

Minutes of the Meeting of the Town Council's Service Delivery Committee held on 8 December 2009, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor John Parham(JP).

Members - Cllrs Bartlett(JB), Inchley(CI) Robinson(MR) and Shearn(NS).

Non-Members Cllr Dunscombe(WD) and Height(BH). Mr Wayne Frapple (Quadron Services)

One member 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.

SD39. 09/10 Public Forum – No nominations were received.

SD40. 09/10 Apologies for absence – Cllr Gilham, Marsh J and Marsh T (family).

Resolve; Proposed by Cllr CI, by unanimous vote that the above apologies are accepted.

SD41. 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.

Bath & West Society – Cllr Inchley declared a Personal and Prejudicial Interest in the matter and would leave the room at the point of consideration.

Resolve: that the above Declarations are recorded.

SD42. 09/10 Minutes

The Minutes of the Meeting of the Service Delivery Committee held on the 6 October 2009 were considered for accuracy and content.

Resolve: Proposed by Cllr CI, Seconded by Cllr JB, by a unanimous vote that the Minutes of the Service Delivery Committee Meeting held on 6 October 2009 be approved as a true record and signed by the Chairman.

SD43. 09/10 Matters Arising

Min SD35 09/10 Item C - Town Website – Cllr CI enquired is any progress had been made by the provider to the outstanding enhancements which the Clerk confirmed to the negative. Cllr CI considered that the search facility was most important as he used this for research.

Resolve: Proposed by Cllr CI by a unanimous vote that a meeting is arranged with the website provider to discuss matters outstanding and to obtain satisfactory completion.

SD44. 09/10 Collett Park Portfolio Matters – Cllr MR

a)	Contractors Report	Written report (attached) had been previously distributed to all members. The latest inspection report carried out by the Portfolio Holder and Clerk was also distributed to members.
-----------	---------------------------	---

<p>Resolve;</p> <p>Resolve;</p>	<p>Mr Wayne Frapple highlighted that 4 out of the 13 Litter Bins needed urgent replacement, the light fittings in the Toilets were becoming fragile and needing replacement and the toilet roll holders required replacing for more suitable and durable specification. The Committee also considered the latest inspection report and Wayne Frapple confirmed that all matters raised had been rectified. He also updated the Committee to an accident to the Park Keeper Mr Harold Spirrell during clearance of the lake. He was currently in hospital and undergoing surgery on his crushed foot. Funding to replace some litter bins had been Precepted for next year but that this would have to wait until the new financial year.</p> <p>Proposed by Cllr MR by a unanimous vote that the Park Contractors Report dated 1 December 2009 and the Portfolio Holders Inspection report are both accepted. Quadron Services, the Portfolio Holder and Clerk are to carry out a review of the public toilets and to report back to this Committee.</p> <p>Proposed by Cllr CI by a unanimous vote that best wishes and a speedy recovery are sent to Harold Spirrell following his unfortunate accident in Collett Park. A get well card was signed by members which is to be sent to Yeovil Hospital.</p>	
<p>b)</p>	<p>Fitness Equipment Project</p>	<p>Update and notes to progress following a meeting with various interested and supporting groups held at Shepton Mallet Leisure Centre on Monday 16 November 2009. Next meeting scheduled for Thursday 14 January 2010 at 11am (leisure Centre). Cllr JB provided an update with the main thrust being to identify and investigate possible funding streams.</p>
<p>Resolve;</p>	<p>That the matter is noted, it was considered that the project was not within scope of any current possible 106 funding and until such time as funding was obtained the project was unable to proceed.</p>	
<p>c)</p>	<p>Somerset Outdoor Play Area Website</p>	<p>Barnardo's request permission to include and recommend Collett Park on this new website to encourage children and families to use natural spaces in Somerset for outdoor play. The site has already been visited and photographed by their experienced staff.</p>
<p>Resolve;</p>	<p>Cllr MR considered that this was fantastic news however Cllr NS considered that the Charitable Trust should be shown as responsible for Collett Park rather than the Town Council.</p> <p>Proposed by Cllr MR, Seconded by Cllr NS by unanimous vote, that the request is fully supported and excellent news. Any naming of the responsible body should be in respect of the Shepton Mallet Recreation Ground Trust rather than the Town Council.</p>	
<p>d)</p>	<p>Pyracantha Hedge</p>	<p>Agreement reached with adjoining resident. Quadron provided quotation within agreed budget. Other supplies investigated and goods purchased direct online by Clerk reducing costs by £464. 53 number plants had now been delivered and a further 12 were still to be delivered from an alternate source.</p>
<p>Resolve;</p>	<p>Proposed by Cllr MR that the matter is noted.</p>	
<p>e)</p>	<p>Seat Base</p>	<p>Quotation for renewal of seat base to play area as existing deem unacceptable to refix loose seat. (£142 plus VAT). The Clerk having inspected the existing base had questioned the contractor to the requirement and the contractor was currently reviewing the matter.</p>
<p>Resolve;</p>	<p>Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote, that the Clerk should verify with Quadron the suitability of the existing base and if needing renewal executive powers are afforded to Cllrs MR & JP in consultation with the Clerk to proceed with the works as quoted at a cost of £142.</p>	

