

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 March 2023**, commencing at 18.45, in the Victoria 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)
21 March 2023

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 13 March 2023.
4. **To receive reports from the County and District Councillors.**
5. **Clerk's progress report:** to receive an update report (for information).
6. **Planning applications:** applications due before the next meeting of the Planning & Highways Committee as per the attached list.
7. **Finance:**
 - a. To approve the accounts for payment for March 2023 as listed.
 - b. To report the bank reconciliation for February 2023 has been completed.
 - c. To review and confirm the Financial Risk Register.
 - d. To review and confirm the Asset Register.
 - e. To note that the annual review of Internal Controls has been carried out.
8. **Coronation Celebration:** to receive an update on plans for the Coronation Celebrations
9. **Severalls War Memorial Gardens:**
 - a. To consider a request from the Royal British Legion to hold a tea party event at the gardens to fundraise for the OverLord challenge.
 - b. To consider a request from the Severalls residents gardening group to hold a summer fete.

- 10. Summer play days:** to receive an update on funding and arrangements for summer play days/youth projects in Crewkerne.
- 11. Space4Crewkerne:** to note correspondence received from Space4Crewkerne regarding a proposal for a wildlife site at Kithill.
- 12. George Reynolds Centre:** to consider a request from Crewkerne Cricket Club to erect a sponsorship board on the GRC.
- 13. Newsletter:** to approve the draft newsletter.
- 14. To receive the following minutes and approve any recommendations contained therein:**
 - a. Planning & Highways Committee 13 February 2023
 - b. Neighbourhood Plan Steering Group 29 November 2022
 - c. War Memorial Commemoration Trust 30 January 2023
 - d. Youth Steering Group 9 January 2023
 - e. Reports from Town Council representatives to outside bodies
- 15. To receive Matters of Report (for information only).**
- 16. Next meeting:** Monday 24 April 2023 at 18.45, Council Chamber, Town Hall.

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

CREWKERNE TOWN COUNCIL

Monday 27 March 2023

Item 6 – New Applications – South Somerset District Council

- 23/00006/REM** **Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356 Yeovil Road Crewkerne Somerset TA18 7HE**
Approval of reserved matters for appearance, landscaping, layout and scale for 110 dwellings and associated development following outline approval of 05/00661/OUT (Comprehensive mixed use development for 525 dwellings, employment (B1, B2, B8) primary school, community facilities, playing fields, parkland, P.O.S. structural landscaping and associated infrastructure including link road and highway improvements) as amended by 19/03482/S73 and 21/03005/S73.
- 23/00007/REM** **Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356 Yeovil Road Crewkerne Somerset TA18 7HE**
Approval of reserved matters for appearance, landscaping, layout and scale for 525 dwellings and associated development following outline approval of 05/00661/OUT (Comprehensive mixed use development for 525 dwellings, employment (B1, B2, B8) primary school, community facilities, playing fields, parkland, P.O.S. structural landscaping and associated infrastructure including link road and highway improvements) as amended by 19/03482/S73 and 21/03005/S73.
- 23/00546/LBC** **23 North Street Crewkerne Somerset TA18 7AL**
To provide structural support to a failed beam, over the kitchen.
- 23/00527/HOU** **30 Thomson Drive Crewkerne Somerset TA18 8AQ**
Removal of existing conservatory, erection of two single storey extensions to front & side of dwelling to create a new entrance porch and dining room. Relocation of existing prefabricated garage.
- 23/00298/FUL** **14 Langmead Road Crewkerne Somerset**
Erection of new dwelling.

ACCOUNTS FOR PAYMENT - MARCH 27th 2023

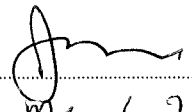
Checked by: 

