

# ILMINSTER TOWN COUNCIL

Council Offices  
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Town Clerk: ~~Julia Thomas~~

Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 26<sup>th</sup> March 2013**. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster.

The formal meeting will be preceded by a presentation from, and, discussion with, WYG Planning and Environment about plans for a development on land at the end of Canal Way, Ilminster.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

A handwritten signature in black ink that reads 'Joy Norris'.

Joy Norris  
Town Clerk

20.3.13

Date

## Public Question Time

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 Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

## AGENDA

### 1. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

## **Iminster Town Council**

### **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 (documents to follow)**

- a) To confirm the minutes of the meeting held on 19th February 2013 as a correct record.
- b) To consider the office To do list relating to the Town Council Meetings.

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

The Mayor and Deputy Mayor attended the following engagements between 19th February 2013 and 26th March 2013.

**Wednesday 20th February 2013** - Vaughan Lee Residential Care Home

The Mayor and Town Clerk attended to learn about the History of Vaughan Lee.

**Sunday 3rd March 2013** – The Chairman of Somerset County Council's Civic Service at St Mary Magdalene Church, Church Square, Taunton

**Friday 15th March 2013** – Chairman of Somerset District Council's Civic Evening at the Johnson Suite, Octagon Theatre, Yeovil

**Saturday 16th March 2013** – The Mayor of Chard's Charity Dinner at the Lordleaze Hotel, Chard

**Sunday 17th March 2013** – The High Sheriff of Somerset, Legal Service at Wells Cathedral

### **5. Police Report (attached)**

To receive the police report of activities in the area since last report on 5<sup>th</sup> February.

### **6. Reports from County Councillors**

To follow

### **7. Report from District Councillor**

To follow

### **8. Open Spaces Committee**

The Open Spaces Committee met on 5<sup>th</sup> March 2013, and made the following recommendations:

#### **• Use of rec - Iminster Midsummer Experience**

**RESOLVED to RECOMMEND** that:

the Council would accept the request made by Iminster Midsummer Experience to use the recreation ground, but any use will be subject to the following:

- a) Any work that has been done or needs to be done regarding drainage and reseeded.
- b) The condition of the ground.
- c) The weather forecast in week preceding the event.

#### **• Use of Rec - Funfair**

**RESOLVED to RECOMMEND**

- i) that subject to a satisfactory plan being received the Funfair be offered Britdens Field in June
- ii) That the location for October is considered again when the schedule for the work to the Recreation ground is known.

#### **• Iminster Scouts Group**

## **Ilminster Town Council**

### **RESOLVED to RECOMMEND**

that the Ilminster Scouts Group, under supervision, have permission to light fires at Herne Hill.

- **Burma Star garden**

### **RESOLVED to RECOMMEND**

that the Town Council take over the maintenance of the Burma Star garden at Winterhay Lane.

- **Summer Competitions**

### **RESOLVED to RECOMMEND**

i) that the scarecrow competition is organised again to coincide with the Ilminster Experience events and

ii) that the only floral competitions will be those for Greenfyld and Swanmead Schools.

## **9. Finance & Policy Committee**

The Finance & Policy Committee met on 19th March 2013, and made the following recommendations:

- **Grant Policy**

### **RESOLVED to RECOMMEND**

that the Grant Policy (as attached) be adopted.

- **Insurance quotations**

### **RESOLVED to RECOMMEND**

that the Town Clerk has delegated authority after discussion with the Chair of Finance & Policy to accept the Insurance quotation which offers 'Best Value.'

- **Rebuild Valuation Survey**

### **RESOLVED to RECOMMEND**

that the lowest quotation be accepted for undertaking a rebuild valuation survey of council property.

- **Rents**

### **RESOLVED to RECOMMEND**

that the rents for the football club, youth club, cricket club and sports club be increased by 3.1 %

## **10. Reports from Staffing Committee**

Chair to provide an oral update.

## **11. Reports from Representatives on Outside Bodies**

Ilminster Tourism - Report from Councillor Vjeh, meeting held on 4<sup>th</sup> March 2013.

