

ILMINSTER TOWN COUNCIL

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Town Clerk: **Joy Norris**



17th June 2014

A meeting of the **Town Council** will take place on **Tuesday 24th June 2014** in the Council Chamber, Council Offices, North Street, Ilminster starting at **19:30 hrs**.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Meeting Administrator before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded at the start of the minutes of the meeting.

The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

Joy Norris
Town Clerk

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 the interest.
- 3. Minutes**
 - a) To confirm the minutes of the meeting held on **13th May 2014** as a correct record.
 - b) To consider the office Action Plan relating to the Town Council Meetings.

4. Mayor's Announcements/Engagements

a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements

b) The Mayor and Deputy Mayor attended the following engagements between 13th May 2014 and 24th June 2014.

- Saturday 24th May 2014 Lions Club of Ilminster & District Somerset Summer Fete at Swanmead School
- Friday 6th June 2014 Vaughan Lee House Grand Opening of A Wing
- Sunday 8th June 2014 Mayor, Cllr Emma Jane Taylor's Civic Service at the Minster Church, Silver Street, Ilminster
- Sunday 8th June 2014 Ilminster Experience CIC Judging of Classic Car Show at the Recreation Ground
- Saturday 14th June 2014 The Somerset Schools' Folk Dance Festival at Wells St Cuthbert's Church
- Thursday 19th June 2014 Royal Air Force Air Cadets 2381 (Ilminster) Squadron Open Evening at The Cadet Centre, Shudrick Lane, Ilminster
- Saturday 21st June 2014 Ilminster Swimming Club Jurassic League 2014 at Bridport Leisure Centre, Dorset
- Sunday 22nd June 2014 Yeovil Town Council's Annual Civic Service and Reception at the Town House, 19 Union Street

5. Police Report

To receive a report on policing in Ilminster

6. Resources Committee

The Chair of the Resources Committee to provide an oral update on relevant matters discussed at recent meetings and present recommendations made by the Committee meeting held on the 29th April 2014.

7. Open Spaces Committee

The Chair of the Open Spaces Committee to provide an oral update on relevant matters discussed at recent meetings and present recommendations made by the Committee meeting held on the 3 June 2014.

8. Internal Auditor's Report

To receive the report of the Internal Auditor regarding the 2013/14 accounts and procedures audit.

9. Approval of Accounts

To consider and approve 2013/14 accounts.

10. Review of Committees

To receive a report regarding terms of reference and the frequency of meetings and present recommendations made at the Committee Working Group meeting held on the 12th May 2014.

11. Calendar of Meetings

To approve the calendar of meetings for the year 2014/15.

12. Allocation of Section 106 money

To discuss and consider the allocation of S106 monies for sport and pitches.

- 13. Licence / Lease Review**
To decide on the appointment of solicitors to draft new licences/leases relating to the Recreation Ground & Britten's Field.
- 14. Applications for Planning Permissions**
To consider the Town Council applying for planning permissions for football and cricket facilities as part of the Open Spaces Review.
- 15. Town Crier**
To consider providing official endorsement for the Ilminster Town Crier.
- 16. Fair Trade**
To decide whether or not the Town Council supports the town seeking Fair Trade Status and to consider appointing a representative to the Steering Group.
- 17. Party on the Park**
To discuss whether there should be an Ilminster Town Council presence at this year's event to be held 24th August 2014.
- 18. Annual Attendance List**
To receive Ilminster Town Council's Councillor attendance list for the year May 2013/14.
This is for information only.
- 19. Authorisation of Payments and Notification of Virements**
The Schedule of Payments for authorisation is attached for Council's approval.
- 20. Project Plan**
To consider progress on the project plan and whether any changes are necessary.
- 21. Report from the County Councillor for the Ilminster Division**
To receive a report from the County Councillor.
County Councillor Report March 2014 – Cllr Linda Vjeh
- 22. Reports from District Councillors**
To receive reports from District Councillors.
- 23. Reports from Representatives on Outside Bodies**
To receive reports from Representatives on Outside Bodies; at the time of publishing the agenda the following representatives had indicated they would be reporting.
Chamber of Commerce – Councillor Goodall
Christmas Lights Committee – Councillor Pallister will provide an oral report
- 24. Clerk's Updates**
The following Clerk's Updates have been sent by email since the last Council agenda was published.

25. Exclusion of the Press and Public

To consider taking agenda item 26 without members of the public and press present, due to the confidential nature of the business to be transacted.

Number	Date	Topic
8/14	16.05.14	Herne Hill The SSDC Area West agenda Road Closure New Road The Cemetery Open Spaces Walkabout Street Names
9/14	05.06.14	Casual Vacancy Open Spaces Staff Cemetery Recreation Ground Footpath maintenance
10/14	11.06.14	Open Spaces Walkabout Road Closure Four Lanes to Peasmarsh Lane Donyatt. Resources Committee 10 June 2014

26. Update on Legal Action and Expenses.

Town Clerk to provide an oral report.

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Reminders

8th July 2014 - Planning, Highways & Transport Committee (venue to be confirmed)

Minutes of a meeting of the **Annual Town Council Meeting** held in the Council Chamber, Ilminster on Tuesday 13th May 2014 at 19:30hrs

Present:

Chairman: Cllr E Taylor

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

In Attendance

Officers: Miss N McIntosh (Administration Assistant), Miss J Norris (Town Clerk)

Before the meeting started, The Mayor presented the Ilminster Citizens Award to Mr Ronnie McQueen for his hard work and dedication to the Christmas Lights Committee.

Two members of the public spoke in the public participation section.

