

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**



Date: 26th November 2013

Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 3rd December 2013** 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

A handwritten signature in black ink that reads 'Joy Norris'.

Joy Norris
Town Clerk

AGENDA

1. **Apologies for Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **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.
3. **Minutes**
 - a) To confirm the minutes of the meeting held on **22nd October 2013** as a correct record.
 - b) To consider the office Action Plan relating to the Town Council Meetings.
4. **Mayor's Announcements/Engagements**
 - a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
 - b) The Mayor received invitations to the following engagements between **22nd October 2013** and **3rd December 2013**.
 - Councillor Miller attended RNAS Yeovilton, Briefing on the transition – **24th October 2013**
 - Deputy Mayor attended Yeovil, Sherborne and District Samaritans AGM – **24th October 2013**

- Opening of Cygnet Pre School's new building - 4th November 2013
- Wadham School Performance "Our House" – 8th November 2013
- Remembrance Day Service at the Minster Church, Ilminster – 10th November 2013
- Yeovil Town Council's Mayor's Ball at the Senior Rates Mess, RNAS Yeovilton – 16th November 2013
- Victorian Evening, Judging of Shop Window Competition 21st November 2013
- Victorian Evening, Piccolo Wine bar, Lights Switch on – 22nd November 2013
- Yeovil College, Apprentice Awards Evening at Haynes Motor Museum, Sparkford – 27th November 2013

5. Ilminster Youth Council

To receive a presentation from the Youth Council on the improvements made to Winterhay Lane, Play Park.

6. Market

To consider whether or not the Town Council should take on the running of the Thursday market. (Report to follow)

7. Emergency Flood Plan

To consider supporting and endorsing a flood plan for Ilminster. (Report to follow)

8. Police Report

Ilminster Beat Report –November 2013 (as attached, agenda item 8)

9. Report from the County Councillor for the Ilminster Division

To receive a report from the County Councillor

No written reports received at the time the Agenda was published)

10. Reports from District Councillors

To receive reports from District Councillors

(There were no reports received at the time the Agenda was published)

11. Open Spaces Committee

The Chair of the Open Spaces Committee to provide an oral update on relevant matters and present recommendations made by the Committee meeting held on **5th November 2013**. (as attached, agenda Item 11)

12. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies.

A) Ilminster Education Foundation (as attached, agenda item 12)

13. North West Cemetery Wall

To receive a report regarding the total cost of funding for the North West Cemetery Wall and to decide on the responsibility for the payment of proposed works.

(as attached, agenda item 13)

14. Approval for Payment of Electrical testing works

Request approval for the payment of works undertaken by N. Gillard Electrical Contractor. (The Town Clerk to report)

15. AdvantEdge Software

To approve purchase of the AdvantEdge Software for the office computers, and to decide on the period of contract.

16. Mule Repair Costs

The Town Clerk to report on emergency repairs and to receive ratification for the arranged works.

17. Skate Park

To consider the release of outstanding monies and authorise payment to contractor as all repairs have been carried out.

18. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation is attached for Council's approval. (as attached, agenda item18)

19. Project Plan (as attached, agenda item 19)

To consider progress on the project plan and whether any changes are necessary.

20. Clerk's Updates

The following Clerk's Updates have been sent by email since the last Council agenda was published.

Number	Date
22/13	25 October 2013

XX

Reminders

Meetings

- 8th January Council Meeting – Swanmead School
- 17th December 2013 Open Spaces/Planning
- 14th January 2014 Resources
- 21st January 2014 Council

ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, North Street Iminster on Tuesday 22nd October 2013 at 19:30hrs

Present

Chairman: Cllr L Vijeh

Councillors: Cllr C Goodall, Cllr Higgins, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey and Cllr Swann.

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

Members of the Public: 1 member of the public attended.

57. Apologies for absence

Apologies of absence were received from Cllr's Burton, Keitch, Shearman and Taylor.

58. Declarations of Interest

No declarations of Interest were made.

59. Minutes

RESOLVED that:

- a) the minutes of the meeting held on **10th September 2013** be confirmed as a correct record.
- b) the minutes of the meeting held on **12th September 2013** be confirmed as a correct record.
- c) The office Action Plan relating to the Town Council Meetings be noted.

