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BS26 2AP

15 May 2024

A MEETING OF AXBRIDGE TOWN COUNCIL WILL BE HELD ON MONDAY 20 MAY 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. Please note should you wish to comment on a planning application please do so directly to Somerset Council as the planning authority, with a copy to the Town Council for information.

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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 8 April 2024 (attached) and the Annual Council meeting held on 13 May 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, County Councillors and District Councillor(s)
6. Written reports from members representing outside bodies and attending meetings on behalf of the Council
7. Co-option – update and to promote vacancies
8. Election of Councillors to Standing Committees and Advisory Groups of the Council, as representatives for particular matters, as representatives on outside bodies, on a joint committee and the appointment of some honorary offices (a list of the various committees, outside bodies and honorary offices attached)
9. Planning
 - 9.1 Draft Minutes of the Planning and Licences Committee meeting held on 22 April 2024 (attached)

- 9.2 Houlgate Way – update
- 9.3 Planning Application

TO CONSIDER AND RESPOND TO SOMERSET COUNCIL ON THE FOLLOWING APPLICATION:

Planning application number: 02/23/00028/AGE

Proposal: Erection of a two-storey dwelling with garage and associated works.

Location: Land To The West Of, Axbridge Moor Drove, Axbridge, Somerset, BS26 2BA

[Please click here to view this planning application on Somerset Planning North: Planning Online website](#)

- 10. Administration and Finance
 - 10.1 Report of the Group – April 2024 (attached)
 - 10.2 Internal Audit – outcome and extent of audit
 - 10.3 External Audit – to approve Section 1 (Annual Governance Statement 2023/24) (attached)
 - 10.4 External Audit – to approve Section 2 (Accounting Statements for 2023/24) and explanation of variances (attached)
 - 10.5 List of Direct Debit and Stading Order payments – to approve (attached)
 - 10.6 Insurance – renewal and payment
 - 10.7 Financial regulations – to note new model available
 - 10.8 Community Table
 - 10.9 Monthly Financial Report (attached)
- 11. Highways
 - 11.1 Report of the Highways Advisory Group (attached)
 - 11.2 Signage – Gateway signs; car park plaques, Moorland Street and Furlong car parks
 - 11.3 Highways matters – to report any urgent matters
- 12. Cemeteries, Allotments and Open Spaces Advisory Group
 - 12.1 Report of the Cemetery, Allotments and Open Spaces Group – April 2024 (attached)
 - 12.2 Allotments – to consider making allotments available to non-residents
 - 12.3 Allotments – to consider increase in deposit payments
 - 12.4 Land at Starrs Close/Houlgate Way – maintenance
 - 12.5 Grassed area at bottom of Orchard Road
 - 12.6 Open Spaces matters – to report any urgent matters
- 13. Leisure and Recreation (to include Changing Rooms)
 - 13.1 Report of the Leisure and Recreation Group (attached)
 - 13.2 Play Area and Public Conveniences Logs
 - 13.3 Fixed wiring – Changing Rooms & Public Conveniences – update and any action
 - 13.4 Storage Container
 - 13.5 Town Maintenance Report
- 14. Personnel and Protocol
 - 14.1 Draft minutes of the meeting of the Personnel and Protocol Committee held on 22 April 2023 (attached)
- 15. Strategic Planning Advisory Group
 - 15.1 Report of the Strategic Planning Advisory Group (attached)
 - 15.2 Old Station Building site (document attached)

- 16 General Correspondence, Consultation and Diary Dates (attached)
- 17 Exclusion of Press and Public – to consider the following resolution “that, in view of the special/contractual nature of the business about to be transacted which contains personal/confidential information, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”
- 18 Leisure and Recreation
 - 18.1 Confidential Item: Recreation Field

cc: Somerset Councillors, police and press representatives



AGENDA ITEM 2A DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD IN AXBRIDGE TOWN HALL ON MONDAY 8 APRIL 2024

Meeting commenced: 7.30p.m.

Meeting concluded: 9.15p.m.

Present: Councillor Mitton (Mayor), Browne, Ham, Jordan, Page (Deputy Mayor), Taylor, Wells and Willis

Also in attendance: Mrs V Brice (Town Clerk)

190.23 Apologies for Absence

Somerset Councillor Ferguson had passed on his apologies.

RESOLVED: that apologies from Councillors Faulkner (personal commitment), Jenkins (ill-health) Mearns (work commitment) and Thomas (work commitment), be received and approved.

191.23 Draft Minutes of the Council Meeting held on 11 March 2024

RESOLVED: that the minutes of the Council meeting held on 11 March 2024 be approved as a correct record and signed by the Chairman.

192.23 Declarations of Interest and Application for Dispensations

Declarations of Interest:

Councillor Browne – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living close to the site (minute 196.23 (b) refers) and would leave the meeting during consideration of this item.

Councillor Mitton – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living close to the site (minute 196.23(b) refers) (see below for dispensation).

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living adjacent to the site (minute 196.23(b) refers) (see below for dispensation).

Councillor Willis – declared a personal interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living in the vicinity to the site (minute 196.23(b) refers) and would leave the meeting during consideration of this item.

Dispensations:

Councillor Mitton had a dispensation to speak and vote on applications relating to this site (02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way) and indicated she wished to use this dispensation at this meeting (minute 196.23 refers).

Councillor Taylor had a dispensation to speak and vote on applications relating to this site (02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way) and indicated he wished to use this dispensation at this meeting (minute 196.23(b) refers).

193.23 Reports

ORGANISATIONS	REPORTS
Police	The Council had received the crime statistics for March 2024. The Police had included the furlong car park in their rounds and would also be responding to a query regarding the Town's status (or otherwise) as a No Cold Calling Town.
Somerset Councillor Ferguson	Somerset Councillor Ferguson had been unable to attend.
Somerset Councillor Ham	Somerset Councillor Ham updated the Council on the closure of the public conveniences (Axbridge was not affected by this) and the setting up of a Highways Working Party by the Local Community Network.

194.23 Public Participation – no members of the public were in attendance.

195.23 Written Reports – Outside Bodies

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

Men's Shed – the Committee was seeking grant funding in relation to works to the windows. The Old Station Building would need to be included on the Community Asset Register. The Chairman of the Leisure and Recreation Group would check the details and report back. Young people were making use of the court area. The Men's Shed would be happy to make a box for the maces (it was suggested that this include a removable stand if possible). A meeting would be held with representatives from the Action Group to clarify how the Men's Shed is operating.

196.23 Planning

a) Report of the Chairman

There had been no meeting of the Committee since the last Council meeting. An application had been submitted in relation to Kattegat, Cheddar Road (02/24/00005) and this would be considered at the next meeting on 22 April 2024.

