



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Extra-ordinary Meeting of Full Town Council Held on Monday 4th January 2016 in the Town Hall, Chard

Present: Cllr. Bulmer (Chairman);
Cllrs. O'Brien; Shortland; Kenton; Mrs. Broom; Warwick; Mrs. Kenton; Mrs. Orchard; Baker;
Mrs. Wyatt; Mrs. Dowell; Mrs. Glynn

Absent: Cllrs. Carnell; Mrs. Morrison

In Attendance: Zoe Truong (Town Clerk); Ed Ringwood (Operations Manager).

There were No. 0 members of the public and No. 0 members of the press present.

The meeting started at 7.32 pm

Public Participation Time

2015/139. Apologies for absence and to consider whether to approve reasons given. (If you cannot attend please telephone or email your apologies to the Acting Town Clerk). LGA 1972 s85 (1).

Apologies had been received from: Cllr. Mrs Halse due to a family illness.

Resolved - That the apologies and the reasons given should be accepted.
Agreed unanimously

2015/140. Declarations of Interest. 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](#). (NB this does not preclude any later declarations).

None declared.

2015/141. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Cllr. Mrs. Kenton proposed that the items on the agenda be discussed in open session

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. Mrs. Wyatt
Agreed Unanimously

RESOLVED – that there are no confidential matters on the Agenda.

2015/142. Council Meeting – minutes. To confirm and sign the minutes of the Town Council Meeting held on Monday 19th October 2015 (previously circulated) [LGA 1972, Sch 12 para 41 \(1\)](#)

Cllr. O'Brien proposed that the minutes be accepted as a true record.

Proposed: Cllr. O'Brien Seconded: Cllr. Warwick
Vote: For – 6 votes; Against – 4 votes; Abstention – 2 votes
The vote was carried

RESOLVED - that the minutes of the Town Council Meeting held on Monday 19th October 2015 be signed as a correct record.

2015/143. To consider and approve placing an order to purchase solar panels for The Guildhall, Chard.

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. Baker
Agreed Unanimously

RESOLVED – that this council authorises members of the council to complete the required paperwork to action the completion of the solar panel installation, providing the installation and commissioning is carried out by the preferred supplier and is in place by 14th January 2016. (As per the email sent by the supplier on 4th January 2016).

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – that staff have delegated powers to meet the payment of the installation via online banking in order to complete the transactions by the deadlines required.

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – That the staff call on the Cheque signatories if Councillors are required to sign paperwork.

There being no other business, the Mayor closed the meeting at 8.31 pm



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Full Town Council held on Monday 15th February 2016 in the Town Hall, Chard

Present: Cllr. Bulmer (Chairman);

Cllrs. O'Brien; Mrs. Morrison; Kenton; Mrs. Broom; Warwick; Mrs. Kenton; Carnell; Mrs. Orchard; Baker; Mrs. Glynn

In Attendance: Zoe Truong (Town Clerk); Tracy Lamb (RFO / Deputy Town Clerk)

There were No. 11 members of the public and No. 2 members of the press present.

The meeting started at 7.34 pm

Chaplain's 'Thought for the Day'

Public Participation Time

Project Romania – (film shown to Council from 7.15 – 7.30pm) spoke about their work in Romania and the Mayoral exchange visits happening in 2016.

Street Space – spoke in support of the Community Day in Lower Henson Park planned for July 2016.

Cheque Presentation – cheques from the Community Development Fund were awarded to the Chard and Ilminster Amateur Boxing Club (£1,000) and Street Space (£200)

8 members of the public left the meeting.

2016/01. Apologies for absence and to consider whether to approve reasons given. (If you cannot attend please telephone or email your apologies to the Acting Town Clerk). LGA 1972 s85 (1).

Apologies had been received from:

Cllr. Mrs Wyatt due to a family bereavement
Cllr. Mrs Halse due to a family illness
Cllr. Shortland due to a prior engagement
Cllr. Mrs. Dowell due to holiday

Agreed unanimously

Resolved: That the apologies and the reasons given should be accepted.

2016/02. Mayors Announcements.

The Mayor advised the Council about his upcoming visit to Seica Mare, Romania in April 2016 as part of the twinning agreement with the town. The Mayor invited Councillors who were interested in being part of this visit to contact him.

With the agreement of members the Mayor, Councillor Bulmer, brought forward agenda item #2016/19.

3 members of the public left the meeting.

2016/03. Declarations of Interest. 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](#). (NB this does not preclude any later declarations).

Cllr. Baker declared a personal and prejudicial interest in Agenda Item #2016/20
Cllr. Mrs. Kenton, Cllr. Mrs. Orchard and Cllr. Warwick declared a personal interest in Agenda Item #2016/10 as they are members of CATS, who have applied for a Community Development Fund grant

Cllr. Kenton and Warwick declared a personal interest in Agenda Item #2016/10 as they are members of Chard Rotary, who have applied for a Community Development Fund grant

Cllr. Baker declared a personal interest in Agenda Item #2016/10 as he is a members of Eclipse Carnival Club, who have applied for a Community Development Fund grant

Cllr. Mrs Morrison, Baker and Bulmer declared a personal interest in Agenda Item #2016/10 as they are members of Chard Town Team, who have applied for a Community Development Fund grant

2016/04. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

Resolved: That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2016/20 (Commercial in Confidence) and (Staff in Confidence) is discussed.

2016/05. Council Meeting – minutes. To confirm and sign the minutes of the Town Council Meeting

- Monday 21st December 2015 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)
- Monday 4th January 2016 (Extra Ordinary Meeting) (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Vote: For 7; Abstention 4 – the vote was carried

RESOLVED – that the minutes of the Town Council Meeting held on Monday 21st December 2015 be signed as a correct record.

Cllr. Mrs. Morrison left the meeting

Unanimous

RESOLVED – that the minutes of the Town Council Meeting held on and Monday 4th January 2016 be signed as a correct record.

The Chairman signed the minutes.

Cllr. Mrs. Morrison returned to the meeting.

2016/06. Committees - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways	21st December 2015	(Previously circulated)
Planning and Highways	18th January 2016	(Previously circulated)
Finance and Personnel	18th January 2016	(Previously circulated)
Guildhall & Amenities	1st February 2016	(Previously circulated)

RESOLVED – to recommend to Full Council the approval of expenditure to supply and install supplementary flood prevention pump (G&A minutes #Item 2016/10) with consideration to additional update on the costing's (verbal report)

RESOLVED – to recommend to Full Council the approval of expenditure to employ a building surveyor to prepare a schedule of condition report for the Chapels at the cemetery (G&A minutes #Item 2016/14)

RESOLVED – to approve the recommendation that SSDC are contracted to carry out sweeper arrangements for Chard

Members were given a verbal update following on from the last G&A Committee meeting in relation to the additional costs for also relocating or upgrading the warning beacon light.

RESOLVED – to receive and note the minutes and approve the following recommendations:

#No. 1. Relating to minute #2016/10 (G&A Committee) to approve expenditure to install a supplementary flood prevention pump (£1,800) but no additional spend on relocation of the warning beacon

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. Mrs. Broom
Agreed Unanimously

#No. 2. Relating to minute #2016/14 (G&A Committee) to approve expenditure to employ a building surveyor to prepare a schedule of condition report for the Chapels at the cemetery

Proposed: Cllr. Baker Seconded: Cllr. Mrs. Morrison
Agreed Unanimously

#No. 3. To approve the recommendation that SSDC are contracted to carry out sweeper arrangements for Chard

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. O'Brien
Agreed Unanimously

2016/07. Action Review Summary – to receive and review Outstanding Actions Summary (attached)

The review and update were noted.

2016/08. Town Clerk's Report – to receive and note update from Town Clerk

The Town Clerk updated Members on one item;
Queen's Birthday Celebrations preparation

RESOLVED – to receive and note the report.

2016/09. Finance - Town Council Year 2015/16 Year to Date Budget (attached) to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

2016/10. Finance - Accounts for Payment (attached) - to review and note items of expenditure (LGA 1972 s150(5))

Proposed: Cllr. Baker Seconded: Cllr. Mrs. Morrison
Agreed Unanimously

RESOLVED – to approve the accounts for payment. The Cheque Signatories this month will be Cllr. Bulmer and Cllr. Mrs. Kenton.

2016/11. Finance – to review the current Earmarked Reserves and to agree on-going reserves and the amounts for 2016/2017 (report attached)

Proposed: Cllr. Mrs. Kenton
Agreed Unanimously

Seconded: Cllr. Baker

RESOLVED – that this item is deferred, and a Finance Workshop is arranged with Members to allow them the opportunity to consider the Earmarked and General Reserves in conjunction with the Council's three Year Plan.

