

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 30 October 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)
24 October 2023

Agenda

A fifteen-minute presentation to the Council will be made by ABCD (A Better Crewkerne and District) prior to the start of the meeting.

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 9 October 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. 23/01690/LBC 2 Church Path Crewkerne Somerset TA18 7HX
Proposed En-Suite shower room, replacement roof light, construct new entrance steps, replacement inspection drain cover and sunken light-well to the cellar.
 - b. 23/02482/ADV 9 Market Street Crewkerne TA18 7JP
Display of 2 No non-illuminated fascia signs.
7. **Finance:**
 - a. To approve the accounts for payment for October 2023 as listed.
 - b. To report the bank reconciliation for September 2023 has been completed.
 - c. To approve the payment of overtime hours to the Grounds Team in respect of Bincombe Beeches Activity Day, Lighting Up and the Christmas Market events.

8. **Smallholding & Allotments Act 1908:** to receive a verbal update from the Clerk and to consider next steps in respect of requests received of land adjacent to Henhayes.
9. **Henhayes storage:** to receive updated proposals from Crewkerne District Rotary regarding shipping container storage on Henhayes.
10. **George Reynolds Centre:** to consider quotations for the cleaning of the GRC building.
11. **Neighbourhood Plan Steering Group:** to appoint a Council representative to the vacant position on the NPSG.
12. **Newsletter:** to approve the autumn town newsletter.
13. **Christmas event arrangements:** to receive a verbal update from the Deputy Clerk.
14. **To receive the following minutes and approve any recommendations contained therein:**
 - a. Planning & Highways Committee 11 September 2023
 - b. Policy & Resources Committee 12 June 2023
 - c. Reports from Town Council representatives to outside bodies
15. **To receive Matters of Report (for information only).**
16. **Next meeting:** Monday 27 November 2023 at 18.45, Council Chamber, Town Hall.

