

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris

10th December 2013

Dear Councillor

A meeting of the **OPEN SPACES COMMITTEE** which you are summoned to attend will be held on **Tuesday 17th December 2013** on the rising of the Planning, Highways and Transport Committee meeting. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

A handwritten signature in black ink that reads 'Joy Norris'.

Joy Norris
Town Clerk

OPEN SPACES AGENDA

1. **Apologies for absence.**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest.**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of interest.
3. **Minutes.**
 - a) To confirm the minutes of the meeting held on 5th November 2013 as a correct record (attached)
 - b) To consider the action list relating to the Open Spaces committee (attached)
4. **Wardens Report.**
To receive the report from the Senior Open Spaces Warden about recent open spaces activities in Ilminster. (attached)
5. **Financial comparison**
To receive information about the Open Spaces expenditure and commitments to date when compared with the 2013/14 budget (attached).

Ilminster Town Council

6. Land at the bottom of Canal Way

To discuss the options received from the developers of the land at the bottom of Canal Way with regards to a play area within the proposed housing development.

7. Use of Recreation Ground - Armed Forces Day 2015

To discuss and consider the use of the recreation ground on 19th, 20th and 21st June 2015 for an Armed Forces Day subject to the events plan being received.

**ILMINSTER TOWN COUNCIL
OPEN SPACES COMMITTEE MINUTES**

Minutes of a meeting of the **OPEN SPACES COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 5th November 2013 at 19:30hrs

Present:

Chairman: Cllr C Goodall

Councillors: Cllr P Burton, Cllr V Higgins, Cllr V Keitch, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr S Storey, Cllr E Taylor, Cllr R Swann and Cllr L Vijeh

In Attendance

Officers: Mrs M Clayton (Senior Administrator), Mr A Jones (Senior Open Spaces Warden), Miss J Norris (Town Clerk), Mr C Samways (Open Spaces Apprentice)

One member of the public attended this meeting

57. Apologies for absence

An apology for absence was received from Councillor Sothem

58. Declarations of Interest

The declarations of Interest given in the table below were made.

| Name | Minute No | Agenda Item | Type of Interest | Nature of Interest |
|----------------|-----------|-------------|------------------|----------------------------|
| Cllr Pallister | 64 | 8 | Personal | Member of the Cricket Club |

59. Minutes.

RESOLVED

- a) that the minutes of the meetings held on 24th September 2013 are a correct record.
- b) to note the action list relating to the Open Spaces committee.

60. Use of Recreation Ground – Armed Forces Day 2015

A presentation was made by Mr McAllister concerning his request to use of the recreation ground on 19th, 20th and 21st June 2015 for an Armed Forces Day.

Issues raised during the discussion of this item included the following:

- There will be two Charities involved in organising the day.
- These charities have a network of personnel they can call upon to help with marshalling duties, etc
- The Armed Forces Day will promote Ilminster and the local businesses will benefit.
- Local military charities will be pushed to the fore.
- The planned events will consist of veteran's tents, military vehicle displays, military displays, staged musical entertainment and vendors. This will all depend on the area of land which is available for the event.
- Funding for the event will come from the vendors and sponsorship, and there will be bucket collections and maybe an auction on the day.
- The Charities will pay for any damage to the ground caused by the event.
- The Council will need to know in more detail what displays, stages, stalls etc will be set up on the recreation ground before a decision can be made.

Chair's Initials

Iminster Town Council

It was agreed that the organisers are asked to provide a detailed plan for the next Open Spaces meeting.

61. Warden's Report

The Committee received the report from the Apprentice Open Spaces Warden about recent open spaces activities in Iminster.

Discussions included the following:

- A bare patch has appeared, over the last two months, in the grassed area outside the front of the Minster. The Wardens have not carried out any weed killing in the area and think the patch may be due to the dry weather over the summer.
- The ivy which was growing up the large Yew tree at the Minster has been cutback by a Councillor.
- The toddlers are enjoying the new frog spring rider at the recreation ground.
- There are 4 dog bins left to replace.
- The contractor carrying out drainage work to the recreation ground is due to complete the work once the weather improves.
- The new 'Stiga' performs well, but had to go back to the supplier to have a belt changed. This work will be covered by the warranty.

62. Financial comparison

The Committee received information about the Open Spaces expenditure and commitments to date when compared with the 2013/14 budget

Discussions on this item included the following:

- The financial comparison report showing actual figure up to the end of October 2013, was handed out.
- The administrative procedure for any monies spent out of the Reserves, Renewal and Provision fund are undertaken at end of year.
- The amount of £793.13 outstanding for rents is the amount due from one of the sports clubs.
- The water costs for the toilets have increased due to the new urinal system. It was suggested that in the future the Council could look into a grant for funding towards a new system of recycling rainwater.

RESOLVED to note the report

63 Litter & Hedge Cutting

The Councillors were asked to consider the Town Council's position regarding litter collection and hedge cutting as currently undertaken by the District Council.

Discussions included the following:

- The litter collection after this year's carnival was carried out by the District Council, on the Sunday morning. Next year this service may be cut due to funding. If the Town Council would like the District Council to continue this collection they may be charged.
- It was suggested that the Carnival club committee and the Victorian evening committee are made aware of these cutbacks and asked if they would be able to provide volunteers for the litter collections after these events.
- Another suggestion was that the Community Payback team could carry out the litter collection work at a cost of £25 per day for 8 workers. However, this would mean that the Council would need to provide lunch breaks and toilet facilities for them.

