

ILMINSTER TOWN COUNCIL

Old Magistrates Court
East Street
ILMINSTER
Somerset
TA19 0AJ



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Town Clerk: Mark Tredwin

12 September 2023

A meeting of the **Town Council** will be held on **Tuesday 19 September 2023** in the **Council Chamber, Council Offices, North Street, Ilminster, TA19 0DG** starting at **19:30 hrs.**

If members of the public have any questions on matters that are on the agenda, then, if possible, please notify the Council Office before the day of the meeting which item you would like to speak about.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

The business to be transacted at the meeting is outlined on the Agenda below. Any report will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Mark Tredwin', written over a horizontal line.

Mark Tredwin
Town Clerk

AGENDA

1. **Public Forum**

Fifteen minutes will be made available for public comment and response in relation to items on this agenda. Individuals will be permitted a maximum of three minutes each to address the committee.

2. **Apologies for Absence**

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

3. **Somerset Council Member's Reports**

To receive the written reports from Ilminster's representative members.

4. **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.

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interest relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. **Dispensations**

To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.

6. **Minutes – Town Council**

To confirm the Minutes from the Full Council Meetings held on the **20 June 2023 and 18 July 2023** as a correct record. Any recommendations from this committee can be found on the actual minutes.

7. **Minutes – Planning, Highways & Transport**

To receive the minutes of the meeting held on **1 August and 5 September 2023** and **note** the committee's comments made on planning applications therein. Any recommendations from this committee can be found on the actual minutes.

8. **Minutes – Open Spaces**

To receive the minutes of the meeting held on **1 August 2023** and **note** the committee's comments made therein. Any recommendations from this committee can be found on the actual minutes.

9. **Minutes – Resources**

To receive the minutes of the meeting held on **5 September 2023** and **note** the committee's comments made therein. Any recommendations from this committee can be found on the actual minutes.

10. **Mayor/Deputy Mayor Reports**

To note the written reports.

- 11. Police Report**
<https://www.police.uk/pu/your-area/avon-somerset-constabulary/ilminster-and-windwhistle/> To receive a verbal report from the Police if available.
- 12. Income and Expenditure report**
To inform Members of the income and expenditure to 31 August 2023.
- 13. Schedule of Payments**
To agree the payments for July and August 2023.
- 14. Notification of end of Audit - AGAR**
To note the External Auditors notification and AGAR report.
- 15. S106 Funding Award from Somerset Council**
To consider acceptance of the S106 Award Agreement Terms and Conditions for the fitness trail and gym equipment project and consider alternative funding options.
- 16. Community Plan**
To receive and consider information from the Community Plan Working Group.
- 17. Lighting the Beacon for D Day 80**
To consider lighting the beacon for this national event.
- 18. Minster Milers Dash**
To consider a request from the Minster Milers to use Britten's Field and West Crescent.
- 19. Bonfire & Fireworks 2023 – Brittens Field**
To consider a request received from ISCL for the annual bonfire and fireworks display on Brittens Field.
- 20. Memorial tree and commemoration bench**
To consider the corner of the recreation ground where the memorial bench and tree will be located.
- 21. Vehicles on the Recreation Ground**
For members to consider the extension of fencing and bollards around the Recreation Ground following repeated breaches of the bye-laws and lease agreements.
- 22. Information Technology Quotes**
To consider quotes for setting up Sharepoint.
- 23. Cleaning Contract**
To consider quotes for a one-year contract to clean Town Council facilities.
- 24. Cemetery Lodge**
To consider a report from the Cemetery Lodge Working Group

25. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

26. Information Technology Quotes

To consider quotes for setting up Sharepoint.

27. Cleaning Contract

To consider quotes for a one-year contract to clean Town Council facilities.

28. Cemetery Lodge

To consider a report from the Cemetery Lodge Working Group

PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Members of the public exercising their right to speak during Public Question Time may be recorded. Copies of this document are available in large print on request.