



Wincanton
Town Council



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DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON MONDAY 21st
October 2024 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL

PRESENT: Cllrs H Ellard (Chairman), K Hearne, E Hix, T Power, D Old, D Smith, C Rodgers, C Wallis, J Packer & S Wing

MEMBERS OF THE PUBLIC PRESENT: 1

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr T Power

PUBLIC PARTICIPATION

Town Council wanted to express congratulations on Tracy's (Deputy Town Clerk/RFO) engagement.

Cllr Ellard read a statement that he is the Lib Dem Candidate in the Blackmoor Vale By-election on the 21st of November 2024.

Cllr Rodger's expressed that South West Coaches is struggling to get through on Station Road due to cars being parked for the school pick up and it's causing issues and concerns regarding emergency services etc.

WTC090 APOLOGIES FOR ABSENCE

Received from, Cllrs T Howe, P Rodgers and A Waistell
Cllr N Anderson, absent

RESOLVED: It was proposed and unanimously agreed to approve the apologies for absence as presented.

WTC091 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Received from Cllr T Power agenda item WTC095, Somerset Council Cllr, *Member of Planning Committee*, Cllr Hearne agenda item WTC106 Confidential session and Cllr Rodgers agenda item WTC099 Cricket Club

WTC092 TOWN COUNCIL MINUTES 16th September 2024

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

There were three abstentions from Councillors not present at the September meeting.

WTC093 TO RECEIVE REPORTS FROM:

- (i) the Town Mayor: no report received
- (ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: Cllr Power referred members to the report circulated, there were no questions asked
- (iii) Town Clerk: no report but the clerk wanted to thank all staff and helpers for their hard work. The Clerk and Mayor also wanted to thank Amy (Admin Assistant) and Steve (Works and Maintenance Supervisor) for their hard work in relation to the community awards event.
- (iii) Youth Connect South West (YCSW): An update was given by Penny Newkins from Youth Connect South West regarding engagement with young people and how they are getting on with groups of young people. They are finding it hard due to the weather so need to find somewhere warm, possibly the Balsam Centre. Cllr Hix asked a question on the registration. There is potential to use the facilities of the Cricket Club, but priorities were on finances. Cllr Old suggested the Council chamber as the warm facility, for free. Cllr Rodger's asked the day and time as it was used on a Tuesday. Officers to check the insurance for the use of the council chamber for YCSW.
- (iiii) local organisations, Town Councillor representatives, and partners: Cllr Old met with the CO of the Army Air Corp regarding the Remembrance parade.

WTC094 ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising (Appendix 2)

Cllr Hix requested an update in the Clerks report for the next meeting, if possible, regarding the item - removal of the plinth and flagpole installation
Cllrs noted circulation of the Actions from Meeting list.

WTC095 PLANNING

a) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
24/02145/TPO (Notification Only)	Land Adj Catholic Church of St Luke and St Teresa, South Street, Wincanton Application of intent to carry out tree surgery work to No. 2 trees as shown by the Yeovil District Council (WINC 1) 1975 Tree Preservation Order. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/02145/TPO
RESOLVED: Noted	

24/01964/COL (Notification Only)	20 Rickhayes, Wincanton, Somerset, BA9 9BH Application for Certificate of Lawfulness for proposed conversion of outbuilding to annexe https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01964/COL
RESOLVED: Noted	
24/02364/HDG (Notification Only)	Land On the North Side of Lawrence Hill, Wincanton Application to remove 5m of hedgerow. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/02364/HDG
RESOLVED: Noted	
SCC/4112/2024	Land south-east of Brains Farm, Wincanton, Somerset Construction of silage clamps and a covered digestate lagoon https://planning.somerset.gov.uk/Planning/Display?applicationNumber=SCC%2F4112%2F2024
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	

b) THE FOLLOWING RECENT PLANNING DECISIONS WERE NOTED:

Application Number	Address and description
24/02162/DOC1	Land Rear White Horse Hotel, High Street, Wincanton, Somerset, BA9 9JP. Discharge of Conditions No. 4 (CEMP) and No. 5 (CMS) of Planning Applications 20/03363/FUL and No. 4 (CMS) of Planning Application 20/03364/LBC. Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/02162/DOC1
24/02155/DOC1	White Horse Hotel, 4 High Street, Wincanton, Somerset, BA9 9JP Discharge of Conditions No. 10 (CEMP) and No. 11 (Construction Method Statement) of Planning Application 20/03222/FUL and Discharge of Condition No. 8 (Construction Method Statement) of Planning Application 20/03223/LBC. Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/02155/DOC1
24/02076/NMA	New Barns Farm, West Hill, Wincanton, Somerset, BA9 9BU Non-Material Amendment to vary condition 1 (Approved Plans), condition 5 (Boundary) and condition 14 (Car Parking Details) of approved application 23/00736/S73A.

	Decision: Application Permitted https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/02076/NMA
24/01858/TPO	27 Blackmore Chase, Wincanton, Somerset, BA9 9SB Application to carry out Tree Surgery Works to No. 1 Tree as shown within the South Somerset District Council (WINC 2) 1985 Tree Preservation Order. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01858/TPO
24/01717/COL	KFC, Lawrence Hill, Wincanton, Somerset, BA9 8AB Application for a Lawful Development Certificate for the proposed Installation of four electrical upstands for recharging vehicles as per the GPDO Schedule 2, Part 2, Class E legislation. Decision: Application Permitted https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01717/COL
24/01716/FUL	KFC, Lawrence Hill, Wincanton, Somerset, BA9 8AB Installation of one feeder pillar on unused land within the car park area of KFC in Wincanton Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01716/FUL

c) THE FOLLOWING ADVICE OF APPEAL RECEIPT WAS NOTED:

Appeal in respect of application decision reference: 23/02541/HOU

Planning inspectorate appeal reference - APP/R3325/D/24/3343016

Proposal: The erection of two storey side extension and replacement of lean-to conservatory to garden room

Location: Hill Brow Farm, Verrington Lane, Charlton Musgrove, Wincanton

Decision: Allowed Subject to Conditions

WTC096 FINANCE

- a) **To receive quarterly income and expenditure report dated 30th September 2024 (Appendix 3a):**
The report was noted.
- b) **To approve bank account reconciliations to 30th September 2024 and note previous reconciliations signed by Cllr P Rodgers:**
the reconciliations were approved.
- c) **To receive quarterly balance sheet dated 30th September 2024 (Appendix 3b)**
The report was noted.