It was noted that the Town Council will need to make provision in the 2014/15 budget, to cover additional costs of litter collections and hedge cutting.

Chair's Initials

Ilminster Town Council

64 Bye-laws

The Committee was asked to consider amendments to bye-laws in light of comments from the Department of Communities and Local Government.

Items raised during the consideration of this item included the following:

- Model aircraft below the maximum weight restriction are allowed to fly on the recreation ground. It is the Warden's responsibility to check this bye-law is being adhered to.
- An amendment needs to be made to Part 7 of the bye-laws, under number 38 (2) it should read "Bye-law 38(1) does not apply to any person holding or taking part in any entertainment held with the consent of the Council".

RESOLVED that the draft byelaws as attached to theses minutes are forwarded to the Department of Communities and Local Government, for their approval.

65 Cemetery Wall (North) repairs

The Councillors were asked to consider work needed to the cemetery wall on the north side of the North wall.

Issues discussed during the consideration of this item included the following:

- The contractor has looked at the north wall of the cemetery, which runs the length of access road to neighbour property. The work to repair this wall will cost £539.
- The neighbours have raised concerns, with the contractor, regarding the footings at a section of this wall. The contractor has informed the Town Clerk that to inspect and repair the footings would not exceed a cost of £240.
- Councillors agreed that this work should be dealt with before further damage is caused.

RESOLVED to RECOMMEND that the work listed below is carried out to the North wall of the cemetery and funding for this work will be split between the cemetery maintenance heading 761, the Churchyard maintenance heading 561/7, and the trees/hedges maintenance heading 561/10 at a ratio of 2:1:1.

- a. Re-pointing the damaged wall at a cost of £539
- b. Inspection and repairs to the footings at a cost not exceeding £240

Meeting ends 21:00hrs

Chair's signature and date

Open Spaces Action list for meeting on 17.12.13

| No | Meeting Date and Minute Number | Topic | Action (To Do) | Action By | Action Taken | Date Completed |
|----|--------------------------------|--|---|------------------|--|---|
| 1 | O.S 11.12.12 | Safety Surfaces Item 8 | Need to measure the area at the side of the skate park and obtain quotes | Marilyn/Tony | 1)Waiting for measurement. 2)Measurements rec'd – awaiting quotes 3)Rec'd prices but now need to include other smaller areas. 4) Waiting for sizes of all areas from Tony 5) Sizes received – Working out how much to order and which will work out as the cheapest (as at 02.08.13) 6) Put on hold until we have received the Open Spaces Review masterplan | |
| 2 | OS 31.01.13 | Workshop Entrance item 10 | Town Clerk to approach Cricket Club to see if they will contribute towards the cost of replacing the surfacing outside the workshop entrances <ul style="list-style-type: none"> • Prices obtained for the work needed to be done for the area outside the Cricket Club's entrance • Need to obtain more up to date quotes for all the areas that need new matting surface • Need to obtain quotes for concrete to be laid instead of matting • Arrange for the Committee to view other local areas that use this matting • Find out the life expectancy of the matting | Joy | On hold pending Open Spaces Review | |
| 3 | OS 02.07.13 19 & 21 | Strawberry Bank- Planters and MTIG | See if we need permission to plant bulbs on the roundabout at Station Road – What planting can or cannot be done on the roundabout? | Joy/ Michelle | | Waiting for a reply from District Council should be a reply by 30.09.13 |
| 4 | OS 05.11.13 OS 60 | Use of Rec – Armed Forces Day 2015 | Give Cllr Taylor & Vjeh the email address of Mr McAllister | Michelle | Sent on 08.11.13 | COMPLETE |

Open Spaces Action list for meeting on 17.12.13

| No | Meeting Date and Minute Number | Topic | Action (To Do) | Action By | Action Taken | Date Completed |
|----|--------------------------------|---|--|-----------|--|----------------|
| 5 | 05.11.13 OS 60 | Use of Rec -- Armed Forces Day 2015 | Matter to be considered at the next os meeting on 17.12.13 | Michelle | Put onto agenda planner | COMPLETE |
| 6 | 05.11.13 OS 63 | Litter and Hedge Cutting | Need to make provisions in the 2014/15 budget for additional costs to cut hedges and litter collection | Joy | Make a note for budget meeting on 19.11.13 | COMPLETE |
| 7 | 05.11.13 OS 64 | Bye-laws | Suggested changes to the draft bye-laws were agreed. Need to send off to the DCLG for approval | Marilyn | | |
| 8 | 05.11.13 OS 65 | Cemetery Wall (North) Repairs | RESOLVED to RECOMMEND that the following work is carried out to the North wall of the cemetery and funding for this work will be split between the cemetery maintenance heading 761, the Churchyard maintenance heading 561/7, and the trees/hedges maintenance heading 561/10 at a ratio of 2:1:1. a) Re-pointing the damaged wall at a cost of £539 b) Inspection and repairs to the footings at a cost not exceeding £240 | Joy | To be Taken to Full Council on 03.12.13 | COMPLETE |

