



## CREWKERNE TOWN COUNCIL

TOWN HALL  
MARKET SQUARE  
CREWKERNE  
SOMERSET TA18 7LN  
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Councillors are hereby summoned and members of the public and press are invited to attend a meeting of the **Full Council** to be held on **Monday 27 September 2021 at 6.45pm** in the Chamber, Town Hall, Crewkerne.

**Note:**

- **Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:**  
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk  
21 September 2021

### A G E N D A

1. **To note apologies for absence**
2. **Open Forum:** Questions may be put to the Council during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person.
3. **To confirm the minutes of the Town Council Meetings** held on 9 August (informal) and 13 September
4. **Declarations of interest** in items on the agenda.
5. **To receive reports from the County and District Councillors.**
6. **Clerk's progress report:** to receive an update report (for information).
7. **Planning:** To consider the following item requiring consideration before the next P&H meeting - 20/03708/OUT Land at Goldwell Farm S106 consultation on potential planning leisure obligations
8. **Finance:**
  - a) To approve the accounts for payment for September as listed.
  - b) To report the bank reconciliation for August 2021 has been completed.
  - c) To consider a grant application received from Crewkerne Rangers FC and request to mount defibrillator on wall of the GRC.
9. **Ratification of decisions made at informal Council meetings:** To agree all decisions made under the Scheme of Delegation between 7<sup>th</sup> May and 27<sup>th</sup> September.
10. **Neighbourhood Plan:** to consider the next steps in the Neighbourhood Plan process.
11. **Future Parish elections:** to consider the Council's position regarding the 2023 town/parish elections and whether they should be moved forward to May 2022.
12. **Installation of Christmas lights:** to consider the quotation for installation and removal of the Christmas lights on Market Street.
13. **Access control system for the GRC:** to consider the quotations received for the installation of an access control system in the GRC.
14. **Councillor surgeries and "Coffee with Councillors" events:** to receive a report from the recent "Coffee with Councillors" and identify dates and volunteers for future surgeries and coffee events.

**15. To receive Committee and Working Group minutes:**

- a) Amenities Committee meeting held on 13 September 2021.
- b) Planning and Highways Committee meetings held on 9 August and 13 September 2021.

**16. To receive Matters of Report** (for information only)

**17. Next meeting** on Monday 25 October 2021 at 6.45pm

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.

