

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 26 February 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)
20 February 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 29 January 2024.
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 February 2024 as listed.
 - b. To report the bank reconciliation for January 2024 has been completed.
 - c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked.
 - d. To consider a grant application from Crewkerne Boxing Club.
 - e. To review and confirm the Risk Register.
 - f. To review and confirm the Asset Register.
7. **Mini Police:** to receive a report from the Crewkerne Mini Police and consider next steps.
8. **Household Waste Recycling Centre:** to receive any update.

9. Events programme:

- a. D-Day 80: to receive an update following consultation with the local RBL branch.
- 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. Tennis Courts launch event: to receive an update from the Deputy Clerk.
- e. To consider a request from Rockin' Daddy's Emporium to hold an event on Henhayes/GRC.

10. To receive the following minutes and approve any recommendations contained therein:

- a. Planning & Highways Committee 15 January 2024
- b. Policy & Resources Committee 15 January 2024
- c. Amenities Committee 13 November 2023
- d. Joint Burial Committee 5 December 2023
- e. Youth Service Steering Group 7 August 2023
- f. Reports from Town Council representatives to outside bodies

11. To receive Matters of Report (for information only).

12. Next meeting: Monday 25 March 2024 at 18.45, Council Chamber, Town Hall.

This meeting will be followed by a short meeting of the War Memorial Commemoration Trust (see separate agenda).

Payment Ref	Gross	Vat	Net	Payee	Description
O P Feb 1	£672.00	£112.00	£560.00	Bobs Tyres Ltd	Grounds vehicle tyres
O P Feb 2	£4,283.79		£4,283.79	SCC Pension Fund	Pension Contributions Jan 23
O P Feb 3	£3,343.68		£3,343.68	H M Revenue & Customs	Tax & NI Contributions Jan 23
O P Feb 4	£66.07	£11.01	£55.06	Iris Business Software Ltd	Payroll remote hosting software Feb 24
O P Feb 5	£1,530.17		£1,530.17	Active Learning & Skills	Provision of Youth Service Jan 24
O P Feb 6	£234.00	£39.00	£195.00	Sovereign Fire & Security	CCTV camera repair
O P Feb 7	£48.00	£8.00	£40.00	Paperchase Recycling	Cemetery general waste collection 4/12 - 31/12/23
O P Feb 8	£408.00	£68.00	£340.00	Fern Garden Tree Services	Tree work Happy Valley
DD17c	£4.43	£0.21	£4.22	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 21/11 - 31/12/23
DD17b	£4.33	£0.21	£4.12	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 22/12/23 - 01/01/24
DD33 C.Card	£60.00	£10.00	£50.00	Alchemy Mill LLP	Tennis Courts gate signs
DD21	£216.40	£10.30	£206.10	British Gas Business	Electricity Happy Valley floodlights 18/12/23 - 24/1/24
DD23	£518.22	£86.37	£431.85	British Gas Business	Electricity Town Hall 20/12/23 - 20/1/24
DD33 C.Card	£85.11	£14.18	£70.93	Amazon Marketplace	Cemetery chapel chairs
DD33 C.Card	£164.59	£27.43	£137.16	Amazon Marketplace	Cemetery Chapel chairs
DD33 C.Card	£339.18	£56.54	£282.64	Amazon Marketplace	Cemetery Chapel chairs
DD55	£1,279.00		£1,279.00	Somerset Council	Rates Lodge Office Feb 24
DD13	£1,704.97		£1,704.97	Aviva Credit Services UK Ltd	Insurance Feb 24
O P Feb 9	£1,416.00	£236.00	£1,180.00	Fern Garden Tree Services	Cemetery tree work
O P Feb 10	£381.60	£63.60	£318.00	Somerset Council	Playground inspections
O P Feb 11	£90.00	£15.00	£75.00	Boilerman Ltd	GRC boiler repair
O P Feb 11	£150.00	£25.00	£125.00	Boilerman Ltd	GRC boiler repair
O P Feb 12	£75.00	£12.50	£62.50	Allen Computer Services	Printer cartridges
O P Feb 13	£904.00		£904.00	M C Commercial Cleaning	Cleaning Jan 24
O P Feb 13	£525.00		£525.00	M C Commercial Cleaning	GRC cleaning Jan 24
O P Feb 14	£1,395.54	£232.59	£1,162.95	Zonkey Solutions Ltd	Website hosting and maint 1/3/24 - 28/2/25
O P Feb 15	£50.00		£50.00	Adam's Locks	GRC door lock repair
O P Feb 16	£70.00		£70.00	Footprintz	Newsletter
O P Feb 17	£869.00	£144.83	£724.17	Crewkerne Horticultural	Petrol lawn mower/electric lawn mower
O P Feb 17	£61.94	£10.32	£51.62	Crewkerne Horticultural	Harness for strimmer
DD6	£25.62	£4.27	£21.35	Phs Group Plc	Public Toilets sanitary waste bags
DD6	-£60.54	-£10.09	-£50.45	Phs Group Plc	Public Toilets sanitary waste containers
DD49	£186.40	£31.06	£155.34	The Business	Fuel Jan 24
DD47	£54.68	£9.11	£45.57	Biffa	Grounds skip hire Jan 24
DD26	£213.10	£10.15	£202.95	British Gas Business	Gas Town Hall 28/12 - 25/1/24
DD42	£19.34	£0.92	£18.42	British Gas Business	Electricity Workshop/Cemetery Chapel 29/12 - 29/1/24
O P Feb 18	£48.00	£8.00	£40.00	Paperchase Recycling	Cemetery general waste collection 1/1 - 28/1/24
O P Feb 18	£81.60	£13.60	£68.00	Paperchase Recycling	GRC General waste collection 7/12/23 - 18/1/24
O P Feb 19	£594.00	£99.00	£495.00	Fern Garden Tree Services	Henhayes hedge trimming
O P Feb 20	£126.00	£21.00	£105.00	Castle Reclamation	Guttering Lodge Office
O P Feb 21	£417.50		£417.50	Awe & Wonder	Children's Art Project at GRC - funded by Grant
DD46	£129.60	£21.60	£108.00	Somerset Web Services Lrd	Email hosting Feb 24
DD50	£1,248.72	£208.12	£1,040.60	British Gas Business	Electricity GRC Jan 24
DD57	£243.55	£40.59	£202.96	British Telecom	Telephone & broadband GRC Feb 24
DD27	£893.42	£148.90	£744.52	E. O N	Electricity Victoria Hall Jan 24
DD31	£7.77	£1.29	£6.48	Iris Business Software Ltd	Payroll payslips software Jan 24
DD17c	£13.61	£0.65	£12.96	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 1/1 - 31/1/24
DD17b	£11.78	£0.56	£11.22	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 2/1 - 31/1/24
DD6	£130.26	£21.71	£108.55	Phs Group Plc	Public toilets sanitary disposal 1/2 - 12/4/24
DD33	£13.38		£13.38	Lloyds Bank	Bank charges Jan 24
O P Feb 20	£246.00	£41.00	£205.00	Sovereign Fire & Security	Lodge office intruder alarm maintenance & monitoring 1/3/24 - 28/2/25
O P Feb 20	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/fire alarm/CCTV maint Mar 24
O P Feb 21	£264.00	£44.00	£220.00	Churches Fire Security Ltd (Formerly)	Grounds workshop intruder alarm maint 1/3/24 - 8/2/25
O P Feb 22	£276.97	£46.16	£230.81	Screwfix Direct Ltd	Backback sprayer/Blue roll
O P Feb 23	£47.65	£7.94	£39.71	Bradford's	Lodge office loft insulation
O P Feb 23	-£114.82	-£19.14	-£95.68	Bradford's	Loft insulation CREDIT
O P Feb 23	£12.20	£2.03	£10.17	Bradford's	Gravel
O P Feb 24	£370.02	£61.67	£308.35	Ricoh Uk Ltd	Printer/photocopier rental Feb - Apr 24
O P Feb 25	£49.01	£8.17	£40.84	Danfo (UK) Limited	Public toilet replacement door handle
O P Feb 26	£93.40	£15.57	£77.83	Yarcombe Woodland Products Ltd	Rope ends - Cemetery border chains
O P Feb 27	£300.00	£50.00	£250.00	Loxston Groundcare Ltd	Chipper hire

