

# ILMINSTER TOWN COUNCIL

Council Offices  
North Street  
ILMINSTER  
Somerset  
TA19 0DG



Tel: 01460 52149  
Fax: 01460 55642  
e-mail: [town.council@ilminster.gov.uk](mailto:town.council@ilminster.gov.uk)

Town Clerk: **Joy Norris**


Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 18th June 2013**.

The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster.

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

  
Joy Norris  
Town Clerk

11.6.13  
Date

## 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 14th May 2013 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 attended the following engagements between 7th May 2013 and 18th June 2013.
    - Thursday 6th June 2013 Alzheimer's Society, Singing for the brain at Muchelney House, Ilminster
    - Sunday 9th June 2013 Mayor's Civic Service at the Minster Church, Ilminster
    - Sunday 9th June 2013 Ilminster Experience, Classic & Historic Vehicle Show at Ilminster recreation ground

- Saturday 15th June 2013 Iminster Swimming Club, Jurassic League 2013 at Bridport Leisure Centre
- Saturday 15th June 2013 Lions Club of Iminster, Summer fete at Swanmead School
- Sunday 16th June 2013 Mayor of Chard Town Council's Civic Service at the St Mary's Church, Chard

**5. Police Report**

Iminster Beat Report – June 2013 (as attached, agenda item 5)

**6. Reports from County Councillors**

To receive reports from County Councillors

(There were no reports received at the time the Agenda was published)

**7. Report from District Councillor**

To receive reports from District Councillors

(There were no reports received at the time the Agenda was published)

**8. Nominate Representatives to Outside Bodies**

Nominate Representatives to Outside Bodies

a) Dementia Friendly Communities Iminster Steering Group (email attached)

**9. Open Spaces Committee**

The Chair of the Open Spaces Committee to provide an oral update on relevant matters and present recommendations made by the Committee meeting held on 21st May 2013. (as attached, agenda Item 9)

**10. Finance & Policy Committee**

The Chair of the Finance and Policy Committee to provide an oral update on relevant matters and present recommendations made by the Committee meeting held on the 4th June 2013. (as attached, agenda item 10)

**11. Planning Committee**

The Planning Committee met on the 14th May 2013 and there are no recommendations for Council to consider.

**12. Cardio Tennis**

To consider a request to hold Cardio tennis session on the tennis courts of the Wharf Lane Recreation Ground. (email request attached)

**13. Media and Publicity Policy**

To consider the adoption of a Media and Publicity Policy. (To follow)

**14. Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies.

(There were no reports received at the time the Agenda was published)

**15. Authorisation of payments (to follow)**

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

- 16. **Project Plan** (as attached, agenda item 16)  
To consider progress on the project plan and whether any changes are necessary.

XX

**Reminders**

**Meetings**

25th June 2013	Planning
2nd July 2013	Open Spaces
9th July 2013	Staffing
16th July 2013	Finance & Policy
25th July 2013	Planning



## ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **ANNUAL COUNCIL MEETING** held in the Council Chamber, Ilminster on Tuesday 14<sup>th</sup> May 2013 at 19:30hrs

### **Present**

**Chairman:** Cllr R Swann, (until the appointment of Mayor)  
Cllr E J Taylor (for the remainder of the meeting)

**Vice Chairman:** Cllr L Vijeh

**Councillors:** Cllr P Burton, Cllr C Goodall, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, and Cllr S Storey.

### **In Attendance**

**Officers:** Mrs M Clayton, (Senior Administrator), Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk).

1. **Apologies for absence**  
Apologies for absence were received from Councillors Austin and Lawson.
2. **Declarations of Interest**  
None.
3. **Appointment of Mayor**  
Current Mayor Roger Swann invited nominations for Mayor of Ilminster for the year to May 2014.  
Cllr Swann nominated Cllr Taylor seconded by Cllr Shearman.  
There were no more nominations and it was therefore,  
**RESOLVED** that Cllr Taylor be Mayor of Ilminster for the year to May 2014.
4. **Declaration of Acceptance of Office**  
Cllr Taylor signed the Declaration of Acceptance of Office in the presence of the Town Clerk as Proper Officer, and fellow Councillors, Cllr Taylor then took the Chair.
5. **Appointment of Deputy Mayor**  
The Mayor invited nominations for Deputy Mayor.  
The following proposals were received for the appointment of Deputy Mayor  
Councillor Taylor nominated Cllr Lawson this was seconded by Cllr Shearman.  
Councillor Shepherd nominated Cllr Vijeh this was seconded by Cllr Miller.  
Councillor Shepherd, in accordance with Standing Orders, requested a recorded vote and the record is attached to these minutes as Appendix A.  
A vote was taken with the majority vote given to Cllr Vijeh, it was therefore  
**RESOLVED** that Cllr Vijeh be Deputy Mayor of Ilminster for the year to May 2014.
6. **Minutes of the Council Meeting held on 7<sup>th</sup> May 2013**  
**RESOLVED** that the minutes of the Council Meeting held on the 7<sup>th</sup> May 2013 be confirmed as a correct record.

Chair's Initials
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**ILMINSTER TOWN COUNCIL  
MINUTES**

**7. Appointment of Committees and Committee Chairs**

a) Finance & Policy Committee

Councillor Shepherd proposed Councillor Miller to be Chair of Finance & Policy Committee this was seconded by Councillor Swann. There were no more nominations.

**RESOLVED** that Councillor Miller be Chair of the Finance and Policy Committee for the year to May 2014.

b) Open Spaces Committee

Councillor Pallister proposed Councillor Goodall to be Chair of Open Spaces Committee seconded by Councillor Swann. There were no more nominations.

**RESOLVED** that Councillor Goodall be Chair of Open Spaces Committee for the year to May 2014.

c) Planning Committee

The following proposals for Chair of Planning Committee were received.

Councillor Vijeh nominated Councillor Shepherd.

Councillor Burton nominated Councillor Shearman.

Councillor Shepherd declined to be nominated as chair of Planning Committee.

Following a vote it was:

**RESOLVED** that Councillor Shearman be Chair of Planning Committee for the year to May 2014.

d) Staffing Committee

**RESOLVED** that Councillor Taylor is to be Chair of Committee with Councillor Vijeh as Vice Chair, with Councillors Swann, Shepherd and Sothern.

Appeals Committee

**RESOLVED** that Councillors Austin and Burton remain on the Appeals committee with Councillor Storey as a named reserve.

Grievance, Capability and Disciplinary Committee

**RESOLVED** that Councillor Vijeh is Chair of Grievance, Capability and Disciplinary Committee with Councillors Shearman, Shepherd and Sothern and Councillors Goodall and Miller as reserves.

**8. Appointment of Representatives to Outside Bodies**

**RESOLVED** that the following members represent the Council on Outside Bodies for the year to May 2014.

Christmas Lights – Cllr J Pallister

Chamber of Commerce – Cllr C Goodall, Cllr E J Taylor

Greenfylde School - To be appointed at a future Council Meeting

Ile Valley Children's Centre – Cllr C Goodall

Iminster Education Foundation – Cllr S Shepherd, Cllr R Swann

Ile Youth Centre – Cllr P Burton

Iminster Forum – Cllr A Lawson

Iminster Tourism – Cllr S Storey

Meeting House – Cllr J Sothern

MTIG- Cllr C Goodall, Cllr E J Taylor

SALC – Cllr D Miller

Swanmead School – Cllr S Storey

Twinning Association – To be appointed at a future Council Meeting

Chair's Initials
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**ILMINSTER TOWN COUNCIL  
MINUTES**

Wadham School – Cllr S Shepherd

**9. Appointment of Cheque Signatories**

**RESOLVED** that the following Members be appointed as Cheque Signatories for the year to May 2014; Cllrs Goodall, Miller, Shepherd, Swann and Taylor.