- d) **To receive and sign payments list dated 30th September 2024 for Current Account and Multi-pay Car (Appendix 3c and 3d):**
Cllrs received the payments list dated 30th September 2024. The document was signed by the Chairman with no questions asked.
- e) **To receive quarterly virement report dated 30th September 2024 and approve recommendations as suggested (Appendix 3e)**
Resolved: to approve the recommended virements
- f) **To consider quotes for new internal auditor (Appendix 3f)**
Resolved – to defer to the next meeting.
- g) **To note response from insurers regarding outstanding solicitor's invoice:**
Resolved: The response was noted, with the invoice to be paid and to consider a claim through insurers,
- h) **To note satisfactory completion of the Annual Governance and Accountability Return 2024/25 and note display of the Notice of Conclusion of Audit (Appendix 3g)**
The report was noted with congratulations to Tracy (Deputy Town Clerk/RFO)
- i) **To note suggestions for the 2025/2026 budget be submitted to the Deputy Clerk/RFO by the November 2024 meeting - noted**

WTC097 SOMERSET COUNCIL DEVOLVED SERVICES

To consider response from local businesses regarding usage of toilet facilities and resolve as to whether the Town Council takes on responsibility for the Memorial Car Park Toilets from April 2025 and note that a response has been requested from Somerset Council

It was noted that the Memorial Hall and Balsam Centre have refused to accept people using their toilet facilities and the Dolphin Hotel have not replied. The Clerk has suggested we should not take on the running of them.

Resolved: Not to take on the toilets but review in 6 months and to still try the routes with the Dolphin and anywhere else in the town. Cllr Power Abstained

WTC098 PERSONNEL POLICIES

To resolve to approve the following new Personnel policies:

- Annual Leave Policy (Appendix 4a)
- Anti-Bullying and Harassment Policy (Appendix 4b)
- Carers Leave Policy (Appendix 4c)
- Compassionate Leave Policy (Appendix 4d)
- Emergency Dependents Leave (Appendix 4e)
- Flexible Working Policy (Appendix 4f)
- Maternity Leave Policy (Appendix 4g)
- Paternity Leave Policy (Appendix 4h)
- Performance Improvement Policy (Appendix 4i)

Resolved: to approve the policies

WTC099 CRICKET CLUB

To consider the following regarding Wincanton Cricket Club:

- a) To resolve to renew leases for the Cricket Pavilion and Square

Resolved: to approve the renewal of the leases but to ask the Clerk to check whether these should be reviewed by an external Solicitor.

Cllr Rodgers abstained.

b) To consider purchasing a defibrillator for Cale Park

Resolved: for costs to be sought and bought back to Council for consideration

c) To consider request to put up temporary fencing during cricket season

Resolved: for the Clerk to investigate. It was noted that it is intended that the fences can be removed between games.

d) To consider request to gain access to the store between pavilion and garage

Resolved: to give staff the authority to deal with the request

e) To consider repairs to pavilion roof

Resolved: For quotes to be sought

WTC100 CHRISTMAS EVENTS UPDATE

To receive an update on the arrangements and budgets of the Christmas Events and consider involvement of the Chamber of Commerce.

The Mayor gave an update from the Clerk. The budget is slightly over budget due to lighting and the road closure. Cllr Old proposed not to pay Radio 9 Springs to come to the event. Cllr Hearn requested that the shops on the High Street be encouraged to decorate.

The Over 70's event is all in hand.

WTC101 REMEMBRANCE DAY

To receive information about the Remembrance Day Parade and Service

It was suggested to ask Cllr Waistell about the Standard

Cllr Ellard is Laying the wreath.

Cllr Power is doing the first reading.

WTC102 80TH ANNIVERSARY OF VE & VJ DAY EVENTS

To resolve to approve a budget for events for the 80th Anniversary of VE and VJ Day in 2025

Resolved: to defer to the next meeting

WTC103 COMMUNITY PLAN

To receive initial draft Community Plan report and resolve on any actions required (Appendix 5)

Resolved: to submit comments to the Clerk

WTC104 COMMITTEE MEETINGS

a) To note the date of the next Open Spaces Committee meeting as Monday 6th November

b) To resolve on date of the next Personnel Committee meeting due to cancellation.

Resolved: that the Personnel Committee meeting be held on 11th November 2024

WTC105 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

(i) Correspondence: To consider email requesting a Boule Pitch at Cale Park

There was a request for this to be referred to the Open Spaces Committee

(ii) Training: SALC

Noted

(iii) Meetings: South East Somerset LCN Wednesday 23rd October

WTC106 TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, to consider a resolution to exclude the non-committee members, the press and public from the meeting for the following reason: To discuss confidential bad debts report (Appendix 6)

Resolved: to exclude the Press and Public and enter confidential session

Resolved: to write off the bad debt.

Cllrs Old and Hearne abstained.

WTC107 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING:

To confirm the date of the next Full Town Council Meeting as **Monday 25th November 2024 at 7pm**. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 15th November 2024**.

The meeting closed at 8:35 pm

Action list

Complete						
Date of Meeting	Meeting	Ref	Action	Who	Completed	Comments
16.09.24	Full Council	160924/1	Instruct CCTV company for Cale Park and new broadband	Clerk/Works & Maintenance Supervisor	Y	
16.09.24	Full Council	160924/2	Instruct solicitors for allotment tenancy renewal	Clerk	Y	
16.09.24	Full Council	160924/5	Purchase Canva Pro	Clerk	Y	
16.09.24	Full Council	160924/6	Consult with LCN and Town Councils regarding travellers	Clerk	Y	
16.09.24	Full Council	160924/7	Removal of trees at Carrington Way	Clerk	Y	
16.09.24	Full Council	160924/8	Find waste contractor quotes for next year	Clerk	Y	
16.09.24	Full Council	160924/9	Look at options for public toilets	Clerk	Y	
16.09.24	Full Council	160924/11	Arrange meeting with Chief Constable	Clerk	Y	
16.09.24	Full Council	160924/12	SALC Grant application with Wincanton Cares	Clerk	Y	
Outstanding/ongoing						
Date of Meeting	Meeting	Ref	Action	Who	Completed	Comments
10.10.22	OSC	101022/3	Research noticeboards	Clerk/Works & Maintenance Supervisor	N	15/11 suggestions and quotes beign sought

