

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 24 July 2023**, commencing 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)
18 July 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 26 June 2023.
- 4. To receive reports from the Unitary Councillors and update from LCN representative.**
- 5. Clerk's progress report:** to receive an update report (for information).
- 6. Planning applications due before the next meeting of Planning & Highways Committee:** as per the attached list.
- 7. Finance:**
 - To approve the accounts for payment for July 2023 as listed.
 - To report the bank reconciliation for June 2023 has been completed.
 - To receive the first quarter income and expenditure report.
- 8. Governance:**
 - To approve an updated Scheme of Delegation.
 - To consider the draft action plan 2023-27.
- 9. Local Council Award Scheme:** to resolve that Crewkerne Town Council has all the documentation and information in place for Quality Council status and will submit a formal application to LCAS.
- 10. North Street one way system:** to resolve to make a formal approach to Somerset Council in support of the North Street one way system.

11. **Newsletter:** to approve the draft town newsletter.
12. **D-Day 80:** to consider an event commemorating the 80th anniversary of the D-Day landings 6 June 2024.
13. **To receive the following minutes and approve any recommendations contained therein:**
 - a. Planning & Highways Committee 15 May 2023
 - b. Neighbourhood Plan Steering Group 10 May 2023
 - c. War Memorial Commemoration Trust 27 March 2023
 - d. Amenities Committee 12 June 2023
 - e. Reports from Town Council representatives to outside bodies
14. **To receive Matters of Report** (for information only).
15. **Next meeting:** Monday 25 September 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 – Financial information relating to other organisations.

CREWKERNE TOWN COUNCIL
Town Council Meeting
Monday 24 July 2023

Item 6 – New Applications – Somerset Council

23/01280/HOU **Treetops, 31 East Street, Crewkerne, TA18 7AG**
Installation of 15 solar panels on south facing roof.

Chq No.	Gross	Vat	Net	Payee	Description
O P Jul 1	£1,000.00		£1,000.00	Crewkerne Boxing Club	Grant award 23/24
O P Jul 2	£102.49		£102.49	James Hardware	Sundries
O P Jul 3	£457.54	£76.26	£381.28	Darkin Miller Ltd	Internal Audit fees
O P Jul 4	£79.51	£5.56	£73.95	Sheehan, K	Expenses
O P Jul 5	£564.60	£94.10	£470.50	Wydale Plastics Ltd	Water bowser
O P Jul 6	£42.00	£7.00	£35.00	Allen Computer Services Ltd	Ink cartridge
O P Jul 7	£163.86	£27.31	£136.55	Churches Fire Security Ltd	Chapel workshop intruder alarm
O P Jul 8	£22.50		£22.50	Society of Local Council Clerks	Membership fee - TC
O P Jul 9	£1,256.98	£209.49	£1,047.49	Sovereign Fire & Security	Town Hall intruder alarm maintenance fee
O P Jul 10	£158.40		£158.40	D.Butler	ABCD expenses
O P Jul 11	£36.95		£36.95	Wilson, Daniel	Expenses
O P Jul 12	£185.00		£185.00	M C Commercial Cleaning	Cleaning GRC Jun 23
O P Jul 12	£685.00		£685.00	M C Commercial Cleaning	Cleaning Jun 23
O P Jul 13	£3,120.19		£3,120.19	HM Revenue & Customs	Tax & NI Contributions Jun 23
O P Jul 14	£4,014.46		£4,014.46	SCC Pension Fund	Pension Contributions Jun 23
O P Jul 15	£640.00		£640.00	Steven Mansfield	Cemetery Chapel lightening conductor maintenance
O P Jul 16	£1,530.17		£1,530.17	Active Learning & Skills	Provision of Youth Service Jun 23
DD44	£623.14		£623.14	Everflow	Water rates Jul 23
DD31	£7.77	£1.29	£6.48	Iris Business Software Ltd	Payroll payslips software May 23
DD33 C.Card	£14.98	£2.50	£12.48	Amazon Marketplace	Mobile phone case
O P Jul 16a	£96.00		£96.00	Singleton, A	ABCD expenses
O P Jul 17	£40.00		£40.00	Signworx	Coronation event banner
O P Jul 18	£1,019.99	£170.00	£849.99	Misco Technologies Ltd	Meeting Owl smart camera
O P Jul 19	£90.00		£90.00	Somerset Association of Local Councils	Remote training - Deputy Clerk
O P Jul 20	£2,604.00	£434.00	£2,170.00	Fern Garden Tree Services	Cemetery grass cutting Jun 23
O P Jul 21	£261.58	£43.60	£217.98	Hoistway	GRC lift maintenance contract 28/8/23 - 27/8/24
O P Jul 22	£29.30	£0.80	£28.50	SLCC Enterprises Ltd	Reference book
9595	£1,000.00		£1,000.00	Severalls Bowling Club	Bowling green maintenance grant
O P Jul 24	£64.80		£64.80	Cross, A	Travel expenses
O P Jul 25	£480.00	£80.00	£400.00	CSAR Fire Limited	Fire risk assesment - Grounds workshop/Lodge office
O P Jul 26	£52.49	£8.75	£43.74	Crewkerne Horticultural	Strimmer cord
O P Jul 27	£249.41	£41.57	£207.84	Performing Rights Society	GRC performing rights licence
DD58	£1,148.34		£1,148.34	Water2Business	GRC Water rates 23/11/22 - 9/6/23
DD42	£249.29	£11.87	£237.42	Edf Energy 1 Ltd	Electricity Cemetery chapels 28/3 - 26/5/23
DD59	£296.14	£14.10	£282.04	British Gas Business	Gas GRC 15/5 - 16/6/23
DD22	£8.14	£0.39	£7.75	British Gas Business	Gas Victoria Hall 17/5 - 17/6/23
DD46	£136.80	£22.80	£114.00	Somerset Web Services Lrd	Email hosting July 23
DD49	£128.42	£21.40	£107.02	The Business	Fuel May 23
DD21	£17.72	£0.84	£16.88	British Gas Business	Electricity Happy Valley floodlights 18/5 - 18/6/23
DD17b	£11.80	£0.56	£11.24	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 22/5 - 20/6/23
DD57	£243.55	£40.59	£202.96	British Telecom	GRC telephone & broadband Jul 23
DD53	£26.76	£4.46	£22.30	O2	Mobile broadband Jun 23
DD17a	£57.37	£2.73	£54.64	Edf Energy 1 Ltd	Electricity Street lighting Happy Valley 1/4 - 30/6/23
DD27	£388.59	£18.50	£370.09	E. O N	Electricity Victoria Hall Jun 23
DD13	£1,573.46		£1,573.46	Aviva Credit Services UK Ltd	Insurance Jul 23
DD9	£61.98	£10.33	£51.65	Southern Communications	Mobile phone charges Jul 23
DD55	£370.00		£370.00	Somerset Council	Lodge office council tax Jul 23
DD33 C.Card	£29.07	£4.86	£24.21	Amazon Marketplace	Handsoap
DD51	£649.00		£649.00	Somerset Council	Rates GRC Jul 23
DD20	£309.00		£309.00	Somerset Council	Rates Cemetery chapel Jul 23
DD2	£1,234.00		£1,234.00	Somerset Council	Rates Town Hall/Victoria Hall Jul 23
DD26	£63.01	£3.00	£60.01	British Gas Business	Gas Town Hall 2/6 - 1/7/23
DD30	£56.78	£2.70	£54.08	Edf Energy 1 Ltd	Electricity Public Toilets 27/5 - 26/6/23
DD50	£889.39	£148.23	£741.16	British Gas Business	Electricity GRC Jun 23
DD47	£47.16	£7.86	£39.30	Biffa	Grounds Maint skip hire Jun 23
DD52	£276.43	£46.07	£230.36	Gamma	Telephone & broadband Jul 23
DD31	£17.38	£2.90	£14.48	Iris Business Software Ltd	Pension Auto enrolment software Jun 23

ACCOUNTS FOR PAYMENT - JULY 24th 2023

Checked by:.....

Date:

	£11,734.62		£11,734.62	Salaries	Jul-23
Total	£40,717.31	£1,566.42	£39,150.89		

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

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 30/06/2023			
	Cash in Hand 01/04/2023		£353,547.28
	ADD		
	Receipts 01/04/2023 - 30/06/2023		£559,540.78
	SUBTRACT		
	Payments 01/04/2023 - 30/06/2023		£161,459.39
A	CASH IN HAND 30/06/23		£751,628.67
	(per Cash Book)		
	Cash in Hand per Bank Statements 30th June 2023		
	LLOYDS - Business Call Account	£594,036.18	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£107,592.49	
			£751,628.67
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£751,628.67
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Quarterly Report: 1st Quarter 2023/24
Overall Summary

	Actual 2022/23			Budget 2023/24			Income/Expend to date 30/06/23			Yr. End Forecast 2023/24			Net expenditure: comparison of year end f'cast to budget	Prime reason(s) for variance	ER Used	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net				
Staff Costs	219415	0	219415	251104	0	251104	56170	0	56170	251104	0	251104	0			0%
Admin and bank interest/charges	52920	1266	51654	52800	40	52760	19696	520	19176	51750	2238	49512	-3200			-6%
Town Hall & Victoria Hall	30023	8944	21079	39325	8384	30941	9411	4636	4775	42724	8628	34096	3200	Victoria Hall floor restoration £3k		10%
Grounds Maintenance & Open Spaces	62166	14358	47808	96409	4330	92079	17775	1005	16771	97846	4508	93338	1300			1%
War Memorial Grounds	4271	3895	377	3050	2750	300	1398	0	1398	11190	5680	5510	5200	Pillar repair £8.6k - £4.5k drawdown from ER & £2.3k grant funding	4500	233%
Cemetery	63471	142957	-79486	42,273	31,856	10417	10535	6906	3630	42106	30695	11411	1000			10%
Aqua Centre	1026	1776	-750	500	1000	-500	0	250	-250	500	1000	-500	0			0%
George Reynolds Centre	47113	19411	27702	42093	14300	27793	15829	9592	6237	39337	20675	18662	-9100			-33%
Grants	14136	0	14136	10000	0	10000	8499	0	8499	10000	0	10000	0			0%
Youth service	17492	0	17492	20162	0	20162	4591	0	4591	19562	0	19562	-600			-3%
Public toilets	11617	0	11617	14500	0	14500	2897	0	2897	14500	0	14500	0			0%
Projects	8602	16882	-8280	2500	0	2500	1276	0	1276	3776	0	3776	1300	Neighbourhood plan £1k drawdown from ER	1000	12%
Events	18697	8033	10665	16000	400	15600	2737	0	2737	18737	400	18337	2700	Bincombe event		17%
TOTAL	550950	217523	333428	590716	63060	527656	150814	22908	127906	603132	73824	529308	1700		5500	-1%

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%	



Delegations to Officers

Crewkerne Town Council does not generally operate a formal scheme of delegations to Officers but there are certain matters which might be regarded as routine or general managerial issues and the following table seeks to clarify responsibility. ~~Needless to say,~~ the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service	Function	Officer
Allotments	To authorise lettings from the waiting list subject to payment in accordance with the approved scale of charges.	Deputy Clerk
Communications	To be the first point of contact for press and public relations (see Media Policy).	Town Clerk (or Deputy Town Clerk in his/her absence)
Complaints	To deal with issues of a minor or straightforward nature following the Council's Complaints Procedure.	Town Clerk (or Deputy Town Clerk in his/her absence)
Documents	To sign minor documents on behalf of the Council	Town Clerk (or Deputy Town Clerk in his/her absence)
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise as necessary regarding the conduct of elections.	Town Clerk (or Deputy Town Clerk in his/her absence)
Emergency	To carry out any function of the Council in an emergency as per Financial Regulations.	Town Clerk (or Deputy Town Clerk in his/her absence)
Finance	To oversee the Council's cash flow and control of investments.	Town Clerk with Finance Officer
	To maintain adequate insurance cover for the Council's new activities and new purchases.	Town Clerk with Finance Officer
	To authorise the payment of accounts for early payment if required and of a routine nature or items previously agreed by the Council (Fin Reg 6.6).	Town Clerk
	To authorise office and routine expenditure on items within a budget approved by the Council.	Town Clerk
	Transfer of monies in and out of the 32 Day Notice savings account with a view to prudent financial management.	Town Clerk with Finance Officer
	To be responsible for obtaining the most advantageous deals from utilities and other regular providers.	Town Clerk with Finance Officer
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme and respond to correspondence in the statutory timeframe	Town Clerk

Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Town Clerk and Mayor
Land and Property	To purchase necessary goods and supplies for the maintenance of.	Town Clerk with Amenities Operations Manager
	To maintain the Council's offices and property in accordance with Financial Regulations.	Town Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible.	Amenities Operations Manager
	To devise planting schemes for the various open areas for which the Council is responsible.	Amenities Operations Manager with Grounds and Amenities Supervisor
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice.	Amenities Operations Manager
Members Support	To oversee requests from Members for administrative support and training courses in connection with their duties.	Deputy Town Clerk
Motor Vehicles and Plant	To maintain, repair and replace equipment via reports from Grounds staff, within agreed budget.	Amenities Operations Manager
Powers and Duties	To nominate another Officer to carry out a power or duty that has been previously delegated.	Town Clerk
Staffing	To undertake the duties of Staff Manager e.g. appraisals, permissions for staff holidays.	Town Clerk for office-based staff. Amenities Operations Manager for Grounds staff.
	To ensure that all staff undertake an effective induction and training programme.	Town Clerk
	To implement national pay awards and conditions of service.	Town Clerk with Finance Officer
	To deal with matters of misconduct as judged appropriate e.g. suspension with pay due to alleged gross misconduct. To advise the Staffing Committee of a need for a	Town Clerk

	Disciplinary/Capability or Grievance Committee hearing and to make the necessary arrangements.	
Victoria Hall Council Venues	To oversee the satisfactory booking arrangements.	Administration Officer
Health & Safety + Environmental	Co-ordination of Environmental, Health and Safety systems and procedures.	Amenities Operations Manager
CTC support to Joint Burial Committee	Granting and transfer of burial rights* Granting of interments and scattering of ashes. Granting of erection of headstones and inscriptions* * prior to formal approval at JBC meetings	Clerk to the JBC (CTC Finance Officer in his/her absence)

Considered at Policy and Resources Committee 10 June 2013
Update approved at Policy and Resources Committee 13 June 2016
Update approved at Full Council 24 July 2023 Min ref:



Crewkerne
Town Council

4 YEAR ACTION PLAN 2023-2027



1. INTRODUCTION

Crewkerne Town Council's strategy for the future is the basis for a four-year rolling plan, but also encompassing activities and projects taking place over a longer period of time.

The plan is designed to be flexible and builds in contingencies to ensure that the Council can respond appropriately to unplanned events, changing risks or developing priorities.

This plan is a statement of the Council's vision, objectives and priorities for the financial years until the next planned elections in May 2027. It sets out what Crewkerne Town Council wants to achieve, either directly or by lobbying or influencing another body, such as Somerset Council.

2. OVERVIEW

Crewkerne is located to the southeast of the county of Somerset, just a few miles from the Dorset border. It is a historic market town with a population of approximately 8,000 people. It is bisected by the A30 and A356, as well as being located on the West of England mainline railway to London Waterloo. The town centre and some of the surrounding residential areas, are part of a designated Conservation Area, reflecting the town's historical significance. The Town Council is in the process of producing a Neighbourhood Plan (NP), which will aim to include policies protecting these heritage assets. A significant number of houses are planned to be built in Crewkerne over the coming years.

Crewkerne Town Council has twelve elected councillors (elected May 2022), and employs nine members of staff. The precept for 2023/24 is £526,756. Crewkerne Town Council has an unusually large property portfolio for a town of its size.

3. RESPONSIBILITIES

Crewkerne Town Council is responsible for all the major open spaces in the town, including Henhayes Recreation Ground, Happy Valley Recreation Ground, Barn Street Recreation Ground, Bincombe Beeches Nature Reserve and Townsend Cemetery. It also maintains the closed churchyard of St Bartholomew's. The Town Council provides three equipped play areas and a skatepark, tennis courts and a bowling green as well as the community meeting and changing facilities at the George Reynolds Centre.

Other buildings owned and maintained by the Town Council include the Town Hall (including Victoria Hall), George Reynolds Centre, Townsend Cemetery Chapels and Lodge and the Aqua Centre (although this is operated by Crewkerne Leisure Management), public toilets and a car park. Crewkerne is proud to have been awarded three Gold 'In Bloom' awards through its active 'Crewkerne in Bloom' team. The war memorial 'Tommy' and adjacent war memorial gardens have recently been acquired by the Town Council. Additionally, there is a CCTV system, Speed Indicator Device (SID), and two allotment sites.

Somerset Council takes responsibility for street cleaning in the town, including the emptying of the town centre bins. Crewkerne Town Council's grounds team empty approximately 40 other bins twice a week.

All buildings, play areas, vehicles, equipment and any other assets are supported by a schedule of maintenance, which takes account of the expected lifespan of each item. In many cases this will be longer than the period of this plan.

4. GOVERNANCE

Crewkerne Town Council consists of 12 town councillors elected (usually) once every four years. There are no electoral town council wards. The Town Council is the first and most local level of local government. Since the local government reorganisation took place, the higher tier authority is now Somerset Council.

Crewkerne Town Council recognises that the growth of the town combined with growing pressures on Somerset Council and Government funding, means that the Town Council has a more important role than ever before in responding to local issues.

The Town Council also recognises that in the face of the evolving priorities of the new Somerset Council, there may be further opportunities for Crewkerne to more pro-actively control its own direction. Any potential service and asset delegations from the new authority will be carefully considered if they meet any of the following criteria:

- An opportunity for Crewkerne Town Council to achieve its aims and objectives as outlined in this plan.
- A chance to improve quality of service provision or assets locally.
- Achieving value for money for Crewkerne residents.
- Scope to provide new facilities not previously accessible in the community.

5. CREWKERNE TOWN COUNCIL – A VISION FOR CREWKERNE

As part of the Neighbourhood Plan process, the Town Council has been consulting with the local community via a number of consultation events and surveys. The responses received will inform the Town Council's vision statement.

6. ACTION PLAN 2023-27

This document should be read in conjunction with the following action plan table, which sets out the Town Council's plans and priorities until the next scheduled elections in 2027.

This table will be reviewed annually and refreshed to take account of changing priorities, events, budget and funding availability etc.

No.	Area Project	Funding	Year 1	Year 2	Year 3	Year 4	UPDATE JUNE 2024
1	Open Spaces						
1.1	Bincombe Beeches Nature Reserve						
1.1.1	Update Bincombe Beeches Management Plan	N/A		X			
1.1.2	Refresh interpretation boards	Budget		X			
1.1.3	Create a nature trail	Budget			X		
1.1.4	Hold a Bincombe Beeches activity day/planting event	Budget	X				
1.1.5	Additional chainsaw sculptures	Budget				X	
1.1.6	Plant more trees to replenish tree stock following Ash Die Back works	Woodland Trust grant(s)/ITF or similar	X				
1.1.7	Grow volunteer group in support of Health and Wellbeing agenda	N/A	X				
1.2	Happy Valley						
1.2.1	Produce an Open Spaces Management Plan	N/A		X			
1.2.2	Improve accessibility and path surfaces	Timescales TBD		X			
1.2.3	Replace end of life play equipment	Accrue		X	X	X	
1.2.4	Install an outdoor gym/junior gym	External grant funding		X			
1.3	Henhayes Recreation Field						
1.3.1	Produce an Open Spaces Management Plan	N/A		X			
1.3.2	Replace end of life play equipment	Developer contributions		X	X	X	
1.3.3	Support sports clubs to improve pitch quality	Support with FA/RFU opportunities	X	X	X	X	
1.4	Barn Street Recreation Area						
1.4.1	Enhance this space in accordance with results of 2022 public consultation	Budget/EMR		X	X	X	
1.4.2	Produce an Open Spaces Management Plan	N/A		X			
1.4.3	Develop community planting areas	Budget/EMR		X			
1.4.4	Improve signage	Budget	X				
1.4.5	Install interpretation board	Budget			X		
1.5	Severalls Tennis Courts						
1.5.1	Work with LTA and Somerset Council to deliver two refurbished courts	LTA/Somerset Council funded 100%	X				
1.5.2	Consider seating options to support tennis events	Tennis courts income		X			
1.5.3	Publicise courts availability through Council website and LTA Clubspark presence	N/A	X				
1.6	Southmead Playground						
1.6.1	Graffiti wall community art project	Budget	X				
1.6.2	Replace end of life play equipment	Accrue		X	X	X	
1.7	Severalls Gardens and 'Tommy'						
1.7.1	Organise professional cleaning of 'Tommy' and restoration of lettering	Part funded by WMT		X			
1.7.2	Restore pillars at entrance to Severalls	Budget plus WMT part funded	X				
1.7.3	Install interpretation board at gardens	Budget			X		
1.7.4	Identify a way to commemorate the names of the Crewkerne war dead at this location	Budget/external funding				X	
1.8	Allotments						
1.8.1	Support allotment holders with sustainable initiative such as rainwater harvesting, composting	Budget	X				
1.9	Open Spaces generally						
1.9.1	Continue to assess potential to acquire and provide more allotments	N/A	X	X	X	X	
1.9.2	Work with developers on CTC management of any future open spaces in the town	For discussion as arises	X	X	X	X	
1.9.3	Identify a location for a community orchard	N/A	X	X	X	X	
1.9.4	Support the creation of a green travel corridor between the town centre and satellite developments	N/A	X	X	X	X	
1.9.5	Conduct accessibility audit on all open spaces	Starting HV summer 2023	X	X	X	X	
1.9.6	Consider playground provision at northern end of town						
1.9.7	Plant more trees and ensure significant trees are appropriately protected with TPOs	Woodland Trust grant(s)/ITF or similar	X	X	X	X	
2	Council Buildings and Venues						
2.1	Town Hall						
2.1.1	Repaint all exterior woodwork and doors	Budget	X	X			

