

Axbridge Town Council
Administration and Finance Advisory Group

December 2017
Report for Council.

Meeting. The Group last met on Monday 4th December.

Present: Councillors Browne, Ham, Taylor, Wells and Town Clerk Mrs Brice.

Apologies: None.

Accounts. The council accounts for the end of the month, having been circulated to members of the group, were agreed.

Budget and Precept: The precept has been agreed by Council. A final budget document will be issued with the January Council papers when the Council Tax grant will have been confirmed.

Football invoices. Payments for the first half of the 2016/2017 season have been received. The second set of invoices have been issued but one payment has apparently gone astray.

Water bill for changing rooms. The amount of the outstanding invoice still has to be agreed.

Bin Emptying Contract. The Group is clarifying exactly what is being paid for and what is required for next year.

Public conveniences vandalism. This has been reported to the insurance company. Repair quotes are being sought.

Use of Furlong for organised football. The L&R Group will be considering a draft policy for this.

Projects.

Recreation Field car park. No update.

New Play Equipment. The RLT2 funds need to be spent on this while still available.

Chestnut Avenue Land. Purchase of lease in progress.

Projector. It was agreed that use of a projector particularly for planning meetings should be looked at further. If possible a machine would be borrowed for a trial before considering purchase.

Townsend Slip Road warning lights. County Council to fund?

“Axbridge” town signs to be replaced. HPC mitigation fund? Cost to be ascertained.

Open spaces contract. This will need some minor revisions for next year. To be discussed at the next meeting.

Date of next meeting. Monday 8th January. Time and venue to be advised.

Councillor Taylor (05/12/2017)

Axbridge Town Council Financial Report December 2017			
	Bank Accounts	Account Name	£
		Lloyds Business Account	74,658.16
		Lloyds Current Account	6,195.87
		Lloyds Investment Account	15,089.58
		Total:	95,943.61
	Council Accounts	Account	£
		General Account	71,550.27
		Changing Rooms Operating Account	4,115.52
		Car Park Account	4,557.82
		Changing Rooms Maintenance Fund	15,720.00
		Neighbourhood Plan Account	0.00
		Total:	95,943.61
Receipts since last meeting			
Ref.	From	For	Value
	Axbridge Saxons Football Club	Hire of CR 2016/17 (2 of 2)	825.00
	Axbridge Town Football Club	Hire of CR 2016/17 (2 of 2)	675.00
	C V Gowers	Burial and ER of B	240.00
	Individual	ERofB	120.00
	Tenant	Allotment rent	26.75
	Axbridge Carnival Committee	Hire of CR	20.00
Payments made since last meeting for ratification by Council			
Ref.	To	For	Value
DC	Post Office	Postage	15.60
DC	Cheddar Vally Press	Stationary	15.99
December			
Paymen	Mrs V Brice	Reim of Expenses	26.85
	Mrs P Ham	Reim of Civic Expenses	TBC
	Somerset County Council Pension Fund	Pension deficit (Dec)	70.00
	Lloyds TSB Commercial Finance Ltd	Printing of Oyez (Nov) *	55.80
	Lloyds TSB Commercial Finance Ltd	Civc Award nomination papers	61.20
	Fairlands School	Photocopying - (Sept, Oct and Nov)	TBC
	Mr A Laken	Town Maintenance Contractor - November	157.50
	Rapide System Supplies	Black Toner	65.94
	Mr G Bailey	Hedgetrimming at Cemetery and Allotments	180.00
	Sedgemoor District Council	Reimbursement of fees - advertising of land at Chestnut Avenue	291.60
	water2business	Changing Rooms - 11/3/17 - 28/09/17*	246.37
	LexisNexis	Local Council Administration book	75.00
	Som. Association of Local Councils	New councillor training*(previously agreed)	25.00
Direct Debits and Standing Orders to be paid next calendar month (Dec/Jan)			
	Vodafone	Council telephone	12.39
DD	Plusnet	Broadband etc for office	24.60
DD	Southern Electric	Changing Rooms	31.00
DD	Southern Electric	Electricity - street lights at Town Car Park (Nov)	5.15
DD	Eon	Electricity - street lights at Moorland Street (Dec)	4.42
DD	Sedgemoor District Council	Business rates (public conveniences)	79.00
DD	Sedgemoor District Council	Business rates (Town Car Park)	136.00
DD	Sedgemoor District Council	Business rates (Moorland Street Car Park)	140.00
DD	Sedgemoor District Council	Business rates (Office)	86.00
DD			
DD	TOTAL to be authorised		1,773.82
	* on receipt of invoice/product		

