

Minutes of the **Annual Town Council Meeting** held at Ilminster Bowling & Tennis Club, Shudrick Lane, Ilminster on Tuesday 19<sup>th</sup> May 2015 at 19:30hrs

**Present:**

Outgoing Mayor E J Taylor

Councillors: Cllr F Albin, Cllr P Burton, Cllr R Drayton, Cllr J Fagan, Cllr J Fowler, Cllr C Goodall, Cllr V Keitch, Cllr D Kinder, Cllr R Neave, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey, Cllr R Swann, Cllr T Walker

**In Attendance**

Officers: Miss N McIntosh (Admin Officer), Miss J Norris (Town Clerk), Mrs Marilyn Shelley (Senior Administration Officer), Mrs D Speed (Administration Officer (Finance), Mrs Sally Whitefield (Deputy Town Clerk).  
Somerset County Councillor Linda Vijeh

22 members of the public attended the meeting, 2 of whom spoke during the public participation session.

**Speaker 1**

At the request of the correspondent, who was attending the meeting, the Mayor read out a letter to Council regarding the current parking issues in Ilminster and current dangers mounting from the problem informing of the Somerset County Council's stand on the situation. Speaker 1 asked, 'What action can the Council take?'

The Mayor reported that 'parking issues' will be on the agenda of the first Planning, Highways & Transport Committee Meeting.

**Speaker 2**

Speaker 2 queried S106 monies offered to Football Club. He was believed that the football club and previous council have said that the £112,446 of s106 money offered to build the football and community facility needs to be spent this year or it will go back to the developer; having obtained information from SSDC regarding the s106 amounts available and the spending time limits The Mayor reported the Town Council have not stated any time limits for the spending of S106 money secured for facilities on the Wharf Lane Rec. Further, the Mayor explained that that South Somerset District Council are responsible for negotiating and allocating S106 monies, applications for release of the money have to be made via the Town Council.

**NB: Councillor Storey requested that the Council take a recorded vote for the electing of the Mayor, Deputy Mayor, Chairs/Vice-Chairs and Councillors to Committees and Working Groups, this was agreed by Council and the voting records are attached to these minutes as Appendices.**

The Outgoing Mayor informed the Council of the procedure for electing the Mayor i.e. that a person should be nominated and seconded, the nominee would then be asked if they agreed to the nomination; when all nominations had been made and agreed each nominee would be given an opportunity to speak about themselves and what they hoped to offer and achieve as Mayor.

**1. Election of Mayor**

**RESOLVED** that Councillor Rose Neave is elected for the 2015/2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 1

Chair's Initials
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**2. Declaration of Acceptance of Office**

Cllr Neave signed the Declaration of Acceptance of Office in the presence of the Town Clerk, as Proper Officer, and fellow Councillors.

**3. Appointment of Deputy Mayor**

The Mayor invited nominations for Deputy Mayor.

**RESOLVED** that Councillor Tony Walker be appointed Deputy Mayor for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 2

**4. Apologies for Absence**

No apologies of absence were received as all Councillors were present.

**5. 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 Cricket Club	15	Personal	President of the Cricket Club	Spoke and voted
Cllr A Shearman	Agenda Item 19 Request to sell hot food – (Ilminster Midsummer Experience)	20	Personal	Volunteers as a Marshall on Recreation Ground for the Sunday events	Spoke and voted

**6. Minutes**

**RESOLVED**

- (i) To confirm the minutes of the meeting held on 14<sup>th</sup> April 2015 as a correct record with the amendments made (as below).
  - Speaker 1 (line 1) – To read ‘Voice **for** Ilminster’
  - Resolution 416 - Amend Typo “ from “tehse” to ‘these’
- (ii) To note the office action list relating to Town Council meetings.

**7. Mayor’s Announcements/Engagements**

- a) The Mayor made no announcements relevant to Town Council and Mayoral activities and engagements
- b) The Mayor’s and Deputy Mayor’s engagements between 14<sup>th</sup> April 2015 and 19<sup>th</sup> May 2015 had been published on the agenda for the meeting.

**8. Appointment of Committees and Committee Chairs & Vice Chairs**

The Mayor informed the Council that at current all Councillors sit on all Committees and asked for the Councils approval to continue this practice.

