



**Wincanton**  
Town Council



Town Hall  
Market Place  
Wincanton  
Somerset  
BA9 9LD

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**MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON**  
**MONDAY 25<sup>th</sup> November 2024 AT 7:00PM**  
**IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

**PRESENT:** H Ellard (Chairman), E Hix, T Howe, D Old, C Rogers, P Rodgers, D Smith,  
A Waistell, C Wallis & S Wing

**MEMBERS OF THE PUBLIC PRESENT:** 2

**MEMBERS OF THE LOCAL PRESS IN ATTENDANCE:** None present

**SOMERSET COUNCIL COUNCILLORS:** None present

**PUBLIC PARTICIPATION**

A member of the public asked to speak about planning application 24/02412/FUL. Council agreed that standing orders would be suspended when they discussed the application to allow the member of the public to provide further background information with regards to the application.

**WTC108 TO NOTE APOLOGIES FOR ABSENCE**

Received from, Cllrs D Old K Hearne and J Packer

The apologies were noted

Absent : Cllrs N Anderson and T Power

**WTC109 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Received from Cllr Ellard agenda item WTC113 planning application 24/02062/HOU and  
Cllr Rogers agenda item WTC120

**WTC110 TOWN COUNCIL MINUTES 21<sup>st</sup> October 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.

Cllr Hix arrived at the meeting

## WTC111 TO RECEIVE REPORTS FROM:

- (i) the Town Mayor: Cllr Ellard reported that he was looking forward to the Christmas event.
- (ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: there were no Somerset Councillors present
- (iii) Deputy Town Clerk/RFO: Members were advised that had been a request from the police to ask if there are any objections to them installing a knife amnesty box on the exterior of the pole station. They have been directed to Somerset Council but this is to keep Councillors informed and to ask if they had any comments. Councillors confirmed they had no objections.
- (iv) local organisations, Town Councillor representatives, and partners: None present

## WTC112 ACTION LIST

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

Cllrs noted circulation of the Actions from Meetings list.

## WTC113 PLANNING

a) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Cllr Tom Howe chaired the meeting during planning application 24/02062/HOU

| Application Number                                                                                                         | Address and description                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24/02062/HOU                                                                                                               | The Cottage Nursery Lane Church Street Wincanton Somerset BA9 9AA<br>Erection of a veranda over existing patio<br><a href="#">24/02062/HOU   Erection of a veranda over existing patio.   The Cottage Nursery Lane Church Street Wincanton Somerset BA9 9AA</a>                                                                      |
| <b>RESOLVED:</b> It was proposed and agreed to recommend approval of this application. Cllr Ellard abstained from the vote |                                                                                                                                                                                                                                                                                                                                      |
| 24/02551/HOU                                                                                                               | Springfield Verrington Lane Charlton Musgrove Wincanton Somerset BA9 8BN<br>Two Storey Side Extension, Front Dormer and Internal Alterations<br><a href="#">24/02551/HOU   Proposed two storey side extension, front dormer and internal alterations.   Springfield Verrington Lane Charlton Musgrove Wincanton Somerset BA9 8BN</a> |
| <b>RESOLVED:</b> It was proposed and agreed to recommend approval of this application.                                     |                                                                                                                                                                                                                                                                                                                                      |
| 24/02412/FUL                                                                                                               | Land Rear Of 22 To 26 High Street Wincanton Somerset BA9 9JF<br>Change of use of land to community garden and siting of 4x studios, 1x storage container & 1x pavilion for community art project                                                                                                                                     |

|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                        | <a href="#">24/02412/FUL   Change of use of land to community garden and siting of 4x studios, 1x storage container &amp; 1x pavilion for community art project   Land Rear Of 22 To 26 High Street Wincanton Somerset BA9 9JF</a>                                                                                                                                                                                                           |
| <b>RESOLVED:</b> It was proposed and agreed to recommend approval of this application. |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>24/02713/TCA</b>                                                                    | <p>6 Manor Gardens Wincanton Somerset BA9 9QR<br/>Notification of intention to carry out Tree Surgery works to No. 1 Tree within a Conservation Area.</p> <p><a href="https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SN537FOWLBO00">https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SN537FOWLBO00</a></p> |
| <b>RESOLVED:</b> It was proposed and agreed to recommend approval of this application. |                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**b) THE FOLLOWING RECENT PLANNING DECISIONS WERE NOTED:**

| <b>Application Number</b> | <b>Address and description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>24/01851/HOU</b>       | <p>Primrose Cottage 7 Flingers Lane Wincanton Somerset BA9 9LE</p> <p>Erection of two storey rear extension to dwelling, replacement front porch and formation of parking area with part demolition and alterations to boundary walls and access</p> <p>Decision : Application Refused</p> <p><a href="https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SHY5LEOW0L900&amp;activeTab=summary">https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SHY5LEOW0L900&amp;activeTab=summary</a></p> |
| <b>24/01964/COL</b>       | <p>20 Rickhayes Wincanton Somerset BA9 9BH</p> <p>Application for Certificate of Lawfulness for proposed conversion of outbuilding to annexe</p> <p>Decision : Application Permitted</p> <p><a href="https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SIMIZHOWK5O00&amp;activeTab=summary">https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SIMIZHOWK5O00&amp;activeTab=summary</a></p>                                                                                                   |
| <b>24/02145/TPO</b>       | <p>Land Adj Catholic Church Of St Luke And St Teresa South Street Wincanton Somerset BA9 9DH</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                    |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | Decision Application Permitted with Conditions<br><br><a href="https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SJSYRZOWKHR00&amp;activeTab=summary">https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SJSYRZOWKHR00&amp;activeTab=summary</a>                                                                                                          |
| 24/02364/HDG | Land On The North Side Of Lawrence Hill Wincanton Somerset BA9 8AB<br><br>Application to remove 5m of hedgerow.<br><br>Decision : Application permitted<br><br><a href="https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SL1AXFOWKTO00&amp;activeTab=summary">https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=SL1AXFOWKTO00&amp;activeTab=summary</a> |

#### WTC114 FINANCE

- a) To receive and sign the payments list dated 31<sup>th</sup> October 2024 for Unity Bank Current Account (Appendix 3)  
**Resolved – to approve, the chair signed the payments sheet**
- b) To consider quotes for new internal auditor (deferred from October meeting)  
**Resolved :To appoint Mulberry Local Authority Services Ltd for internal audit provision**
- c) To note the annual renewal of the Local Councils insurance policy effective 1<sup>st</sup> November 2024, with Aviva Insurance at a cost of £3,553.75, year 2 of a 3 year long term agreement  
**Noted**
- d) To consider the initial draft budget for 2025 2026 (Appendix 4)  
**Resolved: to bring the budget back to the December Full council meeting and for members to send any questions or comments to the Deputy Town Clerk/RFO by Friday 6<sup>th</sup> December**

#### WTC115 To consider and approve the allotments shed agreement (Appendix 5)

Cllr P Rodgers declared an interest

Members questioned whether the keeping of hens and rabbits could be removed.

