

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 27<sup>th</sup> April 2026**, 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: [Crewkerne Town Council - YouTube](#)
- 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](#))
- 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-2025.pdf](#))

Gemma Hughes PSLCC, Town Clerk (signed on original)  
21 April 2026

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# Agenda

- 155/2526**      **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.
- 156/2526**      **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.
- 157/2526**      **To approve the minutes of the Town Council meeting held on 23<sup>rd</sup> March 2026.**
- 158/2526**      **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.

- 159/2526**      **Co-option:** to co-opt to the vacant position on Crewkerne Town Council.
- 160/2526**      **To receive reports from:**  
a) Somerset Council.  
b) Crewkerne & Ilminster Local Community Network.  
c) Crewkerne Neighbourhood Policing Team.
- 161/2526**      **Clerk's progress report:** to receive a verbal update report (for information only).
- 162/2526**      **Finance & Procedure:**  
a) To approve the accounts for payment for March 2026 as listed.  
b) To report the bank reconciliation for March 2026 has been completed.  
c) To note the monthly accounts for the War Memorial Commemoration Trust have been checked.  
d) To receive Q4 income and expenditure summary  
e) To note the quarterly investment performance report
- 163/2526**      **Planning:** to consider applications requiring comment before the next Planning and Highways Committee meeting:  
**26/000676/HOU 1 Bushfield Road Crewkerne Somerset TA18 8HL**  
To remove existing lean-to roof, conservatory, garage, shower room and shed and erect new single storey side and rear extension
- 164/2526**      **Records Management Policy and Retention Schedule:** To review and approve the Council's Records Management Policy and Document Retention Schedule.
- 165/2526**      **Data Protection Compliance:**  
a) To consider and adopt a GDPR and Data protection compliance review process  
b) To approve the Council's Record of Processing Activities (data map).
- 166/2526**      **Internal Auditor:** To consider and confirm the appointment of the Internal Auditor for the 2026/27 financial year, and to note satisfaction with independence and value for money.
- 167/2526**      **Council Action Plan:** To note the updated plan
- 168/2526**      **Henhayes Recreation Ground:** To consider a proposal for a sauna
- 169/2526**      **Henhayes Playground:** To review quotations for a replacement rope bridge
- 170/2526**      **IT contract:** To consider quotations
- 171/2526**      **Local Information Centre:** To note the footfall for 2025/26
- 172/2526**      **GRC premises licence:** To approve the submission of the draft variation application
- 173/2526**      **To receive the following minutes:**  
a) Reports from Town Council representatives to outside bodies  
b) Joint Burial Committee: 3 February 2026
- 174/2526**      **To receive Matters of Report** (verbal reports for information only).
- 175/2526**      **Next meeting:** Monday 18<sup>th</sup> May 2026, 18.45, Council Chamber, Town Hall.

**ACCOUNTS FOR PAYMENT - 31st March 2026**

Checked by:.....

Date: .....

Payment Ref	Gross	Vat	Net	Payee	Description
OP Mar 01	£360.01	£60.00	£300.01	Ricoh UK Ltd	Printer Rental - Feb-Apr and Printing charges
OP Mar 02	£1,297.78	£216.30	£1,081.48	Churches Fire Security Ltd	Replacement Alarm Panel - Chapel Workshop
DD48	£39.65	£1.89	£37.76	British Gas Business	Electricity Lodge Office - 11/02-11/02/26
OP Mar 03	£60.00	£0.00	£60.00	Somerset Association of Local Councils	Training Course (Ess Clerk Pt1 - 09/01/26)
OP Mar 03	£60.00	£0.00	£60.00	Somerset Association of Local Councils	Training Course (Ess Clerk Pt2 - 16/01/26 )
DD22	£8.88	£0.42	£8.46	British Gas Business	Victoria Hall - Gas - 17/01-17/02/26
DD59	£532.81	£88.80	£444.01	British Gas Business	GRC - Gas - 18/12/25-17/02/26
DD13	£1,853.23	£0.00	£1,853.23	Aviva Credit Services UK Ltd	Insurance - Mar 26
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Staffology Payroll
DD49	£145.89	£24.32	£121.57	The Business - T/A Radius UK Fuels Ltd	Fuel Charges - Feb 26
OP Mar 04	£33.48	£5.58	£27.90	Zonkey Solutions Ltd	Domain renewal (Discovercrewkerne.co.uk/org.uk) 26-27
OP Mar 04	£31.14	£5.19	£25.95	Zonkey Solutions Ltd	Domain renewal (Discovercrewkerne.com) 26-27
DD46	£168.00	£28.00	£140.00	Somerset Web Services Ltd	Email Hosting - March 2026
OP Mar 05	£40.00	£0.00	£40.00	Somerset Association of Local Councils	Training Course (TC - Income - 23.01.26)
OP Mar 05	£25.00	£0.00	£25.00	Somerset Association of Local Councils	Training Course (Councillor - AGAR A10 - 02.02.26)
OP Mar 06	£238.80	£39.80	£199.00	Sovereign Fire & Security	GRC - Access Control System call out
OP Mar 06	£41.94	£6.99	£34.95	Sovereign Fire & Security	Lodge - Replacement batteries & Maintenance (05/02/26)
OP Mar 07	£3,951.46	£0.00	£3,951.46	H M Revenue & Customs	Tax & NI Contributions - Feb 26
OP Mar 08	£4,554.39	£0.00	£4,554.39	SCC Pension Fund	Pension Contributions - Feb 26
DD21	£66.75	£3.18	£63.57	British Gas Business	Streetlights & Floodlights Happy Valley - 22/01-23/02/26
DD30	£373.40	£17.78	£355.62	British Gas Business	Electricity Public Toilets 20/12/25-18/02/26
DD26	£420.70	£70.12	£350.58	British Gas Business	Town Hall Gas. Pd: 27/01-24/02/26
DD23	£277.74	£13.23	£264.51	British Gas Business	Town Hall. Electricity - 20/01-20/02/26
160326	£1,222.52	£203.75	£1,018.77	MKM Building Supplies	Wall Coverings - GRC
OP Mar 10	£3,186.14	£531.02	£2,655.12	Somerset Council	Collection & disposal of street cleaning waste 01/10-31/03/26
OP Mar 11	£140.00	£0.00	£140.00	We Clean Windows Ltd	GRC Window Cleaning - Mar 26
OP Mar 12	£11.22	£0.00	£11.22	S Syeda Bowen	Expenses Reimbursement
OP Mar 13	£78.00	£13.00	£65.00	Wynnstay	Grounds PPE - Wellington Boots
OP Mar 14	£1,288.00	£0.00	£1,288.00	M C Commercial Cleaning	Cleaning (Town Hall/Vic Hall/P Toilets) - February 2026
OP Mar 14	£250.00	£0.00	£250.00	M C Commercial Cleaning	GRC Cleaning - February 2026
DD42	£34.39	£1.63	£32.76	British Gas Business	Electricity - Cemetery Workshop/Chapel: 29/12/25-25/02/26
DD33 C.Card (Mar St)	-£3.03	-£0.51	-£2.52	Shein Distribution UK Ltd	Refund of item returned
DD33 C.Card (Mar St)	£9.85	£1.64	£8.21	Lidl	Civic Event Refreshments
DD33 C.Card (Mar St)	£63.47	£10.58	£52.89	Amazon Marketplace	Office Stationery
DD33 C.Card (Mar St)	£17.96	£2.99	£14.97	Mailchimp	Digital Newsletter - Feb 26
DD33 C.Card (Mar St)	£53.55	£0.00	£53.55	Amazon Marketplace	Staff ID Badges
DD33 C.Card (Mar St)	£38.96	£7.32	£31.64	Amazon Marketplace	Office Stationery
DD33 C.Card (Mar St)	£27.54	£4.59	£22.95	Intermedical (UK) Ltd T/A Defib Supplies	2 x IPAD AED Starter Kits for Defib
DD33 C.Card (Mar St)	£40.00	£0.00	£40.00	Lloyds Bank	Credit Card Annual Charge
DD57	£269.75	£44.96	£224.79	British Telecom	Telephone & Broadband - Lodge Office/GRC - Mar 26
DD27	£788.67	£37.56	£751.11	E. O N	Electricity - Victoria Hall - Feb 26
DD46	£72.00	£12.00	£60.00	Somerset Web Services Ltd	Domain Renewal - crewkerne-tc.gov.uk
DD9	£88.78	£14.80	£73.98	Southern Communications	Mobile Phone Charges - Mar 26
DD50	£839.96	£139.99	£699.97	British Gas Business	Electricity - GRC - 01/02 - 28/02/26
DD17b	£37.71	£1.80	£35.91	Edf Energy 1 Ltd	Electricity Street Lighting Henhayes Feb 26
DD17c	£37.71	£1.80	£35.91	Edf Energy 1 Ltd	Electricity - Middle Path - Feb 26
DD17a	£38.48	£1.83	£36.65	Edf Energy 1 Ltd	Happy Valley Streetlighting - Feb 26
DD8	£47.00	£0.00	£47.00	Information Commissioners Office	Data Protection registration fee
DD52	£342.46	£57.08	£285.38	Gamma Business Communications Ltd	Telephone and Broadband - Feb 26
DD44	£648.51	£0.00	£648.51	Everflow Ltd	Water Rates - April 26
OP Mar 15	£99.41	£0.00	£99.41	James Hardware	Consumables
OP Mar 16	£600.00	£0.00	£600.00	Adam's Locks	GRC - Lock repair and replacement
OP Mar 17	£90.00	£0.00	£90.00	Country Memorials	Refund Payment
OP Mar 18	£884.77	£147.46	£737.31	Seated Furniture Ltd T/A Costcutters	2 x Composite Benches
OP Mar 19	£28.80	£0.00	£28.80	Samuel, A	Expenses Reimbursement
OP Mar 20	£1,092.00	£182.00	£910.00	Gales Building Conservation	Repairs to Footways at Town Hall
OP Mar 21	£144.00	£24.00	£120.00	Paperchase Recycling	GRC / Cemetery Waste Collection 02/02/2026
OP Mar 22	£153.98	£11.66	£142.32	Crewkerne Horticultural	Grounds PPE - Gloves & Helmets
DD43	£11.31	£0.00	£11.31	Lloyds Bank	Bank Charges - 10/01/26-09/02/26
OP Mar 23	£185.87	£30.98	£154.89	Yarcombe Woodland Products	Cemetery - Timber, Postmix, Post Saver
OP Mar 24	£20.00	£0.00	£20.00	Society of Local Council Clerks	Membership Fee - Town Clerk
OP Mar 25	£169.34	£28.22	£141.12	Bradforbs	Cemetery - Postcrete, Rock Salt and Fencing Pin
OP Mar 26	£319.00	£53.17	£265.83	Drapes Direct	Replacement Vertical Blind - Town Hall
OP Mar 27	£781.50	£130.25	£651.25	Dantek Environmental Services (UK) Ltd	Quarterly water hygiene monitoring
OP Mar 28	£283.96	£25.00	£258.96	Screwfix Direct Ltd	Grounds PPE (Chainsaw)
OP Mar 29	£259.00	£0.00	£259.00	Medstone (Ian Thomas)	Young Crewkernian Board
OP Mar 30	£349.66	£38.11	£311.55	The Business Supplies Group	Postage stamps, kitchen roll and toilet roll
DD48	£33.90	£1.61	£32.29	British Gas Business	Electricity Lodge Office - 11/02-11/03/26

