

## Agenda Item 9.1 Admin and Finance Report

### Axbridge Town Council Administration and Finance Advisory Group

February 2025.  
Report for Council.

**Meetings.** A meeting was held on 3rd February 2025 hosted by the clerk.

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

Apologies: None.

**Accounts.** Reports generated by Scribe were circulated to group members for the meeting. These showed the financial position at the end of January. The data was checked by members. A system for monitoring the CIL funds needs to be introduced.

**Bank Accounts.** A draft of the Bank Accounts investment strategy had been prepared, and Council approval has been given. This has been incorporated into Policy 14 which has also been updated. Council approval of the draft Policy 14 is required. (Agenda item.)

**Monthly Internal Audits.** The monthly audits for October, November and December 2024 have been completed. There were no issues for the report to Council. (Agenda item.)

**Budget and Precept for 2025-2026.** This was agreed by Council and the form has been sent to Somerset.

**Appointment of an Independent Internal Auditor (for the external audit).** Richard Young has indicated that he would do the work on the same basis as last year. Council approval of the appointment is required. (Agenda item.)

**Website. (WCAG2.2AA compliant).** Work on the project is virtually complete. It is planned that the site would go live on 6<sup>th</sup> February. (Agenda item.)

**Asset Register.** The annual check of the register will be carried out by members for the next A&F meeting using the Scribe database,

**Waste bin emptying contract.** After due consideration of the costs and arrangements, members recommend that the current supplier should be retained for the next financial year. Council approval is required. (Agenda item.)

**Insurance.** Quotes for supplying the Council's insurance from the renewal date this year will be sought.

**Toilets cleaning contract.** The L & Rec Advisory Group are obtaining quotes.

**Open spaces maintenance contract.** The Clerk has pulled together all the information required for obtaining quotes. Working Groups need to check the work specified for their areas of responsibility before the invitations to tender are sent out.

**Mayoral Robes.** It was agreed by Council that a new mayoral robe and hat be purchased. Quotes have been obtained, and the purchase order was about to be placed. Council needs to agree that the items should be purchased from the CIL money received in November 2024.

(Agenda item.)

**Date of Next Meeting.** Monday 3<sup>rd</sup> March 2025 at 7.30pm by zoom.

MT (04/02/2025)

## **Agenda Item 9.3 Cash Management Policy**

### **Axbridge Town Council**

#### **Policy 14. Cash management.**

Approved guidance is set out for the management of the funds in the Council's bank accounts and for selecting which funds to use in specific situations.

#### **A. Bank Accounts investment strategy.**

The aim is to ensure that the risk, relating to the Financial Services Compensation Scheme, of up to £85,000.00 is correctly shared with the Council's two banks, Lloyds and Unity Trust, and secondly, to maximise interest earned.

**Current and business accounts** will hold levels of cash needed to run the council business on daily basis. The level of funds in the three accounts should be kept as low as practical, excess funds being transferred for investment. Money held in these accounts will be reviewed and managed on approximately a monthly basis.

#### **Investment Accounts.**

Note 1. The £85,000 maximum protected by the scheme includes all the accounts at each bank.

Note 2. The Unity Trust investment account and the Lloyds 32 day notice investment account have similar rates of interest.

For investment using the two bank **accounts**:

If the total of council funds exceed 2 x £85,000 then equal amounts should be invested at each bank.

If the total of council funds is less than 2 x £85,000 then the amount at any one bank should never exceed £85,000. When cash is transferred to or from these accounts, the aim should be to equalise the amounts in the two bank accounts (sharing the risk equally).

The Lloyds 32 day notice investment account can be used for funds not required in the short term. If funds need to be withdrawn from an investment account with short notice then these should be taken from the Unity Trust investment account.

The amounts held in the investment accounts should be reviewed on a monthly basis.

#### **B. Financial Reserves**

General advice is that the council should, at all times, be able to call on reserves which would cover revenue payments to be made for at least three months and for a maximum of one year. This requirement should be incorporated in the budgeting process. Retaining a working capital of at least three months of planned revenue expenditure is advised to achieve this.

The following guidance outlines steps to be taken if the Town Council finds itself in the situation where significant planned income is not received (e.g. the precept) or there is a large overspend for whatever reason.

## Policy.

The council policy is that reserves to cover six months expenditure should be identifiable at the start of the year by the following procedure. This will indicate the priority for budgeted items to be used if there is a large unplanned expenditure to be met during the year.

