

Minutes of the Full Council Meeting held on
20th June 2023 at 19.30hrs, in the **Council Chamber, Council Offices,
North Street, Ilminster, TA19 0DG**

Chair: Cllr L Taylor

Committee: Cllr P Burton, Cllr B Hamilton, Cllr M James, Cllr B Jenner-Hurford, Cllr J Karchud, Cllr I MacKillop, Cllr S Osborne, Cllr P Sellers, Cllr A Shearman, Cllr S Shepherd, Cllr N Tinson

Officers: M Tredwin (Town Clerk), V Freeman (Administration Officer)

In attendance: 1 member of the public

2023-0041-TC Public Forum

A representative from Ilminster History Society addressed members. The Ilminster History Society have been temporarily using the North Street Office to sort, archive and store their collection of items. They are looking to continue to use the office to set up displays and exhibitions for events they attend. They would also hold Trustee meetings, which would be a maximum of 5 people. They are searching for a more permanent location, and they have their own insurance cover. There is a huge demand to learn about Ilminster's history.

2023-0042-TC Apologies for Absence

Cllr M Gunn
Cllr D Paul
Cllr V Keitch

The Clerk has confirmed that reasons have been provided.

2023-0043-TC Somerset Council Member's Reports

Members **NOTED** the Somerset Council Member's reports.

2023-0044-TC Declarations of Interest

Cllr Jenner-Hurford declared an interest in agenda item 19 Use of North Street Offices.

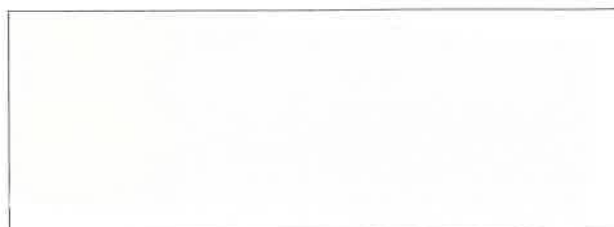
2023-0045-TC Dispensations

There were no dispensations requested or granted.

2023-0046-TC Minutes – Town Council

Members **RESOLVED** by 12 votes for that the Minutes from the meeting held on 16th May 2023 as a correct record.

Proposer Cllr Burton **Seconded** Cllr Shearman



2023-0047-TC Minutes – Planning, Highways and Transport
Members **NOTED** the Minutes from the meeting held on 6th June 2023

23-0027-PHT Street Names

Members **RESOLVED** unanimously to **RECOMMEND** to Full Council that officers work with Somerset Council on the pilot that will suggest street names to be put forward to both Ilminster Town Council and Somerset Council ahead of building taking place.

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Proposer Cllr Shearman **Seconded** Cllr Tinson

2023-0048-TC Minutes – Open Spaces

Members **NOTED** the Minutes from the meeting held on 6th June 2023

Members **RESOLVED** unanimously to **RECOMMEND** to Full Council to approve the proposed Terms of Reference for the Recreation Users Group and the Herne Hill Users Group.

Members **RESOLVED** to approve the proposed to approve Terms of Reference for the Recreation Users Group and the Herne Hill Users Group.

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

2023-0049-TC Mayor/Deputy Mayor Reports
Members **NOTED** the Mayor and Deputy Mayors reports.

2023-0050-TC Police Report
There was no police report provided.

2023-0051-TC Internal Auditor's report 2022/23
Members formally **NOTED** the internal auditor's reports.
Proposer Cllr Shearman **Seconded** Cllr Sellers

The Clerk thanked the RFO for all her hard work.
An email has been sent to Ilminster Sports Club Limited regarding insuring the building. The Clerk is still awaiting a response and will continue in his attempts to contact them.

Members **RESOLVED** unanimously to approve the Town Clerk's responses to both the Interim Report and the End of Year Report for 2022-2023.
Proposer Cllr Shearman **Seconded** Cllr Sellers



2023-0052-TC Fixed Asset Register

The Clerk was asked whether Cemetery Lodge was on the Fixed Asset Register, the Clerk advised members that it was and no decision had been made about the future of the building as he is waiting to receive the Cemetery Lodge working groups report.

- A** Members **RESOLVED** unanimously to accept the purchase and disposal of fixed assets as of 31 March 2023.

Proposer Cllr Jenner-Hurford **Seconded** Cllr Osborne

- B** Members **RESOLVED** unanimously to accept the Town Council's Fixed Asset Register for the financial year 2022-2023 and as presented at the meeting.

Proposer Cllr Shearman **Seconded** Cllr Sellers

2023-0053-TC AGAR 2022/23

The clerk Introduced the AGAR 2022/2023 report to members and they discussed various implications emanating from each of the AGAR statements.

2023-0053-TC.1 AGAR Statement 1 - Members **RESOLVED** unanimously to 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 Cllr Shearman **Seconded** Cllr Jenner-Hurford

2023.0053-TC.2 AGAR Statement 2 - Members **RESOLVED** unanimously to 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 Shearman **Seconded** Cllr Shepherd

2023.0053.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 Shearman

2023.0053.TC.4 AGAR Statement 4 - Members **RESOLVED** unanimously to agree **Statement 4**

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 Shepherd **Seconded** Cllr Shearman



2023.0053.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 Shearman **Seconded** Cllr Sellers

2023.0053.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 Taylor **Seconded** Cllr Shearman

2023.0053.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 Burton **Seconded** Cllr Hamilton

2023.0053.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 Tinson **Seconded** Cllr Osborne

2023-0054-TC Accounting Statement 2022/23

Members **RESOLVED** unanimously to agree the Accounting Statement for 2022/23

Proposer Cllr Shearman **Seconded** Cllr Sellers

2023-0055-TC Publishing the AGAR Notice to Electors

Members **RESOLVED** unanimously to publish the Notice to Electors from the 23rd June 2023 and 7th August 2023

Proposer Cllr Hamilton **Seconded** Cllr Osborne



2023-0056-TC Banking Mandates

Members **RESOLVED** unanimously to accept the current NatWest bank mandate as one signature from List A and two signatories from List B:

List A

Town Clerk Mark Tredwin
Deputy Town Clerk Julie Earp

List B

Cllr Leanne Taylor
Cllr Ben Jenner-Hurford
Cllr Val Keitch
Cllr Stuart Shepherd
Cllr Matthew James
Cllr Neil Tinson

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

Members **RESOLVED** unanimously to accept the current mandate for CCLA Public Sector Deposit Fund requiring two signatories from:

Cllr Leanne Taylor
Cllr Ben Jenner-Hurford
Cllr Matthew James
Cllr Neil Tinson

Cllr Val Keitch
Cllr Stuart Shepherd
Town Clerk Mark Tredwin

Proposer Cllr Osborne **Seconded** Cllr Tinson

Members **RESOLVED** unanimously to accept the current mandates for Unity Trust Bank and Cambridge & Counties Bank for two signatories as follows:

Cllr Leanne Taylor
Cllr Ben Jenner-Hurford

Cllr Neil Tinson
Town Clerk Mark Tredwin

Proposer Cllr Osborne **Seconded** Cllr Hamilton

2023-0057-TC Finance Report

Members were advised that the RFO has contacted the water company and as the Market House does not use any sewerage facilities, they are arranging a rebate.

- a. Members **RESOLVED** unanimously to approve the payments for April and May 2023.

Proposer Cllr Taylor **Seconded** Cllr Tinson

- b. Members **RESOLVED** unanimously to approve the completion of the bank reconciliations for April and May 2023 and note the account balances as of 31 May 2023

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



2023-0058-TC Grant Application from Ilminster Carnival Committee

Cllr Shepherd declared an interest in this item.

Members discussed the grant application. Discussions included the Carnival Committee do a lot for the town and do the Carnival Committee fundraise themselves.

They also discussed are we setting a precedent by agreeing an exception to the percentage and maximum amount.

Cllr Sherman made his proposal to suspend the 50% rule and it was seconded, Cllr Sellers challenged this proposal but as there was no seconder. Members reverted to the original proposal.

Members agreed that the Grant Policy needed to be review and it will be added as an agenda item for a future meeting.

