

Minutes of the Full Town Council Meeting held on  
17<sup>th</sup> May 2022 at 19:30 hrs, in the **Council Chamber, Council Offices,**  
**North Street, Ilminster, TA19 0DG**

**Chair:** Cllr L Taylor

**Committee:** Cllr B Hamilton, Cllr M James, Cllr B Jenner-Hurford, Cllr V Keitch,  
Cllr I MacKillop, Cllr S Osborne, Cllr D Paul, Cllr P Sellers,  
Cllr A Shearman, Cllr S Shepherd, Cllr N Tinson, Cllr L Wilcock

**Officers:** M Tredwin (Town Clerk), J Earp (Deputy Town Clerk and RFO),  
A Brown (Administration Officer), V Freeman (Administration Officer)

**In Attendance:** 3 members of public

The Meeting Chair welcomed our 3 new Councillors, Cllr Osborne, Cllr Paul and Cllr Sellers to their first meeting.

**2022-0018-TC Election of Mayor**

Nominations were invited for the office of Mayor.

Cllr Leanne Taylor received a nomination from Cllr Shearman and seconded by Cllr James.

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Leanne Taylor to the office of Mayor of Ilminster for the period up to the May 2023 Annual Town Council Meeting

**2022-0019-TC Declaration of Acceptance of Office**

Cllr Taylor signed the Declaration of Acceptance of Office. In the absence of the outgoing Mayor, Cllr Taylor was presented with the Mayor's chain by Cllr who proposed her, Cllr Shearman.

**2022-0020-TC Election of Deputy Mayor**

Nominations were invited for the office of Deputy Mayor.

Cllr Brian Hamilton received a nomination from Cllr Keitch and seconded by Cllr Shearman.

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Brian Hamilton to the office of Deputy Mayor of Ilminster for the period up to the May 2023 Annual Town Council Meeting.

**2022-0021-TC Public Forum**

There were no members of the public who wished to speak.

Cllr Taylor congratulated Emily Pearlstone on being elected as a County Councillor for Martock District.

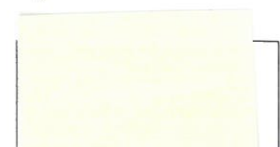
**2022-0022-TC Apologies for Absence**

Cllr Gunn – Personal reasons

Cllr Burton – Personal reasons

**2022-0023-TC District and County Councillors Reports**

Cllr Hamilton updated members the fourth quarter Corporate Performance Monitoring report, the next full SSDC took place at Brympton Way on 19<sup>th</sup>



May, the SSDC Area West Committee meeting took place on 18<sup>th</sup> May, and recent enforcement action taken by SSDC  
Cllr Keitch updated members on the enormous pressure that district are currently under and that it is going to be a very busy year ahead preparing for vesting day, 1<sup>st</sup> April 2023, for the new Somerset Council. Staff are being flexible and helping out other departments as and when possible. Members were advised that SSDC are looking into reopening the Brympton Way offices in Yeovil to the public, but there is no timescale for that happening at the present time.  
Cllr Keitch was asked if SSDC work with other agencies regarding enforcement. Members were advised that yes they do but she was unable to provide any further details as this is commercially sensitive information.  
Cllr Osborne updated members that the new Councillors have received 2 weeks of induction training. The first meeting for all 110 Councillors will be on the 25<sup>th</sup> May. The leader and cabinet positions are due to be made at that meeting.  
Cllr Osborne and Cllr Keitch will provide members with updates from County level.

**2022-0024-TC      Declarations of Interest**

Cllr Keitch declared that she has been elected as a County Councillor.

**2022-0025-TC      Dispensations**

None requested, none granted.

**2022-0026-TC      Minutes – Town Council**

Members **RESOLVED** by 9 votes for and 4 abstentions that the minutes of the meeting held on 26<sup>th</sup> April 2022 as a correct record.

**Proposer** Cllr Shearman **Seconded** Cllr Shepherd

**2022-0027-TC      Minutes – Planning, Highways and Transport**

Members NOTED the minutes from the meeting held on 3<sup>rd</sup> May 2022

a) 22-0015-PHT Silver Street archway access

Members **RESOLVED** by 6 votes for and 1 vote against that officers will contact Highways to request that the yellow zig zag lines outside Greenfyld CofE Primary School are extended to cover the archway entrance.

**Proposer** Cllr Swann **Seconded** Cllr Taylor

Members **RESOLVED** unanimously that officers will contact Highways to request that the yellow zig zag lines outside Greenfyld CofE Primary School are extended to cover the archway entrance.

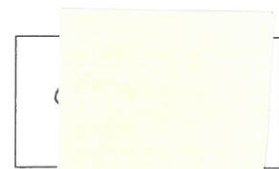
**Proposer** Cllr Shearman **Seconded** Cllr Tinson

**2022-0028-TC      Standing Orders**

Members reviewed the alterations and additions to the Standing Orders. Discussions included that they are based on the NALC guidelines, the frequency of committee meetings and the structure of committees.

Members **RESOLVED** unanimously to approve the proposed Standing Orders.

**Proposer** Cllr Keitch **Seconded** Cllr James



**2022-0029-TC Financial Regulations**

Members reviewed the Financial Regulations.  
Members **RESOLVED** unanimously to approve the Town Council's Financial Regulations for the council year 2022-2023.  
**Proposer** Cllr Shearman **Seconded** Cllr Wilcock

**2022-0030-TC Scheme of Delegation**

Members reviewed the Scheme of Delegation.  
Members **RESOLVED** unanimously to adopt the draft Scheme of Delegation report, as presented.  
**Proposer** Cllr Jenner-Hurford **Seconded** Cllr Shearman

**2022-0031-TC Code of Conduct**

Members discussed the introduction of a proposed Code of Conduct. Discussions included the sanctions available if the code is broken, if the code is to be approved on an annual basis and if the IT systems would still be covered under a separate Code of Conduct.  
Members **RESOLVED** unanimously to adopt the proposed Voluntary Code of Conduct for Ilminster Town Council.  
**Proposer** Cllr Shearman **Seconded** Cllr Wilcock

**2022-0032-TC Calendar of Meetings**

Members **RESOLVED** unanimously to accept the Calendar of Meetings as proposed.  
**Proposer** Cllr Jenner-Hurford **Proposer** Cllr Shearman

**2022-0033-TC Banking Authorisation**

Members **RESOLVED** unanimously to accept the current bank signatories as follows,  
Mayor Cllr Leanne Taylor  
Cllr Stuart Shepherd  
Cllr Ben Jenner-Hurford  
Cllr Val Keitch  
Cllr Matthew James  
Cllr Neil Tinson  
Town Clerk Mark Tredwin  
Deputy Town Clerk Julie Earp  
Members **RESOLVED** unanimously to elect two non-signatories, Cllr Andrew Shearman and Cllr Brian Hamilton to share the task of carrying out monthly bank reconciliations for financial year 2022-2023  
**Proposer** Cllr James **Seconded** Cllr Keitch

**2022-0034-TC Earmarked Reserves**

Members reviewed the earmarked reserves list.  
Members were update about a proposal from the Lawn Tennis Association to refurbish the tennis courts along Canal Way. As this item was not on the agenda it will be added to a future meetings agenda so it can be discussed fully by members.  
Members **RESOLVED** unanimously to approve the Earmarked Reserves for the financial year 2022-2023 and delegate officers to move reserves between funds in accordance with the adopted Financial Regulations.  
**Proposer** Cllr Hamilton **Seconded** Cllr Keitch



**2022-0035-TC Direct Debit and Standing Order payments**

Members **RESOLVED** unanimously to approve the Direct Debits and Standing Orders for the for financial year 2022-2023 and agree to the membership of the professional bodies and organisations identified in the report.

**Proposer** Cllr Wilcock **Seconded** Cllr Jenner-Hurford

**2022-0036-TC Appointment of members to Committees and Working Groups**

Members **RESOLVED** unanimously to appoint members to the committees and working groups as listed below.

<b>Resources</b> Cllr Sellers Cllr Hamilton Cllr Keitch Cllr Jenner-Hurford Cllr James Cllr Tinson Cllr Shepherd Cllr Burton	<b>Open Spaces</b> Cllr Gunn Cllr Taylor Cllr Hamilton Cllr Jenner-Hurford Cllr Paul Cllr Shepherd Cllr Osborne Cllr Wilcock
<b>Planning, Highways and Transport</b> Cllr Wilcock Cllr Shearman Cllr Sellers Cllr Tinson Cllr MacKillop Cllr James Cllr Gunn Cllr Taylor	<b>Grievance, Capability and Disciplinary</b> Deputy Mayor, Cllr Hamilton Cllr Sellers Cllr James Cllr Keitch Cllr Jenner-Hurford
<b>Appeals</b> Mayor, Cllr Taylor Cllr Osborne Cllr Shepherd	<b>Neighbourhood Plan Development Group, reports to Resources</b> Cllr Gunn Cllr Shepherd Cllr James
<b>Rec Users Group, reports to Open Spaces</b> Chair of Open Spaces Vice Chair of Open Spaces Cllr Shepherd Cllr Wilcock	<b>Cemetery Working Group</b> Cllr Gunn Cllr Shearman Cllr MacKillop

The Local Council Award Scheme Working Group has been stood down for 1 year. The Herne Hill Working Group would be considered at a future meeting.

The Accommodation Working Group and Licence Conditions Negotiations Working Group are to be reviewed by the Resources committee to decide if they are still required.



Members **RESOLVED** unanimously to accept the appointment of Members to the Committees and Working Groups as listed in the above table.

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

**2022-0037-TC Appointment of Representatives to Other Groups**

<b>Organisation (in alphabetical order)</b>	<b>Councillor Representative (s)</b>
Arts Centre	Cllr Hamilton, Cllr Taylor
Chamber of Commerce	Cllr James, Cllr Osborne
Christmas Lights	Cllr Shepherd
Dementia Awareness Alliance	Cllr MacKillop
Fairtrade Committee	Cllr Burton, Cllr Keitch
Greenfylde/Swanmead School Liaison	Cllr Hamilton
Ile Youth Centre	Cllr Gunn
Ilminster Education Foundation	Cllr Keitch, Cllr Shepherd
Ilminster Entertainment Society	Cllr Taylor
Ilminster Literary Festival	Cllr Keitch
Ilminster Tourism	Cllr Shepherd
Market Town Investment Group	Cllr Hamilton
Neroche Community Primary School	Cllr Keitch
Wadham School Liaison	Cllr Gunn

Members **RESOLVED** unanimously to add a Community of Parishes A358 group with Members Cllr Hamilton and Cllr Shearman to the list.

**Proposer** Cllr Shepherd **Seconded** Cllr Wilcock

Members discussed recommencing the Police and Communities Together meetings (PACT). Officers will collate further information and will update members, as an agenda item, at a future meeting when it can be fully discussed.

**Proposer** Cllr Osborne **Seconded** Cllr Sellers

Members **RESOLVED** the appointments of representatives to other groups as per the table above.

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

Meeting ended 21.26

Chair s	
Date	