



TOWN COUNCIL OFFICES  
1 PARK ROAD  
SHEPTON MALLET  
BA4 5BS

01749 343984  
info@sheptonmallet-tc.gov.uk  
www.sheptonmallet-tc.gov.uk

Public Session: No members of the public present asked to speak.

Minutes of the meeting of Shepton Mallet Town Council that took place in the Council Chamber of Mendip District Council, Cannards Grave Road, Shepton Mallet on **Tuesday 22<sup>nd</sup> January 2019 at 7pm** when the following business was transacted.

**Present:** Chairman Cllr C Inchley together with Cllrs N Chambers, J Hardy, E Hobbs, G Kennedy, D Losey, M Lovell, R Manley, J Parham, R Scott, N Shearn and D Towner.

**In Attendance:** Charlotte Starkie, new Town Clerk and Louise Hughes, new Business Development Officer.

**Public and Press:** There were 4 members of public present, in addition to Mark Wilcox, Youth and Community Development Manager from the Mendip YMCA.

**43.1 To receive apologies for absence**

Apologies were received from Cllrs J Marsh, P Stevens, H Reader and B Height.

**43.2 To receive any declarations of interest in items on this agenda**

Cllr J Parham declared an interest in relation to the YMCA at item 43.8.

**43.3 To receive and approve the minutes of:**

**a. The Town Council meeting held on 20<sup>th</sup> November 2018.**

It was **Resolved** that the minutes of this meeting was agreed and signed by the Chairman as a correct record of proceedings.

**b. An Extraordinary Town Council meeting held on 3<sup>rd</sup> December 2018.**

It was proposed that a paragraph about scrutiny of the previous Collet Festival be removed from the minutes as it added no value to the minutes. This was agreed.

It was **Resolved** that the minutes of this meeting was agreed and signed by the Chairman as a correct record (subject to the above amendment).

**43.4 To receive a police update**

PC Simpson was unable to attend the meeting.

**43.5 To receive the reports of the Town Clerk:**

**1. Review of arrangements for funding the Youth Services**

To be discussed under a separate item.

**2. Update on the recruitment of a temporary Administrative Assistant**

To note that Becky Kingston-Wood has joined the council on a temporary and part time arrangement.

**3. Update on the Recruitment of the Business Development Officer**

To note that Louise Hughes has joined the council on a part time basis.

**4. Update on the recruitment of the Town Clerk**

To note that Charlotte Starkie will start her employment with the council on 18<sup>th</sup> February 2019 and that Sam Winter was leaving at the end of the February.

**5. Committee recommendation in relation to Ear Marked Reserves**

To be discussed under a separate item.

It was **Resolved** that the report be noted.

**43.6 Updates from Councillors – for the purpose of report only**

**1. Cllr Parham updated the meeting on the following;**

- a. That the consultation on the reduction in bus subsidies was being withdrawn.
- b. That Somerset County Council was being given Business Rates Pilot Status which would enable the county to retain an additional £5.6 million in retained business rates.
- c. The County was being considered under the Fair Funding Review.
- d. Highways was planning its winter treatment programme with salt and grit of parish councils.
- e. Street works on Waterloo Road, include a crossing, would take place at Easter.
- f. Street works on Commercial Road Roundabout would take place in July.
- g. Somerset Day was agreed for Saturday 11<sup>th</sup> May 2019.

**2. Cllr Hardy updated the meeting on the town centre library:**

That the Friends of the Library had met to review a way forward in trying to keep the library in the town centre. The HSBC building was no longer an option and so the group were meeting

to discuss options, including remaining in the existing building. The next meeting would be held in February.

30<sup>th</sup> March 2019 was Love Your Library day and the library was being visited by children's author Jeremy Strong.

#### **43.7 Chairman's Announcements.**

The Chairman introduced the new Town Clerk, Charlotte Starkie, and the new Business Development Officer, Louise Hughes, to the council. Whilst Louise had started her employment Charlotte would not start until 18th February 2019.

#### **43.8 Motions for resolutions/to note.**

- (1) To consider the existing arrangements for grant payments to Mendip YMCA and to resolve to agree a Service Level Agreement with the aim of ensuring consistency for both parties.**

Mark Wilcox attended the meeting and gave an update on the work undertaken by the Shepton Youth Club Programme. There was a discussion on the work of the youth group and on what could be done to encourage more young people to join the group.

It was **Resolved** that the council enter into a Service Legal Agreement with the Mendip YMCA between the years 2019 and 2022 for the purpose of giving financial support to the Mendip YMCA on an annual basis for that term. That the first year's contribution will be £6,500 and thereafter reviewed on an annual basis.

