

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 March 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 March 2025

Agenda

154/2425 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.

155/2425 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.

156/2425 To approve the minutes of the Town Council meeting held on 24 February 2025.

157/2425 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.

- 158/2425** **Co-option:** to co-opt to the vacant position on Crewkerne Town Council.
- 159/2425** **To receive reports from:**
a) Somerset Council.
b) Crewkerne & Ilminster Local Community Network.
c) Crewkerne Neighbourhood Policing Team.
- 160/2425** **Clerk's progress report:** to receive a verbal update report (for information only).
- 161/2425** **Finance & Procedure:**
a) To approve the accounts for payment for March 2025 as listed.
b) To report the bank reconciliation for February 2025 has been completed.
c) To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
d) To consider a grant application from Crewkerne Youth Council.
e) To consider a grant application from Crewkerne Timebank.
f) To note that the annual review of internal controls has been carried.
g) To adopt an updated Employer Pensions Discretions Policy.
- 162/2425** **Planning:** to consider applications requiring comment before the next Planning and Highways Committee meeting:
a) **25/00518/TCA Orchard House Orchard Lane Crewkerne Somerset TA18 7AF**
Notification of intent to carry out Tree Surgery Works to No. 3 Trees within a Conservation Area.
T1: Norway maple to remove all major dead wood and raise the crown over the path by 1.5m.
T2: Bay to reduce the overall crown by up to 3m to previous points. T3: Cherry to reduce the overall crown by up to 2m to previous points.
b) **25/00580/TCA Old Bincombe Popleswell Crewkerne Somerset TA18 7ES**
Notification of intent to Fell No. 1 Tree (Wild Cherry T1) and carry out Tree Surgery Works to No. 1 Tree (Wild Cherry T2 – Shorten the 2 stems over parking area to Southwest side by 3.5m) within a Conservation Area.
c) **25/00615/TCA 27 Hermitage Street Crewkerne Somerset TA18 8ET**
Notification of intent to remove two Leyland Cypress trees included within Conservation Area.
d) **APP/R3325/F/24/3342095 2A and 2B Abbey Mews Abbey Street Crewkerne TA18 7HY**
The contravention of listed building control as alleged in the notice is without planning permission or listed building consent the removal and replacement of roof tiles, rainwater goods, external windows, external doors and internal doors.
The appeal is made on the grounds set out in section 39(1) (d), (e), (g) and (i) of the Planning (Listed Building and Conservation Areas) Act 1990 as amended 1991.
Ground d Appeal Fails
Ground e Appeal Succeeds in part
Ground i Appeal Fails
Ground g Appeal Fails
- 163/2425** **Licensing:** to consider the following application and any comments for submission to Somerset Council.
a) **Cosy Café, Middle Path, Crewkerne:** application for a licence to sell alcohol for consumption on and off the premises.
- 164/2425** **Aqua Centre Rent Review:** to consider the deferred rent review for the Aqua Centre.
- 165/2425** **Councillor Surgeries:** to identify councillor support for surgeries in April, May and June.
- 166/2425** **George Reynolds Centre Management:** to note that the presentation of the business case from Cllr. Best has been deferred until April.
- 167/2425** **To note Happy Valley outreach arrangements for 2025.**

- 168/2425** **Lucombe Oak:** to consider a response to Somerset Council regarding a possible Tree Preservation Order (TPO).
- 169/2425** **Memorial bench:** to confirm donation of a memorial bench from the Royal British Legion and determine location.
- 170/2425** **To receive the following minutes and approve any recommendations contained therein:**
- a) Planning and Highways Committee 10 February 2025.
 - b) Amenities Committee 13 January 2025.
 - c) Joint Burial Committee 3 December 2025.
 - d) Neighbourhood Plan Steering Group 28 January 2025.
 - e) Reports from Town Council representatives to outside bodies.
- 171/2425** **To receive Matters of Report** (verbal reports for information only).
- 172/2425** **Next meeting:** Monday 28 April 2025, 18.45, Council Chamber, Town Hall.

