

# ILMINSTER TOWN COUNCIL

Council Offices  
North Street  
ILMINSTER  
Somerset  
TA19 0DG

Tel: 01460 52149  
Fax: 01460 55642  
e-mail: [town.council@ilminster.gov.uk](mailto:town.council@ilminster.gov.uk)

Town Clerk: Joy Norris



1 May 2013

Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 7 May 2013**. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs.

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

## Public Question Time

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 Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

## AGENDA

### 1. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

## **Iminster Town Council**

### **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** (documents to follow)

a) To confirm the minutes of the meetings held on 26<sup>th</sup> March 2013, 16<sup>th</sup> April 2013 and 23<sup>rd</sup> April 2013 as a correct record.

b) To consider the office To Do list relating to the Town Council Meetings.

### **4. Mayor's Announcements/Engagements**

The Mayor and Deputy Mayor attended the following engagements between 26<sup>th</sup> March 2013 and 7<sup>th</sup> May 2013.

26<sup>th</sup> March 2013            The Deputy Mayor attended South Somerset Music Spectacular 2013, at Westlands Leisure Complex, Yeovil

12<sup>th</sup> April 2013            Mayor's Civic Function, at the Shrubbery Hotel

20<sup>th</sup> April 2013            The Deputy Mayor attended Iminster Royal Air Force Cadets, Annual Dinner and Presentation at the Lordleaze Hotel, Chard

4<sup>th</sup> May 2013                The Mayor attended Iminster Chamber of Commerce Inauguration of the Town Crier, Market House, Iminster

### **5. Police Report**

**Iminster Beat Report - April 2013**

(as attached, agenda item 5)

### **6. Reports from County Councillors**

To receive a report from County Councillors.

### **7. Report from District Councillor**

To receive a report from District Councillor.

### **8. Open Spaces Committee**

The Open Spaces Committee met on 23<sup>rd</sup> April 2013, and made the recommendations, as attached, agenda item 8.

### **9. Finance and Policy Committee**

The Finance and Policy Committee met on 30<sup>th</sup> April 2013, the recommendations are to follow, but are likely to request decisions on:

- Policy on revenue of grant applications
- Renewal of membership of various bodies.
- Purchase of Office Equipment

### **10. Planning Committee**

The Planning Committee met on 16<sup>th</sup> April 2013, and there are no recommendations for Council to consider.

## **Ilminster Town Council**

### **11. Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies.

### **12. Approval of Accounts**

To consider and approve 2012/13 accounts (the draft papers are attached, agenda item 12, but the comments from the Internal Auditor is to follow.)

### **13. Authorisation of Payments**

To confirm payments. (to follow)

### **14. Community Resilience Store**

The Town Clerk to provide an oral update on discussions for a community resilience store in Ilminster.

### **15. Filling of Casual Vacancy**

The Town Clerk to report to Council on the procedure for filling the casual vacancy.

### **16. Project Plan**

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

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Reminder

### **Meetings**

14 May 2013	Annual Council
9 June 2013	Civic Service (18:00hrs)
11 June 2013	Open Spaces walkabout (18:00hrs)



## ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday 26<sup>th</sup> March 2013 at 19:30hrs

### Present

**Chairman:** Cllr R Swann,

**Councillors:** Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr D Miller, Cllr J Pallister,  
Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr E J Taylor and Cllr Vijeh.

### In Attendance

**Officers:** Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk),  
Mrs M Shelley (Deputy Clerk).

### 1. Apologies for absence

Apologies for absence were received from Councillors Vijeh, and Whaites.  
County Councillor Kim Turner had also sent apologies.

### 2. Declarations of Interest

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr J Pallister	12	12 Ilminster Town Football Club	Personal	Personal
Cllr S Shepherd	12	12 Ilminster Town Football Club	Personal	Personal
Cllr A Shearman	8	8 Open Spaces Committee (Ilminster Scout Group)	Personal	Personal

### 3. Minutes

#### RESOLVED

- (a) that the minutes of the meeting held on 19<sup>th</sup> February 2013 be confirmed as a correct record.  
(b) To note the office "To do" list relating to the Town Council Meetings.

Issues discussed included:

- Winterhay Lane - The Town Clerk informed the Council that the Regulation Committee meeting that was due to be held on 7<sup>th</sup> March, was cancelled, and are currently awaiting to hear of the re- scheduled date.

### 4. Mayor's Announcements/Engagements

The Mayor reported the events he had attended between 19<sup>th</sup> February and 26<sup>th</sup> March 2013.

### 5. Police Report

The Council received a written report from PCSO Gareth Allington, on the activities in the area since the last report in February.

The key points of the report which had been circulated with the agenda were:

Chair's Initials
------------------

## ILMINSTER TOWN COUNCIL MINUTES

- Reported incidents are almost 20% lower than this time last year.
- Over this period last year Ilminster Beat team were blighted by lead metal thefts and other scrap metal crimes, which have now significantly fallen, however there has been a small increase in Domestic heating oil thefts by organised groups. Advice given is to keep valuables locked away and out of sight.
- A NHW (Neighbourhood Watch) ringmaster message has been sent out reminding people to be vigilant over the security of oil and gas bottles, the information has also been passed on to Farmwatch as have suspicious vehicles to look out for.
- Incidents of damage to motor vehicles have been reported in the past 5 weeks, also damage to shop windows and doors, the majority of these incidents have been after the pubs have closed, licensees should be reminded of their responsibility to the larger community and if this continues further action will be taken.
- Recent robust policing of the Recreation ground and neighbouring areas has seen a reduction in Anti-social behaviour and calls relating to it over the last two months.
- Following good intelligence there was a warrant executed under the misuse of drugs act near to Ilminster, which resulted in an amount of cannabis plants being seized and a male being charged to court for possession with the intent to supply.
- Domestic violence still makes up a large amount of calls to the Police.

### 6. Report from County Councillors

There was nothing to report from County Councillor Turner.

### 7. Reports from District Councillor

District Councillor Goodall reported that she had attended the Somerset Flooding Summit as the Ilminster Town Council representative.

The morning session was devoted to presentations by those organisations most involved with water management – presentations that explained the role and responsibilities of each of those organisations when it came to dealing with flooding and the results of flooding.

As there are a number of areas in Ilminster that are at risk from flooding Councillor Goodall suggested this information would perhaps be something the Town Council could use when looking at planning applications.

Councillor Goodall reported there were also a few ideas that came out the Summit that she thought might be useful in Ilminster.

- The County Council, working with their colleagues from the Fire and Rescue Service, are currently developing a scheme to provide community resilience stores. Some funding has been identified for this so the cost to the community would be minimal though they would have to identify a site for the store.
- A local flood warning scheme has been set up in another area and they have been considering starting one in Somerset.

Councillor Goodall reported to the Council that over the next two years the Devon and Somerset Fire and Rescue Service will face a reduction in Government Grant Funding and are currently having to consider how they will manage the reduction.

Councillor Goodall reported that their grant has been reduced by 10.3% and there will a further reduction of 7.3% in 2014. The Service has come up with a number of proposals and is looking for input from the public. Information on how you can take part in the consultation can be found on the website [www.dsfire.gov.uk/consultation](http://www.dsfire.gov.uk/consultation). Consultation closes on 22 April 2013.

Chair's Initials

## ILMINSTER TOWN COUNCIL MINUTES

### 8. Open Spaces Committee Meeting

The Chair of the Open Spaces Committee reported the recommendations from the meeting held on 5<sup>th</sup> March 2013.

