

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 23 June 2025**, 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)

17 June 2025

---

# Agenda

- 017/2526 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.
- 018/2526 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.
- 019/2526 To approve the minutes of the Town Council meeting held on 19 May 2025.**
- 020/2526 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.

- 021/2526 To receive reports from:**  
a) Somerset Council.  
b) Crewkerne & Ilminster Local Community Network.  
c) Crewkerne Neighbourhood Policing Team.
- 022/2526 Clerk's progress report:** to receive a verbal update report (for information only).
- 023/2526 Finance & Procedure:**  
a) To approve the accounts for payment for June 2025 as listed.  
b) To report the bank reconciliation for May 2025 has been completed.  
c) To note the monthly accounts for the War Memorial Commemoration Trust have been checked.  
d) To receive and approve the second report of the Internal Auditor and note no matters of concern raised.  
e) To formally approve the internally audited accounts for 2024/25.  
f) To approve the Annual Return for the year ending 31 March 2025:  
i. Section 1: to approve the Annual Governance Statements.  
ii. Section 2: to approve the Accounting Statements.  
iii. To authorise the signing of the Annual Return.  
iv. To note that the period of elector's rights will commence on Tuesday 24 June 2025 and finish on Monday 4 August 2025. Public notifications will be placed on noticeboards and the website.  
g) To consider an updated allotment policy.
- 024/2526 Council Surgeries:** to identify Councillor support for July, September and October surgeries.
- 025/2526 LBCE consultation:** to consider any further response to proposed changes to warding in Crewkerne.
- 026/2526 To receive the following minutes and approve any recommendations contained therein:**  
a) Planning and Highways Committee 12 May 2025.  
b) Policy & Resources Committee 10 February 2025.  
c) Joint Burial Committee 8 April 2025.  
d) Neighbourhood Plan Steering Group 22 April 2025.  
e) Staffing sub-Committee 15 April 2025  
f) Reports from Town Council representatives to outside bodies.
- 027/2526 To receive Matters of Report** (verbal reports for information only).
- 028/2526 Next meeting:** Monday 28 July 2025, 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 – Contractual, staffing and commercially sensitive information.

*This meeting will be followed by a meeting of the War Memorial Commemoration Trust.*

Payment Ref	Gross	Vat	Net	Payee	Description
O P Jun 1	£234.00	£39.00	£195.00	Phoenix Health & Safety	Training Ops Manager
O P Jun 2	£109.05	£18.18	£90.87	Boilerman Ltd	Public toilet repair
O P Jun 3	£3,350.00		£3,350.00	D.W. Hyett & Sons	Cemetery paths
O P Jun 4	£39.70	£6.62	£33.08	Churches Fire & Security	Chapel workshop alarm support
O P Jun 5	£74.08		£74.08	James Hardware	Sundries
O P Jun 6	£37.25		£37.25	Goddard, A	Expenses
DD22	£8.60	£0.41	£8.19	British Gas	Gas Victoria Hall 16/4 - 16/5/25
DD60	-£254.44	-£12.12	-£242.32	British Gas	Gas Lodge Office CREDIT
DD60	£436.03	£20.76	£415.27	British Gas	Gas Lodge Office 11/3 - 11/5/25
DD48	-£41.35	-£1.97	-£39.38	British Gas	Electricity Lodge Office CREDIT
DD48	£72.83	£3.47	£69.36	British Gas	Electricity Lodge Office 11/3 - 11/5/25
DD33 C.Card	£2.20	£0.37	£1.83	Amazon	Stationery
DD33 C.Card	£9.39	£1.57	£7.82	Amazon	Stationery
DD33 C.Card	£6.88	£1.15	£5.73	Amazon	Stationery
DD33 C.Card	£8.99	£1.50	£7.49	Amazon	Stationery
DD33 C.Card	£13.98	£2.34	£11.64	Amazon	Stationery
DD33 C.Card	£49.69	£8.28	£41.41	Amazon	Ink cartridge
DD33 C.Card	£104.04		£104.04	Amazon	Ink cartridge
DD44	£426.24		£426.24	Everflow	Water rates Jun 25
O P Jun 7	£141.69	£23.61	£118.08	Castle Gardens	Bedding plants
O P Jun 8	£2,604.00	£434.00	£2,170.00	Fern Garden Tree Services	Cemetery grass cutting
O P Jun 8	£84.00	£14.00	£70.00	Fern Garden Tree Services	Barn Street tree watering
O P Jun 9	£4,194.78		£4,194.78	SCC Pension Fund	Pension Contributions May 25
O P Jun 10	£3,908.33		£3,908.33	HM Revenue & Customs	Tax & NI Contributions May 25
O P Jun 11	£880.00		£880.00	Simon Stewart	Newsletter delivery
O P Jun 12	£864.00		£864.00	Footprintz	Newsletter printing
O P Jun 13	£116.86	£17.70	£99.16	Cross, A	Expenses
O P Jun 14	£16.09	£0.36	£15.73	Legg, A	Expenses
O P Jun 15	£300.00		£300.00	Rainbow Gecko	Wednesday market entertainment
O P Jun 16	£1,791.25		£1,791.25	Active Learning & Skills	Provision of Youth Services May 25
O P Jun 17	£1,380.00		£1,380.00	M C Commercial Cleaning	Cleaning May 25
O P Jun 17	£400.00		£400.00	M C Commercial Cleaning	GRC Cleaning May 25
O P Jun 18	£397.93	£66.32	£331.61	Darkin Miller Ltd	Audit 2nd visit 24/25
O P Jun 19	£336.00	£56.00	£280.00	Fern Garden Tree Services	Henhayes grass cutting
O P Jun 20	£471.45	£78.57	£392.88	Castle Gardens	Bedding plants
O P Jun 21	£317.63		£317.63	Awe & Wonder	Art workshop
O P Jun 22	£187.00	£31.17	£155.83	Loxston Groundcare Ltd	Ferris ride on mower repair
O P Jun 23	£208.00	£13.00	£195.00	Worknest	Employment insurance
O P Jun 24	£1,640.78	£273.46	£1,367.32	Worknest	Employment law
DD49	£150.12	£25.02	£125.10	The Business	Fuel May 25
DD43	£20.05		£20.05	Lloyds Bank	Bank charges May 25
DD26	£90.84	£4.33	£86.51	British Gas Business	Gas Town Hall 23/4 - 1/6/25
DD46	£151.20	£25.20	£126.00	Somerset Web Services Ltd	Email hosting Jun 25
DD58	£319.39		£319.39	Water2Business	Water rates GRC 7/12/24 - 21/5/25
DD57	£269.75	£44.96	£224.79	British Telecom	Telephone & broadband GRC Jun 25
DD42	£23.95	£1.14	£22.81	British Gas Business	Electricity Workshop/Cemetery Chapel 27/4 - 3/6/25
DD50	£708.56	£118.09	£590.47	E. O N	Electricity GRC May 25
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Payroll software May 25
DD33 C.Card	£18.09	£0.00	£18.09	Mailchimp	Digital newsletter May 25
DD23	£220.53	£10.50	£210.03	British Gas Business	Electricity Town Hall 20/4 - 20/5/25
DD30	£159.34	£7.59	£151.75	British Gas Business	Electricity Public toilets 20/4 - 23/5/25
DD21	-£83.38	-£3.97	-£79.41	British Gas Business	Electricity Happy Valley Floodlights CREDIT
DD21	£87.07	£4.15	£82.92	British Gas Business	Electricity Happy Valley Floodlights 23/3 - 22/5/25
DD59	£252.37	£12.02	£240.35	British Gas Business	Gas GRC 20/4 - 19/5/25
DD20	£309.00		£309.00	Somerset Council	Rates Workshop/Cemetery Chapel Jun 25
DD13	£1,752.93		£1,752.93	Aviva Credit Services UK Ltd	Insurance Jun 25
DD51	£649.00		£649.00	Somerset Council	Rates GRC Jun 25

Date: .....

