

- 4. 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 35.

The Town Clerk requested that agenda item no 14 should be taken in closed session as issues of confidence in relation to staffing were to be reported on.

RESOLVED – that agenda item no 14, Staff in Confidence, be treated as confidential after the public (including the press) have been excluded under Standing Order 35.

- 5. Election of Committee Vice-Chairman.**

It was proposed and seconded that Councillor Dorse be nominated as Vice - Chairman and he accepted the nomination. On being put to the vote it was carried.

For: 5 Against: 0 Abstentions: 2

- 6. Report from the Internal Auditor** - to receive the quarterly report from the Internal Auditor, Mrs Mary King

The report was circulated for Members' attention and it was agreed to accept the report which confirmed that the accounting records and control systems are in accordance with the agreed guidelines. The Internal Auditor made no recommendations and had no matters which needed to be brought to the Members.

RESOLVED – to note

- 7. Internal Audit-** to review Internal Audit procedures, last reviewed January 2009 and confirm terms of engagement.

The RFO reported to Members that the Internal Audit guidelines needed to be updated. It was agreed the paragraph concerning s137 payments should be deleted as it is not applicable. It was confirmed that the Council wishes to continue to engage Mrs King as its Internal Auditor and that the honorarium paid should remain at the same level as the previous year.

RESOLVED - to accept the amended guidelines for the Internal Audit and to confirm the re-appointment of Mrs King as the Internal Auditor.

- 8. Guildhall Report** – A report from the Guildhall Administrator had been circulated to members.

RESOLVED – to note the report.

- 9. Tourism Information Centre (TIC) Report** – A report from the TIC Specialist had been circulated to members.

RESOLVED – to note the report.

- 10. Guildhall Supervisors Report** – a report from the Guildhall Supervisor had been circulated to members.

RESOLVED – to note the report and to compliment the Supervisor on the condition of the building.

11. **Planned Future Events** – Members to review proposals for future events:-
Craft Fairs – continuance in 2010.

The Mayor confirmed that the May Day Ball had been booked for 1st May and that plans are in hand to hold an event meeting in February to begin to make arrangements for this important event.

12. **Finance - Town Council Year (200910) to Date (Y2D) Budget** - To review the budget information previously circulated. [Accounts & Audit Regulations 2003 reg 4.](#)

RESOLVED – to note the Year to Date budget

13. **Finance - Accounts for Payment** - to review and approve items of expenditure – Cheque signatories to be Cllrs D Hill and Mrs J Kenton. [LGA 1972 s150\(5\).](#)

RESOLVED – to approve the Accounts for Payment.

14. **RESOLVED – that in view of the confidential nature of the business about to be transacted, the press and public will be excluded during consideration of this item (agenda item 4 above refers)**

The Town Clerk updated the Committee on a number staff issues.

RESOLVED – to note.

There being no further business the meeting closed at 8:30 pm.

18. Notice of Motion from Cllr Mrs J Kenton received on 25th February 2010, "This council asks the Guildhall Fabric & Memorabilia Working Party to move the Chard Millennium Tapestry to a site to be agreed with the Chard Ladies Evening Guild"

Members agreed that this quality piece of art work should be displayed in an area that would enable it be accessible and shown to its best advantage. When put to the vote the motion was carried.

For: 5 Against: 3 Abstentions: 1

RESOLVED – to arrange a meeting for the Working Party and a representative from the Chard Ladies Evening Guild to re-consider the position of the Chard Millennium Tapestry as soon as possible.

19. Notice of Motion received from Mayor of Chard, Cllr Mrs Jill Shortland on 5th February 2010, "This Town Council resolves to create a Strategic Plan and delegates to the Town Clerk to organise a workshop for Cllrs with at least 3 examples of strategic plans from other Town Councils and that the draft plan the workshop produces to go to public consultation before being brought for approval to the Annual Town Council meeting in May". (*This matter was deferred from Town Council meeting of 15th February 2010*)

It was agreed that a Strategic Plan would enable the Town Council to set its aims and objectives and so enable it to prioritise and agree a forward plan. After further debate the motion was amended and unanimously agreed.

