



Wincanton
Town Council



Town Hall
Market Place
Wincanton
Somerset
BA9 9LD

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Email: townclerk@wincantontowncouncil.gov.uk

**DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON MONDAY 03rd August
2026 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

MEMBERS PRESENT:

H Ellard (Chairman), N Anderson, A Armstrong, K Hearne, J Macfarlane, C Lovegrove
Cllr J Eadington C Rodgers, P Rodgers, & C Wallis

MEMBERS OF THE PUBLIC PRESENT: 5 members of the public including Cllr Old who attended as a member of the public and did not take part in the meeting or sit at the tables reserved for Councillors.

SOMERSET COUNCILLORS PRESENT: Cllr T Power

PROPER OFFICER: Tracy Dunn - Deputy Town Clerk/Responsible Finance Officer

PUBLIC PARTICIPATION

None

01. 08/26 APOLOGIES FOR ABSENCE

To receive and note apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies to the Town Clerk by email or telephone by 5pm of the day of the meeting.

Cllr D Smith absent.

02. 08/26 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

For Members to declare any interests they may have on items on the agenda and agree any dispensations to stay (Wincanton Town Council Code of Conduct 2022).

Declarations: none



03. 08/26 TOWN COUNCIL MINUTES 06th July 2026

To receive the minutes of the previous meeting of Full Council on Monday 06th July 2026 as a correct record and signed by the Town Mayor (Local Government Act 1972 Sch 12) (Appendix 1)

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.

2 Abstentions due to being absent from the meeting.

04. 08/26 TO NOTE THE MINUTES OF COMMITTEE MEETINGS:

Open spaces Committee meeting 06th July 2026 (Appendix 2)

Personnel Committee meeting 09th July 2026 (Appendix 3)

Noted

05. 08/26 TO RECEIVE REPORTS FROM:

(i) the Town Mayor, none

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community, Somerset Councillor: Tom Power updated members on planning systems at Somerset Council

(iii) Deputy Town Clerk/RFO referred to the written report previously circulated confirming there were no finance reports due to the current workloads, thanked the team for their contribution during challenging times and advised members of the use of emergency spend due to the chemicals involved in the fire set by vandals in the Skate park.

Councillors asked the Deputy Town Clerk/RFO to investigate the possibility of re-imburement form the suspected source of the chemicals.

(iii) local organisations, Town Councillor representatives and Youth Connect Southwest Cllr Wallis passed on the thanks of the History museum for the grant awarded at the previous meeting.

06. 08/26 ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising (Appendix 4)

Noted

07. 08/26 PLANNING

A) TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

Application Number	Address and description
26/01478/FUL	The Bridles Dykes Way Wincanton Somerset BA9 9FQ Installation of solar photovoltaic panels to the roof and installation of an external battery storage unit at ground level. https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=TH72W5OWKP200&activeTab=summary



Resolved: to recommend approval	
26/01597/COU	Unit 25 Bennetts Field Trading Estate Wincanton Somerset BA9 9DT Applicant: Jessica Lloyd Change of use of the building to Class B2 use. https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=THYVEPOWKVI00
Resolved: to recommend approval	
26/01527/HOU	30 Balsam Fields Wincanton Somerset BA9 9HF Demolition of single storey building and erect two storey extension. https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=THJNMEOWKRL00&activeTab=summary
Resolved: to recommend approval but to remind Somerset Council that a neighbour has raised an issue	

08. 08/26. BRAMM (British Register of Accredited Memorial Masons) Cemetery of the Year Awards

Wincanton Town Council are the winner of the Best New Entry Award (Parish, Town and Community Council). To consider BRAMMS's request for two representatives of the Council to attend the CYA presentation in Kenilworth on 29th September 2026

The Deputy Town Clerk/RFO confirmed that staff had been offered the opportunity but were unable to attend. No Councillors wished to accept the invitation.

09. 08/26. AUTHORISED SIGNATORIES

To consider and approve authorised bank signatories.

RESOLVED: To approve Councillor signatories as Cllrs Ellard, Anderson, Macfarlane, Armstrong, Old and Hearne.

Unanimous

10. 08/26. WORLD POLIO DAY

To consider the suggestion to light the Town Hall up purple for World Polio Day

Resolved: to approve the request to light up the Town Hall

Unanimous

11. 08/26. DECLARING COUNCILLOR VACANCIES

To declare three vacancies, as per the Council's casual Vacancy Policy, due to the following resignations:



Cllr Tom Power due to increasing workload at Somerset Council
Cllr Alan Waistell due to workload
Cllr Jarno Packer due to professional workload

Resolved: to declare three vacancies, as per the Council's Casual Vacancy Policy
Unanimous

12. 08/26 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: to exclude the press and public from the remainder of the meeting due to its confidential nature.
Unanimous

7:22 pm All members of the public, including Cllr Old, left the meeting.

13. 07/26 CONFIDENTIAL/EXEMPT PERSONNEL MATTERS

- a. To consider and approve the recommendation in the Staffing review report (confidential appendix 5)

The Deputy Town Clerk/RFO advised members that she would leave the meeting for the discussion and resolution relating to 4. 4 in the report. Council nominated Cllr Macfarlane to take the minutes while the Deputy Town Clerk/RFO was not in the meeting.

The Chairman facilitated a discussion of issues not on the agenda, against the advice of the Deputy Town clerk/RFO.

Cllr C Rodgers declared his resignation from the Personnel Committee.

Cllr Ellard announced that a vote would be taken stating it to be a "non-binding resolution" that Cllr Anderson was no longer to be chair of the personnel committee.

Vote for: 4, votes against: 1, Abstentions: 5

The Deputy Town Clerk/RFO advised this decision to be unlawful and subsequently open to challenge.

Cllr H Ellard declared his resignation from the role of chairman of the Council.

Discussion returned to the agenda items

Resolved: To approve recommendation 1 with the 3-point spread from 20 to 23, with the starting point as per Section C example.



Unanimous

The Deputy Town Clerk left the meeting, minutes were taken by Cllr Macfarlane

Resolved: It was noted that the council appreciates the additional hard work the Deputy Clerk has put in during this time.

It was proposed that the figure in the report, Section d, other matter, should be awarded as take-home pay, after tax/Nl.

Therefore, the amount awarded in pay should be calculated with tax/Nl on top of this.

Unanimous

The Deputy Town Clerk/RFO returned to the meeting.

