

Minutes of the **Annual Town Council Meeting** held at Council Chamber, Council Offices, North Street, Ilminster on Tuesday 17th May 2016 at 19:30hrs

Present:

Outgoing Mayor R Neave

Councillors: Cllr F Albin, Cllr P Burton, Cllr R Drayton, Cllr J Fagan, Cllr J Fowler, Cllr V Keitch, Cllr D Kinder, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr R Swann, Cllr T Walker

In Attendance

Somerset County Councillor Linda Vijeh

Officers: Mrs T Loveless (Administration Officer), Miss J Norris (Town Clerk), Mrs D Speed (Administration Officer (Finance)), Mrs S Whitefield (Deputy Town Clerk).

10 members of the public attended the meeting, None of whom spoke during the public participation session.

The Mayor (Cllr Neave) opened the meeting and read out a statement giving her resignation as a Councillor with immediate effect.

The Town Clerk then advised the meeting that Cllr Carol Goodall had also resigned effective immediately. The Town Clerk advised that the procedure to be followed regarding the 3 casual vacancies was to post a notice as soon as practicable declaring the vacancies and that if within a set time period of the notice being published 10 elector contacted the District Council requesting an election the District Council would organize an election; should 10 such requests not be received the Town Council could proceed to co-opt

The Deputy Mayor thanked Ms Neave on behalf of the Town Council for the work she had done as a Councillor

1. Election of Mayor

The Deputy Mayor invited nominations for the role of Mayor, the only nomination was Cllr Keitch.

RESOLVED that Councillor Keitch is elected as Mayor for the 2016/ 2017 municipal year

2. Declaration of Acceptance of Office

Cllr Keitch signed the Declaration of Acceptance of Office in the presence of the Town Clerk, as Proper Officer, and fellow Councillors.

3. Appointment of Deputy Mayor

The Mayor invited nominations for the role of Deputy Mayor, the only nomination was Cllr Walker.

RESOLVED that Councillor Walker be appointed Deputy Mayor for the 2016/ 2017 municipal year

4. Apologies for Absence

No apologies of absence were received as all Councillors were present.

5. Declarations of Interest

No declarations of interest were made.

6. Minutes

Issues discussed during consideration of the action plan included:

- The Town Clerk gave an update on the possibility of lighting the beacon to mark the Queen's 90th birthday. Unfortunately information on the procedures followed at previous beacon lighting events could not be found and the staff who had the expertise in building and lighting the beacon had left the Town council's employment.
The majority of Councils lighting Beacon's did so on 21st April by the invitation of the Pageantmaster
 - Permission from the Dillington estate –would be needed as they own the land on which the Beacon is sited.
 - It is a very short time frame to undertake the appropriate risk assessments arrange publicity etc.
- Item 9 provision of superfast broadband still under discussion at district and county level
- Item 8 – S106 money for delivering the skatepark module of the play area master plan, it is understood that the relevant Officer at South Somerset District Council has now returned to work and arrangements will be made to see him to progress the plans for the play area.
- Items 21 Winterhay Lane footpath –no decision has been received

RESOLVED

- (i) To confirm the minutes of the meeting held on 12th April 2016 as a correct record subject to amending the date of the tea party to celebrate the Queen's 90th birthday to read Sunday 12th June.
- (ii) To note the office action list relating to Town Council meetings.
- (iii) Not to light the beacon to mark the Queen's 90th birthday.

7. Mayor's Announcements/Engagements

a) Cllr Keitch thanked Ms Neave for her 2 years service as a Councillor and in particular her year as Mayor and then continued to also thank Mrs Goodall and Mrs Storey for their work and commitment to the town.

b) The Mayor (outgoing) attended no engagements between 12th April and 17th May 2016.

The Deputy Mayor (outgoing) attended the following events:

- 17th April 2016 Civic Service at Taunton Deane
- 24th April 2016 St Georges Day Scout Parade in Ilminster
- 07th May 2016 Town Crier Competition.

8. Appointment of Committees and Committee Chairs & Vice Chairs

The Mayor reminded the Council that at currently all Councillors sit on all Committees and asked for the Councils approval to continue this practice.