ACCOUNTS FOR PAYMENT - February 26th 2024

Checked by:.....

Date:

O P Feb 28	£210.00		£210.00	Sheehan, Katharine	Expenses - pre-application fee for Tommy
O P Feb 29	£221.92	£36.99	£184.93	Boilerman Ltd	GRC cylinder expansion vessel replacement
O P Feb 29	£3,532.70	£588.78	£2,943.92	Boilerman Ltd	GRC Calorifier water heater replacement - balance
DD9	£61.98	£10.33	£51.65	Southern Communications	Mobile phone charges Feb 24
DD52	£299.95	£49.99	£249.96	Gamma Business Communications Lt	Telephone & broadband Feb 24
DD8	£35.00		£35.00	Information Commissioner's Office	Data protection fee
DD31	£18.71	£3.12	£15.59	Iris Business Software Ltd	Payroll Auto enrolment software Jan 24
DD48	£52.00	£2.48	£49.52	British Gas Business	Electricity Lodge office 10/1 - 11/2/24
DD60	£382.47	£18.21	£364.26	British Gas Business	Gas Lodge Office 11/1 - 11/2/24
DD44	£1,395.18		£1,395.18	Everfow Ltd	Water rates Mar 24
	£12,635.76		£12,635.76	Salaries	Feb-24
Total	£45,841.71	£2,798.13	£43,043.58		

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

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 31/01/2024			
	Cash in Hand 01/04/2023		£353,547.28
	ADD		
	Receipts 01/04/2023 - 31/01/2024		£620,889.24
	SUBTRACT		
	Payments 01/04/2023 - 31/01/2024		£523,280.69
A	CASH IN HAND 31/01/2024		£451,155.83
	(per Cash Book)		
	Cash in Hand per Bank Statements 31st January 2024		
	LLOYDS - Business Call Account	£293,563.34	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£107,592.49	
			£451,155.83
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£451,155.83
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/01/2024			
	Cash in Hand 01/04/2023 ADD Receipts 01/04/2023 - 31/01/2024 SUBTRACT Payments 01/04/2023 - 31/01/2024		£0.00 £5,803.95 £92.97
A	CASH IN HAND 31/01/2024 (per Cash Book)		£5,710.98
	Cash in Hand per Bank Statements 31st January 2024 LLOYDS - Instant Access Account LLOYDS - Current Account	£5,327.16 £383.82	
	Less unpresented cheques		£5,710.98
	Plus unpresented receipts		£0.00
B	ADJUSTED BANK BALANCE A = B Checks out OK		£5,710.98
	Town Clerk: Date:		
	Checked by: Date:		

