

Minutes of the Meeting of the Shepton Mallet Town Council held on 19 January 2010, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman – Councillor J.M. Marsh

Cllrs Bartlett(JB), Dunscombe(WD), Gilham(JG), Height(BH), Inchley(CI), Lockey(CL), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR) and Shearn(NS).

Two members of the public and no members of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

68. 08/09 Public Forum

Resolve: Proposed by Cllr ML, seconded by Cllr WD, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use, action and included;

*Mr Clive Pearson – Belated **happy New Year**, considered the **services by some Councils** in the recent cold-snap as disgusting, considered it very sad that the **TIC had to organise a raffle** to help keep the facility open. He also wished the Council to consider an initiative to getting the **Babycham deer** saved from its existing position just laid on grassland and erected on a plinth within the Town and the TIC could then market smaller / model reproductions of the Babycham symbol.*

*Mr Taffy Stride – offered gratitude to the **Aldi store manager for supply of salt and grit** which had enabled him to grit both Station Road and part of Compton Road during the recent severe weather. He also wished to thank townsfolk for their donations toward **floral tributes for the Cenotaph** which unfortunately they had not been able to undertake due to the recent severe weather, however flowers were to be placed over the next few weeks. He also wished to speak at the point of consideration to **Mendip District Council**, to the Planning Application for **Barratt Homes** and the **Cenotaph Enhancement Project**.*

Resolve: Proposed by Cllr CL, seconded by Cllr MR, by unanimous vote, that the meeting now be brought back into session.

69. 08/09 Apologies for absence – Cllrs Champion(family) and Kinison(health).

Resolve: Proposed by Cllr CI, seconded by Cllr ML, by unanimous vote, that the apologies are accepted and recorded.

70. 08/09 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Cenotaph Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council. Cllr Dunscombe also declared a Personal and non Prejudicial Interest as a member of the Friends of the Cenotaph.

Resolve; that the above declarations are noted and duly recorded.

71. 08/09 Chairman's Announcements

The Chairman stated that it had been a very eventful month and was pleased to see the Clerk back from annual leave. The Chairman requested that the Council review a late and urgent item relating to staff appraisals under Confidential Session at the end of the meeting.

Resolve: Proposed by Cllr JM by unanimous vote, that the Council consider urgent business relating to staff appraisals at the end of the agenda in Confidential Session.

72. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 3 November 2009 was considered for accuracy and content.

Resolve: Proposed by Cllr DM, seconded by Cllr ML, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 3 November 2009 are approved as a true record and signed by the Chairman.

73. 08/09 Matters Arising from the Minutes – No matters were raised.

74. 08/09 Somerset County Council

- a. Grit Bins** – Cllr BH requested consideration as to provision or setting up a small working group to investigate possible provision of grit / salt bins within the Town for use in adverse weather. Many Cllrs had been contacted with the request for salt, grit and storage bins from many areas of the Town during the recent period of severe weather. Townsfolk had been unable to leave their properties and many could not get to their employment. Cllr BH had contacted SCC Highway and they informed if the Town Council would supply the bins they would fill them full of grit / salt and refill them whenever requested free of charge. They had nominated a supplier of Concept Products in Somerton and with quantity discounts the bins could be purchased for around £130 each plus VAT. Cllr NS considered that it may not be that simple as there were legal and administrative issues and implications to consider.

Resolve: Proposed by Cllr CL, Seconded by Cllr BH, by unanimous vote that a working party is set up consisting of Cllrs Height, Dunscombe, J Marsh, Lockey and Shearn and empowered to investigate the matter and with a remit to provide and position appropriate and approved grit / salt bins in required areas of the Town. The first meeting to take place with the Clerk at the Fire Station this Saturday 23 January at 9am.

Resolve: Proposed by Cllr CL, Seconded by Cllr WD, by unanimous vote that a budget of £1,500 to fund the grit/salt bin provision is approved and to be taken from contingencies / reserves.

Cllr MR confirmed that there were no other matters to be raised at this time.

- b. Speed Indicator Devices** – Cllr CL considered it wrong that SCC had to be subsidised when this was their responsibility, although he applauded Cllr MR for providing funding for the current year, SCC should stop avoiding their responsibility and start funding the SIDs, also they should deliver central governments requirements for 20mph zones especially outside of school premises which are directly on the frontage of main highways.

Resolve: Proposed by Cllr CI, Seconded by Cllr ML, by unanimous vote that the matter of provision and funding of Speed Indicator Devices and Highway safety is to be placed on the next agenda for the Community Development Working Group.

75. 08/09 Mendip District Council

Mr Taffy Stride enquired if any golden handshake or compensation was to be paid to the previous Chief Executive of MDC. He also considered that other senior management should be dismissed as well and that the MDC Cabinet should also be concerned as they were well aware of the situation. All in all there should be a complete clearout.

Cllr JP provided an update, the budget consultation was ongoing, the cabinet would provide a draft by early February and the budget would be considered by Council on the 16 February. Two important documents had recently been made public, these were the Anti-Social Behaviour paper which involved numerous parties and partners including the Town Council and was very important, the second related to the Business Support strategy, which was still being worked up although the first draft was now in the public domain. Targets and timescales still needed to be inserted. As for the point above made by Mr Stride this related to the Local Area Assessment which was a backward looking document to the year 2007/2008. Many of the issues had already been recognised and improvements identified with some already in place. Cllr JG considered it sad and disappointing that Mendip had been rated one of the bottom ten Councils in the Country. He considered that the Community had been let down and stated the Little Ostry derelict development site which had been left derelict for some long time as an example. He stated that all the community required better results in the future.

76. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on 10 & 24 November and 18 & 22 December 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JG, Seconded by Cllr CL by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on Tuesday 10 & 24 November and 1 & 22 December 2009 are noted.
b)	Planning Application	Miss L McGowan, Barratt Homes, Jasmine Place, Westway Lane Retrospective application for the erection of one board sign and three flag signs on poles (DEL).
	Resolve;	Mr Stride raised concern that once again a retrospective application had been received and he considered that the application should not be considered as there was no such location as Jasmine Place. Proposed by Cllr JG, Seconded by Cllr CL by a vote of 9 For, 1 Against and 3 Abstentions to recommend Approval.

77. 08/09 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 15 December 2009 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr CI, seconded by Cllr WD by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 8 December 2009 are noted.
b)	106 Monies Working Group	The Chairman update Council as to content and outcome of the latest meeting with the next meeting being scheduled for 25 February 2010 at 5.30pm.
	Resolve;	Cllr DM informed he had discussions with the Tesco Store manager about provision of information boards to improve links with the Town Centre. Proposed by Cllr JM that the matter is noted and Cllr DM could attend the next meeting of the working group if he so wished?

78. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 15 December 2009 previously distributed to all Cllrs received consideration.
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	Resolve; Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 15 December 2009 are noted.
b)	Cenotaph Enhancemnt The meeting received an update to the project and considered the preference of type / colour of natural stone paving to enable the planning application to be submitted. Costing for QS work was also made available for the various options / types of finishes, a hard copy of which was provided to all Cllrs. The project, now using natural stone materials would be over budget by some £7,000 for the Marshall Victorian Gold stone, £11,000 if the Blue/Grey pennant stone was used and £25,600 if the Purbeck Portland stone was used.
	Resolve; Mr Taffy Stride spoke on behalf of the Friends of the Cenotaph that they would wish to see two types of stone used in different areas of the hard landscape and these were the Victorian Gold and Blue/Grey pennant stone. Proposed by Cllr CI, seconded by Cllr JB, by unanimous vote, that Option A put by the Landscape Designer be approved which specified the Marshall Victorian Gold stone and indicated QS costing for the complete works of £41,705.99 which was currently approximately £7,000 over budget. The outcome of the planning application should be known before the budget deficit is resolved.
c)	Collett Park Toilets The toilets had been closed due to a burst water pipe during the severe weather. The Clerk provided an update to the current situation. The electrical contractor was to carry out tests and fault remedial work this Thursday.
	Resolve; The Clerk provided a verbal report as to the condition of the toilet infrastructure and deemed any further expenditure would be wasted, the roof space and services were totally unacceptable and priority should be given to total refurbishment of the public toilet block. The fabric of the building was satisfactory but the interior, the layout and the services needed total refurbishment within the next three months. Some Cllrs considered that the toilets should be closed immediately, others considered that the Properties Portfolio holder should visit the site with the Clerk to review the situation, other considered the Clerk should write up a detailed report for further consideration. Proposed by Cllr JP, seconded by Cllr DM, by a vote of 11 For, 1 Against and 1 Abstention, that the Clerk assess the safety and services to the toilets and is empowered to order closure of the toilets if unsafe or not fit for purpose. As a matter of urgency the Clerk is to liaise with Interpublic to seek their advice and costings for refurbishment of the public toilet block and to report back to the next meeting of Council.
d)	Collett Park Fitness Equipment Cllrs received an update and notes of the meeting held Thursday 14 January 2010. Following technical and qualified advice from the Leisure Centre the Clerk provided a draft layout plan to the various pieces of equipment and where it was proposed to be located within Collett Park.
	The majority of Cllrs were not supportive of any equipment being positioned in front of the bandstand, Cllr NS considered that all the equipment should be kept on the right hand side of the park when looking down from Park Road. The Chairman qualified that this was only a concept layout and was looking for support in principle to enable plans and digital images to be made up to support proposed funding applications. If and when funding was obtained the matter would be put back to Council for a further consideration.

	Resolve;	Proposed by Cllr WD, seconded by Cllr JM, by a vote of 10 For and 3 Against, that the concept layout drawing of 7 locations within Collett Park for possible future fitness equipment is approved in principle with three areas on the right hand side, three areas on the left hand side and one further area by the existing CCTV camera pole is approved. If all fifteen pieces of fitness equipment were to be installed one designated area would have 3 pieces of equipment and the six remaining areas would have 2 pieces in each.
e)	Temporary Office Update	Cllr JP provided an update to the temporary arrangements of the Clerks office, with full public access, at the Fire Station during building works to the existing offices at Park Road. The only omission was that the Clerk was having to use his home internet connection for collection and sending of emails and internet use. Cllr JP also reaffirmed that as previously resolved the Office IT was being upgraded at the same time but that due to required operating systems and software licenses the total costs may be slightly over budget. The Clerk considered that the building works may well take a further three weeks to complete.
	Resolve;	That the matter is noted.

79. 08/09 Finance

Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Council was requested to **Approve the January 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr CI, seconded by Cllr ML, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for January 2010 as per Appendix "A" attached to these Minutes are approved.

80. 08/09 Confidential Session - **Resolve;** Proposed by Cllr JM by unanimous vote, that in view of the nature of the matter of the business to be transacted, it is advisable in the public interest that the press and public are excluded and that they be instructed to withdraw. This was not required as all members of the public had already left the meeting.

Staff Appraisal - The Chairman provided an update to Staff Appraisals undertaken on Monday with Cllr JP & NS. Consideration was provided to the future retirement and replacement options for the role of Clerk and the possible future requirements of the Town Council.

Resolve; Proposed by Cllr JM, seconded by Cllr JP, by a vote of 10 For, 1 Against and 2 Abstentions that a working party led by Cllr Parham and consisting of Cllrs Gilham, Height, Marvin and Shearn are to investigate and explore the various options and to provide a report and recommendations to the next meeting of Council on 2 March 2010.

81. 08/09 Agenda Matters for the Next Meeting – Pedestrian Crossing for Waterloo Road.

The Chairman thanked members for their attendance and closed the meeting at 9pm.

Cllr J.M. Marsh

Signature _____

Chairman

_____/_____/_____**2010**

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2559	HMRC	4000-4004	Tax / Ni - 3rd Quarter 2009/10	£ 2,448.83
2560	Somerset Playing Fields Assoc	4028	Annual Subscription	£ 10.00
2561	Wincanton Silver Band	4076	Remembrance Day 2009 - Grant	£ 200.00
2562	Arien Signs	4084	Interim Payment - Town Signs - Repay 106	£ 1,380.00
2564	Quadron Services Limited	4028	Collett Park - Lake Clearance	£ 460.00
2564	Quadron Services Limited	4028	Collett Park - Paling Fencing + 200 whips	£ 230.00
2565	Race Brother	4038	Allyn Saxon Walling - Insurance Claim	£ 340.75
				£ 5,069.58
Payments by Direct Debit				
30-Nov	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
30-Nov	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
30-Nov	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.84
01-Dec	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
17-Dec	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
29-Dec	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
29-Dec	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
29-Dec	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.67
Sub Total				£ 7,015.79
Total =				£ 12,085.37

CONFIDENTIAL PAYMENTS

2563	Mr G H Brown	4000	Town Clerk - January Salary 2010	£ 1,616.00
Total				£ 1,616.00

Grand Total **£ 13,701.37**

Date	Income	Code	Category of Income	Total Deposit
5-Nov	SM TIC	1011	Footpath Booklet Sales - Inv 110	£ 40.00
11-Nov	Madden	1000	Allotment Rent	£ 11.00
9-Dec	Lloyds TSB	1190	Monthly Gross Interest	£ 5.59
Total Income =				£ 56.59

Cllr J.M. Marsh
Chairman

Signature _____

Date _____

Cllr N.F. Shearn
Vice Chairman

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 2 March 2010, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman – Councillor Jeannette M. Marsh

Cllrs Bartlett(JB), Champion(RC), Dunscombe (WD), Gilham (JG), Height (BH), Inchley (CI), Kinison (JK), Lockey (CL), Lovell (ML), T. Marsh (TM), Marvin (DM), Parham(JP), Robinson (MR) and Shearn (NS).

Five members of the public and one members of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode. The Chairman informed that the matter of Update to The Academy would be withdrawn from the agenda as this had not taken place but it was hoped that an update would be reported and available for the next meeting.

82. 08/09 Public Forum

Resolve: Proposed by Cllr ML, seconded by Cllr WD, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use, action and included;

*Mr Clive Pearson - The **fragile and decline in Town Centre Trading**, the **competition by out of Town stores** such as Dobbies, **the empty retail units** in both the Townsend Shopping Park and Haskins and the **delay in providing improved signage** and the **expansion to the Town Market**. He called for **urgent action** and **both the Town and District Council's** to work in partnership in the matter.*

*Mr Taffy Stride – **Retrospective planning application by Barratt Homes** and he wished investigation and clarification as to why this had been dealt with differently and had been granted. Mr Stride considered the development site by Barratt Homes at **Westway Lane / Maxwell Road to be in a terrible mess** and requested urgent support. Currently they were pumping spring water from 7.30am to 4.30pm into a very large dug out hole holding some 65,000 litres of spring water and this was being taken off site by tankers. He said the site conditions were unbelievable and Members should visit site to look for themselves, mud and water are everywhere. Maxwell Road had been flooded three times already. At the same time Members should take this problem into account if any future development applications were received for this area.*

Resolve: Proposed by Cllr ML, seconded by Cllr CL, by unanimous vote, that the meeting now be brought back into session and that the Clerk write to Barratt Homes and raise the concerns. At the same time District Ward members were requested to take the matter up personally.

