect
- (ii) That a Complaints Panel is established with the terms of reference as given in Appendix 3 to these minutes

331. Policy on Recording Meetings

The Council considered adopting a policy on recording meetings

Issues discussed included:

- Draft Policy is 'based upon the Policy adopted by South Somerset District Council and the model document published by the National Association of Local Councils
- An individual member of the public's right not to be recorded
- Electrical Safety
- Providing notices around the meeting room to inform attendees that recording is taking place
- Providing facilities and space for recording equipment the Council Chamber has inadequate space for large equipment

RESOLVED that the Policy on Recording Meetings, as attached as Appendix 4 to these minutes is approved and adopted with immediate effect

332. Budgets

The Council considered the proposed expenditure and priorities for the financial year 2015/16

Issues discussed included:

- The Council Tax Reduction Grant paid to the Town Council by the South Somerset District Council has been reduced
- The number of band D equivalent properties (the Council Tax base) has risen.
- Predicted expenditure from earmarked reserves for 2015/16 is still in preparation and will be forwarded to Councillors in due course.
- The External Auditor's comment about the low level of contingency / un earmarked reserves and the need to address this as part of the budget process and ensure that the Council has made adequate provision.

Chair's Initials

Ilminster Town Council Minutes 16 December 2014

- A separate document is needed with regard to the Football and Community Facility which will show the income (from grant sources) and the expenditure on building construction

RESOLVED

- (i) To note the information provided
- (ii) that Councillors should send any comments and suggestions regarding the 2015/16 budget to the Town Clerk and these will then be reported during consideration of the budget and the precept at the Council meeting on 20th January 2015.

333. Project Plan

The Council considered the progress on the project plan and the following changes were identified as necessary.

Issues discussed included:

- Item 7 Silver Street Car park - Awaiting on the decision of the Local Plan, until can move forward with idea
- Item 8 Drain Infrastructure – Wessex Water has carried out work to drainage outside Swanmead Community School, Ditton Street
- Item 8 Delete the words Knott Oak and Ditton Street

334. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated with the agenda for Council's approval.

Issues discussed included:

- Repair to South Somerset District Council window and payment

RESOLVED that the accounts listed in the schedule presented to the Council totalling £20,192.04 be approved.

335. Exclusion of the Press and Public

RESOLVED to exclude the press and public whilst agenda item 20 was discussed due to the confidential nature of the business to be transacted.

336. Hammerhead Land

The Town Clerk reported that there had been no further update regarding the Hammerhead Land.

The meeting closed at 21:30 hrs.

Chair's signature & date