Payment Ref	Gross	Vat	Net	Payee	Description
O P Oct 1	£78.60	£13.10	£65.50	Bobs Tyres	Mower wheel repair
O P Oct 2	£3,532.03		£3,532.03	SCC Pension Fund	Pension Contributions Sep 23
O P Oct 3	£2,642.21		£2,642.21	HM Revenue & Customs	Tax & NI Contributions Sep 23
O P Oct 4	£40.06		£40.06	Hewitt, P	Expenses
O P Oct 5	£1,205.41		£1,205.41	Wilkins, E	Temporary staff costs
O P Oct 6	£87.50	£14.58	£72.92	Allen Computer Services	Microsoft 365 Licence
O P Oct 7	£150.00	£25.00	£125.00	Dantek Environmental Services (UK) L	Legionella awareness training
O P Oct 8	£1,530.17		£1,530.17	Active Learning & Skills	Provision of Youth Services Sep 23
O P Oct 9	£37.28	£0.66	£36.62	Sheehan, K	Expenses
DD49	£235.13	£39.19	£195.94	The Business	Fuel Sep 23
DD51	£649.00		£649.00	Somerset Council	Rates GRC Oct 23
DD20	£309.00		£309.00	Somerset Council	Rates Cemetery chapel/Workshop Oct 23
DD2	£1,234.00		£1,234.00	Somerset Council	Rates Town Hall/Victoria Hall Oct 23
DD26	£62.16	£2.96	£59.20	British Gas Business	Gas Town Hall 2/8 - 31/8/23
DD33 C.Card	£150.00	£25.00	£125.00	Somerset Council	Parking season ticket SC 29/9/23 - 28/3/24
DD44	£364.23		£364.23	Everflow	Water Rates Oct 23
DD60	£42.19	£2.01	£40.18	British Gas Business	Gas Lodge Office 11/8 - 11/9/23
DD33 C.Card	£26.33	£4.40	£21.93	Amazon Marketplace	Stationery
DD33 C.Card	£24.94	£4.15	£20.79	Amazon Marketplace	Handwash/Stationery
DD33 C.Card	£17.97	£3.00	£14.97	Amazon Marketplace	Stationery
DD33 C.Card	£17.07	£3.00	£14.07	Amazon Marketplace	Stationery
DD33 C.Card	£10.72	£1.80	£8.92	Amazon Marketplace	Stationery
DD33 C.Card	£6.50	£1.08	£5.42	Amazon Marketplace	Stationery
DD17c	£54.00	£2.56	£51.44	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 22/5 - 20/9/23
DD17b	£11.80	£0.56	£11.24	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 22/8 - 20/9/23
DD48	£29.35	£1.40	£27.95	British Gas Business	Electricity Lodge Office 15/8 - 15/9/23
DD22	£8.14	£0.39	£7.75	British Gas Business	Gas Victoria Hall 17/8 - 17/9/23
DD59	£238.48	£11.36	£227.12	British Gas Business	Gas GRC 15/8 - 14/9/23
DD21	£62.53	£2.98	£59.55	British Gas Business	Electricity Happy Valley floodlights 18/8 - 8/9/23
DD30	£141.93	£6.76	£135.17	British Gas Business	Electricity Public Toilets 23/8 - 23/9/23
DD23	£325.84	£15.52	£310.32	British Gas Business	Electricity Town Hall 20/8 - 20/9/23
DD55	-£2,217.10		-£2,217.10	Somerset Council	Council Tax Lodge Office refund
DD43	£13.63		£13.63	Lloyds Bank	Bank charges Aug 23
O P Oct 11	£3,325.00		£3,325.00	Brynley Andrews Associates	5 Yearly tree inspection
O P Oct 12	£357.42	£59.57	£297.85	Knight Electrical Ltd	CCTV camera repairs
O P Oct 13	£375.00		£375.00	M C Commercial Cleaning	GRC Cleaning Sep 23
O P Oct 13	£715.00		£715.00	M C Commercial Cleaning	Cleaning Sep 23
O P Oct 14	£60.00	£10.00	£50.00	Star Platforms Ltd	Groundsstaff training for mobile platforms - Balance
O P Oct 15	£5,970.28		£5,970.28	James Hallam Ltd	Cemetery Insurance 30/9/23 - 29/9/24
O P Oct 16	£333.00	£55.50	£277.50	Sovereign Fire & Security	Callout for faulty CCTV cameras
O P Oct 10	£11,404.52		£11,404.52	ABCD	Return of temporarily held funds
O P Oct 17	£25.00		£25.00	James Hallam Ltd	Admin fee for Council insurance
O P Oct 17	£838.09		£838.09	James Hallam Ltd	Lift Insurance Victoria Hall/GRC 1/10/23 - 30/9/24
O P Oct 17	£1,708.36		£1,708.36	James Hallam Ltd	Vehicle Insurance 1/10/23 - 30/9/24
O P Oct 17	£437.69		£437.69	James Hallam Ltd	Personal accident & business travel insurance 1/10/23 - 30/9/24
O P Oct 18	£2,418.00	£403.00	£2,015.00	Fern Garden Tree Services	Cemetery grass cutting Sep 23
O P Oct 19	£408.00	£68.00	£340.00	Singleton Engineering (UK) Ltd	Metal Lodge office path edging plates
O P Oct 20	£102.00	£17.00	£85.00	Paperchase Recycling	GRC general waste collection 3/8 - 28/9/23
O P Oct 20	£48.00	£8.00	£40.00	Paperchase Recycling	Cemetery general waste collection 4/9 - 1/10/23
O P Oct 21	£385.00		£385.00	M C Commercial Cleaning	GRC chair cleaning
O P Oct 22	£24.40	£4.06	£20.34	Crewkerne Horticultural	Chain for pole pruner
O P Oct 23	£23.35	£3.89	£19.46	Yarcombe Woodland Products Ltd	Brass rope ends for Cemetery bollards
DD43	£13.77		£13.77	Lloyds Bank	Bank charges Sep 23
DD50	£1,280.90	£213.48	£1,067.42	British Gas Business	Electricity GRC 1/9 - 30/9/23
DD57	£244.09	£40.68	£203.41	British Telecom	Telephone & broadband GRC/Lodge Office Oct 23
DD33 C.Card	£479.98	£80.00	£399.98	Star Platforms Ltd	Grounds staff platform training
O P Oct 24	£364.80	£60.80	£304.00	Iris Business Software Ltd	Payroll Software annual licence 30/10/23 - 29/10/24

