

TOWN HALL Market Square Crewkerne Somerset TA18 7LN

towncouncil@crewkerne-tc.gov.uk

01460 74001

Councillors are hereby summoned, and members of the public and press are invited, to attend the **Annual Meeting of the Full Council** to be held on **Monday 20 May 2024**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note:

001/2425

 Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link: https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg

K. Sheehan FSLCC, Town Clerk (signed on original) 14 May 2024

Agenda

Election of Mayor and signing of the Declaration of Acceptance of Office.

002/2425	Election of Deputy Mayor and signing of the Declaration of Acceptance of Office.
003/2425	To note apologies for absence.
004/2425	Declarations of interest in items on the agenda.
005/2425	To confirm the minutes of the Town Council meeting held on 22 April 2024.
006/2425	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.

007/2425 To elect:

- a. Chair and Vice Chair of the Planning and Highways Committee.
- b. Chair and Vice Chair of the Policy and Resources Committee.
- c. Chair and Vice Chair of the Amenities Committee.

008/2425 To appoint:

- a. The members of the Joint Burial Committee.
- b. Councillors to sub-committees and steering groups listed in the attached report.
- c. Banking signatories and online banking authorisers for payments.
- d. Councillors to check the invoices and reconciliations each month prior to Full Council meetings.
- e. Representative to Outside Bodies listed in the attached report.

009/2425 To reaffirm the following (minor changes highlighted):

- a. Standing Orders
- b. Financial Regulations



- c. Code of Conduct
- d. That the Council remains eligible to use the General Power of Competence (GPC) because it continues to meet the requirements.

010/2425 To receive reports from:

- a. Somerset Council.
- b. Crewkerne & Ilminster Local Community Network.
- **011/2425 Clerk's progress report**: to receive an update report (for information only).

012/2425 Finance & Procedure:

- a. To approve the accounts for payment for May 2024 as listed.
- b. To report the bank reconciliation for April 2024 has been completed.
- c. To note that the monthly accounts for the War Memorial Commemoration Trust have been checked.
- d. To receive Q4 income and expenditure summary.
- e. To note year end balances of Earmarked and General Reserves.
- f. To approve the updated Allotments Policy.
- g. To note meeting dates for the municipal year 2024/25.
- h. To note correction to minute 153/2324/b to amend 'January' to 'February'.
- **013/2425** Lodge: to consider quotes for repointing, guttering and window restoration.

014/2324 To receive the following minutes and approve any recommendations contained therein:

- a. Planning and Highways Committee 22 April 2024.
- b. Amenities Committee 12 February 2024.
- c. Neighbourhood Plan Steering Group 7 March 2024.
- d. Youth Service Steering Group 15 January 2024.
- e. Report from the Youth Service.
- f. Reports from Town Council representatives to outside bodies.
- **015/2425** To receive Matters of Report (for information only).
- **Next meeting:** Monday 24 June 2024 at 18.45, Council Chamber, Town Hall, which will be followed by a short meeting of the War Memorial Commemoration Trust.



Appointment of Councillors to Mayor, Deputy Mayor, Committees, Working Groups and other appointments: 2024/25

	•	eputy Mayor, Committees, Working Groups	and other appointments: 2024/25
Committee/Working	Group - AGENDA ITEMS 007		
& 8/2425		2023-24	2024-25
Mayor		Cllr. Alice Samuel	2024 23
Deputy Mayor		Cllr. Kathy Head	
Planning & Highways	Chair	Cllr. Teresa Bond	
Committee	Vice Chair	Clir. Jan Nathan	
Policy & Resources	Chair	Cllr. Andrea Stuart	
Committee	Vice Chair	Cllr. Judith Morris	
Amenities Committee	Chair	VACANT	
		Cllr. Mike Best	
	Vice Chair	Cllr. Mike Best	
		Cllr. Nigel Draycott	
Joint Burial Committee		Cllr. Alice Samuel	
Joint Buriar Committee		Cllr. Andrea Stuart	
		Cllr. Steve Ashton	
		Mayor: Cllr. Alice Samuel	Mayor:
		Cllr. Mike Best	,
Staffing Committee		Cllr. Nigel Draycott	
		Clir. Andrea Stuart (reserve)	
	_	VACANCY	
Youth Service Steering C	iroup	Cllr. Jan Nathan	
		Town Council representatives:	Town Council representatives:
		Cllr. Kathy Head	
Naighbourhood Dlan Cto	oring Croup	Cllr. Simon Woodland	
Neighbourhood Plan Ste	eering Group	Cllr. Jan Nathan	
		Plus four non councillors	Plus four non councillors
		Cllr. Best	
		Cllr. Stuart	
Happy Valley Working G	iroup	Cllr. Draycott	
		Clir. Nathan	
		Cllr. Woodland	
Dood Markings and Dark	sing Marking Crown	Cllr. Best	
Road Markings and Park	ting working Group	Clir. Bond	
		Cllr. Nathan Mayor: Cllr. Alice Samuel	
		Cllr. Mike Best	
		VACANCY	
Grievance, Capability an	d Disciplinary Committee	Cllr. Simon Woodland	
		Cllr. Nigel Draycott	
		Cllr. Steve Ashton	
		Deputy Mayor: Cllr. Kathy Head	
		Cllr. Teresa Bond	
Appeals Committee		Cllr. David Livesley	
Appeals committee		Cllr. Jan Nathan	
		Cllr. Andrea Stuart	
		Cllr. Judith Morris	
Other appointments - A	GENDA ITEMS 008/2425 d & e		
Ranking signatories for	cheques and online banking	Cllrs. Best, Head, Stuart, Draycott, Samuel and	
authorisors	meques and omine panking	Nathan	
autiiviisvis		Ivacian	
Ollor Aranda and Aranda	ad accountition to the state of		
	nd reconciliations each month	Cllrs. Best, Wakeman, Morris, Nathan and Head	
prior to Town Council m	eetings		

AGENDA ITEM 008/2425 - Outside Bodies	2023-2024	2024-2025
ABCD	VACANT	
Birds Almshouses (Official charity title: Robert Bird Cottage Homes)	Cllr. Draycott	
Chubbs Almshouses (Official charity title: The Matthew Chubbs Almshouses)	Cllrs. Best and Samuel	
Crewkerne Christmas Committee	Cllrs. Best, Head, Nathan, Samuel	
Crewkerne Leisure Management (CLM)	Cllr. Best	
Crewkerne Local Information Centre	Cllr.Nathan	
Crewkerne Voluntary Transport Committee (Official charity title:	Clls Draycott	
Crewkerne Welfare Transport Committee)	Cllr.Draycott	
Henhayes Community Centre	Cllr. Ashton	
Heritage Centre	Cllr. Head	
League of Friends of Crewkerne Hospital	Cllr. Head	
Local Community Naturaly (Somorcat Council)	Primary: Cllr. Head	Primary:
Local Community Network (Somerset Council)	Substitute: VACANT	Substitute:
Crewkerne Community Safety Group	Cllrs. Best and VACANT	
Twinning Association	Cllr. Morris	
Crewkerne Business Group	Cllr. Ashton	
PCN Neighbourhood Forum	Cllr. Head	
PPG (Crewkerne Health Centre)	Cllr. Ashton	



Crewkerne Town Council
Standing Orders

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Note: Text in **bold** may not be suspended as these are statutory in origin.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- If an amendment to the original motion is carried, the original motion, as amended, becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- I A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- Mhere a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- O Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. in exercise of a right of reply.
- During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his/her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the

meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings

Committee meetings

Sub-committee meetings

- Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- • Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of any matter affecting Crewkerne.
- Members of the public wishing to address the meeting will be asked to complete a contact details form prior to the start of the meeting. At the start of the public participation period the chairman of the meeting shall ask members to introduce themselves to the meeting, stating their names and organisations represented.
- g The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- h Subject to standing order 3(g) above, a member of the public shall not speak for more than 3 minutes.
- i In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j A person shall raise his/her hand when requesting to speak but is not required to stand when speaking unless requested to do so by the Chairman.

- k A person who speaks at a meeting shall direct his/her comments to the chairman of the meeting. When a meeting is being recorded or streamed, the chairman should ask all participants, including councillors to speak clearly towards microphones provided. Councillors and members of Town Council staff in attendance will be provided with a name plate for use in meetings.
- Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- m Footage of council meetings will be made available on the Council's YouTube channel until such time as the minutes of each meeting are formally agreed and signed by the chairman of the meeting in question. Recordings will then be removed.
- Members of the press or public must not orally report or comment about a meeting as
 it takes place if he/she is present at the meeting of the council or its committees but
 otherwise may:
 - i. Film, photograph or make an audio recording of a meeting
 - ii. Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
 - iii. Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

in accordance with Crewkerne Town Council's policy on audio/visual recording at Council meetings.

- The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council.
- The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a
 meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the ViceChairman are absent from a meeting, a councillor as chosen by the councillors present at
 the meeting shall preside at the meeting.
- r ••• Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- s ••• The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.
- Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on

the agenda.

- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors;
 - iv. whether a councillor left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- • • A councillor who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter (see 13 below).
- w No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three. See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.
- x ••• If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- y A meeting shall not exceed a period of 2 1/2 hours except in a unanimous vote to continue.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a subcommittee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor of the Council.
- f The Mayor of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.
- The Deputy Mayor of the Council, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the council.
- In an election year, if the current Mayor of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Mayor of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of

votes.

