

## Taunton Charter Trustees

Tuesday, 19th July, 2022,  
6.00 pm

The John Meikle Room - The Deane House



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

### Agenda

#### 1. Apologies

To receive any apologies for absence.

#### 2. 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.)

#### 3. 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 temporary legislation (within the Coronavirus Act 2020, which allowed for use of virtual meetings) coming to an end on 6 May 2021, the council's committee meetings will now take place in the office buildings within the John Meikle

Meeting Room at the Deane House, Belvedere Road, Taunton. Unfortunately due to capacity requirements, the Chamber at West Somerset House is not able to be used at this current moment.

Following the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), the council meeting rooms will have very limited capacity. With this in mind, we will only be allowing those members of the public who have registered to speak to attend the meetings in person in the office buildings, if they wish (we will still be offering to those members of the public that are not comfortable in attending, for their statements to be read out by a Governance and Democracy Case Manager). Please can we urge all members of the public who are only interested in listening to the debate to view our live webcasts from the safety of their own home to help prevent the transmission of coronavirus (COVID-19).

**4. Petitions**

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

**5. Motions to the Charter Trustees**

**6. Communications**

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

- A A Charter Trustee may ask the Mayor any question upon an item which is under consideration by the Charter Trustees.
- B 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.
- C 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.

**8. Community Governance Review for Taunton - Stage 2 Consultation** (Pages 7 - 26)

The Charter Trustees for Taunton have been notified by the District Council of the publication of the commencement of the second stage of consultation of the review. The Charter Trustees are able to submit a collective response or alternatively respond individually as Councillors.

At their meeting on 14<sup>th</sup> December 2021 the Charter Trustees collectively agreed to respond to the Stage 1 Consultation as follows;

“We believe that a single Town Council should be set up to cover at least the whole of the currently unparished area of Taunton.”

**9. Annual Internal Audit Report 21/22** (Pages 27 - 42)

The purpose of this item is to receive and note the Annual Internal Audit Report 2021/22.

**10. Assessment of Risk** (Pages 43 - 48)

The Charter Trustees resolved at their previous meeting;

- a) That a Draft Action Plan and Draft Risk Register is circulated to the Charter Trustees and then taken to a Special Meeting of the Charter Trustees in July 2022 to ensure compliance for the 2022/23 Municipal Year.

The Charter Trustees are invited to consider and approve the attached register, assess the risk facing the authority and suggest any further steps necessary to manage such risks.

**11. Appointment of Members of the Standing Cttee 22/23** (Pages 49 - 50)

To appoint Charter Trustees, from nominations received from each group, to serve on the Standing Committee for the year 2022/2023. The proposed ‘Powers and Duties’ of the Standing Committee are set out in the attached document. If the Committee allocated politically proportionally as per the Standing Orders there would be 6 Liberal Democrats and 1 Labour seat, though it was within the gift of the political groups as to whether they took up their full entitlement.

The current membership is as follows;

- Cllr Simon Coles (Chair)
- Cllr Chris Booth
- Cllr Tom Deakin
- Cllr Sue Lees

- Cllr Martin Peters
- Cllr Derek Perry
- Cllr Libby Lisgo

## **12. Past Mayor's Street Naming Convention**

(Pages 51 - 54)

It was raised with the Civic Office that there had apparently been a very longstanding custom of naming a road after Taunton and Taunton Deane Mayors as they passed away.

SWT Council's street naming and numbering team has not recently received any applications to register development addresses that had the names of Taunton Deane Mayors who have passed away.

Name suggestions have mostly come from parishes but the team is always open to receiving street name suggestions for new developments with names of past Mayors who have passed away and will use them. Any request to name the street should be sent to the Council's Street Naming and Numbering Officer using the email [addressmanagement@somersetwestandtaunton.gov.uk](mailto:addressmanagement@somersetwestandtaunton.gov.uk)

Attached is SWT Council's street naming and numbering guidance for more information on street and numbering.

This item is for discussion and for the Charter Trustees to note for future reference.

## **13. Any items which the Mayor consider to be urgent business**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being 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 entering the Council Chamber and speaking 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.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chair will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate. Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chair will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room. Full Council, Executive, and Committee agendas, reports and minutes are available on our website: [www.somersetwestandtaunton.gov.uk](http://www.somersetwestandtaunton.gov.uk)

The meeting room, including the Council Chamber at The Deane House are on the first floor and are fully accessible. Lift access to The John Meikle Room, is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter. For further information about the meeting, please contact the Governance and Democracy Team via email: [governance@somersetwestandtaunton.gov.uk](mailto: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](mailto:governance@somersetwestandtaunton.gov.uk)



# **Community Governance Review**

Stage 2 Consultation

# A Town Council For Taunton

## Have Your Say

Somerset West and Taunton Council is carrying out a review (known as a community governance review) to decide whether changes should be made to the local governance arrangements, including whether a new town council\* should be set up to represent Taunton and if so, what areas should be included within its boundary and whether any other changes should be made to the surrounding parishes.

All local residents, business people, and organisations are invited to give their views on the Council's recommendations by completing the consultation questionnaire by **26 July 2022**.

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# SECTION 1

## Background

Taunton is currently the only area in Somerset that does not have a Town or Parish Council to represent its residents. For many years authorities in the area have wanted to address this anomaly. The former Taunton Deane Borough Council resolved to do so in 2018 and its successor Somerset West and Taunton District Council restated this commitment in March 2021.

Somerset County Council has also previously indicated a wish to see a review undertaken and within both unitary business cases there was the expectation that a town council would be created for Taunton to enable the proposals to work effectively, particularly as Somerset West and Taunton Council will be abolished as part of the local government reorganisation. In October 2021 the District Council decided to go ahead with a community governance review of the unparished area of Taunton and eight surrounding parishes (Trull, Bishop's Hull, Comeytrove, Norton Fitzwarren, Staplegrove, Kingston St. Mary, Cheddon Fitzpaine and West Monkton), with a view to any new parish/town council coming into being from 1 April 2023 so that it could play a full and proper role, alongside the town and parish councils representing other areas, in negotiations with the unitary authority.

The review was launched on 12 November 2021 with a first round of public consultation running until 12 January 2022. On 3 March 2022 a special

meeting of Somerset West and Taunton Council considered the responses to that consultation and drew up draft recommendations for changes to local governance in Taunton and surrounding parishes. Those recommendations are now set out in this document for a second round of consultation.

Somerset West and Taunton Council has recommended that a new parish should be created for Taunton and a council established to serve that parish. It has further recommended that the area to be covered by the new parish/town council should not be limited to the currently unparished area but should also take in areas of urban extension that have been developed over the years or are proposed into some surrounding parishes, so as to reflect the reality of the area covered by present-day Taunton and the community identity of its residents. As a result of this the Council also recommends some changes to the boundaries or electoral arrangements of those parishes.

