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To: RAE Cllrs: Berkeley (Vice-Chair), Harrison, Hobbs, Kennedy (Chair), McGuire, Mayall, Nicklin, Roth
All other recipients for information only.

30 November 2022

Dear Councillor

Summons

You are summoned to an extraordinary meeting of the Recreation, Amenities and Environment Committee (RAE) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 06 December 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 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

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

RECREATION, AMENITIES AND ENVIRONMENT COMMITTEE

Agenda

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Anticipated meeting end time 07:30pm

Date of next meeting:

Tuesday 31st January 2023

TC1.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

TC1.1.1 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.

TC1.1.2 Apologies received and reason

- a None notified at this issue of this report

TC1.1.3 Recommendation

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

TC1.1.4 Reason for Recommendation

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

(End)

TC1.2 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)

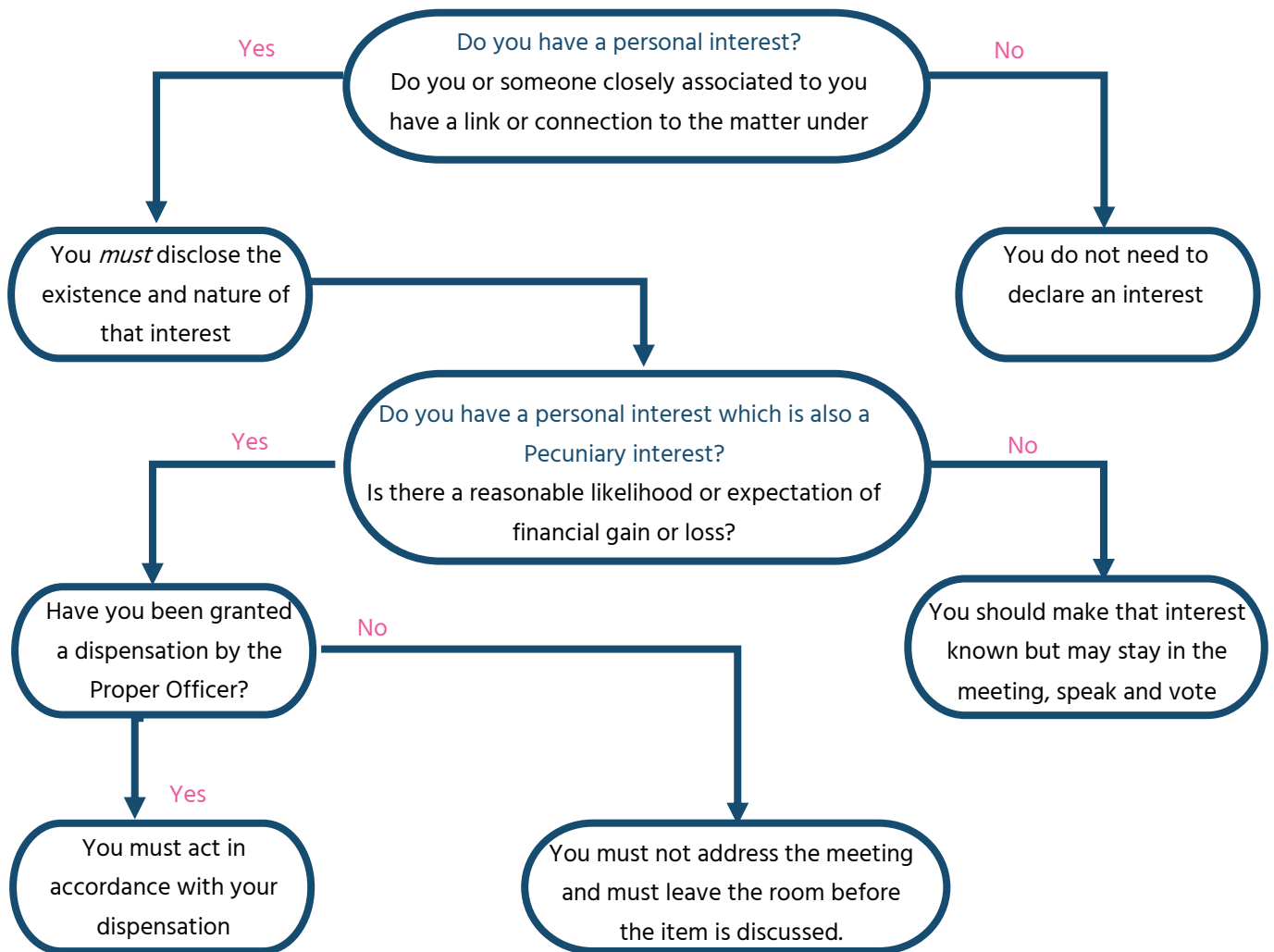
Report Author: Town Clerk

TC1.2.1 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)

TC1.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

TC1.3 Minutes

To receive the minutes of the previous meeting of the Recreation, Amenities and Environment Committee. (1 min)

(Local Government Act 1972 Sch 12)

Report Author Town Clerk:

TC1.3.1 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).

