

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 February 2026**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- **The recording of the meeting will be uploaded for members of the public who wish to view it via the following link: <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 \(crewkerne-tc.gov.uk\)](#)).**

Gemma Hughes, Town Clerk (signed on original)
17 February 2026

Agenda

- 114/2526 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.
- 115/2526 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.
- 116/2526 To approve the minutes of the Town Council meeting held on 26 January 2026.**
- 117/2526 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.

- 118/2526 To receive reports from:**
- Somerset Council.
 - Crewkerne & Ilminster Local Community Network.
 - Crewkerne Neighbourhood Policing Team.
- 119/2526 Clerk's progress report:** to receive a verbal update report (for information only).
- 120/2526 Finance & Procedure:**
- To approve the accounts for payment for January 2026 as listed.
 - To report the bank reconciliation for January 2026 has been completed.
 - To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
- 121/2526 Grant Applications:** To consider the recommendations of the Policy & Resources Committee
- 122/2526 Annual Town Meeting of Electors:** To determine the format
- 123/2526 Internal Controls:** To note that the annual review has been carried out
- 124/2526 Room Hire:** To review various requests for free room hire
- 125/2526 Flagship Crewkerne:** To consider support for the event
- 126/2526 GRC Newsletter:** To approve the first GRC newsletter
- 127/2526 RBL Tea Party Event:** To approve the use of the War Memorial Gardens on 30th May
- 128/2526 To receive the following minutes:**
- Reports from Town Council representatives to outside bodies
 - Joint Burial Committee: 7th October 2025
 - Planning & Highways Committee: 12 January 2026
 - Policy & Resources Committee: 12 January 2026
 - Staffing Sub-Committee: 8 December 2025
- 129/2526 To receive Matters of Report** (verbal reports for information only).
- 130/2526 Next meeting:** Monday 23 March 2026, 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 member 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.

