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To: P&R Cllrs; Hale, Harrison, Kennedy, Lovell, Mayall (Chair), Nicklin
All other recipients for information only.

22 June 2022

Dear Councillor

Summons

You are summoned to the Policy and Resources Committee (P&R) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 28 June 2022** in the Committee rooms etc

Public Participation

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 by noon on the day of the meeting on: info@sheptonmallet-tc.gov.uk or 01749 343984.

Any issues raised during the public session should relate to the remit of the committee. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

The public question time shall not exceed 30 minutes unless by resolution to suspend standing orders or at the discretion of the chairman. If a member of public wishes to share a document with council, these documents must be submitted to Info@sheptonmallet-tc.gov.uk by noon on the day of the meeting.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members are reminded of their duty under the Code of Conduct.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Commons'.

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk

Encs

(document name and page number where it is referenced)

POLICY AND RESOURCES COMMITTEE

Agenda

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	To receive and consider for acceptance, apologies for absence(1 min) <i>(Local Government Act, 1972 s.85)</i>	
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	To declare interests relating to the meeting and receive dispensation requests from the Clerk.....(1 min) <i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
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	To review the Policy Management policy (5 mins) <i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 7:40pm

Date of next meeting: 18th October 2022

P&R1.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

P&R1.1.1 Background

- a The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.
- b Councillors are holders of public office and summoned to the meetings of the Council and its committees.

P&R1.1.2 Apologies received and reason

- a None notified at the issue of this report.

P&R1.1.3 Recommendation

- a That the meeting accepts or rejects each of the apologies presented. A press release is not required for this decision.

P&R1.1.4 Reason for Recommendation

- a Accepting apologies resets the six-month absence rule.

(End)

P&R1.2 Declarations of Interest

To declare interests relating to the meeting and receive dispensation requests from the Clerk.

(1 min)

(Shepton Mallet Town Council Code of Conduct, 2019)

