



CREWKERNE TOWN COUNCIL

TOWN HALL
MARKET SQUARE
CREWKERNE
SOMERSET TA18 7LN
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Councillors are hereby summoned and members of the press and public are invited to attend a remote Annual Meeting of the **War Memorial Commemoration Trust** on **Monday 26 July 2021 at 6.45pm**, to be followed immediately by an informal meeting of **Crewkerne Town Council**.

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
20 July 2021

WAR MEMORIAL COMMEMORATION TRUST

ANNUAL MEETING AGENDA

1. To note apologies for absence.
2. To confirm the minutes of the previous meeting held on Monday 25 January 2021.
3. Approval of the audited Annual Accounts for the year ending 31 March 2021.
4. Matters of report

RECONVENE AS FULL COUNCIL

AGENDA

1. To note apologies for absence
2. **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.
3. To confirm the minutes of the Town Council meeting held on 28 June 2021.
4. **Declarations of interest** in items on the agenda.
5. To receive reports from the County and District Councillors.
6. **Clerk's progress report:** to receive an update report (for information).
7. **Finance**
 - a) To approve the accounts for payment for July as listed.
 - b) To report the bank reconciliation for June has been completed.
 - c) To receive the first quarter income and expenditure financial report.



8. **Refurbishment of Severalls tennis courts:** to consider the quotations received for the refurbishment of the Severalls tennis courts.
9. **Small grant application:** to consider the grant application received from the Crewkerne and District Homing Society.
10. **Air quality monitoring project:** to note that SSDC MTIG have approved 50% grant funding for the air quality monitoring project and to approve the funding of the remaining 50%.
11. **Face-to-face Council meetings:** to further consider whether face-to-face Council meetings should be resumed.
12. **Vegetation impinging on North Street:** to further consider the issue of vegetation growing out into the highway of North Street.
13. **CLR street names:** to agree the street names to be put forward to Taylor Wimpey for CLR.
14. **Website update:** to receive a report from Cllr. Roberts on the development of the new website.
15. **Councillor appointment to the Joint Burial Committee:** to ratify the appointment of Cllr. Samuel as a member of the Crewkerne and West Crewkerne Joint Burial Committee.
16. **Correspondence:** to consider correspondence received.
17. **To receive draft Committee and Working Group minutes:**
 - a) Planning and Highways Committee meeting held on 12 July 2021.
 - b) Amenities Committee meeting held on 12 July 2021.
18. **To receive Matters of Report** (for information only)
19. **Next meeting** on Monday 27 September 2021 at 6.45pm.

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 - Staffing and contractual matters

Quarterly Report: 1st Quarter 2021/22
Overall Summary

	Actual 2020/21			Budget 2021/22			Income/Expend to date 30/06/2021			Yr. End Forecast 2021/22			Net expenditure: comparison of year end f'cast to budget	Comments
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net		
Staff Costs	199717		199717	203603		203603	44737		44737	203603		203603	0	Early underspend of budget provides headroom for Town Clerk handover and recruitment of GRC bar manager
Admin and bank interest/charges	38116	719	37397	47780	750	47030	14207	10	14198	47780	750	47030	0	
Town Hall & Victoria Hall	25400	1077	24323	30022	2050	27972	8534	856	7678	30022	3100	26922	-1100	
Grounds Maintenance & Open Spaces	39544	6518	33026	39649	6523	33126	11610	0	11610	39649	6523	33126	0	
War Memorial Grounds	3204	50	3154	3000	50	2950	64	-10	74	10000	40	9960	7000	Refurbishment of tennis courts covered by Earmarked Reserves
Cemetery	42122	24058	18064	42,906	19,300	23606	21453	2442	19011	42906	19300	23606	0	
Aqua Centre	493	0	493	500	0	500	5094	0	5094	500	0	500	0	
George Reynolds Centre	41313	8674	32639	32750	11000	21750	5094	2475	2619	32750	11000	21750	0	
Grants	13956		13956	13000		13000	11134		11134	13000		13000	0	
Youth service	13665		13665	11000		11000	4092		4092	16367		16367	5400	Planned drawdown from Earmarked Reserves
Public toilets	15869		15869	42500		42500	4000		4000	73000	20000	53000	10500	Planned drawdown from Earmarked Reserves
Projects	3485	0	3485	0	0	0	0	0	0	0	0	0	0	
Events	9764	690	9075	13000	0	13000	4349	0	4349	16249	2264	13985	1000	Planned drawdown from Earmarked Reserves
TOTAL	446648	41786	404862	479710	39673	440037	129273	5772	123501	525826	62977	462849	22800	

Within or on budget	
Over budget but fully covered by Earmarked Reserves	
Over budget by < 10% or over budget and partly funded through Earmarked Reserves	
Over budget by > 10%	

Agenda item 10

Air quality monitoring project

As Councillors are aware, the Town Council submitted an application for grant funding from SSDC's Market Towns Investment Group (MTIG) to support the purchase of air quality monitoring equipment.

As reported previously, the air quality monitoring equipment consists of a sensor and associated support for 12 months, including access to the data, at a total cost of £5,400.

MTIG have now confirmed that they will commit £2,700 of grant funding for the project, which is 50% of the funding.

For approval: Town Council to confirm that it will fund the remaining 50%, funds to taken from "New projects" Earmarked Reserves.