North Petherton Town Council

Town Council Office, The Small Hall, North Petherton Community Centre
Fore Street, North Petherton, Somerset, TA6 6QA
Tel 01278 574074, Email townclerk@nptc.info

Notice is hereby given that a Meeting of North Petherton Town Council will be held on Monday 30th January 2023 at 19:15hrs in North Newton Village Hall, Church Rd, North Newton, Bridgwater TA7 0BE.

All members of the Town Council are hereby summoned to attend the meeting.

The business to be transacted at the meeting is outlined on the Agenda below. Reports will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Joy Norris
Town Clerk
25th January 2023

Agenda

1. **Apologies for absence**
   To receive apologies for absence from Councillors unable to attend the meeting.

2. **Declarations of interests**
   To receive any declarations of interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

3. **Dispensations**

4. **Community time –**
   This agenda item provides an opportunity for members of the public to speak on matters on the agenda.

5. **Minutes**
   To consider the draft minutes of the Council Meeting held on 19th December 2022

6. **Mayor's Announcements and Report**
The Mayor will report on recent mayoral activities and make announcements relevant to the work of the Council.

7. **Members' Reports**
To receive any reports from Councillors regarding the Outside Bodies for whom they are the Town Council representative.

8. **District and County Councillor Reports**
To receive reports from the District and County Councillors representing the areas covered by North Petherton Town Council on any matters of relevance to the area.

9. **Items for payment**
To consider and approve invoices for payment.

10. **Motion Under Standing Order No 9**
To consider a proposal from Councillor Hyde that a letter be sent to Ms S Crowley, Strategic Manager Library & Registration Services at Somerset County Council, a local resident, congratulating her on the award of an MBE for her contribution to public library services in the New Year Honours List.

11. **Building on Land designated as Level 3 Flood Risk**
To consider whether or not the Town Council wishes to make any representations to the relevant authorities on the principle of applying planning regulations on applications to develop on designated as level 3 with the potential to flood.

12. **Recommendations from the General Purposes Committee**
To consider recommendations from the General Purposes Committee
(i) that a tree planting scheme is devised and implemented
(ii) that in order to achieve (i) above a Task and Finish Group is convened to research and prepare a report for Full Council specifying suitable locations, recommended species and estimated costs.

13. **2022/23 External Audit**
To consider the External Auditor's report and note the conclusion of audit.

14. **Internal Audit**
To consider the appointment of Ms G O'Loughlin as the internal auditor for 2022/2023

15. **Meeting Schedule**
To consider a revised meeting schedule aimed at reducing the number of meetings for the remainder of the current civic year and the 23/24 Civic Year

16. **Personnel Committee**

a) To consider whether or not the Town Council should have a Personnel Committee

b) If there is to be a Personnel Committee, to consider a draft Terms of Reference

17. **Climate Change Working Group**

To consider a request from Councillor Taylor to sit on the Climate Change Working Group; currently, the composition of the group agreed at the Annual Town Council meeting, is Councillors Bunce, Hyde and Spelman-Ives.

18. **Payroll Provision**

To consider arrangements for payroll administration and provision with effect from 1 April 2023

19. **Royal Celebrations**

(i) To consider how the remaining Queen's Platinum Jubilee Mugs should be disposed of (approx. 90)

(ii) To consider how the Town Council may celebrate / mark King Charles' III Coronation.

20. **Library**

(i) To consider the funding of the wheeled shelving, and, if appropriate the terms of any loan to the Friends of North Petherton Library

(ii) To agree to making and funding an application for adverting consent for a library sign on the outside of the Community Centre.

21. **Exclusion of the Press and Public**

To consider passing a resolution to exclude the press and public during consideration of Agenda item 23, Town Clerk - 6 Month Review and Confirmation of Appointment, on the grounds that publicity would be prejudicial to the public interest by reasons of its confidential nature (personal information).

22. **Town Clerk - 6 Month Review and Confirmation of Appointment**

(i) To consider a report on the Town Clerk's 6 month review

(ii) To consider confirming the Town Clerk's appointment

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Agenda No 5

North Petherton Town Council

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Fore Street, North Petherton, Somerset, TA6 6QA
Tel 01278 574074, Email townclerk@nptc.info

Minutes of the Town Council meeting held on 19 December 2022 starting at 19:15hrs in the Small Hall North Petherton Community Centre, Fore Street, North Petherton TA6 6QA

Present:

Chair: Councillor P Spencer

Town Councillors: D Baker, A Bradford, P Reddington, E Fell, R Ives, L Parchment and J Taylor.

131/2022 Apologies for absence

Apologies for absence were received from Councillors Bunce, Dennis-Smith, Fowell, Habberfield, Hyde and Spelman-Ives.

