

# Minutes of the Meeting of the Town Council's Service Delivery Committee held on 4 August 2009, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

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**Present:** Chairman - Councillor John Parham(JP)

Members - Cllrs Bartlett(JB), Inchley(CI), Marsh J(JM), Marsh T(TM), Robinson(MR) and Shearn(NS). Cllr Bente Height (BH) non members and Mr Mark Goodland (Quadron Services Ltd).

Three 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. The Chairman welcomed Mr Mark Goodland to the meeting.

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## **SD15. 09/10 Public Forum**

**Resolve:** The meeting was adjourned for the matter to be transacted.

*Notes of the matters raised were recorded for internal use, action and included; Possible defects with the **Repair and Restoration of the Cenotaph** including payment for the works and defect liability (Mr Taffy Stride) – Progress to the **Cenotaph Enhancement Project** (Mr Taffy Stride) – Progress to the **Repair and Restoration of the Town Clock** and possible funding from Town Centre Regeneration Funds (Mr Taffy Stride). The Clerk provided an update to each of the above projects some of which were to be considered later in the meeting.*

**Resolve:** The meeting was brought back into session.

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## **SD16. 09/10 Apologies for absence – Cllr Champion(family)**

**Resolve;** that the above apologies are accepted.

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## **SD17. 09/10 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.

**Town Clock** – Both Cllrs Jeannette Marsh and Terry Marsh declared a Personal and Prejudicial Interest in the Town Clock as Mr Marsh undertook clock keeping duties under contract to the Council.

**Resolve:** that the above Declarations are recorded.

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## **SD18. 09/10 Minutes**

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

**Resolve:** Proposed by Cllr JM, Seconded by Cllr JB, by a unanimous vote that the Minutes of the Annual General Service Delivery Committee Meeting held on 2 June 2009 be approved as a true record and signed by the Chairman.

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## **SD19. 09/10 Matters Arising – No matters were raised.**

**SD20. 09/10 Collett Park Portfolio Matters – Cllr MR**

<b>a)</b>	<b>Contractors Report</b>	Written report (attached) had been previously distributed to all members. Mr Mark Goodland (Quadron) provided answers when questioned.
<b>Resolve;</b>		Points discussed were future renewal to light fittings within the Public Toilets, abuse to the new play equipment and the requirement for signage to all play areas / equipment and also to prohibit football games close to the play areas along with the requirement to enforce existing Bye-laws such as dogs on leads and no cycling within the park. Making good to the mosiac mural within the park shelter following damage by fire was also discussed. Proposed by Cllr MR, Seconded by Cllr JB, by a vote of 7 For and 1 Abstention that the Park Contractors Report dated August 2009 is accepted and that Cllr MR make contact with the originator of the glass mosiac within the shelter and seek uptake of the previous offer to undertake repairs to any damage caused to the mural.
<b>b)</b>	<b>Play Equipment Inspection</b>	Report received 9 July 2009 from Wicksteed Leisure following their independent annual inspection. Minor recommendations made and quotations had been received from both Wicksteed Leisure and Quadron Services for works stipulated within the report.
<b>Resolve;</b>		Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote, that the quotation from Quadron Services for £119.96 plus VAT for all work identified within the July 2009 Independent Inspection Report, is accepted and the work ordered and completed as soon as practical.
<b>c)</b>	<b>New Play Equipment</b>	Record RSS completed removal of the Typhoon equipment and grass mat and installation of the 30metre rope slide and 3 number static fitness equipment using the existing grass mat. Hand over completed on Wednesday 15 July 2009. The Clerk confirmed that all documentation was now received from the suppliers and he would now issue information on Inspection and Maintenance requirements to the Park Contractor.  To consider requirement for Play Area / Play Equipment User signage.
<b>Resolve;</b>		Proposed by Cllr CI by unanimous vote, that the completed installation of the new equipment is noted. The Clerk is to consult with Quadron Services, Mendip District Council and seek advice from the Councils insurers to collate a draft requirement for signage to all play areas. At the same time any Cllrs with views for consideration are to provide details to the Clerk to assist working up recommendations and draft designs / layouts for signage to play areas and their surrounding areas within Collett Park and the matter be brought to the next meeting of this Committee for further consideration. In any future review of Collett Park contract, consideration should be given to supervision and possible enforcement of bye-laws and rules such as dogs on lead and no cycling within the park by the Parks Contractor.
<b>d)</b>	<b>Works to Bandstand and Boundary Walling</b>	Quotations had now been received from local contractors for both works. Due to the condition of the Bandstand Roof the lowest quotation had been accepted and the works order placed which had now been completed. The contractor, Race Brothers had kept to their original quotation although additional work had been completed. A total of around 90 tiles had been renewed on the roof, the roof had been cleared of debris and moss, two lengths of gutter had been renewed and a short section of fascia board renewed and decorated.

