



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 19th December 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

Mrs. J Kenton – Deputy Mayor

D Bulmer

Mrs. S Dowell

G Forsyth

Mrs. B Halse

A Kenton

Mrs T. O'Brien

Ms. S Pittwood

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk. There was 1 member of the public present.

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

LGA 1972 s85 (1).

Councillors M Dowell & J Dorse – Family Illness

RESOLVED: to accept the apologies and approve the reason given

156. Mayors Announcements

The Mayor thanked those Members who had attended the recent Carol Concert and reminded Members of the Christingle Service at St Mary's Church on Christmas Eve at 4.00pm and 6.00pm.

The Mayor asked Members for their co-operation in keeping to Standing Orders in respect of the Rules of Debate, particularly the length of time they speak for and the number of times.

157. 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).

Councillors Bulmer and Prior declared a Personal Interest in item #162 as they both have cheques made payable to them.

Councillors Mrs Morrison and Mrs O'Brien declared a Personal and Prejudicial Interest in Agenda item #163 in the event that the Youth Centre was considered when the budget was being set. This is on the basis that they are both on the Management Committee.

Councillor Shortland declared a Personal Interest in Agenda item #163 in the event that the Youth Centre was considered when the budget was being set. This is on the basis that he is on the Management Committee.

158. 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 Town Clerk requested that agenda items # 171 & 172 be heard in closed session as issues of confidence in relation to staffing matters and commercial in confidence were to be reported on.

Proposed Councillor Mrs. Dowell
Unanimous

Seconded: Councillor Shortland

RESOLVED – that agenda items #171 & 172 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

The Mayor agreed to a request that the order of the agenda be changed as information under Agenda item # 172 should be considered before the end of the meeting to allow for full concentration on the issues for debate.

It was also agreed that Agenda Item # 167 should be brought forward also and discussed before the budget as there were financial implications if the motion was passed.

159. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 17th October 2011 [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 17th October 2011 be signed as a correct record.

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

RESOLVED – to receive and note the report

161. 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.

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

Councillors Mrs. Morrison and Shortland are the signatories and will meet on Wednesday at 2.00pm to sign the cheques.

RESOLVED – to approve the accounts for payment.

167. Notice of Motion received from Councillor A Prior on 5th December 2011

a) that the Council discuss the structure and timetable for 2012/2013 Council year and will consider;

i) reverting to monthly meetings on the 3rd Monday of every month

ii) forming an Amenities and Guildhall Committee to bring councillors' involvement and officers' reporting procedures in line with the staff structure now an Amenities Operations Manager has been appointed

iii) renaming the Finance & Guildhall as the Finance & Personnel Committee

iv) the appropriateness of Finance & Personnel and Amenities & Guildhall Committees each meeting bi-monthly on alternate first Mondays of every month

b) that the Council asks the Town Clerk to prepare a draft programme of meetings for 2012/2013 taking into account these decisions, public and school holidays and any other relevant factors so that councillors, staff and the public can plan accordingly'.

Councillor Prior suggested an amendment to his motion as detailed;

'that this Council meet monthly on the third Monday of every month at 7.30pm'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

For: 4

Against: 8

Abstentions: 0

Motion Failed

'appoint a Finance and Personnel Committee to meet on alternate first Mondays of the month at 7.30pm'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

For: 4

Against: 8

Abstentions: 0

Motion Failed

'appoint an Amenities and Guildhall Committee to meet on the first Monday of the month at 7.30pm alternatively with the Finance and Personnel Committee'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

For: 4

Against: 8

Abstentions: 0

Motion Failed

It was noted that the Town Clerk had already circulated a proposed schedule of meeting dates for the Civic Year 2012/2013.

163. Finance – Budget -to consider 2012/2013 budget for approval and set the precept.

Some discussion ensued in relation to individual budget lines and the Town Clerk answered specific questions.

A proposal was tabled to delete budget lines for the Guildhall Sinking Fund, the Closed Churchyard and Cemetery Land Acquisition.

Proposed: Councillor Prior

Seconded: Councillor: Bulmer

For: 3

Against: 7

Abstentions: 2

Motion Failed

There was agreement that the process for the following year would include a workshop for Members to consider the budget in greater detail before it reaches committee stage.

Proposed: Councillor Mrs. Kenton

Seconded: Councillor Shortland

For: 10

Against: 0

Abstentions: 2

RESOLVED – to approve the proposed draft budget with the following changes; to reduce the overall budgeted Payroll Costs by £5,637.88 and increase the Legal Fees budget by £2,891.88 to £4,891.88.

