

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Policy & Resources Committee** to be held on **Monday 13 January 2025**, following the meeting of the Planning & Highways Committee, and not commencing before 19.00, 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 can access the meeting which will be uploaded 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.**
- **Assistive listening devices are available at public meetings – please see a member of staff prior to the start of the meeting.**
- **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)  
7 January 2025

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# Agenda

- 011/2425**      **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.
- 012/2425**      **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.
- 013/2425**      **To approve the draft minutes of the Policy & Resources Committee meeting held on 10 June 2024.**
- 014/2425**      **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  
[www.crewkerne-tc.gov.uk](http://www.crewkerne-tc.gov.uk)

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 Chair reserves the right to vary or extend these time limits.

**015/2425**

**Finance:**

- a. Third quarter income and expenditure financial report: to receive a report.
- b. Earmarked Reserves: to receive a report on predicted Earmarked Reserves as at 31 March 2025.
- c. General Reserves: to receive a report on the estimated level of general reserves as at 31 March 2025.
- d. Community grant application awards for 2025/26: to review the draft proposal for award of grants for recommendation to Full Council.
- e. Budget for 2025/26: to consider the draft of the budget and associated precept calculation, for recommendation to Full Council.

**016/2425**

**To receive Matters of Report** (verbal reports for information only).

**017/2425**

**Next meeting:** Monday 10 February 2025, following the Planning and Highways Committee, Council Chamber, Town Hall.

**Quarterly Report: 3rd Quarter 2024/25  
Overall Summary**

	Actual 2023/24			Budget 2024/25			Income/Expend to date 31/12/24			Yr. End Forecast 2024/25			Net expenditure comparison of year end f'cast to budget	Prime reason(s) for variance	ER Used	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net				
<b>Staff Costs</b>	238525	0	238525	308729	0	308729	176872	0	176872	285404	0	285404	-23300			-8%
<b>Admin and bank interest/charges</b>	66350	4936	61414	74238	2500	71738	48168	7835	40333	60400	8682	51718	-20000			-28%
<b>Town Hall &amp; Victoria Hall</b>	37006	9884	27122	47247	9629	37618	57735	8066	49670	69816	10370	59446	21800	Electricity costs higher than expected. Town Hall heating system replacement £19.3k from ER	19355	6%
<b>Grounds Maintenance &amp; Open Spaces</b>	75368	16074	59294	97541	6067	91474	59927	10835	49092	128637	10857	117780	26300	New mower £11.3k from ER & £20k from addit vehicle budget/Lodge office refurb & Lodge toilet refurb £20.4k from ER	31785	-6%
<b>War Memorial Grounds</b>	16513	6000	10513	7077	6182	895	5876	0	5876	9789	6294	3495	2600	Water rates		291%
<b>Cemetery</b>	36215	29441	6774	41,908	32,818	9090	45405	22290	23115	58791	26290	32501	23400	New paths £13.3 from ER/trees £3.8k from ER/grounds £1.4k	18550	53%
<b>Aqua Centre</b>	0	1000	-1000	500	1000	-500	0	750	-750	500	1000	-500	0			0%
<b>George Reynolds Centre</b>	55980	26363	29617	51085	19000	32085	38516	13196	25319	47761	19000	28761	-3300			-10%
<b>Grants</b>	9786	0	9786	10000	0	10000	10279	0	10279	10279	0	10279	300			3%
<b>Youth service</b>	21542	0	21542	20185	0	20185	16340	0	16340	21074	0	21074	900			4%
<b>Public toilets</b>	11505	0	11505	13550	0	13550	9555	0	9555	13550	0	13550	0			0%
<b>Projects</b>	4254	2938	1316	26000	0	26000	9992	11148	-1156	17911	11148	6763	-19200	Hearing Loop		-74%
<b>Events</b>	18813	7754	11060	18350	1500	16850	15380	5587	9792	25793	5824	19969	3100	Awe & Wonder £4.1k from ER/Lucombe Oak Xmas lights £4k from ER	8116	-30%
<b>TOTAL</b>	<b>591858</b>	<b>104390</b>	<b>487469</b>	<b>716410</b>	<b>78696</b>	<b>637714</b>	<b>494045</b>	<b>79707</b>	<b>414339</b>	<b>749704</b>	<b>99465</b>	<b>650239</b>	<b>12500</b>		<b>77806</b>	<b>-10%</b>