**\*Note re: terminology:** A principal council may, following a community governance review, create, abolish, or alter the area of any parish within its area and may establish a parish council to serve a newly created parish. Once established a parish council serving an urban area may resolve to be called a town council. It is thought likely that any parish council established to serve Taunton will do so. Therefore, this report uses the term Town.

# SECTION 2

## The Proposal

**A.** That a single parish be created to serve the currently unparished areas of Taunton and that in addition:

**(i)** Comeytrowe Parish Council be abolished, and the entire area of Comeytrowe Parish be included within the boundary of the proposed new Taunton Parish.

**(ii)** The Killams Green area, currently within Trull Parish Council area, be included within the boundary of the proposed new Taunton Parish.

**(iii)** The part of the forthcoming development in the south-west corner of Taunton that falls within Trull Parish should be included within the boundary of the proposed new Taunton Parish.

**(iv)** The boundary of Trull Parish to the north-west of Cotlake Hill be altered to follow the green wedge around the Sherford urban area, with the small area to the south of that boundary that is currently within the unparished area of Taunton becoming part of Trull Parish.

**(v)** The urban area covered within the Maidenbrook Ward of Cheddon Fitzpaine Parish Council, including sites earmarked for housing development in the near future, be included within the boundary of the proposed new Taunton Parish.

**(vi)** The urban parts of Staplegrove Parish, including the entirety of the forthcoming development in the north-west corner of Taunton, be included within the boundary of the proposed new Taunton Parish.

**(vii)** The slim part of Staplegrove Parish jutting to the west of Silk Mills Lane be included within the boundary of Norton Fitzwarren Parish.

**(viii)** If the proposed changes bring about a remaining Staplegrove Parish area of fewer than 150 electors, that area be merged with Kingston St. Mary Parish.

**(ix)** A small southern portion of the Kingston St. Mary Parish area, representing that part of the proposed Staplegrove East development that falls within the parish, be included within the boundary of the proposed new Taunton Parish.

**(x)** With the exception of Galmington Trading Estate and a small section south of the A38 near Rumwell, no part of Bishops Hull Parish should become part of the proposed new Taunton Parish, and the small triangular residential area at the cross-section with Wellington Road, currently within the unparished area, should become part of Bishops Hull Parish.

**(xi)** The Hankridge Retail Park, Creech Castle and the associated Toneway Road, currently within West Monkton Parish, be included within the boundary of the proposed new Taunton Parish, which should run along the railway to the M5.

**(xii)** The boundary between Norton Fitzwarren Parish and Bishops Hull Parish, just north of Mill Cottages, be amended to follow the route of the railway line.

**(xiii)** Further consideration be given to whether the current boundary between West Monkton and Cheddon Fitzpaine parishes between Maidenbrook and Yallands Hill south of the Country Park should be amended, for example by following the A3259 westwards to Maidenbrook Lane, in the light of any comments from the parish councils.

**B.** That the new parish be named 'Taunton Parish' and that a parish council be established to serve the new parish with effect from 1 April 2023.

**C.** That with the exception of the area described at A (xi) above, the area of West Monkton Parish Council be completely removed from further consideration of the review and its inclusion in any new Taunton Parish/Town Council.

**D.** That the area of Norton Fitzwarren Parish Council be completely removed from further consideration of the review and its inclusion in any new Taunton Parish/Town Council.

**E.** That the first elections to the proposed new Parish/Town Council for Taunton should be held on the ordinary day of elections (the first Thursday in May) in 2023.

**F.** That the Council established to serve the proposed new Taunton Parish should have a council size of at least 20 councillors, with the final number to be determined in the context of the proposals to be developed in regard to the warding arrangements within the new parish.

**G.** That the proposed new Taunton Parish be warded and that draft proposals for the warding arrangements, and those of any other warded parishes in the area under review, be developed for inclusion in the second stage of consultation.

**H.** That no change be made to the number of Parish Councillors of any of the other continuing parishes within the area under review.

# SECTION 3

## Frequently Asked Questions

### **What is a Community Governance Review?**

A Community Governance Review is a formal process involving consultation with local electors and other interested parties on potential changes such as creating new parishes, setting up or abolishing town/parish councils, changing their boundaries or electoral arrangements.

### **What are town and parish councils?**

Town and parish councils exist in many areas, both rural and urban, and are the most local tier of government in England. Somerset West and Taunton Council as a 'principal council' is responsible for deciding whether to create, amend or abolish parish areas within its boundaries and whether to establish a council to serve any parish.

A parish council that serves a town area may decide to call itself a 'town council'.

Town and parish councils do not have statutory responsibility for services such as social care, education or housing but they may decide to provide some local services for their residents or in some cases to take over responsibility for services previously delivered by Somerset West and Taunton Council or Somerset County Council.

Town and parish councils also represent their communities. These local councils can also play a key role in communities by the promotion of community engagement between the council and residents and more inclusive local government. They must be consulted on planning applications within their area and may work with the principal council to create a Neighbourhood Plan for development in their area. They may bid to purchase assets of community value or express an interest in running a local authority service.

Town and parish councils are directly elected by local voters and are independent of the other layers of local government. Any new town or parish council, for example in Taunton, would not replace Somerset West and Taunton Council or the new Unitary Authority but would exist alongside.

## What kinds of services could a town or parish council provide and how much would it cost?

There are almost 10,000 parish and town councils across England, with populations ranging from fewer than 200 to almost 100,000. The range of services provided varies accordingly and each town or parish council decides what, if any, services it will provide. There are examples of different types of services being delegated to councils, for example street cleaning and CCTV in Salisbury, and a library in Charnwood.

The Working Group has looked at some of these typical examples and the types of services that could be provided by a Town Council could be as follows:

- Very local services e.g. Parks Maintenance
- Some services which make money e.g. Crematoria or Small Car Parks attached to a Park
- Parks and Open Spaces
- Play Areas, plus skate parks, sports walls and youth shelters
- Allotment Sites (these transfer automatically by statute)
- Cemeteries and Churchyards
- Memorial Trees and Benches
- Public Conveniences
- Community Development
- Farmers Markets
- Carnival, Armed Forces Day, Remembrance, Christmas lights and other special events
- Dog Waste/ Litter Bins
- Litter Enforcement
- Bus Shelters
- Office Premises

As the level of services provided varies significantly between town or parish councils, so does the level of the precept that they charge Council Tax payers. For example, the average town/parish precept payable in 2022-23 by a Band D Council Tax payer within the Somerset West and Taunton Council area is £47.79 per annum. The national average Band D precept of all precepting parish and town councils in 21/22 the current year is £74.81 per annum. The Charter Trustees for Taunton for 22/23 precepted £58,722, from the Unparished Area of Taunton ratepayers. This was equivalent to £3.85 expenditure per Band D property. In addition to this amount, Somerset West and Taunton are able to precept a limited amount for Special Expenses on the Unparished Area of Taunton ratepayers to fund the types of activities that a Town or Parish Council would usually provide. In 2022/23 this amounted to £29,458 or £1.93 on a Band D property. These two charges would be replaced by any Town or Parish Council precept. The level of precept could be reduced if the Town Council provides services which generate income.

