

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 February 2025**, 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:

- **The recording of the meeting will be uploaded for members of the public who wish to view it 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 February 2025

Agenda

138/2425 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.

139/2425 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.

140/2425 To approve the draft minutes of the Town Council meeting held on 27 January 2025.

141/2425 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.

- 142/2425 To receive reports from:**
- Somerset Council.
 - Crewkerne & Ilminster Local Community Network.
 - Crewkerne Neighbourhood Policing Team.
- 143/2425 Clerk's progress report:** to receive a verbal update report (for information only).
- 144/2425 Finance & Procedure:**
- To approve the accounts for payment for February 2025 as listed.
 - To report the bank reconciliation for January 2025 has been completed.
 - To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
 - To review and confirm the Risk Register.
 - To review and confirm the Asset Register.
 - To make arrangements for the annual review of internal control.
- 145/2425 Council Meetings Schedule 2025/26:** to approve the meetings schedule for the new municipal year.
- 146/2425 Annual Town Meeting 2025:** to note suggested format and allocate roles.
- 147/2425 George Reynolds Centre Management:** to receive a verbal update from Cllr. Livesley.
- 148/2425 Telephone Box adoption:** to consider the adoption of the telephone kiosk at Town Hall and consider future uses.
- 149/2425 Crewkerne Key Site Phase A:** To consider street names for suggestion to Somerset Council.
- 150/2425 To receive the following minutes and approve any recommendations contained therein:**
- Planning and Highways Committee 13 January 2025.
 - Policy and Resources Committee 13 January 2025.
 - Joint Burial Committee 3 December 2024.
 - Youth Service Steering Group 2 December 2024.
 - Neighbourhood Plan Steering Group 22 October 2024 and 28 November 2024.
 - Happy Valley Working Group 12 July 2024.
 - GRC Ltd. Working Group 15 May 2024.
 - Reports from Town Council representatives to outside bodies.
- 151/2425 To receive Matters of Report** (verbal reports for information only).
- 152/2425 Next meeting:** Monday 24 March 2025, 18.45, Council Chamber, Town Hall.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.

Confidential Session: Exclusion of the Press & Public – Contractual and commercially sensitive information.

