

Minutes of the Annual Town Council Meeting held on
**21st May 2024 at 19.30hrs, at Ilminster Arts Centre,
35 East Street, Ilminster, TA19 0AN**

Chair: Cllr B Hamilton

Council: Cllr M James, Cllr B Jenner-Hurford, Cllr I MacKillop, Cllr J Morris, Cllr S Osborne, Cllr P Sellers, Cllr S Shepherd, Cllr L Taylor, Cllr N Tinson.

Officers: Mark Tredwin (Town Clerk), J Earp (Deputy Clerk/RFO), V Freeman (Administration Officer)

In attendance: There were 4 members of the public present.

2024-0024-TC Election of Mayor

Nominations were invited for the office of Mayor.

Cllr Hamilton received a nomination from Cllr Jenner-Hurford and seconded by Cllr Taylor

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Hamilton to the office of Mayor of Ilminster for the period up to the May 2025 Annual Town Council Meeting.

2024-0025-TC Declaration of Acceptance of Office

Cllr signed the Declaration of Acceptance of Office.

HAMILTON

On behalf of the Town Council Cllr Hamilton presented Cllr Taylor with a bouquet of flowers to thank Cllr Taylor for her 2 years service as Mayor.

2024-0026-TC Election of the Deputy Mayor

Nominations were invited for the office of Deputy Mayor.

Cllr Gunn received a nomination from Cllr Hamilton and seconded by Cllr James.

There were no other nominations.

Members **RESOLVED** unanimously to elect Cllr Gunn to the office of Deputy Mayor of Ilminster for the period up to the May 2025 Annual Town Council Meeting.

2024-0027-TC Public Forum

There were no members of public who wished to speak.

2024-0028-TC Apologies for Absence

Cllr A Shearman

Cllr V Keitch

Cllr M Gunn

Cllr Paul

Cllr Karchud

The Clerk has confirmed that reasons have been provided.

2024-0029-TC Somerset Council Member's Reports

Members **NOTED** the Somerset Councillors report.

2024-0030 -TC Declarations of Interest

Cllr Shepherd declared an interest in Agenda item 27/30 IEF Lease

2024-0031-TC Dispensations

The Town Clerk advised Members that Cllr Shepherd had been given verbal dispensation to remain for Agenda item 27/30 IEF Lease and to abstain from voting.

2024-0032-TC Minutes – Town Council

Members **RESOLVED** unanimously that the Minutes from the meeting held on 23rd April 2024 as a correct record.

Proposer Cllr Tinson **Seconded** Cllr Taylor

2024-0033-TC Minutes – Planning, Highways and Transport

Members **NOTED** the Minutes from the meeting held on 7th May 2024.

2024-0034-TC Minutes – Resources

Members **NOTED** the Minutes from the meeting held on 7th May 2024.

2024-0035-TC Mayor/Deputy Mayor Reports

Members **NOTED** the Mayors and Deputy Mayors reports.

2024-0036-TC Police Report

Members **NOTED** the Police Report

2024-0037-TC Standing Orders

Members **RESOLVED** unanimously to approve the proposed Standing Orders for the council year 2024-2025.

Proposer Cllr Sellers **Seconded** Cllr Shepherd

2024-0038-TC Financial Regulations

Members were advised that a new Financial Regulations model has been received recently by NALC. Members were asked to review the proposed changes in the existing policy. Officers will bring a revised and updated policy to a future meeting for Members to consider.

Members **RESOLVED** unanimously to approve the Town Council's Financial Regulations for the council year 2024-2025.

Proposer Cllr Hamilton **Seconded** Cllr Jenner-Hurford

2024-0039-TC Scheme of Delegation

Members reviewed the Scheme of Delegation.

Members **RESOLVED** unanimously to adopt the draft Scheme of Delegation report, as presented.

Proposer Cllr Taylor **Seconded** Cllr Osborne

2024-0040-TC Code of Conduct

Members **RESOLVED** unanimously to adopt the proposed Voluntary Code of Conduct for Ilminster Town Council.

Proposer Cllr Jenner-Hurford **Seconded** Cllr Shepherd

2024-0041-TC Grant Policy

Members discussed the updated grant policy.

Members **RESOLVED** unanimously that 30% of the previous year's VAT refund be allocated to the Grant Budget each year commencing May 2024.

Members **RESOLVED** unanimously that Members adopt the Grant Policy proposed from May 2024.

Proposer Cllr Sellers **Seconded** Cllr Taylor

2024-0042-TC Banking Authorisation

Members **RESOLVED** unanimously to

A The Council resolves to accept the current Natwest bank signatories as follows:

List A: Town Clerk Mark Tredwin Deputy Town Clerk Julie Earp

List B: Cllr Stuart Shepherd Cllr Ben Jenner-Hurford
Cllr Leanne Taylor Cllr Brian Hamilton
Cllr Matthew James Cllr Neil Tinson

B The Council resolves to accept the current savings account signatories for CCLA Public Sector Deposit Fund are as follows:

Town Clerk Mark Tredwin Cllr Stuart Shepherd
Cllr Ben Jenner-Hurford Cllr Leanne Taylor
Cllr Brian Hamilton Cllr Matthew James
Cllr Neil Tinson

C The Council resolves to accept the current savings account signatories for Unity Trust Bank and Cambridge & Counties Bank as follows:

Cllr Leanne Taylor Cllr Neil Tinson
Cllr Ben Jenner-Hurford

D The Council to elect at least two non-signatories from this list to share the task of carrying out monthly bank reconciliations for financial year 2024-2025:

Cllr MacKillop, Cllr Morris, Cllr Osborne and Cllr Shearman

Proposer Cllr Hamilton **Seconded** Cllr Taylor

2024-0043-TC Earmarked Reserves

Members reviewed the earmarked reserves.

