

Town Council Action List For Council 20<sup>th</sup> January 2015  
 Updated 26<sup>th</sup> January 2015

No	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed										
2.	20.01.15 TC 353	Open Spaces Committee Recommendation	<p><b>RESOLVED</b> that Widening of the Path between The Mead to the Wardens' Workshop</p> <p>(i) To accept the contractor's quote (using crushed stone and concrete) of £1650</p> <p>(ii) That the work should be funded as follows:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Budget heading</th> </tr> </thead> <tbody> <tr> <td>£250.00</td> <td>561/14</td> </tr> <tr> <td>£250.00</td> <td>561/8</td> </tr> <tr> <td>£500.00</td> <td>560/11</td> </tr> <tr> <td>£650</td> <td>unallocated reserves</td> </tr> </tbody> </table>	Amount	Budget heading	£250.00	561/14	£250.00	561/8	£500.00	560/11	£650	unallocated reserves	Town Clerk/ Deputy	Order raised. Work scheduled for March	
Amount	Budget heading															
£250.00	561/14															
£250.00	561/8															
£500.00	560/11															
£650	unallocated reserves															
3.	20.01.15 TC 354	Budget and Precept 2015/16	Skate Park (Tarmac non-porous/ramps slippery non-grip) – Office to seek original Contract document	Office Staff	Complete											
4.	20.01.15 T.C 354	Budget and Precept 2015/16	<p><b>RESOLVED</b></p> <p>(i) that the precept for the year 2015/16 is set at £231,223</p> <p>(ii) That the expenditure budget is £277,780 to be met from £231,223 precept</p> <p>£20,320 Council Tax Reduction Support Grant</p> <p>£26,337 estimated income generated by the Town Council</p>	Town Clerk	Complete All forms sent to South Somerset District Council 30.01.15											
	20.01.15 T.C 354	Budget and Precept 2015/16	<p><b>RESOLVED</b></p> <p>(i) To include £1,000 for small grants in the 15/16 proposed budget</p> <p>(ii) To amend the budget for cemetery walls to £1,000 in the 15/16 proposed budget</p>		Complete All forms sent to South Somerset District Council 30.01.15											

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			(iii) To include £500 for work to the skatepark (surfaces and graffiti style decoration) in the 15/16 proposed budget			
5.	20.01.15 TC 355	Sports Club Licence	<b>RESOLVED</b> to defer the item and bring to Council with suggested information, as a proper motion.	Town Clerk/Nikki	Added to Council Agenda 17.02.15	
6.	20.01.15 TC 356	Football and Community Facility Update and Governance Arrangements	<p><b>RESOLVED</b> that</p> <p>(i) That a Project Governance Group is set up initially comprising 3 representatives of the Football Club, Deputy Mayor, Chair of the Open Spaces Committee, Chair of the Resources Committee (the 3 Councillors all being ex officio appointments) with the Town Clerk in a supporting role and advisors such that the group feel necessary e.g. Architect, Football Association representative, Officers from South Somerset District Council Community Health and Leisure Team.</p> <p>(ii) That when a project manager / contract administrator is appointed they become a member of the Group</p> <p>(iii) That when a contractor is appointed they become a member of the Group</p> <p>(iv) That initially the Project Governance Group is given the responsibility of:</p> <ul style="list-style-type: none"> <li>• Reporting to every Council meeting on progress</li> <li>• Assessing the actions required to meet the Planning Conditions and making</li> </ul>		First meeting scheduled 12.02.15 at 6:30 pm	

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			<p>recommendations to Council on how meet the requirements</p> <ul style="list-style-type: none"> <li>• Agreeing the method of procurement</li> <li>• Compiling a list of contactors to be invited to tender</li> <li>• Compiling and sending out the tender documents</li> <li>• Deciding how project management /contract administration will be dealt with and appointing a suitably qualified person to undertake the role</li> <li>• Assessing completed tender documents and making a recommendation to Council regarding the appointment of a contractor</li> <li>• Making recommendations to Council about the membership of the Group and its responsibilities</li> </ul>			
7.	05.01.15 TC 343	Football and Community Facility Finance	<p><b>RESOLVED that</b></p> <p>(i) the Council opts to tax the site of the proposed Football and Community Facility on Britten's Field and the building to be constructed upon that site</p> <p>(ii) that the appropriate action is taken to notify HMRC of (i) above)</p>	Town Clerk	Forms sent to VAT Office 06.02.15	06.02.15
8.	16.12.14 TC 328	Club Licences and Leases	<p><b>RESOLVED that</b></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>	Town Clerk	Individual meetings arranged with Cricket & Football Clubs to discuss detail	

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9.	16.12.14 TC 329	VAT Registration	<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> <p><b>RESOLVED</b> that the Town Council becomes VAT Registered</p>	Town Clerk	Initial meetings have taken place	
10.	16.12.14 TC 330	Complaints Policy and Procedure	<p><b>RESOLVED</b> that</p> <p>(i) That the Complaints Procedure as attached to these minutes as Appendix 2 is approved and adopted with immediate effect</p> <p>(ii) That a Complaints Panel is established with the terms of reference.</p>	Town Clerk	Complaints procedure added to website	December 2015
11.	16.12.14 TC 332	Budgets	<p><b>RESOLVED</b></p> <p>(i) To note the information provided</p> <p>(ii) that Councillors should send any comments and suggestions regarding the 2015/16 budget to the Town Clerk and these will then be reported during consideration of the budget and the precept at the Council meeting on 20th January 2015.</p>		Added to Council Agenda Planner 20.01.15	Budget and precept set 20.01.15

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12.	14.10.14 TC 288	Market House Quotations	RESOLVED that Contractor C be appointed for the sum of £5092, provided the quotation could be fixed, until next Spring/Summer when the works could commence.	Deputy Town Clerk	Agreed with contractor and letter sent 06.11.14	
13.	23.09.14 263	Funfair use of land and facilities	Discuss new charges with Fair Organisers	Town Clerk	Letter sent to funfair organiser	28.01.15
14.	19.08.14 TC 239	Open Spaces Review	Provide Councillors with a copy of up-to-date Business Plan	Town Clerk	09.09.14. Email sent to Football Club asking if it is possible to have an update copy to distribute to Councillors under confidential cover Business plan circulated to Councillors with confidentiality marking	17.01.15
15.	19.08.14 TC 237	Council Office Accommodation	RESOLVED that Councillors Neave, Storey, and Shearman meet with a member of staff to come up with an outline of desirable future premises.	Town Clerk	Meeting arrangements are being made First meeting took place 21.01.15	
16.	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		On - going	

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17.	08.04.14 T.C 146	Action on Rural Planning Chaos	<p>(ii) That the cost of sponsorship at the triangle or the top of North Street be £100 per year.</p> <p><b>RESOLVED</b> 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, highlighting Ilminster Town Council's concerns on the quality and quantity of local development. The letter will be approved by Council.</p>	Town Clerk, Cllr Miller, Cllr Goodall		
18.	SCC Investigation Winterhay Lane TC 05.02.13	Winterhay Lane Footpath	<p>Resolved</p> <p>1) that the Town Council stance is that it supports Winterhay Lane becoming a designated right of way</p> <p>2) That Cllrs Swann( with Cllr Miller as deputy) attends the County Council's Regulation Committee on 7<sup>th</sup> March 2013 to put the Town Council's view</p>		<p>1) Meeting booked for 7<sup>th</sup> March 2013</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</p>	

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					Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order. 6) SCC have made an order. 7) 01.04.14 SCC have received objections and this will now be referred 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	

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					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 early resolution of the issue."	