

Town Council Action List Updated 10 June 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
1.	13.05.14 T.C 164 b)	Minutes	The Town Clerk to ask the O.S Warden if any measures can be taken to prevent cycling on Herne Hill	old	Clerk spoken to OS Warden and approved signs to be erected. Sent Clerks Update to inform Cllrs	COMPLETE 16.05.14
2.	13.05.14 T.C 166	Appointment of Representatives to Outside Bodies	RESOLVED that Fair Trade be an item on the next Town Council Agenda 24 th June 2014	Nikki	Added to Town Council Agenda Planner	COMPLETE 16.05.14
3.	13.05.14 T.C 167	Cheque Signatories	RESOLVED that Councillors Burton, Miller, Shepherd, Swann and Taylor be the ITC cheque signatories .		Amended Office Forms 14.05.14	COMPLETE 14.05.14
4.	13.05.14 T.C 170	Police Report	Nikki to clarify what "hard area PCSO" means	Nikki	Sent email to A. Stuart 16.05.14 Confirmed it was a typo should have read "Chard" 19.05.14	COMPLETE 19.05.14
5.	13.05.14 T.C 174	Resources Committee Recommendation	RESOLVED that: (i) That the Council offers the current Apprentice a permanent, full time contract as an Open Spaces Warden (ii) That the contract referred to in (i) above has a salary scale of Scale Points 8-10 (inclusive) (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	Joy	1) 10.06.14 job descriptions, person specs and contracts drafted and sent to Cttee Chairs for comment 2) Agency staff started 27.05.14	

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6.	13.05.14 T.C 174	Resources Committee Recommendation	<p>satisfactory appraisal, and (b) completion and achievement of agreed objectives and training. That agency staff (obtained via the SSDC contract) are used as and when needed. That subject to an apprentice grant being available, an Open Spaces Apprentice is recruited.</p> <p>RESOLVED to RECOMMEND to Council</p> <p>(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</p>	Nikki	<p>3)07.05.14 Bridgewater College have confirmed that they believe apprentice grant will be available</p> <p>Added to Council Agenda 24.06.14</p>	
7.	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. (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>1. Letters sent to Cricket & football Clubs indication Council's intention to give 25 year tenure 2. Prices sought for legal work – will go to Council on 24.06.14</p>	
8.	08.04.14 TC 142	Police Report	<p>RESOLVED that the Town Clerk writes to Ilminster Police station to invite them to attend any Full Council or Committee meeting at least once a month</p>	Joy		<p>COMPLETE Email sent to Sgt Jameson 10.06.14</p>

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9.	08.04.14 T.C 146	Action on Rural Planning Chaos	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.	Joy, Cllr Miller, Cllr Goodall		
10.	08.04.14 T.C 147	Review of Committees	RESOLVED that a working group is created to review the Committees, the terms of reference and the frequency of meetings and a report is given to the next Full Council meeting.	Working Group Cllrs Burton, Goodall, Miller, Pallister, Shearman, Shepherd, Storey, Taylor and Vijeh	Availability request sent on 09.04.14 via email. Working Group met 12.05.14	COMPLETE Added to Council Agenda for the 24.06.14
11.	08.04.14 T.C 151	Community Resilience Store	RESOLVED that the Town Council agrees in principle to rents 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.	Joy/Marilyn /Nikki		10.06.14 - ITC understand valuation was undertaken on 09.06.14 – awaiting outcome
12.	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		

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No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
13.	25.03.14 T.C 137	Payment regarding Cemetery Wall	RESOLVED (i) that the Council does not agree to the compromise suggestion and (ii) that the resolution of 28 January 2014 is confirmed, namely "That the Town Clerk is given delegated authority to issue a counter claim and represent the Town Council in court"	Joy		Legal documentation received dated 02.06.14
14.	03.12.13 T.C 80	Emergency Flood Plan	Cllr Vjeh investigating if funding available from the County Council.	Cllr Vjeh		
15.	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 (MeedFleet) – 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		
16.	Full Council 07.05.13	Item 12 Approval of Accounts	The Town Clerk will investigate the 2 recommendations from the Internal Auditor A) that the accounting procedure for Reserves is reviewed. B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.	Joy/ Marilyn	1) Internal Auditor to be discussed at F&P on 27.08.13 2) Agreed to send out documents to suitable individuals/ organisations and wait to see what	COMPLETE Discussions took place during May 2014 internal audit with new auditors on correct procedures for dealing with

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17.	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	response we receive back - as at O.S meeting on 13.08.13 31.01.14 Meeting scheduled with Internal Auditor. In process of tagging fixed assets.	reserves and maintaining the asset list Internal auditors will be reporting to Council on 24.06.14

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
1.	SCC Investigation W/Interhay Lane TC 05.02.13	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	05.02.13	1) Meeting booked for 7 th March 2013 2) Meeting Cancelled – Councillors and Mr Holtom informed 3) Report and Recommendation received from SCC 4) Application to be placed before regulations Committee on 3rd October 2013 5) Consideration by SCC Regulation Committee postponed

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2.	Byelaws TC 25.02.14	<p>Resolved</p> <p>(i) That a resolution is passed to adopt the byelaws (ii) That the Mayor and Deputy Mayor are the designated signatories on the formal document to be sealed (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 (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. (v) 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>	25.02.14	<p>6) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order.</p> <p>7) SCC have made an order.</p> <p>8) 01.04.14 SCC have received objections and this will now be referred to the Planning Inspectorate.</p>
				<p>1) Byelaws advertised 19.03.14 2) Town Clerk written to DCLG requesting confirmation of the byelaws 29.04.14 3) 10.06.14 Confirmation chased with DCLG - ITC should receive a response within the next month</p>