



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 27TH FEBRUARY 2023 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON

MEMBERS PRESENT: Councillors H Ellard (Chairman), N Anderson (joined meeting after co-option), S Atherton, D Caines, T Child, K Hearne, E Hix, D Old, L Ralph, C Rodgers, P Rodgers, D Smith & S Wing (joined meeting after co-option)

MEMBERS OF THE PUBLIC PRESENT: 7

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

DISTRICT AND COUNTY COUNCILLORS: 0

PROPER OFFICERS IN ATTENDANCE: Emma Curtis – Town Clerk

PUBLIC PARTICIPATION: No members of the public wished to participate.

1. APOLOGIES FOR ABSENCE:

Received from County Cllr L Trimnell, County Cllr T Power and Town Cllr P McClarnon.

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 Ellard, agenda item 10, *Trustee of Wincanton Recreational Trust*

Received from Cllr Child, agenda item 10, *Trustee of Wincanton Recreational Trust, Member of Wincanton Tennis Club and spouse Member of Wincanton Choral Society and employed by Citizens Advice.*

3. TOWN COUNCIL MINUTES 16th January 2023:

RESOLVED: It was proposed and agreed to adopt the minutes as a true and accurate record of the meeting. Cllr Ralph abstained as she was absent from the meeting.

4. CO-OPTION OF COUNCILLORS

To consider applications received and resolve to co-opt two new Cllrs:

Cllr Ellard welcomed the candidates and explained the co-option process stating that there were three candidates for two vacancies and that each vacancy must be dealt with separately with the successful candidate having an absolute majority. The Clerk stated Cllrs had one vote per vacancy.

The results for Vacancy 1 were:

Candidate 1: 7 Votes

Candidate 2: 3 Votes

Candidate 3: 1 Votes

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

The results for Vacancy 2 were:

Candidate 2: 4 Votes

Candidate 3: 7 Votes

RESOLVED: It was proposed and agreed to co-opt Candidate 3, Stefan Wing, to Wincanton Town Council. Cllr Old abstained from the vote. Cllr Wing duly signed his Declaration of Acceptance of Office, countersigned by the Town Clerk, and joined the meeting.

5. TO RECEIVE ANY REPORTS FROM

(i) the Town Mayor: Cllr Ellard reported he had attended a number of meetings including a Digital Inclusion meeting, Community Growing Site meeting, informal HR meetings regarding the RFO/Deputy Clerk position with Cllr Ralph and the Town Clerk, Freedom of the Town Parade and with the General Manager of Wincanton Racecourse. Cllr Ellard proposed that the Town Council formally thank Cllr Old, the Town Clerk, Grounds and Maintenance Supervisor and Administration Officer for their efforts in arranging a successful Freedom of the Town Parade.

RESOLVED: It was proposed and agreed to formally thank those mentioned for the arrangement of the Freedom of the Town Parade.

(ii) Somerset County Council or District Councillors representing Wincanton on matters of interest to the town and the local community: No report received.

(iii) the Town Clerk: The Town Clerk provided a report on the Freedom of the Town Parade, Cemetery Pathway works, Community Fridge, Town Hall refurbishment and outstanding VAT reclaim. The Clerk stated that other business would be addressed under their relevant agenda items.

(iii) local organisations, Town Councillor representatives, police, and partners:

Cllr P Rodgers provided a report on the CAT Bus which is now known as Ring and Ride.

Cllr Hix provided a report on the recent LCN event and provided information on the intention of a jointly funded youth consultation. Cllr Ellard reminded Cllrs that the next LCN event would be taking place on Thursday 2nd March.

6. 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. Praise was given to the number of Actions which had been completed.

7. COMMUNITY GROWING SITE

To consider new location for Community Growing Site:

Cllr Ellard stated that following resident concerns about the suitability of Wrixons View Cllr Tudgay had suggested the cemetery extension as an alternative site. The cemetery site was presented to the Community Growing team who expressed it would be advantageous and preferable over Wrixons View which resulted in a new proposal submitted to the Town Council. Cllrs considered issues such as drainage, lease terms, exist strategy and dog walking.

RESOLVED: It was proposed and agreed to lease the cemetery extension to the Community Growing site.

Action: 270223/1 Town Clerk

8. KING CHARLES III CORONATION

To consider plans for Wincanton to commemorate King Charles III Coronation:

The Town Clerk provided recently released information about national plans for the Coronation. The Clerk suggested a family event be held at Cale Park Recreation Ground on Sunday 7th May involving family entertainment and Coronation Big Lunch picnic.

RESOLVED: It was proposed and agreed to arrange a Coronation celebration event at Cale Park Recreation Ground on Sunday 7th May. A budget of £2,000 was agreed for the event with a further £2,000 for decorations for the town. Cllrs Ellard, Hix, Anderson, Old and Wing volunteered to help arrange the event with the Town Clerk.

Action: 270223/2 Town Clerk

9. CHRISTMAS 2023

To consider plans for Christmas celebrations in Wincanton for December 2023:

The Town Clerk reported that to draw down remaining funding from an SSDC grant expenditure needed to be made by 31st March 2023. The Clerk suggested that a bigger Christmas event could be planned and the funding used to obtain a road closure.

