

CREWKERNE TOWN COUNCIL

Minutes of the ANNUAL CREWKERNE TOWN COUNCIL meeting held remotely on Monday 4 May 2021 at 6.45 p.m.

PRESENT

Councillors: C. Aslett, M. Best, R. Cottle, K. Head, B. Hodgson, R. Pailthorpe, J. Roberts, J. Roundell Greene, A. Stuart and D. Wakeman.

In attendance: the Clerk P. Davidson, Deputy Clerk L. Gowers and one member of the public.

01 ELECTION OF MAYOR and Declaration of Acceptance of Office for signature

21/22

It was proposed and seconded that Cllr. Head be nominated to serve once again as Mayor. There being no other nomination the proposal was **CARRIED unanimously**.

Cllr. Head thanked everyone for their continued support and noted that she would sign the Declaration of Acceptance in the presence of the Clerk.

02 ELECTION OF DEPUTY MAYOR

21/22

It was proposed and seconded that Cllr. Pailthorpe serve once again as Deputy Mayor and there being no other nomination the proposal was **CARRIED unanimously**.

Cllr. Pailthorpe accepted the Office.

Cllr. Pailthorpe was duly elected to serve as Deputy Mayor for the new Council Year.

03 TO NOTE APOLOGIES FOR ABSENCE

21/22

None.

04 TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN OF PLANNING AND HIGHWAYS COMMITTEE

21/22

Chairman

It was proposed and seconded that Cllr. Cottle be nominated to serve as Chairman of the Planning and Highways Committee for the new Council Year and, there being no other nomination, the proposal was **CARRIED unanimously**.

Cllr. Cottle accepted the role and therefore Cllr. Cottle was declared as the Chairman of the Planning and Highways Committee for the new Council Year.

Vice-Chairman

It was proposed and seconded that Cllr. Pailthorpe be nominated to serve as Vice-Chairman of the Planning and Highways Committee. It was also proposed and seconded that Cllr. Aslett be nominated to serve in this role. There being two nominees, a vote was taken and

Cllr. Pailthorpe received a majority of the votes. Cllr. Pailthorpe accepted the role and on this basis **Cllr. Pailthorpe was declared the Vice-Chairman of the Planning and Highways Committee for the new Council year.**

05
21/22 **TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN OF AMENITIES COMMITTEE**

Chairman

It was proposed and seconded that Cllr. Wakeman be nominated to serve as Chairman of the Amenities Committee for the new Council Year and, there being no other nominations, the proposal that was **CARRIED unanimously.**

Cllr. Wakeman duly accepted the Office of Chairman of the Amenities Committee for the new Council year.

Vice-Chairman

It was proposed and seconded that Cllr. Best be nominated to serve as Vice-Chairman of the Amenities Committee for the new Council Year and there being no other nomination the proposal was **CARRIED unanimously.**

Cllr. Best duly accepted the Office of Vice-Chairman of the Amenities Committee for the new Council Year.

06
21/22 **TO ELECT THE CHAIRMAN AND VICE-CHAIRMAN OF POLICY AND RESOURCES COMMITTEE**

Chairman

It was proposed and seconded that Cllr. Roundell Greene serve as Chairman of the Policy and Resources Committee for the new Council year. There being no other nomination the proposal was **CARRIED unanimously.**

Cllr. Roundell Greene duly accepted the Office of Chairman of the Policy and Resources Committee for the new Council year.

Vice-Chairman

It was proposed and seconded that Cllr. Stuart be nominated to serve as Vice-Chairman of the Policy and Resources Committee for the new Council Year and there being no other nomination the proposal was **CARRIED unanimously.**

Cllr. Stuart duly accepted the Office of Vice-Chairman of the Policy and Resources Committee for the new Council Year.

07
21/22 **TO APPOINT THE FIVE JOINT BURIAL BOARD COMMITTEE MEMBERS**

It was **AGREED** that Cllrs. Best, Pailthorpe, Stuart and Wakeman would continue to serve on the Joint Burial Committee.

It was also **AGREED** to defer the nomination of a fifth member of the Committee until the two new Councillors had joined the Council following the imminent elections.

