

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

Notes:

- The recording of the meeting will be uploaded for members of the public who wish to view it via the following link: [Crewkerne Town Council - YouTube](#)
- Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.
- Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings ([Recording Meetings policy](#))
- Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders ([Standing-Orders-May-2025.pdf](#))

Gemma Hughes PSLCC, Town Clerk (signed on original)
15 September 2026

Agenda

- 078/2627** **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.
- 079/2627** **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.
- 080/2627** **To approve the minutes of the Town Council meeting held on 10 August 2026**
- 081/2627** **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.

- 082/2627 To receive reports from:**
- a) Somerset Council
 - b) Crewkerne & Ilminster Local Community Network
 - c) Crewkerne Neighbourhood Policing Team
- 083/2627 Clerk's progress report:** to receive a verbal update report (for information only).
- 084/2627 Finance & Procedure:**
- a) To approve the accounts for payment for July and August 2026 as listed
 - b) To report the bank reconciliation for July and August 2026 has been completed
 - c) To note the monthly accounts for the War Memorial Commemoration Trust have been checked
 - d) To note the conclusion of the External Audit for 2025/26
 - e) To note two fraudulent credit card transactions have now been reimbursed
- 085/2627 Bus Stop:** To consider delaying the proposed relocation of the bus stop until further consideration by the Council
- 086/2627 Somerset Rivers Authority:** To consider making a grant application
- 087/2627 Neighbourhood Plan Steering Group Membership:**
- a) The appointment of Steve Ashton as a community representative on the Neighbourhood Plan Steering Group; and
 - b) the appointment of a Town Councillor as a representative on the Neighbourhood Plan Steering Group.
- 088/2627 Polling cards:** To consider whether the Council wishes to issue polling cards for the forthcoming by-election
- 089/2627 National Pay Settlement 2026/27 –** To note the conclusion of pay negotiations for the current financial year, backdated to 1 April 2026, for all employees on NJC pay scales.
- 090/2627 Victoria Hall – Designated Premises Supervisor:** To consider arrangements for the appointment of a new DPS, following the current DPS's intention to step down from the role on 31 March 2027
- 091/2627 Devolution:** To determine whether the Council wishes to continue to pursue the devolution of land at Langmead Place.
- 092/2627 Somerset Heritage At Risk Register:** To review the register and consider any amendments.
- 093/2627 Book Hunt:** To consider a request to support a community book hunt
- 094/2627 Room Hire:** To consider a request for free room hire at Victoria Hall for a pop-up orchestra on 14 November 2026
- 095/2627 Time Management:**
- a) To consider quotations for staff time recording machines at three locations
 - b) To review and adopt a Time Recording and Attendance Policy
- 096/2627 Staffing Matters:**
- a) To consider an amendment to the Staff Handbook
 - b) To review and approve risk assessments for working in excessive heat
 - i. Office based staff
 - ii. Outdoors based staff

097/2627

To receive the following minutes:

- a) Reports from Town Council representatives to outside bodies
- b) Amenities Committee: 13 July 2026
- c) Planning and Highways Committee: 13 July 2026
- d) Staffing Sub-Committee: 1 June 2026
- e) Youth Service Steering Group: 5 August 2026

098/2627

To receive Matters of Report (verbal reports for information only)

099/2627

Next meeting: Monday 26 October 2026, 18.45, Council Chamber, Town Hall.

	Violence against the person	Thefts	Arson and Criminal Damage	Public Order Offences	Burglary	Sexual Offences	Vehicle Offences	Misc. Crimes Against Society	Fraud	Robbery	Possession of Weapons	Drug Offences	Non-Recordable	Total	*Anti-social Behaviour
Dec-24	21	8	4	7	2	1	1	0	0	0	0	0	0	44	34
Jan-25	35	12	7	7	1	4	0	2	1	0	0	0	0	69	37
Feb-25	18	3	4	10	4	3	2	1	0	1	1	0	0	47	38
Mar-25	31	16	4	8	2	5	3	2	0	2	0	0	0	73	38
Apr-25	23	17	5	9	2	5	0	2	0	1	0	1	0	65	31
May-25	17	19	11	7	1	2	0	5	0	0	1	0	0	63	38
Jun-25	15	13	5	8	6	4	0	4	0	1	0	2	0	58	39
Jul-25	25	10	5	8	1	2	3	1	0	0	0	1	0	56	43
Aug-25	37	16	9	5	2	2	1	0	2	0	0	0	0	74	38
Sep-25	24	25	4	8	4	3	1	4	1	2	1	1	0	78	36
Oct-25	39	9	8	6	2	4	3	2	0	1	0	0	0	74	46
Nov-25	27	9	6	7	3	2	3	4	0	1	0	0	0	62	
Dec-25	29	11	7	2	2	2	1	2	0	0	0	0	1	57	
Jan-26	27	9	2	13	1	1	1	0	0	2	0	2	2	60	
Feb-26	28	9	6	4	0	9	4	1	0	1	1	0	9	72	
Mar-26	31	4	8	9	1	0	2	4	0	0	0	2	0	61	
Apr-26	21	10	7	7	1	2	4	2	0	0	0	0	3	57	
May-26	16	9	10	6	1	0	0	1	0	1	1	0	3	48	
Jun-26	2	18	3	3	2	1	2	1	0	0	1	1	2	36	
Jul-26	35	28	4	4	1	1	3	0	0	0	3	0	3	83	

*While ASB incidents are recorded, there is no standardised format for reports or information sharing. Crewkerne has historically received a personalised report, whereas other towns have not. This arrangement was introduced at the discretion of a previous Beat Manager.

Anti-Social Behaviour (last 24 months)					
ASB	Fire Setting	Groups	Neighbour	Street	Vehicles
158	9	112	364	28	31