SD45. 09/10Footpath Portfolio Matters – Cllr T Marsh

a)	Footpaths	<p>Maintenance work for the current year completed.</p> <p>Consultation had been received from MDC Rights of Way department as to proposed changes to Rights of Way Public Footpaths SM 21/41 and SM 21/39. The Clerk provided supporting information provided by the Portfolio Holder following discussion with MDC Rights of Way officers and also on site inspections. SM 21/39 was currently breached by the Princes Lodge property and SM 21/41 was breached by fencing, both of which prohibited many of the public from walking these definitive Rights of Way. Recommendations and options were put for the meeting to consider.</p>
Resolve;		<p>Cllr WD considered that both public footpaths should remain in their current position and any existing obstructions should be removed. He also considered that the Public Right of Way to SM 21/39 still existed through Princes Lodge property and that the public were still entitled to walk the definitive footpath route through the property.</p> <p>Proposed by Cllr MR, Seconded by Cllr JB by unanimous vote, that there is no objection to proposals for removal of footpath SM21/39 which was currently breached by Princes Lodge property but that strong objection is raised against proposals for Public Rights of Way, footpath SM21/41. Known members of the public including Councillors had walked SM21/41 within the definitive line albeit that obstruction's have been in place. Footpath SM21/41 was well used throughout it full length and a vital link in the Right of Way network and this should also be strongly upheld. The MDC Rights of Way team are to take urgent and robust action to ensure that current obstructions such as fencing are removed and appropriate crossing points such as stiles or kissing gates installed and the definitive line for SM 21/41 clearly sign posted without delay. The Rights of Way team are requested to inform the Town Council of their action plan and timescale for implementation.</p>

SD46. 09/10Properties Portfolio Matters – Cllr T Marsh

a)	Allyn Saxon Allotments	<p>Stone boundary walling collapsed (known prior to). Adjacent landowners requires debris to be removed as access required to his property and goods. Portfolio Holder / Chair instructed Clerk to proceed with reclaim of stonework onto the allotment site at this stage. Adjacent allotment holders have received written request to support by providing a small section of their allotment for temporary storage of materials. Quotations obtained to remove collapsed stonework from adjoining property and stack on cleared area of allotments following this the remains of the wall and foundation could be inspected to assess costs for rebuild. The Clerk had instigated an insurance claim but was unsure if this would be covered in full. The initial estimate for rebuilding was around £2,500.</p>
Resolve;		<p>Proposed by Cllr JP that the matter is noted, an Insurance Claim should be progressed and the quotations for the urgent works to make safe are to be considered in Confidential Session later in the meeting due to the contractual nature of the matter.</p>
b)	Town Clock Upgrade	<p>Update – Access now arranged for companies to finalise quotations which will take place in early January, works order will then be placed.</p>
Resolve;		<p>Proposed by Cllr CI by unanimous vote, that the matter is noted.</p>

