

WIVELISCOMBE TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 19th May 2025 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, C Kirk, T Parker A Kyle, F Higginson, P Martin, E Gaines, P Berman and S Shopland

Clerk: Mrs Sarah Towells

Other: D Mansell (SC), Julian Mellor (Town Hall Trust), Benedict Southworth (Town Hall Trust), Elizabeth Hurry (swimming pool) and one other

Apologies

Councillors: A Woollaston

Other: None

Councillors absent without apology: None

25/01 Election of Chairman and acceptance of office: It was resolved Cllr R Wilson was elected as Chairman and he duly signed the acceptance of office form.

25/02 Election of Vice Chairman: It was resolved Cllr T Parker was elected as Vice Chairman.

25/03 To note apologies for absence: As noted above.

25/04 Any New Declarations of Interest or dispensation: There were none.

25/05 Minutes of the meeting held on Wednesday 23rd April 2025: It was resolved to approve the minutes.

25/06 Review of delegation arrangements to committees, working groups, staff and other local authorities: It was resolved no committees or working groups other than the staffing committee (25/01.1) have delegatory powers. The Clerk has delegated powers as stated within the Financial Regulations and Standing orders.

25/07 Review of terms of reference for committees and working groups:

25/01.1 Personnel/Staffing Committee: It was resolved to accept the following terms of reference with one vote against:

1. The Staffing Committee.
2. The Staffing Committee is responsible for setting out contracts of employment for all employees and any alterations to the contract of employment and ensuring that payments are kept up to date with the Inland Revenue. The committee agree annual leave with the Clerk. The committee can agree annual wage increases in line with the pay scales. The Committee have the power to employ an outside Clerk if deemed necessary and report back to Full Council as to why.
3. The Staffing committee will carry out yearly appraisals with the Clerk and check contract on an annual basis.
4. The Staffing Committee will consist of no more than 6 members.
5. The Staffing Committee will meet at least twice a year with additional meetings as necessary in the meeting room at Wivey House.
6. The Committee will elect a chair at the first meeting of the year. The Committee shall not be responsible for electing Committee members and the election of Committee members must take place annually by the Council. Any vacancies occurring within the year must be filled by the Council.
7. The Clerk will take minutes.
8. Non-members of the Committee may not attend the meeting without receiving an invitation from the Chairman of the Committee.
9. Any other recommendations to go to Full Council.
10. Review Terms of reference annually.

25/07.2 Grievance Committee: It was resolved to adopt the following terms of reference:

1. The Grievance Committee is responsible to deal with any allegations made

2. The Committee will consist of no more than 3 councillors
3. The Committee will meet as necessary
4. Elect a Chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee Members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Committee may not attend the meeting unless invited by The Chair of the Committee
7. The Grievance policy adopted by the Council on 19/05/25 must be followed
8. Review Terms of Reference annually

25/07.3 Disciplinary Committee: It was resolved to adopt the following terms of reference:

1. The Disciplinary Committee is responsible to deal with any allegations made
2. The Committee will consist of no more than 3 councillors
3. The Committee will meet as necessary
4. Elect a Chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee Members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Committee may not attend the meeting unless invited by The Chair of the Committee
7. The Disciplinary policy adopted by the Council on 19/05/25 must be followed
8. Review Terms of Reference annually.

25/07.4 Appeal Panel: It was resolved to adopt the following terms of reference:

1. The Appeal Panel is responsible for dealing with employees who feel their grievance has not been satisfactorily resolved
2. The Panel will consist of no more than 3 councillors
3. The Panel will meet as necessary
4. Elect a Chair at the first meeting of the year
5. The Panel shall not be responsible for electing Panel Members and the election of Panel Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Panel may not attend the meeting unless invited by The Chair of the Panel
7. The Grievance & Disciplinary policy adopted by the Council on 19/05/25 must be followed regarding The Appeal
8. Review Terms of Reference annually

25/07.5 Finance Committee: It was resolved to accept the following terms of reference with one vote against.

