



Wincanton
Town Council



Town Hall
Market Place
Wincanton
Somerset
BA9 9LD

Tel: 01963 31693

Email: townclerk@wincantontowncouncil.gov.uk

**DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON MONDAY 1ST JUNE
2026 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

MEMBERS PRESENT: Cllrs H Ellard (Chairman), A Armstrong, J Eadington, K Hearne, C Lovegrove, J Macfarlane, J Packer, T Power, C Rodgers (arrived 7:39pm), A Waistell & C Wallis

MEMBERS OF THE PUBLIC PRESENT: 7 members of the public

SOMERSET COUNCILLORS PRESENT: Cllr T Power and Cllr L Trimnell

PROPER OFFICER: Emma Curtis - Town Clerk

PUBLIC PARTICIPATION

There were 7 members of the public in attendance. No queries were raised.

Cllr Ellard requested a minute's silence in memory of Doug Castle, previous Mayor, and Nick Colbert, previous District Cllr, who had both recently passed away.

The meeting opened at 7:02pm

1. 06/26 APOLOGIES FOR ABSENCE

Received from Cllrs P Rodgers, N Anderson and D Smith.

RESOLVED: It was resolved and unanimously agreed to approve the reasons for absence as presented.

2. 06/26 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Received from Cllr Power, agenda items 12 & 14, *Somerset Cllr and Silver Band Member*

3. 06/26 TOWN COUNCIL MINUTES 11th MAY 2026

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

4. 06/26 TO RECEIVE REPORTS FROM:

(i) the Town Mayor: Cllr Ellard provided a verbal report on recent activity confirming he had been assisting the Town Clerk and Cllr Anderson with staffing matters.

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: Cllr Power reported that he and Cllr Trimnell were preparing their monthly



report which would be circulated shortly. Cllr Power confirmed that Somerset Council had received a 1-star rating for their financial management following a review. Cllr Trimnell provided information regarding SEND (Special Educational Needs and Disabilities).

(iii) Town Clerk: The Town Clerk provided the following statement which received a round of applause upon conclusion. The Town Clerk requested the statement be minuted accordingly.

“Unfortunately, I have not had sufficient time to prepare a thorough report due to an unanticipated workload, ongoing work pressures, and associated strain.

Over recent weeks, I have been subjected to a series of false allegations, harassment, defamatory remarks, libellous and slanderous comments by a town councillor for reasons entirely unknown to me. It is also deeply concerning that the councillor chose to involve a member of their family in what appears to have been an attempt to publicly discredit me. There have also been threats made about involving the press in an apparent attempt to intimidate or further damage my reputation. Ironically, I would welcome any fair and factual scrutiny, as I am confident that the truth, supported by evidence, will fully expose these allegations for what they are.

These actions have caused significant distress to both myself and those close to me. Until now, I have chosen to avoid responding publicly in the hope that matters would be dealt with appropriately and responsibly. However, given the continued nature of these allegations and the damage being caused to my professional reputation and character, I now feel it is necessary to speak out and address these false claims directly.

I want to state clearly that I strongly deny all claims and accusations that have been made against me. The statements circulated are false, misleading, and damaging to my standing and integrity. I confirm that I am in possession of evidence which directly refutes these allegations and demonstrates that the claims being made against me are untrue.

This situation has been extremely difficult, not only for myself but also for my loved ones. However, we have consciously chosen to remain measured, respectful, and responsible throughout rather than retaliate.

As a result of the seriousness of these matters, I am seeking appropriate legal advice and pursuing the relevant legal and police channels available to me.

Despite these ongoing issues, I remain fully committed to my role, to serving the town council, and to continuing to support and work positively alongside the wider council team in the best interests of the community. It is regrettable that the actions of one councillor have diverted my time away from the proper discharge of my professional duties.

I would like to sincerely thank my family, friends, colleagues, and councillors who have stood beside me throughout this difficult period. Your support, kindness, and encouragement is much appreciated.

I would also respectfully request that this statement be minuted accordingly.”

(iii) local organisations, Town Councillor representatives and Youth Connect South West:
No reports received

5. 06/26 ACTION LIST

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

Circulation of the Action List was noted. No queries raised.

6. 06/26 MEETING DATES

To reconfirm dates of meetings for the 2026/27:

RESOLVED: It was proposed and unanimously agreed to reconfirm the dates of meetings for the 2026/27 municipal year.

7. 06/26 COUNCILLOR CONSENT FORM

Cllrs are asked to complete and return the Councillor Contact & Communication

Preferences Form: The Clerk formally requested Cllrs complete and return the Councillor Contact & Communication Preferences Form.

8. 06/26 APPOINTMENT OF COMMITTEE AND WORKING GROUP MEMBERS

To appoint members to the Town Council's Committees and Working Groups:

Committee membership for each committee and working group was considered.

