



CHARD TOWN COUNCIL

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

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 17th October 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

Mrs. J Kenton – Deputy Mayor

Mrs. T Aherne

D Bulmer

M Dowell

Mrs. S Dowell

G Forsyth

A Kenton

Ms. S Pittwood

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk. There was one member of the press and one member of the public. PC Bill Geddes representing the Community Justice Panel gave a brief presentation at the commencement of the meeting.

County Councillor Mrs. Shortland sent her apologies due to family illness.

8.00 pm Councillor Shortland apologised for arriving late due to family illness

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

LGA 1972 s85 (1).

Councillor Mrs. B Halse - due to holidays

RESOLVED: to accept the apologies and approve the reason given

134. Mayors Announcements

The Mayor updated Members regarding a number of events that are being arranged to include a Christmas Carol event on 9th December and a function in the Auditorium on Remembrance Day, 11th November. Members were informed of the change of arrangements for Remembrance Sunday as this year will see a parade from the Guildhall to St Mary's Church.

The Mayor read out a letter from SSDC regarding an invitation to attend an event to consult about opportunities for Affordable Housing. Further details will be published on the Bulletin.

135. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor Bulmer declared a Personal and Prejudicial Interest in item #149 due to a financial contribution to the organisation.

Councillors Mrs. Kenton and A Kenton declared a Personal and Prejudicial Interest in item #141 due to a financial contribution to the organisation.

Councillors Mrs. Kenton and A Kenton declared a Personal and Prejudicial Interest in item #149 due to a financial contribution to the organisation.

Councillor Mrs. Kenton declared a Personal Interest in Agenda item #143 as she is a Member of Somerset County Council.

Councillors Mrs. Morrison, Shortland and Mrs. Aherne declared a Personal Interest in Agenda item #140 as there are cheques payable to Mrs. Morrison and Mr. Shortland and Councillor Mrs. Aherne's employer.

Councillor Wale declared a Personal and Prejudicial Interest in item #142 being a member of the Carnival Committee

136. 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](#)

The Mayor requested that agenda items # 153 & 154 be heard in closed session as issues of confidence in relation to staffing matters and commercial in confidence were to be reported on.

RESOLVED – that agenda items #153 & 154 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

**Proposed Councillor Bulmer
Unanimous**

Seconded: Councillor Mrs. Aherne

The Mayor brought forward Agenda Item # 149 to allow Councillor Shortland to propose his motion before leaving the meeting.

8.10pm Councillors Bulmer, Kenton and Mrs. Kenton leave the meeting.

149. Notice of Motion received from Councillor Shortland on 28th September 2011 that `This Council resolves to support the display of Christmas lights by taking on the ownership of the lights, including new lights purchased and insuring them, subject to receiving in writing from the Christmas Lights organisers an assurance that there will be no liability placed upon the Council for the erection or dismantling of the lights for display or for any repairs to them each year.

Members debated the issue regarding accepting legal ownership of the lights but were in agreement that the responsibility for erecting them would remain outside its scope.

Proposed: Councillor Shortland Seconded: Councillor Mrs. Wyatt
Unanimous

RESOLVED – that this Council resolves to support the display of Christmas lights by taking on the ownership of the lights, including new lights purchased and insuring them, subject to receiving in writing from the Christmas Lights organisers an assurance that there will be no liability placed upon the Council for the erection or dismantling of the lights for display or for any repairs to them each year.

8.15pm Councillors Bulmer, Kenton and Mrs. Kenton re-join the meeting.

8.15pm Councillor Shortland gives his apologies and leaves the meeting.

137. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 15th August 2011 [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 15th August 2011 be signed as a correct record.

Councillor Prior requested that his comments be noted in relation to Standing Order # 2kii regarding the receiving of minutes. It was pointed out that this clause relates to the Annual Meeting of the Council only.

138. Action Review Summary – To receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report

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

RESOLVED – to note the `year to date` expenditure.

140. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)).

Councillors Mrs. Wyatt and Forsyth are the signatories and will meet on Tuesday at 3.00pm to sign the cheques.

