

Taunton Charter Trustees

Tuesday, 16th March, 2021,
6.00 pm

[SWT VIRTUAL MEETING WEBCAST
LINK](#)



Members: Francesca Smith (Mayor), Sue Lees (Deputy Mayor), Lee Baker, Chris Booth, Simon Coles, Caroline Ellis, Marcia Hill, Richard Lees, Libby Lisgo, Derek Perry, Martin Peters, Hazel Prior-Sankey, Federica Smith-Roberts, Alan Wedderkopp, Danny Wedderkopp and Brenda Weston

Agenda

1. Apologies

To receive any apologies for absence.

2. Minutes of the previous meeting of the Taunton Charter Trustees

To approve the minutes of the previous meeting of the Committee.

(Pages 7 - 14)

3. Declarations of Interest

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset County Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

4. Public Participation

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

Temporary measures during the Coronavirus Pandemic

Due to the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will holding meetings in a virtual manner which will be live webcast on our website. Members of the public will still be able to register to speak and ask questions, which will then be read out by the Governance and Democracy Case Manager during Public Question Time and will either be answered by the Chair of the Committee, or the relevant Portfolio Holder, or be followed up with a written response.

5. Petitions

To receive any petitions from residents of Taunton containing over 200 signatures in accordance with Standing Order 30.

6. Motions to the Charter Trustees

To consider motions in the order in which notice has been received.

7. Communications

To receive such communications as the Mayor may desire to lay before the Charter Trustees.

(Pages 15 - 18)

8. To answer questions under Standing Order 8

A Charter Trustee may ask the Mayor any question upon an item which is under consideration by the Charter Trustees. Every question shall be put and answered without discussion. The person to whom a question has been put may decline to answer but shall give an explanation for declining to do so. An answer may take the form of :- 1. A direct oral answer; or 2. Where the desired information is contained in a publication of the Charter Trustees, a reference to that publication; or 3. Where reply to the question cannot conveniently be given orally, a written answer circulated to Charter Trustees.

9. To receive and consider reports, minutes and recommendations of the Standing Committee (if any)

(Pages 19 - 28)

10. Community Governance Review for the Unparished Area of Taunton

(Pages 29 - 36)

This matter is the responsibility of Somerset West and Taunton Council.

This report is to provide the Charter Trustees for Taunton with an update on the proposed forthcoming review and to share the draft report being taken to SWT Full Council.

11. Appointment of Internal Auditor

(Pages 37 - 40)

Following the recommendations of the External Auditor PKF Littlejohn LLP in their Notice of conclusion of audit – Annual Governance and Accountability Return for the year ended 31 March 2020, that *“In future years, the smaller authority must maintain an adequate and effective system of internal audit of the accounting records and control systems”*. Officers have sought quotations from various companies.

It is recommended that the Taunton Charter Trustees appoint IAC Audit & Consultancy Ltd as their Internal Auditor for the 2020/21 and 2021/2022 municipal years.

12. Purchase of Past Mayor and Past Consort Badges

(Pages 41 - 44)

To consider and approve the purchase of x1 Past Mayor Pendant and x1 Past Consort Badge, to be funded from the Mayoral Civic Activity Budget. Past Mayor and Consort badges were given in recognition of the significant commitment made in undertaking the role, as an award to acknowledge and thank them for their contribution.

Past Mayor of Taunton Pendant

1 x steel die to produce the 'PAST MAYOR Of TAUNTON' Pendant ~ size approximately 44x47mm - £398.00 (one off cost for setup, die would be held at Fattorini's should we require more pendants in the future).

Postage, packaging and VAT not included.

The lead time for the pendants is 10-12 weeks from receipt of the order.

Past Consort Pendant

1 x steel die to produce the 'PAST CONSORT' Pendant and Top Bar ~ size approximately 37x44mm - £480.00 (one off cost for setup, die would be held at Fattorini's should we require more pendants in the future).

13. Appointment of Platinum Jubilee Champion

(Pages 45 - 46)

The Charter Trustees for Taunton to consider and nominate a representative who can attend a meeting of an informal liaison group to share information about activities to celebrate The Queen's Platinum (70th) Jubilee.

The Rotary Club of Taunton is hosting an on-line gathering of

as many 'Jubilee champions' as wish to attend. The initial get-together will take place at 7 pm on Wednesday 24 March 2021.

14. Mayor Making 21/22

(Pages 47 - 50)

As per the adopted processes of the Charter Trustees, the Clerk wrote to all those who met the criteria asking if they wished to be considered in February, with announcements normally be made in March, except during an election year. The Clerk received two valid nominations for taking on the roles of Mayor of Taunton and Deputy Mayor of Taunton in 2021/2022, one for each role and the nominations period closed on 19th February 2021.

Councillor Richard Lees has proposed that current Deputy Mayor Councillor Susan Lees be nominated to take up the role of Mayor of Taunton for the municipal year 2021/22. This has been seconded by Councillor Simon Coles.

Councillor Francesca Smith has proposed that Councillor Brenda Weston be nominated to take up the role of Deputy Mayor of Taunton for the municipal year 2021/22. This has been seconded by Councillor Lee Baker.

The Mayor Making ceremony where these nominations are to be affirmed would still take place at the Annual General Meeting of the Taunton Charter Trustees in June 2021, but as each position is uncontested there is no need to undertake any further selection processes.



**JAMES HASSETT
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by taking part in the Council Meeting during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Following Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will be live webcasting our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, but you can also access them on the [Somerset West and Taunton webcasting](#) website.

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using governance@somersetwestandtaunton.gov.uk

Any requests need to be received by 4pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Thursday prior to the meeting.

The Governance and Democracy Case Manager will take the details of your question or speech and will distribute them to the Committee prior to the meeting. The Chair will then invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to three minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group.

Please see below for Temporary Measures during Coronavirus Pandemic and the changes we are making to public participation:-

Due to the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will holding meetings in a virtual manner which will be live webcast on our website. Members of the public will still be able to register to speak and ask questions, which will then be read out by the Governance and Democracy Case Manager during Public Question Time and will be answered by the Portfolio Holder or followed up with a written response.

Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: governance@somersetwestandtaunton.gov.uk

Taunton Charter Trustees - 10 December 2020 held via Zoom Video Conference

Present: Councillor Francesca Smith (Mayor)

Councillors Sue Lees (Deputy Mayor), Lee Baker, Chris Booth, Simon Coles, Caroline Ellis, Marcia Hill, Richard Lees, Libby Lisgo, Martin Peters, Hazel Prior-Sankey, Alan Wedderkopp, Danny Wedderkopp and Brenda Weston

Officers: Jo Comer, Marcus Prouse and Amy Tregellas

Also Present: Councillors Loretta Whetlor, John Thomson (Chair – Joint Independent Remuneration Panel)

(The meeting commenced at 6.00 pm)

26. Apologies

Apologies were received from Councillor Derek Perry.

27. Minutes of the previous meeting of the Taunton Charter Trustees

(Minutes of the meeting of the Taunton Charter Trustees held on 2nd July and 27th August 2020 circulated with the agenda)

RESOLVED that the minutes of the Taunton Charter Trustees held on 2nd July and 27th August 2020 be confirmed as a correct record.

28. Declarations of Interest

Members present at the meeting declared the following personal interests in their capacity as a Councillor or Clerk of a County, Town or Parish Council or any other Local Authority:-

Name	Minute No.	Description of Interest	Reason	Action Taken
Cllr L Baker	All Items	Cheddon Fitzpaine & SWT	Personal	Spoke and Voted
Cllr C Booth	All Items	Wellington and SWT	Personal	Spoke and Voted
Cllr S Coles	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr C Ellis	All Items	SWT	Personal	Spoke and Voted
Cllr Mrs Hill	All Items	SWT	Personal	Spoke and Voted
Cllr R Lees	All Items	SWT	Personal	Spoke and Voted
Cllr S Lees	All Items	SWT	Personal	Spoke and Voted
Cllr L Lisgo	All Items	SWT	Personal	Spoke and Voted
Cllr M Peters	All Items	SWT	Personal	Spoke and Voted
Cllr H Prior-Sankey	All Items	SCC & SWT	Personal	Spoke and Voted

Cllr F Smith	All Items	SWT	Personal	Spoke and Voted
Cllr A Wedderkopp	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr D Wedderkopp	All Items	SWT	Personal	Spoke and Voted
Cllr B Weston	All Items	SWT	Personal	Spoke and Voted

All Charter Trustees declared a personal interest in respect of Item 10 – Report of the Joint Independent Remuneration Panel – Review of the allowances for the Mayor of Taunton and Deputy Mayor, as potentially any Charter Trustee could take up that posting in the forthcoming municipal year and be in receipt of an allowance.

29. **Public Participation**

The Charter Trustees were advised that no members of the public had requested to speak or ask questions.

30. **Petitions**

The Clerk advised that no petitions to the Charter Trustees had been received.

31. **Motions to the Charter Trustees**

The Clerk advised that no motions to the Charter Trustees had been received.

32. **Communications**

The Mayor advised that she intended to allocate £1000 from the Alderman Spear's contribution to the Mayoral Christmas Fund charitable trust to the work being undertaken by Somerset West and Taunton's One Teams to purchase vouchers for families over the Christmas period. Further allocations were also being progressed.

The Mayor advised that she had turned on the Town's Christmas Lights at a virtual event. The Mayor advised that she had recorded a poem for The Castle School students, who unable to put on their usual Christmas event but were hoping to stage a virtual version.

Councillor Lisgo raised her concern about the progression of the future governance arrangements for the Unparished Area of Taunton. The recent debates around Stronger Somerset had highlighted this and the previous presentations on this matter. Despite raising this issue on many occasions, she stated that there was a lack of evidence of any progress being made on this matter. She accepted that the last nine months had been difficult due to Covid-19. She had also tried to communicate with the Somerset West and Taunton Portfolio Holder for Corporate Resources Cllr Ross Henley but this forum was felt appropriate as the Charter Trustees had an active interest in the future

arrangements. She considered it important, especially within the context of Stronger Somerset that Councillors were able to see what the plan was beginning to look like for the future of the Unparished Area. Cllr Lisgo stated she had always been very clear that the creation of Charter Trustees was a temporary stopgap provision, and that something substantive needed to be put in place. Unfortunately the remit of the Charter Trustees was very limited in scope, but she requested an informal meeting in the new year of the Councillors who represent Unparished Area Wards with representatives of Somerset Association of Local Councils invited to better understand the current role and expectations of Charter Trustees, better understand the process ahead of the Community Governance Review and the potential creation of a Town Council.

The Mayor thanked Cllr Lisgo and recognised it was an important issue, and that the difficulty they encountered as a group which were meeting to support the mayoralty and the need to distinguish between Unparished Area Councillors and Charter Trustees. She stated that both unitary proposals supported a town council and very much wanted to progress this. Whilst supportive of an informal meeting to discuss the matter in private, she requested advice from officers as previous informal meetings had attracted criticism from members of the public.

Amy Tregellas (Monitoring Officer and Governance Manager – Somerset West and Taunton Council) responded and asked Councillors to be clear and careful of terminology. There would need to be a Community Governance Review of the Unparished Area, which would include all options on the table rather than the assumption a Town Council would be the end result. This might be one of the outcomes but Councillors were reminded to be careful about the language as a correct and proper process would have to be followed. She had received advice from SHAPE Legal that the proposal by One Somerset of creating a Town Council through Government order is not correct. The change order when Somerset West and Taunton Council was created also set up the Taunton Charter Trustees and any change would have to go through correct and proper consultation with that body before any decision is made, and that contravention of this could be subject to Judicial Review. The Governance Manager assured Councillors that work was ongoing on this matter with an Officer working group in place, and the new arrangements would not come into effect until the next Town and Parish Elections in May 2023 and so the timescale was still feasible to meet. She had also sought information from the National Association of Local Councils and captured helpful case studies, along with research into other Charter Trustee bodies and those that have moved to an alternative governance model. She was hoping to bring a report back as soon as possible to the Charter Trustees as well as progress a cross-party working group to be set up which would draw from the whole Council membership, as ultimately this was a review undertaken by SWT.

