

Minutes of the Annual Meeting of CREWKERNE TOWN COUNCIL held at 6.45pm in the Council Chamber, Town Hall, Market Square on Monday 20 May 2024.

PRESENT

Cllrs. S. Ashton, M. Best, N. Draycott, K. Head, J. Morris, J. Nathan, C. Rawe, A. Samuel, A. Stuart, and S. Woodland.

In attendance: Town Clerk K. Sheehan, Deputy Clerk G. Hughes.

001 ELECTION OF MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)

24/25

It was proposed and seconded that Cllr. Samuel be nominated to serve as Mayor for the 24/25 municipal year and there being no other nominations the proposal was **CARRIED**.

Cllr. Samuel thanked everyone for their support, noting that she had enjoyed representing the town for the past year. She signed the Declaration of Acceptance of Office.

Cllr. Samuel in the Chair.

002 ELECTION OF DEPUTY MAYOR (AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE)

24/25

It was proposed and seconded that Cllr. Head be nominated to serve as Deputy Mayor for the 24/25 municipal year and there being no other nominations the proposal was **CARRIED**.

Cllr. Head thanked everyone for their support and signed the Declaration of Acceptance of Office.

003 TO NOTE APOLOGIES FOR ABSENCE

24/25

Apologies for absence were received and accepted from Cllr. David Livesley (personal). A late apology from Cllr. Teresa Bond was received during the meeting and Council **RESOLVED** to accept this (personal).

004 DECLARATIONS OF INTEREST

24/25

in items on the agenda

None.

005 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 22 APRIL 2024

24/25

The minutes of the meeting held on 22 April 2024 were **AGREED**.

006 PUBLIC OPEN FORUM

24/25

No members of the public were in attendance.

007 TO ELECT:

24/25

a. The Chair and Vice Chair of the Planning & Highways Committee

It was proposed and seconded that Cllr. Bond be nominated to serve as Chair of the Planning and Highways Committee for the new Council year. There being no other nominations the proposal was **CARRIED**.

It was proposed and seconded that Cllr. Nathan be nominated to serve as Vice-Chair of the Planning and Highways Committee. There being no other nominations the proposal was **CARRIED**.

b. The Chair and Vice Chair of the Policy & Resources Committee

It was proposed and seconded that Cllr. Stuart be nominated to serve as the Chair of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was **CARRIED**.

It was proposed and seconded that Cllr. Morris be nominated to serve as Vice Chair of the Policy and Resources Committee for the new Council year. There being no other nominations the proposal was **CARRIED**.

c. The Chair and Vice Chair of the Amenities Committee

It was proposed and seconded that Cllr. Best be nominated to serve as Chair of the Amenities Committee for the new Council year. There being no other nominations the proposal was **CARRIED**.

It was proposed and seconded that Cllr. Head be nominated to serve as Vice Chair of the Amenities Committee for the new Council year. There being no other nominations the proposal was **CARRIED**.

008
24/25

TO APPOINT:

a. The members of the Joint Burial Committee

It was **AGREED** that Cllrs. Best, Draycott, Rawe, Samuel and Stuart would serve on the Joint Burial Committee for the new Council year.

b. Councillors to Sub-Committees and Steering Groups

The following appointments to sub-committees and steering groups were **AGREED**:

Staffing Sub-Committee	Mayor: Cllr. Alice Samuel Cllr. Mike Best Cllr. Nigel Draycott Cllr. Andrea Stuart (reserve)
Youth Service Steering Group	Cllr. Simon Woodland Cllr. Jan Nathan
Neighbourhood Plan Steering Group	Members: Cllr. Kathy Head Cllr. Simon Woodland Cllr. Jan Nathan
Happy Valley Working Group	Cllr. Mike Best Cllr. Nigel Draycott Cllr. Jan Nathan Cllr. Andrea Stuart

	Cllr. Simon Woodland
Grievance, Capability and Disciplinary Committee	Mayor: Cllr. Alice Samuel Cllr. Mike Best Cllr. Christine Rawe Cllr. Simon Woodland Cllr. Nigel Draycott Cllr. Steve Ashton
Appeals Committee	Deputy Mayor: Cllr. Kathy Head Cllr. Teresa Bond Cllr. David Livesley Cllr. Jan Nathan Cllr. Andrea Stuart Cllr. Judith Morris
Road Markings and Parking Working Group	Cllr. Steve Ashton Cllr. Mike Best Cllr. Teresa Bond Cllr. Jan Nathan

c. To appoint banking signatories/online banking authorisers for payments

It was **AGREED** that Cllrs. Best, Head, Stuart, Draycott, Samuel and Nathan would continue to act as banking signatories and online banking authorisers for the new Council year.

d. To appoint Councillors to check the invoices and reconciliations each month

It was **AGREED** that Cllrs. Best, Head, Morris and Nathan be appointed to check invoices and reconciliations each month.

e. To appoint representatives to outside bodies

The following appointments to outside bodies were **AGREED**:

Outside Body	Representative(s)
ABCD	Vacant
Birds Almshouses (Official charity title: Robert Bird Cottage Homes)	Cllr. Rawe
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: 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 Network (LCN) Somerset Council	Primary: Cllr. Head

	Substitute: Any Councillor able to attend
Crewkerne Community Safety Group	Cllrs. Best, Samuel, Draycott
Twinning Association	Cllr. Morris
Crewkerne Business Group	Cllrs. Ashton & Best
PCN Neighbourhood Forum	Cllr. Head
PPG	Cllr. Ashton

009
24/25

TO REAFFIRM THE FOLLOWING:

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct
- d. That the Council remains eligible to use the General Power of Competence because it continues to meet the two requirements (2/3 elected members and employs a qualified Clerk).

