

Other Representative Reports

Axbridge Action Group. The Group has proposed a meeting in July of parties interested in the implementation of their traffic and parking management group. The date they have suggested is not convenient because of other council committee meetings but, subject to re-scheduling, this meeting will be attended by member of the council and other town groups.

Councillor Hamblin

Axbridge Chamber of Commerce: AGM to be held at the Parsonage, Cheddar Road on Friday 18th July at 4pm. The guest speaker will be Councillor Jane Moreton, chairman of Sedgemoor District Council and there will be a cream tea. Next social event will be the annual barbeque, also to be held at the Parsonage on Saturday 3rd July. This event is open to all and this year profits will be given to the Axbridge Pageant. Tickets are available from any member of the Chamber of Commerce.

Councillor Hamblin

King John's Hunting Lodge Museum: At the time of writing we still have no formal notification of the grant from Sedgemoor District Council and funding continues to be a great concern. The leaflet produced jointly by the museum and the Chamber of Commerce will soon be available and has raised more for the museum than originally anticipated which is most welcome news.

Councillor Hamblin

Town Crier – The Town Crier had 2 events planned this month.

Vicky Brice

Report on the Cluster Group Meeting - 20th May 2010 - Shipham Village Hall.

Session 1 was a PACT meeting but the only “partner” attending was the police. Inspector Tolley outlined the concerns in the member parishes as he understood it. Speeding appeared to be the one issue concerning all parishes in the area.

Session 2 was the Cluster Group meeting which included the following items.

RLT3 Funding. Members were informed that the fund remains at £5770 and no new applications had been received.

Workshops. There was an update on the workshops designed to prioritise the concerns of the parishes.

Pylons. There was a long but useful discussion on the proposals for the installation of Pylons from Hinckley to Avonmouth. One of the main issues was how could the parishes be effective in their representations concerning the scheme. They do not have the expertise of EDF nor the finances to purchase a consultant to present their case. There is also the difficulty of coordinating the efforts of the parishes spread over various clusters and counties.

Next meeting. There will be a presentation on the role of Atkins within the County Council Highways Department. (Thursday 5th August at Shipham Village Hall)

Councillor Mike Taylor.

**Report of Footpath Liaison Meeting
At Mark with Somerset County Council on 17th May 2010**

We learnt that the Rights of Way Group has a new structure, eight groups in total including Exmoor National Park. We are in group 6 administered by Chris East.

We learnt that what we are doing is a great help to Maintenance Staff and the Return Forms that Liaison Officers make showing what has been done during the year are very useful for showing to the Powers That Be that the money is being well spent.

Stiles are being replaced by kissing gates as and when funds exist. Money should be alright for this financial year but they expect it to be tough from 2011 onwards.

The stile at the bottom of Waterworks Lane leading to Cheddar has been replaced with a kissing gate.

Councillor Jim Lukins

AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 7th June 2010 at the Town Hall, Axbridge

Meeting Commenced: 6.48pm
7.25pm

Meeting concluded:

Present: Councillors B Hamblin (Chairman), J Gall, I Laken, M Taylor and C Walking together with Mrs V Brice, Town Clerk

Apologies: Councillor Mrs P Ham

P7/10 Election of Chairman

RESOLVED: that Councillor B Hamblin be elected Chairman of the Committee for 2010/11.

P8/10 Election of Vice-Chairman

RESOLVED: that Councillor M Taylor be elected Vice-Chairman of the Committee for 2010/11.

P9/10 Declarations of Interest - none

P10/10 Minutes of the meeting held on 17th May 2010

RESOLVED: that the minutes of the meeting held on 17th May 2010 be approved as a correct record and signed by the Chairman.

P11/10 Remit

RECOMMENDED TO COUNCIL: that the current remit be approved subject to the Duties including consideration of licence applications (as well as planning applications) and the Powers including any Licence Applications relating to entertainment (as well as the sale of alcohol).

No members of the public were present

P12/10 Planning Applications

02/10/00008/LE (Planning (Listed Buildings and Conservation Areas) Act 1990_
Applicant: Mrs S Hands
Proposal: Retention of rooflight in rear elevation, rebuilt chimney and mezzanine floor
Location: 2 High Street, Axbridge, BS26 2AF

RESOLVED: that Sedgemoor District Council be advised that the Town Council has no observations to make on this application.

02/10/00012/NM

Applicant: Mr M Norman
Proposal: Erection of timber framed carport with storage area over in rear garden
Location: 19 West Street, Axbridge, BS26 2AA

RESOLVED: that Sedgemoor District Council be advised that the Town Council has no observations to make on this application.

P13/10 Enforcement Issues

6 West Street – the scaffolding had been removed. The Clerk would check whether a street lamp should now be reinstated on the property.

Footpath, Old Butcher's Yard – the Clerk continued to seek an update from Somerset Highways.

The Almhouse, The Square – members had expressed concern at the poor state of repair of this building. The conservation officer would look at the property and contact the owner if appropriate.

P14/10 Planning Decisions and Correspondence

a) Planning Decisions

02/10/00003 – Installation of mechanical plant to replace existing within rear service yard at 2 The Square – Permission Granted.

02/10/00006 – Erection of First Floor Rear Extension at 41 West Street – Permission Granted.

02/10/00009 – Part demolition of internal load bearing wall at ground floor level with insertion of steel beam to create open plan office – Permission Granted.

21/10/00002 – Agricultural Workers Dwelling with Garage, Newland Farm, Crossmoor Drove, Lower Weare – Permission seemed to have been granted by Sedgemoor District Council on 18th May 2010, although the website still said “under consideration”

02/10/00010/RSM -Installation of replacement french windows at 5 Furlong Place – the Clerk would seek a reply from Sedgemoor District Council as to why a planning application was necessary for these works.

b) Planning Correspondence

Bridgwater to Avonmouth Electricity Transmission Line- Members had received a copy of the reply from the Infrastructure Planning Commission (IPC) advising that they could not comment until an application for a new transmission line had been received. The letter explained the process that would then be followed. Members also received a copy of a letter from Mark Parish Council to the IPC expressing their concerns. The Chamber of Commerce would be writing to the Town Council to offer its support and it was understood that National Grid had sought further funding for infrastructure.

RESOLVED: that the Clerk contacts the “No Moor Plyons Group” to advise that the Town Council has written to the Hinckley C Connection Project and to the IPC on this matter and would be interested to be kept up to date on these proposals.

Premises Licence for Axbridge Pageant – Members considered this application.

RESOLVED: that Sedgemoor District Council be advised that the Town Council has no observations to make on this application.

Community Infrastructure Levy (CIL) - Sedgemoor District Council advised that, whilst a levy applied specifically in Bridgwater and RLT2 and 3 contributions were sought from developers, the policy framework for the CIL would be considered, in the future, on the back of the Local Development Framework. Councillor Hamblin had a copy of the full document, if required.

Affordable Housing –new powers may be given to parish councils to build new affordable homes.

Town Design Statement - Sedgemoor District Council had commented on the first draft. A second draft now needed to be prepared. This would be included on the council agenda, with a view to seeking volunteers to assist with completing this project. Councillor Hamblin would forward the information to Councillors Gall and Walkling in particular.

Planning Training Days – would be taking place in the Autumn.

P15/10 Date of Next Meeting

RESOLVED: that the next meeting be held on 21st June, just prior to Council, if required.