Payment Ref	Gross	Vat	Net	Payee	Description
DD33 C.Card	£9.78	£1.64	£8.14	Amazon Marketplace	LIC leaflet stands
DD33 C.Card	£24.97	£4.18	£20.79	Amazon Marketplace	GRC brooms
DD33 C.Card	£15.90	£2.66	£13.24	Amazon Marketplace	GRC brooms
DD33 C.Card	£4.36	£0.77	£3.59	Amazon Marketplace	Key tags
DD33 C.Card	£13.68	£2.28	£11.40	Amazon Marketplace	Key register
DD30	£329.87	£54.98	£274.89	British Gas Business	Electricity Public toilets 19/12/24 - 19/1/25
DD21	£44.31	£2.11	£42.20	British Gas Business	Electricity Happy Valley floodlights 18/12/24 - 18/1/25
O P Feb 1	£16.55	£1.33	£15.22	Hewitt, P	Expenses
O P Feb 2	£4,194.78		£4,194.78	SCC Pension Fund	Pension Contributions Jan 25
O P Feb 3	£3,464.38		£3,464.38	HM Revenue & Customs	Tax & NI Contributions Jan 25
O P Feb 4	£530.00	£88.33	£441.67	Allen Computer Services	PC Monitors
O P Feb 5	£30.68	£1.98	£28.70	Hughes, G	Expenses
O P Feb 6	£153.86	£25.64	£128.22	Viking Direct	Kettle/Key cabinet/Ink cartridges
O P Feb 6	-£18.16	-£3.03	-£15.13	Viking Direct	Kettle CREDIT
O P Feb 6	£18.16	£3.03	£15.13	Viking Direct	Kettle
O P Feb 6	-£18.16	-£3.03	-£15.13	Viking Direct	Kettle CREDIT
O P Feb 6	£47.99	£8.00	£39.99	Viking Direct	Kettle
O P Feb 7	£504.00	£84.00	£420.00	Altegra Integrated Solutions Ltd	Hire of cherry picker Christmas lights removal
O P Feb 7	-£128.57	-£21.43	-£107.14	Altegra Integrated Solutions Ltd	Hire of cherry picker Christmas light removal - CREDIT
O P Feb 7	-£102.00	-£17.00	-£85.00	Altegra Integrated Solutions Ltd	Hire of cherry picker Christmas light installation - CREDIT
O P Feb 8	£66.00	£11.00	£55.00	Sovereign Fire & Security	Town Hall fire alarm maintenance
DD6	£46.97	£7.83	£39.14	PHS Group	Cemetery Lodge toilet sanitary disposal
DD33 C.Card	£15.00	£2.50	£12.50	Amazon Marketplace	Parcel boxes
DD33 C.Card	£6.99	£1.17	£5.82	Amazon Marketplace	Cups
DD33 C.Card	£15.39	£2.57	£12.82	Amazon Marketplace	Picture frame
DD33 C.Card	£7.48	£1.25	£6.23	Amazon Marketplace	Paper plates
DD33 C.Card	£9.49	£1.59	£7.90	Amazon Marketplace	Table cloth
DD31	-£18.71	-£3.12	-£15.59	Iris Business Software Ltd	Payroll software credit
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Payroll software Jan 25
O P Feb 9	£1,577.92		£1,577.92	Active Learning & Skills	Provision of youth service Jan 25
O P Feb 10	£480.00	£80.00	£400.00	Fern Garden Tree Services	Woodchip
O P Feb 11	£36.00	£6.00	£30.00	Society Of Local Council Clerks	Staff training - Deputy Clerk
O P Feb 11	£36.00	£6.00	£30.00	Society Of Local Council Clerks	Staff training - Deputy Clerk
DD13	£1,752.93		£1,752.93	Aviva Credit Services UK Ltd	Insurance Feb 25
DD23	£424.08	£70.68	£353.40	British Gas Business	Electricity Town Hall 20/12/24 - 20/1/25
DD49	£134.30	£22.39	£111.91	The Business	Fuel Jan 25
O P Feb 12	£897.60	£149.60	£748.00	Drain Zone Limited	Public Toilets drain clearance
DD43	£12.12		£12.12	Lloyds Bank	Bank fees Jan 25
DD57	£249.44	£41.57	£207.87	British Telecom	Telephone & broadband Lodge office/GRC Feb 25
DD50	£944.21	£157.37	£786.84	E. O N	Electricity GRC Jan 25
DD26	£34.81	£1.66	£33.15	British Gas Business	Gas Town Hall 29/11/24 - 29/1/25
DD26	-£233.44	-£11.12	-£222.32	British Gas Business	Gas Town Hall CREDIT
DD42	£18.89	£0.90	£17.99	British Gas Business	Electricity Gounds workshop/Cemetery Chapel 29/12/24 - 29/1/25
DD46	£122.40	£20.40	£102.00	Somerset Web Services Lrd	Email hosting Feb 25
O P Feb 13	£496.96		£496.96	Awe & Wonder	Warm spaces art workshop 21/28th Jan 25 costs
O P Feb 13	£138.95		£138.95	Awe & Wonder	Art event costs Jan 25
O P Feb 14	£498.00	£83.00	£415.00	Somerset Wildlife Trust Consultancy	Bincombe Beeches survey
O P Feb 15	£150.00		£150.00	Adam's Locks	LIC lock installation
O P Feb 16	£17.23	£2.17	£15.06	Sheehan, Katharine	Expenses
O P Feb 17	£33.49		£33.49	Goddard, Andy	Expenses
O P Feb 18	£675.00		£675.00	M C Commercial Cleaning	GRC Cleaning Jan 25
O P Feb 18	£908.00		£908.00	M C Commercial Cleaning	Cleaning Jan 25
O P Feb 19	£516.00	£86.00	£430.00	Fern Garden Tree Services	Henhayes hedge trimming
O P Feb 20	£672.00	£112.00	£560.00	Zonkey Solutions Ltd	Website development work
O P Feb 20	£29.94	£4.99	£24.95	Zonkey Solutions Ltd	Website Domain registration 23/2/25 - 23/2/26
O P Feb 21	£59.32	£9.89	£49.43	Wynnstay	Rat bait/PPE
O P Feb 22	£108.00	£18.00	£90.00	Paperchase Recycling	GRC general waste collection 30/1/24 - 2/2/25

