



# Chard Town Council

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

[www.chard.gov.uk](http://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 6 February 2017 in the Town Hall at 7:30 pm

**Present:** Councillors: Baker (Chair), Mrs. Kenton, Kenton, Shortland, Bulmer, Mrs. Glynn, Mrs. Wyatt, O'Brien, Orchard

**In Attendance:** Zoe Truong – Town Clerk

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

The meeting started at 7.30 pm

### PUBLIC PARTICIPATION

Cllr. Shortland informed Members that that the Great British Spring Clean was taking place between 3 – 5 March 2017 and he would be looking at how Chard could participate in this.

**2017/92. 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. Mrs. Morrison Illness

**Resolved** to accept the apologies and approve the reasons given

**2017/93. 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. Jason Baker  
Personal and Prejudicial interest in Agenda Item #2017/103

**2017/94. 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](#)

Proposed: Cllr. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Bulmer

**Resolved - that agenda item #2017/103 be treated as confidential and dealt with after the Public (including the press) have been excluded**

**2017/95. Guildhall & Amenities Committee Meeting - Minutes** - To confirm and sign the minutes of the previous meeting held on Monday 5<sup>th</sup> December 2016 (previously circulated). [LGA 1972, Sch. 12 para 41\(1\)](#).

Proposed: Cllr. Bulmer

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

**2017/96. Action Review Summary** - to receive and review the Action Review Summary (attached)

The Action Summary was received; reviewed and noted.

**2017/97. Operations Manager's Report**

The Operations Manager's Report was received and noted.

**2017/98. Finance** - to review and recommend the charges for the use of Stringfellow Park for the May and October Fairs and to review and recommend the charge for the use of Jocelyn Park in July by the John Lawson Circus (report attached).

Proposed: Cllr. O'Brien  
Agreed unanimously.

Seconded: Cllr. Kenton

**Resolved: to recommend to Full Council that they increase the charges in 2017 in line with the current Retail Prices Index (1.9% as of 16<sup>th</sup> August,) as per the other charges increase for the year**

**2017/99. Finance** - to review and recommend the charge for the provision of hanging baskets for 2017 (report to follow).

Proposed: Cllr. Mrs. Kenton  
Agreed unanimously.

Seconded: Cllr. Mrs. Wyatt

**Resolved: to recommend to Full Council not to increase the charges for traders to purchase a hanging basket in 2017, since the cost from our supplier has remained the same. Officers are to monitor the ongoing usage of Hanging Baskets to ensure that Chard Town Council do not experience further loss of baskets.**

**2017/100. Amenities - Burial Rights information and Cemetery Costs Report (attached)**

Proposed: Cllr. Mrs. Kenton  
Agreed unanimously.

Seconded: Cllr. Mrs. Wyatt

**Resolved: that an informal Cemetery Workshop is held before the next committee meeting involving Officers (administration and cemetery staff) and Guildhall and Amenities Committee Members. The purpose of the workshop is to better inform Members on all matters relating to the cemetery.**

**2017/101. Correspondence for consideration and response**– To consider the request from Marshall Herbert’s Funfairs for the use of Council land at Stringfellow Park to host a fair from 14<sup>th</sup> to 20<sup>th</sup> May and during Carnival week in October 2017 - dates to be confirmed

Proposed: Cllr. Bulmer  
Agreed unanimously.

Seconded: Cllr. Mrs. Glynn

**Resolved: to approve the request from Marshall Herbert’s Funfairs for the use of Council land at Stringfellow Park to host a fair from 14<sup>th</sup> to 20<sup>th</sup> May and during Carnival week in October 2017 - dates to be confirmed**

**2017/102. Notice of Motion from Councillor Mrs. Jenny Orchard received on 29<sup>th</sup> November 2016** ‘that this Council installs a dog waste bin at the end of Catch Gate Lane as it has been drawn to my attention that people are putting used dog bags into the hedges which looks unsightly’

At the request of the Chair, Members agreed to debate this motion in the absence of the Proposer of the Motion

Proposed: Cllr. Mrs. Kenton  
Agreed unanimously.

