

Minutes of the **Town Council** meeting  
held in the Council Chamber. The Council Offices, North Street, Ilminster,  
on Tuesday 29 January 2019 at 19.30hrs

**Present:**

**Chair:** Cllr J Fowler

**Councillors:** Cllr D Belobaba, Cllr P Burton, Cllr J Dewick, Cllr J Fagan, Cllr M Gunn, Cllr M James, Cllr V Keitch, Cllr I Mackillop, Cllr A Shearman, Cllr S Shepherd, Cllr T Walker and Cllr F White.

**In Attendance**

**Officers:** Mr R Latham (Locum) Miss J Norris (Town Clerk)

No members of the public attended the meeting

**560 Apologies for Absence**

Apologies for absence were received from Councillors Swann and Taylor.

**561 Declarations of Interest**

No Declarations of Interest were made regarding any of the agenda items.

**562 Minutes**

a) The minutes of the meeting held on **23 January 2019** were considered.

**RESOLVED** that the minutes of the meeting held on 23 January 2019 be confirmed as a correct record.

b) The Office Action Plan relating to Town Council Meetings was considered.

Issues discussed during consideration of the action plan included:

- Gambling Act; the closing date for the receipt of comments has passed so it will be too late to send a response.

**RESOLVED** to note the Office Action Plan.

**563 Mayor's Announcements/Engagements**

The Mayor reminded Councillors that there would be litter picking on the Rec and Britten's Field starting at 9.00am on 4<sup>th</sup> February 2019.

**564 Strategic Plan 2019/20 – 2021/22**

The draft Town Council 3 year Strategic Plan for 2019/20 – 2021/22 was considered

Issues discussed during consideration of the action plan included:

- Cllr Gunn explained why she thought it would be helpful to amplify some items in the SWOT
- Communication - whether or not the Town Council should respond to public criticisms

**RESOLVED** that the Strategic Plan for 2019/20 – 2021/22 attached to these minutes as Appendix 1 be adopted

## 565 Budget and Precept 2018/19

To consider the Town Council's budget and precept for 2018/19.

Issues discussed included

- The anticipated start dates for items in the Strategic Plan workplan investigating the possibilities of enabling public transport service provision and instigating the set-up of a Community Land Trust should be inserted when the first Progress Report is considered
- Provision of bus shelters– negotiations for the provision of a bus shelter on land at The Mead / Canal Way are on-going
- Resources Committee – the Miscellaneous budget heading includes a contingency of 4 months running costs
- Cemetery Lodge - rent is unchanged
- The Civic Expenses budget heading includes election costs
- The Councillors' training budget heading includes an increased figure as allowance has been made for training Councillors newly elected in 2019
- Cost for weed control needs to be included in the budget
- Rents for contingency stores
- the allowance for vehicle & machinery
- Cemetery maintenance includes an amount for contractors based on prices paid during the autumn 2018
- Amounts precepted by other Authorities
- Need to decide what is fair increase for what the Town Council wishes to do
- Need to be prudent
- Uncertainty of Brexit – may make it a hard financial year for many people
- Income generation ideas needed

### RESOLVED

- (i) That the budget requirement for 2019/20 is £361,840
- (ii) That the Ilminster Town Council precept for the year is £325,740
- (iii) That the expenditure budget for 201/20 is £392,660
- (iv) That the expenditure budget requirement is met from:
  - £36,100 from reserves
  - £325,740 precept
  - £30,820 estimated income to be generated by Ilminster Town Council
- (v) That the amount of money to be requested from South Somerset District Council is a precept of £325,740
- (vi) That the Open Spaces Committee review the Cemetery fees and make a recommendation to Council as to whether or not any changes are required

## 566 Medium Term Financial Plan

Consideration was given to the emerging Medium-Term Financial Plan

### RESOLVED

- (i) that subject to changing the first sentence in paragraph number 6 to read "The Town Council sets aside money towards the cost of replacing items...." The Medium Term Financial Plan as presented to the Town Council is approved
- (ii) To investigate ring fencing the civic events budgets

- (iii) That the Medium Term Financial Plan is updated and developed taking into account the 2019/20 agreed budget and Council Tax increase of 1.45%

**567 Capital Programme**

The emerging Capital Programme was considered

As projects are developed they can be put in the programme and it can then be decided how projects will be funded.

Issues raised and suggestions made by Councillors included:

- Money for the canal area
- ITC accommodation

**RESOLVED** to adopt the Capital Programme as presented to the Town Council.

**568 Investment Strategy**

Consideration was given to adopting an investment strategy

Issues discussed included

- Investments can be short or long term
- Ethical banking / investments

**RESOLVED** to approve and adopt the Investment Strategy as presented to the Town Council

**569 Service Contract for Handwash Units – Toilets, Wharf Lane Rec**

Consideration was given to awarding a service contract for the handwash units in the toilets at Wharf Lane Rec which are now 1 year old.

**RESOLVED** to enter into a service contract with a value of £1,224 with Wallgate for 12 months for the 4 units in the toilets at the Wharf Lane Rec.

**570 Urgent Decision – Tractor Maintenance**

It was reported that a decision was made on 22 January 2019, using the Town Council's urgency procedure to place an order for the service of the tractor and a replacement clutch. The estimated cost of the work is £1,700. The reasons for this being treated as an urgent decision are:

- The estimated cost exceeds the amount the Town Clerk may authorise.
- The clutch could fail at any time during use so it is unwise to use the tractor at present.
- The grass is growing slowly at present so the impact of having the tractor out of commission is less than later in the year when the grass is going quickly and sports pitches need cutting at least once a week.

**571 Payments and Virements**

The Schedule of Payments was presented for Council's information.

**RESOLVED** that the payments listed in the schedule presented to Council totalling £52, 815.18 gross are approved

The Meeting closed at 20:35hrs