



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 24TH OCTOBER 2022 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON

MEMBERS PRESENT: Councillors H Ellard (Chairman), D Caines, T Child, K Hearne, E Hix, D Old, C Rodgers and P Rodgers

MEMBERS OF THE PUBLIC IN ATTENDANCE: 6

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

DISTRICT AND COUNTY COUNCILLORS: Cllr T Power and Cllr L Trimnell

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

PUBLIC PARTICIPATION:

No members of the public participated.

The meeting opened at 7:01pm.

1. APOLOGIES FOR ABSENCE:

Received from Cllrs L Walters, A Lumley, D Smith, P McClarnon, L Ralph and S Atherton.

RESOLVED: It was proposed and unanimously agreed to approve the apologies for absence as presented.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS:

Received from Cllr Child, agenda item 9, *suggested contractor from which to gain a quotation.*

3. TOWN COUNCIL MINUTES 26th SEPTEMBER 2022:

RESOLVED: It was proposed and agreed to adopt the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes. Cllr Hearne abstained from the vote.

4. TO RECEIVE ANY REPORTS FROM:

(i) the Town Mayor: Cllr Ellard reported he had attended a local care home to plant a tree to celebrate the late Queen's jubilee. Cllr Ellard provided an update on Wincanton Sports Ground and its new trustees and volunteers. Cllr Old asked whether someone was taking responsibility to apply for a grant. Cllr Child requested as the Council Representative he be kept updated about Wincanton Sports Ground meetings.

(ii) Somerset County Council or District Councillors representing Wincanton on matters of interest to the town and the local community: A report was received from

Cllr L Trimnell detailing the LCN Consultation, upcoming Executive Committee meeting, rewriting of the constitution, the current and future Unitary Council budget, LGR single IT platform, and Household Support Fund. Cllr T Power gave a report on public health including flu and covid vaccinations and Stoptober for those wishing to give up smoking.

(iii) the Town Clerk: The Town Clerk provided a report on a recent LGR Conference, the latest LCN event focusing on the cost of living crisis, Wincanton Christmas Events, staff and personnel issues.

(iii) local organisations, Town Councillor representatives, and partners: Cllr Hix stated she had attended a recent Balsam Centre board meeting and would continue to attend future meetings. Cllr Child offered further information on the LCN event and stated that the next event would focus on rural transport.

5. ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising:

Circulation of the Actions from Meeting list was noted, and the Clerk provided an update on some items. Cllr Ellard suggested that the cemetery extension could be used as a dog exercise area as it would not be needed for burial ground for some time. It was agreed to consider this at the next Open Spaces Committee meeting.

Cllr R Rodgers joined the meeting at this point.

6. BUDGET 2023/24

To consider preliminary budget and report for the 2023/24 financial year:

The Clerk provided a brief introduction to the budget and report supplied prior to the meeting. The Locum RFO provided a comprehensive review of the draft budget and ran through prominent budget lines requiring consideration by Cllrs, some of which were amended. The Locum RFO gave an update on current general reserves and earmarked reserves and the precepting process. The preliminary budget will be updated and circulated to Cllrs and revisited at the December meeting when it is hoped the Council Tax Base figures will have been received. Particular attention was given to budget areas for Young People, Neighbourhood Plan review, Grants, Road Improvement Scheme, Wincanton Carnival, Coronation, Flags and Hanging Baskets.

Action: 241022/1: Locum RFO/Town Clerk

Cllr L Trimnell left the meeting at this point.

7. FINANCE AND GENERAL PURPOSES COMMITTEE:

To consider reconvening the Finance and General Purposes Committee

RESOLVED: It was proposed and agreed not to proceed with reconvening the Finance and General Purposes Committee.

8. FINANCE

- a) **To receive receipts and payments list September 2022:** Received and noted.
- b) **To receive balance sheet dated 30th September 2022:** Received and noted.
- c) **To receive income and expenditure report dated September 2022:** Received and noted.
- d) **To approve bank account reconciliation dated 30th September 2022:**
RESOLVED: It was proposed and unanimously agreed to approve the bank reconciliation as presented.
- e) **To note completion of the Annual Governance and Accountability Return 2021/22 and note display of the Notice of Conclusion of Audit:** Cllrs noted completion of the 2021/22 AGAR. The Locum RFO was praised for completing the task.

9. WINCANTON TOWN CENTRE REGENERATION PROPERTY GRANT

To consider quotes received for works to the Town Hall and agree 30% contribution towards the costs:

RESOLVED: It was proposed and unanimously agreed to proceed with the works at the Town Hall with the Town Council contributing 30% of the costs at approximately £1,582.

Action: 241022/2 Town Clerk

10. TOWN CRIER

To consider the appointment of a Town Crier:

Cllrs noted that the Council had tried to Town Crier had tried to appoint a Town Crier without success. Cllr Hix shared an idea about a “pop up” Town Crier with school children involved which Cllrs supported. It was agreed that a new handbell be purchased and engraved in readiness for the coronation.