Date: 21 March 2023

Chq No.	Gross	Vat	Net	Payee	Description
O P Mar 1	£1,457.67		£1,457.67	Active Learning & Skills	Provision of Youth Service Feb 23
O P Mar 2	£36.00	£6.00	£30.00	Zonkey Solutions Ltd	Discover Crewkerne website domain renewal 10/3/23 - 10/3/24
O P Mar 3	£12.19	£2.03	£10.16	Yarcombe Woodland Products Ltd	Coach screws for Cemetery grounds
O P Mar 4	£705.48		£705.48	M C Commercial Cleaning	Cleaning Feb 23
O P Mar 4	£630.00		£630.00	M C Commercial Cleaning	GRC cleaning Feb 23
O P Mar 5	£440.45	£20.97	£419.48	British Gas Business	Gas Cemetery Lodge 19/1 - 15/2/23
O P Mar 6	£47.69		£47.69	Clive Brown	GRC Toilet repairs
O P Mar 7	£2,866.44		£2,866.44	HM Revenue & Customs	Tax & NI Contributions Feb 23
O P Mar 8	£3,386.32		£3,386.32	SCC Pension Fund	Pension Contributions Feb 23
DD55	£444.00		£444.00	SSDC	Council Tax Cemetery Lodge Mar 23
DD13	£1,562.29		£1,562.29	Aviva Credit Services UK Ltd	Insurance Mar 23
DD26	£583.81	£97.30	£486.51	British Gas Business	Electricity Town Hall 20/1 - 20/2/23
DD42	£9.48	£0.45	£9.03	Edf Energy 1 Ltd	Electricity Cemetery Chapels 26/1 - 22/2/23
DD21	£120.32	£5.73	£114.59	British Gas Business	Electricity Happy Valley Floodlights 18/1 - 18/2/23
DD17b	£11.00	£0.52	£10.48	Edf Energy 1 Ltd	Electricity Street Lighting Henhayes 22/1 - 18/2/23
DD17c	£12.39	£0.59	£11.80	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path 22/1 - 18/2/23
9590	-£83.00		-£83.00	HM Courts & Tribunals	Pursual of unpaid invoice - Chq not cashed
O P Mar 9	£17.60	£2.94	£14.66	Best M R	Cemetery Lodge kitchen refurbishment materials
O P Mar 10	£320.00		£320.00	Mr & Mrs Clifford	Surrender of Burial Plot
O P Mar 11	£79.20	£13.20	£66.00	Ocean Fire & Security	GRC Fire/intruder alarm/CCTV Mar 23
O P Mar 12	£886.60		£886.60	S J Carpets & Flooring	Cemetery Lodge new flooring - Balance
O P Mar 12	£363.00		£363.00	S J Carpets & Flooring	Cemetery Lodge new flooring
O P Mar 13	£283.72	£47.29	£236.43	Altegra Integrated Solutions Ltd	Hire of cherry picker for Christmas lights removal
O P Mar 14	£984.00	£164.00	£820.00	Dantek Environmental Services (UK)	GRC water pipe repairs
O P Mar 15	£1,675.00	£279.16	£1,395.84	Allen Computer Services	Microsoft Office 365 business installation
O P Mar 16	£756.00		£756.00	Brown, Clive	Cemetery Lodge redecoration
O P Mar 17	£1,410.00	£235.00	£1,175.00	Play Space Installations Ltd	Henhayes playground spring riders x 2 - Balance
O P Mar 18	£60.16	£1.28	£58.88	Prism	Stamps/Stationery
O P Mar 18	£2.70	£0.45	£2.25	Prism	Stationery
O P Mar 19	£13.03	£2.17	£10.86	Bradfords	Compost
O P Mar 19	£92.56	£15.43	£77.13	Bradfords	Sleepers for Cemetery grounds
O P Mar 19	£431.93	£71.99	£359.94	Bradfords	Sleepers for Cemetery grounds
O P Mar 19	£378.98	£63.16	£315.82	Bradfords	Materials for Cemetery soil bay
O P Mar 19	£92.56	£15.43	£77.13	Bradfords	Sleepers for Cemetery grounds
O P Mar 20	£282.68	£47.12	£235.56	Swaffield J.H.	Grounds vehicle service
O P Mar 21	£747.46	£124.58	£622.88	Hoistway	GRC lift repairs
O P Mar 21	£326.70	£54.45	£272.25	Hoistway	GRC lift repair & training
O P Mar 22	£112.60		£112.60	Gowers L	Locum fees for Town Council meeting 13/2/23
O P Mar 23	£3,229.02	£538.17	£2,690.85	Fern Garden Tree Services	Cemetery ash die back treework
O P Mar 24	£52.30	£0.80	£51.50	SLCC Enterprises Ltd	Clerks manual 2023
O P Mar 25	£100.00		£100.00	Footprintz	Town information leaflet for LIC
O P Mar 26	£45.60	£7.60	£38.00	Paperchase Recycling	Cemetery general waste collection Feb 23
O P Mar 27	£33.13		£33.13	James Hardware	Sundries
O P Mar 28	£686.40	£114.40	£572.00	Ocean Fire & Security	Cemetery Lodge intruder alarm installation - Deposit
O P Mar 29	£189.00	£31.50	£157.50	Dantek Environmental Services (UK)	GRC water monitoring
O P Mar 30	£7.11		£7.11	Jay M	Travel expenses
DD9	£61.98	£10.33	£51.65	Southern Communications	Mobile phone charges Mar 23
DD52	£319.79	£53.30	£266.49	Gamma Business Communications Ltd	Telephone & broadband Mar 23
DD31	£17.38	£2.90	£14.48	Iris Business Software Ltd	Payroll Auto enrolment software Feb 23
DD26	£257.69	£12.27	£245.42	British Gas Business	Gas Town Hall 2/2 - 1/3/23
DD33 C.Card	£21.00		£21.00	Biffa	Disposal of hardcore
DD46	£104.88	£17.48	£87.40	Somerset Web Services Lrd	Email hosting Mar 23
DD53	£23.60	£3.93	£19.67	O2	Mobile Wifi Feb 23
DD48	£49.13	£2.34	£46.79	E. O N	Electricity Grounds workshop Feb 23
DD43	£13.92		£13.92	Lloyds Bank	Bank charges Feb 23
DD47	£542.51	£90.42	£452.09	Biffa	Grounds skip exchange
DD49	£163.78	£27.30	£136.48	The Business	Fuel Feb 23
DD46	£60.00	£10.00	£50.00	Somerset Web Services Lrd	Website domain renewal
DD50	£1,035.90	£172.65	£863.25	British Gas Business	Electricity GRC Feb 23
DD57	£151.08	£25.18	£125.90	British Telecom	GRC Telephone & broadband Mar 23
DD27	£282.94	£13.47	£269.47	E. O N	Electricity Victoria Hall Feb 23
DD44	£272.59		£272.59	Everfow Ltd	Water rates Apr 23
DD22	£7.35	£0.35	£7.00	British Gas Business	Gas Victoria Hall 17/2 - 17/3/23
O P Mar 32	£137.33	£7.01	£130.32	Sheehan, Katharine	Expenses
O P Mar 33	£22.18		£22.18	Hewitt P	Expenses
O P Mar 34	£160.00		£160.00	Adam's Locks	GRC lock replacement