- b. To consider and approve Suitably qualified External support including the Scope of work.

Resolved:

- a. That the Council appoints CHRGS as the suitably qualified expertise to support the Council with Human resources and code of conduct issues taking into account that Council have to work to strict timelines.
- b. That delegated authority is given to the Deputy Town Clerk, in consultation with the chair of Personnel, to appoint any other standard support e.g. admin temp or locum for clerking meeting if thought necessary.
- c. With costs for a. and b. to come from general reserves

Unanimous

14. 07/26 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING

To confirm the date of the next Full Town Council Meeting as **Monday 7th September 2026 at 7pm**. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Thursday 27th August 2026**.

There being no further agenda items to discuss the meeting closed at 20:13



Wincanton
Town Council



1. Purpose of the Report

Full Town Council agenda item 05. 09/26 Report from Deputy Town Clerk/RFO

2. Main Body of the report

- a. Although the Town Council confirmed support and approval for the Rotary Club of Blackmore Vale to light up the building for World Polio Day, they have now advised they now have no plans to involve the Town Hall.
- b. Due to the nature of continuous fires at the Skate Park, as reported at the August meeting coinciding with the Government emergency alert regarding a very high risk of wildfires stating even a small flame can rapidly develop into a major wildfire placing lives, homes, businesses and emergency responders at risk I authorised £2,250 for the installation of CCTV using my spending powers as Deputy Town Clerk/RFO, contained in the Council's financial regulations.
- c. Despite the current challenges the team have been hard at work. I have therefore included reports (below) to keep you informed of all the great progress being made.

Wincanton Town Council Works & Maintenance Supervisor update

The work on the MUGA is nearly complete. Contractors will need to return to do the line painting and for a final inspection.

The Skatepark CCTV is scheduled to be fitted on 29th September but could be earlier if an earlier slot can be found.

The first SID solar panel has been fitted on Tout Hill, with three others to fit in other locations. The new speed humps have been completed along Cemetery Lane and have had a positive impact on most of the traffic speed, the two 'Cemetery Visitor', parking bays outside the cemetery have been painted and again we've seen a positive compliance.

The first phase of investigating and working on getting all the streetlamps working in the Rec is complete and the lamp outside the Works Garage has been replaced after many years of not working. The next phase for the lighting is to look at replacing most of the light heads with LEDs,

Administration officer update

Christmas Market and Light Switch on Event:

Things are well underway for Christmas 2026 with Jules and the Dorset Artisan Market booked, with currently 55 stalls due to attend out of the maximum capacity of 75!

Jamie Jigsaw and his Elves will be joining us again, to entertain the kids (and adults!).

The Dolphin Hotel have generously agreed to host Santa's Grotto again this year and have kindly offered to decorate it for us once again.

We just need to find ourselves a Santa and Elf?! (Any offers?). (A basic DBS check will be arranged)

The Balsam Centre will be running the Lantern Workshops again this year and are offering to run 2 Saturdays and 1 evening session (adults only).

As for the parade, it has been discussed that the starting point be moved from the Memorial Hall car park to Carrington Way car park. We had various issues regarding vehicular access to the Memorial Hall car park DURING the line up for the procession, plus issues with the procession making it way past stalls and pedestrians enroute! As this posed a safety risk to those involved, amendments need to be made. It has also been discussed that Jamie Jigsaw and his elves endeavour to clear the route as the procession makes its way (maybe with the use of megaphones/bullhorns), and staff follow along behind to ensure the procession can proceed safely along the high street.

Wincanton Silver Band have accepted our invitation and will be available from 6pm.

A better quality and more powerful PA system has been offered by Brian Sales which should help with the countdown!

Christmas trees have been ordered and secured.

The decision was made to exclude the use of reindeer at this year's event.

The fire brigade has been formally invited to attend event.

The police have been formally invited to attend the event.

Over 70's Christmas Lunch:

The event will take place on Saturday the 5th of December.

KA have agreed to host again this year with their students helping with the waitressing!

Piskula is once again doing the catering with no additional cost to last year!

Coles Family Butchers has generously agreed to donate the turkeys and pigs in blankets again! (The generosity we receive for this event is truly heartwarming!)

Wincanton Silver Band have been asked if they would like to attend and serenade the residents with some festive music. I am waiting confirmation from Miriam. Unfortunately, The Decadettes already have a booking on this date and are therefore unable to attend this year.

A welcome glass of wine will be offered with soft drinks and tea/coffee available after that.

Road Closure:

The road closure order was completed last year; therefore, the decision has been made to keep the same format for 2063.

However, we will attempt to keep the Memorial Hall car park open unless such an event arises that causes us to exercise the right to close the road as a safety precaution. The same rules will apply for Church Street and the school run route. As per last year, a road closure is in place, however we will endeavour to keep the road open for as long as possible, however potential delays during set up times (2-4pm) may occur.

An improvement in signage and advertisement will be our main focus to ensure the public are informed as much as possible.

**Somerset Council
(Various Roads, Wincanton)
(In the Parish of Wincanton)
(Temporary Traffic Restrictions)
Order 2025**

(Wincanton Christmas Light Switch On and Christmas Market 2025 and 2026)

Somerset Council in exercise of its powers under Section 16A of the Road Traffic Regulation Act 1984 as inserted by Section 1 of the Road Traffic Regulation (Special Events) Act 1994 as amended and after giving notice to the Chief Officer of Police, hereby makes the following Order:

1. This Order will come into operation on the 28th day of November 2025 and will continue in force as specified in the Schedules below. The restrictions will apply when indicated by traffic signs and will remain in force only for as long as is necessary.
2. Except as provided in Article 4 of this Order no person will cause or permit any vehicle to enter, proceed or wait along the length of roads specified in Schedule 1 to this Order.
3. Except as provided in Article 4 of this Order no person will cause or permit any vehicle to wait along the length of roads specified in Schedule 2 to this Order.
4. Nothing in Articles 2 or 3 of this Order will apply to:
 - i. Anything done with the permission or at the direction of a police officer in uniform
 - ii. Police, Fire and Ambulance emergency service vehicles
 - iii. Vehicles falling within regulation 3(1), 3(2), 3(3) and 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011(a) when used in accordance with regulation 3(5) of those Regulations
 - iv. Any residents requiring access and egress at the discretion of the associated event management personnel
 - v. Any vehicle associated with the events
5. This Order may be cited as Somerset Council (Various Roads, Wincanton) (In the Parish of Wincanton) (Temporary Traffic Restrictions) Order 2025 (Wincanton Christmas Light Switch On and Christmas Market 2025 and 2026)

Dated this 21st day of November two thousand and twenty five.

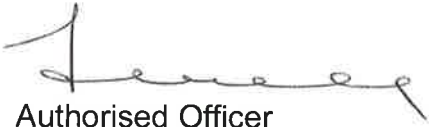
The common seal of)

Somerset Council)

was affixed here in the)

presence of: -)




Authorised Officer

Number in Reg CH 6 640

Schedule 1
Temporary Prohibition of Vehicles
between 1400 hours and 2130 hours
on Friday 28th November 2025
and
on Friday 27th November 2026

B3081 Church Street, Wincanton	For its entire length
B3081 Market Place, Wincanton	For its entire length
High Street, Wincanton	From the junction with the B3081 South Street in an easterly direction to its junction with Common Road
Mill Street, Wincanton	For its entire length
B3081 South Street, Wincanton	For its entire length
B3081 North Street, Wincanton	From the junction with the B3081 Church Street in a northerly direction to the junction with Mill Street
Carrington Way, Wincanton	For its entire length

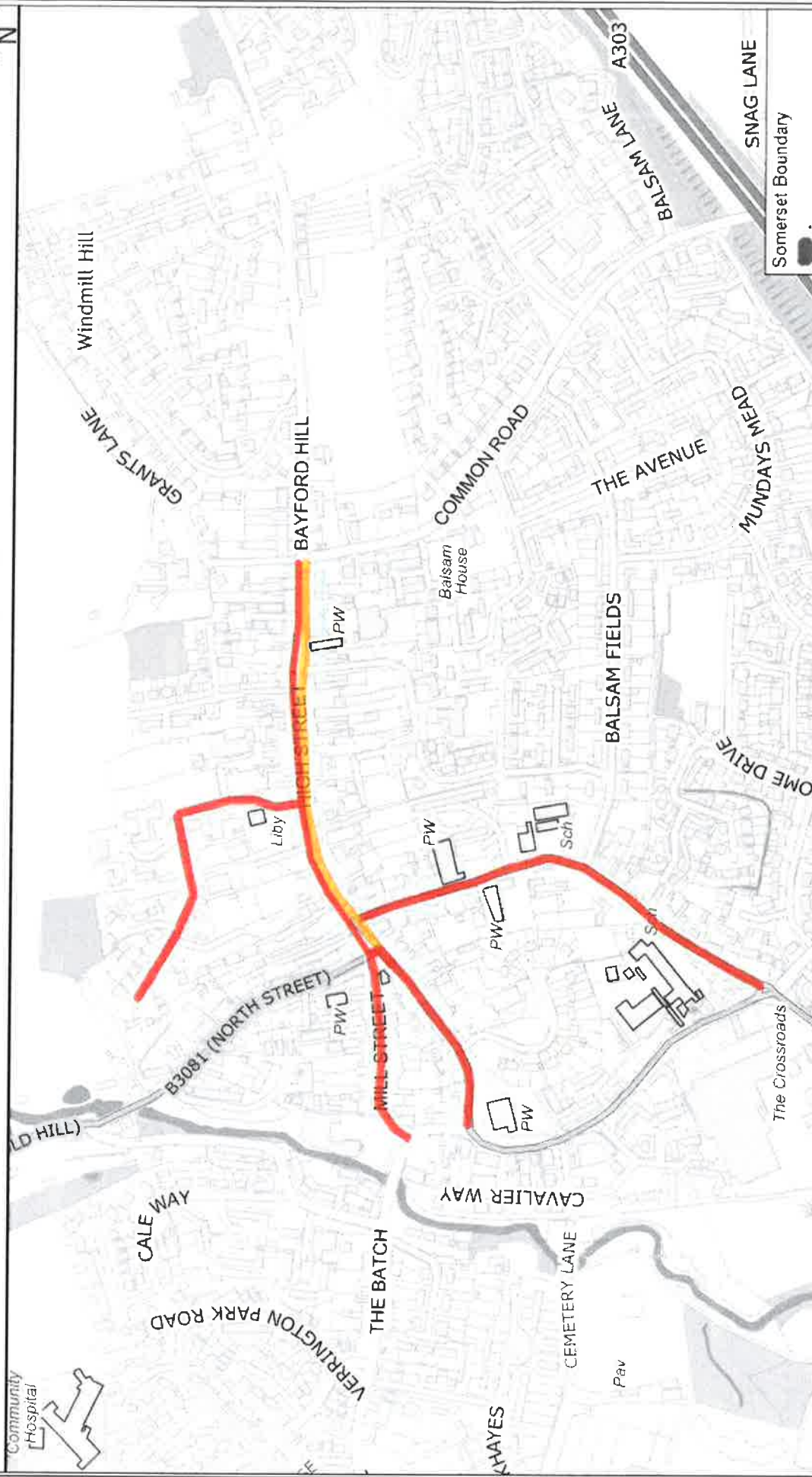
Schedule 2
Temporary Prohibition of Waiting
between 1200 hours and 2130 hours
on Friday 28th November 2025
and
on Friday 27th November 2026

High Street, Wincanton	From its junction with the B3081 Market Place in a north easterly direction to its junction with Common Road
B3081 Market Place, Wincanton	For its entire length

Statement of reasons for proposing to make the Order

- a) for avoiding danger to persons or other traffic using the road to which the order relates or any other road.

Wincanton Christmas Light switch on and Christmas Market – Temporary Traffic Restrictions – Red Line Represents the Road Closure and Orange Line Represents the No Waiting



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Scale: 1:5000
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Wincanton Carnival 2026

The 2026 Carnival is set to take place on Friday 16th October, with the evening procession starting at 7.30pm at the top of the High Street on Bayford Hill and will finish at Bennetts Field Trading Estate.