DD2	£1,360.00		£1,360.00	Somerset Council	Rates Town Hall/Victoria Hall Jun 25
DD55	£511.00		£511.00	Somerset Council	Rates Lodge office Jun 25
O P Jun 25	£562.56	£93.76	£468.80	Luke Grafton Stonemason Ltd	Lodge office guttering
O P Jun 26	£30.83	£0.23	£30.60	Hewitt P	Expenses
O P Jun 27	£28.49		£28.49	Sheehan, Katharine	Expenses
O P Jun 28	£120.00		£120.00	Medstone	Honoured citizens board lettering
O P Jun 29	£91.20	£15.20	£76.00	Paperchase Recycling	GRC general waste collection 5/5 - 1/6/25
O P Jun 29	£52.80	£8.80	£44.00	Paperchase Recycling	Cemetery general waste collection 5/5 - 1/6/25
O P Jun 30	£175.00		£175.00	Steven Mansfield	Cemetery chapel lightning conductor annual testing
O P Jun 31	£2,194.49	£365.75	£1,828.74	Boilerman Ltd	Town Hall boiler pipework replacement
O P Jun 32	£196.42	£32.74	£163.68	Relay Electrical Services	Henhayes streetlight repair
O P Jun 33	£412.50		£412.50	Active Learning & Skills	Provision of detached youth work Happy Valley Apr & May 25
O P Jun 34	£15.12	£2.52	£12.60	Yarcombe Woodland Products Ltd	Tree supports
O P Jun 35	£61.94	£10.32	£51.62	Crewkerne Horticultural	Pro Harness
O P Jun 36	£4,378.80	£729.80	£3,649.00	Truvelo (UK) Ltd	Speed Indicator Device
O P Jun 37	£107.93	£17.99	£89.94	Prism	Toilet rolls
O P Jun 37	£335.83	£55.97	£279.86	Prism	Toilet rolls
O P Jun 38	£20.14	£3.36	£16.78	Bradfords	Sand/cement
O P Jun 39	£114.00	£19.00	£95.00	Sovereign Fire & Security	GRC Fire/intruder alarm/CCTV maintenance Jul 25
DD9	£70.13	£11.69	£58.44	Southern Communications	Mobile phone charges Jun 25
DD52	£318.58	£53.10	£265.48	Gamma Business Communications Ltd	Telephone & broadband Jun 25
DD27	£619.50	£29.50	£590.00	Smartest Energy	Electricity Victoria Hall May 25
DD17c	£19.27	£0.92	£18.35	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path 1/5 - 1/6/25
DD17b	£17.28	£0.82	£16.46	Edf Energy 1 Ltd	Electricity Street Lighting Henhayes 1/5 - 1/6/25
	£12,291.01		£12,291.01	Salaries	May-25
	£12,291.21		£12,291.21	Salaries	Jun-25
Total	£66,443.39	£2,801.85	£63,641.54		



<b>A</b>	<b>CREWKERNE TOWN COUNCIL</b> <b>BANK RECONCILIATION AS AT 31/05/2025</b>		
	Cash in Hand 01/04/2025 ADD		£451,622.97
	Receipts 01/04/2025 - 31/05/2025 SUBTRACT		£698,514.94
	Payments 01/04/2025 - 31/05/2025		£164,954.56
	<b>CASH IN HAND 31/05/2025</b> (per Cash Book)		£985,183.35
<b>B</b>	Cash in Hand per Bank Statements 31/05/2025		
	LLOYDS - Business Call Account	£744,007.37	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£985,183.35
	<b>Less</b> unrepresented cheques		
			£0.00
	<b>Plus</b> unrepresented receipts		
	<b>ADJUSTED BANK BALANCE</b>		£985,183.35
	<b>A = B Checks out OK</b>		
	Town Clerk: .....		
	Date: .....		
	Checked by: .....		
	Date: .....		

<b>A</b>	<b>CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/05/2025</b>		
	Cash in Hand 01/04/2025		£2,079.23
	ADD		
	Receipts 01/04/2025 - 31/05/2025		£2,385.93
	SUBTRACT		
	Payments 01/04/2025 - 31/05/2025		£17.00
	<b>CASH IN HAND 31/05/2025</b>		<b>£4,448.16</b>
	(per Cash Book)		
<b>B</b>	Cash in Hand per Bank Statements 31/05/25		
	LLOYDS - Instant Access Account	£1,617.11	
	LLOYDS - Current Account	£2,831.05	
	<b>Less</b> unpresented cheques		£4,448.16
	<b>Plus</b> unpresented receipts		£0.00
	<b>ADJUSTED BANK BALANCE</b>		<b>£4,448.16</b>
	<b>A = B Checks out OK</b>		
	Town Clerk: .....		
	Date: .....		
	Checked by: .....		
	Date: .....		

FINAL

Internal audit report 2024/25

Visit 2 of 2

# CREWKERNE TOWN COUNCIL

Date: 30<sup>th</sup> May 2025

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## Introduction

This report contains a note of the audit recommendations made to Crewkerne Town Council following the carrying out of internal audit testing on site on 29<sup>th</sup> May 2025.

The audit work has been carried out in accordance with Crewkerne Town Council's bespoke Internal Audit programme, which is based largely on Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide' and supplemented by the additional tests required by later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

## Audit Opinion

The internal audit for 2024/25 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively.

## Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	0
Low	1
Information	0
TOTAL	1

The number of recommendations made at all of the audit visits in 2024/25 and their priorities are summarised in the following table:

Rating	Number		
	Visit 1	Visit 2	TOTAL
High	0	0	0
Medium	2	0	2
Low	1	1	2
Information	0	0	0
TOTAL	3	1	4

I would like to thank Katharine Sheehan, Town Clerk and Paula Hewitt, Finance Officer for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2024/25 INTERNAL AUDIT OF CREWKERNE TOWN COUNCIL**  
**FINAL REPORT VISIT 2 OF 2: 30<sup>th</sup> MAY 2025**

**Appendix 1 – Recommendations and Action Plan**

<b>Recommendation number</b>	<b>Detail</b>	<b>Priority (Low/Medium/High)</b>	<b>Management Response</b>	<b>Responsible Officer</b>	<b>Due Date</b>
3.2 – Ensure all minutes are on website	<p>I checked to see that there was no unusual financial activity in the minutes. I found no such activity but did note:</p> <p>1. Minutes of the Joint Burial Committee meeting of 03/12/24 were signed and on file but were not on the website.</p> <p>I recommend that minutes are added to the website as soon as possible so that a full record of approved Council business and decisions is accessible online.</p>	L	Draft minutes of JBC were on the website but these have now been replaced with the agreed minutes.	KS	Complete.



CREWKERNE TOWN COUNCIL

INCOME & EXPENDITURE

ACCOUNT

&

BALANCE SHEET

2024 / 2025

# CREWKERNE TOWN COUNCIL

## ACCOUNTS

2024 / 2025

## CONTENTS

	Page
Introduction	3
Auditor's Report	4
Revenue Account Summary (Income & Expenditure Account)	5
Balance Sheet	6
Notes to the Accounts	7 - 16



## INTRODUCTION

The Town Council is required:

\*to make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has responsibility for the administration of those affairs. In this Council, the Town Clerk is the Responsible Financial Officer (RFO).

\*to manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The RFO is responsible for the preparation of the Council's Statement of Accounts which is required to present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31 March 2025.

In preparing this Statement of Accounts, the RFO has sought to select suitable accounting policies and apply them consistently, and make judgements and estimates that are reasonable and prudent. The RFO has also kept proper accounting records which are up to date, and the Council has undertaken a review of the measures for the prevention and detection of fraud and other irregularities.

The Council's financial accounts for the year ended 31 March 2025 are set out on the following pages with explanatory notes where required. These accounts include figures for the Town Council. The accounts are prepared under regulations of the Accounts and Audit (England) Regulations 2015 and published subject to External Audit.

These accounts have been approved by resolution of the Town Council at the meeting held on 23rd June 2025.

Crewkerne Town Council  
Town Hall,  
Market Square,  
Crewkerne, Somerset, TA18 7LN

CREWKERNE TOWN COUNCIL  
INCOME & EXPENDITURE ACCOUNT  
&  
BALANCE SHEET

2024 / 2025

AUDITOR'S REPORT  
to the Members  
of CREWKERNE TOWN COUNCIL

The auditor's report will appear here in due course.

The Auditor is based at PKF Littlejohn LLP, 1 Westferry Circus, London E14 4HD.

# INCOME & EXPENDITURE ACCOUNT

Year Ended 31/03/2024		Year Ended 31/03/2025	
INCOME			
1,000.00	Aqua Centre	1,000.00	Pg 12
318.76	Allotments	332.74	
4,444.23	Bank Gross Interest	6,502.70	
26,744.42	Cemetery Fees	27,950.08	Pg 15
492.00	CIL Funds	2,681.50	
7,753.69	Events (incl. Christmas)	10,043.01	Pg 14
26,362.97	George Reynolds Centre	22,216.54	Pg 15
9,901.77	Grounds Maintenance	4,524.10	Pg 13
5,853.84	Henhayes Car Park	6,799.40	
0.00	Miscellaneous	334.33	
527,656.00	Precept	637,714.00	
2,937.99	Projects	11,248.00	Pg 14
15.00	Town Hall	1,131.49	Pg 13
9,869.12	Victoria Hall	10,866.05	Pg 14
5,999.68	War Memorial Commemoration Trust	5,662.47	
-----		-----	
629,349.47	TOTAL INCOME	749,006.41	
=====		=====	
720.23	West Crewkerne Income	0.00	*
-11,658.92	Miscellaneous – ABCD Temporary Safekeeping of Funds	0.00	***
EXPENDITURE			
0.00	Aqua Centre	0.00	Pg 12
33,858.66	Cemetery	53,268.74	Pg 15
18,813.21	Events (incl. Christmas)	22,107.22	Pg 14
66,349.97	General Administration	61,464.06	Pg 12
55,980.22	George Reynolds Centre	49,066.30	Pg 15
9,786.39	Grants	10,279.00	Pg 14
75,368.23	Grounds Maintenance	138,859.99	Pg 13
4,253.84	Projects	17,911.36	Pg 14
238,525.49	Salaries & Wages	236,620.76	
18,318.27	Town Hall	45,062.54	Pg 13
33,047.25	Public Services (Toilets/Youth Service)	35,145.64	Pg 12
18,688.19	Victoria Hall	21,299.46	Pg 14
16,512.51	War Memorial Grounds	4,925.89	Pg 15
-----		-----	
589,502.23	TOTAL EXPENDITURE	696,010.96	
=====		=====	
380.19	West Crewkerne funds spent	1,008.80	*
0.00	West Crewkerne funds returned	6,862.71	**
39,847.24	Net surplus/(deficit) Does not include West Crewkerne funds	52,995.45	Pg 6

