

# Iminster Town Council

To: All Members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of **ILMINSTER TOWN COUNCIL** to be held on **Tuesday 4<sup>th</sup> December 2012**, on the rising of the Planning Committee, in the Council Chamber, Council Offices, North Street, Iminster to transact the business outlined below.

**Please note:** Prior to the start of the formal Council meeting, there will be a presentation by Val Keitch from the Community Justice Panel.

*Jy Norris*  
Joy Norris  
Town Clerk

*28.11.12.*  
Date

## Public Question Time

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 Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

## AGENDA

### *Preliminary Matters*

1. Minutes from the Previous Meeting
2. Apologies for Absence
3. Declarations of Interest

### *Items for Discussion*

4. Mayor's Announcements/Engagements
5. Matters Arising from the Minutes
6. Police Report
7. Report from County Councillor
8. Report from District Councillor
9. Planning Committee Meeting
10. Finance & Policy Committee Meeting
11. Open Spaces Committee Meeting
12. Reports from Representatives on Outside Bodies
13. Authorisation of payments
14. Action Plan
15. Christmas Carols
16. Town Clerk's Report and Correspondence
17. Meeting Dates

# Iminster Town Council

## COUNCIL AGENDA

### Preliminary Matters

#### 1. Minutes of the previous Meeting

To approve the minutes from the meeting held on 16<sup>th</sup> October 2012 as a correct record, (attached)

#### 2. Apologies for Absence

- A) To receive apologies for absence from Councillors unable to attend the meeting.
- B) To consider and approve the reason(s) for any Councillor(s) being persistently absent from meetings of the Council or its Committees.

#### 3. Declarations of Interest

- A) To receive any declarations of interest from Members and Officers in respect of matters for consideration at this meeting, together with the appropriate statement on the nature of any such declared interests.
- B) Dispensations - to receive any (written) requests for dispensations in accordance with Standing Order 7(e)

### Items for Discussion

#### 4. Mayor's Announcements/Engagements

The Mayor attended the following events between 16<sup>th</sup> October 2012 and 4th December 2012

- **Friday 19th October 2012**  
Opening of Hardware Store,  
Lions Charter Night at the Shrubbery Hotel
- **Monday 22nd October 2012**  
Presentation for Overall Winner of Miniature Garden Competition, at Greenfyld School
- **Tuesday 23rd October 2012**  
Charity Indian Night at Liza Tandoori Restaurant, Chard
- **Thursday 25th October 2012**  
Yeovil, Sherborne & District Samaritans, Annual General Meeting, at St Mary's Hall, Holy Trinity Community Centre, Yeovil
- **Friday 26th October 2012**  
Presentation for Overall Winner of Decorate a Trainer Competition, at Swanmead School
- **Tuesday 30th October 2012**  
South Somerset Gold Awards 2012 Octagon Theatre, Yeovil  
Opening of E & S Computers (Software Store), Ditton Street
- **Thursday 8th November 2012**  
Wadham School Production "Grease"
- **Wednesday 14th November 2012**  
RNAS Yeovilton Cocktail Party at the Wardroom, HMS Heron
- **Sunday 18th November 2012**  
Mayor of Chard Town Council, Cathie Morrison's Civic Function, Civic Service at St Mary's Church

## Iminster Town Council

### 5. Matters Arising from the Minutes

#### 6. Police Report

Since the last Police report, we at Iminster station have been kept up to our usual work in the Town and in the surrounding villages. The amount of reported incidents for the same time last year are almost identical, the slight fall is in dwelling burglary (home related theft) and criminal damage. Domestic incidents are once again our highest reported Police events, the monetary strains and pressures of work always add to this statistic in the run up to Christmas.

The recent flooding has been a drain on resources assisting partner agencies and stranded members of the public, reminding people that ROAD CLOSED signs are there for a reason whether they are Highways in red or Police in blue they are to be heeded. People who ignore these not only endanger themselves but also the emergency services that are sent to their rescue.

We have been very lucky in Iminster compared to other towns and villages, local Police and staff have stayed on for many extra hours for little or no financial gain, just to help the vulnerable and needy in our society, where they are needed the most. The bigger Police family is constantly adapting and changing to assist those who really need it, we do not yet know what the new Commissioner has in store, but we will be ready to move forward as a team though any change.

There are some incidents of damage to motor vehicles in the past 4 weeks, one of which resulted in a theft from that vehicle, as the sat-nav and money left on display were clearly too much to resist. We constantly remind people of the dangers of leaving valuable on display, so much so the theme for this month is vulnerable vehicles across the district.

Parking – what can I say – we live /work in a town that was designed for horse and carts not buses, lorries and multiple vehicles space is at a premium and keeping traffic moving is our aim, the civil enforcement officers seem to be on top of the parking in the town.

