



**WINCANTON TOWN COUNCIL**  
**DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL**  
**HELD ON MONDAY 28<sup>th</sup> SEPTEMBER 2020**  
**ONLINE & LIVE STREAMED ON YOUTUBE**

**MEMBERS OF THE PUBLIC:** 3.

**MEMBERS OF THE LOCAL PRESS:** None.

**PROPER OFFICER IN ATTENDANCE:** Richard Tyzack Locum Clerk.

**MEMBERS PRESENT:**

Councillors Shelbourn-Barrow (Chair), Power, Ralph, Vagg, Thomas, Smith, Walters and Greening.

The Chair opened the meeting with a welcome. She wished to say a few words about public participation. She read out the standing orders 3E and 3H that explain this Agenda item. She stressed that it is for a period of 3 minutes for each member of the public to speak. You must not verbally abuse, bully, or harass a member of council.

**PUBLIC PARTICIPATION**

Three members of the public attended for Public Participation. Lynne Franks gave a presentation on SEED. The Chair thanked Lynne and noted Mr Ellard's' comments. His questions will be answered by council shortly.

**0105 APOLOGIES**

Councillors Galitzine and Tudgay (Deputy Chair).

**0106 DECLARATIONS OF INTEREST**

None

**0107 MINUTES OF THE PREVIOUS MEETING**

Zoom Meeting held on 14<sup>th</sup> September 2020 (Minutes 0092-0104). The minutes had no questions raised. Proposed by Councillor Vagg to sign the minutes and seconded by Councillor Walters. Vote: 8 For. The minutes were approved.

**0108 PLANNING**

Councillor Thomas reported application 20/02319/COU. Councillor Thomas proposed the application be approved and seconded by Councillor Power. Vote 8 For.

**0109 CHEQUE LIST**

Discussion on carpark contract. It was proposed by Councillor Ralph to remove the carpark cheque and seconded by Councillor Vagg. Vote: 8 For. Proposed by Councillor Power to accept the amended cheque list and seconded by Councillor Greening. Vote: 8 For. Councillors Vagg and Walters to sign the cheques Tuesday 29<sup>th</sup> September 2020.

**0110 VERBAL REPORTS AND FEEDBACK**

**Somerset County Council Anna Groskop** reported on Covid, Schools and asked council to contact the Community Council for Somerset and ask if there are any grants available. Please support local business in these difficult times.

**District Council** no report.

**Chair** reported on Wincanton Ecological Environment meeting on Zoom which was the second held. High Sherriff was to meet but cancelled at last minute. To be re-scheduled. First meeting to review the Town Offer has taken place. The new offer to include a proposal for a community fridge and larder to reduce food waste by giving away any not sold.

#### **0111 POLICE REPORT**

Chair reported the police report. This new style report has more detailed figures. She encouraged councillors to view the digital report and compare it with the previous report. Councillor Ralph reported some residents had concerns over vandalism. Council should keep this in mind as we move forward. There is a good relationship between Police and the Town Council. Chair suggested council might consider having a Councillor link with the police and stated this should be explored and opportunities to consider a community response to anti-social behaviour.

#### **0112 TOWN MEETING**

Chair reported the correspondence from residents requesting a Town Meeting. Councillor Ralph asked whether council had received any advice regarding Town Meeting. Councillor Vagg had investigated this matter. There can be no poll before May 2021.

Chair reported the residents may call a Town Meeting. The town must pay for the meeting. She went on to say that the costs have been identified; council to correspond with the residents who asked for the meeting.

The Clerk will be approached to ask if they wish to Clerk the meeting, if this is not supported then the organisers of the Town Meeting will be required to identify a clerk. The Council to consider costs for the election in 2021 and any costs associated with the Town Meeting within the Precept which will once approved included in the council taxes for 2021/2022.

Councillor Power asked by how much the council tax would increase by. Chair replied she could not answer that question.

Chair asked Locum Clerk to minute that Town Council to respond to the residents stating that under the Local Government Act 1972 Schedule 12 the Council will secure the funding either within the Precept 2021/2022 or if that cannot be achieved then reserves will have to be used. Council will provide Clerk if agreeable by the Clerk. If it is not, the residents must provide their own minute taker. The Town Meeting to be held within National Policy for public meetings and the organisers to ensure it complies.

