Minutes of the Town Council Meeting held on

**18th June 2024** at **19.30hrs**, at **Ilminster Arts Centre,**

**35 East Street, Ilminster, TA19 0AN**

**Chair:** Cllr B Hamilton

**Council:** Cllr M Gunn**,** Cllr M James**,** Cllr B Jenner-Hurford, Cllr V Keitch, Cllr J Morris, Cllr P Sellers, Cllr S Shepherd, Cllr L Taylor, Cllr N Tinson.

**Officers:** Mark Tredwin (Town Clerk), V Freeman (Administration Officer), N Kelly (Administration Officer)

**In attendance:** There were nomembers of the public present.

The Mayor, Cllr Hamilton congratulated Cllr Gunn on her appointment as Deputy Mayor.

Before the start of the meeting Members paused to remember the gentleman who sadly passed away at the Beacon Lighting event on 6th June.

**2024-0055-TC Public Forum**

There were no members of public who wished to speak.

**2024-0056-TC Apologies for Absence**

Cllr A Shearman

Cllr I MacKillop

Cllr D Paul

Cllr S Osborne

Cllr J Karchud

The Clerk has confirmed that reasons have been provided.

**2024-0057-TC Somerset Council Member’s Reports**

Members **NOTED** the Somerset Councillors report.

Cllr Keitch updated Members of the Gravity site.

The waste contract is being reviewed as it is not working as well as it should.

**2024-0058 -TC Declarations of Interest**

Cllr V Keitch declared an interest in Agenda item 22/26.

Cllr B Hamilton declared an interest in Agenda item 22/26.

**2024-0059-TC Dispensations**

There were no dispensations requested or granted.

**2024-0060-TC Minutes – Town Council**

Members **RESOLVED** by 8 votes for that the Minutes from the meeting held on 21 May 2024 as a correct record.

**Proposer** Cllr James **Seconded** Cllr Taylor

Cllr Tinson clarified the wording under Minute number 2024-0047-TC Schedule of Payments of the 21 May 2024 meeting.

‘Members discussed the difficulties in finding bank accounts that are ethically responsible.

**2024-0061-TC Minutes – Open Spaces**

Members **NOTED** the Minutes from the meeting held on 4th June 2024.

**24-0020-OS Memorial Bench Policy**

Members **RESOLVED** unanimously to approve the Memorial Benches Policy and recommend its re-adoption to Full Council.

Members **RESOLVED** by 9 votes for to approve the Memorial Benches Policy.

**Proposer** Cllr Sellers **Seconded** Cllr Jenner-Hurford

**24-0022-OS Planters**

Members **RESOLVED** unanimously to recommend to Full Council that officers remove the planters from Strawberry Bank, High Street, Ilminster after this summer unless an alternative management strategy can be safely developed.

Members **RESOLVED** 9 votes for that officers remove the planters from Strawberry Bank, High Street, Ilminster after this summer unless an alternative management strategy can be safely developed.

**Proposer** Cllr Sellers **Seconded** Cllr Tayor

**2024-0062-TC Minutes – Resources**

Members **NOTED** the Minutes from the meeting held on 4th June 2024.

**2024-0063-TC Mayor/Deputy Mayor Reports**

Members **NOTED** the Mayors report.

The Deputy Mayor verbally updated Members regarding the events that she has attended.

**2024-0064-TC Police Report**

There was no Police report provided.

Members discussed the crime statistics. Officers will contact the Police to request a more detailed breakdown on the figures.

Members would like to invite the newly appointed Police and Crime Commissioner to a future meeting.

**2024-0065-TC Internal Auditor Report 2023/24**

Members unanimously formally **NOTED** the internal auditor’s reports.

**Proposer** Cllr Hamilton **Seconded** Cllr Keitch

Members **RESOLVED** unanimously to approve the Town Clerk’s responses to both the Interim Report and the End of Year Report for 2023-2024.

**Proposer** Cllr Hamilton **Seconded** Cllr Sellers

**2024-0066-TC Treasury and Investment Policy**

Members **RESOLVED** unanimously to approve the Treasury and Investment Policy presented to the Full Council Meeting for 2024/25.

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Shepherd

**2024-0067-TC** **Credit / Debit Card Policy**

Members clarified if the £500 per transaction limit is still suitable or did it need to be raised.

Members **RESOLVED** unanimously to approve the Credit / Debit Card Policy.

**Proposer** Cllr Hamilton **Seconded** Cllr Tinson

**2024-0068-TC AGAR 2023/24**

The Clerk Introduced the AGAR 2023/2024 report to Members and they discussed various implications emanating from each of the AGAR statements.