- **j** Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his/her acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Appointment of members to existing committees;
 - vi. Appointment of any new committees in accordance with standing order 4 above;
 - vii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
 - ix. In an election year, to make arrangements with a view to the council remaining eligible to exercise the general power of competence in the future;
 - x. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and subcommittees

- a The Mayor of the Council may convene an extraordinary meeting of the council at any time.
- b If the Mayor of the Council does not or refuses to call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 7 councillors, those 7 councillors may convene an extraordinary meeting of a committee [and a sub-committee]. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the 7 councillors

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting (unless the Chairman and Clerk agree that it may be 6). Clear days do not include the day of the notice or the day of the meeting.
- The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 6 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

a If the draft minutes of a preceding meeting have been served on councillors with the

- agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
 - "The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to

which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Major of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
 - Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d Upon notification by the District or County Council that a councillor or noncouncillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee and a subcommittee serve on councillors, by delivery or post at their residences or, by agreement with each councillor, by email, a signed summons confirming the time, place and the agenda.
 - See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - give public notice of the time, place and agenda at least three clear days before
 a meeting of the council or a meeting of a committee or a sub-committee
 (provided that the public notice with agenda of an extraordinary meeting of the
 council convened by councillors is signed by them);
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming his/her withdrawal of it;
 - iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;
 - v. facilitate inspection of the minute book by local government electors;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed; See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations
 - xiv. record every planning application notified to the council and the council's response to the local planning authority;
 - xv. refer a planning application received by the council to the Chairman of the Planning & Highways Committee (or in his/her absence the Vice-Chairman) within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways committee or full Council meeting;
 - xvi. manage access to information about the council via the publication scheme; and

xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. Responsible Financial Officer

a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils a Practitioners' Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 2 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up:
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification
 (ii) the time, date and address for the submission of tenders (iii) the date of the
 Council's written response to the tender and (iv) the prohibition on prospective
 contractors contacting councillors or staff to encourage or support their tender
 outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he/she is not available, the vice-chairman of the Staffing Committee, of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- The chairman of the Staffing Committee or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the Staffing Committee or in his/her absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.

- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and/or the Mayor of the Council or the Chair of the Staffing Committee.

20. Requests for information

- Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Mayor or Deputy Mayor in his/her absence. The full council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's Media Policy.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the councillor of the District and County Council representing its electoral ward.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the District or County Council councillor representing its electoral ward.

24. Restrictions on councillor activities

a. Unless authorised by a resolution, no councillor shall:

- i. inspect any land and/or premises which the council has a right or duty to inspect; or
- ii. issue orders, instructions or direction

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two thirds of the councillors to be given to the Proper Officer in accordance with standing order 9 above.
- The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he/she has delivered his/her acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Version control:

Adopted by Town Council 14 December 2015 Minute No. 150 15/16.

Amended at Policy & Resources Committee 12 February 2018 Minute No. 17/18 37.

Reviewed at Policy & Resources Committee 10 June 2019 Minute No. 19/20 07.

Amended at Policy & Resources Committee 11 October 2021 Minute No. 21/22 16 b. and further amended at Full Council on 25 October 2021 Minutes No. 21/22 123.

Amended at Policy & Resources Committee 14 February 2022 Minute No. 21/22 34.

Amended at Policy & Resources Committee 8 August 2022 Minute No. 22/23 5 a.

Amended at Full Council 18 December 2023 Minute No. 23/24 115 e.

Next review due:

May 2024.



CREWKERNE TOWN COUNCIL

Financial Regulations

1. General

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Crewkerne Town Council and may only be amended or varied by resolution of the Council.
- 1.2 The Town Clerk is the Responsible Financial Officer (RFO) as defined by the Local Government Finance Act.
- 1.3 The RFO under the policy direction of the Policy and Resources Committee (P&R Committee) shall be responsible for the proper administration of the council's financial affairs.
- 1.4 The RFO shall be responsible for ensuring the proper production of financial management information.
- 1.5 The Finance Officer (FO) will be responsible for day-to-day operation of the Council's accounting procedures and work as directed by the RFO, to achieve all the Council's financial and accounting objectives.
- 1.6 An independent and competent Internal Auditor shall be appointed each year and shall carry out the work required by the Council in accordance with proper practices. In order to demonstrate objectivity and independence the Internal Auditor shall be free from any conflicts of interest and shall have no involvement in the financial decision making, management or control of the Council.
- 1.7 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the Council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.
- 1.8 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statements of accounts.

2. Annual Estimates

- 2.1 Proposals for expenditure shall be formulated and submitted to the P&R Committee in respect of revenue services and capital projects for inclusion in the rolling capital programme not later than the end of October each year.
- 2.2 Detailed estimates of income and expenditure on revenue services, and receipts and payment on capital account, shall be prepared each year by the FO as directed by the RFO.

- 2.3 The P&R Committee shall review the estimates and submit them to the full Town Council for ratification before the required date as advised by Somerset Council each year and shall recommend the precept to be levied for the ensuing financial year.
- 2.4 The estimates may be amended at the beginning of each financial year to reflect the preceding year end position and the RFO shall supply each member with a copy of the approved estimates.
- 2.5 The amended capital and revenue budgets shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved committee budget.
- 3.2 No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget unless a virement or overspend has been approved by the full Town Council.
- 3.3 The RFO shall provide a quarterly statement of income and expenditure to date under each head of the approved annual revenue and capital budgets to the Town Council, comparing actual expenditure against that planned.
- 3.4 The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500 in consultation with the Committee Chair (or Vice Chair or Mayor in the absence of the Committee Chair). The RFO shall report the action to the appropriate committee as soon as practicable thereafter.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within that committee's approved budget, it shall be subject to the provision of a supplementary estimate approved by the P&R Committee or the Town Council.
- 3.6 Unspent provisions in the revenue budget shall be reviewed in February each year and only carried forward as part of the amended budget when reviewed by the P&R Committee and approved by the Full Town Council.
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Committee concerned is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's financial regulations relating to contracts.

4. Accounting and Audit

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit (England) Regulations 2011.

- 4.2 The RFO shall be responsible for ensuring that the completed annual accounts of the Council are presented as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission or other legally authorised body) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit (England) Regulations 2011, or set by the Auditor.
- 4.4 The following principles shall be observed in connection with accounting duties:
 - a) The duty of providing information, calculating, checking and recording sums due to, or from, the Council should be separated as far as possible from the duty of collecting or dispersing them.
 - b) Officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions.
- 4.5 The RFO shall be responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, control systems, financial and other operations in accordance with Accounts and Audit (England) Regulations 2011 as amended. Any officer or member of the Council shall, if the RFO requires or Internal Auditor requires, make available such documents of the Council which relate to their accounting and other records as appear to the RFO or Internal Auditor to be necessary for the purpose of the audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.6 The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as complied annually by the Audit Commission or other legally authorised body. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.7 The Council shall conduct an annual review of the effectiveness of the system of internal audit.
- 4.8 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers as required by the latest audit guidance.
- 4.9 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. Banking Arrangements and Cheques

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the P&R Committee. They shall be reviewed periodically for efficiency.
- 5.2 A schedule of payments required forming part of the agenda for the meeting shall be prepared under the review of the RFO and together with relevant invoices etc. presented to Council. A nominated councillor shall verify the schedule of payments to the invoices prior to the commencement of the meeting. If the schedule is in order it shall be authorised by a resolution of the Council and signed by the chair or vice chair of the meeting. The detail shall be shown in the minutes of the meeting.

- 5.3 Internet banking payments (including salary payments by BACS) and cheques drawn on the bank account in accordance with the schedule referred to in the previous paragraph shall be authorised by two councillors from a pool to be determined by the full council after elections or as required.
- 5.4 Payments may be made by internet banking transfer, provided that:
 - The internet banking arrangements identifies the Finance Officer, the Deputy Clerk and the RFO as system administrators only, with no authority to approve payments.
 - The bank mandate identifies a number of Councillors who are authorised to approve transactions. These nominated Councillors shall be identical to those determined by the Council as cheque signatories.
 - The internet banking payment authorisation process requires authorisation separately by two of the above nominated Councillors.
 - The Finance Officer will ensure that copies of the invoices for payment are available to the Councillors assigned to authorise the payment.
 - The Finance Officer retains evidence showing which two Councillors approved the payment.
 - The Finance Officer retains a record of the details of all suppliers with which transactions are made, and these are checked regularly for validity and confirmed by the RFO.
 - Passwords associated with accessing the internet banking system are under no circumstances to be stored on the Council computers.

6. Payment of Accounts

- 6.1 Apart from petty cash payments all payment shall be effected either by cheque or through use of the Town Council's Corporate Purchase card or by internet banking transfer.
- 6.2 The Town Council Corporate Purchase card is to be restricted to use by the RFO and Finance Officer. The card shall be subject to automatic payment in full each month and shall be restricted to a maximum spend each month of £3,000. Before any order is placed using the Corporate Purchase card, a Purchase Authority shall be signed by two Councillors who are cheque signatories. For purchases above the value of £50, the Purchase Authority shall in addition be signed by two Councillors who are cheque signatories.
- 6.3 Additionally, with regard to pre-authorised minor purchases made on behalf of the Council by officers, or on occasion, by councillors, re-imbursement may be made on debit card purchases only together with the receipt in the normal manner referred to in 5.2.
- All invoices for payment shall be examined, verified and certified by the officer issuing the order. Before certifying an invoice the officer shall satisfy himself/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved. The Amenities Operations Manager will check and verify all work and purchases of a technical nature and corresponding invoices prior to authorisation by the RFO.
- 6.5 Invoices shall be duly certified as to whether all payments made are legal and within the powers of the council. They shall be examined in relation to arithmetical accuracy and authorisation, and coded to the appropriate expenditure head. All possible steps shall be taken to settle all invoices submitted, and which are in order, within 30 days of their receipt.
- 6.6 If thought appropriate by the council, payment of certain accounts may be made by variable direct debit or Standing Order, provided that the initial instructions are signed by two councillors from the pool of authorised cheque signatories and any payments are entered on the schedule referred to in 5.2 above.

- 6.7 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of council, where the Finance Officer and RFO certify that there is no dispute or other reason to delay payment, the RFO may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.8 All duly certified invoices will then be entered on the schedule referred to in 5.2 above.
- 6.9 The RFO may provide petty cash to officers for the purposes of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:
 - a) The RFO shall maintain a petty cash float to a limit of £125 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment. Periodic reconciliation shall be carried out by the Finance Officer and checked by the RFO.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Periodic payments to reimburse the petty cash float shall be shown separately on the schedule of the payment of money presented to the council (under 5.2 above).