Payment Ref	Gross	Vat	Net	Payee	Description
O P Mar 1	£20.00		£20.00	Green Dragon Bookshop	Gift Voucher for volunteer
O P Mar 2	£1,678.95	£279.82	£1,399.13	Boilerman Ltd	Town Hall gas boiler work
O P Mar 3	£168.00	£28.00	£140.00	Zonkey	Website development
O P Mar 3	£1,440.00	£240.00	£1,200.00	Zonkey	Website hosting
O P Mar 4	£228.00	£38.00	£190.00	Bradfords	Chippings
O P Mar 4	£10.58	£1.76	£8.82	Bradfords	Plasterboard
O P Mar 4	£3.88	£0.65	£3.23	Bradfords	Drywall tape
O P Mar 5	£117.09		£117.09	James Hardware	Sundries
O P Mar 6	£250.00		£250.00	D.W.Hyett & Sons	Aqua Centre path repair
DD22	£8.88	£0.42	£8.46	British Gas Business	Gas Victoria Hall 17/1 - 17/2/25
DD33 C.Card	£6.80		£6.80	Amazon Marketplace	Staff ID card
DD33 C.Card	£157.32	£26.22	£131.10	Amazon Marketplace	Wet & Forget
DD33 C.Card	£460.68	£76.78	£383.90	ESE Direct	Grit bins x 2
DD48	£45.23	£2.15	£43.08	British Gas Business	Electricity Lodge office 11/1 - 11/2/25
DD60	£449.60	£74.93	£374.67	British Gas Business	Gas Lodge office 11/1 - 11/2/25
DD33 C.Card	£12.98	£2.16	£10.82	Amazon Marketplace	Edge protectors
O P Mar 7	£1,577.92		£1,577.92	Active Learning & Skills	Provision of Youth services Feb 25
O P Mar 8	£50.00		£50.00	Curtains & Fabrics	Felt for Christmas tree
O P Mar 9	£519.60	£86.60	£433.00	Dantek Environmental Services	GRC TMV remedial works
O P Mar 10	£4,194.78		£4,194.78	SCC Pension Fund	Pension Contributions Feb 25
O P Mar 11	£3,464.78		£3,464.78	HM Revenue & Customs	Tax & NI Contributions Feb 25
O P Mar 12	£160.00		£160.00	Balloon Madness	Wednesday Market entertainment
O P Mar 13	£98.00	£16.33	£81.67	Allen Computer Services	Ink cartridge
O P Mar 14	£250.00		£250.00	The Shed	Cemetery notice board repair
O P Mar 15	£160.20	£10.20	£150.00	Society of Local Council Clerks	Staff training
O P Mar 16	£36.00	£6.00	£30.00	Zonkey	Website domain registration
O P Mar 17	£47.88	£7.98	£39.90	Best, M	Victoria Hall light
O P Mar 18	£30.00		£30.00	Somerset Association of Local Council	Councillor training
O P Mar 19	£32.17		£32.17	Glautier, L	Refund of bond deposit
DD13	£1,752.93		£1,752.93	Aviva Credit Services UK Ltd	Insurance Mar 25
DD59	£2,958.70	£493.12	£2,465.58	British Gas Business	Gas GRC 14/10 - 17/2/25
DD59	-£2,288.16	-£381.36	-£1,906.80	British Gas Business	Gas GRC CREDIT
DD8	£47.00		£47.00	Information Commissioner's Office	Data Protection registration
O P Mar 20	£43,800.00	£7,300.00	£36,500.00	Loxston Groundcare	New Ferris ride on mower
O P Mar 20	-£10,320.00	-£1,720.00	-£8,600.00	Loxston Groundcare	Credit for equipment trade in against Ferris
DD27	£631.00		£631.00	Smartest Energy	Electricity Victoria Hall Feb 25
DD52	£318.58	£53.10	£265.48	Gamma Business Communications Lt	Telephone & Broadband Feb 25
9597	£25.00		£25.00	DVLA	Replacement registration document Kubota
DD33 C.Card	£86.04	£14.34	£71.70	Amazon Marketplace	Ground anchors
DD30	£372.82	£62.14	£310.68	British Gas Business	Electricity Public toilets 19/1 - 19/2/25
DD21	£46.79	£2.23	£44.56	British Gas Business	Electricity Happy Valley floodlights 18/1 - 23/2/25
DD23	£490.70	£81.78	£408.92	British Gas Business	Electricity Town Hall 20/1 - 20/2/25
DD49	£71.85	£11.98	£59.87	The Business	Fuel Feb 25
DD33 C.Card	£30.60	£5.10	£25.50	Newton Newton Flag Makers	VJ Day flag
DD44	-£1,532.72		-£1,532.72	Everfow Ltd	Water Rates Mar 25
O P Mar 21	£120.00		£120.00	Merriott Messenger	Advertising for Wednesday Market
O P Mar 22	£27.78		£27.78	Sheehan, Katharine	Expenses
O P Mar 22	£50.95	£8.51	£42.44	Sheehan, Katharine	Expenses - Mayors Civic event
O P Mar 23	£145.49	£24.25	£121.24	Boilerman Ltd	Toilet repair - Town Hall
O P Mar 24	£25.58	£2.78	£22.80	Hewitt P	Refreshments
O P Mar 25	£8.25		£8.25	Goddard, Andy	Expenses - refreshments
O P Mar 26	£480.00	£80.00	£400.00	Fern Garden Tree Services	Cemetery tree work
O P Mar 27	£156.61	£26.10	£130.51	Relay Electrical Services	Town Hall lighting repair
O P Mar 27	£96.00	£16.00	£80.00	Relay Electrical Services	GRC socket repair
O P Mar 28	£780.00		£780.00	M C Commercial Cleaning	Cleaning Feb 25
O P Mar 28	£325.00		£325.00	M C Commercial Cleaning	Cleaning GRC Feb 25
DD50	£807.72	£134.62	£673.10	E. O N	Electricity GRC Feb 25