ACCOUNTS FOR PAYMENT - 31st July 2026

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
DD31 (Jul)	£23.76	£3.96	£19.80	Iris Business Software Ltd	Staffology Payroll Software
DD20 (Jul)	£274.00	£0.00	£274.00	Somerset Council	Rates - Cemetery Workshop/Chapel - Jul 26
DD55 (Jul)	£486.00	£0.00	£486.00	Somerset Council	Rates - Lodge Office - Jul 26
DD51 (Jul)	£746.00	£0.00	£746.00	Somerset Council	Rates - GRC - Jul 26
DD2 (Jul)	£917.00	£0.00	£917.00	Somerset Council	Rates - Town Hall / Victoria Hall - Jul 26
DD58 (Jul)	£1,126.44	£0.00	£1,126.44	Water2Business	Water rates GRC 04/12/25-03/06/26
DD13 (Jul)	£1,853.23	£0.00	£1,853.23	Aviva Credit Services UK Ltd	Insurance - July 26
DD50 (Jul)	£432.91	£72.15	£360.76	British Gas Business	Electricity - GRC - 01/06-14/06/26
DD21 (Jul)	£20.06	£0.96	£19.10	British Gas Business	Streetlights & Floodlights Happy Valley - 22/05-22/06/26
DD30 (Jul)	£47.69	£2.27	£45.42	British Gas Business	Electricity Public Toilets - 19/05-18/06/26
DD46 (Jul)	£168.00	£28.00	£140.00	Somerset Web Services Ltd	Email Hosting - July 26
DD23 (Jul)	£252.88	£12.04	£240.84	British Gas Business	Electricity Town Hall 20/05-20/06/26
DD45 (Jul)	£280.25	£46.70	£233.55	The Business - T/A Radius UK Fuels Ltd	Fuel Charges - Jun 26
OP Jul 01	£103.80	£17.29	£86.51	Crewkerne Horticultural	Grounds Strimmer - Parts & Servicing
OP Jul 01	£989.00	£164.83	£824.17	Crewkerne Horticultural	Replacement Mower (Cemetery Volunteers)
OP Jul 01	£31.80	£5.30	£26.50	Crewkerne Horticultural	Grounds - Chainsaw Parts (Servicing)
OP Jul 02	£1,659.00	£0.00	£1,659.00	The Community Youth Project	Youth Project delivery - June 26
OP Jul 03	£748.80	£124.80	£624.00	Sovereign Fire & Security	Town Hall CCTV Annual Maintenance Contract (03/08/26 - 02/08/27)
OP Jul 03	£120.00	£20.00	£100.00	Sovereign Fire & Security	GRC Intruder/Fire/CCTV maintenance - Aug 26
OP Jul 03	£510.00	£85.00	£425.00	Sovereign Fire & Security	Cemetery Chapel - Annual Alarm Maintenance Contract (15/05/26 - 17/05/27)
OP Jul 04	£1,096.48	£182.75	£913.73	Darkin Miller Ltd	Internal Audit Fees (2nd Visit)
OP Jul 05	£1,318.00	£0.00	£1,318.00	M C Commercial Cleaning	Cleaning - June 26
OP Jul 06	£765.00	£0.00	£765.00	D Cleaning Solutions Ltd	GRC Cleaning - June 26
OP Jul 07	£99.00	£0.00	£99.00	Adam's Locks	Town Hall - Lock Repair
OP Jul 08	£46.20	£7.70	£38.50	SLCC Enterprises Ltd	Graphic Design Software Course
OP Jul 09	£136.80	£22.80	£114.00	Fern Garden Tree Services	Barn Street Watering - 22/06/26
OP Jul 10	£4,932.00	£822.00	£4,110.00	JS Hannam Roofing Ltd	Town Hall Flat Roof Repair (Balance)
OP Jul 11	£700.00	£0.00	£700.00	AM-Decorating	GRC - Decorating
OP Jul 12	£146.00	£0.00	£146.00	The Dorset Sign Company	Gold Leaf Lettering - Council Chamber Board
OP Jul 13	£993.23	£165.54	£827.69	Performing Rights Society	PPL/PRS fee GRC
OP Jul 14	£1,284.84	£214.14	£1,070.70	Greenways Grounds Maintenance Ltd	Cemetery Grounds Maintenance - Jun 26
OP Jul 15	£4,512.64	£0.00	£4,512.64	HM Revenue & Customs	Tax & NI Contributions - June 26
OP Jul 16	£4,008.77	£0.00	£4,008.77	SCC Pension Fund	Pension Contributions - June 26
OP Jul 17	£376.00	£0.00	£376.00	Society Of Local Council Clerks	Membership Fee - 01/06/2026 - 31/05/2027 (Town Clerk)
OP Jul 18	£781.50	£130.25	£651.25	Dantek Environmental Services (UK) Ltd	Quarterly water hygiene monitoring
OP Jul 18	£351.60	£58.60	£293.00	Dantek Environmental Services (UK) Ltd	Public Toilets - Remedial Works - June 26
DD42 (Jul)	£19.28	£0.92	£18.36	British Gas Business	Electricity - Cemetery Workshop/Chapel - 29/05-30/06/26
DD26 (Jul)	£68.04	£3.24	£64.80	British Gas Business	Town Hall Gas. Pd: 27/05-30/06/26
OP Jul 19	£157.45	£0.00	£157.45	James Hardware	Maintenance Consumables (GRC and Cemetery)
OP Jul 20	£91.20	£15.20	£76.00	Sovereign Fire & Security	Chapel - 6 monthly maintenance visit
OP Jul 21	£33.48	£5.57	£27.91	Elswoods	Blue Centrefeed Rolls and Nitrile Gloves
OP Jul 22	£11.95	£0.00	£11.95	Goddard, A	Expenses Reimbursements (Refreshments)
OP Jul 23	£14.75	£0.00	£14.75	Martin-Hamblin, P	Expenses Reimbursements (Refreshments & Anti-bac)
OP Jul 24	£136.80	£22.80	£114.00	Fern Garden Tree Services	Barn Street Watering - 06/07/26
OP Jul 25	£3,288.01	£548.00	£2,740.01	Somerset Council	Collection & disposal of street cleaning waste Apr-Jun 26
OP Jul 26	£1,209.00	£201.50	£1,007.50	Every's Solicitors	Provision of Legal Services (Cemetery Grounds)
OP Jul 27	£598.90	£99.82	£499.08	Boilerman Ltd	Town Hall - Boiler call out and repair
DD57 (Jul)	£294.40	£49.07	£245.33	British Telecom	Telephone & Broadband - Lodge Office/GRC - July 26
DD33 C.Card (Jul St)	£7.00	£0.00	£7.00	Land Registry	Land Registry Search - Memorial Ave-Flaxfield Dr
DD33 C.Card (Jul St)	£7.00	£0.00	£7.00	Land Registry	Land Registry Search - Christchurch Court
DD33 C.Card (Jul St)	£15.99	£2.67	£13.32	Amazon Marketplace	10 x Acrylic Name Plates
DD33 C.Card (Jul St)	£71.94	£11.99	£59.95	Eyemed Eyecare Plans	VDU/Eye Test/Glasses
DD33 C.Card (Jul St)	£39.79	£3.83	£35.96	Amazon Marketplace	Lever Arch & Ring Binders - Green
DD33 C.Card (Jul St)	£38.46	£6.41	£32.05	Amazon Marketplace	BioHazard Sacks, Log Book, Tamper Seals, Erasers
DD33 C.Card (Jul St)	£18.33	£3.05	£15.28	Mailchimp	Digital Newsletter - June 26
DD33 C.Card (Jul St)	£138.00	£23.00	£115.00	One Stop Badges Ltd	50 x Enamel Badges
DD33 C.Card (Jul St)	-£15.99	-£2.67	-£13.32	Amazon Marketplace	REFUND - 10 x Acrylic Name Plates

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

ACCOUNTS FOR PAYMENT - 31st July 2026

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
DD33 C.Card (Jul St)	£400.00	£15.17	£384.83	Planning Portal	Planning Application - Discharge of Conditions
DD33 C.Card (Jul St)	£15.99	£2.67	£13.32	Amazon Marketplace	10 x Acrylic Name Plates (Re-ordered)
DD33 C.Card (Jul St)	£69.90	£0.00	£69.90	CRB Online (Easy DBS)	Enhanced DBS check for GRC event
DD33 C.Card (Jul St)	£63.90	£0.00	£63.90	CRB Online (Easy DBS)	Enhanced DBS check for GRC event
DD33 C.Card (Jul St)	£61.50	£0.00	£61.50	CRB Online (Easy DBS)	Enhanced DBS check for GRC event
DD33 C.Card (Jul St)	£63.90	£0.00	£63.90	CRB Online (Easy DBS)	Enhanced DBS check for GRC event
DD33 C.Card (Jul St)	£63.90	£0.00	£63.90	CRB Online (Easy DBS)	Enhanced DBS check for GRC event
DD33 C.Card (Jul St)	£69.99	£0.00	£69.99	CRB Online (Easy DBS)	Enhanced DBS check for GRC event
DD33 C.Card (Jul St)	£40.00	£0.00	£40.00	Lloyds Bank	Credit Card Annual Fee (9241) - Disputed
DD33 C.Card (Jul St)	£165.00	£27.50	£137.50	Somerset Council	MiPermit - 6 Monthly Car Parking Season Ticket
DD33 C.Card (Jul St)	£165.00	£27.50	£137.50	Somerset Council	MiPermit - 6 Monthly Car Parking Season Ticket
OP Jul 28	£129.60	£21.60	£108.00	Contacta Systems Ltd	Survey Charge - Victoria Hall Hearing Loop
DD9 (Jul)	£88.18	£14.70	£73.48	Southern Communications	Mobile Phone Charges - July 26
DD17a	£29.75	£1.42	£28.33	Edf Energy Ltd	Happy Valley Streetlighting - Jul 26
DD17c	£40.40	£1.92	£38.48	Edf Energy Ltd	Electricity - Middle Path - Jun 26
DD17b	£40.40	£1.92	£38.48	Edf Energy Ltd	Electricity Street Lighting Henhayes - Jun 26
DD52 (Jul)	£387.41	£64.57	£322.84	Gamma Business Communications Ltd	Telephone and Broadband - Jun 26
DD44 (Jul)	-£1,353.11	£0.00	-£1,353.11	Everflow Ltd	Water Rates - August 2026 - CREDIT
DD48 (Jul)	£28.72	£1.37	£27.35	British Gas Business	Electricity - Lodge Office - 11/06-10/07/26
DD60 (Jul)	£29.70	£1.41	£28.29	British Gas Business	Gas - Lodge Office - 11/06-10/07/26
OP Jul 29	£44.74	£7.46	£37.28	Yarcombe Woodland Products	Cemetery - Timber
OP Jul 30	£261.58	£43.60	£217.98	Hoistway	GRC Lift Maintenance - 28/08/26 - 27/08/27
OP Jul 31	£338.39	£56.40	£281.99	Bradforbs	Gravel for restoring grave plots
OP Jul 32	£57.46	£9.58	£47.88	Wynnstay	Grounds PPE - Non Safety Boots
OP Jul 33	£42.00	£7.00	£35.00	NALC	Social Media Training Course
DD61 (Jul)	£612.26	£29.15	£583.11	British Gas Business	Electricity - Victoria Hall - 04/06-30/06/26 (New Plan)
DD43 (Jul)	£10.20	£0.00	£10.20	Lloyds Bank	Bank Charges - 10/05-09/06/26
OP Jul 34	£78.00	£13.00	£65.00	John Burton & Sons Ltd	Tennis Court Sign
OP Jul 35	£360.00	£60.00	£300.00	Relay Electrical Services	Chapel Workshop - Electrical Repairs
OP Jul 36	£124.27	£20.71	£103.56	Boilerman Ltd	GRC - Toilet Repairs
OP Jul 36	£214.37	£35.73	£178.64	Boilerman Ltd	Pipework alterations - Falkland Square / Severalls Allotments
OP Jul 37	£1,841.70	£306.95	£1,534.75	Legacy Ironworks Ltd	Town Hall Lettering (50% Deposit)
OP Jul 38	£100.80	£16.80	£84.00	Paperchase Recycling	GRC Waste Collection - to 28/06/2026
OP Jul 38	£57.60	£9.60	£48.00	Paperchase Recycling	Cemetery Waste Collection - to 28/06/2026
OP Jul 39	£744.00	£124.00	£620.00	Fern Garden Tree Services	Open Spaces Grass Cutting (Tennis Courts, Henhayes, H Valley, B Beeches)
OP Jul 40	£265.00	£0.00	£265.00	Rainbow Gecko	Face Painting & Bubbles - Bincombe Bash
OP Jul 41	£20.00	£0.00	£20.00	Samuel, A	2 x Bookshop Vouchers (Prizes)
DD22 (Jul)	£8.60	£0.41	£8.19	British Gas Business	Victoria Hall - Gas - 16/06-16/07/26

