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Axbridge Town Council
PO Box 1184
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BS26 2WJ

3 April 2024

A MEETING OF AXBRIDGE TOWN COUNCIL WILL BE HELD ON MONDAY 8 APRIL 2024 AT 7.30PM IN AXBRIDGE TOWN HALL.

MEMBERS OF THE COUNCIL ARE HEREBY SUMMONED TO ATTEND.

Members of the public are welcome to attend.

**Mrs V L Brice
Town Clerk**

AGENDA

1. Apologies for absence – to receive apologies and approve reasons for apologies, if appropriate.
2. Draft Minutes of the Council meeting held on 11 March 2024 (attached) - to approve as a correct record
3. Declarations of Interest and to consider application(s) for dispensations
4. Public Participation
5. Reports from Police and Somerset Councillors
6. Written reports from members representing outside bodies and attending meetings on behalf of the Council
7. Planning
 - 7.1 Report of the Chairman – any update
 - 7.2 Houlgate Way – road closure and various matters - update
8. Administration and Finance
 - 8.1 Report of the Group – April 2024 (to follow)
 - 8.2 End of Year Accounts – 1st April 2023 to 31 March 2024 – to approve the accounts and the bank reconciliation (reports attached)
 - 8.3 Draft Calendar of Meetings 2024/25 (attached)
 - 8.4 Blackberry Carnival Committee – grant request
 - 8.5 Community Table
 - 8.6 Monthly Financial Reports (to follow) including Payments for ratification and approval; Receipts and Direct Debit and Standing Order payments
9. Highways
 - 9.1 Report of the Group – March 2024 (attached)
 - 9.2 Town Gateway sign – Cheddar end of Axbridge – update and any further action

- 9.3 Speed Indicator Devices (SID's) – any update
- 9.4 Highways matters – to report any urgent matters
- 10. Cemeteries, Allotments and Open Spaces Advisory Group
 - 10.1 Report of the Group – March 2024 (attached)
 - 10.2 Allotments – to consider making allotments available to non-residents
 - 10.3 Allotment path works – any update
 - 10.4 Cemetery path – any update
 - 10.5 Open Spaces matters - to report any urgent matters
- 11. Leisure and Recreation (to include Changing Rooms)
 - 11.1 Report of the Group – March 2024 (attached)
 - 11.2 Play Area and Public Conveniences Logs – update/to approve
 - 11.3 Fixed wiring – Changing Rooms and Public Conveniences – update and any action
 - 11.4 Siting for a container
 - 11.5 Town Maintenance Report
- 12. Personnel and Protocol
 - 12.1 Draft minutes of the Personnel and Protocol Committee meeting held on 25 March 2024 (attached)
 - 12.2 Mayor's Chain – to agree works/quote
 - 12.3 Mayor's Banquet – 20 April 2024
 - 12.4 Annual Council and Mayor Making – 13 May 2024
- 13. Strategic Planning
 - 13.1 Report of the Group – March 2024
- 14. General Correspondence, Consultation and Diary Dates (attached) including Permitted Development Consultation

cc: Somerset Councillors, police and press representatives

Agenda Item 2



DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD IN AXBRIDGE TOWN HALL ON MONDAY 11 MARCH 2024

Meeting commenced: 7.30p.m.

Meeting concluded: 8.51.p.m.

Present: Councillor Mitton (Mayor), Ham, Jenkins, Jordan, Taylor, Thomas, Wells and Willis

Also in attendance: Mrs V Brice (Town Clerk) together with Somerset Councillor Ferguson (for part of the meeting)

58.23 Apologies for Absence

RESOLVED: that apologies from Councillor Browne (personal commitment), Mearns (ill-health) and Page – Deputy Mayor (personal commitment) be received and approved.

59.23 Draft Minutes of the Council Meeting held on 12 February 2024

RESOLVED: that the minutes of the Council meeting held on 12 February 2024 be approved as a correct record and signed by the Chair subject to the dates and months shown in the minutes relating to the Monthly Financial Report and the Highways Report being corrected.

60.23 Declarations of Interest and Application for Dispensations

Declarations of Interest:

Councillor Taylor : declared a Disclosable Pecuniary Interest in relation to the planning application 21/23/00017/DT regarding proposed changes to conditions to the gas-powered energy generation facility (minute 181.23(b) refers) and would leave the meeting during consideration of this item.

Dispensations: no dispensations were needed for the meeting.

61.23 Reports

ORGANISATIONS	REPORTS
Police	The Council received the crime statistics for February 2024.
Somerset Councillor Ferguson	Somerset Councillor Ferguson had attended the Local Community Network (LCN) meeting, had been involved in a flooding matter and was still assisting in the laptop Donate It scheme. Members would promote this scheme which enables those eligible to apply for a refurbished laptop.
Somerset Councillor Ham	Somerset Councillor Ham updated on the LCN and specifically plans to set up a Highways Sub Committee, with interested parties, to look at highways and active travel matters.

62.23 Public Participation - none

63.23 Written Reports – Outside Bodies

Axbridge and District Museum Trust – members had previously received an update on the last meeting.

Batts Combe Quarry Community Liaison Meeting – Councillor Taylor had attended the last meeting. The minutes would be circulated in due course. Grant requests could be made where appropriate.

Church Fete – the church fete would be held on alternate years going forward – with Axbridge Open Gardens taking place this year, and the fete in 2025.

64.23 Committee and Group membership - Group membership was up to date.

65.23 Planning

a) Report of the Chairman

Work had commenced at Houlgate Way. There had been a few comments in relation to the fence. Correspondence had also been received regarding the former Axbridge Court Nursing Home and the Clerk had/would respond accordingly.

b) Planning Application

At this juncture, Councillor Taylor, having declared a Disclosable Pecuniary Interest in this item, left the meeting.

Planning application number: 21/23/00017/DT

Proposal: Variations of conditions 2, 4 and 6 of Planning Permission 21/20/00003 (Development of a gas-powered energy generation facility and associated infrastructure for a temporary period of 25 years.) to amend soft and hard landscaping.

Location: Land To The South West Of, Townsend Farm, Prowses Lane, Townsend, Axbridge, Somerset, BS26

RESOLVED: that Somerset Council be advised that Axbridge Town Council had no observations to make on the above-mentioned application.

At this juncture, Councillor Taylor re-joined the meeting.

66.23 Administration and Finance

a) Report of the Chairman

Members received the report following the meeting of the group. The key items are set out below. The group had agreed that the Town Council should no longer pay for a PO Box given the limited post being received. Contact details were on the website should any post be returned to sender by the post office. The official postal address would be The Council Office at the Church Rooms for all communications.

b) Open Spaces Contract

In accordance with the previous decision the Clerk had written to all the contractors to extend the contract by one year. The contractor for the hedge works would be happy to continue but would need to increase his price for the coming year, due to increased costs. The existing contractor for the open spaces work at the allotments and cemetery had provided a quote to carry out additional work to the allotment paths and to treat and manage the moss at the cemetery as previously agreed.

