

Minutes of the Meeting of the Town Council's Service Delivery Committee held on 6 April 2010, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor John Parham(JP)

Members - Cllrs Bartlett(JB), Gilham(JG), Inchley(CI), Marsh J(JM), Marsh T(TM), Robinson(MR) and Shearn(NS). Non-members Cllr Dunscombe(WD), Height(BH) and Lockey(CL).

Mr Wayne Frapple & Garry Jeffries Quadron Services Limited).

One member 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.

SD62. 09/10 Public Forum

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

*Notes of the matters raised were recorded for internal use, action and included; **Cenotaph Enhancement** – Mr Stride was pleased to hear that Planning Permission had been granted but raised concern that the materials yet to be approved should not be the same as the High Street, He considered the York Riven finish such as used at Wells would be more appropriated and that monies should be made available to provide the best quality materials.*

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

SD63. 09/10 Apologies for absence – None received.

SD64. 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.

Resolve: that the above Declarations are recorded.

SD65. 09/10 Minutes

The Minutes of the Meeting of the Service Delivery Committee held on the 2 February 2010 were considered for accuracy and content.

Resolve: Proposed by Cllr JG, Seconded by Cllr CI, by a unanimous vote that the Minutes of the Service Delivery Committee Meeting held on 2 February 2010 be approved as a true record and signed by the Chairman.

SD66. 09/10 Matters Arising

Min SD 58a – Town Flag – It was confirmed that the purchase had been completed and they were currently in use.

Resolve: that the matter is noted.

SD67. 09/10 Collett Park Portfolio Matters – Cllr MR

a)	Contractors Report	Report attached. Incident 24 March with youths (possible year 7 students from Whitstone) have been on the lake island in the afternoon. They have disturbed / thrown or moved most of the ducks eggs, with only a few nests surviving the attack. The matter had been reported to the Police and Press. Cllr MR requested that in future the foliage upon the island is not cut back so severe and to leave some protection for the wildlife. Several members requested that the PCSO's make an increased level of presence and visibility within Collett Park and also called for the general public to be more vigilant when in the Park. Mr Wayne Frapple presented the contractors report, Cllr MR commented that the park was looking much improved and requested the park keeper to also frequently patrol the eastern area of the park in lieu of spending considerable time at the western Park Road end. Cllr JP raised disappointment at the flaunting of by-laws over the weekend when he was in the park with bikes being ridden and many dogs off leads within the Park.
Resolve;		Proposed by Cllr MR, Seconded by Cllr JP, by a unanimous vote that the Park Contractors Report dated April 2010 is accepted.
b)	Depot Buildings	Following site inspection Quadron formally requested 12/2 to repair or renew damaged building within the depot. Action plan and timescale for completion requested. Mr Wayne Frapple informed that he had several builders view possible repair to the building but none were prepared to undertake. He requested a further site meeting with Cllrs when he could personally be in attendance to discuss possible ways forward. Cllr JP considered that this may well not move matters forward, the decision had already been made that this was Quadrons responsibility and liability to repair or replace the building.
Resolve;		Proposed by Cllr JG, Seconded by Cllr MR by unanimous vote, that a further site meeting is to take place with Wayne Frapple of Quadron Services to which Cllrs JM, TM, MR, JP and any other interested members should attend. The date is to be agreed by way of emails sent between all nominated members.
c)	Waste Disposal	Veolia provide notification of increase by £1 per lift (currently fortnightly) to lift of waste as from 1 April 2010. Should remain within the precept budget.
Resolve;		Proposed by Cllr MR by unanimous vote, that the matter is noted.
d)	Collett Festival 2010	<p>Online booking forms for Displays, Community Stalls, Trade Stands and Car Boot Pitches now available.</p> <ul style="list-style-type: none"> • Review charges for Commercial / Trade stand (10% to 15%) • Consider Quadron's costings for additional non-contract works for the event (£165). <p>Update to progress with event matters.</p> <ul style="list-style-type: none"> • 40yrs St Pauls School (Christine Arnold to open event) + 100 yrs of Guiding • Parade and Band from the Town Centre • Compeer – Steven Apelt confirms £100 • Bonniest Baby Competition. • Ice Cream Franchise - £300 paid <p>Cllr MR considered that the charges for Commercial / Trade Stands should be fully reviewed and increased although it was considered that this may be too late for the this year's event. Cllr MR also informed the Committee that she was hoping to have a "Bonniest Baby Contest" at this year's event and she was still searching for a band that would attend the parade from the Town Centre up to the Park for the opening ceremony.</p>