Speaker 1

Raised issues relating to the Annual Town Meeting on Tuesday 6th May 2014 saying that it would have been helpful to have some form of microphone system to make it easier for people to hear discussions. They also felt that the meeting had not been publicised sufficiently. The Mayor responded to both points saying these comments would be borne in mind when future Annual Town meeting were being arranged.

Speaker 1 then said she understood that the existing Monmouth Rebellion Plaque was to be replaced with a sign of a different design and that the new sign was to be re-located. The Mayor informed the speaker that the restoration plaque is a project being led by the Ilminster Forum and the Rotary Club of Ilminster are kindly contributing to the restoration. Any questions about the future of the plaque should therefore be addressed to the Ilminster Forum should be put forward to the Forum.

Speaker 1 then referred to the expenditure and income for the weekly market. The Mayor explained that the various duties associated with running the market are undertaken by different staff rather than just one person - this was to make best use of time and skills. It is intended that the income from the Market will cover the expenditure including salaries and business rates.

Councillor Vijeh thanked the members of the public for attending the meeting stating that members of the public are always welcome to attend the meetings and raise questions and voice concerns. Councillor Vijeh then said that recently many of the Council's working practices have been updated and improved this has largely been as a result of the staff employed during the past 18 months.

Speaker 2

Speaker 2 asked what level of building do the Council see as the maximum before the vitality and infrastructure of Ilminster is damaged? The Mayor responded that this issue would be discussed at an appropriate meeting in the future.

Councillor Resignation

Councillor Vijeh announced that she was standing down as an Ilminster Councillor but would still continue as a County Councillor. Councillor Vijeh wished the members the very best, saying that will continue to support Ilminster.

Councillors Shepherd and Taylor thanked Councillor Vijeh for her hard work and support over the years.

Chair's Initials

Iminster Town Council

159. Apologies for absence

Apologies for absence were received from Councillors Austin and Sothern.

160. Declarations of Interest

Name	Agenda Item	Minute No	Interest	Nature of Interest
Cllr J Pallister	No. 17 Sports Club	No. 175	Personal	Did not speak or vote
Cllr S Shepherd	No. 17 Sports Club	No. 175	Personal	Spoke and voted

161. Election of Mayor

RESOLVED that Councillor Taylor is elected as the Mayor for the period to May 2015.

162. Declaration of Acceptance of Office

Cllr Taylor signed the Declaration of Acceptance of Office in the presence of the Town Clerk, as Proper Officer, and fellow Councillors.

163. Appointment of Deputy Mayor

The Mayor invited nominations for Deputy Mayor.

RESOLVED that Councillor Lawson be appointed Deputy Mayor for the period to May 2015.

164. Minutes.

RESOLVED

- a) that the minutes of the meeting held on 8th April 2014 be confirmed as a correct record, with the amendment made by Councillor Miller (as below).
 - Minute No. 145 sub paragraph 4 - add "and that Councils with a base rate of the Band D equivalent of £170.00 will not be capped".
- b) to note the office action plan relating to Town Council meetings.

Items brought to the attention of the Council included the following:

- Cllr Vjeh asked for permission to continue with the scarecrow judging for 2014
- The Clerk was asked to speak with the Open Spaces Warden regarding measures to prevent cycling on Herne Hill until the byelaws are in place i.e. sign.

Before proceeding to the next item, the Mayor asked the Council if in view of the work being done by the Committee Working Group they wished to elect Chairs and Vice-Chairs at the meeting or continue with the current Chairs and Vice-Chairs of Committees, until the next Council meeting on the 24th June, when the Working group would be making their recommendations.

It was agreed that the Chairs would be elected at this meeting and the Vice-Chairs at the first meeting of each Committee.

165. Appointment of Committees and Committee Chairs & Vice Chairs

a) Open Spaces Committee

RESOLVED that Councillor Goodall be the Chair of Open Spaces Committee

b) Planning, Highways & Transport Committee

RESOLVED that Councillor Shearman be the Chair of Planning, Highways & Transport Committee.

Chair's Initials

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Ilminster Town Council

c) Resources Committee

RESOLVED that Councillor Burton be the Chair of the Resources Committee

166. Appointment of Representatives to Outside Bodies

The following Councillors be appointed as representatives to the various organisations, as follows:

Organisation	Representative
Christmas Lights	Cllr J Pallister
Chamber of Commerce	Cllrs' Goodall, Taylor
Dementia Friendly Communities	Cllr Sothern (Storey in absence)
Greenfylde School	Cllr Storey
Ile Valley Children's Centre	Cllr Goodall
Ile Youth Centre	Cllr Burton
Ilminster Education Foundation	Cllr's Shepherd and Swann
Ilminster Forum	Cllr Lawson
Ilminster Tourism	Cllr V Higgins
Arts Centre	Cllr Sothern (Storey in absence)
Market Town Investment Group	Cllr Goodall (Taylor in absence)
Partners And Communities Together	Cllr Keitch
Somerset Association of Local Councils	Cllr Miller
Swanmead School	Cllr Storey
Twinning Association	Cllr Keitch
Wadham School	Cllr Shepherd

The Mayor reported that Fair Trade are requesting a representative from the Town Council to be on a Steering Committee attempting to secure Fair Trade status for the town.

An open meeting will be held on Monday 9th June 2014 at 7.00 pm Greenfylde School to answer any questions and form a Steering Group.

Discussions included the following:

- The Council have not yet made a decision regarding its stance on becoming a Fair Trade Town

RESOLVED that Fairtrade Representative be an item on agenda 24th June.

