



CHARD TOWN COUNCIL

HOLYROOD LACE MILL, HOLYROOD STREET,
CHARD, SOMERSET TA20 2YA

TEL: 01460 260 378 FAX: 01460 260 372

Mayor: Councillor Martin Wale Town Clerk: Mr John Furze

COUNCIL MINUTES

Minutes of the **Guildhall & Tourism Committee** meeting of Chard Town Council held on Tuesday 3rd February 2009 in the Town Hall at 7.30pm.

Present:

Councillors:

Mr M Wale - Mayor
Mrs C A Morrison – Deputy Mayor
Mrs J Shortland - Chairman
Mrs J Kenton
Mr G Shortland
Mr D Hill
Mr D Orchard
Mr J Dorse
Mr D Bulmer

In Attendance: Mr J Furze (Town Clerk), Mrs S Hutchings (Guildhall Manager)

There were no members of the Press or Public present

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

There were No apologies

Cllr Mrs J Kenton attended as 'Appointed Reserve' with voting rights

Cllr D Bulmer attended as an observer

126. Declarations of Interest on items on the Agenda.

Cllr D Hill declared a personal interest in Item 9 as he is Chard Town Council's Museum representative.

Cllr Mrs C Morrison declared a personal interest in item 6 as her husband provided catering facilities at the Craft Fair. On advice from the Town Clerk it was agreed Cllr Mrs Morrison's interest would become prejudicial if charges for the kitchen were discussed and she would then leave the room.

127. 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.

RESOLVED – that there were no items on the agenda that required the exclusion of the press and public.

128. Guildhall Managers Report Questions taken by Guildhall Manager

RESOLVED: To note the Guildhall Manager's report and an additional graph would be produced showing the actual income for bookings taken in each calendar month.

129. Wedding Exhibition 28th & 29th February 2009 – Members to review arrangements for forthcoming exhibition.

RESOLVED: Guildhall Manager to contact police, highways, bus company and Market Inspector to confirm use of area outside Guildhall to park wedding cars is appropriate.

130. Guildhall Marketing & Promotions – Manager to provide information to Committee on planned use of Marketing and Promotion budgets for year 2009/10.

Detailed discussion took place with a number of action points raised.

RESOLVED: To note the Marketing & Promotions Budget for the year 09/10 and for the results of action points raised to be discussed at the next meeting.

131. Hire of the Guildhall To set the charges for lettings, antiques and craft fairs at the Guildhall for the year 1st April 2009 to 1st April 2010. Members of the committee discussed the difficulties facing local businesses and the current financial climate. It was recognised that the Guildhall utility costs continue to rise and it was a difficult issue to resolve. Following a vote it was

Cllr Mrs C Morrison left the room and took no part in the debate whilst charges for the cafeteria/kitchen were discussed.

RESOLVED: To increase the charges for hiring the Guildhall by 3% for the year 2009/10

132. Building Works-Committee Members to be updated.

The Town Clerk updated the committee members with information regarding the dressing rooms and informed members this was done before CATS hire began. The whole area has been tanked and a pump has been installed. There has also been progress on the roof vents. The adverse weather conditions have meant that the scaffolding is not yet in place for the work allocated on the rear end of the Guildhall.

RESOLVED: to note the Town Clerk's report

133. Notice of Motion submitted by Mayor of Chard, Cllr Martin Wale received on Thursday 22nd January 2009 – "That this Committee considers a letter received from the Chairman of Chard Museum relating the possible transfer of the TIC function to the Museum." (Copies of correspondence attached).

Cllr Mrs C Morrison seconded the Notice of Motion,

Following discussion and notification by the Mayor of an impending meeting with the Chairman of the Museum Committee it was

RESOLVED: That this Town council feels the Tourist Information Centre should stay in its present central location in the Guildhall. Reasons articulated during the discussion were noted by the Mayor.

134. To review the Flag Flying Protocol. Members to review and consider amendments, if any, to dates when flags are flown from the Guildhall. (*Existing Attached*).

RESOLVED: To fly the Town Flag on ALL days when National (or International) Flags are NOT flown.

The Meeting closed at– 9.25 pm



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CHARD, SOMERSET TA20 2YA

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Mayor: Councillor Martin Wale Town Clerk: Mr John Furze

COUNCIL MINUTES

Minutes of the **Guildhall & Tourism Committee** meeting of Chard Town Council held on Tuesday 7 April 2009 in the Town Hall at 7.30pm.