Open Spaces Resolutions – Progress Chart

| No | Committee Minute Date and Topic | Resolution | Date Approved at Full Council Meeting | Progress to date |
|----|--|---|---------------------------------------|---|
| 1 | Warden's Workshop OS 23.10.12 | Resolved the delegated authority is given to the Town Clerk to take appropriate measures for securing the wardens equipment store and expenditure incurred to be within the financial limits given in the standing orders | 04.12.12 | 1) Waiting to see what happens with the Rec Review |
| 2 | Winterhay Lane Recreation Ground FENCING OS 23.10.12 | Resolved that subject to the ownership of the fence being confirmed in writing, as to belonging to Iliminster Town Council, the Town Clerk is given delegated authority to order the supply and erection of the fencing for a cost not exceeding £650.00 + VAT. | 04.12.12 | 1) Quotes obtained 2) Waiting for SSDC to confirm ownership and whether the 106 money Capital & Maintenance funding has been agreed. 3) Youth Council are doing a consultation and will include in their report what type and what height the fence should be. The report will be taken to the Council meeting in December 4) The Youth Council gave a presentation via DVD 5) They will now be working with SSDC to design a new play-area |
| 3 | Rec Review Group TC 04.12.12 and Ground Work at Recreation Ground Drainage Work OS 23.04.132.12 | RESOLVED that 3 quotations should be sought for land drainage of the area used by the fair and laying grounds matting on the area for access by the fair, based on the herringbone design considered by the Review Group RESOLVED that the Town Clerk has delegated authority to accept the lowest quotation for the drainage work to be carried out to the area between the football ground and The Mead on the understanding with the Contractor that 40mm stones are used instead of 20mm stones. | 04.12.12 07.05.13 | 1) Order raised 09.05.13 2) Waiting for Insurance documents 3) Insurance documents received 14.05.13 4) Order sent 20.05.13 5) Work started on the drainage on 21.10.13 6) Work completed end of November 2013. 7) Cheque raised 26.11.13 8) COMPLETE |
| 4 | Iliminster Angling Association's request OS 23.04.13 | Resolved that the Council allow the Iliminster Angling Association to introduce 200 F1 Carp to the canal subject to the following conditions: i) that the Angling Association provide, install and maintain, at their cost, a grill structure to a design to be approved by the Town Clerk who will take advice from the Environment Agency | 07.05.13 | 1) In process of speaking to the Environment Agency 2) Town Clerk has spoken to EA. Maximum 1" spacing between bars to stop the fish from escaping. Before licence is given out the EA will need to inspect and approve the grill. |

Open Spaces Resolutions – Progress Chart

| No | Committee Minute Date and Topic | Resolution | Date Approved at Full Council Meeting | Progress to date |
|----|---|---|---------------------------------------|--|
| | | ii) that the weed maintenance is carried out regularly to prevent the fish from dying and to prevent the outlet pipe from becoming blocked. | | EA will give us suggestions as to the design and contractors who may be able to offer advice. Emailing us back w/c 02.09.13 3) Chased again on 17.09.13 – should hear back next week 23.09.13. 4) Phone conversation with EA on 24.09.13. They are sending information about the screening suitable and appropriate for Ilminster canal it is likely that they will require a site meeting where stock and screening requirements can be discussed in context. 5) Site meeting on 11.10.13 with EA and Angling Association 6) Site meeting held with Environment Agency 11.10.13 7) Grill design agreed, Angling Club to organise installation and EA will check installation before approving fish transfer |
| 5 | Removal of metal balance beam OS 21.05.13 | Resolved that i) the metal balance beam at the Children's play area is removed due to health and safety reasons. ii) the Open Spaces Wardens replace the metal balance beam with a wooden balance beam to be designed and constructed by the Wardens. | 18.06.13 | 1) The Senior Warden is looking at different options to replace the metal beam 2) On hold until the Rec Review is completed. |
| 6 | Flower Trough at Sea Road OS 23.07.13 | RESOLVED TO RECOMMEND that The Town Council moves the flower trough at Sea Road onto the land owned by Gooch and Housego, subject to their written permission | 30.07.13 | 1) There has been a misunderstanding over ownership of the land, therefore we are finding out who owns the land and asking them for written permission to move the trough (as at 02.08.13) |

Open Spaces Resolutions – Progress Chart

| No | Committee, Minute Date and Topic | Resolution | Date Approved at Full Council Meeting | Progress to date |
|----|---|--|---------------------------------------|--|
| 7 | <p>Community Resilience Store TC 07.05.13 &</p> <p>Flooding Alleviation Grant TC 30.07.13</p> | <p>RESOLVED that the Town Council supports the idea of a community resilience store in principle</p> <p>RESOLVED that:</p> <ul style="list-style-type: none"> i) the Town Council contributes 20% of the costs of the works to a maximum amount of £5,000. ii) that the expenditure is taken from the Reserves. iii) that the Council uses its powers under S137 of the Local Government Act 1972 to make the agreed expenditure. | <p>07.05.13</p> <p>30.07.13</p> | <ul style="list-style-type: none"> 1) Council support idea of a community resilience store 2) A new recommendation for a Flooding Alleviation grant was taken to full council on 30.07.13 3) A grant for Flooding Alleviation has been submitted. 4) A meeting is being arranged for the 30.10.13. 5) Invitations sent on 04.10.13 –details of the meeting will be issued nearer the time. 6) Received information that the EA are now responsible for the Shrudrick stream and the balancing pond , as the stream has now been designated as a river – see OS minutes 13.08.13 7) ITC has been awarded a grant from SCC for flooding work. 8) Meeting with interested people/organisations scheduled for 30.10.13. 9) Draft Flood plan has been sent to Councillors 10) Council has agreed in principle and has given delegated authority to the Town Clerk to apply to SCC for funding towards a community resilience store. |
| 8 | <p>Market Town Investment TC 30.07.13</p> | <p>RESOLVED that:</p> <ul style="list-style-type: none"> i) that the Council makes a contribution to the Portas Project Proposal (based on the themes of Town Image and Community Facelift) and recognises that such contributions can be work in kind. ii) that the Town Council develops a sponsorship policy. iii) that the Town Council actively seeks sponsorship from businesses in the town. iv) that the Town Council recognises the proposal will require on-going resources to be provided e.g. labour and finance. | <p>30.07.13</p> | |