NB: Cllr Higgins volunteered to attend meeting on 9th June 2014 to get background information and report back to Council.

167. Appointment of Cheque Signatories

RESOLVED that Councillors Burton, Miller, Shepherd, Swann and Taylor be the signatories to the Town Council's bank account.

168. Calendar of Meetings 2014/15

As the committee working group has yet to consider the frequency of meetings and a calendar for 2014/15 has not yet been compiled. In order to facilitate decision making in the short term Council agreed to schedule one cycle of meetings, the proposed dates are as follows:

Council	24 June
Planning, Highways and Transport	20 May, 17 June
Open Spaces	3 rd June
Resources	10 June

Chair's Initials

Cllr Taylor asked that Members put the above dates in their diaries.

Iminster Town Council

169. Mayor's Announcements/Engagements

- a) The Mayor made announcements relating to the Town Council and Mayoral activities and engagements which included
 - Open Spaces Walkabout date to be set.
- b) The Mayor's engagements between 8th April 2014 and 13th May 2014 were circulated with the agenda.

170. Police Report

A written Police Report for the Month of May was circulated with the agenda.

Discussions included the following:

- An explanation is needed of the phrase "Hard area PCSO's" as stated in Police Report.

171. Report from the County Councillor for the Iminster Division

The Members received the April 2014 report from the County Councillor with the agenda. The report highlighted County Council activities including flooding, highways and transport, children's centres, Somerset Governors' Strategy Group.

172. Reports from District Councillors

An email report from Councillor Goodall had been circulated via email to Councillors and an additional oral report was given at the meeting.

Items discussed as a result of these reports included:

- Government changes to the planning system. The 'freeing-up' of the planning system, it is suggested, will stimulate development and business. However this relaxation of rules and regulations will only be in place for a limited period 30 May 2013 until 30 May 2016.
- Councillor Goodall gave Council members an update on flooding. The District and County Council were aware of the problems experienced by residents of Ditton Street, Shudrick Lane and Station Road, in addition, there are areas such as Heron Way that have a knock-on impact on flooding within the town and so need attention. In the latter instance a solution has now be found and funding identified for its implementation.

173. Reports from Representatives on Outside Bodies

The Council received reports from Representatives on Outside Bodies which included the following:

Ile Youth Centre (Councillor Burton)

- The Youth Centre has been discussing promoting its activities by using a website.
- The Youth Centre hope to spend £3000 on repairs on the building and maintenance.
- The hall is available for hire.
- Additional income is being raised by charging £160 per year for car park spaces.
- A new cleaner has been employed for 8hrs a week.
- Advertising had commenced for extra Committee Members.
- Councillors were reminded they are welcome to attend any session.
- There has been an issue with underage drinking in the area of Ile Youth Centre, and a more visible police presence would be welcomed.
- The committee were frustrated at the time it took to receive the grant from Town Council.
- £400 was raised from Santa's Grotto on Victorian evening,

Chair's Initials

Ilminster Town Council

Wadham School (Councillor Shepherd)

- The Ofsted report would be released in the near future

174. Resources Committee

The Chair of the Resources Committee presented recommendations made by the Committee meeting held on the **29th April 2014**.

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 (a) satisfactory appraisal, and (b) completion and achievement of agreed objectives and training.
- (iv) That agency staff (obtained via the SSDC contract) are used as and when needed.
- (v) That subject to an apprentice grant being available, an Open Spaces Apprentice is recruited.

175. Recommendations regarding Open Spaces Review

The Council considered the recommendations regarding licences between the Town Council and the Sports Club.

RESOLVED that

- a) the new / revised licences for the Cricket and Football Club should be for a 25 year tenure.
- (b) The Clerk to present estimates from Solicitors for drafting the new licences to a future Council meeting.

176. Authorisation of Payments and Notification of Virements

The Schedule of Payments for authorisation was circulated with the agenda for Council's approval.

RESOLVED that the accounts listed in the schedules presented to the Council totalling £1,368.77 and 22,483.19 be approved.

177. Project Plan

The Council considered the progress on the project plan and whether any changes are necessary.

- Town Clerk reported the Contractor started work last week on the Cemetery boundary wall

178. Clerk's Updates

The Updates detailed below had been sent by email since the last Council agenda was published. No questions were raised or comments.

Chair's Initials

Ilminster Town Council

Number	Date	Topic
6/14	04.04.14	Local Plan Temporary Road Closure Bere Mills Lane and Watery Lane Donyatt Winterhay Lane Work on the Rec & Herne Hill
7/14	28.04.14	Annual Town Meeting Reminder June Funfair Police & Crime Commissioner newsletter Ilminster New Street Names Beech Tree Planting Staffing Winterhay Lane

Closed Session at 21:07 hrs.

179 Exclusion of the Press and Public

RESOLVED to exclude the press and public whilst further discussion on the Project Plan took place due to the confidential nature of the business to be transacted.

180. The Council discussed the possible acquisition of a small piece of land
RESOLVED that delegated authority is given to the Town Clerk to open negotiations with the Agent to acquire a small triangle of land off Canal Way.

The meeting closed at 21:20 hrs.