RESOLVED: that the additional cost of the hedge cutting works (£70 plus VAT) for the coming year be agreed; and the quotes for the additional allotment work and cemetery work (£520 plus VAT in total) be agreed for the coming year.

c) Monthly Audit Checker

Councillor Wells would be happy to be involved in the checking of the accounts. She had undertaken this role previously.

RESOLVED: that Councillor Wells be appointed as a bank reconciliation checker.

d) Draft Calendar of Meetings

Members considered a draft Calendar of Meeting for 2025. Members only wished to confirm/agree the dates for the new Council year (May 2024 – May 2025) and the Clerk would present a revised calendar to the group for consideration.

e) Community Table

The bus group would use the community space in April 2024. Somerset Council would like it on 1 June 2024 to promote the volunteer driver role. Local groups would be able to borrow a table from the church rooms, if required, subject to certain provisions.

f) Monthly Financial Report

Members received a monthly financial report for March 2024 setting out the payments for ratification and authorisation together with recent invoices and payments for ratification. The Clerk also advised that the Council had not been invoiced by Adams Memorials for the past provision of 14 foundation bases at the cemetery. These bases had been included in the cemetery fees charged and the Council agreed that payment should be made.

The financial report also included the receipts received and direct debit and standing orders payments made during February 2024. The report advised that the SSE contracts had finally been uploaded to the site – so this should be all rectified shortly.

RESOLVED:

1) that the list of payment of invoices (including those recently received) be ratified and approved together with payment to Adams Memorials in the sum of £560 – to be paid upon receipt of invoice (complete list attached at Appendix A); and

2) that the Direct Debit and Standing Order payments for February be ratified and the receipts for February 2024 noted (Appendix A)

67.23 Highways Advisory Group

a) Report of the Highways Advisory Group – February 2024

Members received the report of the Group. The key items are set out below. The Chairman would speak with the Town Trust regarding the siting of the sign for the disabled bay in The Square.

b) Town Car Park signs

The Council had previously agreed that the Clerk, in consultation with the Chairman, be delegated to arrange for the repair/works to the car park signs to be undertaken using the most cost-effective method to enable this matter to be progressed; and that the additional car park sign and two defibrillator signs be purchased. The Group had recommended taking the

opportunity to revise/update the wording on the notice boards and considered the new wording at the meeting – which just set out the key regulations more clearly. The quote for these two regulation sign was imminent and the Council wished to get the signs installed as soon as possible to regulate the situation.

RESOLVED: that the wording of the car park regulation signs be agreed and that the Clerk be delegated to place the order, following consultation with Chairman and highways members (if the cost was not as expected and members had any concerns, this matter would be brought back to Council).

c) Town Gateway Sign

The Council had previously agreed the purchase of the gateway signage for installation at the top end of Cheddar Road with further costings to be obtained for the posts. The group suggested the siting of the sign near by the 40pmh sign (by Barnabas Close) – with the size of sign and height of posts to be confirmed. A site meeting was being arranged with Somerset Highways.

d) Speed Indicator Devices

The Council had previously agreed to sign the Memorandum of Understanding. However, Somerset Council had raised a question regarding the insurance of the cameras and the matter had been further discussed by the group. The requirements in the documentation conflicted with the discussion held with the Speed Watch Group. A letter had been sent to the group representatives accordingly. The Council appreciated the work of the group and hoped that there was a way forward without adding an additional burden of cost on the electorate.

e) Highways Matters

Lining works – the report included a list of lining requests. Members were asked to let the Chairman know if anything needed to be added. It was noted that the 30mph roundel at the top of Cheddar Road needed refreshing and this would be added. Some of the bollards along Old Church Road had also been knocked down.

Chapter 8 Training – Councillors Page and Willis had attended this training which had been re-assuring as far as their involvement with the Sport and Social Group was concerned.

Verge cutting - was an ongoing topic at the Local Community Network meetings and Somerset Council would be issuing a timetable as to when they would be continuing to cut the verges this coming year.

Potholes and road surfaces – these were generally deteriorating and specific concerns would be raised with Somerset Highways

Townsend Drain – this was no longer draining with a lot of water now gathering at this junction. This would be further raised with Somerset Highways.

20mph sign – Houlgate Way – it was understood that the sign had been removed when the lamppost was taken down. The timing to reinstall the street lighting was not clear and the 20mph sign needed to be in place. The developers would be asked to ensure the sign was reinstated (and provide a post if necessary).

68.23 Cemeteries, Allotments and Open Spaces Group

a) Report of the Chairman

The group had not met recently. The next meeting would be held on 18 March 2024. Several allotments remained empty (two of which were very overgrown). The allotments would be advertised and further considered at the meeting. The Chairman would also inspect the new path at the bottom of the cemetery which had been provided to assist access to the older part of the Garden of Remembrance. It was noted that a resident may have some free paving slabs available. The entrance sign to the cemetery would be gilded as soon as the weather improved.

b) **Allotment Path works**

The Council had previously agreed works to address the subsiding path by Plot 2B (levelling and fencing). The tenant had raised some concerns about the intended works. It was necessary to ensure that the path was safely accessible.

c) **Open Spaces Matter - none**

69.23 Leisure and Recreation

a) **Report of the Chairman**

Members received the report of the Group. The key items are set out below. The litter and bin contact had been renewed for the coming year and remained within budget. The furlong car park fencing was in hand and materials had been ordered to carry out maintenance works at the Changing Rooms and Public Conveniences.

b) **Play Area and Public Conveniences Logs – February 2024**

The logs had been completed and checked by the Chairman, who updated members.

RESOLVED: that the Play Area and Furlong Safety Check Log and the Public Convenience Log for February 2024 be approved and be signed by the Chairman of the Group.

c) **Fixed Wiring – Changing Rooms and Public Conveniences**

The inspection and testing on the fixed wiring at the Changing Rooms had taken place and the Condition Report received. The Conditions Report following the inspection at the Public Conveniences was expected imminently. Recommendations for improvements had been made/ were expected and the reports would be discussed by the Group in the first instance.

d) **Signs – Play area**

The Council had previously agreed to the provision of two no ball games signs.

e) **Town Maintenance Contractor**

The Town Maintenance Contractor had worked 16 hours during February 2024. 4 hours had been spent litter picking the furlong and car parks, clearing gullies, tidying up and removing rubbish from the cemetery, 6 hours creating the path at the cemetery, 3.5 hours tidying up the corner of the car park and 1.5 hours cleaning the bus shelters.

70.23 Personnel and Protocol Committee

a) **Draft minutes of the Personnel and Protocol Committee meeting – 26 February 2024**

Members received the draft minutes of the meeting held on 26 February 2024.

b) **Civic Service**

The Civic Service held on 3 March 2024 had been a lovely occasion and well attended. The Mayor thanked all those involved. The Clerk would arrange for a press release with photos.

RESOLVED: that a donation of £50 be made to Cheddar Guides and Rangers for their assistance in serving refreshments.

c) Mayor’s Banquet

The Mayor hoped to hold her Mayor’s Banquet on 20 April 2024, subject to ticket numbers.

