

Minutes of a meeting of the **Town Council Meeting** held at Greenfylde First School, Silver Street, Ilminster on Tuesday 17th February 2015 at 19:30hrs

Present:

Chairman: Cllr E J Taylor

Councillors: Cllr P Burton, Cllr C Goodall, Cllr V Higgins, Cllr V Keitch, Cllr A Lawson, Cllr D Miller, Cllr R Neave, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Storey and Cllr R Swann

In Attendance

Officers: Miss J Norris (Town Clerk) and Mrs M Shelley (Admin Officer)

3 members of the public attended the meeting, none of whom wished to speak as part of public participation.

The Mayor welcomed everyone to the meeting and reminded attendees that the meeting may be recorded.

365 Suspension of Standing Orders

To suspend standing order 1m, which relates to photographing, recording, broadcasting or transmitting the proceedings.

RESOLVED to suspend Standing Order 1m which relates to photographing, recording, broadcasting or transmitting the meeting.

366 Apologies for Absence

An apology for absence was received from Councillor Sothern.

367 Declarations of Interest

The declarations of interest outlined in the table below were made:

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr S Shepherd	Agenda item 15 Sports Club Licence	355	Personal	Member of the Cricket Club	Spoke and voted
Cllr J Pallister	Agenda item 15 Sports Club Licence	355	Personal	Sports Club Chair	Did not speak or vote

368 Minutes

a) To confirm the minutes of the meeting held on **20th January 2015** as a correct record.

b) The following items from the office action list were raised:

- Skatepark - Cllr Neave has reviewed the original quotation and order and will be emailing the Town Clerk
- Funfair - rent charges - the Town Clerk was asked if the fair organisers had made any comment about the rental changes and responded that the fair organisers had been into the office and asked for a letter

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detailing the rent increase that they could forward to the Showman's Guild as required by their procedures.

RESOLVED

- (i) that subject to the inclusion of County Councillor Linda Vjeh on the list of persons present the minutes of the meeting held on 20 January 2015 as a correct record.
- (ii) To note the office action list relating to Town Council meetings.

369 Mayor's Announcements/Engagements

a) The Mayor had no announcements relevant to Town Council and Mayoral activities and engagements

b) The Mayor's and Deputy Mayor's engagements between 20th January 2015 and 17th February 2015 had been published on the agenda for the meeting.

370 Police Report

The Ilminster Beat Report for February 2015 was circulated in the document pack immediately prior to the start of the meeting but a member of the local policing team was not able to attend.

Issues discussed during consideration of this item included:

- It would be helpful if a member of the local policing team could attend a meeting – it is some time since this has happened
- A Partners and Communities Together meeting has been arranged.

371. Reports from District Councillors

A written report from Cllr Goodall was circulated in the document pack immediately prior to the start of the meeting.

Issues discussed during consideration of this item included:

- Triggers are the spray tops that can be found on some plastic bottles
- Health & leisure strategy refresh - the dates for consultation events have not yet been published but Councillors are urged to participate in any way they can.

372. Report from County Councillor for Ilminster

To receive the report from the County Councillor Linda Vjeh

Issues discussed during consideration of this item included:

- Winterhay Lane Footpath status – the County Councillor agrees that the delay is unacceptable and she is trying to find some way forward and is willing to help mediate if required
- The street light in Eames Orchard has been repaired
- Some villages are flushing out their own drains

373 Reports from Representatives on Outside Bodies

Chamber of Commerce A written report from the Chamber of Commerce meeting was circulated in the document pack immediately prior to the start of the meeting.

Twinning Association Cllr Keitch has attended a couple of meetings; the visitors from Riec will be here during Ilminster Midsummer Experience; it has been suggested that sport and in particular the football club could benefit from twinning links

Arts Centre Cllr Keitch has attended 2 meetings with Trustees of the Arts centre which have been very positive.

