

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**



11 November 2015

A meeting of the **Town Council** will take place on **Tuesday 17 November 2015** 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.

A handwritten signature in black ink, appearing to be 'Joy Norris', written in a cursive style.

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 October 2015 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 attended the following engagement between 13 October 2015 and 17 November 2015.

27 October 2015	South Somerset Gold Star Awards
8 November 2015	The Mayor and Deputy Mayor attended the Remembrance Day Service at the Minster Church
5. **Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster.
6. **Report from the County Councillor for the Ilminster Division**

To receive a report from the County Councillor.
7. **Reports from District Councillors**

To receive reports from District Councillors
(There were no reports received at the time the Agenda was published)
8. **Open Spaces Committee**

The Chair of the Open Spaces Committee to provide an oral update on any relevant matters and present recommendations made by the Committee meeting held on 27 October 2015.
9. **Resources Committee**

The Chair of the Resources Committee to provide an oral update on relevant matters and present recommendations made by the Committee meeting held on the 20 October 2015.
10. **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. The following written report had been received at the time the agenda was prepared

 - Somerset Association of Local Councils AGM - from Cllr Kinder.
11. **Celebrations to Mark the Queen's 90th birthday**

To receive an oral report from the Working Group considering ways in which the Queen's 90th birthday could be celebrated
12. **Update from the Football And Community Facility Project Governance Group**
 - a) To receive a summary of the Governance Group meeting held on 5 November 2015
 - b) To receive the project risk register
 - c) To receive and consider the recommendation of the Governance Group regarding their terms of reference
13. **Topics for Internal Audit 2015/16**

To agree any topics that Council's wish to be part of the 2015/16 Internal Audit (this would be in addition to the internal audit on the annual accounts).

- 14. **General Power of Competence**
To confirm that Ilminster Town Council meets the eligibility criteria and resolves to adopt the General Power of Competence.
- 15. **Local Council Award Scheme**
To consider whether or not Ilminster Town Council should work towards attaining an award within the Local Council Award scheme and, if it should, the target level of attainment.
- 16. **Acceptance of Quotations for the Refurbishment of the Play Area in Winterhay Lane Recreation Ground**
To consider the recommendations of the Play and Paths Sub Group regarding quotations for various pieces of equipment and works to refurbish the play area in the Winterhay Lane Recreation Ground. (Report to follow, please note this report will not be available until 13 November 2015 at the earliest, as the Play and Paths Sub Group meet on the evening of 12 November - should they have any queries it may not be possible to settle those and prepare the report until 16/17 November)
- 17. **Football and Community Facility Agreement To Lease and Lease**
To approve the final drafts of the
 - a) Agreement To Lease and
 - b) Lease for the Football and Community Facility.
- 18. **Authorisation of Payments and Notification of Virements**
The Schedule of Payments for authorisation is attached for Council's approval.
- 19. **Project Plan**
To consider progress on the project plan and whether any changes are necessary.

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Reminders

Meetings

- 24 November 2015 Open Spaces Committee
- 1 December 2015 Planning, Highways & Transport Committee & Resources Committee
- 8 December Open Spaces Committee
- 15 December 2015 Town Council

Minutes of the **Town Council Meeting** held at The Council Offices, North Street, Ilminster on Tuesday 13th October 2015 at 19:30hrs.

Present:

Mayor Cllr R Neave

Councillors F Albin, P Burton, R Drayton, J Fagan, J Fowler, D Kinder, A Shearman, S Shepherd, J Sothern, S Storey, R Swann and T Walker

In Attendance:

Officers: Miss J Norris (Town Clerk), Mrs S Whitefield (Deputy Clerk)

Cllr L Vijeh, County Councillor

2 members of the public attended the meeting, none of whom spoke during the public participation session.

124 Apologies for Absence

Apologies for absence were received from Councillors Goodall, Keitch and Sothern.

125 Declarations of Interest

No declarations of interest were made at this stage of the meeting, however the declarations detailed below were made during the meeting

Name	Agenda Item	Minute No	Interest	Nature of Interest	Action
Cllr J Fowler	Agenda Item 3B Office Action Plan, item 25 Winterhay Lane Footpath investigation	126	Personal	Lives on Winterhay Lane North	Spoke
Cllr S Shepherd	Agenda Item 10 Presentation by Ilminster Tourism	133	Personal	President of Ilminster Tourism	Spoke

126 Minutes

RESOLVED

- (i) To confirm the minutes of the meeting held on 29th September 2015 as a correct record, subject to deleting the repeated phrase "positive" in the first bullet point of minute 119
- (ii) To note the office action list relating to Town Council meetings.

Issues discussed included:

- Action Plan Item 14 Potential For Acquiring Additional Open Spaces - Councillors agreed that any discussion on this matter should be held in open session in the future. The Town Clerk advised the meeting that she had downloaded the register of title for both Coldharbour Farm and Dunpole Farm but there were no plans attached showing the extent of Somerset County Council's land ownership; both properties are on the same title number and record an option to buy from July 2013 with Persimmon Homes.

The next step will be to contact Somerset County Council to establish the extent of the land ownership and the broad agreement with Persimmon

- Action Plan Item 25, SCC Investigation Winterhay Lane, it was suggested that the wording throughout the item be changed so that rather than either Winterhay Lane North or Bumpy Lane being used to describe the location the text reads "the footpath in contention known locally as either Bumpy Lane or Winterhay Lane North..."

Note: Cllr Fowler – declared a personal interest when this action plan item was raised as she lives on Winterhay Lane North

127 Mayor's Announcements/Engagements

A) There were no announcements made relevant to Town Council and Mayoral activities and engagements.

B) The Mayor's engagements between 29th September and 13th October 2015 had been published on the agenda for the meeting.

128 Police Report

A police report for October was circulated to Councillors. No Police representative was able to attend this meeting.

Issues raised included:

- Town Councillors would support any proactive initiatives that reinforce the message about the necessity of both front and back lights working on cars and bicycles

129 Reports from District Councillors

A report from Councillor Keitch was issued and circulated to Councillors.

Issues discussed during consideration of this agenda item included:

- "Making It Local" – the explanation was given that this is a European funding initiative

130 Report from the County Councillor for the Ilminster Division

A report from the County Councillor was circulated with the Agenda.

The County Councillor highlighted

- Elected Member's Emergency handbook given to Town Clerk for distribution to Councillors
- A Strawberry Bank resident has requested that the speed limit is reduced from 30 to 20mph

- The County Councillor had a meeting with some Town Councillors about small improvement schemes - the invitation to attend was contained in the County Councillor's report circulated with the agenda
- Traffic surveys will take place this week on the A303 and A358
- Cllr Vjeh has been appointed as Chair of the Corporate Parent Board and will be the Children in Care Champion

Issues raised by Town Councillors included:

- Congratulations on the County Councillor's staying power as she had attended at least 5 Macmillan events locally on the same day
- Clarity is needed on the mediation offer regarding the contested footpath in the area known locally as either Bumpy Lane or Winterhay Lane North; mediation may be difficult because there are many individual people concerned rather than a single organised body
- Cllr Drayton said he had attended the South Somerset District Council Executive meeting when the 5 year housing land supply was discussed and that it was decided further information would be sent to towns and parishes.