The recent robust policing of the Rec and neighboring areas has seen a reduction in Anti-social behavior and calls relating to it over the last two months, long may it continue, the grounds men's help and assistance is always appreciated, The Red Cross car park is being used less by our local car enthusiasts who seem to prefer the far end of Canal Way, which in turn brings its own litter problem, it is questioned whether a bin in that area may alleviate the problem.

#### 7. Report from County Councillor - To follow

#### 8. Report from District Councillor - To follow

#### 9. Planning Committee Meeting

There were no recommendations from the Planning Committee Meeting held on 6 November 2012

## Iminster Town Council

### 10. Finance & Policy Committee Meeting

The Finance & Policy Committee met on 13 November 2012 and made the following recommendations:

- ❖ **Minute 6 – Committee Documentation**  
**RESOLVED to RECOMMEND** that committee documentation be approved at full Council
- ❖ **Minute 8 – Staff Policies**  
**RESOLVED to RECOMMEND** that the Council approve and adopt
  - (i) The Employee Handbook
  - (ii) The Employee Code of Conduct
  - (iii) Protocol On Member/Officer Relations
- ❖ **Minute 9 – Website**  
**RESOLVED to RECOMMEND** that:
  - (i) Approval in principal be given to procuring a new website with a maximum budget of £2,000
  - (ii) Discussions continue with Somerset Web services as the preferred supplier to establish that they can offer a product that meets the Council's requirements.

### 11. Open Spaces Committee Meeting

The Open Spaces Committee met on 23 October 2012 and made the following recommendations:

- ❖ **Minute 7 – Recreation Ground**  
**RESOLVED to RECOMMEND** that Mr Herbert be refunded in full the deposit of £400.
- ❖ **Minute 9 – Shed Security**  
**RESOLVED to RECOMMEND** the purchase of dusk till dawn lighting, at a cost of £520 + VAT  
**RESOLVED to RECOMMEND** the delegated authority is given to the Town Clerk to take appropriate measures for securing the wardens equipment store and expenditure incurred to be within the financial limits given in the Standing Orders.
- ❖ **Minute 11 - Toilets**  
**RESOLVED to RECOMMEND** that delegated authority is given to the Town Clerk to purchase galvanised guttering for the toilet block at a cost not exceeding £600 +VAT.
- ❖ **Minute 12 – Winterhay Fence**  
**RESOLVED to RECOMMEND** that subject to the ownership of the fence being confirmed in writing, as to belonging to Iminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT.
- ❖ **Minute 13 Item C- Cemetery Wall**  
**RESOLVED to RECOMMEND** that subject to legal advice suggesting an alternative course of action
  - i) The existing railings are removed (and stored for possible future use)
  - ii) That the existing wall is removed where appropriate and made safe
  - iii) That during the course of i) & ii) above a pictorial record is kept and expert opinion is sought as to the causes of the wall disintegration – with the neighboring land owner or representative of the neighboring land owner present (the latter being at the neighboring landowners cost) if they so desire

## Iminster Town Council

- iv) That the boundary of Iminster Town Council land is marked by posts and a temporary fence
- v) That a record is kept by the Town Council of all the costs incurred for undertaking i), ii) and iii) above so that any appropriate recharges can be made.

NOTE: Since the Open Spaces Committee, the Town Clerk has obtained legal advice and will update the Council at the meeting.

❖ **Minute 13 Item 8 d – Apprenticeship in Horticulture**

**RESOLVED to RECOMMEND** that an apprenticeship is offered to the current volunteer for 37 hours per week for 18 months starting in January 2013.

### 12. Recommendations from the REC Review Group

The Rec Review Group will be meeting on 28 November 2012. Usually this working group would report to the Open Spaces Committee but in order to avoid undue delays on this occasion any recommendations will be made straight to Council

### 13. Reports from Representatives on Outside Bodies

No reports have been received

### 14. Authorisation of payments (attached)

### 15. Action Plan (to follow)

### 16. Christmas Carols

### 17. Town Clerk's Report and Correspondence

- A) Flooding – in view of the recent flooding events the Council is asked to consider whether it wishes to make representations to any relevant organisations
- B) South Somerset District Council, Iminster Community Office opening hours
- C) South Somerset District Council – Proposed Submission Local Plan 2006 – 2028, The outcome of the consultations will be reported to and considered by Full Council on Thursday 13<sup>th</sup> December 2012, at 7.30pm in the Council Chamber, The Council Offices, Brympton Way, Yeovil BA20 2HT.

### 18. Meeting Dates

11 December 2012	Open Spaces
18 December 2012	Finance & Policy
8 January 2013	Council (Budget & Precept setting)
22 January 2013	Open Spaces



# ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **ILMINSTER TOWN COUNCIL** held in the Council Chamber, Ilminster on Tuesday, 16 October 2012 at 7.30 p.m.