DD43	£14.12		£14.12	Lloyds Bank	Bank charges Feb 25
DD57	£249.44	£41.57	£207.87	British Telecom	Telephone & broadband Lodge Office/GRC Mar 25
DD26	£180.36	£8.59	£171.77	British Gas Business	Gas Town Hall 29/1 - 1/3/25
DD42	£16.87	£0.80	£16.07	British Gas Business	Electricity Workshop 9/1 - 26/2/25
DD46	£122.40	£20.40	£102.00	Somerset Web Services Lrd	Email hosting Mar 25
DD27	-£631.00		-£631.00	Smartest Energy	Electricity Victoria Hall Jan 25 VAT Adjustment
DD27	£1,137.54	£189.59	£947.95	Smartest Energy	Electricity Victoria Hall Jan 25 VAT Adjustment
DD27	-£631.00		-£631.00	Smartest Energy	Electricity Victoria Hall Feb 25 VAT Adjustment
DD27	£636.76	£30.32	£606.44	Smartest Energy	Electricity Victoria Hall Feb 25 VAT Adjustment
9599	£1.00		£1.00	British Telecom	Purchase of Town Hall telephone box
O P Mar 29	£206.40	£34.40	£172.00	Bradfords	Bark mulch
O P Mar 29	£26.59	£4.43	£22.16	Bradfords	Postcrete
O P Mar 29	£23.70	£3.95	£19.75	Bradfords	Wheelbarrow wheel
O P Mar 29	£23.89	£3.98	£19.91	Bradfords	Downpipe shoe
O P Mar 29	£72.29	£12.05	£60.24	Bradfords	Rock salt
O P Mar 30	£37.92	£6.32	£31.60	Yarcombe Woodland Products Ltd	Timber/postmix
O P Mar 30	£108.00	£18.00	£90.00	Yarcombe Woodland Products Ltd	Timber
O P Mar 30	£11.83	£1.97	£9.86	Yarcombe Woodland Products Ltd	Postmix
O P Mar 31	£294.00	£49.00	£245.00	Sovereign Fire & Security	Town CCTV camera repair
O P Mar 32	£114.00	£19.00	£95.00	Sovereign Fire & Security	GRC Itruder/Fire/CCTV maintenance April 25
O P Mar 33	£119.10	£12.77	£106.33	Viking Direct	Stationery/Stamps
O P Mar 34	£630.00		£630.00	Bridgwater College	Grounds staff pesticide training
O P Mar 35	£200.00		£200.00	GO 2 Fire & Security Ltd	Town Hall evacuation route & fire zone drawings
O P Mar 36	£491.28	£81.88	£409.40	Somerset Council	Dog bin bags
DD33 C.Card	£115.74		£115.74	FastLanyard.Co.Uk	Staff lanyards
DD33 C.Card	£250.00		£250.00	Somerset Council	Pre planning application advice
DD46	£60.00	£10.00	£50.00	Somerset Web Services Lrd	Email domain name renewal 7/6/25 - 6/6/26
DD17b	£15.65	£0.75	£14.90	Edf Energy 1 Ltd	Electricity Street lighting Henhayes Feb 25
DD17c	£17.55	£0.84	£16.71	Edf Energy 1 Ltd	Electricity Street lighting Middle Path Feb 25
O P Mar 37	£40.50		£40.50	Samuel, A	Travel expenses
O P Mar 38	£1,178.62		£1,178.62	Awe & Wonder	Warm space event Feb 25
O P Mar 39	£273.22		£273.22	James Hallam Ltd	Insurance - ride on mower 4/3/25 - 30/9/25
O P Mar 40	£32.97	£5.50	£27.47	Groves Nurseries	Cemetery plants
O P Mar 41	£150.00		£150.00	Danartisan	Artwork
O P Mar 42	£3,480.60	£580.10	£2,900.50	Chew Valley Trees Ltd	Trees - Barn Street recreation ground
O P Mar 43	£3,000.00		£3,000.00	D.W.Hyett & Sons	Cemetery paths
DD9	£70.13	£11.69	£58.44	Southern Communications	Mobile phone charges Mar 25
DD52	£318.58	£53.10	£265.48	Gamma Business Communications Lt	Telephone & broadband Mar 24
	£12,257.21		£12,257.21	Salaries	Mar-25
Total	£79,910.09	£8,313.69	£71,596.40		

CREWKERNE TOWN COUNCIL BANK RECONCILIATION AS AT 28/2/2025			
	Cash in Hand 01/04/2024		£382,829.46
	ADD		
	Receipts 01/04/2024 - 28/2/2025		£774,421.81
	SUBTRACT		
	Payments 01/04/2024 - 28/2/2025		£664,189.63
A	CASH IN HAND 28/2/2025		£493,061.64
	(per Cash Book)		
	Cash in Hand per Bank Statements 28th February 2025		
	LLOYDS - Business Call Account	£230,611.44	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
	CCLA - Public Sector Deposit Fund	£100,000.00	
			£493,061.64
	Less unpresented cheques		
			£0.00
	Plus unpresented receipts		
B	ADJUSTED BANK BALANCE		£493,061.64
	A = B Checks out OK		
	Town Clerk:		
	Date:		
	Checked by:		
	Date:		

CREWKERNE TOWN COUNCIL WAR MEMORIAL COMMEMORATION TRUST RECREATION GROUND BANK RECONCILIATION AS AT 28/2/2025			
	Cash in Hand 01/04/2024 ADD Receipts 01/04/2024 - 28/2/2025 SUBTRACT Payments 01/04/2024 - 28/2/2025		£197.17 £7,417.07 £174.00
A	CASH IN HAND 28/2/2025 (per Cash Book)		£7,440.24
	Cash in Hand per Bank Statements 28th February 2025 LLOYDS - Instant Access Account LLOYDS - Current Account	£4,684.80 £2,755.44	
	Less unpresented cheques		£7,440.24
	Plus unpresented receipts		£0.00
B	ADJUSTED BANK BALANCE A = B Checks out OK		£7,440.24
	Town Clerk: Date:		
	Checked by: Date:		

Annual Governance Statement Assertion #	Evidenced by:	Internal Control review signed off?
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. To warrant a positive response to this assertion, the following processes need to be in place and effective:		
1.1 Budgeting — In accordance with relevant legislation, the authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.	Budget approved and adopted at Full Council. Major projects - full reports with financial implications presented to Full Council for ratification. Quarterly reports are presented to either P&R or Full Council meetings, with formal requests for virement between headings when required.	07/03/2025
1.2 Accounting records and supporting documents — All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. Section 150(6) of the same Act makes the chair of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.	Town Clerk is formally appointed as RFO. All transactions are recorded on accounting software and checked for spend against delivery by both FO and RFO. Supporting invoices are signed by RFO, and verified by a Councillor. All payments reported to Full Council on a monthly basis.	07/03/2025
1.3 Bank reconciliation — Statements reconciling each of the authority’s bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.	Bank reconciliations completed monthly, signed by RFO and verified by a councillor before being presented to Full Council.	07/03/2025
1.4 Investments — Arrangements need to be in place to ensure that the authority’s funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC’s statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC’s statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC (Department of Levelling Up, Housing and Communities - this is correct at time of JPAG publication) guidance.	CTC has invested in the CCLA PSDF (Churches, Charities and Local Authorities Public Sector Deposit Fund) this year as a trial. Following which the Council should consider further investment to maximise returns. The Council has adopted an Investment and Borrowing Management Policy which will be reviewed annually.	07/03/2025
1.5 Statement of accounts - The authority needs to ensure that arrangements are in place to enable the preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.	✓	07/03/2025
1.6 Reserves - The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.	Earmarked Reserves (EMR) reviewed at Full Council annually. 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%.	07/03/2025
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. To warrant a positive response to this assertion, the following processes need to be in place and effective:		
2.1 Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.	CTC has adopted the latest model versions of Standing Orders and Financial Regulations and reviews annually, or sooner if required. FRs clearly lay out tender procedures.	07/03/2025