FINANCIAL RISK MANAGEMENT

RISK IDENTIFIED	EVALUATION- PROBABILITY AND VALUE, AND CONSEQUENCES	RISK MANAGEMENT MEASURES TO AVOID / REDUCE OR CONTROL THE RISK	FURTHER ACTION NEEDED
Non-adherence to the agreed Financial Regulations and Financial Procedures.	Low risk, medium value	Everyone concerned with finance (members and staff) to have clear understanding of the Regulations, Standing Orders and Procedures and to adhere to them. Training undertaken by new Councillors. Regular review and revision of the Regulations, Procedures and Risk Management.	This is current practice. Clerk to provide training for all members of the council in order to raise awareness of financial responsibilities. This is current practice.
Spending money with no legal power to do so.	Low risk, low value	Awareness of the regulations pertaining to public spending. Finance Officer to check all payments are legal and within spending powers. All invoices checked and signed by Clerk.	This is current practice.
Accounts do not balance at year end.	Low risk, low value Time and effort to put right. Will not be signed off by auditor.	This end-of-year problem should be prevented by: <ul style="list-style-type: none"> • Monthly reconciliation of all bank accounts. • Monthly VAT reconciliation • Use of the accounting software Checking and signing of the reconciliation figures and original bank statements by Town Clerk/Deputy Clerk and by a Councillor	This is current practice. This is current practice. This is current practice.
Loss of, or damage to assets	Low risk, high value Increased Insurance in future	Maintain an up-to-date Asset Register Regularly review the insurance of all council property and effects.	This is current practice. This is current practice. Insurance reinstatements carried out April 2023 (Due every 5-7 years).
Loss of Business Continuity due to substantial damage to Town Hall	Low risk, high value Inability to deliver services	Adequate insurance cover. Regular review of Business Continuity Plan.	This is current practice. This is current practice, review needed 2024.

<p>Crewkerne Leisure Management has control of a major council asset</p>	<p>Low risk, high value</p> <p>Loss/non-performance of CLM resulting in consequential loss</p>	<p>Annual Report by CLM at the Annual Town meeting each year.</p> <p>Annual accounts available to Council after audit.</p> <p>Meetings as required between CLM and CTC.</p> <p>Periodic re-valuation of Aqua Centre undertaken.</p>	<p>Current practice.</p> <p>Current practice.</p> <p>2023 meeting held, 2024 due April.</p> <p>Revaluation undertaken 2023.</p> <p>Rent review deferred until January 2025.</p>
<p>Inability to deliver the activities or services expected of the council resulting from lack of budgeted funds</p>	<p>Low risk, low value</p> <p>Insufficient funds to:</p> <ul style="list-style-type: none"> • Repair • Replace • Deliver <p>Loss of reputation</p> <p>Expensive litigation</p>	<p>Detailed Precept discussions and preparation of appropriate information by the Policy & Resources Committee for the Council.</p> <ul style="list-style-type: none"> • Review current year's budget and spending • Determine the cost of spending plans • Assess levels of income. • Bring together spending and income plans. <p>Provide for contingencies and annually review the level of earmarked and general reserves.</p> <p>Approve the Budget and confirm the Precept.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
<p>The inability of the Joint Burial Committee to deliver the services expected at a Cemetery</p> <p>JBC needs funds to:</p> <ul style="list-style-type: none"> • Properly maintain lodge, chapels and grounds • Ensure accurate burial records are kept 	<p>Low risk, medium value</p> <p>Loss of reputation of CTC</p> <p>Unexpected expensive maintenance</p> <p>Future precept increases to taxpayers</p> <p>Potential expensive litigation</p>	<p>JBC becomes Committee w/e/f 1.4.2022. Accounts consolidated.</p> <p>Ensure a robust forward planning assessment in liaison with JBC.</p> <p>Good communications between office and undertakers about burials etc.</p> <p>Cemetery plots for both old and new sections accurately mapped.</p> <p>Cemetery administration software ensures accurate record</p>	<p>This is current practice.</p> <p>Town Clerk appointed as Clerk to JBC and CTC responsible for staff, contractors and volunteers undertaking all maintenance - current practice.</p> <p>Current practice.</p> <p>Current practice.</p>