#### **0113 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

Chair reported the AGAR had not been signed off. A request was made in July to request an extension until end September. A further extension has been requested to the end of October 2020. Chair went on to say Council have approved a locum accountant to make certain that Council is complying with financial obligations. Council to consider replacing the Internal Auditor and who has resigned. Council has been in consultation with the External Auditor explaining why the AGAR has not been submitted. An Internal Auditor has been identified as Emma Miller who is an experienced accountant, who has completed many internal audits for Councils. Councillor Ralph proposed Emma Miller as Internal Auditor, this was seconded by Councillor Smith. Vote: 8 For.

#### **0114 INSURANCE LEVELS**

Chair asked if councillors had reviewed the present insurance cover. Councillor Ralph replied she thought they were in line with present cover required. Councillor Thomas asked if the premium had increased. Chair suggested council supports re-insurance. Councillor Greening wished to know exactly what the cover is in the policy. Chair read out the schedule. It is a comprehensive schedule. Chair suggested a further conversation with Deputy Clerk to understand the range of details costs and cover in the schedule compared to previous years.. Locum Clerk advised council it would be good idea to check insurance levels with another company. Councillor Ralph will liaise with Deputy Clerk and review against other company. This to be on next Agenda.

**0115 PRECEPT GRANTS 2020**

Chair reported two grants were awarded and it is now time to hear from those persons whether they have met their objectives. If so, then the second payment would be paid.

**The Balsam Centre.** Sue Place reported on the youth club, explaining what had been achieved. She reported it had been challenging with Covid 19, however, everyone had really pulled the stops out and it is going from strength to strength. A young person's parliament had been set up. She confirmed they had met the objectives. Councillor Vagg asked what age group were in the young person's parliament. Sue replied it was 10 to 18. Councillor Power asked if it was the website of MYP. Sue replied it was Somerset Youth Parliament and came under Make Your Mark (MYM). Chair asked for those in favour to release the second part of the grant. VOTE: 8 For. Sue thanked council for releasing the grant.

**Wincanton Sports Ground.** Sean Corney responded saying he had written a lengthy letter to council explaining what had been happening over the past six months. It had been a very challenging time due to Covid 19. Much extra expense had been needed mainly due to many more persons using the playing field due to Covid 19 lockdown. It is all run by community volunteers. The buildings have all been closed so the income stream has been very challenging. So many things must be cancelled. It must be made secure and safe against Covid 19. Two hundred sport enthusiasts use the facilities. This facility provides a huge amount of spending for the town in other ways. Chair thanked him for the report. Councillor Vagg replied saying the Sports Ground is hugely important. She went on to ask how it cost more during Covid 19. Sean replied that with so many people using the ground it had to cut more often. The loos were also used by so many persons that extra cleaning was required. Councillor Ralph thanked Sean for attending. She asked had any grants been applied for. Sean replied yes, they had, grants from user groups and the District Council. Some grant applications had been closed during Covid. Councillor Ralph went on to ask if there were any business figures to support the grant. Sean replied yes. Councillor Ralph wished to review some figures and proposed have a closer look not only with this present grant but would like to meet to explore moving forward with the Sports Council as overall funding. This was seconded by Councillor Power. Vote: 8 For.

Chair replied council would be in contact for a meeting soonest in October.

Councillor Groskop replied she did not normally interject but noted that council has not considered how important this grant is. Chair replied, council had, but wanted to review the way forward. Councillor Ralph explained she did not want to delay this grant, but it is important for the accounts to be verified as that was one of the conditions of agreeing the second tranche of money.

Sean replied that he had no reply to his letter that might have changed the way this had been undertaken. He could have made a further report. Also, he had sat through the council meeting waiting to give his report. If he had a reply to the letter asking for figures, he could then have given a better report. Chair apologised and replied saying that she would look at the fact that his letter had not been replied to and it would the governance would be considered within an internal governance review. Councillor Ralph replied saying the meeting was only to ask for clarify the figures. Chair confirmed the meeting would take place with the Charity Trustees, Operational Directors and with the Council to provide assurance on the business plan and financial sustainability of the grounds.