7. Payment of Salaries and Wages

- 7.1 The Mayor and the RFO shall sign an internal document to the Finance Officer stating the staff salary amendments at the start of each financial year. All subsequent staff cost of living increases shall be checked for accuracy by the RFO or another officer. The payment of all salaries shall be calculated by the Finance Officer in accordance with the payroll records and the rules of PAYE and National Insurance currently operating and salaries shall be as agreed by council.
- 7.2 The payments list of salaries by bank transfer shall be signed by two councillors and the RFO (or in their absence the Deputy Clerk) shall countersign and check the list, and provide the special password as authority for the payments to be made. The passwords shall be locked securely by the RFO. In the absence of the Finance Officer the BACS payment form shall be produced by the Deputy Clerk, countersigned and checked by the RFO, who will provide the password. The bank transfer instructions will be retained.
- 7.3 All time sheets shall be certified as to accuracy by or on behalf of the RFO.

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated by the RFO in the name of the council, and shall be for a set period in accordance with council policy. Changes to loans and investments should be reported to the P&R committee at the earliest opportunity.
- 8.2 All investments of money under the control of the council shall be in the name of the council.
- 8.3 All borrowing shall be effected in the name of the council, after obtaining the necessary borrowing approval. Any application for borrowing shall be approved by council as to terms and purpose.

8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO in metal cabinet in their office with other bank statements.

9. Income

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the custody of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Administration Officer who will raise the invoices and the Finance Officer shall ensure prompt receipt. Aged debtors will be periodically reviewed with the RFO who shall be ultimately responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges regularly, following a report of the RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the P&R Committee and by approval may be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.
- 9.7 Every transfer of official money from one member of staff to another shall be signed for by the receiving officer.
- 9.8 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.9 The RFO shall ensure prompt completion any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made usually on a monthly basis.

10. Orders for Work, Goods and Services.

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be maintained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining at least two quotations or estimates from appropriate suppliers, subject to the de minimus provisions in Regulation 11.1 below.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1 Procedures as to contracts are as follows:
 - a) Every contract whether made by the council or by a committee to which the power of making contracts has been delegated shall comply with these financial regulations, and no exception from any of the following provisions of these financial regulations shall be made otherwise than by direction of the council or in an emergency by such a committee as aforesaid provided that these financial regulations shall not apply to contracts which relate to items (i) to (v) below:
 - i) for the supply of gas, electricity, water, sewerage and telephone services
 - ii) for specialist services such as are provide by solicitors, accountants, surveyors and planning consultants
 - iii) for work to be executed or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council
 - v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of Council)
 - vi) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
 - b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("The Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c) The full requirement of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
 - d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to council.
- e) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders part 18, 'Financial Controls & Procurement' and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

materials, works or specialist services as are excepted as set out in paragraph (a) the total contract value shall be calculated and where this is:

- i) exceeding £10,000 in value the RFO shall invite quotes from at least three contractors. For expenditures over of between £3,000 and £10,000, quotations shall be obtained from at least two contractors.
- ii) for expenditures of £3,000 or less in value the Chairman of the spending committee or his/her appointed Vice Chairman together with the RFO or the duly authorised deputy shall have executive power.
- i) Every exception made by a committee to which the power of making contracts has been delegated shall be reported to the council and the report shall specify the emergency by which the exception shall have been justified.
- j) If less than three quotes are received for contracts valued above £3,000 or if all the quotes are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works. The number of quotations received shall be recorded in the minutes.
- k) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. Payments Under Contracts for Building or Other Construction Works

- 12.1 Payments 'on account' of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants or suitably qualified persons engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract)
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of the work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate committee.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO in writing to the contractor before any work has begun, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- Delivery notes must be obtained in respect of all goods received into store and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 13.4 The RFO supported by the Amenities Operations Manager and FO shall be responsible for an annual check of all stocks and stores.

14. Properties and Estates

- 14.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the council. The RFO shall ensure a record is maintained of all properties owned by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations 2011.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

15. Insurance

- 15.1 Following an annual risk assessment review, the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2 The RFO shall give prompt notification to the Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.5 All appropriate employees of the council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

16. Charities

16.1 The council is sole trustee of the War Commemoration Trust Recreation Ground and the RFO shall ensure that separate accounts are kept of the funds held and financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The RFO shall ensure that the appropriate officer undertakes a regular review and prepares and promotes risk assessment statements in respect of all activities of the council.
- 17.2 When considering any new activity the Amenities—Operations Manager with the RFO shall prepare a draft Risk Assessment for the activity and shall bring a draft addressing the legal and financial liabilities and risk management issues that arise to council for consideration and, if thought appropriate, adoption.

18. Revision of Financial Regulations

18.1 It shall be the duty of the P&R Committee to review the financial regulations of the council from time to time and to make such amendments as the committee considers are required.

FINANCIAL PROCEDURES

The Council Accounts are computerised using AdvantEdge software.

All council financial procedures will comply with the statement of financial regulations.

Income

Money received by the Town Council is banked on the day of receipt unless it arrives after the bank has closed. Such un-banked money is kept in a locked money box in a locked cupboard in the office over-night. Receipts are issued for all monies received. Receipts will also record the relevant invoice numbers where appropriate. A further record of receipts is the bank paying-in book which will also show a record of the receipt number to which the money refers.

Some income is transferred to the council by means of the BACS system. A record of such transfers is received from the payees and placed in a file. Further evidence of BACS payments is provided by the monthly Bank Statements.

Computer records are kept of all income transactions and are comprehensively backed up.

Expenditure Payment of Invoices

Agreement for payment will be made by the RFO after having checked the invoice against an order or tender and where the sum has been agreed by the council. When the payment of an invoice has been authorised (normally at a Town Council Meeting), the FO will arrange for payment using either a cheque or through the online banking system.

Cheques

A cheque is made out and then signed by any two authorised Councillors, who also initial the counterfoil.

Online banking

The invoice value is entered through the online banking system and is authorised for payment online by any two authorised Councillors. A print out of the Councillor's authorisation is attached to the associated invoices.

A monthly statement of accounts to be paid will be presented to the Council for approval. The cheques will be signed, having previously been prepared and the online payments will have been authorised. Salary payments by BACS shall be made in accordance to with Financial Regulations. The Inland Revenue returns and Superannuation payments may be paid promptly but must be recorded by payment method and description only on the monthly statement of accounts in order to preserve staff confidentiality. Some other bills may also be settled prior to the Council Meeting so as not to incur penalties for example (See financial regulations).

Where receipts are presented for sums under £25 payment may be made from petty cash. A petty cash box is kept together with the relevant receipts and reimbursement is carried out regularly.

Computer records are kept of all expenditure transactions, including petty cash payments. Computer records are held on an IT workgroup server and access to the secure shared data is via individual staff passwords. All computer records are backed up on an ongoing daily basis.

Actual expenditure and income against the budget is reported on a quarterly basis.

Bank Transfers

The RFO will transfer funds to and from the 32 Day Notice and Business Call accounts as necessary to ensure that there are adequate funds in the Business Call account to cover all outstanding payments and taking advantage of higher interest on reserves in the 32 Day Notice Account.

There is "drip feed" arrangement between the Current Account and Business Call Account to maintain a daily Current Account balance of £50,000.

Salaries Records

Each employee has a separate excel spreadsheet showing the employee's name, rate of pay, the hours worked, the total gross wages earned and the deductions for national insurance, taxation and superannuation etc., together with the employer's contributions, and finally the net amounts payable by the Council to the employee, and to HM Revenue & Customs (HMRC). Iris Payroll software is used to calculate the national insurance and taxation deductions, and employer contributions. The RFO will provide the Finance Officer with an internal document of the latest amended, approved salaries countersigned by the Mayor. National pay increase rises and incremental pay rise calculations will be double checked by the RFO and a copy of each spreadsheet shall be initialled accordingly and kept in the Audit File.

Bank Reconciliation

Bank statements are received after the end of each month and all accounts are balanced with the computer records. After checking by the RFO, printed records are then placed in an Audit File and bank statements are kept in a separate file. A copy of the monthly Bank Reconciliation is presented to the Town Council Meeting.

Audit

As soon as possible after 31st March the accounts are finalised and an income and expenditure account, balance sheet and Annual Return produced. At this stage the accounts have been audited by the Internal Auditor. They should then be approved and signed by resolution as soon as practicable after the end of the financial year and at least within the advised time limit. These accounts are then subject to audit by the External Auditors appointed by the Audit Commission or other authorised body. Prior to audit the approved accounts must be displayed on the public notice board for a given period of time and the public are given notice that the full accounts are available for inspection.

The RFO will ensure that the Council considers the annual internal and external written reports and demonstrates that by inclusion in the agendas and minutes. Following a satisfactory audit the accounts are signed off and a written statement from the auditor is added to the accounts statement. A public notice placed is on the board for the required time and subsequently retained, for audit evidence purposes.

ROLE OF THE INDEPENDENT INTERNAL AUDITOR

The internal auditor shall:

- be allowed to have direct access to the Council
- have no other role or be related to any member within the Council
- prepare a report in writing in his/her own name and addressed to the Council
- be competent to carry out the work i.e.(i) shall have an understanding of basic accounting processes
 (ii) shall have an understanding of the role of internal auditor in reviewing systems rather than
 undertaking detailed checks that are more appropriately the responsibility of management (iii) shall
 have an awareness of risk management issues (iv) shall have an understanding of accounting
 requirements of the legal framework and powers of local councils.
- undertake the work in an ethical manner with integrity and objectivity.

Responsibility

To report on the adequacy of the systems of financial control in operation. This will include:

- 1. Review of internal controls in place and their documentation as listed in Section 5 of the 'Governance and Accountability in Local Councils in England and Wales A Practitioners' Guide'.
- 2. Review of minutes to ensure legal powers in place, recorded and correctly applied.
- 3. Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions.
- 4. Review and testing of systems and arrangements to prevent and detect fraud and corruption, including risk management processes.
- 5. Testing of disclosures.
- 6. Testing of specific internal controls and reporting findings to management.
- 7. The War Commemoration Trust Recreation Ground separate accounts and financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission.
- 8. Reports of fraudulent or corruption findings depending on the type shall be reported to the Mayor in the first instance, the RFO (as appropriate), Chairman of Policy and Resources and the Council.