Chairman, Stuart Shepherd opened the proceedings by thanking those involved in the continued running of the information point, without whom it would not be possible.

Of particular mention were Carol and Mike Holtom, for their efforts in mustering the troops each season.

The continued importance of Ilminster Tourism to the vibrancy of the local area remains evident, despite a difficult year.

Whilst visitor numbers for 2012 were slightly up on the previous year, and the organisation finished the year with a slight surplus, there remains concern over funding levels.

Traditionally local community groups such as Ilminster Tourism, have to some extent been protected. There is however acceptance that in the current economic climate this can no longer be expected and that in order to secure funding, bids will have to be submitted.

The principal sources for funding continues to be SSDC (£500) and Ilminster Town Council (£800), with additional income generated from the sale of accommodation lists, commission on ticket sales for such attractions as The Royal Bath & West Show, the Fleet Air Arm Museum, and

## **Ilminster Town Council**

the sale of Heritage Trail guides. With many visitors now carrying out online searches prior to visiting the area, and often purchasing tickets to events and venues in this way, there continues to be a decrease in this source of income.

An additional £348.74 from the Rotary Club of Ilminster in support of the new town guide, due imminently, was welcomed.

With effect from April 2013, SCC and local bus companies will no longer be printing bus timetables, and options have been considered for the provision of these for local visitors, without incurring additional expenditure. The provision of a laptop for use by volunteers, donated by Councillor Linda Vijeh, should assist those on duty in providing additional information, once WiFi access has been set up.

Consideration has been given to applying to the Gooch Foundation for a grant, and also Yarlington Housing Group, who from time to time are able to allocate funds for local causes.

There was also a discussion around the possibility of purchasing 'Ilminster' souvenirs for sale, such as tea towels, spoons and key rings, as visitors are often looking for inexpensive souvenirs to add to their collections. Funds for the initial purchase of these would need to be sourced to enable sufficient stock to be retained.

Local event organisers are to be encouraged to publicise their activities on the town diary page, as visitors are often looking for additional activities to take part in once they have arrived in the area. It is also thought that those advertising regular services for which there is a fee to participate, such as classes, should be asked for a small donation in exchange for promotion, as these are in effect business enterprises.

Ilminster continues to be a magnet for walkers to the area, with the walks leaflets proving to be very popular; and a warm welcome from the Ilminster Tourism team and our local independent businesses, is often a key factor in those deciding to move to the area.

The Ilminster Tourism information point, situated in The Meeting House, will open for this season on 25th March.

### **12. Ilminster Town Football Club**

To consider a request received for Ilminster Football Club to erect a Marquee on the recreation ground on the Cricket Club side, behind the clubhouse for their presentation night to be held on Saturday 27<sup>th</sup> April 2013.

### **13. Partners & Communities Together (PACT) Meetings**

The PACT process is one that is used throughout the country, bringing local organisations together to deal with local community safety issues and ideally it is not police led.

The local Police team recently arranged an exploratory meeting with local organisations to discuss the viability of revitalising the PACT / Local Action Group (there have been no meetings for well over a year). The meeting felt that it would be useful to meet on a quarterly basis and, at a minimum, to share information and concerns. Likely participants are the SSDC Community Safety Co-ordinator, Yarlington Housing association, County & District Councillors, representative from the Chamber of Commerce.

The Council is asked to consider:

- (a) The nomination of a Councillor to attend the meetings on behalf of the Town Council
- (b) Providing assistance to the PACT by means of offering a meeting venue and taking notes of the quarterly meetings.

### **14. Resident's Newsletter**

Following on from the success of previous Town Council newsletters the Council is asked to consider

- (i) The publication of a newsletter regularly throughout the year (3 or 4 editions per year)

**Iminster Town Council**

- (ii) Forming an editorial team comprising the Town Clerk, Mayor, Chair of the Finance and Policy Committee, Chair of the Open Spaces Committee
- (iii) Methods of Delivery

**15. Authorisation of payments (to follow)**

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

**16. Action Plan (to follow)**

To consider progress on action plan and whether any changes are necessary.