	Resolve;	Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote, that the update is noted and that the increase in charges for Commercial / Trade Stands from 10% to 15% of turnover on the day is approved. Costing relating to supporting infrastructure for the event was also approved.
e)	Tree Works	Current tree works not to be tendered. Full survey to be completed by 30 July and total work tendered shortly thereafter within current budget of £5,000.
	Resolve;	Proposed by Cllr MR by unanimous vote, that the matter is noted.
f)	Litter / Dog Bins	The Clerk provided a report to the planned refurbishment and replacement (where required) to both Litter & Dog bins within Collett Park. Layout plan, work / cost schedule and proposed replacement schedule attached.
	Resolve;	Proposed by Cllr CI, Seconded by Cllr JG by unanimous vote, that the revised layout and location of litter bins within Collett Park and the renewal / refurbishment schedule is approved with a cost in the current year of £2,595 is also approved with the additional budget of £95 being vired from contingencies.
g)	Footpath Repairs	<p>The Committee was requested to support an Executive Decision made by Cllrs J Marsh, Shearn, Parham and Robinsons in consultation with the Clerk to proceed with option and quotation received from Race Brothers to repair of public footpath paving and cement works to the raised bedding area of Collett Park at a cost of £1,100 plus vat. Works were due to commence on Monday 12 April.</p> <p>The Clerk informed that Mrs Buckler had raised concern as to repairs needed to the stone boundary walling between Collett Park and her property. The Clerk had confirmed to Mrs Buckler that this was her responsibility but that he would support where possible. The Clerk had obtained quotations from various builders for the works and sent to Mrs Buckler with the offer (without prejudice) that if she wished for the works to be carried out and duly sent the net funds to the Town Council then the Clerk would order and manage the works through to satisfactory completion.</p>
	Resolve;	<p>Proposed by Cllr JB, Seconded by Cllr JP by unanimous vote, that the Executive Decision to carry out Health & Safety repairs to a footpath within Collett Park at a cost of £1,100, with the works order being placed with Race Brothers is approved.</p> <p>The Committee also supported the actions of the Clerk in respect of Mrs Bucklers stone boundary wall and approved subject to receipt of funds from Mrs Buckler and no additional costs on behalf of the Town Council for the works to be ordered and put in hand without further delay.</p>
h)	Barnardo's Play & Participation	Approval provided for use of Collett Park for Family Play Days to take place on Wednesday 7 April, Friday 9 April and Friday 16 April 2010.
	Resolve;	Proposed by Cllr MR by unanimous vote, that the matter is noted.
i)	Public Toilet Operating Times	The Committee considered the opening times of Public Toilets within Collett Park as managed by the Ground Care Contract. Currently informed contractor 0730 to 1800 hrs daily including weekends.
	Resolve;	Proposed by Cllr MR, Seconded by Cllr JG by unanimous vote, that the opening times of the Public Toilets within Collett Park are approved as from 0730 to 1800 hrs daily, including weekends. Quadron Services are

	requested to review if they are able to extend the closing times by 1 hour to 1900hrs during the school summer holidays and report back to this committee.
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SD68. 09/10Footpath Portfolio Matters – Cllr TM

a)	Footpaths	The Committee considered an extension of existing maintenance contract for the current year with Mr Adrian Crozier although the Portfolio Holder raised possible Health & Safety concerns which were to be discussed later in the meeting.
	Resolve;	Proposed by Cllr TM that the matter is noted at this stage.
b)	Public Rights of Way within Somerset	SCC provide notice that as from 1 April 2010 the delegated authority agreement with MDC has ceased and all service provision is now being centrally managed and operated to all 3 Districts and will strive to ensure that this period of change will not affect the maintenance of the network too significantly. The Clerk raised concern as to possible local funding matters.
	Resolve;	Proposed by Cllr NS, Seconded by Cllr CI by a vote of 7 For and 1 Against that the Town Council write to Mr Rob Coate, Senior Rights of Way Officer at SCC informing that the Town Council had previously carried out the maintenance work under license and agency from the County Council through the District Council over an extended period of time. If the funding was to be withdrawn then the Town Council would not be in a position to continue with these works and the Town Council would have no further option than to pass these required and important works back to SCC.

