

Taunton Charter Trustees

Thursday, 16th March, 2023,
6.00 pm

The John Meikle Room - The Deane House



Members: Sue Lees (Chair), Brenda Weston (Vice-Chair), 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 and Federica Smith-Roberts

Agenda

1. Apologies

To receive any apologies for absence.

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

To approve the minutes of the previous meetings of the Charter Trustees held on 21st June 2022 and 19th July 2022.

(Pages 7 - 16)

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 Trustees 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 Trustees 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.

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

7. Communications and overview of recent Civic Activities

8. 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.

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

(Pages 17 - 20)

10. Community Governance Review for Taunton Update / Formation of the Shadow Town Council

(Pages 21 - 26)

The Charter Trustees were informed by the County and District Council's of the outcome of the Community Governance Review for Taunton on 21st October 2022 and were sent a copy of the Re-Organisation Order and the Decision Notice. The effect of the Order and its parishing of Taunton means that the Charter Trustees will cease to exist on 31st March 2023.

Since October a Shadow body (Taunton Shadow Town

Council) has been meeting on a regular (monthly) basis. This was set up as per the terms of the order to deal with transitional matters and all Charter Trustees are Shadow Town Councillors, and on 1st April 2023, Temporary appointees of Taunton Town Council until the election of new members takes place, which will be on 4th May 2023.

Officers will provide an update on the work of the Taunton Town Council Programme Board with a particular emphasis on workstream activity related to the closedown of the Charter Trustees.

The Charter Trustees are requested to note the update and provide any comments.

11. Final External Auditor Report for 2021-2022

(Pages 27 - 40)

The Charter Trustees must consider the report and consider what, if any, action is required.

Included are;

- One document containing the completion letter, a Notice of Conclusion of Audit template and the fee invoice;
- A pdf of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which the report is based;
- A pdf of Section 3 of the AGAR which included the 'interim' report already issued to the Charter Trustees; and
- A pdf of the Final External Auditor Report and Certificate.

12. Budget Monitoring 2022/23

(Pages 41 - 54)

To give an update on the in-year spend of the Taunton Charter Trustees.

13. Any items which the Mayor considers to be urgent business

14. Councillor Sue Lees - A Councillor to propose and a Councillor to second:-

"That the best thanks of the Charter Trustees be accorded to Councillor Sue Lees for the manner in which she has discharged the duties of the office of Mayor of the Town during her two terms of office".

Councillor Sue Lees will reply.

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

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

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 - 21 June 2022

Present: Councillor Sue Lees (Chair)

Councillors Brenda Weston, Lee Baker, Simon Coles, Tom Deakin,
Caroline Ellis, Marcia Hill, Richard Lees, Libby Lisgo and Francesca Smith

Officers: Jo Comer, Marcus Prouse and Richard Venn

(The meeting commenced at 6.00 pm)

1. Election of Mayor Of Taunton

The Mayor opened the meeting, and invited her chaplain, Reverend James Clapham, to open the meeting with a short prayer.

Councillor Francesca Smith proposed and Councillor Richard Lees seconded the following motion, which was carried unanimously.

RESOLVED:

"That Councillor Susan Lees be elected Mayor of Taunton for the ensuing year".

Councillor Susan Lees then repeated and signed the Declaration of Acceptance of Office.

2. Deputy Mayor of Taunton

Councillor Francesca Smith proposed and Councillor Lee Baker seconded the following motion, which was carried unanimously.

RESOLVED:

"That Councillor Brenda Weston be elected Deputy Mayor of Taunton for the ensuing year".

Councillor Brenda Weston then repeated and signed the Declaration of Acceptance of Office.

3. Appointment of Civic Marshal

Councillor Smith proposed that Councillor Marcia Hill be appointed Civic Marshal for the ensuing municipal year. Councillor Simon Coles seconded the proposal.

RESOLVED that Councillor Marcia Hill be appointed the Civic Marshal for the Taunton Charter Trustees for the 2022/23 Municipal Year.

