

**Town Council Action List Updated 14th July 2014
For meeting to be held on 22nd July 2014**

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	24.06.14 T.C 184	Mayor's Announcements/ Engagements	RESOLVED the Town Clerk to inform South Somerset District Council that Ilminster Town Council supports the idea of distributing Polling Cards, but an item on the next Council agenda 22nd July 2014, would be required for a resolution.	Town Clerk	Email sent to SSDC 25.06.14. Agenda item for Council on 22.07.14	
2.	24.06.14 T.C 186	Resources Committee	RESOLVED that: (i) that a limit of 3 working days (based on an individual's contracted hours) be the maximum number of additional hours that a member of staff can carry forward between calendar months (ii) that the office team be paid for the number of hours worked to 30 April 2014 which exceeds the 3 day limit in (i) above	Town/Deputy Clerk	Payments to be made to staff in July salaries	COMPLETE
3.	24.06.14 T.C 187	Open Spaces Committee	RESOLVED to adopt and implement the draft volunteer Policy	Town Clerk		COMPLETE
4.	24.06.14 T.C 189	Approval of Accounts	RESOLVED that accounts 2013/14 were approved.			COMPLETE
5.	24.06.14 T.C 190	Review of Committees	Recommendations regarding the Planning, Highways & Transport Committee <ul style="list-style-type: none"> • Cllr Shearman requested an amendments to add "Highways Flooding" on recommendations (iv) • Cllr Goodall requested an amendment to item (iv) to read "Traffic Calming Measures" 	Town Clerk		

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			<p>RESOLVED that Recommendations regarding the Planning, Highways & Transport Committee be adopted with the above amendments to (iv)</p> <p>Recommendations regarding the Resources Committee</p> <ul style="list-style-type: none"> • (ix) Amendment to read "all Councillors" • (vii) General Note to add to the Resources Committee Recommendation "extra meetings may be called for, if required." <p>RESOLVED that Recommendations regarding the Resources Committee be adopted with the above amendments</p> <p>Recommendations regarding the Open Spaces Committee</p> <ul style="list-style-type: none"> • (xvi) Amendment to read "all Councillors) <p>RESOLVED that Recommendations regarding the Open Spaces Committee be adopted with above amendment.</p> <p>Recommendations regarding Full Council</p> <p>RESOLVED that Recommendations regarding Full Council be adopted.</p>			
6.	24.06.14 T.C 191	Calendar of Meetings	<p>RESOLVED that calendar of meetings for the year 2014/15 was approved.</p>		Updated Calendar of meetings on Notice Board and Website	COMPLETE
7.	24.06.14 T.C 193	Licence and Lease Review	<p>RESOLVED that solicitors C be appointed to draft new licences/leases relating to the Recreation Ground & Britten's Field.</p>			

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8.	24.06.14 T.C 194	Applications for Planning Permissions	RESOLVED that the Town Council would be happy to apply for planning permission on the behalf of the Football Club or Cricket Club, if they wish the Council to do so.			
9.	24.06.14 T.C 195	Town Crier	RESOLVED that the Town Crier Andrew Fox be officially endorsed as the Ilminster Town Crier.			
10.	24.06.14 T.C 196	Fair Trade	RESOLVED that the Town Council agree in principle to Ilminster becoming a Fairtrade Town with the exact wording for the resolution as an item on the agenda 22nd July 2014 and volunteer representatives Cllr Burton, Keitch, Lawson and Storey attend the Steering Group.		Added to Council Agenda 22.07.14 To receive resolution.	COMPLETE
11.	24.06.14 T.C 197	Party on the Park	RESOLVED that Party in Park 2014 has a Town Council presence.			COMPLETE
12.	24.06.14 T.C 200	Project Plan	<ul style="list-style-type: none"> • Approval to amend all Action Review dates • Item 9 - Silver Street Car Park, priority to be amended to read "Dependent on Action 7" • Emergency Flood Plan responsibility to Cllr Shearman RESOLVED that the Town Council Project Plan was confirmed with amendments.			
13.	24.06.14 T.C 206	Update on Legal Action and Expenses.	RESOLVED that the Town Council takes the advice of the Solicitors.		Solicitors have filed ITC defence and contacted claimant to suggest a settlement	