ACCOUNTS FOR PAYMENT - 31st January 2026

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Staffology Payroll - Dec 25
DD20	£309.00	£0.00	£309.00	Somerset Council	Rates - Cemetery / Chapel Workshop - Jan 26
DD56	£511.00	£0.00	£511.00	Somerset Council	Rates - Lodge Office - Jan 26
DD59	£560.84	£93.47	£467.37	British Gas Business	GRC - Gas - 17/11-18/12/25
DD51	£649.00	£0.00	£649.00	Somerset Council	Rates - GRC - Jan 26
DD2	£1,360.00	£0.00	£1,360.00	Somerset Council	Rates - Town Hall / Victoria Hall- Jan 26
DD58	£1,202.55	£0.00	£1,202.55	Water2Business	Water Rates - GRC - 22/5-03/12/25
DD13	£1,853.23	£0.00	£1,853.23	Aviva Credit Services UK Ltd	Insurance - Jan 26
DD21	£71.10	£3.39	£67.71	British Gas Business	Streetlights & Floodlights Happy Valley - 22/11-22/12/25
DD30	£205.93	£9.81	£196.12	British Gas Business	Electricity Public Toilets 19/11-20/12/25
DD49	£77.32	£12.89	£64.43	The Business	Fuel Charges - Dec 25
DD46	£159.60	£26.60	£133.00	Somerset Web Services Ltd	Email Hosting - Jan 26
OP Jan 01	£1,326.00	£221.00	£1,105.00	Relay Electrical Services	Christmas Light Switch On Works - Final Payment
OP Jan 02	£1,656.29	£276.05	£1,380.24	Gales Building Conservation	Cemetery Chapel Repairs
OP Jan 03	£1,638.00	£273.00	£1,365.00	PKF Littlejohn LLP	External Audit Fees - 2024/25
OP Jan 04	£391.10	£65.18	£325.92	Somerset Council	Playground Inspections 2025/26
OP Jan 05	£11.79	£0.00	£11.79	P Martin-Hamblin	Expenses Reimbursement
OP Jan 06	£124.83	£0.00	£124.83	G Hughes	Expenses Reimbursement
OP Jan 07	£3,186.14	£531.02	£2,655.12	Somerset Council	Collection & disposal of street cleaning waste 01/10-31/12/25
OP Jan 08	£1,211.00	£0.00	£1,211.00	M C Commercial Cleaning	Cleaning (Town Hall/Vic Hall/P Toilets/Chapel) - Dec 25
OP Jan 08	£275.00	£0.00	£275.00	M C Commercial Cleaning	GRC Cleaning - Dec 25
OP Jan 09	£19.08	£3.18	£15.90	Elswoods	Consumables - Soap and Bleach
OP Jan 10	£144.00	£24.00	£120.00	Paperchase Recycling	GRC / Cemetery Waste Collection 30/11/2025
OP Jan 11	£320.00	£0.00	£320.00	N Peters	ERB Surrender
DD23	£387.71	£64.62	£323.09	British Gas Business	Town Hall. Electricity - 20/11-20/12/25
OP Jan 12	£4,070.00	£0.00	£4,070.00	H M Revenue & Customs	Tax & NI Contributions - Dec 25
OP Jan 13	£4,654.84	£0.00	£4,654.84	SCC Pension Fund	Pension Contributions - Dec 25
OP Jan 14	£114.00	£19.00	£95.00	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maintenance Feb 26
DD26	£700.52	£156.47	£544.05	British Gas Business	Town Hall Gas. Pd: 31/10-29/12/25
OP Jan 15	£781.50	£130.25	£651.25	Dantek Environmental Services (UK) Ltd	Quarterly water hygiene monitoring
DD42	£26.84	£1.28	£25.56	British Gas Business	Electricity - Cemetery Workshop / Chapel - 29/11-29/12/25
DD57	£269.75	£44.96	£224.79	British Telecom	Telephone & Broadband GRC / Lodge Office Jan 26
DD33 C.Card	£258.51	£0.00	£258.51	Indeed	Sponsored Job Advertisement
DD33 C.Card	£95.00	£15.83	£79.17	Amazon Prime	Amazon Prime - Annual Membership
DD33 C.Card	£72.99	£12.17	£60.82	Amazon Marketplace	Handwash (V.Hall) and Stationery
DD33 C.Card	-£4.28	-£0.71	-£3.57	Amazon Marketplace	Refund of Handwash not delivered
DD33 C.Card	£109.99	£18.33	£91.66	DailyzTech	Mobile Phone for Deputy Clerk
DD33 C.Card	£165.00	£27.50	£137.50	Somerset Council	MiPermit 6 Monthly Season Ticket
DD33 C.Card	£18.06	£3.01	£15.05	Mailchimp	Digital Newsletter
DD33 C.Card	£165.00	£27.50	£137.50	Somerset Council	MiPermit 6 Monthly Season Ticket
DD33 C.Card	£174.50	£0.00	£174.50	TV Licensing	GRC -Annual TV Licence
DD33 C.Card	£46.90	£7.82	£39.08	Amazon Marketplace	Phone case and screen protectors
OP Jan 16	£215.46	£35.91	£179.55	Yarcombe Woodland Products	Sleepers for Cemetery
DD27	£635.15	£105.86	£529.29	E. O N	Electricity - Victoria Hall - Dec 25
DD9	£70.13	£11.69	£58.44	Southern Communications	Mobile Phone Charges - Jan 26
DD50	£997.23	£166.20	£831.03	British Gas Business	Electricity - GRC - December2025
OP Jan 17	£25.00	£0.00	£25.00	Somerset Association of Local Councils Ltd	Code of Conduct Training
OP Jan 18	£343.56	£57.26	£286.30	The Business Supplies Group	Offies Supplies
DD17c	£41.75	£1.99	£39.76	Edf Energy 1 Ltd	Electricity Street Lighting Middle Path Dec 25
DD17b	£41.75	£1.99	£39.76	Edf Energy 1 Ltd	Electricity Street Lighting Henhayes Dec 25
DD52	£342.46	£57.08	£285.38	Gamma Business Communications Ltd	Telephone and Broadband - Jan 26
DD44	£1,446.61	£0.00	£1,446.61	Everfow Ltd	Water Rates - Feb 26
OP Jan 19	£38.04	£0.00	£38.04	James Hardware	Consumbles for Repairs & Maintenance
OP Jan 20	£192.00	£32.00	£160.00	Paperchase Recycling	GRC / Cemetery Waste Collection 04/01/2026
OP Jan 21	£769.00	£0.00	£769.00	Fire Risk Assessors South West Ltd	Fire Escape Plan & Warden Training (09/12 + 07/01/26)
OP Jan 22	£31.84	£5.31	£26.53	Wynnstay	Puncture Proof Wheel (Wheelbarrow)
OP Jan 23	£5.00	£0.00	£5.00	H Lochinger	Expenses Reimbursement
OP Jan 24	£102.39	£17.07	£85.32	Crewkerne Horticultural	Mower Service
OP Jan 25	£226.80	£37.80	£189.00	Churches Fire & Security	Chapel Call Out (30.12.25)
DD17a	£46.70	£2.22	£44.48	Edf Energy 1 Ltd	Happy Valley Streetlighting - 01/12-31/12/26
DD60	£313.06	£14.91	£298.15	British Gas Business	Gas Lodge Office 10/12/25-12/01/26
OP Jan 26	£87.50	£14.58	£72.92	Allen Computer Services	Additional Microsoft 365 Licence (GRC Manager)
DD48	£41.30	£1.97	£39.33	British Gas Business	Electricity Lodge Office - 10/12/25-11/01/26
DD43	£17.17	£0.00	£17.17	Lloyds Bank	Bank Charges - 10/11-09/12/25
OP Jan 27	£162.53	£27.09	£135.44	Bradfords	Consumables and PPE

