

Agenda Item 6
Outside Bodies Report

Axbridge and District Museum Trust

Arts Council Accreditation

Process has now recommenced. Museum currently working on evidence of Security of Tenure, Ownership of Collection and Sustainability Policy. All other aspects already submitted for inspection.

Website

It was agreed that grant funding be sought to enable an overhaul and modernisation of the Museum website.

Custodian Volunteers

Providing full coverage is proving quite difficult this season so far. New volunteers always being sought.

Media

Very positive meeting with the new Editor of the Cheddar Valley Gazette. Agreed to provide a series of news items on the museum for local coverage in the paper.

Quiz

A new quiz 'Museum detective' has proved to be very popular with children and parents. Now working on another quiz aimed at younger children (4 – 7years).

School Outreach

Contact with several schools. Looking to visit more schools as well as co-ordinating work with the 2018/19 schools curricula.

Visitor Numbers

Final figures for 2017/18 showed a 16% increase in visitors over the previous year. Visitor income grew by 6%. The disparity is due to a reduction in the NT visitor credit for the year.

Alan Wells

Agenda Item 7 Axbridge Town Council - Membership Schedule – for consideration

| | Committee | 2017/18 Bold indicates Chairman | 2018/19 To consider |
|---|---|---|--|
| Part 1 Standing Committees | Appeals Panel | Appoint if required – to ensure no conflict of interest.(3 councillors not on Personnel) | Appoint if required – to ensure no conflict of interest.(3 councillors not on Personnel) |
| | Complaints Committee | Appoint if required – to ensure no conflict of interest. (3 councillor min) | Appoint if required – to ensure no conflict of interest. (3 councillor min) |
| | Personnel and Protocol Committee | Pauline Ham (Mayor) Barbara Wells (Deputy) Kate Browne John Kendall Mike Taylor | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Pauline Ham</i> <i>John Kendall</i> <i>Mike Taylor</i> |
| | Planning and Licences Committee | Pauline Ham (Mayor) Barbara Wells (Deputy Mayor) Helen Bridgeman Malcolm Gould John Kendall Barbara Myerson Graham Page Mike Taylor | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Helen Bridgeman</i> <i>Malcolm Gould</i> <i>Pauline Ham</i> <i>John Kendall</i> <i>Barbara Myerson</i> <i>Graham Page</i> <i>Mike Taylor</i> |
| Part 2 Advisory Groups | Administration and Finance Advisory Group | Pauline Ham (Deputy Mayor) Barbara Wells (Deputy Mayor) Kate Browne Mike Taylor Vicky Brice (Clerk and RFO) | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Pauline Ham</i> <i>Mike Taylor</i> Vicky Brice (Clerk and RFO) |
| | Axbridge Youth Partnership | Will only appoint if required. | Will only appoint if required. |
| | Cemeteries, Allotments and Open Spaces Advisory Group | Pauline Ham (Mayor) Barbara Wells (Deputy Mayor) Helen Bridgeman Kate Browne Jeremy Gall | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Helen Bridgeman</i> <i>Jeremy Gall</i> |
| | Emergency Planning Group | Pauline Ham (Mayor) Barbara Wells (Deputy Mayor) Jeremy Gall Malcolm Gould Barbara Myerson <u>Specialist Representatives</u> Rev Tim Hawkings Dr G Miles | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Jeremy Gall</i> <i>Malcolm Gould</i> <i>Barbara Myerson</i> <u>Specialist Representatives</u> Rev Tim Hawkings Dr G Miles |
| | Highways Advisory Group | Pauline Ham (Mayor) Barbara Wells (Deputy Mayor) Helen Bridgeman Jeremy Gall Malcolm Gould Barbara Myerson Mike Taylor | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Helen Bridgeman</i> <i>Jeremy Gall</i> <i>Malcolm Gould</i> <i>Barbara Myerson</i> <i>Mike Taylor</i> |
| | Leisure and Recreation Advisory Group (inc Changing Rooms) | Pauline Ham (Mayor) Barbara Wells (Deputy Mayor) Andy Corp Graham Page | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Andy Corp</i> <i>Pauline Ham</i> <i>Graham Page</i> |
| | Facilities Advisory Group | Pauline Ham (Mayor) Barbara Wells (Deputy Mayor) Kate Browne Jeremy Gall Graham Page | Barbara Wells (Mayor) Kate Browne (Deputy Mayor) <i>Jeremy Gall</i> <i>Graham Page</i> |

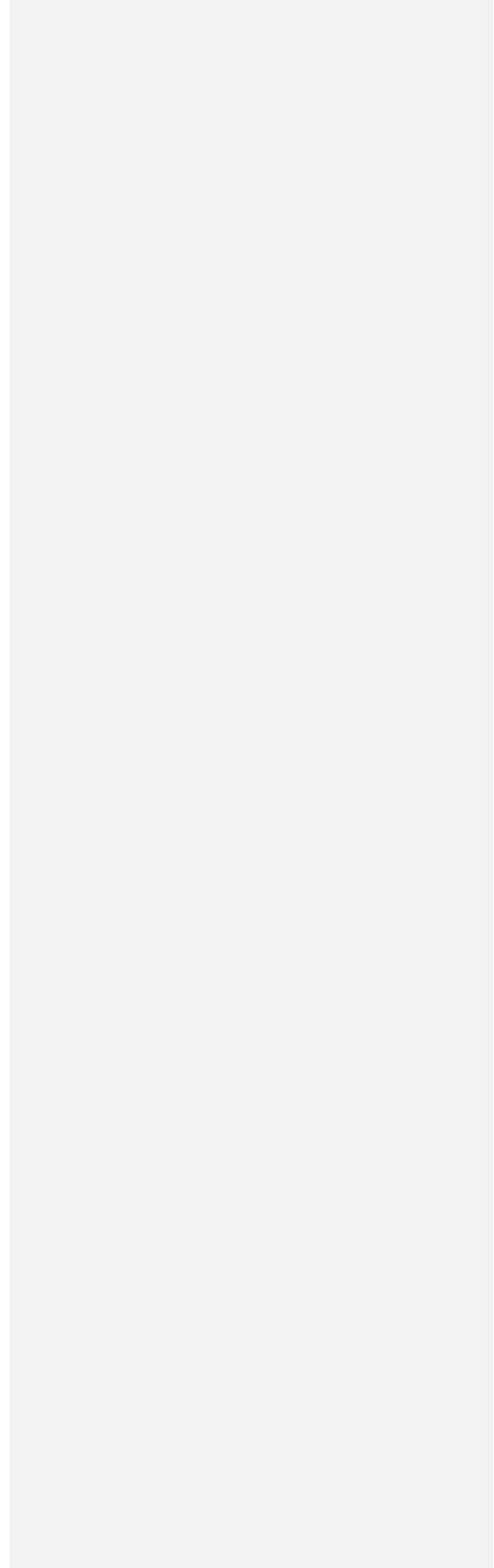
Meeting timetable (usual but subject to change and necessity)

| | |
|------------------------------|---|
| 1st Monday | Planning and Licences Personnel Highways |
| 2nd Monday | Administration and Finance |
| 3rd Monday | Planning and Licenses Council |
| 4th Monday | Leisure and Recreation |
| Ad-hoc | Cemeteries, Allotments and Open Spaces* (usually a Wednesday evening) Facilities Advisory Group* Neighbourhood Planning* |
| | *These meeting are held as and when needed |

Notes –

- Meetings would only be convened if there was enough business.
- The above is only a framework which can be altered after agreement with the chairman of the meeting and the clerk.
- Also, it was proposed that the Facilities Advisory Group's remit would be to seek and acquire facilities. After acquisition, facilities would be transferred to an appropriate group or committee to manage.
- It was noted that standing orders state that advisory group meetings should be held in the Town Hall, if a member of that group wishes that to be the case.

