



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 27TH JUNE 2022 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON

MEMBERS PRESENT: Councillors S Atherton (Chairman), T Child, K Hearne, E Hix, D Old, L Ralph, C Rodgers, P Rodgers and D Smith.

MEMBERS OF THE PUBLIC IN ATTENDANCE: 5

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

DISTRICT AND COUNTY COUNCILLORS: Cllr Colin Winder, Cllr Tom Power and Cllr Lucy Trimmell

PROPER OFFICERS IN ATTENDANCE: Emma Curtis, Locum Clerk
Tracy Lamb, Locum RFO

In the absence of both the Chairman and Vice Chairman the Locum Clerk informed Cllrs they were required to elect a Cllr to preside over the meeting and act as Chairman.

RESOLVED: It was proposed and unanimously agreed that Cllr Atherton be elected as Chairman for the duration of the meeting.

1. Apologies for absence

Received from Cllr Ellard, Cllr Tudgay, Cllr Walters and Cllr McClarnon

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. Public Participation

There were 5 members of the public in attendance of which one spoke seeking the Town Councils support for some proposed events. It was agreed these proposals would be considered at an upcoming meeting.

4. To receive and note any updates, announcements, information or reports from
(i) the Town Mayor: No report received.

(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 and District Cllr C Winder

(iii) local organisations, Town Councillor representatives, and partners:

Cllrs noted that Cllr Child was refused entry to a recent Wincanton Regeneration Board

meeting, and it was agreed to seek reasoning for this. It was noted that there is an upcoming Executive meeting on 7th July and Cllrs agreed that Cllr Child should attend on behalf of the Town Council to express that funding should stay within Wincanton. Cllr Hix expressed concern that the Town Council had not been included in recent developments.

5. Town Council Minutes 16th May 2022

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

6. Matters to report from the Town Clerk in relation to actions from previous Town Council meetings:

The Locum Clerk provided a verbal report on the upcoming by-election stating that the election would take place on Wednesday 20th July and that there were two candidates. It was noted that the Town Council had opted not to purchase polling cards as these would have increased the cost of the election by £2,200.

7. Committee minutes and working group notes

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

a) Draft Open Spaces Committee minutes: The draft minutes of the meeting were formally received and noted. Cllr Atherton raised the issue of pollarding trees at Bayford Hill. It was agreed this would be followed up with Somerset County Council as the trees are on their land and fall within their responsibility.

b) Draft Personnel Committee minutes: Draft minutes not available as not finalised.

d) Draft Planning Committee minutes: Draft minutes not available as no finalised.

c) Draft Annual Parish Meeting minutes: The draft minutes of the meeting were formally received and noted.

8. Recommendations from Committees and/or Working Groups

To consider recommendations from committees and/or working groups without delegated powers:

a) To consider recommendation from the Open Spaces Committee to approve quote for remedial works at the Cemetery Building for £1,381.95

RESOLVED: It was proposed and unanimously agreed to approve the quote at £1,381.95 and proceed with the remedial works.

b) To consider recommendation from the Open Spaces Committee to approve quote for new John Deere tractor at £6,685.00

RESOLVED: It was proposed and unanimously agreed to approve the purchase of the new John Deere tractor at £6,685.00

9. Terms of Reference for Committees for the year 2022/2023

To review and adopt the following Terms of Reference:

- Planning Committee
- Finance and General Purposes Committee
- Open Spaces Committee
- Personnel Committee

The Locum Clerk reported the main changes to the Terms of Reference were the number of committee members as these had changed. Cllr Ralph queried the Chairman and Vice Chairman being ex-officio members of committees and whether this was inline with the Town Council's Standing Orders. The Locum Clerk confirmed this would be reviewed.

RESOLVED: It was proposed and agreed unanimously to adopt the Terms of Reference for each committee with the number of committee members amended accordingly.

10. Cemetery Path

To receive a verbal report from Cllr Tudgay following site visit:

This item was deferred until the next meeting as Cllr Tudgay was absent.

11. Car Park Compensation Scheme

To receive an update on the Car Park Compensation Scheme and consider approval of the Agreement: Cllr Atherton provided the Town Council with the history of the scheme and the ongoing legal deliberations and changes to the original agreement. Negotiations have been ongoing since 2012. Cllr Ralph expressed concerns that after an absence of correspondence from SSDC over recent years it appeared the Town Council were now being rushed into signing the agreement. Concern was also raised regarding the agreement once SSDC ceases. It was felt by all that further consideration and discussion was required prior to the agreement being approved and signed.

RESOLVED: It was proposed and agreed that the Locum Town Clerk arrange a Car Park Committee meeting as soon as possible to investigate the agreement in further detail.

12. Finance

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

b) To receive receipts and payments list May 2022: Received and noted, no queries.

c) To receive income and expenditure report: Received and noted. Cllr Ralph queried the large overspend in rates and Health and Safety and it was acknowledged that these items may have been budgeted incorrectly.

d) To receive internal auditors report: Received and noted. Cllr Atherton thanked officers for the improved internal auditors report.

e) To approve cashbook and bank account reconciliations:

RESOLVED: It was proposed and unanimously agreed to approve the bank reconciliations as presented, and Cllr Atherton signed as approved.

13. Annual Governance and Accountability Return (AGAR)

a) To approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2021/22:

RESOLVED: It was proposed and agreed to approve Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement without amendments. The Chairman and Locum Clerk duly signed the AGAR as appropriate.

b) To approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2021/22:

The Locum RFO explained that there had been an error on the financial software package which had given a discrepancy of £324 which had been rectified.

RESOLVED: It was proposed and agreed to approve Section 1 of the Annual

Governance and Accountability Return the Annual Governance Statement without amendments. The Chairman duly signed the AGAR as appropriate.

14. Good Stuff Fund

To consider grant request from One Planet Wincanton:

The Locum Clerk explained that the grants budget for the current year had been expended so should the Council wish to support the application the funds would have to come from general reserves. Cllr Hix commented that the Good Stuff Fund had a budget within the projects budget and the Locum RFO provided information on the projects budget.

RESOLVED: It was proposed and agreed to suggest that One Planet resubmit their application later in the year in readiness for next year's grant considerations.

15. Local Community Network (LCN) Terms of Reference

To consider the LCN Terms of Reference:

RESOLVED: It was proposed and agreed to adopt the LCN Terms of Reference as received.

16. Over 70s Tea Party

To receive an update on preparations:

Cllr Atherton provided a comprehensive update on the tea party stating that everything was arranged, and the supply of tickets had gone well. Cllr Atherton encouraged volunteers from the Council to attend if available and thanked the Administration Officer for undertaking most of the arrangements.

17. Correspondence, Training, and forthcoming meetings:

- (i) Correspondence: None
- (ii) Training: SALC
- (iii) Meetings: None

18. Close of meeting and confirm date of next Town Council meeting.

The date of the next Full Town Council Meeting was confirmed as **Monday 25th July 2022.**

The meeting closed 8:12pm



Emma Curtis – Locum Clerk