



**WINCANTON TOWN COUNCIL**  
**APPROVED MINUTES OF THE MEETING OF THE TOWN COUNCIL**  
**HELD ON MONDAY 22<sup>ND</sup> FEBRUARY 2021**  
**ONLINE VIA ZOOM AND LIVE STREAMED ON YOUTUBE**

**Present:** Councillors Shelbourn-Barrow (Chair), Power, Ralph, Smith, Thomas (from 19:05), Tudgay, Vagg and Walters

**Also present:** County Councillor Anna Groskop

**Locum Clerk:** Zöe Godden

There were three members of the public members of the public present at the start of the meeting.

**The meeting started at 19:04.**

The Chair welcomed everyone and confirmed that the meeting was quorate. All Councillors confirmed that they had received the supporting papers before the meeting.

**19:05: Councillor Thomas joined the meeting.**

**19:07 – The Chair allowed a public open session.**

A member of the public expressed the wish that the Town Council should approve the grant application to Wincanton Recreational Trust and summarised the financial difficulties the Trust had experienced due to the CV-19 pandemic.

**19:09 – The Chair brought the public open session to a close.**

**0210 APOLOGIES**

No apologies had been received.

**0211 DECLARATION OF INTEREST**

There were no declarations of interest.

**0212 MINUTES OF PREVIOUS MEETINGS**

a. To receive and sign the minutes of the ZOOM Meeting held on Monday 25<sup>th</sup> January 2021 in accordance with Standing Order 12c.

Councillor Tudgay noted that the amount of the precept request had not been recorded in the minutes and the Clerk was instructed to add the amount, which was £325,238.

**RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Walters and unanimously agreed to approve the minutes with the addition of the amount of the precept request being the only amendment required.**

b. To note the draft minutes from the Governance and General Purposes Working Group meeting, held on 1<sup>st</sup> February 2021.

It had not been possible to distribute the minutes before the meeting, so it was **agreed** to defer this matter to the next Full Council meeting.

***Action 210222/1: Locum Clerk***

c. To note the draft minutes from the Stakeholder Group meeting held on 26<sup>th</sup> January 2021.  
**Noted.**

#### **0213 TO REVIEW ACTION POINTS FROM THE PREVIOUS MEETING.**

**19:16 – Councillor Thomas left meeting due to loss of connectivity and returned a few seconds later.**

All actions had been completed.

#### **0214 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

**County Councillor Anna Groskop had submitted a report prior to the meeting.**

**19:26 – Councillor Thomas left the meeting due to loss of connectivity.**

#### **0215 COUNCIL MATTERS**

a. To agree one further Councillor to sit on the Open Spaces Committee.

There were no volunteers to fill the place on the committee so it was **agreed** that committee would operate with four members until a volunteer could be found. The Locum Clerk was instructed to add this matter to the agenda for the next Full Council meeting.

***Action 210222/2: Locum Clerk***

b. To note the responses to the “Future of Transport: Rural Strategy” consultation.

It had not been possible to submit comments by the deadline of 16<sup>th</sup> February. The Locum Clerk was instructed to find out if comments could be submitted late.

***Action 210222/3: Locum Clerk***

**19:30 – Councillor Thomas returned to the meeting.**

c. To consider updated Standing Orders and agree to adopt these.

The Chair explained that the Standing Orders prescribed how the Council should operate and that the clauses in bold were statutory obligations.

**RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Smith and unanimously agreed to approve the revised Standing Orders as presented.**

d. To note Open Spaces Report from Work and Maintenance Supervisor

**Noted.** Councillor Ralph referred to the request for the Town Council to approve some nominated suppliers, contained in the report. The Locum Clerk said that a proposal would be brought to a future Town Council meeting in relation to this matter.

## **0216 FINANCE**

- a. To note that the following payments have been made since the last Full Council meeting:
- Locum Clerk – Reimbursement for purchase of five mobile phones and one additional SIM - £42.50
  - Locum Clerk – January 2021 fee - £1087.08

**Noted.** Councillor Smith asked if the cost for the mobile phones covered all five handsets and the SIM. The Locum Clerk confirmed that it did.

- b. To note that the Locum Clerk, in consultation with the Chair and Vice-Chair, has set up two direct debits, as follows:
- Tesco mobile - Mobile phone bill- £42.50 per month
  - Information Commissioner's Office - Annual registration fee - £35 per year

**Noted.**

- c. To note that the Town Council has been awarded a grant by SSDC of £6832.25 towards the cost of replacing the lighting at the MUGA and Skatepark with an LED system and to consider allocating up to £7000 from reserves cover the rest of the cost.

The Chair reminded Councillors that, during budget setting for 2021-22, the Council had agreed to remove the total cost of replacing the MUGA lights with LEDs from the budget and to look for external funding. The Project and Development Officer had approached SSDC and had successfully applied for a grant for 50% of the cost of the replacement lighting. Councillor Tudgay asked if the quote was still valid. The Locum Clerk confirmed that the Works Supervisor had checked with the contractor, who had agreed to honour the original quote. Councillor Smith felt that the replacement of the lighting was a misuse of public money and said he thought the installation would not pay for itself. Councillor Power noted that a token meter could be installed for users of the MUGA to contribute towards the cost of lighting. The Chair said this matter should be considered by the Open Spaces Committee. There was some further discussion about the possible savings that could be made from LED lighting. The Chair noted that LEDs used much less electricity and that this was in line with the Town Council's wish to make more environmentally friendly decisions. In response to a question from Councillor Tudgay, the Locum Clerk informed Councillors that SSDC needed to know by the following day if the Town Council was to accept the grant offer. The Locum Clerk was instructed to find information on how much electricity could be saved by switching to LEDs.