RESOLVED - This Town Council resolves to create a Strategic Plan and delegates to the Town Clerk to organise a workshop for Cllrs with at least 3 examples of strategic plans from other Town Councils and that the draft plan the workshop produces to go to public consultation before being brought for approval to the Full Town Council meeting in June.

20. Guildhall Report – A report from the Guildhall Administrator had been circulated.

RESOLVED – to note the report. Members asked for details of the number of openings of the Guildhall cafe to be reported at the next meeting.

21. Tourism Information Centre (TIC) Report – A report from the T.I.C Specialist had been circulated.

RESOLVED – to note the report.

22. Guildhall Supervisors Report - A report from the Guildhall Supervisor had been circulated. It was considered that an additional CCTV camera would be a welcome addition to provide staff better security and also for monitoring events when caretaking staff are not present. Details of repairs to the portico were reported and that a first class job had been done that would last for many years to come.

RESOLVED – to note the report and compliment the Guildhall Supervisor and his team on the high standards of cleanliness and quality of repairs to the building.

The Chairman commented on the good quality of the three reports and how they reflected the staffs' obvious enthusiasm for their roles.

23. Finance - Town Council Year (2009/10) to Date (Y2D) Budget - To review the budget information previously circulated.

RESOLVED – to note the year to date expenditure.

24. Finance - Accounts for Payment (to follow) to review and approve items of expenditure – Cheque signatories to be Cllrs Mrs Kenton and Hill.

RESOLVED – to approve the accounts for payment.

25. Grant Making Policy and Procedure – Members to consider a proposed 'Grant Making Policy and Procedure' document and a proposed 'Community Development Fund Grant Application Pack (*Enclosed*).

RESOLVED – It was agreed to adopt this policy & procedure and the application pack with two minor alterations for introduction in the new financial year.

26. 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 17 above refers) – Staff in Confidence

The Town Clerk updated the Committee on a number staff issues.

27. 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 17 above refers) – Commercial in Confidence

The Town Clerk updated the Committee on two commercial issues.

RESOLVED – to note and that a cheque for £500 be sent to The Stokes Partnership (Solicitors) as payment on account for legal work in connection with one of the commercial issues.

The meeting closed at 9.40pm.



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

TEL: 01460 239 567

Mayor: Cllr Mrs Jill Shortland Town Clerk: John Furze MILCM

COUNCIL MINUTES

Minutes of the **Finance & Guildhall Committee** meeting of Chard Town Council held on Monday 17th May 2010 in the Council Chamber, Town Hall at 7:30 pm

PRESENT: **Councillors** D M Bulmer (Deputy Mayor of Chard)
D R Hill (Chairman)
A Kenton
Mrs. J Kenton
Mrs. C Morrison
D Orchard
G Shortland
Mrs. J Shortland (Mayor of Chard)
M Wale

IN ATTENDANCE:

The Town Clerk, Mr G J Furze, the Deputy Town Clerk, Mrs Sarah Robson and Mrs Mary King the Internal Auditor.

28. Election of Chairman – to elect the Chairman of Finance & Guildhall Committee until such times as a new Chairman is elected.

Cllr Mrs J Shortland proposed and Cllr M Wale seconded Cllr D Hill for election as Chairman of the Finance & Guildhall Committee.

There were no other nominations.

RESOLVED – that Cllr D Hill be elected as Chairman of the Finance & Guildhall Committee until such times as a new Chairman is elected.

Councillor Hill accepted with thanks and reminded Members of the difficult decisions that would need to be made regarding the control of expenditure over the coming year.

The Town Clerk apologised that the agenda item to elect a Vice Chairman of the Committee had been omitted and Members agreed to go ahead with the selection and make a recommendation to the next Full Council for ratification.

Cllr Mrs J Shortland proposed and Cllr D Orchard seconded Cllr A Kenton for election as Vice Chairman of the Finance & Guildhall Committee.

Following a vote with 8 votes for, with 1 abstention it was

RECOMMENDED – that Cllr A Kenton be elected as Vice Chairman of the Finance & Guildhall Committee.

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

All Members were present.

