



# 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 5<sup>th</sup> February 2008 in the Town Hall at 7.30pm.

**Present:**

**Councillors:**

Mr M Wale – Mayor

Mrs J L Smith - Chairman

Mrs A Spencer

Mr D Hill

Mr D Keitch

Mrs C A Morrison

Mrs J Shortland

Mr D Orchard

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

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

Cllr Mrs J Shortland sent a message informing the committee she would arrive late. Cllr Mrs J Shortland arrived at 7.45 pm

**RESOLVED:** No apologies given

**79 Declarations of Interest on items on the Agenda**

Cllr Mrs J Smith declared a personnel and prejudicial interest in Item 6 b (patron of Chard Light Operatic Society)

Cllr D Orchard declared a personnel interest in Item 6 a

Cllr D Keitch declared a personnel interest in Item 6 b

**80 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 41

**RESOLVED:** There were none

**81 Guildhall Managers Report** – To discuss the Guildhall Managers report that had already been circulated. Cllr Shortland joined the meeting at this point.

**RESOLVED:** To note the Guildhall Managers report.

**82 Notice of Motion received from Cllr Audrey Spencer on Monday 21st January 2008:- "That this Committee –**

1. Discuss the Summer Opening Times of TIC
2. Antiques Fair - Too many tables empty"

1. Cllr Shortland questioned the validity of item 1 following Cllr Mrs A Spencer's address and requested an amendment to the motion in Item 1 that was seconded

by Cllr D Keitch. The amendment was "To agree summer opening times of the TIC as presented and discuss at the next Finance & Personnel Committee meeting on 25<sup>th</sup> March if the TIC should be open on a Saturday" Discussion also took place with regard to cost and staff/volunteer availability

**RESOLVED: Item 1: - The Summer opening hours of the TIC will be Monday -Thursday 10 am-3.30 pm, Friday 10 am-2.30 pm and for the F&P Committee to agree the viability of opening the TIC on Saturdays throughout the Summer.**

**Item 2: - motion failed for lack of a seconder.**

**83 Items of Correspondence: -**

- a) Letter received from Chard Light Operatic Society dated 20<sup>th</sup> November 2007 concerning amount of invoice – Committee to discuss
- b) Two letters of complaint received regarding the charge of 50p per week for the display of posters advertising events NOT in the Guildhall – Committee to discuss.

**Item a)** Cllr Mrs J Smith left the meeting for item a) and the Mayor Cllr M Wale took the chair. Discussion took place; Cllr Mr M Wale proposed the reduced invoice be sent for payment this was seconded by Cllr Mrs J Shortland. A vote was taken with 4 votes for the revised invoice to be sent and 3 against. Motion carried.

**Item b)** Cllr Mrs J Smith returned for item b) and took the Chair. It was noted that hirers of the Guildhall do not pay any charge for advertising. The 50p levied on other groups was to regularise the amount of posters and to bring a small revenue stream for the TIC. Cllr Mrs C Morrison proposed the charge of 50 p per week, per poster, for charity groups not using the Guildhall be abolished. This was seconded by Cllr Mr D Keitch and a vote was taken with 5 votes for and 4 against. Motion Carried.

**RESOLVED:**

**Item a) To send the revised invoice to Chard Light Operatic Society for payment.**

**Item b) To abolish the charge of 50 p per poster to charitable groups not hiring the Guildhall as a venue. Charges for Commercial Groups to stand.**

**84** Next Meeting Tuesday 1<sup>st</sup> April 2008

**The Meeting Closed at 8.55 pm**

## **COUNCIL MINUTES**

**Minutes of the Guildhall & Tourism Committee meeting of Chard Town Council held on Monday 14<sup>th</sup> April 2008 in the Town Hall at 7.30pm.**

**Present: Councillors:**

**Mr M Wale – Mayor  
Mr D Keitch  
Mrs J Shortland**

**Mrs A Spencer  
Mrs C A Morrison  
Mr D Hill**

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

**There were two members of the press and fourteen members of the public present.**

**89) Election of Chairman. Members of the Committee will elect a Chairman following the sad and untimely demise of Cllr Mrs Jean Smith.**

Cllr M Wale-Mayor opened the meeting with a pause of silence for reflection in recognition and respect for the former Chairman, the late Cllr Mrs J L Smith

**RESOLVED: That the Mayor, Cllr M J Wale be chairman for the Guildhall & Tourism committee until the next meeting on Tuesday 3rd June 2008**

**90) Apologies for absence and to consider whether to approve reasons given.**

Cllr D Orchard – Detained at Work

**RESOLVED: To accept the apology and approve the reason given**

**91) Declarations of Interest on items on the Agenda (NB this does not preclude any later declarations)**

Cllr Mrs C Morrison declared a personnel and prejudicial interest in items 6 & 9

Cllr Mrs J Shortland declared a personal interest in items 6, 7, 8 & 9

Cllr D Keitch declared a personnel interest in items 6, 7, 8 & 9

Cllr D Hill declared a personnel interest in items 6, 7, 8 & 9

Cllr M Wale-Mayor declared a personnel interest in 6, 7, 8 & 9

Cllr Mrs A Spencer declared a personnel interest in 6, 7, 8 & 9

**92) 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 41.**

**RESOLVED: There were none**

**93) Guildhall Manager's Report.**

Questions were taken by the Guildhall Manager.