131 Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies. (There were no reports received at the time the Agenda was published)

Issues discussed during consideration of this agenda item included:

- Cllr Burton reported that the youth club is only held on a Friday night but the number of attendees is increasing. The management committee are actively encouraging other youth organisations use of the building. The finances are stable and the application to the Town Council for the revenue support grant still has to be made. Pete May currently has the contract to run the youth club sessions and this is due to be reviewed next year
- Cllr Kinder thought he had submitted a report on the Somerset Association of Local Council's Annual meeting.

132 Open Spaces Committee

The Chair of the Open Spaces Committee presented the recommendations made by the Committee from the meeting held on 29th September 2015.

RESOLVED

Regarding the Volunteer Policy

- (i) to continue the existing policy that volunteers may use Town Council equipment subject to assessment of competency by the Senior Open Spaces Warden
- (ii) that the Football and Cricket Clubs accept liability for the insurance excess and any other uninsured losses when using Town Council equipment for the benefit of their respective clubs

RESOLVED

Regarding badgers on the Recreation Ground / Britten's Field

- (i) that the quotation to fit exclusion gates, exclude badgers and install below ground barrier at the Recreation Ground/Brittens Field dated 28th September 2015 be accepted.

Councillors wished it to be noted that the Cemetery looks much better and for their thanks to be passed on to the Open Spaces Team

133 Presentation by Ilminster Tourism

A presentation was given on the work of Ilminster Tourism by Mike Holtom

- Ilminster Tourism has been in existence for approximately 30 years
- South Somerset District Council, Ilminster Town Council and the Chamber of Commerce all supported its formation
- The Chamber of Commerce do sometimes give grants to Ilminster tourism for example they have recently given £250 for new equipment
- Ilminster Tourism has been based at The Meeting House for the last 10 years – this is easy to find
- Open 6 days a week 9.30am-4.00pm
- From Easter to the end of October there is a volunteer available each morning to answer questions
- Whilst the organisation is known as Ilminster Tourism the service provided is a local information centre and not just tourism related
- Ilminster Tourism raise some money for themselves e.g. production of the accommodation list booklet
- There are 8 walks leaflets focussing on Ilminster; walkers bring a tremendous amount of business to the town
- Much of “bringing business in” is unquantifiable, people visit the town for one purpose but spend money in local shops and facilities
- There is a “Visit Ilminster” website and a facebook page
- The Ilminster Town Council grant helps to provide the service

Councillors congratulated Mr Holtom on the standard of services provided

Note: Cllr Shepherd declared a personal interest in this agenda item as President of Ilminster Tourism

134 Neighbourhood Plan

The Town Council considered whether or not to pursue the development of a neighbourhood plan for Ilminster.

Issues discussed during consideration of this agenda item included:

- A briefing session had been arranged for Councillors with guest speakers from nearby Town Councils who were undertaking the neighbourhood planning process and a consultant – unfortunately not many attended
- The Town Clerk provided information from a Society of Local Council Clerks branch meeting which had a speaker on Neighbourhood Planning. It was important to recognise a Neighbourhood Plan is a land use plan and it cannot be used to limit growth. The process can be lengthy – 3- 4 years; it is rigorous requiring a referendum and scrutiny by a Planning Inspector and it can be costly
- Some grant funding may be available

RESOLVED

- (i) that the council pursues a Neighbourhood Plan in principle with immediate effect and
- (ii) that a sub-committee consisting of the Mayor, Deputy Mayor, and chairmen of the three committees draw up a constitution, investigate cost implications and report back to the council as quickly as possible with proposals for the first steps towards the work required

135 Football and Community Facility Project Governance Group

There has not been a Football And Community Facility Project Governance Group since the last Town Council meeting; there had been a pre-contract meeting prior to the contract being signed which the Governance Group members were invited to attend. The next scheduled meeting is 30 October 2015
Issues discussed during consideration of this agenda item included:

- Date of the next meeting not convenient for Councillors Shepherd and Walker
- Councillors may visit the site but are asked to make arrangements via the Town Clerk at least 24 hours in advance – this is so the appropriate health and safety requirements can be satisfied.

136 Authorisation of Payments and Notification of Virements

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

RESOLVED that the accounts listed in the schedule presented to the Town Council totalling £40,581.06 gross, be approved

137 Project Plan

Progress on the project plan was considered.

Issues raised during consideration of the item included:

- Need to include Neighbourhood Plan on the next version of the project plan

The meeting closed 21:00hrs.

Chair's signature & date

Town Council Action List For Council 13th October 2015
 Updated 10 November 2015

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	13.10.15	Open Spaces Committee Recommendation Badgers	Advise contractor that quotation the fit exclusion gates and install below ground barrier has been accepted	Town Clerk	(i) Email sent 14.10.15 (ii) Licence still awaited from Natural England	
2	22.09.15 TC 100	Police Report	(i) Talk to the police about being pro active in identifying potential obstructions on the carnival route (ii) Talk to the police about the probable public access when they move to new accommodation and report back to Town Councillors	Cllr Keitch	Cllr Keitch spoke to local police about a pro-active approach to identifying potential obstruction & reported this to Open spaces committee on 29 September	
3	22.09.15 TC101	District Councillors' Report	Investigate current position regarding Superfast broadband in and around Ilminster and report back to Town Councillors	Cllr Keitch		
4	22.09.15 TC 102	County Councillors Report	Obtain the facts regarding the status of Neroche Primary school in relation to education for Ilminster children and report back to Town Councillors Identify all costs and financial information relevant to the provision and erection of the proposed noticeboard and prepare a report for presentation to the Town Council	Town Clerk		
5	22.09.15 TC105	The History of Ilminster Notice Board		Mr T Walker (Rotarian)		