Open Spaces Resolutions – Progress Chart

| No | Committee Minute Date and Topic | Resolution | Date Approved at Full Council Meeting | Progress to date |
|-----|--|---|---------------------------------------|---|
| 9. | Appointment of Landscape Architect/ Designer 10.09.13 | <p>RESOLVED that:</p> <p>a) The Town Council accept the approved recommendations received at the Open Spaces Review Group.</p> <p>b) Appoint Red Bay Design as the Town Council's Landscape Architect/Designer to assist the Open Spaces Review Group with the development of a Master Plan for the Recreation Ground and Britten's Field.</p> | 10.09.13 | <p>1) Red Bay Design informed</p> <p>2) Email received from SSDC informing us that £7000 has been granted for the landscape designer.</p> <p>3) Order sent on 20.09.13</p> <p>4) Redbay start work on 26.09.13</p> <p>5) Public Consultation held in October 2013.</p> <p>6) Cheque raised December 2013 for part of the work</p> |
| 10 | O.S Recs – Provision for seats and bins 10.09.13 | <p>RESOLVED that:</p> <p>a) 4 dog bins are purchased at a cost of £420</p> <p>b) 6 bins are purchased at a cost of £2317.02</p> <p>c) 6 benches and one set of slats at a cost of £2000</p> | 10.09.13 | <p>1) All items ordered on 17.09.13</p> <p>2) Dog bins and litter bins have arrived</p> <p>3) Cheques raised 01.10.13</p> <p>4) Bench slats received and cheque raised 22.10.13</p> <p>5) Bench ends received and cheque raised on 03.12.13</p> <p>6) COMPLETE</p> |
| 11 | O.S Recs – Herne Hill Advisory Group 10.09.13 | <p>RESOLVED that the wood chippings on the bottom path at Herne Hill are removed by a digger at a cost not exceeding £450 and that the expenditure for this work will be allocated to budget heading 561/8.</p> | 10.09.13 | <p>1) Order raised on 17.09.13</p> <p>2) Work was started but had to be delayed until the Spring due to the slippery pathways.</p> |
| 12. | O.S Recs Water Supply at the Cemetery 10.09.13 | <p>RESOLVED that the Town Council accepts the quotation to install a water supply at the cemetery, using route one, at a cost of £350 and the expenditure for this work will be set against Renewals and Provisions for cemetery paths.</p> | 10.09.13 | <p>1) Order raised on 17.09.13</p> <p>2) Work completed and cheque raised 26.11.13</p> <p>3) COMPLETE</p> |

Cemetery Resolutions – Progress Chart

| No | Committee Minute Date and Topic | Resolution | Date Approved at Full Council Meeting | Progress to date |
|----|---|---|---------------------------------------|--|
| 1 | Rebuilding of Cemetery Wall OS 21.05.13 | RESOLVED that the Town Council no longer asks for a contribution from the neighbours of the cemetery, towards the costs of removing the cemetery wall. | 18.05.13 | |
| 2. | North West Wall Quotations FC 10.09.13 | RESOLVED that: a) The Town Council choose Quotation Option B and erect Railings as a replacement boundary wall in the North West Corner of the Cemetery and the Contract be awarded to the company Paul Hadderton Groundwork. b) The Town Council presents a sample of the 4 orders, to the cemetery neighbours for approval and to make sure they are happy with the proposed option. | 10.09.13 | 1) Paul Hadderton informed 2) Waiting for samples of fencing 3) Fence samples received but neighbours cannot meet us to look at them. 4) Work has been carried out to the pillars, before the railings are installed – cheque raised 19.11.13 5) Railings to be installed w/c 06.01.14 6) Work to the slope at the bottom of the cemetery has been approved at Full Council on 03.12.13 at a cost of £620 + vat |
| 3 | Cemetery Lodge Repairs OS 24.09.13 | RESOLVED that the contractor is appointed to carry out the internal and external repairs to the cemetery lodge as per their quotations dated 31.07.13 & 29.308.13 at a total cost not exceeding £1225 +vat | OS 24.09.13 | 1) Order raised 27.09.13 2) Telephoned Elder & Froy to inform them that the work has been approved by the Open Spaces Committee. 3) Contractors have completed the work and a cheque will now be raised. 4) COMPLETE |