Chair's signature and date

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	

Town Council Action List Updated 10 June 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
			<p>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>		<p>3) 07.05.14 Bridgwater College have confirmed that they believe apprentice grant will be available</p>	
6.	13.05.14 T.C 174	Resources Committee Recommendation	<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</p> <p>(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	Added to Council Agenda 24.06.14	
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.</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	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	
8.	08.04.14 TC 142	Police Report	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	Joy		COMPLETE Email sent to Sgt Jameson 10.06.14

Town Council Action List Updated 10 June 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
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		

Town Council Action List Updated 10 June 2014

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	<p>RESOLVED</p> <p>(i) that the Council does not agree to the compromise suggestion and</p> <p>(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"</p> <p>Cllr Vjeh investigating if funding available from the County Council.</p>	Joy		Legal documentation received dated 02.06.14
14.	03.12.13 T.C 80	Emergency Flood Plan	<p>Cllr Vjeh investigating if funding available from the County Council.</p>	Cllr Vjeh		
15.	22.10.13 T.C 69	Project Plan	<p>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.</p> <p>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</p>	Cllr Goodall		
16.	Full Council 07.05.13	Item 12 Approval of Accounts	<p>The Town Clerk will investigate the 2 recommendations from the Internal Auditor</p> <p>A) that the accounting procedure for Reserves is reviewed.</p> <p>B) that a tagging scheme should be implemented to provide more physical control over our fixed assets.</p>	Joy/ Marilyn	<p>1) Internal Auditor to be discussed at F&P on 27.08.13</p> <p>2) Agreed to send out documents to suitable individuals/ organisations and wait to see what</p>	<p>COMPLETE</p> <p>Discussions took place during May 2014 internal audit with new auditors on correct procedures for dealing with</p>

Town Council Action List Updated 10 June 2014

No.	Meeting Date and Minute Number	Topic	Action (To Do)	Action By	Action Taken	Date Completed
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 Winterhay 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

Town Council Action List Updated 10 June 2014

No	Committee Minute Date and Topic	Resolution	Date Approved at Full Council Meeting	Progress to date
2.	<p>Byelaws TC 25.02.14</p>	<p>Resolved (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. (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>	25.02.14	<p>6) Regulation Committee decided Winterhay Lane Should be a Public Right of Way, awaiting for SCC to make order. 7) SCC have made an order. 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>

Recommendation from Resources Committee 29.04.14

RESOLVED to RECOMMEND to Council

- (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

Recommendations from Open Spaces Committee 3rd June 2014

RESOLVED to RECOMMEND to Council

To adopt and implement the draft volunteer policy.

NB: The draft policy and supporting documents were circulated to Councillors, for information, via email on 16th June 2014.

Committee Review Working Group
Town Council 24 June 2014

Recommended regarding the Planning Highways & Transport Committee

- (i) That the Planning Highways & Transport Committee meets monthly (to be approx. 10 days before any SSDC Area West Committee)**
- (ii) That all Councillors sit on the Planning Highways & Transport Committee**
- (iii) That the quorum for the Planning Highways & Transport Committee be 5 Councillors**
- (iv) That number 2 of the Planning, Highways & Transport Committee specific responsibilities is amended to read "Makes recommendations on behalf of Ilminster Town Council to Somerset County Council on highways issues such as parking, *traffic calming speeding traffic*, highway improvements, maintenance of verges *drainage*, and gullies"**
- (v) That a new specific responsibility is added to the Terms of Reference for the Planning Highways & Transport Committee "*To consider information received by the Town Council in relation to Road Closure Orders and makes relevant related comments to Somerset County Council*"**
- (vi) That a new specific responsibility is added to the Terms of Reference for the Planning Highways & Transport Committee "*To make suggestions and recommendations, when requested to do so by South Somerset District Council or developers, for street name for developments within Ilminster*"**

Recommended regarding the Resources Committee

- (vii) That the Resources Committee meets 6 times per year**
- (viii) That the meetings of the Resources Committee are scheduled to take place on the same evening as a Planning, Highways & Transport Committee and that one meeting will commence on the rising of the other.**
- (ix) That the Resources Committee comprises 9 Councillors**
- (x) That the quorum for the Resources Committee is 5**
- (xi) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*to agree and oversee the implementation of any policies and strategies for managing the weekly market*"**
- (xii) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*to propose fees to be charged to stall holders at the weekly market (the proposal to form part of the annual budget)*"**
- (xiii) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*To agree any arrangements relating to the tenancy of the cemetery lodge*"**
- (xiv) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*To consider the terms of each proposed sponsorship agreement e.g. locations, duration,*"**

size and type of sponsorship sign and decide the value and make recommendations to Council

Recommended regarding the Open Spaces Committee

- (xv) That the Open Spaces Committee meets monthly
- (xvi) That the Open Spaces Committee comprises 9 Councillors
- (xvii) That the quorum for the Open Spaces Committee is 5

Recommended Regarding Full Council

- (xviii) That Council meets monthly
- (xix) That a new specific responsibility is added to the Terms of Reference for Council "*to receive reports from the External auditor*"
- (xx) That a new specific responsibility is added to the Terms of Reference for Council "*To liaise with relevant organisations regarding issues relating to flooding at they affect Ilminster*"
- (xxi) That a new specific responsibility is added to the Terms of Reference for Council "*to elect the Chairs of Committees*"
- (xxii) That a new specific responsibility is added to the Terms of Reference for Council "*To appoint the Vice-Chairs of Committees*"

Introduction

1. At its meeting on 8 April 2014 the Council resolved that
 - (i) a working group is created to review the Committees comprising the Mayor, Deputy Mayor, the Chairs and Vice-Chairs of Committees and Councillors Shepherd and Storey
 - (ii) The working group will consider the committee terms of reference and the frequency of meetings and a make a report to full Council.
2. The Working Group met on 12 May 2014 with Councillors Goodall, Pallister, Shearman and Storey present.