## Present

**Chairman:** Cllr R Swann

**Councillors:** Cllr Austin, Cllr C Goodall, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Sainsbury, Cllr J Sothern, Cllr P Whaites

## In attendance

**County Councillor:** Cllr K Turner

**Officers:** Mrs M Clayton (Senior Administrator designate), Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

### 1. Minutes of the Previous Meeting

**RESOLVED** that the Minutes of the meeting held on 4 September 2012 be approved and signed as a true and correct record

### 2. Apologies for Absence

Apologies for absence were received from Councillors Burton and Taylor

### 3. Declarations of Interest

No declarations of interest were made in respect of any agenda items.

### 4. Mayor's Announcements/Engagements

The Mayor or the Deputy Mayor's had attended the events detailed below between 4th September 2012 and 16th October 2012

Sunday 9th September 2012

Civic Service, Wilton Church Hall, Taunton

Thursday 13<sup>th</sup> September 2012

Presentation Evening at the Shrubbery Hotel

Sunday 16th September 2012

Deputy Mayor attended "Battle of Britain" Memorial Service at the Minster, Ilminster

Wednesday 26th September 2012

The Deputy Mayor attended Somerset County Scout Council Annual General Meeting

Thursday 4th October 2012

Marshall Herbert's Funfairs, Freedom of fair rides for the handicap at the Recreation Ground, Ilminster

Sunday 7th October 2012

The Chapter of Wells Cathedral, Service of Thanksgiving & Reflection at Harvest Time.

### 5. Matters arising from the Minutes

No specific issues were raised or discussed.

Chair's Initials

# ILMINSTER TOWN COUNCIL

## 6. Police Report

The Police report was circulated with the agenda.

PC Andy Stuart reported that since the last Police report Ilminster station have been kept very busy, not only with their usual work but also assisting colleagues with the recent major incident at Ashill.

The amount of crime reported in September 2012 is a reduction of 33% compared to the same month last year, fantastic it is hoped this downwards trend will continue. There had been one theft from a shop (shoplifting) and two non-dwelling burglaries (shed breaks). Other incidents had been domestic related (within the household/family) or small scale criminal damage, some reported incidents were not crime as they are genuine mistakes (e.g. pay at petrol pump confusion),

A small number of cannabis plants were found in a property in Ilminster a 45 year old male has been cautioned for this offence. A prolific disqualified driver recently a resident in the town has been put before the courts and given a 120 day prison sentence with the help of local staff. Also a 25 year old male had been recalled to prison following two handbags being stolen and this male being identified on business CCTV. The police are still working closely with Yarlington Housing Group who are the main housing provider in the town, to monitor and build links with some of their tenants.

In the Town and in the surrounding villages the recent weather has had a huge impact on resources particularly dealing with the localised flooding in the area.

The Civil Enforcement Officers who deal with on street parking issues have freed Police resources to deal with more important matters in the town.

The children have made good use of the skate park and the Summer holidays have been reasonably uneventful. Close links are maintained between the police and the schools in Ilminster to ensure potential problems can be identified at an early stage.

Neighbourhood Watch is being re-vitalised and new volunteer co-ordinators would be welcome, the Police Community Support Officers can be contacted for more information.

The carnival was well organised and passed without a hitch whilst the fair caused the usual spike in the rise of reported crime. The whole event was over shadowed by the major incident on the bend between Bay Hill and Dillington involving 2 vehicles and 6

casualties. This was a major critical incident for the force and involved a joint operation for all the emergency services along with the Coastguard.

Appeals are still being made for witnesses to this collision

Chair's Initials
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# ILMINSTER TOWN COUNCIL

## 7. Report from County Councillor

County Councillor Kim Turner stated her thanks to the Herbert Family for clearing-up after the fair.

A meeting has been held regarding parking arrangements in East Street and the preferred solution is to remove the restrictions on the parking bays; this will be monitored.

Somerset County Council's Care Budget has increased to 1.4 Million to improve care this will be distributed between 22 new Social Workers, 26 Support Staff and various departments.

Taunton Museum of Somerset and Castle Green was opened 16<sup>th</sup> October, since work was completed there has been an increase in visitors.

Regarding Dr's Surgery Entrance, Somerset County Council have sent the contractors a report and provided advice on numerous occasions, further liaison is required with Persimmon Homes. Cllr Turner informed the Council that Swanmead School had been inspected by OFSTED using the new framework, which is described as being exceptionally challenging with considerably higher standards compared to previous years.

Cllr Turner also informed the Council that there had been problems at Gooch & Housego premises, concerning water on the road due to the pond overflowing this was because of the recent rainfall and the sluice gates not being open and dispersing the pond water appropriately. Gooch & Housego have been contacted by Highways about this.

Cllr Turner told the Council; she will be stepping down as a County Councillor at the elections due in 2013.

## 8. Report from District Councillor

Cllr Goodall reported that there are workshops about Neighbourhood Plans on the evenings of on 14<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> November 2012 which Councillors are recommended to attend Cllr Vjeh asked whether Officers are welcome to attend; the Town Clerk will look into this.