Please scroll down



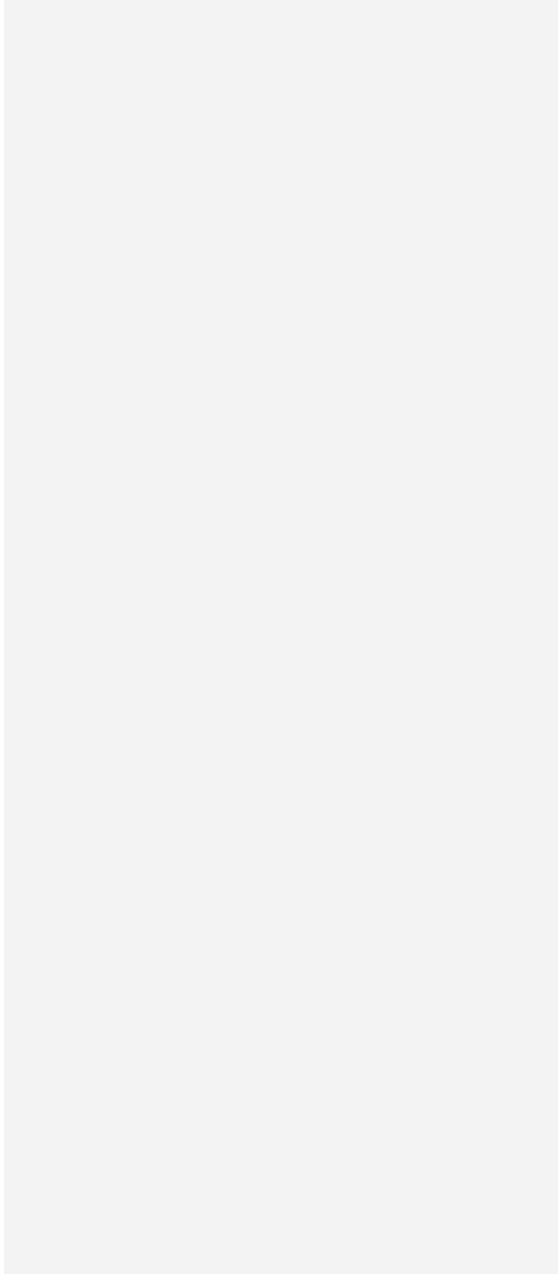
| Part 3 – Council Representatives | 2017/18 | 2018/19 To consider |
|--|---|---|
| Council Representatives – formally appointed to represent the Council/standing item on the Council agenda | | |
| Axbridge Community Partnership | Barbara Myerson and Mike Taylor | <i>Barbara Myerson and Mike Taylor</i> |
| Cheddar Valley Cluster Group | Mike Taylor and Vicky Brice (Town Clerk) | <i>Mike Taylor and Vicky Brice (Town Clerk)</i> |
| Neighbourhood Plan Group | Pauline Ham plus a vacancy | <i>Pauline Ham plus a vacancy</i> |
| Somerset Association of Local Councils (SALC) | Mike Taylor and Vicky Brice (Town Clerk) | <i>Mike Taylor and Vicky Brice (Town Clerk)</i> |
| Sports and Social Committee | Pauline Ham plus a vacancy | <i>Pauline Ham plus a vacancy</i> |
| Town Trust/Town Council Liaison Committee | Pauline Ham (Mayor), Barbara Wells (Deputy Mayor) and Mike Taylor | <i>Barbara Wells (Mayor), Kate Browne (Deputy Mayor), Pauline Ham and Mike Taylor</i> |

| Part 4 – Reps to liaise with Outside Bodies and Events | 2017/18 | 2018/19 To consider |
|---|--|---|
| Community Table | Ad-hoc | <i>Ad-hoc</i> |
| Emergency Planning | Ian Laken | <i>Ian Laken</i> |
| OYEZ Editor and Deputy Editor | John Kendall plus a vacancy for deputy editor | <i>John Kendall plus a vacancy for deputy editor</i> |
| Parish Path Liaison Officer (inc footpaths) | Graham Page | <i>Graham Pae</i> |
| Social Media Editor | | |
| Website Editor | Jeremy Gall plus a vacancy | <i>Jeremy Gall plus a vacancy</i> |
| Council Representation and Liaison on outside bodies | | |
| Axbridge Action Group | Not required at present | <i>Not required at present</i> |
| Axbridge and District Museum Trust (one app't) | Barbara Wells | <i>Barbara Wells</i> |
| Coffin Lane Group | An available member of the Highways Advisory Group | <i>An available member of the Highways Advisory Group</i> |
| Farmers' Market | Vicky Brice, Town Clerk | <i>Vicky Brice, Town Clerk</i> |
| Mendip Hills AONB Partnership Committee | Liz Scott /To be appointed | <i>Liz Scott /To be appointed</i> |
| Quarry Liaison Committee | Liz Scott | <i>Liz Scott</i> |
| School Governor/Town Council representative | Kate Browne | <i>Kate Browne</i> |
| Youth | Appointed as and when required. | <i>Appointed as and when required.</i> |

Council Representation and Liaison

| Part 5 – Honorary Officers | |
|-----------------------------------|--|
| Sergeant at Mace | John Hawkins (appointed on 14/5/18) |
| Town Bailiff | Peter Yusen (appointed on 14/5/18) |
| Town Crier | Nigel Scott (appointed on 14/5/18) |
| Keeper of the Bells | <i>Museum Trust (Robin Goodfellow) storing the bells</i> |
| Modern Town Archivist | <i>Vacancy</i> |
| | |

Please scroll down



**Agenda Item 8.1 AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 30th April 2018 at the Town Hall, Axbridge**

Meeting Commenced: 6.45pm

Meeting Concluded: 7.20pm

Present: Councillor Wells (Chairman), Ham, Kendall, Myerson, Page and Taylor together with Mrs Brice, Town Clerk.

P146/17 Apologies for absence

Councillor Wells, Chairman, had submitted her apologies. Councillor Taylor, as vice-chairman, chaired the meeting.

RESOLVED: that apologies from Councillor Bridgeman (family commitment) and Gould (work commitment) be received and approved.

P147/17 Declarations of Interest

Councillor Myerson – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) (minute P/17 refers), living close to the site, and would leave the meeting should the application be considered.

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) (minute P/17 refers), living adjacent to the site, and would leave the meeting should the application be considered.

P148/17 Minutes of the meeting held on 5th March 2018

RESOLVED: that the minutes of the meeting held on 5th March 2018 be approved as a correct record and be signed by the Chairman.

P149/17 Public Participation – no members of the public were present.

P150/17 Planning Applications

Members considered the following applications:

Application No. 02/18/00009
Town and County Planning Act 1990 (as amended)
Applicant: Mr Meek & Ms Byrne
Proposal: Erection of a single storey extension to rear (South) elevation, on site of existing lean-to and outbuilding (to be demolished)
Location: 15 West Street, Axbridge, Somerset, BS26 2AA

And

Application No. 02/18/00012
Planning (Listed Buildings and Conservation Areas Act) 1990
Applicant: Mr Meek & Ms Byrne
Proposal: Erection of a single storey extension to rear (South) elevation, on site of existing lean-to and outbuilding (to be demolished)
Location: 15 West Street, Axbridge, Somerset, BS26 2AA

RESOLVED: that Sedgemoor District Council be advised that Axbridge Town Council has no observations to make on the above mentioned applications.

Application No. 02/18/00011
Town and County Planning Act 1990 (as amended)
Applicant: Mrs J Brown
Proposal: Retention of single storey extension to South elevation
Location: 19 Walnut Close, Axbridge, Somerset, BS26 2DT

RESOLVED: that Sedgemoor District Council be advised that Axbridge Town Council has no observations to make on the above mentioned application

P151/17 Bristol Water Southern Resilience Scheme

Bristol Water had reinstated the "roundabout" at Townsend. Various traffic works were in place/scheduled to enable remedial work to the installed pipework and the permanent reinstatement of road surface and markings.

P152/17 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge

This application was still awaiting determination by Sedgemoor District Council.

P153/17 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge

No further update - the application had been granted permission for up to 20 dwellings subject to a S106 agreement to secure the provision of affordable housing.

P154/17 Sedgemoor Local Plan Examination

The local plan examination was on-going.

P155/17 Affordable Housing/Housing Stock Policy – no update.

P156/17 Neighbourhood Plan

A brainstorming meeting would be held on 19th May 2018 to progress matters.

P157/17 Sedgemoor District Council – Gambling Policy Consultation

Members had received this consultation. The Clerk drew attention to the main changes proposed within the document.

RESOLVED: that the Council has no observation to make on this consultation.

158/17 Enforcement Matters

New build in the vicinity of Redstacks, A371, Axbridge – the Clerk had contacted the officer now dealing with this investigation but no update had been received to date. The email would be forwarded to the Planning Department to attention and copied to the District Councillors.

Manor House, 19 High Street – the Clerk updated on the response from the Conservation Officer. The property did not appear to be at risk but due to the high grading of this listed building, Grade II* listed, Historic England would be advised that repairs were ongoing.

Extension to Lower Fry's, St Mary's Street – members noted that the works to this property related to a previous planning permission.

