

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 2 October 2012 at 7:30 p.m.

Present

Chairman: Cllr D Miller

Councillors: Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, and Cllr E J Taylor

In attendance:

Miss M Clayton (Senior Administrator designate), Miss N McIntosh (Administrative Assistant),
Miss J Norris (Town Clerk)

1. Minutes of the Previous Meeting

RESOLVED that the minutes of the Finance and Policy Committee meeting held on 28 August be approved and signed as a correct record.

2. Apologies for absence

Apologies for absence were received from Cllr's Sainsbury, Sothern, Vijeh and Whaites.

3. Declarations of Interest

The following declarations of Interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest	Action
Cllr S Shepherd	Agenda Item 6 Queen's Diamond Jubilee	Prejudicial		
Cllr J Pallister	Agenda Item 6 Queen's Diamond Jubilee	Personal	Volunteer for the Cricket and Football Clubs	Spoke and voted on the Item

4. Matters arising from the Minutes

None

5. Committee Documentation

After discussion Cllrs agreed to refer this item to the next Finance & Policy Committee Meeting. Cllr Shearman suggested South Somerset District Council's website address should be added to future Planning Agenda's so members of the public are aware of how to access required information.

6. Queen's Diamond Jubilee

a) Final Accounts

Cllr Taylor reported that Final Accounts were to follow, and presented the Committee with a Queens Diamond Jubilee report, which included a list of activities that was available on the day of the event, a list of outstanding payments to be made from the budget, and a conclusion of the event and lessons learnt.

Cllr Taylor asked the Committee to approve outstanding payments listed in

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the produced report. (Shown below)

St John's Ambulance	£210.00 – Awaiting Invoice
Carnival Committee (Marshalls)	£75.00 – Donation for help
PA system	£600.00 – Hire of equipment and goodwill gesture
Beefeater Costume	£49.00 - Awaiting Invoice
Programme Prize	£60.00 – Not been collected as yet
Talent Competition Prize	£20.00 - Awaiting Invoice

RESOLVED to RECOMMEND

- (i) that the following outstanding payments be paid.

St John's Ambulance – On receipt of Invoice
Carnival Committee (Marshalls)
Beefeater Costume – On receipt of Invoice
Programme Prize – Not collected, Town Council to hold prize
for the period of 12 months
Talent Competition

RESOLVED to RECOMMEND

- (ii) that the following outstanding payment be referred to Full Council Meeting with additional information (detail).

PA system

Cllr. Taylor stated that for any future event the Town Council were planning to run they need to ensure there are clear and transparent written agreements with organisations on the splitting of revenue from activities linked to the event rather than relying on gentlemen's agreements. Cllr Taylor asked the Committee to consider the Town Council running an annual Easter Egg Hunt. It was agreed that the Easter Egg Hunt had been a success and was worth repeating, but that the remaining funds should go back into normal council funds and funding for any future event would need to be bid for at that time.

b) Lessons Learnt

Cllr Taylor produced a written report of Lessons learnt and also expressed how successful the event and activities were and forwarded comments to the Committee made by local residents, who were delighted with the turnout and the Town Councils efforts.
Cllr Taylor assured the Committee funding for future events would definitely be more clear and transparent.

NB: Cllrs Shepherd and Pallister declared Interest in this Item.

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7. CILCA Training

The Town Clerk reported that she was to attend a Certificate of Administration Training Course as agreed on appointment to the role, and asked the Committee for approval of reimbursement of fees.

RESOLVED to RECOMMEND that the Town Clerk be reimbursed for CILCA fees subject to satisfactory completion of probationary period.

8. Winterhay Lane

Cllr Swann notified the Committee he attended a meeting with Officers from Somerset County Council, regarding Winterhay Lane.

The footpath had been a recognised walk for many people living in the Ilminster area for several decades but at the current time the path is not a public Right of Way.

Cllr Swann reported that he had analysed and spoken with the farmers and residents unhappy with Winterhay Lane being used as a public Right of Way footpath, and was told this was due to an annoyance with dog walkers, not cleaning up mess and letting their dogs worry sheep also access e.g.

Somerset County Council is requesting the public to fill out User Evidence Forms to find out exactly how many people use this route and how it affects them, this would then be analysed and an assessment of quality of information will be carried out. They were also requesting the Town Council and Action groups to provide evidence to support the case.

Cllr Swann informed the Committee a letter had been received from SCC requesting more evidence regarding Winterhay Lane access e.g. Records of status from 1900-1960; he told the committee about a document, which was published in August 1995. The document states that, “when the Inspector was investigating other modification applications, more evidence about the Lane was discovered. This tipped the balance back towards footpath status and indicated that Winterhay Lane should also be a footpath. The Council therefore asked that the Order be modified to show the Lane as a foot path”. (Para 17)

RESOLVED to RECOMMEND

- (i) that the Town Clerk offers the County Council the opportunity to research documents held by the Town Council, which may provide relevant information.
- (ii) that the Town Clerk writes to Somerset County Council stating the Town Councils support for Winterhay Lane becoming a designated Right of Way and
- (iii) that it is suggested to Somerset County Council they try to contact former Landowners/residents of Winterhay Lane.

9. Town Clerks Report & Correspondence

a) The Town Clerk reported that Open Spaces Committee had received a letter from SCC regarding New Surgery Entrance access.

b) The Clerk asked the Committee for their permission, for her to be a Town Council cheque signatory. The Committee were very happy to approve this.

RESOLVED to RECOMMEND that the Town Clerk be a cheque signatory.

The meeting closed at 8:40 pm

Chair's Signature & Date