- The Mayor welcomed Cllr Loretta Whetlor representing Somerset Association of Local Councils.
- It was commented that some areas may wish to parish themselves, and of the need to have a good and thorough consultation to ensure a true reflection of public sentiment.
- A point was raised on the broader issue of what powers were available to a Parish or Town Council and what assets would potentially be

transferable, but that currently a Town Council didn't exist and the Councillors can't negotiate without a mandate. It was stated that Councillors would welcome more general information on the process.

- The Governance Manager signposted Councillors to the NALC website which had good documentation on what powers and duties a Town Council could exercise.
- The Mayor thanked Councillors for their comments and welcomed further updates on this matter.

33. **To answer questions under Standing Order 8**

Councillor Chris Booth raised the issue of Police feedback, and the lack of ability of the Charter Trustees to feed back into the Police the concerns Councillors have and receive updates. Councillors, could of course, as ward councillor's feedback to their local Police Community Support Officer. Councillors were cognisant of the fact that the Charter Trustees were limited in their scope of duties, feedback from Councillors on whether they supported this idea was welcomed.

The Mayor felt it would be interesting to receive feedback but the Charter Trustees were limited in scope to the Mayoralty.

The SWT Governance Manager confirmed that the Police should be providing any update to the Scrutiny Committee at SWT.

34. **To receive and consider reports, minutes and recommendations of the Standing Committee (if any)**

The Clerk advised that the most recent meeting of the Standing Committee had taken place at the end of November and the recommendations were awaiting sign-off by the SWT Corporate Resources Portfolio Holder, with these decisions reported formally at the next meeting.

35. **Report of the Joint Independent Remuneration Panel (JIRP) - Review of**

the allowances for the Mayor of Taunton and Deputy Mayor

The Chair of the Joint Independent Remuneration Panel (JIRP), John Thomson, was in attendance and presented the report of the Panel, their findings and recommendations.

In 2019 the Joint Independent Remuneration Panel prepared a report to the Shadow Authority on Members Allowances. Included within it was a consideration of the roles of Town Mayor and Deputy Mayor for the Unparished areas of Taunton. At the time the Panel prepared the report, it was considered that there was insufficient information to make firm decisions, and so an interim recommendation regarding allowances was made, with a proviso that after “a year’s experience of the offices of Mayor and Deputy Mayor”, the allowances be reviewed by the Panel. This report was that review.

During the discussion of this item, Members made comments and asked questions which included:-

- A comment was made that the potential loss of the mayoralty in 2019 had been an issue that was raised on the doorstep when campaigning so public awareness was high and the people were keen on the Mayoralty being maintained.
- The cutting of the Deputy Mayoral allowance was considered unfair in the light of the Covid-19 pandemic’s effect on the number of events that could be attended.
- It was suggested that the allowances be reviewed after a ‘normal’ year.
- It was commented that the first year of the Mayoralty which was slightly curtailed by the pandemic in March 2020 was still a valid data-set from which to draw conclusions. The Deputy Mayoral allowance being set at half the Mayor’s allowance was commented as generous as the Deputy would not carry out half of the Mayor’s work.
- The current Deputy Mayor commented that she had felt awkward taking an allowance in this current year due to the lack of activity, and so a lot had been donated to charity or to her local church.
- It was suggested that a lot of postponed events in the next municipal year may mean that the next Deputy Mayor will be a lot busier.
- The status of the Borough Mayoralty as opposed to a Town Mayor was different and time was needed to establish what work-load was required, with previous experiences not a true measure.

RESOLVED that the Charter Trustees for Taunton;

- 1) Noted the work undertaken by the JIRP which has reviewed the work-load of the Mayor and Deputy with information supplied by the Council, and has considered how the allowances compared with other areas with Charter Trustees.
- 2) Disregarded the recommendation of the JIRP to reduce the Special Responsibility Allowance for the Deputy Mayor of Taunton by half to reflect a reduced workload, with the reasoning being that due to the Covid-19 pandemic’s effects, this had impacted on the statistical information reviewed, with the Mayor and Deputy Mayor of Taunton unable to fulfil the

expected duties of their role and the number of events and activities they could attend. The Mayor and Deputy Mayor's special responsibility allowances for 2021/2022 would be kept the same as currently.

- 3) Supported the recommendation that the index linking of the allowance be retained.
- 4) Supported the recommendation that the situation be reviewed again in a year, when hopefully 'normal' (post Covid-19) activity had taken place.

36. Taunton Charter Trustees Budget 2021/2022

The Mayor introduced the item which set out the proposed Budget for the forthcoming year and invited the Clerk to take members through a PowerPoint presentation on the two options drawn up for their consideration.

The Clerk gave an update on the budget monitoring position of the current financial year (2020/2021). Guidance stated that Parish/Town Councils should retain 3-12 months of running costs. Local Authorities were required by law to set a balanced budget as prescribed in the Local Government and Finance Act 1992. The Charter Trustees for Taunton must set their revenue budgets on an annual basis and there was no automatic carry-over of unused budgets into the following year.

Taunton Charter Trustees Budget 20/21	Charter Trustees Budget £	Spend to date (Dec 2020)	Expected Year End Spend (Mar 21)
Mayoral Civic Activities and Events Spend	10,000	1,339.61	4000
Special Responsibility Allowance for Mayor and Deputy	4,580	Approx. 3435	4580
Insurance for Insignia/Regalia	500	650	650
Staffing/Administration Costs	31,100	Approx. 21,638	28,850
Accommodation	1760	0*	0
Mayoral Vehicle Lease	2000	0	0
Audit of Accounts	200	400	1000
Total Estimated Costs:	50,140	Approx. 27,462.61	39,080
Contingency/Reserves:	1,000	350*	1000*
Total Budget / Precept:	51,140	Approx. 27,462.61	39,080

During the discussion of this item, Members made comments and asked questions which included:-

- Concern was raised that if the Government were minded to introduce a cap on Parish and Town Councils precepting abilities, that the lower option could hamper future years budgets. The Clerk advised that this was

something to take into consideration but was not aware of current plans in this regard.