**Confidential Session: Exclusion of the Press & Public - Staffing and Contractual matters**

ACCOUNTS FOR PAYMENT - AUGUST 31st 2021

| Chq No.     | Gross     | Vat     | Net       | Payee                            | Description   |
|-------------|-----------|---------|-----------|----------------------------------|---|
| O P Aug 1   | £30.00    |         | £30.00    | Crewkerne Headlines & Topics     | Publication of Town Council new online                          |
| O P Aug 2   | £300.00   | £50.00  | £250.00   | Footprintz                       | Posters   |
| O P Aug 3   | £83.98    | £14.00  | £69.98    | Wetandforget.Co.Uk               | Surface cleaner   |
| O P Aug 4   | £241.85   | £40.31  | £201.54   | Hoistaway                        | GRC Lift Maintenance contract                                   |
| O P Aug 5   | £1,199.34 |         | £1,199.34 | Somerset Association of Local Cc | Affiliation fee 2021/22   |
| O P Aug 6   | £306.09   | £51.01  | £255.08   | Ricoh Uk Ltd                     | Rent of photocopier/printer Jul - Sept 21                       |
| O P Aug 7   | £1,530.00 | £255.00 | £1,275.00 | Ellis Whittam                    | Employment Law advice annual contract                           |
| O P Aug 8   | £1,363.92 |         | £1,363.92 | Active Learning & Skills         | Provision of Youth Service Jul 21                               |
| O P Aug 9   | £9.36     | £0.44   | £8.92     | British Gas Business             | Gas Cemetery Lodge 16/6 - 15/7/21                               |
| O P Aug 10  | £255.00   |         | £255.00   | A J Wakely & Sons                | Cemetery ashes plot relocation                                  |
| O P Aug 11  | £246.00   | £41.00  | £205.00   | The Play Inspection Company Ltd  | Playground annual inspections                                   |
| O P Aug 12  | £231.98   | £38.66  | £193.32   | One Step Recruitment             | Temporary Staff costs   |
| O P Aug 13  | £1,680.00 | £280.00 | £1,400.00 | Paperchase Recycling             | Cemetery Lodge clearance  |
| O P Aug 14  | £450.00   |         | £450.00   | Brynley Andrews Associates       | Barn Street rec tree inspection                                 |
| O P Aug 15  | £2,773.51 |         | £2,773.51 | SCC Pension Fund                 | Pension Contributions Jul 21                                    |
| O P Aug 16  | £2,551.12 |         | £2,551.12 | HM Revenue & Customs             | Tax & NI Contributions Jul 21                                   |
| O P Aug 17  | £951.91   | £158.65 | £793.26   | Glen Cleaning Group Ltd          | Cleaning Public Toilets July 21                                 |
| DD23        | £151.04   | £7.19   | £143.85   | British Gas Business             | Electricity Town Hall 21/6 - 20/7/21                            |
| DD21        | £68.01    | £3.24   | £64.77    | British Gas Business             | Electricity Happy Valley Floodlights 24/6 - 25/7/21             |
| DD22        | £9.45     | £0.45   | £9.00     | British Gas Business             | Gas Victoria Hall 8/6 - 7/7/21                                  |
| DD17b       | £10.83    | £0.52   | £10.31    | Edf Energy 1 Ltd                 | Electricity Street lighting Henhayes 21/6 - 21/7/21             |
| DD17c       | £11.99    | £0.57   | £11.42    | Edf Energy 1 Ltd                 | Electricity Street lighting Middle Path 21/6 - 21/7/21          |
| DD49        | £123.33   | £20.55  | £102.78   | The Business                     | Fuel July 21  |
| DD51        | £724.00   |         | £724.00   | SSDC                             | Rates GRC Aug 21  |
| DD11        | £549.00   |         | £549.00   | SSDC                             | Rates Grounds Workshop Aug 21                                   |
| DD20        | £319.00   |         | £319.00   | SSDC                             | Rates Cemetery Chapel Aug 21                                    |
| DD2         | £1,073.00 |         | £1,073.00 | SSDC                             | Rates Town Hall/Victoria Hall Aug 21                            |
| DD31        | £48.00    | £8.00   | £40.00    | Iris Business Software Ltd       | Payroll software remote hosting Aug 21                          |