Seconded: Cllr. Shortland

**Resolved: to recommend to Full Town Council that a dog waste bin is installed on Catchgate Lane**

**2017/103. 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 # 2017/94 above refers)

Commercial in Confidence

To consider recommendations for the ongoing arrangements for the Guildhall Bar Franchise in light of the change of details of the Designated Premises Supervisor

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

Proposed: Cllr. O'Brien  
Agreed Unanimously

Seconded: Cllr. Shortland

**Resolved: that Cllr. Bulmer chair the meeting due to Cllr. Baker's Declaration of Interest in this Agenda Item (#2017/93)**

The Town Clerk has sought a dispensation for Cllr. Baker to be able to answer questions on the Agenda Item in order to inform Members on any matters that need clarification before they can reach a decision.

Members agreed that Dispensation has been approved and agreed that Cllr. Baker could be present in the room during the debate, but not take part in any vote on the matter.

The Town Clerk appraised Members on the changes that had taken place regarding the situation of the DPS and how this has reflected on the Bar Franchise.

Proposed: Cllr. Mrs. Kenton  
VOTE: For 8 Abstention 1

Seconded: Cllr. Orchard

**Resolved: that Chard Town Council continue with the current franchise arrangements until the end of the current terms of contract. The wording on the Franchise Agreement is to be reviewed before it is next tendered in order to clarify any ambiguity in wording.**

There being no further business the meeting finished at 8.08 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 3 April 2017 in the Town Hall at 7:30 pm

**Present:** Councillors: Baker (Chair), Mrs. Morrison, Mrs. Glynn, Mrs. Wyatt, O'Brien, Orchard

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

There were No. #2 members of the public present and No. #0 members of the press present

The meeting started at 7.30 pm

### PUBLIC PARTICIPATION

One member of the public spoke regarding her interest in the Café franchise for the Thursday morning Antiques Market.

**2017/104. 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. Mrs. Kenton	Holiday
Cllr. Kenton	Holiday
Cllr. Shortland	Work Commitments
Cllr. Bulmer	Family Commitments

**Resolved** to accept the apologies and approve the reasons given

**2017/105. 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 interest in Agenda Item #2017/114 due to his involvement with Chard Town Team

**2017/106. 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](#)

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

**Resolved - that agenda item #2017/116 be treated as confidential and dealt with after the Public (including the press) have been excluded**

**2017/107. Guildhall & Amenities Committee Meeting - Minutes** - To confirm and sign the minutes of the previous meeting held on Monday 6<sup>th</sup> February 2017 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#).

Proposed: Cllr. Mrs. Morrison  
Agreed unanimously.

Seconded: Cllr. O'Brien

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

The Chairman signed the minutes

7.46 pm #No. 1 Member of the public left the meeting

**2017/108. Action Review Summary** - to receive and review the Action Review Summary

The Action Summary was noted.

**2017/109. Action Review Summary recommendations** – to approve authority to the Town Clerk to organise the resources necessary in order to meet the priorities of the Action Review Summary, as identified by Members.

Proposed: Cllr. Mrs. Morrison  
Agreed unanimously

Seconded: Cllr. Orchard

**Resolved: That this committee approves authority to the Town Clerk to organise the resources necessary in order to meet the priorities of the Action Review Summary, as identified by Members.**

**2017/110. Acting Operations Manager's Report**

The Acting Operations Manager's Report was received and noted.

**2017/111. Amenities** – to receive and approve the recommendations for ongoing arrangements for the Nifty Lift

Proposed: Cllr. Mrs. Glynn  
Agreed unanimously

Seconded: Cllr. O'Brien

**Resolved – that Officers obtain #3 quotations for the hire of a nifty lift and #3 quotations for the purchase of a new nifty lift and a valuation on the sale or scrap value of the existing piece of equipment owned by Chard Town Council. To report on the above to the next G&A Committee meeting.**

**2017/112. Amenities** – to receive the report on the last Allotments Sub Committee meeting and consider the recommendations made.

