

Minutes of the Meeting of the Town Council's Service Delivery Committee held on 7 April 2009, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor John Parham(JP)

Members - Cllrs Bartlett(JB), Champion(RC), Kinison(JK) and Robinson(MR).

Four members of the public and one member of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A request was made for mobile telephones to be switch off or too silent.

SD60. 08/09 Public Forum

Resolve: that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use, action and included; Mr Will Dunscombe- Graffiti in Collett Park, Play Equipment & CCTV within Collett Park, Commercial Road waste land, Street Light in Church Lane. Mr Taffy Stride- Standard of works to the Cenotaph.

Resolve: that the meeting now be brought back into session.

SD61. 08/09 Apologies for absence – Cllr Marsh T and Marsh J (family). Mr Wayne Frapple (Quadron Services).

Resolve; that the above apologies are accepted.

SD62. 08/09 Members Declarations of Interests

Collett Park – All Cllrs present declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

Cenotaph - All Cllrs present declared a Personal and Prejudicial Interest in the Shepton Mallet Cenotaph Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

Resolve: that the above Declarations are recorded.

SD63. 08/09 Minutes

The Minutes of the Meeting of the Service Delivery Committee held on the 2 February 2009 were considered for accuracy and content.

Resolve: Proposed by Cllr RC, Seconded by Cllr JP, by a unanimous vote that the Minutes of the Service Delivery Committee Meeting held on 3 February 2009 be approved as a true record and signed by the Chairman.

SD64. 08/09 Matters Arising

SD54. 08/09 Collett Park Depot Electrical Works – The Clerk reported progress, the majority of testing and remedial works had been completed but that delay with inspection and work in the roofs-space had occurred due to required rodent control works. This was now complete and the electrical works had now been completed. A final report and costing for the work would be received shortly.

Resolve: that the matter is noted.

SD57b. 08/09 Website Update – The Clerk confirmed that progress had been made and it was estimated that changeover to the new site would be completed by the end of April. Termination of the existing site had already been progressed and was due completion again at the end of April. The current monthly Standing Order to Market Town (existing provider) could now be cancelled with immediate effect.

Resolve: that the matter is noted.

SD65. 08/09 Collett Park Portfolio Matters – Cllr MR

a)	Contractors Report	No report was submitted but apologies provided by Mr Wayne Frapple, Contracts Manager via email and the Portfolio Holder provided an update to internal management matters within Quadron Services.
Resolve;		Proposed by Cllr MR that the matter is noted.
b)	Vandalism Graffiti	Occurred possibly on Sunday 29 March with damage to the Shelter, Signs, Stones and boundary stone walls to Rob Hunters and adjoining properties. Police investigating and crime number obtained, digital images taken, removal of wet paint at early stage attempted. Connaught Services had been employed to attempt to remove the graffiti, with limited success to areas by the Shelter and had submitted a report by email regarding the remainder. The Clerk had attempted to make contact with occupiers of occupiers who boundary wall with the park had also been affected but to-date had not received a response. Images were shown to the meeting.
Resolve;		Mr Will Dunscombe considered that the Graffiti was just down to a few individuals and did not reflect the positive work of the majority of the young people in the Town. Proposed by Cllr MR, Seconded by Cllr JB by unanimous vote, that a Recorded Letter is sent to the adjoining occupier to Collett Park who's boundary walling had been affected by the graffiti to discuss the way forward and the Clerk is to investigate a possible future defensive planting scheme with Quadron Services for further consideration when contact is made with the adjoining property occupier.
c)	Superact – Band within Collett Park Sunday 27 September 2009	Superact! booked to use the Collett Park Bandstand for Sunday 27th September 2009. This is part of the national Bandstand Marathon project. More information can be found on their website www.bandstandmarathon.co.uk The brass band concert will run from 2.00-4.00pm (2X 45 slots). The band is still to be confirmed but will be a local brass band. To consider provision and cost of attendance and also provision of chairs etc for the event. Katharine Lane, Administrator, Superact!, 13 Oldway Park, Wellington Somerset, TA21 8EB. Tel: 01823 666641
Resolve;		Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote that Quadron Services are invited to support the event by provision of attendance and chairs. Should there be a cost involved then Superact is to be requested to pay for the support provision.
d)	Collett Festival	5/3/09 Invitations and Booking Forms sent out to all contacts held on our database over the last five years. Non responses will be purged from the database. The media was requested to assist with public invitation to booking of and participation in Displays, Trade Stands, Community Stalls and Car Boot Pitches by contact with the TC Offices. Theme and displays for the event were still to be finalised.