A town or parish council itself decides what level of precept to charge but in the case of any new town or parish councils, the Principal Council would set the precept for their first year of operation based on the estimated cost of the level of activity expected. In relation to service delivery and the level of precept, just as for any town or parish councils elsewhere in Somerset West and Taunton, a new Town or Parish Council could decide in future to take on additional services of the sort set out above, in negotiations with the new Unitary Council.

## Will the Taunton Charter Trustees remain in place?

Not under this proposal. The Charter Trustees for Taunton were established in 2019 in order to be able to save the historic Mayoralty for Taunton from being abolished. They are the 16 Somerset West and Taunton councillors elected to represent wards in the unparished area of Taunton. The Trustees elect a Mayor and Deputy Mayor for Taunton each year. The Mayor and Deputy uphold the traditional roles previously carried out by the Mayor and Deputy Mayor of Taunton Deane within the boundary of the unparished area.

Charter Trustees only have the power to raise a precept to cover the costs of their administration and the associated costs for the upkeep of the Civic Insignia or 'Silver' and the Mayoralty of Taunton. They cannot legally precept for taking on responsibilities and costs that Parish and Town Councils can such as grass cutting and public conveniences.

This review is an opportunity for local people to comment on any changes that they might like to suggest in respect of the existence of the Unparished Area, the Taunton Charter Trustees, the area covered by it and its electoral arrangements (the number of councillors, wards etc). In the event that following the Community Governance Review a decision is made to parish the Unparished Area, the Charter Trustees would be dissolved upon the vesting of the new Council and their assets transferred.

## Will Taunton continue to have a Mayor?

Yes. As mentioned above, the assets of the Charter Trustees including the civic regalia would transfer to the new council once the area becomes parished. Any new Town Council would elect one of its number to be the Mayor each year, as well as a Deputy Mayor.

Somerset West and Taunton Council recognises the value of the role of the Mayor of Taunton which embodies the town, is a symbol and focus for civic pride and carries out a wide range of functions during the year celebrating local achievements, raising money for local charities and representing the town socially and formally. The creation of a Town Council will enable this tradition to continue.

## Issues to be considered by the review.

In arriving at its recommendations the law requires that Somerset West and Taunton Council must have regard to the need for community governance arrangements to:

- Reflect the identities and interests of the community in the area; and
- Promote effective and convenient local government.

It must also consider the impact of town or parish councils on community cohesion and the size, population and boundaries of a local community or parish; and must take into account any other existing or potential arrangements for community representation or engagement in the area.

In coming to decisions on the electoral arrangements for any town or parish council the Council must consider the number of electors in the area(s) under review and any change in the number or distribution of those electors which is likely to occur in the next five years.

Any town or parish council should reflect distinctive and recognisable communities of interest, with their own sense of identity and electors should be able to identify with the town or parish in which they live. Any submissions providing evidence of community identity or local linkages will be important considerations in this review.

## When would any new town or parish council(s) be set up?

By law the review must be completed within 12 months of starting it. This review started in November 2021 and is planned

to be completed by October 2022. It is anticipated that if any new town or parish councils were to be established following this review they would come into existence no later than April 2023.

## Electoral Arrangements.

If a new Town Council is established, Somerset West and Taunton Council is required to decide whether it should be divided into wards for the purpose of electing town councillors, taking into account (i) whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and (ii) whether it is desirable that any area or areas of the parish should be separately represented on the council.

In considering the electoral arrangements for a parish, the council must also consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts, taking into account for example likely growth within the area arising from local plans and planning permissions.

The total projected local electorate for the proposed new parish of Taunton is 43,487. For the purposes of district council elections the currently unparished area is divided into nine wards returning a total of 16 councillors. Somerset West and Taunton Council believes that it would not be practicable or convenient for a single election to be held for the whole of any new town council for the area. The proposal is therefore for the new Parish to be divided into wards as follows:

<b>Proposed Ward Name</b>	<b>Area Covered</b>	<b>Projected Electorate 2027</b> <small>(Electoral register published 1 December 2026)</small>	<b>Number of Councillors</b>
<b>Blackbrook &amp; Holway</b>	Existing Blackbrook & Holway district ward.	4,646	2
<b>Comeytrove</b>	Existing Comeytrove Parish plus (i) adjacent part of the forthcoming development that is currently within Trull Parish; (ii) Galmington Trading Estate and small section south of the A38 near Rumwell, currently in Bishops Hull Parish.	4,629	2
<b>Halcon &amp; Lane</b>	Existing Halcon & Lane district ward plus Hankridge Retail Park, Creech Castle and associated Toneway Road, currently in West Monkton Parish.	4,351	2
<b>Maidenbrook</b>	Existing Maidenbrook ward of Cheddon Fitzpaine Parish, except for small section south of the Country Park and A3259 (to West Monkton Parish).	1,814	1
<b>Manor &amp; Tangier</b>	Existing Manor & Tangier district ward minus the small triangular residential area at the cross-section with Wellington Road (to Bishops Hull Parish).	2,426	1



<b>Proposed Ward Name</b>	<b>Area Covered</b>	<b>Projected Electorate 2027</b> <small>(Electoral register published 1 December 2026)</small>	<b>Number of Councillors</b>
<b>North Town</b>	Existing North Town district ward.	2,130	1
<b>Priorswood</b>	Existing Priorswood district ward.	6,686	3
<b>Staplegrove</b>	The urban parts of the existing Staplegrove Parish including the whole of the forthcoming development in the north-west corner of Taunton, plus the small southern portion of the existing Kingston St Mary Parish included in the proposed Staplegrove East development.	2,455	1
<b>Victoria</b>	Existing Victoria district ward.	4,125	2
<b>Vivary</b>	Existing Vivary district ward (including Killams Green area currently in Trull Parish).	3,762	2
<b>Wellsprings &amp; Rowbarton</b>	Existing Wellsprings & Rowbarton district ward.	4,418	2
<b>Wilton &amp; Sherford</b>	Existing Wilton & Sherford district ward minus the small area to the south of the green wedge around the Sherford urban area and to the north west of Cotlake Hill (to Trull Parish).	2,045	1
<b>Totals</b>		43,487	20

Comments are invited on the warding proposals including the suggested boundaries and names of the wards.

