

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 29 January 2024**, starting 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 FSLCC  
Town Clerk (signed on original)  
23 January 2024

# 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 18 December 2023.
4. **To receive reports from:**
  - a. Somerset Council
  - b. Crewkerne & Ilminster Local Community Network
5. **Clerk's progress report:** to receive an update report (for information only).
6. **Finance & Procedure:**
  - a. To approve the accounts for payment for January 2024 as listed.
  - b. To report the bank reconciliation for December 2023 has been completed.
  - c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked.
  - d. To approve the recommendation of the Policy & Resources Committee for Community Grant Awards for 2024/25.
  - e. To approve the recommendation of the Policy & Resources Committee for the setting of the budget for 2024/2025.
  - f. To approve the overall precept for 2024/25.
  - g. To authorise a request from the RFO to raise limits on the corporate spending card.
  - h. To appoint an additional bank account signatory.
  - i. To consider a request from Crewkerne Cricket Club for a reduction in charges for the 2024 season.

7. **Household Waste Recycling Centre:** to receive a verbal update report on proposals to close Crewkerne HWRC and consider next steps.
8. **Events programme:**
  - a. D-Day 80: to receive a report from the Deputy Clerk.
  - b. Plants and Gardens festival: to consider a proposal from the Friends of St Bart's Church.
  - c. Summer event 2024: to consider a summer event, location tbc.
  - d. Tennis Courts launch event: to receive an update from the Deputy Clerk.
9. **Vacant Sub-Committee, Steering Group and Outside Body positions:** to appoint members or representatives to the following:
  - a. Youth Service Steering Group (member)
  - b. ABCD (CTC representative)
  - c. Birds Almshouses (CTC representative)
  - d. Henhayes Community Centre (CTC representative)
  - e. Local Community Network (Substitute representative)
  - f. Community Safety Group (member)
  - g. Staffing Sub-Committee (member)
10. **Newsletter:** to confirm the town newsletter for publication.
11. **To receive the following minutes and approve any recommendations contained therein:**
  - a. Planning & Highways Committee 18 December 2023
  - b. Policy & Resources Committee 9 October 2023
  - c. Neighbourhood Plan Steering Group 29 November 2023
  - d. Reports from Town Council representatives to outside bodies
  - e. Report from the Youth Service team
12. **To receive Matters of Report (for information only).**
13. **Next meeting:** Monday 26 February 2024 at 18.45, Council Chamber, Town Hall.