		keeping.	
Insufficient Reserves to deal with unexpected / emergency events	Low risk, medium value Unexpected expensive maintenance	Regular assessment of asset forward maintenance requirements, reporting into the Amenities Committee meetings Detailed forward planning in readiness for budget deliberations. Proposal for EOY 23/24 for West Crewkerne PC to hold own allocated reserves going forward.	This is current practice. This is current practice. To be actioned EOY.
Overspend and underspend of budgets	Medium risk, medium value Reduction of reserves Effects on other budgets	Production of Quarterly Reports on expenditure and variances from budget Maintain adequate reserves, as indicated in the Reserves Policy. Level of earmarked and general reserves reviewed when setting precept. Virement of funds when necessary.	This is current practice. This is current practice. This is current practice.
Loss of income through failure to review fees / rents / charges	Low risk, low value Loss of income	Annual review of hire charges and rents prior to budget deliberations	This is current practice.
Internal fraud / corruption	Low risk, high value Loss of public money. Inability to deliver services. Public disgrace and loss of reputation. Possible expensive litigation.	Adherence to and regular review of Financial Regulations and Procedures. Annual Review of Internal Controls with two officers and two councillors. Contracts for all members of staff provide clear description of role responsibilities. Deputy Clerk trained to cover all key weekly/monthly financial tasks. Tight control of cash income Monthly statements of accounts for payment presented to and agreed by the council. Prepared by the FO, checked by the	This is current practice. This is current practice. This is current practice. This is current practice. Petty cash is no longer held. This is current practice.

		<p>Clerk/Deputy Clerk and also independently checked by a Councillor prior to approval by Council.</p> <p>Monthly reconciliation of bank accounts presented to the council. Original bank statements inspected by Clerk/Deputy Clerk. Monthly check of bank reconciliations by nominated Cllr. Now includes War Memorial Trust due to income from tennis courts.</p> <p>Annual Reconciliation of bank accounts presented to the council when the Annual Accounts are presented.</p> <p>Diary of regular income payment dates and follow up when overdue.</p> <p>Register of Members Interests in place.</p> <p>Established Petty Cash system, and regularly reimbursed. Approval of petty cash expenditure on Accounts for payment. Checked monthly by Clerk/Deputy Clerk. All petty cash chits signed off by a Councillor.</p> <p>Payroll System and evidence of PAYE & NIC being correctly deducted and paid to the Inland Revenue.</p> <p>BACS salary payment authorisation schedule checked and signed by two councillors with a countersignature from the Clerk.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
External fraud / corruption	<p>Low risk, medium value</p> <p>Loss of funds</p> <p>Inadequate services from suppliers.</p>	<p>Detailed consideration of estimates and tenders and contracts by Operations Manager/Clerk.</p> <p>Checking of invoices. Obtain professional expertise and /or the Operations Manager to verify work where necessary.</p> <p>Monitoring and reporting on use of grants made by the council. Reports occasionally requested from beneficiaries.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
Loss of data resulting from fire	Low risk, low value	Comprehensive back-up of data and use of software virus	This is current practice.

or theft of computers or failure of the operating system	Inability to deliver some services.	protection. Upgrade of systems completed March 2023. Accounts software is web-based	This is current practice.
Bad Debts	Low risk, medium value	Monitoring of outstanding invoices and chasing up late payers.	This is current practice.
	Loss of income	Aim to reduce outstanding invoices at the end of the financial year to an absolute minimum.	This is current practice.
Inadequate Insurance (Property/Fidelity/Public Liability/Commercial Combined)	Low risk, high value	Regular review of insurance policy.	This is current practice.
	Possible expensive litigation.	Inform insurance company of notable purchases/changes.	This is current practice.
	Large repair / replacement bills.	Periodic revaluation of Council properties – carried out April 2023.	This is current practice.
Accidents (to staff, Councillors and members of the public)	Low risk, high value	Regular review of all risk assessments by Health & Safety officer, covering all buildings and amenities.	This is current practice.
	Potential loss of reputation	Appropriate H & S training of grounds and office staff. Playground equipment checked weekly by the Council's qualified grounds staff and documented. Independent annual playground inspections.	This is current practice.
	Potentially expensive claims against Councils Insurance	Maintain reports on all H & S issues. <ul style="list-style-type: none">• Annual review of Public liability insurance (PLI).• Copies of PLI from organisations renting the council venues.• Copies of current PLI from all organisations having a lease/license with the Council.	This current practice.
		Annual maintenance contract for Victoria Hall and GRC lifts, to include regular inspections and servicing.	This is current practice.
Contractor Health and Safety	Low risk, high value	Ensure adequate H&S Policies of contractor and verify insurance policies of contractors.	This is current practice.
		Routine request for method statements and PLI and Employer	This is current practice.

		liability insurance.	
Security of Council assets	Low risk, high value	Annual review of insurance cover (see Inadequate insurance).	This is current practice.
	Insurance Claims	Alarm systems installed in Town Hall, Victoria Hall, George Reynolds Centre, Lodge, Chapel complex and Aqua Centre.	This is current practice.
	Expensive Replacement	All employees to be aware of the need to secure property and equipment on leaving the workplace.	This is current practice.
		During meetings in the Council Chamber the Office doors to be locked.	This is current practice.
		All employees are not permitted to use Council equipment for own use without Council's permission.	This is current practice.
		Annual review of equipment verified with asset register.	This is current practice.
		New users to be given written instructions as part of the hiring agreement. This will also apply to one-off users.	This is current practice.
		Premises Fire Risk Assessments conducted and reviewed on a regular basis as required by the Health & Safety Policy.	This is current practice.
		Periodic checks of Town Council land boundaries.	This is current practice.
Loss of documents	Low risk, high value	Deeds held in secure cabinet of Clerk's office or with solicitor.	This is current practice.
Loss of Finance Officer	Medium risk, low value	Deputy Clerk trained in the computer systems and financial procedures and has regular practice.	Training underway.
		The Clerk ensures all duties are covered and maintains basic understanding of finance packages	This is current practice.
		Assistance to be sought from neighbouring town councils and additional training from software providers as deemed necessary.	This is current practice.
		Contract for FO to incorporate 2 months' notice.	This is current practice.
Loss of Maintenance Contracts	Medium risk, low value	Maintenance contracts officer Operations Manager to keep Clerk	This is current practice.