- **Use of rec - Ilminster Midsummer Experience**

**RESOLVED** that:

the Council would accept the request made by Ilminster Midsummer Experience to use the recreation ground, but any use will be subject to the following:

- a) Any work that has been done or needs to be done regarding drainage and reseeded.
- b) The condition of the ground.
- c) The weather forecast in week preceding the event.

- **Use of Rec - Funfair**

**RESOLVED** that:

- i) that subject to a satisfactory plan being received the Funfair be offered Brittens Field in June
- ii) that the location for October is considered again when the schedule for the work to the Recreation ground is known.

- **Ilminster Scouts Group**

**RESOLVED** that:

that the Ilminster Scouts Group, under supervision, have permission to light fires at Herne Hill.

- **Burma Star garden**

**RESOLVED** that:

that the Town Council take over the maintenance of the Burma Star garden at Winterhay Lane.

- **Summer Competitions**

**RESOLVED** that:

- i) that the scarecrow competition is organised again to coincide with the Ilminster Experience events and
- ii) that the only floral competitions will be those for Greenfylde and Swanmead Schools.

### 9. Finance & Policy Committee

The Finance & Policy Committee met on 19th March 2013, and made the following recommendations:

- **Grant Policy**

**RESOLVED** that the Grant Policy (as attached) be adopted.

- **Insurance Cover**

**RESOLVED** that the Town Clerk has delegated authority after discussion with the Chair of Finance & Policy to accept the Insurance quotation which offers best value.

- **Rebuild Valuation Survey**

Chair's Initials

## ILMINSTER TOWN COUNCIL MINUTES

**RESOLVED** that the lowest quotation be accepted for undertaking a rebuild valuation survey of council property.

- **Rents**

**RESOLVED** that the rents for the football club, youth club, cricket club and sports club be increased by 3.1 %

### 10. **Reports from Staffing Committee**

The Chair of the Staffing Committee, Councillor Roger Swann updated the Council regarding the Staffing Committee meeting on the 18th March 2013.

- The Staffing Committee had given the Town Clerk guidance on the content of induction documents for Staff and for Councillors.
- The Staffing Committee had given the Town Clerk guidance on the content of the appraisal scheme for Town Council employees.
- The Staffing Committee confirmed the permanent appointment of Joy Norris as Town Clerk and set the following priorities for the next 6 months.
  - (i) Draft an appraisal scheme; get it approved by council and through the agreed appraisal system – Identify development needs resulting in a costed training plan.
  - (ii) Increase the Town Council's community engagement – e.g. website & newsletter
  - (iii) Work with Councillors on the project/action plan priorities and ensuring actions done.
  - (iv) Undertake and complete CILCA.

### 11. **Reports from Representatives on Outside Bodies**

- **Ilminster Tourism**

A report from Councillor Vjeh, from the meeting held on 4th March 2013 was circulated with the agenda.

- **Chamber of Commerce**

Councillor Taylor attended as a Ilminster Town Council representative a meeting of the Chamber of Commerce on the 6<sup>th</sup> March 2013

Councillor Taylor reported that the Town Crier is hoped to be appointed in April.

This year for Ilminster In Bloom there will be 45 hanging baskets around various shops in the town.

First Tuesday continuing.

### 12. **Ilminster Football Club**

The Town Clerk asked the Council to consider a request received from Ilminster Football Club to erect a Marquee on the recreation ground on the Cricket Club side, behind the clubhouse for their presentation night to be held on Saturday 27th April 2013.

**RESOLVED** that permission is given to the Ilminster Football Club to erect a marquee on the Recreation Ground (Cricket Club side) for their presentation evening on the condition that any resultant damage to the ground is rectified at the Football Club's expense

### 13. **Partners & Communities Together (PACT) Meetings**

The Town Clerk reported that she has been working with PC Andy Stuart to reinvigorate a PACT process, the Clerk asked the Council to consider:

Chair's Initials
------------------



## ILMINSTER TOWN COUNCIL MINUTES

- (a) The nomination of a Councillor to attend the meetings on behalf of the Town Council
- (b) Providing assistance to the PACT by means of offering a meeting venue and taking notes of the quarterly meetings.

Issues discussed during consideration of this item included:

- Participating organisations
- Involvement of neighbourhood watch

### **RESOLVED**

- (i) That Councillor Swann be the Council's representative until the Annual Council meeting
- (ii) That consideration of a nominee be given at the Annual Council meeting when representative to outside bodies are decided
- (iii) That the Town Council Chamber may be used as a venue for PACT meetings
- (iv) That the Town Council provides administrative support for the PACT meetings

#### **14. Residents Newsletter**

The Clerk reported that following on from the success of previous Town Council newsletters she was asking the Council to consider:

- (i) The publication of a newsletter regularly throughout the year (3 or 4 editions per year)
- (ii) Forming an editorial team comprising the Town Clerk, Mayor, Chair of the Finance and Policy Committee, Chair of the Open Spaces Committee
- (iii) Methods of Delivery.

Issues discussed during consideration of this agenda item included:

- Frequency of publication
- The importance of obtaining feedback on each publication
- Delivery methods and costs
- The opportunity of community engagement when Councillors undertake hand deliveries
- Use of the website to provide information and news from the Town Council

### **RESOLVED**

- (i) That the newsletter be produced initially twice a year.
- (ii) That the newsletter be hand delivered by Councillors.

#### **15. Authorisation of payments**

**RESOLVED** that the accounts listed in the schedule presented to the Council, totalling £30,149.99 be approved.

#### **16. Action Plan**

The Town Clerk informed the Council of change of name for the Agenda Item of which in the future will read Project Plan.

**RESOLVED** that: Item 8 – Herne Hill Leaflet – be deleted.

The meeting closed at 21:05 hrs.

Chair's Signature & Date



# ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **SPECIAL TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday 16<sup>th</sup> April 2013 at 19:30hrs

## Present

**Chairman:** Cllr R Swann,

**Councillors:** Cllr C Goodall, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr E J Taylor and Cllr Vijeh.

## In Attendance

**Officers:** Mrs M Clayton, (Senior Administrator), Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk).

### 1. Apologies for absence

Apologies for absence were received from Councillors Austin and Burton.

### 2. Declarations of Interest

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr A Shearman	3	3 Co-option of Councillors	Personal	Personal
Cllr S Shepherd	3	3 Co-option of Councillors	Personal	Personal
Cllr Vijeh	3	3 Co-option of Councillors	Personal	Personal

### 3. Co-option of Councillors

The Chair and Town Clerk informed the Councillors and interested candidates of the procedure for Co-option, for the filling of the two casual vacancies on the Town Council. The Town Clerk informed the Council that the procedures are based on information and guidance from Somerset Association of Local Councils.

Each candidate had five minutes to give a short presentation about themselves and why they wanted to be a Councillor, and then the Councillors were given the opportunity to ask each candidate questions, before being asked to vote in closed session.

**RESOLVED** that the meeting went into closed session to vote.

**RESOLVED** that Mrs Sophie Storey be co-opted for the first casual vacancy.

The Council were unable to come to a decision of who should fill the second casual vacancy, so it was:

**RESOLVED** that:

- (i) the remaining candidates should be asked to return for a second interview.
- (ii) there be a Council meeting on the 23<sup>rd</sup> April 2013 where candidates are invited to be considered further.
- (iii) candidates be given three structured questions in advance of which they would prepare to answer on the evening of the 23<sup>rd</sup> April 2013 prior to the Open Spaces Committee Meeting.

