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Minutes of the **Collett Park Management Committee** meeting of Shepton Mallet Town Council that was hosted on Zoom **Tuesday 20<sup>th</sup> October 2020 at 7pm.**

**Present:** Councillors Inchley, Kayum, Kennedy (Chair), Manley and Mayall

**In Attendance:** C Starkie, Town Clerk  
L Evans, Assistant Town Clerk/RFO

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

**Public Question Time**

There was no public question time.

**CP5.1 Nomination from the position of Chair**

The Chair of the committee sought nominations for the position of Chair. Cllr Kennedy was proposed by Cllr Inchley and seconded by Cllr Mayall with all in favour. Cllr Kennedy took the chair.

**Resolved that:**

Cllr Garfield Kennedy be the Chair of the Collett Park Management Committee.

**CP5.2 Nomination for the post of Vice Chair**

The Chair sought nominations for the position of Vice Chairman. Cllr Kayum was proposed by Cllr Kennedy and seconded by Cllr Inchley with all in favour.

**Resolved that:**

Cllr Gemma Kayum be the Vice Chairman of the Collett Park Management Committee.

**CP5.3 Apologies for absence**

Apologies received from Cllrs Lovell, O'Connor and Hobbs.

SIGNED: ..... (CHAIR) DATE:.....

Cllr O'Connor has requested to step down from this committee. This vacancy therefore will be filled at the next full council meeting.

**CP5.4 Declaration of interest of matters related to this agenda**

There were no declarations of interest.

**CP5.5 Chair's Announcement**

The Chair handed over to the Town Clerk to report the following:

To report the sad passing of Pete Dredge, the park warden after an illness. Pete was instrumental in getting the Green Flag Award for Collett Park. A Sheptonian man and boy and will be missed. Another ex-colleague, Mr Fred Davis, who worked in Collett Park also passed away recently. Councillors discussed creating a commemoration in Collett.

The Green Flag Award has been achieved for a third year. The process was late due to Covid, but small improvements are being made constantly. Councillors thanked staff for their contribution in achieving this award.

The Ecologist report has now been received. The information needs analysing and converting into some small projects. The Town Clerk has identified a consultant to help with this process. The report feeds in as the base line for the 10 year management plan, which will be aligned with the CP feasibility study which the Project officer will engage with once the market surface is complete along with the signage project.

The tree surgeon has completed his survey, commissioned every 2 years, and found some of the Ash trees are suffering from Ash dieback. These will be dealt with and replaced with other suitable tree varieties.

The Art Bird Trail was installed around town, one sculpture is a heron on the pond island in the park.

The cycle racks and water fountain are fully installed and in use.

With the adoption of the town plan, all future activities need to be aligned with the plan which will form the basis of future agendas to ensure that we are working at achieving the objectives.

**CP5.6 To receive the minutes from the last Collett Park Management meeting held on 3<sup>rd</sup> March 2020.**

**Resolved that:**

The minutes be signed by the chair.

SIGNED: ..... (CHAIR) DATE:.....

**CP5.7 To receive a financial donation from FRESH and to note the receipt of a gift of £32,000 from Shepton Mallet Community Recreation Trust**

Councillors received a report from the Responsible Financial Officer (RFO) on the gift from the Friends of Shepton Mallet Recreation (FRESH) of £21,705 from fundraising for the BMX track, and to note the receipt of a further £32,000 from the Shepton Mallet Community Recreation Trust.

**Resolved that:**

The committee accept the conditions:

- That approx. £7k be used for the 'joining-up' of the existing BMX track to form a complete tarmac loop, and any other associated costs.
- That the balance be transferred into the Collett Park Charity Account and spent on new play equipment in Collett Park.
- That these funds must be spent within three years of this offer.

The RFO to write to FRESH to acknowledge the gift and conditions.

Cllr Kennedy and the Town Clerk to produce a press release regarding the collaborative work taking place in Collett Park.