**Resolved: to approve the allotment shed agreement**

Cllr Rogers abstained

#### WTC116 To approve Christmas opening hours

**To consider and approve the Christmas working hours and statutory leave days**

(Appendix 6)

**Resolved: to approve the Christmas opening hours as 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.**

**WTC117 80<sup>TH</sup> ANNIVERSARY OF VE & VJ DAY EVENTS, (deferred from October meeting)**

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

**Resolved: to defer this agenda item until the December meeting.**

**WTC118 To approve the request from Octagon Theatre & Westlands Entertainment Venue to secure the 12<sup>th</sup> August 2025 for the Play Day event, subject to all satisfactory documentation.**

**Resolved: to approve the 12<sup>th</sup> August 2025 for the Play Day event**

**WTC119 To consider a request for free use of the Town hall From Youth Connect south West (Appendix 7)**

**Resolved: to Allow the free use of the Town Hall by Youth Connect South West, subject to satisfactory risk assessments and insurance cover, with delegated authority given to officers to consider and approve any available storage**

**WTC120 CRICKET CLUB**

To consider the following regarding Wincanton Cricket Club:

- a) To approve the costs of using an external Solicitor for the renewal of the leases from general reserves
- b) To consider purchasing a defibrillator for Cale Park (Appendix 8)

**Resolved:**

- a) not to appoint a solicitor but to use the current lease wording
- b) to give delegated authority to the Clerk to purchase a defibrillator up to a net cost of £2,000, to be the owned by the Town Council

Cllr C Rodgers abstained

**WTC121 Motion from Cllr Ellard, received on 14<sup>th</sup> November: to Discuss opportunities for the Future of Carrington House**

A verbal report will be given at the meeting

The Deputy Town Clerk advised members that this should be considered in line with the community plan and that further public consultation may be required.

**Resolved: for Cllrs T Howe and A Waistell, and any other councillors wishing to be involved, to investigate options**

**WTC122 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**

**Staff in Confidence**

- a) To consider and approve annual pay increments for 2025 2026 (Appendix 9)
- b) To consider the confidential report and approve any actions. (Appendix 10)

**Resolved:**

- (a) to approve the salary rates and annual pay increments for 2025 2026**
- (b) approve the sickness absence period as per the confidential staff report and to grant delegated authority for the Chair of the Council, Chair of the Personnel committee and Deputy Town Clerk/RFI collectively to approve**
  - (i) locum support for approximately 10 hours per week until no longer required**
  - (ii) authorise overtime by existing staff to be paid at time and ¼ until no longer required**
  - (iii) To agree any other measures required in the Clerk's absence to continue with the successful running of the Council's services**

**WTC123 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING:**

To confirm the date of the next Full Town Council Meeting as **Monday 16<sup>th</sup> December 2024 at 7pm**. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 06<sup>th</sup> December 2024**.

**The meeting closed at 20.29 pm**



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**MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 7.00PM ON MONDAY  
25<sup>th</sup> November 2024 IN THE COUNCIL OFFICE, WINCANTON TOWN HALL**

**MEMBERS PRESENT:** Cllrs T Howe (Chair), H Ellard and S Wing

**PROPER OFFICER IN ATTENDANCE:** Tracy Lamb – Deputy Town Clerk/RFO

**PUBLIC PARTICIPATION:** There were no members of the public present.

The meeting opened at 6:45pm

**1. ELECTION OF CHAIRMAN 2024/2025**

To elect a Chairman for the municipal year.

**Resolved – to elect Cllr T Howe as Chairman of the Personnel Committee**

**2. ELECTION OF VICE- CHAIRMAN 2024/2025**

To elect a Vice-Chairman for the municipal year.

**Resolved – to elect Cllr D Old as Vire-Chairman of the Personnel Committee**

**3. APOLOGIES FOR ABSENCE**

To receive any apologies for absence and to approve the reasons given (LGA 1972 s85 (1). K

Apologies were noted from Cllrs K Hearne, D Old and J Packer

**4. DECLARATIONS OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Wincanton Town Councils Code of Conduct (adopted on 16<sup>th</sup> May 2022).

There were no declarations of interest

**5. MINUTES OF THE PREVIOUS MEETING**

To adopt the minutes of the Personnel Committee meeting held on 9<sup>th</sup> October 2023 as a correct record and to be signed by the Chairman (Appendix 1)

**RESOLVED:** It was proposed and unanimously agreed to approve the minutes of the meeting held on Monday 9<sup>th</sup> October 2023 as a true and accurate record. The Chairman duly signed the minutes

## Action list

| Complete               | Meeting      | Ref       | Action                                                  | Who                                  | Completed | Comments                                  |
|------------------------|--------------|-----------|---------------------------------------------------------|--------------------------------------|-----------|-------------------------------------------|
| <b>Date of Meeting</b> |              |           |                                                         |                                      |           |                                           |
| 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    |              |           |                                                         |                                      |           |                                           |
| <b>Date of Meeting</b> |              |           |                                                         |                                      |           |                                           |
| 10.10.22               | OSC          | 101022/3  | Research noticeboards                                   | Clerk/Works & Maintenance Supervisor | N         | 15/11 suggestions and quotes being 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 | Allocated to Locum       |
| 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 | Allocated to Locum       |
| 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 | Full Council 25.11.24 approved retaining current lease and purchase of a defibrillator up to £2,000 |
|          |              |         |                                                                    |                  |   |                                                                                                     |