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

**ACCOUNTS FOR PAYMENT - 31st March 2026**

Checked by:.....

Date: .....

DD60	£277.07	£13.19	£263.88	British Gas Business	Gas Lodge Office 19/02-11/03/26
DD59	£595.27	£99.21	£496.06	British Gas Business	GRC - Gas - 17/02/26 - 16/03/26
DD22	£8.02	£0.38	£7.64	British Gas Business	Victoria Hall - Gas - 17/02-17/03/26
	<b>£14,239.38</b>		<b>£14,239.38</b>	<b>Salaries - March 2026</b>	

**£44,898.49    £2,458.27    £42,440.22**

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

<b>CREWKERNE TOWN COUNCIL</b>			
<b>BANK RECONCILIATION AS AT 31/03/2026</b>			
	Cash in Hand 01/04/2025		£451,622.97
	ADD		
	Receipts 01/04/2025 - 31/03/2026		£802,033.29
	SUBTRACT		
	Payments 01/04/2025 - 31/03/2026		£664,211.54
<b>A</b>	<b>CASH IN HAND 31/03/2026</b>		£589,444.72
	(per Cash Book)		
	Cash in Hand per Bank Statements 31/03/2026		
	LLOYDS - Business Call Account	£348,068.74	
	LLOYDS - Current Account	£50,200.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£589,444.72
	<b>Less</b> unpresented cheques		
			£0.00
	<b>Plus</b> unpresented receipts		
<b>B</b>	<b>ADJUSTED BANK BALANCE</b>		£589,444.72
	<b>A = B Checks out OK</b>		
	<b>Town Clerk:</b> .....		
	<b>Date:</b> .....		
	<b>Checked by:</b> .....		
	<b>Date:</b> .....		

<b>CREWKERNE TOWN COUNCIL WAR MEMORIAL          COMMEMORATION TRUST RECREATION GROUND          BANK RECONCILIATION AS AT 31/03/2026</b>			
	Cash in Hand 01/04/2025		£2,079.23
	ADD		
	Receipts 01/04/2025 - 31/03/2026		£6,070.55
	SUBTRACT		
	Payments 01/04/2025 - 31/03/2026		£102.00
<b>A</b>	<b>CASH IN HAND 31/03/2026</b>		<b>£8,047.78</b>
	(per Cash Book)		
	Cash in Hand per Bank Statements 31/03/2026		
	LLOYDS - Instant Access Account	£3,775.94	
	LLOYDS - Current Account	£4,271.84	
			£8,047.78
	<b>Less</b> unpresented cheques		
			£0.00
	<b>Plus</b> unpresented receipts		
<b>B</b>	<b>ADJUSTED BANK BALANCE</b>		<b>£8,047.78</b>
	<b>A = B Checks out OK</b>		
	Town Clerk: .....		
	Date: .....		
	Checked by: .....		
	Date: .....		

**Quarterly Report: 4th Quarter 2025/26  
Overall Summary**

	Actual 2024/25			Budget 2025/26			Income/Expend to date 30/03/2026			Yr. End Forecast 2025/26			Net expenditure comparison of year end f'cast to budget	Prime reason(s) for variance	ER Used	% +/-	
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net					
<b>Staff Costs</b>	236621	0	236621	295601	0	295601	262572	0	262572	300037	0	300037	4400	Overspend to be taken from ER		1%	
<b>Admin and bank interest/charges</b>	61464	9184	52280	74270	4500	69770	65891	12067	53824	63080	10000	53080	-16700	Bank interest more than expected		-24%	
<b>Town Hall &amp; Victoria Hall</b>	66362	11998	54364	50945	10545	40400	50563	18533	32030	50806	14718	36088	-4300	Cash Access licence fee		-11%	
<b>Grounds Maintenance &amp; Open Spaces</b>	138860	11656	127204	85762	7078	78684	58883	20497	38386	55638	11179	44459	-34200	Henhayes Car park income more than expected		-43%	
<b>War Memorial Grounds</b>	4926	5662	-737	6900	4903	1997	7367	0	7367	7391	4303	3088	1100			55%	
<b>Cemetery</b>	53269	27950	25319	42,302	26,627	15675	38759	31817	6942	38759	31817	6942	-8700	Income lower than expected so far		-56%	
<b>Aqua Centre</b>	0	1000	-1000	500	1000	-500	311	750	-439	311	1000	-689	-200			40%	
<b>George Reynolds Centre</b>	49066	22217	26850	49231	0	49231	42446	21977	20469	42446	22000	20446	-28800			-58%	
<b>Grants</b>	10279	0	10279	15000	0	15000	13627	0	13627	13627	0	13627	-1400			-9%	
<b>Youth service</b>	20449	0	20449	24495	0	24495	15154	0	15154	15154	0	15154	-9300			-38%	
<b>Public toilets</b>	14697	334	14363	19000	0	19000	18344	0	18344	18334	0	18334	-700			-4%	
<b>Projects</b>	17911	11248	6663	38500	0	38500	5906	1954	3952	5906	1940	3966	-34500			-90%	
<b>Events</b>	22107	10043	12064	19990	4340	15650	15755	5248	10508	15755	4030	11725	-3900			-25%	
<b>TOTAL</b>	<b>696011</b>	<b>111292</b>	<b>584719</b>	<b>722496</b>	<b>58993</b>	<b>663503</b>	<b>595577</b>	<b>112842</b>	<b>482735</b>	<b>627244</b>	<b>100987</b>	<b>526257</b>	<b>-137200</b>			0	-21%

Within or On Budget	
Over Budget but fully covered by Earmarked Reserves	
Over Budget by < 10% or over budget and partly covered by Earmarked Reserves	
Over budget by > 10%	

CCLA

Account Number: PS1008574-001

Nominated Bank Account: Lloyds Bank: 50-01-75 / 01052739

Fund Name: Public Sector Deposit Fund SC4 - Public Sector.  
GB00B3LDFH01

Holdings Date	Balance	Interest Paid	Date Interest Received
31/01/2026	£100,000.00	£322.64	03/02/2026
28/02/2026	£100,000.00	£288.73	03/03/2026
31/03/2026	£100,000.00	£317.97	02/04/2026



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CCLA

Account Number: PS1008574-001

Nominated Bank Account: Lloyds Bank: 50-01-75 / 01052739

Fund Name: Public Sector Deposit Fund SC4 - Public Sector.  
GB00B3LDFH01

Holdings Date	Balance	Interest Paid	Date Interest Received
31/03/2025	£100,000.00	£382.18	02/04/2025
30/04/2025	£100,000.00	£366.77	02/05/2025
31/05/2025	£100,000.00	£367.88	03/06/2025
30/06/2025	£100,000.00	£351.46	02/07/2025
31/07/2025	£100,000.00	£359.04	04/08/2025
31/08/2025	£100,000.00	£348.41	02/09/2025
30/09/2025	£100,000.00	£330.82	02/10/2025
31/10/2025	£100,000.00	£340.29	04/11/2025
30/11/2025	£100,000.00	£327.20	02/12/2025
31/12/2025	£100,000.00	£331.70	05/01/2026
31/01/2026	£100,000.00	£322.64	03/02/2026
28/02/2026	£100,000.00	£288.73	03/03/2026
31/03/2026	£100,000.00	£317.97	02/04/2026



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# The Public Sector Deposit Fund

## Fund fact sheet – 28 February 2025

### Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

### Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

### Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

### Sustainability approach

We believe that the primary role of sustainable investment is to drive positive change and this is best achieved by pushing companies to do more to address the major challenges facing us today. The fund is managed in line with our sustainability approach for cash funds available at: [www.ccla.co.uk/about-us/policies-and-reports/policies/sustainability-approach-cash-funds](http://www.ccla.co.uk/about-us/policies-and-reports/policies/sustainability-approach-cash-funds).