83. 08/09 Apologies for absence – None received.

84. 08/09 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

- c) **Financial Payments** – Cllrs J Marsh and T Marsh both declared a Personal and Prejudicial Interest in the matter as both were receiving scheduled payments from the Council.

Resolve; that the above declarations are noted and duly recorded.

85. 08/09 Chairman's Announcements

The Chairman informed Members that a Memorial Tree Planting Ceremony is to take place, to which all Members are invited, at 11am this Saturday 6 March in Collett Park. The tree is a Tibetan Cherry Tree and in memorial of the late ex-clerk Mr Brian White. It was hoped that Mrs Sylvia White and the two sons from the family would attend.

The Chairman informed Members that Cllr Kay Taylor had resigned with immediate effect for personal reasons and that a Casual Vacancy on the Town Council would now be informed to MDC.

86. 08/09 Minutes

The Minutes of the Meeting of the Town Council held on the 19 January 2010 was considered for accuracy and content.

Resolve: Proposed by Cllr CL, seconded by Cllr CI, by unanimous vote, that the Minutes of the Meeting of the Town Council held on 19 January 2010 are approved as a true record and signed by the Chairman.

87. 08/09 Matters Arising from the Minutes – None raised.

88. 08/09 Somerset County Council

Cllr MR informed of temporary closure to a footpath and also closure of the Glastonbury By-Pass for 1 Day.

Cllr RC raised concern as to the apparent failure of topping dressing to tarmac footpaths within the Town as it appeared a sub standard job had been initially carried out last Spring, which had resulted in the surface lifting and breaking up all over the Town. He considered that this fault was not weather related. Cllr MR said she would look into the matter.

89. 08/09 Mendip District Council

Cllr JP confirmed that the MDC Budget for 2010/2011 had now been set, with a zero increase in Council Tax for both the County and District Council's, albeit that MDC has raised their Council Tax rate to cover the cost of introduction to recycling of plastic waste at a cost of some £96,000. He considered the forth coming year would be a holding year and there were no central government figures for future years funding at this time. MDC had approved their next 5 year Economic Strategy and a Retail Study was now underway.

Cllr CI asked what the size of the increase was to the Special Expenses Rate(SER) is in the forthcoming year, which although Cllr JP explained the process he was not aware of the exact size of any increase in the SER relating to Shepton Mallet.

Cllr CI asked what the idea was to the reduction in maintenance cuts to grassed amenity areas within the Town and why the Town Council had not been consulted or had the opportunity to consider allocation of partnership funding during the Precept process.

Cllr JP considered that it was one of the areas to provide cost benefits, savings had to be made and he further considered that this would not have a large impact on the street scene. He did agree that there was not sufficient partnership working although they were trying to bring forward their budget and precept proposals earlier in the fiscal year.

Cllr WD enquired if MDC could provide a list of the some 1200 public areas of land that they were currently trying to sell off. He also questioned the level of Financial Reserves held and what MDC was doing to improve partnership working and sharing between all the various District and County Council's. Cllr JP confirmed that land which had very little other use and was costing the Council to maintain was being sold off and they were currently sharing resources with other Council's.

90. 08/09 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on held on 12 & 26 January and 9 February 2010 previously distributed to all Cllrs received consideration. The Clerk informed that the proposed diversion of Public Footpath SM41 Princes Lodge had now been abandoned due to the number of objections received by MDC.
Resolve;		Proposed by Cllr JG by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 12 & 26 January and 9 February 2010 are noted.
b)	Membership of Planning Committee	From Planning Minutes 26 Jan - Cllr Dunscombe requests membership to the Planning Committee. This will require an existing member to stand down or change to Standing Orders. (be aware time restraint and that all committees are re-elected at the May AGM).
Resolve;		Proposed by Cllr RC, Seconded by Cllr CL by a vote of 13 For and 2 Against that the matter be placed on hold until the May 2010 AGM when all committee members were to be re-elected.
c)	A37 Highway Closure	A37 starting at the Beacon (A367 main Bath turning junction) to junction at Highcroft Farm (near entering Gurney Slade) will be closed for 9 working days starting 15 March 2010. (This will include the Mendip Inn PH and the crossroads to Green Ore B3135 and Ashwick).
Resolve;		Proposed by Cllr CL, Seconded by Cllr CI by unanimous vote, that the matter is noted.

91. 08/09 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 23 February 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JM by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 23 February 2010 are noted.
b)	Resolves of CDWG	<p>Council considered to ratify recommendations and resolves of the Community Development Working Group from the meeting held on the 23 February 2010 as follows;</p> <ul style="list-style-type: none"> • CD38g – Expression of Interest – Land Coombe Lane • CD39e- Community Council S/Order • CD39f – CPRE Subscription increase • CD39l- Town Clock – Proceed with budget of £6,000 • CD39m – Collett Park Toilets – Proceed with Architect Services and unspecified budget • CD39n – Rectory Road Bus Shelter Seat – Proceed with budget of £840 • CD41 – Allyn Saxon Allotment Walling – Support executive resolve with budget of £3206 • CD42 – Current structure of CDWG to remain for life of current Council.

Resolve;	<p>The Chairman proposed that as all items had already been fully considered, that they could all be voted "en block".</p> <p>Proposed by Cllr JP, seconded by Cllr RC, by a vote of 14 For and 1 Against that recommendations and resolves of the Community Development Working Group from the meeting held on the 23 February 2010 as listed above are approved.</p>
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92. 08/09 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 2 February 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JP, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 2 February 2010 are noted.
b)	Collett Festival 2010	Update and progress to this years event.
Resolve;		Proposed by Cllr MR that there was currently no further information or update.
c)	Collett Park Ground Care Contract	<p>Review was due January 2010.</p> <p>Current contract extension expires 31 March 2010.</p> <p>Previously resolved subject to satisfactory performance to extend for final 18 month period until 31 October 2011 following which the contract is to be retendered.</p>
Resolve;		<p>Cllr WD considered the contract should be retendered, Cllr CI considered there should be a full review of the contract and Cllr CL considered that the Council was still achieving value for money. Cllr JP confirmed that there was a need to review the contract but that currently the existing contract should be extended until October 2011 to enable the future option to piggy back on any new MDC contract, if needed at that time.</p> <p>A vote to extend the contract by only 12 months was lost.</p> <p>Proposed by Cllr JP, seconded by Cllr MR, by a vote of 11 For, 3 Against and 1 Abstention the existing Ground Care Contract with Quadron Services Limited is extended until 31 October 2011 when the contract should be totally reviewed to be fit for purpose and retendered.</p> <p>Cllr JM proposed and it was supported to set up a Working Group to totally review the Ground Care Contract. Members are Cllrs Parham, Robinson, Bartlett, Marsh T, Shearn and Marsh J. Future dates would be provided for meetings and progress would be reported back to Council.</p>
d)	Meeting Schedule	<p>Due to clash of TC and MDC meeting the following has been amended;</p> <p>23 March – Planning meeting cancelled</p> <p>30 March – Planning Meeting</p> <p>6 April – Service Delivery Meeting</p> <p>13 April – Community Development Meeting</p> <p>20 April – Planning Meeting</p> <p>27 April – Annual Town Meeting</p> <p>4 May – Full Council AGM</p> <p>Revised schedule for the current year provided to all Cllrs</p> <p>The Clerk also provided a draft list of meeting dates for 2010/2011 which he invited comments and/or observations</p>

	Resolve;	Proposed by Cllr JP by unanimous vote, that the matter is noted.
e)	Barrett Homes Development	Given deep concern raised in Public Forum, Members agreed to consider the matter at this point in the meeting. Urgent, serious and direct action was required, several Members had already visited the area and confirmed the unacceptable conditions.
	Resolve;	Cllr JP said now that he had been made aware he would look into the matter first thing in the morning to see what he could achieve. Cllr JM & TM would visit the site and discuss the situation directly with Barratt Homes and MDC Environment Department.

93. 08/09 Finance

Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Cllr J Marsh and T Marsh both left the meeting having made a declaration of interest previously.

Council was requested to **Approve the March 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr CL, seconded by Cllr RC, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for March 2010 as per Appendix "A" attached to these Minutes are approved.

Cllr J Marsh and T Marsh both then rejoined the meeting.

94. 08/09 Agenda Matters for the Next Meeting

Community Development Working Group - Terms of Reference.

The Chairman thanked members for their attendance and closed the meeting at 8.10pm.

Cllr J M. Marsh

Signature_____

Chairman

_____/_____/__2010

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2569	Mr Terry Marsh	4050	Clock Winding duties - final 50% instalment	£ 176.49
2570	Mrs Jeannette Marsh	4034	Chairman's Allowance - final 50% instalment	£ 600.00
2571	Mr A Crozier	4046	Footpath Contract - final 50% instalment	£ 178.89
2572	Mr M Whitcombe	4044	Allotment Contract - final 50% instalment	£ 111.47
2573	Illman Young Landscape	4084	Cenotaph Enhancement Project	£ 2,899.52
2574	Chamber of Commerce	4066	Christmas Lighting - Grant	£ 2,094.00
2575	Mr G Brown - Repayment	4020	PDF Software - Compatible with new system	£ 49.99
2576	Somerset County Council	4000-4002	Pension Contributions (Balance for year)	£ 656.37
2577	Zephyr Flags	4036	4 Replacement Town Flags	£ 399.50
2578	Jack Pine	4084	Mrs White - Memorial Tree - Collett Park	£ 96.00
2580	Friends of the Cenotaph	4036	Flower tributes	£ 12.73
				£ 7,274.96

Payments by Direct Debit

4/1/10	Bristol & Wessex	4042	Whitstone Rd Allotments - 6 monthly water	£ 39.48
4/1/10	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
19/1/10	BT	4014	Office Telephone, Lines/Calls/Data	£ 97.74
20/1/10	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.99
28/1/10	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
28/1/10	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.84
Sub Total				£ 117.73

Total = £ 7,392.69

CONFIDENTIAL PAYMENTS

2579	Graham H Brown	5000	Town Clerk - March Salary 2010	£ 1,616.00
Total				£ 1,616.00
Grand Total				£ 9,008.69

Date	Income	Code	Category of Income	Total Deposit
11-Jan	Lloyds TSB	1190	Monthly Gross Interest	£ 4.89
30-Dec	MDC		Town Signs / Market Place Electrical Repay	£ 1,665.00

Cllr J.M. Marsh
Chairman

Signature _____

Date _____

Cllr N.F. Shearn
Vice Chairman

Signature _____

Date _____

Minutes of the Annual General Meeting of the Shepton Mallet Town Council held on 4 May 2010, in the Leisure Centre, Charlton Road, Shepton Mallet.

Present: Chairman – Councillor Jeannette Marsh

Cllrs Bartlett (JB), Champion (RC), Dunscombe (WD), Gilham (7.15pm)(JG), Height (BH), Inchley (7.15PM)(CI), Kinison (JK), Lockey (CL), Lovell (7.06pm)(ML), J. Marsh (JM), T. Marsh (TM), Parham (JP), Robinson (MR) and Shearn (NS).

Four members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and mobile telephones were requested to be switched off or to silent mode.

1. 10/11 Election of Chairman

Resolve: Councillor Jeannette Marsh was proposed by Cllr DM, Seconded by Cllr MR and as there were no other nominations, Councillor Jeannette Marsh was duly re-elected Chairman of the Town Council, signed the Acceptance of Office and thanked members, commenting that she would carry on her duties as the previous year and would continue to do the very best for Shepton.

2. 10/11 Election of Vice Chairman

Resolve: Councillor Neil Shearn was proposed by Cllr JB, seconded by Cllr BH and as there were no other nominations, Councillor Neil Shearn was duly re-elected Vice-Chairman of the Town Council.

3. 10/11 Public Forum

Resolve: Proposed by Cllr RC, seconded by Cllr WD, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

*Notes of the matters raised were recorded for internal use, action and included; **Town Information Signs** – Clive Pearson enquired as to what was the position, as they were meant to be installed. **Report of MDC Town Centre Meeting** – Clive Pearson considered that the Town Council Chairman was quite right in raising concern as to the poor cleanliness and maintenance matters. **The Musical Theatre Company** – Clive Pearson raised strong objection to any further financial support from public monies, he requested no more secret meetings and that an open meeting with all stakeholders should take place with full information available so that the matter could be discussed in the open. Mr Stride declined to speak on any matter and urged the Council to move onto business on the long agenda.*

Resolve: Proposed by Cllr RC, seconded by Cllr WD, by unanimous vote, that the meeting now be brought back into session.

4. 10/11 Apologies for absence – None received.

5. 10/11 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Cenotaph Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

- c) **Conservative Club Planning Application** – Cllr Marvin declared a Personal and Prejudicial Interest as he is a member of their Committee. Cllr Marsh J, Parham, Robinson and Height all declared a Personal and Non-Prejudicial Interest as they are all members of the Conservative Club.
- d) **The Musical Theatre School** - Cllr Shearn declared a Personal and Prejudicial Interest as the company use his Community Hall facilities.
- e) **All Planning Matters** – Cllr Marsh J declared a Personal and Non-Prejudicial Interest as she is a member of the MDC Planning Board and reserved the right to vote independently to the Town Council at any future consideration.
- f) **13 Hawthorn Crescent Planning Application** - Cllr Parham declared a Personal and Prejudicial Interest as he was a neighbour to the property. Cllr Dunscombe also declared a Personal and Prejudicial Interest as his daughter lives next door.
- g) **Race Brothers (Allotments, Collett Park & Payments)** - Cllr Lockey declared a Personal and Non-Prejudicial Interest as he was a friend.
- h) **Tourist Information Centre** - Cllr Robinson declared a Personal and Prejudicial Interest as she was a Director.

Resolve; that the above declarations are noted and duly recorded.

6. 10/11 Councils Standing Order, Financial Regulations, Chairmanship, Code of Conduct Order

All members were invited to confirm that they already hold the relevant documents and were requested to reaffirm the following;

- 1 - Each individual Cllr holds current copies of the Councils Standing Orders & Financial Regulations, Chairmanship and the Code of Conduct Order in way of Councillors Handbooks; (also available by way of the TC Website). Cllr CI was unsure if he had all copies of the said documents and would contact the Clerk for copies after the meeting.
- 2 - Each individual Cllr agrees to abide by Policy, Procedures and Conditions set out within each document;
- 3 - Each individual Cllr confirms that their Declarations of Interests, Declarations of Gifts and Hospitality as required by the Code of Conduct are current and that any amendments have been submitted to the Monitoring Officer at MDC.

Resolve: Proposed by Cllr JM by a unanimous vote that all Cllrs at the meeting reaffirm matters 1, 2 & 3 above.

7. 10/11 Chairman's Announcements – The Chairman reported that Cllr Bartlett had attended a very interesting Mendip in Bloom function and also the Chairman had received an invitation to meet the Formula One world champion Jenson Button on his visit to receive the Freedom of Frome, his home town.

Cllrs Gilham and Inchley then joined the meeting.