**10. Parish Path Liaison Officer**

Councillor Goodall nominated Councillor Swann seconded by Councillor Shepherd.

**RESOLVED** that Councillor Swann be Ilminster Parish Path Liaison Officer.

**11. Calendar of Meetings for 2013/14**

The Calendar of Meetings for 2013/14 was approved.

The meeting closed at 20:15 hrs.

Chair's Signature & Date
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Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013

Agenda item 3b)

Date	Minute	Action (To - do)	Action by	Action Taken	Completion date
04.09.12	11	Byelaws – Amend byelaw	Marilyn Shelley/ Nicola McIntosh	Left message w/e 26/4/13	Sent awaiting reply
16.10.12	7	CILCA -Town Clerk be reimbursed of fees for attending a training course	M. Shelley	After 6month probationary period???	
16.10.12	Item 13	The Town Clerk be given delegated authority, following consultation with the Council's representative to the Ilminster Forum, to convene a small group to consider suitable projects and expressing an interest in receiving funding from the Market Towns Initiative Group.	Joy		
04.12.12	Item 12	[Winterhay Recreation Area] (v) that subject to the ownership of the fence at the Winterhay recreation area being confirmed in writing, as to belonging to Ilminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.	Joy/ Marilyn / Michelle	Approved Quote obtained x2 Needed if ownership confirmed by SSDC	
04.12.12	Item 12	[North West Cemetery Wall] (vi) that the Town Clerk obtains 3 prices for undertaking the work to remove the existing railings and wall and making safe and erecting a temporary fence and marking the boundary of the Ilminster Town Council land. [North West Cemetery Wall] (vii)that the Town Clerk, following consultation with Chairs of the Open Spaces and the Finance and Policy Committees, is given delegated authority to accept the lowest quotation for the work and to authorise the work to commence.	Joy/ Marilyn/ Michelle  Joy	Approved  Approved	Quotes rec'd. Order raised for selected company on 18.04.13 Work to start 01.07.13 As above

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
04.12.12	Item 12	[North West Cemetery Wall] (viii) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration- with the neighbouring land owner or their representative present if they so desire (the cost of which must be met by the neighbouring landowner).	Joy	Approved	
04.12.12	Item 12	[North West Cemetery Wall] (viii) that during the course of the work outlined in (vi) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration- with the neighbouring land owner or their representative present if they so desire (the cost of which must be met by the neighbouring landowner).	Joy	Approved	
04.12.12	Item 12	[North West Cemetery Wall] (ix) That a record is kept by the Town Council of all costs incurred for undertaking the work detailed in (i) above so that any appropriate recharges can be made.	Joy/ Marilyn/ Michelle	Approved	
11.12.12	Item 5	Continue carrying out risk assessments	Joy	Continuing	
11.12.12	Item 8	Need to measure the area at the side of the skate park and obtain quotes	Marilyn/Tony	Waiting for measurement. Measurements rec'd – awaiting quotes	In the process of ordering (as at 17.04.13)
31.01.13	Item 6	<b>RESOLVED</b> that The Chair discusses potential projects with the Town Clerk, and compiles a list, which will be sent out to councillors for their comments.(MTIG)	Cllr Goodall/ Joy	In the process of compiling list	

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
31.01.13	Item 10	Town Clerk to approach Cricket Club to see if they will contribute towards the cost of replacing the surfacing outside the workshop entrances	Joy	On hold pending Open Spaces Review	
31.01.13	Item 10	Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Need to obtain more up to date quotes for all the areas that need new matting surface	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Need to obtain quotes for concrete to be laid instead of matting	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 10	Arrange for the Committee to view other local areas that use this matting	Joy	On hold pending Open Spaces Review	
31.01.13	Item 10	Find out the life expectancy of the matting	Marilyn	On hold pending Open Spaces Review	
31.01.13	Item 11	Warden to install handrail and dig out step at the Brittens Field gateway near dog bin	Tony	In progress 29.04.13	Complete As at 14.05.13
05.02.13	Item 9	RESOLVED that subject to at least three quotes being obtained, the Town Clerk has delegated authority to purchase 'wet pour' surfacing for the seesaw area and mesh matting for the other areas, not exceeding a total cost of £2000 +vat.	Marilyn/ Michelle	Approved 05.02.13	Order raised for the seesaw area 11.04.13 Due to start work on 17th June 2013
05.02.13	Item 9	RESOLVED that (i) The Town Clerk attempts to obtain three quotations for both the architectural survey of the market house and the asbestos survey. (ii) Subject to satisfactory quotations being obtained the	Marilyn	Approved 05.02.13	Asbestos survey carried out on 21.02.13

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
05.02.13	Item 12 FC Football Stands	<p>Town Clerk has delegated authority to engage a qualified surveyor to carry out an architectural survey on the market house at a cost not exceeding £680 +vat and asbestos survey on the Council's properties at a cost not exceeding £600+ vat</p> <p><b>RESOLVED</b></p> <p>i) That the Town Clerk obtains at least 3 quotations for the safe dismantling of the Southern end of the football stand, the quotations to include a breakdown of staffing and equipment costs and give a timescale for the work to be undertaken.</p> <p>ii) That following consultation with the Chairs of the Open Spaces and Finance &amp; Policy Committees the Town Clerk is given delegated authority to accept the quotation which provides best value for money provided that the contractor has appropriate third party liability insurance and provides the Town Clerk with a copy of the risk assessment for undertaking the work</p> <p>iii) That the Town Council undertakes all the administration and arrangements regarding dismantling the football stand</p> <p>iv) That the value of any scrap metal from the dismantled stand is offset against the grant requested by the Football club.</p> <p>v) Subject to (iv) above, the Town Council, in the interests of timeliness and health and safety will meet the costs of dismantling the stand.</p>	Joy/ Marilyn	Approved 05.03.13	3 quotes rec'd .  Company chosen – waiting for references  References rec'd 15.03.13  Orders to be raised this week 15.04.13  Order raised 18.04.13 Work to start 10.06.13
19.02.13	Item 8	<p><b>RESOLVED</b> that the Town Clerk has delegated authority to arrange for the gateway at Brittens Field to be replaced with 3mm dust to scalping, (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500</p>	Joy/Marilyn/ Michelle	Take to Full Council 19.02.13	Approved 19.02.13  Order raised 11.04.13 Cheque raised 07.05.13

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
19.02.13	Item 9 3) HR Framework	RESOLVED that the following documents are approved and adopted by Council. <ul style="list-style-type: none"> <li>• Discipline Policy &amp; Procedure</li> <li>• Grievance Policy &amp; Procedure</li> <li>• Whistleblowing Policy &amp; procedure</li> <li>• Recruitment Policy &amp; procedure</li> </ul>	Joy	Approved 19.02.13	
19.02.13	Item 11	To consider and look into a critical incident plan for town (For the event of Fire/Flooding etc.	Joy/Marilyn/ Nikki		
05.03.13	Item 9 Digging Cremation Plots	<b>RESOLVED</b> i) that the existing cemetery rules and regulations should be more robustly enforced ii) that the Town Clerk reports back to the Committee in 3 months time advising of any continuing problems	Joy	On-going Report back in June 2013	
05.03.13	Item 12 Open Spaces Review Group	Town Clerk to obtain quotations for a topographical survey of the recreation land	Joy/Marilyn	Requests for quotations sent out. Due back on 10/05/13	Quotes received. On agenda for meeting on 21.05.13
19.03.13	Item 5 Financial Monitoring	Investigate the income on the Ilminster Sport initiative Account and how this amount can be refunded or use towards another sports project	Joy/Marilyn	To be taken to a future F & P meeting 02.07.13?	Added to agenda planner 23.04.13
26.03.13	Item 4 Insurance Quotations	<b>RESOLVED</b> i) that the Town Clerk has delegated authority after discussions with the Chair of the Finance and Policy Committee, to accept the insurance quotation which offers 'Best of Value'. ii) that the lowest quotation be accepted for undertaking a rebuild valuation survey of Council property.	Joy/Marilyn	Take to Full Council on 26 <sup>th</sup> March 2013	Insurance cover taken with Aviva wef 01.04.13

