



Town Council Offices,
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Shepton Mallet
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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.

19 January 2023

Dear Councillor

Summons

You are summoned to the Extraordinary 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, 24 January 2023** 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

A handwritten signature in blue ink, appearing to read 'Matt Harrison', is written over a horizontal line.

Matt Harrison, Chairman, Shepton Mallet Town Council

Encs

(document name and page number where it is referenced)



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EXTRAORDINARY FULL TOWN COUNCIL

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 business of 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 receive the minutes of the previous meeting of the Extraordinary Full Town Council(1 min) <i>(Local Government Act 1972 Sch 12)</i>	
TC6.4	LEISURE CENTRE.....	6
	To review both short-term and long-term plans for Leisure provision in Shepton Mallet..... (30 mins) <i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 7.45pm

Date of next meeting: 21st March 2023

TC6.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

TC6.1.1 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.

TC6.1.2 Apologies received and reason

- a Councillor J Brittain due to personal commitments.

TC6.1.3 Recommendation

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

TC6.1.4 Reason for Recommendation

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

(End)

TC6.2 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)

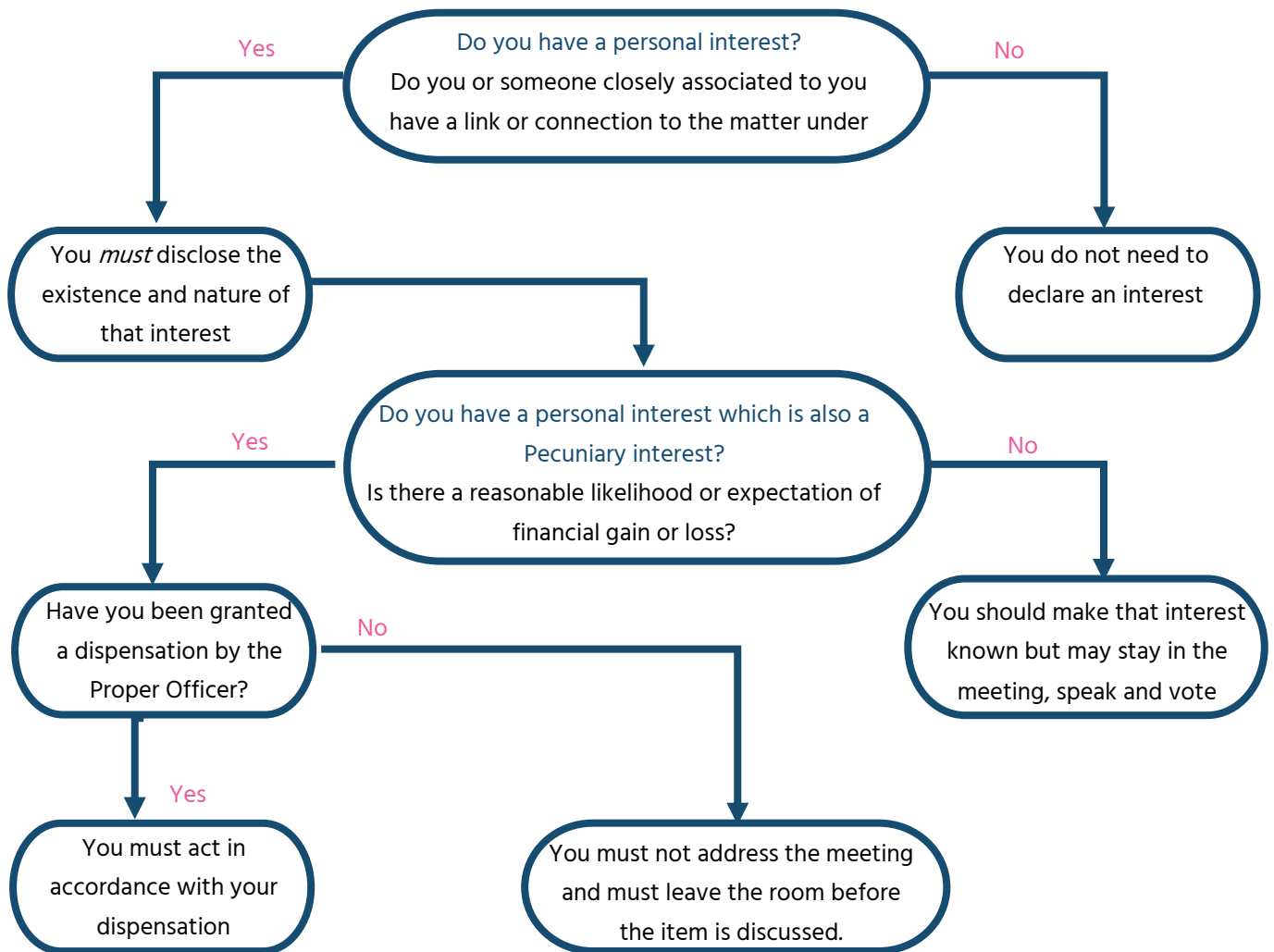
Report Author: Town Clerk

TC6.2.1 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)

TC6.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

TC6.3 Minutes

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

(1 min)

(Local Government Act 1972 Sch 12)

Report Author Town Clerk:

TC6.3.1 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).

TC6.3.2 Recommendation

- a That the minutes of [8th November 2022](#) and [10th January 2023](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Wednesday, 25 January 2023. A press release is not required for this decision.

(End)

TC6.4 Leisure Centre

To review both short-term and long-term plans for Leisure provision in Shepton Mallet

(30 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

TC6.4.1 Summary and Background information

a Further Information to follow

(End)