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

ACCOUNTS FOR PAYMENT - 31st January 2026

Checked by:.....

Date:

	£13,642.85		£13,642.85	Salaries - January 2023	
	£49,226.51	£2,662.15	£46,564.36		

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

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 31/01/2026			
	Cash in Hand 01/04/2025		£451,622.97
	ADD		
	Receipts 01/04/2025 - 31/01/2026		£783,284.78
	SUBTRACT		
	Payments 01/04/2025 - 31/01/2026		£572,481.42
A	CASH IN HAND 31/01/2026		£662,426.33
	(per Cash Book)		
	Cash in Hand per Bank Statements 31/01/2026		
	LLOYDS - Business Call Account	£421,250.35	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£662,426.33
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£662,426.33
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/01/2026			
	Cash in Hand 01/04/2025		£2,079.23
	ADD		
	Receipts 01/04/2025 - 31/01/2026		£5,444.78
	SUBTRACT		
	Payments 01/04/2025 - 31/01/2026		£85.00
A	CASH IN HAND 31/01/2026		£7,439.01
	(per Cash Book)		
	Cash in Hand per Bank Statements 31/01/2026		
	LLOYDS - Instant Access Account	£3,324.15	
	LLOYDS - Current Account	£4,114.86	
			£7,439.01
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£7,439.01
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Report subject	Community Grant Awards 2026/27
Committee name	Full Council
Meeting date	23 February 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

To confirm the recommendation of the Policy and Resources Committee for Community Grant Awards 2026/27.

2. Background information

Twenty four grant applications have been received for the Crewkerne Town Council Community Grants Fund 2026/27. One has since been withdrawn, leaving the grants outlined below.

3. Detailed consideration

The following grant applications have been received, and the proposed awards (including non-cash support where applicable) are recommended by the Policy and Resources Committee.

Organisation	Purpose of grant	Amount Requested	Proposed Award
Crewkerne & District Museum & Heritage Centre	Operating costs	£1,500	£500
Crewkerne in Bloom	Mulch for town flower beds	£1,000	£1,000
Henhayes Centre	Operating costs	£3,000	£1,500
Merriott Majorettes	Competition costumes	£500	£500
Somerset Farmers Market	Ground rent	£1,000	£500
Rotary Club of Crewkerne District	Contribution towards fireworks display	£500	£500
CAB South Somerset	Crewkerne CAB Service	£1,131	£1,131
Crewkerne & District Shed	Running costs	£1,000	£1,500
Crewkerne Pegasus Karate Group	Crash mats, pads and head guards	£1,000	£500
CUDOS	A-Frame Ladder	£170	£170
Severalls Jubilee Bowls Club	Concrete base and shed	£500	£500
Severalls War Memorial Gardening Group	Maintaining gardens	£400	£400
Crewkerne & District Twinning Association	Contribution to hospitality and entertainment	£500	£500