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
6	22.09.15 TC 106	Fair Trade Signage	Write to Fair Trade saying that the town council supports the principle of having signs erected indicating the Town's fair Trade status on the main roads into the town	Town Clerk		
7	22.09.15 TC 107	Queen's 90 th Birthday Celebrations	Organise a meeting of the new working group to agree a recommendation(s) as to the form of celebration / commemoration	Cllr Storey	Working Group have had their first meeting and will make an oral report to Council on 17.11.15	
8	18.08.15 TC 89	Council Engagement – Surgeries & quarterly Meetings	(i) Make arrangements for monthly surgeries for a trial period of 6 months (ii) Put review on Town Council agenda planner for May 2015 (iii) Make arrangements for a feedback meeting & review	Town Clerk	(i) Annex at Greenfyld school booked for last Saturday in the month	
9	14.07.15 TC 62	Internal Audit Report Financial Controls 2014/15 Annual Return	Implement Action Plan	Town Clerk	Commenced implementation of action Plan – report to Town Council 22.09.15	
10	14.07.15 TC 63	Review of Project Management of the Football and Community Facility	Implement Action Plan	Town Clerk	Commenced implementation of action Plan – report to Town Council 22.09.15	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
11	14.07.15 TC 69	Potential For Acquiring Additional Open Space	RESOLVED that the Town Council investigate the possibility of acquiring additional land for amenity use	Town Clerk	Letter sent to Somerset County Council and response received 6 November - copy will be circulated to Town Councillors	
12	23.06.15 TC 38	Lookout Point	RESOLVED that the Town Council seek quotations to form a viewpoint / platform on Herne Hill	Office Staff	(i) Work has started to sort the stone at the cemetery to separate rubbish from what may be re-usable (ii) Informal advice sought regarding preparation of a specification	
13	14.04.15 TC 414	Office Accommodation Working Group	RESOLVED that (i) That the possibility of locating the Wardens Workshop on Town Council owned land at West Crescent be explored (issues to include cost, security, access and possible planning requirements)	Accommodation Working Group		
14	14.04.15 TC 415	Sports Club Tenure	RESOLVED that the Ilminster Cricket Club be offered a 25 year tenure in the licence for the Sports Club	Town Clerk	Draft legal document circulated to Licence	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
15	14.04.15 TC 416	Community Facilities Management and Rental Policy	RESOLVED that the principles in the Community Facilities Management and Rental Policy be adopted. Details to be completed	Town Clerk / Cllr Goodall	Negotiations Group for comment Advice obtained from Solicitor on a number of questions; to be discussed further by negotiations Group	
16	17.03.15 TC 389	Report from County Councillor for Ilminster	The Town Clerk is initially to speak with Councillor Linda Vjeh regarding drain maintenance in Ilminster and follow up with a robust letter to Somerset County Council Highways.	Town Clerk	14/05/15 Cty Cllr investigating if schedule available of when drains were last cleared and when they are due to be cleared again 29.09.15	
17	17.03.15 TC 393	Winterhay Lane Recreation Ground – Play Area Project	RESOLVED that The Town Council formally apply to South Somerset District Council for the full s106 money allocated for this project and also to authorise the use of the renewals budget at the sum of £12,000 for future maintenance and enhancement of the play area.	Town Clerk	quotations for equipment, hard & soft landscaping requested. Quotations to be received by 23.10.15 Play & Paths Sub Group to consider quotations on	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
18	16.12.14 TC 328	Club Licences and Leases	<p>RESOLVED that</p> <p>(i) That the heads of terms to be included in new licence and lease agreements with the football, cricket and sports club are approved.</p> <p>(ii) That the Town Council's solicitor (previously agreed) be requested to start compiling the template for the licences and lease based upon the agreed heads of terms</p> <p>(iii) That the Chair of Open Spaces, Cllr Neave and the Town Clerk meet with Cricket Club representatives and Football Club representatives to negotiate the details to be contained in the licence / leases</p> <p>(ii) That the details negotiated in (iii) above to be reported to Council for approval</p>	Town Clerk	<p>12.11.15 and make a recommendation to Town Council 17.11.15.</p> <p>1. Individual meetings arranged with Cricket & Football Clubs to discuss detail. Initial meetings have taken place</p> <p>2. Solicitor requested to draft football facility lease – draft expected mid April</p> <p>3. First draft of Football lease received and comments returned to Solicitor.</p> <p>4. June 2015 Negotiations ongoing</p> <p>5. Sept 2015 football lease content agreed by Licensing negotiations group</p>	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
19	14.10.14 TC 288	Market House Quotations	RESOLVED that Contractor C be appointed for the sum of £5092, provided the quotation could be fixed, until next Spring/Summer when the works could commence.	Deputy Town Clerk	Sports Club document circulated for comment Agreed with contractor and letter sent 06.11.14 Contractor visited site to arrange start date but has now advised much more work is required than quoted for - Formal report to be made to June Resources Committee Recommendation on Council agenda 23.06.15 Recommendation approved at Council 23.06.15 Sept 2015, discussion underway regarding start date – need to bear in mind Christmas lights, Victorian evening, and the views of the market traders 29.09.15	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
					<ul style="list-style-type: none"> • Contractor says they need to allow 4 weeks for the work. • The Councillor rep on the Christmas lights Committee reports that: Christmas Lights may start work on the lights on the Market House 25th Oct but more than likely on the following weekend, 1st November. The lights would likely be taken down from the Market House on Sunday 10th January. I have been told that at a push they could come down during the day on Thursday 7th January if that was deemed necessary. 	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
20	10.06.14 RES 35	Town Sponsorship	RESOLVED (i) That the cost for a 1 year sponsorship of the Station Road / Reic Sur Belon Roundabout be £750.00 (ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.		Meeting arranged with Chair & Vice-Chair of Resource & Market Traders for 12 October On - going	
21	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, highlighting Ilminster Town Council's concerns on the quality and quantity of local development. The letter will be approved by Council.	Town Clerk, Cllr Miller, Cllr Goodall		
22	SCC Investigation Winterhay Lane TC 05.02.13	Winterhay Lane Footpath	Resolved 1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way That Cllrs Swann(with Cllr Miller as deputy) attends the County Council's		1) Meeting booked for 7 th March 2013 Meeting Cancelled – Councillors and Mr Holtom informed	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
			Regulation Committee on 7 th March 2013 to put the Town Council's view		<p>2) Report and Recommendation received from SCC</p> <p>3) Application to be placed before regulations Committee on 3rd October 2013</p> <p>4) Consideration by SCC Regulation Committee postponed</p> <p>5) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order.</p> <p>6) SCC have made an order.</p> <p>7) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate.</p> <p>8) Information from County Councillor suggests timescale</p>	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
					<p>for submission to Planning Inspectorate unknown</p> <p>9) Town Clerk sent letter 12.12.14</p> <p>10) Item added to agenda to discuss at meeting on 20.01.15</p> <p>10) Meeting 20.01.15 RESOLVED "That, in the light of the friction which exists in the town over the continuing ambiguity as to the status of the footpath that adjoins Winterhay Lane that the Town Clerk be authorised to contact vigorously all organisations who can assist in implementing an early resolution of the issue."</p> <p>Letters sent 24.02.15 (SCC Chief Exe, Ch Regulation Cttee, MP, PCC, Conservative PPC</p>	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
					<p>Replies received from PCC and SCC 14/05/15 letter to mayor rec'd from SCC stating that this footpath will be the next case compiled by SCC and sent for decision 13.08.15</p> <p>Preparations have been started on compiling the documents for submission to the Planning Inspectorate and work is actively ongoing; the case will hopefully be submitted in the next few weeks.</p> <p>22.09.15 on Council Agenda for re-consideration of the Town Council's stance</p> <p>22.09.15. Council resolved that its stance is that Winterhay Lane</p>	

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
					<p>North, also known locally as Bumpy Lane, should be designated as a public footpath 13.10.15. File for Secretary of State substantially complete despatch anticipated by end of October 2015</p> <p>11.11.15 SCC confirmed that the papers are now with the Planning Inspectorate who are actively seeking dates for a public inquiry</p>	



If you think a crime may be in progress, about to happen or that offenders are still nearby - regardless of the time of day or night - call **999**.

