

# ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris



7 May 2013

Dear Councillor

The **Annual Council Meeting** which you are summoned to attend will be held on **Tuesday 14 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

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

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.

### 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.

## Ilminster Town Council

- 3. Appointment of Mayor**  
To appoint the Mayor for the period to May 2014
- 4. Declarations of Acceptance of Office**  
To receive the Declaration of Acceptance of Office by the Mayor
- 5. Appointment of Deputy Mayor**  
To appoint the Deputy Mayor for the period to May 2014
- 6. Minutes of the Council Meeting held on 7 May 2013**  
To confirm the minutes of the meeting held on 7 May 2013 as a correct record. (To follow)
- 7. Appointment of Committees and Committee Chairs**
  - a) Finance & Policy Committee
  - b) Open Spaces Committee
  - c) Planning Committee
  - d) Staffing Committee
- 8. Appointment of Representatives to Outside Bodies**  
To appoint representatives to various organisations; a list of the organisations and the current representative is attached.
- 9 Appointment of Cheque Signatories**  
To appoint Councillors as signatories to the Town Council's bank account; a list of the current signatories is attached.
- 10. Parish Path Liaison Officer**  
To consider the appointment of a volunteer Parish Path Liaison Officer
- 11. Calendar of Meetings for 2013/14**  
To consider the calendar of meetings for 2013/14 (to follow)

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### Reminders

22 May	Informal "blue sky thinking" meeting about the Town Council's Open Spaces (19:30hrs)
9 June 2013	Civic Service (18:00hrs)
11 June 2013	Open Spaces walkabout (18:00hrs)

### Membership of Committee's 2012/13

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Councillors</b>	<b>Others</b>
Finance & Policy	Cllr David Miller	Cllr Emma Jane Taylor	All Councillors	
Open Spaces	Cllr Carol Goodall	Cllr John Pallister	All Councillors	
Planning	Cllr Linda Vjeh	Cllr Steve Austin	All Councillors	
Staffing Committee	Cllr Roger Swann	Cllr Emma Jane Taylor (Deputy Mayor)	Cllr's Swann, Shepherd, Vjeh and Goodall	
Herne Hill Advisory Group	Cllr Carol Goodall	Cllr John Pallister	All Councillors	Tony Goverd Mike Holtom Ed Wells Helen Wells
Grievance, Capability and Disciplinary Committee	Cllr Emma Jane Taylor		Cllr's Taylor, Shearman, Shepherd and Sothorn  Cllr's Miller and Vjeh (in reserve)	
Appeals Committee			Cllr's Burton and Austin (Plus a named reserve)	

### Representatives on Outside Bodies 2012/13

<b>Representatives on Outside Bodies</b>	
Christmas Lights	John Pallister
Chamber of Commerce	Carol Goodall, Emma Jane Taylor
Greenfylde School	Paul Whaites (appointed by LEA)
Ile Valley Children's Centre	Carol Goodall
Ile Youth Centre	Philip Burton
Iminster Education Foundation	Stuart Shepherd, Mr Geoffrey Morgan – wishes to retire from this position
Iminster Forum	Andrew Lawson
Iminster Local Action Group	<i>On hold due restructure</i>
Iminster Tourism	Linda Vjeh
Meeting House	Linda Vjeh
MTIG	Carol Goodall, (Emma Jane Taylor)
SALC	David Miller,
Swanmead School	Roger Swann
Twinning Association	Jo Sothern
Wadham School	Stuart Shepherd

### Cheque Signatories 2012/13

<b>Cheque Signatories</b>	
Councillors:	Carol Goodall, David Miller, Stuart Shepherd, Roger Swann, Emma Jane Taylor
Officers:	Joy Norris, Marilyn Shelley

## ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday 7th May 2013 at 19:30hrs

### Present

**Vice Chairman:** Cllr E 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 and Cllr Vjeh.

### In Attendance

Mrs M Clayton (Senior Administrator), Miss J Norris (Town Clerk),  
Mrs M Shelley (Deputy Clerk).

### Members of the Public

No members of the public attended this meeting

Tributes were paid to Councillor Paul Whaites who sadly passed away on Monday 6<sup>th</sup> May 2013.

#### 1. Apologies for absence

An apology for absence was received from Councillor Swann.

#### 2. Declarations of Interest

Name	Agenda No	Topic	Type of Interest	Nature of Interest
Cllr A Lawson	8	Fitness 'Boot Camp'	Personal	Acquaintance of Mrs Beaumont who wants to run the 'Boot Camp'
Cllr J Pallister	8	Maintenance work to cricket pavilion	Personal	Member of the Cricket Club
Cllr S Shepherd	8	Maintenance work to cricket pavilion	Personal	Member of the Cricket Club
Cllr P Burton	9	Purchase of Office Equipment	Personal	Works for Konica

#### 3. Minutes

##### RESOLVED

(a) that 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 be confirmed as a correct record.

(b) To note the office "To do" list relating to the Town Council Meetings.

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

Details of events that the Mayor and Deputy Mayor had attended between 26<sup>th</sup> March 2013 and 7<sup>th</sup> May 2013 had been circulated with the agenda.

In addition to this, the Mayor attended Vaughan Lee House on Friday 3<sup>rd</sup> May, to present them with a cheque for £2650. This was as a result of money raised by the Mayor Civic evening.

Chair's Initials

## ILMINSTER TOWN COUNCIL MINUTES

### 5. Police Report

The Council received a written report from PCSO Gareth Allington, on the activities in the area since the last report in March 2013.