O P Oct 25	£378.00	£63.00	£315.00	Dantek Environmental Services (UK) L	Legionella water monitoring
O P Oct 26	£81.90		£81.90	Cross, A	Travel Expenses
O P Oct 27	£50.00		£50.00	Royal British Legion	Poppy wreaths
O P Oct 28	£405.00	£67.50	£337.50	Boilerman Ltd	GRC Boiler service
O P Oct 28	£360.00	£60.00	£300.00	Boilerman Ltd	Town Hall Boiler service
O P Oct 29	£72.00	£12.00	£60.00	Even Handed LicensingLtd	Christmas market advert in The Leveller
O P Oct 30	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maintenance Nov 23
O P Oct 31	£12.20	£2.03	£10.17	Bradfords	Gravel- Lodge office
O P Oct 31	£26.76	£4.46	£22.30	Bradfords	Drill bit/Fencing pin- Lodge office
O P Oct 31	£444.00	£74.00	£370.00	Bradfords	Gravel - Lodge office
O P Oct 31	£11.26	£1.88	£9.38	Bradfords	Wire brush - Lodge office
O P Oct 31	£54.78	£9.13	£45.65	Bradfords	Wood/screws - Henhayes fence
O P Oct 31	£86.18	£14.36	£71.82	Bradfords	Concrete block - WMG Allots water butt
O P Oct 31	£138.53	£23.09	£115.44	Bradfords	Postcrete/Artificial grass
O P Oct 31	£24.00	£4.00	£20.00	Bradfords	Pallet returned - Credit
DD33 C.Card	£73.44	£12.24	£61.20	Vinyl Lettering Online	Vinyl lettering for Information Centre window
DD44	£432.21		£432.21	Everfow Ltd	Water Rates Nov 23
DD33 C.Card	£187.65		£187.65	Plants Galore	Plants for Pill Box
DD31	£17.38	£2.90	£14.48	Iris Business Software Ltd	Payroll Auto Enrolment software Sep 23
DD60	£69.44	£3.31	£66.13	British Gas Business	Gas Lodge Office 11/9 - 10/10/23
DD48	£30.78	£1.47	£29.31	British Gas Business	Electricity Lodge Office 15/9 - 15/10/23
DD22	£7.88	£0.38	£7.50	British Gas Business	Gas Victoria Hall 17/9 - 17/10/23
DD9	£61.98	£10.33	£51.65	Southern Communications	Mobile phone charges Oct 23
DD33 C.Card	£148.49	£24.75	£123.74	Amazon Marketplace	Printer ink cartridge
DD52	£276.49	£46.08	£230.41	Gamma Business Communications Lt	Telephone & Broadband Oct 23
DD47	£47.16	£7.86	£39.30	Biffa	Grounds skip hire Sep 23
DD33 C.Card	£11.39	£2.00	£9.39	Amazon Marketplace	Stationery
DD33 C.Card	£10.44	£1.74	£8.70	Amazon Marketplace	Stationery
DD33 C.Card	£15.20	£2.67	£12.53	Amazon Marketplace	Batteries
DD33 C.Card	£22.90	£3.81	£19.09	Amazon Marketplace	Kettle
DD33 C.Card	£89.86	£14.98	£74.88	Amazon Marketplace	Cemetery Chapel chairs x 2
DD42	£22.22	£1.06	£21.16	British Gas Business	Electricity Cemetery Chapel/Workshop 29/8 - 28/9/23
DD26	£24.21	£1.15	£23.06	British Gas Business	Gas Town Hall 1/9 - 24/9/23
DD33 C.Card	£300.00	£50.00	£250.00	Somerset Council	Car park season tickets 13/10/23 - 12/4/24
DD13	£1,704.97		£1,704.97	Aviva Credit Services UK Ltd	Insurance Oct 23
DD46	£129.60	£21.60	£108.00	Somerset Web Services Lrd	Email hosting Oct 23
DD31	£7.77	£1.29	£6.48	Iris Business Software Ltd	Payroll payslip software Sep 23
DD27	£757.96	£126.33	£631.63	E. O N	Electricity Victoria Hall 1/9 - 30/9/23
	£11,609.85		£11,609.85	Salaries	Oct-23
Total	£60,722.43	£1,886.14	£58,836.29		

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 30/09/2023			
	Cash in Hand 01/04/2023		£353,547.28
	ADD		
	Receipts 01/04/2023 - 30/09/2023		£587,932.49
	SUBTRACT		
	Payments 01/04/2023 - 30/09/2023		£301,818.06
A	CASH IN HAND 30/09/23		£639,661.71
	(per Cash Book)		
	Cash in Hand per Bank Statements 30th September 2023		
	LLOYDS - Business Call Account	£481,419.22	
	LLOYDS - Current Account	£50,650.00	
	LLOYDS - Burial Account	£107,592.49	
			£639,661.71
	Less unrepresented cheques		
			£0.00
	Plus unrepresented receipts		
B	ADJUSTED BANK BALANCE		£639,661.71
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		