DUTIES OF THE RESPONSIBLE FINANCIAL OFFICER

- 1. To prepare financial reports for the Policy and Resources committee, and/or the Council. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and other relevant current matters.
- 2. To prepare draft estimates. When approved by Council these will form the annual budget monitoring during the year. To report thereon to the Policy and Resources committee.
- 3. To submit the precept to the Unitary Council and supply any breakdown requested.
- 4. To ensure regular banking (daily if necessary) of all money received and expended by the Council.

- 5. To ensure that all money due to the Council is billed and collected promptly.
- 6. To identify the duties of all officers, including the RFO dealing with financial transactions, and ensure, as far as possible, the division of responsibilities of those officers in relation to larger transactions. In other words ensure that there is as much internal checking as possible.
- 7. To manage cash flow and control investments and bank transfers.
- 8. To control payments by cheque, corporate card and online banking.
- 9. To handle the overall management of payroll, including Local Government Pension Scheme. To ensure prompt payment of tax and national insurance to the collector of taxes monthly. Also to ensure, where appropriate prompt payment of sums due to the pension authority.
- 10. To take overall responsibility for submission of monthly VAT returns and to deal with VAT inspections.
- 11. To verify the budget code of suppliers' invoices prior to certification for payment.
- 12. To ensure the preparation and balance of the final accounts are in accordance with the regulations and report thereon to Policy and Resources Committee and the Full Town Council.
- 13. To produce accounts and records for external audit in accordance with the regulations.
- 14. To arrange for internal audit material of all aspects of the Council's financial affairs.
- 15. To monitor compliance with the Council's financial regulations and ensure correct financial systems are in place.
- 16. To manage insurance risk. To process claims as necessary. To report annually to Policy and Resources Committee or council on insurance risk covered.
- 17. To ensure that the Council's register of property and assets is maintained.
- 18. To be familiar with the computerised accounting system in place.

Version Control:

Revision approved at Policy & Resources Committee meeting 14 Oct 2019, Min. No. 19/20 17. Revision approved at Policy & Resources Committee meeting 14 February 2022, Min. No. 21/22 34. Amended at Full Council meeting 18 December 2023, Min. No. 23/24 115 f. Amended at Full Council meeting 20 May 2024, Min. No. XXXXX

Next Review due:

May 2025.



Code of Conduct

Adopted at the meeting of Crewkerne Town Council held on 16th May 2022 Minute reference 17 (22/23)

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to city, town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.



General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- · at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor. Your Monitoring Officer has statutory responsibility for the implementation



of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. The Monitoring Officer will be able to advise on any matters that relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- 1.1 I treat other councillors and members of the public with respect.
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct.

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that



undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:
 - a. given to me in confidence by anyone
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and



- 3. I have consulted the Monitoring Officer prior to its release.
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- 4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- 7.1 I do not misuse council resources.
- 7.2 I will, when using the resources of the local authority or authorising their useby others:
 - a. act in accordance with the local authority's requirements; and



b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Consideration of advice

As a councillor:

- 8.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Council's Responsible Finance Officer in accordance with their legal requirements.
- 8.2 I will give reasons for departing from the advice of the Responsible Finance Officer.

It is extremely important for you as a councillor to have regard to advice from your Responsible Finance Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

- 9. Complying with the Code of Conduct as a Councillor:
 - 9.1 I will undertake Code of Conduct training provided by my local County Association (SALC) or by the Monitoring Officer.
 - 9.2 I do not make trivial or malicious complaints against other councillors.
 - 9.3 I cooperate with any Code of Conduct investigation and/or determination.
 - 9.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.
 - 9.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have



your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

10. Interests as a councillor:

10.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as setout in Appendix C, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If indoubt, you should always seek advice from your Clerk or the Monitoring Officer.

11. Gifts and hospitality as a councillor:

- 11.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 11.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk or Monitoring Officer



for guidance.



Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in Appendix C (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Appendix D (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

- 1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
- 2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
- 3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Appendix C, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensations may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which *directly relates* to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix D), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Appendix C) or a financial



interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

- 7. Where a matter arises at a meeting which affects
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in Appendix D

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

- 8. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the parish affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you are able to take part in any discussion and vote on the matter.



Appendix C: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the <u>Relevant</u> Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer



Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living asif they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

^{* &#}x27;director' includes a member of the committee of management of an industrial and provident society.

^{* &#}x27;securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



Appendix D: Other Registerable Interests

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinionor policy (including any political party or trade union)

of which you are a member or in a position of general control or management.



Appendix E

Guidance on Bias and Predetermination –This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.

Checked by:	
Date:	

Payment Ref	Gross	Vat	Net	Payee	Description
DD60	£325.24	£15.49	£309.75	British Gas	Gas Lodge Office 11/3 - 14/4/24
DD48	£49.07	£2.34	£46.73	British Gas	Electricity Lodge Office 11/3 - 14/4/24
DD31	£8.80	£1.46	£7.34	Iris Payroll Solutions	Payroll payslips software Mar 24
DD22	£8.14	£0.39	£7.75	British Gas	Gas Victoria Hall 17/3 - 17/4/24
O P May 1	£960.00		£960.00	Somerset Activity & Sports Partnershi	Grant Award 2023/24
O P May 2	£127.39		£127.39	The Speedwell	Grant Award 2023/24
O P May 3	£6,569.52	£1,094.92	£5,474.60	GB Sports & Leisure	Inclusive swing & safety surface - Henhayes
O P May 3	£3,540.00	£590.00	£2,950.00	GB Sports & Leisure	Play bridge - Happy Valley
DD59	-£1,297.91	-£216.32	-£1,081.59	British Gas	CREDIT Gas GRC
DD59	£1,636.04	£272.67	£1,363.37	British Gas	Gas GRC 15/2 - 20/4/24
DD30	£162.74	£7.75	£154.99	British Gas Business	Electricity Public Toilets 19/3 - 18/4/24
O P May 3	£62.52	£10.42	£52.10	GB Sports & Leisure	Fixings for inclusive swing - Henhayes
O P May 3	£116.40	£19.40	£97.00	GB Sports & Leisure	Zipwire seat - Happy Valley
O P May 4	£244.00		£244.00	Society Of Local Council Clerks	Membership fee Deputy Clerk
O P May 5	£2,875.00		£2,875.00	Society Of Local Council Clerks	Community Governance qualification Town Clerk
O P May 6	£100.00		£100.00	Institute of Cemetery & Crem Man.	Membership fees
O P May 7	£90.00		£90.00	Crewkerne in Bloom	Hanging baskets
O P May 8	£71.22	£3.77	£67.45	Hewitt P	Expenses
O P May 9	£212.13	£35.36	£176.77	Loxston Groundcare Ltd	Ferris ride on mower maintenance
O P May 10	£520.00	£86.66	£433.34	Allen Computer Services	Laptop Town Clerk
O P May 11	£144.00	£24.00	£120.00	Society Of Local Council Clerks	ILCA Training fees - Deputy Clerk
O P May 12	£152.00		£152.00	Adam's Locks	Local Information door lock replacement
O P May 13	£410.00		£410.00	Footprintz	Newsletter
O P May 14	£15.53	£2.59	£12.94	Loxston Groundcare Ltd	Ferris ride on mower maintenance
O P May 15	£22.12		£22.12	Hughes, G	Expenses - Tennis Court opening
O P May 16	£2,962.37		£2,962.37	HM Revenue & Customs	Tax & NI Contributions Apr 24
O P May 17	£3,859.86		£3,859.86	SCC Pension Fund	Pension Contributions Apr 24
O P May 18	£30.00	£5.00	£25.00	Sovereign Fire & Security	GRC Intruder alarm battery replacement
O P May 19	£1,577.92		£1,577.92	Active Learning & Skills	Provision of Youth Service Apr 24
O P May 20	£66.07	£11.01	£55.06	Iris Business Software Ltd	Payroll remote hosting software May 24
O P May 21	£48.00	£8.00	£40.00	Allen Computer Services	Printer cartridges
O P May 22	£152.85		£152.85	James Hardware	Sundries
O P May 23	£30.00	£5.00	£25.00	Wynnstay	Wheel for wheelbarrow
O P May 24	£3,162.00	£527.00	£2,635.00	Fern Garden Tree Services	Cemetery grass cutting April 24
O P May 24	£2,634.90	£439.15		Fern Garden Tree Services	Cemetery Holm oak treework
O P May 25	£50.40	£8.40		Paperchase Recycling	Cemetery general waste collection 1/4 - 28/4/24
O P May 26	£1,014.00	£169.00		Dantek Environmental Services (UK) L	
O P May 27	£475.00		£475.00	M C Commercial Cleaning	Cleaning GRC Apr 24
O P May 27	£878.00			M C Commercial Cleaning	Cleaning Apr 24
O P May 28	£30.00				Wild flower signs
O P May 28	£20.00			Crewkerne & District Men's Shed	GRC door plaques
O P May 28	£100.00			Crewkerne & District Men's Shed	Honours board
O P May 29	£273.00	£45.50		Drapes Direct	Chamber blind repair
DD17b	£15.63	£0.74		Edf Energy 1 Ltd	Electricity Street lighting Henhayes 2/4 - 30/4/24
DD17c	£17.43	£0.83		Edf Energy 1 Ltd	Electricity Street lighting Middle Path 2/4 - 30/4/24
DD50	£1,010.49	£168.41		British Gas Business	Electricity GRC Apr 24
DD46	£129.60	£21.60		Somerset Web Services Lrd	Email hosting May 24
DD57	£261.48	£43.58		British Telecom	Telephone & Broadband GRC/Lodge office May 24
DD23	£432.40	£72.07		British Gas Business	Electricity Town Hall 20/3 - 20/4/24
DD21	£186.65	£8.89		British Gas Business	Electricity Happy Valley floodlights 18/3 - 18/4/24
DD20	£309.00			Somerset Council	Rates Cemetery Chapel/Workshop May 24
DD55	£511.00			Somerset Council	Rates Lodge office May 24
DD2	£1,360.00			Somerset Council	Rates Town Hall/Victoria Hall May 24
DD51	£649.00			Somerset Council	Rates GRC May 24
DD13	£1,710.08			Aviva Credit Services UK Ltd	Insurance May 24
DD44	£381.32			Everfow Ltd	Water rates May 24
DD33 C.Card	£24.00		£24.00	The Menders	Keys for GRC

Signed:	. Date:
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Checked by:....

