

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 10 February 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)  
4 February 2025

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# Agenda

- 018/2425**      **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.
- 019/2425**      **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.
- 020/2425**      **To approve the draft minutes of the Policy & Resources Committee meeting held on 13 January 2025.**
- 021/2425**      **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  
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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 Chair reserves the right to vary or extend these time limits.

**022/2425**

**New policies:**

- a. To adopt new model Financial Regulations.
- b. To adopt a Legionella Written Control Scheme.

**023/2425**

**Review of Existing Policies (proposed changes in red):**

- a. To update Standing Orders to reflect new Financial Regulations.
- b. Health and Safety Policy.
- c. Mid-Year Council Plan Review (deferred from previous meeting).

**024/2425**

**Policy Review Schedule:** to note the updated policy review schedule.

**025/2425**

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

**026/2425**

**Next meeting:** Provisionally Monday 9 June 2025, following the Planning and Highways Committee, Council Chamber, Town Hall.