Date: 12/12/2024

Wincanton Town Council

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Time: 10:12

Unity Bank A/c

## List of Payments made between 01/11/2024 and 30/11/2024

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/11/2024       | Amazon Payments UK Ltd         | 2024-24417       | 53.98              |                       | Chocolate money x 60           |
| 01/11/2024       | Amazon Payments UK Ltd         | 2024-15328       | 28.49              |                       | Banquet roll tablecloth        |
| 01/11/2024       | Water2business                 | 1600555502       | 32.54              |                       | Churchfield water Apr-Oct      |
| 01/11/2024       | SLCC Enterprises Ltd           | BK217178-2       | 108.00             |                       | Quotes, tenders training       |
| 01/11/2024       | Clarity Copiers Ltd            | 73801            | 38.86              |                       | Copier charges                 |
| 01/11/2024       | Ram Sports                     | WTC019           | 44.40              |                       | 3 x logo tsirts                |
| 01/11/2024       | Amazon Payments UK Ltd         | 2024-92961       | 19.49              |                       | Toilet Roll                    |
| 01/11/2024       | Amazon Payments UK Ltd         | 2024-38529       | 109.90             |                       | Christmas party crackers       |
| 01/11/2024       | Amazon Payments UK Ltd         | GB41DZ5OAB       | 39.45              |                       | Paper, tape, lock              |
| 01/11/2024       | Amazon Payments UK Ltd         | GB41H3RIAB       | 56.94              |                       | Santas grotto gifts            |
| 01/11/2024       | Amazon Payments UK Ltd         | 2024-15734       | 35.25              |                       | kids notebooks, santas grotto  |
| 01/11/2024       | Amazon Payments UK Ltd         | 2024-4095        | 22.76              |                       | Xmas window stickers           |
| 01/11/2024       | Amazon Payments UK Ltd         | GB41GU40AB       | 46.12              |                       | Pens, pouches card             |
| 01/11/2024       | Clear Insurance Management Ltd | LC003088         | 3,553.75           |                       | Local Councils insurance renew |
| 01/11/2024       | Kellaway Building Supplies Ltd | SIN0028886       | 28.57              |                       | 2 x Chisels                    |
| 01/11/2024       | Gillams Car Spares Ltd         | I588607          | 28.50              |                       | Cable ties, screws, nuts       |
| 01/11/2024       | Clifford T Shean Ltd           | 13123            | 216.00             |                       | Annual Pat testing             |
| 01/11/2024       | The Blackmore Vale Ltd         | 30265            | 362.40             |                       | Christmas lights advert        |
| 01/11/2024       | Mr Kev Partfitt                | 57               | 10.00              |                       | Window Cleaning                |
| 01/11/2024       | Somerset Council               | EVENT7ODDA       | 645.00             |                       | Temp traffic reg order Xmas    |
| 01/11/2024       | Personnel Hygiene Services Ltd | 70923468         | 168.38             |                       | Annual Sanitary disposal       |
| 11/11/2024       | British Telecommunications plc | M008 BJ          | 37.14              |                       | Phone & Broadband Oct          |
| 12/11/2024       | Hunt Forest Group Ltd          | DD12/11/20       | 540.92             |                       | Purchase Ledger DDR Payment    |
| 18/11/2024       | Kellaway Building Supplies Ltd | SIN0028812       | 5.28               |                       | Cheshire pine                  |
| 18/11/2024       | British Gas                    | 800526815        | 108.73             |                       | Market place gas Oct           |
| 18/11/2024       | Anchor Hill Service Station    | 23729            | 179.96             |                       | Fuel                           |
| 18/11/2024       | SLCC Enterprises Ltd           | MEM250275-       | 149.00             |                       | Membership RFO                 |
| 18/11/2024       | Highwood Ltd                   | 102264           | 906.77             |                       | P/Ledger Electronic Payment    |
| 18/11/2024       | Sovereign Fire & Security Ltd  | 50001093         | 43.20              |                       | Alarm Maintenance              |
| 18/11/2024       | Clear Insurance Management Ltd | LC03088          | 56.00              |                       | Risk - hire of tower lights    |
| 18/11/2024       | Corona Energy Retail 4 Ltd     | DD18112024       | 355.49             |                       | Purchase Ledger DDR Payment    |
| 18/11/2024       | Kellaway Building Supplies Ltd | on ac 1811       | 30.41              |                       | P/Ledger Electronic Payment    |
| 18/11/2024       | Highwood Ltd                   | 102264           | 205.64             |                       | Safety guard PTO               |
| 18/11/2024       | Corporate Card                 | tfr card         | 281.35             |                       | Transfer to Multi pay card     |
| 19/11/2024       | Kellaway Building Supplies Ltd | SIN0028899       | 4.91               |                       | Hacksaw blades                 |
| 19/11/2024       | EE Limited                     | DD1911           | 75.42              |                       | Purchase Ledger DDR Payment    |
| 25/11/2024       | NET SALARIES                   | BACS             | 13,634.33          |                       | Net Salaries Nov               |
| 25/11/2024       | SCC Pension Fund               | BACS             | 4,491.63           |                       | Superannuation Nov             |
| 25/11/2024       | Amazon Payments UK Ltd         | AMNV3TWPHJ       | 59.99              |                       | Caterpillar boots              |
| 25/11/2024       | NET SALARIES                   | BACS             | -19.90             |                       | To amend salaries              |
| 25/11/2024       | NET SALARIES                   | BACS             | 0.10               |                       | Net Salaries                   |
| 28/11/2024       | Zodiac Security Ltd            | 954              | 5,130.00           |                       | Install CCTV Cale park         |
| 28/11/2024       | Somerset Council               | 30089150         | 480.00             |                       | 2 x SID posts                  |
| 28/11/2024       | Kellaway Building Supplies Ltd | SIN0029116       | 23.09              |                       | Aviation snips                 |
| 28/11/2024       | Kellaway Building Supplies Ltd | SIN0028597       | 44.84              |                       | Sawn pointed legs              |
| 28/11/2024       | Kellaway Building Supplies Ltd | SIN0028753       | 30.41              |                       | Hose Clips x 2                 |
| 28/11/2024       | Youth Connect South West Ltd   | INV-1331         | 3,000.00           |                       | Youth work provision 011-3101  |

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## List of Payments made between 01/11/2024 and 30/11/2024

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>   |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|-----------------------------|
| 28/11/2024            | Wessex Drain Services Ltd      | 21082            | 200.00             |                       | Empty Septic Tank           |
| 28/11/2024            | Superplants Ltd                | 28/11/2024       | 4,342.00           |                       | Christmas tree inc lights   |
| 28/11/2024            | Crestmoor Training LLP         | INV-1054         | 312.00             |                       | Nifty lift, gutter clean    |
| 28/11/2024            | Amazon Payments UK Ltd         | GB41EVJOAB       | 69.50              |                       | Cubicle door lock/bolt      |
| 28/11/2024            | Kimbers Farm Shop              | NS28R            | 200.00             |                       | 5 x Bespoke Hampers         |
| 28/11/2024            | Mr S M Lee                     | NOV24            | 40.00              |                       | Army Air Corps print        |
| 28/11/2024            | Kellaway Building Supplies Ltd | on ac            | 4.91               |                       | P/Ledger Electronic Payment |
| 28/11/2024            | Kellaway Building Supplies Ltd | on a c           | 28.57              |                       | P/Ledger Electronic Payment |
| 28/11/2024            | Kellaway Building Supplies Ltd | on A.c           | 5.28               |                       | P/Ledger Electronic Payment |
| 29/11/2024            | HMRC                           | BACS             | 5,412.98           |                       | PAYE/NI                     |
| 30/11/2024            | Unity Trust Bank               | BACS             | 16.50              |                       | Service charge              |
| <b>Total Payments</b> |                                |                  | <u>46,135.23</u>   |                       |                             |

## **Draft budget for 2025/2026 – 2<sup>nd</sup> report**

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### **1. Purpose of the report**

#### **WTC131 b) BUDGET 2025/26      Appendix 5.**

To consider the initial draft budget for 2025/2026

To Continue the discussion of the draft budget for 2025 2026 and consider Councillors proposals received since the November meeting.

### **2. Background**

Please read this report in conjunction with the first Budget report issued to Full Council in November 2024

### **3. Main Body of the report**

At the Full Town Council meeting in November council resolved for members to send any questions or comments to the Deputy Town Clerk/RFO by Friday 6<sup>th</sup> December

#### **Councillors' comments received.**

- a. Bicycle rack provision.
- b. Fencing around Marketplace
- c. Keep Wincanton Tidy

### **4. Precept information only**

**The budget MUST be set BEFORE the precept.**

#### **Local Government Finance Policy Statement 2025 - 2026**

The government has issued their local government finance policy statement, which sets out government proposals for 2025 to 2026, alongside longer-term plans for funding reform. It has been confirmed within the statement that, 'There are no council tax referendum principles for mayoral combined authorities or town and parish councils' for the upcoming financial year. This means that there is, again, no centrally imposed cap on the amount by which local council precepts in England may rise.

