

**Town Council Action List for Council 20 September 2016
Updated 15 September 2016**

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1	19.07.16 TC44	Police Report	Request breakdown of 10 x harassment / assault domestic incidents	Town Clerk	Email sent to Pc Stuart 12.08.16	
2	19.07.16 TC 47	Internal Audit Report	Compile Action List of audit recommendations and incorporate anything outstanding from previous reports	Town Clerk		
3	19.07.16 TC52	Cricket Pavilion Building Survey	Contact IEF re arranging survey	Town Clerk	Email sent to IEF Secretary saying TC agreed to pay for survey; response rec'd asking TC to arrange survey direct with IEF appointed surveyor	
4	19.07.16 TC 53	Feedback Meeting	Discuss with mayor arrangements for meeting -	Town Clerk		
5	19.07.16 Tc 54	Media & publicity Policy	Amend location of note regarding individual or councillor, update policy document folder, send copies to Cllrs and update website	Town Clerk	Policy updated Website updated	August 2016
6.	19.07.16 TC 60	Cemetery Lodge	(i) Advise Tenant & Letting agent of decision (ii) Compile contract documents	(i) Town Clerk (ii) Contract Administrator	(i) Phoned letting agent & met with tenant (ii) Contract Administrator to draft contract and	

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					arrange pre-contract meeting with builder	
7	19.07.16 TC 61	Temporary Toilets	Arrange provision of temporary toilets on the rec	Town Clerk	Temporary toilets hired for 27-week period Electric water & drainage connected Access ramp under construction Handrail purchase on agenda for 16.08.16 Handrail installed 2/3 September Invoices sent to loss adjuster	3 September 2016
8	22.03.16 TC223	Local Council Award Scheme	Working Group to meet and undertake initial assessment of where criteria is met and where additional work maybe required	Town Clerk	(i)Working group have met and undertaken initial assessment, report will be made to June Town Council (ii)Town Council has resolved (21.06.16) that criteria are met, for foundation award.	

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					Registration payment has been sent NALC chased re Foundation Award 20.09.16 no response at time of updating action list	
9	22.03.16 TC224	Dog Policy	Open Spaces Committee to discuss ways of taking this forward and make recommendation to Council	Town Clerk		
10	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skate park module	Town Clerk		
11	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		
12	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	
13	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	

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14	23.06.15 TC 38	Lookout Point	RESOLVED that the Town Council seek quotations to form a viewpoint / platform on Herne Hill	Office Staff	<p>(i) Work has started to sort the stone at the cemetery to separate rubbish from what may be re-usable</p> <p>(ii) Informal advice sought regarding preparation of a specification</p> <p>(iii) The contractor has fallen ill so some alternative arrangements may need to be made.</p>	
15	14.04.15 TC 414	Office Accommodation Working Group	<p>RESOLVED that</p> <p>(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)</p>	Accommodation Working Group		
16	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 Negotiations Group for comment	

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					Advice obtained from Solicitor on a number of questions; to be discussed further by negotiations Group Meeting arranged for 17 August at 19:30hrs 15.09.16 Principles of draft lease agreed with Cricket Club, solicitor advised of changes; draft scheduled for discussion at Council on 20 September; discussions regarding rent still to take place	
17	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	Formula for setting base rent agreed by Council February 2016 meeting	
18	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	Town Clerk	29.09.15 quotations for equipment, hard & soft landscaping	

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			use of the renewals budget at the sum of £12,000 for future maintenance and enhancement of the play area.		requested. Quotations to be received by 23.10.15 Play & Paths Sub Group to consider quotations on 12.11.15 and make a recommendation to Town Council 17.11.15. Following Council acceptance of the quotations orders placed and work likely to start on site mid-late January 2016, dependent upon weather and ground conditions Work scheduled to start on site 19 January 2015 – with swing replacement. Mound slide will follow when weather improves 12 Feb - swings installed and ground	

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					cleared, mound scheduled for construction end Feb / early march dependent upon weather 11.03.16 Mound constructed; 17.03.16 ditch cleaned out & hedges cut back Initial S106 payment processed by SSDC and due for payment by Mid May2016. Harris fencing from mound removed 10.05.16 Slide scheduled for installation late July early August 2016(dependent upon mound settling) Slide installation scheduled for 21/22 July 2016 Play equipment installation complete. New picnic bench to	

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					be put in place and inquiries made about widening people access gate	
19	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>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</p>	

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					Licensing negotiations group Sports Club document circulated for comment Council agreed Agreement to Lease 22.03.16. awaiting final comments from Football Club Solicitor Legal documents agreed by both Town Council and Football Club now awaiting final approval from the Football Foundation	
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.		On – going	
21	SCC Investigat ion	Winterhay Lane Footpath	Resolved		1)Meeting booked for 7 th March 2013	

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	Winterhay Lane TC 05.02.13		<p>1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way</p> <p>That Cllrs Swann (with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7th March 2013 to put the Town Council's view</p>		<p>Meeting Cancelled – Councillors and Mr Holtom informed</p> <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</p>	

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					to the Planning Inspectorate. 8) Information from County Councillor suggests timescale for submission to Planning Inspectorate unknown 9) Town Clerk sent letter 12.12.14 10) Item added to agenda to discuss at meeting on 20.01.15 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	

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					early resolution of the issue." Letters sent 24.02.15 (SCC Chief Exe, Ch Regulation Cttee, MP, PCC, Conservative PPC 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 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.	

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					22.09.15 on Council Agenda for re-consideration of the Town Council's stance 22.09.15. Council resolved that its stance remains that the footpath adjacent to Winterhay Lane known locally as either Bumpy Lane or Winterhay Lane North should be designated as a public footpath 13.10.15. File for Secretary of State substantially complete despatch anticipated by end of October 2015 11.11.15 SCC confirmed that the papers are now with the Planning Inspectorate who are actively seeking	

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					dates for a public inquiry Local Inquiry scheduled for May 2016 Cllr Swann nominated to attend Inquiry as Town Council rep; representation made to Planning Inspectorate stating TC position Local Inquiry cancelled, Inspector will deal with Order by written representations. Order confirmed by Secretary of State 29.06.16, 6 weeks' appeal time from 13.07.16 SCC advised they have not been notified that any objections were	

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					received by the High Court	