**2024-0068-TC.1 AGAR Statement 1 -** Members **RESOLVED** unanimouslyto agree **Statement 1**

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

**Proposer** CllrShepherd **Seconded** Cllr Taylor

**2024.0068-TC.2 AGAR Statement 2 -** Members **RESOLVED** unanimouslyto agree **Statement 2**

We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

**Proposer** Cllr Hamilton **Seconded** Cllr Morris

**2024.0068.TC.3 AGAR Statement 3 -** Members **RESOLVED** unanimously to agree **Statement 3**

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

**Proposer** Cllr Taylor **Seconded** Cllr Shepherd

**2024.0068.TC.4 AGAR Statement 4 -** Members **RESOLVED** unanimously to agree **Statement 4** did not happen correctly.

We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

**Proposer** Cllr Tinson **Seconded** Cllr Hamilton

**2024.0068.TC.5 AGAR Statement 5 -** Members **RESOLVED** unanimously to agree **Statement 5**

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

**Proposer** Cllr Keitch **Seconded** Cllr Gunn

**2024.0068.TC.6 AGAR Statement 6 -** Members **RESOLVED** unanimously to agree **Statement 6**

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

**Proposer** Cllr Hamilton **Seconded** Cllr Taylor

**2024.0068.TC.7 AGAR Statement 7 -** Members **RESOLVED** unanimously to agree **Statement 7**

We took appropriate action on all matters raised in reports from internal and external audit.

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Shepherd

**2024.0068.TC.8 AGAR Statement 8 -** Members **RESOLVED** unanimously to agree **Statement 8**

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

**Proposer** Cllr Hamilton **Seconded** Cllr James

**2024-0069-TC   Publishing the AGAR Notice to Electors**

Members **RESOLVED** unanimously to publish the Notice to Electors from the 24th June 2024 and 2nd August 2024

**Proposer** Cllr Hamilton **Seconded** Cllr Jenner-Hurford

**2024-0070-TC Accounting Statement 2023/24**

Members **RESOLVED** unanimously to agree the Accounting Statement for 2023/24

**Proposer** Cllr Hamilton **Seconded** Cllr Keitch

**2024-0071-TC Schedule of Payments**

1. Members **RESOLVED** unanimously to approve the payments for May 2024

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Hamilton

1. Members **RESOLVED** to approve the completion of the bank reconciliation for May 2024 and note the account balances as of 31 May 2024.

**Proposer** Cllr Hamilton **Seconded** CllrTaylor

**2024-0072-TC Finance Report**

Members **NOTED** the report.

**2024-0073-TC Payment for West Crescent Play Park**

Members **RESOLVED** unanimously to authorise payment for the West Crescent play park equipment.

**Proposer** Cllr Hamilton **Seconded** Cllr Shepherd

**2024-0074-TC Building Valuations**

Members discussed factoring into future budgets an amount to cover the 5 year rebuild valuations.

Members **RESOLVED** unanimously to delegate to officers to appoint a suitable surveyor to provide re-build valuations of all Town Council buildings for insurance purposes.

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Morris

**2024-0075-TC Committee Terms of Reference**

Members **RESOLVED** unanimously to accept the proposed Open Spaces Committee Terms of Reference.

**Proposer** Cllr Hamilton **Seconded** Cllr Jenner-Hurford

**2024-0076-TC Calendar of Meetings**

Members discussed the format of future Mayor making events. Members will discuss this further at the Members Day in October.

Members **RESOLVED** unanimouslyto approve the Calendar of Meetings for 2025.

**Proposer** Cllr Hamilton **Seconded** Cllr Keitch

**2024-0077-TC Open Spaces Update**

This item was moved to Exempt Business.

**2024-0078-TC** **Nominations for the Chair’s Award for Service to the Community**

This item was moved to Exempt Business.

**2024-0079-TC Staffing**

This item was moved to Exempt Business.

**2024-0080-TC Exempt Business**

*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*.

**Proposer** Cllr Tinson **Seconded** Cllr Jenner-Hurford

**2024-0081-TC Open Spaces Update**

Members discussed purchasing a defibrillator. Officers will contact the Ilminster Public D[efibrillators team for advice and bring back the findings to the next Town Council meeting for Members to consider.](https://www.facebook.com/groups/1399077750398945/)

Members **RESOLVED** unanimously to appoint the Mayor and Deputy Mayor to work with officers to bring additional information on recent Open Spaces Events back to Full Council.

**Proposer** Cllr Hamilton **Seconded** Cllr James

**2024-0082-TC Nominations for the Chair’s Award for Service to the Community**

Members **RESOLVED** unanimouslyto choose the person nominated in Appendix 22A for the Chair’s Award for Service to the Community 2024-25 nomination.

**Proposer** Cllr Keitch **Seconded** Cllr Hamilton

**2024-0083-TC Staffing**

Members **NOTED** the report.

20.50 The Town Clerk left the meeting.

Members were updated on the progress to appoint a new Town Clerk.

Concerns were raised that the correct due process had not been followed in advertising the Town Clerk role with increased pay scales before it had been approved by Full Council.

Members **RESOLVED** by 9 votes for to 1 against to ratify the proposed pay scale 38 – 41 £46,464 to £49,498 for the advertised Town Clerk’s position, that has been taken in consultation with South West Councils.

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Sellers

Meeting ended 2100.

Chair signature

Date