<p>officer Operations Manager</p>		<p>and Amenities Chairman regularly updated with ongoing tasks.</p> <p>Contract for maintenance contracts officer to incorporate 8 weeks' notice.</p>	<p>This is current practice.</p>
<p>Loss of Clerk</p>	<p>Medium risk, low value</p>	<p>Finance Officer and Deputy Clerk to undertake ongoing training of Proper Officer duties and responsibilities to enable duties to be covered.</p> <p>Second CiLCA qualification to be held by Deputy Clerk to ensure continuity of General Power of Competence in the absence of the Town Clerk.</p> <p>Ongoing training to enable support of duties and responsibilities split between members of staff:</p> <p>Maintenance contracts officer Operations Manager - Amenities Committee including all amenities maintenance.</p> <p>Deputy Clerk – Planning & Highways Committee and all planning and highways matters.</p> <p>Finance Officer - Policy and Resources Committee and Finance on Town Council agendas. Joint Burial Committee.</p> <p>Health and Safety - Health & Safety officer with support from the Chair of Amenities.</p> <p>Agendas and matters arising from the minutes with support from the appropriate Committee Chairs.</p> <p>Assistance/ guidance from neighbouring town councils and SALC as necessary.</p> <p>Contingency provision within precept for additional hours of salary payments to cover duties by other staff.</p>	<p>Finance Officer fully competent.</p> <p>New Deputy Clerk to undertake CiLCA training.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This current practice.</p> <p>This current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>

		A calendar of periodic tasks and work reminders is kept up to date. Contract for Clerk to incorporate 3 months' notice.	This is current practice.
Loss of Deputy Clerk	Medium risk, low value	Deputy Clerk to keep Clerk updated with ongoing tasks. Contract for Deputy Clerk to incorporate 2 months' notice.	This is current practice. This is current practice.
Loss of Admin Officer	Medium risk, low value	Deputy Clerk and Finance Officer to be familiar with all Admin Officer administration tasks. Clerk to be familiar with Council's website software.	This is current practice. This is current practice.
Loss of member of grounds staff	Medium risk, low value	Clerk Operations Manager to manage working duties with grounds staff and staff training to ensure flexibility of operations.	This is current practice.
Loss of Council vehicle	Low risk, medium value Some difficulty to deliver some services.	Regular maintenance and periodic replacement. Comprehensive insurance cover to enable replacement temporary vehicle.	This is current practice.
Loss of reserves due to failure of a bank	Low risk, high value	Compliance of Reserves Policy.	This is current practice.
Large Project risks	Med risk, high value Cash flow insufficient Cost escalation and delays Changes/amendments to specifications within the contract. VAT problems Non completion of defects within contract period	Financial Package in place prior to commencement. Due diligence checks prior to contract award. Early clarification of VAT implications with HMRC. Tender process complies with Financial Regulations and Procurement legislation. Adequacy of opening reserves with reference to the Reserves Policy. Obtain specialist advice at earliest opportunity. Consider whether a JCT contract should be in place. Payment on measured valuation. Practical completion only given by dual signatures of Contracts.	Action as appropriate

	<p>Time slippage/non completion within contract time. Grants threatened</p> <p>Contractor going bankrupt</p>	<p>Adequacy of Building Insurance, evidence required.</p> <p>Any variations to previously agreed plans must be ratified by Full Town Council first.</p> <p>Appoint an independent professional Contracts Administrator/Project Manager. Monthly reports from Contracts Administrator and Contractors.</p> <p>Contract should include insurance backed by guarantee and/or insurance performance bond.</p>	
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Reviewed and ratified at Policy & Resources Committee meeting 14th February 2022, minute ref. 32/21-22

Reviewed and ratified at Full Council 27th March 2023, minute ref. 183 22/23 c)

Review and ratified at Full Council 26th February 2024, minute ref.