When reporting a crime please call the following numbers:

General enquires number and crime reporting 101

OR

In case of emergency 999.

Or

CRIME STOPPERS on 0800 555 111

Your call cannot be traced and you will not be asked your name.

For more information and for more advice on all the above and much more
Please visit

www.avonandsomerset.police.uk

Good evening to you all, since the last Police report we at Ilminster Station have been busy with our usual work in the town and in the surrounding villages.

As you are probably well aware, Ilminster Police station is due to close, I still don't have a date for this, but can say that we will be moving into the Drs Surgery on Canal Way. There are some minor things that need putting in place before we move, and I am led to believe these are well underway.

Also on a positive note, PCSO Karen PACK is now back on full duties, so we are now back at our compliment of 3.

Over the last 30 days, I can report the following have occurred within Iminster.

2 Thefts, one from a town supermarket, and one from a supplier on Station Road.

3 x Domestic assaults

4 x Assaults

A Criminal damage

2 x counts of harassment

1 ASB with vehicle (driver doing donuts and handbrake turns in a car park) driver dealt with

2 x Public order offences

1 Fraud offence

ILMINSTER DIVISION – SSDC/SCC COUNCILLOR REPORT OCTOBER 2015

COUNTY COUNCIL – Earlier this month I was appointed Chairman of Somerset's Corporate Parent Board, which is the statutory body that has responsibility for overseeing SCC's activity in relation to children in care. It was pleasing that my appointment had full cross party support and that I have also now been appointed Children in Care Champion for Somerset.

Bridging the budget funding gap – SCC currently has a budget gap of £27m in an environment of decreasing funding and increasing demand. All decisions will be supported by impact assessments and consultations where necessary.

Residents can still have their say online by visiting <http://www.somerset.gov.uk/listening/> Calls for fairer funding for the county continue, along with a petition, the link for which is <http://fairerfundingforsomerset.org/>, and where current funding formulas do not properly reflect the challenges and extra costs of providing services in a sparsely populated rural setting where the population is becoming increasingly elderly.

All SCC services are looking at where savings can be made, preferably by more efficient working but it is acknowledged that in the coming months difficult decisions will have to be taken about service delivery. Top priority will be frontline services and those that support the vulnerable. SCC's budget for 2016/17 will be agreed by Full Council in February.

School transport - the consultation over proposed transport fare changes for school bus 'Pay Seats', and post-16 college fares, has now closed. The proposal is to introduce a new pricing structure by Sept. 2016 for new customers. If changes are made, post-16 students will be able to purchase a County Ticket, giving access to buses on both the school and public bus networks. The reduced access Student Contract Ticket would no longer be available.

See: <http://www.somersetconsults.org.uk/consult.ti/PaySeatConsultation/consultationHome>

Care Act 2015 funding - One off Care Act grants of up to £5,000 are on offer to voluntary organisations and community groups in Somerset.

Organisations can apply for up to £5,000 of one-off funding for one or both of the following:

1. Offer information, advice and signposting to local communities.
 2. Expand or develop a new service to meet local needs based on the Care Act principles.
- The Act brought together existing laws and new duties for local councils. Its main principles are to provide fairer care and support; promote people's well being, enable prevention and delay of the need for care and support and for carers to maintain their caring role, putting people in control of their lives and pursue opportunities to realise potential.

See: <http://www.somerset.gov.uk/get-involved/community/community-funding-sources/>

'Somerset my home, my life' equipment and home improvement service - Walking frames, hand rails, hoists and level access showers are now available through a new countywide Community Equipment and Home Improvement Agency Service funded jointly with district councils, and provided by Millbrook Healthcare and Aster Living.

The service aims to help people get the equipment and home improvements they need to help them stay independent and live in a place of their choice.

Access to the service is open to all ages of people that need equipment or home adaptations to maintain their independence. It is also available to children and young people who need equipment or adaptations at their place of study or at other family member's homes. It requires a social care or health assessment, although both providers have a private retail service which can be accessed by anyone.

To find out more visit: www.somersetmyhomemylife.co.uk or www.somersetchoices.org.uk

SCC Health & Wellbeing Scheme – I have provided assistance with a number of applications from a wide range of organisations, voluntary and community groups, which should be approved this month which is great news, although there is still money available.

HIGHWAYS - Local reports indicate a much quicker and pro-active response from County Highways, which is encouraging. Planned upcoming works include the following:

Ile court, Ilminster – carriageway re-surfacing and prep. works – 2 days (18/19 Nov.)

Dowlish Wake – gully emptying

Blackdown View, Ilminster – SW Water mains replacement due to start 1/4/2016.

Thickthorn Lane, Ashill – BT pole replacement – 8/1/2016 – 10/1/2016

Stretford Lane, Chillington - BT pole replacement – 8/1/2016 – 10/1/2016

Main Street, Chaffcombe - BT pole replacement – 8/1/2016 – 10/1/2016

Small Improvements Scheme (SIS) – The public briefing outlining the key changes to the scheme was appreciated by the few people that were able to attend.

The 'Somerset Traffic Choices' website is now live: <https://www.trafficchoices.co.uk/>, providing help and assistance to identify potential schemes to address community concerns. Currently I have had one enquiry, from Knowle St. Giles.

Thickthorn Cross, Ashill – response has now been received relating to the gateway here.

RIGHTS OF WAY – Winterhay Lane – Disappointingly there is no further news, and no firm indication of when local residents may wish to take up the offer of mediation.

Gypsy/Travellers – the Peasmarsh court action was adjourned until November. There is no further news in relation to the Cad Road site appeal.

HORTON AFFORDABLE HOUSING – Occupancy of this development has now taken place and I was able to assist on behalf of one resident as a result of PC intervention.

SCC SCRUTINY, POLICIES, ADULTS AND HEALTH -

There has been concern over reductions in central government funding to the CCG for winter pressures (Nov.- Mar.) and already an increase in demand is being seen. £3.5m has provided this year, down from £6.7 last year, but £830k has been allocated by the joint commissioning board to be used to prop up the anticipated shortfall. With this in mind SCC has been pro-active in planning for this.

Key challenges relate to staffing (temp. agency staff are in place as needed to increase capacity), homecare and residential bed spaces. There is a lack of home care provision, but arrangements have been made to deploy staff to provide up to 2 weeks support where needed, and to provide specialist homecare support.

