

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 September 2024**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- The recording of the meeting will be uploaded for members of the public who wish to view it via the following link: <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.
- Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.
- Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings ([Recording-Meetings-policy-Feb-2022.pdf \(crewkerne-tc.gov.uk\)](#)).
- Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders ([Standing-Orders-May-2024.pdf \(crewkerne-tc.gov.uk\)](#)).

Katharine Sheehan FSLCC, Town Clerk (signed on original)
24 September 2024

Agenda

051/2425 To receive and approve apologies for absence.

a. To record members present:

Schedule 12 of the Local Government Act 1972 requires:

- a record be kept of the members in attendance.
- this record forms part of the minutes of the meeting.
- Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.

b. To approve any apologies for absence:

Section 85(1) of the Local Government Act 1972 requires:

- Members present to decide if the reason(s) for a member's absence are acceptable.

052/2425 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

The Localism Act 2011 and the Council's Code of Conduct requires:

- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
- Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

053/2425 To approve the draft minutes of the Town Council meeting held on 29 July 2024.**054/2425 Public 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. The Mayor reserves the right to vary or extend these time limits.

- 055/2425 To receive reports from:**
- a. Somerset Council.
 - b. Crewkerne & Ilminster Local Community Network.
 - c. Crewkerne Neighbourhood Policing Team.
- 056/2425 Clerk's progress report:** to receive a verbal update report (for information only).
- 057/2425 Finance & Procedure:**
- a. To approve the accounts for payment for August and September 2024 as listed.
 - b. To report the bank reconciliations for July and August 2024 have been completed.
 - c. To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
 - d. To note the conclusion of the External Audit for 2023/24 with no issues raised.
- 058/2425 Market Square planter:** to consider a request from Crewkerne in Bloom to locate an additional planter in front of Town Hall.
- 059/2425 Lucombe Oak area:** to consider quotations for a light installation around the Lucombe Oak.
- 060/2425 Welcome to Crewkerne signage:** to consider requests for improvements to town signage.
- 061/2425 Town Crier:** to note that the Town Crier has resumed duties on an informal basis and to agree payment of membership of the Town Crier's Guild.
- 062/2425 Defibrillators:** to receive an update on the status of the town's defibrillators from Cllr. Head.
- 063/2425 To receive the following minutes and approve any recommendations contained therein:**
- a. Planning and Highways Committee 2 September 2024.
 - b. Amenities Committee 13 May 2024.
 - c. Neighbourhood Plan Steering Group 25 June 2024.
 - d. Reports from Town Council representatives to outside bodies.
- 064/2425 To receive Matters of Report** (verbal reports for information only).
- 065/2425 Next meeting:** Monday 28 October 2024 at 18.45, Council Chamber, Town Hall.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.

Confidential Session: Exclusion of the Press & Public – Staffing matters and commercially sensitive information.