Present:

Councillors:

M J Wale - Mayor

Mrs C A Morrison – Deputy Mayor

Mrs J C Shortland – Chairman

J Dorse

D R Hill

D Orchard

G Shortland

Mrs A Spencer

In Attendance: Mr J Furze – Town Clerk, Ms S Pittwood – Office Manager, Mrs T Lamb – Guildhall Administrator and Mrs S Knight – Tourist Information Centre Specialist.

There were no members of the Press or Public present

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

There were no apologies for absence

136. Declarations of Interest on items on the Agenda - 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.

There were no declarations of interest

137. 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.

RESOLVED: that no agenda item be treated as confidential after the public (including the press) have been excluded under Standing Order 35.

138. Guildhall Report – Members considered the Guildhall Report.

RESOLVED: to note the Guildhall Report

139. Tourism Information Centre Report – Members considered the TIC Report.

RESOLVED: to note the Tourist Information Centre Report

140. Wedding Exhibition 28th & 29th February 2009 – Members to review how the arrangements and operation of the exhibition went.

Cllr Wale commented that this had been an excellent event. There was some discussion regarding holding another event in the near future. Cllr Mrs Shortland thanked the Guildhall Team for pulling together to make the event such a success.

RESOLVED: to make a provisional booking for a Wedding Exhibition on Saturday 19 and Sunday 20 September 2009.

141. Exterior Building Works-Committee Members to be updated.

The Town Clerk reported on the progress of the exterior works to date

RESOLVED: to note

142. Interior Building Works – Members to review designs and quotations for possible re-development of the interior work the Guildhall based on members instructions to Town Clerk to 'Bring the Council closer to the People'. Members to consider options with a view to recommending full Council to authorise work within the special Budget of £70,000 set by the Finance & Personnel Committee.

Following discussion it was agreed

RECOMMEND to Full Town Council to:

- * **authorise expenditure up to the limit agreed by Finance & Personnel of £70,000 for internal work to the Guildhall and**
- * **to delegate to the Clerk, in conjunction with Cllr Garry Shortland, authority to proceed with the work.**

The Meeting closed at 8:40pm



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HOLYROOD LACE MILL, HOLYROOD STREET,
CHARD, SOMERSET TA20 2YA

TEL: 01460 260 378 FAX: 01460 260 372

Mayor: Councillor Mrs Jill Shortland Town Clerk: Mr John Furze

COUNCIL MINUTES

Minutes of the **Guildhall & Tourism Committee** meeting of Chard Town Council held on Tuesday 2 June 2009 in the Town Hall at 7.30pm.

Present: **Councillors:**

Mrs J C Shortland – Mayor & Chairman	D J E Orchard
Mrs C A Morrison – Deputy Mayor	G Shortland
D M Bulmer – Appointed Reserve	Mrs A Spencer
J P Dorse	Mrs S P Wyatt
D R Hill	

In Attendance: Mr J Furze – Town Clerk, Ms S Pittwood – Office Manager, Mrs T Lamb – Guildhall Administrator and Mrs S Knight – Tourist Information Centre Specialist.

There was one member of the press and two members of public present

The Mayor, Cllr Mrs J Shortland took the chair for this item.

143. Election of Chairman of Guildhall & Tourism Committee.

For election as Chairman of the Guildhall & Tourism Committee.....

Cllr D R Hill proposed and Cllr D M Bulmer seconded Cllr M J Wale for the position.

Cllr Mrs C Morrison proposed and Cllr Mrs S Wyatt seconded Cllr J Dorse for the position.

A vote followed in which Cllr M J Wale received 2 votes and Cllr J P Dorse received 5 votes. There were two abstentions.

RESOLVED: that Cllr J Dorse be elected as Chairman of Guildhall & Tourism Committee until such time as a new Chairman is elected.

Cllr J Dorse took the chair for the rest of the meeting.

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

Apologies for absence were received from Cllr M J Wale who had a conflicting social engagement.

RESOLVED: to note and accept the reason given

145. Declarations of Interest on items on the Agenda Local Authorities (Model Code of Conduct) Order 2007 SI No.1159.

Cllr Mrs A Spencer declared a personal interest in item 9 Remembrance Festival as she is helping to organise one of the events.

146. 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.

RESOLVED – that no Agenda item be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order no 41.