Yeovil District Hospital has plans for an extra 24 bed ward to be ready by Jan. 2016, and has commissioned 18 beds from a Yeovil residential home to ensure social care support for rapid discharge. Incentives are being paid for out of hours assessments, with a view to providing a 24 hour, 7 days a week service, as timely discharge is the key.

Implications of the introduction of the living wage – to be considered at next meeting.

Pathways 4 Adults – Concern has been raised about the implications of funding cuts at SCC to meet only essential statutory obligations and the impact on people at risk of becoming homeless across the county.

NHS111 and GP out of hours service – 111 call answering has improved 30% since new service providers were contracted in July, but remains below expectations at weekends. The GP out of hours service is failing to meet requirements but plans are in place to rectify.

SCC CHILDREN AND FAMILIES SCRUTINY – Information is being sought over the use of pupil premium money allocated to schools and the role that SCC plays in compliance. A slight decline in the performance of those schools converted to academies has been noted. The impact of underfunding for mental health issues in young people is now being addressed. All GPs and schools must now have in place a named primary healthcare worker. Changes continue to be made to the GetSet early intervention service in response to observations that the remit was currently too broad.

CORPORATE PARENT BOARD - The first meeting of this group was held early in the month although the new terms of reference and membership have yet to be agreed. Lack of engagement by individual councillors (who have a legal duty in this respect) is still of concern.

EDUCATION – I have now met with almost all head teachers in the division in relation pupil premium funding and will be taking up issues raised in relation to SCC support. There remains concern over the lack of take up for those families entitled to free school meals, the stigma attached to this, and the negative impact on individual school funding.

Broadband roll-out – The next stage of the procurement phase 2 for Broadband rollout has been launched and will seek EU State Aid approval. Consideration is being given to deliver improved Broadband to those areas not benefitting from commercial investment in the programme. Phase 1 is ahead of schedule and two-thirds complete in achieving 90% coverage. Info. at parish level can be found on www.connectingdevonandsomerset.gov.uk

Chard swimming pool – there has been a good deal of activity this month in relation to concerns raised over the state of the swimming pool at Chard. Those involved are now in direct communication with the decision makers over timescales for action.

Meetings and Activities this month

2/10	Children & Families Scrutiny
2/10	Corporate Parent Board
2/10	Broadway Church Harvest Supper
13/10	SSDC Licensing
13/10	SCC - Small Improvement Scheme public meeting
13/10	Ilminster TC
16/10	Donyatt VH event
21/10	SSDC Area West
22/10	Ilminster Education Foundation
22/10	SSDC Full Council
23/10	Swanmead school – pupil premium update
23/10	Greenfyld school – pupil premium update
24/10	Horton coffee morning for CRY
24/10	Ilminster Young Farmers Annual Harvest Supper
27/10	SSDC Gold Star Awards
27/10	SCC Fostering event
28/10	SCC – cabinet member for Children & Families meeting
28/10	SCC Scrutiny – Policies, Adults & Health
28/10	Chard Museum trustee meeting

Recommendations from the Open Spaces Committee

Recommendations from the meeting held on 27th October 2015:

OS44 Stiga Repairs

The Committee considered the quotation received for repairs to the Stiga that requires approval from the Town Council due to the amount and there being no agreed budget.

Items discussed during consideration of this agenda item included:

- The suitability of the machine
- Choice of decks
- Servicing schedule

RESOLVED TO RECOMMEND TO COUNCIL

(i) to accept the quotation from Loxton's for the repairs and a new 105cm 2 bladed deck.

(ii) to investigate alternative machinery for budgetary purposes for the new financial year.

Recommendations from the Resources Committee

Recommendations from the meeting held on 20 October 2015:

R24 Meeting with Market Traders

RESOLVED TO RECOMMEND TO COUNCIL

that "Kipper Week" be implemented from 1 January 2016 to 31 March 2016 and reviewed for 2017.

Note: "Kipper Week" is the trader having a week without paying any pitch fees when they have attended and paid for the consecutive three previous weeks.

REPORT ON SOMERSET ASSOCIATION OF LOCAL COUNCILS

HELD AT EDGAR HALL SOMERTON 26 September 2015

Meeting opened by President Jean Allgrove.

Cllr John Osman Chair of Somerset County Council. Informed the meeting of the following:-

Somerset County Council will have its budget slashed by £160 million, there have been cuts of £100 million so far and further cuts to be decided. It is envisaged the £60 million outstanding will be achieved 2015 to 2020 at this time it is not known where the cuts will take place.

Broadband was discussed with the timetable of 100% coverage for fast broadband by 2017 as of now there is 90% coverage. BT were the agency who initially wished to carry out the work but the price they were asking was considered extortionate and it is now going out to tender.

Cllr Osman mentioned that within education Primary School places are becoming more difficult to locate. He mentioned that there was a need to build new schools in the county.

Highways: there are issues with Highways repairing and upgrading roads due to the cuts -Highways have had to bear the brunt.

Flooding: confirmed that government was leaning towards a precept being placed on every home within the County to alleviate flood damage, no figure was mentioned. There are also issues due to Tractors bringing mud onto the roads, he is taking this up with Avon and Somerset Constabulary and PCC Sue Mountstevens.

Member of Parliament for Taunton Deane Rebecca Pow also gave a small speech in which she mentioned the following:-

She was holding a meeting in Bishopwood Village Hall about broadband issues on 18 October.

Highways the dualling of the A303 and A358 (Taunton – Ilminster), Highways England would start dualling the A358 first. No time scale was mentioned.

The AGM of SALC commenced.

Minutes of the 2014 AGM were discussed and passed.

Revised Constitution of SALC – mainly updating the constitution into a friendlier manner.

The current officers were re-elected without challenge.

Reporting Accountants were appointed.

Elections to NALC undertaken. Future structure of the association - members were asked to consider in principle whether the association should change from being an unincorporated association to a not for profit company limited by guarantee.

Justin Robinson County Executive Officer gave a brief on various matters.

1. Greg Clark Communities Secretary – if County and SSDC were to get devolved powers why should not the Parish and Town Councils also have powers devolved from primary Councils.
2. Housing bill was found to be unworkable so has to be watered down.
3. Neighbourhood Plans government wish to give more clarity.
4. CTSG could be given directly to parish councils it is being looked at.
5. There may also be a case for Business Rates to be passed down.

Agenda No 10

6. Local Council Award Scheme – What used to be the Foundation and Foundation Gold would be changed. The Quality Award and Quality Gold Award: Councils would have to show their involvement with Council Voters displaying a general power of competency.
7. Future Audits – looking to make it cheaper using their own Auditors.

During interval I spoke with Justin regarding courses on Neighbourhood Planning (SALC have been giving courses on Neighbourhood Planning last year) I asked would it be reasonable to start them again for new councillors who have little or no idea at what point to start or what to consider when making a neighbourhood plan. He seemed to favour the idea and suggested that Town Council should consider if it was wanted and if needed to make contact with him to discuss.