## Procedure.

### 1. Establish the Financial Position.

The budgeted revenue payments for the current financial year should be taken from the start of the year accounts.

Total **£R**

The aim is to identify reserves of at least half of this total (6 months revenue expenditure).

### 2. Identify sources of funds.

Funding should be taken from the identified sources in the following sequence if available:

Unallocated reserves

1. Start of year unallocated funds (underspend previous year)
2. Working capital (budgeted in precept)
3. Funds set aside for unspecified new projects
4. Funds set aside for unspecified maintenance projects

Total: **£X**

Allocated reserves

5. Funds allocated to Long Term Projects not started
6. Funds allocated to Short Term Projects not started
7. Budgeted maintenance funds not used

Total: **£Y**

8. Grants not yet made

Total: **£Z**

Sufficient sources should be identifiable such that

$£( X + Y + Z ) > £R/2$

**Note: Community Infrastructure Funds or projects cannot be included in this procedure.**

A similar process can be repeated at any time during the financial year, particularly should a cash flow problem arise.

Reliance on allocated reserves should be reduced by increasing working capital and/or setting aside specific funds as unallocated reserves in future budgets.

**Revised Policy Adopted by Council:**

**Last Reviewed by Admin and Finance Advisory Group:**

## Agenda Item 9.8 Monthly Financial Report

Agenda Item 9.8a Payments for Ratification (R) and Authorisation February 2025				
Voucher No	Date	Supplier	Description	Total (£)
344	03.02.2025	PATA UK	Payroll - monthly service	£42.96
343	03.02.2025	Epson Store (R)	Printer Inks	£61.49
342	03.02.2025	Dunelm (R)	Office supplies	£77.00
341	03.02.2025	Starboard Systems Ltd	Scribe Allotments and Cemetery - Annual cost	£1,627.20
340	03.02.2025	Somerset Association of Local Councils	Training	£30.00
339	03.02.2025	Arien Signs Ltd	Signs - recreation ground with gate fixings	£129.60
338	03.02.2025	Chris Groves Associates	Tree Works	£4,416.00
337	03.02.2025	A1 Gardening and Tree Surgery Ltd	Allotment maintenance	£192.00
336	03.02.2025	A1 Gardening and Tree Surgery Ltd	Cemetery Maintenance	£240.00
	03.02.2025	Payroll - February 2025	Staff Salaries and assoc.payroll organisations	£4,532.14
		SLCC	Staff Training	£36.00
		Electrical World (R)	Hand dryer	£79.53
		W.C. Maunders Ltd	Hardware for changing rooms	£45.00
<b>Total</b>				<b>£11,508.92</b>

Notes: **Spending Powers:** The Council has the General Power of Competence  
**Bank Reconciliation as at 31<sup>st</sup> January 2025** £122,813.41

Agenda item 9.8b Receipts January 2025				
Voucher No:	Date	Customer	Description	Total
74	31.01.2025	Lloyds Bank - savings	Bank Interest	£31.58
73	09.01.2025	Lloyds Bank	Bank Interest	£47.77
<b>Total</b>				<b>£79.35</b>

Agenda Item 9.8c Direct Debit & Standing Order Payments - January 2025					
Voucher No.	Supplier	Description	Net	VAT	Total
334	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
333	O2	Telephone - Assistant Clerk	£6.66	£1.33	£7.99
332	Ax Parochial Church Cou.	Office rent	£600.00	£0.00	£600.00
331	Public Works Loan Board	Loan Repayment - Town Car Park	£5,201.03	£0.00	£5,201.03
330	Zoom	Video Conferencing	£12.99	£0.00	£12.99
329	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
328	BT	Broadband	£21.72	£4.34	£26.06
327	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
326	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
325	Npower	Electricity - Moorland St Car Park	£15.40	£0.77	£16.17
324	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00
323	SSE Southern Electric	Electricity - Changing Rooms	£110.69	£5.53	£116.22

322	SSE Southern Electric	Electricity – Town Car Park	£6.02	£0.30	£6.32
321	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
320	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
319	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
<b>TOTAL</b>					<b>£6,397.47</b>

## **Agenda item 10.1**

### **Highways Advisory Group Report January 2025**

#### **The Square:**

The clerk has been asked to arrange a date to meet with the Town Trust to discuss the various matters relating to the Square – parking spaces, motor bike space, disabled parking.