Payment Ref	Gross	Vat	Net	Payee	Description
O P Aug 1	£25.20	£4.20	£21.00	Bobs Tyres	Mower punture repair
O P Aug 2	£306.25		£306.25	Active Learning & Skills	Youth work at Happy Valley May & June 24
O P Aug 3	£284.89		£284.89	Awe & Wonder	Art Project costs June 24 - Grant funded
O P Aug 4	£986.40	£164.40	£822.00	Window Man	GRC window replacement - deposit
O P Aug 5	£289.98		£289.98	James Hardware	Sundries
O P Aug 6	£32.44		£32.44	Sheehan, K	Expenses
O P Aug 7	£22.30	£2.98	£19.32	Hewitt, P	Expenses
O P Aug 8	£1,000.00		£1,000.00	Severalls Jubilee Bowls Club	Bowling Green maintenance
O P Aug 9	£1,266.00	£211.00	£1,055.00	Gazeboshop	Gazebos x 2
O P Aug 10	£36.00	£6.00	£30.00	M & J Bowers	Document destruction
O P Aug 11	£150.00	£25.00	£125.00	Sovereign Fire & Security	GRC alarm service
O P Aug 12	£195.00		£195.00	Somerset Association of Local Councils	Code of Conduct training
O P Aug 13	£261.58	£43.60	£217.98	Hoistway	GRC lift maintenance 28/8 - 27/8/24
O P Aug 15	£3,935.25		£3,935.25	SCC Pension Fund	Pension Contributions Jul 24
O P Aug 16	£3,084.65		£3,084.65	HM Revenue & Customs	Tax & NI Contributions Jul 24
O P Aug 17	£500.00		£500.00	Davies, G	Insurance payment
O P Aug 18	£1,577.92		£1,577.92	Active Learning & Skills	Provision of Youth service Jul 24
O P Aug 19	£66.07	£11.01	£55.06	Iris Business Software Ltd	Payroll remote hosting Aug 24
O P Aug 20	£30.00	£5.00	£25.00	Boilerman Ltd	GRC Toilet repair
O P Aug 20	£155.11	£25.85	£129.26	Boilerman Ltd	Town Hall pipe maintenance/V/H tap replacement
O P Aug 21	£107.98	£18.00	£89.98	Start Traffic Ltd	Cover for path
DD33 C.Card	£30.99		£30.99	M&S	Councillor gift
DD27	£196.19	£9.34	£186.85	Eon	Electricity Victoria Hall 1/6 - 6/6/24
DD33 C.Card	£155.88	£25.98	£129.90	Zoom	Annual subscription 3/6/24 - 2/6/25
DD33 C.Card	£40.00		£40.00	Lloyds Bank	Credit card annual fee
DD21	£142.80	£6.80	£136.00	British Gas Business	Electricity Happy Valley floodlights 18/6 - 18/7/24
DD23	£215.39	£10.26	£205.13	British Gas Business	Electricity Town Hall 20/6 - 20/7/24
DD51	£649.00		£649.00	Somerset Council	Rates GRC Aug 24
DD2	£1,360.00		£1,360.00	Somerset Council	Rates Town Hall/Victoria Hall Aug 24