The creation of a Taunton Parish with the boundaries proposed would have a knock on effect to a number of surrounding parishes which in some cases would require changes to their electoral arrangements. These proposed changes are as follows:

<b>Parish</b>	<b>Proposed Change (if any)</b>	<b>Reason for Proposal</b>
<b>Bishops Hull</b>	No change.	Changes proposed to parish boundary do not significantly affect electorate or require warding.
<b>Cheddon Fitzpaine</b>	Parish to no longer be warded. Number of parish councillors to be 5.	Once Maidenbrook ward is transferred Cheddon Fitzpaine will have only one ward. Projected electorate 2027 for the proposed new parish boundary is 304.
<b>Kingston St Mary</b>	No change.	Changes proposed to parish boundary do not significantly affect electorate or require warding.
<b>Norton Fitzwarren</b>	No change.	Changes proposed to parish boundary do not significantly affect electorate or require warding.
<b>Trull</b>	Parish to no longer be warded. Number of parish councillors to reduce from ten to nine.	Once Killams ward is transferred to Taunton Parish Trull will have only one ward. Killams Ward currently elects one councillor to Trull Parish Council. The projected electorate 2027 for Trull Parish on its proposed new boundary is 1,758 and it is proposed that the number of councillors serving this area should remain unchanged.
<b>West Monkton</b>	No change.	Changes proposed to parish boundary do not significantly affect electorate or require warding.

## How to find out more.

Full information about the Community Governance Review including the terms of reference and detailed timetable are on the website at:

[www.somersetwestandtaunton.gov.uk/cgr](http://www.somersetwestandtaunton.gov.uk/cgr)

## Map.

The two maps at the end of this document show the following:

**A.** MAP A -The adopted preferred option for the proposed geographical scope for a single parish to serve part of the area under review.

**B.** MAP B - The proposed wards for the proposed single parish.

## We want to hear your views.

Please tell us what you think about the matters above or any other issues concerning governance at the town or parish council level by **Tuesday 26 July 2022**. Somerset West and Taunton Council will consider all submissions received before coming to its final recommendations.

# A Town Council For Taunton

## Questionnaire

Somerset West and Taunton Council is carrying out a review to decide on changes to existing local governance arrangements, including whether or not a new town council\* should be set up in those parts of Taunton where they don't currently exist.

**\*Note re: terminology:** A principal council may, following a community governance review, create, abolish, or alter the area of any parish within its area and may establish a parish council to serve a newly created parish. Once established a parish council serving an urban area may resolve to be called a town council. It is thought likely that any parish council established to serve Taunton will do so. Therefore, this report uses the term Town Council when referring to the possible creation of a new Taunton Parish Council.

Full information about the review including the terms of reference and a timetable, are on our website at:

[www.somersetwestandtaunton.gov.uk/cgr](http://www.somersetwestandtaunton.gov.uk/cgr)

All local residents, business owners and organisations within the area of the scope of the review are invited to give their views. The Council will consider all feedback before making final recommendations. The submissions will be analysed, published and considered by Councillors at a Full Council meeting this autumn, with the potential for a new Council to be in place on 1st April 2023.

You can complete this questionnaire online, or obtain a paper version and return it to the following address (or by handing it in one of our offices):

**Governance Team,  
Somerset West and Taunton Council,  
PO Box 866, Taunton  
TA1 9GS**

Alternatively you can tell us your views by e-mailing:

**[governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)**

This consultation will close on **Tuesday 26 July 2022**.

**1. Please tell us whether you are a:**

- Local resident
- Local employee
- Local business person
- Official representative of community organisation (please state)  
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- Other (please state)  
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**2. Please enter the postcode of your home (if a local resident) or work/other premises with which you have a local connection:**

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**3. Do you agree that Taunton should be represented by a town council?**

- Yes
- No
- Don't know

**4. Do you agree that a town council for Taunton could help to promote a sense of community in the town and promote community cohesion?**

- Yes
- No
- Don't know

(If No, what other forum(s) or initiatives could do this more effectively?)

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**5. If a town council is established for Taunton, do you agree that its boundary should reflect the current reality of the town and include areas where urban development has occurred or is under way extending beyond the historic boundary?**

- Yes
- No
- Don't know

**6. Do you agree with the proposal made by Somerset West and Taunton Council for changes at the parish level including the establishment of a new Taunton Town Council covering the area shown in Map A, and consequential changes in a number of surrounding parishes?**

- Yes
- No
- Don't know

(If No, which aspects of the proposal do you think should be changed?)

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**7. Do you believe that services such as parks and open spaces, public toilets, control of litter, Car Parking and community events e.g. Christmas Lights Switch On are important to the place where you live?**

- Yes
- No
- Don't know

(If Yes, should parish and town councils consider providing such services if the principal council is unable to continue doing so?)

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**8. Do you agree that any new Taunton Town Council should be divided into wards for the purpose of electing councillors to represent local people?**

- Yes
- No
- Don't know

**9. Do you agree with the proposal by Somerset West and Taunton Council that the number of councillors to be elected to any new Taunton Town Council should be 20 and the ward boundaries and names should be as shown in Map B?**

- Yes
- No
- Don't know

(If No, what aspects of the proposal do you think should be changed?)

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**10. Principal council ward boundaries. If the parish and parish ward boundaries are changed as proposed, these will no longer match the corresponding district council ward boundaries or county/unitary council division boundaries in some places. In the interests of clarity therefore, if the proposed changes to the parish and parish ward boundaries go ahead do you agree that the Local Government Boundary Commission for England should be asked to amend the relevant district ward and county/unitary division boundaries where necessary to align them with the revised parish boundaries?**

- Yes
- No
- Don't know

Further comments or reasons for your response

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**11. Do you have any other comments on town/parish boundaries or any other aspect of the arrangements for town/parish governance in the area?**

Response

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**Further consultation.**

Once this second stage of consultation has completed the Council will consider the results and then publish final recommendations. If you would like to be contacted about the results of the second stage of consultation, please leave your email details below. We will only use your information to contact you about the matters above.