O P Feb 22	£51.60	£8.60	£43.00	Paperchase Recycling	Cemetery general waste collection 30/12/24 - 2/2/25
O P Feb 23	-£800.00	£0.00	-£800.00	Humphries Kirk LLP	Contra 37559, Legal fees for transfer of land - VAT adjustment
O P Feb 23	£986.95	£164.49	£822.46	Humphries Kirk LLP	Professional fees for land transfer
O P Feb 23	£2,138.40	£356.40	£1,782.00	Humphries Kirk LLP	Professional fees for transfer of land
O P Feb 24	£121.63	£20.27	£101.36	Boilerman Ltd	GRC toilet repair
O P Feb 25	£50.16	£8.36	£41.80	Elswoods	Blue roll/gloves
O P Feb 26	£3,125.06		£3,125.06	Gales Building Conservation	Chapel workshop internal replastering
O P Feb 27	£285.12	£47.52	£237.60	Churches Fire Security Ltd (Formerly	Chapel workshop alarm maintenance 1/3/25 - 28/2/26
O P Feb 28	£253.80	£42.30	£211.50	Truvelo (UK) Ltd	Speed Indicator device repair
O P Feb 29	£43.10	£7.18	£35.92	Crewkerne Horticultural	Blade
O P Feb 30	£376.69	£62.78	£313.91	Ricoh Uk Ltd	Photocopier/printer rent Feb - Apr 25
O P Feb 31	£82.00		£82.00	Footprintz	Newsletter
O P Feb 32	£89.42	£14.90	£74.52	Yarcombe Woodland Products Ltd	Timber sleeper/gloves
O P Feb 33	£258.00	£43.00	£215.00	Sovereign Fire & Security	Lodge office alarm maintenance 1/3/25 - 28/2/26
O P Feb 33	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC alarm maintenance Mar 25
DD17c	£18.52	£0.88	£17.64	Edf Energy 1 Ltd	Electricity Street lighting Middle Path Jan 25
DD17b	£16.62	£0.79	£15.83	Edf Energy 1 Ltd	Electricity Street lighting Henhayes Jan 25
DD33 C.Card	£192.98	£32.16	£160.82	MyHenry	Victoria Hall vacuum cleaner
DD33 C.Card	£10.58	£1.76	£8.82	Amazon Marketplace	Scissors
DD33 C.Card	£3.18	£0.53	£2.65	Amazon Marketplace	Stationery
DD33 C.Card	£9.77	£1.63	£8.14	Amazon Marketplace	Stationery
DD33 C.Card	£15.35	£2.56	£12.79	Amazon Marketplace	Certificate paper
DD33 C.Card	£275.40	£45.90	£229.50	Brandon Hire Station	Hire of portable toilets - Happy Valley skate jam
DD9	£66.29	£11.05	£55.24	Southern Communications	Mobile phone charges Feb 25
	£12,256.61		£12,256.61	Salaries	Feb-25
Total	£40,127.77	£2,016.69	£38,111.08		

ACCOUNTS FOR PAYMENT - 24th February 2025

Checked by:.....

Date:

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

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 31/1/2025			
	Cash in Hand 01/04/2024 ADD Receipts 01/04/2024 - 31/1/2025 SUBTRACT Payments 01/04/2024 - 31/1/2025		£197.17 £7,149.97 £165.50
A	CASH IN HAND 31/1/2025 (per Cash Book)		£7,181.64
	Cash in Hand per Bank Statements 31st January 2025 LLOYDS - Instant Access Account LLOYDS - Current Account	£4,473.75 £2,707.89	
	Less unpresented cheques		£7,181.64
	Plus unpresented receipts		£0.00
B	ADJUSTED BANK BALANCE A = B Checks out OK		£7,181.64
	Town Clerk: Date:		
	Checked by: Date:		

FINANCIAL RISK MANAGEMENT

RISK IDENTIFIED	EVALUATION- PROBABILITY AND VALUE, AND CONSEQUENCES	RISK MANAGEMENT MEASURES TO AVOID / REDUCE OR CONTROL THE RISK	FURTHER ACTION NEEDED
Non-adherence to the agreed Financial Regulations and Financial Procedures.	Low risk, medium value	Everyone concerned with finance (members and staff) to have clear understanding of the Regulations, Standing Orders and Procedures and to adhere to them. Training undertaken by new Councillors. Regular review and revision of the Regulations, Procedures and Risk Management.	This is current practice. Clerk to provide training for all members of the council in order to raise awareness of financial responsibilities. This is current practice. New model FRs adopted Feb 25.
Spending money with no legal power to do so.	Low risk, low value	Awareness of the regulations pertaining to public spending. Finance Officer to check all payments are legal and within spending powers. All invoices checked and signed by Clerk.	This is current practice.
Accounts do not balance at year end.	Low risk, low value Time and effort to put right. Will not be signed off by auditor.	This end-of-year problem should be prevented by: <ul style="list-style-type: none"> • Monthly reconciliation of all bank accounts. • Monthly VAT reconciliation • Use of the accounting software Checking and signing of the reconciliation figures and original bank statements by Town Clerk/Deputy Clerk and by a Councillor	This is current practice. This is current practice. This is current practice.
Loss of, or damage to assets	Low risk, high value Increased Insurance in future	Maintain an up-to-date Asset Register Regularly review the insurance of all council property and effects.	This is current practice. This is current practice. Insurance reinstatements carried out April 2023 (Due every 5-7 years).
Loss of Business Continuity due to substantial damage to Town Hall	Low risk, high value Inability to deliver services	Adequate insurance cover. Regular review of Business Continuity Plan.	This is current practice. This is current practice, review needed 2025.

