



CREWKERNE TOWN COUNCIL

TOWN HALL
MARKET SQUARE
CREWKERNE
SOMERSET TA18 7LN
TEL: 01460 74001

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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 25 October 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
K. Sheehan, Town Clerk
19th October 2021

A minute's silence will be observed in memory of former Councillor and Mayor Geoff Clarke.

A G E N D A

- To note apologies for absence**
- 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.
- To confirm the minutes of the Town Council Meetings** held on 27 September 2021
- Declarations of interest** in items on the agenda.
- To receive reports from the County and District Councillors.**
- Clerk's progress report:** to receive an update report (for information).
- Finance:**
 - To approve the accounts for payment for October as listed.
 - To report the bank reconciliation for September 2021 has been completed.
 - To receive the second quarter income and expenditure report.
 - To receive a report on the current status of Earmarked Reserves and forecast year-end balance.
 - To note external audit for 2020/21 has been concluded with no matters of concern raised.
- Neighbourhood Plan 'kick off':** to receive a progress update from the Clerk.
- Website:** To receive an update on the new website.
- Lighting Up:** to consider a quotation for road closures and event signage.
- Queen's Platinum Jubilee:** to consider how to mark the Jubilee in June 2022.
- Approval of Newsletter draft:** to approve the draft of the November quarterly newsletter.
- Amendment to Standing Orders:** to agree a recommendation from P&R regarding procedures in public sessions at council meetings and retention of YouTube recordings.
- To receive Committee and Working Group minutes:**
 - Policy & Resources Committee meeting held on 11 October 2021.
 - Planning and Highways Committee meetings held on 11 October 2021.
- Council Surgeries/Coffee with Councillors:** To receive feedback from recent events and confirm future attendance/dates.

16. **To receive Matters of Report** (for information only).
17. **Next meeting** on Monday 22 November 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 - Contractual matters

Item 7a)

