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**To:** All Councillors; Berkeley, Brittain, Crisfield, Ducker, Hale, Harrison (Chair), Heaton, Hobbs, Kennedy, Lovell, Makin, Mayall (Vice-Chair), McGuire, Nicklin, Roth & Stokes-Stephens  
All other recipients for information only.

**01 November 2022**

Dear Councillor

### Summons

You are summoned to the Full Town Council (TC) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 08 November 2022** in the Council Chamber, Mendip District Council

### 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](mailto: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](mailto: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

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

### Encs

(document name and page number where it is referenced)

# FULL TOWN COUNCIL

## Agenda

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	<i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 9pm

Date of next meeting: 10<sup>th</sup> January 2023

#### **TC4.1** Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

*(Local Government Act, 1972 s.85)*

Report Author: Town Clerk

##### **TC4.1.1** 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.

##### **TC4.1.2** Apologies received and reason

- a None notified at the issue of this report

##### **TC4.1.3** Recommendation

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

##### **TC4.1.4** Reason for Recommendation

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

(End)

**TC4.2 Declarations of Interest**

To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. (1 min)

*(Shepton Mallet Town Council Code of Conduct, 2019)*

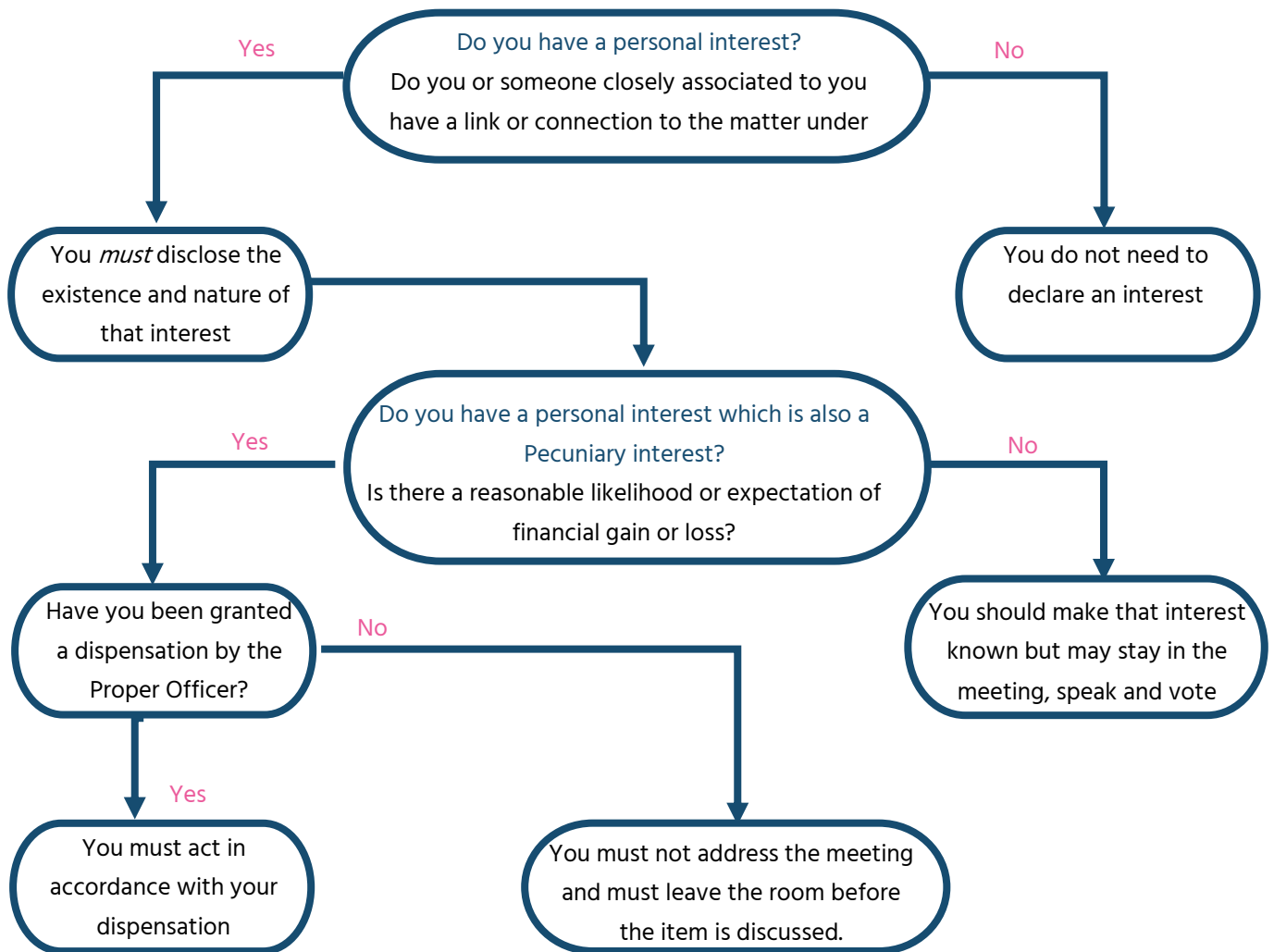
Report Author: Town Clerk

**TC4.2.1 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)

**TC4.2.2 Recommendation**

- a To note the declarations made during the meeting.



(End)

### **TC4.3** Minutes

To receive the minutes of the previous meeting of the Full Town Council.

(1 min)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

#### **TC4.3.1** 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).

#### **TC4.3.2** Recommendation

- a That the minutes of [19<sup>th</sup> July 2022](#) and [6th September 2022](#) be approved for signing as a true record of the decisions taken.

