

Minutes of the **Town Council** meeting
held in the Council Chamber, The Council Offices, North Street, Ilminster,
on Tuesday 18 June 2019 starting at 19.30hrs

Present:

Chair: Cllr P Burton

Councillors: Cllr J Dewick, Cllr M Gunn, Cllr V Higgins, Cllr M James, Cllr V Keitch,
Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, Cllr L Taylor,
and Cllr F White.

In Attendance

Officers: Miss J Norris (Town Clerk) Mr K Hawkes (Senior Auditor, South West Audit Partnership)

2 members of the public attended the meeting

Speaker 1

It is nearly a year since Royal Mail vans had got parking tickets whilst parking in East Street and since then there has not been so much of a problem in East Street but vans are now parking on High Street; there are rumours that Ilminster's sorting office may be moved to Chard - what has been explored to keep the services? A simple solution may be for Royal Mail to get permission to use the Tesco car park.

Cllr Makillop said that he had spoken to Tesco's informally and they said they were willing to help so he passed that information to the Post Office.

A recent report at a Chamber of Commerce meeting indicated the closure of the Ilminster sorting office may happen within 6 months.

Speaker 2

Hopes that the Town Council will be involved in a project for the former Gooch and Housego buildings and that they will rally people to get involved.

644 Apologies for Absence

No apologies for absence were received.

645 Declarations of Interest

No Declarations of Interest were made in respect of any items on the agenda

646 Minutes

a) The minutes of the meeting held on **4 June 2019** were considered

RESOLVED that the minutes of the meeting held on 4 June 2019 be confirmed as a correct record

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

Issues raised during discussion of this agenda item included:

- Suggest item 14 is removed - broadband is nearly completed

Chair's initials

RESOLVED to note the Office Action Plan.

647 Clerk's Updates

The following Clerk's Update had been sent by email since the last Town Council agenda was published and no questions were raised at the meeting.

Number	Date	Topics
7/19	12.06.19	1. CONFIDENTIAL Former Gooch & Housego Premises 2. Neighbourhood Plan Survey & Housing and Jobs 3. Wharf Lane Rec Play Area

648 Update From Neighbourhood Plan Development Group

An update from the Neighbourhood Plan Development Group including information on recent and future activities and any expenditure requests was considered

Issues raised during discussion of this agenda item included:

- Housing Assessment – need to ensure the survey commissioned by ITC last year is not duplicated
- Tourism - role of the Councillor representative to Ilminster tourism
- Transport – need to be careful not to promise something that can't be delivered

RESOLVED that Cllr Shepherd is ratified as the Chair of the Neighbourhood Plan Development Group

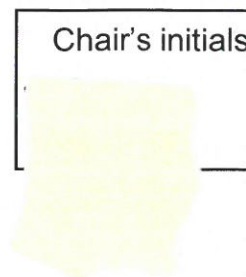
649 Approval of Annual Governance Statement 2018/19

Consideration was given to the Annual Governance Statement 2017/18.

Each of the assertions on the Annual Governance Statement was considered in turn.

- Financial monitoring reports comparing budget to actual expenditure are regularly presented to Committee meetings
- The accounting statements to be submitted for Audit have been prepared in accordance with the relevant Regulations
- in accordance with Financial Regulations, bank reconciliations are undertaken at least quarterly by the Town Clerk and a Councillor
- internal audit services are provided by South West Audit Partnership who will undertake specific audits as requested by the Town Council in addition to an annual process audit and checking the procedures for the preparation of the statement of accounts.
- Internal audit reports, including recommendations are presented to the Town Council
- Standing Orders, Financial Regulations and other governance documents and policies are reviewed regularly and Opportunities have been given during the year for interested persons to inspect and ask questions about the Town Council's accounts
- Opportunities have been given during the year for interested persons to inspect and ask questions about the Town Council's accounts as required by legislation and Regulations
- The Town Council acts within relevant laws and it's own governance structure
- A status report regarding the Strategic Plan, including risk assessment is regularly considered by the Town Council
- All transactions and potential liabilities have been considered and disclosed where appropriate in the accounting statements

Chair's initials



RESOLVED that the Council approve the Annual Governance Statement for 2017/2018

650 Approval of Accounting Statements 2018/19

Consideration was given to the 2017/18 accounting statements.

RESOLVED that the Council approve the Annual Accounting Statements for 2017/2018

651 Internal Auditor's Report

The report of the Internal Auditor was presented by Kristian Hawkes Senior Auditor with the Town Council's internal auditors South West Audit Partnership

The audit opinion is substantial and there are no recommended actions, however 2 potential issues have been identified to be borne in mind: a) levels of reserves which are currently high but on which significant draws are expected – and at least six months running costs should be maintained as a contingency; b) permanent staff need to be appointed so as to minimise risk regarding business continuity capability.

Issues raised during discussion of this agenda item included:

- Current recruitment campaigns should address the staffing concern

RESOLVED to accept the report

652 Co-option of Councillors

The meeting received a presentation from a candidate seeking to be co-opted as a Town Councillor; the candidate then answered questions from Councillors

RESOLVED that Pippa Hamilton be co-opted as a councillor to Ilminster Town Council

653 Exclusion of Press and Public

Consideration was given to taking Agenda item 11 Town Council Accommodation without members of the public and press present, due to the confidential nature of the business to be transacted i.e. financial information and items subject to negotiation

RESOLVED that the press and public be excluded from the meeting during consideration of Agenda item 11 Town Council Accommodation due to the confidential nature of the business to be transacted i.e. financial information and items subject to negotiation

Note: The meeting was adjourned at 20:06hrs for the purpose of enabling the public to leave the meeting and reconvened at 20:11hrs

654 Town Council Accommodation

Consideration was given to the means of assessing Town Council accommodation needs and the identification and feasibility of available premises

Issues raised during discussion of this agenda item included:

Chair's initials



- An announcement, agreed with Gooch and Housego regarding the Town Council's intentions should be made as soon as possible; the announcement should include that the Town Council intends to explore the possibility of a multi-use building for the Town and that the work will be led by the Town Council
- Need to be clear in any communication that the Town Council is investigating possibilities
- Use of on-line survey rather than drop in meeting to gauge public opinion
- Acquisition of the former Gooch and Housego premises may lead to future income generation
- Adherence should be kept to the principles of supporting local businesses and education
- A structural / building condition survey will be needed
- It would be helpful to have a copy of the asbestos register for the building which may be available from the owners
- An ecological survey may be required

RESOLVED

- (i) to form a Working Group with the remit to explore the possibility of the former Gooch & Housego premises being redeveloped for community use, including opportunities for income generation and the potential legal frameworks or partnerships
- (ii) that the working Group comprise the Mayor, Councillors Dewick, James, Shepherd, Shearman and White
- (iii) to give delegated authority to the Town Clerk, following discussion with the Working Group to obtain any surveys they think are necessary

Cllr Keitch offered to help If any information or advice is needed that the District Council may be able to provide

The meeting closed at 20:58hrs

Chair's signature & date