2016/12. Finance – Community Development Fund - to agree the grants to be awarded to the recent applicants to the Community Development Fund (report attached)

a) Chard History Group

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs. Orchard

Resolved: to award the full grant requested

b) The Rotary Club of Chard

Proposed: Cllr. Mrs. Broom
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

Resolved: to award the full grant requested

c) Eclipse Carnival Club

Proposed: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. O'Brien

Resolved: to award the full grant requested

d) Mini E's Carnival Club

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Carnell

Resolved: the grant was not approved

e) Chard Cricket Club

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Kenton

Resolved: the grant was not approved

f) Chard Amateur Theatre Society

Proposed: Cllr. Baker

Seconded: Cllr. Mrs. Morrison

Vote: For 8; Abstention 3 – the vote was carried

Resolved: to award the full grant requested

g) Chard Town Team

Proposed: Cllr. Bulmer

Seconded: Cllr. Kenton

Vote: For 10; Abstention 1 – the vote was carried

Resolved: to award the full grant requested

h) Project Romania Chard

Proposed: Cllr. Mrs. Glynn Seconded: Cllr. Mrs. Broom

Vote: For 10; Abstention 1 – the vote was carried

Resolved: to award £500 to cover travel costs for the project but not to fund a Civic event at the Guildhall as this would be something the Chard Mayor would provide as host.

i) The Women's Community Forum

Proposed: Cllr. Baker Seconded: Cllr. Mrs. Kenton

Agreed Unanimously

Resolved: to defer the decision until the Town Clerk could contact the group for further clarification on their grant proposal

j) Chard Scout Group

Proposed: Cllr. Mrs. Morrison Seconded: Cllr. Baker

Agreed Unanimously

Resolved: the grant was not approved as the application form had not been completed fully enough for the panel to make a decision.

Members expressed their disappointment that they were unable to support this application and encouraged the group to apply again in the next round with a fully completed form so they could be considered again.

k) Midwives @St. Mary's Church

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. Mrs. Broom

Agreed Unanimously

Resolved: to award the full grant requested

9.00 pm Members agreed to adjourn the meeting for a break

9.04 pm The meeting re-convened

2016/13. Policy – to receive and accept the Council's Risk Assessment report for year 2015/2016 and to approve the Action Plan (report attached).

Members noted the written report that had been circulated outlining the Council's obligations and duties to manage responsibly all aspects of risk.

Proposed: Cllr. Mrs. Kenton Seconded: Cllr. Mrs. Glynn

Agreed Unanimously

RESOLVED - to receive and accept the Council's Risk Assessment report for year 2015/2016 and to approve the Action Plan.

2016/14. Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
[LGA 1972 s101](#)

Nothing to Report.

2016/15. To consider the proposed Schedule of Meeting Dates for 2016/2017

(attached)

Members were asked to consider the dates on the previously circulated schedule of meetings for 2016/2017. In April 2017 for the Planning & Highways and Full Town Council due to the Easter Bank Holiday it was not possible to hold them on the usual Monday. It was suggested they take place on Tuesday 18th April to take into account the Bank Holiday. The times for the G&A Committee meetings has been returned to 7.30pm to provide greater consistency in timings for both Councillors and the public.

Proposed: Cllr. Mrs. Morrison Seconded: Cllr. Warwick
Vote: For 9; Against 2 – the vote was carried

RESOLVED – that the Schedule of Meeting Dates are received and noted and that the April meetings for the Planning & Highways and Full Town Council will be on Tuesday 18th April 2017 due to the Bank Holiday. The start time for the G&A Committee meeting will be 7.30pm.

2016/16. To approve a Panel of Members to consider and authorise Outstanding Service Awards

It was agreed that a panel of four Members - Councillors Bulmer, Mrs. Morrison, Warwick and Mrs. Orchard should consider and approve the nominations for the Outstanding Service Awards to be made at the Annual Parish Meeting in April.

2016/17. Notice of motion from Cllr. Mrs. Broom

That the Council forms a Working Party to explore ways Chard Town Council can develop and widen youth engagement in Chard, based on Cllr. Broom's introductory work with Holyrood Academy and the Democracy in Schools project

Proposed: Cllr. Mrs. Broom Seconded: Cllr. Mrs. Morrison
Agreed Unanimously

RESOLVED – That Cllrs. Mrs. Broom, Mrs. Morrison and Warwick form a Working Party to explore ways that Chard Town Council can develop and widen youth engagement in Chard. Members will be kept updated of progress.

2016/18. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

No reports received.

2016/19. Communications Received

#1. To consider a request from StreetSpace to hold a Community Day at Lower Henson Park on Saturday 16th July 2016

Standing Orders were suspended to allow a representative of StreetSpace to speak

Standing Orders were re-instated

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Broom

RESOLVED – to approve the request from StreetSpace to hold a Community Day at Lower Henson Park on Saturday 16th July 2016 or a reserve date of Saturday 30th July. Should adverse weather prevent either of these dates being suitable, authority is given to the Town Clerk to re-schedule the event to the next suitable date.

The remaining members of the Press were excluded and left the meeting.

2016/20. 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 #2016/04 above refers)

Commercial in Confidence

Cllr. Baker left the meeting

Bar Franchise at The Guildhall

Members were asked to consider the application received for the Guildhall Bar Franchise 2016 - 2018

Proposed: Cllr. Warwick

Seconded: Cllr. Mrs. Broom

Vote: For 8; Abstention 3 – the vote was carried

RESOLVED – that Chard Town Council accepts the contract for the Guildhall Bar Franchise if the sum proposed reflects the current market value of the operation. They will work in partnership with the Franchisee to explore ways to improve the value of the franchise over the coming two years.

Cllr. Baker returned to the meeting

Staff in Confidence

The Town Clerk updated Members on the following matters –

Working Hours review; Personnel Sub Committee meeting notes; Current Probation Periods for staff

There being no other business, the Mayor closed the meeting at 9.55 pm.



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Full Town Council held on Monday 18th April 2016 in the Town Hall, Chard

Present: Cllr. Shortland (Vice Chairman);

Cllrs. O'Brien; Mrs. Morrison; Kenton; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Glynn; Mrs Orchard; Mrs. Dowell; Mrs. Wyatt

In Attendance: Zoe Truong (Town Clerk)

There were No. 5 members of the public and No. 2 members of the press present.

The meeting started at 7.30 pm

Public Participation Time

CAYC spoke in support of their Annual Grant Application.

Holyrood School – the Head Girl and Deputy Head boy gave a short presentation about Holyrood School 6th Form and the extra curricular activities available at the school.

2016/21. Apologies for absence and to consider whether to approve reasons given. (If you cannot attend please telephone or email your apologies to the Acting Town Clerk). LGA 1972 s85 (1).

Apologies had been received from:

Cllr. Bulmer – Mayoral visit to Romania; Cllr. Carnell – Personal Injury
Cllr. Warwick - Illness

Agreed unanimously

Resolved: That the apologies and the reasons given should be accepted.

2016/22. Mayors Announcements.

The Deputy Mayor advised the Council about two forthcoming events:
Beacon Lighting for the Queen's Birthday (Thursday 21st April from 7.30pm)
St. George's Day Parade (Saturday 23rd April from 1.30 pm)

3 Members of the public left the meeting at 7.52 pm

2016/23. Declarations of Interest.

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](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Baker	X	X	#43	Committee Member of CAYC
O'Brien	X	X	#43	Committee Member of CAYC
Shortland	X	X	#43	Committee Member of CAYC
Mrs. Orchard	X	X	#43	Committee Member of Crowshute House
Mrs. Kenton	X		#43	User of Crowshute House

2016/24. To resolve to exclude members of the press and public

- To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Mrs. Dowell
Agreed Unanimously

Seconded: Cllr. Baker

Resolved: That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2016/47 (Staff in Confidence) is discussed.

2016/25. Council Meeting – minutes.

To confirm and sign the minutes of the Town Council Meeting [LGA 1972, Sch 12 para 41 \(1\)](#)

Monday 15th February 2016 (previously circulated)

Agreed Unanimously

RESOLVED – that the minutes of the Town Council Meeting held on Monday 15th February 2016 be signed as a correct record.

The Chairman signed the minutes.