147. Guildhall Report – previously circulated

RESOLVED: to note the Guildhall Report

148. TIC Report – previously circulated

RESOLVED: to note the TIC Report

149. Guildhall Supervisors Report – previously circulated

RESOLVED: to note the Guildhall Supervisors Report

150. Wedding Exhibition - Saturday 19th September 2009

RESOLVED: to note arrangements made so far

151. Planned Future Events – Members to reviewed proposals for future events:-

- a. **Remembrance Festival** – Friday 13th November 2009
- b. **Christmas Events** – Tree Decorating – Dance Evening
- c. **Valentines Evening** – Dance, Buffet etc.

RESOLVED: to note the arrangements in place so far; that the decoration of the Christmas Tree should take place the same day as the Christmas Lights switch on; that the Town Clerk liase with the organisation offering the event proposed by Cllr Mrs Morrison.

152. Exterior Building Works. The Town Clerk gave members a brief verbal update.

RESOLVED: to note update on exterior building works

153. Interior Building Works. The Town Clerk gave members a brief verbal update.

RESOLVED: to note update on exterior building works

The Meeting closed at 8:23pm.



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HOLYROOD LACE MILL, HOLYROOD STREET,
CHARD, SOMERSET TA20 2YA

TEL: 01460 260 378 FAX: 01460 260 372

Mayor: Councillor Mrs Jill Shortland Town Clerk: Mr John Furze MILCM

COUNCIL MINUTES

Minutes of the **Guildhall & Tourism Committee** meeting of Chard Town Council held on Tuesday 1st September 2009 in the Town Hall at 7.30pm.

Present: **Councillors:**

Mrs J C Shortland – Mayor	G Shortland
Mrs C A Morrison – Deputy Mayor	Mrs A Spencer
J P Dorse - Chairman	Mrs S P Wyatt
D R Hill	M J Wale
D M Bulmer	

In Attendance: Mr J Furze – Town Clerk and Mrs S Knight – Tourist Information Centre Specialist.

There were no members of the press, and no members of public, present.

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

Apologies for absence were received from Cllr D Orchard who had a conflicting work commitment.

Cllr David Bulmer, Appointed Reserve, was in attendance with full voting rights.

Resolved: to note and accept the reason given.

156. **Declarations of Interest on items on the Agenda** - 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.

Resolved: To note that none were declared.

157. **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.

Resolved - that no Agenda item be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order no 41.

158 Guildhall Report – previously circulated.

Resolved: to note the Guildhall Report.

159. TIC Report – previously circulated.

Resolved: to note the TIC Report.

160. Guildhall Supervisor's Report –*previously circulated.*

Resolved: to note the Guildhall Supervisor's Report.

161. Renewal of Licence for Civil Marriages/Partnerships. Members to debate whether or not the Council renews the Licence required for the Guildhall at a cost of £1,750 for a three-year period.

Resolved: That Council do not renew the Licence for Civil Marriages/Partnerships when the existing licence expires in March 2010.

162. Guildhall Franchises – Members to approve the advertising of the Bar and Catering Franchises for the two-year period commencing 1st October 2009.

Resolved: That the Town Clerk be authorised to advertise the Bar and Catering Franchises for the two-year period commencing 1st October 2009.

163. Wedding Exhibition Saturday 19th September 2009 – Members to review the arrangements and operation of the proposed exhibition.

Resolved: That the Wedding Exhibition scheduled for Saturday 19th September 2009 be cancelled due to lack of exhibitor interest.

164. Planned Future Events – Members to review proposals for future events:-

- **Remembrance Festival** – Friday 13th November 2009
- **Christmas Events** – Tree Decorating – Dance Evening
- **Valentines Evening** – Dance, Buffet etc.

Resolved: to note the arrangements for planned future events.

165. Interior Building Works – The Town Clerk gave members a brief verbal update.

Resolved: to note the Town Clerk's verbal update on interior building work.

166. Notice of Motion received from Cllr Mrs A Spencer on 14th August 2009, "That this Council discusses Auditorium usage following re-location of staff – re Advertising."

Resolved: To defer this item to the November meeting of this Committee.

167. Notice of Motion received from Cllr M Wale on 21st August 2009, "That this Council reimburses me for the cost of framing the print of the oil painting donated to the Guildhall by local artist Mr Arthur Page – Cost £65".

Resolved: To reimburse Cllr M Wale the sum of £65 for the cost of framing a print of an oil painting.

