

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 26 October 2026**, starting at 18.45, in the Beech Suite, George Reynolds Centre, South Street, 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](#))

Gemma Hughes PSLCC, Town Clerk (signed on original)
20 October 2026

Agenda

- 100/2627** **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.
- 101/2627** **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.
- 102/2627** **To approve the minutes of the Town Council meeting held on 21 September 2026**
- 103/2627** **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.

- 104/2627 To receive reports from:**
- a) Somerset Council
 - b) Crewkerne & Ilminster Local Community Network
 - c) Crewkerne Neighbourhood Policing Team
- 105/2627 Clerk's progress report:** to receive a verbal update report (for information only).
- 106/2627 Finance & Procedure:**
- a) To approve the accounts for payment for September 2026 as listed
 - b) To report the bank reconciliation for September 2026 has been completed
 - c) To note the monthly accounts for the War Memorial Commemoration Trust have been checked
 - d) To receive the quarterly income and expenditure summary
 - e) To note the quarterly investment performance report
- 107/2627 Terms of Reference:** To review and approve an updated Terms of Reference for the Planning and Highways Committee
- 108/2627 Grounds Maintenance:** To receive the recommendation from the Joint Burial Committee for arrangements for the 2027 season
- 109/2627 Room Hire:** To consider a request for free room hire
- 110/2627 Opening hours:** To consider Christmas opening hours for the council office
- 111/2627 GRC Newsletter:** To approve the autumn newsletter
- 112/2627 To receive the following minutes:**
- a) Reports from Town Council representatives to outside bodies
 - b) Joint Burial Committee: 1 July 2026
 - c) Planning and Highways Committee: 7 September 2026
 - d) Policy and Resources Committee: 8 June 2026
- 113/2627 To receive Matters of Report** (verbal reports for information only)
- 114/2627 Next meeting:** Monday 23 November 2026, 18.45, Council Chamber, Town Hall.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.

Confidential Session: Exclusion of the Press & Public – Contractual, staffing and commercially sensitive information.

- 115/2627 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
- 116/2527 Annual Hire Charges:** To review the annual hire charges
- 117/2627 GRC Tenancy Arrangements:** To review existing arrangements
- 118/2527 Aged Debtors:** To consider two outstanding debtors