At this juncture, Councillors Browne and Willis, having declared an interest in the following item, left the meeting.

b) Houlgate Way – Road Closure and various matters

Members had received updates on the road closure – noting that the road would be closed from 16th April to 31st May 2024, firstly with traffic lights and then on a rolling road closure for drainage works, streetlights and resurfacing works to take place. The Town Council had endeavoured to minimise the effect on residents. Updates regarding the fencing and level of the footpath were awaited. The developers had asked their procurement team to see if they could arrange for a 20mph sign to be erected on a temporary pole until the S278 street lighting was completed.

The Clerk was asked to contact the bus company to find out how residents would be advised about the impact on the bus service. She would also advise that she had placed the new timetables on the bus stops but had not received these from the bus company directly.

197.23 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 Town Council email addresses for Councillor Wells and Councillor Willis were operational.

b) End of Year Accounts and Bank Reconciliation

Members considered the End of Year Accounts showing all payments and receipts during the financial year to 31st March 2024 and including the bank reconciliation statement. The end of year figure was £58,879.06. The monthly audit had taken place with the accounts reconciled accordingly. Members thanked the clerk for preparing the accounts so soon after the year end.

RESOLVED: that the End of Year Accounts to 31st March 2024 (as attached as Appendix A to these minutes) be approved and signed by the Mayor and Town Clerk.

c) Draft Calendar of Meetings 2024/25

Members considered the draft calendar of meetings to May 2025.

RESOLVED: that the Calendar for May 2024 - May 2025 be approved accordingly.

d) Blackberry Carnival Committee – Grant Request

The Carnival Committee had sought a grant from the Town Council towards the costs of the carnival. The group recommended that financial support be given. The Committee would also be advised that the Council intended to extend the Civic Lunch guest list and submit a walking entry in the Carnival in celebration of the 50th Anniversary of Axbridge Town Council.

RESOLVED: that Axbridge Town Council award a grant of £100 to the Carnival Committee in support of this year's event (and advise that should they be struggling financially they would be welcome to apply again in future).

e) Community Table

It was likely that Somerset Council (volunteer drivers) and the Carnival Committee would share the use of the community space in June. If sharing was not feasible, in future, space would be allocated to the group registering first.

f) Monthly Financial Report

Members received a monthly financial report for April 2024 setting out the payments for ratification and authorisation together with recent invoices received. The financial report also included the receipts received and direct debit and standing orders payments made during March 2024. The cemetery plaques would need to be installed in due course. The electricity contacts had now been received. The car park street lighting accounts were in credit. The allotment invoices were being prepared using scribe.

RESOLVED:

- 1) that the list of payment of invoices be ratified and approved (complete list attached at Appendix B); and
- 2) that the Direct Debit and Standing Order payments for March be ratified and the receipts for March 2024 noted (Appendix B)

198.23 Highways Advisory Group

a) Report of the Highways Advisory Group – March 2024

Members received the report of the Group. The key items are set out below. The Chairman would meet with a representative from Somerset Council on 9 April 2024 to discuss the town gateway sign and a possible disabled bay in Moorland Street.

b) 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. This would be discussed at the site meeting.

c) Speed Indicator Devices

A further meeting had been held with representatives of the speed watch group. The Council did wish to support this initiative once all information was in place. The representatives would be providing information on the methodology (maintenance and locations) and a Risk Assessment. The Clerk had enquired about further Chapter 8 training. The Memorandum of Understanding which would need to be signed by the Council and would make the Council the lead authority with associated responsibilities. The Clerk was asked to contact the insurance company to establish the cost of insuring two Speed Indicator Devices and to confirm that the volunteers who would be managing and installing the devices on behalf of the Council would be covered by the insurance. The Council indicated that it would be happy to sign the Memorandum of Understanding once the necessary information was obtained/in place.

d) Highways Matters

Lining works – a member had received a query re the possibility of white lining the entrance/driveway to the flats on Penn Way. Whilst parking should not block an entrance it would be added to the list of requests.

199.23 Cemeteries, Allotments and Open Spaces Group

a) Report of the Chairman

Members received the report of the Group. The key items are set out below. There were currently 5 vacant plots.

b) Allotment – Non- residents

Given the limited waiting list and the number of vacant plots, the group would look to increase the advertising of the allotments and also wished to explore the option of allowing new tenants from outside the parish boundary. Cheddar Parish Council allowed this at the present time (same fees and regulations) for a limited period.

c) Allotment Path works

A meeting would be held to further consider the path by Plot 2B.

d) Cemetery Path

Members would assess the new path and report back.

e) Open Spaces Matter - none

200.23 Leisure and Recreation

a) Report of the Chairman

Members received the report of the Group. The key items are set out below. The various signs were ready to install and the group would be considering the wording for a sign in the Furlong Car Park. The Clerk would display the poster encouraging new players for the cricket club.

b) Play Area and Public Conveniences Logs – March 2024

The public conveniences had been painted. Councillor Page would be taking a further look at the drinking fountain. The logs had been completed and checked by the Chairman.

RESOLVED: that the Play Area and Furlong Safety Check Log and the Public Convenience

c) Fixed Wiring – Changing Rooms and Public Conveniences

The electrical installation condition reports on both the Changing Rooms and Public Conveniences had been received and were being considered by the group. The contractor had been asked to provide costing information on the recommendations within the reports.

d) Siting for a container

The group, after consideration of various sites, had recommended (with agreement of the Men's Shed) that an offer be made to the Pageant Committee/Axbridge Community Theatre to site a container in Shortlands (at the top left corner of the field, as accessed by the top gate) subject to an agreement to be signed by all parties. The key elements of the agreement were noted. The Clerk would seek confirmation as to which organisation was making the request.

RESOLVED: that the Council responds to say that the Men's Shed, with the approval of the Town Council, would like to offer the site at Shortlands for a container (as set out above), subject to an agreement of key points to be signed by all parties

e) Town Maintenance Contractor

The Town Maintenance Contractor had worked 7 hours during March 2024 which had included 3.5 hours for works associated with preparing the car park wall for repair, 2 hours trimming the hedge at the furlong and litter picking the car parks etc and 1.5 hours repairing the bench at Parkfield.

f) Other Matters

Townsend bench - A resident had enquired about donating a bench to replace the one

previously sited at Townsend, by the bus stop. The Council may already have a bench available – the Chairman would check with the Town Maintenance Contractor to see the bench would be suitable for installing and fixing in this location.

Semi-Circular Bench – the Clerk would ask the Town Trust whether they intended to fix the bench in place and to adjust the middle ‘leg’ when in situ.

