

Minutes of the Annual General Meeting of the Town Council's Service Delivery Committee held on 1 June 2010, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor John Parham(JP)

Members - Cllrs Bartlett(JB), Gilham(JG), Height(BH), Lockett(CL), Marsh J(JM), Marsh T(TM) and Shearn(NS). Non-members Cllr Inchley(CI) and Cllr Dunscombe(WD). 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 switched off or too silent.

SD1. 10/11 Election of Chairman – Cllr John Parham was re-elected as Chairman of the Service Delivery Committee at the Town Council AGM held on 4 May 2010.

Resolve: To note.

SD2. 10/11 Election of Vice-Chairman

Resolve: Councillor Robinson was proposed by Cllr JM, Seconded by Cllr JB and as there were no other nominations, Councillor Robinson was duly re-elected Vice-Chairman of the Service Delivery Committee.

SD3. 10/11 Public Forum – None requested

SD4. 10/11 Apologies for absence – Cllr Robinson.

Resolve; that the above apologies are accepted.

SD5. 10/11 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.

Whitstone College – Cllr Inchley declared a Personal and Non-Prejudicial Interest as he is a School Governor.

Resolve: that the above Declarations are recorded.

SD6. 10/11 Minutes

The Minutes of the Meeting of the Service Delivery Committee held on the 6 April 2010 were considered for accuracy and content.

Resolve: Proposed by Cllr JP, Seconded by Cllr CL, by a unanimous vote that the Minutes of the Service Delivery Committee Meeting held on 6 April 2010 be approved as a true record and signed by the Chairman.

SD7. 10/11 Matters Arising

Min SD 67 09/10 item b – Collett Park Depot Buildings – Cllr CI enquired update to progress. The Chairman confirmed that following a site meeting, Quadron Services had agreed to remove and dispose of the existing prefabricated outbuilding at no costs to the Town Council and supply a shipping container for the sole use of the Town Council located within the depot again free of charge. It was hoped this could be completed in the next few weeks as Quadron were still making enquiries into delivery charges. Mr Wayne Frapple of Quadron Services confirmed that once installed the shipping container would be the property of the Town Council as replacement for the removed prefabricated outbuilding.

Resolved; That the matter is noted.

Min SD 67 09/10 item b – Collett Park Public Toilets – Cllr WD enquired update. The Clerk confirmed that Quadron had agreed the amended times and these were currently being complied with. The public toilets were now open 0730hrs to 1800hrs daily and this was extended from 0730hrs to 1900hrs during the school summer holiday periods.

Resolved; That the matter is noted.

SD8. 10/11 Collett Park Portfolio Matters – Cllr CL

a)	Contractors Report	Written report (attached) had been previously distributed to all members. Mr Wayne Frapple informed of a recent incident involving a Whitstone College student and small ducks being thrown about the lake. Both he and the Park Keeper with the support of the Police PCSOs had liaised with the Head teacher and staff of Whitstone College to resolve the matter. Following on from this Quadron and the PCSO's are to work proactively with Whitstone School in the future and were looking to attend and provide a short presentation at certain assemblies throughout the school year. Wayne further reported that all the assets, seats and building had been repainted within Collett Park as stated in the contract and there was just one litter bin to refurbish before this project had been fully completed.
	Resolve;	Proposed by Cllr CL that the Park Contractors Report dated June 2010 is accepted. Cllr JM voted a thankyou to both Wayne and the Park Keeper for their working in resolving the incident with the school student and the very positive outcome.
b)	Collett Festival	Update to this year's event (Saturday 12 June) was discussed in details with many members volunteering their services and Cllr CL designating workloads and tasks. Cllr JM requested consideration to the provision and manning a Town Council stall. This would ideally be situated near the Leisure Centre stall as one of the aspects to be shown upon the Town Council stall was the additional Fitness Equipment project for the park. Others consider that pictorial images and explanation of the services and work that the Town Council undertook would also be useful on the information stall.
	Resolve;	Proposed by Cllr JM, Seconded by Cllr JP by unanimous vote that the update to this year's Festival is noted and the provision of a Town Councils stall is also approved which Cllr JM is to organise.
c)	Memorial Bench Seat	A resident requests permission to refurbish an existing bench seat in the park free of charge for both material and labour and then to fix a memorial plaque in dedication to his late wife who sadly passed away in March 2008.
	Resolve;	Proposed by Cllr CL, Seconded by Cllr JP by unanimous vote, that the above request is welcomed and approved.

d) Tree Management	Stephen Clark, Jack Pine, provided information relating to his proposed works for the current year in relation to the management of the trees within Collett Park.
Resolve;	Proposed by Cllr CL, that the matter is noted.

SD9. 10/11 Footpath Portfolio Matters – Cllr TM

a) Footpath Contract	2010 contract assigned to Quadron Services as previous specification, conditions and current costs of £371. Cllr TM confirmed that he had visited all the footpaths with Quadron Services and confirmed that they would start cutting the footpaths within the next week and all would now be cut 3 times per year.
Resolve;	Proposed by Cllr TM, that the matter is noted.
b) SCC Agency	Agency funding of £220 received from SCC.
Resolve;	Proposed by Cllr TM, that the matter is noted.