Chairman

Date

Axbridge Town Council

Planning and Licences Committee (A standing committee of the council)

Chairman and Committee membership

Chairman: to be elected by the committee at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

3 (minimum) other councillors

Remit

Duties:

To meet as required (usually once or twice a month) to consider and give opinions on current planning applications **and licence applications** and to receive all planning related correspondence.

To produce minutes of the Committee meetings to inform Council of the decisions made.

Powers:

To make observations, recommend approval or raise objections on behalf of the Council on applications which relate to no more than one property. (An application which relates to more than one dwelling should be determined by full council, unless the Council delegates the specific application to the planning committee for determination.)

The committee will examine all larger applications on behalf of the council and make recommendations to council on these.

The committee will deal with all correspondence relating to planning applications.

The committee will deal with all enforcement issues brought to the attention of the council.

The committee will deal with all questionnaires and surveys related to planning and development on behalf of the council.

The committee will respond to any Licence Applications relating to the sale of alcohol **and entertainment**.

The committee will respond to any Temporary Road Closure applications on behalf of the Council.

Any of the above matters considered to be particularly contentious by the Mayor, Chairman of the Planning Committee or Clerk should be referred to full Council for a decision.

Adopted: 19th February (min 153/06(b))
134/07b)

Revised: 21^s January 2008 (min

**Axbridge Town Council
Administration and Finance Advisory Group**

Report to Council for June 2010.

Meetings. The group met on Monday 14th June 2010.

Present: Councillors Mrs Browne, Gall, Taylor, Mrs Trotman & The Town Clerk, Mrs Brice.

Apologies: Councillor Hamblin.

Election of Chairman. Councillor Taylor was elected chairman for the forthcoming year.

Remit. The remit was checked. No changes were proposed but the remit appears to require formal adoption by council.

(Agenda item)

Accounts. The accounts for May having been checked by members were accepted.

It was agreed that a strategy for increasing the reserves and use of existing funds in case of an emergency should be put in place. Also, the bank would be approached to see if there is an account where some of the funds in the business reserve account could be transferred in order to get some increase in interest.

Audit. The internal audit is complete. The external audit returns have been sent in.

Insurance.

War Memorial. A response from the insurance company is awaited.

Renewal schedule. This had not been received in time for the meeting. All details of the cover will be checked at the next group meeting.

List of cheque signatories. Group members agreed that no change was needed. Council approval of list required.

(Agenda item)

List of councillors to check reconciliation. Group members agreed to amending the list slightly. Council approval of the list required.

(Agenda item)

Grants from the Town Council. Requests have been received from Sedgemoor Community Transport and from the Carnival Committee for a contribution to the cost of marshalling the extension to the road closure hours. Council decisions required. (Agenda item)

Data Protection Act/Freedom of Information Act.

Drafts of the following documents were considered and approved by group members.

Freedom of information policy.

Data Protection Policy and Subject Access Request Form.

Council approval is required before they are added to Standing Orders.

(Agenda item)

Annual Report. The 2009/10 version has been completed by Councillor Mrs Trotman. This needs council approval.

(Agenda item)

War Memorial. Power washing is not recommended. It appears that hand cleaning is effective. The lengthsman will be requested to do the work if he is available. Quotes for cleaning will not be required.

Allotment Rents. The group discussed the various issues at length and recommend that no changes to any of the rents should be made for this year and a small increase should be made next year for those plots that do not have the rabbit fencing installed. (Agenda item)

Councillor Taylor
(15/06/10)

AXBRIDGE TOWN COUNCIL

Administration and Finance Advisory Group

Chairman and Group Membership

Chairman: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

1 (minimum) other councillor and Clerk

No co-options of non councillors.

Remit

Monitor and advise the council on all aspects of financial management, book keeping and insurance

Approve financial reports before presentation to council

Prepare budgets

To review and make recommendations to the Council on the cemetery fees and charges annually

Maintain the asset register

Revise the risk assessment as necessary

Manage the web-site

Monitor all administrative systems with particular reference to the keeping of records both manual and computerised, their resilience and backup

Examine current and future legislation affecting the council's administration systems including data protection, freedom of information and Quality Parish Councils and advise on any changes to procedures that are required as a result

Monitor and recommend any changes relating to the Council's Standing Orders

To consider the Sedgemoor Parish Charter and to make any recommendations on the charter to Council

To consider any complaints received about the administration of the Council or its procedures, in line with the Council's approved Complaints Policy and make a recommendation to the Council accordingly.

Adopted:

Cheque signatories and Bank Reconciliation Checkers

Proposal

It is proposed

- 1) that the cheque signatories remain as shown below; and
- 2) that the three councillors, who are not cheque signatories, as shown, be authorised to check the monthly reconciliation of the accounts

Cheque Signatories	Not Cheque Signatories	Reconciliation checkers
Councillors:-		
Dennis Bratt	Jeremy Gall	Jeremy Gall
Kate Browne	Val Isaac	Paul Passey
Pauline Ham	Ian Laken	Jennifer Trotman
Barry Hamblin	Jim Lukins	
Michael Taylor	Paul Passey	
Vicky Brice (Town Clerk)*	Liz Scott	
	Jennifer Trotman	

* The Town Clerk, whilst authorised as cheque signatory in order to transfer funds between accounts, will not sign cheques on behalf of the council.

Axbridge Town Council Freedom of Information Policy

1. Introduction

Axbridge Town Council has adopted the Model Publication Scheme with effect from 1st December 2008. This scheme will enable members of the public to view and access information held by the Town Council.

2. Obtaining Information and Information held

There are three ways to obtain the information:

- Town Council web site (www.axbridge-tc.gov.uk)

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the website first.

- Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.

- Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to

- The Town Clerk, 2 Woodview Road, Cheddar, BS27 3NF
- Your request must include your name, address for correspondence, and a description of the information you require.

3. Town Council's Response to a Written Request

Within 20 working days of receipt of your written request the Town Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

4. Fees

The Act only allows the Town Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Town Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Town Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Town Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, the Town Council will charge as set out in the **Guide to Information available under the Publication Scheme** on the website.

5. Exemptions

Some information may not be provided by the Town Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

6. Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Town Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

7. Complaints

If you are dissatisfied with the response from the Town Council then you should put your complaint in writing to the Town Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner via the website at www.ico.gov.uk or write to:

Customer Services Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Tel: 01625 545700

Axbridge Town Council Data Protection Policy

8. Introduction

- 8.1 The 1998 Data Protection Act has been in force since 1 March 2000. Axbridge Town Council supports the objectives of the Act and will comply with it.
- 8.2 The purpose of this policy statement is to state the Town Council's commitment to maintaining the confidentiality of personal information within its record systems, which is required by the Act.
- 8.3 The Data Protection Act 1998 also allows individuals to make a data subject access request. In such a case an individual is entitled to receive, in an intelligible form, all information held relating to them. There is an application form, which must be completed, and the maximum fee that can be charged is £10.00. For further information contact the Data Protection Officer.
- 8.4 The obligations contained in this policy statement apply to both Council Members and employees.

9. Policy

- 9.1 Axbridge Town Council is committed to maintaining the strictest level of confidentiality for any personal data it is responsible for processing. The Town Council will only process or disclose personal data for purposes necessary for Town Council business and for purposes that have been notified to the Data Protection Commissioner. The Town Council will adhere to the Principles outlined in the Data Protection Act 1998.
- 9.2 The eight principles are:
- i) Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:-
 - ◆ at least one of the conditions in Schedule 2 is met, and
 - ◆ in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
 - ii) Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
 - iii) Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 - iv) Personal data shall be accurate and, where necessary, kept up to date.
 - v) Personal data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or those purposes.
 - vi) Personal data shall be processed in accordance with the rights of data subjects under this Act.