201.23 Personnel and Protocol Committee

a) Draft minutes of the Personnel and Protocol Committee meeting – 25 March 2024

Members received the draft minutes of the meeting held on 25 March 2024. Members noted that Somerset Day would be celebrated with Somerset Day picnics held on the weekend of 11/12 May 2024. Whilst there were no plans for a community event, the Clerk would ask if the Town Trust had a Somerset Flag and if so, whether this could be flown to mark the occasion.

b) Mayor’s Chain

A quote had been received from the specialist company to re-construct the Mayor’s Chain and collar. As previously agreed, the design would enable a double chain to be mounted on a black collar allowing for the adding of additional name plaques. A flat regalia case and shorter collarette would be provided. This specialist company had previously undertaken work on the chain/collar, had explored various options and represented good value for money in extending the life of the chain.

RESOLVED: that the quote from Range Regalia in the sum of £700 be approved accordingly, with the order placed after Mayor Making on 13 May 2024.

c) Mayor’s Banquet

The Mayor would not be holding a formal Mayor’s Banquet on 20 April but would consider holding an informal get together for councillors and partners.

d) Annual Council and Mayor Making

This would be held on Monday 13 May 2024. Invitations had been sent to civic guests. Councillor would be formally summoned to attend the Annual Meeting in due course. Partners/guests were welcome to join them.

202.23 Strategic Planning

a) Report of the Chairman

A meeting had been held. Discussions continue to take place into the possible provision of additional parking in Chestnut Avenue. Consideration was also being given to moving forward with sustainability initiatives.

203.23 General Correspondence and Diary Dates

Members received the correspondence page. The Clerk drew attention to the Permitted Development consultation and Cheddar Arts Walking Trail.

The diary dates are set out below. The next Leisure and Recreation meeting would be confirmed in due course. It was likely that the Administration and Finance Group would meet on 29 April 2024.

Date	Meeting	Time	Venue
Monday 8 April	Council	7.30pm	Axbridge Town Hall
Mon 15 April	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

Chairman

Date

Appendix A

Axbridge Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

3 April 2024 (2023 - 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		

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 _____

Appendix B

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
	03.04.2024	Wallgate	Service Plan	1521.47
	08.04.2024	Mr Laken	Town Maintenance Contract - March 2024	105.00
	08.04.2024	W C Maunders Ltd	Materials - public conveniences	44.73
	08.04.2024	W C Maunders Ltd	Materials - Bench and Car Park Wall	60.50
Total				12263.94

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



AGENDA ITEM 2B
DRAFT MINUTES OF THE ANNUAL MEETING OF AXBRIDGE TOWN COUNCIL
INCORPORATING THE MAYOR MAKING CEREMONY HELD IN
AXBRIDGE TOWN HALL ON MONDAY 13 MAY 2024

Meeting commenced: 8.00pm

Meeting concluded: 8.22pm

Present: Councillor Mitton (Mayor), Page (Deputy Mayor), Browne, Ham, Jenkins, Jordan, Taylor, Wells and Willis

Also in attendance: Mrs V Brice (Town Clerk), Mrs K Weir (Assistant Town Clerk), Mr A Bolado (Town Bailiff) and Mr N Scott (Town Crier)

Apologies for absence: apologies from Councillors Browne and Faulkner were received and noted.

204.23 Election of Mayor 2024-25

RESOLVED: that Councillor Graham Page be elected Mayor of Axbridge for the year 2024/25 (Councillors Mitton and Ham)

205.23 Declarations of Acceptance of Office

Councillor Graham Page signed his Declaration of Office as Mayor of Axbridge and read the Mayor's Oath.

206.23 Election of Deputy Mayor 2024-25

RESOLVED: that Councillor Pauline Ham be elected Deputy Mayor of Axbridge for the year 2024/25 (Councillors Page and Wells)

207.23 Appointment of Honorary Officers

The post of Sergeant at Mace remained vacant at the present time.

RESOLVED:

- 1) that Andres Bolado be appointed as Town Bailiff for the year 2024-25
- 2) that Nigel Scott be appointed as Town Crier for the year 2024-25

208.23 Defer Business

RESOLVED: that all other business be deferred until the next meeting of Council.

209.23 Date and Time of Next Meeting

RESOLVED: that the next meeting be held on Monday 20 May 2024 at 7.30pm in Axbridge Town Hall.

Chairman

Date

Axbridge Town Council – Membership Schedule 2024/25

STANDING COMMITTEES	2023/24	2024/25
Appeals Panel	Appoint if required – to ensure no conflict of interest. (3 councillors minimum)	
Complaints Committee	Appoint if required – to ensure no conflict of interest. (3 councillors minimum)	
Personnel and Protocol Committee	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Kate Browne Reece Faulkner Pauline Ham Mike Taylor	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
Planning and Licences Committee	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Pauline Ham Jo Jenkins Tony Jordan Mike Taylor	Graham Page (Mayor) Pauline Ham (Deputy Mayor)

ADVISORY GROUPS		
Administration and Finance Advisory Group	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Pauline Ham Tony Jordan Mike Taylor Vicky Brice (Clerk and RFO) Kate Browne (Project based)	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
Axbridge Youth Partnership	Appoint if required (3 councillors minimum)	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
Cemeteries, Allotments and Open Spaces Advisory Group	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Kate Browne Reece Faulkner Jo Jenkins Tony Jordan	Graham Page (Mayor) Pauline Ham (Deputy Mayor)

Strategic Planning Advisory Group	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Kate Browne Reece Faulkner Pauline Ham Jo Jenkins Mike Taylor Sarah Thomas Barbara Wells	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
Emergency Planning Group	To be disbanded and the role discussed at A and F.	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
Highways Advisory Group	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Pauline Ham Mike Taylor Sarah Thomas Barbara Wells Richard Willis	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
Leisure and Recreation Advisory Group (inc. Changing Rooms)	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Reece Faulkner Pauline Ham Joanne Jenkins Mike Taylor Richard Willis	Graham Page (Mayor) Pauline Ham (Deputy Mayor)

COUNCIL REPRESENTATIVES APPOINTED TO OUTSIDE BODIES		
Axbridge Climate Emergency Group	Frankie Mitton (Mayor) Graham Page (Deputy Mayor)	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
Axbridge Community Partnership	Currently not active (Mike Taylor if needed)	
Axbridge & District Museum Trust (One appointment)	Alan Wells	
Local Community Networks	Frankie Mitton (Mayor) Pauline Ham	
Somerset Association of Local Councils (SALC)	Mike Taylor Vicky Brice (Town Clerk)	
Sports and Social Committee	Graham Page (Deputy Mayor) Pauline Ham	
Town Trust/Town Council Liaison Committee	Frankie Mitton (Mayor) Graham Page (Deputy Mayor) Pauline Ham Mike Taylor	Graham Page (Mayor) Pauline Ham (Deputy Mayor)
COUNCIL REPRESENTATIVES APPOINTED SPECIFIC DUTIES		
Cross to Axbridge Safe Path Group	Graham Page (Deputy Mayor)	
Community Table	Vicky Brice (liaison role)	