4. The Mayor will present to Councillor Smith her Past Mayor Badge

The Mayor requested that Councillor Francesca Smith came forward to be presented with her Past Mayor Badge as was customary, following the motion that was carried unanimously last year that the best thanks of the Charter Trustees be accorded to Councillor Francesca Smith for the manner in which she has discharged the duties of the office of Mayor of the Town during her two terms of office. The Mayor also requested that Mr Peter Smith came forward to be presented with his Past Consort's Badge.

5. **Apologies**

Apologies were received from Councillors Booth, Smith-Roberts and Prior-Sankey.

6. **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 & SCC	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	SCC & 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 F Smith	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr B Weston	All Items	SWT	Personal	Spoke and Voted

7. **Minutes of the previous meetings of the Taunton Charter Trustees**

(Minutes of the meeting of the Taunton Charter Trustees held on 14th December 2021 and 20th January 2022 circulated with the agenda).

RESOLVED that the minutes of the Taunton Charter Trustees held on 14th December 2021 and 20th January 2022 were confirmed as a correct record.

8. **To receive and consider reports, minutes and recommendations of the Standing Committee 2021/22**

RESOLVED that the Charter Trustees received and considered reports, minutes and recommendations of the Standing Committee meetings held in 2021/22.

9. **Petitions**

The Clerk advised that no petitions had been received.

10. **Public Participation**

The Clerk advised that no members of the public had requested to speak.

11. **Communications**

The Mayor gave a brief resume of the past few months activities;

- Visited Quantock House (twice!)
- Opening of Kingfisher Court
- Many concerts and one of her passions
- Special events at Wells Cathedral e.g. Somerset Day Service.
- Celebrated the Queens Platinum Jubilee event in Vivary Park (despite the unkind weather).
- Opening of The Lighting Company shop.
- Celebrated the Corgi Trail – even the Mayoral Corgi painted by Sarah.
- Thanks to the Deputy Mayor for her support when the Mayor developed Covid.

12. **Appointment of Members of the Standing Committee 2022/23**

RESOLVED to defer consideration of this item to allow the membership of the Committee to be discussed at Group meetings.

13. **Final External Auditor Report for 2020-21**

The Clerk gave a brief introduction to this item. The draft report had been presented to an earlier meeting of the Charter Trustees and members had been advised that a couple of queries were still being worked through, which is why the final report had come through so late. The Clerk stated it was important for the Charter Trustees to consider the report and any action required. He had taken on board a number of their recommendations around how to correctly complete the Annual Governance Return.

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

- Councillors requested further information on the recommendations that had been made.

- *The Clerk clarified that in the first year of operation the Charter Trustees had been given a budget by the Council and there were ways that the information had to be presented that had to be clarified.*
- *The recommendations made by the External Auditor on how to complete the Annual Governance Return had been taken on board and actioned such as Staff costs.*

RESOLVED that the Charter Trustees considered the Final External Auditor Report for 2020-21 and considered that no further actions were required.

14. **Annual Internal Audit Report 2021/22 - TO FOLLOW**

The Clerk advised that he had chased the Internal Auditor for an update on the report and the expectation that it would be available for this meeting, as it would have to be submitted along with the Annual Governance Return to the External Auditor by 1st July 2022. The hope was that this would come through prior to the 1st July and the Clerk would keep the Charter Trustees updated.

- Cllr Lisgo asked for it to be minuted her disquiet over this missing report.
- A question was raised as to why South West Audit Partnership do not carry out Internal Audit function for the Charter Trustees?
- *It was confirmed that they had not responded to Officer queries but this could conceivably be looked at again when a potential Town Council was created.*

RESOLVED that the Charter Trustees deferred this item to their next meeting due to the unavailability of the report.

15. **Annual Governance Statement 2021/22**

The Clerk introduced this item which was to approve the Annual Governance Statement for submission to the Charter Trustee's external Auditors, PKF Littlejohn LLP. The Clerk advised that he had had to place a negative in Box 5 which was about an undertaking of an assessment of risks, and an explanation had been provided for the External Auditors and how this would be addressed. This explainer document had also been attached to the Agenda.

RESOLVED to approve:

- a) the Annual Governance Statement 2021/2022 for submission to the Taunton Charter Trustees External Auditors, PKF Littlejohn LLP.
- b) 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.

