

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris ACIS MSc**



15th March 2016

A meeting of the **Town Council** will take place on **Tuesday 22nd March 2016** in the Council Chamber, Council Offices, North Street, Ilminster starting at **19:30 hrs**.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Meeting Administrator before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

Yours sincerely

Joy Norris
Town Clerk

AGENDA

1. **Apologies for Absence**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
 - a) To confirm the minutes of the meeting held on **23rd February 2016** as a correct record. (To Follow)
 - b) To confirm the minutes of the meeting held on **15th March 2016** as a correct record. (Attached)
 - c) To consider the office Action Plan relating to the Town Council Meetings. (To follow)

- 4. Mayor's Announcements/Engagements**
 - a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements. (Attached)
- 5. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. (Attached)
- 6. Reports from District Councillors**

To receive reports from District Councillors (No written reports received at time of publication of agenda).
- 7. Report from the County Councillor for the Ilminster Division**

To receive a report from the County Councillor. (Attached)
- 8. Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies. (Attached)

 - Chamber of Commerce - Cllr R Drayton
- 9. Update from the Football and Community Facility Governance Group**

The notes from 24th February's Governance Group Meeting are presented to the Town Council for information. (Attached)
- 10. Open Spaces Committee**

To receive the recommendation from the Open Spaces Committee held on 16th February 2016 regarding the adoption and implementation of a Herne Hill Management Plan and Woodland Management Plan. (Attached)
- 11. Local Council Award Scheme**

To consider whether or not Ilminster Town Council should work towards attaining an award within the Local Council Award scheme and, if it should, the target level of attainment. This item was deferred from the meeting on 17th November 2015 (relevant paperwork circulated at that time).
- 12. Dog Policy**

To discuss the way forward to develop a policy regarding dogs in the Open Spaces owned and/or managed by the Town Council.
- 13. Land around Herne Hill**

To consider

 - a) registering an interest with Somerset County Council on the fields labelled I1, I5, I6 & I7 on the attached plan
 - b) Supporting Donyatt Parish Council in registering an interest with Somerset County Council on the fields labelled D1-D5 on the attached plan.
- 14. The Agreement to Lease the Football and Community Facility.**
 - a) To approve the final version of the Agreement to Lease. (Attached)
 - b) To nominate 2 signatories to sign the agreement to lease for the Football and Community Facility.

15. Project Plan

To consider progress on the project plan and whether any changes are necessary.
(Attached)

16. Authorisation of Payments and Notifications of Virements.

a) The Schedule of Payments for authorisation is attached for Council’s approval.
(Attached)

b) Bank reconciliation

To note that the Bank reconciliations for January and February 2016 have been presented and independently checked by Councillors.

17. Clerk’s Update’s

The following Clerk’s Updates have been sent by email since the last Council agenda was published.

Number	Date	Topic
3/16	26.02.16	<ul style="list-style-type: none"> • Planning Application - Land At Shudrick Lane Ilminster • Meetings in Early March • A303 – letter from Highways England • SID Installation
4/16	03.03.16	<ul style="list-style-type: none"> • Land At Shudrick Lane Planning Application • Declaration of Interests – especially with regard to the Planning application for Land At Shudrick Valley
5/16	04.03.16	<ul style="list-style-type: none"> • Media Releases – Winterhay Lane Play Area & Design a Flag presentation

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Reminders

Meetings

29 March 2016 Open Spaces

05 April 2016 Planning, Highways & Transport Committee & Resources Committee

12 April 2016 Town Council

19 April 2016 Annual Community Assembly