71.23 Strategic Planning

a) Report of the Chairman

A meeting would be arranged shortly.

72.23 Nomination of Mayor and Deputy Mayor

The Chairman sought nominations for Mayor and Deputy Mayor for 2024/25. Councillor Mitton nominated Councillor Page as Mayor, which was duly seconded. No other nominations were received.

Councillor Mitton proposed Councillor Ham as Deputy Mayor, which was duly seconded. She had submitted her interest in this role. No other nominations had been received or were forthcoming.

Members noted that the Annual Council meeting and Mayor Making ceremony would be held on Monday 13 May 2024.

RESOLVED:

- 1) that Councillor Page be nominated as Mayor for 2024/25 (Councillor Mitton and Councillor Ham); and
- 2) that Councillor Ham be nominated as Deputy Mayor for 2024/25 (Councillor Mitton and Councillor Wells)

73.23 General Correspondence and Diary Dates

Members received the correspondence page including information relating to Martyn’s Law.

The diary dates are set out below

Date	Meeting	Time	Venue
Monday 11 March	Council	7.30pm	Axbridge Town Hall
Mon 18 March	Leisure and Recreation (TBC) Cemetery, Allotments and Open Spaces	8.00pm	Zoom
Monday 25 Feb	Personnel and Protocol Planning and Licences – if needed Highways	TBC (likely 6.45) TBC (likely 7.30) TBC (likely 8pm)	
TBC	Strategic Planning	TBC	
Thursday 4 April	Admin and Finance	7.30pm	Zoom
Monday 8 April	Planning and Licences Council	TBC 7.30pm	Axbridge Town Hall Axbridge Town Hall
Mon 4 March	Annual Assembly	8pm	
Wed 6 March	LCN	6.30pm	Draycott Village Hall
Monday 11 March	Planning and Licences Council	TBC 7.30pm	Axbridge Town Hall Axbridge Town Hall

Chairman

Date

Appendix A

Agenda Item 9.6a Payments for Ratification (R) and Authorisation - March 2024

Voucher No.	Date	Supplier	Description	Total
401	12.03.2024	1st Cheddar Guides	Donation - Civic Service	50.00
397	12.03.2024	Amazon	Stationery	18.58
396	12.03.2024	Amazon	Materials - Changing Rooms and Public Con	149.31
395	12.03.2024	Adams Memorials	10 Foundation Bases	400.00
394	12.03.2024	Adams Memorials	4 Foundation Bases	160.00
393	11.03.2024	Mr A Laken	Town Maintenance Con. & cem path	£294.95
392	05.03.2024	PATA Payroll Services	March 2024 Payroll	£37.90
391	05.03.2024	Chris Norman Electrical	Electical Installation Report Changing Rooms	£570.00
390	04.03.2024	Carole Kent Traditional Signwriters	Signwriting Town Hall Boards	£240.35
389	04.03.2024	Carole Kent Traditional Signwriters	Signwriting Town Hall Boards	£48.07
388	04.03.2024	Sainsburys (R)	Civic Service Refreshments	£23.60
387	04.03.2024	The Post Office (R)	Civic Service Gift Bags	£3.20
386	04.03.2024	Premier Trophies	Civic Service Awards	£53.98
385	04.03.2024	Bridgwater Town Council	Training	£376.80
384	04.03.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£172.80
378	21.02.2024	Shaw & Sons Ltd (R)	Attendance Register	£117.60
			TOTAL	£2,717.14
NB - after the meeting it was noted that the monthly payroll figure had not been included in the list. This was in accordance with contract and would be ratified at the next meeting.				

NB Powers of Spending: The Town Council has the General Power of Competence; The latest bank reconciliation – to 29 February 2024 - £65,682.07SSE contracts now uploaded and billing should be correct from now on.

Agenda Item 9.6b Receipts February 2024

Voucher No	Date	Customer	Description	Total
92	29.02.2024	Lloyds Bank - savings	Bank Interest	£32.60
91	26.02.2024	Lloyds Bank	Bank Interest	£52.97
90	09.02.2024	HMRC VAT	VAT repayment	£2,789.30
			TOTAL	£2,874.87

Agenda Item 9.6C Direct Debit and Standing Order Payments - February 2024

Voucher	Supplier	Description	Net	VAT	Total
382	Zoom	Video Conferencing	£12.99	£0.00	£12.99
380	Vodafone	Telephone - Clerk contract	£13.34	£2.67	£16.01
379	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
373	BT	Broadband	£18.95	£3.79	£22.74
372	Water2Business	Water and Sewerage - Changing Roo	£30.50	£0.00	£30.50
371	Water2Business	Sewerage - Moorland Street Car Park	£10.22	£0.00	£10.22
370	Water2Business	Sewerage - Town Car Park	£10.22	£0.00	£10.22
369	Water2Business	Water and Sewerage - Public Conven	£54.50	£0.00	£54.50
368	Npower	Electricity - Moorland St Car Park	£15.91	£0.80	£16.71
367	O2	Telephone - Assistant Clerk	£15.63	£3.13	£18.76
356	Information Commissioners Office	GDPR Data Protection Renewal	£40.00	£0.00	£40.00
383	SSE	Electricity - Axbridge Town Car Park	£57.95	£2.90	£60.85
	TOTAL				£336.65

NB – The payment to the Information Commissioner was taken by Direct Debit instead of bank transfer (as previously agreed)

Agenda 8.1 Axbridge Town Council Administration and Finance Advisory Group

April 2024

Report for Council.

Meetings. A meeting was held on 4th April at 7.30pm by Zoom, hosted by the clerk.

Members Present: Councillors Jordan, Page, and Taylor (in the chair) and
Clerk to the Council Mrs Brice.

Apologies: Councillors Ham, Mitton.

Accounts. Reports generated by Scribe were circulated to group members by the clerk for the A&F meeting. These showed the financial position at the end of March which was also the end of the financial year. The data was checked by the members and no concerns were reported.

It was agreed which documents would be issued to councillors for the April Council meeting. These will be presented to members of Council for adoption. If the financial reports are adopted by Council, they will be signed by the Mayor and the Clerk. These documents will be used to produce the reports required for the external audit due shortly.(Agenda Item.)

Compensation Scheme for Bank Failure. Various banks have been contacted to see what suitable accounts are available. The group members will make a recommendation to Council.

VAT on the hire of sport facilities. Due to a recent successful challenge against HMRC rules, there is no longer a requirement to charge VAT on the use of Town Council facilities for sport. (Other activities using any facilities will still be subject to VAT.) So future bookings by the football clubs will no longer be liable to VAT. It has also been agreed that any VAT paid on bookings in the last four years can be claimed back. The clerk has sent in a claim. It remains to be seen what happens.

Office Equipment. Members agreed that additional shelving and two fireproof document bags should be purchased in order to improve the filing facilities.

Asset Register. All items have now been recorded on the Scribe software system and their values entered such that the end of year reports from the system can be used for the annual returns to the external auditor.

Grant Requests.