Awe & Wonder	Hire costs for GRC	Free room hire (value £1,577)	£0 cash and free room hire to the value of £1,577
Friends of Crewkerne Station	To refresh seasonal planters	£300	£600
Crewkerne Allotment Team	Water containers, solar pump and battery	£500	£250 + offer of a water bowser
Crewkerne RFC Youth	Training equipment	£2,000	£1,000
Crewkerne & District University of the Third Age (u3a)	Presentation equipment	£890	£500
Crewkerne Brownies	Life skills items	£500	£500
Crewkerne Cricket Club	Operating costs	£500	£500
Crewkerne Boxing Club	Training Equipment	£1,500	£1000
		TOTAL	£15,128 (including free room hire value)

The following applications were considered but are not recommended for award on this occasion:

- South Somerset Music Centre (£900 requested)
- Crewkerne Timebank (£1,000 requested)
- Crewkerne Business Group (£3,750 requested)

4. Financial implications

This year's budget grants allocation is £15,000. The proposal currently allocates £15,128.

5. Equalities considerations

Crewkerne Town Council's Grant Awarding Policy outlines the groups eligible for grant awards as well as those who are not entitled to apply and the reasons for this.

6. Council Action Plan objectives supported

- 9.4 Support opportunities to bring the community together.
- 9.5 Work with partners to deliver more community projects, events etc.
- 10.2 Grow and promote Crewkerne Town Council's Community Grants programme.

7. Recommendation

- 7.1. It is recommended that the Council AGREES the Community Grant Awards for 2026/27 as outlined in the report above.

Report subject	To determine the format of the Annual Town Meeting of Electors
Committee name	Full Council
Meeting date	Monday 23 rd February 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To present for consideration and approval the proposed format, structure and arrangements for the forthcoming Annual Town Meeting of Electors on Monday 30th March, including associated community engagement activities and civic awards.

2. Background information

The Annual Town Meeting provides an opportunity for the Town Council to engage directly with residents, local organisations and partner agencies. It serves both as a statutory public meeting and as a broader platform for community networking, information sharing and recognition of local achievement.

In recent years there has been increasing emphasis on making the meeting more accessible and engaging, moving beyond a purely formal format. The proposed structure aims to balance statutory requirements with a more informal, inclusive and interactive community event.

The meeting will also incorporate the presentation of civic awards, including Honoured Citizen and Young Crewkernian of the Year.

3. Detailed Consideration

Proposed Timetable:

6.15pm – 7.00pm

Honoured Citizens and Young Crewkernian Reception in the Council Chamber.

7.00pm – 7.45pm

Informal 'drop-in' networking event in Victoria Hall.

7.45pm – 8.15pm

Formal Annual Town Meeting.

Informal Engagement Session (7.00pm – 7.45pm)

The informal session will provide an opportunity for residents to meet and speak directly with representatives from:

- Town Councillors
- The local MP
- Somerset Councillors
- Banking Hub representatives
- Open Doors
- Timebank
- Men's Wellbeing
- Police
- Youth Provision
- George Reynolds Centre
-

Information tables or stands would be provided to allow organisations to share information about their services and current initiatives.

Consultation Element

As part of the engagement session, residents would be invited to contribute feedback on:

- The Council Plan
- Local priorities and future initiatives

A suggestion box or similar mechanism could be made available to capture written comments.

Formal Annual Town Meeting (7.45pm – 8.15pm)

The formal section will include:

- Approval of the minutes of the previous Annual Town Meeting
- Public questions and answers
- Presentation of grant awards (with photographs)

Civic Awards

Following the formal meeting, the civic awards will be presented:

- Honoured Citizen (up to 2 recipients)
- Young Crewkernian of the Year (up to 2 recipients)

This format ensures appropriate recognition while maintaining the statutory business of the meeting.