<p>Crewkerne Leisure Management has control of a major council asset</p>	<p>Low risk, high value</p> <p>Loss/non-performance of CLM resulting in consequential loss</p>	<p>Annual Report by CLM at the Annual Town meeting each year.</p> <p>Annual accounts available to Council after audit.</p> <p>Meetings as required between CLM and CTC.</p> <p>Periodic re-valuation of Aqua Centre undertaken.</p>	<p>Current practice.</p> <p>Current practice.</p> <p>2023 meeting held, 2024 due April.</p> <p>Revaluation undertaken 2023. Rent review deferred until January 2025 – scheduled for March 25 FC.</p>
<p>Inability to deliver the activities or services expected of the council resulting from lack of budgeted funds</p>	<p>Low risk, low value</p> <p>Insufficient funds to:</p> <ul style="list-style-type: none"> • Repair • Replace • Deliver <p>Loss of reputation</p> <p>Expensive litigation</p>	<p>Detailed Precept discussions and preparation of appropriate information by the Policy & Resources Committee for the Council.</p> <ul style="list-style-type: none"> • Review current year’s budget and spending • Determine the cost of spending plans • Assess levels of income. • Bring together spending and income plans. <p>Provide for contingencies and annually review the level of earmarked and general reserves.</p> <p>Approve the Budget and confirm the Precept.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
<p>The inability of the Joint Burial Committee to deliver the services expected at a Cemetery</p> <p>JBC needs funds to:</p> <ul style="list-style-type: none"> • Properly maintain ledge, chapels and grounds • Ensure accurate burial records are kept 	<p>Low risk, medium value</p> <p>Loss of reputation of CTC</p> <p>Unexpected expensive maintenance</p> <p>Future precept increases to taxpayers</p> <p>Potential expensive litigation</p>	<p>JBC becomes Committee w/e/f 1.4.2022. Accounts consolidated.</p> <p>Ensure a robust forward planning assessment in liaison with JBC.</p> <p>Good communications between office and undertakers about burials etc.</p> <p>Cemetery plots for both old and new sections accurately mapped.</p>	<p>This is current practice.</p> <p>Town Clerk appointed as Clerk to JBC and CTC responsible for staff, contractors and volunteers undertaking all maintenance - current practice.</p> <p>Current practice.</p> <p>Current practice.</p>

		Cemetery administration software ensures accurate record keeping.	
Insufficient Reserves to deal with unexpected / emergency events	Low risk, medium value Unexpected expensive maintenance	Regular assessment of asset forward maintenance requirements, reporting into the Amenities Committee meetings Detailed forward planning in readiness for budget deliberations. Proposal for EOY 23/24 for West Crewkerne PC to hold own allocated reserves going forward.	This is current practice. This is current practice. To be actioned EOY. Still to do.
Overspend and underspend of budgets	Medium risk, medium value Reduction of reserves Effects on other budgets	Production of Quarterly Reports on expenditure and variances from budget. Maintain adequate reserves, as indicated in the Reserves Policy. Level of earmarked and general reserves reviewed when setting precept. Virement of funds when necessary.	This is current practice. This is current practice. This is current practice.
Loss of income through failure to review fees / rents / charges	Low risk, low value Loss of income	Annual review of hire charges and rents prior to budget deliberations	This is current practice.
Internal fraud / corruption	Low risk, high value Loss of public money. Inability to deliver services. Public disgrace and loss of reputation. Possible expensive litigation.	Adherence to and regular review of Financial Regulations and Procedures. Annual Review of Internal Controls with two officers and two councillors. Contracts for all members of staff provide clear description of role responsibilities. Deputy Clerk trained to cover all key weekly/monthly financial tasks. Tight control of cash income Monthly statements of accounts for payment presented to and	This is current practice. This is current practice. This is current practice. This is current practice. Petty cash is no longer held. This is current practice.