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

ACCOUNTS FOR PAYMENT - MARCH 27th 2023

Checked by: 
 Date: 21 March 2023

O P Mar 35	£4,024.80	£670.80	£3,354.00	MK Containers	Storage container Henhayes
O P Mar 36	£180.00		£180.00	SSDC	GRC Premises licence
O P Mar 37	£375.00	£62.50	£312.50	Fern Garden Tree Services	Wood chip for Bincombe
O P Mar 38	£1,064.20		£1,064.20	S J Carpets & Flooring	Cemetery Lodge flooring
O P Mar 38	£220.80		£220.80	S J Carpets & Flooring	Cemetery Lodge flooring
O P Mar 31	£11,031.77		£11,031.77	Salaries	Mar-23
Total	£46,503.17	£3,145.94	£43,357.23		

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

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 28/02/2023			
	Cash in Hand 01/04/2022 **		£166,570.33
	ADD		
	Receipts 01/04/2022 - 28/02/2023		£746,574.08
	SUBTRACT		
	Payments 01/04/2022 - 28/02/2023		£499,346.54
A	CASH IN HAND 28/02/23 (per Cash Book)		£413,797.87
	Cash in Hand per Bank Statements 28th February 2023		
	LLOYDS - Business Call Account	£248,755.17 ✓	
	LLOYDS - Current Account	£50,000.00 ✓	
	LLOYDS - Burial Account	£115,100.70 ✓	
	Wednesday Market Cash Float	£25.00 ✓	
			£413,880.87
	Less unrepresented cheques		
	9590	£83.00	£83.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£413,797.87
	A = B Checks out OK		
	Town Clerk: <i>D. Sheehan</i>		
	Date: <i>6th March 2023</i>		
	Checked by: <i>[Signature]</i>		
	Date: <i>21 March 2023</i>		
	** £114,096.65 from Burial Account transferred from Opening cash in hand to Receipts		

CREWKERNE TOWN COUNCIL

FINANCIAL RISK MANAGEMENT

RISK IDENTIFIED	EVALUATION- PROBABILITY AND VALUE, AND CONSEQUENCES	RISK MANAGEMENT MEASURES TO AVOID / REDUCE OR CONTROL THE RISK	FURTHER ACTION NEEDED
Non-adherence to the agreed Financial Regulations and Financial Procedures.	Low risk, medium value	Everyone concerned with finance (members and staff) to have clear understanding of the Regulations, Standing Orders and Procedures and to adhere to them. Training undertaken by new Councillors. Regular review and revision of the Regulations, Procedures and Risk Management.	This is current practice. Clerk to provide training for all members of the council in order to raise awareness of financial responsibilities. This is current practice.
Spending money with no legal power to do so.	Low risk, low value	Awareness of the regulations pertaining to public spending. Finance Officer to check all payments are legal and within spending powers. All invoices signed by Clerk.	This is current practice.
Accounts do not balance at year end. Will not be signed off by auditor.	Low risk, low value Time and effort to put right. Will not be signed off by auditor.	This end-of-year problem should be prevented by: <ul style="list-style-type: none"> • Monthly reconciliation of bank accounts. • Monthly VAT reconciliation • Use of the accounting software Checking and signing of the reconciliation figures and original bank statements by Town Clerk/Deputy Clerk and by a Councillor	This is current practice. This is current practice.
Loss of, or damage to assets	Low risk, high value Increased Insurance in future	Maintain an up-to-date Asset Register Regularly review the insurance of all council property and effects.	This is current practice. This is current practice. Insurance reinstatements booked for April 2023.
Loss of Business Continuity due to substantial damage to Town Hall	Low risk, high value Inability to deliver services	Adequate insurance cover. Regular review of Business Continuity Plan.	This is current practice. This is current practice.
Crewkerne Leisure Management has control of a major council asset	Low risk, high value Loss/non-performance of CLM resulting in consequential loss	Annual Report by CLM at the Annual Town meeting each year. Annual accounts available to Council after audit. Meetings as required between CLM and CTC.	Current practice. Current practice. Current practice: need to