4. Financial implications

Costs are expected to relate primarily to:

- Room setup and staffing
- Light refreshments for the reception
- Printing of promotional materials and consultation documents

- Certificates and/or small tokens for award recipients

5. Equalities considerations

The proposed format supports accessibility and inclusion by:

- Providing an informal drop-in opportunity, which may be less intimidating than a purely formal meeting
- Encouraging participation from a wide range of community groups
- Offering residents the opportunity to provide written feedback

Consideration should be given to physical accessibility of the venue and ensuring clear signage and inclusive communication.

6. Crime and Disorder considerations

There are no direct crime and disorder implications arising from this proposal.

The attendance of local Police representatives at the informal session may provide residents with an opportunity to raise community safety concerns and strengthen partnership working.

7. Recommendation

- 7.1. It is recommended that the Council:
- a) Approve the proposed format and timetable for the Annual Town Meeting of Electors
 - b) Approve the inclusion of an informal community engagement session prior to the formal meeting.
 - c) Approve the presentation of Honoured Citizen and Young Crewkernian of the Year awards as outlined.
 - d) Delegate authority to the Town Clerk to finalise operational arrangements and participating organisations.



Internal Controls Review, 11:30am, Wednesday 11th February 2026 in the Town Hall

In attendance were Councillors Mike Best and Kathy Head, Gemma Hughes (Town Clerk) and Pamela Martin-Hamblin (Finance Officer)

Annual Governance Statement Assertion #	Evidenced by:	Internal Control review signed off?
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. To warrant a positive response to this assertion, the following processes need to be in place and effective:		
1.1 Budgeting — In accordance with relevant legislation, the authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.	Budget approved and adopted at Full Council. Major projects - full reports with financial implications presented to Full Council for ratification. Quarterly reports are presented to either P&R or Full Council meetings, with formal requests for virement between headings when required.	11/02/2026
1.2 Accounting records and supporting documents — All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. Section 150(6) of the same Act makes the chair of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.	Town Clerk is formally appointed as RFO. All transactions are recorded on accounting software and checked for spend against delivery by both FO and RFO. Supporting invoices are signed by RFO, and verified by a Councillor. All payments reported to Full Council on a monthly basis.	11/02/2026
1.3 Bank reconciliation — Statements reconciling each of the authority’s bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.	Bank reconciliations completed monthly, signed by RFO and verified by a councillor before being presented to Full Council.	11/02/2026

<p>1.4 Investments — Arrangements need to be in place to ensure that the authority’s funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC’s statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC’s statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC (Department of Levelling Up, Housing and Communities - this is correct at time of JPAG publication) guidance.</p>	<p>CTC has invested in the CCLA PSDF (Churches, Charities and Local Authorities Public Sector Deposit Fund) . An investment report is presented to Full Council quarterly. The Council has adopted an Investment and Borrowing Management Policy which will be reviewed annually.</p>	<p>11/02/2026</p>
<p>1.5 Statement of accounts - The authority needs to ensure that arrangements are in place to enable the preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.</p>	<p>✓</p>	<p>11/02/2026</p>
<p>1.6 Reserves - The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.</p>	<p>Earmarked Reserves (EMR) reviewed at Full Council annually. The estimated level of General Reserves at 31 March 2026 of approximately £ 150,772 represents 23.6% of the Precept. The minimum level of General Reserves required to be compliant with the Town Council's policy is 25%.</p>	<p>11/02/2026</p>
<p>2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. To warrant a positive response to this assertion, the following processes need to be in place and effective:</p>		
<p>2.1 Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.</p>	<p>CTC has adopted the latest model versions of Standing Orders and Financial Regulations and reviews annually, or sooner if required. FRs clearly lay out tender procedures.</p>	<p>11/02/2026</p>
<p>2.2 Safe and Efficient Arrangements to Safeguard Public Money - Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.</p>	<p>Two signatory authorisation required on banking transactions whether online or by cheque; all orders and receipts of goods verified by the RFO. CTC does not hold petty cash and any cash receipts are banked the same day. Debtors are reviewed regularly and chased for payment. The FO will look at bringing the Sum Up machine into use.</p>	<p>11/02/2026</p>
<p>2.3 Authorities need to regularly review the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.</p>	<p>The Council holds an annual review of internal controls in March each year, the review is then signed off by Full Council.</p>	<p>11/02/2026</p>