10.10.22	OSC	101022/5	Gain quotations for play area refurbishment	Clerk/ Works & Maintenance Supervisor	N	In progress
24.04.23	Full Council	240423/1	Research entrance gates and grants	Clerk	N	
23.10.23	Full Council	231023/5	Insurance reinstatement quotes	Deputy Clerk RFO	N	
26.02.24	Full Council	260224/4	Speak to managing agent about River Cale Café	Clerk	N	
25.03.24	Full Council	250324/2	Purchase flagpole	Clerk	N	
29.04.24	Full Council	290424/2	Gain further quotes for the removal of the plinth and flagpole installation	Clerk	N	In progress
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	In progress
24.06.24	Full Council	240624/1	Consult insurance company about solicitors invoice	Clerk	Y	In progress
24.06.24	Full Council	240624/2	Speak to schools about parking and transport	Cllr Old	N	
29.07.24	Full Council	290724/8	CIL tender for toilets via Contracts Finder	Clerk/Deputy Clerk RFO	N	
16.09.24	Full Council	160924/3	Conduct investment of funds in accounts	Deputy Clerk RFO	N	Applications in progress
16.09.24	Full Council	160924/4	Free dog waste bags and signs	Clerk/Works & Maintenance Supervisor	N	
16.09.24	Full Council	160924/10	Budget for Highways Enhancement Scheme	Deputy Clerk RFO	N	
21.10.24	Full Council	2110096/g	Consider a claim for solicitors invoice	Deputy Clerk RFO	N	

21.10.24	Full Council	2110097	To review responsibility for Memorial car park toilets in 6 months	Clerk	N	For April 2025
21.10.24	Full Council	2110099	Cricket club lease, Defib, Fencing and repairs	Deputy Clerk RFO	N	Defib report to Council Nov 25

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	HMRC	BACS	3,642.00		PAYE/NI 05 Oct for Sept pay
07/10/2024	Mr Kev Partfitt	90	10.00		Town hall windows
07/10/2024	Pest Solutions South West Ltd	INV-1942	70.00		Wast nest treatment
07/10/2024	Gillams Car Spares Ltd	I580904	56.00		Class 7 MOT
07/10/2024	Camelot Video & Photographic	CVP-1013	33.75		3 x A4 frames & certs
07/10/2024	Sovereign Fire & Security Ltd	50001011	211.20		Annual Alarm and CCTV
07/10/2024	Kellaway Building Supplies Ltd	SIN0028515	11.21		Brass padlock
07/10/2024	Amazon Payments UK Ltd	1K9Y-DCQP-	1.70		Oil, lock, trousers, shipping
07/10/2024	Mrs Y Rodgers	Aug 24	100.00		Gates inv amount amended
10/10/2024	British Telecommunications plc	MOO7 7X	37.14		Phone and Broadband Sept
11/10/2024	Sherborne Fencing Ltd	101494	450.00		Fencing repair Cale park
11/10/2024	Kellaway Building Supplies Ltd	SB20242448	2.90		Yellow sand
11/10/2024	Anchor Hill Service Station	23704	382.43		Fuel
11/10/2024	Pest Solutions South West Ltd	INV-1991	70.00		Wasp nest, cemetery
11/10/2024	Hunt Forest Group Ltd	DDR1110202	540.92		Purchase Ledger DDR Payment
14/10/2024	PKF Littlejohn LLP	SB20242448	1,260.00		External audit 2023 2024
14/10/2024	DVLA	BACS	-307.08		Van tax refund
15/10/2024	Corona Energy Retail 4 Ltd	Oct24	315.66		Rickhayes electric Sept
16/10/2024	British Gas	800486763	94.26		Market place gas Sept
16/10/2024	Corporate Card	card	247.85		Tfr to pay multipay card
18/10/2024	NET SALARIES	BACS	10,677.24		Salaries :Nov
21/10/2024	EE Limited	on ac	41.04		Purchase Ledger DDR Payment
21/10/2024	T J Young	11578	18.00		Adjust/clean carb flymo
21/10/2024	Ms T Lamb	Oct24	74.25		Cakes & wine for awards evenit
21/10/2024	Amy Coombes	Oct 24	30.03		Food/drink awards event
21/10/2024	T J Young	11574	38.92		Puncture repair kubota
21/10/2024	Kellaway Building Supplies Ltd	SIN0028739	16.03		Aluminium hose clips
25/10/2024	SCC Pension Fund	BACS	3,799.07		Superannuation Oct
25/10/2024	HMRC	BACS	3,690.34		PAYE/NI Oct
30/10/2024	SSE Southern Electric	DDR3010	118.20		Purchase Ledger DDR Payment
30/10/2024	Unity Trust Bank	BACS	13.65		Service charge

Total Payments	25,746.71
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Draft budget for 2025/2026

Agenda item

WTC114 d) BUDGET 2025/26 Appendix 2.

To consider the initial draft budget for 2025/2026

Purpose of the report

Each year a budget is produced for its spending which must be approved by the full Council. The purpose of this report is for members to begin considering the Councils draft budget for 2025/2026

i) 2025/2026 Draft Budget

The preparation of an annual budget is one of the key statutory tasks to be undertaken by an authority, irrespective of its size.

The budget has three main purposes:

- it results in the authority setting the precept for the year.
- subject to the authority's Financial Regulations, it gives the clerk and other officers overall authority to make spending commitments in accordance with the plans approved by members; and
- it provides a basis for monitoring progress during the year by comparing actual spending against planned spending.

The draft budget puts in place provision to ensure the effective delivery of all the Councils existing activities and services thereby ensuring that protection of these activities and services are achieved.

Inflation and other unavoidable increases - provision has been made for inflation and/or unavoidable increases, examples include utilities costs, business rates etc.

The Joint Panel on Accountability and Governance (JPAG) Practitioners guide includes:

Budgeting — The authority needs to prepare and approve a budget in a timely manner **before setting a precept** and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.

Budget setting:

The budget has two main purposes:

- It results in the authority setting the precept for the year (or rates and special levies for IDBs) and provides a basis for monitoring progress during the year by comparing actual spending and income against planned spending and income.

- The budget thus sets the legal limit of spending pre-authorised by the authority, as required by LGA 1972.

For larger authorities, it is prudent to develop a multi-year medium-term financial plan as well as the basic precept budget. This should include consideration of projected reserve levels, particularly of the general reserve.

The key stages in the budgeting process are

- decide the form and level of detail of the budget.
- review the current year budget and spending.
- determine the cost of spending plans.
- assess levels of income.
- bring together spending and income plans.
- provide for contingencies and consider the need for general and earmarked reserves.
- approve the budget.

Once the budget has been approved

- confirm and submit the precept

Draft Budget

Attached is a spreadsheet showing the budgets against actual spend for 2023/2024, budget for the current year and a preliminary budget for 2025/2026.

The admin and amenities teams have been consulted in setting the suggested figures.

It is recommended that budgets are considered but final decisions delayed until the January Full Council meeting..

Some particular items to consider:

1) Assets Review 4111/110

Recommendation: Not to include a budget for 2025 2026 but to transferred any underspend from the current financial year to an Assets Review EMR

2) Highways Improvement scheme

A new budget line has been included as per Full council 16.09 WTC083 d. No costs are available so far. A scheduled meeting to discuss costs was cancelled by Somerset and is being re-arranged.