30. Declarations of Interest on items on the Agenda

Councillors Mrs J Kenton and A Kenton declared a Personal and Prejudicial Interest in Item no 42 as the son lives in a property that overlooks the Cemetery land.

31. 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 no 1c.

The Town Clerk requested that agenda item no 44 – Staff in Confidence should be taken in closed session as issues of confidence in relation to staffing matters were to be reported on.

RESOLVED – that agenda items no 44, Staff in Confidence be treated as confidential after the public (including the press) have been excluded under Standing Order No 1c.

32. Guildhall Report – A report from the Guildhall Administrator had been circulated.

Members agreed that the Food & Craft Market should continue at present and traders should be invited to comment with their views.

RESOLVED – to note the report.

33. Tourism Information Centre (TIC) Report – A report from the T.I.C Specialist had been circulated.

It was agreed that a report should be made at the next meeting regarding the sale of stock at the T.I.C

RESOLVED – to note the report.

34. Guildhall Supervisors Report - A report from the Guildhall Supervisor together with Fire Evacuation papers had been circulated. It was reported that the additional CCTV in the foyer is now operational and will enable improved monitoring of events when caretaking staff are not present.

The Guildhall Supervisor and his team were complimented on the continued high standards of cleanliness and quality of repairs to the building.

RESOLVED – to note the report.

The Chairman commented on the good quality of the three reports and asked the Clerk to pass his thanks on to the relevant staff.

35. Finance - Town Council Year (2010/11) to Date (Y2D) Budget - To review the budget information previously circulated. (Accounts & Audit Regulations 2003 reg no.4)

It was noted that the Service Level Agreement for the T.I.C grant was in hand.

RESOLVED – to note the year to date expenditure.

36. Finance - Accounts for Payment - to review and approve items of expenditure – (LGA 1972 s150 (5)) - Cheque signatories to be Cllrs Dave Hill and Mrs Jenny Kenton.

Councillor Garry Shortland agreed to take responsibility for monitoring the electricity at the skate park at Lower Henson as the Members expressed concern at the apparent high usage at this site.

RESOLVED – to approve the accounts for payment.

37. To resolve to approve the amended Financial Regulations (last reviewed in January 2009)

RESOLVED – to adopt the amended Financial Regulations

38. To resolve to approve the use of variable Direct Debits as per Financial Regulation No. 6.6

RESOLVED – to approve the use of variable Direct Debits subject to the preparation of a quarterly schedule to be reviewed by the Members authorised to sign cheques.

39. Report of Mrs Mary King, the Internal Auditor – to consider the quarterly report from the Internal Auditor.

Mrs King reported that having examined the accounting records and control measures she was satisfied all systems are being correctly maintained to a high standard.

RESOLVED – to accept the report

40. Notice of Motion received from Cllr Mrs J Kenton on 6th April 2010. That this council authorises Cllrs A&J Kenton to work with the RFO, Guildhall staff and Chair of Finance and Guildhall committee to pursue the possibility of increasing the revenue potential of the Guildhall

Cllr Mrs J Kenton proposed and Cllr Mrs J Shortland seconded

Following a vote with 6 votes for, 1 vote against with 1 abstention it was

RESOLVED – that Cllrs Mrs J Kenton and A Kenton work with the RFO, Guildhall staff and Chair of Finance and Guildhall committee to pursue the possibility of increasing the revenue potential of the Guildhall

41. CCTV Policy – Members to review protocols for the use of the Guildhall CCTV system.

RESOLVED – to adopt the report

8.30pm Cllrs Mrs J Kenton and A Kenton left the meeting prior to the consideration of agenda item 42 due to the declaration of a Personal and Prejudicial Interest.

42. To resolve to set up a working party to consider the new development on the land adjacent to the cemetery

RESOLVED – that Councillors M Wale, G Shortland, D Hill and Mrs C Morrison would form a working party to consider the new development on the land adjacent to the cemetery.

Cllrs Mrs J Kenton and A Kenton returned to the meeting.

43. To consider request from SSDC to join a working party to investigate the future of the markets in Area West

Councillors D Bulmer, M Wale and Mrs J Kenton declared a Personal Interest in this agenda item, all being District Councillors.

