

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Full Council** to be held on **Monday 25 September 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)
19 September 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 24 July 2023.
4. **To receive reports from the Unitary Councillors and LCN representative.**
5. **Clerk's progress report:** to receive an update report (for information).
6. **Planning applications due before the next Planning & Highways Committee meeting.**
 - a. **To note: 23/02271/TPO 4 Lambourne Court Crewkerne Somerset TA18 7DF**
Application to carry out Tree Surgery works to No. 1 Tree as shown within the South Somerset District Council (CREW 1) 2007 Tree Preservation Order.
7. **Finance:**
 - a. To approve the accounts for payment for August and September 2023 as listed.
 - b. To report the bank reconciliation for August 2023 has been completed.
 - c. To consider rents and hire charges in readiness for forthcoming budget deliberations (including Sports Clubs charging options).
 - d. To note the conclusion of the External Audit for 2022/23 with no issues raised.
8. **Smallholding & Allotments Act 1908:** to note receipt of requests in respect of allotment provision and to delegate to the Town Clerk to make further enquiries with relevant authorities.
9. **Henhayes Recreation Ground:** to consider a request from Crewkerne District Rotary to locate a shipping container on Henhayes.

- 10. Royal British Legion:** to consider a request from the RBL to hold an awareness event in front of Town Hall on 14th October.
- 11. Councillor surgeries:** to determine councillors to support surgeries October – January.
- 12. Christmas event arrangements:**
 - a. To consider a quote for the installation of Christmas lights.
 - b. To consider a quote for the Christmas road closure operation.
- 13. To receive the following minutes and approve any recommendations contained therein:**
 - a. Planning & Highways Committee 7 August 2023
 - b. Amenities Committee 10 July 2023
 - c. Youth Steering Group 15 May 2023
 - d. Neighbourhood Plan Steering Group 11 July 2023
 - e. Reports from Town Council representatives to outside bodies
- 14. To receive Matters of Report (for information only).**
- 15. Next meeting:** Monday 23 October 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 matters and commercially sensitive information.