ACCOUNTS FOR PAYMENT - OCTOBER 25th 2021

Chq No.	Gross	Vat	Net	Payee	Description
O P Oct 1	£3,694.41	£557.79	£3,136.62	Linen Yard Investments	Grounds Maintenance workshop rent 29/9 - 24/12/21
O P Oct 2	£1,230.00	£205.00	£1,025.00	Good Directions Ltd	Avenue tree bench for Henhayes
O P Oct 3	£208.00		£208.00	Society Of Local Council Clerks	Membership fee Deputy Clerk 01/09/21 - 31/8/22
O P Oct 4	£251.32	£41.89	£209.43	One Step Recruitment	Temporary Staff costs
O P Oct 4	£231.98	£38.66	£193.32	One Step Recruitment	Temporary Staff costs
O P Oct 5	£9.67	£0.46	£9.21	British Gas Business	Cemetery lodge gas 16/8 - 15/9/21
O P Oct 6	£3,614.37		£3,614.37	SCC Pension Fund	Pension Contributions Sep 21
O P Oct 7	£4,544.59		£4,544.59	H M Customs & Revenue	Tax & NI Contributions Sep 21
O P Oct 8	£951.91	£158.65	£793.26	Glen Cleaning Group Ltd	Cleaning public toilets Sep 21
O P Oct 9	£204.00	£34.00	£170.00	Steelway Fensecure Ltd	Henhayes playground railings
O P Oct 10	£1,363.92		£1,363.92	Active Learning & Skills	Contribution to Youth Services Sep 21
9568	£112.79	£3.76	£109.03	Petty Cash	Sundries
O P Oct 11	£125.48		£125.48	Parkland Property Service	Grounds maint workshop toilet repairs
O P Oct 11	£25.00		£25.00	Parkland Property Service	Severall Hall lock repair
O P Oct 12	£1,200.00	£200.00	£1,000.00	PKF Littlejohn LLP	External Audit fees 2020/21
Cash	£70.28		£70.28	Asda	GRC Bar purchases
Cash	£6.00		£6.00	Waitrose	GRC Bar purchases
Cash	£71.23		£71.23	Lidl	GRC Bar purchases
DD44	£282.18		£282.18	Everflow	Water Rates Jun - Oct 21
DD2	£1,073.00		£1,073.00	SSDC	Rates Town Hall/Victoria Hall Oct 21
DD20	£319.00		£319.00	SSDC	Rates Cemetery Chapels Oct 21
DD11	£549.00		£549.00	SSDC	Rates Grounds Workshop Oct 21
DD51	£724.00		£724.00	SSDC	Rates GRC Oct 21
DD55	£170.00		£170.00	SSDC	Council Tax Cemetery Lodge Oct 21
DD29	£73.00		£73.00	SSDC	Rates Public Toilets Oct 21
DD49	£81.82	£13.64	£68.18	The Business	Fuel Sep 21
DD33 C.Card	£125.56	£20.93	£104.63	Cartridge Save Ltd	LIC ink cartridge
DD23	£148.36	£7.06	£141.30	British Gas Business	Electricity Town Hall 23/8 - 20/9/21
DD30	£31.43	£1.49	£29.94	British Gas Business	Electricity Public Toilets 18/8 - 14/9/21
DD22	£9.76	£0.46	£9.30	British Gas Business	Gas Victoria Hall 8/8 - 7/9/21
DD17b	£10.47	£0.50	£9.97	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 22/8 - 20/9/21
DD17c	£11.60	£0.55	£11.05	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 22/8 - 20/9/21
DD21	£44.33	£2.11	£42.22	British Gas Business	Electricity Happy Valley floodlights 18/8 - 18/9/21
DD33 C.Card	£75.00	£12.50	£62.50	SSDC	Car parking season ticket AO 29/9 - 28/12/21
O P Oct 13	£130.31	£21.72	£108.59	Bradfords	Makita angle grinder/washers
O P Oct 13	£8.27	£1.38	£6.89	Bradfords	Bin fixings
O P Oct 13	£13.91	£2.32	£11.59	Bradfords	Bin fixings
O P Oct 14	£407.66	£67.94	£339.72	Prism	Sundries
O P Oct 14	£69.26	£11.54	£57.72	Prism	Soap/surface wipes
O P Oct 14	£7.02	£1.17	£5.85	Prism	Batteries
O P Oct 15	£88.99	£14.83	£74.16	Screwfix Direct Ltd	Insect control kit
O P Oct 16	£114.73		£114.73	James Hardware	Sundries
O P Oct 17	£110.10		£110.10	Water2Business	Water rates GRC 9/7 - 24/9/21
O P Oct 18	£900.00	£150.00	£750.00	One Step Recruitment	Temporary Staff costs
O P Oct 18	£231.98	£38.66	£193.32	One Step Recruitment	Temporary Staff costs
O P Oct 19	£350.00	£58.33	£291.67	Allen Computer Services	Replacement NAS drive - deposit
O P Oct 20	£200.00		£200.00	Parkinson Partnership	Follow up VAT consultation
O P Oct 21	£1,255.00		£1,255.00	M C Commercial Cleaning	Cleaning Sep 21
O P Oct 22	£79.20	£13.20	£66.00	Ocean Fire & Security	Fire/intruder alarm/CCTV Oct 21
O P Oct 23	£399.00		£399.00	SCC Pension Fund	Pension Deficit recharge Oct 21
O P Oct 24	£300.00		£300.00	Crewkerne Rangers Football Club	Grant towards difibrilator
Transfer	£24.04		£24.04	Lloyds Bank	Bank charges re: GRC bank account
O P Oct 25	£231.98	£38.66	£193.32	One Step Recruitment	Temporary Staff costs
O P Oct 26	£102.00	£17.00	£85.00	Ocean Fire & Security	GRC intruder alarm call out
O P Oct 27	£20.00		£20.00	Somerset Association of Local C	Neighbourhood Plan seminar fee - TC
O P Oct 28	£333.57	£55.59	£277.98	Ricoh Uk Ltd	Printer/photocopier rental Oct - Dec 21
O P Oct 29	£65.40	£10.90	£54.50	Paperchase Recycling	Cemetery general waste collection Sep 21
O P Oct 29	£65.40	£10.90	£54.50	Paperchase Recycling	Cemetery general waste collection Apr 21
O P Oct 30	£179.22	£29.87	£149.35	Dantek Environmental Services (GRC quarterly water monitoring
O P Oct 31	£1,447.99	£241.33	£1,206.66	Fern Garden Tree Services	Cemetery grass cutting Sep 21
O P Oct 31	£300.00	£50.00	£250.00	Fern Garden Tree Services	Cemetery tree work
O P Oct 31	£456.00	£76.00	£380.00	Fern Garden Tree Services	Cemetery tree work - Yew