	Resolve;	Proposed by Cllr JK, Seconded by Cllr JP by unanimous vote, that the theme for this years Collett Festival given the economic climate and with a view to rally a positive spirit to the event is "Make Do And Mend"
e)	Collett Park CCTV	Upgrade and connection to system now completed. Viewing arrangements available shortly.
	Resolve;	Mr Will Dunscombe considered that the CCTV was not efficient and that the monies would be better spent on educating or more constructive measures. The Chairman responded that the Town Council was paying very little for the current CCTV provision. Proposed by Cllr MR that the matter is noted.
f)	Collett Park Play Equipment	Incident on Friday 13 / Saturday 14 March, (Spring Rider) static play equipment broken. Incident being investigated via CCTV plus order placed for equipment to be repaired at cost of £275 plus VAT which was now completed and back in Service 30 March Record Play Equipment commenced installation of the Tornado Play Equipment at the Field View entrance position. No prior information, plan or schedule of works. The Clerk had halted the works due to concern on the standard of installation and also taken digital images.(these were shown to the meeting). It had been agreed that the barrier fencing would be installed tomorrow and that an Inspection Engineer would visit the site this Thursday to review the concerns raised.
	Resolve;	Mr Will Dunscombe considered that the extra play equipment was just one example of the positive things that young people were achieving. Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote, that the matter is noted and the executive decision to repair the Spring Rider play equipment at a cost of £275 is supported and approved.
g)	Memorial Seating	Post policy resolve and public notice, 2 seats ordered (one to existing base, second to have new base installed and ordered with Quadron) further 3 enquiries of interest being progressed. The costs to the Town Council as current Policy would be £160 for each concrete base (if needed) and £19 for fixing of each seat, the rest of the cost was borne by the sponsor.
	Resolve;	Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote, that the matter is noted.
h)	Rodent Control	Clerk negotiated I year contract to include Collett Park and the Depot / Toilet Buildings with Killtech Pest Control for 4 visits per annum to include inspection and all treatment for the sum of £200. Contract to be signed and payment required in advance.
	Resolve;	Proposed by Cllr MR, Seconded by Cllr RC by unanimous vote, that the contract with Killtech Pest Control for 4 visits per annum to include inspection and all treatment for the annual sum of £200 is approved along with payment in advance of the full annual total.
i)	Organised Football Within Collett Park	Complaints had been received by the Park keeper and concern raised by the PCSO as to youth playing football on the marked under 8s pitch up by the play equipment end of the park which had involved two incidents of young children being hit by the football. The Clerk confirmed that the Under 8s fixtures had now finished and he had instructed Quadron not to mark out this pitch or allow any further organised football games in this area until further notice.

	Resolve;	Cllr JB informed that she had received two written complaints and considered that the matter should be put to the next meeting of Council. Proposed by Cllr MR, Seconded by Cllr RC by a vote of 4 For and 1 Against that recommendations from the Committee are put to the 5 May 2009 meeting of Council that Policy in adopted to restrict organised football fixtures and games to be at the Collett Avenue end of the park only (the current football pitch area) east of the lake and above a line between Charlton Road and the Millennium Way entrance. No organised football fixtures and games are to be allowed to the Play Equipment / Bandstand / west area of the Park.
j)	Sponsored Walk in the Park	A resident had submitted a written request to use the park for a charity sponsored walk in aid of Cancer Research. They would provide their own first aid arrangements and the walk would take place on Saturday 25 July 2009 starting at 11am and expected to last for two hours.
	Resolve;	Proposed by Cllr JB, Seconded by Cllr MR by unanimous vote, that the use of Collett Park for an organised sponsored walk in aid of Cancer Research on Saturday 25 July 2009 from 11am for about two hours is approved, subject to consideration at all times for other users of the Park and the walking route to be confined to the footpaths.

SD66. 08/09Footpath Portfolio Matters – Cllr TM

a)	Footpaths	Update as required. Maintenance work for the current year completed. Adrian Crozier confirms acceptance of contract for 2009/10.
	Resolve;	Proposed by Cllr JP that the matter is noted.
b)	Station Road Embank'nt	Request sent to Kevin Haskins to provide partnership financial support of £257.60 as previous years to enable 3 maintenance cuts throughout the year. Subject to support work will continue to be ordered with Quadron Services.
	Resolve;	Cllr RC raised concern that in this same area tree damage had occurred over the winter and enquired if this work had been done and the area made safe. The Clerk confirmed that it appeared the work had been done, however he was still chasing third parties to remove one large tree limb still laid on the ground and some road signs were laid in the same area which were left over following the works. Proposed by Cllr JP by unanimous vote, that subject to support of and receipt of monies from Haskins the work could then be ordered with Quadron Services for the current year at the annual contract cost of £360.