The Allotments Report was noted.

Proposed: Cllr. Mrs. Wyatt  
Agreed unanimously

Seconded: Cllr. Orchard

**Resolved: to recommend to Full Town Council that the Allotments Sub-Committee is disbanded.**

In its place an **Allotments Forum** is established instead. This group will meet quarterly after allotment inspections and be chaired by the Chairman of the Guildhall and Amenities Committee, supported by officers. It will be an open meeting for Allotment Holders to attend and will serve as a conduit between Council and the Allotment Holders to inform them of any practice or policy that affects the allotments and enable Members to hear about issues that affect the residents who rent a plot at Chardstock Allotments.

**2017/113. Amenities** – to agree a panel of Members to carry out the Annual Review of the Terms and Conditions for hire of the Football Changing Rooms

It was agreed that the following Members would be on this Panel: Cllr. Baker, Mrs. Glynn and Orchard. The group will meet at 7 pm before the next G&A Committee meeting.

The option to join this group will be open for Members not present at this meeting (if they respond to the Town Clerk by 20<sup>th</sup> April)

**2017/114. Correspondence for consideration and response:**

**ITEM #1.** To consider the request from Chard Town Team to use Chard Town Council land to host the Party in the Park event on Sunday 23 July 2017 and Sunday 22 July 2018, and use of the Changing Room toilet and water supply.

Proposed: Cllr. O'Brien  
VOTE: For: 5 Abstention: 1

Seconded: Cllr. Mrs. Glynn

**Resolved: that Chard Town Team can use Jocelyn Park to host the Party in the Park event on Sunday 23 July 2017 and Sunday 22 July 2018, and use of the Changing Room toilet and water supply.**

**2017/115. Notice of Motion from Councillor Jason Baker received on 23<sup>rd</sup> March 2017** that this committee recommends to Full Town Council to make a planning application in respect of the picture boards opposite Lloyds pharmacy on Holyrood Street, at a cost of £192.50

Proposed: Cllr. Baker  
Agreed unanimously

Seconded: Cllr. Mrs. Wyatt

**Resolved: that this committee recommends to Full Town Council to make a planning application in respect of the picture boards opposite Lloyds pharmacy on Holyrood Street, at a cost of £192.50**

8.17 pm #No. 1 Member of the public left the meeting.

**2017/116. 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 # 2017/106 above refers)

Commercial in Confidence

To consider a request to provide a café facility on Thursday mornings at the Guildhall (with the Antiques Fair)

The Town Clerk told Members more details about the proposal received, and notified them of other enquiries that had recently been made.

Proposed: Cllr. Mrs. Morrison  
VOTE: For: 5 Against: 1

Seconded: Cllr. Orchard

**Resolved: that before a decision is made the Town Clerk is to ask for proposals from all interested parties, and give one month for them to reply.**

**Resolved: that this committee recommends to Full Council the following terms for the Thursday Café contract:**

Charities £10 per session (including VAT) paid quarterly  
Businesses £30 per session (including VAT) paid quarterly

There will be a minimum 6-month contract issued.  
The Notice Period is 2 months for both parties.  
Rent is payable quarterly in advance.

There being no further business the meeting finished at 8.41 pm





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Mayor: Cllr Garry Shortland Town Clerk: Zoe Truong

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## COUNCIL MINUTES

### Minutes of the **Guildhall & Amenities Committee** meeting of Chard Town Council held on Monday 5 June 2017 in the Town Hall at 7:30 pm

**Present:** Councillors: Baker (Chair), Mrs. Morrison, Mrs. Glynn, Mrs. Wyatt, O'Brien, Orchard, Mrs. Kenton, Kenton, Shortland and Bulmer

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

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

The meeting started at 7.30 pm

#### **PUBLIC PARTICIPATION**

None

**2017/01. Apologies for absence and to consider whether to approve reasons given.** (Please telephone or email, your apologies to the Town Clerk)  
[LGA 1972 s85\(1\).](#)

Cllr. Mrs. Dowell      Prior engagement

**Resolved** to accept the apologies and approve the reasons given

**2017/02. 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)*

None declared.

**2017/03. 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](#)

Proposed: Cllr. Bulmer  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved - that agenda item #2017/12 be treated as confidential and dealt with after the Public (including the press) have been excluded**

**2017/04. Guildhall & Amenities Committee Meeting - Minutes** - To confirm and sign the minutes of the previous meeting held on Monday 3<sup>rd</sup> April 2017 (previously circulated). [LGA 1972, Sch. 12 para 41\(1\)](#)

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

The Chairman signed the minutes

**2017/05. Action Review Summary** - to receive and review the Action Review Summary

The Action Summary was noted.

**2017/06. Acting Operations Manager's Report**

The Acting Operations Manager's Report was received and noted.

**2017/07. Guildhall** – to receive and approve the recommendations regarding the upgrade of CCTV provision for the Guildhall and the town

Proposed: Cllr. Mrs. Kenton  
Agreed unanimously

Seconded: Cllr. Bulmer

**Resolved: to replace the faulty CCTV camera in the Guildhall foyer. To leave the CCTV recorder in its present location. To continue to actively look for funding to enable the upgrade to the CCTV in Holyrood Street to happen, and ask officers to obtain 3 comparative quotes for the work in readiness.**

**2017/08. Guildhall** – to receive and approve the recommendations for the replacement of the screen in the Guildhall Auditorium.

Proposed: Cllr. Mrs. Kenton  
Agreed unanimously

Seconded: Cllr. Mrs. Wyatt

**Resolved: to fund the replacement and installation of the screen in the Auditorium, as per the quotation supplied. The cost will be £2,250.16 (+VAT) to be funded through Budget Code: Guildhall 201/ 4044 (Equipment, Furniture and Small Tools)**

**Officers are to consult with the regular hirers regarding the best placement for the new screen.**

**To establish a Sinking Fund for monies paid for use of the screen (as per the booking contract) which can be kept specifically for maintenance and renewal of items connected to the screen or projector.**

**2017/09. Guildhall** - to receive and approve the recommendations for the provision of out of hours call out cover at the Guildhall

Proposed: Cllr. Mrs. Morison      Seconded: Cllr. Kenton  
Agreed unanimously

**Resolved: to adopt the Protocol for Call Out Payments and to review / extend the current the key holder list for call out provision.**

**2017/10. Amenities** – to receive an update from the panel of Members undertaking out the Annual Review of the Terms and Conditions for hire of the Football Changing Rooms

Proposed: Cllr. Mrs. Glynn      Seconded: Cllr. Orchard  
VOTE: For 6; Against 2; Abstention 1

The vote was carried.

**Resolved: to raise the fee for the use of the changing rooms and pitch to £45.00 per use. To pay any surplus profit at the end of the financial year into a Sinking Fund so it can be used for the maintenance and renewal of equipment associated with the football changing room terms and conditions.**

The Clerk was asked to write to both Football Teams to reiterate the terms of hire that were currently not being adhered to and to ensure all outstanding payments are collected.

**2017/11. To receive an update from the Defibrillator Working Group**

The update was noted.

Members were encouraged by the number of organisations who wanted to be involved in bringing Defibrillator equipment into Chard Town Centre. A

further update will be given at the next Guildhall and Amenities Committee meeting in August.