RESOLVED: It was proposed and unanimously agreed to appoint committee and working group members for the 2026/27 municipal year as follows:

Committee	Membership
Open Spaces Committee	Cllr Anderson Cllr Armstrong Cllr Eadington Cllr C Rodgers Cllr Smith Cllr Wallis
Finance Committee	Cllr Armstrong Cllr Ellard Cllr Lovegrove Cllr Packer Cllr Power Cllr Waistell
Strategic Plan Working Group	Cllr Ellard Cllr Macfarlane Cllr Power Cllr Waistell 2 x members of the public volunteers

9. 06/26 TERMS OF REFERENCE

To resolve to review and adopt the following Committee and Working Group Terms of Reference:

- Open Spaces Committee
- Finance Committee
- Strategic Plan Working Group

RESOLVED: It was proposed and unanimously agreed to adopt all the Committee and Working Group Terms of Reference as presented without amendment.

10. 06/26 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

Cllrs considered representatives to outside organisations/bodies.

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

- The Balsam Centre: Cllr Macfarlane
- Carnival: Cllr Macfarlane and Cllr Waistell
- CAT Bus: Cllr P Rodgers
- Citizens Advice Bureau: Cllr Ellard
- Friends of Wincanton Community Hospital: Town Clerk
- MHA South Somerset: Cllr Power
- Memorial Hall: Cllr Packer
- Local Community Network (LCN): Cllr Ellard and Cllr Power
- Avon and Somerset Police: Cllr Armstrong
- Wincanton Museum: Cllr Wallis
- Wincanton Schools: Cllr Hearne
- Wincanton Sports Ground: Cllr Waistell
- 1 Army Air Corps: Cllr Anderson
- Bus Champion: Cllr C Rodgers

11. 06/26 POLICIES AND PROCEDURES FOR COUNCIL'S GOVERNANCE YEAR 2026/2027

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

All other policies remained unchanged.

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

- Appraisal Policy
- Annual Leave Policy
- Assets Policy
- Banner and Advertising Policy
- Cale Park Recreation Ground Rules and Regulations
- Capability Procedure
- Carers Leave Policy
- Casual Vacancy Policy
- Cemetery Regulations
- Code of Conduct
- Compassionate Leave Policy
- Community Engagement Policy
- Compliments, Complaints and Comments Policy

- Cyber Security Policy
- Data Protection Policy
- Dignity at Work Policy
- Display Screen Equipment User (DSE) Policy
- Document Retention Policy
- Emergency Dependents Leave Policy
- Employee Handbook
- Employer Discretions Policy
- Equality, Inclusion and Diversity Policy
- Financial Regulations
- Financial Reserves Policy
- Financial Risk Assessment
- Fire Safety Policy
- Flexible Working Policy
- Freedom of Information Policy
- Freedom of the Town Policy
- General Duties of Representatives Appointed to Outside Bodies
- General Privacy Notice
- Grant Funding and Donations Policy
- Grant Monitoring Form
- Grave Digging Requirements
- Grievance Procedure
- Health and Safety Staff Handbook
- Health and Safety Policy
- Investment Strategy
- IT Policy
- Lone Working Policy
- Management and Safety of Memorials
- Maternity Leave Policy
- Menopause Policy
- Model Publication Scheme Procedure
- Paternity Leave Policy
- Persistent and Vexatious Complaints and Correspondence Policy
- Performance Improvement Policy
- Policy on audio/visual recording and photography at Council meetings
- Pre-Election Policy
- Press & Media Policy
- Purchase Delegation Policy
- Officer/Cllr Protocol
- Recreation Ground Rules and Regulations
- Recruitment, Selection and Induction Policy
- Reserves Policy
- Training and Development Policy
- Social Media Policy
- Staff Expenses Policy
- Standing Orders
- Website Accessibility Statement

- Whistleblowing Policy

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

RESOLVED: It was proposed and unanimously agreed to adopt the following amended policies and procedures:

- Absence Management Policy
- Anti-Bullying and Harassment Policy
- Biodiversity Policy
- CCTV Policy
- CIL Procedure
- Disciplinary Procedure
- Standing Orders

c) To resolve to adopt the following new policy:

Cllrs considered the Flag Flying Policy and its requirement.

