

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Full Council** to be held on **Monday 24 June 2024**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- **Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting via the following link: <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.**
- **Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.**
- **Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings ([Recording-Meetings-policy-Feb-2022.pdf \(crewkerne-tc.gov.uk\)](#)).**
- **Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders ([Standing-Orders-May-2024.pdf \(crewkerne-tc.gov.uk\)](#)).**

Katharine Sheehan FSLCC, Town Clerk (signed on original)
18 June 2024

Agenda

017/2425 To receive and approve apologies for absence.

a. To record members present:

Schedule 12 of the Local Government Act 1972 requires:

- a record be kept of the members in attendance.
- this record forms part of the minutes of the meeting.
- Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.

b. To approve any apologies for absence:

Section 85(1) of the Local Government Act 1972 requires:

- Members present to decide if the reason(s) for a member's absence are acceptable.

018/2425 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.

The Localism Act 2011 and the Council's Code of Conduct requires:

- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
- Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

019/2425 To approve the draft minutes of the Town Council meeting held on 20 May 2024.

020/2425 Public 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. The Mayor reserves the right to vary or extend these time limits.

- 021/2425 To receive reports from:**
- a. Somerset Council.
 - b. Crewkerne & Ilminster Local Community Network.
 - c. Crewkerne Neighbourhood Policing Team.
- 022/2425 Clerk's progress report:** to receive a verbal update report (for information only).
- 023/2425 Finance & Procedure:**
- a. To approve the accounts for payment for June 2024 as listed.
 - b. To report the bank reconciliation for May 2024 has been completed.
 - c. To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
 - d. To receive and approve the second report of the Internal Auditor and note no matters of concern raised.
 - e. To formally approve the internally audited accounts for 2023/24.
 - f. To approve the Annual Return for the year ending 31 March 2024:
 - i. Section 1: to approve the Annual Governance Statements.
 - ii. Section 2: to approve the Accounting Statements.
 - iii. To authorise the signing of the Annual Return.
 - iv. To note that the period of elector's rights will commence on Tuesday 25 June 2024 and finish on Monday 5 August 2024. Public notifications will be placed on noticeboards and the website.
 - g. To consider a revised grant application from Somerset Farmers' Market.
- 024/2425 Councillor Motion: Improving accessibility awareness in town centre premises:**
To receive and consider a motion from Councillor Woodland.
- 025/2425 Council Action Plan: 2023-27:** to confirm the updated Action Plan.
- 026/2425 Council Surgeries:** to consider current arrangements and dates of surgeries.
- 027/2425 Cemetery Lodge:** to consider quotations for repointing and guttering works.
- 028/2425 Somerset Council Chair's Awards 2024:** to consider nominees.
- 029/2425 Christmas event arrangements:** to consider quotations for the installation of Christmas lights.
- 030/2425 George Reynolds Centre (GRC):**
- a. To consider quotations for replacement fire escape door and frame.
 - b. To receive a verbal update from the GRC management working group.
- 031/2425 To receive the following minutes and approve any recommendations contained therein:**
- a. Planning and Highways Committee 13 May 2024
 - b. Policy and Resources Committee 12 February 2024
 - c. Joint Burial Committee 9 April 2024
 - d. Road Markings and Parking Working Group 11 March 2024
 - e. Reports from Town Council representatives to outside bodies.
- 032/2425 To receive Matters of Report** (verbal reports for information only).
- 033/2425 Next meeting:** Monday 29 July 2024 at 18.45, Council Chamber, Town Hall.

*This meeting will be followed by a short meeting of the War Memorial Commemoration Trust.
Please see separate agenda for details.*

Payment Ref	Gross	Vat	Net	Payee	Description
O P Jun 1	£72.00	£12.00	£60.00	NALC	Quality Award accreditation fee
O P Jun 2	£250.00		£250.00	The Shed	Cemetery oak lectern for spitfire plaque
O P Jun 3	£299.35	£1.28	£298.07	Samuel, A	Expenses
O P Jun 4	£351.83	£58.66	£293.20	Groves Nurseries	Cemetery Plants
O P Jun 5	£104.40	£17.40	£87.00	Arien Designs Ltd	Badger signage
O P Jun 6	£3,000.00		£3,000.00	D.W.Hyett & Sons	Cemetery paths
O P Jun 7	£21,749.52	£3,624.92	£18,124.60	Heatwave Mechanical Services Ltd	Town Hall heating system replacement
O P Jun 8	£726.00	£121.00	£605.00	Prosound Solutions (SW) Limited	Provision of stage & sound system Christmas Lighting up DEPOSIT
DD22	£7.88	£0.38	£7.50	British Gas Business	Gas Victoria Hall 17/4 - 17/5/24
DD33 C.Card	£31.20	£5.20	£26.00	Doors4Security	Disabled signage
DD44	£495.28		£495.28	Everflow	Water Rates Jun 24
DD48	-£49.07	-£2.34	-£46.73	British Gas Business	Electricity Lodge Office CREDIT
DD48	£82.09	£3.91	£78.18	British Gas Business	Electricity Lodge Office 11/3 - 11/5/24
DD60	-£325.24	-£15.49	-£309.75	British Gas Business	Gas Lodge Office CREDIT
DD60	£498.18	£23.72	£474.46	British Gas Business	Gas Lodge Office 11/3 - 11/5/24
O P Jun 9	£66.07	£11.01	£55.06	Iris Business Software Ltd	Payroll remote hosting Jun 24
O P Jun 10	£3,207.53		£3,207.53	HM Revenue & Customs	Tax & NI Contributions May 24
O P Jun 11	£4,010.66		£4,010.66	SCC Pension Fund	Pension Contributions May 24
O P Jun 12	£231.17	£38.53	£192.64	Fern Garden Tree Services	Tree work St Barts churchyard
O P Jun 13	£35.00		£35.00	Green Dragon Bookshop	Book tokens for colouring competition
O P Jun 14	£32.00		£32.00	Adams Locks	GRC Keys
O P Jun 15	£1,577.92		£1,577.92	Active Learning & Skills	Provision of Youth Service May 24
DD33 C.Card	£34.79	£5.80	£28.99	Simply Safety Group	Floor cable protector
DD13	£1,710.08		£1,710.08	Aviva Credit Services UK Ltd	Insurance Jun 24
DD21	£155.23	£7.39	£147.84	British Gas Business	Electricity Happy Valley Floodlights 18/4 - 18/5/24
DD33 C.Card	£23.00		£23.00	Somerset Council	Victoria Hall licence holder change
DD30	£121.21	£5.77	£115.44	British Gas Business	Electricity Public Toilets 18/4 - 19/5/24
DD33 C.Card	£20.95	£3.49	£17.46	Amazon Marketplace	First aid kit
DD33 C.Card	£99.99	£16.67	£83.32	Amazon Marketplace	Office fridge
DD33 C.Card	-£19.99	-£3.33	-£16.66	Amazon Marketplace	CREDIT Office fridge - damaged
DD27	£325.55	£15.50	£310.05	Eon Next	Electricity Victoria Hall April 24
DD51	£649.00		£649.00	Somerset Council	Rates GRC Jun 24
DD2	£1,360.00		£1,360.00	Somerset Council	Rates Town Hall/Victoria Hall Jun 24
DD55	£511.00		£511.00	Somerset Council	Rates Lodge Office Jun 24
DD20	£309.00		£309.00	Somerset Council	Rates Workshop/Cemetery Chapel Jun 24
DD31	£8.80	£1.46	£7.34	Iris Business Software Ltd	Payroll payslips software April 24
O P Jun 16	£2,978.40	£496.40	£2,482.00	Luke Grafton Stonemason Ltd	Cemetery wall repair
O P Jun 17	£1,001.00		£1,001.00	M C Commercial Cleaning	Cleaning May 24
O P Jun 17	£465.00		£465.00	M C Commercial Cleaning	GRC Cleaning May 24
O P Jun 18	£229.39	£38.23	£191.16	Castle Gardens	Bedding plants
O P Jun 19	£31.92	£5.33	£26.59	Groves Nurseries	Cemetery Plants
O P Jun 20	£800.00		£800.00	Stewart, Simon	Delivery of newsletter
O P Jun 21	£308.95	£51.49	£257.46	Boilerman Ltd	GRC boiler repair
O P Jun 22	£1,547.92	£257.99	£1,289.93	Worknest	Employment guidance 1/6/24 - 31/5/25
O P Jun 22	£196.00	£11.00	£185.00	Worknest	Employment insurance 1/6/24 - 31/5/25
O P Jun 23	£126.00	£21.00	£105.00	Dorset Vehicle Rentals	Hire of grounds maint vehicle
O P Jun 24	£152.00	£25.33	£126.67	Drapes Direct	Chamber blinds
O P Jun 25	£90.00	£15.00	£75.00	Arien Designs Ltd	Toilet signage Victoria Hall
O P Jun 26	£1,132.80	£188.80	£944.00	C.K.Harwood & Sons Ltd	Lodge office roof tile repair
O P Jun 27	£708.00	£118.00	£590.00	Sovereign Fire & Security	Town CCTV repair
O P Jun 28	£18.22	£0.17	£18.05	Cross, A	Expenses
	-£23.16	-£3.86	-£19.30	G B Sports & Leisure	CREDIT play equipment insallation
O P Jun 29	£90.00	£15.00	£75.00	Bradfords	Bark mulch
O P Jun 29	£90.00	£15.00	£75.00	Bradfords	Bark mulch
O P Jun 29	£9.16	£1.53	£7.63	Bradfords	Cement
O P Jun 30	£2,060.90	£343.48	£1,717.42	Crewkerne Horticultural	Battery backpack
O P Jun 30	£23.00	£3.83	£19.17	Crewkerne Horticultural	Chainsaw chain
O P Jun 31	£40.44	£6.74	£33.70	Prism	Cemetery certificate paper
O P Jun 31	£42.50		£42.50	Prism	Stamps
O P Jun 32	£571.33	£94.33	£477.00	Brimsmore Gardens	Bedding plants
O P Jun 33	£1,309.44	£218.24	£1,091.20	Relay Electrical Services	GRC electrical inspection and report