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%	

## Earmarked Reserves

2024/25

	Forecast				Proposed Transfer of unused expend	Year end total	Comments
	Opening	Yr end added	Yr end used	Year end balance			
Tennis Courts Upgrade	9,356.43			9,356.43		9,356.43	
Invest for Crewkerne's Future	6,751.69			6,751.69		6,751.69	
Bincombe	451.87			451.87		451.87	
Youth Town Council	4,940.19			4,940.19		4,940.19	
Playgrounds	2,157.33			2,157.33		2,157.33	
Barn Street rec. ground	1,436.05			1,436.05		1,436.05	
Town Hall Project	19,355.39		19,355.39	0.00		0.00	Boiler
Victoria Hall Lift Upgrade	2,000.00			2,000.00		2,000.00	
Staff Costs	14,234.14			14,234.14		14,234.14	
Service Devolution	3,600.00			3,600.00	20,000.00	23,600.00	Unused budget 24/25
New Projects	19,350.00			19,350.00		19,350.00	
Grounds Maintenance	11,318.58		11,318.58	0.00		0.00	New ride on mower
Awe & Wonder Art Workshop	4,115.54		4,115.54	0.00		0.00	
Christmas Lighting Up	6,347.34	1,296.30	4,000.00	3,643.64		3,643.64	Lucombe Oak lights
Neighbourhood Plan	0.00	9,208.00	9,208.00	0.00		0.00	
Tree Fund	750.00			750.00		750.00	
Town Defibrillator Maintenance	0.00	1,940.00	1,940.00	0.00		0.00	
Community Bench	0.00	800.00	800.00	0.00		0.00	
Aqua Centre Maintenance	500.00			500.00		500.00	
Utilities	4,500.00			4,500.00		4,500.00	
Land in Front of Town Hall	1,146.00			1,146.00		1,146.00	
Lodge Office	18,000.00		18,000.00	0.00		0.00	
Election Expenses	0.00			0.00	14,000.00	14,000.00	Unused budget 24/25
CIL Funds	0.00	2,681.50	2,681.50	0.00		0.00	
Cemetery **	104,578.69	0.00	20,893.30	83,685.39		83,685.39	
<b>TOTAL</b>	<b>234,889.24</b>	<b>15,925.80</b>	<b>92,312.31</b>	<b>158,502.73</b>	<b>34,000.00</b>	<b>192,502.73</b>	

FORECAST Cemetery Reserves 2024/25	Balance brought fwd	Added in year	Used in year	Total	Comments	West Crew 7%	Town Council 93%
Chapels				-		-	-
Trees	6,022.46		5,284.00	738.46	£1449 Adjustment to unspent budget 23/24/ Cedar tree work	51.69	686.77
New Burial Grounds/Paths	22,700.00		13,300.00	9,400.00		658.00	8,742.00
Lodge	26,669.63		2,466.90	24,202.73	Toilet refurb	1,694.19	22,508.54
<b>Total Allocated Reserves</b>	<b>55,392.09</b>	<b>-</b>	<b>21,050.90</b>	<b>34,341.19</b>		<b>2,403.88</b>	<b>31,937.31</b>
Cemetery Unallocated Reserves	57,058.11		1,415.01	55,643.10	£345.01 used 23/24 Spitfire lecturn/war grave board/notice board repair/tree guard	3,895.02	51,748.08
<b>TOTAL CEMETERY RESERVES</b>	<b>112,450.20</b>	<b>-</b>	<b>22,465.91</b>	<b>89,984.29</b>		<b>6,298.90</b>	<b>83,685.39</b>

## Estimated balance of General Reserves for the year ending 31 March 2025

	£	
<b>Cash Balance</b>		
Expenditure to date	494,045	
<b>Forecast Expenditure to Year End</b>	<b>749,704</b>	a
Income to date	79,707	
<b>Forecast Income to Year End including Precept</b>	<b>737,179</b>	b
<b>Overall Cash Balance B/fwd as of 1 April 2024 **</b>	<b>355,800</b>	c
<b>Forecast Year End Cash Balance</b>	<b>343,275</b>	d = c + b - a
<b>** Excl. W.Crewkerne reserves held</b>		
<b>Earmarked Reserves</b>		
Opening Balance 1st April 2024	234,889	
Balance as at		
<b>Forecast Year End Earmarked Reserves</b>	<b>158,503</b>	e
<b>Plus transfer of unused expenditure to Earmarked Reserves</b>	<b>34,000</b>	f
<b>Forecast Year End Balance</b>	<b>192,503</b>	g = e + f
<b>General Reserves</b>		
<b>Forecast Year End Cash Balance</b>	<b>343,275</b>	from d
<b>Less Forecast Year End Earmarked Reserves</b>	<b>192,503</b>	from g
<b>Forecast General Reserves as at 31st March 2025</b>	<b>150,772</b>	h = d - g
<b>% of Precept</b>	<b>23.6%</b>	

### Conclusion

The estimated level of General Reserves at 31 March 2025 of approximately £ 150,772 represents 23.6% of the Precept. The minimum level of General Reserves required to be compliant with the Town Council's policy is 25%.