SD69. 09/10Properties Portfolio Matters – Cllr TM

a)	Allotment boundary walling, fencing, hedges and gates	Unfortunately the Insurers have declined cover to the claim for collapsed walling at our Allyn Saxon allotment site. An executive decision has been made to proceed with the work at a cost of £3,206 considering there was no other option than to proceed with the lowest quotation with the costs being incurred by this Council. Future insurance cover, risk and liability need to be reviewed to boundary walling upon our allotment sites.
	Resolve;	Proposed by Cllr JP, Seconded by Cllr JM by unanimous vote, that the Executive Decision to accept the quotation and a works order placed with Race Brothers for the sum of £3,206 for the rebuilding of a collapsed stone boundary wall at Allyn Saxon Allotments is approved.
b)	Provision of Skips to Allotments	Skips provided and collected from both Hitchen Lane and Whitstone Road sites over weekend 19 / 23 March 2010. Letter of concern received 21 March from resident of Hitchen Lane in reference to access and positioning of the Hitchen Lane skip, response sent by the Clerk 22 March 2010. Further letter from same resident received 25 March 2010. Letter also received from land owner where skip was positioned, response sent 29 March 2010. The Whitstone Road skip had been overfilled and the Clerk ordered additional clearance by Quadron so that the skip could be collected from site. Cllr TM considered that the provision of skips had been a success and that the derelict land owner at Hitchen Lane site had now been identified. He hoped that the skips provision could be provided when needed in the future.

	Resolve;	Proposed by Cllr CI by unanimous vote, that the measures taken by the Portfolio Holder and the Clerk are approved.
c)	Cenotaph	<p>Following completion of defects period to the Restoration and Cleaning contract a structural inspection was carried out by the Architect and Contractor. (Mr Stride also attended). The defects noted are:</p> <ul style="list-style-type: none"> • Cracking of the wide mortar joint where the front step abuts the base either side of the lower plaque, • Failure of the mortar repair at the south end of the east side plinth. <p>The Architect will advise when the defect work is satisfactory completed. Retention and Final Architect fees will then be due with costs being repaid by MDC from allocated 106 monies.</p> <p>26 March 2010 MDC confirmed Planning Permission granted for the Cenotaph enhancement works subject to approval in writing of samples of materials to be used for the hard landscaping. The committee was to consider provision of extra funding required facilitating the natural stone materials and how the project is to proceed (report attached), however the Clerk provided a further update.</p>
	Resolve;	Proposed by Cllr CI, Seconded by Cllr MR by unanimous vote, that the final specification as to natural stone materials is submitted and approval obtained from MDC to comply with the required planning condition, following which the additional works are to be fully costed and the outcome is to be reported to the next available meeting for further consideration.
d)	Town Clock	The Clerk provided an update to progress. The clock had been removed for restoration and upgrade, the new electrical supply had been ordered although there was delay and possible extra costs as Somerset Highways has required the work be done outside of normal working hours. The Clerk had obtained certificate of unmetered supply but this could not be progressed until an electrical supplier had been contracted which was still to be reviewed. The electrical contractor would shortly supply and fix the exterior connection box and when all the above had been finalised and the restoration complete the clock could then be refixed and connected.
	Resolve;	That the matter is noted.

SD70. 09/10 Administration Portfolio Matters – Cllr JP

a)	SALC Info	East area meeting held Monday 1 March 2010 at Glastonbury, agenda provided to Portfolio Holder.
	Resolve;	Proposed by Cllr JP that the matter is noted.
b)	SALC Affiliation	Outline details of SALCs agenda for the next twelve months received along with Invoice for Affiliation Fees for Year 2010/11 at £1,041.44.
	Resolve;	Proposed by Cllr JP, Seconded by Cllr MR by a vote of 4 For and 4 Abstentions that the Annual Affiliation Fee with SALC for Year 2010/11 at a cost of £1,041.44 is approved.
c)	Bath & West Membership	The Committee considered membership of the Royal Bath & West of England Society - £90 per annum.
	Resolve;	Proposed by Cllr CI, Seconded by Cllr JG by a vote of 5 For, 1 Against and 2 Abstentions, that the Town Council continue to support the Royal Bath & West Society by taking annual membership at a cost of £90 per annum.