Don Kinder

Council Representative to SALC

**Football and Community Facility
Project Risk Register (V5 10 November 2015, as agreed by Governance Group 5.11.15)**

Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
Builder Solvency	Whether or not the builder is solvent enough to complete the project	<ul style="list-style-type: none"> The project being delayed The project not being finished 	<ul style="list-style-type: none"> Wasted resources Loss of reputation 	<ul style="list-style-type: none"> Economic changes Insufficient background checks re Contractor 	Treat	<ul style="list-style-type: none"> Checks undertaken at PQQ stage Adjust valuation dates to enable payment dates to be brought into line with creditor expectations 	Major	Unlikely	Medium
Build Timetable	Whether or not project will be completed within the agreed timescale	<ul style="list-style-type: none"> Delayed completion 	<ul style="list-style-type: none"> Grant funding conditions not met Additional costs Reduction in projected first year income 	<ul style="list-style-type: none"> Unexpected ground conditions Unexpected weather conditions Decisions on any changes to spec not made quickly 	Treat	<ul style="list-style-type: none"> Timetable and milestones agreed at tender acceptance stage Decision making framework, with delegated authority agreed before build commences 	Moderate	Unlikely	Low

Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
Build Budget	Whether or not the project will be completed within the agreed budget	Insufficient funds available to build project to agreed spec	Project delayed or not completed	<ul style="list-style-type: none"> • Unexpected expenditure as build progresses – due to circumstances outside control e.g. weather • Inaccurate specification • Change in stance regarding PV panels 	Treat	<ul style="list-style-type: none"> • Tender documents / spec double checked by Independent Quantity Surveyor • Tender submission to include cash flow forecast • Materials measurement to be undertaken by contractor as part of tender submission • Regular expenditure monitoring by Governance Group 	Major	Possible	medium
Councillor Engagement	Whether or not the project has the wholehearted support of Councillors	Delays in decision making or decisions that do not enable the project to progress	Failure of the project	<ul style="list-style-type: none"> • Insufficient knowledge of project history • Lack of information • Lack of trust between the parties 	Treat	<ul style="list-style-type: none"> • Governance Group having detailed level of understanding of project and being able to provide Councillors 	Major	Possible	Medium

Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
				involved in the project		<p>with the rationale for recommendations</p> <ul style="list-style-type: none"> • Wherever possible decisions being made by the Town Council in open session • Town Councillors invited to attend Governance meetings as observers 			
Archaeological Survey	Whether or not any archaeological finds will be made	Delaying the build	<ul style="list-style-type: none"> • Delayed completion • Increased budget requirement 	<ul style="list-style-type: none"> • Archaeological finds when digging work for foundations is undertaken • Archaeological finds when digging work for septic tank starts 	Treat	<ul style="list-style-type: none"> • Research shows nothing was found when the adjacent building (medical centre) was erected • The Archaeological quotations include a desk top survey 	Moderate	Unlikely	Low

**Football & Community Facility Project Governance Group
(Agreed by Town Council ~~20 January 2015, Minute 356~~)**

Reports to: Town Council

The Governance Group is a Working Group and has no decision making powers – if a formal decision is required it must be referred to the Town Council but the referral may be accompanied by a recommendation from the Group

Members: 3 representatives of the Football Club,
 Deputy Mayor,
 Chair of the Open Spaces Committee,
 Chair of the Resources Committee
 (the 3 Councillors all being ex officio appointments)
 Contractor **Representative(s)**
 Contract Administrator – (Governance Group Chair)

**Quorum 1 football club rep, 1 councillor, 1 contractor rep,
 Contract Administrator**

Support: Town Clerk and advisors such that the group feel necessary e.g.
 Architect, Football Association representative,
 Officers from South Somerset District Council
 Community Health and Leisure Team

Specific Responsibilities

- Reporting to **and updating every Town Council meetings on progress on matters regarding the project (this will usually be a summary of matters discussed at Governance Group meetings)**
- ~~Assessing the actions required to meet the Planning Conditions and making recommendations to Council on how meet the requirements~~
- ~~Agreeing the method of procurement~~
- ~~Compiling a list of contactors to be invited to tender~~
- ~~Compiling and sending out the tender documents~~
- ~~Deciding how project management /contract administration will be dealt with and appointing a suitably qualified person to undertake the role~~
- ~~Assessing completed tender documents and making a recommendation to Council regarding the appointment of a contractor~~
- Making recommendations to Council about the membership of the Group and its responsibilities
- **Maintain the risk register for the build and fitting out stages of the project including**

adding risks, assessing risks and agreeing mitigations

- **Monitor the expenditure compared to budget, and cashflow for the project**
- **Monitor progress of build compared to contracted time schedule**

**General Power of Competence
Council 17 November 2015**

- Recommended**
- (i) that Ilminster Town Council confirms, by resolution, that it meets the eligibility criteria to use the General Power of Competence**
 - (ii) that Ilminster Town Council resolves from 17 November 2015, until the next annual Council Meeting after Ordinary Elections, to adopt the General Power of Competence having met the conditions of eligibility as defined in the Localism Act 2011**

Introduction

1. The General Power of Competence is a statutory power which was given to Town and Parish councils under the Localism Act 2011. It gives local authorities the power to do anything that individuals generally may do, as long as it does not break other laws.

Contextual Information

2. Parish and Town Councils are corporate bodies that have powers set out in statute. Without the General Power of Competence councils can only do those things which they are specifically empowered to do by statute. By adopting the General Power of Competence the Town Council can do anything except those things which the law forbids them from doing; it is intended as a power of first resort.
3. The type of activities covered by the general power of competence legislation are:
 - Running a community shop or post office
 - Lending or investing money
 - Establishing a company or co-operative society to trade and engage in commercial activity
4. Councils must continue to comply with relevant existing legislation e.g. health and safety, equalities, data protection.
5. Existing council duties remain in place such as the duty to act with regard to crime and disorder and the duty to consider conserving biodiversity
6. Existing financial procedural duties and regulations remain in place such as there can be no delegation to a single councillor.
7. The general Power of Competence cannot be used to circumvent an existing restriction in an existing specific power.
8. Councils cannot use the General Power of Competence primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose.
9. The eligibility criteria are:
 - Resolution** the Town Council must resolve at a full council meeting and each subsequent relevant annual meeting (ie the first annual meeting of the council after an ordinary election) that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk and the
 - Electoral Mandate** at the time the resolution is passed at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted)

Qualified Clerk at the time the resolution is passed the clerk must hold a recognised professional qualification e.g The Certificate in Local Council Administration

10. Ilminster Town Council satisfies the eligibility criteria as:
 - The 15 Town Councillors were elected in May 2015
 - The Town Clerk holds The Certificate in Local Council Administration (including the general power of competence module)

Background Papers:

Localism Act 2011 (s1-8)

SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Report Prepared 11 November 2015