RESOLVED – that Councillors G Shortland and the Mrs J Shortland would join the working party on the understanding that there was no mandate from this Council to approve any decisions.

44. 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 31 above refers) – Staff in Confidence

The Town Clerk updated the Committee on two staff issues.

RESOLVED – to:-

- a) note the Town Clerk's report**
- b) note the satisfactory probationary period of the Deputy Town Clerk has been completed and to confirm the permanent position status with effect from 1st June 2010**
- c) authorise that the Deputy Town Clerk should register for the Certificate in Local Council Administration (CiLCA).**

The meeting closed at 9.02pm.



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

TEL: 01460 239 567

Mayor: Cllr Mrs Jill Shortland Town Clerk: John Furze MILCM

COUNCIL MINUTES

Minutes of the **Finance & Guildhall Committee** meeting of Chard Town Council held on Monday 19th July 2010 in the Council Chamber, Town Hall at 7:30 pm

PRESENT: **Councillors** D M Bulmer (Deputy Mayor of Chard)
D R Hill (Chairman)
D Orchard
G Shortland
Mrs. J Shortland (Mayor of Chard)
M Wale
D Mears (Appointed Reserve)
Mrs S Wyatt (Appointed Reserve)

IN ATTENDANCE:

The Town Clerk, Mr G J Furze and the Deputy Town Clerk, Mrs Sarah Robson, Councillor A Prior, Councillor Mrs A Spencer and one member of the press

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

Apologies for absence had been received from Councillors Mrs J Kenton & A Kenton – away on holiday and Councillor Mrs C Morrison – detained at work. Cllr Mears and Wyatt attending as 'Appointed Reserves' with full voting rights.

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

46. Declarations of Interest on items on the Agenda

Councillor D Hill declared a Personal Interest in Item no 52 being the Chair of Chard Conservative Club.

47. 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 no 1c.

The Town Clerk requested that agenda item no 58 – Staff in Confidence should be taken in closed session as issues of confidence in relation to staffing matters were to be reported on.

RESOLVED – that agenda item no 58, Staff in Confidence be treated as confidential after the public (including the press) have been excluded under Standing Order No 1c.

48. Guildhall Report – A report from the Guildhall Administrator had been circulated. Members of staff were congratulated for completing the Fire Safety Training Course. It was noted that the survey of stall holders at the Food & Craft Fair revealed concerns and it was requested that an item to consider these be placed on the next agenda for further discussion. Members were pleased that bookings in the Guildhall have increased.

RESOLVED – to note the report.

49. Tourism Information Centre (TIC) Report – A report from the T.I.C Specialist had been circulated. Members noted how much improved the area in and around the TIC was looking and appreciated the inclusion of information about sales and stock within the TIC.

RESOLVED – to note the report.

50. Guildhall Supervisors Report - A report from the Guildhall Supervisor had been circulated. The report highlighted recent work undertaken on the roof of the Guildhall and it was agreed that this was needed on a continuing basis for avoidance of unnecessary maintenance. Members noted their approval of the staff 'away days' that have been planned in the staff's own time for the coming months and commented how this could help improve team working within the Council.

RESOLVED – to note the report.

51. Finance - Town Council Year (2010/11) to Date (Y2D) Budget - To review the budget information previously circulated. (Accounts & Audit Regulations 2003 reg no.4)

Members were pleased to see that Miscellaneous Income has increased due to fees that have been paid as a result of the Town Clerk acting as a temporary regional advisor for the Society of Local Council Clerks.

RESOLVED – to note the year to date expenditure.

52. Finance - Accounts for Payment - to review and approve items of expenditure – (LGA 1972 s150 (5)) - Cheque signatories to be Cllrs Dave Hill and Dave Bulmer.

RESOLVED – to approve the accounts for payment.

53. Direct Debits – to review the schedule of Direct Debit payments made for 1st quarter of financial year.

RESOLVED – to note the report.

54. Bad Debts – to consider writing off bad debts (Financial Regulation 9.4). As members wished to discuss specific information regarding this item it was agreed to defer it until the end of the open meeting and treat it as a confidential matter in closed session.