Victim support. This will be added to the Type A list to be considered in September. (Council has supported this charity in the past.)

Mendip Community Transport. This is already on the list.

Axbridge Carnival Committee. Group members recommend to Council that the Carnival Committee be given financial support.

(Agenda item.)

Next Meeting Date. Monday 29th April 7.30pm by zoom.

MT (05/04/2024)

Agenda Item 8.2a

Axbridge Town Council

3 April 2024 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

ADMINISTRATION

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1210	General Administration				1,050.00	2,202.03	-1,152.03	-1,152.03 (-109%)
1220	Insurance				1,300.00	1,745.44	-445.44	-445.44 (-34%)
1230	Auditors' Fees				600.00	475.35	124.65	124.65 (20%)
1240	Town Hall Charges				1,500.00	1,450.00	50.00	50.00 (3%)
1250	Subscriptions				680.00	612.42	67.58	67.58 (9%)
1260	Elections				2,000.00		2,000.00	2,000.00 (100%)
1270	Town Car Park Loan Repayment				10,402.06	10,402.06		(0%)
1271	Moorland St. Land Loan Repay't				5,657.44	5,657.44		(0%)
1281	Tree Inspection Report				590.00		590.00	590.00 (100%)
1282	Town Maintenance Contractor				2,400.00	1,524.95	875.05	875.05 (36%)
1283	Bin Emptying Contract				4,000.00	3,672.24	327.76	327.76 (8%)
1290	VAT paid							(N/A)
SUB TOTAL					30,179.50	27,741.93	2,437.57	2,437.57 (8%)

ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1610	Allotment Land Rent (SC)				280.00	280.00		(0%)
1620	Allotment Maintenance				570.00	906.61	-336.61	-336.61 (-59%)
1630	Allotment rents	1,070.00	1,085.00	15.00				15.00 (1%)
1640	Allotment deposit		60.00	60.00				60.00 (N/A)
SUB TOTAL		1,070.00	1,145.00	75.00	850.00	1,186.61	-336.61	-261.61 (-13%)

CAR PARKS & HIGHWAYS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2010	Town Car Park - Garage-Lease	150.00	150.00					(0%)
2020	Car Parks Rates and Utilities				4,500.00	2,971.16	1,528.84	1,528.84 (33%)
2030	Car Parks Main. Inc gullies					433.30	-433.30	-433.30 (N/A)
2040	Car Parks Patrol & Enforcement							(N/A)
2050	Grit Bin Maintenance				100.00		100.00	100.00 (100%)
2060	Bins and Benches							(N/A)
SUB TOTAL		150.00	150.00		4,600.00	3,404.46	1,195.54	1,195.54 (25%)

CEMETERY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1710	Cemetery Income	1,200.00	1,885.00	685.00				685.00 (57%)
1720	Cemetery Maintenance				1,100.00	1,454.16	-354.16	-354.16 (-32%)
1730	Cemetery Rates and Utilities							(N/A)

Axbridge Town Council

3 April 2024 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL		1,200.00	1,885.00	685.00	1,100.00	1,454.16	-354.16	330.84 (14%)
CHANGING ROOMS AND REC								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1910	Pitch & C. Rms Booking Income	1,550.00	1,095.84	-454.16				-454.16 (-29%)
1920	VAT on bookings	300.00		-300.00	300.00		300.00	(0%)
1930	Changing Rooms Maintenance				400.00	1,437.29	-1,037.29	-1,037.29 (-259%)
1940	Changing Rooms Utilities				800.00	775.17	24.83	24.83 (3%)
1950	Changing Rooms Consumables				100.00		100.00	100.00 (100%)
1960	Play Area & Rec. Area Main.				2,000.00	2,538.69	-538.69	-538.69 (-26%)
1970	Field Grass & Hedge Main.				2,500.00	1,670.54	829.46	829.46 (33%)
1980	Recreation Field - Lease to ATC				165.00	165.00		(0%)
SUB TOTAL		1,850.00	1,095.84	-754.16	6,265.00	6,586.69	-321.69	-1,075.85 (-13%)
CIVIC EVENTS AND REGALIA								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1510	Mayor Making				650.00	783.57	-133.57	-133.57 (-20%)
1520	Carnival Lunch etc				550.00	665.63	-115.63	-115.63 (-21%)
1530	Civic Services		200.00	200.00	200.00	1,055.55	-855.55	-655.55 (-327%)
1540	Regalia Maintenance					76.78	-76.78	-76.78 (N/A)
SUB TOTAL			200.00	200.00	1,400.00	2,581.53	-1,181.53	-981.53 (-70%)
GENERAL INCOME								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1010	Precept	111,000.00	111,000.00					(0%)
1020	Bank Interest	35.00	1,215.65	1,180.65				1,180.65 (3373%)
1030	Comm Infrastructure L. Receipts		3,111.39	3,111.39				3,111.39 (N/A)
1040	Leases of Land	2,200.00	2,200.00					(0%)
1050	Other Income	80.00	10.00	-70.00				-70.00 (-87%)
1060	Men's Shed - Old Station Buildin		4,200.00	4,200.00				4,200.00 (N/A)
SUB TOTAL		113,315.00	121,737.04	8,422.04				8,422.04 (7%)
GRANTS								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1410	Type A Grants - Various Annual				400.00	450.00	-50.00	-50.00 (-12%)
1420	Type B Grants -Specified-Below							(N/A)
1421	Town Trust Planters				300.00	300.00		(0%)
1422	Town Hall Grant				3,640.00	5,460.00	-1,820.00	-1,820.00 (-50%)
1423	Ax. & District Museum Grant				1,400.00	1,400.00		(0%)
1424	Christmas Trees and Lights				1,900.00	1,220.40	679.60	679.60 (35%)

Axbridge Town Council

3 April 2024 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

1425 Royal British Legion	100.00	100.00		(0%)
1426 Local Community Groups	850.00		850.00	850.00 (100%)
1427 Community Well Being	150.00		150.00	150.00 (100%)
1430 Type C - Various one-off			100.00	-100.00 (N/A)
SUB TOTAL	8,740.00	5,030.40	-290.40	-290.40 (-3%)

OFFICE

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1310 Office Rent				2,400.00	2,400.00		(0%)
1320 Office Rates and Utilities				600.00	513.47	86.53	86.53 (14%)
1330 Phones, Internet & Video Conf.				980.00	1,044.44	-64.44	-64.44 (-6%)
1340 IT Services and Support				1,520.00	2,484.31	-964.31	-964.31 (-63%)
1350 Stationery and Consumables				500.00	212.91	287.09	287.09 (57%)
SUB TOTAL				6,000.00	6,655.13	-655.13	-655.13 (-10%)

OPEN SPACES

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1810 Shortlands Rent	100.00	100.00					(0%)
1820 Chestnut Avenue Grass Cutting				300.00	166.70	133.30	133.30 (44%)
1830 Street Furniture Maintenance				150.00		150.00	150.00 (100%)
SUB TOTAL	100.00	100.00		450.00	166.70	283.30	283.30 (51%)

