

Action List for TC Agenda 15th April 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	08.04.14 T.C 140	Note on action Plan	Include Berkley Homes on the distribution list for the Flood Plan when issued.	Nikki	Nikki added to Berkley Homes to distribution List 29.04.14	COMPLETE
2.	08.04.14 T.C 157	Accepting Apologies	RESOLVED that the Council accept the apologies from the Councillor in question and support her in her recovery.	Council Members and Office Staff		COMPLETE
3.	08.04.14 TC 142	Police Report	RESOLVED that the Town Clerk writes to Ilminster Police station to invite them to attend any Full Council or Committee meeting at least once a month	Joy		
4.	08.04.14 T.C 146	Action on Rural Planning Chaos	RESOLVED that the Town Clerk, the Chair of Resources and the Chair of Open Spaces have delegated authority to compose a letter to be sent to Mr E Pickles, Mr D Laws, Leaders of the District and County Councils, and SALC, hi lighting Ilminster Town Council's concerns on the quality and quantity of local development. The letter will be approved by Council.	Joy, Cllr Miller, Cllr Goodall		
5.	08.04.14 T.C 147	Review of Committees	RESOLVED that a working group is created to review the Committees, the terms of reference and the frequency of meetings and a report is given to the next Full Council meeting.	Working Group Cllrs Burton, Goodall, Miller, Pallister, Shearman, Shepherd, Storey, Taylor and Vijeh	Availability request sent on 09.04.14 via email.	To go to next Full Council 13.05.14

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6.	08.04.14 T.C 148	Review of Public Participation at Council and Committee Meetings	RESOLVED that the Council's principles of its public participation scheme read as follows: i. The public can only speak at the start of the meeting unless the chair felt that a topic being discussed directs (see joy)(as at present) ii. Public participation should be recorded in the minutes as the topic they are speaking on, but not detailing any individual names. iii. Time limits for public participation and any arrangements for extension of the 3 minutes and the 15 minutes are at the Chair's discretion.	Joy/Nikki	Notice Board Copy of agenda updated.	
7.	08.04.14 T.C 149	Scarecrow Competition	RESOLVED that the scarecrow competition will run again this year. (i) Scarecrows to be on show from Wednesday and taken down Sunday evening. (ii) Judging to take place on Thursday and Friday (iii) Judges for this year will be Cllrs Keitch, Swann and Vjeh. (iv) Advertising through press, noticeboard, schools, newsletters and Flyers to church groups, Scouts and Brownies. (i) A map is needed to show the location of each scarecrow.	Nikki/Joy	Issued Press Release details on website	
8.	08.04.14 T.C 150	Citizens Award	RESOLVED i. That the Council introduce a Young Citizen's Award to be awarded to a person under 18 years of age with all other criteria being the same as for the Citizen's award with the exception that the Young Citizen would not be on the electoral role but would have to attend school in Ilminster and live in the Parish of Ilminster boundary. ii. that the Selection Committee for the Ilminster Citizen's Award 2014 and the Young Citizen's award 2014 comprise of	Nikki/Joy	Selection Panel arranged to meet on 29.04.14 after Resources Committee Meeting. Citizens Award and Youth Award advertised And Media release sent	

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			<p>the Mayor, Deputy Mayor and the Chair and Vice-Chair of the Open Spaces Committee, Resources Committee and Planning Committee.</p> <p>iii. that the quorum of the judging panel to be 3.</p> <p>iv. that the Selection Committee have delegated authority to decide to whom the Citizen's Award and Young Citizen's Award should be presented in 2014</p>		15.04.14. Awards presented at Annual Town Meeting.	
9.	08.04.14 T.C 151	Community Resilience Store	RESOLVED that the Town Council agrees in principle to rents two stores, preferably on either side of the town, and once all charges for storage have been received the matter will be taken back to Council with the options to be considered.	Joy/Marilyn /Nikki		See O.S Resolutions
10.	08.04.14 T.C 156	Community Right to Bid	RESOLVED that the Council puts in a right to bid for the agreed nominated community assets.	Joy		See T.C Resolutions
11.	25.03.14 T.C 135	Consider Insurance Renewal	<p>RESOLVED</p> <p>(i) that the Clerk is given delegated authority to take the minimum cover as given on the Policy Schedule at a cost of £5,720</p> <p>(ii) that the Clerk is given delegated authority to discuss the issues outlined above with the insurers and where appropriate to agree enhancements to the insurance cover to a maximum total cost of £6,500;</p> <p>(iii) that should the required amendments mean a cost greater than £6,500 the Town Clerk is given delegated authority to proceed to obtain the necessary cover following consultation with the Mayor and the Chairs of the Open Spaces and Resources Committees.</p>	Joy		COMPLETE See T.C Resolutions