<p>2.4 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with JPAG guidance.</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.5 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.</p>	<p style="text-align: center;">All changes to accounts, mandates, signatories are approved at Full Council.</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.6 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.</p>	<p style="text-align: center;">The Clerk holds one credit card, the FO is in the process of ordering one.</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.7 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.8 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.</p>	<p style="text-align: center;">Both the Risk and Asset Registers are formally review by Full Council at least annually, and more often should changes to circumstances dictate.</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.9 Employment — The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.10 VAT — The authority needs to have robust arrangements in place for handling its responsibilities regarding VAT.</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.11 Fixed Assets and Equipment — The authority's assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.12 Loans and long-term liabilities — Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.</p>	<p style="text-align: center;">CTC has no current loan obligations.</p>	<p style="text-align: center;">11/02/2026</p>
<p>2.13 Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.</p>	<p style="text-align: center;">Conducted in February/March every year, the report is presented to Full Council so all Councillors are prepared for the annual governance assertions following year end.</p>	<p style="text-align: center;">11/02/2026</p>

<p>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 smaller authority to conduct its business or on its finances. To warrant a positive response to this assertion, the following processes need to be in place and effective:</p>		
<p>3.1 Acting within its powers — All authorities’ actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority’s powers to act. Authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.</p>	<p>Councillors are regularly offered relevant training opportunities with external providers.</p>	<p>11/02/2026</p>
<p>3.2 General power of competence — An authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.</p>	<p>GPC is reconfirmed at every Annual Town Council Meeting.</p>	<p>11/02/2026</p>
<p>3.3 Regulations and proper practices — Procedures need to be in place to ensure that an authority’s compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.</p>	<p>Town Clerk keeps updated with changes to proper practices as prescribed in each annual edition of the Joint Practitioners Guide.</p>	<p>11/02/2026</p>
<p>3.4 Actions during the year — An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.</p>	<p>✓</p>	<p>11/02/2026</p>
<p>3.5 Email management - every authority should have an email account that belongs to the council and to which the council has access.</p>	<p>✓</p>	<p>11/02/2026</p>
<p>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. In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year’s Annual Governance and Accountability Return:</p>		

<p>4.1 Exercise of public rights. The authority provided for the exercise of public rights is set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority's website or another website:</p> <ul style="list-style-type: none"> ● Sections 1 and 2 of the Annual Governance and Accountability Return; ● a declaration that the status of the statement of accounts is 'unaudited'; and ● a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights. 	✓	11/02/2026
<p>4.2 External Auditor's Review — A notice of the conclusion of the external auditor's limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.</p>	✓	11/02/2026
<p>5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:</p>		
<p>5.1 Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.</p>	Risk register reviewed and updated at least annually and presented to Full Council for adoption.	11/02/2026
<p>5.2 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.</p>	✓	11/02/2026
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:</p>		
<p>6.1 Internal audit — The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.</p>	✓	11/02/2026
<p>6.2 The internal auditor must be able to demonstrate independence from the council's financial decision making. The Clerk, RFO or Councillors (or close associates such as family members of those individuals) are not considered independent from the council's financial decision making.</p>	✓	11/02/2026

6.3 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. The internal auditor is expected to inspect all documentation which should be supplied by the council on request from the auditor.	✓	11/02/2026
7. We took appropriate action on all matters raised in reports from internal and external audit.		
7.1 To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.	✓	11/02/2026
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 smaller authority and, where appropriate have included them in the accounting statements. To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary.		
8.1 Significant events — The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.	✓	11/02/2026
9. 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.		
9.1 Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit.	WMT funds are administered and accounted for separately from CTC accounts. They are audited separately and not included in the AGAR.	11/02/2026
9.2 Regardless of the above, the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return	✓	11/02/2026
Other notes from the review meeting:	It was noted that Assertion 10 is being added to the AGAR this year.	

Report subject	To review various requests for free room hire
Committee name	Full Council
Meeting date	Monday 23 rd February 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

The purpose of this report is to review and consider requests received by Crewkerne Town Council for free use of council-owned meeting spaces and venues. The report assesses the merits of each request, potential impacts on council resources, and alignment with council priorities, to inform a recommendation for approval or otherwise.