RESOLVED: It was proposed and unanimously agreed to adopt the Flag Flying Policy

12. 06/26

A) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
26/01067/DPO (Notification Only)	Land Adjoining Verrington Hospital, Dancing Lane, Wincanton Application to modify a S106 Agreement between William Ian Hopkins and South Somerset District Council and Somerset County Council dated 16th July 2015 to remove all monetary contributions associated with the development, except for the travel plan obligations, relating to planning application 14/00838/OUT https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/01067/DPO
Noted.	
26/01076/LBC	Land Rear White Horse Hotel, High Street, Wincanton, Somerset, BA9 9JP Erection of 5 new dwelling houses to the rear carpark and garden of the former White Horse, including a new parking layout for the White Horse and new dwellings, landscaping and bin store and carport. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/01076/LBC
RESOLVED: It was resolved and agreed to recommend this application for approval. Cllr Power abstained.	
26/01065/TPO (Notification Only)	1 Grants Close, Wincanton, Somerset, BA9 9NS Application to Fell No. 9 Trees and 1 Group of trees as shown within the South Somerset District Council (WINC 1) 1996 Tree Preservation Order. TG1: Field maple (x4) and sycamore (x5) - Remove (fell) to near ground level and treat stumps to inhibit regrowth. G1: Mixed species group includes saplings of sycamore, field maple and elm - Remove (fell) to near ground level and treat stumps (to inhibit regrowth) the sycamore, field maple and elm saplings. The above trees in the groups have been identified as contributing to the subsidence of no. 1 Grants Close, Wincanton. and required removal to help

	prevent further damage. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/01065/TPO
Noted.	
26/00986/TCA (Notification Only)	St Peter And St Pauls Church, Church Street, Wincanton, Somerset Notification of intent to repollard near the historical pruning point to group of pollarded Lime trees (G1). https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/00986/TCA
Noted.	

13. 06/26 FINANCE

- a) **To receive the final income and expenditure report for the 2025/26 financial year:**
The final income and expenditure report for the 2025/26 financial year was received. No queries raised.
- b) **To receive the final statutory balance sheet for the 2025/26 financial year:**
The final statutory balance sheet for the 2025/26 financial year was received. No queries raised.
- c) **To receive the final earmarked reserves report for the 2025/26 financial year:**
The final earmarked reserves report for the 2025/26 financial year was received. No queries raised.
- d) **To confirm receipt of the Internal Auditor's report for the 2025/26 financial year and note any recommendations made within the report:**
The Internal Auditors report for the 2025/26 financial year was formally received and recommendations were noted. No queries raised and the Deputy Clerk/RFO was praised for the satisfactory report.
- e) **To note the explanation of differences between boxes 7&8 on the 2025/26 AGAR:**
Cllrs noted the explanation of differences between boxes 7&8. No queries raised.
- f) **To note the explanation of significant variances, on the 2025/26 AGAR**
Cllrs noted the explanation of significant variances. No queries raised.
- g) **To receive and approve latest payments list for corporate card and current account:**
The payments lists were received and approved. No queries raised. The Chairman signed the payments lists.
- h) **To approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2025/26:**
RESOLVED: It was proposed and unanimously agreed to approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2025/26. The Chairman and Town Clerk duly signed the document.
- i) **To approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2025/26:**
RESOLVED: It was proposed and unanimously agreed to approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statement 2025/26. The Chairman duly signed the document.
- j) **To confirm the date of the Exercise of Public Rights for the 2025/26 Annual Governance and Accountability Return:**
The dates of the Exercise of Public Rights were confirmed as Friday 12th June 2026 to Thursday 23rd July 2026.

- RESOLVED:** It was resolved an unanimously agreed the dates of the Exercise of Public Rights be Friday 12th June 2026 to Thursday 23rd July 2026.
- k) **To note receipt of the up-to-date asset register and inventory list:**
Receipt of the up-to-date asset register and inventory list was noted. No queries raised.
- l) **To note the Council holds appropriate insurance cover and a review will be conducted within the current financial year:** It was noted the Council holds appropriate insurance and that a review will be conducted during the current financial year.
- m) **To review and approve current subscriptions:**
Current subscriptions were reviewed and approved with no amendment.
RESOLVED: It was proposed and unanimously agreed to continue with the current subscriptions without amendment.
- n) **To review and approve Direct Debits:**
Current Direct Debits were reviewed and approved without amendments.
RESOLVED: It was proposed and unanimously agreed to continue with the current Direct Debits without amendment.
- o) **To receive and approve end of year financial report:** Cllrs received the end of year financial report.
RESOLVED: It was proposed and unanimously agreed to approve the end of year financial report without amendment.

14. 06/26 GRANT APPLICATIONS

- a) **To consider grant application from Wincanton Silver Band:** Cllrs considered the application and the Clerk provided an overview.
RESOLVED: It was proposed and agreed to approve the full grant amount of £1,500. Cllr Power abstained.

15. 06/26 LOCAL COUNCIL AWARD SCHEME

To note that Wincanton Town Council have been accredited with the NALC Bronze Award in the Local Council Award Scheme and that Member of Parliament for Glastonbury and Somerton Sarah Dyke tabled an Early Day Motion (EDM) in the House of Commons as recognition: The Clerk and Chairman explained the accreditation and Early Day Motion in the House of Commons. The Council congratulated the Town Clerk and Council staffing team for their endeavours.

16. 06/26 BENCH FOR THE MEMORIAL WILDFLOWER MEADOW

To consider request to site a Troll bench at the wildflower meadow in Cale Park: Cllrs considered the request.