	£13,933.33		£13,933.33	Salaries - July 2026	
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£58,296.89 £4,103.62 £54,193.27

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

ACCOUNTS FOR PAYMENT - 31st August 2026

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
DD31 (Aug)	£23.76	£3.96	£19.80	Iris Business Software Ltd	Staffology Payroll Software
DD59 (Aug)	£96.36	£4.59	£91.77	British Gas Business	GRC Gas - 116/06-19/07/26
DD20 (Aug)	£274.00	£0.00	£274.00	Somerset Council	Rates - Cemetery Workshop/Chapel - Aug 26
DD55 (Aug)	£486.00	£0.00	£486.00	Somerset Council	Rates - Lodge Office - Aug 26
DD51 (Aug)	£746.00	£0.00	£746.00	Somerset Council	Rates - GRC - Aug 26
DD2 (Aug)	£917.00	£0.00	£917.00	Somerset Council	Rates - Town Hall / Victoria Hall - Aug 26
DD13 (Aug)	£1,853.23	£0.00	£1,853.23	Aviva Credit Services UK Ltd	Insurance - August 26
DD30 (Aug)	£50.26	£2.39	£47.87	British Gas Business	Electricity Public Toilets - 18/06 - 21/07/26
DD21 (Aug)	£17.56	£0.84	£16.72	British Gas Business	Streetlights & Floodlights Happy Valley - 22/06-22/07/26
DD45 (Aug)	£285.38	£47.56	£237.82	The Business - T/A Radius UK Fuels Ltd	Fuel Charges - July 26
DD46 (Aug)	£168.00	£28.00	£140.00	Somerset Web Services Ltd	Email Hosting - Aug 26
DD23 (Aug)	£209.51	£9.98	£199.53	British Gas Business	Electricity - Town Hall 20/06-20/07/26
OP Aug 01	£62.62	£10.44	£52.18	My Clean (Martin Yandle)	GRC - Cleaning Consumables
OP Aug 02	£50.00	£0.00	£50.00	Lewis, P	Live Music for Bincombe Summer Event
OP Aug 03	£595.20	£99.20	£496.00	Valley Drains	Henhayes - Clearance of 4 x gullies and waste removal
OP Aug 04	£80.00	£0.00	£80.00	Witt, J	Live Music for Bincombe Summer Event
OP Aug 05	£240.06	£40.01	£200.05	Purple Hire Solutions	Bincombe Event - Portable Toilet (25/07/2026)
OP Aug 06	£150.00	£0.00	£150.00	Elliott, C	Live Music for Bincombe Summer Event
OP Aug 07	£940.00	£0.00	£940.00	D Cleaning Solutions Ltd	GRC Cleaning - July 26
OP Aug 08	£744.00	£124.00	£620.00	Fern Garden Tree Services	Open Spaces Grass Cutting - July 26 (Tennis Courts, Henhayes, H Valley, B Beeches)
OP Aug 08	£136.80	£22.80	£114.00	Fern Garden Tree Services	Barn Street Watering - 20/07/2026
OP Aug 09	£1,397.00	£0.00	£1,397.00	M C Commercial Cleaning	Cleaning - July 26
OP Aug 10	£2,133.00	£0.00	£2,133.00	The Community Youth Project	Youth Project delivery - July 26
OP Aug 11	£19.53	£0.00	£19.53	Lochinger, H	Expenses Reimbursement
OP Aug 12	£4,512.64	£0.00	£4,512.64	HM Revenue & Customs	Tax & NI Contributions - July 26
OP Aug 13	£4,008.77	£0.00	£4,008.77	SCC Pension Fund	Pension Contributions - July 26
OP Aug 14	£114.60	£19.10	£95.50	SLCC Enterprises Ltd	VAT (2-Part) Training Course (October 2026)
DD26 (Aug)	£13.06	£0.62	£12.44	British Gas Business	Town Hall Gas. Pd: 27/05-27/07/26
DD27 (Aug)	£61.94	£2.95	£58.99	E.ON	Electricity - Victoria Hall - 01/05-03/06/26
DD62 (Aug)	£536.47	£89.41	£447.06	E.ON	Electricity - GRC - 13/05-30/06/26
OP Aug 15	£288.00	£48.00	£240.00	Wessex Electricals	Victoria Hall - AC Service
OP Aug 16	£25.00	£0.00	£25.00	Somerset Association of Local Councils	Councillor Essentials Training (30/06/26)
OP Aug 17	£2,000.00	£0.00	£2,000.00	Severalls Bowling Club	Bowling Green maintenance grant - 2026
DD42 (Aug)	£17.84	£0.85	£16.99	British Gas Business	Electricity - Cemetery Workshop/Chapel - 29/06-31/07/29
DD57 (Aug)	£294.40	£49.07	£245.33	British Telecom	Telephone & Broadband - Lodge Office/GRC - August 2026
DD33 C.Card (Aug St)	£329.21	£54.87	£274.34	Agrigem	Weed Killer
DD33 C.Card (Aug St)	£22.00	£0.00	£22.00	The Menders	Lodge & Mower Spare keys
DD33 C.Card (Aug St)	£53.56	£8.93	£44.63	Amazon Marketplace	HDMI Splitter, Tablecloths and Condolence Book
DD33 C.Card (Aug St)	£46.59	£7.77	£38.82	Amazon Marketplace	3 Paper (T. Hall), Coloured Buckets and Water Pistols (GRC)
DD33 C.Card (Aug St)	£17.99	£3.00	£14.99	Mailchimp	Digital Newsletter - July 26
DD33 C.Card (Aug St)	£17.20	£2.87	£14.33	Amazon Marketplace	Temporary Tattoos (Bincombe Event)
DD33 C.Card (Aug St)	£45.32	£7.55	£37.77	Amazon Marketplace	Laminating Pouches, Printer Ink, Staples
DD33 C.Card (Aug St)	-£38.68	£0.00	-£38.68	Lloyds Corporate Cards	REFUND - Credit Card Annual Fee (Pro Rata)
OP Aug 18	£9.80	£1.63	£8.17	Yarcombe Woodland Products Ltd	Timber (Bincombe)
OP Aug 18	£103.30	£17.22	£86.08	Yarcombe Woodland Products Ltd	Timber and Sleepers for Cemetery
OP Aug 19	£100.00	£0.00	£100.00	Seymour, W	REFUND of Hall Hire Deposit
OP Aug 20	£532.50	£88.75	£443.75	The Business Supplies Group	Year Planners, Printer paper, Toilet Rolls and Centerfeed Rolls
OP Aug 21	£305.58	£50.93	£254.65	Elswoods	Refuse Sacks and Blue Centrefeed Rolls (Grounds)
OP Aug 22	£220.00	£0.00	£220.00	We Clean Windows Ltd	Commercial Window Cleaning (Town Hall & GRC)
OP Aug 23	£136.80	£22.80	£114.00	Fern Garden Tree Services	Barn Street Watering - 03/08/2026
OP Aug 24	£87.84	£0.00	£87.84	James Hardware	Maintenance Consumables
OP Aug 25	£4.60	£0.00	£4.60	Tribe, I	Expenses Reimbursement
DD62 (Aug)	£1,153.87	£192.31	£961.56	E.O N	Electricity - GRC - 01/07-31/07/26
OP Aug 26	£720.00	£120.00	£600.00	Danfo (UK) Limited	Contract Maintenance - Public Toilets - 10/07/26-09/07/27
OP Aug 27	£120.00	£20.00	£100.00	Sovereign Fire & Security	GRC Intruder/Fire/CCTV maintenance - Sept 26
OP Aug 28	£252.00	£42.00	£210.00	Parish Online	Mapping Software - 26/07/26-26/07/27
DD9 (Aug)	£125.32	£20.89	£104.43	Southern Communications	Mobile Phone Charges - Part July & August 26 (new contract term).
DD52 (Aug)	£387.41	£64.57	£322.84	Gamma Business Communications Ltd	Telephone and Broadband - July 26
DD61 (Aug)	£832.60	£39.64	£792.96	British Gas Business	Electricity - Victoria Hall - 01/07-31/07/26
DD60 (Aug)	£22.39	£1.07	£21.32	British Gas Business	Gas - Lodge Office - 10/07-11/08/26
DD48 (Aug)	£30.34	£1.44	£28.90	British Gas Business	Electricity - Lodge Office - 10/07-11/08/26
DD17a (Aug)	£31.49	£1.50	£29.99	Edf Energy Ltd	Happy Valley Streetlighting - Jul 26
DD17b (Aug)	£41.75	£1.99	£39.76	Edf Energy Ltd	Electricity Street Lighting Henhayes - Jul 26