1. The Finance Committee will elect their chairman at their first meeting of each year.
2. The Committee will meet at least twice a year as requested by the Town Councils Finance Officer.
3. The Committee will consist of no more than 6 councillors.
4. The Finance Committee will make recommendations setting the budget to Full Council each November/December and make recommendations on the reserve allocations.
5. The Finance Committee will review any grant applications that must be submitted to the Clerk to check that they meet the requirements of both the finance regulations and conditions of the grant application form and make recommendations to Full Council.
6. The Finance Committee will meet to discuss any other financial item that Full Council ask them to look into and then report back to Full Council.
7. The Town Councils Finance Officer will keep the group up to date with any changes in the finance regulations and legal requirements and attend meetings.
8. The group have no delegatory powers and will always report back to Full Council for their approval.

25/07.6 Toilet Committee: It was resolved to accept with one abstention the following terms of reference:

1. The Toilet Committee
2. The Toilet Committee objectives are to keep the public toilets running smoothly.

3. The Toilet Committee will work with the cleaning contractor once they have been approved by Full Council to ensure the toilets are kept clean and will check all necessary paperwork is in place for the contract company. The Toilet committee will let Full Council know when the contract is coming to an end. The committee will report to Full Council any issues with the toilet block.
4. The Toilet Committee will consist no more than 5 members and can include 2 members of the public
5. The Toilet Committee will meet as necessary
6. The Committee will elect a chair at the first meeting of the year. The Committee shall not be responsible for electing Committee members and the election of Committee members must take place annually by the Council. Any vacancies occurring within the year must be filled by the Council.
7. The Clerk will take minutes.
8. All recommendations to go to Full Council
9. Review Terms of reference annually.

25/07.7 Community Plan Committee: It was resolved to accept, with one abstention the following terms of reference:

- The Community Plan Committee will elect their Chairman at their first meeting of the year.
- The Community Plan Committee is responsible for researching the possibility of the production of a Neighbourhood Plan/Community Plan. (To include feasibility, to develop a clear understanding of the Neighbourhood. What a Neighbourhood Plan is and how/or it is progressed in Wiveliscombe. Understanding support networking, specifically to include SWT Council)
- To develop plan.
- Take a broad community approach to Neighbourhood Planning/Community Planning to include conducting surveys.
- The Committee will report back at every Town Council Meeting.

25/07.8 Planning and Housing Group: It was resolved to note there were no terms of reference for the planning and housing group and resolved they would put some together to be agreed at the June Town Council meeting.

25/07.9 FaceBook Group: It was resolved to note there were no terms of reference for the FaceBook group and further resolved Cllr Gaines would put some together to be agreed at the June Town Council meeting.

25/07.10 Town Council Website: It was resolved to note there were no terms of reference but The Clerk would work with Cllr Parker to put me together to be agreed at the June Town Council meeting.

25/07.11 Emergency Plan Group: It was resolved to note the group did not have terms of reference and the Clerk would work with Cllr Wilson to submit some at the June meeting.

25/07.12 Health and Wellbeing Group: It was resolved to note the group did not have terms of reference and they would put some together to be agreed at the June Meeting.

25/07.13 Library Working group: It was resolved to accept the following terms of reference:

- Name of group – WTC Library Working Group
- Purpose/role of the group – 1. To evaluate community benefits since April 2019, including liaising with the public. 2. Investigate a variety of different models. 3. Financial. 4. Location of library options. 5. Any other library matter that arises during the findings of the group. 6. Propose a way forward to be agreed by Full Council regarding the Library.
- What are the aims/responsibilities of the group – To assess the future of the library and carry out the tasks as listed in section 2 above.
- Number of people - 5 councillors and the Clerk
- Amount of meetings held each year – As many as is required.
- Elect a Chair at first meeting.
- Report back all findings to Full Council and vote on any recommendations.

25/08 Appointment of Councillors to existing Committees/groups/representatives:

- 25/08.1 Personnel/Staffing Committee: It was resolved Cllrs Woollaston, Berman, R Wilson and C Kirk would be on the staffing committee.
- 25/08.2 Grievance Committee: It was resolved Cllrs Gaines, Parker and Shopland would be on the Grievance Committee.
- 25/08.3 Disciplinary Committee: It was resolved Cllrs Kirk and Martin would be on the Disciplinary Committee with a vacancy.
- 25/08.4 Appeal Panel: It was resolved Cllrs Higginson, B Wilson and Kyle would be on the Appeal Panel.
- 25/08.5 Finance Committee: It was resolved Cllrs Gaines, B Wilson, Shopland, Higginson and Parker would be on the Finance Committee.
- 25/08.6 Toilet Committee: It was resolved Heather Harvey (business group), Mark Blaker (ex-councillor) B Wilson, P Martin and R Wilson would be on the toilet committee.
- 25/08.7 Community Plan Committee: It was resolved Cllr P Berman, E Gaines and C Kirk would be on the Community Plan Committee.
- 25/08.8 Planning and Housing Group: It was resolved Cllrs T Parker, P Berman and A Kyle would be on the Planning Committee.
- 25/08.9 FaceBook Group: It was resolved Cllrs T Parker and E Gaines would be on the FaceBook Group.
- 25/08.10 Town Council Website: It was resolved the Clerk and Cllr T Parker would run the Town Council Website.
- 25/08.11 Emergency Plan Committee: It was resolved Cllrs R Wilson, A Woollaston, P Berman and S Shopland would be on the Emergency Plan Committee.
- 25/08.12 Maintenance/Health and Safety/Risk Representative: It was resolved Cllrs A Woollaston and B Wilson would be representatives.
- 25/08.13 Allotment Representative: It was resolved Cllr B Wilson would be the Allotment Representative.
- 25/08.14 Jubilee Garden Representative: It was resolved Cllr B Wilson would be the Jubilee Gardens Representative
- 25/08.15 Number of councillors group: It was resolved this group was no longer required.
- 25/08.16 Health and Wellbeing Group: It was resolved Cllrs Gaines and Kyle would be on the Health and Wellbeing Group.
- 25/08.17 Library Working Group: It was resolved Cllrs Parker, Gaines, R Wilson, P Martin, B Wilson and The Clerk would be on the Library Working Group.

25/09 Appointment of Councillors as representatives to outside bodies and agree arrangements for reporting back:

It was resolved written reports should be submitted to Full Council where possible.

- 25/09.1 WAP Representative: It was resolved Cllr R Wilson would be the WAP Representative.
- 25/09.2 Footpaths Representative: It was resolved this was no longer required.
- 25/09.3 Community Centre Representative: It was resolved Cllr Martin would be the Community Centre Representative.
- 25/09.4 Consolidated Charities Representative: It was resolved Cllr R Wilson would be the Consolidated Charities Representative.
- 25/09.5 Recreation Ground Representative: It was resolved Cllr Gaines would be the Recreation Ground Representative.
- 25/09.6 LCN Representatives: It was resolved Cllrs Berman, Parker and R Wilson would be the LCN Representatives.

25/10 Appointment of any new committees in accordance with standing order 4: It was resolved Cllrs Kirk, Martin and Gaines would be the Xmas Committee and they would submit their terms of reference to Full Council following their first meeting.

25/11 Review of subscriptions to Outside Bodies: It was resolved to subscribe to SALC.

25/12 Review of Standing Orders: It was resolved to adopt the recommendations of NALC and update the Standing Orders and publish on the website.

25/13 Review of Financial Regulations: It was resolved to adopt the current financial regulations and publish on the website.

25/14 Review of Code of Conduct: It was resolved to adopt the current Code of Conduct and publish on the website.

25/15 Review of arrangements with Claires Cleaning and MSMG: It was resolved to continue with a rolling one month contract with Claires Cleaning until the toilets refurb is complete. MSMG's agreement would be looked at in November.

25/16 To consider the Planning group's report: It was resolved to accept the groups comments to be submitted to Somerset Council as set out below.

25/16.1

SC	49/25/0019	Replacement of detached garage at manor Farm, Wiveliscombe Road, Wiveliscombe	It was resolved to SUPPORT this application
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25/17 Finance:

25/17.1 Accounts for approval: It was resolved to pay the accounts below.

WAP have now come back with all relevant paperwork for their grant application. It was resolved to pay WAP £500 when they request it for the Street Fair.

Sarah Towells	Payroll and expenses	£1102.44
HMRC	PAYE	£357.76
Claire's Cleaning	Toilet cleaning	£690.00
Wiveliscombe Community Centre	Hall Hire for April	£57.50
British Gas (DD)	Jubilee Gardens	£20.18
Octopus Energy (DD)	Toilets	£28.92
MSMG	Jubilee Gardens	£168.00
MSMG	Footpaths	£95.00
Sarah Towells	training	£468.00
Tammy Roper	Internal audit	£220.00

25/17.2 Current account analysis and Bank reconciliation for April 2025: It was resolved to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

25/17.3 Budget monitoring: It was resolved to note, and Cllr B Wilson would sign this.