ACCOUNTS FOR PAYMENT - 30th September 2026

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
OP Sep 01	£116.40	£19.40	£97.00	G B Sports & Leisure	Curved Pendulum Seat, Chain and Sleeve
OP Sep 02	£25.00	£0.00	£25.00	Somerset Association of Local Councils	Councillor Essential Training - Roles & Responsibilities (22/07/2026)
DD22 (Sep)	£8.88	£0.42	£8.46	British Gas Business	Victoria Hall - Gas - 16/07 - 16/08/26
DD20 (Sep)	£274.00	£0.00	£274.00	Somerset Council	Rates - Cemetery Workshop/Chapel - Sep 26
DD55 (Sep)	£486.00	£0.00	£486.00	Somerset Council	Rates - Lodge Office - Sep 26
DD51 (Sep)	£746.00	£0.00	£746.00	Somerset Council	Rates - GRC - Sep 26
DD2 (Sep)	£917.00	£0.00	£917.00	Somerset Council	Rates - Town Hall / Victoria Hall - Sep 26
DD31 (Sep)	£23.76	£3.96	£19.80	Iris Business Software Ltd	Staffology Payroll Software
DD59 (Sep)	£87.06	£4.15	£82.91	British Gas Business	GRC Gas - 19/07-19/08/26
DD13 (Sep)	£1,853.02	£0.00	£1,853.02	Aviva Credit Services UK Ltd	Insurance - September 26
DD30 (Sep)	£51.33	£2.44	£48.89	British Gas Business	Electricity Public Toilets - 18/06-21/08/26
OP Sep 03	£375.00	£0.00	£375.00	D W Hyett & Sons	Severalls Memorial Gardens - Removal & Replacement of tarmac
OP Sep 04	£1,941.98	£323.66	£1,618.32	Festive Lights	Festive Lighting - Connectors, bulbs and cables
OP Sep 05	£2,309.40	£384.90	£1,924.50	Contacta Systems Ltd	Hearing Loop Installation
OP Sep 06	£35.00	£5.83	£29.17	Boilerman Ltd	GRC - Dishwasher repairs
OP Sep 07	£1,488.00	£248.00	£1,240.00	Fern Garden Tree Services	Open Spaces Grass Cutting - Aug 26 (Tennis Courts, Henhayes, H Valley, B Beeches)
OP Sep 07	£136.80	£22.80	£114.00	Fern Garden Tree Services	Barn Street Watering - 18/08/2026
OP Sep 07	£90.00	£15.00	£75.00	Fern Garden Tree Services	Tennis Courts - Fence Repair
OP Sep 08a	£502.96	£83.83	£419.13	JT Property UK Services Ltd	Southmead Playground - Wall Repairs
OP Sep 08b	£15.28	£0.00	£15.28	Martin-Hamblin, P	Expenses Reimbursement
OP Sep 09	£1,661.40	£276.90	£1,384.50	Wessex Electricals	HVAC removal and re-instatement (Balance)
OP Sep 10	£574.12	£95.69	£478.43	Sovereign Fire & Security	Town Hall - Repairs to emergency lighting system
OP Sep 11	£25.00	£0.00	£25.00	Somerset Association of Local Councils	Code of Conduct Training (Cllr's Interests) - 29/06/26
OP Sep 12	£765.00	£0.00	£765.00	D Cleaning Solutions Ltd	GRC Cleaning - August 26
OP Sep 13	£100.80	£16.80	£84.00	Paperchase Recycling	GRC Waste Collection - to 30/08/26
OP Sep 13	£57.60	£9.60	£48.00	Paperchase Recycling	Cemetery Waste Collection - to 30/08/26
OP Sep 14	£1,511.00	£0.00	£1,511.00	M C Commercial Cleaning	Cleaning - August 26
OP Sep 15	£1.20	£0.20	£1.00	Sheet Anchor Evolve Ltd	Public Toilet Rent 01/09/25-31/08/26
DD21 (Sep)	£37.96	£1.81	£36.15	British Gas Business	Streetlights & Floodlights Happy Valley - 22/07-22/08/26
DD46 (Sep)	£168.00	£28.00	£140.00	Somerset Web Services Ltd	Email Hosting - Sep 26
DD23 (Sep)	£228.06	£10.86	£217.20	British Gas Business	Electricity - Town Hall 20/07-20/08/26
DD45 (Sep)	£160.47	£26.75	£133.72	The Business - T/A Radius UK Fuels Ltd	Fuel Charges - August 2026
OP Sep 16	£4,796.88	£0.00	£4,796.88	HM Revenue & Customs	Tax & NI Contributions - August 26
OP Sep 17	£4,169.96	£0.00	£4,169.96	SCC Pension Fund	Pension Contributions - August 26
OP Sep 18	£718.84	£119.81	£599.03	CIA Fire & Security Ltd	Tennis Courts - Security Gates
DD26 (Sep)	£18.39	£0.88	£17.51	British Gas Business	Town Hall Gas. Pd: 27/07-28/08/26
DD42 (Sep)	£16.80	£0.80	£16.00	British Gas Business	Electricity - Cemetery Workshop/Chapel - 31/07-31/08/26
DD33 C.Card (Sep St)	£36.00	£0.00	£36.00	Your-Saving.Com	Unrecognised fraudulent transaction
DD33 C.Card (Sep St)	£36.00	£0.00	£36.00	Your-Saving.Com	Unrecognised fraudulent transaction
DD33 C.Card (Sep St)	-£36.00	£0.00	-£36.00	Your-Saving.Com	Unrecognised fraudulent transaction - REFUND
DD33 C.Card (Sep St)	-£36.00	£0.00	-£36.00	Your-Saving.Com	Unrecognised fraudulent transaction - REFUND
DD33 C.Card (Sep St)	£9.59	£1.60	£7.99	Amazon Marketplace	GRC - Accident Reporting Book
DD33 C.Card (Sep St)	£29.20	£4.87	£24.33	Amazon Marketplace	Town Hall - Stationery
DD33 C.Card (Sep St)	£38.07	£6.35	£31.72	Amazon Marketplace	GRC - Stationery
DD33 C.Card (Sep St)	£12.99	£2.17	£10.82	Amazon Marketplace	Visitor Book (Cemetery)
DD33 C.Card (Sep St)	£17.75	£2.96	£14.79	Mailchimp	Digital Newsletter - August 26
DD33 C.Card (Sep St)	£40.00	£0.00	£40.00	Lloyds Bank (Corporate Cards)	Credit Card Annual Fee
DD57 (Sep)	£294.40	£49.07	£245.33	British Telecom	Telephone & Broadband - Lodge Office/GRC - September 26
DD62 (Sep)	£1,031.59	£171.93	£859.66	E.O N	Electricity - GRC - 01/08-31/08/26
OP Sep 19	£45.29	£0.00	£45.29	Syeda Bowen, S	Expenses Reimbursement
OP Sep 20	£286.46	£47.74	£238.72	Relay Electrical Services	GRC - Kitchen Shutter Repair
OP Sep 21	£92.34	£15.39	£76.95	Elswoods	Cemetery - Polishing Machine Hire
OP Sep 22	£36.38	£0.00	£36.38	Cross, A	Expenses Reimbursement
OP Sep 23	£85.70	£14.28	£71.42	Bradfords	Consumables for water butt installation
OP Sep 23	£167.58	£27.93	£139.65	Bradfords	Gravel for Cemetery Paths
OP Sep 24	£42.00	£7.00	£35.00	John Burton & Sons Ltd	Chapel Sign
OP Sep 25	£948.00	£0.00	£948.00	The Community Youth Project	Youth Project delivery - August 26 (4 Sns)
OP Sep 26	£31.71	£0.00	£31.71	Lochinger, H	Expenses Reimbursement
OP Sep 27	£100.00	£0.00	£100.00	Sansom, J L	Refund of Hall Hire Deposit
OP Sep 28	£2,016.00	£336.00	£1,680.00	PKF Littlejohn LLP	External Audit Fee(Y/E: 31/03/26)
OP Sep 29	£15.60	£0.00	£15.60	James Hardware	Maintenance Consumables (August 2026)
OP Sep 30	£21.46	£0.00	£21.46	Samuel, A	Expenses Reimbursement
OP Sep 31	£243.60	£40.60	£203.00	St John Ambulance	Bincombe Event - First Aid/Medical Cover - 25/07/26

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

ACCOUNTS FOR PAYMENT - 30th September 2026

Checked by:.....