2016/26. Committees

- To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways 15th February 2016 (Previously circulated)

Planning and Highways 21st March 2016 (Previously circulated)

Finance and Personnel 21st March 2016 (Previously circulated)

RESOLVED – to recommend to Full Council the approval of expenditure for repairs to the Guildhall Roof (*£2,360 from Guildhall; Property Maintenance Budget*) (G&A minutes #Item 2016/27)

RESOLVED – to recommend to Full Council the approval of expenditure for the purchase of Cemetery Equipment (*£7,820 from Cemetery; equipment/furniture/small tools Budget*) (G&A minutes #Item 2016/28)

RESOLVED – to recommend to Full Council the approval of expenditure for the 3* and 2* priority remedial work identified in the recent tree survey conducted by SSDC (*£10,771.20 from Amenities; general, arboriculture Budget*) and approve the recommendation that SSDC are contracted to carry out future annual inspections and remedial work

RESOLVED – to receive and note the minutes and approve the following recommendations:

#No. 1. The approval of expenditure for repairs to the Guildhall Roof (*£2,360 from Guildhall; Property Maintenance Budget*) (G&A minutes #Item 2016/27)

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

#No. 2. The approval of expenditure for the purchase of Cemetery Equipment (*£7,820 from Cemetery; equipment/furniture/small tools Budget*) (G&A minutes #Item 2016/28)

Proposed: Cllr. Mrs. Glynn
Agreed Unanimously

Seconded: Cllr. Baker

#No. 3. The approval of expenditure for the 3* and 2* priority remedial work identified in the recent tree survey conducted by SSDC (*£10,771.20 from Amenities; general, arboriculture Budget*) and approve the recommendation that SSDC are contracted to carry out future annual inspections and remedial work

Proposed: Cllr. Mrs. Wyatt
Agreed Unanimously

Seconded: Cllr. Mrs. Orchard

2016/27. Action Review Summary – to receive and review Outstanding Actions Summary (attached)

Cllr. Mrs. Kenton asked for Finance Workshop and updating the 3 Year Plan to be added to the Review Summary.

The review and update were noted.

2016/28. Town Clerk's Report – to receive and note update from Town Clerk

Nothing to report

- 2016/29. Finance - Town Council Year 2015/16 Year to Date Budget** (attached) to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

RESOLVED – to note the ‘year to date’ expenditure.

- 2016/30. Finance - Accounts for Payment** (attached) - to review and note items of expenditure ([LGA 1972 s150\(5\)](#))

Proposed: Cllr. Mrs. Broom
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

RESOLVED – to approve the accounts for payment. The Cheque Signatories this month will be Cllr. Mrs. Dowell and Cllr. Shortland

- 2016/31. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council. ([LGA 1972 s101](#))

The Town Clerk informed the meeting that two actions had dealt with under Delegated Powers since the last Full Council Meeting in February:

Planning Application **16/01134/S73** – Application to vary condition No. 02 (approved plans) of 13/02652/FUL for amendments to the fenestration to include relocation of main entrance door and window from south to west elevation and patio doors from west to south elevation, relocation of the chimney to external west wall and formation of lean to roof in place of entrance porch. Location: Store, Hornsley Rear of Crimchard, Chard TA20 1JY (Mr Richard Mutton) was APPROVED in consultation with the Ward Member and Chair of Planning and Highways.

The Notice informing the public of a vacancy in Holyrood Ward has been displayed following Cllr. Mrs Halse resignation.

NOTED

- 2016/32. Policy** – to instruct the Council’s Solicitors, Stokes Partnership LLP to work with Somerset County Council’s Legal Team to begin the process of finalising the Lease for the installation of a Bus Shelter in Avishayes Road, Chard (draft Heads of Terms Proposed Lease attached)

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

RESOLVED that Chard Town Council will instruct the Council’s Solicitors, Stokes Partnership LLP to work with Somerset County Council’s Legal Team to begin the process of finalising the Lease for the

installation of a Bus Shelter in Avishayes Road, Chard and investigate the extension of the lease beyond a 5 year period.

Due to a clerical error Agenda Items #33; #34; #35; #36 have been omitted. Agenda Item numbering will continue sequentially from #37.

**2016/37. Notice of motion from Cllr. Mrs. Broom
Electric Vehicle (EV) Charging Point**

That the Council agree to support the installation of a fast (4 hour) EV charging point by providing a one off payment of £700 (estimation) which will be match funded by SSDC (South Somerset District Council), who will undertake the installation. And, to agree that Chard Town Council will take the ownership and subsequent on-going costs of the EV charging point (report attached)

Proposed: Cllr. Mrs. Broom Seconded: Cllr. Mrs. Morrison
Cllr. Mrs. Broom agreed to an amendment of the motion.
Agreed Unanimously

RESOLVED That Chard Town Council agree to support in principle the installation of a fast (4 hour) EV charging point by providing a one off payment of £700 (estimation) which will be match funded by SSDC (South Somerset District Council), who will undertake the installation. This will be subject to agreement with SSDC's feasibility study.

2016/38. Finance - To consider the recommendations of the IT Working Party (report to follow)

This Agenda Item has been withdrawn as not all information necessary was available at this time

2016/39. Finance – To consider accepting the offer of another long term agreement with Aviva Insurance until 2019, at a reduced premium. The Council are currently insured with Aviva on a long term agreement until April 2017 (Finance and Personnel Minutes 17th March 2014 #28) (Correspondence attached)

Proposed: Cllr. Mrs. Dowell Seconded: Cllr. Mrs. Wyatt
Agreed Unanimously

RESOLVED That Chard Town Council accepts the offer of another long term agreement with Aviva Insurance until 2019, at a reduced premium.

2016/40. Finance – To agree the amount to be placed into a Sinking Fund for the Repairs and Renewals Fund for the Changing Rooms at Jocelyn Park (up to a maximum of £1,250 annually) (Finance and Personnel Minutes 21st March 2016 #2016/31)

Proposed: Cllr. Mrs. Dowell Seconded: Cllr. Baker
Agreed Unanimously

RESOLVED that Chard Town Council set an annual amount of £300 per year as a Sinking Fund for the Changing Rooms at Jocelyn Park, and at the Budget Meeting consider an additional one off initial payment into the fund as an opening balance.

- 2016/41. Outstanding Service Awards** – to receive a verbal report from the Panel regarding the nominations and awards for 2015/2016 to be presented at the Annual Parish Meeting.

The report was noted.

- 2016 /42. Annual Report 2015/2016** – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting (report to follow)

The report was received and noted.

- 2016/43. Finance** - To consider the award of Annual Grants for 2016/2017 to; Crowshute Centre Ltd; Chard & District Museum; Chard Area Youth Committee.

Cllr. Mrs Orchard left the meeting at 8.35 pm

Crowshute Centre Ltd

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Baker

Agreed Unanimously

RESOLVED That Chard Town Council will award Crowshute Centre Limited an Annual Grant of £1,000.

Cllr. Mrs. Orchard returned to the meeting at 8.37 pm.

Chard & District Museum

Proposed: Cllr. Mrs. Glynn

Seconded: Cllr. Kenton

Agreed Unanimously

RESOLVED That Chard Town Council will award Chard and District Museum an Annual Grant of £1,000.

Cllrs. Baker, Shortland and O'Brien left the room at 8.39 pm

Cllr. Mrs Kenton Chaired the following Agenda Item.

Chard Area Youth Committee

Proposed: Cllr. Mrs. Broom

Seconded: Cllr. Mrs. Wyatt

Agreed Unanimously

RESOLVED That Chard Town Council will award Chard Area Youth Committee an Annual Grant of £5,000.

Cllrs. Baker, Shortland and O'Brien returned to the meeting at 8.41 pm

2016/44. Notice of Motion from Cllr. Mrs. Morrison - "That Chard Town Council considers holding a debate for the EU Referendum for the benefit of Chard residents, and that this meeting be exempt from Guildhall hire charges" – deferred from Finance and Personnel committee meeting on 21st March 2016

This item has now been withdrawn

2016/45. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

2016/46. Communications Received

None received.

The remaining members of the Public and Press were excluded and left the meeting at 8.43 pm

2016/47. 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 #2016/04 above refers)

Staff in Confidence - Personnel Sub Committee Update

Cllr. Mrs. Dowell updated the meeting on the matters discussed at the April Personnel Sub Committee meeting:

**The new Administrator Role and Reception Cover
Relocation of Office Space and IT provision
Town Clerk's Probation terms of reference**

There being no other business, the Deputy Mayor closed the meeting at 9.07 pm.



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Full Town Council held on Monday 16th May 2016 in the Town Hall, Chard

Present: Cllr. Bulmer (Chairman); Cllr. Shortland (Vice Chairman); Cllrs. O'Brien; Mrs. Morrison; Kenton; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Glynn; Mrs. Orchard; Mrs. Dowell; Mrs. Wyatt; Orchard; Carnell; Warwick;

In Attendance: Zoe Truong (Town Clerk) Shirley Pitman (Administration Officer)

There were No. 5 members of the public and No. 2 members of the press present.

The meeting started at 7.30 pm

7.30pm Chaplain's 'Thought for the Day'

Public Participation Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council

AGENDA

2016/48. Election of Mayor (Chairman of the Council) and Acceptance of Office.
(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed).
[LGA 1972 s14\(1\)](#), [15\(1&2\)](#), [33\(1\)](#) and [34\(1&2\)](#)

Councillor Bulmer was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Baker

RESOLVED – that Councillor Bulmer be elected Mayor and Chairman of Chard Town Council, unless he resigns or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.

The Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Town Clerk.

Mayors Appointments: -

The Mayor confirmed that his representatives would be;

Chaplain – Rev. Jeff Williams of the Church of the Good Shepherd
Mayor's Consort – Mrs. Marilyn Page

2016/49. Mayors Announcements.

The Mayor announced that he would be supporting Chard First Responders and Chard Hospital League of Friends with his charity fund raising events.

2016/50. Apologies for absence and to consider whether to approve reasons given.

(If you cannot attend please telephone your apologies to the Town Clerk as non-attendance and no apologies could affect our future Quality Council applications) [LGA 1972 s85\(1\)](#).

None received.

2016/51. Declarations of Interest. 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. (NB this does not preclude any later declarations).

None declared.

2016/52. To resolve to exclude member of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. [Public Bodies \[Admission to Meetings\] Act 1960](#)

There are no confidential matters on the Agenda.

2016/53. Election of Deputy Mayor.

Councillor Shortland was nominated and accepted the nomination as Deputy Mayor and Vice Chairman of the Council.

Proposed: Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Baker

RESOLVED – that Councillor Shortland be elected Deputy Mayor and Vice Chairman of Chard Town Council unless he resigns or becomes

disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.

2016/54. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 18th April 2016 (previously circulated).

[LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 18th April 2016 be signed as a correct record.

2016/55. To review delegation arrangements to committees, sub-committees, employees and other local authorities (Standing Order # 5 j[v])

The Chair proposed to defer this item until later in the year as a review of the terms of reference for committees and the Council's Scheme of Delegation was currently in progress.

RESOLVED – to defer until later in the year as a review was currently in progress.

2016/56. To review terms of reference for committees. (Standing Order # 5 j[vi])

The Chair proposed to defer this item until later in the year as a review of the terms of reference for committees and the Council's Scheme of Delegation was currently in progress.

RESOLVED – to defer until later in the year as a review was currently in progress.

2016/57. To receive nominations for Appointments to Committees, Sub Committees and Working Parties. (Standing Order # 5 j[vii])

To consider appointments of Members to Committees and Working Groups with appointed deputies. [LGA 1972 s101](#)

- Finance & Personnel Committee

RESOLVED – that Councillors Mrs. Kenton, Mrs. Orchard, Mrs. Morrison, Warwick, Shortland, Bulmer, O'Brien, Kenton, Carnell and Baker are elected to the Committee.

Councillor Carnell was nominated and accepted the nomination for Chairman of the Finance & Personnel Committee

Proposed: Councillor Baker
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – that Councillor Carnell be elected Chairman of the Finance & Personnel Committee until the next Annual Meeting.

- Guildhall & Amenities Committee

RESOLVED – that Councillors Mrs. Kenton, Orchard, Mrs. Morrison, Shortland, Bulmer, O’Brien, Kenton, Mrs. Wyatt, Mrs. Glynn and Baker are elected to the Committee.

Councillor Baker was nominated and accepted the nomination for Chairman of the Guildhall and Amenities Committee

Proposed: Councillor Mrs. Kenton Seconded: Councillor Mrs. Glynn
For: 13 Against: 1 Abstention: 1

RESOLVED – that Councillor Baker be elected Chairman of the Guildhall and Amenities Committee until the next Annual Meeting.

- Planning & Highways Committee

RESOLVED – that Councillors Mrs. Broom, Mrs. Orchard, Shortland, Bulmer, Mrs. Wyatt, Mrs. Glynn, Orchard and Baker are elected to the Committee.

Councillor Mrs. Orchard was nominated and accepted the nomination for Chairman of the Planning and Highways Committee

Proposed: Councillor Shortland Seconded: Councillor O’Brien
Unanimous

RESOLVED – that Councillor Mrs. Orchard be elected Chairman of the Planning and Highways Committee until the next Annual Meeting.

- Allotments Sub Committee

RESOLVED – that Councillors Mrs. Wyatt, Mrs. Morrison and Baker be appointed to the Allotments Sub Committee.

- Personnel Sub Committee

RESOLVED – that Councillors Mrs. Orchard, Carnell, Shortland and Baker be appointed to the Personnel Sub Committee.

- Personnel Appeals Panel

RESOLVED – that Councillors O’Brien, Mrs. Broom, Mrs. Morrison and Mrs. Wyatt be elected to the Personnel Appeals Panel.

- Grant Applications Evaluation Working Group

RESOLVED – that Councillors Mrs. Orchard, Mrs. Morrison, Mrs. Glynn, Kenton, Warwick and Baker be elected to the Grant Applications Evaluation Working Group.

- Newsletter Working Group

RESOLVED – that Councillors Mrs. Kenton, Mrs. Glynn and Mrs. Morrison be elected to the Newsletter Working Group.

- Saturday Market Working Group

RESOLVED – that Councillors Mrs. Wyatt, Mrs. Broom, Mrs. Morrison and Baker be elected to the Saturday Market Working Group.

- Skate Park Improvement Working Group

RESOLVED – that Councillors Mrs. Morrison, Shortland, O’Brien, Orchard and Baker be elected to the Skate Park Improvement Working Group.

- Tourist Information Centre Working Group

RESOLVED – that Councillors Mrs. Morrison, Mrs. Kenton, Mrs. Glynn and Baker be elected to the Tourist Information Centre Working Group.

- Youth Engagement Working Party

RESOLVED – that Councillors Mrs. Morrison, Mrs. Broom and Warwick be elected to the Youth Engagement Working Group.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to accept the nominations and appoint Members to the Sub Committees and Working Groups of the Council.

2016/58. To consider appointment of any new committees, confirmation of terms of reference, the number of Members and receipt of nominations to them.

(Standing Order # 5 j[viii])

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/59. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations. (Standing Order # 5 j[ix])

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/60. To review arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. (Standing Order #5 j[x])

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/61. To review representation on or work with external bodies and arrangements for reporting back. (Standing Order # 5 j[xi])
(Current list of appointments below)

Organisation	No	Current Representative
Chard Museum	1	Mrs. A Broom
Chard Regeneration Board	1	J Baker
Chard Young People's Centre	2	D O'Brien / G Shortland
Market Towns Investment Group	2	J Baker, G Shortland
S.A.L.C.	1	M Carnell
SSDC Countryside Steering Group	1	G Shortland
Town Team	2	J Baker, G Shortland
Clare House	1	G Shortland

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – to approve the nominations for appointment of Representatives to Outside Bodies and Organisations.

2016/62. To make arrangements for the review of inventory of land and assets including buildings and office equipment. (Standing Order # 5 j[xiii])

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Baker

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/63. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks. (Standing Order # 5 j[xiv])

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/64. To make arrangements for the review of the Council's and/or employees' memberships of other bodies. (Standing Order # 5 j[xv])

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/65. To make arrangements for the review of the Council's Complaints Procedure, procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

(Standing Order # 5 j[xvi & xvii])

(Standing

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Glynn

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/66. To make arrangements for the establishment of the Council's policy for dealing with the press/media. (Standing Order #5 j [xviii])

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Broom

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2016/67. Meetings – To review the Members' attendance summary sheet.

RESOLVED – to note

2016/68. Finance – Cheque Signatories to be reviewed and authorise at least six Members to act as cheque signatories for the Co-Op accounts and at least 3 Members to act as cheque signatories for the HSBC account. (Any two Councillors are required to sign a cheque.) To confirm that the RFO be authorised to amend the bank mandate.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Baker

RESOLVED – that Councillors Shortland, Mrs. Kenton, Kenton, Mrs. Wyatt, Mrs. Morrison, Bulmer, Baker and Orchard would be the authorised signatories for the Council’s Co-op Bank accounts, any two to sign.

In addition, it was agreed that Councillors Mrs. Kenton, Shortland and Carnell would be the authorised signatories for the Council’s HSBC account, any two to sign.

It was agreed that the RFO be authorised to amend the bank mandate.

2016/69. Town Clerk’s Delegated Powers. The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

The Town Clerk reported on two matters dealt with under Delegated Powers.

1. Planning Observation

16/1542/FUL – Demolition of carport and garage and erection of a single storey rear and side extension to form a self contained annex.

This application was APPROVED in consultation with the Ward Members and the Chair of Planning and Highways.

2. Request for Summer Holiday Play days by SSDC

The use of Jocelyn Park on Friday 22 July from 1.30 – 3.00 pm and the use of Lower Henson Park on Friday 29th July from 1.30 – 3.00 pm by SSDC Play Days Scheme was APPROVED in consultation with the Chair of Guildhall and Amenities.

Resolved – to note.

