

Minutes of the Meeting of the Town Council's Service Delivery Committee held on 3 February 2009, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor John Parham(JP)

Members - Cllrs Bartlett(JB), Champion(RC), Marsh J(JM), Marsh T(TM) and Robinson(MR).
Non-members Cllrs Lockey(CL) and Shearn(NS).

Mr Paul Tomlinson (Historical Buildings / THI Officer MDC).

Two members of the public and no members 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.

SD48. 08/09 Public Forum

Resolve: that the following wished to speak at the point of consideration - Mr Will Dunscombe (Collett Park Play Equipment) and Mr Taffy Stride (Cenotaph Restoration).

SD49. 08/09 Apologies for absence – Cllr Kinison(health)

Resolve; that the above apologies are accepted.

SD50. 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.

Market Cross – Cllrs Bartlett, Champion and Shearn all declared a Personal and Non-Prejudicial Interest in the matter as all were members of the United Charities responsible for the Market Cross.

Resolve: that the above Declarations are recorded.

SD51. 08/09 Minutes

The Minutes of the Meeting of the Service Delivery Committee held on the 2 December 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 2 December 2009 be approved as a true record and signed by the Chairman.

SD52. 08/09 Matters Arising – None were raised.

SD53. 08/09 Market Cross

Mr Paul Tomlinson provided an update and status from April 2005 to date relating to the repair work project for the structure and a statement of finances (attached to these minutes). He expected the work to proceed in early May 2009 and be complete by July 2009. He requested the Committee to provide the current years precept budget of £1,000 towards the shortfall in the

finances and to earmark next year's precept budget of a further £1,000 for future use. The Clerk informed that during precept 09/10 considerations allowance had been made for the current budget for 08/09 to be unspent, however the monies were available and the difference for next year could be drawn from reserves which were deemed adequate. Paul Tomlinson confirmed that the scope of this repair project was for the roof and top of the structure only and that if full restoration / repair was to be undertaken then he estimated that this would cost now, or in the future, around an extra £20,000 and that he deemed the Town Councils current annual budget of £1,000 to be adequate for just annual inspection and maintenance once the structure was fully repaired. Paul confirmed that it was his goal to achieve the extra £20,000 from exterior sources one the current priority repairs were underway however the last resort may be to request funding from the Tesco 106 monies. However My Will Dunscombe considered that he had information which may not permit use of the 106 funds for this purpose. Cllr NS confirmed that the project was totally indebted to Paul Tomlinson for his hard work, for without it they would not be in their current position. The Clerk was instructed to enquire as to the insurance requirements and any extra premium that would be payable when the responsibility for the structure was officially handed over to Town Council which was previously resolved subject to repairs being completed.

Resolve: Proposed by Cllr JM, Seconded by Cllr JB, by a unanimous vote that the current budget of £1,000 is provided immediately towards funding the current Market Cross Repairs Project being managed by Paul Tomlinson and that he is thanked for all his efforts and achievements to date.

SD54. 08/09 Collett Park Portfolio Matters – Cllr MR

a)	Contractors Report	Written report (attached) had been previously distributed to all members.
	Resolve; Resolve;	The representative from the Parks Contractor was not at the meeting. Proposed by Cllr MR, Seconded by Cllr JP, by a unanimous vote that the Park Contractors Report dated February 2009 is accepted. The Clerk is to investigate the increased cost and frequency of bird food supplies and also to enquire if the Duchy of Cornwall was indeed the owners of the land which adjoined Collett Park and used by Mrs Buckler as a small holding. Proposed by Cllr RC, Seconded by Cllr MR, by a unanimous vote that the Clerk obtain costings for a replacement bench seat of the type that individual slats could be replaced and also to raise public awareness that areas were available for members of the public to donate and fix memorial seat/benches if they so wished.
b)	Play Equipment	Following resolve of Council to proceed in principle with the project and to provide balance funding of £6,000 from the Play Equipment Capital Fund and site meeting held on 13 January, to consider the project in-depth and finalise all matters to enable the project to proceed and orders to be placed. Images along with a report from Parks Contractor and Play Equipment supplier / installer were provided to all members. Matters to be considered are- <ol style="list-style-type: none"> 1- Resolve exact requirement and location – Site meeting held, consideration from Quadron and also Supplier/Installer obtained (copy attached); 2- Resolve provision of £5,950 Grant to the Shepton Mallet Young People with funds to be drawn from earmarked reserves for Collett Park Play Equipment.
		Mr Will Dunscombe spoke in support of the worthy project for the youth and requested the Committee to make a timely decision in the matter. Lengthy consideration took place with differing views as to both the suitability and location of the play equipment. The Clerk provided a copy of the resolve of Council in the matter which was read in full by the Chairman. Proposals were put to accept the Typhoon play equipment positioned by the aviary with additional costs for fencing which was required should the play equipment be placed in this location and that the proposed GoalForce play equipment be omitted. However the Chairman considered that this did not comply with Councils resolve in the matter. The Chairman then put a proposal that the play equipment should be