| DD13        | £1,038.65 |         | £1,038.65 | Royal and Sun Alliance           | Insurance Aug 21  |
| DD29        | £73.00    |         | £73.00    | SSDC                             | Rates Public Toilets Aug 21                                     |
| DD55        | £170.00   |         | £170.00   | SSDC                             | Council Tax Cemetery Lodge Aug 21                               |
| DD33 C.Card | £10.00    |         | £10.00    | British Gas Business             | Electricity Cemetery Lodge                                      |
| DD33 C.Card | £14.98    | £2.50   | £12.48    | Amazon Marketplace               | Laptop bag  |
| DD50        | £241.88   | £11.51  | £230.37   | British Gas Business             | Electricity GRC Jun 21  |
| DD27        | £44.27    | £2.11   | £42.16    | Eon                              | Electricity Victoria Hall 27/5 - 6/7/21                         |
| 9563        | £15.26    |         | £15.26    | Jay M                            | Travel expenses   |
| O P Aug 18  | £300.00   |         | £300.00   | Crewkerne & District Homing So   | Grant award 2021/22   |
| O P Aug 20  | £66.67    | £11.11  | £55.56    | Arco Ltd                         | No Dogs sign  |
| O P Aug 21  | £231.98   | £38.66  | £193.32   | One Step Recruitment             | Temporary Staff costs   |
| O P Aug 22  | £688.80   | £114.80 | £574.00   | Earth Anchors                    | Bench for Henhayes  |
| O P Aug 23  | £13.25    |         | £13.25    | James Hardware                   | Sundries  |
| O P Aug 23  | £64.49    |         | £64.49    | James Hardware                   | Sundries  |
| O P Aug 24  | £100.00   |         | £100.00   | C.Harris                         | Refund of GRC hire bond   |
| O P Aug 25  | £1,065.60 | £177.60 | £888.00   | SSDC                             | Bedding plants/compost  |
| O P Aug 25  | £586.99   | £97.83  | £489.16   | SSDC                             | Bedding plants  |
| O P Aug 26  | £348.00   | £58.00  | £290.00   | George Lane & Partner            | Weed killer for Henhayes  |
| O P Aug 27  | £79.20    | £13.20  | £66.00    | Ocean Fire & Security            | Fire/Intruder alarm/CCTV maint Aug 21                           |
| O P Aug 28  | £399.00   |         | £399.00   | SCC Pension Fund                 | Pension Deficit recharge Aug 21                                 |
| O P Aug 29  | £231.98   | £38.66  | £193.32   | One Step Recruitment             | Temporary Staff costs   |
| O P Aug 30  | £11.28    | £1.88   | £9.40     | Bradforbs                        | Bolts for benches   |
| O P Aug 31  | £144.90   | £24.13  | £120.77   | Screwfix Direct Ltd              | Hand sanitiser dispenser  |
| O P Aug 31  | £19.98    | £3.33   | £16.65    | Screwfix Direct Ltd              | Surface cleaner   |
| O P Aug 32  | £230.36   |         | £230.36   | Staff costs                      | Holiday pay   |
| O P Aug 33  | £1,506.00 | £250.00 | £1,256.00 | Stokes Partnership               | Professional fees re: Public Toilets licence for alterations    |
| O P Aug 33  | £779.60   | £126.60 | £653.00   | Stokes Partnership               | Professional charges re: licence for public toilets alterations |
| O P Aug 35  | £66.00    | £11.00  | £55.00    | Inno Fire & Security             | Investigation of CCTV faults                                    |
| O P Aug 36  | £252.00   | £42.00  | £210.00   | Singleton Engineering (UK) Ltd   | Stainless steel cemetery grave markers                          |
| O P Aug 37  | £450.00   |         | £450.00   | M C Commercial Cleaning          | Deep Cleaning GRC   |
| O P Aug 37  | £120.00   |         | £120.00   | M C Commercial Cleaning          | GRC weekly clean Jul 21   |
| O P Aug 37  | £515.00   |         | £515.00   | M C Commercial Cleaning          | Cleaning Town Hall Jul 21                                       |
| 9564        | £80.00    |         | £80.00    | Drainaway (S.W) Services         | GRC inspection of changing room drainage                        |
| 9565        | £1,000.00 |         | £1,000.00 | Severalls Bowling Club           | Bowling Green maintenance                                       |