Town Council Assets 2023/24

As of 1 April 2023

	<u>Value £</u>
Town Hall & Victoria Hall	1,890,000
Henhayes Store	10,887
Aqua Centre	2,480,000
Bus Shelters	12,447
George Reynolds Centre	994,002
Town Hall/Victoria Hall Furniture/Equipment	28,257
CCTV Equipment	8,900
West One Mosaic & Nameplate	20,135
Civic Regalia	5,500
Christmas Lights and Hardware	24,008
Paintings/Works of Art/Memorabilia	36,001
Playground Equipment/Fencing	122,294
Skatepark Equipment	81,100
MUGA & Floodlighting	72,000
Grounds Maintenance Vehicle & Mowers	55,736
Open Spaces Machinery/Equipment	16,679
Street Fixtures & Fittings	40,917
Market Umbrellas/Gazebos	7,886
War Memorial Plaque	2,500
Henhayes Floodlights	40,950
Speed Indicator Device	3,445
Parcel Of Amenity Land off Bincombe Lane	16,332
Henhayes Recreation Ground	*1
Bincombe Nature Reserve incl. land behind Richmond House	*1
Barn Street Recreation Ground	*1
Happy Valley	*1
Southmead Crescent Playground	*1
Pithers Court	*1
Land in front of Town Hall	*1
Townsend Cemetery (93%)	*1
Cemetery Lodge (93%)	325,500
Cemetery Chapel Complex (93%)	604,500
Public Chapel Contents (93%)	9,597
 TOTAL ASSETS	 6,909,581

During the year the following assets have either been added to the register or disposed of:

Added

Computer Equipment	1,218
Benches	197
Office Equipment	840
Grounds Equipment	1,884
Cemetery Grounds	761
Cemetery Chapel Chairs	526
CCTV (Adjustment only)	21,100

Total	26,526
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Disposed of

Computer Equipment	1,300
Grounds Equipment	609

Total	1,909
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ESTIMATED TOTAL ASSETS as at 31st March 2024 6,934,198

Report subject	Crewkerne Mini Police: to receive a report from the Mini Police on Happy Valley and consider next steps.
Committee name	Full Council
Meeting date	26 th February 2024
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

- 1.1. To receive the report of the Crewkerne Mini Police team and consider any follow up actions.

2. Background information

- 2.1. The Mini Police have been patrolling Happy Valley with the support and assistance of the Neighbourhood Police Team. They have written reports and designed some posters for Town Councillors' consideration.

3. Detailed consideration

- 3.1. The reports make the following suggestions:

- Children under 14 to be accompanied by an adult
- More 'please pick up your litter' signs
- A see saw and a trampoline would be nice!
- More bins are needed.
- Additional sports sessions like cricket and badminton
- More 'please pick up your dog poo' signs
- Better paths for disabled access across the grassed area
- Recycling bins
- A water fountain to refill water bottles
- A better shelter from the rain
- Anti-graffiti signs
- First Aid shed
- A baby play area
- Toilets
- Shop
- Kennel
- CCTV
- Wishing well

- 3.2. The Mini Police have also designed some posters for anti-littering, graffiti and to encourage people to pick up after their dogs.

4. Financial implications

Depending on which suggestions Councillors wish to pursue, some budgeted funds may be available i.e. Bins and signs.

5. Equalities considerations

That serious consideration be given to representations made by young residents of the town. Suggestions on improvements to path access echo recommendations from the Access Audit carried out in 2023 to improve wheelchair access to and across the site.

6. Council Action Plan objectives supported

- 1.2.2 Improve accessibility and path surfaces at Happy Valley
- 1.2.3 Replace end of life play equipment at Happy Valley
- 7.2 Support youth outreach work to reduce Anti-Social Behaviour.

7. Recommendation

- 7.1. It is recommended that the Council **RESOLVES** that:
- a) The Mayor be asked to judge the posters with the winning three being made up into signage for Happy Valley.
 - b) Additional recycling bin(s) be purchased for Happy Valley.
 - c) Remaining recommendations be passed to the Happy Valley Working Group for review.
 - d) The Town Clerk writes to the Mini Police to formally thank them for their efforts and invite them to the Annual Town Meeting in April.

Appendices:

- Reports of the Crewkerne Mini Police
- Posters from the Mini Police



Dear Local Council,

We think that these ideas are good for Happy Valley we hope you like them.

Children under 14 should be accompanied by an adult or guardian.

Please put a sign that says please pick up your litter.

Also please add a see saw, toilets a place to fill up water, more bus and a trampoline.

More sports like cricket and badminton.

From			
Euspeeth 9023	Alivia 9013	Tina 9019	Stevie 9008

St Barts



Dear Council

Me and other children at St Barts think that at happy valley should add a sign that says please pick up your dog poo, a portaloos toilet, a selection of bins for paper, tin, metal, general waste and a fruit bin, a path going through the grass for disabled people, disabled swing and round about, don't litter sign, hand sanitiser stool, a shelter for when it rains, a place to refill your drinks, seegeret bins, in the sand pit a place to wash your hands and feet, bike stand.

Yours sincerely,

Ruby 9002,

Olivia

9010, Ebony 9005, Georgina 2028,
Astra 9017



Dear local council,

We are writing because the park (Happy Valley) needs upgrading because people are disrespecting it.

There is a lot of dog droppings and litter so we are asking for more bins and no litter signs. This will make the park look more welcoming and fun. Could you also put a bin next to the state park as there is always bits of rubbish there? Can you put a stop to the graffiti? The benches are ruined in the big field at the bottom as graffiti has been done on them. The tree opposite the rock and the sand pit. From:

Rueben (9007) Lexi (9004) Ethan (9011) Riley (9020) ☺



Dear Local Council,

We are students at St Bartholomew's
Primary School and we think you

need some of these things at Happy Valley
Park: drinking fountain, first aid shed, baby
area, a sign saying do not litter, more good
bins, and more dog poo bins, local toilets,
more equipment, more seating area, mini shop,
and a dog kennel, CCTV.