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

ACCOUNTS FOR PAYMENT - OCTOBER 25th 2021

O P Oct 32	£3,839.97		£3,839.97	W P S Insurance Brokers	Joint Burial Committee Insurance 30/9/21 - 29/9/22
O P Oct 32	£1,646.76		£1,646.76	W P S Insurance Brokers	Motor Insurance 1/10/21 - 30/9/22
O P Oct 33	£21,453.00		£21,453.00	Joint Burial Committee	Precept 2nd half 21/22
O P Oct 34	£28.10		£28.10	Cottle. Rob	Expenses for Town Clerk retirement function
9569				Cancelled	
9570	£32.00		£32.00	Royal British Legion	Poppy wreaths
DD50	£567.04	£94.50	£472.54	British Gas Business	Electricity GRC Sep 21
DD26	£26.12	£1.24	£24.88	British Gas Business	Gas Town Hall 2/9 - 1/10/21
DD33 C.Card	£3.00		£3.00	Land Registry	Land ownership search
DD9	£32.80	£5.47	£27.33	Southern Communications	Mobile phone charges Oct 21
DD31	7.26	1.21	6.05	Iris Business Software Ltd	Payroll payslip software Sep 21
DD43	£16.05		£16.05	Lloyds Bank	Bank charges Sep 21
DD33 C.Card	£300.00	£50.00	£250.00	SSDC	Car park season tickets DC & FO 12/10/21 - 11/4/22
DD31	£14.52	£2.42	£12.10	Iris Business Software Ltd	Payroll Auto enrolment software Sep 21
DD52	£317.39	£52.90	£264.49	Gamma Business Communication	Telephone & broadband Oct 21
DD57	£168.84	£28.14	£140.70	British Telecom	Telephone & broadband GRC Oct 21
DD33 C.Card	£35.00		£35.00	Amazon Marketplace	VAT guide
DD53	£21.90	£3.65	£18.25	O2	Mobile Wifi Sep 21
DD47	£20.88	£3.48	£17.40	Biffa	Grounds Maint skip rental Sep 21
DD17a	£48.44	£2.31	£46.13	Edf Energy 1 Ltd	Electricity Street lighting Happy Valley 1/7 - 30/9/21
DD6	-£148.52	-£24.75	-£123.77	Phs Group Plc	Town Hall sanitary disposal CREDIT
DD6	-£47.11	-£7.85	-£39.26	Phs Group Plc	GRC sanitary disposal CREDIT
DD6	-£203.52	-£33.92	-£169.60	Phs Group Plc	GRC sanitary disposal CREDIT
DD6	£115.25	£19.21	£96.04	Phs Group Plc	Town Hall sanitary disposal 5/10/21 - 12/4/22
DD6	£172.88	£28.81	£144.07	Phs Group Plc	GRC sanitary disposal 5/10/21 - 12/4/22
DD46	£360.00	£60.00	£300.00	Somerset Web Services Ltd	Email hosting annual fee
DD46	£104.88	£17.48	£87.40	Somerset Web Services Ltd	Email hosting Oct 21
DD44	£289.84		£289.84	Everfow Ltd	Water rates Nov 21
DD6	£399.14	£66.52	£332.62	Phs Group Plc	GRC sanitary disposal 7/10/21 - 12/4/22
DD27	£92.77	£4.42	£88.35	E. O N	Electricity Victoria Hall 2/9 - 8/10/21
DD48	£39.16	£1.86	£37.30	E. O N	Electricity Grounds workshop Sep 21
	£9,758.74		£9,758.74	Telepay	Salaries Oct 21
Total	£69,047.07	£2,587.89	£66,459.18		

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

Item 7b)

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 30/09/2021			
	Cash in Hand 01/04/2021		£203,093.47
	ADD		
	Receipts 01/04/2021 - 30/09/2021		£482,119.24
	SUBTRACT		
	Payments 01/04/2021 - 30/09/2021		£253,554.30
A	CASH IN HAND 30/09/21 (per Cash Book)		£431,658.41
	Cash in Hand per Bank Statements 30th September 2021		
	LLOYDS - Business Call Account	£381,458.30	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - 32 Day Notice Account	£0.00	
	GRC Bar Cash Float	£64.60	
	Petty Cash	£125.00	
	Wednesday Market Cash Float	£25.00	
			£431,672.90
	Less unrepresented cheques		
	9567	£14.49	
			£14.49
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£431,658.41
	A = B Checks out OK		

