

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 July 2022, starting at 18.45 in the Council Chamber, Town Hall, Market Square, 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 (signed on original)  
19 July 2022

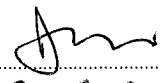
## Agenda

Open Forum: Questions may be put to the Council in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. To note apologies for absence.
2. Declarations of interest in items on the agenda.
3. To confirm the minutes of the Town Council meeting held on 11 July 2022.
4. To receive reports from the County and District Councillors.
5. Clerk's progress report: to receive an update report (for information).
6. Planning: to consider applications due before the next meeting of Planning and Highways.
  - a. 22/01989/TCA 19 Foundry Square Crewkerne Somerset TA18 8HB.  
Notification of intent to Fell No. 1 Tree within a Conservation Area.
7. Finance:
  - a. To approve the accounts for payment for July 2022 as listed.
  - b. To report the bank reconciliation for June 2022 has been completed.
  - c. To receive the first quarter income and expenditure financial report.
8. Barn Street: to note receipt of landscape architect's plans for Barn Street Recreation Area and make arrangements for a period of public consultation.
9. Henhayes advertising: consider a request from Crewkerne Rangers FC to erect sponsorship boards during the football season.
10. Churchyard trees: to consider a quotation to reduce the crown of the hornbeam tree in St Bartholomew's Churchyard.

11. George Reynolds Centre:
  - a. To receive usage estimates from the Rugby Club for 22/23 season.
  - b. To set season charges for use of GRC for football and rugby clubs from September 2022.
12. Jubilee event: to receive a 'wash up' report from the Deputy Clerk in respect of the Jubilee celebrations.
13. Bincombe Beeches nature reserve: to consider a quote and make arrangements for the annual baling at Bincombe.
14. Neighbourhood Plan:
  - a. To delegate to the Neighbourhood Plan Steering Group the authority to appoint and manage the workload of a planning consultant in support of the production of the Crewkerne Neighbourhood Plan.
  - b. To resolve to underwrite costs incurred in respect of planning consultancy services before external funding confirmed (expected to be minimal).
15. Council surgeries and Coffee with Councillors events: to confirm dates and agree attendance at upcoming surgery and coffee events.
16. Council newsletter: to consider requests received from external organisations to place articles in the quarterly town newsletter.
17. To receive the following minutes and approve any recommendations contained therein:
  - a. Planning & Highways Committee 13 June 2022
  - b. Amenities Committee 23 May 2022
  - c. Neighbourhood Plan Steering Group (various)
  - d. Youth Steering Group 16 February 2022
  - e. Reports from Town Council representatives to outside bodies
18. To receive Matters of Report (for information only).
19. Next meeting: Monday 26 September 2022 at 18.45, Council Chamber, Town Hall.