TC1.3.2 Recommendation

- a That the minutes of [1st November 2022](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday, 06 December 2022. A press release is not required for this decision.

(End)

TC1.4 Collett Park Electricity points

To agree relocation of electricity points in Collett Park

(10 mins)

(Local Government Act 1972 Sch 12)

Report Author: Project Officer

TC1.4.1 Summary and Background information

- a Due to the installation of new play equipment and movement of the location, the current electricity boxes need to be relocated or sunk into the ground.
- b The current supply is already known and the works have been scoped. There is potential for complications in sinking into the ground which will not be known until works start.

TC1.4.2 Scheme of Delegation

- a Administration, maintenance and use of the Collett Park in its entirety

TC1.4.3 Legal Authority and Implication

- a The Open Spaces Act 1906 provides the authority to maintain the council's open spaces.

TC1.4.4 Town Plan Reference

- a Play: Continue to improve the parks and play areas and open spaces

TC1.4.5 Financial Implication

- a Costs received are in the region of £6,000. It is recommended that allowance for £7,000 is made to accommodate any unknowns while work is taking place.
- b Extract from income and expenditure report for relevant budget line(s):

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600 Collett Park Management</u>							
4221 New Infrastructure	0	15,000	15,000		15,000	0.0%	

- c The Committee may also choose to request that the money is refunded by the Collett Park Charity as the works relate to improvements to the park for longevity of flexible use of the space.

TC1.4.6 Impact Assessment

- a Equalities – none
- b Environmental – none
- c Crime and Disorder – sinking one of the boxes into the ground may reduce the risk of vandalism.
- d Resources – There is minimal extra officer time due to the works being incorporated into the play park project.
- e Economic – maintaining a high level of facilities in the town reinforces the attraction for visitors and increased footfall.
- f Risk Management – There may be unknown issues in sinking the electric box, this is mitigated by a small additional budget allocation. There may be a delay in installation due to supply issues. There is little that can be done to mitigate this.

TC1.4.7 Recommendation

- a Relocate one electric box to the side of the new play area and sink the other electric box into the ground. Both to continue to be secured with a key.. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Friday, 31 March 2023. A press release is not required for this decision.

TC1.4.8 Reason for Recommendation

- a The electric boxes need to be moved for the play installation. Leaving them where they are would leave them isolated in the middle of play equipment and open space. Retaining them is important for various activities in the park.

TC1.5 Gazebo

To replace part or all of town council gazebo fabric

(15 mins)

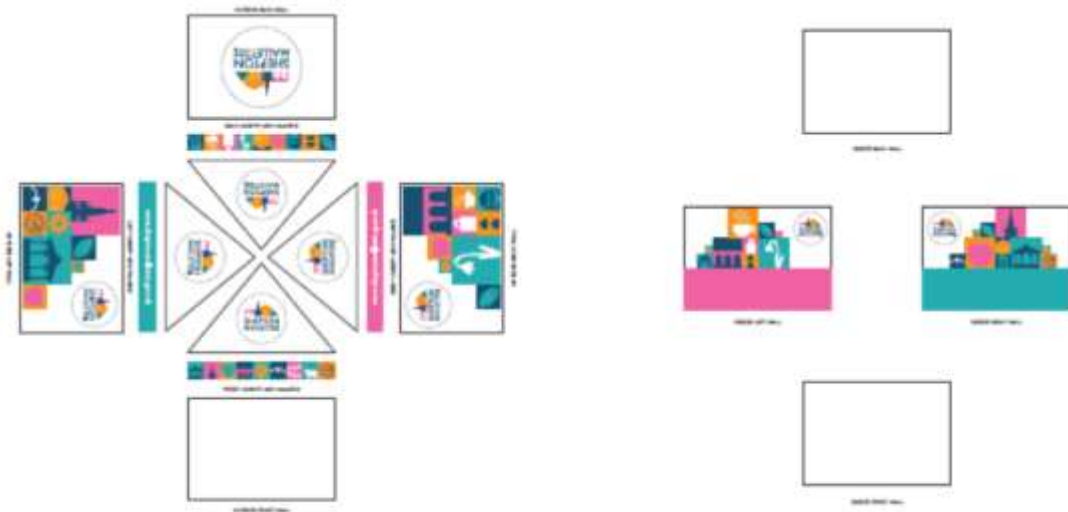
(Local Government Act 1972 Sch 12)