DD55	£511.00		£511.00	Somerset Council	Rates Lodge office Aug 24
DD20	£309.00		£309.00	Somerset Council	Rates Workshop/Cemetery chapel Aug 24
DD13	£1,710.08		£1,710.08	Aviva Credit Services UK Ltd	Insurance Aug 24
DD59	£140.85	£6.71	£134.14	British Gas Business	Gas GRC 15/6 - 20/7/24
DD30	£68.86	£3.28	£65.58	British Gas Business	Electricity Public Toilets 19/6 - 22/7/24
DD22	£7.88	£0.38	£7.50	British Gas Business	Gas Victoria Hall 17/6 - 17/7/24
DD33 C.Card	£27.97	£4.67	£23.30	Amazon Marketplace	Handwash
O P Aug 22	£190.00		£190.00	M C Commercial Cleaning	GRC Cleaning Jul 24
O P Aug 22	£938.00		£938.00	M C Commercial Cleaning	Cleaning Jul 24
O P Aug 23	£325.00		£325.00	Arbor-Eco Consultancy	Cemetery cedar assesment
O P Aug 24	£105.00		£105.00	Adam's Locks	Town Hall locks
O P Aug 25	£220.94	£36.82	£184.12	Brimsmore Gardens	Bedding plants
O P Aug 26	£153.18	£23.00	£130.18	Sheehan, Katharine	Expenses
O P Aug 27	£189.00	£31.50	£157.50	Emerald First Aid Training	Medical cover Family fun day
O P Aug 28	£252.00	£42.00	£210.00	Parish Online	Mapping software - Neighbourhood plan
O P Aug 29	£12.60	£2.10	£10.50	Bobs Tyres Ltd	Mower puncture repair
DD30	£57.08	£2.72	£54.36	British Gas Business	Electricity Public Toilets 19/5 - 19/6/24
DD27	£631.00		£631.00	Smartest Energy	Electricity Victoria Hall Jul 24
DD49	£311.37	£51.89	£259.48	The Business	Fuel Jul 24
DD50	£733.06	£122.18	£610.88	E. O N	Electricity GRC Jul 24
DD26	£65.72	£3.13	£62.59	British Gas Business	Gas Town Hall 23/6 - 1/8/24
DD42	£37.74	£1.80	£35.94	British Gas Business	Electricity Workshop/Cemetery chapel 29/5 - 1/7/24 CREDIT
DD42	£65.76	£3.13	£62.63	British Gas Business	Electricity Workshop/Cemetery chapel 29/5 - 29/7/24
DD17b	£16.62	£0.79	£15.83	Edf Energy 1 Ltd	Electricity Street lighting Henhayes Jul 24
DD17c	£18.52	£0.88	£17.64	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path Jul 24
DD57	£297.48	£49.58	£247.90	British Telecom	Telephone & Broadband Aug 24
DD46	£129.60	£21.60	£108.00	Somerset Web Services Lrd	Email hosting Aug 24
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Staffology payroll software Aug 24