ACCOUNTS FOR PAYMENT - JULY 25th 2022

Checked by:   
 Date: 19 July 2022

| Chq No.     | Gross      | Vat      | Net        | Payee                            | Description  |
|-------------|------------|----------|------------|----------------------------------|--|
| O P Jul 1   | £700.00    |          | £700.00    | Simon Stewart                    | Delivery of Newsletter                                 |
| O P Jul 2   | £30.00     |          | £30.00     | J.Campbell                       | Entertainment for Jubilee event                        |
| O P Jul 3   | £1,068.00  | £178.00  | £890.00    | Guy Trevor Jones                 | Fence installation Pithers Court                       |
| O P Jul 4   | £402.00    | £67.00   | £335.00    | Dantek Environmental Services (L | GRC Legionella risk assessment                         |
| O P Jul 5   | £72.00     |          | £72.00     | NG Signs                         | Chatty bench signs                                     |
| O P Jul 6   | £78.50     |          | £78.50     | Clive Brown                      | Repairs to Town Hall steps                             |
| O P Jul 6   | £100.00    |          | £100.00    | Clive Brown                      | Manhole repair Severalls Allotments                    |
| O P Jul 7   | £25.00     |          | £25.00     | Somerset Association of Local C  | New councillor training                                |
| O P Jul 8   | £276.00    | £46.00   | £230.00    | Inno Fire & Security             | Intruder alarm service & monitoring charge             |
| O P Jul 9   | £520.00    | £86.67   | £433.33    | Allen Computer Services          | New lap top - Deputy Clerk                             |
| O P Jul 10  | £3,342.25  |          | £3,342.25  | HM Revenue & Customs             | Tax & NI Contributions Jun 22                          |
| O P Jul 11  | £3,772.59  |          | £3,772.59  | SCC Pension Fund                 | Pension Contributions Jun 22                           |
| O P Jul 12  | £189.00    | £31.50   | £157.50    | Dantek Environmental Services (L | GRC Water hygiene monitoring                           |
| O P Jul 13  | £47.60     |          | £47.60     | James Hardware                   | Sundries   |
| O P Jul 14  | £9.54      | £0.45    | £9.09      | British Gas Business             | Gas Cemetery Lodge 19/5 - 18/6/22                      |
| DD17c       | £13.16     | £0.63    | £12.53     | Edf Energy 1 Ltd                 | Electricity Street lighting Middle Path 22/5 - 20/6/22 |
| DD17b       | £11.31     | £0.54    | £10.77     | Edf Energy 1 Ltd                 | Electricity Street lighting Henhayes 23/5 - 20/6/22    |
| DD33 C.Card | £134.19    | £22.37   | £111.82    | Amazon Marketplace               | Printer ink cartridge LIC                              |
| DD21        | £18.63     | £0.89    | £17.74     | British Gas Business             | Electricity Happy Valley floodlights 18/5 - 18/6/22    |
| DD49        | £107.20    | £17.87   | £89.33     | The Business                     | Fuel Jun 22  |
| DD23        | £481.42    | £80.24   | £401.18    | British Gas Business             | Electricity Town Hall 20/5 - 20/6/22                   |
| O P Jul 15  | £378.02    |          | £378.02    | Brown, Clive                     | GRC changing room locks                                |
| O P Jul 16  | £200.00    |          | £200.00    | Wilson, Daniel                   | Weedkiller   |
| O P Jul 17  | £1,457.67  |          | £1,457.67  | Active Learning & Skills         | Provision of Youth services Jun 22                     |
| O P Jul 18  | £578.60    | £96.43   | £482.17    | Prism                            | Newsletters  |
| O P Jul 18  | £191.89    | £31.98   | £159.91    | Prism                            | Toilet roll/hand towels                                |
| O P Jul 19  | £760.86    | £126.81  | £634.05    | Screwfix Direct Ltd              | Security locks for GRC                                 |
| DD17a       | £57.04     | £2.72    | £54.32     | Edf Energy 1 Ltd                 | Electricity street lighting Happy Valley 1/4 - 30/6/22 |
| DD43        | £14.72     |          | £14.72     | Lloyds Bank                      | Bank charges Jun 22                                    |
| DD48        | £43.88     | £2.09    | £41.79     | E. O N                           | Electricity Grounds Workshop Jun 22                    |