**RESOLVED** that all Councillors sit on all Committees

Chair’s Initials

a) Open Spaces Committee

**RESOLVED** that Councillor Shepherd be the Chair of the Open Spaces Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 3

**RESOLVED** that Councillor Goodall be Vice Chair of the Open Spaces Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 4

b) Planning, Highways and Transport Committee

**RESOLVED** that Councillor Shearman be the Chair of the Planning Highways & Transport Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 5

**RESOLVED** that Councillor Keitch be Vice Chair of the Planning Highways & Transport Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 6

c) Resources

**RESOLVED** that that Councillor Burton be the Chair of the Resources Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 7

**RESOLVED** that Councillor Kinder be Vice Chair of the Resources Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 8

d) Grievance, Capability and Disciplinary Committee

**RESOLVED** that the Deputy Mayor (ex officio) and Councillors Fowler, Keitch, Shearman and Sothern be members of the Grievance, Capability and Disciplinary Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 9

e) Appeals Committee

**RESOLVED** that the Mayor and Councillors Kinder, Shepherd and Swann be members of the Appeals Committee for the 2015/ 2016 municipal year

NB: The Recorded Vote sheet is attached as Appendix 10

**9. Appointment of Councillors to Working Groups**

a) Open Spaces Review Group

There were more nominations for places on the Working Group than the Terms of Reference, previously approved by Council allow. In order to enable all nominees to sit on the Working Group the Terms of Reference would need to be changed by the Council

**RESOLVED** that items be placed on the agenda for the June 2015 Council meeting (a) to review the terms of Reference for the Open Spaces Review Group and (b) to appoint Councillor members to the Review Group

Chair's Initials

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c) Accommodation Working Group

**RESOLVED** that the Chair and Vice Chair of Open Spaces Committee and the Chair and Vice Chair of Planning, Highways & Transport Committee together with Councillors Fagan, Fowler and Keitch be members of the Accommodation Working Group

NB: The Recorded Vote sheet is attached as Appendix 11

d) Licence Conditions Negotiations

**RESOLVED** that Councillors Fagan, Neave and Storey are delegated to conduct the Licence Conditions Negotiations with Ilminster Cricket Club and Ilminster Football Club and report those negotiations back to the Town Council

NB: The Recorded Vote sheet is attached as Appendix 12

## 10. Appointment of Representatives to Outside Bodies

The following Councillors be appointed as representatives to the various organisations, as follows:

Organisation (in alphabetical order)	Councillor Representative (s)
Arts Centre	Val Keitch (deputy - Julie Fowler)
Chamber of Commerce	Carol Goodall, Rob Drayton
Christmas Lights	Rob Drayton
Dementia Awareness Alliance	Jo Sothern
Greenfyld School	Sophie Storey
Ile Valley Children's Centre	Val Keitch
Ile Youth Centre	Phil Burton, Tony Walker
Ilminster Education Foundation	Roger Swann, Stuart Shepherd
Ilminster Forum	Don Kinder
Ilminster Tourism	Rose Neave
Market Town Investment Group	John Fagan
Police And Communities Together	Val Keitch
Somerset Association of Local Councils	Carol Goodall and Don Kinder
Swanmead School	Sophie Storey
Twinning Association	Val Keitch
Wadham School	John Fagan

## 11. Appointment of Authorisation for Bank Transactions

The Council were asked to appoint Councillors as signatories to the Town Council's bank account.

**RESOLVED** that Councillors Keitch, Kinder, Shepherd, Swann and Goodall be the Councillors signatories for the Town Council's bank account.

## 12. Calendar of Meetings 2015/16

The Council considered the calendar of meetings for the municipal year.

**RESOLVED** that the calendar of meetings for the municipal year as attached to these minutes as Appendix 13 be approved.

Chair's Initials

### 13. Approval of Accounts

The Clerk reported, as Responsible Financial Officer, that the Internal Auditors had been in the office conducting checks and examining procedures and their formal report will be presented to the June Council meeting. At the present time no major problems have come to light and it is anticipated the accounts will be signed by the Internal Auditors in despatched in accordance with the External Auditors timetable.

**RESOLVED that**

- (i) the Council agree the Annual Governance Statement 2014/15
- (ii) the Council approve 2014/15 accounts.

### 14. Councillor Training

The Town Clerk explained there is a budget of £1,000 (2015/16) allocated for Councillor training – this will pay for the “Being a Good Councillor” courses already notified and booked and money will still remain in the budget.

The following training topics were suggested

- Planning Law and issues – The Town Clerk reported South Somerset District Council have stated they will be hosting training sessions for towns and parishes on this topic but dates have yet to be confirmed.
- Licensing – this is not a Town Council responsibility

### 15. Cricket Pavilion

The Council discussed the options for the future legal agreement for occupancy of the cricket pavilion in order to inform the Ilminster Education Foundation of the Town Council’s preference for the future legal arrangements.

**RESOLVED**

- (i) that the Town Council’s preference is for the Town Council to remain the leasholder for the Ilminster Education Foundation land and the Ilminster Cricket Club to have a licence with the Town Council regarding the Cricket Pavilion
- (ii) that following on from (i) above subject to the Cricket Club doing any preparatory work for any funding applications and dependant upon the requirements of the funding body the Cricket Club, the Town Council (as leasholder) or the IEF (as landowner) being the applicant of joint applicants.