Agenda Item 8.3

Town Maintenance Contractor Report – November 2017

The Town Maintenance Contractor had worked 10.5 hours during November 2017.

Approximately 4.25 hours has been spent clearing litter, trimming the hedge and gully clearance work in the car park (and some litter picking in the car park by the surgery), 3.25 hour removing litter, trimming the hedge on the furlong, 1 hour removing rubbish from Wood Lane, 1 hour tidying up Back Lane and 1 hour carrying out hedge trim at the cemetery.

Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on Monday 4th December 2017

Meeting commenced: 6.45pm

Meeting concluded: 7.35pm

Present: Councillors Ham (Chairman), Browne, Taylor and Wells together with Mrs Brice, Town Clerk.

PS79/17 Apologies for Absence

RESOLVED: that apologies from Councillor Kendall (previous commitment) be received and approved.

PS80/17 Declarations of Interest – none

PS81/17 Minutes of the Committee Meeting held on 6th November 2017

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 6th November 2017 be approved as a correct record and signed by the Chairman.

PS82/17 Public Participation - there were no members of the public present.

PS83/17 Assistant to the Clerk

Member discussed how best to proceed and considered the revised job description, person specification, advert and application form for the Assistant to the Clerk. Several changes were agreed, including a shorter advert for inclusion in the paper. The documents would be finalised with a view to advertising the position in January 2018, with applications sought by 12 noon on Monday 19th February 2018. The Committee would then consider the applications at a meeting on Monday 26th February 2018. The interviewing process was discussed, as were safeguarding matters.

PS84/17 Civic Service

The Civic Service would be held on Sunday 25th February 2018. Nomination forms had been circulated with Oyez, and sent to local organisations, and should be returned to the post office, chemist, co-op or clerk by 31st December 2017. Invitations had been sent to civic guests and the Mayor was organising the entertainment and discussing arrangements with Reverend Hawkings.

PS85/17 Modern Town Archivist

This matter would be further considered at a later meeting.

PS86/17 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 8th January 2018.

Chairman

Date

Correspondence – November 2017

(not mentioned elsewhere in the agenda papers)

SDC = Sedgemoor District Council

SCC = Somerset County Council

Outside Bodies

- Avon and Somerset Constabulary: Local Crime Report
- Community Council for Somerset – vacancies
- Clerks and Councils Direct – magazine
- Cluster Group – agenda - 30th November 2017
- National Association of Local Councils – Larger councils update
- National Association of Civic Officers – training event
- Somerset Association of Local Councils – AGM and area meetings on 28th October 2017 – agenda papers and supporting information.
- Society of Local Council Clerks – Magazine and updates/survey

Planning

- North Somerset Council – various consultation
- Various – Sedgemoor Local Plan and examination hearings
- Virtual names – renewal due
- Neighbourhood Plan group- minutes and updates
- SDC – Public Drop in Sessions – Hinkley Point A and Careers Event
- SDC - Submission of Burnham and Highbridge Area Neighbourhood Plan
- Hinkley B Community newsletter and drop-in sessions
- SDC – enforcement update -Land to the South of Redstacks
- Weekly applications and decisions and reports to the development committee

