

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**

Wednesday 10th December 2014

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 16th December 2014** in the Council Chamber, Council Offices, North 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. Suspension of Standing Orders**
To suspend standing order 1m, which relates to photographing, recording, broadcasting or transmitting the proceedings.
- 2. Apologies for Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
- 3. 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.

4. Minutes

a) To confirm the minutes of the meeting held on **18th November 2014** as a correct record.

b) To consider the office Action Plan relating to the Town Council Meetings.

5. Mayor's Announcements/Engagements

a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements

b) The Mayor and/or the Deputy Mayor attended the following engagement between 18th November and 16th December 2014

- **Saturday 22nd November 2014** – The Mayor and Deputy Mayor attended the Mayor of Yeovil's Charity Ball held at Westlands Conference & Leisure Centre with all proceeds to the Mayor's nominated charity 'YDH Flying Colours Appeal'
- **Wednesday 26th November 2014** - The Mayor attended Yeovil College's Apprentice Awards Evening 2014
- **Friday 5th December 2014** - The Mayor attended 'Turkey & Tinsel' with the production of Joseph and the Amazing Technicolor Dream Coat performed by Chard Amateur Theatre Society In the Guildhall, Chard
- **Tuesday 16th December 2014** – The Mayor is attending Devon Fire and Rescue Service 'Annual Carol Concert' at Exeter Cathedral

6. Police Report

To receive the Ilminster Beat Report for December 2014

7. Reports from District Councillors

To receive reports from District Councillors.

8. Report from County Councillor for Ilminster

To receive the report from the County Councillor Linda Vjeh

9. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies; At the time of publishing the agenda no written reports had been received.

10. Review of Committees

At the Council meeting held on 24 June 2014 new terms of reference for Committees were agreed together with changes to the frequency of meetings. Council resolved to review the effectiveness of the changes in December 2014. This agenda item provides Councillors with an opportunity to suggest further revisions.

11. Sports Club Licence

To consider requests from the Cricket, Football and Sports Club to change the licence arrangements for the Sports Club.

12. Club Licences and Leases

To consider the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club. The clubs have all received a copy of suggested headings, via the Open Spaces Review Group, and been given the opportunity to comment.

- 13. VAT Registration**
To consider the Town Council becoming VAT registered.
- 14. Complaints Policy and Procedure**
To consider adopting a new complaints procedure.
- 15. Policy on Recording Meetings**
To consider adopting a policy on recording meetings
- 16. Budgets**
To consider proposed expenditure and priorities for financial year 2015/16
- 17. Project Plan**
To consider progress on the project plan and whether any changes are necessary.
- 18. Authorisation of Payments and Notification of Virements**
The Schedule of Payments for authorisation is attached for Council's approval.
- 19. Exclusion of the Press and Public**
To consider taking items 20 without members of the public and press present due to the confidential nature 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

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Reminders

Meetings

- Monday 5th January 2015 – Council at the Parish Hall, North Street
- Tuesday 13th January 2015 - Planning, Highways & Transport Committee
- Tuesday 20th January 2015 – Council