Signed:.....Date:.....



# ACCOUNTS FOR PAYMENT - AUGUST 31st 2021

|             |            |           |            |                                  |   |
|-------------|------------|-----------|------------|----------------------------------|---|
| O P Aug 38  | £233.76    | £38.96    | £194.80    | XL Displays Ltd                  | Mobile screen for LIC                       |
| O P Aug 39  | £1,176.00  | £196.00   | £980.00    | Poole Harold                     | GRC repair of emergency lighting            |
| O P Aug 40  | £231.98    | £38.66    | £193.32    | One Step Recruitment             | Temporary Staff costs                       |
| DD46        | £99.36     | £16.56    | £82.80     | Somerset Web Services Lrd        | Email hosting Aug 21                        |
| DD48        | £33.41     | £1.59     | £31.82     | E. O N                           | Electricity Grounds Workshop 21/6 - 31/7/21 |
| DD47        | £21.58     | £3.60     | £17.98     | Viridor Waste Management         | Green waste bin hire charge Jul 21          |
| DD27        | £46.87     | £2.23     | £44.64     | E. O N                           | Electricity Victoria Hall 6/7 - 27/7/21     |
| DD31        | £7.26      | £1.21     | £6.05      | Iris Business Software Ltd       | Payroll payslips software Jul 21            |
| DD53        | £21.90     | £3.65     | £18.25     | O2                               | Mobile Wifi Jul 21                          |
| DD57        | £168.84    | £28.14    | £140.70    | British Telecom                  | GRC telephone & broadband Aug 21            |
| DD33 C.Card | £48.39     | £8.07     | £40.32     | Amazon Marketplace               | Cemetery mole repellents                    |
| DD25        | £32.80     | £5.47     | £27.33     | Southern Communications          | Mobile phone charges Aug 21                 |
| DD30        | £69.37     | £3.29     | £66.08     | British Gas Business             | Electricity Public Toilets 16/6 - 17/8/21   |
| DD33 C.Card | £89.99     | £15.00    | £74.99     | Amazon Marketplace               | Co2 meter for Council Chamber               |
| DD43        | £13.62     |           | £13.62     | Lloyds Bank                      | Bank Charges Jul 21                         |
| DD22        | £13.94     | £0.66     | £13.28     | British Gas Business             | Gas Victoria Hall 2/7 - 1/8/21              |
| DD50        | £258.42    | £12.30    | £246.12    | British Gas Business             | Electricity GRC 1/7 - 31/7/21               |
| DD42        | £62.18     | £2.96     | £59.22     | SSE                              | Electricity Cemetery Chapels 20/5 - 6/8/21  |
| DD31        | £14.52     | £2.42     | £12.10     | Iris Business Software Ltd       | Payroll auto enrolment software Jul 21      |
| DD52        | £317.39    | £52.90    | £264.49    | Gamma Business Communication     | Telephone & broadband Aug 21                |
| O P Aug 34  | £25.00     | £0.00     | £25.00     | Somerset Association of Local Cc | Councillor training                         |
| O P Aug 41  | £97.20     | £16.20    | £81.00     | Allen Computer Services          | Set up of new email account                 |
| O P Aug 42  | £10.08     | £0.48     | £9.60      | British Gas Business             | Gas Cemetery Lodge 16/7 - 15/8/21           |
| O P Aug 43  | £700.00    |           | £700.00    | Stewart, Simon                   | Delivery of newsletter                      |
| O P Aug 44  | £30.00     |           | £30.00     | Crewkerne Headlines & Topics     | Advertisements for job vacancies            |
| O P Aug 45  | £1,170.00  |           | £1,170.00  | Gales Building Conservation      | Cemetery chapel repointing                  |
| O P Aug 46  | £231.98    | £38.66    | £193.32    | One Step Recruitment             | Temporary Staff costs                       |
| O P Aug 47  | £2,770.99  |           | £2,770.99  | SCC Pension Fund                 | Pension Contributions Aug 21                |
| O P Aug 48  | £2,526.03  |           | £2,526.03  | HM Revenue & Customs             | Tax & NI Contributions Aug 21               |
| O P Aug 49  | £1,363.92  |           | £1,363.92  | Active Learning & Skills         | Provision of Youth Service Aug 21           |
| O P Aug 19  | £45.60     | £7.60     | £38.00     | Paperchase Recycling             | Cemetery general waste collection Jul 21    |
| O P Aug 50  | £129.60    | £21.60    | £108.00    | Paperchase Recycling             | GRC general waste collection Mar - Jul 21   |
|             |            |           |            |                                  |   |
|             | £8,587.93  |           | £8,587.93  | Salaries                         | Telepay Aug 21                              |
|             |            |           |            |                                  |   |
| Total       | £48,900.74 | £2,512.72 | £46,388.02 |                                  |   |
|             |            |           |            |                                  |   |
|             |            |           |            |                                  |   |