SD67. 08/09Properties Portfolio Matters – Cllr RC

a)	Cenotaph	Cllr RC provided an update to the Repair and Cleaning Project with Ellis & Co which restarted Monday 16 March 2009. It appeared work had stopped on site and the Clerk was still awaiting confirmation if the work was deemed as complete. Following notification a completion inspection would take place with the architect. The current Landscape Enhancement Project is due for Tender returns on the 20 April 2009.
	Resolve;	Proposed by Cllr RC that the matter is noted.

b)	Allotment Maint'ance & Update	<p>Cllr RC provided an update which included; Maurice Whitcome confirms acceptance of maintenance contract for 2009/10. Rent renewed and paid by all Tenants for current year. Approximately 75% have paid through to Oct 2010 with the remainder 25% due again in Oct 2009. Rent then annually thereafter. Current waiting list for allotments had now increased to 17 number, longest on list since July 2008. Allotment Inspections being carried out monthly – Latest inspection 31 March 2009. Tree Boundary work to Hitchen Lane allotments now completed by third party. Cllr RC requested support of the media to inform the community that the Town Council was still seeking land for the purpose of additional allotment provision. He also considered that MDC should be requested to ensure provision of allotments or 106 monies be made available for this purpose from any future major development application within the Town. Cllr JP considered that this was a lawful requirement and already policy of MDC.</p>
Resolve;		Proposed by Cllr RC that the matter is noted.
c)	Town Clock Damage	<p>Reported following heavy snowfall. Risk assessed by the Clerk and left in situ for current time (image shown at the meeting). Cllr RC considered that there were three options, first to repair, secondly to repair and convert to electric or thirdly to remove and not replace. Problems relating to the age, the repair, the weekly windings and access into private property for the internal mechanism were considered.</p>
Resolve;		Proposed by Cllr RC, Seconded by Cllr JP by unanimous vote, that the Clerk investigate the heritage and financial value of the Town Clock, following which to investigate the options of repair or to repair and upgrade / modernise the actual internal mechanism to electrical operation.

SD68. 08/09Administration Portfolio Matters – Cllr JP

a)	Christmas Cards	Insufficient cards for this current year. To consider reprint or change. (Current 50 cards in stock, requirement for 90 each year).
Resolve;		Proposed by Cllr JP, Seconded by Cllr RC by unanimous vote, that a 500 copy reprint of the current Town Council Christmas Card is approved.
b)	SALC	<p>Information regarding “Power of Well Being” events passed to Cllrs. Area meetings in March cancelled, next meeting will be held in April. 2010 Affiliation Fees Invoice Received – Increase in Electors and overall invoice increased by £64.62p (6.3%) total now £1,027.33 and passed for payment.</p>
Resolve;		Proposed by Cllr JP, Seconded by Cllr RC by unanimous vote, that the matter is noted and renewal of the 2010 Annual Affiliation Fees to SALC at a cost of £1,027.33 is approved.
c)	Shepton Mallet Union	<p>Clerks to the Gauardians Display Board obtained from Dyne Drewitt and held by TC Offices. Current names upon = Robert Norton 1836 – 1850 C Phipps 1850 – 1851 G.W. Mackay 1851 – 1873 John Nalder 1873 – 1890 A.E. Nalder 1890 – 1903</p>

		Cllr Champion requested consideration of investigation and update from 1903 to the current date.
	Resolve;	Proposed by Cllr JB, Seconded by Cllr RC by unanimous vote, that at this stage the matter is to be investigated and if the missing data obtained then costs to restore the existing display board and update with details to the current period are to be considered further.
d)	Insurance Renewal	<p>Due 1 April 2009, review carried out by the Clerk with WPS Brokers – To consider recommended amendments and premium.</p> <ul style="list-style-type: none"> ➤ Increase Collett Park Play Equipment value by £12,000 to make provision for new equipment being installed; ➤ Continue with increased Fidelity Cover at £130,000; ➤ Review outline requirement of Risk and Cover with premium options relating to the Market Cross; ➤ Extend the period of cover for the current year to assist Clerks workload, enable Council to review at future AGMs, with future renewal dates of 1 July. In return the Council will receive one months insurance in this current extended period; ➤ Review Premium Payable and pro-rata for extended period; ➤ Review Low Claims Rebate agreement. <p>Insurance Review report dated 27 March attached.</p>
	Resolve;	Proposed by Cllr RC, Seconded by Cllr JP by unanimous vote, that the Town Councils Insurances are renewed with Norwich Union through WPS Brokers at the revised risk and cover details as recommended in the Clerks report dated 27 March 2009 attached (excluding the Market Cross) for a 15 month period from 1 April 2009 until 30 June 2010 for the premium of £5,687.63 including IPT to be paid by interest free monthly Direct Debit plus a one off Administration Fee of £10 payable by cheque.
	Resolve;	Proposed by Cllr RC, Seconded by Cllr JP by unanimous vote that United Charities are requested to obtain detailed and appropriate valuation and rebuilding costs of the Market Cross as a further requirement prior to transfer of the structure to the liability and upkeep of the Town Council
e)	External Audit 2009	Notice of Audit received for year-end 31 March 2009. Accounts required to be approved by Council by 25 May 2009, notice of audit to be displayed same date, public inspection available 4 June to 3 July 2009. Date of External Audit set as Monday 6 July 2009.
	Resolve;	Proposed by Cllr RC that the matter is noted.
f)	Annual Town Meeting	Scheduled for 7pm on Tuesday 28 April, venue The Salvation Army Rooms, speaker confirmed as Chris Reeves on the Towns CCTV Systems.
	Resolve;	Proposed by Cllr JP that the matter is noted and that the media are requested to publicise the matter in their next edition.

