

ILMINSTER TOWN COUNCIL

Council Offices
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Town Clerk: **Joy Norris**



Date: 15th October 2013

Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 22nd October 2013** in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30 hrs.

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

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 **10th September 2013** as a correct record.(minutes attached)
 - b) To confirm the minutes of the meeting held on **12th September 2013** as a correct record.(minutes attached)
 - c) To consider the office Action Plan relating to the Town Council Meetings. (action plan to follow)
4. **Mayor's Announcements/Engagements**
 - a) The Mayor will make announcements relevant to Town Council and Mayoral activities and engagements
 - b) The Mayor attended the following engagements between **10th September 2013** and **22nd October 2013**.

- “Battle of Britain” Memorial Service at The Minster – 15th September
- The Opening of Iminster WellBeing – 21st September 2013
- Children’s Carnival - 28 September 2013
- Performance of “Calendar Girls” with the Mayor of Chard – 4th October 2013
- Iminster Carnival – 5th October 2013
- Iminster & District Twinning Association with guests from Riec sur Belon at the Windwhistle Golf Club – 6th October 2013
- Marshall Herbert’s Funfair “Freedom of the Fair”, Chard – 10th October 2013
- Chard Town Council Carnival – 12th October 2013
- Deputy Mayor attended Iminster Entertainment Society (IES) Celebration of the newly refurbished Premises – 18th October 2013

5. Police Report

Iminster Beat Report. (To follow)

6. Report from the County Councillor for the Iminster Division

To receive a report from the County Councillor (report attached)

8. Report from District Councillor

To receive reports from District Councillors
(no written reports had been received at the time the Agenda was published)

9. External Audit Report

To receive the Report from the External Auditors and agree any actions that are required. (report attached)

10. Appointment of an Internal Auditor

The Town Council is required by law to appoint an Internal Auditor. Quotations have been received from 4 organisations for providing an internal audit service to the Town Council. Council is asked to consider the quotations and agree how it wishes to proceed. (report to follow)

11. Adoption and Implementation of a Sponsorship Policy

The Open Spaces Committee at its meeting on 23 July 2013 recommended that the Council consider adopting and implementing a sponsorship policy; a draft is presented for the Council’s consideration. (Draft Policy attached)

12. Reports from Representatives on Outside Bodies

To receive reports from Representatives on Outside Bodies.

A) Chamber of Commerce (report attached)

B) Somerset Association of Local Councils (report attached)

13. Authorisation of Payments and Notification of Virements

(A) The Schedule of Payments for authorisation is attached for Council’s approval.(schedule to follow)

(B) Neither the Town Clerk or any Committee has agreed any virements since the last meeting of the Town Council

14. Project Plan

To consider progress on the project plan and whether any changes are necessary.(Project Plan attached)

15. Clerk's Updates

The following Clerk's Updates have been sent by email since the last Council agenda was published.

Number	Date
19/13	18 September 2013
20/13	27 September 2013
21/13	4 October 2013

XX

Reminders

Meetings

- 29th October Planning, Highways and Transport Committee/Budget
- 5th November Open Spaces Committee
- 7th November Open Spaces Public Consultation Swanmead School
- 10 November Remembrance Sunday Civic Service
- 19th November Resources Committee
- 26th November Planning Highways and Transport Committee

ILMINSTER TOWN COUNCIL MINUTES

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, North Street Ilminster on Tuesday 10th September 2013 at 19:30hrs

Present

Chairman: Cllr E Taylor

Councillors: Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr V Keitch, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey and Cllr L Vijeh.

In Attendance: Miss N McIntosh (Administrative Assistant), Miss J Norris (Town Clerk)

Members of the Public: 10 members of the public attended.

37. Apologies for absence

Apologies of absence were received from Cllr Austin, Cllr Turner and Cllr Swann.

38. Declarations of Interest

Name	Agenda No	Topic	Type of Interest	Nature of Interest
Cllr S Shepherd	7	Landscape designer	Personal	Rep on Cricket Club Abstained - Did not vote
Cllr D Miller & Cllr P Burton (Chair & Vice-Chair)	9	Governance Documents	Personal	Abstained - Did not vote

39. Minutes

RESOLVED

(a) that the minutes of the meetings held on 30th July 2013 be confirmed as a correct record.

(b) that the minutes of the meetings held on 15th August 2013 be confirmed as a correct record subject to the second bullet point of minute 36 being amended to read "The report from the authorised dealer suggests that the cause of the incident was an electrical fault"

(c) To note the Action Plan relating to the Town Council Meetings.