Signed:.....Date:.....



# ACCOUNTS FOR PAYMENT - SEPTEMBER 27th 2021

| Chq No.     | Gross     | Vat     | Net       | Payee                        | Description   |
|-------------|-----------|---------|-----------|------------------------------|---|
| DD33 C.Card | £32.44    |         | £32.44    | Amazon Marketplace           | Cemetery Management reference book                    |
| DD23        | £178.01   | £8.48   | £169.53   | British Gas Business         | Electricity Town Hall 20/7 - 23/8/21                  |
| DD21        | £411.16   | £19.58  | £391.58   | British Gas Business         | Electricity Happy Valley floodlights 20/4 - 18/8/21   |
| DD51        | £724.00   |         | £724.00   | SSDC                         | Rates GRC Sept 21                                     |
| DD11        | £549.00   |         | £549.00   | SSDC                         | Rates Grounds Workshop Sep 21                         |
| DD20        | £319.00   |         | £319.00   | SSDC                         | Rates Cemetery Chapel Sep 21                          |
| O P Sep 1   | £44.40    | £7.40   | £37.00    | Paperchase Recycling         | Cemetery general waste collection Aug 21              |
| O P Sep 2   | £231.98   | £38.66  | £193.32   | One Step Recruitment         | Temporary Staff costs                                 |
| O P Sep 3   | £660.00   |         | £660.00   | Parkland Property Service    | Painting of Church step railings                      |
| O P Sep 4   | £951.91   | £158.65 | £793.26   | Glen Cleaning Group Ltd      | Cleaning Public Toilets Aug 21                        |
| O P Sep 5   | £1,447.99 | £241.33 | £1,206.66 | Fern Garden Tree Services    | Cemetery grass cutting Jul 21                         |
| O P Sep 5   | £560.40   | £93.40  | £467.00   | Fern Garden Tree Services    | Airspading Oak at Henhayes                            |
| O P Sep 5   | £126.00   | £21.00  | £105.00   | Fern Garden Tree Services    | Moving of benches                                     |
| O P Sep 5   | £1,447.99 | £241.33 | £1,206.66 | Fern Garden Tree Services    | Cemetery grass cutting Aug 21                         |
| O P Sep 6   | £515.00   |         | £515.00   | M C Commercial Cleaning      | GRC/Chapel/Victoria/Town Hall cleaning                |
| O P Sep 6A  | £363.32   | £60.55  | £302.77   | Lyons Joanne                 | Reimbursement for GRC bar stock                       |
| O P Sep 7   | £272.00   |         | £272.00   | Parkland Property Service    | Barn St bench refurbishment                           |
| O P Sep 7   | £65.00    |         | £65.00    | Parkland Property Service    | Installation of sign at GRC                           |
| O P Sep 7   | £250.00   |         | £250.00   | Parkland Property Service    | St Barts Church hand railing repairs                  |
| O P Sep 7   | £320.00   |         | £320.00   | Parkland Property Service    | Southmead playground repainting of wall               |
| O P Sep 7   | £150.00   |         | £150.00   | Parkland Property Service    | Repositioning of Falkland Square memorial plaque      |
| O P Sep 8   | £79.20    | £13.20  | £66.00    | Ocean Fire & Security        | Maintenance of GRC fire/intruder alarm/CCTV Sep 21    |
| O P Sep 9   | £25.00    |         | £25.00    | Art4All                      | Repair to oil painting                                |
| O P Sep 10  | £231.98   | £38.66  | £193.32   | One Step Recruitment         | Temporary Staff costs                                 |
| O P Sep 11  | £543.60   | £90.60  | £453.00   | Prism                        | Newsletters   |
| O P Sep 12  | £2.47     | £0.41   | £2.06     | Bradford's                   | Concrete screws for benches                           |
| O P Sep 12  | £3.77     | £0.63   | £3.14     | Bradford's                   | Anchor bolts for benches                              |
| O P Sep 12  | £4.92     | £0.82   | £4.10     | Bradford's                   | Drill bit   |
| O P Sep 13  | £35.00    |         | £35.00    | CUDOS                        | Sound system for Annual meeting                       |
| O P Sep 14  | £49.60    | £8.27   | £41.33    | Loxston Groundcare Ltd       | Repair to Ferris ride on mower                        |
| O P Sep 15  | £399.00   |         | £399.00   | SCC Pension Fund             | Pension Deficit recharge Sep 21                       |
| DD43        | £13.30    |         | £13.30    | Lloyds Bank                  | Bank charges Aug 21                                   |
| DD31        | £7.26     | £1.21   | £6.05     | Iris Business Software Ltd   | Payroll payslips software Aug 21                      |
| DD33 C.Card | £290.64   | £48.44  | £242.20   | Reach                        | Advertisement for GRC alcohol licence application     |
| DD22        | £9.76     | £0.46   | £9.30     | British Gas Business         | Gas Victoria Hall 8/7 - 7/8/21                        |
| DD33 C.Card | £94.95    | £15.83  | £79.12    | Amazon Marketplace           | Wireless microphone                                   |
| DD33 C.Card | £21.00    |         | £21.00    | SSDC                         | GRC Temporary Events Notice                           |
| DD33 C.Card | £190.00   |         | £190.00   | SSDC                         | GRC Premises Licence                                  |
| DD17b       | £10.83    | £0.52   | £10.31    | Edf Energy 1 Ltd             | Electricity Street lighting Henhayes 22/7 - 21/8/21   |
| DD17c       | £11.99    | £0.57   | £11.42    | Edf Energy 1 Ltd             | Electricity Street Lighting Middle Path 22/7 - 1/8/21 |
| DD33 C.Card | £10.00    |         | £10.00    | British Gas Business         | Electricity Cemetery Lodge                            |
| DD31        | £48.00    | £8.00   | £40.00    | Iris Business Software Ltd   | Payroll remote hosting software Sep 21                |
| DD13        | £1,038.65 |         | £1,038.65 | Royal and Sun Alliance       | Insurance Sep 21                                      |
| DD29        | £73.00    |         | £73.00    | SSDC                         | Rates Public Toilets Sep 21                           |
| DD55        | £170.00   |         | £170.00   | SSDC                         | Council Tax Cemetery Lodge Sep 21                     |
| DD2         | £1,073.00 |         | £1,073.00 | SSDC                         | Rates Town/Victoria Hall Sep 21                       |
| DD53        | £21.90    | £3.65   | £18.25    | O2                           | Mobile Wifi Aug 21                                    |
| DD27        | £76.38    | £3.64   | £72.74    | E. O N                       | Electricity Victoria Hall 27/7 - 31/8/21              |
| DD49        | £0.60     | £0.10   | £0.50     | The Business                 | Fuel card charge Aug 21                               |
| DD47        | £21.58    | £3.60   | £17.98    | Viridor Waste Management     | Grounds Maintenance bin rental Aug 21                 |
| DD33 C.Card | £230.40   | £38.40  | £192.00   | Yeovil Ales                  | GRC bar alcohol purchase                              |
| DD33 C.Card | £21.00    |         | £21.00    | SSDC                         | GRC Temporary Events notice                           |
| DD33 C.Card | £21.00    |         | £21.00    | SSDC                         | GRC Tempory Events Notice                             |
| DD46        | £104.88   | £17.48  | £87.40    | Somerset Web Services Lrd    | Email hosting Sep 21                                  |
| DD7         | £72.00    | £12.00  | £60.00    | Phs Group Plc                | Annual Duty of Care 1/10/21 - 30/9/22                 |
| O P Sep 16  | £30.00    |         | £30.00    | Crewkerne Headlines & Topics | Publication of advertisement on social media          |
| O P Sep 17  | £2,089.20 | £348.20 | £1,741.00 | Broxap Ltd                   | Bins for Market Street/Cemetery                       |
| O P Sep 18  | £112.00   |         | £112.00   | Adam's Locks                 | Cemetery lodge lock repair                            |
| O P Sep 19  | £231.98   | £38.66  | £193.32   | One Step Recruitment         | Temporary Staff costs                                 |
| 9567        | £14.49    |         | £14.49    | Jay M                        | Travel Expenses                                       |
| DD9         | £32.80    | £5.47   | £27.33    | Southern Communications      | Mobile phones charges Sep 21                          |
| DD57        | £169.08   | £28.18  | £140.90   | British Telecom              | GRC telephone & broadband Sep 21                      |

Signed:.....Date:.....