**RESOLVED: To note the Guildhall Manager's report and to carry out a survey of TIC customers over the two week period before the next G & T meeting on Tuesday 3rd June 2008.**

**94) Notice of Motion received from Mayor Martin Wale on 18th March 2008. "That this Council through the Guildhall and Tourism Committee agrees that charges for use of the Guildhall should always be set against the principle that they are affordable, realistic and sustainable."**

Cllr Mrs C Morrison left the meeting at 8.06pm.

**RESOLVED: "That charges for use of the Guildhall should always be set**

**against the principle that they are affordable, realistic and sustainable.”**

Cllr Mrs C Morrison rejoined the meeting at 8.15pm

- 95) Notice of Motion received from Cllr Audrey Spencer on 18th March 2008. “That this Council through the Guildhall & Tourism Committee agrees that all charges for hire of the Guildhall should include furniture and any sundry items.”**

Cllr Mrs C Morrison seconded the motion and after discussion a vote was taken with 1 in favour, 3 against and 1 abstention

**Motion failed**

- 96) Notice of Motion received from Cllr Audrey Spencer on 18th March 2008. “That this Council through the Guildhall and Tourism Committee recognises the need for improvement in the speed of confirmation of bookings and the accuracy of information supplied to hirers and the press.”**

No seconder came forward

**Motion failed**

- 97) Hire of the Guildhall: To set the charges for hire of the Guildhall for the year 1st April 2008 to 1st April 2009 – documents attached.**

Cllr Mrs C Morrison left the meeting at 8.25pm.

**Resolved: There will be a rise of 10% in hire rates for non-Chard residents/organisations.**

**Resolved: The hire rates for Tables, Crockery and Commercial Sales be discontinued.**

**Resolved: the 50% rehearsal rate linked to a booked show be discontinued and the discount applicable to hire be revised to allow all groups to earn up to a maximum 30% discount by booking 20 or more hire slots within a 12 month span.**

**Resolved: That use of the screen be set at a hire charge of £13 to all groups with the exception of the Screen at the Guildhall. The lineage would show “Screen Replacement Fund” and income would be held for eventual replacement of the screen. No service contract would be taken up for the screen.**

**Resolved : There will be a rise in hire charges for Chard Residents and/or Organisations of 5%.**

Cllr Mrs C Morrison rejoined the meeting at 9.05pm

- 98) Item of Correspondence: - Email received from Chard Museum (contents attached) - Committee to agree loan of items and time limits**

**RESOLVED: To loan specified items to Chard Museum who are to be responsible for the insurance should it be required and safe keeping of items from the time they leave the Guildhall until they are returned to the Guildhall building. Chard Museum to provide a list of items and for this list to be displayed in the Guildhall Foyer to sign-post visitors to the display at the Chard Museum. All relevant paper work with return date specified for the loan of items to be submitted to the Guildhall Manager for safe keeping and held at the Guildhall.**

99) **Date of next meeting Tuesday 3rd June 2008**

The Meeting closed at 9.10pm

## **COUNCIL MINUTES**

Minutes of the **Guildhall & Tourism Committee** meeting of Chard Town Council held on Tuesday 3<sup>rd</sup> June 2008 in the Town Hall at 7.30pm.

**Present:**

**Councillors:**

**Mr M Wale – Mayor**

**Mrs J Kenton**

**Mr D Hill**

**Mrs C A Morrison – Deputy Mayor**

**Mrs A Spencer**

**Mrs J Shortland**

**In Attendance:** Mr J Furze (Town Clerk), Mrs S Knight (TIC Specialist).

Newly elected Councillors, Mr J Dorse and Mr G Shortland attended as observers.

Two members of the press and no members of the public were present.

100. **Election of Chairman** Cllr M Wale – Mayor nominated and Cllr David Hill seconded the proposal of Cllr Mrs J Shortland as Chairman. Cllr Mrs J Shortland accepted the nomination. There were no other nominations

**RESOLVED: That Cllr Mrs J Shortland be Chairman of the Guildhall & Tourism Committee until such times as another chairman is elected.**

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

Cllr Mr D Orchard – work commitments. Cllr Mrs J Kenton attended as 'Appointed Reserve' with voting rights.

**RESOLVED: To accept the apology and the reason given.**

102. **Declarations of Interest on items on the Agenda**

There were no declarations of interest.

103. **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 41

None

104. **TIC Specialist's Report** – Due to sickness of the Guildhall Manager a report from the TIC Specialist was circulated and discussed.

**RESOLVED: To note the TIC Specialist's report.**

105. **TIC Customer Survey Results.** The Town Clerk circulated the results of a two-week survey of customers visiting the TIC as had been requested by members at the last meeting.