16. **Accounting Statements 2021/22**

The Clerk introduced the item which was to approve the Draft Accounting Statements 2021/2022 for submission to the Charter Trustee's external Auditors, PKF Littlejohn LLP.

RESOLVED to approve the Draft Accounting Statements 2021/2022 for submission to the Charter Trustee's external Auditors, PKF Littlejohn LLP.

17. **Questions under Standing Order 8**

There were no questions made under Standing Order 8.

18. **Dates of future meetings**

The Clerk advised that he had not prepared a full list of meetings for the year ahead, beyond a meeting in July which would need to be held to consider the Community Governance Review Consultation Stage 2. The Clerk advised that further dates would be circulated.

19. **Any items which the Mayor considers to be urgent business**

The Mayor advised of the appointment of a new Sergeant at Mace, Mr Richard Venn. She formally welcomed Richard to the role and presented him with his badge from the Guild of Mace Bearers.

(The Meeting ended at 6.30 pm)

Taunton Charter Trustees - 19 July 2022

Present: Councillor Sue Lees (Chair)

Councillors Brenda Weston, Simon Coles, Tom Deakin, Marcia Hill, Libby Lisgo, Derek Perry, Hazel Prior-Sankey, Francesca Smith and Federica Smith-Roberts

Officers: Marcus Prouse, Jo Comer,

(The meeting commenced at 6.00 pm)

20. Apologies

Apologies were received from Councillors Booth, Ellis, Peters, Baker, R Lees and D Wedderkopp.

21. 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 S Coles	All Items	SCC & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr M Hill	All Items	Taunton Charter Trustee	Personal	Spoke and Voted
Cllr S Lees	All Items	Taunton Charter Trustee	Personal	Spoke and Voted
Cllr L Lisgo	All Items	Taunton Charter Trustee	Personal	Spoke and Voted
Cllr H Prior-Sankey	All Items	SCC & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr F Smith	All Items	Taunton Charter Trustee	Personal	Spoke and Voted
Cllr F Smith-Roberts	All Items	Taunton Charter Trustee	Personal	Spoke and Voted
Cllr B Weston	All Items	Taunton Charter Trustee	Personal	Spoke and Voted

22. Public Participation

No requests had been made to participate by the public.

23. **Petitions**

No petitions had been submitted for the Charter Trustees consideration.

24. **Motions to the Charter Trustees**

No motions had been submitted for the Charter Trustees consideration.

25. **Communications**

The Mayor provided an update on activities and events she had attended.

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

No Councillors present had requested to ask a question under Standing Order 8.

27. **Community Governance Review for Taunton - Stage 2 Consultation**

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

At their meeting on 14th December 2021 the Charter Trustees had 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.”

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

- Concerns were raised around the impact of a significant jump in the precept on residents.
- Discussion was held on the situation if there was divergent responses from across the locality.

RESOLVED that the Charter Trustees would re-state their response to the Stage 2 Consultation as had been submitted to the Stage 1 Consultation, namely that:

“We believe that a single Town Council for Taunton should be set up to cover whichever boundaries are established, taking into account the results of the consultation.”

28. **Annual Internal Audit Report 21/22**

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

RESOLVED to note the receipt of the Annual Internal Audit Report 2021/22.

29. **Assessment of Risk**

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

RESOLVED that the Charter Trustees:

1. Approved the Risk Register.
2. Assessed the risks facing the authority and suggested steps necessary to manage such risks.

30. **Appointment of Members of the Standing Cttee 22/23**

The clerk introduced this item which was to be decided on the appointment of 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 were set out in an 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.

RESOLVED that the following Councillors were appointed to the Standing Committee of the Taunton Charter Trustees for 2022/2023;

- Cllr Simon Coles (Chair)
- Cllr Chris Booth
- Cllr Tom Deakin
- Cllr Sue Lees
- Cllr Martin Peters
- Cllr Derek Perry
- Cllr Libby Lisgo

31. **Past Mayor's Street Naming Convention**

The purpose of this item was a recent enquiry into 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 had not recently received any applications to register development addresses that had the names of Taunton Deane Mayors who have passed away.