		Consultations were still taking place with MDC regarding ownership / liability for boundary stone walling to Somerset Close. Quadron requested to remove vegetation/ ivy from wall and also to level the ground to expose the wall at ground level. The Clerk was still awaiting a response as MDC were currently consulting the Land Registry.
	<b>Resolve;</b>	Proposed by Cllr CI, Seconded by Cllr JP by unanimous vote, that the matter is noted and work ordered by the Clerk to the Bandstand Roof by Race Brothers as per their quotation of £420 plus VAT is supported and approved.
<b>e)</b>	<b>Bird Food</b>	Current food stock was now all used and a recent head count of stock showing 60 budgies, 13 cockatiels and 23 finches (96 total). Following review of supplies an account has been arranged with Thatchers of Wells to supply Parakeet Mix at £12.60 per 20kg bag (estimate budget for this and other foodstuff at £250 per annum).
	<b>Resolve;</b>	Proposed by Cllr JB, Seconded by Cllr MR by unanimous vote, that a credit account is opened with Thatcher's of Wells for the future supply of Parakeet Mix bird food for use in Collett Park. The goods are to be ordered and paid for by the Town Council but collected as required by the park contractor. Public Information Notices complete with images and details of the various species of birds kept within the aviaries at Collett Park are to be made up and laminated and placed on display at an appropriate location near the aviaries. These are to be included within the review of signage to the play areas.
<b>f)</b>	<b>Boundary Walling</b>	Mr Rob Hunter confirms building repair works completed to his boundary wall and gives permission subject to design approval to proceed with project to provide Mural and Defensive Landscaping if required. The Clerk confirmed that Andrea White had been informed and that matters would be progressed when the schools returned, however the project had no current funding for artist work or painting materials which the Council was requested to consider.
	<b>Resolve;</b>	The Committee considered the funding requirements and the design approval and support of the owner to the boundary wall along with the possibility of postponing the project until improved weather next Spring. Proposed by Cllr JP, Seconded by Cllr CI by unanimous vote, that the project should be progressed and Andrea White requested to work up the project with possible designs and costing which could then be put to the Community Development Working Group (CDWG) for further consideration and some possible funding from the current Community Project budget following which the CDWG would need to submit their recommendations to Council for the final decision.
<b>g)</b>	<b>Tree Works</b>	Urgent works order placed by the Clerk for felling of a Tree above the play area and aviary for a quoted value of £660 as this will require access equipment.  Steve Clark was still working towards review of trees and work schedule for this year's tree maintenance works. Also undertaking schedule and planting scheme for future Memorial Trees and supply of current requirement which totals three trees including one Monkey Puzzle Tree.
	<b>Resolve;</b>	Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote, that the above matter are noted and work ordered by the Clerk to fell a tree within Collett Park by All Tree Services as per their quotation of £660 plus VAT is supported and approved.

<b>h)</b>	<b>Bowling Green Lane</b>	The Clerk provide update to late information in that MDC had been in contact and had arranged for a gate clasp protruding from the boundary wall to Collett Park to be removed on grounds of Health & Safety. MDC considered that remnants of the old kissing gate should also be removed and made good finishes but that they considered this the ownership of Collett Park.
<b>Resolve;</b>		Several Cllrs considered that the Kissing Gate should be restored and reinstated. Proposed by Cllr JP, Seconded by Cllr CI by unanimous vote, that Cllr MR should look into the matter and bring back to this Committee for further consideration at the next meeting.  Mr Mark Goodland (Quadron Services Ltd) then left the meeting.

**SD21. 09/10Footpath Portfolio Matters – Cllr TM**

<b>a)</b>	<b>Footpaths</b>	Cllr TM confirmed that he had made inspections and that the planned maintenance work for the current year up to July had been completed and work was ongoing. Remittance Advice for Agency Work to the value of £220 had been received from MDC.
<b>Resolve;</b>		Proposed by Cllr TM that the matter is noted.