**2017/12. 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 # 2017/03 above refers)

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

Commercial in Confidence

To consider the preferred provider for a café facility on Thursday mornings at the Guildhall (with the Antiques Fair)

Proposed: Cllr. Kenton  
Agreed unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved: that the Clerk offers the Café contract to the preferred provider and negotiate a start date for the service to begin.**

There being no further business the meeting finished at 8.44 pm



## Chard Town Council

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01460 239567 [www.chard.gov.uk](http://www.chard.gov.uk)

Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

# COUNCIL MINUTES

## Minutes of the Guildhall and Amenities Committee meeting of Chard Town Council held on Monday 7th August 2017 in the Town Hall at 7:30 pm

**Present:** Councillors: Baker (Chair), Mrs. Wyatt, Mrs. Dowell, Orchard, O'Brien, Shortland, Mrs. Kenton, Kenton and Bulmer

**In Attendance:** Tracy Lamb – Deputy Town Clerk/RFO

There were No. #5 members of the public present and No. #0 members of the press present

The meeting started at 7.31 pm

### PUBLIC PARTICIPATION

Chard Improvement Action Group (CIAG) presented The Living Wall Project "Cheer up Chard" with an aim to have the wall in place at the museum for their opening next spring. A request was made to take photographs during the presentation and this was accepted and agreed.

3 members of the public left the meeting.

**2017/13. Apologies for absence and to consider whether to approve reasons given.** (Please telephone or email, your apologies to the Town Clerk)  
[LGA 1972 s85\(1\)](#).

Apologies have been received from:

Cllr Mrs. Glynn	Holiday
Cllr Mrs. Morrison	Illness

**Resolved** to accept the apologies and approve the reasons given

**2017/14. 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.

- 2017/15. 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](#)

Item #2017/24 was withdrawn as there were no confidential items to discuss.

- 2017/16. Guildhall & Amenities Committee Meeting - Minutes** - To confirm and sign the minutes of the previous meeting held on Monday 5<sup>th</sup> June 2017 (previously circulated). [LGA 1972, Sch. 12 para 41\(1\)](#)

Proposed: Cllr. Shortland                      Seconded: Cllr. Mrs. Kenton  
Unanimous

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

The Chairman signed the minutes

A request was made to move agenda items #2017/22 and #2017/23 ahead of #2017/17 onwards. This was agreed.

- 2017/22. Notice of Motion from Cllr. Baker** (received 28<sup>th</sup> July 2017) 'that this Council agrees to retro fit cigarette ashtrays in the top of the waste bins around the town center. And that this is funded from the Amenities General: Street Furniture budget (304/4040)

Proposed: Cllr. Baker                      Seconded: Cllr. Shortland  
Agreed Unanimously

**Resolved – That this Council agrees to retro fit cigarette ashtrays in the top of the waste bins around the Town Centre and replace 3 bins up to a cost of £2,500 from the Street furniture budget 4040/304**

- 2017/23 Notice of Motion from Cllr. Baker** (received 28<sup>th</sup> July 2017) 'that this Council agrees that the removal of chewing gum from the town center pavements is a priority and should be considered as a project action when the new staffing structure at Chard Town Council is in place'.

Proposed: Cllr. Baker                      Seconded: Cllr. Shortland  
Agreed Unanimously

**Resolved – To agree that the removal of chewing gum from the town center pavements is a priority and should be considered as a priority project action to include an education programme.**

**2017/17. Action Review Summary** - to receive and review the Action Review Summary

The Action Summary was noted with the following instructions:

GA 2016/08 Damp issues: that the new tenants of the adjacent building be contacted urgently to make them aware of the situation whilst they are undertaking refurbishment in case any remedial work needs to take place with regards to the party wall: By September 2017

FTC 2016/112 Replacement flags: That any new organisations/shops are to be approached with an aim for further flags to be purchased. That a review of the positions and heights of flags is undertaken to ensure they will not be hung too low or over canopies: By November 2017

GA 2016/43 Improvements to the heating/ventilation system in the auditorium: 3 quotes to be sought and referred to Council: By December 2017

**2017/18. Operations Report**

The Operations Report was received and noted.