60. Mayor's Announcements/Engagements

- a) There were no announcements relevant to Town Council or Mayoral activities and engagements.
- b) The following Mayoral engagements between 10th September 2013 and 22nd October 2013 were reported:
 - "Battle of Britain" Memorial Service at The Minster – 15th September
 - The Opening of Iminster WellBeing – 21st September 2013
 - Children's Carnival - 28 September 2013
 - Performance of "Calendar Girls" with the Mayor of Chard – 4th October 2013
 - Iminster Carnival – 5th October 2013
 - Iminster & District Twinning Association with guests from Riec sur Belon at the Windwhistle Golf Club – 6th October 2013
 - Marshall Herbert's Funfair "Freedom of the Fair", Chard – 10th October 2013
 - Chard Town Council Carnival – 12th October 2013
 - Deputy Mayor attended Iminster Entertainment Society (IES) Celebration of the newly refurbished Premises – 18th October 2013

61. Police Report

There were no reports received from the Iminster Beat Officer.

The Town Clerk was asked to enquire whether a report could be submitted or an officer could attend future meetings.

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

62. Report from the County Councillor for the Iminster Division

County Councillor Linda Vjeh submitted a written report which was circulated with the agenda but the following point, regarding parking was highlighted.

Cllr Vjeh informed the Council, following complaints concerning parking in the town especially at Breowan Way, she has been in contact with Colin Fletcher at Somerset County Highways who is investigating the matter and is discussing possible actions to resolve the issue.

The Town Clerk reported that a letter had been received from South Somerset District Council, notifying of the South Somerset Parking Strategy Review which is asking for the Town Council to consider working with them, to actively explore and act in a supporting role in finding additional off-street parking. The Clerk reported this will be considered at the next Planning Highways and Transport Committee on the 29 October 2013.

63. Report from District Councillor

South Somerset District Councillor Goodall provided an oral report, with particular reference to the Local Plan, which is currently being presented to the Project Management Board to look at changes. There would be a Public Consultation January which will include affected town and parish councils.

Councillor Goodall explained how to access the most recent Local Plan information on the e SSDC Website.

64. External Audit Report

The Council considered the report from the external auditors and whether any actions were required. The Council noted the report.

65. Appointment of an Internal Auditor

The Council were asked to consider the quotations received from 4 organisations for providing an internal audit service to the Town Council.

- In September 2013 five invitation to submit quotation had been issued
- The Clerk summarised the responses received and tabled a comparison rather than the cost per hour.
- Difference between the responses is the estimated time.
- Important to have good relationship and trust between the Council and the Internal Auditor.

RESOLVED that:

- (i) a Panel be formed comprising the Mayor, Deputy Mayor, Chair and Vice-Chair of Resources.
- (ii) That the Panel be given delegated authority to appoint the Internal Auditor.

66. Adoption and Implementation of a Sponsorship Policy

The Open Spaces Committee at its meeting on 23 July 2013 recommended that the Council considers adopting and implementing a sponsorship policy; a draft policy was circulated at the meeting and presented for the Council's consideration.

RESOLVED that the Council adopt and implement the sponsorship policy as presented.

67. Reports from Representatives on Outside Bodies

Reports were received from the following representatives on Outside Bodies.

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

Chamber of Commerce - A written report was submitted by Cllr Goodall and circulated with the agenda.

Somerset Association of Local Councils A written report was submitted by Cllr Miller and circulated with the agenda.

Arts Centre – A written report was submitted by Cllr Sothern and circulated with the agenda.

Dementia Awareness A written report was submitted by Cllr Sothern and was circulated with the agenda.

Christmas Lights Committee - Cllr Pallister reported that the proposed Christmas lights on the Market House will not be happening in 2013.

68. **Authorisation of Payments and Notification of Virements**

(A) 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 £22,423.21 be approved.

69. **Project Plan**

The Council considered the progress on the project plan and whether any changes are necessary.

Issues discussed during consideration of this item included:

- Item 13 Parking
- Item 14 – Adoption of Lower Meadow/Canal Way development - Cllr Goodall reported the developer has agreed to maintain grass and hedge rows twice a year.

RESOLVED that:

- (i) To delete item 13 Station Road Parking as the matter has been dealt with
- (ii) That the Town Clerk writes to the District Council expressing concern about a) the standard of maintenance of the communal and areas which has not been adopted on existing Persimmon developments in Ilminster and b) Persimmon's apparent disregard for planning procedures with regard to the proposed new development off Canal Way.

70. **Clerk's Updates**

The following Clerk's Updates have been sent by email since the last Council agenda was published.

Number	Date
19/13	18 September 2013
20/13	27 September 2013
21/13	4 October 2013

The meeting closed at 20:38 hrs.

