

Councillors are hereby summoned, and members of the public and press are invited, to attend the Annual Meeting of Crewkerne Town Council to be held on Monday 22 May 2023, starting at 18.45 in the Council Chamber, Town Hall, Market Square.

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)
16 May 2023

Agenda

1. Election of Mayor and signing of the Declaration of Acceptance of Office.
2. Election of Deputy Mayor and signing of the Declaration of Acceptance of Office.
3. To note apologies for absence.
4. To confirm the minutes of the Town Council meeting held on 24 April 2023.
5. Declarations of interest in items on the agenda.
6. To elect the Chairman and Vice Chairman of Planning and Highways Committee.
7. To elect the Chairman and Vice Chairman of Policy and Resources Committee.
8. To elect the Chairman and Vice Chairman of Amenities Committee.
9. To appoint the members of the Joint Burial Committee.
10. To appoint Councillors to sub-committees & steering groups.
11. To appoint banking signatories/online banking authorisers for payments.
12. To appoint Councillors to check the invoices and reconciliations each month prior to Town Council meetings.
13. To appoint the representatives to various Outside Bodies.
14. To reaffirm the following:
 - a. Standing Orders
 - b. Financial Regulations
 - c. Code of Conduct
 - d. That the Council remains eligible to use the General Power of Competence (GPC) because it continues to meet the two requirements (2/3 elected Councillors, and a qualified Clerk).

15. Higher Tier authority: to receive verbal reports from Unitary Councillors.
16. Clerk's progress report: to receive a verbal update (for information only).
17. Planning applications:
 - a. 23/01261/DOC1 Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356: Discharge of condition No.24 (Travel Plan) of planning application 19/03483/S73 (as amended by 21/01152/NMA).
 - b. 23/01237/DOC1 Crewkerne Key Site 1 Land East Of Crewkerne Between A30 And A356: Discharge of Condition No. 10 (CEMP) of Planning Application 19/03483/S73.
 - c. 23/01161/HOU 16 Willow Way Crewkerne: Proposed single storey rear extension.
18. Finance:
 - a. To approve the accounts for payment for May 2023 as listed.
 - b. To receive fourth quarter summary of income and expenditure.
 - c. To note the end of year balances of Earmarked Reserves and General Reserve.
 - d. To report the bank reconciliation for April 2023 has been completed.
19. Somerset County Chairman's Award: to consider nominees.
20. Town Council Surgeries & Coffee with Councillors events: to note dates and confirm Councillors in attendance.
21. To receive Matters of Report (for information only).
22. Next meeting on Monday 26 June 2023, 18.45, Council Chamber.

Appointment of Councillors to Mayor, Deputy Mayor, Committees, Working Groups and other appointments: 2023/24

Committee/Working Group - AGENDA ITEMS 6-10 and 13		2022-23	2023-24
Mayor		Clr. Kathy Head	
Deputy Mayor		Clr. Alice Samuel	
Planning & Highways Committee	Chair	Clr. Paul Maxwell	
	Vice Chair	Clr. Teresa Bond	
Policy & Resources Committee	Chair	Clr. Andrea Stuart	
	Vice Chair	Clr. Judith Morris	
Amenities Committee	Chair	Clr. Dan Wakeman	
	Vice Chair	Clr. Mike Best	
Joint Burial Committee		Clr. Mike Best	
		Clr. Nigel Draycott	
		Clr. Alice Samuel	
		Clr. Andrea Stuart	
		Clr. Steve Ashton	
Staffing Committee	Mayor: Cllr. Kathy Head Cllr. Mike Best Cllr. Dan Wakeman Nigel Draycott (reserve)	Clr.	
Youth Service Steering Group	Clr. Dan Wakeman Clr. Jan Nathan (Chair TBC)		
Neighbourhood Plan Steering Group	Chair: TBC Members: Cllr. Kathy Head Paul Maxwell Mike Best Four non-councillors	Clr. Clr.	
Bincombe management committee	No appointments		
Grievance, Capability and Disciplinary Committee	Dep. Mayor: Cllr. Alice Samuel Dan Wakeman Mike Best Paul Maxwell Nigel Draycott Steve Ashton	Clr Clr Clr Clr Clr	
Appeals Committee	Mayor: Cllr Kathy Head Teresa Bond David Livesley Nathan Andrea Stuart Judith Morris	Clr Clr Clr Jan Clr Clr	
Other appointments - AGENDA ITEMS 12 & 13			
Banking signatories for cheques and online banking authorisers	Cllrs. Best, Head, Wakeman, Draycott, Maxwell and Morris		
Cllrs to check invoices and reconciliations each month prior to Town Council meetings	Cllrs. Best, Wakeman, Morris, Nathan		

