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# MINUTES FROM FULL COUNCIL MEETING

**Held on:** Tuesday 25<sup>th</sup> May at 7.00pm. At the **Main Hall** at **Whitstone School**

**Attendance:** B Champion, D Crisfield, S Hale (Vice Chair) M Harrison (Chair), C Inchley, G Kennedy, M Lovell, G Mayall, A McGuire, J Nicklin, O'Connor, N Shearn M Stradtrukerova & B Stokes-Stephens.

**Present:** C Starkie, Town Clerk & B Kingston-Wood, Democratic Support Assistant

**Public:** 3 members of the public.

**PUBLIC QUESTION TIME:** See Appendix A.

## TC1.1 To Elect a Chairperson for the municipal year

Nominations for the role of Chairperson were sought. Cllr Matt Harrison was proposed by himself and seconded by Cllr Abi McGuire. There being no other nominations, 1 councillor abstained from voting, 12 in favour of Councillor Matt Harrison being the Chairperson of the Town Council.

### Resolved that:

Councillor Matt Harrison be the Chairperson of Shepton Mallet Town Council for the municipal year.

## TC1.2 To receive a declaration of acceptance of office for the position of Chairperson

Councillor Matt Harrison signed the Declaration of Acceptance of Office for the role of Chairperson.

## TC1.3 Apologies for Absence

Apologies were received from Councillors B Height and N Tolson.

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

**TC1.4 Declarations of Interest**

There were no declarations of interest

**TC1.5 Chair's Announcement**

Cllr Harrison gave thanks to the officers for their contribution to manage of the project of the Town centre regeneration including the resurfacing of the Market Square and Town Street. Cllr Harrison welcomed the five new councillors. Cllr Harrison will be sending an email to all councillors asking that they all work together as a team to get involved with the exciting projects ahead.

**TC1.6 To Consider and approve the minutes from the meeting held on Tuesday 16<sup>th</sup> March 2021**

The minutes from this meeting were accepted by the council as a true record and signed by chair.

Resolved that:

The Minutes of the meeting held on 16<sup>th</sup> March 2021 were agreed and signed

**TC1.7 To Elect a Vice Chairperson**

Nominations for the role of Vice Chairperson were sought. Cllr Sharon Hale was proposed by herself and seconded by Cllr Gavin Mayall. There being no other nominations, all were in favour of Councillor Sharon Hale becoming the Vice Chair of the Town Council.

Resolved that:

Councillor Sharon Hale be the Vice Chair of Shepton Mallet Town Council.

**TC1.8 To receive a declaration of acceptance of office for the position of Vice Chair**

Councillor Sharon Hale signed the Declaration of Acceptance of Office for the role of Vice Chair.

**TC1.9 To welcome five new councillors to the Town Council**

Councillors Bob Champion, Dave Crisfield, Jane Nicklin, Mirka Stadtruckerova & Becky Stokes-Stephens were welcomed to the meeting.

**TC1.10 To note the signing of the Declaration of Acceptance of Office of the new Councillors**

Councillor Bob Champion, Dave Crisfield, Jane Nicklin, Mirka Stadtruckerova & Becky Stokes-Stephens signed the Declaration of Acceptance of Office prior to the meeting for the role of councillors.

**TC1.11 To receive a written report from the local Police representative**

Councillors received a written report from the local police representative. The report was noted and thanks was given for the information and their continued support.

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

**TC1.12 To receive a written report from the Somerset County Councillor**

Councillors received a written report from Somerset County Councillor, John Parham. The report was noted and thanks was given for the information.

**TC1.13 To receive a written report from the Mendip District Councillors**

Councillors received a written report from Mendip District Councillors, Garfield Kennedy and Chris Inchley. The reports were noted and thanks was given for the information.

Cllr Kennedy mentioned from his report, the challenges that are coming. Shepton Mallet Town Council might be able to take control of some facilities and assets as part of the local government reorganisation. There was a potential to develop West Shepton Playing fields, however if transferred to the Town Council then the Council would seek that funds are also transferred.

Cllr Inchley highlighted from his report some concerns over the future of West Shepton playing fields, Commercial Road Café and the Strawberry line & Somerset Circle.