3) Grants 4240/130

The budget for grants can be set at any amount that members wish to set.

4) Community Plan

Pending the Community plan do members wish to budget for any other EMRS e.g long term plans for works garage

5) Community Events 700

Members can consider any events or amounts they wish to budget for under this cost centre

6) Devolved Services

- Recommendation : to move any unspent funds from 2025 2026 to a devolved services EMR at year end.
- Council have resolved not to take on the Memorial hall toilets but to review it again in 6 month. A budget will need to be considered if the resolution is to be revisited

Examples of data from council websites regarding funds set aside for devolved services in the current financial year are :

In precept order					
	Precept	of which Devolved =	%	Tax base	Band D
Frome	£2,553,158	£350,000	13.71%	9,223.31	£2,388.13
Yeovil Town	£2,537,412	£1,001,367	39.46%	9,199.49	£2,382.88
Chard	£1,151,765	£250,000	21.71%	4,582.00	£2,358.43
Shepton Mallet	£1,058,142	£100,000	9.45%	3,462.85	£2,417.32
Wellington	£945,392	£238,886	25.27%	5,685.33	£2,273.35
Martock	£485,219	£50,000	10.30%	1,767.92	£2,381.52
North Petherton	£463,300	£106,667	23.02%	3,716.92	£2,231.71
Wincanton	£442,352	£20,000	4.52%	2,259.97	£2,302.79
Castel Cary	£229,142	£25,000	10.91%	873.24	£2,374.04
Bruton	£181,675	£0	0.00%	982.47	£2,291.98
Sparkford * see note	£11,200	£2,000	17.86%	364.41	£2,160.04

***note To remove contingency for Somerset council, to date very little input from Somerset Council. There is an appetitebut only when there is firm financial information to support consulting with the community**

7) Clerk suggestion : A Pump track

for BMX's and skate boards etc



8) Member suggestions

Member suggestions were requested by email on 5th September and in the October Full Council meeting.

No suggestion received

9) Action List

There are outstanding items on the action list which may need to be included in the budget.

Date of Meeting	Ref	Action	Not currently budgeted for
10.10.22	101022/3	Research noticeboards	Do Council still wish to pursue this ?
10.10.22	101022/5	Gain quotations for play area refurbishment	£10,000 in EMR, anything more would need to be included in the budget
24.04.23	240423/1	Research entrance gates and grants	Costs would need to be included
29.04.24	290424/2	Gain further quotes for the removal of the plinth and flagpole installation	Costs would need to be included
29.04.24	290424/5	New signs for car park barrier, change closing time, social media	Costs would need to be included
16.09.24	160924/4	Free dog waste bags and signs	Costs would need to be included

Tracy Lamb, CiLCA
RFO/Deputy Town Clerk

The initial draft budget is below :

		2023/2044		Current year 2024/2025		Draft 2025/2026	Increase / reduction £
		Agreed Budget	Actual	Agreed Budget	YTD	Proposed Budget	
100	Staff Costs						
4000	Gross Salaries			0		189,021	189,021
4001	Payroll costs	196,285	188,704	226,362	124,407	0	-226,362
4015	Employer National insurance			0		23,893	23,893
4020	Employer Pension			0		42,152	42,152
4021	Pension Deficit	2,780	0	2,800	0	0	-2,800
4055	Locum Staff	5,000	0	0	0	0	0
4060	Expenses	200	0	200	0	0	-200
4065	Training	1,000	2,411	1,200	316	1,400	200
4070	Staff Uniforms & PPE	600	783	800	292	800	0
4080	Recruitment costs	500	866	400	0	500	100
	Overhead Expenditure Movement to/(from) Gen Reserve	206,365	192,764	231,762	125,015	257,766	26,004
		-206,365	-192,764	-231,762	-125,015	-257,766	-26,004
110	Administration						
1002	CII Money	0	6,840	20,521	20,521	8,392	-12,129
1076	Precept	406,294	406,294	442,352	442,352		-442,352

1084	Insurance Claim	0	1,762	0	0	0	0
1085	Grants received	0	7,154	0	0	0	0
	Total Income	406,294	422,050	462,873	462,873	8,392	-454,481
4100	Accounting Software	2,345	3,703	3,000	3,147	3,500	500
4105	Audit Fees	2,600	2,250	2,300	0	2,050	-250
4111	Assets Review	0	0	10,000	0	0	-10,000
4115	Election costs	500	0	500	0	500	0
4120	Email addresses & website	500	1,447	500	422	500	0
4125	Other Admin Costs	100	162	200	0	200	0
4130	Postage	100	101	50	3	30	-20
4135	Photocopier lease (was printer inks)	240	938	325	454	1,070	745
4140	Replacement IT equipment	500	125	500	115	500	0
4141	IT Services– change description	0	0	2,000	841	1,975	-25
4145	Stationery & Office Equipment	2,000	1,062	1,000	532	1,100	100
4150	Subscriptions/Memberships	2,000	3,636	2,000	2,122	2,500	500
4151	Licences	75	0	0	0	0	0
4155	Telephone & Broadband	840	758	960	291	950	-48
4160	Waste disposal/recycling	200	0	200	0	0	-200
4165	Bank charges	150	257	200	137	250	50
4170	Insurance	6,000	3,481	5,000	3,554	3,646	-1,354
4905	Health & Safety	0	74	200	150	300	100
4909	Professional fees			0	1,250	5,000	5,000
	Overhead Expenditure Movement to/(from) Gen Reserve	18,150	17,994	28,935	13,018	24,071	-4,864
		388,144	404,056	433,938	449,855	-15,679	-449,617

6001		Less Transfer to EMR	0	13,602		20,521		
		Movement to/(from) Gen Reserve	388,144	390,454	433,938	429,334	-15,679	-449,617
120 Health & Safety								
4205	PAT testing		0	167	150	180	200	50
		Overhead Expenditure Movement to/(from) Gen Reserve	0	167	150	180	200	50
			0	-167	-150	-180	-200	-50
130 Grants								
4240	Grants Made		25,000	18,450	20,000	6,575		-20,000
4241	Donations		1,000	0	1,000	0	1,000	0
4242	Wincanton/Dist garden grant		500	500	500	550		-500
		Overhead Expenditure Movement to/(from) Gen Reserve	26,500	18,950	21,500	7,125	1,000	-20,500
			-26,500	-18,950	-21,500	-7,125	-1,000	20,500