25/17.4 PAYE figures for April: It was resolved to note, the figures and Cllrs B Wilson and R Wilson signed them.

25/17.5 Wivey Cares SLA: It was resolved to renew the agreement for one year with a payment of £2000.00

25/17.6 Review of Councils expenditure incurred under S137: S137 money used during 2024-25 was £17,007. This is a reduction on the previous year as some of the library payments are now being paid out of the Covid Grant it received.

25/17.7 To agree internal auditor for next year: It was resolved to ask Tammy Roper to carry out the internal audit again next year.

25/17.8 To consider findings of the internal audit review: It was resolved to note and action both comments sent in by the auditor. The Clerk would contact Cambridge Building Society regarding statements and the Council would look at getting .gov.uk emails and website as under item 25/17.13 below.

25/17.9 To approve the Annual Governance Statement: It was resolved to approve the annual governance statement.

25/17.10 To consider the accounting statements and approve them: The accounting statements were considered, and it was resolved to approve the accounting statements.

25/17.11 Chair to sign the accounting Statements: It was resolved the Chair would sign the accounting statements.

25/17.12 To agree the dates of the period for the exercise of public rights: It was resolved the dates would be 1st July until 11th August.

25/17.13 Consider Parish Online Quote for new website and emails from Tom Hendy who currently does the Town Council website: It was resolved to agree in principle to change to a .gov.uk website and emails but with further investigation required, possibly by the Strategic Plan Working Group.

25/18 Report from Community Centre: It was resolved to note there was no report.

25/19 Report from Somerset Councillor: Cllr Mansell reported that parking charges will not be introduced in October for Wiveliscombe. Consultations regarding parking will be held later in the year.

25/20 Crime Report: It was resolved to note the report.

25/21 Correspondence:

25/21.1 Email from John Ollerenshaw regarding early cutting of verges: It was resolved to write to Highways to ask not to cut the verges until the second half of May to protect the daffodils.

25/21.2 Email from CEO of SALC regarding CIL money: It was resolved to note the email from SALC regarding CIL money spending, The Town Council does not have the power to work on Highways.

25/21.3 Quotes for festive lights: It was resolved the Christmas Committee would look at the quote and report back to Full Council.

25/21.4 Insurance renewal from Clear Councils: It was resolved to renew the insurance at a cost of £1628.45 with Clear Councils.

25/21.5 Email forwarded by Cllr Higginson from Trustees of the Swimming Pool regarding funding request for swimming pool: It was resolved that the Finance Committee would look at the application.

25/21.6 Email from Town Hall Trust with update: It was resolved to note the update and refer to the Finance Committee.

25/22 Saturday mornings Cllr Surgery in June: It was resolved Cllr Martin would do the June session.

25/23 Report from Cllr Surgery held in May: It was resolved to note there was no report as no one attended.

25/24 Community Radio Volunteer for June: It was resolved Cllr Berman would do the June show.

25/25 Review of Asset Register: It was resolved to note there were no updates, but a new photograph of Jubilee Gardens is required.

25/26 Review of Risk Register: It was resolved to note there was no updates.

25/27 Review of Complaints Procedure: It was resolved to adopt the complaints procedure and publish on the website.

25/28 Review of Press and Media Policy: It was resolved to adopt the Press and Media Policy and publish on the website.

25/29 Review of Grievance and Disciplinary Policy: It was resolved to adopt the Grievance and Disciplinary Policy.

25/30 Review of General Privacy Notice: It was resolved to adopt the General Privacy Notice and publish on the website.

25/31 Review of Data Protection Policy: it was resolved to adopt the Data Protection Policy and publish on the website.

25/32 Review of Social Media Policy: It was resolved to adopt the Social Media Policy and publish on the website.

25/33 Review of Recording Council Meeting Protocol: It was resolved to adopt the Recording Council meeting Protocol and publish on the website.

25/34 Review of Retention and Disposal Policy: It was resolved to adopt the Retention and Disposal Policy and publish on the website.