**ILMINSTER TOWN COUNCIL  
MINUTES**

The meeting closed at 20:45 hrs.

Chair's Signature & Date
--------------------------

DRAFT

# ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday 23<sup>rd</sup> April 2013 at 19:30hrs

## **Present**

**Chairman:** Cllr E J Taylor

**Councillors:** Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey, Cllr L Vijeh and Whaites.

## **In Attendance**

**Officers:** Mrs M Clayton, (Senior Administrator), Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk).

### **1. Apologies for absence**

Apologies for absence were received from Councillor Swann.

### **2. Declarations of Interest**

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr S Shepherd	3	3 Co-option of Councillors	Personal	Personal Member of Rotary Club
Cllr Vijeh	3	3 Co-option of Councillors	Personal	Personal Member of Rotary Club

### **3. Co-option of Councillors**

The Chair and Town Clerk informed the meeting of the co-option procedure for the filling of the remaining casual vacancy on the Town Council and emphasised that in order for a person to be co-opted they must secure a majority of votes from those Councillors present and voting.

**RESOLVED** that the meeting would not go into closed session for any part of the co-option proceedings.

The Council were informed that 1 candidate was unable to attend the meeting but Councillors could still consider their application.

Councillors asked questions of the candidate who was present.

Councillors then proposed and seconded the two candidates. Following a first vote the candidate with the lowest number of votes was eliminated from future voting rounds. On the second round of voting the remaining candidate did not secure a majority of those present and voting – the majority of votes were abstentions.

A discussion followed on the implications of no candidate having secured a majority of votes and the potential for an election

**ILMINSTER TOWN COUNCIL  
MINUTES**

The Town Clerk was asked to obtain clarification regarding the time limits for electors to request an election and for an update to be provided at the Full Council Meeting on the 7<sup>th</sup> May 2013.

The meeting closed at 20:00 hrs.

Chair's Signature & Date

DRAFT

Update or Action List for the meeting to be held on 7<sup>th</sup> May 2013

Agenda Item 5b)

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
04.09.12	11	Byelaws – Amend byelaw	Marilyn Shelley/ Nicola McIntosh	Left message w/e 26/4/13	Sent awaiting reply
16.10.12	6	The following outstanding payments be made: <b>Programme Prize – Not collected, Town Council to hold prize for the period of 12 months</b> <b>Talent Competition</b> PA System	M. Shelley	Pa System Paid Marshalls - paid	31.03.13  31.03.13
16.10.12	7	CILCA -Town Clerk be reimbursed of fees for attending a training course	M. Shelley	After 6month probationary period???	
16.10.12	Item 13	The Town Clerk be given delegated authority, following consultation with the Council's representative to the Ilminster Forum, to convene a small group to consider suitable projects and expressing an interest in receiving funding from the Market Towns Initiative Group.	Joy		
04.12.12	Item 12	[Winterhay Recreation Area] (v) that subject to the ownership of the fence at the Winterhay recreation area being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.	Joy/ Marilyn / Michelle	Approved Quote obtained x2 Needed if ownership confirmed by SSDC	
04.12.12	Item 12	[North West Cemetery Wall] (viii) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration- with the neighbouring land owner	Joy	Approved	

**Update of Action List for the meeting to be held on 7<sup>th</sup> May 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
		or their representative present if they so desire (the cost of which must be met by the neighbouring landowner).			
04.12.12	Item 12	[North West Cemetery Wall] (ix) That a record is kept by the Town Council of all costs incurred for undertaking the work detailed in (i) above so that any appropriate recharges can be made.	Joy/ Marilyn/ Michelle	Approved	
11.12.12	Item 5	Continue carrying out risk assessments	Joy	Continuing	
11.12.12	Item 8	Need to measure the area at the side of the skate park and obtain quotes	Marilyn/Tony	Waiting for measurement. Measurements rec'd – awaiting quotes	In the process of ordering (as at 17.04.13)
31.01.13	Item 6	<b>RESOLVED</b> that The Chair discusses potential projects with the Town Clerk, and compiles a list, which will be sent out to councillors for their comments.(MTIG)	Cllr Goodall/ Joy	In the process of compiling list	
31.01.13	Item 10	Town Clerk to approach Cricket Club to see if they will contribute towards the cost of replacing the surfacing outside the workshop entrances	Joy	On hold pending Open Spaces Review	
31.01.13	Item 10	Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Need to obtain more up to date quotes for all the areas that need new matting surface	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Need to obtain quotes for concrete to be laid instead of matting	Marilyn	On hold pending Open Spaces Review	



**Update or Action List for the meeting to be held on 7<sup>th</sup> May 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
31.01.13	Item 10	Arrange for the Committee to view other local areas that use this matting	Joy	On hold pending Open Spaces Review	
31.01.13	Item 10	Find out the life expectancy of the matting	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 11	Warden to install handrail and dig out step at the Brittens Field gateway near dog bin	Tony	In progress 29.04.13	
05.02.13	Item 9	RESOLVED that subject to at least three quotes being obtained, the Town Clerk has delegated authority to purchase 'wet pour' surfacing for the seasaw area and mesh matting for the other areas, not exceeding a total cost of £2000 +vat.	Marilyn/ Michelle	Approved 05.02.13	Order raised for the seasaw area 11.04.13
19.02.13	Item 8	RESOLVED that the Town Clerk has delegated authority to arrange for the gateway at Brittens Field to be replaced with 3mm dust to scalping, (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500	Joy/Marilyn/ Michelle	Take to Full Council 19.02.13	Approved 19.02.13  Order raised 11.04.13 Work in progress 29.04.13
19.02.13	Item 9 2) Appointment of Town Clerk	RESOLVED (i) that the Staffing Committee is given delegated authority to deal with all matters relating to the Town Clerk's probationary period and confirmation (or otherwise) of appointment.  (ii) that the Mayor is given delegated authority to sign the Statement of Particulars for the Town Clerk on behalf of the Town Council, such document to be based upon the national model	Joy/	Approved 19.02.13  Approved 19.02.13	Complete

**Update of Action List for the meeting to be held on 7<sup>th</sup> May 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
19.02.13	Item 11	To consider and look into a critical incident plan for town (For the event of Fire/Flooding etc.	Joy/Marilyn/Nik ki		
19.02.13	Item 14	Joy to speak to Sian – Youth Council considering Winterhay Play area as project and consult with residents.	Joy	Complete	
05.03.13	Item 9 <b>Digging Cremation Plots</b>	<b>RESOLVED</b> i) that the existing cemetery rules and regulations should be more robustly enforced ii) that the Town Clerk reports back to the Committee in 3 months time advising of any continuing problems	Joy	On-going	
05.03.13	Item 12 <b>Open Spaces Review Group</b>	Town Clerk to obtain quotations for a topographical survey of the recreation land	Joy/Marilyn	Requests for quotations sent out.  Due back on 10/05/13	
19.03.13	Item 5 <b>Financial Monitoring</b>	Investigate the income on the Ilminster Sport initiative Account and how this amount can be refunded or use towards another sports project	Joy/Marilyn		
26.03.13	Item 6a) <b>Use of Rec Ground</b>	<b>RESOLVED</b> that the Council would accept the request made by Ilminster Midsummer Experience to use the recreation ground, but any use will be subject to the following: a) Any work that has been done or needs to be done regarding drainage and reseeded. b) The condition of the ground. c) The weather forecast in week preceding the event.	Joy	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13 Email sent 08.04.13