Chair's Signature & Date

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	22.10.13 TC 61	Police Report	Joy to enquire whether a report could be submitted or an officer could attend future meetings.	Joy	Joy spoke to Andy Stuart	Complete 30/10/13
2	22.10.13 TC 65	Internal Auditor	RESOLVED that a sub-group be formed including the Mayor, Deputy Mayor, and Chair and vice Chair of Resources who have delegated authority to appoint the Internal Auditor.	Joy	Interviews scheduled for 15/11/13 & 02/12/13	See T.C Progress Chart
3	22.10.13 T.C 66	Adoption and Implementation of a Sponsorship Policy	RESOLVED that the Council adopt and implement the sponsorship policy.		Approved at Council 22.10.13	Complete 22.10.13
4	22.10.13 T.C 69	Project Plan	1. Path between brakes garage and Riec sur belon needs maintenance – Cllr Goodall reported it is the management company for Riec Sur Belon development (meeds fleet) – C.G will make them aware that this could be a flood risk. 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			
5.	Full Council 04.09.12	Byelaws 11	Byelaws – Amend byelaw as per request from British Model Flying Association	Marilyn Shelley/ Nicola McIntosh	Agreed to amend on 04.09.13 Sent -awaiting reply Letter sent to the Local MP A reply was received on 04.07.13 MP is now chasing up this case 15.10.13. DCLG could not find original application	

Action list for TC Agenda 3rd December 2013

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
6.	Full Council 07.05.13	Item 12 Approval of Accounts	The Town Clerk will investigate the 2 recommendations from the Internal Auditor A) that the accounting procedure for Reserves is reviewed. B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.	Joy/ Marilyn	so duplicate sent. Response received from DCLG 7.10.13 suggesting some amendments to wording 1) Internal Auditor to be discussed at F&P on 27.08.13 2) Agreed to send out documents to suitable individuals/ organisations and wait to see what response we receive back – as at os meeting on 13.08.13	
7.	Full Council 07.05.13	Item 12 Approval of Accounts	The Town Clerk will look at how improvements can be made to the information that is required on our Annual Governance Statement	Joy		

Town Council Resolutions Progress Chart

Town Council Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
	<p>Community Resilience Store TC 07.05.13</p>	<p>Resolved that the Town Council supports the idea of a community resilience store in principle</p>	<p>07.05.13</p>	<ol style="list-style-type: none"> 1) Council support idea of a community resilience store 2) A new recommendation for a Flooding Alleviation grant was taken to full council on 30.07.13 – see resolution chart for OS 3) See OS Progress chart – A grant for Flooding Alleviation has been submitted. 4) Meeting held at Greenfylde School with interested people/organisations on 30.10.13
	<p>SCC Investigation Winterhay Lane TC 05.02.13</p>	<p>Resolved</p> <ol style="list-style-type: none"> 1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way 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>05.02.13</p>	<ol style="list-style-type: none"> 1) Meeting booked for 7th March 2013 2) Meeting Cancelled – Councillors and Mr Holtom informed. 3) Report and Recommendation received from SCC 4) Application to be placed before Regulation Committee on 3rd October 2013 5) Consideration by SCC Regulation Committee postponed 6) Regulation Committee decided Winterhay Lane Should be a Public Right of Way.
	<p>Mayor's Announcements POP (Party on Park) T.C 18.06.13</p>	<p>Resolved that:</p> <ol style="list-style-type: none"> i. A maximum expenditure of £1,500 is used to subsidise POP for first aid, toilets, curtain lorry etc. ii. Vehicles are permitted on the Recreation ground. iii. Drainage at the Recreation ground to be delayed till September 2013. 	<p>18.06.13</p>	<ol style="list-style-type: none"> 1. Porta loos ordered from eagle plant 2. Nikki to send out Invitation Letters once received from Mayor. 3. Insurance Paid for on 28.08.13 4. Commercial Stalls Payment - Money received £100 on 28.08.13 5. Awaiting Invoice from Gary Lawrence.

Town Council Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
	Internal Auditor T.C 22.10.13	Resolved that a sub-group be formed including the Mayor, Deputy Mayor, and Chair and vice Chair of Resources who have delegated authority to appoint the Internal Auditor.	22.10.13	Interviews scheduled for 15/11/13 & 02/12/13 1. Sub-group formed 2. One Interview undertaken 15/11/13 3.



Ilminster Town Report November 2013

If you think a crime may be in progress, about to happen or that offenders are still nearby - regardless of the time of day or night - call **999**.