For information purposes, a further £81,660 could be included in the budget with the band D precept remaining the same as for 2024 2025.

However, factors such as using some general reserves or CIL moneys can also be factored and will be included in budget recommendations at the January Full Council meeting.

Current Cil funds = £42,327

Cil funds must be used to support the development of the area. Funds can be spent on: the provision, improvement / replacement, operation or maintenance of infrastructure. or anything else that is concerned with addressing the demands that development places on an area.

**5. Decisions being sought:**

- a. Assets Review 4111/110: Recommendation: Not to include a budget for 2025 2026 but to transfer any underspend from the current financial year to an Assets Review EMR
- b. 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.
- c. Grants 4240/130: The budget for grants can be set at any amount that members wish to set.
- d. Community Plan: Pending the Community plan do members wish to budget for any other EMRS e.g. long-term plans for works garage.
- e. Community Events 700: Members can consider any events or amounts they wish to budget for under this cost centre.
- f. VE & VJ Day events: Do Councils wish to include a budget.
- g. Devolved Services: Recommendation: to move any unspent funds from 2025 2026 to a devolved services EMR at year end.
- h. Memorial hall toilets: Council have resolved not to take on the Memorial Hall toilets but to review it again in 6 months. A budget will need to be considered if the resolution is to be revisited.
- i. Councillor suggestions: Do Council wish to consider a budget for any of the Councillors suggestions listed under 3. above
- j. Clerk suggestion: A Pump track: Do Council wish to consider including a budget for a pump track.
- k. Action list: There are outstanding items on the action list which may need to be included in the budget.
  - i. Noticeboards – original resolution is dated October 2022, do Council still wish to pursue this?
  - ii. Gain quotations for play areas, £10,000 in EMR, anything more would need to be included in the budget.
  - iii. Research entrance gates and grants, Costs would need to be included.
  - iv. Gain further quotes for the removal of the plinth and flagpole installation, Costs would need to be included.
  - v. New signs for car park barrier, change closing time, social media, Costs would need to be included.
  - vi. Free dog waste bags and signs, Costs would need to be included.

Tracy Lamb, Calcar  
RFO/Deputy Town Clerk

**6. The initial draft budget is below:**

|                                              | 2023/2044        |                 | Current year<br>2024/2025 |                 | Draft<br>2025/2026 |
|----------------------------------------------|------------------|-----------------|---------------------------|-----------------|--------------------|
|                                              | Agreed<br>Budget | Actual          | Agreed<br>Budget          | YTD             | Proposed<br>Budget |
| <b>100 Staff Costs</b>                       |                  |                 |                           |                 |                    |
| 4000 Gross Salaries                          |                  |                 | 0                         |                 | 179,034            |
| 4001 Payroll costs                           | 196,285          | 188,704         | 226,362                   | 167,324         | 0                  |
| 4015 Employer National insurance             |                  |                 | 0                         |                 | 22,395             |
| 4020 Employer Pension                        |                  |                 | 0                         |                 | 39,925             |
| 4021 Pension Deficit                         | 2,780            | 0               | 2,800                     | 0               | 0                  |
| 4055 Locum Staff                             | 5,000            | 0               | 0                         | 0               | 0                  |
| <b>4060 Expenses</b>                         | 200              | 0               | 200                       | 0               | 0                  |
| 4065 Training                                | 1,000            | 2,411           | 1,200                     | 316             | 1,400              |
| 4070 Staff Uniforms & PPE                    | 600              | 783             | 800                       | 352             | 800                |
| 4080 Recruitment costs                       | 500              | 866             | 400                       | 0               | 500                |
| <b>Overhead Expenditure</b>                  | <b>206,365</b>   | <b>192,764</b>  | <b>231,762</b>            | <b>167,992</b>  | <b>244,054</b>     |
| <b>Movement to/(from) Gen Reserve</b>        | <b>-206,365</b>  | <b>-192,764</b> | <b>-231,762</b>           | <b>-167,992</b> | <b>-244,054</b>    |
| <b>110 Administration</b>                    |                  |                 |                           |                 |                    |
| 1002 CII Money                               | 0                | 6,840           | 20,521                    | 30,767          | 8,392              |
| 1076 Precept                                 | 406,294          | 406,294         | 442,352                   | 442,352         |                    |
| 1084 Insurance Claim                         | 0                | 1,762           | 0                         | 0               | 0                  |
| 1085 Grants received                         | 0                | 7,154           | 0                         | 0               | 0                  |
| <b>Total Income</b>                          | <b>406,294</b>   | <b>422,050</b>  | <b>462,873</b>            | <b>473,119</b>  | <b>8,392</b>       |
| 4100 Accounting Software                     | 2,345            | 3,703           | 3,000                     | 3,147           | 3,500              |
| 4105 Audit Fees                              | 2,600            | 2,250           | 2,300                     | 0               | 2,050              |
| 4111 Assets Review                           | 0                | 0               | 10,000                    | 0               | 0                  |
| 4115 Election costs                          | 500              | 0               | 500                       | 0               | 500                |
| 4120 Email addresses & website               | 500              | 1,447           | 500                       | 422             | 500                |
| 4125 Other Admin Costs                       | 100              | 162             | 200                       | 0               | 200                |
| 4130 Postage                                 | 100              | 101             | 50                        | 3               | 30                 |
| 4135 Photocopier lease (was printer inks)    | 240              | 938             | 325                       | 454             | 1,070              |
| 4140 Replacement IT equipment                | 500              | 125             | 500                       | 115             | 500                |
| 4141 <b>IT Services-- change description</b> | 0                | 0               | 2,000                     | 951             | 1,975              |
| 4145 Stationery & Office Equipment           | 2,000            | 1,062           | 1,000                     | 567             | 1,100              |
| 4150 Subscriptions/Memberships               | 2,000            | 3,636           | 2,000                     | 2,271           | 2,500              |
| 4151 Licences                                | 75               | 0               | 0                         | 0               | 0                  |
| 4155 Telephone & Broadband                   | 840              | 758             | 960                       | 322             | 950                |
| 4160 Waste disposal/recycling                | 200              | 0               | 200                       | 0               | 0                  |
| 4165 Bank charges                            | 150              | 257             | 200                       | 153             | 250                |
| 4170 Insurance                               | 6,000            | 3,481           | 5,000                     | 3,554           | 3,646              |
| 4905 Health & Safety                         | 0                | 74              | 200                       | 150             | 300                |
| <b>4909 Professional fees</b>                |                  |                 | 0                         | 1,250           | 5,000              |
| <b>Overhead Expenditure</b>                  | <b>18,150</b>    | <b>17,994</b>   | <b>28,935</b>             | <b>13,359</b>   | <b>24,071</b>      |
| <b>Movement to/(from) Gen Reserve</b>        | <b>388,144</b>   | <b>404,056</b>  | <b>433,938</b>            | <b>459,760</b>  | <b>-15,679</b>     |
| 6001 <b>Less Transfer to EMR</b>             | 0                | 13,602          |                           | 20,521          |                    |
| <b>Movement to/(from) Gen Reserve</b>        | <b>388,144</b>   | <b>390,454</b>  | <b>433,938</b>            | <b>439,239</b>  | <b>-15,679</b>     |
| <b>120 Health &amp; Safety</b>               |                  |                 |                           |                 |                    |
| 4205 PAT testing                             | 0                | 167             | 150                       | 180             | 200                |
| <b>Overhead Expenditure</b>                  | <b>0</b>         | <b>167</b>      | <b>150</b>                | <b>180</b>      | <b>200</b>         |
| <b>Movement to/(from) Gen Reserve</b>        | <b>0</b>         | <b>-167</b>     | <b>-150</b>               | <b>-180</b>     | <b>-200</b>        |