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

ACCOUNTS FOR PAYMENT - 31st August 2026

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
DD17c (Aug)	£41.75	£1.99	£39.76	Edf Energy Ltd	Electricity - Middle Path - Jul 26
OP Aug 29	£85.20	£14.20	£71.00	Paperchase Recycling	Cemetery Waste Collection - to 02/08/2026
OP Aug 29	£126.00	£21.00	£105.00	Paperchase Recycling	GRC Waste Collection - to 02/08/2026
OP Aug 30	£469.93	£78.32	£391.61	Ricoh UK Ltd	Printer Rental and Printing charges (May-Aug)
OP Aug 31	£338.39	£56.40	£281.99	Bradfords	Grey Stones for Cemetery Grave Repairs
OP Aug 31	£107.41	£17.90	£89.51	Bradfords	Items for Cemetery Water Tap Repair
OP Aug 31	£71.81	£11.96	£59.85	Bradfords	Gravel for Cemetery Paths
OP Aug 31	£28.13	£4.69	£23.44	Bradfords	Postcrete for Barn Street Bench Installation (x 4)
OP Aug 32	£300.00	£50.00	£250.00	Danfo (UK) Ltd	Public Toilets - Replacement Water Heater
DD43 (Aug)	£9.85	£0.00	£9.85	Lloyds Bank	Bank Charges - 10/06-09/07/26
	£14,391.76		£14,391.76	Salaries - August 2026	

£45,229.00 £1,631.96 £43,597.04

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

A	CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 31/07/2026		
	Cash in Hand 01/04/2026		£589,244.72
	ADD		
	Receipts 01/04/2026 - 31/07/2026		£414,285.55
	SUBTRACT		
	Payments 01/04/2026 - 31/07/2026		£240,755.26
	CASH IN HAND 31/07/2026		£762,775.01
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31/07/2026		
	LLOYDS - Business Call Account	£521,599.03	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£762,775.01
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
	ADJUSTED BANK BALANCE		£762,775.01
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

A	CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 31/08/2026		
	Cash in Hand 01/04/2026		£589,244.72
	ADD		
	Receipts 01/04/2026 - 31/08/2026		£420,709.50
	SUBTRACT		
	Payments 01/04/2026 - 31/08/2026		£285,884.26
	CASH IN HAND 31/08/2026		£724,069.96
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31/08/2026		
	LLOYDS - Business Call Account	£482,893.98	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£724,069.96
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
	ADJUSTED BANK BALANCE		£724,069.96
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/07/2026		
	Cash in Hand 01/04/2026		£8,047.78
	ADD		
	Receipts 01/04/2026 - 31/07/2026		£3,386.87
A	SUBTRACT		
	Payments 01/04/2026 - 31/07/2026		£4,385.94
	CASH IN HAND 31/07/2026		£7,048.71
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31/07/2026		
	LLOYDS - Instant Access Account	£2,114.76	
	LLOYDS - Current Account	£4,933.95	
			£7,048.71
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£7,048.71
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

A	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/08/2026		
	Cash in Hand 01/04/2026		£8,047.78
	ADD		
	Receipts 01/04/2026 - 31/08/2026		£4,064.30
A	SUBTRACT		
	Payments 01/04/2026 - 31/08/2026		£4,394.44
	CASH IN HAND 31/08/2026		£7,717.64
	(per Cash Book)		
B	Cash in Hand per Bank Statements 31/08/2026		
	LLOYDS - Instant Access Account	£2,326.38	
	LLOYDS - Current Account	£5,391.26	
	Less unpresented cheques		£7,717.64
	Plus unpresented receipts		£0.00
	ADJUSTED BANK BALANCE		£7,717.64
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Crewkerne Town Council – SO0089

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 2026; 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 2025/26

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

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered ‘No’. This is consistent with the Internal Auditor’s response to Internal Control Objective C.

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

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner’s Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

3 External auditor certificate 2025/26

We 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 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

11/09/2026

Report subject	To consider making a grant application to the Somerset Rivers Authority
Committee name	Full Council
Meeting date	Monday 21 September 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider making an application to the Somerset Rivers Authority (SRA) Community Flood Action Fund for funding towards practical measures to reduce flood risk in Crewkerne.

Two potential projects have been identified:

- Chard Road: Installation of a grate or suitable drainage feature across the road to intercept surface water currently flowing approximately a quarter of a mile towards the town, with the intention of diverting it into an adjacent field.
- Blacknell Lane: Investigation and improvement of the existing drainage system at the Taylor Wimpey site. A large pipe currently discharges into a stream, which then enters a smaller pipe running underneath Merriott Plastics. During periods of high rainfall, the system cannot cope with the volume of water, resulting in flooding.

2. Background information

The SRA Community Flood Action Fund provides grants of £3,000 to £20,000 to support practical projects that reduce local flood risk. Town and Parish Councils are eligible to apply. The next application deadline is 24 November 2026.

3. Detailed Consideration

Both locations have been identified as potential opportunities to reduce surface water entering areas at risk of flooding.

Further investigation will be required to establish the feasibility, costs, land ownership, permissions and responsibilities associated with each proposal. Officers would liaise with the SRA, Somerset Council, landowners and other relevant organisations as necessary.

The Council would not commit to undertaking either scheme at this stage. The purpose of the application would be to seek external funding towards appropriate flood-risk reduction works.

4. Financial implications

The maximum SRA grant is £20,000. No costs have yet been established for either proposal.

5. Equalities considerations

The proposals seek to reduce the risk and impact of flooding on the wider community. No adverse equalities implications have been identified at this stage.

6. Council Action Plan objectives supported

n/a

7. Recommendation

7.1. It is recommended that the Council:

- a) Agrees to investigate the two proposed flood prevention schemes at Chard Road and Blacknell Lane.
- b) Agrees to submit an application to the Somerset Rivers Authority Community Flood Action Fund.
- c) Notes that any Council contribution required will be brought back to Council for approval.

Report subject	To consider arrangements for the appointment of a new Designated Premises Supervisor
Committee name	Full Council
Meeting date	Monday 21 September 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Somerset Council
Decision required?	Yes

1. Purpose

To consider the proposed change of Designated Premises Supervisor (DPS) for the Victoria Hall following the resignation of the current DPS.

2. Background information

The current DPS has given notice that he will step down from the role with effect from 31 March 2027. A new person will need to take responsibility for managing the CUDOS bar both for CUDOS functions, and for other events where this has been agreed; they will also need to undertake and pass personal licence qualification and submit the statutory documents to the relevant Licensing Authority in order to obtain a person licence.

The proposed replacement DPS has indicated that they would also be willing to take on the role of DPS, subject to Council approval.

3. Detailed Consideration

A DPS must hold a valid personal licence and must be named on the premises licence.

The Council will need to submit an application to vary the DPS before the current DPS steps down. It is proposed that this is undertaken by mid-March 2027, once the proposed replacement has obtained their personal licence.

The application will be subject to the statutory consultation process, during which the Police may object. If an objection is received, the matter would need to be determined by a Licensing Sub-Committee. Members need to be aware that there is an appeal process where a party not content with the decision of the Licensing-Sub-Committee can appeal to the Magistrates' Court within 21 days of receiving the decision. The appeal will then be listed and heard in accordance with their workload.