When reporting a crime please call the following numbers:

General enquires number and crime reporting 101

OR

In case of emergency 999.

Or

CRIME STOPPERS on 0800 555 111

Your call cannot be traced and you will not be asked your name.

For more information and for more advice on all the above and much more
Please visit

www.avonandsomerset.police.uk

Good evening to you all, since the last Police report we at Ilminster station have been kept busy with our usual work in the town and in the surrounding villages. You may be aware that PCSO Gareth ALLINGTON has now gone from Ilminster and is now working from Crewkerne. We thank Gareth for his work in and about the Town, and I am sure Crewkerne will benefit from his vast knowledge and thoroughness. He will still be seen covering the Town from time to time when Ilminster PCSO's are on rest days/leave.

Unfortunately Ilminster has not had a great month for crime figures. We have seen two dwelling burglaries on the south side of town, where

items of jewellery and cash were taken. Also a dwelling burglary on the north side of town where jewellery has gone, this however has not been linked to the other two. Police are appealing for any information about these incidents, however insignificant it may seem.

On the 18th November a number of males entered several shops in Silver Street, with the intention of getting staff to check for items supposedly reserved out the back of the shops. They managed to open two tills once staff backs were turned and got away with varying amounts of cash. It is not believed that these males were local to Ilminster, but please can people be vigilant and report any suspicious activity both with people and vehicles.

On a brighter and more positive note, Ilminster Beat manager, PC Andy STUART in company with a Police Support Group carried out a Misuse of Drugs Warrant at an address in Ilminster. This followed several reports from local residents and PCSO's of regular visits by people to the address. An amount of drugs were seized and two persons are on bail for Possession With Intent To Supply (PWITS); the drugs are still to be analysed and tested. This goes to show how with the help of local residents, police can and will act on information passed. This sends out a clear message that drug taking and dealing will not be tolerated.

PCSO Karen PACK has been tasked by our Neighbourhood Sergeant Rich BARNETT to look into the possibility of creating no drinking zones in areas of Ilminster. It has been proven to be a good way of bringing anti-social behaviour levels down in other Towns and Cities.

With the late nights now upon us it is a good time to carry out safety checks on our motor vehicles and cycles. Make sure that lights are in full working order and if a push bike make sure they are fitted (it is an offence to ride a bike with no lights, which can result in a £50 fine). I am surprised how many parents are allowing their child to ride about with dark clothing and no lights. Check tyre pressures are correct and tyres have good tread.

It is also a time to be vigilant with Xmas coming up. Be careful what you do with empty packaging displaying the content of items purchased. Do not leave presents under the tree with lights on and curtains open.

Open Spaces Committee

The Open Spaces Committee met on 5th November 2013, and made the following recommendations:

- **Cemetery Wall (North) repairs**

RESOLVED to RECOMMEND that the work listed below is carried out to the North wall of the cemetery and funding for this work will be split between the cemetery maintenance heading 761, the Churchyard maintenance heading 561/7, and the trees/hedges maintenance heading 561/10 at a ratio of 2:1:1.

- a. Re-pointing the damaged wall at a cost of £539
- b. Inspection and repairs to the footings at a cost not exceeding £240

Iminster Education Foundation – Cllr L Vjeh

I attended the meeting held on 11th November, at which Alan West was elected Chair. Concern was raised over the lack of a second trustee to represent Greenfyld School, and it is hoped that someone will come forward to fill the post.

In the last years 44 student grants totalling £15070 were awarded (an average of £360 per grant) in addition to 46 special and parish grants totalling £8914.

As a result of the grants those successful in their applications were able to participate in trips abroad to battlefields, football tournaments and other activities including youth choirs.

Consideration was given over possible revision to the criteria for the Hatfield Bursary, where in recent years there had been no students achieving the required A* grade at A level in order to qualify.

There were 5 grants to schools, for It equipment and sixth form support materials.

IEF are actively seeking applications for grants by those on apprenticeships or attending day release courses at college.

Of interest to Iminster residents is a letter to ITC outlining the IEF position in relation tp proposals for use of the Recreation Ground, and the accuracy of maps for land in which IEF has a material interest.