### 16. Police Report

A written report was circulated prior to the meeting. PC Stuart congratulated the Councillors on their election.

Issues discussed included:

- Racially aggravated incident in the Town. PC Stuart reported he believed it was an isolated incident
- Crime Figures – the beat areas have been re-aligned which means the crime figures for Ilminster now include Horton and Broadway. When the figures are disaggregated the Ilminster crime figures have decreased.
- The Ilminster policing team is currently short staffed. PC Stuart is being provided with back up from Chard and Crewkerne policing teams when urgent assistance is required.

Chair’s Initials

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- Drinking on the Recreation Ground

#### 17. Report from County Councillor for Ilminster

County Councillor Linda Vijeh submitted a written report for April 2015, which was circulated with the Agenda, Councillor Vijeh requested that her report considered earlier in the meeting in future due to her attendance being required at other meetings. Councillor Vijeh wished to highlight on the following points:

- Racially aggravated incident that occurred on the Recreation Ground, Ilminster
- District Councillor Keitch requested that SSDC issues be removed from the County Councillors report as it will overlap the District Councillor Report. The majority of the Council felt the wider range of information provided was extremely helpful and did not wish for any changes to be made. Councillor Keitch's request was noted.
- Somerset County Councillor informed the Council of an invitation to meet and raise any matters with the SCC Chief Executive at the Shrubbery Hotel, Ilminster on Friday 22<sup>nd</sup> May at 10 am

#### 18. Reports from Representatives on Outside Bodies

The Council received the following reports:

**Greenfylde School** – Councillor Storey reported

- the school have increased its participation in community events.
- The children benefit from being in a school that is not exceeding its pupil capacity on site, where currently all classes are under 30 pupils with a commitment to offer reception pupils smaller classes with 25 or fewer pupils to enhance their first year of schooling.
- The school is currently undergoing a two year improvement plan supported by Somerset County Council which will see approx. £500,000 spent on developing the school site.
- The school are currently undertaking interviews for new Deputy head teacher as Mr Smith will be leaving to take a new position,
- upcoming events include the display of the schools IMEX Flag which the children created last year; FROGs (Friends of Greenfylde School) BBQ on Friday 19<sup>th</sup> June; the Inaugural Art Exhibition - Greenfylde Art Alive at the Art Centre at the Meeting House 15-27<sup>th</sup> June 2015; Market House event on Friday 26<sup>th</sup> June.

**Swanmead** – Councillor Storey reported the head teacher of Swanmead School Mr Walker is extremely impressed with the SATS tests undertaken by the children, they are looking forward to holding a school BBQ in the summer, its annual school production and years 8's preparing to go up to Wadham School.

**Chamber of Commerce** – Councillor Goodall reported on the recent meeting held at the Shrubbery Hotel, where many presentations were given. Councillor Goodall informed the Council that the hanging baskets as due to be put out shortly and will be watered once a week, if there is a problem with the watering provision, the Town Clerk will be contacted.

#### 19. Extension of Meeting Duration

At 21:45 hrs.in accordance with Standing Order 1z

**RESOLVED** to extend the duration of the meeting until 10:30pm to enable the business on the agenda to be completed.

Chair's Initials

**20. Request Permission to Sell Hot Food**

The Council considered a request received from Experience Ilminster CIC for a Market Trader to cook and sell hot food in the Market House on Saturday 13<sup>th</sup> June 2015.

NB: Councillor Shearman declared a personal Interest on Agenda item 19 Request Permission to Sell Hot Food as he is volunteers as a Marshall on Recreation Ground

**RESOLVED** that IMEX CIC's request for a stall holder to sell hot food in the Market House on Saturday 13<sup>th</sup> June 2015 is approved

**21. Project Plan**

The Council considered the progress on the project plan and whether any changes are necessary. Issues discussed during consideration of this item included:

- The sponsors named on the Project Plan will need updating to reflect the new Councillors, Committee Chairs etc

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

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

**RESOLVED** that the payments listed in the schedule presented to the Council totaling £16,720.68 and £128.71 net be approved.

**23. Clerk's Updates**

The Updates sent by email since the last Council agenda was published were listed on the agenda.

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

**RESOLVED** to exclude the press and public whilst agenda item 24, minute no 25 was discussed due to the confidential nature of the business to be transacted.

**25. Hammerhead Land**

The Town Clerk updated the Council on progress made regarding Hammerhead Land.

The meeting closed 22:05 hrs

Chair's signature & date