

Minutes of the **Town Council Meeting** held in the Council Chamber, North Street, Iminster on Tuesday 19TH July 2016 at 19:30hrs.

Present:

Chair: Cllr V Keitch

Councillors: Cllr F Albin, Cllr P Burton, Cllr R Drayton, Cllr J Fagan, Cllr J Fowler, Cllr D Kinder, Cllr A Shearman, Cllr S Shepherd Cllr Swann and Cllr T Walker.

In Attendance

Officers Mrs T Loveless (Temporary Administration Officer), Miss J Norris (Town Clerk) Mrs Jenny Skinner (Casual Administration Officer)

No members of the public attended the meeting.

40. Apologies for Absence

An apology for absence was received from Councillor Sothern

41. 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 Shepherd	Agenda item 13 Cricket Pavilion Building Survey	52	Personal	IEF Trustee and President of the Cricket Club	Spoke and abstained from voting
Cllr Swann	Agenda item 13 Cricket Pavilion Building Survey	52	Personal	IEF Trustee	Spoke and voted

42. Minutes

RESOLVED

- (i) to confirm the minutes of the meeting held on 21st June 2016 as a correct record subject to the following amendments:
- Minute 32 –Local Council Award Scheme –resolution (iii) should read “.....readiness for the **Quality Standard**”

- Minute 35 – Ilminster Cemetery – issues discussed, the first bullet point should be “..... **£5,000** set aside for cemetery mapping.....”
- (ii) that the minutes of the meeting held one 28th June be confirmed as a true record:
- (iii) to note the office Action Plan relating to the Town Council Meetings:
Comments/Discussions
- No 7, Local Council Award Scheme registration application has been sent
 - No 8, Dog Policy – information on new legislation is still awaited from the district council, note this on action plan
 - No 10, Wharf Lane Recreation Area Playground – meeting to be arranged with SSDC Officer to discuss planting etc
 - Item 11 – Superfast Broadband – still ongoing
 - Item 12 & 13 – Internal Audit Report action plans for 2014/15 will now be superseded by 2015/16 audit report
 - Item 14 – Look out Point – Councillors will visit site on walkabout
 - Item 15 – Accommodation Working. Group has not met
 - Item 16 – Sports Club Tenure - Town Clerk is arranging a meeting of the Licence Negotiations Group
 - Item 17 – Community Facilities Management and Rental Policy – need revisit and identify any detail to be inserted
 - Item 18 – Winterhay Lane Recreation Ground Play Area Project – installation of play equipment complete
 - Item 20 – Sponsorship ongoing
 - Item 21- Winterhay Lane Footpath the Order has been confirmed but there is a 6 weeks’ appeal period, therefore item will remain on the action list until the appeal period has expired (23 August 2016) and confirmation there have been no appeals has been obtained.

43. Mayor’s Announcements/Engagements

- a) The Mayor made announcements relevant to Town Council and Mayoral activities and engagements:

Since the agenda was published the Mayor has attended the opening of the new play area at Neroche school, a Celebration of Achievement Evening at Swanmead, the Archie Gooch Pavilion Official Opening 15th July and given an interview for Japanese television about the importance of Daido to the local economy.

- b) The Mayor’s engagements between 21st June 2016 and 19th July 2016 had been published with the agenda for the meeting.

44. Police Report

The written police report had been circulated.

Issues discussed during consideration of the item included:

- The possibility of obtaining more information about the 10 x Harassment/Assault/Domestic incidents e.g. if any of them were related

45. Reports from District Councillors

There were no written reports but Councillor Keitch said there was a lot of research / investigation work taking place regarding the transformation agenda. Councillor Keitch sits on an income generation task and finish group which looking at ideas from staff to increase the District Council's income.

46. Report from County Councillor for Ilminster

County Councillor Vijeh written report had been circulated ahead of this meeting.