- vii) Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- viii) Personal data shall not be transferred to a country or territory outside of the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

9.3 The Town Council carries out its affairs in an open manner. Apart from exceptional circumstances as outlined in the Act, the Town Council will provide information about a data subject on request. Where a data subject asks the Town Council for access to data, the request must come on a Subject Access Request Form and with the fee set by the Council in accordance with the Act. The Subject Access Request Form, which has been made available on the Town Council website (www.axbridge-tc.gov.uk), must be returned to the Data Protection Officer.

9.4 The Council will try to hold only the minimum data necessary to perform its business and will erase or destroy the data in such a manner that confidentiality is maintained. The Council will try to ensure that data is accurate and up to date and will correct inaccuracies without unnecessary delay.

9.5 Axbridge Town Council reserves the right, in exceptional circumstances, to deviate from this policy, only after having taken the advice of the Monitoring Officer.

10. Definitions

10.1 **Personal Data:** any data that relates to a living individual who can be identified from that data. This includes any expression of opinion about the individual and any indication of the intentions of the Town Council in respect of that individual.

10.2 **Processing:** in relation to information or data, means obtaining, recording or holding the information or data or carrying out set operations on it including disclosure.

10.3 **Data Subject:** an individual who is the subject of personal data.

AXBRIDGE TOWN COUNCIL
DATA PROTECTION ACT 1998
SUBJECT ACCESS REQUEST FORM

To enable Axbridge Town Council to deal with this request promptly and in accordance with its statutory obligations, please complete the following information and return with the fee to The Data Protection Officer, Axbridge Town Council, 2 Woodview Road, Cheddar, BS27 3NF

1. Applicant's Full Name			
Address			
Postcode		Tel. No	
Date of Birth (dd/mm/yyyy)		Mobile	
2. Are you:			
a) the Data Subject?		Yes/No	
b) a representative of the Data Subject with written authority from them?		Yes/No	
If you answered "Yes" to a), please go to section 4. If you answered "Yes" to b), please attach a copy of the authority letter and fill in the Data Subject's details in section 3. If you answered "No" to b), please complete the following:			
Your relationship to the Data Subject			
What evidence you have to confirm your entitlement to act for the Data Subject			
3. For use by representatives of the Data Subject ONLY			
Data Subject's Full Name			
Address			
Postcode		Tel. No	
Date of Birth (dd/mm/yyyy)		Mobile	
4. Please enclose TWO documents that clearly show your name, date of birth and address. E.g. a birth/adoption certificate, driving licence, medical card or passport. Failure to provide this proof of identity may delay your application. I hereby formally apply for a copy of personal data (as defined by the Data Protection Act 1998 under Section 7(1)) held by the Town Council for:-			
a) Myself			{Please delete as
b) the Data Subject (shown in Section 3)			{appropriate
I am aware that the fee for applications is £10 and enclose the fee to cover this application (cheques to be made payable to Axbridge Town Council)			

5. I understand that it may be necessary for the Council to obtain more information from me before the extraction of the personal data can start and until the Council has all the necessary information the statutory response period does not commence.

Signed:

Date:

Axbridge Town Council - Annual Report 2009-2010

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1: Mayors Introduction

2009-2010 was, as ever, a very busy year for the Town Council. Few Councils are as active and indeed pro-active as Axbridge Town Council. This report sums up the activity of the Council for the year, and shows how many projects it has been involved in, the challenges it has faced and the progress that has been made.

2: Members serving from May 2009:

Member	Telephone	Email
Mrs Jennifer Trotman (Mayor)	01934 733306	Jennifer_T@hotmail.com
Jeremy Gall (Deputy Mayor)	01934 733118	Jeremy@Gall.org.uk
Dennis Bratt	01934 732352	dennis@bratt29@googlemail.com
Mrs Kate Browne	01934 733208	kwbrowne@gmail.com
Chris Byrne		
Mrs Pauline Ham	01934 732062	PAHam@educ.somerset.gov.uk
Barry Hamblin	01934 733939	rhemadev@onetel.com
Mrs Val Isaac	01934 733011	v.isaac@btinternet.com
Jim Lukins	01934 732293	
Andy Matthews		
Paul Passey	01934 733373	paul@westmead31me17.freemove.co.uk
Mrs Elizabeth Scott	01934 733341	scottliz@tiscali.co.uk
Michael Taylor	01934 732688	Tay31TC@aol.com

3: Employees and Volunteers

Town Clerk: Mrs Vicky Brice
2 Woodview Road,
Cheddar,
Somerset, BS27 3NF
Tel: 07884 264033
Email: vbrice@axbridge-tc.gov.uk

Manager of the Furlong and Changing Rooms:	Mr Darren Hogarth
Sergeant at Mace:	Mr Mike Day
Town Bailiff:	Mr James McKay
Town Crier:	Mrs Yvonne Chamberlain
Keeper of the Bells:	Mr Dave Callow
Modern Archivist:	Mrs Maggie Tur

4. Council Committees and Reports.

The following advisory groups and committees were appointed at the May meeting of the Council. The chairmen were appointed by the committee or group members.

Planning and Licences Committee (Cllr. B Hamblin)

This committee consists of 6 councillors. Under the terms of its remit the Planning Committee has powers to make decisions on behalf of the Town Council on matters of planning and development, licensing and road closures. Where a planning application relates to multiple dwellings or if there is any contention or uncertainty about an application it is referred to the full Council for a decision. Because of the response times required by planning legislation the Planning Committee is usually obliged to meet twice a month.

The centre of Axbridge has been designated as a conservation area and the town has a very high density of listed buildings. The policy of the Town Council is to ensure that the visual amenity of the town's conservation area is maintained and listed buildings are protected. To this end the Planning Committee has promoted the formation of a steering group to formulate

a Town Design Statement in order to promote more consistency and certainty with planning decisions. This document will set out the history of the town and its architectural development and goes on to state what is and is not acceptable in future development. This should be accepted as one of the documents on which future planning policy is based and, once it is in place, all future planning applications will have to demonstrate that they comply with the requirements of the Town Design Statement.

Being mindful of the need to create employment and economic well-being in the town, any planning application which promotes business within the town is supported, provided it complies with conservation policies.

In May 2009 the Audit Commission reviewed the work of the Sedgemoor District Council Development Control Department (now renamed Development Management Department). The subsequent report assessed their service as "Fair with little hope of improvement". As a result of this critical report there have been a series of meetings between selected town and parish councils, developers, architects, agents and other interested parties aimed at improving the service and Axbridge Town Council was one of the selected bodies for participation in these meetings. One of the major criticisms of the Audit Commission team about the SDC Development Control Department was the incomplete Local Development Framework (LDF) and its associated documents. This set of documents covers planning policy for the period 2006-2026 and should be now in place but we were invited to comment on the second draft of the Core Policies document in November 2009. A written comment was provided to SDC from the town council.

In the past year there have been cases where the work of the Planning and Highways committees has overlapped and there has been a co-ordinated effort on these matters. In spite of their efforts of these committees we are still waiting for satisfactory resolution of the re-instatement of the road and footpath in front of the Old Butchers' Yard development and the street lighting planned for the Church steps and the path to the Youth Club. In both cases departments of Somerset County Council have failed to meet reasonable time scales in their work.