Date:

DD31	£8.80	£1.46	£7.34	Iris Business Software Ltd	Payroll payslip software Jul 24
DD43	£13.26		£13.26	Lloyds Bank	Bank charges Jul 24
DD33 C.Card	£180.45	£30.08	£150.37	The Battery Shop	Batteries for bowser/SID
DD9	£59.70	£9.95	£49.75	Southern Communications	Mobile phone charges Aug 24
DD31	£18.71	£3.12	£15.59	Iris Business Software Ltd	Payroll auto enrolment software Jul 24
DD52	£299.95	£49.99	£249.96	Gamma Business Communications Lt	Telephone & broadband Aug 24
O P Aug 30	£175.13		£175.13	James Hardware	Sundries
O P Aug 31	£253.00		£253.00	Adam's Locks	GRC door closer/handle replacements
O P Aug 32	£200.00		£200.00	I Made This	Art project for Awe & Wonder
O P Aug 33	£19.00	£3.17	£15.83	Wynnstay	Ride on mower parts
O P Aug 31	£18.00		£18.00	Adam's Locks	Lodge office keys
O P Aug 34	£4,212.00	£702.00	£3,510.00	Fern Garden Tree Services	Felling & removal of Cemetery cedar tree
O P Aug 34	£2,604.00	£434.00	£2,170.00	Fern Garden Tree Services	Cemetery grass cutting July 24
O P Aug 35	£600.00	£100.00	£500.00	RRABC	Bus stop consultation & plans
O P Aug 36	£49.00	£8.17	£40.83	Allen Computer Services	Ink cartridges
O P Aug 37	£182.70	£30.45	£152.25	T M Electronics (uk) Ltd	Water temperature test kit callibration
O P Aug 38	£30.50	£4.59	£25.91	Hewitt P	Expenses
O P Aug 39	£12.08		£12.08	Cross, A	Expenses
O P Aug 40	£104.00	£17.33	£86.67	Relay Electrical Services	Town hall light fitting replacement
DD60	£26.69	£1.27	£25.42	British Gas Business	Gas Lodge office 11/7 - 11/8/24
DD48	£28.68	£1.37	£27.31	British Gas Business	Electricity Lodge office 11/7 - 11/8/24
DD33 C.Card	£81.36	£13.56	£67.80	Wydale Plastics Ltd	Bowser battery charger
O P Aug 41	£750.00		£750.00	Road and Traffic Management	Town Hall parking line marking
O P Aug 42	£26.40	£4.40	£22.00	Crewkerne Horticultural	Sharpen chainsaw blades
O P Aug 42	£61.94	£10.32	£51.62	Crewkerne Horticultural	Harness for strimmer
O P Aug 43	£195.72	£32.62	£163.10	Boilerman Ltd	GRC toilet repair
O P Aug 44	£1,674.00	£279.00	£1,395.00	Fern Garden Tree Services	Cemetery grass cutting June 24
O P Aug 45	£1,428.00	£238.00	£1,190.00	Defib Warehouse	Defibrillator - funded by donation
O P Aug 46	£1,332.25		£1,332.25	Somerset Association of Local Councils	Affiliation fee - SALC/NALC 2024/25
O P Aug 47	£50.40	£8.40	£42.00	Paperchase Recycling	Cemetery general waste collection 1/7 - 28/7/24
O P Aug 48	£86.40	£14.40	£72.00	Paperchase Recycling	GRC general waste collection 6/6 - 18/7/24
O P Aug 48	£385.91	£64.32	£321.59	Ricoh Uk Ltd	Printer/photocopier rental Aug - Oct 24
O P Aug 49	£1.20	£0.20	£1.00	Sheet Anchor Evolve Ltd	Public Toilets rent 1/9/23 - 31/8/24
O P Aug 50	£105.36	£17.56	£87.80	Prism	Stationery
O P Aug 51	£59.99		£59.99	Screwfix Direct Ltd	Grounds PPE
O P Aug 52	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maintenance Sep 24
O P Aug 53	£736.92	£122.82	£614.10	Somerset Council	Dog bin bags
O P Aug 54	£140.00		£140.00	Adam's Locks	GRC cupboard door lock
O P Aug 55	£281.90		£281.90	Awe & Wonder	Awe & Wonder art event costs
O P Aug 56	£250.00		£250.00	Active Learning & Skills	Provision of outreach session Happy Valley Aug 24
O P Aug 56	£1,250.00		£1,250.00	Active Learning & Skills	Provision of summer holiday play days 27/7 & 14/8/24
O P Aug 57	£1,577.92		£1,577.92	Active Learning & Skills	Provision of youth service Aug 24
O P Aug 58	£3,981.79		£3,981.79	SCC Pension Fund	Pension Contributions Aug 24
O P Aug 59	£3,152.14		£3,152.14	HM Revenue & Customs	Tax & NI Contributions Aug 24
DD22	£8.14	£0.39	£7.75	British Gas Business	Gas Victoria Hall 17/7 - 17/8/24
DD44	£575.37		£575.37	Everfow Ltd	Water Rates Sep 24
DD59	£103.89	£4.95	£98.94	British Gas Business	GRC Gas 20/7 - 20/8/24
DD23	£213.16	£10.15	£203.01	British Gas Business	Electricity Town Hall 20/7 - 0/8/24
DD21	£160.61	£7.65	£152.96	British Gas Business	Electricity Happy Valley Floodlights 18/7 - 18/8/24
DD30	£68.86	£3.28	£65.58	British Gas Business	Electricity Public Toilets CREDIT
DD30	£98.84	£4.71	£94.13	British Gas Business	Electricity Public Toilets 19/6 - 19/8/24
	£11,751.05		£11,751.05	Salaries	Aug-24
Total	£64,225.95	£3,222.00	£61,003.95		