- The option to move the under-spend from this financial year into a reserve could meet the advice to establish a reserve of 3 months without imposing a higher precept on ratepayers.
- The risk of proceeding without a more substantial reserve was considered important.

Councillor Hazel Prior-Sankey proposed the main motion which was seconded by Councillor Marcia Hill.

RESOLVED that the Charter Trustees for Taunton;

1. Set a precept for the financial year 2021/2022 at the amount of £52,819, to be collected on their behalf from the Unparished Area of Taunton ratepayers by Somerset West and Taunton Council as the billing authority. This was equivalent to £3.47 expenditure per Band D property.
2. Delegated authority to the Clerk to transfer the unspent balance from the 2020/21 budget into the General Reserves of the Taunton Charter Trustees at the end of 2020/21 to fund unplanned expenses in future years (approximately £12,060)
3. Urged Somerset West and Taunton Council to precept for a Special Expenses Levy on the Unparished Area of Taunton as in previous years to fund such projects that a Town and Parish Council would typically support through the Unparished Area Small Grants Fund.

(The Meeting ended at 7.45 pm)

When your Debt and Benefit Case Manger decided to “Elf out” the children at Christmas by adding some extra sparkle !



As we approached Christmas 2020 I was conscious that as an organisation we had been lucky to be working from home, not been furloughed or suffered loss of income. However, there are many people in our local community who have not been as fortunate as us at SWT.

Since April 2020 I had supported over 450 families with their financial struggles but with the influx of Christmas adverts on TV, buying children's presents can be another pressure for these struggling families to face. So I decided to put out an appeal to staff, colleagues, friends and families to donate a brand new toy, book or gift for these children – my Christmas Wish was to “add a little extra sparkle” The response was overwhelming and the generosity of donations far exceeded my initial expectations and in just under 4 weeks I received over 350 wrapped presents ready to distribute.

Special Thanks to Tenants Action Group Chairman Wayne Hobson who also very kindly donated £200 to add to the “sparkle” and was used on a shopping list for a range of different gifts.



The Mayor of Taunton, Cllr Fran Smith, also gifted £1,000 in £10 Asda gift vouchers to Taunton families identified in need of support when she learned of my appeal. The gift vouchers were purchased using funds donated from the Alderman Spears Charitable Trust which was setup in 1973 by former Councillor, Alderman and Freeman, Mr Frederick Cory-Spear OBE, specifically for the benefit of those in need at Christmas. This endowment is specifically tied to the Mayoralty and the former Borough of Taunton.

A number of families were identified as facing extreme financial hardship through the repeat number of requests for support, particularly during the lockdowns, and

through the close working relationships fostered with tenants from deprived areas by the council's 'One Teams' and multi-agency staff.

The Mayor of Taunton, Cllr Fran Smith, said: "I'm very proud of the voluntary work undertaken by our staff and partners, and these gestures will provide some relief to families and individuals who are vulnerable or are suffering financially in the run up to Christmas. This fund was bequeathed to us specifically for the poor and needy during Christmas and given the impact the Coronavirus pandemic has had on our communities this year, we felt now was the right time to make use of this fund."



I am so pleased to have been able to do this for these families and also received some lovely comments of thanks back from the families we supported, one tenant in particular wrote directly to The Mayor Cllr Fran Smith.....

Dear Mayor F. Smith,

I would like to thank you for your kind donations to the presents for families like myself who have fallen on hard times. It meant the world to all 5 of my children, partner and myself, it made presents under the tree look even better.

I was over the moon that, Pippa Hughs and Dee Bradley who work for Somerset West and Taunton Council for putting us forward for receiving the extra presents and gift vouchers.

My family and I will be forever grateful for too you all !

Record of Decision taken by Executive Portfolio Holder

Decision title: Award of Grant Funding from the Unparished Area Special Expenses Precept

Recommended by Standing Committee: 24/11/2020

Clerk to Charter Trustees Contact Details: Marcus Prouse
m.prouse@somersetwestandtaunton.gov.uk

Date of Decision: 16/12/2020

Details of decision:

1) Taunton East Development Trust - A bid to fund the replacement of a rotten fence at the Link Centre in Moorland Road. The bid is for the cost of the works of £1450.00.

RECOMMENDATION: The Standing Committee recommended unanimously the approval of the £1450.00 cost towards the costs of the works. The applicants were to be commended on an exemplary application, providing a range of background information on their organisation which was appreciated.

2) Cllr Brenda Weston – A bid to fund the preventative repair of the brickwork of Whirligig Lane in Taunton. The bid is for the cost of the capital works project of £5000.00 with a £1000.00 contingency to be undertaken by SWT's DLO.

RECOMMENDATION: The Standing Committee recommended the approval of the proposal unanimously and ring-fence the funds for such a purpose in the Unparished Fund accounts. In the interim period before works could commence, the Standing Committee requested the Clerk to seek a written agreement between SWT and SCC recognising the differing responsibilities and obligations between the two authorities on this right of way and a written commitment as to their ongoing maintenance intentions. It was suggested the Clerk/Councillors continue to try and contact Highways officers and the Portfolio Holder for Transport at the County Council, Arts Taunton, and Officers with responsibility for Heritage and the Town Centre Area Action Plan at SWT.

The remaining funds stand at £24,032.42 (without the above being taken into account).

The below has been completed:	Name(s)	Date
Relevant ward councillor(s) consulted	N/A	
The following are If appropriate / applicable: Yes/No. If yes the implications should be attached to this decision notice.		
Finance implications	The remaining funds for this year stand at £24,032.42 without the	

	above being taken into account.	
Legal implications	N/A	
Links to corporate aims	N/A	
Community Safety implications	N/A	
Environmental implications	N/A	
Equalities Impact		
Safeguarding Implications	N/A	
Risk management	N/A	
Partnership implications	N/A	

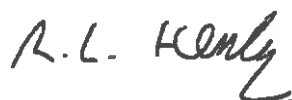
Any conflicts of interest declared by Executive PFH, Mayor or Standing Committee Members consulted on the proposed decision. If Yes provide confirmation from Clerk to Charter Trustees to grant dispensation for the Mayor/Standing Committee Member's views to be considered.