Date:

Payment Ref	Gross	Vat	Net	Payee	Description
OP Sep 32	£1,800.00	£300.00	£1,500.00	Fern Garden Tree Services	Bincombe - Annual Mow and Bale
OP Sep 33	£275.00	£0.00	£275.00	Moses, E	Refund - Cemetery Plot Purchase Fee
OP Sep 34	£607.20	£101.20	£506.00	GEM Imports Limited	200 Battery (x 16) & 200 Mains (x 120) Operated Lights
OP Sep 35	£99.53	£16.58	£82.95	Crewkerne Horticultural	Strimmer maintenace and replacement parts
DD9 (Sep)	£82.42	£13.73	£68.69	Southern Communications	Mobile Phone Charges - September 26
DD17a (Sep)	£34.21	£1.63	£32.58	Edf Energy Ltd	Happy Valley Streetlighting - Aug 26
DD17b (Sep)	£41.75	£1.99	£39.76	Edf Energy Ltd	Electricity Street Lighting Henhayes - Aug 26
DD17c (Sep)	£41.75	£1.99	£39.76	Edf Energy Ltd	Electricity - Middle Path - Aug 26
DD52 (Sep)	£393.41	£65.57	£327.84	Gamma Business Communications Ltd	Telephone and Broadband - August 26
DD61 (Sep)	£794.96	£37.85	£757.10	British Gas Business	Electricity - Victoria Hall - 01/08-31/08/26
OP Sep 36	£111.00	£18.50	£92.50	T M Electronics (UK) Ltd	Water temperature test kit calibration
OP Sep 37	£237.60	£39.60	£198.00	Sovereign Fire & Security	GRC Intruder/Fire/CCTV maintenance - Oct 26 & Access System Annual Charge
DD43 (Sep)	£11.70	£0.00	£11.70	Lloyds Bank	Bank Charges - 10/07-09/08/26
DD48 (Sep)	£32.06	£1.53	£30.53	British Gas Business	Electricity - Lodge Office - 11/08-13/09/26
DD60 (Sep)	£37.12	£1.77	£35.36	British Gas Business	Gas - Lodge Office - 11/08-13/09/26
DD22 (Sep)	£8.88	£0.42	£8.46	British Gas Business	Victoria Hall - Gas - 16/08 - 16/09/26
DD59 (Sep)	£87.07	£4.15	£82.92	British Gas Business	GRC Gas - 19/08 - 16/09/26
	£16,340.07		£16,340.07	Salaries - September 2026	

£53,135.79 £3,036.89 £50,098.90

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

A	CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 30/09/2026		
	Cash in Hand 01/04/2026 ADD Receipts 01/04/2026 - 30/09/2026 SUBTRACT Payments 01/04/2026 - 30/09/2026		£589,244.72 £784,000.46 £338,645.06
	CASH IN HAND 30/09/2026 (per Cash Book)		£1,034,600.12
B	Cash in Hand per Bank Statements 30/09/2026		
	LLOYDS - Business Call Account	£793,424.14	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£91,175.98	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£1,034,600.12
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
	ADJUSTED BANK BALANCE		£1,034,600.12
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Chair:

Date:

A	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 30/09/2026		
	Cash in Hand 01/04/2026 ADD		£8,047.78
	Receipts 01/04/2026 - 30/09/2026 SUBTRACT		£4,439.61
	Payments 01/04/2026 - 30/09/2026		£4,404.44
A	CASH IN HAND 30/09/2026 (per Cash Book)		£8,082.95
B	Cash in Hand per Bank Statements 30/09/2026		
	LLOYDS - Instant Access Account	£2,538.88	
	LLOYDS - Current Account	£5,544.07	
			£8,082.95
	Less unpresented cheques		
			£0.00
B	Plus unpresented receipts		
	ADJUSTED BANK BALANCE		£8,082.95
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

Chair:

Date:

Quarterly Report: 2nd Quarter 2026/27
Overall Summary

	Actual 2025/26			Budget 2026/27			Income/Expend to date 30/06/2026			Yr. End Forecast 2026/27			Net expenditure comparison of year end f'cast to budget	Prime reason(s) for variance	ER Used	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net				
Staff Costs	262,572	0	262,572	280,000	0	280,000	141,095	0	141,095	280,000	0	280,000	0			0%
Admin and bank interest/charges	60,290	9,114	51,176	65,500	6,000	59,500	36,287	3,378	32,909	66,494	6,000	60,494	1,000	Audit fees higher and bank fees not included in 26/27 budget		2%
Town Hall & Victoria Hall	50,006	20,602	29,405	77,650	13,310	64,340	41,565	11,914	29,651	72,850	14,164	58,686	-5,700	Cash Access staying until September		-9%
Grounds Maintenance & Open Spaces	55,166	11,204	43,962	78,000	10,584	67,416	27,958	9,295	18,663	79,800	9,549	70,251	2,800	Numerous - See "Detail" spreadsheet.		4%
War Memorial Grounds	7,027	0	7,027	6,750	4,903	1,847	3,659	0	3,659	6,750	4,303	2,447	600			32%
Cemetery	39,762	31,936	7,826	49,800	29,737	20,063	10,688	12,709	-2,022	49,800	29,497	20,303	200			1%
Aqua Centre	311	1,000	-689	500	1,000	-500	0	750	-750	500	1,000	-500	0			0%
George Reynolds Centre	44,338	22,227	22,110	43,000	0	43,000	26,653	10,815	15,838	42,629	0	42,629	-400			-1%
Grants	13,627	0	13,627	15,000	0	15,000	13,551	0	13,551	15,000	0	15,000	0			0%
Youth service	16,988	0	16,988	38,000	0	38,000	7,245	0	7,245	38,000	0	38,000	0			0%
Public toilets	18,280	0	18,280	20,000	0	20,000	9,435	0	9,435	20,000	0	20,000	0			0%
Projects	3,949	1,977	1,972	75,100	0	75,100	110	0	110	75,250	0	75,250	200			0%
Events	15,755	5,175	10,580	24,500	2,340	22,160	3,794	1,864	1,930	24,500	3,092	21,408	-800			-4%
TOTAL	588,071	103,236	484,835	773,800	67,874	705,926	322,040	50,725	271,314	771,573	67,605	703,968	-2,000		0	0%

Within or On Budget	
Over Budget but fully covered by Earmarked Reserves	
Over Budget by < 10% or over budget and partly covered by Earmarked Reserves	
Over Budget by < 10%	
Over budget by > 10%	

CCLA

Account Number: PS1008574-001

Nominated Bank Account: Lloyds Bank: 50-01-75 / 01052739

Fund Name: Public Sector Deposit Fund SC4 - Public Sector.
GB00B3LDFH01

Holdings Date	Balance	Interest Paid	Date Interest Received
31/07/2026	£100,000.00	£325.43	04/08/2026
31/08/2026	£100,000.00	£326.98	02/09/2026
30/09/2026	£100,000.00	£317.12	02/10/2026



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Key Investor Information

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

The Public Sector Deposit Fund

A sub-fund of CCLA Public Sector Investment Fund. SC 4 – Public Sector (ISIN: GB00B3LDFH01)
This fund is managed by CCLA Investment Management Limited (the ACD).

Objectives and Investment Policy

The fund aims to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The fund only invests in sterling denominated investments and deposits. The principal investments comprise certificates of deposit, call accounts and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (UK MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase. The weighted average life of the fund's investments will not exceed 120 days.

The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments seeking to achieve the fund's investment objective.

This product does not have a UK sustainable investment label. Sustainable investment labels help investors find products that have a specific sustainability goal. The fund does not use a sustainable investment label because it does not have a sustainability goal. However, the fund is managed in line with CCLA's sustainability approach for cash funds available on our website, www.ccla.co.uk/about-us/policies-and-reports/policies/our-sustainability-approach-cash-funds.

You can buy or sell shares daily (on each business day of the fund).

Income shares are available for investment. Income shares distribute available income monthly.

Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. The fund targets investments with low volatility and aims to maintain a constant net asset value. This means the risk of losing your money is small, but the chance of making gains is also limited.

Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the UK MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The value of the fund's shares is not guaranteed and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.

The risk and reward rating does not cover the following additional risks:

- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- **Credit risk** – The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.
- **Counterparty risk** – The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- **Operational risk** – Operational processes, including those related to the safekeeping of assets, may fail. Risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.

Please refer to the prospectus for full details about the risks associated with this fund.

Charges for this Fund

The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

The **ongoing charges** figure is based on the expenses of the fund for the period ended March 2026. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the fund's prospectus.

One-off charges taken before or after you invest

Entry charge	0.00%
Exit charge	0.00%

The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.

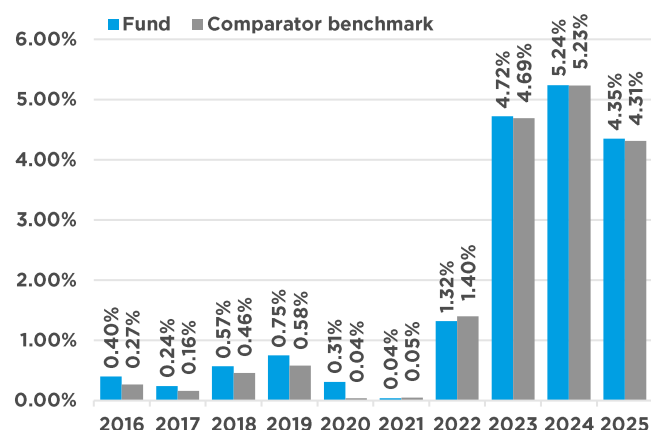
Charges taken from the fund over a year

Ongoing charges	0.11%
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Charges taken from the fund under specific conditions

Performance fee	None
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Past Performance



The fund launched on 25 May 2011. This share class started to issue shares on 25 May 2011.

Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator benchmark: Sterling Overnight Index Average (SONIA). Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

Practical Information

Depository

HSBC Bank plc, 8 Canada Square, London E14 5HQ.

Documents and share prices

Copies of the prospectus and the latest annual/half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at www.ccla.co.uk or alternatively call our client services team on **0800 022 3505**. The shares are not listed on any stock exchange.

Share classes

More share classes are available for the fund. For further details refer to the fund's prospectus.

This document is prepared for SC 4 – Public Sector. SC 4 – Public Sector is also representative of SC 3 – Non-Public Sector, therefore a separate key investor information has not been prepared for SC 3 – Non-Public Sector. SC 3 – Non-Public Sector is available for investment.

Segregated liability

CCLA Public Sector Investment Fund is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

Switching

Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class subject to meeting conditions set out in the prospectus (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

Tax

UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

Remuneration

The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits and the composition of the Jupiter Group's remuneration committee, may be obtained free of charge by contacting the client services team or visiting <https://dms-api.jupiteram.instinctcentral.io/documents/permalink/Jupiter-Remuneration-Policy.pdf>.

Additional information

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the UK MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to www.fscs.org.uk or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella open-ended investment company. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus.

Please refer to the glossary on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

CCLA
The Zig Zag Building, 70 Victoria Street
London SW1E 6SQ

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

This fund is authorised in the UK and regulated by the Financial Conduct Authority.

CCLA Investment Management Limited, part of the Jupiter Group, is authorised in the UK and regulated by the Financial Conduct Authority. This key investor information is accurate as at 29 July 2026.

Terms of Reference: Planning and Highways Committee

Composition

All twelve Town Councillors.

Authority

The Committee shall have delegated powers **within the areas of responsibility set out below**, with the exception that they cannot override a decision previously made by the Full Council.

The Committee may delegate specific matters within its Terms of Reference to the Town Clerk, where appropriate, subject to any limitations set by the Committee or Full Council.

Frequency of Meetings

Every month including August on the second Monday except on Bank Holidays. Frequency and schedule of meetings may be varied and this will be publicised accordingly.

Purpose

The Planning and Highways Committee has the following areas of responsibility:

1. Making representations as a statutory consultee and ~~remitting~~ **submitting** observations to the Local Planning Authority (Somerset Council), and to the Council where applicable, on applications for planning permission.
2. Considering and monitoring any development plans and the Local Development Framework relating to the town and making appropriate representations.
3. Making representations in respect of appeals against the refusal of planning permission; enforcement action or breaches of planning regulations; and all other planning matters.
4. Making representations to the appropriate authority in respect of highway matters. Liaison with the Highway Authority over maintenance aspects of the public highways, both carriageway and footpath, to ensure appropriate levels of service are provided to residents of the town.
5. Making representations to Somerset Council in relation to the provision and maintenance of highway signage and traffic issues within the town.
6. Receiving reports from the Parish Path Liaison Officer about the condition of Rights of Way and public footpaths. To make representations and to receive clear information from the principal authority, Somerset Council, on maintenance problems received and encountered.
7. Making representations regarding street naming.
8. Liaison with the appropriate authority (Somerset Council) over the ongoing maintenance of the existing public lighting on the highways around the town.
9. Consideration of improvements to the public lighting system in the town, and the allocation of appropriate funding subject to budgetary constraints or submission of grant applications to obtain funding in consultation with Somerset Council.
10. Liaison with other Committees where projects overlap.

11. Making representations and monitoring the management and maintenance of the car parks within the town and public transport matters.
12. All other matters which are the responsibility of third-party agencies and affect directly the town's built environment and infrastructure, e.g. Wessex Water and Environment Agency.
13. **Time Sensitive Planning Applications Between Meetings** - Where planning observations are required before the next scheduled meeting and there is insufficient time to obtain an extension to the consultation period, the Town Clerk is authorised to seek councillors' views by email and, in consultation with the Chairman (or Vice-Chairman in their absence), submit the Council's response to the Local Planning Authority. The response may include support, objection, or specific planning comments. The matter shall be reported to the next appropriate meeting.

~~In the event of Council Observations being required between Committee meetings, the authority delegated to the Town Clerk in consultation with the Chairman (or Vice-Chairman in his/her absence) shall refer the matters to the Full Council for determination due to time constraints.~~

14. Receiving reports from the Neighbourhood Plan Steering Group and liaising with the Steering Group to ensure progression of the Neighbourhood Plan development.

Version Control:

Reviewed by the Planning & Highways Committee: 20 May 2019 Min. No. 19/20 06

Reviewed by the Planning & Highways Committee: 13 November 2023 Min. No. 23/24 56

Reviewed by the Policy & Resources Committee meeting: XXXXX

These Terms of Reference will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **June 2030**

Report subject	To review the grounds maintenance arrangements for the 2027 season.
Committee name	Full Council
Meeting date	Monday 26 October 2026
Report author	Andy Cross, Operations Manager
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To consider the continuation of the revised grounds maintenance arrangements at Townsend Cemetery, with the Council's Grounds Team undertaking the maintenance from March to October 2027.