For information only

\* West Crewkerne Parish Council Cemetery reserves spent/received

\*\* West Crewkerne Parish Council Cemetery reserves returned

\*\*\* Funds belong to ABCD and were returned last year

# CONSOLIDATED BALANCE SHEET

31/03/2024	As at		31/03/2025
	CURRENT ASSETS		
0.00	Investments	100,000.00	
1,245.82	VAT Recoverable	3,591.77	
4,447.32	Debtors	3,389.66	
8,305.15	Payment in Advance	9,223.07	
382,829.46	Cash in Hand & at Bank	351,622.97	
-----		-----	
396,827.75		467,827.47	
-----		-----	
396,827.75	TOTAL ASSETS		467,827.47
-----			-----
	CURRENT LIABILITIES		
32,523.03	Creditors	58,984.34	
633.63	Receipts in Advance	48.10	
7,871.51	Liability Reserves e.g. deposits	0.00	
		-----	
(41,028.17)			(59,032.44)
-----			-----
355,799.58			408,795.03
	TOTAL ASSETS LESS CURRENT LIABILITIES		
-----			-----
355,799.58	NET ASSETS		408,795.03
=====			=====
	Represented By:		
	Revenue Account Balance		
120,910.34	General Fund		159,224.07
234,889.24	Earmarked Reserves	Pg 11	249,570.96
7,871.51	West Crewkerne Parish Council Funds		0.00
(7,871.51)	Liability Reserves e.g. deposits		(0.00)
-----			-----
355,799.58			408,795.03
=====			=====
315,952.34	Opening Balance 1 <sup>st</sup> April 2024		355,799.58
39,847.24	Surplus/(Deficit) for year	Pg 5	52,995.45
355,799.58	Balance as at 31 <sup>st</sup> March 2025		408,795.03

The above statement represents fairly the financial position of the authority as at 31<sup>st</sup> March 2025 and reflects its income and expenditure during the year.

NOTES TO THE INCOME AND EXPENDITURE  
AND BALANCE SHEET

1. STATEMENT OF ACCOUNTING POLICIES

The general principles of income and expenditure accounting applicable to Parish and Town Councils with a budgeted income for the year (and the two immediately preceding years) of less than £6,500,000 and more than £200,000 are applied to these accounts. They are compiled on an accruals basis of accounting. This means that the amounts due to or from the Council in respect of the financial year but not settled at the year end are brought into the accounts. The amounts so included are actual or estimated for each line of income and expenditure and any difference between the actual figures and the estimates is reflected in the accounts of the following year.

2. ASSETS - land, buildings, vehicles, plant and equipment with a value of more than £100.

a.	As at 31 <sup>st</sup> March 2025 the following assets were held:	Value £
	Town Hall & Victoria Hall	1,890,000
	Henhayes Store	10,887
	Aqua Centre	2,480,000
	Bus Shelters	12,447
	George Reynolds Centre	990,000
	George Reynolds Centre Furniture/Equipment	4,002
	Town Hall/Victoria Hall Furniture/Equipment	31,039
	Hearing Loop System	6,396
	CCTV Equipment	30,000
	West One Mosaic & Nameplate	20,135
	Civic Regalia	5,500
	Christmas Lights and Hardware	17,408
	Paintings/Works of Art/Memorabilia	36,001
	Playground Equipment/Fencing	123,345
	Skatepark Equipment	81,100
	MUGA & Floodlighting	72,000
	Grounds Maintenance Vehicle & Mowers	71,354
	Open Spaces Machinery/Equipment	17,567
	Street Fixtures & Fittings	49,704
	Market Umbrellas/Gazebos	8,836
	War Memorial Plaque	2,500
	Henhayes Floodlights	40,950
	Speed Indicator Device	3,445
	Parcel Of Amenity Land off Bincombe Lane	16,332
	Henhayes Recreation Ground	*1
	Bincombe Nature Res. incl. land behind Richmond House	*1
	Barn Street Recreation Ground	*1
	Happy Valley	*1
	Southmead Crescent Playground	*1
	Pithers Court	*1
	Land in front of Town Hall	*1
	Townsend Cemetery (93%)	*1
	Cemetery Lodge (93%)	325,500
	Cemetery Chapel Complex (93%)	604,500
	Public Chapel Contents (93%)	8,579
	Cemetery Grounds Contents (93%)	3,119
	<b>TOTAL ASSETS</b>	<b>6,962,654</b>

\*\*The basis of valuation of these assets is estimated actual value. Community land at nominal value

### Movements during the year

a.	During the year the following assets were added	Book Value £
	Town Hall/Victoria Hall Equipment	1,760
	Street Fixtures/Fittings	8,381
	Market Equipment	1,313
	Grounds Equipment	2,105
	Ride On Mower	36,500
	Playground Equipment	3,026
	Hearing Loop System	6,396
	Cemetery Equipment	698
	Christmas Lights/Hardware	2,508
	Total	62,687
b.	During the year the following assets were disposed of	
	Market Equipment	363
	Grounds Equipment	2,491
	Playground Equipment	2,000
	Christmas Lights/Hardware	10,923
	Ride On Mowers	20,882
	Victoria Hall Equipment	250
	Total	36,909

### 3. LEASES

At the year end the following leases were in operation

Leasor	Purpose	Annual Lease Payable	Year of Expiry
Ricoh Capital Plc	Ricoh Photocopier	800.20	2027
Carina Properties Ltd	Public Toilet Block	1.00	2070
Gamma Business Comms	Telephone System	3,046.08	2026

### 4. BORROWINGS

As at the close of business on 31st March 2025 there were no loans outstanding.

### 5. DEBTORS

The figures indicated below include:

VAT claim for March 2025	£	3,591.77	£	<u>3,591.77</u>
1 Cemetery Income		90.00		
1 Cemetery Credit		(90.00)		
6 GRC Bookings		1,453.22		
5 Victoria Hall Bookings		492.92		
1 Town Hall Hire		1,099.19		
1 Charge for property damage		334.33		
1 Market Stall booking		10.00		
				<u>3,389.66</u>
The ages of these debts were:	No.	Value		
Less than 3 months old	15	3,297.87		
More than 3 months old	1	91.79		

6. PAYMENT IN ADVANCE

Unexpired agreement with Edge Designs Ltd	411.20
Unexpired maintenance contract with Hoistway	88.63
Unexpired agreement with Churches Fire Security Ltd	217.36
Unexpired membership with Worknest	30.49
Unexpired insurance with Worknest	212.63
Unexpired insurance premium with James Hallam Ltd	2,963.80
Unexpired insurance premium with James Hallam Ltd	873.17
Unexpired insurance premium with James Hallam Ltd	345.34
Unexpired insurance premium with James Hallam Ltd	231.78
Unexpired insurance premium with James Hallam Ltd	229.49
Unexpired insurance premium with James Hallam Ltd	344.13
Unexpired insurance premium with James Hallam Ltd	(225.16)
Unexpired insurance premium with James Hallam Ltd	259.92
Payment in advance to Strawberry Jam Entertainment	200.00
Unexpired agreement with Sovereign Fire & Security	95.00
Unexpired agreement with Somerset PFA	10.42
Unexpired agreement with Pear Technology Services Ltd	24.73
Unexpired agreement with Society of Local Council Clerks	407.10
Unexpired agreement with Somerset Web Services Ltd	50.00
Unexpired agreement with Zoom Video Communications	22.13
Unexpired agreement with TV Licensing	113.16
Unexpired agreement with Hoistway	316.93
Unexpired agreement with Zonkey Solutions Ltd	22.41
Unexpired agreement with Zonkey Solutions Ltd	1,097.80
Unexpired agreement with Zonkey Solutions Ltd	28.19
Payment in advance to DVLA	225.31
Payment in advance to Brandon Hire Station	229.50
Unexpired agreement with Sovereign Fire & Security	200.92
Unexpired agreement with Sovereign Fire & Security	196.69

9,223.07

## 7. CREDITORS

Invoices for supplies received before the end of the financial year and payable within twelve months of the Balance