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
26.03.13	Item 6 <b>Grants Policy</b>	<b>RESOLVED</b> to that the amended Grants Policy be adopted for 2013/14.	Joy	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13
26.03.13	Item 8 <b>Rent Increases</b>	<b>RESOLVED</b> to that the rents for the Football Club, The Youth Football Club, the Cricket Club and the Sports Club be increased by 3.1% for the year 2013/14	Joy	Take to Full Council on 26 <sup>th</sup> March 2013	Approved 26.03.13
26.03.13	Item 13 <b>PACT</b>	Joy to see if a rep from neighbourhood watch could be involved in the PACT Meetings	Joy		
26.03.13	Item 13 <b>PACT</b>	Iminster Town Council Rep to be appointed for PACT Meetings - Ask at Annual Town Meeting 18 <sup>th</sup> April	Joy		
26.03.13	Item 12 <b>Iminster Football Club</b>	A letter to the Football Club granting permission to erect marquee on the condition that the ground is returned to the state prior to the occasion and that access is only via the bottom entrance by the tennis courts.	Joy		Town Clerk spoke to Football Club 04.04.13
26.03.13	Item 14 <b>Residents Newsletter</b>	Newsletter - Produce 2 editions per year, add to website, Councillors to distribute to every household in Iminster	Joy/Marilyn/ Nikki/Michelle/ e/ Councillors	Sent draft to Press-tige Print Services. 31.05.13 Raising purchase order. Councillors submitting routes.	
23.04.13	Item 4 <b>Warden's Report</b>	Quotations for Weed Killing work – Once all quotation back, this matter will need to be discussed at Open Spaces	Joy/ Marilyn/ Michelle	To add to OS agenda planner	Added to agenda planner 14.05.13

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
23.04.13	Item 9 <b>Planting of the area known as'the Triangle'.</b>	Report back to Councillors when ownership of the land has been established	Joy	Waiting to hear from SCC 23.04.13 Cllr Vjeh will chase up on our behalf – 21.05.13	Waiting for quotes 23.04.13
23.04.13	Item 9 <b>Planting of the area known as'the Triangle'.</b>	<b>RESOLVED to RECOMMEND</b> that the Town Council makes a bid to the Market Town Investment Group for planters for the area known as' The Triangle'.	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 <b>Approved</b> <b>07.05.13</b>
23.04.13	Item 10 <b>Angling Association's request - Carp in the Canal</b>	<b>RESOLVED to RECOMMEND</b> that the Council allow the Ilminster Angling Association to introduce 200 F1 Carp to the canal under the following conditions: i) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked. ii) that the outlet pipe grill is maintained by the Angling Association	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 <b>Reworded</b> <b>and</b> <b>approved</b> <b>07.05.13</b>
23.04.13	Item 11 <b>Judges for scarecrow competition</b>	Councillors Lawson, Swann, and Vjeh to be informed nearer the time with details of the judging procedures	Joy/Marilyn/ Nikki	Inform judges wk/beginning 27 <sup>th</sup> May 2013	Completed
23.04.13	Item 12 <b>Water Supply at the cemetery</b>	<b>RESOLVED</b> that the Town Clerk obtains quotations for a new water supply for the cemetery.	Joy/ Marilyn/ Michelle	To obtain quotes	

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
23.04.13	Item 13 <b>Cemetery lodge</b>	<b>RESOLVED</b> that the Town Clerk obtains quotations for the repairs to the minor internal cracks of the cemetery lodge.	Marilyn	To obtain quotes	
23.04.13	Item 13 <b>Cemetery lodge</b>	<b>RESOLVED to RECOMMEND</b> that the Town Council renews the cemetery lodge tenancy agreement with its current tenants	Joy	To be taken to Full Council on 07.05.13	To be taken to FC 07.05.13 <b>Approved 07.05.13</b>
23.04.13	Item 14 <b>Removal of cemetery wall</b>	Inform the Committee once the work has started to remove the cemetery wall.	Joy	Work due to start on 1 <sup>st</sup> July 2013	
23.04.13	Item 14 <b>Removal of cemetery wall</b>	Email Councillors with the 3 quotations received	Joy	Quotations emailed on Clerks update	Complete
23.04.13	Item 15 <b>Ground work at the Rec</b>	Phone contractor and find out if the price differs if they use 40mm stones instead of 20mm stones.	Marilyn	Phone contractor	Complete
23.04.13	Item 15a <b>Ground work at the Rec</b>	<b>RESOLVED to RECOMMEND</b> 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.	Joy	To be taken to Full Council on 07.05.13	<b>Approved 07.05.13</b>
23.04.13	Item 15b <b>Ground work at the Rec</b>	Work to the entrance of the area between the football ground and The Mead – project postponed until the drainage work has been done	Michelle	To be added to future OS agenda – to look at after drainage work has been completed	Added to agenda planner 14.05.13 Complete



**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
30.04.13	Item 5 Future Revenue Grant Application	RESOLVED that the Town Clerk sends a letter to the Youth Club on behalf of the Town Council fully supporting their organisation.	Joy	Letter sent	COMPLETE
30.04.13	Item 5 Future Revenue Grant Application	RESOLVED to RECOMMEND 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.	Joy	To be taken to Full Council on 07.05.13	Taken to Full Council on 07.05.13 Approved 07.05.13
30.04.13	Item 5 Future Revenue Grant Applications	Inform the Youth Club when the above matter goes to Committee	Joy	Letter sent to Youth Club	COMPLETE
30.04.13	Item 5 Future Revenue Grant Applications	Speak to Ilminster Tourism regarding a letter of support for their organisation.	Joy	Spoke to Tourism – Letter not sent due to them coming in to do a presentation on 04.06.13	Presentation on 04.06.13 COMPLETE
30.04.13	Item 5 Future Revenue Grant Applications	Amend the draft meeting timetable so that there are meeting more frequently.	Joy	Amended timetable sent out on 10.05.13	Complete
30.04.13	Item 6 Bank Reconciliation	RESOLVED that the Town Clerk sets up a rota to show which Councillor will come in, on which month, to monitor the bank reconciliation process.	Joy		

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<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
30.04.13	Item 7 <b>Renewal of Memberships</b>	<b>RESOLVED to RECOMMEND</b> that Council renews the memberships with the following organisations: a) Action for market Towns b) Institute of Cemetry and Crematorium Management c) SALC (Somerset Association of Local Government)	Joy/ Marilyn/ Michelle	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 <b>Approved 07.05.13</b>
30.04.13	Item 8 <b>Office Equipment</b>	<b>RESOLVED to RECOMMEND</b> 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.	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 <b>Approved 07.05.13</b>
07.05.13	Item 8 <b>Boot Camp Style fitness class</b>	<b>RESOLVED</b> 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.		<b>Approved 07.05.13</b>	
07.05.13	Item 8 <b>Use of the Rec</b>	<b>RESOLVED</b> that the Council will grant 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'	Joy	<b>Approved 07.05.13</b>	
07.05.13	Item 8 <b>Layout Plan for the funfair</b>	<b>RESOLVED</b> that i) the Council accept the small layout plan for the funfair in June 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	Joy	<b>Approved 07.05.13</b>	Deposit received from Herberts 03.06.13 Invoice sent