140 Civic							
4290	Councillor training	100	85	100	162	100	0
4295	Mayors Events/Expenses	500	90	500	60	200	-300
4296	Councillors expenses	1,500	0	750	0	0	-750
							0
	Overhead Expenditure Movement to/(from) Gen Reserve	2,100	175	1,350	222	300	-1,050
		-2,100	-175	-1,350	-222	-300	1,050
200 Town Hall Maint/Costs							
1082	Room Hire	0	0	0	20	0	0
	Total Income	0	0	0	20	0	0
4300	Alarm testing and maintenance	600	168	600	592	600	0
4305	CCTV maintenance	200	6	200	176	5,000	4,800
4310	Cleaner	3,000	2,732	3,000	489	720	-2,280
4315	Cleaning Supplies Consumables	100	303	500	84	500	0
4320	Clock Electricity	1,500	985	1,000	721	1,225	225
4325	Clock Maintenance	500	0	500	504	550	50
4330	Decorating	1,000	4,457	0	0	0	0
4335	Electricity	3,000	-409	2,500	678	1,650	-850
4345	Fire extinguisher inspect&main	300	168	300	0	300	0
4350	Gas	2,000	2,318	2,000	434	990	-1,010
4355	Lift maintenance and repairs	150	0	150	0	0	-150
4370	Other costs	250	515	250	297	200	-50

4375	Water		500	963	850	589	1,295	445
4380	Repairs & maintenance		500	21	500	50	500	0
4385	Window Cleaning		150	100	120	60	120	0
4390	Rates		4,000	3,408	3,500	3,567	3,745	245
New	PHS sanitary disposal						200	150
New	Lightning protection inspection						250	250
	Overhead Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve		17,750	15,735	15,970	8,241	17,845	1,875
6000			0	3,457				
			-17,750	-12,278	-15,970	-8,241	-17,845	-1,875
300	Allotments							
1000	Allotment rent		1,120	1,009	2,300	1,226	1,195	-1,105
	Total Income		1,120	1,009	2,300	1,226	1,195	-1,105
4130	Postage		0	38	50	3	20	-30
4375	Water		600	485	700	0	600	-100
4400	Fences, gates, etc		200	0	600	0	400	-200
4501	Equipt/Furniture/Small Tools						1,000	1,000
4620	Grounds maintenance		500	0	200	75	200	0
4834	Allotment Rent		400	400	400	0	400	0
	Overhead Expenditure		1,700	923	1,950	78	2,620	670

		Movement to/(from) Gen Reserve							
			-580	86	350	1,148	-1,425	-1,775	
310 Cemetery									
1100	Burial Fees		5,500	11,075	5,500	5,210	11,500	6,000	
1105	Memorial Fees		1,600	1,460	700	770	1,500	800	
		Total Income	7,100	12,535	6,200	5,980	13,000	6,800	
4110	Cemetery Software		300	240	260	270	300	40	
4335	Electricity		600	0	0	0	0	0	
4380	Repairs & maintenance		200	3,721	400	48	400	0	
4390	Rates		2,000	0	1,750	1,815	1,906	156	
4450	Fences, benches and bins		500	0	500	9	500	0	
4459	Cemetery Mapping		0	1,475	0	270	250	250	
4460	Other Cemetery costs/repairs		100	9	100	140	0	-100	
4461	Memorial Testing		2,000	1,455	0	0	0	0	
4466	Cemetery Paths (FOR EMR)		0	29,520	0	0	0	0	
4470	Top soil for backfilling		200	0	300	61	300	0	
		Overhead Expenditure Movement to/(from) Gen Reserve	5,600	36,180	3,050	2,343	3,356	306	
315 Churchyard									
4462	Churchyard Maintenance		0	0	1,000	0	1,000	0	

		Overhead Expenditure	0	0	1,000	0	1,000	0
320 Skate Park & MUGA								
4335	Electricity		3,000	1,980	3,000	1,059	2,500	-500
4405	Other costs		100	0	100	45	100	0
4510	Surfacing Maintenance		1,000	0	500	0	0	-500
4511	Muga (FOR EMR)		3,000	0	6,000	0	6,000	0
		Overhead Expenditure Movement to/(from) Gen Reserve	7,100	1,980	9,600	1,104	8,600	0
			-7,100	-1,980	-9,600	-1,104	-8,600	-1,000 1,000
330 General Street Furniture								
4550	New benches and repairs		1,000	2,278	500	329	1,000	500
4555	Bins including grit bins		1,000	27	500	0	750	250
4560	Signage		200	7	200	0	0	-200
		Overhead Expenditure Movement to/(from) Gen Reserve	2,200	2,312	1,200	329	1,750	-200
			-2,200	-2,312	-1,200	-329	-1,750	550 -550
340 Other Outdoor Spaces								
1001	Sale of Scrap metal		80	176	50	36	0	-50

1003	Sale of an Asset		0	0	0	2,800	0	0
1081	General income		0	448	0	0	0	0
	Total Income		80	624	50	2,836	0	-50
4306	Defibrillator		0	0	2,000	0	500	
4307	Bleed control dispensers		0	386	0	0	0	-1,500
4463	War memorial		0	0	3,000	744	500	0
4501	Equipt/Furniture/Small Tools		1,000	1,179	1,000	424	1,000	-2,500
4610	Wrixons View		200	0	0	0	0	0
4615	Play inspections		500	321	500	336	400	0
4620	Grounds maintenance		500	334	200	48	200	-100
4625	New/replacement tools		500	161	500	321	500	0
4630	Fuel for machinery		2,500	1,039	0	0	0	0
4635	Tree works & inspections		4,000	4,760	6,000	0	5,000	0
4640	Machinery maint & servicing		1,500	149	1,000	1,570	3,500	-1,000
4645	Supplies - bags, cleaners etc		2,500	172	1,000	1,699	1,700	2,500
4655	CarPark Compensation (FOR EMR)		24,500	0	24,500	0	24,500	700
4700	Equipment servicing		2,500	2,501	2,000	0	0	0
4705	Fuel		2,000	1,498	5,000	1,970	2,000	-2,000
4706	Radios/communications		0	0	100	0	100	-3,000
4711	Motor insurance		0	740	750	761	780	0
4715	Vibration and noise testing		750	700	750	725	750	30
4720	New and replacement equipment		1,000	253	1,000	0	2,500	0
4731	Speed Limit costs		0	2,894	0	0	0	1,500
4732	Highways improvement scheme		0	0	4,000	0		0
NEW	Gate/toilets gates						800	
4821	Play Equipment (FOR EMR)		5,000	0	5,000	0	5,000	
New	Pest control				0	0	500	0

