



## WINCANTON TOWN COUNCIL

### DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 22<sup>ND</sup> AUGUST 2022 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON

**MEMBERS PRESENT:** Councillors H Ellard (Chairman), S Atherton, D Caines, T Child, K Hearne, E Hix, D Old, C Rodgers, P Rodgers, D Smith, R Tudgay & L Walters

**MEMBERS OF THE PUBLIC IN ATTENDANCE:** 4

**MEMBERS OF THE LOCAL PRESS IN ATTENDANCE:** 0

**DISTRICT AND COUNTY COUNCILLORS:** Cllr T Power, Cllr C Winder, Cllr N Colbert and Cllr L Trimnell

**PROPER OFFICER IN ATTENDANCE:** Emma Curtis – Town Clerk

#### PUBLIC PARTICIPATION

Cllr Winder spoke during public participation to raise concerns about the Wincanton Regeneration Project and comments made by a Cllr at a recent meeting. A member of the public asked if any progress had been made regarding the gates at Cale Park and to inform Cllrs that a homeless person had been sleeping in the play area. To conclude a member of the public requested to know what had happened to photos of previous Mayors and to state that the town had a shortage of dog waste bins.

**The meeting opened 7:12pm**

**1. APOLOGIES FOR ABSENCE:**

Received from Cllr Ralph, Cllr McClarnon and Cllr Lumley

**RESOLVED: It was proposed and agreed to approve the apologies for absence as presented.**

**2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS:**

None received.

**3. TOWN COUNCIL MINUTES 25<sup>TH</sup> JULY:**

**RESOLVED: It was proposed and agreed to adopt the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes.**

**4. TO RECEIVE ANY REPORTS FROM**

**(i) the Town Mayor:** Cllr Ellard reported on a recent LCN Zoom meeting and informed members of an upcoming LCN event in Bruton on Thursday 15<sup>th</sup> September. Cllr Ellard stated he had met with a representative from SPARK to discuss Health and Wellbeing and they will be attending an upcoming meeting to provide more information. Further meetings

had been held with the Balsam Centre and a local resident promoting improved care provision in Wincanton.

**(ii) Somerset County Council or District Councillors representing Wincanton on matters of interest to the town and the local community:** Reports were received from County Cllr L Trimmell, County Cllr T Power, District Cllr C Winder and District Cllr N Colbert.

**(iii) the Town Clerk:** The Town Clerk provided a report detailing a meeting with police, Cale Park Café lease, staffing issues, bank signatories and LCN meetings.

**(iii) local organisations, Town Councillor representatives, and partners;** Cllr C Rodgers provided an update on the football and cricket clubs. Cllr Hix stated she had attended a recent Rural Services Network meeting on Youth and had responded to the LCN Youth Survey.

**5. ACTION LIST**

**To note circulation of the Actions from Meeting list and discuss any matters arising:**

Circulation of the Actions from Meeting list was noted. The Town Clerk provided an update on outstanding tasks.

**6. COMMITTEE MINUTES AND WORKING GROUP NOTES**

**To formally receive and note committee minutes and working group notes:**

a) Draft Planning Committee minutes: The draft minutes of the meeting were formally received and noted.

**7. REPRESENTATIVES TO OUTSIDE BODIES**

**To consider Council representatives to Outside Bodies:**

**RESOLVED: It was proposed and unanimously agreed that the following Cllrs or the Town Clerk would be representatives to the listed outside bodies:**

<b>Outside Body</b>	<b>Cllr</b>
The Balsam Centre	Cllr E Hix
Citizens Advice Bureau	Cllr E Hix
Community Accessible Transport (CAT Bus)	Cllr P Rodgers
Friends of Wincanton Community Hospital	Town Clerk
MHA Community South Somerset	Cllr L Walters
Memorial Hall	Cllr L Ralph
Wincanton Regeneration Board	Cllr H Ellard
Tourist Information	Town Clerk
Wincanton Chamber of Commerce	Town Clerk
Wincanton Museum	Cllr H Ellard
Wincanton Schools	Cllr E Hix
Wincanton Sports Ground	Cllr T Child

**8. CALE PARK KITCHEN**

**To note, after delegation at the last meeting, that a new lease has been prepared and signed accordingly:**

Cllrs noted that a new lease had been prepared and signed accordingly as agreed at the last meeting. It was agreed to proceed with changing the locks and completing repairs to be deducted from the previous tenant's deposit.

**9. WINCANTON REGENERATION PROJECT**

**To consider preparing a formal press release from Wincanton Town Council in response to recent changes to the project:**

Cllr Ellard commented that he had not heard anything negative from Cllrs about the changes to the project and suggested that pressure is kept on SSDC to fulfil their obligations with Cllr Sarah Dyke being invited to the next Town Council meeting to update on the project. Cllrs expressed their concern that the whole project appeared to have lacked public consultation. Concern was raised about the project moving to compulsory purchase and the requirement for a clear end use. Cllr Child referred members to the 2019 Wincanton Town Centre Strategy and Action Plan and points and policy made within the document. Cllrs further expressed concern that any regeneration within the town would not occur, and the funding would be lost.