AGENDA ITEM 13 - Outside Bodies	2022-2023	2023-2024
ABCD	Cllr. Wakeman	
Birds Almshouses (Official charity title: Robert Bird Cottage Homes)	Cllr. Wakeman	
Chubbs Almshouses (Official charity title: The Matthew Chubbs Almshouses)	Cllrs. Best and Samuel	
Crewkerne Christmas Committee	Cllrs. Best, Head and Wakeman	
Crewkerne Leisure Management (CLM)	Cllr. Best	
Crewkerne Local Information Centre	Cllr. Nathan	
Crewkerne Voluntary Transport Committee (Official charity title: Crewkerne Welfare Transport Committee)	Cllr. Draycott	
Henhayes Community Centre	Cllr. Wakeman	
Heritage Centre	Cllr. Head	
League of Friends of Crewkerne Hospital	Cllr. Head	
Local Community Network (Somerset Council)	Commenced 2023	
South Somerset Market Towns Investment Group (MTIG)	Cllr. Best	Defunct
Crewkerne Community Safety Group	Cllrs. Best and Wakeman	
Twinning Association	Cllr. Morris	
Crewkerne Business Group	Cllr. Ashton	
PCN Neighbourhood Forum	Cllr. Head	
PPG (Crewkerne Health Centre)	Cllr. Ashton	