RESOLVED – that agenda item no 54, Bad Debts be treated as confidential after the public (including the press) have been excluded under Standing Order No 1c on the basis of data protection.

55. Notice of Motion from Cllr Martin Wale received on 25th June 2010, "That this Town Council purchase a full set of court mounted 'museum quality' medals as awarded to Cpl Samuel Vickery VC for display in the Guildhall."

Councillor Wale advised Members he had obtained three quotes and had secured a donation of £100.00 towards the cost of the medals.

RESOLVED – to purchase a full set of court mounted medals at a cost of £237.25 to this Council and that the expenditure should be made from General Reserves.

56. Notice of Motion from Cllr Garry Shortland received on 5th July 2010 "That this Council holds a Remembrance Event in the Guildhall on Saturday 6th November 2010 and that it be delegated to the Clerk and Cllr Garry Shortland to arrange and report back to the September 20th meeting"

Councillor Shortland confirmed his willingness to organise a service in commemoration of the seventieth anniversary of the Battle of Britain with the Members consent. It was considered that it should be a free event.

RESOLVED – to delegate to the Clerk in conjunction with Cllr G Shortland to organise a Remembrance Event in the Guildhall on Saturday 6th November with expenditure to be paid from the Guildhall Promotion budget.

57. Notice of Motion from Town Clerk, "That this Council agrees to the training of one member of staff to program/maintain the settings of the telephone system in the Guildhall in order to save routine expenditure."

Members were advised that at present it is not possible to make any changes to the phone system and it is not working to its full potential. If a member of staff is trained to use the system it will not invalidate or compromise the warranty or agreement we have with South West Comms or the manufacturer.

RESOLVED – to approve £500.00 expenditure from the Training Budget for Mrs Lamb to attend a training course to program/maintain the settings of the telephone system in the Guildhall.

Cllrs Mrs A Spencer and A J Prior left the meeting before Items 54 & 58.

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 47 and 54 above refers)

54. Bad Debts – to consider writing off bad debts (Financial Regulation 9.4)
It was agreed by Members to write off the total sum of £113.53 as despite repeated efforts to recover the outstanding debts it had not been possible to do so.

RESOLVED:- To write off the bad debts totaling £113.53.

58. Staff in Confidence

The Town Clerk updated the Committee on five staff issues.

RESOLVED:-

- 1. & 2. To note the Town Clerks Report**
- 3. To approve the engagement of an Administrative Apprentice in conjunction with Richard Huish College, Taunton at an initial salary of £8,000 pa.**
- 4. To pay the Town Crier an Honorarium of £200 as per budget.**
- 5. That the annual appraisal of the Town Clerk be conducted by Cllrs Wale, Hill and Bulmer.**

The meeting closed at 8.55pm.



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

TEL: 01460 239 567

Mayor: Cllr Mrs Jill Shortland Town Clerk: John Furze MILCM

COUNCIL MINUTES

Minutes of the **Finance & Guildhall Committee** meeting of Chard Town Council held on Monday 20th September 2010 in the Council Chamber, Town Hall at 7:30 pm

Present:

Councillors:

D Bulmer – Deputy Mayor

D Hill - Chair

Mrs J Kenton

D Orchard

G Shortland

Mrs A Spencer

J Dorse

A Kenton

C A Morrison

A J Prior

Mrs J C Shortland – Mayor

M Wale

IN ATTENDANCE:

The Deputy Town Clerk, Mrs Sarah Robson and two members of the press

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

All members of the Committee were present

60. Declarations of Interest on items on the Agenda

None Received

61. 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 no 1c.

The Deputy Town Clerk requested that agenda item no 75 – Staff in Confidence should be taken in closed session as issues of confidence in relation to staffing matters were to be reported on.

RESOLVED – that agenda item no 75, Staff in Confidence be treated as confidential after the public (including the press) have been excluded under Standing Order No 1c.

62. Guildhall Report – A report from the Guildhall Administrator had been circulated. Members were pleased to note the numbers of bookings for the Guildhall are still increasing.