**Name** -----

**Email** -----

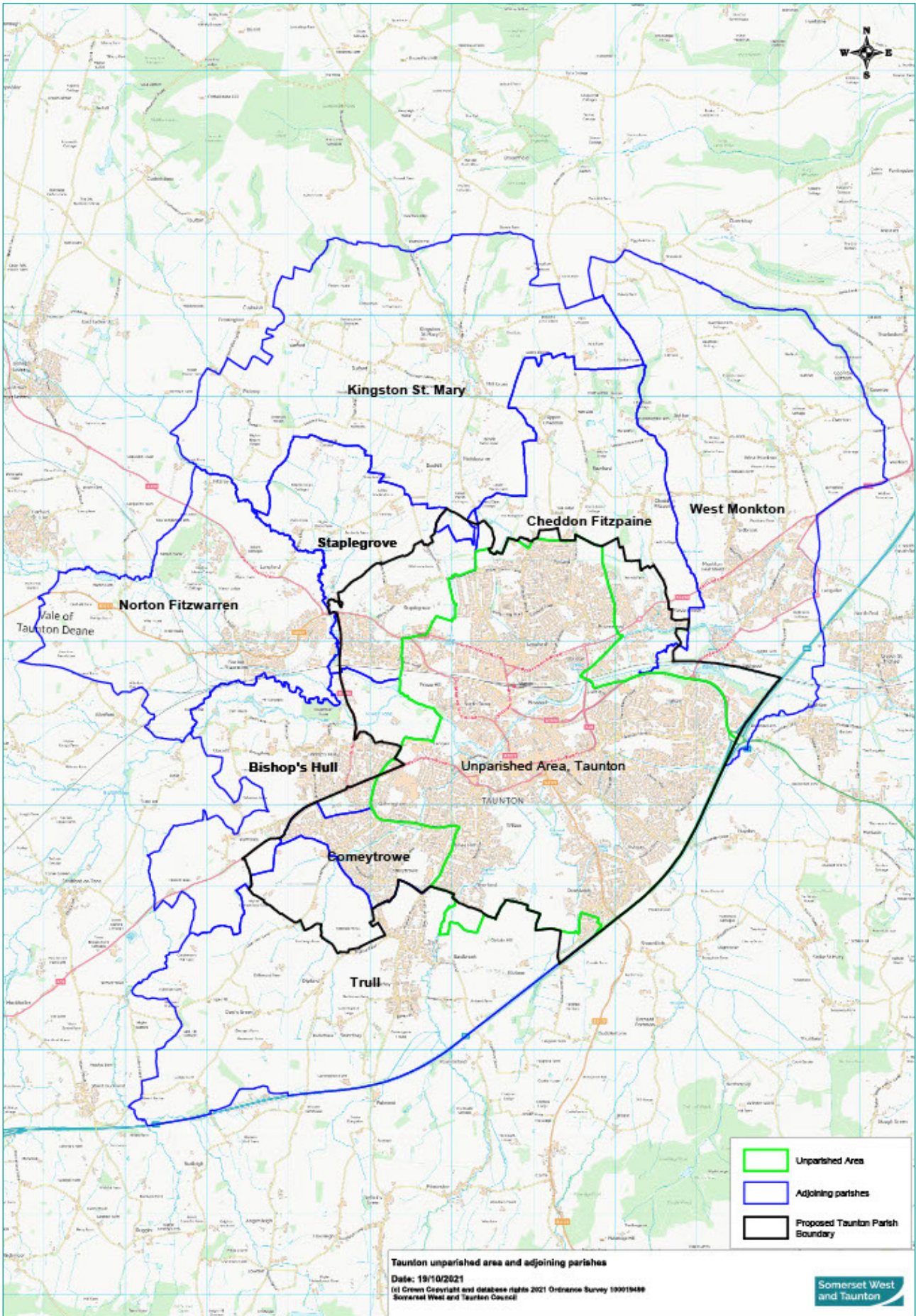
**Privacy Notice.**

Somerset West and Taunton Council will hold this information for the purpose of contacting you about the second stage of this consultation, this information will not be used for any other purpose. We will hold your personal information for no longer than five years.

If you feel any information Somerset West and Taunton Council holds about you is incorrect, or if you wish to see a copy of the information we hold about you, please contact:

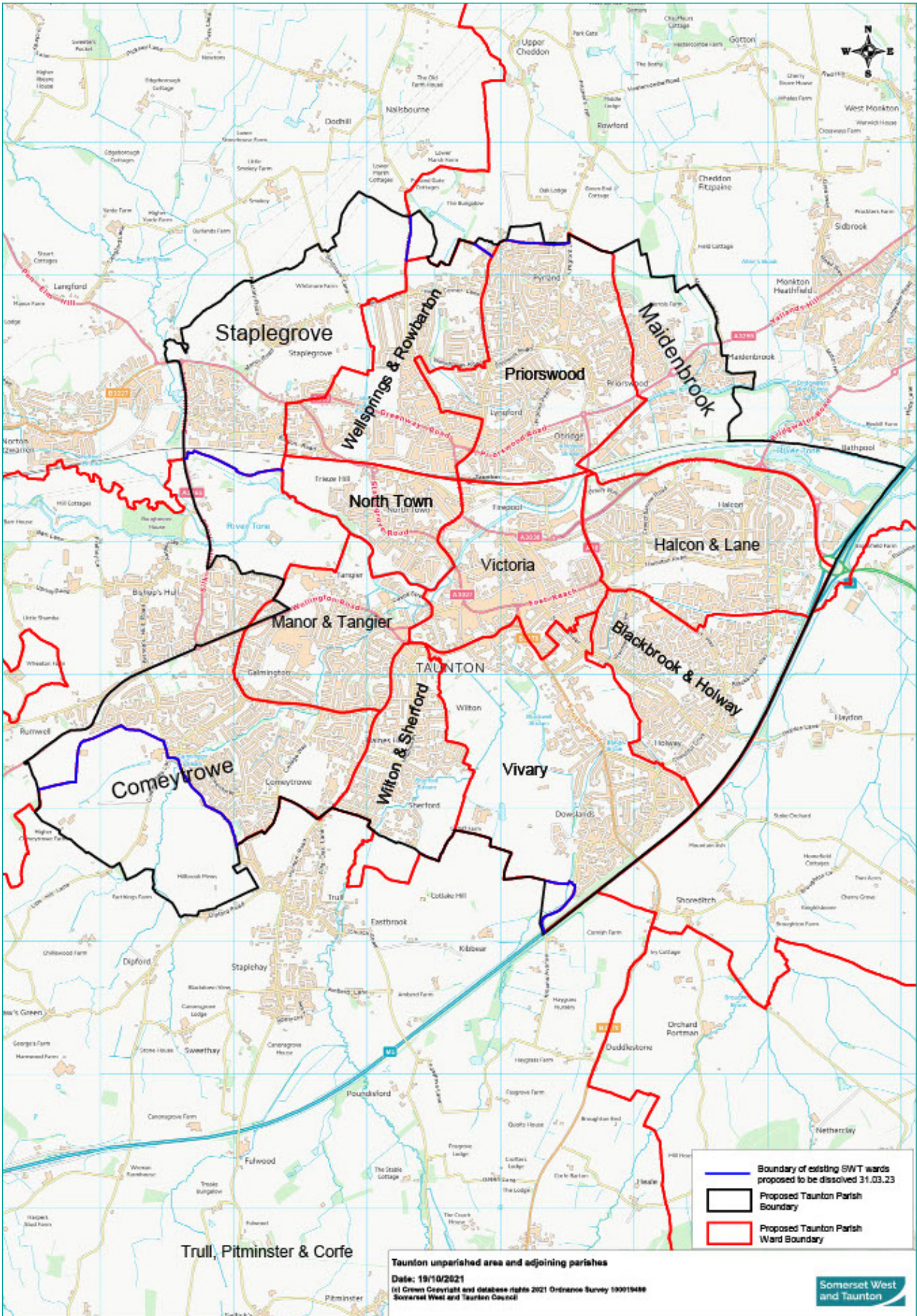
**governance@  
somersetwestandtaunton.gov.uk**

# Map A





Map B





Taunton Charter Trustees

<https://www.somersetwestandtaunton.gov.uk/your-council/charter-trustees/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/06/2021

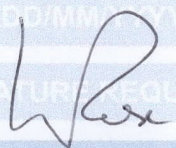
DD/MM/YYYY

DD/MM/YYYY

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

22/06/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Marcus Prouse  
Clerk  
Taunton Charter Trustees  
% Somerset and West Taunton District Council  
The Deane House  
Belvedere Road  
Taunton  
TA1 1HE

22nd June 2022

Dear Marcus,

Further to my Internal Audit of the Council in respect of the 2022 Annual Return, I am submitting my report and observations to the Council. As you will notice from the attached Internal Audit Report it was unfortunately necessary to issue a negative response in respect of Control Objective C.