Payment Ref	Gross	Vat	Net	Payee	Description
DD13	£1,573.39		£1,573.39	Aviva Credit Services UK Ltd	Insurance Sep 23
DD55	£370.00		£370.00	Somerset Council	Council tax Lodge office Sep 23
DD2	£1,234.00		£1,234.00	Somerset Council	Rates Town Hall/Victoria Hall Sep 23
DD20	£309.00		£309.00	Somerset Council	Rates Cemetery chapel/Workshop Sep 23
DD51	£649.00		£649.00	Somerset Council	Rates GRC Sep 23
DD2	£1,234.00		£1,234.00	Somerset Council	Rates Town Hall/Victoria Hall Aug 23
DD31	£7.77	£1.29	£6.48	Iris Business Software Ltd	Payroll payslips software Jul 23
O P Sep 1	£360.00		£360.00	M C Commercial Cleaning	GRC cleaning Aug 23
O P Sep 1	£955.00		£955.00	M C Commercial Cleaning	Cleaning Aug 23
O P Sep 2	£1,184.62	£197.44	£987.18	Hoistway	Victoria Hall lift repair
O P Sep 3	£48.28	£8.05	£40.23	Yarcombe Woodland Products Ltd	Timber fasteners
O P Sep 3	£190.74	£31.79	£158.95	Yarcombe Woodland Products Ltd	Timber sleeper
O P Sep 3	£16.80	£2.80	£14.00	Yarcombe Woodland Products Ltd	Timber pegs
O P Sep 3	£190.74	£31.79	£158.95	Yarcombe Woodland Products Ltd	Timber sleeper
O P Sep 4	£279.36	£46.56	£232.80	Sovereign Fire & Security	Town Hall fire extinguisher repairs
O P Sep 5	£3,432.00	£572.00	£2,860.00	Fern Garden Tree Services	Lodge office grounds landscaping
O P Sep 6	£39.00		£39.00	Hutson, J	Mayor photographs
O P Sep 7	£3,022.96		£3,022.96	HM Revenue & Customs	Tax & NI Contributions Aug 23
O P Sep 8	£3,812.15		£3,812.15	SCC Pension Fund	Pension Contributions Aug 23
O P Sep 9	£25.00	£4.17	£20.83	M&J Bowers	Document destruction
O P Sep 10	£1,378.92	£229.82	£1,149.10	Performing Rights Society	Music licence Victoria Hall
O P Sep 11	£317.70	£52.95	£264.75	Boilerman Ltd	Lodge office gas thermostat repair
O P Sep 12	£1.20	£0.20	£1.00	Sheet Anchor Evolve Ltd	Public Toilets lease 1/9/22 - 31/8/23
O P Sep 13	£0.01		£0.01	GoCardless	Tennis Court Bank Account verification
DD49	£143.47	£23.91	£119.56	The Business	Fuel Aug 23
DD42	£18.87	£0.90	£17.97	British Gas Business	Electricity Cemetery chapel/Workshop 29/7 - 29/8/23
DD23	£329.19	£15.68	£313.51	British Gas Business	Electricity Town Hall 20/7 - 20/8/23
DD17b	£12.19	£0.58	£11.61	Edf Energy 1 Ltd	Electricity street lighting Henhayes 22/7 - 21/8/23
DD30	£163.67	£7.79	£155.88	British Gas Business	Electricity Public toilets 22/7 - 23/8/23
DD21	£30.85	£1.47	£29.38	British Gas Business	Electricity Happy Valley floodlights 18/7 - 18/8/23
DD33 C.Card	£19.98	£3.33	£16.65	Amazon Marketplace	Cemetery chapel candles
DD33 C.Card	£47.70	£7.95	£39.75	Sinclair & Rush Ltd	Protective feet for Victoria Hall chairs
DD59	£218.91	£10.42	£208.49	British Gas Business	Gas GRC 19/7 - 15/8/23
DD57	£243.55	£40.59	£202.96	British Telecom	Telephone & broadband GRC Sep 23
DD47	£547.22	£91.20	£456.02	Biffa	Grounds skip exchange & rental Aug 23
DD46	£129.60	£21.60	£108.00	Somerset Web Services Lrd	Email hosting Sep 23
O P Sep 14	£1.75		£1.75	Warren L	Expenses
O P Sep 15	£11.43		£11.43	Goddard, Andy	Expenses
O P Sep 16	£3.00	£0.50	£2.50	Wilkins, E	Expenses
O P Sep 17	£7.75		£7.75	Hewitt P	Expenses
O P Sep 18	£10.00	£1.67	£8.33	Crewkerne Horticultural	Plastic container
O P Sep 19	£20.00		£20.00	Somerset Association of Local Councils	Planning update remote briefing
O P Sep 19	£30.00		£30.00	Somerset Association of Local Councils	Planning update briefing/neighbourhood plan training
O P Sep 19	£60.00		£60.00	Somerset Association of Local Councils	Chairman training
O P Sep 20	£2,976.00	£496.00	£2,480.00	Fern Garden Tree Services	Cemetery grass/hedge cutting Aug 23
O P Sep 21	£609.80		£609.80	South Gloucestershire Playscheme	Review of Youth Work Services at ALS
O P Sep 22	£141.36	£23.56	£117.80	Poole Harold	GRC electrical repair
O P Sep 23	£530.00		£530.00	Olas Art	Southmead playground graffit workshop
O P Sep 24	£152.59	£25.43	£127.16	Yarcombe Woodland Products Ltd	Timber sleeper
O P Sep 25	£60.25	£4.25	£56.00	Wynnstay	Edging shears/Lawn seed
O P Sep 26	£60.00	£10.00	£50.00	NALC	Local Councils Award scheme registration fee
O P Sep 27	£70.80	£11.80	£59.00	Paperchase Recycling	Cemetery general waste collection 31/7 - 3/9/23
O P Sep 28	£702.00	£117.00	£585.00	Prosound Solutions (SW) Limited	Stage hire for Christmas lighting up event
O P Sep 29	£27.82	£4.64	£23.18	Bradfords	Guttering Lodge office
O P Sep 29	£39.35	£6.56	£32.79	Bradfords	Drain pipes Lodge office
O P Sep 29	£64.80	£10.80	£54.00	Bradfords	Gravel Lodge office drive
O P Sep 29	£129.60	£21.60	£108.00	Bradfords	Gravel Lodge office drive