**Update or Action List for the meeting to be held on 7<sup>th</sup> May 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
26.03.13	Item 6 b) <b>Use Of Rec Ground</b>	<b>RESOLVED</b> i) that subject to a satisfactory plan being received the Funfair be offered Brittens Field in June ii) That the location for October is considered again when the schedule for the work to the Rec is known	Marilyn	Waiting for the plan from Mr Marshall  Take to Full Council on 26 <sup>th</sup> March 2013	Marilyn Received plan 03.04.13 and reported to O.S Committee
26.03.13	Item 8 <b>Lighting Fires on Herne Hill</b>	<b>RESOLVED</b> that the Ilminster Scouts Group, under supervision, have permission to light fires at Herne Hill.	Joy	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13 Letter sent 08.04.13
26.03.13	Item 10 <b>Burma Star Garden</b>	<b>RESOLVED</b> that the Town Council take over the maintenance of the Burma Star garden at Winterhay Lane	Joy	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13
26.03.13	Item 14 <b>Summer Competitions</b>	<b>RESOLVED</b> i) that the scarecrow competition is organised again to coincide with the Ilminster Experience events and ii) that the only floral competitions will be those for Greenfyde and Swanmead Schools.	Joy/Marilyn/Nik ki /Michelle	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13
26.03.13	Item 4 <b>Insurance Quotations</b>	<b>RESOLVED</b> i) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers 'Best of Value'. ii) that the lowest quotation be accepted for undertaking a rebuild valuation survey of Council property.	Joy/Marilyn	Take to Full Council on 26 <sup>th</sup> March 2013	Insurance cover taken with Aviva wef 01.04.13

**Update of Action List for the meeting to be held on 7<sup>th</sup> May 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
26.03.13	Item 6 <b>Grants Policy</b>	<b>RESOLVED</b> to that the amended Grants Policy be adopted for 2013/14.	Joy	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13
26.03.13	Item 8 <b>Rent Increases</b>	<b>RESOLVED</b> to that the rents for the Football Club, The Youth Football Club, the Cricket Club and the Sports Club be increased by 3.1% for the year 2013/14	Joy	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13
26.03.13	Item 13 <b>PACT</b>	Joy to see if a rep from neighbourhood watch could be involved in the PACT Meetings	Joy		
26.03.13	Item 13 <b>PACT</b>	Ilminster Town Council Rep to be appointed for PACT Meetings - Ask at Annual Town Meeting 18 <sup>th</sup> April	Joy		
26.03.13	Item 12 <b>Ilminster Football Club</b>	A letter to the Football Club granting permission to erect marquee on the condition that the ground is returned to the state prior to the occasion and that access is only via the bottom entrance by the tennis courts.	Joy		Town Clerk spoke to Football Club 04.04.13
26.03.13	Item 14 <b>Residents Newsletter</b>	Newsletter – Produce 2 editions per year, add to website, Councillors to distribute to every household in Ilminster	Joy/Mariyn/ Nikki/Michelle/ Councillors		

## Iminster Beat Report

April 2013

Good evening to you all, since the last Police report we at Iminster station have been kept busy, not so much with our usual work but assisting colleagues with last year's tragic event in Ashill. We have protected the local scene off Thickthorn lane this past week while the jurors and court officials visit the area for the Wells-Burr trial. Giving local knowledge to those involved and reassurance to all residents.

The month of April has seen reported crime down 50% compared to the same month last year, this is fantastic news on a local level and may the trend hopefully continue. There had been two thefts from shops (shoplifting) and two non-dwelling thefts). Other incidents are Domestic related (within the household/family) or small scale assaults, there have been a couple of arrests due to teenagers and their girlfriends changing partners and then wanting to hurt each other, all part of growing up and learning life is not always ideal.

The past week has been dedicated to National Rogue Trader Week, which has seen the beat team visit sheltered housing schemes in the area, also visit banks and Post offices to offer advice about elderly customers withdrawing large amounts of money. We have also run a Police beat surgery in the Dr's surgery this will not be a regular event. Along with the response officers from Chard and the Road Policing Unit we have been pro-actively stopping vehicles in the area that may be linked to Rogue trading. This area in which we live and work is not particularly troubled by this type of offence but we are keen to work alongside other agencies on a National level.

Unfortunately due to a slip of a foot by an 85 year old in Ditton St one of our vehicles is presently off the road having sustained significant damage, we are begging and borrowing from Yeovil as I write this report. The good news is no one was hurt and we are still maintaining full coverage to our beats as the weather improves?



## Open Spaces Committee

The Open Spaces Committee met on 23rd April 2013, and made the following recommendations:

- **Use of the Rec**

**RESOLVED to RECOMMEND** that:

Ms Beaumont is granted permission to hold a 'Boot Camp' style fitness class, on the recreation ground subject to the following conditions:

- i) That the grassed area on the recreation ground is used once a week for 1 hour.
- ii) That any damage caused by the class will be Ms Beaumont's responsibility.
- iii) That two of the tennis courts can be used if available on the day, for a period of one hour.
- iv) That the Council will charge a fee of £2.00 per person (attending the class), but with a maximum charge of £20.00 per hour.

- **Use of the Rec**

**RESOLVED to RECOMMEND** that:

the Council will grant permission for the British Veterinary Nursing Association to hold at Fun Dog Show, at West Crescent on a Sunday in May 2013, to raise money for their charity of the year, the 'Horse Trust.'

- **Layout Plan for the funfair**

**RESOLVED to RECOMMEND** that

- i) the Council accept the small layout plan for the funfair in June.
- ii) the refundable deposit paid by Marshalls to use the recreation ground for the funfair remains at £400.
- iii) The fee for use of the recreation ground will be increased to £375.

- **Maintenance work on the cricket pavilion**

**RESOLVED to RECOMMEND** that:

- i) the Council give permission for the Cricket Club to remove the old scoreboard and replace it with a window.
- ii) the Town Clerk obtains at least 3 quotations for the price of guttering and paint for the cricket pavilion and has delegated authority to purchase the best value materials at a cost not exceeding £300.

- **Planting of the area known as 'the Triangle'.**

**RESOLVED to RECOMMEND** that:

the Town Council makes a bid to the Market Town Investment Group for planters, for the area known as 'The Triangle'.

- **Angling Association's request - Carp in the Canal**

**RESOLVED to RECOMMEND** that:

the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal, under the following conditions:

- i) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked.
- ii) that the outlet pipe grill is maintained by the Angling Association.

- **Cemetery lodge**

**RESOLVED to RECOMMEND** that:

the Town Council renews the cemetery lodge tenancy agreement with its current tenants.

- **Ground work at the Rec**

**RESOLVED to RECOMMEND** that:

the Town Clerk has delegated authority to accept the lowest quotation, for the drainage work to be carried out to the area between the football ground and The Mead, on the understanding with the Contractor that 40mm stones are used instead of 20mm stones.



**Recommendations from Finance and Policy meeting on 30<sup>th</sup> April 2013**

The Finance and Policy Committee met on the 30<sup>th</sup> April 2013, and made the following recommendations:

- **RESOLVED to RECOMMEND** that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.
  