| Payment Ref | Gross      | Vat     | Net        | Payee                                 | Description   |
|-------------|------------|---------|------------|---------------------------------------|---|
| DD31        | £17.38     | £2.90   | £14.48     | Iris Business Software                | Payroll Auto Enrolment software Nov 23                  |
| DD27        | £478.76    | £22.80  | £455.96    | E.on                                  | Electricity Victoria Hall Nov 23                        |
| DD60        | £274.68    | £13.08  | £261.60    | British Gas Business                  | Gas Lodge office 12/11- 11/12/23                        |
| DD48        | £48.80     | £2.32   | £46.48     | British Gas Business                  | Electricity Lodge office 12/11 - 12/12/23               |
| DD44        | £851.00    |         | £851.00    | Everflow                              | Water Rates Jan 24                                      |
| DD13        | £1,704.97  |         | £1,704.97  | Aviva Credit Services UK Ltd          | Insurance Jan 24  |
| DD51        | £649.00    |         | £649.00    | Somerset Council                      | Rates GRC Jan 24  |
| DD20        | £309.00    |         | £309.00    | Somerset Council                      | Rates Cemetery Chapel/Grounds workshop Jan 24           |
| DD2         | £1,234.00  |         | £1,234.00  | Somerset Council                      | Rates Town Hall/Victoria Hall Jan 24                    |
| DD55        | £1,279.00  |         | £1,279.00  | Somerset Council                      | Rates Lodge Office Jan 24                               |
| DD22        | £7.88      | £0.38   | £7.50      | British Gas Business                  | Gas Victoria Hall Jan 24                                |
| O P Jan 1   | £13,939.41 |         | £13,939.41 | Somerset Council                      | By-election costs 12/10/23                              |
| O P Jan 4   | £180.00    |         | £180.00    | Somerset Council                      | GRC Premises Licence                                    |
| O P Jan 2   | £340.46    |         | £340.46    | James Hardware                        | Expenses  |
| O P Jan 3   | £1,530.17  |         | £1,530.17  | Active Learning & Skills              | Provision of Youth service Dec 23                       |
| O P Jan 5   | £26.82     | £3.03   | £23.79     | Hewitt, P                             | Expenses  |
| O P Jan 6   | £372.00    | £62.00  | £310.00    | Fern Garden Tree Services             | Cemetery hedge cutting                                  |
| O P Jan 7   | £169.90    | £26.49  | £143.41    | Cross, A                              | Expenses  |
| O P Jan 8   | £12.00     |         | £12.00     | Head, K                               | Christmas window competition cup engraving              |
| O P Jan 9   | £5.75      |         | £5.75      | Goddard, Andy                         | Expenses  |
| O P Jan 10  | £66.08     | £11.01  | £55.07     | Iris Business Software Ltd            | Payroll software remote hosting Jan 24                  |
| O P Jan 11  | £100.62    | £16.77  | £83.85     | Boilerman Ltd                         | GRC toilet repair                                       |
|             | -£117.00   |         | -£117.00   | Planning Portal                       | Refund for planning application                         |
| O P Jan 12  | £4,403.05  |         | £4,403.05  | SCC Pension Fund                      | Pension Contributions Dec 23                            |
| O P Jan 13  | £3,669.02  |         | £3,669.02  | HM Revenue & Customs                  | Tax & NI Contributions Dec 23                           |
| O P Jan 14  | £378.00    | £63.00  | £315.00    | Dantek Environmental Services (UK) L  | Quarterly water hygiene monitoring                      |
| O P Jan 15  | £594.00    | £99.00  | £495.00    | Fern Garden Tree Services             | Tree work Bincombe                                      |
| O P Jan 16  | £1,343.76  | £223.96 | £1,119.80  | Stuart Todd Associates Ltd            | Neighbourhood Plan support                              |
| O P Jan 17  | £360.00    |         | £360.00    | M C Commercial Cleaning               | Cleaning GRC Dec 23                                     |
| O P Jan 17  | £810.00    |         | £810.00    | M C Commercial Cleaning               | Cleaning Dec 23   |
| O P Jan 18  | £81.60     | £13.60  | £68.00     | Paperchase Recycling                  | GRC General waste collection 12/10 - 23/11/23           |
| O P Jan 18  | £49.20     | £8.20   | £41.00     | Paperchase Recycling                  | Cemetery General waste collection 30/10 - 3/12/23       |
| O P Jan 19  | £432.00    | £72.00  | £360.00    | Relay Electrical Services             | Installation of Christmas lights                        |
| O P Jan 20  | £46.10     |         | £46.10     | Henhayes Centre                       | Christmas lantern workshop materials                    |
| O P Jan 21  | £303.81    | £50.64  | £253.17    | Swaffield J.H.                        | Grounds vehicle maintenance                             |
| O P Jan 22  | £116.08    |         | £116.08    | Crewkerne Antiques Centre             | Return of payment made in error                         |
| DD59        | £1,121.28  | £186.88 | £934.40    | British Gas Business                  | Gas GRC 15/11 - 15/12/23                                |
| DD46        | £136.80    | £22.80  | £114.00    | Somerset Web Services Lrd             | Email hosting Jan 24                                    |
| DD30        | £331.45    | £55.24  | £276.21    | British Gas Business                  | Electricity Public toilets 19/11 - 18/12/23             |
| DD21        | £180.97    | £8.62   | £172.35    | British Gas Business                  | Electricity Happy Valley floodlights 18/11 - 18/12/23   |
| DD23        | £509.92    | £84.99  | £424.93    | British Gas Business                  | Electricity Town Hall 20/11 - 20/12/23                  |
| DD26        | £215.17    | £10.25  | £204.92    | British Gas Business                  | Gas Town Hall 29/11 - 28/12/23                          |
| DD42        | £16.33     | £0.78   | £15.55     | British Gas Business                  | Electricity Grounds/Grounds workshop 28/11 - 29/12/23   |
| DD17c       | £13.72     | £0.65   | £13.07     | Edf Energy 1 Ltd                      | Electricity Street Lighting Middle Path 1/11 - 21/12/23 |
| DD47        | £950.08    | £158.35 | £791.73    | Biffa                                 | Grounds skip hire Dec 23 & skip exchange                |
| DD50        | £978.90    | £163.15 | £815.75    | British Gas Business                  | Electricity GRC Dec 23                                  |
| DD57        | £243.55    | £40.59  | £202.96    | British Telecom                       | Telephone & broadband Jan 24 GRC/Lodge office           |
| DD49        | £77.46     | £12.91  | £64.55     | The Business                          | Fuel Dec 23   |
| DD43        | £14.05     |         | £14.05     | Lloyds Bank                           | Bank charges Dec 23                                     |
| DD17b       | £12.19     | £0.58   | £11.61     | Edf Energy 1 Ltd                      | Electricity Street Lighting Henhayes 21/11 - 21/12/23   |
| O P Jan 23  | £372.12    | £62.02  | £310.10    | Prism                                 | Toilet rolls GRC/Public toilets                         |
| O P Jan 24  | £103.80    | £17.30  | £86.50     | Sovereign Fire & Security             | Intruder/Fire alarm/CCTV maint Feb 24                   |
| O P Jan 25  | £25.00     |         | £25.00     | Somerset Association of Local Council | Councillor training                                     |
| O P Jan 26  | £26.63     | £4.44   | £22.19     | Bradfords                             | Bolts/adhesive - Victoria Hall toilet repairs           |
| O P Jan 26  | £15.24     | £2.54   | £12.70     | Bradfords                             | White spirit  |
| O P Jan 26  | £169.20    | £28.20  | £141.00    | Bradfords                             | Sanding roll/drill/cable reel                           |
| O P Jan 27  | £182.98    | £22.50  | £160.48    | Screwfix Direct Ltd                   | Grounds PPE/Ladder                                      |