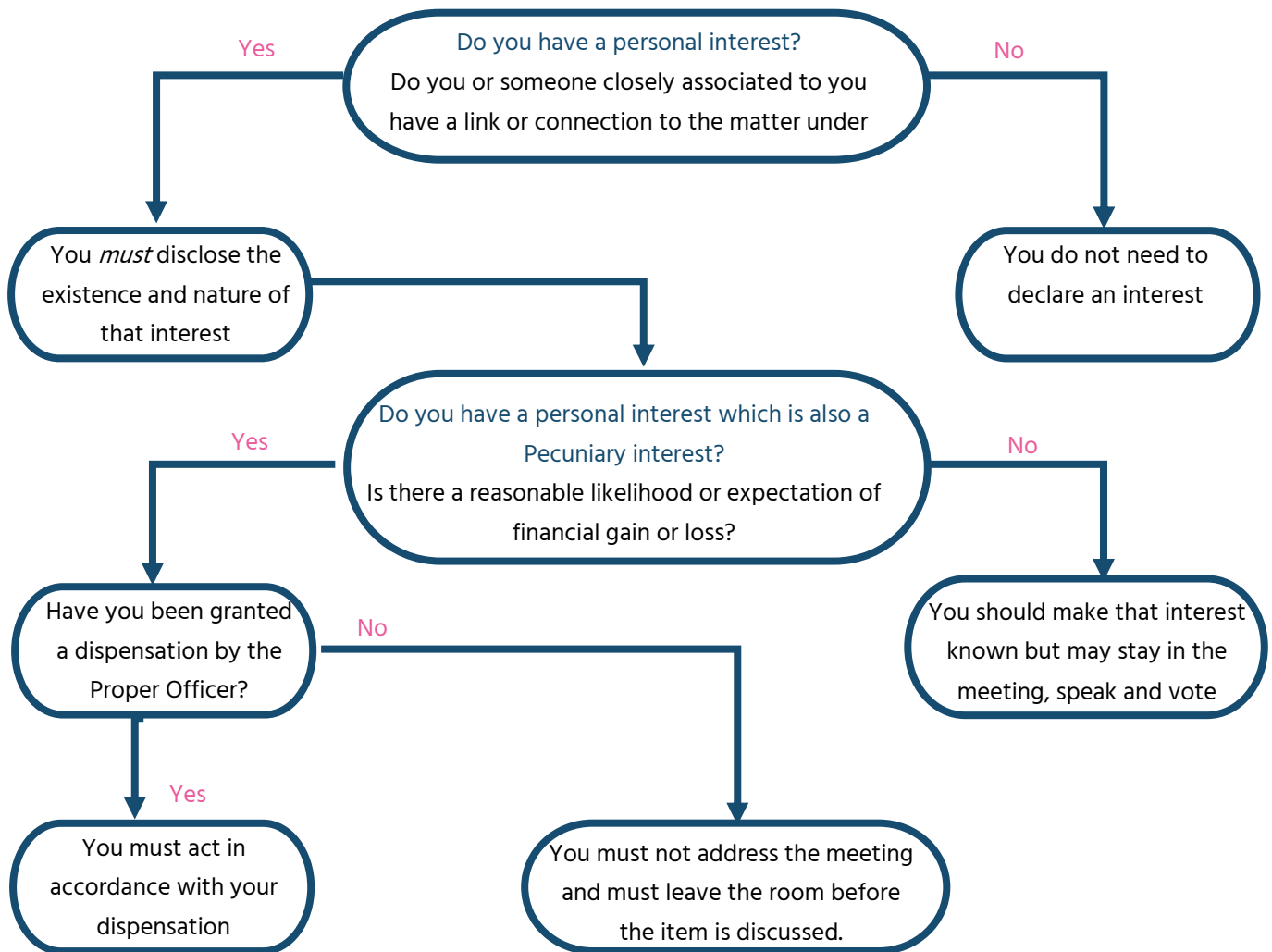
Report Author: Town Clerk

P&R1.2.1 Background

- a Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received.
- b Where a matter arises at a meeting which relates to a councillor’s interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shepton Mallet Town Council Code of Conduct, 2019)

P&R1.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

P&R1.3 Minutes

To receive the minutes of the previous meeting of the Policy and Resources Committee.

(1 min)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

P&R1.3.1 Background

- a When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- b If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

P&R1.3.2 Recommendation

- a That the minutes of [15th March 2022](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday, 28 June 2022. A press release is not required for this decision.

(End)

P&R1.4 Officer Report to the Committee

To receive reports pertaining to the Policy and Resources Committee.

(5 min)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Finance and Community)

P&R1.4.1 Summary

- a Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

P&R1.4.2 Updates and Actions from 15/03/2022

- a Make contact with Library regarding having Glastonbury Festival acknowledged in their sign. - Complete
- b Ukraine Flag on our social media cover photo and website banner - Complete

P&R1.4.3 Financial Update**Detailed Income & Expenditure by Budget Heading 09/06/2022****Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Policy & Resources Committee							
4155 Library Grant	0	15,000	15,000		15,000	0.0%	
Policy & Resources Committee :- Direct Expenditure	0	15,000	15,000	0	15,000	0.0%	0
4100 Neighbourhood Plan	455	0	(455)		(455)	0.0%	455
4112 Cenotaph Charity	0	1,000	1,000		1,000	0.0%	
4116 Market Cross Charity	0	1,000	1,000		1,000	0.0%	
4118 Collett Park Charity	0	1,000	1,000		1,000	0.0%	
4120 Town CCTV	0	9,500	9,500		9,500	0.0%	
4122 YMCA - Youth	2,375	9,500	7,125		7,125	25.0%	
4132 Citizens Advice Mendip	0	10,000	10,000		10,000	0.0%	
4140 Mendip Community Transport	1,500	1,500	0		0	100.0%	
4148 Shepton Mallet Carnival	1,300	1,300	0		0	100.0%	
4162 New Grants	10,100	10,100	0		0	100.0%	
4175 Snowdrop Festival	4,000	4,000	0		0	100.0%	
4228 A&IT	3,000	3,000	0		0	100.0%	
Policy & Resources Committee :- Indirect Expenditure	22,730	51,900	29,170	0	29,170	43.8%	455
Net Expenditure	(22,730)	(66,900)	(44,170)				
6000 plus Transfer from EMR	455						
Movement to/(from) Gen Reserve	(22,275)						