2.1.2	Upgrade alarm system	EMR	X				
2.1.3	Refurbish interior to improve staff working environment	Accrue		X	X	X	
2.1.4	Replace end of life heating system	EMR	X				
2.1.5	Identify suitable ventilation provision	Accrue		X	X	X	
2.1.6	Investigate east side drainage issues	TBC		X			
2.2	George Reynolds Centre						
2.2.1	Install solar panels and battery storage system	Budget			X		
2.2.2	Investigate rainwater harvesting	N/A		X			
2.2.3	Complete carbon audit and identify additional green improvements	N/A		X			
2.2.4	Consider installation of a hearing loop	Budget				X	
2.3	Falkland Square toilets						
2.3.1	Identify use for former gents toilet	TBD					
2.3.2	Improve rear storage yard to offer better support to community groups	Budget			X		
2.4	Lodge (NB cemetery grounds are planned for separately in conjunction with the JBC)						
2.4.1	Complete external refurbishment including repointing and replacing guttering/drainpipes	EMR/Budget	X	X			
2.4.2	Complete internal works	EMR/Budget	X	X			
2.4.3	Restore Lodge gardens	Budget	X	X			
2.4.4	Refurbish entrance gates and side railings	EMR/Budget	X	X			
2.5	Buildings generally						
2.5.1	Conduct carbon audit for whole council estate	N/A		X			
2.5.2	Proactive advertisement of venues and facilities	N/A	X	X	X	X	
3	Town Centre						
3.1	Replace town centre interpretation boards	Budget		X			
3.2	Refurbish heritage style black and gold fingerposts	Budget			X		
3.3	Refurbish town benches and bins	Budget	X	X	X	X	
3.4	Campaign for one way systems in Market Street and North Street to reduce congestion & HGVs	Developer contributions	X	X	X	X	
3.5	Work with Planning Enforcement to uphold the character of the Conservation Area	N/A	X	X	X	X	
3.6	Campaign for improved parking provision, with increased long stay availability	N/A	X	X	X	X	
3.7	Lobby Waitrose for 'first hour free' policy & investigate other free parking initiatives, incl. at Xmas	N/A	X	X	X	X	
3.8	Support the installation of more EV charging points	N/A	X	X	X	X	
3.9	CCTV control to Sedgmoor 24/7 centre	Poss police contribution?		X			
3.10	Work with partners to prevent empty shops becoming an eyesore - investigate pop up shops	N/A	X	X	X	X	
3.11	Improve area under Lucombe Oak and provide Christmas lights	Budget		X			
3.12	Increase number of trees	Budget		X			
3.13	Work with Somerset Council to improve quality of pavements and paths	N/A	X	X	X	X	
4	Vehicles & Equipment						
4.1	Improve team flexibility with purchase of additional vehicle	Accrue		X	X	X	
4.2	Move to EVs once capabilities sufficient for needs	Budget - timescales tbd					
4.3	Continued replacement of tools with battery powered alternatives	Budget	X	X	X	X	
5	Rights of Way						
5.1	Investigate ways to obtain ranger/lengthsman services to proactively manage RoW network	Budget			X		
5.2	Review town walks and produce booklet adding new walks	Budget		X			
5.3	Support provision of safe cycle paths	N/A	X	X	X	X	
6	Public Engagement						
6.1	Biodiversity and management plans for sites to be communicated via interpretation boards and social media	As above					
6.2	Continue to grow social media presence	N/A	X	X	X	X	
6.3	Continue to support the Neighbourhood Plan process and engage public through consultation and referendum	Locality funded	X	X	X		
6.4	Continue Public Open Forum sessions and publicise to help public engage	N/A	X	X	X	X	
6.5	Improve streaming of council meetings via purchase of new AV system	Budget	X				
6.6	Install hearing loop in Council Chamber	Budget			X		
7	Young People						