- **RESOLVED to RECOMMEND** that Council renews the memberships with the following organisations:
  - a) Action for market Towns
  - b) Institute of Cemetery and Crematorium Management
  - c) SALC (Somerset Association of Local Government).
  
- **RESOLVED to RECOMMEND** that the Council purchase a new Bizhub C364 photocopier for the office, from Konica Minolta, at a cost not exceeding £3000. Costs to be met from the replacement fund.



circulated  
at meeting

## Report on Outside Bodies

### Ilminster Chamber of Commerce Meeting

1<sup>st</sup> May 2013

At the last meeting, the Committee has discussed fall in membership and it was agreed at the meeting on the 1<sup>st</sup> May that a recruitment letter should be sent out to businesses to address the problem.

The installation of the new Town Crier was discussed and those of you who were in the Market Square around eleven o'clock on Saturday morning would have seen Mr Andrew Fox inducted into the Town Crier Guild by the Town Crier from Yeovil.

The Chamber had arranged a Seminar in June on Superfast Broadband. It had been proposed that all businesses be invited including members of both Crewkerne and Langport Chambers of Commerce. This has now been cancelled

It is hoped that fifty hanging baskets will appear in the town before the Ilminster Experience.

The Victorian Evening Committee are already meeting and planning for this year's event.



**ILMINSTER TOWN COUNCIL**

**ACCOUNTS**

**YEAR ENDED 31 MARCH 2013**

**RESPONSIBILITIES**

The **Town Council** is required

- to make arrangements for the proper administration of its financial affairs and to designate one of its officers as Responsible Financial Officer for this purpose. In Ilminster Town Council, the Responsible Financial Officer is the Town Clerk.
- to manage its affairs in such a way as to ensure economic, efficient, and proper use of resources and to safeguard its assets.

The **Town Clerk** as Responsible Financial Officer is charged with the preparation of an annual Statement of Accounts for Ilminster Town Council which presents fairly the income and expenditure for the year and the financial position of the council at the accounting date of 31 March.

In preparing this Statement of Accounts under the Audit Commission Act 1998 Sections 15 and 16 and the Accounts and Audit (England) Regulations 2011 (SI 2011 No.817), the Town Clerk

- complied with the CIPFA/NALC Code of Practice for Town and Parish Council Accounting.
- selected suitable accounting policies and applied them consistently
- made judgements that were reasonable and prudent.

To support this action, the Town Clerk has

- kept proper and timely accounting records
- taken steps to prevent and detect fraud and other irregularities.



## Audit

The Statement of Accounts is subject to audit by Grant Thornton UK LLP of Bristol. The report of the auditor, when completed, is presented to the Town Council and added as an appendix along with the Audit Certificate.

## Borrowings

The Council had no loans outstanding on 31 March 2013.

## Leases/Licences

		Expiry
The Council has the following leases		
(a)	Land from Ilminster Education Foundation	£2100 pa 2040
The Council operates licences as follows		
(a)	Land to Ilminster Football Club	£634 pa on-going
(b)	Land to Ilminster Cricket Club	£952 pa on-going
(c)	Land to Ilminster Sports Club	£1423 pa on-going

## Tenancies

The Council has entered into a tenancy agreement to let out the Cemetery Lodge which it owns. The net surplus on the year, setting rental income against management fees and repairs was £4917.

## Agency Work

None

## Superannuation

The Town Council is an Admitted Body of the Somerset County Council Superannuation Scheme. Six members of staff contribute to the scheme. The Council makes contributions of 14.6% of salaries for those employees plus deficit recovery of £1300 which in 2012/2013 totalled £19187.02.

## Debtors

At 31 March 2013, the Council had debtors totalling £5943.30. This is not more than three months old and it is considered that it is recoverable.

£3910.30	HM Customs & Revenue	VAT refund
£150.00	Ilminster Dist Housing Soc	Civic Evening ticket
£1783.00	Members of Public	Civic Evening Tickets
£50.00	Miller, Mr D	Civic Evening Tickets
£50.00	Pallister, Mr J	Civic Evening Tickets





### Payments in Advance

None

### Creditors

At 31 March 2013, the Council had creditors totalling £15128.01 which relate to 2012/2013 but were not received and paid until after 1 April 2013.

£121.38	Bradfords Bldg Supplies	Bolts and Perspex
£62.63	Chess Ltd	Telephone Charges
£238.93	Glen Cleaning Co Ltd	Toilet Cleaning
£600.00	Grant Thornton UK LLP	Audit Fees
£500.00	Greenslade, Taylor, Hunt	Re-build Valuations
£6420.70	Hags Play	Skatepark
£25.58	Iminster Warehouse	Paint etc
£96.33	Larkmans	Fuel
£360.00	Lee, Mr Chris	Tree Surgery
£300.00	Mike Grinter Plant	Tree Stump Removal
£58.40	NatWest Bank	Charges
£240.00	Norris, Miss J	Training Courses
£87.58	Petty Cash Refund	Miscellaneous
£363.00	Press-tige Print	Stationery
£250.00	Ricoh UK Ltd	Photocopier
£60.46	Samson Office Supplies	Stationery
£1520.62	Shrubbery Hotel	Civic Evening
£149.00	Somerset Pumps Ltd	Servicing Toilet Pumps
£1000.00	Somerset Web Services	Web Site
£33.32	Trade UK	Sander
£2484.67	Vaughan Lee House	Civic Evening Charity
£155.41	Wentin Fasteners	Bolts

### Receipts in Advance

None

### Section 137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £6.80 per elector in any one financial year for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for Iminster Town Council in the 2012/2013 financial year based on 4679 electors at 31 March 2013 was £31817.



The following payments were made, totalling £7960.

£200	Iminster Midsummer Experience
£200	Iminster Victorian Evening
£800	Iminster Tourism
£575	2381 Iminster Squadron ATC
£2000	Ile Youth Centre
£396	Iminster Carnival Committee
£250	Iminster Entertainments Society
£249	Iminster Young Farmers
£500	3D Sensory Centre
£800	Iminster Dist Housing Assoc
£140	Stoke Sub-Hamdon Band
£750	Sunny Ile Pre-School
£500	Iminster Forum
£300	Iminster Youth Football Club
£300	Greenfylde School

### Reserve Accounts

The Town Council, at 31 March 2013 had £234629 in accumulated reserves.

### Other Reserves

The Council also has some historical stock holdings as follows. Dividends are included in 'Interest/Dividends' in the Income & Expenditure Account.

3 ½ % war stock	nominal value	£267.88
-----------------	---------------	---------

### Policy on Reserves

The Town Council has both earmarked and un-earmarked reserves. The Council takes the view that it should hold un-earmarked reserves of sufficient size to cover unforeseen and unbudgeted expenditure.

During 2012/13 earmarked reserves were used for projects such as the skatepark and the replacement programme of litter bins and benches. For 2013/14 the replacement programme will continue and identified projects include dismantling part of the football stand, land drainage of part of the recreation ground, works to the entrance between the recreation ground and Britten's Field.

The Council is determined that its reserves are committed wisely; they will be used not only for replacement of capital items as they depreciate but more importantly to serve the interests of the town.



