



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 28TH MARCH 2022 IN THE COUNCIL CHAMBER, TOWN HALL WINCANTON

MEMBERS PRESENT: Councillors Shelbourn-Barrow (Chairman), Cole, Ellard, Hix, Greening, Old, Ralph, Smith, Tudgay (Vice Chairman), Vagg and Walters

MEMBERS OF THE PUBLIC IN ATTENDANCE: 0

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 1

DISTRICT AND COUNTY COUNCILLORS: Cllr Anna Groskop, Cllr Colin Winder

PROPER OFFICE IN ATTENDANCE: Emma Curtis, Locum Clerk

PUBLIC PARTICIPATION: No members of the public wished to speak. The meeting commenced at 7:32pm.

The Chairman introduced new Locum Clerk Emma Curtis.

1. APOLOGIES

RESOLVED: Apologies and their reasons were accepted from Councillors Anderson, Atherton, Power and Thomas.

2. DECLARATION OF INTEREST

The following Declarations of Interest were declared:

Cllr Ellard, Chair of Wincanton Recreation Trust – Agenda items 6b and 7

Cllr Vagg, Member of One Planet – Agenda item 7

Cllr Ralph, Trustee of Memorial Hall – Agenda item 7

Cllr Smith, Member of Catch – Agenda item 6b

3. MINUTES OF PREVIOUS MEETINGS

To resolve that the minutes of the Town Council meeting held on 14th March 2022 are approved as a correct record and signed by the Chairman.

Cllr Ellard commented that he had made five statements during Public Participation which were not reflected in the minutes and that it was agreed that items mentioned in the meeting would be brought to Full Council on 28th March but they were not on the agenda. Cllr Shelbourn-Barrow reminded Cllrs that the Council was not required to minute items mentioned during Public Participation and that the Locum Clerks would be responding to items raised in due course.

RESOLVED: It was proposed by Cllr Ralph, seconded by Cllr Greening and agreed

to approve the minutes as presented. Nine votes in favour; one against and one abstention. Motion carried.

4. REPORT FROM WINCANTON TOWN COUNCIL CHAIRMAN

Cllr Shelbourn-Barrow provided the meeting with a report detailing recent storm damage, the New Somerset Council and the Pilot LCN, The Queens Canopy Project, a visit from the High Sheriff, progress on the new town logo, grant funding assisting the delivery of Wincanton for the Future, the Good Stuff Fund initiative and a local district Cllr initiative taking donations to Ukraine.

5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Anna Groskop informed Cllrs that she would be retiring from 4th May and stated it had been a privilege to represent the town over the years. Cllr Groskop reminded members that the role of a Cllr is to represent and listen to the community.

Cllr Winder mentioned that the plinth in the town is less than 50 years old so should not necessarily be referred to by a conservation officer as historic. Cllr Winder provided information on the difficulties that SSDC were currently facing and the risk this could pose to the council financially and reputationally. Cllr Winder stated that the annual audit was in difficulty due to lack of support and failure to supply information. Cllr Shelbourn-Barrow thanked all district and county Cllrs for their efforts.

6. STAKEHOLDER GROUP

a) To note the actions notes from the Stakeholder group meeting held on the 26th October 2021 and 3rd March 2022

The action notes provided for the 3rd March were noted by members. The notes from 26th October appeared to be missing and the Locum Clerk was asked to trace. Cllr Ellard queried why the bid from the sports ground was not on any correspondence. Cllr Shelbourn-Barrow stated the application had not been through the stakeholder group and requested the Locum Clerk identify the reason it was not considered

b) To consider approval of four Good Stuff Fund grants recommended by the Stakeholder Group on the 3rd of March 2022

Cllrs considered the four Good Stuff Fund grants presented.

Camelot Mural: Grant Request £1,570, sponsor Cllr Atherton

As there were conditions attached to this grant and the sponsor was absent from the meeting it was agreed to put this request into abeyance to return to committee at a later date.

Catch 1: Grant Request £1,000, sponsor Cllr Shelbourn-Barrow

There were no comments from members.

RESOLVED: It was proposed by Cllr Greening, seconded by Cllr Vagg and agreed unanimously to award the grant requested of £1,000.

Catch 2: Grant Request £2,500, sponsor Cllr Ellard

Cllr Ellard expressed his surprise at seeing his name as the sponsor.

RESOLVED: It was proposed by Cllr Ellard, seconded by Cllr Ralph and unanimously agreed to award the grant requested of £2,500.

Wink Wink Theatre: Grant Request £1,000, sponsor Cllr Cole

There were no comments from members.

RESOLVED: It was proposed by Cllr Vagg, seconded by Cllr Tudgay to approve the grant request of £1,000. Ten votes in favour, one abstention. Motion carried.

Cllr Shelbourn-Barrow stated that the document detailing the grants would be uploaded to the website as soon as possible. Cllr Ellard queried the layout, figures and presentation of the spreadsheet.

7. ANNUAL GRANTS 2022/23

To resolve the annual grants for 2022/23

Cllr Ellard questioned the report, proposed grant amounts, and suggested the grant amounts should be provided on an equal basis with any overspend being transferred from the project budget. Cllr Tudgay provided information on the figures provided and referred members to the Councils grant policy. There then followed some discussion about the grant applications, decision making process and proposed amounts.

RESOLVED: It was proposed by Cllr Ralph, seconded by Cllr Shelbourn-Barrow and agreed to award grants as shown in the table below. Nine votes in favour, one against and two abstentions. Motion carried.