N/a

Decision Maker

I am aware of the details of this decision(s), considered the reasons, options, representations and consultation responses and give my approval / agreement to its implementation.

Signed:



Name: Councillor Ross Henley

Date: 16/12/2020

Note – This decision record is for decisions taken by the SWT Executive PFH following a recommendation by the Standing Committee of the Charter Trustees of Taunton. The decision(s) can be implemented following publication.

Note: A copy should also be sent to the Governance Team and Civic Office –
governance@somersetwestandtaunton.gov.uk
civicooffice@somersetwestandtaunton.gov.uk

Record of Decision taken by Executive Councillor

Decision title: Governance arrangements for the Special Expenses Precept raised on the Unparished Area of Taunton (UPA)

Executive Councillor making the decision: Cllr Ross Henley

Author Contact Details: Marcus Prouse
m.prouse@somersetwestandtaunton.gov.uk

Date of Decision: 04/09/2020

Details of decision:

For 2019/20 the Charter Trustees for Taunton had been transferred the balance of unallocated legacy funds from previous years' TDBC Unparished Area Special Expenses Precept, to administer a Small Grants Scheme for grant funding towards projects or schemes which will be of benefit to residents of the Unparished Area of Taunton. ([Decision Full Council – 16th July 2019](#))

It is recommended that for this financial year;

a) The Charter Trustees for Taunton are invited as the representatives of the Unparished Area to continue to make recommendations under their Grants Scheme if so wished against the Special Expenses Precept Budget of £29,240.00 levied on the ratepayers in the Unparished Area for 2020/21 ([this amount was set in the Budget – Decision of Full Council – 19th Feb 2020](#)).

b) Final sign-off of any recommended spend is granted by the District Council via an Executive Portfolio Holder who is not a Charter Trustee (it is proposed to be Cllr Ross Henley), meaning also that decisions can be 'called-in' if valid reasons are provided. This is a change from 2019/20, where decisions were signed off by the Mayor of Taunton following recommendation by the Standing Committee.

c) These funds will not be formally transferred as in the previous year but be retained in the District Council accounts.

d) The Grants Scheme must ensure that the types of grants being administered fit the criteria of projects that a Town and Parish Council would typically support (see Appendix A). The funding may also be used to enhance local services and other local priorities.

This returns arrangements to a similar governance arrangement previously run under the auspices of the former Taunton Deane Borough Council, with all decisions from the Unparished Area Advisory Committee having had sign-off from the Portfolio Holder for Community at that time. It also ensures that the Charter Trustees for Taunton (now that they have undertaken their first precept for 2020/21) only have direct control over the funds they need to manage their own responsibilities.

Reasons for proposed decision:

In 2019/20 the District Council was required by law to set a budget for the Charter Trustees for Taunton, as they could not raise a precept to cover their costs in their first

year of establishment. SWT at its Full Council meeting on 16th July 2019 recommended that the Charter Trustees should receive the 2019/20 Unparished Area budget of £46,399, to be allocated in line with the approved scope and governance of the Charter Trustees including the cost of the mayoralty, support costs and local grants scheme and to transfer the balance of unallocated legacy funds from previous years' TDBC Unparished Area Special Expenses Precept, to be administered by the Charter Trustees of the Town of Taunton. The Council also noted that in future years, the Charter Trustees will be in a position to raise its own precept to fund its responsibilities.

In the Budget Report in February 2020 the Executive expressed its wish to maintain an element of special expenses for the unparished area related to local service costs that a town/parish might provide if in existence but is beyond the scope of the Charter Trustees. The Executive is charged under the Constitution with determining grant allocation priorities for external organisations.

The reason to continue to allow for Charter Trustee input into the spend of the Special Expenses Precept is to allow for the democratic input of the elected representatives of the Unparished Area (The Charter for Trustees for Taunton), whilst ensuring the accountability and final sign-off of any funding for any approved projects is retained by the precepting authority Somerset West and Taunton Council. The Charter Trustees for Taunton have no ability to precept for anything other than directly related costs to the Mayoralty of Taunton.

Alternative funding options sourced:

N/A

The below has been completed:	Name(s)	Date
Relevant ward councillor(s) consulted	All 16 Unparished Area Councillors for the Taunton Charter Trustees.	
The following are if appropriate / applicable: Yes/No. If yes the implications should be attached to this decision notice.		
Finance implications	Yes	
Legal implications	N/A	
Links to corporate aims	N/A	
Climate and Sustainability implications	N/A	
Community Safety Implications	N/A	
Equalities Impact	N/A	
Safeguarding Implications		
Risk management	Yes	
Partnership implications	Yes	

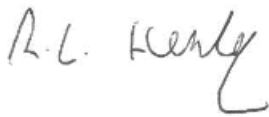
Any conflicts of interest declared by Leader or Executive Members consulted on the proposed decision. If Yes provide confirmation from Chief Executive to grant dispensation for the Leader's / Executive Member's views to be considered.

Four Executive Councillors are also Charter Trustees for Taunton (Cllrs Booth, R Lees, Smith and Smith-Roberts) and it is not proposed these Councillors should be the Portfolio Holder to approve the decisions.

Decision Maker

I am aware of the details of this decision(s), considered the reasons, options, representations and consultation responses and give my approval / agreement to its implementation.

Signed:



Name: Cllr Ross Henley (Executive Portfolio Holder for Corporate Resources)

Date: 04/09/2020

Note – This decision record is for decisions taken by Executive Councillors. The decision(s) can be implemented following publication and the period for any call-in has expired.

Note: A copy should also be sent to the Governance Team –
governance@somersetwestandtaunton.gov.uk

Appendix A – List of typical Parish Council functions, powers and duties

Appendix A - List of Parish Council Powers

Please note, this is not an exhaustive list but does indicate the sorts of functions that Parish Councils can discharge. The Grants Scheme must ensure that the types of grants being administered fit the criteria of projects that a Town and Parish Council would typically support. The funding may also be used to enhance local services and other local priorities.