Farmers Market Liaison	Vicky Brice	
Pageant Liaison	<i>Phil Saunders</i>	
Parish Path Liaison Officer	Graham Page (Deputy Mayor)	
Batts Coombe Quarry Community Liaison Group	Mike Taylor	
School Governor/ Council Representative	Kate Browne	
Website Editor	Frankie Mitton (Mayor)	

HONORARY OFFICERS		
Sergeant at Mace	Vacancy	
Town Bailiff	Andres Bolado	Andres Bolado
Town Crier	Nigel Scott	Nigel Scott
Keeper of the Bells	Tricia Clarke	Tricia Clarke
Modern Town Archivist	Vacancy	

Usual Meetings Schedule

Full Council meets monthly on the second Monday of each month.
The usual schedule of committee and group meetings is below.
– meeting as and when there is sufficient business.

2024/25	
1 st Monday	Administration and Finance
2 nd Monday	Planning (if needed) Council
3 rd Monday	Cemetery, Allotments and Open Spaces Leisure and Recreation
4 th Monday	Personnel and Protocol Planning and Licences Highways
Ad hoc	SPAG (as needed – often 1 st Wednesday)

Notes on meetings –

- Meetings will 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.
- 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.



**Agenda Item 9.1 Axbridge Town Council
Draft Minutes of the Planning and Licences Committee held on
Monday 22 April 2024 in Axbridge Town Hall**

Meeting commenced: 7.15m

Meeting concluded: 7.49pm

Present: Councillor Jenkins (Chair), Taylor (Vice-Chair), Ham, Jordan, Mitton and Page

Also in attendance: Mrs Brice (Town Clerk)

115.23 PL Apologies for Absence - none

116.23 PL Draft Minutes of the Planning and Licences Committee Meeting held on 12 February 2024.

RESOLVED: that the minutes of the meeting held on 12 February 2024 be approved and signed by the Chair.

117.23 PL Declaration of Interest and Dispensations

Interests:

Councillor Mitton – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living adjacent to the site (minute 119/23 PL refers) (see below for dispensation).

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living close to the site (minute 119/23 PL refers) (see below for dispensation).

Dispensations:

Councillor Mitton had a dispensation to speak and vote on applications relating to this site (02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way) and indicated she wished to use this dispensation at this meeting (minute 119/23 PL refers)

Councillor Taylor had a dispensation to speak and vote on applications relating to this site (02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way) and indicated he wished to use this dispensation at this meeting (minute 119/23 PL refers)

118.23 PL Public Participation - no members of the public were in attendance.

119.23 PL Planning Applications

Planning application number: 02/24/00005/AGE

Proposal: Approval of reserved matters for the details of appearance, landscaping, layout and scale, for (02/23/00006) Erection of 1no. self-build dwelling.

Location: Kattegat, Cheddar Road, Axbridge, Somerset, BS26 2DL

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

Planning application number: 02/24/00007/SKN

Proposal: Conversion of single storey outbuilding to 1no. dwelling.

Location: Moorland Farm, Portmeade Drove, Axbridge, Somerset, BS26 2BA

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

120.23 PL Houlgate Way Development

The Clerk gave an update on this matter. The street lighting had been installed so it was hoped that the 20mph sign would be reinstated shortly. Members noted that application 02/23/00024 looked to amend the affordable housing tenure mix so that they would all be shared ownership – the Council had not been consulted on this application. The Clerk updated on the diversion of the 126 bus and efforts to ensure residents were aware of the alternative route. A resident had also raised concern regarding damage to her property following an increase in traffic using High Street/West Street. She had also raised this with Somerset Council.

121.23 PL Planning Applications delegated to the Clerk or Notified by the Planning Authority

The Clerk had forwarded planning application 02/24/00009 relating to tree works at Park House, St Mary's Street. The Clerk intended to respond with "no observation", under delegated powers – members had no objection to this.

122.23 PL Recent and Current Planning Applications

Members had received the list detailing recent applications and planning decisions at the last meeting. A resident had enquired about the status of the planning application 02/23/00028 – Land to the West of Axbridge Moor Drove – which remained "under consideration". It was thought that there may be a backlog in dealing with planning matters.

123.23 PL Enforcement Matters

The Clerk still needed to contact the Conservation Officer to enquire whether the painting of 16 High Street in black paint is considered to be acceptable.

124.23 PL Licensing Matters

Axbridge Court Nursing Home – The Environmental Health officer had provided an update on this matter and had enquired whether any further complaints had been received. The Clerk would reply to say that there had been no further reports and would ask to be kept informed.

St Michaels Cheshire Home – Somerset Council was in contact with the owners.

The Oakhouse – it was understood that the licence has been updated. Somerset Councillor Ham ask why the Town Council wasn't consulted on the licensing application.

125.23 PL Planning Decisions and Correspondence Received

Members received/noted the following correspondence:

- An accelerated planning system consultation
- Permitted Development Rights – consultation update

- Somerset Council - Somerset's Local Nature Recovery Strategy : Consultation launch : March 24
- Plan-It Somerset – Planning Policy News
- Society of Local Council Clerks – Various planning updates:- Proposed changes to national planning rules for brownfield sites; Biodiversity Net Gain requirements; £3 billion affordable housing boost to deliver 20,000 new homes; Government announces new measure to address short-term lets of homes
- Somerset Council - Mendip Local Plan Part II.
- Wraxall and Failand Neighbourhood Plan - Examiners Report
- CPRE – campaigns

126.23 PL Date of Next Meeting

RESOLVED: that the next meeting be held, if needed, on 20 May 2024 (either before Council or with planning items included on the Council agenda). The Clerk would seek an extension on any applications received with an earlier consultation response date.

Chairman

Date

**Agenda Item 10.1 Axbridge Town Council
Administration and Finance Advisory Group**

May 2024

Report for Council.

Meetings. A meeting was held on 29th April at 7.30pm by Zoom, hosted by the clerk.

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

Apologies: Councillors Ham, Page.

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

The end of year financial reports had been adopted by Council and formed the basis of the accounts for audit which the clerk was preparing at the time of the meeting.

Annual internal audit. This is to take place shortly. The clerk will report on this at the Council meeting.

