



CREWKERNE TOWN COUNCIL

TOWN HALL
MARKET SQUARE
CREWKERNE
SOMERSET TA18 7LN
TEL: 01460 74001

Email: towncouncil@crewkerne-tc.gov.uk

Councillors are hereby summoned and members of the press and public are invited to attend the Annual Meeting of Crewkerne Town Council to be held remotely on **Tuesday 4 May 2021** at 6.45p.m.

Note: Members of the public who wish to attend can access the meeting through the following link:
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

Members of the public who wish to speak at the "Open Forum" section of the meeting are kindly requested to contact the Town Council office (details above), where they will be given joining details.

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Peter Davidson, Town Clerk
28 April 2021

A G E N D A

1. **Election of Mayor** and Declaration of Acceptance of Office for signature
2. **Election of Deputy Mayor.**
3. **To note apologies for absence.**
4. **To elect the Chairman and Vice Chairman of Planning and Highways Committee.**
5. **To elect the Chairman and Vice Chairman of Amenities Committee.**
6. **To elect the Chairman and Vice Chairman of Policy and Resources Committee.**
7. **To appoint the five Joint Burial Board Committee members.**
8. **To appoint Councillors to other committees and working groups.**
9. **To reappoint banking signatories/online banking authorisers.**
10. **To appoint Councillors to check the invoices and reconciliations each month prior to the Town Council meetings.**
11. **To appoint the representatives on various Outside Bodies.**
12. **Open Forum:** questions may be put to the Council during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person.
13. **To confirm the minutes** of the Town Council meetings held on 29 March and 12 April 2021.
14. **Declarations of Interest** on items on the agenda.
15. **To receive verbal reports from the County and District Councillors.**
16. **Clerk's progress report:** to receive a report (for information).
17. **Delegated authority:** to authorise delegated authorities to the Clerk and Deputy Clerk, to enable them to enact decisions made by the Council under conditions where formal remote Council meetings are not allowed.
18. **Finance**
 - a. To approve the accounts for payment for May as listed.
 - b. To receive the fourth quarter summary of income and expenditure.
 - c. To note the end-of-year balance of Earmarked Reserves.
 - d. To report the bank reconciliation for April has been completed.

19. **GRC:**
 - a) GRC opening: to consider when the GRC should be opened to users (other than the Jigsaw pre-school group and the youth group).
 - b) GRC hire charges: to consider the charges to be levied for hire of the GRC.
 - c) GRC booking arrangements: to confirm that the CTC Admin Officer will be responsible for the administration of bookings for the GRC.
20. **Summer event:** to consider whether the Council wishes to hold a summer event in 2021.
21. **Use of Henhayes:** to consider a request from ALS for use of the Henhayes recreation ground to allow them to deliver a programme of SSDC-supported playdays.
22. **Publishing of finance information:** to consider the request from a member of the public that detailed finance information should be published monthly on the Council website.
23. **Quarterly Newsletter:** to agree the articles for the next issue of the Council newsletter.
24. **To receive draft committee minutes:**
 - a) Joint Burial Committee meeting held on 6 April 2021.
 - b) Planning and Highways Committee meeting held on 12 April 2021.
25. **To receive any Matters of Report** (for information only)
26. **Date of the next meeting:** Monday 28 June 2021 at 6.45pm