PROJECTS

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
2210 Maces Display Box		1,900.00	1,900.00		1,900.00	-1,900.00	(N/A)
2211 Station Leases					4,301.00	-4,301.00	-4,301.00 (N/A)
2212 Play Area Equipment		3,250.00	3,250.00		6,401.70	-6,401.70	-3,151.70 (N/A)
SUB TOTAL		5,150.00	5,150.00		12,602.70	-12,602.70	-7,452.70 (N/A)

PUBLIC CONVENIENCES

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
2110 Public Conv. Cleaning Contract				8,016.00	7,568.00	448.00	448.00 (5%)
2120 Public Conven. Rates & Utilities				800.00	789.93	10.07	10.07 (1%)
2130 Public Conveniences Main.				3,000.00	1,472.66	1,527.34	1,527.34 (50%)
SUB TOTAL				11,816.00	9,830.59	1,985.41	1,985.41 (16%)

Axbridge Town Council

3 April 2024 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

STAFF AND TRAINING

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1110	Salaries and Employment costs				55,200.00	59,569.11	-4,369.11	-4,369.11 (-7%)
1120	Pension deficit payments				650.00		650.00	650.00 (100%)
1130	Training and Travelling		376.80	376.80	930.00	516.70	413.30	790.10 (84%)
1140	Membership- Profess. Bodies				220.00	383.00	-163.00	-163.00 (-74%)
SUB TOTAL			376.80	376.80	57,000.00	60,468.81	-3,468.81	-3,092.01 (-5%)

Summary

NET TOTAL	117,685.00	131,839.68	14,154.68	128,400.50	141,709.71	-13,309.21	845.47 (0%)
V.A.T.		9,232.68			6,260.52		
GROSS TOTAL		141,072.36			147,970.23		

Agenda Item 8.2b

Page 1

3 April 2024 (2023 - 2024)

Axbridge Town Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	65,776.93	
Cash in Hand		
Precept	111,000.00	
Bank Interest	1,215.65	
Comm Infrastructure L. Receipts	3,111.39	
Leases of Land	2,200.00	
Other Income	10.00	
Men's Shed - Old Station Building	4,200.00	
Salaries and Employment costs		59,569.11
Pension deficit payments		
Training and Travelling	376.80	516.70
Membership- Profess. Bodies		383.00
General Administration		2,202.03
Insurance		1,745.44
Auditors' Fees		475.35
Town Hall Charges		1,450.00
Subscriptions		612.42
Elections		
Town Car Park Loan Repayments		10,402.06
Moorland St. Land Loan Repay't		5,657.44
Tree Inspection Report		
Town Maintenance Contractor		1,524.95
Bin Emptying Contract		3,672.24
VAT paid		
Office Rent		2,400.00
Office Rates and Utilities		513.47
Phones, Internet & Video Conf.		1,044.44
IT Services and Support		2,484.31
Stationery and Consumables		212.91
Type A Grants - Various Annual		450.00
Type B Grants -Specified-Below		
Town Trust Planters		300.00
Town Hall Grant		5,460.00
Ax. & District Museum Grant		1,400.00
Christmas Trees and lights		1,220.40
Royal British Legion		100.00
Local Community Groups		
Community Well Being		
Type C - Various one-off		100.00
Mayor Making		783.57
Carnival Lunch etc		665.63

**Axbridge Town Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Civic Services	200.00	1,055.55
Regalia Maintenance		76.78
Allotment Land Rent (SC)		280.00
Allotment Maintenance		906.61
Allotment rents	1,085.00	
Allotment deposit	60.00	
Cemetery Income	1,885.00	
Cemetery Maintenance		1,454.16
Cemetery Rates and Utilities		
Shortlands Rent	100.00	
Chestnut Avenue Grass Cutting		166.70
Street Furniture Maintenance		
Pitch & C. Rms Booking Income	1,095.84	
VAT on bookings		
Changing Rooms Maintenance		1,437.29
Changing Rooms Utilities		775.17
Changing Rooms Consumables		
Play Area & Rec. Area Main.		2,538.69
Field Grass & Hedge Main.		1,670.54
Recreation Field - Lease to ATC		165.00
Town Car Park - Garage-Lease	150.00	
Car Parks Rates and Utilities		2,971.16
Car Parks Main. inc gullies		433.30
Car Parks Patrol & Enforcement		
Grit Bin Maintenance		
Bins and Benches		
Public Conv. Cleaning Contract		7,568.00
Public Conven. Rates & Utilities		789.93
Public Conveniences Main.		1,472.66
Maces Display Box	1,900.00	1,900.00
Station Leases		4,301.00
Play Area Equipment	3,250.00	6,401.70
VAT	9,232.68	6,260.52
	141,072.36	147,970.23
Closing Balances:		
Balances in Bank Account		58,879.06
Cash in Hand		
TOTAL	206,849.29	206,849.29

The above statement represents fairly the financial position of the council as at 31 Mar 2024

**Axbridge Town Council
STATEMENT OF ACCOUNTS**

RECEIPTS

PAYMENTS

Signed _____
Responsible Financial Officer

Date _____

Agenda Item 8.2c

3 April 2024 (2023 - 2024)

Axbridge Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		65,776.93
	ADD Receipts 01/04/2023 - 31/03/2024		141,072.38
			206,849.29
	SUBTRACT Payments 01/04/2023 - 31/03/2024		147,970.23
A	Cash in Hand 31/03/2024 (per Cash Book)		58,879.06
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Lloyds Investment Account 31/03/2024	15,838.84	
	Lloyds Business Account 31/03/2024	36,747.63	
	Lloyds Current Account 31/03/2024	6,292.59	
			58,879.06
	Less unrepresented payments		
			58,879.06
	Plus unrepresented receipts		
B	Adjusted Bank Balance		58,879.06
	A = B Checks out OK		

Agenda Item 8.3

Axbridge Town Council – DRAFT Calendar of meetings 2024/25

Month/Year	Date	Meetings/Events	Time	Venue
April 2024	Monday 8	Council Meeting	7.30pm	Axbridge Town Hall
	Saturday 20	Mayor's Banquet	7.30pm for 8pm	Axbridge Town Hall
	Monday 22	Committee Meetings	TBA	Axbridge Town Hall
May 2024	Monday 13	Annual Council Meeting & Mayor Making	7.30pm	Axbridge Town Hall
	Monday 20	Council Meeting	7.30pm	Axbridge Town Hall
	To be Confirmed	Committee Meetings	TBA	Axbridge Town Hall
June 2024	Monday 10	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 24	Committee Meetings	TBA	Axbridge Town Hall
July 2024	Monday 8	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 22	Committee Meetings	TBA	Axbridge Town Hall
August 2024	Monday 12	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 19	Committee Meetings	TBA	Axbridge Town Hall
September 2024	Monday 9	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 23	Committee Meetings	TBA	Axbridge Town Hall
October 2024	Monday 14	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 28	Committee Meetings	TBA	Axbridge Town Hall
November 2024	Monday 11	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 25	Committee Meetings	TBA	Axbridge Town Hall
December 2024	Monday 9	Council Meeting	7.30pm	Axbridge Town Hall
	Saturday 21	Father Christmas Night	5.00pm	The Square
		Committee Meetings	None	
January 2025	Monday 13	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 27	Committee Meetings	TBA	Axbridge Town Hall
February 2025	Monday 10	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 24	Committee Meetings	TBA	Axbridge Town Hall
March 2025	Sunday 2	Civic Service	3.00pm	St John the Baptist Church
	Monday 10	Council Meeting	7.30pm	Axbridge Town Hall

