



Wincanton
Town Council



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**DRAFT MINUTES OF THE ANNUAL FULL TOWN COUNCIL MEETING HELD AT 7PM ON
MONDAY 22ND MAY 2023 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON**

MEMBERS PRESENT: Cllrs H Ellard (Chairman), N Anderson, E Hix, T Howe, P McLarnon, D Old, C Rodgers, D Smith & S Wing

MEMBERS OF THE PUBLIC PRESENT: 3

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr T Power and Cllr L Trimnell

PROPER OFFICERS IN ATTENDANCE: Emma Curtis – Town Clerk

Tracy Lamb – Deputy Town Clerk/RFO

PUBLIC PARTICIPATION

There were no comments or questions. **The meeting commenced at 7:01pm.**

1. ELECTION OF CHAIRMAN/TOWN MAYOR:

Cllr Smith proposed Cllr Ellard, this was seconded by Cllr Old. There were no further nominations. Cllr Ellard accepted the nomination.

RESOLVED: It was proposed and agreed that Cllr Ellard be elected Town Council Chairman/Mayor for the municipal year 2023/24. Cllr Ellard duly signed his Declaration of Acceptance of Office.

2. ELECTION OF DEPUTY CHAIRMAN/DEPUTY TOWN MAYOR:

Cllr C Rodgers proposed Cllr Old, this was seconded by Cllr McClarnon. There were no further nominations. Cllr Old accepted the nomination.

RESOLVED: It was proposed and agreed that Cllr Old be elected Town Council Deputy Chairman/Mayor for the municipal year 2023/24. Cllr Old duly signed her Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE:

Received from Cllr Ralph, Cllr Child, Cllr P Rodgers, Cllr Caines, Cllr Atherton and Cllr Hearne.

RESOLVED: It was proposed and unanimously agreed to accept the reasons for absence as presented.

4. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS:**

None received.

5. **TOWN COUNCIL MINUTES 24TH APRIL 2023:**

RESOLVED: It was proposed and unanimously agreed to adopt the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes.

6. **CO-OPTION OF COUNCILLOR:**

To consider applications received and resolve to co-opt one new Cllr:

Cllr Ellard welcomed the candidates present and explained the co-option process and that there were three candidates for one vacancy. The Clerk reminded Cllrs that as there was one vacancy Cllrs had one vote each and an absolute majority was required. Cllr Ellard invited the two candidates present to speak and both provided verbal information.

The results of Vote 1 for the vacancy were:

Candidate 1 Tom Howe: 4 Votes Cllrs Old, Rodgers, Hix and Anderson

Candidate 2 Gillies O'Bryan-Tear: 2 Votes Cllrs Wing and Smith

Candidate 3 Colin Wallis: 2 Votes Cllrs Ellard and McClarnon

As there was a tie, Cllr Ellard as Chairman used his casting vote and voted for Candidate 2 making the results:

Candidate 1 Tom Howe: 4 Votes Cllrs Old, Rodgers, Hix and Anderson

Candidate 2 Gillies O'Bryan-Tear: 3 Votes Cllrs Wing, Smith and Ellard

Candidate 3 Colin Wallis: 1 Vote Cllr McClarnon

Candidate 3 was removed from the voting process.

The results of Vote 2 for the vacancy were:

Candidate 1 Tom Howe: 6 Votes Cllrs Old, Rodgers, Ellard, Hix, Anderson and McClarnon

Candidate 2 Gillies O'Bryan-Tear: 2 Votes Cllrs Wing and Smith

RESOLVED: It was proposed and agreed to co-opt Candidate 1, Tom Howe, to Wincanton Town Council. Cllr Howe duly signed his Declaration of Acceptance of Office, countersigned by the Town Clerk, and joined the meeting,

7. **TO RECEIVE REPORTS FROM:**

(i) the Town Mayor: Cllr Ellard reported that since the last meeting he had attended the Coronation event at Cale Park, an Origin3 Working Group meeting, prepared for the Annual Parish Meeting and attended a Wincanton Choral Society event.

