

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 23 May 2022**, following the conclusion of the Amenities Committee 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)
17 May 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. **Finance:**
 - a. To approve the payments for May as listed.
 - b. To report the bank reconciliation for April has been completed.
 - c. To note the Q4 summary of income and expenditure.
 - d. To note end of year statement of Earmarked Reserves.
 - e. To agree staff overtime in respect of the Jubilee event on 3 June 2022.
4. **Jubilee celebrations:** to receive an update on Platinum Jubilee celebrations and confirm the budget.
5. **Quarterly Newsletter:** to approve the draft quarterly newsletter.
6. **Next meeting:** Monday 27 June 2022 at 18.45, Council Chamber, Town Hall.

ACCOUNTS FOR PAYMENT - MAY 23rd 2022

Checked by: DAN

Date: 16/05/22

Chq No.	Gross	Vat	Net	Payee	Description
O P May 1	£123.59	£5.89	£117.70	Swaffield J.H.	Fuel Nov 21 - Mar 22
O P May 2	£683.68	£113.95	£569.73	Knight Electrical Ltd	CCTV fault repair
O P May 3	£310.00		£310.00	Parkland Property Service	Fit new outside tap to Public Toilets
O P May 4	£2,469.65		£2,469.65	HM Revenue & Customs	Tax & NI Contributions Apr 22
O P May 5	£2,638.89		£2,638.89	SCC Pension Fund	Pension Contributions Apr 22
O P May 6	£469.32	£78.22	£391.10	Amberol	Hanging baskets and brackets
O P May 7	£1,457.67		£1,457.67	Active Learning & Skills	Provision of Youth Service Apr 22
O P May 8	£420.48	£70.08	£350.40	Loxston Groundcare Ltd	Cordless brushcutter
O P May 9	£405.00		£405.00	DB Event & Medical Ltd	First Aid for Jubilee event
O P May 9	£321.75		£321.75	DB Event & Medical Ltd	Security for Jubilee event
O P May 10	£300.00	£50.00	£250.00	Allen Computer Services	Wifi extender for V/Hall bar area
O P May 11	£5.88	£0.68	£5.20	Sheehan, Katharine	Expenses for Comedy night
O P May 12	£1,488.00		£1,488.00	M C Commercial Cleaning	Cleaning April 22
O P May 13	£45.60	£7.60	£38.00	Paperchase Recycling	Cemetery general waste collection Apr 22
O P May 14	£79.20	£13.20	£66.00	Ocean Fire & Security	Fire/Intruder/CCTV maintenance May 22
DD31	£14.94	£2.49	£12.45	Iris Business Software Ltd	Payroll Auto enrolment software Mar 22
DD49	£0.60	£0.10	£0.50	The Business	Fuel card charge Apr 22
DD17c	£26.78	£4.64	£22.32	EDF	Electricity Street lighting Middle Path 19/2 - 20/4/22
DD46	£104.88	£17.48	£87.40	Somerset Web Services Lrd	Email hosting May 22
O P May 15	£498.96	£83.16	£415.80	SSDC	Temporary Grounds staff costs Mar 22
O P May 16	£102.00	£17.00	£85.00	Somerset Association of Local Cc	Training seminar - KS
O P May 17	£45.00		£45.00	Parkland Property Service	LIC removal of covid screens
O P May 18	£1,488.00	£248.00	£1,240.00	Fern Garden Tree Services	Cemetery grass cutting Apr 22
O P May 19	£10.59	£0.50	£10.09	British Gas Business	Gas Cemetery Lodge 16/3 - 15/4/22
O P May 20	£36.10	£6.02	£30.08	Loxston Groundcare Ltd	Strimmer head
O P May 21	£287.87	£32.49	£255.38	Screwfix Direct Ltd	Grounds Maint PPE
DD23	£478.78	£79.80	£398.98	British Gas Business	Electricity Town Hall 21/3 - 20/4/22
DD21	£65.40	£3.11	£62.29	British Gas Business	Electricity Happy Valley floodlights 18/3 - 18/4/22
DD31	£51.34	£8.56	£42.78	Iris Business Software Ltd	Payroll remote hosting software May 22
DD20	£319.00		£319.00	SSDC	Rates Cemetery Chapels May 22
DD2	£1,073.00		£1,073.00	SSDC	Rates Town Hall/Victoria Hall May 22
DD11	£549.00		£549.00	SSDC	Rates Grounds Workshop May 22
DD51	£724.00		£724.00	SSDC	Rates GRC May 22
DD55	£176.00		£176.00	SSDC	Council Tax Cemetery Lodge May 22
DD13	£1,371.52		£1,371.52	Royal and Sun Alliance	Insurance May 22
9587	£27.81		£27.81	Jay M	Travel expenses
DD50	£373.75	£62.29	£311.46	British Gas Business	Electricity GRC April 22
DD33 C.Card	£15.99	£2.67	£13.32	Amazon Marketplace	Magnetic tape for LIC
DD33 C.Card	£5.09	£0.85	£4.24	Amazon Marketplace	Stationery
DD33 C.Card	£4.20	£0.70	£3.50	Amazon Marketplace	Stationery
DD33 C.Card	£14.28	£2.40	£11.88	Amazon Marketplace	Disabled toilet radar keys
DD33 C.Card	£6.65		£6.65	Amazon Marketplace	Stationery
DD33 C.Card	£20.00		£20.00	British Gas Business	Electricity Cemetery Lodge
DD57	£184.57	£30.76	£153.81	British Telecom	Telephone & Broadband GRC May 22
DD53	£23.60	£3.93	£19.67	O2	Mobile Wifi Apr 22
DD31	£7.26	£1.21	£6.05	Iris Business Software Ltd	Payroll payslips software Apr 22
DD44	£868.55		£868.55	Everfow Ltd	Water rates Jun 22
DD48	£26.98	£1.28	£25.70	E. O N	Electricity Grounds Workshop Apr 22
DD59	£12.08	£0.57	£11.51	British Gas Business	Gas GRC 20/4 - 27/4/22
DD43	£15.39		£15.39	Lloyds Bank	Bank charges Apr 22
DD9	£32.80	£5.47	£27.33	Southern Communications	Mobile phone charges May 22
DD31	£14.94	£2.49	£12.45	Iris Business Software Ltd	Payroll Auto enrolment software Apr 22
DD52	£319.79	£53.30	£266.49	Gamma Business Communication	Telephone & broadband May 22
DD47	£31.32	£5.22	£26.10	Biffa	Grounds Maint skip rental Apr 22
DD26	£134.47	£6.40	£128.07	British Gas Business	Gas Town Hall 2/4 - 1/5/22
O P May 22	£166.30	£27.72	£138.58	Knight Electrical Ltd	Street lamp repair
O P May 23	£427.50	£71.25	£356.25	Clumber Products Ltd	Free standing 'CREWKERNE' letters for Jubilee event
O P May 24	£576.23	£96.04	£480.19	SSDC	Provision of temporary Grounds Maint staff April 22
O P May 25	£140.00	£23.33	£116.67	Allen Computer Services	New councillor laptop factory reset
	£11,110.65		£11,110.65	Telepay	Salaries May 22
Total	£33,202.67	£1,240.85	£31,962.00		