Sheet date totalled (*estimated)	£	£
Active Learning & Skills – Youth Service Provision	1,577.92	
Amazon – Administration	27.27	
Agrichem – Grounds Maintenance	91.49	
Awe & Wonder - Events	955.30	
Bradfords – Grounds Maintenance	48.48	
Brimsmore Gardens – Grounds Maintenance	362.50	
British Gas Business – Happy Valley Floodlights Electricity	25.02	
British Gas Business – George Reynolds Centre Gas	641.62	
British Gas Business – Town Hall Electricity	204.18	
British Gas Business – Town Hall Gas	118.59	
British Gas Business – Public Toilets Electricity	191.00	
British Gas Business – Cemetery Chapel Electricity	17.94	
British Gas Business – Lodge Office Electricity	23.63	
British Gas Business – Lodge Office Gas	145.39	
Brynley Andrews Associates – Grounds Maintenance	350.00	
Castle Gardens – Grounds Maintenance	115.06	
Croft Surveyors – Grounds Maintenance	990.40	
Cross, A – Grounds Maintenance	136.82	
Dantek Environmental Services - Maintenance	633.00	
EON – GRC Electricity	814.48	
EDF Energy Ltd – Happy Valley Streetlights electricity	72.33	
EDF Energy Ltd – Henhayes Streetlights electricity	15.83	
EDF Energy Ltd – Middle Path Streetlights electricity	17.64	
Everflow - Water	(851.80)	
Fern Garden Tree Services – Grounds Maintenance	340.00	
Fern Garden Tree Services – Cemetery Grounds Maintenance	1,705.00	
Glasdon U.K.Ltd – Grounds Maintenance	782.67	
Gordon Morris – Town Hall Maintenance	240.84	
Greenslade Taylor Hunt - Administration	2,000.00	
Groundwork UK - Projects	3,295.42	
Hewitt, P - Administration	10.68	
HM Revenue & Customs – Tax & NI Contributions	3,464.18	
Hughes, G - Administration	56.35	
Iris Business Software Ltd – Payroll Software	18.00	
James Hardware – Grounds Maintenance	14.75	
Lloyds Bank – Bank charges	22.36	
Luke Grafton Stonemason – Lodge Office Refurbishment	25,616.60	
M C Commercial Cleaning - Cleaning	1,537.50	
Oscars Wine Bar – Administration	570.00	
SCC Pension Fund – Pension Contributions	4,194.78	
Smartest Energy – Victoria Hall Electricity	551.98	
Somerset Council - Administration	137.50	
Somerset Forge Ltd – Grounds Maintenance	860.00	
Somerset Wildlife Trust Consultancy – Grounds Maintenance	1,795.00	
Strawberry Jam Entertainment - Events	200.00	
Stuart Todd Associates – Projects	4,624.00	
The Business – Grounds Maintenance	115.36	
The Window Man – GRC Maintenance	60.00	
Yarcombe Woodand Products – Cemetery Maintenance	47.28	

58,984.34



8. RECEIPTS IN ADVANCE

Ling, E – Allotment rent	32.07
Piercy, J – Allotment rent	16.03

48.10

9. EARMARKED RESERVES

Opening Balance at 1 <sup>st</sup> April 2024	234,889.24
Additions during the year	105,576.56
Less amount utilised within the year	90,894.84
Balance at the year end	249,570.96
Balances of Earmarked Reserves as at 31 <sup>st</sup> March 2025 were:	

	Balance at 01/04/24	Additions in year	Used in year	Balance at 31/03/25
Tennis Courts Upgrade	9,356.43			9,356.43
Invest for Crewkerne's Future	6,751.69			6,751.69
Bincombe	451.87			451.87
Youth Town Council	4,940.19			4,940.19
Playgrounds	2,157.33			2,157.33
Barn Street Rec.ground	1,436.05		1,436.05	0.00
Town Hall Project	19,355.39		19,355.39	0.00
Victoria Hall lift upgrade	2,000.00			2,000.00
Staff Costs	14,234.14	40,000.00		54,234.14
Service Devolution	3,600.00	20,000.00		23,600.00
New Projects	19,350.00			19,350.00
Grounds Maintenance	11,318.58		11,318.58	0.00
Awe & Wonder Art Workshop	4,115.54	3,000.00	6,762.52	353.02
Christmas Lighting Up	6,347.34	6,602.06		12,949.40
Neighbourhood Plan	0.00	9,208.00	9,208.00	0.00
Tree Fund	750.00			750.00
Town Defibrillator Maintenance	0.00	2,040.00	2,040.00	0.00
Community Bench	0.00	1,800.00	1,755.00	45.00
Aqua Centre Maintenance	500.00	500.00		1,000.00
Utilities	4,500.00			4,500.00
Land in front of Town Hall	1,146.00	1,145.00		2,291.00
Lodge Office	18,000.00		18,000.00	0.00
Chapel Workshop Refurbishment	0.00	4,600.00		4,600.00
Election Expenses	0.00	14,000.00		14,000.00
CIL Funds	0.00	2,681.50		2,681.50
Cemetery 93% - Consolidation of Joint Burial Committee Funds	104,578.69	0.00	21,019.30	83,559.39
	234,889.24	105,576.56	90,894.84	249,570.96

10. BREAKDOWN OF INCOME & EXPENDITURE HEADINGS

GENERAL ADMINISTRATION EXPENDITURE						
23/24		24/25		23/24	24/25	
558.91	Stationery	478.66		116.68	Refreshments	134.20
2,697.74	Telephone	3,430.23		350.68	Office Equipment	686.00
1,839.44	Photocopier	1,907.26		291.88	Mayor's Civic Expenses	1,443.08
762.50	Season Tickets	825.00		3,274.98	Professional Subscriptions	3,410.59
211.40	Postage	219.78		2,084.74	Audit Fees	2,041.56
663.06	Miscellaneous	952.63		20,534.92	Insurance	21,898.94
13,939.41	Election Expenses	0.00		1,934.00	Legal Fees	4,604.46
8,093.48	Computers	7,102.57		2,557.50	Newsletters	2,572.00
2,581.21	Website	3,151.83		135.00	Members Course Fees	225.00
1,746.43	Staff Training & Exp	5,539.78		203.08	Bank Fees	223.69
16.00	Advertising	0.00		1,756.93	Temporary Staff Costs	616.80
				66,349.97	Total Administration	61,464.06

AQUA CENTRE INCOME				AQUA CENTRE EXPENDITURE		
23/24		24/25		23/24		24/25
1,000.00	Rent	1,000.00		0.00	Maintenance	0.00
1,000.00	Total to Inc & Exp	1,000.00		0.00	Total to Inc & Exp	0.00

PUBLIC SERVICES EXPENDITURE						
23/24		24/25		23/24	24/25	
18,971.84	Youth Serv. Provision	18,935.04		11,505.41	Public Toilets	14,696.85
2,570.00	Summer Holidays Youth Provision	1,513.75				
				33,047.25	Total to Inc & Exp	35,145.64

GROUNDS MAINTENANCE INCOME			GROUNDS MAINTENANCE EXPENDITURE		
23/24		24/25	23/24		24/25
23.39	Wayleaves	32.86	4,697.10	Grounds maintenance	2,620.41
198.00	Henryhayes Pitch Leases	213.24	15,702.24	Open Spaces	36,856.53
0.00	Playing Field Award	25.00	9,144.70	Playgrounds	3,702.10
0.00	Donation for bench	1,800.00	209.00	Bins	3,032.57
2,255.00	Grant for Playground Spring Riders	0.00	3,075.77	Vehicle	3,124.27
5,402.55	Insurance claim & donation for Inclusive Swing replacement	0.00	1,623.19	Ride on Mower	32,366.53
2,022.83	Donations for trees/planting	0.00	516.65	Street Lighting	685.74
0.00	Grant for Bincombe signage	2,453.00	2,091.02	Equipment	2,104.92
			191.78	Old Grounds W'shop Rent/Service Charge	0.00
			544.70	Old Grounds W'shop Rates/Utilities	0.00
			422.50	Old Grounds W'shop Maint	0.00
			3,008.22	New Grounds W'shop Maint/Refurbishment	9,605.20
			1,921.24	New Grounds W'shop Rates/Utilities	1,797.60
			7,488.63	Lodge Office Rates/Utilities	7,683.83
			21,740.03	Lodge Office Maint/Refurbishment	30,314.38
			1,047.85	Town Centre CCTV	3,253.01
			1,943.61	Happy Valley Floodlights	1,712.90
9,901.77	Total to Inc & Exp	4,524.10	75,368.23	Total to Inc & Exp	138,859.99

TOWN HALL INCOME			TOWN HALL EXPENDITURE		
23/24		24/25	23/24		24/25
15.00	Chamber Hire	32.30	13,688.69	Business Rates & Utilities	13,079.42
0.00	Cash Access Licence fee/costs	1099.19	2,702.75	Maintenance/Repairs	29,786.94
			1,532.62	Fire Alarm Equip/Mt	1,994.81
			0.00	Telephone Box purchase	1.00
			394.21	CCTV Maintenance	200.37
15.00	Total to Inc & Exp	1,131.49	18,318.27	Total to Inc & Exp	45,062.54

VICTORIA HALL INCOME			VICTORIA HALL EXPENDITURE		
23/24		24/25	23/24		24/25
6,218.61	Hire Charges	6,930.48	10,649.25	Business Rates & Utilities	14,043.39
552.17	Performing Rights	597.95	180.00	Entertainment Licence	180.00
3,098.34	C.U.D.O.S.	3,337.62	1,149.10	Performing Rights	1,450.51
0.00	Miscellaneous	0.00	4,931.66	Maintenance/Repairs	4,595.18
			1,763.68	Lift Maintenance	753.91
			14.50	Equipment	253.47
			0.00	Misc.	23.00
9,869.12	Total to Inc & Exp	10,866.05	18,688.19	Total to Inc & Exp	21,299.46