Issues discussed regarding the action plan included:

- **Byelaws** – The Clerk reported that the Department for Communities and Local Government (DCLG) have contacted the Town Council Office but DCLG have no trace of our original application, a copy has been sent (09.09.13) and we are now awaiting a response.

40. Mayor's Announcements/Engagements

A report on Mayoral activities and engagements and recent Town Council achievements and activities was circulated with the agenda.

41. Christmas Decoration of the Market House

The Council considered a request from Ilminster Christmas Lights Committee for permission to add led lighting to the Market House. Councillor Pallister reported on the proposed works.

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

RESOLVED that: Christmas Lights Committee be given permission to add led lighting to the Market House subject to adequate Insurance and that a full risk assessment is carried out prior to works.

42. North West Cemetery Wall Quotations

The Council were asked to consider the quotations received for erecting a replacement boundary wall in the North West corner of the Cemetery and to decide to whom the contract be awarded.

RESOLVED that:

- a) That the Town Council's preferred option is for railings to be erected
- b) That the Contract to erect railings be awarded to Paul Hadderton Groundwork.
- c) That a sample of the proposed railing is obtained and a meeting held with the Cemetery neighbours to discuss the proposed work.

43. Appointment of Landscape Architect/Designer

The Council considered the recommendation from the Open Spaces Review Group

RESOLVED that Red Bay Design are appointed to assist the Open Spaces Review Group with the development of a Master Plan for the Recreation Ground and Britten's Field.

Administrators Note: Being the Cricket Club representative on the Open Spaces Review Group Cllr Shepherd abstained from voting.

44. Party on the Park 2014

The Council considered a request from Ilminster Party on the Park to hold an event on the Recreation Ground on Sunday 24th August 2014.

Issues discussed during consideration of this item included:

- The event will be run by a stand-alone volunteer committee
- The Town Council will not be asked to make any financial contribution to the event
- If the Town Council agrees to use of the Recreation Ground with no hire fee, the Council will be acknowledged as a partner in any publicity material

RESOLVED that Ilminster Party on the Park are given permission in principle to hold an event on the Wharf Lane, Recreation Ground on Sunday 24th August 2014.

45. Ilminster Town Council Governance Documents

(Committee Terms of Reference, Financial Regulations, Scheme of Delegation, and Councillor Role Profiles)

Councillors had indicated they wished to review the decision making process with a view to improving the timeliness of decisions and having greater clarity over the roles and responsibilities of Committees and Councillors. A suite of new governance documents had been drafted to try and meet these aspirations and were presented to the meeting for consideration and approval.

RESOLVED

- (i) That the Committee Terms of References as appended to the Minutes is adopted and implemented with immediate effect

Chair's Initials

ILMINSTER TOWN COUNCIL MINUTES

- (ii) That the Scheme of Delegation as appended to Minutes is adopted and implemented with immediate effect
- (iii) That Financial Regulations are amended to reflect (i) and (ii) above vis sections 2 & 3
- (iv) That the Councillor Role profiles are adopted for guidance and information purposes.
- (v) That the Town Council policies are amended to reflect the new Governance documents approved in (i) – (iii) above
- (vi) That the current Chair and Vice-Chair of the Finance & Policy Committee be the Chair and Vice-Chair respectively of the Resources Committee.

46. **Email Committee Papers**

The Council were asked to consider and approve the service of Council and Committee Agenda's and accompanying documents by email.

Issues discussed during consideration of this agenda item included:

- The naming of any attachments to the email agenda must make it clear what the document is
- It may be necessary to send multiple emails with attachments for the same meeting, in order to make the email size manageable
- Where multiple emails are sent they will be numbered sequentially and include the total e.g. 1 of 4
- Councillors may still request to receive a paper copy of agendas and reports – a list of Councillors requiring paper copies will be maintained in the office

RESOLVED that, with immediate effect, the Council will serve the summons to attend Council and Committee meetings by electronic means.

47. **Police Report**

There were no reports received from the Ilminster Beat Officer.

48. **Reports from County Councillors**

County Councillor Linda Vjeh submitted a written report which was circulated with the agenda.