**SD22. 09/10Properties Portfolio Matters – Cllr TM** (Standing in for Cllr Champion) Cllr TM confirmed that he was standing in for Cllr Champion due to his family commitments and the Committee wished Cllr Champion and his family well.

<b>a)</b>	<b>Town Clock Repairs</b>	Cllrs JM and TM both left the meeting having made a previous Declaration of Interest in the matter. The Clerk provide an update and options to the possible repairs and also the options to upgrade the drive to electric and requested consideration if to proceed to work up quotations.
<b>Resolve;</b>		Proposed by Cllr CI, Seconded by Cllr MR by a vote of 4 For and 1 Abstention that the project to include full restoration and to upgrading the winding/drive to electric should be progressed and worked up. At the same time possible funding streams should be identified and the matter put to Council for further consideration. Cllrs JM and TM then both rejoined the meeting.
<b>b)</b>	<b>Civic Hall Update</b>	The Clerk requested guidance to this project which appeared stalled and provided a summary of events to the initiative which had been running since late 2007 along with the capital budget held and the end date of the current office lease being February 2011.
<b>Resolve;</b>		Members considered that all stakeholders and possible partners / sites should be reviewed. Cllr JP considered that the CATEC initiative would not be progressed as this Council was unable to fund and SWERDA had no current funding stream. He considered that the only realistic way to achieve the Civic Hall / Council Offices was by working in partnership with other public or commercial bodies such as Grove House / Coxley Developments. Cllr CI considered that other facilities such as the Academy should be clarified as to just what facilities they could or may provide. Proposed by Cllr JP, Seconded by Cllr CI by a vote of 6 For and 2 Abstentions that meetings be held with interested parties such as Grove House, Coxley Developments and Mr Peter Wild of the Academy to consider possible ways forward.

c)	<b>Radon in the Town Council Offices</b>	This matter has been known and attempted to be managed by MDC. Following considerable works including underfloor fans operating 24/7 the latest sample reading record levels greater than the limit, this could potentially lead to the digging up of the floor. Contractors for MDC had visited the TC Office this afternoon to finalise what needed doing and pricing the works for MDC. Interim information was that the office would need to be vacated for at least two weeks.
<b>Resolve;</b>		Proposed by Cllr JB that the matter is noted, await further information from MDC. MDC are to be requested to advise the Town Council as to their contingency plans as Landlord to provision of temporary accommodation for the Town Council during the period of the works.
d)	<b>Garston Street Amenity Land</b>	Formal Notice received from the Environment Agency to undertake culvert improvement and execution of works upon land owned by this Council. Dates to be advised, they will be excavating trenching and borehole and use of land for a 9x5metre compound.
<b>Resolve;</b>		Proposed by Cllr TM that the matter is noted.
e)	<b>Complaint Received from Allotment Holder</b>	Tenant of Allotment Plot 014 at Hitchen Lane site informs formal complaint as to lack of response received and as to unfair treatment as an allotment holder in respect of monthly allotment inspection and performance letters being sent alleging non compliance with Conditions of Tenancy.
<b>Resolve;</b>		<p>A meeting had taken place with the Tenant on the allotment site to which Cllr TM and the Clerk had attended and the matter was now resolved to the satisfaction of all parties. Cllr TM informed that the Best Kept Allotment Awards had now been judged and all Cllrs were invited to the presentation to take place at 6.30pm prior to the meeting of Council on the 1 Septemeber 2009. He would like to see future improvements made to the paths between allotment plots, provision of skips to assist with removal of rubbish from the sites and an increase in maintenance to increase the support to allotment holders and at the same time the rents should be reviewed.</p> <p>Proposed by Cllr JP, Seconded by Cllr TM by unanimous vote, that the satisfactory resolve to all parties to the complaint received from the Tenant of plot 014 on the Hitchen Lane site is noted and welcomed. The following matters are placed on the agenda for the next meeting of this Committee as follows; Footpaths to Allotment Plots – Provision of skips for removal of rubbish – Increased maintenance to allotment infrastructure – Review of annual rents.</p>
f)	<b>Allyn Saxon Allotments</b>	Update to working with Drill Hall owners and their contractor Albino Builders to clearance of overgrown vegetation and rebuilding of stone boundary walling. SMTC interest was to recover land to provide additional allotment. Additional work identified to repair further to removal of tree growing in additional stone walling, rebuild and repair stone boundary walling and to clearance and disposal of dumped materials to recover allotment. Invoice received from Albino Builders for £1,462.50. Following a site meeting which was attended by Cllr TM and the Clerk this invoiced had been credited and a reduced invoice of £800 plus VAT agreed and submitted within the payment schedule later in the meeting.
<b>Resolve;</b>		Proposed by Cllr MR, Seconded by Cllr CI by unanimous vote, that the matter is noted and expenditure of and invoice received from Albino Builders for work to Allyn Saxon Allotments for the cost of £800 plus VAT is approved.