132/2022 Declarations of interests

The following Declarations of interest were made:

- Councillor Parchment declared a personal interest in Agenda 10, (i) Recommendations from the Strategic Development and Finance Committee, grant application from North Petherton Rugby Club towards a new roof, as he knows a person employed on the roofing project
- Councillor Ives declared a personal interest Agenda 9, Items for payment, as one of the items listed for payment is to re-imburse him for the purchase of tools to lift manhole covers.

133/2022 Dispensations

No dispensations had been requested.

134/2022Community time –

This agenda item provides an opportunity for members of the public to speak on matters on the agenda.
No matters were raised.

135/2022 Minutes

Consideration was given to the draft minutes of the Council Meeting held on 14th November 2022

RESOLVED to confirm the draft minutes of the Council Meeting held on 14th November 2022 as a correct record.

DRAFT

136/2022 Mayor's Announcements and Report

The Mayor reported that he had attended a Christmas coffee morning where the local primary school children sang beautifully and he had also been to a Christmas Service at the J24 auction centre.

137/222 Members' Reports

This agenda item enables Councillors who represent the Town Council on an Outside Body to report on the organisation's activities.

- Councillor J Taylor reported that the Moorland Village Hall Committee had a demonstration of the new audio-visual equipment. Cllr Taylor also reported that there had been positive comments about the Christmas tree provided by eth Town Council.

138/2022 District and County Councillor Reports

This agenda item enables District and County Councillors representing the areas covered by North Petherton Town Council to report on any matters of relevance to the area.

- Councillor Bradford reported that at the Somerset Unitary there were a lot of things still under discussion which had to be agreed before Vesting Day.

139/2022 Items for payment

RESOLVED to pay the invoices detailed in the table below.

Payee	Invoice Date	Invoice No	Net	VAT	Gross	information
Somerset County Council	08.07.2022	61158746	£3,830.47	£766.09	£4,596.56	Library recharge 1 April - 30 June 2022
Cllr R Ives			£8.32	£1.67	£9.99	re-imbursement for manhole keys bought from screwfix
GWB Services	30.11.22	2742	£3,351.15	£670.23	£4,021.38	November , toilets, grounds maintenance & litter pick
GWB Services	30.11.22	2743	£50.00	£10.00	£60.00	November safety checks
Total			**£7,239.94**	**£767.76**	**£8,687.93**	

140/2022 Recommendations from the Strategic Development and Finance Committee

Consideration was given to recommendations from the Strategic Development and Finance Committee

(i) To award a grant of £9,000 to North Petherton Rugby Football Club towards a new tiled, pitched roof

(ii) To adopt and implement a revised grant policy and procedure with effect from 1 April 2023.

RESOLVED

(i) To award a grant of £9,000 to North Petherton Rugby Club towards a new tiled, pitched roof

DRAFT

(ii) To adopt and implement the grant policy and procedure attached to these Minutes as Appendix 1 with effect from 1 April 2023.

141/2022 Standing Orders

Consideration was given to a revised set of Standing Orders based upon the most recent model document published by the National Association of Local Councils.

RESOLVED to approve and implement the Standing Orders attached to these Minutes as Appendix 2

142/2022 2023/24 Budget

Consideration was given to the Town Council's budget and financial plans for 2023/2024 and successive years.

RESOLVED

(i) that the 2023/24 Financial Plan should be:

- An income budget of £32,701
- An expenditure budget of £276,848

(ii) That the expenditure budget be funded as follows:

- £32,701 Forecast income
- £14,147 Transfer from the Town Council's general reserves
- £230,000 Precept

143/2022 2023/24 Precept

Consideration was given to the Town Council's precept for 2023/2024.

RESOLVED that the 2023/2024 precept requested from Somerset Council is £230,000 (£62.93pa for a Band D equivalent).

144/2022 Local Government Reorganisation

RESOLVED

(i) To note the general update

(ii) To defer consideration of the Working Group Terms of Reference and the broad outline for business case content until the Somerset Authority framework is available to be used as part of the consideration.

145/2022 Proposed Upgrade To Existing Radio Base Station Installation At Ctil12720323 Copse Farm Field, Copse Farm, Huntworth, North Petherton, Bridgwater, Somerset, TA7 0DY

Consideration was given to a response to the pre-application consultation for the above proposal.

RESOLVED

(i) That no comment is made on the pre-formal consultation letter

DRAFT

(ii) That the Town Clerk be asked to write to the applicant asking how the proposal will improve reception in rural areas e.g. Moorland

146/2022 Rural / Market Town Group

Consideration was given to taking membership of the Rural / Market Town Group.

RESOLVED decline to offer of membership.

147/2022 Appointment of External Auditor

The Town Clerk reported on the appointment of PKF Littlejohn as the External Auditor for the 2022-23 financial year for the 5 year period until 2026-27

RESOLVED to note appointment of PKF Littlejohn as the External Auditor for the 2022-23 financial year for the 5 year period until 2026-27

148/2022 Meeting Schedule

This agenda item was to provide guidance to the Town Clerk on compiling a revised meeting schedule aimed at reducing the number of meetings.