8. 10/11 Minutes

The Minutes of the Meeting of the Town Council held on the 2 March 2010 were considered for accuracy and content.

Resolve: Proposed by Cllr JP, seconded by Cllr CL by unanimous vote, that the Minutes of the Town Council Meeting held on 2 March 2010 be approved as a true record and signed by the Chairman.

9. 10/11 Matters Arising from the Minutes – None were raised.

10. 10/11 Membership to Committee's of the Council and Working Groups

- a. Planning Committee** – Cllrs Bartlett, Gilham, Height, Inchley, Kinison, Lockey, Lovell, Marsh J, Marsh T, Marvin and Shearn (11 total max).
- b. Service Delivery Committee & Portfolio Holders** - Cllrs Parham (Admin), Lockey (Collett Park), Bartlett (Community & Leisure), Gilham (Planning), Marsh T (Footpaths & Properties), Robinson (Regeneration), Marsh J (Council Chairman) and Shearn (Council Vice-Chairman).
- c. Community Development Working Group** – All serving Cllrs (16 total max).

Cllr WD requested to join membership of both the Planning and Service Delivery Committees as he had attended all the meetings since joining the Council but considered that some committee members had not, although this was disputed by Cllr ML who considered that the majority of members especially on the Planning Committee had attended many of the meetings. Cllr CI wished to stand down as Regeneration Portfolio Holder as he considered the Council had undermined his credibility when budgets had been removed from his portfolio after he had made forward plans and discussions with partnership stakeholders.

Resolve; Proposed by Cllr DM, Seconded by Cllr MR by a vote of 14 For and 1 Against that Cllr Parham is duly re-elected as Administration Portfolio Holder and a member of the Service Delivery Committee.

Resolve; Proposed by Cllr JG, Seconded by Cllr CI by a unanimous vote that Cllr Lockey is duly elected as Collett Park Portfolio Holder and Cllr Height as Collett Park Deputy Portfolio Holder and both are members of the Service Delivery Committee.

Resolve; Proposed by Cllr JP, Seconded by Cllr WD by a unanimous vote that Cllr Bartlett is duly re-elected Community & Leisure Portfolio Holder and a member of the Service Delivery Committee.

Resolve; Proposed by Cllr JG, Seconded by Cllr CL by a unanimous vote that Cllr Terry Marsh is duly re-elected Footpaths and also Properties Portfolio Holder and a member of the Service Delivery Committee.

Resolve; Proposed by Cllr DM, Seconded by Cllr CL by a vote of 14 For and 1 Abstention that Cllr Robinson is duly elected Regeneration Portfolio Holder and a member of the Service Delivery Committee.

Resolve; Proposed by Cllr JB, Seconded by Cllr CL by a unanimous vote that Cllr Gilham is duly re-elected Planning Chairman and a member of the Service Delivery Committee.

Resolve; It was agreed that total membership of both the Planning Committee and Service Delivery Committee following a request to join both committees by Cllr WD would be placed on the agenda for the July meeting of Council along with any amendments to Standing Orders if so required.

11. 10/11 Election of Representatives on Outside Bodies

Beacon Society – Cllr T. Marsh;
CCTV Users Group – Cllrs Bartlett and Shearn;
Chamber of Commerce – Cllr Dunscombe and Shearn;
Christmas Lighting Committee – Cllr Gilham and Shearn;
Citizens Advice Bureau – Cllr Inchley;
HERs / MCTi – Regeneration Portfolio Holder;
Leisure Centre – Cllr Bartlett & Marsh J;
Mendip in Bloom – Cllr Bartlett;
Shepton 21 Regeneration Partnership - Regeneration Portfolio Holder;
Shepton in Bloom – Cllr Inchley;
Shepton Mallet Stakeholders Group –Cllr Bartlett;
Somerset Association of Local Councils – Admin Portfolio Holder (Cllr Parham);
Strawberry Line (East) Project Group – Cllr Robinson;
Tourist Information and Heritage Centre –Cllr Bartlett;
Town Twinning Association – Cllr Lovell.

Resolve: Proposed by Cllr JG, Seconded by Cllr BH, by unanimous vote that the above Cllrs are elected representatives of the Town Council to the various Outside Bodies.

12. 10/11 Somerset County Council

- a. Somerset Waste Partnership** – Invitation to final stakeholder workshop to be held on Bridgwater, daytime 14 May and evening 19 May 2010. Booking slip to be returned by 7 May. Cllr BH confirmed that she was already booked in to attend on the 19 May evening session.

Resolve: Proposed by Cllr JM by unanimous vote that the matter is noted.

- b. Management of Public Rights of Way** - SCC advise new arrangements and designate specific Warden (Clare Haskins) to over-see our area (Area 5). Invitation to various meetings to meet Area Wardens and discuss management matters (closest is Batcombe Village Hall on Wed 16 June at 6pm to 7.30pm – Pre-registration required). SCC has already confirmed partnership funding for the current year (£220) as previous via agency with MDC.

Resolve: Proposed by Cllr JM by unanimous vote that the matter is noted.

- c. Opening Hours of the Library** – SCC request feedback to proposed changes in opening hours by opening 30 minutes earlier on a Monday and Thursday (0930 in lieu of 1000) which is offset by early closure on a Friday by 1 hour (1700 in lieu of 1800). Feedback requested by 17 May 2010.

Resolve: Proposed by Cllr JP, Seconded by Cllr JG, by a vote of 14 For and 1 Abstention that it was considered beneficial if the same allocated hours could be amended to delay the morning opening, reduce the evening closing hours but ensure that the facility was kept open and through the lunch period with perhaps staff staggering their lunch breaks.

- d. General Update** – Cllr MR confirmed that the rate of debt increase had slowed and that some 2.4 million pounds had been allocated to filling of highway potholes. Cllr CL raised concern as to the standard of pothole repairs, with several follow up visits taking place to carry out further remedial works. Cllr CI requested information as to where the funding cuts were to be made to the Pupil Referrals Unit and just how future provision was to be met. There was a call for paving within Town Street and the Market Place to be repaired / renewed although Cllr MR would chase up this matter she considered that there may be no funding available for paving repairs. Cllr DM thanked Cllr MR for her support on getting raised manholes corrected on the Little Brooks estate.

13. 10/11 Mendip District Council

- a. Off Street Parking Charges** - Advised amendments to Off Street Parking Place charges as from 26 April 2010. Some concern was raised to the new increased charges for all car parks although reduction in the Great Ostry permits were welcomed and further concern raised to the high permit use by MDC and Capita staff to the Commercial Road car park. Cllr JP explained the MDC strategy where Great Ostry Car Park had been allocated short term parking status and Commercial Road car park as long term status.

Resolve: Proposed by Cllr JG, Seconded by Cllr CI, by a vote of 11 For, 3 Against and 1 Abstention that the Town Council write to MDC supporting previous objection to proposed increases in car parking charges within the Town and raising the requirement to provide lower charges and or permits for low paid town centre retail workers to park their vehicles when at work.

- b. Land at Coombe Lane** - Town Councils request to purchase MDC land adjacent to Coombe Lane for the purpose of allotment provision is refused. MDC consider not suitable for development and should therefore remain as open space.

Resolve: Proposed by Cllr WD, Seconded by Cllr CI, by a vote of 9 For, 2 Against and 4 Abstentions that the Town Council formally request MDC to provide a comprehensive list of all the MDC owned land within the Town which they were considering selling off.

14. 10/11 Matters to be Noted

a)	Garston Street Trees	Western Power requested permission to prune several trees upon Council land at Garston Street to gain and provide 2 metre clearance from electrical overhead supply wires at nil costs to the Council. Clerk has signed authority and returned.
b)	Speed Indicators Devices	Results received for both Waterloo Road and Old Wells Road (attached).
c)	Lockey Road Closure	Closed for 3 weeks starting 7 June 2010 to allow new sewer to be laid.
d)	A37 Wraxall Closure	Wraxall Hill closed for highway resurfacing / maintenance works for 3 nights starting 19 May 2010.
e)	Annual Town Meeting	Held 27 April 2010. Draft Minutes and attachments previously distributed.

Resolve: Proposed by Cllr JM by unanimous vote that the above matters a) to e) are noted

15. 10/11 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on 9 & 30 March and 20 April 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JM by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 9 & 30 March and 20 April 2010 are noted.

16. 10/11 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 13 April 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JM by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 13 April 2010 are noted.
b)	Recommend -ations from the Meeting	To support recommendations and resolves of the above meeting as follows; CCTV – Charges and Budget Bollards to Market Place – To support BT Kiosks – To adopt and take liability for 3 number TIC Grant – To make payment of precepted sum (£3,669) Musical Theatre School – To provide verbal support and backing but no financial support Allotment and Footpath Maintenance Contracts
Resolve;		Proposed by Cllr JM, seconded by Cllr CL, by unanimous vote, that the recommendations of the Community Development Working Group relating to the CCTV Charges and Budget, the Market Place Bollards, the BT Kiosks and the Allotment & Footpath contracts is supported and approved.
BT Kiosks Resolve;		Proposed by Cllr WD, seconded by Cllr JG, by a vote of 8 For, 5 Against and 2 Abstentions that the Town Council accept the offer from

	<p>TIC Grant Resolve;</p> <p>BT to adopt the three disused Telephone Kiosks at Charlton Road, Cannards Grave and Downside. Proposed by Cllr MR, seconded by Cllr CI, by a vote of 12 For, 2 Against and 1 Abstention to award a financial grant of £5,000 to the Shepton Mallet Tourist Information and Heritage Centre and to be paid in two equal instalments of £2,500 in May and October 2010. The additional budget requirement of £1,331 is to be vired from Community Projects (4084) budget heading.</p>
<p>c)</p>	<p>Musical Theatre School</p> <p>Cllr NS then left the room Following recommendations from the Community Development Working Group a lengthy debate took place on how and what support the Town Council may be able to provide. A proposal was tabled by Cllr MR, Seconded by Cllr JG to offer an interest free loan of £20,000 followed by a proposal tabled by Cllr CI, Seconded by Cllr JP that the Council should first seek legal advice fromn SALC as to what the Town Council could or could not do although Cllr JP made it absolutely clear at this stage he was not looking at giving them money. They should be looking at the feasibility at this stage. Cllr TM requested a recorded vote on the matter.</p> <p>A recorded vote proposed by Cllr CI, seconded by Cllr JP was lost by a vote of 4 For (Cllrs JG,CI,JP,MR) 10 Against (Cllrs JB, RC, WD, BH, JK, CL, ML, JM, TM, DM) that the Town Council obtain advice from SALC as to the legality of what the Town Council could or could not do financially in the matter and that a meeting of stakeholders to include MDC, SCC Arts, the Musical Theatre School, Shepton 21, Kevin Newton etc to discuss if there is any way forward.</p>
<p>Resolve;</p>	<p>Proposed by Cllr CI, seconded by Cllr ML, by a recorded vote of 8 For (Cllrs RC, WD, JG, BH, CI, JK, ML, JP) 5 Against (Cllrs JB, CL, JM, TM, DM) and Cllr MR Abstention, that the Town Council via a Working Group consisting of Cllrs CI, JG, JP and ML arrange a meeting of stakeholders to try and resolve a way forward for the Musical Theatre School without financial support from the Town Council. Cllr NS then rejoined the meeting.</p>
<p>d)</p>	<p>Town Salt / Grit Bins</p> <p>Update to locations agreed with Highways. Outline location map previously provided to all members;</p> <ul style="list-style-type: none"> ✓ Community Hospital (as requested by Highways) ✓ St Peters Road ✓ Forum / Ham Lane (subject to position) ✓ Shaftgate Ave / Wickham Way ✓ Cornwall Road ✓ Zion Hill ✓ Rectory Road Car Park Entrance ✓ Cowl Street ✓ Goldhill ✓ Summerleaze Park / West Shepton ✓ Compton Road / Station Road ✓ Mason Way ✓ Allyn Saxon Drive ✓ Webber Road ✓ Amulet Way / Fosse Lane ✓ Peter Street ✓ Garston Street <p>Positions unable to agree at this time + budget restraints</p> <ul style="list-style-type: none"> × Princes Road (no space) × Southfield Road (no space) × Maxwell Road (not adopted highway) × Westway Lane (not adopted highway) × Littlebrooks Lane (not adopted highway)

		Total 17 bins ordered via Internet with repayment to the Clerk within budget at costs of £1,546+vat.
	Resolve;	Proposed by Cllr CI, seconded by Cllr CL, by unanimous vote, that the above schedule of Grit Bins and their locations are approved as is the expenditure and repayment to the Clerk.

17. 10/11 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 6 April 2010 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JM by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 6 April 2010 are noted.
b)	Recommendations from the Meeting	To support and approve the following Recommendations from the above meeting; 1 – Contract RPI award of +3.7% 2 – Meeting Schedule for 2010/2011 3 – Asset Value of £152,276 to be shown within Financial Accounts 4 – Amendments to Financial Budgets for 2010/2011
	Resolve;	Proposed by Cllr RC, seconded by Cllr JG, by unanimous vote, that the above recommendations from the Service Delivery Committee are supported and approved.
c)	Ground Care Contract	Working Group already set up with next meeting scheduled for 28 May. Letter received from MDC seeking partnership working on possible contract as from 1 November 2011. As this is one of the options being progressed by working group the Clerk has sent formal positive response seeking date for meeting to progress the matter.
	Resolve;	Proposed by Cllr JM by unanimous vote, that the matter is noted.
d)	Collett Park Play Areas	Area of wet pour safety surfacing has broken up approximately 2.4 metres by 1.2metres and needs replacement. Quotations obtained with lowest from GB Sport & Leisure £410+vat.
	Resolve;	Proposed by Cllr JG, seconded by Cllr DM, by unanimous vote, that quotation from GB Sport & Leisure to undertake repairs to the wet pour safety surfacing within Collett Park at a cost of £410+vat is approved and the work put in hand.
e)	Cenotaph Enhancem't Project	MDC have now agreed approval of one of Councils previous options for materials which is for the Blue/Grey Pennant Natural Stone. The way forward; 1 – to resubmit the plans to remove the set conditions 2 – draw up final plans, specifications and documents to enable the work to be tendered 3 – to obtain the additional funding requirement of £12,034 from either 106 monies or this Council Cllr CL also requested priority to get the flagpole repositioned as soon as possible and not to wait for the full contract works.
	Resolve;	Proposed by Cllr JG, seconded by Cllr WD, by a vote of 13 For and 2 Abstentions that the matter is noted and a formal request is put to MDC to fund the additional costs of £12,034 from the Tesco 106

		Town Centre Funds and that the request to bring forward priority works to the flagpole is supported if possible.
f)	Station Road Embankm't	Partnership funding of £260 received from Haskins. To approve award of annual contract to Quadron Services as previous year at £360. To also consider any inflation award (this is not currently subject to RPI) and has been this value for the last 4 year period.
	Resolve;	Proposed by Cllr JP, seconded by Cllr CL, by unanimous vote, that the annual contract for maintenance of Station Road Embankment is increased by budget allowance of +3% to £370.80 with immediate effect and that Quadron ensure they include litter picking of the area upon completion of each cut. This work is also to be included within the current Ground Care Contract review.
g)	Property Inspections	3 Yearly property inspection completed by Portfolio Holder and Clerk. Report attached. Contract defects to the Cenotaph will now be completed in early June and Ellis & Co will confirm actual date near the time.
	Resolve;	Proposed by Cllr JM by unanimous vote, that the matter is noted.
h)	Allyn Saxon Allotments	Collapsed stone walling now rebuilt to satisfactory standard. Invoice from Race Brothers for ordered sum of £3,206 + vat passed for payment (refer to payment schedule).
	Resolve;	Proposed by Cllr RC, seconded by Cllr JP, by unanimous vote, that the matter is noted and payment of £3,206 + vat to Race Brothers is approved.
i)	Collett Park Paving	Repairs to paved pathway in Collett Park completed to a satisfactory standard. However additional works ordered including other trip hazards identified at picnic area (these will be invoiced later and in addition). Invoice from Race Brothers for ordered sum of £1,100+ vat passed for payment (refer to payment schedule).
	Resolve;	Proposed by Cllr CI, seconded by Cllr WD, by unanimous vote, that the matter is noted and payment of £1,100 + vat to Race Brothers is approved.
j)	Members Attendance	Record of members attendances at scheduled meetings during Municipal Year 2009-2010 (attached).
	Resolve;	Proposed by Cllr JM, seconded by Cllr CI, by unanimous vote, that the record is approved and published subject to Cllr WD information being highlighted that he had not served the full Municipal Year on the Council.
k)	Insurance Review	WPS Insurance Brokers to attend the TC Office on Monday 14 June 2010 to undertake review of insurances. Policy due renewal 1 st July 2010.
	Resolve;	Proposed by Cllr JM, by unanimous vote, that the matter is noted.