|             |            |           |            |                                  |  |
|-------------|------------|-----------|------------|----------------------------------|--|
| O P Jan 27  | -£134.99   | -£22.50   | -£112.49   | Screwfix Direct Ltd              | Telescopic ladder CREDIT                                 |
| O P Jan 27  | £159.99    | £26.66    | £133.33    | Screwfix Direct Ltd              | Telescopic ladder  |
| O P Jan 28  | £373.00    | £0.00     | £373.00    | SLCC Enterprises Ltd             | Membership fee - Town Clerk 1/3/24 - 28/2/25             |
| O P Jan 29  | £55.17     | £7.33     | £47.84     | Hughes, G                        | LCN meeting travel expenses/Volunteer gifts              |
| O P Jan 30  | £257.15    | £42.86    | £214.29    | Altegra Integrated Solutions Ltd | Hire of cherry picker to remove Christmas lights         |
| O P Jan 31  | £159.00    | £26.50    | £132.50    | Sovereign Fire & Security        | GRC fire alarm reset                                     |
| O P Jan 32  | £13.95     |           | £13.95     | Gill, S                          | Primroses for Cemetery planters (CIB)                    |
| O P Jan 33  | £295.00    | £49.17    | £245.83    | Crewkerne Horticultural          | Stihl BG86CE leaf blower                                 |
| O P Jan 33  | £23.00     | £3.83     | £19.17     | Crewkerne Horticultural          | PM3 micro chain  |
| O P Jan 33  | £79.72     | £13.29    | £66.43     | Crewkerne Horticultural          | Oil  |
| O P Jan 34  | £124.58    | £20.77    | £103.81    | Yarcombe Woodland Products Ltd   | Lodge office - timber sleepers/fasteners                 |
| DD27        | £622.39    | £103.73   | £518.66    | E. O N                           | Electricity Victoria Hall Dec 23                         |
| DD17a       | £57.59     | £2.74     | £54.85     | Edf Energy 1 Ltd                 | Electricity Street lighting Happy Valley 1/10 - 31/12/23 |
| DD33 C.Card | £4.40      | £0.00     | £4.40      | Biffa                            | Disposal of rubble                                       |
| DD33 C.Card | £221.52    | £36.92    | £184.60    | Brunel Engraving Company         | Memorial plaques   |
| DD33 C.Card | -£290.18   | -£48.36   | -£241.82   | Chain Supplies                   | CREDIT for returned cemetery chains                      |
| DD33 C.Card | £419.96    | £69.99    | £349.97    | Chain Supplies                   | Metal chains for Cemetery grounds                        |
| DD33 C.Card | £399.98    | £66.66    | £333.32    | Chain Supplies                   | Metal chains for Cemetery grounds                        |
| DD33 C.Card | £399.98    | £66.66    | £333.32    | Chain Supplies                   | Metal chains for Cemetery grounds                        |
| DD44        | £479.24    |           | £479.24    | Everfow Ltd                      | Water rates Feb 24                                       |
| DD48        | £38.89     | £1.85     | £37.04     | British Gas Business             | Electricity Lodge office 12/12/23 - 10/1/24              |
| DD60        | £208.35    | £9.92     | £198.43    | British Gas Business             | Gas Lodge office 11/12/23 - 11/01/24                     |
| DD9         | £62.57     | £10.43    | £52.14     | Southern Communications          | Mobile phone charges Jan 24                              |
| DD52        | £299.95    | £49.99    | £249.96    | Gamma Business Communications Lt | Telephone & Broadband Jan 24                             |
| DD31        | £17.38     | £2.90     | £14.48     | Iris Business Software Ltd       | Payroll Auto Enrolment software Dec 23                   |
| DD31        | £7.77      | £1.29     | £6.48      | Iris Business Software Ltd       | Payroll payslip software Dec 23                          |
| O P Jan 35  | £137.03    | £21.49    | £115.54    | Cross, A                         | Wet & forget/Refreshments                                |
| O P Jan 36  | £17.90     |           | £17.90     | Warren L                         | Sundries   |
| O P Jan 37  | £4.40      |           | £4.40      | Goddard, Andy                    | Sundries   |
| O P Jan 38  | £8.70      |           | £8.70      | Wilson, Daniel                   | Sundries   |
| O P Jan 39  | £70.05     | £11.67    | £58.38     | Yarcombe Woodland Products Ltd   | Rope ends for border chains                              |
| O P Jan 40  | £384.00    | £64.00    | £320.00    | Fern Garden Tree Services        | Hornbeam treework  |
| O P Jan 41  | £10,368.00 | £1,728.00 | £8,640.00  | Luke Grafton Stonemason Ltd      | Severalls pillar repair                                  |
| O P Jan 42  | £135.00    | £22.50    | £112.50    | Boilerman Ltd                    | Town Hall boiler repairs                                 |
| O P Jan 43  | £35.20     |           | £35.20     | James Hardware                   | Sundries   |
| O P Jan 44  | £192.00    | £32.00    | £160.00    | Castle Reclamation               | Guttering Lodge Office                                   |
| O P Jan 45  | £409.94    | £68.32    | £341.62    | Groves Nurseries                 | Trees - Bincombe   |
| O P Jan 45  | £68.67     | £11.45    | £57.22     | Groves Nurseries                 | Memorial Tree - Cemetery                                 |
| O P Jan 46  | £672.00    | £112.00   | £560.00    | AIS Contract Cleaners Ltd        | GRC Cleaning 13/11 - 4/12/23                             |
| DD33 C.Card | £25.69     | £4.28     | £21.41     | Amazon Marketplace               | Keyrings for Mayors civic event                          |
| DD33 C.Card | £20.23     | £3.38     | £16.85     | Amazon Marketplace               | Keyrings for Mayors Civic event                          |
| DD30        | £382.73    | £63.79    | £318.94    | British Gas Business             | Electricity Public Toilets 18/12/23 - 18/1/24            |
| DD23        | £509.92    | £84.99    | £424.93    | British Gas Business             | Electricity Town Hall 20/11 - 20/12/23                   |
| DD22        | £8.14      | £0.39     | £7.75      | British Gas Business             | Gas Victoria Hall 17/12/23 - 17/1/24                     |
|             |            |           |            |                                  |  |
|             |            |           |            |                                  |  |
|             | £12,635.76 |           | £12,635.76 | Salaries                         | Jan-24   |
|             |            |           |            |                                  |  |
|             |            |           |            |                                  |  |
| Total       | £72,204.86 | £4,344.86 | £67,860.00 |                                  |  |
|             |            |           |            |                                  |  |
|             |            |           |            |                                  |  |