**CP5.8 To receive a financial update at month six**

Councillors received an update on the financial position of this committee at month six.

**Resolved that:**

Councillors note the report.

The RFO and Cllr Inchley to investigate the depot rates agreement.

**CP5.9 To consider the budget for 2021-22**

Councillors received a budget proposal for 2021-22 from the RFO as below.

<b>Collett Park Expenditure</b>	<b>2019-20 Budget</b>	<b>2020-21 Budget</b>	<b>Proposed Budget 2021-22</b>
Ground Care	£37,259	£38,563	<b>£40,000</b>
Other Expenditure/Repairs	£25,385	£25,000	<b>£25,750</b>
Feasibility Study	£5,175	£0	<b>£0</b>
Depot & Toilet Rates	£932	£970	<b>£1,000</b>
Trees & Habitat	£5,175	£5,500	<b>£6,000</b>
New Infrastructure	£0	£15,000	<b>£15,000</b>
Capital Replacement Fund	£0	£15,000	<b>£15,000</b>
<b>Total</b>	<b>£73,926</b>	<b>£100,033</b>	<b>£102,750</b>
Collett Festival	£20,000	£20,000	<b>£20,000</b>
Income			<b>£6,000</b>
<b>Net expenditure</b>			<b>£14,000</b>

After a brief discussion about signage, it was agreed to accept the proposal.

SIGNED: ..... (CHAIR) DATE:.....

**Resolved that:**

Councillors agreed with the report.

For funds to be made available from year end underspends for investment in park signage.

The above budget of £116,750 be proposed as the Collett Park Management Committee budget for 2021-22 and a recommendation be made to the Policy and Resources Committee to include it in the overall budget.

**CP5.10 To receive an update from the Town Clerk**

Collett Festival 2020 was cancelled.

The Town Clerk voiced some concerns about making arrangements for 2021 due to ongoing Covid situation and staffing resources.

Snow drop planting will be held in the park at 2.30pm on 21<sup>st</sup> October.

*This has been cancelled due to the weather.*

**Pandemic Update**

There were some complaints early on in pandemic about the grounds staff being at work. They are classed as essential workers.

During lockdown the following occurred:

- Staff kept working
- Public toilets were closed
- Collett Park Café was closed
- Play areas were closed
- An environmental activity pack was provided for
- Park Run and the normal activities were cancelled

All areas reopened on completion of risk assessments and measures in place that included signage, hand sanitiser, and more frequent cleaning of public toilets.

There was an increase in requests to carry out organised fitness activities in the park.

Recent flooding in the park was possibly caused by overflow balancing ponds in surrounding areas unable to cope with the volume of water. This was discussed with Mendip District Council who are in negotiation with the developer.

Electrical improvements have been made to band stand to enable domestic sockets to be plugged in. The cost was £425, annual inspection of electrics £111.

Quotes are being sought for a boundary wall repair near the shelter.

Park Run is currently cancelled and councillors have stated that permission must be sought and granted from the Collett Park Management Committee

prior to reinstatement. Risk assessments and Covid measures must be provided via the Town Council, to this committee.

**Resolved that:**

Park Run staff are to seek permission from this committee prior to restarting, based on the conditions above.

Cllr Kennedy to write to Mendip District Council with concerns about the recent flooding in the park.

Town Clerk and RFO to review the policy for organised activities in the park at a future meeting.

**CP5.11 To Consider the offer of the stone pillars from Cannards Grave Development**

Councillors received a written report from the Assistant Town Clerk (Planning and Amenities) on an offer made to be gifted some old stone pillars and to be positioned in the park.

**Resolved that:**

The town council receive the stone pillars to create a feature in the park in the future. Cllr Mayall kindly offered to move and store the pillars until an area in the park has been identified for them to move to permanently.

**CP5.12 Date of next council meeting**

The next meeting of the council will be held on Tuesday 2<sup>nd</sup> February 2021.

The meeting closed at 20:10