					Date:
DD33 C.Card	£23.21		£23.21	Homefayre	Certificate frames
DD42	£29.33	£1.40	£27.93	British Gas Business	Electricity Workshop/Chapel 30/3 - 27/4/24
DD26	£138.75	£6.61	£132.14	British Gas Business	Gas Town Hall 1/4 - 1/5/24
DD49	£167.91	£27.99	£139.92	The Business	Fuel Apr 24
O P May 30	£53.93	£8.99	£44.94	Crewkerne Horticultural	Strimmer maintenance
O P May 30	£38.52	£6.42	£32.10	Crewkerne Horticultural	Strimmer parts
O P May 30	£465.00	£77.50	£387.50	Crewkerne Horticultural	Sthil FSA130 Strimmer
O P May 31	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/Fire alarm/CCTV maintnance Jun 24
O P May 31	£1,320.00	£220.00	£1,100.00	Sovereign Fire & Security	Town Hall Intruder alarm/Fire maintenance Jun 24
O P May 32	£87.15	£14.53	£72.62	Yarcombe Woodland Products Ltd	Sawn timber - Cemetery
O P May 33	£429.74	£71.62	£358.12	Ricoh Uk Ltd	Photocopier/printer rental May - Jul 24
O P May 34	£53.98	£9.01	£44.97	Hughes, G	Expenses
O P May 35	£292.03		£292.03	Awe & Wonder	Art workshop costs Apr 24
O P May 36	£16.56	£0.36	£16.20	Sheehan, Katharine	Expenses
O P May 37	£57.42	£9.57	£47.85	Bobs Tyres Ltd	Mower puncture repair
O P May 38	£384.00	£64.00	£320.00	Fern Garden Tree Services	Cemetery tree work
O P May 39	£780.72	£130.12	£650.60	Loxston Groundcare Ltd	Ride on mower maintenance
DD52	£299.95	£49.99	£249.96	Gamma Business Communications L	Telephone & broadband May 24
DD33 C.Card	£111.18	£18.53	£92.65	Viking Direct	Chair trolley
DD9	£54.00	£9.00	£45.00	Southern Communications	Mobile phone charges May 24
DD43	£12.79		£12.79	Lloyds Bank	Bank charges Apr 24
DD31	£18.71	£3.12	£15.59	Iris Business Software Ltd	Payroll auto enrolement software Apr 24
DD33 C.Card	£76.00	£12.67	£63.33	Amazon Marketplace	Catering urn
	£11,476.07		£11,476.07	Salaries	Apr-24
Total	£57,977.15	£4,243.81	£53,733.34		

	CREWKERNE TOWN COUNCIL		
	BANK RECONCILIATION AS AT 30/04/2024		
	Cash in Hand 01/04/2024 ADD		£382,829.46
	Receipts 01/04/2024 - 30/04/2024 SUBTRACT		£648,963.90
	Payments 01/04/2024 - 30/04/2024		£75,372.99
Α	CASH IN HAND 30/04/24		£956,420.37
	(per Cash Book)		
	Cash in Hand per Bank Statements 30th April 2024		
	LLOYDS - Business Call Account	£793,970.17	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
			£956,420.37
	Less unpresented cheques		1930,420.37
			£0.00
	Plus unpresented receipts		
В	ADJUSTED BANK BALANCE		£956,420.37
	A = B Checks out OK		
	A - B Checks out or		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

А	CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 30/04/2024 Cash in Hand 01/04/2024 ADD Receipts 01/04/2024 - 30/04/2024 SUBTRACT Payments 01/04/2024 - 30/04/2024 CASH IN HAND 31/03/2024 (per Cash Book)		£197.17 £2,680.58 £20.00 £2,857.75
	Cash in Hand per Bank Statements 31st March 2024 LLOYDS - Instant Access Account LLOYDS - Current Account Less unpresented cheques	£2,461.60 £396.15	£2,857.75 £0.00
В	Plus unpresented receipts ADJUSTED BANK BALANCE		£2,857.75
	A = B Checks out OK Town Clerk:		·
	Checked by: Date:		

Quarterly Report: 4th Quarter 2023/24 Overall Summary

	ctual 2022/23 Budget 2023/24			Actual Exp/Inc 2023/24			Net			
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	expenditure: comparison of year end f'cast to budget
Staff Costs	219415	0	219415	251104	0	251104	238525	0	238525	-12600
Admin and bank interest/charges	52920	1266	51654	52800	40	52760	66350	4936	61414	8700
Town Hall & Victoria Hall	30023	8944	21079	39325	8384	30941	37006	9884	27122	-3800
Grounds Maintenance & Open Spaces	62166	14358	47808	96409	4330	92079	75368	16074	59294	-32800
War Memorial Grounds	4271	3895	377	3050	2750	300	16513	6000	10513	10200
Cemetery	63471	142957	-79486	42,273	31,856	10417	36215	29441	6774	-3600
Aqua Centre	1026	1776	-750	500	1000	-500	0	1000	-1000	-500
George Reynolds Centre	47113	19411	27702	42093	14300	27793	55980	26363	29617	1800
Grants	14136	0	14136	10000	0	10000	9786	0	9786	-200
Youth service	17492	0	17492	20162	0	20162	21542	0	21542	1400
Public toilets	11617	0	11617	14500	0	14500	11505	0	11505	-3000
Projects	8602	16882	-8280	2500	0	2500	4254	2938	1316	-1200
Events	18697	8033	10665	16000	400	15600	18813	7754	11060	-4500
TOTAL	550950	217523	333428	590716	63060	527656	591858	104390	487469	-40200

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%

	01.04.2023	Added in year	Used in year	Balance	Comments
Tennis Courts Upgrade	9,356.43			9,356.43	Grant WMG
Invest for Crewkerne's Future	6,751.69			6,751.69	
Bincombe	843.75		391.88		SCC Grant
Youth Town Council	4,940.19			4,940.19	SCC Grant
Playgrounds	2,157.33			2,157.33	
Barn Street rec. ground	1,436.05			1,436.05	Wayleave funding
Town Hall Project	19,355.39			19,355.39	
VictoriaHall lift upgrade	2,000.00			2,000.00	
Staff Costs	3,491.07	12,500.00	1,756.93	14,234.14	Unspent budget 2023/24
Neighbourhood Plan	1,000.00		1,000.00	0.00	
Service Devolution	1,100.00	2,500.00		3,600.00	Unspent budget 2023/24
New Projects	19,950.00		600.00	19,350.00	
Events	1,185.45		1,185.45	0.00	
Severalls Pillar Repair	4,500.00		4,500.00	0.00	
GRC Project	2,800.00		2,800.00	0.00	
Grounds Maintenance	2,368.58	8,950.00		11,318.58	Unspent budget 2023/24 Open Spaces (trees)
Awe & Wonder Art Workshop	0.00	5,200.00	1,084.46	4,115.54	Somerset Community Fund £5k grant received to fund free workshops in GRC plus £200 grant from CTC
Christmas Lighting Up	2,850.31	3,497.03			From Christmas Committee + street/tin collections + unspent budget 2023/24 Light installation
Tree Fund	0.00	750.00		750.00	Public contribution as compensation for tree felling on private land
Aqua Centre Maintenance	0.00	500.00		500.00	Unspent budget 2023/24
Utilities	0.00	4,500.00		4,500.00	Unspent budget 2023/24 £1.5k Workshop electric, £3k Town Hall gas & electric
Land in front of Town Hall	0.00	1,146.00		1,146.00	Unspent budget 2023/24
Lodge Office	0.00	18,000.00		18,000.00	Unspent budget 2023/24 Lodge £8k & Workshop Contingency £10k
CIL Funds	581.00	492.00	1,073.00	0.00	Funds used for War Memorial work
Cemetery 93%**	100,061.02	9,568.77	5,051.10	104,578.69	



Allotments Policy

1. **DEFINITIONS**

- 1.1 'The Council' means Crewkerne Town Council and includes any committee of the Council, or any person authorised to act on behalf of the Council.
- 1.2 'Allotment Site' means an area of land set aside by the Council, for the purpose of growing vegetables, flowers, and fruit.
- 1.3 'Allotment Garden' means an area of land, which may vary in size, within each allotment site, that is available to rent for an annual sum.

2. INTRODUCTION

- 2.1 This document sets out:
 - The eligibility criteria for renting an allotment garden
 - Procedures for allocation of allotment gardens
 - Allotment administration
- The Council reviews this allotment policy regularly and reserves the right to amend this policy document at any time at its own discretion.
- 2.3 The legal relationship between Crewkerne Town Council (The Council) as landlord and allotment holders as tenants, is defined within tenancy agreements.

3. TENANCY AND ELIGIBILITY CRITERIA FOR RENTING ALLOTMENTS

- 3.1 The tenancy is subject to the Allotments Act 1908 to 1950 and to the regulations endorsed on this policy.
- The rent is due on the 1st day of April each year. On sites where water is available, the tenant agrees to pay a proportion of the water charges based on the water usage for the previous twelve months. Where a new tenancy is commenced part-way through the year, a proportionate rent will be charged for the remaining months of the first year's tenancy.
- To be eligible to rent a statutory allotment a person must be 18 years or older and a resident of the defined Parish of Crewkerne. Any change of address should be notified, in writing, to Crewkerne Town Council within 7 days. Should an allotment holder move outside the parish boundary they will be served one month's notice to must terminate their tenancy. The Council maintains a waiting list for eligible people across all Council owned sites. The Council reserves the right not to accept applications for allotments.
- 3.4 No household may have more than one allotment garden in Crewkerne, whether Council or private. If they already have a private allotment, they must declare this at the time of

application. Their name will then be added to the waiting list only on the strict understanding that they terminate the private allotment tenancy, should they be offered a Council allotment. This does not apply to those already on the waiting list prior to this policy document coming into force; they will be permitted to hold both private and Council allotments without restriction. Should any tenant take up another allotment elsewhere, they must notify the Council immediately and their tenancy will be terminated in accordance with 3.5.