As a result of the report the following issues were discussed:

- Vegetation and overgrown hedges around the town, especially along Canal Way and New Road requiring maintenance. Cllr Vjeh reported that the County Council have been made aware of this
- That hedge on New Road may be Dillington Estates responsibility.
- The possibility that in the 1980's the County Council and Town Council made an agreement for maintenance of the hedge bounding Canal Way and the Recreation Ground

49. **Report from District Councillor**

District Councillor Goodall provided an oral report. The key points of which were

- A new Planning Guidance Website has recently been set-up
- The developer of the Land at Canal Way has submitted a revised planning application which includes an increased number of dwellings.

Chair's Initials

**ILMINSTER TOWN COUNCIL
MINUTES**

50. Open Spaces Committee

The Chair of the Open Spaces Committee presented the recommendations made by the Committee meeting held on 13th August 2013.

In order to enable members of the public to speak, the Chair suspended the meeting.

A member of the public queried the proposed work regarding the Open Spaces in Ilminster, especially the Recreation ground and Britten's Field. The Mayor informed members of the public that no decisions had been made on future layouts or the provision of equipment. The first stage of the open Spaces Review had collected information and suggestions from people who use or work in and around the open spaces. The next stage, as discussed earlier in the meeting, was the appointment of a Landscape Designer to assist in the development of a master plan which will include layouts for play and sports provision. The Mayor assured the public there would be public consultation based on the Landscape Designer's suggestions.

The Chair resumed the meeting.

- **Provision for seats and bins**

RESOLVED that:

- (i) 4 dog bins are purchased at a cost of £420
- (ii) 6 bins are purchased at a cost of £2317.02
- (iii) 6 benches and one set of slats are purchased at a cost of £2000
- (iv) that the funding of (i) – (iii) above is taken from the renewals budget provision

- **Herne Hill Advisory Group**

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.

- **Parking Restrictions in West Street**

RESOLVED that the Town Council supports the recommendation to lift the parking restriction from the 6 bays in West Street.

- **Water Supply at the Cemetery**

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.

51. Finance & Policy Committee

The Chair of the Finance and Policy Committee provided an oral update on relevant matters and present recommendations made by the Committee meeting held on the 27th August 2013.

- **Grant Application – Ilminster Entertainment Society**

Chair's Initials

**ILMINSTER TOWN COUNCIL
MINUTES**

RESOLVED that a grant of £500 be awarded to the Ilminster Entertainment Society for funding towards the costs of redecorating and refurbishing the foyer of the Warehouse Theatre.

- **Revenue Subsidy Grant Application**

RESOLVED that:

- a) Ilminster Youth Club is awarded an amount of £2,500 this year towards the running costs of the club and a commitment of an amount not less than £2000 will be made for the year 2014/15.
- b) The £2,500 this year will be taken out of the grant fund and the amount for next year will be agreed when the budget is set for 2014/15.
- c) A service level agreement will be set up between the Town Council and the Youth Club if they are to receive this funding.

- **Mayor's Chain**

RESOLVED that the mayoral chain of office is engraved with the names of the previous mayors at a cost not exceeding £350.

52. Planning Committee

The Planning Committee met on the 20th August 2013 and there were no recommendations for the Council to consider.

53. Reports from Representatives on Outside Bodies

Reports were received from the following representatives on Outside Bodies.

Chamber of Commerce - A written report was submitted by Cllr Goodall and circulated with the agenda.

Christmas lights Committee – Cllr Pallister informed the Council of the Committee's Annual General Meeting which discussed the need for item 5 on the Council agenda for 10th September.

Youth Club – Cllr Burton reported on the Youths Clubs activities and the matters discussed at a recent meeting he had attended with Cllr Shearman. Recent activities included Youth Club Car park maintenance and improvement, the development and improvement of hall facilities, and the advertisement for committee members. The Youth Club is seeking funding and has submitted three separate grants to local charities. A lot of activities were run over the summer time and the Youth Club hopes to be involved in this year's Victorian Evening.

Alzheimer's Society, Dementia Befriending – Cllr Sothern reported on a meeting she attended as a representative and informed the Council that the organisation was currently seeking volunteers to be involved in the new befriending Service for people living with dementia in Chard, Crewkerne and Ilminster, Cllr Sothern asked for a copy of the advert be advertised on the Town Council's Notice Board.

54. Authorisation of payments

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 £14,976.19 and £6,512.36 be approved.

Chair's Initials

**ILMINSTER TOWN COUNCIL
MINUTES**

55. Project Plan

The Council considered the progress on the project plan.
The Town Clerk advised that a meeting had taken place the previous week with the Skatepark contractor to discuss the outstanding snagging issues

56. Clerk's Updates

The Clerk's Updates which had been sent by email since the last Council meeting were brought to the attention of Councillors.