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12.	25.03.14 T.C 137	Payment regarding Cemetery Wall	RESOLVED (i) that the Council does not agree to the compromise suggestion and (ii) that the resolution of 28 January 2014 is confirmed, namely "That the Town Clerk is given delegated authority to issue a counter claim and represent the Town Council in court"	Joy		SEE CEM Resolutions
13.	20.03.14 Mayor's Weekly Meeting	Donation of Prizes for Easter Events	Letters to be drafted to Tesco & Cooperative to request donation of prizes (eggs) For Town Council & Youth Council Easter Events	Nikki/Joy	Sent letters and received donations.	COMPLETE
14.	28.01.14 TC 102	Office Action Plan	Ask Mr Raffell if Berkley Homes can have a copy of the Flood Plan	Marilyn	Deputy Clerk emailed Mr Raffell 31.03.14. Awaiting reply	
15.	03.12.13 T.C 80	Emergency Flood Plan	Cllr Vjeh investigating if funding available from the County Council.	Cllr Vjeh		
16.	22.10.13 T.C 69	Project Plan	1. Path between brakes garage and Riec sur belon needs maintenance– Cllr Goodall reported it is the management company for Riec Sur Belon development (meeds fleet) – C.G will make them aware that this could be a flood risk. 2. Town Clerk to write a letter to express that the Town Council is dissatisfied with the attitude of the developer regarding proposed development and works so far. – Link to project Plan			
17.	Full Council	Item 12 Approval of Accounts	The Town Clerk will investigate the 2 recommendation from the Internal Auditor A) that the accounting procedure for Reserves is reviewed.	Joy/ Marilyn	1)Internal Auditor to be discussed at F&P on 27.08.13	

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	07.05.13		B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.		2) Agreed to send out documents to suitable individuals/ organisations and wait to see what response we receive back – as at O.S meeting on 13.08.13 31.01.14 Meeting scheduled with Internal Auditor. In process of tagging fixed assets.	
18.	Full Council 07.05.13	Item 12 Approval of Accounts	The Town Clerk will look at how improvements can be made to the information that is required on our Annual Governance Statement	Joy		

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1.	SCC Investigation Winterhay Lane TC 05.02.13	Resolved 1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way 2) That Cllrs Swann(with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7 th March 2013 to put the Town	05.02.13	1) Meeting booked for 7 th March 2013 2) Meeting Cancelled – Councillors and Mr Holtom informed 3) Report and Recommendation received from SCC 4) Application to be placed before regulations Committee on 3rd October 2013 5) Consideration by SCC Regulation Committee

Town Council Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
		Council's view		postponed 6) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order. 7) SCC have made an order. 8) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate.
2.	Byelaws TC 25.02.14	Resolved (i) That a resolution is passed to adopt the byelaws (ii) That the Mayor and Deputy Mayor are the designated signatories on the formal document to be sealed (iii) That the appropriate notice regarding the byelaws is placed in the Chard and Ilminster News and also on the Town Council's Website and Notice board (iv) That a fee of 10p per 100 words be charged for supplying the byelaws or any extract from the document during the period that they are on deposit. (iv) that after the byelaws have been on deposit for 1 month application for them to be confirmed is made to the Department for Communities and Local Government. 25.02.14	25.02.14	1) Byelaws advertised 19.03.14 2) Town Clerk written to DCLG to confirm the byelaws 29.04.14
3.	Consider Insurance Renewal T.C 25.03.14	RESOLVED (i) that the Clerk is given delegated authority to take the minimum cover as given on the Policy Schedule at a cost of £5,720 (ii) that the Clerk is given delegated authority to discuss the issues outlined above with the insurers and where appropriate to agree enhancements to the insurance cover to a maximum total cost of £6,500;	25.03.14	

Town Council Resolutions Progress Chart

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
		(iii) that should the required amendments mean a cost greater than £6,500 the Town Clerk is given delegated authority to proceed to obtain the necessary cover following consultation with the Mayor and the Chairs of the Open Spaces and Resources Committees.		
4.	Community Right to bid	RESOLVED that the Council puts in a right to bid for the agreed nominated community assets.	08.04.14	