- 3.5 This policy document must be read in conjunction with the Allotment Terms and Conditions of Tenancy. All allotment holders must agree to the Terms and Conditions of Tenancy and must sign the appropriate form prior to taking up their allotment.
- 3.5 The tenancy of the allotment garden shall terminate on the death of the tenant, and/or whenever the tenancy or right of occupation of the Council terminates. The tenancy may also be terminated by the Council if:
 - The rent is in arrears for not less than 40 days or
 - If the tenant is not duly observing the conditions of their tenancy or
 - If the tenant acquires another allotment
- 3.6 If the allotment is handed back to the Council part-way through the tenancy, rent will not be refunded.
- 3.7 The Council reserves the right to vary these conditions at any time at its own discretion.

4. ALLOCATION OF PLOTS

- 4.1 The Council supplies information regarding vacant plots as they become available to the person/persons at the top of the waiting list to allow applicants to visit and inspect the plot before making a decision to confirm their tenancy. In making such offers, the Council will endeavour to consider applicants' preferences of size and location of plot.
- 4.2 Where more than one plot becomes available at the same time, the Council will contact the appropriate number of people at the top of the list regarding the vacant plots and these are allocated on a 'first come first served basis'.
- 4.3 Applicants at the top of the list are given first refusal and three weeks to respond to the offer. If no response is received within this time, their name is removed from the waiting list. If they do not wish to or cannot take an offered plot, applicants may defer twice and retain their place in the list until another plot becomes available. If applicants wish to defer a third time, their names will be moved to the bottom of the list. If the plot is not taken by the person at the top of the list, it is offered to the next person.
- 4.4 When an applicant confirms their wish to commence a new tenancy, having identified the vacant plot and clarified that they are eligible, they are required to sign a tenancy agreement and to pay appropriate charges and fees within ten working days before being allowed to start work on the plot.
- 4.5 The preferred method of payment is bank transfer. Alternatively, cash or cheque can be accepted. Please contact the office for more details regarding this.
- 4.6 All allotments are let on an 'as seen' basis. The Council is not able to carry out improvement or clearance work for new tenants beyond making the plot safe. The Council may at its discretion carry out appropriate actions to tidy any vacant overgrown plots. The Council reserves the right to divide or amalgamate plots as they become vacant.

- 4.7 Each allotment tenancy is leased in the name of one person only, even if more than one person works on the plot. There is no automatic right of inheritance, however, the other person can make a representation to the Council before the tenant vacates the plot, seeking the Council's agreement to take over the tenancy. The Council considers such representations on a case-by-case basis.
- 4.8 The tenancy of an allotment is personal to the tenant named in the agreement. In the case of group tenancies, the tenancy belongs to the group itself, covering all members of the group, not only the individual named signatory of the tenancy.
- 4.9 The tenant may not assign, sublet, or part with possession or control of all or any part of their allotment without permission from Crewkerne Town Council. (This shall not prohibit another person, authorised by the tenant, from cultivation of the plot for short periods of time when the tenant is incapacitated by illness, or is on holiday. The Council should be informed if this is the case.)
- 4.10 Plot allocation is restricted to one plot per tenant. Tenants cannot go back onto the waiting list for additional plots. If a tenant wishes to rent a plot on a different Council owned site, they must join the bottom of the waiting list. On acceptance of another site, they must terminate their tenancy and vacate the current plot. Tenants of full-size allotment gardens may request for their plot to be split if a written application is made to Crewkerne Town Council. may ask for their plot to be reduced. The granting or refusal of such requests is at the discretion of the Council.

5. ADMINISTRATION

- 5.1 The Council provides and maintains an allotment waiting list and tenancy records in accordance with the Data Protection Act 2018. Tenants may contact staff by email or telephone during its published office hours. Any queries about this policy should be referred to the Council.
- 5.2 The Council promotes 'best practice' on its allotment sites and encourages sustainable environmental management. It seeks to make sites as accessible and usable for all allotment tenants as possible and consider requests for improvements where required for disability access.
- 5.3 The Council will provide a water supply at the War Memorial allotments only, at its discretion. Where a water supply is provided the fees payable will reflect this.
- 5.4 The Council assists security at its allotment sites by providing boundary fences/hedges/gates where appropriate. Whilst the Council maintains third party insurance concerning its allotment sites, tenants should maintain public liability concerning their own allotment gardens. The Council accepts no responsibility for any damage, loss or theft that may occur.
- 5.5 The Council assists security at the Bincombe allotments by providing a locked gate. The tenant will be issued with a code for access. No codes shall be passed to anyone other than the person authorised to work on the allotment garden. Whilst working on the allotment, the gate should remain closed, ensuring the padlock is on the inside. The tenant is to ensure that the gate is locked on leaving the allotments.
- 5.6 The Council assists security at the War Memorial allotments by providing a locked store/toilets. The tenant will be issued with two keys. No keys shall be passed to anyone other than the person authorised to work on the allotment garden. The tenant is to ensure

that the store/toilets are locked on leaving the allotments. On termination of the tenancy all keys must be returned to the Council. The Council reserves the right to remove access to the toilets should they be misused or left in a poor condition.

6. TRANSGRESSION OF TENANCY

6.1 Following a transgression of tenancy, the tenancy agreement will be terminated either with immediate effect, or at the end of the current tenancy, following a decision by the Council.

7. DISPUTES

- 7.1 The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden.
- 7.2 The tenant shall not obstruct any path set out by the Council for the use of occupiers of the allotment gardens.
- 7.3 Disputes between tenants shall in the first instance be referred to the Town Clerk. If the matter still cannot be resolved, then the matter will be referred to the Amenities Committee and the subsequent decisions of the Committee are binding on all concerned parties.
- 7.4 The Council and tenants are expected to comply with the Council's policies in respect of harassment and discrimination.
- 7.5 Tenants must not discriminate against, harass, bully, or victimize any other person/s on the grounds of race, colour, ethnic or national origin, social origin, language, religion, political or other opinion, belief, gender, marital status, age, sexual orientation, sexuality, medical condition, disability, or disadvantaged by any condition which cannot be shown to be justified.
- 7.6 No tenant must cause another tenant harassment, alarm, or distress. Any violence or threats of violence or damage to another property will be grounds for immediate termination of tenancy and possible prosecution. Please visit our website to view our policies on this matter: Governance and Policy Crewkerne Town Council (crewkernetc.gov.uk)
- 7.7 Complaints about harassment are in the first instance to be referred to the Council who will investigate the matter. If the complainant is satisfied at that point, then the matter will end there. The complainant will be able to respond within one month of the decision with reasons. If the complaint is not satisfied, then both parties, within one month of the decision, may lodge all papers and evidence relating to the matter with the Council for a decision. Please visit our website to view our policies on complaints: Governance and Policy-Crewkerne-Town Council (crewkerne-tc.gov.uk)

8. RENT

- 8.1 The tenant must pay the invoiced rent within 40 days of the due date.
- 8.2 The rent year runs from 1st April-31st March. Tenants taking up any allotment within the rent year will normally be invoiced for the remainder of the year with a pro rata amount.

- 8.3 A tenant may voluntarily relinquish their allotment at any time giving 14 days' notice, or have their tenancy terminated for breach of the tenancy agreement before year end, but no rebate will be payable.
- 8.4 The departing tenant shall remove any items or derelict structures from their plot before the end of the tenancy. If the Council must dispose of any such material not removed by the tenant, then the full cost of disposal/clearance shall be charged to the outgoing tenant. The plot should be left clean and tidy.
- 8.5 Rent may be increased annually to coincide with the beginning of the new allotment year, provided that the Council takes reasonable steps to give at least 90 days' notice. This notice will be in writing to individual tenants. Failure to give written notice to any individual tenant will not invalidate that, or any other tenants rent to increase.

9. CULTIVATION

- 9.1 The tenant shall keep their allotment garden free from weeds and maintain it in a good state of cultivation, with a minimum of 75%. An area that is annually cleared of weeds yet remains un-cropped or unplanted for one year will be considered as non-cultivated.
- The tenant shall use the plot as an allotment garden only; that is to produce vegetable or fruit crops, excluding trees, for consumption by the tenant and their family, and for no other purpose.
- 9.3 From the start of the tenancy agreement the tenant will have a two-month period in which enforcement for non-cultivation is not applicable. The Council reserves the right to visit any of the allotment sites at any time and will inspect plots between the months of April-October. In the case of non-cultivation there is only one warning given. If a plot is not brought up to an acceptable condition within the time frame set out in the warning, the Council will then serve a termination of tenancy notice, for which there is no appeal.
- 9.4 The cultivated area is defined as the area that is cultivated for crops or flower production. Cultivation requires the tenant to regularly dig, mulch, prune and weed 75% of the plot. Compost bins, water butts, glass houses, poly-tunnels and fruit cages are also included within the cultivated area.
- 9.5 The maximum amount of the allotment garden to be had landscaped e.g., patio, internal paths, shed etc. is 25%.
- 9.6 If a plot is brought up to an acceptable standard but then left to fall into non-cultivation again, the Council will serve another warning. The Council will only serve two warnings in a five-year period before repossessing the plot.

10. HEDGES, INVASIVE PLANTS AND PONDS

- 10.1 Tenants are responsible for maintaining any hedge on or alongside their plot. Hedges should be trimmed at least once a year so as not to obstruct access. Hedges should not be cut back during the bird nesting season, which runs from 1st March 1st September.
- The tenant shall not, without the written consent of the Council, cut/prune any timber or trees, or take/sell any mineral, gravel, sand, or clay from the allotment site.
- 10.3 No fast-growing conifers or invasive plants such as willow or bamboo may be planted.

10.4 No new ponds or wells will be permitted on any allotment garden. The use of items as ponds for water storage is not allowed on safety grounds.