18. 10/11 Finance

- a. **Budgets 2010/11** – Council considered revised budget with net sums vired from contingencies, following amendments made at the Service Delivery Meeting 6 April and

committed expenditure for the year – This required an amendment to the total budget (precept) with increase from £158,023 to £159,039 with the shortfall of £1,016 being funded from usable reserves (Note contingencies budget heading will still be at nil value).

Resolve; Proposed by Cllr RC, seconded by Cllr JG, by unanimous vote, that the current Budgets for the year 2010/11 are approved along with the increase in total budget to £159,039.

b. Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Council was requested to **Approve the May 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr RC, seconded by Cllr JG, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for May 2010 as per Appendix "A" attached to these Minutes are approved.

c. Draft Financial Accounts for Year Ending 31 March 2010 – Council considered approval of the Accounts which included the Receipts and Payments Summary, the Account Notes and the Audit reports, which were due for submission to the External Auditor, Moore Stephens (copy attached to these minutes).

Resolve; Proposed by Cllr RC, seconded by Cllr JG, by unanimous vote, that the draft Financial Accounts, Receipts and Payment Summary, Account Notes and Internal Audit Reports for the Year Ending 31 March 2010 are approved and duly signed by the Chairman.

d. Annual Return for Year Ending 31 March 2010 – Council considered completion of the Annual Return for submission to the External Auditor, Moore Stephens (copies attached to these minutes).

- i. **Section 1** – Statement of accounts.
- ii. **Section 2** – Annual governance statement.
- iii. **Section 4** – Annual internal audit report.

Resolve; Proposed by Cllr RC, seconded by Cllr JG, by unanimous vote, that the Annual Return for the Year Ending 31 March 2010 is approved. All financial sums in Section 1 (Statement of Accounts) are approved. All responses to questions within Section 2 (Annual Governance Statement) are responded with a "Yes" and the Internal Audit Report within Section 4 is also approved.

e. Annual Report 2010 – Council considered the draft Annual Report for Year-Ending 31 March 2009.

Resolve: Proposed by Cllr DM, seconded by Cllr CL, by unanimous vote, that the Annual Report for Year-Ending 31 March 2010 is approved and to be published.

Cllr RC and MR then left the meeting not to return.

19. 10/11 Planning Applications

a)	2010/0658 Boustead	Mr & Mrs Sadler 5 Middleton Lane	Erection of porch to front elevation (DEL)	HPP
Resolve;		Proposed by Cllr CI, seconded by Cllr DM, by a vote of 12 For and 1 Abstention, to Recommend Approval.		
b)	2010/0654 O'Connor	Shepton Mallet Conservative Club, High Street	Erection of pitched roof over existing flat roof skittle alley & formation of a room in the newly formed roof space (DEL)	FPP

	Resolve;	Cllr DM then left the room. Proposed by Cllr JG, seconded by Cllr CI, by a vote of 11 For and 1 Abstention to Recommend Approval. Cllr DM then rejoined the meeting.		
c)	2010/0605 Boustead	Mr E Mackenzie 41 Beech Avenue	Proposed pair of semi detached bungalows (DEL)	FPP
	Resolve;	Proposed by Cllr ML, seconded by Cllr CL, by a vote of 12 For and 1 Abstention to Recommend Refusal as the site was considered unsuitable and there was insufficient off street parking facilities.		
d)	2010/0260 Foster	Mrs Milton- Parry Brook House Back Lane Darshill	Proposed single storey side & rear extensions to form dining and family room (DEL)	HPP
	Resolve;	Proposed by Cllr CL, seconded by Cllr ML, by a vote of 12 For and 1 Abstention to Recommend Approval.		
e)	2010/0636 Foster	Mr Tim Langley 13 Hawthorn Crescent	Two storey side extension and creation of lean-to roof on existing rear extension (DEL).	HPP
	Resolve;	Cllr JP then left the room. Cllr WD remained but did not participate or vote thereon. Proposed by Cllr DM, seconded by Cllr CL, by a vote of 11 For and 1 Abstention to Recommend Approval. Cllr JP then rejoined the meeting		
f)	2010/0806 Walsh	Mr Maxwell The Barn, 7 The Woodlands, Brewery Lane	Proposed works to an Ash Tree in a Conservation Area (DEL).	Tree CA
	Resolve;	Proposed by Cllr JG, seconded by Cllr WD by unanimous vote, to Recommend Approval subject to the MDC Tree Officer approving the work content. The Clerk is also to write to MDC and the Environment Agency informing of concern that on the day of the site inspection (Friday 30th April) the river Sheppey was dry.		
g)	2010/0788 Walsh	Ms K Craze 34 Cowl Street	Proposed felling of/works to trees in a Conservation Area (DEL).	Tree CA
	Resolve;	Proposed by Cllr JG, seconded by Cllr CL, by unanimous vote, to Recommend Approval as the Council considers that some work and tree management is needed but that the proposed scope and content of the work is to be approved by the MDC Tree Officer.		
h)	2010/0715 Dewey	Mr D Dennett Land at Martins Lane	Erection of 5 no. dwellings & associated parking (DEL).	FPP
	Resolve;	Two letters of objection to the proposals were read to the meeting from adjoining residents, one of which was also in attendance at the meeting. Proposed by Cllr CI, seconded by Cllr ML, by a vote of 12 For and 1 Abstention to Recommend Refusal for reasons of too large a mass of buildings, over development and being too close to industrial land.		

20. 10/11 Council Administration during the Clerks Annual leave

The TC Office will be closed from Monday 10 May and will reopen on Monday 24 May 2010. All matters in the interim are to be put to the Chairman. The Planning Meeting for the 11 May 2010 has been cancelled. A member needs to be designated to collate all planning applications received, collate and distribute an agenda by Wednesday 19 May to enable the 25 May Planning Meeting to take place.

Resolve; Proposed by Cllr JM by unanimous vote, that any planning applications are to be collated and that the Clerk would deal with them on his return on Monday 24 May 2010. It was agreed that all members have prior notification already of the meeting and that the agenda would be emailed to all committee members on the Monday 24 May 2010 and with hard copies being provided at the meeting scheduled for Tuesday 25 May at 7pm. The Clerk is to get the plans to Cllr JG as soon as possible following his return to work.

21. 10/11 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 6 July 2010 at 7.00pm. Matters to place on the agenda included proposed amendments to Standing Orders in respect of the membership to the Planning Committee, the Service Delivery Committee and request for a Royal Mail letterbox to be located adjacent to the junction of Amulet Way and Fosse Lane.

The Chairman thanked members for their attendance and closed the meeting at 9.35pm.

Cllr Jeannette M. Marsh

Signature_____

Chairman

_____/_____/__2010

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2654	Jack Pine	4214	Collett Park Tree Consultancy Contract	£ 400.00
2655	Southern Counties Fencing	4085	Kissing Gates West Shepton - Repayment	£ 1,498.12
2656	S/Mallet TIC	4070	Annual Grant	£ 3,669.00
2567	Citizens Advice Bureau	4072	Annual Grant	£ 2,500.00
2568	S/Mallet Carnival Club	4073	Annual Grant	£ 1,000.00
2569	Mendip Community Transport	4074	Annual Grant	£ 927.00
2661	Glasdon U.K. Limited	4219	Collett Park - Litter Bins	£ 2,344.12
2662	Race Brothers	4038	Allyn Saxon Allotment - Walling Repairs	£ 3,767.05
2663	Race Brothers	4208	Collett Park - Paving Repairs	£ 1,292.50
2664	IMP Bins (Repay Clerk)	4084	Grit Bins 13 x 12cuft + 4 x 6cuft)	£ 1,816.55
2665	Goldenhart Ltd	4022	Website Hosting - Annual Charge	£ 120.00
Sub Total =				£ 19,334.34

Payments by Direct Debit

01-Mar	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
01-Mar	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 45.81
01-Mar	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
01-Mar	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
17-Mar	Plusnet PLC	4020	Monthly Broadband Provision	£ 21.24
29-Mar	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
29-Mar	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 45.28
Sub Total=				£ 6,467.79

Total = £ 25,802.13

CONFIDENTIAL PAYMENTS

2660	Mr G Brown	4000	Town Clerk - May Salary 2010	£ 1,615.86
Total				£ 1,615.86

Total Expenditure = £ 27,417.99

Date	Income	Code	Category of Income	Total Deposit
09-Mar	Lloyds Bank	1190	Monthly Interest - 30 Day Account	£ 3.54
17-Mar	Mendip District Council	1008	Repayment - Cenotaph	£ 2,899.52
8-Apr	SCC (MR Community Fund)	1008	Repayment - Grit Bins - Bus Shelter Seat	£ 2,340.00
Total Income =				£ 5,243.06

Cllr J.M. Marsh
Chairman

Signature_____

Date_____

Cllr N.F. Shearn
Vice Chairman

Signature_____

Date_____

Minutes of the Meeting of the Shepton Mallet Town Council held on 6 July 2010, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman – Councillor Jeannette Marsh (JM)

Cllrs Bartlett (JB), Champion (RC), Curtis (JC), Dunscombe (WD), Gilham (JG), Height (BH), Inchley (CI), Kinison (JK), Lockey (CL), Lovell (ML), J. Marsh (JM), T. Marsh (TM), Parham (JP), Robinson (MR) and Shearn (NS). PCSO Penny Freestone.

Five members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids, use of the microphones was emphasised and informed mobile telephones were requested to be switched off or to silent mode. The Chairman requested all Members to be respectful and to let people talk without interruption

22. 10/11 Presentation – PCSO Penny Freestone – Cold Calling Alert Zones

Currently such zones were in operation in Street and Taunton, but none in the local area. Each zone would be a nominated and designated area where cold callers would be discouraged, this would include both rogue traders and bogus callers. When the area was set up there would be exterior signage erected as well as window stickers provided to all properties. Each area had to be at least 30 dwellings with the unanimous support of all occupiers and they would wish a nominated co-ordinator within each area. The scheme would be supported by the Neighbourhood Watch Scheme. The proposal was to firstly set up a scheme and zone within Collett Avenue and Kyte Road within the next month period followed by a further scheme for Berrymans Close and then a future scheme for Pullen and Wainwright Courts.

The Chairman thanked PCSO Penny Freestone for a very interesting presentation.

Resolve: Proposed by Cllr WD, seconded by Cllr JG, by unanimous vote, that the Town Council fully support the Police initiative in setting up Cold Calling Alert Zones within the Town.

23. 10/11 Public Forum

Resolve: Proposed by Cllr CL, seconded by Cllr ML, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use, action and included;

Mr Clive Pearson thanked Cllr Marvin for his positive work to the provision of the **Town Traders Information Board** although he still had concerns regarding **shops closing within the Town Centre**. He was however very impressed with the recent **expansion of the Towns Market**.

Mr Mike Harris raised ongoing concern as to **littering within the Town** and considered that education should take place within the schools. He also raised concern as to increased and congested **on street parking taking place** which he considered was a result of increased public car parking charges. He considered that **Town Centre workers should be permitted reduced parking permit fees**.

Resolve: Proposed by Cllr CL, seconded by Cllr ML, by unanimous vote, that the meeting now be brought back into session.

24. 10/11 Apologies for absence – Cllr Inchley would be approximately 10 minutes late due to a previous engagement.

Resolve: that the apologies are accepted and recorded

25. 10/11 Members Declarations of Interests – The Chairman reminded members that should they declare a Personal and Prejudicial Interest in any matter they should leave the meeting for the full consideration and resolve in the matter.

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Cenotaph Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- c) **Twinning Association – Cllr Parham** declared a Personal and non Prejudicial Interest in the matter due to his Portfolio held at Mendip District Council.

Resolve; that the above declarations are noted and duly recorded.

26. 10/11 Chairman's Announcements

The Chairman welcomed newly elected Cllr Jeffrey Curtis to the Town Council. The Chairman confirmed she was honoured to have attend very interesting events and functions on the 21 May Opening of the Expanded Town Market, 4 June Royal Bath & West Show, 5 June Bath Mayor Inauguration, 6 June Glastonbury Mayors Sunday and 25 June the High Sheriff of Somerset afternoon Tea Party. The Chairman also confirmed that the Planning Application for the Travellers site at Old Wells Road had been withdrawn by the applicant and that she was very pleased to see the BBC Filming project progressing in the Town Centre. The Chairman informed all Members that they were invited to attend the unveiling of the Town Centre Information Board at the Tesco Retail Unit at 11am on Friday 9 July 2010 and that Cllr Marvin would also be distributing some 5,500 leaflets and a free draw with donated prizes was also available.

27. 10/11 Minutes

The Minutes of the Annual General Meeting of the Town Council held on the 11 May 2010 were considered for accuracy and content. Cllr RC raised questions regarding the financial payment schedule on page 12 and that there appeared to be discrepancies with the TIC payment sum and also totalling of sums upon the schedule. The Clerk confirmed that following Cllr RC raising these matters following distribution of the draft Minutes he had already corrected the matter on the master minutes for approval. Cllr RC also questioned as to why the Council had paid Goldenhart £120 up front for the annual services to the website.