<b>Report subject</b>	<b>Community Grant Applications:</b> to review a draft proposal for award of grants for recommendation to Full Council.
<b>Committee name</b>	Policy & Resources Committee
<b>Meeting date</b>	13 <sup>th</sup> January 2025
<b>Report author</b>	Katharine Sheehan FSLCC, Town Clerk
<b>Report contact details</b>	<a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>

### 1. Purpose

To review the community grant applications received and make a recommendation to Full Council for the formal award of grants.

### 2. Background information

Twenty-one grant applications have been received for the Crewkerne Town Council Community Grants Fund 2025/26.

### 3. Detailed consideration

<b>Organisation</b>	<b>Purpose of grant</b>	<b>Amount Requested</b>	<b>Proposed Award</b>
Crewkerne & District Museum & Heritage Centre	Running costs	£1,500	£500
Crewkerne in Bloom	Extra hanging baskets	£650	£650
Henhayes Centre	Running costs	£1,000	£500
Merriott Majorettes	Batons/poms/costumes	£500	£500
CAB South Somerset	Crewkerne CAB Service	£1,052	£1,052
Crewkerne Shed	Running costs	£1,000	£1,000
1 <sup>st</sup> Crewkerne Scout Group	Upgrade surface at front of Scout hut	£2,000	£2,000
Crewkerne Pegasus Karate Group	New crash mats	£1,000	£1,000
CUDOS	Set up and running costs for CUDOS Youth	£250	£250
Crewkerne Boxing Club	New extension	Any	£1,000
Severalls War Memorial Gardening Group	New plants	£350	£350
Crewkerne Gardening Club	Contribution to cost of flower show	£200	£200
Crewkerne & District Twinning Association	Contribution to hospitality and entertainment	£500	£500

Crewkerne Methodist Church	Contribution to increased VAT rate on utility bills	£1,000	£0*
Connect Somerset	Build a neighbourhood team for Crewkerne	£975	£975
Ferne Animal Sanctuary	Equipment for a dog field	£997	£0
Awe & Wonder	Hire costs for GRC	£1,537	£1,537 **
Friends of Crewkerne Station	Plant and compost renewal	Any	£300
Crewkerne Allotment Team	Works to trees	£500	£500
Somerset Activity & Sports Partnership	Hire costs/Public Liability insurance for Wellbeing Group	£900	£900
Crewkerne Rugby Club Youth Section	New tackling equipment	£700	Not yet reviewed
		<b>TOTAL</b>	<b>£13,714 (incl. in kind grant above, but excl Rugby application which has not yet been reviewed)</b>

\* But to delegate to the Town Clerk to discuss a revised grant application devised to support the community element of the original application.

\*\* Grant 'in kind', but would become payable to new GRC management, dependent on timescales.

#### **4. Financial implications**

In previous years, Councillors have allocated a budget line of £10,000 for the community grants fund. Any underspend in the initial grant allocations determined in the January prior to the start of the financial year was reserved for any in-year applications. This year's draft budget has increased the grants allocation to £15,000.

The draft grants proposal currently allocates £13,714, leaving £1,286 for the additional application not yet reviewed and grant applications received during the financial year.

#### **5. Equalities considerations**

Crewkerne Town Council's Grant Awarding Policy outlines the groups eligible for grant awards as well as those who are not entitled to apply and the reasons for this.

#### **6. Council Action Plan objectives supported**

9.4 Support opportunities to bring the community together.

9.5 Work with partners to deliver more community projects, events etc.

10.2 Grow and promote Crewkerne Town Council's Community Grants programme.

**7. Recommendation**

7.1. It is recommended that the Committee **RESOLVES:**

- a) An amount of £XXX be included in the grants award in respect of the additional application from the Rugby Club Youth section; and
- b) The draft grant awards as outlined above be recommended to Full Council for formal approval.