2016/70. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

2016/71. 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 #2016/52 above refers)

There were no items to be heard in confidential session

There being no further business the meeting closed at 20.44 pm.



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Full Town Council held on Monday 20th June 2016 in the Town Hall, Chard

Present: Cllr. Shortland (Vice Chairman);

Cllrs. Kenton; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Glynn; Mrs. Orchard; Mrs. Dowell; Mrs. Wyatt; Orchard; Carnell; Warwick

In Attendance: Zoe Truong (Town Clerk) Tracy Lamb (Deputy Town Clerk / RFO)

There were No. 3 members of the public and No. 0 members of the press present.

The meeting started at 7.30 pm

Public Participation Time

No. 1 member of the public spoke about parking issues at Springmead Surgery

Cllr. Baker reported that the disabled parking bay discussion was initiated by County Highways and was not a Member led issue

No. 2 members of the public left the meeting.

2016/72. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Apologies had been received from:

Cllr. Bulmer – twinning visit to Helmstedt

Cllr. Mrs. Morrison – twinning visit to Helmstedt

Agreed unanimously

Resolved: That the apologies and the reasons given should be accepted.

Absent: Cllr. O'Brien

2016/73. Mayor's Announcements.

The Deputy Mayor reported that he had attended the following events:

A civic reception for the outgoing Mayor of Taunton, and again for the incoming Mayor. The opening of the @St Mary's Centre

- 2016/74. Declarations of Interest.** 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. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr. Baker	X	X	#88	Chairman of Chard Carnival Committee
Cllr. Baker	X		#94	Chard Town Team Committee
Cllr. Orchard	X	X	#88	Member of Chard Carnival Committee
Cllr. Mrs. Kenton	X	X	#77	Member of CATS (dishwasher and fire retardant work)
Cllr. Mrs. Kenton	X	X	#88	Member of Chard Carnival Committee
Cllr. Mrs. Kenton	X		#81	Cheque for CATS
Cllr. Mrs Orchard	X	X	#77	Member of CATS (dishwasher and fire retardant work)
Cllr. Mrs. Orchard	X	X	#88	Member of Chard Carnival Committee
Cllr. Mrs. Orchard	X		#81	Cheque for CATS
Cllr. Warwick	X		#81	Cheque for CATS
Cllr. Shortland	X	X	#88	Member of Chard Carnival Committee
Cllr. Shortland	X		#94	Chard Town Team Committee

- 2016/75. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960

Proposed: Cllr. Mrs. Dowell
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

Resolved: That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2016/95 (Staff in Confidence) is discussed.

- 2016/76. Council Meeting – minutes.** To confirm and sign the minutes of the Town Council Meeting on Monday 16th May 2016 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Agreed Unanimously

RESOLVED – that the minutes of the Town Council Meeting held on Monday 16th May 2016 be signed as a correct record with an amendment to the record of Members who are part of the Community Grant Applications Evaluation Working Group.

The Chairman signed the minutes.

2016/77. Committees - To receive and note the minutes of the following meetings and approve any recommendations:

Planning and Highways	18 th April 2016	(Previously circulated)
Planning and Highways	23 rd May 2016	(Previously circulated)
Finance and Personnel	23 rd May 2016	(Previously circulated)
Guildhall & Amenities	6 th June 2016	(Previously circulated)

RESOLVED – to recommend to Full Council the approval of expenditure of up to £3,650 for an additional set of shoring the money would need to be transferred from Capital receipts reserves code 320

Also that the £7,820 previously spent on shoring should be vired back into the cemetery equipment small tools budget from the Capital receipts reserves budget code 320 (G&A minutes #Item 2016/40)

RESOLVED – to recommend to Full Council the approval of expenditure of up to £4,675 for the purchase of a replacement conference microphone system. This money would need to be transferred from Capital receipts reserves code 320 (G&A minutes #Item 2016/42)

RESOLVED – to recommend to Full Council the approval of expenditure of up to £5,000 for installation of air conditioning in the dressing rooms and improvements to the ventilation system in the auditorium (G&A minutes #Item 2016/43)

RESOLVED – to recommend to Full Council the approval of expenditure of up to £5,016 to conduct the fire retardant work to the stage curtains and Backdrops (G&A minutes #Item 2016/44)

RESOLVED – to recommend to Full Council the approval of expenditure of up to £3,000 to purchase a new dishwasher and for the plumbing and electrical work required to install the existing glass washer to the Town Hall pantry. This money would need to be transferred from Capital receipts reserves code 320 (G&A minutes #Item 2016/45)

Proposed: Cllr. Mrs. Dowell
Agreed Unanimously

Seconded: Cllr. Mrs. Glynn

RESOLVED – to receive and note the minutes and approve all the recommendations above

2016/78. Action Review Summary – to receive and review Outstanding Actions Summary

The review and updates were noted.

2016/79. Town Clerk's Report – to receive and note update from Town Clerk

Nothing to report

- 2016/80. Finance - Town Council Year 2016/17 Year to Date Budget** (attached) to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

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

- 2016/81. Finance - Accounts for Payment** (report to follow) - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

RESOLVED – to approve the accounts for payment. The Cheque Signatories this month will be Cllr. Mrs. Wyatt and Cllr. Mrs. Kenton

- 2016/82. Finance – Bank Reconciliations** - to review and approve the bank reconciliations

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Orchard

RESOLVED – to approve the bank reconciliations.

- 2016/83. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

Proposed: Councillor Baker
Agreed Unanimously

Seconded: Councillor Orchard

Resolved – to defer this item to confidential session for discussion

- 2016/84. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

RESOLVED – to review and note items budget virements

- 2016/85. Finance - Adoption of Accounts for the Year ended 31st March 2016, to approve the signing of the Annual Return and the transfer of funds into Earmarked Accounts** [Accounts & Audit Regulations 2011](#)

Proposed: Councillor Baker
Vote: 11 FOR and 1 Abstention

Seconded: Councillor Mrs. Kenton

RESOLVED – to adopt the Accounts for the Year ended 31st March 2016, to approve the signing of the Annual Return and the transfer of funds into Earmarked Accounts

The Chairman and Town Clerk signed the Annual Governance Statement section 1

The Chairman and the RFO signed the Accounting Statement section 2

- 2016/86. Town Clerk's Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
(LGA 1972 s101)

Cllrs. Kenton and Mrs. Kenton left the room 8.22 pm

The Town Clerk informed the meeting that the following actions had dealt with under Delegated Powers since the last Full Council Meeting in May:

Planning Application 16/01680 FUL and 16/01681 LBC was APPROVED in consultation with the Ward Member and Chair of Planning and Highways.

NOTED

Cllrs. Kenton and Mrs. Kenton returned to the room 8.25 pm

- 2016/87. Policy** – To review the ongoing practice of Councillor Surgeries at The Guildhall

After discussion, it was agreed that monthly Councillor Surgeries were a good practice to continue. All Councillors, except Cllr. Kenton will be available for a regular Councillor Surgery at the Guildhall.

- 2016/88. Finance** – To consider the request from Chard Carnival Committee that they are included as an organisation to be in receipt of an Annual Grant

Cllrs. Orchard, Mrs. Orchard, Baker, Shortland and Mrs. Kenton left the room at 8.35 pm.

Cllr. Carnell undertook the role of Chairman for this Agenda Item.

Proposed: Councillor Mrs. Broom
Agreed Unanimously

Seconded: Councillor Mrs. Wyatt

RESOLVED – that Chard Town Council award Chard Carnival Committee a grant of £1,000 in 2016/2017 specifically for training purposes if the organisation supplies the necessary documentation for receiving such an award (as with all other grant recipients). The decision for the giving of an annual grant is to be deferred until the current review of the Grant Policy and Procedures guidelines are completed.

Cllrs. Orchard, Mrs. Orchard, Baker, Shortland and Mrs. Kenton returned to the room at 8.45 pm.

- 2016/89. Finance** – To agree the spend for the SSDC Sweeper Arrangements including the driver (report attached). The contract for SSDC to undertake this work was agreed previously (Full Town Council minutes 15th February #2016/06)

To agree to vire the spend for the secondment of the sweeper driver from Amenities Payroll Costs 308/4001

Proposed: Councillor Mrs. Kenton
Agreed Unanimously

Seconded: Councillor Mrs. Glynn

Resolved - to agree the spend for the SSDC Sweeper Arrangements including the driver and to agree to vire the spend for the secondment of the sweeper driver from Amenities Payroll Costs 308/4001

2016/90. Finance – To consider the installation of Lightning Protection at The Guildhall

Proposed: Councillor Baker
Agreed Unanimously

Seconded: Councillor Mrs. Orchard

Resolved – to defer Agenda Item #2016/90 as the three quotes supplied are not based on the same specifications. Officers are to bring this item back to Council once the quotes have been resubmitted on an equal basis.

