

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 22 April 2024**, following the meeting of the Planning and Highways Committee, in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note:

- **Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:**
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan FSLCC, Town Clerk (signed on original)
16 April 2024

Agenda

- 166/2324** **To note apologies for absence.**
- 167/2324** **Declarations of interest** in items on the agenda.
- 168/2324** **To confirm the minutes of the Town Council meeting** held on 25 March 2024.
- 169/2324** **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.
- 170/2324** **Co-option:**
- a. A short session for each applicant to introduce themselves and for Councillors to ask questions.
 - b. To co-opt to the vacant position on Crewkerne Town Council.
- 171/2324** **To receive reports from:**
- a. Somerset Council
 - b. Crewkerne & Ilminster Local Community Network
- 172/2324** **Clerk's progress report:** to receive an update report (for information only).
- 173/2324** **Finance & Procedure:**
- a. To approve the accounts for payment for April 2024 as listed.
 - b. To report the bank reconciliation for March 2024 has been completed.
 - c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked.
- 174/2324** **Workshop chapel:** to consider quotations for the restoration of the chapel walls.

- 175/2324** **GRC Public Meeting:** to receive a verbal update and appoint Council representatives to the Group.
- 176/2324** **Newsletter:** To approve the draft newsletter.
- 177/2324** **Events programme:**
- a. D-Day 80: to receive an update on arrangements.
 - b. Plants and Gardens festival: to receive an update from the Town Clerk.
 - c. Summer event 2024: to receive an update from the Deputy Clerk.
 - d. To consider a Big Picnic 2024 as per attached email from Somerset Council.
- 178/2324** **To receive the following minutes and approve any recommendations contained therein:**
- a. Joint Burial Committee 13 February 2024
 - b. Reports from Town Council representatives to outside bodies.
- 179/2324** **To receive Matters of Report** (for information only).
- 180/2324** **Next meeting:** Annual Town Council Meeting, Monday 20 May 2024 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.

- 181/2324** **Staffing sub-Committee:** To receive the minutes of the meeting held on 12th April 2024 and to approve the recommendations contained therein.

