



## WINCANTON TOWN COUNCIL

**Due to Covid restrictions, any member of the public wishing to attend this meeting please book a space [townclerk@wincantontowncouncil.gov.uk](mailto:townclerk@wincantontowncouncil.gov.uk) by noon on the day of the meeting**

### **EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit. and proceed downstairs to outside of the Bear Inn.

### **THIS MEETING MAY BE FILMED OR RECORDED**

To Councillors: Atherton, Shelbourn Barrow (Chairman), Cole, Dix, Ellard, Greening, Hix, Old, Power, Ralph, Smith, Thomas, Tudgay (Vice Chairman), Vagg and Walters

### **YOU ARE HEREBY SUMMONED TO A FULL COUNCIL MEETING TO BE HELD IN THE TOWN HALL ON MONDAY 24<sup>TH</sup> JANUARY 2022 AT 7.00PM**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime & Disorder, Health & Safety and Human Rights.

Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under section 30(3) of the Localism Act 2011 and consideration of requests for Grants of Dispensations in respect of Disclosable Pecuniary interests.

Charlotte Starkie  
Locum Clerk  
January 2022

### **PUBLIC PARTICIPATION**

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.

## **AGENDA 24<sup>TH</sup> JANUARY 2022 7PM**

### **1. APOLOGIES**

To receive any apologies for absence and to approve the reasons given (LGA 1972 s85 (1)).

### **2. DECLARATION OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Wincanton Town Council's Code of Conduct (adopted on 23<sup>rd</sup> September 2019).

### **3. MINUTES OF PREVIOUS MEETINGS**

To resolve that the minutes of the Town Council meeting held on 2<sup>nd</sup> December 2021 are approved as a correct record and signed by the Chairman.

### **4. REPORT FROM WINCANTON TOWN COUNCIL CHAIRMAN**

To receive a written report from Cllr Shelbourn-Barrow.

### **5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

To receive reports from Councillors Colin Winder, Nick Colbert and Anna Groskop.

### **6. REPORTS FROM WINCANTON TOWN COUNCILLORS WITH SPECIAL RESPONSIBILITIES**

To receive reports from Town Councillors with special responsibilities.

### **7. RECRUITMENT AND STAFF APPOINTMENTS**

- a. To note that the recruitment of a new RFO is complete and the post has been filled by Kathryn McCarthy who started part time employment on 14th January 2022. The locum RFO will depart when the handover of duties is complete.
- b. To note that Charlotte Starkie is acting as the Locum Clerk and as such has the authority to act as Proper Officer of this council and undertake matters under delegated authority. Charlotte took over duties on 7th December 2021 on a part time basis and will stay until the recruitment of a permanent town clerk is appointed (recruitment underway).
- c. To note that Tracy Lamb is acting in a capacity of locum Deputy Town Clerk during this transition period.

### **8. BUDGET AND PRECEPT 2022/2023 – report attached**

- a. To adopt the budget and precept for the forthcoming financial year
- b. To delegate authority to the RFO to make the precept demand on South Somerset District Council

### **9. FINANCES – NOVEMBER AND DECEMBER 2021 – reports attached**

To note the finances for months 8 and 9.

- Payments
- Receipts
- Summary of receipts and payments against budget
- Bank balances

- 10. INTERNAL AUDIT REPORT – report attached**  
To receive and note the internal audit report. A detailed action plan will be presented to the Finance and General-Purpose Committee for further consideration.
- 11. LOCAL COUNCIL NETWORKS – report attached**  
To receive a written update from the Locum Clerk on the newly formed Local Council Network
- 12. THE ADOPTION OF A PRE-ELECTION POLICY - report attached**  
In readiness for the town council elections on 5<sup>th</sup> May 2022, to adopt a pre-election policy
- 13. TO AGREE MEETING DATES FROM APRIL 2022 TO MAY 2023 – report attached**  
To consider and agree the frequency and dates of full council and committee meetings from April 2022 to May 2023, and the Annual Town Meeting
- 14. LOCUM CLERK'S UPDATE**  
To receive a written update from the Locum Clerk
- 15. DATE OF THE NEXT MEETING**  
The next full council meeting will be held on Monday 28<sup>th</sup> February 2022 at 7pm.