



Town Hall
Market Place
Wincanton
Somerset
BA9 9LD

Tel: 01963 31693

Email: townclerk@wincantontowncouncil.gov.uk

Minutes of the Wincanton Town Council Meeting held on Monday 7th September 2026 commencing at 7:00pm in the Council Chamber, Wincanton Town Hall, Wincanton, BA9 9LD

PRESENT: Cllrs N Anderson (Vice chair), , A Armstrong, J Eadington, K Hearne, C Lovegrove, J Macfarlane, D Old, C Rodgers, P Rodgers, D Smith & C Wallis.

ALSO PRESENT: Tracy Dunn (Deputy Town Clerk/RFO), David Bell (Independent Investigator), Paul Russell (Meeting Clerk) and 16 members of the public.

Prior to the commencement of the meeting Cllr Anderson, vice chair, read out a statement which was acknowledged by the meeting.

PUBLIC PARTICIPATION

There were 16 members of the public in attendance. The following items were raised:

- A query was raised regarding the outcome of the public toilet survey regarding the Memorial Hall. Council agreed to find out what the final outcome was. It was thought that the responses were around 50% for retaining the facility and 50% against but this would be confirmed.
- Concerns were expressed regarding speeding along the High Street. It was confirmed that the data from the SIDs was being collated. The results would be forwarded to the Police.
- A verbal report was noted regarding the recent bus partnership meeting.

01. 09/26 ELECTION OF CHAIRMAN/TOWN MAYOR

Nominations were invited to elect a new Chair of Wincanton Town Council.

Cllr Anderson was proposed and seconded. A vote was taken, the result being:

- For: 4
- Against: 5
- Abstention: 1

The nomination was lost and it was agreed to defer this item.

Cllr Anderson, continued to Chair the meeting.

02. 09/26 APOLOGIES FOR ABSENCE

There were no apologies for absence.

03. 09/26 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

No Declarations of Interest were made and no requests for dispensations received.

04. 09/26 TOWN COUNCIL MINUTES

It was proposed and seconded that the minutes of the previous meeting of Full Council on Monday 3rd August 2026 be adopted as a correct record and signed by the Chair.

A vote was taken, the result being:

- For: 7
- Abstention: 3

The minutes of the meeting held on the 3rd August 2026 were formally approved, adopted and signed as a correct record.

05. 09/26 TO RECEIVE REPORTS FROM:

- (i) The Town Mayor: No report was presented
- (ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: No report was presented.
- (iii) Deputy Town Clerk/RFO: The report had been distributed to all members. The Team were thanked for all their hard work. No questions were raised.
- (iv) Local Organisations and Youth Connect South West: No report was presented.
- (v) The following reports were presented by Cllr J Macfarlane as representative for
 - a. Wincanton Carnival: This would be held on 16th October. Road closures had been applied for and were in place and Cllr Macfarlane put out a call for additional volunteers.
 - b. The Balsam Centre: A meeting had been held to discuss working together with the Council. A community breakfast had been held on 23rd September and a response regarding the LGBT incident recently had been made.
 - c. Noted that a request for support, in principle, to become a local partner in the Volunteering for Health programme had been put forward. Following discussion it was proposed, seconded and
RESOLVED that the Town Council would support in principle the request to become a partner in the Volunteering for Health Programme and to work with Spark Somerset to explore how the initiative could support local priorities to help build on Wincanton's existing strengths and create more opportunities for residents to connect, contribute and thrive.

- (vi) To receive reports from other Town Councillors acting as representatives to outside bodies: It was noted that the Wincanton Community Group had repaired the electrical boxes that had previously been exposed.

Council **AGREED** to consider agenda items 10 and 11 next.

06. 09/26. TO CONSIDER A REQUEST FOR A POP UP LOCATION FROM A WOOD-FIRED PIZZA COMPANY

Council considered the request for a pop up pizza outlet which would visit Wincanton once a month.

Following discussion, it was proposed and seconded that Council would agree in principle to grant permission for the Wood Fired Pizza Company to use a location on Council premises subject to the agreement of a suitable location, a pitch fee being agreed and further information being provided by the company.