2016/91. Finance – to consider the charges for the rental of the changing facilities at Jocelyn Park

Proposed: Councillor Mrs. Kenton
Agreed Unanimously

Seconded: Councillor Baker

Resolved – that Chard Town Council forms a small working group consisting of Councillors Baker, Mrs. Dowell and Mrs. Glynn, assisted by the Town Clerk and other Officers as required to work with the Football Clubs to determine the rental charges and the terms and conditions of hire for the Changing Room facilities.

2016/92. Notice of motion from Cllr. Mrs. Kenton

"That this council instructs the officers to actively research new cemetery land and that they approach local estate agents with a view to purchasing land for the same"

Proposed: Councillor Mrs. Kenton
Agreed unanimously

Seconded: Councillor Baker

Resolved – to defer this item to confidential session for discussion

2016/93. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received

2016/94. Communications Received

#1. To consider a request from the Town Team for permission to use Jocelyn Park on Sunday 24th July for the 'Party in the Park' event, as well as use of the changing rooms for toilet facilities and a water supply

Proposed: Councillor Mrs. Wyatt
Vote: 10 FOR and 2 Abstentions

Seconded: Councillor Mrs. Broom

Resolved – to approve request from the Town Team for permission to use Jocelyn Park on Sunday 24th July, as well as use of the changing rooms for toilet facilities and a water supply

2016/95. 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 #2016/04 above refers)

No. 1 member of public left the meeting.

Deferred Agenda Items

2016/83. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

Resolved – to review and note the schedule, and to waive any bank charges and collect the outstanding sum owed via cash payment.

2016/92. Notice of motion from Cllr. Mrs. Kenton

"That this council instructs the officers to actively research new cemetery land and that they approach local estate agents with a view to purchasing land for the same"

Proposed: Councillor Mrs. Kenton
Vote: 11 FOR and 1 against

Seconded: Councillor Baker

Resolved – that this council instructs the officers to actively research new cemetery land and that they approach local estate agents with a view to purchasing land for the same.

2016/95. Staff in Confidence - Personnel Sub Committee Update

Proposed: Councillor Carnell
Agreed Unanimously

Seconded: Councillor Orchard

Resolved – that the Town Clerk has successfully completed her probation and her permanent employment is confirmed.

There being no further business the meeting closed at 9.42 pm



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Full Town Council held on Monday 15th August 2016 in the Town Hall, Chard

Present: Cllr. Bulmer (Chairman);

Cllrs Mrs. Morrison; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Glynn; Mrs. Dowell; Mrs. Wyatt;
Orchard; Warwick;

In Attendance: Zoe Truong (Town Clerk)

There were No. #1 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

Chaplain's 'Thought for the Day'

Public Participation Time

7.40 pm No. #1 member of the public left the meeting.

2016/96. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Apologies had been received from:

Cllr. Mrs Orchard – Illness

Cllr. O'Brien - Illness

Cllr. Shortland – Family commitments

Cllr. Kenton – Family Commitments

Agreed unanimously

Resolved: That the apologies and the reasons given should be accepted.

Cllr. Carnell – Absent

2016/97. Mayor’s Announcements.

The 76th Anniversary Battle of Britain Memorial Service will take place on September 11th at 10 am– please let the office know if you are attending.

2016/98. Declarations of Interest. 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. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Baker	X	X	2016/105	Cheque payable to Chard & District Carnival Club
Baker	X	X	2016/105	Cheque payable to Eclipse Carnival Club
Mrs. Orchard	X	X	2016/105	Cheque payable to Eclipse Carnival Club
Mrs. Kenton	X	X	2016/105	Cheque payable to Eclipse Carnival Club
Bulmer	X	X	2016/105	Cheque payable to Cllr. Bulmer

2016/99. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Broom

Resolved: That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2016/117 (Commercial in Confidence) is discussed.

2016/100. Council Meeting – minutes. To confirm and sign the minutes of the Town Council Meeting on Monday 20th June 2016 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Vote: 8 for; 1 Abstention
The vote was carried

RESOLVED – that the minutes of the Town Council Meeting held on Monday 20th June 2016 be signed as a correct record

The Chairman signed the minutes.

2016/101. Committees - To receive and note the minutes of the following meetings and approve any recommendations:

Planning and Highways	20 th June 2016	(Previously circulated)
Planning and Highways	18 th July 2016	(Previously circulated)
Finance and Personnel	18 th July 2016	(Previously circulated)
Guildhall & Amenities	1 st August 2016	(Previously circulated)

Proposed: Cllr. Mrs. Kenton
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

RESOLVED – to receive and note the minutes and approve any recommendations

2016/102. Action Review Summary – to receive and review Outstanding Actions Summary

The review and updates were noted.

2016/103. Town Clerk’s Report – to receive and note update from Town Clerk

Nothing to report

2016/104. Finance - Town Council Year 2016/17 Year to Date Budget (attached) to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

RESOLVED – to note the ‘year to date’ expenditure.

2016/105. Finance - Accounts for Payment (report attached) - to review and note items of expenditure (LGA 1972 s150 (5))

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

RESOLVED – to approve the accounts for payment. The Cheque Signatories this month will be Cllr. Mrs. Dowell and Cllr. Baker

2016/106. Finance – Bank Reconciliations - to review and approve the bank reconciliations (report attached).

Proposed: Cllr. Warwick
Agreed Unanimously

Seconded: Cllr. Orchard

RESOLVED – to approve the bank reconciliations.

2016/107. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments (report attached).

Noted

2016/108. Finance – Budget Virements - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation #4.2 and seek approval for transfers in excess of £1000.00 (report attached).

RESOLVED – to defer to next Finance and Personnel Committee meeting as no report was attached.

2016/109. Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council. (LGA 1972 s101)

The Town Clerk informed the meeting that the following actions had dealt with under Delegated Powers since the last Full Council Meeting in June.

16/02328/FUL – Internal alterations, demolition of existing kitchen extension, bathroom and outbuilding and the erection of replacement kitchen extension and installation of new bathroom, en suite and toilet; 55 High Street, Chard TA20 1QW; Mr. Graeme Furniss

16/02868/FUL – Erection of two storey rear extension (revised application); 23 Crimchard, Chard TA20 1JS; Mr. Paul Nicholls

The above applications were APPROVED in consultation with the Ward Members and the Chair of Planning and Highways.

Noted

2016/110. To approve a Panel of Members to consider and approve the Job Application Pack for the currently vacant Operations Manager role

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Baker

RESOLVED – that a panel of Councillors, with the Town Clerk will evaluate the post of Operations Manager and how this role fits within the current staffing structure at Chard Town Council. Recommendations will be made to an extra ordinary meeting of the Full Town Council.

Members on the panel will be: Cllrs. Mrs. Morrison, Baker, Mrs. Kenton, Bulmer and Orchard

2016/111. To collate a collective response to Somerset County Council's 'Our Challenges and Ambitions' Survey

It was agreed that the Town Clerk should write to Somerset County Council voicing concern regarding the lack of services for elderly and young people but not to respond via the survey.

2016/112. To approve the purchase of two additional flags to replace the ones that were lost or destroyed (report attached)

Proposed: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

RESOLVED – that Chard Town Council will purchase two additional flags to replace the ones that were lost or destroyed

2016/113. Finance – to approve the addition of two more members of staff to the Co Op FD Online Banking. These members of staff to be the Operations Manager and the Administration Officer: Clerical and Financial

Proposed: Cllr. Mrs. Dowell
Agreed Unanimously

Seconded: Cllr. Mrs. Glynn

RESOLVED – that Chard Town Council authorises the post of Administration Officer: Clerical and Financial to be added to the Co Op FD Online Banking system. This Council therefore authorises Shirley Pitman to be this person.

2016/114. To appoint two representatives to sign the Conveyance of Transfer from SSDC relating to the market held at Fore Street, Chard

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Bulmer

RESOLVED – that the Town Clerk and the RFO/Deputy Town Clerk are authorised as two representatives to sign the Conveyance of Transfer from SSDC relating to the market held at Fore Street, Chard

2016/115. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received

2016/116. Communications Received

None received

2016/117. 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 #2016/99 above refers)

Commercial in Confidence

Computer Data Back-up and storage fees – backdated invoice

Proposed: Cllr. Mrs. Glynn
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

RESOLVED – that the Town Clerk is authorised to seek legal advice from Stokes Partnership and to act on this advice to decide whether Chard Town Council should defend or pay the claim. Fees for the advice are not to exceed £500.

The Town Clerk and the Mayor are authorised to sign any paperwork as necessary.