(End)

#### **TC4.4 Community Presentations**

To receive presentations from;

John Revill – Strode College (15 mins)

Kathryn Baker – Somerset Skills & Learning (10 mins)

– Flood Resilience (10 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

##### **TC4.4.1 Summary and Background information**

- a Presentations from organisations within or serving the community provide an opportunity for councillors to learn about other initiatives and opportunities to improve the service and leadership of the town.
- b Presentation included here cannot make decisions as the nature of the business is not clearly identified in advance of the meeting.

##### **TC4.4.2 Recommendation**

- a Receive and note the presentations.

(End)

**TC4.5 Report for Information to Full Council**

To receive reports pertaining to the Full Town Council.

(5 min)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

**TC4.5.1 Conclusion of 2021-22 Audit**

- a The Council’s external auditors, PKF Littlejohn, have concluded the 2021-22 audit of the Council’s Annual Governance and Accountability Return (AGAR) and issued their auditor certificate. The Council is asked to note the report.

**Section 3 – External Auditor Report and Certificate 2021/22**

In respect of **Shepton Mallet Town Council - SO0241**

**1. Respective responsibilities of the body and the auditor**

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

**2. External auditor report 2021/22**

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

**3. External auditor certificate 2021/22**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

12/08/2022

\* Note: the NAO issued guidance applicable to external auditors’ work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



#### TC4.5.2 Updates and Actions from Tuesday, 19 July 2022

[Complete] [In Progress] [Not started / behind schedule]

**TC2.06** COMMITTEE REPORTS TO FULL COUNCIL - RESOLVED to amend the Town Development and Planning Committee terms of reference to include Economic Development

**TC2.07** NOTICE OF MOTION 22-003- SUPPORT TO SHEPTON MALLET FOOTBALL CLUB – RESOLVED to sponsor a board at Shepton Mallet Football Club for the current season and to review equality at Shepton Mallet Football Club before further sponsorship is considered. Order has been placed.

**TC2.08** NOTICE OF MOTION 22-004- COLLETT PARK DAY 2023 - RESOLVED to hold Collett Park Day on Saturday 10th June 2023 at the cost of no more than £10,000. RECOMMENDED to the Arts, Culture & Tourism committee provide a framework for the event to be annual without need for resolution each year and to appoint a working party to work with the Clerk to ensure the smooth running and success of the event.

**TC2.09** COMMUNICATION WITH YOUNGER PEOPLE - RESOLVED to make contact with the local secondary school, to increase awareness of local government and the work of the town council to engage with the younger people of the town – Youth Council in the process of being set up with both Whitstone School and Strode College.

**TC2.10** COMMITTEE VACANCIES - RESOLVED that Cllr J Ducker will fill the vacancy on the Arts, Culture & Tourism committee and a vacancy on the Town Development and Planning committee

**TC2.11** INSURANCE - RESOLVED That the council suspends financial regulation requiring three quotes to be sought, the reason being due to the difficulties in obtaining three suppliers to quote. competitive prices for the town and parish sector and proceeds with Zurich Municipal for a 3 year contract.

**TC2.12** COUNCILLOR ROLES – the roles were resolved. See [minutes](#) for details.

#### TC4.5.3 Chair's Report

a The chair will provide a verbal report

#### TC4.5.4 Mendip District Council Reports

a Mendip District Councillors are invited to provide a brief verbal report at this point.

#### TC4.5.5 Somerset County Council Report

a Somerset County Councillor, Martin Lovell provided the following report [SCC Report](#)

#### TC4.5.6 Working Group and Representatives Reports

a To receive a verbal report from the lead councillors of the following working parties

- Collett Park Feasibility working party
- Local Government reorganisation working party
- Collett Park Day working party
- Ground care contract working party
- Economical Development
- Winter Series

#### TC4.5.7 Warm Spaces

a To receive a verbal report of local initiatives.

#### TC4.5.8 Recommendation

a That the reports are received and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

**TC4.5.9 Reason for Recommendation**

- a To provide a minute record of information provided to members of the Council.

(End)

#### **TC4.6 Committee Reports to Full Council**

To receive minutes and reports and consider recommendations from the Committees of the Council relating to installing a digital noticeboard in Collett Park. (5 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

##### **TC4.6.1 Summary**

- a When a council delegates its responsibilities to a committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in Local Government Act, 1972 s.101. (NALC, 2018)
- b Minutes for each committee are provided for information using the hyperlinks on the dates below and any recommendations for Full Council to consider are noted.

##### **TC4.6.2 Arts, Culture & Tourism Committee [26/07/2022](#) and [11/10/2022](#)**

- a ACT1.5 Community Noticeboard - RECOMMENDED to the Full Town Council in November to install one digital noticeboard In Collett Park (Financial Provision £3,530 from General Reserves)

##### **TC4.6.3 Town Development & Planning Committee [02/08/2022](#), [23/08/2022](#), [04/10/2022](#)**

- a No recommendations to Full Town Council

##### **TC4.6.4 Recreation, Amenities & Environment Committee [06/09/2022](#) and [01/11/2022](#)**

- a No recommendations to Full Town Council

##### **TC4.6.5 Human Resources Committee [27/09/2022](#)**

- a No recommendations to Full Town Council

##### **TC4.6.6 Policy & Resources Committee [18/10/2022](#)**

- a Budget recommendation provided as a separate agenda item.

##### **TC4.6.7 Charities [01/11/2022](#)**

##### **TC4.6.8 Recommendation**

- a That the Council resolves the recommendations from Committees contained within this report, namely; Install one digital noticeboard In Collett Park (Financial Provision £3,530)

##### **TC4.6.9 Reason for Recommendation**

- a To determine matters which fall within the committee scheme of delegation for debate but exceed the delegation for determination.