Members **RESOLVED** unanimously to approve the Earmarked Reserves for financial year 2024-2025 and delegate officers to move reserves between funds in accordance with the adopted Financial Regulations.

Proposer Cllr Tinson **Seconded** Cllr Taylor

2024-0044-TC Direct Debit and Regular Payments

Members **RESOLVED** unanimously to approve the Direct Debits and regular payments for financial year 2024-2025 and agree to the membership/subscriptions of the professional bodies and organisations identified in this report.

Proposer Cllr Hamilton **Seconded** Cllr Jenner-Hurford

Resources Cllr Sellers Cllr Hamilton Cllr MacKillop Cllr Jenner-Hurford Cllr James Cllr Tinson Cllr Shepherd Cllr Morris	Open Spaces Cllr Gunn Cllr Taylor Cllr Hamilton Cllr Jenner-Hurford Cllr Paul Cllr Shepherd Cllr Osborne Cllr Morris
Planning, Highways and Transport Cllr Karchud Cllr Shearman Cllr Sellers Cllr Tinson Cllr MacKillop Cllr James Cllr Gunn Cllr Hamilton	Grievance, Capability and Disciplinary Deputy Mayor, Cllr Gunn Cllr Sellers Cllr James Cllr Keitch Cllr Tinson
Appeals Mayor, Cllr Hamilton Cllr Osborne Cllr Shepherd	Neighbourhood Plan Development Group, reports to Resources Cllr Gunn Cllr Shepherd Cllr Morris
Rec Users Group, Reports to Open Spaces Cllr Osborne Cllr Sellers Cllr James	Cemetery Lodge Working Group Report to Resources Cllr Jenner-Hurford Cllr MacKillop Cllr Hamilton Cllr James
Herne Hill Users Group Reports to Open Spaces Cllr Hamilton Cllr Osborne Cllr Sellers	Resilience Working Group Cllr Taylor Cllr Osborne Cllr Hamilton Cllr Morris
YOUTH WORKING GROUP Reports to Full Council Cllr Taylor Cllr Karchud Cllr Morris	

Members **RESOLVED** unanimously to appoint members to its Committees and Working Groups as per the table above.

Proposer Cllr James **Seconded** Cllr Tinson

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2024-0046-TC Appointments to Representatives to Other Groups 2024-2025

Members **RESOLVED** to appoint members as per the table below,

Organisation (in alphabetical order)	Councillor Representative(s)
Arts Centre	Cllr Hamilton, Cllr Osborne
Chamber of Commerce	Cllr James, Cllr Osborne
Christmas Lights	Cllr Shepherd
Dementia Awareness Alliance	Cllr MacKillop
Fairtrade Committee	Cllr Keitch
Herne View CofE Primary School	Cllr Hamilton, Cllr Taylor
Ile Youth Centre	Cllr Gunn, Cllr Hamilton
Ilminster Education Foundation	Cllr Keitch, Cllr Shepherd
Ilminster Entertainment Society	Cllr Taylor
Local Community Network	Cllr Taylor, Cllr Morris
NALC/SALC	Cllr Hamilton, Cllr Jenner-Hurford
Neroche Community Primary School	Cllr Keitch, Cllr Osborne
Royal British Legion	Cllr James
SW of Canal Way Development Liaison Group	Cllr James, Cllr MacKillop
Wadham School Liaison	Cllr Osborne, Cllr Jenner-Hurford

Proposer Cllr Hamilton **Seconded** Cllr Taylor

2024-0047-TC Schedule of Payments

Members discussed the difficulties in finding bank accounts that are environmentally friendly.

- a. Members **RESOLVED** unanimously to approve the payments for April 2024

Proposer Cllr Hamilton **Seconded** Cllr Jenner-Hurford

- b. Members **RESOLVED** by 9 votes for and 1 abstention (Cllr Hamilton) to approve the completion of the bank reconciliation for April 2024 and note the account balances as of 30 April 2024.

Proposer Cllr Tinson **Seconded** Cllr Jenner-Hurford

- c. Members **RESOLVED** unanimously to delegate the RFO to move funds out of the NatWest Reserve account into the savings accounts to benefit from the current interest rates and to update members at a future meeting.

Proposer Cllr Tinson **Seconded** Cllr Sellers

2024-0048-TC Leave of Absence

Members **RESOLVED** unanimously to approve a leave of absence for Cllr Shearman for 6 months until the end of December 2024 when the decision will be reviewed again should it be deemed necessary.

Proposer Cllr Hamilton **Seconded** Cllr Sellers

2024-0049-TC Somerset Council Update

The Town Clerk updated Members that the next Somerset Council Full Council Meeting takes place on 22nd May 2024 at 2pm



2024-0050-TC IEF Lease

This item was moved to Exempt Business.

2024-0051-TC Staffing

This item was moved to Exempt Business.

2024-0052-TC Exempt Business

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Proposer Cllr Osborne **Seconded** Cllr Taylor

The meeting chair moved the Staffing Agenda item forward.

2024-0053-TC Staffing

Members **RESOLVED** unanimously that Employee 17's trial role now be made a permanent appointment.

Proposer Cllr Hamilton **Seconded** Cllr Sellers

Members **NOTED** the proposed pay offer from the National Employers for Local Government services and the impact the proposed changes would have on pay.

2024-0054-TC IEF Lease

Members **RESOLVED** by 9 votes for and 1 abstention (Cllr Shepherd) to approve the revised Lease relating to land owned by the IEF and to be signed by The Mayor and Deputy Mayor on Behalf of the Town Council and witnessed by the Proper Officer.

Proposer Cllr Hamilton **Seconded** Cllr Jenner-Hurford

Meeting ended at 21.04