Name suggestions had mostly come from parishes but the team was always open to receiving street name suggestions for new developments with names of past Mayors who have passed away and would 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

SWT Council's street naming and numbering guidance had been provided for more information on street and numbering.

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

RESOLVED that the Charter Trustees discussed and noted the matter and requested officers to explore putting forward the following names for new roads coming forward:

- Cllr John Meikle - a major roadway to recognise the outstanding Contribution of John Meikle as Mayor and Freeman (with over 50 years service as a Councillor).
- Cllr Ted Softley - Ward Councillor for Castle and Wilton which would have been in the Unparished Area, which is currently represented by the Taunton Charter Trustees and would have perhaps looked similar to the old Manor and Wilton Ward (Killams Development).
- Cllr Jean Hole - As a Councillor who used to reside in Trull Parish it was suggested that a road on the Orchard Grove Development may be an appropriate suggestion.

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

No urgent business was required.

(The Meeting ended at 7.00 pm)

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: 31/10/2022

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

Date of Decision: 01/11/2022

Details of decision:

1) Unique Events (SW) CIC -

A bid for £12,595 to support the costs of running the Taunton Christmas Lights Switch On event for 2022. The funding would cover the costs of Event Management, Traffic Management Costs, Infrastructure Costs and Entertainment.

RECOMMENDATION: *The Standing Committee recommended that a contribution of £9000 be made towards this event.*

2) Taunton East Development Trust –

A bid for up to £2000 to support the running costs of a taught Skateboard Club at All Saints Church, Taunton.

RECOMMENDATION: *The Standing Committee recommended that the full amount be awarded.*

3) Taunton Street Pastors –

A bid for the funding (£650) towards the costs of supporting the fees charged to the Taunton Street Pastors for the use of the radios/CCTV link for their patrols in Taunton on a Saturday night.

RECOMMENDATION: *The Standing Committee recommended that the full amount be awarded.*

4) Obridge Allotments Ltd –

A bid for the funding to help with the installation of two to three toilets in Obridge Allotments (£5000)

RECOMMENDATION: *The Standing Committee recommended that a contribution of £2018 be made to the project.*

5) Taunton Festival of the Arts -

A bid for funding of £1264 towards the costs of the running of a Pop Vocals Competition in the Tacchi Morris Centre in February 2023.

RECOMMENDATION: *The Standing Committee recommended that the full amount be awarded.*

6) Taunton Table Tennis -

A bid of £1000 to support the provision of equipment for a Table Tennis Club at Roman Road Church Hall, Taunton.

RECOMMENDATION: *The Standing Committee recommended that the full amount be awarded.*

7) Cllr Chris Booth –

A bid towards the costs of removing an overgrown Pyracantha bush in Allington Close, Taunton (Quotation - £500)

RECOMMENDATION: *The Standing Committee recommended that the full amount be awarded.*

Other business considered at the Standing Committee on 31/10:

Attendees:

Cllrs S Coles, L Lisgo, D Perry, H Prior-Sankey, B Weston

Cllr B Weston was a substitute for Cllr C Booth

Cllr H Prior-Sankey was a substitute for Cllr T Deakin

Cllr M Peters and S Lees sent apologies.

Representatives from each bidder attended.

1) Apologies – as above

2) Declarations of Interest –

Cllr B Weston and L Lisgo – Obridge Allotments (personal)

Cllr H Prior-Sankey – Street Pastors (left the room)

3) Requests for Civic Hospitality – An overview of the recent twinning trips by Cllr Smith and Cllr Weston was given and the upcoming remembrance costs.

4) Provisionally Committed Costs Outstanding – An update was given on those outstanding, which related mostly to transfers for work completed by the Street Scene/External Ops Team.