Working Group Discussions

3. The Working Group discussed:
 - Topics that should be added to the existing Terms of Reference for Council and Committees
 - Minor amendments to existing Terms of Reference for Council and Committees to clarify
 - Membership of Committees
 - Advantages and disadvantages of all Councillors sitting and having voting rights at every Committee
 - Quorum
 - Frequency of meetings
 - Councillor workload
 - Officer workload
 - Practice in other Town Councils

Recommendations

The recommendations of the Working Group are given at the beginning of this report. It should be noted that not each recommendation was unanimously agreed but was agreed by the majority of the Councillors present the Working Group meeting.

Report prepared on 28 May 2014 by the Town Clerk on behalf of the Working Group

Agenda item 11

Ilminster Town Council - Meeting Timetable 2014-2015 (Approved by Council xxxx)

	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2015	FEBRUARY	MARCH	APRIL	MAY
MON												
TUES		1 Papers out for PHT	2 Council Papers out for PHT	3	4	5	6	7	8	9 PHT Resources	10 PHT Resources	11 PHT Resources
WEDS		2	3	4	5	6	7	8	9 PHT Resources	10 PHT Resources	11 PHT Resources	12 PHT Resources
THUR		3	4	5	6	7	8	9	10	11	12	13
FRI		4	5	6	7	8	9	10	11	12	13	14
SAT		5	6	7	8	9	10	11	12	13	14	15
SUN		6	7	8	9	10	11	12	13	14	15	16
MON		7	8	9	10	11	12	13	14	15	16	17
TUES	8 PHT	9 PHT	10 PHT	11 PHT	12 PHT	13 PHT	14 PHT	15 PHT	16 PHT	17 PHT	18 PHT	19 PHT
WEDS	4	5	6	7	8	9	10	11	12	13	14	15
THUR	5	6	7	8	9	10	11	12	13	14	15	16
FRI	6	7	8	9	10	11	12	13	14	15	16	17
SAT	7	8	9	10	11	12	13	14	15	16	17	18
SUN	8	9	10	11	12	13	14	15	16	17	18	19
MON	9	10	11	12	13	14	15	16	17	18	19	20
TUES	10 Papers out for PHT Resources	11 PHT Resources	12 PHT Resources	13 PHT Resources	14 PHT Resources	15 PHT Resources	16 PHT Resources	17 PHT Resources	18 PHT Resources	19 PHT Resources	20 PHT Resources	21 PHT Resources
WEDS	11	12	13	14	15	16	17	18	19	20	21	22
THUR	12 Open Spaces Walk	13	14	15	16	17	18	19	20	21	22	23
FRI	13	14	15	16	17	18	19	20	21	22	23	24
SAT	14	15	16	17	18	19	20	21	22	23	24	25
SUN	15	16	17	18	19	20	21	22	23	24	25	26
MON	16	17	18	19	20	21	22	23	24	25	26	27
TUES	17 PHT Resources	18 PHT Resources	19 PHT Resources	20 PHT Resources	21 PHT Resources	22 PHT Resources	23 PHT Resources	24 PHT Resources	25 PHT Resources	26 PHT Resources	27 PHT Resources	28 PHT Resources
WEDS	18 SSDC Area West	19 SSDC Area West	20 SSDC Area West	21 SSDC Area West	22 SSDC Area West	23 SSDC Area West	24 SSDC Area West	25 SSDC Area West	26 SSDC Area West	27 SSDC Area West	28 SSDC Area West	29 SSDC Area West
THUR	19	20	21	22	23	24	25	26	27	28	29	30
FRI	20	21	22	23	24	25	26	27	28	29	30	31
SAT	21	22	23	24	25	26	27	28	29	30	31	
SUN	22	23	24	25	26	27	28	29	30	31		
MON	23	24	25	26	27	28	29	30	31			
TUES	24 Council	25 Council	26 Council	27 Council	28 Council	29 Council	30 Council	31 Council				
WEDS	25	26	27	28	29	30	31					
THUR	26	27	28	29	30	31						
FRI	27	28	29	30	31							
SAT	28	29	30	31								
SUN	29	30	31									
MON	30											
TUES												

1	A COUNCILLORS	B	COUNCIL			E	PLANNING			OPEN SPACES			RESOURCES			PERSONNEL			TOTALS		
			Possible	Attended	Apologies		Possible	Attended	Apologies	Possible	Attended	Apologies	Possible	Attended	Apologies	Possible	Attended	Apologies	Possible	Attended	Possible
2																					
3	Austin	16	5	4	6	14	4	4	10	2	5	6	0	0	0	0	0	0	0	46	11
4	Burton	16	12	4	2	14	2	2	10	8	1	6	6	0	0	0	0	0	0	46	38
5	Goodall	16	15	0	1	14	13	1	10	10	0	6	6	0	0	0	0	0	0	46	44
6	Higgins (As from 24.09.13)	10	6	4	1	9	8	1	6	4	2	3	3	0	0	0	0	0	0	28	21
7	Keitch (As from 30.07.13)	14	12	2	4	11	7	4	7	6	1	4	3	1	0	0	0	0	0	36	28
8	Lawson	16	10	6	5	14	8	5	10	8	2	6	4	2	1	1	0	0	0	47	31
9	Miller	16	15	1	0	14	12	0	10	10	0	6	5	1	0	0	0	0	0	46	42
10	Pallister	16	14	2	3	14	11	3	10	9	1	6	5	0	0	0	0	0	0	46	39
11	Shearman	16	14	1	0	14	14	0	10	10	0	6	6	0	0	0	0	0	0	46	44
12	Shepherd	16	15	1	3	14	10	3	10	9	1	6	5	1	0	0	0	0	0	46	39
13	Sothorn	16	6	10	9	14	4	9	10	4	6	6	2	3	1	1	0	0	0	47	17
14	Storey	16	16	0	1	14	13	1	10	7	2	6	5	1	0	0	0	0	0	46	41
15	Swann	16	13	3	3	14	11	3	10	9	1	6	2	4	1	1	0	0	0	47	36
16	Taylor	16	12	4	4	14	10	4	10	9	1	6	4	2	1	1	0	0	0	47	36
17	Vijeh	16	15	1	1	14	12	1	10	8	1	6	4	2	1	1	0	0	0	47	40
18																					
19																					
20																					
21																					
22																					
23																					