SD69. 08/09 Finance

Consideration was afforded to Approve **April 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to this agenda.

Resolve; Proposed by Cllr JP, Seconded by Cllr RC by unanimous vote, that the **April 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes are approved and signed by the banking mandate holders.

SD70. 08/09 Agenda for the next meeting – AGM - Tuesday 2 June 2009.

No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.10pm.

Cllr John Parham

Chairman

Signature; _____

_____/_____/2009

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2465	Mendip District Council	4218	Collett Park CCTV Pilot / Permanent Camera	£ 2,447.27
2466	Ford Bros	4084	Lido Car Park Project - Interim	£ 15,000.00
2467	Duchy of Cornwall	4040	Hitchen Lane Allotment Rent	£ 57.50
2468	G H Brown - Clerk	4020	Repayment for purchase of Office Chairs	£ 101.18
2469	EDF Energy	4066	Christmas Lights Electric Supply - CofC Pay	£ 402.98
2470	WPS Insurance Brokers	4016	Insurance Administration Fee	£ 10.00
2471	Killtech Pest Control	4212	Collett Park Rodent Control	£ 200.00
2472	HW Signs	4084	Lido Car Park Project - Signage	£ 195.50
2473	Ford Bros	4084	Lido Car Park Project - Final Payment	£ 7,910.30
2474	SALC	4028	Annual Affiliation Fees - +6.3% increase	£ 1,027.33
2475	G H Brown - Clerk	4006	Repayment for NetPayDue Annual Charge	£ 57.50
				£ 27,409.56

Payments by Direct Debit

2/2/09	Bristol & Wessex	4204	Collett Depot - Water/Sewerage Rates	£ 195.94
2/2/09	Bristol & Wessex	4042	HL Allotments - Water/Sewerage Rates	£ 38.38
2/2/09	Bristol & Wessex	4042	WR Allotments - Water/Sewerage Rates	£ 31.80
2/2/09	Market Town	4022	Website Hosting / Monthly	£ 66.00
2/2/09	Mendip District Council	4012	Quarterly Office Lease	£ 1,500.00
2/2/09	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 390.27
18/2/09	Plusnet	4022	Broadband Provider - Monthly	£ 19.56
24/2/09	CPRE	4028	Annual Membership Fee	£ 29.00
2/3/09	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
2/3/09	Market Town	4022	Website Hosting / Monthly	£ 69.00
2/3/09	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
2/3/09	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 42.54
2/3/09	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 390.27
18/3/09	Plusnet	4022	Broadband Provider - Monthly	£ 19.56
30/3/09	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
30/3/09	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 42.02
Sub Total				£ 8,761.17

Total = £ 36,170.73

CONFIDENTIAL PAYMENTS

2475				£ 1,655.07
				Total £ 1,655.07
Total Expenditure =				£ 37,825.80

Date	Income	Code	Category of Income	Total Deposit
10-Feb	Lloyds TSB Bank	1190	Business Account - Monthly Interest	£ 9.03
11-Feb	MDC	1008	Repayment for Cenotaph Expenditure	£ 845.00
26-Feb	HMRC VAT	115	VAT Reclaim - Dec 08 to Jan 09	£ 1,473.24
10-Mar	Lloyds TSB Bank	1190	Business Account - Monthly Interest	£ 7.67
13-Mar	Various	1000	Allotment Rent	£ 154.67
17-Mar	Collett Park Bank Account	Transfer	Transfer of all funds (except £30 float)	£ 807.90
25-Mar	Various + Chamber of Comm	1000-1008	Allotment Rent + Repayment for Xmas Lts	£ 435.48
26-Mar	Fowler	1000	Allotment Rent	£ 11.67
Total Income =				£ 3,744.66

Councillor J.D. Bartlett
Chairman

Signature _____

Date _____

Councillor J.W. Parham
Admin Portfolio Holder

Signature _____

Date _____