		Periodic re-valuation of Aqua Centre undertaken.	reinstigate. Revaluation undertaken 2019. Rent review deferred until January 2025.
Inability to deliver the activities or services expected of the council resulting from lack of budgeted funds	Low risk, low value Insufficient funds to: <ul style="list-style-type: none"> • Repair • Replace • Deliver Loss of reputation Expensive litigation	Detailed Precept discussions and preparation of appropriate information by the Policy & Resources Committee for the Council. <ul style="list-style-type: none"> • Review current year's budget and spending • Determine the cost of spending plans • Assess levels of income. • Bring together spending and income plans. Provide for contingencies and annually review the level of earmarked and general reserves. Approve the Budget and confirm the Precept.	This is current practice. This is current practice. This is current practice. This is current practice.
The inability of the Joint Burial Committee to deliver the services expected at a Cemetery JBC needs funds to: <ul style="list-style-type: none"> • Properly maintain lodge, chapels and grounds • Ensure accurate burial records are kept 	Low risk, medium value Loss of reputation of CTC Unexpected expensive maintenance Future precept increases to taxpayers Potential expensive litigation	JBC becomes Committee w/e/f 1.4.2022. Ensure a robust forward planning assessment in liaison with JBC. Good communications between office and undertakers about burials etc. Cemetery plots for both old and new sections accurately mapped. Cemetery administration software ensures accurate record keeping.	This is current practice. Town Clerk appointed as Clerk to JBC and CTC responsible for staff and undertaking all maintenance - current practice. Current practice. Current practice.
Insufficient Reserves to deal with unexpected / emergency events	Low risk, medium value Unexpected expensive maintenance	Regular assessment of asset forward maintenance requirements, reporting into the Amenities Committee meetings Detailed forward planning in readiness for budget deliberations	This is current practice. This is current practice.

<p>Overspend and underspend of budgets</p>	<p>Medium risk, medium value Reduction of reserves Effects on other budgets</p>	<p>Production of Quarterly Reports on expenditure and variances from budget Maintain adequate reserves, as indicated in the Reserves Policy. Level of earmarked and general reserves reviewed when setting precept Virement of funds when necessary. Annual review of hire charges and rents prior to budget deliberations</p>	<p>This is current practice. This is current practice. This is current practice.</p>
<p>Loss of income through failure to review fees / rents / charges</p>	<p>Low risk, low value Loss of income</p>	<p>Adherence to and regular review of Financial Regulations and Procedures. Annual Review of Internal Controls with two officer and two councillors. Contracts for all members of staff provide clear description of role responsibilities Deputy Clerk trained to cover all key weekly/monthly financial tasks Tight control of cash income</p>	<p>This is current practice. This is current practice. This is current practice. This is current practice. This is current practice. Petty cash is no longer held.</p>
<p>Internal fraud / corruption</p>	<p>Low risk, high value Loss of public money. Inability to deliver services. Public disgrace and loss of reputation. Possible expensive litigation.</p>	<p>Monthly statements of accounts for payment presented to and agreed by the council. Prepared by the FO, checked by the Clerk/Deputy Clerk and also independently checked by a Councillor prior to approval by Council. Monthly reconciliation of bank accounts presented to the council. Original bank statements inspected by Clerk/Deputy Clerk. Monthly check of bank reconciliations by nominated Cllr. Annual Reconciliation of bank accounts presented to the council when the Annual Accounts are presented. Diary of regular income payment dates and follow up when overdue.</p>	<p>This is current practice. This is current practice. This is current practice. This is current practice. This is current practice. This is current practice.</p>