XX

**Reminders**

**Meetings**

16 April 2013	Special Council Meeting
18 April 2013	Annual Town Council Meeting
23 April 2013	Open Spaces
30 April 2013	Finance & Policy
7 May 2013	Council

# ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday 19<sup>th</sup> February 2013 at 19:30hrs

## Present

**Chairman:** Cllr R Swann,

**Councillors:** Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr E J Taylor and Cllr L Vjeh.

## In Attendance

**Officers:** Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk).

### 1. Apologies for absence

Apologies for absence were received from Councillors Lawson, Sothern, Shepherd and Whaites.

County Councillor Kim Turner had also sent apologies.

### 2. Declarations of Interest

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest
Cllr E J Taylor		17 a)		
Cllr C Goodall		17 a)		
Cllr J Pallister		8 Brittens Field		

### 3. Minutes

#### RESOLVED

(a) that the minutes of the meeting held on 5<sup>th</sup> February 2013 be confirmed as a correct record.

(b) To note the office "To do" list relating to the Town Council Meetings.

Issues discussed included:

- Complaints had been received from a resident concerning the dusk till dawn lighting at the Wardens Shed. The problem appears to be the starkness of the light but the Town Clerk was going to visit the Recreation Ground following the meeting to see the current situation
- Access to the football stands is very difficult - there needs to be some form of steps put into place for match days which can be taken away at other times. The Town Clerk has emailed the Football Club about this but has not received a response.

### 4. Mayor's Announcements/Engagements

The Mayor reported the events he had attended between 5th February 2013 and 19th February 2013 which included planting three apple trees on Cleaves Close.

### 5. Police Report

There was no police report because of the short gap in between meetings.

### 6. Report from County Councillors

There was nothing to report from County Councillor Turner.

Chair's initials

## ILMINSTER TOWN COUNCIL MINUTES

### 7. Reports from District Councillor

District Councillor Goodall reported to the Council that Open Reach are planning to install several Open Reach broadband cabinets in the town. Concerns were raised about some of the proposed locations as the pavements in the town are narrow, and the cabinets can produce heat, which could be a health and safety issue.

### 8. Open Spaces Committee Meeting

The Chair of the Open Spaces Committee reported the recommendations from the meeting held on 22 December 2013.

- **Protective Clothing**

**RESOLVED** that:

- (i) That Personal Protective Equipment is provided by the Town Council to all employees to assist with protecting them against risks to their health and safety whilst at work.
- (ii) That Personal Protective Equipment is replaced by the Town Council as and when required (replacements being issued due to deterioration of existing provision to the extent that they do not provide an adequate level of protection).
- (iii) That an allowance of £50.00, administered by the Town Clerk, is available for each Open Spaces Warden (3 people at the time of the report being considered) to spend on work clothing during a financial year e.g. 1 April to 31 March; the clothing style to be the choice of the individual warden and, the colour of the clothing to be a dark blue. All purchases to be agreed in advance by the Town Clerk and paid for by the Town Council.
- (iv) That blue cloth badges with the text "Ilminster Town Council embroidered in white be obtained from Golden Finishes.
- (v) that the badges purchased in (d) above are affixed to the clothing (purchased by the Town Council for the Open Spaces Wardens.) on the wearer's left hand side where a breast pocket would be situated.

- **Field In Trust Membership**

**RESOLVED** that the Membership for the 'Field in Trust' is renewed subject to the Town Clerk clarifying that the 15 % discount at HAGS can be used on purchases for any of our recreation fields, not just Winterhay Lane.

- **Brittens Field Gateway**

**RESOLVED** that the Town Clerk has delegated authority to arrange for the gateway surfacing at Brittens Field entrance with the REC to be replaced with scalplings and 3mm to dust (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500.