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
		increased to £375.			for the fees.
07.05.13	Item 8 <b>Maintenance work on the cricket pavilion</b>	<b>RESOLVED</b> 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	Joy	<b>Approved</b> <b>07.05.13</b>	3 Quotations rec'd.  Order raised 20.05.13 Cheque raised 04.06.13
07.05.13	Item 8 <b>Planting of the area known as 'the Triangle'.</b>	<b>RESOLVED</b> that the Town Council makes a bid to the Market Town Investment Group for planters for the areas known as 'The Triangle', Swan Precinct and Ditton Street	Joy	<b>Approved</b> <b>07.05.13</b>	
07.05.13	Item 8 <b>Angling Association's request - Carp in the Canal</b>	<b>RESOLVED</b> 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.		<b>Approved</b> <b>07.05.13</b>	
07.05.13	Item 8 <b>Angling Association's request - Carp in the Canal</b>	Design for the outlet pipe grill structure to be approved by the Town Clerk	Joy To get advice from Env. Agency		

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
07.05.13	Item 8 Cemetery lodge	<b>RESOLVED</b> that the Town Council renews the cemetery lodge tenancy agreement with its current tenants		<b>Approved 07.05.13</b>	Informed Elder Froy -- They will inform tenants
07.05.13	Item 8 Ground work at the Rec	<b>RESOLVED</b> 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.		<b>Approved 07.05.13</b>	Order raised 09.05.13 Waiting for ins docs Docs rec'd 14.05.13 Order sent 20.05.13
07.05.13	Item 9 Future Revenue Grant Application	<b>RESOLVED</b> 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.		<b>Approved 07.05.13</b>	
07.05.13	Item 9 Future Revenue Grant Application	<b>RESOLVED</b> 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.		<b>Approved 07.05.13</b>	
07.05.13	Item 9 Renewal of Memberships	<b>RESOLVED</b> 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)		<b>Approved 07.05.13</b>	Cheques to be raised 14.05.13 Cheque sent 16.05.13
07.05.13	Item 9 Office Equipment	<b>RESOLVED to RECOMMEND</b> 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.		<b>Approved 07.05.13</b>	Order sent 10.05.13 Cheque 04.06.13 Sent 01.06.13

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
07.05.13	Item 10 <b>Planning Committee</b>	The Town Clerk will inform the members regarding the Horton Cross petrol station application on the next Clerk's update.	Joy		Sent on update dated 10.05.13
07.05.13	Item 12 <b>Approval of Accounts</b>	The Town Clerk will investigate the 2 recommendations from the Internal Auditor A) that the accounting procedure for Reserves is reviewed. B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.	Joy/ Marilyn		
07.05.13	Item 12 <b>Approval of Accounts</b>	The Town Clerk will look at how improvements can be made to the information that is required on our Annual Governance Statement	Joy		
07.05.13	Item 12 <b>Approval of Accounts</b>	<b>RESOLVED</b> that the accounts of Ilminster Town Council from the year 2012/13 be approved.		<b>Approved</b> <b>07.05.13</b>	
07.05.13	Item 13 <b>Authorisation of Payments</b>	<b>RESOLVED</b> that the accounts listed in the schedules presented to the Council, totalling £18971.76 and £1476.09 be approved.		<b>Approved</b> <b>07.05.13</b>	
07.05.13	Item 14 <b>Community Resilience Store</b>	<b>RESOLVED</b> that the Town Council supports the idea of a community resilience store in principle.			
07.05.13	Item 15 <b>Project Plan</b>	<b>RESOLVED</b> to delete item 4 from the Project Plan – Crack in the cemetery lodge wall.	Nikki/ Michelle	Nikki deleted from list 14.05.13	Complete
21.05.13	Item 3a <b>Minutes</b>	Inform Ilminster Experience that the drainage work and the work to the football stands will not be done until after 10 <sup>th</sup> June 2013	Joy		

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
21.05.13	Item 4 <b>Warden's report</b>	Make sure the muddy area at Herne Hill is part of the route for the Open Spaces walkabout.	Tony	Tony put on route 06.06.13	Complete
21.05.13	Item 4 <b>Warden's report</b>	Put on agenda planner for the next meeting, an item on the work that needs to be carried out to the muddy area at Herne Hill	Michelle	Put on agenda planner	24.05.13 <b>COMPLETE</b>
21.05.13	Item 5 <b>Topographical Surveys</b>	<b>RESOLVED to RECOMMEND</b> that the Town Clerk has delegated authority, after consultations with the Chair of Open Spaces and the appropriate Officers at SSDC, to accept the best value quotation for the topographical survey, subject to references being obtained.	Joy	Take to Full Council on 18.05.13	
21.05.13	Item 6 <b>Football pitches</b>	<b>RESOLVED</b> that the Town Clerk informs the Football Club that the Town Council cannot make a decision until the topographical survey and the consultations for the Recreation Review have been carried out.	Joy		
21.05.13	Item 7 <b>Rebuilding the cemetery wall</b>	<b>RESOLVED to RECOMMEND</b> that the Town Council no longer asks for a contribution from the neighbours of the cemetery, towards the costs of removing the cemetery wall.	Joy	Take to Full Council on 18.05.13	
21.05.13	Item 7 <b>Rebuilding the cemetery wall</b>	<b>RESOLVED</b> that the Town Clerk seeks legal advice regarding the covenant for the cemetery	Joy		
21.05.13	Item 8 <b>Removal of metal balance beam</b>	<b>RESOLVED to RECOMMEND</b> that i) the metal balance beam at the Children's play area is removed due to health and safety reasons. ii) the Open Spaces Wardens replace the metal balance beam with a wooden balance beam to be designed and constructed by the Wardens.	Tony/ Marilyn	Take to Full Council on 18.05.13	

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To – do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
04.06.13	Item 4 <b>Election of Vice-Chair</b>	Update lists – Cllr P Burton elected Vice-Chair of F&P	Nikki/ Michelle	Lists updated	06.06.13 COMPLETE
04.06.13	Item 5 <b>Presentation by Ilminster Tourism</b>	See if Town Council have a copy of the constitution of Ilminster Tourism – Copy needs to be sent to all Cllrs	Marilyn/ Michelle		
04.06.13	Item 6a <b>Grant Application Ilminster Tourism</b>	Look for another terminology for Tourism's application	Joy	'Revenue Subsidy' instead of grant	05.06.13 COMPLETE
04.06.13	Item 6a <b>Grant Application Ilminster Tourism</b>	Draft a Service Level Agreement for the Ilminster Tourism, using the District Council's Service Level Agreement as a guide To be taken back to members for approval.	Joy		
04.06.13	Item 6a <b>Grant Application Ilminster Tourism</b>	<b>RESOLVED to RECOMMEND</b> that a revenue subsidy of £800 be made to Ilminster Tourism subject to the implementation Service Level Agreement between Ilminster Tourism and the Town Council	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Item 6b <b>Grant application from Ilminster Air Cadets</b>	<b>RESOLVED to RECOMMEND</b> that a grant of £955 be awarded to the Ilminster Air Training Corps for the purchase of first aid training equipment	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Item 7 <b>Financial Comparison</b>	Email Councillors with confirmation that the amount spent under the heading 'professional fees' is for the renewal of memberships	Michelle/ Marilyn/ Joy	Joy to add to clerks update	