2.2 Safe and Efficient Arrangements to Safeguard Public Money - Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.	Two signatory authorisation required on banking transactions whether online or by cheque; all orders and receipts of goods verified by the RFO. CTC does not hold petty cash and any cash receipts are banked the same day. Debtors are reviewed regularly and chased for payment. Sum Up machine will be brought into use in the coming year.	07/03/2025
2.3 Authorities need to regularly review the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.	The Council holds an annual review of internal controls in March each year, the review is then signed off by Full Council.	07/03/2025
2.4 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two-member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with JPAG guidance.	✓	07/03/2025
2.5 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.	All changes to accounts, mandates, signatories are approved at Full Council.	07/03/2025
2.6 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.	✓	07/03/2025
2.7 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.	✓	07/03/2025
2.8 Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.	Both the Risk and Asset Registers are formally review by Full Council at least annually, and more often should changes to circumstances dictate.	07/03/2025
2.9 Employment — The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.	✓	07/03/2025
2.10 VAT — The authority needs to have robust arrangements in place for handling its responsibilities regarding VAT.	✓	07/03/2025
2.11 Fixed Assets and Equipment — The authority's assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.	✓	07/03/2025
2.12 Loans and long-term liabilities — Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.	CTC has no current loan obligations.	07/03/2025
2.13 Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.	Conducted in March every year, written up and presented to Full Council so all Councillors are prepared for the annual governance assertions following year end.	07/03/2025
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 smaller authority to conduct its business or on its finances. To warrant a positive response to this assertion, the following processes need to be in place and effective:		

<p>3.1 Acting within its powers — All authorities’ actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority’s powers to act. Authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.</p>	<p>Town Clerk is undertaking Community Governance level 4 which includes enhanced training in lawful decision making and procedures. Town Clerk is able to advise members about the risk of acting ultra vires and identify areas where this may happen. Councillors are regularly offered relevant training opportunities with external providers.</p>	<p>07/03/2025</p>
<p>3.2 General power of competence — An authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.</p>	<p>GPC is reconfirmed at every Annual Town Council Meeting.</p>	<p>07/03/2025</p>
<p>3.3 Regulations and proper practices — Procedures need to be in place to ensure that an authority’s compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.</p>	<p>Town Clerk keeps updated with changes to proper practices as prescribed in each annual edition of the Joint Practitioners Guide. Community Governance qualification delivers an enhanced level of training on finance and audit.</p>	<p>07/03/2025</p>
<p>3.4 Actions during the year — An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.</p>	<p>✓</p>	<p>07/03/2025</p>
<p>3.5 Email management - every authority should have an email account that belongs to the council and to which the council has access.</p>	<p>✓</p>	<p>07/03/2025</p>
<p>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. In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year’s Annual Governance and Accountability Return:</p>		
<p>4.1 Exercise of public rights. The authority provided for the exercise of public rights is set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority’s website or another website:</p> <ul style="list-style-type: none"> ● Sections 1 and 2 of the Annual Governance and Accountability Return; ● a declaration that the status of the statement of accounts is ‘unaudited’; and ● a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights. 	<p>✓</p>	<p>07/03/2025</p>
<p>4.2 External Auditor’s Review — A notice of the conclusion of the external auditor’s limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority’s website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.</p>	<p>✓</p>	<p>07/03/2025</p>
<p>5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:</p>		
<p>5.1 Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.</p>	<p>Risk register reviewed and updated at least annually and presented to Full Council for adoption.</p>	<p>07/03/2025</p>
<p>5.2 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.</p>	<p>✓</p>	<p>07/03/2025</p>

<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:</p>		
<p>6.1 Internal audit — The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.</p>	✓	07/03/2025
<p>6.2 The internal auditor must be able to demonstrate independence from the council's financial decision making. The Clerk, RFO or Councillors (or close associates such as family members of those individuals) are not considered independent from the council's financial decision making.</p>	✓	07/03/2025
<p>6.3 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. The internal auditor is expected to inspect all documentation which should be supplied by the council on request from the auditor.</p>	✓	07/03/2025
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>		
<p>7.1 To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.</p>	✓	07/03/2025
<p>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 smaller authority and, where appropriate have included them in the accounting statements. To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary.</p>		
<p>8.1 Significant events — The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.</p>	✓	07/03/2025
<p>9. 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.</p>		
<p>9.1 Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit.</p>	WMT funds are administered and accounted for separately from CTC accounts. They are audited separately and not included in the AGAR.	07/03/2025
<p>9.2 Regardless of the above, the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return.</p>	✓	07/03/2025

Employer Pensions Discretions Policy

The LGPS Regulations 2013

and

The LGPS Regulations 2014

(Transitional Provisions and Savings)

and

The LGPS Regulations 2008

(Benefits, Membership and Contributions)

(as at 14th May 2018)

Employer name: Crewkerne Town Council

Employer number: _____

Policy effective from: _____

These policies may be subject to review from time to time. Affected employees will be notified of any subsequent change to this Policy Statement.

Print name of authorised officer: Katharine Sheehan

Job title: Town Clerk and Responsible Financial Officer

Signature of authorised officer: _____

Date: _____

Mandatory LGPS 2013 & 2014 discretions

Discretionary policies from 1 April 2014 in relation to post 31 March 2014 active members and post 31 March 2014 leavers (excluding councillor members)

Power of employing authority to grant additional pension (Reg 31)

An employer can choose to grant extra annual pension* (at full cost to themselves) to:

- an active member; or
- to a member, within 6 months of leaving, whose employment was terminated on the grounds of redundancy or business efficiency

**(Please see [our website](#) for the current years maximum additional pension purchase limit)*

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Shared Cost Additional Pension Contribution (Reg 16(2)(e) & Reg 16(4)(d))

Where an active member wishes to purchase extra annual pension by making additional pension contributions (APCs)*, an employer can choose to voluntarily contribute towards the cost of purchasing that extra pension through a Shared Cost Additional Pension Contribution (SCAPC)

**(Please see [our website](#) for the current years maximum additional pension purchase limit)*

Note: this discretion does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work (or a longer period if the employer allows) to pay a SCAPC to cover the amount of pension 'lost' during that period of absence. In those cases, the employer must contribute 2/3rds of the cost to a SCAPC; there is no discretion (regulation 15(5) of the LGPS Regulations 2013).