RESOLVED: It was proposed and unanimously agreed not to proceed with the appointment of a Town Crier at the present time and to trial the “pop up” Town Crier idea. It was further agreed to purchase a new handbell engraved in readiness for the coronation.

11. COMMITTEE MINUTES AND WORKING GROUP NOTES

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

- a) **Draft Planning Committee Minutes:** The draft minutes were formally received.
- b) **Draft Open Spaces Committee Minutes:** The draft minutes were formally received.
- c) **Draft Personnel Committee Minutes:** The draft minutes were formally received.

12. CEMETERY PATHWAYS

To resolve to approve the Open Spaces Committees recommendation to proceed with initial remedial repair works to the cemetery pathways to the sum of £10,000 as budgeted: The Town Clerk provided information on the quotes received to repair or replace the pathways and the recommendation from the Open Spaces Committee to complete remedial repair work within the current financial year using the budgeted sum of £10,000. The Clerk suggested that the Council may wish to proceed in completing the whole replacement pathway works at an estimated cost of £49,000 using general reserves. Cllrs supported this idea and consideration was given to the timing of works, burials, management of the project, materials and alternative options for the pathways suggested in the quotation document. It was agreed to delegate the decision to the Works and

Maintenance Supervisor in conjunction with the Town Clerk.

RESOLVED: It was proposed and unanimously agreed to approve in principle new pathways at the cemetery at an estimated cost of £49,000 with the final decision delegated to the Works and Maintenance Supervisor and Town Clerk. Funds would be taken from the £10,000 budgeted and general reserves providing sufficient general reserves remained.

Action: 241022/3: Works and Maintenance Supervisor/Town Clerk

13. COMMUNITY FRIDGE

To form a working group to look at new locations for the Community Fridge along with Risk Assessments and Health and Safety aspects:

It was noted that the Community Fridge had been temporarily housed in the Town Hall and was currently out of action. Consideration was being given to a location for it to be permanently housed. Cllrs agreed to continue to support the Community Fridge and to form a working group to consider implications.

RESOLVED: It was proposed and unanimously agreed that the Town Council would continue to support the Community Fridge. It was further proposed and unanimously agreed to form a working group consisting of Cllr Ellard, Cllr Hix, the Administration Officer and Good Stuff worker from the Balsam Centre.

Action: 241022/4: Cllr Ellard, Cllr Hix

14. WINCANTON FOR THE FUTURE/STAKEHOLDER GROUP

To consider options for Wincanton for the Future and the Stakeholder Group:

Cllr Ellard proposed that this item be deferred to a future meeting when the new Town Clerk had been able to establish the structure and background to the Wincanton for the Future/Stakeholder Group and supplied Cllrs with relevant information in order to consider its options.

RESOLVED: It was proposed and unanimously agreed to defer this item to a later meeting and for the Clerk to seek relevant documentation and information.

Action: 241022/5: Town Clerk

15. PERSONNEL POLICIES AND PROCEDURES:

To resolve to adopt or readopt the following policies and procedures:

- Absence Management Policy
- Capability Procedure
- Dignity at Work, Harassment and Bullying Policy
- Disciplinary Procedure
- Equality, Inclusion and Diversity Policy
- Grievance Procedure
- Health and Safety Policy
- Lone Working Policy
- Member/Officer Protocol

- Performance Management Policy
- Recruitment, Selection and Induction Policy
- Training and Development Policy
- Whistleblowing Policy

Cllr Child stated he had some comments about the policies and would email the Town Clerk.

RESOLVED: It was proposed and unanimously agreed to adopt or readopt the policies and procedures as presented.

Action: 241022/6: Town Clerk

16. CORRESPONDENCE, TRAINING AND FORTHCOMING MEETINGS:

(i) Correspondence: To consider email request regarding Wincanton Community

Farm: A member of the public was invited to speak by the Chairman regarding the proposal and provided Cllrs with information about the project and how it would support the local community during the cost of living crisis. Cllr Ellard explained to Cllrs where the land is located and that the land had been purchased to prevent development. Cllr Child stated he thought it was a fantastic idea and tied in with LCN initiatives. Cllr Hix provided support for the scheme in principle and queried how the committee was formed. The Town Clerk stated that there may be insurance implications and an official agreement would need to be produced, it was agreed this would be based on the current allotment tenancy agreement based on a peppercorn rent. Cllrs agreed that properties adjacent to the site would need to be notified of the scheme and invited to ask questions.

RESOLVED: It was proposed and agreed to grant use of the land providing all relevant documentation is in place including a formal agreement, insurance and licenses.

Action: 241022/7: Town Clerk

(ii) Training: SALC Cllr Training & SCOP II Climate Conference: Noted.

(iii) Meetings: Remembrance Parade and Service Sunday 13th November: Cllrs agreed that Cllr C Rodgers would carry the standard during the parade and Cllr Ellard would lay a wreath at the services on Friday 11th November.

17. Close of meeting and confirm date of next Town Council meeting as Monday 28th

November 2022: The date of the next Full Town Council meeting was confirmed as Monday 28th November 2022.

The meeting closed at 8:53pm.