Your sincerely,

Kiera - 9027

Ella - 9022

Dixie - 9024

Peighton - 9014 = St Bartholomew's C.E primary

School (roots to grow wings to

fly)



Dear Council L,

We would in happy valley a dog park, a tied
up group a zipline in the trees toilet no liter sign
whishing well bampoline. From St Bartholomews

Max 9003 Tobias 9006 Luca 9016



'Roots to Grow and Wings to Fly'

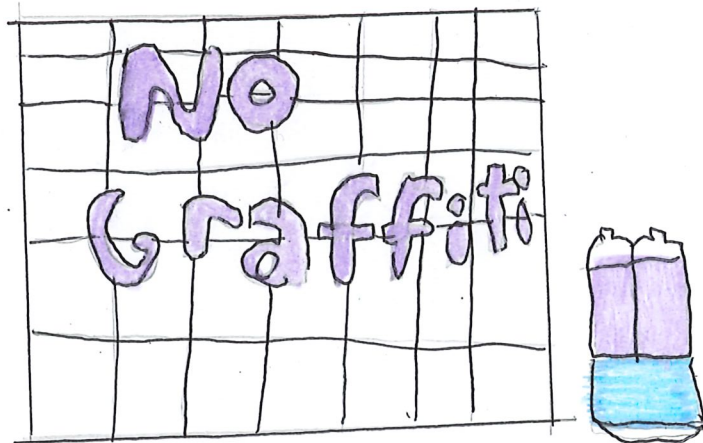
Do not

Litter!



Roots to Grow and Wings to Fly

Do not
Graffiti!





'Roots to Grow and Wings to Fly'

No

Littering!

It will
harm wildlife





'Roots to Grow and Wings to Fly'

Do not

Graffiti!

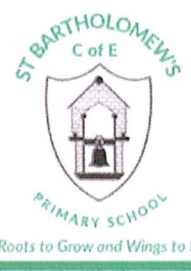




Roots to Grow and Wings to Fly

No
Littering!

Ruby
9009



Do not

Litter!!!





Riley

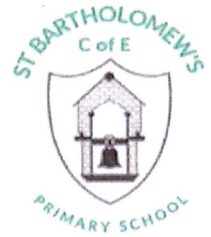


'Roots to Grow and Wings to Fly'

Respect our

community

Do not litter



'Roots to Grow and Wings to Fly'

No

Littering!



ST BARTHOLOMEWS
C of E



'Roots to Grow and Wings to Fly'

Do not
Graffiti!

Don't
Draw
on
the
walls

Hi



**Do not
Litter!**



Do not

Litter!



'Roots to Grow and Wings to Fly'

Do not

Litter!





Be

respectful

X O X U



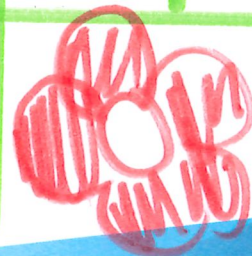
Do not

Graffiti!



oMG

@



cod





'Roots to Grow and Wings to Fly'

Respect our
community
Do not litter



'Roots to Grow and Wings to Fly'

Do not

Graffiti!

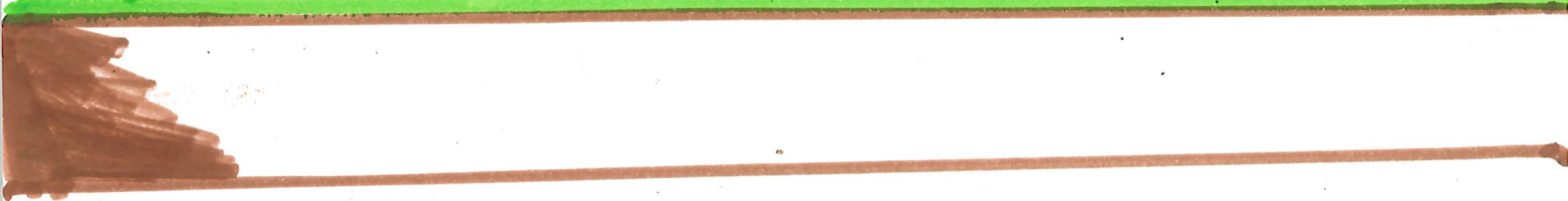




'Roots to Grow and Wings to Fly'

Do not

Graffiti!



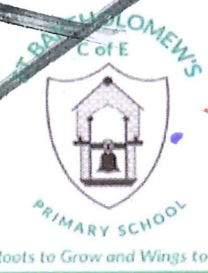


Roots to Grow and Wings to Fly

No

Littering!

don't think
about it !!



Respect our

community

Do not litter!



Respect our

community

Do not litter



Roots to Grow and Wings to Fly



No



Littering!