| <b>CREWKERNE TOWN COUNCIL</b><br><b>BANK RECONCILIATION AS AT 31/12/2023</b> |   |   |  |
|--|---|---|--|
|  | Cash in Hand 01/04/2023<br>ADD<br>Receipts 01/04/2023 - 31/12/2023<br>SUBTRACT<br>Payments 01/04/2023 - 31/12/2023  |   | £353,547.28<br><br>£606,726.10<br><br>£471,039.04        |
| <b>A</b>   | <b>CASH IN HAND 31/12/23</b><br>(per Cash Book)   |   | £489,234.34  |
|  | Cash in Hand per Bank Statements 31st December 2023<br><br>LLOYDS - Business Call Account<br>LLOYDS - Current Account<br>LLOYDS - Burial Account<br><br>Less unrepresented cheques<br><br><br>Plus unrepresented receipts | £331,641.85<br>£50,000.00<br>£107,592.49<br><br><br><br><br><br><br><br><br><br>£0.00 | £489,234.34<br><br><br><br><br><br><br><br><br><br>£0.00 |
| <b>B</b>   | <b>ADJUSTED BANK BALANCE</b><br><br><b>A = B Checks out OK</b><br><br><br>Town Clerk: .....<br>Date: .....<br><br><br>Checked by: .....<br>Date: .....  |   | £489,234.34  |

| <b>CREWKERNE TOWN COUNCIL WAR MEMORIAL<br/>           COMMEMORATION TRUST RECREATION GROUND<br/>           BANK RECONCILIATION AS AT 31/12/2023</b> |  |                      |                                      |
|---|--|----------------------|--------------------------------------|
|   | Cash in Hand 01/04/2023<br>ADD<br>Receipts 01/04/2023 - 31/12/2023<br>SUBTRACT<br>Payments 01/04/2023 - 31/12/2023     |                      | £0.00<br><br>£3,168.77<br><br>£72.23 |
| <b>A</b>  | <b>CASH IN HAND 31/12/23</b><br>(per Cash Book)  |                      | £3,096.54                            |
|   | Cash in Hand per Bank Statements 31st December 2023<br><br>LLOYDS - Instant Access Account<br>LLOYDS - Current Account | £2,810.65<br>£285.89 | £3,096.54                            |
|   | <b>Less</b> unpresented cheques  |                      | £0.00                                |
|   | <b>Plus</b> unpresented receipts   |                      |                                      |
| <b>B</b>  | <b>ADJUSTED BANK BALANCE</b><br><br><b>A = B Checks out OK</b>   |                      | £3,096.54                            |
|   | <b>Town Clerk:</b> .....<br><b>Date:</b> .....   |                      |                                      |
|   | <b>Checked by:</b> .....<br><b>Date:</b> .....   |                      |                                      |

|                               |   |
|-------------------------------|---|
| <b>Report subject</b>         | <b>Community Grant Applications:</b> to agree the recommendation of the Policy & Resources Committee in respect of Community Grant Awards for 2024-25 |
| <b>Committee name</b>         | Full Council  |
| <b>Meeting date</b>           | 29 <sup>th</sup> January 2024   |
| <b>Report author</b>          | Katharine Sheehan, Town Clerk   |
| <b>Report contact details</b> | <a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>  |

### 1. Purpose

To confirm the formal recommendation of the Policy & Resources Committee made on 15<sup>th</sup> January 2024 in respect of Community Grant Awards 2024-25.

### 2. Background information

Twenty-one grant applications have been received for the Crewkerne Town Council Community Grants Fund 2024/25. These have been reviewed and a formal recommendation from the Policy & Resources Committee has been made to Full Council as detailed below.

### 3. Detailed consideration

| <b>Organisation</b>                           | <b>Purpose of grant</b>                | <b>Amount Requested</b> | <b>Proposed Award</b> |
|---|--|-------------------------|-----------------------|
| Crewkerne & District Museum & Heritage Centre | Running costs                          | £1,500                  | £500                  |
| Crewkerne in Bloom                            | New self watering planters and compost | Any                     | £300                  |
| Henhayes Community Centre                     | Running costs                          | £2,000                  | £500                  |
| Merriott Majorettes                           | New costumes                           | £750                    | £500                  |
| Citizens Advice South Somerset                | Crewkerne Community Access Point costs | £972                    | £972                  |
| Crewkerne & District Shed                     | Running costs                          | £1,000                  | £1,000                |
| 1 <sup>st</sup> Crewkerne Scout Group         | New tents                              | £1,000                  | £500                  |
| Crewkerne Pegasus Karate Club                 | Floor mats, head guards, mitts         | £1,000                  | £1,000                |
| CUDOS   | Communication system                   | Any                     | £200                  |
| Speedwell Club                                | Kitchen upgrade                        | £1,000                  | £250                  |
| St Bartholomew's School                       | Forest School area                     | Any                     | £250                  |
| Severalls War Memorial Gardening Group        | Tools, plants and soil                 | £400                    | £400                  |

|   |   |              |               |
|---|---|--------------|---------------|
| Severalls Jubilee Bowls Club              | Increased seating area and improvements to ramp             | £1,000       | £250          |
| Phoenix Brass                             | New music stands  | £950         | £250          |
| Crewkerne Gardening Club                  | Table coverings for flower show                             | £200         | £200          |
| Crewkerne Cricket Club                    | Renovation/weed killing of cricket square                   | £1,000       | £500          |
| Rotary Club of Crewkerne District         | Contributions towards traffic management costs for the Fair | £750         | £750          |
| Crewkerne Wellbeing CIC                   | Convert kitchen to IT suite and meeting room                | £1,000       | £0            |
| Crewkerne & District Twinning Association | Hospitality for twinning visitors                           | £500         | £250          |
| Rockin Daddy's Emporion CIC               | PRS Licence   | £207         | £207          |
| St Margaret's Hospice                     | Contribution towards Community Nurse Specialist             | £1,500       | £0            |
|   |   | <b>TOTAL</b> | <b>£8,779</b> |