**2017/19. Guildhall** – to receive and approve the recommendations regarding an annual service contract for CCTV provision at the Guildhall

Deferred in order for a report to be prepared with a clear comparison of quotes, on a like for like bases. Costs are to include replacement cameras, service and ongoing maintenance charges.

**2017/20. Guildhall / Amenities**– to review the following charges for 2018 – 2019 financial year:

a) The Guildhall Hire Charges

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

**Resolved – To agree that there is no change to charges pending the review of the working party (action review summary FTC 2016/124)**

b) Cemetery provision  
c) Allotment Provision  
d) Flower baskets in the town

- e) Fairground
- f) Circus

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Orchard

**Resolved – To increase all charges for the 2018-2019 financial year (other than the Guildhall hire charges) by 2.6% with the gross cost rounded to the nearest 10p. To review the costs of providing the services prior to the next review of charges.**

- 2017/21.** To receive and note the condition report on the Air Handling / Heating system at the Guildhall

Proposed: Cllr. Shortland  
Agreed Unanimously

Seconded: Cllr. Bulmer

**Resolved – To agree the repairs and servicing of the air handling units, boiler and underfloor heating manifolds in the guildhall up to a maximum cost of £5,000. That the three quotes required for the improvements to the ventilation/heating system in the auditorium, including ongoing service costs are reported to Council as a priority. A specific nominal code for all annual service contracts is to be included in the 2018-2019 budget.**

- 2017/24.** **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 # 2017/15 above refers)

This item was withdrawn

There being no further business the meeting finished at 8:42 pm





## Chard Town Council

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**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

## Minutes of the Guildhall and Amenities Committee meeting of Chard Town Council held on Monday 2<sup>nd</sup> October 2017 in the Town Hall at 7:30 pm

**Present:** Councillors: Baker (Chair), Mrs. Wyatt, Mrs. Dowell, Orchard, O'Brien, Mrs. Kenton, Kenton and Mrs. Morrison

There were No. #2 members of the public present and No. #0 members of the press present

The meeting started at 7.30 pm

### **PUBLIC PARTICIPATION**

A Saturday Market Trader spoke against the changes to the Market Terms and Conditions regarding the stopping of the waste collection at the end of the day's trading. He requested a period of consultation about this change.

**2017/25. Apologies for absence and to consider whether to approve reasons given.** (Please telephone or email, your apologies to the Town Clerk)  
[LGA 1972 s85\(1\)](#).

Apologies have been received from:

Cllr Mrs. Glynn	Work commitments
Cllr. Bulmer	SSDC work commitments
Cllr. Shortland	Holiday

**Resolved** to accept the apologies and approve the reasons given

**2017/26. 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.

**2017/27. 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](#)

Proposed: Cllr. Mrs. Wyatt  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved** - that agenda item #2017/37 be treated as confidential and dealt with after the Public (including the press) have been excluded

7.34 pm - #1 member of the public left the meeting.

**2017/28. Guildhall & Amenities Committee Meeting - Minutes** - To confirm and sign the minutes of the previous meeting held on Monday 7<sup>th</sup> August 2017 (previously circulated). [LGA 1972, Sch. 12 para 41\(1\)](#)

Agreed unanimously.

**Resolved** - that the minutes should be accepted as an accurate record of the meeting and signed.

The Chairman signed the minutes

**2017/29. Action Review Summary** - to receive and review the Action Review Summary

The Action Review Summary was received and noted.

**2017/30. Operations Report**

The Operations Report was received and noted.

**2017/31. Guildhall** – to approve a preferred supplier for an annual service contract for CCTV provision at the Guildhall (previously deferred)

Proposed: Cllr. Mrs. Dowell  
VOTE: For 8 Abstention 1

Seconded: Cllr. Mrs. Wyatt

**Resolved** – to appoint A S Security Alarms Ltd. as the preferred supplier for an annual service contract for CCTV provision at the Guildhall.