A vote was taken, the result being:

- For: 9
- Abstention: 1

The Council **RESOLVED** to adopt the proposal.

07. 09/26. OUTDOOR GROUP FITNESS

Council considered a request to grant permission for a permit to use Cale Park for organised outdoor group fitness/bootcamp classes.

Following discussion, it was proposed and seconded that Council would agree in principle to grant permission for the Outdoor Group Fitness/Bootcamp Classes to use Cale Park subject to the classes not causing any damage to the Park and that no heavy items were used on the grassed area.

A vote was taken, the result being:

- For: 8
- Abstention: 2

The Council **RESOLVED** to adopt the proposal subject to a review being undertaken after the first month of operation and allowing the fitness sessions to be free.

08. 09/26 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

Council considered the appointment of the following representatives to outside organisations/bodies following Councillor resignations

- Carnival: Noted that Cllr Macfarlane represented the Council.
- MHA South Somerset: Cllr Wallis was proposed.
- Memorial Hall: Cllr Macfarlane was proposed.
- Local Community Network (LCN): It was agreed to defer nominating a representative to a future meeting.

- Wincanton Sports Ground: Cllr Eadington was proposed.

It was proposed, seconded and **RESOLVED** to appoint the representatives above.

It was agreed to place the appointment of a Bus Champion on the next agenda.

09. 09/26 ACTION LIST

Council noted the Actions from Meeting list.

It was agreed to add the Information Sign Design item to the outstanding/ongoing list again. The Welcome to Wincanton map was currently being undertaken but had been delayed due to unforeseen circumstances. However, stage 1 had been completed but the next stage was ongoing. Cllr Armstrong agreed to send out an email to all Councillors outlining the current proposals.

10. 09/26 PLANNING

a) TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

The Deputy Clerk apologised for the administrative error regarding applications 26/01478/FUL, 26/01597/COU and 26/01527/HOU which had been included on the agenda but previously considered.

Application Number	Address and description
26/01754/HOU	9 South Street Wincanton Somerset BA9 9DH Proposed replacement garage 26/01754/HOU Proposed replacement garage 9 South Street Wincanton Somerset BA9 9DH
	Resolved: to recommend approval
26/01622/FUL	Long Close Business Area Lawrence Hill Wincanton Somerset BA9 8AB The erection of 16 No. Tesa Superchargers covered by solar canopies, a substation, a battery energy storage unit, along with ancillary infrastructure including ducts, cables and operational cabinets and equipment. 26/01622/FUL The erection of 16 No. Tesa Superchargers covered by solar canopies, a substation, a battery energy storage unit, along with ancillary infrastructure including ducts, cables and operational cabinets and equipment. Long Close Business Area Lawrence Hill Wincanton Somerset BA9 8AB
	Resolved: to recommend approval

Council noted application 26/01918/TCA (notification only) and the planning decisions presented.

11. 09/26. FINANCE

- a) It was proposed and seconded that the Payments lists, to be signed by the Chairman, amounting to £89,365.70 ex VAT be approved.

A vote was taken, the result being:

For – 8

Abstentions – 2

The **RESOLUTION** was carried.

- b) It was proposed and seconded that Purchase Delegation Authority for the Administration Officer be approved.

RESOLUTION: Approved with a limit of up to £1,000. Unanimous.

- c) It was proposed and seconded that the Growing space grant application be approved.

RESOLUTION: Approved grant application of £1,100. Unanimous.

12. 09/26. APPOINTMENT OF TWO PERSONNEL COMMITTEE MEMBERS

Nominations and appoint two new members to the Personnel Committee following the resignation of Cllr J Packer from the Council and the resignation of Cllr C Rodgers from the Committee.

It was proposed and seconded that Cllr Macfarlane be appointed to the Personnel Committee. No other nominations were received.

A vote was taken, the result being:

- For: 8
- Abstention: 2

The Council **RESOLVED** to appoint Cllr Macfarlane to the Personnel Committee

Council adjourned for a ten minute break.