		Overhead						
		Expenditure	48,950	17,087	58,300	8,598	50,230	
		Movement						
		to/(from)						
		Gen						
		Reserve	-48,950	-17,087	-58,300	-8,598	-50,230	-8,070
6000								
		plus						
		transfer						
6001		from EMR	0	2,394	0	0		
		less						
		transfert to						
		EMR	0	29,500	0	2,800		
360 Van								
4170	Insurance		700	634	750	629	400	-350
4405	Other costs		50	610	50	0	200	150
4705	Fuel		2,000	1,160	0	0	0	0
4750	Road tax		300	320	300	0	0	-300
4755	Servicing, MOT & repairs		1,000	1,145	1,000	595	300	-700
4756	Van lease		0	0	5,000	0	2,808	-2,192
		Overhead						
		Expenditure	4,050	3,869	7,100	1,224	3,708	-3,392
		Movement						
		to/(from)						
		Gen						
		Reserve	-4,050	-3,869	-7,100	-1,224	-3,708	
400 Penn View - Recreation								

4405	Other costs	100	0	100	0	100	0
4800	Benches and bins	250	0	250	0	0	-250
4805	Fences, gates & bridges	250	0	500	0	0	-500
4810	Play equipment maintenance	2,000	2,438	3,000	44	2,000	-1,000
4825	Surfacing - bark	2,500	2,139	2,000	0	1,000	-1,000
	Overhead Expenditure Movement to/(from) Gen Reserve	5,100	4,577	5,850	44	3,100	-2,750
		-5,100	-4,577	-5,850	-44	-3,100	2,750
450	Cale Park - Recreation						
1221	Rent - Cricket Club	25	25	50	25	25	-25
	Total Income	25	25	50	25	25	-25
4304	CCTV	0	0	5,000	0	500	-4,500
4375	Water	650	51	100	36	100	0
4405	Other costs	100	964	200	168	200	0
4620	Grounds Maintenance	0	0	1,500	0	0	-1,500
4800	Benches and bins	1,000	408	2,000	0	500	-1,500
4805	Fences, gates & bridges	2,000	233	2,000	2,280	1,000	-1,000
4815	Play equip. & shelter maint.	2,000	2,859	6,000	183	1,000	-5,000
4820	Replacement play equipment	0	157	0	0	0	0
4825	Surfacing	0	0	1,000	0	0	-1,000
4830	Car park surfacing repairs	20,000	15,249	0	0	0	0
	Overhead Expenditure	25,750	19,921	17,800	2,667	3,300	-14,500

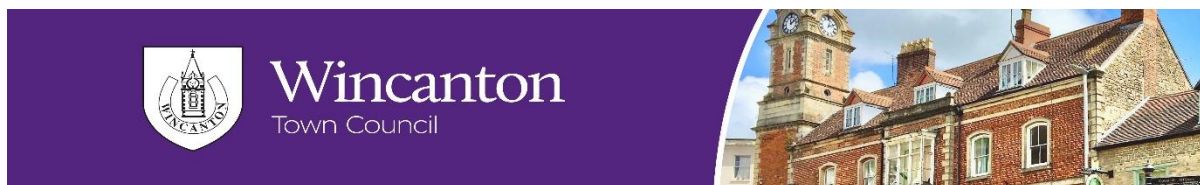
		Movement to/(from) Gen Reserve	-25,725	-19,896	-17,750	-2,642	-3,275	14,475
500	Cale Park Buildings							
1220	Rent - Cale Park Building		8,332	8,332	8,332	4,800	9,600	1,268
	Total Income		8,332	8,332	8,332	4,800	9,600	1,268
4300	Alarm Testing and Maintenance		0	620	650	0	670	20
4335	Electric (works Garage)			0	1,000	1,072	2,310	1,310
4405	Other costs		50	325	100	17	100	0
4900	Building Maintenance - café		1,000	10	1,000	1,070	2,000	1,000
4905	Health & Safety		500	650	600	50	0	-600
4909	Professional Fees		0	0	0	528	1,056	1,056
4910	Septic Tank - café		400	200	200	200	400	200
4915	Works garage		2,958	1,937	6,000	2	3,000	-3,000
	Overhead Expenditure Movement to/(from) Gen Reserve		4,908	3,742	9,550	2,939	9,536	-14
			3,424	4,590	-1,218	1,861	64	1,282
600	Cale Park - Toilets							
4380	Repairs & maintenance		500	0	500	0	500	0
4405	Other costs		100	0	100	0	100	0
	Overhead Expenditure		600	0	600	0	600	0

		Movement to/(from) Gen Reserve					
		-600	0	-600	0	-600	0
610 Churchfields - Toilets							
4335	Electricity	500	3,323	1,000	455	1,000	0
4375	Water	200	361	200	150	200	0
4380	Repairs & maintenance	250	0	3,000	10	500	-2,500
4405	Other costs	100	0	100	0	50	-50
Overhead Expenditure		1,050	3,684	4,300	615	1,750	-2,550
Movement to/(from) Gen Reserve		-1,050	-3,684	-4,300	-615	-1,750	2,550
615 Memorial Hall - Toilets - devolved service							
4335	Electricity					0	0
4375	Water					0	0
4380	Repairs & maintenance					0	0
4405	Other costs					0	0
Overhead Expenditure		0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0	0

700 Community Events							
1086	Donations		250	0	0	0	0
	Total Income	0	250	0	0	0	0
4405	Other costs	100	0	100	35	100	0
5000	Annual Awards	0	113	200	132	200	0
5005	Events	10,000	7,400	10,000	2,768	10,000	0
New	VE & VJ Day events			0	0		0
5011	Flags	500	46	100	0	500	400
5015	Over 70's lunch	2,500	1,638	2,500	120	500	0
5016	CAT Bus	2,500	2,500	5,000	5,000	2,500	0
5025	Christmas Tree, Lights&Decs	5,000	4,114	5,000	0	5,000	0
	Overhead Expenditure Movement to/(from) Gen Reserve	-20,600	-15,561	-22,900	-8,055	23,800 -23,800	-900
750 Public Works Loan							
5200	Public Works Loan Capital payment	2,500	2,596	2,400	1,319	2,400	0
5201	Public Works Loan Interest	1,678	1,582	1,778	769	1,778	0
	Overhead Expenditure Movement to/(from) Gen Reserve	-4,178	-4,178	-4,178	-2,088	-4,178	0