(End)

## **TC4.7 Budget**

To consider the committee and Council budget and precept requirements for 2023/24.

(30 mins)

*(Local Government Act, 1972 s.151)*

Report Author: Deputy Town Clerk and RFO

### **TC4.7.1 Summary and Background information**

- a To receive a recommendation from the Policy & Resources Committee, which met on 18<sup>th</sup> of October 2022, to agree the budget and precept requirements for 2023/24.
- b A budget proposal chart is attached at Appendix A.

### **TC4.7.2 Budget Proposal for 2023/24 overview by Cost Centres**

#### **a Human Resources Committee/Staff Costs Budget: £300,661**

This budget includes staff costs, training and includes a 10% annual national increment (if awarded) and spinal column progression for staff where appropriate.

The Human Resources Committee met on 27 September 2022 and considered its budget requirements for next year. The following recommendations were made and have been accounted for in the budget presented at this meeting;

- Increased staff costs for the Fundraising Officer
- Noting that the IT section of the budget will require an amount for funding software.

#### **b Admin and Office Budget: £95,700**

This is the operational and overheads budget which does not belong to any committee and is managed by the Town Clerk and Responsible Financial Officer who report on it to the Policy & Resources Committee.

#### **c Recreation, Amenities & Environment Committee: £128,000**

This budget ensures that funds are set aside for future repairs and replacement as well as capital investment into improvements in the town.

#### **d Arts, Culture & Tourism Committee: £33,000**

This budget will ensure the continuation of free events during the summer and winter periods as well as Community Donations for local groups. Funds are included for the annual Collett Park Day / Collett Festival.

#### **e Collett Park: £102,200**

This budget ensures that funds are set aside for future repairs and replacement as well as capital investment into improvements into the park.

#### **f Policy & Resources Committee: £68,799**

This budget covers all grants and Service Level Agreements to local organisations/Charities. A sum of £20,602 has been agreed to support new grant applications for the year 2023/2024 in line with the Grants Policy.

#### **g Town Development and Planning £5,000 (New Code)**

A sum of £5,000 was agreed following the Policy and Resources Meeting on the 8<sup>th</sup> October. This will be for the Economic Regeneration working party to work with key stakeholders in the Town to map the current economic position and prepare a strategic plan with a package of support measures to aid the economy of Shepton Mallet.

### **TC4.7.3 The Precept**

- a The current year's budget is £675,415. Any underspend is either accrued into the new year or placed in a relevant Earmarked Fund or put in the General Reserves. Officers will recommend at the next meeting where any underspends should be allocated.

- b The Policy & Resources Committee recommend that the budget increase percentage is c. 5% for next year. This would put the precept at £709,186. The Council may wish to consider that the £24,8555 required to meet the budget requirements be funded from movements from General Reserves. The total projected budget amounts to £734,041. (£24,8555 req.)

#### TC4.7.4 Impact on Council Tax

- a The precept is paid by the council tax payers. The average number of properties that pay the council tax is known as the tax base and was 3398.07 for the year 22/23.
- b The budget proposal appended to this report is based on last year's tax base numbers (Mendip District Council will not confirm this until December) is as follows: an increase from £198.76 for a D property, to £208.70. This equates to an increase of £9.94 a year to fund the additional £33,771 over last years precept. (An 83p increase per month for each household.)

#### TC4.7.5 General Reserves and Earmarked Funds

- a The Council in addition to the revenue income and expenditure budget has General Reserves and Earmarked Reserves.
- b **General reserves**  
These funds are to meet unexpected, unavoidable and emergency payments. The opening balance of its General Reserves on 1st April 2022 was £309,045, this will increase if there is any underspend in the current year that has not been agreed to transfer to an Earmarked fund. Regulations state that a council must hold between one quarter and one third of its precept. Currently the General Reserves sit at 61% of the precept. If the decision is taken to move £24,8555, the required amount to meet the proposed budget requirements, it will be sitting at 53%. (This is not considering any underspend from the current years budget that may be transferred at the end of the financial year.) The Council may wish to consider referring to the Policy and Resources Committee to investigate the option of investing some of these funds in a CCLA Property Fund.
- c **Earmarked Funds**  
The current position of the Earmarked Funds (after in-year adjustments) are as follows and total £503,884.60

Account	Opening Balance	Net Transfers	Closing Balance	Comments
311 EMR - Local Projects Capital	118,863.51		118,863.51	
312 EMR - Skatepark Capital	0.00		0.00	
313 EMR - Town Improvements/TCOP	0.00		0.00	
314 EMR - Town Capital Replacement	61,066.25	-9,996.03	51,070.22	
315 EMR - Skatepark	7,370.12		7,370.12	5,000 to be added annually
316 EMR - Neighbourhood Plan	6,911.77	-455.00	6,456.77	
317 EMR - Speed Watch	0.00		0.00	
318 EMR - Strawberry Line	32,088.99		32,088.99	
319 EMR - BMX Track	0.00		0.00	
320 EMR - Professional fees & Elec	11,965.71		11,965.71	
321 EMR - War I Commemoration	0.00		0.00	
322 EMR - CP Feasibility Study	12,455.00		12,455.00	
323 EMR - Eden Grove	0.00		0.00	
324 EMR - Council Reserve	0.00		0.00	
325 EMR - Wayfinding Signage	66,432.50	-30,320.00	36,112.50	
326 EMR - CP New infrastructure	30,000.00		30,000.00	£30,0000 transfer to 330?
327 EMR - CP Capital replacement	44,000.00		44,000.00	£5,783 transfer to 330? Rename - CP non play capital Replacement