Following a meeting we will take the ideas to Somerset highways.

#### **Old Church Road:**

Following contact from a resident of Old Church Road (behind the school) we have concerns about the continual mess the grass verge is left in as a result of heavy vehicles mounting the grass, due to the narrowness of the road. The recycling lorry is one major concern. We are compiling a detailed request to send to Somerset Highways to ask their advice.

#### **Look-out point on the by-pass:**

We are planning a site visit.

#### **Townsend:**

We continue to monitor this junction. We would encourage any resident to complete the traffic incident form on the town council and police websites. For any action to be taken the police will require registration details.

#### **Moorland Street Car Park wall:**

The majority of the rubble has been removed from the damaged wall by the sub-station and plans are in place to erect a barrier to prevent damage to the sub-station.

#### **Voluntary workers:**

We have provided a "working on the highway" sign to be put by the road side where they are working. We are still waiting to see if training is being arranged via the LCN group.

The planter from the Cheddar junction has been repositioned under the Axbridge Gateway sign.

#### **Highways:**

Somerset Highways are aware of the pot-holes at the top of Orchard Road. They are also applying for a traffic order for double yellow lines on Jubilee Road, opposite Orchard Road, and on the junction of Hippisley Drive and The Cheddar Road.

#### **Chestnut Avenue:**

There is a planning notice reference pollarding some of the trees in Chestnut Avenue.

Andy still as to clear the brambles etc. from the area by the churchyard wall.

#### **Speeding through Axbridge:**

We, on behalf of the speed watch group, are awaiting confirmation for a grant for 2 Speed Indicator Devices. Hopefully we will have good news soon.

#### **Somerset Bus Group:**

The group is looking for funding again this year. We propose a donation of £25, the same amount as last year. They will provide new decals for bus stops showing the new £3 supported fare.

**Street Lights:**

The light which has no power is still out. The clerk/assistant clerk has been asked to see what is being done about this.

**Overhanging hedges and brambles:**

A notice has been put on the Council's Facebook page, reminding householders of their legal responsibility to maintain their hedgerows and keep them clear of the pathways and highways.

**Dog bins:**

We are still waiting to hear when the bin by the Strawberry Line, at the top of the slip road to the by-pass, is going to be put in.

We are considering the best site to add a bin at the bottom of Knightstone, by the entrance to the field.

## **Agenda item 11.1 Cemetery, Allotments and Open Spaces**

# **CAOS Report**

Cemeteries, Allotments & Open Spaces Advisory Group

20<sup>th</sup> January 2025

Zoom meeting start: 8.00pm Finish 8.40pm

Present: Councillors Jordan (Chair), Browne, Page, Ham

Apologies not attending:

### **Allotments**

Confirmation from the Quarry that they have approved volunteer work. 5 days 2 people per day. Cllr Ham to speak to Andy Laken and will liaise with quarry to establish start date.

Inspection date agreed, Wednesday 12<sup>th</sup> February at 10am.

Assistant Clerk to inform tenants of inspection asap.

### **Cemetery**

It was agreed:

Garden of Remembrance to remain integrated.

Not to continue any further with the current row of Foundation bases but to start a second row behind existing bases.

Site visit to map out ideas and draw up plan.

### **Open Spaces**

Wasteland Starrs Close/Houlgate Way. No communication received from Persimmon. Assistant Clerk to research if adoption of the land can be made with Land Registry.

### **Any other business**

None

### **Date of next meeting**

17<sup>th</sup> February 2025



## Agenda Item 12.1 Leisure and Recreation Report January 2025

### Furlong:

- Axbridge United FC has received acknowledgement from the Somerset league that the furlong is suitable for their games to be held there. To enable this there will have to be a few design changes to the field. Nigel Scott has assured me there will be no negative impact on the Saxons and the 2 clubs are liaising.
  - The pitch dimensions will need to be slightly larger and the pitch could be either across the field or up the field, as it is now.
  - United will carry out any clearing required along the hedgerows, i.e. cutting the grass further into the edges and cutting back the hedges (before bird nesting time)
  - The club is looking at high netting that can be lowered when not in use. This is to stop balls going over into the neighbours gardens. Planning permission will be required.
  - They are looking at re-siting the “ball-wall” to the bottom of the field, with a MUGA (multi use games area). This will need to be costed but it would make both recreation football and basketball/netball much more playable.
- Containers: they are looking “scrappy”. To ask Darren if he could repaint them green.
- The car park fence has been broken again. To ask Darren to replace the damaged upright with a stronger post (to match some of the others). We might need to look at a longer term solution.
- Access from the furlong into the new field needs to be cleared. To ask Andy.
- We are looking at the length of the remaining lease to see if we could achieve stronger security of tenure.