| DD9         | £32.80     | £5.47    | £27.33     | Southern Communications          | Mobile phones charges Jul 22                           |
| DD57        | £184.57    | £30.76   | £153.81    | British Telecom                  | GRC Telephone & broadband Jul 22                       |
| DD53        | £23.60     | £3.93    | £19.67     | O2                               | Mobile Wifi Jun 22                                     |
| DD31        | £7.26      | £1.21    | £6.05      | Iris Business Software Ltd       | Payroll payslips software Jun 22                       |
| DD46        | £104.88    | £17.48   | £87.40     | Somerset Web Services Lrd        | Email hosting Jul 22                                   |
| DD47        | £31.32     | £5.22    | £26.10     | Biffa                            | Grounds maint skip hire Jun 22                         |
| DD44        | £391.60    |          | £391.60    | Everfow Ltd                      | Water rates Jul 22                                     |
| DD11        | £549.00    |          | £549.00    | SSDC                             | Rates Grounds Workshop Jul 22                          |
| DD2         | £1,073.00  |          | £1,073.00  | SSDC                             | Rates Town Hall/Victoria Hall Jul 22                   |
| DD20        | £319.00    |          | £319.00    | SSDC                             | Rates Cemetery Chapels Jul 22                          |
| DD13        | £1,371.52  |          | £1,371.52  | Royal and Sun Alliance           | Insurance Jul 22                                       |
| DD55        | £176.00    |          | £176.00    | SSDC                             | Council Tax Cemetery Lodge Jul 22                      |
| DD51        | £724.00    |          | £724.00    | SSDC                             | Rates GRC Jul 22                                       |
| DD59        | £40.80     | £1.94    | £38.86     | British Gas Business             | Gas GRC 31/5 - 26/6/22                                 |
| O P Jul 20  | £734.00    |          | £734.00    | M C Commercial Cleaning          | Cleaning Jun 22  |
| O P Jul 20  | £320.00    |          | £320.00    | M C Commercial Cleaning          | Cleaning GRC Jun 22                                    |
| O P Jul 20  | £100.00    |          | £100.00    | M C Commercial Cleaning          | Cleaning GRC additional 18/6/22                        |
| O P Jul 21  | £87.94     | £14.66   | £73.28     | Groves Nurseries                 | Planting   |
| O P Jul 22  | £173.94    | £28.99   | £144.95    | Earth Anchors                    | Dog waste bin - Severalls                              |
| O P Jul 23  | £75.00     |          | £75.00     | Somerset Association of Local C  | Remote training - Code of Conduct                      |
| O P Jul 23  | £15.00     |          | £15.00     | Somerset Association of Local C  | Remote training Finance & Governance                   |
| O P Jul 24  | £1,690.08  |          | £1,690.08  | SSDC                             | Election expenses 5/5/22                               |
| O P Jul 25  | £384.00    | £64.00   | £320.00    | Fern Garden Tree Services        | Cemetery tree work                                     |
| O P Jul 26  | £112.00    |          | £112.00    | Brown, Clive                     | Cemetery pathway post installation                     |
| O P Jul 27  | £414.60    | £69.10   | £345.50    | Inno Fire & Security             | Annual intruder and fire extinguisher service          |
| O P Jul 28  | £251.40    | £41.90   | £209.50    | Hoistway                         | Lift maintenance contract 28/8/22 - 27/8/23            |
| O P Jul 29  | -£186.00   | -£11.00  | -£175.00   | Ellis Whittam Ltd                | CREDIT Employment insurance                            |
| O P Jul 29  | £201.00    | £11.00   | £190.00    | Ellis Whittam Ltd                | Employment Insurance                                   |
| Credit      | -£1,606.50 | -£267.75 | -£1,338.75 | Ellis Whittam Ltd                | CREDIT Employment law                                  |
| Credit      | £1,404.00  | £234.00  | £1,170.00  | Ellis Whittam Ltd                | Employment Law 1/6/22 - 31/5/23                        |
| O P Jul 31  | £93.00     |          | £93.00     | The Good Earthworks Landscape    | Barn Street Rec Ground landscape design                |
| O P Jul 31  | £34.28     |          | £34.28     | James Hardware                   | Sundries   |