2. Background information

Crewkerne Town Council provides meeting rooms and community spaces, such as the George Reynolds Centre, for hire to support local groups and initiatives. On occasion, the council has provided free room hire for community projects or charitable events to support engagement, inclusion, and cultural activities within the town. This report considers three requests for free room hire submitted by local community organisations:

1. **Pop-Up Orchestra** – request for free hire of Victoria Hall for a music event on Saturday 28th March 2026.
2. **Homes2Inspire (part of Shaw Trust)** – request for the Council Chamber for staff meetings involving colleagues from three local care homes.
3. **Awe and Wonder – “Once Upon a Time” project** – request for ongoing use of the George Reynolds Centre and Bincombe Beeches Nature Reserve for a two-year inter-generational creative arts initiative.

3. Detailed Consideration

3.1 Pop-Up Orchestra

- **Event:** Saturday 28th March 2026, 8am–5pm (including set-up and clear-up).
- **Background:** The first event, held 18th October 2025, was supported by free room hire. The event was free to attend, with donations made to Awe and Wonder.
- **Considerations:** The event is community-focused and promotes cultural engagement. Free room hire would continue the council’s previous support and

maintain continuity for local initiatives, however it may mean an increase in requests from other organisations.

3.2 Homes2Inspire (Shaw Trust)

- **Request:** Large meeting room for staff meetings, approximately 10–15 attendees, on the first three Tuesdays of each month (flexible).
- **Purpose:** Meetings support local residential care homes and staff collaboration, contributing to quality care for young people under the Homes2Inspire program.
- **Considerations:** The request aligns with supporting local social care services. Meetings are not open to the general public but benefit the wider community indirectly. Room hire is for recurring use. The council website states that ‘The Council Chamber, located within Town Hall is available free of charge to community groups looking for occasional meeting space.’

3.3 Awe and Wonder – “Once Upon a Time” Project (subject to National Lottery funding)

- **Request:**
 1. Use of George Reynolds Centre for fortnightly creative play and storytelling sessions over a two-year period, focused on families with Early Years children (0–5 years).
 2. Use of Bincombe Beeches Nature Reserve for 2–5 outdoor sessions over two years.
- **Purpose:** Inter-generational creative arts and storytelling initiative, promoting community cohesion, early literacy, parent-child bonding, wellbeing, and inclusion. Activities are free to attend.
- **Considerations:** The group wish to return to fortnightly sessions in the Beech Suite over the course of 2 years. Some of these would be taken into account with their current grant application (fortnightly use of the Beech Suite from May to December 2026) and some would be for the following year. Long-term use of the venue may require careful scheduling and consideration of operational and financial impact.

4. Financial implications

- **Pop-Up Orchestra:** Minimal financial impact, the council has previously provided free hire.
- **Homes2Inspire:** The Council chamber is rarely hired, therefore recurring room hire would have minimal financial implications, however, as a staff-focused community support service, there is potential social benefit.
- **Awe and Wonder:** Extended use of George Reynolds Centre over two years may reduce income from regular hires. Costs associated with utilities, and cleaning should be considered. The Bincombe sessions would have no financial impact.

5. Equalities considerations

- All three requests promote inclusivity and accessibility.

- Awe and Wonder specifically targets Early Years children and inter-generational participation, supporting equal access to cultural and educational activities.
- Homes2Inspire meetings indirectly support vulnerable young people, aligning with safeguarding and social inclusion principles.

6. Recommendation

- 6.1. It is recommended that the Council consider:
- a) whether to approve free room hire on 28th March 2026 for a pop-up orchestra;
 - b) whether to approve free room hire for staff meetings for Homes2Inspire; and
 - c) whether to approve in principle the use of George Reynolds Centre and Bincombe Beeches Nature Reserve. Approval should be subject to a detailed schedule and confirmation of National Lottery funding.

Report subject	To consider support for a Flagship Crewkerne event
Committee name	Full Council
Meeting date	Monday 23 rd February 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

The purpose of this report is to consider whether Crewkerne Town Council should provide support for the “Flagship Crewkerne – Sailing into the Future” event. The report summarises the project, its community and heritage focus, and potential implications for council resources and objectives.

