

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**

13 July 2016

A meeting of the **Town Council** will be held on **Tuesday 19 July 2016** in the Council Chamber, Council Offices, North Street, Ilminster starting at **19:30 hrs.**

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Meeting Administrator before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

Joy Norris  
Deputy Town Clerk

## 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 21 June 2016 as a correct record. (To Follow)
  - b) To confirm the minutes of the meeting held on 28 June 2016 as a correct record. (To Follow)
  - c) To consider the office Action Plan relating to the Town Council Meetings. (To Follow)

**4. Mayor's Announcements/Engagements**

- a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements.
- b) The Mayor attended engagements between **21<sup>st</sup> June 2016 and 13 July 2016** as listed on the attached calendar.(To Follow)

**5. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. (No written report received at time of publication of agenda).

**6. Reports from District Councillors**

To receive reports from District Councillors  
(No written reports received at time of publication of agenda).

**7. Report from the County Councillor for the Ilminster Division**

To receive a report from the County Councillor. (To Follow)

**8. Internal Audit Report on the 2015/16 Annual Return**

To receive the report of the Internal Auditor (To Follow)

**9. 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

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

To receive reports from Representatives on Outside Bodies.  
(No written reports received at time of publication of agenda).

**11. Report From the Neighbourhood Planning Working Group**

To receive an oral update report from the Neighbourhood Plan Working Group

**12. Queen's 90<sup>th</sup> Birthday Celebrations Working Group**

To consider formally disbanding the working group.

**13. Cricket Pavillion – Building Survey**

To consider the suggestion from the Ilminster Education Foundation that a building survey is undertaken of the Cricket Pavilion (To Follow)

**14. Community Engagement - Town Council Feedback Meetings**

To consider the format and arrangements for any future feedback meetings.

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

To consider whether or not any amendments are required to the existing Media and Publicity Policy and Procedure. (To Follow)

**16. Project Plan**

To consider progress on the project plan and whether any changes are necessary.  
(To Follow)

**17. Authorisation of Payments and Notifications of Virements.**

a) The Schedule of Payments for authorisation is attached for Council's approval.  
(To Follow)

**18. Clerk's Update**

The Following Clerk's Updates have been sent by email since the last Council agenda was published.

<b>Number</b>	<b>Date</b>	<b>Topic</b>
7/16	31.05.16	<ul style="list-style-type: none"><li>• Wadham Words,</li><li>• John Excell</li><li>• Town Council 21 June</li><li>• Recent Discrimination Case</li><li>• SSDC Planning Training</li><li>• South Somerset District Council – Consultation on Modifications to Community Infrastructure Levy Draft Charging Schedule</li><li>• Letter from Historic England Regarding Commemorative flagpole base in the grounds of the former Ilminster Junior Boys' School, Somerset Skills &amp; Learning Centre, The Old School House, 47 Ditton Street, Ilminster</li></ul>
8/16	20.06.16	<ul style="list-style-type: none"><li>• Fair</li><li>• Western Power</li><li>• Councillor Vacancies</li><li>• Motorway &amp; trunk roads route strategies</li></ul>
9/16	05.07.16	<ul style="list-style-type: none"><li>• Winterhay Lane North Footpath also known as Bumpy Lane</li><li>• Open Air Cinema</li><li>• Town Council Casual Vacancies Election Date</li><li>• Councillor Training</li><li>• Early List</li><li>• Governance Documents</li><li>• Staffing</li></ul>

**19. Exclusion of Press and Public**

To consider taking agenda item no 20 Football and Community Facility, agenda item no 21 Cemetery Lodge, agenda item 22 Toilets of wharf Lane Recreation Ground and agenda item 23 Hammerhead Land without members of the public and press present, due to the confidential nature of the business to be transacted.

**20. Football and Community Facility**

**A) Update from the Football and Community Facility Governance Group**

The notes from 29 June 2016 Governance Group Meeting are presented to the Town Council for information (To Follow)

**B) Update on Costs, Completion Date, Lease and Occupancy**

This will be an oral report to enable the most current information to be reported

**21. Cemetery Lodge**

To consider arrangements for undertaking work to the Cemetery Lodge, including the award of contracts, based upon information and recommendations from the building consultant (To Follow)

**22. Toilets on Wharf Lane Recreation Ground**

To receive an update on the situation regarding the fire damaged toilets and consider the provision of temporary facilities. NB Due to the circumstances regarding this matter it is likely papers will not be available until 7.00pm on the day of the meeting.

**23. Hammerhead Land**

The Town Clerk to provide an oral update on progress with implementing the Council's instructions regarding the Hammerhead Land and seek further in