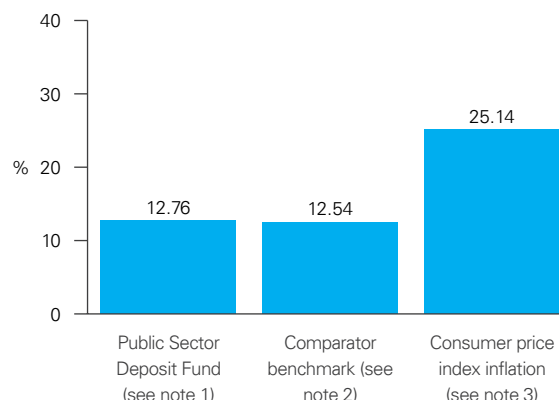
The FCA has introduced sustainable investment labels to help investors find products that have a specific sustainability goal. This product does not have a UK sustainable investment label because it does not have a sustainability goal.

Read our summary of SDR, the investment labels and our overall approach at: [www.ccla.co.uk/sustainability](http://www.ccla.co.uk/sustainability). Fund-level information can be found at: [www.ccla.co.uk/funds/public-sector-deposit-fund](http://www.ccla.co.uk/funds/public-sector-deposit-fund).

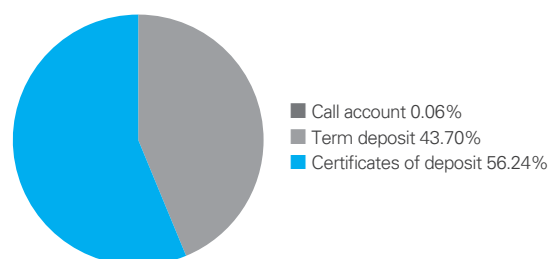
### Share class 4 yield as at 28 February 2025

**4.54%**

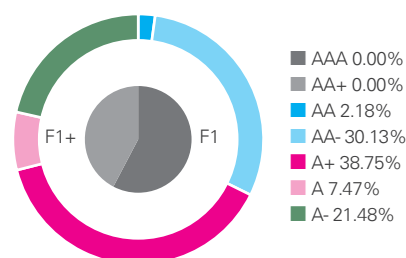
### 5 years performance



### Asset type (%)



### Credit rating (%) see note 4



### Top 10 counterparty exposures (%)

9.96%	HM Treasury
9.96%	Landesbank Baden-Wuerttemberg
9.96%	National Bank of Canada
9.96%	Yorkshire Building Society
3.86%	DBS Bank Limited
3.21%	BNP Paribas
3.11%	Citibank N.A.
3.11%	SMBC Bank International plc
3.11%	Toronto Dominion Bank (The)
2.80%	Canadian Imperial Bank of Commerce

### Top 10 country exposures (%)

29.01%	UK
18.67%	Canada
11.30%	France
11.20%	Japan
10.89%	Germany
5.73%	Singapore
3.11%	United States
2.80%	Finland
2.24%	Switzerland
2.18%	Netherlands

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

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## Income

Average yield over the month	4.57%
Yield at the month-end shown	4.54%

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## Total return performance by year

12 months to 28 February	2021	2022	2023	2024	2025
The Public Sector Deposit Fund	+0.20%	+0.07%	+1.88%	+5.01%	+5.12%
Comparator benchmark	-0.04%	+0.10%	+1.96%	+4.99%	+5.09%
Relative (difference)	+0.24%	-0.03%	-0.08%	+0.02%	+0.03%

## Annualised total return performance

Performance to 28 February	1 year	3 years	5 years
The Public Sector Deposit Fund	+5.12%	+3.99%	+2.43%
Comparator benchmark	+5.09%	+4.00%	+2.39%
Relative (difference)	+0.03%	-0.01%	+0.04%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

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## Market update

On 6th February, the Monetary Policy Committee (MPC) reduced the Official Bank Rate by 0.25% to 4.5% with two members of the committee voting for a 0.5% cut. The reduction was largely expected however the switch in terminology from “gradual and careful” to “cautious and gradual” with respect to further cuts indicates that the MPC may be willing to slow the pace of cuts throughout the year.

The latest data releases were mixed for the MPC with CPI inflation in January increasing to 3.0%, higher than the Bank estimated, although the increase in itself wasn't a shock with the Bank currently estimating that CPI will remain above target until 2027. Core inflation (3.7%) and services inflation (5.0%) remain high and are forecast to increase through summer. In contrast, there was a positive surprise on UK GDP which is estimated to have grown 0.4% in December and 0.9% throughout 2024 relieving any imminent fears of a recession. The MPC meets in the latter half of March with the expectation that they will hold rates steady at 4.5%. The vote split will, however, provide insight into whether the MPC are willing to change their strategy on the pace of rate cuts

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## Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,609m
Fitch money-market fund rating	AAAmf
Weighted average maturity	43.22
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.10% (currently reduced to 0.08%) (see note 6)

## Please Contact

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge (including portfolio transaction costs).

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).**

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## Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

## Key Investor Information

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

## The Public Sector Deposit Fund

**A sub-fund of CCLA Public Sector Investment Fund. Income Class 4 (ISIN: GB00B3LDFH01)**  
**This fund is managed by CCLA Investment Management Limited (the ACD).**

### Objectives and Investment Policy

The fund aims to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The fund only invests in sterling denominated investments and deposits. The principal investments comprise certificates of deposit, call accounts and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (UK MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase. The weighted average life of the fund's investments will not exceed 120 days.

The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments seeking to achieve the fund's investment objective.

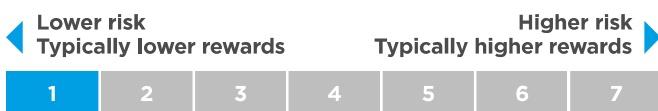
This product does not have a UK sustainable investment label. Sustainable investment labels help investors find products that have a specific sustainability goal. The fund does not use a sustainable investment label because it does not have a sustainability goal. However, the fund is managed in line with CCLA's sustainability approach for cash funds available on our website, [www.ccla.co.uk/about-us/policies-and-reports/policies/our-sustainability-approach-cash-funds](http://www.ccla.co.uk/about-us/policies-and-reports/policies/our-sustainability-approach-cash-funds). This includes targeted engagement with counterparties on issues including – but not limited to – climate change and human rights. When significant concerns about their governance, or wider social and/or environmental impact are identified, counterparties' eligibility for use by the fund is suspended.

#### Additional Information:

You can buy or sell shares daily (on each business day of the fund).

Income shares are available for investment. Income shares distribute available income monthly.

### Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. The fund targets investments with low volatility and aims to maintain a constant net asset value. This means the risk of losing your money is small, but the chance of making gains is also limited.

**Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.**

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the UK MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

**The value of the fund's shares is not guaranteed and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.**

The risk and reward rating does not cover the following additional risks:

- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- **Credit risk** – The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.
- **Counterparty risk** – The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- **Operational risk** – Operational processes, including those related to the safekeeping of assets, may fail. Risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.

Please refer to the prospectus for full details about the risks associated with this fund.

## Charges for this Fund

The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

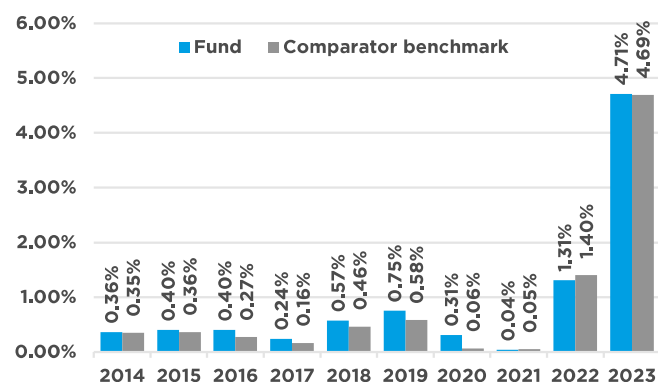
The **ongoing charges** figure is based on the annual management charge. The annual management charge is currently 0.08% (having been reduced from 0.10% until further notice) and is inclusive of all other ongoing charges. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the fund's prospectus.