Issues discussed included:

- Cosy Feet in Langport has grants available for projects supporting people with emotional health difficulties
- Corporate Parent training, Cllr Vijeh was involved in setting up the training which the Mayor attended and found very interesting and useful. Another training session is scheduled to take place 8th October, after which it is hoped to roll out the programme throughout the county.
- Cllr shepherd recently took part in interviews at Wadham school for a new member of staff but there were concerns that some of the work which had previously been the remit of social workers was now being passed to schools
- Donyatt Halt a "rescue Doreen" campaign has been started to fund the restoration of the statue. The cost is estimated at £4,000 and builders are donating some materials; it is not possible to obtain insurance for the statue.

47. Internal Audit Report on the 2015/16 Annual Return

The Council received the report of the Internal Auditor which was presented by Laura Wicks, a Senior Auditor with South West Audit Partnership.

Issues highlighted by the Auditor included:

- Audit testing followed a similar method as previous years,
- The Audit on the effectiveness of the internal controls is Resonable
- Some minor recommendations have been made
- To embed risk management is classed as a priority action for the Town Council

RESOLVED to accept the report

48. Representatives on Outside Bodies

To ratify Cllr Walker as the Town Council's representative to the Ilminster Entertainment Society and Cllr V Keitch as the representative to the Ilminster Fairtrade Committee.

RESOLVED

- (i) That Cllr Walker be the Town Council's representative to the Iminster Entertainment Society
- (ii) That Cllr Keitch be the Town Council's representative to the Fairtrade Committee

49. Reports from Representatives on Outside Bodies

The meeting received reports from Representatives on Outside Bodies

Issues Discussed included:

- **Wadham School Liaison** - Cllr Fagan – there are 2 main messages that Cllr Fagan was given at a meeting with the Acting Head Teacher and the Chair of Governors at Wadham school. A) There is a strong feeling that Wadham School does not have a high enough profile in Iminster and appears to be omitted (lack of an invitation) from many events in the town. B) The structure of education in this part of South Somerset needs to move from the current 3 tier system to a 2 tier one
- **Youth Club** – Cllr Burton
 - Scouts, Beavers & Cubs will be using the youth club as their meeting place
 - car park charges have been increased.
 - Hire is £9per hour
- planned fundraising events include a 90's night and a James Bond night
- Iminster Midsummer Experience - Cllr Walker Whilst the Town Council does not have a representative on the Midsummer Experience Committee it supports the event in other ways and Cllr Walker was pleased to report that despite the weather the Saturday and Sunday events had been well attended and likely to make a small profit; the increase in the charge for the road closure licence will have a significant impact. Next year is the 10th anniversary and some of the original flags will need to be replaced so the Committee may approach the council for a grant.
- **Iminster Entertainment Society** - Cllr Walker the recent 3 shows were fully subscribed. There will be an event to celebrate 30yrs of the Warehouse Theatre in 2017.

50. Report from the Neighbourhood Planning Working Group

Councillor's received an oral update report from the Neighbourhood Plan Working Group.

The key points of the report included:

- There have been 2 recent meetings of the working group
- The Working Group is currently minded to recommended to Council that

- the neighbourhood planning boundary should be co-terminus with the Town council boundary
- the Steering group should comprise approx. 12 people with varied backgrounds and skills
- the Chair of the Steering group to be decided by the Steering group members
- The Working group has started to discuss how to publicise information about neighbourhood planning and how the Town Council can assess whether or not there is support for developing a neighbourhood plan; ideas already put forward include:
 - Articles in local papers and other media outlets
 - School newsletters
 - Chamber of commerce newsletter
 - Survey monkey
 - Presentations to existing groups
- The current plan is to undertake information and feasibility work in the autumn with recommendations to be made to the January 2017 Town Council meeting

51. Queen's 90th Birthday Celebrations Working Group

Councillor's considered formally disbanding the working group now that the Queen's 90th birthday has occurred.

Issues discussed during consideration of this item included:

- The need to plan ahead and have adequate lead times for events the Town Council may wish to organise in the future
- Information on lighting the Beacon should be researched and kept safely in case it is needed in the future

RESOLVED to disband the Queen's 90th Birthday Celebrations Working Group

52. Cricket Pavilion – Building Survey

Councillor's considered the suggestion from the Iminster Education Foundation that a building survey is undertaken of the Cricket Pavilion.