A suggestion was made that in a year there should be 12 planning meetings, 6 council meetings plus the annual meeting and 6 meetings each of the Finance Committee and the General Purposes Committee, making 32 meetings per year.

149/2022 Payroll Provision

To consider arrangements for payroll administration and provision with effect from 1 April 2023

RESOLVED to defer this agenda item until the January 2023 Council meeting in order to try and obtain from Somerset Council.

150/2022 Town Clerk - 6 Month Review and Confirmation of Appointment

Consideration was given to arrangements for conducting a 6 month review and confirming the Town Clerk's appointment

RESOLVED

(i) That the Mayor, Deputy Mayor and Cllr Dennis-Smith conduct a review with the Town Clerk

(ii) That the Review Panel reports back to the Council and makes a recommendation regarding confirmation of the Town Clerk's appointment.

The meeting closed at 20:02hrs

DRAFT

Agenda No 13

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

North Petherton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
	✓			

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

6th June 2022

and recorded as minute reference:

68/2022

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

ction 2 – Accounting Statements 2021/22 for

North Petherton Town Council

	Year ending 31 March 2021 £	Year ending 31 March 2022 £	Notes and guidance
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	281,342	270,135	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	155,000	161,300	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	150,092	189,013	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	30,085	37,692	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	286,214	319,444	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	270,135	263,312	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	226,671	259,341	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.**
9. Total fixed assets plus long term investments and assets	50,227	122,492	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	N/A	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	✓			*The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.* N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 24/5/22

I confirm that these Accounting Statements were approved by this authority on this date:

6th June 2022

as recorded in minute reference:

10/2022

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **NORTH PETHERTON TOWN COUNCIL – SO0200**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

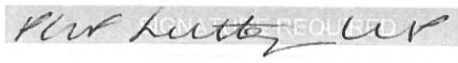
Other matters not affecting our opinion which we draw to the attention of the authority:
None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature  Date 23/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda No 14, Internal Audit

Council is requested to appoint an internal auditor for 2022/2023 and the related accounts and governance returns

Introduction

1. The Joint Panel on Accountability and Governance Practitioners Guide March 2022, S4.2 states "Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'."
2. The Practitioners Guide also states "……..there are two key principles an authority must follow in appointing an internal audit provider: independence and competence." (S4.6)

Current Provision

3. Ms G O'Loughlin MAAT was the internal auditor for 2021/2022 and has said that she is willing to undertake that role again for 2022/2023.

Report Prepared: 26 January 2023

Agenda no 15, Meeting Schedule

Council is requested

(i) to agree the meeting schedule for the remainder of the 2022/2023 Civic Year i.e. up to an including the Annual Town Council meeting in May 2023

(ii) To agree the provisional meeting schedule for the 2023/2024 Civic Year

Introduction

1. Councillors have discussed the possibility of amending the meeting schedule and at the December Town Council meeting made suggestions regarding possible changes.

Options

2. The Town Clerk has prepared 3 options for consideration:
   a) 9 Committee meeting per year – similar to the existing timetable
   b) 4 Committees per year (Planning Committee to meet approx. monthly)
   c) 6 Committee meetings per year (Planning Committee to meet approx. monthly)

Note: The options do not include provision for meetings of the North Petherton Playing Fields Trust - these will be added to the timetable when the frequency of council and Committee meetings has been agreed.

Aims

3. The purposes of reviewing the meeting schedule are:
   a) To make sure that decisions can be made in an effective and timely manner
   b) To provide sufficient time between meetings to enable actions and decisions to be implemented
   c) To provide designated time for Councillor training, briefings and workshops (to be scheduled on Monday evenings when there are no formal meetings)

Report prepared: 26 January 2023

North Petherton Town Council– Meeting Timetable January 2023 –June 2024 JN V3 (9 Cttee per year)