2. Background information

Until May 2026, the Grounds Team was responsible for the summer maintenance and mowing of a number of council open spaces, while Townsend Cemetery had been maintained by contractors for at least five years.

A new contractor took over the maintenance of Townsend Cemetery in Spring 2026. Concerns were raised regarding the standard of work and a number of complaints were received from members of the public. The contract was terminated in June 2026.

As an interim arrangement, from July 2026 the Grounds Team has been responsible for Townsend Cemetery and St Bartholomew's Churchyard, with Fern Garden Services maintaining the remaining council open spaces.

The Joint Burial Committee has reviewed the revised arrangements and unanimously agreed to recommend that the Grounds Team continues to maintain Townsend Cemetery during the 2027 season.

3. Detailed Consideration

The revised arrangements have provided a number of benefits:

- The cemetery has been maintained to a high standard and is considered to be looking its best in recent years.
- Appendix A provides examples of positive comments received recently regarding the condition and maintenance of the cemetery.
- The remaining council open spaces have continued to be maintained by Fern Garden Services without any significant deterioration being identified.
- Existing Grounds Team equipment is being fully utilised.
- Other Grounds Team duties, including emptying bins, watering hanging baskets, clearing dumpy bags and undertaking ad hoc maintenance, have continued.

- Issues at the cemetery can be dealt with promptly. For example, damage to the cemetery post box was identified and addressed quickly.
- Reduced travel between sites has made more efficient use of staff time and reduced fuel consumption.
- The Grounds Team has also undertaken cleaning and maintenance of the cemetery chapels before services, reducing the need for the cleaning contractor.
- The chapel has been able to remain open to the public Monday to Friday.

It is proposed that the revised arrangement continues for a full season from March to October 2027. This would allow the council to assess the arrangement over a complete mowing season before determining whether it should become a longer-term arrangement.

4. Financial implications

Fern Garden Services originally quoted £21,760 to maintain Townsend Cemetery. The Grounds Team costs approximately £528 per week in wages. Based on an eight-month mowing season, the estimated cost is £18,304, representing a saving of £3,456 compared with the quotation from Fern Garden Services.

Based on the estimated Grounds Team cost, West Crewkerne Parish Council's 7% share would be £1,281.28 for the eight-month season.

The previous contractor in 2026 was less expensive than both options. However, the contract was terminated due to concerns about the standard of maintenance and complaints received, and therefore the previous cost is not considered a like-for-like comparison.

No additional equipment costs have been identified, as the Grounds Team is using existing council equipment.

5. Recommendation

- | |
|---|
| <p>8.1. It is recommended that the Committee:</p> <p>a) notes the outcome of the revised grounds maintenance arrangements during 2026; and</p> <p>b) approves the continuation of the arrangement, with the Council's Grounds Team undertaking the grounds maintenance of Townsend Cemetery from March to October 2027, with the arrangements to be reviewed following the 2027 season before any longer-term decision is made.</p> |
|---|

Appendix A

-----Original Message-----

From: [REDACTED]

Sent: 26 July 2026 19:53

To: towncouncil@crewkerne-tc.gov.uk

Subject: Cemetery looking well kept

I just wanted to remark on how much nicer the cemetery looked this week when I was visiting, as tbh the last few years the grass cutting has looked appalling at times and been left looking like half a job been done, but this weekend it was nice to see that it had been cut really well and they had actually tidied up behind themselves for a change.

It's hard for anyone visiting there at the best of times, but I think it's a very peaceful (and can be a pretty cemetery if that's the best way to put it) So, who ever was responsible for the grass cut last, I just wanted to show appreciation because it's a job well done 🙌 thank you.

Hopefully it will be kept up.

I have had many a conversation with others who visit with a similar opinion as to how bad it had looked at times, so it isn't just me.

Regards [REDACTED]

27/7/26

Your Name

[REDACTED]

Your Email

[REDACTED]

Your Phone Number

[REDACTED]

What are you contacting us about?

Townsend cemetery

Your Message

Good morning,

I just wanted to say thank you to the groundsmen who have been working so hard to get the cemetery looking like it used to be.

It really is looking lovely.

Thank you

[REDACTED]

28/7/26

Hi Gemma

Just wanted to let you know that I had a lady knock on the lodge door earlier today.

She is a regular visitor to the cemetery and just wanted to feed back on how great a job she felt Andy and Dan are doing and how much better the cemetery looks since they took over.

10/9/26

Hi Gemma,

We would just like to say that we have noticed a big improvement in the Cemetery since the Contractors have been replaced by Dan and Andy.

Kind regards

[REDACTED]

21/9/26

Gemma,

I can honestly say walking round the cemetery I have to admire all the time and attention which has taken place there. I can fully see the dedication of Dan with the grounds and Anita with the records .

The sad scene in June on our annual walk around , has been replaced beyond all recognition, no weeds, pathways more visible, and such detailed attention within the grounds.

