

Minutes of the Annual Meeting of CREWKERNE TOWN COUNCIL held at 6.45pm in the Council Chamber, Town Hall, Market Square on Monday 19 May 2025.

**PRESENT**

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

In attendance: Town Clerk K. Sheehan, Deputy Clerk G. Hughes.

No members of the public were present.

Cllr. Head requested to speak ahead of the meeting, recognising that a serious road traffic incident had occurred outside the Town Hall in the previous week, leaving a pedestrian with life changing injuries. She hoped that in due course an update on their condition could be obtained and should contact details become available, that the Town Council would send a message of support.

**001 ELECTION OF MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)**

25/26

It was proposed and seconded that Cllr. Samuel be nominated to serve as Mayor for the 25/26 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. It was noted that declarations of acceptance of office would be signed ahead of the next Full Council meeting due to an issue with the office printer.

Cllr. Samuel in the Chair.

**002 ELECTION OF DEPUTY MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)**

25/26

It was proposed and seconded that Cllr. Head be nominated to serve as Deputy Mayor for the 25/26 municipal year and there being no other nominations the proposal was **CARRIED**.

Cllr. Head thanked everyone for their support.

**003 TO NOTE APOLOGIES FOR ABSENCE**

25/26

All Councillors were present.

**004 DECLARATIONS OF INTEREST**

25/26

in items on the agenda

None.

**005 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 28 APRIL 2025**

25/26

The minutes of the meeting held on 28 April 2025 were **AGREED**, subject to the inclusion of Cllr. Maxwell as present.

**006 PUBLIC OPEN FORUM**

25/26

No members of the public were in attendance.

007  
25/26

**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**.

008  
25/26

**TO APPOINT:**

a. The members of the Joint Burial Committee

It was **AGREED** that Cllrs. Best, Draycott, Rawe, Samuel and Stuart 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 (reserve) Cllr. Christing Rawe (reserve)
Youth Service Steering Group	Cllr. Simon Woodland Cllr. Jan Nathan
Neighbourhood Plan Steering Group	Cllr. Kathy Head Cllr. Simon Woodland Cllr. Jan Nathan

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

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.

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

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

009

25/26

**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.

010

25/26

**TO RECEIVE REPORTS FROM:**

- a. To receive verbal reports from Unitary Councillors

Cllrs. Ashton and Best reported that:

- A new planning officer with responsibility for the CLR development was now in post, and they were hoping to meet with them in the near future to discuss the Station Road junction.
- Misterton Parish Council had completed a consultation exercise about parking restrictions along Station Road and would update Crewkerne Town Council in due course.
- There had been some progress on the CLR care home application, further details were expected.

- b. To receive a verbal update from the Crewkerne & Ilminster Local Community Network (LCN)

No meetings had taken place recently.

- c. To receive a report from the local policing team

The April report had been circulated to councillors, no questions were raised.

011

25/26

**CLERK'S PROGRESS REPORT**

The Town Clerk reported that:

- Discussion of town centre traffic and road systems would be an agenda item at the June Planning and Highways Committee meeting, following the recent serious accident in Market Square.
- Ongoing anti-social behaviour issues had resulted in a suspension of one session of the youth service to ensure the safety of service users. A meeting had been held with the police, service

provider and council representatives to determine a way forward and this would be kept under review throughout the summer term.

- A short notice overnight road closure on Hermitage Street was expected later that evening to enable Wessex Water to carry out repairs.
- Councillors were reminded to regularly review their Registers of Interest and notify any changes within 28 days.

**012** **FINANCE**

25/26

**a. To approve the accounts for payment for May 2025 as listed**

The Clerk reported that Cllr. Best had verified the accounts for payment in accordance with the Council's Financial Regulations. Accounts for payment for 19 May 2025 in the sum of £38,538.41 were **APPROVED**.

**b. To report the bank reconciliation for April 2025 has been completed**

The Clerk reported that Cllr. Best had verified the bank reconciliation for April 2025. It was noted that cash in hand as of 30 April 2025 was £1,021,070.74.

**c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked**

The Town Clerk reported that Cllr. Best had verified the Trust accounts and that cash in hand as of 30 April 2025 was £3,849.46.

**d. To receive fourth quarter summary of income and expenditure**

Councillors noted the Q4 summary, no questions were asked.

**e. To note the end of year balances of Earmarked Reserves and General Reserve**

Councillors noted the end of year balances of Earmarked Reserves and the General Reserve, no questions were asked.

**f. To note correction to minute number 156/2324**

It was noted that minute number 156/2324 should reflect the accounts for payment for £53,479.70 rather than the incorrectly stated value of £52,579.70.

**013** **GEORGE REYNOLDS CENTRE MANAGEMENT**

25/26

**To consider a business case from Cllr. Best and consider the way forward**

Cllr. Best introduced his report, noting that he would like to extend his thanks to all the volunteers who had taken part in the GRC group over the past year. He noted that they had now all been briefed on the situation and were willing to remain as a GRC supporters' group, or 'Friends of the GRC', until such time as independent management could be established.

Cllr. Best noted that:

- An independent company set up at this point in time would suffer considerable financial losses.
- An independent rent valuation had been obtained which would add £17,000 p/a to the company's expenditure.
- He did not believe that this was the right time to change the management of the Centre due to rising costs and the present levels of centre income.

The following recommendations were AGREED:

- That the Town Council delays passing the GRC into independent management at this time due to the reasons outlined.
- That the Council should be proactive in building GRC business so that a future transfer at a more financially opportune time could take place.
- That the Town Council should delegate to the Town Clerk to draw up recruitment paperwork for a Community Centre Manager as an interim way to build up bookings and income for the Centre, with a view to handing over the Centre to independent management at an appropriate time in the future.
- Councillors also noted that this would not entail running the bar at this stage and that additional costs would be incurred should the staff member also need to be TUPE'd to an independent management company in the future.

**014**      **TO RECEIVE THE FOLLOWING MINUTES AND APPROVE ANY RECOMMENDATIONS THEREIN**  
**25/26**

- a. Neighbourhood Plan Steering Group 25 March 2025
- b. Staffing sub-committee 27 September 2024 and 12 April 2024
- c. Reports from Town Council representatives to outside bodies

All minutes above were duly noted and any recommendations contained therein **AGREED**. No reports from Outside Bodies were received.

**015**      **TO RECEIVE MATTERS OF REPORT (for information only)**  
**25/26**

Councillors raised the following issues:

- The necessity of pushing for town centre traffic improvements had been again highlighted by the recent serious accident.
- The campaign to restart the Speedwatch group was still awaiting sufficient volunteers to run, interested people should contact the council offices for details.
- The wildflower/'no mow' areas were welcomed, although the churchyard would be mown shortly.
- An upcoming meeting with Symphony Healthcare would discuss transport difficulties for people needing to attend the treatment hub in Martock.
- Details of a tree overhanging Mount Pleasant would be passed to officers for reporting.

Cllr. Ashton reported that he had recently been elected as the Chair of Merriott Parish Council.

**016**      **NEXT MEETING**  
**25/26**

Monday 23 June 2025, 18.45. Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.42pm.

**Signed:** .....

**Dated:** .....

TC19May2025