Resolve: Proposed by Cllr ML, seconded by Cllr JP by unanimous vote, that the Minutes of the Annual General Meeting of the Town Council held on 11 May 2010 be approved as a true record and signed by the Chairman.

28. 10/11 Matters Arising from the Minutes

Membership of the Service Delivery and Planning Committee

Following recommendation of Committees due to request for membership, Council was requested to consider memberships along with any requirement if needed to amend Standing Orders. There were currently one vacancy on both the Planning and Service Delivery Committees.

Resolve; Proposed by Cllr JP, Seconded by Cllr JB, by a vote of 11 For and 5 Against that no current amendments are made to the Council structure and Standing Orders for the continued life of the current Council.

Resolve; Proposed by Cllr JG, Seconded by Cllr ML, by a vote of 15 For and 1 Abstention that Cllr Dunscombe is duly elected to membership of the Planning Committee.

Resolve; Proposed by Cllr WD, Seconded by Cllr BH, by a unanimous vote that Cllr Curtis is duly elected to membership of the Service Delivery Committee.

Library Opening Hours –Response received from Mr Phil Nichols, Senior Manager; Libraries and Information which supported the Councils proposals to extended the opening hours to include through the lunch period but unfortunately staffing levels and resources did not permit. He would however keep this in mind for the future.

Resolve; Proposed by Cllr JM that the matter is noted.

MIN16.10/11 item b – TIC Grant – Due to procedural requirement to reaffirm previous resolve with new Proposer to provision of £5,000 grant to the Shepton Mallet Tourist Information and Heritage Centre in two instalments (first instalment already paid) with final instalment to be made in October 2010. Cllr MR then left the meeting not to return. The Clerk confirmed that following advice it was confirmed that although the previous decision was legal it could be open to challenge at audit and therefore should be put to Council for reaffirmation.

Resolve; Proposed by Cllr CL, Seconded by Cllr JP, by a vote of 14 For and 1 Against that the previous resolve to provide a total Grant of £5,000 to the Shepton Mallet Tourist Information and Heritage Centre in two instalments (first instalment already paid) with final instalment to be made in October 2010 is approved and confirmed.

29. 10/11 Somerset County Council

- a. Installation of Bollards to line between Market Place pedestrian area and highway.** Proposed 5 bollards (one being removable) with highways undertaking installation subject to the exterior funding of the actual bollards at £927.70. Funding requested submitted to MDCs THI group for consideration. If installed highways will then undertake some repairs to broken paving in the Market Place area. Consultations invited from the Chamber of Commerce, the Police, Shepton 21, MDC and also high street retailers as well as the wider community by way of an article in the media. Somerset Highways are also in process of installing new and replacement signage to loading bays and restricted parking areas within the Town centre and also work to repaint the parking bay lineage in the Market Place had already been ordered.

Members were supportive to the proposals but some considered that the bollards should incorporate other provisions such as cycle racks, while others considered that the matter should be placed on hold until the Urban Design Study to the Town Centre was available.

Resolve: Proposed by Cllr JP, Seconded by Cllr NS, by unanimous vote that proposal to install the bollards should proceed but should be placed on hold until the Urban Design Study was delivered which was to be within the month. The matter should be placed on the Agenda for the next meeting of Council in September for a final resolve in the matter.

- b. Somerset Waste Partnership** – Members Digest dated June 2010 received and distributed.

Resolve: Proposed by Cllr JM that the matter is noted.

- c. Chairman's Awards for Service to the Community 2010** - Cllr John Edney, Chairman of SCC is seeking nominations, there are no predefined categories and Parishes should only nominate one person or one couple. Mr Terry Webb was considered a very worthy nomination for his long term and dedicated work to support and progress youth sport and football within the Town.

Resolve: Proposed by Cllr CI, Seconded by Cllr WD, by unanimous vote that Mr Terry Webb is nominated for the SCC Chairman's Awards for Service to the Community for all his hard work and long term dedication without financial reward to the youth football and sport within the Town.

Mendip District Council

- a. Parish Forum** – Agenda attached for Meeting of the Forum on Monday 19 July 2010 at 6pm in the Council Chamber. Next meeting scheduled for Monday 25 October 2010.
- b. Budgets** – Cllr JP informed that revenue support funding from central government was to be reduced by some two and a half million over the next four years and this would imply that hard decisions would have to be taken. The outcome would possibly be that the District Council would have to stop doing some of the current service provision in some way.

c. **Market Expansion** – Cllr JP informed that he was pleased to see following all the hard work that the expanded and improved Town Market was now taken place.

d. **Town Centre Filming** – Cllr JP confirmed that filming by the BBC was going ahead well and that he felt it was a missed opportunity by existing Town Retailers for them to open their shops for business during the Victorian Market which was filmed on Sunday morning and well attended by the public.

Resolve: Proposed by Cllr JP, Seconded by Cllr JM, by unanimous vote that the matters (a to d) above are noted.

30. 10/11 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on 25 May and 8 & 29 June 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr JG, Seconded by Cllr CL by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 25 May and 8 & 29 June 2010 are noted.

31. 10/11 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 15 June 2010 previously distributed to all Cllrs received consideration.
Resolve;		Proposed by Cllr CL, seconded by Cllr DM, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 15 June 2010 are noted.
b)	Twinning Association	Minutes of meeting held 27 March previously distributed to all Cllrs. Request to the Council; 1 – Future Street to be named after Bollnas 2 – Proposed dates for Misburg to visit Shepton Mallet – 14 to 21 May 2011.
Resolve;		The Clerk confirmed that Bollnas was already on the approved listing for future street naming, however it was up to the developer, MDC and ultimately Royal Mail to agree the name. The Clerk had now written to MDC requesting that the approved name being used as soon as an appropriate area and highway was to be named. Proposed by Cllr JM, that the matter is noted.
c)	Community Grants	Mendip CAB, Mendip Community Transport & SM Carnival Club – Thank you letters received for previous grants awarded.
Resolve;		Proposed by Cllr JM, that the matter is noted.
d)	Mid Somerset Show	This years event takes place Sunday 15 August with free entry. Invitation to provide sponsorship again this year. Previous awards; £250 per year for the last three years.
Resolve;		Proposed by Cllr CI, seconded by Cllr CL, by unanimous vote, that a Grant of £250 is awarded from the Community Grants budget heading and that at the next Precept Meeting the matter be considered for a standing annual grant without having to be taken in future from the Community Grants budget.

e)	West Shepton Playing Fields	Cllr JC requested Council to consider investigating ways to the long term protection of West Shepton Playing Fields through HRH Prince Williams campaign. Reports had been previously provided to all Members which included the minimum Criteria, Benefits of Protection, Challenge & Frequently asked questions. A short video was played to the meeting and the majority of Members spoke in support of the provision although there was some requirement to investigate the matter fully. The Clerk confirmed that the legal and financial implications should be fully investigated and taken into the consideration. A proposal and vote to approach MDC and ask them to return the West Shepton Playing Fields to the Town Council was lost by a vote of 5 For and 10 Against.
	Resolve;	Proposed by Cllr JG, seconded by Cllr JP, by a vote of 13 For, 1 Against and 1 Abstention that a Working Party is set up consisting of Cllrs JM, NS, JP, CI, JC and WD to look into all aspects of taking over and protecting West Shepton Playing Fields in line with the HRH Prince Williams initiative including approaching and discussions with MDC. The Clerk is to write to and request an initial Working Group meeting to be set up with Donna Nolan and Tom Killen of MDC.
f)	BBC Question Time Program	Cllr BH following initial investigations, requested Council to send a written request to the BBC to consider Shepton Mallet as a venue for one of their future programs of Question Time. They would require specific requirements such as a venue to hold up to 150 people over one and a half days.
	Resolve;	Proposed by Cllr BH, seconded by Cllr NS, by unanimous vote, that the Town Council considered it a great idea and that the Clerk write to the company undertaking the Question Time program to enquire their specification and detailed requirements and for them to consider Shepton Mallet as a future venue for one of their programs.

32. 10/11 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 1 June 2010 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr JP, seconded by Cllr CL, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 1 June 2010 are noted.
b)	Cenotaph Restoration	Defects at the end of the 12 month contractual period to the Restoration and Cleaning contract are now fully completed.
	Resolve;	Proposed by Cllr JP, that the matter is noted.
c)	External Audit	External Audit completed. No matters raised. Completed Annual Return received and filed. Invoice received for External Audit (please refer to payment schedule).
	Resolve;	Proposed by Cllr JP, seconded by Cllr CL, by unanimous vote, that the External Audit Report and certified Annual Return for the Year-Ending 31 March 2010 are approved.
d)	Internal Audit 2010	Report received from Probusiness Accountants to the Internal Audit for the Year-Ending 31 March 2010 and matters for Councils attention are; General Reserves – Consider reduction.

		Fidelity Guarantee – Consider increase and include members. Invoice also received (please refer to payment schedule).
	Resolve;	<p>Cllr JP confirmed that the Fidelity Cover limit during the year in question had been £135,000 and this been increased to £150,000 within this year’s insurance policy and worded to include cover for Members as well as staff at no additional premium. The matter of the earmarked General Reserves would be reviewed when the current office lease situation due in February 2011 had been finalised. Cllr JP confirmed that the response to the renewal of the current lease to the Town Council offices and facilities should be available within the next few months.</p> <p>Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote, that the External Audit Report for the Year-Ending 31 March 2010 is accepted.</p>
e)	Insurance Renewal	Previous report provided to all Cllrs. Insurances renewed as the 1 July 2010 following an executive decision by the Chairman and Administration Portfolio Holder in consultation with the Clerk. Final report attached.
	Resolve;	Proposed by Cllr JP, seconded by Cllr RC, by unanimous vote, that the Executive Resolve to renew Insurances with Aviva through WPS Brokers for an annual premium of £5,000.74p as of the 1 July 2010 paid by way of interest free monthly direct debit payments is fully supported, ratified and approved. The additional budget requirement of £27 is to be vired from the current training budget code of 4010.
f)	Health & Safety Policy Statement	The existing Policy Statement received consideration along with the next annual review date. The Clerk considered he was currently working up new draft procedure documents which will set out responsibilities, duties and how the Council will undertake matters set out in the Policy Statement.
	Resolve;	Proposed by Cllr JP, seconded by Cllr BH, by unanimous vote, that the current Health & Safety Policy Statement (copy attached to these Minutes) is Approved with the next review date of the 5 July 2011.
g)	Risk Assessments	Annual review, update and approval to Risk Assessments. Completed by the Clerk and previously submitted to all Portfolio Holders for their consideration.
	Resolve;	Proposed by Cllr JP, seconded by Cllr CI, by unanimous vote, that the Risk Assessments have been fully reviewed (copy attached to these Minutes) and approved. The next scheduled review date is July 2011.
h)	Internal Control Statements	Annual review, update and approval to Internal Control Statements. Completed by the Clerk and previously submitted to the Administration Portfolio Holders and Chairman / Vice-Chairman of the Council for their review. Cllr RC enquired why the Risk Rating of the Bankers Mandate was set at High. The Clerk confirmed that if the Council losts all of its financial funds then this would have very severe consequences hence the High rating.
	Resolve;	Proposed by Cllr JP, seconded by Cllr DM, by unanimous vote, that that the Internal Control Statements have been fully reviewed (copy attached to these Minutes) and approved. The next scheduled review date is July 2011.

33. 10/11 Finance

a. Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Council was requested to **Approve the July 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" along with the Collett Festival 2010 Statement of Account attached to these Minutes.

Resolve; Proposed by Cllr ML, seconded by Cllr DM by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for July 2010 as per Appendix "A" along with the Collett Festival 2010 Statement of Account attached to these Minutes are approved.

Urgent Works – Collett Park Play Equipment – Cllr CL informed Council of an executive decision made with the Clerk following a Health & Safety Inspection of the safety surfacing to the Roundabout within the junior play area of Collett Park. The wet pour had shrunk by some two inches all around and this resulted in a potential trip hazard being formed in an area where users could be running at some speed. Under the requirement of Health & Safety an urgent works ordered had been placed with Race Brothers on a contracted day-works plus materials basis to remove the wood edging and fill the gap and level between the safety surface edge and the surrounding ground level with a coloured and sloping concrete fillet.

Resolve; Proposed by Cllr JP, seconded by Cllr BH by unanimous vote, that the matter is noted and that the ordering of the urgent Health & Safety works with Race Brothers contractors at an agreed day-works plus materials basis is approved.

34. 10/11 Confidential Session – The Chairman requested late consideration to an urgent item which due to the contractual nature would require the matter to be considered within Closed Session.

Resolve; Proposed by Cllr JM, by unanimous vote, that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw which was complied with.

Bloor Homes Allotment Site Transfer.

An appraisal of an offer to transfer a possible Allotment site from Bloor Homes to the Town Council was provided by the Portfolio Holder. Cllr RC requested that MDC be advised that any future substantial planning applications submitted where allotments were to be provided should ensure that the designated area is adequate, appropriate and fit for the purpose and just not a tick in the box on their application.

Resolve; Proposed by Cllr TM, seconded by Cllr RC, by a vote of 11 For, 3 Against and 1 Abstention that executive powers are afforded to a Working Party consisting of Cllrs TM, JP, DM and WD to visit and inspect the site with a view to either reject the proposals in full or if appropriate to approach Bloor Homes to provide additional area and continued revenue funding to make provision, operating and maintaining an allotment site at this location feasible and viable.

Musical Theatre School – Members received an update following a Working Party meeting with the Musical Theatre School representatives last Tuesday.

Resolve; that the matter is noted.

35. 10/11 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 7 September 2010 at 7.00pm.

The Chairman thanked members for their attendance and closed the meeting at 9.20pm.