Function	Powers & Duties
Allotments	<ul style="list-style-type: none"> Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights
Baths and washhouses	<ul style="list-style-type: none"> Power to provide public baths and washhouses
Burial grounds, cemeteries and crematoria	<ul style="list-style-type: none"> Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries
Bus shelters	<ul style="list-style-type: none"> Power to provide and maintain shelters
Bye-laws	<ul style="list-style-type: none"> Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms
Clocks	<ul style="list-style-type: none"> Power to provide public clocks
Closed churchyards	<ul style="list-style-type: none"> Powers as to maintenance
Common pastures	<ul style="list-style-type: none"> Powers in relation to providing common pasture
Conference facilities	<ul style="list-style-type: none"> Power to provide and encourage the use of facilities
Community centres	<ul style="list-style-type: none"> Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives
Crime prevention	<ul style="list-style-type: none"> Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime
Drainage	<ul style="list-style-type: none"> Power to deal with ponds and ditches
Entertainment and the arts	<ul style="list-style-type: none"> Provision of entertainment and support of the arts
General Spending	<ul style="list-style-type: none"> Power to spend a limited amount of money on anything they deem of benefit to the community that is not covered by the other specific responsibilities described in this list
Gifts	<ul style="list-style-type: none"> Power to accept

Highways	<ul style="list-style-type: none"> • Power to maintain footpaths and bridle-ways • Power to light roads and public places • Provision of litter bins • Powers to provide parking places for bicycles and motor-cycles, and other vehicles • Power to enter into agreement as to dedication and widening • Power to provide roadside seats and shelters
	<ul style="list-style-type: none"> • Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway • Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes • Power to provide traffic signs and other objects or devices warning of danger • Power to plant trees and lay out grass verges etc. and to maintain them
Investments	<ul style="list-style-type: none"> • Power to participate in schemes of collective investment
Land	<ul style="list-style-type: none"> • Power to acquire by agreement, to appropriate, to dispose of • Power to accept gifts of land
Litter	<ul style="list-style-type: none"> • Provision of receptacles
Lotteries	<ul style="list-style-type: none"> • Powers to promote
Mortuaries and post mortem rooms	<ul style="list-style-type: none"> • Powers to provide mortuaries and post mortem rooms
Open spaces	<ul style="list-style-type: none"> • Power to acquire land and maintain
Parish documents	<ul style="list-style-type: none"> • Powers to direct as to their custody
Telecommunications facilities	<ul style="list-style-type: none"> • Power to pay public telecommunications operators any loss sustained providing telecommunication facilities
Public buildings and village hall	<ul style="list-style-type: none"> • Power to provide buildings for public meetings and assemblies
Public conveniences	<ul style="list-style-type: none"> • Power to provide
Town and country planning	<ul style="list-style-type: none"> • Right to be notified of planning applications
Tourism	<ul style="list-style-type: none"> • Power to encourage visitors and provide conference and other facilities
Traffic calming	<ul style="list-style-type: none"> • Powers to contribute financially to traffic calming schemes
Transport	<ul style="list-style-type: none"> • Powers in relation to car-sharing schemes, taxi fare concessions and information about transport • Powers to make grants for bus services
War memorials	<ul style="list-style-type: none"> • Power to maintain, repair, protect and alter war memorials
Water supply	<ul style="list-style-type: none"> • Power to utilise well, spring or stream and to provide facilities for obtaining water from them

Somerset West and Taunton Council

Full Council – 30 March 2021

Community Governance Review for the Unparished Area of Taunton

This matter is the responsibility of the Leader of the Council, Cllr Federica Smith-Robert

Report Author: Amy Tregellas, Governance Manager and Monitoring Officer

1.0 Executive Summary / Purpose of the Report

- 1.1 The purpose of this report is to recommend to Members that mechanisms are put into place to set up a cross party Member Working Group to commence the Community Governance Review for the Unparished Area of Taunton.
- 1.2 As this is a priority project for the 2021/22 Municipal Year, to set out the timetable for the Review (Annex 1 to this report).

2.0 Recommendations

2.1 That Council resolve that:

- a) As per the resolution made by Taunton Deane Borough Council on 19th March 2018, that a Community Governance Review (CGR) of the Unparished Area of Taunton is commenced with a view to creating a new Parish Council(s) from 1st April 2023
- b) A cross party Members Working Group is established to commence the Community Governance Review for the Unparished Area of Taunton (as per the Member Working Group Protocol being approved by Council on 30th March)
- c) The Member Working Group will make reports and recommendations to Full Council (via the Taunton Charter Trustees) with regard to proposals for Terms of Reference for the review, proposals for consultation, any amendments to proposals after the public consultation, and the implementation of the final review recommendations.

3.0 Risk Assessment

- 3.1 Any risks associated with this Review will be picked up and managed with the Member Working Group.
- 3.2 Officers will mitigate any risks by working closely with the National Association of Local Councils (NALC)/ Somerset Association of Local Councils (SALC) and other Councils that have been through this process.

4.0 Background and Full details of the Report

- 4.1 At the Taunton Deane Borough Council meeting on 19th March 2018, the Council resolved that *a Community Governance Review of the Unparished Area of Taunton be commenced at the earliest opportunity (taking into consideration the guidance from both the Local Government Boundary Commission for England and Ministry for Housing, Communities and Local Government)*.
- 4.2 From February 2008, principal councils have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. In making such a decision, Councillors are required to take account of the views of local people ensuring that governance arrangements continue to reflect local identities and facilitate effective and convenient local government.
- 4.3 The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) requires that principal councils have regard to the guidance issued by the Secretary of State and the Local Government Boundary Commission for England.
- 4.4 Any Review should be concluded within 12 months of the agreement and publication of the Terms of Reference, and the outcomes of the Review are implemented by a Reorganisation Order.