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

ACCOUNTS FOR PAYMENT - JULY 25th 2022

Checked by:.....

Date: .....

|             |            |           |            |                            |   |
|-------------|------------|-----------|------------|----------------------------|---|
| O P Jul 32  | £79.20     | £13.20    | £66.00     | Ocean Fire & Security      | Fire/intruder alarm/CCTV maint Jul 22     |
| O P Jul 33  | £46.80     | £7.80     | £39.00     | Paperchase Recycling       | Cemetery general waste collection Jun 22  |
| O P Jul 34  | £72.34     | £12.06    | £60.28     | Bradforas                  | Grounds maint Wheelbarrow                 |
| DD30        | £218.11    | £10.38    | £207.73    | British Gas Business       | Electricity Public Toilets 10/5 - 28/6/22 |
| DD50        | £521.76    | £86.96    | £434.80    | British Gas Business       | Electricity GRC Jun 22                    |
| DD22        | £6.56      | £0.31     | £6.25      | British Gas Business       | Gas Victoria Hall 16/5 - 12/7/22          |
| DD26        | £14.42     | £0.68     | £13.74     | British Gas Business       | Gas Town Hall 2/6 - 1/7/22                |
| DD31        | £15.67     | £2.61     | £13.06     | Iris Business Software Ltd | Payroll Auto Enrolement software Jun 22   |
| DD33 C.Card | £40.00     |           | £40.00     | Lloyds Bank                | Corporate card annual fee                 |
| DD33 C.Card | £9.99      | £1.67     | £8.32      | Amazon Marketplace         | Decorative stickers for notice board      |
| DD33 C.Card | £10.09     | £1.68     | £8.41      | Amazon Marketplace         | Stationery                                |
| DD33 C.Card | £16.48     | £2.75     | £13.73     | Amazon Marketplace         | Litter picker                             |
|             |            |           |            |                            |   |
|             | £11,271.76 |           | £11,271.76 | Salaries                   | Telepay Jul 22                            |
|             |            |           |            |                            |   |
|             |            |           |            |                            |   |
|             |            |           |            |                            |   |
| Total       | £36,731.34 | £1,183.20 | £35,548.14 |                            |   |

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

| CREWKERNE TOWN COUNCIL<br>BANK RECONCILIATION AS AT 30/06/2022 |  |             |             |
|--|--|-------------|-------------|
|  | Cash in Hand 01/04/2022                            |             | £280,666.98 |
|  | ADD  |             |             |
|  | Receipts 01/04/2022 - 30/06/2022                   |             | £288,376.89 |
|  | SUBTRACT   |             |             |
|  | Payments 01/04/2022 - 30/06/2022                   |             | £130,933.48 |
| <b>A</b>   | <b>CASH IN HAND 30/06/22</b><br>(per Cash Book)    |             | £438,110.39 |
|  |  |             |             |
|  | Cash in Hand per Bank Statements 30th June 2022    |             |             |
|  | LLOYDS - Business Call Account                     | £272,984.69 |             |
|  | LLOYDS - Current Account                           | £50,000.00  |             |
|  | LLOYDS - Burial Account                            | £115,100.70 |             |
|  | Wednesday Market Cash Float                        | £25.00      |             |
|  |  |             | £438,110.39 |
|  | Less unrepresented cheques                         |             |             |
|  |  |             | £0.00       |
|  | Plus unrepresented receipts                        |             |             |
| <b>B</b>   | <b>ADJUSTED BANK BALANCE</b>                       |             | £438,110.39 |
|  | <b>A = B Checks out OK</b>                         |             |             |
|  | Town Clerk: ..... <i>H. Sheehan</i> .....          |             |             |
|  | Date: ..... <i>11<sup>th</sup> July 2022</i> ..... |             |             |
|  | Checked by: ..... <i>[Signature]</i> .....         |             |             |
|  | Date: ..... <i>19 July 2022</i> .....              |             |             |