13. 09/26 EXCLUSION OF PRESS AND PUBLIC

It was proposed and seconded 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**.

A vote was taken, the result being:

- For: 9
- Against: 1

The Council **RESOLVED** to move into Confidential Session.

Prior to considering the confidential items Cllr Anderson read a statement that had been approved by the Somerset Council Monitoring Officer indicating that no action would be taken regarding the 5 complaints made.

14. 09/26 CONFIDENTIAL/EXEMPT PERSONNEL MATTERS

Council was informed that a substantial Subject Access Request (SAR) had been made requesting information covering the previous 2.5 years. A quotation from specialist GDPR company Breakthrough Communications had been received to deal with the SAR at a cost of £4,250 + VAT.

It was proposed and seconded that the quotation from Breakthrough Communications amounting to £4,250 + VAT to deal with the SAR be accepted.

A vote was taken, the result being:

- For: 8
- Abstentions: 2

The Council **RESOLVED** That the Car park compensation Ear marked reserve (320) no longer being required, the balance of £24,500 would be transferred out to create a new Human Resources budget which would cover the costs. It was therefore resolved to accept the above quotation.

Mr David Bell provided a brief presentation on the investigation that was currently being undertaken. He gave details of his background qualifications and indicated what work he would be undertaking as part of that investigation.

The final report would provide a number of options for the Council to consider and would be evidence based. He would be interviewing both staff and members during the investigation.

It was **AGREED** that the Proper Officer would respond to the emails received from the Town indicating that the emails had been received and would be investigated..

There was some discussion regarding the Monitoring Officer report and it was suggested that the Monitoring Officer be contacted to clarify the processes in place.

15. 09/26 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING

Council confirmed the date of the next Full Town Council Meeting as **Monday 05th October 2026 at 7pm**. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 25th September 2026**.

There being no other business the meeting closed at 8:47pm.

CHAIR:

DATE:



1. Purpose of the Report

Full Town Council meeting 05th October 2026, Agenda item #06 v. To receive reports from the Deputy Town Clerk/RFO

2. Main Body of the report

The Team are busy working on the Christmas and Over 70's events.

Unfortunately, there has been a further vandalism incident involving the toilets, reported as a separate agenda item.

There are several previously ongoing tasks, some of which are listed below, that I am making efforts to bring myself up to speed with. These are requiring time and further investigation, The items below are purely for information so that members are aware of some of the work requiring attention. Where resolutions are required, items will need to be included in future agendas with reports and recommendations for consideration.

a. Volunteer group

In 2025 Somerset Council introduced a volunteer highway maintenance scheme to allow local councils to carry out some basic routine highways maintenance tasks with an extensive Highway Volunteer Handbook including where to find support if an incident occurs and guidance on ensuring volunteer safety. This includes determining the activities, each requiring an appropriate level of risk assessment by the Council with a volunteer location Risk assessment to be completed on arrival.

Full Council meeting in September 2025:

9. 07/25 WINCANTON VOLUNTEER COMMUNITY GROUP

To consider Town Council involvement in new Volunteer Community Group and consider letter regarding Enhanced Highways Maintenance Pilot Scheme and volunteer training:

Cllrs considered a name for the volunteer group. The Clerk confirmed that the group could be covered by Council insurance providing a full list of names is held on file and times of work are given. The Clerk gave information from Somerset Council of license and roadside volunteer training they are providing. It was agreed that the Working Group would meet on Friday 11th July and the Clerk would sign volunteers up to the Somerset Council scheme.

There was no resolution under the agenda item although the September meeting approved a budget of £350. The spend was subsequently put on hold and no budget approved in 2026 2027. Work is ongoing including awaiting Insurers advice re any potential cover, whether the Council applied for the required licence to undertake works on or near the road, lists of volunteers, copies of certificate etc.