RESOLVED that all Councillors sit on all Committees

a) Open Spaces Committee

RESOLVED

- (i) that Councillor Shepherd be the Chair of the Open Spaces Committee for the 2016/ 2017 municipal year
- (ii) that Councillor Drayton be the Vice-Chair of the Open Spaces Committee for the 2016/ 2017 municipal year

b) Planning, Highways and Transport Committee

RESOLVED

- (i) that Councillor Shearman be the Chair of the Planning Highways & Transport Committee for the 2016/ 2017 municipal year
- (ii) that Cllr Fagan be the Vice-Chair of the Planning Highways & Transport Committee for the 2016/2017 municipal year

c) Resources Committee

RESOLVED

- (i) that Councillor Burton be the Chair of the Resources Committee for the 2016/ 2017 municipal year
- (ii) that Councillor Fowler be Vice-Chair of the Resources Committee for the 2016/2017 municipal year

d) Grievance, Capability and Disciplinary Committee

RESOLVED that the Deputy Mayor (ex officio) and Councillors Shearman, Sothern and Cllrs Fagan and Drayton be members of the Grievance, Capability and Disciplinary Committee for the 2016/ 2017 municipal year

e) Appeals Committee

RESOLVED that the Mayor and Councillors Kinder, Shepherd and Swann be members of the Appeals Committee for the 2016/ 2017 municipal year

9. Appointment of Councillors to Working Groups

a) Open Spaces Review Group

It was agreed to deal with this at the same time as agenda item 15 Recommendations from the Open Spaces Review Group

b) Accommodation Working Group

RESOLVED that the Accommodation Working Group comprises Councillors Fagan, Fowler, Keitch, Shearman and Shepherd.

c) Licence Conditions Negotiations

RESOLVED that the Licence Conditions Negotiations Working Group comprises Councillors Burton, Fagan and Kinder

d) Queen's 90th Birthday Celebrations Working Group

RESOLVED that Queen's 90th Birthday Celebrations Working Group comprises Councillors Keitch, Shepherd and Walker

e) Cemetery Lodge Working Group

RESOLVED

- (i) That the cemetery Lodge Working Group and the Cemetery Working Group should be combined
- (ii) That the new Cemetery Working Group comprises Councillors Burton, Drayton, Shearman, Swann plus the ex officio appointments of the Chair and Vice-Chair of the Open Spaces Committee

f) Cemetery Sub Group

See e above

g) Local Council Award Scheme Working Group

RESOLVED that Councillors Fowler and Kinder comprise the Local Council Award Scheme Working Group

Note:

- (i) The Chair of Open Spaces Committee, the Chair of the Resources Committee and the Deputy Mayor are ex officio members of the Football & Community Facility Governance Group
- (ii) Members of the Play & Paths Subgroup are appointed by the Open Spaces Review Group
- (iii) The Neighbourhood Plan Working Group comprises of the Mayor and Chairs of the Planning, Highways and Transport, Resources and Open Spaces Committees as ex officio appointments.

10. Appointment of Representatives to Outside Bodies

RESOLVED The Councillor representatives to outside bodies be as detailed in the table below:

Organisation (in alphabetical order)	Councillor Representative (s)
Arts Centre	Cllr Fowler
Chamber of Commerce	Cllr Kinder, Cllr Walker (Cllr Keitch as Deputy)
Christmas Lights	Cllr Swann
Dementia Awareness Alliance	Cllr Sothern
Greenfyld School Liaison	Cllr Fagan
Ile Valley Children's Centre (get set group)	Cllr Kinder, Cllr Keitch
Ile Youth Centre	Cllr Burton, Cllr Walker
Iminster Education Foundation	Cllr Swann, Cllr Shepherd
Iminster Literary Festival	Cllr Fowler
Iminster Tourism	Cllr Burton
Market Town Investment Group	Cllr Fagan

Partners And Communities Together	Cllr Keitch
Somerset Association of Local Councils	Cllr Kinder & Cllr Walker
Swanmead School Liaison	Cllr Fagan
Twinning Association	Cllr Keitch
Wadham School Liaison	Cllr Fagan
Entertainment Society	Cllr Walker
Ilminster Fairtrade	Cllr Keitch, Cllr Walker as Deputy
*Ilminster Entertainment Society	Cllr Walker
*Fairtrade Committee	Cllr Keitch (Cllr Walker as deputy)
*to be ratified at a future Town Council meeting as not listed on the agenda for this meeting	

11. Appointment of Authorisation for Bank Transactions

The Council were asked to appoint Councillors as signatories to the Town Council's bank account.

RESOLVED that Councillors Fowler, Keitch, Kinder, Shepherd, and Swann be the Councillors signatories for the Town Council's bank transactions.

12. Calendar of Meetings 2016/17

The Council considered the calendar of meetings for the municipal year.