GRANTS EXPENDITURE					
23/24		24/25	23/24		24/25
777.39	Minor Grants under £500	2,557.00	9,009.00	Grants £500 and over	7,722.00
			9,786.39	Total to Inc & Exp	10,279.00

PROJECTS INCOME			PROJECTS EXPENDITURE		
23/24		24/25	23/24		24/25
2,937.99	Neighbourhood Plan	9,208.00	4,253.84	Neighbourhood Plan	9,208.00
0.00	Town Dibrillators	2,040.00	0.00	Town Dibrillators	2,307.06
			0.00	Hearing Loop	6,396.30
2,937.99	Total to Inc & Exp	11,248.00	4,253.84	Total to Inc & Exp	17,911.36

EVENTS INCOME			EVENTS EXPENDITURE		
23/24		24/25	23/24		24/25
	Christmas			Christmas	
500.00	Christmas Workshops	0.00	562.54	Christmas Workshops	61.55
350.27	Christmas Lights	1,922.06	3,511.57	Christmas Lighting Up/Market	4,092.43
917.91	Christmas Lighting Up/Market	1,020.00	9,285.38	Christmas Lights Install/Hardware	8,341.34
912.50	Christmas Trees	1,012.50	840.00	Christmas Trees	885.55
2,680.68	Total Christmas	3,954.56	14,199.49	Total Christmas	13,380.87
5000.00	Awe & Wonder Grant	3,000.00	0.00	Wednesday Market	1,181.33
0.00	Wednesday Market	3,088.45	884.46	Awe & Wonder Art Workshop	6,762.52
73.01	Bincombe Event	0.00	2,737.38	Coronation Event	0.00
			991.88	Bincombe Event	0.00
			0.00	Henhayes Event	782.50
7,753.69	Total to Inc & Exp	10,043.01	18,813.21	Total to Inc & Exp	22,107.22

WAR MEMORIAL GROUNDS EXPENDITURE					
23/24		24/25		23/24	24/25
2,503.78	Water	2,459.41		936.14	Allotments 7.63
1,000.00	Bowling Green Mt	1,000.00		8,739.99	Grounds Maintenance 0.00
573.75	Severalls Hall	690.20		2,483.00	Tommy War Memorial 0.00
				275.85	Tennis Court Maint. 768.65
				16,512.51	Total to Inc & Exp 4,925.89

GEORGE REYNOLDS CENTRE INCOME			GEORGE REYNOLDS CENTRE EXPENDITURE		
23/24		24/25	23/24		24/25
9,900.00	Premises hire - Jigsaw	9,900.00	25,546.91	Maintenance/Repairs	20,691.79
1,523.62	Occasional Hire	1,242.60	481.99	Lift Maintenance	826.16
4,310.08	Rugby Club	4,046.96	25,634.13	Utilities/Rates	22,697.76
1,589.49	Football Club	1,641.61	234.90	Equipment	0.00
767.25	Cricket Club	633.63	1,817.00	Security/Fire/CCTV	2,070.80
3,414.38	Regular Users	4,726.78	1,752.45	Telephone/broadband/TV	2,306.65
19.30	Performing Rights	24.96	0.00	Project – Air Conditioning	0.00
163.85	Misc.	0.00	387.84	PRS/Premises Licence	473.14
4,675.00	Grant for Air Condit.	0.00	125.00	Misc.	0.00
26,362.97	Total to Inc & Exp	22,216.54	55,980.22	Total to Inc & Exp	49,066.30

CEMETERY INCOME			CEMETERY EXPENDITURE		
23/24		24/25	23/24		24/25
8,860.00	Burial Fees	9,160.00	5,782.28	Administration	6,677.14
640.00	Digging of Plots	1,100.00	2,887.06	Chapels	2,282.32
445.00	Garden of Remem	805.00	20,268.52	Grounds Maintenance	21,180.09
8,800.00	Plot Purchases	7,150.00	5,300.99	Treeworks	8,120.75
5,160.00	Memorials & Inscriptis	4,455.00	0.00	Path Improvements	13,500.00
300.00	Chapels	400.00	0.00	Lodge Toilet	2,517.24
1,580.00	Transfer fees	1,240.00	(380.19)	Adjustment for W.Crewkerne	(1,008.80)
295.00	West Crewkerne contribution	2,394.63			
1,143.07	Bank Account Interest	1,245.45			
241.58	Misc.	0.00			
(720.23)	Adjustment for W.Crewkerne	0.00			
26,744.42	Total to Inc & Exp	27,950.08	33,858.66	Total to Inc & Exp	53,268.74

11. TENANCIES

During the year the following tenancies were held:

Town Council as Landlord

Tenant	Property	Rent p.a.	Repairing/non Repairing
Crewkerne Leisure M'gement	Aqua Centre	1,000.00	Repairing
Jigsaw	George Reynolds Centre	9,900.00	Non

12. WAR MEMORIAL GROUNDS CHARITY FUND

The War Memorial Grounds are held in trust to be used as a recreation ground for the benefit of the inhabitants of Crewkerne and the neighbourhood. The income received from the assets held by the Trust are accounted for separately. A copy of these accounts is available at the Town Council offices.

# Annual Governance and Accountability Return 2024/25 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 2024/25

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 2025**.
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 2025**. 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 2025
  - 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 2024/25

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 2025 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 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 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) 2024/25

- 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 2025.
- 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 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- 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 2025**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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 <b>31 March 2025</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

## CREWKERNE TOWN COUNCIL

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

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. <b>(For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

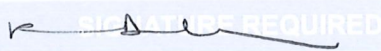
Date(s) internal audit undertaken

26/11/2024 29/05/2025 DD/MM/YYYY

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date 29/05/2025

**\*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 2024/25

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 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

**\*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:

23/06/2025

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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



## Section 2 – Accounting Statements 2024/25 for

### CREWKERNE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	315,952	355,800	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	527,656	637,714	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	101,693	111,292	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	238,525	236,621	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	350,977	459,390	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	355,800	408,795	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	382,829	451,623	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	6,936,876	6,962,654	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 2025 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**

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

23/06/2025

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of CREWKERNE TOWN COUNCIL

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 2025; 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 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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.  
(\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not 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 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



## **Allotments Policy**

### **1. DEFINITIONS**

- 1.1 'The Council' means Crewkerne Town Council and includes any committee of the Council, or any person authorised to act on behalf of the Council.
- 1.2 'Allotment Site' means an area of land set aside by the Council, for the purpose of growing vegetables, flowers, and fruit.
- 1.3 'Allotment Garden' means an area of land, which may vary in size, within each allotment site, that is available to rent for an annual sum.

### **2. INTRODUCTION**

- 2.1 This document sets out:
- The eligibility criteria for renting an allotment garden
  - Procedures for allocation of allotment gardens
  - Allotment administration
- 2.2 The Council reviews this allotment policy regularly and reserves the right to amend this policy document at any time at its own discretion.
- 2.3 The legal relationship between Crewkerne Town Council (The Council) as landlord and allotment holders as tenants, is defined within tenancy agreements.

### **3. TENANCY, ELIGIBILITY CRITERIA AND DEPOSITS FOR RENTING ALLOTMENTS**

- 3.1 The tenancy is subject to the Allotments Act 1908 to 1950 and to the regulations endorsed on this policy.
- 3.2 The rent is due on the 1st day of April each year. On sites where water is available, the tenant agrees to pay a proportion of the water charges based on the water usage for the previous twelve months. Where a new tenancy is commenced part-way through the year, a proportionate rent will be charged for the remaining months of the first year's tenancy.
- 3.3 To be eligible to rent a statutory allotment a person must be 18 years or older and a resident of the defined Parish of Crewkerne. Any change of address should be notified, in writing, to Crewkerne Town Council within 7 days. Should an allotment holder move outside the parish boundary they will be served one month's notice to terminate their tenancy. The Council maintains a waiting list for eligible people across all Council owned sites. The Council reserves the right not to accept applications for allotments.
- 3.4 No household may have more than one allotment garden in Crewkerne, whether Council or private. If they already have a private allotment, they must declare this at the time of

application. Their name will then be added to the waiting list only on the strict understanding that they terminate the private allotment tenancy, should they be offered a Council allotment. Should any tenant take up another allotment elsewhere, they must notify the Council immediately and their tenancy will be terminated in accordance with 3.5.

3.5 The tenancy of the allotment garden shall terminate on the death of the tenant, and/or whenever the tenancy or right of occupation of the Council terminates. The tenancy may also be terminated by the Council if:

- The rent is in arrears for not less than 40 days or
- If the tenant is not duly observing the conditions of their tenancy or
- If the tenant acquires another allotment

3.6 If the allotment is handed back to the Council part-way through the tenancy, rent will not be refunded.

3.7 Allotment tenancies are non-transferable. If a tenant wishes to relinquish their allotment, the tenancy must be formally terminated, and any new tenant must enter into a separate agreement with the Council. Any fees paid are not transferable and will not be refunded or credited to a new tenancy.