ACCOUNTS FOR PAYMENT - 24th JUNE 2024

Checked by:.....

Date:

O P Jun 34	£180.00	£30.00	£150.00	Pear Technology Services Ltd	Mapping software 1/6 - 31/5/25
O P Jun 35	£180.00	£30.00	£150.00	ICCM	Cemetery memorial management training
O P Jun 36	£60.00		£60.00	Footprintz	Printing of Annual report
O P Jun 37	£272.16	£45.36	£226.80	Hoistway	GRC lift maintenance
O P Jun 38	£407.16	£67.86	£339.30	Darkin Miller Ltd	Interna Audit visit 2 2023/24
O P Jun 39	£65.40	£10.90	£54.50	Sovereign Fire & Security	Town Hall new fire extinguisher
DD31	£8.80	£1.46	£7.34	Iris Business Software Ltd	Payroll payslips software May 24
DD31	-£121.60	-£20.27	-£101.33	Iris Business Software Ltd	Payroll software CREDIT
DD27	£470.33	£22.39	£447.94	E. O N	Electricity Victoria Hall 1 - 31/5/24
DD43	£13.64		£13.64	Lloyds Bank	Bank charges May 24
DD46	£129.60	£21.60	£108.00	Somerset Web Services Lrd	Email hosting Jun 24
DD50	£1,005.14	£167.52	£837.62	British Gas Business	Electricity GRC 1 - 31/5/24
DD17c	£18.52	£0.88	£17.64	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 1/5 - 31/5/24
DD17b	£16.62	£0.79	£15.83	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 1/5 - 31/5/24
DD57	£261.48	£43.58	£217.90	British Telecom	Telephone & Broadband GRC/Lodge Office Jun 24
DD26	£84.78	£4.04	£80.74	British Gas Business	Gas Town Hall 1/5 - 1/6/24
DD42	£38.24	£1.82	£36.42	British Gas Business	Electricity Workshop/Cemetery Chapel 27/4 - 29/5/24
DD49	£371.27	£61.89	£309.38	The Business	Fuel May 24
DD23	£324.83	£54.14	£270.69	British Gas Business	Electricity Town Hall 20/4 - 20/5/24
	£11,802.75		£11,802.75	Salaries	May-24
	£11,639.51		£11,639.51	Salaries	Jun-24
Total	£82,990.22	£6,419.92	£76,570.33		

Signed:..... Date:.....

CREWKERNE TOWN COUNCIL			
BANK RECONCILIATION AS AT 31/05/2024			
	Cash in Hand 01/04/2024		£382,829.46
	ADD		
	Receipts 01/04/2024 - 31/05/2024		£660,182.67
	SUBTRACT		
	Payments 01/04/2024 - 31/05/2024		£143,865.25
A	CASH IN HAND 31/05/24		£899,146.88
	(per Cash Book)		
	Cash in Hand per Bank Statements 31st May 2024		
	LLOYDS - Business Call Account	£736,696.68	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
			£899,146.88
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£899,146.88
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/05/2024			
	Cash in Hand 01/04/2024 ADD Receipts 01/04/2024 - 31/05/2024 SUBTRACT Payments 01/04/2024 - 31/05/2024		£197.17 £3,439.95 £40.00
A	CASH IN HAND 31/05/2024 (per Cash Book)		£3,597.12
	Cash in Hand per Bank Statements 31st May 2024 LLOYDS - Instant Access Account LLOYDS - Current Account	£2,732.55 £864.57	
	Less unpresented cheques		£3,597.12
	Plus unpresented receipts		£0.00
B	ADJUSTED BANK BALANCE A = B Checks out OK		£3,597.12
	Town Clerk: Date:		
	Checked by: Date:		



FINAL

Internal audit report 2023/24

Visit 2 of 2

CREWKERNE TOWN COUNCIL

Date: 23rd May 2024

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Crewkerne Town Council following the carrying out of internal audit testing on site on 23rd May 2024.

The audit work has been carried out in accordance with Crewkerne Town Council's bespoke Internal Audit programme, which is based largely on Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide' and supplemented by the additional tests required by later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

The internal audit for 2023/24 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively.

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

No recommendations were made during this audit.

The number of recommendations made at all of the audit visits in 2023/24 and their priorities are summarised in the following table:

Rating	Number		
	Visit 1	Visit 2	TOTAL
High	0	0	0
Medium	0	0	0
Low	2	0	2
Information	0	0	0
TOTAL	2	0	2

I would like to thank Katharine Sheehan, Town Clerk and Paula Hewitt, Finance Officer for their assistance during this audit.