The meeting closed at 10:04 hrs.

Chair's Signature & Date

**ILMINSTER TOWN COUNCIL
MINUTES**

Minutes of a meeting of the **TOWN COUNCIL** held in the Council Chamber, Ilminster on Thursday 12th September 2013 at 19:30hrs

Present

Chairman: Cllr L Vijeh,

Councillors: Cllr P Burton, Cllr C Goodall, Cllr V Keitch, Cllr A Lawson, Cllr D Miller, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr J Sothern, Cllr S Storey

In Attendance

Officers: Miss J Norris (Town Clerk).

1. Apologies for absence

Apologies for absence were received from Councillors Austin, Swann, and Taylor.

2. Declarations of Interest

No declarations of interest were made in respect of any item on the agenda

3. Co-option of Councillors

The Town Clerk informed the Councillors of the voting requirements for co-option, for the filling of the casual vacancy on the Town Council.

Three people had submitted application forms and all had signed their declaration of eligibility.

Each candidate had five minutes to give a short presentation about themselves and why they wanted to be a Councillor. Councillors then asked each candidate the same 5 questions. At the conclusion of the standard questions Councillors were asked if they had any further questions based upon the Candidate's application form and / or presentation.

RESOLVED that Mr Vernon Higgins be co-opted to the casual vacancy.

Note: Councillor Goodall abstained from voting.

The meeting closed at 21:11 hrs.

Chair's Signature & Date

COUNTY COUNCILLOR REPORT – SEPTEMBER 2013

ADDITIONAL RESPONSIBILITIES

Since my last report I have been asked to become the County Councillor's 'knowledgeable' person, particularly in relation to school admissions and exclusions. In addition to this, I have been appointed SCC's representative on the Somerset Rural Youth Project.

MEMBER DEVELOPMENT PANEL

Member induction continues. As a member of this panel I have attended meetings in relation to skills audits of all members to ensure they have the necessary support to perform effectively.

SALE OF DATA

I have been asked to raise the issue of whether or not data is being sold onto third parties, as there is a feeling that the increase in nuisance calls is linked to this. I am awaiting a response from SSDC.

LOCAL ASSISTANCE SCHEME

I have met with the officer concerned about how applications are processed now that SCC has taken over, since abolition of the Social Fund in April. Access to the service is now provided by CAB. I have asked officers to consider using a free phone number to aid applicants at a financial disadvantage.

COMMUNITY PAYBACK

Supervised teams of young offenders start work in four villages in October, carrying out tasks such as litter picking, weeding and painting, at a cost of £50 per day, with SSDC contributing materials. A planned work schedule has been submitted, and it is hoped to continue this in other areas.

FLOOD MITIGATION FUNDING

During the recent round of funding applications Ilminster were successful in their bid. Donyatt were however disappointed at not gaining the funding they sought and there are ongoing concerns about the possible impact, and cost, should there be flooding this winter. SCC is the lead authority in relation to flooding issues, but it is not responsible for remedial action.

CAPITAL INVESTMENT

Across the county a £400m. capital programme has been achieved, with no additional borrowing. This is in part due to the allocation of central government grant funding.

HIGHWAYS/TRANSPORT

The issue of the lack of school/college transport from local villages has been raised, and I have taken this up with the cabinet member to find a resolution. A review of school transport is ongoing, with changes planned to support deprived families.

The £30m. Atkins contract has now been taken over by Skanska, which is felt to be a positive move, given their road building experience.

I have had several discussions with highways with regard to ongoing issues, particularly in relation to complaints received about parking at the top of New Road around The Beacon, Ilminster.

A further meeting has been arranged to discuss speeding at the corner of Pound Road in Horton.

Canal Way, Ilminster – there have been a number of complaints with regard to reduced visibility, and footpath access as a result of the overgrown hedge. I have attempted to pursue this with little success so far. Apparently a previous contract with SSDC to maintain the hedge has now ended and the new contract holders have a less prescriptive contract. The responsibility for the maintenance of the hedge also seems to be in question, with enquiries yielding little result so far.

At the request of a local resident, I attended a meeting at Heron Way in relation to the ongoing maintenance and upkeep of the roundabouts and verges on the development. SSDC's Street Scene team are confident that the area concerned is unadopted, and therefore not required to maintain it.

Highways have produced a list of proposed structural maintenance schemes for the year 2013/2014, identified by means of mechanical surveys, data screening (potholes, flooding, cracking etc) and engineering officers. Details of schemes are available on roadworks.org (<http://roadworks.org/>).