	January 2023	February	March	April	May 2023	June	July	August	Sept	October	Nov	Dec	January 2024	February	March	April	May	June	
MON					1 Bank Holiday								1 Bank Holiday			1 Bank Holiday			MON
TUES					2			1					2			2			TUES
WEDS		1	1		3			2			1		3			3	1		WEDS
THUR		2	2		4	1		3			2		4	1		4	2		THUR
FRI		3	3		5	2		4	1		3	1	5	2	1	5	3		FRI
SAT		4	4	1	6	3	1	5	2		4	2	6	3	2	6	4	1	SAT
SUN	1	5	5	2	7	4	2	6	3	1	5	3	7	4	3	7	5	2	SUN
MON	2 Bank Holiday	6	6 Planning	3 Planning	8 Bank Holiday	5 Planning	3 Planning	7	4 Planning	2 Planning	6 Planning	4 Planning	8 Planning	5 Planning	4 Planning	8 Planning	6 Bank Holiday	3 Planning	MON
TUES	3	7	7	4	9 Planning	6	4	8	5	3	7	5	9	6	5	9	7 Planning	4	TUES
WEDS	4	8	8	5	10	7	5	9	6	4	8	6	10	7	6	10	8	5	WEDS
THUR	5	9	9	6	11	8	6	10	7	5	9	7	11 Council (budget)	8	7	11	9	6	THUR
FRI	6	10	10	7 Bank Holiday	12	9	7	11	8	6	10	8	12	9	8	12	10	7	FRI
SAT	7	11	11	8	13	10	8	12	9	7	11	9	13	10	9	13	11	8	SAT
SUN	8	12	12	9	14	11	9	13	10	8	12	10	14	11	10	14	12	9	SUN
MON	9 Planning	13 Planning	13	10 Bank Holiday	15 Annual Town Council meeting	12 Finance (AGAR)	10 General Purposes	14	11 Finance	9 Councillor budget workshop	13	11 Finance (budget)	15 General Purposes	12	11 Finance	15 General Purposes	13 Annual Town Council meeting	10 Finance (AGAR)	MON
TUES	10	14	14	11 General Purposes	16	13	11	15	12	10	14	12	16	13	12	16	14	11	TUESDAY
WEDS	11	15	15	12	17	14	12	16	13	11	15	13	17	14	13	17	15	12	WEDS
THUR	12	16	16	13	18	15	13	17	14	12	16	14	18	15	14	18	16	13	THUR
FRI	13	17	17	14	19	16	14	18	15	13	17	15	19	16	15	19	17	14	FRI
SAT	14	18	18	15	20	17	15	19	16	14	18	16	20	17	16	20	18	15	SAT
SUN	15	19	19	16	21	18	16	20	17	15	19	17	21	18	17	21	19	16	SUN
MON	16 General Purposes	20 Finance	20	17 Annual Town meeting	22 General Purposes	19 Council (AGAR)	17	21 General Purposes	18	16 General Purposes	20 Council	18	22 Finance	19	18	22 Finance	20 General Purposes	17 Council (AGAR)	MON
TUES	17	21	21	18	23	20	18	22	19	17	21	19	23	20	19	23	21	18	TUES
WEDS	18	22	22	19	24	21	19	23	20	18	22	20	24	21	20	24	22	19	WEDS
THUR	19	23	23	20	25	22	20	24	21	19	23	21	25	22	21	25	23	20	THUR
FRI	20	24	24	21	26	23	21	25	22	20	24	22	26	23	22	26	24	21	FRI
SAT	21	25	25	22	27	24	22	26	23	21	25	23	27	24	23	27	25	22	SAT
SUN	22	26	26	23	28	25	23	27	24	22	26	24	28	25	24	28	26	23	SUN
MON	23	27 General Purposes	27 Council	24 Finance	29 Bank Holiday	26	24 Finance	28 Bank Holiday	25 Council	23 Finance	27 General Purposes	25 Bank Holiday	29 Council	26 General Purposes	25 Council	29	27 Bank Holiday	24	MON
TUES	24	28	28	25	30	27	25	29	26	24	28	26 Bank Holiday	30	27	26	30	28	25	TUES
WEDS	25		29	26	31	28	26	30	27	25	29	27	31	28	27		29	26	WEDS
THUR	26		30	27		29	27	31	28	26	30	28		29	28		30	27	THUR
FRI	27		31	28		30	28		29	27		29			29 Bank Holiday		31	28	FRI
SAT	28			29			29		30	28		30			30			29	SAT
SUN	29			30			30			29		31			31			30	SUN
MON	30 Council						31 Planning			30									MON
TUES	31									31									TUES
	January 2023	February	March	April	May 2023	June	July	August	Sept	October	Nov	Dec	January 2024	February	March	April	May	June	

B: (i) School holidays are highlighted in yellow; (ii) bank holidays are highlighted in red (iii) Meetings are held in the Small Hall / Library starting at 19:15hrs unless otherwise stated / notified * Meeting dates / times / locations are subject to change - Please check with the Council Office *

North Petherton Town Council– Meeting Timetable January 2023 –June 2024 JN V2 (quarterly ctte)