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

Payment Ref	Gross	Vat	Net	Payee	Description
O P Sep 1	£180.00		£180.00	Somerset Council	GRC Premises Licence 2024
O P Sep 2	£1,488.00	£248.00	£1,240.00	Fern Garden Tree Services	Cemetery grass cutting Aug 24
O P Sep 3	£175.00		£175.00	M C Commercial Cleaning	GRC Cleaning Aug 24
O P Sep 3	£985.00		£985.00	M C Commercial Cleaning	Cleaning Aug 24
O P Sep 4	£50.00		£50.00	Hutson, J	Town Council portrait
O P Sep 5	£427.15	£71.19	£355.96	Loxston Groundcare Ltd	Mower wheel replacement
DD27	£631.00		£631.00	Smartest Energy	Electricity Victoria Hall Aug 24
DD26	£48.91	£2.33	£46.58	British Gas Business	Gas Town Hall 1/8 - 1/9/24
DD42	£31.95	£1.52	£30.43	British Gas Business	Electricity Workshop/Cemetery Chapel 29/7 - 29/8/24
DD46	£129.60	£21.60	£108.00	Somerset Web Services Ltd	Email hosting Sep 24
DD13	£1,711.11		£1,711.11	Aviva Credit Services UK Ltd	Insurance Sep 24
DD51	£649.00		£649.00	Somerset Council	Rates GRC Sep 24
DD2	£1,360.00		£1,360.00	Somerset Council	Rates Town Hall/Victoria Hall Sep 24
DD55	£511.00		£511.00	Somerset Council	Rates Lodge office Sep 24
DD20	£309.00		£309.00	Somerset Council	Rates Workshop/Cemetery Chapel Sep 24
DD17b	£16.62	£0.79	£15.83	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 1 - 31/8/24
DD17c	£18.52	£0.88	£17.64	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 1 - 31/8/24
O P Sep 6	£1,800.00		£1,800.00	Rachel Akerman	Bincombe Beeches leaflets & Interpretation board
O P Sep 7	£336.00	£56.00	£280.00	The Play Inspection Company Ltd	Playground annual inspection
O P Sep 8	£51.97		£51.97	James Hardware	Sundries
O P Sep 9	£295.00		£295.00	Fire Risk Assessors South West	Town Hall fire risk assessment
O P Sep 10	£392.15		£392.15	Awe & Wonder	Art project costs Aug 24
O P Sep 11	£140.00		£140.00	We Clean Windows Ltd	GRC window cleaning
O P Sep 12	£1,638.00	£273.00	£1,365.00	PKF Littlejohn LLP	External audit fees 2023/24
O P Sep 13	£64.07	£10.68	£53.39	Wynnstay	Grounds PPE
O P Sep 14	£5,697.50		£5,697.50	Gales Building Conservation	Grounds chapel workshop replastering
O P Sep 15	£100.00		£100.00	DJK Graphics	Crewkerne retailers board artwork update
O P Sep 16	£13.87		£13.87	Hewitt P	Expenses
O P Sep 17	£37.56	£4.13	£33.43	Samuel, A	Expenses
DD57	£719.16	£119.86	£599.30	British Telecom	Telephone & broadband GRC/Lodge office 22/8 - 30/9/24
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Payroll software Aug 24
DD50	£709.08	£118.18	£590.90	E. O N	Electricity GRC Aug 24
DD43	£12.72		£12.72	Lloyds Bank	Bank charges Aug 24
DD6	£148.56	£24.76	£123.80	Phs Group Plc	Town Hall sanitary disposal 13/10/24 - 12/4/25
DD6a	£742.80	£123.80	£619.00	Phs Group Plc	GRC sanitary disposal 13/10/24 - 12/4/25
DD6b	£424.57	£70.76	£353.81	Phs Group Plc	Public toilets sanitary/sharps disposal 13/10/24 - 12/4/25
DD49	£290.09	£48.34	£241.75	The Business	Fuel Aug 24
DD48	£30.15	£1.44	£28.71	British Gas Business	Electricity Lodge office 11/8 - 11/9/24
DD9	£62.10	£10.35	£51.75	Southern Communications	Mobile phone charges Sep 24
DD33 C.Card	£67.96	£11.34	£56.62	Amazon Marketplace	Fairy lights
DD33 C.Card	£19.22	£3.21	£16.01	Amazon Marketplace	Stationery
DD33 C.Card	£16.47	£2.76	£13.71	Amazon Marketplace	Radar keys
DD33 C.Card	£78.20	£13.04	£65.16	Amazon Marketplace	Brooms for GRC
DD44	£595.94		£595.94	Everfow Ltd	Water rates Oct 24
DD60	£34.88	£1.66	£33.22	British Gas Business	Gas Lodge office 11/8 - 11/9/24
O P Sep 18	£24.20	£0.99	£23.21	Sheehan, Katharine	Travel expenses
O P Sep 19	£36.00		£36.00	Adam's Locks	Town Hall keys
O P Sep 20	£206.39	£34.40	£171.99	Danny Wilkins Ltd	Neighbourhood plan website
O P Sep 21	£662.40	£110.40	£552.00	CIA Fire & Security Ltd	Tennis courts security gates maintenance
O P Sep 22	£215.40	£35.90	£179.50	Sovereign Fire & Security	GRC Fire/Intruder /CCTV maintenance Oct 24
O P Sep 23	£198.64	£33.11	£165.53	Churches Fire Security Ltd (Formerly I	Workshop alarm maintenance
O P Sep 24	£759.60	£126.60	£633.00	Dantek Environmental Services (UK) L	Water hygiene monitoring
DD22	£8.14	£0.39	£7.75	British Gas Business	Gas Victoria Hall 17/8 - 17/9/24
	£11,639.51		£11,639.51	Salaries	Sep-24