Community Governance Review Process

- 4.5 Section 93 of the 2007 Act allows principal councils to decide how to undertake a Community Governance Review, provided that they comply with certain duties in that Act including details set out relating to consultation, the need to ensure any proposals reflect the identities and interests of the community in that area and is effective and convenient, and the publication of recommendations. The manner in which the Council consults with its local residents is not prescribed.
- 4.6 A Community Governance Review is a review of the whole or part of the district to consider the creation of a new Parish(es):
- Terms of reference for the Community Governance Review must specify the area under review and set out clearly the matters on which the Review is to focus, and these Terms of Reference must be published.
 - Consultees are set out in the Act and Guidance, and include the County Council, Members of Parliament, local councils, local people, local businesses and voluntary organisations, and their representations must be taken into account when finalising the detail of the review.
 - The review must take into account the impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.
 - The review must consider electoral arrangements and, if creating a large Parish, whether or not this should be warded. Careful consideration must also be given to any Ward boundaries as these can have consequential effects on the boundaries for other tiers of local government.

Terms of Reference of the Review

- 4.7 The guidance expects Terms of Reference to set out clearly the matters on which a Community Governance Review is to focus, and the local knowledge and experience

of District Councillors will help to frame suitable terms of reference which should be appropriate to local people and reflect the specific needs of the community. It is recommended that the Member Working Group work with officers to draft the Terms of Reference, and that they are considered by Full Council at the end of April/beginning of May 2021.

Community Governance Review process

- 4.8 There are a number of stages to the process of conducting a Community Governance Review which are set out in Annex 1.
- 4.9 During the Review, officers will ensure that:
- The Taunton Charter Trustees are kept updated and informed throughout the process
 - Somerset County Council are kept updated on the process and outcomes at each stage of the process
 - NALC and SALC are involved and consulted throughout the process
 - Parish Councils falling within the Review area or on the boundary, are involved and consulted throughout the process

Implementation

- 4.10 If the Council chooses to accept the final recommendations of the Review, concluded after public consultation, then it needs to draw up a Reorganisation Order and publish this together with the reasons for the changes, making maps available for public inspection.
- 4.11 There are also various bodies that must be notified of the changes including the Local Government Boundary Committee for England.

Unitary Somerset

- 4.12 The current timetable for Unitary Somerset is that it would come into effect from 1st April 2023. That is irrespective of whether the Stronger Somerset or One Somerset models are chosen. This fits with the timetable for a new Local Council 'going live' from the 1st April 2023.
- 4.13 If, for any reason, the timetable for Unitary Somerset changes, a report will be brought before Council to outline any changes and the impact on the Community Governance Review.

5.0 Links to Corporate Strategy – This is a key project for 2021 within the Internal Operations Directorate Plan and links to the Corporate Strategy

6.0 Finance / Resource Implications – None at this time

7.0 Legal Implications - The Community Governance Review will be conducted as per the Department for Communities and Governance (DCLG) and Local Government Boundary Commission for England (LGBCE) guidance on Community Governance Reviews and in accordance with the Local Government and Public Involvement in Health Act 2007

- 8.0 Climate and Sustainability Implications** - None
- 9.0 Safeguarding and/or Community Safety Implications** - None
- 10.0 Equality and Diversity Implications** - None
- 11.0 Social Value Implications** - None
- 12.0 Partnership Implications** – Appropriate consultation will take place with local Councils and others as part of the Community Governance Review process
- 13.0 Health and Wellbeing Implications** - None
- 14.0 Asset Management Implications** - None
- 15.0 Data Protection Implications** - None
- 16.0 Consultation Implications** - Appropriate consultation will take place with local electors, business, community and voluntary sector, local Councils and others as part of the Community Governance Review process

Scrutiny/Executive Comments / Recommendation(s) – N/A

Democratic Path:

- **Scrutiny / Corporate Governance or Audit Committees – No**
- **Cabinet/Executive – No**
- **Full Council – Yes**

List of Appendices

Annex 1	Community Governance Review for the Unparished Area of Taunton – Indicative Timetable
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Contact Officers

Name	Amy Tregellas
Direct Dial	08123 785034
Email	a.tregellas@somersetwestandtaunton.gov.uk

Community Governance Review for the Unparished Area of Taunton Indicative Timetable

Timetable for the Review

Publication of the Terms of Reference formally begins the Review, and the Review must be completed within 12 months. The timetable set out below is indicative only and is based on an assumption of agreement of Terms of Reference at a meeting of Full Council by end April/beginning of May 2021.

Report to Council	30 March 2021 (being presented to the Charter Trustee on 16 March 2021)	Council gives approval to set up the Member Working Group to commence the process
Terms of Reference	Full Council by 11th May 2021	Member Working Group to draft these before they go before Council (via Charter Trustees) The ToR will set out: <ul style="list-style-type: none"> • the matters to be considered; • the geographic area to be covered; • Notification of other local authorities which have an interest.
Publish Terms of Reference (12 month clock starts)	Following Full Council meeting on 11th May 2021	Publish on the Council website

Member Working Group to prepare draft proposals for consultation to be adopted by Full Council	Full Council meeting on 6th July 2021	Council approves the initial proposals regarding the creation of a new local council and the Consultation Plan
Commence consultation on draft proposals and invite initial submissions	7th July 2021 (Consultation closes 31st August 2021 – 8 weeks)	Initial submissions invited. Consult with: SWT Councillors Somerset County Council Relevant Town and Parish Councils Member of Parliament Local Groups and Interested parties such as local businesses, local residents association, local public and voluntary organisations Local electorate Publish proposals on the website
Consider submissions and draft revised recommendations, if appropriate	Special Full Council meeting by mid October 2021	Consider any submissions/ representations and prepare report of draft recommendations for Council (via Charter Trustees)
Publish draft recommendations for consultation	By end October 2021	Publish draft recommendation for further consultation with: All local government electors SWT Councillors Somerset County Council

		Relevant Town and Parish Councils Member of Parliament Local Groups and Interested parties such as local businesses, local residents association, local public and voluntary organisations Local electorate Publish proposals on the website
Make final recommendations	Member Working Group report to Full Council 7 February 2022 (Consultation closes 31st December 2021 – 8 weeks)	Consider any further submissions/ representations and prepare final recommendations for report to Full Council (via Charter Trustees)
Publish final recommendations	After Full Council on 7th February 2022	Publish final recommendations and make Reorganisation Order
Draft Reorganisation Order	Member Working Group to report to Full Council on 29th March 2022	

