



Chard Town Council

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

www.chard.gov.uk

TEL: 01460 239567 FAX: 01460 261661

Mayor: Cllr Dave Bulmer Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the **Guildhall & Amenities Committee** meeting of Chard Town Council held on Monday 1st February 2016 in the Town Hall at 7:00 pm

Present

Councillors

Mrs. J Kenton (Chair)	A Kenton
J Baker	Mrs. Morrison
D Bulmer	D O'Brien
Mrs. I Glynn	

In Attendance:

Zoe Truong (Town Clerk), Ed Ringwood (Operations Manager)

There were No. 7 members of the public present and No.1 members of the press

The meeting started at 7.00 pm

Public Participation Time

Two members of Street space spoke in support of item 2016/07

The chair of the football clubs working group spoke regarding the need for the group to meet to discuss budgetary issues

2016/01. Apologies for absence and to consider whether to approve reasons given. (Please telephone or email, your apologies to the Town Clerk). LGA 1972 s85 (1)

Councillor Mrs. Wyatt - Family illness
Councillor Mrs. Dowell - Work commitment
Councillor Shortland - Illness
Councillor Carnell - Work commitment

RESOLVED: to accept the apologies and approve the reasons given

2016/02. 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. Mrs Kenton declared a personal and prejudicial interest in Agenda Item #2016/12, Cafe Franchise

2016/03. 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 was no business requiring the exclusion of the Public and Press.

2016/04. Guildhall & Amenities Committee Meeting – Minutes. To confirm and sign the minutes of the previous meeting held on Monday 14th December 2015 (previously circulated). LGA 1972, Sch 12 para 41(1).

Proposed: Cllr. Bulmer

Seconded: Cllr. Mrs. Morrison

Resolved: That the minutes should be accepted as an accurate record of the meeting and signed.

Agreed unanimously.
The Chairman signed the minutes.

2016/05. Any matter arising from the minutes just approved not covered by this agenda.

This item was withdrawn

2016/06. Action Review Summary - to receive and review Outstanding Actions Summary (attached)

Councillor Baker requested that information regarding dates could be included in the progress column.

The Action Review Summary was received, reviewed and noted.

2016/07. Amenities (Lower Henson Park) – feedback from the Skate Park Working Group meeting on Monday 11 January 2016 and to seek approval for the use of land to extend the Skate Park (Report attached)

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Bulmer

Resolved: That Street Space carry on with their investigations to extend the skate-park working in conjunction with the Chard Town Council Skate Park working group. That Street Space look for funding as Chard Town Council funding is the land, including maintenance of the land and electricity.

Agreed Unanimously

2016/08. Operations Manager's Report– Operations Manager to respond to any questions raised by Councillors (Report attached).

Instruction was given from members for the operations manager to pursue further quotes for the remedial work required to address the damp wall issues.

The Operations Manager's Report was received and noted.

2016/09. Tourist Information Centre Report - Town Clerk to respond to any questions raised by Councillors (Report attached).

The TIC Centre report was received and noted.

2016/10. Guildhall - to approve and recommend to Full Council expenditure of £1800.00 to supply and install a supplementary Flood prevention pump system at the Guildhall (Report attached).

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Baker

Resolved: That the quotation is accepted to supply and install the flood prevention system and that an additional £200 is made available to supply and fit an additional warning light inside the building.

Agreed Unanimously

2016/11. Guildhall - to approve and recommend to Full Council expenditure of £9640.00 to supply and install Lightning protection and surge protection at the Guildhall. (Report attached).

Resolved to defer this item to the April G&A committee meeting and that the decision would be subject to any recommendations made in the upcoming fire risk assessment.

Cllr. Mrs. Kenton left the room.

Cllr. Bulmer assumed Chairmanship for this item.

2016/12. Guildhall – review of the Antiques Market and Café arrangements (Report attached).

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Morrison

That CATS be offered a 12 Month Franchise with an option to give 2 Months notice.

Amended: Cllr Kenton

That the franchise be offered for 6 months with a one off up front fee of £100

Resolved: To offer CATS the Café franchise for 6 months from the end of February 2016 with a one off up front fee of £100.

Agreed Unanimously

Cllr. Mrs. Kenton returned to the room and resumed Chairmanship

2016/13. Amenities - Sweeper arrangements (Report attached).

Proposed: Cllr. Baker

Seconded: Cllr. Kenton

Resolved: To contract SSDC for the sweeper arrangement

Agreed Unanimously

2016/14. Amenities - to approve and recommend to Full Council expenditure of £850.00 to employ a building surveyor to prepare a schedule of condition report with recommendations for the Chapels at the cemetery.