08
21/22 **TO APPOINT COUNCILLORS TO OTHER COMMITTEES AND WORKING GROUPS**

Cllr. Best suggested that, to expedite proceedings, it be taken as read that the existing make-up of Councillors on committees and working groups remain as is, unless individual Councillors wished to change their membership. This approach was supported and it was therefore **AGREED that the existing membership of committees and working groups would remain unchanged.**

It was noted that the Environment Working Group had been led by former Councillor Hartshorn and it was agreed that this appointment would be deferred to allow the new Councillors the opportunity to lead this working group.

Cllr. Hodgson suggested that it would be useful for the Policy and Resources Committee to review the extant committees and working groups, to confirm that that all were still necessary.

09
21/22 **TO REAPPOINT THE BANKING SIGNATORIES/ONLINE BANKING AUTHORISERS FOR PAYMENTS**

It was **AGREED that Cllrs. Best, Cottle, Head, Hodgson, Pailthorpe and Wakeman continue as banking signatories.**

10
21/22 **TO APPOINT COUNCILLORS TO CHECK THE INVOICES AND RECONCILIATIONS EACH MONTH PRIOR TO THE TOWN COUNCIL MEETINGS**

It was **AGREED that Cllrs. Best, Cottle, Pailthorpe and Wakeman be appointed to check the invoices each month prior to the Town Council meetings.**

11
21/22 **TO APPOINT THE REPRESENTATIVES ON THE VARIOUS OUTSIDE BODIES**

It was **AGREED that representation at outside bodies would remain unchanged.**

Cllr. Stuart pointed out that there was a vacancy on Chubbs Almshouses. It was agreed that this vacancy would be held open to give the new Councillors the opportunity to represent an outside body.

12
21/22 **OPEN FORUM**

- A member of the public spoke about the planned closure of the St. Andrew's mental health ward at Wells and its relocation to Yeovil, and asked the Council to lend its support to the campaign to save the ward from closure. Councillors agreed to bring this subject back as an agenda item at the forthcoming Council meeting.
- The Clerk summarised an email received from a member of the public regarding the Annual Meeting of Electors and the fact that extant legislation required this meeting to be held between 1st March and 1st June. The Clerk stressed that both he and the Councillors were content that the decision to postpone the Annual Meeting of Electors to September was appropriate, under the exceptional circumstances of a global pandemic and the Council's overriding priority to ensure the safety of members of the public, of Councillors and of staff, by adherence to covid safety regulations.

13 **TO CONFIRM THE MINUTES OF THE PREVIOUS MEETINGS**

21/22

Item deferred.

14 **DECLARATIONS OF INTEREST**

21/22

on items on the agenda

None.

15 **TO RECEIVE VERBAL REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS**

21/22

County

County Cllr. Best reported that the next phase of road lining was due to be carried out on several roads in Crewkerne. He also reported that he was arranging to meet with a traffic officer to discuss the issues of parking in the South Street area.

Cllr. Roundell Greene pointed out that a sign had been erected on Clammer Hill Lane but the sign was far too small. Cllr. Best agreed to follow up this point.

District

Cllr. Hodgson reported that there was a poll to be held on the unitary authority consultation, in order to ensure that the people of Somerset had every opportunity to declare their views.

16 **CLERKS PROGRESS REPORT**

21/22

To receive a report

The Clerk reported that the ongoing action to engage with SSDC regarding the transfer of ownership of the land in front of the Town Hall was progressing. SSDC had now responded that they were content to allow the land and associated parking spaces to be transferred to Town Council ownership. Cllr. Best added that the legal agreement to transfer the ownership of the land would need to include an agreement that SSDC continued to manage parking enforcement for the parking bays. This could easily be done as a supplement to the existing agreement with SSDC for parking enforcement at the Henhayes car park.

The Clerk reported that he and Cllr. Best had attended a recent meeting of the SSDC Market Towns Investment Group (MTIG). At this meeting SSDC had unveiled their "Welcome Back Fund", aimed at assisting market towns in reviving the high street as the towns emerged from the pandemic. Cllr. Best added that Cllr. Cottle, as the Council's local business representative, might wish to discuss this potential funding with the local business groups. Cllr. Cottle agreed to do this and added that the local business group was working on an initiative called "we are Crewkerne", which would involve a celebration in the style of an open day.

17 **DELEGATED AUTHORITY**

21/22

To authorise delegated authorities to the Clerk and Deputy Clerk, to enable them to enact decisions made by the Council under conditions where formal remote Council meetings are not allowed

It was **AGREED** to authorise delegated authorities to the Clerk and Deputy Clerk, to enable them to enact decisions made by the Council under conditions where formal remote Council meetings were not allowed.