168. Guildhall Charges – Members to consider Guildhall Charges for the year commencing 1st April 2010.

Resolved: - That the Guildhall Charges for the year commencing 1st April 2010 be increased by 7.5% with the exception of the charge for the Auditorium and Kitchen which will be kept at the current rate for all hirings between 9.00am and 5.00pm Monday to Friday and 9.00am to 1.00pm on Saturdays.

The Meeting closed at 9.14pm.



CHARD TOWN COUNCIL

THE GUILDHALL FORE STREET CHARD TA20 1PP

TEL: 01460 239-567

Mayor: Councillor Mrs Jill Shortland Town Clerk: Mr John Furze MILCM

COUNCIL MINUTES

Minutes of the **Guildhall & Tourism Committee** meeting of Chard Town Council held on Tuesday 3 November 2009 in the Town Hall at 7.30pm.

Present: **Councillors:**

Mrs J C Shortland – Mayor	G Shortland
Mrs C A Morrison – Deputy Mayor	Mrs A Spencer
D R Hill	Mrs S P Wyatt
D J Orchard	M J Wale

In Attendance: Mr J Furze – Town Clerk and Ms S Pittwood – Office Manager

There were no members of the press and two members of the public present

Cllr Mrs Jill Shortland took the chair as Mayor in the absence of the Chairman.

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

Apologies for Absence were received from Cllr J Dorse – illness

RESOLVED: to note and accept the reason given

169. Declarations of Interest on items on the Agenda - 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.

There were no declarations of interest

170. 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.

RESOLVED – that agenda item no 12, Proposed Guildhall Budget for 2010/2011, be treated as confidential after the public (including the press) have been excluded under Standing Order 35.

171. Guildhall Report – Town Clerk to respond to any questions raised by Councillors.

RESOLVED to note the Guildhall report.

172. Tourism Information Centre (TIC) Report – Town Clerk to respond to any questions raised by Councillors.

RESOLVED to note the TIC Report.

173. Guildhall Supervisors Report - Town Clerk to respond to any questions raised by Councillors.

RESOLVED to note the Supervisors Report.

174. Guildhall Franchises – Members to be informed of the results of the Bar and Catering Franchise Applications for the two-year period commencing 1st October 2009.

The Town Clerk reported on the Franchise procedure and the successful bidder.

RESOLVED to note

175. Planned Future Events – Members to review proposals for future events:-

- **Remembrance Festival** – Friday 13th November 2009
- **Christmas Events** – Tree Decorating – Dance Evening

The Town Clerk updated members on the forthcoming events and Cllr G Shortland informed members of the event planned for Remembrance Day, 11 November.

RESOLVED to note

176. Notice of Motion received from Cllr Mrs A Spencer on 14th August 2009 and deferred from the last meeting, "That this Council discusses Auditorium usage following re-location of staff – re Advertising."

Discussion ensued regarding promotion and advertising of Guildhall events.

177. Notice of Motion received from Cllr Mrs A Spencer on 22nd September 2009 "That this Council forms a Working Party to report to the Guildhall Committee to facilitate the decision making procedure covering Guildhall activities."

Cllr M Wale proposed the following amendment – "That this Council forms a Working Party, to report to the Town Clerk, to assist in maintaining the fabric of the Guildhall and the display of memorabilia.

The voting was Six 'For' the Amendment and 'None' Against with One Abstention. The Amendment was carried and formed the substantive motion.

RESOLVED That this Council delegates to the Town Clerk to form a Working Party, to assist in maintaining the fabric of the Guildhall and the display of memorabilia.

178. Notice of Motion received from Cllr G Shortland received on 19th October 2009, "This Council recognises the valuable contribution of the "plotting" volunteers who are to

come to Chard Guildhall on November 11th 2009 to assist with Remembrance Day events and activities and resolves to contribute £50 towards their expenses as a mark of our gratitude for their time."

Following discussion Cllr Hill proposed an amendment that the sum be increased to £100.00. This was accepted by the proposer of the original motion and was therefore carried unanimously.

RESOLVED to contribute £100.00 towards the expenses of the "plotting" volunteers who are assisting with Remembrance Day Events on November 11th.

179. 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 3 above refers). Proposed Guildhall & Tourism Budget for 2010/11 Committee to consider and agree for presentation to the Finance & Personnel Committee a proposed budget for the Guildhall Dept for the year 2010/11.

RESOLVED: that an amended Guildhall & Tourism Budget for 2010/2011 goes forward for consideration by the Finance and Personnel Committee on Tuesday 24 November 2009.

The Meeting closed at 9:10pm