



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
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Mayor: Councillor Mrs Cath Morrison Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Full Town Council Meeting
of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 13th June 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
Mrs. J Kenton – Deputy Mayor
Mrs. T Aherne
D Bulmer
M Dowell
Mrs. B Halse
Ms. S Pittwood
M Wale

Mrs. S Dowell
G Forsyth
A Kenton
G Shortland
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson- Acting Town Clerk. There were 26 members of the public, 1 member of the press and County Councillor Mrs. Jill Shortland present

Mayors Announcements.

The Mayor congratulated Councillor Mrs Shortland on being recognised with an OBE in the Queens' birthday honours list for her work to local government.

Members were informed of an event taking place involving the Avishayes Ward Members and Streetspace at the skate park at Lower Henson on 2nd July. The event has been fully risk assessed and a copy of this sent to the Council's insurers to cover on its policy at no additional cost. All Members are welcome on the day which commences at 11.00.

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

LGA 1972 s85 (1).

Councillor Dorse– detained at work and Councillor Prior – on holiday

RESOLVED: to accept the apologies and approve the reason given

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

Councillor Mrs Aherne declared a Personal Interest in item # 99 being an employee of Eagle Plant and item # 102 being the Council's representative with the Youth Centre

Councillor Mrs Dowell declared a Personal Interest in item # 102 being the Council's representative with Chard and District Museum

Councillor Shortland declared a Personal and Prejudicial Interest in item # 102 being a member of the management committee of the Youth Centre

Councillor Mrs Morrison declared a Personal and Prejudicial Interest in item # 102 being a member of the management committee of the Youth Centre

Councillor Mrs Kenton declared a Personal and Prejudicial Interest in item # 102 being a member of the management committee of the Youth Centre

92. To resolve to exclude member of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Mrs Morrison
Unanimous

Seconded: Councillor Kenton

RESOLVED – That Agenda items #103, 112 and 113 be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted

At the Mayor's suggestion it was agreed to bring forward item # 106

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Dowell

106. Notice of Motion received from Cllr D Bulmer on 17th May 2011 that 'in the interest of the football clubs who use Jocelyn Park, Chard Town Council submits a Planning application to South Somerset District Council with details of Changing facilities in accordance with these teams requirements'.

8.05 pm Standing Orders were suspended to allow Scott Massey to address Members and answer questions.

Members were advised that no firm plans had been drawn up yet. The clubs' fundraising efforts were underway to finance the proposals. Confirmation was given that the clubs would accept responsibility for maintenance and insurance and Councillor Bulmer reassured Members that finance would be available.

8.15pm Standing Orders were re-instated

Proposed: Councillor Bulmer

Seconded: Councillor Dowell

The original motion was debated and after some discussion an amendment was put forward

Proposed: Councillor Wale

Seconded: Councillor Mrs Kenton

And it was unanimously:

RESOLVED - that in the interest of the football clubs who use Jocelyn Park, Chard Town Council agrees in principle to support the preparation and submission of a Planning application to South Somerset District Council with details of Changing facilities in accordance with these teams requirements.

- 93. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meetings held on Monday 16th May 2011 .(LGA 1972, Sch 12 para 41(1).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 16th May 2011 be signed as a correct record.

- 94. Finance & Guildhall Committee** - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 23rd May 2011 and to adopt the resolutions and recommendations contained therein. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 23rd May 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 95. Planning & Highways Committee** - To receive and sign the minutes of the Planning & Highways Committee meetings held on 23rd May 2011 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 23rd May 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 96. Action Review Summary** – To receive and review Outstanding Actions Summary

RESOLVED – Councillors noted the Action Review Summary

- 97. Finance – Adoption of Accounts for the Year ended 31st March 2011 and the signing of the Annual Return** [Accounts & Audit Regulations 2011](#)

RESOLVED – that the Accounts for the Year ended 31st March 2011 be adopted and that the Mayor & Acting Town Clerk/ Responsible Finance Officer be authorised to sign the Statement of Accounts and the Annual Governance Statement.

98. Finance - Town Council Year (2011/12) to Date (Y2D) Budget - To review the budget information for the year to date ([Account & Audit Regulations 2003 reg 4](#))

RESOLVED – Councillors noted the Year to Date budget.

99. Finance - Accounts for Payment (attached) - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be confirmed at meeting

RESOLVED – to approve the Accounts for Payment.

100. Item deferred from Town Council Meeting – 16th May 2011.

Minute # 825 of the meeting refers.....

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.

The original motion was debated and after some discussion an amendment was put forward

Proposed: Councillor Shortland
For: 11 Abstentions: 1

Seconded: Councillor Bulmer

RESOLVED – that this Council appoint a working group, that reports to the Finance & Guildhall Committee, of three Councillors the primary purpose of which will be (i) to hold a monthly business meeting with the Town Clerk and (ii) any other personnel matter referred to it by the Council or its Committees.

After some debate it was further agreed to appoint the working group on the basis that the two chairs have budgetary responsibilities and the Mayor would need to be excluded and could be available in the event of an appeal.

Proposed: Councillor Wale

Seconded: Councillor Mrs Wyatt

RESOLVED – that the working group be comprised of the Chair of Finance & Guildhall, the Chair of Amenities and the Deputy Mayor.

101. To authorise repairs to the Mayors Chain be undertaken and the expenditure to come from the Regalia Sinking Fund budget for 2011/2012

Members were informed that the chain had not been repaired since 2007 and now needed repair work to several links. The Mayor advised she would be willing to take it to a specialist company in Birmingham for the work to be undertaken.