P159/17 Planning Decisions

02/17/00035/CW Internal alterations to ensuite at 50 West Street – Listed building consent granted.

02/18/00003/CW Replacement of first floor window, rear elevation. Works to include removal of single glazed top hung casement window (with partly rotted cill) with new, made to measure 6 light, double glazed, single hung sash windows at The Cottage, St Mary's Street – Listed building consent granted.

P160/17 Planning Correspondence

Sedgemoor District Council – Request for EIA Screening Opinion for the erection of up to 170no. dwellings, public open space, landscaping and associated infrastructure works at Land At, Holwell Lane, Cheddar by Bloor Homes (Application No. 17/18/00031/SPS)

Sedgemoor District Council – Planning E-consultations – How to guide

Bristol Water Stakeholder consultation

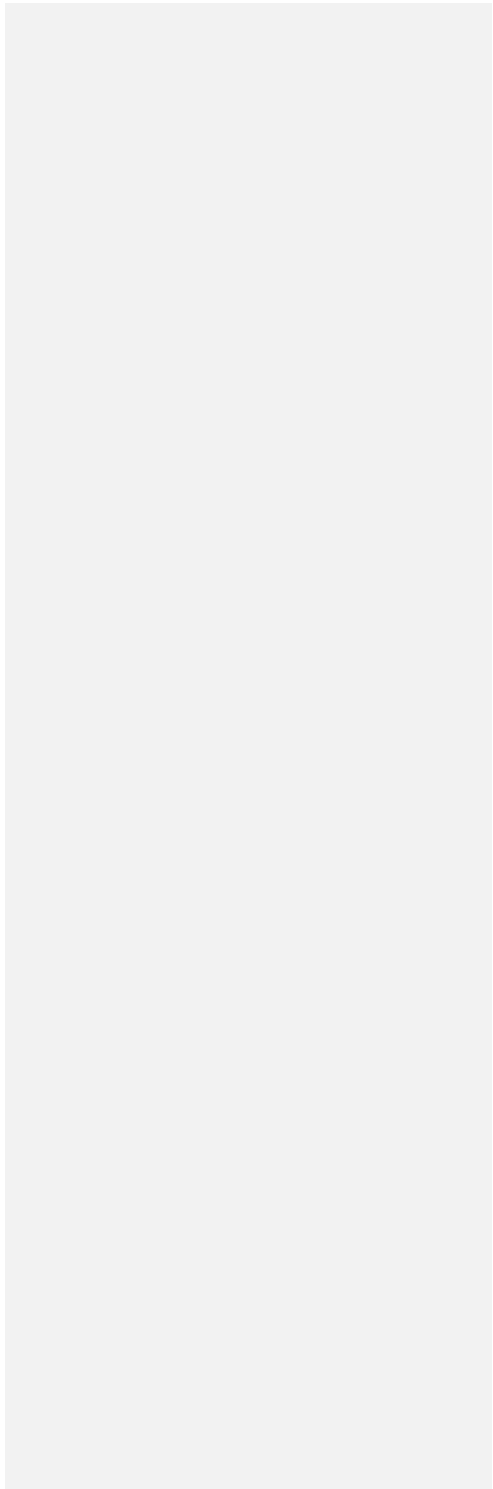
Claverham Neighbourhood Plan – Adopted
Planning Policy North Somerset Council – registration

- Affordable Housing article

P145/17 Date of next meeting – this would take place on Monday 19th March 2018 if necessary (or as part of the Council meeting if no further applications/items are received – the only application to date being for a bungalow at Waterside, Axbridge Road, Cheddar (application 17/18/00005 refers)

Chairman

Date



| Axbridge Town Council - Summary of Receipts and Payments - 31st March 2018 | | | | |
|--|-----------------|------------------|-----------------|-----------------|
| End of Year Report | | | | |
| Agenda Item 9.2 | Actual | Funds B/F | Budget | Actual |
| | 2016/17 | B/F from | 2017/18 | 2017/18 |
| | | 16/17 | | |
| General Account | | | | |
| RECEIPTS | | | | |
| Precept Recd. | 71390.00 | | 76500.00 | 76500.00 |
| Council Tax Support Grant | 5053.00 | | 3000.00 | 3382.00 |
| Precept to Car Park Ac. | -1440.09 | | -- | 0.00 |
| Precept to Changing Rooms Ac. | -592.38 | | -- | 0.00 |
| Precept to Maintenance Funds | -1000.00 | | -- | -1000.00 |
| Lloyds Bank Interest | 93.25 | | 80.00 | 98.79 |
| Cemeteries | 2205.00 | | 800.00 | 1315.00 |
| Allotment rents and deposits | 638.75 | | 500.00 | 767.25 |
| Donations to Newsletter (Oyez) | 90.00 | | 50.00 | 40.00 |
| Play area grants | 8249.00 | | 0.00 | 0.00 |
| Shortlands rent | 60.00 | | 60.00 | 60.00 |
| Memorial Bench donation | 448.00 | | 0.00 | 0.00 |
| Community Infrastructure Levy | 0.00 | | 0.00 | 0.00 |
| Sundry | 50.00 | | 50.00 | 15.65 |
| RNLI donation | | | | 400.94 |
| VAT refunds | 4256.35 | | -- | 2410.86 |
| | ----- | | ----- | ----- |
| Total Receipts: | 89500.88 | | 81040.00 | 83990.49 |
| PAYMENTS | | | | |
| Revenue Expenditure | | | | |
| Salaries & Employ'm't costs (SDC) | 24925.13 | | 28000.00 | 25130.65 |
| Deputy Clerk employment costs | -- | | 8000.00 | 90.00 |
| Council office fund - salary cost transfer. | 0.00 | | -- | 561.69 |
| Pension deficit payments | 800.00 | | 950.00 | 703.90 |
| Mileage costs | | | | 124.65 |
| Admin. Expenses | 3036.26 | | 2700.00 | 2773.51 |
| Insurance | 1562.23 | | 1750.00 | 1118.99 |
| Car Park loan repayments | 10402.06 | | 10402.06 | 10402.06 |
| Moorland Street Land loan repay. | 5657.44 | | 5657.44 | 5657.44 |
| Promoting Axbridge | 567.90 | | 750.00 | 502.20 |
| Training | 24.75 | | 400.00 | 25.00 |
| Town Hall Charges | 1450.00 | | 1550.00 | 1450.00 |
| Allotments (rent & maintenance) | 362.18 | | 700.00 | 493.01 |
| Auditors' Fees | 448.30 | | 550.00 | 359.55 |
| Civic Expenses | 1743.84 | | 2000.00 | 1595.25 |
| Cemetery maintenance | 835.00 | | 2000.00 | 1295.00 |
| Churchyard grass cutting | -- | | 500.00 | 500.00 |
| Furlong grass & hedge cutting | 2867.50 | | 3500.00 | 2128.00 |
| Changing Rooms Maintenance | 0.00 | | 400.00 | 0.00 |
| Play area & Furlong maintenance | 511.03 | | 1000.00 | 878.58 |
| Town Maintenance Contract | 1417.65 | | 2880.00 | 2407.25 |