<b>g)</b>	<b>Tennis / Bowls Club Allotments</b>	Members raised concern as to the poor condition of the allotment site adjacent to Collett Park and off of Bowling Green Lane. The Clerk provided background information as to the problems encountered and the parties contacted.
	<b>Resolve;</b>	Proposed by Cllr CI, Seconded by Cllr TM by unanimous vote that the Council write to the landlord, the Duchy of Cornwall, to support MDC Sheila Petherbridge concerns and to look to them for leadership in the matter as they were committed to allotments and organic produce. The Town Council wished to support the allotments on this site, to get it cleared and tidied up and turn part of the derelict area into productive allotments and to use applicants from our extended waiting list.
<b>h)</b>	<b>Cenotaph Enhancem'nt Project</b>	The Clerk provide an update. Today further scope drawings / sketch had been received from Illman Young Landscape Architects which the Clerk had queried as having very little detail or options.
	<b>Resolve;</b>	Proposed by Cllr CI, Seconded by Cllr JM by unanimous vote, that the matter is noted and that the Clerk is to request further details from Illman Young Landscape Architects as the provision to-date is viewed as inadequate for further consideration.

### SD23. 09/10Administration Portfolio Matters – Cllr JP

<b>a)</b>	<b>Christchurch Priory Oil Painting Loan</b>	Loan continues to Christchurch Council- Confirmation and copy of renewal of insurances received. Insured value of £91,163 at Annual Premium of £292.29 paid by Christchurch Council.																																			
	<b>Resolve;</b>	Proposed by Cllr JP that the matter is noted.																																			
<b>b)</b>	<b>External Audit</b>	Annual Return and Audit Report completed and returned from Moore Stephens. No matters affecting opinion of the Auditor received. The External Auditor wished to draw attention to item not affecting their opinion as Internal Auditors answer to " Yes to Box H" on the Annual Return relating to assets. Matter to be considered and then put to Council. The Clerk had forwarded this to the Internal Auditor for comment which had yet to be received. The Clerk confirmed that the Assets had never been brought into the accounts, but that an Asset Register was kept with values estimated against actual costs or insured values.																																			
	<b>Resolve;</b>	Proposed by Cllr JP by unanimous vote, that the matter is noted and to await a response from the Internal Auditor (Pro-Business of Wells).																																			
<b>c)</b>	<b>Charity Commission Returns</b>	Online returns / updated submitted in respect of 204004 Shepton Mallet Cenotaph Charity and 1040673 Shepton Mallet Recreation Ground Trust for year end 31 March 2009.																																			
	<b>Resolve;</b>	Proposed by Cllr JP that the matter is noted.																																			
<b>d)</b>	<b>Civic Reception Draft Account</b>	<p style="text-align: center;"><b>Misburg Twinning Civic Reception - 20 July 2009</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 15%;">Payee</th> <th style="width: 40%;">Goods</th> <th style="width: 15%;">Nett Costs</th> <th style="width: 20%;">Cheque</th> </tr> </thead> <tbody> <tr> <td></td> <td>Littleton</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4-Aug</td> <td>Caters</td> <td>Finger Buffet + Pudding (45)</td> <td>£ 270.00</td> <td>2508</td> </tr> <tr> <td>4-Aug</td> <td>G Brown</td> <td>Table cloths via Cllr Marsh</td> <td>£ 6.57</td> <td>2505</td> </tr> <tr> <td></td> <td></td> <td>Forget Me Not - Table Flower</td> <td></td> <td></td> </tr> <tr> <td>4-Aug</td> <td>G Brown</td> <td>Arrangements</td> <td>£ 69.57</td> <td>2505</td> </tr> <tr> <td>4-Aug</td> <td></td> <td>Tesco - Hire of Glasses</td> <td>£ -</td> <td></td> </tr> </tbody> </table>	Date	Payee	Goods	Nett Costs	Cheque		Littleton				4-Aug	Caters	Finger Buffet + Pudding (45)	£ 270.00	2508	4-Aug	G Brown	Table cloths via Cllr Marsh	£ 6.57	2505			Forget Me Not - Table Flower			4-Aug	G Brown	Arrangements	£ 69.57	2505	4-Aug		Tesco - Hire of Glasses	£ -	
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		4-Aug G Brown	Tesco - Wine & Soft drinks	£ 109.17	2505
		4-Aug	Present - From stock (4 remaining)	£ -	
		4-Aug Church	Room Hire	£ 48.00	2509
				<b>£</b>	
				<b>TOTAL =</b>	<b><u>503.31</u></b>
	<b>Resolve;</b>	Proposed by Cllr JP, Seconded by Cllr CI by unanimous vote, that the financial account and expenditure for the Misburg Civic Reception totalling £503.51 is approved.			
e)	<b>Website Update</b>	Current hosting contract with Market Town terminated as at end of July 2009. New site now available and to be populated with data and brought up to date (considerable workload). A meeting had taken place on the 3 August with Mike Perry to which Cllrs CI, JM, JP, NS and the Clerk had attended, the outcome were recommendations to be considered by this Committee.			
	<b>Resolve;</b>	<p>Cllr JP provided an update that the change over was not a quick and simple task, the software language was different and that the site had to be structured and populated from scratch. The Clerk then left the meeting following a declaration of interest in the recommendations to be considered.</p> <p>Proposed by Cllr JP, Seconded by JM by a vote of 4 For and 2 Abstentions that Mr J Brown is contracted to assist with building of the structure and populating / uploading data to the new website at minimum wage rates under the direction of the Clerk for a period of up to 120 hours or until the backlog of data has been cleared whichever is sooner. This additional resource is to be funded up to a maximum of £680 from revenue savings from the current Website budget and with any excess being drawn from the current training budget.</p> <p>The Clerk then rejoined the meeting.</p>			