SMY
Sign



BAD FOR
Animals





'Roots to Grow and Wings to Fly'

Respect our
community

Do not litter





Stay safe



'Roots to Grow and Wings to Fly'

Respect our

community

Do not litter

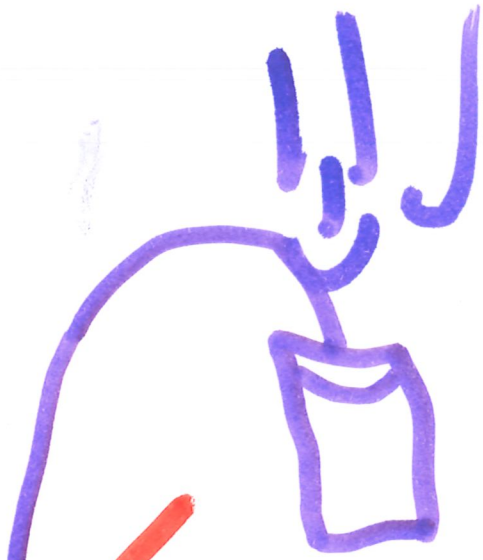
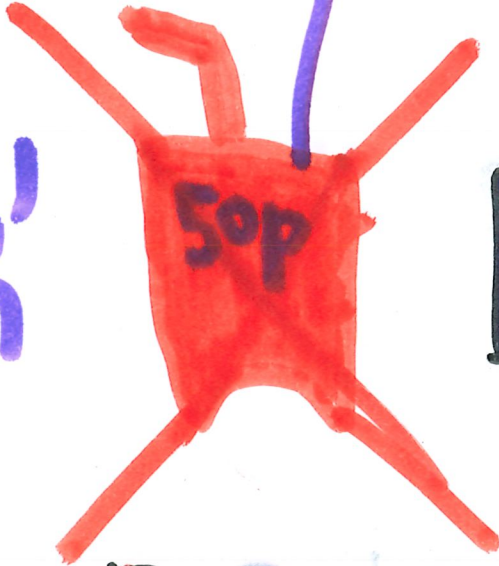


be kind to
you others +
the environment

no good for
Animals

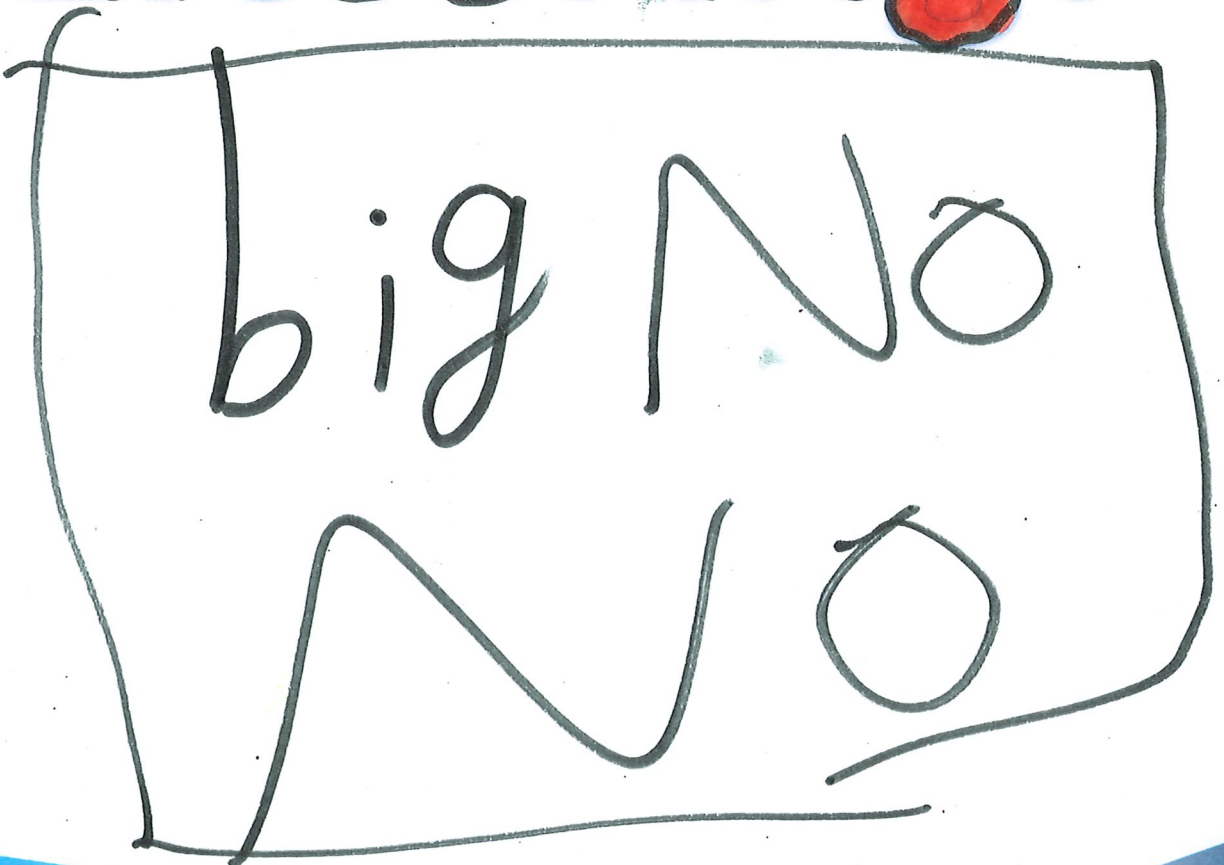


'Roots to Grow and Wings to Fly'



NO

Littering!





Respect our

community

Do not litter