Make Reorganisation Order		Reorganisation Order to be sealed once approval received from Full Council on 29 th March 2022
Create Shadow Council	12 months to set up new Local Council ready for 'go live' date of 1st April 2023	Laying the groundwork for the new Local Council including: Finding premises for the local council to meet Consult residents about what they would like the local council to do Creating a website for the new Council Setting a Budget and Precept Employing staff Vesting and Asset Transfer
New Local Council created in temporary format with existing Charter Trustees	1st April 2023	
Elections to new Local Council	May 2023	



The Clerk
Taunton Charter Trustees
c/o Somerset West and Taunton Council
Deane House
Belvedere Road
Taunton
Somerset
TA1 1HE

03/02/2021

Quotation for Internal Audit Services

Many thanks for your request for a fee quotation for the provision of internal audit services to your council.

Based on the size and activities of your council our fee would be £285.00 plus VAT per annum inclusive of all travel and out of pocket expenses. This is based on an audit carried out off-site in our offices. We will arrange with you the collection and delivery of the required documents. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £385.00 plus VAT per day, or £285.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely

Kevin Rose ACMA
Director

Pre-Qualification Statement

Company name:

IAC Audit and Consultancy Ltd (IAC)

Company background and experience:

IAC have been providing internal audit services to town and parish councils for more than 5 years and now audit over 150 town and parish councils. The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is supported by an experienced internal auditor (AAT qualified) an office administrator and two part time staff (ACCA and CPA qualified).

Primary Point of Contact

Kevin Rose will be the primary point of contact for the Council

Potential Conflicts of Interest

IAC does not provide any other services to Taunton Charter Trustees that may constitute a conflict of interest.

There are no known personal relationships between IAC and Taunton Charter Trustees officers or councillors that may provide a conflict of interest.

Client References

Ludlow Town Council (Shropshire)
Thatcham Town Council (Berkshire)
Dartmouth Town Council (Devon)
Church Crookham Parish Council (Hampshire)
Faringdon Town Council (Oxfordshire)

Northam Town Council (Devon)
Hazlemere Parish Council (Buckinghamshire)
Great Linford Parish Council (Milton Keynes)
Tring Town Council (Hertfordshire)
Peasedown St John Parish Council (Somerset)

Further references may be provided upon request.

Audit methodology

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

2. Audit Risk Assessment

In order that the audit work may be properly planned and resourced an initial Audit Risk Assessment is undertaken. This calculates a 'risk score' that may then be used to plan the audit work, typically over a three year period.

The Audit Risk Assessment is prepared by IAC for the Council, to assist it in determining what level of audit coverage is appropriate for the Council. It is the responsibility of the Council as a whole to ensure that it maintains an 'effective' level of internal audit. Where requested IAC may offer advice to the council to assist it in planning the level of audit coverage.

3. Planning

IAC will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

4. Reporting

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to council setting out the matters identified and proposed remedial actions.

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BT1-3d080901-15



President 2020-2021: Peter Ball

Assistant Secretary: Adrian Prior-Sankey MBE

Email: Adrianjps@aol.com Tel: 07973 252 346

4 March 2021

Dear Friend

I am writing to invite you to nominate a representative of your organisation who can attend a meeting of an informal liaison group to share information about activities to celebrate The Queen's Platinum (70th) Jubilee. The main focus for events will be the double Bank Holiday weekend of 2- 5 June 2022 although the actual anniversary of the Queen's accession is 6 February and various events during the year will be themed for the Jubilee.

The Rotary Club of Taunton is hosting this on-line gathering of as many 'Jubilee champions' as wish to attend. The meeting will take the form of a simple briefing and sharing of ideas, many of which have worked well for past Jubilees, most notably in 2002 when The Queen and Prince Phillip visited Taunton as part of their national tour. The initial get-together will take place at 7 pm on Wednesday 24 March and if you can please email me the name and email address of your organisation's nominee, I will send them an invitation with the zoom log in details nearer the time.

The liaison group will aim to promote any Jubilee-related activity within the wider Taunton area. It is likely that other towns and communities will have similar bodies to coordinate events in their locality and, as we have no wish to tread on any toes, all participation will be on an 'opt in' basis.

This initiative has the support of Somerset West and Taunton Council, which will be represented at the meeting and is encouraging similar initiatives across the large geographical area it serves. Please share this invitation as widely as you can among your networks within the Taunton area.

If you have any questions ahead of the meeting on 24 March please email or telephone me via the contact details shown above.

Thank you, in anticipation of your interest and support.

A handwritten signature in black ink, reading "Adrian Prior-Sankey", with a horizontal line underneath.

Adrian Prior-Sankey MBE



The Charter Trustees of the Town of Taunton Nomination Form for the Mayor of Taunton 2021/22

The following two Charter Trustees for Taunton hereby nominate **Councillor**:

COUNCILLOR SUSAN LEES

To undertake the role of Mayor of Taunton for the 2021/2022 Municipal Year to be confirmed at the Annual General Meeting.

Name: Councillor Richard Lees

Signature: Emailed

Date: 26/01/2021

Name: Councillor Simon Coles

Signature: Emailed

Date: 28/01/2021

Verified as valid by the Clerk to the Charter Trustees:

Name: Marcus Prouse

Signature: M. Prouse

Date: 22/02/21



The Charter Trustees of the Town of Taunton

Nomination Form for the Deputy Mayor of Taunton 2021/22

The following two Charter Trustees for Taunton hereby nominate **Councillor:**

COUNCILLOR BRENDA WESTON

To undertake the role of Deputy Mayor of Taunton for the 2021/2022 Municipal Year to be confirmed at the Annual General Meeting.

Name: Councillor Fran Smith

Signature: Emailed

Date: 11/02/2021

Name: Councillor Lee Baker

Signature: Emailed

Date: 11/02/2021

Verified as valid by the Clerk to the Charter Trustees:

Name: Marcus Prouse

Signature: M. Prouse

Date: 22/02/2021