7.1	Continue to provide a quality Youth Service through a new four year Service Level Agreement	Budget	X	X	X	X	
7.2	Increase Youth Outreach work to help reduce anti-social behaviour	Budget	X	X	X	X	
7.3	Develop a Youth Council	EMR		X			
7.4	Fund summer playdays where provision from Somerset Council is reduced	Budget	X	X	X	X	
7.5	Investigate provision of Forest School type activity at Bincombe Beeches	N/A		X			
8	Partnership Working						
8.1	Support improved parking arrangements at Crewkerne Station	N/A					
8.2	Continue regular walkarounds with Highways Officers to resolve issues	N/A	X	X	X	X	
8.3	Work with Somerset Council and Wadham School to support development of ATP pitch	Developer contributions/FA	X	X	X	X	
8.4	Support and engage with our neighbourhood partner organisations via the Local Community Network (LCN)	N/A	X	X	X	X	
8.5	Support the monthly Farmers Market	N/A	X	X	X	X	
8.6	Continue to support the Community Fridge	Budget	X	X	X	X	
8.7	Work with the Business Group to help them re-establish and finish website	N/A	X	X	X	X	
8.8	Support the Voluntary Transport group and advertise for more drivers	N/A	X	X	X	X	
9	Events						
9.1	Deliver annual Lighting Up and Christmas market events	Budget	X	X	X	X	
9.2	Deliver occasional events as required, e.g. Coronation, Jubilee, D-Day 80	Budget	X	X	X	X	
9.3	Deliver Bincombe Beeches Activity Day(s)	Budget	X		X		
9.4	Investigate and support other opportunities to bring the community together	N/A	X	X	X	X	
9.5	Work with partners to deliver more community projects, trails, and competitions	Budget	X	X	X	X	
10	Budget						
10.1	Extend budgetary capacity by proactively applying for supplementary grants	External grant funding	X	X	X	X	
10.2	Grow and promote CTC's Community Grants programme	Budget	X	X	X	X	
11	Governance						
11.1	Apply for Quality Council Status (Local Councils Award Scheme)	Budget	X				
11.2	Review all Council policies and procedures in accordance with agreed Policy Review Schedule	N/A	X	X	X	X	
11.3	Review Council Action Plan and Vision annually	N/A	X	X	X	X	
11.4	Complete Neighbourhood Plan	Locality funded	X	X	X		
11.5	Review current town boundary	N/A		X			
12	Lobbying						
12.1	Support affordable housing provision						
12.2	Advocate for improved healthcare services for the town and surrounding villages						
12.3	Campaign for more weight to be given to town councils in planning applications						
12.4	Campaign for lower business rates						
12.5	Campaign for more financial support from central government for rural market towns						

Where opportunities arise.