**Update of Action List for the meeting to be held on 18<sup>th</sup> June 2013**

<b>Date</b>	<b>Minute</b>	<b>Action (To - do)</b>	<b>Action by</b>	<b>Action Taken</b>	<b>Completion date</b>
04.06.13	Item 7 <b>Financial Comparison</b>	Email Councillors with confirmation that the amount spent under the heading 'professional fees' is for the renewal of memberships	Michelle/ Marilyn/ Joy	Joy to add to clerks update	
04.06.13	Item 7 <b>Financial Comparison</b>	Delete all jubilee headings from the spreadsheets	Marilyn	Headings deleted on spreadsheets	05.06.13 COMPLETE
04.06.13	Item 7 <b>Financial Comparison</b>	Add a column to add committed expenditure to the actual expenditure so that there is a total	Marilyn/ Michelle	Amended spreadsheet	Sent to Chair & Vice Chair F&P on 06.06.13
04.06.13	Item 8 <b>Edge Designs Contract</b>	<b>RESOLVED</b> that the Town Clerk will explore alternative options for providing the computer software and support to the Council, and report back to the Finance and Policy Committee in the autumn.	Joy/ Marilyn	Added to agenda planner 06.06.13	
04.06.13	Item 9 <b>Ilminster Sports Initiative</b>	<b>RESOLVED to RECOMMEND</b> that the money in the Ilminster Sports Initiative Account be held until the recreation review has been completed	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Item 10 <b>Peter Lacey permanent memorial</b>	<b>RESOLVED to RECOMMEND</b> that a donation of £10 be sent to the Chairman of SALC to be put towards the purchasing of a bench as a permanent memorial to Peter Lacey	Joy/Nikki	To be taken to Full Council on 18.06.13	
04.06.13	Market House <b>Selling food</b>	<b>RESOLVED to RECOMMEND</b> that Axminster Tools have permission to sell and cook sausages in the Market House as part of a staff team building exercise subject to them having the appropriate food hygiene requirements in place	Joy/Nikki	To be taken to Full Council on 18.06.13	



## Ilminster Beat Report

May 2013

Good evening to you all, since the last Police report we at Ilminster station have been kept up to our usual work in the Town and in the surrounding villages. The recent fine weather has had a huge impact on crime with only 14 reported crimes in the town 12% down on last year, year on year half of these reported crimes were small thefts, the majority of which came from the larger retailers in the town, the culprits for these offences are not believed to be local, showing even the lesser criminals are willing to travel to ply their trade. One male was identified and dealt with promptly as a quick thinking member of the public took a photo of the thief and his vehicle as he left the scene, showing how a little help can assist in a large way.

We have run a couple of successful operations tackling rural crime in the surrounding areas, which is a more proactive way of Policing and keeps us busy, for these planned events to work we rely on intelligence received from all parts of the community. If there is something you think we should be dealing with tell us, either directly to the Police staff, though our force control on '101', though Crimestoppers on 0800 555111 or the Avon and Somerset Constabulary website. These can be done anonymously but we would prefer peoples details so we can get the full picture and thank them, also there is less chance of the information being malicious this way.

Local officers really what interaction from all parts of the Community in the Ilminster area, if you see or hear anything we need to know about call us there and then, at the time it is happening don't wait a couple of days, there is always someone to deal with a crime in progress. The damage to the fence in the Rec and the smashed bottles in the football stands are two good examples where people have heard it but not reported it, we cannot always be there when you want us, but we will always be there when you NEED us.

We are looking forward to the Summer months and with further close partnership working keeping Ilminster a town that we all enjoy living in and working in, we are always looking for additional NHW schemes in

the town, it is an excellent way for us to disseminate information to local households and make people feel part of their Community, (you may even get cheaper house insurance).

## **Councillor's Brief for Town /Parish Councils Ilminster Division June 2013**

### **Key message – Prevention and Early Intervention**

#### **Education**

Councillors attended a presentation by Paul Nugent, Ops. Director for Learning and Achievement. Recent local news headlines about the lack of available school places was discussed, with the impact of developments in the key areas of Bridgwater, Taunton and Yeovil and the need for recognition of local demographics which can have an impact, in addition to Academies being free to set their own admission numbers. Improving standards across all schools is the current key priority both nationally and locally. Until recently Somerset Primary schools deemed 'good' or above was 67%, well below the national average of 70%. Results released in April 2013 show that there has been significant improvement with primary schools in this category now at 75%. Secondary school performance also increased to 65%, where further improvement is targeted. The impact of Academies and Free Schools, where the LA has no authority, is posing challenges, and plans are in place to ensure effective engagement. As County Councillor, I am the appointed voting member of Schools Forum, where I previously served as Chair and Special Schools Representative. Schools are encouraged to seek improvement from within, rather than relying on the LA, where recent changes mean there is now less direct involvement. Support of the scheme for high performing Head Teachers to become Leaders of Education has largely been responsible for the overall improvement, particularly in primary schools, and is helping to form a strategy of early intervention to prevent schools at risk being put into special measures.

#### **Safeguarding and Children's Social Care**

Interim Director of Children's Services, Peter Lewis, has provided an update of the range of services being put in place to improve performance in the area across the county, especially in the area of effective communication between education and social services. With the introduction of the new statutory Health and Well Being Boards there is focus on understanding the key indicators of issues that can affect safeguarding and overall well being – diet, alcohol and drug use; substance use etc. Drug rehabilitation remains a problem in Somerset and closer working with the Youth Offending Team, and consideration of ways to engage and develop the Community Justice Panels, despite lack of funding, are being explored. Social care services are divided into areas and emphasis is being placed on ensuring any disparity is addressed. There continues to be a county-wide need for more foster carers, along with male PROMISE mentors. A recent roadshow was held to highlight this, and encourage participation.

#### **Cabinet & Committee Appointments**

At Full Council on 23<sup>rd</sup> May key appointments to Cabinet posts and Committee appointments were announced – see attachment.

LV appointed Cabinet Support Member for Children and Families; Scrutiny

#### **Councillor Training**

Councillors continue to attend training, with regular sessions being held until July, including those for Scrutiny and HR Policy.

**CABINET ARRANGEMENTS: Cabinet Responsibilities**

Leader of the Council:	Deputy Leader of the Council and Cabinet Member for Business, Inward Investment and Policy
<p><b>John Osman</b></p> <ul style="list-style-type: none"> <li>• Overall responsibility for the Council</li> <li>• Setting the Strategy and Vision for the whole organisation</li> <li>• Providing overall leadership and direction working closely with the rest of Cabinet and the Senior Leadership Team</li> <li>• Working closely with Cabinet in decision making to develop effective council policies and the delivery of high quality cost effective services to local people</li> <li>• Regional, National and international affairs</li> <li>• Developing and maintaining strategic relationships and relationships with key partners</li> <li>• Lead member for customers and communities</li> <li>• Lead member for communications and management of the Council's reputation</li> <li>• Customer services and access channels</li> <li>• Customer insight, research and evidence</li> <li>• Consultation and engagement</li> <li>• Lead member for equalities</li> <li>• Lead member for localism and engagement with districts, parishes, town councils and communities</li> <li>• Lead member for encouraging participation, volunteering and community self-help</li> </ul>	<p><b>David Hall</b></p> <ul style="list-style-type: none"> <li>• Lead Member for Economic Development &amp; Tourism</li> <li>• Lead Member for Sustainability and Low Carbon agenda (including Hinkley Programme)</li> <li>• Improving infrastructure- road, rail, technology</li> <li>• Encouraging inward investment and support for existing businesses</li> <li>• Improving young people's prospects and skills</li> <li>• Capturing the benefits of new nuclear and other energy investments</li> <li>• Libraries, culture and heritage</li> <li>• Traded Services – such as registration services and scientific services</li> <li>• Reduce waste and help residents recycle more</li> <li>• Reduce Council's carbon footprint</li> <li>• External business development and innovation</li> <li>• Broadband project</li> <li>• Strategic planning, Planning Policy &amp; Planning Control</li> <li>• Countryside Management</li> <li>• Minerals and Waste Policy</li> <li>• Flood, water and coastal management</li> <li>• Civil contingencies</li> <li>• Trading Standards</li> <li>• Leisure commissioning</li> <li>• Road Safety Policy (including Road Safety Partnership)</li> </ul> <p><u>Deputy Leader role</u></p> <ul style="list-style-type: none"> <li>• Full powers to undertake the role of the Leader where the Leader is absent or is unable to perform the role</li> </ul>