Council also need to be mindful that Council must retain ownership of anything purchased as items cannot be purchase on behalf of an external group due to VAT requirements.

b. Preparedness Survey

A reminder has been received from Somerset Council to complete the survey, which requires the Council to evaluate the extent to which they consider the Town to be vulnerable to various hazards including, flooding, winds, road traffic accidents, radiation, fire etc

The purpose of this survey is to:

- Support Somerset Council in fulfilling its statutory duty under the Civil Contingencies Act (2004) by assessing emergency risks across the county.
- Inform the development of targeted support and activities that strengthen community resilience where it is most needed.
- Establish a baseline of information to help track progress over time and ensure we are collectively moving towards greater resilience.
- Provide an opportunity for councils to request support in any of the areas covered by the survey.

Of 328 Councils, 83 have returned it Wincanton being one of those still outstanding.

c. River Cale Café Lease

The Café tenants are awaiting a decision regarding their ongoing dialog with the Town Clerk.

In January 2026 Council considered a request for a long-term lease and it was resolved :

9. 01/26 RIVER CALE CAFÉ LEASE RESOLVED: It was proposed and unanimously that the Clerk continue with looking at long term options for River Cale Café and present a paper to Council with options at a later date.

An item to receive an update in confidential session in April was deferred.

Due to being commercially sensitive no further information is included in this report.

d. Recreation lease, allotment

In April 2024 it was brought to Council's attention that the initial agreement was dated 1996 and reviewed in 2006 but there appeared to be no evidence in Council records of it being reviewed or the tenancy fee being increased since 2006 despite the current fee being higher than the initial agreement. It was felt that as payments were being made a statutory contract was in place, but the agreement and terms and conditions required renewal and updating.

It was resolved and agreed to authorise the Clerk to commence negotiations in taking the matter further with Wincanton Recreational Trust to update and extend the agreement as appropriate.

In February 2025 an agenda item to receive an update and consider and resolve upon any amendments required to the lease was deferred this agenda item to the next Full Town Council meeting.

On 8th September 2026 Wincanton Recreational Trust advised they are now in a position to proceed with the new lease for the allotments at the sports ground.

This has been referred to the Council's solicitor and is awaiting a response.

e. Devolution of Assets

The subject of devolution of Assets has been in discussion with Local Council's in Somerset for the past 2 years. At the Full Town Council meeting in July it was resolved that the Council are still interested in talking about areas including open spaces, Memorial Hall Toilets, Roadside verges, Former allotments and Car parks.

Somerset Council have confirmed that there are no timeframes with regards to Devolution and are happy to 'pause' for the moment until Wincanton are in a better position to progress this.

3. Action required

To note the report



1. Purpose of the Report

Full Town Council meeting 5th October 2026 agenda item # 07

- a. To consider the renewal of the Youth Connect South West contract
- b. To consider subsidising a visit to the Mill on the Brue

2. Background

The current Youth Connect South West contract is due to expire on 31st December 2026.

3. Main Body of the report

- a) Council have received a request from Youth Connect South West :

Would Wincanton Town Council be willing to extend the youth work contract until 31 March 2027?

The original commitment was for a three-year contract; however, the contract started three months later than planned and the end date was never amended to reflect this delay. Signed variation agreements have been received from three of the four councils, with Wincanton being the only outstanding authority.

Please see the attached, confidential, letter of variation.

- b) A request has also been received to subsidise a visit to Mill on the Brue

“the price for half a day is £45 per child that is for 2 and a half hours, we will not charge you the full price for the first session. For the first session it would be £25 per child for 2.5 hours. We hope that you would be able to get a good uptake of children. In two and a half hours you could choose from for the first hour and a half to two hours from canoeing, assault course, climbing, high ropes, archery or rifle shooting and we could squeeze in a second activity, such as Escape Room, Night line, Low Ropes, tunnelling”.

4. Financial/Risk/Legal Implications

- a. The budget for 2026 2026 already includes provision for a full year i.e. until 31st March 2027.

If Wincanton is unable to agree to the variation, there will be a need to begin planning to reduce staffing and bring the provision in Wincanton to an end on 31 December 2026

- b. The requested subsidy is £10 per person. There is no budget provision for the cost. However, council currently has underspends e.g. the annual awards budget of £300 of which only £11 was spent should they wish to approve vire of funds.