#### 4. Financial implications

In previous years, Councillors have allocated a budget line of £10,000 for the community grants fund. Any underspend in the initial grant allocations determined in the January prior to the start of the financial year was reserved for any in-year applications.

The draft budget for 2024/25 also contains provision for £10,000 for community grants. The draft grants proposal currently allocates £8,779, leaving £1,221 for grant applications received during the financial year, particularly with regards to those groups facing unforeseen financial hardship.

#### 5. Equalities considerations

Crewkerne Town Council's Grant Awarding Policy outlines the groups eligible for grant awards as well as those who are not entitled to apply and the reasons for this.

#### 6. Council Action Plan objectives supported

1.3.3 Support Sports Clubs to improve pitch quality.

9.4 Support opportunities to bring the community together.

10.2 Grow and promote Crewkerne Town Council's Community Grants programme.

#### 7. Recommendation

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

- a) The recommendation of the Policy & Resources Committee in respect of grant awards for 2024-25 as detailed in this report be formally agreed.



|                               |   |
|-------------------------------|---|
| <b>Report subject</b>         | <b>Budget for 2024/25</b> – to formally approve the Budget and associated Precept calculation for 2024-25 |
| <b>Committee name</b>         | Full Council  |
| <b>Meeting date</b>           | 29 <sup>th</sup> January 2024   |
| <b>Report author</b>          | Katharine Sheehan, Town Clerk   |
| <b>Report contact details</b> | <a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>                          |

### **1. Purpose**

- 1.1. To consider formal recommendation of the Policy & Resources Committee in respect of the Budget and associated Precept calculation and approve the Budget and Precept for 2024-25.

### **2. Background information**

- 2.1. The budgeting process is taking place against a backdrop of financial uncertainty at Somerset Council, which faces significant financial pressures and has indicated that the way in which assets and services will be funded and delivered across the county will be changing.
- 2.2. Councillors have received various bulletins and emails from Somerset Council outlining the situation.
- 2.3. Somerset Council will not take a final decision on assets and services until 20<sup>th</sup> February 2024, which is after the latest deadline for town and parish council precept-setting and submission.

### **3. Detailed consideration**

- 3.1. Councillors must consider the expectations that the community has of the standard of services currently provided by Somerset Council.
- 3.2. Councillors have been provided with data from a recent consultation exercise to better understand resident's priorities in the town.
- 3.3. The draft budget contains provision to meet the Crewkerne Town Council continuing workstream and, additionally, potentially support elements of the services devolved from Somerset Council.
- 3.4. Crewkerne Town Council workstream and 'headline' projects currently contained in the draft budget:
  - Increased public-facing office and LIC hours, including extended hours of telephone lines being open. Support increase in footfall to offices, volume of telephone calls and emails from members of the public/contractors/partners. Enables contractors etc. to communicate effectively after 1pm. Enables members of the public to access the Customer Access Point and other advice and support services for extended periods each week.

- Repainting and restoration of Town Hall’s exterior woodwork to prevent further deterioration.
  - Restoration of the internal chapel workshop walls and refurbishment/replacement of guttering in accordance with the listing.
  - Continued programme of works across all CTC-owned sites to tackle Ash Die Back disease and associated replanting schemes.
  - Continued provision of town events such as Lighting Up, Christmas Markets, Summer events e.g. Henhayes Fair, tennis courts launch.
  - Continuation of Community Grants Fund which supports multiple community groups and projects.
  - Provision of twice-weekly Youth Service sessions for 5–11-year-olds and 6–19-year-olds (Fun Time and Youth Zone).
  - Play Day events and continuation of Youth Outreach work at alternative CTC sites such as Happy Valley.
  - Establishment of a Youth Council/Advisory Group or ‘Youth Voice’ group for the Town.
  - Provision for by-election costs at new Somerset Council rates of £14,000 per by-election.
  - Continuation of the production and delivery of the town newsletter and annual report.
  - Ongoing support for the Community Kitchen to prevent food going to landfill being donated to the community by provision of a base.
  - Support for toddler free-to-access art classes by provision of a location.
  - Delivery of a hearing loop for the Council Chamber to meet obligations under the DDA.
  - Support for the annual summer town centre planting/hanging baskets.
- 3.5. Additionally, the budget provides for the ongoing maintenance, staffing, insurance and safe operation of all the Council’s open spaces, play equipment, assets, venues and offices including:
- Town Hall
  - Victoria Hall
  - Local Information Centre
  - Open space at front of Town Hall for markets, events etc
  - The George Reynolds Centre
  - Aquacentre
  - Cemetery Lodge
  - Cemetery Chapels
  - Severalls Band Hall
  - Henhayes Recreation Ground, sports pitches and play areas
  - Townsend Cemetery
  - Bincombe Beeches Nature Reserve
  - Henhayes car park
  - Happy Valley
  - Southmead Playground
  - Barn Street Recreation area
  - Bincombe Allotments
  - Severalls Allotments
  - Severalls Bowls Club
  - Severalls Tennis Courts
  - Severalls War Memorial Gardens and ‘Tommy’ war memorial

- Falkland Square Public Toilets
- 3.6. In addition to the Crewkerne Town Council workstream as outlined above, the budget builds in flexible support to allow for the accommodation of services no longer provided by Somerset Council. Councillors received a list of Somerset Council services under consideration on 8<sup>th</sup> January. The document, however, emphasised that final decisions would not be taken until 20<sup>th</sup> February.
- 3.7. The CTC budget allows for additional operational support which would allow for many of the at-risk services, including an additional council vehicle to allow for the more efficient deployment of the existing grounds team.