3.8 The Council reserves the right to vary these conditions at any time at its own discretion.

3.9 A deposit is payable when a new member starts a tenancy. The deposit is £50 for a full-size plot, or £25 for a half-size plot. The deposit must be paid in full before the tenant is granted access to the allotment plot. The deposit is non-transferable and cannot be used to offset rent or any other fees associated with the tenancy.

3.10 The deposit will be refunded at the end of the tenancy, subject to an inspection of the plot to ensure that it is left in an acceptable condition and free from rubbish. Any relevant keys must be returned. The deposit is intended to cover any potential damages to the allotment site or failure to comply with the terms of the tenancy agreement. The Council reserves the right to make deductions from the deposit for any necessary repairs, site clearance, or outstanding fees incurred during the tenancy.

3.11 An acceptable condition is defined as not neglected or badly overgrown with weeds. If the weeds are tall and extensive the deposit will be forfeited. Unacceptable rubbish may include (but is not limited to) carpet, baths, upholstered chairs, doors, windows, glass, plastic items, large numbers of bricks etc. Items that can be left behind could include any shed that is structurally sound (and within the policy guidelines of 6ft x 4ft x 7ft), a few slabs (maximum of 6), a few bricks (no more than 10 per plot), intact tools, a few pallets (no more than 6) or compost bins.

#### **4. ALLOCATION OF PLOTS**

4.1 The Council supplies information regarding vacant plots as they become available to the person/persons at the top of the waiting list to allow applicants to visit and inspect the plot before making a decision to confirm their tenancy. In making such offers, the Council will endeavour to consider applicants' preferences of size and location of plot.

4.2 Where more than one plot becomes available at the same time, the Council will contact the appropriate number of people at the top of the list regarding the vacant plots and these are allocated on a 'first come first served basis'.

- 4.3 Applicants at the top of the list are given first refusal and **two** weeks to respond to the offer. If no response is received within this time, their name is removed from the waiting list. If they do not wish to or cannot take an offered plot, applicants may defer twice and retain their place in the list until another plot becomes available. If applicants wish to defer a third time, their names will be moved to the bottom of the list. If the plot is not taken by the person at the top of the list, it is offered to the next person.
- 4.4 When an applicant confirms their wish to commence a new tenancy, having identified the vacant plot and clarified that they are eligible, they are required to sign a tenancy agreement and to pay appropriate charges and fees within ten working days before being allowed to start work on the plot.
- 4.5 The preferred method of payment is bank transfer. Alternatively, cash or cheque can be accepted. Please contact the office for more details regarding this.
- 4.6 All allotments are let on an 'as seen' basis. The Council is not able to carry out improvement or clearance work for new tenants beyond making the plot safe. The Council may at its discretion carry out appropriate actions to tidy any vacant overgrown plots. The Council reserves the right to divide or amalgamate plots as they become vacant.
- 4.7 Each allotment tenancy is leased in the name of one person only, even if more than one person works on the plot. There is no automatic right of inheritance, however, the other person can make a representation to the Council before the tenant vacates the plot, seeking the Council's agreement to take over the tenancy. The Council considers such representations on a case-by-case basis.
- 4.8 The tenancy of an allotment is personal to the tenant named in the agreement. In the case of group tenancies, the tenancy belongs to the group itself, covering all members of the group, not only the individual named signatory of the tenancy.
- 4.9 The tenant may not assign, sublet, or part with possession or control of all or any part of their allotment without permission from Crewkerne Town Council. (This shall not prohibit another person, authorised by the tenant, from cultivation of the plot for short periods of time when the tenant is incapacitated by illness, or is on holiday. The Council should be informed if this is the case.)
- 4.10 Plot allocation is restricted to one plot per tenant. Tenants cannot go back onto the waiting list for additional plots. If a tenant wishes to rent a plot on a different Council owned site, they must join the bottom of the waiting list. On acceptance of another site, they must terminate their tenancy and vacate the current plot. Tenants of full-size allotment gardens may request for their plot to be split if a written application is made to Crewkerne Town Council. The granting or refusal of such requests is at the discretion of the Council.

## **5. ADMINISTRATION**

- 5.1 The Council provides and maintains an allotment waiting list and tenancy records in accordance with the Data Protection Act 2018. Tenants may contact staff by email or telephone during its published office hours. Any queries about this policy should be referred to the Council.
- 5.2 The Council promotes 'best practice' on its allotment sites and encourages sustainable environmental management. It seeks to make sites as accessible and usable for all allotment tenants as possible and consider requests for improvements where required for disability access.

- 5.3 The Council will provide a water supply at the War Memorial allotments only, at its discretion. Where a water supply is provided the fees payable will reflect this.
- 5.4 The Council assists security at its allotment sites by providing boundary fences/hedges/gates where appropriate. Whilst the Council maintains third party insurance concerning its allotment sites, tenants should maintain public liability concerning their own allotment gardens. The Council accepts no responsibility for any damage, loss or theft that may occur.
- 5.5 The Council assists security at the Bincombe allotments by providing a locked gate. The tenant will be issued with a code for access. No codes shall be passed to anyone other than the person authorised to work on the allotment garden. Any misuse of this could result in termination of tenancy. The gate should remain closed whenever tenants are working on their allotments. ~~Whilst working on the allotment, the gate should remain closed, ensuring the padlock is on the inside.~~ The tenant must ensure that the gate is locked upon leaving the allotments and that the padlock code is scrambled.
- 5.6 The Council assists security at the War Memorial allotments by providing a locked store and toilets. The tenant will be issued with two keys. No keys shall be passed to anyone other than the person authorised to work on the allotment garden. The tenant is to ensure that the store and/or toilets are locked on leaving the allotments. On termination of the tenancy all keys must be returned to the Council. The Council reserves the right to remove access to the toilets should they be misused or left in a poor condition.

## **6. TRANSGRESSION OF TENANCY**

- 6.1 Following a transgression of tenancy, the tenancy agreement will be terminated either with immediate effect, or at the end of the current tenancy, following a decision by the Council.

## **7. DISPUTES**

- 7.1 The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden.
- 7.2 The tenant shall not obstruct any path set out by the Council for the use of occupiers of the allotment gardens.
- 7.3 Disputes between tenants shall in the first instance be referred to the Town Clerk. If the matter still cannot be resolved, then the matter will be referred to the Amenities Committee and the subsequent decisions of the Committee are binding on all concerned parties.
- 7.4 The Council and tenants are expected to comply with the Council's policies in respect of harassment and discrimination.
- 7.5 Tenants must not discriminate against, harass, bully, or victimize any other person/s on the grounds of race, colour, ethnic or national origin, social origin, language, religion, political or other opinion, belief, gender, marital status, age, sexual orientation, sexuality, medical condition, disability, or disadvantaged by any condition which cannot be shown to be justified.
- 7.6 No tenant must cause another tenant harassment, alarm, or distress. Any violence or threats of violence or damage to another property will be grounds for immediate termination of tenancy and possible prosecution. Please visit our website to view our



policies on this matter: [Governance and Policy - Crewkerne Town Council \(crewkerne-tc.gov.uk\)](http://crewkerne-tc.gov.uk)

- 7.7 Complaints about harassment are in the first instance to be referred to the Council who will investigate the matter. If the complainant is satisfied at that point, then the matter will end there. The complainant will be able to respond within one month of the decision with reasons. If the complaint is not satisfied, then both parties, within one month of the decision, may lodge all papers and evidence relating to the matter with the Council for a decision. Please visit our website to view our policies on complaints: [Governance and Policy - Crewkerne Town Council \(crewkerne-tc.gov.uk\)](http://crewkerne-tc.gov.uk)

## **8. RENT**

- 8.1 The tenant must pay the invoiced rent within 40 days of the due date.
- 8.2 The rent year runs from 1<sup>st</sup> April-31<sup>st</sup> March. Tenants taking up any allotment within the rent year will normally be invoiced for the remainder of the year with a pro rata amount.
- 8.3 A tenant may voluntarily relinquish their allotment at any time giving 14 days' notice, or have their tenancy terminated for breach of the tenancy agreement before year end, but no rebate will be payable.
- 8.4 The departing tenant shall remove any items or derelict structures from their plot before the end of the tenancy. If the Council must dispose of any such material not removed by the tenant, then the full cost of disposal/clearance shall be charged to the outgoing tenant. The plot should be left clean and tidy.
- 8.5 Rent may be increased annually to coincide with the beginning of the new allotment year, provided that the Council takes reasonable steps to give at least 90 days' notice. This notice will be in writing to individual tenants. Failure to give written notice to any individual tenant will not invalidate that, or any other tenants rent to increase.