RESOLVED: It was proposed and unanimously agreed to allow the bench to be sited at the wildflower meadow in Cale Park.

17. 06/26 SQUATS AND TOTS CALE PARK RECREATION GROUND

To consider application to allow Squats and Tots at Cale Park Recreation Ground: Cllrs considered the application. The Clerk confirmed receipt of insurance and risk assessment documentation.

RESOLVED: It was proposed and unanimously agreed to approve the application.

18. 06/26 INFORMATION BOARDS

To receive an update on redesigning the towns information boards
Cllr Armstrong reported no progress yet and would update in due course.

19. 06/26 ANNUAL REPORT

To note receipt and publication of the Annual Report:

Cllrs noted receipt and publication of the Annual Report and thanked the Clerk publishing.

20. 06/26 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

(i) **Correspondence:** None

(ii) **Training:** SALC: Cllrs considered a whole Council training session. It was agreed the Clerk would gain quotations from SALC.

(iii) **Meetings:** None

21. 06/26 EXCLUSION OF PRESS AND PUBLIC

To resolve that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting due to the confidential nature of Confidential/Exempt Personnel Matters:

RESOLVED: It was proposed and unanimously agreed to enter confidential session for the remainder of the meeting. Members of the public and Cllr Trimmell vacated the Chamber.

22. 06/26 CONFIDENTIAL/EXEMPT PERSONNEL MATTERS

a) **To receive the draft minutes of the Extraordinary Personnel Committee meeting held on Monday 18th May and consider approval of the committee's recommendations and resolutions:** Cllrs received and noted the draft minutes of the Extraordinary Personnel Committee meeting held on Monday 18th May and approved all recommendations and resolutions.

RESOLVED: It was proposed and unanimously agreed to approve the minutes and adopt all resolutions and recommendations as presented without amendment.

b) **To receive an update on an ongoing grievance matter, including any associated legal and financial implications including reimbursement of legal costs relating to employment:** Cllrs received and considered an in-depth confidential report and agreed to approve all recommendations and resolutions as presented without amendment.

RESOLVED: It was proposed and unanimously agreed to approve all recommendations and resolutions within the confidential report as presented without amendment.

c) **To consider and agree appropriate wording for APM minutes where there may be potential employment and/or legal implications while ensuring recorded minutes remain factual:** Cllrs considered employment and legal implications regarding the APM minutes. It was agreed that the Clerk along with Cllrs Macfarlane and Eadington finalise the minutes.

d) **To consider a statutory request for flexible working:** Cllrs considered a statutory request for flexible working. This was agreed in principle pending amendments to contract and job description to be considered by the Personnel Committee.

RESOLVED: It was proposed and unanimously agreed to agree in principle the request pending contract and job description considerations.

e) **To confirm a date for an Extraordinary Personnel Committee meeting:** To be confirmed.

23. 06/26 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING

The date of the next Full Town Council Meeting was confirmed as **Monday 6th July 2026 at 7pm.** All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 26th June 2026.**

The meeting closed at 8:27pm



Wincanton
Town Council



Town Hall
Market Place
Wincanton
Somerset
BA9 9LD

Tel: 01963 31693

Email: townclerk@wincantontowncouncil.gov.uk

Wincanton Town Council	Report: Town Clerk's Update
Full Council Meeting	Author: Emma Curtis – Town Clerk
Date: 6th July 2026	

1. Bayford Hill

The Clerk, Cllr Armstrong and the Works and Maintenance Supervisor met with a representative from Bayford and Stoke Trister Parish Council to consider their concerns regarding the possible requirement of double yellow lines within the Wincanton boundary due to their safety concerns. This is an agenda item for consideration by Full Council.

2. Strategic Plan

Work has commenced on progressing the Council's Strategic Plan and reviewing priorities for the forthcoming period. The Strategic Plan remains an important document in establishing the Council's vision, objectives, and priorities for service delivery and community engagement, however, the Terms of Reference require amendment to allow for other non Cllr members to join the working group. This is an agenda item for consideration by Full Council.

3. Balsam Centre Meeting

Cllr Ellard, Cllr Macfarlane and the Town Clerk attended a meeting with representatives of the Balsam Centre to discuss matters of mutual interest and opportunities for partnership working for the benefit of the community. The meeting was very positive and discussions included:

- Community support services and initiatives;
- Opportunities for collaborative working and joint projects;
- Current challenges affecting local residents and community groups;
- Potential funding opportunities and future programmes;
- Youth support and youth work
- Ways in which the Town Council and the Balsam Centre can work together to support community wellbeing.

The meeting was constructive and highlighted the importance of maintaining strong partnerships with local organisations that provide valuable services to residents.

4. Police Use of the Town Hall

Avon and Somerset Police made use of the Town Hall facilities to aide an operation. Such use supports community engagement and partnership working. Arrangements for use of the Council Chamber are under review regarding room hire, insurance requirements, safeguarding considerations, and security arrangements. Continued engagement with local policing teams is welcomed where it benefits residents and promotes community safety.

