

# ILMINSTER TOWN COUNCIL

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



13 March 2019

A meeting of the **Town Council** will be held on **Tuesday, 19 March 2019** in the Council Chamber, Council Offices, North Street, Ilminster, TA19 0DG 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 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

## 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 **26 February 2019** as a correct record. (To follow)
  - b) To consider the office Action Plan relating to 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) To receive details of the Mayor's engagements between 15 January 2019 and 13 March 2019 (To follow)
- 5. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. (To follow)
- 6. Reports from District Councillors**

To receive reports from District Councillors
- 7. Report from the County Councillor for the Ilminster Division**

To receive a report from the County Councillor. (To follow)
- 8. Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies. (To follow)
- 9. Recommendations from the Resources Committee**

To consider the recommendation of the Resources Committee regarding the Town Council's Grants Policy (To follow)
- 10. Update from the Neighbourhood Plan Development Group**

To receive an update from the Neighbourhood Plan Development Group (To follow)
- 11. Payments and Virements**

The Schedule of Payments for authorisation will be presented for Council's information. (To follow)
- 12. Addition to Standing Orders**

To consider a new Standing Order regarding a requirement for Councillors holding certain roles or sitting on Committee to undertake related training. (To follow)
- 13. Insurance**

To confirm the Town Council's Insurance arrangements wef 1 April 2019 (This is the 3<sup>rd</sup> year of a 3-year deal) (To follow)
- 14. Volunteers**

Due to on-going grounds maintenance staffing issues, to consider suspending the decision made by the Town Council (Minute 501 18.09.18) "that the Town Council open spaces equipment is not loaned to or used by any organisation, club or individual for the purpose of maintaining the area used for their particular club or organisation." To enable volunteers who have already been assessed to use the tractor and snake for the purposes of grass cutting or grounds maintenance.
- 15. Management Processes Working Group**

To receive an oral, interim progress report.

**16. Clerk's Updates**

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

<b>Number</b>	<b>Date</b>	<b>Topic</b>
3/19	05.03.19	1. Neighbourhood Plan "The Character of Ilminster" A public Walkabout and Workshop 2. Grounds Manager

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**Formal Meeting Reminders**

**2 April 2019            Planning, Highways & Transport Committee**  
**14 May 2019            Annual Town Council Meeting**