Last Updated: 19.05.14

14th May - Current

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
A – Cemetery							
1	13	20/10/09	Lower cemetery wall	<p>Long term plan to be developed for the maintenance of the lower wall</p> <p>Visual inspection of wall running north north west (adjacent to access lane of neighbouring property) and cost of repair work obtained 15.10.13. To be considered by the Open Spaces Committee on 5 November 2013</p> <p>Contractor has visited site and report will be made to April O.S Committee regarding costs and timetabling.</p> <p>Order has been issued for the work 02.05.14</p> <p>Contractor started work to boundary walls week commencing 05.05.14</p> <p>Contractor will be doing work gradually during 2014</p>	Open Spaces to be advised of relevant parts of covenant.	April 2015	Goodall
2	7		Lower cemetery wall	<p>Reduction of pressure on cemetery lower wall.</p> <p>Nov 2012 - professional advice sought</p> <p>04.12.12 Council agreed that Town Clerk could obtain prices for dismantling the North West wall and proceed with the work based on the process obtained.</p> <p>03.09.13 Wall and railings dismantled, temporary fence in place.</p>	Agreement with neighbours.	Complete June 2015	Goodall

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
				<p>15.10.13 Quotations for replacement wall considered by Council 10.09.13. Site meeting held on 1 October, order has been placed for railings and delivery / erection will be 6-8 weeks ie end of November / beginning of December 2013 Railings erected w/c 06/01/14. Graduation of ground to take place when weather improves. Discussed with contractor 02.05.14, ground still too wet to undertake work.</p>			
B – Recreation Areas							
3	10	7/6/11	Additional land for recreational space.	<p>Chair of Open Spaces looking to provide recreational master plan. Open Spaces review group met 30.05.13 03.09.13 Land adjacent to Britten's Field not available from SCC. Open Spaces Review Group meeting 3rd and 4th September to interview potential Landscape Architects/designers and formulate recommendation to go to Council on 10.09.13. 15.10.13. Landscape designer has been appointed, will discuss initial thoughts with Open Spaces review Group on 15.10.13. Public Consultation booked for 7 November at Swanmead school</p>	Discussion with SSSDC to continue	December 2014	Goodall

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
4	8	7/5/11	Hammerhead land	<p>to take place over late afternoon and early evening</p> <p>08.01.14 Principles for masterplan agreed by Council.</p> <p>Acquire the Hammerhead land with the intention of converting it into a park area.</p> <p>Reviewed in Nov 2012 – Councillors requested item remains on action plan</p> <p>03.12.13 Town Clerk to write a formal letter to Mr Charles Clark to assist Councillor Shepherd.</p> <p>Town Clerk sent letter 20/01/14</p>			Shepherd
5	15	13/10/09	New Management Plan for Herne Hill	<p>The last management plan for Herne Hill was produced in 1995. Much has changed since then and a new management plan would be desirable.</p> <p>03.09.13 Work has started on a new document for Herne Hill to be two parts, a reference section about the various species to be written by the advisory group experts and management section which is being compiled by the Senior Open Spaces Warden and Deputy Clerk.</p> <p>First draft should be available November.</p> <p>Draft plan considered at O.S Committee 22.04.14</p>	<p>SWT to be contacted reference assistance in producing a management plan.</p> <p>Advisory Group met 12.03.13 and 04/03/14</p> <p>11.06.14 Committee Vice-chair, Deputy and Senior Open Spaces Warden met Forestry Commission rep who gave advice on tree maintenance and development of Management Plan.</p>	December 2014	Goodall
6	16	05/04/11 04/09/12	Bye Laws – omission to be rectified	<p>Amendment to be made and Byelaws re-sent.</p>		Dec 2013	Miller

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
				<p>Byelaws submitted to relevant Government Department for approval Nov 2012 – 20 Dec 2012 DCLG confirmed receipt and that their legal team is checking the ITC submission Chased - Week commencing 11.03.13, and again 03/06/13 & 10/06/13.</p> <p>Assistance requested from MP David Laws – awaiting a response</p> <p>15.10.13. DCLG could not find original application so duplicate sent. Response received from DCLG 7.10.13 suggesting some amendments to wording</p> <p>The changes to the bye-laws have been sent to DCLG.</p> <p>Received an acknowledgement. Waiting for a reply.</p> <p>On Council agenda for adoption 25.02.14.</p> <p>Byelaws advertised 19.03.14</p> <p>Town Clerk written to DCLG to confirm Byelaws 29.04.14</p> <p>10.06.14 Confirmation chased with DCLG - ITC should receive a response within the next month</p>			
7	4	6/9/11	Canal Banks	<p>To bring canal back to full working order.</p> <p>23.08.13 Chair of Open Spaces and Town Clerk met with SSDC Open Spaces Officer to discuss the possibility of obtaining S106</p>	Cllr Swann to advise on further steps if any	Review Oct 2014	Swann