- (2) To consider the EMRs and resolve how to proceed with them for the financial year 2019/20, as recommended by the Committees.**

It was Resolved that the following Earmarked Funds be retained for financial year 2019/20:

- Local Projects Capital
- Skatepark Capital
- Town Improvements
- Youth Provision Revenue
- Skatepark Revenue
- Neighbourhood Plan
- Speed Watch
- Cycle Track
- BMX Track
- Elections
- War Commemoration
- Feasibility Study
- Eden Grove

- Council Reserve

**(3) To revisit the Policy and Resources Committee budget with the purpose of permitting an increase in staffing levels**

There was a brief discussion on the staffing of the council that included the need to undertake a review of staffing levels, having the right staff to move projects forward and to give flexibility to the new clerk to make proposals to the council for consideration.

It was **Resolved** that the proposed increase to the staffing budget be incorporated into the Policy and Resources budget and therefore the overall council budget for 2019/20.

**(4) To receive the Council Tax Base and agree the precept for 2019/20**

Councillors received a report on the proposed budget for 2019/20. At the vote 2 councillors abstained from voting, with the remainder of councillors in favour of the proposal.

It was **Resolved** that the council budget for 2019/20 be agreed as presented (copy in minute book) and that the precept would be £452,765, representing a £4.07 per annum increase on the residents paying the average Band D council tax. For Mendip District Council to be formally informed of the request for the precept for 2019/20.

**(5) To resolve that the Town Council Chairman should accept the invitation to work with Mendip District Council to consider the feasibility of a bid to the Future High Street Fund.**

Councillors heard from the Chairman who had been invited to liaise with Mendip District Council on the possibility of the Town Council submitting a bid for consideration to the Future High Street Fund. Mendip District Council and the Town Council would consider a scheme jointly using the strong relationships that existed and using the knowledge of Mendip District Council. Councillors agreed that this approach should be encouraged.

It was **Resolved** that Councillor Inchley accept the invitation to work with Mendip District Council to consider making an application to the Future High Street Fund.

**(6) To receive an update on the town centre resurfacing project**

Councillors received an update on the proposal to work in partnership with Somerset County Council and Mendip District Council on the resurfacing on the town centre. The original scheme was based on a contribution of £130,000 from Somerset County Council, £70,000 from a Section 106 agreement and £100,000 from Shepton Mallet Town Council and this remains the case. Councillors had previously agreed to support this work but that some time had passed since that decision had been made. Whilst costs might have increased since the original scheme of work had been proposed the contractor would use their best efforts to produce a scheme that met the constraints of the budget. It was necessary to proceed with the project now as S106 funds held by Mendip District Council for this project had to be committed within a specific timeframe. It was recognised that

the scheme would be fully compliant with the current health and safety expectations, including being dementia friendly.

It was proposed that the council commit £100,000 from the Local Projects Capital Earmarked Fund to the town centre and market square resurfacing project which is being led by Somerset County Council and supported by Mendip District Council.

It was **Resolved** to commit £100,000 from the Local Projects Capital Earmarked Fund for the town centre and market square resurfacing project and to work in partnership with Somerset County Council and Mendip District Council.

**(7) To receive a recommendation from the Collett Park Management Committee that the Council forms a working group, that might include non-councillor members, to steer the event organisation of Collett Day 2019.**

Councillors received an update regarding the proposed Festival for 2019. Officers had already made arrangement for the day on 8<sup>th</sup> June 2019. It was proposed that a Working Party be established to assist with the event management and planning. Councillors Neil Shearn, Edric Hobbs and Martin Lovell offered to join the Working Party and to invite members of the public to attend.

It was **Resolved** that Councillors Neil Shearn, Edric Hobbs and Martin Lovell form the Collett Day 2019 Working Party.

**43.9 To consider the following grant applications;**

1.Ups and Downs Southwest, grant application for £1550, in respect of supporting parents to work with their children who have Downs Syndrome

It was **Resolved** that Ups and Down receive a grant of £860.

2.All the World (Bowlsh Infant School) grant application for £1,305, in respect of providing theatre performances to the local community.

It was Resolved that All the World (Bowlsh Infant School) receive a grant of £1,305.

**43.10 To note the decisions of the following committees and that minutes and draft minutes of the meetings have been circulated:**

- (a) Town Development & Planning 04/12/18
- (b) Collett Park Management 18/12/18 (draft)
- (c) Open Spaces 11/12/18 (draft)

Noted.

**43.11 Correspondence**

The correspondence was noted.

**43.12 Date & time of next meetings:**

Town Council	26 <sup>th</sup> March 2019
Town Development & Planning	29 <sup>th</sup> January 2019
Policy and Resources Committee	19 <sup>th</sup> March 2019
Collett Park Management	Postponed
Cenotaph Charity and AGM	To be arranged
Open Spaces Committee	Postponed
Annual Meeting of the Town Council	To be rearranged
Neighbourhood Plan	21 <sup>st</sup> February and 7 <sup>th</sup> March 2019

The meeting closed at 8.40pm.