**ILMINSTER TOWN COUNCIL**

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Town Clerk: **Joy Norris MILCM ACIS MSc**

**13th March 2020**

A meeting of the **Town Council** will take place on **Tuesday 17th March 2019** 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

Town Clerk

**AGENDA**

1. **Apologies for Absence**

To receive apologies for absence from Councillors unable to attend the meeting.

1. **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.

1. **Minutes**

To confirm the minutes of the meeting held on 21 January 2020 as a correct record.

1. **Office Action Plan**

To consider the Office Action Plan relating to Town Council Meetings.

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

**a)** The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements

**b)** To receive details of the Mayor’s engagements

1. **Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster.

1. **Reports from District Councillors**

To receive reports from District Councillors

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

To receive a report from the County Councillor.

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

To receive reports from Representatives on Outside Bodies.

1. **Update from the Neighbourhood Plan Development Group**

To receive an update from the Neighbourhood Plan Development Group including information on recent and future activities and any expenditure requests.

1. **VE & VJ 75th Commemorations**

To receive an update from the Town Council representatives who are working with the Royal British Legion.

1. **Financial Regulations**

To consider the recommendation of the Resources Committee held on 11 February 2020 to adopt the Financial Regulations as attached.

1. **Standing Orders**

To consider if any amendments are required to the Town Council’s Standing Orders

1. **Terms Of Reference**

To consider if any amendments are required to the Town Council’s terms of Reference for Council and Committees

1. **Scheme of Delegation**

To consider if any amendments are required to the Town Council’s Scheme of delegations

1. **Policy and Procedure Reviews - Recommendations from the Resources Committee**

At its meeting on 11 February 2020 the Resources Committee considered a number of the Town Council’s Policies and made the recommendations stated below:

1. **Recruitment Policy & Procedure**

That the Recruitment Policy & Procedure as attached is adopted and is

reviewed in 3 years unless legislation or best practice requires and earlier review

1. **Whistleblowing**

That the Whistleblowing Policy & Procedure as attached was the subject of consultation with staff and that the consultation results are reported to Council together with a recommendation that the Whistleblowing Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review.

1. **Sponsorship**

That the Sponsorship Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review

1. **Equality & Diversity,**

That the Equality Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review.

1. **Absence Management**

That the Absence Management Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review.

1. **Capability (Performance)**

That the Capability (Performance) Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review.

1. **Disciplinary**

That the Disciplinary Policy & Procedure as attached was the subject of consultation with staff and that the consultation results are reported to Council together with a recommendation that the Disciplinary Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review.

1. **Grievance**

That the Grievance Policy & Procedure as attached was the subject of consultation with staff and that the consultation results are reported to Council together with a recommendation that the Grievance Policy & Procedure is adopted and is reviewed in 3 years unless legislation or best practice requires and earlier review.

1. **Nomination of a Councilor To Sit on the Appeals Panel**

To appoint a Councillor to the Appeals Panel to replace Councillor James.

As Councillor James has been elected as Chair of the Resources Committee it is no longer appropriate for him to be part of the Appeals Panel due to a potential conflict of interest with the role he has to play as Chair in the Town Council’s various employment processes.

1. **Policy and Procedure Reviews - Recommendations from the Open Spaces Committee**

At its meeting on 28 January 2020 the Open Spaces Committee considered a number of the Town Council’s Policies and made the recommendations stated below

* 1. **Metal Detecting**

That the policy of not allowing metal detecting on Town Council owned and managed land, as previously adopted remains in place and that this policy is reviewed in 3 years unless legislation or best practise requires an earlier review.

* 1. **Flags on Open Spaces Building**

That the Union Jack may be flown outside the Warden’s Workshop on agreed dates and that Council approve a list of dates on which the Union Flag will be flown outside the Wardens Workshop

1. **Market House Roof**

To consider the quotations received for repairs to the Market House Roof

1. **Town Council Insurance**

To consider the quotations obtained and confirm the Town Council’s Insurance arrangements wef 1 April 2020.

1. **Purchase of an All Terrain Vehicle (ATV) - Recommendations from the Open Spaces Committee**

To consider the recommendations from the Open Spaces Committee held on 10 March 2020 regarding the purchase of a Can-Am Traxter HD8 Pro to replace the current vehicle.

1. **Warden’s Workshop, Health & Safety**:

To consider the purchase of a chemical/fuel store for the Warden’s Workshop.

1. **Grass Cutting Contract Ilminster Cemetery.**

To consider the quotations received forgrass cutting at the cemetery

1. **Internet, Broadband, Mobile Phone Coverage in Ilminster**

To consider a report from Ilminster Forum regarding Internet, Broadband, Mobile Phone Coverage; the report is based on the Ilminster Forum's Business

1. **Cricket Pavilion - Sub Lease to Ilminster Cricket Club**

To consider matters relating to a sub -lease for the Cricket Pavilion.

1. **A358 Preferred Route**

To consider the Town Council’s position regarding the A358 preferred route

and possible involvement with other affected local councils.

1. **Payments and Virements**

The Schedule of Payments will be presented for Council’s information.

1. **Delegation to Town Clerk - Report of Decision**

At the Town Council Meeting held on 21 January 2020 the Town Clerk was given delegated authority following consultation with the Chair and Vice-Chair of the Open Spaces Committee to appoint a Project Manager for the Wharf Lane Recreation Ground refurbishment. The organisation appointed was Slade Parry of Yeovil and the main contact will be Mr Gary Slade

1. **Clerk’s Updates**

The following Clerk’s Updates have been sent by email since the last Town Council agenda was published.

|  |  |  |
| --- | --- | --- |
| **Number** | **Date** | **Topic** |
| 2/20 | 09.03.20 | 1. New bus shelter  2. Local Government Reorganisation Workshop – Frome  3. Special Town Council Meeting – Co-option |

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**Formal Meeting Reminders**

7 April 2020 Planning, Highways & Transport Committee

21 April 2020 Town Council Meeting (Co-option)

5 May 2020 Planning, Highways & Transport Committee

12 May 2020 Annual Community Assembly

19 May 2020 Annual Town Council