Cllr Jeannette Marsh
Chairman

Signature _____
_____/_____/2010

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2671	Western Power Distribution	4050	Town Clock - Electrical Supply Service	£ 1,682.06
2672	Quadron Services Limited	4044	WR Allotments - Clear overflow waste	£ 30.00
2672	Quadron Services Limited	4044	WR Allotments - Removal of old gate	£ 30.00
2673	Mendip District Council	4056	CCTV Contribution 2010/2011	£ 7,072.25
2674	Probusiness	4006	Internal Audit 2009/2010	£ 534.04
2675	C H Penns	4036	Chairman's Chain Engraving	£ 13.00
2676	Cheque Cancelled			
2677	Steve Apelt	4216	Collett Festival - Sponsored Compeer	£ 100.00
2678	HM Revenue & Customs	4000-4004	TAX/NI 1st Quarter 2010	£ 2,397.30
2680	Margaret Robinson	4216	Collett Festival - License & Comp Frames	£ 28.00
2681	Somerset Forge	4058	Rectory Road Bus Shelter Seat	£ 987.00
2682	Moore Stephens Accountant	2006	External Audit 2009/2010	£ 646.25
2683	Mendip District Council	4060	Regeneration THI Contribution	£ 5,500.00
2684	RBS Invoice Finance	4216	Collett Festival - Georgian Hire Portaloo	£ 200.00
2685	Ace Acoustics	4216	Collett Festival - PA/Sound Equipment	£ 150.00
2686	The Consortium	4018	Office Stationery	£ 133.77
2687	The Smith Family	4216	Collett Festival - Pony & Trap	£ 35.00
2688	SM Community Infants Sch	4078	Community Project Grant - Crossing Patrol	£ 500.00
2691	Illman Young Landscape	4300	Cenotaph Enhancement (106 monies)	£ 1,860.96
				£ 21,899.63

Payments by Direct Debit

04-May	Mendip District Council	4012	Office Lease - Quarterly	£ 1,500.00
04-May	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
20-May	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.99
28-May	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,859.68
28-May	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 47.99
01-Jun	Somerset County Council	4000-4002	Pension Contributions	£ 565.56
01-Jun	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
17-Jun	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.99
28-Jun	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,859.68
28-Jun	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 48.16
29-Jun	Somerset County Council	4000-4002	Pension Contributions	£ 565.56
Sub Total				£ 9,299.13

Total = £ 31,198.76

CONFIDENTIAL PAYMENTS

2679				£ 1,615.86
Total				£ 1,615.86
Grand Total				£ 32,814.62

Date	Income	Code	Category of Income	Total Deposit
11-May	HMRC VAT	515	VAT Reclaim - March 2010	£ 2,067.53
10-May	Lloyds Bank	1190	Bank Interest - 30 Day Account	£ 6.30
06-May	SCC	1011	Footpath Agency Payment	£ 220.00
08-Jun	TIC Footpath Booklets Sale	1011	Inv 116FP	£ 40.00
08-Jun	Collett Festival	1006	Various Takings (see statement account)	£ 600.95
09-Jun	Lloyds Bank	1190	Bank Interest - 30 Day Account	£ 5.16
21-Jun	Zoe Wood / Ali Blance	1006	Collett Festival - Trade Stands	£ 141.50
24-Jun	Cornwell / Bailey	1000-1006	Allotment Rent + Collett Festival	£ 30.00
30-Jun	Footpath Booklet Sales	1006	Collett Festival 2010	£ 12.00
Total Income =				£ 3,123.44

Cllr J.M. Marsh
Chairman

Signature _____

Date _____

Cllr N. F. Shearn
Vice Chairman

Signature _____

Date _____

Minutes of the Meeting of the Shepton Mallet Town Council held on 7 September 2010, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman – Councillor Jeannette M. Marsh.

Cllrs Bartlett (JB), Champion (RC), Curtis (JC), Dunscombe (WD) Gilham (JB), Height (BH), Inchley (CI), Lockey (CL), Lovell (ML), T. Marsh (TM), Marvin (DM), Robinson (MR) and Shearn (NS).

Five members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids, use of the microphones was emphasised and informed that the meeting would be audio-taped for internal use only. Mobile telephones were requested to be switched off or to silent mode.

36. 10/11 Public Forum

Resolve: Proposed by Cllr CL, seconded by Cllr RC, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

*Notes of the matters raised were recorded for internal use, action and included; **Public Transport** (Clive Pearson) he confirmed that the new bus timetable for 5 September to 31 March 2011 was now available which showed no reductions in the excellent services provided for the Town. Additional services would now be calling at the Hospital - **Town Market** (Clive Pearson) – Informed of a complaint to the District Council and also raised concerns as to the demise of the Market with a lack of stalls and produce following a good re-launch / expansion start. He requested all Cllrs to do what they could and he further considered that MDC were not being helpful in the matter. **Cold Calling** (Mr Taffy Stride) raised concern as to calling arrangement at Westway Lane and Pullen Court back in July when Western Power had to knock doors late in the evening to advise residents of a planned power cut. He also raised concern as to how the Cold Calling scheme which needed 100% support would operate in a designated areas like Pullen Court which had an ongoing turnover of residents. **Regeneration Photocall** (Mr Taffy Stride) raised concern that a certain Cllr would not have their photograph taken with certain individuals. **Astor Group** (Mr Taffy Stride) informed that he was not getting any response (other than acknowledgement of his letters) from them. He also informed that he considered that the Astor Group may be proposing to work with a development partner Rock Developments who he understood had been granted a large sum of money to undertake such housing developments. **Cenotaph Enhancement** (Mr Taffy Stride) requested to speak at the point of consideration. **West Shepton Playing Fields** (Mr Richard Varney) informed on behalf of the Residents Improvements Association that they support the proposal that the Town Council take over the Playing Fields.*

Resolve: Proposed by Cllr CL, seconded by Cllr RC, by unanimous vote, that the meeting now be brought back into session.

37. 10/11 Apologies for absence – Cllrs Kinison and Parham.

Resolve: that the apologies are accepted and recorded.

38. 10/11 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
- b) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

- c) **HM Prison** – Cllrs J and T Marsh both Declared and Personal and Prejudicial Interest due to Cllr J Marsh employment and work within the Prison.
- d) **Chairman’s Allowance Payment** – Cllrs J and T Marsh both Declared a Personal and Prejudicial Interest due to payment of the Chairman’s Allowance.
- e) **Great Ostry Picture Framing Payment** – Cllr Dunscombe Declared a Personal and Prejudicial Interest due to being e was a partner owner of the business.
- f) **Digital Arts Festival** – Cllr Inchley Declared a Personal and Prejudicial Interest due to his employment at Kilver Court which was the proposed venue for the event.

Resolve; that the above declarations are noted and duly recorded.

39. 10/11 Chairman’s Announcements

Best Kept Allotment Awards – The Chairman confirmed that the Awards and photo-call had taken place immediately prior to this meeting and thanked Cllr TM and Chris Challis / Reg Harvey for their time and work undertaking the judging and all the allotment holders for doing such a fine job.

Cleaning of Town Signs – The Chairman informed that a group of Cllrs had cleaned the signs and they looked much improved and this could be done on a regular basis. Several members considered that an open invitation should have been provided to all Cllrs to participate and hoped that this would happen in the future. The Chairman also wished to thank Quadron Services for their support in the matter with free supply of a van, equipment and a driver / operator which was very much appreciated.

Car Parking – The Chairman, Cllrs TM, DM and the Clerk had carried out a survey of the car parks within the Town which provide 33 on street parking spaces with free 1 hour restriction, 18 with free half hour restriction and 4 disabled bays. The off street parking provided 32 free 1 hours bays and 7 disabled bays. Overall there was 65 car parking spaces within the Town where you can park for 1 hour free of charge which was quite a lot. However there were some poor signage issues which were being progressed

Memorial Bench Seat in Collett Park – The Chairman confirmed that the photo-call was well attended and that Mr Fisher had made an excellent job of refurbishing the bench seat

Urban Design Study Meeting – The Chairman, Cllrs JP, MR and the Clerk had attended a review meeting to the draft Design Study Report yesterday PM. The Clerk provided an appraisal of the draft and main items discussed. Members raised concern as to just where in the process and if at all, was the Town Council to receive formal consultation in the matter. It was considered that appropriate timescale should be allowed for full and formal consultation with the Town Council. The Chairman confirmed that she would write to MDC Paul Tomlinson to ensure that the Town Council was fully and formally consulted.

Allotment Provision and District Cllr Garfield Kennedy – Cllr TM informed that he had come across a website where a blog published for the world to view on Saturday 21 August by Cllr Garfield Kennedy stated incorrect information and detrimental to the Town and the Town Council which he considered was totally unacceptable and offensive (copy provided to all at the meeting). He considered that Cllr Garfield Kennedy had no idea what so ever about allotments and he had not made any contact with the Town Council to find out actual facts. Cllr TM considered that the 92 allotments operated by the Town Council within the Town were as good of if not better than the surrounding areas. Numerous Members supported Cllr TM in the in-correct content and adverse style of Cllr Garfield Kennedy’s public statements, some considered that he was bringing both his Council and the Town into disrepute.

Resolve; Proposed by Cllr TM, Seconded by Cllr CL by a vote of 11 For and 3 Abstentions that the Town Council write immediately by first class post to District Cllr Garfield Kennedy with the following;

- 1 – Formal invitation to attend the November meeting of the Town Council to inform how he considers improvements could be made to the Allotment provision within the Town.
- 2 – To formally apologise to the Town Council and especially the excellent and dedicated allotment holders in the Town.

3 – To withdraw with immediate effect his inaccurate facts and comments from the public domain.
4 – Cllr Garfield Kennedy is requested to use his office as District Ward Cllr to work with the District Council to obtain or provide areas of suitable land for the purposes of additional Allotment provision within the Town.

A copy of his public blog and also the factual details as copied to Cllrs at this meeting is to be enclosed with the letter.

40. 10/11 Minutes

The Minutes of the Meeting of the Town Council held on the 6 July 2010 were considered for accuracy and content.

Resolve: Proposed by Cllr CL, seconded by Cllr RC by a vote of 13 For and 1 Abstention that the Minutes of the Meeting of the Town Council held on 6 July 2010 be approved as a true record and signed by the Chairman.

41. 10/11 Matters Arising from the Minutes

Min 29a Installation of Bollards to the Market Place – Previous resolve of Council from 6 July Meeting is that the proposal to install the bollards should proceed but should be placed on hold until the Urban Design Study was delivered which was to be within the month. The matter should be placed on the Agenda for the next meeting of Council in September for a final resolve in the matter. Objection received from Chris Louglin, Mendip Library Operations Manager, SCC. Members considered that the loading bay within the Market Place and the access area off of the end of Regal Road would provide sufficient proximity and parking for the Libraries deliveries.

Resolve; Proposed by Cllr JB, Seconded by Cllr WD, by unanimous vote that subject to the partnership arrangements with Somerset Highways that the Town Council would fund the purchase only of the four bollards estimated at £930. SCC Highways would undertake the installation and at the same time they would undertake work as agreed to renew missing signage to both loading bays, renew signage to the 30min restricted parking bays in the Market Place, renew all road linage to both the Market Place and High Street North and then to renew an area of broken and faulty paving slabs to the Market Place pedestrian area. The work is to be completed at the earliest.

Market Expansion – Request received for a progress report and action plan for the expansion of the Town Market as it appeared after a good launch that the number of stalls and range of products being sold had diminished below that of prior to the expansion initiative. No stalls were now in High Street South and it was felt the market could well be lost.

Resolve; that Cllr J Marsh would investigate the matter at the District Council and report back.

42. 10/11 Somerset County Council

a. A371 Pike Hill – Road Closure – SCC advise this road will be closed for 10 days from 20 September 2010 to enable footway works to be carried out (From Shaftgate Ave junction to Bowlsh Junction) Cllr CL enquired the reason for a full road closure when he considered that the carriageway could be reduced to single carriageway only.

Resolve: Proposed by Cllr JM by unanimous vote that the matter is noted.

b. Tour of Britain Cycle Race 2010 – SCC advise that within Somerset & Devon two stages will take place, Stage 4 on 14 Sept from Minehead to Teighmouth and 15 Sept from Tavistock to Glastonbury.

Resolve: Proposed by Cllr JM by unanimous vote that the matter is noted.

c. Pothole in Highway (Brads Corner Roundabout)

Resolve: That Cllr MR is requested to report and obtain repair to the large pothole in the carriageway off of the roundabout at Old Market Road.

43. 10/11 Mendip District Council

- a. **Ground Care Contract** – MDC confirm receipt of this Council's commitment to partner MDC in the new Ground Care Contract. Town Councils specification and works to be confirmed by early January 2011 with Tenders received by early March 2011 and being evaluated by early April 2011. Following the evaluation it is estimated to negotiate with the preferred contractor / award the new contract in July 2011. Working Party required to work-up the Town Councils specification, bills of quantities and requirements following receipt of the draft pending from MDC.

Resolve: Proposed by Cllr WD, Seconded by Cllr CL, by a vote of 13 For and 1 Against that the Town Council proceed in partnership with the District Councils procurement procedure but at the same time to work up additional and stand alone options to tender an alternate contract if needed. The matter would continue under the working party with members re-affirmed as Cllrs CL, JP, RC, BH & NS.

- b. **Pidgeon Droppings / Fowling of the Market Place** – Cllr TM raised concern that while people were talking about regeneration and opening up a co-operative store the environment within the Town Centre and Market Place was filthy. The Chairman confirmed that she had also attempted to get the area in question cleaned up and the problem with pidgeon's getting within the canopy of the Academy building to be corrected, although this had not yet taken place. Several members were very concerned that MDC appeared to have made little or no effort during the period and had let the Town down especially during the last few months when MDC were fully aware of the high profile of the Town Centre due to the BBC Filming project but that they had just left the Town Centre in a mess. Cllr TM stated with some frustration just what had you to do to obtain a satisfactory environment and or cleansing of the Town Centre. It was proposed that once again the Town Council write to MDC and ask, ask and ask. Cllr MR informed that she considered the pidgeon droppings to be a risk to health and welfare and would report the matter to the MDC Environment department staff.

Resolve: Proposed by Cllr NS, Seconded by Cllr RC, by unanimous vote that a working party is formed consisting of Cllrs CI, RC, WD and NS to investigate the MDC street cleansing contract and also talk to the contractor Connaught Environment to make an analysis of the matter before reporting back to Council.

- c. **SCC and MDC Partnership Matters** - Cllr CI proposed that there should be a formal procedure where County and District Ward Cllrs who were also Town Councillor could be set a question in good notice prior to the meeting and to hopefully obtain and provide the answer at the open meeting of Town Council.

Resolve: Proposed by Cllr CI, Seconded by Cllr BH, by unanimous vote that any individual member, can through the Clerk table any direct questions to a County or District Ward member(s) at least 7 days before the date of the next meeting of the Town Council. These could then be placed on the agenda and hopefully this would then provide good notice and sufficient time for the member in question to investigate and obtain a response / answer to the matter.

- d. **West Shepton Playing Fields** – Cllr CI provided an update from the Working Party and considered that three out of the four members agreed on a proposed way forward and he wished Council support and clarity in the matter. The proposal is;

1 – MDC are requested as owners of the site to progress and obtain "Fields In Trust Status" to protect the playing fields;

2 – MDC are requested to review all current leases on the site and extend all those in length and format in line with the Football Club to enable the various Clubs / Groups to plan, expand and invest in their future.

3 – MDC formally confirm the full financial situation to the site include full income and all verified expenditure costs. At the same time to identify relief by way of the Special Expenses Rate which may be applicable and also to consider provision of the full expenditure currently estimated around £21,000 per annum by way of the Special Expenses Rate rebate.

The Clerk advised that the Working Group already had remit to investigate the matter and provide a full and detailed report with the various options to Council for further consideration. Several members considered that the working group should progress each item step by step and in the very first instance to request MDC to obtain "Fields In Trust Status" to protect the West Shepton Playing Fields. Cllr DM considered that in addition the working group should come back with which stakeholders currently on the site wished to support the provision and also if the working group and stakeholders considered the whole land area to be adequate to support all the requirements. Cllr JG considered that we should not look to get contractually involved at this stage.

Resolve: That the current Working Group proceed on the above bases and report back when they have full details.