## 9. Planning Committee

There were no recommendations from the Planning Committee Meeting held on 11 September 2012.

## 10. Finance & Policy Committee Meeting

Minute 6 Queen's Diamond Jubilee

**RESOLVED** that the following outstanding payments regarding the jubilee celebrations be made:

St John's Ambulance – On receipt of Invoice

Carnival Committee (for the Marshalls)

Talent Competition

PA System

Minute 7 CILCA Training

**RESOLVED** that the Town Clerk be reimbursed of fees for attending the CILCA training course.

# ILMINSTER TOWN COUNCIL

Minute 9 Town Clerk's Report & Correspondence

**RESOLVED** that

- (i) the Town Clerk be a signatory on the Council's bank account and
- (ii) is authorised to place orders in accordance with the Council's Financial Regulations.

## 11. Open Spaces Committee

Minute 7 Ilminster Experience Banner

**RESOLVED** that the design for the banner should be referred to the next Town Council meeting

Minute 8 item c) Football Stand

**RESOLVED** that qualified tradesmen take down southern end of football stand and use cladding to seal open/exposed side.

Minute 9 Machinery Report

**RESOLVED** that the machinery review should be included in the Terms of Reference for the Rec Review Group

Minute 10 Street Furniture

**RESOLVED** that ten bins should be purchased and receive one free at a cost of £3749.20.

## 12. Reports from Sub Committees

None

## 13. Representatives on Outside Bodies

Cllr Goodall reported as the Council representative to the Ilminster Forum.

Town App – There was a presentation given by the District Officer, Zoe Harris, on the proposed Town App for Ilminster. The Chamber thought that this was a good idea and welcomed the opportunity to trial it.

Local Plan – The Chamber had surveyed its members regarding the local plan but response was not huge and it was agreed that their stance would be that development in either location (Shudrick Lane or Canal Way) was acceptable from a business prospective.

A request has been received to extend the waiting time in the on street parking enforcement areas to two hours and Somerset County Council have been asked for their view

It was reported that the First Tuesday event was doing extremely well and the Chamber was not out of pocket.

Town Crier: the Gooch Trust have agreed in principle to grant some funding for a wardrobe for a Town Crier. It is hoped to interview a candidate for the post in the near future.

Victorian Evening 23rd November –The Committee were hoping to recreate a better Victorian feel to the evening. They were considering having events at the Triangle to encourage visitors to walk the whole length of the centre of town. There were plans to reduce the amount of catering

Chair's Initials

## ILMINSTER TOWN COUNCIL

done by outsiders and have a greater contribution from the community. One of the highlights would be a Lantern Parade from Greenfylde by local schoolchildren.

### Market Towns Investment Group

The Meeting on 29th November was given an update on the Priority Programme and the timetable for the Town App Project. However the focus of the meeting was the Portas/Town Centre Investment Programme and members were given a presentation on how the market towns might take advantage of this project and what the priorities were. Money is available to improve town centres and that any grant application should be centre around one or a combination of the following themes:

- **Community Facelift** – use a creative / innovative approach to improve a derelict site or empty building located in a prominent part of the town. This might involve a community arts or heritage project that is used to improve a site that will otherwise sit empty and look a mess. For example engaging an artist to carry out workshops with residents to create artistic hoardings that help screen a derelict site.
- **Meanwhile Use** – support the temporary occupation of identified empty properties by community groups or new enterprises. For example setting up a pop-up shop for local crafts people or a temporary space where local community groups carry out workshops or drop-in sessions.
- **Rents & Rates Package Incentive** – working with specific local landlords to devise a reduced rent and rate package that encourages new local businesses to set up in specific empty properties. Identify one or more empty shops / units in your town that would be suitable for new businesses and broker an arrangement between the landlord and SSDC Business Rates for a time limited package that would encourage new local start-ups.
- **Markets** – development of a new regular market or improvements to an existing market. This may be as a pilot making use of an empty property to house a market on a temporary basis. Alternatively, this could be to extend and improve an existing market making it more attractive to shoppers and helping to increase footfall within the town centre.
- **Town Image** – successful promotion and marketing of a destination requires good brand development which conveys a clear image of the type of experience visitors are likely to have.

In Ilminster the branding/town image is already being addressed and a new visit Ilminster.co.uk website that will go live in November. The considered opinion was that the themes of 'Community facelift', 'Meanwhile use' and 'markets' might be the themes under which Ilminster could apply for funding. A facelift might include the installation of some lighting suitable for conservation areas as is mentioned in the draft vision document and/or improving some of the shop frontages in the centre of town.

Meanwhile use and markets might also prove worthwhile as they would bring people into the town which is whole purpose of this exercise.

Chair's Initials

# ILMINSTER TOWN COUNCIL

**RESOLVED** that the Town Clerk be given delegated authority, following consultation with the Council's representative to the Ilminster Forum, to convene a small group to consider suitable projects and expressing an interest in receiving funding from the Market Towns Initiative Group.