328	EMR - Library Support	29,000.00		29,000.00	
329	EMR - People & Promotion	8,153.02		8,153.02	
330	EMR - Collett Park Play Develo	109,217.30		109,217.30	Amend to Collett Park Play Installation and top up to £200k
331	EMR - Twinning	1,400.00		1,400.00	
333	EMR - S106	5,731.46		5,731.46	
		<b>544,655.63</b>	<b>-40,771.03</b>	<b>503,884.60</b>	
NEW –	EMR – Collett Park Play Capital Replacement				Agree annual budget amount for future replacement needs

**TC4.7.6 Collett Park Play Development**

- a Total funding required to fulfil the budgetary needs for this project amounts to £200,000.
- b Currently the funds sit at £109, 217.30 leaving a deficit of £ 90,782.7. The Council may wish to consider the following budget lines to meet the required budget to fund this project;

Collett Park Charity Account	£55,000
326 - EMR - CP New infrastructure	£30,0000
327 - EMR - CP Capital replacement	£5,783
<b>Total</b>	<b>£90,783</b>

**TC4.7.7 Scheme of Delegation**

- a The Local Government Act 2000 requires Full Council to approve the council's budget and council tax demand.

**TC4.7.8 Legal Authority and Implication**

- a The Local Government Act 1972 (Sec 151) states that 'every local authority shall make arrangements for the proper administration of their financial affairs
- The Town Council, in calculating its precept, must as far as possible secure that it will suffice for four classes of items, namely;
- Next year's expenditure, including an allowance for contingencies;
  - Outstanding expenditure incurred in previous years;
  - Expenditure likely to be incurred before the precepted sum becomes available;
  - Payments to financial reserves'

**TC4.7.9 Financial Implication**

- a As shown in the attached budget and report detail.

**TC4.7.10 Recommendation**

- a That the Council considers and resolves any amendments to the draft budget., and considers options for the surplus in General Reserves. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Tuesday, 31 January 2023. A press release to be prepare and authority to provide quotes and media interviews delegated to Cllr Harrison.

**TC4.7.11 Reason for Recommendation**

- a To Fulfil the role that Full Council has to approve the council's budget and council tax demand.

(End)

Annual Budget - By Centre

Note: Committee budget draft 1

	2021-2022		2022-2023				2023-2024		
	Budget	Actual	Total	Actual	Projects	Committ	Agreed	EMR	Carried
<b>100 Income</b>									
1000 Allotment Rents	3,289	3,329	3,289	0	0	0	3,289	0	0
1005 Wayleaves	30	3	30	0	0	0	30	0	0
1006 Grants & Donations	0	25,363	0	0	0	0	0	0	0
1016 Other Income	10,000	31,833	0	248	0	0	0	0	0
1176 Precept	615,970	615,970	675,415	337,708	0	0	709,186	0	0
1190 Bank Interest	400	334	50	358	0	0	100	0	0
<b>Total Income</b>	<b>629,689</b>	<b>676,832</b>	<b>678,784</b>	<b>338,314</b>	<b>0</b>	<b>0</b>	<b>712,605</b>	<b>0</b>	<b>0</b>
6001 less Transfer to EMR	0	26,512	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>629,689</b>	<b>650,319</b>	<b>678,784</b>	<b>338,314</b>	<b>0</b>		<b>712,605</b>		
<b>200 Office - Administration</b>									
4012 Bank, Accountancy & Audit Fees	3,800	4,062	3,800	1,442	0	0	4,000	0	0
4016 Legal & Professional Fees	2,800	1,489	10,000	3,072	0	0	25,000	0	0
4017 TLG Settlement	10,000	10,000	10,000	0	0	0	10,000	0	0
4024 Office Lease Rates & Services	7,800	6,168	7,800	4,583	0	0	10,000	0	0
4026 Renewals & Improvements	2,200	-1,780	2,200	412	0	0	2,000	0	0
4028 Communications	2,500	1,573	2,500	657	0	0	2,500	0	0
4032 Information Technology	11,500	7,492	11,500	4,279	0	0	8,500	0	0
4036 Website	1,000	922	500	828	0	0	1,000	0	0
4040 Stationery & Printing	1,800	1,079	1,800	938	0	0	2,000	0	0
4044 Postage & Carriage	300	-30	300	713	0	0	300	0	0
4048 Sundries & Consumables	500	448	600	0	0	0	500	0	0
4052 Marketing	5,000	2,370	5,500	1,217	0	0	5,000	0	0
4056 Subscriptions	3,000	1,351	3,000	1,450	0	0	2,000	0	0