RESOLVED that the calendar of meetings for the municipal year as attached to these minutes be approved.

13. Approval of Accounts

The Council considered the 15/16 accounts. The Town Clerk reported, as Responsible Financial Officer, that the Internal Auditors had been in the office conducting checks and examining procedures and their formal report is scheduled to be presented to the June Council meeting. At the present time no major problems have come to light and it is anticipated the accounts will be signed by the Internal Auditors in despatched in accordance with the External Auditors timetable. Issues discussed during consideration of this agenda item included:

- progress on introducing risk management
- the value of the fixed assets were restated in accordance with the External auditors direction that it should be the original cost not the current or insurance value

RESOLVED that

- (i) the Council agree the Annual Governance Statement 2015/2016
- (ii) the Council approve 2015/16 accounts
- (iii) a review is undertaken of the amounts allocated annually to reserves for replacing assets to ensure they are appropriate and reflect current costs

14. Recommendations From the Open Spaces Committee.

Councillor's received recommendations regarding the Ilminster Cemetery from the Open Spaces Committee held on 10th May 2016

Issues discussed during consideration of this item included:

- The lack of space is a major concern
- The Council is actively looking at how additional space may be found and the possibility of developing a new cemetery
- Ilminster is not the only town in Somerset with this problem

- Whilst there are areas of green that look unused in the cemetery there are many unmarked graves
- Taunton cemetery will accept burials, standard fees apply, so whilst not in Ilminster a burial option is available for those people who do not wish to be cremated.

RESOLVED

- (i) That no further burial plots are sold and remaining land is used for ashes plots;
- (ii) That the small strip of land in middle of Section J2 is used for a row of 8 ashes plots;
- (iii) New cremation plots in Section J2 have flat headstones only;
- (iv) The development of a positive communication strategy.

15. Recommendations From the Open Spaces Review Group

Councillors received recommendations regarding the future of the Open Spaces Review Group from its meeting held on 23rd March 2016.

Issues discussed during consideration included:

- The need for confidentiality on some occasions
- The contributions that member soft eh public could make

RESOLVED

- (i) that the Open Spaces Review Group is retained
- (ii) that the membership of the Open Spaces Review Group is increased by the addition of 2 (voluntary) members of the public
- (iii) that the Councillor representatives on the Open Spaces Review Group are Councillors Albin, Kinder Sothern and Swann, plus the ex-officio appointments

16. Authorisation of Payments and Notifications of Virements.

The Schedule of Payments for authorisation was circulated prior to the meeting for Council's approval. Bank reconciliations had been undertaken by the admin Officer (finance) and checked by a Councillor up to 31 March 2016.

RESOLVED that the payments listed in the schedule presented to the Council totaling £165,196.67 gross approved

17. Project Plan.

The Council considered the progress on the project plan and whether any changes are necessary.

Issues discussed during consideration of this item included:

- Item 1 Cemetery review date needs to be changed to April 2017
- Item 3 Hammerhead Land – nothing new to report but the sponsor needs to be changed to the Mayor
- Item 6 Strategic Vision the Mayor and Town Clerk will be discussing how to take this forward
- Item 8 Drain Infrastructure – Station Road appears to be much improved following the recent work but there are still problems in Ditton Street
- Item 9 Neighbourhood Plan work is in progress to arrange for the working group to meet

18. Police Report

A written report was circulated prior to the meeting, unfortunately PC Stuart was not able to be present at the meeting

Issues discussed included:

- The local police have been quite busy over the last 2 weeks,

- Public Order offence is defined in the Public Order Act and includes harassment physically or verbally
- Anti Social Behaviour examples are kicking litter bin over or setting fire to it
- Swearing can be both

19. Report from County Councillor for Iminster

County Councillor Linda Vijeh submitted a written report for April 2016, which was circulated with the Agenda, Councillor Vijeh wished to highlight on the following points:

- In her capacity as chairman of the Rotary Club, there is an open invitation to Councillors to attend the community lunch on Sunday 12th June at 12noon
- Apologies for June meeting of the Town Council, the County Councilor will not be able to attend but will submit a written report as usual
- £370 was raised from participating in the abseil

20. Reports from Representatives on Outside Bodies

The Council received the following reports:

- Reports from Greenfyld and Swanmead were available in the Councillors' trays
- Wadham Words is being circulated monthly to Councillors
- The programme for the Literary Festival was tabled

The meeting closed at 21:07hrs