Administration and Finance Advisory Group (Cllr. M Taylor)

The Administration and Finance Advisory Group which comprises four councillors and the Town Clerk has met regularly. Again we are pleased to report that we passed the Annual External Audit without any comments. However, the council is concerned that virtually all the regular grants from the District and County Councils have stopped. More direct funding from the precept will be necessary.

The group has worked hard on consolidating Town Council procedures and rules into a single document for easy reference. This is now complete although the National Association of Local Councils has just issued new guidance and suggested alterations which group members will need to examine. The group members continue to advise on the constant changes to the legislation affecting the council, to monitor the accounts and insurance cover and deal with procedural problems. The group is responsible for preparing the annual budget and recommending it to council.

The group also advises on grant aid from the Town Council, which this year included a £1000 grant to the local Museum Trust. We continue to provide an annual grant to the Town Hall to help with its maintenance and regular grants to other organisations which work for the benefit of residents of the Town.

Axbridge Promotional Advisory Group (Cllr. P Passey)

This committee consists of 6 councillors. Two new Town Hall notice boards were ordered and completed, and are due to be erected shortly. We are grateful for the Town Trust's support in this matter. It is planned that both boards will be lockable and that a key to the Town Trust board will be held by the Trust and by the Post office so that community notices may still be displayed.

The Community Stall continues to be a part of monthly Farmers' Markets and hopefully is seen as a useful venue for community groups to make themselves and their activities known. We are grateful to Somerset Farmers' Markets for allowing us to have a pitch at no charge.

"Oyez" and the website are the two main vehicles for informing the town of council and community activities. We have produced 11 monthly copies of "Oyez" and these have been delivered by our band of 30 + volunteers. Cllr. Gall continues to update and expand our council website.

Cemeteries, Allotments and Open Spaces Advisory Group (Cllr. J Lukins)

This committee consists of 3 councillors and 2 special representatives. All allotments are let. Two tenants have been advised that growing grass on the allotment is unacceptable and have been asked to fully crop their allotment this year. A new fence has been erected against the bypass slip road.

Cemeteries: A second safety check of headstones was carried out in the autumn. Where there was a problem the relatives have been informed and the necessary stabilisation has been carried out. Problems with two headstones are still being addressed. Markers are now in place on any grave without a headstone, stating the plot number and name of deceased. There have been a few minor repairs to the shed, but in general everything is running smoothly and we appreciate that we are able to call on the lengthsman as required.

Highways Advisory Group (Cllr. J Gall)

This committee consists of 6 councillors. The Group has been dealing with a number of projects throughout the year, and as a result we now have new handrails on the Church steps, a new post box outside the surgery, and bollards on Old Church Road to help keep the road clear and safe for larger vehicles and pedestrians. Most of the bus stops have been brought up-to-date in line with the rest of the 126 route, and as ever there have been many minor repairs and improvements to things like overgrown foliage, signs and drains which are never off the list of things to do for long.

Some of the projects require a degree of perseverance as challenging as any marathon or London-to-Paris cycle ride! We continue to battle on with the pavement (or lack of it) from Meadow Street car park to the Square, and are endeavouring to get lighting installed in Back Lane which switches off at night.

The Group has also been keeping involved with wider local issues like the A38 at Cross, and will be taking a keen interest in any proposed changes from the Axbridge Action Group's Traffic Management Scheme.

Thanks go this year especially to Councillor Paul Passey, who nobly volunteered to take over the chair of the Group during Councillor Gall's absence in Edinburgh.

For the coming year and prompted by the recent snow, we are already looking at what can be done to alleviate the problems caused by cold weather when they happen next. And we look forward to the resolution of some of our more longstanding issues!

Leisure and Recreation Advisory Group (incl. Changing Rooms) (Cllr. Mrs P Ham)

This committee consists of 5 councillors.

Football

The football clubs, Axbridge Town and Axbridge Saxons, continue to make full use of the facilities provided on the Furlong but as they go from strength to strength it is an increasing battle to maintain the pitches up to a required standard. The Furlong manager is doing an exceptional job in the face of inclement weather and over-use but we still need to try and find additional space. In the coming year we will clear what was intended to be BMX bumps from the bottom of the field, clean the ditch across and perhaps plant a few saplings in an attempt to improve the drainage. All work on the furlong is obviously dependent on the weather as too much disturbance can create more issues than it cures.

Cricket

At the time of writing this the cricket nets at the bottom of the Furlong are in the final stages of erection. Hopefully, by the time you read this, they will have been completed! The nets are for the use of Axbridge Cricket Club but, importantly, they are for use by all Axbridge residents to practice their cricket.

Sport Wall

We have just submitted a request for grant funding to enable us to provide a sports wall on the Furlong, behind the changing rooms. If we achieve the funding this will provide a basket ball hoop as well as a goal. The cost for the wall will not impact on the Council budget.

The Youth Shelter

The youth shelter was erected on the Furlong just at the beginning of April 09. Very soon after it was sited cracks became apparent in the Perspex windows and, unfortunately, one window was subsequently vandalised. It has taken a whole year to organise the repairs with the company who supplied it but they have finally been completed. Now that this has been done it is our intention to provide a concrete floor for the shelter.

The Children's Play area

The play area continues to be well used and admired by visitors to Axbridge. We are constantly checking the equipment to maintain a high standard of repair and safety.

Meadow Street Car Park Management Temporary Advisory Group (Cllr. M Taylor)

Having completed the purchase of Meadow Street Car Park from Sedgemoor District Council earlier in the year, the Council has set up a group of councillors to look at the most effective way of managing the facility when it takes it over from the District Council.

The group, made up of the Mayor, Deputy Mayor and four other councillors has met regularly to advise Council. They have been looking at the legal requirements and costs of running a car park, insurance, parking regulations and how to police them, signage and the pros and cons of charging for parking.

The council wishes to take control of the car park as soon as is practical and has already decided to rename it "Axbridge Town Car Park".

Personnel & Protocol Advisory Group (Cllr. Mrs J Trotman)

This group consists of 5 councillors. It has continued to manage the council's responsibility to its employees, including annual reviews and any increase in remuneration due to training and experience. Any changes in hours for all employees are reviewed by this group regularly. The group also looks at all the protocol issues with any actions of the council from the Remembrance Day service to Mayor Making and general council meetings.