<b>Report subject</b>	Draft Budget & Precept 2025/26.
<b>Committee name</b>	Policy & Resources Committee.
<b>Meeting date</b>	13 <sup>th</sup> January 2025.
<b>Report author</b>	Katharine Sheehan FSLCC, Town Clerk and RFO.
<b>Report contact details</b>	<a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a> .

## 1. Purpose

1.1 To consider the draft budget for 2025/26 and associated precept calculation for recommendation to Full Council for approval.

## 2. Background information

2.1 Council is due to set the precept for 2025/26 by the end of January. To support the precept calculation a draft budget has been prepared according to the following:

- Necessary works to the Council's extensive property portfolio and open spaces
- Agreed projects
- Council aspirations and the agreed Council Action Plan 2023-27
- Ongoing commitments
- Statutory obligations
- Current levels of earmarked and general reserves
- Projected outturn for the 2024/25 financial year

Officers have prepared this budget with the best information available to them at the time of writing.

2.2 Key changes to be aware of:

- Planned changes to GRC management and associated costs with transfer, legal proceedings, staffing, equipment and a phased transition to GRC Ltd.
- Reduction in CTC staffing budget with the removal of 1FTE.
- Impact on CTC staffing budget due to Government's changes to NI contributions and thresholds.
- Increase in community grants budget to support wider range of groups and higher value grants.
- Pressures on Youth Service due to NI costs, and additional plans to run a Skate Jam event in 2025.
- Upgrade of Happy Valley floodlights to energy efficient LEDs.
- Changes to Somerset Council's waste removal arrangements and the need to now pay for waste collection from Town Council open spaces.
- Various health and safety inspections due and associated rectifications.
- Continued provision for service devolution.
- Additional Speed Indicator Device.

- Proposal to increase cleaning of Falkland Square toilets to twice daily.

**3. Financial implications**

3.1 The budget and associated precept calculation are attached, to achieve the projects listed above the increase to a Band D property would be £4.46 per year, or 37p per month.

**4. Equalities considerations**

N/A.

**5. Council Action Plan objectives supported**

1.1.6, 2.1.1, 3.3, 5.1, 7.1, 7.2, 7.3, 7.4, 8.2, 8.4, 8.6, 9.1, 9.2, 9.4, 9.5, 10.2.

**6. Recommendation**

6.1. It is recommended that:

The Policy and Resources Committee AGREES the draft budget and associated precept calculation for 2025/26 for recommendation to Full Council.

Crewkerne Town Council

PRECEPT 2025/26	2024/25 Precept			2025/26 Precept			Comments
SUMMARY PAGE	Expenditure	Income	Net Cost	Expenditure	Income	Net Cost	
SALARIES	308,729	0	308,729	295,602	0	295,602	
ADMIN	74,238	2,500	71,738	74,270	4,500	69,770	
TOWN HALL AND VIC. HALL	47,247	9,629	37,618	50,945	10,545	40,400	
GROUNDS MAINTENANCE	97,541	6,067	91,474	85,762	7,078	78,684	
WAR MEMORIAL GROUNDS	7,077	6,182	895	6,900	4,903	1,997	
CEMETERY	41,908	32,818	9,090	42,302	26,627	15,675	
AQUA CENTRE	500	1,000	-500	500	1,000	-500	
GRC	51,085	19,000	32,085	49,231	0	49,231	
GRANTS	10,000		10,000	15,000		15,000	
YOUTH PROVISION	20,185		20,185	24,495		24,495	
PUBLIC TOILETS	13,550		13,550	19,000		19,000	
PROJECTS	26,000		26,000	38,500		38,500	
EVENTS	18,350	1,500	16,850	19,990	4,340	15,650	
<b>SUB TOTALS</b>	<b>716,411</b>	<b>78,696</b>	<b>637,714</b>	<b>722,497</b>	<b>58,993</b>	<b>663,503</b>	
<b>AMOUNT TO COLLECT FROM CREWKERNE COUNCIL TAX PAYERS</b>			<b>637,714</b>			<b>663,503</b>	
TAX BASE			2,546.69			2,603.27	Tax Base Confirmed
Equivalent Band D charge			<b>£250.41</b>			<b>£254.87</b>	Per annum
<b>% change compared to previous precept</b>			<b>20.9%</b>			<b>4.0%</b>	
<b>£ change in Band D charge</b>			<b>£40.89</b>			<b>£4.46</b>	Per annum
<b>% change in Band D charge</b>			<b>19.5%</b>			<b>1.8%</b>	

Signed .....

Date .....