



# Chard Town Council

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

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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 17<sup>th</sup> January 2011  
in the Council Chamber, Town Hall at 7:30 pm

### **Present:**

### **Councillors:**

D Bulmer – Deputy Mayor  
A Kenton  
C A Morrison  
G Shortland  
M Wale

D Hill - Chair  
Mrs J Kenton  
A J Prior  
Mrs. A Spencer  
Mrs. S Wyatt (Reserve Member)

### **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.

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

Councillor D Orchard – holiday, Councillor Mrs. J C Shortland – conflicting engagement and Councillor J Dorse – family illness

**RESOLVED: to accept the apologies and approve the reason given**

### **02. Declarations of Interest on items on the Agenda**

Councillors Mrs. Kenton, Mrs, Wyatt, Kenton and Shortland all declared a Personal Interest in item #12 being members of the Liberal Democrat party who are one of the hirers of the Auditorium.

Councillors Wale declared a Personal Interest in item #12 being members of CATS who are one of the hirers of the Auditorium.

### **03. 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 # 14 be heard in closed session as issues of confidence in relation to staffing matters were to be reported on.

**RESOLVED – that agenda items #14 'Staff in Confidence' be treated as confidential and dealt with after the Public (including the Press) have been excluded under Standing Order # 1c.**

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

**RESOLVED – to note the report.**

**05. Tourist Information Centre (TIC) Report** – A report from the T.I.C Specialist had been circulated.

**RESOLVED – to note the report.**

**06. Guildhall Supervisors Report** - A report from the Guildhall Supervisor was circulated at the commencement of the meeting and apologies were tendered as there had been a fault with the computer server resulting in the production of some documents being delayed. The report highlighted further damage to the portico caused by the weather conditions and the Town Clerk reported that quotes were awaited for repairs.

**RESOLVED – to note the report.**

**07. 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.**

**08. 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.

The RFO was asked to provide information on the Bulletin regarding the maintenance costs of the trucks for this financial year.

**RESOLVED – to approve the accounts for payment.**

**09. Report from the Internal Auditor** – to receive the 3<sup>rd</sup> quarterly report from the Internal Auditor, Mrs. Mary King.

The report from Mrs. King for the 3<sup>rd</sup> quarter of the financial year was reviewed. It was noted that the Internal Auditor is satisfied that all systems are being correctly maintained to high standards.

**RESOLVED – to note the report.**

**10. Internal Audit** – to review Internal Audit procedures, last reviewed January 2010 and confirm the terms of engagement.

The RFO reported to Members that the Internal Audit guidelines needed to be reviewed. 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 current guidelines for the Internal Audit and to confirm the re-appointment of Mrs. King as the Internal Auditor.**

**11. To Review feedback from the Guildhall Food & Craft Fair stallholders and consider future options.**

After some debate it was agreed that further discussions should take place about the future of the fairs held within the Guildhall in order to ensure their financial viability.

Proposed: Councillor Mrs Kenton    Seconded: Councillor Bulmer

VOTING            For: 8            Abstention: 1            The motion was carried.

**RESOLVED – That the Town Clerk approach both sets of hirers (Antiques Fair and Food & Craft Fair) to discuss the possibility of amalgamating the fairs and a view to changing the frequency or date.**

**12. Council to consider Guildhall Hire Charges.** Members to agree Guildhall Hire Charges for the Auditorium and any ancillary charges. Changes to take effect from 1<sup>st</sup> April 2011.

There was consensus amongst the Members that the present charging structure is overly complicated and needs to be simplified. There was also recognition that in order to try and increase the number of bookings in the Auditorium a reduction in the hire charge should be considered. The main objective of making these changes would be to keep existing hirers whilst also attracting new ones.

Councillor Mrs. Kenton proposed and Councillor Mrs. Morrison seconded a motion that:

' The new hire charges for the Auditorium with effect from April 2011 should be

1. A flat rate hire of £25.53 net per hour with the current preparation charge of £15.83 remaining the same
2. Only one discount for hirers of block bookings of 10+ per year of 20%, all other discounts are removed
3. A 50% uplift of charges after midnight
4. Keep deep clean charge per hour
5. Remove Stage Lighting and PRS charges

Councillor Prior proposed and Councillor Bulmer seconded an amendment to the motion that: 'A flat rate of £20.00 for hire and £20.00 for preparation time be charged with a 50% uplift after midnight and that all discounts should be withdrawn.'

VOTING            For: 3            Against: 7            The amended motion was lost

A vote was then taken on the original motion

VOTING            For: Unanimous            The motion was carried

**13. Notice of Motion received from Cllr Mrs Jenny Kenton on 15<sup>th</sup> December 2010**

- 'That this Council forms a working party to review the Guildhall Booking Form and Terms & Conditions'.

There was unanimous agreement that the Terms & Conditions of Hire for the Guildhall needed to be reviewed to ensure robustness. Councillor Prior seconded the motion.

**RESOLVED – That the Town Clerk in conjunction with Cllr Mrs Kenton will review the existing document(s) and make recommendations at the next meeting of this Committee.**

8.24 pm The member of the press and Sarah Robson the RFO left the meeting at this point

- 14. 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)

The Town Clerk appraised Members of 1 staffing matter relating to the provision of training

**RESOLVED: That the Deputy Town Clerk/RFO enrolls in a course of study provided by Worth Consulting of Monmouth leading to a qualification at Level 5 of the institute of Leadership and Management. The costs to be taken from the Training Budget.**

The meeting closed at 8.42pm.