Total	£37,011.76	£1,585.01	£35,426.75		

	CREWKERNE TOWN COUNCIL		
	BANK RECONCILIATION AS AT 31/07/2024		
	Cash in Hand 01/04/2024		£382,829.46
	ADD		
	Receipts 01/04/2024 - 31/07/2024		£693,033.40
	SUBTRACT		
	Payments 01/04/2024 - 31/07/2024		£265,243.19
A	CASH IN HAND 31/07/24		£810,619.67
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31st July 2024		
	LLOYDS - Business Call Account	£648,169.47	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
			£810,619.67
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
	ADJUSTED BANK BALANCE		£810,619.67
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 31/08/2024			
A	Cash in Hand 01/04/2024		£382,829.46
	ADD		
	Receipts 01/04/2024 - 31/08/2024		£710,461.54
	SUBTRACT		
	Payments 01/04/2024 - 31/08/2024		£314,444.26
A	CASH IN HAND 31/08/24 (per Cash Book)		£778,846.74
B	Cash in Hand per Bank Statements 31st August 2024		
	LLOYDS - Business Call Account	£616,396.54	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
	Less unpresented cheques		£778,846.74
			£0.00
B	Plus unpresented receipts		
	ADJUSTED BANK BALANCE		£778,846.74
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

A	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/07/2024		
	Cash in Hand 01/04/2024		£197.17
	ADD		
	Receipts 01/04/2024 - 31/07/2024		£4,766.53
	SUBTRACT		
	Payments 01/04/2024 - 31/07/2024		£80.00
	CASH IN HAND 31/07/2024		£4,883.70
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31st July 2024		
	LLOYDS - Instant Access Account	£3,156.33	
	LLOYDS - Current Account	£1,727.37	
	Less unpresented cheques		£4,883.70
	Plus unpresented receipts		£0.00
	ADJUSTED BANK BALANCE		£4,883.70
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

A	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/08/2024		
	Cash in Hand 01/04/2024		£197.17
	ADD		
	Receipts 01/04/2024 - 31/08/2024		£5,377.41
	SUBTRACT		
	Payments 01/04/2024 - 31/08/2024		£100.00
	CASH IN HAND 31/08/2024		£5,474.58
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31st August 2024		
	LLOYDS - Instant Access Account	£3,369.08	
	LLOYDS - Current Account	£2,105.50	
	Less unpresented cheques		£5,474.58
	Plus unpresented receipts		£0.00
	ADJUSTED BANK BALANCE		£5,474.58
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

CREWKERNE TOWN COUNCIL

<https://www.crewkerne-tc.gov.uk/> **ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

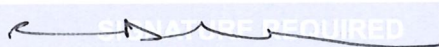
22/11/2023

23/05/2024

DD/MM/YYYY

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

23/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CREWKERNE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2024

and recorded as minute reference:

023/2425 Fi

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

ENTER PUBLIC ADDRESS <https://www.crewkerne-tc.gov.uk> PAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

CREWKERNE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	289,899	315,952	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	466,525	527,656	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	109,976	101,693	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	219,415	238,525	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	331,032	350,977	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	315,952	355,800	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	353,547	382,829	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,909,581	6,936,876	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 24/06/2024

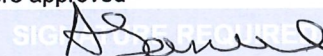
I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2024

as recorded in minute reference:

023/2425 f.v.