It was therefore agreed to keep the Chard Town Council 'Band D' element of the Council tax at the same rate as 2011/2012 at £117.17 allowing for a reduction in the precept of £2,746.00 to £530,854.00.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Mrs. Dowell

For: 10

Against: 2

Abstentions: 0

RESOLVED – to approve a precept demand of £530,854.00 for 2012/2013

9.10pm Members of the Public left the meeting and the members adjourned for a five minute recess

9.15pm The meeting was re-convened

171. 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 158 above refers) - Staff in Confidence

Amenities Dept Vacancy

Members were updated on the recommendations from the Staff Working Group in relation to the proposed new post of Team Leader. The Members unanimously approved the recommendations and gave delegated authority to the Town Clerk in conjunction with the Operations Manager and the Chair of the Amenities Committee to appoint within the agreed pay scale for this post.

Staff Training

Expenditure was approved for enrolment by two members of staff to undertake the CiLCA training course to be held in March 2012.

For: 11 Against: 0 Abstention: 1

Councillors Ms. Pitwood and Forsyth declared a Personal and Prejudicial Interest in the following item on the basis of their close personal relationships with members of staff. They both left the meeting.

Holiday Entitlement

The Town Clerk was authorised to make the necessary changes to harmonise the Council's policy regarding holiday entitlement. The decision was unanimous.

RESOLVED – to approve the recommendations and note the information in item # 171

172. 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 158 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.

Cresta Car Park, Chard

Progress has been delayed due to the protracted negotiations with SCC in relation to the payment of legal fees.

Essex Close, Chard

Confirmation is awaited that the legal fees have been paid in order that the Surrender be completed.

Cedar Close, Chard – S104 Agreement

The Town Clerk was instructed to negotiate with the developer to achieve agreement in relation to the costs of maintaining the swale. Once this has been completed authority was given to the Clerk to sign the agreement on behalf of the Council.

RESOLVED – to approve the recommendations and note the information in item # 172

164. To receive report and consider recommendations from the Newsletter Working Group.

- Printing of Newsletter to be done by a local business at a cost of £620.00
- Delivery by Mailbox at a cost of £420.00 net
- Printing to be full colour (black on white for text, town crest and photos in colour)
- Newsletter to be re named Streamline

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the recommendations of the Newsletter Working Group

165. To receive report and consider recommendations from the Working Group regarding the proposed changing facilities at Jocelyn Park.

- Agree that a legally binding agreement be drawn up setting out terms and conditions of an appropriate lease between Chard Town Council and joint representatives of the football teams currently using Jocelyn Park. The agreement to be signed by both parties prior to any occupation of the land required.
- That all subsequent legal costs and land registry fees be covered by the football clubs namely Chard United and Chard Rangers.
- That Chard Rangers and Chard United football clubs cover all costs of building construction. This to include internal and external utility connection costs.
- That representatives from the Working Party enter into future negotiations with the football clubs, namely Chard United and Chard Rangers, regarding terms and conditions of use of the grassed areas Park when playing football on Jocelyn Park.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to approve the recommendations of the Working Group and go ahead with arrangements for a lease subject to additional information requested by SSDC in relation to a Design and Access Statement and Building Control Regulations being satisfactory.

166. To receive report and consider recommendations from the Jubilee Working Group.

- That this Council agrees to allocate up to £500 from the Jubilee budget for a Blue Plaque as a reminder of the celebrations, purchased from Chard 2000/Chard in Bloom. The plaque to be inscribed "From the people of Chard to celebrate the Diamond Jubilee of Queen Elizabeth Second. Unveiled on xxxx 2012 by xxxx".
- That this Council agrees to allocate a total of £460 from the Jubilee budget for the hire of a Samba band - £300 and hire of toilets - £160
- That this Council agrees to give Councillor Mrs Kenton authority to write to various groups on behalf of the Jubilee group to ask for their help/support; these letters would be approved by the Town Clerk before being sent.
- That this Council approves the above events that have been organised and the use of Council land for the party in the park.
- That this Council agrees that any monies raised from events will be given to Chard Carnival Committee to be distributed to local groups and charities only. Chard Carnival Committee has agreed to organise the parade and allow use of their insurance for these events.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

RESOLVED - to approve the recommendations of the Jubilee Working Group and delegate authority for expenditure to be made within the budget to the Town Clerk, Councillor Wale and Councillor Mrs. Kenton.

168. Notice of Motion received from Councillor A Prior on 5th December 2011

' that the Council will ensure that all sub-committees and working parties set up by the Council or its Committees shall reflect the composition of the Council and therefore, during the present quadrennium these groups will include at least one Member elected to the Council under the title of independent'.

Councillor Prior withdrew his motion.

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

The Town Clerk reported the following;

Jocelyn Park

Stokes Partnership have been authorised to instruct Counsel to prepare a brief in preparation for the trial.

Electricity Account

The accounts will be changing with effect from 1st January to a more competitive supplier, part of the new terms include a discount for paying by DDR.

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

170. Reports from Representatives of Outside Bodies.

Noted

There being no further business the meeting closed at 10.55 pm