CREWKERNE TOWN COUNCIL

INCOME & EXPENDITURE

ACCOUNT

&

BALANCE SHEET

2023 / 2024

CREWKERNE TOWN COUNCIL

ACCOUNTS

2023 / 2024

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INTRODUCTION

The Town Council is required:

*to make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has responsibility for the administration of those affairs. In this Council, the Town Clerk is the Responsible Financial Officer (RFO).

*to manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The RFO is responsible for the preparation of the Council's Statement of Accounts which, in terms of the CIPFA/NALC Code of Practice on Town and Parish Council Accounting (the code), is required to present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31 March 2024.

In preparing this Statement of Accounts, the RFO has sought to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent and comply with the code. The RFO has also kept proper accounting records which are up to date, and in accordance with requirements by the Audit Commission the Council has undertaken a review of the measures for the prevention and detection of fraud and other irregularities.

The Council's financial accounts for the year ended 31 March 2024 are set out on the following pages with explanatory notes where required. These accounts include figures for the Town Council. The accounts are prepared under regulations of the Accounts and Audit (England) Regulations 2015 and published subject to External Audit.

Signed.....Date.....

Katharine Sheehan
Town Clerk & Responsible Financial Officer

Signed.....Date.....

Mayor of Crewkerne

These accounts have been approved by resolution of the Town Council at the meeting held on 24th June 2024.

Crewkerne Town Council
Town Hall,
Market Square,
Crewkerne, Somerset,TA18 7LN

CREWKERNE TOWN COUNCIL
INCOME & EXPENDITURE ACCOUNT
&
BALANCE SHEET
2023 / 2024

AUDITOR'S REPORT
to the Members
of CREWKERNE TOWN COUNCIL

The auditor's report will appear here in due course.

The Auditor is based at PKF Littlejohn LLP, 1 Westferry Circus, London E14 4HD.

INCOME & EXPENDITURE ACCOUNT

Year Ended 31/03/2023		Year Ended 31/03/2024	
	INCOME		
1,776.26	Aqua Centre	1,000.00	Pg 12
307.40	Allotments	318.76	
576.32	Bank Gross Interest	4,444.23	
35,410.14	Cemetery Fees	26,744.42	Pg 15
*107,043.65	Consolidation of Joint Burial Committee funds – T.Council	0.00	
**8,057.05	Consolidation of Joint Burial Committee funds – W.Crewk	0.00	
** -22.40	West Crewkerne Income	720.23	**
581.23	CIL Funds	492.00	
8,032.90	Events (incl. Christmas)	7,753.69	Pg 14
19,410.56	George Reynolds Centre	26,362.97	Pg 15
9,593.39	Grounds Maintenance	9,901.77	Pg 13
3,957.70	Henhayes Car Park	5,853.84	
***11,658.92	Miscellaneous – ABCD Temporary Safekeeping of Funds	-11,658.92	***
608.68	Miscellaneous	0.00	
466,525.00	Precept	527,656.00	
16,881.91	Projects	2,937.99	Pg 14
545.00	Town Hall	15.00	Pg 13
8,399.32	Victoria Hall	9,869.12	Pg 14
3,894.95	War Memorial Commemoration Trust	5,999.68	
-----		-----	
683,544.41	TOTAL INCOME excluding ABCD & West Crewkerne Funds	629,349.47	
=====		=====	
	EXPENDITURE		
1,026.36	Aqua Centre	0.00	Pg 12
62,967.63	Cemetery	33,858.66	Pg 15
**503.18	West Crewkerne funds spent	380.19	**
6,790.12	Events (incl. Christmas)	18,813.21	Pg 14
52,920.36	General Administration	66,349.97	Pg 12
47,112.52	George Reynolds Centre	55,980.22	Pg 15
14,136.00	Grants	9,786.39	Pg 14
62,166.34	Grounds Maintenance	75,368.23	Pg 13
8,602.25	Projects	4,253.84	Pg 14
219,415.14	Salaries & Wages	238,525.49	
30,004.31	Town Hall	18,318.27	Pg 13
29,108.70	Public Services (Toilets/Youth Service)	33,047.25	Pg 12
11,926.09	Victoria Hall	18,688.19	Pg 14
4,271.48	War Memorial Grounds	16,512.51	Pg 15
-----		-----	
550,447.30	TOTAL EXPENDITURE excluding West Crewkerne spend	589,502.23	
=====		=====	
133,097.11	Net surplus/(deficit)	39,847.24	Pg 6
25,527.88	True net surplus (for information only)		

* Consolidation of 93% of Joint Burial Committee funds – previously represented in separate accounts

** 7% of Joint Burial Committee funds which belong to West Crewkerne Parish Council

*** Funds belong to ABCD and have been returned this year

CONSOLIDATED BALANCE SHEET

31/03/2023	As at	31/03/2024
	CURRENT ASSETS	
0.00	Investments	0.00
5,985.19	VAT Recoverable	1,245.82
13.33	Debtors	4,447.32
7,913.36	Payment in Advance	8,305.15
353,547.28	Cash in Hand & at Bank	382,829.46
-----		-----
367,459.16		396,827.75
-----		-----
367,459.16	TOTAL ASSETS	396,827.75
-----		-----
	CURRENT LIABILITIES	
31,549.18	Creditors	32,523.03
767.25	Receipts in Advance	633.63
19,190.39	Liability Reserves e.g. deposits	7,871.51
-----		-----
(51,506.82)		(41,028.17)
-----		-----
315,952.34	TOTAL ASSETS LESS CURRENT LIABILITIES	355,799.58
-----		-----
315,952.34	NET ASSETS	355,799.58
=====		=====
	Represented By:	
	Revenue Account Balance	
129,224.08	General Fund	120,910.34
186,728.26	Earmarked Reserves	234,889.24
7,531.47	West Crewkerne Parish Council Funds	7,871.51
11,658.92	ABCD Funds	0.00
(19,190.39)	Liability Reserves e.g. deposits	(7,871.51)
-----		-----
315,952.34		355,799.58
=====		=====
182,855.23	Opening Balance 01/04/2023	315,952.34
133,097.11	Surplus/(Deficit) for year	39,847.24
315,952.34	Balance as at 31 st March 2024	355,799.58

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its income and expenditure during the year.

Signed.....

Mayor Responsible Financial Officer

Date.....

**NOTES TO THE INCOME AND EXPENDITURE
AND BALANCE SHEET**

1. Statement of Accounting Policies

The general principles adopted in the preparation of these accounts are those recommended by the Chartered Institute of Public Finance and Accountancy applicable to Parish and Town Councils with a budgeted income for the year (and the two immediately preceding years) of less than £6,500,000 and more than £200,000. They are compiled on an accruals basis of accounting. This means that the amounts due to or from the Council in respect of the financial year but not settled at the year end are brought into the accounts. The amounts so included are actual or estimated for each line of income and expenditure and any difference between the actual figures and the estimates is reflected in the accounts of the following year.