It was **AGREED** to reaffirm items a, b, c, and d as detailed above, incorporating the highlighted changes, and further subject to the amendment of references to District Council to Unitary Council in Standing Orders. It was also noted that a Co-option Policy was being drafted and would be brought to Policy and Resources. The Town Clerk reported that new model Financial Regulations had been produced and that she was working on them for future adoption.

010
24/25

TO RECEIVE REPORTS FROM:

- a. To receive verbal reports from Unitary Councillors

Cllrs. Ashton and Best reported that:

- Somerset Council would hold their Annual Council meeting later in the week.
- The new Highways contract had begun, and the works list was being reprioritised.
- A number of redundancies were being confirmed.

It was noted that the South Street road closure would have negatively impacted usage figures for the recycling centre, which might be detrimental to the case to protect it from closure. Some further discussion took place around the County's waste contract, noting that Suez was making significant losses on the contract. No further update on the recycling centre had been received.

Cllr. Ashton also reported that he had recently viewed a long-term maintenance plan from Wales & West Utilities for Crewkerne, noting that there were plans for works in West Street and Market Street in two years' time. Further discussion took place around getting Highways and utility companies to seek early input from local stakeholders regarding signage placement and wording.

- b. To receive a verbal update from the Crewkerne & Ilminster Local Community Network (LCN)

No meetings had taken place recently. Annual LCN meetings would take place in June.

011
24/25

CLERK'S PROGRESS REPORT

The Town Clerk reported that:

- The weekly Wednesday market had been well received and this week would be joined by a fruit and vegetable stall. As it was operating on a trial basis, members of the public were urged to support it where possible to enable it to grow.
- The GRC working group had now met again, with a small group of prospective directors seeking to take on the future management of the building. Draft documents had been

produced and legal advice would be sought, following which a formal decision of Council would be sought.

- In response to a request to BT, the telephone kiosks outside Town Hall had now been painted.

012 **FINANCE**

24/25

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

The Clerk reported that Cllr. Nathan had verified the accounts for payment in accordance with the Council's Financial Regulations. Accounts for payment for 20 May 2024 in the sum of £57,977.15 were **APPROVED**.

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

The Clerk reported that Cllr. Nathan had verified the bank reconciliation for April 2024. It was noted that cash in hand as of 30 April 2024 was £956,420.37.

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

The Town Clerk reported that Cllr. Nathan had verified the Trust accounts and that cash in hand as of 30 April 2024 was £2,857.75.

d. To receive fourth quarter summary of income and expenditure

Councillors noted the Q4 summary, no questions were asked.

e. To note the end of year balances of Earmarked Reserves and General Reserve

Councillors noted the end of year balances of Earmarked Reserves and the General Reserve, no questions were asked.

f. To approve the updated Allotments Policy

Councillors reviewed the circulated Allotments Policy, which brought two existing documents into one. It was noted that once the Policy was adopted, it could be shared with allotment holders with a view to recommencing inspections. Council staff would be on hand to work positively with plot holders through the transitional phase of the new policy and new requirements contained within.

Subject to the addition of 'flowers' to 9.2 and rectification of a typographical error at 9.5, the updated Allotments Policy was **AGREED**.

g. To note meeting dates for the 2024/25 municipal year

The dates were noted, the Clerk was asked to check the dates of the CUDOS January show, which might impact on the January Full Council date.

h. To note correction to minute 156/2324/b

It was noted that minute 156/2324/b had incorrectly stated 'January', instead of 'February'.

013 **CEMETERY LODGE**

24/25

To consider quotations for the repointing and guttering of the Cemetery Lodge

This item was deferred to a future meeting, in order for the Town Clerk to seek further clarification from one of the contractors.

014 **TO RECEIVE THE FOLLOWING MINUTES AND APPROVE ANY RECOMMENDATIONS THEREIN**

24/25

- a. Planning and Highways Committee 22nd April 2024
- b. Amenities Committee 12th 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

All minutes above were duly noted and any recommendations contained therein **AGREED**. No reports from Outside Bodies were received.

015 **TO RECEIVE MATTERS OF REPORT (for information only)**

24/25

Town Councillors raised the following issues:

- A possible road closure of Hermitage Street the following week had been scheduled; Cllr. Best was working with Somerset Council Highways to avoid this if the works not urgent.
- It was reported that the League of Friends of Crewkerne Hospital were working to get the defibrillator at West One relocated to West Street Bowls Club, the one at the George Shopping Centre had been relocated to the wall of McKinlays, who were working to bring it back into operation.
- The tree outside Hays Travel in Market Street had sadly died. The Clerk was asked to look at the safe removal of the other tree on that side which would need relocating if the bus stop proposal goes ahead.
- Crewkerne in Bloom had applied for a grant to set up a rainwater harvesting system at the public toilets, and were hoping to add some additional areas in and around Falkland Square to their programme.
- The Hawthorn in the Churchyard had been propped but was showing signs of decay, the PCC had been alerted and were considering what, if anything, they would like to see planted in the future.
- The new Anima booking system for the Health Centre was proving difficult for patients to complete registrations, a number of councillors commented that they had also experienced difficulties.
- The Mayor thanked Cllrs. Best and Ashton for liaising with businesses and utility companies and urged everyone to shop locally to support the town's traders.

016 **NEXT MEETING**

24/25

Monday 24 June 2024, 18.45. Council Chamber, Town Hall, Market Square, Crewkerne.

The meeting closed at 7.59pm.

Signed:

Dated:

TC20May2024