| | | | | |
|---|-----------------|---------|-----------------|-----------------|
| Bin emptying contract | 1682.72 | | 1800.00 | 3669.06 |
| Public conv. cleaning contract | 2850.00 | | 3000.00 | 2850.00 |
| Public conveniences rates and utilities. | 1515.89 | | 1600.00 | 1177.45 |
| Public conveniences maint. | 296.95 | | 600.00 | 55.10 |
| Subscriptions | 704.56 | | 700.00 | 728.48 |
| Elections | 0.00 | | 2000.00 | 0.00 |
| Furlong lease | 0.00 | | 165.00 | 165.00 |
| Office Rent | 2500.00 | | 2500.00 | 2425.00 |
| Office Move | | | | 480.08 |
| Office - Rates and Utilities | 0.00 | | 300.00 | 342.82 |
| Memorial Bench | 448.00 | | 0.00 | 0.00 |
| Layby maintenance | 175.00 | | 300.00 | 200.00 |
| Sundry | 0.00 | | 100.00 | 0.00 |
| | ----- | | ----- | ----- |
| Total: | 66784.39 | | 86754.50 | 70289.72 |
| | | | | |
| Capital expenditure | | | | |
| Play area equipment fund | 11249.00 | 0.00 | 500.00 | 0.00 |
| Street Lights | 0.00 | 500.00 | 500.00 | 0.00 |
| Recreation area car park extension | 0.00 | 6000.00 | 500.00 | 0.00 |
| Ax. Design Statement & N Plan | 0.00 | 953.00 | 0.00 | 128.90 |
| Allotments gate and fencing | 622.22 | 1377.78 | 0.00 | 389.74 |
| Regalia-refurbishment/replacement | 100.00 | 150.00 | 500.00 | 499.79 |
| Maces | -- | 0.00 | 0.00 | 0.00 |
| Office Equipment Fund | 530.99 | 420.10 | 200.00 | 0.00 |
| Council Office Fund | 0.00 | 1500.00 | 0.00 | 0.00 |
| Footpath - Cross Lane | 0.00 | 500.00 | 0.00 | 0.00 |
| Website Improvements | 0.00 | 2500.00 | 0.00 | 250.00 |
| Bins and Benches | 109.28 | 611.93 | 0.00 | 65.00 |
| Additional Parking Provision Fund | 0.00 | 1000.00 | 0.00 | 1243.00 |
| Document Scanning and Imaging | 0.00 | 0.00 | 0.00 | 0.00 |
| Projector | 0.00 | 750.00 | 0.00 | 0.00 |
| Layby benches | 324.99 | 0.00 | 0.00 | 0.00 |
| Play Area - facilities for disabled | -- | 0.00 | 500.00 | 0.00 |
| Purchase of furlong recreational field | -- | 0.00 | 500.00 | 0.00 |
| | ----- | | ----- | ----- |
| Total: | 12936.48 | | 3200.00 | 2576.43 |
| | | | | |
| Grants | | | | |
| Type A - Various annual | 400.00 | | 400.00 | 250.00 |
| Type B - Specified | | | | |
| Town Trust planters | 300.00 | | 300.00 | 300.00 |
| Town Hall grant | 3640.00 | | 3640.00 | 3640.00 |
| Ax. and District Museum Trust | 1400.00 | | 1400.00 | 1400.00 |
| Xmas lights & trees/fireworks | 1627.00 | | 1750.00 | 2034.00 |
| British Legion | 100.00 | | 100.00 | 100.00 |
| Sea Cadets | | | 250.00 | 60.00 |
| Axbridge Carnival Committee | 0.00 | | 250.00 | 250.00 |
| Church Access | | | 250.00 | 0.00 |
| Type C - Various one-off | 0.00 | | 250.00 | 70.00 |
| RNLI (donation collected at Civic Service | | | | 400.94 |

| | | | | |
|---|-----------------|--|-----------------|-----------------|
| | ----- | | ----- | ----- |
| Total: | 7467.00 | | 8590.00 | 8504.94 |
| | | | | |
| VAT paid | 4421.73 | | -- | 2488.21 |
| | | | | |
| Total Payments: | 91609.60 | | 98544.50 | 83859.30 |
| | | | | |
| Summary of General Account | | | | |
| Opening Balance | 58917.18 | | 35611.13 | 56808.46 |
| Total Receipts | 89500.88 | | 81040.00 | 83990.49 |
| Total Payments | 91609.60 | | 98544.50 | 83859.30 |
| Closing Balance: | 56808.46 | | 18106.63 | 56939.65 |
| | ===== | | | |
| | | | | |
| Changing Rooms & Pitches Operating Account | | | | |
| Opening Balance | 1669.57 | | 1296.95 | 2826.40 |
| | | | | |
| RECEIPTS | | | | |
| Precept | 592.38 | | 0.00 | 0.00 |
| Pitch & Rooms bookings | 2500.00 | | 2000.00 | 2500.00 |
| Vat charged on bookings | 500.00 | | 400.00 | 603.33 |
| Hire of Furlong | 0.00 | | 0.00 | 516.67 |
| Vat refunds | 224.51 | | -- | 0.00 |
| | ----- | | ----- | ----- |
| Total Receipts | 3816.89 | | 2400.00 | 3620.00 |
| | | | | |
| PAYMENTS | | | | |
| Changing Rooms Maintenance | 0.00 | | 200.00 | 192.77 |
| Pitch maintenance | 1515.00 | | 2000.00 | 1056.00 |
| Utilities | 577.53 | | 600.00 | 748.32 |
| Consumables | 0.00 | | 100.00 | 126.70 |
| VAT paid to HMR&C | 358.06 | | 400.00 | 546.37 |
| Vat paid | 209.47 | | -- | 292.86 |
| | ----- | | ----- | ----- |
| Total Payments | 2660.06 | | 3300.00 | 2963.02 |
| | | | | |
| Closing Balance: | 2826.40 | | 396.95 | 3483.38 |
| | ===== | | | |
| | | | | |
| Car Parks & Moorland Street Land Account | | | | |
| Opening Balance | 6634.51 | | 6424.60 | 5903.48 |
| | | | | |
| RECEIPTS | | | | |
| PWLB Loan | 0.00 | | 0.00 | 0.00 |
| Precept | 1440.09 | | 0.00 | 0.00 |
| Ax Car park garage access lease | 150.00 | | 150.00 | 150.00 |
| School Land Lease | 2000.00 | | 2000.00 | 2000.00 |
| Sub Station lease | 200.00 | | 200.00 | 200.00 |

| | | | | |
|-----------------------------------|----------------|----------|----------------|----------------|
| Vat refunds | 350.73 | | | 206.58 |
| | ----- | | ----- | ----- |
| Total Receipts | 4140.82 | | 2350.00 | 2556.58 |
| PAYMENTS | | | | |
| Car Park Running costs and Rates | 3236.94 | | 2800.00 | 3681.46 |
| Maintenance costs | 1289.10 | | 1000.00 | 675.00 |
| Car Park controls | 0.00 | | 1500.00 | 0.00 |
| Vat Paid | 345.81 | | -- | 179.46 |
| | ----- | | ----- | ----- |
| Total Payments | 4871.85 | | 5300.00 | 4535.92 |
| | | | | |
| Closing Balance: | 5903.48 | | 3474.60 | 3924.14 |
| | ===== | | | |
| Neighbourhood Plan Account | | | | |
| Opening Balance | -1203.77 | 0.00 | 0.00 | 0.00 |
| RECEIPTS | | | | |
| Locality Grant | 0.00 | | -- | 0.00 |
| VAT Refunds | 1221.79 | | -- | 0.00 |
| | ----- | | ----- | ----- |
| Total Receipts | 1221.79 | | 0.00 | 0.00 |
| PAYMENTS | | | | |
| Consultancy Work | 0.00 | | -- | 0.00 |
| Design Work | 0.00 | | -- | 0.00 |
| Housing Needs Survey | 0.00 | | -- | 0.00 |
| Printing and website costs | 0.00 | | -- | 0.00 |
| Grant return | 18.02 | | | 0.00 |
| VAT Paid | 0.00 | | -- | 0.00 |
| | ----- | | ----- | ----- |
| Total Payments | 18.02 | | 0.00 | 0.00 |
| | | | | |
| Closing Balance | 0.00 | | 0.00 | 0.00 |
| | ===== | | | |
| Maintenance Fund | | | | |
| Opening balance | 13720.00 | | 0.00 | 14720.00 |
| RECEIPTS | | | | |
| Precept | 1000.00 | | -- | 1000.00 |
| | ----- | | ----- | ----- |
| Total Receipts | 1000.00 | | 0.00 | 1000.00 |
| PAYMENTS | | | | |
| Major Assets maintenance | 0.00 | 14720.00 | 1000.00 | 0.00 |
| | ----- | | ----- | ----- |
| Total Payments | 0.00 | | 1000.00 | 0.00 |

| | | | | |
|---------------------------------------|------------------|--|-----------------|------------------|
| | | | | |
| | | | | |
| Closing Balance: | 14720.00 | | -1000.00 | 15720.00 |
| ===== | | | | |
| ===== | | | | |
| | | | | |
| Summary of all accounts | | | | |
| Opening Balance | 79737.49 | | 43332.68 | 80258.34 |
| Receipts | 99680.38 | | 85790.00 | 91167.07 |
| Payments | 99159.53 | | 108144.50 | 91358.24 |
| Closing Balance: | 80258.34 | | 20978.18 | 80067.17 |
| ===== | | | | |
| ===== | | | | |
| | | | | |
| BANK RECONCILIATION | | | | |
| | | | | |
| Balance of General Account | 56808.46 | | | 56939.65 |
| Balance of Car Park Account | 5903.48 | | -- | 3924.14 |
| Balance of Changing Rms. Op. Ac. | 2826.40 | | -- | 3483.38 |
| Balance of Maint. Fund | 14720.00 | | -- | 15720.00 |
| Balance of Neighbourhood Plan Account | 0.00 | | -- | 0.00 |
| Total: | 80258.34 | | -- | 80,067.17 |
| | | | | |
| <i>Made up of:</i> | | | | |
| Investment Account | 15,061.76 | | -- | 15,124.91 |
| Business Reserve Account | 60,640.14 | | -- | 59,675.78 |
| Current Account | 4,556.44 | | -- | 5,266.48 |
| Total: | 80,258.34 | | -- | 80,067.17 |