		Register of Members Interests in place. Established Petty Cash system, and regularly reimbursed. Approval of petty cash expenditure on Accounts for payment. Checked monthly by Clerk/Deputy Clerk. All petty cash chits signed off by a Councillor.	This is current practice.
		Payroll System and evidence of PAYE & NIC being correctly deducted and paid to the Inland Revenue.	This is current practice.
		BACS salary payment authorisation schedule checked and signed by two councillors with a countersignature from the Clerk.	This is current practice.
		Detailed consideration of estimates and tenders and contracts by Operations Manager/Clerk.	This is current practice.
		Checking of invoices. Obtain professional expertise and /or the Operations Manager to verify work where necessary.	This is current practice.
		Monitoring and reporting on use of grants made by the council. Reports occasionally requested from beneficiaries.	This is current practice.
		Comprehensive back-up of data and use of software virus protection. Upgrade of systems completed March 2023.	This is current practice.
		Accounts software is web-based	This is current practice.
		Monitoring of outstanding invoices and chasing up late payers.	This is current practice.
		Aim to reduce outstanding invoices at the end of the financial year to an absolute minimum.	This is current practice.
		Regular review of insurance policy.	This is current practice.
		Inform insurance company of notable purchases/changes.	This is current practice.
		Periodic revaluation of Council properties – scheduled for April 2023.	This is current practice.
		Regular review of all risk assessments by Health & Safety officer, covering all buildings and amenities.	This is current practice. GRC: to be carried out.
		Appropriate H & S training of grounds and office staff.	This is current practice.
External fraud / corruption	Low risk, medium value		
	Loss of funds		
	Inadequate services from suppliers.		
	Low risk, low value		
	Inability to deliver some services.		
Loss of data resulting from fire or theft of computers or failure of the operating system	Low risk, medium value		
Bad Debts	Low risk, medium value		
	Loss of income		
Inadequate Insurance (Property/Fidelity/Public Liability/Commercial Combined)	Low risk, high value		
	Possible expensive litigation.		
	Large repair / replacement bills.		
Accidents (to staff, Councillors and members of the public)	Low risk, high value		
	Potential loss of reputation		

	Potentially expensive claims against Councils Insurance	<p>Playground equipment checked weekly by the Council's qualified grounds staff and documented. Independent annual playground inspections.</p> <p>Maintain reports on all H & S issues.</p> <ul style="list-style-type: none"> • Annual review of Public liability insurance (PLI). • Copies of PLI from organisations renting the Victoria-Hall council venues. • Copies of current PLI from all organisations having a lease/license with the Council. <p>Annual maintenance contract for Victoria Hall and GRC lifts, to include regular inspections and servicing.</p>	<p>This current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
Contractor Health and Safety	Low risk, high value	<p>Ensure adequate H&S Policies of contractor and verify insurance policies of contractors.</p> <p>Routine request for method statements and PLI and Employer liability insurance.</p>	<p>This is current practice.</p> <p>This is current practice.</p>
Security of Council assets	<p>Low risk, high value</p> <p>Insurance Claims</p> <p>Expensive Replacement</p>	<p>Annual review of insurance cover (see Inadequate insurance).</p> <p>Alarm systems installed in Town Hall, Victoria Hall, George Reynolds Centre, Lodge, Chapel complex and Aqua Centre.</p> <p>All employees to be aware of the need to secure property and equipment on leaving the work place.</p> <p>During meetings in the Council Chamber the Office doors to be locked.</p> <p>All employees are not permitted to use Council equipment for own use without Council's permission.</p> <p>Annual review of equipment verified with asset register.</p> <p>New users to be given written instructions as part of the hiring agreement. This will also apply to one-off users.</p> <p>Premises Fire Risk Assessments conducted and reviewed on a regular basis as required by the Health & Safety Policy.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>

		Periodic checks of Town Council land boundaries. Deeds held in secure cabinet of Clerk's office or with solicitor.	This is current practice. This is current practice.
Loss of documents	Low risk, high value		
Loss of Finance Officer	Medium risk, low value	Deputy Clerk trained in the computer systems and financial procedures and has regular practice. The Clerk ensures all duties are covered and maintains basic understanding of finance packages Assistance to be sought from neighbouring town councils and additional training from software providers as deemed necessary. Contract for FO to incorporate 2 months' notice. Maintenance contracts officer to keep Clerk and Amenities Chairman regularly updated with ongoing tasks. Contract for maintenance contracts officer to incorporate 8 weeks' notice.	Training underway. This is current practice. This is current practice. This is current practice. This is current practice. This is current practice.
Loss of Maintenance Contracts officer	Medium risk, low value		
Loss of Clerk	Medium risk, low value	Finance Officer and Deputy Clerk to undertake ongoing training of Proper Officer duties and responsibilities to enable duties to be covered. Second CILCA qualification to be held by Deputy Clerk to ensure continuity of General Power of Competence in the absence of the Town Clerk. Ongoing training to enable support of duties and responsibilities split between members of staff: Maintenance contracts officer - Amenities Committee including all amenities maintenance. Deputy Clerk – Planning & Highways Committee and all planning and highways matters. Finance Officer - Policy and Resources Committee and Finance on Town Council agendas.	Finance Officer fully competent. New Deputy Clerk to undertake CILCA training. This is current practice. This is current practice. This current practice. This current practice. This is current practice.