ACCOUNTS FOR PAYMENT - MAY 22nd 2023

Checked by: J. M. NATHAN
 Date: 16/5/23

Chq No.	Gross	Vat	Net	Payee	Description
DD30	-£377.09	-£17.95	-£359.14	Edf Energy 1 Ltd	Electricity Public Toilets CREDIT 13/9/22 - 11/4/23
O P May 1	£79.53		£79.53	James Hardware	Sundries
O P May 2	£207.60	£34.60	£173.00	Canon Fire & Security	Lodge office intruder alarm maintenance
O P May 3	£516.86	£83.99	£432.87	Sheehan, K	Material for Lodge office refurbishment
O P May 4	£141.89	£21.15	£120.74	Best, M	Material for Lodge office refurbishment
O P May 5	£785.34	£130.89	£654.45	Duramat	Chapel workshop protective flooring
O P May 6	£117.18	£5.58	£111.60	British Gas	Gas Lodge office 19/3 - 11/4/23
DD33 C.Card	£62.58	£4.15	£58.43	Lidl	Buffett for Honoured Citizen event
DD44	£335.68		£335.68	Everflow	Water rates May 23
O P May 7	£157.50	£26.25	£131.25	T.R.U. Event Security & Consult	Security for Coronation event - deposit
O P May 8	£1,132.32	£188.72	£943.60	C.K.Harwood & Sons Ltd	Lodge office roof repairs
O P May 9	£419.86	£69.98	£349.88	Boilerman Ltd	Lodge office pipework
O P May 10	£926.00		£926.00	S J Carpets & Flooring	Lodge office stair floor covering
O P May 11	£396.00	£66.00	£330.00	RSL (Bristol) Ltd	GRC new shutter for bar
O P May 12	£100.00		£100.00	Thomas, Z	Return of Victoria Hall bond
O P May 13	£10.58	£0.50	£10.08	British Gas	Gas Lodge office 12 - 13/4/23
O P May 14	£720.00	£120.00	£600.00	Danfo	Public Toilets lock removal
O P May 15	£3,634.17		£3,634.17	SCC Pension fund	Pension Contributions Apr 23
O P May 16	£3,035.53		£3,035.53	HM Revenue & Customs	Tax & NI Contributions Apr 23
O P May 16a	£50.08	£8.35	£41.73	Wilkins, E	Coronation Event materials
O P May 17	£883.78	£147.30	£736.48	Linen Yard Investments	Grounds workshop rent 25 - 31/3/23/Gas charges
O P May 18	£1,860.00	£310.00	£1,550.00	Fern Garden Tree Services	Cemetery grass cutting Apr 23
O P May 19	£349.16	£58.19	£290.97	Boilerman Ltd	GRC boiler repairs
O P May 20	£140.00		£140.00	Medstone	Honoured citizen board signwriting
O P May 21	£753.50		£753.50	M C Commercial Cleaning	Cleaning Apr 23
O P May 21	£400.00		£400.00	M C Commercial Cleaning	GRC cleaning Apr 23
O P May 22	£1,530.17		£1,530.17	Active Learning & Skills	Provision of Youth Service Apr 23
DD11	£579.45		£579.45	Somerset Council	Rates Grounds workshop Apr 23
DD11	-£579.45		-£579.45	Somerset Council	Rates Grounds workshop Apr 23 - Refund
O P May 23	£404.00		£404.00	CB Plants	Cemetery planting
O P May 24	£507.00	£84.50	£422.50	Poole Harold	Electrical Installation Report - Unit 2 Grounds workshop
O P May 24	£103.80	£17.30	£86.50	Poole Harold	Happy Valley Floodlights electric meter repair
O P May 24	£160.80	£26.80	£134.00	Poole Harold	Lodge office electrical work
O P May 26	£1,660.80	£276.80	£1,384.00	Barrett Corp Harrington	Property valuation
DD57	£244.45	£40.74	£203.71	British Telecom	GRC/Lodge Office telephone & broadband May 23
DD50	£764.05	£127.34	£636.71	British Gas Business	Electricity GRC 1/4 - 30/4/23
DD2	£1,234.00		£1,234.00	Somerset Council	Rates Town hall/Victoria Hall May 23
DD20	£309.00		£309.00	Somerset Council	Rates Cemetery Chapels May 23
DD51	£649.00		£649.00	Somerset Council	Rates GRC May 23
DD55	£370.00		£370.00	Somerset Council	Council Tax Lodge Office May 23
DD13	£1,573.46		£1,573.46	Aviva Credit Services UK Ltd	Insurance May 23
DD46	£104.88	£17.48	£87.40	Somerset Web Services Lrd	Email hosting May 23
DD33 C.Card	£46.17	£7.69	£38.48	Lamp Shop Online	Lightbulbs Chapel workshop
DD33 C.Card	-£8.79	-£1.47	-£7.32	Lamp Shop Online	Lightbulbs Chapel workshop - refund 1 bulb
DD17c	£13.28	£0.63	£12.65	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 22/3 - 20/4/23
DD17b	£8.26	£0.39	£7.87	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 31/3 - 20/4/23
DD23	£451.12	£75.19	£375.93	British Gas Business	Electricity Town Hall 20/3 - 20/4/23
DD21	£275.61	£13.12	£262.49	British Gas Business	Electricity Happy Valley floodlights 18/3 - 18/4/23
DD33 C.Card	£149.98	£25.00	£124.98	Amazon Marketplace	LIC printer cartridge
DD33 C.Card	£116.70	£19.50	£97.20	Amazon Marketplace	Flags for coronation event
DD33 C.Card	£43.98	£7.33	£36.65	Amazon Marketplace	King Charles cut out for coronation event
DD33 C.Card	£22.68	£3.78	£18.90	Amazon Marketplace	Hand wash
DD33 C.Card	£12.60	£2.10	£10.50	Amazon Marketplace	Stationery
DD43	£13.61		£13.61	Lloyds Bank	Bank charges Apr 23
DD49	£178.81	£29.80	£149.01	The Business	Fuel Apr 23
DD53	£26.76	£4.46	£22.30	O2	Mobile wifi charges Apr 23
DD9	£61.98	£10.33	£51.65	Southern Communications	Mobile phone charges May 23
O P May 27	£200.00		£200.00	Jan McNeill	Entertainment for Coronation event
O P May 28	£212.75		£212.75	James Hardware	Sundries
O P May 29	£157.50	£26.25	£131.25	T.R.U. Event Security & Consult	Security for Coronation event - balance
O P May 30	£100.00		£100.00	Prout Bridge Project	Entertainment for Coronation event
O P May 31	£360.00	£60.00	£300.00	Emerald First Aid Training	First Aid for Coronation event

