



CREWKERNE TOWN COUNCIL

TOWN HALL
MARKET SQUARE
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To all Members of the Council

Councillors are hereby summoned and members of the press and public are invited to attend the **Annual Meeting of the War Memorial Commemoration Trust on Monday 24 June 2019 at 6.45pm** in the Council Chamber, Market Square, to be followed immediately by the next meeting of Crewkerne Town Council.

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Peter Davidson, Town Clerk
18 June 2019

WAR MEMORIAL COMMEMORATION TRUST - ANNUAL MEETING

AGENDA

1. To note apologies for absence.
2. To confirm the minutes of the previous meeting on Monday 25 June 2018
3. Approval of the audited Annual Accounts for the year ending 31 March 2019
4. Matters of report

RECONVENE AS FULL COUNCIL

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 Annual Meeting of Crewkerne Town Council held on 13 May 2019 and the minutes of the Town Council Meeting held on 20 May 2019.
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 June as listed
 - b) To report the bank reconciliation for May has been completed.
 - c) Internal audit: to receive the second report from the Internal Auditor.
 - d) To formally approve the internally audited accounts for 2018/19.
 - e) To approve the Annual Return year ending 31 March 2019:
 - i. Section 1: to approve the Annual Governance Statement.
 - ii. Section 2: to approve the Accounting Statement.
 - iii. To receive the Internal Auditor's audit report.
 - iv. To authorise the signatures of the Mayor and Clerk.

- f) To appoint an additional banking signatory.
- 8. Town Hall collapsed drain:** to consider the quotation received to repair the collapsed drain outside the western face of the Town Hall building.
 - 9. Environment Working Group:** to consider a proposal from Cllr. Hartshorn to establish an Environment Working Group.
 - 10. Town Crier:** to consider whether the Council wishes to recruit a Town Crier following the retirement of the Mr. Craner.
 - 11. Food festival survey:** to consider a proposal from Cllr. Hartshorn to undertake a survey of visitors to the food festival planned for 20 July.
 - 12. Outside bodies representation:** to consider representation for the Henhayes Centre and for Birds Almshouses.
 - 13. Matchbox challenge:** to consider a proposal from Cllr. Wakeman for a summer children's activity.
 - 14. To receive draft Committee and Working Group minutes:**
 - a) Amenities Committee meeting held on 20 May 2019
 - b) Planning and Highways Committee meeting held on 10 June 2019
 - c) Policy and Resources Committee meeting held on 10 June 2019
 - d) Joint Burial Committee meeting held on 4 June 2019
 - 15. To receive Matters of Report** (for information only)
 - 16. Next meeting** on Monday 29 July 2019 at 6.45pm in the Council Chamber.

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

- 17. Staffing Committee:** to receive the minutes of the Staffing Committee held on 20 May 2019 and to consider the recommendations contained therein.