5) Any Other Business – N/A

The below has been completed:	Name(s)	Date
Relevant ward councillor(s) consulted	As part of the bid process, all Charter Trustees have been made aware of the bids.	2022
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 £0	
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 Benet Allen (PFH – Corporate Resources)

Date: 1st November 2022

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

From: [Prouse, Marcus](#)
Bcc: [Charter Trustees](#)
Subject: RE: Community Governance Review outcome and Taunton Shadow Town Council
Date: 21 October 2022 15:31:00
Attachments: [Decision Notice.pdf](#)
[The Somerset \(Somerset West and Taunton\) \(Reorganisation of Community Governance\) Order 2022.pdf](#)

Dear Charter Trustees for Taunton,

RE: Community Governance Review outcome and Taunton Shadow Town Council

I am writing to you to advise you of the outcome of the Community Governance Review of the unparished area of Taunton and eight neighbouring parishes. The report on the outcome of the second stage consultation and final recommendations was considered by Somerset West and Taunton Council on 29th September 2022 and Somerset County Council on 5th October 2022. I have attached a copy of the decision notice, which includes the reason for the decisions.

I have also included a copy of the Reorganisation Order. This includes the following section:

Until the councillors elected to the council of the new parish of Taunton at the elections to be held on the ordinary day of election of councillors in 2023 come into office, the new parish shall be represented by those persons who immediately before 1st April 2023 are the elected county councillors for each division all or part of which falls within the area of the new Taunton Parish and/or are members of the Charter Trustees for Taunton, together with up to two persons to be nominated before 31st March 2023 by Comeytrowe Parish Council, up to one person to be nominated before 31st March 2023 by Staplegrove Parish Council and up to one person to be nominated before 31st March 2023 by Cheddon Fitzpaine Parish Council.

As you will see from the above, we would like to invite all Charter Trustees to be on the Shadow Town Council to ensure that the views of the Charter Trustees are included as part of the implementation phase and setting up of the new Taunton Town Council.

The dates for the meetings are:

Thursday 3rd November 2022 at 6pm

Thursday 1st December 2022 at 6pm

Tuesday 3rd January 2023 at 6pm

Tuesday 31st January 2023 at 6pm

Tuesday 28th February 2023 at 6pm

Thursday 30th March 2023 at 6pm

The meetings will be held in person in the JMR at Deane House.

Kind Regards,

Marcus Prouse | Specialist – Governance and Democratic | Somerset West
and Taunton Council | Deane House | Belvedere Road | Taunton | TA1 1HE
Direct dial: 01823 219570 | Switchboard: 0300 304 8000 | Email:
m.prouse@somersetwestandtaunton.gov.uk | Website:
www.somersetwestandtaunton.gov.uk

CHARTER TRUSTEES ACTION PLAN FOR CLOSEDOWN:

February 2023

	Action	Comments	Completed? Yes / No	Parish Clerk Comments?
1	Close bank accounts, provide the banks with new contact details.	To include forwarding new contact details, liaise with SW&TC to transfer balance sums, including reserves to the new TTC etc.	Yes	SWT provide finance support and any underspend will transfer to the TTC
2	Inform HMRC, VAT office.	To include forwarding new contact details	NA	Unclear if required
3	Inform and pay any vat bills if applicable.	To include forwarding new contact details	Yes	CT's are liable for VAT.
4	Inform any payroll provider, issuing end of year tax statements as regards pay	To include forwarding new contact details	Yes	SWT provide payroll for CT's
5	Inform all utility providers.	To include forwarding new contact details. Please also forward utility account numbers and what they relate to.	NA	Not applicable
6	Inform the post office, arrange any post re-direction?	To include forwarding new contact details	No	Not applicable as all post will still come to Deane House.

7	Add relevant information to any website about the changes, as well as any social media accounts.	To include forwarding new contact details	No	This is yet to be done.
8	Inform any suppliers of the changes, also any contractors used.	To include forwarding new contact details	NA	N/A
9	Inform any telephony, broadband or IT suppliers, maybe arrange phone re-direction?	To include forwarding new contact details	NA	NA
10	Inform any insurance providers.	To include forwarding new contact details	Yes	The Town Council will have to insure the civic regalia associated with the Mayoralty.
11	Inform any audit providers.	To include forwarding new contact details	Yes	We have informed SAAA and our relationship with IAC was for two years. I will ensure they are contacted
12	Account for and collect in any mobile phones, laptops, tablets etc.	Arrange delivery to the new TTC office	NA	NA
13	Save electronic files and any other useful information to a secure memory stick for use by the new body.	Arrange delivery to the new TTC office	No	An information sharing agreement is being drafted.
14	Ensure all current paperwork and information is moved to the new TTC office upon vesting day from any areas currently used as office space.	Arrange delivery to the new TTC office	Yes	In progress

15	Let both NALC and SLCC know once closed down.	To include forwarding new contact details	NA	Not required for Charter Trustees- have informed the Association of Charter Trustee Towns (ACTT)
16	Put information in any Parish noticeboards as to the changes and the new contact arrangements once known.	To include forwarding new contact details	NA	Not applicable.