#### **4. Financial implications**

- 4.1. Crewkerne Town Council must set a budget and precept for the 2024/25 financial year.
- 4.2. The formal recommendation of the Policy & Resources Committee on 15<sup>th</sup> January 2024 was for a precept requirement of £639,414. Slight adjustments have been made to reflect information received since the meeting:
- Car park income figures received from Somerset Council (more than anticipated)
  - Additional £400 to meet cost of increased sanitary waste collections from the public toilets
  - Adjustment to reflect tennis court income to cover tennis court costs.
- The above adjustments result in a precept requirement of £637,714.
- 4.3. The updated budget circulated has the following effect on a Band D property:

|   | <b>2023/24 Financial Year<br/>(current)</b> | <b>2024/25 Financial Year</b> |
|---|---|-------------------------------|
| <b>Equivalent Band D charge</b>                 | £209.52                                     | £250.41                       |
| <b>£ change in Band D charge<br/>(per year)</b> | £19.59                                      | £40.89                        |
| <b>£ change in Band D charge<br/>(per week)</b> | £0.37                                       | £0.79                         |

#### **5. Council Action Plan objectives supported**

1.1.6, 1.3.3, 1.9.7, 2.1.1, 3.12, 3.13, 4.1, 4.3, 5.1, 6.6, 7.1, 7.2, 7.3, 7.4, 8.6, 9.1, 9.2, 9.4, 10.2  
 JBC Action Plan objectives: 2.1, 3.1, 3.2, 4.2, 4.3, 4.4, 4.10

#### **6. Recommendation**

- 6.1. It is recommended that the Committee **RESOLVES** that:
- a) The budget and circulated be formally approved OR the budget as amended be formally approved. (agenda item 6e)
  - b) The associated precept calculation (precept of £637,714) OR precept as amended be formally approved. (agenda item 6f)

APPENDIX: Final proposed budget and precept calculation for 2024/25.

Crewkerne Town Council

| PRECEPT 2024/25  | 23/24 Precept  |               |                | 2024/25 Precept |               |                | Comments           |
|--|----------------|---------------|----------------|-----------------|---------------|----------------|--------------------|
| SUMMARY PAGE   | Expenditure    | Income        | Net Cost       | Expenditure     | Income        | Net Cost       |                    |
| SALARIES   | 251,104        | 0             | 251,104        | 308,729         | 0             | 308,729        |                    |
| ADMIN  | 52,800         | 40            | 52,760         | 74,238          | 2,500         | 71,738         |                    |
| TOWN HALL AND VIC. HALL                                    | 39,325         | 8,384         | 30,941         | 47,247          | 9,629         | 37,618         |                    |
| GROUNDS MAINTENANCE  | 96,409         | 4,330         | 92,079         | 97,541          | 6,067         | 91,474         |                    |
| WAR MEMORIAL GROUNDS                                       | 3,050          | 2,750         | 300            | 7,077           | 6,182         | 895            |                    |
| CEMETERY   | 42,273         | 31,856        | 10,417         | 41,908          | 32,818        | 9,090          |                    |
| AQUA CENTRE  | 500            | 1,000         | -500           | 500             | 1,000         | -500           |                    |
| GRC  | 42,093         | 14,300        | 27,793         | 51,085          | 19,000        | 32,085         |                    |
| GRANTS   | 10,000         |               | 10,000         | 10,000          |               | 10,000         |                    |
| YOUTH PROVISION  | 20,162         |               | 20,162         | 20,185          |               | 20,185         |                    |
| PUBLIC TOILETS   | 14,500         |               | 14,500         | 13,550          |               | 13,550         |                    |
| PROJECTS   | 2,500          |               | 2,500          | 26,000          |               | 26,000         |                    |
| EVENTS   | 16,000         | 400           | 15,600         | 18,350          | 1,500         | 16,850         |                    |
| <b>SUB TOTALS</b>  | <b>590,716</b> | <b>63,060</b> | <b>527,656</b> | <b>716,411</b>  | <b>78,696</b> | <b>637,714</b> |                    |
| <b>AMOUNT TO COLLECT FROM CREWKERNE COUNCIL TAX PAYERS</b> |                |               | <b>527,656</b> |                 |               | <b>637,714</b> |                    |
| TAX BASE   |                |               | 2,518.38       |                 |               | 2,546.69       | Tax base confirmed |
| Equivalent Band D charge                                   |                |               | <b>£209.52</b> |                 |               | <b>£250.41</b> | Per annum          |
| <b>% change compared to previous precept</b>               |                |               | <b>13.1%</b>   |                 |               | <b>20.9%</b>   |                    |
| <b>£ change in Band D charge</b>                           |                |               | <b>£19.59</b>  |                 |               | <b>£40.89</b>  | Per annum          |
| <b>% change in Band D charge</b>                           |                |               | <b>10.3%</b>   |                 |               | <b>19.5%</b>   |                    |

Signed .....