5. Organisations on which the council is represented.

Axbridge Action Group
Chamber of Commerce
Farmers' Market
Help Make Poverty History
Parish Plan
Axbridge & District Museum Trust
Mendip Hills and AONB Partnership Committee
Quarry Liaison Committee
Sedgemoor Area Working Panel
Somerset Association of Local Councils (SALC)
Somerset Market Towns Forum
Sports and Social Committee
Town Trust/Town Council Joint Committee

6: Summary of Accounts

	2008-09	2009-10
General Account		
INCOME		
Precept	£46,000.00	£56,000.00
Bank Interest	£726.19	£39.37
Cemetery Charges	£1,310.00	£600.00
Allotments Rents	£290.00	£497.50
County Council Grants	£12,632.00	£0.00
District Council Grants	£938.78	£923.42
Recreation Ground Grants	£3,113.45	£0.00
Cricket Nets Grant		£6,595.00
Youth Shelter Grants	£2,935.50	£773.00
Storage containers grants	£3,000.00	
Jack Todd Bequest Grant for Changing Rooms	£7,800.10	£7,800.10
Other	£343.03	£100.00
VAT refunds	£4,688.29	£2,904.24
Total Income :	£83,777.34	£76,232.63

EXPENDITURE

Revenue items

Clerk's Salary and Administration	£20,104.12	£21,393.96
Mayor's and Town Crier's allowances	£1,100.00	£1,375.00
Changing Rooms loan repayment	£7,800.10	£7,800.10
Car Park loan repayment		£5,201.03
Meadow Street Car Park purchase expenses	£1,240.00	
Recreation Ground management and maintenance	£8,661.43	£8,276.73
Cemeteries maintenance	£1,668.48	£1,718.04
Allotments lease and maintenance	£450.58	£214.00
Town maintenance contract	£2,124.02	£2,700.00
Promoting Axbridge	£676.08	£643.03

Capital items

Town Marker and boundary stones	£560.00	
See-Saw play equipment	£3,113.45	
Church Steps/Back Lane lighting and safety project	£280.25	£2,768.00
Allotments improvements	£554.81	£793.39
Cemetery access steps	£750.00	
Youth Shelter	£7,206.60	£0.00
Storage containers	£3,000.00	
New Notice Boards on Town Hall		£550.00
Cricket Nets		£8,089.79
Other	£1,241.00	£2,615.52

Grants made

Town Hall - general maintenance	£3,640.00	£3,640.00
Planters in the Square	£300.00	£0.00
Axbridge and District Museum Trust		£1,000.00
Christmas trees and lights	£989.00	£750.00
Others	£720.00	£475.00

VAT paid	£3,850.89	£2,939.53
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Total Expenditure : £70,030.81 £72,943.12

SUMMARY of General Account

Opening Balance	£30,070.00	£43,816.53
Total Receipts	£83,777.34	£76,232.63
Total Payments	£70,030.81	£72,943.12
Transfer from closed accounts		£268.80
Closing Balance	£43,816.53	£47,374.84

Car Park Account

INCOME

PWLB Loan		£190,000.00
SCC grant		£0.00
Vat Refunds		£1,345.20
Total Income:		£191,345.20

EXPENDITURE

Car Park purchase		£180,000.00
Tax and fees		£10,983.95
VAT Paid		£1,345.20
Total Expenditure:		£192,329.15

Other Accounts - Closing Balances

Changing Rooms Operating Account	-£1,643.06	-£1,751.41
Showcase Account	£680.51	£0.00
Changing Rooms Maintenance Fund®	£5,186.66	£5,189.50
Town Crier's Fund®	£268.80	£0.00

® = Reserved Fund.

Axbridge Town Council Financial Report June 2010				
Bank Accounts		Account Name	£	
		Lloyds Business Account	70,547.48	
		Lloyds Current Account	2,935.96	
		Reserves Account	5,189.72	
		Total:	78,673.16	
Council Accounts		Account	£	
		General Account	69,245.10	
		Changing Rooms Operating Account	-1,959.11	
		Car Park Account	6,197.45	
		Changing Rooms Maintenance Fund	5,189.72	
		Total:	78,673.16	
Receipts since last meeting				
Ref.	From	For	Value	
	Axbridge Town Football Club	Changing rooms invoice 09/10	785.00	
Payments made since last meeting for ratification				
Ref.	To	For	Value	Power
	Mr R Hembrow	Grass Cutting	349.17	
	Axbridge Playmates Playgroup	Donation	200.00	
	LTSB Commercial Finance Ltd	Printing of OYEZ (April)	45.50	
DD	Vodafone	Council's telephone (May)	22.85	
Payments for authorisation				
	Mrs V Brice	Clerks salary (June) inc additional hrs*	1064.58	S.112(2) LGA 1972
	Mr D Hogarth	Furlong Manager salary (June)	178.96	S.112(2) LGA 1972
		Furlong Manager - reim of expenses	TBA	
	Post Office	NI and Tax (June)	239.34	
	Somerset County Council	Pension contribution (June)	294.43	LG Pension Scheme Regs 1997
	Mr R Hembrow**	Grass Cutting	349.17	S.10 Open Spaces Act 1906
	Mr A Laken	Town Maint. Cont.	217.50	
	Fairlands Middle School	Photocopying and paper	64.46	
	Lloyds TSB Commercial Finance	Printing of OYEZ (April)	45.50	
	West Country Groundcare	Cricket Nets - remainder of bill	3971.75	
	Sedgemoor District Council	Underlease - Furlong Field	41.25	
	George Bailey	Hedgetrimming to Allotments and Furlong	82.25	
DD	Vodafone	Council's telephone (June)	24.15	
	(Changing rooms a/c)			
	EDF Energy	Electricity	36.00	

		Total:	6,609.34	
	*subject to council decision			
	** subject to receipt of invoice			

LEISURE AND RECREATION MINUTES. 24th May 2010

Present: Pauline Ham, Mike Taylor, Jennifer Trotman, Ian Laken, Craig Walkling, Darren Hogarth (Furlong Manager)

Apologies: Jeremy Gall.

Play Area:

- There is a trip hazard at the bottom gate into the play area which we will try to cure by infilling (Darren).
- Darren will paint the swings over the summer.
- Darren has supplied the safety check sheet for the last month.

Since our meeting GB Leisure has oiled the top access gate in the hope it will enable it to close. If the spring is tightened it will close too quickly and create a finger-trap risk. They will supply a quote for matting at the bottom access gate which would prevent the soil erosion that causes the trip hazard.

Ball Wall:

- We are still waiting for a site visit with GB Leisure.

Work is in progress as I write. Digging out has created more soil that has been put down the Knightstone edge of the Furlong.

Cricket nets:

- The grass is growing and needs strimming between the mats.
- The nets have fallen but this is not believed to be vandalism, just snapped cable ties.

The strimming has been carried out by Rob Hembrow. It proved quite difficult to access. Darren has suggested that he and Andy undertake this task. With the lighter nights kids have been using the nets as football goals which will create a problem if it continues. Hopefully the ball wall will be the answer.

The run up by the cricketers is wearing the football pitch by the corner flag. Darren is monitoring this. At the moment with the dry weather it is not too much of a problem.

Pitches:

- Seeding and repairs have started and are fenced off. Darren is attending regularly. The dry weather will slow down the ground repairs. The barriers will be in place until the end of August.

Shelter:

- *The shelter has been vandalised. Both the back Perspex windows have been broken and need to be removed. The police were notified but at the time of writing they have not reported back.*
- *The two front uprights have sheered away from the roof. This is probably the result of a mixture of misuse and bad welding.*
- *The shelter has been put out of service.*

Furlong:

- George Bailey has done his annual strim around the perimeter. Darren suggests that he and Andy could try and keep this down.
- The soil mounds are being monitored and comments are being listened to but to remove that much soil (which is not good soil) would be very costly.

