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Minutes of the **Collett Park Management Committee** meeting of Shepton Mallet Town Council that took place in the Asham Committee Room of Mendip District Council, Cannards Grave Road, Shepton Mallet on **Tuesday 5<sup>th</sup> November 2019 at 7pm.**

**Present:** Councillors Harrison, Hobbs, Inchley, Kennedy (Chair), Lovell, Mayall

**In Attendance:** Charlotte Starkie, Town Clerk

**Public and Press:** One member of the public attended.

**Public Question Time**

There was no public question time.

**03.1 Apologies for absence**

Apologies were received from Councillors Manley and Tolson.

**03.2 Declaration of interest of matters related to this agenda**

There were no declarations of interests.

**03.3 Chairman's Announcements**

There were no Chairman's announcements.

**03.4 To adopt the minutes of the meeting held on 24<sup>th</sup> September 2019**

The minutes of the meeting held on 24<sup>th</sup> September 2019 were accepted as a true record, with a minor amendment of the apologies list.

**Resolved that:**

The minutes be signed by the chairman.

**03.5 To receive relevant updates from the Town Clerk in relation to maintenance and repairs in the park and recycling bins.**

SIGNED: ..... (CHAIRMAN) DATE:.....

The Clerk updated the meeting as follows:  
Work on Trees has been ordered.

The Pond will be dredged in January and a survey undertaken on whether any repairs need to be undertaken. A request has made for the roof structure in the arbour to be assessed and replaced.

For a biodiversity study to be undertaken in due course to establish what is in the park and then to create a management plan to ensure that the park and the pond are sustainable managed.

The contractor in the park does not currently offer the facility to recycle items through the collection system, as cross contamination and food and dog mess getting into the bins can cause problems. The public instead will be encouraged to take recyclable rubbish home.

**Resolved that:**

The report be noted.

**03.6 Collett Park Friends Group**

The Town Clerk presented a report on the establishment of Collett Park Friends Group and a proposal for an inaugural meeting in March 2020.

**Resolved that:**

Marketing be done to attract people who might be interested in joining the group.

**03.7 Collett Park Festival 2020**

The Town Clerk presented a report to councillors from the Collett Festival Working Party. That the theme for 2020 would be sustainability and saving the planet and that the traditional theme of all day Saturday festival, Saturday night concert and Sunday children's day would be adopted. That a fringe event would be arranged for the week leading up to the festival weekend (second weekend of June). Councillors considered a variety of sponsorship and fundraising opportunities. The next Working Party would be held on 19<sup>th</sup> November 2019.

**Resolved that:**

The report be noted.

**03.8 Collett Park Management Plan and Green Flag Status Action Plan**

Councillors received a report from the Town Clerk on the outstanding work from the Collett Park management plan, the need to create a 10-year management plan and actions required from the Green Flag status judging criteria. Attention was drawn to the lack of a plan for infrastructure such as the pond and pathways and that the signage to and within the park was lacking.

**Resolved that:**

The Town Clerk be delegated authority to create a new action plan, and to undertake the necessary work within the current management plan.

**03.9 Budget for 2020/21 and current financial position of this committee**

The Town Clerk presented a report on budget proposals for 2020/21 which included additional funding of £10k for new infrastructure (water fountain and bike racks) and £10k for a capital replacement fund. A discussion ensued on the need to undertake more works in the park and that additional funds needed to be available, thus increasing the above with an additional £5k in each budget line. A copy of the proposed budget for this committee is at Appendix A

**Resolved that:**

The draft budget that was proposed be increased by an additional £10k for new infrastructure and capital replacements.

**03.10 To consider if the committee wishes to prepare any press releases on matters considered**

**Resolved that:**

A press release could be prepared at the appropriate time for the establishment of the Friends of Collett Park Group.

**03.11 Date of next council meeting**

The next meeting of the council will be held on Tuesday 4<sup>th</sup> February 2020.

The meeting closed at 2010hrs.

**APPENDIX A**

<b>Collett Park Expenditure</b>	<b>2018/19 Budget</b>	<b>2019-20 Budget</b>	<b>Proposed Budget</b>
Ground Care	£36,000	£37,259	<b>£38,563</b>
Other Expenditure	£24,500	£25,385	<b>£25,000</b>
Feasibility Study	£5,000	£5,175	<b>£0</b>
Depot and Toilets Water Rates	£900	£932	<b>£970</b>
Trees	£5,000	£5,175	<b>£5,500</b>
New Infrastructure	£0	£0	<b>£15,000</b>
Capital Replacement Fund			<b>£15,000</b>
total	£71,400	£73,926	<b>£100,033</b>
Collett Festival Exp	<b>£20,000</b>	<b>£20,000</b>	<b>£20,000</b>
Collett Festival Income			<b>£6,000</b>
Net Expenditure			<b>£14,000</b>
<b>Total</b>	<b>£91,400</b>	<b>£93,926</b>	<b>£114,033</b>

SIGNED: ..... (CHAIRMAN) DATE:.....