Bank reconciliation

Name of smaller authority: Axbridge Town Council
County area (local councils and parish meetings only): Somerset
Financial year ending 31 March 2018

Prepared by Mrs V L Brice, Town Clerk/RFO

Date 6th April 2018

| | | |
|--|-----------|-----------|
| Balance per bank statements as at 31 March 2018: | £ | £ |
| Lloyds Investment Account | 15,124.91 | |
| Lloyds Business Account | 59,675.78 | |
| Lloyds Current Account | 6,117.48 | |
| | <hr/> | 80,918.17 |
| Petty cash float (if applicable) | | |
| Less: any un-presented cheques at 31 March 2018 | | |
| Cheque Nos. | | |
| 003207 | (70.00) | |
| 003212 | (383.00) | |
| 003216 | (192.00) | |
| 003217 | (12.00) | |
| 003218 | (105.00) | |
| 003219 | (60.00) | |
| 003220 | (29.00) | |
| | | (851.00) |
| | <hr/> | |
| Add: any un-banked cash at 31 March 2018 | 0.00 | |
| | <hr/> | |
| Net balances as at 31 March 2018 (Box 8) (rounded to £80,067) | | 80,067.17 |

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

| | |
|---|-----------------------|
| Opening Balance 1 April 2017 (Prior year Box 8) | 80,258.34 |
| Add: Receipts in the year | 91,167.07 |
| Less: Payments in the year | 91,358.24 |
| Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8) | <hr/> 80,067.17 <hr/> |

NB – On Section 2 of the AGAR there is a difference of £1 between boxes 7 and 8 which is due to the rounding up of figures.

Statement of Variances – External Audit 2017/18

| Year Ending | 31st March 2017 | 31st March 2018 | % increase | Explanation of Variance (when over 15% change) |
|---|---------------------------------------|---------------------------------------|---------------------|---|
| 1. Balance brought forward | 79,738 | 80,258 | 0.65% £520 | Less than 15% |
| 2. Add annual precept | 71,390 | 76,500 | 7.16% £5,110 | Less than 15% |
| 3. Add Total other receipts | 28 290 | 14,667 | -48.15% (13,623) | See below |
| 4. Less staff costs | 25,725 | 25,959 | 0.91% 234 | Less than 15% |
| 5. Less interest/capital repayments | 16,060 | 16,060 | 0% | See below |
| 6. Less total payments | 57,375 | 49,340 | -14% (£8035) | Less than 15% change |
| 7. Balances carried forward | 80,258 | 80,066 | -0.24% (£192) | Less than 15% |
| 8. Total cash and short term investments | 80,258 | 80,067 | -0.24% (191) | Less than 15% |
| 9. Total fixed assets and long term assets | 651,478 | 652,923 | 0.22% £1,445 | Less than 15% |
| 10. Total Borrowings Borrow in January -capital element pd at end of Jan | 239,136 | 232,693 | -2.69% (£6,443) | Less£ than 15% |
| 11. Trust Funds | No | No | | |

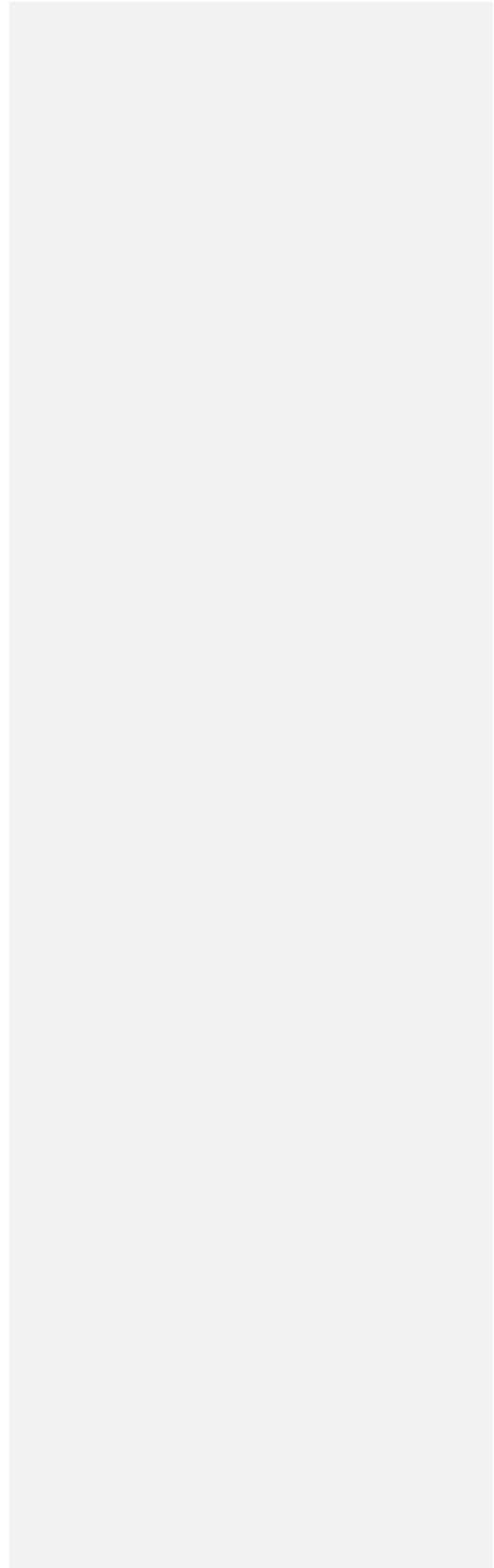
Explanations of Variances (more than 15%)

| Box No 3 (Total other receipts) | £ |
|--|----------|
| Figure in 2017 column | 28,290 |
| Figure in 2018 column | 14,667 |
| Variance | -13,623 |

| Reasons | £ |
|---|-----------|
| 1 There was a decrease in general receipts and there had been no play area grant during 2018 (£8249), there had been a reduction in the level of VAT received (£1845.49), less council tax support grant (£1,671), a lower cemetery income (£890) | (£12,655) |
| 2 There was a reduction of VAT refunds relating to the Neighbourhood Plan (£1221.79) | (£1,222) |
| 3 This was offset by an increase in the hire of the changing rooms (£515.67) | £516 |
| Total explained | (£13,361) |
| Unexplained | (£262) |
| Less than £15% on 2017 figure? | Yes |

NOTE – There is a difference of £1 between boxes 7 and 8 which is due to the rounding up of figures.

Please scroll down





Agenda Item 9.7

DRAFT AXBRIDGE TOWN COUNCIL

ANNUAL REPORT
2017-18

Contents:

1. Mayor's Introduction
2. Council Members
3. Employees and Volunteers
4. Committees and Reports
5. Organisations on which the Council is represented
6. Summary of Accounts

1: Mayor's Introduction (Councillor Pauline Ham)

Axbridge Town Council has seen a few changes throughout this year. The Council is made up of 13 councillors, who meet in public session, on the third Monday of each month. Over the course of 2017/18 we have been sorry to receive resignation from 3 members. Cllr Ian Laken reluctantly resigned at the beginning of the year and Cllrs Bev Davies and Craig Walking handed in their resignations more recently. We welcomed Andy Corp to the Council, following due process, and are now inviting applications for the 2 recent vacancies.

The Council consists of various standing committees and advisory groups; reports from these groups are presented at the Annual Assembly. The groups meet throughout each month preparing to report and advice at the monthly, full council meetings. Members of the public are welcome to speak on agenda items, at full council and standing committee meetings, during time set aside for public participation.

Axbridge, this year has continued to exhibit the sense of community of which we are all so proud. Axbridge Day in the Square, celebrating community. The Blackberry Carnival, bringing together so many organisations and individuals. Father Christmas Night, a unique start to the Christmas Festivities, Christingle in the church and so many more events organised by the groups within the town.