e)	Contract RPI	<p>The Committee considered review of all contracts including award of RPI as of 1 April 2010. RPI Feb 2010 = +3.7% Precepted = +3%</p> <p>Quadron Services – Collett Park - £27,312.00 +£1,010.54 = £28,322.54 Garston Street - £ 527.16 + £19.50 = £546.66 Goldhill Community Woodland - £ 324.00 + £11.99 = £335.99 Quadron Total Annual Contract = £29,205.19+vat</p> <p>Crozier – Footpaths - £357.77 + £13.34 = £371.01</p> <p>Whitcombe – Allotments - £222.94 + £8.25 = £231.19</p>
Resolve;		<p>Proposed by Cllr JG, Seconded by Cllr MR by unanimous vote, that as from 1 April 2010 an RPI Index of plus 3.7% is approved to all contracts. The annual contract sum will now be Quadron Services Limited £29,205.19 (Ground Care Contract), Crozier £371.01 (Footpaths) and Whitcombe £231.19 (Allotments).</p>
f)	Meeting Schedule 2010/2011	<p>Draft collated by Clerk following checking of meeting dates of MDC CMCP and availability / booking of venues. Schedule attached changes to several bookings on AGM 4 May at Leisure Centre. The 24 August and 12 October meetings are to be held on a Wednesday in lieu of the normal Tuesdays.</p> <p>Also note the Annual Town Meeting will take place on Tuesday 27 April 2010 at Peter Street Rooms.</p>
Resolve;		<p>Proposed by Cllr CI, Seconded by Cllr JP by unanimous vote that the meeting schedule for 2010/2011 (attached) is approved. The Clerk is to attempt to obtain loan or hire of equipment to provide Hearing Loop facilities for those meeting venues that do not have such facilities.</p>
g)	Clerks Annual Leave	<p>Report attached. Standing in required</p>
Resolve;		<p>Proposed by Cllr JP, Seconded by Cllr CI by unanimous vote, that the Clerks Annual Leave report is approved and that a standing in as required (possibly Cllr Martin Lovell) is appointed.</p>
h)	Website	<p>Update to progress following meeting held with Michael Perry 9 March 2010. Cllrs formal E-mail addresses remained outstanding and two major issues relating to the Site Search Facility and calendar control of news stories were a problem with the current software.</p>
Resolve;		<p>Proposed by Cllr JP, that the matter is noted.</p>
i)	2009/10 Financial Accounts & Audit	<p>External Auditor Moore Stephens (Bath) have proposed dates for External Audit as follows; Friday 16 April – Public Notice of Audit Tuesday 4 May – Council to approve Financial Accounts Friday 30 April to Friday 28 May – Accounts and Financial documents available for public inspection. Tuesday 1 June – External Audit.</p> <p>The Committee considered change of policy to declaration of Assets. Currently none were declared within the accounts and although the asset register was held with either the original costs of each item or the current estimated value is was very subjective and deemed unacceptable for accounting purposes. Proposed Asset listing and Valuation for all individual items shown within the insurance schedule and at insured valuation (index linked)</p>