		<p>agreed by the council. Prepared by the FO, checked by the Clerk/Deputy Clerk and also independently checked by a Councillor prior to approval by Council.</p> <p>Monthly reconciliation of bank accounts presented to the council. Original bank statements inspected by Clerk/Deputy Clerk. Monthly check of bank reconciliations by nominated Cllr. Now includes War Memorial Trust due to income from tennis courts.</p> <p>Annual Reconciliation of bank accounts presented to the council when the Annual Accounts are presented.</p> <p>Diary of regular income payment dates and follow up when overdue.</p> <p>Register of Members Interests in place.</p> <p>Payroll System and evidence of PAYE & NIC being correctly deducted and paid to the Inland Revenue.</p> <p>BACS salary payment authorisation schedule checked and signed by two councillors with a countersignature from the Clerk.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
External fraud / corruption	<p>Low risk, medium value</p> <p>Loss of funds</p> <p>Inadequate services from suppliers.</p>	<p>Detailed consideration of estimates and tenders and contracts by Operations Manager/Clerk.</p> <p>Checking of invoices. Obtain professional expertise and /or the Operations Manager to verify work where necessary.</p> <p>Monitoring and reporting on use of grants made by the council. Reports occasionally requested from beneficiaries.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
Loss of data resulting from fire or theft of computers or failure of the operating system	<p>Low risk, low value</p> <p>Inability to deliver some services.</p>	<p>Comprehensive back-up of data and use of software virus protection. Upgrade of systems completed March 2023.</p> <p>Accounts software is web-based</p>	<p>This is current practice.</p> <p>This is current practice.</p>

Bad Debts	Low risk, medium value	Monitoring of outstanding invoices and chasing up late payers.	This is current practice.
	Loss of income	Aim to reduce outstanding invoices at the end of the financial year to an absolute minimum.	This is current practice.
Inadequate Insurance (Property/Fidelity/Public Liability/Commercial Combined)	Low risk, high value	Regular review of insurance policy.	This is current practice.
	Possible expensive litigation.	Inform insurance company of notable purchases/changes.	This is current practice.
	Large repair / replacement bills.	Periodic revaluation of Council properties – carried out April 2023.	This is current practice.
Accidents (to staff, Councillors and members of the public)	Low risk, high value	Regular review of all risk assessments by Health & Safety officer, covering all buildings and amenities.	This is current practice.
	Potential loss of reputation	Appropriate H & S training of grounds and office staff.	This is current practice.
	Potentially expensive claims against Councils Insurance	Playground equipment checked weekly by the Council's qualified grounds staff and documented. Independent annual playground inspections.	This current practice.
		Maintain reports on all H & S issues. <ul style="list-style-type: none"> • Annual review of Public liability insurance (PLI). • Copies of PLI from organisations renting the council venues. • Copies of current PLI from all organisations having a lease/license with the Council. 	This is current practice
		Annual maintenance contract for Victoria Hall and GRC lifts, to include regular inspections and servicing.	This is current practice.
Contractor Health and Safety	Low risk, high value	Ensure adequate H&S Policies of contractors and verify insurance policies of contractors.	This is current practice.
		Routine request for method statements and PLI and Employer liability insurance.	This is current practice.
Security of Council assets	Low risk, high value	Annual review of insurance cover (see Inadequate insurance).	This is current practice.
	Insurance Claims	Alarm systems installed in Town Hall, Victoria Hall, George Reynolds Centre, Lodge, Chapel complex and Aqua Centre.	This is current practice.

	Expensive Replacement	<p>All employees to be aware of the need to secure property and equipment on leaving the workplace.</p> <p>During meetings in the Council Chamber the Office doors to be locked.</p> <p>All employees are not permitted to use Council equipment for own use without Council's permission.</p> <p>Annual review of equipment verified with asset register.</p> <p>New users to be given written instructions as part of the hiring agreement. This will also apply to one-off users.</p> <p>Premises Fire Risk Assessments conducted and reviewed on a regular basis as required by the Health & Safety Policy.</p> <p>Periodic checks of Town Council land boundaries.</p>	<p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
Loss of documents	Low risk, high value	Deeds held in secure cabinet of Clerk's office or with solicitor.	This is current practice.
Loss of Finance Officer	Medium risk, low value	<p>Deputy Clerk trained in the computer systems and financial procedures and has regular practice.</p> <p>The Clerk ensures all duties are covered and maintains basic understanding of finance packages</p> <p>Assistance to be sought from neighbouring town councils and additional training from software providers as deemed necessary.</p> <p>Contract for FO to incorporate 2 months' notice.</p>	<p>Training underway.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
Loss of Operations Manager	Medium risk, low value	<p>Operations Manager to keep Clerk and Amenities Chairman regularly updated with ongoing tasks.</p> <p>Contract for Operations Manager to incorporate at least 8 weeks' notice.</p>	<p>This is current practice.</p> <p>This is current practice.</p>
Loss of Clerk	Medium risk, low value	Finance Officer and Deputy Clerk to undertake ongoing training of Proper Officer duties and responsibilities to enable duties to	Finance Officer fully competent.