5. Cemetery Extension

Work concerning the proposed cemetery extension remains ongoing. The extension is essential to ensure the long-term provision of burial space for the community however there are barriers with the transfer of land due to drainage issues and an overgrowth of Horse Tail

7. Health and Safety Documentation

A review of the Council's Health and Safety documentation has been undertaken to ensure the staff handbook and policies are updated. Regular review of documentation is essential to ensure that the Council fulfils its duties as an employer and occupier of public premises. The Health and Safety Executive advises employers to undertake suitable and sufficient risk assessments during periods of adverse weather, including extreme heat, snow, ice, high winds, and heavy rainfall. The Council's Health and Safety documentation should reflect these considerations and include contingency arrangements for periods of inclement weather.

9. Annual Governance and Accountability Return (AGAR) and Notice of Public Rights

The Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2026 has been completed and submitted in accordance with the statutory timescales. All relevant supporting documentation has been prepared and submitted to the external auditors as required.

The Notice of Public Rights has also been published in accordance with the Accounts and Audit Regulations, providing electors with the opportunity to inspect the Council's accounts and associated records during the prescribed period.

10. Public Conveniences – Replacement Toilet Doors

The replacement doors for the public conveniences are currently being fitted and, subject to completion of the installation works, it is anticipated that the facilities will be reopened shortly and in time for the summer holiday period enabling residents and visitors to once again make use of the facilities during the busiest months of the year. The Council will be advised should there be any delays to the programme of works.

11. Staff Team Building Event

The staff team-building event has been postponed and will be rescheduled for a later date. There are several factors that have contributed to this decision, including the inclement weather temperatures and the associated health and wellbeing concerns for team members. In addition, suggested changes to the timings of the day may have created logistical difficulties for some members of staff, potentially impacting attendance and participation. A revised date will be considered and communicated in due course.

Councillors are asked to note this report.

Outstanding/ongoing					
Date of Meeting	Meeting	Ref	Action	Who	Completed
10.10.22	OSC	101022/5	Gain quotations for play area refurbishment	Clerk/ Works & Maintenance Supervisor	N
29.04.24	Full Council	290424/5	New signs for car park barrier, change closing time, social media	Clerk/Works & Maintenance Supervisor	N
29.04.24	Full Council	290424/7	Commence renewing allotment agreement with WRT	Clerk	Y
01.12.25	Full Council	011225/1	Sort out lease and increase rent for River Cale Café	Clerk	Y
12.01.26	Full Council	120126/2	Look at options for River Cale Café lease/sale and prepare paper	Clerk	N
12.01.26	Full Council	120126/3	Look at options for leasing Memorial Hall toilets and prepare paperwork	Clerk	N
02.02.26	OSC	OSC020226/1	Investigate options for green waste disposal	Clerk/Works & Maintenance Supervisor	N
02.02.26	Full Council	020226/1	Draft Terms of Reference for a Finance Committee	Clerk/Deputy Clerk & RFO	Y
02.03.26	Full Council	020326/3	Invite YCSW to annual meeting, research other providers	Clerk	N
02.03.26	Full Council	020326/5	Form Strategic Plan working group	Clerk	Y
13.04.26	Full Council	130426/1	Approve waste collection quote	Clerk	Y
13.04.26	Full Council	130426/2	Approve MUGA works and quote	Clerk/Works & Maintenance Supervisor	Y
13.04.26	Full Council	130426/3	Approve cemetery lane speed bumps and parking bays	Clerk/Works & Maintenance Supervisor	Y
13.04.26	Full Council	130426/4	Add summer barrier closing to next agenda	Clerk	N
13.04.26	Full Council	130426/5	Memorial Hall toilets research	Clerk	N
13.04.26	Full Council	130426/6	New toilet doors fitted	Clerk/Works & Maintenance Supervisor	N
13.04.26	Full Council	130426/7	Meet with highways at Bayford Hill	Clerk	N
13.04.26	Full Council	130426/8	Order bench from twinning association	Clerk	Y
13.04.26	Full Council	130426/9	Amend allotment waiting list document and publicise	Clerk	Y
13.04.26	Full Council	130426/10	Accept offer for information sign design	Cllr Armstrong	Y
13.04.26	Full Council	130426/11	Proceed with tree works	Clerk/Works & Maintenance Supervisor	Y

[illegible]



Report to Full Council Multi-Use Games Area (MUGA) Maintenance Project Procurement Process and Contract Award

Purpose of Report

To provide Full Council with a summary of the procurement process undertaken in relation to the proposed maintenance works to the Multi-Use Games Area (MUGA), to explain the circumstances surrounding the contract value exceeding £30,000 including VAT, and to confirm Council have approval to proceed.