Proposed: Councillor Wale

Seconded: Councillor Mrs Kenton

RESOLVED - to authorise repairs to the Mayors Chain be undertaken and the expenditure to come from the Regalia Sinking Fund budget for 2011/2012

102. To resolve to approve funding requests from Chard and District Museum and the Youth Centre and agree where the expenditure should be allocated

Members were reminded that the District Council will discontinue funding for these two organisations after 2014 and that the grant received from them is conditional to Chard Town Council making a contribution.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs Dowell

RESOLVED – to donate £1000.00 to Chard and District Museum from General Reserves.

9.10pm Councillors Mrs Kenton, Mrs Morrison and Shortland left the meeting having declared a Personal and Prejudicial Interest in this item.
Councillor Wale took the chair.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs Aherne

RESOLVED – to donate £1000.00 to the Youth Centre from General Reserves.

104. To receive report and recommendations from the Working Group regarding the use of the Guildhall Cafe

Councillors Wale, Mrs Kenton and Bulmer all declared a Personal Interest being Members of the District Council's Licensing Committee.

After discussion it was resolved to approve the recommendations and to appoint the members of the working group to draft the Terms and Conditions of the Cafe and Bar and details for the Thursday Antiques Fair Cafe tender and the Bar tender. Councillor Mrs Dowell was also asked to assist with this process. This information should be made available for the next Finance & Guildhall meeting on Monday 18th July.

Proposed: Councillor Mrs Kenton

Seconded: Councillor Mrs Aherne

For: 11

Abstentions: 1

RESOLVED – that

- 1. The Cafe should be offered for tender on Thursdays only**
- 2. The Council agree the terms and conditions proposed for the Thursday hire**
- 3. The Cafe would have two charges for other hires that would cover the entire hire period**
- 4. The charge for tea and coffee making facilities only would be £5.00**
- 5. The charge for all other hires of the Cafe would be £30.00**
- 6. The total sum of hire charges for the Cafe would be allocated to the Guildhall Sinking Fund to enable any breakages to be paid for**
- 7. The Bar should remain franchised out**
- 8. The tender arrangements will be advertised by 19th July with closing date for submissions on 12th August**
- 9. The Bar franchise will be for two years**
- 10. Invoices will be in advance for a six month period, the first invoice being raised with effect from 1st October 2011**
- 11. The Bar franchise will be for the supply of alcohol throughout the whole of the Guildhall except at civic functions. The provision of the bar will be as and when requested**
- 12. The Bar franchisee will provide a Designated Premises Supervisor (DPS)**
- 13. The DPS can authorise the Mayor or Deputy Mayor to dispense alcohol purchased by the Council at civic events only**

105. To receive report from the Amenities Chairman regarding the refurbishment of Ashcroft Park

It was reported that the 'all ability' park opened as planned at the commencement of the school half term holidays in May. Funding had been made available from Chard Town Council, South Somerset District Council, Aiming High (SCC) and Chard Disability Action Group. These monies had facilitated the completion of the park with over £45,000.00 being spent. Teething troubles are being addressed.

107. Notice of Motion received from Cllr Mrs J Kenton on 31st May 2011 "that in the interest of community resilience this Council appoints a working group which will produce a plan for helping the community in inclement weather".

Councillors Mrs Halse, Mrs Kenton, Bulmer and Shortland all volunteered to be on the working group.

Proposed: Councillor Mrs Kenton
Unanimous

Seconded: Councillor Shortland

RESOLVED - that in the interest of community resilience this Council appoints a working group which will produce a plan for helping the community in inclement weather

108. Notice of Motion received from Cllr Mrs J Kenton on 2nd June 2011 "that this Council acknowledges the significance of the Queens Diamond Jubilee in 2012 and sets up a working group comprising not just Councillors but representatives from other local groups, Council staff and the general public to plan a timetable of possible events and report to Council with options"

Members were advised that 2nd June 2012 will be the 60th anniversary of the Queens reign and various events will be happening nationally to commemorate the occasion. It was agreed that any Member wishing to become involved with helping arrange local events should contact Councillor Mrs Kenton. A wider invitation will be issued through the press asking for volunteers to come forward and any other parties who are interested in becoming part of the working group to contact the office.

109. Notice of Motion received from Cllr A Kenton on 2nd June 2011 "that this Council reviews the pricing policy for any event put on by the Council"

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Ms Pittwood

RESOLVED – that Council organised events for the people of Chard and the benefit of the community may with Council's agreement have use of the Guildhall at no charge.

110. 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

Nothing to report

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

A report from Councillor Forsyth on the South Somerset Countryside Steering Group had already been circulated with the Bulletin

9.50pm The meeting was adjourned for a short break

9.55pm The meeting resumed

112. 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 92 above refers) - Staff in Confidence

Freedom of Information (FOI) Request

Members agreed that queries raised regarding the Town Clerk's Job Evaluation need no further action

113. 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 92 above refers) – Commercial in Confidence

Cresta Car Park Lease

Members were informed this item is still on going

Cedar Close Development

Members were advised the development would soon be finished with Summerfield homes due to leave the site during August

Jocelyn Park

Members were appraised of progress regards outstanding issues relating to the boundary dispute at Jocelyn Park. It was reluctantly agreed to accept the recommendation of the Council's solicitor and instruct a Surveyor with costs up to a maximum of £1500.00

10.40pm Sarah Robson left the meeting

103. To resolve to accept recommendations from the Working Group regarding the management structure of the Council

A confidential briefing note had been circulated to Members in advance by the Working Group with a number of recommendations.

RESOLVED – to accept the recommendations of the Working Group regarding the management structure of the Council

The Meeting closed at 11.00 pm