



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP
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Mayor: Cllr Mrs Cath Morrison Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

Minutes of the **Finance & Guildhall Committee** meeting of Chard Town Council
held on Monday 23rd May 2011
in the Council Chamber, Town Hall at 7:30 pm

Present:

Councillors:

Mrs. C Morrison - Mayor
Mrs. J Kenton – Deputy Mayor
M Wale – Chairman
Mrs. T Aherne
D Bulmer
Mrs. S Dowell
A Kenton
Ms. S Pittwood
A J Prior
G Shortland

IN ATTENDANCE:

The Acting Town Clerk - Sarah Robson and Guildhall Supervisor - Steve Rooney

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

All Members were present

35. Declarations of Interest on items on the Agenda

The Acting Town Clerk recommended that Councillors Ms S Pittwood, D Bulmer and A Prior declare a Prejudicial Interest in agenda item # 44. This was after consultation with the District Council's Democratic Services Manager on the basis that election publicity and press statements indicate that it would be difficult for them to show objectivity due to pre-determination on the matter of the future of the posts of the Town Clerk and Deputy Town Clerk. A caveat to this advice was that in the event the Members were prepared to publically declare that they were prepared to be open minded and not allow their opinions to prejudice any debate that it would then not be necessary to declare an interest.

Councillor M Wale pointed out that declarations of interest is for the individual Councillor to declare and it is their responsibility.

Councillor A Prior declined to declare a Prejudicial Interest
Councillors Ms. S Pittwood and D Bulmer stated they would be open minded and consider the facts presented to them when this item is reached on the agenda.

36. 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 Acting Town Clerk advised there were no items to be considered in closed session and requested that agenda item # 48 be withdrawn

At the Chairman's request it was agreed to bring Agenda Items # 39 and # 46 forward

39. Guildhall Supervisor's Report - Acting Town Clerk to respond to any questions raised by Councillors.

RESOLVED – to note the report.

46. To confirm the recommendations of the Working Group for the Purchase of Heating Control Software from Schneider Electric

Councillors A Kenton and G Shortland recommended the purchase of the heating control software. Members were advised the installation would enable the heating system to be more effectively controlled and monitored which could provide cost reductions in energy supply. The outlay for the initial installation is £2,500.00, the cost of which would be mitigated by savings in the gas budget.

Proposed: Councillor G Shortland
Unanimous

Seconded: Councillor A Kenton

RESOLVED – to purchase the heating control software at a cost of £2,500.00 from the Guildhall Maintenance Budget

Steve Rooney left the meeting.

37. Guildhall Administrator's Report – Acting Town Clerk to respond to any questions raised by Councillors.

RESOLVED – to note the report.

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

RESOLVED – to note the report.

40. Finance - Town Council Year (2011/12) to Date (Y2D) Budget - to review the budget information for the year to date ([Account & Audit Regulations 2003 reg 4](#))

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

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

The cheque signatories were confirmed as Councillors A Kenton and Mrs. J Kenton. It was noted that whilst this was not usual practice it would be necessary whilst the bank mandates are in the process of being changed.

RESOLVED – to approve the accounts for payment.

42. To resolve to approve the use of variable Direct Debits as per Financial Regulation No. 6.6 (previously reviewed on 17th May 2010)

The Acting Town Clerk appraised Members with an update of payments made via Direct Debit.

RESOLVED – to approve the use of variable Direct Debits

43. To receive report and recommendations from the Working Group regarding proposed changes in criteria to the Community Development Fund.

Councillor Wale outlined the proposals

- Consecutive applications will not be considered
- Applications may be rejected if the necessary documentation is not provided
- Applications outside the criteria will only be referred to Full Council at the panel's discretion
- Remove minimum amount
- Scheme open for limited period only
- Panel has delegated authority to approve funding within the criteria

Proposed: Councillor M Wale
Unanimous

Seconded: Councillor D Bulmer

RESOLVED - to receive report and recommendations from the Working Group regarding proposed changes in criteria to the Community Development Fund.

44. To resolve procedure to consider review of staff structure and agree Terms of Reference.

RESOLVED – that Councillors M Wale, A Prior, G Shortland, Mrs S Dowell and Mrs J Kenton form a working party with the following terms of reference

- **Review the management structure of the Council and report back to the next Finance & Guildhall meeting on Monday 18th July with recommendations**
- **Arrange a job evaluation using the SLCC/NALC process for the Town Clerk's post within a budget of £300.00 from the 'Other Professional Fees' budget head**
- **Quorum for meetings is three**

45. To consider arrangements and Terms and Conditions of use of the Guildhall Cafe post franchise. (Minute # 61 Full Council - Members agreed to defer a decision regarding the recommendations until the new Council is elected)

The Acting Town Clerk to write to the current franchisee to advise that renewal of the Cafe franchise will not be offered.

RESOLVED - that Councillors Mrs.T Aherne, Mrs.C Morrison, Ms S Pittwood and Mrs. J Kenton form a working party and report back to the next Full Council meeting on Monday 13th June with recommendations

47. Notice of Motion received from Cllr A J Prior on 9th May 2011 that in the light of recent events this Committee recommends that the Council reconsiders its membership of South Somerset Association of Local Councils'

Proposed: Councillor A Prior

Seconded: G Shortland

After debate Councillor A Prior withdrew his motion.

48. 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 – Staff in Confidence

Item withdrawn

The meeting closed at 9.25pm