RESOLVED – to approve the accounts for payment.

8.30pm Councillors Kenton and Mrs. Kenton leave the meeting.

- 141. Finance – CCTV – to approve expenditure from Earmark Reserve Account for upgrading CCTV equipment with facility to copy images onto a digital format.**

Members were reminded that the system had been purchased by the Town Council with financial contributions that had been collected by local organisations, traders and retailers. It was recognised that for the system to be an effective tool for the police to use that there must be a facility to copy images that could be admissible for evidence. Any further debate in relation to on-going maintenance costs would be deferred until the budget was considered.

**Proposed: Councillor Wale
Unanimous**

Seconded: Councillor Mrs. Aherne

RESOLVED – to purchase a 4 channel video recorder with CD writer with 60 day facility at a cost of £803.25 plus vat and to authorise cleaning and other maintenance works at a cost of £547.00 plus vat. The expenditure was authorised from the CCTV Earmark Reserve Account.

8.40 pm Councillors Kenton and Mrs. Kenton re-join the meeting.

8.40pm The meeting is adjourned for a five minute recess.

8.45pm The meeting reconvenes.

- 142. Finance – To receive recommendation from the Grants Evaluation Working Group to award Community Development Fund granting to groups falling outside the criteria of the scheme.**

8.45pm Councillor Wale left the meeting

Members were asked to consider an application from Chard & District Carnival Committee that fell outside the criteria as it was a consecutive application.

**Proposed: Councillor Mrs. Kenton
For: 8**

Against: 0

**Seconded: Councillor Bulmer
Abstention: 2**

RESOLVED – to approve funding of £550.00 towards the cost of insuring this year's event from the Grant Aid budget.

8.55pm Councillor Wale re-joins the meeting.

Members were asked to consider an application from Chard & Ilminster Boxing Club that fell outside the criteria as it was for revenue funding.

**Proposed: Councillor Wale
For: 8**

Against: 1

**Seconded: Councillor Prior
Abstention: 2**

RESOLVED – to approve funding of £550.00 towards the cost of running the club from the Grant Aid budget.

143. To consider the Local Government Boundary Commission’s Electoral Review of Somerset.

Members did not wish to make any formal representation at this stage as proposals put forward would not see any changes to either Chard South or Chard North. Councillor Prior will be attending the Somerset Association of Local Council’s meeting on 3rd November and will take any feedback or comments Members have then.

144. To receive the report and consider recommendations from Queen’s Jubilee Working Group.

It was reported that there was a good response at the first meeting but that before any further plans could be made a commitment from Council was necessary to endorse the planned events to commemorate the Jubilee. A proposal was made that Full Council propose its recommendation to the Finance Committee at the November meeting.

Proposed: Councillor Mrs. Kenton Seconded: Councillor Prior
For: 10 Against: 0 Abstention: 1

RESOLVED – that this Council supports decisions made by the Working Group and to authorise the Finance & Guildhall Committee to approve the proposed budget of £5000.00 for 2012/2013 and in addition to increase it as necessary to cover the Guildhall hire costs.

145. To receive the report and consider recommendations from the Working Group regarding proposed changes to the quarterly newsletter.

It was reported that the Working Group had considered the following;

- Identify the need
- Delivery Options and cost
- Publication Format i.e. black and white/colour, size etc
- Content

It was agreed that the publication would include information from local organisations and that it would be issued in advance to all Members for clarification regarding factual information and the identification of mistakes.

Proposed: Councillor Ms. Pittwood Seconded: Councillor Wale

RESOLVED – that this Council approves an editorial working party of four Members; Councillor Mrs. Kenton, Ms. Pittwood, Prior and a vacant position for another Member. The Terms of Reference are to produce two Newsletters a year by liaising with staff and Members with final approval by the Town Clerk.

146. To debate the merits of continuing to hold monthly Councillors' Surgeries.

After some discussion it was agreed that the meetings would remain in their current format until April 2012 when a further review would be undertaken. Members suggested that a private room should be made available to hold confidential meetings with members of the public attending.