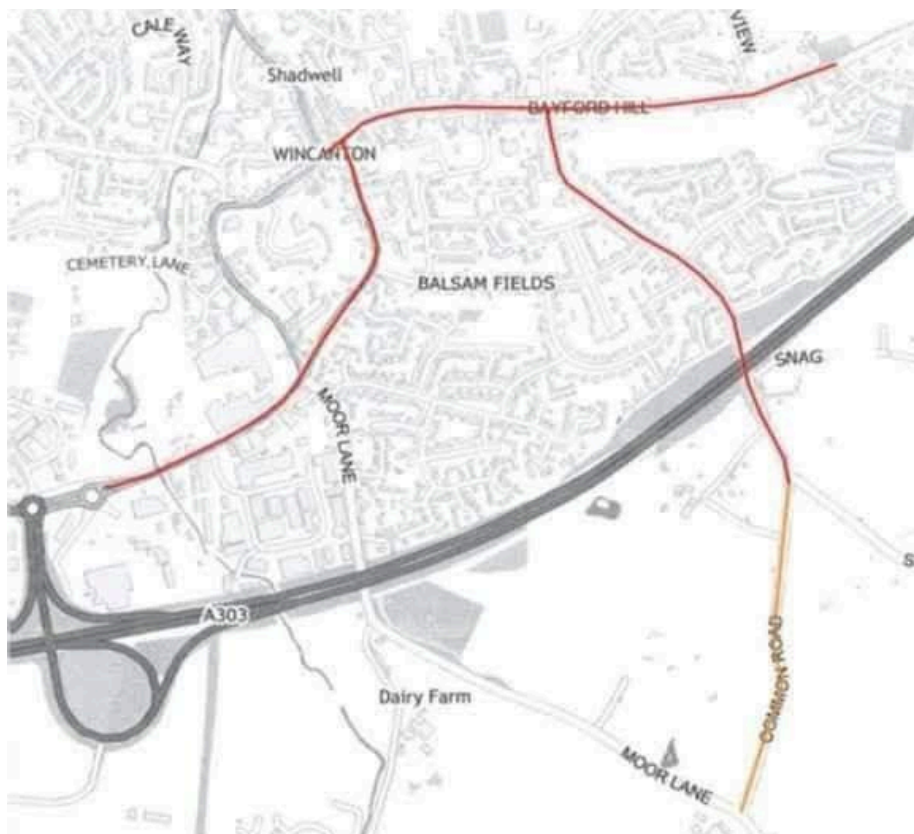
We're expecting another great turnout for a night of entertainment with many illuminated carts and other entries due to take part in the procession.

Road closures will be in place beforehand - see map below.

The Carnival is run completely by volunteers, if anyone is able to help on the day/evening that would be greatly appreciated - and is usually quite fun too!

The committee are looking for anyone to help with - collecting donations, manning a stall of light up toys, and supporting with refreshments and information at Memorial Hall.

If you are interested or want to know more, please contact wincanton.carnival.entry@gmail.com



Opportunity for Wincanton Town Council to participate in the Volunteering for Health programme

1. Purpose: We are seeking Wincanton Town Council's involvement in Somerset's Volunteering for Health programme, an NHS England initiative that brings together health, community and voluntary sector partners and aims to strengthen local communities, improve health and wellbeing, and reduce social isolation through volunteers and volunteering.

2. Why does this matter in Wincanton? The vision and values identified in Wincanton Town Council's Strategic Plan align perfectly with the Volunteering for Health programme. Wincanton has a strong community spirit, *'looks for and tries out new ideas and ways of doing things'* and has a wide range of over 30 local groups and countywide / national VCFSE organisations already making a positive difference to life in the town through volunteering. Building on these strengths, there are opportunities to:

- improve health and wellbeing and reduce loneliness and social isolation;
- strengthen collaboration between partners;
- enable more people to participate in community life & to celebrate the contribution of volunteers.

3. What Volunteering for Health offers: Spark Somerset, who are the lead partner in the local Volunteering for Health programme, has a Development Manager for the project, based in Wincanton and working across the Rural Practice Network area until October 2027. A small grant fund is available to support the testing of new ideas and the development of volunteering projects. Through the programme, local partners can work together to:

- Promote volunteering as a pathway to improved health and wellbeing.
- Support residents to find meaningful volunteering opportunities.
- Identify and address barriers to volunteering.
- Strengthen existing community assets and local networks.
- Develop sustainable, community-led solutions to local challenges.

4. How could Wincanton Town Council get involved? We would welcome the Council agreeing to work with Spark Somerset's Development Manager to champion and support local volunteering activity and:

- Acting as a local champion for volunteering and the Volunteering for Health programme (helping organisations recognise and celebrate the contribution of volunteers, for example)
- Helping connect community groups and partners (bringing volunteer involving organisations together to collaborate, share learning, identify opportunities, overcome challenges, for example)
- Sharing information through council communication channels (adding a volunteering page to the website, for example).

5. Benefits for the Council and community: By working together, there is an opportunity to use the Volunteering for Health programme to strengthen community wellbeing, increase volunteering, and create lasting benefits for Wincanton residents, creating *'a thriving, inclusive, and sustainable Wincanton, where residents of all ages feel supported, connected, and proud of their town'*. The Council's involvement would help ensure that the programme reflects local priorities, makes the most of existing community strengths, and leaves a lasting legacy of stronger volunteering networks and community connections.

6. Our Ask: We are seeking Wincanton Town Council's support in principle to become a local partner in the Volunteering for Health programme and to work with Spark Somerset to explore how the initiative can support local priorities. Together, we can build on Wincanton's existing strengths and create more opportunities for residents to connect, contribute and thrive.

Outstanding/ongoing			Action list	
Date of Meeting	Meeting	Ref	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 clrs to complete and return to the Clerk	Clrs & Clerk
01.06.26	Full Council	010626/13 l)	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
06.07.26	Full Council	060726 11	To consider a vote of no confidence in Cllr Old (in confidential session) – deferred	Deputy Town Clerk/RFO/external support
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

