

Ilminster Town Council Finance & Policy Committee Minutes

A meeting of the Finance and Policy Committee was held on 16th July 2013 in the Council Chamber, The Council Offices, North Street, Ilminster, Somerset, starting at 19:30hrs

Present

Chair: Cllr D Miller

Councillors: P Burton, C Goodall, A Shearman, J Sothern, and S Storey.

In Attendance

M Clayton (Senior Administrator), J Norris (Town Clerk)

Members of the Public

Three members of the public attended this meeting.

12. Apologies for Absence

Apologies for absence were received from Councillors A Lawson, S Shepherd, R Swann, E J Taylor and L Vijeh.

13. Declarations of Interest

The declarations of interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest
A Shearman	4a	Personal	Governor at Swanmead School.
C Goodall	4a & 8	Personal	Acquaintance of Mrs Dixon and Mrs Cole from Cygnet pre-school and a volunteer at Ilminster Tourism.
S Storey	4a	Personal	Acquaintance of Mrs Dixon & Mrs Cole from Cygnet pre-school.
J Sothern	4a & 4b	Personal	Acquaintance of Mrs Dixon & Mrs Cole from Cygnet pre-school and Mrs Hobbs from the Sensory Centre.

14.

Minutes of previous Finance and Policy Committee meeting.

RESOLVED

- (i) to confirm the minutes of the meeting held on 4th June 2013 as a correct record.
- (ii) to update action list relating to the Finance and Policy committee.

Issues discussed included the following:

- The Council does not have a copy of a constitution for Ilminster Tourism.
- The bank reconciliation monitoring by Councillors has been carried out for the months of April and May, and a schedule of dates for future monitoring will be sent out shortly.
- A reimbursement to the Town Clerk for fees for the CILCA training will not be required until the course is completed.

15. Grant Applications

- a) The Committee considered the grant application made by Cygnet pre-school for funding towards a new building, discussions included the following:

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- The Committee agreed that the pre-school is very important to the community of Ilminster and that the present building is in a very bad condition. It was suggested that more than the £1,000 requested should be awarded to the pre-school as the pre-school will benefit the children of Ilminster now and in the future.
- The forecast for the next 5 years shows that the numbers of children, of pre-school age in Ilminster will increase greatly, so there is a need for better facilities.

RESOLVED to RECOMMEND that a grant of £1,500 be awarded to the Cygnet pre-school for funding towards a new building.

- b) The Committee was asked to consider the grant application made by the Sensory Centre for resources for '3 Dimensions' sessions. Discussions included the following:
- The Sensory Centre supports families in Ilminster and South Somerset
 - The renovation of the building, which was funded by 3D Support Services Ltd, has enabled the facilities to be used by other organisations in Ilminster.

RESOLVED to RECOMMEND that a grant of £250 be awarded to the Sensory Centre for a Garden Sensory Box for the '3 Dimensions' sessions.

16. Financial Comparison

The Members received information about the Finance and Policy expenditure and commitments to date, when compared with the 2013/14 budget. Discussions included the following:

- It was agreed that the -£35,318 shown under opening balances, related to the previous year's accounts. This and the general treatment of the reserves will be reviewed by the Town Clerk.

RESOLVED that the report is noted

17. By- Election Costs

Councillors were informed that the Town Council's proportion of costs for the by-election for Ilminster will be approximately £2,000. Discussions included the following:

- The local newspapers will be asked to publicise the election and the candidates and encourage residents of Ilminster to vote.
- The remaining vacancy on the Council will be advertised after the election, with a closing date of 1st September 2013, for applications forms to be returned.

18. Membership Fee - Community Council for Somerset

The Committee was asked to consider the membership for the Community Council for Somerset. Discussions included the following:

- The service Community Council for Somerset provides is different from the service provided by SALC.
- The organisation can provide help in many areas including; consultations and funding opportunities.

RESOLVED to RECOMMEND that the Council renews the membership to the Community Council for Somerset for the year 2013/14.

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19. Draft Service Level Agreement for Iminster Tourism

The Committee was asked to consider the draft service level agreement for Iminster Local Information Centre, managed by Iminster Tourism. Discussions included the following

- The draft service level agreement has been based on the District Council's service level agreement with Local Information Centres.
- Iminster Tourism has seen the draft agreement which met with their approval.
- An amendment is to be made on the document. No 6 should read "To ensure that all persons staffing the Local Information Centre are appropriately trained (see 10 below)".

RESOLVED to RECOMMEND that the Council adopt the service level agreement for Iminster Local Information Centre, managed by Iminster Tourism.

20. Revenue Subsidy Grant Policy.

The Committee was asked to consider the revenue subsidy grant policy. Discussions included the following:

- Anyone can apply for a revenue subsidy grant as long as the criteria are met.
- Both the Grant and Revenue Subsidy Grant details will eventually be available on the Council's website to download

RESOLVED to RECOMMEND that the Council adopt the revenue grant policy.

The meeting closed at 20.37hrs

Chair's signature & Date