	January 2023	February	March	April	May 2023	June	July	August	Sept	October	Nov	Dec	January 2024	February	March	April	May	June	
MON					1 Bank Holiday								1 Bank Holiday			1 Bank Holiday			MON
TUES					2			1					2			2			TUES
WEDS		1	1		3			2			1		3			3	1		WEDS
THUR		2	2		4	1		3			2		4	1		4	2		THUR
FRI		3	3		5	2		4	1		3	1	5	2	1	5	3		FRI
SAT		4	4	1	6	3	1	5	2		4	2	6	3	2	6	4	1	SAT
SUN	1	5	5	2	7	4	2	6	3	1	5	3	7	4	3	7	5	2	SUN
MON	2 Bank Holiday	6	6 Planning	3 Planning	8 Bank Holiday	5 Planning	3 Planning	7	4 Planning	2 Planning	6 Planning	4 Planning	8 Planning	5 Planning	4 Planning	8 Planning	6 Bank Holiday	3 Planning	MON
TUES	3	7	7	4	9 Planning	6	4	8	5	3	7	5	9	6	5	9	7 Planning	4	TUES
WEDS	4	8	8	5	10	7	5	9	6	4	8	6	10	7	6	10	8	5	WEDS
THUR	5	9	9	6	11	8	6	10	7	5	9	7	11 Council (budget)	8	7	11	9	6	THUR
FRI	6	10	10	7 Bank Holiday	12	9	7	11	8	6	10	8	12	9	8	12	10	7	FRI
SAT	7	11	11	8	13	10	8	12	9	7	11	9	13	10	9	13	11	8	SAT
SUN	8	12	12	9	14	11	9	13	10	8	12	10	14	11	10	14	12	9	SUN
MON	9 Planning	13 Planning	13	10 Bank Holiday	15 Annual Town Council meeting	12 Finance (AGAR)	10	14	11	9 Councillor budget workshop	13	11 Finance (budget)	15	12	11	15	13 Annual Town Council meeting	10 Finance (AGAR)	MON
TUES	10	14	14	11	16	13	11	15	12	10	14	12	16	13	12	16	14	11	TUESDAY
WEDS	11	15	15	12	17	14	12	16	13	11	15	13	17	14	13	17	15	12	WEDS
THUR	12	16	16	13	18	15	13	17	14	12	16	14	18	15	14	18	16	13	THUR
FRI	13	17	17	14	19	16	14	18	15	13	17	15	19	16	15	19	17	14	FRI
SAT	14	18	18	15	20	17	15	19	16	14	18	16	20	17	16	20	18	15	SAT
SUN	15	19	19	16	21	18	16	20	17	15	19	17	21	18	17	21	19	16	SUN
MON	16 General Purposes	20 Finance	20	17 Annual Town meeting	22	19 Council (AGAR)	17 General Purposes	21	18 Finance	16 General Purposes	20	18	22 General Purposes	19 Finance	18	22	20	17 Council (AGAR)	MON
TUES	17	21	21	18	23	20	18	22	19	17	21	19	23	20	19	23	21	18	TUES
WEDS	18	22	22	19	24	21	19	23	20	18	22	20	24	21	20	24	22	19	WEDS
THUR	19	23	23	20	25	22	20	24	21	19	23	21	25	22	21	25	23	20	THUR
FRI	20	24	24	21	26	23	21	25	22	20	24	22	26	23	22	26	24	21	FRI
SAT	21	25	25	22	27	24	22	26	23	21	25	23	27	24	23	27	25	22	SAT
SUN	22	26	26	23	28	25	23	27	24	22	26	24	28	25	24	28	26	23	SUN
MON	23	27	27 Council	24 General Purposes	29 Bank Holiday	26	24	28 Bank Holiday	25 Council	23	27 Council	25 Bank Holiday	29 Council	26	25 Council	29 General Purposes	27 Bank Holiday	24	MON
TUES	24	28	28	25	30	27	25	29	26	24	28	26 Bank Holiday	30	27	26	30	28	25	TUES
WEDS	25		29	26	31	28	26	30	27	25	29	27	31	28	27		29	26	WEDS
THUR	26		30	27		29	27	31	28	26	30	28		29	28		30	27	THUR
FRI	27		31	28		30	28		29	27		29			29 Bank Holiday		31	28	FRI
SAT	28			29			29		30	28		30			30			29	SAT
SUN	29			30			30			29		31			31			30	SUN
MON	30 Council						31 Planning			30									MON
TUES	31									31									TUES
	January 2023	February	March	April	May 2023	June	July	August	Sept	October	Nov	Dec	January 2024	February	March	April	May	June	

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North Petherton Town Council– Meeting Timetable January 2023 –June 2024 JN V1 (per year 12 planning, 6 each Committee, 6 Council + annual mtg