**2017/32. Guildhall** - to approve a preferred supplier and recommend to Full Council expenditure to supply and install air conditioning in the Auditorium at the Guildhall

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. O'Brien

**Resolved** – to appoint Summerland Air Conditioning (Quote: Option two) as the supplier for air conditioning units in the Auditorium at the Guildhall, subject to any planning and listed building consent required.

**2017/33. Guildhall** – to receive and note the report on our current IT systems supplier and approve expenditure to renew our annual software licenses

*Item deferred to the next meeting as the report is not yet available.*

**2017/34. Notice of Motion from Cllr. Baker** (received 04 August 2017) `that this Council instructs Officers to investigate the feasibility of a placing a new dog bin just inside the kissing gate in the High Street as it has been drawn to my attention that people are using this as a cut through to Snowdon Park and the nearest bins are in the park. There has been a large quantity of used dog bags discarded in the area just inside the gate which are currently being cleared away by a local resident, placing a bin here where there is a high volume of dog walkers would help avoid the waste being left in the area.

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved** - that this Council instructs Officers to investigate the feasibility of a placing a new dog bin just inside the kissing gate in the High Street

**2017/35. Notice of Motion from Cllr. Bulmer** (received 02 September 2017) `that this Council purchases an additional seating bench for the Ashcroft play area (budget code 304/4040 – Amenities General Street Furniture) and instructs Officers to carry out an audit of seating provision in all our play areas to ensure that there are adequate numbers available for public use.

*Item deferred to the next meeting as Cllr. Bulmer is not present.*

**2017/36. Finance** – to consider and approve the Guildhall & Amenities Budget for 2018/2019 for recommendation to Finance & Personnel Committee

Proposed: Cllr. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

**Resolved** – that this committee do not approve the Guildhall and Amenities budget presented to them. Members request a full council workshop with the RFO and Clerk in order to discuss the budget more fully. The workshop to be scheduled before the next meeting of the Finance and Personnel Committee.

8.28 pm - #1 member of the public left the meeting.

**2017/37. 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 # 2017/27 above refers)

Commercial in Confidence

a) Market Trader dispute

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

**Resolved** – that Chard Town Council issues a permanent ban to the trader in question as they have not adhered to the terms and conditions of the market

b) Zembard Lane Car Park

Proposed: Cllr. Mrs. Dowell  
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

**Resolved** – that this Council proceed to a Tier Two report on the proposed site, and also undertakes Tier One assessments of other identified land should it prove to be in a suitable location.

**There being no further business the meeting finished at 8.45 pm**



## Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 [www.chard.gov.uk](http://www.chard.gov.uk)

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

## Minutes of the Guildhall and Amenities Committee meeting of Chard Town Council held on Monday 4<sup>th</sup> December 2017 in the Town Hall at 7:30 pm

**Present:** Councillors: Baker (Chair), Mrs. Wyatt, Mrs. Dowell, O'Brien, Mrs. Kenton, Kenton; Mrs. Morrison; Mrs. Glynn; Bulmer and Shortland

There were No. #21 members of the public present and No. #1 member of the press present

The meeting started at 7.33 pm

### **PUBLIC PARTICIPATION**

Steve Scriven (Chard United Football Club) spoke regarding agenda item 2017/47 in support of the correspondence sent to Council asking for them to reconsider the rental fees for the football changing rooms.

Dave Bulmer spoke regarding a recent incident when an unauthorised vehicle drove over Jocelyn Park causing damage. He requested that Council consider putting in bollards to prevent this happening.

**2017/38. 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 received.

Cllr. Orchard                  Absent (holiday)

**2017/39. 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)*

No Declarations of Interest were made.

**2017/40. 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](#)

Item withdrawn as there are no confidential matters on the agenda.