Highways Meeting

Present Clr Gall, Lakin, Passey, Scott and Taylor

1. Clr Gall (Chairman) wished to stand down. Clr Scott proposed by Clr Gall seconded by Clr Passey took the Chair.
2. Apologies for absence Clr Issacs.
3. Remit requires minor amendments, Clr Gall to send copy to Clerk. Available for Town Council meeting.
4. **Memorial bench Chestnut Ave. Meeting to be arranged next Tuesday for SDC officer, Clrs Taylor, Lakin and Scott to attend. Members of family to be invited? Update to be given at Town Council meeting.**
5. **Cheddar Road Bus Stop appears funding has dried up. Members suggested discussion to take place with SCC (Dan Martin) about possibility of having a two way stop sign on the new stop at Barnabus Close, thereby reducing need for stop opposite. Current Westbound stop post needs attention. Reminder that yellow boxes have not been completed. Progress report at Town Council.**
6. Bollards on Old Church road appear ok now.
7. Verge opp Meadow Street car park being looked at and on list as things to do by SCC.
8. **Parking on Jubilee Road following a request by member of public. Committee agreed to monitor situation and include on Yellow Line review. Note to follow up with Dawn Hill.**
9. **Walkway to square agreed to investigate who may carry out a feasibility study. Clr Taylor and Passey to investigate contacts and report back to next Highways meeting. Clr Scott to speak with Chris Betty re a SCC contractor.**

A38 drop in meeting was well attended with over 200 people from Cross and surrounding areas. Scheme from SCC not that well received but there is no budget available for a roundabout or traffic lights. Further news - awaited. Compton Bishop were hoping scheme to improve footway along Cross Lane could be integrated with the A38 improvement plan. CBPC are looking at this separately and will report back. Clr Taylor has informed the Local Strategic partnership re road infrastructure and airport funding to the tune of £10 million.
10. **Lighting back lane waiting for update from Dawn Hill. Re timed lights.**
11. **Axbridge Action Group steering group formed but no meetings as yet. Clr Taylor and Gall TC reps. Peter Harding to give another presentation await outcome item 7 above relevant to this discussion.**
12. **Signage in Square to car parks links in with 7 & 10 costs approx £2000 for fingerpost Keep reviewing..**
13. **By pass lay-by issues a) Ownership SCC appears to own land as Highway but don't appear to have put benches etc on it. b) SDC own bins so have requested a replacement bin to replace burnt out bin (LS 10/6) c) Information Board; benches etc require a license as they are placed on a public highway. Clerk to write to SCC legal dept to establish who took out the license of the existing furniture so we can establish ownership. d) Cycle racks awaiting further info from Clr Trotman., these will need a license also.**
14. **Bypass issues speeding cars and bikes bring to the attention of the police. Possible monitoring between Old Station House and 40mph limit. Enrol support of MP Ms Munt re reducing speed limit.**

Refuge AAG and TC to review. Flashing lights across at Horns Lane discuss with Dawn Hill progress on this.

- 15. Street lighting projects keep under review but unlikely progress due to funding cuts.**
- 16. Footpath Old Butchers Yard ongoing with Helen Vittery message on 7th June update at TC meeting. Complaints still being received by members of the public who have tripped or fallen in this area. Clerk to keep reminding Helen V how unsatisfactory this situation is.**
- 17. Sign repairs Townsend roundabout keep under review.**
- 18. Street nameplates Church Lane and Harvest Rise clerk to report.**
- 19. Maintenance issues – paving blocks in the Square SCC assures us they would have completed works well before Pagent.**
- 20. Other Highway issues light on South side of public conveniences not working to be reported.**

AXBRIDGE TOWN COUNCIL
Highways and Footpaths Advisory Group

Chairman and Group membership

Chairman: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

3 (minimum) other councillors

Remit

- To make recommendations to full Council on all matters relating to Highways and Footways within the Town
- To consider and to make recommendations on any issues relating to Highways and Footways as instructed by full Council
- To liaise with other responsible authorities (Sedgemoor District Council, Somerset County Council) on matters relating to Highways and Footways within the Town, or in the general locality, where any proposals may impinge upon the Town
- To implement necessary changes as required by the Council in conjunction with relevant authorities
- To provide to full Council a written report of all Advisory Group meetings to form part of the public record
- Where appropriate to produce written reports and recommendations for consideration by full Council

Primary areas of responsibility

Highways

- Road surfaces
- Speed restrictions
- Road safety
- Pedestrian crossings
- Street lighting
- Signage
- Bus stops
- On-road parking
- Car parks

Footpaths

- Footpath surfaces
- Way marking & signposts
- Stiles & gates
- Rights of way
- Litter
- Cycle ways
- Cycle Racks

Report for Council – 21st June 2010

Town Maintenance Report

Andy Laken has spent 7 hours working on the Furlong and 7.5 hours on the land off Starr's Close.

Allotment Report

The contractor has cut back the side of the track at the allotments and Andy has also done some hand work on same.

(Councillor Lukins)

AXBRIDGE TOWN COUNCIL
Draft Minutes of the Personnel and Protocol Committee held on
Monday 7th June 2010 at the Town Hall, Axbridge

Meeting Commenced: 7.28pm
concluded: 8.25pm

Meeting

Present: Councillors B Hamblin (Chairman), Mrs K Browne, J Gall and P Passey together with Mrs V Brice, Town Clerk

Also in attendance: Councillor Mrs Trotman (by request)

Apologies for absence: Councillor Mrs P Ham

PS1/10 Election of Chairman

RESOLVED: that Councillor J Gall, as Mayor, be elected Chairman of the Committee for 2010/11.

PS2/10 Election of Vice-Chairman - It was not considered necessary to elect a Vice-Chairman.

PS3/10 Declarations of Interest - none

PS4/10 Minutes - 26th April 2010

RESOLVED: that the minutes of the meeting of the Personnel and Protocol Advisory Group held on 26th April 2010 be approved as a correct record and signed by the Chairman.

PS5/10 Remit

A draft remit had been issued with the agenda, encompassing the role of the previous Advisory Group and new responsibilities in respect of staffing matters.

RECOMMENDED TO COUNCIL: that the draft remit be approved subject to the inclusion that two members of the Committee may request a matter to be referred to Council for decision.

No members of the public were present

PS6/10 Mayor's Handbook

Members welcomed the preparation of the Mayor's Handbook by Councillor Mrs Trotman. This provided information for the incoming Mayor on his/her role, Town Council events, protocols, allowance and expenditure information and contact details of local Mayors and council members. A few minor changes were suggested. The Mayor Making summary would indicate that the incoming Mayor has the discretion to decide who is invited into the Council Chamber for drinks prior to the ceremony. It was intended that the Mayor and Clerk update the handbook during the year.

RESOLVED:

- 1) that the changes be incorporated and that the Mayor's Handbook be spiral bound, with the master copy being held by the current Mayor (both electronically and in a hard copy)
- 2) that the handbook be passed to the Mayor Elect in April in preparation for his/her Mayoral year.

PS7/10 Mayor's Accounts

Councillor Mrs Trotman had issued her accounts for her Mayoral year 2009/10. The document detailed how the allowance had been spent and members supported the transparency it offered on the expenditure of public funds.

RESOLVED: that the Mayor's Accounts 2009-10 be attached as Appendix A to these minutes to be circulated with the papers for the next Town Council meeting.

PS8/10 Awards for Meritorious Service – This matter was under review.

PS9/10 Civic Service

The Mayor welcomed, in principle, the suggestion of a Civic Service. The timing, format and content of a service (including the possibility of community awards) would be discussed at the next meeting.

PS10/10 Honorary Officers – New Regalia

The Council had previously discussed the need to replace the robes of the honorary officers. The Clerk sought guidance on how to progress this. Councillor Passey would contact a colleague in Kent.