One-off charges taken before or after you invest	
Entry charge	0.00%
Exit charge	0.00%
Charges taken from the fund over a year	
Ongoing charges (currently)	0.08%
Charges taken from the fund under specific conditions	
Performance fee	None

## Past Performance



The fund launched on 25 May 2011. This share class started to issue shares on the 25 May 2011.

Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator benchmark: Sterling Overnight Index Average (SONIA). Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

## Practical Information

### Depository

HSBC Bank plc, 8 Canada Square, London E14 5HQ.

### Documents and share prices

Copies of the prospectus and the latest annual/half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at [www.ccla.co.uk](http://www.ccla.co.uk) or alternatively call our client services team on **0800 022 3505**. The shares are not listed on any stock exchange.

### Share classes

More share classes are available for the fund. For further details refer to the fund's prospectus.

This document is prepared for income class 4. Income class 4 is also representative of income class 3, therefore a separate key investor information has not been prepared for income class 3. Income class 3 is available for investment.

### Segregated liability

CCLA Public Sector Investment Fund is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

### Switching

Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class subject to meeting conditions set out in the prospectus (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

### Tax

UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

### Remuneration

The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting [www.ccla.co.uk](http://www.ccla.co.uk).

### Additional information

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the UK MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to [www.fscs.org.uk](http://www.fscs.org.uk) or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella open-ended investment company. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus.

**Please refer to the glossary on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).**

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[www.ccla.co.uk](http://www.ccla.co.uk)

This fund is authorised in the UK and regulated by the Financial Conduct Authority.

CCLA Investment Management Limited is authorised in the UK and regulated by the Financial Conduct Authority.

This key investor information is accurate as at 2 December 2024.

## Records Management Policy

### 1. Introduction

Records created and maintained by the Council are an important vital asset. and as such ~~Appropriate~~ measures need to ~~must~~ be in place to ensure their proper management, storage and protection. ~~safeguard this information.~~ Effective records management supports the Council in conducting its business efficiently and provides ~~Properly managed records provide reliable and authentic evidence~~ its decisions and activities. It also enables the Council to demonstrate accountability, transparency and compliance with legal and regulatory requirements. ~~of the Council's transactions and are necessary to ensure it can demonstrate accountability.~~

### 2. Aim and Scope of the Policy

The aim of this policy is to provide a framework for the retention, management, and disposal of Council records. ~~Council records retention and disposal.~~ Records may be in both electronic and paper form. This policy applies to all records created, received, or maintained by the Council, regardless of format. This includes both electronic and paper documents.

### 3. ~~GDPR~~ Data Protection

The Council takes the protection of personal data seriously and is committed to ~~protecting this information in accordance~~ complying with the requirements of the UK General Data Protection Regulation 2018 (UK GDPR) and the Data Protection Act 2018. As such, the Council will strive to ensure that personal data is retained and disposed of in accordance with the key principles of GDPR, which state that personal data must be:

- Processed fairly, lawfully and in a transparent manner.
- Collected for specified and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and, where necessary, kept up-to-date.
- Kept for no longer than is necessary.

Appropriate technical and organisational measures will be in place to safeguard personal data against unauthorised access, loss, or destruction.

### 4. ~~Document retention protocol~~ Records Retention

Records will be managed in accordance with the retention schedule set out in ~~attached as Appendix A to this policy.~~ The retention This schedule is based upon ~~on guidance from the National Association of Local Councils (NALC), specifically~~ Legal Topic Note 40, and reflects legal, regulatory and operational requirements.

### 5. Document disposal

Records that have reached the end of their retention period will be disposed of securely and appropriately. When records are scheduled for disposal, the Council will ensure that the method of disposal is appropriate to the nature of the record, ensuring that the confidentiality of personal data is respected. The method of disposal will be determined by the sensitivity and confidentiality of the information. This may include secure shredding of paper records or



permanent deletion of electronic files. A record of disposal should be maintained where appropriate, particularly for sensitive or personal data.

**Version control:**

Approved at Policy and Resources Committee 14 May 2018 Min. No. 17/18 45.

Reviewed at Policy and Resources Committee 13 February 2023 Min. No. 22/23 32b.

## Records Management Policy

### Appendix A: Document Retention Schedule \*

	Document	Minimum Retention Period	Reason
<b>Council administration</b>	Minutes	Indefinite	Archive
	Agendas + associated agenda pack documentation	4 years	Management
	Declarations of acceptance of office	Indefinite	Legal
	Register of members interests	Original documents retained by Somerset Council	Legal
	Planning applications and related papers	12 months except for Council's own applications (to be retained indefinitely) and contentious applications (retention at the discretion of the Clerk)	Management
	Electoral Register	Current register only	Management
	Honoured Citizens/Young Crewkernian	Current year only	Management
	Councillors contact information	Current term plus 12 months post service	Management
	Grave ownership details	Indefinitely	Management
	Correspondence (paper and digital)	2 years unless by specific consent	Management
<b>Legal and property</b>	Land/building title deeds, leases, licenses, contracts	Indefinite	Audit, Management
	Insurance policies	Previous year's policy	Management
	Certificate of insurance (Employer's Liability)	40 years	Legal
<b>Council financial documentation</b>	Audited accounts and Annual Returns	Indefinite	Audit, Management
	Receipt books of all kinds	6 years	VAT
	Quotations and tenders	6 years	Audit
	Paid Invoices	6 years	VAT
	Paid cheques	6 years	Legal
	Bank paying-in books	Last completed audit year	Audit
	Cheque book stubs	Last completed audit year	Audit
	Bank statements (incl. deposit/savings accounts)	Last completed audit year	Audit
	VAT records	6 years generally but 20 years for VAT on rents	VAT
	Grant applications	6 years	Audit, Management
	Investments	Indefinite	Audit, Management
<b>Rental/hire agreements</b>	Allotment tenancy agreements	Duration of tenancy + 6 years	Audit, Management
	Victoria Hall hire applications	6 years	VAT
	Victoria Hall diary pages	6 years	VAT
	Market stall applications	6 years	
	Rents and hire charges	6 years	Management
<b>Health &amp; Safety</b>	Accident/incident reports	21 years	Statute of limitations
	Playground inspections	21 years	Statute of limitations
<b>Staff employment records</b>	Staff administration (appraisals, disciplinary records, absence records, contracts etc)	6 years after employment ceases	Legal
<b>Staff payroll and salary records</b>	Salary records	6 years	Legal

\* this schedule is based upon NALC Legal Topic Note 40: Local Councils' Documents and Records

# **GDPR / Data Protection Annual Review**

**Date of review:** 20<sup>th</sup> April 2026

**Prepared by:** Gemma Hughes, Town Clerk

## **1. Purpose of review**

This report provides an annual review of the Council's compliance with UK data protection legislation, including UK GDPR and the Data Protection Act 2018.

It supports the Council's governance arrangements and the Annual Governance and Accountability Return (AGAR), particularly Assertion 10.

## **2. Summary of compliance position**

Following review, the Council confirms that:

- Appropriate data protection policies are in place
- A Record of Processing Activities (data map) is maintained and reviewed
- Data security measures are in place and considered adequate
- Procedures exist for subject access requests and data breaches
- Data retention arrangements are in place

Overall compliance status:

- Compliant  
 Minor actions required  
 Further action required

## **3. Record of Processing Activities (ROPA)**

The Council maintains a Record of Processing Activities which identifies:

- Categories of personal data held
- Purpose of processing
- Storage methods
- Data sharing arrangements
- Retention periods

This document is reviewed periodically and updated when systems or processes change.

## **4. Key controls reviewed**

The following areas were considered:

- Data security arrangements
- Access controls
- Privacy notices
- Retention practices
- Handling of subject access requests

- Data breach procedures

## **5. Issues / actions identified**

None identified

## **6. Conclusion**

The Council confirms that it has considered its responsibilities under UK data protection law and is satisfied that appropriate governance arrangements are in place.

**Report noted by Council on:**

**Minute reference:**

## Record of Processing Activities (ROPA)

### 1. Purpose

This record forms the Council's Record of Processing Activities (ROPA), documenting personal data held, its purpose, storage, access, sharing, and retention in accordance with UK GDPR Article 30.

### 2. ROPA Table

\*Personal data revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, health data, genetic or biometric data, sex life or sexual orientation, as defined under Article 9 UK GDPR and the Data Protection Act 2018.