	January 2023	February	March	April	May 2023	June	July	August	Sept	October	Nov	Dec	January 2024	February	March	April	May	June	
MON					1 Bank Holiday								1 Bank Holiday			1 Bank Holiday			MON
TUES					2			1					2			2			TUES
WEDS		1	1		3			2			1		3			3	1		WEDS
THUR		2	2		4	1		3			2		4	1		4	2		THUR
FRI		3	3		5	2		4	1		3	1	5	2	1	5	3		FRI
SAT		4	4	1	6	3	1	5	2		4	2	6	3	2	6	4	1	SAT
SUN	1	5	5	2	7	4	2	6	3	1	5	3	7	4	3	7	5	2	SUN
MON	2 Bank Holiday	6	6 Planning	3 Planning	8 Bank Holiday	5 Planning	3 Planning	7	4 Planning	2 Planning	6 Planning	4 Planning	8 Planning	5 Planning	4 Planning	8 Planning	6 Bank Holiday	3 Planning	MON
TUES	3	7	7	4	9 Planning	6	4	8	5	3	7	5	9	6	5	9	7 Planning	4	TUES
WEDS	4	8	8	5	10	7	5	9	6	4	8	6	10	7	6	10	8	5	WEDS
THUR	5	9	9	6	11	8	6	10	7	5	9	7	11 Council (budget)	8	7	11	9	6	THUR
FRI	6	10	10	7 Bank Holiday	12	9	7	11	8	6	10	8	12	9	8	12	10	7	FRI
SAT	7	11	11	8	13	10	8	12	9	7	11	9	13	10	9	13	11	8	SAT
SUN	8	12	12	9	14	11	9	13	10	8	12	10	14	11	10	14	12	9	SUN
MON	9 Planning	13 Planning	13	10 Bank Holiday	15 Annual Town Council meeting	12 Finance (AGAR)	10	14	11	9 Councillor budget workshop	13	11 Finance (budget)	15	12 Finance	11	15 Finance	13 Annual Town Council meeting	10 Finance (AGAR)	MON
TUES	10	14	14	11	16	13	11	15	12	10	14	12	16	13	12	16	14	11	TUESDAY
WEDS	11	15	15	12	17	14	12	16	13	11	15	13	17	14	13	17	15	12	WEDS
THUR	12	16	16	13	18	15	13	17	14	12	16	14	18	15	14	18	16	13	THUR
FRI	13	17	17	14	19	16	14	18	15	13	17	15	19	16	15	19	17	14	FRI
SAT	14	18	18	15	20	17	15	19	16	14	18	16	20	17	16	20	18	15	SAT
SUN	15	19	19	16	21	18	16	20	17	15	19	17	21	18	17	21	19	16	SUN
MON	16 General Purposes	20 Finance	20 General Purposes	17 Annual Town meeting	22 General Purposes	19 Council (AGAR)	17 General Purposes	21	18 General Purposes	16 Finance	20 General Purposes	18	22 General Purposes	19	18 General Purposes	22	20 General Purposes	17	MON
TUES	17	21	21	18	23	20	18	22	19	17	21	19	23	20	19	23	21	18	TUES
WEDS	18	22	22	19	24	21	19	23	20	18	22	20	24	21	20	24	22	19	WEDS
THUR	19	23	23	20	25	22	20	24	21	19	23	21	25	22	21	25	23	20	THUR
FRI	20	24	24	21	26	23	21	25	22	20	24	22	26	23	22	26	24	21	FRI
SAT	21	25	25	22	27	24	22	26	23	21	25	23	27	24	23	27	25	22	SAT
SUN	22	26	26	23	28	25	23	27	24	22	26	24	28	25	24	28	26	23	SUN
MON	23	27	27 Council	24 Finance	29 Bank Holiday	26	24	28 Bank Holiday	25 Council	23	27 Council	25 Bank Holiday	29 Council	26	25 Council	29	27 Bank Holiday	24	MON
TUES	24	28	28	25	30	27	25	29	26	24	28	26 Bank Holiday	30	27	26	30	28	25	TUES
WEDS	25		29	26	31	28	26	30	27	25	29	27	31	28	27		29	26	WEDS
THUR	26		30	27		29	27	31	28	26	30	28		29	28		30	27	THUR
FRI	27		31	28		30	28		29	27		29			29 Bank Holiday		31	28	FRI
SAT	28			29			29		30	28		30			30			29	SAT
SUN	29			30			30			29		31			31			30	SUN
MON	30 Council						31 Planning			30									MON
TUES	31									31									TUES
	January 2023	February	March	April	May 2023	June	July	August	Sept	October	Nov	Dec	January 2024	February	March	April	May	June	

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Agenda 16b, Personnel Committee Draft Terms of Reference

- To support the Town Clerk in matters relating to recruiting, retaining and developing staff, volunteers and councillors to undertake the work of the Council
- To monitor the training requirements for staff, volunteers and councillors
- To consider matters emanating from employment procedures and to determine such matters in accordance with the Town Council's relevant policy and procedures
- To deal with any staff or volunteer matters referred by the Town Clerk
- To ensure that the Town Council complies with health and safety legislation

Agenda No 18, Payroll Provision

Council is requested to

(i) Decide whether the payroll admin should be done in-house or by an external provider

(ii) If provision is to be via an external provider nominate a preferred supplier (form the information provided)

(iii) Agree to amend Financial Regulations / Standing Orders accordingly

Introduction

1. Sedgemoor District Council currently undertake all the payroll administration for the Town council, including dealing with HMRC and Peninsula Pensions.
2. In September 2022 Sedgemoor advised that as of 1 April 2023, when the new unitary council comes into being they would no longer be able to provide the service and further "*The new Somerset Council will offer a Payroll service however the cost of this service is significantly higher than the current SDC charge. Somerset CC generally only accept payrolls with over 5 employees. The minimum charge for a small Payroll (under 5) with minimal changes is £660 per annum.*"