Mr M Prouse
 Taunton Charter Trustees
 c/o Somerset West and Taunton Council
 Deane House
 Belvedere Road
 TA1 1HE

DDI:
 +44 (0)20 7516 2200

Email:
 sba@pkf-l.com

Date:
 20 December 2022

Our Ref:
 OT0067

SAAA Ref:
 SB10155

**Taunton Charter Trustees
 Completion of the limited assurance review for the year ended 31 March 2022**

Dear Mr Prouse

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Taunton Charter Trustees for the year ended 31 March 2022. On 28 September 2022, we issued an 'interim' report in respect of our review of Taunton Charter Trustees's AGAR for the year ended 31 March 2022. We explained the reasons that we were unable to certify completion of the review at that time. We are now able to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based, and a copy of our 'interim' Section 3 report. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 September (or as soon as possible where this date has passed), which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time that for which the Notice must be published. There is no requirement for the Notice to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).

 **PKF Littlejohn LLP**
 15 Westferry Circus,
 Canary Wharf, London
 E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3, plus the attached final report and certificate, of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference OT0067 or Taunton Charter Trustees as a reference when paying by BACS.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>.

Yours sincerely



PKF Littlejohn LLP

Taunton Charter Trustees

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes	
<p>1. The audit of accounts for Taunton Charter Trustees for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>	
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Taunton Charter Trustees on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>		<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>		<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>	
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>	



Mr M Prouse
Taunton Charter Trustees
c/o Somerset West and Taunton Council
Deane House
Belvedere Road
TA1 1HE

Our ref OT0067
SAAA Ref SB10155
Invoice No. SB20223856
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 20 December 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£300.00
VAT @ 20%	£60.00
TOTAL PAYABLE	£360.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include OT0067 or Taunton Charter Trustees as the reference.

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Mr M Prouse
Taunton Charter Trustees
c/o Somerset West and Taunton Council
Deane House
Belvedere Road
TA1 1HE

Our ref OT0067
SAAA Ref SB10155
Invoice No. SB20223856
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 20 December 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£300.00
VAT @ 20%	£60.00
TOTAL PAYABLE	£360.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

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**HSBC Bank plc
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E14 4HD

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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.	✓	✓	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:

MIN No: 15 REFERENCE

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

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 cashbook 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	N/A
			✓
			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

[Signature]
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

Appendix A

#Type!

Ref:

Year:

Invoice No:

Date:

Item	Letter Description	Date Raised	Value
1			
TOTAL CHARGES			<hr/> £0.00

Final External Auditor Report and Certificate 2021/22 in respect of Taunton Charter Trustees OT0067

Respective responsibilities of the body and the auditor

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

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

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

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

External auditor report 2021/22

On 28 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

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

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length and the notice regarding the period for the exercise of public rights was not published before the start of the period. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2022/23 and ensure that it makes proper provision for the exercise of public rights during 2023/24.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. The internal auditor has drawn attention to the same matter in the annual internal audit report and their detailed report.

External auditor certificate 2021/22

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

PKF Littlejohn LLP

PKF Littlejohn LLP

15/12/2022

Page 36

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Taunton Charter Trustees - OT0067**

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor report 2021/22

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

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2022; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

Other matters not affecting our opinion which we draw to the attention of the authority:

Please see above.