RESOLVED – to note the report.

63. Tourism Information Centre (TIC) Report – A report from the T.I.C Specialist had been circulated. Members wished their congratulations be passed on to the staff and volunteers for the successful report that had been received from the Mystery Shopper.

RESOLVED – to note the report.

64. Guildhall Supervisors Report - A report from the Guildhall Supervisor had been circulated. The report focused on the need to resolve the existing failure of the software that runs the heating system. It was recognised that further heating savings could be made if changes to the glass front doors could be made.

RESOLVED – to note the report.

Councillor Hill on behalf of the Committee thanked the officers for their reports.

8.00pm Councillor Orchard left the meeting

65. Finance - Town Council Year (2010/11) to Date (Y2D) Budget - To review the budget information previously circulated. (Accounts & Audit Regulations 2003 reg no.4)

RESOLVED – to note the year to date expenditure.

66. Finance - Accounts for Payment - to review and approve items of expenditure – (LGA 1972 s150 (5)) - Cheque signatories to be Cllrs Mrs Shortland and Bulmer.

RESOLVED – to approve the accounts for payment.

67. Review of the Annual Return for the Year ending 31st March 2010. Members to review the comments of the External Auditor.

The Deputy Town Clerk advised Members that the annual audit has concluded with no matters that have come to the External Auditor's attention that give cause for concern that relevant legislation and regulatory requirements have not been met. The notice advertising the closure of the audit has been displayed on the public notice board.

68. Internal Audit – Members to review the quarterly report from Mrs Mary King the Internal Auditor.

Mrs King reported to Members that to the best of her knowledge and belief all systems are being correctly maintained to a high standard in accordance with the Local Accounting guidelines.

69. Annual Review of the Purchasing Delegation Limits & Active Purchasing Policies– last reviewed September 2009.

RESOLVED – to approve the amendments to the Purchasing Delegation Limits

70. Annual Review of the Financial Risk Assessments – last reviewed September 2009.

RESOLVED – to note the amended Financial Risk Assessment

71. To receive report from Cllr Garry Shortland regarding the Remembrance Event on Saturday 6th November and to agree a budget for the event.

Members were apprised of the details of the event. It was agreed this would also provide an opportunity to present the full set of court mounted 'museum quality' medals as awarded to Cpl Samuel Vickery VC for display in the Guildhall.

RESOLVED – to confirm a maximum budget of £500.00 from the Guildhall Promotions budget

72. To receive a report from Cllrs Mrs. Jenny Kenton, Andy Kenton and Dave Hill on their examination of the use of the Guildhall.

There was considerable debate regarding the current usage of the Guildhall and the hire charges.

A motion was proposed to defer any decision in order that further investigations can be made. Upon being put to the vote the resolution failed

VOTING: For: 3 Against: 7 Abstentions: 0

RESOLVED – to agree that recommendations 1 and 9 be re-considered and a report with fully costed recommendations in relation to the Auditorium be brought back to Committee. It was agreed that no increase in charges for the hire of the Town Hall and the Mayor’s Parlour would be made for 2011/2012.

VOTING: For: 7 Against: 3 Abstentions: 0

RESOLVED – to agree that recommendation 2 be accepted and that this Council will produce a forward vision for the Guildhall by April 2011

VOTING: Unanimous

RESOLVED – to agree that recommendation 3 be accepted that this Council advertises in the Town Council Newsletter a business open day for local businesses to view the Guildhall.

VOTING: Unanimous

RESOLVED – to agree that recommendation 4 be accepted that this Council advertises in the Town Council Newsletter a general public open day one Friday between 10.00 – 16.00 and Saturday 10.00 – 12.00 noon.

VOTING: For: 9 Against: 1 Abstentions: 0

RESOLVED – to agree that recommendation 5 be accepted that this Council uses £500.00 of the Guildhall Promotions budget to put on a week of events for children during the Easter holidays.