Iminster Town CouncilTotal costs of funding for the North West Cemetery Wall.**Recommendation:**

- i. That the work to gradually slope and reinforce the bank at the bottom of the cemetery at a costs of £650 + vat is approved
- ii. That the total costs for the work to the North West cemetery wall is funded in the following way:

Cemetery Walls provision	£5558.00
Cemetery Seats provision	£1783.34
Cemetery Bins provision	£1783.34

And the appropriate virements are made

Introduction

- 1) When approval was granted to replace the North West cemetery wall with railings, it wasn't discussed at the time where the funding for this work would come from. The costs for the work is £8184.68 + vat.
- 2) Since approving the above, it was necessary to repair the pillars at each end of the North West cemetery wall in order for them to be in a suitable condition for attaching the railings. The cost of this work was £320 and has already been completed.
- 3) In addition to the above costs, work needs to be carried out to bank at the bottom of the cemetery. This area needs to be gradually sloped and reinforced to stop it collapsing. The cost for this work would be £650 + vat.
- 4) In total the costs are **£9124.68 + vat** which could be funded in the following way:

Cemetery Walls provision (line 127 of Renewals & Provision sheet)	£5558.00
Cemetery Seats provision (line 123 of Renewals & Provision sheet)	£1783.34
Cemetery Bins provision (line 122 of Renewals & Provision sheet)	£1783.34

Paid Expenditure Transactions

between 17/10/13 and 25/11/13

Start of year 01/04/13

Agenda Item 18

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
9132	22/10/13	1641	£500.00	£0.00	£500.00 F&P	Ilinster Entertain. Society	356
9133	22/10/13	1645	£1,150.00	£0.00	£1,150.00 OS	Ilinster Education Foundation	558/1
9134	22/10/13	1646	£150.00	£0.00	£150.00 F&P	Ilinster Christmas Lights	374/2
9135	22/10/13	1647	£6,290.40	£1,048.40	£5,242.00 OS	Loxton Groundcare Equipt	595
9136	22/10/13	1648	£76.60	£12.77	£63.83 OS	Larkmans Ta Spar Ilinster	559
9137	22/10/13	1649	£1,709.66	£0.00	£1,709.66	SCC Pension Fund	350/1
9138	22/10/13	1650	£1,449.97	£0.00	£1,449.97	HMRC (Tax & NI)	350/1
9139	22/10/13	1652	£8.74	£0.00	£8.74 F&P	Marin McColl	364/3
9140	22/10/13	1654	£40.00	£0.00	£40.00 OS	Sarah's Dairy	551/2
9141	22/10/13	1655	£147.79	£0.00	£147.79 OS	Mousehole Nurseries	560/10
9142	22/10/13	1656	£342.48	£57.08	£285.40 F&P	Festive Lighting Company	374/1
9143	22/10/13	1657	£1,035.24	£172.54	£862.70 F&P	Festive Lighting Company	374/1
9144	22/10/13	1658	£678.05	£113.01	£565.04 OS	A & C Bespoke Joinery	595
9145	22/10/13	1659	£325.00	£0.00	£325.00	Smart Training	351/2
9146	22/10/13	1660	£79.72	£13.29	£66.43 F&P	Chess Ltd	358/2
9147	22/10/13	1661	£162.24	£27.04	£135.20 F&P	Investec Asset Finance Plc	358/2
9148	29/10/13	1662	£54.00	£0.00	£54.00	Power Shoes	560/9
9149	29/10/13	1663	£390.00	£65.00	£325.00 F&P	Ward & Sibley Ltd	395
9150	05/11/13	1669	£45.00	£7.50	£37.50 F&P	Festive Lighting Company	374/1
9151	05/11/13	1670	£286.72	£47.79	£238.93 OS	Glen Cleaning Co Ltd	563/1
9151	05/11/13	1671	£10.24	£1.71	£8.53 OS	Bradfords Building Supplies	560/11
9151	05/11/13	1672	£49.06	£3.18	£45.88	Bradfords Building Supplies	552/1
9152	05/11/13	1673	£51.83	£8.64	£43.19 F&P	Samson Office Supplies	364/2
9153	19/11/13	1674	£124.00	£0.00	£124.00	Knight, Mr Daniel	561/5
9154	19/11/13	1675	£18.25	£3.04	£15.21 OS	Ilinster Warehouse	560/16
9155	19/11/13	1676	£56.60	£9.43	£47.17 OS	Larkmans Ta Spar Ilinster	559
9156	19/11/13	1677	£108.22	£5.15	£103.07 OS	Edf Energy	558/3
9156	19/11/13	1678	£42.41	£2.02	£40.39 OS	Edf Energy	563/2
9156	19/11/13	1679	£30.22	£1.44	£28.78 MH	Edf Energy	958/2
9157	19/11/13	1680	£25.00	£0.00	£25.00 F&P	SALC	368/1
9158	19/11/13	1681	£150.00	£0.00	£150.00 F&P	Ilinster Christmas Lights	374/2
9159	19/11/13	1682	£144.00	£24.00	£120.00 F&P	Edge Designs Ltd	351/2
9160	19/11/13	1683	£20.00	£0.00	£20.00 F&P	Royal British Legion	379
9161	19/11/13	1688	£206.20	£34.37	£171.83 F&P	Ilinster Home Hardware	374/1
9162	19/11/13	1689	£79.84	£13.31	£66.53 F&P	Chess Ltd	358/2