External Audit. The Scribe system reports will be used, as far as possible, to produce the required documents and data. Copies will be circulated to all councillors for consideration and approval at the May Council meeting.

(Agenda item.)

Direct Debits and Standing Orders approval. The list for the financial year was circulated to members and it is recommended for approval by Council.

(Agenda item.)

Computer system – Cyber Security. Further information and advice are needed for what could be an expensive, ongoing cost for the Council.

Compensation Scheme for Bank Failure. It is probable that both a current account and savings account at a second bank will be required.

VAT on the hire of sport facilities. The claim for a refund for the last four years has been received by HMRC. Some queries are being dealt with by the clerk.

Security. The group agreed that a more formal system for keys, key-safes, computer passwords and similar, needs to be set up.

Next Meeting Date. Monday 3rd June 7.30pm by zoom.

MT (09/05/2024)

Agenda Items 10.3 and 10.4

10.3 Annual Governance Statement 2023-24 – For Section 1 Extract of the Annual Governance Statement (listing the statements the council needs to consider) – please contact the Clerk

10.4 Annual Accounting Statements 2023-24 – The first two columns below show the figures for both years as set out in Section 2 of the Annual Governance and Accountability Return 2023-24. The explanation of the variances follow.

Explanation of variances – pro forma

Name of smaller authority:

Axbridge

County area (local councils and parish meetings only):

Somerset

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

Axbridge Town Council - Explanation of Variances - Page 1							
	2022/23	2023/24	Variance	Variance	Explanation	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	
	£	£	£	%	Required?		
1 Balances Brought Forward	79,873	65,777				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	99,000	111,000	12,000	12.12%	NO		
3 Total Other Receipts	17,204	30,072	12,868	74.80%	YES	see Explanation tab	
4 Staff Costs	39,094	59,569	20,475	52.37%	YES	see Explanation tab	
5 Loan Interest/Capital Repayment	16,060	16,060	-1	0.00%	NO		
6 All Other Payments	75,146	72,342	-2,804	3.73%	NO		
7 Balances Carried Forward	65,777	58,879				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	65,777	58,879				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	654,826	663,803	8,977	1.37%	NO		
10 Total Borrowings	197,067	189,200	-7,867	3.99%	NO		
	Rounding errors of up to £2 are tolerable						
	Variances of £200 or less are tolerable						
	BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)						

Axbridge Town Council - Explanation of key variances		Explanations of Variances (more than 15%)	
Explanations of Variances (more than 15%)		Explanations of Variances (more than 15%)	
	£		£
Box No 3 Receipts		Box No 4 Staff Costs	
Figure in 2022/23 column	17,204	Figure in 2022/23 column	39,094
Figure in 2023/24 column	30,072	Figure in 2023/24 column	59,569
Variance	12,868	Variance	20,475
Reasons		Reasons	
		Essentially 14 salary payments were taken in 2023/24 with just 11 payments in 2022/23 - due to need to change payroll provider and timing of payroll invoices	
	5,220	1 Increase in salary costs due to Feb 2023 and March 2023 payroll payments being taken in May 2023 and the March 2024 payment being taken in March 2024 (had previously been take the following financial year)	11,380
1 Net Increase in VAT received (5219.96)	4,200	2. Costs relating to changes to employees hours	5,705
2 Rent for Old Station Building - Men's Shed (£4200)	3,250	3 Pay award increases 2023/24	3,390
3. Income from filming company	3,111		
4 Income from Commuity Infrastructure Levy (£3111.39)	970	Total increase	20,475
5. Donation - Display Cabinet for Maces (£1,900)	380		
6. Net increase in cemetery income (£380)	377		
6 Funds received to meet trianing costs (£376.80)	200		
7. Donation - Event to mark the anniversary of the maces (£200)			
	17,708		
Total Increase:			
OFFSET BY:			
	-4,566		
1. Reduction - no grants and donations for play area equipment (£4566)	-490		
2. Reduction - no bus shelter works needed in 2023/24 (£1482)	-325		
3. Reduction - in changing rooms and pitch hire income (£324.94)	-200		
3. Redution - no grant for Jubilee in 2023/24 (£200)			
	-5,581	Total Decrease:	0
Total Decrease:			
	12,127	Total explained	20,475
Total explained	741	Unexplained	0
Unexplained	Yes	Less than £15% on 2022 figure?	Yes
Less than £15% on 2022 figure?			

Agenda Item 10.5 DRAFT Annual List - Direct Debits and Standing Order					
Type of Payment	To	For	Amount	Frequency	Notes
DIRECT DEBIT	Information Commissioners Office	GDPR Data Protection Renewal	£35.00	Annual	March
DIRECT DEBIT	Microsoft Office	Microsoft Office - Annual Renewal	£79.99	Annual	September
DIRECT DEBIT	Water2Business	Water and Sewerage - Changing Rooms	£53.50	Monthly	
DIRECT DEBIT	Water2Business	Sewerage - Moorland Street Car Park	10.71	Monthly	£10.73 on 1 May, then 10.91 for next 9 months
DIRECT DEBIT	Water2Business	Sewerage - Town Car Park	10.71	Monthly	£10.73 on 1 May, then 10.91 for next 9 months
DIRECT DEBIT	Water2Business	Water and Sewerage - Public Conveniences	£38.50	Monthly	
DIRECT DEBIT	SSE Southern Electric	Electricity - Changing Rooms	£129.66	Monthly	This bill seems to cover three months - Monitor
DIRECT DEBIT	SSE Southern Electric	Electricity - Public Conveniences	£24.98	Monthly	This bill used to be paid quarterly - Monitor
DIRECT DEBIT	SSE Southern Electric	Electricity - Town Car Park	£11.13	Monthly	
DIRECT DEBIT	Npower	Electricity - Moorland St Car Park	£14.96	Monthly	
DIRECT DEBIT	Public Works Loan Board	Loan Repayment - Town Car Park	£5,201.03	Twice a year	July and Jan
DIRECT DEBIT	Public Works Loan Board	Loan Repayment - Moorland St Car Park	£2,828.72	Twice a year	April and Oct
DIRECT DEBIT	BT	Broadband	£26.06	Monthly	
DIRECT DEBIT	Zoom	Video Conferencing	£12.99	Monthly	
DIRECT DEBIT	Vodafone	Telephone - Clerk contract	£17.27	Monthly	
DIRECT DEBIT	O2	Telephone - Assistant Clerk	£7.99	Monthly	
DIRECT DEBIT	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	Monthly	£117.60 in April then £120 until Jan (inc)