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Crewkerne Town Council-SO0089

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

04/09/2024

Report subject	Market Square planter: to consider a request from Crewkerne in Bloom to locate a planter outside Town Hall.
Committee name	Full Council
Meeting date	30 th September 2024
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

1.1 To consider a request from Crewkerne in Bloom to install a planter on the apron in front of Town Hall.

2. Background information

2.1 Crewkerne in Bloom would like to locate a new tiered planter outside Town Hall.

2.2 The planter is intended to replace the bike currently located at the front of Town Hall (see picture).

3. Detailed consideration

3.1 Crewkerne in Bloom have suggested one of two types of tiered planters (see below), which they would plant with mainly perennial plants and a few annuals for extra colour. This would enhance all the baskets on the buildings around the Square.

3.2 The Operations Manager and Deputy Clerk have been consulted and both have raised concerns about the space and access arrangements for the weekly market, which has just received confirmation of continuation past the original trial period. The planter would also cause issues for the charter fair and Christmas events, although as these are less frequent the planter could be moved.



4. Financial implications

4.1 N/A.

5. Equalities considerations

5.1 N/A

6. Council Action Plan objectives supported

6.1 N/A

7. Recommendation

7.1. It is recommended that the Council **CONSIDERS** whether to go ahead with this proposal.

Report subject	To consider requests for improved 'Crewkerne' signage.
Committee name	Full Council
Meeting date	30 th September 2024
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

1.1 To consider requests for improvements to the town entry signage.

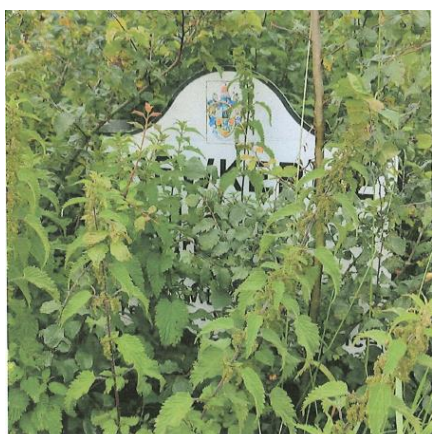
2. Background information

2.1 Representatives of the town's business group have forwarded suggestions for improving signage on the entry to the town.

3. Detailed consideration

3.1 The business group has asked the Town Council to give consideration to improving the six entry signs to the town.

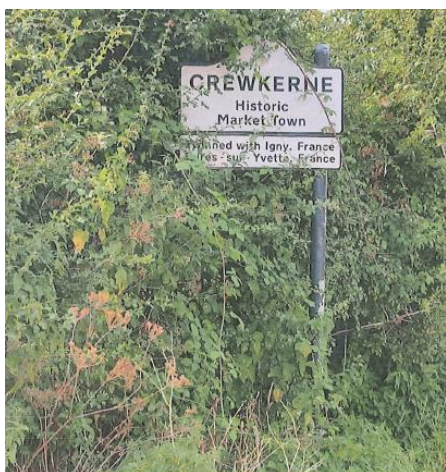
3.2 The current entry signs are pictured below:



A30 Roundham



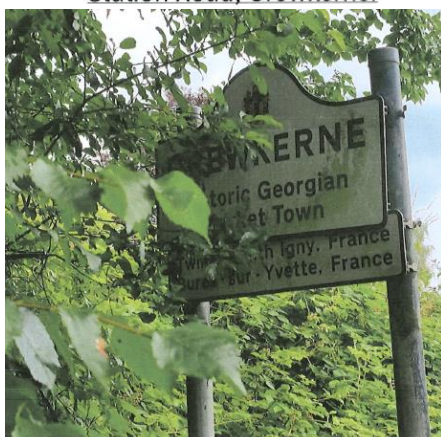
A30 Crewkerne Hill



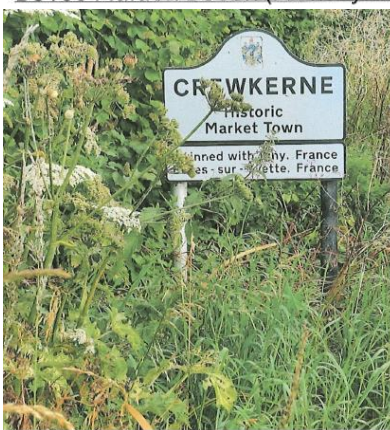
Station Road, Crewkerne.