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14.	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> <p>(ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.</p>			
15.	13.05.14 T.C 174	Resources Committee Recommendation	<p>RESOLVED that:</p> <p>(i) That the Council offers the current Apprentice a permanent, full time contract as an Open Spaces Warden</p> <p>(ii) That the contract referred to in (i) above has a salary scale of Scale Points 8-10 (inclusive)</p> <p>(iii) That the starting salary offered in the contract referred to in (i) above is Scale Point 8 and increments will be awarded no more often than annually and subject to satisfactory appraisal, and (b) completion and achievement of agreed objectives and training.</p> <p>(iv) That agency staff (obtained via the SSDC contract) are used as and when needed.</p> <p>(v) That subject to an apprentice grant being available, an Open Spaces Apprentice is recruited.</p>	Joy	<p>1) 10.06.14 job descriptions, person specs and contracts drafted and sent to Cttee Chairs for comment</p> <p>2) Agency staff started 27.05.14</p> <p>3) 07.05.14 Bridgwater College have confirmed</p>	

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16.	13.05.14 T.C 175	Recommendation from O.S Review Group	<p>RESOLVED that</p> <p>a) the Group are recommending that the new / revised licences for the Cricket and Football Club should be for 25 years.</p> <p>(b) The Clerk to present the 3 estimates from Solicitors for drafting the new licences to Council, if received.</p>	Joy/ O.S Review Group	<p>d that they believe appropriate grant will be available</p> <p>1. Letters sent to Cricket & football Clubs indication Council's intention to give 25 year tenure</p> <p>2. Prices sought for legal work – will go to Council on 24.06.14</p>	COMPLETED 24.06.14
17.	08.04.14 T.C 146	Action on Rural Planning Chaos	<p>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, hi lighting Ilminster Town Council's concerns on the quality and quantity of local development. The letter will be approved by Council.</p>	Joy, Cllr Miller, Cllr Goodall		
18.	08.04.14 T.C 151	Community Resilience Store	<p>RESOLVED that the Town Council agrees in principle to rent two stores, preferably on either side of the town, and once all charges for storage have been received the matter will be taken back to Council with the options to be considered.</p>	Joy/Marilyn/Nikki	10.06.14 - ITC understand valuation was undertaken on	

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19.	08.04.14 T.C 156	Community Right to Bid	RESOLVED that the Council puts in a right to bid for the agreed nominated community assets.	Joy	09.06.14 – awaiting outcome 20.06.14 All costs received, to be added to Council agenda 22.07.14 25.06.14 Community Right to bid form submitted for Hammerhead, acknowledged and rec's from SSDC	
20.	03.12.13 T.C 80	Emergency Flood Plan	Cllr Vjeh investigating if funding available from the County Council.	Cllr Vjeh		
21.	22.10.13 T.C 69	Project Plan	1. Path between brakes garage and Riec sur belon needs maintenance– Cllr Goodall reported it is the management company for Riec Sur Belon development (MeadFleet) – C.G will make them aware that this could be a flood risk. 2. Town Clerk to write a letter to express that the Town Council is dissatisfied with the attitude of the developer regarding proposed development and works so far. – Link to project Plan	Cllr Goodall		

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22.	Full Council 07.05.13	Item 12 Approval of Accounts	The Town Clerk will look at how improvements can be made to the information that is required on our Annual Governance Statement	Joy		COMPLETE
23	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 2) That Cllrs Swann(with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7 th March 2013 to put the Town Council's view		1) Meeting booked for 7 th March 2013 Meeting Cancelled – Councillors and Mr Holtom informed 2) Report and Recommendation received from SCC 3) Application to be placed before regulations Committee on 3 rd October 2013 4) Consideration by SCC Regulation	

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24	Byelaws TC 25.02.14		<p>Resolved</p> <p>(i) That a resolution is passed to adopt the byelaws</p> <p>(ii) That the Mayor and Deputy Mayor are the designated signatories on the formal document to be sealed</p> <p>(iii) That the appropriate notice regarding the byelaws is placed in the Chard and Ilminster News and also on the Town Council's Website and Notice board</p>		<p>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</p> <p>SCC have received objections and this will now be referred to the Planning Inspectorate.</p> <p>1) Byelaws advertised 19.03.14.</p> <p>2) Town Clerk written to DCLG requesting</p>	

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			<p>(iv) That a fee of 10p per 100 words be charged for supplying the byelaws or any extract from the document during the period that they are on deposit.</p> <p>(iv) that after the byelaws have been on deposit for 1 month application for them to be confirmed is made to the Department for Communities and Local Government. 25.02.14</p>		<p>confirmation of the byelaws 29.04.14. 3) 10.06.14 Confirmation chased with DCLG - ITC should receive a response within the next month. 4) Byelaws confirmed 26.06.14 COMPLETE.</p>	