There being no further business the meeting closed at 9.00 pm



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Full Town Council held on Monday 17th October 2016 in the Town Hall, Chard

Present: Cllr. Bulmer (Chairman);

Cllrs Mrs. Morrison; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Glynn; Mrs. Dowell; Mrs. Wyatt; Orchard; Warwick; Mrs. Orchard; O'Brien; Shortland; Kenton

In Attendance: Zoe Truong (Town Clerk)

There were No. #10 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

Chaplain's 'Thought for the Day'

Public Participation Time

7.45 pm No. 3 members of the public left the meeting

2016/118. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

None received

Cllr. Carnell – Absent

2016/119. Mayor's Announcements.

The Mayor invited Councillors to attend the two minutes' silence at The Guildhall on 11th November, and also the parade and service at St. Mary's Church on Sunday 13th November.

2016/120. Declarations of Interest. 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. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Baker	x	x	2016/128	Cheque payable to himself

2016/121. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960

Proposed: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. Baker

RESOLVED - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2016/142 (Commercial in Confidence) and (Staff in Confidence) is discussed.

2016/122. Council Meeting – minutes. To confirm and sign the minutes of the Town Council Meeting on Monday 15th August 2016 (previously circulated) LGA 1972, Sch 12 para41 (1)

Agreed Unanimously

RESOLVED – that the minutes of the Town Council Meeting held on Monday 15th August 2016 be signed as a correct record.

The Chairman signed the minutes.

2016/123. Committees - To receive and note the minutes of the following meetings and approve any recommendations:

Planning and Highways 15th August 2016 (Previously circulated)

Planning and Highways 19th September 2016 (Previously circulated)

Finance and Personnel 19th September 2016 (Previously circulated)

Finance and Personnel 3rd October 2016 (Previously circulated)

Guildhall & Amenities 5th September 2016 (Previously circulated)

RESOLVED - that Chard Town Council employs SSDC to provide their out of hours call out cover for the play parks it is responsible for. To be reviewed annually to ensure this cover continues to meet Chard Town Council's needs (#2016/65)

Proposed: Cllr. Mrs. Kenton
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

RESOLVED – to receive and note the minutes and approve any recommendations

2016/124. Finance – to consider the following recommendations for charges from the Guildhall and Amenities Committee:

RESOLVED – To recommend to Full Council that Chard Town Council confirm that there were no price increases in 2015/2016 and all charges were held at the same level (#2016/30)

Proposed: Cllr. Mrs. Kenton
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

RESOLVED – (Guildhall) that Chard Town Council raise prices in line with the current Retail Prices Index (1.9% as of 16th August) and a working group is established to review room usage and costings by 1st July 2017. All advertised prices to include VAT costs (#2016/67)

Proposed: Cllr. Mrs. Kenton
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

RESOLVED – (Cemetery) that Chard Town Council raise prices in line with the current Retail Prices Index (1.9% as of 16th August) and a working group is established to review any outstanding issues once the report requested for the October meeting has been received. The review will be completed by 1st July 2017.

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. O'Brien

RESOLVED – to receive and note the minutes and approve any recommendations from the Guildhall and Amenities Committee on 3rd October 2016 (Previously circulated)

Members agreed to bring forward Agenda Items # 133 and #134 due to the public presence.

2016/133. Finance – to review the charges for Allotments rent for the period 1st October 2017 – 30th September 2018 (report attached)

Proposed: Cllr. Baker

Seconded: Cllr. Mrs. Morrison

VOTE: 12 For; 2 Abstentions
The vote was carried

RESOLVED - To keep the Allotment rent the same for the period 1st October 2017 – 30th September 2018 with no increase in fees.

This would be conveyed to Allotment Holders at the Annual Allotment Holders meeting on Tuesday 25th October at 6.30 pm, in the Guildhall

8.08 pm No. 3 members of the public left the meeting

- 2016/134. Notice of motion from Cllr. Mrs. Broom** (received 26th September 2016)
That Chard Town Council notes the content of the feasibility study for an electric car charging bay at Bath Street Car Park, and that Council agrees to the following:
- A one-off payment of £1478.84 towards the installation costs
 - To take responsibility for the annual running costs (electricity and maintenance contract)
 - Make an application to Area West (Zoe Harris) for the £978 Community Grant
 - Requests £500 from the Sustainable South Somerset Projects Fund

Proposed: Cllr. Mrs. Broom

Seconded: Cllr. Mrs. Wyatt

8.10 pm Members agreed to suspend Standing Orders to allow a member of the public to speak

8.26 pm Standing Orders were re-instated

RESOLVED - The Motion was withdrawn

8.34 pm No. 1 member of the public left the meeting

- 2016/125. Action Review Summary** – to receive and review Outstanding Actions Summary (report attached)

The review and updates were noted.

- 2016/126. Town Clerk's Report** – to receive and note update from Town Clerk

Nothing to report that is not on the Agenda.

- 2016/127. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

This Agenda item was deferred to the next meeting of the Finance and Personnel Committee due to the current absence of the RFO.

- 2016/128. Finance - Accounts for Payment** (report to follow) - to review and note items of expenditure (LGA 1972 s150 (5))

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Mrs. Orchard

Agreed Unanimously

RESOLVED – That cheque payment 303026 is moved to confidential session for discussion.

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Orchard

RESOLVED – to approve the accounts for payment (except the above cheque). The Cheque Signatories this month will be Cllr. Mrs. Wyatt and Cllr. Baker

2016/129. Finance – Bank Reconciliations - to review and approve the bank reconciliations

This Agenda item was deferred to the next meeting of the Finance and Personnel Committee due to the current absence of the RFO.

2016/130. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

This Agenda item was deferred to the next meeting of the Finance and Personnel Committee due to the current absence of the RFO.

2016/131. Finance – Budget Virements - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation #4.2 and seek approval for transfers in excess of £1000.00

This Agenda item was deferred to the next meeting of the Finance and Personnel Committee due to the current absence of the RFO.

2016/132. Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
(LGA 1972 s101)

The Town Clerk has made the following decision under delegated powers since the August Meeting of the Full Town Council.

16/03690/FUL – Cladding to side elevation of dwellinghouse
5 Bubwith Road, Chard TA20 2BN; Mrs. Tracey Haughton

In consultation with the Ward Members and the Chair of the Planning and Highways Committee, Chard Town Council approves this application.

2016/ 133. This item was moved to earlier in the Agenda.

2016/ 134. This item was moved to earlier in the Agenda.

2016/135. Notice of motion from Cllr. Mrs. Broom (received 10th August 2016)
That Chard Town Council supports South Somerset District Council's commitment to stand up and stamp out racism, xenophobia and disability discrimination (SSDC resolution attached 21st July 2016 #33 Motions)

Proposed: Cllr. Mrs. Broom

Seconded: Cllr. Shortland

VOTE: 13 For; 1 Abstention

The vote was carried.

RESOLVED - That Chard Town Council supports South Somerset District Council's motion and that this Council wishes to make it clear that we, the councilors, are proud to represent a vibrant and diverse community. We totally condemn any form of racism, intolerance, bigotry or xenophobia. Hate crimes have no place in our society and we will do all we can to prevent them.

2016/136. Finance - That Chard Town Council receives and notes the recommendations for 2016 / 2017 Community Development Grant from the Grant Applications Evaluation Panel and approves the applications recommended for payment (report attached)

Proposed: Cllr. Mrs. Glynn
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

RESOLVED - That Chard Town Council approves the recommendations for awards for the 2016 / 2017 Community Development Grant from the Grant Applications Evaluation Panel and approves the applications recommended for payment.

2016/137. Finance – that Chard Town Council considers adopting the Motion proposed by NALC in response to the Council Tax Referendum Proposals, and to respond to the government consultation stating their opposition to the proposals (papers attached)

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Mrs. Wyatt

VOTE: 13 For; 1 Abstention
The vote was carried.

RESOLVED - That Chard Town Council approves the Motion proposed by NALC in response to the Council Tax Referendum Proposals, and that they will respond to the government consultation stating their opposition to the proposals.

2016/138. Guildhall – that Chard Town Council agree to the new meeting room in the Guildhall being named the 'Bondfield Room'; in honour of Margaret Bondfield, a Chard citizen who became Britain's first female Cabinet Minister.

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

RESOLVED – That the new meeting room in the Guildhall is named the 'Bondfield Room' in honour of Margaret Bondfield.

2016/139. Policy – to receive and accept Chard Town Council's 2016 Health and Safety Policy and consider the recommendations in the Action Plan (attached)

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Baker

Agreed Unanimously

RESOLVED – That adoption of this policy is deferred until after the outstanding Staffing Review is completed since staff headings listed in the document are potentially obsolete.

2016/140. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

2016/141. Communications Received

Item #1: StreetSpace – sent a thank you card to Chard Town Council in appreciation of the partnership for the Chard Community Day 2016. The event was a huge success.

Noted.

2016/142. 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 #2016/121 above refers)

9.07 pm No. 3 remaining members of the public left the meeting.