Market House Resolutions – Progress Chart

| No | Committee Minute Date and Topic | Resolution | Date Approved at Full Council Meeting | Progress to date |
|----|----------------------------------|---|---------------------------------------|---|
| 1 | Markey House Surveys OS 11.12.12 | Resolved that 1. The Town Clerk attempts to obtain three quotations for both the architectural survey of the market house and the asbestos survey. | 05.02.13 | 1) Asbestos survey carried out on 21.02.13 2) Still waiting for quotes for Architectural survey to be carried out.(as at 06.08.13) 3) Quotes received – survey to be done on 11.09.13 4) Survey complete – awaiting report |

Market House Resolutions – Progress Chart

| No | Committee Minute Date and Topic | Resolution | Date Approved at Full Council Meeting | Progress to date |
|-----------|--|---|--|-------------------------|
| | | 2. Subject to satisfactory quotations being obtained the Town Clerk has delegated authority to engage a qualified surveyor to carry out an architectural survey on the market house at a cost not exceeding £680 +vat and asbestos survey on the Council's properties at a cost not exceeding £600+ vat | | |

Warden's Report for OS Meeting on 17.12.13

Since the last report for the meeting on 05.11.13

The Open Spaces Wardens have:

- Sorted through the wood pile at Cleeves Close and had a bonfire.
- Cut grass at the recreation ground, Winterhay Lane recreation ground, the churchyard, the cemetery, and Britten's Field (but not the slope).
- Attended a meeting with Hags regarding the snagging list on the skate park. This work has now been completed and the retention paid.
- Helped write the Herne Hill plan with Deputy Town Clerk
- Aerated the field twice where the Fair is sited.
- Replaced an old bench with a refurbished one.
- Refurbished old benches.
- Made up boards for the tree plaques and installed them at each site.
- Felled broken Oak tree at Herne Hill.
- Started to coppice 1/14 of the Hazel band.
- Removed some of the tree guards from the trees on Herne Hill
- Cleared leaves.

The Wardens also reported the following:

- The contractor has finished the drainage work on the site of the Fair at the recreation ground.
- The Assistant Open Spaces Warden has left.
- The Open Spaces Apprentice has finished his college work, and only has maths and one exam left to complete.

Below is a list of jobs which the Wardens may undertake before the next Open Spaces committee meeting

- Start on the viewpoint wall.
- Finish this year's section of hazel coppicing.
- Lay hedges and coppice others on Herne Hill.

- Possibly start to build a store shed at the cemetery from the bits from the old football stadium
- Carry on cutting grass where needed.
- Rub down paint and stain wood and metal benches
- Make new bench and bin slabs.
- Put out benches and bins.

All jobs are depending on the weather, day to day duties and the unexpected.

**Iliminster Town Council
Financial Comparison as at 30.11.13**

| OPEN SPACES INCOME | | | | | | | |
|--------------------|--|---------------------------|---------------------------------------|--|--------------|-----------|---|
| Head- ing No | Heading | Budgeted Income 2013/2014 | Actual Income received as at 30.11.13 | Potential Income from 01.12.13- 31.03.13 | Total Income | Variance | Comments |
| | <u>Open Spaces Income</u> | | | | | | |
| 412 | Grants | £1,660.00 | £7,000.00 | £0.00 | £7,000.00 | £5,340.00 | |
| 412/1 | Herne Hill | £160.00 | £0.00 | £0.00 | £0.00 | £160.00 | |
| 412/2 | Other | £1,500.00 | £7,000.00 | £0.00 | £7,000.00 | £5,500.00 | |
| 421 | Donations | £0.00 | £678.00 | £0.00 | £678.00 | £678.00 | For benches - offset against exp |
| 430 | Rents | £5,520.00 | £5,471.93 | £793.13 | £6,265.06 | £745.06 | |
| 430/1 | Sports Club | £1,480.00 | £1,467.42 | £0.00 | £1,467.42 | £12.58 | |
| 430/2 | Cricknet Club | £1,610.00 | £2,447.23 | £0.00 | £2,447.23 | £837.23 | |
| 430/3 | Football Club (Town) | £1,245.00 | £600.00 | £493.13 | £1,093.13 | £151.87 | |
| 430/4 | Football Club (Youth) | £170.00 | £165.38 | £0.00 | £165.38 | £4.62 | |
| 430/5 | Fair | £765.00 | £759.90 | £300.00 | £1,059.90 | £294.90 | |
| 430/6 | Dog Training | £250.00 | £32.00 | £0.00 | £32.00 | £218.00 | No longer needed for 2014/15 |
| 431 | Claims | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| 432 | Miscellaneous | £0.00 | £54.00 | £0.00 | £54.00 | £54.00 | Plaques for trees/benches-offset against exp |
| | | £7,180.00 | £13,203.93 | £793.13 | £13,997.06 | £6,817.06 | |
| | <u>Cemetery Income</u> | | | | | | |
| 626 | Burial Fees | £5,900.00 | £5,468.00 | £2,084.00 | £7,552.00 | £1,652.00 | |
| 630 | Lodge Rents | £6,000.00 | £4,000.00 | £2,000.00 | £6,000.00 | £0.00 | if there is no increase in the rent |
| | Total | £11,900.00 | £9,468.00 | £4,084.00 | £13,552.00 | £1,652.00 | |
| | <u>Market House Income</u> | | | | | | |
| 732 | Miscellaneous | £160.00 | £0.00 | | £160.00 | £0.00 | SSDC will no longer be running the market from Nov 13 |
| | Total | £160.00 | £0.00 | £0.00 | £160.00 | £0.00 | |
| | <u>Iliminster Sports Initiative - Income</u> | | | | | | |
| 2000 | ISI | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 2100 | Sports Building Project | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 2101 | Interest - Bonus Saver | £0.00 | £7.76 | £7.76 | £15.52 | £15.52 | |
| | Total | £0.00 | £7.76 | £7.76 | £15.52 | £15.52 | |

