

Town Council Action List For Council 11 October 2016  
Updated 8 October 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	<b>21.09.16</b>
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 <b>Order Raised</b>	
4	19.07.16 TC 53	Feedback Meeting	Discuss with mayor arrangements for meeting -	Town Clerk	<b>Community engagement will form part of the discussions at the councillor workshop on 12 November</b>	
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	

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					and arrange pre-contract meeting with builder <b>(iii) Pre-contract meeting held; Tennant removal date arranged; provisional start date agreed</b>	
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. Registration payment has been sent NALC chased re Foundation Award 20.09.16 no response at time of updating action list	

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					Submission form received	
9	22.03.16 TC224	Dog Policy	Open Spaces Committee to discuss ways of taking this forward and make recommendation to Council	Town Clerk	Background information emailed to Councillors	
10	23.02.16 TC203	Wharf Lane Recreation Ground Play Area	Request s106 money for skatepark 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		
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>	

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15	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		
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	<b>Draft legal document circulated to Licence Negotiations Group for comment</b> <b>Advice obtained from Solicitor on a number of questions; to be discussed further by negotiations Group</b> <b>Meeting arranged for 17 August at 19:30hrs</b> <b>15.09.16 Principles of draft lease agreed with Cricket Club, solicitor advised of changes; draft scheduled for</b>	

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					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 use of the renewals budget at the sum of £12,000 for future maintenance and enhancement of the play area.	Town Clerk	29.09.15 quotations for equipment, hard & soft landscaping 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	

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					<p>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 cleared, mound scheduled for construction end Feb / early march dependant upon weather  11.03.16 Mound constructed; 17.03.16 ditch cleaned out &amp; 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</p>	

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					<p>installation late July early August 2016(dependant upon mound settling) Slide installation scheduled for 21/22 July 2016 Play equipment installation complete. New picnic bench to be put in place and inquiries made about widening people access gate</p>	
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>	Town Clerk	<p>1. Individual meetings arranged with Cricket &amp; 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</p>	

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			(ii) That the details negotiated in (iii) above to be reported to Council for approval		<p>returned to Solicitor.</p> <p>4. June 2015 Negotiations ongoing</p> <p>5. Sept 2015 football lease content agreed by Licensing negotiations group Sports Club document circulated for comment</p> <p>Council agreed Agreement To Lease 22.03.16. awaiting final comments from Football Club Solicitor</p> <p>Legal documents agreed by both Town Council and Football Club now awaiting final approval from the Football Foundation</p>	
20	10.06.14 RES 35	Town Sponsorship	<p>RESOLVED</p> <p>(i) That the cost for a 1 year sponsorship of the Station Road / Reic Sur Belon Roundabout be £750.00</p>		On – going	

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			(ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.			