# ACCOUNTS FOR PAYMENT - SEPTEMBER 27th 2021

|             |            |           |            |                              |   |
|-------------|------------|-----------|------------|------------------------------|---|
| DD52        | £317.39    | £52.90    | £264.49    | Gamma Business Communication | Telephone & broadband Sep 21                        |
| DD48        | £27.52     | £1.31     | £26.21     | E. O N                       | Electricity Grounds workshop 1/8 - 31/8/21          |
| DD31        | £14.52     | £2.42     | £12.10     | Iris Business Software Ltd   | Payroll Auto Enrolment software Aug 21              |
| DD26        | £13.91     | £0.66     | £13.25     | British Gas Business         | Gas Town Hall 2/8 - 1/9/21                          |
| DD6         | £240.14    | £40.02    | £200.12    | Phs Group Plc                | Duty of Care 13/10/21 - 12/04/22 /Sanitary Disposal |
| DD6         | £142.84    | £23.81    | £119.03    | Phs Group Plc                | Sanitary disposal 13/10 - 12/4/22                   |
| O P Sep 20  | £1,428.00  |           | £1,428.00  | Parkland Property Service    | Repairs to Severalls Hall                           |
| O P Sep 21  | £6,480.00  | £1,080.00 | £5,400.00  | Earthsense Systems Ltd       | Air quality monitor                                 |
| O P Sep 22  | £108.00    | £18.00    | £90.00     | Britchards                   | Service of Town Hall hot water cylinder             |
| DD33 C.Card | £210.00    |           | £210.00    | SSDC                         | Road closure for Christmas market                   |
| DD33 C.Card | £21.00     |           | £21.00     | SSDC                         | GRC temporary events notice                         |
| DD50        | £231.49    | £11.02    | £220.47    | British Gas Business         | Electricity GRC Aug 21                              |
|             |            |           |            |                              |   |
|             |            |           |            |                              |   |
|             | £11,754.36 |           | £11,754.36 | Salaries                     | Telepay Sep 21                                      |
|             |            |           |            |                              |   |
| Total       | £38,294.98 | £2,847.52 | £35,447.46 |                              |   |
|             |            |           |            |                              |   |
|             |            |           |            |                              |   |

Signed:.....Date:.....

|          |   |             |             |
|----------|---|-------------|-------------|
|          | <b>CREWKERNE TOWN COUNCIL</b>                     |             |             |
|          | <b>BANK RECONCILIATION AS AT 31/08/2021</b>       |             |             |
|          | Cash in Hand 01/04/2021                           |             | £203,093.47 |
|          | ADD   |             |             |
|          | Receipts 01/04/2021 - 31/08/2021                  |             | £254,993.23 |
|          | SUBTRACT  |             |             |
|          | Payments 01/04/2021 - 31/08/2021                  |             | £208,743.71 |
| <b>A</b> | <b>CASH IN HAND 31/08/21</b>                      |             | £249,342.99 |
|          | (per Cash Book)                                   |             |             |
|          | Cash in Hand per Bank Statements 31st August 2021 |             |             |
|          | LLOYDS - Business Call Account                    | £137,049.09 |             |
|          | LLOYDS - Current Account                          | £50,000.00  |             |
|          | LLOYDS - 32 Day Notice Account                    | £62,143.90  |             |
|          | Petty Cash  | £125.00     |             |
|          | Wednesday Market Cash Float                       | £25.00      |             |
|          |   |             | £249,342.99 |
|          | Less unrepresented cheques                        |             |             |
|          |   |             | £0.00       |
|          | Plus unrepresented receipts                       |             |             |
| <b>B</b> | <b>ADJUSTED BANK BALANCE</b>                      |             | £249,342.99 |
|          | <b>A = B Checks out OK</b>                        |             |             |





**CREWKERNE TOWN COUNCIL  
APPLICATION FORM FOR GRANT 2021**

Please fully complete and return to: Town Clerk, Town Hall, Market Square, Crewkerne, Somerset, TA18 7LN by **1pm on Friday 8 October 2021**. Applications received after this date may be rejected.