25/35 Review of Biodiversity Policy: It was resolved to adopt the Biodiversity Policy and publish on the website.

25/36 Review of Investment Strategy Policy: It was resolved to adopt the Investment Strategy Policy and publish on the website.

25/37 Review of Publication Scheme: It was resolved to adopt the Publication Scheme and publish on the website.

25/38 Review of Management of Transferable Data Policy: It was resolved to adopt the Management of Transferable Data Policy and publish on the website.

25/39 Review of Equal Opportunity Policy: It was resolved to adopt the Equal opportunity Policy and publish on the website.

25/40 Review of Staff Absence Policy: The Staffing Committee had checked this policy, and it was resolved to adopt it.

25/41 Review of Annual Leave Policy: The Staffing Committee had checked this policy, and it was resolved to adopt it.

25/42 Review of Flexible working Policy: The Staffing Committee had checked this policy, and it was resolved to adopt it.

25/43 Receipt of the draft toilet committee minutes of the meeting held on 29th April 2025 and consider recommendations made by the toilet committee: It was resolved to note the minutes. The Toilet Committee noted the following: The heads of terms when purchasing the toilet block in 2016, clearly state that

- The purchaser and its successor organisations shall not use the property for any purpose other than for community benefit purposes.
- The purchaser and its successor organisations shall not make any external alterations to the exterior of the building
- The intention at date of transfer is for the building to continue to be used as public conveniences for the benefit of the community. Notwithstanding this, should the purchaser decide to use the property for some other community benefit there will be no objection from the Council.

The committee recommend to Full Council in light of the above to consult as many of the public as possible by the end of May so results can be discussed at the June meeting along with revised quote from the builder, to enable the renovations to start ASAP.

Regarding the EHRC- Update – UK supreme Court Judgement: *The committee discussed the ruling and recommend to Full Council not to make any changes but to press ahead with the development of the existing toilets ASAP. This would then address the ruling.*

It was resolved to accept the recommendations after proposal by Cllr B Wilson and seconded by Cllr P Martin with 7 votes for 1 vote against with 2 abstentions. It was further resolved to amend the questionnaire to remove the sentence regarding funding and to also add a closing date of 31st May.

It was further resolved to remove the questions regarding keypad, type of flooring and automatic lighting. The toilet committee would need to contact somerset council regarding changes within the heads of terms. Cllr Higginson proposed that WTC Appeal the condition imposed for timber window frames and doors, this was seconded by C Kirk and resolved the Clerk would contact the planning department to appeal the condition.

25/44 Web Cam in The Square – Consider how to proceed getting a live feed to the website: It was resolved to defer this item possibly to the strategic plan group.

25/45 Consider the following motion by Cllr Higginson: Wiveliscombe Town Council contract a Project Development Assistant for 6 months to help WTC progress & complete 2 matters:

1. *Work with the Community Plan Group towards completion of the Community Plan Review*

2. *Work with the Health & Wellbeing and/or Community Plan Group to deliver a programme laid out in the SALC Community Health and Wellbeing grant application.*

It was resolved to put £1000 to go with the £1500 from the Health and Wellbeing Grant to contract a project development worker to carry out the tasks above.

25/46 Consider the following motion by Cllr B Wilson – due to the increase in CIL funding applications I propose the Council ask the Finance Committee to meet and produce a Cil funding grant application form to be bought back to Full Council to be agreed. Going forward this form can then be on our website with the other grant application form:

It was resolved with one abstention for the Finance Committee to meet to produce a form to be agreed by Full Council.

25/47 Consider the following motion by Cllr B Wilson: As CIL money can be used to produce a neighbourhood plan – I propose the Council investigates whether a neighbourhood plan could be produced by WTC by a professional using CIL money: It was resolved that Cllr B Wilson would resubmit this proposal worded differently at the June Meeting.

25/48 To consider a strategic plan: It was resolved to form a Strategic Plan working group consisting of Cllrs T Parker, F Higginson and B Wilson.

25/49 Determine the time and place of ordinary meeting of the Council up to and including the next annual meeting of the Council: It was resolved to continue to hold Council meetings at 7pm on the 3rd Monday of every month in the Community Centre.

25/50 Items for the next meeting to be held on Monday 16th June 2025:

Electric contract for toilets

25/51 Close meeting: Meeting Closed 21.35pm