Ilminster Town Council
Financial Comparison as at 30.11.13

| OPEN SPACES EXPENDITURE | | | | | | | |
|-------------------------|--------------------------------|--------------------------------------|---|---|----------------------|------------|--|
| Head- ing No | Heading | Budgeted Expenditure 2013/2014 | Actual Expenditure as at 30.11.13 | Approved/Committ ed/Forecast from 01.12.13- 31.03.14 | Total Expenditure | Variance | Comments |
| | Open Spaces Expenditure | | | | | | |
| 550 | Employees | £52,605.00 | £31,595.46 | £10,836.99 | £42,432.45 | £10,172.55 | Not including salary for vacant position |
| 551 | Training | £1,000.00 | £253.25 | £560.00 | £933.25 | £66.75 | |
| 552 | Health & Safety | £640.00 | £412.95 | £570.00 | £982.95 | £342.95 | |
| 552/1 | Protective Clothing | £400.00 | £352.34 | | £352.34 | £47.66 | |
| 552/2 | Fire Equipment | £100.00 | £0.00 | | £0.00 | £100.00 | |
| 552/3 | Electrical Testing | £70.00 | £0.00 | £570.00 | £570.00 | £500.00 | |
| 552/4 | Signs & Stationery | £70.00 | £0.00 | | £0.00 | £70.00 | |
| 552/6 | Misc | £0.00 | £60.61 | | £60.61 | £60.61 | |
| 554 | Insurance | £3,700.00 | £3,143.58 | £0.00 | £3,143.58 | £556.42 | |
| 555 | Vehicle Insurance | £395.00 | £475.00 | £0.00 | £475.00 | £80.00 | |
| 556 | Play Equipment Inspection | £395.00 | £375.00 | £0.00 | £375.00 | £20.00 | *Annual inspection carried out yearly |
| 558 | Services/Rents | £4,600.00 | £3,902.81 | £1,680.00 | £5,582.81 | £982.81 | |
| 558/1 | Rents | £2,300.00 | £2,300.00 | £0.00 | £2,300.00 | £0.00 | IEF agreed to Sept 2021 |
| 558/2 | Water | £1,500.00 | £842.96 | £1,320.00 | £2,162.96 | £662.96 | *Water bill higher than expected - Clubs charged next year for their usage |
| 558/3 | Electricity | £400.00 | £359.42 | £160.00 | £519.42 | £119.42 | |
| 558/4 | Mobile Phones | £400.00 | £400.43 | £200.00 | £600.43 | £200.43 | |
| 559 | Fuel | £2,100.00 | £1,355.09 | £500.00 | £1,855.09 | £244.91 | |
| 560 | Purchases | £6,950.00 | £6,876.04 | £0.00 | £6,876.04 | £73.96 | |
| 560/1 | Vehicles | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| 560/2 | Machinery | £250.00 | £33.33 | £0.00 | £33.33 | £216.67 | |
| | stiga | £4,750.00 | £4,750.00 | £0.00 | £4,750.00 | £0.00 | £4750 to pay for Stiga 2013/14, £492 for stiga out of projects (595)see approved expenditure sheet |
| 560/3 | Play Equipment | £300.00 | £80.00 | | £80.00 | £220.00 | |
| 560/4 | Seats | £0.00 | £136.00 | | £136.00 | £136.00 | |
| 560/5 | Bins | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 560/6 | Dog bins | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 560/7 | Tennis Court | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 560/8 | Herne Hill | £200.00 | £0.00 | | £0.00 | £200.00 | |
| 560/9 | Trees/hedges | £150.00 | £54.00 | | £54.00 | £96.00 | |
| 560/10 | Plants | £650.00 | £637.05 | £0.00 | £637.05 | £12.95 | |

