

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**

**17<sup>th</sup> June 2015**

A meeting of the **Town Council** will take place on **Tuesday 23<sup>rd</sup> June 2015** at **Greenfylde First School, Silver Street**, 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.

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 19<sup>th</sup> May 2015 as a correct record
  - B)** To consider the office Action Plan relating to the Town Council Meetings.

**4. Mayor's Announcements/Engagements**

- A) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
- B) The Mayor attended the following engagements between 19<sup>th</sup> May 2015 and 23<sup>rd</sup> June 2015
  - Dementia Awareness Week 'Singing for the Brain' held on Thursday 21<sup>st</sup> May 2015 at Muchelney House, Ilminster
  - Royal Air Force Air Cadets Squadron Open Evening held on Thursday 18<sup>th</sup> June 2015 at the Cadet Centre, Shudrick Lane, Ilminster
  - Ilminster Midsummer Experience 'Judging of the Classic Car Show' Sunday 14<sup>th</sup> June 2015 and the Rotary Lunch at the Recreation Ground, Ilminster
  - Ilminster Civic Service held on Sunday 14<sup>th</sup> June 2015 at St Mary's Church, Ilminster

**5. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster.

**6. Reports from District Councillors**

To receive reports from District Councillors.

**7. Report from County Councillor for Ilminster**

To receive the report from the County Councillor Linda Vjeh.

**8. Internal Audit Report & Approval of Audit Days**

- A) To receive the Internal Audit report for Financial Controls – 2014/15 Annual Return
- B) To receive the Internal Audit Report on the Football and Community Facility Project
- C) To approve of number of audit days

**9. Football & Community Facility Lease**

To consider approval that an agreement for lease is entered into (with the draft lease being appended to the agreement). The agreement will then state that the works will be completed in accordance with the grant awarding body's requirements and lease entered into upon completion of those works.

**10. Sport England Grant for Football & Community Facility**

To consider acceptance of the grant offer from Sport England and nominate 2 signatories

**11. Bat Survey**

To consider the quotations for undertaking a bat survey on Britten's Field

**12. Lookout Point**

To consider seeking quotations to form a viewpoint / platform on Herne Hill

**13. Party On The Park**

To consider if the Town Council wishes to have a presence at Party on the Park (30 August 2015) and, if it does, the nature / format of that presence

**14. Resources Committee Recommendation**

The Chair of the Resources Committee to provide an oral update on any relevant matters and present the recommendation made by the Committee from the meeting held on 9<sup>th</sup> June 2015, namely “that the Town Council accepts the revised quotation for the maintenance works to the Market House, in the sum of £11,856.”

**15. Open Spaces Review Group**

**A) Amendment to the Terms of Reference**

As a result of discussion at the Annual Town Council Meeting, Council is requested to approve a change to the Terms of Reference for the Open Spaces Review Group to increase the number of Town Councillors who sit on the Group from 3 to 4

**B) Nomination of Councillors**

Appointment of Councillors to Open Spaces Review Group

**16. Membership of the Dementia Action Alliance**

To consider the Town Council becoming a member of the Dementia Action Alliance

**17. Kiosk Report for Ilminster Midsummer Experience**

Cllr Storey will provide a brief oral report

**18. Reports from Representatives on Outside Bodies**

To receive reports from Representatives on Outside Bodies;

Note: At the time of publishing the agenda the following reports had been received and are attached.

- Ilminster Christmas Lights Committee AGM Report (1 June 2015)
- Ilminster Chamber of Commerce (10 June 2015)

**19. Project Plan**

To consider progress on the project plan and whether any changes are necessary and agree Councillor sponsors for each item.

**20. Authorisation of Payments and Notification of Virements**

The Schedule of Payments for authorisation is attached for Council’s approval.

**21. Clerk’s Updates**

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

<b>Number</b>	<b>Date</b>	<b>Topic</b>
06/15	05.06.15	1. Schools Provision in Ilminster 2. Memory Stick “Reference library” 3. Herne Hill Management Plan 4. Flood Plan 5. Town Council Website 6. Scarecrow Judging 7. Schools Design A Flag Competitions 8. Councillor Emails