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Baker

Resolved: To recommend to Full Council that the surveyor is employed for the sum of £850 to prepare a schedule of condition report with recommendations for the chapels at the cemetery

Agreed Unanimously

2016/15. Amenities - Cemetery matters (Report attached).

The report was received and noted.

2016/16. Amenities - Town Clerk to update on Amenities staff hours.

Resolved - to defer this item to staff in confidence at the March F&P committee meeting

2016/17. Finance

- To review and approve the charge for the use of Stringfellow Park for the May and October fairs

- To review and approve the charge for the use of Jocelyn Park in July by the John Lawson Circus

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Baker

Resolved: That the charges for the May and October fairs and the July Circus are increased by 3% on the 2015 charges, and that these prices are to be applied to any other commercial activities which conduct similar events on Chard Town council owned land

Agreed Unanimously.

2016/18. Notice of Motion from Councillor Jason Baker on 6th January 2016 that this Council replaces the 6 Victorian style street lights outside the Guildhall and instructs the officers to look at funding options"

As you may be aware there have been some issues with these streetlights and what we can hang on them, Highways are now insistent that we no longer attach Christmas lights, Hanging baskets, bunting or anything to these lighting columns. Apparently the previous Operations manager was made aware of this, To enable us to hang the baskets and Christmas lights to the columns in the future they will need to be replaced with a similar style that has been stress tested and is fit for purpose and have a designated power supply attached to them.

I would recommend that we look at replacement posts that could also hold advertising banners etc. which could be used to advertise town events or similar.

The Operations Manager has been in contact with Somerset Highways lighting department and has been looking at the costs for these and will be able to update us further at the meeting.

Proposed: Cllr. Baker

Seconded: Cllr. Kenton

Resolved: Chard Town Council Officers are to research funding opportunities for the above motion.

Votes: For: 6 ; Abstention: 1
The vote was carried

2016/19. Correspondence for consideration and response –

No.1 To consider a request from Chard United Football Club for authorisation to use £250.00 from the football clubs changing rooms budget to install a footpath which would link the existing footpath which surrounds the MUGA to the entrance door of the changing room.

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Morrison

Resolved: To give the football club permission to use the land from the MUGA to the changing rooms to install a footpath but Chard Town Council cannot commit any funding until financing has been discussed by the Jocelyn Park Changing Rooms

working party at their next meeting. The footpath is to comply with the standards agreed in the specification.

Agreed Unanimously

#No.2 To consider a request from Marshall Herbert's Funfairs for use of the land at Stringfellow Park for the May Fair, arriving on Sunday 15th May and leaving on Sunday 22nd May. They also wish to have consideration for Carnival Week (dates not yet known).

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Baker

Resolved: To accept the request for the use of Stringfellow park for the May and Carnival week Fairs

Agreed Unanimously

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 # 2016/03 above refers)

There were no items to be heard in confidential session

There being no further business the meeting finished at 20.35 p.m.

COMMITTEE MEMBERS

Councillors Mrs. Kenton (Chairman), Baker, Bulmer, Carnell, Mrs. Dowell, Mrs. Glynn, Kenton, Mrs. Morrison, O'Brien, Shortland and Mrs. Wyatt



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Mayor: Cllr Dave Bulmer

Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the **Guildhall & Amenities Committee** meeting
of Chard Town Council held on Monday 11th April 2016
in the Town Hall at 7:00 pm

Present:

Councillors: Mrs. J Kenton (Chair), A Kenton, J Baker, G Shortland, D Bulmer,
Mrs. S Wyatt, Mrs. S Dowell, Mrs. I Glynn

In Attendance:

Zoe Truong – Town Clerk, Ed Ringwood – Operations Manager

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

The meeting started at 7.00 pm

PUBLIC PARTICIPATION

2016/21. Apologies for absence and to consider whether to approve reasons given (Please telephone or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Councillor	D O'Brien	Illness
Councillor	Mrs Morrison	Illness
Councillor	M Carnell	Work commitments

RESOLVED: to accept the apologies and approve the reasons given

2016/22. 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

2016/23. 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 was no business requiring the exclusion of the Public and Press

- 2016/24. Guildhall & Amenities Committee Meeting - Minutes - To confirm and sign the minutes of the previous meeting held on Monday 1st February 2016 (previously circulated).** [LGA 1972, Sch 12 para 41\(1\)](#).

Proposed: Cllr. Baker

Seconded: Cllr. Mrs. Glynn

Resolved: That the minutes should be accepted as an accurate record of the meeting and signed.

Agreed unanimously.
The Chairman signed the minutes

- 2016/25. Action Review Summary - to receive and review Outstanding Actions Summary** (attached)

The Action Summary was received; reviewed and noted

- 2016/26. Operations Manager's Report– Operations Manager to respond to any questions raised by Councillors** (report attached).