***Action 210222/4: Locum Clerk***

**RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Thomas and agreed to earmark £7000 from reserves to put towards the cost of replacement lights. All in favour except Councillor Smith, who voted against.**

- d. To consider a grant application from Wincanton Recreational Trust.
- The Chair reminded Councillors that the initial grant application from Wincanton Sports Management Company. £10,000 had been awarded and was to be paid in two equal instalments. The management company had been replaced by Wincanton Recreational Trust, so this new organisation had submitted a grant application in order to access the second payment of £5000.

**RESOLVED: It was proposed by Councillor Ralph, seconded by Councillor Power and unanimously agreed to award the £5000 grant to Wincanton Recreational Trust.**

e. To consider allocating some of the Mayor's Allowance to charities, as follows:

- £200 - Wincanton Museum and History Society
- £500 – Wincanton Silver Band

The Chair explained that the above amounts would be taken from the underspend in the Mayor's Allowance budget for 2020-21.

**RESOLVED: It was proposed by Councillor Thomas, seconded by Councillor Walters and agreed to allocate the amounts to the nominated charities. All in favour except Councillor Power, who abstained from voting and asked for this to be recoded in the minutes.**

f. To consider quotes for internal audit work for the 2020-21 financial year.

It was **agreed** to defer this matter as only one quote had been received.

g. To review the Financial Risk Assessment.

The Locum Clerk reported that the current Financial Risk Assessment required more work than expected, so it had not been possible to complete this in time to circulate the document to Councillors in advance of the meeting. It was **agreed** to defer this matter to the next Full Council meeting.

**Item 7 i. was dealt with at this point in the meeting.**

i. To consider two Good Stuff Fund grant requests.

The Chair explained that the Good Stuff Fund was set up so that local groups and charities could apply for grants against clear criteria. The Stakeholder Group reviewed grant requests and made recommendations to the Full Council, which made the final decision. Details of the two bids had been circulated to Councillors before the meeting. The first bid was for the People, Plants and Pollinators Project at the Balsam Centre.

**RESOLVED: It was proposed by Councillor Shelbourn-Barrow, seconded by Councillor Thomas and unanimously agreed to award £1500 to this project.**

The Locum Clerk was instructed to contact the applicant to let them know how the funds would be released.

***Action 210222/5: Locum Clerk***

The Chair explained that the second bid was from One Planet Wincanton for the installation of steps in Cash's Park. Three quotes had been considered by the group and the aim was to enable people to access the wooded area that is being planted. The Locum Clerk confirmed that the Town Council's public liability insurance would cover the steps and the Works Maintenance Supervisor had met with applicant and agreed that their preferred quote was the best. Councillor Vagg declared a personal interest in this matter because she had sponsored the application.

**RESOLVED: It was proposed by Councillor Thomas, seconded by Councillor Ralph and unanimously agreed to award £2000 to this project.**

**h.** To hear an update on Stakeholder Group projects funded in 2020-21.

The Chair gave a verbal report, as follows: Any recipient of £500 or more would be required to give progress reports to the Town Council. Some projects had not been able to progress due to the CV-19 situation but all would resume when it was safe to do so. An update would be presented to the Full Council in either March or April.

**i.** To hear an update on possible section 106 contributions due to the Town Council.

The Locum Clerk reported that neither she nor the Chair had received a response regarding S106 monies and the Locum Clerk was instructed to add this matter to the next Full Council agenda.

**Action 210222/6: Locum Clerk**

**j.** To hear an update on an insurance claim for damage to the Town Hall, which occurred in February 2020.

The Locum Clerk reported that the claim had been closed by the insurance company because they had been unable to get a response from anyone at the Town Council. Having spoken to the insurer and sent relevant documents, the Locum Clerk confirmed that the claim had been re-opened and would report any progress to a future meeting.

**k.** To approve the February 2021 payment list and agree two Councillors to sign cheques.

Councillor Tudgay queried an electricity bill for Laburnham Road garage as he had never heard of this property. The Locum Clerk was instructed to look into this matter.

**Action 210222/7: Locum Clerk**

**RESOLVED:** I was proposed by Councillor Tudgay, seconded by Councillor Smith and unanimously agreed to approve all of the payments, except the electricity bill for Laburnham Garage, and that Councillors Tudgay and Walters would sign the cheques.

**20:18 – One member of the public left the meeting.**

**l.** To consider three quotes for replacement bark needed for the zip wire surface at Cale Park Play Area and choose a preferred supplier.

This item had been put on the agenda in error and had been dealt with at the January meeting.

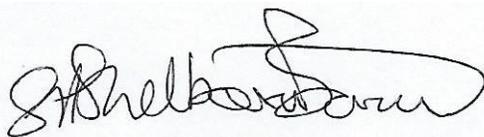
#### **0217 ITEMS FOR CONSIDERATION FOR THE NEXT AGENDA**

The Locum Clerk was instructed to add the following items to the March agenda:

- Update from the Stakeholder Group and year-end report
- Update on the switch to Unity Trust Bank

The meeting ended at 20:21

Signed:



Date: 22<sup>nd</sup> March 2021