**RESOLVED: It was proposed and agreed to invite Cllr Sarah Dyke to an upcoming Town Council meeting to provide an update on the regeneration project.**

*Action: 220822/1: Town Clerk*

**10. CAR PARK COMPENSATION SCHEME**

**To consider in detail the Car Park Compensation Scheme Agreement:**

The agreement was considered, and it was noted that the document did not contain a dispute resolution clause which was not in the Town Councils favour. Concern was also given to inflation, maintenance and suggestions made by Cllr Child in June and it was agreed that a meeting would be held to review the contract by the Car Parks Committee on Wednesday 31<sup>st</sup> August.

**RESOLVED: It was proposed and agreed to pay the amount due to SSDC for the 2021/22 year but to revisit the contract in detail prior to signing via a Car Park Committee meeting.**

*Action: 220822/2: Town Clerk*

**11. TOWN COUNCIL WEBSITE**

**To consider gaining quotations for a new Town Council website:**

**RESOLVED: It was proposed and unanimously agreed to gain quotations for a new Town Council website.**

*Action: 220822/3: Town Clerk*

**12. CHRISTMAS EVENTS/COMMUNITY AWARDS**

**To consider preparations for Christmas 2022 and Community Awards 2022:**

Cllrs considered preparations for Christmas 2022 including the ordering of Christmas Trees and considered an event suggestion from MHA which Cllr Old suggested a donation be made towards of £100. Attention was given to the Christmas lights switch on, carols, silver band and lantern parade and the date was confirmed as Friday 25<sup>th</sup> November. It was agreed to set up an informal Christmas Working Group to look at proceedings and Cllrs Ellard, Old, Hearne, Hix, Tudgay and the Town Clerk agreed to form the group working with the Administration Officer. It was further agreed that the Community Awards would be

moved to early in the New Year.

**RESOLVED:** It was proposed and agreed to form an information Christmas Working Group to look at Christmas events.

*Action: 220822/4: Town Clerk*

**13. SKATEPARK EVENT**

**To consider hosting a Skatepark Event during October half term:**

Cllr Hix reported that this was initially due to be held in conjunction with the summer Playdays working with a local Community Police Officer.

**RESOLVED:** It was proposed and agreed to put this in abeyance until next summer to coincide with the summer Playdays and look at grant funding opportunities.

**14. COMMUNITY FRIDGE**

**To receive an update on the Community Fridge project:**

Cllr Atherton reported that comments had been made regarding lack of signage, advertising and food within the fridge and that the scheme required further promotion. The Town Clerk stated that the Administration Officer coordinated the scheme with volunteers. Cllr Hix provided information about the fridge, freezer and larder and how the scheme works with food collection, cleaning and waste. It was agreed to ask the Administration Officer to prepare a brief report on the scheme and its workings.

**RESOLVED:** It was proposed and agreed to ask the Administration Officer to put together a brief report about the Community Fridge.

*Action: 220822/5: Town Clerk*

**15. FINANCE**

a) **To receive receipts and payments list July 2022:** Received and noted, no queries.

b) **To receive balance sheet dated 31<sup>st</sup> July 2022:** Received and noted, no queries.

c) **To receive income and expenditure report dated July 2022:** Received and noted, no queries

e) **To approve bank account reconciliation dated 31<sup>st</sup> July 2022:**

**RESOLVED:** It was proposed and agreed to approve the bank reconciliation as presented.

f) **To note letter from the SAAA and consider continuation as part of the SAAA sector led auditor appointment regime:** The letter from the SAAA was noted.

**RESOLVED:** It was proposed and agreed to continue to be part of the SAAA sector led auditor appointment regime.

g) **To consider obtaining a Unity Trust Bank Multipay Card for purchasing:**

**RESOLVED:** It was proposed and agreed to obtain a Unity Trust Bank Multipay Card for use by the Town Clerk in accordance with the Town Council's Financial Regulations.

*Action: 220822/6: Locum RFO*

**16. THE CIVILITY AND RESPECT PLEDGE**

**To consider taking the Civility and Respect Pledge as part of the Civility and Respect Project:**

**RESOLVED:** It was proposed and agreed to adopt and sign up to the Civility and Respect Pledge.

*Action: 220822/7: Town Clerk*

**17. CORRESPONDENCE, TRAINING AND FORTHCOMING MEETINGS:**

- (i) **Correspondence:** Cllrs were informed about a petition and letter from a group of residents. The Town Clerk was asked to forward to SSDC.
- (ii) **Training:** The Town Clerk reminded Cllrs about SALC training sessions
- (iii) **Meetings:** Cllr Ellard informed Cllrs about the LCN Pilot Event being held in Bruton on 15<sup>th</sup> September 7pm. Cllr Ellard informed Cllrs about an email received regarding MTIG grant funding and it was agreed to submit an Expression of Interest.

**Action: 220822/8: Town Clerk**

*At this point it was proposed and unanimously agreed to suspend Standing Orders and proceed with the meeting past 9pm.*

**18. EXCLUSION OF PRESS AND PUBLIC**

To consider exclusion of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to HR/Personnel matters:

**RESOLVED:** It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting to enable discussion on confidential HR matters.

**a) To receive an update on the recruitment of a permanent RFO:** Cllrs were provided with an update on the RFO position and recruitment process. It was confirmed that the RFO role would be reviewed, and staffing structures evaluated once the new Town Clerk had formally commenced the role in October.

- 19. Close of meeting and confirm date of next Town Council meeting as Monday 26<sup>th</sup> September 2022:** The date of the next Full Town Council meeting was confirmed as **Monday 26<sup>th</sup> September 2022.**

**The meeting closed at 9.10pm**