2. Assets - land, buildings, vehicles, plant and equipment with a value of more than £100.

a. At 31 st March 2024 the following assets were held:	Value £
Town Hall & Victoria Hall	1,890,000
Henhayes Store	10,887
Aqua Centre	2,480,000
Bus Shelters	12,447
George Reynolds Centre	990,000
George Reynolds Centre Furniture/Equipment	4,002
Town Hall/Victoria Hall Furniture/Equipment	29,529
CCTV Equipment	30,000
West One Mosaic & Nameplate	20,135
Civic Regalia	5,500
Christmas Lights and Hardware	25,823
Paintings/Works of Art/Memorabilia	36,001
Playground Equipment/Fencing	122,319
Skatepark Equipment	81,100
MUGA & Floodlighting	72,000
Grounds Maintenance Vehicle & Mowers	55,736
Open Spaces Machinery/Equipment	17,953
Street Fixtures & Fittings	41,323
Market Umbrellas/Gazebos	7,886
War Memorial Plaque	2,500
Henhayes Floodlights	40,950
Speed Indicator Device	3,445
Parcel Of Amenity Land off Bincombe Lane	16,332
Henhayes Recreation Ground	*1
Bincombe Nature Res. incl. land behind Richmond House	*1
Barn Street Recreation Ground	*1
Happy Valley	*1
Southmead Crescent Playground	*1
Pithers Court	*1
Land in front of Town Hall	*1
Townsend Cemetery (93%)	*1
Cemetery Lodge (93%)	325,500
Cemetery Chapel Complex (93%)	604,500
Public Chapel Contents (93%)	8,579
Cemetery Grounds Contents (93%)	2,421

TOTAL ASSETS **6,936,876**

**The basis of valuation of these assets is estimated actual value. (Re-Valued May 2007 except George Reynolds Centre valued December 2012) *Community land at nominal value
Movements during the year

a.	During the year the following assets were added	Book Value £
	Computer Equipment	2,014
	Benches	197
	Office Equipment	840
	Grounds Equipment	1,884
	Bins	209
	Playground Equipment	575
	CCTV (adjustment only)	21,100
	Cemetery Equipment	1,403
	Christmas Lights	1,815
	Total	30,037
b.	During the year the following assets were disposed of	
	Computer Equipment	1,583
	Grounds Equipment	609
	Playground Equipment	550
	Total	2,742

LEASES

At the year end the following leases were in operation

Leasor	Purpose	Annual Lease Payable	Year of Expiry
Ricoh Capital Plc	Ricoh Photocopier	800.20	2027
Carina Properties Ltd	Public Toilet Block	1.00	2070
Gamma Business Comms	Telephone System	2876.98	2026

BORROWINGS

As at the close of business on 31st March 2024 there were no loans outstanding.

DEBTORS

The figures indicated below include:

VAT claim for March 2024	1,245.82	<u>1,245.82</u>
2 Cemetery Income	470.00	
14 GRC Bookings	3,030.12	
9 Victoria Hall Bookings	982.21	
1 Return of Unused Grant	(35.01)	
		<u>4,444.73</u>
The ages of these debts were:	No.	Value
Less than 3 months old	26	4,447.32

PAYMENT IN ADVANCE

Unexpired agreement with Edge Designs Ltd	391.61
Unexpired maintenance contract with Hoistway	88.39
Unexpired agreement with Churches Fire Security Ltd	201.26
Unexpired membership with Worknest	33.08
Unexpired insurance with Worknest	201.95
Unexpired insurance premium with James Hallam Ltd	2,960.60
Unexpired insurance premium with James Hallam Ltd	851.84
Unexpired insurance premium with James Hallam Ltd	218.25
Unexpired insurance premium with James Hallam Ltd	417.90
Unexpired agreement with Iris Business Software Ltd	175.74
Unexpired agreement with Sovereign Fire & Security	200.37
Unexpired agreement with Somerset PFA	9.99
Unexpired agreement with Pear Technology Services Ltd	24.66
Unexpired agreement with Society of Local Council Clerks	50.20
Unexpired agreement with Society of Local Council Clerks	341.23
Unexpired agreement with Society of Local Council Clerks	4.19
Unexpired agreement with Somerset Web Services Ltd	9.04
Unexpired agreement with Zoom Video Communications	20.37
Unexpired agreement with TV Licensing	105.85
Unexpired agreement with Hoistway	328.71
Unexpired agreement with Zonkey Solutions Ltd	1063.91
Payment in advance to DVLA	214.71
Unexpired agreement with Sovereign Fire & Security	203.76
Unexpired agreement with Sovereign Fire & Security	187.54

8,305.15

CREDITORS

Invoices for supplies received before the end of the financial year and payable within twelve months of the Balance

Sheet date totalled (*estimated)	£	£
Active Learning & Skills – Youth Service Provision	1,530.17	
Amazon – Grounds Maintenance	70.58	
Arien Designs Ltd – Cemetery Grounds	256.00	
Awe & Wonder - Events	356.78	
Biffa – Grounds Maintenance	546.55	
Black Bull Engineering – Cemetery Grounds	1,145.00	
Bradfords – Allotments	212.86	
Bradfords – Grounds Maintenance	111.15	
Bradfords – Cemetery Grounds	12.34	
British Gas Business – Happy Valley Floodlights Electricity	233.67	
British Gas Business- George Reynolds Centre Electricity	1,005.66	
British Gas Business – George Reynolds Centre Gas	974.45	
British Gas Business – Town Hall Electricity	450.01	
British Gas Business – Town Hall Gas	206.34	
British Gas Business – Victoria Hall Gas	10.88	
British Gas Business – Public Toilets Electricity	305.56	
British Gas Business – Cemetery Chapel Electricity	30.04	
British Gas Business – Lodge Office Electricity	28.04	
British Gas Business – Lodge Office Gas	185.85	
Brynley Andrews Associates – Cemetery Grounds	1,440.00	
Churches Fire & Security – Grounds Workshop	291.60	
EON – Victoria Hall Electricity	296.73	
EDF Energy Ltd – Happy Valley Streetlights electricity	55.44	
EDF Energy Ltd – Henhayes Streetlights electricity	11.74	
EDF Energy Ltd – Middle Path Streetlights electricity	13.19	
ESE Direct – Grounds Maintenance	209.00	
Everflow - Water	(734.57)	
Fern Garden Tree Services – Grounds Maintenance	350.00	
Fern Garden Tree Services – Cemetery Grounds Maintenance	2,173.00	
GB Sport & Leisure - Playgrounds	8,476.70	
Goddard, A – Grounds Maintenance	1.80	
Groves Nurseries – Grounds Maintenance	27.47	
Hewitt, P - Administration	4.80	
HM Revenue & Customs – Tax & NI Contributions	2,751.25	
Iris Business Software Ltd – Payroll Software	22.93	
James Hallam - Administration	(129.48)	
James Hardware – Grounds Maintenance	167.19	
Lloyds Bank – Bank charges	12.50	
Luke Grafton Stonemason – WMG Grounds Maintenance	2,273.00	
M C Commercial Cleaning - Cleaning	1,498.00	
Newton Newton Flag Maker - Administration	24.00	
Paperchase Recycling – Cemetery Maintenance	40.00	
Paperchase Recycling – GRC	85.00	
Samuel, A – Administration	75.60	
SCC Pension Fund – Pension Contributions	3,806.67	
Screwfix – Grounds Maintenance	19.99	
Sheehan, K - Administration	5.49	
Somerset Activity & Sports Partnership - Grant	960.00	
Somerset Association of Local Councils - Administration	115.00	
Somerset Council - Administration	137.50	