Research Undertaken

3. There are 2 potential methods going forwards – undertake the payroll admin in-house or pay a contractor to do it.
4. In House provision - there is software that can assist with doing the admin HMRC have a very basic free software tool and also have a list of HMRC recognised software providers. The Town Clerk has previously used Moneysoft (it is on the HMRC list) which would meet all the Town Council's needs and the licence cost is £78.00pa (for up to 20 employees). This is the cheapest option and it is estimated would take the Town Clerk approx. 2-3 hours per month. The disadvantage is resilience – what would happen if for some reason such as illness the Town Clerk was unable to do the admin at the appropriate time?
5. The Town Clerk has contacted a number of organisations which have been suggested by other Clerks or advertise providing payroll services or are listed on the Society of Local Clerks website as offering payroll services, the responses are given in the table below.
6. The Town Clerk has attempted to contact Somerset to find out if they would be prepared to undertake the payroll function and the level of service / functions they would undertake but has not received a response.

Supplier	Notes
1	Based in Sedgemoor- no price given as would not be able to offer the payroll admin service (due to pension element)
2	Based in South Somerset - no price given as would not be able to offer the payroll admin service (due to pension element)
3	Adjacent larger Council - does not wish to take on additional payroll admin
4	Contacted 26.1.2023 waiting for response
5	Could do all the paperwork but not make any of the payments – the Town Clerk would have to set up and make the payments Costs: Initial set up £65.00 Monthly cost of £6.00per person End of year documents £7.50 per person
6	Could do all the paperwork but not make any of the payments – the Town Clerk would have to set up and make the payments Costs not provided at first enquiry stage but could be obtained on completion of a questionnaire
7	Could provide all services as currently provided by Sedgemoor, including making payments Costs: Initial set-up £80.00 (may be eligible for discount on this price) Basic monthly fee (1-4 employees) £30.00 Additional fees pension submissions £12.50 Payments £25.00 Employee portal 30p per employee Total monthly cost for 2 employees £68.10

Report Prepared 27.01.2023

Agenda 20 (i) - Funding of Library Wheeled Shelving

Council is requested

(i) To consider if it wishes to make a contribution to the funding of the wheeled shelving and, if it does, the contribution amount

(ii) The duration of any loan to the Friends of North Petherton Library for the funding gap i.e. the latest repayment date.

Introduction

1. At it's meeting on 10 October 2022 the Finance and Development Committee made the following resolution;

   "RESOLVED

   (i) *that the Town Council underwrites the balance of the cost of the library mobile shelving which cannot be met by grant funding, and*

   (ii) *that such balance is treated as an interest free loan to the Friends of North Petherton Library*

   (iii) *that the Town Clerk researches possible funding sources and applies for grants towards the cost of the library mobile shelving.*"

Current Situation

2. The wheeled shelving was delivered and installed on 23 January 2023 and the invoice for £6,995 (+VAT) has been received.
3. Funding of £5,000 has been secured by means of grants and donations, which means there is a funding gap of £2,000. (The response to a grant application for £500.00 made at the beginning of January 2023 is awaited)

Financial Information

4. The Town Council's budget for expenditure on the library in the current financial year is £22,000, the expenditure to date is £18,225; the Q3 invoice (dated 19.01.23) from the Somerset Library Service is £5,203.

Report Prepared 26.01.2023

If you would rather make this application online, you can do so on our website:
https://www.planningportal.co.uk/apply

Application for consent to display an advertisement(s)
Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

Sedgemoor District Council

App.No .....
Fee .....
Date received .....

Sedgemoor District Council
Bridgwater House, King Square, Bridgwater, Somerset, TA6 3AR
Tel: 0300 303 7805
E-mail: development.management@sedgemoor.gov.uk
Web: www.sedgemoor.gov.uk/planning

Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	Miss	First name:	Joy		
Last name:	Norris				
Company (optional):	North Petherton Town Council				
Unit:		House number:		House suffix:	
House name:	The Small Hall				
Address 1:	North Petherton Community Centre				
Address 2:	Fore Street				
Address 3:	~~North Petherton~~				
Town:	North Petherton				
County:	Somerset				
Country:					
Postcode:	TA6 6QA				

2. Agent Name and Address

Title:		First name:			
Last name:					
Company (optional):					
Unit:		House number:		House suffix:	
House name:					
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Country:					
Postcode:					

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:		House suffix:	
House name:	North Petherton Community Centre				
Address 1:	Fore Street				
Address 2:					
Address 3:					
Town:	North Petherton				
County:	Somerset				
Postcode (optional):	TA6 6QA				

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

Community Centre includes a hall for community use, the Library and the Town Council Office

4. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☑ No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

5. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? ☐ Yes ☐ No

If Yes, please provide details:

6. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? ☐ Yes ☑ No

With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

1) I am making the application on behalf of North Petherton Town Council who employ me as the Town Clerk.