**RESOLVED:** Members noted the survey results and confirmed the policy for the TIC.

**The Meeting Closed at 8.16pm**

## **COUNCIL MINUTES**

Minutes of the **Guildhall & Tourism Committee** meeting of Chard Town Council held on Tuesday 2nd September 2008 in the Town Hall at 7.30pm.

**Present:**           **Councillors:**  
Mrs C A Morrison – Deputy Mayor  
Mrs J Shortland - Chairman  
Mrs S Wyatt               Mr J Dorse  
Mr G Shortland           Mr D Hill

**In Attendance:** Mrs S Hutchings (Guildhall Manager)  
One member of the press was present. No members of the public attended

**106. Apologies for absence and to consider whether to approve reasons given.**  
Mayor, Cllr M Wale - Conflicting Meeting.

Cllr Mrs S Wyatt attended as 'Appointed Reserve' with voting rights.

**RESOLVED: To accept the apology and the reason given.**

**107. Declarations of Interest on items on the Agenda.**  
Cllr Morrison declared a personal and prejudicial interest in Item 4 Guildhall Managers Report, with regard to the information it contained about the craft fair. It was agreed Cllr Morrison would leave the room if this part of the report was discussed.

**108. 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 35.**

**109. Guildhall Managers Report**  
Cllr Morrison praised the Guildhall and Tourism Staff for the way they worked during the Guildhall Managers absence. Cllr D R Hill reported the Guildhall

staff were acknowledged and thanked by the F&P committee. The Guildhall & Tourism Committee agreed to add their thanks to the Guildhall staff during the Guildhall Managers absence.

Banners advertising the Guildhall and Guildhall led events were discussed. It was agreed the manager should investigate further if permissions are required to place banners advertising events on the Guildhall and a policy should be produced for advertising in the Guildhall.

The craft fair was not discussed and therefore Cllr Morrison did not need to leave the room.

**RESOLVED: To note the Guildhall Managers report and introduce a policy on Guildhall event advertising.**

**110. Guildhall CCTV Policy and update** - Members to consider a revision of the Guildhall/Town Council policy for CCTV. (Proposed revised policy attached).

**RESOLVED: To adopt the Policy on CCTV for the Guildhall**

**111. Flag Flying Protocol (Notice of Motion from Mayor Cllr M J Wale received on Tue 12th August 2008) "That this committee reviews the Council's flag flying protocol"**

Discussion took place and two adjustments were made. A vote with 3 in favour and two against was taken to agree the policy as amended

**RESOLVED: To adopt the Flag Flying Protocol as amended**

**112.** The Meeting Closed at 8.10pm

## **COUNCIL MINUTES**

**Minutes of the Guildhall & Tourism Committee meeting of Chard Town Council held on Tuesday 4<sup>th</sup> November 2008 in the Town Hall at 7.30pm.**

**Present:**  
**Councillors:**  
**Mr M Wale - Mayor**  
**Mrs C A Morrison – Deputy Mayor**  
**Mrs J Shortland - Chairman**  
**Mrs A Spencer**  
**Mr G Shortland**  
**Mr D Hill**  
**Mr D Orchard**

**In Attendance:** Mr J Furze (Town Clerk), Mrs S Hutchings (Guildhall Manager) and Mrs Shayna Knight (TIC Specialist)

There were no members of the Press or Public present

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

There were no apologies

**114. Declarations of Interest on items on the Agenda.**

There were no declarations of interest

115. **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 9 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order 35.**

**116. Guildhall Managers Report**

Questions taken by Guildhall Manager

**RESOLVED:** To note the Guildhall Manager's report, **to delay decorating the Guildhall for Christmas until November 21<sup>st</sup>. This date to be posted in the Council bulletin, and for financial figures from the TIC to be included in the Guildhall Manager's report for the next Meeting.**

117. **Guildhall Building Works** – Councillors to be appraised of remedial work required on area of brickwork around the Mayor's Parlour.

**RECOMMENDATION:** **For the remedial work necessary for the outside wall of the Mayor's Parlour to proceed as soon as possible.** This recommendation to be placed before the Town Council on Monday 17<sup>th</sup> November 2008 for acceptance.

**RESOLVED:** **Town Clerk to proceed without delay with investigative work to ensure optimum usage of all areas of the Guildhall**

118. **Purchase of CHARD Flags for use at the Guildhall** – Members to consider the purchase of new Chard flags to replace the one current flag

**RESOLVED:** **To purchase two new hand-sewn Chard Town Flags and after delivery for the flag-flying protocol to be reviewed.**

119. **Town & Tourism Guide 2009/2010** – Members to consider the need for a Town Guide for the years 2009/10.

**RESOLVED:** **to delegate the authority to the clerk to proceed with the self financing outsourced Town Guide for 2009/10, all intellectual property title and rights to be owned by the Town Council**

120. **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)** Committee to consider and agree for presentation to the Finance & Personnel Committee a proposed budget for the Guildhall & Tourism Department for the year 2009/10.

**RESOLVED: To submit a budget to the Finance & Personnel Committee for scrutiny and approval**

The Meeting closed at 8.50pm – The next meeting is on Tuesday 3<sup>rd</sup> February 2009