Date .....

|                               |  |
|-------------------------------|--|
| <b>Report subject</b>         | To consider a request from the Responsible Finance Officer (RFO) to raise the limit on the corporate spending card |
| <b>Committee name</b>         | Full Council   |
| <b>Meeting date</b>           | 29 <sup>th</sup> January 2024  |
| <b>Report author</b>          | Katharine Sheehan, Town Clerk  |
| <b>Report contact details</b> | <a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>                                   |

**1. Purpose**

- 1.1. To consider a request from the Responsible Finance Officer (RFO) to raise the limit on the corporate spending card.

**2. Background information**

- 2.1. The Council's corporate spending card is currently limited to a maximum spend of £500 in a day, and further capped to a total spend of £2,000 in one month.
- 2.2. Generally, this is sufficient as many of the suppliers will open an account for high value orders.
- 2.3. However, where accounts are not available and the best value product is only available for online purchase, this has on occasion not been adequate.

**3. Detailed consideration**

- 3.1. Although the current restrictions are usually sufficient, there have been occasions when the council has been unable to take advantage of deals and have had to split orders into smaller quantities over several days or delay purchases to the next month.
- 3.2. A change in limits to £1000 cap in one day, and further capped to £3000 in one month is proposed.
- 3.3. Spending and financial control is still subject to all procedures outlined in the Council's Financial Regulations.

**4. Financial implications**

- 4.1. No budgetary implications, although savings may be realised through better access to suppliers not providing account facilities and saving time through more efficient purchasing options.

**5. Equalities considerations**

- 5.1. N/A.

**6. Council Action Plan objectives supported**

Continued delivery of objectives supported by allowing access to best deals online and efficient ordering options.

**7. Recommendation**

- 7.1. It is recommended that the Council **RESOLVES** that:
- a) Corporate card spending limits be raised as outlined in the above report AND
  - b) That this limit be reviewed in six months by the RFO in conjunction with the Chair of the Policy & Resources Committee.

|                               |   |
|-------------------------------|---|
| <b>Report subject</b>         | To consider a request from Crewkerne Cricket Club for a reduction in charges for the 2024 season. |
| <b>Committee name</b>         | Full Council  |
| <b>Meeting date</b>           | 29 <sup>th</sup> January 2024   |
| <b>Report author</b>          | Katharine Sheehan, Town Clerk   |
| <b>Report contact details</b> | <a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>                  |

### 1. Purpose

1.1. To consider a request for a reduction in fees from Crewkerne Cricket Club.

### 2. Background information

2.1. The following request has been received from Crewkerne Cricket Club:

*“Further to our most recent Cricket Club meeting I have been asked to contact to enquire whether the councillors could consider a reduction in our fees for the 2024 season. The reason is that this season we will only be running one senior team with fixtures mostly on Saturdays compared with two senior teams and an under 19 team last year, this will mean reduced income from subscriptions. Also, in common with many cricket clubs we will not be providing teas to the opposition teams this year so do not require use of the smaller room upstairs.*

*Therefore, it is more than likely that our usage (ie changing room use for matches) will drop by approximately 50-60% compared to last year and also there should be reduced cleaning time needed for your cleaners.*

*Last year’s fee was £767.25 and we were hoping you would consider reducing it to £500 for the 2024 season. Obviously, we are well aware of the financial problems in local government but hope the councillors will agree to this reduction for 2024 only with a review after that. Hopefully we will get more members this season to enable us to run more teams next year”.*

### 3. Financial implications

Any reduction in fees would impact upon income anticipated in respect of the GRC.

### 4. Recommendation

4.1 It is recommended that the Council **CONSIDERS** whether a reduction in rent is appropriate and if so to agree by what amount.

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Report subject</b>         | D-Day Beacon event              |
| <b>Committee name</b>         | Full Council                    |
| <b>Meeting date</b>           | 29 <sup>th</sup> January 2024   |
| <b>Report author</b>          | G. Hughes, Deputy Town Clerk    |
| <b>Report contact details</b> | deputyclerk@crewkerne-tc.gov.uk |

### **1. Purpose**

To explore possible ways to mark the 80<sup>th</sup> anniversary of D-Day by lighting a beacon on June 6<sup>th</sup> 2024.

### **2. Background information**

Last year the then-Deputy Clerk was asked by Councillors to investigate options for a beacon event to commemorate the 80<sup>th</sup> Anniversary of the D-Day landings in 2024. As per the national guidance issued, at 9.15pm beacons across the country would be lit in celebration of the 'light of peace' that emerged out of the darkness of war.

### **3. Detailed consideration**

Various beacon options are outlined below:

- a) The Red D-Day 90 Lamp Light of Peace (paraffin oil) - £55
- b) A Bonfire Beacon / Straw Bale Beacon – Minimal cost
- c) Steel Beacon Brazier - a permanent beacon – Would need to be commissioned
- d) Gas-Fuelled Beacon (Bullfinch) - tripod base, suitable for a variety of locations, collapses for storage - £549
- e) Gas-Fuelled Beacon (21CC) - more stable, includes 2 long reach lighting sticks - £549

Except for option b), they can all be reused.

Consideration would need to be given to where the beacon could be safely located and lit, allowing reasonable access for public participation.

### **4. Financial implications**

Cost of the beacon as outlined above, and additionally some staff time in organising, preparing and manning the event.



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

- a) Whether or not to proceed with a D-Day 80 event and if so, to determine format and location.

AND,

- b) If agreeing to proceed, to delegate all necessary arrangements to the Deputy Clerk in consultation with the Operations Manager.