DIRECT DEBIT	Somerset Council	Business Rates - Town Car Park	£104.00	Monthly	£103.50 in April then £104 until March (inc)
DIRECT DEBIT	Somerset Council	Business Rates - Council Office	£56.00	Monthly	£60.82 in April then £56 until Jan (inc)
STANDING ORDER	Axbridge Parochial Church Council	Office rent	£600.00	Quarterly	Apr, Jul, Oct, Jan

Agenda Item 1.9 Monthly Financial Reports

Agenda Item 10.9 Monthly Financial Report						
Payments for ratification						
30	10.04.2024	Amazon	Office supplies	£76.00	£12.66	£63.34
31	12.04.2024	Amazon	Office supplies	£20.99	£3.50	£17.49
33	18.04.2024	Amazon	Office supplies	£24.67	£4.11	£20.56
40	30.04.2024	Amazon	Office supplies	£20.99	£3.50	£17.49
57	14.05.2024	Amazon	Motorola phone case	£11.98	£2.00	£9.98
41	30.04.2024	John Lewis	Telephone - Assistant Clerk	139.99	23.33	116.66
Payments for Authorisation - May 2024						
42	13.05.2024	Somerset Council	Allotment Land Rent	£140.00	£0.00	£140.00
43	13.05.2024	A1 Gardening and Tree Surgery Limited	Open Spaces maintenance	£220.00	£36.67	£183.33
44	13.05.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£172.80	£28.80	£144.00
45	13.05.2024	Zurich Municipal	Insurance	£2,049.97	£0.00	£2,049.97
46	13.05.2024	Richard Young	Internal Audit 2023/24	£55.80	£0.00	£55.80
47	13.05.2024	Parish Online	Mapping software	£81.00	£13.50	£67.50
48	13.05.2024	QSS IT Ltd	Office IT Support	£95.40	£15.90	£79.50
49	13.05.2024	W C Maunders Ltd	Bench chain and padlock	£18.00	£3.00	£15.00
50	13.05.2024	PATA UK	Payroll admin - April	£37.90	£0.00	£37.90
51	13.05.2024	PATA UK	Payroll admin - May	£37.90	£0.00	£37.90
52	14.05.2024	Staff salaries and assoc. payroll org	Payroll - May 2024	£4,341.63		4341.63
58	15.05.2024	The Party Shop	Catering Mayor Making	£680.00	£0.00	£680.00
TOTAL				£8,225.02	£146.97	£8,078.05
NB Powers of Spending: The Town Council has the General Power of Competence						

The latest bank reconciliation to 30th April 2024 - £178,370.67

Agenda item 10.9b Receipts April 2024			
Voucher No.	Customer	Description	Total
14	Somerset Council	Precept	£131,000.00
15	Lloyds Bank - savings	Bank Interest	£36.53
10	Plot 5B	Allotment rent and deposit	£45.00
11	Plot 6	Allotment rent	£45.00
12	Plot 5A	Allotment rent	£25.00
2	Plot 4D	Allotment rent	£25.00
5	Plot 8D	Allotment rent	£25.00
6	Plot 4B	Allotment rent	£25.00
7	Plot 4C	Allotment rent	£25.00
8	Plot 7A	Allotment rent	£25.00
9	Plot 6A	Allotment rent	£25.00
1	Plot 1A	Allotment rent	£45.00
4	Phillip Curnow (Adams Memorials)	Cemetery fees	£75.00
13	Lloyds Bank	Bank Interest	£38.17
3	Cheddar and District Funeral Directors	Cemetery fees	£120.00
TOTAL			£131,579.70

Agenda item 10.9c Direct Debit and Standing Order Payments April 2024

Voucher No.	Supplier	Description	Net	VAT	Total
39	Public Works Loan Board	Loan Repayment - Moorland St Car Park	£2,828.72	£0.00	£2,828.72
38	Zoom	Video Conferencing	£12.99	£0.00	£12.99
37	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
36	Somerset Council	Business Rates - Moorland Street Car Park	£117.60	£0.00	£117.60
35	Somerset Council	Business Rates - Town Car Park	£103.50	£0.00	£103.50
34	BT	Telephone - Clerk contract	£21.72	£4.34	£26.06
32	Npower	Electricity - Moorland St Car Park	£14.25	£0.71	£14.96
29	SSE Southern Electric	Electricity - Changing Rooms	£129.66	£0.00	£129.66
28	Somerset Council	Business Rates - Council Office	£60.82	£0.00	£60.82
27	SSE Southern Electric	Electricity - Public Conveniences	£23.79	£1.19	£24.98
26	Water2Business	Water and Sewerage - Changing Rooms	£30.50	£0.00	£30.50
25	Water2Business	Water and Sewerage - Public Conveniences	£54.50	£0.00	£54.50
24	O2	Telephone - Assistant Clerk	£15.63	£3.13	£18.76
Total					£3,440.32

Agenda Item 11.1 Highways Report for meeting Monday 20 May 2024

Signage

- Defib. signs are in place.
- Disabled parking in The Square. We requested a disabled parking sign on a pole on the line between the disabled space and the adjacent space but this is not possible.
- Town Gateway: Aileen from Highways is happy with the site for the gateway sign. She thought moving the sign by the cycle path was a good idea and her dept. would do this: the cost to erect the signs for us and to move this one would be in the region of £500.
- Arien Signs are drawing up the art work for us, with an updated quote.
- The new signs in the Meadow Street/Old Church Road car park have been vandalised again. Arien Signs have been asked for a quote for 10 plaques saying 48 so that we can screw them on. We thought we would get a few spares!
- The wording for new signs for Moorland Street and the Furlong car parks are to follow.

Cross Lane Footpath.

We haven't heard anything from the group reference a meeting, following contact from the clerk/assistant clerk.

Houlgate Way

Vicky has had a Teams meeting with the developer and has the following update.

- The street lights are now installed and they would look into reinstating the 20mph sign (I stressed the Police raised this and it is needed for the speed limit to be enforced)
- The wooden fence is temporary – and they thought would likely to be in place until site works were complete
- They seem to be on schedule to complete the works by 31 May and don't intend to have any further road closures
- They will let us have the build programme – which will give a rough indication of the timing of works but may be subject to change.
- The site manager – Michael – is very experienced.

SIDS

- Vicky has received a reply from the insurance company and there would be no extra cost to include the SIDs on our policy.
- We haven't had any further feedback from Rik Canham and Tony Strange following our meeting.

Maintenance and Repair

- Andy is still working on the damaged wall in The Moorland Street car park. We need to perhaps consider a sign on the electricity box warning people when they are parking that there is a low wall! It has been weakened by regular knocks.
- The bench at the bus stop at Townsend has been put in situ.