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

'Switch on' the 85-year rule TPSch 2, para 1(2) & 1(1)(c)

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members.

Where the Scheme employer does not switch back on the 85-year rule, the member's benefits will be actuarially reduced. However, the Scheme employer can exercise a discretion to waive any actuarial reductions (at cost to the Scheme employer).

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Flexible Retirement (R30(6) & TP11(2))

An employer can decide whether to permit flexible retirement for staff aged 55 or over who reduce their working hours and/or grade and wish to access their pension benefits.

In such cases, pension benefits may be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds.

The employee must reduce either their hours, and/or their grade and the employer must agree to the release of the pension.

You will need to consider:

- The minimum reduction in hours or grade required.

(The specific reduction required is not set out in the regulations, but instead must be determined by the employer and specified in this flexible retirement policy).

- Whether the employee should commit to a reduction in hours or grade for a minimum period.
- Whether the employee should commit to remaining in employment with the employer for a minimum period

You must also state whether, in addition to the benefits the member has accrued prior to 1st April 2008 (which the member must draw), you permit the member to choose to draw:

- All, part, or none of the benefits they accrued after 31st March 2008 and before 1st April 2014 and/or,
- All, part, or none of the benefits accrued after 31st March 2014, and,
- Whether to waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members' benefits paid on the grounds of flexible retirement before normal retirement age (R30(8)).

Note: If flexible retirement is agreed for a member aged between 55 and 60, there could be a Strain cost to be paid to the Pension Fund by the employer in respect of the pension benefits paid. There would also be a Strain cost payable by the employer where you have waived any actuarial reduction, in whole or in part.

Waive actuarial reductions to members benefits TP3(1) & TP3(5), TPSch 2 (para 2(1), 3(1), 3(2) & 9) B30(5) & B30A(5)

An employer can decide whether to waive in whole or in part any actuarial reduction for a member

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their

voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement

This applies to:

- active members voluntarily retiring on or after age 55 and before Normal Pension Age, who elect to immediately draw benefits, and
- deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age.

merits on a case-by-case basis, taking the total cost into account.

DRAFT

Recommended LGPS 2013 & 2014 discretions (non mandatory)

There is no requirement to have a written policy in respect of non-mandatory discretions. However, there are some non-mandatory discretions where it is recommended for Scheme employers to have a written policy so that both members and the Pension Fund administering authority can be clear on the employer's policy on these matters.

<p>Shared Cost Additional Voluntary Contribution Arrangement (SCAVC) R17 (1) and TP15 (2A) and A25 (3) and definition of SCAVC in RSch 1</p>	<p>Policy Decision:</p>
<p>An employer can choose to pay for or contribute towards a member's Additional Voluntary Contribution through a shared cost arrangement (SCAVC).</p> <p>An employer will also need to decide how much, and in what circumstances to contribute to a SCAVC arrangement.</p>	<p>Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.</p>
<p>Extend the time limit for member to elect for a Shared Cost Additional Pension Contribution (R16(16))</p>	<p>Policy Decision:</p>
<p>An employer can decide to extend the 30 day deadline for a member to elect to purchase additional pension by way of a Shared Cost Additional Pension Contribution (SCAPC) upon return from a period of unpaid absence (other than because of illness or injury, relevant child-related leave or reserve forces service leave).</p>	<p>Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.</p>
<p>Extend the 12-month time limit for transfer of pension rights (R100(6))</p>	<p>Policy Decision:</p>
<p>An employer can decide to extend the 12-month time limit for a member to elect to transfer pension rights from another registered pension scheme into the LGPS, if an election has not been made within 12 months of joining the LGPS in that employment.</p>	<p>Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.</p>
<p>Extend the 12-month time limit for a member to elect not to aggregate Post 31 March 2014 deferred benefits (R22(7) and (8))</p>	<p>Policy Decision:</p>
<p>An employer can extend the 12 month time limit for a member to elect not to aggregate their Post 31 March 2014 (or combinations of Pre & Post 2014) deferred benefits with their new LGPS employment (or ongoing concurrent LGPS employment), if an election has not been made within 12 months of joining the LGPS in that employment (or within 12 months of ceasing the concurrent membership).</p>	<p>Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.</p>

Extend the 12-month time limit for a member to elect to aggregate Pre 1 April 2014 deferred benefits

(TP 10(6) as amended by A27 (2018))

Employers can decide whether to extend the 12-month time limit for a member to elect to aggregate their Pre 1 April 2014 deferred benefits with their new LGPS employment that commenced on or after 14 May 2018 in order to purchase earned pension.

How an employee's contribution band will be initially determined and thereafter reviewed
(R9 and R10)

Employers must decide how the pension contribution band to which an employee is to be allocated on joining the Scheme will be determined and reviewed at each subsequent April.

Circumstances in which the employer will review the pension contribution band will also need to be determined. For example, following a material change which affects the member's pensionable pay during the Scheme year (1 April to 31 March)

Whether to include a regular lump sum payment when calculating assumed pensionable pay (APP)

(Reg 21(4)(a)(iv), 21(4)(b)(iv) and 21(5))

When calculating assumed pensionable pay, employers can decide to include the amount of any 'regular lump sum payment' received by the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred.

A 'regular lump sum payment' is a payment for which the employer determines there is a reasonable expectation that such a payment would be paid on a regular basis.

Whether to substitute a higher level of pensionable pay when calculating assumed pensionable pay

(R21(5A) and 21(5B) backdated to 1 April 2014 by A7 2018)

When calculating assumed pensionable pay (APP), an employer can decide to substitute a higher level of pensionable pay if, in their opinion, the pensionable pay received in the 3 months/12 weeks before the commencement of APP, is materially

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

lower than the level of pensionable pay the member would have normally received.

Pre LGPS 2014 discretions

Discretions to be exercised on and after 1 April 2014 in relation to scheme members who ceased active membership between 1 April 2008 and 31 March 2014

'Switch on' the 85-year rule

TPSch 2, para 1(1)(c) & 1(2)

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members.

This also applies to members with deferred benefits or a suspended tier 3 ill health pension who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before age 60.

Policy decision

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Waive actuarial reductions to members benefits

B30(5), TPSch 2, para 2(1) B30A(5)

An employer can decide whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65.

Policy decision

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Discretions to be exercised on and after 1 April 2014 in relation to scheme members who ceased active membership between 1 April 1998 and 31 March 2008

Grant application for early payment of deferred benefits

R31(2) LGPS Regulations 1997

Employers can decide whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55

Policy decision

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

'Switch on' the 85-year rule upon the voluntary early payment of deferred benefits

TPSch 2, para 1(2) & 1(1)(f) & R60

Policy decision

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations. An employer can decide to “switch on” the 85-year rule in full for a member with deferred benefits voluntarily drawing benefits (on or after 14 May 2018) on or after age 55 and before age 60.

Waive actuarial reductions to members benefits
(R31(5) 1997 & TPSch 2, para 2(1))

An employer can decide whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits which are paid before age 65.

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Policy decision

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Discretions to be exercised on and after 1 April 2014 in relation to members who ceased active membership before 1 April 1998

Grant application for early payment of deferred benefits

(TP3(5A)(vi), TL4, L106(1) 1997 Transitional & D11(2)(c) 1995 Regs)

Employers can decide whether to grant applications early payment of deferred pension benefits on or after age 50 and before normal retirement age on compassionate grounds.

Policy Decision:

Requests will be referred to the Staffing Sub-Committee and assessed on their merits on a case-by-case basis, taking the total cost into account.

Report subject	Licensing Application
Committee name	Full Council
Meeting date	24 March 2025
Report author	Anita Legg, Administration Officer
Report contact details	secretary@crewkerne-tc.gov.uk
Consultees	None
Decision required?	Comments

1. Purpose: To advise Councillors that Jason & Louise Moore have submitted an application for the grant of a premises licence under the Licensing Act 2003 at The Cosy Café, Middle Path, Crewkerne TA18 8BG to Somerset Council.

2. Background information

2.1. Town and Parish Councils are not statutory consultees under the Licensing Act 2003 – these are set out in section 13(4) of this Act; however Somerset Council has taken to decision to inform them when an application has been lodged which relates to an area within their boundary.

2.2. The Licensing Act 2003 (The Act) does not have the same notification process as the planning regime, so neighbours are not informed of the application; the only requirements are set out in the associated regulations¹ with a pale blue notice displayed at the premises to which it relates AND a notice published in a local newspaper.

2.3. Where the Licensing Authority (Somerset Council) does not receive any representations; its discretion on whether or not to grant a premises licence, is not engaged meaning that it must grant the application as submitted without any conditions attached except the appropriate mandatory conditions² and any steps that are consistent with the applicants' operating schedule³; the Council cannot impose any further conditions or restrict any part of the application. Where representations are received, at a specially convened hearing to determine the application, the Licensing Authority can: (a) grant it as submitted subject to the imposition of any relevant mandatory conditions, (b) grant it as submitted subject to the imposition of any relevant mandatory conditions and also modify⁴ the

¹ Part 4 Regulation 25, The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 No 42

² Ss19-21 of the Licensing Act 2003

³ S18(2) Licensing Act 2003

⁴ Modification takes place if any of the conditions consistent with the operating schedule are altered, or omitted or any new condition is added.

operating schedule to such an extent as the authority considers it appropriate for the promotion of the licensing objectives, (c) exclude any of the licensable activities, (d) refuse to specify a person as the designated premises supervisor or (e) reject the application⁵.

2.4. The Act provides for a statutory 28-day consultation period which commences from the day after the application is received by the Licensing Authority. In this case the last date for receipt of any representations is 03 April 2025.

2.5. If Councillors are minded to object to the application as submitted, any representations **must** relate to one or more of the four licensing objectives; no other grounds can be taken into consideration. These are as follows:

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

2.6. Representations also need to state how the granting of the application as submitted could affect the person/business making the representation(s) and can be made by a body representing persons who live or have a business in that vicinity. In this context, Councillors should have been approached by members of the public who have expressed their concerns on this application as the Licensing Authority are likely to request this information (it can be kept confidential⁶); however unless there are exceptional circumstances copies of representations are given to the applicants as required by the Hearings Regulations⁷. If a Councillor considers that they may be personally affected (if the application is granted as submitted); they need to submit their own personal representation(s).

2.7. There is no cumulative impact policy in place for Crewkerne; this means that the number of venues selling alcohol in same area to which the application relates cannot be taken into consideration. In order for this to be in place, evidence must be supplied to the Licensing Authority, usually by the Police from their crime statistics relating to licensed premises.

3. Detailed Consideration

3.1. The application is for the sale of alcohol 'On' and 'Off' the premises as follows:

- Wednesday 17:00 to 21:00
- Thursday 17:00 to 21:00
- Friday 17:00 to 21:00

⁵ S18(4) Licensing Act 2003

⁶ Especially if the person has concerns of reprisals.

⁷ Schedule 3 The Licensing Act 2003 (Hearings) Regulations 2005.No.44

- Saturday 11:30 to 21:00

The opening hours of the premises (not a licensable activity) are given as follows:

- Wednesday 09:00 to 21:30
- Thursday 09:00 to 21:30
- Friday 09:00 to 21:30
- Saturday 11:30 to 21:30

3.3 The applicant has also provided information under section M of the application form to promote the four licensing objectives, (it was requested from Somerset Council and can be found in Appendix A); where this information is clear, enforceable and does not duplicate any other statutory requirements; it can be turned in conditions of the premises licence by the Licensing Authority; however it is noted that at this section, in certain places, the applicant has provided some descriptive information about the application rather than specifically worded steps to promote the licensing objectives; where given, this cannot become conditions of the premises licence. Should councillors wish for more specially worded conditions to be attached to the premises licence (if granted); they could submit one or more representations to the Licensing Authority (to be received by 03 April 2025 as detailed above).

3.4 At section M the applicant also refers to the "Council's Licensing Policy specifically paragraphs 2.3.1 and 2.3.2, which Councillors may wish to be aware. Please see link below:

<https://somersetcc.sharepoint.com/sites/SCCPublic/Business%20%20and%20Economy/Forms/AllItems.aspx?id=%2Fsites%2FSCCPublic%2FBusiness%20%20and%20Economy%2FStatement%20of%20Licensing%20Policy%202023%2D2028%2Epdf&parent=%2Fsites%2FSCCPublic%2FBusiness%20%20and%20Economy&p=true&ga=1>

3.5 The Council will take this Statement of Licensing Policy into consideration where its discretion has been engaged (where it has received representations against the grant of the application).

3.6 It is possible where relevant representations are received, that the applicant and the party/parties can agree to modify the operating scheduled to the extent that all parties agree a hearing will not be necessary; if this occurs then the representations are treated as being withdrawn subject to the amendments – which could include specifically worded conditions etc.

3.7 Where no agreement is reached, all parties will be invited by the Licensing Authority to a hearing to determine the application. The decision is usually verbally given on the day of the hearing with the written decision sent as soon as possible. If any parties

to the application are not content with the decision of the Licensing Authority, they may appeal to the Magistrates' Court⁸ within 21 days of receiving the decision⁹.

- 3.8 Councillors need to be aware that most applications for a premises licence are not time limited, which means the applicant does not have to re-apply for or renew a licence, so it stays in place until it lapses¹⁰; it does not mean however that they are set in proverbial stone; if a problem arises at the premises as a result of the premises licence; it is possible for an application to be submitted to the Licensing Authority for a review of that licence. Please see link to their website below:

<https://www.somerset.gov.uk/business-economy-and-licences/licensing/report-a-problem-and-apply-for-a-review/?district=South+Somerset>

- 3.9 Premises Licences are also suspended under section 55A of the Licensing Authority, where the annual fee has not been paid by the anniversary of the grant of the licence; where it is suspended, no licensable activities can take place under that licence as this would be unlawful.

- 3.10 The maximum penalty upon summary conviction where unauthorised licensable activities take place or is attempted to take place is a term of imprisonment of up to six months and/or an unlimited fine.¹¹ It includes (but is not limited to) for example selling alcohol after the hours permitted by a premises licence or not adhering to the conditions of the premises licence.

- 3.11 Representations can also be submitted to the Licensing Authority in support of an application; they also must be received by 03 April 2025; so where representations against the grant of the application have been submitted and not withdrawn; the positive representations will also be taken into consideration.

4.0 Further information

- 4.1 It is still possible to submit Temporary Event Notices (TEN's) where a premises licence has been granted; often this is to extend the hours of licensable activities permitted by the licence or to include more licensable activities. Should this happen, councillors need to be aware that any conditions that are attached to the premises licence will not apply at those times. The Licensing Authority can only attach conditions to a TEN in the following circumstances:

- There is already a premises licence in place for the premises specified in the TEN AND
- Either one of the TWO statutory consultees for a TEN have objected to it (these are the Police and Environmental Protection) AND a hearing has been held where

⁸ Paras 2(3) Schedule 5 Part 1 Licensing Act 2003

⁹ Para 9(2) Schedule 5 Part 1 Licensing Act 2003

¹⁰ S27 Licensing Act 2003

¹¹ S136 Licensing Act 2003

the Licensing Authority considers it appropriate to attach specific conditions to the TEN which are already attached to the premises licence; no other conditions can be attached to the TEN.

- 4.2 Currently the Number of TEN's that can be used at each venue is 15 per calendar year and they cannot exceed 21 days in total¹² – where events go over midnight this is more than one day. Each TEN cannot exceed 168 hours (7 days) or be for 500 people or more. There must be a gap of at least 24 hours in between TEN's.¹³

5. Financial implications

Motor expenses for attending a hearing if required.

6 Equalities considerations

None.

7 Crime and Disorder considerations

See s2.5 above.

8 Council Action Plan objectives supported

N/A

9 Recommendation

- 9.1. It is recommended that Council considers the premises licence application and decides whether to submit any representations to the Licensing Authority by 03 April 2025.

¹² S107(4)(5) Licensing Act 2003

¹³ S101 Licensing Act 2003

Appendix A

Licensing Objectives

a) General, all four licensing objectives (b,c,d,e) We have read the Council's statement of licensing policy (Issued Date: 27th September 2023) and are keen to support the licensing objectives set out within. By remaining sensitive with regards closing times we aim to prevent disorder and minimise public nuisance. The building is recently refurbished, with new fire equipment, cameras and disabled facilities to aid public safety. There are no Gambling machines or TV screens and there are no planned activities on site that should raise potential harm to children. We have taken note of Section 2.3 - Areas of Concern of the licensing policy. With regards 2.3.1 , Challenge 25 policy will be adopted and promoted, with staff being trained specifically on it. Glass empties are stored in a secured area at the rear of the property. The outside area of the property to the front where smoking may be permitted is not directly visible to neighbours, is adjacent to the road with the footpath on the opposite side, so should not effect passers by. The provision of ashtrays in the outside area, should minimise cigarette butts. We consider this preferable to people smoking on the public highway. With regards to 2.3.2, we have limited our requested licensing hours to minimise any potential issues with respect to late night opening. We consulted Nicola King (Police officer 8684) who visited on 7th December 2023 during the refitting of the building for advice on meeting licencing objectives. We have consulted staff from the doctors surgery and hospital opposite, on the existance of any addiction therapies or specific alcohol dependency activies and are not aware of any operating.