800 Youth												
5300	Young people project fund (event activity)							0	0		0	
5305	Young Somerset people	1,500	0	0	0	0	0	0	0			
5306	LCN Youth work delivery	10,000	0	10,000	5,000	10,000	10,000	0				
	Overhead Expenditure Movement to/(from) Gen Reserve	13,000	0	10,000	5,000	10,000	10,000	0				
		-13,000	0	-10,000	-5,000	-10,000	-10,000	0				
900 Projects												
9005	Market	2,000	0	0	0	0	0	0				
9010	Neighbourhood Plan (FOR EMR)	5,000	0	0	0	0	0	0				
9011	Community plan	0	0	2,000	50	0	0	-2,000				
9020	Wincanton-Future-Town Init. Good stuff fund							0	0		0	
	Overhead Expenditure Movement to/(from) Gen Reserve	11,000	0	2,000	50	0	0	-2,000				
		-11,000	0	-2,000	-50	0	0	2,000				
950 Community												
5400	Community Fridge	1,000	23	500	36	200	200	-300				
5500	Devolved services	0	0	20,000	1,929			-20,000				
	Overhead Expenditure	1,000	23	20,500	1,965	200	200	-20,300				

	Movement to/(from) Gen Reserve	-1,000	-23	-20,500	-1,965	-200	20,300
Total Budget Income	Total Income Overhead	422,951	444,825	479,805	477,760	32,212	-447,593
Expenditure	Expenditure	427,651	360,072	479,545	190,900	410,110	-69,434
Net income over Expenditure		-4,700	84,753	260	286,860	-377,898	-378,159



1. **Purpose of the Report**

To implement an agreed procedure for applications for structures on the allotments

2. **Background**

The allotment agreement includes :

Point 4. During the tenancy, the tenant shall...

f) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c)... and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;

3. **Main Body of the report**

There is currently no agreed parameters in place for the approval of structures on allotment plots.

4. **Recommendations**

- a. To adopt an application as below
- b. The Works and Maintenance Supervisor recommends removing the option to have anything made from glass.

Application for the erection of a polytunnel, greenhouse, and shed

Surname:	
First names:	
Address:	

Postcode:	
Tel:	
Email:	
Allotment Site:	
Plot Number(s):	

I hereby make application for permission to erect a polytunnel, greenhouse, and/or shed on the above-mentioned plot and I agree to comply with the Council's terms and conditions in respect of buildings maintenance and use of a polytunnel, greenhouse, and/or shed on allotments set out below.

I would like to erect a polytunnel. Size: _____

I would like to erect a greenhouse. Size: _____

I would like to erect a shed. Size: _____

A water collection system must be installed to the structure.

Please indicate the intended position of the new structure and any existing structures on the sketch below (this oblong represents your plot):

--

1. The position of the building(s) shall be agreed with the Town Clerk before erection.
2. A greenhouse may not exceed 8ft x 6ft.
3. A polytunnel must not exceed 3 metre in height, 4.5 metres in width and 15 metres in length. The polytunnel should not occupy more than 25% of the plot. Both a greenhouse and polytunnel will not be allowed.

4. A shed may not exceed 8ft x 6ft and shall be of timber construction only and stained either brown or green.
5. If a tenant holds two or more allotment tenancies with the Council the aggregation of the allowance to provide a larger structure on one only of the allotments is strictly prohibited.
6. A rainwater collection system must be attached to any structure which is erected on the plot.
7. No foundations requiring the excavation of footings may be constructed.
8. The building(s) must be kept by the tenant in a clean and tidy condition and in a good state of repair acceptable to the Council. All timber structures shall be stain treated within one calendar month of erection and at least once every third year during the continuance of the tenancy agreement. The tenant shall from time to time do all such things as may be reasonably necessary in the opinion of the Council to comply with this requirement, at the tenant's own expense.
9. The tenant shall not use the building for any purpose other than that of working their allotment and it shall not be used for residential overnight sleeping, any noisy, noxious, dangerous, or offensive purpose which may become a cause of nuisance, annoyance or damage to the Council or their tenants or the owners or occupiers of adjoining land.
10. When the tenancy ends, the tenant or their personal representative is responsible for the dismantling and removal of the building.
11. The permission for the erection of the building can be transferred to a successor tenant by mutual agreement between the outgoing tenant, the incoming tenant, and the Council.
12. The Council shall not be liable for any injury, loss, or damage occasioned to the said building(s), nor for any loss or damage to any tools or other property placed or kept in the building(s) by the tenant or claim by a third party for injury or loss.
13. These rules from 4f of the tenancy agreement relating to the need for permission to erect buildings.

Signed by the said _____
Council's Officer

Date: _____

Signed by the said tenant _____

Date: _____



1. Purpose of the Report

To approve the Christmas working and opening hours

2. Background

As line with standard public sector contracts, staff contracts include:

In addition to normal bank and public holidays, you will be entitled to two extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council).

Traditionally these are taken over the Christmas period.

3. Main Body of the report

In 2023 The Town Council Office & Community Fridge were closed on Wednesday 20th December at 1pm and re-opened on Tuesday 2nd January 2024 at 9am

Thursday 21st and Friday 22nd December were working days but hours were worked remotely.
Monday 25th and Tuesday 26th were Christmas day and Boxing Day.
Wednesday 27th and Thursday 28th were the statutory leave days
Friday 29th was either a remote working day or a day's leave was deducted.

In an emergency the Town Clerk could be contacted on
townclerk@wincantontowncouncil.gov.uk

The outdoor services team work between Christmas and New Year to complete a bin run and all usual checks

4. Recommendations

Monday 23rd and Tuesday 24th to be worked remotely or taken as toil/holiday.
Wednesday 25th and Thursday 26th Christmas day and Boxing Day.

Statutory days to be Friday 27th December and Monday 30th December.
Office to be closed on Tuesday 31st December taken as annual leave or worked remotely.

In an **emergency** 07943 420575 will be monitored.

Tracy Lamb,
Deputy Town Clerk/RFO



1. Purpose of the Report

To consider a formal request from Youth Connect South West to use the Town Hall free of charge

2. Background

Full Council meeting October WTC093:

(iii) Youth Connect South West (YCSW): An update was given by Penny Newkins from Youth Connect South West regarding engagement with young people and how they are getting on with groups of young people. They are finding it hard due to the weather so need to find somewhere warm, possibly the Balsam Centre. Cllr Hix asked a question on the registration. There is potential to use the facilities of the Cricket Club, but priorities were on finances. Cllr Old suggested the Council chamber as the warm facility, for free.

Cllr Rodger's asked the day and time as it was used on a Tuesday.

Officers to check the insurance for the use of the council chamber for YCSW.

3. Main Body of the report

A formal request has now been received from Youth Connect as follows:

We currently run the sessions in Cale Park on a Tuesday from 6.30pm until 8.30pm.

In an ideal world we would love to have an indoor base to meet with the young people. This is especially important for us now the evenings are darker and the weather more unpredictable.