RESOLVED: It was proposed and agreed to make a road closure application and plan for a bigger Christmas event in December 2023. The Clerk was instructed to move forward with the application and draw down the remaining funding from SSDC.

Action: 270223/3 Town Clerk

10. GRANT APPLICATIONS 2023/24

To consider and resolve upon Grant Applications for the 2023/24 Financial Year:

The Town Clerk referred Cllrs to the spreadsheet circulated prior to the meeting and highlighted that a number of applications had not submitted the correct supplementary documentation and therefore didn't adhere to the grant policy and procedures. The Town Clerk suggested that decisions on grants be deferred until the March meeting to allow for contact to be made with applicants to give them the opportunity to provide the correct

documentation.

RESOLVED: It was proposed and agreed to defer decision making on grant applications until the March meeting and for the Town Clerk to make contact with relevant applicants to give them opportunity to submit correct documentation.

Action: 270223/4 Town Clerk & RFO

11. NEW GRANT AND DONATIONS POLICIES DRAFT DOCUMENTS

To consider amended draft Grants and Donations policies and receive feedback:

The Town Clerk presented the newly drafted documents and welcomed feedback from Cllrs. Cllrs Ralph and Ellard commented on monetary values in the documents and Cllr Child suggested the policies be combined into one document. The Clerk stated any further suggested amendments be emailed prior to the finalisation of the documents which would be presented for adoption in the next couple of months in readiness for the 2024/25 financial year.

Action: 270223/5 Town Clerk

12. LEGAL ISSUES

a) To resolve to engage with the Town Councils solicitors to seek land and property deeds: The Town Clerk requested consent to proceed to engage with the Town Councils solicitors to seek out legal documentation and help on identification of ownership of parcels of land within Wincanton in order to create an accurate land and property terrier for the Town Council.

RESOLVED: It was proposed and agreed to engage with the Town Councils solicitors and gain a quotation for legal fees.

Action: 270223/6 Town Clerk

b) To resolve to proceed with the transfer of land at Cale Park and Cemetery Extension:

RESOLVED: It was proposed and agreed to proceed with the transfer of land at Cale Park and Cemetery Extension and to instruct solicitors.

Action: 270223/7 Town Clerk

13. FINANCE

a) To receive receipts and payments list dated January 2023: Received and noted.

b) To receive balance sheet dated 31st January 2023: Received and noted.

c) To receive income and expenditure report dated 31st January 2023: Received and noted.

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

RESOLVED: It was proposed and agreed to approve the bank reconciliation as presented.

e) To consider quote received for plumbing works at Cale Park Café:

RESOLVED: It was proposed and agreed not to compensate the cost of plumbing works undertaken at Cale Park Café.

f) To confirm purchase of Kubota Mower as previously resolved:

RESOLVED: It was proposed and agreed to proceed with the purchase of the Kubota Mower.

14. POLICIES AND PROCEDURES

To consider and resolve to adopt the following policies and documents:

a) **Reserves Policy:** No amendments to the document were suggested.

RESOLVED: It was proposed and agreed to adopt the document as presented.

b) **Investment Strategy:** A minor amendment was suggested and agreed.

RESOLVED: It was proposed and agreed to adopt the document with a minor amendment.

c) **Financial Risk Assessment:** No amendments to the document were suggested.

RESOLVED: It was proposed and agreed to adopt the document as presented.

15. CORRESPONDENCE, TRAINING AND FORTHCOMING MEETINGS:

(i) **Correspondence: Letter from Lahnau regarding Twinning with Wincanton:**

It was agreed to respond in favour of the partnership continuing and contact people who make like to be involved.

Consultation Notification – Somerset Council Statement of Community

Involvement: Noted

Proposed Diversion of Public Footpaths WN 30/4 & WN 30/3: Noted. No objections

(ii) **Training:** None

(iii) **Meetings:** LCN Event Thursday 2nd March

16. 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 and commercially sensitive information:

RESOLVED: It was proposed and agreed to exclude the press and public for the remainder of the meeting for the reasons presented. Members of the public left the meeting.

a) **To receive an update on staffing matters:**

The Town Clerk provided a verbal report on staffing matters.

b) **To receive an update on RFO/Deputy Clerk recruitment:**

The Town Clerk provided a verbal report on the RFO/Deputy Clerk recruitment process.

RESOLVED: It was proposed and agreed to accept the Personnel Committees recommendation and offer the position to the selected candidate.

c) **To consider quotations for new Town Council website:**

Cllrs considered the paper prepared by the Town Clerk from various contractors.

RESOLVED: It was proposed and agreed to award the contract for the new Town Council website to Jimmy Flynn Web Services.

Action: 270223/8 Town Clerk

d) **To consider options for the Town Council moving to Office 365:**

Cllrs considered the paper prepared by the Town Clerk from various contractors.

RESOLVED: It was proposed and agreed to purchase Office 365 in-house for staff and Cllr email accounts and staff document storage. It was further agreed to use Milborne Port Computers for future IT assistance.

Action: 270223/9 Town Clerk

17. CLOSE OF MEETING

The date of next Full Town Council meeting was confirmed as **Monday 27th March 2023.**

The meeting closed 8:46pm

DRAFT