2) Councillors on the Town Council may also hold positions on the planning authority

7. Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s):

Please see illustration attached to application

Please indicate the number of the following types of advertisement(s) you are applying for:	Number of advertisement(s)
Application for fascia sign(s)	
Application for a projecting or hanging sign(s)	
Application for a hoarding(s)	
Other	

If you selected Other, please describe:

8. Location of Advertisement(s)

Is the advertisement you are applying for already in place? ☐ Yes ☑ No

If Yes, please provide details of when the use or work started:

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal?

☐ Yes ☑ No ☐ Not applicable

If Yes to either or both above, please show the existing sign(s) on an elevation drawing or photograph and state the references for the drawing(s) or photographs.

Will the proposed advertisement(s) project over a footpath or other public highway? ☐ Yes ☐ No

9. Advertisement Period

Please state the period of time for which consent is sought for the advertisement: From ____ To ____ date (DD/MM/YYYY)

10. Interest in the Land

Does the applicant own the land or buildings where the adverts are to be placed? ☐ Yes ☑ No

If No, has the permission of the owner or any other person entitled to give permission for the display of an advertisement been obtained? ☑ Yes ☐ No

If No, why not?

11. Details of Proposed Advertisement(s)

Please provide a full description of each proposed advertisement (e.g. fascia sign, box sign, projecting sign, hoarding, flag etc)							
	Advertisement 1		Advertisement 2		Advertisement 3		
Type:							
a) The height from the ground to the base of the advertisement (in metres)							
b) The dimensions of the proposed advertisement(H x W x D) (in metric)							
c) The maximum height of any of the individual letters and symbols (in metric)	NA						
d) The colour of the text and background	Principally white text on a blue background						
e) Materials of the proposed sign(s)							
f) The maximum projection of advertisement from the face of the building							
Will any of the sign(s) be illuminated	Yes ☐	No ☑	Yes ☐	No ☐	Yes ☐	No ☐	
If Yes for any of the proposed signs, answer g), h) and i)							
g) Details of method of illumination (internally illuminated/externally illuminated)							
h) illuminance levels (cd/m²)							
i) Will the illumination be static or intermittent?							

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form: ☐

Description of signs, size and The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated please describe the type of illumination, e.g. internal, external, floodlight, etc, and whether the illumination will be static, flashing, or have moving parts. The original and 3 copies* of each description should be provided: ☐

The original and 3 copies* of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of north: ☐

The correct fee: ☐

The drawing of the proposed advertisement should show its dimensions and position on the land or building in question. For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection. A site location plan should also be provided which identifies the proposed position of the advertisement and location of the site by reference to at least two named roads. It should be drawn to an identified scale and show the direction of North. Ordnance Survey maps are not required. Photographs and photomontages may be used. The original and 3 copies* of each drawing should be provided: ☐

The original and 3 copies* of other plans and drawings information necessary to describe the subject of the application: ☐

It is a condition of every consent granted by or under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained. To display any advertisement without this permission is an offence, open to immediate prosecution.

Where the site is within the boundaries of a highway, evidence that the application is acceptable to the highway authority must be provided.

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:	Or signed - Agent:	Date DD/MM/YYYY):
		(date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
	[redacted] 01278 574074	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional): town.clerk@nptc.info

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

16. Site Visit

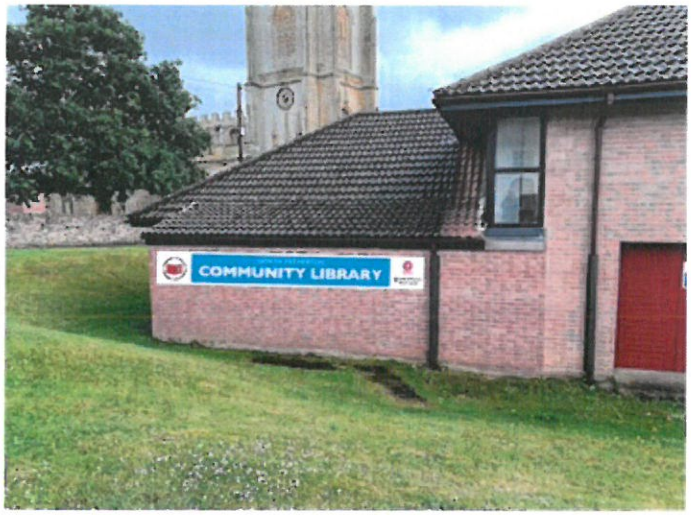
Can the site be seen from a public road, public footpath, bridleway or other public land? ☑ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)* ☐ Agent ☑ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:	Telephone number:

Email address:



Friends of North Petherton Library

NORTH PETHERTON
COMMUNITY LIBRARY

North Petherton Town Council