Members **RESOLVED** by 5 votes for to 4 against (Cllr Shepherd abstained) to suspend the 50% rule for this application only.

Proposer Cllr Shearman **Seconded** Cllr Sellers

Cllr Shepherd requested a named vote.

Cllr Karchud	For	Cllr Jenner-Hurford	For
Cllr Osborne	For	Cllr James	For
Cllr Burton	For	Cllr Tinson	For
Cllr Shepherd	Abstained	Cllr Taylor	For
Cllr Shearman	For	Cllr Hamilton	For
Cllr Sellers	For	Cllr MacKillop	For

Members **RESOLVED** to award a grant of £500 to Ilminster Carnival Committee to support the provision of first aid and safety elements of the events.

Proposer Cllr Hamilton **Seconded** Cllr Shearman

2023-0059-TC Clerk's Update.

Members **NOTED** the report.

The Clerk congratulated Cllr Taylor on being elected as the Vice Chair of our local LCN. The Clerk also thanked the members for the high turn out from members at the first LCN meeting.

Members were advised that the Safeguarding Officer has completed his training and DBS checks.

2023-0060-TC Section 19 Flood Report

Members **NOTED** the report.

Members discussed the report. Discussions included the inadequate Shudrick stream culvert, whether funding is available, and the flood alleviation survey.

Members were encouraged to report any blocked drains either on the Somerset Council website or via Fix My Street.

Whilst the bund is on private land and the landowners have given permission for the bund to be reinstated there is no one to implement this and no one has offered to take responsibility to maintain the bund. The EA have asked for a FRAP (flood risk activities permit) before the bund is installed.

The Clerk advised members that various agencies are reviewing the flood report and trying to do something, but it will not be a quick response.

2023-0061-TC Use of North Street Offices

Cllr Osborne declared an interest in this agenda item as a Somerset Councillor, as they own the North Street Office.

Members discussed the request to use the North Street offices by the Ilminster History Society. Discussions included would it be classed as subletting and therefore in breach of our lease, would other community groups also like to use the building in the same way, could there be a more informal agreement, insurance considerations and that other community groups use the building for meetings on an ad hoc basis.

A representative from the Ilminster History Society advised members that they were looking to use the building and contribute to the cost of utilities as opposed to a sub lease.

Members **RESOLVED** by 7 votes for, 2 against and 3 abstentions (inc Cllr Jenner-Hurford and Cllr Osborne due to a conflict of interest) that Ilminster History Society should be granted access to the North Street Offices on an ad hoc/occasional basis, which is to be arranged via officers, on the condition the building is not to be used for storage.

Proposer Cllr Tinson **Seconded** Cllr Sellers

2023-0062-TC S106 Agreement with Somerset Council for new play equipment and fencing at Winterhay

This item was moved to Exempt Business

2023-0063-TC Nominations for the Chair's Award for Service to the Community

This item was moved to Exempt Business

2023-0064-TC Staff Matters

This item was moved to Exempt Business

2023-0065-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 Shearman **Seconded** Cllr Sellers

2023-0066-TC S106 Agreement with Somerset Council for new play equipment and fencing at Winterhay

Members reviewed the quotes provided.

A Members **RESOLVED** unanimously to accept the proposed play and fencing quotation from Company A for £73,999

Proposer Cllr Hamilton **Seconded** Cllr MacKillop

B Members **RESOLVED** unanimously to accept the S106 Award Agreement Terms and Conditions for the Winterhay Playpark dated the 5 June 2023.

Proposer Cllr Hamilton **Seconded** Cllr MacKillop

2023-0067-TC Nominations for the Chair's Award for Service to the Community

Members reviewed the nominations.

The Town Clerk asked each member to confirm the person they would like to see nominated.

Members **RESOLVED** by 7 votes for and 5 against to choose option A to be nominated for the Chair's Award for Service to the Community 2023-24.

2023-0068-TC Staff Matters

Members **NOTED** the report.

Members **RESOLVED** unanimously to agree the back payment of salary to employee 12.

Proposer Cllr Shearman **Seconded** Cllr Sellers

Meeting ended at 21.32

Chair signature