O P Sep 29	£6.35	£1.06	£5.29	Bradfords	Postcrete
O P Sep 29	£40.46	£6.74	£33.72	Bradfords	Paper towel Lodge office
O P Sep 29	£1,776.00	£296.00	£1,480.00	Bradfords	Gravel Lodge office drive
O P Sep 29	£444.00	£74.00	£370.00	Bradfords	Chippings Lodge office drive
O P Sep 29	£51.96	£8.66	£43.30	Bradfords	Materials for Lodge office drive
O P Sep 29	£69.58	£11.60	£57.98	Bradfords	Materials for Lodge office drive
O P Sep 29	£8.58	£1.43	£7.15	Bradfords	Materials for Lodge office drive
O P Sep 29	£60.60	£10.10	£50.50	Bradfords	Materials Lodge office drive
O P Sep 29	£8.58	£1.43	£7.15	Bradfords	Materials for Lodge office drive
O P Sep 30	£626.92	£104.49	£522.43	Prism	Toilet rolls/Paper towels/Stationery
O P Sep 31	£210.60	£35.10	£175.50	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maint Oct 23
O P Sep 32	£111.79		£111.79	James Hardware	Sundries
O P Sep 33	£1,638.00	£273.00	£1,365.00	PKF Littlejohn LLP	External Audit fees 22/23
O P Sep 34	£39.27		£39.27	Sheehan, Katharine	Expenses
DD9	£62.65	£10.44	£52.21	Southern Communications	Mobile phone charges Sep 23
DD6	£675.43	£112.57	£562.86	Phs Group Plc	GRC Sanitary disposal 13/10 - 12/4/23
DD6	£135.08	£22.51	£112.57	Phs Group Plc	Town Hall Sanitary disposal 13/10 - 12/4/23
DD33 C.Card	£17.60		£17.60	Biffa	Hardcore disposal
DD50	£951.02	£158.50	£792.52	British Gas Business	Electricity GRC Aug 23
DD33 C.Card	£50.00		£50.00	Rodfords The Florist	Flowers for Cemetery open day
DD31	£7.77	£1.29	£6.48	Iris Business Software Ltd	Payroll payslips software Aug 23
DD31	£17.38	£2.90	£14.48	Iris Business Software Ltd	Payroll Auto enrolment software Aug 23
DD27	£435.38	£20.73	£414.65	E. O N	Electricity Victoria Hall Aug 23
DD52	£276.43	£46.07	£230.36	Gamma Business Communications Lt	Telephone & broadband Sep 23
	£10,520.64		£10,520.64	Salaries	Sep-23
Total	£46,487.21	£3,336.71	£43,150.50		

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 31/07/2023			
	Cash in Hand 01/04/2023		£353,547.28
	ADD		
	Receipts 01/04/2023 - 31/07/2023		£570,966.69
	SUBTRACT		
	Payments 01/04/2023 - 31/07/2023		£207,005.12
A	CASH IN HAND 31/07/23		£717,508.85
	(per Cash Book)		
	Cash in Hand per Bank Statements 31st July 2023		
	LLOYDS - Business Call Account	£560,916.36	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£107,592.49	
			£718,508.85
	Less unpresented cheques		
	9595	£1,000.00	
			£1,000.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£717,508.85
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 31/08/2023			
	Cash in Hand 01/04/2023		£353,547.28
	ADD		
	Receipts 01/04/2023 - 31/08/2023		£579,258.96
	SUBTRACT		
	Payments 01/04/2023 - 31/08/2023		£254,579.75
A	CASH IN HAND 31/08/23		£678,226.49
	(per Cash Book)		
	Cash in Hand per Bank Statements 31st August 2023		
	LLOYDS - Business Call Account	£520,634.00	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£107,592.49	
			£678,226.49
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£678,226.49
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		



Agenda Item 11 – 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 21 st October 2023		
Saturday 18 th November 2023		
Saturday 15 th December 2023		
Saturday 20 th January 2024		

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. There has not been one for quite some time.

MONTH	DATE & TIME	COUNCILLOR 1	COUNCILLOR 2
October			
November			
December			

RECOMMENDATION:

That Councillors agree attendance for the Surgery & Coffee with Councillors events until January 2024 to assist with planning and publicity.

Agenda Item 12: Christmas event arrangements

12a) To consider a quote for installation of the Christmas Lights

Councillors will recall that, in previous years, three quotations were obtained for the installation of the Christmas lights in Market Street. This exercise highlighted that the current lighting installation is very bespoke. As a result, the Council is faced with two options for Christmas lights in Market Street:

1) Continue to utilise the existing lighting installation. In practice, this means that the contractor that has been used in previous years is the only option, as they are familiar with the installation.

2) Purchase or rent a new Christmas lights installation. Costs of hiring or purchasing lights from a dedicated festive lighting contractor are significantly higher than the Council's current budget.

On the assumption that the Council wishes to pursue option 1, the relevant quotation is £6110.80 + VAT.

12b) To consider a quote for the Christmas road closure operation

The 2023 quote for road closure, signage etc received is £1783.54 +VAT.

Recommendation:

Councillors resolve to accept both quotes on the basis outlined above.

K Sheehan, Town Clerk, September 2023.