Appendix A: details of beacons outlined in this report.



## A Proposal for staging a PLANTS AND GARDENS FESTIVAL in Crewkerne over the Spring Bank Holiday Weekend 2024

### Background

Friends of St. Bart's, the charity which raises funds to preserve Crewkerne's nationally important parish church for the enjoyment of all, intends to build on the success and appeal of its annual Crewkerne OPEN GARDENS. For the past three Crewkerne OPEN GARDENS events, we have been blessed with wonderful weather, and each year the organisation has grown in confidence and attracted growing visitor numbers. There is a strong feeling that the event could successfully be joined by others over a Bank Holiday weekend to create a Festival.

Working with other interested groups and organisations our aim is to create a bigger event focused on gardens and plants – and everything beneficial connected with them. The positive effect of gardening and gardens on mental wellbeing cannot be overestimated. Growing plants for display and food is becoming more important and even necessary. With this weekend, Crewkerne could play a significant role in the county becoming more self-sufficient, greener, healthier and happier.

Crewkerne is known for antiques, but increasingly for garden-related activity. Listing our Open Gardens event nationally drew in visitors from neighbouring counties and beyond.

The weekend would be structured to have a broad appeal to gardeners of all levels and to people - of all ages - who have yet to become involved in growing flowers, fruit or vegetables and have yet to reap the many benefits.

### Potential Participants

We have already consulted and received a positive response from:

**Crewkerne in Bloom** – which co-ordinates the town's entry into the annual RHS-related competition. Crewkerne has previously won GOLD for the South West region.

**Crewkerne Gardening Club** – an active membership organisation.

**St. Bart's Flower Arrangers**

**The Professional Horticulture Group South West** (of which Ian Tribe is Treasurer) is keen to get involved and has offered to provide a panel of experts for a Gardeners' Question Time session at Henhayes.

**Allotments** at Severalls, Bincombe and Lyewater. Early in 2023, we met with the then Deputy Town Clerk of Crewkerne Town Council. This led to successful discussions with the plot holders at both the council-run allotments, Bincombe and Severalls. (Lyewater allotment will look at participating in future.)

We are yet to talk to Space4Crewkerne and local schools.

### The Festival Events

The programme under consideration includes: (Actual days need to be decided with all interested parties as we progress.)

- **Gardeners Question Time** in Henhayes Centre on the Friday evening,
- **Open Gardens** on two afternoons. (Sunday - in the area centred on Hermitage Street including Severalls Allotment. Monday – including East Street, Market Street and Abbey Street).
- **Plant Sale.** (Venue and timings to be decided.)
- **Cream Teas and Cakes** in St. Bart's on Monday.
- **Flower Festival** at St. Bart's (probably from Friday to Monday – closed on Sunday morning to allow church services to take place).
- **Flower Arranging Masterclasses** in St. Bart's Church Hall, run by the church's expert flower arrangers.
- **Bank Holiday Funday** On Monday, run along the lines of the council-backed Jubilee Celebrations on the playing fields with live music at the GRC and/or from a mobile stage. Garden technique demonstrations – pruning, sowing etc.; Garden-related games and activities for children; local group and food and drinks stalls; picnic area... Creative Crewkerne (the umbrella arts group for the town and part of ABCD) are thinking of relevant activities that could fit into the weekend. Professional Horticultural Group South West have offered some musical entertainment. Local choirs and musicians have yet to be approached.
- **Town-wide Celebration.** It is hoped that Crewkerne In Bloom, possibly working with Creative Crewkerne, will co-ordinate floral displays throughout the town in the period leading up to and during the Festival.

### Management and Potential Funding

We have no idea if any financial contribution would be available from council funds.

As always, the Event-organising arm of Friends of St. Bart's – Arts @ St. Bart's – will make the most of volunteer time and talents for planning, marketing and promotion, and stewarding.

We will seek sponsorship and commercial co-operation and collaboration from nearby garden centres, nurseries and National Trust and other gardens. Sponsorship from Crewkerne businesses will also be sought.

All the groups involved can offer volunteer time and expertise. The Festival will fundraise for those groups.

Ian Tribe has agreed to lead this project and head the working group and organising committee.

### Potential Financial Beneficiaries of Activities

All organisations involved will benefit from increased awareness (boosting membership and income etc. where appropriate). But certain events will raise funds for the organisations most heavily involved in the organisation and staging of them. For instance:

|                     |  |
|---------------------|--|
| Question Time       | The Professional Horticulture Group South West/Crewkerne in Bloom/Gardening Club |
| Open Gardens        | Friends of St. Bart's  |
| Cream Teas          | Friends of St. Bart's  |
| Flower Festival     | Friends of St. Bart's  |
| Plant Sale          | Gardening Club   |
| Bank Holiday Funday | Crewkerne in Bloom/Gardening Club/Creative Crewkerne                             |

### NEXT STEPS:

1. Consult with Crewkerne Town Council. For the event to realise its full potential, CTC needs to be involved.
2. If we get a green light from CTC, we will very quickly establish a working group with representatives of the parties involved to be led by Ian Tribe.
3. We will also undertake a wider trawl for expressions of interest (initially via Crewkerne Headlines and Topics, other forums and a dedicated Facebook page).

Prepared by Ian Tribe (01460 271440 – [iantribe@gmail.com](mailto:iantribe@gmail.com)) and Jon Allen (07717 501 076 – [thatjonallen@gmail.com](mailto:thatjonallen@gmail.com)) on behalf of Arts @ St. Bart's / Friends of St. Bart's.