| 130 Grants                          |         |         |         |        |         |
|-------------------------------------|---------|---------|---------|--------|---------|
| 4240 Grants Made                    | 25,000  | 18,450  | 20,000  | 6,575  |         |
| 4241 Donations                      | 1,000   | 0       | 1,000   | 0      | 1,000   |
| 4242 Wincanton/Dist garden grant    | 500     | 500     | 500     | 550    |         |
| Overhead Expenditure                | 26,500  | 18,950  | 21,500  | 7,125  | 1,000   |
| Movement to/(from) Gen Reserve      | -26,500 | -18,950 | -21,500 | -7,125 | -1,000  |
| 140 Civic                           |         |         |         |        |         |
| 4290 Councillor training            | 100     | 85      | 100     | 162    | 100     |
| 4295 Mayors Events/Expenses         | 500     | 90      | 500     | 60     | 200     |
| 4296 Councillors expenses           | 1,500   | 0       | 750     | 0      | 0       |
| Overhead Expenditure                | 2,100   | 175     | 1,350   | 222    | 300     |
| Movement to/(from) Gen Reserve      | -2,100  | -175    | -1,350  | -222   | -300    |
| 200 Town Hall Maint/Costs           |         |         |         |        |         |
| 1082 Room Hire                      | 0       | 0       | 0       | 20     | 0       |
| Total Income                        | 0       | 0       | 0       | 20     | 0       |
| 4300 Alarm testing and maintenance  | 600     | 168     | 600     | 628    | 600     |
| 4305 CCTV maintenance               | 200     | 6       | 200     | 176    | 5,000   |
| 4310 Cleaner                        | 3,000   | 2,732   | 3,000   | 489    | 720     |
| 4315 Cleaning Supplies Consumables  | 100     | 303     | 500     | 84     | 500     |
| 4320 Clock Electricity              | 1,500   | 985     | 1,000   | 823    | 1,225   |
| 4325 Clock Maintenance              | 500     | 0       | 500     | 504    | 550     |
| 4330 Decorating                     | 1,000   | 4,457   | 0       | 0      | 0       |
| 4335 Electricity                    | 3,000   | -409    | 2,500   | 815    | 1,650   |
| 4345 Fire extinguisher inspect&main | 300     | 168     | 300     | 0      | 300     |
| 4350 Gas                            | 2,000   | 2,318   | 2,000   | 538    | 990     |
| 4355 Lift maintenance and repairs   | 150     | 0       | 150     | 0      | 0       |
| 4370 Other costs                    | 250     | 515     | 250     | 477    | 200     |
| 4375 Water                          | 500     | 963     | 850     | 589    | 1,295   |
| 4380 Repairs & maintenance          | 500     | 21      | 500     | 310    | 500     |
| 4385 Window Cleaning                | 150     | 100     | 120     | 70     | 120     |
| 4390 Rates                          | 4,000   | 3,408   | 3,500   | 3,567  | 3,745   |
| New PHS sanitary disposal           |         |         |         |        | 200     |
| New Lightning protection inspection |         |         |         |        | 250     |
| Overhead Expenditure                | 17,750  | 15,735  | 15,970  | 9,070  | 17,845  |
| 6000 plus Transfer from EMR         | 0       | 3,457   |         |        |         |
| Movement to/(from) Gen Reserve      | -17,750 | -12,278 | -15,970 | -9,070 | -17,845 |
| 300 Allotments                      |         |         |         |        |         |
| 1000 Allotment rent                 | 1,120   | 1,009   | 2,300   | 1,226  | 1,195   |
| Total Income                        | 1,120   | 1,009   | 2,300   | 1,226  | 1,195   |
| 4130 Postage                        | 0       | 38      | 50      | 3      | 20      |
| 4375 Water                          | 600     | 485     | 700     | 0      | 600     |
| 4400 Fences, gates, etc             | 200     | 0       | 600     | 0      | 400     |
| 4501 Equipt/Furniture/Small Tools   | 0       | 0       | 0       | 0      | 1,000   |
| 4620 Grounds maintenance            | 500     | 0       | 200     | 75     | 200     |
| 4834 Allotment Rent                 | 400     | 400     | 400     | 0      | 400     |
| Overhead Expenditure                | 1,700   | 923     | 1,950   | 78     | 2,620   |
| Movement to/(from) Gen Reserve      | -580    | 86      | 350     | 1,148  | -1,425  |

