

Minutes of the **Annual Town Council Meeting** held at the Chamber Office, North Street, Ilminster on Tuesday 19th January 2016 at 19:30hrs.

Present:

Chair: Cllr Rose Neave

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

In Attendance

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

Somerset County Councillor Linda Vjeh
PC Andy Stuart

1 member of the public attended the meeting but did not wish to speak.

1. Apologies for Absence

An apology for absence was received from Cllr Storey.

2. Declarations of Interest

The declarations of interest outlined in the table below were made.

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr J Fowler	Agenda Item Ilminster History Board	9	Personal	Rotary Club Member	Spoke and voted
Cllr T Walker	Agenda Item History Board	9	Personal	Rotary Club Member	Spoke and voted
Cllr V Keitch	Agenda Item Budget/Precept Wish List – Burma Star Item	10	Personal	Family Connections with Burma Star	Spoke and voted
Cllr S Shepherd	Agenda Item Ilminster History Board	9	Personal	Rotary Club Member	Spoke and voted

3. Minutes

RESOLVED

- (i) To confirm the minutes of the meeting held on 15th December 2016 as a correct record subject to Cllr Kinder being added to the list of those present
- (ii) To note the office Action Plan relating to the Town Council Meetings.

Chair's Initial's

Issues discussed during consideration of the action plan included:

- Item 10 Action Plan - Potential for acquiring additional open space. An informal meeting has been held with Donyatt Parish to discuss adjoining open spaces areas.
- Item 16 Action Plan - Winterhay Lane recreation ground – Play area project Basket Swing delivery has been delayed due to flooding at factory in Shelby, therefore works have been delayed and the start date revised to early February.

4. Mayor's Announcements/Engagements

a) The Mayor made an announcement relevant to Mayoral activities that she was restricted to attending engagements due to her being unwell during this period.

b) The Mayor had no engagements between 15 December 2015 and 19 January 2016 - engagements are confirmed for late January the first being a drinks reception and pantomime production in Chard.

5. Police Report

A written report was circulated prior to the meeting.

Issues discussed included:

- A male from Ilminster was recently arrested with regards to making thousands of nuisance calls.
- Recent burglaries not listed on the written report

Cllr R Neave thanked PC Stuart for his time.

6. Reports from District Councillors

Cllr Goodall said that as the agenda for Town Council meeting was rather full she intended to circulate a written report during the next week.

7. Report from the County Councillor for the Ilminster Division

County Councillor Linda Vijeh's written report for January 2016 was circulated with the Agenda.

Councillor Vijeh highlighted the following points:

- 2 daytime burglaries occurred in Stocklinch & Horton.
- Councillor Vijeh requested that she be kept fully informed of any issues in order for her to be able to provide the appropriate level of service, please forward any queries to the Town Clerk's office in order for them to be forwarded to the County Councillor and dealt with
- Contacts from local residents with regards to footpaths and access have all been dealt with.
- As concerns had been raised following information from Speed Indicator Devices (SID) Councillor Vijeh explained the process for submitting a bid with regards to having a permanent speed indicator device installed. It was then suggested that community speed watch could be resurrected and will be added to a forthcoming agenda Planning, Highways & Transport Agenda.

8. Reports from Representatives on Outside Bodies

The Council received the following reports:

Greenfylde First School Report from Miss Claire Oaten Headteacher

Courtesy of Cllr Storey

Chair's Initial's

South Somerset Market Towns Investment Group courtesy of Cllr J Fagan & C Goodall.

9. Ilminster History Board

The Council considered a request from the Rotary Club regarding a History Board to be erected in the town centre. The Rotary Club are prepared to pay for the purchase, erection and associated initial costs of a History Board by means of a donation to the Town Council but asks that the Town Council takes on responsibility for insurance and future maintenance. The reason for the Rotary Club asking for the Town Council to own the history is because under its constitution it is unable to commit future members and officers to particular courses of action and expenditure.

Issues discussed included:

- Had the above been discussed with the Conservation Officer and costs to insure the board.

RESOLVED

- (i) That the Town Council accepts funding from the Rotary Club for the purchase, consents and erection costs for a History Board about Ilminster to be erected in the Market Square
- (ii) that the donation is accepted on the understanding that the History Board will be the property of the Town Council
- (iii) that the Town Council will make the appropriate arrangements for the erection of the history board
- (iv) that the Town Council will be responsible for all future decisions regarding maintenance and insurance costs of the history board

The Chair adjourned the meeting at 20:00 hrs for refreshments.

The Chair reconvened the meeting at 20:24 hrs.

10. Budget and Precept 2015/16

Councillor's considered the Town Council's budget and precept for 2016/2017. The Town Clerk made a short powerpoint presentation of points that should be borne in mind during the budget and precept discussions.

