

Minutes of a meeting of CREWKERNE TOWN COUNCIL held in the Council Chamber, Town Hall, Market Square, Crewkerne on Monday 18 May 2026.

PRESENT

Cllrs. S. Ashton, M. Best, N. Draycott, K. Head, D. Livesley, J. Morris, J. Nathan, P. Maxwell, C. Rawe, A. Samuel (Mayor) and A. Stuart

In attendance: Town Clerk G. Hughes, Deputy Clerk S. Syeda Bowen. No members of the public were present.

001 **ELECTION OF MAYOR (AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE)**
26/27

It was proposed and seconded that Cllr. Samuel be nominated to serve as Mayor for the 26/27 municipal year and there being no other nominations the proposal was CARRIED.

Cllr. Samuel thanked everyone for their support, noting that she had enjoyed representing the town for the past year. She signed the Declaration of Acceptance of Office.

Cllr. Samuel in the Chair.

002 **ELECTION OF DEPUTY MAYOR (AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE)**
26/27

It was proposed and seconded that Cllr. Maxwell be nominated to serve as Deputy Mayor for the 26/27 municipal year and there being no other nominations the proposal was CARRIED.

The outgoing Deputy Mayor, Cllr. Head thanked everyone for their support.

003 **TO NOTE APOLOGIES FOR ABSENCE**
26/27

There were no apologies for absence, all members were present.

004 **DECLARATIONS OF INTEREST**
26/27

There were no declarations of interest in items on the agenda.

005 **MINUTES**
26/27 **To confirm the minutes of the Town Council meeting held on 27 April 2026**

The minutes of the meeting held on 27 April 2026 were AGREED.

006 **ONE MINUTE SILENCE**
26/27

To note the passing of Ron Spencer (Honoured Citizen 2005), the council observed a one-minute silence in his memory.

007 **PUBLIC OPEN FORUM**
26/27

There were no members of the public present.

008
26/27

TO ELECT:

a. The Chair and Vice Chair of the Planning & Highways Committee

It was proposed and seconded that Cllr. Nathan be nominated to serve as Chair of the Planning and Highways Committee for the new Council year. There being no other nominations the proposal was CARRIED.

It was proposed and seconded that Cllr. Maxwell be nominated to serve as Vice-Chair of the Planning and Highways Committee. There being no other nominations the proposal was CARRIED.

b. The Chair and Vice Chair of the Policy & Resources Committee

It was proposed and seconded that Cllr. Stuart be nominated to serve as the Chair of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was CARRIED.

It was proposed and seconded that Cllr. Rawe be nominated to serve as Vice Chair of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was CARRIED.

c. The Chair and Vice Chair of the Amenities Committee

It was proposed and seconded that Cllr. Best be nominated to serve as Chair of the Amenities Committee for the new Council year. There being no other nominations the proposal was CARRIED.

It was proposed and seconded that Cllr. Draycott be nominated to serve as Vice Chair of the Amenities Committee for the new Council year. There being no other nominations the proposal was CARRIED.

009
26/27

TO APPOINT:

a. The members of the Joint Burial Committee

Councillor Stuart wished to step down from this committee. It was proposed and seconded that Councillor Cosgrove be nominated to join the committee. It was AGREED that Councillors Best, Cosgrove, Draycott, Rawe and Samuel would serve on the Joint Burial Committee for the new Council year.

b. Councillors to Sub-Committees and Steering Groups

The following appointments to sub-committees and steering groups were AGREED:

Staffing Sub-Committee	Mayor: Cllr. Alice Samuel Cllr. Mike Best Cllr. Nigel Draycott Cllr. Andrea Stuart Cllr. Christine Rawe (reserve)
Youth Service Steering Group	Mayor: Cllr. Alice Samuel Cllr. Jan Nathan
Neighbourhood Plan Steering Group	Cllr. Steve Ashton Cllr. Kathy Head Cllr. Jan Nathan

Happy Valley Working Group	Cllr. Mike Best Cllr. Nigel Draycott Cllr. Paul Maxwell Cllr. Jan Nathan Cllr. Andrea Stuart
Road Markings and Parking Working Group	Cllr. Steve Ashton Cllr. Mike Best Cllr. Jan Nathan
Bincombe Beeches Working Group	Cllr. Paul Maxwell Cllr. Jan Nathan
Grievance, Capability and Disciplinary Committee	Mayor: Cllr. Alice Samuel Cllr. Steve Ashton Cllr. Mike Best Cllr. Nigel Draycott Cllr. Christine Rawe Cllr. Andrea Stuart
Appeals Committee	Deputy Mayor: Cllr. Paul Maxwell Cllr. Rosan Cosgrove Cllr. Kathy Head Cllr. David Livesley Cllr. Judith Morris Cllr. Jan Nathan

c. To appoint banking signatories/online banking authorisers for payments

It was **AGREED** that Cllrs. Best, Head, Stuart, Draycott, Samuel and Nathan would continue to act as banking signatories and online banking authorisers for the new Council year, and that Cllr. Rawe be added as a banking signatory and online banking authoriser.

d. To appoint Councillors to check the invoices and reconciliations each month

It was **AGREED** that Cllrs. Best, Head, Morris and Nathan be appointed to check invoices and reconciliations each month.