#### Inventory of personal data processed by Crewkerne Town Council

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
Members of the public	Correspondence	Names, emails, letters	No	Office Staff	Public interest	Email	Not shared without consent	2 years	Deletion	All computers are password protected	Inbox management required
	Electoral Register	Names and contact information	No	Office Staff	For internal use only	Server	Internal use only	Current register only	Deletion	All computers are password protected	Management required
	Honoured Citizen Nominees	Names and contact information	No	Town Clerk	Public interest	Server	Internal use only	Current year only	Deletion	All computers are password protected	Management required

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
Councillors	Declarations of interest	Names and interests	No	Town Clerk	Governance	Paper records in office	CTC is data processor; SC is the data controller	Indefinite	n/a	Office is locked	Published records
Councillors	Acceptance of Office	Names	No	Town Clerk	Governance	Paper records in office	Internal use only	Indefinite	n/a	Office is locked	n/a
	Contact details	Names and contact information	No	Town Clerk	Legislative requirement	Server	This is public knowledge	Current term + 12 months post service	Deletion	None required	Published records
Council Administration	Agendas	Agendas and accompanying reports	No	Office Staff	Public interest	Server and website	This is public knowledge	4 years	Deletion	None required	Published records
	Minutes	Full Council, Committee, Sub-Committee, Working Group and Steering Group minutes	No	Office Staff	Public interest	Server, website and archives	This is public knowledge	Indefinite	n/a	None required	Published records
	Planning applications	Documents relating to planning applications	No	Office Staff	Public interest	Town Hall	This is public knowledge	12 months, except Council applications (indefinitely) and contentious	General waste disposal	None required	Published information

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
								cases (Clerk's discretion)			
	Stall holders	Application forms for event stalls	No	Office Staff	Administration	Office	No	6 years	Secure destruction	Office is locked	n/a
	Allotments	Tenancy agreements, names and contact information	No	Deputy Clerk	Administration	Office	No	Duration of tenancy + 6 years	Secure destruction	Office is locked	n/a
	Hire agreements	Names and contact information of hirers	No	Office Staff	Administration	Office	No	6 years	Secure destruction	Office is locked	VAT
	Diary pages (Victoria Hall and GRC)	Names or organisations and invoices	No	Office Staff	Administration	Office	No	6 years	Secure destruction	Office is locked	VAT
	Rents and hire charges	Rates for room hire and sports clubs	No	Office Staff	Administration	Office	No	6 years	Secure destruction	Computers are password protected	VAT
Staff	HR records	Contracts, appraisals,	No	Town Clerk	Legal requirement	Electronic - server/Paper	Internal use only	6 years after employment ends	Secure destruction	Electronic - separate server/Paper	Sensitive data

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
		disciplinary record, absence,				records - Clerk's office				records - locked in Clerk's office	
	Payroll	Salary records	No	Town Clerk/ Finance Officer	Legal requirement	Electronic - server/Paper records - Clerk's office	Payroll providers	6 years after employment ends	Secure destruction	Electronic - server/Paper records - locked in Clerk's office	Sensitive data
Finance Documents	Audited accounts and annual returns	Financial	No	Town Clerk/ Finance Officer	Legal requirement	Server	Published for transparency; shared with auditors and regulators as required	Indefinite	n/a	Computers are password protected	Audit compliance
	Receipt books	Financial	No	Town Clerk/ Finance Officer	Receipt of payment	Clerk's office	No	6 years	Secure destruction	Locked office	VAT
	Quotations and tenders	Financial	No	Town Clerk	Procurement	Server	No	6 years	Secure destruction	Locked office	Audit compliance
	Paid invoices	Financial	No	Finance Officer	Financial administration/ VAT	Clerk's office	No	6 years	Secure destruction	Locked office	VAT

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
	Paid cheques	Financial	No	Finance Officer	Financial administration/ VAT	Clerk's office	No	6 years	Secure destruction	Locked office	Legal
Finance Documents	Paying in books and cheque stubs	Financial	No	Finance Officer	Financial administration	Clerk's office	No	Last completed audit year	Secure destruction	Locked office	Audit compliance and financial management
	Bank statements	Financial	No	Finance Officer	Financial administration	Clerk's office	No	Last completed audit year	Secure destruction	Locked office	Audit compliance and financial management
	VAT records	Financial	No	Finance Officer	Financial administration	Server	HMRC	6 years (20 years for VAT on rents)	Deletion	Computers are password protected	Audit compliance and management
	Grant applications	Organisation details and contact information	No	Finance Officer	Financial administration	Server	No	6 years	Deletion	Computers are password protected	Audit compliance and financial management
	Investments	Financial information	No	Finance Officer	Financial administration	Server	No	Indefinite	n/a	Computers and accounts are password protected	Audit compliance and financial management

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
Legal and Property	Land/building title deeds, leases, contracts and licenses	Personal data, contact information, organisation information and asset data	No	Town Clerk	Management	Electronic - Server/Paper records – Clerk’s office	No	Indefinite	n/a	Password protected computer/ locked filing cabinet	Legal
	Insurance policies	Risk and asset information	No	Town Clerk/ Finance Officer	Financial administration	Electronic – serves/paper records - office	No	6 years after policy’s expiry	Secure destruction	Locked office	Financial sensitivity
	Certificate of insurance (Employer’s liability)	Insurance information	No	Town Clerk/ Finance Officer	Financial administration	Server	No	40 years	Secure destruction	Password protected computer	Financial sensitivity
Health and Safety	Accident and incident reports	Personal data and incident information	Potentially	Town Clerk	Risk management	Office	Insurers and legal advisors	21 years	Secure destruction	Locked office	Statute of limitations
	Playground Inspections	Asset information	No	Town Clerk	Risk management	Office	Insurers and legal advisors	21 years	Secure destruction	Locked office	Statute of limitations
Cemetery	Grave ownership details	Names and contact information	No	Office Staff	Administration	Server	Funeral directors, stone masons	Indefinitely	n/a	All computers are password protected	n/a

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
	Burial administration forms	Names and contact information	No	Office Staff	Administration	Server	Funeral directors, stone masons	6 years	Secure destruction	All computers are password protected	n/a
	Financial records	Financial information	No	Office Staff	Administration	Server	No	6 years	Secure destruction	All computers are password protected	n/a

**Inventory of personal data processed on behalf of Crewkerne Town Council**

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
IT support contractor	IT contract	Contract information, personal and operational data	Yes	Data back-up provider	Support contracts require access to office PC's. Data is backed up to the cloud	Data is not stored by IT support contractor - IT support contractor has provided statement on data security and confirmation of GDPR compliance. Back-up provider has supplied a statement confirming GDPR compliance.				n/a	
Cemetery records management software provider	Grave purchase details	Names and contact information	No	Software provider	Administration	Online	Data is not shared beyond the software provider	Indefinite	n/a	Software provider has supplied a statement confirming data	n/a

Category of Data	Record Type	Type of Data Held	Sensitive Data?*	Who Holds the Data	Purpose	Storage Location	Data Sharing	Retention Period	Disposal Method	Security	Notes / Risks
										security arrangements	

### 3. Emails and Correspondence

Emails are treated as correspondence and may contain personal data such as names, contact details, and case-related information.

Emails are retained in line with the Council's retention period for correspondence (2 years), unless they form part of another record type (e.g. financial, legal, or HR records).

### 4. Summary of Compliance

The Council:

- Maintains a formal retention schedule
- Applies consistent retention periods
- Ensures secure disposal of records
- Maintains a ROPA in line with UK GDPR Article 30
- Reviews arrangements regularly

### 5. Approval

Approved by Council on:

Minute ref:

Next Review Date:



No.	Funding	Year 1 (23/24)	Year 2 (24/25)	Year 3 (25/26)	Year 4 (26/27)	Updated December 2025
<b>1</b>	<b>Open Spaces</b>					
<b>1.1</b>	<b>Bincombe Beeches Nature Reserve</b>					
1.1.1	Update Bincombe Beeches Management Plan	N/A	X	X		Delivered Year 3
1.1.2	Refresh interpretation boards	Budget/Wellbeing grant		X		Delivered Year 3
1.1.3	Create a nature trail	Budget		X		Delivered Year 3
1.1.4	Hold a Bincombe Beeches activity day/planting event	Budget	X		X	Delivered Year 1, repeat in Year 4
1.1.5	Additional chainsaw sculptures	Budget	X		X	Delivered Year 1, repeat in Year 4?
1.1.6	Plant more trees to replenish tree stock following Ash Die Back works	Woodland Trust grant(s)/ITF	X			Delivered Year 1
1.1.7	Grow volunteer group in support of Health and Wellbeing agenda	N/A	X	X	X	Ongoing
<b>1.2</b>	<b>Happy Valley</b>					
1.2.1	Produce an Open Spaces Management Plan	N/A			X	
1.2.2	Improve accessibility and path surfaces	Timescales TBD		X	X	Ongoing
1.2.3	Replace end of life play equipment	Accrue		X	X	
1.2.4	Install an outdoor gym/junior gym	External grant funding			X	
<b>1.3</b>	<b>Henhayes Recreation Field</b>					
1.3.1	Produce an Open Spaces Management Plan	N/A			X	
1.3.2	Replace end of life play equipment	Developer contributions			X	
1.3.3	Support sports clubs to improve pitch quality	FA/RFU opportunities?	X	X	X	
<b>1.4</b>	<b>Barn Street Recreation Area</b>					
1.4.1	Enhance this space in accordance with results of 2022 public consultation	Budget/EMR		X	X	Trees delivered Year 2, ongoing
1.4.2	Produce an Open Spaces Management Plan	N/A		X	X	
1.4.3	Develop community planting areas	Budget/EMR			X	
1.4.4	Improve signage	Budget	X			Delivered Year 1
1.4.5	Install interpretation board	Budget			X	
<b>1.5</b>	<b>Severalls Tennis Courts</b>					
1.5.1	Work with LTA and Somerset Council to deliver two refurbished courts	LTA/SC funded	X			Delivered Year 1
1.5.2	Consider seating options to support tennis events	Tennis courts income			X	
1.5.3	Publicise courts availability through Council website and LTA Clubspark presence	N/A	X	X	X	Ongoing
1.5.4	Improve tennis courts accessibility via path and gate improvements.	EMR/Grant		X	X	Added Year 2
<b>1.6</b>	<b>Southmead Playground</b>					
1.6.1	Graffiti wall community art project	Budget	X			Delivered Year 1
1.6.2	Replace end of life play equipment	Accrue		X	X	
<b>1.7</b>	<b>Severalls Gardens and 'Tommy'</b>					
1.7.1	Organise professional cleaning of 'Tommy' and restoration of lettering	Part funded by WMT	X			Delivered Year 1
1.7.2	Restore pillars at entrance to Severalls	Budget + WMT part funded	X			Delivered Year 1
1.7.3	Install interpretation board at gardens	Budget		X		
1.7.4	Identify a way to commemorate the names of the Crewkerne war dead at this location	Budget/external funding			X	
<b>1.8</b>	<b>Allotments</b>					
1.8.1	Support allotment holders with sustainable initiative such as rainwater harvesting, composting	Budget	X			Water troughs delivered in Year 1
<b>1.9</b>	<b>Open Spaces generally</b>					
1.9.1	Continue to assess potential to acquire and provide more allotments	N/A	X	X	X	Ongoing
1.9.2	Work with developers on CTC management of any future open spaces in the town	For discussion as arises	X	X	X	Ongoing
1.9.3	Identify a location for a community orchard	N/A	X	X	X	
1.9.4	Support the creation of a green travel corridor between the town centre and satellite developments	N/A	X	X	X	
1.9.5	Conduct accessibility audit on all open spaces	Starting HV summer 2023	X	X	X	
1.9.6	Consider playground provision at northern end of town			X	X	
1.9.7	Plant more trees and ensure significant trees are appropriately protected with TPOs	Woodland Trust grant(s)/ITF	X	X	X	Ongoing
<b>2</b>	<b>Council Buildings and Venues</b>					
<b>2.1</b>	<b>Town Hall</b>					
2.1.1	Repaint all exterior woodwork and doors	Budget		X		Works scheduled
2.1.2	Upgrade alarm system	EMR		X		
2.1.3	Refurbish interior to improve staff working environment	Accrue			X	Water ingress works required before
2.1.4	Replace end of life heating system	EMR	X			Delivered Year 1
2.1.5	Identify suitable ventilation provision	Accrue		X	X	
2.1.6	Investigate side drainage issues	TBC		X		In discussions with Highways
<b>2.2</b>	<b>George Reynolds Centre</b>					

2.2.1	Install solar panels and battery storage system	Budget			X		Ongoing
2.2.2	Investigate rainwater harvesting	N/A		X			
2.2.3	Complete carbon audit and identify additional green improvements	N/A		X			
2.2.4	Consider installation of a hearing loop	Budget		X			Delivered in Year 2
2.2.5	Work with community volunteers to return GRC to independent management	Budget		X	X	X	Ongoing
<b>2.3</b>	<b>Falkland Square toilets</b>						
2.3.1	Identify use for former gents toilet	TBD					
2.3.2	Improve rear storage yard to offer better support to community groups	Budget			X		Ongoing
<b>2.4</b>	<b>Lodge &amp; Workshop chapel (NB cemetery grounds are planned for separately with the JBC)</b>						
2.4.1	Complete external refurbishment including repointing, replacing guttering/drainpipes, window repairs	EMR/Budget	X	X			Delivered Year 2
2.4.2	Complete internal works	EMR/Budget	X	X			
2.4.3	Restore Lodge gardens	Budget	X	X			Delivered Year 1
2.4.4	Refurbish entrance/side gates to Lodge	EMR/Budget	X	X			Delivered Year 1
2.4.5	Consider how to introduce boundary with A30 in front garden	Budget	X				Delivered Year 1
2.4.6	Repair porch, bell and paint front door	Budget			X		
2.4.7	Refurbish lean to, guttering and tiles	Budget	X				Drainage improved - monitoring
2.4.8	Restore driveway and improve bank retention	Budget	X				Delivered Year 1
2.4.9	External toilet - refurbish for use by volunteer groups and contractors	Budget			X		Delivered Year 3.
2.4.10	Improve roof insulation	Budget	X				Delivered Year 1
2.4.11	Restore internal chapel walls	Budget			X		Agreed for delivery year 2.
2.4.12	Replacement of defective or incorrect guttering	Budget	X	X	X	X	Guttering acquired when available
<b>2.5</b>	<b>Buildings generally</b>						
2.5.1	Conduct carbon audit for whole council estate	N/A		X			
2.5.2	Proactive advertisement of venues and facilities	N/A	X	X	X	X	Ongoing
<b>3</b>	<b>Town Centre</b>						
3.1	Replace town centre interpretation boards	Budget			X		Delivered Year 3
3.2	Refurbish heritage style black and gold fingerposts	Budget			X		
3.3	Refurbish town benches and bins	Budget	X	X	X	X	Ongoing
3.4	Campaign for one way systems in Market Street and North Street to reduce congestion & HGVs	Developer contributions	X	X	X	X	
3.5	Work with Planning Enforcement to uphold the character of the Conservation Area	N/A	X	X	X	X	
3.6	Campaign for improved parking provision, with increased long stay availability	N/A	X	X	X	X	
3.7	Lobby Waitrose for 'first hour free' policy & investigate other free parking initiatives, incl. at Christmas	N/A	X	X	X	X	
3.8	Support the installation of more EV charging points	N/A	X	X	X	X	
3.9	CCTV control to Sedgmoor 24/7 centre	Poss police contribution?		X			SC no longer supporting central CCTV
3.10	Work with partners to prevent empty shops becoming an eyesore - investigate pop up shops	N/A	X	X	X	X	
3.11	Improve area under Lucombe Oak and provide Christmas lights	Budget			X		In progress
3.12	Increase number of trees	Budget			X		
3.13	Work with Somerset Council to improve quality of pavements and paths	N/A	X	X	X	X	Ongoing
<b>4</b>	<b>Vehicles &amp; Equipment</b>						
4.1	Improve team flexibility with purchase of additional vehicle	Accrue		X	X	X	
4.2	Move to EVs once capabilities sufficient for needs	Budget - timescales tbd					
4.3	Continued replacement of tools with battery powered alternatives	Budget	X	X	X	X	Ongoing
<b>5</b>	<b>Rights of Way</b>						
5.1	Investigate ways to obtain ranger/lengthsman services to proactively manage RoW network	Budget			X		Two PPLO volunteers and one strimmer volunteer
5.2	Review town walks and produce booklet adding new walks	Budget		X			
5.3	Support provision of safe cycle paths	N/A	X	X	X	X	
<b>6</b>	<b>Public Engagement</b>						
6.1	Management plans for sites to be communicated via interpretation boards and social media	As above					
6.2	Continue to grow social media presence	N/A	X	X	X	X	Ongoing
6.3	Continue to support the Neighbourhood Plan process and engage public through consultation	Locality funded	X	X	X	X	Ongoing
6.4	Continue Public Open Forum sessions and publicise to help public engage	N/A	X	X	X	X	Ongoing
6.5	Improve streaming of council meetings via purchase of new AV system	Budget	X				Delivered Year 1
6.6	Install hearing loop in Council Chamber	Budget	X				Delivered Year 1
<b>7</b>	<b>Young People</b>						
7.1	Continue to provide a quality Youth Service through a new four year Service Level Agreement	Budget	X	X	X	X	Delivered Year 1 and 2. New provider for Year 3
7.2	Increase Youth Outreach work to help reduce anti-social behaviour	Budget	X	X	X	X	Delivered Year 1 and 2
7.3	Develop a Youth Council	EMR	X	X			Started Year 1, support ongoing
7.4	Fund summer playdays where provision from Somerset Council is reduced	Budget	X	X	X	X	Delivered Year 1 and 2
7.5	Investigate provision of Forest School type activity at Bincombe Beeches	N/A			X		
<b>8</b>	<b>Partnership Working</b>						
8.1	Support improved parking arrangements at Crewkerne Station	N/A					
8.2	Continue regular walkarounds with Highways Officers to resolve issues	N/A	X	X	X	X	Ongoing
8.3	Work with Somerset Council and Wadham School to support development of ATP pitch	Developer contributions/FA	X	X	X	X	