RIGHTS OF WAY

Winterhay Lane, Ilminster – an additional report was released in mid-Sept., which was due to go before Regulation at the beginning of October. This has now been postponed to allow the new post holder to become properly acquainted with its content. It is still expected that the application will go to Regulation before the end of the year.

Old Way Lane, Dowlish Wake – I have been requested to obtain an update from the Rights of Way Officer with regard to the situation here, and await response.

EDUCATION

There is a greater need for accountability and £1m. has been made available for the 'Somerset Challenge', aimed at secondary school improvement, where the key focus remains GCSE results.. Primary school performance is now 3% above national ave., recovering from its previous low level. I have had two meetings with Julia Ridge, Commissioner for School Places, to discuss my planned role as SCC's 'Champion of the Child', which will include school admissions and exclusions. All sectors of the local community are encouraged to become involved, particularly elected members. Strong focus will be on those children eligible for Free School Meals and access to school uniforms, materials and academic performance. The role of governors, and their level of responsibility for all issues in relation to the children in their schools, is becoming more important and already one local school has appointed a governor to take on the local 'champion' role.

Concerns have been expressed where there is no longer a requirement for school governors to be vetted. However, schools are strongly advised to put in place their own standards for this.

CORPORATE PARENT GROUP (CPG)

A report was given on looked after children, in particular those that go missing, where there are concerns over the current tracking and response mechanisms in place for this. Plans are being put in place to address this, and other issues raised during the recent OFSTED inspection; to improve quality of management and support of front line staff, which will involve some re-structuring and increased partnership involvement. Handover protocols, which are in place, are not being adhered to. At a recent meeting of the CPG youth representatives from Somerset InCare Council gave a presentation to SCC members outlining their activities, which includes an outward bound type weekend at the end of October, which I have been invited to join.

Plans are in place to train members to assist in Regulation 33 inspections of children's homes.

HEALTH

There are plans to introduce the 'Symphony Project', based around person-centred coordinated care across all agencies, with SSDC being the pilot for this. There will be more focus on prevention, the 'Friends and Family' test, and shared records, enabling just one assessment. The greatest risk to long term health is obesity, and the introduction of free health checks for over 40s is intended to help as a preventative measure.

CHILDREN'S CENTRES

A review of Children's Centres is underway (until 28/10) and everyone is urged to participate. The link for this is <http://www.somersetconsults.org.uk>. I have a visit to Ile Valley planned for next week.

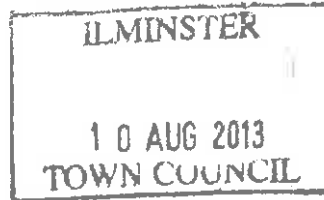
ADULT CARE

Ongoing discussions are taking place with officers in relation to financial assessments and care management, particularly for adults with learning difficulties. A meeting with parents/carers is planned to directly address their specific issues and I have a further meeting with officers this coming week.

SOMERSET RURAL YOUTH GROUP

I have met with the Chair, David Clitheroe, to look at ways in which our local youth can benefit from their funding and assistance. There is a clear need for more direct local youth and parental involvement and greater publicity for services that can be accessed, for example the moped loan scheme, and the mobile youth centres.

Dillington House – as a result of enquiries from local businesses in relation to funding for them, I have had a lengthy meeting with Wayne Bennett and am informed that, despite suffering from recent cut backs and the recession, the property continues to operate without any local authority subsidy.



Local Councils in England

Annual return for the year ended 31 March 2013

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2013.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2012/13 for

ILMINSTER TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2012	31 March 2013	
	£	£	
1 Balances brought forward	263823	244090	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	148110	205873	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	28321	51002	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	101562	108369	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	94602	157967	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	244090	234629	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8 Total cash and short term investments	256243	243814	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March -- to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	639786	784313	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES NO	YES NO	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)
	✓	✓	

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Top Name

Date 10/06/13

I confirm that these accounting statements were approved by the council on this date:

07/05/2013

and recorded as minute reference:

MINUTE 12

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 10/06/2013

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

ILMINSTER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed –		means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference


MINUTE 12

dated 07/05/2013

Signed by:

Chair

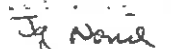
dated


10/06/2013

Signed by:

Clerk

dated


10/06/13

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2012/13 to

14 MINSTER TOWN COUNCIL


The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered
A Appropriate books of account have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			NA