Following the meeting we have been made aware of vandalism that has occurred on the furlong. The nets, which were secured at the bottom of the field for safety reasons, have been ripped ad torn and the security posts they were attached to have been pulled out of the ground. The police are being informed. Hopefully someone will come forward with some information.

### Play Area:

- The safety surfaces need to be treated to remove the moss. Darren is waiting for drier weather. It is not dangerous.
- The gap around the edge of the safety surface of the purple climbing arch needs attention. It has grown wider recently. We will look at what it needs to repair it.

### New Field:

- We need to complete the form for planning permission for change of use from agricultural to recreational – the clerk to do.
- We have found information and a website for a replacement gate at the bottom of the field. We are looking at a 2 n 1 gate to provide pedestrian access. We need to investigate costs.

- We are discussing options for better disabled access. This is within discussions for the overall plans for the field.
- We are still considering various plans options for the field. We have received an offer to create a sensory garden. We have discussed family BBQ facilities. Maybe Boules? Everything is very much at the discussion stage but the preference seems to be for a relaxing family area. The project is also being discussed by SPAG.
- The Pageant/ACT container that will be for storing props has been delivered to the field. Unfortunately they are still trying to find someone with the equipment to move it into position and away from the Knightstone gate access. Hopefully soon.
- Maunders are ordering padlocks and chains for the gates.
- We now have the recreation field signs for the 3 access points.
- (We also have the 48 signs for the notice boards in the town car park).
- We will ask the clerk to order a new dog bin and to add it to the list for emptying: we are considering the exact position for the bin, a the Knightstone entrance.
- There is a group of trees on the east side of the field that we felt needed attention. The tree company we use has quoted c£600 to carry out remedial work: they will look more closely at any other potential damage when the full tree survey is carried out later in the year.

#### **Toilets:**

- The clerk has been asked to order a folding support rail for the disabled toilet, £83.95, inc vat..
- A new replacement hand drier for the disabled toilet, the same as the existing one is £75.58 + £3.95 delivery, inc vat. The clerk to be asked to order. (CNE) Chris Norman will fit it.
- New cleaning contract for the toilets: we requested 3 quotes but only 2 companies quoted. The third would not quote for less than 20 hours a week. We will consider the quotes and costs in confidential session at the end of the meeting.
- The wallgate hand washer service contract is due for renewal. These are in the 3 toilet cubicles. This will be discussed and agreed in confidential session.

#### **Men's Shed:**

- While continuing with the ongoing maintenance the management committee is actively pursuing grant applications.
- The membership is going from strength to strength

Cllr P Ham



**Agenda item 3 Axbridge Town Council  
Minutes of the Personnel and Protocol Committee held on  
Monday 27 January 2025 in Axbridge Town Hall**

**Meeting commenced: 7.00pm**

**Meeting concluded: 7.58pm**

**Present:** Councillors Page (Mayor – in the Chair), Browne, Ham and Taylor.

**Also in attendance:** Mrs Brice, Town Clerk and Mrs Weir (Assistant Town Clerk) for part of the meeting.

**84.24 PS Apologies for Absence - none.**

**85.24 PS Declarations of Interest – none.**

**86.24 PS Minutes of the Committee Meeting held on 9 December 2024**

**RESOLVED:** that the minutes of the Personnel and Protocol Committee meeting held on 9 December 2024 be approved as a correct record and signed by the Chairman.

**87.24 PS Public Participation – none.**

**At this juncture, Mrs Brice left the meeting.**

**88.24 PS Exclusion of the Press and Public**

**89.24 PS Confidential Item – Assistant to the Town Clerk**

**RESOLVED:** that, in view of the confidential nature of the business about to be transacted (minutes 90.24 PS and 91.24 PS) which contains contractual information about individuals, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**At this juncture, Mrs Brice left the meeting.**

**90.24 PS Confidential Item – Assistant Town Clerk – Appraisal**

The Assistant Town Clerk had her appraisal and various aspect of the role were discussed

**At this juncture, Mrs Weir left the meeting and Mrs Brice re-joined the meeting.**

**91.24 PS Confidential Item – Town Clerk and RFO – Appraisal**

The Town Clerk and Responsible Financial Officer had her appraisal and various aspect of the role were discussed.

**92.24 PS Confidential Item – Actions arising**

This item would be included on the agenda of the next meeting to enable members to consider the current job descriptions, look at formalising the appraisal process and considering specific actions arising from the appraisals.

**93.24 PS Maces**

Councillor Ham had discussed the embellishment of the maces (such as gold leaf) with the Men's Shed and, on their advice, would speak to local stonemasons. The Men's Shed could assist in the making of a wooden box to store the maces.

**94.24 PS Mayor's Chain and Robes**

The dry cleaner in Wells could clean the Mayor's Robes at a reasonable price and had experience in cleaning robes of local Mayors.. This would be arranged. Councillor Wells was liaising with Michaels Civic Robes regarding the making of the new Mayoral Robes. Councillor Ham would contact Killens regarding the valuation of the Mayor's chain. Another company had also provided a costing for a valuation.

**95.24 PS Axbridge Civic Service**

The Civic Service would be held on Sunday 2 March 2024 at 3pm. The Deputy Lord Lieutenant would be attending and would assist in the presentation of awards. Members considered the draft Risk Assessment.

**RESOLVED:** that the Risk Assessment, as circulated (with one minor change to refer to "council officer"), be agreed and forwarded to interested parties.

**96.24 PS Honorary Officer vacancies**

The vacancies for the Mace Bearer and the Modern Town Archivist remained.

**97.24 PS VE Day 80 – Beacons and Lamp Lights of Peace – 8 May 2025**

The Sports and Social Community Association intended to organise a small event on the north side of the Square to mark this occasion. Peter Scott would be willing to prepare and light a beacon in an appropriate location (to be discussed).

**98.24 PS Date of Next Meeting**

The Clerk advised that Peninsula Pensions had been in touch regarding reviewing the Employer's Discretions Policy. The Clerk would forward them the most recently adopted policy, which would be reviewed in May 2025.

The Mayor's Banquet was due to take place on Saturday 26 April 2025.

**RESOLVED:** that the next meeting be held on 24 February 2025 (likely time 6.45pm)

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Chairman Date -----

## Agenda Item 14.1 Strategic Planning Advisory Group Report January 2025

### SPAG report January 2025

We held a SPAG meeting on 20 November to discuss and update the priorities.

**No1, Furlong:** continue to look at the possibility to buy or extend the lease for the furlong.

**No2, and attached to Moorland Street Car Park:** previous emails to Somerset have been followed up, with reference to our request to buy the remainder of the land attached to Moorland Street car park. We previously delayed including this when we acquired the car park but were given an option to buy at a later date. We have had a response saying we need to complete a particular form. We have asked where and how we access the form and who we send it to upon completion.

**No 3, safer matting:** We are looking at safer matting to see if this could be a viable option to protect the grass verge in Old Church Road and, also, as potential surfacing for our 2 plots of land in Chestnut Avenue.

We looking for advice on this and the feasibility of dropped kerbs in Chestnut Avenue. A comprehensive request for what we would like to achieve is being compiled to send to the senior highways officer, with a request for a site visit to enable us to ask specific questions.

**No 4, new field:** We are working with the Leisure and Recreation group on plans for the new recreation field.

**Achieved:** we have placed on order for new mayor's robes and bicorn hat. We feel it is important to represent Axbridge in the best possible light when attending civic services at home and around the county. The cost for these has not been taken from the Axbridge precept.

## **Agenda Item 15 Correspondence 8 January 2025 – 6 February 2025**

(not mentioned elsewhere in the agenda papers)

**SC = Somerset Council**

### **Outside Bodies**

- Avon and Somerset Police – update re SID and Boxing Day meet, Crime Statistics, Police Team Poster and Banking Scam / Fraud Warning
- Axbridge and District Museum – Minutes of last meeting
- Batscombe Quarry meeting – 6 Feb
- Clerks meeting - Heat pumps, Call for sites, Adult care webinars (recordings available)
- Local Community Network – LCN Climate and Nature Group- Meeting Invite 20th Feb, Avalon Marshes Transport Proposal- an invite to the Cheddar and Axbridge LCN;
- Somerset Association of Local Councils - Community Health & Wellbeing FREE Training & Drop-ins, Training events, January Newsletter, SALC Community Health & Wellbeing News February '25
- Society of Local Council Clerks – New bulletins, Branch meeting 14 March 2025
- Somerset Community Foundation newsletter inc grants