Administration and Finance

- SDC – Press release re grant fund -applications welcome for PCC's Community Action Fund and Hinkley Fund and Lottery Funding options for groups and Community Health grants
- SDC – no election requested – now need to consider co-option
- Smaller Authorities Audit Appointments Ltd - Notification of external auditor appointments for the 2017-18 financial year
- Contractors/organisations – public liability certificate
- Residents – broadband speed
- Resident – school transport
- Individual – use of community stall
- Individuals – broadband speeds
- Society of Local Council Clerks – newsletter (business rates discretion for public conveniences will not be proceeding)
- Zurich - Incident – Public Conveniences
- Somerset Association of Local Councils – advise on complaints procedure
- Zurich – Risk Management Seminars and Local Council Advisory Service
- Somerset Sight – press release information
- PSMA – changes to licence
- Various newsletters – Mozy, Biffaward and Devon County Council Pension Lines

Leisure and Recreation

- ROSPA – play area inspections
- Somerset Arts - Public Lectures at University Centre Somerset
- What's on Bristol and Weston Magazine
- Somerset Art Works – news and events
- RPM Bike Trials Display Team – can book for local events
- Product Information: Alvian Ltd, HAGS (curved arch to swing from – called Cheddar Gorge), Creative Play, Glasdon KOMPAN, Playforce, Realise Futures Eco Furniture, Web@noticeboardcompany and Wicksteed

Highways

- Somerset Highways: Fennel Lane (cut back, gullies to be checked), Yellow lining – Old Church Road and loose bricks in the Square
- SDC – Road Closure application for Father Christmas Night – advised on objections
- SDC – Horse Chestnut Trees
- SCC – Winter Service leaflet and Salt Bag Collection
- Parking services – views sought on parking restrictions
- Various – bollards
- Various – Axbridge to Cross footpath
- Parking data and research – update car park information
- Resident – 20mph speed limits signs on the ground in need of re-painting
- Product – JACs LTD – Village gateways and Reece Safety (grit bins) and Messagemakers display – speed signs.

Cemetery, Allotments and Open Spaces

- SDC – free bulbs (have requested)
- Local Councils – cemetery fees information and request for our fees
- Individuals
- Products - Plantscape

Facilities Advisory Group

- SDC – Open Space Notice, Chestnut Avenue_

Greens

- Somerset Waste – monthly briefings and recycle and waste collection dates over holiday period and information on those chipping Christmas trees for good causes
- Countryside Alliance Awards – nominations sought by 13 November
- CSE Community Energy Update
- Mendip Hills newsletter, events and activities and British Blade Shearing Record set
- RegenSW – Community energy update
- Parliamentary Boundary Review 2018 - Revised proposals
- Rural Services Network and Rural Vulnerability Service (inc rural broadband)

General Correspondence

- SDC press releases: Get the Flu jab; - Avon and Somerset Constabulary: HMICFRS Peel Efficiency Report – Avon and Somerset is “good”
- PSC UK – Defibrillator
- Chief Fire Officer – Dorset and Somerset Fire & Rescue Service Draft Integrated Risk Management Plan (2018-2022) Consultation www.dsfire.gov.uk/consultation
- Weekly updates from Local MP
- Somerset Rivers Authority - Half Year Progress Report 2017-18. You can also read it online at <http://www.somersetiversauthority.org.uk/flood-risk-work/sra-half-year-progress-report-2017-18/>
- Updates from St Margaret Hospice

DIARY DATES

Axbridge Town Council meetings – Members only
(except Council and Committee meetings and Civic Events)

Date	Meeting	Time	Venue
Monday 20 th Nov	Council	7.30pm	Town Hall
Mon 27 th Nov (TBC)	Leisure and Recreation	6.30pm	Town Hall
Monday 4 th Dec	Personnel and Protocol	6.45pm	Town Hall
	Planning and Licences Committee (if needed)	7.15pm	Town Hall
	Highways	8.00pm	Town Hall
TBC	Cemetery, Allotments and Open Spaces	8.00pm	43 Old Church Road
Sunday 3 rd Dec	Deadline for agenda items for Council		
Monday 4 th Dec	Administration and Finance Advisory Group	7.30pm	Mornington House
Monday 11 th Dec	Planning and Licences (if needed)	6.45pm	Town Hall
	Council	7.30pm	Town Hall

Thurs 30 Nov	Cluster Group – North East	Mark Church Hall
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