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

	CREWKERNE TOWN COUNCIL		
	BANK RECONCILIATION AS AT 30/04/2022		
	Cash in Hand 01/04/2022		£280,666.98
	ADD		
	Receipts 01/04/2022 - 30/04/2022		£271,707.53
	SUBTRACT		
	Payments 01/04/2022 - 30/04/2022		£51,325.94
A	CASH IN HAND 30/04/22		£501,048.57
	(per Cash Book)		
	Cash in Hand per Bank Statements 30th April 2022		
	LLOYDS - Business Call Account	£339,281.64	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£114,256.78	
	Wednesday Market Cash Float	£25.00	
			£503,563.42
	Less unpresented cheques		
	9579	£2,500.00	
	9586	£14.85	
			£2,514.85
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£501,048.57
	A = B Checks out OK		
	Town Clerk: <i>M. Sheehan</i>		
	Date: <i>16th May 2022</i>		
	Checked by: <i>(Signature)</i>		
	Date: <i>16/5/22</i>		

Quarterly Report: 4th Quarter 2021/22
Overall Summary

	Actual 2020/21			Budget 2021/22			Income/Expend to date 31/03/22			Net expenditure: comparison of actual to budget	Prime reason(s) for variance
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net		
Staff Costs	199717		199717	203603		203603	187480		187480	-16100	
Admin and bank interest/charges	38116	719	37397	47780	750	47030	51437	31	51406	4400	£3287 Temporary Admin Officer costs
Town Hall & Victoria Hall	25400	1077	24323	30022	2050	27972	28264	4941	23323	-4600	
Grounds Maintenance & Open Spaces	39544	6518	33026	39649	6523	33126	52077	120	51956	18800	Income from Henhayes car park reduced / Playgrounds £2685 drawdown from ER / Open spaces £8000 drawdown from ER
War Memorial Grounds	3204	50	3154	3000	50	2950	3173	1	3172	200	Severalls Hall repairs
Cemetery	42122	24058	18064	42,906	19,300	23606	42906	16101	26805	3200	
Aqua Centre	493	0	493	500	0	500	0	0	0	-500	
George Reynolds Centre	41313	8674	32639	32750	11000	21750	36262	14783	21480	-300	
Grants	13956		13956	13000		13000	11734		11734	-1300	
Youth service	13665		13665	11000		11000	16367		16367	5400	£5k drawdown from ER
Public toilets	15869		15869	42500		42500	73758	20,851	52907	10400	Public toilet renovation assume £60k renovation costs - £20k grant funding + £10.5k drawdown from ER
Projects	3485	0	3485	0	0	0	19767	6152	13615	13600	£2700 drawdown from ER + £2700 grant funding/Welcome Back funding
Events	9764	690	9075	13000	0	13000	16308	5766	10542	-2500	£2174.56 grant funding for xmas lights/£1436.70 for gazebos/£1100 for Workshops
TOTAL	446648	41786	404862	479710	39673	440037	539533	68747	470786	30700	

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%	

3d.

EARMARKED RESERVES MOVEMENTS 2021-22

	01.04.2021	Added in year	Used in year	Balance	Comments
Tennis Courts Upgrade	9,356.43			9,356.43	
Invest for Crewkerne's Future	6,751.69			6,751.69	
Bincombe	843.75			843.75	SCC Grant
Youth Town Council	4,940.19			4,940.19	SCC Grant
Playgrounds	5,160.53		3,003.20	2,157.33	
Trf Services Youth Service	5,040.42		5,040.42	0.00	
Barn Street rec. ground	2,847.05		780.00	2,067.05	Wayleave funding
Town Hall Project	10,000.00		644.61	9,355.39	
Staff Costs	10,300.00	10,000.00		20,300.00	Transfer of £10k unspent 21/22
Neighbourhood Plan	1,000.00			1,000.00	
New Projects	5,000.00		2,850.00	2,150.00	Air quality monitor
Events	2,000.00			2,000.00	
Grounds Maintenance	18,300.00		7,375.66	10,924.34	
Refurb of FS Public Toilets	10,500.00		10,500.00	0.00	
Utilities	0.00	7,000.00		7,000.00	Transfer of £7k unspent 21/22
	92,040.06	17,000.00	30,193.89	78,846.17	