B3165 Maiden Beech (From Lyme Regis)



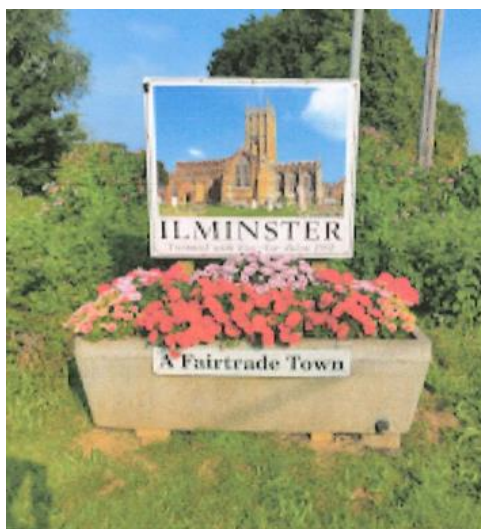
A356 Broadshard (Approach road from A303)



Merriott Road

3.3 Suggestions for improvement include the signage at Somerton or Ilminster:





3.4 It should be noted that it is unlikely that all of the verges currently used for signs would be wide enough either for a planter, or for volunteers or staff to safely maintain them.

3.5 Somerset Council has said:

- This type of Highway signing is not regarded as statutory highway signage and as such, Somerset Council has no available funds in the Highway budget to erect new or repair existing signs of this nature.
- We have no objection to this type of signage on the highway and we would be happy to commission this work, but we would expect Crewkerne Town Council to fund these works.
- By regulation, all signs placed on the Highway must meet a specification laid out in The Traffic Signs Regulations and General Directions (TSRGD – Schedule 7 P2402.1). Costs vary considerably, depending on sign design and size, and the number of posts require.
- If the Town Council wish to install new signage, local council members will need to identify suitable locations. A wide verge is required, in addition to the width of the signage, with a vegetation growth buffer zone, we must be able to achieve lateral clearance of at least 450mm to the edge closest to the highway.
- If locations can be identified, the town council will need to provide the design of any desired crests they wish to display on the sign. Somerset Council will charge for the supply, installation and fixing of the associated signage.
- Please note, at present I would not be able to provide you with a programme date or estimated timeline for delivery. We currently have a large backlog of orders which we are progressing, whereby, safety defects and schemes which are implementing highway safety improvements are prioritised. It is possible that this would not be delivered until the end of the current financial year/beginning of the next financial year. The town council can instruct an accredited contractor to undertake the works, once the scheme has been agreed by myself, as long as they hold the correct accreditations and licences.

4. Financial implications

4.1 This work would be at cost to Crewkerne Town Council. It is not in the 24/25 budget but could be included in the 25/26 budget, should Council wish to proceed.

4.2 It is suggested that in the first instance Council resolves to fund the clearance of the signage and verges, as well as have the broken signs fixed through the Somerset Council Enhanced Routine Maintenance pilot scheme, and authorise the Deputy Clerk to progress this.

4.3 Cost of sign design and manufacture depends on size. As a guide, Somerset Council has said a 2m x 1m sign would cost approx. £200. Installation costs are as yet unknown.

5. Equalities considerations

5.1 N/A.

6. Council Action Plan objectives supported

6.1 N/A.

7. Recommendation

7.1. It is recommended that the Council:

- a) Delegates authority to the Deputy Clerk to organise clearance, cleaning and maintenance works to the existing signs under the EHM pilot.
- b) Considers whether to make arrangements to have larger/alternative signage erected, and if so, to identify councillors to lead on proposed design/location/size proposals to bring back to Full Council.