



TOWN COUNCIL OFFICES  
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Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

**Tuesday 8<sup>th</sup> May 2018**

To: The Chairman Mr Martin Lovell and all members of Shepton Mallet Town Council

Ladies & Gentlemen

You are summoned to the **Annual Meeting of Shepton Mallet Town Council** to be held at **7.00 pm on Tuesday 15<sup>th</sup> May 2018** at The Council Chamber, Mendip District Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT when the following business will be transacted.

Yours faithfully

[Bruce Poole](#)

Bruce Poole BA (Hons) FSLCC MMC  
Town Clerk

**In Memoriam – Past Councillor John Gilham**

## **A G E N D A**

- 35.1 To elect a Chairman**
- 35.2 To receive a Statutory Declaration of Office**
- 35.3 To receive any apologies for non attendance**
- 35.4 To receive any declarations of interest**
- 35.5 To elect a Vice Chairman**
- 35.6 To Elect the following Committees**
  - (a) Policy & Resources Committee
  - (b) Open Spaces Committee
  - (c) Town Development & Planning Committee
  - (d) Collett Park Management Committee
  - (e) Shepton Mallet Cenotaph Management Committee
  - (f) Grievance & Complaints Committee
  - (g) Appeals Committee
  - (h) Staffing Committee
- 35.7 To propose Representatives to the following Town Organisations**
  - (a) Neighbourhood Plan Steering Group
  - (b) Urban Forum
  - (c) Mendip Rocks
  - (d) Healthwatch Somerset
  - (e) Chamber of Commerce
  - (f) Mendip CCTV User Group
  - (g) Mendip Citizens Advice Group
  - (h) Mendip Community Transport Group
  - (i) Mid Somerset Show
  - (j) Shepton Mallet Carnival Club
  - (k) Shepton Mallet YMCA
  - (l) Shepton Mallet Tourist Information Bureau
- 35.8 To re-adopt the Council's Corporate Policy**  
*(As previously circulated – please note additional policies since 2017 namely Policies 22-25)*
- 35.9 To re-approve the Council's Asset Register**  
*(As previously circulated)*
- 35.10 To review the Council's Insurance Policy**  
*(The past practice is to refer this action to the P&R Committee for consideration)*
- 35.11 To approve the Council's Bank Mandate for Unity Trust Bank Ltd**  
*(This would normally be any two councillors from those willing to be signatories plus the Town Clerk and Office Manager for administrative purposes only)*

- 35.12 To receive the unaudited annual accounts for the year end 31<sup>st</sup> March 2018**
- 35.13 To receive and consider the Accounting Statements for the year ending 31<sup>st</sup> March 2018**
- (a) To review the effectiveness of the Internal Audit for 2017-2018  
(b) To approve the Annual Governance Statement for 2017-2018  
(c) To note the posting of the Notice advertising the exercise of the Public Rights
- 35.14 To re-appoint the Town Clerk as the Council's Responsible Financial Officer**
- 35.15 To re-affirm acceptance of The Accounts and Audit Regulations 2015 (SI 2015/234)**
- 35.16 To re-adopt the Town Council's Publication Scheme and confirm the Town Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000**
- 35.17 To review Allotment Rents**  
*(This subject matter would be normally deferred to the Open Spaces Committee)*
- 35.18 Issues Arising (if any) from the Annual Town Assembly Meeting**  
*(Draft copy of the minutes already circulated)*
- (a) Collett Festival 2019
- 35.19 To receive and approve the Minutes of the Town Council Meeting held on the Tuesday 27<sup>th</sup> March 2018**
- 35.20 Chairman's Announcements**
- 35.21 Resolutions**
- 1. To note the receipt of MDC's Car Parking Strategy and to consider if required formulating a response.**
  - 2. To note the receipt of MDC's Gambling Statement of Principles for the period 2019-2022 and to consider if required formulating a response.**  
<http://www.mendip.gov.uk/licensingconsultation>
  - 3. To receive and consider a Grant Application from Collett Park Café Ltd**
  - 4. To receive and consider a report from the Town Clerk on the subject of GDPR**
  - 5. To note that the final draft of the Lease of Highfield House has been received and it will be the Town Clerk's intention to sign the said document as the Proper Officer of the Council**  
*(should any member wish to have sight of the said document before the formal signing please contact the Town Clerk)*
- 35.22 To receive a report from the Collett Park 2018 Festival Committee**
- 35.23 To formally note the items of expenditure for the Month of March & April 2017**

**35.24 To receive the Minutes of the following Committees and to note the decisions thereto:**

- (a) Town Development & Planning 27/03 18 – 17/04/18
- (b) Collett Park Management 03/04/18
- (c) Annual Town Meeting 10/04/18

**35.25 Correspondence**

- (a) “Youth with a Future” AGM – 23<sup>rd</sup> April 2018.
- (b) Somerset Life Magazine – April 2018
- (c) CPRE – Field Work – Spring 2018
- (d) CPRE – Countryside Voice Spring 2018
- (e) Unity Trust Bank Ltd – Changes to Current Account Fees
- (f) Mendip Community Transport – letter of thanks
- (g) Goldies Sing & Smile UK – Report on how the grant was spent.
- (h) MDC – Parish Information Bulletin – April
- (i) E-Mail – thank you – Carnival Committee
- (j) SLCC – The Clerk Magazine – May 2018 – Vol 49 No 3
- (k) Clerks & Councils Direct – May 2018 Issue No 117

**35.26 Other business referred to the Town Clerk**

- (l) Posting of the Notice of Date of Commencement for the Exercise of Public Rights Accounts.

**35.27 Date Time & Venue of next meetings**

**Open Spaces Committee – 10/07/18**

**Town Development & Planning – 29/05/18 - 19/07/18 - 03/07/18 – 24/07/18**

**Policy and Resources Committee – 05/06/18**

**Collett Park Management – 12/06/18**

**Town Council Meeting – 31/07/18**