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

Time : 17:04

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/07/2026

<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
01/06/2026	B613THGA	Pens, laminating pouches	36.41	0.00	36.41	VAT
15/06/2026	GB6590I02A	Jubilee clips	22.98	0.00	22.98	VAT
22/06/2026	GB60177S6	Centrefeed tissue rolls x 12	14.99	0.00	14.99	VAT
22/06/2026	GB663FM01	Pressure washer	199.99	0.00	199.99	VAT
22/06/2026	GB61FZW5	Mowing Line	33.52	0.00	33.52	VAT
30/06/2026	BTRLBWBU	Pink Bleach	4.58	0.00	4.58	VAT
			718.92	0.00	718.92	
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
15/06/2026	24127	Fuel	350.88	0.00	350.88	VAT
			751.48	0.00	751.48	
Andrea Maistrello Arboricultur						
15/06/2026	2392	Willow/Poplar Tree works	1,180.00	0.00	1,180.00	VAT
30/06/2026	2402	Dismantling lawson cypress	1,500.00	0.00	1,500.00	VAT
			2,680.00	0.00	2,680.00	
Bob Jones Heating Engineer Ltd						
15/06/2026	24395	Service/test gas boiler	108.00	0.00	108.00	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
03/07/2026	805730557	Market place gas 0205-1306	179.07	0.00	179.07	VAT
			454.41	0.00	454.41	
British Telecommunications plc						
11/05/2026	M026	Town Hall phone/broadband	64.33	0.00	64.33	VAT
05/06/2026	M027	Town Hall phone/Broadband	64.33	0.00	64.33	VAT
10/07/2026	M028 L5	TH Landline & Broadband	64.33	0.00	64.33	VAT
			192.99	0.00	192.99	
C G Services SW Ltd						
14/05/2026	2547	Office cleaning	75.60	0.00	75.60	VAT
30/06/2026	2644	One a month cleaning	75.60	0.00	75.60	VAT

Continued on Page 2

Time : 17:04

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/07/2026

<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>
			151.20	0.00	151.20	
Clarity Copiers Ltd						
01/06/2026	80066	Copier charges	34.02	0.00	34.02	VAT
15/06/2026	80381	Copier charges	34.02	0.00	34.02	VAT
			68.04	0.00	68.04	
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
15/06/2026	INV-D11966	IT Support June	318.98	0.00	318.98	VAT
			1,566.97	0.00	1,566.97	
Corona Energy Retail 4 Ltd						
18/05/2026	000366867	Cavalie way toilets elec Apr	48.78	0.00	48.78	VAT
15/06/2026	000375052	Cavalier way toilets electric	48.78	0.00	48.78	VAT
30/07/2026	000390054	Cavalier way toilets electric	14.85	0.00	14.85	VAT
			112.41	0.00	112.41	
Corporate Card						
19/05/2026	Tfr cc	Tfr for multi pay card	40.64	0.00	40.64	
16/06/2026	Tfr CC	Tfr for Multipay card	13.65	0.00	13.65	
16/07/2026	Tfr CCard	Tfr for multi pay card	3.00	0.00	3.00	
16/07/2026	Tfr card	Multi pay card payment	3.00	0.00	3.00	
			60.29	0.00	60.29	
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
17/06/2026	1379112	Office electric to 06/06	75.26	0.00	75.26	VAT
17/06/2026	1377930	Garage electric to 07/06	80.48	0.00	80.48	VAT
17/06/2026	1379068	Rickhayes Electric to 06/06	92.18	0.00	92.18	VAT
17/06/2026	1379191	Churchfields electric to 06/06	47.92	0.00	47.92	VAT
17/06/2026	1379191	Town Hall electric to 06/06	42.63	0.00	42.63	VAT
			701.40	0.00	701.40	
EDF Energy Customers Ltd						
24/07/2026	0002	Cavalier way toilets Elec June	17.96	0.00	17.96	VAT
Edward Faithfull						
15/06/2026	26-27/07/0	bench brackets/installation	450.00	0.00	450.00	VAT
EE Limited						
19/05/2026	V02472633	Garage broadband & mobiles	90.43	0.00	90.43	VAT
19/06/2026	V02483080	Mobiles and Garage	90.43	0.00	90.43	VAT
20/07/2026	V02493824	Mobiles & Garage broadband	90.43	0.00	90.43	VAT

Time : 17:04

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/07/2026

<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>
			271.29	0.00	271.29	
Flagpole Express Ltd						
05/05/2026	Refund	P/Ledger Electronic Payment	-85.74	0.00	-85.74	VAT
Gillams Car Spares Ltd						
21/05/2026	I645328	Cable ties	6.00	0.00	6.00	VAT
Glasdon UK Ltd						
30/06/2026	S1937296	Elwood seat, brown	1,072.19	0.00	1,072.19	VAT
30/06/2026	SI935646	Elwood Dart Oak Seat	2,144.38	0.00	2,144.38	VAT
			3,216.57	0.00	3,216.57	
HMRC						
22/05/2026	BACS	PAYE/NI May	4,556.36	0.00	4,556.36	OTS
25/06/2026	BACS	PAYE/Tax June	4,628.01	0.00	4,628.01	Z
			9,184.37	0.00	9,184.37	
Hunt Forest Group Ltd						
11/05/2026	May26	VAN rental 110925-110826	540.92	0.00	540.92	VAT
11/06/2026	DDR1106	VAN rental 110925-110826	540.92	0.00	540.92	VAT
13/07/2026	DDR1307	VAN rental 110925-110826	540.92	0.00	540.92	VAT
13/07/2026	AVS000835	VAN rental 110925-110826	540.92	0.00	540.92	VAT
			2,163.68	0.00	2,163.68	
Institute of Cemetery & Cremat						
30/06/2026	4974/2026/	Corporate membership	110.00	0.00	110.00	VAT
James Hallam Ltd						
30/06/2026	556943169	Fleet insurance renewal	732.00	0.00	732.00	VAT
Jimmy Flynn Web Services						
01/06/2026	257	Annual web support	390.00	0.00	390.00	VAT
Kellaway Building Supplies Ltd						
05/05/2026	SIN0034256	Trade post fix	8.38	0.00	8.38	VAT
15/06/2026	003460965	Fence post	56.29	0.00	56.29	VAT
15/06/2026	003460966	Coach screws	3.67	0.00	3.67	VAT
15/06/2026	003462394	Disposable mask	8.21	0.00	8.21	VAT
15/06/2026	003477378	Eco grib gloves	14.89	0.00	14.89	VAT
			91.44	0.00	91.44	
Mole Valley Farmers Ltd						
14/05/2026	IN21158206	Lopper, oil, safety boots	205.02	0.00	205.02	VAT
Mr J Wolstenholme						
05/05/2026	Clock 26	44 weeks	446.60	0.00	446.60	VAT
Mr Kev Partfitt						
05/05/2026	7 27.04.26	Town Hall windows	12.00	0.00	12.00	VAT
01/06/2026	51 25.05.2	Town Hall windows	12.00	0.00	12.00	VAT
			24.00	0.00	24.00	
Mrs Emma Curtis						
15/06/2026	Jun 26 EC	Legal fees	1,026.85	0.00	1,026.85	VAT