SD10. 10/11 Properties Portfolio Matters – Cllr TM

a) Allotment Contract	2010 contract assigned to Quadron Services as previous specification, conditions and current costs of £231.18. Cllr TM confirmed that he had recently carried out an inspection of all Allotments sites with the Clerk and all looked very good. Quadron was now undertaking the maintenance although the narrow and varied widths of the allotment paths were a problem. The only way to cut the grass was to strim and this might cause damage to adjoining plots and their plants / produce.
Resolve;	Proposed by Cllr TM, that the matter is noted and Quadron are to strim the Allotment paths that were too narrow or varied for conventional mowers.
b) Town Clock	Update to progress received from the Clerk with an estimate to complete the project within the next two month period subject to performance of various parties.
Resolve;	Proposed by Cllr TM, that the matter is noted and the Clerk thanked for his work on this project.
c) The Shambles	MDC requested permission to proceed with removal of graffiti and cleaning of the structure in readiness for the forthcoming filming project. The Clerk has approved subject to 1- Nil cost or liability to this Council 2 – They obtain prior approval and support to their own Conservation and Historical Buildings Officers / Departments prior to proceeding. Cllr NS reported that there was two broken tiles on the roof of the structure.
Resolve;	Proposed by Cllr CL, Seconded by Cllr JP by unanimous vote, that the request above from MDC is approved and permission granted.
d) Cenotaph Enhancement Project	The Clerk provided an update. MDC had responded requesting further steps to be investigated and a full breakdown of the project to date with copies and reports of detailed costings / specifications for the works, the works undertaken, with monies received and spent to date. The Clerk confirmed that all the requirements had been completed and sent back to MDC repeating the previous request that the formal request for allocation of further funding to the project for the Tesco 106 monies is put to their CMCP Committee when they next meet.

Resolve;	The Clerk requested further direction from the Committee if to place the project on hold until MDC had responded to the request for additional funding or if to proceed and tender the works. If the tendering process was delayed then the practical work to deliver the project originally envisaged for the winter of 2010 / spring of 2011 would not be achievable. Proposed by Cllr JG, Seconded by Cllr CL by a vote of 3 For, 2 Against and 3 Abstentions that the Clerk proceed to tender the practical works without further delay.
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SD11. 10/11 Administration Portfolio Matters – Cllr JP

a)	Ground Care Contract	Meeting with Stuart Finney of MDC to be arranged to enable working party to proceed. Proposed 10 June at 10am in the TC Offices, yet to be confirmed. The Chairman confirmed that following the initial meeting of the working group, a range of options were to be investigated with working in collaboration with the MDC new Ground Care Contract was just one of the options.
Resolve;		Proposed by Cllr JP, that the matter is noted.
b)	Insurances	A comprehensive Insured Risk review will take place with WPS Insurance Brokers on Monday 14 June at 10am in the TC Offices. Any points of concern should be put to the Clerk prior to this date. Insurances are due renewal 1 July 2010.
Resolve;		Proposed by Cllr JP, that the matter is noted.

SD12. 10/11 Finance

Consideration was afforded to Approve **June 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 JP, Seconded by Cllr CL by unanimous vote, that the **June 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.

SD13. 10/11 Agenda for the next meeting – Tuesday 10 August 2010.

No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 7.58 pm.

Cllr J. Parham

Signature; _____

Chairman

_____/_____/_____**2010**

A P P E N D I X " A "

Cheque No	Payee	Code	Goods Supplied	Total Payment
2667	Race Brothers	4208	Collett Park paving repairs (extra)	337.23
2668	G.B. Sport & Leisure	4220	Collett Park - Play Safety Surfacing Repairs	481.75
2670	Goldenhart	4022	Website Domain Name Registration	18.69
				£ 837.67

Payments by Direct Debit

01-Apr	Community Council	4028	Annual Subscription	£ 30.00
01-Apr	Aviva (Norwich Union)	4016-4222	Insurance Premiums	£ 406.26
19-Apr	Plusnet PLC	4020	Monthly Broadband Provision	£ 19.99
20-Apr	BT	4014	Telephone Lines & Calls	£ 136.41
29-Apr	Somerset County Council	4000-4002	Pension Contributions	£ 565.56
28-Apr	Quadron Services	4200-4202	Collett Park Ground Care Contract	£ 2,977.02
28-Apr	Veolia ES UK Limited	4206	Collett Park Waste Disposal	£ 65.99
				£ 4,201.23

CONFIDENTIAL PAYMENTS

2669				£ 1,615.86
Total Expenditure				£ 6,654.76

Date	Income	Code	Category of Income	Total Deposit
7-Apr	Mendip District Council	1176	50% of Precept	£ 69,160.00
9-Apr	Lloyds Bank	1190	Monthly Interest - 30 Day Account	£ 3.81
9-Apr	HMRC VAT	115	VAT Reclaim up to end of March 2010	£ 6,085.51
8-Apr	SCC Repayment + Hi Jinks	500378	Cllr MR Grit Bins/Shelter + Ice Cream Franc	£ 2,640.00
23-Apr	GFL Sponsorship + Allot Rent	500379	Compeer for Collett Festival + Allotment Rent	£ 111.00
26-Apr	Haskins	500380	Station Road Maintenance Partnership	£ 260.00
Total Income =				£ 78,260.32

**Cllr J.M. Marsh
Chairman**

Signature _____

Date _____

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

Signature _____

Date _____