Item 7c)

Quarterly Report: 2nd Quarter 2021/22
Overall Summary

	Actual 2020/21			Budget 2021/22			Income/Expend to date 30/09/2021			Yr. End Forecast 2021/22			Net expenditure: comparison of year end f'cast to budget	Prime reason(s) for variance
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net		
Staff Costs	199717		199717	203603		203603	96011		96011	200145		200145	-3500	
Admin and bank interest/charges	38116	719	37397	47780	750	47030	23143	14	23129	50931	28	50903	3900	
Town Hall & Victoria Hall	25400	1077	24323	30022	2050	27972	14813	1954	12859	30469	4366	26103	-1900	
Grounds Maintenance & Open Spaces	39544	6518	33026	39649	6523	33126	20517	0	20517	46189	3023	43166	10000	Income from Henhayes car park reduced
War Memorial Grounds	3204	50	3154	3000	50	2950	2492	-10	2502	3000	40	2960	0	
Cemetery	42122	24058	18064	42,906	19,300	23606	21453	2442	19011	42906	17418	25488	1900	
Aqua Centre	493	0	493	500	0	500	0	0	0	500	0	500	0	
George Reynolds Centre	41313	8674	32639	32750	11000	21750	12124	6283	5841	39682	13926	25756	4000	
Grants	13956		13956	13000		13000	11434		11434	13000		13000	0	
Youth service	13665		13665	11000		11000	6820		6820	16367		16367	5400	£5k drawdown from ER
Public toilets	15869		15869	42500		42500	8617		8617	78000	20,000	58000	15500	Public toilet renovation assume £60k renovation costs - £20k grant funding + £10.5k drawdown from ER
Projects	3485	0	3485	0	0	0	5650	0	5650	5650	2700	2950	3000	£2700 drawdown from ER + £2700 grant funding
Events	9764	690	9075	13000	0	13000	4559	0	4559	16249	4550	11699	-1300	£4349 grant funding for xmas lights
TOTAL	446648	41786	404862	479710	39673	440037	227633	10683	216950	543087	66051	477036	37000	

Within or on budget	
Over budget but fully covered by Earmarked Reserves	
Over budget by < 10% or over budget and partly funded through Earmarked Reserves	
Over budget by > 10%	

Item 7e)

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **CREWKERNE TOWN COUNCIL – SO0089**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year the authority received £549 in respect of insurance claims against expenditure during the same year and has accounted for them as receipts in Section 2, Box 3 rather than netting them against the relevant expense. Whilst the Practitioners' Guide is silent on the matter, it is our view that the true cost to the authority should be shown on a net basis. Accounting on a gross basis inflates the gross income and gross expenditure of the authority and can push the authority into a higher fee band than it would otherwise be in.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

25/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Item 13)

Full Council meeting – 25th October 2021

Agenda Item 13 – Amendment to Standing Orders – Public Participation in meetings & Retention of recordings

(Proposed changes in red)

- a Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of any matter affecting Crewkerne. **Members of the public wishing to address the meeting will be asked to complete a contact details form prior to the start of the meeting. At the start of the public participation period the chairman of the meeting shall ask members to introduce themselves to the meeting, stating their names and organisations represented.**
- b The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- c Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- d In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- e A person shall raise his/her hand when requesting to speak but is not required to stand when speaking unless requested to do so by the Chairman.
- f A person who speaks at a meeting shall direct his/her comments to the chairman of the meeting. **When a meeting is being recorded or streamed, the chairman should ask all participants, including councillors to speak clearly towards microphones provided. Councillors and members of Town Council staff in attendance will be provided with a name plate for use in meetings.**
- g Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

And a further insertion at I. to read:

- I. **Footage of Council meetings will be made available on the Council's YouTube channel until such time as the minutes of each meeting are formally agreed and signed by the Chair of the meeting in question. Recordings will then be removed.**

NB The Town Council's own policy on recording at council meetings should be updated to reflect any agreed changes and tabled for a future P&R meeting.