To avoid any interruption to the sale of alcohol at the Victoria Hall, a replacement DPS must be in place when the current DPS leaves the role unless the event(s) is/are subject to Temporary Event Notices.

4. Financial implications

There will be a fee associated with the application to vary the DPS. This can be met from the existing Victoria Hall budget.

5. Equalities considerations

There are no specific equalities implications arising from the appointment of a DPS.

6. Crime and Disorder considerations

The appointment of a DPS is a legal requirement under the Licensing Act 2003 and is responsible for the sale of alcohol taking place at the premises. The Police have the opportunity to object to an application where appropriate.

7. Recommendation

- 7.1. It is recommended that the Council:
- a) approves in principle the appointment of the proposed replacement as DPS for the Victoria Hall, subject to them obtaining a personal licence and the statutory application process.
 - b) Authorises the Administration/LIC Officer to submit an application to vary the DPS once the necessary requirements have been met.
 - c) Notes that the appointment remains subject to the statutory consultation process and any objections raised by the Police.

Report subject	To determine whether the Council wishes to continue to pursue the devolution of land at Langmead Place
Committee name	Full Council
Meeting date	Monday 21 September 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Somerset Council
Decision required?	Yes

1. Purpose

To determine whether the Council wishes to continue to pursue the devolution of land at Langmead Place.

2. Background information

The Council previously expressed an interest in an area of green space at Langmead Place. The full Land Registry title plan has now been provided and identifies a number of additional areas of grassed land, many of which are situated alongside the highway. These are shown at Appendix A. Somerset Council has subsequently confirmed that all these areas would need to be transferred together.

3. Detailed Consideration

The Council originally expressed an interest in one area at Langmead Place. The full extent of the title now available for transfer is greater than originally understood and includes a number of additional grassed areas.

Many of these areas appear to have limited or no identifiable community use, while ownership would create an ongoing responsibility for their maintenance and management. Councillors are therefore asked to consider whether the benefits of acquiring the land justify the additional financial and operational responsibilities, particularly where there is no obvious community benefit from some of the areas identified.

4. Financial implications

The proposed purchase price is £1, if demanded. The Council would be responsible for its own legal costs and any future costs associated with maintaining and managing the land.

5. Recommendation

- 5.1. It is recommended that the Council considers whether to continue pursuing the devolution of the land shown at Appendix A, taking into account the ongoing maintenance responsibilities and limited identified community benefit of some areas.

Appendix A

HM Land Registry Official copy of title plan

Title number **WS46504**
Ordnance Survey map reference **ST4408NW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Somerset**



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Report subject	To review the Somerset Heritage at Risk Register and consider any amendments
Committee name	Full Council
Meeting date	Monday 21 September 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Somerset Council
Decision required?	Yes

1. Purpose

To consider Somerset Council's consultation on the draft Somerset Heritage at Risk Register and agree any comments or amendments relating to Crewkerne.

2. Background information

Somerset Council is compiling its first county-wide Heritage at Risk Register to inform its Local Plan and provide an up-to-date picture of vulnerable heritage assets.

The register covers *listed heritage assets (Grades I, II and II*), Registered Parks and Gardens, and Scheduled Monuments**. Assets are eligible where they are considered to be at risk through factors such as neglect, decay, deterioration, damage or an unresolved threat to their significance.

The deadline for responses is 30 October 2026.

3. Detailed Consideration

The current register identifies **one asset in Crewkerne: Old Viney Bridge Mills, South Street**, a Grade II Listed Building (Historic England List Entry 1208670).

The entry records that emergency works have started following a pre-application enquiry; the property is on SAVE Britain's Heritage risk register; planning permission for conversion to residential flats was granted in May 2025, with Listed Building Consent approved in March 2025; and no notification of commencement of the permitted development has been received.

The asset is currently classified as **Category D – Medium-Low Risk**.

The Somerset Heritage at Risk categories are:

Category	Priority	Description
A	Critical	Immediate risk of rapid deterioration or loss; no solution identified.

B	High	Immediate risk; solution identified but not yet implemented.
C	Medium	Slow continuing deterioration; no solution agreed.
D	Medium-Low	Slow deterioration; solution agreed but not yet implemented.
E	Low	Condition stabilised or under repair, but long-term future remains unresolved.
F	Recovery	Repair underway and/or sustainable use identified; remains on register until risk is removed.
L	Legacy Candidate	Previously identified as at risk, but current condition has not been verified.

Councillors are invited to consider whether any further qualifying heritage assets in Crewkerne should also be brought to Somerset Council's attention.

The following additional Crewkerne heritage assets are considered worthy of consideration for inclusion:

- **National Westminster Bank, 2 Market Street – Grade II***. Historic England already identifies the building as being in very bad condition, with high vulnerability, a declining trend and Category C – Slow decay; no solution agreed.
- **26 Abbey Street (former St. Martin's School) – Grade II***. The building is currently undergoing works, but there has been little apparent progress and its condition and ongoing vulnerability should be assessed.
- **The Royal Oak, Hermitage Street – Grade II**. The building has been unoccupied for many years and is deteriorating badly. Its condition should be assessed for inclusion on the register.
- **31 Market Street (formerly Gresham Books) – Grade II**. The building is unoccupied and in a state of disrepair and should be assessed for inclusion.
- **Listed chest tombs and headstones within the churchyard of St Bartholomew's Church – Grade II**. Several individually listed groups of chest tombs and headstones, **together with the churchyard walls**, are located around the church. Their condition should be reviewed to establish whether any are experiencing significant deterioration or other risks that would warrant inclusion on the register.

The above properties are considered worthy of assessment by Somerset Council, although the appropriate risk category should be determined following its assessment.

4. Financial implications

There are no financial implications from responding to the consultation. No funding commitment is proposed.

5. Recommendation

- 5.1. It is recommended that the Council:
- a) Notes the existing entry for Old Viney Bridge Mills and provides any factual updates or corrections.
 - b) Requests that National Westminster Bank, 2 Market Street; 26 Abbey Street (former St. Martin's School); The Royal Oak, Hermitage Street; 31 Market Street (formerly Gresham Books); and the individually listed chest tombs and headstones and churchyard walls at St Bartholomew's Church are assessed for inclusion on the Somerset Heritage at Risk Register, where appropriate.
 - c) Authorises the Town Clerk to submit the Council's response to Somerset Council by 30 October 2026.

Report subject	To consider a request to support a community book hunt
Committee name	Full Council
Meeting date	Monday 21 September 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider a request for Council support for a proposed community Book Hunt in Crewkerne during the October 2026 half-term.

2. Background information

The organiser proposes a Book Hunt from **26–30 October 2026**, subject to securing sponsorship from local businesses.

Approximately 30 children's books would be hidden at suitable locations around Crewkerne, with clues provided via social media. The activity aims to encourage families to explore the town and promote reading.

Some proposed locations are on Council-owned land. No financial support is being requested from the Council.

3. Detailed Consideration

The organiser is seeking:

- Approval to use suitable Council-owned locations;
- General Council support for the initiative; and
- Promotion through the Council's communications channels.

The final locations will be confirmed once participating businesses are known.

If the Council supports the proposal, it is suggested that:

- Final locations are agreed by the Town Clerk;
- A suitable risk assessment is provided;
- The organiser is responsible for the activity and ensures that no hazards, damage or litter are created;
- Books and materials are removed at the end of the event; and
- Parents/carers remain responsible for supervising children.

The Council's involvement would be limited to permission to use agreed Council-owned locations and any promotional support agreed. The Council would not be responsible for organising or supervising the activity.

4. Financial implications

No financial support is requested from the Council.

5. Equalities considerations

The activity is intended to be free and accessible to local families. Suitable locations should be selected with accessibility in mind.

6. Crime and Disorder considerations

No significant implications are anticipated. Locations should be selected to avoid creating hazards or encouraging access to unsuitable areas.

7. Recommendation

- 7.1. It is recommended that the Council:
- a) supports the Book Hunt in principle, subject to the conditions set out in this report.
 - b) Delegates authority to the Town Clerk to agree the final Council-owned locations and any necessary conditions.
 - c) Confirms that no financial support will be provided.
 - d) Agrees whether the Council wishes to promote the event through its usual communications channels.

Report subject	To consider quotations for staff time recording machines at three locations
Committee name	Full Council
Meeting date	Monday 21 September 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	Staffing Sub-Committee
Decision required?	Yes

1. Purpose

To consider options for introducing an electronic staff attendance and clocking-in system across the Town Council.

2. Background information

Staff work across a number of Council locations, including the Town Hall, the Cemetery Lodge and the George Reynolds Centre. An electronic system would provide a more accurate and consistent record of staff attendance and reduce the need for manual recording.