Issues discussed during consideration of this agenda item included:

- The Town Council lease the land on which the Pavilion stands from Iminster Education Foundation (IEF)
- Iminster Cricket Club have a licence from the Town Council to occupy the Cricket pavilion
- The Cricket club wish to modernise the pavilion

RESOLVED that the Town Council pays for a building survey of the cricket pavilion to be undertaken

Note: Councillors Shepherd and Swann declared personal interests in this agenda item.

53. **Community Engagement – Town Council Feedback Meetings**

Councillors considered the format and arrangements for any future feedback meetings.

Issues discussed during consideration of this agenda item included:

- A trial feedback meeting was held at the youth club
- The need to agree the purpose of feedback meetings
- Feedback meetings could be used as a method of consultation
- There will be a need for public consultation about the neighbourhood plan
- How could public attendance be encouraged?
- As well as topics within the Town Councils remit to action, feedback could be sought on issues that affect Ilminster but also topics where the Town Council may be a consultee e.g. A303 improvements, housing, education system
- May be helpful to have a theme or theme(s) for the meeting to get people interested
- Time of year the meetings are held may have a bearing on attendance
- Invitations could be sent to groups to send representatives

RESOLVED that a community engagement meeting be held in the autumn which will include a session about neighbourhood plans and provide an opportunity for the Town Council to discuss any major issues affecting Ilminster.

54. **Review of Media & Publicity Policy and Procedure**

Councillors considered whether or not any amendments were required to the existing Media Publicity Policy and Procedure.

Issues discussed during consideration of this agenda item included:

- Councillors are asked to contact the Town Clerk or the Mayor before giving information to the press; so the Mayor and Town Clerk are aware in advance of any follow-up questions that may be asked
- The policy does state that individual Councillors may make their own views known to the press but they should make it clear they are not representing the Town Council's view
- It is recommended that anyone approached by the media to answer a question or make a statement takes time to think about the message they wish to convey before they respond- there is always the option to say to the press that you will get back to them
- Once the Town Council has voted on and therefore made a decision on an issue that will be the Town Council's stance and there is an issue of corporate responsibility to ensure that decision is reported and enacted
- The policy is not intended to prevent councillors from speaking to the press

RESOLVED

- (i) that the content of the existing Media & Publicity Policy and Procedure is approved
- (ii) that the note currently at the end of the policy and procedure which reads *"This policy and the associated procedures do not preclude an individual Councillor talking to the media on a personal basis, but in such a case it should be made clear that is the individual's own opinion / suggestion, not that of the Town Council, and the use of the title Councillor should be avoided"* should be put into bold text and be repositioned to the beginning of the policy and procedure
- (iii) that the Media & Publicity Policy and Procedure is reviewed in 3 years unless any new legislation necessitates an earlier review.

55. Project Plan

Councillors considered progress on the project plan and whether any changes were necessary.

RESOLVED to note the Project Plan

56. Authorisation of Payments and Notification of Virements.

a) The Schedule of Payments for authorisation were attached for Council's approval.

Issues discussed during consideration of this agenda item included:

- the kitchen units are for the Football and Community Facility, they are not part of the build contract and will be funded by the Football Club

RESOLVED That the accounts listed in the schedule presented to the Council totalling £92,740.48 be approved.

57. Clerk's Updates

The updates, sent by email since the last Town Council agenda was published, were listed on the Agenda.

Issues discussed included:

- Casual Vacancies – 5 people came to the information evening. Nominations close at 4pm on 22nd July 2016. The District Council will then validate the nominations and issue a statement of persons nominated. If an election is required, it is scheduled to take place on 18 August 2016. If 3 or less valid nominations are received those nominees are elected uncontested. If an election is held the count will probably take place the same evening.