### **Control Objective C**

*“This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.”*

### **Reason for the negative response Control Objective C**

The Practitioners Guide sets out that a Council “..needs to identify, assess and record risks..” and that “Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk.”

The normal practice by which a Council will meet the requirements of the Practitioners Guide is for the Council to maintain a risk register and for this register to be subject to review by Council on an annual basis.

From the records available, there is no evidence that the Trustees have undertaken such a review.

### **Implications in respect of the Annual Return**

As previously advised it will be necessary for a negative response to be entered on the Internal Audit Report. In addition, the Trustees will also have to return a negative response in respect of Assertion 5 of the Annual Governance Statement.

It is highly likely that this issue will be subject to further query by the External Auditor and it would be helpful in that regard if the Trustees were to properly Minute a discussion of a review of this issue and to include an explanatory letter when submitting the Annual Return.

---

In addition to the Negative Response on the Internal Audit Report we have also responded 'Not Covered' in respect of the Control Objectives F, K, L and O and we are required to explain why we have done this.

- We have responded 'Not Covered' in response to Objective F as we understand that the Council does not maintain a Petty Cash.
- We have responded 'Not Covered' in response to Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.
- We have responded 'Not Covered' in response to Objective L is that it is not applicable to you as your 'annual turnover' exceeds £25,000.
- We have responded 'Not Covered' in response to Objective O as we understand that the Trustees do not act as Sole Managing Trustee.

In addition to this letter and the statutory Internal Audit Report I have also submitted our Internal Audit Observations and Summary to you by email. I would be grateful if you could bring all of these to the Trustees attention in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

Internal Audit Summary 2021-22

Year End Audit Date 21/06/2022

Internal Control Objective	Negative Analysis					Responses				Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	3	0	1	1	0
B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	0	0	0	0	0	3	0	29	6	0
C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	1	0	1	0	0	1	2	6	2	1
D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	0	0	0	0	0	9	0	0	6	0
E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	0	1	0	0	0	1	1	19	2	1
F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	0	0	0	0	0	0	9	0	0
G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	0	0	0	0	0	0	0	23	0	0
H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	0	1	0	0	0	0	1	8	1	1
I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	0	1	0	0	0	0	1	15	0	1
J <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	0	0	0	0	0	2	0	7	0	0
K <i>If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"</i>	0	0	0	0	0	0	0	3	0	0
L <i>If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.</i>	0	0	0	0	0	0	0	7	0	0

Page 31

Internal Control Objective		Negative Analysis					Responses				Recommendations
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M	<i>The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	0	0	0	0	0	1	0	0	4	0
N	<i>The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	7	0	1	0	0
O	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	0	0	0	0	0	0	4	1	0
<b>Total</b>		<u>1</u>	<u>3</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>27</u>	<u>5</u>	<u>132</u>	<u>23</u>	<u>4</u>



# Taunton Charter Trustees

Financial Year 2021-22

Year End Internal Audit Observations

Visit date:

**C** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Observation	Recommendation	Priority
Page 33 1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Year End Audit	<i>The Trustees, as a body, have not formally Minuted a review of Risk during the Financial Year.</i>	It is a requirement of the Annual Governance Statement, as well as the Annual Internal Audit Report, that the Trustees have undertaken a review of Risk. As no such review has been confirmed in Council Minutes the Council must record a Negative response for Assertion 4 of the Annual Governance Statement. It will also be necessary for the Internal Auditor to give a Negative Response for Internal Control Objective C on the Annual Internal Audit Report.	Non Compliance
<b>E</b>	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
No.	Audit Test	Observation	Recommendation	Priority



**IAC Audit and Consultancy Ltd**

21- June -2022

**Comments**

The Charter Trustees were provided with an explanation of the negative response at the meeting where they considered the Annual Governance Statement. They resolved to request a Risk Register is taken to their next meeting as part of a formal review of risk.

**Comments**

1	For unregistered bodies - VAT claim made covers most recent accounting year?		<i>It was noted that expenses recorded in the District Councils accounting system include VAT. It does not appear that the Trustees have submit an Unregistered Bodies VAT 126 claim for the refund of this VAT.</i>	The Council to ensure that it promptly prepares and submits a VAT claim for the 2021-22 financial year and, if necessary for the prior year.	High
<b>H</b>					
<b>Asset and investments registers were complete and accurate and properly maintained.</b>					
<b>No.</b>	<b>Audit Test</b>		<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>
1	There is a register of owned assets		<i>The Trustees have recorded a Box 9 Asset value of £142,958 which is unchanged from the prior year. It is understood that this relates to items of Civic Regalia, however a detailed listing of this regalia was not provided to the Internal Auditor.</i>	Trustees to provide a listing of the Civic Regalia included in the asset valuation.	High
<b>I</b>					
<b>Periodic bank account reconciliations were properly carried out during the year.</b>					
<b>No.</b>	<b>Audit Test</b>		<b>Observation</b>	<b>Recommendation</b>	<b>Priority</b>

Unfortunately the Charter Trustees are not automatically registered as VAT exempt and so will have to pay VAT. We have enquired with HMRC as to the process which is lengthy and complicated requiring a parliamentary order - but in the light of the ongoing CGR looking to parish Taunton this is not a priority.

**Comments**

This can be provided.

**Comments**

1	There a bank reconciliation for each account (Year End)	<p><i>The Trustee report under Receipts and Payments and, as such, the Box 7 value should agree to the Box 8 value. It is understood that the Trustees funds are held by the District Council, however no confirmation was provided from the District Council to confirm this. The Trustees have recorded a Nil value in Box 8 for 2021-22</i></p>	<p>The Council to review the balance stated in Box 8 of the Accounting Statements. If there is cash held by the district Council, on behalf of the Trustees, this should be included in Box 8. If the difference between Box 7 and Box 8 relates to a debtors balance due from the District Council, then a confirmation of the amount owed should be obtained from the District Council.</p>	High
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This has been amended following its discovery as an error.