P&R1.4.4 Freedom of Information (FOI) or Subject Access Requests (SAR)

- a The Clerk is responsible for handling the Council's Freedom of Information Requests. Requests for information may indicate an opportunity for improving the information available on the Council's website. Current or recently received FOI's or SARs are:

Serial Number	Nature of Request	Date Received	Date to respond by	Comments
01	<p>Regarding the sign box entrance to 1 hour carpark Great Ostry:</p> <ul style="list-style-type: none"> • How do you know how long it will take to get to the points of interest? Is it if running or? • How come it's not positioned where one of the other sign are placed? • There is now 4 big things on that little grass island. Couldn't you have asked Mendip to remove some of it? • The new Sign box is very close to the kerb and blocking the view coming out from the carpark. How robust is the box. • We believe that the tree above it is a Lime tree, have you allowed for cleaning it? • How much did this cost the tax payers. • The sign box is so close to the kerb as you can see from the photo. Concerned about a vehicle hitting it and we the tax payers are left with the bill. 	22 nd June 2022	20 July 2022	Acknowledgement sent

P&R1.4.5 Recommendation

- a That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

P&R1.4.6 Reason for Recommendation

- a To keep members updated on committee actions and information.

(End)

P&R1.5 Standing Orders and Direct Debits

To consider the Council's Standing Orders and Direct Debits for annual authorisation

(5 mins)

(Local Government Act 1972 Sch 12)

Report Author: Assistant Town Clerk (Finance and Community)

P&R1.5.1 Summary and Background information

- a The Council makes some of its regular payments by Direct Debit and Standing Order. This is where there are contracts or other formal standing agreements in place.
- b The Council should have full transparency on payments made, irrespective of the means by which they are paid.
- c The Council's Financial Regulations specify that payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. In addition the regulations state that payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- d The regular payments made to meeting the business needs of the Council are:
 - Staff salaries including pension & NI
 - Payroll provider
 - HR support provider
 - Idverde – ground care provision
 - Business Rates
 - SMTC Office rental from Mendip DC
 - IT hosting
 - Insurances
 - Licences – RBS (Finance package), Pear Mapping
 - Professional body memberships – SLCC, AAT
 - Internal & External Auditors
- e Direct debits and Standing Orders are set up for the following services:
 - Electricity (E-on & EDF) – Collett Park, Market supply, Xmas lighting
 - Water rates (Water2business) – Collett Park, Allotments
 - Telephones (BT & O2)
 - Monthly credit card - Lloyds Bank
 - HM Land Registry – land searches
 - Unity Trust Bank – bank charges

P&R1.5.2 Scheme of Delegation

- a The committee is delegated to deal with all financial matters of the financial administration of the council to comply with current statutory requirements and maintenance of adequate systems of internal control and internal audit throughout the year.

P&R1.5.3 Financial Implication

- a None

P&R1.5.4 Recommendation

- a That the committee authorises the standing orders and direct debits and reviews at least biennially. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Tuesday, 12 July 2022. A press release is not required for this decision.

P&R1.5.5 Reason for Recommendation

- a To ensure that the Council retains its internal controls.

(End)

P&R1.6 Councillor Allowances

To consider councillor allowances.