Continued on Page 4

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/07/2026

	<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>
Mrs Y Rodgers							
	15/06/2026	May 26	Open/Shutting gates	215.00	0.00	215.00	VAT
Mulberry Local Authority Servi							
	30/06/2026	INV-2236	Final Internal audit 2025 2026	210.00	0.00	210.00	VAT
National Association of Local							
	30/06/2026	820471	Local council award scheme	96.00	0.00	96.00	VAT
NET SALARIES							
	21/05/2026	BACS	Net Salaries Apr	67.06	0.00	67.06	Z
	25/06/2026	BACS	Net Salaries June	12,068.82	0.00	12,068.82	OTS
	24/07/2026	BACS	Net Salaries July	11,967.12	0.00	11,967.12	OTS
	24/07/2026	BACS	Net salaries July	11,967.12	0.00	11,967.12	OTS
	25/07/2026	BACS	Net Salaries CR	-11,967.12	0.00	-11,967.12	Z
				24,103.00	0.00	24,103.00	
Net Salaries May							
	22/05/2026	BACS	Net Salaries May	11,952.21	0.00	11,952.21	Z
Pear Technology Services Ltd							
	01/06/2026	9240	Annual maplink support	300.00	0.00	300.00	VAT
Pest Solutions South West Ltd							
	21/05/2026	INV-3696	Three visit rat treatment	234.00	0.00	234.00	VAT
Play UK Playgrounds Ltd							
	22/06/2026	1793	Low level platform reapiaced	660.00	0.00	660.00	VAT
	30/06/2026	1793	P/Ledger Electronic Payment	660.00	0.00	660.00	VAT
				1,320.00	0.00	1,320.00	
Samuels Solicitors							
	22/06/2026	44616	Harassment/Defamation	414.00	0.00	414.00	VAT
SCC Pension Fund							
	22/05/2026	BACS	Superannuation May	2,876.74	0.00	2,876.74	OTS
	25/06/2026	BACS	Superannuation June	4,628.01	0.00	4,628.01	Z
	25/06/2026	BACS	Superannuation June CR	-4,628.01	0.00	-4,628.01	Z
	30/06/2026	BACS	Superannuaton June	3,624.54	0.00	3,624.54	Z
				6,501.28	0.00	6,501.28	
Silver Band							
	30/06/2026	BACS	Grant Full Council 14.06/26	1,500.00	0.00	1,500.00	Z
SLCC Enterprises Ltd							
	05/05/2026	QL209139-1	Qualification fee level 1 EC	46.20	0.00	46.20	VAT
Societe Generale Equipment Fin							
	15/06/2026	18560 2026	Printer lease to Sept 26	121.43	0.00	121.43	VAT
Somerset Association of Local							
	05/05/2026	2988	Affiliation fee	1,915.79	0.00	1,915.79	VAT
	15/06/2026	3207	Income & exp training EC	35.00	0.00	35.00	VAT
				1,950.79	0.00	1,950.79	
Somerset Council							
	05/05/2026	30055466	Cemetery Rates 2026	1,812.20	0.00	1,812.20	VAT

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/07/2026

<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>
05/05/2026	303760502	GroundFloor TownHall rates	3,143.70	0.00	3,143.70	VAT
15/06/2026	30080088	Town Hall Rates 2026	1,021.70	0.00	1,021.70	VAT
			5,977.60	0.00	5,977.60	
South West Councils						
30/06/2026	000007187	Associate membership	666.00	0.00	666.00	VAT
Sovereign Fire & Security Ltd						
01/06/2026	9017484	Emergency lighting cafe	803.30	0.00	803.30	VAT
15/06/2026	9017566	Fire alarm works Market place	491.29	0.00	491.29	VAT
			1,294.59	0.00	1,294.59	
SSE Southern Electric						
28/05/2026	IV0443714	Town Clock electric Apr	142.85	0.00	142.85	VAT
22/06/2026	870112013	Town Hall clock electric May	147.62	0.00	147.62	VAT
22/07/2026	IV04634061	Town hall clock electric June	145.99	0.00	145.99	VAT
			436.46	0.00	436.46	
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 Bank Instant access						
22/06/2026	cashbook 1	Cashbook 1 not 3	101.09	0.00	101.09	
Unity Trust Bank						
31/05/2026	BACS	Service charge	13.30	0.00	13.30	Z
16/06/2026	BACS	CR Bank charges, CC	-13.65	0.00	-13.65	Z
16/06/2026	BACS	Bank charges	13.65	0.00	13.65	Z
30/06/2026	BACS	Manual handling charge	1.60	0.00	1.60	Z
30/06/2026	BACS	Service charge	15.10	0.00	15.10	Z
31/07/2026	BACS	Service charge	18.25	0.00	18.25	Z
			48.25	0.00	48.25	
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
01/06/2026	707048791	Recreation water 10/10-27/04	40.05	0.00	40.05	VAT
			346.36	0.00	346.36	
Weller Law Group LLP						
15/06/2026	841372	Legal support	1,404.00	0.00	1,404.00	VAT
Youth Connect South West Ltd						
01/06/2026	INV-1611	Youth Services 0105-3107	3,219.88	0.00	3,219.88	VAT
Zodiac Security Ltd						
30/06/2026	1751	CCTV Wireless link	420.00	0.00	420.00	VAT

Time : 17:04

Unity Bank Current A/c

Payments made between 01/05/2026 and 31/07/2026

<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>
			<u>89,365.70</u>	<u>0.00</u>	<u>89,365.70</u>	

Time : 17:04

Corporate Card

Payments made between 01/05/2026 and 31/07/2026

	<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>
Coop Store							
	11/05/2026	BACS	Annual awards CR	-3.00	0.00	-3.00	Z
	11/05/2026	BACS	Annual awards	13.65	0.00	13.65	Z
				10.65	0.00	10.65	
Lloyds Bank							
	02/06/2026	BACS	Monthly fee	3.00	0.00	3.00	Z
	02/07/2026	DD	Monthly multi pay card fee	3.00	0.00	3.00	Z
				6.00	0.00	6.00	
Unity Bank Current A/c							
	16/07/2026	CR Tfr	CR tfr for multi pay card	3.00	0.00	3.00	
Unity Trust Bank							
	05/05/2026	BACS	Monthly fee	3.00	0.00	3.00	Z
				<u>22.65</u>	<u>0.00</u>	<u>22.65</u>	



1. Purpose of the Report

Agenda item 9.b To consider and approve Purchase delegation authority for the Administration Officer

2. Background

The administration officer post has been amended to include new activities including increased support in the management and coordination of council events, financial administration and project work.