Proposed: Councillor Wale
For: 8

Against: 2

Seconded: Councillor Bulmer
Abstention: 1

RESOLVED – that the Councillors' Surgeries continue as they are until a review in April 2012.

147. To receive report from Surveyor in connection with proposed site of changing facilities at Jocelyn Park.

The report was received and noted.

Members agreed that letters should be sent to both football clubs requesting details of firm proposals and a statement of their financial arrangements.

Confirmation should also be sought regarding possible options for a lease and how this could be achieved. It was agreed that no further costs should be incurred by Council at this moment.

148. Notice of Motion received from Councillor Bulmer on 1st September 2011 that

" In line with recent quadrennial induction training Chard Town Council considers putting together a four year plan, which gives Chard Town Council structure and direction that has real benefits to the wider community and residents of Chard"

Councillor Bulmer summarised his request that Members consider the Council's priorities and objectives during this quadrennial. Several options were discussed.

Proposed: Councillor Bulmer

Seconded: Councillor Wale

Unanimous

RESOLVED – that this Council holds a Member Workshop with the aim of putting together a four year plan to give Chard Town Council structure and direction that has real benefits to the wider community and residents of Chard.

150. Notice of Motion received from Councillor Prior on 28th September 2011

that ` in the spirit of co-operation and the efficient working of the Council, this Council will ensure that all sub-committees set up by the Committees, or by the Council, for the Committees to further the work of the Council, will reflect the 'political' composition of the members of the Council and therefore during the present quadrennium all such sub committees will include at least one member of the Council elected to the Council as an independent councillor'.

Councillor Prior withdrew his motion.

151. Town Clerk's Delegated Powers. The Town Clerk gave Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

The Town Clerk reported the following;

- Distribution of a revised Staff Handbook to incorporate recent legislative changes
- An increase in advertising costs for the Operations Manager's post from £699.00 to £999.00
- Changes to the Internet Provider including provision of new phone line
- Title and Deed of Dedication relating to Lower Henson Park MUGA has been signed and returned to SSDC for execution

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

152. Reports from Representatives of Outside Bodies.

None received

10.15pm Members of the Press and Public left the meeting and the Members adjourned for a five minute recess

10.20pm The meeting was re-convened

153. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public during consideration of this item (Item 136 above refers) - Staff in Confidence

Administration Dept

Members confirmed that following a satisfactory first year on the National Apprenticeship Scheme, Vicky Cable's appointment as an Administrator is made permanent with effect from 10th October 2011. Council approved the salary within the scale SCP 14-17.

Members were advised that a temporary replacement will be due to start on 24th October providing twenty hours per week reception cover. This will be during a period of sickness leave for a permanent member of staff who is expected to be off for approximately three months.

Sarah Robson has officially taken over as Town Clerk with effect from 10th October 2011.

Unanimous

Operations Manager

Councillors Mrs. Kenton, Prior and Wale all declared a Personal Interest in this item as they are on the Appointments Panel.

Council approved delegated authority to the Appointments Panel (Councillors Mrs. Kenton, Shortland, Prior and Wale) to appoint within the approved SCP range following the interview process.

For: 7 Against: 1 Abstentions: 1

RESOLVED – to approve the recommendations and note the information in item # 153

154. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public will be excluded during consideration of this item (Item 136 above refers) – Commercial in Confidence

Jocelyn Park, Chard

Members were given an update on the events in relation to the boundary dispute at Jocelyn Park. It was approved that delegated authority be given to Councillors Mrs. Dowell, Wale and Bulmer to negotiate the Council's position in the event that a decision needs to be made expeditiously.

Lower Touches, Chard

The Section 278 Agreement has now been signed by two Members and witnessed. This is the agreement that enables the completion of highways works. It also makes provision for Chard Town Council to dedicate some land for use as a public cycle path and footpath.

Essex Close, Chard

The Deed of Surrender has now been completed. The documents for the transfer have been signed and witnessed in preparation to enable Chard Town Council to transfer a strip of land to SSDC and SCC.

RESOLVED – to approve the recommendations and note the information in item # 154

There being no further business the meeting closed at 11.05 pm