The Operations Manager's Report was received and noted.

- 2016/27. Guildhall- to approve and recommend to Full Council expenditure of £2,360 for repairs to the Guildhall roof** (*Guildhall; Property Maintenance Budget*) (report attached).

Proposed: Cllr. Shortland

Seconded: Cllr. Baker

Resolved: to recommend to Full Council approval of expenditure of £2,360.00 for repairs to the Guildhall roof

Agreed unanimously.

- 2016/28. Amenities - to approve and recommend to Full Council expenditure of £7,820 for Cemetery equipment** (*Cemetery; equipment/furniture/small tools Budget*) (report attached).

Proposed: Cllr. Bulmer

Seconded: Cllr Mrs. Glynn

Resolved: to recommend to Full Council approval of expenditure of £7,820.00 for Cemetery equipment

Agreed unanimously

2016/29. Amenities - to approve and recommend to Full Council expenditure of £8976.00 for the medium priority remedial work identified in the recent tree survey which was conducted by SSDC (Amenities; general, arboriculture Budget) (report attached).

Proposed: Cllr. Mrs. Dowell

Seconded: Mrs. Wyatt

Resolved: to recommend to Full Council approval of expenditure of £10,771.20 for the medium and high priority remedial work and that SSDC conduct an annual inspection of the trees for which Chard Town Council is responsible

Agreed unanimously

2016/30. Finance – to review the charges for, Guildhall, Cemetery, Allotments and Flower baskets (report attached).

This item was considered separately under each item heading:

Proposed: Cllr. Mrs. Kenton

Seconded: Mrs. Glynn

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

Agreed Unanimously.

Proposed: Cllr. Mrs. Dowell

Seconded: Mrs. Glynn

Resolved: That Guildhall hire charges are held at the current level until a full review of Hiring had been completed by the Town Clerk

Agreed Unanimously.

Proposed: Cllr. Baker

Seconded: Mrs. Dowell

Resolved: That Cemetery prices remain the same until we have investigated comparison with other towns and an overall report on Land Availability and Burial Rights has been completed. Chard Town Council will then look to review the charges in October for an 18 month duration.

Agreed Unanimously.

Proposed: Cllr. Baker

Seconded: Mrs. Wyatt

Resolved: That the charges for Flower Baskets remain the same for 2016/2017.

Agreed Unanimously.

Proposed: Cllr. Baker

Seconded: Mrs. Glynn

Resolved: That Allotment charges are deferred until the next meeting until more information about how the Allotment charges are calculated is available.

Agreed Unanimously.

2016/31. To receive and note a verbal update from the Jocelyn Park Temporary Changing Rooms Working Group regarding the progress of the project.

Noted.

Proposed: Cllr. Baker

Seconded: Cllr Mrs. Glynn

Resolved: That the working party is disbanded and that the conclusion of the work is undertaken by the officers at Chard Town Council.

Agreed unanimously.

8.15 p.m. - Cllr. Mrs. Glynn left the meeting before the next Agenda item.

2016/32. Notice of Motion from Councillor Mrs. Kenton – 'That this Council agree that when there is a promotional market in the town run by (or in conjunction with) Chard Town Council, the regular market traders will receive the same payment terms as those in the promotional market'

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr Mrs. Wyatt

Resolved: That this Council agree that when there is a promotional market in the town run by (or in conjunction with) Chard Town Council, the regular market traders will receive payment terms which are no less favourable.

Amended: Cllr Baker

That this Council applies for a permanent TRO to extend the market along Holyrood Street

Agreed unanimously.

2016/33. 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 (Agenda Item #2016/23 above refers)

There was no business requiring the exclusion of the Public and Press

There being no further business the meeting finished at **8.25** p.m.



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Mayor: Cllr Dave Bulmer Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the **Guildhall & Amenities Committee** meeting
Of Chard Town Council
held on Monday 6th June 2016 in the Town Hall at 7:30 pm

Present:

Councillors: J Baker (Chair) A Kenton, Mrs. J Kenton, G Shortland, D Bulmer, Mrs. S Wyatt, D Orchard, Mrs. I Glynn

In Attendance:

Town Clerk Zoe Truong, Ed Ringwood – Operations Manager

There were 0 members of the public present and 0 members of the press

PUBLIC PARTICIPATION

The meeting started at 7.30 pm

2016/34. Apologies for absence and to consider whether to approve reasons given. (Please telephone or email, your apologies to the Town Clerk). LGA 1972 s85(1).