Background

The maintenance of the MUGA has been a longstanding project for the Council. At the outset, the Council did not have a detailed specification of works or an accurate estimate of the likely project costs for its maintenance and upkeep. Consequently, a broad specification was prepared and several specialist contractors were approached to provide quotations and recommendations based on their professional assessment of the site and the works required.

At the time the procurement exercise commenced, it was not anticipated that the total value of the contract would exceed £30,000 including VAT. The Council therefore considered that the project fell below the threshold requiring a formal tender process and proceeded by seeking quotations from selected contractors.

The Council was also working within the limits of its earmarked reserves allocated for this project and did not issue an open invitation to tender.

Quotations Received

The quotations received varied considerably in both scope and cost, reflecting differing assessments of the works required.

Following consideration of the quotations and recommendations received, the Council identified a preferred contractor whose proposal best met the Council's requirements. The accepted quotation amounted to £27,500 excluding VAT. Once VAT was included, the total contract value exceeded £30,000.

Regulatory Considerations

The Public Contracts Regulations 2015 place obligations on councils in relation to procurement and transparency requirements. The Council's understanding is that where the original estimated contract value was genuinely believed to be below the relevant threshold, there is no requirement to restart the procurement process solely because the final contract value exceeds £30,000 including VAT. The regulations distinguish between the estimated value of a contract at the commencement of the procurement exercise and the final value resulting from quotations received.

Internal Auditor Review

The Council sought advice from its Internal Auditor, Andy Beams of Mulberry Local Authority Services Ltd.

Following review of the circumstances, the Internal Auditor has advised that the Council is able to proceed with the proposed contract and is not required to recommence the

procurement process or undertake a new tender exercise. The advice received confirms that, given the original estimated contract value was below the relevant threshold and quotations were properly obtained, the Council may proceed.

Audit and Governance

To ensure a clear audit trail, a comprehensive record of the procurement process, quotations received, contractor selection, and relevant decisions will be maintained. This report will form part of that documentation and will be retained for future internal and external audit purposes.

Financial Implications

The approved quotation is £27,500 plus VAT, resulting in a total contract value exceeding £30,000 including VAT.

Funding for the project is available from the Council's earmarked reserves established for this purpose.

Recommendation

Full Council is recommended to:

1. Note the procurement process undertaken in respect of the MUGA maintenance project.
2. Note the advice received from the Council's Internal Auditor, Andy Beams of Mulberry Local Authority Services Ltd, confirming that the Council may proceed without restarting the procurement process.
3. Confirm that all supporting documentation is retained as part of the Council's audit trail and governance records.

Proposed Resolution

That Full Council notes the procurement process undertaken for the MUGA maintenance works, notes the advice of the Internal Auditor that the Council may proceed without recommending the procurement exercise and authorises all necessary actions to complete the project and comply with transparency requirements.

Time : 15:51

Corporate Card

Payments made between 02/04/2026 and 05/05/2026

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Lloyds Bank							
	02/04/2026	BACS	Monthly fee	3.00	0.00	3.00	Z
Post Office							
	15/04/2026	BACS	Stamps & signed for post	25.64	0.00	25.64	Z
Purbeck Locksmiths							
	20/04/2026	BACS	Churchfields key	12.00	0.00	12.00	Z
Unity Trust Bank							
	05/05/2026	BACS	Monthly fee	3.00	0.00	3.00	Z
				43.64	0.00	43.64	