The Town Clerk informed the Council that the fence around the toddler's play area had been vandalised at the weekend. This incident was reported on Monday morning, as a crime but the Town Clerk was disappointed to find that comments had been placed on Face Book over the weekend, but nobody thought to contact the police or the Council themselves. The Chair and Vice Chair of Open Spaces have been consulted and it has been agreed to remove the remaining fence for safety reasons. This will not be replaced until the Open Spaces Review has been completed.

### 6. Report from County Councillors

Councillor Vjeh has been appointed as the new County Councillor and gave a brief summary of what her new position involves.

### 7. Reports from District Councillor

District Councillor Goodall said that she had nothing to report that had not been covered elsewhere.

### 8. Open Spaces Committee Meeting

The Chair of the Open Spaces committee reported the recommendations from the meeting held on 23<sup>rd</sup> April 2013

#### Use of the Recreation Ground

Discussions about this recommendation included the need to define the area that would be used for the fitness class.

**RESOLVED** that Ms Beaumont is given permission to hold a 'Boot Camp' style fitness class on the recreation ground subject to the following conditions:

- i) that the fitness class uses a grassed area of land which is under the Town Council's direct control, for one hour per week. The precise area to be agreed between the Town Clerk and Ms Beaumont.
- 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 Town 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 Recreation Ground

**RESOLVED** that the Town Council grants 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'

Chair's Initials
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# ILMINSTER TOWN COUNCIL MINUTES

## **Layout Plan for the funfair.**

**RESOLVED** that

- i) The Council accept the small layout plan for the funfair in June as attached to these minutes
- ii) The refundable deposit paid by Herberts 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** 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** that the Market Town Investment Group is requested to make a bid for planters for the area known as 'The Triangle', Swan Precinct and Ditton Street.

## **Angling Association's request – Carp in the Canal**

**RESOLVED** that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal subject to the following conditions:

- i) that the Angling Association provide, install and maintain, at their cost, a grill structure to a design to be approved by the Town Clerk who will take advice from the Environment Agency
- ii) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked.

## **Cemetery Lodge**

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

## **Ground work at the Recreation Ground.**

**RESOLVED** 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.

Chair's Initials



## ILMINSTER TOWN COUNCIL MINUTES

### 9. Finance & Policy Committee

The Chair of the Finance & Policy Committee reported the recommendations from the meeting on 30<sup>th</sup> April 2013.

#### Future Revenue Grant Applications

**RESOLVED** 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.

#### Renewal of Memberships

**RESOLVED** 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).

#### Office Equipment

**RESOLVED** 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.

### 10. Planning Committee

The Planning Committee met on 16<sup>th</sup> April 2013, and there were no recommendations for Council to consider. The Town Clerk informed the Council that information received from South Somerset District Council about the Horton Cross petrol station application will be sent with the next Clerk's update.

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

- **Iminster Chamber of Commerce Meeting**

A report from Councillor Goodall, from the meeting held on 1<sup>st</sup> May 2013 was circulated at the meeting.

A new Town Crier took post on Saturday 4<sup>th</sup> May 2013

### 12. Approval of Accounts

Discussions on this topic included the following

- The Town Clerk has received 2 recommendations from the Internal Auditor A) that the accounting procedure for Reserves is reviewed and B) that a tagging scheme should be implemented to provide more physical control over our fixed assets. The Town Clerk will investigate both recommendations.
- The Council has to provide an Annual Governance Statement which shows how adequate system of internal controls are maintained and how their effectiveness is reviewed. The Town Clerk will be looking into how improvement can be made in this area.

Chair's Initials

## ILMINSTER TOWN COUNCIL MINUTES

**RESOLVED** that the accounts of Ilminster Town Council from the year 2012/13 be approved.

### 13. Authorisation of Payments

**RESOLVED** that the accounts listed in the schedules presented to the Council, totalling £18971.76 and £1476.09 be approved.

### 14. Community Resilience Store

The Town Clerk informed the Council that the Fire Service may have funds available to provide a community resilience store for Ilminster.

The store would be a small storage area, (approximately the size of a garage), which would store items that may be needed in an emergency, such as sand bags, sand hopper, road closure signs, etc

**RESOLVED** that the Town Council supports the idea of a community resilience store in principle.

### 15. Filing of Casual Vacancy

The Town Clerk updated members that the Council now has two vacancies to fill; these vacancies must be treated separately.

The vacancy which has already been advertised for co-option will have to continue through the co-option process (as there was no call for an election at the time of original advertisement).

The most recent vacancy will be advertised at a suitable time in the future and will follow the process for a casual vacancy - initially giving electors the opportunity to call for an election and should an election not be called will proceed to co-option.

### 16. Project Plan

Discussions included the following:

- Item 4 - Crack in the cemetery lodge wall.  
It was decided at the Open Spaces Committee meeting on 23<sup>rd</sup> April 2013, that as there has not been any further movement with the crack for over a year, the Town Clerk can obtain quotations to get the repairs done to the internal and external walls of the lodge.
- Item 5 – Skate Park  
Contractors were working on the skate park on Friday 3<sup>rd</sup> May 2013 but it had not yet been possible to check the work done with the snagging list.
- Item 9 – Byelaws  
Ilminster Town Council sent their submission to the DCLG before Christmas, and since then the office staff have been chasing for a reply. The last time was approximately 2 weeks ago.

**RESOLVED** to delete item 4 from the Project Plan – Crack in the cemetery lodge wall.

The meeting closed at 20:48hrs.

Chair's Signature & Date