Resolve;	<p>purchased and placed in the original locations within the budget resolved by Council. The proposal was lost.</p> <p>Proposed by Cllr JB, Seconded by Cllr RC by a vote of 3 For and 2 Against that the Typhoon play equipment is purchased and located by the aviary with the required fencing but that the GoalForce play equipment should be positioned up the football pitch end of the park in a location to be agreed at a further site meeting to be held with Committee members, the supplier and the parks contractor. The Clerk is to obtain individual costings for each of the play equipment and these should be complete with all necessary fencing and safety / wear surfaces. Following this the matter may well have to put to Council for further resolve, if the location could not be agreed or that the costs were over budget.</p> <p>Cllr CL then left the meeting not to return.</p>
c) Collett Park Depot & Public Toilet Building	<p>Periodic Fixed Electrical Installation Test have been completed. Urgent matters ordered by the Clerk and further recommendation report to be submitted and considered at this meeting.</p>
Resolve; Resolve;	<p>Cllr MR read a report received from TJ Electrics to the defects found and further areas of recommendations. The Clerk confirmed that he had already ordered the defect work to be rectified on grounds of health & safety. Cllr MR enquired if the Committee considered that the recommendation to provide a User call alarm in the disabled welfare facilities should be looked into.</p> <p>Proposed by Cllr MR by unanimous vote, that the remedial electrical work already ordered by the Clerk is supported and approved in retrospect.</p> <p>Proposed by Cllr MR, Seconded by Cllr RC by a vote of 3 For and 2 Abstentions that costings are obtained for provision of a User call alarm to the disabled toilet facility at Collett Park.</p>

SD55. 08/09 Footpath Portfolio Matters – Cllr TM

a) Footpaths	<p>Update as required. Maintenance work for the current year completed. To also consider if to extend or retender the current contract.</p>
Resolve;	<p>Cllr TM informed that a consultation document and information gathering form had been received from SCC regarding public rights of way and routes within the Town which he would complete and return. Although problems had been encountered with the footpath contract in the current year he recommended that the contract with Mr Adrian Crozier be extended for a further year period.</p> <p>Proposed by Cllr TM, Seconded by Cllr RC by unanimous vote, that the current Footpath Clearance contract with Mr Adrian Crozier is extended for a twelve month period from 1 April 2009 until 31 March 2010 at the existing cost of £357.77p plus inflation review yet to be agreed by Council for all contracts.</p>

SD56. 08/09 Properties Portfolio Matters – Cllr RC

a) Allotments	<p>Rent renewal letters (98) sent out 15/1 for renewals due 1/2 and future annual renewal date of 1/10.</p> <p>2009 Allotment Newsletter (copy distributed to all Cllrs previously) distributed with the above letters.</p>
Resolve;	<p>Proposed by Cllr RC by unanimous vote, that the matter is noted.</p>

b)	Allotment Maintenance Contract	Current undertaken by Mr Whitcombe with satisfactory performance achieved and of interest to continue for a further year subject to inflation review. To consider if to extend or retender the current contract.
Resolve;		Proposed by Cllr RC, Seconded by Cllr MR by unanimous vote, that the current Allotment Maintenance contract with Mr Maurice Whitcombe is extended for a twelve month period from 1 April 2009 until 31 March 2010 at the existing cost of £222.94p plus inflation review yet to be agreed by Council for all contracts.
c)	Whitstone Road Allotment Clearance	Cllr RC requested consideration of a late and urgent item. Both himself and the Clerk had for some time been striving to clear an area used as a dumping ground for many years against a boundary wall within Whitstone Road allotments. Previous ideas and prices to remove had been prohibitive, however a practical solution and also very attractive costing had been received today from a local contractor. Access would be over several of the existing allotment and the urgency was to undertake this work when almost nil produce was being grown and the season mean't there was possibility of frost in the ground which would assist access.
Resolve;		Proposed by Cllr RC, Seconded by Cllr JP by unanimous vote, that the quotation received from Shepton Mallet Landscapes for clearance of rubbish from Whitstone Road allotments for the costs of £380 is accepted and the work undertaken as soon as possible.
d)	Allotment marker Posts and Identity Tags	Cllr RC requested consideration of a late item as costing had been received today and the work was considered urgent. Currently the majority of allotment plots were unmarked and over the last few years the allotments had been split down in size, increasing the number from around 60 to the current number of 98. The identity of individual allotment plots were confusing both for tenants and management of the allotment plots. Quotation had been received from several sources for the supply and fitting of 53 new posts and also fitting identity tags to all 98 allotment plots. It was advantageous that the work be undertaken now, during the winter period and at the time that the allotment plots rent renewal and reletting were taking place.
Resolve;		Proposed by Cllr RC, Seconded by Cllr MR by unanimous vote, that the quotation from Quadron Services Limited to supply and fitting of 53 new marker posts and also fitting identity tags to all 98 allotment plots for the sum of £335 is accepted and the work undertaken as soon as possible.
e)	Cenotaph Restoration Project	Update to progress with the Conservation Repairs and Cleaning contract.
Resolve;		Mr Will Dunscombe spoke on behalf of Mr Stride who had left the meeting and urged Council to push ahead and complete the works and also raised concern as to the defects which had arisen with the previous repairs completed under the same contract. Cllr RC confirmed that the Clerk had received confirmation by email from Beech Tyldesley Architects that the contractor Ellis & Co would recommence works on Monday 3 March 2009 to complete the contract and also address any defects. Proposed by Cllr RC by unanimous vote, that the matter is noted.
f)	Civic Hall Project	To receive update and consider how to proceed.
		The Clerk confirmed that although the formal outcome of the CATEC review had not been received and with the Chairman's agreement he had written to the CE of MDC to enquire when would MDC formally indicate their consideration and terms for provision of land at Commercial Road /