The Council is particularly seeking a system which can use biometric identification, allow access to authorised users, operate across multiple locations and avoid ongoing subscription costs where possible.

3. Detailed Consideration

Three systems have been identified for consideration:

Option A – ClockRite C400 Facial Recognition System

Cost: £215 excluding VAT

- Facial recognition, RFID and PIN; no fingerprint.
- Up to 800 employees.
- Two software user licences included.
- Permissions-based user access.
- Can operate across multiple sites using a central database.
- Data can be transferred by LAN, USB or optional Wi-Fi.
- No ongoing software licence or subscription fee.
- Mains powered; battery backup to be confirmed.
- Further software licences may be purchased if required.

Website: <https://www.clockrite.co.uk/attendance-clocking-systems/facial-recognition-biometric-clocking-system/>

Option B – Time Systems GeoFace F100 Pro

Cost: £315 excluding VAT

- Facial recognition and fingerprint, together with RFID and PIN.
- Employees can be assigned one or more identification methods.
- Live attendance dashboard.
- Two software user licences included.
- Reports and payroll export facilities.
- Network/Wi-Fi operation.
- No ongoing software subscription identified.
- Multi-site arrangements, user permissions and battery backup to be confirmed.

Website: <https://www.timesystemsuk.com/geoface-f100-pro-biometric-face-clocking-in-machine-1490-p.asp>

Option C – Clocking Systems BioTime Face

Cost: £425 excluding VAT for the first machine, £295 excluding VAT for each additional machine

- Facial recognition, fingerprint and proximity card options, which can be used in combination.
- Free cloud-based software accessible through a web browser.
- Unlimited users can access the system at the same time, with different access rights, including read-only access to various parts of the system.
- Multiple clocking machines can operate across different locations using one central system.
- Employees can be enrolled on one machine and use any connected machine.
- No ongoing software subscription or monthly licence fee.
- Software is free for life.
- Helpdesk support is included for the first year, with the option to extend this thereafter.
- Mains powered with battery backup of approximately 12 hours during a power cut, depending on the number of transactions.
- Data can continue to be recorded during connectivity issues and transferred when connectivity is restored.
- 3-year machine guarantee.

Website: <https://www.clockingsystems.co.uk/products/biotime-face>

Comparison

	Option A	Option B	Option C
Cost exc. VAT	£215	£315	£425 first, £295 additional
Face recognition	✓	✓	✓
Fingerprint	X	✓	✓
Multiple locations	✓	✓	✓
Multiple users/devices	2 licences included	2 licences included	✓
Cloud/web access	X	✓	✓

No ongoing subscription	✓	✓	✓
Battery backup	To confirm	To confirm	✓

The prices above are current supplier prices and may change. Final quotations should be obtained before any purchase. The Council should also confirm user permissions, multi-site operation, connectivity and any additional costs before selecting a system.

4. Financial implications

The costs shown are for **one clocking machine**. As the Council has three main staff locations, the anticipated initial equipment cost would be:

- **Option A:** £215 × 3 = **£645 excluding VAT**
- **Option B:** £315 × 3 = **£945 excluding VAT**
- **Option C:** £425 × 1, £295 × 2 = **£1,015 excluding VAT**

5. Equalities considerations

The recommended systems support multiple biometric methods, allowing facial recognition if concerns are raised about fingerprint storage. No fingerprint images are stored; only encrypted mathematical templates are used.

6. Crime and Disorder considerations

Biometric identification can reduce the risk of employees clocking in on behalf of others and provide a more reliable attendance record.

7. Recommendation

- 7.1. It is recommended that the Council consider the options presented and determine how it wishes to proceed, subject to satisfactory confirmation of the technical specification, user access arrangements and any additional costs.

Time Recording and Attendance Policy

1. Purpose

The purpose of this policy is to provide a consistent and fair approach to recording employees' working hours and attendance.

The Council is introducing electronic time recording to provide an accurate record of working hours, support effective workforce management and ensure that employees are paid correctly for the hours they are contracted to work.

The system is intended to support staff and managers and is not intended to create an unnecessarily burdensome or punitive approach to attendance.

2. Scope

This policy applies to all employees of Crewkerne Town Council who are required to record their working hours using the Council's time recording system.

Different arrangements may apply where an employee's role or working pattern means that electronic clocking is not reasonably practicable. Any such arrangements will be agreed by the Town Clerk.

3. Recording Working Time

Employees must record the start and end of their working day using the designated time recording system.

Employees are expected to:

- clock in when they commence work;
- clock out when they finish work;
- ensure that their recorded hours accurately reflect the hours worked;
- notify the Town Clerk of any missed or incorrect clocking as soon as reasonably practicable; and
- comply with any reasonable instructions regarding the use of the system.

Employees are not required to clock out when leaving the workplace to undertake work duties elsewhere. They should remain clocked in and clock out when they finish their working day. Employees must not clock in or out on behalf of another employee.

4. Working Hours

Employees are expected to work the hours set out in their contract of employment.

The time recording system will provide a record of hours worked but does not alter an employee's contractual hours or authorise employees to work additional hours without prior approval.

Employees should not routinely work additional hours unless these have been authorised in accordance with the Council's arrangements for overtime or time off in lieu (TOIL).

5. Breaks

Employees are entitled to any breaks applicable to them in accordance with their contract of employment and statutory requirements.

Unpaid breaks do not need to be separately recorded on the time recording system.

Employees are expected to take their breaks at appropriate times and in accordance with their normal working arrangements.

6. Missed Or Incorrect Clockings

The Council recognises that employees may occasionally forget to clock in or out or may experience difficulties using the system.

Where a clocking is missed or recorded incorrectly, the employee should notify the Town Clerk as soon as reasonably practicable.

Occasional mistakes will not normally result in formal action. However, repeated failure to follow the time recording procedure may be addressed where appropriate.

For the purposes of this policy, 'occasional mistakes' means isolated or infrequent instances of a missed or incorrect clocking, where there is no indication of deliberate misuse of the system or a failure to comply with the time recording procedure.

7. Lateness And Attendance

Employees are expected to attend work at the times specified in their contract or agreed working arrangements.

Where an employee expects to be late or needs to leave work early, they must notify the Town Clerk or relevant line manager as soon as reasonably practicable.

Implementation Period

The introduction of electronic time recording will include a **four-week implementation** period to allow employees to become familiar with the new arrangements and to allow any initial issues with the system or procedures to be identified and addressed.

During this period, minor errors or issues relating to the use of the system will normally be dealt with informally and employees will be given appropriate guidance and support.

Monitoring Lateness

Following the four-week implementation period, attendance will be monitored using the time recording system.

Where an employee is late on **three occasions within a rolling four-week period**, the Town Clerk or relevant line manager will meet with the employee to discuss the reasons for the lateness and the required standard of attendance.

The purpose of the meeting will be to ensure that the employee understands the expected standard and to identify whether there are any underlying issues or circumstances that need to be considered.

Where, following this meeting, the employee is late on a **further two occasions within the following four weeks**, the matter may be dealt with under the Council's Disciplinary Procedure. 2 The Staffing Sub-Committee will consider the circumstances of each case before determining the appropriate course of action.

8. Overtime And TOIL

Employees must obtain the appropriate prior approval before working additional hours where this is required under the Council's overtime or TOIL arrangements.

Clocking additional hours does not automatically constitute authorised overtime or create an entitlement to TOIL.

Any overtime or TOIL will be managed in accordance with the Council's relevant procedures and the employee's terms and conditions.

9. Sickness And Leave

Employees do not need to clock in or out when they are absent from work due to authorised leave, sickness or other approved absence.

Employees must follow the Council's normal procedures for notifying sickness absence and requesting or recording annual leave and other authorised leave.

10. Remote Working And Working Away From The Normal Workplace

Where an employee is authorised to work from home or another location, they will follow the arrangements agreed by the Town Clerk for recording their working hours.

Working from home or another location does not automatically remove the requirement to record working hours where time recording is applicable to the employee.

11. System Failure

If the time recording system is unavailable or an employee is unable to use it for any reason, the employee should notify the Town Clerk.

An alternative method of recording working hours may be used until the system is restored. Employees will not be disadvantaged because of a genuine technical failure.

12. Monitoring

Time recording information may be reviewed by the Town Clerk to:

- ensure that contracted hours are being worked;
- identify patterns of lateness or early departure;
- monitor overtime and TOIL;
- ensure accurate payroll information; and
- identify and resolve discrepancies.

Monitoring will be undertaken reasonably and proportionately. The Council will not use isolated minor discrepancies as the sole basis for formal action.

13. False Or Deliberately Inaccurate Records

Employees are expected to record their working hours honestly and accurately.

