



Wincanton
Town Council



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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 All Town Cllrs: H Ellard (Chairman), N Anderson, K Hearne, E Hix, T Howe, P McLarnon, J Packer, T Power, D Old, C Rodgers, P Rodgers, D Smith, C Wallis & S Wing

You are hereby summoned to attend the Annual Full Council Meeting of Wincanton Town Council to be held in **the Council Chamber at Wincanton Town Hall**, Market Place, Wincanton on **Monday 20th May 2024 commencing at 7pm** for the purpose of transacting the following business:

Emma Curtis

Town Clerk to Wincanton Town Council

13th May 2024

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 wincantontowncouncil.gov.uk

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. 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.

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.

PUBLIC PARTICIPATION

AGENDA

2024

WTC021 ELECTION OF CHAIRMAN/TOWN MAYOR

To elect the Chairman/Town Mayor for 2024/25 municipal year and receive their Declaration of Acceptance of Office.

WTC022 ELECTION OF DEPUTY CHAIRMAN/DEPUTY TOWN MAYOR

To elect the Deputy Chairman/Town Mayor for 2024/25 and receive their Declaration of Acceptance of Office.

WTC023 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.

WTC024 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 2022).

WTC025 TOWN COUNCIL MINUTES 29th APRIL 2024

To receive the minutes of the previous meeting of Full Council on 29th April 2024 as a correct record and signed by the Town Mayor (Local Government Act 1972 Sch 12) (Appendix 1).

WTC026 TO RECEIVE REPORTS FROM:

- (i) the Town Mayor,
- (ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community,
- (iii) Town Clerk,
- (iii) local organisations, Town Councillor representatives, and partners.

WTC027 ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising (Appendix 2)

WTC028 GENERAL POWER OF COMPETENCE

To reconfirm that the Town Council meet the eligibility criteria for the General Power of Competence as set out in the Localism Act 2011; namely that it has/had a qualified Clerk and that at least two thirds of vacancies were filled at the last ordinary election and that the Council readopts the power until the next ordinary election

WTC029 MEETING DATES

To reconfirm dates of meetings for the 2024/25 (Appendix 3)

WTC030 APPOINTMENT OF COMMITTEE MEMBERS

To appoint members to the Town Council's Committees:

- Open Spaces Committee
- Personnel Committee

WTC031 TERMS OF REFERENCE

To review and resolve to readopt the following Committee Terms of Reference:

- Open Spaces Committee
- Personnel Committee
- Community Plan Steering Group

WTC032 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

To agree councillor representatives to outside organisations/bodies:

- The Balsam Centre
- Citizens Advice Bureau
- Ring and Ride CAT Bus
- Friends of Wincanton Community Hospital
- MHS South Somerset
- Memorial Hall
- Wincanton Regeneration Board
- Local Community Network (LCN) & Deputy Cllr for Youth Project
- Tourist Information
- Chamber of Commerce
- Wincanton Museum
- Wincanton Schools
- Wincanton Sports Ground
- Wincanton United Charities

WTC033 POLICIES AND PROCEDURES FOR COUNCIL'S GOVERNANCE YEAR 2024/2025

To resolve to readopt the following Town Council policies:

- Absence Management Policy
- Assets Policy
- Biodiversity Policy
- Cale Park Recreation Ground Rules and Regulations
- Capability Procedure
- Cemetery Regulations
- Cemetery Fees
- Casual Vacancy Policy
- CIL Procedure
- Code of Conduct
- Community Engagement Policy
- Compliments, Complaints and Comments Policy
- Councillor/Officer Protocol
- Data Protection Policy
- Dignity at Work Policy
- Disciplinary Procedure
- Display Screen Equipment User (DSE) Policy

- Document Retention Policy
- Equality, Inclusion and Diversity Policy
- Financial Regulations
- Financial Reserves Policy
- Financial Risk Assessment
- Freedom of Information Policy
- General Duties of Representatives Appointed to Outside Bodies
- General Privacy Notice
- Grant Funding and Donations Policy
- Grant Monitoring Form
- Grievance Procedure
- Health and Safety Policy
- Lone Working Policy
- Model Publication Scheme Procedure
- Persistent and Vexatious Complaints and Correspondence Policy
- Performance Management Policy
- Policy on audio/visual recording and photography at Council meetings
- Pre-Election Policy
- Press & Media Policy
- Purchase Delegation Policy
- Recruitment, Selection and Induction Policy
- Training and Development Policy
- Social Media Policy
- Staff Expenses Policy
- Standing Orders
- Website Accessibility Statement
- Whistleblowing Policy

WTC034 CEMETERY EXTENSION AND CALES REACH

To receive an update on the transfer of the Cemetery Extension and Cales Reach and resolve to approve draft contract and commence exchange of contracts (Appendix 4)

WTC035 COMMUNITY AWARDS

To receive an update on the Community Awards and resolve on a date for awards presentation

WTC036 COMMUNITY FRIDGE

To receive an update on the Community Fridge, consider how to find new volunteers and resolve to write a letter of thanks to volunteers who have recently withdrawn their services

WTC037 PLANNING

A) TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

Application Number	Address and description
24/00942/FUL	3 Church Street, Wincanton, Somerset Installation of gas supply to front elevation for flats therein. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00942/FUL

24/00943/LBC	3 Church Street, Wincanton, Somerset Installation of gas supply to front elevation for flats therein. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00943/LBC
24/01001/S73	Willow Farm, Moor Lane, Wincanton S73 Application to vary Condition 9 (occupancy restriction) to permit use as a dwelling house of planning consent number 98/00376/COU Conversion of barn to dwelling. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01001/S73

B) TO NOTE RECENT PLANNING DECISIONS:

Application Number	Address and description
24/00787/HOU	19 Cale Way, Wincanton, Somerset, BA9 9BS Proposed single storey rear extension. Proposed single storey, side extension. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00787/HOU
24/00671/HOU	4 Ireson Close, Wincanton, Somerset, BA9 9LU Proposed single storey front extension to dwelling. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00671/HOU
24/01122/DOC1	White Horse Hotel, 4 High Street, Wincanton, Somerset, BA9 9JP Discharge of Condition No. 17 (Archaeology) of Planning Application 20/03222/FUL Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01122/DOC1

WTC038 FINANCE

- a) To reconfirm that assets and insurance have been reviewed during the past year
- b) To resolve to elect two new Cllrs as banking signatories
- c) To note receipt of the 2023/24 CIL report
- d) To note precept income of £442,352
- e) To consider quotes for 2024 Christmas trees (Appendix 5a & 5b)
- f) To review and resolve to reconfirm subscriptions list (Appendix 5c)
- g) To review and resolve to reconfirm direct debits list (Appendix 5d)

WTC039 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) Correspondence: Somerset Council Parish Rights of Way (Appendix 6a)
Email regarding facilities in Wincanton (Appendix 6b)
- (ii) Training: SALC
- (iii) Meetings: None

WTC040 EXCLUSION OF PRESS AND PUBLIC

To consider resolution to exclude press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to **HR/Personnel matters**

WTC041 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING:

To confirm the date of the next Full Town Council Meeting as **Monday 24th June at 7pm.** All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 7th June.**