



WINCANTON TOWN COUNCIL

To Cllrs: H Ellard (Chairman), S Atherton, T Child, K Hearne, E Hix, A Lumley, P McLarnon, D Old, L Ralph, C Rodgers, P Rodgers, D Smith, R Tudgay & L Walters,

Dear Councillors

You are hereby summoned to attend the next meeting of Wincanton Town Council to be held in **the Council Chamber at Wincanton Town Hall**, Market Place, Wincanton on **Monday 25th July commencing at 7pm** for the purpose of transacting the following business:

A handwritten signature in blue ink, appearing to read 'Emma Curtis', is placed over a light blue rectangular background.

Emma Curtis

Locum Town Clerk to Wincanton Town Council, 19th July 2022

Meetings and the Public

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.wincantontowncouncil.gov.uk

Before the meeting, the Chair may allow a public session to enable people to ask questions of the Council and make comments, in accordance with Standing Orders 3e and 3h. Questions are directed to Council and should be restricted to matters on the agenda. Members of the public are not to verbally abuse or harass a member of the Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Town Councillors, officers, the public and press are asked to refer to the current COVID-19 guidelines <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19> - please not attend this meeting if you have tested positive for COVID-19 within the last five days and respect the personal space of others at the meeting.

AGENDA

PUBLIC PARTICIPATION

- 1. Apologies for absence**
To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.
- 2. Declarations of interest and requests for Dispensations**
For Members to declare any interests they may have on items on the agenda and agree any dispensations to stay (Wincanton Town Council Code of Conduct 2022).
- 3. By-Election**
To note By-Election result which took place on Wednesday 20th July, welcome new Cllr and receive a Declaration of Acceptance of Office and Register of Interests form
- 4. To receive and note any updates, announcements, information or reports from**
(i) the Town Mayor,
(ii) Somerset County Council or District Councillors representing Wincanton on matters of interest to the town and the local community, and
(iii) local organisations, Town Councillor representatives, and partners.
- 5. Town Council Minutes 27th June 2022**
To receive the minutes of the previous meeting of Full Council on 27th June 2022 as a correct record and signed by the Town Mayor (Local Government Act 1972 Sch 12) (Appendix 1).
- 6. Matters to report from the Town Clerk in relation to actions from previous Town Council meetings: None.**
- 7. Committee minutes and working group notes**
To formally receive and note committee minutes and working group notes:
a) Draft Planning Committee minutes (Appendix 2)
- 8. Cemetery Path**
To receive a verbal report from Cllr Tudgay following site visit
- 9. Town Council Email System & Office 365 Upgrade**
To consider upgrades to the Town Council email and computer system
- 10. Cale Park Kitchen**
To receive an update and discuss Cale Park Kitchen
- 11. David Sharpe Centre**
To consider lease arrangements for new tenant (Appendix 3)

- 12. Film Night Proposal**
To consider Film Night proposal submitted by resident (Appendix 4)
- 13. Wincanton Regeneration Project**
To discuss Cllr views on the Wincanton Regeneration Project
- 14. Finance**
 - a) To receive receipts and payments list June 2022 (Appendix 5a)
 - b) To receive balance sheet dated 30th June 2022 (Appendix 5b)
 - c) To receive income and expenditure report dated June 2022 (Appendix 5c)
 - e) To approve bank account reconciliation dated 30th June 2022 (Appendix 5d)
- 15. Press and Media Policy**
To consider draft Press and Media Policy and adopt once approved (Appendix 6)
- 16. Correspondence, Training, and forthcoming meetings:**
 - (i) Correspondence: None
 - (ii) Training: SALC
 - (iii) Meetings: None
- 17. 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.
 - a) To receive an update on the Town Clerk recruitment process
- 18. Close of meeting and confirm date of next Town Council meeting as Monday 22nd August.**