		<p>These are as follow;</p> <table> <tr> <td>General Office / storage contents</td> <td>£ 10,787</td> </tr> <tr> <td>Office I.T. Equipment/Software</td> <td>£ 3,000</td> </tr> <tr> <td>Misc' Memorabilia and Artefacts</td> <td>£ 2,868</td> </tr> <tr> <td>Various Paintings</td> <td>£ 97,950</td> </tr> <tr> <td>The Shambles</td> <td>£ 18,620</td> </tr> <tr> <td>Victorian Fountain, Market Place</td> <td>£ 8,500</td> </tr> <tr> <td>Town Clock, High Street</td> <td>£ 1,862</td> </tr> <tr> <td>Bus Shelter, Rectory Road</td> <td>£ 4,345</td> </tr> <tr> <td>Flagpole and Street Fittings</td> <td>£ 2,294</td> </tr> <tr> <td>Allotment Site, Whitstone Road</td> <td>£ 2,050</td> </tr> <tr> <td></td> <td><u>Total £152,276</u></td> </tr> </table>	General Office / storage contents	£ 10,787	Office I.T. Equipment/Software	£ 3,000	Misc' Memorabilia and Artefacts	£ 2,868	Various Paintings	£ 97,950	The Shambles	£ 18,620	Victorian Fountain, Market Place	£ 8,500	Town Clock, High Street	£ 1,862	Bus Shelter, Rectory Road	£ 4,345	Flagpole and Street Fittings	£ 2,294	Allotment Site, Whitstone Road	£ 2,050		<u>Total £152,276</u>
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	<u>Total £152,276</u>																							
	Resolve;	Proposed by Cllr CI, Seconded by Cllr MR by unanimous vote, that the External Audit date schedule is noted and the declaration of Assets held by the Town Council, being the insured value and index linked, with the current value of £152,276 (as listed above) is approved and to be shown within the next Annual Return. Any additional and future assets which are purchased are to be added to this listing and held at cost price.																						
j)	Financial Budget 2010/2011	Position as of 1 April 2010 attached. The Committee considered adjustments and use of contingencies / reserves for code heading; 4020 – 4038 – 4050 – 4058. Plus 4088 contingencies to make provision for all RPI Contract Awards over and above precept.																						
	Resolve;	Proposed by Cllr JP, Seconded by Cllr MR by unanimous vote, that the following virement of budgets are approved; 4020 IT – Use full current budget with balance of £657 being vired from contingencies. 4038 Property Maintenance – Full cost of Allyn Saxon Walling £3,206 being vired from contingencies / reserves. 4050 Town Clock – Use full current budget with estimated balance of £3,000 being vired from contingencies / reserves. 4058 – Additional not now required as Cllr MR confirmed funds will be provided from her allocated SCC Community Budget. 4088 Collett Park Paving - Full cost of Paving Repairs £1,100 being vired from contingencies / reserves.																						
k)	Netpaydue PAYE Software	Online submission completed to the Inland Revenue for PAYE Year 2009/2010 with £75 online submission credit. Netpaydue invoice for year 2010/2011 paid by Clerk online to receive additional £10 credit.																						
	Resolve;	Proposed by Cllr JP by unanimous vote, that the payment online by the Clerk to Netpaydue for £75 is approved.																						
l)	Collett Park Ground Care Contract	Current contract expires 31 October 2011. Working Party Cllrs Bartlett, Parham, Robinson, Marsh J, Marsh T & Shearn to make dates for meetings to work up new "fit for purpose" contract.																						
	Resolve;	Proposed by Cllr JP, that all working group members exchange emails to agree a set date for a future meeting of the Working Group to commence the review of a new contract for Ground Care Works as from 1 November 2011.																						
m)	Health & Safety Matters	The Committee considered setting up a working group to review current Health & Safety matters within the Town Council. Current Risk Assessments and Internal Control next due review in July 2010 prior to the Insurance Risk Review. A draft Policy Statement as interim measure to be reviewed at 4 May 2010 AGM received consideration.																						

	Resolve;	Proposed by Cllr CI, Seconded by Cllr JM by unanimous vote, that a Working Party is set up to review all Health & Safety matters consisting of Cllrs Height, Parham and Shearn with support as required by Wayne Frapple (Quadron Services) and the Clerk. Enquiries and advice are to be obtained from Cathy Day (MDC) in respect of the current undertaking of both the Footpath and Allotment maintenance contracts. The Clerk is to obtain further consideration of the Town Councils insurers as to insurance over in respect of the two contractors currently undertaking both the Footpath and Allotment maintenance contracts. Both contractors are to be reminded in writing of their duty of care, to take due account of all Health & Safety matters and safe systems of work when carrying out their contracted works.
	Resolve;	Proposed by Cllr JM, Seconded by Cllr JP by unanimous vote that the Town Councils Health & Safety Policy Statement dated 6 April 2010 is approved. (copy attached).
n)	Casual Vacancy	It is expected that a by-election will be held possibly on 3 June 2010 with the exact notice of the election being published around 27 April 2010.
	Resolve;	Proposed by Cllr JP, that the matter is noted.
o)	Public Information Boards	Final draft received from Dominique Swain MDC with request for comments by 8 April 2010 with the provision that any further changes will incur additional costs.
	Resolve;	Proposed by Cllr JP, Seconded by Cllr JG by a vote of 4 For and 4 Abstentions that any members with comments are proposed amendments are to make direct representations to Dominique Swain of MDC.

SD71. 09/10 Finance

Consideration was afforded to Approve **April 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to this agenda.

Resolve; Proposed by Cllr JB, Seconded by Cllr JM by unanimous vote, that the **April 2010 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.

Quadron Services Monthly Standing Order – To consider amendment as of 28 April 2010 to include outstanding one off balance of £117.34 from Feb/March 2010 due to uplift in VAT% and any further RPI review resolved earlier in the meeting.

Resolve; Proposed by Cllr JP, Seconded by Cllr JG by unanimous vote, that the monthly Standing Order to Quadron Services if increased to £2,977.02 for the 28th April 2010 Payment to make allowance for payment of the outstanding sum of £117.34 and then reduced to £2,859.69 on the 28th May 2010 Payment until further notice.