PS11/10 Pageant and Civic Lunch

The Civic Lunch would be held with the Carnival. The Mayor, and Councillor Passey, would seek to attend the next meeting of the Pageant Committee to discuss the attendance of civic dignitaries to the Pageant and to explain why the Council felt that they should not be asked to pay for their tickets.

P12/10 Armed Forces Day

The Mayor updated members on the arrangements for the Armed Forces Day to take place on Saturday 26th June at 10.30am. This included an order of service, poetry readings and an opportunity for individuals to write messages of support. The Clerk would include an invitation to all members, in the summons to the next Town Council meeting.

PS13/10 Mayor's Robes

Members indicated that they had no objection to Councillor Mrs Trotman showing the robes to pupils at Fairlands Middle School, as part of their community week.

PS14/10 Date of Next Meeting

RESOLVED: that the Committee aims to meet on the 1st Monday of every month immediately after any planning meeting held on this day (next meeting being Monday 5th July).

PS15/010 Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for the following items of business due to the confidential nature of the business to be transacted which relate to contracts of employment.

PS16/10 Confidential Item – Changing Rooms and Furlong Manager

RESOLVED: that the Committee considers a proposal to increase the number of hours worked by the Manager at its next meeting.

PS17/10 Confidential Item – Town Clerk

RECOMMENDATION TO COUNCIL: that the Clerk be paid for an additional 17 hours worked between 1st January 2010 and 31st May 2010.

Chairman

Date

APPENDIX A
Mayor's Accounts 2009-10

Clothes			TOTAL COST	£207.97
EVENTS				
Event			Cost	
MM Bridgwater May 15th	Babysitter 3 1/2 hours		£14.00	
MM Weston May 21st	Babysitter - Mum		£0.00	
	Parking		£4.00	
	Wine (see notes)		£10.00	
Glastonbury Mayor's Sunday June 7th	Parking		£2.10	
	Church collection		£2.00	
Somerset Folk Dance Festival	Collection bucket		£2.00	
Bridgwater Civic Service	Collection		£2.00	
Cricket match (no £3 as we didn't play)	Cake		£4.50	
Somerset Showcase	Various spending		£20.00	
Harvest Home	Raffle Tickets		£5.00	
Harvest Service	Church collection		£2.50	
KOW Awards Ceremony	Babysitter - 2 1/2 hours		£10.00	
SDC Civic Reception	Babysitter - 3 1/2 hours		£14.00	
Royal Navy Presentation	Babysitter - 3 1/2 hours		£14.00	
Royal Airforce Presentation	Babysitter - 3 1/2 hours		£14.00	
Weston Hospice Care service	2 * Cream teas (donation)		£9.00	
Weston Hospicecare service	Parking <4 hours		£3.20	
Remembrance Service	Collection		£3.00	
SCC Christmas Celebration Concert	Babysitter - 4 1/2 hours		£18.00	
	Collection bucket		£4.00	
Axbridge OAP Christmas Party	Babysitter - 3 1/2 hours		£14.00	
	Raffle Tickets		£2.00	
Santa in the Square	Refreshments		£5.50	
WSM Carol Concert	Collection		£3.00	
Mayors Banquet	Babysitter - 5+ hours		£24.00	
WSM Ball	2 tickets		£71.00	
	Babysitter -		£24.00	
High Sheriff's investiture	Parking		£5.00	
	Collection		£5.00	
Wells Civic Fair	Parking		£3.00	
Chard Civic Service	Collection		£3.00	
			TOTAL COST	£316.80
Mayor Making				
Gifts			£39.99	
Catering for c.110 adults	Wendy Mace		£250.00	
Wine (ordered 18, used 12)		6 red	£29.58	
		6 white	£29.58	£59.16
pre-bash fizz (ordered 6 used 2)		2 * cava	£8.40	£8.40
Beer	36 pints of Cheddar Ales Potholer	F.O.C		
Ice	4 bags		£5.60	
Soft Drinks/crisps	lemonade & oj & crisps etc		£9.90	
Decorations	flowers (Edith Channon)		£12.00	
	IKEA cloths+ napkins		£6.95	
			TOTAL COST	£392.00
Year 4 visit				

Squash (2 *Robinsons)				£1.60	
Biscuits (1 * choc 1 * c/cream)				£2.34	
Tea & Coffee (fair trade)				£4.92	
Sugar				£0.65	
plastic cups (2 * 25)				£2.98	
milk				£0.86	
			TOTAL COST		£13.35
Mayors Lunch (Carnival)					
Catering for 60 (2 courses)	37 my guests @ c. £5 per head			£185.00	
	23 carnival party			£80.00	
Carnival contribution	food £80 drinks £30			£110.00	
pre-bash fizz		6 * cava	£24.84	£24.84	
Wine	ordered 8 - used 2 @ £3.27	2 red	£6.54		
	ordered 8 - used 3 @ £3.99	3 white	£11.97	£18.51	
	tescos wine discount			-£4.50	
Beer	36 pints of Cheddar Ales Potholer	F.O.C			
Ice	4 bags			£3.40	
Soft Drinks	3 * lemonade & 3* oj/aj			£6.90	
IKEA napkins				£1.39	
Table decorations	plants			£10.00	
Extra Town Hall hire	(shouldn't have happened)			£25.00	
			TOTAL COST		£240.54
Christmas OAP visit	McVities Victoria Chocolate Biscuits	2 * 800g tins	£5.00	£10.00	
			TOTAL COST		£10.00
Mayor Making					
Gifts			TOTAL COST		£52.49
			TOTAL COST OF BEING MAYOR		£1,233.15
			STIPEND REMAINING		£16.85

Axbridge Town Council

Personnel and Protocol Committee

Chairman and Committee Membership

Chairman: Mayor

Membership: Mayor, Deputy Mayor (ex officio), 2 (minimum) other councillors

Membership restricted to council members.

Remit

Generally:

The committee has delegated power from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council.

If the committee is unable to make a clear decision on any matter, or if members agree that an item is very controversial or of such importance, then they may refer the decision back to the council with a recommendation. **A matter will be referred to Council for decision at the request of two, or more, members.**

Members need to be aware that most personnel issues must be discussed in sessions where the public and press should be excluded by a resolution of the committee.

In detail, the committee:

- will carry out an annual appraisal of all the Council's employees and decide on changes to pay rates, conditions of service and job descriptions.
- will decide and agree a training scheme with all employees and generally look to their well being.
- will make all appointments of staff, except the Clerk to the Council, by advertising and interviewing candidates.
- will, in the case of the appointment of the Clerk, shortlist suitable candidates for the council to consider, with any agreed recommendations.
- will deal with all grievance and disciplinary matters in the first instance and should recommend that council appoint an Appeals Panel if it is likely to be necessary.
- will consider and make recommendations relating to the well being of Council members and volunteers appointed by council or the committee.
- will decide on matters relating to ceremonial procedures, regalia, mayoral events, duties and associated matters.

All decisions will be kept in line with the approved budget.

Adopted:

Axbridge Town Council

Car Park Management Temporary Advisory Group (Axbridge Town Car Park)

Report for June Council Meeting

Group meeting. The group met on 7th June 2010 at the Town Hall.

Present: Councillors Gall, Hamblin, Passey, Mrs Scott, Taylor
(Chairman), Mrs Trotman, and the Town Clerk, Mrs Brice

Regulations. The group agreed the principle regulations for controlling use of the car park. These will be displayed on signs in the car park. A picture of the proposed signs is attached to this report. Council approval of the principal regulations and the design of the sign is sought.