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

ACCOUNTS FOR PAYMENT - MAY 22nd 2023

Checked by: J.M - NATHAN

Date: 16/5/23

O P May 32	£38.04	£6.34	£31.70	Hoistway	GRC lift repair
O P May 33	£67.50		£67.50	Footprintz	Annual report
O P May 34	£341.10	£56.85	£284.25	Purple Hire Solutions	Toilet hire for Coronation event
O P May 35	£59.86	£9.97	£49.89	Bradfords	Hire of floor sander for Victoria Hall floor
O P May 35	£38.43	£6.40	£32.03	Bradfords	Lodge office pipe repair materials
O P May 35	£19.72	£3.29	£16.43	Bradfords	Plasterboard for Chapel workshop
O P May 35	£2.59	£0.43	£2.16	Bradfords	Lodge office pipe repair materials
O P May 35	£45.90	£7.65	£38.25	Bradfords	Hire of plate compactor for Lodge drive
9592	£180.00		£180.00	A.Barrett	Coronation Event entertainment
Total	£29,689.60	£2,223.69	£27,465.91		

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

Quarterly Report: 4th Quarter 2022/23
Overall Summary

	Actual 2021/22			Budget 2022/23			Income/Expend to date 31/03/23			Net expenditure: comparison of year end f'cast to budget	Prime reason(s) for variance	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net			
Staff Costs	187480	0	187480	203199	0	203199	219415	0	219415	16200	£16.8k drawdown from ER	8%
Admin and bank interest/charges	51437	-26	51463	55650	30	55620	52920	1266	51654	-4000		-7%
Town Hall & Victoria Hall	28264	4998	23266	40094	8050	32044	30023	8944	21079	-11000	Overspend on utilities to be drawdown from ER. £10k unspent boiler replacement & £2k Victoria lift maint to be transferred to ER	-34%
Grounds Maintenance & Open Spaces	52077	120	51956	40049	2503	37546	62166	14358	47808	10300	£8.5k drawdown from ER for open spaces.	27%
War Memorial Grounds	3173	1	3172	8550	3500	5050	4271	3895	377	-4700	Severalls Hall roof repairs	-93%
Cemetery	42906	16101	26805	53,457	28,992	24465	63471	142957	-79486	-104000	£107k consolidated from JBC	-425%
Aqua Centre	0	0	0	500	1000	-500	1026	1776	-750	-200		40%
George Reynolds Centre	36262	14783	21480	46430	13000	33430	47113	19411	27702	-5700	Overspend on utilities to be drawdown from ER. Gas pipe installation £2k to be taken from GRC project	-17%
Grants	11734	0	11734	13979	0	13979	14136	0	14136	200		1%
Youth service	16367	0	16367	17492	0	17492	17492	0	17492	0		0%
Public toilets	73758	20851	52907	9100	0	9100	11617	0	11617	2500		27%
Projects	19767	6152	13615	21100	0	21100	8602	16882	-8280	-29400		
Events	16308	5766	10542	14000	0	14000	18697	8033	10665	-3300	£815 drawdown from ER for Jubilee event	-24%
TOTAL	539533	68747	470786	523600	57075	466525	550950	217523	333428	-133100.00		-29%
Less Funds Consolidated from Joint Burial Committee												
Actual TOTAL											-107569.23	-5%