		<p>Health and Safety - Health & Safety officer with support from the Chairman of Amenities.</p> <p>Agendas and matters arising from the minutes with support from the appropriate Chairmen.</p> <p>Assistance/ guidance from neighbouring town councils and SALC as necessary.</p> <p>Contingency provision within precept for additional hours of salary payments to cover duties by other staff.</p> <p>A calendar of periodic tasks and work reminders is kept up to date.</p> <p>Contract for Clerk to incorporate 3 months' notice.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
Loss of Deputy Clerk	Medium risk, low value	<p>Deputy Clerk to keep Clerk updated with ongoing tasks.</p> <p>Contract for Deputy Clerk to incorporate 2 months' notice.</p>	<p>This is current practice.</p> <p>This is current practice.</p>
Loss of Admin Officer	Medium risk, low value	<p>Deputy Clerk and Finance Officer to be familiar with all Admin Officer administration tasks.</p> <p>Clerk to be familiar with Council's website software.</p>	<p>This is current practice.</p> <p>This is current practice.</p>
Loss of member of grounds staff	Medium risk, low value	<p>Clerk to manage working duties with grounds staff and staff training to ensure flexibility of operations.</p>	<p>This is current practice.</p>
Loss of Council vehicle	<p>Low risk, medium value</p> <p>Some difficulty to deliver some services.</p>	<p>Regular maintenance and periodic replacement. Comprehensive insurance cover to enable replacement temporary vehicle.</p>	<p>This is current practice.</p>
Loss of reserves due to failure of a bank	Low risk, high value	<p>Compliance of Reserves Policy.</p>	<p>This is current practice.</p>
Large Project risks	<p>Med risk, high value</p> <p>Cash flow insufficient</p> <p>Cost escalation and delays</p>	<p>Financial Package in place prior to commencement.</p> <p>Due diligence checks prior to contract award.</p> <p>Early clarification of VAT implications with HMRC.</p> <p>Tender process complies with Financial Regulations and Procurement legislation.</p>	<p>Action as appropriate</p>

	<p>Changes/amendments to specifications within the contract.</p> <p>VAT problems</p> <p>Non completion of defects within contract period</p> <p>Time slippage/non completion within contract time. Grants threatened</p> <p>Contractor going bankrupt</p>	<p>Adequacy of opening reserves with reference to the Reserves Policy.</p> <p>Consider whether a JCT contract should be in place. Payment on measured valuation. Practical completion only given by dual signatures of Contracts.</p> <p>Adequacy of Building Insurance, evidence required.</p> <p>Any variations to previously agreed plans must be ratified by Full Town Council first.</p> <p>Appoint an independent professional Contracts Administrator/Project Manager. Monthly reports from Contracts Administrator and Contractors.</p> <p>Contract should include insurance backed by guarantee and/or insurance performance bond.</p>	
--	---	---	--

Reviewed and ratified at Policy & Resources Committee meeting 14th February 2022, minute ref. 32/21-22

Reviewed and ratified at Full Council 27th March 2023, minute ref.

Town Council Assets 2022/23

As of 1 April 2022

	Value £
Town Hall & Victoria Hall	1,890,000
Henhayes Store	8,168
Aqua Centre	2,480,000
Bus Shelters	12,447
George Reynolds Centre	993,552
Town Hall/Victoria Hall Furniture/Equipment	28,418
CCTV Equipment	8,900
West One Mosaic & Nameplate	20,135
Civic Regalia	5,500
Christmas Lights and Hardware	19,659
Paintings/Works of Art/Memorabilia	36,001
Playground Equipment/Fencing	121,420
Skatepark Equipment	81,100
MUGA & Floodlighting	72,000
Grounds Maintenance Vehicle & Mowers	55,736
Open Spaces Machinery/Equipment	15,935
Street Fixtures & Fittings	47,805
Market Umbrellas/Gazebos	6,381
War Memorial Plaque	2,500
Henhayes Floodlights	40,950
Parcel Of Amenity Land off Bincombe Lane	16,332
Henhayes Recreation Ground	*1
Bincombe Nature Reserve	*1
Barn Street Recreation Ground	*1
Happy Valley	*1
Southmead Crescent Playground	*1
Pithers Court	*1
	5,962,945

TOTAL ASSETS

During the year the following assets have either been added to the register or disposed of:

Added

Computer Equipment	491
Benches	1,616
Office Equipment	540
Grounds Equipment	1,354
Bins	795
Playground Equipment	7,625
Storage Containers	2,719
Land	2
Total	15,142

Disposed of

Computer Equipment	343
Grounds Equipment	610
Office Equipment	399
Playground Equipment	6,750
Total	8,102

CEMETERY

Townsend Cemetery	1
The Lodge	325,500
The Chapels	604,500
Chapel Contents	8,053
Welcome Sign/Notice Board	1,544

Total **939,598**

TOTAL ASSETS as at 31st March 2023 **6,909,583**



SUPPORTING REPORTS TO FULL COUNCIL – 27 March 2023

Agenda Item 10: To receive an update on funding and arrangements for summer play days/youth projects in Crewkerne.

Background:

The Youth Steering Group has been working on proposals for summer holiday provision with ALS, the Council's Youth Service provider.

A community graffiti project at Southmead playground was agreed by CTC several years ago and delayed due to Covid-19. It has finally been confirmed for summer 2023. The date is likely to be 17th August and the services of a professional graffiti artist has been secured to run a day with the young people to design and paint the wall.

This had been originally planned for either the Easter or May school holidays, but due to availability of the artist has now moved to the summer.