Payment Ref	Gross	Vat	Net	Payee	Description
O P Apr 1	£449.92	£74.99	£374.93	Hoistway	Town Hall lift maintenance contract 16/2/24 - 15/2/25
O P Apr 2	£157.55	£26.26	£131.29	J H Swaffield & Sons	Grounds Vehicle maintenance
O P Apr 3	£208.00		£208.00	Art4All	Picture framing
O P Apr 4	£103.98		£103.98	Cross, A	Expenses
DD33 C.Card	£12.00		£12.00	The Mendors	Public Toilet keys
DD59	£1,297.91	£216.32	£1,081.59	British Gas	GRC Gas 15/2 - 20/3/24
DD33 C.Card	£250.80	£41.80	£209.00	ESE Direct	Grit bin
O P Apr 5	£207.00		£207.00	Rockin Daddys Emporion CIC	Grant Award 2024/25
O P Apr 6	£400.00		£400.00	Severalls War Memorial Gardening	Grant Award 2024/25
O P Apr 7	£500.00		£500.00	Crewkerne Heritage Centre	Grant Award 2024/25
O P Apr 8	£300.00		£300.00	Crewkerne in Bloom	Grant Award 2024/25
O P Apr 9	£1,000.00		£1,000.00	Crewkerne Boxing Club	Grant Award 2024/25
O P Apr 10	£500.00		£500.00	The Henhayes Centre	Grant Award 2024/25
O P Apr 11	£500.00		£500.00	Merriott Majorettes	Grant Award 2024/25
O P Apr 12	£972.00		£972.00	Citizens Advice Somerset	Grant Award 2024/25
O P Apr 13	£1,000.00		£1,000.00	Crewkerne & District Shed	Grant Award 2024/25
O P Apr 14	£500.00		£500.00	1st Crewkerne Scout Group	Grant Award 2024/25
O P Apr 15	£1,000.00		£1,000.00	Pegasus Karate Club	Grant Award 2024/25
O P Apr 16	£200.00		£200.00	CUDOS	Grant Award 2024/25
O P Apr 17	£250.00		£250.00	Severalls Jubilee Bowls Club	Grant Award 2024/25
O P Apr 18	£250.00		£250.00	Phoenix Brass	Grant Award 2024/25
O P Apr 19	£500.00		£500.00	Crewkerne Cricket Club	Grant Award 2024/25
O P Apr 20	£250.00		£250.00	Crewkerne & District Twinning Assoc.	Grant Award 2024/25
O P Apr 21	£750.00		£750.00	Rotary Club of Crewkerne District	Grant Award 2024/25
O P Apr 22	£200.00		£200.00	Crewkerne Gardening Club	Grant Award 2024/25
O P Apr 23	£250.00		£250.00	St.Bartholomews CofE Prim School PT	Grant Award 2024/25
O P Apr 24	£250.00		£250.00	The Speedwell	Grant Award 2024/25
O P Apr 25	£850.00		£850.00	Somerset Farmers Market	Grant Award 2024/25
O P Apr 26	£307.20	£51.20	£256.00	Arien Designs Ltd	Signs for Henhayes/Barn Street/Cemetery
O P Apr 28	£2,418.00	£403.00	£2,015.00	Fern Garden Tree Services	Cemetery grass cutting Mar 24
O P Apr 28	£189.60	£31.60	£158.00	Fern Garden Tree Services	Cemetery mole treatment
O P Apr 28	£420.00	£70.00	£350.00	Fern Garden Tree Services	Tree removal Bincombe allotment
O P Apr 29	£35.01		£35.01	Groundworks	Unused Neighbourhood Plan grant returned
O P Apr 30	£3,806.67		£3,806.67	SCC Pension Fund	Pension Contributions Mar 24
O P Apr 31	£2,751.25		£2,751.25	HM Revenue & Customs	Tax & NI Contributions Mar 24
O P Apr 32	£349.92	£58.32	£291.60	Churches Fire Security Ltd (Formerly	Workshop security alarm 2024/25
O P Apr 33	£1,530.17		£1,530.17	Active Learning & Skills	Provision of Youth Service Mar 24
O P Apr 34	£1.80		£1.80	Goddard, Andy	Expenses
O P Apr 35	£4.80		£4.80	Hewitt P	Expenses
9596	£77.35	£1.75	£75.60	Samuel, A	Travel expenses - civic events/Mini Police
O P Apr 37	£5.49		£5.49	Sheehan, Katharine	Expenses
O P Apr 38	£2.40		£2.40	Wilson, Daniel	Expenses
O P Apr 39	£66.07	£11.01	£55.06	Iris Business Software Ltd	Payroll remote hosting Apr 24
O P Apr 40	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/Fire alarm/CTV maint Apr 24
DD6	£675.43	£112.57	£562.86	PHS Group	GRC Sanitary disposal 13/4 - 12/10/24
DD6	£424.57	£70.76	£353.81	PHS Group	Public Toilet Sanitary/Sharps disposal 13/4 - 12/10/24
DD6	£135.08	£22.51	£112.57	PHS Group	Town Hall Sanitary disposal 13/4 - 12/10/24
DD20	£312.80		£312.80	Somerset Council	Rates Workshop/Cemetery Chapel Apr 24
DD55	£515.75		£515.75	Somerset Council	Rates Lodge office Apr 24
DD2	£1,357.75		£1,357.75	Somerset Council	Rates Town Hall/Victoria Hall Apr 24
DD51	£646.00		£646.00	Somerset Council	Rates GRC Apr 24
DD13	£1,710.08		£1,710.08	Aviva	Insurance Apr 24
DD21	£245.35	£11.68	£233.67	British Gas Business	Electricity Happy Valley floodlights 18/2 - 18/3/24
DD23	£540.01	£90.00	£450.01	British Gas Business	Electricity Town Hall 20/2 - 20/3/24
DD30	£252.59	£12.03	£240.56	British Gas Business	Electricity Public Toilets 19/2 - 19/3/24
DD33 C.Card	£28.80	£4.80	£24.00	Newton Newton Flag Makers Ltd	D-Day 80 Flag
DD44	£-786.64		£-786.64	Everfow Ltd	Water Rates Apr 24

