



Wincanton
Town Council



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**DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 24TH
APRIL 2023 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON**

MEMBERS PRESENT: Cllrs D Old (Chairman), N Anderson, S Atherton, D Caines, T Child, E Hix, L Ralph, P Rodgers, D Smith & S Wing

MEMBERS OF THE PUBLIC PRESENT: 0

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

COUNTY COUNCILLORS: Cllr T Power and Cllr L Trimnell

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

PUBLIC PARTICIPATION

There were no members of the public in attendance.

The meeting commenced at 7:01pm.

1. APOLOGIES FOR ABSENCE:

Received from Cllr Ellard, Cllr C Rodgers, Cllr Hearne and Cllr McClarnon. It was noted that Cllrs L Ralph and D Caines were running slightly late.

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 Anderson, agenda item 6a, *pecuniary interest as contractor at Coronation Event*.

3. TOWN COUNCIL MINUTES 27th MARCH 2023:

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

4. TO RECEIVE ANY REPORTS FROM

(i) **the Town Mayor:** Cllr Old reported on behalf of Cllr Ellard that he had attended the recent Business Fair with the Clerk. A report regarding the cemetery extension would be provided at the next meeting.

(ii) Somerset Council representing Wincanton on matters of interest to the town and the local community: Cllr Power referred Cllrs to the report circulated prior to the meeting. There was nothing further to add and no Cllrs raised questions. Cllr Trimnell stated the Council was busy putting systems into place and the new website appeared to be working well. Cllr Atherton stated she liked the new planning response feedback form created by the new authority.

(iii) the Town Clerk: The Town Clerk reported a grant application had been submitted for a Speed Indicator Device and provided information on the new website and email system. The Clerk suggested it may also be beneficial to apply for a grant for entrance gates to aid with Highways concerns and this was considered by members.

RESOLVED: It was proposed and unanimously agreed for the Town Clerk to find out further information about entrance gates and research grant funding.

Action: 240423/1 Town Clerk

(iii) local organisations, Town Councillor representatives, police, and partners: The Clerk referred members to a police crime statistics report circulated via email.

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. Cllr Child queried the Investment Strategy and UTB Savings Account. The Clerk confirmed the Investment Strategy had been adopted at an earlier meeting and the opening of the UTB Savings Account was in progress.

6. EVENTS

a) To receive an update on plans for Coronation event on Sunday 7th May:

The Clerk provided an update on arrangements for the event. Cllrs considered parking and first aid implications. It was confirmed that Cllrs Ellard, Old, Wing, Child, Anderson, Hix and Power would assist on the day of the event. Cllrs considered using Brue Valley Rotary Club to marshal at the event but it was felt enough Cllrs had volunteered to attend.

b) To consider hosting a Family Fun Day at Cale Park in August:

The Clerk confirmed that Somerset Council had requested use of Cale Park on 8th August to hold a free Family Fun Day. It was also noted that The Balsam Centre usually hold similar events. It was therefore felt that a paid for event was not necessary at this time.

RESOLVED: It was proposed and unanimously agreed to allow Somerset Council to use Cale Park to host an event on 8th August. It was further agreed not to proceed with a paid for contractor.

7. COMMUNICATIONS

To consider means to improve Town Council Communications methods:

Cllr Old stated she felt the Council needed to improve communications with all members of the community including the elderly. Options for improved communications could include usage of the new website, email subscriptions for newsletters and paper newsletters for residents not connected to the internet. Cllrs considered a variety of ideas and it was

agreed to form a Working Group to look at options to present to Council.

RESOLVED: It was proposed and agreed that Cllrs Old, Wing and the Town Clerk would formulate a Working Group to look at improved communications within the town.

Action: 240423/2 Town Clerk, Cllr Old & Cllr Wing

Cllr Ralph joined the meeting at 7:39pm.

8. COMMUNITY PLAN PROPOSAL (CLLR HIX)

To consider the following Motion:

Cllr Hix proposes Wincanton Town Council produce a Community Plan which will involve consultation with residents to outline our priorities as a Council over the next 4 years and inform our budgets, grant applications and work streams.

Cllr Hix provided information on the background of the motion stating that a Community Plan would pull together aspirations to form budgets and groups moving forward and would include community consultation to gather ideas from residents. Cllrs considered the motion in detail with a variety of opinions and ideas being expressed. Following discussion Cllr Hix amended her motion to: *"Cllr Hix proposes Wincanton Town Council produce a community plan which will involve consultation with residents to outline our priorities as a Council for the future to inform our budgets, grant applications and work streams."*

RESOLVED: It was proposed and unanimously agreed to support the amended motion as presented by Cllr Hix and to commence investigating the formulation of a Community Plan. It was further agreed to add the Community Plan as a regular agenda item for all future Full Council meetings.

Action: 240423/3 Town Clerk

9. CEMETERY REGULATIONS, MEMORIAL MANAGEMENT AND BURIAL FEES

To resolve to adopt the following Cemetery related policies:

- a) Cemetery Regulations
- b) Management and Safety of Memorials
- c) Burial Fees

RESOLVED: It was proposed and unanimously agreed to amend the Burial Fees to allow free of charge burials for all persons under the age of eighteen. It was further proposed and unanimously agreed to adopt all Cemetery Regulations, Memorial Management and Burial Fees policies as presented with the amendment agreed.

Action: 240423/4 Town Clerk

10. GRANT FUNDING POLICIES

To resolve to adopt the following policies and documents:

- a) Grants and Donations Policy
- b) Grants Application Form
- c) Grants Monitoring Form

RESOLVED: It was proposed and unanimously agreed to adopt all Grant Funding Policies as presented.

Action: 240423/5 Town Clerk

11. COMMUNITY AWARDS

To consider nominations received for the Wincanton Community Awards:

Cllrs considered all four nominations received.

RESOLVED: It was proposed and unanimously agreed to award all four nominees with a Community Award to be presented at the Annual Parish Meeting.

Action: 240423/6 Town Clerk

12. FINANCE

a) To receive payments list dated 31st March 2023:

The payments list dated 31st March 2023 was noted and signed by the Chairman.
No queries raised.

b) To receive balance sheet dated 31st March 2023: The balance sheet dated 31st March 2023 was noted and signed by the Chairman. No queries raised.

c) To receive income and expenditure report dated 31st March 2023: The income and expenditure report was received and noted. No queries raised.

d) To approve bank account reconciliation dated 31st March 2023:

RESOLVED: It was proposed and agreed to approve the bank reconciliation as presented. The Chairman duly signed the document.

e) To consider quotations for fire and security measures at Cale Park Café:

RESOLVED: It was proposed and agreed to accept the quotations and proceed with the works.

f) To consider quotation for Sand Pit top up at Cale Park play area:

RESOLVED: It was proposed and agreed to accept the quotation and proceed with the works.

13. CORRESPONDENCE, TRAINING AND FORTHCOMING MEETINGS:

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

14. 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:

RESOLVED: It was proposed and unanimously agreed to exclude any press and public for the remainder of the meeting.

a) To receive a staffing update from the Town Clerk

The Clerk provided a verbal staffing update and stated the requirement for a Personnel Committee meeting. It was agreed that the next Personnel Committee meeting would be held on Monday 15th May following the Planning Committee meeting.

15. CLOSE OF MEETING

The date of Annual Full Town Council meeting was confirmed as **Monday 22nd May 2023 at 7pm following the Annual Parish Meeting.** Any items for inclusion on the agenda are to be submitted to the Clerk by **9am Friday 12th May 2023.**

The meeting closed 8:25pm