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
9163	19/11/13	1690	£276.00	£46.00	£230.00	F&P Vision ICT Ltd	362 Website hosting Aug13-Jan14
9164	20/11/13	1701	£320.00	£0.00	£320.00	Cem Harrison, Mr Peter	795 Repairs to Cemetery wall pillars
9165	19/11/13	1694	£437.98	£0.00	£437.98	OS Hensher, Mr A	550/1 Final Pay for 01.11.13 - 08.11.13
9166	19/11/13	1695	£1,093.58	£0.00	£1,093.58	HMRC (Tax & NI)	350/1 Tax & NI (Nov)
9167	19/11/13	1696	£1,502.41	£0.00	£1,502.41	SCC Pension Fund	350/1 Superannuation -Nov 2013
9168	19/11/13	1699	£7.96	£0.00	£7.96	F&P Martin McColl	364/3 Newspapers to 16.11.13
9169	19/11/13	1700	£1,500.00	£0.00	£1,500.00	F&P Cygnets Pre-School	356 Grant - equipment for new building
B/Chgs	31/10/13	1664	£38.82	£0.00	£38.82	F&P NatWest Bank Ltd	363 Bank Charges -Sept 13
b/chrgs	25/11/13	1692	£6.71	£0.00	£6.71	F&P NatWest Bank Ltd	363 Auto Pay Charges Oct 13
bacs	11/11/13	1686	£48.00	£8.00	£40.00	Cem Eider & Froy	762/1 Management Fee - Nov 13
bacs 131025	25/10/13	1651	£6.71	£0.00	£6.71	F&P NatWest Bank Ltd	363 Autopay - Sept13
contra	31/10/13	1665	-£6,290.40	-£1,048.40	-£5,242.00	OS Loxston Groundcare Equip	595 Contra 1647, Stiga
contra	31/10/13	1666	£6,290.40	£1,048.40	£5,242.00	Equip Loxston Groundcare Equip	560/2 Contra 1647, Stiga
contra	31/10/13	1697	-£600.00	£0.00	-£600.00	F&P Grant Thornton	365 Grant Thornton
contra	31/10/13	1698	£720.00	£120.00	£600.00	F&P Grant Thornton	365 Contra 1403, Audit Fees
contra 1548	31/10/13	1667	-£2,481.60	-£413.60	-£2,068.00	OS Paul Hadderton	595 Contra 1548, Dismantling of the football stand
contra 1548	31/10/13	1668	£2,481.60	£413.60	£2,068.00	F&P Paul Hadderton	385 Contra 1548, Dismantling of the football stand
D/D 131028	28/10/13	1653	£58.40	£9.73	£48.67	OS Orange Payment Processing	558/4 Mobile Charges - Sept 13
d/d 131118	18/11/13	1684	£124.08	£20.68	£103.40	F&P BT	358/2 Broadband 01.11.13-31.01.14
s/bacs mth 8	19/11/13	1693	£5,657.89	£0.00	£5,657.89	Salaries	350/1 Salaries Nov 2013
sbacs mth7	22/10/13	1643	£6,812.14	£0.00	£6,812.14	Salaries	350/1 Salaries -Oct 2013
Total			£34,048.16	£1,875.12	£32,173.04		

Signed.....

Signed..... Date.....

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
A – Cemetery							
1	13	20/10/09	Lower cemetery wall	<p>Long term plan to be developed for the maintenance of the lower wall</p> <p>Visual inspection of wall running north north west (adjacent to access lane of neighbouring property) and cost of repair work obtained 15.10.13. To be considered by the Open Spaces Committee on 5 November 2013</p>	Open Spaces to be advised of relevant parts of covenant.	Dec 2013	Goodall
2	7		Lower cemetery wall	<p>Reduction of pressure on cemetery lower wall.</p> <p>Nov 2012 - professional advice sought</p> <p>04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with the work based on the process obtained.</p> <p>03.09.13 Wall and railings dismantled, temporary fence in place.</p> <p>15.10.13 Quotations for replacement wall considered by Council 10.09.13.</p> <p>Site meeting held on 1 October, order has been placed for railings and delivery / erection will be 6-8 weeks ie end of November / beginning of December 2013</p>	Agreement with Callisters	Sept 2013	Goodall
B – Recreation Areas							
3	1	20/4/10 Revisited 24/5/11	Skate Park	<p>Artistic Graffiti and Snagging</p> <p>19.10.12 meeting held on site with contractor to discuss snagging</p> <p>28.11.12 welding snagging completed, remainder of snagging</p>		December 2013	Goodall