**CABINET ARRANGEMENTS: Cabinet Responsibilities**

<b>Cabinet Member Health and Well-Being</b>	<b>Cabinet Member for Highways &amp; Transport</b>
<p><b>Christine Lawrence</b></p> <ul style="list-style-type: none"> <li>• Lead Member for Public Health and Health &amp; Well-Being</li> <li>• Maintaining links with health community and partnerships</li> <li>• Developing a Somerset vision for public health</li> <li>• Leading on public health programmes including obesity, smoking cessation, drug and alcohol services and sexual health (apart from contraceptive services which are via NHS Commissioning Board)</li> <li>• Community Safety</li> <li>• Drugs &amp; Alcohol Partnership</li> <li>• Oversight of all health protection arrangements at a local level including immunisation, prevention and mental well-being</li> <li>• Health &amp; Well-Being intelligence at local level</li> </ul>	<p><b>Harvey Siggs</b></p> <ul style="list-style-type: none"> <li>• Lead Member for Public Transport &amp; Highways</li> <li>• Traffic Management</li> <li>• Transporting Somerset</li> <li>• Highway maintenance</li> <li>• Rights of Way</li> <li>• Area Highways services</li> <li>• Parking Services and Civil Parking Enforcement</li> <li>• Road Safety</li> <li>• Transport Policy</li> <li>• Highway Assets and Improvements</li> <li>• Highways &amp; Transport contract management</li> <li>• Traffic &amp; Transport Development</li> <li>• Highways Lighting</li> <li>• Highways Development Control</li> <li>• Engineering Design &amp; Programmes</li> </ul>

Agenda 7  
- Circulated at the Meeting

District Councillor's Report  
18 June 2013

### **Lottery Funding**

At the last full Council Meeting, the Leisure and Culture Portfolio Holder, Councillor Sylvia Seal reported that SSDC had worked in partnership with the Citizens Advice Bureau, Yarlington Homes, the SSVCA and other agencies to achieve a successful bid of £341,000 lottery funding.

This would be used to provide extra support services within the CAB and SSVCA. Councillor Pallister said the funding would be used to provide a CAB adviser until 2015 and also provide access to rural services through a joint project with the SSVCA

### **Appointment of Leader**

At the same meeting, Councillor Ric Pallister was appointed of Leader of the Council for another four years. At the end of this report are the appointments to the District Executive Committee.

### **Awards**

The Chairman advised that SSDC had been shortlisted by the Centre for Public Scrutiny, Good Scrutiny Awards 2013 Panel for two awards under the categories: Working Together (Somerset Flooding Summit 20130 and Transforming Services (Council Tax Reduction a Local Scheme).

The winners have since been announced and South Somerset District Council won both awards.

### **Local Plan**

If some of you have been following the Planning Inspector's examination of the Local Plan, a further session took place today in the Council Chamber, Brympton Way. There is no indication at present when a decision will be taken.

### **A review of the District wide Car Park Strategy**

This goes before the District Council on Thursday.

### District Executive Membership

Ric Pallister - Leader  
Responsible for Strategy and Policy (including Housing, LSP, Human Resources, Efficiency agenda, Performance, Area Development and oversight of Civil Contingencies).

Tim Carroll Lib Dem - Deputy Leader and Vice-Chairman of the Executive:  
Responsible for Finance and Spatial Planning (including Finance and Legal Services, Strategic car parks income, Revenues and Benefits, Spatial Planning, Strategic Asset Management, South West Audit Partnership, and, Procurement).

Sylvia Seal Lib Dem

Town Clerk

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**From:** Ilminster Town Council [town.council@ilminster.gov.uk]  
**Sent:** 09 May 2013 09:03  
**To:** town.clerk@ilminster.gov.uk  
**Subject:** FW: Dementia Friendly Communities

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**From:** [redacted]@somers.org.uk  
**Sent:** 07 May 2013 13:38  
**To:** town.council@ilminster.gov.uk  
**Subject:** Dementia Friendly Communities

Dear Ms Norris

My name is Julie Carey-Downes and I work with the Alzheimer's Society as a Dementia Action Alliance Co-ordinator for Ilminster, Chard and Crewkerne.

I am employed by the Alzheimer's Society but the role of DAA's is funded by the Government to help create Dementia Friendly Communities throughout England and Wales. The main purpose of my job is to:

- Facilitate the creation of Local Dementia Action Alliances with local businesses and providers of services as a vehicle for South Somerset to become a Dementia Friendly Community;
- Encourage alliances and individual organisations such as shops, café's, banks, retailers, service providers such as public transport, telephone providers, electricity, gas and water agencies to produce an action plan and sign up to the Local and National Dementia Declaration;

To achieve the above the first part of the plan would involve:

- Working in consultation with people with dementia and their carers, to find out what they need from their communities, so they can inform and monitor the actions of the alliances;
- Promote better understanding of dementia across communities, in order to reduce stigma and discrimination and promote independence for people living with dementia
- Set up steering groups within the three communities that will help in establishing alliances and create dementia friendly communities;

I hope to liaise with Town Councils in all three towns to discuss this project and hopefully encourage a town councillor to be a member of the steering group for their town.

I am available to do presentations on Dementia Friendly Communities or if an individual Councillor has an interest in the project and would like to be part of a steering group then please do not hesitate to contact me.

Kind Regards

Julie Carey-Downes  
Dementia Action Alliance Co-ordinator  
South and East Somerset Alzheimer's Society

Magnolia House, 56 Preston Road, Yeovil, Somerset  
BA20 2BN

Mob: [redacted]  
T: 01935 [redacted]





## Open Spaces Committee

The Open Spaces Committee met on 21<sup>st</sup> May 2013, and made the following recommendations:

- **Topographical Surveys**

**RESOLVED to RECOMMEND** that the Town Clerk has delegated authority, after consultations with the Chair of Open Spaces and the appropriate Officers at SSDC, to accept the best value quotation for the topographical survey, subject to references being obtained.  
(Copies of quotation & SSDC Summary sheet attached on gold paper.)

- **Rebuilding the cemetery wall**

**RESOLVED to RECOMMEND** that the Town Council no longer asks for a contribution from the neighbours of the cemetery, towards the costs of removing the cemetery wall.

- **Removal of metal balance beam**

**RESOLVED to RECOMMEND** that:

- i) the metal balance beam at the Children's play area is removed due to health and safety reasons.
- ii) the Open Spaces Wardens replace the metal balance beam with a wooden balance beam to be designed and constructed by the Wardens.



## Finance & Policy Committee

The Finance & Policy Committee met on the 4<sup>th</sup> June 2013 and made the following recommendations:

- **Grant Application**  
**RESOLVED to RECOMMEND** that a revenue subsidy of £800 be made to Ilminster tourism, subject to the implementation of a service level agreement, between Ilminster Tourism and the Town Council.
  