COMMERCIAL IN CONFIDENCE

Summerfield Development – Cedar Close, Chard

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Kenton

Agreed Unanimously

RESOLVED – That Chard Town Council authorises granting a new deed of Easement to Summerfields Developments (SW) on the Legacy Land at Cedar Close, Chard on the understanding that Summerfields Developments (SW) have agreed to meet the financial cost of amending the Easement Deed.

L/O Land at The Laurels Resource Centre, Wilkins Close, Chard

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Mrs. Dowell

Agreed Unanimously

RESOLVED – That Chard Town Council agrees to transfer by BACS the sum of £750 to Stokes Partners LLP to meet the costs of Somerset County Council for the lease of land at The Laurels Resource Centre, Wilkins Close, Chard

Computer Data Back-up and storage fees – backdated invoice

Update noted.

STAFF IN CONFIDENCE

Personnel Update

Noted.

9.50 pm Cllr. Baker left the meeting.

2016/128. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)) Consideration of cheque payment 303026 moved to confidential session.

Proposed: Cllr. Mrs. Dowell

Seconded: Cllr. Shortland

VOTE: 6 For; 4 Against; 3 Abstentions

The vote was carried.

RESOLVED - to approve cheque 303026 for payment

There being no further business the meeting closed at 10.03 pm



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

All Council Meetings are open to the Public and Press

Minutes of a meeting of the Full Town Council held on Monday 19th December 2016 in the Town Hall, Chard

Present: Cllr. Bulmer (Chairman)

Cllrs Mrs. Morrison; Mrs. Broom; Baker; Mrs. Glynn; Mrs. Wyatt; Orchard; O'Brien; Shortland; Kenton; Carnell

In Attendance: Zoe Truong (Town Clerk); Tracy Lamb (RFO / Deputy Clerk)

There were No.#8 members of the public and No.#0 members of the press present.

The Mayor presented Community Development Fund cheques to the following successful applicants: Golden-Oldies; Chard Watch CIC; Playdays Pre-School; Chard Evolution Majorettes

The meeting started at 7.30 pm

8 Members of the public left the meeting.

Chaplain's 'Thought for the Day'

Public Participation Time

2016/143. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Cllr. Mrs. Kenton Family Illness

Cllr. Mrs. Dowell Family Illness

Cllr. Mrs. Orchard Work Commitments

Cllr. Warwick Prior Commitment

Agreed unanimously

Resolved: That the apologies and the reasons given should be accepted.

2016/144. Mayor's Announcements.

The Mayor reported that he had received thanks from the Mayor of Yeovil for an enjoyable evening at the annual Ale Tasting in Chard with the Town Crier

2016/145. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities [Model Code of Conduct \(Order 2007 SI No.1159\)](#) (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Baker	X		#157	Letter from Chard Carnival
Bulmer	X	X	#151	Cheque payable to himself

2016/146. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

RESOLVED - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2016/158 (Commercial in Confidence) and (Staff in Confidence) is discussed.

2016/147. Council Meeting – minutes. To confirm and sign the minutes of the Town Council Meeting on Monday 17th October 2016 [LGA 1972, s12 para41 \(1\)](#)

Agreed Unanimously

RESOLVED – that the minutes of the Town Council Meeting held on Monday 17th October 2016 be signed as a correct record.

The Chairman signed the minutes.

2016/148. Committees - To receive and note the minutes of the following meetings and approve any recommendations:

Planning and Highways	17 th October 2016	(Previously circulated)
Planning and Highways	21 st November 2016	(Previously circulated)
Finance and Personnel	21 st November 2016	(Previously circulated)
Guildhall & Amenities	5 th December 2016	(Previously circulated)

RESOLVED - to recommend to Full Council the approval of expenditure of £504.50 from Budget Code 320 (Capital Receipts Reserves) to purchase Cemetery Markers to provide clearer directions at the cemetery (#2016 / 85)

RESOLVED - to recommend to Full Council expenditure of £1,950 from Budget Code 201/4036 (Heating and Air Conditioning) to supply an air conditioning unit to the office upstairs using the same supplier who is supplying units to the Dressing Rooms (#2016/89)

RESOLVED - to recommend to Full Council that the 2017 / 2018 proposed budget for PPE in the Guildhall and Amenities Cost Centre's are increased to £500 and £1,000 respectively.

VOTE: For 9; 1 Against; 1 Abstention

RESOLVED – to receive and note the minutes and approve any recommendations

2016/149. Action Review Summary – to receive and review Outstanding Action Review Summary

The review and updates were noted.

2016/150. Town Clerk's Report – to receive and note update from Town Clerk

The report and updates were noted.

2016/151. Finance - Accounts for Payment - to review and note items of expenditure. Cheque signatories to be confirmed. ([LGA 1972 s150 \(5\)](#))

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Glynn

RESOLVED – to approve the accounts for payment (except cheque number 052740 which has an outstanding query attached to it). The Cheque Signatories this month will be Cllr. Shortland and Cllr. Bulmer

2016/152. Finance - 2017 / 2018 Budget – to receive and consider recommendation from Committees for 2017/2018 budget and set the precept.

A report outlining a number of options had been circulated to Members for consideration.

Proposed: Mrs. Morrison

Seconded: Mrs. Wyatt

That Chard Town Council look to make further budget savings on the recommended budget.

After discussion Cllr. Mrs. Morrison withdrew this proposal.

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

RESOLVED – that Chard Town Council set a budget of £624,541 for 2017/2018.

The following proposal was made that with the Precept Support Grant of £15,800 the Precept Demand for 2017/2018 be set at £608,741. This will result in an increase in the Band D Equivalent of £20.29 per annum, a percentage of 16.36%.

Proposed: Cllr. Kenton

Seconded: Cllr. Mrs. Morrison

Amendment a): The Precept Demand for 2017/ 2018 is set at £591,281, this will result in an increase in the Band D Equivalent of £12.41 per annum (10%)

Proposed: Cllr. Carnell

Seconded: Cllr. Shortland

After debate, it was agreed to vote on the original proposal.

VOTE: For 6; Against 5

RESOLVED – Chard Town Council agreed to set a budget for 2017/2018 of £624,541 with a precept demand of £608,741 which equates to an increase of £20.29 (16.36%) in the Band D Equivalent.

- 2016/153. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
([LGA 1972 s101](#))

The Town Clerk has made the following decision under delegated powers since the October Meeting of the Full Town Council.

16/04368/FUL – Engineering earthworks to rear garden (part retrospective); 36 Bilston Villas, Crimchard, Chard TA20 1JW; Mrs. Martine Gillard

In consultation with the Ward Members and the Chair of the Planning and Highways Committee, Chard Town Council approves this application.

- 2016/154. To consider the recommendation from the Finance and Personnel Committee that Chard Town Council considers the removal of the two Statutory Days Leave from staff leave allowance.**

The Town Clerk reported to Council on the legal standpoint that “in order to reduce the overall holiday entitlement by removing the two statutory days, Council should first consult with staff and seek their agreement. This is the case when seeking to make any changes to contractual terms. However, removing these days would be in breach of green book requirements”.

After debate, it was agreed that Council did not want to remove the entitlement to statutory days but to consult with staff over how the days are used.

Proposed: Cllr. Carnell

Seconded: Cllr. Mrs. Morison

VOTE: For 10; 1 Abstention

RESOLVED - that before the next Full Town Council meeting the Finance and Personnel Committee will review how the Guildhall is used as a building and therefore how this needs to be staffed.

2016/155. To review and approve a consultant to undertake a staffing review for Chard Town Council

Proposed: Cllr. Mrs. Broom
Agreed Unanimously

Seconded: Cllr. Mrs. Glynn

RESOLVED – that Chard Town Council approves the expression of interest from the Community Council for Somerset as their preferred bidder, and works in partnership with them to develop a working brief to complete the review of Chard Town Council’s organisational structure and service delivery

2016/156. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.
#1. Chard Museum Report

The report and updates were noted.

2016/157. Communications Received.

#1. Chard and District Carnival – letter of thanks

The communication received was noted.

2016/158. 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 #2016/146 above refers)

COMMERCIAL IN CONFIDENCE

Transfer of Land adjoining Holyrood School, Chard

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Glynn

RESOLVED that Cllr. Mrs. Morrison and Cllr. Shortland will sign a new Transfer Land Registry form for the land adjoining Holyrood School, Chard.

RESOLVED that Chard Town Council is content for this transfer to now be completed

Transfer of Land adjoining Essex Close, Chard

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Glynn

RESOLVED that Chard Town Council is content for this transfer to now be completed as per the original resolution on 21 August 2007.

STAFF IN CONFIDENCE

Personnel Update

The update was noted.

There being no further business the meeting closed at 9.16 pm