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit J & F HOLLAND

Signature of person who carried out the internal audit  Date 1/5/13

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

Completion checklist – No answers mean you may not have met requirements		Dates?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All green boxes completed by internal audit and explanations provided?	✓

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

**Ilminster Town Council
Audit Report for the year ended 31 March 2013**

**Other matters not affecting our opinion which we wish to draw to the attention
of Ilminster Town Council for the year ended 31 March 2013**

Section 2

We note that the council has undertaken a limited risk assessment. Risk management is not just about insurance. It is about achieving the objectives of the parish council to deliver high quality public service. Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, members should: -

- take steps to identify the key risks facing the parish council
- evaluate potential consequences to the council if an event identified as a risk takes place; and
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences. This might involve insurance or the implementation of internal controls.

More guidance on risk management can be found in the NALC / SLCC publication "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

The Parish Council has not documented its internal controls. The Parish Council should ensure that internal financial controls are fully documented and periodically reviewed.

Section 1 Box 9

For the year ending 31 March 2013, £784,313 was entered into box 9. However the this was overstated by £29,100. Therefore the correct figure for box 9 is £755,213.

Accounting for Fixed Assets

It has come to our attention that Box 9 of Section1 of the Annual Return – the Accounting Statements includes fixed assets have been revalued.

Local councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments, etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy, it should not be adjusted for annual changes.

Guidance on accounting for fixed assets is available in the NALC / SLCC publication Governance and Accountability for Local Councils – A Practitioner's Guide 2010 (paras 3.61 – 3.62).

Internal Financial Controls

The Parish Council has not fully documented its internal controls. The Parish Council should ensure that internal financial controls are documented and periodically reviewed.

Financial Regulations

It has come to our attention that the Financial Regulations have not been regularly reviewed. It is good practice for the Financial Regulations to be periodically reviewed.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 5/9/13

Our ref SOM152

**Ilminster Town Council
Sponsorship Policy and Procedure
Approved by Council XXXXXXXX**



Policy

1. In the context of this policy, sponsorship is a contribution, financial or in kind, to the costs involved in a project or activity in return for advertising:
2. **(a)** The Town Council may seek and accept offers of sponsorship **(b)** The Town Council may provide sponsorship
3. The Town Council will endeavour, where possible and appropriate, to work in partnership with local and national businesses to identify opportunities for sponsorship that will be of mutual benefit.
4. The Town Council will not enter into sponsorship agreements with any business which is in legal or financial conflict with the Council or which connects the Council with any political party or pressure group.
5. Sponsorship agreements must not be regarded by any business as a means of gaining favourable terms from the Town Council in relation to any of the Town Council's functions or activities.
6. The Town Council should only seek to enter into sponsorship agreements with businesses whose values, practices and products are not in conflict with any agreed Town Council policy, procedure or viewpoint.
7. The Town Council reserves the right to refuse any offer of sponsorship
8. The Town Clerk will maintain a list of all sponsorship agreements.

Procedures

Ad Hoc Requests to Provide Sponsorship for a Town Council Project or Activity

9. The Town Clerk will liaise with potential sponsors to establish the relevant information e.g. the nature of the sponsorship, location(s), proposed duration of the agreement
10. The sponsor is responsible for submitting a sign design for approval by the Town Council and obtaining the agreed signs
11. Before the proposal is considered by the Resources Committee, The Town Clerk will
 - check to ensure that the potential sponsor is not in legal or financial conflict with the Council
 - consult with the Trading Standards Office to determine whether the potential sponsor is known to operate in a manner that may be considered as

prejudicial to the best interests of consumers or in breach of any trading standards legislation.

12. The Resources Committee will be 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
13. The Town Council (full Council meeting) will decide whether or not to enter into the sponsorship agreement.
14. The Town Council is responsible for arranging the erection / display of the agreed signs

When the Town Council is seeking to obtain Sponsorship for a Town Council Project or Activity

15. The relevant Committee should identify at the outset the sum which they are seeking to raise
16. The relevant Committee should determine any set parameters for the sponsorship agreement and which terms are open for negotiation
17. Information on Town Council projects seeking sponsorship will be available on the Town Council website. In cases where it is proposed that more than £10,000 should be raised from a sponsorship deal, additional steps may need to be taken to advertise the opportunity to potential sponsors(to meet Financial Regulations).
18. Before approaching potential sponsors the Town Clerk will
 - check to ensure that the potential sponsor is not in legal or financial conflict with the Council
 - consult with the Trading Standards Office to determine whether the potential sponsor is known to operate in a manner that may be considered as prejudicial to the best interests of consumers or in breach of any trading standards legislation.
19. The relevant Committee will consider the terms of any proposed agreement and make recommendations to the Town Council
20. The Town Council (full Council meeting) will decide whether or not to enter into the sponsorship agreement.