|                                       |               |                |               |               |               |
|---------------------------------------|---------------|----------------|---------------|---------------|---------------|
| <b>310 Cemetery</b>                   |               |                |               |               |               |
| 1100 Burial Fees                      | 5,500         | 11,075         | 5,500         | 5,210         | 11,500        |
| 1105 Memorial Fees                    | 1,600         | 1,460          | 700           | 770           | 1,500         |
| <b>Total Income</b>                   | <b>7,100</b>  | <b>12,535</b>  | <b>6,200</b>  | <b>5,980</b>  | <b>13,000</b> |
| 4110 Cemetery Software                | 300           | 240            | 260           | 270           | 300           |
| 4335 Electricity                      | 600           | 0              | 0             | 0             | 0             |
| 4380 Repairs & maintenance            | 200           | 3,721          | 400           | 48            | 400           |
| 4390 Rates                            | 2,000         | 0              | 1,750         | 1,815         | 1,906         |
| 4450 Fences, benches and bins         | 500           | 0              | 500           | 47            | 500           |
| 4459 Cemetery Mapping                 | 0             | 1,475          | 0             | 270           | 250           |
| 4460 Other Cemetery costs/repairs     | 100           | 9              | 100           | 140           | 0             |
| 4461 Memorial Testing                 | 2,000         | 1,455          | 0             | 0             | 0             |
| 4466 Cemetery Paths (FOR EMR)         | 0             | 29,520         | 0             | 0             | 0             |
| 4470 Top soil for backfilling         | 200           | 0              | 300           | 61            | 300           |
| <b>Overhead Expenditure</b>           | <b>5,900</b>  | <b>36,420</b>  | <b>3,310</b>  | <b>2,381</b>  | <b>3,656</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>1,200</b>  | <b>-23,885</b> | <b>2,890</b>  | <b>3,599</b>  | <b>9,344</b>  |
| <b>315 Churchyard</b>                 |               |                |               |               |               |
| 4462 Churchyard Maintenance           | 0             | 0              | 1,000         | 0             | 1,000         |
| <b>Overhead Expenditure</b>           | <b>0</b>      | <b>0</b>       | <b>1,000</b>  | <b>0</b>      | <b>1,000</b>  |
| <b>320 Skate Park &amp; MUGA</b>      |               |                |               |               |               |
| 4335 Electricity                      | 3,000         | 1,980          | 3,000         | 1,203         | 2,500         |
| 4405 Other costs                      | 100           | 0              | 100           | 45            | 100           |
| 4510 Surfacing Maintenance            | 1,000         | 0              | 500           | 0             | 0             |
| 4511 Muga (FOR EMR)                   | 3,000         | 0              | 6,000         | 0             | 6,000         |
| <b>Overhead Expenditure</b>           | <b>7,100</b>  | <b>1,980</b>   | <b>9,600</b>  | <b>1,248</b>  | <b>8,600</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>-7,100</b> | <b>-1,980</b>  | <b>-9,600</b> | <b>-1,248</b> | <b>-8,600</b> |
| <b>330 General Street Furniture</b>   |               |                |               |               |               |
| 4550 New benches and repairs          | 1,000         | 2,278          | 500           | 338           | 1,000         |
| 4555 Bins including grit bins         | 1,000         | 27             | 500           | 0             | 750           |
| 4560 Signage                          | 200           | 7              | 200           | 0             | 0             |
| <b>Overhead Expenditure</b>           | <b>2,200</b>  | <b>2,312</b>   | <b>1,200</b>  | <b>338</b>    | <b>1,750</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>-2,200</b> | <b>-2,312</b>  | <b>-1,200</b> | <b>-338</b>   | <b>-1,750</b> |
| <b>340 Other Outdoor Spaces</b>       |               |                |               |               |               |
| 1001 Sale of Scrap metal              | 80            | 176            | 50            | 36            | 0             |
| 1003 Sale of an Asset                 | 0             | 0              | 0             | 2,800         | 0             |
| 1081 General income                   | 0             | 448            | 0             | 0             | 0             |
| <b>Total Income</b>                   | <b>80</b>     | <b>624</b>     | <b>50</b>     | <b>2,836</b>  | <b>0</b>      |
| 4306 Defibrillator                    | 0             | 0              | 2,000         | 0             | 500           |
| 4307 Bleed control dispensers         | 0             | 386            | 0             | 0             | 0             |
| 4463 War memorial                     | 0             | 0              | 3,000         | 744           | 500           |
| 4501 Equipt/Furniture/Small Tools     | 1,000         | 1,179          | 1,000         | 424           | 1,000         |
| 4610 Wrixons View                     | 200           | 0              | 0             | 0             | 0             |
| 4615 Play inspections                 | 500           | 321            | 500           | 336           | 400           |
| 4620 Grounds maintenance              | 500           | 334            | 200           | 48            | 200           |
| 4625 New/replacement tools            | 500           | 161            | 500           | 345           | 500           |
| 4630 Fuel for machinery               | 2,500         | 1,039          | 0             | 0             | 0             |
| 4635 Tree works & inspections         | 4,000         | 4,760          | 6,000         | 0             | 5,000         |
| 4640 Machinery maint & servicing      | 1,500         | 149            | 1,000         | 1,744         | 3,500         |
| 4645 Supplies - bags, cleaners etc    | 2,500         | 172            | 1,000         | 1,699         | 1,700         |
| 4655 CarPark Compensation (FOR EMR)   | 24,500        | 0              | 24,500        | 0             | 24,500        |
| 4700 Equipment servicing              | 2,500         | 2,501          | 2,000         | 0             | 0             |
| 4705 Fuel                             | 2,000         | 1,498          | 5,000         | 2,120         | 2,000         |
| 4706 Radios/communications            | 0             | 0              | 100           | 0             | 100           |
| 4711 Motor insurance                  | 0             | 740            | 750           | 761           | 780           |
| 4715 Vibration and noise testing      | 750           | 700            | 750           | 725           | 750           |
| 4720 New and replacement equipment    | 1,000         | 253            | 1,000         | 0             | 2,500         |
| 4731 Speed Limit costs                | 0             | 2,894          | 0             | 480           | 500           |
| 4732 Highways improvement scheme      | 0             | 0              | 4,000         | 13            |               |
| NEW Gate/toilets gates                | 0             | 0              | 0             | 0             | 800           |
| 4821 Play Equipment (FOR EMR)         | 5,000         | 0              | 5,000         | 0             | 5,000         |
| New Pest control                      |               |                | 0             | 0             | 500           |
| <b>Overhead Expenditure</b>           | <b>48,950</b> | <b>17,087</b>  | <b>58,300</b> | <b>9,439</b>  | <b>50,730</b> |