3. Main Body of the report

Financial regulations 5.15 currently states

5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- Full Council for all items over £5,000
- the Clerk, under delegated authority, for any items below £2,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items between £2,000 and £3,000 excluding VAT.
- The clerk, Virements of up to £1,000 between cost heads within the approved budget
- The works and Maintenance Supervisor, under delegated authority, for any items below £1,000
- A duly delegated committee for all items between £3,000 and £5,000 excluding VAT
- The Deputy Clerk to assume the authority of the clerk in their absence

4. Financial/Risk/Legal Implications

Not providing the purchasing authority risks there being potential service delays or missed opportunities.

5. Recommendations

To amend Financial Regulations 5.15 to include

- The Office Administrator, under delegated authority, for any items below £1,000



Wincanton
Town Council



Town Hall
Market Place
Wincanton
Somerset
BA9 9LD

Tel: 01963 31693

Email: townclerk@wincantontowncouncil.gov.uk

GRANT FUNDING APPLICATION FORM

Before completing this application form, please read the attached guidelines to ensure your project is eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly marking the questions being answered.

SECTION 1: ORGANISATION AND APPLICANT DETAILS

1.	Name of Organisation	The Growing Space (Wincanton) Ltd
2.	Name and address (including postcode) of contact for this application	Nick Truman, The Growing Space, The Balsam Centre, Balsam Park, Wincanton, BA9 9HB
3.	Position held in organisation	Social & Therapeutic Horticulture Manager
4.	Contact telephone number	07943 626549
5.	Email address	nick@thegrowingspace.org.uk
6.	What type of organisation are you? If a registered charity, please include your charity registration number	Registered charity: 1090917
7.	How long has the organisation been established?	26 years
8.	What are the aims of your organisation?	Provision of horticulture and related outdoor activities that improve and sustain good mental and physical health, preventing the worsening of a variety of conditions. Provide education and community participation opportunities.
9.	How is your organisation financed?	Small Grants, Donations.

10.	Have you received a grant from Wincanton Town Council in the last 3 years? If so, please confirm the amount, purpose and outcome	Yes, £1100 for year 25/26 towards our new Town Centre Planters Project
11.	Please provide details of the number of members of your group that live in Wincanton	17 (Staff, trustees, and volunteers). Over 50 people from Wincanton regularly use our resources.
12.	Please provide contact details for another senior member of your organisation (e.g. a committee member)	Mike Rowlands (Chair) mike_rowlands@btinternet.com
13.	Please provide contact details for an independent referee (someone who knows about the group and project but is independent)	Sue Place, Area Community Champion, The Balsam Centre, (01963) 31842 sueplace@balsamcentre.org.uk
If your organisation has a constitution or set of agreed rules, please enclose a copy with this application form		

SECTION 2: FUNDING AND YOUR FINANCIAL DETAILS		
14.	Total cost of project. If you have a project budget or have received estimates/quotations, please enclose copies. Otherwise give a summary of how the cost has been calculated. Confirm if VAT can be reclaimed	£3,645
15.	Grant requested	£1,100
16.	How much has already been raised towards the project? Please detail other funding streams.	£2545 as part of a grant from Somerset Community Foundation.
17.	How will the balance be funded?	
18.	Has any other grant funding been sought for this project? If yes, please provide details	Not other than the SCF grant
19.	Bank/Building Society Name	Charities Aid Foundation Bank
20.	Bank/Building Society Address	25, Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
21.	Branch Sort Code	40-52-40
22.	Account Name and Number	The Growing Space (Wincanton) ltd Acc No: 00025198
23.	List all the people who are authorised to sign cheques or make payments from this account	Nick Truman Mike Rowlands Deborah Xavier Simon Edwards
Please enclose bank statement covering the last 3 months.		

24.	Please provide the following summary details from your most recent accounts:	
	Total Income (£)	£53,683
	Minus Total Expenditure (£)	£48,281
	Equals profits/loss for the year (£)	£5,402
	Savings (reserves, cash or investments) (£)	£6,500 (free Reserves)
Please enclose a copy of your most recent accounts or treasurers report		

SECTION 3: PROJECT DETAILS		
25.	Briefly describe the project including: • Where it will take place • How the community of Wincanton will benefit • How the project supports the community • Whether you are partnering with other Wincanton groups, and, if not, could you consider doing so • How you have identified the need for this project • The timescale for the project • How you will assess the success of the project	Taking on the Wincanton Town Centre Planters had led to some very positive outcomes for our charity's beneficiaries, most of whom live in the town. Please see our report submitted in May. We would very much like a grant to continue this project. As it has been so successful, the outcomes remain the same, although the grant would fund any plants that we need to purchase what we can't propagate ourselves, as happened this spring. • Propagate most the plants ourselves. These will be drought tolerant salvias from stock plants we purchased with a previous grant, plus other bedding. Others to be purchased as part of the grant. • Involve a wide range of community members in propagating plants during the summer and autumn. This will include our current mental health groups, volunteers, young people, children from schools and as wide a range of the community as we can accommodate. • Involve a wide range of community members in planting up spring bulbs this autumn and then summer display in spring 2027. • Continue to focus on our intended outcomes for people and the community. One of these is the impact on our beneficiaries of improving and beautifying public spaces so that people are valued by the rest of the community for the contribution they make rather than being solely defined by their disability or ill-health. Increasing their confidence, self-worth and pride, lowering anxiety and depression. • Focus on creating links with other groups in the town who need plants, particularly those which benefit wildlife. We already work closely with the one planet groups in Wincanton and Bruton. This new project could have the potential to bring great benefit and have a positive impact for both the town, and The Growing Space as a currently expanding charity. • Utilise our own leafmould and compost for propagation. The timescale will be: • Autumn Bulb Planting - October • Propagation Workshops - August – February • Spring Planting April – May 2026 The success of the project will be assessed by looking at the numbers of beneficiaries involved, and whether their personal outcomes have been met. The numbers of new community members engaged with The Growing Space

26.	How many people will this project benefit and what percentage of these are residents of Wincanton?	This will benefit all of Wincanton due to continuing to maintain the attractiveness of the town centre. We hope that over 25 adults and 25 children will directly benefit from their help with the project.
27.	Will the project require ongoing financial support e.g. maintenance and if so, how will this be funded?	Yes, grant funding.
28.	How is your organisation financed?	Grants & Donations. Open Mental Health. Personal Independence Payments.