DD44	-£1,395.18		-£1,395.18	Everfow Ltd	Cancel Mar 24 Water Rates
DD44	£786.64		£786.64	Everfow Ltd	Cancel Apr 24 Water Rates
DD44	£285.70		£285.70	Everfow Ltd	Water rates Mar 24 New invoice
DD44	£374.91		£374.91	Everfow Ltd	Water rates Apr 24 New invoice
O P Apr 41	£47.96	£8.00	£39.96	Wynnstay	Grounds PPE
O P Apr 42	£48.00	£8.00	£40.00	Paperchase Recycling	Cemetery general waste collection 4/3 - 31/3/24
O P Apr 42	£102.00	£17.00	£85.00	Paperchase Recycling	GRC general waste collection 1/2 - 28/3/24
O P Apr 43	£90.00		£90.00	Somerset Association of Local Councils	Essential Clerk training
O P Apr 44	£515.00		£515.00	M C Commercial Cleaning	GRC Cleaning Mar 24
O P Apr 44	£983.00		£983.00	M C Commercial Cleaning	Cleaning Mar 24
O P Apr 45	£70.79	£11.80	£58.99	Bradfords	Postcrete/tarmac
O P Apr 45	£133.38	£22.23	£111.15	Bradfords	Rotavator hire
O P Apr 45	£67.20	£11.20	£56.00	Bradfords	Sand
O P Apr 45	£67.20	£11.20	£56.00	Bradfords	Sand
O P Apr 45	£50.24	£8.37	£41.87	Bradfords	Parts for water troughs
O P Apr 45	£14.81	£2.47	£12.34	Bradfords	Sand/tarmac
O P Apr 46	£23.99	£4.00	£19.99	Screwfix Direct Ltd	Battery charger
O P Apr 47	£47.23	£7.87	£39.36	Yarcombe Woodland Products Ltd	Sawn timber
DD17a	£58.21	£2.77	£55.44	Edf Energy 1 Ltd	Electricity Street lighting Happy Valley 1/1 - 1/4/24
DD17c	£13.85	£0.66	£13.19	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 2/3 - 1/4/24
DD17b	£12.33	£0.59	£11.74	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 2/3 - 1/4/24
DD47	£604.70	£100.78	£503.92	Biffa	Grounds skip collection and rental Mar 24
DD50	£1,206.79	£201.13	£1,005.66	British Gas Business	Electricity GRC Mar 24
DD43	£12.50		£12.50	Lloyds Bank	Bank charges Mar 24
DD49	£178.14	£29.69	£148.45	The Business	Fuel Mar 24
DD42	£31.54	£1.50	£30.04	British Gas Business	Electricity Cemetery Chapel/Workshop 27/2 - 30/3/24
DD26	£216.66	£10.32	£206.34	British Gas Business	Gas Town Hall 27/2 - 1/4/24
DD27	£311.57	£14.84	£296.73	E. O N	Electricity Victoria Hall Mar 24
DD33 C.Card	£330.00	£55.00	£275.00	Somerset Council	Car park season tickets KS, PH
DD57	£261.48	£43.58	£217.90	Somerset Telecom	Telephone & Broadband GRC/Lodge Office Apr 24
DD46	£129.60	£21.60	£108.00	Somerset Web Services	Email hosting Apr 24
DD31	£18.71	£3.12	£15.59	Iris Business Software Ltd	Payroll Auto Enrolment software Mar 24
DD9	£56.26	£9.38	£46.88	Southern Communications	Mobile phone charges Apr 24
DD52	£299.95	£49.99	£249.96	Gamma	Telephone & broadband Apr 24
O P Apr 48	£32.96	£5.49	£27.47	Groves Nurseries	Planting Lodge office
O P Apr 49	£25.00		£25.00	Somerset Association of Local Councils	Planning application training
O P Apr 50	£167.19		£167.19	James Hardware	Sundries
O P Apr 51	£375.00		£375.00	Crewkerne in Bloom	Hanging baskets
O P Apr 52	£4,044.00	£674.00	£3,370.00	Allen Computer Services	Annual IT Support
O P Apr 53	£356.78		£356.78	Awe & Wonder	Awe & Wonder Art Project
O P Apr 54	£2,727.60	£454.60	£2,273.00	Luke Grafton Stonemason Ltd	Severalls War Memorial work
O P Apr 55	£1,440.00		£1,440.00	Brynley Andrews Associates	Cemetery tree inspections
O P Apr 56	£1,374.00	£229.00	£1,145.00	Black Bull Engineering	Cemetery Gates refurbishment
O P Apr 57	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Fire/Intruder alarm/CCTV May 24
O P Apr 58	£600.00	£100.00	£500.00	Howe Tree Surgery	Tree survey
O P Apr 59	£228.00	£38.00	£190.00	Fern Garden Tree Services	Happy Valley treework
O P Apr 60	£9.89	£1.50	£8.39	Sheehan, Katharine	Expenses
O P Apr 61	£21.60	£3.60	£18.00	Elswoods	Blue roll
O P Apr 62	£204.00	£34.00	£170.00	Onstopbadges Ltd	Commemoration pin badges
Total	£49,001.24	£3,542.48	£45,458.76		