Contact for Further Information: Town Clerk, email town.council@ilminster.gov.uk
or tel 01460 52149

**Local Council Award Scheme
Council 17 November 2015**

RECOMMENDED

- (i) that the Town Council considers whether or not it wishes to seek accreditation for a Local Council Award**
- (ii) that if accreditation is to be sought a decision is made regarding the application level**

Summary Information

1. The Local Council Award Scheme was introduced in 2014 (as a successor to The Quality Council scheme) and provides a framework to support all local councils to improve and develop to meet their full potential as well as demonstrating that a council operates lawfully and, at a minimum, according to standard practice. Participation in the Award Scheme is voluntary.
2. The Award Scheme comprises three separate levels and a council may register for any level
 - Foundation - demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice
 - Quality – demonstrates that a council achieves good practice in governance, community engagement and council improvement
 - Quality Gold – demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and community development
3. There are fees for registering and seeking accreditation:
£50.00 admin fee (payable to the National Association of Local Councils)
Plus
 - £50 Foundation Standard
 - £100 Quality Standard
 - £200 Quality Gold Standard
4. Full details of the Award Scheme are contained in the attached document "A Guide to the Local Council Award Scheme"

Report Prepared 11 November 2015

Contact for Further Information: Town Clerk, email town.council@ilminster.gov.uk
or tel 01460 52149



LOCAL COUNCIL
AWARD SCHEME

A guide to the
Local Council
Award Scheme



Published by the National Association of Local Councils (NALC) on behalf of the Improvement and Development Board (IDB).

For further information on the Improvement and Development Board, please contact either:

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The Society of Local Council Clerks (SLCC)
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Somerset TA1 4EA
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THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).

Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, councils achieving an award at any level must use an online facility for publishing documents and information. In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

CONTENTS

06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES

There are two fees:

- A registration fee paid to the NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

EVALUATION AND IMPROVEMENT

- 22 The aim of the evaluation and improvement process is to allow the sector to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING WWW.NALC.GOV.UK/OUR-WORK/LOCAL-COUNCIL-AWARD-SCHEME

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE MINIMUM DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that it publishes online:

GOVERNANCE

Criteria demonstrating good governance in managing the business and finances of a council

Its standing orders and financial regulations

Its Code of Conduct and a link to councillors' registers of interests

Its publication scheme

Its last annual return

Transparent information about council payments

A calendar of all meetings including the annual meeting of electors

Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings

Current agendas

The budget and precept information for the current or next financial year

Its complaints procedure

COMMUNITY

Criteria representing a council's role in the community and how it engages with the community

Council contact details and councillor information in line with the Transparency Code

Its action plan for the current year

Evidence of consulting the community

Publicity advertising council activities

Evidence of participating in town and country planning

DEVELOPMENT

Criteria representing council improvement through the management and development of staff and councillors

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE

Criteria demonstrating good governance in managing the business and finances of a council

A risk management scheme

A register of assets

Contracts for all members of staff

COMMUNITY

Criteria representing a council's role in the community and how it engages with the community

DEVELOPMENT

Criteria representing council improvement through the management and development of staff and councillors

Disciplinary and grievance procedures

A policy for training new staff and councillors

A record of all training undertaken by staff and councillors in the last year

A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a link to its website.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply carries out spot-checks to confirm that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel will ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. All policies and procedures should demonstrate compliance with The Openness of Local Government Bodies Regulations 2014 including an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the upcoming Transparency Code for Smaller Authorities once this comes into effect.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.

It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.

- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to complete an annual return. Panels check that these councils comply with the Transparency Code for Smaller Authorities once this comes into effect.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the Local Government Transparency Code.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning

applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.

- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.

- Council documents demonstrate that the

council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.

- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published.

- A training policy for new staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, the clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. A COUNCIL WITH A QUALITY AWARD ALSO MEETS THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
Up-to-date insurance policies that mitigate risks to public money	A printed annual report that is distributed at locations across the community	A clerk (and deputy) employed according to nationally or locally agreed terms and conditions
Addressed complaints received in the last year		A formal appraisal process for all staff A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a link to its website.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel carries out spot-checks to confirm that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel will ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings keep people up-to-date with decisions and action should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health

and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.

- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

■ The annual report should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.

■ The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets.

■ The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.

■ At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through the democratic process. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

Two thirds

properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.

■ The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money.

■ The panel may also seek evidence that any formal complaints received by the council during the last year have been properly addressed. The panel does not seek to judge the appropriateness of the insurance policies themselves

■ A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.

■ The panel can ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 CPD points every year.

■ The panel may wish to check that a council

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE

Criteria demonstrating good governance in managing the business and finances of a council

A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community

COMMUNITY

Criteria representing a council's role in the community and how it engages with the community

An annual report, online material and at least four news bulletins a year with evidence of:

- engaging with diverse groups in the community using a variety of methods
- community engagement leading to positive outcomes for the community
- a broad range of council activities, including innovative projects
- co-operating constructively with other organisations

DEVELOPMENT

Criteria representing council improvement through the management and development of staff and councillors

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
Delivers best practice in meeting its duties in relation to bio-diversity and crime & disorder		Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a link to the online site.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel carries out spot-checks to confirm that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In confirming excellence, the panel ensures that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks at least four positive outcomes achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not

limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract.
- The statement on duties related to biodiversity and crime & disorder demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.
- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real[®] or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statement on performance management explains the process by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of

councillors participate in a member development programme. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

- The council registers its intention to apply for a specified award online at www.nalc.gov.uk.

The contact at NALC for this stage is the Improvement and Development Manager, Charlotte Eisenhart, who can also be contacted at charlotte.eisenhart@nalc.gov.uk or 020 7290 0319.

- The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.

- NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.

- NALC provides the co-ordinator with information of the council's application.

- When a council is ready to make its application to the accreditation panel, its clerk notifies the co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and provides a link to its website or

online facility.

- The council pays the accreditation fee which covers the costs administering the local service.

- The local panel co-ordinator keeps a record of all applications and monitors their progress.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publicising council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a CALC or a regional group of CALCs. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual CALC is unable to support the scheme, a council will be able to submit their application to an appropriate neighbouring or regional panel.

CALCs may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to

ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the regional co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines how often an accreditation process occurs, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The regional panels have discretion over the detail of how they organise the accreditation process.

In consultation with the panel co-ordinators,

NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made and submitted to the panel for checking.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in the published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation within three months of the four-year end-date, it loses its award.

Removal of accreditation

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a

panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.

- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- the award applied for
- the income of the council³
- the council's accreditation history.

	SMALL	MEDIUM	LARGE
Foundation Standard	£50	£50	£50
Quality Standard	£60	£80	£100
Quality Gold	£100	£150	£200

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous standard requires less work.