	Monday 17	Annual Assembly (meeting of electorate – not a council meeting)	8.00pm	Axbridge Town Hall
	Monday 24	Committee Meetings	TBA	Axbridge Town Hall
April 2025	Monday 14	Council Meeting	7.30pm	Axbridge Town Hall
	Saturday 26 TBC	Mayor's Banquet	7.30pm for 8pm	Axbridge Town Hall
	Monday 28	Committee Meetings	TBA	Axbridge Town Hall
May 2025	Monday 12	Annual Council Meeting & Mayor Making	7.30pm	Axbridge Town Hall
	Monday 19	Council Meeting	7.30pm	Axbridge Town Hall
BANK HOLIDAY	Monday 26 TBC	Committee Meetings	TBA	Axbridge Town Hall

Agenda Item 8.6 Monthly Financial Report

Agenda Item 8.6 Payments for Ratification (R) and Authorisation March 2024

Voucher No.	Date	Supplier	Description	Total (£)
		Payroll - March 2024 (R)	Staff Salaries and assoc. payroll organisations	4341.63
	08.03.2024	Post Office Counters (R)	Stamps	10.00
	11.03.2024	Amazon (R)	Changing rooms supplies	149.31
	11.03.2024	Amazon (R)	Office supplies	18.58
11	03.04.2024	Arien Designs Limited	Sign -Carpark	388.80
10	03.04.2024	Arien Designs Limited	Signs - defibrulator	69.60
9	03.04.2024	Arien Designs Limited	Sign - No ball games	64.80
8	03.04.2024	Adams Memorials	Foundation bases	240.00
7	03.04.2024	Somerset Association of Local Councils	Training	25.00
6	03.04.2024	Somerset Association of Local Councils	Training	25.00
5	03.04.2024	W C Maunders Ltd	Padlock Furlong	19.99
4	03.04.2024	Chris Norman Electrical	Fixed wiring and floodlight work	580.00
3	03.04.2024	A1 Gardening and Tree Surgery Limited	Open Spaces Contract - various	220.00
	03.04.2024	PATA UK	Payroll - set up and service	37.90
	03.04.2024	Payroll - April 2024	Staff Salaries and assoc. payroll organisations	4341.63
	0.1512037	Wallgate	Service Plan	1521.47
		Mr Laken	Town Maintenance Contract - March 2024	TBC
Total				12053.71

NB Powers of Spending:

The Town Council has the General Power of Competence

The latest bank reconciliation – to 31st March 2024 - £58,879.06

SSE contracts now uploaded, and billing should be correct from now on

-

Current credit balance £114.01

Agenda Item 9.6b Receipts March 2024

Voucher No.	Date	Customer	Description	Total
95	28.03.2024	Lloyds Bank - savings	Bank Interest	£31.60
93	20.03.2024	Axbridge Sports and Social Club Association	Donation - Chapter 8 training	£376.80
94	11.03.2024	Lloyds Bank	Bank Interest	£44.98
Total				£453.38

Agenda Item 9.6C Direct Debit & Standing Order Payments – March 2024

Voucher No.	Supplier	Description	Net	VAT	Total
413	Zoom	Video Conferencing	£12.99	£0.00	£12.99
412	Vodafone	Telephone - Clerk contract	£13.34	£2.67	£16.01
409	BT	Broadband	£18.95	£3.79	£22.74
408	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
407	Npower	Electricity - Moorland St Car Park	£13.80	£0.69	£14.49
404	O2	Telephone - Assistant Clerk	£15.63	£3.13	£18.76

403	Water2Business	Water and Sewerage - Public Conveniences	£54.50	£0.00	£54.50
402	Information Commissioners Office	Data Protection Renewal fee	£35.00	£0.00	£35.00
401	Water2Business	Water and Sewerage - Changing Rooms	£30.50	£0.00	£30.50
356	Information Commissioners Office	GDPR Data Protection Renewal	£0.00	£0.00	£0.00
		Total			£308.99

Highways Report for meeting Monday 8 April 2024

Signage

- Defib. signs for the Square and the new signs for the Town Car Park have been delivered. Andy has been asked to put them up as soon as he can.
- Disabled parking in The Square, following the white lining: we are still waiting to see if we can put the sign on The Old Market Shop. If this can't be achieved we will have to have a new post. The cost should be Highways.
- Town Gateway: Pauline is meeting Aileen from Highways on Tuesday 9 April to discuss the options for the sign and road markings.
The Axbridge sign just before the turning into Axbridge from the A371 is hidden by all the hedging and trees. This is quite a new sign so we will consider the possibility of moving it and using it as one side of the gateway sign, with a drive safely through our town addition to it.

Black bin in High Street

- The black wheelie bin on the pavement by the flats at the Old Butcher's has been taken away.

Cross Lane Footpath.

We have received a copy of the letter the Cross Lane committee has sent to Somerset. It appears they are asking for support from Somerset and not, as we had thought, that they already have support in place for an officer to talk to the landowners. We sent a letter of notional support if action from Somerset is in place. They have not requested any response from us but Frankie and I are willing to meet with representatives from the group, if they wish, to discuss their business plan.

Houlgate Way

- A meeting has taken place between the contractors and highways. We sent various questions for updated information and this is the email the clerk has received.

I had a meeting with TM at Houlgate way . We are going to start off with traffic lights and then go to rolling road closure for the raising main until that is completed. Then we have full closure to plan and wearing course both of the site entrance.

We will need to look at the entrance to the doctor's surgery to get patient in and out, may need to road plate to trench across the entrance. Do want us to discuss with the surgery or that something you can do ?

- There doesn't seem to be any update to lighting reinstatement, the 20mph sign, our concern about the trip hazard where the kerb is higher than the footway or the other various questions we asked.

SIDS

- Frankie and I are meeting with Tony Strange and Ric Canhan before the next meeting, to see if we can proceed the situation.

Pedestrian gate into the Town Car Park.

- All agreed, no longer to be an agenda item.

Maintenance and Repair

- Andy is repairing the damaged wall in The Moorland Street car park.
- The bench at the top of Parkfield has been repaired.

Flooding/drainage

- Somerset has a programme in place for drainage clearing and for pot holes. Following our request reference the flooding at Townsend and on the by-pass at the top of Wood Lane they have agreed to move this up the priority list.

STOP signs at Townsend

- Action: to ask the clerk/assistant clerk to ask the police if we could have a camera sited to enforce the STOP signs on the slip road. We think this should generate an amount of income in fines and once drivers realise they will be fined they will stop.