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
C – Vision							
8	3	07/10/08 Revisited 17/5/11	Strategic Vision	To take the existing parts of the previous Strategic Vision revise it and complete it in a form which can easily morph into a Neighbourhood Plan. 03.09.13 The Master Plan for the Recreation Ground and Britten's Field (scheduled for approval December 2013) will be a key part of strategic planning.	SSDC hosting information evenings on Neighbourhood Plans in November 2012 – Town Clerk attended 27.11.12	December 2014	Goodall
9	22	05/01/10 Revisited 29/06/10	Silver Street Car Park	Investigate the feasibility of the creation of a car park to the rear of the building on the south side of Silver Street.	In abeyance until SSDC 2006 – 2026 Local Plan approved or rejected. (Comment by Cllr Miller)	Dependent on Action 10	Austin
D - Office							
E- Personnel (Wardens and Office Staff)							
F- Highways/Pavements Paths							
10		08.04.14	Drain Clearance and Gullies	Liaison with Somerset County Council and local residents.			Shearman
G – Miscellaneous							
11	21	19/05/09	Adoption of Lower Meadow, Canal Way Development	District Councillor Carol Goodall provided an update on SSDC adoption policy at the Open Spaces Committee on 13.08.13 (Minute OS 44 refers)	No target date yet from Persimmons for completion	23.11.12 Ch of Open Spaces Ctee has liaised with SSDC – who will not adopt until developer	

Ilminster Town Council Project Plan

No	Priority	Date Raised	Subject	Action	Milestones	Review/Action Date	Sponsor
						<p>has brought the roads, public spaces and footpaths up to the approved standard. No timescale is known for this work.</p> <p>At Council Meeting on 22.10.13 Cllr Goodall reported the developer has agreed to maintain grass and hedge rows twice a year.</p>	

ILMINSTER DIVISION - SCC COUNCILLOR REPORT MAY 2014

I am endeavouring to correct the many typos that seem to escape my attention each month... During May, across the county, town and parish councils have been holding their annual meetings, and what has become apparent is that the problems are all pretty similar - concerns over planning, lack of public transport provision, highway maintenance, speeding, fly tipping, and encouraging residents to be more involved by becoming councillors. I have raised particular concerns with the relevant authorities, with success in some cases, whilst other matters are ongoing.

COUNTY COUNCIL ACTIVITY

The appointment of the new CEO at SCC, Pat Flaherty, who had been acting in the role since the departure of his predecessor, has been welcomed by all sides.

Cllr. Leigh Redman has been appointed as leader of the Labour group at SCC.

Key decisions at this month's full council meetings at both District (which I was unable to attend) and County, involved the appointment of post holders and members to outside bodies.

There has been little change, except that I have re-joined SSDC's Regulation Committee.

I continue as a member of the Licensing Committee at SSDC and Cabinet support member for Children and Families at SCC (which includes membership of several related outside bodies), in addition to Scrutiny for Policies and People, Corporate Parent Board, Schools Forum and Chair of SS&L Advisory Board.

At SSDC the decision was taken to continue the current arrangement for sharing the CEO, Mark Williams, with East Devon DC.

HIGHWAYS

Highways officers continue to be pro-active in meeting with local representatives to resolve ongoing issues, although it has not yet been possible to arrange the promised meeting with Ilminster TC. Small improvement schemes confirmed for 2014/15:-

Donyatt	A358 Peasmarsh	Drainage
Chaffcombe	Summer Lane	Drainage
Ilminster	Blackdown View	Footway
Ilminster	High Street/Butts	Footway
Ilminster	Listers Hill	Resurfacing
Ashill	Old A358	Resurfacing

Disappointment has been expressed in relation to the ongoing closure of New Road/The Beacon due to subsidence, which is expected to continue for a further 9 months. I am awaiting response to queries on this.

During the month I met with residents of Kingstone/Dowlish Wake in relation to concerns over speeding at the jct. bend, where introducing speed restrictions and narrowing of the jct. have been proposed by highways.

Heavy HGV use along this road, and in the Cricket St. Thomas area, has been reported to the relevant authorities. I am still pursuing issues with school transport in the rural villages, and understand that SCC has now intervened to ensure provision starting in September. SSDC's Street Scene team reacted quickly, within 24 hours, to deal with several instances of fly tipping that have been reported locally.

During the bank holiday weekend a number of cars parked on the street in Ilminster were issued with parking tickets. After it was raised with me I have been endeavouring to challenge this, with little positive response so far, but will continue to pursue the matter.

PLANNING

Residents await the outcome of the inspector's report into the direction of growth for Ilminster in SSDC's Local Plan submission, as the hearing takes place in early June. I have asked to join SCC's task and finish group in relation to the proposed future sale of County farms.

HEALTH

As the Somerset representative for the RD&E, I attended the Devon County Show, and can report good membership results; it is increasingly important for constituents to join their local NHS FTs in order to influence decisions.

I have received confirmation of the decision to continue with stroke service provision at both Musgrove and Yeovil hospitals, for the time being, whilst the outcome of reviews in other areas of the country are received. There is the intention to ensure 24/7 cover between the two hospitals, although not individually, and the appointment of an additional consultant is planned.

Hospital car parking charges have been raised with me, where patients with long term conditions are seen to be a disadvantage when appointments take longer than planned.

In Broadway dog fouling is still at an unacceptable level and increased patrols are requested.

Confirmation has been received in relation to a further £5k available to me this year to support local Health & Wellbeing schemes. I am awaiting details of the criteria.

EDUCATION

SCC has now issued final details of the planned approach to providing free school meals for infants from September, where some schools will be required to contribute from school budgets intended for educational provision. More information on this is available if required.