11. WATER, BONFIRES AND OTHER RESTRICTIONS

- 11.1 Sprinklers are prohibited. Hose pipes are not allowed unless they are used from a trough or water butt using a submersible pump.
- 11.2 The tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.
- Bonfires are not permitted at the War Memorial allotments. Bonfires are permitted at the Bincombe allotments, for the burning of materials from the allotment garden only i.e., diseased plants and dried out organic matter that will burn without too much smoke or hazardous residue. The allotment holder must be a member of the Allotment Society, or another body that supplies public liability cover. Any damage occurred as a result of a bonfire would be the responsibility of the tenant. The burning of any materials dried organic material, diseased plants, green waste, plastics, tyres, carpet, MDF, laminated wood etc is strictly prohibited. Smoke from a bonfire, which could be a nuisance to neighbours by interfering with the use and enjoyment of their garden or property or could affect the comfort or quality of life of the public, could result in action under the Environment Protection Act of 1990.
- The Council, with good reason, and publicised to all plot holders, reserves the right to prohibit bonfires on a specific plot or allotment site.
- 11.5 Before a bonfire is lit, allotment holders must check to ensure that there are no explosive substances or pressurised containers within the materials. Fires should not be left unattended and must be extinguished at least 60 minutes before leaving the site. The premises should be checked immediately before leaving, and any smouldering or flames that are discovered must be extinguished. Adequate and suitable equipment must be kept in readiness to control or extinguish the fire.
- 11.6 All potentially toxic materials should be removed from the allotment site and disposed of appropriately.
- 11.6 Tenants may not remove any mineral, sand, gravel, earth, or clay from the allotment gardens without written permission from the Council.

12. STRUCTURES AND FENCING

- 12.1 Sheds and sided structures shall be included within the 25% area for non-cultivation. Poly tunnels, glasshouses and fruit cages will be included within the cultivated area.
- 12.2 Any structure on the allotment must be temporary and maintained in safe order with an appropriate external appearance and condition. If the Council is not satisfied with the state of the structure, the tenant will be contacted, and if no successful conclusion has been reached, the Council reserves the right to remove the structure and charge the cost to the tenant.
- 12.3 The tenant shall not, without the written consent of the Council erect any building on the allotment plot. No glass structures are permitted.

- Any structures erected on the allotment shall not be made from hazardous material (e.g., asbestos) and the colour should be in keeping with the environment. The maximum size of a shed/structure should be 1.8m long x 1.22m wide x 2.13m high (6ft x 4ft x 7ft). Oil, fuels, lubricants, or any other flammable liquids shall not be stored in any shed.
- 12.5 The Council will not be held responsible for loss by accident, fire, theft, or damage from the allotment plot.
- All structures must be adequately secured to the ground to prevent uplift, with sheds and glass houses requiring a footing on slabs bedded on sand. All structures must be kept within the boundary of the allotment and must not be constructed over underground utilities (e.g., water pipes).
- 12.7 Solid fences next to a neighbour's plot should not exceed 1m in height, and wire/trellis fencing should not exceed 1.5m in height.
- 12.8 The tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of occupiers of the allotment gardens.
- The tenant shall be responsible for the removal of all structures and fencing before the expiry of the tenancy.

13. LIVESTOCK AND BEES

- 13.1 The tenant should not keep any animals or livestock (excluding bees) on the allotment, without written permission of the Council.
- 13.2 Bees shall not be kept unless the applicant has submitted a request and received written permission from the Council. There should be a maximum of 2 hives on any one allotment site, and they should be for personal use only. The Council reserves the right to withdraw their permission at any time.
- 13.3 The tenant/beekeeper must be a member of the British Beekeepers Association (BBKA). They must maintain their membership of the BBKA whilst keeping bees on the allotment to ensure that the Associations insurance cover continues. Evidence of membership (including valid insurance cover) must be produced prior to permission being granted, and annually thereafter.
- The tenant/beekeeper must ensure that they have provided competent care and management of the bees and hives and have the knowledge and skills to ensure the wellbeing of the bees. Management and manipulation of the bees and hives must, as far as possible, be carried out at appropriate times to minimise disturbance to other plot holders. The BBKA operates a well-established national system of assessments and examinations for beekeeping skills at a number of levels, and it is expected that a beekeeper should as a minimum, have passed the BBKA's Basic Assessment in Beekeeping. Evidence of passing this basic assessment must be provided to the Council prior to written permission being granted.
- 13.5 The tenant/beekeeper must have completed a risk assessment and submitted it to the Council prior to the siting of the hive/s.
- 13.6 The tenant/beekeeper has a duty of care to other allotment gardeners working nearby, and to all members of the public. To this end they must ensure that only gentle strains of bees are to be kept. If the bees become aggressive or exhibit excessive 'following' tendencies,

- the tenant/beekeeper shall rearrange to requeen the colony or remove the colony altogether.
- 13.7 The hives must be registered and available for inspection by the Regional Bee Inspector. All hive equipment is to carry a suitable mark identifying its owner.
- 13.8 Signs 'Beekeeper at work' should be displayed prominently whilst the beekeeper is working, and for around half an hour afterwards, to ensure that no one accidentally walks nearby.
- 13.9 Tenants must accept full responsibility for the hive. Should a swarm occur, the tenant is responsible for ensuring that the bees are removed by a suitably qualified beekeeper at the tenant's expense.

14. MANAGEMENT OF BEES

- 14.1 Bees should be encouraged to fly at a good height (i.e., above head height) by surrounding the hives with a 2m high fence or similar boundary. (Bird netting, trellis covered in plants, or tall plants can be adequate.) The position of this fence/barrier is to be agreed in writing with the Council before its installation.
- 14.2 Handling bees should be done at times when the bees are very active, thus leaving fewer in the hive. When opening hives, every care should be taken to ensure that it is not a busy time (i.e., busy weekend afternoons), and that the weather conditions are favourable (i.e., not raining, windy or thundery).
- 14.3 Always ensure there is someone else on site when handling bees, in case of emergency. Protective beekeeping clothing must be worn.
- 14.4 Tenants/beekeepers should not use the designated allotment area as storage space for keeping equipment that does not contain bees. No wax comb should be left exposed in an apiary, it must be stored in a bee proof way. Allotment tenants have a duty as part of the Allotment Tenancy Conditions not to cause a nuisance to others. In the keeping of bee on an allotment site, tenants should take all reasonable measures to minimise potential nuisances.
- 14.5 The tenant/beekeeper shall inspect the hives weekly from April to July in accordance with BBKA guidelines and advise other tenants about this inspection procedure to ensure they are aware of the greater number of bees flying during the inspections.
- 14.6 Defra officials, the Regional Bee Inspectors, have statutory powers to access hives to deal with disease. The Council will co-operate fully with them in this regard.
- 14.7 The tenant/beekeeper must prove the Council with contact details of a person of sufficient competence to deal with emergencies such as swarming during any such period that the beekeeper is absent or unavailable.

15. BEEKEEPING COMPLAINTS

- 15.1 Any complaints from plot holders/members of the public regarding beekeeping on our sites should be directed to the Council.
- 15.2 Should the Council receive several complaints it will be necessary for a re-evaluation of the siting of the bee hives to be undertaken.

- 15.3 The Council may issue a notice requiring the removal of the hives withing 14 days if:
 - The beekeeper contravenes any of the conditions stated in this policy.
 - A complaint that the bees have caused nuisance or danger to other plot holders or members of the public is upheld; or
 - Substantive information is received that requires a review of the arrangements.
 - If the Council has cause to investigate complaints of nuisance, costs of official inspections will be passed to the tenant for payment.

16. DOGS

- 16.1 Dogs must not be brought onto allotment sites unless they are on a short lead or otherwise restrained at all times.
- 16.2 Tenants with dogs must ensure their dogs do not persistently bark or harass allotment tenants.
- 16.3 The burial of any pets or animals on any allotment land is strictly forbidden.

17. SITE SAFETY, SECURITY AND DUTY OF CARE

- 17.1 Tenant's plots, the allotment site or any structures on the site may not be used for any illegal, immoral, or anti-social purpose. Tenants found to have committed an illegal or immoral act will be subject to immediate tenancy termination.
- 17.2 Tenants, even when not on site, have a duty of care to others on the allotment site or to others on any land adjacent to it. This includes visitors, trespassers, other tenants, themselves, and wildlife. This is particularly relevant in relation to:
 - The timing and usage of mechanical equipment such as trimmers and rotavators, and the means to power them, such as petrol, oil, and gas. Tenants should only bring sufficient fuel onto the plot for their requirements and take away any fuel left over.
 - The prevention of obstruction of pathways
 - The sturdy construction of any features on the plot
 - The safe application and storage of pesticides (including weed killers and fertilisers), where manufacturer's recommend application and storage methods, rates and precautions must be adhered to, and containers disposed of safely.
 - The safe storage and usage of tools
 - Removal of broken glass and other hazardous materials, such as asbestos, in a safe and timely manner

18. SECURITY AND MAINTENANCE OF STRUCTURES ON YOUR PLOT

- 18.1 Unsafe working will be seen as a breach of these rules and may result in immediate termination of tenancy. The tenant shall be liable for any damage or injury caused by unsafe working practices.
- 18.2 Tenants may not bring, use, or allow barbed or razor wire on the allotment.
- 18.3 The Council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants, or contents on the allotment. Tenants are advised not to store any items of value on

the allotment, and to insure and mark any items kept on the site. Tenants should report incidents of theft and vandalism to the Council and the police.

19. UNAUTHORISED PERSONS AND VISITORS

- 19.1 Only the tenant, or a person authorised or accompanied by the tenant, is allowed on the site, other than the public footpaths.
- 19.2 The tenant is responsible for the behaviour of pets, children and adults visiting the allotment. In an instance where a visitor breaches site rules, then the tenant will be held equally responsible.
- 19.3 A tenant's plot is not suitable for private gatherings. The playing of amplified music is strictly prohibited.