**Quarterly Report: 1st Quarter 2022/23  
Overall Summary**

|  | Actual 2021/22 |              |               | Budget 2022/23 |              |               | Income/Expend to date<br>30/06/22 |              |              | Yr. End Forecast 2022/23 |              |               | Net<br>expenditure:<br>comparison of<br>year end f'cast<br>to budget | Prime reason(s) for variance   | % +/-     |
|--|----------------|--------------|---------------|----------------|--------------|---------------|-----------------------------------|--------------|--------------|--------------------------|--------------|---------------|--|--|-----------|
|  | Expend         | Income       | Net           | Expend         | Income       | Net           | Expend                            | Income       | Net          | Expend                   | Income       | Net           |  |  |           |
| <b>Staff Costs</b>                               | 187480         | 0            | 187480        | 203199         | 0            | 203199        | 37464                             | 0            | 37464        | 214249                   | 0            | 214249        | 11100  | £10.3k drawdown from ER  | 5%        |
| <b>Admin and bank interest/charges</b>           | 51437          | -26          | 51463         | 55650          | 30           | 55620         | 17025                             | 504          | 16522        | 52600                    | 516          | 52084         | -3500  |  | -6%       |
| <b>Town Hall &amp; Victoria Hall</b>             | 28264          | 4998         | 23266         | 40094          | 8050         | 32044         | 6770                              | 3983         | 2787         | 43318                    | 8157         | 35161         | 3100   | Overspend on utilities to be<br>drawdown from ER   | 10%       |
| <b>Grounds Maintenance &amp; Open<br/>Spaces</b> | 52077          | 120          | 51956         | 40049          | 2503         | 37546         | 11390                             | 487          | 10903        | 43389                    | 2510         | 40879         | 3300   | £10.9k drawdown from ER for open<br>spaces, drawdown from Playgrounds<br>ER                                    | 9%        |
| <b>War Memorial Grounds</b>                      | 3173           | 1            | 3172          | 8550           | 3500         | 5050          | 238                               | 0            | 238          | 8350                     | 3500         | 4850          | -200   |  | -4%       |
| <b>Cemetery</b>                                  | 42906          | 16101        | 26805         | 53,457         | 28,992       | 24465         | 8197                              | 9380         | -1183        | 52824                    | 27752        | 25072         | 600  | Income under target  | 2%        |
| <b>Aqua Centre</b>                               | 0              | 0            | 0             | 500            | 1000         | -500          | 0                                 | 500          | -500         | 500                      | 1000         | -500          | 0  |  | 0%        |
| <b>George Reynolds Centre</b>                    | 36262          | 14783        | 21480         | 46430          | 13000        | 33430         | 6016                              | 6935         | -919         | 49036                    | 15000        | 34036         | 600  | Overspend on utilities to be<br>drawdown from ER. Gas pipe<br>installation £2k to be taken from GRC<br>project | 2%        |
| <b>Grants</b>                                    | 11734          | 0            | 11734         | 13979          | 0            | 13979         | 13636                             | 0            | 13636        | 15136                    | 0            | 15136         | 1200   |  | 9%        |
| <b>Youth service</b>                             | 16367          | 0            | 16367         | 17492          | 0            | 17492         | 2915                              | 0            | 2915         | 17492                    | 0            | 17492         | 0  |  | 0%        |
| <b>Public toilets</b>                            | 73758          | 20851        | 52907         | 9100           | 0            | 9100          | 1883                              | 0            | 1883         | 10000                    | 0            | 10000         | 900  |  | 10%       |
| <b>Projects</b>                                  | 19767          | 6152         | 13615         | 21100          | 0            | 21100         | 5                                 | 0            | 5            | 21100                    | 10000        | 11100         | -10000   |  |           |
| <b>Events</b>                                    | 16308          | 5766         | 10542         | 14000          | 0            | 14000         | 5034                              | 2150         | 2884         | 17034                    | 4219         | 12815         | -1200  | £815 drawdown from ER for Jubilee<br>event   | -9%       |
| <b>TOTAL</b>                                     | <b>539533</b>  | <b>68747</b> | <b>470786</b> | <b>523600</b>  | <b>57075</b> | <b>466525</b> | <b>110573</b>                     | <b>23940</b> | <b>86633</b> | <b>545027</b>            | <b>72654</b> | <b>472373</b> | <b>5800</b>  |  | <b>1%</b> |

|  |  |
|--|--|
| Within or On Budget  |  |
| Over Budget but fully covered by Earmarked Reserves                          |  |
| Over Budget by < 10% or over budget and partly covered by Earmarked Reserves |  |
| Over budget by > 10%   |  |