### **Planning**

- Agent – Land to the south of Orchard Way
- CPRE – campaign updates/news
- SLCC newsletter including planning updates
- SC – weekly planning applications and decisions

### **Admin and Finance**

- Aubergine – Compliance report
- Green Energy Advice Bureau – energy consultancy – commercial energy agreements
- Utility Aid – Green Pack/Energy Savings week and renewals
- Parish Online newsletters and sessions
- Individual – Business flyer
- Parish newsletter printing
- Church Key Holders
- Pensions online newsletter
- Clear Councils insurance – Risk Assessment webinar
- QSS – Windows 11 and newsletter and tips from the team
- Scribe - Essential Council Updates Inside and Scribe Community
- Zurich – preparing for storms
- SLCC gov - meeting
- QSS – Cyber security
- Sherborne Skip Hire – interested in quoting
- Product/sales – A J Products, Business Printing UK, Cloudy IT, Fusion Business Supplies, Rapide, So Vision and The Print Hive

### **Leisure and Recreation**

- Somerset Council – Issue with light and hand drier – public convenience
- Somerset Playing Fields – general information
- Rotary – new community field
- Resident – container on new recreation field (clarifying position)
- What's on Bristol
- Core Clean - PlayGround Cleaning Service
- Product Information: Elevate Play, Kompan, Litterlotto - Reduce litter in your Parish (especially dog poo bags – interactive posters), NNB, RMP displays (bikes), School Playgrounds and WCCTV

## Highways

- SC – various road closures, Broken glass at Townsend; Amendment order, Traffic Speed Survey, Pot holes – Jubilee Road
- Resident– Street lighting issues in High Street
- Resident – speeding through the Town
- Resident – traffic incident, West Street
- Resident - Axbridge Viewpoint Carpark and Picnic Area
- Livewest – Parking of works van
- First bus app and survey
- Product: Display Wizard, Parkonomy – Cashless payment for car parks, TWM traffic

## Cemetery, Allotments and Open Spaces

- Individual – loose memorial tablet at cemetery - addressed
- Mendip Hills National Landscape Partnership seeks Chair and Vice-chair
- BRAMM burial authorities newsletter

## Environmental

- SC - SORTED newsletter
- Somerset Wildlife Trust newsletters
- Great Collaboration banter session – Community Energy Company
- Centre for Sustainable Energy – newsletter
- Keep Britain Tidy campaign

## SPAG

- Solicitor – Old Station Building – registration of the lease

## General Correspondence

- SC –Online sessions to help people understand complexities of care planning: Monday, 27 January 2025 and Thursday, 27 February 2025; Third Health & Wellbeing Training Session; Severe Weather Emergency Provision (SWEPP): Flooding updates; Bus Service Improvement Plan 2025/26: Next steps
- West Monkton Parish Councillor – Operation Tribute – Poppy of Honour
- Defib supplies inc checking information
- Breakthrough communications – training
- Royal British Legion – VE day products
- Introducing the Great Collaboration
- Seed Sedgemoor – creative arts etc newsletter
- Flood Warden Newsletter Winter 2024-25
- Individual – visiting Axbridge
- Fire Service – Automatic Fire Alarm process
- Electrical Fire Safety Week
- Flood Wessex - Storm Eowyn & Herminia Flood Warden Update
- FW: Safety of lithium-ion batteries campaign

## DIARY DATES

Date	Meeting	Time	Venue
<b>COUNCIL MEETINGS</b>			
Monday 10 February	Council	7.30pm	Axbridge Town Hall
Monday 17 February	Leisure and Recreation (tbc) Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Monday 24 February	Personnel and Protocol Planning and Licences Highways	6.30pm 7.15pm 8.00pm	Axbridge Town Hall Axbridge Town Hall Axbridge Town Hall
TBC	Strategic Planning	7.30pm	15 Hippisley Drive

Monday 3 March	Admin and Finance	7.30pm	By Zoom
Monday 10 February	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
Monday 17 February	Annual Assembly meeting (parish meeting)	8.00pm	Axbridge Town Hall
<b>Other events</b>			
Sunday 2 March 2024	Civic Service		