(ii) Somerset County Councillors representing Wincanton on matters of interest to the town and the local community: Cllr Trimnell referred Cllrs to the written report sent prior to meeting and stated Somerset Council was still in a transition period and overcoming some issues and inaccuracies. Cllr Trimnell requested information on the

recent flooding in Wincanton and stated she had received complaints about the condition companies were leaving roads in following roadworks. Cllr Power reported he had received similar complaints about traffic lights being installed but no roadworks being undertaken and this had been flagged with Highways. Town Cllrs alerted Cllr Power and Cllr Trimnell to many verges and roundabouts within Wincanton which required cutting and it was noted that grass cutting was due to start after the Bank Holiday. Cllr C Rodgers raised particular concern about the roundabout by McDonalds and the Town Clerk raised concerns about the surfacing at Carrington Way.

(iii) Town Clerk: The Town Clerk provided a brief report on recruitment, audit process and Coronation event at Cale Park. Cllr C Rodgers stated the event had been well organised but raised concerns about vandalism and antisocial behaviour in the cemetery. The Town Clerk stated this would be considered at the upcoming Open Spaces Committee.

(iii) local organisations, Town Councillor representatives, and partners: None received.

8. ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising:
Circulation was noted, no matters arising.

9. FINANCE

- a) **To receive payments list dated 30th April 2023:** The payments list dated 30th April 2023 was noted and signed by the Chairman. No queries raised.
- b) **To receive balance sheet dated 30th April 2023:** The balance sheet dated 30th April 2023 was noted. No queries raised.
- c) **To receive income and expenditure report dated 30th April 2023:** The income and expenditure report dated 30th April 2023 was received and noted. No queries raised.
- d) **To approve bank account reconciliation dated 30th April 2023:**
RESOLVED: It was proposed and agreed to approve the bank reconciliation as presented. The Chairman duly signed the document.
- e) **To confirm receipt of the Internal Auditor's report for the 2022/23 financial year and note any recommendations contained within report:** Receipt of the positive Internal Auditors Report was confirmed. There were no recommendations made. The Town Clerk and Deputy Town Clerk/RFO were congratulated on their efforts.
- f) **To approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2022/23:**
RESOLVED: It was proposed and agreed to approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2022/23. The Chairman and Town Clerk duly signed the document.
- g) **To approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2022/23:**
RESOLVED: It was proposed and agreed to approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statement 2022/23. The Chairman duly signed the document.
- h) **To confirm the date of the Exercise of Public Rights for the 2022/23 Annual Governance and Accountability Return:** The dates of the Exercise of Public Rights were confirmed as Monday 5th June to Friday 14th July 2023.

- i) **To resolve to approve the quotation received from RIALTAS for Allotments and Cemetery Management Software linked to Accounting Software:**
RESOLVED: It was proposed and unanimously agreed to proceed with the purchase of the Allotments Software at £600.

Cllr Old proposed the Town Clerk and Deputy Clerk/RFO be formally thanked for their hard work in completing the AGAR.

RESOLVED: It was proposed and unanimously agreed to formally thank the Town Clerk Deputy Clerk/RFO for their hard work completing the AGAR.

Cllr McClarnon and the Deputy Clerk/RFO left the meeting 7:40pm.

10. 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 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

RESOLVED: It was proposed and unanimously agreed that at the last ordinary election the Town Council met the criteria for the General Power of Competence and readopts the power.

11. APPOINTMENT OF COMMITTEE MEMBERS

To appoint members to the Town Council's Committees:

Committee membership and number of Cllrs for each committee was considered. It was agreed to combine the Planning Committee with Full Town Council meetings and to amend committee membership numbers accordingly.