Issues discussed included:

- The loss of grant from the government which will continue to decrease over the coming years and what impact this will have on the budget in future years.
- The principle of collective responsibility and once the Council has reached a decision how that must be reported and adhered to despite any personal views
- It is hoped that all councillors will be confident in explaining how decisions were reached.
- Any contingency at the end of the year becomes an unallocated reserve.
- The current year has 3 months left to run and outturn figures will be issued at the end of the year in preparation to send to audit.
- Councillors discussed the need to look further than 2016/2017 budget and to formulate a medium term financial plan.
- A high precept percentage increase may be required in order to continue the existing good service and future proof in the coming years.
- Each item on the "potential savings" paper was considered and discussed.

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- Potential income streams especially raising money by obtaining grants and sponsorship from local businesses for competitions.
- That to maintain 4 months general running costs as a contingency figure, (as presented in the Town Clerk's report attachment 3) was prudent and should result in a low risk of the Town Council being unable to meet commitments.

RESOLVED that the salaries budget heading includes sufficient allowance to employ an apprentice for the open spaces team.

NB: It was requested that a recorded vote be taken for subsequent votes on budget items and the voting records are attached to these minutes as Appendices.

RESOLVED that the training budget would be maintained at the current level

NB: The Recorded Vote sheet is attached as Appendix 1

RESOLVED that sponsorship would be sought to support the competitions organised by the Town Council

NB: The Recorded Vote sheet is attached as Appendix 2

RESOLVED

(i) that the revenue support grant budget headings for both the Ile Youth Club and Ilminster Tourism would remain at the 2015/16 level and

(ii) the £1000 discrete grant budget heading would be removed.

NB: The Recorded Vote sheet is attached as Appendix 3

RESOLVED

(i) to seek sponsorship for the awards that the Town Council present annually

(ii) to provide a framed certificate for each award

(iii) to reduce the budget to £50.00.

NB: The Recorded Vote sheet is attached as Appendix 4

RESOLVED to continue supplying paper copies of agendas and reports to Councillors

NB: The Recorded Vote sheet is attached as Appendix 5

RESOLVED

(i) to retain the printing budget (heading 364/1) including the provision for the Mayor to send Christmas Cards

(ii) to retain the budget for newspapers (heading 364/3)

NB: The Recorded Vote sheet is attached as Appendix 6

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RESOLVED To retain renewal contributions budgets based on the existing timescales.

NB: The Recorded Vote sheet is attached as Appendix 7

RESOLVED to retain the community engagement budget of £2000

NB: The Recorded Vote Sheet is attached as Appendix 8

- No further savings were identified at this stage
- 1 councillor stated that in their opinion felt that the Town Council had refused an opportunity to reduce Council Tax

NB: Cllr Kinder left the room at 21.45hrs

RESOLVED to retain the budget for Herne Hill

NB: The Recorded Vote sheet is attached as Appendix 9

NB: Extension of Meeting Duration

At 21:45 hrs in accordance with Standing Order 3v

RESOLVED to extend the duration of the meeting beyond 2½ hours to enable the business on the agenda to be completed.

RESOLVED to retain the budget for weed control at £650.00

NB: The Recorded Vote sheet is attached as Appendix 10.

RESOLVED to retain the budget for Burma Star Maintenance at £100.00

NB: The Recorded Vote sheet is attached as Appendix 11.

RESOLVED to retain the budget for Toilets at £6200.00

NB: The Recorded Vote sheet is attached as Appendix 12.

By consensus it was agreed to discuss the Wish List and either retain or remove items if necessary, it was decided not to record formal votes on each item but to have the minimum number of formal resolutions at the end of discussion.

NB: Cllr Sothern left the meeting at 22:14 hrs.

RESOLVED

- (i) to include the following items in the budget for 2016/17
- Demolition of the Football stand
 - Playground Inspection App – agreed to retain due to time it would save.
 - Cemetery Lodge & Headstone Testing – agreed to leave, some funds in reserves for this item.
 - Cemetery Mapping – agreed to retain, item is a legal requirement.
 - Consider the purchase of additional cemetery land – agreed to retain and leave for further consideration.
 - Work to surface outside Warden's Workshop – agreed to retain.

Chair's Initial's

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- (ii) to allocate £5,000 for the Neighbourhood Plan and look to source grants and possible lottery funding.
- (iii) to include sufficient budget allowance for the equivalent of a full time Town Clerk.

Councillors then discussed that the summary of their budget decisions to that point was an additional £27,250 for projects / increased services and savings of £1220.00

In order to meet the budget as discussed so far at this meeting it would be necessary to have a Band D equivalent rate £145.24 which equates to a percentage increase of approx 20% or 47pence per week.