|                                       |                |                |                |               |               |
|---------------------------------------|----------------|----------------|----------------|---------------|---------------|
| <b>360 Van</b>                        |                |                |                |               |               |
| 4170 Insurance                        | 700            | 634            | 750            | 629           | 400           |
| 4405 Other costs                      | 50             | 610            | 50             | 15            | 200           |
| 4705 Fuel                             | 2,000          | 1,160          | 0              | 128           | 0             |
| 4750 Road tax                         | 300            | 320            | 300            | 0             | 0             |
| 4755 Servicing, MOT & repairs         | 1,000          | 1,145          | 1,000          | 624           | 300           |
| 4756 Van lease                        | 0              | 0              | 5,000          | 0             | 2,808         |
| <b>Overhead Expenditure</b>           | <b>4,050</b>   | <b>3,869</b>   | <b>7,100</b>   | <b>1,396</b>  | <b>3,708</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>-4,050</b>  | <b>-3,869</b>  | <b>-7,100</b>  | <b>-1,396</b> | <b>-3,708</b> |
| <b>400 Penn View - Recreation</b>     |                |                |                |               |               |
| 4405 Other costs                      | 100            | 0              | 100            | 0             | 100           |
| 4800 Benches and bins                 | 250            | 0              | 250            | 0             | 0             |
| 4805 Fences, gates & bridges          | 250            | 0              | 500            | 0             | 0             |
| 4810 Play equipment maintenance       | 2,000          | 2,438          | 3,000          | 44            | 2,000         |
| 4825 Surfacing - bark                 | 2,500          | 2,139          | 2,000          | 0             | 1,000         |
| <b>Overhead Expenditure</b>           | <b>5,100</b>   | <b>4,577</b>   | <b>5,850</b>   | <b>44</b>     | <b>3,100</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>-5,100</b>  | <b>-4,577</b>  | <b>-5,850</b>  | <b>-44</b>    | <b>-3,100</b> |
| <b>450 Cale Park - Recreation</b>     |                |                |                |               |               |
| 1221 Rent - Cricket Club              | 25             | 25             | 50             | 25            | 25            |
| <b>Total Income</b>                   | <b>25</b>      | <b>25</b>      | <b>50</b>      | <b>25</b>     | <b>25</b>     |
| 4304 CCTV                             | 0              | 0              | 5,000          | 4,275         | 500           |
| 4375 Water                            | 650            | 51             | 100            | 36            | 100           |
| 4405 Other costs                      | 100            | 964            | 200            | 168           | 200           |
| 4620 Grounds Maintenance              | 0              | 0              | 1,500          | 195           | 0             |
| 4800 Benches and bins                 | 1,000          | 408            | 2,000          | 0             | 500           |
| 4805 Fences, gates & bridges          | 2,000          | 233            | 2,000          | 2,303         | 1,000         |
| 4815 Play equip. & shelter maint.     | 2,000          | 2,859          | 6,000          | 183           | 1,000         |
| 4820 Replacement play equipment       | 0              | 157            | 0              | 0             | 0             |
| 4825 Surfacing                        | 0              | 0              | 1,000          | 0             | 0             |
| 4830 Car park surfacing repairs       | 20,000         | 15,249         | 0              | 0             | 0             |
| <b>Overhead Expenditure</b>           | <b>25,750</b>  | <b>19,921</b>  | <b>17,800</b>  | <b>7,160</b>  | <b>3,300</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>-25,725</b> | <b>-19,896</b> | <b>-17,750</b> | <b>-7,135</b> | <b>-3,275</b> |
| <b>500 Cale Park Buildings</b>        |                |                |                |               |               |
| 1220 Rent - Cale Park Building        | 8,332          | 8,332          | 8,332          | 6,400         | 9,600         |
| <b>Total Income</b>                   | <b>8,332</b>   | <b>8,332</b>   | <b>8,332</b>   | <b>6,400</b>  | <b>9,600</b>  |
| 4300 Alarm Testing and Maintenance    | 0              | 620            | 650            | 0             | 670           |
| 4335 Electric (works Garage)          |                | 0              | 1,000          | 1,187         | 2,310         |
| 4405 Other costs                      | 50             | 325            | 100            | 17            | 100           |
| 4900 Building Maintenance - café      | 1,000          | 10             | 1,000          | 1,070         | 2,000         |
| 4905 Health & Safety                  | 500            | 650            | 600            | 50            | 0             |
| 4909 Professional Fees                | 0              | 0              | 0              | 704           | 1,056         |
| 4910 Septic Tank - café               | 400            | 200            | 200            | 400           | 400           |
| 4915 Works garage                     | 2,958          | 1,937          | 6,000          | 28            | 3,000         |
| <b>Overhead Expenditure</b>           | <b>4,908</b>   | <b>3,742</b>   | <b>9,550</b>   | <b>3,456</b>  | <b>9,536</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>3,424</b>   | <b>4,590</b>   | <b>-1,218</b>  | <b>2,944</b>  | <b>64</b>     |
| <b>600 Cale Park - Toilets</b>        |                |                |                |               |               |
| 4380 Repairs & maintenance            | 500            | 0              | 500            | 0             | 500           |
| 4405 Other costs                      | 100            | 0              | 100            | 0             | 100           |
| <b>Overhead Expenditure</b>           | <b>600</b>     | <b>0</b>       | <b>600</b>     | <b>0</b>      | <b>600</b>    |
| <b>Movement to/(from) Gen Reserve</b> | <b>-600</b>    | <b>0</b>       | <b>-600</b>    | <b>0</b>      | <b>-600</b>   |

|                                                       |                |                |                |                |                 |
|-------------------------------------------------------|----------------|----------------|----------------|----------------|-----------------|
| <b>610 Churchfields - Toilets</b>                     |                |                |                |                |                 |
| 4335 Electricity                                      | 500            | 3,323          | 1,000          | 513            | 1,000           |
| 4375 Water                                            | 200            | 361            | 200            | 150            | 200             |
| 4380 Repairs & maintenance                            | 250            | 0              | 3,000          | 42             | 500             |
| 4405 Other costs                                      | 100            | 0              | 100            | 0              | 50              |
| <b>Overhead Expenditure</b>                           | <b>1,050</b>   | <b>3,684</b>   | <b>4,300</b>   | <b>705</b>     | <b>1,750</b>    |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>-1,050</b>  | <b>-3,684</b>  | <b>-4,300</b>  | <b>-705</b>    | <b>-1,750</b>   |
| <b>615 Memorial Hall - Toilets - devolved service</b> |                |                |                |                |                 |
| 4335 Electricity                                      |                |                |                | 0              | 0               |
| 4375 Water                                            |                |                |                | 0              | 0               |
| 4380 Repairs & maintenance                            |                |                |                | 0              | 0               |
| 4405 Other costs                                      |                |                |                | 0              | 0               |
| <b>Overhead Expenditure</b>                           | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>        |
| <b>700 Community Events</b>                           |                |                |                |                |                 |
| 1086 Donations                                        |                | 250            | 0              | 0              | 0               |
| <b>Total Income</b>                                   | <b>0</b>       | <b>250</b>     | <b>0</b>       | <b>0</b>       | <b>0</b>        |
| 4405 Other costs                                      | 100            | 0              | 100            | 35             | 100             |
| 5000 Annual Awards                                    | 0              | 113            | 200            | 132            | 200             |
| 5005 Events                                           | 10,000         | 7,400          | 10,000         | 6,395          | 10,000          |
| <b>New VE &amp; VJ Day events</b>                     |                |                | 0              | 0              |                 |
| 5011 Flags                                            | 500            | 46             | 100            | 0              | 500             |
| 5015 Over 70's lunch                                  | 2,500          | 1,638          | 2,500          | 345            | 500             |
| 5016 CAT Bus                                          | 2,500          | 2,500          | 5,000          | 5,000          | 2,500           |
| 5025 Christmas Tree, Lights&Decs                      | 5,000          | 4,114          | 5,000          | 3,619          | 5,000           |
| <b>Overhead Expenditure</b>                           | <b>20,600</b>  | <b>15,811</b>  | <b>22,900</b>  | <b>15,526</b>  | <b>5,000</b>    |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>-20,600</b> | <b>-15,561</b> | <b>-22,900</b> | <b>-15,526</b> | <b>23,800</b>   |
|                                                       |                |                |                |                | <b>-23,800</b>  |
| <b>750 Public Works Loan</b>                          |                |                |                |                |                 |
| 5200 Public Works Loan Capital payment                | 2,500          | 2,596          | 2,400          | 1,319          | 2,400           |
| 5201 Public Works Loan Interest                       | 1,678          | 1,582          | 1,778          | 769            | 1,778           |
| <b>Overhead Expenditure</b>                           | <b>4,178</b>   | <b>4,178</b>   | <b>4,178</b>   | <b>2,088</b>   | <b>4,178</b>    |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>-4,178</b>  | <b>-4,178</b>  | <b>-4,178</b>  | <b>-2,088</b>  | <b>-4,178</b>   |
| <b>800 Youth</b>                                      |                |                |                |                |                 |
| 5300 Young people project fund (event activity)       | 1,500          | 0              | 0              | 0              | 0               |
| 5305 Young Somerset people                            | 1,500          | 0              | 0              | 0              | 0               |
| 5306 LCN Youth work delivery                          | 10,000         | 0              | 10,000         | 7,500          | 10,390          |
| <b>Overhead Expenditure</b>                           | <b>13,000</b>  | <b>0</b>       | <b>10,000</b>  | <b>7,500</b>   | <b>10,390</b>   |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>-13,000</b> | <b>0</b>       | <b>-10,000</b> | <b>-7,500</b>  | <b>-10,390</b>  |
| <b>900 Projects</b>                                   |                |                |                |                |                 |
| 9005 Market                                           | 2,000          | 0              | 0              | 0              | 0               |
| 9010 Neighbourhood Plan (FOR EMR)                     | 5,000          | 0              | 0              | 0              | 0               |
| 9011 Community plan                                   | 0              | 0              | 2,000          | 50             | 0               |
| 9020 Wincanton-Future-Town Init. Good stuff fund      | 4,000          | 0              | 0              | 0              | 0               |
| <b>Overhead Expenditure</b>                           | <b>11,000</b>  | <b>0</b>       | <b>2,000</b>   | <b>50</b>      | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>-11,000</b> | <b>0</b>       | <b>-2,000</b>  | <b>-50</b>     | <b>0</b>        |
|                                                       |                |                |                |                | <b>0</b>        |
| <b>950 Community</b>                                  |                |                |                |                |                 |
| 5400 Community Fridge                                 | 1,000          | 23             | 500            | 36             | 200             |
| 5500 Devolved services                                | 0              | 0              | 20,000         | 1,929          |                 |
| <b>Overhead Expenditure</b>                           | <b>1,000</b>   | <b>23</b>      | <b>20,500</b>  | <b>1,965</b>   | <b>200</b>      |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>-1,000</b>  | <b>-23</b>     | <b>-20,500</b> | <b>-1,965</b>  | <b>-200</b>     |
| <b>Total Budget Income</b>                            |                |                |                |                |                 |
| <b>Expenditure</b>                                    |                |                |                |                |                 |
| <b>Net income over Expenditure</b>                    |                |                |                |                |                 |
|                                                       | <b>422,951</b> | <b>444,825</b> | <b>479,805</b> | <b>489,606</b> | <b>32,212</b>   |
|                                                       | <b>427,951</b> | <b>360,312</b> | <b>479,805</b> | <b>251,322</b> | <b>397,588</b>  |
|                                                       | <b>-5,000</b>  | <b>84,513</b>  | <b>0</b>       | <b>238,284</b> | <b>-365,376</b> |



