



WINCANTON TOWN COUNCIL

Wincanton Town Council

Minutes of Full Council Meeting

Date of meeting: Monday 25 April 7pm at the Council Chamber in the Town Hall in Wincanton.

Councillors present: N Anderson, S Shelbourne Barrow (Chairman), C Cole, H Ellard, Z Greening, E Hix, D Old, L Ralph, D Smith, I Thomas, R Tudgay (Vice Chairman), V Vagg and L Waters.

Officers present: L Harrison (Locum Town Clerk).

Members of the public present: Seven.

FC/001/2022	<p>Apologies for absence Apologies were received and accepted from Cllr T Power (other commitment) and S Atherton (illness). Cllr Old proposed to accept apologies for absence, seconded by Cllr Smith and agreed by all. Resolved – Apologies for absence were accepted.</p>
FC/002/2022	<p>Declarations of interest and dispensations None.</p>
FC/003/2022	<p>Public participation A member of the public addressed Council in relation to the issue of uncultivated allotment plots and it was agreed that this issue would be referred to the Open Spaces Committee and relevant officer. A member of the public representing Wincanton Town Football Club addressed Council in relation to the drainage issues at the football pitches. The Chairman proposed that item 20 (i) should be moved up the agenda to accommodate the members of the public, seconded by Cllr Smith and agreed by all. Resolved: Item 20 (i) was moved up the agenda to accommodate the members of the public. The issues at the pitches were discussed and the representative confirmed that the club were financially responsible for pitch maintenance issues and alternative sites were not financially viable due to league requirements. Cllr Old proposed that Wincanton Town Council support Wincanton Football Club and commit up to £5,000 towards drainage works, seconded by Cllr Tudgay and agreed by all.</p>

	<p>Resolved: Wincanton Town Council supported Wincanton Football Club and committed up to £5,000 towards drainage works.</p> <p>The two members of the public representing the Football Club were thanked for attending and left the meeting.</p>
FC/004/2022	<p>Updates, reports and announcements</p> <p>There were no updates.</p>
FC/005/2022	<p>Full Council Minutes 28 March 2022</p> <p>Cllr Ralph proposed to accept and agree the Full Council minutes of 28 March 2022 as a true and accurate record of proceedings and be duly signed by the Chairman with one amendment (members of the public in attendance amended to one and press amended to zero), seconded by Cllr Vagg, all agreed.</p> <p>Resolved: Full Council minutes of 28 March 2022 were agreed as a true and accurate record of proceedings and were duly signed by the Chairman with one amendment.</p>
FC/006/2022	<p>Outstanding matters to report from the Locum Town Clerk in relation to previous meetings.</p> <p>It was agreed that Council's Strategic Plan working Group would meet following the elections.</p> <p>It was confirmed that the planting of saplings as part of the Queen's Green Canopy event had taken place on 11 March.</p> <p>The over 70s lunch event was discussed. Cllr Ralph proposed that the office staff were to be allocated a budget of up to £1,500 for the lunch and transport, seconded by Cllr Ellard and agreed by all.</p> <p>Resolved: Office staff were allocated a budget of up to £1,500 for the lunch and transport.</p> <p>The Jubilee lamp post signs were discussed. Cllr Hix proposed to set a budget of up to £500 for office staff to buy recyclable and durable Jubilee signs for the High Street and other key areas, seconded by Cllr Anderson, eleven in favour and two against.</p> <p>Resolved: A budget of up to £500 was agreed for staff to buy recyclable and durable Jubilee signs for the High Street and other key areas.</p> <p>It was noted that the children's flag making event was being progressed by office staff.</p> <p>It was agreed that the Council's logo project would be progressed following the elections.</p> <p>It was agreed that office staff would review Council's Community Award scheme and report back to a future meeting.</p>
FC/007/2022	<p>Committee and Working Party/Group minutes/notes.</p> <p>None.</p>
FC/008/2022	<p>Recommendations from Committees and Working Party/Groups</p> <p>None.</p>
FC/009/2022	<p>AGAR 2020/2021 and 2021/2022</p> <p>The Chairman proposed that item 16 on the agenda should be moved up for discussion during this item, seconded by Cllr Old and agreed by all.</p>