**TC1.14 To adopt revised Standing Orders**

Councillors received a written report from the Town Clerk to readopt Standing Orders and to adopt the revised Terms of Reference for the Committees.

After a discussion it was proposed that the current names of the People and Promotion Committee and Placemaking and Protection Committee were not clear and therefore needed to be changed to Arts, Culture and Tourism and Recreation, Amenities and Environment.

**Resolved that:**

Standing Orders are readopted with the amendments to the Terms of Reference and the two following name changes:

- a. People and Promotion change to Arts, Culture and Tourism Committee
- b. Placemaking and Protection to Recreation, Amenities and Environment Committee

**TC1.15 To receive nominations on to the committee and to agree their composition**

**(note that the Chairperson and vice chairperson are ex officio members by virtue of their positions)**

The Chairperson sought nominations to the following committees, with councillors having previously sent their preferences to the Town Clerk. After some discussion and the need to invite some councillors to step down from being nominated (due to too many councillors wishing to be on these committees) it was agreed that the committees consist of:

**a. Town Development and Planning Committee (8 Councillors)**

**4 from the East Ward and 4 from the West Ward**

Cllr Neil Shearn (East)	Cllr Bob Champion (West)	Cllr Martin Lovell (East)
Cllr Nick Tolson (East)	Cllr Jane Nicklin (West)	

Plus, Cllr Harrison and Hale as Ex Officio (i.e. by virtue as their role as chair and Vice)

The newly formed Town Development and Planning Committee sought nominations for the position of Chairperson. Cllr Jane Nicklin was duly nominated and there being no other nominations, all in favour of Cllr Jane Nicklin being the Chairperson of Town Development and Planning Committee.

**b. Arts, Culture and Tourism Committee (former People and Promotion) (8 Councillors)**

Cllr Martin Lovell	Cllr Becky Stokes- Stephens	Cllr Garfield Kennedy
Cllr Tim O'Connor	Cllr Gavin Mayall	Cllr Mirka Stadtruckerova
Cllr Dave Crisfield	Cllr Chris Inchley	

Plus, Cllr Harrison and Hale as Ex Officio (i.e. by virtue as their role as chair and Vice)

The newly formed Arts, Culture and Tourism Committee sought nominations for the position of Chairperson. Cllr Tim O'Connor was duly nominated and there being no other nominations, all in favour of Cllr Tim O'Connor being the Chairperson of Arts, Culture and Tourism Committee

**c. Recreation, Amenities and Environment Committee (former Placemaking & Protection) (6 Councillors)**

Cllr Jane Nicklin	Cllr Gavin Mayall	Cllr Mirka Stadtruckerova
Cllr Garfield Kennedy	Cllr Dave Crisfield	Cllr Chris Inchley

Plus, Cllr Harrison and Hale as Ex Officio (i.e. by virtue as their role as chair and Vice)

The newly formed Recreation, amenities and Environment Committee sought nominations for the position of Chairperson. Cllr Garfield Kennedy was duly nominated and there being no other nominations, all in favour of Cllr Garfield Kennedy being the Chairperson of Recreation, Amenities and Environment Committee.

**d. Human Resources Committee (5 Councillors +1 Reserve)**

Cllr Nick Tolson	Cllr Abi McGuire	Cllr Tim O'Connor
Cllr Dave Crisfield	Cllr Gavin Mayall	

Plus, Cllr Harrison and Hale as Ex Officio (i.e. by virtue as their role as chair and Vice)

The newly formed Human Resources Committee sought nomination for the position of Chairperson. Cllr Abi McGuire proposed herself and seconded by Cllr Sharon Hale. Cllr Gavin Mayall proposed himself but did not receive a seconder. Therefore, Cllr Abi McGuire being the Chairperson of Human Resources Committee.