Time : 15:32

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/05/2026

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Amazon Payments UK Ltd						
05/05/2026	6000497H2	Photo frames	19.79	0.00	19.79	VAT
05/05/2026	GB60003ZL	Black bags	78.98	0.00	78.98	VAT
05/05/2026	GB63R563	Lynch pins	10.80	0.00	10.80	VAT
05/05/2026	GB6X266AB	Strimmer line wire	17.34	0.00	17.34	VAT
14/05/2026	30055466 2	Heavy duty trimmer line	19.98	0.00	19.98	VAT
14/05/2026	GB6010GB	Toilet rolls	19.99	0.00	19.99	VAT
14/05/2026	GB600A2L4	Gear grease for strimmers	23.82	0.00	23.82	VAT
14/05/2026	GB615N4U	Biodegradable gloves	136.77	0.00	136.77	VAT
21/05/2026	GB60003OL	Heavy duty bags	78.98	0.00	78.98	VAT
			406.45	0.00	406.45	
Amy Coombes						
05/05/2026	APR 26 AC	4 x easter eggs, competition	9.00	0.00	9.00	VAT
Anchor Hill Service Station						
14/05/2026	24110	Fuel	400.60	0.00	400.60	VAT
British Gas						
06/05/2026	801180281	Market Place gas 15/03-14/04	172.26	0.00	172.26	VAT
18/05/2026	726684780	Market place gas 15/04-01/05	103.08	0.00	103.08	VAT
			275.34	0.00	275.34	
British Telecommunications plc						
11/05/2026	M026	Town Hall phone/broadband	64.33	0.00	64.33	VAT
C G Services SW Ltd						
14/05/2026	2547	Office cleaning	75.60	0.00	75.60	VAT
Cloudy Group Ltd						
05/05/2026	INV-D11399	Adobe acrobat pro	873.54	0.00	873.54	VAT
14/05/2026	INV-D11676	Monthly IT May	374.45	0.00	374.45	VAT
			1,247.99	0.00	1,247.99	
Corona Energy Retail 4 Ltd						
18/05/2026	000366867	Cavalie way toilets elec Apr	48.78	0.00	48.78	VAT
Corporate Card						
19/05/2026	Tfr cc	Tfr for multi pay card	40.64	0.00	40.64	
E E Solutions Ltd						
18/05/2026	1342419	Churchfields electr 06/04-	46.58	0.00	46.58	VAT
18/05/2026	1342420	Floodlight electr 06/04-06/05	122.65	0.00	122.65	VAT
18/05/2026	1342421	Office electric 06/04-06/05	74.31	0.00	74.31	VAT
18/05/2026	1342422	Town Hall electric 06/04-	41.25	0.00	41.25	VAT
18/05/2026	1343694	Garage electric 07/04-07/05	78.14	0.00	78.14	VAT
			362.93	0.00	362.93	
EE Limited						
19/05/2026	V02472633	Garage broadband & mobiles	90.43	0.00	90.43	VAT
Flagpole Express Ltd						
05/05/2026	Refund	P/Ledger Electronic Payment	-85.74	0.00	-85.74	VAT
Gillams Car Spares Ltd						

Continued on Page 2

Time : 15:32

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/05/2026

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
HMRC	21/05/2026	I645328	Cable ties	6.00	0.00	6.00	VAT
Hunt Forest Group Ltd	22/05/2026	BACS	PAYE/NI May	4,556.36	0.00	4,556.36	OTS
Kellaway Building Supplies Ltd	11/05/2026	May26	VAN rental 110925-110826	540.92	0.00	540.92	VAT
Mole Valley Farmers Ltd	05/05/2026	SIN0034256	Trade post fix	8.38	0.00	8.38	VAT
Mr J Wolstenholme	14/05/2026	IN21158206	Lopper, oil, safety boots	205.02	0.00	205.02	VAT
Mr Kev Partfitt	05/05/2026	Clock 26	44 weeks	446.60	0.00	446.60	VAT
NET SALARIES	05/05/2026	7 27.04.26	Town Hall windows	12.00	0.00	12.00	VAT
Net Salaries May	21/05/2026	BACS	Net Salaries Apr	67.06	0.00	67.06	Z
Pest Solutions South West Ltd	22/05/2026	BACS	Net Salaries May	11,952.21	0.00	11,952.21	Z
SCC Pension Fund	21/05/2026	INV-3696	Three visit rat treatment	234.00	0.00	234.00	VAT
SLCC Enterprises Ltd	22/05/2026	BACS	Superannuation May	2,876.74	0.00	2,876.74	OTS
Somerset Association of Local	05/05/2026	QL209139-1	Qualification fee level 1 EC	46.20	0.00	46.20	VAT
Somerset Council	05/05/2026	2988	Affiliation fee	1,915.79	0.00	1,915.79	VAT
	05/05/2026	30055466	Cemetery Rates 2026	1,812.20	0.00	1,812.20	VAT
	05/05/2026	303760502	GroundFloor TownHall rates	3,143.70	0.00	3,143.70	VAT
				4,955.90	0.00	4,955.90	
SSE Southern Electric	28/05/2026	IV0443714	Town Clock electric Apr	142.85	0.00	142.85	VAT
T J Young	14/05/2026	12271	Ear protectors	36.00	0.00	36.00	VAT
	14/05/2026	12397	John Deer oil leaks repair	566.41	0.00	566.41	VAT
	21/05/2026	12402	Repair 3 punctures	25.00	0.00	25.00	VAT
	21/05/2026	12438	JDeer deck bung	35.00	0.00	35.00	VAT
				662.41	0.00	662.41	
Unity Trust Bank	31/05/2026	BACS	Service charge	13.30	0.00	13.30	Z
Water2business	01/05/2026	707037332	Churchfields water 11/10-	194.57	0.00	194.57	VAT
	01/05/2026	707039576	Market place water 16/10-	111.74	0.00	111.74	VAT
				306.31	0.00	306.31	

Continued on Page 3

Time : 15:32

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/05/2026

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
			31,884.40	0.00	31,884.40	