# Income and Expenditure Account

31/03/12		31/03/13
£		£
	<b>INCOME</b>	
1,581.71	Christmas Lights	1,807.49
3,533.76	Insurance Claims	25.00
59.69	Income	4,689.41
148,110.00	Precept	205,873.00
32.39	Ilminster Sports Initiative (ISI)	34.04
2,690.57	Interest/Dividends	2,654.70
0.00	Grants	20,000.00
380.28	Donations	335.00
4,858.68	Rents	5,166.55
6,231.50	Burial Fees	6,371.00
595.06	Licence Fees	0.00
2,210.00	Civic Evening	3,768.00
147.00	Market House	151.00
6,000.00	Cemetery Lodge	6,000.00
<b>176,430.64</b>	<b>TOTAL INCOME</b>	<b>256,875.19</b>
	<b>EXPENDITURE</b>	
906.00	Members Expenses	482.29
3,372.56	Christmas Lights	3,607.49
3,801.71	Toilets	4,867.12
2,160.00	Civic Evening	3,768.00
0.00	Insurance Claims	0.00
5,009.29	Expenditure	8,989.79
6,642.16	Office Rents & Services	6,946.52
4,013.88	Open Spaces Rents & Services	6,326.86
10,920.77	Open Spaces Maintenance	6,012.11
28,120.45	Open Spaces Purchases	87,113.96
101,561.77	Salaries	108,369.49
0.00	Ilminster Sports Initiative (ISI)	0.00
6,616.99	Office Costs	9,144.13
4,496.65	Open Spaces Costs	3,966.95
4,300.00	S. 137 Payments	7,060.00
5,336.14	Cemetery Costs	809.11
285.03	Market House Costs	293.97
6,690.46	Insurance	7,560.75
0.00	St Mary's Churchyard	0.00
359.73	Licensing Costs	0.00
1,570.49	Cemetery Lodge	1,017.50
<b>196,164.08</b>	<b>TOTAL EXPENDITURE</b>	<b>266,336.04</b>



# Consolidated Balance Sheet

31/03/12 £		31/03/13 £
	Long Term assets	
223,280.10	Investments	200,897.12
0.00	Long Term Debts	0.00
223,280.10	TOTAL LONG TERM ASSETS	200,897.12
	Current assets	
3,106.13	Investments	3,140.17
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
6,493.90	VAT Recoverable	3,910.30
550.00	Debtors	2,033.00
783.13	Payment in Advance	0.00
29,856.81	Cash in Hand & at Bank	39,776.41
40,789.97	TOTAL CURRENT ASSETS	48,859.88
264,070.07	TOTAL ASSETS	249,757.00
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
9,980.23	Creditors	15,128.01
10,000.00	Receipts in Advance	0.00
19,980.23	TOTAL CURRENT LIABILITIES	15,128.01
244,089.84	TOTAL ASSETS LESS CURRENT LIABILITIES	234,628.99
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
244,089.84	NET ASSETS	234,628.99
	Represented by	
6,483.84	General Fund	-1,840.01
231,491.00	Reserves	203,433.00
1,115.00	Ilminster Sports Initiative	1,148.00
5,000.00	Contingency F&P	10,000.00
0.00	Contingency/Unallocated O/S	21,888.00
244,089.84		234,628.99





**ILMINSTER TOWN COUNCIL**  
**RESERVES 2012/2013**

Details	Opening Balances	Budget Allocation	Total Reserves		Income	Expenditure	Closing Balances
<b>RENEWALS &amp; RESERVES</b>	180153		180153		8645	1083	187715
Interest				2645			
Lodge Rental				6000			
Lodge Letting Fees				-675			
Lodge Maintenance				-408			
<b>Finance &amp; Policy</b>	17850	1956	19806			155	19651
Keyboard				-32			
Shredder				-78			
Kettle				-17			
Microwave				-28			
<b>Open Spaces</b>	7352	23657	31009		10000	76327	-35318
Skatepark grant				10000			
Skatepark groundworks				-9656			
Skatepark equipment				-56502			
Cement Mixer				-290			
Knapsack Sprayer				-123			
Lifebuoys				-110			
Litter bins				-3374			
Dog bins				-1089			
Swing seats				-290			
Pressure Washer				-144			
Seats				-3761			
Security Lights				-570			
Tools				-418			



ILMINSTER TOWN COUNCIL  
RESERVES 2012/2013

Details	Opening Balances	Budget Allocation	Total Reserves	Income	Expenditure	Closing Balances
Cemetery	5516	4279	9795			9795
Market House	20620	970	21590			21590
<u>TOTAL RENEWALS &amp; RESERVES</u>	<u>231491</u>	<u>30862</u>	<u>262353</u>	<u>18645</u>	<u>77565</u>	<u>203433</u>
<u>ILMINSTER SPORTS INITIATIVE</u>	<u>1115</u>		<u>1115</u>	<u>33</u>		<u>1148</u>
<u>CONTINGENCY - F&amp;P</u>	<u>5000</u>	<u>5000</u>	<u>10000</u>			<u>10000</u>
<u>CONTINGENCY/UNALLOCATED O/S</u>		<u>21888</u>	<u>21888</u>			<u>21888</u>
<u>TOTAL RESERVES</u>	<u>237606</u>	<u>57750</u>	<u>295356</u>	<u>18678</u>	<u>77565</u>	<u>236469</u>
<u>GENERAL FUND</u>	<u>6484</u>					<u>-1840</u>
	<u>244090</u>					<u>234629</u>



**ILMINSTER TOWN COUNCIL**  
**FIXED ASSETS**

	<u>2011/2012</u>	<u>Disposed</u> <u>2012/2013</u>	<u>New</u> <u>Additions</u> <u>2012/2013</u>	<u>ASSETS</u> <u>2012/2013</u>
<b>Office Equipment</b>				
Computers	£2,180			£2,180
Printer	£2,623			£2,623
Projector	£508			£508
<b>Office Furniture</b>				
Desks	£1,220			£1,220
Storage	£1,220			£1,220
Chairs	£500			£500
Operator Chairs	£825			£825
<b>Chamber</b>	£4,500			£4,500
<b>Memorabilia</b>	£4,000			£4,000
<b>Vehicles &amp; Attachments</b>				
Tractor	£18,950			£18,950
Mule	£8,655			£8,655
Trailer	£699			£699
Gang Mowers	£14,995			£14,995
Flail	£3,946			£3,946
<b>Machinery &amp; Tools</b>				
Stiga mower	£5,012			£5,012
Brushcutters x 2 FS460	£1,050			£1,050
Chainsaws	£624			£624
Tools			£1,688	£1,688
<b>Furniture</b>				
Seats & Benches	£10,472		£3,761	£14,233
Picnic Tables	£500			£500
Litter Bins	£9,984		£3,374	£13,358
Dog Bins	£2,894		£1,089	£3,983
Grit Bins x 4	£527			£527
Town Signs x 5	£721			£721
Planters railings x 5	£631			£631
Planters Churchyard x 5	£826			£826
Gates	£693			£693
Rambler gates	£1,293			£1,293
Notice Boards x 2	£2,145			£2,145
Infopanel (Tesco's)	£1,746			£1,746
Bus Shelter (Greendale)	£4,200			£4,200