Incs. fees for CP & Shape consultancy

Covers new IT systems

## Annual Budget - By Centre

Note: Committee budget draft 1

	<u>2021-2022</u>		<u>2022-2023</u>				<u>2023-2024</u>		
	Budget	Actual	Total	Actual	Projecte	Committ	Agreed	EMR	Carried
4060 Members Travel Expenses	50	19	50	0	0	0	100	0	0
4064 Insurance	8,000	7,521	8,200	9,649	0	0	8,500	0	0
4068 Chairman's Allowance	750	750	750	0	0	0	7,150	0	0
4072 Civic Duties & Events	2,400	475	1,200	40	0	0	6,500	0	0
4074 Conferences & Members Training	500	145	500	113	0	0	650	0	0
4168 Elections	0	9,725	8,000	200	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>63,900</b>	<b>53,779</b>	<b>78,200</b>	<b>29,591</b>	<b>0</b>	<b>0</b>	<b>95,700</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	5,924	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(63,900)</b>	<b>(47,855)</b>	<b>(78,200)</b>	<b>(29,591)</b>	<b>0</b>		<b>(95,700)</b>		
<b>300 Staff</b>									
4000 Salaries - Gross	189,143	132,664	183,282	55,207	0	0	241,335	0	0
4004 Employers - NI	19,405	4,870	18,579	1,431	0	0	18,039	0	0
4008 Employers - Pension	39,391	27,232	38,123	9,266	0	0	37,587	0	0
4009 Employees - Travel	200	47	200	1,031	0	0	200	0	0
4010 Staff Training	2,200	545	2,200	709	0	0	3,500	0	0
<b>Overhead Expenditure</b>	<b>250,339</b>	<b>165,359</b>	<b>242,384</b>	<b>67,644</b>	<b>0</b>	<b>0</b>	<b>300,661</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(250,339)</b>	<b>(165,359)</b>	<b>(242,384)</b>	<b>(67,644)</b>	<b>0</b>		<b>(300,661)</b>		
<b>400 Policy &amp; Resources Committee</b>									
4155 Library Grant	15,000	15,000	15,000	0	0	0	15,000	0	0
<b>Direct Expenditure</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>
4100 Neighbourhood Plan	0	3,640	0	3,914	0	0	5,000	0	0
4112 Cenotaph Charity	1,000	1,225	1,000	0	0	0	1,000	0	0
4116 Market Cross Charity	1,000	1,000	1,000	0	0	0	697	0	0



21/10/2022

## Shepton Mallet Town Council Current Year

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## Annual Budget - By Centre

Note: Committee budget draft 1

	2021-2022		2022-2023				2023-2024		
	Budget	Actual	Total	Actual	Projects	Committ	Agreed	EMR	Carried
4118 Collett Park Charity	1,000	1,050	1,000	0	0	0	0	0	0
4120 Town CCTV	9,500	0	9,500	0	0	0	0	0	0
4122 YMCA - Youth	6,500	6,500	9,500	2,375	0	0	9,500	0	0
4124 Community Donations	10,000	8,897	0	0	0	0	0	0	0
4125 The People's Vote	0	8,751	0	0	0	0	0	0	0
4132 Citizens Advice Mendip	10,000	10,000	10,000	0	0	0	10,000	0	0
4140 Mendip Community Transport	1,500	1,500	1,500	1,500	0	0	1,500	0	0
4144 Mid Somerset Show	500	500	0	0	0	0	1,000	0	0
4148 Shepton Mallet Carnival	1,300	1,300	1,300	1,300	0	0	1,500	0	0
4162 New Grants	11,000	9,500	10,100	10,100	0	0	14,602	0	0
4175 Snowdrop Festival	4,000	4,000	4,000	4,000	0	0	6,000	6,000	0
4228 A&IT	0	0	0	3,000	0	0	3,000	0	0
<b>Overhead Expenditure</b>	<b>57,300</b>	<b>57,862</b>	<b>48,900</b>	<b>26,189</b>	<b>0</b>	<b>0</b>	<b>53,799</b>	<b>6,000</b>	<b>0</b>
6000 plus Transfer from EMR	0	27,391	0	455	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(72,300)</b>	<b>(45,472)</b>	<b>(63,900)</b>	<b>(25,734)</b>	<b>0</b>		<b>(68,799)</b>		
<b>401 Town Development and Planning</b>									
9001 Econmic Regeneration	0	0	0	0	0	0	5,000	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(5,000)</b>		
<b>500 Recreation, Amenities &amp; Enviro</b>									
4076 Allotment Land Rent & Rates	900	13,778	1,300	358	0	0	1,000	0	0
4080 Ground Care - Town Environs	22,000	23,638	22,000	21,065	0	0	25,000	0	0
4082 Skatepark West Shepton	0	6,550	0	0	0	0	5,000	0	0

## Annual Budget - By Centre

Note: Committee budget draft 1

	2021-2022		2022-2023				2023-2024		
	Budget	Actual	Total	Actual	Projects	Committ	Agreed	EMR	Carried
4084 Town Repairs & Maintenance	0	0	0	165	0	0	0	0	0
4088 Town Improvements	21,000	106,596	30,000	20,103	0	0	30,000	0	0
4128 Christmas Lighting	20,000	17,328	20,000	11,014	0	0	25,000	0	0
4171 Strawberry Line	0	4,911	0	0	0	0	5,000	0	0
4174 Town Signage	0	20,428	15,000	60,925	0	0	6,000	0	0
4177 Capital Replacement Fund	25,000	0	25,000	0	0	0	25,000	0	0
4227 Bunting	0	-990	5,000	5,940	0	0	6,000	0	0
<b>Overhead Expenditure</b>	<b>88,900</b>	<b>192,239</b>	<b>118,300</b>	<b>119,570</b>	<b>0</b>	<b>0</b>	<b>128,000</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	131,702	0	40,316	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(88,900)</b>	<b>(60,537)</b>	<b>(118,300)</b>	<b>(79,254)</b>	<b>0</b>		<b>(128,000)</b>		
<b>600 Collett Park Management</b>									
4081 Ground Care - Collett Park	40,000	33,206	50,000	11,243	0	0	40,000	0	0
4202 Other Expenditure	25,750	25,164	30,000	12	0	0	30,000	0	0
4203 Collett Park Zone 2	2,500	220	15,000	0	0	0	0	0	0
4210 Park Depot & Toilet Rates	1,000	860	1,200	405	0	0	1,200	0	0
4220 Trees & habitat	6,000	2,671	7,500	39	0	0	6,000	0	0
4221 New Infrastructure	15,000	0	15,000	0	0	0	15,000	0	0
4222 Capital Replacement	15,000	0	15,000	1,393	0	0	10,000	0	0
<b>Overhead Expenditure</b>	<b>105,250</b>	<b>62,120</b>	<b>133,700</b>	<b>13,092</b>	<b>0</b>	<b>0</b>	<b>102,200</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	6,779	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(105,250)</b>	<b>(55,341)</b>	<b>(133,700)</b>	<b>(13,092)</b>	<b>0</b>		<b>(102,200)</b>		
<b>700 Collett Park Festival</b>									
1002 Collett Festival	0	2,395	0	0	0	0	0	0	0