- **Grant Applications**  
**RESOLVED to RECOMMEND** that Ilminster Training Cadets receive grant for first aid training equipment.
  
- **Peter Lacey Permanent Memorial**  
**RESOLVED TO RECOMMEND** that a donation of £10 to be given to Chairman of SALC to be put towards purchasing of a bench as a permanent memorial to Peter Lacey.
  
- **Market House – Selling Food**  
**RESOLVED to RECOMMEND** that Axminster Tools have permission to sell and cook sausages in the Market House as part of a team building exercise, subject to them having the appropriate food hygiene certificates in place.
  
- **Ilminster Sports Initiative**  
**RESOLVED to RECOMMEND** that the money in the Ilminster Sports Initiative account be held until the recreation review is complete.



**From:** Jake Hannis  
**Sent:** 24 May 2013 17:19  
**To:** Town Clerk ([town.clerk@ilminster.gov.uk](mailto:town.clerk@ilminster.gov.uk))  
**Cc:** Carol Goodall; Charlie Coward; 'James Deem'  
**Subject:** Cardio Tennis - Ilminster

Hi Joy,

Following our discussion yesterday with regards to Cardio Tennis, here is my request to Ilminster Town Council.

Cardio Tennis combines traditional tennis practice with other stamina-building skills along with exercise measurement technology. When you're running for balls, you're working on your racquet skills, your reaction time and your hand-eye co-ordination.

When you're not hitting balls, you're doing fast-paced drills and sideline exercises. Heart-pumping music sets the pace: with short cycles of high intensity workouts and periods of rest. And with the aid of a heart-rate monitor, you'll know exactly when to pick up the pace and when to slow it down.

As part of county wide project we are working with the Lawn Tennis Association and Somerset Activity and Sports Partnership to pilot new sessions across South Somerset. We have targeted Ilminster and would like to use just one court at the Recreation Ground for 1 hour per week initially over a 6 week period.

We would like to commence this project in June to coincide with Wimbledon, and the project will be delivered by qualified Cardio Tennis coaches who have their own insurance and equipment. Participants will be charged between £2-3 to cover the coaches cost.

Could we please seek permission to use one of the courts from June onwards. I will be able to give you a couple of specific times and days over the next few weeks.

I look forward to hearing from you.

Kind Regards

Jake

**Jake Hannis**  
**Senior Sport and Healthy Lifestyles Officer**  
**South Somerset District Council**  
Community Health and Leisure  
The Council Offices  
Brympton Way  
Yeovil  
Somerset  
BA20 2HT

 01935 462544

 07971 111885

 [www.southsomerset.gov.uk/sport](http://www.southsomerset.gov.uk/sport)





**PROJECT PLAN**  
18<sup>th</sup> June 2013

Agenda item 16

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>A – Cemetery</b>							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with eth work based on the process obtained. To explore possible areas for paths and various surfaces.	Agreement with Callisters	Sept 2013	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetery		In abeyance awaiting other cemetery actions.	Review Dec 2012	Goodall/ Whaites
<b>B – Recreation Areas</b>							
4	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging work scheduled for week commencing 3 <sup>rd</sup> December 2012	Contractor has been on-site some issues still to be resolved. 29.01.13 Contractors working 03.05.13	May 2013	Goodall
5	10	7/6/11	Additional land for recreational space.	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13	Discussion with SSDC to continue	Dec 2013	Goodall
6	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a park area. Reviewed in Nov 2012 – Councillors requested item remains on action plan			Shepherd

**PROJECT PLAN**  
18<sup>th</sup> June 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
7	15	13/10/09	New Management Plan for Herne Hill	The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.	SWT to be contacted reference assistance in producing a management plan. Advisory Group met last week. 12.03.13	May 2013	Goodall
8	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	Amendment to be made and Byelaws re-sent.  Byelaws submitted to relevant Government Department for approval Nov 2012 – 20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission	Chased - Week commencing 11.03.13, and again 03/06/13 & 10/06/13.	Dec 2013	Miller
9	4	6/9/11	Canal Banks	To bring canal back to full working order.	Cllr Swann to advise on further steps if any	Review Oct 2013	Swann
<b>C – Town enhancements</b>							
An embryo Town Team has met (October 2012) and submitted an expression of interest							
<b>D – Vision</b>							
10	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a Neighbourhood Plan.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 – Town Clerk to attend 27.11.12	May 2013	Goodall
11	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 10	Austin
<b>E - Office</b>							
12	6	17/04/12	Website	Council not to renew the website	Somerset Web	31 <sup>st</sup> March 2013	Lawson



**PROJECT PLAN**  
18<sup>th</sup> June 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>E – Personnel (Wardens and Office Staff)</b>							
<b>F- Highways/Pavements Paths</b>							
13	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012	Austin
<b>G – Miscellaneous</b>							
14	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work.	Miller

**Media and Publicity Policy  
Report of the Town Clerk  
Council 18 June 2013**

**Recommended**

- (1) That the Council approve and adopt the Media and Publicity Policy attached to this report as Appendix 1**
- (2) That Standing Order 28b is deleted**

**Introduction**

1. The Town Council's current policy of how it works with the media is based upon historical practice and knowledge, there does not appear to be any written policy approved by the Council
2. In addition to newspapers, radio and television media, outlets now include web based services.

**Current Practice**

3. Current practice is for the Mayor to be the Town Council's main spokesperson and for the Town Clerk to issue media releases, from time to time Committee Chairs also respond to media articles.
4. Standing Order 28b sets out a procedure whereby all media interaction has to be approved by Council or a Committee. This practice has not been adhered to in the recent past and is totally impractical in today's world where news is broadcast almost instantly using communication technology which is widely available.

**Proposed Media and Publicity Policy and Procedure**

5. The Media and Publicity Procedure which is presented to Council for consideration has been drafted taking into account modern media outlets and their methods of operation.
6. The draft policy and procedure aims to enable the Council to be proactive by letting the public know what the Town Council is doing or topics it is considering, this will aid communication and increase knowledge of the Town Council's activities and role. There are times when it is necessary to react to published news and the proposed policy and procedure enable that to be done in a timely manner by the most appropriate person but always keeps the Mayor and other Councillors informed.
7. The maintenance of a register of all media requests and contact is a simple mechanism to enhance the transparency of the Council's working practices and is in line with recommendations emanating from the Leveson Inquiry.

**Conclusion**

8. The Town Council should have a media and publicity policy that helps it to communicate effectively, particularly with the residents of Ilminster. The proposed policy and procedure aims to provide an effective framework that will improve communication and enhance the transparency of the Town Council's activities.

**Ilminster Town Council  
Media and Publicity Policy**

**Policy Statement**

Ilminster Town Council wishes to be open and transparent in the way it considers information and takes decisions. As a Town Council we will therefore proactively seek opportunities to publish information about our activities with the intention of raising awareness about what the Town Council is doing.