**e. Policy and Resources Committee (7 Councillors, including 4 chairpersons & 3 other Councillors)**

Cllr Jane Nicklin (Chair of TDP)	Cllr Sharon Hale (Vice Chair)	Cllr Martin Lovell
Cllr Tim O'Connor (Chair of ACT)	Cllr Abi McGuire (Chair of HR)	Cllr Neil Shearn
Cllr Garfield Kennedy (Chair of ARE)	Cllr Bob Champion	

Plus, Cllr Harrison as Ex Officio (i.e. by virtue as their role as chair)

It had been previously agreed that the composition of Policy and Resources committee would consist of the chairpersons of the other committees plus three other Councillors. It was also agreed that the Vice Chairperson of the Town Council be the Chairperson of the Policy and Resources Committee. Therefore, Cllr Sharon Hale be he Chairperson of the Policy and Resources Committee

**Resolved that:**

That the makeup of each committee will be as above, for the municipal year.

**TC1.16 To consider and agree representatives to the following Town Organisations.**

There was a discussion about representatives on external groups. It was proposed that this matter be brought to a future meeting of the Policy and Resources Committee for consideration. However it was agreed that the following groups remain with the following representatives

- a. Neighbourhood Plan steering group – Cllr Harrison and Stokes-Stephens
- b. League of Friends Hospital – Cllr Shearn
- c. Shepton Mallet United Charities (Alms Houses) – Cllr Kennedy
- d. Friends of Shepton Mallet Library / 7 Starlings – Cllr Hale
- e. YMCA & Youth Club – Cllr McGuire
- f. Chamber of Commerce – Cllr Stokes-Stephens
- g. Mendip Health & Wellbeing – Cllr Nicklin
- h. Town Twinning – Cllr Lovell

It was also proposed that Walkers are welcome are added to this list and their representatives will be Cllr Martin Lovell and Cllr Jane Nicklin.

**Resolved that:**

The Town Clerk will prepare a report for a future Policy and Resources Committee meeting to consider the value of sending representatives to groups, the groups on the list, the committee they report back to and any other matters.

**TC1.17 Collett Park Development – Play area**

Councillors received a written report from Cllr Matt Harrison to make the development of the play areas in Collett Park a priority for the Town Council. This report contained several recommendations that were discussed in detail. There was a discussion about the former master

plan for the wider park that included play areas, depot, toilet facilities and café. Councillors agreed that any future masterplan would consider these amenities together and not in isolation. Councillors also agreed that this was a priority for the council.

**Resolved that:**

The Earmarked fund that contains £10,175 be used to develop a Masterplan for Collett Park that includes play equipment and other amenities, in order to prepare reports and documents for tender.

The Earmarked funds as follows to be used for the installation of the new play park in Collett Park:

- |   |           |
|---|-----------|
| a. Town Council Excess in General Reserves            | = £93,000 |
| b. Shepton Mallet Community Recreation Trust donation | = £32,000 |
| c. FReSH donation                                     | = £15,155 |

Delegated authority is given to the officers to instigate a project plan that will ultimately result in the redevelopment of the park, with the initial phase focused on play equipment and subsequent phases focusing on other amenities and buildings, and to provide reports to Full Town Council of progress made, as well as establish the position regarding permission that would need to be sought from the Collett Park Charity (of which the council is the corporate trustee).

**TC1.18 Calendar of Meeting**

Councillors noted that due to the changes in legislation which restricts the ability to meet face to face, the previously issued calendar of meetings will be revised and reissued in due course, once meetings resume in the MDC Council Chamber.

**Resolved that:**

Town Clerk to reissue the revised Calendar of meetings once face to face meetings resume.

**TC1.19 General Power of Competence**

Councillors noted and were pleased to have reclaimed the General Power of Competence, following the election of 5 new Councillors to the Town Council.

**TC1.20 Date and Time of Next Meeting**

The next meeting of the committee will be held on Tuesday 15th June 2021 at The Main Hall at Whitstone School at 7.00pm

The meeting closed at 20:45 hrs.

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

## Appendix A

### Public Question Time

A member of the Public addressed the meeting as follows:

- Welcome to the new Councillors
- The Chairperson had done a great job in the last year and the work he had done with the Neighbourhood plan steering group.
- The Health and Wellbeing group needs representatives from Shepton Mallet. The RUH transformation project needs people from Mendip to be involved.
- For Council to consider Tree planting as an initiative
- For the Collett Park Play proposal to be more ambitious with its time line.
- Names of the committees with explanations of the responsibilities to be placed on the website.
- Consideration for signage to facilities such as the lido and sports centre to help promote their location.

*End*

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