

ILMINSTER TOWN COUNCIL

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Town Clerk: Hayley White

15th July 2020

A meeting of the **Town Council** will take place on **Tuesday 21st July 2020** at 19:30hrs.

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public and press are very welcome to attend the meeting.

Members of the public who would like to attend this meeting must notify the Deputy Town Clerk by telephone or email before 9am Tuesday 21st July 2020. Further instructions will be given to allow them to join the meeting on Skype. The public are invited to submit their questions or raise issues relevant to the work of the council to the Deputy Town Clerk. 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 when they are contacted on Skype 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.

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.

A handwritten signature in black ink that reads 'Hayley White'. The signature is written in a cursive style.

Hayley White
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**
To confirm the minutes of the meeting held on 23rd June 2020 as a correct record.
- 4. Office Action Plan**
To consider the Office Action Plan relating to Town Council Meetings.
- 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. (To follow)
- 7. Report from the County Councillor for the Ilminster Division**
To receive a report from the County Councillor.
- 8. Policy and Procedure Reviews - Recommendations from the Open Spaces Committee**
At its meeting on 28th January 2020 the Open Spaces Committee considered a number of the Town Council's Policies and made the recommendations stated below.
 - (a) 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.
 - (b) 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.
- 9. Financial Regulations**
To consider the recommendation of the Resources Committee held on 11th February 2020 to adopt the Financial Regulations as attached.
- 10. Standing Orders**
To consider if any amendments are required to the Town Council's Standing Orders.

- 11. Terms Of Reference**
To consider if any amendments are required to the Town Council's terms of Reference for Council and Committees
- 12. Scheme of Delegation**
To consider if any amendments are required to the Town Council's Scheme of delegations
- 13. Policy and Procedure Reviews - Recommendations from the Resources Committee**
At its meeting on 11th February 2020 the Resources Committee considered a number of the Town Council's Policies and made the recommendations stated below:
 - (a) Recruitment Policy & Procedure**
That the Recruitment Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review
 - (b) 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.
 - (c) Sponsorship**
That the Sponsorship Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review
 - (d) Equality & Diversity**
That the Equality Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.
 - (e) Absence Management**
That the Absence Management Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.
 - (f) Capability (Performance)**
That the Capability (Performance) Policy & Procedure as attached is adopted and is reviewed in 3 years unless legislation or best practice requires an earlier review.
 - (g) 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 an earlier review.
 - (h) 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 an earlier review.

- 14. Nomination of a Councillor To Sit on the Grievance, Capability & Disciplinary Panel**
To appoint a Councillor to the Grievance, Capability & Disciplinary 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 Grievance, Capability & Disciplinary 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.
- 15. Cricket Pavilion - Sub Lease to Iminster Cricket Club**
To consider matters relating to a sub-lease for the Cricket Pavilion. (To Follow)
- 16. Payments and Virements**
The Schedule of Payments will be presented for Council's information.
- 17. Approval of Annual Governance Statement 2019/20**
To consider and approve Annual Governance Statement 2019/20
- 18. Approval of Accounting Statements 2019/20**
To consider and approve the 2019/20 accounts.
- 19. Internal Auditor's Report**
To consider the report of the Internal Auditor.
- 20. Market Town Investment Group**
Priority Project Funding opportunity.
- 21. Cycling Manifesto**
To discuss the manifesto and to advise whether, broadly, we support as a Town Council.
- 22. Staffing Update**
Town Clerk to give an update on current staffing.
- 23. Exclusion of Press and Public**
To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), for: Agenda item 24 Former McColl's Premises due to the confidential nature of the business to be transacted i.e. business information and information relating to potential negotiations.
- 24. Former McColl's building**
To consider information received regarding the building formerly known as McColl's