## 14. Authorisation of payments

**RESOLVED** that the accounts listed in the schedule presented to the Council, totalling £14,589.85 be approved.

## 15. Action Plan

The following amendments were agreed:

Adjust numbering to Action Plan – Missing 13

Item 12 Strategic Vision – Re-word

Item 14 Silver Street Car Park – Re-word to reflect item 12

## 16. Town Clerk's Report and Correspondence

- a) The Clerk reported that since taking up appointment she had attended two training courses which included Councillor's Code of Conduct and Clerk's training on law and procedures with finance training booked for 18 October.
- b) The Clerk reminded Councillors of Code of Conduct practices.
- c) The Clerk reported that the recreation ground experienced the worst damage yet, due to the fair visiting, work was due to start on levelling the ground at the worst affected areas/ruts and the Clerk is looking into what action can be taken to avoid similar damage in future.
- d) The Clerk asked the Council to agree to hire a Projects Officer from Crewkerne Town Council for use of ten hours service.

**RESOLVED** to hire a Crewkerne Town Council Projects Officer for ten hours service.

- e) The Clerk informed the Council of the new Council Tax Option to pay over a twelve month period, anyone interested, will need to re-apply to the District Council.
- f) A thank you letter had been received from Ilminster Entertainment Society, for financial support for new stage lights dimmer.
- g) The Clerk informed the Committee of the Insurers mandatory requirements regarding risk assessments and an asbestos survey.  
Weekly inspections (other than Children's play areas where a weekly inspection is already undertaken) will be implemented and checking the insurance of organisations, using council properties for events - the Market house booking form has been amended to state that public liability is now required.
- h) The Clerk informed the Council of correspondence relating to a Freedom of Information request regarding the Strategic Vision
- i) The Council was notified of works commencing in the next couple of weeks on the former

# Paid Expenditure Transactions

between 29/09/12 and 27/11/12

Start of year 01/04/12

Cheque	Paid date	Tn no	Gross	Vat	Net Cttee	Details	Heading
Contra	30/09/12	1121	-£168.47	-£5.57	-£162.90	National Westminster Bank	355
contra	30/09/12	1122	£168.47	£5.57	£162.90	Petty Cash Refund	355
Contra 8577	30/09/12	1123	-£20.00	-£3.33	-£16.67	Minster Rooms	391
Contra 8577	30/09/12	1124	£20.00	£0.00	£20.00	Minster Rooms	391
Contra 8625	30/09/12	1125	-£590.00	-£98.33	-£491.67	Lee, Mr Chris	561/10
Contra 8625	30/09/12	1126	£590.00	£0.00	£590.00	Lee, Mr Chris	561/10
8703	02/10/12	1099	£2,000.00	£0.00	£2,000.00	Ile Youth Centre	356
8704	02/10/12	1100	£12.00	£2.00	£10.00	Loxston Groundcare Equip	561/2
8704	02/10/12	1101	£140.61	£23.44	£117.17	Loxston Groundcare Equip	561/2
8704	02/10/12	1102	£65.86	£10.98	£54.88	Loxston Groundcare Equip	561/2
8704	02/10/12	1103	£78.72	£13.12	£65.60	Loxston Groundcare Equip	561/2
8704	02/10/12	1104	£243.55	£40.59	£202.96	Loxston Groundcare Equip	561/2
8704	02/10/12	1105	£713.59	£118.93	£594.66	Loxston Groundcare Equip	561/2
8705	02/10/12	1106	£9.45	£0.00	£9.45	Martin McCoil	561/1
8706	02/10/12	1107	-£29.37	£0.00	-£29.37	Bradfords Building Supplies	364/3
8706	02/10/12	1108	£39.99	£0.00	£39.99	Bradfords Building Supplies	552/1
8707	02/10/12	1109	£140.00	£0.00	£140.00	Hoare, Mr Mark	552/1
8708	02/10/12	1110	£28.21	£0.00	£28.21	Gordon Stoker & Son	361/2
8709	02/10/12	1111	£396.00	£0.00	£396.00	Iliminster Carnival Committee	355
8710	02/10/12	1112	£250.00	£0.00	£250.00	Iliminster Entertainments Soc	356
8771	02/10/12	1113	£435.00	£71.67	£363.33	Shrubbery Hotel	356
8772	02/10/12	1114	£1,150.00	£0.00	£1,150.00	Iliminster Education Found	357
8773	09/10/12	1115	£20.38	£3.40	£16.98	Samson Office Supplies	558/1
8774	09/10/12	1117	£249.00	£0.00	£249.00	Iliminster Young Farmers	364/2
8775	09/10/12	1118	£500.00	£0.00	£500.00	3D Sensory Centre	356
8776	09/10/12	1120	£274.93	£199.93	£75.00	Autoglass	356
8778	09/10/12	1127	£15.00	£0.00	£15.00	Liza Tandoori Restaurant	554
8779	09/10/12	1128	£6.00	£0.00	£6.00	Chard Town Council	368/3
8780	09/10/12	1129	£106.56	£17.76	£88.80	Gillard, Nigel	368/3
8781	09/10/12	1130	£13.44	£2.24	£11.20	Ricoh UK Ltd	352
8782	09/10/12	1131	£44.00	£0.00	£44.00	SSDC	361/5
8783	09/10/12	1132	£201.86	£0.00	£201.86	Mousehole Nurseries	379
8784	09/10/12	1133	£286.72	£47.79	£238.93	Glen Cleaning Co Ltd	560/10
8785	09/10/12	1134	£74.34	£12.39	£61.95	Novatech Ltd	563/1
8786	09/10/12	1135	£150.00	£0.00	£150.00	Iliminster Christmas Lights	360
8787	09/10/12	1136	£229.69	£0.00	£229.69	Wps Ltd/Aviva	374/2
8787	09/10/12	1137	-£178.76	£0.00	-£178.76	Wps Ltd/Aviva	554

