



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
www.chard.gov.uk

TEL: 01460 239567 FAX: 01460 65710

Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Annual Town Council Meeting
of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 16th May 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. J Shortland – Outgoing Mayor

Mrs. T Aherne

D Bulmer

J Dorset

Mrs. S Dowell

M Dowell

G Forsyth

Mrs. B Halse

A Kenton

Mrs. J Kenton

Mrs. C Morrison

Ms. S Pittwood

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson- Acting Town Clerk, Vicky Cable – Administrative Assistant, Steve Rooney – Mayor's Mace Bearer. There were 40 members of the public, 2 members of the press and District Cllr Mermagen present

Councillor Mrs. J Shortland, Mayor of Chard addressed her fellow Councillors and members of the public and expressed her hopes for the new Council, and that Members will respect one another. She thanked those that had helped her during her last year as mayor and in particular her Consort – Councillor Garry Shortland.

66. Election of Mayor (Chairman of the Council) and Acceptance of Office.

(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Acting Town Clerk at a time and date to be agreed).

LGA 1972 s14 (1), 15(1&2), 33(1) and 34(1&2)

Councillor Mrs. C Morrison was nominated and accepted the nomination

Proposed: Councillor Mrs T Aherne

Seconded: Councillor Mrs J Kenton

Councillor D Bulmer was nominated and accepted the nomination

Proposed: Councillor A Prior

Seconded: Councillor Ms S Pittwood

A recorded ballot was requested and with 8 votes for Councillor Mrs C Morrison and 7 Votes for Councillor D Bulmer. The vote was recorded as follows

Mrs. T Aherne	Voted for Councillor Mrs C Morrison
D Bulmer	Voted for Councillor D Bulmer
J Dorse	Voted for Councillor Mrs C Morrison
Mrs. S Dowell	Voted for Councillor Mrs C Morrison
M Dowell	Voted for Councillor D Bulmer
G Forsyth	Voted for Councillor D Bulmer
Mrs. B Halse	Voted for Councillor D Bulmer
A Kenton	Voted for Councillor Mrs C Morrison
Mrs. J Kenton	Voted for Councillor Mrs C Morrison
Mrs. C Morrison	Voted for Councillor Mrs C Morrison
Ms. S Pittwood	Voted for Councillor D Bulmer
A J Prior	Voted for Councillor D Bulmer
G Shortland	Voted for Councillor Mrs C Morrison
M Wale	Voted for Councillor D Bulmer
Mrs. S Wyatt	Voted for Councillor Mrs C Morrison

RESOLVED – that Cllr Mrs C Morrison be elected Mayor and Chairman of Chard Town Council until such time as a new Mayor and Chairman of the Council is elected.

Cllr Mrs C Morrison then assumed the Chair for the rest of the meeting.

Mayors Appointments, as appropriate:-

Mr Dave Travis	-	Mace Bearer
Rev. Warwick Lydiate	-	Chaplain
Mr James Morrison and Mr Robert Mcquian	-	Consorts

67. Mayors Announcements.

The Mayor thanked her fellow Councillors for their support and advised that the charities she would be supporting for the coming year are the Scouting Association, Guiding Association and Chard and Tatworth First Responders.

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

[LGA 1972 s85 \(1\)](#).

All Councillors were present

69. Declarations of Interest. [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

There were no Declarations of Interest.

70. 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 #88 and 89 be treated as confidential and dealt with after the public (including the press) has been excluded under standing order #1c

71. Election of Deputy Mayor.

Councillor Mrs. J Kenton was nominated and accepted the nomination
Proposed: Councillor Mrs S Wyatt Seconded: Councillor G Shortland

Councillor D Bulmer was nominated and accepted the nomination
Proposed: Councillor A Prior Seconded: Councillor M Dowell

The vote was taken and each candidate received 7 votes. The Mayor was asked to give the casting vote and voted in favour of Councillor Mrs J Kenton

RESOLVED – that Cllr Mrs J Kenton be elected Deputy Mayor and Vice Chairman of Chard Town Council until such time as a new Deputy Mayor and Vice Chairman of the Council is elected.

72. Declarations of Acceptance of Office by Councillors – Acting Town Clerk to report

The Acting Town Clerk advised Council that all Declarations of Acceptance of Office had been completed.

The Acting Town Clerk then read out the Mayor's Acceptance of Office and Councillor Mrs Morrison duly signed, it was countersigned by the Acting Town Clerk.

73. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meetings held on Monday 11th April and 3rd May 2011 (*previously circulated*). [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 11th April and 3rd May 2011, subject to an additional sentence in agenda item no#65, be signed as a correct record.

74. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meetings held on 11th April 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 11th April 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

75. Amenities Committee - To receive and sign the minutes of the Amenities Committee meeting held on Wednesday 13th April 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. LGA 1972, Sch 12 para 1(1).

RESOLVED – that the minutes of Amenities Committee meeting held on Wednesday 13th April 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

Standing Orders were suspended to allow item # 83 to be brought forward

83. Notice of Motion received from Cllr A J Prior on 9th May 2011 that 'in compliance with standing order 2 k ix and recognising the importance of Chard as the second town in the South Somerset District this Council will meet calendar monthly on 3rd Monday of every month in the Town Hall at 7.30pm'.

The motion did not receive a seconder.

The motion failed

Standing Orders were re-instated

76. To receive nominations for Appointments to Committees, Sub Committees and Working Parties.

To consider appointments of Members to executive committees with appointed deputies.
LGA 1972 s101

Finance & Guildhall

RESOLVED – that Cllrs Mrs T Aherne, Mrs C Morrison, Mrs S Dowell, A Kenton, M Wale, Mrs J Kenton, A Prior, G Shortland, D Bulmer and Ms S Pittwood be elected to the Committee.

Planning & Highways

RESOLVED – that Cllrs Mrs T Aherne, G Forsyth, Mrs C Morrison, A Kenton, M Wale, J Dorse, Mrs J Kenton, A Prior, Mrs B Halse, G Shortland, Mrs S Wyatt and Ms S Pittwood be elected to the Committee.

Amenities

RESOLVED – that Cllrs Mrs T Aherne, G Forsyth, Mrs C Morrison, Mrs S Dowell, A Kenton, Mrs J Kenton, A Prior, G Shortland, Mrs S Wyatt, D Bulmer, M Dowell and Ms S Pittwood be elected to the Committee.

Standing Orders were suspended to allow item # 84 to be brought forward

84. Notice of Motion received from Cllr A J Prior on 9th May 2011 that 'this Council instructs the Finance Committee to consider all applications for financial assistance from the Council in open session and where mindful to support applications which are beyond the current council policy refer them to the Council with a recommendation'.

Members debated the drawbacks of discussing every application at an open meeting not only in terms of the time it would take but also the potential conflict of confidential information.

Proposed: Councillor A Prior
For: 4 Against: 9 Abstentions: 1

Seconded: Councillor D Bulmer

The motion failed

Standing Orders were re-instated

- **Grant Applications Evaluation Working Party**

RESOLVED – that Cllrs G Shortland, M Wale and D Bulmer be elected to the Working Party

77. To receive nominations for Appointment of Representatives to Outside Bodies and Organisations. *Standing Order # 2k (vi)*

Organisation	No	Current Representative
Action for Children	1	Mrs. C Morrison
Area West Comm. Safety Panel	1	Mrs. C Morrison
Chard Museum	1	Mrs. S Dowell
Chard Regeneration Board	1	M Wale
Chard Traders	1	Mrs. J Kenton
Chard Young People's Centre	2	Mrs. C Morrison, Mrs. T Aherne
Chard 2000/Chard in Bloom	2	Ms. S Pittwood, G Shortland
Chard Community Safety Panel	1	G Shortland
Chard & Ilminster Pensioners Forum	1	G Shortland
Market Towns Investment Group	2	D Bulmer, G Forsyth
S.A.L.C.	1	M Wale
SSDC Countryside Steering Group	1	G Forsyth

78. Meetings – To approve the schedule of meeting dates for 2011/2012

Standing Order # 2k (ix)

The schedule of meetings was approved with one amendment to the Planning & Highways Committee and Full Council meetings in June which were brought forward a week to Monday 13th June 2011. Amended schedule to be forwarded to Members.

RESOLVED – to approve

79. Finance – Cheque Signatories to be agreed. To select and authorise at least six Members to act as cheque signatories. Any two Councillors are required to sign a cheque. To confirm that the RFO be authorised to amend the bank mandate.

RESOLVED – that Cllrs Mrs J Kenton, A Kenton, D Bulmer, Mrs S Wyatt, G Shortland, Mrs C Morrison and G Forsyth would be the authorised signatories for the Council’s bank accounts, any two to sign.

80. Power of Well Being – To review and confirm arrangements for reaffirming eligibility. *Standing Order # 2k (vii)*

Members were informed that the Power of Wellbeing is scheduled for repeal within the Localism Bill. This is likely to have royal ascent this autumn. At present the Council does not meet the criteria as 80% of members have not received training. Under the proposed replacement – The General Power of Competence, it is not yet clear what the criteria will be.