2. Background information

Crewkerne has a rich industrial and cultural heritage, documented extensively by Crewkerne Museum. Flagship Crewkerne aims to celebrate this heritage, promote creativity, and foster community engagement.

3. Detailed Consideration

Project Overview

- Title: Flagship Crewkerne – Sailing into the Future
- Format: Month-long outdoor exhibition of artist and community-made flags along the high street and key heritage sites.
- Purpose:
 1. Celebrate Crewkerne’s heritage industries, including clothmaking, sail-making, rope-making, engineering, agriculture, and retail.
 2. Showcase contemporary makers and businesses shaping the town today.
 3. Inspire ideas and opportunities for Crewkerne’s future economic and cultural development.

Community Workshops & Heritage Skills Revival

- Hands-on workshops for all ages to design and create flags, reviving traditional techniques and engaging in accessible creative methods.
- Encourage intergenerational participation, storytelling, and sharing of family histories.

- Stories inform interpretation materials, walking routes, and digital content extending the exhibition's reach.

Launch Event

- Timing: End of August
- Format: Street-party-style launch celebrating workshop outcomes, heritage, and community involvement.
- Benefits:
 - Skill-sharing and heritage technique revival
 - Highlighting Crewkerne's heritage organisations and historic buildings
 - Supporting local businesses and the high street
 - Creating opportunities for future heritage and community projects

Partners & Support

- Project Partners: Open Doors Somerset, Creative Crewkerne
- Supported by / pending support: Crewkerne Museum and Heritage Centre, Boat Building Academy, Crewkerne Town Council (tbc), Twine Works (tbc), Crewkerne Business Network (tbc), Abri, Awe and Wonder (tbc), Southwest Heritage Trust (tbc)

4. Financial implications

- Costs include materials, workshop delivery, signage, installation of flags, event management, and promotion.
- Potential in-kind support from Crewkerne Town Council may include venue access, logistical assistance, or promotion.
- Financial support from the council could help reduce project costs, however the grants budget for 2026/27 is fully allocated

5. Equalities considerations

- The project is designed for participants of all ages and abilities, promoting intergenerational engagement.
- Workshops and exhibition are accessible and inclusive, ensuring equal opportunity for community involvement.
- Engagement with diverse community groups and schools supports social inclusion and cohesion.

6. Recommendation

- 6.1. It is recommended that the Council consider providing support for Flagship Crewkerne, potentially including in-kind assistance (venue access, promotion, advisory support)

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A New Chapter At The George Reynolds Centre



The George Reynolds Centre has always been a cornerstone for our community - a place where memories are made and local spirits thrive...

So whether you've visited us recently or haven't stepped through our doors in years, we're delighted to have you with us as we grow.

A Look Back. A Leap Forward



Do you remember the centre back then?

This photo of the Royal British Legion reminds us of the deep roots this centre has in our town. We aren't just starting a new chapter; we're building upon our legacy by acknowledging the stories that made us who we are today. By honouring our history, we ensure the future we're creating together is grounded and strong.

A Thriving Hub: Who You'll See at the Centre

We're proud to be a safe and welcoming home for a wide variety of local groups. When you visit us, you're joining a community that includes:

🌐 Sport & Vitality: Our local Football and Rugby teams, and our high-energy Zumba classes.

🤝 Connection & Support: The Men's Wellbeing group, the Royal British Legion, and the inspiring Awe and Wonder.



🌱 PLUS Something New for the Spring...

We're thrilled to announce that starting this April, we'll be hosting a Youth Club every Tuesday and Wednesday evening because we're dedicated to ensuring our young people have a safe space to learn, create and connect.


Let's Grow Together

If you believe in keeping our local spaces vibrant, please share this update. Forward this email to a friend, relative or neighbour! They can sign up here {Insert Sign-up Link} to get their own {incentive offer}

Keep an eye on your inbox for our monthly updates and exciting announcements coming soon.

Warm regards,
Holly

Holly Lochinger
George Reynolds Centre Manager

 **PS: Planning a Celebration?**

If you have a little one's birthday coming up, we have an exclusive advantage for you. We are the only venue in Crewkerne that allows bouncy castles for children's parties! Make your next party one to remember in a space where you've got the freedom to have as much fun as you want!

Enquire Now



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