## List of items from a Valuation carried out in 2013

	£
The Mayor's Badge and Chain of Office of TDBC	5,000
The 18ct gold chain comprised of 68 links of single shield badges marquise shaped shields	45,000
The Chairman's Badge of Taunton Rural District Council	15,000
The Mace of TDBC	3,500
An early 20th century presentation silver goblet	15,000
An electroplated trumpet shaped beaker	400
The Bristol United Press Challenge Cup	80
An American silver twin handled cup	600
Early 20th century twin handled cup	2,000
A presentation silver plated military bugle	1,200
George III silver tankard	450
Silver twin handled presentation cup	3,000
Silver sugar bowl of Georgian style	500
Edwardian silver pedestral bowl	350
Late Victorian silver Freedom casket	600
Late Victorian silver punch bowl	3,500
George III silver neo-classical twin-handled cup and cover	2,000
Late Victorian silver presentation trowel	3,500
A silver presentation trowel	700
Silver and enamel presentation key	600
Victorian silver twin-handled centrepiece/comfort	200
Presentation trowel and two keys	3,500
Victorian silver punch bowl	100
Large Victorian silver goblet	1,800
Edwardian silver salver	1,800
Edwardian shaped circular silver salver	1,400
Silver twin-handled trophy	2,000
Late Victorian silver punch bowl of Monteith form	1,200
Electroplated wine cooler	3,000
Late Edwardian shaped square silver salver	150
Silver three-light candelabrum	1,200
George III silver hot water jug	2,000
George I Irish circular silver salver	2,500
George II shaped circular silver salver	1,000
Silver twin-handled pedestral bowl	2,000
Edwardian twin-handled pedestral bowl	1,600
Victorian silver presentation goblet	1,000
Silver four vase epergne	800
	1,200
	<b>131,430</b>





**Section 2 – Accounting Statements 2021/22 for**

**THE CHARTER TRUSTEES FOR TAUNTON**

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	69,436	8676	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. 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	51,145	52,819	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	0	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	0	0	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	111,905	56,809	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	8676	4686	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	8676	4686	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	142,958	142,958	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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

*MP* SIGNATURE REQUIRED

Date 13/06/2022

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

21/06/22

as recorded in minute reference:

MINUTE No: 16 REFERENCE

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

SIGNATURE REQUIRED

S Lees

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

THE CHARTER TRUSTEES FOR TAUNTON

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.	<del>✓</del>	✓	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
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

21/06/2022

and recorded as minute reference:

MINUTE REFERENCE  
No: 15

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

Chairman

SIGNS REQUIRED  
S Hees

Clerk

SIGNS REQUIRED  
NR

somersetwestandtaunton.gov.uk/your-council/charter-trustees

## Taunton Charter Trustee Risk Register 22/23



Reference

<b>Activity</b>	Risk Register		
<b>Service Unit</b>	Governance and Democracy		
<b>Department</b>	Internal Operations		
<b>Assessed By</b>	Marcus Prouse		
<b>Assessment Date</b>	05/07/22	<b>Date Review Due</b>	2023

		<b>SEVERITY</b>			
		<b>1 Complete</b>	<b>2 On track</b>	<b>3 Some challenges, mitigation action in place</b>	<b>4 Serious challenge, remedial action in place</b>
<b>LIKELIHOOD</b>	<b>1 Rare</b>	1	2	3	4
	<b>2 Unlikely</b>	2	4	6	8
	<b>3 Likely</b>	3	6	9	12
	<b>4 Certain</b>	4	8	12	16

**RISK RATING (Likelihood x Severity = Risk Rating)**

1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
5 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
10 – 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
43	Historical and ceremonial assets	Loss of irreplaceable items or irreparable damage	Complete asset register with photos stored in a secure folder. All assets are securely stored in the safe or locked in the Mayors Cupboard. Register kept for the removal and return of any asset taken off site.	1	3	3	Undertake an asset verification to maintain the integrity of the assets and a review of the insurance arrangements. Charter Trustees to recommend on frequency of a full valuation to be carried out and cost.	Ongoing	Officer Workstream on CGR for Taunton / Insurance Officers	1	2	2

Agenda Item 10

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
<b>Historical and ceremonial assets</b>	Damage to civic regalia	Damage	All assets to be stored appropriately. Gloves worn at all times when handling historic assets. Appropriate cleaning/polishing methods applied.	2	3	6	A review of insurance arrangements. Discourage the civic dignitary from removing Chains/Badge of Office without SAM assistance. Discourage members of the public from handling the civic regalia.	Ongoing	Civic Specialist	1	2	2
<b>Finance</b>	Non-compliance with the financial regulations	Loss of financial revenue from the Charter Trustee accounts	The Charter Trustees have operated in accordance with the SWT Council Financial Regulations. This will continue until such time as the Charter Trustees develop their own financial regulations.	2	1	2	Introduction and approval of Financial Regulations for the Charter Trustees. Charter Trustees to approve the Role and Responsibilities of the Budget Signatories.	December 2020	Specialist - Governance and Democratic	1	1	1

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
<b>Civic dignitary personal injury</b>	Civic dignitary sustains an injury in the course of carrying out Civic duties	Potential liability and claim against the Charter Trustees and reputational damage	In order to ensure the personal safety of Civic dignitaries at engagements and events all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team	1	1	2	Neither the Mayor nor former Mayors have raised any concerns in respect of further measures being required. No further action has been identified. Confirmation of adequate Public Liability Insurance and provision of first aid training for Civic Team colleagues	November 2020	Specialist - Governance and Democracy	1	1	1
<b>Transmission of Covid-19 infection</b>	Exposure of civic dignitaries and civic team to the virus	Increase risk of spreading the virus on a local basis	In order to comply with current Government guidance all engagements will cease and alternative options such as undertaking engagements virtually are considered	2	2	4	All civic events, invitations and engagements will be subject to thorough risk assessment to evaluate the risk posed to the civic dignitary and civic team, in compliance with national and local guidance	Ongoing	Civic Specialist	2	2	4

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
<b>Budget</b>	The trustees make decisions which are not financially viable	Budgets are excessive, causing superfluous cost to taxpayers, or insufficient, meaning the Trustees cannot carry out their desired functions	The Charter Trustees are only required to meet twice plus the AGM. The other meetings include the budget setting and projected out - turn	2	2	4	Charter Trustee's engage constructively with the budget setting process for 23/24	Ongoing	Specialist - Governance and Democracy	1	2	2
<b>Health and Safety</b>	Lone working	Risk of injury, illness, death and/or intimidation	None	3	3	9	In accordance with their role as a SWT Councillor, to adopt the health and safety policies of the parent council	Ongoing	Specialist - Governance and Democracy	3	2	6
<b>Equality and diversity</b>	Failure to comply with the law	Reputational damage	None	1	3	3	In accordance with their role as a SWT Councillor, compliance with the equality and diversity legislation of the parent council	Ongoing	Specialist - Governance and Democracy	1	1	1

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
<b>Civic dignitary personal injury</b>	Civic dignitary sustains an injury in the course of carrying out Civic duties	Potential liability and claim against the Charter Trustees and reputational damage	In order to ensure the personal safety of Civic dignitaries at engagements and events all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team	1	1	2	Ongoing overview of activities and insurance provisions	Ongoing	Specialist - Governance and Democracy	1	1	1





## The Charter Trustees of the Town of Taunton

### Powers and Duties of the Standing Committee

A Standing Committee of seven Members representing Wards in the Unparished Area of Taunton will be appointed by the Charter Trustees of the Town of Taunton. Membership of the Standing Committee will reflect the political balance in the Unparished Area.