Councillor D O'Brien Illness
Councillor Mrs. Morrison Prior commitment

Resolved to accept the apologies and approve the reasons given.

2016/35. 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. Mrs. Kenton declared a personal interest in Agenda Item #2016/45, Dishwasher purchase and #2016/44, Stage Curtains

Cllr. Mrs. Kenton declared a personal and prejudicial interest in Agenda Item #2016/47, Cafe Franchise

Cllr. Orchard declared a personal interest in Agenda Item #2016/45, Dishwasher purchase and #2016/44, Stage Curtains

Cllr. Kenton declared a personal interest in Agenda Item #2016/45, Dishwasher purchase and #2016/44, Stage Curtains

2016/36. 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

Resolved – that agenda item #2016/47 be treated as confidential and dealt with after the Public (including the press) have been excluded

2016/37. Guildhall & Amenities Committee Meeting - Minutes - To confirm and sign the minutes of the previous meeting held on Monday 11th April 2016 (previously circulated). LGA 1972, Sch 12 para 41(1).

Proposed: Cllr. Wyatt

Seconded: Cllr. Shortland

Resolved: That the minutes should be accepted as an accurate record of the meeting and signed.

Agreed unanimously.
The Chairman signed the minutes

2016/38. Action Review Summary - to receive and review the Outstanding Actions Summary

The Action Summary was received; reviewed and noted

2016/39. Operations Manager's Report– Operations Manager to respond to any questions raised by Councillors

The Operations Manager's Report was received and noted.

2016/40. Amenities - to approve and recommend to Full Council expenditure of up to £3,650 for an additional set of shoring (Cemetery; equipment/furniture/small tools Budget) should this be approved the money would need to be transferred from reserves.

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Bulmer

Resolved - to recommend to Full Council 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.

Agreed unanimously.

2016/41. Amenities - to approve and recommend to Full Council expenditure of up to £914 for a set of goal posts for Jocelyn Park; these are needed in order to satisfy the requirement for the new football changing facilities to be hireable to other clubs/groups. Should this be approved a new budget head would need to be created.

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Orchard

Resolved - to defer to the next Full Town Council Meeting with a report detailing the proposed terms of hire and rental agreements to enable Council to agree a workable hiring agreement for the changing facilities

Agreed unanimously.

2016/42. Guildhall - to approve and recommend to Full Council expenditure of £4,675 for a replacement conference microphone system (from Guildhall; Furniture Equipment, small tools Budget) should this be approved the funds would need to be transferred from reserves

Proposed: Cllr. Bulmer

Seconded: Cllr. Kenton

Resolved - to recommend to Full Council 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.

Agreed unanimously.

2016/43. Guildhall to approve and recommend to Full Council expenditure of up to £3,500 for air quality management in the dressing rooms and auditorium (from Guildhall; heating and air conditioning budget)

Proposed: Cllr. Shortland

Seconded: Cllr. Mrs. Kenton

Resolved - to recommend to Full Council 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.

Agreed unanimously.

2016/44. Guildhall to approve and recommend to Full Council expenditure of up to £5,016 for the fire retardant work required to the stage curtains and backdrops to achieve compliance with fire regulations, (report attached) (from Guildhall property maintenance budget). It must be advised that the effect of this spend would mean that this budget will require additional funds transferred in to it later in this financial year to meet all commitments.

Proposed: Cllr. Kenton

Seconded: Cllr. Mrs. Glynn

Resolved - to recommend to Full Council approval of expenditure of up to £5,016 to conduct the fire retardant work to the stage curtains and backdrops.

Agreed unanimously.

2016/45. Guildhall - to approve and recommend to Full Council expenditure of up to £2494.04 for a new dishwasher for the Guildhall Café (from Guildhall; Furniture Equipment, small tools Budget) should this be approved the funds would need to be transferred from reserves.

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Mrs. Wyatt

Resolved - to recommend to Full Council 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.

Agreed unanimously.

2016/46. Correspondence for consideration and response

Item #1. To consider the request from Somerset Rural Youth Project to deliver a Youth Day at Henson Park again this year, if approved the event would take place on 25th August.

Also to consider and advise regarding their request for funding for this event

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Shortland

Resolved - to agree to the request to deliver the Youth day at Henson Park.

With regard to funding, they would be welcome to apply to Chard Town Council's Community Development fund for monies for next year's event. Unfortunately they are too late for the event this year.

Agreed unanimously.

Item #2. Request from the family of the late Bernard Swatton for a commemoration plaque to be sited in the Guildhall.

Proposed: Cllr. Bulmer

Seconded: Cllr. Mrs. Kenton

Resolved - to write to the family to inform them that there is no council policy enabling Members to site a plaque inside the Guildhall but they could put forward the name for the naming of a road should such an opportunity arise in the future, providing a more public and permanent memorial.

