



## WINCANTON TOWN COUNCIL

To: The Town Mayor/Chairman S Shelbourn Barrow, Deputy Town Mayor/Vice Chairman R Tudgay and Town Councillors N Anderson, S Atherton, C Cole, H Ellard, Z Greening, H Hix, D Old, T Power, L Ralph, D Smith, I Thomas, V Vagg and L Walters.

Dear Councillors

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

A handwritten signature in cursive script, appearing to read 'Louise Harrison'.

Louise Harrison  
Locum Town Clerk to Wincanton Town Council, 19 April 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](http://www.wincantontowncouncil.gov.uk)

Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wincanton Town Council's Standing Orders section 3e and 3h. It may be useful to notify your intention to speak either in advance of or at the meeting by emailing [info@wincantontowncouncil.gov.uk](mailto:info@wincantontowncouncil.gov.uk).

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

**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 2019).

**3. Public Participation**

For the public or press to ask questions of the Council on matters relating to this Agenda.

**4. To receive and note any updates, announcements, information or reports from:**

- (i) the Town Council Chairman,
- (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 18 March 2022.**

To receive the minutes of the previous meeting of Full Council on 28 March 2022 as a correct record (appendix 1) and signed by the Chairman (Local Government Act 1972 Sch 12).

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

- (i) Strategic Plan Working Party
- (ii) Platinum Working Party (Green Canopy, over 70s lunch, lamp post signs and flag making funding)
- (iii) Planting of English Oak saplings by the Open Spaces Committee.
- (iv) Update on the Town Council logo project
- (v) Community Awards

**7. Committee minutes and working group notes.**

To formally receive and note committee minutes and working group notes: none.

**8. Recommendations from Committees and/or Working Groups**

To consider recommendations from committees and/or working groups without delegated powers: none.

**9. AGAR 2021/2022 and 2022/2023**

To note the conclusion of the AGAR process for 2020/2021 by the External Auditor and 2021/2022 update.

- 10. Clock repairs**  
To consider quotes for the repairs to the Clock (appendix 2).
- 11. Town Council Tourist Information Community Office access**  
To review and agree access by the public to Town Council's Tourist Information Community Office at the Town Hall including opening and closing times.
- 12. Council Chamber camera quotes**  
To review the quotes for the cameras in the Council chamber (appendix 3).
- 13. Town Hall Offices**  
To review the specification for the schedule of works to redecorate the external areas to the east of the Town Hall building and the main entrance, reception, back office, hall and WC all on the ground floor (appendix 4) - please also see item 21 (ii).
- 14. Zip wire Penn View Play Area**  
To approve the cost of replacing, supplying and installing one upright on the zip wire at a cost of £1,006.
- 15. Repairs Cale Park Kitchen**  
To approve:
  - (i) Installation of fire alarm detection in the meeting room adjacent to the kitchen and electrical room, and fire detection sounder strobes in the male/female/disabled WC's and upon completion of the works provide a BAFE fire alarm modification certificate, at a cost of £1,297.45 (excl. VAT)
  - (ii) Replace 3 x defective emergency lights at a cost of £271.72
- 16. Final External Auditor Report and Certificate 2020/2021**  
To note the final report from the External Auditor for the Annual Return 2021/2/22 (appendix 5 part 1 to 4)
- 17. Bank reconciliations, bank statements and budget review 2021/2022**  
To note and approve the continued delegated authority bank statements, bank reconciliations and budget for 2021/2022 and signed by the Chairman (appendix 6).
- 18. Bank payment authorisations**  
To review the delegated authority to officers in respect of bank authorisations and Councils financial processes and functions during the election period.
- 19. SSDC Priority Project update**  
To note the SSDC Priority Project update (appendix 7).
- 20. Correspondence, training, consultations, and forthcoming meetings:**

- (i) Correspondence from Wincanton Football Club (appendix 8).
- (ii) Correspondence from NABMA/SSDC Market Support Package report (appendix 9).
- (iii) Correspondence from SSDC regarding Town Centre Regeneration Property Grant Programme (appendix 10).
- (iv) Meetings:
  - Review date for the Annual Parish meeting
  - Review date for Annual Town Council meeting

**21. Close of meeting.**