## SD24. 09/10 Finance

Consideration was afforded to Approve **August 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 CI, Seconded by Cllr JM by unanimous vote, that the **August 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.

## SD25. 09/10 Confidential Session - (Contractual)

**Resolve;** Proposed by Cllr JP by unanimous vote, that in view of the nature of the matter of the business to be transacted, it is advisable in the public interest that the press and public are excluded and that they be instructed to withdraw. This had already been complied with as all members of the public and press had already left the meeting.

a) **Office IT Update** – A Laptop Holdall and Overhead Projector c/w case had been gifted to the Town Council which had been added to the Asset Register. The Clerk informed that following annual cleaning down of the main office PC and upgrade considerations he had received advice that the PC that was now 6 years old should be renewed. It was inefficient and cost prohibitive to consider any further upgrade or repairs and was currently causing reduced efficiency in the office.

**Resolve;** Proposed by Cllr JP, Seconded by Cllr CI by unanimous vote, that in the interim costing should be obtained to upgrade the office network and equipment to wireless operation and to come back to this Committee for further consideration, however if needed urgently due to building works within the Council Offices, then delegated authority is provided to the Portfolio Holder and Clerk to proceed up to a maximum nett costs of £500 with the funds to be allocated as £350 from Printing and Stationery budget with the balance of £150 to be allocated from Contingencies budget.

A further costing for a replacement desktop workstation and main computer is to be obtained for Precept consideration later in the year.

**b) Ground Care Contract** – Matters relating to contract performance and financial matters received consideration.

**Resolve;** Proposed by Cllr CI, Seconded by Cllr JM by unanimous vote, that a contract review should be undertaken by Cllrs JM, MR, CI and the Clerk. Representatives from Quadron Services Limited are to be invited to attend. It was proposed that this should be held at 4pm on Monday 24 August in the Town Council Offices.

**c) Collett Park Boundary Walling with Somerset Close** – Following previous update earlier in the meeting, quotations had been obtained for the rebuilding / repair / re-pointing to both sides of the stone wall.

**Resolve;** Proposed by Cllr JP, Seconded by Cllr TM by unanimous vote that the Council wait for a definitive response from MDC as to the ownership and liability of the stone boundary wall. Should this be unproven that the Town Council should look to proceed on a equal shared costing (50/50) for the work with Mendip District Council using the services of Race Brothers as per their quotation for a total costs of £2,600 plus VAT with the part funding from the Town Council being drawn from the contingencies budget.