	Resolve;	Old Market Road for a possible Civic Hall facility. Following hopefully a positive response the Town Council could then proceed to work up a feasibility study and business plan for further consideration in the matter. The Clerk had now received verbal communication that Peter McKenzie had been directed to work up proposals and submit to the MDC Cabinet meeting in March 2009 for consideration. Once the paper had been compiled the Clerk would be provided with a copy. Proposed by Cllr RC by unanimous vote, that the matter is noted and the matter be placed on hold until March 2009.
g)	Office Furniture	Both work station chairs have broken. Repair or replacement parts not available or feasible. Replacement work station chairs required.
	Resolve;	Proposed by Cllr RC, Seconded by Cllr MR by unanimous vote, that 2 office workstation chairs are purchased at an approximate cost of £92

SD57. 08/09 Administration Portfolio Matters – Cllr JP

a)	Cenotaph Name Change	Update to progress to change of the Governing Document and then change of the Charitable Trusts name registered with the Charity Commission.
	Resolve;	The Clerk confirmed that matters were progress with the Council's Solicitors currently amending the Governing Document and then to be followed by change of Reigsitered Name with the Charities Commission. Timescale for completion was expected to be approximately one month. Proposed by Cllr JP by unanimous vote, that the matter is noted.
b)	Council Website	Following a working party meeting with Mike Perry (Goldhart), Cllrs Inchley, Parham, Shearn and the Clerk, to consider migration of website to a new local facility with joined up data sharing to the Business Sector, Community and the TIC. The Council will be responsible for and administer the Civic Sector only. Costs would be substantially reduced on existing hosting which currently costs £60 per month and requires 3 month notice. (Outline document attached).
	Resolve;	Cllr JP summarised the proposals and informed the unanimous recommendation of the working party to proceed with the changeover, which was hoped to be relatively straight forward, although some increased initial workload would be needed from the Clerk. In the long term the actual input by the Clerk may well reduce and the current costs for hosting and support of £60 per month would reduce to around £10 per month. The current provider would need to be given three months notice. Proposed by Cllr RC, Seconded by Cllr JP by unanimous vote that three months notice to terminate the hosting and support of the current website is submitted to Market Towns Limited. Provision, design, moving of all existing data, hosting, backup and support for a new website facility is ordered with Mr Mike Perry of Goldhart at nil set up costs and ongoing hosting / support costs of £10 per month.

SD58. 08/09 Finance

Consideration was afforded to Approve **February 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 MR, Seconded by Cllr JB by unanimous vote, that the **February 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.

The Chairman thanked members for their attendance and closed the meeting at 9.10pm.

Clr John Parham

Signature; _____

Chairman

_____/_____/__2009

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2448	G H Brown	4034	Travel mileage (Swindon Accounts Course)	£ 61.05
2449	Encore Electrical	4066	Final contract payment to Christmas Lights	£ 1,779.05
2450	Beech Tyldesley Architects	4300	Cenotaph Restoration Contract - 106 monies	£ 992.05
2451	RBS Software Solutions	4010	Accounts Year End Training	£ 86.25
2452	G H Brown - Repayment	4300	Replacement Vase holders for Cenotaph	£ 11.98
				£ 2,930.38
Payments by Direct Debit				
1/12/08	Market Town	4022	Website Hosting / Monthly	£ 70.50
1/12/08	Norwich Union	4016-4222	Insurance Premium - Monthly	£ 390.27
18/12/08	Plusnet	4022	Broadband Provider - Monthly	£ 19.56
29/12/08	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,757.64
29/12/08	Somerset County Council	4000-4002	Pension Contributions	£ 528.89
29/12/08	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 43.29
Sub Total				£ 3,810.15
Total =				£ 6,740.53

CONFIDENTIAL PAYMENTS	
2448	£ 1,593.62
Total	
£ 1,593.62	
Grand Total	
£ 8,334.15	

Date	Income	Code	Category of Income	Total Deposit
10-Dec	Lloyds TSB		Bank Interest - December	£ 78.88
18-Dec	SCC		Lido Car Park Grant Funding	£ 15,000.00
29-Dec	HMRC VAT		VAT Reclaim - Oct / Nov 2008	£ 3,187.57
Total Income =				£ 18,266.45

Councillor J.D. Bartlett
Chairman

Signature _____

Date _____

Councillor J.M. Marsh
Vice Chairman

Signature _____

Date _____