FINANCE

- a) To approve the accounts for payment for May 2021 as listed

The Clerk reported that Cllr. Wakeman had verified the accounts for May 2021 in accordance with the Council's Financial Regulations and Risk Management.

Accounts for payment in the sum of £67,763.17 + VAT were APPROVED.

- b) To receive the fourth quarter summary of income and expenditure

The report was noted.

- c) To note the end-of-year balance of Earmarked Reserves

Noted.

- b) To report the bank reconciliation for April 2021 has been completed

The Clerk reported that Cllr. Wakeman had verified the bank reconciliation for April 2021. It was noted that cash in hand as of 30 April 2021 was £371,721.32.

GEORGE REYNOLDS CENTRE (GRC)

- a) GRC opening: to consider when the GRC should be opened to users (other than the Jigsaw pre-school group and the youth group)

Cllr. Best reported that the upstairs areas of the GRC had now been deep cleaned which meant that, with the emergency lights now fully operational in these areas, the upstairs was ready to be hired out. There was some equipment in the bar room which belonged to the youth service, which would need to be moved out if the room was hired out.

Cllr. Aslett put forward the view that, once covid regulations allowed, the building should be opened to users as soon as possible, with an opening event organised to emphasise the fact that the building was now managed by the Town Council.

- b) GRC hire charges: to consider the charges to be levied for hire of the GRC

Cllr. Head suggested that hire charges for the GRC main hall should be consistent with those set for the hire of the Victoria Hall.

Cllr. Best pointed out that the on-costs for cleaning of the GRC would be much higher at the moment because of covid.

Cllr. Aslett summarised the charges previously levied by CSYAL for hire of the different elements of the GRC.

Regarding the hire of the pitches and changing facilities, Cllr. Head asked the Clerk and Deputy Clerk to undertake research into charges levied by other councils for use of council-owned pitches and changing rooms.

It was agreed that the above considerations and the results of the research into charges levied by other councils be brought back to the next Amenities Committee meeting.

- c) GRC booking arrangements: to confirm that the CTC Admin Officer for the responsible for the administration of bookings for the GRC

It was agreed that the CTC Admin Officer should be responsible for the administration of bookings for the GRC, at least in the early phases of the opening up of the building to users.

20 **SUMMER EVENT**

21/22 To consider whether the Council wishes to hold a summer event in 2021

After discussion, it was **AGREED that, in view of covid, it would be prudent not to hold a summer event, but to focus instead on the planning of the Christmas events.**

21 **USE OF HENHAYES**

21/22 To consider a request from Active Learning & Skills (ALS) for use of the Henhayes recreation ground to allow them to deliver a programme of SSDC-supported playdays

It was **AGREED to allow the use of the Henhayes recreation ground to support ALS in their delivery of the SSDC-supported playdays.**

It was noted that the ALS request had tentatively suggested that use of the GRC would be desirable for the playdays. Councillors were in agreement that more clarity was required of such a request before it could be considered.

22 **PUBLISHING OF FINANCE INFORMATION**

21/22 To consider the request from a member of the public that detailed finance information should be published monthly on the Council website

Councillors were supportive in principle of the request to publish more detailed finance information on the Council website, but agreed that the item should be deferred for proper consideration at the forthcoming Policy and Resources Committee meeting.

23 **QUARTERLY NEWSLETTER**

21/22 To approve the articles for the next edition

After discussion, it was **AGREED to approve the proposed articles for inclusion in the next edition of the newsletter, with the additions suggested at the meeting.**

It was further **AGREED that the Council would resume distribution of paper copies of the newsletter to households in the town.**

24 **TO RECEIVE DRAFT COMMITTEE MINUTES**

21/22

- a) Joint Burial Committee meeting held on 6 April 2021

Noted.

- b) Planning and Highways Committee meeting held on 12 April 2021

Noted.

25
21/22

TO RECEIVE ANY MATTERS OF REPORT

Cllr. Aslett raised the issue of a parking space related to a property behind James’s Hardware, advising that Cllr. Pailthorpe was pursuing the matter through SSDC building control.

Cllr. Best reported that good progress had been made in clearing the greenery surrounding the cemetery lodge, in preparation for refurbishment of the building.

26
21/22

DATE OF THE NEXT MEETING

Monday 28 June 2021 at 6.45 p.m.

The meeting closed at 8.06 p.m.

Signed:

Dated:

DRAFT