Speedwell Club - Grant	127.39
The Business – Grounds Maintenance	148.45
The Menders – Public Toilet Maintenance	12.00
Wilson, D – Grounds Maintenance	2.40
Wynnstay – Grounds Maintenance	39.96
Yarcombe Woodand Products – Cemetery Maintenance	39.36

32,523.03

RECEIPTS IN ADVANCE

Crewkerne Cricket Club – GRC Rent	633.63
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633.63

EARMARKED RESERVES

Opening Balance at 01.04.2023	186,728.26
Additions during the year	67,603.80
Less amount utilised within the year	19,442.82
Balance at the year end	234,889.24

Balances of Earmarked Reserves as at 31st March 2024 were:

	Balance at 01/04/23	Additions in year	Used in year	Balance at 31/03/24
Tennis Courts Upgrade	9,356.43			9,356.43
Invest for Crewkerne's Future	6,751.69			6,751.69
Bincombe	843.75		391.88	451.87
Youth Town Council	4,940.19			4,940.19
Playgrounds	2,157.33			2,157.33
Barn Street Rec.ground	1,436.05			1,436.05
Town Hall Project	19,355.39			19,355.39
Victoria Hall lift upgrade	2,000.00			2,000.00
Staff Costs	3,491.07	12,500.00	1,756.93	14,234.14
Neighbourhood Plan	1,000.00		1,000.00	0.00
Service Devolution	1,100.00	2,500.00		3,600.00
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
Awe & Wonder Art Workshop	0.00	5,200.00	1,084.46	4,115.54
Christmas Lighting Up	2,850.31	3,497.03		6,347.34
Tree Fund	0.00	750.00		750.00
Aqua Centre Maintenance	0.00	500.00		500.00
Utilities	0.00	4,500.00		4,500.00
Land in front of Town Hall	0.00	1,146.00		1,146.00
Lodge Office	0.00	18,000.00		18,000.00
CIL Funds	581.00	492.00	1,073.00	0.00
Cemetery 93% - Consolidation of Joint Burial Committee Funds	100,061.02	9,568.77	5,051.10	104,578.69
	186,728.26	67,603.80	19,442.82	234,889.24

BREAKDOWN OF INCOME & EXPENDITURE HEADINGS

GENERAL ADMINISTRATION EXPENDITURE						
22/23		23/24		22/23	23/24	
507.54	Stationery	558.91		104.46	Refreshments	116.68
3,698.75	Telephone	2,697.74		626.94	Office Equipment	350.68
1,568.45	Photocopier	1,839.44		378.69	Mayor's Civic Expenses	291.88
750.00	Season Tickets	762.50		2,706.39	Professional Subscriptions	3,274.98
40.15	Postage	211.40		2,427.70	Audit Fees	2,084.74
744.09	Miscellaneous	663.06		15,303.09	Insurance	20,534.92
1,690.08	Election Expenses	13,939.41		4,314.13	Legal Fees	1,934.00
7,203.38	Computers	8,093.48		4,552.17	Newsletters	2,557.50
2,844.48	Website	2,581.21		265.00	Members Course Fees	135.00
2,424.50	Staff Training & Exp	1,746.43		220.78	Bank Fees	203.08
57.00	Advertising	16.00		492.59	Temporary Staff Costs	1,756.93
				52,920.36	Total Administration	66,349.97

AQUA CENTRE INCOME			AQUA CENTRE EXPENDITURE		
22/23		23/24	22/23		23/24
1,000.00	Rent	1,000.00	1,026.36	Maintenance	0.00
776.26	Reimbs for Insurance	0.00			
1,776.26	Total to Inc & Exp	1,000.00	1,026.36	Total to Inc & Exp	0.00

PUBLIC SERVICES EXPENDITURE						
22/23		23/24		22/23	23/24	
17,492.04	Youth Serv. Provision	18,971.84		11,616.66	Public Toilets	11,505.41
0.00	Summer Holidays Youth Provision	2,570.00				
				29,108.70	Total to Inc & Exp	33,047.25

GROUNDS MAINTENANCE INCOME			GROUNDS MAINTENANCE EXPENDITURE		
22/23		23/24	22/23		23/24
23.39	Wayleaves	23.39	3,442.28	Grounds maintenance	4,697.10
180.00	Henyhayes Pitch Leases	198.00	17,119.67	Open Spaces	15,702.24
9,065.00	Grant for roundabout	0.00	13,449.72	Playgrounds	9,144.70
325.00	Donation for bench	0.00	1,082.90	Bins	209.00
0.00	Grant for Playground Spring Riders	2,255.00	2,442.67	Vehicle	3,075.77
0.00	Insurance claim & donation for Inclusive Swing replacement	5,402.55	2,596.61	Ride on Mower	1,623.19
0.00	Donations for trees/planting	2,022.83	513.34	Street Lighting	516.65
			1,222.02	Equipment	2,091.02
			10,296.50	Old Grounds W'shop Rent/Service Charge	191.78
			6,753.21	Old Grounds W'shop Rates/Utilities	544.70
			2,287.46	Old Grounds W'shop Maint	422.50
			0.00	New Grounds W'shop Maint/Refurbishment	3,008.22
			0.00	New Grounds W'shop Rates/Utilities	1,921.24
			0.00	Lodge Office Rates/Utilities	7,488.63
			0.00	Lodge Office Maint/Refurbishment	21,740.03
			0.00	Town Centre CCTV	1,047.85
			959.96	Happy Valley Floodlights	1,943.61
9,593.39	Total to Inc & Exp	9,901.77	62,166.34	Total to Inc & Exp	75,368.23

TOWN HALL INCOME			TOWN HALL EXPENDITURE		
22/23		23/24	22/23		23/24
45.00	Chamber Hire	15.00	13,350.70	Business Rates & Utilities	13,688.69
500.00	LIC Grant	0.00	3,987.75	Maintenance/Repairs	2,702.75
			357.83	Fire Alarm Equip/Mt	1,532.62
			400.68	LIC Purchases	0.00
			1,250.23	Christmas trees/Lights (see Events for 23/24)	0.00
			10,657.12	Christmas Lights Install (see Events for 23/24)	0.00
			0.00	Misc.	0.00
			0.00	CCTV Maintenance	394.21
545.00	Total to Inc & Exp	15.00	30,004.31	Total to Inc & Exp	18,318.27

VICTORIA HALL INCOME			VICTORIA HALL EXPENDITURE		
22/23		23/24	22/23		23/24
5,040.27	Hire Charges	6,218.61	8,461.62	Business Rates & Utilities	10,649.25
537.38	Performing Rights	552.17	180.00	Entertainment Licence	180.00
2,816.67	C.U.D.O.S.	3,098.34	1,169.36	Performing Rights	1,149.10
5.00	Miscellaneous	0.00	1,318.75	Maintenance/Repairs	4,931.66
			796.36	Lift Maintenance	1,763.68
			0.00	Equipment	14.50
8,399.32	Total to Inc & Exp	9,869.12	11,926.09	Total to Inc & Exp	18,688.19

GRANTS EXPENDITURE					
22/23		23/24		22/23	23/24
975.00	Minor Grants under £500	777.39		13,161.00	Grants £500 and over
				14,136.00	Total to Inc & Exp
					9,786.39

PROJECTS INCOME			PROJECTS EXPENDITURE		
22/23		23/24	22/23		23/24
10,485.00	Local Business Support	0.00	5.20	Local Business Support	0.00
5,750.29	Neighbourhood Plan	2,937.99	5,750.29	Neighbourhood Plan	4,253.84
646.62	New Projects	0.00	2,846.76	New Project	0.00
16,881.91	Total to Inc & Exp	2,937.99	8,602.25	Total to Inc & Exp	4,253.84