SOMERSET GOVERNORS' STRATEGY GROUP

After interviews for the new Executive Officer took place, it was decided to withdraw the offer made, and the group is currently reflecting on future direction.

David Pugh, Chair of Governors of Neroche School, has come forward to join SGSG.

WILLOW SCHOOLS CO-OPERATIVE TRUST

The group continues to progress and expressions of interest have been received from other schools in the area who wish to consider joining the group.

SOMERSET IN CARE COUNCIL

I continue to support the group at their monthly meetings by organising and guiding their cooking activities as they move towards independent living.

SOMERSET RURAL YOUTH PROJECT

I met with the new CEO, Nik Harwood, for an update on plans for improved engagement with local youth activity, particularly in South Somerset, and will be arranging a meeting with interested parties in the near future. David Taylor, ex SCC, has been put forward as Chair of the board, with a decision yet to be made. The bid for Comic Relief funding has been successful.

POLICING

The police commissioner, Sue Mountstevens met with local residents this month, and confirmed that although there are plans to close down some stations, co-location plans are in place to ensure a continued local presence. Her focus for this year is on greater community engagement, and more victim support. **Grants up to £5k are available for local schemes.**

BROADBAND

Agenda No 21

Several local residents continue to have questions in relation to the planned rollout and timing of high speed Broadband provision, particularly in the outlying villages. Having raised this with the cabinet member, I am awaiting an update and will report further on progress.

Reports from Outside Bodies

Chamber of Commerce Report for June

Local Plan/Planning

There was general discussion about the impact of possible developments in the town. There were fears that Ilminster was in danger of becoming a dormitory town given the erosion of employment land. The question was asked whether we thought Swan precinct would ever be developed.

Concerns were also expressed regarding the continued and growing traffic congestion in the town centre.

The First Tuesday

This idea is being revamped with the introduction of a loyalty card. The proposal is that the card will be stamped when an unspecified, at the moment, sum of money has been spent. The full details have yet to be worked out but obviously the aim is to reward people for shopping locally.

Ilminster on the map for future funding Making it Local

A new bid for European funding is being prepared and a number of people in Ilminster have been invited to attend a Making it Local Meeting, including representatives from the business community. Members of the Chamber of Commerce plan to meet on Monday 16th June at 5.30 in the Dolphin to consider ideas that might enhance and increase the number of visitors to the town. The following suggestions were raised at the Commerce meeting: a coach park, signage on the A303 and information leaflets about the town.



Swanmead Community School Headteacher's Report to the Town Council

Current Numbers on Roll: 257

Projected Numbers on Roll for future years

September 2014	-	272
September 2015	-	270
September 2016	-	292
September 2017	-	306
September 2018	-	326

Current attendance figure – 96.17%

Achievement

Over the last two years the School has significantly increased the rates of progress children make throughout the School in Reading, Writing and Maths.

Percentage pupils achieving four points progress over the School year			
	2011/2012	2012/2013	2013/2014 Predicted
READING	46%	70%	80%
WRITING	68%	76%	80%
MATHS	70%	76%	90%

Ofsted

The School was deemed as 'Requiring Improvement' in September 2012 and is currently awaiting its follow up visit in order to attempt to secure a positive 'Good' judgement. Through its work over the last two years, Swanmead has judged itself as 'Good' within its own self-evaluation.

Development Work

- Summer 2013 - onsite garden/allotment facilities
- Autumn 2013 - new windows throughout the School
- Spring 2014 - new School Reception/Front Office refurbishment
- Summer 2014 - Projects Planned

- New ICT Suite opening
- Art Room re-development
- Girls' Toilets refurbished throughout
- KS3 locker rooms and area refurbished

Latest News/Successes

- School wins the national 'Consortium Display of the Year' competition
- Swanmead has a new Accelerated Reader system where children read books, go online, do quizzes, get points, win prizes
- New Reader of the half term awards
- New look Newsletter – The Swanmead Pen
- Successful Residential Trips to Cardiff and Great Wood
- Successful Parents' Group (SCOFF) ran a well-supported Quiz and Auction
- Successful joint training day held with Greenfylde School at Dillington House on 2nd June.

Up and Coming Events

SCOFF BBQ – June 27th – 6.00 p.m.

Awards' Evening – July 17th – 7.00 p.m.

Things you maybe didn't know

- Every Swanmead child receives at least 3 hours of time each year out of the classroom to help in the Greenhouse, Pond or Allotment as part of their Curriculum.
- Swanmead, along with the other 35 Secondary Schools in Somerset, is signed up for 'The Somerset Challenge', a county wide initiative to drive up standards of attainment.
- Headteacher, Mark Walker, is the Vice Chair of the National Middle Schools Committee

Ilminster Forum Meeting
2nd June 2014 - 19:00

Market Towns Investment Group

Floral tubs have been removed, Belfast sinks still in place
Library now has a metal seat - requires installation (6ft)

Visit Ilminster

Website updated with dates of upcoming town events.

Lions fete

The forum group promoted the town app at the Lions fete, town guide, walk maps.

Saturday market

4 stalls, Vaughan Lee was the charity stall. Hoping for good turn out at Ilminster
Experience market.

Marketing Ilminster

Sedgemoor board, working with the Rotary on the contents and location of the board.

Party on the Park

Requires big bin bags.

Supper Club

Celendines looking at doing something in July.

Litter Pick

Volunteers continue to pick up litter 168 bags in total. Partial pick in Swan precinct.

Town APP

Various changes to the application user interface are planned. Thinking of ways to
improve usage and promotion of app.