## **1. Purpose of the Report**

Full Town Council 16<sup>th</sup> December 2024, Agenda item WTC133 Food Bank and Community Fridge

- a) to receive information regarding the Wincanton Food Bank
- b) To consider and approve a Tast and Finish Group

## **2. Background**

### **Food Bank**

Gillingham Food Bank have advised that their distribution centre, at Wincanton Community Church, will be closing at Christmas meaning there will no longer be a distribution centre in Wincanton. The reach of Gillingham foodbank is a 10-mile radius of Gillingham. Gillingham Food Bank supply the Church with Trussel Trust emergency food boxes. Donations are also received from Morrisons, the Co-op and individuals.

Whilst coming under the umbrella of Gillingham Food bank, the distribution centre in Wincanton is for Wincanton residents and outlying villages..

The Food Bank hold a two-hour session on Tuesday mornings, for people to come to have tea and cake and a chat/assessment with a volunteer who could assess their needs and what support could be provided and if necessary, a food box is issued and any signposting for further support is given.

Gillingham foodbank employs a Citizens Advice worker who attends Gillingham sessions, and have access to help with energy costs, mobile phone and data, small grants for household items. They also provide emergency boxes to Cary Cary who also run a free larder in Castle Cary, and to Open House in Shaftesbury who also have a community fridge alongside of their emergency food boxes. They provide emergency food boxes to our local CAB who give them out as needed.

### **Community Fridge**

The Community Fridge, based on the ground floor of the Town Hall is about food waste not food need, anyone can put food in, anyone can take food out. Unfortunately, despite clear signs in the fridge and social media posts, the contents are often taken in bulk by one or two visitors. Complaints have been received from residents wishing to access the fridge who arrive by 9:30 to find all the contents already taken. There have been issues with lack of/small quantities of donations. The fridge is not restricted to Wincanton residents.

### **3. Main Body of the report**

Gillingham Food bank are in discussion about relocating the Wincanton distribution to the Balsam centre.

Wincanton Community Church are also in talks with other churches in the town.

Currently no specific help has been requested from Wincanton Town Council.

There is the potential that donations to the fridge could be directed to those in need if working in partnership with the Food bank were investigated.

### **4. Financial/Risk/Legal Implications**

None for Wincanton Town Council at present

### **5. Recommendations**

a) For Council to approve a Task and Finish group with a clear remit and timescale.

\*A task and finish group is a small, cross-party group that is established to review a specific issue, policy, or service. Task and Finish Groups are usually time-limited and are responsible for providing in-depth analysis of a topic with its findings reported back to Full Council.

b) To consider and approve the following Terms of Reference and agree membership.

## **FOOD BANK AND COMMUNITY FRIDGE TASK AND FINISH GROUP**

### **TERMS OF REFERENCE**

#### **1. Purpose and Duration**

**The specific remit of the Task and Finish Group and the timescales for the conclusion of the task are to be set by Full Council.**

Once any resulting actions are approved and adopted by the Council, the Task and Finish group will be disbanded.

#### **2. Membership**

Task and Finish Groups are more informal than Committees and have the opportunity of co-opting people from outside the Town Council who have the relevant skills for the task set by the Committee.

Membership of the Group shall be agreed by the Council and shall include an Officer of the Council.

All members of the Group will be required to act in accordance with the Council's Code of Conduct.

### **3. Task and Finish Group Chairperson**

A chairperson will be appointed by the members of the Group at its first meeting.

### **4. Quorum of the Group**

The quorum of a meeting shall be three.

If the number of members present falls below the required quorum, the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting.

### **5. Meetings**

Meetings shall be held as required.

### **6. Decision making**

Task and Finish Groups have no power to make decisions but will consider the relevant matters in detail and update / make recommendations to the Town Council where appropriate.

Once the evidence has been gathered, the Task and Finish Groups will produce a report to be submitted to Full Council outlining details of the review process, evidence gathered, conclusions and subsequent recommendations for them to consider.

Task and Finish Groups should take into consideration the Town Councils Community plan.

### **7. Evidence**

The Task and Finish Group can gather evidence through a variety of ways, such as:

- written evidence
- oral evidence and interviews with external and internal witnesses
- site visits
- visiting other organisations - partners, user Groups, other councils
- research
- holding public meetings to seek views on an issue
- talking to people who are affected by the issue

### **8. Budget**

The Task and Finish Group does not have delegated powers to spend money or apply for funding from external sources.

The Task and Finish Group can submit a budget request to the Council for consideration.

Tracy Lamb, Deputy Town Clerk/RFO

12<sup>th</sup> December 2024