## **9. CULTIVATION**

- 9.1 The tenant shall keep their allotment garden free from weeds and maintain it in a good state of cultivation, with a minimum of 75%. An area that is annually cleared of weeds yet remains un-cropped or unplanted for one year will be considered as non-cultivated.
- 9.2 Free from weeds is defined as a plot that is regularly maintained and kept clear of invasive, pernicious, or excessive weed growth. While some level of weed presence is natural, tenants must ensure that weeds do not spread to neighbouring plots, paths, or communal areas, and that they do not hinder the cultivation of crops or the overall upkeep of the allotment site.
- 9.3 The tenant shall use the plot solely as an allotment garden only; that is to produce for the cultivation of flowers, vegetable or fruit crops, (excluding trees) for personal use consumption by the tenant and their family household. The plot shall not be used for any and for no other purpose.
- 9.4 From the start of the tenancy agreement the tenant will have a two-month period in which enforcement for non-cultivation is not applicable. The Council reserves the right to visit any of the allotment sites at any time and will inspect plots between the months of April-October. In the case of non-cultivation there is only one warning given. If a plot is not

brought up to an acceptable condition within the time frame set out in the warning, the Council will then serve a termination of tenancy notice, for which there is no appeal.

**9.5** The cultivated area is defined as the area that is cultivated for crops or flower production. Cultivation requires the tenant to regularly dig, mulch, prune and weed 75% of the plot. Compost bins, water butts, ~~glass houses~~, poly-tunnels and fruit cages are also included within the cultivated area.

**9.6** The maximum amount of the allotment garden to be hard landscaped e.g., patio, internal paths, shed etc. is 25%.

**9.7** If a plot is brought up to an acceptable standard but then left to fall into non-cultivation again, the Council will serve another warning. The Council will only serve two warnings in a five-year period before repossessing the plot.

## **10. HEDGES, INVASIVE PLANTS AND PONDS**

10.1 Tenants are responsible for maintaining any hedge on or alongside their plot. Hedges should be trimmed at least once a year so as not to obstruct access. Hedges should not be cut back during the bird nesting season, which runs from 1<sup>st</sup> March - 1<sup>st</sup> September.

10.2 The tenant shall not, without the written consent of the Council, cut/prune any timber or trees, or take/sell any mineral, gravel, sand, or clay from the allotment site.

10.3 No fast-growing conifers or invasive plants such as willow or bamboo may be planted.

10.4 No new ponds or wells will be permitted on any allotment garden. The use of items as ponds for water storage is not allowed on safety grounds.

## **11. WATER, BONFIRES, INCINERATORS AND OTHER RESTRICTIONS ENVIRONMENTAL CONSIDERATIONS**

11.1 Sprinklers are prohibited. Hose pipes are not allowed unless they are used from a trough or water butt using a submersible pump.

11.2 The tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.

11.3 Bonfires and incinerators are not permitted at the War Memorial allotments. Bonfires/incinerators are permitted at the Bincombe allotments, for the burning of materials from the allotment garden only i.e., diseased plants and dried out organic matter that will burn without too much smoke or hazardous residue. The allotment holder must be a member of the Allotment Society, or another body that supplies public liability cover. Any damage occurred as a result of a bonfire would be the responsibility of the tenant. The burning of any materials –plastics, tyres, carpet, MDF, laminated wood etc is strictly prohibited. Smoke from a bonfire, which could be a nuisance to neighbours by interfering with the use and enjoyment of their garden or property or could affect the comfort or quality of life of the public, could result in action under the Environment Protection Act of 1990.

11.4 The Council, with good reason, and publicised to all plot holders, reserves the right to prohibit bonfires on a specific plot or allotment site.

- 11.5 Before a bonfire is lit, allotment holders must check to ensure that there are no explosive substances or pressurised containers within the materials. Fires should not be left unattended and must be extinguished at least 60 minutes before leaving the site. The premises should be checked immediately before leaving, and any smouldering or flames that are discovered must be extinguished. Adequate and suitable equipment must be kept in readiness to control or extinguish the fire.
- 11.6 Barbecues, open fires, and any form of outdoor cooking are not permitted on the allotment site at any time.
- 11.7 All potentially toxic materials should be removed from the allotment site and disposed of appropriately.
- 11.8 Tenants may not remove any mineral, sand, gravel, earth, or clay from the allotment gardens without written permission from the Council.
- 11.9 In line with best practices, the Council encourages the use of compost heaps on the allotment sites. However, with the exception of tea bags, coffee grounds, and eggshells, no cooked food should be composted.
- 11.10 The recycling and repurposing of materials for horticultural use is encouraged; however, tenants should be aware that the allotment sites must not be used for dumping or storing items unrelated to horticulture. Any violation of this policy will be considered a breach of the tenancy agreement. In such cases, the Council reserves the right to recover the costs of site clearance from the former tenant.
- 11.11 Tenants must not leave any form of rubbish, waste, or unwanted items on their plot at any time. It is the responsibility of the plot holder to remove and dispose of all refuse appropriately and off-site. Failure to do so may be considered a breach of the tenancy agreement and could result in action by the Council, including deductions from the deposit or termination of the tenancy.

## 12. STRUCTURES AND FENCING

- 12.1 Sheds and sided structures shall be included within the 25% area for non-cultivation. Poly tunnels and fruit cages will be included within the cultivated area.
- 12.2 Any structure on the allotment must be temporary and maintained in safe order with an appropriate external appearance and condition. If the Council is not satisfied with the **state condition** of the structure, the tenant will be contacted, and if no successful conclusion has been reached, the Council reserves the right to remove the structure and charge the cost to the tenant.
- 12.3 The tenant shall not, without the written consent of the Council erect any building on the allotment plot. No glass structures are permitted.
- 12.4 Any structures erected on the allotment shall not be made from hazardous material (e.g., asbestos) and the colour should be in keeping with the environment. The maximum size of a shed/structure should be 1.8m long x 1.22m wide x 2.13m high (6ft x 4ft x 7ft). Oil, fuels, lubricants, or any other flammable liquids shall not be stored in any shed.
- 12.5 The Council will not be held responsible for loss by accident, fire, theft, or damage from the allotment plot.

- 12.6 All structures must be adequately secured to the ground to prevent uplift, with sheds requiring a footing on slabs bedded on sand. All structures must be kept within the boundary of the allotment and must not be constructed over underground utilities (e.g., water pipes).
- 12.7 Solid fences next to a neighbour's plot should not exceed 1m in height, and wire/trellis fencing should not exceed 1.5m in height.
- 12.8 The tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of occupiers of the allotment gardens.
- 12.9 The tenant shall be responsible for the removal of all structures and fencing before the expiry of the tenancy.

### **13. LIVESTOCK AND BEES**

- 13.1 The tenant should not keep any animals or livestock (excluding bees) on the allotment, without written permission of the Council.
- 13.2 Bees shall not be kept unless the applicant has submitted a request and received written permission from the Council. There should be a maximum of 2 hives on any one allotment site, and they should be for personal use only. The Council reserves the right to withdraw their permission at any time.
- 13.3 'Personal use' means that honey, wax, and other hive products must be for the tenant's own consumption or use by their immediate household. Selling, bartering, or distributing products derived from the hives for commercial purposes is not permitted. To ensure compliance, the Council reserves the right to inspect hives periodically to ensure good beekeeping practices and compliance with the policy. If reports suggest that hive products are being sold or causing issues, the Council may review and, if necessary, revoke permission. In cases of suspected commercial activity, tenants may be asked to provide evidence that their beekeeping remains for personal use.
- 13.4 The tenant/beekeeper must be a member of the British Beekeepers Association (BBKA). They must maintain their membership of the BBKA whilst keeping bees on the allotment to ensure that the Association's insurance cover continues. Evidence of membership (including valid insurance cover) must be produced prior to permission being granted, and annually thereafter.
- 13.5 The tenant/beekeeper must ensure that they have provided competent care and management of the bees and hives and have the knowledge and skills to ensure the wellbeing of the bees. Management and manipulation of the bees and hives must, as far as possible, be carried out at appropriate times to minimise disturbance to other plot holders. The BBKA operates a well-established national system of assessments and examinations for beekeeping skills at a number of levels, and it is expected that a beekeeper should as a minimum, have passed the BBKA's Basic Assessment in Beekeeping. Evidence of passing this basic assessment must be provided to the Council prior to written permission being granted.
- 13.6 The tenant/beekeeper must have completed a risk assessment and submitted it to the Council prior to the siting of the hive/s.
- 13.7 The tenant/beekeeper has a duty of care to other allotment gardeners working nearby, and to all members of the public. To this end they must ensure that only gentle strains of bees

are to be kept. If the bees become aggressive or exhibit excessive 'following' tendencies, the tenant/beekeeper shall rearrange to requeen the colony or remove the colony altogether.

**13.8** The hives must be registered and available for inspection by the Regional Bee Inspector. All hive equipment is to carry a suitable mark identifying its owner.

**13.9** Signs 'Beekeeper at work' should be displayed prominently whilst the beekeeper is working, and for around half an hour afterwards, to ensure that no one accidentally walks nearby.

**13.10** ~~Tenants must accept full responsibility for the hive. Should a swarm occur, the tenant is responsible for ensuring that the bees are removed by a suitably qualified beekeeper at the tenant's expense.~~

The tenant is responsible for managing their hives to minimise the risk of swarming. If a swarm occurs, the tenant must take immediate action to safely retrieve or rehome the swarm in accordance with best beekeeping practices. If the tenant is unable to manage the swarm, they must contact a qualified beekeeper or a local swarm collection service without delay. The Council reserves the right to withdraw permission for beekeeping if appropriate swarm management is not demonstrated.

