

# ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**

**17<sup>th</sup> June 2014**

A meeting of the **Town Council** will take place on **Tuesday 24<sup>th</sup> June 2014** 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.

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 **13<sup>th</sup> May 2014** 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 and Deputy Mayor attended the following engagements between 13<sup>th</sup> May 2014 and 24<sup>th</sup> June 2014.

- Saturday 24<sup>th</sup> May 2014 Lions Club of Ilminster & District Somerset Summer Fete at Swanmead School
- Friday 6<sup>th</sup> June 2014 Vaughan Lee House Grand Opening of A Wing
- Sunday 8<sup>th</sup> June 2014 Mayor, Cllr Emma Jane Taylor's Civic Service at the Minster Church, Silver Street, Ilminster
- Sunday 8<sup>th</sup> June 2014 Ilminster Experience CIC Judging of Classic Car Show at the Recreation Ground
- Saturday 14<sup>th</sup> June 2014 The Somerset Schools' Folk Dance Festival at Wells St Cuthbert's Church
- Thursday 19<sup>th</sup> June 2014 Royal Air Force Air Cadets 2381 (Ilminster) Squadron Open Evening at The Cadet Centre, Shudrick Lane, Ilminster
- Saturday 21<sup>st</sup> June 2014 Ilminster Swimming Club Jurassic League 2014 at Bridport Leisure Centre, Dorset
- Sunday 22<sup>nd</sup> June 2014 Yeovil Town Council's Annual Civic Service and Reception at the Town House, 19 Union Street

**5. Police Report**

To receive a report on policing in Ilminster

**6. Resources Committee**

The Chair of the Resources Committee to provide an oral update on relevant matters discussed at recent meetings and present recommendations made by the Committee meeting held on the 29<sup>th</sup> April 2014.

**7. Open Spaces Committee**

The Chair of the Open Spaces Committee to provide an oral update on relevant matters discussed at recent meetings and present recommendations made by the Committee meeting held on the 3 June 2014.

**8. Internal Auditor's Report**

To receive the report of the Internal Auditor regarding the 2013/14 accounts and procedures audit.

**9. Approval of Accounts**

To consider and approve 2013/14 accounts.

**10. Review of Committees**

To receive a report regarding terms of reference and the frequency of meetings and present recommendations made at the Committee Working Group meeting held on the 12<sup>th</sup> May 2014.

**11. Calendar of Meetings**

To approve the calendar of meetings for the year 2014/15.

**12. Allocation of Section 106 money**

To discuss and consider the allocation of S106 monies for sport and pitches.

- 13. Licence / Lease Review**  
To decide on the appointment of solicitors to draft new licences/leases relating to the Recreation Ground & Britten's Field.
- 14. Applications for Planning Permissions**  
To consider the Town Council applying for planning permissions for football and cricket facilities as part of the Open Spaces Review.
- 15. Town Crier**  
To consider providing official endorsement for the Ilminster Town Crier.
- 16. Fair Trade**  
To decide whether or not the Town Council supports the town seeking Fair Trade Status and to consider appointing a representative to the Steering Group.
- 17. Party on the Park**  
To discuss whether there should be an Ilminster Town Council presence at this year's event to be held 24<sup>th</sup> August 2014.
- 18. Annual Attendance List**  
To receive Ilminster Town Council's Councillor attendance list for the year May 2013/14.  
This is for information only.
- 19. Authorisation of Payments and Notification of Virements**  
The Schedule of Payments for authorisation is attached for Council's approval.
- 20. Project Plan**  
To consider progress on the project plan and whether any changes are necessary.
- 21. Report from the County Councillor for the Ilminster Division**  
To receive a report from the County Councillor.  
County Councillor Report March 2014 – Cllr Linda Vjeh
- 22. Reports from District Councillors**  
To receive reports from District Councillors.
- 23. Reports from Representatives on Outside Bodies**  
To receive reports from Representatives on Outside Bodies; at the time of publishing the agenda the following representatives had indicated they would be reporting.  
**Chamber of Commerce** – Councillor Goodall  
**Christmas Lights Committee** – Councillor Pallister will provide an oral report
- 24. Clerk's Updates**  
The following Clerk's Updates have been sent by email since the last Council agenda was published.

**25. Exclusion of the Press and Public**

To consider taking agenda item 26 without members of the public and press present, due to the confidential nature of the business to be transacted.

<b>Number</b>	<b>Date</b>	<b>Topic</b>
8/14	16.05.14	Herne Hill The SSDC Area West agenda Road Closure New Road The Cemetery Open Spaces Walkabout Street Names
9/14	05.06.14	Casual Vacancy Open Spaces Staff Cemetery Recreation Ground Footpath maintenance
10/14	11.06.14	Open Spaces Walkabout Road Closure Four Lanes to Peasmarsh Lane Donyatt. Resources Committee 10 June 2014

**26. Update on Legal Action and Expenses.**

Town Clerk to provide an oral report.

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**Reminders**

8th July 2014 - Planning, Highways & Transport Committee (venue to be confirmed)