VOTING: Unanimous

RESOLVED – to agree that recommendation 6 be accepted that this Council writes to all Antique Dealers within a thirty mile radius offering them and current traders a special offer month with tables at £7 and reduces the current table charge from £10

VOTING: Unanimous

RESOLVED – to agree that recommendation 7 be accepted that this Council introduces a similar approach to the craft fayre, contacting local craftsmen and women through advertisements and local knowledge

VOTING: Unanimous

RESOLVED – to agree that recommendation 8 be accepted that this Council reviews the franchising of the bar and kitchen of the Guildhall six months before the current franchise runs out and reports to the Finance & Guildhall Committee

VOTING: For: 9 Against: 1 Abstentions: 0

RESOLVED – to agree that recommendation 10 be accepted that this Council reviews and reprints the Guildhall brochure

VOTING: Unanimous

9.10pm Councillor Dorse left the meeting.

73. Review of Guildhall Charges – Members to set Guildhall hire charges for year commencing 1st April 2011.

It was agreed to defer this item until the following meeting to allow further investigations to take place.

74. Notice of Motion received from Cllr Mrs Jenny Kenton on 2nd September 2010 - "That this Council agrees to allow Cllr Mrs Jenny Kenton and Mrs Sara Welch to organise a variety show on an available Friday and Saturday in June 2011 the proceeds to be given to the British Legion on behalf of the Town Council for their Poppy Appeal 2011".

After some debate regarding the payment of hire charges for the Guildhall Councillor Mrs Kenton withdrew the motion.

75. Staff in Confidence

Councillor Wale declared a Personal Interest in Item no 75 having also received a letter in the past from the complainant.

The Deputy Town Clerk updated the Committee on two staff issues.

RESOLVED:-

- 1. To agree response to letter of complaint regarding an Officer of the Council**
- 6. To confirm the appointment of an Administrative Apprentice in conjunction with Richard Huish College, Taunton at an initial salary of £8,000 pa.**

The meeting closed at 9.35pm.



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

TEL: 01460 239 567 FAX: 01460 65710

Mayor: Cllr Mrs Jill Shortland Town Clerk: John Furze MILCM

COUNCIL MINUTES

Minutes of the **Finance & Guildhall Committee** meeting of Chard Town Council
held on Monday 15th November 2010
in the Council Chamber, Town Hall at 7:30 pm

Present:

Councillors:

D Bulmer – Deputy Mayor

A Kenton

C A Morrison

G Shortland

Mrs A Spencer

Mrs S Wyatt (Reserve Member in place of Cllr Orchard)

D Hill - Chair

Mrs J Kenton

A J Prior

Mrs J C Shortland – Mayor

M Wale

IN ATTENDANCE:

The Town Clerk, John Furze, the Deputy Town Clerk, Mrs Sarah Robson and one member of the press. There were no members of the public present.

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

Councillor D Orchard – conflicting engagement and Councillor J Dorse – family illness

RESOLVED: to accept the apologies and approve the reason given

77. Declarations of Interest on items on the Agenda

Councillor Prior declared a Personal & Prejudicial Interest in item #84 as one of the cheques on the schedule was payable to him.

78. 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.

The Town Clerk requested that agenda items # 89 & #90 be heard in closed session.

#89 - Staff in Confidence should be taken in closed session as issues of confidence in relation to staffing matters were to be reported on.

90 - Budget discussion should be taken in closed session to enable frank and open discussion regarding suppliers and maintenance contracts and also staff salaries.

Councillor Prior formally objected to any discussion on the budget being discussed in closed session and proposed that item #90 be heard in open session. Councillor Mrs Spencer seconded the motion.

Councillor Prior requested that under the provision of Standing Order #1s that the vote be recorded.

Those Members in favour of the motion were;
Councillor Prior and Councillor Mrs A Spencer Total – 2 members

Those Members against the motion were;
Councillor Mrs J Kenton, Councillor Bulmer, Councillor Mrs Morrison, Councillor Wale,
Councillor G Shortland, Councillor Mrs J Shortland, Councillor Mrs Wyatt and
Councillor D Hill Total – 8 members

Councillor A Kenton abstained Total – 1 member

The motion was defeated.