Highways Services Devolution Officer

- This is a service that Somerset is offering if communities would like to buy in. We don't feel Axbridge would benefit for the service. It will be discussed at the LCN meetings. Anyone is welcome to attend these meetings.
- The LCN group is setting up a sub-group to look at highways, including travel plans initially. We will be contacting relevant groups within Axbridge to see if they would like to be involved. (Not named here as they have not been asked yet.)

Street Lining and Gateway (cut-off date 1 May)

- Here is the list of identified lining and other requirements (this is a live document/list)
 - A371 within the Axbridge boundary refresh markings
 - Cheddar Road – roundels and bus stop refreshed
 - End of Hippisley Drive – double yellow lines extended into Cheddar Road – **new.**
 - Hippisley/Parkfield - bus stop markings refreshed.
 - Jubilee Road, opposite Orchard Road: double yellows lines – **new.**
 - St Mary's Street - All the markings need refreshing.
 - Moorland Street double yellow lines - refresh.
 - Moorland Street – white line at entrance to the Furlong – refresh
 - Moor Green – double yellow lines in front of Moor Green Cottage and Walnut Farm – **new.**
 - Bailiffs Close - double fellow lines going round both sides at the junction with Moorland Street – **new.**
 - Old Church Road – the white lines have been refreshed with the lining in The Square.
 - Old Church Road/Meadow Street – double yellow lines refreshed, including into the Town Car Park.
 - Houlgate Way – new and refreshed lining (Building works have an effect on lining here).
 - Entrance to St John's Court – double yellow lines refreshed
 - Road markings for a Gateway entrance at top of West Street.
 - Townsend – all the markings need refreshing.

New street sign for Hippisley Drive

Bollards need replacing in Old Church Road.

Can we put something in place on the not round-a-bout at Townsend to prevent buses/lorries driving over the edges. The mud this creates on the road presents a danger.

Please let us know if you see any omissions.

Outstanding items

- Prowse Lane footpath remains unresolved.
- The kissing gate still needs to be put in place.

Cllr Pauline Ham

Agenda Item 10.1

CAOS Report

Cemeteries, Allotments & Open Spaces Advisory Group

18th March 2024

Zoom meeting start: 8.00pm Finish 8.45pm

Apologies: Andrew Mearns and Frankie Mitton

Allotments

- Due to the lack of waiting list and number of vacant plots, it was agreed to 'explore the option' of allowing new tenants from outside of the Parish boundary. Assistant Clerk to contact Cheddar Parish Council for advice as they rent to non-Cheddar residents and will report back to CAOS.
- It was agreed not to have plots 10A and 10B cleared at this time but to wait and reassess the situation once the other available plots have tenants.
- Cllr Mitton to advertise on Facebook, Cllr Jordan to contact her.
- Subsiding path by Plot 2B. Assistant Town Clerk to arrange a meeting with councillors on site to review/reassess the path and options before contacting tenant.
- The side paths and spraying of hogweed have now been added to the Open Spaces Contract. No further action required.

As financial year end, to assess annual income and expenditure. The Assistant Clerk to report back to CAOS Advisory Group with figures. If allotments are running at a loss, CAOS must justify any % rent increase.

Cemetery

- It was agreed for annual cemetery inspection to happen after 20th May preferably on a Wednesday morning.
- New path in the Old Garden of Remembrance has potential issues with width and the riser possibly being a trip hazard. Cllr Jenkins and Browne to assess and report back findings.
- Path maintenance of moss and overgrowth has been added to open spaces contract. No further action required.

Opens Spaces

Nothing to report

Any other Business

- Assistant Clerk to contact Andy Laken/Mens shed for quote to make a new notice board.

- The gate post into the allotments has not yet been sited but is on Andy Laken's list of jobs to do.
- Gilding of the Cemetery sign will be done by Andy Laken when the weather permits.
- SPAG meeting 20 March 2024 - parking on land in Chestnut Avenue. Cllr Browne to raise the question does an application for grant funding need to be filled in by the CAOS Advisory Group?
- Waste bin at Cemetery is visible from cycle path and being used as a public litter/dog bin by people passing. It was agreed that the Assistant Clerk contact Andy Laken to move the bin out of eyeshot to resolve this issue.

Date of Next Meeting

15 April 2024

Leisure and Recreation meeting held Monday 19 February 2024

(and updates)

Present: Pauline Ham, Graham Page, Frankie Mitten, Mike Taylor

Apologies: Andrew Mearns, Mike Taylor., Richard Willis.

Signage:

- We have received the 2 new No Ball Games signs.
- We will consider the wording for a car park sign, to reflect the parking regulations in the other car parks.

Maintenance work

- The car park fencing: to be completed as per previous minutes.
- The changing room: the fascia boards and fixings have been received. Darren will paint the changing rooms later in the year, when the weather has warmed up.
- The public conveniences: Darren has painted most of the toilet external walls; the grey colour has received many compliments. A patch on the wall facing the car park is very wet and needs to dry before painting can be completed. The plumber has investigated the issue but cannot find any issue inside the toilet cistern. We need to investigate further as the damp appears to be coming from the inside.
- The drinking fountain: Cllr Page is going to see if he can repair the tap.
- Changing rooms: Darren to be asked to replace the missing light pull-cord in the disabled toilet in the changing rooms.

Safety check Logs (these will be tabled at the Council meeting)

- To be received.
- Darren has supplied the clerk with electric meter readings for both changing rooms and toilets. This is to be added to the logs to enable regular monthly updates.

Toilets

- We are keeping a watchful eye on the toilet doors to see if we can carry out repairs if necessary or if we need to cost new doors!
- L&R members will clear the storage area.
- The external lights have been repaired. All are LED and on timers.

Fixed wiring and electric works.

- We have received the condition report for the fixed wiring in the changing rooms and the toilets. We have requested costs for the work and priorities.
- Once we have costs we recommend that any work is agreed and carried out in one visit as this will be most cost effective..

Outstanding matters.

- The football club has been asked to remove the discarded metal goal posts.
- The L&R group will arrange removal of the old external electric cover.

Container for The Pageant props:

After consideration of various sites we have identified the only suitable site.

With Council members agreement the Men Shed committee has agreed that a container can be sited in Shortlands, at the top left corner of the field as accessed by the top gate.

There is already hard standing for a shed. The Pageant/Players will be asked to sign an agreement:

- Use is restricted to the internal space of the container.
- Nothing must be left outside the container or anywhere else within the field.
- Access is restricted to the container only. Roaming the rest of the field will not be permitted.
- The gate to Shortlands must be kept locked at all times and the access code for the gate restricted for members use only.
- The Men Shed and Axbridge Town Council accept no responsibility for the container or its contents.

We will contact the Pageant Committee once the Council has agreed. They have not been informed of the decision yet.

Cllr P Ham



Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 25 March 2024 in Axbridge Town Hall

Meeting commenced: 7.15pm

Meeting concluded: 7.50pm

Present: Councillors Mitton (Mayor), Page (Deputy Mayor), Browne, Ham and Taylor.

