



Chard Town Council

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

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Mayor: Cllr Mrs. Cath Morrison Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

Minutes of the **Finance & Guildhall Committee** meeting of Chard Town Council
held on Monday 16th January 2012
in the Town Hall at 7:30 pm

Present:

Councillors:

Mrs. C Morrison – Mayor
D Bulmer
A Kenton
Mrs. J Kenton

Ms. S Pittwood
G Shortland
M. Wale (Chairman)

In Attendance:

Sarah Robson – Town Clerk.

There were no members of the press or public in attendance.

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

Councillor Mrs. S Dowell – conflicting engagement, Councillor Mrs T O'Brien – illness,
Councillor A Prior – holiday

RESOLVED: to accept the apologies and approve the reasons given

02. Declarations of Interest on items on the Agenda

Councillor Ms. Pittwood declared a Personal and Prejudicial Interest in Agenda Item # 19
on the basis of a personal friendship with a Member of Staff.

03. Exclusion of the Press and Public - To agree any items to be dealt with after the public (including the press) have been excluded.

The Chairman requested that agenda items # 19 & 20 be heard in closed session as issues of confidence in relation to staffing matters and commercial in confidence were to be reported on. He also asked for Members consideration in changing the order of the agenda to allow item # 20 be heard before item # 19

Proposed: Councillor Wale

Seconded: Councillor Mrs. Morrison

Unanimous

RESOLVED – that agenda items #19 & 20 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded

04. Finance & Guildhall Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 21st November 2011. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Finance & Guildhall Committee Meeting held on Monday 21st November 2011 be signed as a correct record.

05. Guildhall Administrator's Report

Members requested if in future the income could be shown with the split between the Auditorium and the Town Hall.

RESOLVED – to note the report

06. Tourism Information Centre (TIC) Report

RESOLVED – to note the report

07. Guildhall Supervisor's Report

RESOLVED – to note the report

08. Action Review Summary - to receive and review Outstanding Actions Summary.

The Clerk suggested that the outstanding issue in relation to provision for bad debts would be dealt with by a revision of the Council's Terms and Conditions of Hire. This will form part of an agenda item at the following meeting.

Members debated the response from the surveyor in relation to his outstanding invoice for works carried out regarding the sale of land at Cedar Close. It was agreed to offer a payment of £500.00 as a gesture of goodwill on a 'without prejudice' basis for the work carried out on behalf of the Council.

Proposed: Councillor Mrs. Kenton

Seconded: Councillor Wale

For: 5 Against: 1 Abstentions: 1

RESOLVED – to note the report and approve expenditure of £500.00 for the consideration of the Sale of Development Land to the rear of Cedar Close, Chard to come from the Legal Fees budget head.

09. Town Clerk's Report

The Clerk updated Members on a number of issues; CCTV, TIC volunteer cover for Saturdays, VAT inspection, External and Internal Audit and Member training. Members thanked the Clerk and welcomed the new item as a useful addition for information sharing.

RESOLVED – to note the report

10. Finance - Town Council Year (2011/12) to Date (Y2D) Budget - To review the budget information (Account & Audit Regulations 2011)

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

11. Finance - Accounts for Payment - to review and approve items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Wyatt & Forsyth

RESOLVED – to approve the accounts for payment.

12. Finance – Direct Debit, BACS and Manual Payments to review schedule of payments for third quarter of 2011/12

RESOLVED – To accept and note the payment schedule

- 13. Guildhall Finance** –to approve expenditure for replacement dishwasher, ice maker, carpets, blinds, glasses and tablecloths
The Town Clerk provided Members with information obtained in relation to quotes for individual items that are required.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Shortland

RESOLVED – to delegate authority to the Town Clerk, in conjunction with Councillor Wale, approval for expenditure for all items requested, upon provision of appropriate quotes and estimates up to a maximum value of £9,000.00 from the Property Maintenance/Guildhall budget head.

- 14. Guildhall - Review of Charges** – Members to set Guildhall hire charges for year commencing 1st April 2012.
Members considered the report that had been circulated with recommendations. After some debate it was

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Kenton

RESOLVED – to increase the cost of the 'Ladder Ad' to £5.00 plus VAT with effect from April 2012.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to amend the discounts applicable in the Mayor's Parlour and Town Hall to the same as those of the Auditorium Hire with effect from April 2012.

Proposed: Councillor Mrs. Morrison
For: 5 Against: 1 Abstentions: 1

Seconded: Councillor Kenton

RESOLVED – to increase the hire charges in the Auditorium only by 2% with effect from April 2012.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Wale

RESOLVED - to amend the hire charges for the Foyer to mirror those of the Mayor's Parlour and Town Hall with effect from April 2012.

- 15. TIC** – to approve the introduction of Visitor Information Map Counter Pads.

RESOLVED – to approve the Visitor Information Map Counter Pads at no cost to this Council.

16. Annual Review of the Purchasing Delegation Limits and Active Purchasing Policy (last reviewed in September 2010)

Members were advised that changes were necessary to reflect the staff organizational changes that have been implemented. Further suggested revisions were considered and it was agreed to defer those pending advice from Somerset Association of Local Councils.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Shortland

RESOLVED – to adopt the Purchasing Delegation Limits and Active Purchasing Policy dated January 2012.

9.30pm Councillor Bulmer left the meeting

17. To consider purchase of stock of 'Past Mayor' badges

Proposed: Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to purchase a stock of lapel badges, 20 of which will be reserved to adapt for past mayor awards at a cost of £408.00 plus vat from the Civic & Regalia budget code.

18. Notice of Motion received from Cllr Mrs. Jenny Kenton on 13th December 2011

'given that there is no longer the possibility of extending the chain links on the mayor's chain, it is proposed that this Council remembers past mayors by agreeing to introduce memorial bars on a ribbon. That the Council agrees which year would be suitable to commence from in remembrance of those that have held this position'.

There was some debate as to whether this was the most appropriate form of commemoration of former mayors. Consideration was given to alternative options and it was suggested that a wooden panel installed in the Town Hall, similar to those at other councils, with details of former mayors from 1974 would be desirable.

an amendment was tabled as follows;

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – to investigate the cost to purchase commemorative wooden boards for further consideration at the next meeting.

9.50pm RESOLVED – to exclude Members of the Public and Press in view of the confidential nature of the business about to be transacted.

Members agreed to bring forward Agenda Item # 20 and deal with this matter first.

- 20. 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 03 above refers) – **Commercial in Confidence**

Cedar Close

Members resolved to approve the request to accept the transfer of a small strip of land back into the Council's ownership at the request of the Developer. All legal fees will be paid by the other party and there will be no financial consideration.

Jocelyn Park Boundary Dispute

Members were updated in relation to current legal action.

- 19. 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 03 above refers) **Staff in Confidence**

Monthly Business Meetings

The chairman – Councillor Wale informed Members of the items that had been discussed at the last two meetings.

Practitioners' Conference

The Town Clerk informed Members of a conference she would be attending shortly. This had been booked using the powers granted through delegated authority.

Amenities Team Leader

Members were advised that under approved delegated authority the appointment of the new Team Leader had been made effective of 16th January 2012.

10.10pm Councillor Ms. Pittwood left the meeting having declared a Personal and Prejudicial Interest in the following item.

Staff Sickness

Members agreed that in consideration of the Council's duty of care as an employer to approve a referral to an Occupational Health advisor for a member of staff.

There being no further business the meeting closed at 10.35pm.