1 All figures quoted are excluding VAT.

2 The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

3 Small councils have an annual income of <£25,000. Medium councils have an annual income of £25,000 to

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every six months.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

Paid Expenditure Transactions

between 07/10/15 and 09/11/15

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
9786	27/10/15	2660	£160.00	£0.00	£160.00	Cem Caroline De Mancha Stevens	Carrying out Energy Performance Certificate & Legionella Risk assessment Cemetery Lodge
9789	27/10/15	2661	£45.00	£0.00	£45.00	Res Staff	Travel for training
9790	27/10/15	2662	£813.75	£135.62	£678.13	FCF SSDC	SSDC Planning fee
9791	30/10/15	2637	£44.73	£0.00	£44.73	Res NatWest Bank Ltd	Bank charges 29/08/15-02/10/15
9791	03/11/15	2667	£23.75	£3.96	£19.79	OS Bradfords Building Supplies	Trainers
9792	03/11/15	2668	£293.88	£48.98	£244.90	OS Glen Cleaning Co Ltd	Cleaning Services Oct
9793	03/11/15	2669	£150.00	£0.00	£150.00	Res Iliminster Christmas Lights	Rent of store room Nov
9794	03/11/15	2670	£184.68	£30.77	£153.91	OS Loxston Groundcare Ltd	Stiga repairs
9795	03/11/15	2671	£350.00	£0.00	£350.00	Res Marian Mann	Equality Matters training
9796	03/11/15	2672	£545.00	£0.00	£545.00	Cem Morrison Blood Chartered Surveyors	Building survey of Cemetery Lodge
9797	03/11/15	2673	£239.20	£0.00	£239.20	OS Mousehole Nurseries	Winter planting
9798	03/11/15	2674	£19.17	£3.20	£15.97	Res Samson Office Supplies	Green, pink & gold paper
9799	03/11/15	2675	£322.85	£53.81	£269.04	OS TLS Security Systems Ltd	6 x padlocks and * keys
9800	03/11/15	2676	£350.00	£0.00	£350.00	Res Yakatyak Training & Coaching Ltd	Equality matters training
9801	03/11/15	2677	£23.40	£0.00	£23.40	Res Staff	Travel expenses
		2678/1	£89.00	£14.83	£74.17	OS Iliminster Warehouse	Fridge
		2678/2	£20.75	£3.46	£17.29	OS Iliminster Warehouse	Paint & bulbs
9802	03/11/15	2678	£109.75	£18.29	£91.46	Iliminster Warehouse	Fridge, paint & bulbs
Total			£22,814.40	£1,346.93	£21,467.47		

Signed:

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Date:

Agenda No 19

Ilminster Town Council Project Plan (for Town Council meeting on 17.11.15)

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
A – Cemetery							
1	13	20/10/09	Lower cemetery wall	<p>Long term plan to be developed for the maintenance of the lower wall</p> <p>Visual inspection of wall running north north west (adjacent to access lane of neighbouring property) and cost of repair work obtained 15.10.13. To be considered by the Open Spaces Committee on 5 November 2013</p> <p>Contractor has visited site and report will be made to April O.S Committee regarding costs and timetabling.</p> <p>Order has been issued for the work 02.05.14</p> <p>Contractor started work to boundary walls week commencing 05.05.14</p> <p>Contractor will be doing work gradually during 2014</p> <p>Confirmation is being sought as to whether the current contractor can complete the job within an agreed timescale</p> <p>Contractor started wall by cemetery Lodge w/c 08.09.15</p>	Open Spaces to be advised of relevant parts of covenant.	April 2015	Cllr R Drayton

Ilminster Town Council Project Plan cont

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
B – Recreation Areas							
2	10	7/6/11	Additional land for recreational space.	<p>Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13</p> <p>03.09.13 Land adjacent to Britten's Field not available from SCC.</p> <p>Open Spaces Review Group meeting 3rd and 4th September to interview potential Landscape Architects/designers and formulate recommendation to go to Council on 10.09.13.</p> <p>15.10.13. Landscape designer has been appointed, will discuss initial thoughts with Open Spaces review Group on 15.10.13. Public Consultation booked for 7 November at Swanmead school to take place over late afternoon and early evening</p> <p>08.01.14 Principles for masterplan agreed by Council.</p> <p>Nov 2015 Correspondence exchanged with Somerset County Council</p>	Discussion with SSDC to continue	December 2015	Cllr S Shepherd
3	8	7/5/11	Hammerhead land	<p>Acquire the Hammerhead land with the intention of converting it into a park area.</p> <p>Reviewed in Nov 2012 – Councillors requested item remains on action plan</p> <p>03.12.13 Town Clerk to write a formal letter to Mr Charles Clark to assist Councillor Shepherd.</p>			Cllr S Storey

Ilminster Town Council Project Plan cont

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
4	15	13/10/09	New Management Plan for Herne Hill	<p>Town Clerk sent letter 20/01/14 Discussed at Council 22.07.14. and instructions given to the Town Clerk</p> <p>The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.</p> <p>03.09.13 Work has started on a new document for Herne Hill to be two parts, a reference section about the various species to be written by the advisory group experts and management section which is being compiled by the Senior Open Spaces Warden and Deputy Clerk.</p> <p>First draft should be available November.</p> <p>Draft plan considered at O.S Committee 22.04.14</p>	<p>SWT to be contacted reference assistance in producing a management plan.</p> <p>Advisory Group met 12.03.13 and 04/03/14</p> <p>11.06.14 Committee Vice-chair, Deputy and Senior Open Spaces Warden met Forestry Commission rep who gave advice on tree maintenance and development of Management Plan.</p>	December 2015	Cllr R Neave
5	4	6/9/11	Canal Banks	<p>To bring canal back to full working order.</p> <p>23.08.13 Chair of Open Spaces and Town Clerk met with SSDC Open Spaces Officer to discuss the possibility of obtaining S106 monies towards enhancement of the south end of the Canal.</p>		Review Oct 2015	Cllr R Swann (supported by Cllrs J Sothern & T Walker)
C -- Vision							
6	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a	SSDC hosting information evenings on Neighbourhood Plans in November	December 2015	Cllr R Neave (Supported by Cllrs Fagan,

Ilminster Town Council Project Plan cont

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
				Neighbourhood Plan. This is to include investigating the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street. December 2013 will be a key part of strategic planning. 03.09.13 The Master Plan for the Recreation Ground and Britten's Field (scheduled for approval	2012 – Town Clerk attended 27.11.12		Kinder & Goodall)
D - Office							
E- Personnel (Wardens and Office Staff)							
F- Highways/Pavements Paths							
8		08.04.14	Drain Infrastructure	Liaison with Somerset County Council and local residents. Meeting arranged With SCC Highways 17.10.14 Investigate the possibility of obtaining future S106 monies for drainage infrastructure			Cllr A Shearman (supported by Cllr D Kinder)
F Planning							
9		Oct 2015	Neighbourhood Plan	Develop a Neighbourhood Plan for Ilminster	(i) Agreement of working group membership & remit		