This policy replaces the previous Allotment policy
Approved at Full Council meeting XXXXXXXX Min No XX

Review by: XXX



Programme of Council and Committee Meetings – Municipal Year 2024-25 Meetings are held on a Monday starting at 6.45pm, except Joint Burial Committee on a Tuesday

	Planning & Highways Committee	Amenities Committee	Policy & Resources Committee	Town Council	Joint Burial Committee
MAY 2024	13	13		20 Annual Town Council Meeting	
JUNE	10 (GRC)		10 (GRC)	24	18 Annual Meeting
JULY	15	15		29	
AUGUST	<mark>27</mark> (Tues)				
SEPTEMBER	16	16		30	
OCTOBER	14		14	28	1
NOVEMBER	11	11		25	
DECEMBER	16			16	3
JANUARY 2025	13	13	13*	27	
FEBRUARY	10		10	24	4
MARCH	10	10		24	
APRIL	28			28	8
MAY	12	12		19 Annual Town Council Meeting	

^{*}Limited agenda: review of grant applications and of budget

Annual Town Meeting of Electors: Monday 14 April 2025



Minutes of a meeting of CREWKERNE TOWN COUNCIL held in the Council Chamber, Town Hall, Market Square at 18.45 on Monday 25 March 2024.

PRESENT

Cllrs. A. Samuel (Mayor), S. Ashton, M. Best, T. Bond, N. Draycott, K. Head, D. Livesley, J. Morris, J. Nathan, A. Stuart and S. Woodland.

In attendance: Town Clerk K. Sheehan, Deputy Clerk G. Hughes and three members of the public.

<u>APOLOGIES FOR ABSENCE</u>

23/24

All Councillors were present.

<u>150</u> <u>DECLARATIONS OF INTERESTS</u>

23/24

No declarations of interests were made.

151 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 26 FEBRUARY 2024

23/24

The minutes of the meetings held on 26 February 2024 were AGREED as a true and accurate record.

152 **PUBLIC OPEN FORUM**

23/24

No one wished to speak.

153 CO-OPTION

23/24 <u>To co-opt to the vacant position on Crewkerne Town Council</u>

Two of the four applicants had been unable to attend the meeting due to unforeseen circumstances.

It was AGREED to defer the co-option to the Full Council meeting on 22nd April 2024, to enable Councillors to have an opportunity to meet all four candidates. The Mayor apologised to the two candidates in attendance for any inconvenience.

154 TO RECEIVE REPORTS FROM UNITARY COUNCILLORS AND LOCAL COMMUNITY NETWORK

23/24 **REPRESENTATIVE**

Cllr. Ashton reported that:

- The recent Local Community Network (LCN) meeting had focused on civil contingencies.
- The LCN Transport Sub-Committee had been well received and felt to be productive.
- He had left the Conservative Party and was now sitting as an Independent Councillor at Somerset Council.

Cllr. Best reported that:

- LCN meetings were now trying to focus on smaller parishes.
- A Somerset Council services 'price list' and further costings on the Highways Stewards schemes would be available in the summer.



- Somerset Council is looking at how to share information more effectively with Clerks.
- Work on the financial situation of Somerset Council was continuing, with a dispensation now in place to remove the ringfence on capital receipts.

Cllr. Head noted that the Active Travel LCN sub-group had met and discussed cycle path provision.

155 CLERK'S PROGRESS REPORT

The Town Clerk reported that:

- The Annual Town Meeting of Electors would be taking place on Monday 15th April at 7.30pm in the Victoria Hall. The Boxing Club were hoping to do a demonstration, and the Bincombe 360 film project would be sharing their work.
- The first meeting of the Youth Town Council would take place on 2nd April. Once it was properly
 established it was hoped that feedback from the Youth Town Council would be shared at Full
 Council meetings.
- The GRC Public Meeting was taking place on Thursday 28th March, all were welcome to attend.

156 FINANCE 23/24

23/24

a. To approve the accounts for payment for March 2024 as listed

The Town Clerk reported that Cllr. Head had verified the accounts for payment in accordance with the Council's Financial Regulations. Accounts for payment for 25 March 2024 in the sum of £52,529.70 were APPROVED.

b. To report the bank reconciliation for February 2024 has been completed

The Town Clerk reported that Cllr. Head had verified the bank reconciliation for January 2024. It was noted that cash in hand as of 29 February 2024 was £400,746.44.

c. <u>To note that the monthly accounts for the War Memorial Commemoration Trust have been</u> checked

The Town Clerk reported that Cllr. Head had verified the Trust accounts and that cash in hand as of 29 February 2024 was £5,934.37.

d. To note that the annual review of internal controls has been carried out

Councillors noted that this review had been carried out, and the notes circulated to all. No questions were raised.

e. To consider a grant application from the Speedwell Hall

The grant application from the Speedwell Hall for £127.39 for a tea dance group was AGREED.

f. To consider a grant application from the Men's Wellbeing Group

The grant application from the Men's Wellbeing Group for £960.00 for public liability insurance and room hire was AGREED.



Councillors noted that both applications were being funded from the current year grants budget line, which had a small underspend.

157 **HEARING LOOP SYSTEM**

23/24

It was AGREED to purchase the portable hearing loop system detailed in the report at £6,108.85 as well as the additional training package from Gordon Morris. A dispensation to proceed on the basis of one supplier quoting was granted due to the lack of suppliers serving the area.

Councillors noted that the portable nature of the system would mean it could be used at the Town Hall, Victoria Hall and the George Reynolds Centre.

158 WEDNESDAY MARKET

23/24 To consider whether to introduce a trial Wednesday market

A report from the Deputy Clerk was considered, with Councillors noting that a small number of traders had contacted the Council to request opportunities to trade on a weekly basis in the town. Cllr. Best noted that an existing permission is in place for a Wednesday market at the front of the Town Hall, and Councillors agreed that a longer trial period was needed. It was noted that some of the Market Square shops had previously complained about the impact of the Farmers' Market road closure on their businesses and with this in mind, it was AGREED to trial a Wednesday Market for six months, but without a road closure. Market fees would be held at previous levels to encourage regular traders.

159 50th/130th ANNIVERSARY COMMEMORATION

23/24 <u>To consider how to mark the anniversaries of Crewkerne Urban District Council and Crewkerne Town</u>
Council

It was AGREED to delegate authority to the Town Clerk to order commemorative pin badges up to a value of £200, for former and serving councillors and staff. The Town Clerk was also asked to progress arrangements for a commemorative photo of councillors and staff to mark both the 50th anniversary of CTC and also the recent achievement of Quality Status.

160 **DEFIBRILLATOR REPLACEMENT PROGRAMME**

23/24 <u>To consider correspondence regarding funding for the replacement of the town defibrillators</u>

Correspondence from the Chair of Crewkerne Rotary Club was noted, which suggested the Town Council might hold a central fund for defibrillator consumables when needed, and also to accumulate money towards replacement defibrillators when required.

It was noted that two defibrillators remained out of action, and that different arrangements were in place for different units. It was AGREED that the Town Council would revisit the issue of central funding for the units/consumables, but that in the meantime Cllr. Head would draw up a spreadsheet of all the units, their locations, their ownership and who was currently carrying out the regular checks.

Thanks were extended to the Chair of the Rotary Club for his work to date on this issue.

161 TO RECEIVE VERBAL UPDATES AND APPROVE TERMS OF REFERENCE FOR THE FOLLOWING GROUPS 23/24 a. Happy Valley Working Group

Cllr. Best reported that the group had met and identified a number of actions, but would be prioritising the issue with badgers undermining the footways and surfaces.



The terms of reference were duly AGREED.

b. Committee Review Working Group

It was noted that this group had not yet met, but was due to meet in mid-April and would look at committee structures, responsibilities, and meeting schedules.

c. Road Markings and Parking Working Group

Cllr. Bond reported that the group had met and considered four requests, one of which was put forward for local consultation. The group anticipated meeting quarterly.

The terms of reference were duly AGREED.

162 EVENTS PROGRAMME

23/24

a. <u>D-Day 80th Anniversary</u>

The Deputy Clerk provided an update, noting that the Town Crier was returning for the event and that the D-Day 80 flag had been purchased. Lamps were being collected for a display at Town Hall.

b. Plants and Gardens Festival

The Clerk reported that the Friends of St Bart's Church had been in touch and were still hoping to progress this event.

c. <u>Summer event</u>

The Deputy Clerk confirmed that the summer event would be 27th July, between 11-4pm and that community stallholders were being invited to attend.

d. Tennis Courts launch event

The Deputy Clerk reported that arrangements for the launch on 13th April were in hand, and that 17 bookings for the fun sessions had been received.

163 TO RECEIVE THE FOLLOWING MINUTES AND APPROVE ANY RECOMMENDATIONS THEREIN:

23/24

- a. Planning & Highways Committee 12 February 2024.
- b. Neighbourhood Plan Steering Group 30 January 2024.
- c. Reports from Town Council representatives to outside bodies.

All minutes above were duly noted and any recommendations contained therein AGREED.

164 MATTERS OF REPORT

23/24

Councillors raised the following points:

 Cllr. Best reported that Somerset Council would be contacting West One surgery about the now unused ambulance parking bay, and the possibility of returning it to disabled parking provision.



- Cllr. Livesley noted the Community Kitchen plans to renovate the NatWest building as a community hub and hoped that the Town Council would be included in discussions at an appropriate point.
- Cllr. Draycott queried if the Men's Wellbeing Group would consider holding evening sessions to accommodate people with work commitments. The Town Clerk agreed to make enquiries.
- Cllr. Woodland noted that fireworks had recently been set off at Happy Valley. Residents were strongly encouraged to report these incidents directly to the police. He also reported that he had had a request for the teen shelter to be removed. Cllrs. felt that young people should be consulted on this idea.
- Cllr. Head reported that Crewkerne in Bloom were hoping to replant the wildflower area at Henhayes with spring bulbs. Crewkerne in Bloom were waiting to hear from St Bart's Church as to whether they would like to retain the wildflower area this year, or return the area to mown grass.
- Cllr. Samuel noted that the pillbox flower beds looked very nice and thanked all the
 volunteers involved with this. She also noted that cars parked along Station Road were
 causing issues with both visibility and accessibility, forcing pedestrians, pushchairs and
 wheelchair users into the road.

<u>165</u>	DATE OF THE NEXT MEETING
23/24	

Monday 22 April 2024, 18.45, Council Chamber, Town Hall.

The meeting closed at 20.17.

Signed:
Dated:
TC25March2024