The young people are enjoying sharing a drink and snacks whilst chatting with adults and peers about their week, unpicking events and coming up with strategies to move forward.

They have indicated that they would appreciate the opportunity to develop some life skills such as some simple cooking, mindfulness activities, games, some crafts, first aid and how to keep their push bikes and scooters safe and in good repair. We are also looking at running some courses to support the young people with part time jobs, applications, and accredited courses like British Red Cross "Guide to looking after other people's children"

What we cover in the sessions is fluid and we aim to respond where possible, to the requests from the young people and any specific needs that we identify, such as sharing information around the dangers of vaping.

Two of the youth workers are becoming qualified to issue the C-card which is a free confidential service that provides sexual health information, advice, and condoms to young people. We hope to offer this during the sessions.

The sessions are run as a drop-in as we are outside but would be looking at up to 20 or 30 young people and two or three youth workers per session. However, we can be flexible to accommodate any restrictions of the building.

An ultimate wish list for us would be a small space that we could store any equipment.

Any help that you can give us would be very gratefully received.

*note : there are no cooking facilities in the Town Hall

4. Financial/Risk/Legal Implications

The Council's Insurers have been contacted regarding the use of the building. Their response is awaited.

5. Recommendations

1. To consider the request of the Youth group subject to risk assessments and insurance cover
2. To decline the request for storage due to lack of appropriate space



1. Purpose of the Report

Council have resolved WTC099 b):

To consider purchasing a defibrillator for Cale Park

Resolved: for costs to be sought and bought back to Council for consideration

2. Background

PAD : stands for public access defibrillator

AED : is a portable life saving device that can give a casualty's heart an electric shock, when it has stopped beating normally in a sudden cardiac arrest.

You should register all defibrillators with the national defibrillator network, The Circuit.

BHF State :

Automatic vs semi-automatic defibrillators

Defibrillators are either semi-automatic or fully automatic.

The difference is how much action is needed from the person using it.

- A semi-automatic defibrillator analyses the person's heart rhythm. It then asks the operator to press a button when safe to do so to deliver a shock if the casualty needs one.
- A fully automatic defibrillator will advise if a shock is needed. It will tell people to step back and then it will give a shock.

Both types of device are designed to be used by an untrained user but in some situations a semi-automatic defibrillator is better. For example:

in a particularly busy place, you may want to make sure other people have moved out of the way before giving the shock.

Will it work for children?

For children, the shock from a defibrillator needs to be weaker than it is for adults.

Some defibrillators let you switch easily from adult mode to child mode. Others need different electrode pads that are suitable for use on children or a special 'child key' to switch mode.

If you might need to use a defibrillator on a child, BHF always recommend a defibrillator with a key or built-in switch as this can save vital time during an emergency.

The best choice is an outside defibrillator in an unlocked cabinet. This means anyone can use it in an emergency.

If you keep your defibrillator outside, you'll need a temperature-controlled cabinet to keep it above 0°Celsius.

recommend an unlocked outdoor cabinet in most circumstances. This is so that your defibrillator is easy to reach in an emergency.

If you choose a locked cabinet, you can add the access code when you register your defibrillator on The Circuit, the national defibrillator network

3. Main Body of the report

Some examples of costs and features are included below :

Semi-automatic defibrillator (AED) for treatment of Sudden Cardiac Arrest (SCA)		
iPAD NFK200 Semi-Automatic Defibrillator	£900.00	- Analyses the casualty and delivers a shock at the press of a button if necessary - Clear illuminated images on the unit and calm voice prompts will help guide lay people and fully trained responders alike - Soft button from adult to child mode makes transitioning between the two even easier - Easy pad access from the front panel - Comes with a free branded carry case
iPAD SP1 (AED) Semi-Automatic Defibrillator with one set of pads	£993.00	- Ambient noise detector adjusts volume accordingly - Simple switch from adult to child mode - Compact and easy to carry and comes with free carry case - A nominated device of the British Heart Foundation
Fully automatic defibrillator (AED) for treatment of Sudden Cardiac Arrest (SCA)		
iPAD SP1 (AED) Fully Automatic Defibrillator with one set of pads	£993.00	- Analyses the casualty and delivers shock automatically if necessary - Clear illuminated images on the unit and calm voice prompts will help guide

		lay people and fully trained responders alike • Simple switch from adult to child mode • Ambient noise detector adjusts volume accordingly • Compact and easy to carry and comes with free carry case
ZOLL AED Plus Fully Automatic Defibrillator	£1,140.00	• Clear, calm guidance for those with no first aid experience and emergency professionals • Lid can be placed under the shoulders of the patient to help keep the airway open • Can be used on children up to 8 using Pedi Padz® II Electrodes • CPR-D padz have a shelf life of five years
ZOLL AED 3 Fully Automatic Defibrillator	£1,529.00	• Can be used upright or flat for best visibility • Universal pad design means pads are suitable for adults and children • Equipped with WiFi connectivity to link with PlusTrac AED programme management system to automatically update you with the readiness status of your device • Includes one year free subscription to PlusTrac.
Lifepak CR2 Fully Automatic Defibrillator with Handle and WiFi 30:2	£2,200.00	• Suitable for those with little or no life saving experience as well as first aid responders • WiFi enables patient data to be sent to hospitals and maintenance messages to the manager of the unit • LIFELINKcentral AED program manager sends status alerts and notifications automatically to update on the readiness of the device and when it is used, reducing the need for visual inspections • Easily changes to child mode at the press of a button.

4. Financial/Risk/Legal Implications

There is an existing unused budget 340/4306 of £2,000 for a defibrillator in the current financial year

The Equality Act 2010 protects people against discrimination. Choosing a defibrillator that excludes those that are hard of hearing; do not speak English as a first language; children; or those otherwise at a disability is a breach of the Act.

5. Recommendations

- a. To give delegated authority to the Clerk to purchase a defibrillator from the existing budget up to a cost of £2,000
- b. Recommendation from the works and Maintenance Supervisor :
At the present time the Works & Maintenance Supervisor is the guardian of the Carrington Way defib. This role means that once a month the defib needs to be checked. The check includes that there is no damage, everything is clean, lock sprayed, the pads are in date and the battery is fully charged. Once checked this then needs to be reported online to 'Circuit', as 'ready to use'. In the event that the defib is accessed, regardless of whether it is deployed or not, it will automatically be registered 'out of action'. The guardian is then notified and has to check the defib is ready to use and again report online. If anything is used the town Council currently pay for any replacements. At the time of writing the Works & Maintenance Supervisor is unaware as from where the defib will be purchased and if it will be registered to a control centre. The purpose of this report is to inform Council of the requirements of having a defib. and that a guardian for any additional defib would need to be found.