Report Author: Project Officer

TC1.5.1 Summary and Background information

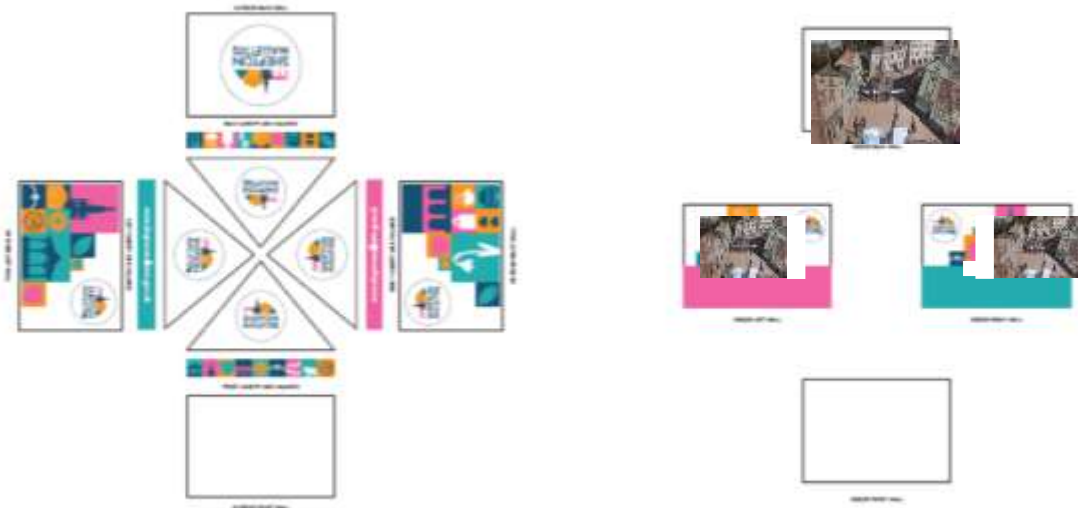
- a The current gazebo is branded with the old Town Council logo.
- b The gazebo is used to promote the town council at various events and is best represented with the new branding
- c Replacing some or all of the panels will bring this up to date.
- d The Council does not currently hold the digital files for the existing 'painting' element of the artwork for the gazebo. It is understood that permission has been granted by the artist for use on the gazebo. This needs to be confirmed and received in writing.
- e Proposed options for new design are shown below

Option 1



Option 2

The following page shows a rough mock-up using the existing artwork. The actual gazebo will also be available at the meeting for councillors to view (note, it will be laid flat, not erected).



TC1.5.2 Scheme of Delegation

- a There is no direct delegation but the use of the gazebo will be mainly during outdoor events.

TC1.5.3 Town Plan Reference

- a Promotion: Support the market and events

TC1.5.4 Financial Implication

- a Cost for full replacement (3 x double-sided sidewalls; 1 x canopy roof ; £25 delivery) is £1,110.83 (ex. VAT).
 Cost for one double-sided sidewall is £265 (ex. VAT)
 Cost for one single-sided sidewall is £132.50 (ex. VAT)
 Cost for one canopy roof is £290.83 (ex. VAT)
 Cost for design work with Overt Design £150
- b Extract from income and expenditure report for relevant budget line(s):

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Office - Administration</u>							
4052 Marketing	1,302	5,500	4,198		4,198	23.7%	

TC1.5.5 Recommendation

- a Marking and Comms recommendation is:
 Keep the artwork panel on the inside back wall and keep the inside side walls clear
 New brand tiles and logo on outside side walls per new design
 Logo, tiles and website URL on canopy and valance per new design
 Logo on outside rear wall per design (this will require re-doing the existing artwork on the inside back wall)

TC1.5.6 Reason for Recommendation

- a To update the gazebo with the Council’s new brand.

(End)