A very worthwhile afternoon. Congratulations,

Regards

[REDACTED]

21/9/26

Good Morning Alice

I thought I would let you know that on Thursday I visited the cemetery to leave flowers on dad's grave(all from his garden). I was truly impressed with the great state the grounds were in. The contractors have worked hard. All graves appear to have been strimmed and no material left on them. Grass cut and pathways clear.

Good job done.

I am letting you know this as my sister [REDACTED] did have a winge about the state of cemetery some months ago.

Hoping to get up to the open day

Best wishes

[REDACTED]

Report subject	To consider a request for free room hire
Committee name	Full Council
Meeting date	Monday 26 th October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Decision required?	Yes

1. Purpose

To consider a request from Free Fest Community Events CIC for free hire of the George Reynolds Centre for a Ladies Night fundraising event on 12 December 2026.

2. Background information

Free Fest has requested in-kind sponsorship through free use of the venue, including bar and kitchen facilities, in return for promotional recognition of the Council and the George Reynolds Centre.

The organisers state that proceeds will contribute towards future Free Fest community events. The community hire rate, including bar and kitchen facilities, has been quoted at £240.00.

3. Detailed Consideration

While the event aims to raise funds for future community activities, the Council has not been provided with details of the anticipated proceeds or the amount that would directly benefit those activities.

Providing free hire would mean foregoing income and associating the Council's name with the event. Given the nature of the event, councillors may wish to consider whether formal sponsorship and public recognition of the Council are appropriate.

The Council is seeking to increase bookings and income at the George Reynolds Centre, and waiving the fee would not support this objective. It is therefore considered appropriate to offer the venue at the quoted community hire rate, rather than provide free hire or formal sponsorship.

4. Financial implications

Free hire would result in £240.00 of foregone income. Charging the community rate would generate £240.00 if the booking proceeds.

5. Recommendation

- 5.1. It is recommended that the Council agrees that the event may be booked at the quoted community hire rate of £240.00, subject to the usual booking arrangements.

Report subject	To consider Christmas opening hours for the council office
Committee name	Full Council
Meeting date	Monday 26 th October 2026
Report author	Gemma Hughes, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk
Consultees	n/a
Decision required?	Yes

1. Purpose

To agree the Council office opening arrangements over the Christmas and New Year period.

2. Background information

It is proposed that the Council office and Local Information Centre closes to the public from Thursday 24 December 2026 to Monday 4 January 2027 inclusive, reopening on Tuesday 5 January 2027.

3. Detailed Consideration

Office staff would be expected to take annual leave during the closure period but may work during this time if they wish to do so, subject to agreement with the Clerk.

Grounds staff attend work over the holiday period to empty the bins as usual.

The closure will be publicised in advance through the Council's usual communication channels.

4. Recommendation

4.1. It is recommended that the Council:

- a) approves the closure of the Council office and Local Information Centre to the public from 24 December 2026 to 4 January 2027 inclusive, reopening on 5 January 2027; and
- b) agrees that office staff are expected to take annual leave during this period but may work by agreement with the Clerk. Grounds staff will continue to empty bins as usual over the holiday period.

[View this email in your browser](#)



The George Reynolds Centre Autumn Newsletter 🍁



Dear <<First Name>>,

As the last traces of summer disappear and the colder nights creep in, it's time to look forward to the cosy months ahead... and, dare we say it, the festive party season approaching!

Whatever your go-to is at this time of year, we've got a packed line up of community activities, big evening events, and holiday updates to keep you busy and entertained all season long.

Before that though here are a few updates...

Crewkerne Community Youth Project



We've had an incredible response to our youth club, with almost 50 young people attending across our summer sessions! CYP are certainly making waves in the local community, and we're grateful for the positive energy they bring.

We're also delighted to announce that a very generous donation of £1,000 has been provided to Crewkerne CYP via Crewkerne Town Council.

As the momentum grows, here's a breakdown of their seasonal sessions;

 Two Halloween-themed posters for the Crewkerne Youth Club. The left poster is for 8-11 year olds, featuring a purple background with a witch and a pumpkin. The right poster is for 12-17 year olds, featuring an orange background with a witch and a pumpkin. Both posters include details about the location, times, and activities.

CREWKERNE YOUTH CLUB!

From October 1st
Open every Tuesday* From 6pm-8pm
*Every Tuesday during term time only, OPEN DURING SOME SELECTED HOLIDAYS.

CALLING ALL 8-11 YEAR OLDS!
Ready for some spooky autumnal fun?
We've got themed crafts, holiday celebrations, and exciting group games!
Join us on Tuesdays for all that and more!
Bring your friends or come along by yourself to meet new people and try new activities!
There's always something fun to do, or if you fancy, you can just come to relax and enjoy hanging out for awhile.
EVERYONE IS WELCOME!

-LOCATED AT-
The George Reynolds Centre,
South St., Crewkerne
TA18 8DA
Tuesdays 6pm-8pm

FREE ENTRY

FOR TUESDAYS (8-11):
Milla Scott-Buller
milla@cyp.me.uk

Community Youth Project CYP

CREWKERNE YOUTH CLUB!

From October 1st
Open every Wednesday* From 7pm-9pm
*Every Wednesday during term time only, OPEN DURING SOME SELECTED HOLIDAYS.