Deliberately falsifying time records, clocking in or out for another employee, or otherwise attempting to misrepresent hours worked may be considered misconduct and may be dealt with under the Council's Disciplinary Procedure.

14. Responsibilities

Employees

Employees are responsible for:

- accurately recording their working hours;
- following the requirements of this policy;
- reporting missed or incorrect clockings;
- obtaining approval for additional hours where required; and
- raising any concerns about the system with the Town Clerk or their line manager.

Line Managers

Line managers are responsible for supporting employees in using the system.

Town Clerk

The Town Clerk is responsible for:

- overseeing the implementation and operation of the system;
- authorising corrections to time records where appropriate;
- monitoring employees' time records and attendance;
- managing concerns relating to lateness or attendance;
- meeting with employees where attendance concerns arise;
- determining whether matters should be progressed under the Council's Disciplinary Procedure;
- ensuring that the policy is applied consistently;
- overseeing overtime and TOIL arrangements; and
- reviewing the policy when necessary.

15. Data Protection

Time recording information will be processed in accordance with the Council's data protection obligations and relevant privacy notices.

Access to time recording information will be limited to those who have a legitimate business need to access it.

Records will be retained only for as long as necessary in accordance with the Council's document retention arrangements.

16. Review

This policy will be reviewed periodically to ensure that it remains appropriate, effective and compliant with relevant legislation and Council procedures.

The first review should take place following the initial implementation period to identify any issues arising from the introduction of electronic time recording.

Version Control:

Adopted by XXXXXX

This policy will be reviewed annually, or sooner if required by changes in legislation or council practice.

Review Date: **XXXX**

3.6 Time Off In Lieu (TOIL)

TOIL is time off allowed in lieu of additional hours worked beyond an employee's contracted hours, where this has been **agreed and authorised in advance by the Line Manager**. TOIL is intended for occasional and genuine additional work requirements and must not be used as a method of flexible working or to routinely alter normal working arrangements.

Employees are expected to work their contracted hours unless additional work is required and has been authorised. **Employees must not work additional hours, attend the workplace or undertake work remotely for the purpose of generating TOIL without prior approval.** Unauthorised additional hours will not normally qualify for TOIL.

Employees must not work during periods of approved annual leave in order to accrue TOIL. Annual leave is intended as a period of rest. Work during annual leave will not normally qualify for TOIL unless exceptional circumstances apply and the work has been authorised by the Line Manager.

Before undertaking additional work, employees must agree with their Line Manager:

- the additional work to be undertaken;
- the likely amount of TOIL to be accrued; and
- where practicable, when the TOIL will be taken.

TOIL will normally accrue at one hour for each hour actually worked. Travel time undertaken on Council business will accrue at half the normal rate, unless the employee is working during the journey. No TOIL accrues for optional social activities, meals or events.

Employees must keep an accurate record of additional hours worked and TOIL accrued, using the agreed timesheet or HR system. TOIL should be taken as soon as reasonably practicable and normally within four weeks of accrual, unless a longer period of up to three months is agreed with the Town Clerk. TOIL should normally be taken in blocks of one hour or more and is subject to service requirements.

Line Managers are responsible for ensuring TOIL is appropriately authorised, recorded and taken within the agreed period, and that adequate service cover is maintained. In the case of the Town Clerk, TOIL will be managed in consultation with the Mayor.

On termination of employment, employees should have a zero TOIL balance. TOIL will not normally be paid in lieu and any outstanding balance may be lost. The Town Clerk should ensure, wherever practicable, that accrued TOIL is taken during the employee's notice period.

In exceptional circumstances, where service requirements mean that TOIL cannot reasonably be taken, the Council may, at the discretion of the Full Town Council or Staffing Committee, agree to pay for some or all of the accrued TOIL.

The TOIL policy operates on the basis of mutual trust. Any suspected misuse or deliberate accumulation of unauthorised TOIL may be dealt with under the Council's disciplinary procedures. Where there is any doubt about whether additional work

qualifies for TOIL, employees should seek advice from their Line Manager or the Town Clerk before undertaking the work.

3.7 Jury Service/Other Time Off

There are a number of circumstances in which employees have a right to time off from work either with or without pay. These include jury service and certain public duties such as serving as a local councillor, magistrate or school governor. Where a need for such time off arises you should discuss the matter with the Town Clerk who will consider what arrangements should be put in place.

While the Council will do its best to accommodate time off in these circumstances, the requirements of an employee's role may mean that the amount of time off granted may be limited.

Where serving on a jury would lead to a level of absence that would be detrimental to the business, the Council may require you to seek a deferment.

Employees undertaking jury service or serving on public bodies, or undertaking public duties, will be entitled to paid time off. Where an allowance is available for loss of earnings, the employee should claim and pay the allowance to the employing authority.

3.8 Compassionate/Bereavement Leave

In the event an employee suffers a bereavement in their family, the Council will exercise its discretion to allow reasonable time off to attend a funeral. What is reasonable will be determined on a case-by-case basis and the type of leave, whether paid or unpaid, will depend on the circumstances and the relationship the employee had with the individual.

In addition, there may be occasions where it may be necessary for an employee to take compassionate leave. Again, this will be considered on a case-by-case basis and dependant on circumstances, may be paid or unpaid.

An employee will not be eligible to receive paid bereavement or compassionate time-off benefits while off, or absent from work because of holiday, sickness (paid or unpaid) or for any other reason.

3.9 Parental Bereavement Leave

Employees are entitled to statutory parental bereavement leave (SPBL) if a child for whom they have or were due to have parental responsibility has died or been stillborn after 24 weeks of pregnancy.

Leave can be taken as one week, two consecutive weeks, or two separate weeks, at any time within the first 56 weeks after the child's death.

Notification

During the first eight weeks after a child has died, you, or someone on your behalf as necessary, need only give notice to the Council to take SPBL before you are due to start work on the first day of leave. If you have already started work, then officially your SPBL period will start on the following day. If you want to cancel it at any time during the first seven weeks you can do so as long as it has not started.

3.6 Time Off In Lieu (TOIL)

TOIL is time off which you are allowed to take in lieu of additional hours worked beyond the normal working day, with your line manager's prior agreement. It applies to additional periods of work outside the normal working day. It does not apply to rest periods. You should ordinarily perform your work duties during normal working hours as defined within your contract of employment except when you are required to attend visits, meetings, conferences or other duties outside normal office hours, either as a regular or exceptional part of your job.

Time off in lieu is not to be accumulated or approved in such a way that a change in normal working arrangements results (e.g. every Friday is a 'TOIL' day). TOIL is exceptional rather than a regular or routine occurrence.

This TOIL policy applies to all employees, including staff on temporary and fixed term contracts. It is intended to ensure fair treatment, adequate rest, and compliance with the Working Time Regulations. TOIL must be accumulated within a plan agreed with your line manager. Any additional hours worked which are to be claimed as TOIL, must be agreed in advance. The minimum amount of additional working time that can be claimed as TOIL is normally one hour, though shorter periods may be agreed in advance.

TOIL does not accrue for short 'ad hoc' periods of working, unless expressly agreed by the Town Clerk. If prior managerial agreement is not in place, then the additional hours will not qualify for the accrual of TOIL and will be lost. When you identify potential additional hours which might justify TOIL you should raise this with your Line Manager. If the additional hours are agreed you should follow up your conversation with your line manager with what has been agreed and ask them to reply with their approval. TOIL will only be granted if this is completed in advance and agreed with the relevant manager, unless there are exceptional circumstances which could not be foreseen in advance. In such situations the line manager has discretion to either grant or reject the application retrospectively.

Time off accumulated through TOIL arrangements must be equal to time actually worked during the normal working week (i.e. an hour's TOIL for each hour worked, regardless of whether it is worked in normal office hours, the evening or weekend). When travelling on behalf of the organisation, including attending conferences, training course, or other events, TOIL for travel time will accrue at half the normal rate (e.g. 1 hour for 2 hours of travel). The assumption is that you will not be working during travel; however if you do work during travel time, the TOIL accrues as working hours. No TOIL accrues for optional post-event meals or parties.

On termination of employment, all TOIL must be at a zero balance. You will not normally be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL may be lost. The Town Clerk should ensure staff use up TOIL during their notice period wherever possible. TOIL should be taken as soon as practicably possible after it has been accrued to ensure proper rest and refreshment. If this is not possible it must be taken within 4 weeks (or up to 3 months by agreement with the Town Clerk) of accrual. TOIL accrued and not redeemed within the agreed period will be considered lost and no monetary compensation will be offered unless otherwise agreed with the Town Clerk.