**d) Tree Works – Adhoc Works as and when required** – The Clerk requested the approval of a Tree Contractor to use on an emergency or immediate basis within Collett Park.

**Resolve;** Proposed by Cllr JP, Seconded by Cllr MR by unanimous vote, that the Clerk in consultation with the Chairman is afforded delegated authority to contract the services of All Tree Services Limited for emergency or immediate tree works that may be required at a day-works hourly rate of £25 per operator inclusive of vehicle, wood chipper and all necessary hand tools for work up to a maximum total nett cost of £500.

**e) Jobbing Building Works as and when required** – The Clerk requested the approval of a Jobbing Builder to use on an immediate basis or for low value jobs on a day-works basis.

**Resolve;** Proposed by Cllr JP, Seconded by Cllr MR by unanimous vote, that the Clerk in consultation with the Chairman is afforded delegated authority to contract the services of Race Brothers for emergency or immediate jobbing / building works on a day-work hourly rate of £17 up to a maximum total nett cost of £200.

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**SD26. 09/10 Agenda for the next meeting – Tuesday 6 October 2009.**

No matters were raised. The Clerk informed Cllrs of an open invitation to the AGM of Shepton 21 to be held in the Cider House on Wednesday 28 August at 6.30pm.

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The Chairman thanked members for their attendance and closed the meeting at 9.30pm.

**Cllr J.M. Parham**

**Chairman**

**Signature;** \_\_\_\_\_

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# A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2500	Cheque cancelled			
2501	Mr Steve Apelt	4216	Collett Festival - Compere (paid by GFL)	£ 100.00
2502	Moors Stephens Accountants	4006	External Audit Year 2008/2009	£ 632.50
2503	Wicksteed Leisure	4220	C/Park - Independent Safety Inspection	£ 103.50
2504	SCC	4087	Speed Indicator Device - Waterloo Road	£ 500.00
2505	Mr G Brown - Repayment	4018	Council Photographs	£ 5.29
2505	Mr G Brown - Repayment	4036	Civic Reception - Drinks	£ 125.54
2505	Mr G Brown - Repayment	4018	IJT Direct Inkjets-Toner-Laser Drum	£ 65.25
2505	Mr G Brown - Repayment	4036	Civic Reception - Flowers	£ 80.00
2505	Mr G Brown - Repayment	4036	Civic Reception - Tablecloths	£ 7.55
2506	The Consortium	4018	Office Stationery	£ 282.54
2507	Market Town	4022	Final Invoice for Website Hosting	£ 69.00
2508	Littleton Caters (Fewing)	4036	Civic Reception - Catering	£ 270.00
2509	SS Peter & Paul's Church	4036	Civic Reception - Room Hire	£ 48.00
2510	Cheque cancelled			£ -
2511	Albino Builders Ltd	4044	Allyn Saxon Allotments - Wall / clearance	£ 920.00
				<b>£ 3,209.17</b>

### Payments by Direct Debit

1-Jul	Bristol & Wessex	4042	Hitchen lane Allotments - 6 monthly water	£ 35.39
1-Jul	Bristol & Wessex	4042	Whitstone Rd Allotments - 6 monthly water	£ 41.61
1-Jul	Bristol & Wessex	4204	C/Park Depot/Toilets - 6 monthly water/sewer	£ 154.06
16-Jul	BT	4014	Office Telephone, Lines/Calls/Data	£ 121.11
17-Jul	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
28-Jul	Quadron Services	4200-4047	Collett Park Ground Care Contract	£ 2,698.97
28-Jul	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
28-Jul	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 44.84
<b>Sub Total</b>				<b>£ 3,666.80</b>

**Total = £ 6,875.97**

## CONFIDENTIAL PAYMENTS

2505				£ 1,600.46
<b>Total</b>				<b>£ 1,600.46</b>
<b>Grand Total</b>				<b>£ 8,476.43</b>

Date	Income	Code	Category of Income	Total Deposit
10-Jul	Lloyds Bank	1190	Monthly Bank Interest	£ 4.44
17-Jul	HMRC	515	VAT Reclaim - Feb / March 2009	£ 1,601.63
29-Jul	MDC	1002	Footpath Agency - Inv 106FP	£ 220.00
<b>Total Income =</b>				<b>£ 1,826.07</b>

**Cllr J.M. Marsh**  
Chairman

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Cllr N.F. Shearn**  
Vice Chairman

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_