(20 mins)

(Local Authorities (Members' Allowances) (England) Regulations, 2003 SI2003/1021 Part 5)

Report Author: Town Clerk

P&R1.6.1 Summary and Background information

- a Town and Parish Councils in England do not have the power to provide a childcare allowance to councillors.
- b It is the Clerk's opinion that this provides a significant barrier to younger people becoming councillors and exacerbates the impression that councillors are for middle aged, middle class people.
- c Town and Parish Councils in England do have the power to provide a basic allowance to its members. Risk of incitement to corruption is limited to a certain extent by special rules:
 - i *Recommendation:* the district council's parish remuneration panel must have made a recommendation about the levels of this allowance.
 - ii *Equality:* save for the chairman, the allowance must be the same for every elected member. Appointed and co-opted members are not entitled to it.
 - iii *Chairman:* the chairman may be paid a greater parish basic allowance than the elected members
 - iv *Annual:* the allowance is an annual allowance and is not, therefore, related to a specific expense
 - v *Entitlement:* a member may elect to forego his entitlement to all or some of his allowances.
- d The most recent meeting of the Somerset joint remuneration panel has not considered a level of allowances for Town and Parish Councils. A request for this needs to be made to the Somerset County Council Monitoring Officer.
- e It is likely that the panel will meet to consider the level of allowances for the Somerset Unitary Council and therefore is unlikely to meet separately to consider the levels for the Town and Parish Councils.
- f Dorset Council set its allowance for town and parish councils to be 4% of the Dorset Council's basic allowance (for a level 3 council with over 10,000 residents which is what Shepton Mallet Town Council is). On the basis that Somerset Unitary Council will set its allowances at a similar level, this would be between £520 and £650 per councillor and the chairman may be provided an allowance of double the basic allowance. This would be a cost to the tax payer of up to £11,050.
- g The allowance is payable quarterly and must be processed through payroll, there is therefore a tax implication for any councillor choosing to take the allowance and a small administrative cost for putting the allowance through the payroll.

P&R1.6.2 Scheme of Delegation

- a The committee is delegated to advise the council on its corporate policies and be responsible for the introduction of new or revised policies.

P&R1.6.3 Legal Authority and Implication

- a The council may pay a basic allowance to its members, this is limited to a certain extent by special rules. *(Local Authorities (Members' Allowances) (England) Regulations, 2003 SI2003/1021 Part 5)*

P&R1.6.4 Town Plan Reference

- a n/a

P&R1.6.5 Financial Implication

- a There is no financial implication at this point. The likely annual cost to the Council *if* all councillors took an allowance *and* it is comparable to the levels in Dorset would be in the region of £11,000

P&R1.6.6 Impact Assessment

- a Equalities – providing a councillor allowance will make the role of councillor more accessible to those on lower income and / or with caring commitments.
- b Environmental – none
- c Crime and Disorder – none
- d Resources – Officer time making request to the remuneration panel for review and preparing the appropriate report. Minor administration in providing the allowance quarterly
- e Economic – There is no direct impact on the economic development of the town.
- f Risk Management – There is a risk that individuals are prevented from becoming councillors due to financial or family arrangements.

P&R1.6.7 Recommendation

- a Request of Somerset County Council Monitoring Officer that councillors allowances for town and parish councils are considered during the current financial year for implementation from the 2023 financial and municipal year and that the recommendation, once provided, is considered by a meeting of the Full Town Council.

P&R1.6.8 Reason for Recommendation

- a To improve the availability of the role of councillor to all eligible people of Shepton Mallet and provide a small remuneration for the work undertaken by councillors.

(End)

P&R1.7 Policy Management policy review

To review the Policy Management policy

(5 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

P&R1.7.1 Summary and Background information

- a The Town Council's policies need to be reviewed regularly to ensure that they remain effective and current.
- b The Policy Management Review policy is a sensible place to restart this process after Covid.
- c The policy is available <https://sheptonmallet-tc.gov.uk/wp-content/uploads/2019/07/1901-Policy-Management-Policy.docx.pdf>

P&R1.7.2 Recommendation

- a Adopt the Policy Management Policy incorporating any identified amendments during debate. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Tuesday, 12 July 2022. A press release is not required for this decision.

P&R1.7.3 Reason for Recommendation

- a **One or two sentences that summarise why the officer recommends the decision above.**

(End)