8.4	Support and engage with our neighbourhood partner organisations via the LCN's	N/A	X	X	X	X	Ongoing
8.5	Support the monthly Farmers Market	N/A	X	X	X	X	Ongoing
8.6	Continue to support Open Doors (Community Kitchen)	Budget	X	X	X	X	Ongoing
8.7	Work with the Business Group to help them re-establish and finish website	N/A	X	X	X	X	
8.8	Support the Voluntary Transport group and advertise for more drivers	N/A	X	X	X	X	
<b>9</b>	<b>Events</b>						
9.1	Deliver annual Lighting Up and Christmas market events	Budget	X	X	X	X	Delivered Year 1, 2 and 3
9.2	Deliver occasional events as required, e.g. Coronation, Jubilee, D-Day 80	Budget	X	X	X	X	Ongoing, delivered as identified
9.3	Deliver Bincombe Beeches Activity Day(s)	Budget	X			X	Delivered Year 1, Repeat in Year 4
9.4	Investigate and support other opportunities to bring the community together	N/A	X	X	X	X	
9.5	Work with partners to deliver more community projects, trails, and competitions	Budget	X	X	X	X	
9.6	Continue to support and grow the weekly Wednesday market			X	X		Delivered for Year 2 and 3, no longer in operation.
<b>10</b>	<b>Budget</b>						
10.1	Extend budgetary capacity by proactively applying for supplementary grants	External grant funding	X	X	X	X	
10.2	Grow and promote CTC's Community Grants programme	Budget	X	X	X	X	
<b>11</b>	<b>Governance</b>						
11.1	Apply for Quality Council Status (Local Councils Award Scheme)	Budget	X				Delivered Year 1
11.2	Review all Council policies and procedures in accordance with agreed Policy Review Schedule	N/A	X	X	X	X	Ongoing
11.3	Review Council Action Plan and Vision annually	N/A	X	X	X	X	Ongoing
11.4	Complete Neighbourhood Plan	Locality funded	X	X	X	X	Ongoing
11.5	Review current town boundary	N/A		X			
11.6	Review Committee structures and meetings schedule in accordance with best practice			X			
11.7	Develop and adopt a Civil Contingencies Plan for the town.				X	X	
<b>12</b>	<b>Lobbying</b>						
12.1	Support affordable housing provision						
12.2	Advocate for improved healthcare services for the town and surrounding villages						
12.3	Campaign for more weight to be given to town councils in planning applications						
12.4	Campaign for lower business rates						
12.5	Campaign for more financial support from central government for rural market towns						
12.6	Campaign for Community Governance Review to deliver electoral warding						
12.7	Facilitate help for town businesses to improve access arrangements						

Where opportunities arise.

<b>Report subject</b>	To review quotations for a replacement rope bridge at Henhayes
<b>Committee name</b>	Full Council
<b>Meeting date</b>	Monday 27 <sup>th</sup> April
<b>Report author</b>	Gemma Hughes, Town Clerk
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	n/a
<b>Decision required?</b>	Yes

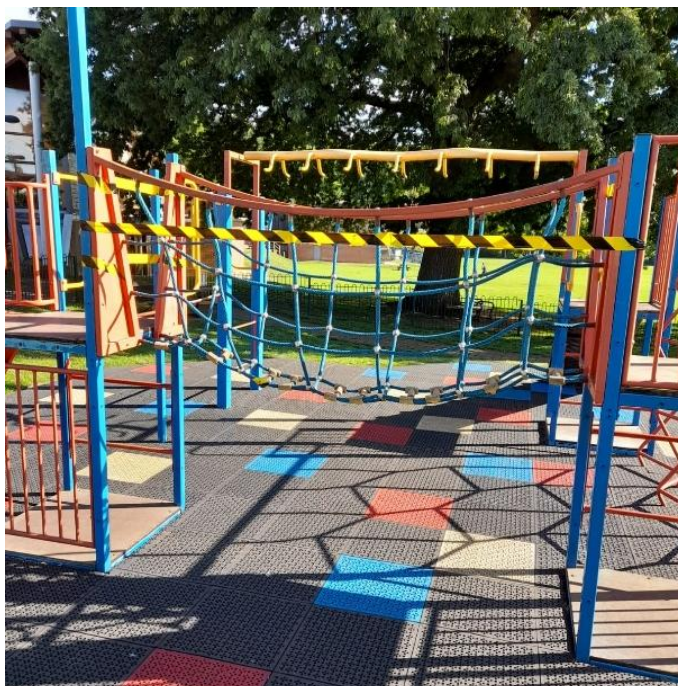
**1. Purpose**

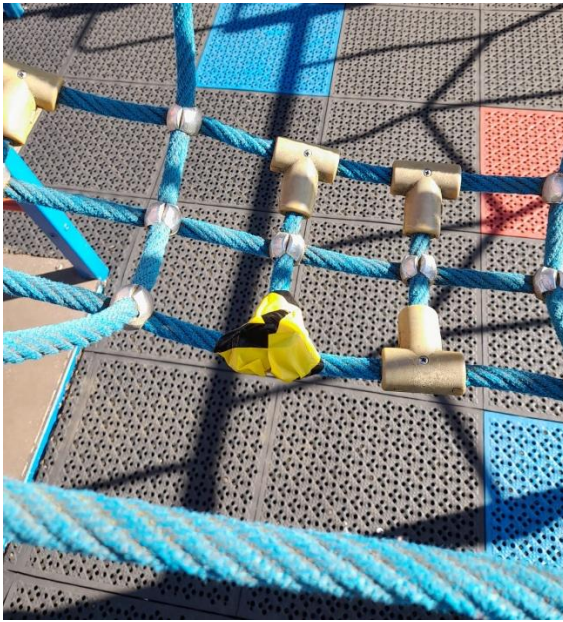
To consider quotations for the supply, installation, and disposal of a replacement rope bridge at Henhayes Recreation Ground.

**2. Background information**

The existing rope bridge at Henhayes Recreation Ground has been out of action for some time due to deterioration and safety concerns. As a result, the equipment is currently unusable and has reduced the play value of the site.

In order to restore this feature and ensure the play area remains safe, accessible, and engaging, quotations have been sought for the removal of the existing structure and the supply and installation of a replacement rope bridge.





### **3. Detailed Consideration**

Three quotations have been received from contractors to undertake the works, including removal and disposal of the existing bridge and installation of a new structure:

- Contractor A: £2,708.71 (excluding VAT) – based outside the county
- Contractor B: £2,013.00 (excluding VAT) – based within the local area
- Contractor C: £1,880.00 (excluding VAT) – based outside the county

### **4. Financial implications**

Provision for play area maintenance and equipment replacement is typically included within the Council's budget.

### **5. Equalities considerations**

The replacement of the rope bridge will improve accessibility to play opportunities for children using the recreation ground. While rope bridges are not accessible to all users, maintaining a variety of play equipment supports inclusive play provision for a wide range of ages and abilities.

### **6. Crime and Disorder considerations**

Well-maintained and functional play equipment contributes positively to community use of the recreation ground and can help discourage anti-social behaviour. Replacing the damaged bridge may reduce the risk of misuse of the area and improve overall site safety.

**7. Council Action Plan objectives supported**

1.3.2 Replace end of life play equipment

**8. Recommendation**

- 8.1. It is recommended that the Council select a contractor for the replacement rope bridge at Henhayes Recreation Ground and delegate authority to the Operations Manager to make the necessary arrangements for its supply, installation, and disposal of the existing structure.

<b>Report subject</b>	To consider quotations for an IT contract
<b>Committee name</b>	Full Council
<b>Meeting date</b>	Monday 27 <sup>th</sup> April 2026
<b>Report author</b>	Gemma Hughes, Town Clerk
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	Local councils
<b>Decision required?</b>	Yes

### 1. Purpose

To consider quotations for the provision of a new IT support contract for the Council and to determine the preferred supplier and level of service.

### 2. Background information

The Council's previous IT support contract has expired, and support is currently being provided on a pay-as-you-go basis. This approach does not provide cost certainty or proactive system management.

In addition, the Council's previous provider has been taken over and is no longer locally based, with support now delivered remotely. This presents an opportunity to review IT provision to ensure it is cost-effective, secure, and aligned with operational requirements.

Three quotations have been obtained from Contractors A, B and C.

### 3. Detailed Consideration

**Contractor A** (located within 10 miles)

Two options have been provided:

- Standard Package  
Includes remote monitoring, proactive support, service desk, endpoint protection, security patching, cyber awareness guidance, remote engineering support, and a guaranteed 4-hour response time.  
*Total annual cost: £4,001.40 (excl. VAT)*
- Advanced Package  
Includes all Standard features plus onsite engineering, asset management, email security, and additional system tools.  
*Total annual cost: £4,879.20 (excl. VAT)*

This contractor offers a structured, fixed-cost support model with clear service levels and optional onsite support included in the advanced package.

**Contractor B** (local provider)

There are two options for consideration, both based on a modular IT support and security model:

- Option 1 – IT Support and Security (No Infrastructure Upgrade)

*Monthly cost: £399.45*

*Annual equivalent: £4,793.40 (excl. VAT)*

*One-off costs:*

*Microsoft 365 migration and setup: £1,680*

This option provides IT support and cyber security services without replacing existing infrastructure. It represents a lower upfront cost but retains reliance on current hardware.

- Option 2 – Secure and Compliant Network (Including Infrastructure)

*Monthly cost: £341.05*

*Annual equivalent: £4,092.60 (excl. VAT)*

*One-off costs:*

*Microsoft 365 migration and setup: £1,680*

*Firewall: £742 (may be required depending on existing network security)*

*Modem: £96 (may not be required)*

*Wi-Fi access points: £555 (only required if existing Wi-Fi coverage is insufficient or not business-grade)*

*Installation and setup: £560*

This option includes a full infrastructure upgrade, providing a more secure and resilient network. It offers a lower ongoing monthly cost but requires additional upfront investment. There is also the option to include internet and telephony services if required, which have been excluded from this comparison.