Town Council Providing Sponsorship or Support

21. Opportunities exist for the Town Council to support local organisations, activities and events by making a contribution either financial or in kind.
(Note: Financial support is likely to be through the Town Council's grant policy).
22. Before the proposal is considered by the relevant Committee, The Town Clerk will

- check to ensure that the potential sponsor is not in legal or financial conflict with the Council
- consult with the Trading Standards Office to determine whether the potential sponsor is known to operate in a manner that may be considered as prejudicial to the best interests of consumers or in breach of any trading standards legislation.

23. The relevant Committee will consider the terms of any proposed agreement and make recommendations to the Town Council. As a standard part of the agreement, the recipient organisation must clearly state on their literature that the event / activity is being supported by the Town Council.

24. The Town Council (full Council meeting) will decide whether or not to enter into the sponsorship agreement.

DRAFT

Report for Full Council - Chamber of Commerce Meeting 9th October 2013

1. The Fair Trade Update Report informed the Committee that presentations on Fair Trade had been made to Greenfylde School, to members of the Minster Church and the Town Council. The School and Church have already committed to being fair trade organisations and a decision is awaited from the Council.
2. Membership New retailers are being asked to become members. There was also discussion the membership fee.
3. Member events The iCloud Seminar has been moved to November. The discussion on future events resulted in a decision to produce a Programme of Member Events which would go out in the New Year. Humphries Kirk have agreed to do some seminars.
4. Town Council Report The Chamber Members were informed of imminent retirement of the District's Thursday Market Co-ordinator and that the Town Council had been asked if they would like to take responsibility for the running of the market. The question was asked of the Members whether or not they were in favour of having a market in the town. There was a favourable response but one that came with conditions. They felt having a market in the town was fine as long as it was vibrant, interesting, and brought people into the town. They wanted a market that created 'a buzz'. They were not too happy with the fact that some market traders are selling the produce as some of the shops (fish, pet food, and of course plants). They also commented on the amount of space taken up by one trader and that he stays beyond the allocated time for the market.
5. Ilminster in Bloom The new hanging baskets were proving to be excellent value.
6. First Tuesday Discussions are still ongoing as to how to invigorate First Tuesday.
7. Victorian Evening Meetings have and are being held and plans are moving forward. However there are indications that in the future there may be a need for attention to safety/planning documentation.

SALC ANNUAL GENERAL MEETING – Saturday 28th September 2013

1. This was in Somerton and was attended by, I would guess, about 100 persons. Someone just walking into the hall might have imagined that the audience were members of Saga about to be briefed on a holiday, as none appeared to be below pensionable age. The two competing for youngest there appeared to be the SALC lady and John Osman, aged 37, Leader of SCC, who was there to brief us.
2. There was a well earned tribute to Peter Lacey who died in April.
3. The AGM itself was scheduled to last 30 minutes and actually lasted for 50, with nothing of moment said, and achieved the normal election of officers.
4. It was noted that the financial viability of SALC had been assisted by £10,000 from training sessions for 650 councillors and by the use of e-mail rather than paper.
5. John Osman spoke emphasising that £100M had been removed from their budget by central government and that a further £106M of extra savings was being sought. When he advised Pickles that Somerset needed more money Pickles said that John Osman would be on his 3rd Saga holiday (I took this to be in 16+ years time) before any more money was forthcoming.
6. He said that SCC would be going on line, week starting 30th September, with a programme allowing rate payers to look at SCC's budget and propose different ways of producing a balanced budget. He was hoping that at least 10,000 would have a go at it.
7. He was keen that local authorities should take over some of the County Council run areas.
8. His priorities for SCC were:
 - a. Most vulnerable in Somerset.
 - b. Health
 - c. Smoking (Not sure why this was a county matter (my thought)).
 - d. Protection of Somerset as a location.
 - e. Quality Services which residents need.
 - f. CC Youth Service
9. He stated that the South West 1 debacle had been sorted.
10. He stated that County Farms should be owned by farmers and not by authorities and that the rents had been peppercorn. He said that the £10M Somerset had contributed to the roll out of broadband had come from the sale of County Farms. (Frankly you can balance any expenditure against a particular unrelated item of income to make it attractive to voters.)
11. He said that the next area he was looking into was road repairs. WS Atkins are about to give up the contract which will be taken on by Skanska. He emphasised that whilst 40mm depth was the criteria for work to be done on a pothole if there were others nearby at say 35mm he would be seeking to ensure they were tackled. The audience in general gave him a rough time about roads. I chipped in with pointing out that if "Road Closed" meant a road was blocked 2 miles ahead that additional information should be given.