Also in attendance: Mrs Brice, Town Clerk

116.23 PS Apologies - none

117.23 PS Declarations of Interest – none

118.23 PS Minutes of the Committee Meeting held on 26 February 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 26 February 2024 be approved as a correct record and signed by the Chairman.

119.23 PS Public Participation – none.

120.23 PS Storage and Embellishment of Maces

No further update - Councillor Ham would speak with the Men's Shed regarding the possibility of making a storage box and how best to embellish maces. The curator at the Museum may be able to advise.

121.23 PS Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. The Clerk would seek a formal quote for the refurbishment works to the Mayor Chain - the design for which had previously been agreed. This item would be included on the council agenda for approval of the costs. It was hoped that the works would be complete in time for Mayor Making.

122.23 PS Mayor's Banquet

There were insufficient ticket numbers to enable the Mayor's Banquet to proceed in its usual format. Alternative options were discussed and would be considered by the Mayor.

123.23 PS Mayor Making

The Annual Council and Mayor Making Service would be held Monday 13 May 2024. The invitations would be sent out shortly and catering would be arranged. It was suggested that, in the absence of the Sergeant at Mace, perhaps one of the councillors could undertake this role for the evening.

124.23 PS Responsibilities and Organisation Structure and Contract

Members had previously discussed proposed revisions to the draft job description for the Facilities Manager. The extent of the tasks would be further considered. A diary was now being kept.

125.23 PS Kings Portrait

The Kings Portrait had been ordered and should be delivered over the coming month.

126.23 PS Celebrating 50 years of Axbridge Town Council

Members confirmed that they wished to celebrate 50 years of Axbridge Town Council by combining this celebration with the carnival lunch (with a walking entry - including past Mayors). This would be kept on the agenda to enable arrangements to begin early summer.

127.23 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 22 April 2024.

Chairman

Date

Agenda Item 14

Agenda Item 14 Correspondence 7 March 2024 – 4 April 2024

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Axbridge and District Museum Trust – minutes of 19 March meeting
- Clerks Meetings – inc Local Nature Recovery Strategy
- Local Community Network (LCN) - Cheddar and Axbridge LCN Meeting Notes 6th March 2024 and Highways Working Group
- Somerset Association of Local Councils – Clerks forum, agenda dispatch dates over Easter; Chairmanship workshop
- Society of Local Council Clerks - Summary of Somerset SLCC branch meeting (includes project management and insurance and news letter)

Planning

- CPRE – Campaigns
- Residents – nursing home
- SC - Mendip Local Plan Part II - Reg 18 Consultation - 505 dwellings Somerset East
- Various – Houlgate Way (road closure, 20mph sign and street lighting)
- National Grid - Have your say on why energy matters to your organisation
- Preview the agenda for Planning for Hydrogen Infrastructure
- Environment Agency - Somerset Flooding Support Resources
- SC - weekly planning applications and decisions

Admin and Finance

- Scribe – training
- SC- Parish Councillors Register of interest and website link
- Lloyds – new hub
- Norton
- PKF Littlejohn – Audit papers
- Grant requests – Age Concern (and posters, volunteers), Carnival, Mendip Community Transport and Victim Support
- Utility Aid
- PATA – payroll including annual leave
- One-drive – deletion of documents
- The National Lottery Community Fund - 30 Year Anniversary Celebration Survey!
- Parish online
- Fasthosts - Important Update: Google & Yahoo Email Policy Changes
- Product/sales – AJ Products, Sovision IT

Leisure and Recreation

- Axbridge Cricket Club – recruitment flyer
- Brandwells Construction – free topsoil
- CNE – Electrical Installation report
- Individual - Cheddar Arts Walking Trail in May
- Various – Furlong car park
- Somerset – SEED creative arts newsletter
- What's on Bristol and Weston
- Somerset Day Big Picnic Event 2024
- Product Information: Cheddar Signs, Elevate Play, *ESP play*, Fresh Air Fitness, Futurform, Greenspan: Crazy golf & Playpark 2024, NBB, Elevate Play; Jupiter Play, Sports and Play Consulting; Sutcliffe

Highways

- Somerset Highways –Temporary Road Closure: ttr0897368N - Shipham Road, Cheddar; RE: Corroding road surfaces/Potholes and flooding; Lining and signage in Square, New Financial Year update; Temporary Road Closure: ttr157604N - Houlgate Way, Axbridge; Emergency Road Closure: – TTRN - N - SC - Blackford Road, Wedmore

- Axbridge Action Group - Response and information to Axbridge Town Council from (Axbridge Action Group) Old Station 'Gateway to Axbridge' members
- Resident – issues at Townsend
- Speed Watch group – response re SIDs
- Town Trust – feedback re white lining works
- Resident – Faulty street lights
- Complete Weed Control – provision of service
- Products –Start Safety UK

Cemetery, Allotments and Open Spaces

- Individuals – interest in allotment and wish to end tenancy

Personnel

- Thank you - from Brass Ensemble

Environmental

- Somerset Wildlife Trust – Wilder matters webinar and newsletters including seeking youth forum members and opportunity to donate(donations doubled within a set period)
- Somerset Council – SORTED (waste) newsletter
- Posters for Somerset’s Local Nature Recovery Strategy :Consultation launch : March 24
- Mendip Hills – Wildlife films and update on Cheddar Gorge consultation
- SEEN Somerset Environmental & Ecological News March 2024
- Centre for Sustainable Energy - CSE becomes an Independent Research Organisation (inc Green Heritage Homes Project – support for listed buildings

General Correspondence

- Somerset Council Press Releases: Sandbags update: 'Feed your family, not the bin' say Somerset Council and SUEZ; Essential info about the upcoming PCC and future elections; Somerset to get 25 new electric buses for the county’s network in major £14.7m investment; Road reopens early as Bishops Lydeard wall works finish ahead of schedule; Spring into Easter and check your collection days; The Knife Angel
- Patient Engagement NHS - 'You Said, We Did' - Feedback from message testing on high blood pressure awareness campaign
- Primary care supplies - Defibrillators
- Somerset Rivers Authority - At risk communities for research project?
- NHS Somerset - Join us to share your thoughts on the National Vaccination Strategy
- Somerset Sight Volunteer Recruitment Drive 2024
- Individual - Axbridge Carnival receives £500 from Thatchers
- Cheddar Parish Council – Foodbank poster

DIARY DATES

Date	Meeting	Time	Venue
Monday 8 April	Council	7.30pm	Axbridge Town Hall
Mon 15 April	Leisure and Recreation (TBC) Cemetery, Allotments and Open Spaces	8.00pm	Zoom
Monday 22 April	Personnel and Protocol Planning and Licences – if needed Highways	TBC (likely 6.45) TBC (likely 7.30) TBC (likely 8pm)	
TBC	Strategic Planning	TBC	
Monday 29 April TBC	Admin and Finance	7.30pm	Zoom
Monday 13 May	Annual Council and Mayor Making	7.30pm for 8pm	Axbridge Town Hall
Monday 20 May	Council	7.30pm	Axbridge Town Hall