Councillors may recall as part of the budgeting process, three summer holiday 'play days' were discussed. As the graffiti project is now in the summer holidays there is scope to move one of these sessions forwards to May. This would leave the graffiti project plus two play days in the summer holidays.

When this was first discussed the Clerk was asked to see if any businesses would be interested in sponsoring the play days. No responses have been received so Council would need to fund the remaining 50% from reserves.

Recommendation:

Councillors to confirm that they wish to proceed with:

- 3 x play days (one in May half term, two in the summer holidays) at cost of £600 each.

Councillors to note that the graffiti project is now confirmed for August 2023.



Agenda Item 11: To note correspondence received from Space4Crewkerne regarding a proposal for a wildlife site at Kithill.

Background:

Please see attached document from Space4Crewkerne.

Cost implications:

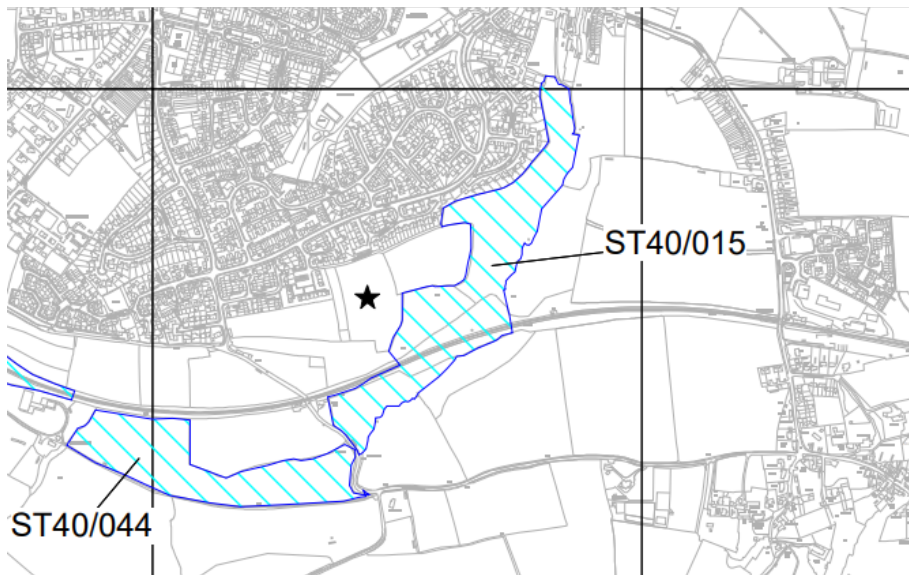
Unknown at this time.

Recommendation:

That Councillors delegate authority to the Town or Deputy Town Clerk to make initial enquiries with Natural England and any other relevant body about this possibility and report back in due course.

Proposal to upgrade Kithill Wildlife Site ST40/015 to a Nature Reserve

The Wildlife site ST40/015 sits alongside a stream which flows from the far side of the railway embankment to Viney Mill and out to the River Parrett and is described by Somerset Wildlife Trust as a "Complex of semi-natural broadleaved woodland, scrub, unimproved calcareous, neutral and marshy grassland"



During a recent planning application on adjoining fields Natural England commented *"We would strongly encourage the designation of the **open space** as a Local Nature Reserve. This would require public access and could be managed by the Local Council or a local community/wildlife group. It also appears that some features of the landscape, such as the stream and topography of chalk downland, may make the site applicable for the development of a wetland, which could generate nutrient credits"*

They further requested a management plan for the "open space" and again strongly suggested that the space be designated as a nature reserve.

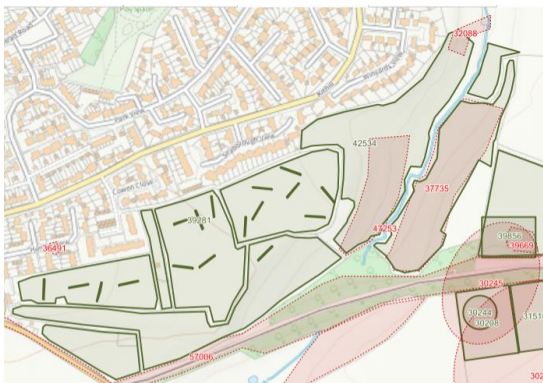
Somerset ecology services endorsed this suggestion by saying

"Natural England has commented that the mitigation plan of changing "undevelopable" land to "open space" is not entirely acceptable. They've asked for a management plan for this "open space" and also strongly suggested that the space be designated as a nature reserve. NE also requested that the off-site mitigation plan of fallowing land be reconsidered. Fallowing of land is considered temporary mitigation and must have a secure fall-back position in order to achieve mitigation in perpetuity. SES would agree with NE in all of the above."

