

Minutes of the Town Council remote meeting held via Skype,
on **Tuesday 4 May 2021** starting at 20:30hrs

Present:

Chair: Cllr P Burton

Councillors: Cllr S Shepherd, Cllr R Swann, Cllr M Gunn, Cllr V Keitch, Cllr L Taylor, Cllr A Shearman, Cllr B Hamilton, Cllr F White, Cllr M James, Cllr L Wilcock. Cllr H Lancaster

Officers: Mr M Tredwin Mrs J Earp (Deputy Town Clerk and RFO)

In attendance: Cllr L Vijeh,

925 Cllr Keitch proposed Cllr Burton for Mayor of Ilminster Town Council 2021-22 this was seconded by Cllr Shearman. As no other nominations were received, members voted on and Council Resolved unanimously to elect Cllr Burton as Mayor.

926 Cllr Burton signed the Declaration of Acceptance of office.

927 Cllr Burton proposed Cllr Taylor for Deputy-Mayor of Ilminster Town Council 2021-22 this was seconded by Cllr Swann. As no other nominations were received, members voted on and Council Resolved unanimously to elect Cllr Taylor as Deputy-Mayor.

928 **Public Forum** – no members of the public were present

930 **Apologies for Absence**
No apologies for absence were received.

931 **Declarations of Interest**
Councillors made no Declarations of interest:

932 **Dispensations** - No dispensations were requested from the clerk

933 **Minutes** – members were notified minutes for the 27 April meeting would be taken to the next Full Council Meeting

934 **Committees and working groups report**
As a result of the change to legislation regarding on-line meetings, the clerk introduce the report to members outlining a proposal to set up a “recommendations group” that would consist of a number of members. This group was to consider where necessary any actions that might require the clerk to use delegated powers agreed at the Full Council meeting on the 27 April 2021. Terms of references for each group were agreed to be the same as for each of the previous committees.

935 Members **RESOLVED** create a “recommendations” group that will recommend actions to the town clerk during such times as delegated powers are required due to Covid measures that are in place.
Proposed Cllr Shearman, Seconded Cllr Swann

- 936 Members **RESOLVED** to that existing committees would meet as groups and provide recommendations to the "Recommendations group" and the clerk during such times as covid measures are in place. Full council to then reaffirm legal status of committees upon the resumption of Face-to-Face Full Council meetings.
Proposed Cllr Shearman, Seconded Cllr Shepherd
- 937 **Appointment of members to committees and Working groups.**
- Members discussed the composition of the various groups that were to be created and except for the Recommendations group it was agreed membership would be limited to 8 members. The Recommendations Group would have a maximum of 12 members.
- 938 **Recommendations group** - The following members were put forward:
Cllr P Burton, Cllr S Shepherd, Cllr R Swann, Cllr M Gunn, Cllr V Keitch, Cllr L Taylor, Cllr A Shearman, Cllr B Hamilton, Cllr F White, Cllr M James, Cllr L Wilcock, Cllr H Lancaster
Proposed Cllr Shearman, Seconded Cllr Swann, members RESOLVED membership of the Recommendations Group.
- 939 **Resources Group** - The following members were put forward:
Cllr P Burton, Cllr S Shepherd, Cllr V Keitch, Cllr A Shearman, Cllr B Hamilton, Cllr F White, Cllr M James, Cllr H Lancaster
Proposed Cllr Shearman, Seconded Cllr Shepherd, members RESOLVED membership of the Resources Group
- 940 **Open Spaces Group** – The following members were put forward:
Cllr S Shepherd, Cllr R Swann, Cllr M Gunn, Cllr L Taylor, Cllr B Hamilton, Cllr F White, Cllr L Wilcock, Cllr H Lancaster
Proposed Cllr Shearman, Seconded Cllr Shepherd, members RESOLVED membership of the Open Spaces Group
- 941 **Membership of representatives to other groups** – This item was deferred to the July 2021 meeting of the Full Council.
- 942 **Scheme of Delegation** – Members delegated responsibility to the Clerk at the Full Council meeting on the 27 April 2021
- 943 **Standing Orders** –
Members unanimously **RESOLVED** to approve the Standing orders for Ilminster Town Council
Proposed Cllr James, Seconded Cllr Swann
- 944 **Financial Regulations**
Members unanimously **RESOLVED** to approve the Financial Regulations orders for Ilminster Town Council
Proposed Cllr James, Seconded Cllr Swann

945 Banking Authorisation

Members discussed who would be authorised signatories on the bank accounts. The deputy clerk also explained the process for reconciling the monthly bank statements with expenditure and income recorded in the council accounting software.

946 Proposed by Cllr Hamilton and seconded by Cllr Shearman members unanimously **RESOLVED** to appoint Cllr's Shepherd Swann, Keitch, James, White Taylor along with the deputy Town Clerk and the newly appointed Permanent Town Clerk as authorised bank signatories.

947 Proposed by Cllr James and seconded by Cllr Lancaster, members unanimously **RESOLVED** to appoint Cllr's Hamilton and Shearman to carry out the monthly bank reconciliations.

948 Clerks update report – Members noted the report

Meeting closed 21.19hrs

Chai	
Date	