#### **14. MANAGEMENT OF BEES**

**14.1** Bees should be encouraged to fly at a good height (i.e., above head height) by surrounding the hives with a 2m high fence or similar boundary. (Bird netting, trellis covered in plants, or tall plants can be adequate.) The position of this fence/barrier is to be agreed in writing with the Council before its installation.

**14.2** Handling bees should be done at times when the bees are very active, thus leaving fewer in the hive. When opening hives, every care should be taken to ensure that it is not a busy time (i.e., busy weekend afternoons), and that the weather conditions are favourable (i.e., not raining, windy or thundery).

**14.3** ~~Always ensure there is someone else on site when handling bees, in case of emergency. Protective beekeeping clothing must be worn.~~

For safety reasons, tenants are encouraged to have another person present when handling or inspecting hives. In cases where this is not possible, tenants should ensure they have a mobile phone readily available in case of an emergency. The tenant is responsible for following best beekeeping practices to minimise risks to themselves and others.

**14.4** Tenants/beekeepers should not use the designated allotment area as storage space for keeping equipment that does not contain bees. No wax comb should be left exposed in an apiary, it must be stored in a bee proof way. Allotment tenants have a duty as part of the Allotment Tenancy Conditions not to cause a nuisance to others. In the keeping of bee on an allotment site, tenants should take all reasonable measures to minimise potential nuisances.

**14.5** The tenant/beekeeper shall should inspect their hives weekly from April to July in accordance with BBKA guidelines. and advise Other tenants must be informed about this the inspection procedure process to ensure so they are aware of the greater increased number of bee activity flying during the inspections.

**14.6** Defra officials, the Regional Bee Inspectors, have statutory powers to access hives to deal with disease. The Council will co-operate fully with them in this regard.

- 14.7 The tenant/beekeeper must prove the Council with contact details of a person of sufficient competence to deal with emergencies **such as swarming** during any such period that the beekeeper is absent or unavailable.

## **15. BEEKEEPING COMPLAINTS**

- 15.1 Any complaints from plot holders/members of the public regarding beekeeping on our sites should be directed to the Council.
- 15.2 Should the Council receive several complaints it will be necessary for a re-evaluation of the siting of the bee hives to be undertaken.
- 15.3 The Council may issue a notice requiring the removal of the hives withing 14 days if:
- The beekeeper contravenes any of the conditions stated in this policy.
  - A complaint that the bees have caused nuisance or danger to other plot holders or members of the public is upheld; or
  - Substantive information is received that requires a review of the arrangements.
  - If the Council has cause to investigate complaints of nuisance, costs of official inspections will be passed to the tenant for payment.

## **16. DOGS**

- 16.1 Dogs must not be brought onto allotment sites unless they are on a short lead or otherwise restrained at all times.
- 16.2 Tenants with dogs must ensure their dogs do not persistently bark or harass allotment tenants.
- 16.3 The burial of any pets or animals on any allotment land is strictly forbidden.

## **17. SITE SAFETY, SECURITY AND DUTY OF CARE**

- 17.1 Tenant's plots, the allotment site or any structures on the site may not be used for any illegal, immoral, or anti-social purpose. Tenants found to have committed an illegal or immoral act will be subject to immediate tenancy termination.
- 17.2 Tenants, even when not on site, have a duty of care to others on the allotment site or to others on any land adjacent to it. This includes visitors, trespassers, other tenants, themselves, and wildlife. This is particularly relevant in relation to:
- The timing and usage of mechanical equipment such as trimmers and rotavators, and the means to power them, such as petrol, oil, and gas. Tenants should only bring sufficient fuel onto the plot for their requirements and take away any fuel left over.
  - The prevention of obstruction of pathways
  - The sturdy construction of any features on the plot
  - The safe application and storage of pesticides (including weed killers and fertilisers), where manufacturer's recommend application and storage methods, rates and precautions must be adhered to, and containers disposed of safely.
  - The safe storage and usage of tools
  - Removal of broken glass and other hazardous materials, such as asbestos, in a safe and timely manner

**18. SECURITY AND MAINTENANCE OF STRUCTURES ON YOUR PLOT**

- 18.1 Unsafe working will be seen as a breach of these rules and may result in immediate termination of tenancy. The tenant shall be liable for any damage or injury caused by unsafe working practices.
- 18.2 Tenants may not bring, use, or allow barbed or razor wire on the allotment.
- 18.3 The Council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants, or contents on the allotment. Tenants are advised not to store any items of value on the allotment, and to insure and mark any items kept on the site. Tenants should report incidents of theft and vandalism to the Council and the police.

**19. UNAUTHORISED PERSONS AND VISITORS**

- 19.1 Only the tenant, or a person authorised or accompanied by the tenant, is allowed on the site, other than the public footpaths.
- 19.2 The tenant is responsible for the behaviour of pets, children and adults visiting the allotment. In an instance where a visitor breaches site rules, then the tenant will be held equally responsible.
- 19.3 A tenant's plot is not suitable for private gatherings. The playing of amplified music is strictly prohibited.

This policy replaces the previous Allotment policy

Approved at Full Council meeting 20 May 2024, Min No 24/25 012 f

<b>Report subject</b>	Council Surgeries: to note dates and identify councillor support for surgeries in 2025.
<b>Committee name</b>	Full Council.
<b>Meeting date</b>	23 <sup>rd</sup> June 2025.
<b>Report author</b>	Katharine Sheehan FSLCC, Town Clerk.
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk.

## 1. Purpose

1.1 To note dates and identify councillor support for surgeries in 2025.

## 2. Background information

- 2.1. Town Council surgeries are a good way of meeting members of the public and hearing issues and concerns first hand.
- 2.2. Council surgeries have been increasingly well attended over recent months. Councillors are asked to collect 'surgery sheets' from the offices on the Friday before the event, to keep a log of the issues raised and contact details from those attendees requiring follow up action or communication. Please pass these sheets as soon as possible following the surgery to either the Clerk or Deputy Clerk.

The following dates require two councillor volunteers between 10.30-12.00:

<b>Date of surgery</b>	<b>Councillor 1</b>	<b>Councillor 2</b>
Saturday 26 <sup>th</sup> July		
Saturday 27 <sup>th</sup> September		
Saturday 25 <sup>th</sup> October		

## 3. Financial implications

N/A.

## 4. Equalities considerations

Improves access to elected representatives.

## 5. Crime & Disorder considerations

N/A.

## 6. Council Action Plan objectives supported

N/A.

## 7. Recommendation

7.1. It is recommended that Council:

- a) Agrees councillor representation at these surgeries to assist staff with planning.



<b>Report subject</b>	Local Government Boundary Commission for England: Consultation on warding arrangements for Crewkerne.
<b>Committee name</b>	Full Council.
<b>Meeting date</b>	Monday 23 <sup>rd</sup> June 2025.
<b>Report author</b>	Katharine Sheehan FSLCC, Town Clerk.
<b>Report contact details</b>	<a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a> .
<b>Consultees</b>	Crewkerne Town Council are being consulted by LGBCE.
<b>Decision required?</b>	Response if desired.

## 1. Purpose

### 1.1 Electoral Review of Somerset Council: Draft Recommendations

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for Somerset Council.

The electoral arrangements for Crewkerne may change because of these proposals.

The proposal is that 96 councillors should be elected to Somerset Council in future, as well as new division boundaries across the authority.

A public consultation on the proposals will run from 3 June 2025 to 11 August 2025.

## 2. Background information

2.1 In November 2024, Crewkerne Town Council responded to the initial consultation on ward arrangements for Somerset Council, commenting that:

- *The Town Council would not support single-member wards for the unitary council.*
- *The Town Council opposes any changes to wards which divides the town of Crewkerne in two.*
- *A hybrid approach to ward sizes may be required to ensure that each ward serves a relatively equal number of residents.*

2.2 The next step of the consultation is now underway with LGBCE stating:

*“Once we have considered all responses to the consultation, we aim to publish final recommendations in December 2025. We will then lay a draft order in both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority’s elections in 2027.*

*We considered all representations received from local people and organisations during our initial consultation when drawing up our proposals. We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:*

- *Make sure that, within an authority, each councillor represents a similar number of electors*
- *Create boundaries that are appropriate, and reflect community ties and identities*
- *Deliver reviews informed by local needs, views and circumstances*
- *Reflect the request for single-member divisions*

*We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.*

*If you would like to explore the draft recommendations, you can do so by visiting our website at: [Somerset | LGBCE](#). Interactive pages give access to the full recommendations. They allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:*

*by email      [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)*

*by post      The Review Officer for Somerset  
LGBCE  
7th Floor  
3 Bunhill Row  
London  
EC1Y 8YZ*

*The Commission's main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>*

### **3. Financial implications**

None.

### **4. Equalities considerations**

None.

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

None.

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

N/A.

**7. Recommendation**

- 7.1. It is recommended that Council CONSIDERS whether it wishes to submit any additional comments at this stage, and delegates to the Town Clerk to draft a response along agree lines for submission on its behalf.