		<p>be covered.</p> <p>Second CiLCA qualification to be held by Deputy Clerk.</p> <p>Ongoing training to enable support of duties and responsibilities split between members of staff:</p> <p>Operations Manager - Amenities Committee including all amenities maintenance.</p> <p>Deputy Clerk – Planning & Highways Committee and all planning and highways matters.</p> <p>Finance Officer - Policy and Resources Committee and Finance on Town Council agendas. Joint Burial Committee.</p> <p>Health and Safety - Health & Safety officer with support from the Chair of Amenities.</p> <p>Agendas and matters arising from the minutes with support from the appropriate Committee Chairs.</p> <p>Assistance/ guidance from neighbouring town councils and SALC as necessary.</p> <p>Contingency provision within precept for additional hours of salary payments to cover duties by other staff.</p> <p>A calendar of periodic tasks and work reminders is kept up to date.</p> <p>Contract for Clerk to incorporate 3 months' notice.</p>	<p>New Deputy Clerk to undertake CiLCA training.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This current practice.</p> <p>This current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p> <p>This is current practice.</p>
Loss of Deputy Clerk	Medium risk, low value	<p>Deputy Clerk to keep Clerk updated with ongoing tasks.</p> <p>Contract for Deputy Clerk to incorporate 2 months' notice.</p>	<p>This is current practice.</p> <p>This is current practice.</p>
Loss of Admin Officer	Medium risk, low value	Deputy Clerk and Finance Officer to be familiar with all Admin	This is current practice.

		Officer administration tasks. Clerk to be familiar with Council's website software.	This is current practice.
Loss of member of grounds staff	Medium risk, low value	Operations Manager to manage working duties with grounds staff and staff training to ensure flexibility of operations.	This is current practice.
Loss of Council vehicle	Low risk, medium value Some difficulty to deliver some services.	Regular maintenance and periodic replacement. Comprehensive insurance cover to enable replacement temporary vehicle.	This is current practice.
Loss of reserves due to failure of a bank	Low risk, high value	Compliance of Reserves Policy.	This is current practice.
Large Project risks	Med risk, high value Cash flow insufficient Cost escalation and delays Changes/amendments to specifications within the contract. VAT problems Non completion of defects within contract period Time slippage/non completion within contract time. Grants threatened Contractor going bankrupt	Financial Package in place prior to commencement. Due diligence checks prior to contract award. Early clarification of VAT implications with HMRC. Tender process complies with Financial Regulations and Procurement legislation. Adequacy of opening reserves with reference to the Reserves Policy. Obtain specialist advice at earliest opportunity. Consider whether a JCT contract should be in place. Payment on measured valuation. Practical completion only given by dual signatures of Contracts. Adequacy of Building Insurance, evidence required. Any variations to previously agreed plans must be ratified by Full Town Council first. Appoint an independent professional Contracts Administrator/Project Manager. Monthly reports from Contracts	Action as appropriate

		Administrator and Contractors. Contract should include insurance backed by guarantee and/or insurance performance bond.	
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Reviewed and ratified at Policy & Resources Committee meeting 14th February 2022, minute ref. 32/21-22

Reviewed and ratified at Full Council 27th March 2023, minute ref. 183 22/23 c)

Reviewed and ratified at Full Council 26th February 2024, minute ref. 142 23/24 e)

Reviewed and ratified at Full Council 24th February 2025, minute ref. XXXXX

Town Council Assets 2024/25

As of 1 April 2024

	<u>Value £</u>
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 Reserve 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

During the year the following assets have either been added to the register or disposed of:

Added

Computer Equipment	742
Benches	781
Office Equipment	484
Grounds Equipment	2,105
Cemetery Grounds	698
Bins	2,072
Town Hall fixtures	354
Hearing Loop	6,396
Market Equipment	1,313
Bincombe Interpretation Boards	1,800
Christmas Equipment	2,508
Defibrillator	1,190
Playground surfacing	3,026
Victoria Hall Equipment	180
Total	23,649

***Pending**

Ride on Mower	27,789
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Disposed of

Christmas Lights	10,923
Grounds Equipment	1,074
Market Equipment	363
Playground surfacing	2,000
Victoria Hall Equipment	250
Total	14,610