RESOLVED: It was proposed and unanimously agreed to appoint committee members for the 2023/24 municipal year as follows:

Committee	Membership
Open Spaces - Quarterly	Cllr Anderson Cllr Ellard Cllr Hix Cllr C Rodgers Cllr Smith Cllr Wing
Car Park - As Required	Cllr Child Cllr Ellard Cllr McLarnon Cllr P Rodgers Cllr Wing
Personnel – As Required	Cllr Atherton Cllr Ellard Cllr Hix Cllr Hearne Cllr Howe Cllr Old Cllr Ralph

12. TERMS OF REFERENCE

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

Terms of Reference for each committee were reviewed. Cllr membership numbers were amended as shown below:

- Open Spaces Committee: 6 Cllrs
- Personnel Committee: 7 Cllrs
- Car Parking Committee: 5 Cllrs

RESOLVED: It was proposed and agreed to amend committee membership numbers and readopt the Terms of Reference.

13. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

To agree councillor representatives to outside organisations/bodies:

Cllrs considered representatives to outside organisations.

RESOLVED: It was proposed and unanimously agreed to appoint representatives as follows:

- The Balsam Centre: Cllr Hix
- Citizens Advice Bureau: Cllr Hix
- Ring and Ride CAT Bus: Cllr P Rodgers
- Friends of Wincanton Community Hospital: Town Clerk
- MHA South Somerset: Cllr Old
- Memorial Hall: Cllr Ralph
- Wincanton Regeneration Board: Cllr Ellard
- Local Community Network (LCN): Cllrs Ellard, Hix, Howe, Old and Town Clerk
- Tourist Information: Town Clerk
- Chamber of Commerce: Town Clerk
- Wincanton Museum: Cllr Ellard
- Wincanton Schools: Cllr Hix
- Wincanton Sports Ground: Cllr Child
- Wincanton United Charities: Cllr Ellard

14. Policies and procedures for Council's governance year 2023/2024

a) To resolve to readopt the following Town Council policies:

RESOLVED: It was proposed and agreed to readopt the following policies and procedures as presented without amendment:

- Absence Management Policy
- Capability Procedure
- Code of Conduct
- Community Engagement Policy
- Compliments, Complaints and Comments Policy
- Data Protection Policy
- General Privacy Notice
- Dignity at Work Policy
- Disciplinary Procedure
- Equality, Inclusion and Diversity Policy
- Financial Regulations
- Financial Risk Assessment
- Freedom of Information Policy

- General Duties of Representatives Appointed to Outside Bodies
- 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
- Recruitment, Selection and Induction Policy
- Training and Development Policy
- Social Media Policy
- Standing Orders
- Whistleblowing Policy

b) To resolve to adopt the following amended/new Town Council policies:

The Town Clerk provided information on each amended/new policy.

RESOLVED: It was proposed and agreed to adopt the following policies as presented without amendment.

- Casual Vacancy Policy
- Councillor/Officer Protocol
- Website Accessibility Statement
- CIL Procedure

15. COMMUNITY PLAN

To consider steps for the formation of a Community Plan:

Cllrs considered the requirements of a Community Plan and what it should include. It was agreed to gather copies of other Community Plans to review and consider further at the next meeting.

Action: 220523/1: Town Clerk

16. NEIGHBOURHOOD PLAN

To consider steps to review the Neighbourhood Plan and resolve to gain quotations for a professional consultant: Cllrs agreed it was likely time that the Neighbourhood Plan needed to be reviewed and it would be beneficial to gain advice via a professional consultant.

RESOLVED: It was proposed and unanimously agreed for the Town Clerk to seek quotations from professional consultants for the Neighbourhood Plan review.

Action: 220523/2: Town Clerk

17. SOLAR PANELS

To consider request from River Cale Café to look at installing solar panels on the building:

Cllrs considered a request from the tenants at the River Cale Café to place Solar Panels on the building. It was agreed this may be a possibility in the future but not a priority at the current time. It was noted that should this be deliberated in the future it would be at the Town Councils discretion and benefits to the Town Council would be measured.

Action: 220523/3: Town Clerk

18. TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) **Correspondence:** None
- (ii) **Training:** SALC
- (iii) **Meetings:** None

19. CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING:

The date of the next Full Town Council Meeting was confirmed as Monday 26th June 2023 at 7pm. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 16th June 2023.**

The meeting closed at 8:18pm