RESOLVED

- (i) that the precept for the year 2016/17 is set at £290,468
- (ii) That the expenditure budget is £329,920 to be met from
 - £290,468 precept
 - £17,690 Council Tax Reduction Support Grant
 - £21,762 estimated income generated by the Town Council

NB: The Recorded Vote sheet is attached as Appendix 13.

- Councillor's agreed to release a statement issued by the Mayor which would be emailed to all Councillors for agreement prior to issuing to the Press.

11. Project Plan

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

RESOLVED that no amendments or changes were required.

12. Authorisations of Payments and Notifications of Virements.

The Schedule of Payments for authorisation was circulated prior to the meeting for Council's approval.

RESOLVED that the payments totalling **£144,010.18 gross** listed in the schedule presented to the Council be approved

The meeting closed at 22:43 hrs.

Chair's signature & date

Chair's signature & date



Recorded Vote Sheet			
Date: 19/1/16			
Meeting: Council			
Vote taken on Competitions - Get sponsorship - no cost to council			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don	✓		
Neave, Rose	✓		
Shearman, Andrew			✓
Shepherd, Stuart	✓		
Sothern, Jo	✓		
Storey, Sophie	_____		
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 19/1/16			
Meeting: Council			
Vote taken on RSG Grants remain, remove £1,000 discrete grant pot			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don	✓		
Neave, Rose	✓		
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothern, Jo	✓		
Storey, Sophie	_____		
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 1 9/1/16			
Meeting: Council			
Vote taken on Awards - no gift - certificates in frames budget of £50.00.			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don	✓		
Neave, Rose			✓
Shearman, Andrew		✓	
Shepherd, Stuart	✓		
Sothern, Jo	✓		
Storey, Sophie	_____		
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 19/11			
Meeting: Council	<i>hand copy Pages as is</i>		
Vote taken on Leave Councilor Papers	<i>Supplies 364 — not</i>		
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don		✓	
Neave, Rose	✓		
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothern, Jo	✓		
Storey, Sophie	—————		
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 19/1/16.			
Meeting: Council			
Vote taken onkeep cards & newspaper budgets			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie		✓	
Goodall, Carol	✓		
Keitch, Val		✓	
Kinder, Don		✓	
Neave, Rose			✓
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothem, Jo	✓		
Storey, Sophie	—————		
Swann, Roger	✓		
Walker, Tony	✓		

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Recorded Vote Sheet			
Date: 19/1/16			
Meeting: Council			
Vote taken onkeep renewed contributions keep			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don		✓	
Neave, Rose	✓		
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothern, Jo			✓
Storey, Sophie	—————		
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 19/1/10			
Meeting: Council			
Vote taken on Retain £2,000 com engagement budget			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don	✓		
Neave, Rose	✓		
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothern, Jo	✓		
Storey, Sophie	_____		
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 19/1/16			
Meeting: Council			
Vote taken on keep Here All 750.00 . budget			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don	<hr/>		
Neave, Rose	✓		
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothern, Jo	✓		
Storey, Sophie	<hr/>		
Swann, Roger	✓		
Walker, Tony	✓		

not in room for vote.



Recorded Vote Sheet			
Date: 19/1/16			
Meeting: Council			
Vote taken on Weeds Control keep @ \$600.00.			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don	_____		
Neave, Rose	✓		
Shearman, Andrew			✓
Shepherd, Stuart	✓		
Sothorn, Jo	✓		
Storey, Sophie	_____		
Swann, Roger	✓		
Walker, Tony			✓

not in room



Recorded Vote Sheet			
Date: 19/1/16			
Meeting: Council			
Vote taken on Burna Stw as £100			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don		_____	
Neave, Rose	✓		
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothorn, Jo	✓		
Storey, Sophie		_____	
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 19/1/16			
Meeting: Council.			
Vote taken onToilets lease @ £6,200			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don			
Neave, Rose			✓
Shearman, Andrew	✓		
Shepherd, Stuart	✓		
Sothem, Jo		✓	
Storey, Sophie	_____		
Swann, Roger	✓		
Walker, Tony	✓		



Recorded Vote Sheet			
Date: 14/1/16.			
Meeting: Council.			
Vote taken on Budget £329,920, + precept of £290,468			
	For	Against	Abstain
Albin, Fred	✓		
Burton, Philip	✓		
Drayton, Rob	✓		
Fagan, John	✓		
Fowler, Julie	✓		
Goodall, Carol	✓		
Keitch, Val	✓		
Kinder, Don	_____		
Neave, Rose	✓		
Shearman, Andrew			✓
Shepherd, Stuart	✓		
Sothorn, Jo	_____		
Storey, Sophie	_____		
Swann, Roger	✓		
Walker, Tony	✓		

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