# Paid Expenditure Transactions

between 29/09/12 and 27/11/12

Start of year 01/04/12

8777	16/10/12	1138	£252.00	£8.00	£40.00	Cem	Elder & Froy	Letting fee - Oct	762/1
8788	16/10/12	1139	£78.00	£13.00	£55.00	OS	Richard Carlin Ltd	Jubilee First Aid cover	390
8789	16/10/12	1140	£20.00	£0.00	£20.00	F&P	SALC	Toilet Cistern Part	563/4
8790	16/10/12	1141	£248.98	£41.50	£207.48	OS	Larkmans Ta Spar Ilminster	Code of Conduct Training	351/2
8791	16/10/12	1142	£0.00	£0.00	£0.00	OS	Bradford's Building Supplies	Fuel	559
8792	16/10/12	1143	£103.22	£17.20	£86.02	OS	Bradford's Building Supplies	Cancelled cheque	574
8792	16/10/12	1144	£95.99	£16.00	£79.99	OS	Bradford's Building Supplies	Downpipes - pavilion	561/13
8793	16/10/12	1145	£24.41	£4.07	£20.34	OS	Bradford's Building Supplies	Hammer drill	560/11
8794	16/10/12	1146	£14.22	£2.37	£11.85	OS	Loxston Groundcare Equip	Grinding discs and safety spacs	560/11
8795	16/10/12	1147	£486.00	£81.00	£405.00	F&P	Festive Lighting Company	Filter for Stiga	561/2
sbacs7	19/10/12	1148	£156.00	£26.00	£130.00	OS	Eagle Plant Ltd	Christmas Lights	374/1
8796	22/10/12	1155	£6,565.51	£0.00	£6,565.51	F&P	Salaries	Angle Grinders	560/11
8797	22/10/12	1156	£26.40	£4.40	£22.00	OS	G B Sport & Leisure	Salaries	350/1/1
8798	22/10/12	1157	£162.24	£27.04	£135.20	F&P	Investec Asset Finance Plc	Finger plates for zipwire trolley	561/3
8798	22/10/12	1158	£10.79	£1.80	£8.99	F&P	Samson Office Supplies	Phones Jan-Mar	358/2
8798	22/10/12	1159	£136.41	£22.74	£113.67	F&P	Samson Office Supplies	Picture frame credit	364/2
chgs	25/10/12	1116	£4.00	£0.00	£4.00	F&P	National Westminster Bank	Stationery	364/2
Contra	29/10/12	1149	£35.47	£5.91	£29.56	OS	Orange Payment Processing	Autopay - Sep	363
Contra	30/10/12	1168	£200.00	£0.00	£200.00	F&P	Holland, Mr Graham	Mobile phones	558/4
Chgs	31/10/12	1150	£30.80	£0.00	£30.80	F&P	National Westminster Bank	Contra 1023, Internal Audit	365
Contra	31/10/12	1151	£82.24	£13.71	£68.53	OS	Mole Valley Farmers	Charges - Sept	363
Contra	31/10/12	1152	£82.24	£13.71	£68.53	OS	Mole Valley Farmers	Contra 984, Shovel, Gloves & Hammer	574
Contra	31/10/12	1153	£88.62	£14.77	£73.85	OS	Bradford's Building Supplies	Contra 984, Shovel, Gloves & Hammer	560/11
Contra	31/10/12	1154	£88.62	£14.77	£73.85	OS	Bradford's Building Supplies	Contra 983, Wheelbarrow & Ballast	574
8799	31/10/12	1160	£4,049.13	£674.85	£3,374.28	OS	Glasdon UK Ltd	Contra 983, Wheelbarrow & Ballast	560/11
8800	31/10/12	1161	£48.71	£8.12	£40.59	OS	Samson Office Supplies	Litter bins (10)	560/5
8801	31/10/12	1162	£7.64	£0.00	£7.64	F&P	Marlin M/Coll	Stationery	364/2
8802	31/10/12	1163	£279.93	£46.66	£233.27	F&P	Ricoh UK Ltd	Papers to 27.10.12	364/3
8803	31/10/12	1164	£1,831.63	£0.00	£1,831.63	OS	SCC Pension Fund	Photocopies	361/5
8804	31/10/12	1165	£1,772.01	£0.00	£1,772.01	OS	HMR/Customs (Tax & NI)	Superannuation - Oct	350/1/3
8805	31/10/12	1166	£62.10	£10.35	£51.75	OS	Value Products Ltd	Tax & NI - Oct	350/1/2
Contra	31/10/12	1167	£200.00	£0.00	£200.00	F&P	Holland, Mr Graham	First Aid Kits	352
contra	31/10/12	1169	£118.40	£19.73	£98.67	OS	Edf Energy	Contra 1023, Internal Audit	366
contra	31/10/12	1170	£118.40	£19.73	£98.67	OS	Edf Energy	Contra 933, Electricity Market House	558/3
Contra	31/10/12	1171	£80.00	£0.00	£80.00	OS	Seymour, Dave	Contra 933, Electricity	558/3
Contra	31/10/12	1172	£80.00	£0.00	£80.00	OS	Seymour, Dave	Contra 1060, Jet & Clear Blocked Toilets	563/1
8806	06/11/12	1173	£286.72	£47.79	£238.93	OS	Glen Cleaning Co Ltd	Contra 1060, Jet & Clear Blocked Toilets	563/4
8807	06/11/12	1174	£150.00	£0.00	£150.00	F&P	Ilminster Christmas Lights	Cleaning - Oct	563/1
								Storage Rent - Nov	374/2