Grant appicate	Grant Awarded
One Planet	£1,000
Wincanton Memorial Hall	£1,000
South Somerset Community Accessible Transport (SSCAT)	£2,500
Wincanton Museum	£1,000
Choral Society	£500
MHA South Somerset	£2,000
The Balsam Centre `Hive Project`	£4,500
Wincanton Recreational Trust	£7,500
Total	£20,000

RESOLVED: It was further proposed by Cllr Old, seconded by Cllr Ellard and unanimously agreed to remove the £500 grant for the Wincanton District Gardening Association from the grants budget and fund from general reserves with the item being moved into the budget for the 2023/24 financial year.

8. INTERNAL AUDITORS PLAN

a) To resolve to approve the accounts package Rialtas Omega in readiness for a new financial year

Cllrs discussed the pros and cons of transferring from the current financial package to the Rialtas software and noted that it had been recommended by the Internal Auditor. Consideration was given to digitised VAT and improvements in budgeting.

RESOLVED: It was proposed by Cllr Greening, seconded by Cllr Tudgay and agreed to approve the purchase the Rialtas Omega accounts software. Ten votes in favour, two against. Motion Carried.

Cllr Ellard left the meeting at this point.

b) To consider for approval the Risk Assessment Policy
RESOLVED: It was proposed by Cllr Ralph, seconded by Cllr Smith and agreed unanimously to approve the Risk Assessment Policy.

c) **Cemetery costs 2022/23 and Cemetery Regulations**

Cllr Hix stated it was not the year to be putting the cost of burials up due to impending financial difficulties. It was agreed that the prices be reviewed by the Open Spaces Committee.

RESOLVED: It was proposed by Cllr Hix, seconded by Cllr Tudgay, and agreed unanimously that the price increases be deferred until 2023. It was further proposed by Cllr Old, seconded by Cllr Tudgay and agreed unanimously that the Cemetery Regulations document be approved and adopted.

d) **Asset Register 2022/23**

Cllr Ralph suggested the Locum Clerk look at getting items of special interest revalued. Cllr Hix noted that items were missing from the register such as the MUGA, toilet block at Churchfields and the community larder. It was noted that vastly undervalued items may impact on insurance.

RESOLVED: It was proposed by Cllr Shelbourn-Barrow and seconded by Cllr Greening that the Asset Register be accepted in principle pending valuation and missing items added with the document being represented to Council by the end of Quarter 1 of the new financial year. Nine votes in favour, one abstention. Motion Carried.

9. **PUBLICATION OF INFORMATION SCHEME AND FREEDOM OF INFORMATION POLICY**

a) **To adopt the revised Publication of Information Scheme and Freedom of Information Policy**

RESOLVED: It was proposed by Cllr Ralph, seconded by Cllr Tudgay and agreed to adopt the Publication of Information Scheme and Freedom of Information Policy as presented. Nine votes in favour, one abstention. Motion Carried.

b) **To note the Wincanton Town Council Model policy**

The Wincanton Town Council Model policy was noted.

10. **REMEDIAL TREE WORKS**

RESOLVED: It was proposed by Cllr Ralph, seconded by Cllr Smith and agreed to delegate authority to the Officers and Open Spaces Committee to utilise the budget of £5,000 allocated for tree work for 2022/23 to complete urgent work as recommended in the recent tree survey with a full update being provided to Full Council in due course. Nine votes in favour, one abstention. Motion Carried.

11. **THE DEVELOPMENT OF A STRATEGIC PLAN**

a) **To agree to setting up a working party that will initially consider how the work can be achieved, and what format it will take (survey, workshop, report and timescale)**

Cllrs noted that the election is looming but that the Internal Auditors report should be adhered to. Cllrs discussed the difference between a working party and a committee.

RESOLVED: It was proposed by Cllr Greening, seconded by Cllr Shelbourn-Barrow and agreed unanimously to proceed with setting up a working party.

- b) **To nominate five members to form a working party who will undertake the initial scope of the strategic plan and to report back to a future appropriate council or committee meeting of how the process will be undertaken.**

Cllrs Shelbourn-Barrow, Ralph, Smith, Greening and Cole volunteered to form the working party.

RESOLVED: It was proposed by Cllr Tudgay, seconded by Cllr Vagg and agreed for the five volunteer Cllrs to form the working party. Nine in favour, one abstention. Motion Carried.

12. QUEENS JUBILEE

- a) **To consider a proposal to provide funds of £950 to support six creative community workshops that will provide children with the opportunity to make commemorative fabric flowers and banners for public display as part of the jubilee celebrations.**

Cllr Old queried where the workshops would be run and by whom and whether it was right to spend £950 when school and youth groups are already undertaking their own activities and suggested the funds be donated to local schools in equal amounts. Cllr Smith questioned where the proposal had originated, and Cllr Greening asked which budget the funds would be coming from. Cllr Old suggested a counterproposal that the funds be spent on a tea party or street party instead.

RESOLVED: Cllr Old proposed, seconded by Cllr Smith that the funds be used for a tea party or street party. Two votes in favour, seven against, one abstention. Motion Denied.

RESOLVED: Cllr Shelbourn-Barrow proposed, seconded by Cllr Cole that funds of £950 to support six creative community workshops that will provide children with the opportunity to make commemorative fabric flowers and banners for public display as part of the jubilee celebrations. Seven votes in favour, one against and two abstentions. Motion Carried.

Cllr Old left the meeting at this point.

- b) **To agree if this is supported and delegate authority to the staff to allocate appropriate funding and provide feedback on how the funds have been used.**

RESOLVED: It was proposed by Cllr Shelbourn-Barrow, seconded by Cllr Ralph and agreed to delegate authority to staff to allocate the funding and provide feedback. Eight votes in favour, one abstention. Motion Carried.

13. DATE OF THE NEXT MEETING

The next full council meeting will be held on **Monday 25th of April 2022 at 7pm.**

The meeting closed at 8.55pm.

**Emma Curtis
Locum Clerk**