***Pending**

Ride on Mower	17,882
Grasshopper Mower	3,000
Steel Trailer	167
Woodchipper	1,250

ESTIMATED TOTAL ASSETS as at 31st March 2025	6,945,915
*Including Pending	6,951,405



CREWKERNE TOWN COUNCIL

Programme of Council and Committee Meetings – Municipal Year 2025-26

Meetings are held on a Monday starting at 6.45pm, except Joint Burial Committee on a Tuesday

	Planning & Highways Committee	Amenities Committee	Policy & Resources Committee	Town Council	Joint Burial Committee
MAY 2025	12	12		19 Annual Town Council Meeting	
JUNE	09		09	23	03 Annual Meeting
JULY	14	14		28	
AUGUST (NO MEETINGS)					
SEPTEMBER	08	08		22	
OCTOBER	13		13	27	07
NOVEMBER	10	10		24	
DECEMBER	08			08	02
JANUARY 2026	12	12	12*	26	
FEBRUARY	9		9	23	03
MARCH	9	9		23	
APRIL	13			27	07
MAY	11	11		18 Annual Town Council Meeting	

*Limited agenda: review of grant applications and of budget

Annual Town Meeting of Electors: Monday 13 April 2026

ANNUAL TOWN MEETING IDEAS:

Proposed timetable:

6.15 – 7.00 Honoured Citizens and Young Crewkernian Reception in Chamber

7.00 – 7.45 – Informal, networking, ‘drop in’ style event in Victoria Hall

7.45 – 8.15 – Formal meeting – approval of minutes, grant awards photos, Honoured Citizens etc.

7- 7.45pm: MEET (informal, tables with info stands):

Town Councillors

MP

Somerset Councillors

Banking Hub representatives

Community Kitchen/Wellbeing Group/Timebank

PCSOs

Neighbourhood Plan reps

CONSULTATION:

Council Plan

Suggestion box?

7.45 – 8.15pm: FORMAL ATM

Approve Minutes

Q&As

Grant Awards and group photo

Followed by AWARDS:

Honoured Citizen x 2

Young Crewkernian of the Year (up to 2)

ENTERTAINMENT?

Report subject	Telephone box adoption: to consider the adoption of the telephone kiosk at Town Hall and consider future uses.
Committee name	Full Council.
Meeting date	24 February 2025.
Report author	Katharine Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	N/A.
Decision required?	Yes.

1. Purpose

1.1 To consider whether to adopt the telephone kiosk outside Town Hall and consider future uses.

2. Background information

2.1 The telephone kiosk on the east side of the Town Hall building has been decommissioned by BT and is available for adoption.



3. Detailed Consideration

3.1 Details of how to adopt a kiosk and potential uses are outlined in the BT booklet available at: [Adopt a Kiosk Scheme](#) | [Buy a BT Phone Box](#) | [BT Business](#).

3.2 The kiosk has recently been painted and is in good repair. The telephony equipment has been removed by BT. Electrical connections can be maintained or taken over if required for future use.

3.3 The adoption process is relatively straightforward and costs £1.

3.4 The telephone kiosk forms an important part of the visual landscape at this location and the symbolic red kiosks are an important part of the town's heritage.

3.5 Many different uses of adopted kiosks have been achieved, some of which are listed below:

1. Housing Defibrillators & Bleed kits

Many communities have transformed phone boxes into stations for life-saving defibrillators and bleed kits. Councillors should consider whether additional defibrillator coverage is required at this location.

2. Community Libraries

Many villages have converted phone boxes into miniature libraries or book exchanges.

3. Art Galleries

The town of Settle in North Yorkshire established the "Gallery on the Green" within a K6 phone box. This unique art space has showcased works by various artists and photographers, including Brian May's stereoscopic photography.

4. Miniature music venues

In a creative twist, the Devon town of Kingsbridge converted a phone box into what is believed to be the world's smallest nightclub, complete with music and lighting.

5. Community group 'exhibits'

Kiosks can be used to showcase community groups and their work, and help advertise for new members/volunteers, perhaps on a rotating basis.

4. Financial implications

4.1 £1 is required for the transaction, plus staff time.

4.2 Depending on agreed purpose, further funds may be required. There is no additional money in either the current budget or 25/26 budget for a new defibrillator

5. Equalities considerations

N/A.

6. Council Action Plan objectives supported

N/A.

7. Recommendation

7.1. It is recommended that Council AGREES to adopt the kiosk and delegate all necessary arrangements to the Town Clerk and considers future use of the kiosk.