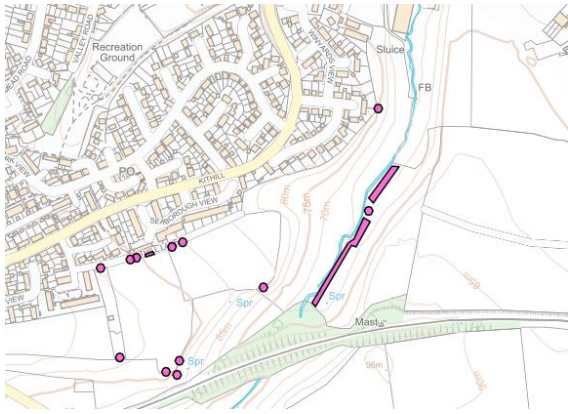
This is one section of the Local Wildlife Site running along the side of the stream.



The site also has listed historic features such as the medaevial Lynchetts which are clearly visible on both sides of the stream and the remains of the old sluice gates for Viney Mill as marked on Somerset Heritage Map



Land to the south has possible Bronze Age area



the area also includes some 200 TPOs, a stream and "important hedgerows".

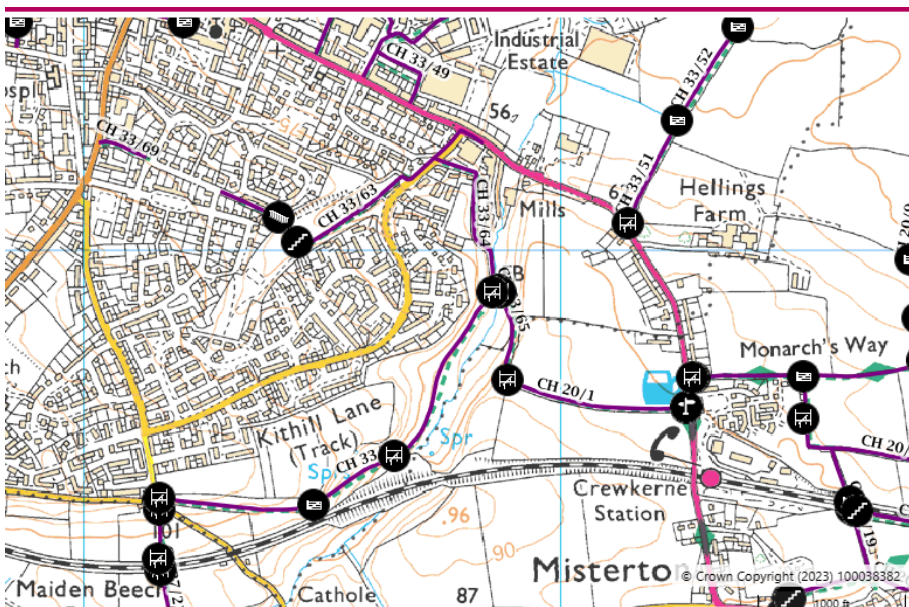
It is accessible on foot via CH20/1 from Green Lane, which links with a public bus stop and the local Railway Station

and CH33/64 which runs alongside Viney Mill and connects to South Street via Kithill, which has public bus stops, is a popular walking route to town and gives easy access to the site from St Bartholomew's School.

It is also accessible from Maiden Beech School and the housing estates around Bushfield, Lang Road, Kingswood, Henley and Park View via footpath CH33/65 and Kithill Lane.

These footpaths could be improved and expanded to offer better accessibility to all visitors.

Eventually the site could offer green space to proposed developments off Green Lane, Kithill, Weavers Close and of course the Taylor Wimpey site, where residents could walk via South Street or Station Road.



We would like Crewkerne Town Council to apply to the Local Planning Authority to have the local wildlife site upgraded to a Nature Reserve as suggested by natural England and backed by Somerset Ecology Services.

Natural England have just released their Green Infrastructure Framework for nature rich towns, to help people realise the benefits of accessing nature, along with the Governments Environmental Improvement Plan, which includes a commitment that the public should be able to access green space, or water within a 15 minute walk from their home. This wildlife site offers that opportunity for hundreds of residents from Crewkerne and Misterton.

The developer at Kithill was clear in their recently refused application that their intention was to "fence the footpaths" to prevent people roaming the wildlife site, which would be opposite to current Government guidance and would deprive local people from having access to their wildlife site. We believe the area should be upgraded to a Nature Reserve and it should be accessible and maintained appropriately to benefit the wildlife and the local community



SUPPORTING REPORTS TO FULL COUNCIL – 27 March 2023

Agenda Item 12: To consider a request from Crewkerne Cricket Club to erect sponsorship signage on the George Reynolds Centre (GRC).

Background:

Crewkerne Cricket Club has made the following request:

To erect an aluminium sheet 3m x 1m x~4mm thick, to be located on the metallic structure between the Oak Room and the Beech Suite, advertising that the White Hart sponsors Crewkerne Cricket Club.

The sponsorship represents key income for the cricket club.

Recommendation:

It is possible that planning permission would be required so Councillors are asked to consider whether they are supportive of the principle of the board before the process of submitting a pre-planning application is commenced.