SUPPORTING REPORTS TO FULL COUNCIL – 25 JULY 2022

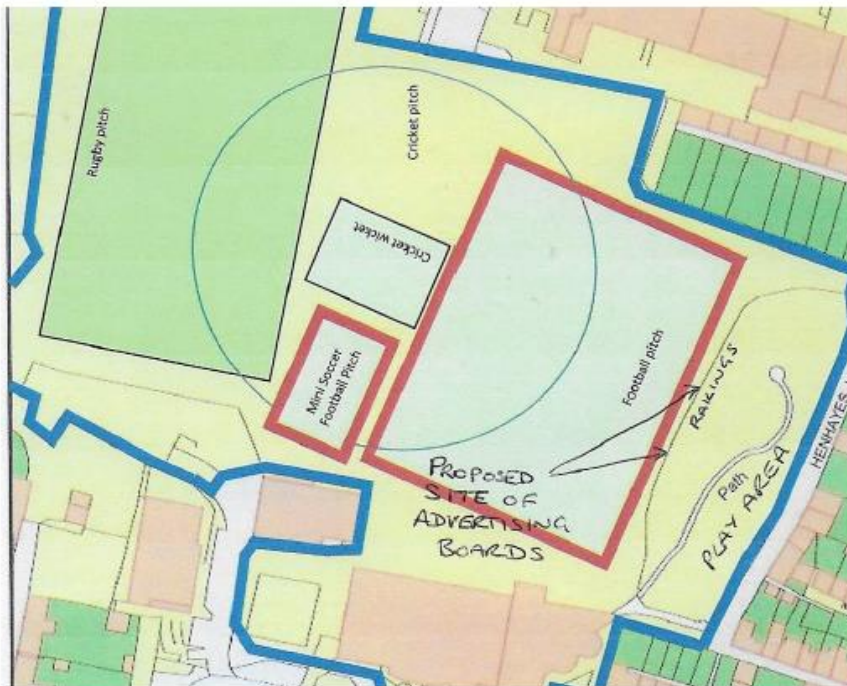
Agenda Item 9: Henhayes advertising – to consider a request from Crewkerne Rangers Football Club (CRFC) to erect sponsorship boards during the football season.

Proposal: The following proposal has been received from CRFC.

Proposal for Advertising Boards at Henhayes for Crewkerne Rangers Football Club

Crewkerne Rangers Football Club is facing increasing running costs and needs to explore additional options for fundraising. One such opportunity is to offer advertising for local businesses along the side of the football pitch, in a similar way to that already done by Crewkerne Rugby Club.

In order to minimise the impact on the recreation ground, the club's proposal is to attach advertising boards to the railings around the children's play area, facing out to the football pitch.



These advertising boards would be sized so that each one can fit inside the dimensions of a single railing panel. The likely dimensions of a board would be approximately 8'x2'. The boards would be attached in a manner that will not damage the railings and would allow them to be removed during the cricket season.

We have contacted some local businesses and a number would be interested in placing adverts.

The following image gives an indication of the likely size and style of the boards.



The football club will pay for and install the boards. There will be no cost to the Town Council.

Financial implications:

None.





Agenda Item 10: Churchyard Trees: to consider a quotation to reduce the crown of the hornbeam tree in St. Bartholomew's Churchyard.

Introduction:

Correspondence was received last year regarding some of the churchyard trees, noting that they had grown and the leaves falling in autumn were significantly increased as a result. The residents requested that the Hornbeam and Magnolia be cut back. Councillors considered that these trees should be treated consistently with the other trees cared for by CTC; namely added to the inspection rota carried out by the Town Council's arborist, and subsequently to follow recommendations contained in the arborist's report.

Update:

The churchyard trees have now been inspected and a report produced by the Council's arborist.

The report states:

Hornbeam: suggested crown reduction of 10% in the next two years.

Magnolia: some mulching suggested.

No safety issues or issues relating to the health of either tree have been identified.

Further correspondence has now been received from residents, again requesting that the hornbeam be cut back.

Financial implications:

A quote for £320 + VAT for the work to the Hornbeam has been obtained.

Consent from SSDC will be required as located in the Conservation Area.

Agenda Item 11: To set season charges for the use of the GRC for football and rugby clubs for the 22/23 season.

Introduction:

The 21/22 football and rugby seasons were the first season to take place with the Council managing the GRC. Charges were set initially based on known costs, with an agreement in place that the Town Council would keep charges under review as further costs of running the Centre became known.

With this in mind, work has been undertaken to review the past season and understand how the forthcoming season might be charged, now that more information was available.

Recommendation:

Draft proposal:

- Football and Rugby charges for use of the GRC to be held at current levels and billed monthly for September – Dec (inclusive);
- In December 2022, Town Council to review any additional costs CTC has better information on. Once set, these costs for the remainder of the season will be charged monthly for Jan-May (inclusive). In total 9 monthly payments will be due from Sept 2022 – May 2023.
- Following the working session/review Council reserves the right to increase charges.
- Cricket season charge for 2023 will be set on basis of this review as more information will be available by then.

Detail on what the season charges to the Clubs includes:

PROPOSED:

INCLUDES:

- Use of room during home games if pre-booked through CTC in advance, and providing there is no clash with any paid booking or event (birthday party etc);
- Use of room for juniors' home fixtures if booked through CTC in advance, and providing there is no clash with any paid booking or event;
- Changing rooms and showers for weeknight training sessions
- Changing rooms and showers for home fixtures
- Use of toilets during Juniors' training sessions
- Use of either upstairs room up to three times per season for functions/presentations/awards/committee meetings provided booked in advance with CTC
- Cleaning of changing rooms and other rooms.



- Access fobs for the centre (lost fobs will be chargeable).
- Use of empty bar to stock and serve drinks (providing own licenses in place)
- Kitchen use FOC until review in December (providing food hygiene certification shown to CTC and £100 cleaning bond provided in case kitchen is not left in a satisfactory condition)

EXTRAS which will be chargeable:

- Small/big room use in excess of the three times per season (as outlined above) will be chargeable at usual GRC hourly hire charges;

Cancellations – Proposed that no refunds can be given against cancelled games/fixtures/training sessions, however CTC will accommodate rearranged fixtures at no extra cost, even if this means the season elongates past its usual finish date.



Agenda Item 12: To receive a wash up report from the Deputy Clerk in respect of the Jubilee celebrations.

REPORT TO FOLLOW



Agenda Item 13: Bincombe Beeches – to consider a quote and make arrangements for the annual baling at Bincombe Beeches nature reserve.

Introduction:

The cutting and baling of the meadow at Bincombe Beeches nature reserve is carried out each year.

The quote received for this work is £1750 + VAT. Due to time constraints and the window available for the work to be carried out in, additional quotes have not been gathered.

Recommendation:

That Councillors agree to proceed with the quote above in order to get the work done within the required timeframe.



Agenda Item 15: Council Surgeries and Coffee with Councillors – to confirm dates and agree attendance at upcoming surgery and coffee events.

Introduction:

Town Council surgeries are a good way of meeting members of the public and hearing issues and concerns first hand.

Traditionally, these surgeries have been held in the Council Offices on the third Saturday in each month, to coincide with the Farmer's Market.

Council surgeries have been increasingly well attended over recent months. Councillors are asked to collect 'surgery sheets' from the offices on the Friday before the event, to keep a log of the issues raised and contact details from those attendees requiring follow up action or communication. Please pass these sheets as soon as possible following the surgery to either the Town Clerk or Deputy Clerk.

| DATE                                  | COUNCILLOR 1 | COUNCILLOR 2 |
|---------------------------------------|--------------|--------------|
| Saturday 20 <sup>th</sup> August 2022 | Paul         | Dan          |
| Saturday 17 <sup>th</sup> Sept 2022   |              |              |
| Saturday 15 <sup>th</sup> Oct 2022    |              |              |
| Saturday 19 <sup>th</sup> Nov 2022    |              |              |

Additionally, Councillors may wish to consider dates for 'Coffee with Councillor' events which are less formal sessions held in various coffee shops across town. These are held at varying times and days to provide a range of options to people for attending. These are usually one per month, spaced away from the surgery event.

RECOMMENDATION:

That Councillors agree attendance for the Surgery & Coffee with Councillors events until November 2022 to assist with planning and publicity.

K Sheehan, Town Clerk, 19<sup>th</sup> July 2022.