If you wish to take approved TOIL this has to be agreed with the relevant line manager at least one week in advance. The line manager may not agree to the request in cases

where this leave will conflict with the provision of an adequate service by the team. Where line managers do not approve the requested TOIL, suitable alternative dates (earlier or later) should be identified and suggested. TOIL may normally be taken in blocks of one hour or more. In exceptional circumstances, the Town Clerk may approve shorter periods.

Line Managers will co-ordinate the TOIL operation of their team to ensure that there is adequate cover for all functions for their area of business. Line Managers should ensure that employees are given reasonable opportunity to take any accrued TOIL within the approved period. Line Managers should ensure that TOIL is not used as a method of flexible working but used occasionally to deal with fluctuations in workload. Employees must keep a proper account of additional hours worked and manage their TOIL in agreement with their line manager. TOIL should be recorded on the agreed timesheet template or HR system. In the case of the Town Clerk, TOIL will be managed in consultation with the Mayor.

Before working planned additional hours employees must agree the proposal with their line manager, along with the likely TOIL that will be generated, and when it will be taken. The TOIL policy and its operation depend on mutual trust. Whilst this policy seeks to provide guidance, it is recognised that not all circumstances and situations can be accommodated. In doubt, advice should be sought from the Town Clerk. Any suspected abuse of TOIL will be treated as a disciplinary matter, not least as it may involve fraud.

Under certain circumstances the Council may choose to “buy” the TOIL rather than allow it as time off in lieu. This will be exceptional and at the discretion of the Full Town Council or Staffing Committee, for example where service delivery pressures mean time off cannot reasonably be taken.

3.7 Jury Service/Other Time Off

There are a number of circumstances in which employees have a right to time off from work either with or without pay. These include jury service and certain public duties such as serving as a local councillor, magistrate or school governor. Where a need for such time off arises you should discuss the matter with the Town Clerk who will consider what arrangements should be put in place.

While the Council will do its best to accommodate time off in these circumstances, the requirements of an employee's role may mean that the amount of time off granted may be limited.

Where serving on a jury would lead to a level of absence that would be detrimental to the business, the Council may require you to seek a deferment.

Employees undertaking jury service or serving on public bodies, or undertaking public duties, will be entitled to paid time off. Where an allowance is available for loss of earnings, the employee should claim and pay the allowance to the employing authority.

3.8 Compassionate/Bereavement Leave

In the event an employee suffers a bereavement in their family, the Council will exercise its discretion to allow reasonable time off to attend a funeral. What is reasonable will be determined on a case-by-case basis and the type of leave, whether paid or unpaid, will depend on the circumstances and the relationship the employee had with the individual.

RISK ASSESSMENT FORM - DRAFT

Form RA OFF-004

Assessment No: OFF-004	Location / Dept: Office / LIC	Further assessments required:	Persons involved in or affected by the task:	Special Groups: (Where individual assessments will be required)
Assessment Date: 24/06/2026	Assessor's Name: A R Cross	Fire ☐	Employees ☒	Nursing and Expectant Mothers ☐
Task / Area / Activity Assessed: Working in excessive Heat (Amber / Red Heat Alerts) – Office based Personnel. There is no UK legislation on Maximum safe working temperatures.		COSHH ☐	Visitors ☒	Young Persons ☐
		Manual Handling ☐	Contractors ☒	Disabled ☒
		Display Screen Equipment ☐	Members of the public ☒	Service Users ☐
		Nursing and Expectant Mothers ☐	Others: ☐	
		Young Persons ☐		

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Dehydration - Excessive Heat can lead to dehydration, which can seriously affect a worker's health and their ability to function safely. Heat Stress - In extreme circumstances Heat stress can occur. This happens when the body's way of controlling its internal temperature starts to fail. As well as air temperature, factors such as work rate, humidity and work clothing may lead to heat stress.	8	- Desk / Pedestal Fans are provided. - Where practical, windows / doors are kept open to keep air circulating. Where this is not possible due to the building's design, alternative measures should be considered, such as the use of fans or air conditioning, where available and appropriate.	2	16	LOW
	10	- Employees / volunteers are shaded from direct sunlight with blinds. - Workstations are in positions away from direct sunlight or sources of heat - Cold water is available when required (water is better than caffeine or carbonated drinks) - Employees / volunteers should be encouraged to take breaks more frequently to ensure that they are fully hydrated.	1	10	LOW

Worst Case Outcome**Likelihood given precautions in place**

10 Fatality	8 Severe injury	5 Lost time injury	3 Minor injury	1 No injury		10 Certain / imminent	8 Very likely	5 Likely	2 Unlikely	1 Remote	Risk Rating Table High 50-100 Low 1-19 Medium 20-49

RISK ASSESSMENT FORM**Form RA**

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Investigate the costs / effectiveness of provision of temporary air-cooling or air-conditioning units for the Office and LIC.	July 2026	
Investigate changing working hours at peak heat periods to avoid the hottest parts of the day.	July 2026	
In cases where an extreme weather warning is in place, employees who are able to work from home may be permitted to do so, subject to prior agreement with the Clerk.	July 2026	
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date
Investigate the costs / effectiveness of provision of a permanent air-cooling or air-conditioning system for the Office, Council Chamber and LIC.	Dec 2026	
Investigate the costs / practicality of providing chilled water dispensers in the LIC, for Volunteers / Members of the public.	Dec 2026	

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature: A R Cross

Date: 24/06/2026

Assessment Reviewed Date:	
New risk assessment required: (Y/N).	
Completed by (Name):	
Signature:	
Next Review Date:	

I have Read, understood and agree to follow the above Risk Assessment.			
Name		Name	
Position		Position	
Signed		Signed	
Date		Date	

RISK ASSESSMENT FORM **DRAFT**

Form RA GRO-040

Assessment No: GRO-040	Location / Dept: Grounds Personnel	Further assessments required:	Persons involved in or affected by the task:	Special Groups: (Where individual assessments will be required)
Assessment Date: 24/06/2026	Assessor's Name: A R Cross	Fire ☐ COSHH ☐ Manual Handling ☐ Display Screen Equipment ☐ Nursing and Expectant Mothers ☐ Young Persons ☐	Employees ☒ Visitors ☐ Contractors ☐ Members of the public ☐ Others: ☒	Nursing and Expectant Mothers ☐ Young Persons ☐ Disabled ☐ Service Users ☐
Task / Area / Activity Assessed: Working in excessive Heat (Amber / Red Heat Alerts) – Outdoors based Personnel. There is no UK legislation on Maximum safe working temperatures.				

Hazards Identified	Worst Case Outcome	Current Control Measures in Place	Likelihood	Score	Rating
Dehydration - Excessive Heat can lead to dehydration, which can seriously affect a worker's health and their ability to function safely. Heat Stress - In extreme circumstances Heat stress can occur. This happens when the body's way of controlling its internal temperature starts to fail. As well as air temperature, factors such as work rate, humidity and work clothing may lead to heat stress. Working in the Sun - Too much sunlight can cause skin damage including sunburn, blistering and skin ageing. In the long term, it can lead to an increased risk of skin cancer.	8 10 8	- Cold water is available when required (water is better than caffeine or carbonated drinks) - Employees / volunteers are encouraged to take breaks more frequently to ensure that they are fully hydrated. - More Physically demanding work is rescheduled to cooler times of the day - Shading is provided in rest areas - Workers are encouraged to remove personal protective equipment when resting to help encourage heat loss - Employees are provided with provision to purchase appropriate PPE i.e. Hats and Safety /Sunglasses and sunblock. - Employees are encouraged to work in the shade at peak time is sun activity i.e. from 12.00am onwards.	2 1 2	16 10 16	LOW LOW LOW

Worst Case Outcome**Likelihood given precautions in place**

10	8	5	3	1		10	8	5	2	1	Risk Rating Table High 50-100 Medium 20-49 Low 1-19
Fatality	Severe injury	Lost time injury	Minor injury	No injury		Certain / imminent	Very likely	Likely	Unlikely	Remote	

RISK ASSESSMENT FORM**Form RA**

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Make sure workers can recognise the early symptoms of dehydration and heat stress	July 2026	
Investigate changing working hours at peak heat periods to avoid the hottest parts of the day.	July 2026	
Investigate the introduction of shading in areas where people are working	July 2026	
Further actions that may require longer term consideration:	Action Review Date	Action Completed (Name and title) / Date

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature: A R Cross

Date: 24/06/2026

Assessment Reviewed Date:	
New risk assessment required: (Y/N).	
Completed by (Name):	
Signature:	
Next Review Date:	

I have Read, understood and agree to follow the above Risk Assessment.			
Name		Name	
Position		Position	
Signed		Signed	
Date		Date	