44. 10/11 Planning Matters

a)	Planning Recommend Committee	Council appraised Minutes of the Planning Recommendations Committee Meetings held on 13 July and 3 & 24 August 2010. Copies distributed previously.
	Resolve;	Proposed by Cllr JG, Seconded by Cllr ML by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 13 July and 3 & 24 August 2010 are noted.

45. 10/11 Community Development Matters

a)	Community Development Working Group	<p>Council appraised Notes of the Community Development Working Group Meeting held on Tuesday 31 August 2010. Copy distributed previously. Council was requested to resolve the following recommendations;</p> <p>CD15a – Shepton Mallet Fun Run - £100 Community Grant.</p> <p>CD15b – Digital Arts Festival - £500 Grant with funds vired from Bands in the Park budget heading subject to specific requirements.</p> <p>CD15c – Hillmead Youth Club - £200 Community Grant.</p> <p>CD17 – Cenotaph Enhancement Project – Confirm Working Party Executive Powers and additional budget of £3,350 (if needed) from the current Community Projects budget heading.</p>
	Resolve;	Proposed by Cllr JB by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 31 August 2010 are noted.
	Resolve;	Proposed by Cllr CL, seconded by Cllr JG, by unanimous vote, that a £100 Community Grant is awarded to the Shepton Mallet Fun Run.
	Resolve;	<p>Cllr Inchley then left the meeting having declared an interest earlier.</p> <p>Proposed by Cllr CL, seconded by Cllr WD, by vote of 12 For and 1 Abstention, that a £500 Community Grant vired from Bands in the Park budget heading to the Digital Arts Festival is approved subject to the event taking place. If this did not happen for any reason then the funds are to be repaid to the Town Council.</p> <p>Cllr Inchley then rejoined the meeting.</p>

	<p>Resolve; Proposed by Cllr CL, seconded by Cllr WD, by vote of 13 For and 1 Abstention, that a £200 Community Grant is awarded to the Hillmead Youth Club. Cllr MR then left the meeting not to return.</p>
<p>b)</p>	<p>Cenotaph Enhancement Project</p> <p>The Community Development Working Group provided recommendations that the Working Party consisting of Cllrs CL, JP, WD, NS, CI, TM, the Clerk are provided with executive powers and existing budget from the MDC 106 Funds play the additional budget (if needed) of £3,350 vired from the current Community Project budgets to proceed with the full scope of the Cenotaph Enhancement Budget through to full completion. The Council is to receive regular updates and progress reports on the matter.</p>
	<p>Mr Stride considered that a representative from the Friend of the Cenotaph should be on the Working Party, that the number within the Group should be reduced, that qualified support where required should be obtained and now that all the hurdles had been over come they should now be given full executive powers to proceed with the project through to delivery. The Clerk confirmed that there was no legal reason why a representative from the Friends of the Cenotaph could not be a full member of the Working Group which already had remit to proceed with the project through to delivery. The Clerk confirmed that the understanding was that executive powers afforded to the Working Party would include, deciding on the companies to tender, to evaluate the tenders received, to award the contract, to manage the full contract through to deliver the project as per plans and specifications already agreed and approved through planning permission with the current budget allowed via 106 funding and the £3,350 funding vired from the Community Projects budget proposed from the Town Council. Within this budget the group could contract specialist and supporting advice when needed. The Working Party would keep Council fully informed on progress and decisions. The only time that the Party may have to come back to Council would be if changes had to be made to the work content, specification or the work could not be completed within budget.</p> <p>Resolve; Proposed by Cllr RC, seconded by Cllr BH, by vote of 11 For and 2 Abstention that the Working Party consisting of Cllrs CL, JP, CI, TM, NS, the Clerk and Mr Stride (representative of the Friends of the Cenotaph) are provided with full executive powers to proceed from the current position through to full delivery of the project as set out above within the agreed budget of MDC 106 funding plus in addition £3,350 provided by the Town Council. They are to keep Council fully informed of progress and are required to obtain further resolve of Council should a need arise to deviate from the approved specification and plans or current budget funds deem insufficient to deliver the full project.</p> <p>Cllr WD considered that the Town Council funding of £3,350 should be taken from Earmarked Reserves currently held under the Civic Hall Fund and not vired from the current Community Projects budget heading as had been the recommendations of the Community Development Working Group. Cllr WD also called for a recorded vote in the matter.</p> <p>It was Proposed by Cllr WD, Seconded by Cllr CI, that the £3,350 is taken from earmarked reserve funds, which was lost by a recorded vote of 2 For (Cllrs WD & CI) and 11 Against (Cllr JB, RC, JC, JG, BH, CL, ML, JM, TM, DM & NS).</p>

c)	Town Twinning	Minutes of meeting held 19 June and the 12 July attached.
	Resolve;	<p>Cllr ML informed that the Twinning Association had now changed their meeting dates to Wednesdays which conflicted with his other commitments but he would continue as the Councils representative if needed.</p> <p>Proposed by Cllr JM by unanimous vote, that the matter is noted and to be placed on the agenda for the next meeting of the Community Development Working Group for further consideration.</p>
d)	HM Prison	Annual Report April 2009 to March 2010 received. Full inspection carried out and report to be released shortly, also pleased to report the garden at the establishment won a prize in the Shepton In Bloom competition.
	Resolve;	Proposed by Cllr RC, seconded by Cllr DM, by unanimous vote, that the matter is noted.

46. 10/11 Service Delivery Matters

a)	Service Delivery Committee	Council appraised Minutes of the Council to Service Delivery matters held on Tuesday 10 August 2010. Copy distributed previously.
	Resolve;	Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 10 August 2010 are noted.
b)	Collett Park Play Equipment	<p>Independent Annual Inspection of all Play Equipment now completed and report received. Only minor items identified (list attached) and these had been issued to Quadron for their response and correction. The Roundabout within Junior Play area was faulty which Quadron confirmed needed bearing renewal with parts cost of £300 and which they recommend use of specialist contractor. The Clerk confirmed that Quadron still had to confirm that all identified defects within the annual inspection report had been fully completed and also the Clerk was still awaiting costings from various companies for repair of the roundabout which he considered may costs around £600.</p>
	Resolve;	Proposed by Cllr CI, seconded by Cllr RC, by unanimous vote, that the Independent Annual Inspection Report to all Play Equipment within Collett Park is noted and Quadron's confirmation of repair / correction of all recorded defects are to be chased. Executive powers are provided to Cllrs CL, JP and JM to resolve the repairs required to the Roundabout play equipment from current budgets.
c)	Office Lease	MDC confirm via email that they will continue current lease, conditions and costs for a further 12 month period now due to expire in February 2012. Cllr JB considered that Council should give serious consideration to the various other options that may be available.
	Resolve;	Proposed by Cllr JB, seconded by Cllr CL, by a vote of 13 For and 1 Abstention, that the extension of the current lease, current conditions and charges until February 2012 is accepted but that the matter is placed on the agenda for the next meeting of the Service Delivery Committee to consider future options.

d)	Redundant Telephone Kiosks	Inspection undertaken by Cllrs Marsh J, Bartlett, Curtis and the Clerk on 28 August (Report attached).
	Resolve;	Members considered that the Town Council should look to refurbish and get the kiosks in good order while looking for sponsors to take over. The Clerk confirmed with BT that the telephone service should have been completely removed but that the electric lighting would remain as currently costly to remove. BT would continue to maintain the light and pay for the electricity supply until they have funds to remove which could be up to five years away, therefore currently the kiosks would have to remain in their current positions. Proposed by Cllr WD, seconded by Cllr JG, by unanimous vote, that the Clerk obtain quotations and costing for refurbishment and bringing into good order all three Kiosks.
e)	SALC	Annual Report, Minutes and Agenda received for their AGM on Saturday 25 Sept 10am at Woolavington.
	Resolve;	Proposed by Cllr JM by unanimous vote, that the matter is noted.
f)	Town Council Logo	An updated logo for the Town Council had been designed / produced by a third party and offered at no costs. Image provided to the meeting.
	Resolve;	Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that the kind offer of a redesigned logo for the Town Council (copy attached) is accepted subject to provision of ownership of any copy-write and that the Clerk commences to change over on all public and Council documentation and web pages as resources allow.

47. 10/11 Finance

a. Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments

Council was requested to **Approve the September 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes.

Resolve; Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for September 2010 as per Appendix "A" attached to these Minutes are approved.

48. 10/11 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 2 November 2010 at 7.00pm.

The Chairman thanked members for their attendance and closed the meeting at 9.20pm.

Cllr J.M Marsh

Signature_____

Chairman

_____/_____/__2010

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2699	Emenda RBS Limited	4020	Accounts Software Support - Annual	£ 104.58
2700	G Brown - Repayment	4018	Town Council Annual Photos	£ 9.02
2701	Great Ostry Picture Framing	4018	Annual Council Photo Frame	£ 42.60
2702	Cllr Jeannette Marsh	4034	50% of Annual Chairman's Allowance	£ 618.00
2703	Bartlett Gooding & Weelen Solicitor	4008	Bloor Homes Allotments	£ 141.00
2704	G Brown - Repayment	4018	A4 Frames for Allotment Awards	£ 63.92
2704	G Brown - Repayment	4018	Poster Laminates - C/Park Toilets	£ 7.52
2705	Killtech Pest Control	4212	Collett Park - Wasp Nests	£ 50.00
2706	Quadron Services Limited	4046	Footpath Contract 50%	£ 217.96
2706	Quadron Services Limited	4044	Allotment Contract 50%	£ 135.82
2706	Quadron Services Limited	4047	Station Road Contract 50%	£ 217.85
2706	Quadron Services Limited	4219	Collett Park - Litter Bin Refurbishment	£ 581.62
2707	Thatchers	4208	C/ Park - Bird Food (Feb-Aug 2010)	£ 136.80
2709	Shepton Mallet Fun Run	4068	Community Grant	£ 100.00
2710	S/Mallet Digital Arts Festival	4084	Community Grant (vired Bands in Park)	£ 500.00
2711	Hillmead Youth Club	4068	Community Grant	£ 200.00
				£ 3,126.69

Payments by Direct Debit

01-Jul	Aviva	4016-4222	Insurance Premium - Monthly	£ 413.22
19-Jul	Plusnet	4020	Internet - Monthly	£ 19.99
19-Jul	BT	4014	Telephone Line and Calls	£ 105.08
28-Jul	Quadron Services	4200-4047	Ground Care Contract - July 2010	£ 2,859.68
28-Jul	Veolia	4206	Collett Park Waste Disposal	£ 47.99
29-Jul	SCC Pensions	4000-4002	Pension Contributions	£ 565.56
				£ Total = 4,011.52

CONFIDENTIAL PAYMENTS

2708				£ 1,615.86
				£ Grand Total 8,754.07

Date	Income	Code	Category of Income	Total Deposit
27-Jul	HMRC VAT	515	Vat Reclaim - April to June 2010	£ 3,450.10
09-Jul	Lloyds Bank	1190	Bank Interest - 30 Day Account	£ 4.87
21-Jul	Mendip District Council	1008	Repayment - Cenotaph Restoration Project	£ 363.37
				£ Total Income = 3,818.34

Cllr J.M. Marsh
Chairman

Signature_____

Date_____

Cllr N.F. Shearn
Vice Chairman

Signature_____

Date_____

Minutes of the Meeting of the Shepton Mallet Town Council held on 2 November 2010, in the Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor Jeannette Marsh.

Cllrs Bartlett (JB), Champion (RC), Curtis(JC), Dunscombe (WD) Gilham(JG), Height (BH), Inchley(CI), Kinison (JK), Lockey (CL), Lovell(ML), J. Marsh (JM), T. Marsh (TM), Marvin(DM) Parham(JP), Robinson(MR) and Shearn (NS).

Catherine Shewan, Senior Solicitor and Deputy Monitoring Officer at MDC.

Ten members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A further brief was provided as to the use of the Induction Loop facility for users of hearing aids and the use of the microphones was emphasised. Mobile telephones were requested to be switched off or to silent mode.

The Chairman reminded Members of the requirements and to conform to the Code of Conduct and that any Personal and Personal / Prejudicial Interest should be declared. The Chairman had aspirations to conclude the meeting by 8.45pm and requested Members to keep the discussions concise and for all Members to be courteous at all times and not to talk over other speakers.

49. 10/11 Public Forum

Resolve: Proposed by Cllr CL, seconded by Cllr RC, by unanimous vote, that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use, action and included; **Rock Developments Partnership with Flourish Homes - Mr Taffy Stride** considered that due to this partnership funding may well be available and he was writing to them requesting they proceed with their original plans to redevelop the housing between Maxwell Road and Westway Lane. **Barratt Homes - Mr Taffy Stride** raised concern that the developer planned to move people into the new housing before the full infrastructure was in place and especially relating to the sewerage arrangements. **Remembrance Stall - Mr Clive Pearson** informed that he would be manning his usual stall outside the Bell Hotel next Monday, Tuesday and Wednesday where not only could poppies be purchased but orders could be taken for wreaths and poises. **Academy demise - Mr Clive Pearson** informed that all were aware of the history but raised concern as to some sixteen students which were let down, many were out of pocket financially and left with no recognised qualifications. He requested that both Mendip District and the Town Council work together to pull down the building, gather all information and to inform exactly how much public money had been spent to-date. **Allotments - District Cllr Garfield Kennedy** raised concern that he had been invited to this meeting previously in writing and he was surprised when he emailed this week to say he was attending and had been informed that he could only speak in public forum, that the matter of Allotments was not on the agenda and that the matter should be progressed with the next meeting of the Service Delivery Committee. He considered that he had not been previously rude to Allotment Holders and that he was a member of Transition Shepton who were looking at Community Allotments for the Town.

Chantel Alision confirmed that she was a founder member of Transition Shepton and actively trying to get initiatives started in the Town. The organisations objectives were to move communities towards low carbon economies and requested the Town Council to put the matter back on the table and re-consider funding for Community Allotments. **Victorian Event - District Cllr Garfield Kennedy** confirmed he had provided financial support for the event and could see no reason why the Town Council had not done so. He had talked to numerous people who were angered that the Town Council had not yet provided support to the event. **Planning Application 30 Cowl Street - Dr Vincent O'Riley** thanked the Town Council, Cllrs TM, JM and BH for their support and the recommendation to refuse planning permission and asked if there was any further update. He was very pleased with the performance of the Town Council.

The Chairman provided a response to District Cllr Garfield Kennedy that the organisers of the "Turn Back Time" event had been requested on the 13 October 2010 to provide a detailed written request and proposals. Following return of the Clerk on the 25 October no information had been received. The Clerk and Chairman made contact with the organisers who were in Belgium and they promised to provide information that day. Again this was not received. Also any financial resolve could only be made by the full Town Council who were not scheduled to meet until today and also this required compliance with the Town Council's Standing Orders and Financial Regulations.

Resolve: Proposed by Cllr CL, seconded by Cllr ML, by unanimous vote, that the meeting now be brought back into session.