**0116 COUNCIL REPRESENTATIVES TO COMMITTEES AND OUTSIDE BODIES**

Following the resignation of 5 councillors it is necessary to appoint new members. The Chair reported that on the council website the Chair and Deputy are ex officio members of all committees. Chair felt this was incorrect for those newer HR Policies so will re-visit this as part of our governance review.

**COMMITTEES:**

- **Grievance and Disciplinary Committee.** Withdrawn.
- **Cale Park Committee.** 5 members. Councillors Vagg, Tudgay, Smith and Walters. We require another member. Chair offered to join. Proposed by Councillor Smith, seconded by Vagg. Vote: 8 For.
- **Town Hall Regeneration Committee.** 5 members. Chair offered to join. Councillor Ralph offers to join. Councillor Ralph proposed by Councillor Smith, seconded by Councillor Greening. Vote 7 For.
- **Finance Committee.** 3 members. Two required. Councillor Greening joins. Proposed by Councillor Smith seconded by Councillor Ralph. Vote 8 For. Councillor Thomas joins. Proposed by Councillor Smith seconded by Councillor Power. Vote 8 For.
- **Planning Committee.** Elect Chair of planning. Councillor Thomas proposed by Councillor Smith seconded Councillor Power. Vote 7 For. Planning committee 5 members Councillors Power, Greening, Walters and Vagg. Slot open for Tudgay in meeting but no voting rights.
- **Car Park Committee.** 5 members. Councillors Sue Shelbourn-Barrow, Smith, Thomas, Tudgay, Vagg. Councillor Power joins.

**NOTED Chair asked council to extend meeting in order to complete this item of business.** Correspondence and items for next agenda moved to next meeting. Proposed by Councillor Ralph and seconded by Councillor Smith. Vote 8 For.

**NOTED at 20:59. Chair removed from meeting member of public, Mr Ellard for offensive behaviour.**

**WORKING GROUPS AND PANELS:**

- **Governance Working Group.** Five members. The members of this group are Councillors Sue Shelbourn-Barrow, Greening, Vagg, Ralph and Power. Elect Chair in the meeting. Chair noted all Councillors are welcome to attend.
- **WEEP Working Group.** 4 members. Councillor Greening, Tudgay, Ralph, Power. Chair noted all Councillors are welcome to attend.
- **Wincanton For The Future Working Group** 4 members. Councillors Sue Shelbourn-Barrow, Vagg, Smith and Galitzine. Chair noted all Councillors are welcome to attend.
- **Appeals Panel.** 4 members. Councillors Ralph, Thomas, Greening and, Tudgay. Councillor Ralph (Chair of Personnel) to take further look at this panel. TOR to be agreed at first meeting. Note record this by Deputy Clerk.
- **Personnel Panel.** Correct.
- **Christmas Working Group.** Councillors Greening, Thomas and Tudgay. Note Deputy Clerk this has been changed.
- **Allotments.** Withdrawn
- **Balsam Centre.** Councillor Greening.
- **Citizens Advice.** Councillor Vagg.
- **Community Accessible Transport (CAT).** TBD. Chair to discuss.
- **Friends of Wincanton Community Hospital.** Covered.
- **Live at Home.** Councillor Walters.
- **Memorial Hall.** Councillor Ralph.
- **Planning.** Councillor Thomas.
- **Tourism.** Deputy Clerk.
- **Wincanton Chamber of Commerce.** Councillor Galitzine.
- **Wincanton Museum.** Councillor Vagg.
- **Wincanton Schools Representatives.** Councillors Greening and Power.
- **Wincanton Sports Ground.** Councillor Ralph and Power.
- **Wincanton United Charities.** Councillor Tudgay.

Councillor Thomas verbally reported crime stats to council.

**0117 CORRESPONDENCE**

To next Agenda.

**0118 ITEMS FOR THE NEXT AGENDA**

Councillors please forward these into Town Hall, copy all councillors.

Chair reminded Councillors that Budget/ Precept time is soon. Any suggestions please forward to all councillors.

The meeting was then closed 20:15 duration of meeting 02:15:00

Signed: .....

Date: 12<sup>th</sup> October 2020

DRAFT