I have been privileged to attend mayoral functions around the county and have been proud to hear how much other mayors and members of the chain gang genuinely love coming to events in Axbridge. They love to lead the Blackberry Carnival and to enjoy the friendly and welcoming Axbridge atmosphere. The Civic Service in February was the highlight of my year in office. Every visiting dignitary, including the Deputy Lieutenant of Somerset, made a special point of saying that this was the best Civic Service they had attended. This year was the first time we have presented awards to youths of the town, as well as to an adult nominee. Both recipients were extremely deserving of their award and were indicative of the wealth of talent and character that we have within the youth of Axbridge.

We are beginning to see changes in the face of Axbridge. Financial constraints on District and County Councils mean that more responsibilities are falling to the local council. The ever-increasing housing needs and government targets mean that new homes are required in Axbridge, as well as nationally. Axbridge town council, working with the Neighbourhood Plan, will continue trying to work towards what can be achieved without spoiling the community.

2: Members serving from May 2017:

| Member | Telephone | Email |
|---|--------------|--|
| Helen Bridgeman | 732347 | Helen.Bridgeman@axbridge-tc.gov.uk |
| Kate Browne | 733208 | Kate.Browne@axbridge-tc.gov.uk |
| Andy Corp (from 11 th December 2017) | 07788 581538 | Andy.Corp@axbridge-tc.gov.uk |

| | | |
|---|--------------|--|
| Beverley Davies (until 25 th January 2018) | | |
| Jeremy Gall | 733118 | Jeremy.Gall@axbridge-tc.gov.uk |
| Malcolm Gould | 732683 | malcolm.gould@axbridge-tc.gov.uk |
| Pauline Ham | 732062 | Pauline.Ham@axbridge-tc.gov.uk |
| Laura How (from 19 th March 2018) | 07535314220 | Laura.How@axbridge-tc.gov.uk |
| John Kendall | 732103 | John.Kendall@axbridge-tc.gov.uk |
| Ian Laken (until 11 th October 2017) | | |
| Barbara Myerson | 07806 631812 | Barbara.Myerson@axbridge-tc.gov.uk |
| Michael Taylor | 732688 | Mike.Taylor@axbridge-tc.gov.uk |
| Craig Walking (until 16 th January 2018) | 07891141526 | Craig.Walking@axbridge-tc.gov.uk |
| Barbara Wells | 733779 | barbara.wells@axbridge-tc.gov.uk |
| Graham Page | 733779 | Graham.Page@axbridge-tc.gov.uk |
| Vacancy | | |

3: Employees and Volunteers

Town Clerk: Ms Vicky Brice
Axbridge Town Council,
PO Box 1184
Axbridge, BS26 2WJ Tel: 07884 264033 Email: Vicky.Brice@axbridge-tc.gov.uk

Manager of the Furlong and Changing Rooms: Darren Hogarth
Town Maintenance Contractor Andrew Laken
Sergeant at Mace: John Hawkins
Town Bailiff: Peter Yusen
Town Crier: Nigel Scott
Keeper of the Bells: Axbridge and District Museum Trust
Modern Archivist: Vacant

4. Council Committees and Reports.

The following committees and advisory groups were appointed at the May meeting of the Council. The chairmen were appointed by the committee or group members.

Personnel and Protocol Committee (Councillor Pauline Ham – Chairman)

This committee is chaired by the mayor and consists of the deputy mayor and four other councillors. It deals with all matters of personnel and protocol, except the appointment of the Clerk, which is made by full council, on recommendation from the committee. It is responsible for training and staff appraisals and the well-being of council members and volunteers.

The committee is also responsible for the protocol of ceremonies, civic duties and recommending nominated recipients for Civic Awards.

This year we were pleased to appoint Peter Yusen as Town Bailiff, following the resignation of our previous Bailiff during last year.

Planning and Licences Committee (Councillor Barbara Wells – Chairman)

The Planning and Licensing Committee is a standing committee comprising the Mayor, the Deputy Mayor and 6 Councillors from whom a chairman is elected, presently myself.

The meetings are held in public and applicants and members of the public are welcome to attend and if they wish, speak for up to 3mins during the time set aside for public participation.

The committee has met regularly once a month (more often if needed) throughout the year to consider applications and correspondence relating to planning and licensing in accordance with Axbridge Town Council's adopted policies. The committee considers consultation documents relating to planning and licensing and makes recommendations to full Council. This year has seen Sedgemoor District Council's Emerging Plan being assessed on behalf of central Government. It is still being considered and once adopted, it sets out how the District Council see development, not just in Axbridge, but across the Sedgemoor District till 2032. Axbridge Town Council has raised several objections not least that Axbridge should not be considered a tier 2 community. Tier 2 communities have to consider affordable housing need in the whole of the Sedgemoor District as opposed to need recognised in the housing needs survey for Axbridge.

A variety of individual planning applications over the past year have raised no objections from Axbridge Town Council. The Town Council look forward to receiving a small amount of section 106 money from the new property being built on Penn Way.

Outline planning permission for up to 20 homes to be built on land at Mendip View, Cheddar Rd, Axbridge was given by Sedgemoor District Council. The Town Council raised no objections to the outline consent but have asked the agent Greenslade Taylor Hunt to make clear to any developer who then purchases the land, that the Council would expect them to discuss any suggested development with the Council and neighbours with regard to layout of site, size of property, building materials used and tenure of the 7 proposed affordable properties, before they apply for full planning permission.

The outline planning application for Houlgate Way is still to be decided. Well over 100 objections to the application were received by Sedgemoor DC including a substantial objection from Axbridge Town Council. The Town Council has also objected to the length of time it has taken for Sedgemoor District Council to make a decision on the application and the fact that the application has been opened and closed on many occasions allowing the developers to add reports that the Town Council felt should have been included with the original application. We await Sedgemoor Planners' decision in the near future.

Administration and Finance Advisory Group (Councillor Mike Taylor - Chairman)

This group is made up of the Mayor and Deputy, two councillors and the clerk and is purely advisory. Members meet monthly to consider regular items and new issues and report back to Council at their meetings.

There is a long list of items we deal with, as anything that does not seem to fall logically to other groups or committees comes to A&F. For example, the refurbishment and repair of the Town's set of hand bells is currently being managed by the group. We also administer items that are the joint responsibility of several groups. For instance, the contract for the maintenance of open spaces, which covers allotments, the cemetery, car parks and grass cutting on the Furlong field is overseen by the group.

Generally, in its administration role, the group advises on grants, insurance, contracts, asset and risk management and communications. One big job, this year, has been the revamp of the web-site and the new version will be launched before too long. Councillor Gall has been overseeing this on behalf of the Council.

We are also constantly updating the standing orders (i.e. the rules by which the council operates) and monitoring changes in legislation to see what effect they might have on the way the council operates. The changes in the data protection rules is an important item which we shall have to get to grips with shortly.

Also, members of the group liaise with the clerk on all financial matters including the payroll, the budget, the accounts and the annual audit. The accounts are checked every month and a summary presented to council every quarter. The external audit is the item which concerns the group most. But I am happy to report that for the last financial year the audit went through without comment, which is the best you can hope for! There will be new auditors for the next round so another challenge for the clerk and group members.

The introduction of the Community Infrastructure Levy has meant new systems to account for any money received and to report on how it has been spent. We have not received any payments to date!

However, the clerk is now operating out of the new office in the Church Rooms. The move has worked out very well.

Leisure and Recreation Committee (Councillor Pauline Ham – Chairman)

The Leisure and Recreation Committee is a working party with a remit to oversee the Furlong, Play area, Changing Rooms and Public Toilets and to advise the council on matters arising.

The play area continues to be well used and the group is currently looking at replacing the slide, with like for like, as a matter of priority. This is part of the ongoing maintenance programme. Also, following the previous plans for expansion and improvement of the area a grant application programme has been embarked upon to try and achieve funding.

The football clubs continue to make good use of the facilities available and we are entering into discussions to see if these facilities could be improved. Unfortunately, we are not able to expand the amount of land available!

The public toilets were vandalised in October last year. This was a serious act of vandalism and it is only luck that meant no-one was hurt. Unfortunately, it has taken some time to carry out the repair but this will hopefully be carried out soon. We are, also, looking at improvements to the facility, which will include a repair or replacement to the wash facilities in the current ladies' toilet.

Dog mess around the town, which also seems to be within the remit of this advisory group, continues to be a major source of upset. We have worked to provide bins and specific dog bins around the town and are currently considering the purchase of another in the vicinity of Back Lane. Naturally, the cost for such bins does not stop at its purchase; there is then an ongoing charge for regular emptying and servicing. While we do what we can with the Axbridge precept, and to support the requests from

members of our community, we cannot, unfortunately, make people actually use the facility we provide.