FairTrade Cllr Keitch reported that Fair Trade status had been awarded to Ilminster and this will be dealt with formally at the Annual Community Assembly (21 April 2015)

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Ilminster Education Foundation Cllr Shepherd reported that the Finance Committee has granted monies from the parish fund to Ilminster Majorettes.

374 Draft Rural Lettings Policy

The proposed Draft Rural Lettings Policy for Somerset was considered.

Issues discussed during consideration of this item included:

- That Ilminster should be included in the list of towns on page 1 footnote 1

RESOLVED

- (i) That the Town Clerk writes to South Somerset District Council to advise them of the amendment to footnote 1
- (ii) That Councillors email the Town Clerk with any other comments

375 Threat to Rural Community Support Funding

The Town Council's response regarding a campaign to call on the Secretary of State for Environment, Food and Rural affairs not to withdraw funding for the ACRE Network of rural community councils was considered.

Issues discussed during consideration of this item included:

- Advice from ACRE has been obtained with regard to the Warehouse Theatre and the Parish Hall ,
- ACRE used to run a drama festival
- ACRE as an organisation is a source of advice rather than a funding body
- The terms "Ilminster within" and "Ilminster without" without are often heard; the Town Council should consider and support the needs of nearby villages
- The Warehouse Theatre and Parish Hall management committee should be made aware of the e-petition.

RESOLVED that the Town Clerk signs the e-petition on behalf of the Town Council calling on the Secretary of State for Environment, Food and Rural affairs not to withdraw funding for the ACRE Network of rural community councils.

376 Grants Policy

The Town Council's grant policy for the year 2015/16 was considered.

Issues discussed during consideration of this item included:

- With such limited funding available, the maximum percentage of the project costs that it would be appropriate to grant fund
- Limited resources of organisations to complete grant applications
- Limited Town Council resources to check grant applications
- The potential impact of repeat applications
- Publicising the availability of grants

RESOLVED

- (i) Grants are limited to a maximum of £250.00
- (ii) A grant application should not exceed 50% of the total cost of the project
- (iii) Subject to (i) and (ii) above the grants policy as circulated with the agenda be approved and adopted (final version attached to these minutes as Appendix 1)

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377 Accommodation Working Group

To consider the criteria for future Town Council office accommodation compiled by the Accommodation Working Group which was circulated in the document pack immediately prior to the start of the meeting.

Issues discussed during consideration of this item included:

- This list was intended as a starting point for discussion
- A Council Chamber should be on the list of essential requirements
- Consideration needs to also be given to accommodation for the Open Spaces Team

RESOLVED

- (i) that Chair & Vice-Chair of Open Spaces Committee are ex officio members of the Accommodation Working Group
- (ii) that the scope of the Accommodation Working Group covers all ITC accommodation requirements

378 Football And Community Facility Project Governance Group

The report and recommendations from the first meeting of the Football And Community Facility Project Governance Group were circulated in the document pack immediately prior to the start of the meeting.

Issues discussed during consideration of this item included:

- Reports and recommendation from the Football And Community Facility Project Governance Group will be a standing item on Council agenda until the project's completion
- Sport England have requested that as the landlord Ilminster Town Council is the grant applicant
- Until a grant is awarded the specific terms and conditions attached to that grant will not be known
- The need to protect the tenure of leaseholders
- Grant awarding bodies are likely to want copies of the lease
- South Somerset District Council have officers with expertise in project management who are willing to offer advice
- Quotations for the design of civil engineering works do not appear to pricing the same work
- The same specification for the civil engineering design work was provided to contractors
- The next Project Governance Group meeting will be focussing on the planning application conditions
- As part of their fund-raising for the building the Football Club will be organising "Buy A Brick" so that members of the community can have a brick with their name on it as part of the building's construction.

RESOLVED

- (i) That the Town Council become the lead organisation for the Sport England grant application and take over the terms and conditions if a grant is awarded.
- (ii) that subject to consultation with the appropriate officer at South Somerset District Council the Project Manager brief as attached to these minutes (Appendix2) is approved

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- (iii) That efforts are made to obtain at least 3 submissions for the project management role
- (iv) That delegated authority is given to the Town Clerk, following consultation with the Football and Community Facility Project Governance Group and appropriate officers at South Somerset District Council “to appoint the Project Manager”
- (v) That the Town Council endorses the “buy a brick” fundraising initiative with names of donors on the bricks
- (vi) To defer making a decision on accepting a quotation for the design of the civil engineering works to a special Council meeting in order for Councillors to have sight of the specification

379 Sports Club Licence

The Town Council considered requests from the Cricket, Football and Sports Clubs to change the licence arrangements for the Sports Club. This item was deferred from Council meeting on 20th January 2015

The Mayor read out:

- a letter from the Chair of the Sports Club
- an email from the Treasurer of the Cricket Club
- a draft proposal based upon a suggestion from Councillor Neave

Issues discussed during consideration of this item included:

- This is about a licence to occupy land, not the liquor licence
- The length of time required for the solicitor to prepare a new licence
- The Sports Club is the main source of income for the cricket club
- The Cricket Club have an aspiration to improve the facility
- The impact of the takings from the Sports Club upon the income for the cricket and football clubs
- Comments made to Councillors about the dilapidated state of the building and the negative visual impact

RESOLVED

- (i) That the Town Council accepts the Sports Club’s notice to terminate their licence with a 6 months’ notice period, as stated in the licence, starting on 17 February 2015, the date that the written notice letter was received by the Town Council
- (ii) That the Town Council agree in principle that the cricket club will be given a new licence to occupy what is currently known as The Sports Club
- (iii) That taking into account the discussions at this meeting Cllr Neave is given the opportunity to refine her draft proposal and resubmit it to the next Council meeting

NB: Cllrs Pallister & Shepherd declared personal interests in this agenda item

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380 Review of Standing Orders

The Town Council considered the approval and adoption of Standing Orders as recommended by the Resources Committee (10.02.15), a copy of which was included in the document pack circulated immediately prior to the start of the meeting.

Issues discussed during consideration of this item included:

- The sections are not arranged in an order that flows and assists the user

RESOLVED

- (i) to approve and adopt the content of the Standing Orders as attached to these minutes as Appendix 3
- (ii) that the Town Clerk is given delegated authority to reorder the content following consultation with Councillors

381 Review Of Financial Regulations

The Town Council considered the approval and adoption of Financial Regulations as recommended by the Resources Committee (10.02.15) a copy of which was included in the document pack circulated immediately prior to the start of the meeting.

RESOLVED to approve and adopt the Financial Regulations as attached to these minutes as Appendix 4

382 Project Plan

The Town Council considered progress on the project plan and whether any changes were necessary.

RESOLVED

- (i) Item no 2 “ Additional land for recreational space” should have a revised review / action date of December 2015
- (ii) Item no 4 “ new Management Plan for Herne Hill” should have a revised review / action date of December 2015
- (iii) Item no 6 “Strategic Vision” should have a revised review / action date of December 2015
- (iv) Item 9 “Adoption of Lower Meadow, Canal Way Development” can now be removed as the roads and paths etc. have now been adopted

383 Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated prior to the meeting for Council’s approval.

Issues discussed during consideration of this item included:

- payment 9536 to Bradfords for Timber was for bench refurbishments

RESOLVED that the accounts listed in the schedule presented to the Council totaling £8,617.14 net be approved.

384 Exclusion of the Press and Public

RESOLVED to exclude the press and public whilst agenda item 20 was discussed due to the confidential nature of the business to be transacted.

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385 Hammerhead Land

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

RESOLVED that the purchase should be continued and the Town Clerk be given delegated authority to incur up to £5,000 on solicitors fees related to the purchase

The meeting closed 21:50hrs

Chair's signature & date