### 9. Staffing Committee

The Chair of the Staffing Committee presented the recommendations from the meeting held on 4th February 2013

- **Confirmation of Appointment – Senior Administrative Assistant**

Chair's Initials
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## ILMINSTER TOWN COUNCIL MINUTES

**RESOLVED** that the Town Clerk is given delegated authority to confirm the appointment, subject to satisfactory performance, of the Senior Administrative Assistant

- **Appointment of Town Clerk**

**RESOLVED**

- (i) that the Staffing Committee is given delegated authority to deal with all matters relating to the Town Clerk's probationary period and confirmation (or otherwise) of appointment.
- (ii) that the Mayor is given delegated authority to sign the Statement of Particulars for the Town Clerk on behalf of the Town Council, such document to be based upon the national model

- **HR Framework**

**RESOLVED** that the following documents are approved and adopted by Council.

- Discipline Policy & Procedure
- Grievance Policy & Procedure
- Whistleblowing Policy & procedure
- Recruitment Policy & procedure

### 10. **Reports from Representatives on Outside Bodies**

- **Chamber of Commerce**

Councillor Taylor reported that she had attended a meeting of the Chamber of Commerce held on the 6<sup>th</sup> February 2013.

The President and Treasurer of the Management Committee have both resigned, so the first order of business was to appoint new officers; There was no candidate for President so the post remains vacant. Mr Robert Stone was voted in as Treasurer.

Management meetings are to take place on the 1<sup>st</sup> Wednesday of every month. The next meeting will take place on 6<sup>th</sup> March 2013 at 18:00hrs.

Membership is declining and a campaign to increase membership and highlight member benefits is planned.

The Chamber has appointed Mr Andrew Fox as the next Town Crier His uniform is currently being made and they are looking into insurance for him. The Chamber Secretary Ben Jagers will be managing his diary. Mr Fox is looking to become a member of the Ancient and Honourable Guild of Town Criers, however he is having a problem in relation to Rule 4 of the Guild namely "No member should carry out duties in any town or location without the prior knowledge or permission of the Mayor, Chairman or proper officer of the town or location". Councillor Taylor did inform the Chamber of Commerce that the Town Council had agreed at a Council Meeting that the Town Crier should not fall under the direction of the Town Council, so she did not believe the Town Council were in a position to help but she would make Councillors aware of the issue.

Councillor Taylor reported that the organisation for Victorian Evening is thought to be secure.

- **Youth Club**

Councillor Burton reported that the Youth Club now have broadband connection and thanks to a grant from SSDC they have purchased an x box for the users of the Youth Club.

The Youth Club has £10,000 in Lloyds bank which is gaining interest now.

Chair's Initials



## ILMINSTER TOWN COUNCIL MINUTES

The building is insured for £410,000 and recently £4,400 has been spent on the re-decorating of the entire inside.

The Youth Centre has had its boiler serviced, and new flooring and toilets installed which include disabled facilities. They are also looking to in the near future have all the carpets cleaned.

The Youth Centre is currently being promoted to local organisations as venue available for hire.

The Youth Club hope to receive funding in order to replace the Meeting House wall which needs repair and develop two new parking spaces.

Attendance is 24-34 members attend on a Tuesday, 25 members on a Wednesday which include approximately 14- 18 boys, and on a Friday 27 .

Councillors were reminded that they are welcome to attend on a Tuesday, Wednesday or Friday to have a look round and meet some of the children and volunteers who attend.

The Youth Club are holding a Jumble Sale on the 23<sup>rd</sup> March 2013.

- **Iminster Tourism**

Councillor Vjeh reported that the last Iminster Tourism Meeting had been cancelled, but is due to be held in the week commencing the 25<sup>th</sup> February 2013, and she hopes to attend.

### 11. **Flooding**

The Town Clerk reported that on the 13<sup>th</sup> December 2012, the Town Council facilitated a meeting for local residents who had been affected by flooding. From the discussions at the meeting and residents' photographs the Town Clerk had now produced a draft report, The Town Clerk asked the Council to consider the dissemination of the report and if any representations need to be made to other organisations regarding remedial and prevention works.

The Town Clerk said that emerging themes included ditch and drain clearance and the inclusion of potential flood risks when planning applications were considered.

Councillor Vjeh suggested considering a critical incident plan for the town in the event of an emergency.

The Town Clerk informed the Council the flooding report will be sent out to all Councillors and attendees (residents).

Cllr Taylor suggested that the report is published on the Town Council Website and where attendees email address were supplied at the meeting, these would be used to circulate the document.