**ILMINSTER TOWN COUNCIL**  
**FIXED ASSETS**

	<u>2011/2012</u>	<u>Disposed</u> <u>2012/2013</u>	<u>New</u> <u>Additions</u> <u>2012/2013</u>	<u>ASSETS</u> <u>2012/2013</u>
<b>Recreation Ground</b>				
Swings - 3 cradle & 1 disabled	£1,005			£1,005
Spring Mobile x 2	£596			£596
4 swings - flat in 2 bays	£3,375			£3,375
Seesaw	£2,300			£2,300
Slide - Toddler	£1,530			£1,530
Activity Net	£5,985			£5,985
Scarab Beetle	£1,986			£1,986
Aerial Runway	£5,216			£5,216
Skatepark	£12,619	£12,619	£73,863	£73,863
Roundabout	£6,285			£6,285
Gates - Toddlers	£1,550			£1,550
Safety Surfacing - swings	£32,350			£32,350
Safety Surfacing - seesaw	£1,492			£1,492
Safety Surfacing - Aerial Runway	£1,150			£1,150
Drains/utilities	£10,000			£10,000
<b>Council Sheds</b>	£29,969			£29,969
Security lighting			£570	£570
<b>Toilets (insurance value)</b>	£91,959		£9,472	£101,431
<b>West Crescent</b>				
Embankment Slide	£965			£965
4 bay swing - flat	£1,175			£1,175
Safety Surfacing	£3,000			£3,000
<b>Winterhay</b>				
Slide	£965			£965
6 swings (best guess)	£2,500			£2,500
Safety Surfacing	£4,000			£4,000
				£0
<b>Cemetery</b>				
Bins x 6	£1,200			£1,200
Seats x 4	£1,240			£1,240
Notice Board	£510			£510
<b>Cemetery Lodge (Insurance Value)</b>	£138,676		£14,259	£152,935
Carpets	£1,033			£1,033
Blinds	£1,005			£1,005
Heating (storage)	£1,033			£1,033
<b>Market House (Insurance Value)</b>	£194,078		£19,970	£214,048





**ILMINSTER TOWN COUNCIL**  
**FIXED ASSETS**

	<u>2011/2012</u>	<u>Disposed</u> <u>2012/2013</u>	<u>New</u> <u>Additions</u> <u>2012/2013</u>	<u>ASSETS</u> <u>2012/2013</u>
<b><u>COMMUNITY ASSETS</u></b>				
Wharf Lane Recreation Ground	£0			£0
West Crescent Recreation Ground	£0			£0
Winterhay Recreation Ground	£0			£0
Herne Hill	£0			£0
Brittens Field	£0			£0
Cemetery	£0			£0
<b>TOTAL ASSETS</b>	<b>£668,886</b>	<b>£12,619</b>	<b>£128,046</b>	<b>£784,313</b>
<b>Notes</b>				
Assets over £500 only listed (and items such as seats and bins which total over £500)				
Historic actual costs used where possible				
Otherwise estimated or insurance cost used				
Community assets not valued				



sent  
separately

# Local Councils in England

## Annual return for the year ended

### 31 March 2013

---

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

**Each council must approve this annual return no later than 30 June 2013.**

#### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2012/13 for

## ILKINSTER TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance		
	31 March 2012 £	31 March 2013 £			
1 Balances brought forward	263823	244090	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2 (+) Annual precept	148110	205873	Total amount of precept received or receivable in the year.		
3 (-) Total other receipts	28321	51002	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	101562	103369	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.		
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	94602	157967	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7 (=) Balances carried forward	244090	234629	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)		
8 Total cash and short term investments	256243	243814	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.		
9 Total fixed assets plus other long term investments and assets	639786	784313	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March.		
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 (If Applicable) Trust funds (including charitable) disclosure note	YES	NO	YES	NO	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

\_\_\_\_\_

Date \_\_\_\_\_

I confirm that these accounting statements were approved by the council on this date:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by Chair of the meeting approving these accounting statements.

\_\_\_\_\_

Date \_\_\_\_\_

## Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

**14MINSTER TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed –		‘Yes’ means that the council:	
	Yes	No		
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices			prepared its accounting statements in the way prescribed by law	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances			has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so	
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations			during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts	
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required			considered the financial and other risks it faces and has dealt with them properly	
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council	
7. We took appropriate action on all matters raised in reports from internal and external audit			responded to matters brought to its attention by internal and external audit	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the accounting statements			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant	
9. Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	NO	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts

This annual governance statement is approved by the council and recorded as minute reference

\_\_\_\_\_

dated \_\_\_\_\_

Signed by:

Chair \_\_\_\_\_

dated \_\_\_\_\_

Signed by:

Clerk \_\_\_\_\_

dated \_\_\_\_\_

**Note:** Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and opinion 2012/13

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

16 MINSTER TOWN COUNCIL

### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor report

(Except for the matters reported below)\* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.  
(\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

External auditor name  Date

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

# Section 4 – Annual internal audit report 2012/13 to

## 16 MINSTER TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A. Appropriate books of account have been kept properly throughout the year	✓		
B. The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	✓		
G. Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained	✓		
I. Periodic and year-end bank account reconciliations were properly carried out	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded	✓		
K. Trust funds (including charitable) The council met its responsibilities as a trustee.			NA

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit J R F HOLLAND

Signature of person who carried out the internal audit [Signature] Date 1/5/13

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide\**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide\** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? <b>NB: Do not send trust accounting statements unless requested.</b>	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

\*Note: *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)



**The following items requested by the external auditor will be sent with the Annual Return:**

Bank Reconciliations

Reconciliation between boxes 7 and 8 on the Annual Return

Explanations for Variances

- Box 2
- Box 3
- Box 6

Explanations for 'No' on Section 2 (Annual Governance Statement)

Copies of Standing Orders, Financial Regulations and Code of Conduct.

Council Minutes of 31 July 2012 confirming adoption of the Code.

Council Minutes of 26 March 2013 showing general expenditure approval.

Council Minutes of 22 March 2011 with the following comment:

“Financial regulations were last reviewed in May 2005 and a minor amendment was made in March 2011 and a copy of the minutes showing this amendment is enclosed.

As a new Town Clerk (since September 2012), I am aware that the regulations need to be reviewed and intend to do this as part of a larger Governance Review. I am however aware that new Model Financial Regulations are being drafted at a national level and it would seem sensible to wait for our review until those are available.”

S137 report.

Council Minutes of 19 June 2012 re S137.

The number of electors - 4679.

Members Expenses report.



# Paid Expenditure Transactions

between 21/03/13 and 31/03/13

Start of year 01/04/12

Agenda No 13.

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
8898 - refund	22/03/13	1369	-£119.18	-£19.86	-£99.32	F&P BT	Refund of overpayment
b/charges	25/03/13	1370	£17.71	£0.00	£17.71	F&P NatWest Bank Ltd	Autopay Charges Feb
b/charges	26/03/13	1371	£0.99	£0.00	£0.99	F&P NatWest Bank Ltd	Bank charges - overdrawn
8943	26/03/13	1372	£10.35	£0.00	£10.35	OS Hensher, Mr A	Expenses
8944	26/03/13	1373	£37.80	£0.00	£37.80	F&P Shelley, Mrs M	Expenses
8945	26/03/13	1374	£69.30	£0.00	£69.30	OS Jones, Mr Tony	Expenses
8947	28/03/13	1375	£163.80	£9.10	£154.70	F&P Norris, Miss J	Expenses
8951	28/03/13	1376	£300.00	£0.00	£300.00	F&P Ilminster Youth Football Club	Grant - Goalposts
8950	28/03/13	1377	£300.00	£0.00	£300.00	F&P Greenfyde C of E School	Grant - Floats, armbands
8949	28/03/13	1378	£75.00	£0.00	£75.00	F&P Ilminster Carnival Committee	Marshalls for Jubilee
8948	28/03/13	1379	£540.00	£90.00	£450.00	F&P Lawrence, Gary	PA system - Jubilee
acc - contra'd	31/03/13	841	£500.00	£0.00	£500.00	F&P Warehouse Theatre	Grant not claimed (contra'd)
Acc - contra	31/03/13	1391	-£500.00	£0.00	-£500.00	F&P Warehouse Theatre	Contra 841, Grant not claimed
bacs	31/03/13	1405	£48.00	£8.00	£40.00	Cem Elder & Froy	Management Charges - March
b/charges	31/03/13	1406	£32.32	£0.00	£32.32	F&P NatWest Bank Ltd	Bank charges - Feb
Contra 8889	31/03/13	1409	-£3,548.16	-£591.36	-£2,956.80	OS Cerdic Foundries Ltd	Contra 1290, Seat Ends
Contra 8889	31/03/13	1410	£3,548.16	£591.36	£2,956.80	OS Cerdic Foundries Ltd	Contra 1290, Seat Ends
<b>Total</b>			£1,476.09	£87.24	£1,388.85		