Highways Advisory Group (Councillor Jeremy Gall – Chairman)

The group has a chairman and a minimum of 3 councillors, although this year we have 5 councillors serving on Highways, and the Mayor and Deputy Mayor ex-officio.

The group's remit is to make recommendations to Council and deal with any issues as instructed by the Council on matters concerning highways, footways, rights of way and parking within the town, which includes the car parks.

This sometimes involves liaising with the district and county councils and the police.

Activities this year

- Lack of funding in local government has led to predictably slow responses to issues raised.
- Parking: enforcement generally working well. The definition of parking "within a marked bay" has now been clarified to mean that the wheels of a vehicle must be within the length of the lines, and overhang is not generally an issue unless it causes an obstruction.
- Temporary restrictions to allow maintenance will now be enforced, which we hope will deter parkers who insist on ignoring requests to leave spaces free to allow works to happen.
- Routine maintenance has been carried out on gulleys, hedges, grass, and car park walls.
- The acquisition of land in Chestnut Avenue was investigated by the group, and now continues under the Facilities Advisory Group.
- The hole in the road outside the Chemist was eventually repaired after many requests to do so, although probably not because of those requests!
- The bollards outside the Co-Op are still on County council's list to sort out.
- The petition from residents in High Street & West Street for traffic calming has to a large degree fallen on deaf ears at Somerset County Council. However, we continue to explore what can be done. We have requested that the County Council measure the speed of traffic over a period using speed monitoring strips across the road, and we have also requested a map of the current 20mph roundels to allow us to review them and suggest additions and improvements throughout the town, rather than just on High Street and West Street. We have also begun to make enquiries about the viability of having our own flashing speed sign which we could be moved around the town under our own control.

Cemetery, Allotments and Open Spaces Advisory Group (Councillor Helen Bridgeman – Chairman)

Allotments

In the last 12 months the members of the committee have inspected the Plots. There are now regular inspections carried out, with the next one due in early May (date to be confirmed). Although most plots are well maintained and cultivated there are those that need more regular work.

After a review, it was decided that the costs of the plots would be decided on their size and a new pricing structure is in force. The rent for the plots will be reviewed in 2 years.

The allotment site now has a notice board for council use, this informs the tenants when inspections take place and a copy of the rules has been posted.

Cemetery

The marking of a complete row of graves (instead of individual marking), has been carried out.

There will be a new area for waste; this will be by the shed near the gate.

Lay-by

The viewing area was cleared.

We seem to have a problem with bins that get broken or simply go missing.

Facilities Advisory Group (Councillor Kate Browne – Chairman)

The aim of the Group is to source facilities such as land, buildings, equipment or services which are required to fulfil policies established by the Council and advise on the future use of facilities already owned, leased or managed by the Council in accordance with the agreed remit. The Council now owns and manages the car parks in Meadow Street & Moorland Street and the public convenience facilities in Moorland Street together with the changing rooms on The Furlong. The Council also owns the land on which the Axbridge First School Academy Nursery "Busy Bees" is located. The Council has office facilities in the Church Rooms for the Town Clerk. The Clerk moved to the new facilities last year and the new space is working well. The group continues to work on ensuring that the facilities needed by the Council, Staff and townsfolk are delivered in a timely and cost-efficient fashion.

This completes my report on the activity of the Town Council - Councillor Ham (Mayor)

5. Organisations on which the council is represented.

| |
|---|
| Formally represented: |
| Axbridge Community Partnership |
| Cheddar Valley Cluster Group |
| Neighbourhood Plan Group |
| Somerset Association of Local Councils (SALC) |
| Sports and Social Committee |
| Town Trust/Town Council Liaison Committee |

| |
|--|
| Council Representation and Liaison: |
| Axbridge and District Museum Trust |

| |
|---|
| Chamber of Commerce |
| Coffin Lane Group |
| Farmers' Market |
| Mendip Hills AONB Partnership Committee |
| Pageant |
| Parish Path Liaison |
| Quarry Liaison Committee |
| School Governor/Town Council representative |

6: Summary of Accounts

| <i>General Account</i> | 2015-16 | 2016-17 | 2017-18 |
|--|------------------|------------------|------------------|
| INCOME | | | |
| Precept | 68,033.00 | 68,357.53 | 75,500.00 |
| Bank Interest | 121.44 | 93.25 | 98.79 |
| Cemetery Charges | 1370.00 | 2,205.00 | 1,315.00 |
| Allotments Rents | 443.50 | 638.75 | 767.25 |
| Play area grants | - | 8,249.00 | - |
| Donations – Community Enhancement | 1256.31 | 0.00 | |
| Council Tax grant | 7,013.00 | 5,053.00 | 3,382.00 |
| Memorial Bench Donation | 468.00 | 448.00 | - |
| RNLI donation (collected at Civic Service) | | | 400.94 |
| Other | 110.00 | 200.00 | 115.65 |
| VAT refunds | 3260.77 | 4256.35 | 2,410.86 |
| Total Income: | 82,076.02 | 89,500.88 | 83,990.49 |

| EXPENDITURE | 2015-16 | 2016-17 | 2017-18 |
|--|------------------|------------------|------------------|
| Revenue items | | | |
| Salaries, Employment and Administration | 28,521.89 | 32,951.23 | 33,066.42 |
| Mayor's and Town Crier's allow/Civic Expenses | 894.47 | 1,743.84 | 1,595.25 |
| Car Park loan repayment | 10,402.06 | 10,402.06 | 10,402.06 |
| Moorland Street Land repayment | | 5,657.44 | 5,657.44 |
| Public Convenience Contract, Rates, Utilities etc. | 4,349.42 | 4,662.84 | 4,082.55 |
| Recreation Ground management and maintenance | 4,683.20 | 5,061.25 | 6,840.64 |
| Cemeteries maintenance | 1,010.98 | 835.00 | 1,295.00 |
| Allotments lease and maintenance | 771.76 | 362.18 | 493.01 |
| Town maintenance contract | 1,237.50 | 1,417.65 | 2,407.25 |
| Promoting Axbridge | 784.25 | 567.90 | 502.20 |
| Office Rent, office move and utilities | 2,500.00 | 2,500.00 | 3,247.90 |
| Memorial Bench | 468.00 | 448.00 | 0.00 |
| Layby Maintenance | | 175.00 | 200.00 |
| Churchyard Grass Cutting | - | - | 500.00 |
| Capital items | | | |
| Play Area Equipment Fund | | 11,249.00 | 0.00 |
| Street Lights | 588.85 | 0.00 | 0.00 |
| Car Park Lighting | 2,495.85 | 0.00 | -- |
| Neighbourhood Plan | 70.00 | 0.00 | 128.90 |
| Allotment gate and fencing | | 622.22 | 389.74 |
| Layby Benches | | 324.99 | -- |
| Office Equipment Fund | 165.55 | 530.99 | 0.00 |
| Council Office Fund | 1,172.81 | 0.00 | 0.00 |
| Regalia Refurbishment/replacement | 1,805.00 | 100.00 | 499.79 |
| Bins and Benches | | 109.28 | 65.00 |
| Community Enhancement Project | 3,756.30 | | -- |
| Website Improvements | | | 250.00 |
| Additional Parking Provision Fund | | | 1,243.00 |
| Grants made | | | |
| Town Hall – general maintenance | 3,640.00 | 3,640.00 | 3,640.00 |
| Planters in the Square | 300.00 | 300.00 | 300.00 |
| Axbridge and District Museum Trust | 1,400.00 | 1,400.00 | 1,400.00 |
| Christmas trees and lights | 1,500.00 | 1,627.00 | 2,034.00 |
| RNLI donation (collected at Civic Service) | | | 400.94 |
| Others | 650.00 | 500.00 | 730.00 |
| VAT paid | 3,309.23 | 4421.73 | 2,488.21 |
| Total Expenditure: | 76,477.12 | 91,609.60 | 83,859.30 |