### 12. **Youth Council**

The Town Clerk informed the Council that the Youth Council have requested the opportunity to organise an Easter Egg Hunt which had been very successful in previous years.

This was agreed.

The Town Clerk also asked the Council to consider if there are any particular projects that it would be helpful for the Youth Council to undertake.

#### **RESOLVED**

- (i) That the Youth Council is given permission to host the Easter Egg Hunt
- (ii) That the Youth Council is asked to work with the Town Clerk to undertake a public consultation regarding the equipment and facilities provided in children's play area at Winterhay Lane.

Chair's Initials
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## ILMINSTER TOWN COUNCIL MINUTES

### 13. Casual Vacancies

The Town Clerk reported that the Council currently has 2 vacancies which it may fill by co-option and asked the Council to agree the process and provisional timetable.

#### **RESOLVED**

- (i) That the vacancies should be advertised by means of a media release, an advert on the Town Council Notice Board and the Town Council noticeboard
- (ii) Candidates should be invited to attend a meeting of all Councillors to give a short presentation and answer questions

### 14. Authorisation of payments

The Town Clerk notified the Councillors that according to the Council Minutes of 17 January 2012 a request was received from Ilminster Forum for £500.00 towards a Marketing Strategy for Ilminster; however the minutes do not record whether or not the request was agreed.

#### **RESOLVED**

- (i) That a £500.00 contribution is made to the Ilminster Forum towards a Marketing Strategy for Ilminster
- (ii) that the accounts listed in the schedule presented to the Council, totalling £980.11 be approved.

### 15. Action Plan

**RESOLVED** that the date on Item 14 – Website review –be amended to 31<sup>st</sup> March 2013

The meeting closed at 21:10 hrs

Chair's Signature & Date

Update o. To – do list for the meeting to be held on 26<sup>th</sup> March 2013

Date	Minute	Action (To – do)	Action by	Action Taken	Completion date
05.02.13	Item 3	RESOLVED i) That the Town Council stance is that it supports Winterhay Lane becoming a designated right of way. ii) That Cllr Swann (with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7 <sup>th</sup> March 2013 to put the Town Council's view	Cllr Swann	Meeting 7 <sup>th</sup> March 2013 2pm	Regulation Committee Meeting Cancelled Will not be an item on the Agenda. Cllr Swann & Miller and M Holtom informed
05.02.13	Item 5	Inform Andy Stuart of the incident involving a vehicle driving down the wrong way of Ditton Street	Joy to speak to Andy Stuart		Completed
05.02.13	Item 8	RESOLVED i) That precept for 2013/14 will be £236,100 ii) That the budget for 2013/14 will be £236,100 as set out on the sheet attached to the minutes	Joy/Marilyn	Approved 05.02.13	Forms sent back to SSDC
05.02.13	Item 9	RESOLVED that subject to at least three quotes being obtained, the Town Clerk has delegated authority to purchase 'wet pour' surfacing for the seesaw area and mesh matting for the other areas, not exceeding a total cost of £2000 +vat.	Marilyn/Michelle	Approved 05.02.13	Order will be placed end March 2013 X3 quotes received (see-saw)
05.02.13	Item 9	RESOLVED that (i) The Town Clerk attempts to obtain three quotations for both the architectural survey of the market house and the asbestos survey. (ii) Subject to satisfactory quotations being obtained the Town Clerk has delegated authority to engage a qualified surveyor to carry out an architectural survey	Marilyn	Approved 05.02.13	Asbestos survey carried out on 21.02.13 Report received

