

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**

**7<sup>th</sup> July 2015**

A meeting of the **Town Council** will take place on **Tuesday 14<sup>th</sup> July 2015** at **Greenfylde First School, Silver Street**, Street, Ilminster starting at **19:30 hrs**.

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

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

Joy Norris  
Town Clerk

## **AGENDA**

- 1. Apologies for Absence**  
To receive apologies for absence from Councillors unable to attend the meeting.
- 2. Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
- 3. Minutes**
  - A)** To confirm the minutes of the meeting held on 23<sup>rd</sup> June 2015 as a correct record
  - B)** To consider the office Action Plan relating to the Town Council Meetings.

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

- A)** The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
- B)** The Mayor and Deputy Mayor attended the following engagements between 23<sup>rd</sup> June 2015 and 14<sup>th</sup> July 2015
- The Deputy Mayor attended Lions Club of Ilminster & District Somerset's 'Summer Fete' held on Saturday 27<sup>th</sup> June at Swanmead School
  - The Mayor attended Wadham School 'Community Open Day' on Thursday 2<sup>nd</sup> July 2015
  - The Mayor attended Horton Cross Nursing Home held on Friday 3<sup>rd</sup> July 2015
  - The Mayor attended Swanmead Community School 'Celebration of Achievement Evening' held on Monday 13<sup>th</sup> July 2015

#### **5. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster.

#### **6. Reports from District Councillors**

To receive reports from District Councillors.

#### **7. Report from County Councillor for Ilminster**

To receive the report from the County Councillor Linda Vijeh.

#### **8. Appointment of Representative to the Warehouse Theatre Board**

To consider a request from the Warehouse Theatre (made orally during public participation at the Town Council meeting on 23 June 2015) to appoint a representative to their Board.

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

To receive reports from Representatives on Outside Bodies;

Note: At the time of publishing the agenda no written reports had been received.

#### **10. Public Participation Scheme/Policy**

To consider whether or not any amendments should be made to the existing Public Participation Scheme / policy

#### **11. Petitions Policy**

To consider whether or not any amendments should be made to the existing Public Participation Scheme / policy

#### **12. Football & Community Facility Lease**

To consider approval that an agreement for lease is entered into (with the draft lease being appended to the agreement). The agreement will then state that the works will be completed in accordance with the grant awarding body's requirements and lease entered into upon completion of those works.

#### **13. Bat Survey, Britten's Field & Herne Hill**

At the Town Council meeting on 23 June 2015, the Town Clerk was asked to obtain a price for extending the approved bat survey (to meet the planning condition for the Football and Community Facility) to encompass Britten's Field and Herne Hill. The cost

for the survey to meet the planning conditions is £1,920 (which will be met from the Professional Fees budget for the Football and Community Project) the additional cost to extend the survey is £850.00 which requires approval and would be funded by the Town Council.

**14. Internal Audit Report Financial Controls 2014/15 Annual Return**

To consider the report of the Internal Auditor regarding Financial Controls, 2014/15 Annual Return and approve implementation of the action plan

**15. Review of Project Management of the Football and Community Facility**

To consider the report of the Internal Auditor regarding the project management of the Football and Community Facility and approve implementation of the action plan

**16. Project Plan**

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

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

The Schedule of Payments for authorisation is attached for Council's approval.

**18. SSDC Election costs**

To note the cost of the May 2015 elections to the Town Council and approve the payment of £1,263.55 to South Somerset District Council

**19. Exclusion of the Press and Public**

To consider taking item 20 without members of the public and press present due to the confidential nature (i.e. legal advice and commercial interest) of the business to be transacted.

**20. Hammerhead Land**

The Town Clerk to provide an oral update on progress with implementing the Council's instructions regarding the Hammerhead Land.

**21. Potential For Acquiring Additional Open Space**

To consider investigating the possibility of acquiring additional land for amenity use.

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**Reminders**

**Meetings**

Open Spaces 28<sup>th</sup> July 2015

Planning, Highways & Transport Committee 11<sup>th</sup> August 2015

Resources Committee 11<sup>th</sup> August 2015

Council 18<sup>th</sup> August 2015