Commented [VB1]:

| SUMMARY of General Account | 2015-16 | 2016-17 | 2017-18 |
|----------------------------|------------------|------------------|-----------|
| Opening Balance | 53,318.28 | 58,917.18 | 56,808.46 |
| Total Receipts | 82,076.02 | 89,500.88 | 83,990.49 |
| Total Payments | 76,477.12 | 91,609.60 | 83,859.30 |
| Closing Balance | 58,917.18 | 56,808.46 | 56,939.65 |

| <i>Car Park Account</i> | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|------------------|-----------------|-----------------|
| INCOME | | | |
| Public Works Loan Board Loan | - 69,975.00 | - 0.00 | - |
| Precept | 0.00 | 1,440.09 | 0.00 |
| Vat Refunds | 271.94 | 350.73 | 206.58 |
| Income from leases | 2,350.00 | 2,350.00 | 2,350.00 |
| Total Income: | 72,596.94 | 4,140.82 | 2,556.58 |
| EXPENDITURE | | | |
| Moorland Street Land Purchase | 69,870.77 | 0.00 | 0.00 |
| VAT Paid | 289.53 | 345.81 | 179.46 |
| Running costs | 2,343.01 | 3236.94 | 3681.46 |
| Maintenance Costs | | 1,289.10 | 675.00 |
| Total Expenditure: | 72,503.31 | 4,871.85 | 4,535.92 |

| Other Accounts - Closing Balances | 2015-16 | 2016-17 | 2017-18 |
|--|----------------|----------------|----------------|
| Changing Rooms Operating Account | 1,669.57 | 2,826.40 | 3,483.38 |
| Neighbourhood Plan Account | -1,203.77 | 0.00 | 0.00 |
| Maintenance Funds® | 13,720.00 | 14,270.00 | 15,720.00 |
| ® = Reserved Fund. | | | |

| | 2015-16 | 2016-17 | 2017-18 |
|--------------------------------|------------------|------------------|------------------|
| <i>Summary of all accounts</i> | | | |
| Opening Balance | 75,326.78 | 79,737.49 | 80,258.34 |
| Receipts | 168,338.42 | 99,680.38 | 91,167.07 |
| Payments | 163,927.71 | 99,159.53 | 91,358.24 |
| Closing Balance: | 79,737.49 | 80,258.34 | 80,067.17 |

Agenda Item 9.8

Council Name:

Council Address:

Email Address:

Telephone numbers:

SAMPLE Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

(Your Council name) has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by (Your Council name) at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: (Name of Controller and contact details)

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: (Name of Controller and contact details) to request this.

Information Deletion

If you wish (Your Council name) to delete the information about you please contact: (Name of Controller and contact details) to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact (Name of Controller) to object.

Rights Related to Automated Decision Making and Profiling

(Your Council name) does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to (Your Council Name) Data Information Officer: (Officers Name and contact details) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Agenda Item 11.1 Axbridge Town Council - Highways Advisory Group

Notes from the meeting held at 8:15pm in the Town Hall on Monday 30th April 2018 (due to May bank holiday)

Present: Cllr Gall, Cllr Ham, Cllr Myerson, Cllr Taylor, Cllr Wells.

N.B. The following items were discussed specifically: other items are being progressed or remain on-going.

1. Apologies

Cllr Bridgeman.

2. Car parks

The group agreed that no further action would be taken currently to investigate installing an electric charging point in either of the car parks, due to a number of reasons: cost of installation; cost of maintenance and running; loss of well-used parking spaces; uncertainty about its usefulness to anyone other than the occasional tourist. The viability of installing an electric charging point will be monitored.

3. Footpaths, trees, verges etc.

We are waiting to hear from the Coffin Lance Campaign group about a meeting to progress the issue of improving access across the fields.

4. Maintenance, Repair and Minor Improvements

County Councillor Taylor has been asked to clarify whether the County Highways' refusal of a flashing sign for Townsend is due to funding, or installation criteria.

The group welcomed the Town Trust's proposal to remove and make good the old cycle rack socket concerning them.

A meeting has been arranged with County Highways to confirm the position of the replacement bollards in the Square. We hope there will be opportunity to ask about the suitability of any planters on the verge in Old Church Road, the possibility of a speed monitor for High St/West St, and the absence of tactile paving at the lowered kerb on Meadow Street.

Cllr Ham agreed to raise the following with the Lengthsman: repair of bike rack in the Square; repair to steps leading to viewing area on bypass; repair to cemetery steps; cleaning of bus shelters.

Action: Cllr Ham

5. Date, time and location of next meeting – Monday 4th June 20:00 Town Hall

Agenda Item 12.1 Minutes of CAOS meeting 25/04/2018.

Those present:- Cllr Helen Bridgeman (chair), Cllr Kate Browne and Cllr Jeremy Gall.

Allotments.

A new tenancy agreement and rule book lay out were discussed and agreed that this should be on the next council agenda for approval. Agenda Item

Advise the clerk that there will be a new tenancy agreement and rule book as of 01/06/2018 and not to send out the tenancy agreement in the meantime.

The Allotment inspection will be on 12th May at 10am.

Cemetery

The rules on the cost for the burial of a child under the age of 18 years will change in line with government policy when this comes into force. Agenda Item

A discussion on the procurement of new bins, the placement and how they could be moved for collection was held.

Cllr Bridgeman to contact SWP on the availability and costs of such bins.

The question is who could move them from inside the cemetery to the roadside for emptying, would it be possible for the Furlong manager to include this in his contract?

Open Spaces.

The question came up of who is to coordinate with SWP for them to visit Axbridge, if that would fall to CAOS.

There was much discussion on the Axbridge Cleanup day:-

What areas would be covered

How it would be advertised

Who would be the coordinator

Where people would register on the day and before hand

First Aid equipment and person

Only thing to be decided is the date of the event once SWP have been contacted.

The Next CAOS meeting 23/05/2018 8pm, when the Remits and Chair of the group to be discussed.

**Agenda Item 13.1 Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on Monday 30th April 2018**

Meeting commenced: 7.25pm
7.55pm

Meeting concluded:

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

PS124/17 Apologies for Absence

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

PS125/17 Declarations of Interest – none

PS126/17 Minutes of the Committee Meeting held on 26th February 2018

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 26th February 2018 be approved as a correct record and signed by the Chairman.

PS127/17 Public Participation - there were no members of the public present.

PS128/17 Mayor's Banquet

The Mayor's Banquet had been a successful evening, with many positive comments received. The Mayor had donated £275 towards the Council's play area fund and hoped to be able to donate a further £70 to the Sports and Social Club. She thanked all those attending and supporting the event.

PS129/17 Mayor Making

Arrangements were in hand for Mayor Making on Monday 14th May 2018. The catering had been booked and invitations sent out. Members discussed the finer details, including the procedure, the use of the furlong car park for visiting dignitaries and reserved seating arrangements. A rehearsal would be held at 5pm on the evening before.

PS130/17 Assistant to the Town Clerk

The Clerk advised that several applications had been received and a number of enquiries made. The closing date was 12 Noon Monday 28th May 2018. It was agreed to consider the applications received at the Committee meeting to be held on Monday 4th June 2018.

PS131/17 Co-option

Members noted that one vacancy remained. One application had previously been received but the applicant had been unable to attend the last two meetings of the Council. Members emphasised the importance of any new councillor having sufficient time to commit and assist the Council in its work. The applicant would be advised that Council would be recommended to re-advertise the position with the intention of co-opting at the June meeting and that, should he still be interested in the position, he would be welcome to re-apply.

RECOMMENDED TO COUNCIL: that Council re-advertise the vacancy with a view to co-opting at the Council meeting to be held on 18th June 2018.

PS132/17 Axbridge Parochial Charities

Discussions would be held to better understand the operation of this body, which administered the Jack Todd Bequest.

PS133/17 Regalia

The Mayor updated members on the Heritage Lottery Grant application which was being prepared (led by John Page) to restore the banners and provide for the storage and display of the maces. Further funding was being sought. A fundraising evening would be arranged in due course and local schools and the Council would be contacted to seek their support.

The Clerk advised that Rance Regalia had some black collarettes available to use on occasions instead of the full Mayor's chain. Members did not feel the Council would make use of such an item.

PS134/17 Past Mayors' Badges

The Clerk advised that the Council would need to consider the purchase of further Past Mayor's Badges should it wish to continue to award such a badge to retiring Mayors. The Clerk would seek a quote for a further 10 Past Mayor's Badges from the previous supplier.

PS135/17 Correspondence

Pay Award – the payroll provider had asked whether the 2% pay award would be applied to the Council's employees. The Mayor confirmed this was in accordance with the Unison/County recommendations and should be applied. The Clerk was asked to confirm the percentage increase relating to the Changing Rooms and Furlong Manager.

PS136/17 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 4th June 2018 to consider, in particular, the applications for the Assistant to the Town Clerk and a review of Mayor Making.

| | | |
|-------|----------|------|
| ----- | ----- | ---- |
| | Chairman | Date |