3 External auditor certificate 2021/22

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022

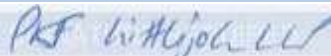
We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/09/2022

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

	Budget £	Actual £	to come? £	Forecast £
Civic activities/events	10,000.00	7,268.45		7,268.45 ??
Special responsibility allowance- major and deputy	4,746.00	3,938.23	787.65	4,725.88
Insurance	650.00	15.98	94.14	110.12
Staffing/admim costs	39,526.00	42,119.40	928.15	43,047.55
Accomodation	1,000.00		478.00	478.00
Vehicle	2,000.00		2,000.00	2,000.00
Audit	800.00	822.00	1,391.10	2,213.10
	58,722.00	54,164.06	5,679.03	59,843.09
Precept - income	(58,722.00)	(58,722.00)	-	(58,722.00)
	-	-	4,557.94	1,121.09
			Balance from 21/22	(4,686.00)

Summary of Position		£
<u>Available funds:</u>		
Budget 22/23		29,460.00
Unparished balance from 21/22 and prior		33,577.66
		63,037.66
<u>Spend/commitments:</u>		
Spend to date		59,532.43
Other commitments		2,950.00
		62,482.43
Funds left		555.23

See transactions

See below

NB: other commitments (Marcus s/s)

Eaton Crescent Sign install	210
Franz Liszt memorial plaque in the Market House	784.00
Cllr Peters Tree Planting Parkfield	340.00
Friends of Konigslutter 2022/23 grant	1,000.00
Whirligig Lane	6,000.00
Cllr Smith 1 x Bench Blackbrook Sewage	1,400.00
	9,734.00

In transactions - cost 437.48, maybe another £100 to come

In transactions

Civic Spend May 2022 - April 2023

Mayor's are costs inclusive of VAT

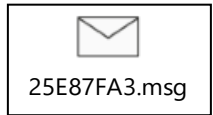
M £29.41 Prizes for the Mayor's Jubilee Competition of the Crown (May 2022)



M £37.96 Prizes for the Mayor's Jubilee Competition of the Crown - Michael Morpurgo Books x4 (May 2022)



M £13.20 Prizes for the Mayor's Jubilee Competition of the Crown - Chocolate Corgis (May 2022)



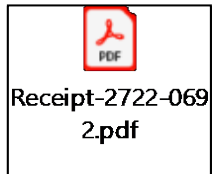
M £10.00 Decorations for the Platinum Jubilee 'Picnic in the Park' (May 2022)



M £240.00 PA Kit Hire - Armed Forces Day Flag Raising Ceremony (May 2022)



M £35.00 Annual Membership Fee - Guild of Macebearers (June 2022)



M £21.28 Refreshments for the Armed Forces Day Flag Raising Ceremony (June 2022)



Credit Card
- Armed Forces D

M £27.09 Guild of Macebearer Pin Badges (June 2022)



Credit Card
- Guild of Mace-

M £60.00 Wine for the civic guests at the Taunton Town Football Club Champions Dinner (June 2022)



Credit Card
- Taunton Town F

M £650.00 Two tables at the Taunton Town Football Club Dinner (June 2022)



Re_ Taunton
C Champions Dinn

M £235.80 Operation London Bridge Mourning Items (July 2022)



Invoice
INV-MCR2089.pdf

C £137.35 Operation London Bridge Mourning Items (July 2022)

M £44.00 TAOS performance of Gypsy (August 2022)



Re_ TAOS Musical
Theatre - Gypsy

C	£44.00
---	--------

TAOS performance of Gypsy (August 2022)

Wreath - Gypsy.pdf

M £18.50 Wreath for VJ Day (August 2022)

C	£18.50
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Wreath for VJ Day (August 2022)

M £240.00 PA Kit Hire - Emergency Services Day Flag Raising Ceremony (September 2022)



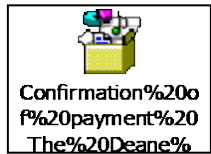
M £14.40 Refreshments for the Emergency Services Day Flag Raising Ceremony (September 2022)



M £120.00 Tickets for the Deputy Mayor to attend Taunton School's Charity Ball (October 2022)



M £18.50 Wreath for Poppies to Paddington (November 2022)



M £40.80 Wreaths for Remembrance Sunday (November 2022)

C	£37.00
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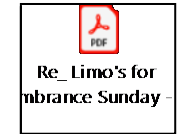
Wreaths for Remembrance Sunday, Taunton and Wellington (November 2022)