Agreed unanimously.

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 # 2016/36 above refers)

Commercial in Confidence

Amenities To review the schedule of condition report which was generated following the survey of the Mortuary Chapels in April 2016.

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Mrs. Glynn

Resolved - to put out to tender for the Cat 1, 2 and 3 works, and also put out for Cat 1, 2, 3 and 4 work and report back to the G&A committee in August 2016.

Agreed unanimously.

Cllr Mrs Kenton left the room at 9.00 pm

Guildhall Café franchise review to consider the ongoing Café Franchise as the current arrangement expires on 31st August 2016.

Proposed: Cllr. Bulmer

Seconded: Cllr. Shortland

Resolved – to agree to accept the request from CATS to extend their current Café agreement by a further 12 months on the same terms as present.

Agreed unanimously.

There being no further business the meeting finished at 9.05 p.m.



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COUNCIL MINUTES

Minutes of the **Guildhall & Amenities Committee** meeting
Of Chard Town Council

held on Monday 1st August 2016 in the Town Hall at 7:30 pm

Present:

Councillors: J Baker (Chair) A Kenton, Mrs. J Kenton, D Bulmer, Mrs. S Wyatt, Mrs. Morrison

In Attendance: Zoe Truong – Town Clerk

There were 0 members of the public present and 0 members of the press present

PUBLIC PARTICIPATION

The meeting started at 7.30 pm

2016/48. Apologies for absence and to consider whether to approve reasons given. (Please telephone or email, your apologies to the Town Clerk). LGA 1972 s85(1).

Councillor O'Brien - Illness
Councillor Shortland – Work Commitments
Councillor Orchard – Holiday
Councillor – Mrs. Glynn - Holiday

Resolved to accept the apologies and approve the reasons given, which are correct to the best of current knowledge (as IT issues means that the Town Clerk has been unable to access recent emails)

2016/49. 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. Mrs. Kenton	X	X	#54	SSDC District Councillor
Cllr. Mrs. Kenton	X	X	#56	SSDC District Councillor

Cllr. Mrs. Kenton	X	X	#58	Guildhall Charges – due to current bookings
Cllr. Mrs. Kenton	X	X	#59	SSDC District Councillor
Cllr. Mrs. Morrison	X	X	#58	Guildhall Charges – due to current bookings
Cllr. Bulmer	X	X	#54	SSDC District Councillor
Cllr. Bulmer	X	X	#56	SSDC District Councillor
Cllr. Bulmer	X	X	#59	SSDC District Councillor
Cllr. Baker	X	X	#54	SSDC District Councillor
Cllr. Baker	X	X	#56	SSDC District Councillor
Cllr. Baker	X	X	#59	SSDC District Councillor

2016/50. 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.

2016/51. Guildhall & Amenities Committee Meeting - Minutes - To confirm and sign the minutes of the previous meeting held on Monday 6th June 2016 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#).

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Mrs. Wyatt

Resolved: That the minutes should be accepted as an accurate record of the meeting and signed.

Agreed unanimously.

The Chairman signed the minutes

2016/52. Action Review Summary - to receive and review the Outstanding Actions Summary

This item was deferred as the Action Summary was not sent with the Agenda

2016/53. Operations Manager's Report

The Operations Manager's Report was received and noted.

2016/54. Amenities - To recommend to full council that SSDC provide an out of hours call out service for the play parks for which CTC are responsible.

Resolved - That this item is deferred to another meeting as the Committee is not quorate due to declarations of interest.

2016/55. Amenities - To decide as to whether CTC amenities team continues with the current method of grave depth testing.

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Mrs. Kenton

Resolved – That Chard Town Council instruct the Cemetery staff to continue grave depth testing as they have done previously following advice from Officers that this is a legal method and that a further in-depth report is produced clarifying that the decision made to reduce burial rights to 50 years is still based on current correct information

Agreed unanimously.

2016/56. Amenities. To decide whether or not Chard Town Council take over the running of SSDC Public Toilets in Sainsbury`s car park.

Resolved - That this item is deferred to another meeting as the Committee is not quorate due to declarations of interest.

2016/57. Amenities. To agree the Football Changing Rooms Terms and Conditions and rental agreement for the football season 2016 / 2017

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Mrs. Wyatt

Resolved – That Chard Town Council agree the Football Changing Rooms Terms and Conditions and rental agreement for the football season 2016 / 2017 with the discussed amendments added

Agreed unanimously.

2016/58. Finance – to review the charges for, Guildhall, Cemetery, Allotments and Flower baskets for 2017-2018.