EVENTS INCOME			EVENTS EXPENDITURE		
22/23		23/24	22/23		23/24
	Christmas			Christmas	
0.00	Christmas Workshops	500.00	510.00	Christmas Workshops	562.54
0.00	Christmas Lights	350.27	1,246.57	Christmas Lighting Up/Market	3,511.57
3,263.81	Christmas Lighting Up/Market	917.91	0.00	Christmas Lights Install (see Town Hall for 22/23)	9,285.38
550.09	Christmas Trees	912.50	0.00	Christmas Trees (see Town Hall for 22/23)	840.00
3,813.90	Total Christmas	2,680.68	1,756.57	Total Christmas	14,199.49
0.00	Awe & Wonder Grant	5000.00	5,033.55	Jubilee Event	0.00
4,219.00	Jubilee Event	0.00	0.00	Awe & Wonder Art Workshop	884.46
0.00	Bincombe Event	73.01	0.00	Coronation Event	2,737.38
			0.00	Bincombe Event	991.88
8,032.90	Total to Inc & Exp	7,753.69	6790.12	Total to Inc & Exp	18,813.21

WAR MEMORIAL GROUNDS EXPENDITURE					
22/23		23/24		22/23	23/24
903.23	Water	2,503.78		125.00	Allotments 936.14
1,000.00	Bowling Green Mt	1,000.00		18.25	Grounds Maintenance 8,739.99
1,000.00	Severalls Hall	573.75		1,225.00	Tommy War Memorial 2,483.00
				0.00	Tennis Court Maint. 275.85
				4,271.48	Total to Inc & Exp 16,512.51

GEORGE REYNOLDS CENTRE INCOME			GEORGE REYNOLDS CENTRE EXPENDITURE		
22/23		23/24	22/23		23/24
2,597.00	Grant for door security	0.00	13,301.89	Maintenance	25,546.91
9,900.00	Premises hire - Jigsaw	9,900.00	1,524.67	Lift Maintenance	481.99
693.93	Occasional Hire	1,523.62	250.00	Administration	0.00
3,346.12	Rugby Club	4,310.08	21,260.46	Utilities/Rates	25,634.13
1,332.58	Football Club	1,589.49	0.00	Equipment	234.90
697.50	Cricket Club	767.25	1,270.82	Security/Fire/CCTV	1,817.00
801.69	Regular Users	3,414.38	1,798.52	Telephone/broadband/TV	1,752.45
21.74	Performing Rights	19.30	7,192.40	Project - Air Conditioning	0.00
20.00	Misc.	163.85	513.76	PRS/Premises Licence	387.84
0.00	Grant for Air Condit.	4,675.00	0.00	Misc.	125.00
19,410.56	Total to Inc & Exp	26,362.97	47,112.52	Total to Inc & Exp	55,980.22

CEMETERY INCOME			CEMETERY EXPENDITURE		
22/23		23/24	22/23		23/24
10,570.00	Burial Fees	8,860.00	5,443.88	Administration	5,782.28
720.00	Digging of Plots	640.00	14,475.16	Chapels	2,887.06
480.00	Garden of Remem	445.00	15,704.73	Grounds Maintenance	20,268.52
12,502.40	Plot Purchases	8,800.00	3,632.29	Treeworks	5,300.99
5,490.00	Memorials & Inscripts	5,160.00	490.00	Path Improvements	0.00
900.00	Chapels	300.00	23,221.57	Lodge	0.00
1,280.00	Transfer fees	1,580.00	0.00	Adjustment for W.Crewkerne	(380.19)
3,250.00	West Crewkerne contribution	295.00			
217.74	Bank Account Interest	1,143.07			
0.00	Misc.	241.58			
0.00	Adjustment for W.Crewkerne	(720.23)			
35,410.14	Total to Inc & Exp	26,744.42	62,967.63	Total to Inc & Exp	33,858.66

TENANCIES

During the year the following tenancies were held:
Town Council as Landlord

Tenant	Property	Rent p.a.	Repairing/non Repairing
Crewkerne Leisure M'gement	Aqua Centre	1,000.00	Repairing
Jigsaw	George Reynolds Centre	9,900.00	Non

WAR MEMORIAL GROUNDS CHARITY FUND

The War Memorial Grounds are held in trust to be used as a recreation ground for the benefit of the inhabitants of Crewkerne and the neighbourhood. The income received from the assets held by the Trust are accounted for separately. A copy of these accounts is available at the Town Council offices.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

CREWKERNE TOWN COUNCIL

https://www.crewkerne-tc.gov.uk/ IF AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/11/2023 23/05/2024 DD/MM/YYYY

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

23/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CREWKERNE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE ADDRESS <https://www.crewkerne-tc.gov.uk>

Section 2 – Accounting Statements 2023/24 for

CREWKERNE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	289,899	315,952	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	466,525	527,656	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	109,976	101,693	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	219,415	238,525	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	331,032	350,977	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	315,952	355,800	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	353,547	382,829	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,909,581	6,936,876	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

CREWKERNE TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Report subject	Councillor Motion: Improving accessibility in town centre premises
Committee name	Full Council
Meeting date	24 June 2024
Report author	K. Sheehan, Town Clerk, in conjunction with Cllr. S. Woodland
Report contact details	townclerk@crewkerne-tc.gov.uk simon.woodland@crewkerne-tc.gov.uk

1. Purpose

To consider a motion from Councillor Woodland.

2. Background information

Councillor Woodland has submitted the following motion for Full Council's consideration:

Draft Motion: Promoting Accessibility Awareness in Town Centre Premises

Background: Accessibility is a fundamental right, and it is essential that our town centre premises are inclusive and welcoming to all residents and visitors. Many people face barriers due to physical disabilities, sensory impairments, or other challenges. By actively promoting accessibility awareness, we can create a more inclusive community. It is proposed that Crewkerne Town Council takes the following actions to enhance accessibility awareness in town centre premises:

Education and Training:

Facilitate workshops and training sessions with external providers for business owners, employees, and volunteers on disability awareness, accessible design, and best practices.
Encourage businesses to participate.

Collaboration with Local Organisations:

Partner with disability advocacy groups, local charities, and community organisations to raise awareness and share resources.
Explore joint initiatives, such as awareness campaigns, accessibility audits, and community events.

Promotion of Accessible Features:

Use resources from groups such as Right to Participate and the Business Disability Forum to help develop an accessible premises checklist to help businesses meet specific accessibility criteria.
Support this work through CTC official channels, including the council website and social media.

Public Engagement:

Represent residents with disabilities, their families, and relevant stakeholders to the Local Planning Authority when town centre improvements/alterations are proposed.

3. Financial implications

TBD, but to seek external funding and support where available.

4. Equalities considerations

Implementing these measures will require collaboration, financial resources, and ongoing commitment but will bring benefits of a more accessible town centre.

5. Council Action Plan objectives supported

This is not currently reflected in the Council Action Plan, but is suggested under the following agenda item for inclusion under:

- Section 3: Town Centre
- Section 8: Partnership Working
- Section 12: Lobbying

6. Recommendation

6.1 It is recommended that the Council **RESOLVES:**

- a) To adopt the proposed motion and work towards its objectives where resources allow.