Please review the Crewkerne Town Council Grants Policy for guidance on and conditions of grant applications.

|   |   |                    |
|---|---|--------------------|
|   |   | Office<br>use only |
| Name of organisation/club:  | CREWKERNE RANGERS FOOTBALL CLUB.  |                    |
| Contact name:   | STEVE HOLTON  |                    |
| Position held:  | SECRETARY   |                    |
| Address:  | 149 PARK VIEW<br>CREWKERNE<br>Postcode: TA18 8JH  |                    |
| Daytime phone number:   | 0784 172 8157   |                    |
| E-mail address:   | holtonsa@aol.com  |                    |
| Purpose of your organisation:   | GRASSROOTS FOOTBALL FOR ADULTS & CHILDREN   | Y/N                |
| Please confirm that your organisation's constitution or rules have been attached: | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> Not applicable  | Y/N                |
| Is your organisation a registered charity?  | <input type="checkbox"/> YES, registration number: _____<br><input checked="" type="checkbox"/> NO  |                    |
| Amount requested from Crewkerne Town Council:                                     | £300  | Y/N                |
| Is the grant requested to cover:  | <input type="checkbox"/> Small project, event or acquisition under £1000<br><input checked="" type="checkbox"/> Large project or event<br><input type="checkbox"/> Service or building running costs<br><input type="checkbox"/> Construction projects  |                    |
| Briefly outline the event/project the grant would fund:                           | WE HAVE AN OPPORTUNITY TO BUY A DEFIBRILLATOR AND CABINET (VALUE OF £1568) FOR £300 DUE TO 2 CHARITIES (JAY'S AIM & ADAM STANSFIELD FOUNDATION) THAT ARE TRYING TO ENCOURAGE FOOTBALL CLUBS WITH YOUTH TEAMS TO HAVE DEFIBRILLATORS AT THEIR GROUNDS. THIS UNIT WOULD BE PUT ON THE GRC OUTSIDE WALL FACING HENHAYES SO THAT IT COULD BE USED BY ANYONE THERE, WHETHER PLAYING FOOTBALL, RUGBY, CRICKET OR EXERCISING OR USING THE PLAY AREA. | Y/N                |
| Where will your project take place?   | GRC / HENHAYES  | Y/N                |
| Please provide your project start and end date:                                   | SEPT - OCT 2021   | Y/N                |





|   |   |        |  |
|---|---|--------|--|
| <b>How would this grant benefit Crewkerne and its community?</b><br>Please tell us about how you intend to manage the project / event and the benefits this will have for Crewkerne and its residents | HAVING A DEFIBRILLATOR ON THE GRC OUTSIDE WALL COULD SAVE THE LIFE OF ANYONE PLAYING SPORT, OR EXERCISING, OR AT THE PLAY AREA. WHILST THERE IS ONE OUTSIDE LIDL, THIS IS NOT VERY CLOSE OR VISIBLE TO PEOPLE AT HENHAYES. Owing to our successful application to THE JAY'S AIM & ADAM STANSFIELD FOUNDATION CHARITIES, THIS CAN BE ACHIEVED FOR ONLY £300 INSTEAD OF THE NORMAL COST OF £1500. |        |  |
| <b>This is your opportunity to "sell" your project to the Council</b>   |   |        |  |
| <b>What evidence is there to support the need for your project?</b><br>Please provide evidence of needs for your project e.g. letters of support, statistics.   | THE FA ARE ENCOURAGING CLUBS TO HAVE DEFIBRILLATORS AT GROUNDS BECAUSE OF THE NUMBER OF PLAYERS WHO COLLAPSE DURING GAMES DUE TO HEART CONDITIONS, BOTH ADULTS & CHILDREN. THIS WAS EMPHASISED BY THE RECENT ON-FIELD COLLAPSE OF CHRISTIAN ERICSSON AT THE EUROPEAN FOOTBALL CHAMPIONSHIPS.  | Scored |  |
| <b>Have you considered the environmental impact of your project?</b>  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A  |        |  |
| <b>How many people will benefit from your project/event?:</b>   | NOT SURE. ALL SPORTS PLAYERS AT HENHAYES, PLUS OTHER USERS.<br>Approx. % from Crewkerne:  |        |  |
| <b>Will the event/project be accessible to all Crewkerne residents?</b>   | <input checked="" type="checkbox"/> YES, Publically available / accessible<br><input type="checkbox"/> YES, Limited spaces available (e.g. limited ticket sales, space, capacity or access) , please specify: _____<br><input type="checkbox"/> NO  |        |  |
| <b>Does your project specifically target any groups?:</b>   | <input checked="" type="checkbox"/> YES – Please specify ANYONE USING HENHAYES.<br><input type="checkbox"/> NO  |        |  |
| <b>Do you have a Safeguarding Policy?:</b>  | <input checked="" type="checkbox"/> YES – Please attach <input type="checkbox"/> NO <input type="checkbox"/> N/A  | Y/N    |  |
| <b>Please select two of the success measures you will provide to the town council if grant is awarded:</b>  | <input type="checkbox"/> Statistics on attendance / engagement<br><input checked="" type="checkbox"/> Photographs of the project<br><input type="checkbox"/> News clippings showing coverage<br><input type="checkbox"/> Accreditations<br><input checked="" type="checkbox"/> Participant quotations   |        |  |
| <b>Have you have had a Town Council grant within the last 5 years?:</b>   | <input checked="" type="checkbox"/> YES Date <u>APRIL 2021</u><br><input type="checkbox"/> NO   | Y/N    |  |
| <b>For applications outside of the normal funding window, as per the policy, please explain why this is the case here:</b>  | THIS GRANT OFFER HAS TO BE TAKEN UP BY THE END OF SEPTEMBER. CREWKERNE RANGERS FOOTBALL CLUB ARE WILLING TO PAY THE £300 ON A TEMPORARY BASIS TO SECURE THE OFFER, ON THE BASIS THAT THE CLUB WOULD BE REIMBURSED<br><input type="checkbox"/> Not applicable IF THIS <del>AS</del> COUNCIL GRANT IS SUCCESSFUL.   | Y/N    |  |