M £1,070.40 Remembrance 2022 - Hire of PA System and Radios

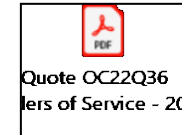


M £300.00 Remembrance 2022 - Contribution towards catering

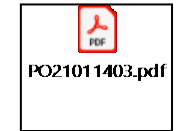
M £420.00 Remembrance 2022 - Hire of Limos for Remembrance Sunday



M £220.00 Remembrance 2022 - Printing of the Order of Service - Taunton MInster & Vivary Park



M £420.00 Remembrance 2022 - Live stream / filming of the Vivary Park Service Remembrance Sunday



M £209.00 Remembrance 2022 - Crowd barriers for Remembrance Sunday

M £100.00 Remembrance 2022 - Bugler

M £100.00 Remembrance 2022 - Piper

M £576.00 Carols Around the Bandstand - Hire of PA System and 2 way radios



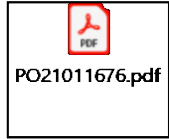
M £113.75 Carols Around the Bandstand - Updates to Carol Service Sheet & Posters



M £95.00 Carols Around the Bandstand - Printing of the Service Sheet



M £300.00 Carols Around the Bandstand - Refreshments



M £230.40 Carols Around the Bandstand - First Aid



M £73.00 Chocolates and biscuits for the Mayor's Christmas Visits with the emergency services



M £100.00 Christmas Card Donation to the Mayor & Chair's charity in lieu of postage

C £100.00 Christmas Card Donation to the Mayor & Chair's charity in lieu of postage

M £350.80 Deputy Mayor's visit to Konigslutter - Travel Expenses (September 2022)

C	£16.00
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Taunton Thespians Presidents Night - Pride & Prejudice 16 November 2022 (September 2022)



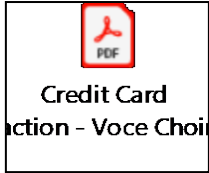
M £16.00 Taunton Thespians Presidents Night - Pride & Prejudice 16 November 2022 (September 2022)

M £45.00 Young Farmers Harvest Thanksgiving Service Supper Tickets x 3



M £422.70 Cllr Smith (Past Mayor) Travel Expenses for Lisieux Trip

M £20.00 Voce Choir Christmas Concert



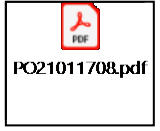
C	£20.00
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Voce Choir Christmas Concert

M £22.50 Dry cleaning the Mayor's robes for Remembrance



M £300.00 NACO Conference & AGM - Marcus and Jo (March 2023)



M £137.00 Plaque mount for Taunton RBL commemorative tree (Martin Heale)

M £28.00 Somerset RBL County Conference Lunch

C	£14.00	Somerset RBL County Conference Lunch
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M £16.00 Taunton Thespians Presidents Night - Flying Feathers - 8 March 2023

C	£32.00	Taunton Thespians Presidents Night - Flying Feathers - 8 March 2023
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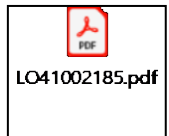
Page 49	£260.00	Chair's Civic Service (Organist & Verger) - 26 March 2023
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C	??	Chair's Civic Service - printing of order of service and certificates - 26 March 2023
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C	??	Chair's Civic Service - frames for certificates - 26 March 2023
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C	??	Chair's Civic Service Refreshments - 26 March 2023
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C	£210.00	Chair's Civic Service Photographer - 26 March 2023
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M ?? Lieutenant Collingwood Thompson Memorial Service Lunch

M ?? Lieutenant Collingwood Thompson Memorial Service - war memorial inscription

M £714.00 Updates to Past Mayor's and Citizenship Award Winners Boards

M £15.98 Cups for Taunton Deane Male Voice Choir Concert

M £212.00 Cakes for the final meeting of SWT Full Council

M £27.69 Refreshments for Male Voice Choir Concert & Town Council Meet & Greet

M £45.95 Flowers for Karen White's retirement (Taunton Heritage Trust)



RE_Signwriting of honours boards.pdf



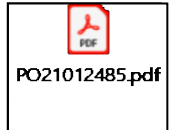
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LLC T&Cs 2022.pdf



Lidl Receipt.pdf



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Total £9,445.96

M
C