Useful links:

<https://businessdisabilityforum.org.uk/knowledge-hub/resources/premises-accessibility-checklist>

<https://righttoparticipate.org/>

Area		Year 1	Year 2	Year 3	Year 4	
Project	Funding	(23/24)	(24/25)	(25/26)	(26/27)	UPDATE JUNE 2024
Open Spaces						
Bincombe Beeches Nature Reserve						
Update Bincombe Beeches Management Plan	N/A		X			
Refresh interpretation boards	Budget/Wellbeing grant		X			Funding awarded; in progress
Create a nature trail	Budget		X			Included in new leaflet, move forward to year2
Hold a Bincombe Beeches activity day/planting event	Budget	X		?		Delivered year 1; add another in 2025?
Additional chainsaw sculptures	Budget	X			X	Delivered year 1; any more for 2025?
Plant more trees to replenish tree stock following Ash Die Back works	Woodland Trust grant(s)/ITF	X				Delivered year 1
Grow volunteer group in support of Health and Wellbeing agenda	N/A	X				
Happy Valley						
Produce an Open Spaces Management Plan	N/A		X			
Improve accessibility and path surfaces	Timescales TBD		X			Accessibility audit complete, level 1 actions complete
Replace end of life play equipment	Accrue		X	X	X	
Install an outdoor gym/junior gym	External grant funding		X			
Henhayes Recreation Field						
Produce an Open Spaces Management Plan	N/A		X			
Replace end of life play equipment	Developer contributions		X	X	X	
Support sports clubs to improve pitch quality	FA/RFU opportunities?	X	X	X	X	
Barn Street Recreation Area						
Enhance this space in accordance with results of 2022 public consultation	Budget/EMR		X	X	X	
Produce an Open Spaces Management Plan	N/A		X			
Develop community planting areas	Budget/EMR		X			
Improve signage	Budget	X				Delivered year 1.
Install interpretation board	Budget			X		
Severalls Tennis Courts						
Work with LTA and Somerset Council to deliver two refurbished courts	LTA/Somerset Council funded	X				Delivered year 1.
Consider seating options to support tennis events	Tennis courts income		X			
Publicise courts availability through Council website and LTA Clubspark presence	N/A	X	?	?	?	Ongoing: add to years 2,3, and 4?
Southmead Playground						
Graffiti wall community art project	Budget	X				Delivered year 1.
Replace end of life play equipment	Accrue		X	X	X	
Severalls Gardens and 'Tommy'						
Organise professional cleaning of 'Tommy' and restoration of lettering	Part funded by WMT	X				Delivered year 1.
Restore pillars at entrance to Severalls	Budget plus WMT part funded	X				Delivered year 1.
Install interpretation board at gardens	Budget			X		
Identify a way to commemorate the names of the Crewkerne war dead at this location	Budget/external funding				X	
Allotments						
Support allotment holders with sustainable initiative such as rainwater harvesting, composting	Budget	X				Commenced 2023.
Open Spaces generally						
Continue to assess potential to acquire and provide more allotments	N/A	X	X	X	X	Ongoing.
Work with developers on CTC management of any future open spaces in the town	For discussion as arises	X	X	X	X	
Identify a location for a community orchard	N/A	X	X	X	X	
Support the creation of a green travel corridor between the town centre and satellite developments	N/A	X	X	X	X	
Conduct accessibility audit on all open spaces	Starting HV summer 2023	X	X	X	X	
Consider playground provision at northern end of town						
Plant more trees and ensure significant trees are appropriately protected with TPOs	Woodland Trust grant(s)/ITF	X	X	X	X	Ongoing.
Council Buildings and Venues						
Town Hall						

Repaint all exterior woodwork and doors	Budget	X	X			
Upgrade alarm system	EMR	X	?			Ordered but will slip to year 2.
Refurbish interior to improve staff working environment	Accrue		X	X	X	
Replace end of life heating system	EMR	X	?			Delivered year 1.
Identify suitable ventilation provision	Accrue		X	X	X	
Investigate side drainage issues	TBC		X			Monitoring.
George Reynolds Centre						
Install solar panels and battery storage system	Budget			X		Ongoing.
Investigate rainwater harvesting	N/A		X			
Complete carbon audit and identify additional green improvements	N/A		X			
Consider installation of a hearing loop	Budget				X	Delivered in year 2.
Falkland Square toilets						
Identify use for former gents toilet	TBD					
Improve rear storage yard to offer better support to community groups	Budget		?	X		In progress, move to year 2.
Lodge & Workshop chapel (NB cemetery grounds are planned for separately in conjunction with the JBC)						
Complete external refurbishment including repointing, replacing guttering/drainpipes, window repairs.	EMR/Budget	X	X			If agreed, should be delivered year 2.
Complete internal works	EMR/Budget	X	X			
Restore Lodge gardens	Budget	X	X			Delivered year 1.
Refurbish entrance/side gates to Lodge	EMR/Budget	X	X			Delivered year 1.
Consider how to introduce boundary with A30 in front garden	Budget	X				Delivered year 1.
Repair porch, bell and paint front door	Budget			X		
Refurbish lean to, guttering and tiles	Budget	X				Drainage improved - monitoring.
Restore driveway and improve bank retention	Budget	X				Delivered year 1.
External toilet - refurbish for use by volunteer groups and contractors	Budget		X	X		
Improve roof insulation	Budget	X				Delivered year 1.
Restore internal chapel walls	Budget		X			Agreed for delivery year 2.
Replacement of defective or incorrect guttering	Budget	X	X	X	X	Guttering acquired as and when available for restoration.
Buildings generally						
Conduct carbon audit for whole council estate	N/A		X			
Proactive advertisement of venues and facilities	N/A	X	X	X	X	Ongoing.
Town Centre						
Replace town centre interpretation boards	Budget		X			Proposal to May P&H.
Refurbish heritage style black and gold fingerposts	Budget			X		
Refurbish town benches and bins	Budget	X	X	X	X	Bench refurbishments have started April 2024.
Campaign for one way systems in Market Street and North Street to reduce congestion & HGVs	Developer contributions	X	X	X	X	
Work with Planning Enforcement to uphold the character of the Conservation Area	N/A	X	X	X	X	
Campaign for improved parking provision, with increased long stay availability	N/A	X	X	X	X	
Lobby Waitrose for 'first hour free' policy & investigate other free parking initiatives, incl. at Xmas	N/A	X	X	X	X	
Support the installation of more EV charging points	N/A	X	X	X	X	
CCTV control to Sedgmoor 24/7 centre	Poss police contribution?		X			Council may wish to revise in light of SC decision?
Work with partners to prevent empty shops becoming an eyesore - investigate pop up shops	N/A	X	X	X	X	
Improve area under Lucombe Oak and provide Christmas lights	Budget		X			
Increase number of trees	Budget		X			
Work with Somerset Council to improve quality of pavements and paths	N/A	X	X	X	X	Ongoing.
Vehicles & Equipment						
Improve team flexibility with purchase of additional vehicle	Accrue		X	X	X	
Move to EVs once capabilities sufficient for needs	Budget - timescales tbd					
Continued replacement of tools with battery powered alternatives	Budget	X	X	X	X	Ongoing.
Rights of Way						
Investigate ways to obtain ranger/lengthsman services to proactively manage RoW network	Budget			X		
Review town walks and produce booklet adding new walks	Budget		X			