(Agenda item).

Policing. The members agreed a preference that the car park should not be policed officially to start with but a system to deal with any problems should be in place.

Legal position. Sedgemoor have indicated that they do not think that they need to authorise the parking orders. This is not what the group had been led to believe from Bodmin Town Council who run a car park. Salc would be contacted for clarification.

Management Costs. The Town Clerk is in correspondence with the insurance company, specifying enough detail of our requirements to get a realistic quote. The aim is to get all the costs ready for the next round of budgeting in October.

Advertising. There may be opportunities for advertising within the car park. It has been agreed that advertising should be under the control of the Town Council directly so that any income would accrue to the Council.

It was suggested that the advertising board contain a map of the centre of the Town showing the route from the car park to the Square, points of interest and businesses. Businesses would be charged to advertise around the map.

MT(13/06/10)



Axbridge Town Car Park



Welcome to Axbridge

Parking Regulations:

Axbridge Town Car Park is free and intended for temporary parking of vehicles only. Anyone who uses the car park for anything other than temporary parking will be treated as a trespasser. The Council will use its powers to use reasonable force to eject such a trespasser from its land and/or will take legal proceedings to prevent further such trespass.

The following vehicles are not permitted to park in the Car Park:

No lorries

No caravans or trailers

No vehicles over 3.5 tons other than coaches

Furthermore:

No vehicle may stay for more than 48 consecutive hours, with no return within 2 hours (Time restriction does not apply at weekends and public holidays)

No overnight sleeping

No Ball Games, Skateboards, Skating or Cycling.

The dumping of rubbish is illegal.

All vehicles must display a current valid tax disk and be currently insured.

Parking in Marked Bays ONLY.

(Blue badge must be displayed when parking in a disabled bay).

Trading, food sales, and commercial activity of any kind is strictly prohibited, unless permission has been given in writing in advance, by the Council, to so trade. Any such trade shall occur only on the date(s) and at the time(s) specified in such written permission.

This car park is patrolled and an excess charge of £60.00 may be issued for failing to comply. Failure to pay an excess charge may result in prosecution.

PLEASE NOTE Still photographs may be used for enforcement

Vehicles and their contents are driven and left in this Car Park at the owner's risk.

The Council accepts no responsibility for any injury to persons using this Car Park or for any loss of damage to vehicles and their contents parked in this Car Park.

Full regulations can be found on the Town Council website,

at www.axbridge-tc.org.uk/xxxxxxxxxx

or c/o the Town Clerk on 077X XXX XXXX

Correspondence – June

SDC = Sedgemoor District Council
Council

SCC = Somerset County

Police

- SDC – Press Release – New Independent Member of the Police Authority sought
- **Avon and Somerset Police Authority – Policing Plan – priorities for year ahead. Feedback form to respond with our policing priorities is included.**

Outside Bodies Report

- Axbridge Action Group – minutes of AGM held on 5th May
- Cheddar Valley Cluster Group and PACT meeting – Minutes of the meeting – 20th May 2010

Planning

- Survey from student on Infrastructure Planning Commission

Administration and Finance

- **SDC – Presentation and results of recent workshop re funding of local services**
- Town Crier – thank you for honoraria
- Axbridge Playmates Playgroup – thank you card for the grant, made by the children
- SDC – small and project grant funding – criteria being reviewed (need to make cuts)
- Product information – Staples

Leisure and Recreation (inc changing rooms)

Highways

- Bus stop – copy of a letter from a resident (sent to SCC) and their reply re bus stop at Cheddar Road
- Somerset Highways – noting our response re disabled parking in The Square
- SDC – Fence at Meadow Street Car Park – will repair (but doesn't accept ownership or responsibility)
- SDC – Road Closure Order (Wheelbarrow race held on 30th May 2010) (members consulted by email)
- Somerset Highways – hedge by furlong path to be cut during August.

Cemeteries, Allotments and Open Spaces

- Mendip Hills AONB – Nigel Taylor has been elected, unopposed, as the Parish Council representative.
- Mole Valley Newsletter

Green

- Community Allotment Association – Poster
- **Centre for Sustainable Energy – details to pass on energy advice**

General Correspondence

- Axbridge and Wedmore Patient Participation Group – trying to arrange for a defibrillator to be available in The Square for public use. Will contact Town Trust and conservation officer. communication with the general public. They will contact us when more details available
- Bristol Water – dangers of swimming in the reservoir
- Family – enquiring about French exchange
- Somerset Market Towns Forum – bulletins
- Tessa Munt – MP – contact details for OYEZ

General list of emailed correspondence available from the Clerk

16th June 2010

DIARY DATES

Axbridge Town Council meetings – Members only (expect Council meetings)

<u>Date</u>	<u>Meeting</u>	<u>Time</u>	<u>Venue</u>
Monday 28 th June	Leisure and Recreation AG	7.30pm (TBC)	The Lamb
Monday 5 th July	Planning and Licences Cttee (prov) Personnel & Protocol Committee Car Park Management Group	6.30/6.45pm 7.15pm 8.00pm	Town Hall Town Hall Town Hall
Tues 6 th July	Highways Advisory Group	7.30pm	The Lamb
Monday 12 th July	Admin & Finance Group	7.30pm	Mornington House
Monday 19 th July	Planning and Licences Cttee (prov) Council	6.45pm 7.30pm	Town Hall Town Hall

Other events

18 th June	Social Enterprise/Community Org event		Bridgwater
Thurs 24 th June	Somerset Association of Local Councils – North Area meeting	7.30pm	Edington Village Hall
30th June	Somerset Levels and Moors Local Action Group event	6pm-8pm	High Ham Village Hall (light refreshments will be served from 6pm)
Saturday 26 th June	Armed Forces Day in Axbridge	Meet at 10.00AM	Church/Square
Wed 30 th June	Cemetery Training – Exclusive Rights and Transfer Half Day	9.30pm	Burnham on Sea
Thurs 1st July	MH AONB Partnership Meeting Safer cemetery seminar (free)	Am	Exeter
Friday 2 nd July	Society of Local Council Clerks	10am	Long Ashton
7 th July	Starting a community enterprise	9.30-1pm	Exeter
Thurs 8 th July	University of Gloucestershire and Institute of Local Council Management – Summer Seminar on Democracy/Local Government	8 th & 9 th July £140	University of Gloucester
Thurs 8 th July	Employer Talk 2010 – employer and payroll issues	Am or PM	Marriot Hotel, Bristol
Thursday 15 July	Risk Management	All day	Cardiff (Councillor Taylor and Clerk to attend)
Thurs 15 th July	Affordable Housing Open Day – free public event	4pm-7pm	Regional Rural Business Centre
5 th August	Cheddar Valley Cluster Group	Eve	Shipham Village Hall
Sat 17 July-Sun 1 Aug	Festival of Mendip Archaeology		
Aug - Sept	Final pay training (pension)		
28 th -30 th August	Axbridge Pageant		Axbridge Square
Tues 28 th September	Planning Training		Bridgwater
Wed 27 th October	Planning Training		Shipham
18 th November	Cheddar Valley Cluster Group	Eve	Shipham Village Hall
10 th February 2011	Cheddar Valley Cluster Group	Eve	Shipham Village Hall