5. Recommendations

- a) To extend the existing contract until 31st March 2027
- b) To consider and approve a maximum fund for the subsidy

Date of Meeting	Meeting	Ref	Outstanding/ongoing Action	Who
10.10.22	OSC	101022/5	Gain quotations for play area refurbishment	Clerk/ Works & Maintenance Supervisor
29.04.24	Full Council	290424/5	New signs for car park barrier, change closing time, social media	Clerk/Works & Maintenance Supervisor
12.01.26	Full Council	120126/2	Look at options for River Cale Café lease/sale and prepare paper	Clerk
12.01.26	Full Council	120126/3	Look at options for leasing Memorial Hall toilets and prepare paperwork	Clerk
28.01.26	Personnel	2801 7	Safeguarding training for all members of staff	Clerk
28.01.26	Personnel	2801 10	To review all job descriptions with the Clerk collaborating with employees then evaluation with the Personnel Chairman	Clerk
02.02.26	OSC	OSC020226/1	Investigate options for green waste disposal	Clerk/Works & Maintenance Supervisor
02.03.26	Full Council	020326/3	Invite YCSW to annual meeting, research other providers	Clerk
13.04.26	Full Council	130426/4	Add summer barrier closing to next agenda	Clerk
13.04.26	Full Council	130426/5	Memorial Hall toilets research	Clerk
13.04.26	Full Council	130426/7	Meet with highways at Bayford Hill	Clerk
11.05.26	AnnualTown council	100526/19	To consider becoming a referral partner for Wincanton Food Bank - deferred	
01.06.26	Full Council	010626/7	Councillor consent form cllrs to complete and return to the Clerk	Cllrs & Clerk
01.06.26	Full Council	010626/13 I)	Review of insurance to be conducted during the financial year	
06.07.26	Full council	060726/10 a	To confirm that the Council are still interest in talking about these areas (Devolution of Assets)	Clerk
06.07.26	Full Council	060726/10 b	Intended use and management of assets – deferred until clerk has returned	Clerk
09.07.26	Personnel	090726 7	To make arrangements for a business continuity plan	Deputy Town Clerk/RFO / Personnel
03.08.26	Full Council	030826 09 08/26	To add Cllr Armstrong and Cllr Hearne as bank signatories	Deputy Town clerk/RFO (Cllr Hearne Complete)
07.09.26	Full Council	070926 01 09/26	Election of Chairman/Town Mayor	Full Town council
07/09/26	Full Council	070926 06 09/26	To consider a request for a Pop up Location from a wood fired pizza company	Deputy Town Clerk/RFO

Completed				
Date of Meeting	Meeting	Ref	Action	Who
29.04.24	Full Council	290424/7	Commence renewing allotment agreement with WRT	Clerk
01.12.25	Full Council	011225/1	Sort out lease and increase rent for River Cale Café	Clerk
02.02.26	Full Council	020226/1	Draft Terms of Reference for a Finance Committee	Clerk/Deputy Clerk & RFO
02.03.26	Full Council	020326/5	Form Strategic Plan working group	Clerk
13.04.26	Full Council	130426/1	Approve waste collection quote	Clerk
13.04.26	Full Council	130426/2	Approve MUGA works and quote	Clerk/Works & Maintenance Supervisor
13.04.26	Full Council	130426/3	Approve cemetery lane speed bumps and parking bays	Clerk/Works & Maintenance Supervisor
13.04.26	Full Council	130426/6	New toilet doors fitted	Clerk/Works & Maintenance Supervisor
13.04.26	Full Council	130426/8	Order bench from twinning association	Clerk
13.04.26	Full Council	130426/9	Amend allotment waiting list document and publicise	Clerk
13.04.26	Full Council	130426/10	Accept offer for information sign design	Cllr Armstrong
13.04.26	Full Council	130426/11	Proceed with tree works	Clerk/Works & Maintenance Supervisor
13.04.26	Full Council	130426/12	Proceed with GDPR requirements	Clerk
06.07.26	Full Council	060726 14a, b, c	Delegated to Personnel – review of all job roles including hours, to under the review or appoint an external provider to undertake the review, to refer back to Full Council with recommendations as necessary as soon as possible	Deputy Town Clerk/RFO / Personnel