# Paid Expenditure Transactions

between 29/09/12 and 27/11/12

Start of year 01/04/12

8808	06/11/12	1175	£61.93	£2.95	£58.98	MH	Edf Energy	MH Electricity May-Oct	958/2
8808	06/11/12	1176	£37.25	£1.77	£35.48	OS	Edf Energy	Toilet Electricity Aug-Oct	563/2
8809	13/11/12	1180	£36.86	£6.14	£30.72	OS	Bradfords Building Supplies	Ballast	561/6
8809	13/11/12	1181	£30.00	£5.00	£25.00	OS	Bradfords Building Supplies	Scalings	574
8810	13/11/12	1182	£195.00	£0.00	£195.00		Knight, Mr Daniel	Repairs to mule and benches	561/5
8811	13/11/12	1183	£240.60	£40.10	£200.50		Eric Hunter Ltd	Knapsack sprayer, gloves, blade	552/1
8812	13/11/12	1184	£27.25	£4.54	£22.71	OS	Iminster Warehouse	Paint, etc	561/5
8813	13/11/12	1185	£179.99	£30.00	£149.99	F&P	MonkeyPuzzle Computers	AVG security	361/3
8814	13/11/12	1186	£258.00	£43.00	£215.00		Sibley Bros	Market Hse & Lodge repairs	762/2
8815	13/11/12	1187	£34.67	£5.78	£28.89	F&P	Samson Office Supplies	Stationery	364/2
8816	13/11/12	1188	£72.00	£12.00	£60.00	OS	G B Sport & Leisure	Swing chains	561/3
8817	13/11/12	1189	£474.00	£79.00	£395.00	F&P	Festive Lighting Company	Christmas Lights	374/1
BACS	14/11/12	1191	£48.00	£8.00	£40.00	Cem	Elder & Froy	Letting Fees - Nov	762/1
DD	19/11/12	1190	£119.41	£19.90	£99.51	F&P	BT	Phones - Nov - Jan	358/2
8818	20/11/12	1193	£255.00	£42.50	£212.50	OS	Loxston Groundcare Equip	Chainsaw clothing	552/1
8818	20/11/12	1194	£244.01	£40.67	£203.34	OS	Loxston Groundcare Equip	Tools	560/2
8819	20/11/12	1195	£93.10	£15.52	£77.58	F&P	Samson Office Supplies	Shreader	360
8822	20/11/12	1196	£102.00	£17.00	£85.00	F&P	Edge Designs Ltd	Software	361/4
8823	20/11/12	1197	£169.20	£28.20	£141.00	OS	Toolstation Ltd	Tools	560/11
8824	20/11/12	1198	£104.30	£4.97	£99.33	OS	Edf Energy	Tools	558/3
8825	20/11/12	1199	£111.00	£18.50	£92.50	OS	Mike Grinter Plant	Workshop 27/7/12 - 25/10/12	561/13
8826	20/11/12	1200	£3.95	£0.66	£3.29	OS	Bradfords Building Supplies	Repairs to rec	560/11
8827	20/11/12	1201	£18.00	£0.00	£18.00	F&P	Chard Town Council	Tools	368/3
8829	20/11/12	1202	£511.08	£85.18	£425.90	F&P	Festive Lighting Company	Pantomime tickets	374/1
8829	20/11/12	1203	-£486.00	-£81.00	-£405.00	F&P	Festive Lighting Company	Christmas Lights	374/1
8830	22/11/12	1204	£50.00	£0.00	£50.00	F&P	Chard Town Council	Christmas Lights Credit	374/1
								Charity dinner	368/3
<b>Total</b>			£27,622.10	£1,990.16	£25,631.94				

Signed.....Signed.....