Report subject	Street naming for Crewkerne Key Site Phase 2A
Committee name	Planning & Highways Committee
Meeting date	17 th February 2025
Report author	G.Hughes, Deputy Town Clerk
Report contact details	deputyclerk@crewkerne-tc.gov.uk
Consultees	Somerset Council and Taylor Wimpey
Decision required?	Yes

1. Purpose

1.1 To consider street names for Crewkerne Key Site Phase 2A (Taylor Wimpey development).

2. Background information

2.1 The developers of the above site have approached the Somerset Council for new street names for Phase 2A of the Crewkerne Key Site.

3. Detailed Consideration

3.1 In total, to allow for any street names which may not be suitable, **a minimum of thirteen names should be proposed for consideration.**

- Any proposed street name must meet the following criteria (further information can be found in the attached Somerset Council Streetnaming and Numbering Policy see Appendix C)
- Does not duplicate an existing street or building name in the area (within a 5-mile radius of the site and/or in the same postcode locality).
- Does not breach rules of common decency.
- Does not promote an active organisation or living individual.
- Where the name /nickname of a deceased person is proposed, written permission would need to be provided by the late family/estate.
- A minimum of thirteen are required as some may not be suitable. This also means that any which are suitable and meet agreement with Somerset Council, Taylor Wimpey, and Royal Mail and aren't used on this phase, could possibly be used on another.

3.2 Please note the suffixes will be chosen by Somerset Council and Taylor Wimpey. The suffix used should be appropriate for the type of street. For example 'Road' connects two points, 'Way' is a side street, 'Avenue' has trees or buildings on both

sides, 'Drive' is a winding road with its route shaped by natural features, 'Place' is a no through road.

3.3 The following eight names have been AGREED:

TENTER – refers to tenter frames used for drying cloth

HORNER – Thomas Horner was a wealthy Crewkerne cloth merchant

SAILCLOTH – Crewkerne was known for making sailcloth

TWILL – a type of weave used in textiles

DRAPER – refers to cloth merchants of drapers in the area

SERGE – a type of woven wool fabric once produced in Crewkerne

LINDEN – The European name for lime trees

PARRETT – representing the River Parrett

3.3 A minimum of five additional prefixes are required. The following suggestions have been PROPOSED:

IGNY – Twinned Town

BURES – Twinned Town

SPITFIRE – directly linked to the event

SQUADRON – recognising the RAF squadrons that flew the Spitfires

AVIATOR – acknowledging the bravery of the pilots

ACE – a tribute to the fighter pilots known as 'aces'

MITCHELL – Designer of the spitfire

SUPERMARINE – Company that Mitchell worked for

MERLIN – Rolls Royce engine in the Spitfire

GRIFFON – A larger and more powerful successor to the Rolls-Royce Merlin

BADER - Sir Douglas Bader was a famous RAF fighter pilot during World War II, best known for his leadership in the Battle of Britain and his remarkable flying skills despite losing both legs in a pre-war accident.

FLIGHT – representing the journey of the aircraft

HORIZON – evoking flight and open skies

VALIANT – symbolising courage

COURAGE – representing the bravery of the pilot

ENDEAVOUR – reflecting effort and determination

PLANE - Symbolises historical ties to aviation.

WINGS - Symbolises protection, aspiration, and achievement. It can also represent speed, grace, and reaching new heights.

PILOT - Represents leadership, skill, and control. A tribute to aviators or those who guide and inspire.

BRAVE/BRAVERY – Symbolises courage, sacrifice, and heroism, often associated with military or wartime efforts.

SHARP - Battle of Britain Pilot Ronald Sharp, who lived in Bincombe Drive, and in WW2 defended the allied bomber streams, Atlantic convoys and flying boats and who was brought down by Luftwaffe fighters with far superior power to his archaic

Blenheim bomber. He won the Battle of Britain Clasp, is commemorated on the Battle of Britain Memorial and passed in 1995 - his amazing Log Books are in the Museum.

SIMS - 19 year old Lancaster Flight Engineer John Nugent Sims, who was killed and lost without trace with his crew while on operations over Germany just before the wars end in 1945. He was born to a Crewkerne family and is now only commemorated in a German cemetery and on his mother's disintegrating headstone at Townsend Cemetery. As there was no recovered body, he has no Commonwealth War Grave.

PORT-WEG – 'Portway' is the way to the market town

PEDREDAN – Anglo Saxon name for the River Parrett

4. Financial implications

None

5. Equalities considerations

None

6. Council Action Plan objectives supported

None

7. Recommendation

7.1 It is recommended that:

Councillors AGREE a minimum of an additional five prefixes for the Deputy Clerk to submit for consideration before the deadline extension of Tuesday 25th February.