58 Exclusion of the Press and Public

RESOLVED to take agenda item 20 Football and Community Facility, agenda item 21 cemetery Lodge, agenda item 22 toilets on Wharf lane Recreation Ground and agenda no 23 Hammerhead Land without members of the public and press present due to the confidential nature (i.e. specialist advice and commercial interest) of the business to be transacted.

Note Mr P Durman, Contract Administrator for the Football & Community Facility project and cemetery Lodge joined the meeting

59 Football and Community Facility –

A) Update from the Football and Community Facility Governance Group

Notes from the meeting held on 29 June 2016 are not yet available. The Governance Group looked around the building prior to the start of the meeting.

Mr Durman reported the following:

- practical completion is anticipated on Friday 22nd July
- Building regulations will not be signed off until gas is connected
- The gas supply to the building is in place but needs to be connected to the meter – the latter is the responsibility of the tenant. The current schedule date for meter installation is late August 2016 until then running hot water will not be available.
- Fire alarms, intruder etc. heating controls have all been explained to the Football Club as the tenant. The installers are providing manuals and the Town Council will have a copy
- There is running cold water available

B) Update on Costs, Completion date, lease and occupancy

Mr Durman and the Town Clerk's report included the following:

- The Football Foundation require a deed of adherence to be drafted, signed and paid for as the grant was to Ilminster Football Club and the building will be leased by Ilminster Sports Club Ltd; until this has been done they will not confirm approval of the lease document and the Town Council's solicitor has recommended that the lease is not signed until that approval is forthcoming.
- The building is being used for functions where hot water is not required e.g. hot drinks can be provided by urns / water boilers, the bottle washer heats its own water for washing up
- The football club have insured the building since 1 July 2016
- Neither the final valuation nor practical completion certificate have yet been issued
- It is too early for the final project costs to be known. Current indications are an overspend of approx. £15,000 – this is mainly due to 3 elements i) the cost of tiling the roof rather than South Somerset District Council supplying photovoltaic panels (SSDC withdrew the PV panel offer due to the change of feed-in tariffs); ii) water connection fees - substantially more than originally priced due to connection distance; iii) electricity connection fees – substantially more than originally priced as permission not given to link to neighbouring supply
- Rather than set amounts of money, the larger grants are given as a percentage of the amounts actually spent with a ceiling figure
- The sign at the entrance from the road was erected by Football Foundation / Sport England and such signage is a grant condition. Advice regarding the permission required for such signage is being sought from South Somerset District Council

60 Cemetery Lodge

The Town Council considered information provided by the building consultant (Mr P Durman). Members of the Cemetery Working Group, the Mayor, the town Clerk and the Building Consultant had been given the opportunity to visit the Cemetery Lodge.

Mr Durman provided an overview of the pricing process:

- Town Council Officers had obtained prices from 3 builders based upon the building survey
- The 3 prices obtained had a wide range so the Town Council had appointed Mr Durman to assess the process and provide advice
- Mr Durman had contacted the 3 contractors to discuss their process and establish what was and wasn't included in their submission.
- One contractor withdrew from the process due to timing
- In order for the Town Council to have 3 prices to consider the building consultant requested a price from a contractor he knew to have experience working on older buildings
- The building consultant had assessed each of the prices submitted and provided a table showing each of the costed elements for Councillors to consider

Issues raised or discussed during consideration of this item included:

- The possibility of using different builders to undertake different elements of work rather than appointing one builder to do everything
- If the lowest price was paid for each element (by appointing different builders) it would save approx. £10,000
- Appointing 1 builder to do everything would mean that they project manage the work including meeting on site health and safety requirements
- It would be cheaper to do the work at one go rather than spread over several years
- The Building Consultant does recommend that there should be a contingency some additional to the process submitted by contractors
- Visiting the Cemetery Lodge building had put a different perspective on the scale of the problems from seeing it in photographs and reports
- The town Council has recently made a decision not to sell the building
- The Town Council does have the option not to rent the building out
- The Town Council does have obligations as a landlord to make sure that the dwelling is fit to be inhabited
- Arrangements would have to be made for temporary accommodation for the tenant whilst the work was done and possibly storage
- The building consultant had previously provided a quotation for preparing contract documents and providing contract administration (£3,380)