Ilminster Town Council
Financial Comparison as at 30.11.13

| Head- ing No | Heading | Budgeted Expenditure 2013/2014 | Actual Expenditure as at 30.11.13 | Approved/Commi tted/Forecast from 01.12.13- 31.03.14 | Total Expenditure | Variance | Comments |
|--------------|--------------------------------|--------------------------------|-----------------------------------|--|-------------------|------------------|--|
| 560/11 | Tools | £500.00 | £13.49 | | £13.49 | £486.51 | |
| 560/12 | Skatepark | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 560/13 | Muga | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 560/14 | Gates & Fencing | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 560/15 | Wardens Shed | £0.00 | £0.00 | | £0.00 | £0.00 | |
| 560/16 | Materials | £0.00 | £1,059.76 | | £1,059.76 | £1,059.76 | We now get the wardens to identify what materials are for |
| 560/20 | Other | £150.00 | £112.41 | | £112.41 | £37.59 | |
| 561 | Maintenance | £4,775.00 | £1,555.15 | £2,058.23 | £3,613.38 | £1,161.62 | |
| 561/1 | Vehicles | £700.00 | £55.10 | £640.47 | £695.57 | £4.43 | |
| 561/2 | Machinery | £1,000.00 | £220.40 | | £220.40 | £779.60 | |
| 561/3 | Play Equipment | £200.00 | £209.17 | | £209.17 | £9.17 | |
| 561/4 | Tennis Court | £100.00 | £0.00 | | £0.00 | £100.00 | |
| 561/5 | Seats | £200.00 | £304.00 | £250.00 | £554.00 | £354.00 | |
| 561/6 | Bins | £75.00 | £0.00 | | £0.00 | £75.00 | |
| 561/7 | Churchyard | £500.00 | £0.00 | £200.00 | £200.00 | £300.00 | |
| 561/8 | Herne Hill | £500.00 | | £750.00 | £750.00 | £250.00 | *£450 = see approved expenditure sheet, £300 need for tree cutting |
| 561/9 | Canal | £0.00 | | £50.00 | £50.00 | £50.00 | Digging of hole near canal |
| 561/10 | Trees/hedges | £600.00 | | | £0.00 | £600.00 | SSDC cut hedge this year may need to pay a goodwill payment, next |
| 561/11 | Weed Control | £400.00 | £0.00 | £0.00 | £0.00 | £400.00 | 2014/15 our responsibility |
| 561/12 | Fencing/gates | £150.00 | £294.37 | | £294.37 | £144.37 | Not doing until April 2014 use money for 761/8 digger Herne Hill |
| 561/13 | Other | £350.00 | £300.00 | £167.76 | £467.76 | £117.76 | Vandalism |
| 561/14 | Pavilion | £0.00 | £172.11 | | £172.11 | £172.11 | |
| 563 | Toilets | £3,730.00 | £2,234.56 | £2,048.65 | £4,283.21 | £553.21 | |
| 563/1 | Cleaning | £3,060.00 | £1,672.51 | £1,194.65 | £2,867.16 | £192.84 | May go up after Dec 2013 |
| 563/2 | Electricity | £150.00 | £136.75 | £55.00 | £191.75 | £41.75 | |
| 563/3 | Water | £200.00 | £343.80 | £284.00 | £627.80 | £427.80 | |
| 563/4 | Servicing/Maintenance | £320.00 | £81.50 | £515.00 | £596.50 | £276.50 | |
| 563/5 | Grant | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| 574 | Miscellaneous | £0.00 | £36.83 | £0.00 | £36.83 | £36.83 | |
| 580 | Renewal contribution | £32,194.00 | £0.00 | £32,194.00 | £32,194.00 | £0.00 | |
| 585 | Contingency/Unallocated | £15,000.00 | £0.00 | £15,000.00 | £15,000.00 | £0.00 | see approved expenditure sheet and £10,000 to general fund |

**Ilminster Town Council
Financial Comparison as at 30.11.13**

| Head- ing No | Heading | Budgeted Expenditure 2013/2014 | Actual Expenditure as at 30.11.13 | Approved/Comm- itted/Forecast from 01.12.13- 31.03.14 | Total Expenditure | Variance | Comments |
|-----------------|---------------------------------|--------------------------------------|---|--|----------------------|------------|--------------------------------|
| 590 | Skatepark | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| 595 | Projects | £0.00 | £12,819.24 | £11,308.40 | £24,127.64 | £24,127.64 | see approved expenditure sheet |
| | Total | £128,084.00 | £65,034.96 | £76,756.27 | £141,911.23 | £13,827.23 | |
| | Cemetery Expenditure | | | | | | |
| 754 | Insurance | £1,440.00 | £839.51 | £0.00 | £839.51 | £600.49 | |
| 758 | Services/Rents | £570.00 | £341.99 | £0.00 | £341.99 | £228.01 | |
| 758/1 | Water | £320.00 | £341.99 | £0.00 | £341.99 | £21.99 | |
| 758/2 | Cemetery Tax | £250.00 | £0.00 | £0.00 | £0.00 | £250.00 | |
| 760 | Purchases | £600.00 | £0.00 | £0.00 | £0.00 | £600.00 | |
| 761 | Cemetery Maintenance | £500.00 | £15.90 | £426.50 | £442.40 | £57.60 | |
| 762 | Cemetery Lodge | £1,200.00 | £320.00 | £1,530.00 | £1,850.00 | £650.00 | |
| 762/1 | Lodge Letting Fees | £600.00 | £320.00 | £280.00 | £600.00 | £0.00 | |
| 762/2 | Maintenance | £600.00 | £0.00 | £1,250.00 | £1,250.00 | £650.00 | |
| 774 | Miscellaneous | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| 780 | Renewals contribution | £4,472.00 | £0.00 | £4,472.00 | £4,472.00 | £0.00 | |
| 795 | Projects | | £3,332.05 | £8,804.68 | £12,136.73 | £12,136.73 | see approved expenditure sheet |
| | Total | £8,782.00 | £4,849.45 | £15,233.18 | £20,082.63 | £11,300.63 | |
| | Market House Expenditure | | | | | | |
| 954 | Insurance | £1,170.00 | £485.98 | £0.00 | £485.98 | £684.02 | |
| 958 | Services/Rents | £230.00 | £183.94 | £60.00 | £243.94 | £13.94 | |
| 958/1 | Water | £100.00 | £103.21 | £0.00 | £103.21 | £3.21 | |
| 958/2 | Electricity | £130.00 | £80.73 | £60.00 | £140.73 | £10.73 | |
| 962 | General Maintenance | £350.00 | £63.91 | £0.00 | £63.91 | £286.09 | |
| 963 | Miscellaneous | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| 980 | Renewals contributions | £970.00 | £0.00 | £970.00 | £970.00 | £0.00 | |
| 995 | Projects | | | £680.00 | £680.00 | £680.00 | see approved expenditure sheet |
| | Total | £2,720.00 | £733.83 | £1,710.00 | £2,443.83 | £276.17 | |