12. He said that the bids for flood alleviation schemes, for which our bid was successful, were 5 times the £200k they were offering.

13. The All Area Meeting which followed held little new information. Justin Robinson, SALC County Executive Officer, said that the final decisions on audit were lost within ministries. It was anticipated that those councils with an income of less than £200k would be subject only to internal audit. NALC had expressed a concern that this might make Parish councils appear of insignificant importance.

14. The Minister had given no firm assurance that he will force District Councils to pass on Council Tax Support to Parish Councils.

15. SALC would be building up a pool of experience of the Code of Conduct based on data from individual cases.

**Internal Audit Quotation Responses October 2013
Report of the Town Clerk**

Introduction

1. In September 2013 the Town Council issued an invitation to submit a quotation for internal audit service to 5 organisations. In addition, a copy of the quotation invitation document was emailed to all Councillors (Clerk's Update 18/13, 6 September 2013) so that they could inform any other suitable people / organisations.
2. Quotations were received from 4 organisations and a fifth responded that they would not be submitting a price.
3. The invitation document said that "ideally we would like a *qualified accountant (CIPFA preferably) or auditor (IIA preferably)*....." and continued

The following criteria will be used to assist in the evaluation of responses:

- *Competitive and transparent pricing*
- *Capability to deliver the service (qualifications and experience)*
- *Ability to meet the Town Council's requirements*
- *Flexibility and adaptability to meet any change in requirements"*

Summary of Responses

Organisation	Meets qualification criteria	Experience	Cost	Additional Comments
A	Specific information not provided, From website the consultancy team does include CIPFA qualified people	<ul style="list-style-type: none"> • Provides an audit service to over 200 councils nationally Including town and parish councils (names given) • Company established in 2002 	£400 (+Vat) daily fee (£50.00 per hour) No additional charge for mileage	<ul style="list-style-type: none"> • Employs contractors to assist with workload • Has a general policy to rotate auditors at intervals of 3-5 years to avoid over-familiarity • Anticipates 3 days per year but with an additional half day in the first year • Undertake 1 or more interim visits and a final visit when the Accounts are complete and the Annual Return is ready for certification • Will be available to offer advice and guidance throughout the year at no additional cost (Unless the request results in excessive additional work)
B	Primary point of contact is	<ul style="list-style-type: none"> • Specialist internal audit 	£750 (+VAT) .	<ul style="list-style-type: none"> • 2 days work (based on a 7 1/2 hour day) • Ongoing support and advice provided by phone or email at no

Organisation	Meets qualification criteria	Experience	Cost	Additional Comments
	CIMA qualified	<ul style="list-style-type: none"> company established in 2011 	<p>Includes travel and out of pocket expenses</p> <p>Additional work £375 for a full day & £200. For half day)</p>	<p>additional cost</p> <ul style="list-style-type: none"> 1 interim visit and 1 visit for the Annual Return Audit Would undertake an assessment free of charge to clarify the Town Council's requirements and identify the need for any additional audit work
C	Work would be undertaken by CIPFA qualified or Chartered Internal Auditor	No information given	£300.00 per day	No additional information provided
D	Details of main contact given who is a CIPFA accountant	<ul style="list-style-type: none"> Company formed 1995 Provides internal audit services to over 180 public sector organisations but no specific mention of town or parish councils 	<p>£50. Per hour</p> <p>£1,750</p>	<ul style="list-style-type: none"> 9-5 Mon-Fri Telephone helpline, + urgent contact details which can be used from 08:00 -21:00 seven days a week Single audit visit over a number of days Audit risk assessment provided at the start of year one Annual opinion statement provided at the end of each financial year covering governance, risk and control Estimates annual work of 35 hours Would negotiate a fixed fee unless the auditor at an initial meeting feels the work could be done in less than 35 hours - .5 day for assessment; 2-3 days examining systems, 1-1.5 days report writing, .5 day meeting with Town Clerk 2-3 hours finalising and presenting report