**Procedures**

**Notes:**

- (i) When the Mayor is unavailable the Deputy Mayor will take on any of the specified tasks and responsibilities.
- (ii) When the Town Clerk is unavailable the Deputy Town Clerk will take on any of the specified tasks and responsibilities

**(A) Requests from the Media**

1. The Mayor and the Town Clerk should be made aware of all approaches from the media for interviews, statements or information. (This includes any approaches made to individual Councillors.) A simple register will be kept in the Town Council offices detailing all requests and the response.
2. Any request from the media will be discussed by the Mayor and Town Clerk and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to make a response on behalf of the Town Council.
3. The Mayor and Town Clerk should be made aware of the broad content of any response

**(B) Response to Media Articles, published letters, on-line comments, tweets, facebook items**

1. Every situation must be carefully assessed and in many cases a response will not be appropriate.
2. Anyone seeing an article / item and thinking a response may be needed should inform the Mayor and the Town Clerk.
3. In assessing whether or not a response is appropriate the following will be considered:
  - Is the article / item in question factually accurate?
  - Is the article / item expressing a personal view – and if so is that clearly stated?
  - Would further discussion on the subject be constructive?
4. Any potential response will be discussed by the Town Clerk and the Mayor and then forwarded to the most appropriate person - Mayor, Deputy Mayor, Committee Chair or Vice-Chair, Town Clerk or combination of those people to prepare a response on behalf of the Town Council.
5. The Mayor and Town Clerk should be made aware of the broad content of any response where they were not involved in its preparation.

**(C) Media Releases**

1. The Town Clerk, Mayor and Committee Chairs will identify issues and stories that have the potential to be interest to the public.
2. The Town Clerk will draft media releases consulting with the Mayor and Committee Chairs or any individual Councillor as appropriate.

3. An information copy of the final media release will be sent to the Mayor and any Councillor who is quoted in the text.
4. Media releases will be sent to relevant media outlets as determined by the Town Clerk following consultation with the Mayor.
5. A copy of the media release will be posted on the Town Council's website.
6. A copy of the media release will be sent to Councillors and staff with the next edition of the Clerk's Update.

**(D) Media Training**

1. Opportunities will be made for the Mayor, Deputy Mayor, Chairs and Vice-Chairs of Committees and the Town Clerk to attend training in dealing with the media.

**(E) Decision Making**

1. The Town Council's Standing Orders (No 28) refer to relations with the press / media and the Town Council's policy - this media and publicity policy and procedures is the relevant policy.
2. Any decision about the content of media releases or information to be supplied to the media or any response to any media item will be taken by the Town Clerk following consultation with the Mayor. (This delegation complies with the legislative restriction that an individual Town Councillor cannot make a decision on behalf of the Council.)

# Paid Expenditure Transactions

between 01/04/13 and 12/06/13

Start of year 01/04/13

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
bacs	09/04/13	1415	£48.00	£8.00	£40.00	Elder & Froy	Management fees - April
8952	10/04/13	1380	£65.37	£10.90	£54.47	F&P	Stationery
8952	10/04/13	1381	£7.19	£1.20	£5.99	F&P	Stationery
8953	10/04/13	1382	£370.20	£7.20	£363.00	Press-Tige Print Services	574
8954	10/04/13	1383	£70.06	£11.68	£58.38	OS	Rawl concrete Bolts, aerosol
8955	10/04/13	1384	£96.12	£8.54	£87.58	Bradfords Building Supplies	364/2
8956	10/04/13	1385	£189.46	£31.58	£157.88	Petty Cash Refund	364/2
8956	10/04/13	1386	-£2.96	-£0.49	-£2.47	Wentln Fasteners	560/11
8958	10/04/13	1388	£178.80	£29.80	£149.00	OS	Credit - Bolts
8959	10/04/13	1389	£30.70	£5.12	£25.58	OS	Yearly Service - Toilet Block
Autopay	10/04/13	1390	£17.71	£0.00	£17.71	F&P	Paint, white spirit
b/chrgs	10/04/13	1392	£40.69	£0.00	£40.69	F&P	Autopay charges - March
No Charge	10/04/13	1424	£0.00	£0.00	£0.00	Cem	Bank Charges - March
8957	11/04/13	1387	£288.00	£48.00	£240.00	Norris, Miss J	Cemetery Rates
8960	15/04/13	1409	£15.90	£2.65	£13.25	OS	Reimbursement for H&S online course fees
8961	15/04/13	1410	£5,097.93	£0.00	£5,097.93	F&P	Donut caps
8962	15/04/13	1411	£138.00	£23.00	£115.00	F&P	Council's Insurance April 2013
8963	15/04/13	1412	£150.00	£0.00	£150.00	F&P	Website hosting & support May-July
8964	15/04/13	1413	£103.21	£0.00	£103.21	MH	Storage rent - April
8965	15/04/13	1414	£341.99	£0.00	£341.99	Cem	Yearly water charges - Market Hse
s/bacs mth1	19/04/13	1420	£6,724.21	£0.00	£6,724.21	Salaries	Yearly water charges - Cemetery
8966	23/04/13	1394	£115.60	£19.27	£96.33	OS	Salaries - April 2013
8967	23/04/13	1395	£39.98	£6.66	£33.32	OS	Fuel - March
8968	23/04/13	1396	£1,824.75	£304.13	£1,520.62	Shrubbery Hotel	Sander
8969	23/04/13	1397	£360.00	£0.00	£360.00	Lee, Mr Chris	Civic Evening
8970	23/04/13	1398	£75.16	£12.53	£62.63	F&P	Tree Surgery
8971	23/04/13	1404	£299.68	£49.95	£249.73	F&P	Telephone charges - March
8976	23/04/13	1407	£2,484.67	£0.00	£2,484.67	F&P	Photocopier charges - March (new)
8972	23/04/13	1416	£162.24	£27.04	£135.20	F&P	Mayor's Civic Evening
8973	23/04/13	1417	£155.52	£25.92	£129.60	OS	Telephone rental Jun-Aug
8973	23/04/13	1418	£16.09	£2.68	£13.41	OS	Cement and Ballast
8973	23/04/13	1419	£33.84	£5.63	£28.21	OS	Grit Roll
8975	23/04/13	1425	£35.00	£0.00	£35.00	OS	Timber, Gate latch && gloves
8974	23/04/13	1426	£7.87	£0.00	£7.87	F&P	Alterations To Bench uprights
d/d	29/04/13	1421	£63.32	£10.55	£52.77	OS	Newspapers
autopay refund	30/04/13	1422	-£11.00	£0.00	-£11.00	F&P	Mobile phones - Apr 2013
autopay refund	30/04/13	1423	-£10.00	£0.00	-£10.00	F&P	Autopay Charges refund
Bacs	03/05/13	1437	£48.00	£8.00	£40.00	Cem	Autopay charge refund
							Management Charges - May 13

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
9007	04/06/13	1464	£15.00	£0.00	£15.00	Royal British Legion	Ticket - Armed Forces Day Concert 368/3
9008	04/06/13	1465	£53.18	£8.87	£44.31	Samson Office Supplies	Copier paper, Dymo Labels 364/2
9009	04/06/13	1466	£171.88	£28.64	£143.24	Bradfords Building Supplies	Protective Clothing 552/1
9009	04/06/13	1467	-£61.36	-£10.22	-£51.14	Bradfords Building Supplies	Overcharge - Protective Clothing 552/1
9009	04/06/13	1468	-£16.63	-£2.77	-£13.86	Bradfords Building Supplies	Overcharge - Protective Clothing 552/1
9010	04/06/13	1469	£79.50	£13.25	£66.25	SDDC	Appraisal Training - T Jones 551/2
9011	04/06/13	1470	£194.48	£32.41	£162.07	Loxston	Choke Cable, Stihl Harness, Oil, Trim Line 561/2
9012	04/06/13	1471	£106.71	£17.78	£88.93	Bradfords Building Supplies	Guttering for Pavilion 561/14
9012	04/06/13	1472	£47.98	£8.00	£39.98	Bradfords Building Supplies	Masonry Paint 561/14
Bacs	04/06/13	1473	£48.00	£8.00	£40.00	Elder & Froy	Management Fees - June 2013 762/1
<b>Total</b>			£42,171.16	£1,866.75	£40,304.41		

Signature & Date

Signature & Date