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Mrs. Kenton

Resolved – That the Guildhall and Amenities Committee call an additional extraordinary meeting between now and October to discuss the deferred items from this Agenda (#54, #56, #59) and to review charges for, Guildhall, Cemetery, Allotments and Flower baskets for 2017-2018 (#58)

Agreed unanimously.

2016/59. Amenities – to review the agreement with SSDC, the Annual Sum for which shall be reviewed in September each year

Resolved - That this item is deferred to another meeting as the Committee is not quorate due to declarations of interest.

2016/60. Guildhall – to review the out of hours cover for the Guildhall alarm.

Resolved – to defer this decision until the next meeting of the Guildhall and Amenities Committee as further information is required.

There being no further business the meeting finished at 8.50 p.m.



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Mayor: Cllr Dave Bulmer Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the Extra Ordinary **Guildhall & Amenities Committee** meeting
Of Chard Town Council

held on Monday 5th September 2016 in the Town Hall at 6:30 pm

Present:

Councillors: J Baker (Chair) A Kenton, Mrs. J Kenton, D Bulmer, Mrs. S Wyatt, Mrs. Morrison, D O'Brien, G Shortland, D Orchard and Mrs. Glynn

In Attendance:

Zoe Truong – Town Clerk; Andy Bulmer – Amenities Team Leader/ Acting Operations Manager

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

The meeting started at 6.37 pm

PUBLIC PARTICIPATION

Cllr. Mrs. Morrison proposed that Cllr. Bulmer chaired the meeting as the Guildhall and Amenities Chair was currently absent.

Agreed Unanimously.

2016/61. Apologies for absence and to consider whether to approve reasons given. (Please telephone or email, your apologies to the Town Clerk). LGA 1972 s85(1).

None given

2016/62. 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. Mrs. Kenton	X		#65	SSDC District Councillor
Cllr. Mrs. Kenton	X		#66	SSDC District Councillor

Cllr. Mrs Kenton	X		#68	SSDC District Councillor
Cllr. Bulmer	X		#65	SSDC District Councillor
Cllr. Bulmer	X		#66	SSDC District Councillor
Cllr. Bulmer	X		#68	SSDC District Councillor
Cllr. Baker	X		#65	SSDC District Councillor
Cllr. Baker	X		#66	SSDC District Councillor
Cllr. Baker	X		#68	SSDC District Councillor
Cllr. Shortland	X		#65	SSDC District Councillor
Cllr. Shortland	X		#66	SSDC District Councillor
Cllr. Shortland	X		#68	SSDC District Councillor

2016/63. 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.

2016/64. Guildhall & Amenities Committee Meeting - Minutes - To confirm and sign the minutes of the previous meeting held on Monday 1st August 2016 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#).

Proposed: Cllr. Mrs. Morrison
Agreed unanimously.

Seconded: Cllr. Orchard

Resolved: That the minutes should be accepted as an accurate record of the meeting and signed.

The Chairman signed the minutes

2016/65. Amenities - To recommend to full council that SSDC provide an out of hours call out service for the play parks for which CTC are responsible.

Proposed: Cllr. Mrs. Kenton
VOTE: For 8; Abstention 1
The vote was carried

Seconded: Cllr. O'Brien

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.

7.46 pm Andy Bourner left the meeting

7.50 pm Andy Bourner returned to the meeting. Cllr. Baker joined the meeting.

Cllr. Bulmer continued to Chair the Guildhall and Amenities Committee meeting.

2016/66. Amenities. To decide whether or not Chard Town Council take over the running of SSDC Public Toilets in Sainsbury`s car park.

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Shortland

Proposed – that Chard Town Council sets up a small working group to look in more depth at the costings that the Council would be committing to and explore any possible alternatives in the town for Public Toilets.

VOTE: For 2; Against 7; Abstention 1

The vote failed.

2016/67. Finance – to review the charges for, Guildhall, Cemetery, Allotments and Flower baskets for 2017-2018.

It was agreed to review each item as a separate discussion.

Guildhall

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. O'Brien

Agreed Unanimously

Resolved – 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.

Cemetery

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Mrs. Wyatt

Agreed Unanimously

Resolved – 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.

Allotments

Proposed: Cllr. Baker

Seconded: Cllr. Mrs. Wyatt

VOTE: For 5; Against 3; Abstention 2

The vote was carried.

Resolved – that the costings for the Allotments are reviewed more thoroughly to accurately measure if they are in profit or not. The findings are to be reported to the Full Town Council meeting in October, and at the Annual Allotments Meeting that will be held after this date and before 31st October.

Flower Baskets

Proposed: Cllr. Mrs. Kenton
Agreed Unanimously

Seconded: Cllr. Baker

Resolved – that this decision is deferred to the October meeting of the Guildhall and Amenities committee once further information has been received.