SD47. 09/10 Administration Portfolio Matters – Cllr JP

a)	SALC	<p>List of Training Events for Jan / Feb 2010 received. Notice of cancellation of Area Meetings due to lack of business with the next round of meetings scheduled for March 2010.</p> <p>The Clerk submitted a further update just received from SALC and highlighted specific points of interest as follows;</p> <p>Costs Shunting from County & District Councils to the Town & Parish Councils. He then informed three points recommended to be considered in any such proposals.</p> <p>Affiliation Fees 2010-11 which it was hoped would be held by SALC at nil increase but NALC may well increase by 0.05pence per elector.</p> <p>Recent Fraud Cases, awareness of such incidents that have occurred in various parts of the Country.</p> <p>General Reserves, guidance on range of reserves to be kept at year-end.</p>
Resolve;		Proposed by Cllr JP by unanimous vote, that the matter is noted.
b)	Town Council Offices	<p>MDC advise that remedial works to correct the RADON emissions is to commence Monday 18 January 2009. Office to be cleared of all effects, temporary arrangements made for the next 2 weeks. A meeting had taken place today to discuss practical matters. The Clerk will operate and have an office and full public access at the Fire Station from Monday 18 January to Friday 5 February 2010. It is envisaged that the existing Town Council Offices would be fully operational by Monday 8 February 2010.</p>
Resolve;		<p>The Clerk confirmed that there should be no up front costs to the Town Council but that there would be some disruption, some additional workload and possible hidden costs. The situation would be managed with due diligence.</p> <p>Proposed by Cllr JP, Seconded by Cllr CI by unanimous vote that the matter is noted, the media was requested to publicise the matter, articles should be put in the paper over several weeks and notices should be erected to ensure the public are aware of the closure and the temporary Town Council at the Fire Station.</p>
c)	Office IT Equipment	<p>Requirement due to building works in Town Council offices to proceed with upgrade of IT systems. New workstation and wireless network set-up required with £1,000 allocated in 2010 precept for this purpose. The Committee was requested to consider bringing forward budget & spend. A quotation had been obtained.</p>
Resolve;		Proposed by Cllr JP that the matter be considered in Confidential Session later in the meeting due to the contractual nature of the matter.
d)	Somerset Playing Fields Association	<p>To consider renewal of annual subscription. Previously minimum subscription of £10 paid.</p>
Resolve;		Proposed by Cllr CI, Seconded by Cllr NS by unanimous vote, that the annual subscription to Somerset Playing Fields Association is renewed at a cost of £10.
a)	Meeting Schedule	<p>Minor changes made to end December / beginning of January and 16/23 February meetings. New schedule published and provided to all Cllrs. Community Development and all meeting schedules to be re-considered by Council on 19 January 2010.</p>
Resolve;		Proposed by Cllr JP that the matter is noted.

b)	Staff Appraisals	Staff appraisals to take place on Monday 18 January at 10am at the temporary Town Council office at the Fire Station. Cllr JM, NS & JP to attend.
Resolve;		Proposed by Cllr JP that the matter is noted.
e)	Bath & West Subscription	The Clerk request late consideration due to timescale of response for future payment of Annual Subscription by Direct Debit. In the current year there had been a problem and no subscription renewal had been received or paid. The current costs of £90 for joint membership remained the same as the previous year.
Resolve;		Cllr CI having declared an interest in the matter left the room for the consideration and vote. Proposed by Cllr JB, Seconded by Cllr NS by unanimous vote, that payment should not be made by Direct Debit. As and when any subscription renewal was received, this should be recommended to be supported and paid by cheque through the normal payment process. Cllr CI then rejoined the meeting.