CALLING ALL 12-17 YEAR OLDS!
Ready for some spooky autumnal fun?
We've got themed crafts, holiday celebrations, and indoor activities!
Join us on Wednesdays for all that and more!
Bring your friends or come along by yourself to meet new people and try new activities!
There's always something fun to do, or if you fancy, you can just come to relax and enjoy hanging out for awhile.
EVERYONE IS WELCOME!

-LOCATED AT-
The George Reynolds Centre,
South St., Crewkerne
TA18 8DA
Wednesdays 7pm-9pm

FREE ENTRY

FOR WEDNESDAYS (12-17):
Janet Richards
janet@cyp.me.uk

Community Youth Project CYP

Weekly Events & Classes At The GRC

Whether you're looking to get moving, meet new friends, or find a safe space to chat, we have something for everyone. Here's our weekly line up;



Updates: Please note the Men's Wellbeing Group has now moved from Tuesdays to Wednesdays.

We're also happy to welcome back Awe & Wonder who will be joining us at The GRC every other Tuesday from 17th November. See details below.

FREE CREATIVE PLAY SESSIONS

PERFECT FOR 0-5 YEAR OLDS ALONGSIDE THEIR GROWN UPS



**TUESDAYS 10-11:30AM
@ THE GEORGE
REYNOLDS CENTRE,
CREWKERNE TA18 8DA**

17TH NOVEMBER
1ST DECEMBER
15TH DECEMBER
12TH JANUARY
26TH JANUARY
9TH FEBRUARY
23RD FEBRUARY
9TH MARCH

Our sessions are free for all due to generous public donations and kind support from the following organisations:



Waitrose
Community Matters

Sports: 🏈 And last but not least, our football and rugby season is officially under way again. Keep up to date on your sports clubs Facebook pages for all the home game fixtures lined up 🏈



🎱 The ultimate Adults Only 80s Night is coming to Crewkerne! 🎱

Get ready to rewind the clock for a night of retro synth-pop, legendary dance moves, and a **delicious buffet included with every ticket** 🍕🍷

Whether you're channelling Madonna, Top Gun, Pac-Man, or rock star glam, fancy dress is highly encouraged!

📅 **Event Details**

📅 Date: Saturday, 28th November 2026

🕒 Time: Doors open at 7:00 PM

📍 Location: George Reynolds Centre, South St, Crewkerne, Somerset, TA18 8DA 🚗

Price: £20 per person — includes buffet food 🎉

🚫 Age: Strictly 18+

🎱 Tag your party crew below and start planning those outfits! 🕺🌟

out!

📱 Book Online: Scan the QR code on the poster image above or visit [The GRC website](#) to book your tickets

✉ **Email:** Contact Holly at grcmanager@crewkerne-tc.gov.uk for alternative ways to book and/or pay

BOOK NOW



Yes that's right... something extra special just for the local ladies of Crewkerne.

Grab your girls and get ready for a night you won't forget! 🍷

Free Fest Community Events is bringing you a fundraiser featuring the UK Pleasure Boys XXL Show!

📅 Event Details

📅 Date: Saturday 12th December

📍 Location: The George Reynolds Centre, South Street, Crewkerne TA18 8DA

🕒 Time: Doors Open: 7:00 PM, Show Starts: 8:00 PM

🍹 Last Orders at the Bar: 11:30 PM

🎉 What's in Store: The UK Pleasure Boys XXL Show 🎉

👠 Drag Queen games

🎵 Music and dancing

🍷 Fully stocked bar

🎫 **Ticket Packages:** General Admission – £25: Includes a glass of Prosecco

🌟 VIP Ticket – £50: Includes a front row seat, hog roast, 2 glasses of Prosecco, meet and greet, and photo opportunity.

Meet & Greet Upgrade – £10: Add a photo opportunity

📢 Important Details: Strictly an 18+ event.

👥 All support goes towards Free Fest, keeping our community events free!

GET TICKETS HERE



Christmas & Festive Feasts



It's time to get festive! Whether you're planning a team get-together to celebrate your workplace, a social shindig with friends, or a family rendezvous to bring everyone together, our Christmas party offerings are ready to roll.

Looking for an excuse to pop some bubbles and make an afternoon or evening of it? We've got you covered! 🥂

Contact Holly at grcmanager@crewkerne-tc.gov.uk to discuss ideas and get your bookings secured.

run up to Christmas for eligible families along with the option to pay for your child's place too.

Pssst: Word on the street is that Santa's received the memo and is clearing space in his diary for a special visit to Crewkerne! Stay tuned for more updates coming soon 🧑🏻‍🎅

And Finally... 🎁



Subscriber Perk & Special Thanks: A very big thank you to **His & Hers** for gifting us a gorgeous luxury hamper! The winner has already been notified.

If you didn't win this time, don't worry—as a special thank you for being an email subscriber, you are entitled to **10% off in-store** at His & Hers.

Simply show this email to Sarah at the till to claim your discount.

Thank you for reading and supporting The GRC. We hope to welcome you through our doors soon.

Warm regards,
Holly

Holly Lochinger
George Reynolds Centre Manager

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