



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
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Mayor: Cllr Jill Shortland Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Meeting of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 11th April 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs J Shortland – Mayor

D Bulmer – Deputy Mayor

A Kenton

Mrs. J Kenton

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

There were 7 members of the public and District Cllr Mermagen present

43. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Apologies for absence had been received from Councillor D Hill and Mrs. Morrison – illness, D Orchard – detained at work and Mrs. A Spencer - holiday

RESOLVED – to note the apologies and approve the reasons given.

44. Mayors Announcements.

The Mayor thanked all those who helped or supported the latest events - Showstoppers with Kelly Leigh School of dance, especially Councillor Mrs. Sue Wyatt and Councillor Garry Shortland. In all the event raised over £2670 for the Mayor's Charity and for St Margaret's Hospice, CLIC and the Carnival Committee. In addition the Mayor went on to thank Councillors Mrs. Jenny and Andy Kenton who have been very supportive throughout her Mayoral year and Councillor Bulmer who has stepped in to help, particularly when the Mayor was ill.

45. Declarations of Interest. Local Authorities (Model Code of Conduct) Order 2007 SI No.1159.

Councillors Mrs. Jenny Kenton and Andy Kenton declared a Personal and Prejudicial interest in agenda item # 60 Commercial in Confidence - Cedar Close as a family member lives in an adjacent property.

46. Exclusion of the press and public - To agree any items to be dealt with after the public, including the press, have been excluded under. [Standing Order #1c](#).

RESOLVED – That Agenda items #59 and 60 be treated as confidential and dealt with after the public (including the press) has been excluded under standing order #1c

47. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 21st February 2011 (*previously circulated*). [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 21st February 2011 subject to minor changes made to items no#41 and 42 be signed as a correct record.

48. Finance and Guildhall Committee - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on 21st March 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 21st March 2011 (subject to item #31 being clarified, that consultation needs to take place post election with residents of Bishops Court) be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

49. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meetings held on 21st February & 21st March 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Planning & Highways Committee meetings held on the Monday 21st February & 21st March 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

50. Allotments Sub Committee - To receive and sign the minutes of the Allotments Sub Committee meeting held on 18th February 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Allotment Sub Committee meeting held on the Friday 18th February 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

51. Finance - Town Council Year (2010/11) to Date (Y2D) Budget (*previously circulated*) to review the budget information. [Accounts & Audit Regulations 2003 reg 4](#).

RESOLVED – Councillors noted the Year to Date budget.

- 52. Finance - Accounts for Payment** (*previously circulated*) to review and approve items of expenditure – Cheque signatories to be Cllrs Mrs. J Shortland and Mrs. J Kenton. LGA 1972 s150 (5).

Clarification was sought regarding the payment to SSDC for franked mail. It was agreed this information would be included on the Bulletin

RESOLVED – to approve the Accounts for Payment.

- 53. Action Review Summary** – To receive and review Outstanding Actions Summary (*previously circulated*)

RESOLVED – to note the summary

- 54. To confirm renewal of Quality Council Status and adoption of the Local Authorities' Model Code of Conduct Clause 12(2)**

RESOLVED – to confirm renewal of Quality Council Status and adoption of the Local Authorities' Model Code of Conduct Clause 12(2)

- 55. Receive report and recommendations from Working Group regarding Community Development Fund**

Members agreed to defer any decision regarding the recommendations until the new Council is elected.

- 56. Notice of Motion received from Cllr Mrs J Kenton on 30th March 2011** 'In the interest of consistency this Council removes the non Chard resident charges from the Mayors Parlour and Town Hall for the upcoming year'.

RESOLVED – that in the interest of consistency this Council removes the non Chard resident charges from the Mayors Parlour and Town Hall for the upcoming year

- 57. Acting Town Clerk's Delegated Powers.** Acting Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. LGA 1972 s101

Members were appraised of several items that had been resolved using delegated powers which included the capital purchase of the new Amenities Vehicle, the cleaning of the War Memorial, the hire of a mechanised sweeper and budget transfers.

RESOLVED – To note.

- 58. Reports from Representatives of Outside Bodies.**

Councillor Wale gave a verbal report on the recent SALC meeting he attended and Councillor Bulmer gave a report on a Market Towns meeting he had recently attended

RESOLVED – To note.

59. In view of the confidential nature of the business about to be transacted the press and public were excluded during consideration of this item (Item 46 above refers) – Staff in Confidence.

Freedom of Information (FOI) Request

Members noted that the FOI requests have been complied with and that queries raised regarding the Town Clerk's Job Evaluation are being followed up.

Contractual Increments

Members noted that a number of members of staff had received an incremental rise in accordance with their Terms & Conditions of Service with effect from 1st April 2011

Job Descriptions

Members noted the need to update and review some specific Job Descriptions

Organisational Structure

Overtime to key members of staff was agreed and investigations into sourcing appropriate additional support was confirmed

60. In view of the confidential nature of the business about to be transacted, the press and public were excluded during consideration of this item (Item 46 above refers) – Commercial in Confidence.

Jocelyn Park

Members were appraised of progress regards outstanding issues relating to the boundary dispute at Jocelyn Park.

8.50pm Councillors Mrs Jenny and Andy Kenton withdrew from the meeting due to declaring a Personal and Prejudicial Interest in this item

Cedar Close Development

Members confirmed that a request be made to Summerfield Homes to;

1. upgrade the existing entrance to the Cemetery Yard from Zembard Lane rather than create a new access through Willow Way
2. erect close board fencing around the boundary especially in areas where there previously existed a hedgerow
3. confirm and sign the S104 Agreement regarding adoption of the swale
4. confirm the location of the rainwater harvesting tank

61. The review and recommendations of the Working Party of the Guildhall franchise, for the cafe and bar that is due for renewal in October 2011.

RESOLVED – To continue the bar franchise and new Council to consider new Terms and Conditions prior to the June Town Council meeting. It was resolved not to continue to franchise the Cafe but that it should return to community use with Terms and Conditions and charges to be discussed by June Council meeting.

The Meeting closed at 9:04 pm