Approved Expenditure 2013/14

| No. | Budget Heading | Approved Expenditure | Approved Amount | Amount Used as at 30.11.13 | Approved Amount left to spend | COMMENTS |
|-----|----------------|--|-------------------|----------------------------|-------------------------------|--|
| | | OPEN SPACES | | | | |
| 6 | 385 | Dismantling Football Stands | £2,068.00 | £2,068.00 | £0.00 | Will be taken from F&P Contingency |
| 7 | 560/2 | Stiga | £4,750.00 | £4,750.00 | £0.00 | rest paid under 595 projects |
| 8 | 561/1 | Mule Repairs | £640.97 | £0.00 | £640.97 | rest paid under 595 projects |
| 9 | 561/8 | Digger at Herne Hill | £450.00 | £0.00 | £450.00 | From Maintenance Herne Hill |
| 10 | 585 | Flood Alleviation Grant | £5,000.00 | £0.00 | £5,000.00 | From os contingency |
| | | | £12,908.97 | £6,818.00 | £6,090.97 | |
| 11 | 595 | Brittens Field - entrance | £1,100.00 | £1,100.00 | £0.00 | R & P-Britten's Field - drainage(line 103) |
| 12 | 595 | Safety Surfacing | £2,000.00 | £775.00 | £1,225.00 | *Safety surfacing around seesaw area £775 from R & P seesaw (line 76) *£1225 various safety matting from temporary allocation of costs-R & P -Skatepark (line 82) |
| 13 | 595 | Drainage | £4,300.00 | £4,300.00 | £0.00 | R & P -Rec.Ground-Drains/utilities (line 90) |
| 14 | 595 | Winterhay Lane Fence | £650.00 | £0.00 | £650.00 | R & P-WKL-swings (line 109) |
| 15 | 595 | Stiga | £492.00 | £492.00 | £0.00 | R & P - Stiga Mower £492 (line 27) |
| 16 | 595 | 6 bins | £2,317.02 | £2,317.02 | £0.00 | R & P-Litter Bins (line 51) |
| 17 | 595 | 4 x Dog Bins + delivery | £452.95 | £452.95 | £0.00 | R&P- Dog Bins (line 56)£452.95 inc del. |
| 18 | 595 | 6 x seats + bolts, etc + surcharges | £2,100.67 | £622.27 | £1,478.40 | R&P- Seats (line 46)£2043.44 + 57.23=£2100.67 |
| 19 | 595 | Topographical Survey- OS REVIEW | £2,760.00 | £2,760.00 | £0.00 | No Allocation Yet |
| 20 | 595 | Landscape designer Costs- OS REVIEW | £7,000.00 | £0.00 | £7,000.00 | *section 106 money |
| 21 | 595 | Repairs to workshop door | £300.00 | | £300.00 | R & P Workshop (line 91) |
| 22 | 595 | Repairs to Mule | £655.00 | | £655.00 | R & P - Stiga Mower (line 27) |
| | | TOTAL OF OS & OS Review Group | £24,127.64 | £12,819.24 | £11,308.40 | |

Approved Expenditure 2013/14

| No. | Budget Heading | Approved Expenditure | Approved Amount | Amount Used as at 30.11.13 | Approved Amount left to spend | COMMENTS |
|-----|----------------|--------------------------------------|-------------------|----------------------------|-------------------------------|--|
| | | CEMETERY | | | | |
| 23 | 762 | Repairs to Cemetery Lodge | £1,225.00 | | £1,225.00 | |
| | | | £1,225.00 | £0.00 | £1,225.00 | |
| 24 | 795 | Removal of cemetery wall | £2,661.45 | £2,661.45 | £0.00 | R & P-Cemetery Wall (line 127) |
| 25 | 795 | Water Supply at Cemetery | £350.60 | £350.60 | £0.00 | Quote for £350.60 R&P - Cemetery paths (line 125) |
| 26 | 795 | Replacing cemetery wall with fencing | £9,124.68 | £320.00 | £8,804.68 | R & P - Cemetery wall (line 127) £5558, R & P - Cemetery Seats (line 123) £1783.34, R & P Cemetery Blins (line 122) £1783.34 |
| | | | £12,136.73 | £3,332.05 | £8,804.68 | |
| | | TOTAL CEMETERY: | £13,361.73 | £3,332.05 | £10,029.68 | |
| | | MARKET HOUSE | | | | |
| 24 | 995 | Market Hse Architectural Survey | £680.00 | | £680.00 | R & P-MH-stonework (line 137) |
| | | TOTAL MH: | £680.00 | £0.00 | £680.00 | Note Order has been raised for £300 to carry out the survey 16.08.13 |