**2017/41. Guildhall & Amenities Committee Meeting - Minutes** - To confirm and sign the minutes of the previous meeting held on Monday 2<sup>nd</sup> October 2017 (previously circulated). [LGA 1972, Sch. 12 para 41\(1\)](#)

Proposed: Cllr. Mrs. Wyatt  
Agreed unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved** - that the minutes should be accepted as an accurate record of the meeting and signed.

The Chairman signed the minutes

In light of the number of public attending for Agenda Item 2017/47 and with the approval of the committee the Chairman brought this matter forward on the agenda.

**2017/47. Correspondence** – request from Chard United FC that members reconsider the hire charges for this season

The Clerk advised Members that the resolution to increase the football changing room fees was made at the Full Town Council meeting on 19<sup>th</sup> June 2017. Since tonight's meeting was within 6 months of this decision no resolution altering the fees can be made at this meeting.

Proposed: Cllr. Mrs. Kenton  
Agreed unanimously

Seconded: Cllr. Mrs. Wyatt

**Resolved** that a working party comprising of Cllrs. Bulmer, Shortland, Mrs. Dowell, Mrs. Glynn and Baker meet with representatives from both football clubs to discuss the issues more fully in advance of the next Full Town Council meeting.

That five Members submit a written special motion to the Clerk to enable this matter to be an agenda item at the Council meeting in December

7.55 pm #20 members of the public left the meeting

**2017/42. Action Review Summary** - to receive and review the Action Review Summary

The Action Review Summary was received and noted.

**2017/43. Guildhall Manager's Report**

The Guildhall Manager's Report was received and noted.

**2017/44. Outdoor Services Manager's Report**

The Outdoor Services Manager's Report was received and noted. Members commended the Amenities Team for their hard work putting up the Christmas lights and creating the wonderful display we have in the town.

**2017/45. Guildhall** – verbal update on the Thursday café provision with the Antiques Market

The update was noted. Members asked the Clerk to contact the individual who was previously interested in running this facility and report back to Full Town Council with an update.

**2017/46. Policy** - To request authority from Committee for the Clerk to agree the dates that regular hirers can have permission to use our outside spaces (for example but not limited to, the Fair, the Circus, Skate Jam and the Summer Festival)

Proposed: Cllr. Mrs. Kenton  
Agreed unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved** that the Clerk can agree the dates that regular hirers can have permission to use our outside spaces. Any additional requests will be brought to Council for approval. The regular hirers will be reviewed and agreed at the Annual Town Meeting each year.

**2017/47. Correspondence** – request from Chard United FC that members reconsider the hire charges for this season

Item moved to earlier in the agenda.

**2017/48. Notice of Motion from Cllr. Bulmer** (received 02 September 2017) 'that this Council purchases an additional seating bench for the Ashcroft play area (budget code 304/4040 – Amenities General Street Furniture) and instructs Officers to carry out an audit of seating provision in all our play areas to ensure that there are adequate numbers available for public use.

Proposed: Cllr. Bulmer

Seconded: Cllr. Mrs. Morrison

Agreed unanimously

**Resolved** that this Council purchases an additional seating bench for the Ashcroft play area (budget code 304/4040 – Amenities General Street Furniture) and that this is sited in consultation with the parent’s group currently working with Cllr. Baker.

Officers will carry out an audit of seating provision in all our play areas to ensure that there are adequate numbers available for public use as part of the update of the Asset Register currently taking place

**2017/49. To consider and approve the Guildhall & Amenities Budget for 2018/2019 for recommendation to Finance & Personnel Committee**

Proposed: Cllr. Shortland  
Agreed unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved** that the Guildhall & Amenities Budget for 2018/2019 is recommended to the Finance & Personnel Committee

**2017/50. 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 # 2017/40 above refers)**

There are no confidential matters on the agenda.

There being no further business the meeting finished at 8.27 pm