STOP signs at Townsend

- The police have said that it is not possible to have any form of camera at the STOP signs. We just need to encourage residents to exercise caution.

Street Lining and Gateway

- Our requests have been acknowledged and they hope to include them in this year's programme.

Outstanding items

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

Cllr

Agenda Item 12.1 CAOS Report

Cemeteries, Allotments & Open Spaces Advisory Group

15th April 2024

Zoom meeting start: 8.00pm Finish 8.55pm

Apologies Jo Jenkins, Andrew Mearns, Frankie Mitton

Allotments

- To raise at next Council meeting:
 - Opening the allotments up to non-parish tenants for a limited time as no local interest.
 - Immediately advertise allotments for two months on Axbridge Connected and Axbridge community websites/social media. It was agreed to ask Cllr Mitton to advertise the allotments to raise the allotments profile locally first. If no local interest after two months, then advertise outside parish boundary.
 - Increasing the deposit? £20 at present doesn't cover the cost of maintenance if the plot is left in a terrible state.
- Cllr Jordan will compose text setting out conditions of deposits to be added into the terms and conditions.
- New tenant for plot 5B.
- Tenant of plot 1B asked for permission to have 4 chickens with a coop on his plot. Request is denied as it was felt they would be a noise nuisance and attract foxes, vermin etc.
- Reinstating the gate (once post is put back in) Getting a combination lock or padlock with keys cut for each tenant to deter unwanted parking overnight at the allotments.
- 10am 17 April meeting allotment subsidising path meeting – Assistant Clerk, Cllrs Jordan, and Browne.

Next Inspection date Wednesday 29th May after the annual cemetery inspection.

Cemetery

- Annual inspection Wednesday 29th May 10am.
- New path Old Garden of Remembrance potential trip hazard will be included within annual inspection 29th May.

Bin has been moved from eyeline to deter people from cycle path leaving their waste and poo bags.

Open Spaces

- Complaint regarding the state of Starrs Close/Houlgate Way alleyway. It was felt that the area should be strimmed twice a year and should be added to Town Maintenance list.

- Grass area at the bottom of Orchard Road is not being properly tended and residents have raised concern. Is this an asset that Somerset Council would devolve to Axbridge Town Council?

Any Other Business

- Waiting for quote from Mens Shed for new allotment notice board.
- Gilding of the cemetery sign will be done when weather permits.
- Looking for funding options for parking spaces behind Pennings and by Church in Chestnut Avenue were raised at the SPAG 20 March. Nothing to report but Cllr Browne will keep raising the issue.

COAS remits will need to be looked at. Tree inspection visual is required at cemetery and allotments.

Date of next meeting

17 June 2024

**Agenda Item 13.1 Leisure and Recreation report and updates for meeting Monday 20
May 2024**

There was no meeting this month so just updates.

Signage:

- One of the No Ball Games signs has fallen off. We are going to drill it to fix it.

Maintenance work

- The car park fencing: still to be done.
- The changing rooms will be painted over the summer..
- The public conveniences: The previous ladies toilet is currently out of order. Colin, the plumber, is replacing the flush.
- The drinking fountain: Cllr Page is going to see if he can repair the tap.
- Changing rooms: Darren has been asked to replace the missing light pull-cord in the disabled toilet in the changing rooms.
- Electric works: Chris Norman has been asked for quotes to carry out the issues that were flagged during the fixed wire checks for the changing rooms and the toilets.

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

- Received.

Toilets

- L&R members still to clear the storage area.

Outstanding matters.

- Football goals are out at the bottom of the field and by the containers.
- Removal of the old external electric cover.

Container for The Pageant/ACT.

Nigel Scott is the contact for this project. I have spoken with him and he is investigating the options at Shortlands.

Other.

- The padlock on the works access gate to the play area has been replaced again! It hasn't been being put in the correct place to lock the gate but now it has disappeared. It had become very stiff to use.
- Darren has been asked to:
 - fill in the hole that has appeared in the field by the changing rooms.
 - See if he can do something about the pot hole by the Penn Way entrance.
 - Fit a new pull cord in the disabled toilet in the changing rooms.
- There have been reports of youths riding 3 wheel motor bikes on the field at night. I have asked to be kept updated and have asked that the residents report any activity to the police. We don't really want to go back to locking the gate – I'm not sure this would prevent it anyway.

Cllr P Ham



**Agenda Item 14.1 Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 22 April 2024 in Axbridge Town Hall**

Meeting commenced: 6.45pm

Meeting concluded: 7.16pm

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

Also in attendance: Mrs Brice, Town Clerk

127.23 PL Apologies - none

128.23 PL Declarations of Interest – none

129.23 PL Minutes of the Committee Meeting held on 25 March 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 25 March 2024 be approved as a correct record and signed by the Chairman.

130.23 PL Public Participation – none.

131.23 PL Storage and Embellishment of Maces

The Men's Shed would be happy to make a storage box for the maces and look at how best to embellish the maces.

132.23 PL Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. The Chain would be redesigned, as agreed at Council, after Mayor Making.

133.23 PL Mayor Making

The Annual Council and Mayor Making Service would be held Monday 13 May 2024. Invitations had been sent out and other arrangements, including catering, were in hand. The rehearsal would be held on Sunday 12 May at 5.30pm in the Town Hall.

RESOLVED: that the Risk Assessment document be approved and circulated as appropriate.

134.23 PL 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.

135.23 PL Kings Portrait

The Kings Portrait had been received and would be displayed on the wall to the right of the stage.

136.23 PL Celebrating 50 years of Axbridge Town Council

This would be considered at the next meeting.

137.23 PL Date of Next Meeting

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

Chairman

Date

Agenda Item 15.1 SPAG/Men's Shed report. May 2024.

Men's Shed update

- The Old Station building has been added to the English Heritage list to be registered as a listed building: a building of historical interest.
- The facility is listed as a Community Asset.
- The Men's Shed committee is currently preparing a planning application for a dropped curb and vehicular access. They anticipate this will be refused but it will register a serious interest.
- They have applied for a large heritage grant to proceed with the restoration work.
- Work is proceeding with clearing the bank to the cemetery. 2 trees, to the right of the steps from the cemetery to the station building, were identified as dangerous. One tree was reduced, by a tree surgeon, the following day and the other as soon as possible. Certificates of lawfulness have been received. They are receiving quotes for future work and are proceeding with other clearance. They are in discussion with the vicar reference clearance on both sides of the boundary wall.

- Membership of the Men's Shed is continuing to increase and they are now open on Saturday mornings.
- The internal decorating is proceeding well. The office area has been painted in the original GWR colours, new carpet tiles are down and the office is ready for use. Members will be able to improve their IT skills.
- The boards on the windows to the main room have been removed on the road side.
- Classes have started for various activities and more are planned.