Contractor B is currently used by another local town council and has been recommended based on their experience. This provides an additional level of assurance regarding their understanding of council operations and service delivery within a local government context.

**Contractor C** (nationwide, council sector specialist)

This quote is a comprehensive managed service tailored to councils, including enhanced cyber security, training, and user support.

*Annual recurring cost: £5,998.80 (excl. VAT)*

*One-off costs: £4,592.50*

The one off costs include a wide range of implementation and service onboarding elements. For clarity, they can be broadly categorised as follows:

**Core implementation and migration services (required to deliver the system):**

- Data architecture and scoping £325
  - Device deployment and security configuration £975
  - SharePoint and Teams configuration £325
  - Email migration £650
  - Data migration £975
- Total of implementation and migration services £3,250*

**User setup and onboarding (standard but not strictly essential):**

- Council onboarding and familiarisation session £195
  - Council digital skills plan £295
  - Councillor training sessions £325
- Total of user setup and onboarding £815*

**Optional / enhanced service elements:**

- Training and management (Cloud-eHub) £162.50
  - Prepaid support hours for councillors £365
- Total of enhanced elements £527.50*

This package also includes 24/7 cyber monitoring, Microsoft 365 management, cloud backup, councillor support, and a dedicated training platform.

Comparison Table:

<b>Contractor</b>	<b>Annual Cost (excl. VAT)</b>	<b>One-off Costs</b>	<b>Onsite Support</b>	<b>Key Features</b>
<b>Contractor A (Standard)</b>	£4,001.40	None	No	Fixed cost, remote support, core security
<b>Contractor A (Advanced)</b>	£4,879.20	None	Yes (included)	Adds onsite support, enhanced security
<b>Contractor B (Local)</b>	£4,793.40	£1,680	Potential (not inclusive)	Includes infrastructure upgrade, higher monthly cost
<b>Contractor B (Local)</b>	£4,092.60	£1,680-£3,633	Potential (not inclusive)	Includes new infrastructure, lower monthly cost
<b>Contractor C (Nationwide)</b>	£5,998.80	£4,592.50 (includes core implementation + optional training/support elements)	Additional cost likely	High security, training, council-focused service

Councillors are asked to consider the balance between cost, level of service, cyber security resilience, and long-term system management requirements.

- Contractor A (Standard) provides a straightforward, fixed-cost solution with core IT support and minimal change to current systems.
- Contractor A (Advanced) offers enhanced resilience through onsite support and additional security features at a moderate cost increase.
- Contractor B provides a local provider option with either a lower ongoing cost (Option 2) or a lower initial change approach (Option 1), but requires consideration of potential infrastructure upgrade requirements.
- Contractor C provides the most comprehensive managed service, including advanced cyber security, training, and full Microsoft 365 ecosystem management, but at the highest overall cost and complexity.

Councillors may therefore wish to consider whether priority is given to:

- cost certainty and simplicity,
- enhanced local support,
- infrastructure modernisation, or
- a fully managed, high-security solution.

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

The Council is currently operating under a pay-as-you-go arrangement, which may lead to unpredictable costs.

The quotations received range from approximately £4,001 to £5,999 per annum (excl. VAT), with some providers requiring additional one-off implementation costs.

#### **5. Crime and Disorder considerations**

Robust IT provision supports cyber security, reduces the risk of fraud and data breaches, and ensures compliance with data protection requirements. Higher-tier packages, particularly Contractor C and Contractor A Advanced, provide enhanced protection.

#### **6. Recommendation**

- 6.1. It is recommended that the Council:
- a) consider whether their priority is:
    - lowest cost and continuity of current systems (Contractor A Standard), or
    - enhanced support and onsite resilience (Contractor A Advanced), or
    - infrastructure modernisation with a local provider (Contractor B), or
    - a fully managed, higher security and training-focused solution (Contractor C).
  - b) Select the preferred contractor and service level from the options presented.
  - c) Delegate authority to the Clerk, to agree final contract terms and confirm any optional or variable infrastructure requirements.

<b>Report subject</b>	To note the footfall of the Local Information Centre for 2025/26
<b>Committee name</b>	Full Council
<b>Meeting date</b>	Monday 27 <sup>th</sup> April
<b>Report author</b>	Gemma Hughes, Town Clerk
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk
<b>Consultees</b>	n/a
<b>Decision required?</b>	No

### 1. Purpose

To note and consider footfall data for the Local Information Centre (LIC) for the financial year 2025/26, and to review trends across previous years.

### 2. Background information

The Local Information Centre (LIC) provides a public-facing service offering visitor information, local guidance, and community support.

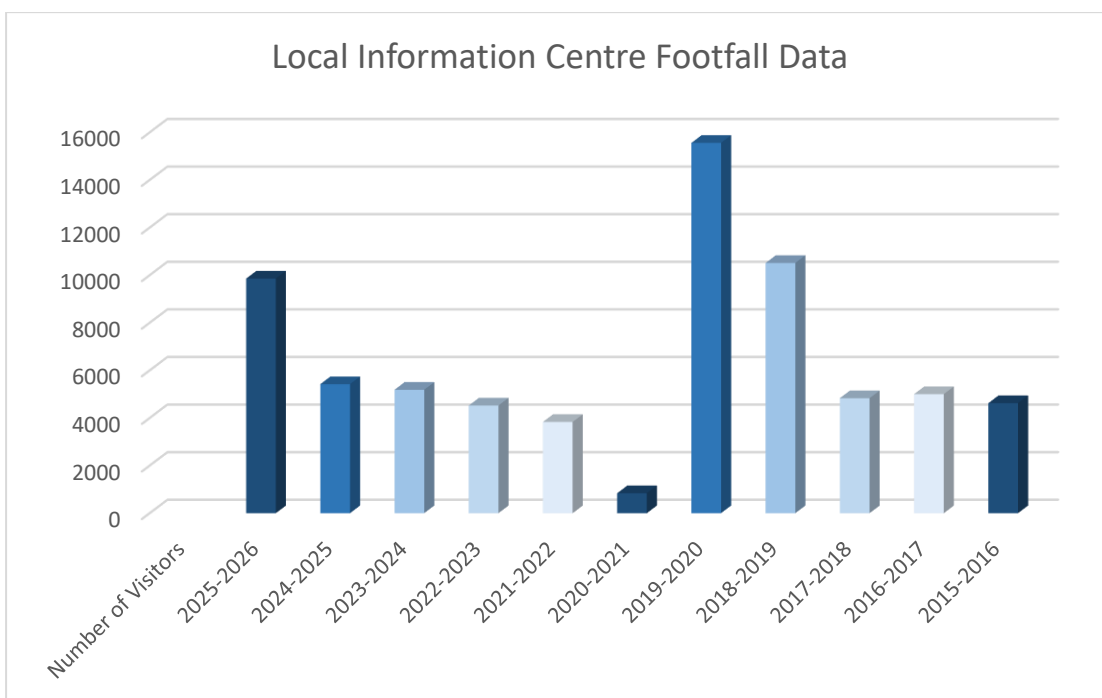
Footfall data is collected annually to monitor usage patterns, service demand, and the impact of changes in service delivery.

It should be noted that:

- During 2020–2021, the LIC was only open for approximately five months due to COVID-19 restrictions, which significantly impacted visitor numbers.
- In 2025–2026, the LIC operated for the first full year incorporating the Banking Hub service, which has influenced footfall patterns and increased public access to the building.

### 3. Detailed Consideration

Footfall data for the Local Information Centre is set out in the graph below:



#### Key observations

- Footfall in 2020/21 was significantly reduced due to COVID-19 restrictions and limited opening hours.
- Following reopening, visitor numbers show a gradual return to pre-pandemic levels.
- The introduction of the Banking Hub in 2025/26 has had a notable impact on overall footfall at the LIC, increasing general public visits to the building.
- The LIC continues to function as both an information service and a wider community access point.

#### 4. Financial implications

There are no direct financial implications arising from this report. However, footfall data is used to inform future service planning, staffing considerations, and potential funding or partnership opportunities linked to the Local Information Centre and Banking Hub services.

#### 5. Equalities considerations

The Local Information Centre provides accessible, face-to-face support for residents and visitors, including those who may not have digital access. Increased footfall associated with the Banking Hub may also indicate improved access to essential financial services for individuals who may otherwise face barriers.

#### 6. Crime and Disorder considerations

There are no direct crime and disorder implications arising from this report. However, increased public presence within the building through the Banking Hub may contribute to a positive community presence and passive security benefits.

**7. Council Action Plan objectives supported**

n/a

**8. Recommendation**

- 8.1. It is recommended that the Council:
- a) Note the footfall data for the Local Information Centre for 2025/26 and previous years.
  - b) Note that 2025/26 represents the first full year of the Banking Hub operating from the Local Information Centre, which has influenced increased usage of the facility.