

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

- Chair:** Cllr P Burton
- Committee:** Cllr B Jenner-Hufford, Cllr H Lancaster, Cllr I MacKillop, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, Cllr L Taylor, Cllr N Tinson, Cllr L Wilcock, Cllr B Hamilton, Cllr M James, Cllr V Keitch
- Officers:** M Tredwin (Town Clerk), J Earp (Deputy Town Clerk and RFO), V Freeman (Administration Officer)
- In attendance:** 4 members of public
- 2022-0001-TC** **Public Forum**  
There were no members of the public present who wished to speak.  
  
The Meeting Chair, Cllr Burton welcomed our 3 new Councillors, Daz Paul, Sue Osborne and Paul Sellers to the meeting as members of the public before they take up office in May
- 2022-0002-TC** **Apologies for absence**  
Cllr L Wilcock - Personal reasons  
Cllr F White - Personal reasons  
Cllr M Gunn – Personal reasons
- 2022-0003-TC** **District and County Councillor Reports**  
Cllr Keitch updated members that there was little to report from District this month due to the upcoming elections.  
There is a link to the Environment Achievements film on the South Somerset District Councils website which provides information on the SSDC Environment team and the wider Environment Community of good practice and how they have been shaping a new action plan for 2022/23.
- 2022-0004-TC** **Declarations of Interest**  
There were no declarations of interest made.
- 2022-0005-TC** **Dispensations**  
None requested, none granted.
- 2022-0006-TC** **Minutes**  
Members **RESOLVED** by 9 votes for and 3 abstentions that the Minutes of the meeting held on 15 March 2022 as a correct record.  
**Proposer** Cllr Shearman **Seconded** Cllr Swann
- 2022-0007-TC** **Minutes – Planning, Highways and Transport**  
Members **NOTED** the Minutes from the meeting held on 5<sup>th</sup> April 2022

2022-0008-TC

**Minutes – Open Spaces**

Members **NOTED** the minutes from the Meeting held on 5<sup>th</sup> April 2022.

22-0008-OS Burial Space Request.

Members **RESOLVED** unanimously to approve the purchase back the burial space at £197.40, the original purchase price.

**Proposer** Cllr Shearman **Seconded** Cllr Hamilton

Members **RESOLVED** unanimously that authority is delegated to officers to agree the location and siting of 3 memorial benches, two at Herne Hill and another one in the area of West Crescent on a cost plus 10% basis.

**Proposer** Cllr Shearman **Seconded** Cllr Lancaster

2022-0009-TC

**Councillor Representatives of external organisations**

Cllr James attended the Chamber of Commerce meeting.

Cllr MacKillop attended the zoom Bus Partnership meeting and fed back to members that our area has one of the lowest bus usage percentages in the country.

Cllr Shepherd has been attending Ilminster Education Foundation (IEF) meetings.

2022-0010-TC

**Financial Monitoring**

Members **NOTED** the financial monitoring report.

Members thanked the Deputy Clerk/RFO for all her hard work throughout the year, in preparing the end of year and for preparing for the internal auditors visit.

2022-0011-TC

**Bank signatories**

Members discussed bank signatories due to 2 current signatories standing down at the end of the current term in May.

Members **RESOLVED** unanimously to add Cllr Tinson and Cllr Jenner-Hurford as new signatories to the Council's bank mandate.

**Proposer** Cllr Keitch **Seconded** Cllr Shepherd

2022-0012-TC

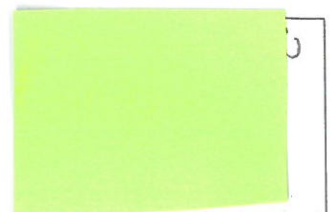
**DBS Checks**

Members discussed whether the external works team should have DBS checks conducted.

Discussions included whether all staff and members should undergo a DBS check. The NSPCC and other charities have online safeguarding courses that staff/members can complete.

Members **RESOLVED** unanimously to agree for DBS checks to be required for all external works staff and for the checks to be paid for by the council.

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



2022-0013-TC

**Town Council ID Badges**

Members considered the introduction of identity badges for members of the council and staff.

Discussions included: will they have a photo on them, is it feasible to offer to print ID cards for other local councils, it would help identify members and staff at public meetings, is it necessary for members to have them, health and safety of lanyards would have to be taken into consideration for the grounds team, would members of the public understand that members have no authority ie being asked to stop cycling on the recreation ground, will they only be used for official council meetings/events/business, what information would be printed on the card.

Members **RESOLVED** by 11 votes for to 1 abstention to delegate authority to officers to implement the introduction of ID badges for all members of staff.

**Proposer** Cllr James **Seconded** Cllr Shepherd

Members **RESOVLED** by 9 votes for and 3 against to delegate authority to officers to implement the introduction of ID badges for all members.

**Proposer** Cllr Shearman **Seconded** Cllr Keitch

2022-0014-TC

**Queen's Platinum Jubilee celebrations update**

Members were updated on the plans for the Jubilee weekend.

A meeting has been arranged with all the relevant parties to finalise the arrangements for the beacon lighting.

The Councils website/Facebook account will be updated with details of all the events.

The handheld flags will be delivered to the local schools shortly.

The scarecrow competition, with a jubilee theme, will be launched to run over the Jubilee weekend and during IMEX.

4 Portable toilets have been hired to be situated on the recreation ground during the Jubilee weekend.

Members **RESOLVED** unanimously to accept the quote of £160 from Glen Cleaning Ltd for extra cleaning of the toilets on the recreation ground and of the 4 portable toilets from 2<sup>nd</sup> to 5<sup>th</sup> June 2022.

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

2022-0015-TC

**Exempt Business**

*That in the view of the confidential nature of the business about to be transacted, it is advised 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 Jenner-Hurford **Seconded** Cllr Shearman



Members **RESOLVED** unanimously to allow our 3 new members, Paul Sellers, Sue Osborne and Daz Paul, who are taking office in May to remain for exempt business items 2022-0016-TC and 2022-0017-TC and for Revd Jo Stobart to remain for minute item 2022-0016-TC only.

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

**2022-0016-TC**

**Royal Protocol**

Members discussed the Royal Protocol report.

Members **RESOLVED** unanimously to adopt the policy presented and considered at this meeting.

**Proposer** Cllr Jenner-Hurford **Seconded** Cllr James

20.19 The Town Clerk left the chamber

**2022-0017-TC**

**Town Clerk's Contract**

The Mayor and Deputy Mayor updated members on the outcome of their meeting with the Town Clerk to review the completion of his probation period.

Members **RESOLVED** unanimously to confirm the completion of the Town Clerk's probationary period and to appoint on a permanent basis as per his Statement of Particulars.

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

Meeting ended 20.29

Cllr Keitch, on behalf of members, thanked outgoing members Cllr Swann, Cllr Lancaster and Cllr White for all their hard work whilst serving as Councillors and wished them all well for the future.