The Standing Committee will act on behalf of the Charter Trustees to:-

- 1 Select annually, for election by the Charter Trustees, the Mayor and a Deputy Mayor of Taunton and ensure a smooth transition of responsibility in the event of the Mayor and/or Deputy Mayor being unable, for any reason, to complete his or her term of office, according to the following criteria:-

Candidates for the roles of Mayor and Deputy Mayor shall be drawn from the 16 Charter Trustees. Nominations must be supported by the signatures of at least two fellow Charter Trustees on a form to be provided by the Clerk to the Charter Trustees. There will be no canvassing after nominations have closed.

The Standing Committee will expect to receive at least one valid nomination for each office during the month of February. If one or more nominations are received for the same office the final decision will rest with the full body of the Charter Trustees. Each Charter Trustee will have one vote. The Standing Committee will have the responsibility for resolving all issues relating to the selection of a Mayor and a Deputy Mayor.

The Charter Trustees will be responsible for ensuring that all potential candidates are given the opportunity to develop their skills and knowledge to enable them to maintain the high standard of the Office of Mayor and Deputy Mayor.

Candidates must represent a Ward in the Unparished Area of Taunton. They must have served at least three years as a former Taunton Deane Borough Councillor or as a Somerset West and Taunton Councillor to be nominated as Mayor and two years as a former Taunton Deane Borough Councillor or as a Somerset West and Taunton Councillor to be nominated as Deputy Mayor.

In February the Clerk will write to all those who meet the criteria asking if they wish to be considered. The announcements will normally be made in March, except during an election year, when the selection of Mayor and Deputy Mayor will be delayed until after the local elections.

If the Mayor or Deputy Mayor is unable to complete his/her term of office and stands down, the procedure detailed above will be followed but the timescale will be adjusted to permit the Clerk to write immediately to all those who meet the criteria asking if they wish to be considered and the announcement will be made as soon as the Mayor or Deputy Mayor (as the case may be) has been elected.

If the Mayor or Deputy Mayor is unable to fulfil his/her role but does not wish to stand down, after six weeks of incapacity the Standing Committee will be asked to consider whether or not the Mayor or (as may be the case) Deputy Mayor should remain in office and after twelve weeks of incapacity the term of office of the Mayor or (as the case may be) Deputy Mayor shall automatically terminate, unless the Standing Committee considers that there are extenuating circumstances.

- 2 Prepare and recommend to the Charter Trustees, the civic estimates and further required funding for the following Year.
- 3 Deal, in principle, with requests for civic hospitality.
- 4 Give advice or guidance to, and ensure the provision of proper support for, the Mayor and Deputy Mayor whenever appropriate.
- 5 Prepare and recommend to the Charter Trustees policies with regard to:-
  - A Civic twinning;
  - B Civic representation at community events; and
  - C The holding, safety, curation and care of all items of civic property which has been given to the Charter Trustees by Somerset West and Taunton Council.
- 6 (i) Consider applications from Charter Trustees or Community Groups in the Unparished Area of Taunton for grant funding towards projects or schemes which will be of benefit to residents of the Unparished Area. The funding is currently derived from the Special Expenses Precept levied on Council Tax payers in the Unparished Area. The Charter Trustee who has made an application will be expected to attend the meeting of the Standing Committee to present his/her application and be 'on hand' to respond to questions or queries Members of the Standing Committee might have. A representative(s) of a Community Group will similarly be expected to attend the meeting of the Standing Committee to present their application.  
  
(ii) Recommend to the Mayor of Taunton whether funding should be awarded for the projects or schemes which have been considered. Circulate the Mayor's decisions to all Members of the Charter Trustees.
- 7 Delegate to the Clerk to the Charter Trustees such tasks and responsibilities as are necessary for him/her to provide the required support to the Charter Trustees.
- 8 Deal with all other matters falling within the powers and duties of the Charter Trustees, except for those matters reserved for decision by the full body of the Charter Trustees as specified in 'The Charter Trustees of the Town of Taunton - Functions and Responsibilities'.

### Past Mayor's of Taunton Deane

Dates	Mayor
1974-1975	C S (Clifford) Williams
1975-1976	G (Gladys) Deacon (Mrs)
1976-1977	R H (Peter) May
1977-1978	G W (Grahame) Moses
1978-1979	D G (David) Gill
1979-1980	N E (Norah) Moyle (Mrs)
1980-1981	E J (Ernie) Warren
1981-1982	C E (Cyril) Bond
1982-1983	G P (Godfrey) Clark
1983-1984	R H (Rachel) Haldane (Mrs)
1984-1985	L J (Lewis) Lane
1985-1986	J (Jack) Hall
1986-1987	C E (Cyril) Bond
1987-1988	R S (Reg) Hutchings
1988-1989	P F G (Peter) Horsford
1989-1990	J E (John) Richards
1990-1991	P (Peter) Lee
1991-1992	N P (Norman) Cavill
1992-1993	M (Margaret) Dickson (Mrs)
1993-1994	T G (Trevor) Smith
1994-1995	D S (David) Applegate
1995-1996	L J (Jean) Hole (Mrs)
1996-1997	J G (Jim) Dunkley
1997-1998	A (Alan) Paul
1998-1999	E W (Ted) Softley
1999-2000	J R (Richard) Parrish
2000-2001	A R (Tony) Floyd
2001-2002	M F (Mary) Whitmarsh (Mrs)
2002-2003	A J (Adrian) Prior-Sankey
2003-2004	A J (Andrew) Govier
2004-2005	J M (Jean) Allgrove
2005-2006	R (Richard) Lees
2006-2007	C (Chris) Hindley
2007-2008	K (Kenneth) A W Hayward
2008-2009	T (Tim) Slattery
2009-2010	R (Bob) Bowrah BEM
2010-2011	J (Jefferson) Horsley
2011-2012	S (Steve) Brooks
2012-2013	T (Terry) Hall
2013-2014	L (Libby) Lisgo (Miss) MBE

2014-2015	D (Dave) Durdan
2015-2016	M J (Marcia) Hill (Mrs)
2016-2017	V (Vivienne) Stock-Williams (Mrs)
2017-2018	H (Hazel) Prior-Sankey (Mrs)
2018-2019	C (Catherine) Herbert (Mrs)

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