	<p>Resolved: Item 16 on the agenda was moved up for discussion during this item.</p> <p>The report from the External Auditor in relation to AGAR 2020/2021 was noted. The locum Town Clerk confirmed that an update on the 2021/2022 process would be provided at a future meeting once the issues on the 2020/2021 process and been agreed by the External Auditor and locum RFO.</p>
FC/010/2022	<p>Clock repairs</p> <p>Cllr Thomas proposed to accept the quote from company 1 to repair the damage to the clock at a cost of £760, seconded by Cllr Old and agreed by all.</p> <p>Resolved: Quote from company 1 to repair the damage to the clock at a cost of £760 was accepted.</p>
FC/011/2022	<p>Town Council office access and opening hours.</p> <p>The security of the building and staff were discussed. Cllr Ralph proposed to authorise the locum clerk to spend up to £500 on a buzzer/camera entry system linked to the council offices and council chamber and if over £500 obtain three quotes and bring back to a future meeting, seconded by Cllr Tugday, eleven in favour, one abstention and one against.</p> <p>Resolved: The locum clerk was authorised to spend up to £500 on a buzzer/camera entry system linked to the council offices and council chamber and if over £500 to obtain three quotes and bring back to a future meeting.</p> <p>The locum Clerk requested Council consider restricting public access to the offices between Monday to Friday 9.30am to 1pm to allow staff to undertake work that would facilitate concentration and confidentiality outside of the proposed opening hours. The locum clerk confirmed any staff working after 1pm would deal with enquiries if contacted. Cllr Anderson proposed that the office opening hours were not changed, seconded by Cllr Old, six in favour, seven against. Motion not carried. Cllr Tugday proposed to trial the office opening and closing times Monday to Friday 9.30am to 1pm for a three-month period with staff to monitor, seconded by Cllr Ralph, nine in favour, four against.</p> <p>Resolved: Trial the office opening and closing times Monday to Friday 9.30am to 1pm for a three-month period with staff to monitor.</p>
FC/012/2022	<p>Cameras quoted for Council Chamber</p> <p>It was confirmed that only one quote and been obtained. It was agreed that staff were to obtain two more quotes and bring back to a future meeting.</p>
FC/013/2022	<p>Town Hall reception and office specification and schedule of works</p> <p>It was agreed that item 20 (iii) was to be moved up for discussion as part of this item. The Chairman proposed that Wincanton Town Council apply for the SSDC Town Centre Regeneration Property Grant Programme and obtains three quotes that cover the specification and grant work, seconded by Cllr Old and agreed by all.</p>

	<p>Resolved: Wincanton Town Council was to apply for the SSDC Town Centre Regeneration Property Grant Programme and obtain three quotes that cover the specification and grant work.</p>
FC/014/0200	<p>Zip wire repairs It was confirmed that the repairs were a result of a recent ROSPA inspection. Cllr Ellard proposed to accept the quote of £1,006 to repair the zip wire, seconded by Cllr Old and agreed by all. Resolved: The quote of £1,006 to repair the zip wire was accepted.</p>
FC/015/2022	<p>Fire assessment work Cale Park kitchen Cllr Ralph proposed to accept the quote to install fire alarm detection at a cost of £1,297.45, seconded by Cllr Ellard and agreed by all. Resolved: The quote to install fire alarm detection at a cost of £1,297.45 was accepted. Cllr Hix proposed to accept the quote to replace defective emergency lights at a cost of £271.72, seconded by Cllr Ellard and agreed by all. Resolved: The quote to replace defective emergency lights at a cost of £271.72 was accepted</p>
FC/016/2022	<p>Bank reconciliations and bank statements from May 2021 to January 2022. The Locum Clerk explained that to meet Council's Financial Regulations the Chairman had been provided with the Council's bank statements and accounts reconciliations from May 2021 to January 2022 for signing. The locum Clerk confirmed that all months between May 2021 and January 2022 reconciled accurately. Cllr Tugday proposed the Chairman was authorised to sign the bank statements and accounts reconciliations from May 2021 to January 2022 for signing on behalf of Council, seconded by Cllr Ellard, agreed by twelve with one abstention. Resolved: The Chairman was authorised to sign the bank statements and accounts reconciliations from May 2021 to January 2022 on behalf of Council. The locum Clerk explained that going forward Council would be presented with bank statements, the accounts reconciliations and supporting income and expenditure reports on a monthly basis.</p>
FC/017/2022	<p>Bank authorisation and signatories over the election period The Chairman proposed that the staff were delegated authority to undertake payments during the election period, seconded by Cllr Hix and agreed by all (Cllr Ellard had left the room for this vote). Resolved: Staff were delegated authority to undertake payments during the election period.</p>
FC/018/2022	<p>SSDC Priority Project The project update was noted.</p>
FC/019/2022	<p>Correspondence, consultations and forthcoming meetings The Chairman proposed that the correspondence from NABMA and SSDC regarding market support packages was deferred to a future meeting which would allow staff time to research</p>

	<p>opportunities and report back, seconded by Cllr Ralph and agreed by all.</p> <p>Resolved: The correspondence from NABMA and SSDC regarding market support packages was deferred to a future meeting to allow staff time to research opportunities and report back.</p> <p>The date of the annual Parish meeting was discussed. The Chairman proposed that staff were delegated authority to source a date outside of the Jubilee activities, and promote/publicise accordingly, seconded by Cllr Cole and agreed by all.</p> <p>Resolved: Staff were delegated authority to source a date outside of the Jubilee activities and promote/publicise accordingly.</p> <p>The date of Council's Annual Meeting was discussed. The Chairman proposed the meeting was moved from 9 May to 16 May and Planning 16 May moved accordingly, seconded by Cllr Anderson, eleven in favour, one abstention and one against.</p> <p>Resolved: Council's Annual Meeting was moved from 9 May to 16 May and Planning on 16th May was to be moved.</p>
FC/020/2022	<p>Close of meeting</p> <p>The Chairman closed the meeting at 20.56pm and thanked everyone present for attending.</p>

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