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%	

Earmarked Reserves

2022/23

	Opening	Forecast				Proposed Transfer of unused expend	Year end total	Comments
		Yr end added	Yr end used	Year end balance	Year end total			
Tennis Courts Upgrade	9,356.43			9,356.43		9,356.43		
Invest for Crewkerne's Future	6,751.69			6,751.69		6,751.69		
Bincombe	843.75			843.75		843.75		
Youth Town Council	4,940.19			4,940.19		4,940.19		
Playgrounds	2,157.33			2,157.33		2,157.33		
Barn Street rec. ground	2,067.05		631.00	1,436.05		1,436.05		
Town Hall Project	9,355.39			9,355.39	10,000	19,355.39	Transfer unspent boiler replacement budget 22/23	
Victoria Hall lift upgrade	0.00			0.00	2,000	2,000.00	Transfer unspent Victoria Hall maint/Lift Maint budget 22/23	
Staff Costs	20,300.00		16,808.93	3,491.07		3,491.07		
Neighbourhood Plan	1,000.00			1,000.00		1,000.00		
Service Devolution	0.00			0.00	1,100	1,100.00	Transfer unspent Service Devolution reserve budget 22/23	
New Projects	2,150.00			2,150.00	17,800	19,950.00	Transfer unspent Other new projects budget 22/23	
Events	2,000.00		814.55	1,185.45		1,185.45		
Severalls Pillar Repair	0.00			0.00	4,500	4,500.00	Transfer unspent WMG Grounds Maint budget 22/23	
GRC Project	0.00			0.00	2,800	2,800.00	Transfer unspent GRC Project budget 22/23	
Grounds Maintenance	10,924.34		8,555.76	2,368.58		2,368.58		
Christmas Lighting Up	0.00	2,850.31		2,850.31		2,850.31	From Christmas Committee + street collection	
CIL Funds	0.00	581.00		581.00		581.00		
Utilities	7,000.00		7,000.00	0.00		0.00		
Cemetery **	0.00	113,553.65	13,492.64	100,061.02		100,061.02		
TOTAL	78,846.17	116,984.96	47,302.88	148,528.26	38200	186,728.26		

Cemetery **	Balance brought fwd	Added in year	Used in year	Total	Comments	West Crew 7%	Town Council 93%
Chapels	8,242.00		8,242.00	-		-	-
Trees	4,650.98		1,217.52	3,433.46		240.34	3,193.12
New Burial Grounds/Paths	8,000.00	7,000.00		15,000.00		1,050.00	13,950.00
Lodge	34,994.00		4,728.69	30,265.31		2,118.57	28,146.74
Total Allocated Reserves	55,886.98	7,000.00	14,188.21	48,698.77		3,408.91	45,289.86

Cemetery Unallocated Reserves	58,209.67	1,004.05	320.00	58,893.72	4,122.56	54,771.16
TOTAL CEMETERY RESERV	114,096.65	8,004.05	14,508.21	107,592.49	7,531.47	100,061.02

Estimated balance of General Reserves for the year ending 31 March 2023

	£	
Cash Balance		
Expenditure to date	550,950	
Actual Expenditure to Year End	550,950	a
Income to date	217,523	
Actual Income to Year End including Precept	684,047	b
Overall Cash Balance B/fwd as of 1 April 2022	182,855	c
Actual Year End Cash Balance	315,952	d = c + b - a
Earmarked Reserves		
Opening Balance 1st April 2022	78,846	
Balance as at		
Actual Year End Earmarked Reserves	148,528	e
Plus transfer of unused expenditure to Earmarked Reserves	38,200	f
Actual Year End Balance	186,728	g = e + f
General Reserves		
Actual Year End Cash Balance	315,952	from d
Less Year End Earmarked Reserves	186,728	from g
Forecast General Reserves as at 31st March 2023	129,224	h = d - g
% of Precept	27.7%	