GRANTS BUDGET: £5,000 BUDGET REMAINING: £3,500

Name of Organisation Registered Charity Y/N Registered Charity Number	Grant requested	Purpose for which grant is sought	Other sources of funding received/being sought	Previous Grants Given	Supplementary Documents Received	Bank Statement Date and Balance
Wincanton Ladies Football Club	£3,500	Purchase of portable dugouts/shelter for Wincanton Sports Ground	Club Funds Sponsorship Fundraising	None	Quote Constitution Profit and Loss Account Bank Statement	1 st May 2026 £867.03
Wincanton History Society	£1,276.80	Card readers, security cameras, noticeboard, design and print	None	£1,000 in 2024 Claimed back due to breach of terms	Accounts Quotes Constitution	30 th April 2026 £1,109.59
Octagon Theatre	£2,000	Summer and Winter PlayDays	Arts Council Somerset Activity and Sport Partnership	£2000 in 2025 £1000 in 2024	Constitution Accounts Bank Letter	Not provided Somerset Council

Town Clerk and RFO Comments and suggested grant amount

Name of Organisation	Town Clerk Comments	Grant Requested	Suggested Grant Amount
Wincanton Ladies Football Club	Good application. Project would benefit all sports ground users and not just the ladies football club	£3,500	£3,500 but would wipe out the Grants budget for the year. Could vire from Donations?
Wincanton History Society	Last grant of £1,000 clawed back due to breach of terms. Design and Print is revenue general running costs so not valid.	£1,276.80	Council should consider whether to award grant after last being clawed back and remove general running costs.
Octagon Theatre	Play Days wont happen without the grant.	£2,000	£2,000 if agreed to ensure Play Days happen

RFO comments : Council have a £5,000 donations budget, as yet unspent. The Grants budget is also £5,000, of which £1,500 has been spent, £3,500 remaining.



STRATEGIC PLAN WORKING GROUP – TERMS OF REFERENCE

1. Name of Group

1.1 The group shall be known as the Strategic Plan Working Group (“the Group”).

2. Status and Purpose

2.1 The Group is established as a non-statutory working group of the Council. It is not a formal committee and has no delegated decision-making powers.

2.2 The purpose of the Group is to support the Council in the delivery, monitoring, and review of the Council's Strategic Plan.

2.3 The Group will ensure that the Strategic Plan remains relevant, achievable, and aligned with Council priorities and resources.

3. Role and Objectives

3.1 The Group shall:

- Monitor progress against the Council's Strategic Plan on an ongoing basis
- Identify actions required to support delivery of the Plan
- Review performance against agreed objectives and milestones
- Highlight risks, barriers, and resource implications affecting delivery
- Make recommendations to the relevant Council committee or Full Council where action is required
- Support the development of annual priorities linked to the Strategic Plan

3.2 The Group shall not make decisions on behalf of the Council but may make recommendations for consideration by Full Council or relevant committees.

4. Membership

4.1 Membership shall consist of Members of the Council appointed annually by Full Council, together with volunteers and representatives of community organisations where appointed or invited by Full Council.

4.2 The Group shall comprise a minimum of three (3) Councillor Members and such additional volunteer or community organisation representatives as determined by Full Council.

4.3 Membership shall be open to all Councillors with an interest in strategic planning and delivery. Volunteers and representatives of community

organisations with relevant knowledge, experience, or an interest in supporting the delivery of the Strategic Plan may also be appointed to the Group.

4.4 All members of the Group may participate fully in discussions. Voting rights, where required, shall be restricted to Councillor Members unless Full Council determines otherwise.

4.5 The Group may invite additional individuals, organisations, or subject-matter experts to attend meetings in an advisory capacity where their input would assist the work of the Group. Such attendees shall not have voting rights.

5. Chairing Arrangements

5.1 The Group shall appoint a Chair at its first meeting following the Annual Meeting of the Council.

5.2 The Chair shall be appointed for a term of one municipal year.

5.3 The Chair will coordinate meetings, agree agendas with the Clerk, and report progress to Full Council or the appropriate committee.

6. Meetings

6.1 The Group shall meet as required to effectively monitor delivery of the Strategic Plan, but not less than quarterly.

6.2 Meetings shall be convened in consultation with the Town Clerk and in accordance with the Council's Standing Orders where applicable.

6.3 Notes or summaries of meetings shall be produced and reported to Full Council or relevant committees as appropriate.

7. Reporting and Accountability

7.1 The Group shall report regularly to Full Council on progress of the Strategic Plan.

7.2 Where actions are identified, the Group shall recommend them to the appropriate committee or Full Council for approval and allocation of resources where necessary.

7.3 The Group shall maintain oversight of an action plan or tracking document linked to the Strategic Plan.

8. Authority and Limitations

8.1 The Group has no delegated authority to incur expenditure, make decisions, or commit Council resources.

8.2 All recommendations requiring financial, policy, or operational change must be referred to Full Council or the relevant committee for decision.

9. Support

9.1 The Town Clerk (or nominated officer) shall provide administrative support to the Group, including agenda preparation and note-taking.

10. Review

10.1 The Terms of Reference shall be reviewed annually by Full Council or as required to reflect changes in governance arrangements or Council priorities.

Adopted by Wincanton Town Council Monday 1st June 2026