SECTION 4: CHECKLIST		
29.	Most recent accounts and/or treasurers report	X
30.	Project budget and/or quotations	X
31.	Organisations Constitution	X
32.	Bank Statements for the last 3 months	X
SECTION 5: SIGNATURE AND DECLARATION		
33.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	Yes
34.	I understand that the documentation supplied will not be returned and may be made available for public scrutiny.	Yes
35.	I agree that the grant will be returned if the specified project cannot proceed.	Yes
36.	I agree, that if successful, details of the project may be published by Wincanton Town Council.	Yes
37.	I agree to report back to Wincanton Town Council within twelve months regarding expenditure of any grant funding.	Yes
38.	I agree to complete a Grant Monitoring Form when requested by Wincanton Town Council.	Yes
39.	I understand that if the grant funding is not used as specified within this grant application form and does not adhere to all grant funding conditions that Wincanton Town Council has the right to claw back monies received.	Yes
40.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	Yes
41.	I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision will be made at a meeting which is open to the public.	Yes
42.	I confirm that I have read and understood the grant guidance notes issued by the Town Council.	Yes
43.	I confirm that I am happy for the Town Council to retain this application form and the personal data contained within it, in order to process the grant application. I understand that data will be held securely and not passed on to any third parties. I am aware that the Town Council's Privacy Notice and policies are available on its website.	Yes
Name of Contact: Nick Truman		
Role in Organisation: Social & Therapeutic Horticulture Manager		
Signature: NW Truman		
Date: 7 th August 2026		

Please send your completed form and supporting documentation to:

Town Clerk, Wincanton Town Council, Town Hall, Market Place, Wincanton, BA9 9LD

townclerk@wincantontowncouncil.org.uk

**Approved at the Full Town Council Meeting held on Monday 24th April 2023.
Reviewed and readopted by Full Town Council on Monday 20th May 2024.**



Wincanton
Town Council



1. Purpose of the Report

Agenda item 10

TO CONSIDER A REQUEST FOR A POP-UP LOCATION FROM A WOOD-FIRED PIZZA COMPANY

To consider the request, including a suitable location, event or regular pitch

2. Background

Correspondence received: We're currently looking to create a monthly pop-up circuit throughout the winter months, bringing our wood-fired pizzas to a selection of towns and venues on a regular basis.

We already have a number of established locations where we've been popping up successfully for many years — in fact, some of our regular events have been running for 15 years. This year, however, we're looking to expand our circuit and introduce us to some new communities.

I haven't got a specific location in mind for Wincanton just yet, as we're very much open to suggestions from the Council as to where you feel we could work best. The park grounds came to mind as a possibility, but I'd be really interested to hear if there are other locations, areas or events that you feel could be a good fit for a regular food pop-up.

One of the things we particularly enjoy about our pop-ups is working alongside and supporting the businesses already established within a town.

We often look for locations near pubs, bars, shops and other businesses that open later but don't have their own food offering. We find that having us nearby can give people a real reason to come out, enjoy a pizza and, in turn, visit the surrounding businesses. It can create a great atmosphere and increase footfall, so the benefit extends beyond just our own customers.

With that in mind, we're completely open to suggestions on where we could work particularly well in Wincanton, as well as which days or evenings you feel would be most suitable for the town and its residents.

We're hoping to launch our new circuit during the week commencing 30 September, with the intention of running it throughout the year and, fingers crossed, building a strong local following that allows us to continue for as long as possible.

We've had several hugely successful pop-ups that have become long-standing fixtures, with some now running for 15 years, so we'd love the opportunity to build something similar in Wincanton.

Obviously, none of this can happen without the appropriate permissions and working closely with the Council, so I'm really excited to explore the possibilities and see whether there might be a suitable opportunity in Wincanton.

If you think there could be a suitable location, event or regular pitch for us, I'd love to have a conversation and hopefully get Wincanton included in our new circuit.

3. Main Body of the report

In summary, the request is for suggestion for locations and times.

The council have the Market area outside of the post office and the recreation ground as possible venues.

4. Financial/Risk/Legal Implications

The Council currently does not charge when it allows the use of the Town Hall, or for events held on the recreation ground or for pop up market stalls

5. Recommendations

- a. That Council considers whether they wish to offer a location on Council premises
- b. if so, to delegate authority to the Town Clerk (Deputy Town Clerk/RFO in the Clerk's absence) to execute the agreement.



1. Purpose of the Report

11. 09/26. OUTDOOR GROUP FITNESS

To consider a request for a permit to use Cale Park for organised outdoor group fitness/bootcamp classes.

2. Background

Correspondence received:

I am eagerly enquiring about the use of the land for running outdoor fitness classes. I am looking to run structured group fitness sessions in the form of bootcamp style circuits.

At the moment, I am considering holding the sessions on Tuesdays and Thursdays both 6am-7am. The classes would involve activities such as bodyweight exercises, resistance training, and cardio elements to suit all abilities. I would of course ensure that the area is left clean and tidy and that the activities are carried out safely and respectfully.

A risk assessment and evidence of public liability insurance have been provided

3. Main Body of the report

Council receives requests to use the facilities e.g. the Town Hall chamber, the market area in front of the post office, the recreation ground e.g. for summer events, children's activities, etc. with each request coming to Council for consideration.

4. Financial/Risk/Legal Implications

The Council currently does not charge when it allows the use of the Town Hall, or for events held on the recreation ground or for pop up market stalls

Charges for Town and Parish Councils in Somerset can range between £10 and £35 per session for a permit to run commercial exercise classes on their recreation grounds.

Community groups or sessions run for wellness are often discounted or free

5. Recommendations

- a. To delegate authority to the Town Clerk (Deputy Town Clerk/RFO in the Clerk's absence) to execute the agreement.
- b. To consider whether to charge a fee for the use

It is also recommended that a set of parameters and fees (if appropriate) for the future use of Council facilities is brought back to Full Council to approve, to remove the need to refer each request to council individually.