



ILMINSTER TOWN COUNCIL

Old Magistrates Court
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ILMINSTER
Somerset
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Town Clerk: Mark Tredwin

22 November 2023

An **Extra Ordinary** meeting of the **Town Council** will be held on **Tuesday 28 November 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

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 written monthly reports**

To receive any written reports from the Somerset Council Members for Ilminster.

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 Meeting held on the **21 November 2023** as a correct record.

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

To receive the Minutes of the meeting held on **7 November 2023** and **note** the committee's comments made on planning applications therein.

8. **Minutes – Resources**

To receive the Minutes of the meeting held on **7 November 2023** and **note** the committee's comments made therein.

9. **Mayor/Deputy Mayor Reports**

To note the written reports.

10. **Police Report**

<https://www.police.uk/your-area/avon-somerset-constabulary/ilminster-and-windwhistle/> To receive a verbal report from the Police if available.

11. **Co-option**

To note information regarding co-option and a casual vacancy.

- 12. Schedule of Payments**
To agree the payments for October 2023.
- 13. Interim Audit Results**
To consider the Interim Audit report and agree the responses to the Internal Auditor.
- 14. Draft Budget 2024/2025**
To consider updates to the budget from the previous meeting and any additional information from Somerset Council should it be available.
- 15. Application from Ilminster Sports Club Ltd for a container.**
To consider an application from Ilminster Sports Club Ltd to add a second storage container to the compound at Britten's Field.
- 16. Clearing North Street Offices**
To consider options for clearing furniture from the North Street offices and giving notice to finish the internet contract.
- 17. Scouts visit to Ilminster Town Council**
To note the report on the Scouts visit to the Council Offices and Chamber.
- 18. Grant Application**
To consider a grant application received from the Quakers for Warm Spaces Ilminster.

Should any Members consider that any items should be discussed in Part B, Exempt Business the following will apply.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

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.

- 19. West Crescent Play Park Quotes**
To consider quotes for the replacement play equipment.
- 20. Fitness equipment Quotes**
To consider quotes for installing a fitness station.

- 21. Path to the tennis courts**
To consider quotes for laying a path to the tennis courts to make them accessible.
- 22. Cleaning contract**
To consider options and quotes for a one-year contract to clean Town Council facilities.
- 23. To receive details of the Lease meetings**
To receive updates from the Lease meetings held with both Ilminster Cricket Club Ltd and Ilminster Sports Club Ltd.
- 24. Cemetery Lodge**
To receive an update, and to consider a report from the Cemetery Lodge Working Group.
- 25. Town Clerk's Appraisal**
To receive information.

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.