e. To appoint representatives to outside bodies

The following appointments to outside bodies were **AGREED**:

Outside Body	Representative(s)
ABCD	Not currently meeting
Birds Almshouses (Official charity title: Robert Bird Cottage Homes)	Cllr. Rawe Reserve: Cllr. Head
Chubbs Almshouses (Official charity title: The Matthew Chubbs Almshouses)	Cllrs. Best and Samuel
Crewkerne Christmas Committee	Cllrs. Best, Head, Nathan, Samuel
Crewkerne Leisure Management (CLM)	Cllr. Best
Crewkerne Local Information Centre	Disbanded
Crewkerne Voluntary Transport Committee (Official charity title: Crewkerne Welfare Transport Committee)	Cllr. Draycott

Henhayes Community Centre	Cllr. Ashton & Best
Heritage Centre	Cllr. Head Reserve: Cllr. Nathan
League of Friends of Crewkerne Hospital	Cllr. Head Reserve Cllr. Morris
Local Community Network (LCN) Somerset Council	Primary: Cllr. Head Substitute: Cllr. Maxwell
Crewkerne Community Safety Group	Cllrs. Best, Samuel, Draycott
Twinning Association	Cllr. Morris
Crewkerne Business Group	Cllrs. Ashton, Best, Head
PPG (Crewkerne Health Centre)	Cllr. Ashton

010
26/27

TO REAFFIRM THE FOLLOWING:

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct
- d. That the Council remains eligible to use the General Power of Competence because it continues to meet the two requirements (2/3 elected members and employs a qualified Proper Officer).

It was AGREED to reaffirm items a, b, c, and d as detailed above, incorporating the highlighted changes.

011
26/27

TO RECEIVE REPORTS FROM:

Somerset Councillors

Councillor Ashton reported that potholes had been discussed. Members of the public queried why some potholes could not be repaired at the same time as others nearby. It was explained that certain potholes are classified as urgent safety issues and must therefore be prioritised. Once the number of emergency repairs has reduced, attention will turn to less urgent defects. It was anticipated that the current backlog would be cleared by July.

Councillors also commented on an exposed drain cover on the approach to Waitrose, and there was some discussion regarding ownership of the area.

It was further reported that 99% of children had been allocated their first-choice school.

At this point in the meeting Chair agreed to bring forward Item 015 26/27 IT contract, as Councillor Ashton had information to report but needed to leave the meeting early.

012
26/27

TO REVIEW QUOTATIONS FOR AN IT CONTRACT

Councillor Ashton reported that he had reviewed the current IT set-up. The system comprises a basic arrangement with individual Microsoft 365 licences. There were no concerns regarding the ability to save data locally.

It was RESOLVED to proceed with OrbITa10 on the advanced package.

Councillor Ashton left the meeting and did not return.

013 **TO RECEIVE REPORTS FROM:**
26/27 Local Community Network (LCN) representative

It was reported that the Highways Sub-Group had met. Additional funding is being invested into gullies across the network, with works being prioritised based on data analysis. Councillor Best requested that this data be shared with town and parish councils.

Crewkerne Neighbourhood Policing Team (NPT)

The Clerk is working with the new beat manager, to obtain the updated statistics.

014 **CLERK'S PROGRESS REPORT**
25/26

The Town Clerk reported that:

- Market Street will be closed northbound only on 26 May for four days
- The hanging baskets for the town will be delivered on Thursday 28 May
- The internal audit will take place tomorrow

015 **FINANCE**
26/27

- a. To approve the accounts for payment for April 2026 as listed.
- b. To report that the bank reconciliation for April 2026 has been completed
- c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked

The Finance Officer had been unable to provide the documents in time for the meeting. The item was therefore deferred.

016 **NEWSLETTER**
26/27 To approve a draft copy of a newsletter and an IT contract

The newsletter and annual report were APPROVED, subject to amendments to reflect the appointment of the new Deputy Mayor.

017 **TO RECEIVE THE FOLLOWING MINUTES**
26/27

- a) Reports from Town Council representatives to outside bodies
- b) Planning and Highways Committee: 9 February 2026
- c) Amenities Committee: 12 January 2026

All minutes above were duly noted and AGREED.

018 **TO RECEIVE MATTERS OF REPORT (for information only)**
26/27

Councillors discussed the following points:

- The Twinning weekend was a great success and the French visitors felt very welcome in the town. The Mayor thanked Councillors Head and Morris for hosting some of the visitors.
- Crewkerne in Bloom organised a window competition for the weekend. Cllr. Livesley thanked his Mayfair colleague for their display.

- Members expressed dissatisfied with Somerset Council’s response regarding the s106 money for the Millers Garage site
- The broken lamppost at the churchyard was discussed. Councillor Best will chase this with Somerset Council.
- The damaged wall at the Bincombe allotments was raised. Councillor Head requested that it be placed on the agenda for the next Full Council meeting.
- The relocation of the bus stop was discussed; however there is no update currently.

019 **NEXT MEETING**

26/27

Monday 22 June 2026, 18.45, Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 19.38

Signed:

Dated:

TC18May2026

DRAFT