Conclusion

The estimated level of General Reserves at 31 March 2023 of £ 129,224 represents 27.7% of the Precept. The minimum level of General Reserves required to be compliant with the Town Council's policy is 25%.

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 30/04/2023			
	Cash in Hand 01/04/2023		£353,547.28
	ADD		
	Receipts 01/04/2023 - 30/04/2023		£539,985.23
	SUBTRACT		
	Payments 01/04/2023 - 30/04/2023		£65,146.03
A	CASH IN HAND 30/04/23 (per Cash Book)		£828,386.48
	Cash in Hand per Bank Statements 30th April 2023		
	LLOYDS - Business Call Account	£671,293.99 ✓	
	LLOYDS - Current Account	£50,000.00 ✓	
	LLOYDS - Burial Account	£107,592.49 ✓	
			£828,886.48
	Less unrepresented cheques		
	9591	£500.00	£500.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£828,386.48
	A = B Checks out OK		
	Town Clerk: <i>K. Sheehan</i>		
	Date: <i>16 May 2023</i>		
	Checked by: <i>J.M. NATHAN</i>		
	Date: <i>16/5/23</i>		

Chair of Somerset Council



Mr Mike Best
County Hall
Taunton
Somerset TA1 4DY

Tel: PA: 01823 356804

Email: PA: civicooffice1@somerset.gov.uk

25th April 2023

TO ALL TOWN AND PARISH COUNCILS

Dear Clerks of Council

Re: The Chair's Awards for Service to the Community 2023

As Chair of Somerset Council, I am holding our annual award ceremony for Service to the Community on Friday 6th October 2023 and I invite you to make your nomination using the enclosed nomination form. The event will be held at Taunton Rugby Football Club, Hyde Lane, Bathpool, Taunton, TA2 8BU, from 6.00 pm – 10.00 pm.

Please note the following:

- Each council should make one nomination only, for either an individual or a group, which should be made **via the parish council only** to avoid duplication
- Nominees should not be in receipt of any previous community award
- Nominees must live or operate within the parish
- The deadline for nominations is **Friday 30th June 2023**
- Nominators (or seconders in their absence) will be invited to the award presentation, so please keep the date of the awards free – Friday 6th October 2023 (6.00 pm – 10.00 pm). Please type the name of the Nominator/Secunder on the attached form – no need to print and sign.

Please return nomination forms preferably via email, to my Personal Assistant, Becky Angle, at civicooffice1@somerset.gov.uk or via post to: Becky Angle, PA to Chair, Somerset Council, County Hall, 2 The Crescent, Taunton, TA1 4DY, if you are unable to return via email.

Please do not hesitate to contact me if you have any questions or queries in this respect.

With very best wishes

A handwritten signature in black ink, appearing to read 'Mike Best', with a horizontal line underneath.

Mike Best



Agenda Item 20 – To agree dates for forthcoming Town Council surgeries and identify Councillors to support each event.

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 Clerk or Deputy Clerk.

DATE	COUNCILLOR 1	COUNCILLOR 2
Saturday 20 th May 2023		
Saturday 17 th June 2023		
Saturday 15 th July 2023		
Saturday 19 th August 2023		

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.

MONTH	DATE & TIME	COUNCILLOR 1	COUNCILLOR 2
JUNE			
JULY			
AUGUST			

RECOMMENDATION:

That Councillors agree attendance for the Surgery & Coffee with Councillors events until August 2023 to assist with planning and publicity.

K Sheehan, Town Clerk, 15 May 2023.