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 31/03/2024			
	Cash in Hand 01/04/2023		£353,547.28
	ADD		
	Receipts 01/04/2023 - 31/03/2024		£655,145.38
	SUBTRACT		
	Payments 01/04/2023 - 31/03/2024		£625,863.20
A	CASH IN HAND 31/03/2024		£382,829.46
	(per Cash Book)		
	Cash in Hand per Bank Statements 31st March 2024		
	LLOYDS - Business Call Account	£220,379.26	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
			£382,829.46
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£382,829.46
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/03/2024			
	Cash in Hand 01/04/2023 ADD Receipts 01/04/2023 - 31/03/2024 SUBTRACT Payments 01/04/2023 - 31/03/2024 (incl. transfer to CTC)		£0.00 £6,331.67 £6,134.50
A	CASH IN HAND 31/03/2024 (per Cash Book)		£197.17
	Cash in Hand per Bank Statements 31st March 2024 LLOYDS - Instant Access Account LLOYDS - Current Account	£0.00 £197.17	£197.17
	Less unpresented cheques		£0.00
	Plus unpresented receipts		£197.17
B	ADJUSTED BANK BALANCE A = B Checks out OK		£197.17
	Town Clerk: Date:		
	Checked by: Date:		

Report subject	Workshop Chapel: to consider quotations for the restoration of the chapel walls.
Committee name	Full Council.
Meeting date	Monday 22 nd April 2024.
Report author	K Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

- 1.1. To consider quotations for the restoration of the internal chapel walls.

2. Background information

- 2.1. The restoration of the public chapel has been completed. The external walls of the other chapel have been repointed and have now dried out. The internal walls of the other chapel require works to bring them back to a good standard. This is the main outstanding project for the chapel complex.
- 2.2. Quotes have been obtained and are detailed below.
- 2.3. The Council has an obligation to look after its heritage assets.
- 2.4. Appropriate replacement guttering is being sourced separately for both chapels.

3. Detailed consideration

CONTRACTOR	DETAIL	PRICE
A	To carry out removal of failed render 1.5m from floor level from walls of Chapel and failed area to internal wall gable wall at high level and to re-render with lime mortar mix in two coats and to include floor protection and scaffold. AND/OR To remove old cement and lime mortar to porch area and re-render in two coats of lime. IF both jobs are carried out together a discount of 15 % would be applied. Quote includes waste disposal.	£9642 + VAT £3960 + VAT = TOTAL IF DISCOUNT APPLIED: £11,561.70
B	Raking out, prep, waste disposal, replastering, spot repairs where necessary. Replastering of:	Works can be carried out in four separate parts

	<p>North side – entire length of wall up to 1.5m high, spot repairs above.</p> <p>East side – Replastering either side of door up to 1.5m high, repairs to cracks above door and approx. 12 sq m of plastering (this is a worst-case estimate, and if found less is needed, the price will be reduced accordingly).</p> <p>South side – Replastering bottom 1.5m of south wall of chapel including around RH window. Replastering up to 1.5m on all three walls of south transept and replacing plaster on south gable wall up to rafter height.</p> <p>West side – Replastering on three facets of the west end, including the sliver of wall on the left before the south transept. Also 2 sq metres below left (south) window.</p> <p>Scaffolding included. Plastering to be carried out in three separate layers. Should additional layers be required it will be £25 per sq mtr.</p>	<p>(N/S/E/W) for £11,446.00</p> <p>If all four sections are carried out as a single contract the price can be reduced to £10,446.</p>
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4. Financial implications

These works were budgeted for in the 24/25 budgeting process; £13,500 was set aside for this purpose. Any residual budget will be put towards guttering.

5. Equalities considerations

Improves working environment for staff.

6. Council Action Plan objectives supported

3.2 To restore internal chapel walls.

7. Recommendation

7.1. It is recommended that the Council **RESOLVES** that:

- a) A dispensation be granted to proceed on two quotes due to the lack of heritage stone masons in the area.
- b) A contractor be selected so that the works can be carried out while the temperatures are favourable.