Noted

81. Notice of Motion received from Cllr A J Prior on 9th May 2011 that ‘following the appointment of the Committees in accordance with standing orders 2k iii and iv this Council will appoint the chairmen of the Committees’

Proposed: Councillor A Prior

Seconded: Councillor Mrs S Wyatt

RESOLVED - that following the appointment of the Committees in accordance with standing orders 2k iii and iv this Council will appoint the chairmen of the Committees

Finance & Guildhall Committee

Councillor A Prior was nominated and accepted the nomination

Proposed: Councillor D Bulmer

Seconded: Councillor Ms S Pittwood

Councillor M Wale was nominated and accepted the nomination

Proposed: Councillor G Shortland

Seconded: Councillor A Kenton

On being put to the vote Councillor A Prior received 5 votes and Councillor M Wale received 9 votes

RESOLVED – that Cllr M Wale be elected Chairman of Finance & Guildhall Committee until such time as a new Chairman is elected.

Councillor A Kenton was nominated to be Vice Chairman of Finance and Guildhall Committee and accepted the nomination.

Proposed: Councillor Mrs S Wyatt

Seconded: Councillor Mrs T Aherne

Councillor A Prior was nominated to be Vice Chairman of Finance and Guildhall Committee and accepted the nomination.

Proposed: Councillor D Bulmer

Seconded: Councillor G Forsyth

On being put to the vote Councillor A Prior received 5 votes and Councillor A Kenton received 9 votes

RESOLVED – that Cllr A Kenton be elected Vice Chairman of Finance & Guildhall Committee until such time as a new Chairman is elected.

Planning & Highways Committee

Councillor Prior was nominated and accepted the nomination

Proposed: Councillor A Prior

Seconded: Councillor A Kenton

The vote was unanimous

RESOLVED – that Cllr A Prior be elected Chairman of Planning & Highways Committee until such time as a new Chairman is elected.

Amenities Committee

Councillor Ms S Pittwood was nominated and accepted the nomination

Proposed: Councillor D Bulmer

Seconded: Councillor A Prior

Councillor G Shortland was nominated and accepted the nomination

Proposed: Councillor Mrs J Kenton

Seconded: Councillor Mrs S Wyatt

On being put to the vote Councillor Ms S Pittwood received 4 votes and Councillor G Shortland received 8 votes

RESOLVED – that Cllr G Shortland be elected Chairman of Amenities Committee until such time as a new Chairman is elected.

- 82. Notice of Motion received from Cllr A J Prior on 9th May 2011 that** 'This Council instructs the Finance (and Guildhall) Committee to appoint a Personnel Sub-Committee of three councillors the primary purpose of which will be (i) to hold a monthly supervisory meeting with the Town Clerk and (ii) any other personnel matter referred to it by the Council or its Committees'.

Councillor A Prior agreed to defer the motion until the next meeting to allow time for the Acting Town Clerk to distribute a copy of the handbook 'Being a Good Employer' to all Members.

85. Notice of Motion received from Cllr A J Prior on 9th May 2011 that ' this Council instructs the Town Clerk to provide an adequate number of agendas and all background papers to members of the press and public attending council meetings'.

Members recognised the importance of being open and transparent but were concerned not to unnecessarily waste resources. It was agreed that a small number of agendas would be made available and if needed more could be copied at the commencement of the meeting.

Proposed: Councillor A Prior

Seconded: Councillor D Bulmer

For: 8 Against: 2 Abstentions: 4

RESOLVED – that the Town Clerk provide an adequate number of agendas for use at meetings.

86. Town Clerk's Delegated Powers. The 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](#)

The Acting Town Clerk advised Members of a number of Planning Applications that recommendations had been made in consultation with the Ward Member.

RESOLVED – to approve the use of the Town Clerk's delegated powers.

87. Reports from Representatives of Outside Bodies. Please notify the Acting Town Clerk in advance of the meeting if you will be making a report.

Councillor M Wale appraised Members with a verbal update regarding the Chard Regeneration Board.

9.35pm Members of the Press and Public left the meeting and the members adjourned for a five minute recess

9.40pm The meeting was re-convened

88. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 70 above refers) - Staff in Confidence

Proposed: Councillor A Prior

Seconded: Councillor A Kenton

Unanimous

RESOLVED – to approve the Amenities Supervisor's Job Description

89. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 70 above refers) – Commercial in Confidence

Jocelyn Park

Members were appraised of progress regards outstanding issues relating to the boundary dispute at Jocelyn Park. It was unanimously agreed to accept the recommendation of the Council's solicitor.

The Meeting closed at 10.20 pm