Proposed: Councillor Mrs J Shortland proposed that agenda items # 89 & #90 be heard in closed session with the Public and Press excluded. Seconded: Councillor Wale

RESOLVED – that agenda items #89 and #90, 'Staff in Confidence' and 'the Draft Budget' be treated as confidential and dealt with after the Public (including the Press) have been excluded under Standing Order # 1c.

79. Guildhall Report – A report from the Guildhall Administrator had been circulated. Members were pleased to note the numbers of bookings for the Guildhall and income are still increasing and requested this information be made available in the same format for each meeting.

RESOLVED – to note the report.

80. Tourist Information Centre (TIC) Report – A report from the T.I.C Specialist had been circulated. Members wished their congratulations be passed on to the staff and volunteers for their commitment in keeping the TIC open every day so far in 2010. It was noted that some of the information regarding the TIC sales and stock-take was not in a format that was appropriate and it was therefore agreed to amend it to reflect the Members' wishes.

RESOLVED – to note the report.

81. Guildhall Supervisors Report - A report from the Guildhall Supervisor had been circulated. The report highlighted some of the winter work that has commenced already. Members asked that their thanks be passed to the Guildhall staff for their hard work in keeping the Guildhall in such good condition.

RESOLVED – to note the report.

82. Internal Audit – The report from Mrs King for the 2nd quarter of the financial year was reviewed. It was noted that one of the responses was recorded incorrectly and the Deputy Town Clerk assured Members that the Internal Auditor is satisfied that all systems are being correctly maintained to high standards.

83. Finance - Town Council Year (2010/11) to Date (Y2D) Budget - To review the budget information previously circulated. (Accounts & Audit Regulations 2003 reg no.4)

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

84. Finance - Accounts for Payment - to review and approve items of expenditure – (LGA 1972 s150 (5)) - Cheque signatories to be Cllrs Dave Hill and Dave Bulmer.

RESOLVED – to approve the accounts for payment.

85. Purchase of Heating Control Software – Councillors to consider purchase and installation of computer software to give increased control and saving efficiencies within the Guildhall Heating System.

After some discussion it was agreed to delegate this item to The Town Clerk in conjunction with Councillors Dave Hill, Andy Kenton and Garry Shortland to investigate and further review the options available and then to report back to full Council In December with a recommendation. The Town Clerk was further asked to investigate the gas costs for the previous financial year in order to ascertain the potential savings if the new software system was purchased and installed.

86. Purchase of IT Equipment – Councillors to consider approval of purchase for two new computers to replace older models at a cost of £1,500.00 which includes network installation and maintenance for the first year.

Proposed: Councillor Mrs Shortland, Seconded: Councillor Mrs Wyatt

RESOLVED: to approve the purchase for two new computers, to replace older models at a cost of £1,500.00, which includes network installation and maintenance for the first year.

87. Budget Virements – Town Clerk to appraise councillors of budget virement that accord with the requirements of the Council's Financial Regulations # 3.2

The Town Clerk appraised Members of virements already made under his delegated powers and requested authority to transfer monies within two other budget heads that exceeded his limit.

RESOLVED – to approve the use of the Town Clerk's delegated powers and to approve virements of £1,272.00 for Consumables and £2,379.00 for Vehicle Insurance and Tax.

88. Direct Debits – to review the schedule of Direct Debit payments made for 2nd quarter of financial year

RESOLVED – to note the report.

It was resolved to bring Item #90 forward to allow the RFO time to adjust the budget if necessary.

90. 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 78 above refers) Councillors to discuss and produce a Committee Budget for 2011/12.

After discussion and debate it was unanimously agreed to accept the draft budget and recommend it for adoption to the full Town Council meeting on Monday 20th December 2010.

Proposed: Councillor Bulmer, Seconded: Councillor Mrs Wyatt - Unanimous

RESOLVED – To approve the Draft Budget and present for it for adoption to the meeting of the full Town Council on Monday 20th December 2010 in order the Precept for the Year 2011/12 be set at that meeting.

Cllr D Bulmer left the meeting at 9.05pm

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 78 above refers) Staff in Confidence – 2 items

The Town Clerk appraised Members of 2 staffing matters

RESOLVED: To note the Town Clerk's Report

The meeting closed at 9.15pm.