b) The prevention of crime and disorder Steps include: Security cameras in public areas (except toilet) Sensitive opening times Readily available Logbook to record any pertanent information for staff Storage of glass in secure area Zero tolerance to illegal drug use

c) Public safety Steps include: Substantial Barrier between road and outside front area of property Planned additional lighting being installed to outside areas. Minimal trip hazards with single floor level and sloped thresholds

d) The prevention of public nuisance Steps include: Building has no windows on sides adjacent to private properties - minimising noise nuisance, no overlooking other neighbouring private properties. Building has additional insulation in walls, some panels with accoustic properties, no chimily and double glazed frontage - minimising noise nuisance. Small seated outside area with ashtrays - minimising public nuisance from smoking off site.

e) The protection of children from harm Steps include: Operation of Challenge 25 Policy, supported by promotion and staff training. No gambling machines, or TV screens.

Report subject	Aqua Centre Rent Review.
Committee name	Full Council.
Meeting date	24 th March 2025.
Report author	Katharine Sheehan FSLCC, Town Clerk & RFO.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	
Decision required?	Yes.

1. Purpose

1.1 To consider the rent review for the Aqua Centre, deferred from 2023.

2. Background information

2.1 The lease for the Aqua Centre states that the rent should be independently reviewed every 5 years.

2.2 The lease specifies review dates as 31 January for the years 2010, 2015, 2020 and 2025.

2.3 Actual timing for the reviews has not been in line with the wording in the lease. The last review of the rent was undertaken in January 2018 by the District Valuer.

2.4 The result of this valuation was a recommendation from the DV to leave the rent unchanged (at £1,000 p.a.).

2.5 In 2020 and 2023 Council agreed, in light of the high cost of utilities, and the unchanged nature of the Aqua Centre operations to defer the review to January 2025.

3. Financial implications

3.1. The Aqua Centre rent is currently set at £1,000 p.a. in recognition of the community benefit it brings to the town and local area, the non-profit making nature of the Centre, and no additional subsidy is required.

4. Equalities considerations

N/A.

5. Crime and Disorder considerations

N/A.

6. Council Action Plan objectives supported

N/A.

7. Recommendation

- 7.1. It is recommended that Council AGREES to defer the rent review until 2027 in light of the continuing financial pressures absorbed by Crewkerne Leisure Management and that the operations of the Centre remain unchanged.

Report subject	Council Surgeries: to note dates and identify councillor support for surgeries in 2025.
Committee name	Full Council.
Meeting date	24 th March 2025.
Report author	Katharine Sheehan FSLCC, Town Clerk.
Report contact details	townclerk@crewkerne-tc.gov.uk.

1. Purpose

1.1 To note dates and identify councillor support for surgeries in 2025.

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. 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.

The following dates require two councillor volunteers between 10.30-12.00:

Date of surgery	Councillor 1	Councillor 2
Saturday 26 th April		
Saturday 24 th May		
Saturday 28 th June		

3. Financial implications

N/A.

4. Equalities considerations

Improves access to elected representatives.

5. Crime & Disorder considerations

N/A.

6. Council Action Plan objectives supported

N/A.

7. Recommendation

6.1. It is recommended that Council:

- a) Agrees councillor representation at these surgeries to assist staff with planning.

Report subject	To consider a response to Somerset Council regarding a Tree Preservation Order (TPO) for the Lucombe Oak.
Committee name	Full Council.
Meeting date	24 th March 2025.
Report author	Katharine Sheehan FSLCC, Town Clerk & RFO.
Report contact details	townclerk@crewkerne-tc.gov.uk .
Consultees	Somerset Council.
Decision required?	Yes.

1. Purpose

1.1 To consider a response to Somerset Council regarding a Tree Preservation Order for the Lucombe Oak.

2. Background information

2.1 The Lucombe Oak, situated between the Henhayes Centre, George Reynolds Centre and the Aqua Centre is one of Crewkerne's most significant trees.

2.2 Owned and cared for by Crewkerne Town Council, the tree currently does not benefit from a TPO, nor is it situated in the town's Conservation Area.



Map showing location of the Lucombe Oak relative to the Conservation Area (red).

3. Detailed Consideration

3.1 Somerset Council (SC) has suggested that the tree might be a good candidate for a TPO.

3.2 The current management arrangements for the tree have been outlined to Somerset Council:

- As one of the Council's most significant trees, it undergoes more frequent inspections by the independent arborist.
- Recently, it was assessed by tomographic specialists to evaluate its overall health, and the results confirmed it to be in good condition, so much so that the specialist deemed resistograph testing unnecessary.
- The tree is well cared for by the council, and its root zone remains fenced off and protected in line with the arborist's advice.

In response Somerset Council made the following observations:

- There are no concerns with this tree's conservation or management.
- As CTC already has an independent arboriculturist check the tree regularly and management decisions are made based on their findings, this TPO shouldn't impact the way the Town Council manages the tree, but it may offer reassurance to the town's residents.
- A TPO wouldn't prevent works from being carried out to the tree (or even felling the tree if necessary), it would only mean that such works would need to be sufficiently justified, typically by the findings of a qualified arboriculturist.
- A TPO would not necessarily prevent CTC from proceeding with plans (subject to separate planning consent) to occasionally light the Lucombe Oak.

4. Financial implications

None – the Town Council budget already provides for the ongoing inspections and management of this tree which won't change under a TPO. The cost of putting a TPO in place is borne by Somerset Council.

5. Equalities considerations

N/A.

6. Crime and Disorder considerations

N/A.

7. Council Action Plan objectives supported

1.9.7 Plant more trees and ensure significant trees are appropriately protected with TPOs.

8. Recommendation

7.1. It is recommended that Council AGREES to support a TPO for the Lucombe Oak.