- Now the weather is warming up work is recommencing on the allotment at Shortlands.
- Nigel Scott (ACT and Pageant) is looking at the options for storage to be based at Shortlands.

Meeting with members of the Axbridge Action Group.

We had been approached by the Action Group to discuss a proposal they wished to present reference creating car parking at the Old Station Yard. When there had been a possibility of the Sea Cadets using the building they had prepared this proposal. The Cadets had no formal lease for the building.

Whilst we appreciate the work that has gone into producing their proposal it is not something that we requested or that we can consider at this stage. Having taken on the lease for the premises with Axbridge Town Council less than a year ago, members of the Men's Shed are still in the early planning stages. They are providing a vital support network for men's health and wellbeing and gradually expanding to offer opportunities for other organisations.

The legal responsibility that would accompany a public car park on their property is not something they will take on. Apart from the very obvious construction cost of such a project, the ongoing running costs and legal responsibilities are not within the scope of the Men's Shed organisation.

(Copies of the Action Group plans accompany this report)

Cllr Pauline Ham

Agenda Item 15.2

For a copy of the Action Group document please contact the Clerk

Agenda Item 16 Correspondence 5 April 2024 – 14 May 2024

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Axbridge and District Museum - Draft minutes of meeting held on 18 April
- Avon and Somerset Police – No cold calling stickers/Neighbourhood Watch and vandalism of car park sign reported
- Clerks and Councils Direct - magazine
- Local Community Network (LCN) – Agenda, notes and associated info re Highways Working group meeting; Notes of meeting held on 16 April 2024. Next Highways group 17 May
- Somerset Association of Local Councils – Breakthrough training events, training for councillors; Creating connected, caring and healthier communities – Free SALC Event - 15th May 11:00 – 13:00
- Society of Local Council Clerks – Summits including Net Zero, Planning and Finance, National Forum update and News Bulletin; The Local Council Clerk Expo - 12 June 2024
- Village Agent – April newsletter (Somerset Carers)

Planning

- Contractors – Houlgate Way
- National Grid – Hinkley Newsletter
- Environment Agency - Our response to the Hinkley Point C Development Consent Order Material Change consultation
- SC – Plan It newsletter including Environmental Call for Sites
- CPRE – news and events
- SC - weekly planning applications and decisions

Admin and Finance

- Axbridge Saxons Junior Football Club – grant request
- SWestPM – consultations - New Civic Centre delivered for Tidworth Town Council
- Public Works Loan Board – statement
- Internal Auditor – report
- Zurich – insurance reply
- Lloyds – deposit rates
- Energy Assets – wishing to install meter at Public Conveniences
- Peninsula Pensions – Pensions online and leavers form and online access
- Individual - newsletter
- HMRC – VAT refund
- Norton April report – ends 1 August 2024
- Bus group –Request for Farmers Market in June
- Resident – Council Tax increase
- Various – address changes
- Parish Online including newsletter
- 101 data solutions – Microsoft Copilot
- Utility aid
- Devon Council - Pensions lines newsletter
- Royal Mail – PO Box Collection being cancelled
- PGSA – new mapping data
- Product/sales – Fusion Business Supplies, Rapide, Heritage Laser restorations, Web design research and Heritage Laser Restorations

Leisure and Recreation

- Somerset Highways - RE: Jetting of highway surface water drains; Axbridge Relining
- Individual – request for a memorial plaque
- SC – toilet defect and opening hours (one day)
- Resident – Gate into Childrens Play Area
- Som Playing Fields Association SPFA Playground Inspection Awareness Course
- Various – storage container
- RoSPA – offer of play area inspection

- Product Information: Christmas Tree, Creative Play, Elevate Play, Flagmakers, Ge views (Planters) Make Me Something Special (benches, notice boards), NNB, Proludic, Redlynch Play, Sutcliffe Play.

Highways

- Somerset Highways : Moving orders
- SCC Rights of Way letter – to complete form re maintenance of PRofW
- SC – disabled bay sign
- Town Trust – works to semi circular bench in hand
- Community Speed Watch rota
- Cross to Axbridge safe path group
- Individual – Parking in The Square
- Various - Townsend Slip Road and Stop Sign
- Various – 126 bus (addressed as far as possible)
- Various - Danger to people and property from traffic diverted along High Street and West Street Axbridge
- Individual – Townsend bench (thank you)
- Products – Arien Designs

Cemetery, Allotments and Open Spaces

- Individual – reserved space
- SLCC – Exclusive Right of Burial
- BRAMMS - Cemetery of the Year Awards 2024 and British Register of Accredited Memorial Masons; Newsletter Spring 2024

Personnel

- Rance Regalia – Mayors Chain
- Resident – considered Mace Bearer role but felt unable to apply (time)
- Royal British Legion – D Day products

Strategic Planning

- Axbridge Action Group/Gateway - Car park and bus stop concept on scrub land to the west of the Axbridge Old Station building and sports court - as discussed
- Trees at Old Station Building

Environmental

- Somerset Wildlife Trust – April newsletter including green match funding
- Centre for Sustainable Energy
- SC – SORTED newsletter
- SC – April Climate news and SEED Sedgemoor
-

General Correspondence

- Somerset Council Press Releases/news: Gravity update: engagement events and project progress; Grassland management and conservation; Parishes & LCNs: Customer Services: Customer Access Points and Customer Service Points; Invitation: Take part in our Mental Health Awareness Week Campaign
- SC - Co-opted Member of the Standards Committee and Route 1
- Patient Engagement NHS
- Bristol Airport - Spring 2024 - 'Your Airport News' Local Community Newsletter
- London Hearts – Defibrillators
- Individual – Press release – Royal Proclamation; Egg-cellent Carnival Donation, Axbridge Carnival Committee
- First bus – its easy when you know how

DIARY DATES

Date	Meeting	Time	Venue
Monday 20 May	Council	7.30pm	Axbridge Town Hall
Monday 27 May	Bank Holiday		
Monday 3 June	Admin and Finance	7.30pm	Zoom
Mon 10 June	Planning and Licences (if needed) Council	6.45pm TBC 7.30pm	Axbridge Town Hall Axbridge Town Hall
Monday 17 June	Leisure and Recreation (TBC) Cemetery, Allotments and Open Spaces	6.30 8.00pm	TBC Zoom
Monday 24 June	Personnel and Protocol Planning and Licences – if needed Highways	TBC (likely 6.45) TBC (likely 7.30) TBC (likely 8pm)	
	Strategic Planning	TBC	