| What is the total cost of project/activities for which assistance is sought?   |                |  | Y/N |
|--|----------------|--|-----|
| Item   | Amount (£)     | Quotation attached?  |     |
| CONTRIBUTION TO THE COST OF A DEFIBRILLATOR & CABINET  | 300            | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO |     |
|  |                | <input type="checkbox"/> YES<br><input type="checkbox"/> NO            |     |
|  |                | <input type="checkbox"/> YES<br><input type="checkbox"/> NO            |     |
| Total cost for project   |                | 300  |     |
| Please supply details of sources of income for the project including gifts or donations in kind.   |                |  |     |
| Funding Source<br>(e.g. ticket sales, lottery grant, district council application, self-funding)   | Amount (£)     | Secured<br>(please tick)   | Y/N |
| GRANT FROM JAY'S AIM AND ADAM STANSFIELD FOUNDATION FOR MOST OF COST   | VALUE OF £1268 | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO |     |
|  |                | <input type="checkbox"/> YES<br><input type="checkbox"/> NO            |     |
|  |                | <input type="checkbox"/> YES<br><input type="checkbox"/> NO            |     |
|  |                | <input type="checkbox"/> YES<br><input type="checkbox"/> NO            |     |
| Total income for project   |                | £1268  |     |
| Please confirm that your latest accounts are attached  |                | <input checked="" type="checkbox"/> YES                                | Y/N |
| <b>Declaration</b><br>I confirm that : <ul style="list-style-type: none"><li>• I have read and will comply with the Crewkerne Town Council Grants Policy</li><li>• All information within this application form is accurate to the best of my knowledge</li><li>• I am authorised to apply for funding on behalf of the organisation/group</li></ul> |                |  | Y/N |
| Signed:  |                | SA Holton  |     |
| Date:  |                | 15-9-21  |     |



# Neighbourhood Plan next steps...

- Appoint a Steering Group
- Kick-off meeting of the Steering Group: Funding plan/Project plan/Consultation plan
- Plan a launch event
- Review existing evidence
- Develop a dedicated Neighbourhood Plan website
- Develop the first draft of a vision and objectives.
- Develop a community questionnaire, which typically tests:
  - As is: what residents and businesses like and don't like about the area today
  - To be: what do residents and businesses see as priorities for the future
  - What do residents and businesses think of the draft vision and objectives
  - Call for volunteers to assist in the development of the Plan
- Run the launch event, including rolling out the questionnaire and the website
- Steering Group to identify the different areas of focus and establish separate working groups for each focus area (eg housing, employment, transport etc)
- Once survey is completed, analyse the results and adjust the vision, objectives and areas of focus accordingly

## Full Council agenda item 12

### Future Parish Elections

Somerset County Council and the One Somerset team have asked SALC to seek parish/town council views on when the next parish and town council ordinary elections should be held.

The SALC requests to parish/town councils reads:

*“Our next ordinary elections are due to take place in May 2023. Normally, these would have coincided with the next district council elections, thus reducing the cost to the parish of holding an election. However, the creation of a new unitary authority means that elections to the shadow authority will now be held in May 2022 and there will be no principal authority elections in 2023. For those parishes and towns that have contested elections, this could lead to a significant increase in election costs, especially for smaller parishes with limited resources.*

*I would, therefore, be keen to know your views on whether the 2023 town and parish council elections should be moved forward to 2022 so that we can remain in sync with principal authority elections going forward. As time is limited, I would be grateful for your ideas asap and certainly before the end of September at the very latest.*

*The county council has clearly stated that the choice is ours so I look forward to receiving your thoughts.”*

#### UPDATE

Election costs to the town for standalone elections are approximately £3000, compared to £1500 when held in conjunction with higher tier authority elections.

(May 2019 - £1472.23 for joint elections, October 2018 - £3019.71 for stand alone)