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
4	10	7/6/11	Additional land for recreational space.	<p>work scheduled for week commencing 3rd December 2012 Contractor has been on-site some issues still to be resolved. 29.01.13 Contractors working 03.05.13 Contractor says "Snagging Complete". 03.09.13 Contractor to meet with Deputy Clerk, Chair of Open Spaces and Senior Open Spaces Warden on-site 04.09.13 to discuss outstanding issues. Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13 03.09.13 Land adjacent to Britten's Field not available from SCC. Open Spaces Review Group meeting 3rd and 4th September to interview potential Landscape Architects/designers and formulate recommendation to go to Council on 10.09.13. 15.10.13. Landscape designer has been appointed, will discuss initial thoughts with Open Spaces review Group on 15.10.13. Public Consultation booked for 7 November at Swanmead school to take place over late afternoon and early evening</p>	Discussion with SSSDC to continue	Dec 2013	Goodall
5	8	7/5/11	Hammerhead land	<p>Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors</p>			Shepherd

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
6	15	13/10/09	New Management Plan for Herne Hill	<p>requested item remains on action plan</p> <p>The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.</p> <p>03.09.13 Work has started on a new document for Herne Hill to be two parts, a reference section about the various species to be written by the advisory group experts and management section which is being compiled by the Senior Open Spaces Warden and Deputy Clerk.</p> <p>First draft should be available November.</p>	<p>SWT to be contacted reference assistance in producing a management plan.</p> <p>Advisory Group met 12.03.13</p>	December 2013	Goodall
7	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	<p>Amendment to be made and Byelaws re-sent.</p> <p>Byelaws submitted to relevant Government Department for approval Nov 2012 –</p> <p>20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission</p> <p>Chased - Week commencing 11.03.13, and again 03/06/13 & 10/06/13.</p> <p>Assistance requested from MP David Laws – awaiting a response</p> <p>15.10.13. DCLG could not find original application so duplicate sent. Response received from DCLG 7.10.13 suggesting some</p>		Dec 2013	Miller

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
8	4	6/9/11	Canal Banks	amendments to wording To bring canal back to full working order. 23.08.13 Chair of Open Spaces and Town Clerk met with SSDC Open Spaces Officer to discuss the possibility of obtaining S106 monies towards enhancement of the south end of the Canal.	Cllr Swann to advise on further steps if any	Review Oct 2013	Swann
C – Town enhancements							
An embryo Town Team has met (October 2012) and submitted an expression of interest							
D – Vision							
9	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a Neighbourhood Plan. 03.09.13 The Master Plan for the Recreation Ground and Britten's Field (scheduled for approval December 2013) will be a key part of strategic planning.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 – Town Clerk attended 27.11.12	December 2013	Goodall
10	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 10	Austin
E – Office							
11	6	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook. 15.10.13 Site map in development	Somerset Web Services identified as a preferred supplier.	2013/14	Lawson
E – Personnel (Wardens and Office Staff)							

Iliminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
F- Highways/Pavements Paths							
G – Miscellaneous							
12	21	19/05/09	Adoption of Lower Meadow, Canal Way Development	District Councillor Carol Goodall provided an update on SSDC adoption policy at the Open Spaces Committee on 13.08.13 (Minute OS 44 refers)	No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Ctee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work. At Council Meeting on 22.10.13 Cllr Goodall reported the developer has agreed to maintain grass and hedge rows twice a year.	

**Iminster Thursday Market
Town Council 3 December 2013**

Recommended that the Council considers what action it wishes to take in relation to the running of Iminster general market taking into account the recommendation of the Market Working Group.

Introduction

1. South Somerset District Council (SSDC) currently run the weekly general market in Iminster which takes place on a Thursday morning. Due to a change in staffing arrangements, the SSDC have asked if the Town Council would be willing to take over running the market. The Town Council set up a Market Working Group, which included a representative from the Market Traders to look at the viability of the Town Council running the market. The Working group has met twice and at the most recent meeting was attended by Daryl Chambers who works for Bridport Town Council and is a buddy for the National Association of British Market Authorities.