**Update of To – do list for the meeting to be held on 26<sup>th</sup> March 2013**

19.02.13	Item 8	<p>(c) That an allowance of £50.00, administered by the Town Clerk, is available for each Open Spaces Warden (3 people at the time of the report being considered) to spend on work clothing during a financial year e.g.1 April to 31 March; the clothing style to be the choice of the individual warden and, the colour of the clothing to be a dark blue. All purchases to be agreed in advance by the Town Clerk and paid for by the Town Council.</p> <p>(d) That blue cloth badges with the text "Ilminster Town Council embroidered in white be obtained from Golden Finishes.</p> <p>(e) that the badges purchased in (d) above are affixed to the clothing (purchased by the Town Council for the Open Spaces Wardens.) on the wearer's left hand side where a breast pocket would be situated.</p>	Joy/Marilyn/ Michelle	Approved 19.02.13	Approved
19.02.13	Item 8	<p>RESOLVED that the Membership for the 'Field in Trust' is renewed subject to the Town Clerk clarifying that the 15 % discount at HAGS can be used on purchases for any of our recreation fields, not just Winterhay Lane.</p>	Joy/Marilyn/ Michelle	Phoned FIT 21.02.13 They have confirmed discounts apply to all our sites.	Cheque ready to be signed 22.02.13 Paid 01.03.13
19.02.13	Item 8	<p>RESOLVED that the Town Clerk has delegated authority to arrange for the gateway at Brittens Field to be replaced with 3mm dust to scalping, (including the hire of a contractor to remove the top layer of the soil and the hire of a vibrator) at a cost not exceeding £1,500</p>	Joy/Marilyn/ Michelle	Approved 19.02.13	Awaiting quotes
19.02.13	Item 9 1) Confirmation of Appointment	<p>RESOLVED that the Town Clerk is given delegated authority to confirm the appointment, subject to satisfactory performance, of the Senior Administrative Assistant</p>	Joy	Approved 19.02.13	6 month probationary period ends 08.04.13

**Update 01 To – do list for the meeting to be held on 26<sup>th</sup> March 2013**

19.02.13	Item 14	Joy to speak to Sian – Youth Council considering Winterhay Play area as project and consult with residents.	Joy	Underway	
19.02.13	Item 15	Joy to check with democratic services to find out the period of advertisement for casual vacancies.	Joy	No specific time-limit for Casual Vacancies. Now being advertised	Complete 15.03.13

# Ilminster Beat Report

March 2013

Good evening to you all, since the last Police report we at Ilminster station have been kept up to our usual work in the Town and in the surrounding villages. The amount of reported incidents for the same time last year are almost 20% lower, the decrease is great news year on year and may be attributed in some part to the change in legislation over payment for scrap metal.

Over this period last year we were blighted by lead metal thefts and other scrap metal crimes, these have significantly fallen, however there has been a small increase in Domestic heating oil thefts by organised groups. The advice is keep it locked and out of sight if possible, there are many different alarms that can be fitted these days at reasonable prices (compared to the cost of oil).

A NHW (Neighbourhood Watch) ringmaster message has been sent out reminding people to be vigilant over the security of oil and gas bottles over the coming months this has also been passed to Farmwatch as have suspicious vehicles to look out for, we have had a few good results locally due to a 'see it report it' attitude that gives us valuable minutes head start rather than waiting until later.

There are some incidents of damage to motor vehicles in the past 5 weeks, there has also been damage to shop windows and doors, the majority of these incidents have been after the pubs have closed, licensees should be reminded of their responsibility to the larger community and if this continues further action will be taken.

The recent robust policing of the Rec and neighbouring areas has seen a reduction in Anti-social behaviour and calls relating to it over the last two months, I am sure the weather has also been a contributing factor.

Following good intelligence there was a warrant executed under the misuse of drugs act near to Ilminster, which result in an amount of cannabis plants being seized and a male being charged to court for possession with the intent to supply. Another male was remanded in custody following an attack on his partner and the attending Police officers, domestic violence still makes up a large amount of calls to the Police. All domestic related calls are treated with the utmost urgency and this has removed another perpetrator from an abusive relationship.

On another note PCSO John Martin as seen in the local press has been working closely with the local councillors and council officials dealing with dog fouling in Broadway, this is an anti-social problem as much car enthusiasts and underage drinking, needing a multi agency approach to stamp it out.

**ILMINSTER TOWN COUNCIL**  
**GRANT APPLICATIONS – POLICY AND GUIDANCE**  
**Approved by Council XXXXXXXX**



1. Ilminster Town Council awards grants annually to *local* organisations who have charitable objectives and operate on a not-for-profit basis. Grants are expected to enable such organisations to develop projects which can clearly demonstrate their direct benefit to the citizens of Ilminster.  
NB: In this context local means that the organisation is based within the parish of Ilminster or that it provides services / activities for Ilminster residents.
2. Grants awarded through this process are drawn from a limited budget and are intended to attract applications for limited amounts.-Grants from Ilminster Town Council are therefore limited to a maximum of £1,000.
3. Applications must be for specific, discrete provision e.g. purchase of a particular piece of equipment; Applications for ongoing assistance or where reliance is placed upon continued grant funding are unlikely to be successful.
4. A grant application should not exceed 80% of the total cost of the project / activity and the grant application should be supported by information on how the balance of funding is being met. The question on the application form seeking information on other sources of fund raising must be completed as the Council would normally expect its grant to support a project rather than to meet its costs.
5. Grant applications will **NOT** be considered from:
  - Private business ventures
  - Other local authorities
  - Any political body
  - Pressure or lobbying groups
6. The Town Council will not make grants to organisations whose accounts are not in good order.
7. Other than in exceptional circumstances the Town Council will not fund:
  - running costs
  - projects which are properly the subject of statutory funding
  - Retrospective applications
8. The Town Council requires any organisation applying for a grant to comply with the spirit and the letter of the law in respect of providing an equal and non-discriminatory service to all eligible for its services. Any evidence that this is not the case will disqualify an organisation from being offered a grant, or if a grant has already been offered will result in the offer being rescinded.
9. Applications must be submitted on the form provided and be accompanied all the relevant documents including financial information.



**ILMINSTER TOWN COUNCIL  
GRANT APPLICATION FORM 2013/14**

**Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines**

1. Name / Title of Organisation .....

2. Name of person submitting the application.....

Position held in organisation .....

Address.....

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Tel. No.....

Email.....

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

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4. Total anticipated cost of project £.....  
(Please enclose supporting estimates)

5. Amount of grant sought from Town Council and % of total project cost £.....  
%



## Town Clerk

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**From:**  
**Sent:** 12 March 2013 21:39  
**To:** town.clerk@ilminster.gov.uk  
**Subject:** Fwd: Ilminster Town FC

]

Sent from my iPhone

Begin forwarded message:

**From:** Andrew Fish  
**Date:** 12 March 2013 19:14:52 GMT  
**To:** Andy Fish <[andy@ilminster.gov.uk](mailto:andy@ilminster.gov.uk)>  
**Subject:** Ilminster Town FC

Hi joy,

To try and raise extra funds for our club we are hoping to have our presentation night in our clubhouse on the recreation ground, but to do this we would have to have a marquee put up on the cricket club side, just behind the clubhouse.

We have spoken to the cricket Club who do not have a problem with this.

The date of our proposed presentation night would be Saturday April 27th, would this be ok to house the marquee.

Regards

Andy

Sent from my iPhone

**ACTION PLAN**  
18<sup>TH</sup> March 2013

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>A – Cemetery</b>							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice sought 04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with eth work based on the process obtained.	Agreement with Callisters	Sept 2013	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces.	In abeyance awaiting other cemetery actions.	Review Dec 2012	Goodall/ Whaites
4	12	5/7/11	Cemetery Lodge Crack	There is a crack in the north wall of the cemetery lodge around a window	Crack being monitored for a 12 month period from March 2012. No movement apparent up to and including November 2012	April 2013	Goodall
<b>B – Recreation Areas</b>							
5	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging work scheduled for week commencing 3 <sup>rd</sup> December 2012	Contractor has been on-site some issues still to be resolved. 29.01.13	May 2013	Goodall
6	10	7/6/11	Additional land for recreational	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met	Discussion with SSDC to continue	Dec 2013	Goodall

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No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
13	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 12	Austin
<b>E - Office</b>							
14	6	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook.	Somerset Web Services identified as a preferred supplier.	31 <sup>st</sup> March 2013	Lawson
<b>E – Personnel (Wardens and Office Staff)</b>							
<b>F- Highways/Pavements Paths</b>							
17	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012	Austin
<b>G – Miscellaneous</b>							
19	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC – who will not adopt until developer has brought the roads, public spaces and footpaths up to the approved standard. No	Miller