SD72. 09/10 Confidential Session – The Committee considered 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.

a. Collett Park – Public Toilets – Review options for design / refurbishment.

Resolve; Proposed by Cllr JP by unanimous vote, that the matter is placed on hold until additional options and costings are obtained from two Building Contractors who were currently working up the project.

b. Council Offices – Current lease expires February 2011. Review progress to obtain renewal terms. Cllr JP informed that the matter was still in progress and currently under review by the relevant department within MDC.

Resolve; Proposed by Cllr JP, that the matter is noted.

c. Rate Relief, Collett Park and Collett Depot – Cllr Parham as Portfolio Holder for MDC left the meeting for the matter to be considered and did not return. Mendip confirm 80% mandatory rate relief for next five years until 31 March 2015 and further advise 20% discretionary relief for current year only until 31 March 2011. The Clerk however reported receipt of an invoice for Business Rates for Collett Park depot for £1,635.30, held in dispute and Capita had been advised. Further application for Mandatory, Discretionary and Charity Reports were submitted on to Capita on 1 April 2010.

Resolve; Proposed by Cllr JM, that the matter is noted.

SD73. 09/10 Agenda for the next meeting – AGM - Tuesday 1 June 2010.

No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 9.45pm.

Cllr

Signature; _____

Chairman

_____/_____/_2010

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2641	Microchipz	4020	Computer System Upgrade	£ 2,007.65
2642	Gillett & Johnston	4050	Town Clock - Payment on account	£ 1,521.83
2643	Southwood Skips	4044	Skips to Allotment Sites	£ 364.25
2644	Quadron Services Limited	4047	Station Road Grass Maintenance	£ 360.00
2644	Quadron Services Limited	4058	Graffiti removal Town Sign, Compton Lane	£ 30.00
2644	Quadron Services Limited	4058	Fit Dog at Bowlsh Lane / Community Hosp'	£ 30.00
2645	Duchy of Cornwall	4040	Hitchen Lane Allotments - 6 monthly rent	£ 58.75
2646	TJ Electrical Services	4058	Market Place Electrics - Repaid by MDC	£ 546.38
2647	Replacement Cheque		Replaces Cheque=2573 lost in post	£ -
2648	Microchipz	4020	Internet Security License + PC Adaptor	£ 89.30
2649	SALC	4028	Affiliation Fees Year 2010/2011	£ 1,041.44
2650	Killtech Pest Control	4212	Rodent Control 2010/2011	£ 200.00
2651	HMRC PAYE	4000/4004	4th Quarter 2009/2010 PAYE TAX/NI	£ 2,320.56
2652	Netpaydue (Repay Clerk)	4020	Netpaydue Payroll 2010/11	£ 58.75
2652	999inks (Repay Clerk)	4018	Laser / Inkjet consumables (online)	£ 76.90
				£ 8,705.81

Payments by Direct Debit

1/2/10	Bristol & Wessex	4042	Hitchen lane Allotments - 6 monthly water	£ 41.28
1/2/10	Bristol & Wessex	4204	C/Park Depot/Toilets - 6 monthly water/sewer	£ 214.29
1/2/10	Aviva	4016-4222	Insurance Premium - Monthly	£ 406.26
2/2/10	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,698.97
3/2/10	Mendip District Council	4012	Office Lease - Quarterly	£ 1,500.00
17/2/10	Plusnet	4020	Internet Broadband - Monthly	£ 19.99
2/2/10	CPRE	4028	Annual Subscription	£ 29.00

Sub Total £ 4,909.79

Total = £ 13,615.60

CONFIDENTIAL PAYMENTS

2652				£ 1,615.86
				Total £ 1,615.86

Total Expenditure = £ 15,231.46

Date	Income	Code	Category of Income	Total Deposit
09-Feb	Lloyds Banks TSB	1190	Interest - Monthly	£ 4.08
11-Feb	Madden	1000	Allotment 013 rent	£ 11.00
12-Mar	Mrs White	1008	Repayment for Memorial Tree	£ 96.00
12-Mar	SCC (Repayment)	1008	Repayment for Kissing Gates & Dog Bin	£ 1,533.73
12-Mar	Friends of the Cenotaph	1008	Repayment of floral funding	£ 12.73
16-Mar	Beck	1000	Allotment 065B rent	£ 11.00
				Total Income = £ 1,668.54

Cllr J.M. Marsh
Chairman

Signature _____

Date _____

Cllr N.F. Shearn
Vice Chairman

Signature _____

Date _____