The Town Clerk advised Members that the preparation of additional reports for the budget setting process would be placing additional stress on the working capacities of staff due to current staff shortages.

2016/68. Amenities – to review the agreement with SSDC, the Annual Sum for which shall be reviewed in September each year

Proposed: Cllr. Mrs. Kenton
Agreed Unanimously.

Seconded: Cllr. Baker

Resolved – that Chard Town Council form a small working party to review the current terms of the SSDC Street Cleansing Agreement. The outcomes of this working party will form the basis of negotiations with SSDC regarding future terms and the ongoing viability of this contract.

It was agreed that the working party members would be:
Cllrs. Mrs. Morrison, Baker and Bulmer working with the Amenities Team Leader and the Town Clerk. The Streetscene Manager at SSDC would be invited to attend the first meeting.

There being no further business the meeting finished at 8.19 p.m.



Chard Town Council

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

www.chard.gov.uk

TEL: 01460 239567 FAX: 01460 261661

Mayor: Cllr Dave Bulmer Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the **Guildhall & Amenities Committee** meeting
Of Chard Town Council

held on Monday 3rd October 2016 in the Town Hall at 7:30 pm

Present: Councillors: J Baker (Chair), D Bulmer, Mrs. S Wyatt, Mrs. Morrison, O'Brien

In Attendance: Zoe Truong – Town Clerk

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

PUBLIC PARTICIPATION

The meeting started at 7.30 pm

2016/69. Apologies for absence and to consider whether to approve reasons given. (Please telephone or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Councillor A Kenton - Holiday

Councillor Shortland – Illness

Councillor Mrs. J Kenton – Holiday

Councillor Orchard – Other

Commitments

Councillor Mrs. Glynn – Work Commitments

Resolved to accept the apologies and approve the reasons given

2016/70. 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).

There were no declarations of interest.

2016/71. 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.

2016/72. Guildhall & Amenities Committee Meeting - Minutes - To confirm and sign the minutes of the previous extra ordinary meeting held on Monday 5th September 2016 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#).

Proposed: Cllr. Mrs. Wyatt

Seconded: Cllr. Bulmer

Resolved: That the minutes should be accepted as an accurate record of the meeting and signed.

Agreed unanimously.
The Chairman signed the minutes

2016/73. Action Review Summary - to receive and review Outstanding Actions Summary (attached)

The Review, and the actions to be deferred due to current staff shortages were noted.

2016/74 Town Clerks Report – Town Clerk to give verbal update on the vacant Operations Manager role.

The Town Clerk updated Members regarding the proposed Organisational Staffing review which would include looking at the ongoing Operations role within the Council.

2016/75. Operations Manager's Report– Operations Manager to respond to any questions raised by Councillors (report to follow)

The Acting Operations Manager gave a verbal report, which was noted.

2016/76. Amenities - Report on Burial Rights information and Cemetery Costs (report to follow)

The Chair recommended deferring this Agenda Item until the December 2016 meeting due to current staff sick leave.
Agreed Unanimously.

2016/77. Finance – to review the charges for Flower baskets for 2017-2018 (report to follow)

The Chair recommended deferring this Agenda Item until the December 2016 meeting due to current staff sick leave.
Agreed Unanimously.

2016/78. Finance - To consider and approve the Guildhall & Amenities Budget for 2015/2016 for recommendation to Finance & Personnel Committee (report to follow)

It was noted that the Agenda Item was the Guildhall and Amenities Budget for 2017 / 2018 (not 15/16).

The Chair recommended deferring this Agenda Item until the December 2016 meeting due to current staff sick leave.
Agreed Unanimously.

There being no further business the meeting finished at 7.39 pm



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Mayor: Cllr Dave Bulmer Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the **Guildhall & Amenities Committee** meeting of Chard Town Council held on Monday 5 December 2016 in the Town Hall at 7:30 pm

Present: Councillors: Mrs. S Wyatt, Mrs. Morrison, O'Brien, Orchard

In Attendance: Zoe Truong – Town Clerk, Andy Bournier – Acting Operations Manager

There were No.20 members of the public present and No.0 members of the press present

PUBLIC PARTICIPATION

The meeting started at 7.30 pm

In the absence of the Chairman and both Ex-Officio Members, Cllr. Mrs. Morrison chaired the Guildhall and Amenities Committee meeting.

Members of Streetspace spoke about their intention to hold a Community Day in Lower Henson Park again in 2017 – 2018.

7.40pm No. 19 members of the public left the meeting.