Market Charter

2. Lord Cameron holds the Market Charter for Iminster and is paid a peppercorn rent by the SSDC for permission to operate the general market in Iminster Town Centre on a Thursday.

Current Iminster General Market

3. The general market operates from the Market House and along the north side of East Street from approx 8.30am to approx. 3.00pm. The regular traders include: bread, computer equipment, fish, greengrocer, petfoods & accessories, plants. There are generally 4 traders within the Market House with the remainder outside but there is no written permanent allocation of any pitch to any trader.

Finance

4. SSDC have provided the following information.

2011/12 Income £4,250

2012/13 income £ 4,470

Annual expenditure (excluding salary & travelling expenses) estimate of £2,430 which includes

- licence fee to Lord Cameron £5.00
- Business Rates £130 (12/13)
- Services £147 (11/12)
- Licences and rent
- Marketing and promotion

In addition to the above costs the Town Council would need to take out extra insurance of £100 + IPT tax.

5. The current pitch charges are: £9. 20 for 10ft, £13.40 for 20ft and £17.60 for 30ft. There is no differentiation between charges for casual and regular traders.

Staffing

6. The main requirements are:
 - Putting out signage and collecting at end of the market
 - Putting cones across parking bays and collecting at end of the market
 - Connecting and disconnecting the electricity
 - Checking that Traders are in allocated pitches
 - Checking health and safety e.g. trip hazards
 - Checking traders public liability insurance documents and food hygiene certificates where appropriate
 - Collecting pitch charges
 - Receiving pitch applications and allocating pitches

Experience From Other Towns

7. The SSDC Regeneration Officer says "There is evidence from other towns that when a Town Council takes over control of their local market from a District Council they have a stronger sense of ownership and are more driven to make that market succeed. This results in a better market that attracts more people into the town and increases footfall in the town not only for traders but also surrounding shops. Examples where this has successfully happened are at Honiton and Ludlow"
8. Mr Chambers visited the market before attending the working group and made several suggestions as to how the Ilminster Market may be improved; he stressed the need for fair and robust management with clear information provided to traders and the need to promote the market and develop positive working relationships with businesses in the town.
9. Chard and Crewkerne Town Councils have recently taken over running their weekly market.

Consultation

10. Ilminster Chamber of Commerce have said that they support the concept of a vibrant weekly market which helps to increase the footfall in the centre of the town.
11. The Market Traders have indicated that they would support the Town Council running the weekly general market.

Implications for Ilminster Town Council

12. The main implication for the Town Council is allocation of resources - specifically staffing.
13. Based on the limited information available from SSDC and the discussions with Mr Chambers, setting up and closing down the market should take a maximum of 2 hours per week. Setting up usually start at approx 06:30hrs. In some towns this is done by one of the market traders – who usually then receives a reduction on their pitch fee. The market traders in Ilminster have

- indicated that they would prefer the setting up and closing down to be undertaken by Ilminster Town Council staff.
14. The collection of money from the traders and the associated paperwork should take approx 1 hour per week.
 15. Administration e.g. checking insurance should be a maximum of 1 hour per week.
 16. In the short term (up to 3 months), time would need to be spent learning and reviewing any existing procedures and documentation and where required, subsequently drafting and negotiating any changes that the Council and / or the market traders would like introduced e.g. different charges for regular and casual traders.
 17. Longer term (3-18 months) it would be desirable for some resource to be allocated to promoting and marketing the market.
 18. There has been a suggestion that signage for the market should be increased and improved – this would be an additional item of expenditure.
 19. The indications from other councils, including SSDC, are that it should be possible for a market to be self funding and there is the potential for a small income stream for the operator. It has not been possible to substantiate these indications in relation to the Ilminster general market as up to date, detailed income and expenditure information has not been obtained from SSDC.

Options

20. The Council may wish to consider the following options.
 - (i) That Ilminster Town Council agrees to take over running the Ilminster weekly general market at a date to be agreed with SSDC
 - (ii) That Ilminster Town Council defers making a decision whilst it seeks further information about the resources (finance and staff time) required to manage the market
 - (iii) That Ilminster Town Council declines the opportunity to take over running the Ilminster weekly general market.

Working Group Recommendation

21. The recommendation of the Working Group is that the Town Council should take over running the Ilminster weekly general market.

Contact for further Information:

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