Signature and Date

Signature and Date

# Paid Expenditure Transactions

between 01/04/13 and 02/05/13

Start of year 01/04/13

Cheque	Paid date	Tn no	Gross	Vat	Net Ctee	Details	Heading
bacs	09/04/13	1415	£48.00	£8.00	£40.00	Cem	Management fees - April
8952	10/04/13	1380	£65.37	£10.90	£54.47	F&P	Stationery
8952	10/04/13	1381	£7.19	£1.20	£5.99	F&P	Stationery
8953	10/04/13	1382	£370.20	£7.20	£363.00		
8954	10/04/13	1383	£70.06	£11.68	£58.38	OS	Rawl concrete Bolts, aerosol
8955	10/04/13	1384	£96.12	£8.54	£87.58		
8956	10/04/13	1385	£189.46	£31.58	£157.88		
8957	10/04/13	1386	£2.96	£0.49	£2.47	OS	Credit - Bolts
8957	10/04/13	1387	£288.00	£48.00	£240.00		Reimbursement for H&S online course fees
8958	10/04/13	1388	£178.80	£29.80	£149.00	OS	Yearly Service - Toilet Block
8959	10/04/13	1389	£30.70	£5.12	£25.58	OS	Paint, white spirit
Autopay	10/04/13	1390	£17.71	£0.00	£17.71	F&P	Autopay chges - March
b/chgs	10/04/13	1392	£40.69	£0.00	£40.69	F&P	Bank Charges - March
No Charge	10/04/13	1424	£0.00	£0.00	£0.00	Cem	Cemetery Rates
8960	15/04/13	1409	£15.90	£2.65	£13.25	OS	G.B Sport and Leisure UK Ltd
8961	15/04/13	1410	£5,097.93	£0.00	£5,097.93	F&P	Donut caps
8962	15/04/13	1411	£138.00	£23.00	£115.00	F&P	Councils Insurance April 2013
8963	15/04/13	1412	£150.00	£0.00	£150.00	F&P	Website hosting & support May-July
8964	15/04/13	1413	£103.21	£0.00	£103.21	MH	Storage rent - April
8965	15/04/13	1414	£341.99	£0.00	£341.99	Cem	Yearly water charges - Market Hse
s/bacs mth1	19/04/13	1420	£6,724.21	£0.00	£6,724.21		Yearly water charges - Cemetery
8966	23/04/13	1394	£115.60	£19.27	£96.33	OS	Salaries - April 2013
8967	23/04/13	1395	£39.98	£6.66	£33.32	OS	Larkmans Ta Spar Ilminster
8968	23/04/13	1396	£1,824.75	£304.13	£1,520.62		Fuel - March
8969	23/04/13	1397	£360.00	£0.00	£360.00		Sander
8970	23/04/13	1398	£75.16	£12.53	£62.63	F&P	Trade UK
8971	23/04/13	1404	£299.68	£49.95	£249.73	F&P	Shrubbery Hotel
8976	23/04/13	1407	£2,484.67	£0.00	£2,484.67	F&P	Lee, Mr Chris
8972	23/04/13	1416	£162.24	£27.04	£135.20	F&P	Chess Ltd
8973	23/04/13	1417	£155.52	£25.92	£129.60	OS	Ricoh UK Ltd
8973	23/04/13	1418	£16.09	£2.68	£13.41	OS	Vaughan Lee House
8974	23/04/13	1425	£33.84	£5.63	£28.21		Investec Asset Finance Plc
8974	23/04/13	1426	£7.87	£0.00	£7.87	F&P	Bradfords Building Supplies
d/d	29/04/13	1421	£63.32	£10.55	£52.77	OS	Bradfords Building Supplies
autopay refund	30/04/13	1422	£11.00	£0.00	£11.00	F&P	Bradfords Building Supplies
autopay refund	30/04/13	1423	£10.00	£0.00	£10.00	F&P	Grit Roll
<b>Total</b>			<b>£19,623.30</b>	<b>£651.54</b>	<b>£18,971.76</b>		Timber, Gate latch & gloves

Signature and Date

Signature and Date

sent separately

**PROJECT PLAN**  
7<sup>th</sup> May 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>A – Cemetery</b>							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with eth work based on the process obtained.	Agreement with Callisters	Sept 2013	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces.	In abeyance awaiting other cemetery actions.	Review Dec 2012	Goodall/ Whaites
4	12	5/7/11	Cemetery Lodge Crack	There is a crack in the north wall of the cemetery lodge around a window	Crack being monitored for a 12 month period from March 2012. No movement apparent up to and including November 2012	April 2013	Goodall
<b>B – Recreation Areas</b>							
5	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging work scheduled for week commencing 3 <sup>rd</sup> December 2012	Contractor has been on-site some issues still to be resolved. 29.01.13	May 2013	Goodall
6	10	7/6/11	Additional land for recreational	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met	Discussion with SSDC to continue	Dec 2013	Goodall

**PROJECT PLAN**  
7<sup>th</sup> May 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
7	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors requested item remains on action plan			Shepherd
8	15	13/10/09	New Management Plan for Herne Hill	The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.	SWT to be contacted reference assistance in producing a management plan. Advisory Group met last week. 12.03.13	May 2013	Goodall
9	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	Amendment to be made and Byelaws re-sent.  Byelaws submitted to relevant Government Department for approval Nov 2012 – 20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission	Chased - Week commencing 11.03.13	Dec 2013	Miller
10	4	6/9/11	Canal Banks	To bring canal back to full working order.	Cllr Swann to advise on further steps if any	Review Oct 2013	Swann
<b>C – Town enhancements</b>							
An embryo Town Team has met (October 2012) and submitted an expression of interest							
<b>D – Vision</b>							
11	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.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 – Town Clerk to attend 27.11.12	May 2013	Goodall
12	22	05/01/10	Silver	Investigate the feasibility of the	In abeyance until	Dependent on	Austin

**PROJECT PLAN**  
7<sup>th</sup> May 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>E - Office</b>							
13	6	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook.	Somerset Web Services identified as a preferred supplier.	31 <sup>st</sup> March 2013	Lawson
<b>E - Personnel (Wardens and Office Staff)</b>							
<b>F- Highways/Pavements Paths</b>							
14	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012	Austin
<b>G - Miscellaneous</b>							
15	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Citee 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.	Miller