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Wincanton Town Council - SO0306

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 7, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

10/09/2026



1. Purpose of the Report

Full Town Council meeting 05th October 2026 Agenda item #12 10/26
To consider and approve authority delegated power to spend due to vandalism

2. Background

Report from the Works and Maintenance Supervisor:
On Sunday 20th September 2026 between 16.20 & 17.00 the CCTV transmitter attached to Cale Park toilet was vandalised beyond repair. During the same incident the light inside the toilet was broken & the water fountain on the outside of the toilet was also damaged. The toilet was closed on Monday 21st September & remains closed. Replacement transmitters have to be purchased in pairs & will cost £550. The water fountain is dented but still functional & at the time of writing we are awaiting a quote to replace the light fitting. The incident was reported online to Avon & Somerset Police ref. 5226272981 on Monday 21st September & CCTV footage was handed in at Wincanton Police Station.

3. Main Body of the report

There have been ongoing issues with vandalism of the Council owned toilets. The Deputy Town Clerk/RFO in consultation with the Chair has authority to spend up to £3,000 within the agreed budget

There is a budget of £5,000 for repairs to the Cale Park toilets in this financial year
There is no budget for CCTV in Cale Park in 2026/2027

4. Financial/Risk/Legal Implications

During the financial year 2025/2026 the costs relating to the Council's owned toilets exceeded £46,000.

Repairs and maintenance alone relating to the Council's owned toilets have cost £9,612 in this year to date

5. Recommendations

To give delegated authority to the Deputy Town Clerk/RFO to approve the costs of the repairs from budget code 4381/500 with any additional costs, should they occur, to be from EMR 312 Toilet repairs, and general reserves if required



1. Purpose of the Report

Full Town Council meeting 05th October 2026 agenda item #13
To consider and approve a change of meeting dates effective from January 2027

2. Background

Prior to April 2025 Full Town Council meetings were held on 3rd or 4th Monday of the month.

Council approved the schedule of meeting dates for 2025/2026 At the Full Town Council meeting on 24th February 2025. The new schedule of dates from April 2025 moved meetings forward to the first Monday of the Month.

It was minuted that The Deputy Town Clerk/RFO advised members that if the meeting dates are changed to the first week of the month, finance reports, including year-end, would need to be supplied to Council a month later than previously, every month, to allow time for month end to be completed.

3. Main Body of the report

Officers need time after a month concludes or during its progression to finalise accounts, reports, and updates.

It is a requirement, as per standing orders, for The Responsible Financial Officer to supply quarterly financial reports as soon as practicable after 30 June, 30 September and 31 December in each year.

In additional, as soon as possible after the financial year end on 31 March, the Responsible Financial Officer is required to provide a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

The current schedule of dates, which include March 2nd, June 1st, 2nd November 1st February etc prohibits the financial reports being produced in time

The current meeting agenda and reports for Monday 5th October meeting are required to be issued on Wednesday 30th September, prohibiting the month end and quarterly reports from being issued in time.

Financial Regulations require, having considered the proposed budget and forecast, that council shall determine its council tax requirement by setting a budget. The

council shall set a precept for this amount no later than the end of January for the ensuing financial year

The current schedule of meeting dates means the January meeting falls on 4th. is not feasible for reports and the important decisions regarding budgets and precepts.

The minimum three clear days' notice for a Summons to a Council meeting also does not include a Sunday, a day of the Christmas Break or a bank holiday.

4. Financial/Risk/Legal Implications

Calling a meeting as early as the first Monday of the month carries significant statutory and practical risks, especially in January.

5. Recommendations

That with effect from January 2027 meeting dates are returned to the 3rd or 4th Monday of the month