Support provision of safe cycle paths	N/A	X	X	X	X	
Public Engagement						
Biodiversity and management plans for sites to be communicated via interpretation boards and social media	As above					
Continue to grow social media presence	N/A	X	X	X	X	Ongoing.
Continue to support the Neighbourhood Plan process and engage public through consultation and referendum	Locality funded	X	X	X		Ongoing.
Continue Public Open Forum sessions and publicise to help public engage	N/A	X	X	X	X	Ongoing.
Improve streaming of council meetings via purchase of new AV system	Budget	X				Delivered year 1.
Install hearing loop in Council Chamber	Budget	X				Delivered year 1.
Young People						
Continue to provide a quality Youth Service through a new four year Service Level Agreement	Budget	X	X	X	X	SLA delivered year 1.
Increase Youth Outreach work to help reduce anti-social behaviour	Budget	X	X	X	X	Delivered year 1, year 2 being planned.
Develop a Youth Council	EMR	X	X			Started year 1, support ongoing.
Fund summer playdays where provision from Somerset Council is reduced	Budget	X	X	X	X	Delivered year 1, year 2 being planned.
Investigate provision of Forest School type activity at Bincombe Beeches	N/A		X			
Partnership Working						
Support improved parking arrangements at Crewkerne Station	N/A					
Continue regular walkarounds with Highways Officers to resolve issues	N/A	X	X	X	X	Ongoing.
Work with Somerset Council and Wadham School to support development of ATP pitch	Developer contributions/FA	X	X	X	X	
Support and engage with our neighbourhood partner organisations via the Local Community Network (LCN)	N/A	X	X	X	X	Ongoing.
Support the monthly Farmers Market	N/A	X	X	X	X	Ongoing.
Continue to support the Community Fridge	Budget	X	X	X	X	Ongoing.
Work with the Business Group to help them re-establish and finish website	N/A	X	X	X	X	
Support the Voluntary Transport group and advertise for more drivers	N/A	X	X	X	X	
Events						
Deliver annual Lighting Up and Christmas market events	Budget	X	X	X	X	Delivered year 1, year 2 being planned.
Deliver occasional events as required, e.g. Coronation, Jubilee, D-Day 80	Budget	X	X	X	X	Ongoing, delivered as identified.
Deliver Bincombe Beeches Activity Day(s)	Budget	X		?		Delivered year 1, poss year 3?
Investigate and support other opportunities to bring the community together	N/A	X	X	X	X	
Work with partners to deliver more community projects, trails, and competitions	Budget	X	X	X	X	
Budget						
Extend budgetary capacity by proactively applying for supplementary grants	External grant funding	X	X	X	X	
Grow and promote CTC's Community Grants programme	Budget	X	X	X	X	
Governance						
Apply for Quality Council Status (Local Councils Award Scheme)	Budget	X				Delivered year 1.
Review all Council policies and procedures in accordance with agreed Policy Review Schedule	N/A	X	X	X	X	Ongoing.
Review Council Action Plan and Vision annually	N/A	X	X	X	X	Ongoing.
Complete Neighbourhood Plan	Locality funded	X	X	X		
Review current town boundary	N/A		X			
Lobbying						
Support affordable housing provision						
Advocate for improved healthcare services for the town and surrounding villages						
Campaign for more weight to be given to town councils in planning applications						
Campaign for lower business rates						
Campaign for more financial support from central government for rural market towns						
FOR POSSIBLE INCLUSION?						
Campaign for Community Governance Review to deliver electoral warding.						
Continue to support and grow the weekly Wednesday market.						
Develop and adopt a Civil Contingencies Plan for the town.						
Improve tennis courts accessibility via path and gate improvements.						
GRC future management?						

Report subject	Council Surgery arrangements
Committee name	Full Council
Meeting date	24 June 2024
Report author	Katharine Sheehan FSLCC, Town Clerk
Report contact details	townclerk@crewkerne-tc.gov.uk

1. Purpose

- 1.1. To consider current arrangements and dates of surgeries.

2. Background information

- 2.1. Town Council surgeries are a good way of meeting members of the public and hearing issues and concerns first hand.
- 2.2. Traditionally, these surgeries have been held in the Council Offices on the third Saturday in each month, to coincide with the Farmer's Market.
- 2.3. Council surgeries have been increasingly well attended over recent months. Councillors are asked to collect 'surgery sheets' from the offices on the Friday before the event, to keep a log of the issues raised and contact details from those attendees requiring follow up action or communication. Please pass these sheets as soon as possible following the surgery to either the Clerk or Deputy Clerk.

3. Detailed consideration

- 3.1. Following the Farmers' Market move to Falkland Square on the fourth Saturday of each month, Councillors are asked to consider whether they wish to rearrange surgery to dates to coincide, or leave as is.
- 3.2. Councillors are also asked to note that no staff are available are available to open and man the LIC on Saturday 20th July.

4. Financial implications

None.

5. Equalities considerations

Improves access to elected representatives.

6. Recommendation

- 6.1. It is recommended that the Council **CONSIDERS**:
- a) Whether it would like to move the surgery dates to coincide with the market, AND
 - b) What Councillors would like to do regarding July surgery.

Chair of Somerset Council

Councillor Mike Best
County Hall
Taunton
Somerset
TA1 4DY



Email: PA: civicooffice1@somerset.gov.uk

20th May 2024

TO ALL TOWN AND PARISH COUNCILS

Dear Clerks of Council,

Re: The Chair's Awards for Service to the Community 2024

As Chair of Somerset Council, I am holding our annual award ceremony for Service to the Community on Friday 4th October 2024 and I invite you to make your nomination using the enclosed nomination form. The event will be held at Taunton Rugby Football Club, Hyde Lane, Bathpool, Taunton, TA2 8BU. Arrivals from 6.00 pm, for a 6.30pm start, until 10.00 pm.

Please note the following:

- Each council should make one nomination only, for either an individual, a couple or a group, which should be made **via the parish council only** to avoid duplication.
- Nominees should not be in receipt of any previous community award.
- Nominees must live or operate within the nominating parish.
- Following consideration of nominations, award winners will be notified by email.
- The deadline for nominations is **Friday 28th June 2024**.
- Nominators (or seconders in their absence) will be invited to the award presentation, so please keep the date of the awards free – Friday 4th October 2024 (6.00 pm – 10.00 pm). Please type the name of the Nominator/Secunder on the attached form – no need to print and sign.
- Due to limited seating at the award ceremony, seating will be allocated on the following basis:
 - Single award winners, plus a guest, and the nominator (3 places)
 - Couples award winners, plus a guest, and the nominator (4 places)
 - For groups – 3 representatives from the group, and the nominator (4 places)

Chair of Somerset Council

Councillor Mike Best
County Hall
Taunton
Somerset
TA1 4DY



Email: PA: civicooffice1@somerset.gov.uk

Please return nomination forms preferably via email, to my Personal Assistant, Stephanie Gold, at civicooffice1@somerset.gov.uk or via post to: Stephanie Gold, PA to Chair, Somerset Council, County Hall, 2 The Crescent, Taunton, TA1 4DY, if you are unable to return via email.

Please do not hesitate to contact me if you have any questions or queries in this respect.

With very best wishes

A handwritten signature in black ink, appearing to read "Mike Best".

CLlr Mike Best