2016/70. Apologies for absence and to consider whether to approve reasons given. (Please telephone or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Cllr. A Kenton - Holiday

Cllr. Shortland – Work Commitments

Cllr. Mrs. J Kenton – Holiday

Cllr. Bulmer – Mayoral engagement

Cllr. Mrs. Glynn – Work Commitments

Cllr. Baker – prior meeting Commitment

Resolved to accept the apologies and approve the reasons given

2016/80. 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).

There were no Declarations of Interest.

2016/81. 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.

2016/82. Guildhall & Amenities Committee Meeting - Minutes - To confirm and sign the minutes of the previous extra ordinary meeting held on Monday 3rd October 2016 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#).

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

Resolved: That the minutes should be accepted as an accurate record of the meeting and signed.

The Chairman signed the minutes

2016/83. Action Review Summary - to receive and review Action Review Summary (attached)

The Review, and the actions were noted.

2016/84. Operations Manager's Report– Operations Manager to respond to any questions raised by Councillors (report attached)

The Acting Operations Manager report was noted. Members conveyed thanks to the Amenities Team for putting up this year's Christmas Lights.

2016/85. Amenities – Cemetery to recommend to Full Town Council expenditure of £504.50 from Budget Code 320 (Capital Receipts Reserves) to purchase Cemetery Markers to provide clearer directions to plots (report attached)

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

Resolved: That this committee recommends to Full Town Council expenditure of £504.50 from Budget Code 320 (Capital Receipts Reserves) to purchase Cemetery Markers to provide clearer directions to plots

2016/86. Amenities – Cemetery to consider including Flat Stones as a Memorial not allowed in the new section of the Cemetery. At present no Kerb Sets with chippings or stones within are allowed in the new section for ease of maintenance and uniformity.

Proposed: Cllr. Mrs. Morrison Seconded: Cllr. Mrs. Wyatt

Agreed Unanimously

Resolved: To amend the Chard Cemetery fees booklet to add that Flat Stones are not permitted in the new section of the Cemetery for ease of maintenance and uniformity.

2016 /87. Amenities - Burial Rights information and Cemetery Costs Council (deferred from the G&A Committee meeting held on 3rd September 2016)

This Agenda Item was deferred to the Guildhall and Amenities meeting in February due to ongoing staff absence.

2016/88. Guildhall – Air Conditioning to recommend to Full Council expenditure of £1,950 (+ VAT) to supply an air conditioning unit in the upstairs office using the same supplier who is supplying units to the Dressing Rooms. The installation of air ventilation conditioning units for the office was recommended by the Finance and Personnel Committee on 23 May 2016 (Agenda Item #2016/45) The expenditure to come from 201/4062 Heating and Air Conditioning.

Proposed: Cllr. O'Brien
Agreed Unanimously

Seconded: Cllr. Orchard

Resolved: That this committee recommend to Full Town Council expenditure of £1,950 (+ VAT) to supply an air conditioning unit in the upstairs office using the same supplier who is supplying units to the Dressing Rooms. The expenditure to come from 201/4062 Heating and Air Conditioning.

2016/89. Finance - To consider and approve the Guildhall & Amenities Budget for 2017/2018 for recommendation to Full Town Council (deferred from the G&A Committee meeting held on 3rd September 2016) (report to follow)

Members debated the draft budget discussed at the informal budget workshop. It was agreed not to propose any changes with the exception of an additional request to increase the Personal Protective Equipment budgets for both Guildhall and Amenities staff, that would be added to the precept request.

Proposed: Cllr. Mrs. Wyatt
VOTE: 3 For; 1 Abstention
The vote was carried.

Seconded: Cllr. O'Brien

Resolved: That this committee recommend to Full Town Council the budget for the Guildhall and Amenities Cost Centre's with the increase to £1,000 for the Amenities PPE budget and £500 for the Guildhall PPE budget

2016/90. Correspondence – to consider the request from John Lawson's Circus regarding dates for 2017 performances in Chard.

Proposed: Cllr. Mrs. Wyatt

Seconded: Cllr. Orchard

Agreed Unanimously

Resolved: to approve the request from John Lawson's Circus for the circus to visit Jocelyn Park in 2017 from Friday 14 July till Sunday 16th July for performances, plus Thursday 13th July to access the site.

2016/91. Correspondence – to consider a response to the SSDC consultation on a proposed new Public Space Protection Order for public land across South Somerset (letter attached)

Proposed: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

Resolved: To instruct the Town Clerk to write to the officer at SSDC leading on the consultation stating that whilst Chard Town Council is in favour of the Dog Control Orders, they fear this will not be sufficient as there is no designated officer in place with the power to support the enforcement of the orders.

There being no further business the meeting finished at 8.20pm