SD48. 09/10 Finance

Consideration was afforded to Approve **December 2009 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to this agenda. Due to the forthcoming holiday season and receipt of a bank statement the Clerk requested consideration of one late payment and updated on Standing Order / Direct Debit payments.

Resolve; Proposed by Cllr CI, Seconded by Cllr MR by unanimous vote, that the **December 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.

SD49. 09/10 Confidential Session - 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 which was complied with.

Civic Hall / Town Council Offices – Resolve; Proposed by Cllr CI, Seconded by Cllr MR by unanimous vote that Cllr JP in consultation with the Clerk, are to investigate the consideration and possible terms of the District Council to an extension of the current lease of the Town Council Office and use of Meeting Rooms for the Town Council for a further period of 5 years. A report is then to be collated and submitted to Council as to the Pro's, Con's and Options available for further consideration as to the way forward.

Collapsed Walling – Allyn Saxon Estate – Resolve; Proposed by Cllr CI, Seconded by Cllr MR by unanimous vote, that the quotation from Race Brothers to clear space on part of the allotments, to removed all fallen debris and stonework from the adjacent property, restacking the stonework upon the allotments in readiness for future rebuilding the wall for the sum of £290 plus VAT is accepted. The work should be put in hand without delay and following completion estimates should be obtained for the rebuilding works and submitted to the insurers for approval.

Upgrade of Town Council IT Systems and Workstation - Resolve; Proposed by Cllr CI, Seconded by Cllr JB by unanimous vote, that monies are made available now from reserves and repaid at the start of the new financial year from the Precept budget to upgrade the Office IT Systems and Workstation and that the quotation received from Microchipz for supply and installation of new work station, new wireless network and setting up the compete system for the cost of £997.64 plus VAT is accepted and the works put in hand to run in parallel with the office building works taking place in January 2010.

SD50. 09/10 Agenda for the next meeting – Tuesday 2 February 2010.

No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8.20pm.

Cllr J.W. Parham

Chairman

Signature; _____

_____/_____/_2010

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2551	Sharon Humphries	4068	Community Grant - Rounders	£ 125.00
2552	SM Fun Run	4068	Community Grant - Revenue	£ 100.00
2554	Pro Business	4006	Internal Audit - 1st half year	£ 205.85
2555	G H Brown - Repayment	4018	Toners4Less - Laser toner cartridges x 2	£ 63.17
2555	G H Brown - Repayment	4018	ID Cards Limited	£ 164.78
2556	G H Brown - Repayment	4018	Capita Photocopying - Town Centre Electrics	£ 5.64
2557	G H Brown - Repayment	4208	Collett Park - 65 Pyracantha Shrubs	£ 916.56
2558	Illman Young Landscape	4084	Cenotaph Enhancement - On Account	£ 3,622.50
				£ 5,203.50

Payments by Direct Debit

19-Oct	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
19-Oct	BT	4014	Office Telephone, Lines/Calls/Data	£ 108.79
28-Oct	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
28-Oct	Somerset County Council	4000-4002	Pension Contributions	£ 551.26
28-Oct	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 98.91
02-Nov	Mendip District Council	4012	Office Lease - Quarterly	£ 1,500.00
02-Nov	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
18-Nov	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.56
Sub Total				£ 5,403.31

Total = £ 10,606.81

CONFIDENTIAL PAYMENTS

2553				£ 1,616.00
Total				£ 1,616.00
Grand Total				£ 12,222.81

Date	Income	Code	Category of Income	Total Deposit
9-Oct	Various		Allotment Rent	£ 71.00
9-Oct	Lloyds TSB		Monthly Gross Interest	£ 5.59
9-Oct	Investec Bank		Transfer for Collett Park Play Fencing	£ 10,400.00
21-Oct	MDC		Cenotaph Enhancement Project	£ 3,150.00
9-Nov	Lloyds TSB		Monthly Gross Interest	£ 5.40
Total Income =				£ 13,631.99

Cllr J.W. Parham **Signature** _____
Chairman (Service Delivery)

Date _____

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

Date _____