At 21:55hrs

RESOLVED in accordance with Standing Order 3w to extend the duration of the meeting beyond 2 ½ hours to enable completion of the agenda

Discussion continued regarding the Cemetery Lodge:

- That other budgets would need to be reviewed in order to fund the work
- Timber treatment and similar works usually have 10-15 year warranties
- The rent does provide the Town council with an income that will offset the cost
- It would take approx. 10 years to recover the expenditure through the rental income at the current rate

RESOLVED

- (i) To undertake work to remedy the problems outlined in the surveyors report

Note: Councillor Shearman wished it to be recorded that he abstained as he felt there was insufficient information on the full cost of the building works and those to temporarily house the tenant

- (ii) That Building Consultancy Services (NP) are appointed at a cost of £3,380 to prepare the contract documentation and administer the contract
- (iii) Not to use Contractor A on the basis of the amount they had allowed in their pricing for removal of waste

The Contract Administrator was asked for any comments or recommendations regarding the appointment of either contractor B or C, he responded that he knew Contractor C had previously undertaken good quality work on older buildings

- (iv) That Contractor C be offered the contract for the work on the Cemetery Lodge as detailed in the schedule provided by the Contract Administrator for the sum of £62,168.04
- (v) That in addition to the sum provided for in (iv) above a maximum budgetary provision is approved as follows:
 - Replacement carpets/floor finishes: £2,500.00 (plus Vat.)
 - Provision for further timber repairs: £4,000.00 (plus Vat.)
 - Contingency Sum: £2,500.00 (plus Vat.)
- (vi) That the Contract Administrator, in consultation with the Town Clerk manages the contract to mitigate the costs given in (iv) and (v) above

61 Toilets on Wharf Lane Recreation Ground

Following the fire at the public toilets the Town Council's insurance company has confirmed that the claim is accepted and all matters will be dealt with by the appointed loss adjuster.

Whilst the claim for repairing / rebuilding the toilets has been accepted it appears that the provision of temporary toilets is not included within the insurance cover as it is not a mandatory function of the Town Council.

The loss adjuster has said that the Town council will need to appoint a person /organisation to provide a structural survey, compile plans, compile a schedule of works / tender documents, assess the submitted prices, project manage the repair / rebuild including being responsible for meeting the CDM regulations – this cost will be covered,

The estimated timeframe is that the permanent toilets will be out of use until at least Christmas 2016.

The Town Clerk had investigated the feasibility and costs of providing temporary toilets. An quotation from the insurance approved supplier was circulated to Councillors

- Costs vary from £30.00per week per toilet to £21,000 to hire for 6 months
- Hire costs do not include connecting to electricity, draining and water
- Availability is limited at this time of year due to the number of events requiring temporary toilets
- Temporary toilets are likely to need electricity, water and connection to drainage
- Electricity is not available at the permanent toilet site
- Companies are reluctant to hire out the plastic type temporary toilets due to the length of time they will be needed and the recreation area location – due to the possibility of vandalism
- Servicing the toilets, i.e. emptying tanks may be difficult during the wetter months as heavy lorries may have to drive across the Rec
- It is hoped that the cleaning contractor will transfer to the opening, closing and cleaning of any temporary toilets instead of doing the permanent toilet block

Issues discussed during consideration of this agenda item included:

- The Mayor has spoken to families using the Rec who said they would be prepared to walk from the play area to the middle of the Rec to use toilets
- The importance of the toilet provision
- The need for any temporary provision to have wheelchair access

RESOLVED that the Town Clerk is delegated to arrange the hire of temporary toilet facilities to a maximum cost of £3,500 for a 6 month period.

62 Hammerhead Land

The Town Clerk has made the increased offer as instructed by the Town Council, the bid has been acknowledged but there has been no subsequent communication from the agent.

The meeting closed at 22.23hrs.

Chair's Signature and Date