50. 10/11 Code of Conduct - - Declarations – Catherine Shewan, Senior Solicitor and Deputy Monitoring Officer at MDC provided a presentation, guidance and advice to Members Declarations of Interest and the Code of Conduct. Catherine went through the declaration process and confirmed that each individual Councillor had a responsibility to make decisions as to their own Declarations of Interest. Cllrs should consider the matter in advance where possible and at any time when wearing the hat of a Cllr. Declarations should be made in writing before any meeting starts or when the matter comes to their attention. Members were informed of the types on Interest that could be declared and actions to be taken once a declaration had been made. A Personal and Prejudicial Interest would be required when the Cllr had a stake in what was being discussed and declarations should be considered in the light of what any members of the public may perceive. Catherine also made members aware of the requirements to using social network sites such as Facebook. Catherine then provided the procedure in instances where a Cllr did not make a declaration and a complaint was received. If upheld and if of a serious nature then the Cllr could be possibly suspended and also the individual and Council could be open to civil proceedings which may well overturn the respective decision made by the Council and also have legal and financial implications for the Council. Catherine also explained the Pre-determined Interest and then took question and answers from various Cllrs. Notes and handouts relating to Personal and prejudicial interests, Predisposition, Predetermination or Bias and the Code along with contact details were provided to all Cllrs following the meeting.

The Chairman thanked Catherine Shewan for a clear presentation and hoped that any of the Town Councillors would not make any mistakes in the future. Catherine Shewan then left the meeting.

51. 10/11 Apologies for absence – None

52. 10/11 Members Declarations of Interests

- a) **Collett Park - All Cllrs** declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
 - b) **Cenotaph - All Cllrs** declared a Personal and Prejudicial Interest in the War Memorial Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.
 - c) **Turn Back Time Event** – Cllrs Curtis and Dunscombe both declared a Personal and Prejudicial Interest as both had provide financial donations to the event and both would leave the meeting at the point of consideration.
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53. 10/11 Chairman's Announcements – The Chairman informed that twenty interesting letters had been received from children at St Paul's School regarding graffiti in the Town.

54. 10/11 Minutes

The Minutes of the Meeting of the Town Council held on the 7 September 2010 were considered for accuracy and content.

Resolve: Proposed by Cllr CL, seconded by Cllr RC by unanimous vote, that the Minutes of the Meeting of the Town Council held on 7 September 2010 be approved as a true record and signed by the Chairman.

55. 10/11 Matters Arising from the Minutes

Min 41 – Town Market – Response received from the Chairman’s enquiry to MDC which confirmed that they were aware of the reduction in the number of stalls, that there was no current budget available for the market, the Market Manager was off for two weeks and a few of the stall holders were on holiday and it was hoped that they would be returning shortly. Cllr CI had received allegations from a Town Centre trader that MDC had a budget of £2,000 for promotion of the Towns Market and this had not been used or spent. He wished clarification if this was correct. The Chairman confirmed that she would investigate and obtain a response.

Resolve; Proposed by Cllr JM that the matter is noted.

Min 39 - Allotments – Cllr TM was pleased to see District Cllr Garfield Kennedy at tonight’s meeting but was disappointed that he had not brought positive proposals forward. He did however hope that he could work in a positive way with the Town Council in the future. He suggested that Cllr Garfield Kennedy may wish to take some lovely photograph of Collett Park and place on his website. Cllr CI considered that the Town Council had recently undertaken good debate and positive outcomes regarding allotment provision.

There was some inappropriate behaviour, disruption and persistence in disregarding the ruling of the Chairman by Cllr Dunscombe in the meeting.

Resolve; Proposed by Cllr JM, Seconded by Cllr JB, by a vote of 9 For, 1 Against and 6 Abstentions that the Member, Cllr Dunscombe, if he continued to disrupt the meeting, would no longer be heard. The Council then moved to next business.

56. 10/11 Somerset County Council

a. Annual report 2009/10 – Received and available from the TC Offices.

Resolve: Proposed by Cllr CL, Seconded by Cllr RC, by unanimous vote that the matter is noted.

b. Possible future Cuts in Services – Letter received from SCC CE Sheila Wheeler, copy provided to all Cllrs previously.

Resolve: Proposed by Cllr JM, by unanimous vote that the matter is noted.

The Chairman reminded Members that any set questions relating to both SCC and MDC had to be submitted in writing at least one week before the date of the meeting to enable the matter to be placed on the agenda and an appropriate response to be obtained from the relevant authority.

57. 10/11 Mendip District Council Nothing raised (note above procedures and requirements regarding Members questions).

58. 10/11 Planning Matters

a)	Planning Recommend Committee	Minutes of the Planning Recommendations Committee Meeting held on 14 & 28 September and 12 & 27 October 2010 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr CL, Seconded by Cllr RC by unanimous vote, that the Minutes of the Planning Recommendations Committee Meeting held on 14 & 28 September and 12 & 27 October 2010 are noted.

59. 10/11 Community Development Matters

a)	Community Development Working Group	Notes of the Community Development Working Group Meeting held on Tuesday 27 October 2010 previously distributed to all Cllrs received consideration.
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	Resolve;	<p>Cllr BH requested the Notes to record that she was only providing support for Cllr ML and would only assist whenever he was unable to attend the Twinning meetings and that Cllr ML remained the Town Council's representative to the Twinning Association.</p> <p>Proposed by Cllr CL, seconded by Cllr RC, by unanimous vote, that the Notes of the Community Development Working Group Meeting held on Tuesday 27 October 2010 are noted.</p>
b)	Turn Back Time	<p>Council was requested to consider sponsorship towards the Victorian Event to be held on Tuesday 2nd November 2010 from 3pm to 6.30pm in the Market Square. Current budget available from Marketing Town Centre Events. Specific requirements were provided by the organising group and made available at this meeting.</p>
	Resolve;	<p>Cllr Dunscombe then left the room. Cllr Curtis provided an update, informed he had made a personal financial donation and considered that the Town Council should support this and other Town Centre events. Cllr Curtis then left the room. Cllr BH proposed a personal donation to the event from each individual Councillor however the Clerk advised against such a proposal. A further proposal by Cllr DM to provide financial support of £150 was withdrawn.</p> <p>Proposed by Cllr RC, seconded by Cllr JP, by a vote of 9 For, 4 Against and 1 Abstention that the Town Council provided financial support to the Turn Back Time event by sponsoring the Brass Band at £100 and the music group Undercover at £150 subject to firstly the organising committee ensuring that both had the relevant insurances and secondly that the monies would be paid direct to each on receipt of a bone-e-fide invoice / receipt.</p> <p>Cllrs Curtis and Dunscombe then rejoined the meeting.</p>
c)	"Question Time" Program	<p>Danielle Lloyds, Head of Production for Mentorn Media provides a thank you for suggesting Shepton Mallet might be a suitable location for a recording of Question Time. At the moment they have all the locations sorted until the middle of next year, but will put the Councils suggestion on their list for a possible future programme.</p>
	Resolve;	<p>Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that the matter is noted.</p>
d)	March For Honour	<p>Teams from the Armed Forces to speed march from 4 different locations to Wootton Bassett where they will pick up book of remembrance before speed marching to London to present at the festival of remembrance on 13 November. One team will be undertaking a short break (30 mins) in Shepton Mallet at time to be confirmed on Sunday 7 November (between 3pm and 4.30pm) All Councillors are invited to attend the short welcome and ceremony at the Cenotaph. Catering arrangements for the Marchers and invitees are planned for at the Bell Hotel.</p>
	Resolve;	<p>Cllr CL confirmed that he would arrange the Union Jack flag to be flown on the day and the Chairman welcomed this.</p> <p>Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that the matter is noted.</p>
e)	Speed Indicator Device	<p>SCC enquire to consideration of ongoing funding to SID at Waterloo Road. Currently final installation (2 weeks) commencing 18 October 2010. They require £350 per annum for 3 x 2week installs, without funding provision would cease.</p>

Resolve;	Proposed by Cllr WD, seconded by Cllr JG, by a vote of 14 For and 2 Abstentions that £700 is allocated in the draft Precept for 2011/2012 to fund both existing Speed Indicators Devices at Waterloo Road and Old Wells Road. Proposed budget is to be confirmed to SCC. Cllr JB then left the meeting not to return.
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60. 10/11 Service Delivery Matters

a)	Service Delivery Committee	Minutes of the Service Delivery Committee Meeting held on Tuesday 5 October 2010 previously distributed to all Cllrs received consideration.
	Resolve;	Proposed by Cllr RC, seconded by Cllr CL, by unanimous vote, that the Minutes of the Service Delivery Committee Meeting held Tuesday 5 October 2010 are noted.

61. 10/11 Precept 2011/2012

- a. Precept Working Party** – Consideration was provided to setting up of a Working Party (Chairman/Vice Chairman of Council, Chairman of Planning and all Portfolio Holders) and date for meeting to undertake financial review to enable draft budget / precept to be collated with detailed recommendations to be put to the full Council on the 4 January 2011.

Resolve; Proposed by Cllr JP, seconded by Cllr JK, by a vote of 12 For and 3 Against that a Working Party (Chairman/Vice Chairman of Council, Chairman of Planning and all Portfolio Holders) is set up to undertake financial review and for a draft budget / precept to be collated with detailed recommendations to be put to the full Council on the 4 January 2011. A date for a meeting is to be promulgated by the Clerk. Cllr BH then left the meeting not to return.

- b. Draft Financial Budgets** – Cllr JP provided appraisal of the current situation and consideration was provided to draft Financial Budgets allocated to the Town Council.

Resolve; The following amendments were agreed to the draft Precept for 2011/2012

- 4042 Market Cross £1,000** - Proposed by Cllr RC, seconded by Cllr JP, by a vote of 10 For and 4 Abstentions;
- 4080 Civic Hall Fund £5,000** - Proposed by Cllr ML, seconded by Cllr JG, by a vote of 11 For, 2 Against and 1 Abstentions;
- 4082 Collett Park Improvement Fund £2,500** - Proposed by Cllr JP, seconded by Cllr CL, by a vote of 11 For, 1 Against and 2 Abstentions;
- 4300 Cenotaph £750** - Proposed by Cllr JP, seconded by Cllr WD, by a vote of 12 For and 2 Abstentions;
- 4086 Parish Elections £500** - Proposed by Cllr WD, seconded by Cllr JG, by a vote of 7 For and 7 Abstentions;
- 4088 Contingencies** - Proposed by Cllr JP, seconded by Cllr RC, by a vote of 9 For and 5 Against that the matter be deferred until the Precept Working Party had reviewed the financial situation and the matter should be resolve by Council at the 4 January 2011 meeting.

62. 10/11 Finance

- a. Approval of Accounts for payment by Cheque, Direct Debit and Confidential Salary payments**

Council was requested to **Approve the November 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes. Cllr RC informed that item 3 on the payment schedule had not been included within the total. This was amended.

Resolve; Proposed by Cllr CL, seconded by Cllr RC, by unanimous vote, that payments made by Cheque, Direct Debit, Confidential Payments and Income received for November 2010 as per Appendix "A" attached to these Minutes are approved.

E.ON Direct Debit Instruction – Consideration to approve a bank mandate for direct debit payments for ongoing financial account to the electrical supply for the Town Clock.

Resolve; Proposed by Cllr JM, seconded by Cllr JP, by a vote of 12 For and 2 Abstentions, that the Direct Debit instruction to E.ON for payment of the electrical supply to the Town Clock is approved.

63. 10/11 Confidential Session

Resolve; Proposed by Cllr JM by a unanimous vote that in view of the nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw which was complied with.

Collett Park Tree Works – Tenders received were reviewed along with recommendations from the Tree Consultant and placing Order for works.

Resolve; Proposed by Cllr RC, seconded by Cllr JP, by unanimous vote, that the Tender received from All Tree Services for £2150 is accepted and the works ordered. All Trees Services are confirmed as the Councils Tree Work Contractor for a further two year period at existing terms. The remaining budget of £1,255 for Tree Works in the current year is to be made available for additional works as identified by the Tree Consultant and the appropriate Planning Permission obtained and the works ordered with All Tree Services.

Centaph Enhancement Project – Initial evaluation of tender returns and recommendations for short listing of contractors were carried out by the Project Working Group prior to this meeting and recommendations put.

Resolve; Proposed by Cllr JP, seconded by Cllr CL, by a vote of 13 For and 1 Abstention, that three of the seven tenders received are short-listed and provided with written notice to firstly clarify their tenders and also to provide all the required pre-defined supporting evidence within 10 working days to enable further evaluation. The Project Working Group already have executive powers to complete the tender evaluation and award the contract.

Resolve; Proposed by Cllr NS, seconded by Cllr ML, by a vote of 9 For, 4 Against and 1 Abstention, that any additional funds required or shortfall in the budget for the project is to be made available for firstly usable cash reserves or if insufficient to be withdrawn from the reserve fund earmarked for the Civic Hall but that any monies taken from this reserve fund must to repaid.

64. 10/11 Agenda Matters for the Next Meeting

The next meeting is to be held on Tuesday 4 January 2011 at 7.00pm.

The Chairman thanked members for their attendance and closed the meeting at 9pm.

Cllr J.M. Marsh

Signature _____

Chairman

_____/_____/__2011

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2720	GB Sports & Leisure	4220	Collett Park Roundabout Repairs	£ 820.15
2721	Race Brothers	4208	Collett Park - Stone Walling Repairs	£ 1,116.25
2722	E.ON	4050	Town Clock Electrical Supply	£ 4.21
				£ 1,940.61
Payments by Direct Debit				
01-Sep	Somerset County Council	4000-4002	Pension Contributions	£ 565.56
01-Sep	Aviva	4016-4222	Insurance Premium - Monthly	£ 421.22
01-Sep	Bristol & Wessex Water	4042	HL Allotments - Water Rates (6monthly)	£ 41.29
17-Sep	Plusnet	4020	Internet - Monthly	£ 19.99
27-Sep	Quadron Services	4200-4047	Ground Care Contract - Sept 2010	£ 2,859.68
28-Sep	Veolia	4206	Collett Park Waste Disposal	£ 67.22
28-Sep	Somerset County Council	4000-4002	Pension Contributions	£ 565.56
Sub Total				£ 4,540.52
Total =				£ 6,480.13

CONFIDENTIAL PAYMENTS

2723	£ 1,615.86
Total	£ 1,615.86
Grand Total	£ 8,095.99

Date	Income	Code	Category of Income	Total Deposit
01-Sep	MDC	1176	Balance 50% Precept	£ 69,160.00
09-Sep	Lloyds Bank	1190	Bank Interest - 30 Day Account	£ 3.94
21-Sep	Various	1004-1000	Way-leave & Allotment Rents	£ 191.90
21-Sep	Various	1000	Allotment Rents	£ 194.00
28-Sep	Various	1000	Allotment Rents	£ 396.00
09-Oct	Various	1000-1004	Allotment Rents & C/Park Bench	£ 538.00
Total Income =				£ 70,483.84

Cllr J.M. Marsh **Signature** _____

Date _____

N.F. Shearn **Signature** _____

Date _____