Date.....Date.....





**ACTION PLAN**  
30 November 2012

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>A – Cemetery</b>							
1	13	20/10/09	Lower cemetery wall	Long term plan to be developed for the maintenance of the lower wall	Open Spaces to be advised of relevant parts of covenant.	Dec 2012	Goodall
2	7		Lower cemetery wall	Reduction of pressure on cemetery lower wall. Nov 2012 - professional advice being sought and will be reported to Council on 04.12.12	Agreement with Callisters	Sept 2012	Goodall
3	11	30/10/07 Revisited 16/09/08	Creation of new path in Cemetery	To explore possible areas for paths and various surfaces.	In abeyance awaiting other cemetery actions.	Review Dec 2012	Goodall/ Whaites
4	12	5/7/11	Cemetery Lodge Crack	There is a crack in the north wall of the cemetery lodge around a window	Crack being monitored for a 12 month period from March 2012. No movement apparent up to and including November 2012	April 2013	Goodall
<b>B – Recreation Areas</b>							
5	1	20/4/10 Revisited 24/5/11	Skate Park	Artistic Graffiti and Snagging 19.10.12 meeting held on site with contractor to discuss snagging 28.11.12 welding snagging completed, remainder of snagging work scheduled for week commencing 3 <sup>rd</sup> December 2012			Goodall
6	10	7/6/11	Additional land for recreational space.	Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 28.11.12	Discussion with SSDC to continue	Dec 2013	Goodall
7	8	7/5/11	Hammerhead land	Acquire the Hammerhead land with the intention of converting it into a			Shepherd

**ACTION PLAN**  
30 November 2012

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
8	5	21/04/09 Revisited 26/01/10 Revisited 20/06/11	Herne Hill leaflet	park area. Reviewed in Nov 2012 – Councillors requested item remains on action plan	Leaflet drafted. Minor amendments being made Oct 2012	Sept 2012	Lawson
9	15	13/10/09	New Management Plan for Herne Hill	The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.	SWT to be contacted reference assistance in producing a management plan.	Dec 2012	Goodall
10	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	Amendment to be made and Byelaws re-sent. Byelaws submitted to relevant Government Department for approval Nov 2012		Dec 2012	Miller
11	4	6/9/11	Canal Banks	To bring canal back to full working order.	Cllr Swann to advise on further steps if any	Review Oct 2012	Swann
<b>C – Town enhancements</b>							
An embryo Town Team has met (October 2012) and submitted an expression of interest							
<b>D – Vision</b>							
12	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 Neighbourhood Plan.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 – Town Clerk to attend 27.11.12	Mar 2013	Goodall/ Mayor
13	22	05/01/10 Revisited	Silver Street Car	Investigate the feasibility of the creation of a car park to the rear of	In abeyance until SSDC 2006 – 2026	Dependent on Action 12	Austin

**ACTION PLAN**  
30 November 2012

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
<b>E - Office</b>							
14	6	29/06/10	Park	the building on the south side of Silver Street.	Local Plan approved or rejected. (Comment by Cllr Miller)		
15	20	17/04/12	Website review	Council not to renew the website contract and as an interim measure use temporary web pages and facebook.	Decision needed by Council 04.12.12 regarding future website designer / provider	Dec 2012	Lawson
		17/04/12	Meeting Documentation	To be reviewed at first F&P after use for 6 months	Review undertaken by Town Clerk in October 2012 – recommendations to be considered by Council 04.12.12	Oct 2012	Miller
<b>E -- Personnel (Wardens and Office Staff)</b>							
<b>F - Highways/Pavements Paths</b>							
16	19	25/01/11		Grit Provision	Once highways depot is up and running investigate whether it would be possible to acquire grit from it.	1 Dec 2012	Miller
17	17	09/12/09 Revisited 08/03/11	Station Road Parking	Redefine parking areas on the north side of Station Road and west of Brake's garage.	Awaiting painting of new lines	Apr 2012	Austin
<b>G – Miscellaneous</b>							
19	21	19/05/09	Adoption of Lower Meadow, Canal Way Development		No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Cttee has liaised with SSDC – who will not adopt	Miller

**ACTION PLAN**  
**30 November 2012**

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action	Sponsor
						until developer has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work.	