Renamed from CP  
Feasibility

**Annual Budget - By Centre**

**Note: Committee budget draft 1**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023-2024</u>		
		Budget	Actual	Total	Actual	Projects	Committ	Agreed	EMR	Carried
1027	Other Income	6,000	-395	6,000	1,280	0	0	6,000	0	0
<b>Total Income</b>		<b>6,000</b>	<b>2,000</b>	<b>6,000</b>	<b>1,280</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
4156	Collett Park Festival	20,000	0	0	13,040	0	0	10,000	0	0
4186	Printing	0	0	0	299	0	0	0	0	0
4193	Licenses	0	93	0	70	0	0	100	0	0
<b>Overhead Expenditure</b>		<b>20,000</b>	<b>93</b>	<b>0</b>	<b>13,408</b>	<b>0</b>	<b>0</b>	<b>10,100</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(14,000)</b>	<b>1,907</b>	<b>6,000</b>	<b>(12,128)</b>	<b>0</b>		<b>(4,100)</b>		
<b>800</b>	<b><u>Arts, Culture &amp; Tourism</u></b>									
4223	Tourism	7,000	11,914	2,000	-1,760	0	0	1,000	0	0
4224	Art Projects	11,000	12,560	0	-2,000	0	0	0	0	0
4225	Community Projects	12,000	11,624	0	-600	0	0	2,000	0	0
4226	Events	5,000	4,400	1,000	-1,613	0	0	0	0	0
4229	Winter Series	0	0	10,000	1,331	0	0	10,000	0	0
4230	Summer Series	0	0	10,000	4,813	0	0	10,000	0	0
4231	Sunday Markets	0	0	2,000	0	0	0	0	0	0
4232	Arts Forums	0	0	300	0	0	0	0	0	0
4233	Community Donations	0	0	10,000	7,128	0	0	10,000	0	0
4234	Collett Park Day	0	0	10,000	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>35,000</b>	<b>40,498</b>	<b>45,300</b>	<b>7,298</b>	<b>0</b>	<b>0</b>	<b>33,000</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	3,296	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(35,000)</b>	<b>(37,202)</b>	<b>(45,300)</b>	<b>(7,298)</b>	<b>0</b>		<b>(33,000)</b>		

Rename Collett Park Events?

Remove - covered by 4156

**Annual Budget - By Centre**

**Note: Committee budget draft 1**

	<u>2021-2022</u>		<u>2022-2023</u>				<u>2023-2024</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projects</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<b>Total Budget Income</b>	635,689	678,832	684,784	339,594	0	0	718,605	0	0
<b>Expenditure</b>	635,689	586,950	681,764	276,792	0	0	743,460	6,000	0
<b>Net Income over Expenditure</b>	<u>0</u>	<u>91,882</u>	<u>3,000</u>	<u>62,801</u>	<u>0</u>	<u>0</u>	<u>-24,855</u>	<u>-6,000</u>	<u>0</u>
plus Transfer from EMR	0	175,092	0	40,771	0	0	0	0	0
less Transfer to EMR	0	26,512	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>240,461</u>	<u>3,000</u>	<u>103,572</u>	<u>0</u>		<u>(24,855)</u>		

#### **TC4.8 Members Motion 22-011- The council to approve the Shepton Mallet pre-submission Neighbourhood Plan (Regulation 14)**

To approve the pre-submission Neighbourhood Plan (Regulation 14) proposed by the Shepton Mallet Neighbourhood Plan Steering Group (10 mins)

*(Local Government Act 1972 Sch 12)*

Proposer: Cllr Harrison Seconder: Cllr Nicklin

##### **TC4.8.1 Summary and Background information provided by the proposer**

- a A Neighbourhood Plan is a document that sets out planning policies for a neighbourhood area. and is used to determine planning applications. Our Neighbourhood Plan is community led and is driven by a Steering Group who have used community engagement, consultation and feedback from local residents to determine the policies required. The Neighbourhood Plan will influence the way development takes place in Shepton Mallet and once “made” it will form part of the Local Plan.
- b The Shepton Mallet Neighbourhood Plan is now in its 9<sup>th</sup> year of production! The Screening Draft was presented to Shepton Mallet Town Council at Full Council on 28 September 2021, prior to it being submitted for ‘screening’ by Mendip District Council. The screening report was received in March 2022, and as a result, a Strategic Environmental Assessment (SEA) and a Habitats Regulation Assessment (HRA) were required to support the Plan.
- c The pre-submission Neighbourhood Plan (Regulation 14) is now ready to be formally approved by the Town Council so it can be formally consulted on during a six week consultation process early in 2023.

##### **TC4.8.2 Scheme of Delegation**

- a The council should consider formally approving the pre-submission Neighbourhood Plan. From this decision, the Steering Group (which has the Chair of the Town Council attending as representative) will then work with their commissioned consultants to prepare the submission (examination) Neighbourhood Plan.
- b Next stages:
  - 8.2.b.1 Format the plan document to be cohesive and professional in terms of presentation
  - 8.2.b.2 Design some support marketing materials to assist with community engagement
  - 8.2.b.3 Deploy a series of community engagement activities so residents understand the policies in the plan

Note, some support from the Town Council’s Marketing and Communications Officer has already been agreed to assist with publicising community engagement prior to the referendum

##### **TC4.8.3 Legal Authority and Implication provided by the proposer**

- a Once the Town Council has formally approved the Neighbourhood plan, the plan will be consulted on for a six week period in early 2023.

##### **TC4.8.4 Town Plan Reference**

- a Place Making: Deliver a Neighbourhood Plan

##### **TC4.8.5 Financial Implication provided by the proposer**

- a There are no specific financial implications to the Town Council approving the pre-submission Neighbourhood Plan (Regulation 14) today because a budget has been proposed to undertake the support activity to take the Plan to referendum

**TC4.8.6 Impact Assessment provided by the proposer**

- a Equalities – No impact
- b Environmental – A positive impact to ensure local planning policies reflect the needs of the town
- c Crime and Disorder – No impact
- d Resources – Some work over the next few months for the Marketing and Communications Officer to assist
- e Economic – A positive economic impact most likely due to improved transport policies contained within the plan
- f Risk Management – No impact

**TC4.8.7 Recommendation by the proposer**

- a Shepton Mallet Town Council formally approves the pre-submission Neighbourhood plan (Regulation 14).

**TC4.8.8 Reason for Recommendation by the proposer**

- a Neighbourhood Plans are seen as one of the most powerful planning resources to ensure local planning policy reflects the needs of the neighbourhood. The Town Council has been sponsoring the development of it's Neighbourhood Plan for the best part of a decade. The steering group is ready to plan community engagement in the new year.

(End)

#### **TC4.9 Members Motion 22-010 – Shape Mendip Campus**

To consider commissioning an options appraisal to determine the commercial feasibility of the Shape Mendip Campus as a Town Council asset (10 mins)

*(Local Government Act 1972 Sch 12)*

Proposer: Cllr Harrison Seconded: Cllr Berkeley

##### **TC4.9.1 Summary and Background information provided by the proposer**

- a Shape Mendip was created as a multi-purpose space for multi-agency use in Shepton Mallet. It is a series of both modern and old (but modernised) buildings near the centre of the town. It has a large car park and is equipped to modern office and meeting space specifications. It is fundamentally a flexible modern workspace. Because is a local authority owned building, it is also fully compliant with the Disability Discrimination Act (1985).
- b On 1 April 2023, Mendip District Council will cease to exist. That is in 147 days time. The removal of this entire layer of government and consequent bureaucracy offers an interesting opportunity for the town of Shepton Mallet; what to do with the Shape Mendip campus? Initial conversations with the new Somerset Council indicate they will want to retain some space but the entire raison d'être of the facility is now called into question.
- c This situation also offers a unique opportunity for Shepton Mallet Town Council, other agencies and the community at large. For years the local community has debated about needing a modern Town Hall. The Town Council would benefit from having its own debating chamber. The Town Council is growing and needs more officer space. The long-term viability of the Community Hospital estate is also unclear. Appropriate services, currently delivered locally, are therefore at potential risk of being moved to other venues at distance from our community. And the town has no dedicated business start-up support space; it maybe that the solutions for this, and many of the town's economic regeneration and social community building needs will be imminently available!
- d The new Somerset Council has declared a £44m financial gap in it's first fiscal year. There is a danger that key assets owned by the new Council could be sold in order to close the budget deficit. This could see facilities such as Shape Mendip being sold to commercial developers and the opportunity for community benefit lost forever. If the Town Council was to purchase the facility, it would not only be kept as an asset of value to the community but, ironically, the Town Council could help Somerset Council's immediate financial situation and put a substantial asset value onto its own register.
- e If the Town Council was to purchase Shape Mendip, the facility could deliver:
  - A new Town Hall, available to rent to members of the community so providing substantial community value as well as a revenue stream for the Town Council
  - Town Council owned debating chamber and meeting space
  - Increased officer work space (not just for the Town Council but also other agencies)
  - Opportunity to divide sections to rent to commercial tenants, also providing an additional revenue stream for the Town Council
  - Potentially provide modern workspace for hot-desking or business start-ups, or even provide more formal business incubation facilities with strategic partners (e.g. Interim Spaces ([www.interimspaces.co.uk](http://www.interimspaces.co.uk)))
  - Potential for a modern health and wellbeing centre in the centre of town along the lines of the [Cavell Centre](#) that have recently being attracting national attention and funding. This model brings together services that may be found in the community hospital, 3<sup>rd</sup> sector providers and community services, under one roof. At this point in time the health and social care system has been restructured and there is an opportunity to work with the newly installed [Somerset Integrated Care System](#) (of which Somerset Unitary Authority is one partner), the primary care network (essentially

local GP practices), local charities and the Community Hospital Review Programme to deliver a centre accessible by car or public transport.

- The current car park is too large; it was designed for a pre-pandemic time. It could either be re-utilised for the expected increase in users of Collett Park and/or the Strawberry Line or shrunk and space given to Collett Park itself. With the imminent joining-up of the Strawberry Line the latter idea could be particularly exciting and drive enhanced tourism footfall, not just into the planned enhanced café facilities in the park but also the wider town. Chargeable car parking would provide an additional revenue stream for the Town Council.

f This proposal is simply to determine the feasibility of purchasing Shape Mendip. The actual cost to do so would have to be found by the Town Council. There are a range of options available, from Public Works Loans to central government funding, potentially via Levelling Up Funding (round 3) which is expected to open Spring 2023. Initial conversations with our MP are favourable for this initiative. Also, if the scheme eventually housed a Cavell centre, funding could be forthcoming from the local Clinical Commissioning Group. However the overall scheme could eventually be funded, investing now in a 'shovel-ready' scheme would enable the Town Council to react quickly when future opportunities regarding the site arrive.

