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# A MEETING OF THE FULL TOWN COUNCIL

## MEETING

[Link to Agenda here](#)

**Held on:** Tuesday, 20 June 2023 at 7 pm. The Council Chamber, Somerset Council Offices, Shepton Mallet, BA4 5BT

**Members Summoned and Present:** All Councillors; Brittain, Crisfield, Ducker, Harrison (Chair), Heaton, Kennedy, Lovell, Makin, Mayall (Vice-Chair), McGuire, Nicklin, Roth & Stokes-Stephens

**Absent:** Councillors; Berkeley and Hobbs

**Officers Present:** Claire Commons, Town Clerk, Becky Kingston-Wood, Democratic Support Assistant, Tara Jessop, Projects officer and Laura Miller, Community Development Officer.

**In attendance:** Press (0), Members of the public (1 from 8.33pm) and 2 Representatives from Shepton Experience.

### Public Question Time

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

The meeting commenced at **7:03 PM**

## MINUTES (Part 1)

### TC2.1 Apologies

- a. Officer report TC2.1 was received and it was **RESOLVED** To accept apologies for absence from Cllr M Berkeley due to a conflicting personal engagement. Cllr E Hobbs due to a conflicting personal engagement.

ACTION: TOWN CLERK

### TC2.2 Declarations of Interest

- a. Officer report TC2.2 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that there were no declarations made (*Financial provision - 0*)

### TC2.3 Minutes

- a. Officer report TC2.3 was received and it was **RESOLVED** that the minutes of Tuesday, 21 March 2023 and Tuesday 2<sup>nd</sup> May 2023 be approved for signing as a true record of the decisions taken. (*Financial provision - 0*)

ACTION: TOWN CLERK

**TC2.4 Officer Report to the Committee**

- a. Officer report TC2.4 was received and it was **NOTED** (*Financial provision - 0*)

**TC2.5 Report for Information to Full Council**

- a. Officer report TC2.4 was received and it was **NOTED** (*Financial provision - 0*)

**TC2.6 Accounts Year Ending 31<sup>st</sup> March 2023**

Officer report TC2.6 was received and it was **RESOLVED** to;

- a. adopt the Annual Internal Audit Report 2022/23.
- b. complete each question and adopt Section 1 - Annual Governance Statement 2022/23
- c. approve and sign Section 2 – Accounting statements 2023/23
- d. confirm the dates for exercise of public rights are Wednesday 21<sup>st</sup> June 2023 – Tuesday 1<sup>st</sup> August 2023 and this includes the statutory requirement of inclusion of the first 10 working days of July 2023 (Monday 3<sup>rd</sup> July – Friday 14<sup>th</sup> July 2023.

ACTION: TOWN CLERK
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**TC2.7 Members Motion 23-009 Health and Wellbeing**

- a. Officer report TC2.7 was received and it was **RESOLVED** that Shepton Mallet Town Council support the proposal, in principle and agrees that Cllr Jane Nicklin continues to be in representation on this collaboration. (*Financial provision - 0*)

**TC2.8 Shepton Experience**

- a. Officer report TC2.12 was received and it was **RESOLVED** to not grant the SLA to The Shepton Experience at this stage and would suggest the following conditions are met and a later application be applied to the Town Council for funding
- Legal pre-condition to granting any funds to 'Shepton Experience' CIC is that there are more than two co-habiting directors in place on the board of directors of the CIC to diversify the interests as well as the workload of this organisation.
  - We prefer to see representation amongst the directors from Shepton High Street traders, Shepton or nearby market traders, as well as from the Town Council.  
As long as there are only two directors resident at the same address the Town Council cannot grant any funds.
  - The Town Council would like to be presented with complete insight into Shepton Experiences CIC's books, covering income as well as expenditure. It appears the ACT sub-committee was only presented with expenditures. These should be up-to-date and post-covid.
  - The Town Council would like to see a comprehensive business plan that shows Shepton Experience CIC at the earliest possible date to become financially self-sufficient, in order to not any longer depend on grant funding. (*Financial provision - 0*)

ACTION: TOWN CLERK
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**TC2.9 Collett Park Entrance Cannards Grave**

- a. Officer report TC2.8 was received and it was **RESOLVED** to commission Somerset Council to undertake the redesign of the entrance to Collett Park from Cannards Grave Road. Somerset Council to fund from available budgets, the Town Council to fund any shortfall. The Clerk noted that this project was not provided for in the current budget and the resolution would result in the likely overspend of the identified budget line. (*Financial provision – up to £18,800 Collett Park Management/Other Expenditure 600/4202*)

ACTION: TOWN CLERK
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**TC2.10 Local Community Networks (LCN)**

- a. Officer report TC2.9 was received and it was **RESOLVED** to nominate Cllr G Kennedy as the primary councillor and Cllr Jane Nicklin as the secondary councillor to the local Community Network 3 and to be put forward as chair or vicechair of the LCN. Details in discharging this decision were delegated to the Town Clerk. *(Financial provision - 0)*

ACTION: TOWN CLERK

**TC2.11 Duchy Tree Planting**

- a. Officer report TC2.10 was received and it was **RESOLVED** to provide the following feedback to the Duchy of Cornwall on the planting plans presented. Noting that there was no safe pedestrian access to the new permissive footpath from Old Wells Road *(Financial provision - 0)*

ACTION: TOWN CLERK

**TC2.12 Economic Regeneration Strategy**

- a. Officer report TC2.11 was received and it was **RESOLVED** to adopt the economic regeneration strategy presented by the working party and to extend the remit of the working party to explore and make recommendations on the delivery of the strategy, including Shepton Business. All details in discharging this decision are delegated to the town clerk. *(Financial provision - 0)*

ACTION: TOWN CLERK

**TC2.13 Wayfinding Signage**

- a. Officer report TC2.13 was received and it was **RESOLVED** to wait for planning permission to be granted before ordering the new wayfinding signs. *(Financial provision - 0)*
- b. It was **RESOLVED** replace the sign in Petticoat Lane with an anti-graffiti coating. Details in discharging this decision were delegated to the Town Clerk. *(Financial provision - £760)*

ACTION: TOWN CLERK

**TC2.14 Financial Risk Assessment**

- a. Officer report TC2.14 was received and it was **RESOLVED** to adopt the Financial Risk Assessment and any mitigation measures identified. Details in discharging this decision were delegated to the Town Clerk. *(Financial provision - 0)*

ACTION: TOWN CLERK

**TC2.15 VE/VJ Day 2025**

- a. Officer report TC2.15 was received and it was **RESOLVED** that Cllr Jon Ducker would volunteer in the planning of the commemoration of VE/VJ days in May 2025 *(Financial provision - 0)*

ACTION: TOWN CLERK

the meeting was adjourned at 9pm to reconvene to conclude the remaining business on Tuesday 27<sup>th</sup> June 2023 at 8pm

These minutes were adopted on enter date, under minute reference enter ref as a true record of the decisions taken and are duly signed below by the chair of that meeting.

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DRAFT

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Initial: