

Axbridge Town Council
Administration and Finance Advisory Group

July 2024
Report for Council.

Meetings. A meeting was held on 1st July at 7.30pm by Zoom, hosted by the clerk.

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

Apologies: Councillor Page.

Accounts. Reports generated by Scribe were circulated to group members for the meeting. These showed the financial position at the end of June. The data was checked by members and no concerns were reported. The standard summary documents will go to Council at the next meeting for adoption or otherwise as the first quarter financial report. (Agenda item.)

External Audit. The required documents have been completed and sent to the auditors. The clerk will update members at the Council meeting if there is anything to report. (Agenda item.)

Compensation Scheme for Bank Failure. Group members had recommended that an Instant Savings Account and a Business Current account be opened at the Unity Trust Bank so that all the cash held by the council can be protected. The current account fees are £6 per month and there may be a transaction charge, but this is to be clarified. The bank has raised a few queries which still need to be resolved fully. These mainly relate to who needs to be named on the application and what authorities they will have.

Football Clubs' invoices and Axbridge Junior Saxons Football Club grant request. These are still outstanding. Meetings between the football clubs and the L&Rec group are needed.

Computer System. Cemetery data has been sent to Scribe for them to transfer it to our Scribe system. The asset register on Scribe will be updated with photographs in due course.

Cyber security. This issue has been raised a couple of times. It seems that no-one connected to the council has enough knowledge of this subject to advise. The clerk has been asked to arrange to talk to Peter Taylor, the person who looks after our computer system when needed, to see what it would cost to get an overview of our system, to identify any serious gaps in our security, and to recommend priorities to ensure we have a robust system suitable for a local council. She will also contact SALC for any guidance they may have.

Email addresses. All councillors and council employees should only use their council email addresses for their council business. The clerk has been in contact with three councillors where there appear to be problems.

Website Accessibility. (WCAG2.2AA compliance). The assistant clerk produced a report and plan for the group members to consider. As a result, it was agreed that the best way forward would be to look to replace the existing system with a new, fully compliant, easily maintained system. The assistant clerk will be asked to get advice on this from SALC, SLCC, other local councils and businesses and to determine what size of budget would be required.

Annual report. A draft version had been circulated. One section needs completing and some changes were suggested. The clerk will produce a final draft. (Agenda item.)

Date of Next Meeting. Monday 5th August 7.30pm by zoom.

MT (04/07/2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

GENERAL INCOME

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|--------------------------|-------------------|-------------------|------------------|----------|--------|----------|------------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 1010 | Precept | 131,000.00 | 131,000.00 | | | | | | (0%) |
| 1020 | Bank Interest | 800.00 | 374.55 | -425.45 | | | | -425.45 | |
| 1030 | Comm Infrastructure L. | | | | | | | | (N/A) |
| 1040 | Leases of Land | 2,200.00 | | -2,200.00 | | | | -2,200.00 | |
| 1050 | Other Income | | | | | | | | (N/A) |
| 1060 | Men's Shed - Old Station | 1,050.00 | | -1,050.00 | | | | -1,050.00 | |
| | SUB TOTAL | 135,050.00 | 131,374.55 | -3,675.45 | | | | -3,675.45 | (-2%) |

STAFF AND TRAINING

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|--------------------------|----------|--------|----------|------------------|------------------|------------------|--------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 1110 | Salaries and Employment | | | | 55,000.00 | 13,045.40 | 41,954.60 | | (76%) |
| 1120 | Pension deficit payments | | | | | | | | (N/A) |
| 1130 | Training and Travelling | | | | 900.00 | 50.00 | 850.00 | 850.00 | (94%) |
| 1140 | Membership- Profess. | | | | 220.00 | | 220.00 | 220.00 | |
| | SUB TOTAL | | | | 56,120.00 | 13,095.40 | 43,024.60 | | (76%) |

ADMINISTRATION

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|------------------------|----------|--------|----------|------------------|-----------------|------------------|--------------|--------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 1210 | General Administration | | | | 1,050.00 | 154.50 | 895.50 | 895.50 | (85%) |
| 1220 | Insurance | | | | 2,350.00 | 2,049.97 | 300.03 | 300.03 | (12%) |
| 1230 | Auditors' Fees | | | | 600.00 | 55.80 | 544.20 | 544.20 | (90%) |
| 1240 | Town Hall Charges | | | | 1,500.00 | | 1,500.00 | | |
| 1250 | Subscriptions | | | | 680.00 | | 680.00 | 680.00 | |
| 1260 | Elections | | | | 2,000.00 | | 2,000.00 | | |
| 1270 | Town Car Park Loan | | | | 10,402.06 | | 10,402.06 | | |
| 1271 | Moorland St. Land Loan | | | | 5,657.44 | 2,828.72 | 2,828.72 | | (50%) |
| 1281 | Tree Inspection Report | | | | 700.00 | | 700.00 | 700.00 | |
| 1282 | Town Maintenance | | | | 2,400.00 | 337.50 | 2,062.50 | | (85%) |
| 1283 | Bin Emptying Contract | | | | 4,000.00 | | 4,000.00 | | |
| 1290 | VAT paid | | | | | | | | (N/A) |
| | SUB TOTAL | | | | 31,339.50 | 5,426.49 | 25,913.01 | | (82%) |

OFFICE

| Code | Title | Receipts | | | Payments | | | Net Position | |
|------|----------------------------|----------|--------|----------|----------|--------|----------|--------------|------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 1310 | Office Rent | | | | 2,400.00 | 600.00 | 1,800.00 | | (75%) |
| 1320 | Office Rates and Utilities | | | | 600.00 | 185.81 | 414.19 | 414.19 | (69%) |
| 1330 | Phones, Internet & Video | | | | 1,000.00 | 283.61 | 716.39 | 716.39 | (71%) |
| 1340 | IT Services and Support | | | | 1,750.00 | 147.00 | 1,603.00 | | (91%) |
| 1350 | Stationery and | | | | 300.00 | 190.56 | 109.44 | 109.44 | (36%) |

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

| SUB TOTAL | | 6,050.00 | | | 1,406.98 | | 4,643.02 | | (76%) | |
|---------------------------------|--------------------------|-----------------|---------------|-----------------|-----------------|---------------|-----------------|---------------------|-------------------|--------------|
| GRANTS | | | | | | | | | | |
| | | Receipts | | | Payments | | | Net Position | | |
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over | |
| 1410 | Type A Grants - Various | | | | 400.00 | | 400.00 | 400.00 | | |
| 1420 | Type B | | | | | | | | | (N/A) |
| 1421 | Town Trust Planters | | | | 300.00 | | 300.00 | 300.00 | | |
| 1422 | Town Hall Grant | | | | 3,640.00 | | 3,640.00 | | | |
| 1423 | Ax. & District Museum | | | | 1,400.00 | | 1,400.00 | | | |
| 1424 | Christmas Trees and | | | | 1,900.00 | | 1,900.00 | | | |
| 1425 | Royal British Legion | | | | 100.00 | | 100.00 | 100.00 | | |
| 1426 | Local Community Groups | | | | 850.00 | 100.00 | 750.00 | 750.00 | | (88%) |
| 1427 | Community Well Being | | | | 150.00 | | 150.00 | 150.00 | | |
| 1430 | Type C - Various one-off | | | | | | | | | (N/A) |
| SUB TOTAL | | | | | 8,740.00 | 100.00 | 8,640.00 | | | (98%) |
| CIVIC EVENTS AND REGALIA | | | | | | | | | | |
| | | Receipts | | | Payments | | | Net Position | | |
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over | |
| 1510 | Mayor Making | | | | 800.00 | 680.00 | 120.00 | 120.00 | | (15%) |
| 1520 | Carnival Lunch etc | | | | 700.00 | | 700.00 | 700.00 | | |
| 1530 | Civic Services | | | | 450.00 | | 450.00 | 450.00 | | |
| 1540 | Regalia Maintenance | | | | | | | | | (N/A) |
| SUB TOTAL | | | | | 1,950.00 | 680.00 | 1,270.00 | | | (65%) |
| ALLOTMENTS | | | | | | | | | | |
| | | Receipts | | | Payments | | | Net Position | | |
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over | |
| 1610 | Allotment Land Rent (SC) | | | | 280.00 | 140.00 | 140.00 | 140.00 | | (50%) |
| 1620 | Allotment Maintenance | | | | 800.00 | 15.00 | 785.00 | 785.00 | | (98%) |
| 1630 | Allotment rents | 1,090.00 | 805.00 | -285.00 | | | | -285.00 | | |
| 1640 | Allotment deposit | | 20.00 | 20.00 | | | | 20.00 | | (N/A) |
| SUB TOTAL | | 1,090.00 | 825.00 | -265.00 | 1,080.00 | 155.00 | 925.00 | 660.00 | | (30%) |
| CEMETERY | | | | | | | | | | |
| | | Receipts | | | Payments | | | Net Position | | |
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over | |
| 1710 | Cemetery Income | 1,200.00 | 195.00 | -1,005.00 | | | | -1,005.00 | | |
| 1720 | Cemetery Maintenance | | | | 1,880.00 | 438.00 | 1,442.00 | | | (76%) |
| 1730 | Cemetery Rates and | | | | | | | | | (N/A) |

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

| | | | | | | | | |
|------------------|-----------------|---------------|------------------|-----------------|---------------|-----------------|---------------|--------------|
| SUB TOTAL | 1,200.00 | 195.00 | -1,005.00 | 1,880.00 | 438.00 | 1,442.00 | 437.00 | (14%) |
|------------------|-----------------|---------------|------------------|-----------------|---------------|-----------------|---------------|--------------|

OPEN SPACES

| | | Receipts | | | Payments | | | Net Position | |
|------------------|-----------------------|---------------|--------|----------------|---------------|---------------|---------------|---------------|--------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 1810 | Shortlands Rent | 100.00 | | -100.00 | | | | -100.00 | |
| 1820 | Chestnut Avenue Grass | | | | 300.00 | 50.01 | 249.99 | 249.99 | (83%) |
| 1830 | Street Furniture | | | | 150.00 | 58.00 | 92.00 | 92.00 | (61%) |
| SUB TOTAL | | 100.00 | | -100.00 | 450.00 | 108.01 | 341.99 | 241.99 | (44%) |

CHANGING ROOMS
AND RECREATION FIELD

| | | Receipts | | | Payments | | | Net Position | |
|------------------|--------------------------|-----------------|--------|------------------|-----------------|-----------------|-----------------|--------------|--------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 1910 | Pitch & C. Rms Booking | 1,550.00 | | -1,550.00 | | | | -1,550.00 | |
| 1920 | VAT on bookings | 300.00 | | -300.00 | 300.00 | | 300.00 | | (0%) |
| 1930 | Changing Rooms | | | | 400.00 | | 400.00 | 400.00 | |
| 1940 | Changing Rooms Utilities | | | | 900.00 | 348.02 | 551.98 | 551.98 | (61%) |
| 1950 | Changing Rooms | | | | 100.00 | | 100.00 | 100.00 | |
| 1960 | Play Area & Rec. Area | | | | 2,000.00 | 379.32 | 1,620.68 | | (81%) |
| 1970 | Field Grass & Hedge | | | | 2,500.00 | 288.00 | 2,212.00 | | (88%) |
| 1980 | Recreation Field - Lease | | | | 165.00 | | 165.00 | 165.00 | |
| SUB TOTAL | | 1,850.00 | | -1,850.00 | 6,365.00 | 1,015.34 | 5,349.66 | | (42%) |

CAR PARKS & HIGHWAYS

| | | Receipts | | | Payments | | | Net Position | |
|------------------|----------------------|---------------|--------|----------------|-----------------|-----------------|-----------------|--------------|--------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 2010 | Town Car | 150.00 | | -150.00 | | | | -150.00 | |
| 2020 | Car Parks Rates and | | | | 3,800.00 | 751.46 | 3,048.54 | | (80%) |
| 2030 | Car Parks Main. inc | | | | 2,000.00 | 504.41 | 1,495.59 | | (74%) |
| 2040 | Car Parks Patrol & | | | | | | | | (N/A) |
| 2050 | Grit Bin Maintenance | | | | | | | | (N/A) |
| 2060 | Bins and Benches | | | | 100.00 | 15.00 | 85.00 | 85.00 | (85%) |
| SUB TOTAL | | 150.00 | | -150.00 | 5,900.00 | 1,270.87 | 4,629.13 | | (74%) |

PUBLIC CONVENIENCES

| | | Receipts | | | Payments | | | Net Position | |
|------------------|------------------------|----------|--------|----------|------------------|-----------------|-----------------|--------------|--------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 2110 | Public Conv. Cleaning | | | | 8,016.00 | | 8,016.00 | | |
| 2120 | Public Conven. Rates & | | | | 1,000.00 | 225.12 | 774.88 | 774.88 | (77%) |
| 2130 | Public Conveniences | | | | 3,000.00 | 2,045.50 | 954.50 | 954.50 | (31%) |
| SUB TOTAL | | | | | 12,016.00 | 2,270.62 | 9,745.38 | | (81%) |

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

| PROJECTS | | Receipts | | | Payments | | | Net Position | |
|--------------------|---------------------|-------------------|-------------------|------------------|-------------------|------------------|----------|--------------|--------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- | Under/over |
| 2210 | Maces Display Box | | | | | | | | (N/A) |
| 2211 | Station Leases | | | | | | | | (N/A) |
| 2212 | Play Area Equipment | | | | | | | | (N/A) |
| SUB TOTAL | | | | | | | | | (N/A) |
| Summary | | | | | | | | | |
| NET TOTAL | | 139,440.00 | 132,394.55 | -7,045.45 | 131,890.50 | 25,966.71 | | | (36%) |
| V.A.T. | | | 1,225.03 | | | 843.47 | | | |
| GROSS TOTAL | | | 133,619.58 | | | 26,810.18 | | | |

Agenda Item 8.7a Payments for Ratification (R) and Authorisation June 2024

| Voucher | Date | Supplier | Description | Total (£) |
|--------------|------------|-------------------------|--------------------------------------------------------|-------------------|
| 108 | 02.07.2024 | Amazon (R) | Office supplies | £12.96 |
| 107 | 02.07.2024 | Amazon (R) | Office supplies | £23.69 |
| 106 | 02.07.2024 | Green Magic (R) | A4 Slim Frame with stake and T piece Dark Green | £29.10 |
| 104 | 02.07.2024 | Greenslades Maintenance | Grounds Grass cutting - Furlong | £172.80 |
| 103 | 02.07.2024 | Somerset Council | Bin emptying and public conveniences cleaning contract | £6,135.23 |
| 102 | 02.07.2024 | W C Maunders Ltd | Furlong maintenance | £172.70 |
| 101 | 24.06.2024 | Post Office | Postage | £2.90 |
| 100 | 19.06.2024 | Sign-holders | Signs - cemetery | £29.10 |
| 77 | 31.05.2024 | Amazon (R) | Office supplies | £37.40 |
| | 02.07.2024 | Payroll - July 2024 | Staff salaries and assoc. payroll organisations | £4,341.63 |
| | | Graham Page | Reimbursement of Mayoral Expenses | £87.88 |
| | | Mr A Laken | Town Maintenance Contract | |
| Total | | | | £11,045.39 |

NB: The PATA invoice for April 2024 was paid twice and July payroll has been credited to address this, so no payment needed

Spending Powers - the Council has the General Power of Competence

Bank Reconciliation as of 30 June 2024 is £165,688.46

Agenda Item 8.7b Receipts June 2024

| Voucher | Date | Customer | Description | Total |
|---------|------------|-----------------------|----------------|---------|
| 36 | 30.06.2024 | Lloyds Bank - savings | Bank Interest | £30.52 |
| 35 | 19.06.2024 | Allotment Tenant 2A | Allotment rent | £25.00 |
| 33 | 13.06.2024 | Allotment Tenant 8A | Allotment rent | £45.00 |
| 31 | 10.06.2024 | Allotment Tenant 2B | Allotment rent | £25.00 |
| 32 | 10.06.2024 | Allotment Tenant 3D | Allotment rent | £45.00 |
| 34 | 10.06.2024 | Lloyds Bank | Bank Interest | £164.38 |
| 29 | 03.06.2024 | Allotment Tenant 3A | Allotment rent | £45.00 |
| 30 | 03.06.2024 | Allotment Tenant 1B | Allotment rent | £45.00 |
| Total | | | | £424.90 |

Agenda Item 8.7c Direct Debits and Standing Order Payments - June 2024

| Voucher | Supplier | Description | Net | VAT | Total |
|----------------|------------------|-------------------------------------------|------------|------------|----------------|
| 99 | Npower | Electricity - Moorland St Car Park | £12.29 | £0.61 | £12.90 |
| 98 | BT | Broadband | £21.72 | £4.34 | £26.06 |
| 97 | Zoom | Video Conferencing | £12.99 | £0.00 | £12.99 |
| 96 | Vodafone | Telephone - Clerk contract | £14.39 | £2.88 | £17.27 |
| 95 | Somerset Council | Business Rates - Moorland Street Car Park | £120.00 | £0.00 | £120.00 |
| 94 | Somerset Council | Business Rates - Town Car Park | £104.00 | £0.00 | £104.00 |
| 93 | Somerset Council | Business Rates - Council Office | £56.00 | £0.00 | £56.00 |
| 92 | Water2Business | Water and Sewerage - Changing Rooms | £53.50 | £0.00 | £53.50 |
| 91 | Water2Business | Sewerage - Moorland Street Car Park | £10.71 | £0.00 | £10.71 |
| 90 | Water2Business | Sewerage - Town Car Park | £10.71 | £0.00 | £10.71 |
| 89 | Water2Business | Water and Sewerage - Public Conveniences | £38.50 | £0.00 | £38.50 |
| Total | | | | | £462.64 |

Agenda Item 9.1 Highways Report for meeting Monday 8 July 2024

Election of Chair and Vice Chair:

Chair Cllr Pauline Ham

Vice Chair Cllr Barbara Wells

Remits and Policies:

These were reviewed and agreed with a minor amendment within Communication & Co-ordination to include:

Relevant contact details to be shared on the Town Council social media platforms.

The Square:

- We agree with the Trust that the quality of lining is very poor and is already wearing away.
- Rather than asking for the lines to be painted again we thought this would give us a window to look at widening the parking spaces.
- We looked at the possible answer to where we could ask for a Disabled Only sign to be sited.
- Our suggestion is on a post close to and between the 2 residential properties (Old Market Shop/Old Forge). There is a half brick paver in the perfect place.
- We propose that the Assistant Clerk (or Clerk) contact the traffic enforcement officer to request that parking slightly outside a bay or on a white line is treated more leniently. It is often not possible to park exactly in a space due to the size and position of vehicles.
- We have received a complaint from a resident reference fines in the Square. To ask the clerk to contact the traffic enforcement to see if his fine can be cancelled. He also pointed out we don't have any signage in The Square explaining the rules. However, the signs we have are standard road parking directions.
- Improved traffic enforcement of large vehicles parking in The Square and extending far out into the roadway needs to be more active. Perhaps someone could attend in the early evening.

Townsend:

- Our observations suggest that more vehicles are stopping at the STOP signs.
- The road markings are very worn away so maybe we could ask for these to be reinstated before the planned upgrades. If they were clear it would help. The stop ahead sign is being covered in foliage.
- The hedge at the property at the top of West Street is still very overgrown and is covering the 20mph sign and bus stop. An official letter needs to be sent please.
- Somerset say they have completed gully clearing but Townsend not-roundabout is still flooding substantially. We need to ask for a return investigative visit as there is obviously an issue; it is a fairly recent problem.

Highways Devolution:

- Cllrs Ham and Wells will annotate all the grass areas and produce a plan of all verges and open spaces in the town. We can then look at future actions and responsibilities.
- Cllr Ham to approach Andy Laken to see if he would be willing to complete Chapter 8 training to enable him to carry out additional tasks adjacent to the roadway.
- We need to be aware that although we haven't asked Barry and his friends to carry out their grass cutting we do know it is happening and, as such, we will be responsible in the event of any accident. We need to consider this at the next meeting.

Signage, including Axbridge Gateway:

- Quotes for all the signs we want have been requested:
- direction sign from Moorland Street to Meadow Street
- Car Park Rules for Moorland Street
- Parking rules for The Furlong
- Parking "P" for the top of the Meadow street post
- Town Gateway
- 10 x number 48 to cover the burnt numbers at Meadow Street

The sign company has communication issues at the moment and are changing provider so, hopefully, quotes will be available soon.

Pot Holes:

We haven't had a response to the reported hole in the road where the lane by Racurrium Lodge meets the by-pass.

Houlgate Way:

- The 20mph sign still hasn't been replaced

SIDS:

- Tony Strange has forwarded a Risk Assessment Form but it is blank. Katie has emailed him to ask for him to complete it.
- The insurance company asked 3 questions reference the SIDs to which the responses are:
 - The volunteers are undertaking training to install the equipment and have 2 places to do Chapter 8 training.
 - Risk assessment is being completed.
 - They ask about the speed watch group but the actual speed watch group is autonomous; those involved in the SIDS will be volunteers working in conjunction with the Council.

Dog Bin by Strawberry Line, near the cemetery.

- We have been asked if we could add a dog bin emptying to our schedule, which we agree we could.
- There has not been any discussion reference purchase of the bin.

Grass area by the churchyard in Chestnut Avenue:

- A large area here has become very overgrown and needs to be cleared. We don't know why this has occurred as it should have been cut within the contract. We wonder if there has been dumping on the site, impeding the work of the contractor. Andy will be asked to clear.

Cheddar access to Axbridge:

- There was a post on Facebook referencing a concern with the access into Axbridge by St Michaels. Although we have not been asked directly we have looked at the junction and all the signage and road markings are in place. We will, however, continue to monitor the situation.

Outstanding items

- Prowse Lane footpath remains unresolved.
- The kissing gate still needs to be put in place.
- Katie is still in communication reference the overgrown space at Houlgate Way/Starrs Close. Andy has cleared the pathway through.

Cllr Pauline Ham

Agenda Item 9.2 Policy 4 Axbridge Town Council

COLD WEATHER POLICY

This policy outlines the actions which the Town Council will undertake to counteract the effects of severe (cold) weather in the Axbridge.

These measures are intended to complement road gritting and salting carried out as a matter of course by Somerset Council, and it is not the intention of the Town Council to replace services which are currently provided by other councils.

In the following text “grit” refers to the salt and grit provided by Somerset Council to grit the road network.

A Coordinator will be nominated by the Town Council to act as the administrator of this policy. This will normally be the Town Clerk, although a deputy will be available to take the Clerk’s place when necessary. Whoever acts as Coordinator will ensure that a deputy is in place when they are not available.

Grit supplies

The bus route through Axbridge is part of Somerset’s Precautionary Salting Network. However, the Town Council will ensure a stock of grit sufficient to treat key points in the road infrastructure within the town at residents’ request. At least nine 20kg bags or equivalent are recommended.

The stock of grit will be stored at the Lengthsman’s property, with his kind permission.

The Town Council also provides grit bins at the bottom of Chestnut Avenue, opposite the bottom of Horn’s Lane on High Street/West Street and at the junction of Hillside/Fennel Lane, of which will be filled by Somerset Council.

The Coordinator will check the quantity of grit in stock in October/November, and any new supplies will be requested and picked up as necessary from Somerset Council. The Coordinator will arrange transportation to Axbridge either by Somerset Council or by local volunteers.

Distribution of grit

When supplies of grit are requested by residents, the Coordinator will gain the agreement of a Town Councillor, and request that local volunteers (including Town Councillors) move the supplies as necessary, but will not be directly responsible for the physical transportation, distribution or spreading of grit.

The grit will be put in place to be distributed by volunteers/residents as and when required, and is only to be spread on public highways/footways (i.e. not private land).

The Coordinator will not be responsible for monitoring weather conditions. When severe weather has passed, the Coordinator will request that volunteers move any remaining supplies back into storage.

Communication & Coordination

The Coordinator will be the Town Council’s main point of contact, and will co-ordinate the supply and distribution of grit on behalf of the Town Council.

The website will contain details of the Town Council’s role and emergency contact numbers for the Coordinator and Somerset Council.

The Coordinator will verify emergency contact details for Somerset Council (or equivalent body) before placing on the website

Relevant contact details to be shared on the Town Council social media platforms.

END

Adopted by Council: 14 August 2023 (minute 66/23(b) refers

Reviewed by Highways Advisory Group: 24 June 2024

Agenda Item 10.1 CAOS Report

Cemeteries, Allotments & Open Spaces Advisory Group, 17th June 2024

Zoom meeting start: 8.00pm Finish 9.11pm

Apologies: None – all present

Electing Chair: Tony Jordan to remain as Chair

Electing Vice Chair: Jo Jenkins to remain as Vice Chair

Remit: To add/Assistant Clerk to subtitle “To work with the Clerk to” KW

Polices: No action agreed

Allotments:

- It was agreed for Assistant Clerk to send general email to all tenants that the quarterly inspection had happened and to email individual plots that had either recommendations or had achieved excellence. KW
- Cllr Ham to find out how to organise a Quarry Volunteer Day. If Volunteer Day is arranged, it was agreed in principle:
 - o to clear plots 10A and 10B of extreme overgrowth.
 - o to extend carpark into plot 10A and gravel.
 - o Split cleared plot 10B into two smaller plots
 - o Two smaller plots become 10A and 10B as there is a lack of smaller plots.
- This would have to go to council for approval. PH
- Tenant 5A/6 had reported that two trees at the back of his plots need attention especially as one of the trees is dead and the tenant is worried it may fall. Cllr Ham would speak to tenant and report back P
 - Cllrs Ham/Jordan to prompt Cllr Willis to advertise allotments on Town Council Facebook page which is shared to local groups. If by the end of July, there are still vacant plots, to advertise outside of parish boundary. PH/TJ
 -
 - It was agreed deposit charges change to the equivalent of the year's rent i.e. £25 deposit for small plot and £45 deposit for large plot.
 - This proposed change to be taken to next Council meeting for approval.
 - If approved, Cllr Jordan to amend deposit amount/wording in existing tenancy agreement and new deposit charge to start straight away. JJ
 -
- A1 contract side paths – Clerk has chased.
- Subsiding path by plot 2B. Andy Laken to extend fence and secure path.
 - Cllr Ham to contact Andy Laken re: Notice Board in garage. Can it be altered at Mens Shed for allotments? PH
- Tenant 5A/6 reported that people are using the allotment carpark for walks on the hill. Instead of reinstating the gate at cost, could a sign be placed at the entrance to state the carpark is for allotmenters only and no overnight parking. Cllr Ham to add sign to Arien quote. Cllr Page has spare pole for sign. PH GP

Cemetery

- It was agreed that a sign should be placed by the new path in the Old Garden of Remembrance to say, 'Mind your Step' and renew the other path sign. GP

- It was agreed that a sign should be placed by the new path in the Old Garden of Remembrance to say, 'Mind your Step' and renew the other path sign. KW
- Visual tree inspection did not raise any issues.
- Plot 86 and plot 93 have issues with plants. It was agreed the Clerk should write to the plot holders with a three month deadline to remove plants. If after this time no action has happened, the Clerk to arrange for Andy Laken to clear. VB
- The beware signs at the cemetery need replacing as weathered and hard to read. It was agreed to order two A4 sign holders with stakes and for Clerk and Assistant Clerk to place stakes and signs in Cemetery. VB KW

Open Spaces

- Waste land Starrs Close/Houlgate Way. Cllr Ham to ask Town Maintenance contract to trim path. Cllr Wells has some previous correspondence with Persimmon Homes who probably retain liability for maintenance, which the Assistant Clerk is chasing. PH KW

Any other business

- Gilding of the cemetery sign will be done when weather permits
- Funding options for parking spaces behind Pennings is being kept on the SPAG agenda.
- Plot 8A tenant has rescinded his resignation.

Date of Next Meeting – 15 July 2024

Agenda Item 10.2 Axbridge Town Council

REMIT 4

Cemetery, Allotments and Open Spaces Advisory Group.

Chair and Group membership:

Chair: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

2 (minimum) other councillors

People with experience or expertise in related matters may be co-opted onto the committee (with the agreement of council). People may be invited to attend meetings to advise on particular topics.

Remit

The group will:

CEMETERY

Ensure the upkeep of the Cemetery to a high standard by carrying out general maintenance work, such as keeping the path clear of overhanging growth, disposal of dead flowers and general tidying

Keep an up to date copy of the cemetery plan (usually held by the Clerk)

Liaise, if necessary, with undertakers or stone masons (usually carried out by the Clerk)

Ensure that safety checks are carried out on the headstones every two years.

Annually review the fees and charges and report to Council, making any recommendations.

Reviewing and making recommendations to the Council on the Cemetery rules.

Discuss and consider any cemetery related correspondence or issues, as appropriate.

Note: The Clerk deals with the administration relating to the Cemetery, including the finances.

ALLOTMENTS

Advise Council on compliance with legislation relating to allotments.

Maintain the upkeep of the general allotment field to a high standard by arranging for general maintenance work to take place, using the Town Maintenance Contractor where possible.

Appoint councillor(s) as allotment liaison contact to liaise with allotment holders/representatives on a regular basis to discuss mutual issues and report back to CAOS Group.

Make recommendations to Council on repairs and improvements necessary to maintain the general allotment field, as appropriate, with recommendations being put to Council to agree the works and provide/obtain appropriate funding.

Recommend to Council any changes considered necessary to the Allotment tenancy agreement.

Ensure that all allotment holders are working their allotments and keeping them in a clean and tidy state, as per the tenancy agreement. To monitor the presence of injurious weeds on plots and to advise tenants to remove them.

Monitor water usage

Monitor and review the level of allotment rents and the associated expenditure.

Respond to issues and general correspondence and raise with Council when appropriate

To work with the Clerk/Assistant Clerk to:

Ensure that the allotments register is kept up to date and that invoices are sent and rent received as appropriate in a timely manner.

Ensure that all tenants sign a tenancy agreement

Monitor the waiting list for allotments

OPEN SPACES

To oversee the maintenance of the two areas of open spaces land in Chestnut Avenue, owned by the Town Council, until such time as the land is to be used for any specific purpose.

To oversee the land known as Shortlands

Respond to general correspondence and raise issues with Council when appropriate.

Through the Clerk to task the Town Maintenance Contractor to carry out such work as thought appropriate.

Maintain a log and manage all trees on land owned or occupied by the Town Council. Ensure a qualified tree inspection report is produced (frequency as recommended by the inspector) for all land owned or managed by the Council. (This is an insurance requirement.)

Oversee the inspection and management of trees on land owned or occupied by the Town Council

Carry out an informal visual inspection in the Spring and Autumn of each year of trees on land within the group's remit and where there are specific concerns (i.e following extreme weather).

To receive reports back for the other groups which have trees on land within their remit.

Adopted by Council: 21 February 2022 (minute 167.21(b) refers)

Last Reviewed by: Cemetery, Allotments and Open Spaces Group – 17 June 2024

Agenda Item 11.1 Leisure and Recreation report for meeting Monday 8 July 2024

Signage:

- Arien Signs have been asked to quote for Keep Dogs on the lead signs as there are none remaining around the field. They have been asked to price Dibond and self-adhesive

-

Maintenance work

- The car park fencing: has been completed along the field side. The fence by the changing rooms is undamaged so we don't need to replace it at this time.
- The changing rooms will be painted over the summer..
- Electric works: Quote is as below.

Public Toilets

Replace: 3 x emergency light fittings, 2 x extractor fans Labour £ 180.00

Materials £ 220.00

Total £ 400.00

Changing Rooms

Replace: 2 x extractor fans, disabled WC pullcord switch, cracked FCU, damaged 20A DP switch, 2 x downflow heaters, 2 x emergency light fittings. Install replacement distribution board in place of DB2 and install 30mA RCD protection to 3 x lighting circuits

Labour **£ 570.00**

Materials **£ 830.00**

Total £ 1400.00

I recommend that this work should be carried out, for reasons of compliance.

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

- Received.

Toilets

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

Container for The Pageant/ACT.

Nigel Scott has been asked to be patient as we are hoping to support his request soon.

Cllr P Ham



**Agenda Item 12.1 Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 24 June 2024 in Axbridge Town Hall**

Meeting commenced: 6.45pm

Meeting concluded: 7.30pm

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

Also in attendance: Mrs Brice, Town Clerk

1.24 PS Apologies for Absence

In the absence of the Mayor, Councillor Ham (Deputy Mayor) chaired the meeting.

RESOLVED: that apologies from Councillor Page (Mayor – personnel commitment) and Councillor Mitton (ill-health) be received and approved.

2.24 PS Election of Chairman for 2024/25

RESOLVED: that Councillor Page (Mayor) be elected Chairman of the Committee for 2024/25.

3.24 PS Election of Vice Chairman for 2024/25

RESOLVED: that Councillor Ham (Deputy Mayor) be elected Vice Chairman of the Committee for 2024/25.

4.24 PS Declarations of Interest – none

5.24 PS Minutes of the Committee Meeting held on 22 April 2024

The storage and embellishment of the maces was on hold until the Men's Shed was in a position to offer support for this project.

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 22 April 2024 be approved as a correct record and signed by the Chairman subject to minute 136.23 PS being amended to state that the Kings Portrait would be displayed on the wall to the left of the stage as you look at it.

6.24 PS Public Participation – none.

7.24 PS Remit

Members reviewed the remit and did not wish to make any alterations.

8.24 PS Policies

Members reviewed the following policies: Dress Code; Employer Discretions Policy; Equal Opportunities Statement; Funding of Town Events; Lone Working Policy; Succession Planning and Training; and Bullying and Harassment Statement.

RECOMMENDED TO COUNCIL: that the Dress Code policy be amended to say “the Mayor and Deputy Mayor to wear Chains of Office at public council meetings”.

9.24 PS Mayor's Chain and Robes

The Clerk would contact Wells City Council regarding a recommendation of a local company to clean the robes. The Deputy Mayor would look at the robes to see what would be needed in terms of lining repairs etc.

10.24 PS Mayor Making Review

Members reviewed the Annual Council and Mayor Making Service held on Monday 13 May 2024, which had been an enjoyable evening.

RESOLVED: that the Mayor Making Procedure be revised to include the Keeper of the Bells appointment; to have a musical interlude (ideally the ringing of the handbells) whilst the new Mayor is robed; that the Lord Lieutenant be invited to Mayor Making (and other events to which the High Sherrif attends) and that seating only be reserved for guests of the incoming/outgoing Mayors.

11.24 PS Carnival Lunch and Celebrating 50 Years of Axbridge Town Council

Invitations would be sent out to guests to attend the carnival lunch and procession. This year Axbridge Town Council would also be celebrating 50 years since its inception and as part of this, past Mayors would be invited to the lunch and to join the walking entry. Councillors Ham and Wells would look accessories such as sashes/medals/banners. All Councillors would be welcome to join the carnival entry.

12.24 PS Remembrance Day

Councillor Ham would speak with the Mayor to organise a meeting with the Royal British Legion to help with arrangements for the Remembrance Day service.

13.24 PS Somerset Chair's Award – Service to the Community

The Committee recommended that Andy Laken be nominated for this award for his sterling work in establishing the Men's Shed, now based at Old Station Building. Nominations need to be submitted by the end of the week and the council had previously supported Andy Laken for a civic award.

RECOMMENDED TO COUNCIL: that the Council ratify the decision to nominate Andy Laken for this award.

14.24 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/was on-going.

15.24 PS Handbells

The handbell group had advised that some repairs were needed to the handbells. The gentleman who had previously carried out the repairs would no longer be in business. The group would be asked to speak with their contacts to seek a recommendation/obtain a quote.

16.24 PS Date of Next Meeting

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

17.24 PS Updates – Modern Town Archivist and School Visit

An individual had contacted the Clerk regarding the extent of the Modern Town Archivist role. Members were considered this matter and the clerk would respond accordingly. The Clerk was endeavouring to arrange the school visit for Year 4 students to have a talk on the old records and view the artefacts.

Chairman

Date

Policy 10 Axbridge Town Council

Dress Code Policy

“All members and officers are required to wear smart casual dress when attending public meetings and events in their capacity as a representative of the Town Council.

The Mayor and Deputy Mayor to wear Chains of Office at public council meetings”.

Adopted by Council: 12 June 2023 (minute 35.23(c) refers)

Reviewed by Personnel and Protocol Committee: 24 June 2023 (minute 8.24 PS refers)

Agenda Item 13.1
SPAG report. July 2024.

Chair: Pauline Ham

Vice Chair: Francesca Mitton

Remit unchanged.

At this meeting we identified various matters. We considered various options that we have previously listed or that we have been approached to discuss.

- **Furlong Lease:** the time would seem appropriate to contact Somerset Council, as the main lease holders, to ask them to approach the Diocesan Board with a view to either extending the lease or purchasing the Furlong.
- **Axbridge Children's Centre:** we have an option, until 2025, to purchase the land the Children's Centre is on for £10,000. Do we wish to pursue this?
- **Methodist Church:** we have been asked if ATC would be interested in the property. We need to find out more information as there could be potential. **To ask Vicky to find out who we would need to speak to, to find out more details.**
- **Axbridge Court:** this is a private property that is now on the open market and not within our remit.
- **St Michael's Cheshire Home:** the property, including the cemetery, is grade II listed. We wanted to contact the owners (William Gibbs) to see what, if any, plans there are for the repair and maintenance of the cemetery. It has not been maintained.
- **Axbridge Churchyard:** we are hoping to be involved, in conjunction with the Men's Shed, in a volunteer day to clear the overgrowth at the back/north side of the graveyard. There is only funding from County for the grass cut.
- **The Men's Shed:** They are actively compiling a grant application for work to the Old Station.

Potential Projects:

- **Chestnut Avenue:** To move forward with parking on the 2 sites in Chestnut Avenue. We are requesting a site visit from Somerset to help with this and with vehicular access at the Old Station.
- **Furlong Parking:** to look at extending the car parking in the Furlong. To consider how many spaces could be created and to consider outside voluntary support.
- **Community Energy:** we are trying to find routes to move forward with this. We are looking at electric charging possibilities and are hoping to find someone willing to engage in a community initiative.

Cllr Pauline Ham

Agenda Item 16 Correspondence 5 June 2024 – 2 July 2024

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Avon and Somerset Police – crime statistics for May 2024 and Sedgemoor Newsletter (Neighbourhood Watch Team)
- Community Council for Somerset - Unlocking Opportunities: Join Our Affordable Rural Housing Webinar!
- Museum – seeking list of annual assembly group invitees
- Clerks Meeting – Local Plan and Highways “report a problem update” contact update and Rights of Way presentation
- Society of Local Council Clerks -newsletters and training
- Somerset Association of Local Councils – staff changes

Planning

- Distinctive Communications/Mendip Hills - Cheddar Gorge for everyone - project update
- Bellway – response to queries
- CPRE - newsletters
- SC – Affordable Housing response
- SC – Licensing applications
- SC – Signage – Houlgate way development
- SC - weekly planning applications and decisions

Admin and Finance

- Parish Online
- Breakthrough – training
- SSE – Supply address and certificates
- External Audit – acknowledging receipt of the audit papers
- NPower – changes to dashboard
- Devon County Council Pensions Line
- Lloyds – managing your pension; deposit rates, instant access account
- SC – Community Infrastructure Levy form (submitted)
- SSE smart meter – public conveniences
- PATA – payroll bulletin
- Scribe - training
- Water2business – car park supply address
- Product/sales – Abavus (digital transformation), Audio Visual Direct, So Vision, Norton

Leisure and Recreation

- School – thank you for use of furlong
- Resident – bees by play area (addressed)
- Product Information: Ava Recreation (inspections), Broxap Group, *Caloo*, Creative Play, Elevate Play, Fusion, Gorden Nellis, Jupiter Play, Sutcliffe Play, NNB and WTTCV

Highways

- SC – Yellow signage – Houlgate Way homes, Rights of Way briefing; Traffic Management update; Tree at Starrs Close (will address)
- SC Road Closure Teams - Temporary Road Closure: ttro617091N - Moorland Street, Axbridge; Reference: SM25/0524 - SD007754 - Blackford Road
- SC - Rights of Way: What Town and Parish Councils can do to help - FREE Briefing
- Persimmons – Starrs Close/Houlgate Way
- Speed Watch Group – update on funding and training, risk assessment and 20mph sign
- Axbridge First School – school playing field
- Town Trust – disabled bay sign and white lining
- Resident – dedicating rights of way
- Resident – Damaged wall in car park
- First bus – live tracking app and Manifesto

Cemetery, Allotments and Open Spaces

- Individual – Barnabas Close
- Individual – interest in allotment
- BRAMM – Cemetery Award nominations
- Mendip Hills AONB - A Spoonful of Nature in the Mendip Hills (free wellbeing courses)

Personnel

- Resident – Modern Town Archivist role
- Pageant Master – VE Day 80 – 8 May 2025

Environmental

- SC - SEEN Somerset Environment and Ecological News June 2024
- Somerset Wildlife Trust – newsletters and Ask your candidates: “Nature, who cares?” and volunteers for Wilder Youth Form
- Centre for Sustainability Energy – Solar Wizard, newsletter inc Targeted climate change messaging for local authorities.
- Mendip Hills - National Landscape Press Release, A Spoonful of Nature in Mendip Hills (free wellbeing courses)

General Correspondence

- Somerset Council Press Releases/news: Home Library Service (poster); Domestic abuse expected to spike during international football games; Warning – Phishing emails
- SCC – Seed Somerset – thank you for attending events and inviting feedback
- Council news roundup newsletters
- London Hearts and Primary Care Supplies – defibrillators
- Visitor – complimenting the planters
- Somerset Prepared – Event bulletin
- Flood Wessex – Flood Warden newsletter
- Primary Care Supplies – defibrillator
- Resident – Armed Forces Day
- First bus – ride towards better health

DIARY DATES

| Date | Meeting | Time | Venue |
|----------------|--------------------------------------|-------------------|--------------------|
| Monday 8 July | Council | 7.30pm | Axbridge Town Hall |
| Monday 3 June | Admin and Finance | 7.30pm | Zoom |
| Mon 10 June | Planning and Licences (if needed) | 6.45pm TBC | Axbridge Town Hall |
| | Council | 7.30pm | Axbridge Town Hall |
| Monday 15 July | Leisure and Recreation (TBC) | 6.30 | TBC |
| | Cemetery, Allotments and Open Spaces | 8.00pm | Zoom |
| TBC | Strategic Planning | 7.30pm | 15 Hippisley Drive |
| Monday 22 July | Personnel and Protocol | TBC (likely 6.45) | |
| | Planning and Licences – if needed | TBC (likely 7.30) | |
| | Highways | TBC (likely 8pm) | |
| TBC | Admin and Finance | 7.30pm | Zoom |