#### **TC4.9.2 Scheme of Delegation**

a The council could consider delegating to the town clerk to commission an options appraisal from a professional commercial property and research consultant.

#### **TC4.9.3 Legal Authority and Implication provided by the proposer**

a There are no legal implications regarding commissioning this research work.

#### **TC4.9.4 Town Plan Reference**

a Place Making: Work with partners to provide and improve facilities throughout town, including a review of car parking

#### **TC4.9.5 Financial Implication provided by the proposer**

a An initial conversation with a provider who could deliver the proposed brief is that the work would cost £15k.

b The provider spoken to is SQW ( [www.sqw.co.uk](http://www.sqw.co.uk) and [Land & Property \(sqw.co.uk\)](http://Land & Property (sqw.co.uk)) )

#### **TC4.9.6 Impact Assessment provided by the proposer**

a Equalities – No impact

b Environmental – No impact

c Crime and Disorder – No impact

d Resources – Minor initial town clerk resource needed to commission report

e Economic – No impact

f Risk Management – No impact

#### **TC4.9.7 Recommendation by the proposer**

a This council proposes that the town clerk commissions an options appraisal from a professional land/property consultant to determine the potential uses and commercial viability so the Town Council can decide whether it would strategically like to purchase the Shape Mendip campus from Somerset Council.

#### **TC4.9.8 Reason for Recommendation by the proposer**



- a A commercial opportunity that could (i) protect a key set of buildings in the town centre for generations to come (ii) provide a future revenue stream for the Town Council (iii) provide a very significant asset onto the Town Council register (iv) provide a multi-use space for the town's residents to use for multiple activities (v) provide physical working and meeting spaces for multiple agencies in the town (vi) provide potential space for small or start-up businesses (vii) potentially provide the opportunity to expand Collett Park and up-weight facilities at the Strawberry Line (viii) potentially provide a new Health and Wellbeing Centre for our community.

#### **TC4.10** Committee Vacancy

To consider filling vacancies on committees

(5 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

##### **TC4.10.1** Summary and Background information

- a To fill the current vacancies on the following committees:
- 1X Policy and Resources
  - 2X Town Development & Planning

##### **TC4.10.2** Impact Assessment

- a Risk Management – In order for meetings to be quorate one third of council members, or 3, whichever is greater, must be present. Without a full committee the risk of the meeting not being quorate is greater

##### **TC4.10.3** Recommendation

- a To fill the current vacancies on each committee. A press release is not required for this decision.

##### **TC4.10.4** Reason for Recommendation

- a To fill the current vacancies on the committees.

(End)

## **TC4.11 Civility and Respect**

To consider signing up to the civility and respect pledge

(5 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

### **TC4.11.1 Summary and Background information**

- a The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
- b By Shepton Mallet Town Council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- c Signing up is a simple process, which requires councils to register and agree to the following statements:

### **TC4.11.2 Statements:**

- a Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role
- b Our council has put in place a training programme for councillors and staff
- c Our council has signed up to Code of Conduct for councillors
- d Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- e Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- f Our council will commit to calling out bullying and harassment when it happens.
- g Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- h Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

### **TC4.11.3 Town Plan Reference**

- a No current Town Plan related reference

### **TC4.11.4 Financial Implication**

- a None

### **TC4.11.5 Recommendation**

- a Sign the civility and respect pledge. A press release to be prepared by the Communications Officer and authority to provide quotes and media interviews delegated to Cllr Harrison

### **TC4.11.6 Reason for Recommendation**

- a To demonstrate commitment to treating everyone with civility and respect in their role.

(End)

## **TC4.12 Local Council Award Scheme**

To consider applying for quality council status

(5 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

### **TC4.12.1 Summary and Background information**

- a There is a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. Helping the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be a celebration for councillors and officers, as their commitment and hard work are recognised and respected.
- b An award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard.
- c The scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement.

### **TC4.12.2 How to Apply**

- a The first step is to register online with NALC, this includes a £50 registration. The council does not need to have all the criteria in place at this stage, it is simply registering interest in taking part in the scheme
- b The council can apply for any award level – it doesn't need to start at Foundation.
- c When all the criteria is prepared and in place, this needs to be confirmed in a public meeting.
- d The Council then notifies its local accreditation panel coordinator and provides the application form including links to online documents. At this stage, the council will also pay an accreditation fee to Somerset Association of Local Councils.
- e A local panel coordinator will contact the Council with the result of the application.
- f More information is available <https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>

### **TC4.12.3 Financial Implication**

- a £250 (£50 registration and £200 accreditation). Legal and Professional fees.

### **TC4.12.4 Impact Assessment**

- a Officers have considered the impact assessment in relation to equalities, environment, Crime & Disorder, Resources, economic impact for the town and risk. There are no identified negative impacts to progressing with this proposal.

### **TC4.12.5 Recommendation**

- a To register for the quality council award with a view to applying directly for Quality Gold. Delegate to the Town Clerk all details in discharging this decision. A press release to be issued once the award has been achieved.

### **TC4.12.6 Reason for Recommendation**

- a To provide confidence in the community of the council and raise the profile of what good councils look like.

(End)