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Members of the public and press are entitled to be at the following meeting in accordance with the 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.

**Wednesday 19th May 2021**

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

You are summoned to the **Annual Meeting** of **Shepton Mallet Town Council** to be held at **7.00 pm** on **Tuesday 25th May 2021** on the **Main Hall at Whitstone School** where the following business will be transacted.

Yours sincerely

Charlotte Starkie

Charlotte Starkie, PSLCC

Town Clerk

# AGENDA FOR THE ANNUAL TOWN COUNCIL MEETING

Covid-19 Statement – See Appendix A

Tuesday 25th May 2021

Public question time, not to exceed 30 minutes

If a member of public wishes to raise a question they are to give prior notice to the Town Clerk

- TC1.1 To elect a Chairperson for the municipal year
- TC1.2 For the newly appointed Chairperson to sign the Declaration of Acceptance of Office
- TC1.3 To receive Apologies for Absence
- TC1.4 Declaration of interest of matters related to this agenda
- TC1.5 Chairman's Announcements
- TC1.6 To consider and resolve to accept the minutes from the meeting held on 16<sup>th</sup> March 2021
- TC1.7 To elect a Vice Chairperson
- TC1.8 For the newly appointed Vice Chair to sign the Declaration of Acceptance of Office
- TC1.9 To welcome five new councillors to the town council: Councillors Bob Champion, Dave Crisfield, Jane Nicklin, Mirka Stadtruckeova, Becky Stokes-Stephens.
- TC1.10 To note the signing of the Declaration of Acceptance of Office of the new councillors
- TC1.11 To receive written report from the local Police representative
- TC1.12 To receive a written report from the Somerset County Councillor

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

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

To receive a written report from the Town Clerk to readopt Standing Orders (unchanged) and to adopt the revised Terms of Reference for the Committees (report attached)

**TC1.15 To receive nominations onto committees and to agree their composition (note that Chairperson and Vice Chairperson are ex officios members by virtue of their positions)**

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

To receive nomination for 8 councillors onto the Town Development and Planning Committee (equal split between East and West Ward)

For members of the newly elected Town Development and Planning Committee to nominate a Chairperson

**b. People and Promotion Committee (8 councillors)**

To receive nominations for 8 councillors onto the People and Promotion Committee

For members of the newly elected People and Promotion Committee to nominate a Chairperson

**c. Placemaking and Protection Committee (6 councillors)**

To receive nominations for 6 councillors onto the Placemaking and Protection Committee

For councillors of the newly elected Placemaking and Promotion Committee to nominate a Chairperson

**d. Human Resources Committee (5 and one reserve councillors)**

(In accordance with Standing Orders anyone wishing to stand on HR must submit an application to the Town Clerk that states their qualifications/expertise In this field, and that they are selected onto this committee by full council on this basis)

For councillors of the newly elected Human Resources Committee to nominate a Chairperson

**e. Policy and Resources Committee**

For the composition of this committee to be composed of the above Chairpersons and Three other councillors

To receive nominations for three other councillors onto Policy and Resources Committee

For councillors of the newly elected Policy and Resources Committee to nominate a Chairperson

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

To note that some of these groups might no longer meet and therefore there might not be a need to nominate a councillor to that body.

- a. Neighbourhood plan steering group (2)
- b. Leisure centre committee
- c. Health Watch Somerset (2)
- d. Chamber of Commerce (3)
- e. MDC CCTV User Group
- f. Mendip Citizens Advice
- g. Mendip Community Transport
- h. Mid-Somerset Show
- i. Shepton Mallet Carnival Club
- j. Shepton Mallet Town Twinning
- k. YMCA & Youth Club (2)
- l. Mendip Health & Wellbeing
- m. Royal British Legion
- n. Strawberry Line (2)
- o. Neighbourhood Watch
- p. Police & Communities together
- q. Friends of Shepton Mallet Library and 7 Starlings
- r. League of Friends of Shepton Mallet Hospital (2)
- s. Walkers are Welcome – new group
- t. Tadley Acres Residential Association new group
- u. Shepton Mallet United Charities (Almshouses)

**TC1.17 Collett Park Development - Play Area**

To receive and consider a written report from the Chairperson to make the development of the play areas in Collett Park a priority for the Town Council

**TC1.18 Calendar of Meeting**

To note that due to changes in our meeting formats (from virtual meetings to face to face meeting) the previously issued calendar of meetings will be revised and reissued in due course, once meetings resume in the MDC Council Chamber.

**TC1.19 General Power of Competence**

Following the election of 5 new councillors to the council, Shepton Mallet Town Council has reclaimed its General Power of Competence

**TC1.20 Transfer of responsibilities to the Responsible Financial Officer**

At the last meeting the responsibilities of the Responsible Financial Officer were transferred on a temporary basis to the Town Clerk. The matter has been resolved and the responsibilities are transferred back to the Responsible Financial Officer on a permanent basis.

**TC1.21 Date & Time of Next Meeting**

The next meeting of the town council will be held on Tuesday 15th June 2021 at 7,pm

**The next meeting will be held in the Main Hall at Whitstone School**

## Appendix A – Covid-19 Statement

### Management of Meetings at Shepton Mallet Town Council after 17 May 2021

1. Councillors and members of the public must enter the hall one at a time at least 2m apart, unless they are from the same household.
2. Councillors and the public must use the hand sanitiser provided on entering the hall.
3. Members of the public will be required to provide contact details in the privacy register.
4. Windows/doors will remain open to allow sufficient ventilation.
5. Members will be seated to socially distance and the chairs must not be moved to any other location at any time during the meeting.
6. Face masks must be worn unless speaking to an item on the agenda.
7. No papers will be circulated at the meeting.
8. A copy of the agenda will be displayed but copies will be provided for members of the public.
9. Members of the public will be provided with seats at least 2m away from Councillors and will need to sit at least 2m apart, unless they are from the same household.
10. Councillors and public must leave the hall one at a time at least 2m apart, unless they are from the same household.
11. Councillors and members of the public are encouraged to bring their own water to drink, if required.
12. Should the number of public wishing to attend result in there being more than the maximum number of people allowed in the main hall under the various regulations, the agenda may be varied to allow for each to hear the debate on the item for which they have attended. If all members of the public attending for one particular item result in there being more than the maximum number of people allowed in the main hall under the various regulations, the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions. One such way of dealing with the matter is for the meeting to adjourn outside where social distancing could be reduced to 1.5m.  
The verbal instructions of the Clerk and/or Chairperson in respect of compliance with these guidelines, the risk assessments and/or the various Covid-19 regulations must be complied with at all times for the safety of all those attending or wishing to attend.