



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
www.chard.gov.uk

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Jenny Kenton - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 17th February 2014 at 8.00 pm**

PRESENT: Councillors:

| | |
|----------------------------|-----------------|
| Mrs. J Kenton (Chairman) | A Kenton |
| G Shortland (Deputy Chair) | Mrs. C Morrison |
| D Bulmer | Mrs. T O'Brien |
| Mrs. S Dowell | A Prior |
| G Forsyth | Mrs. S Wyatt |
| Mrs. B Halse | |

IN ATTENDANCE:

Sarah Robson – Town Clerk

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

Public Participation Time

The meeting commenced at 8.05pm after the presentation from SSDC Officers about S106 contributions

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

LGA 1972 s85 (1).

Councillors Dorse and Wale – Conflicting family commitment

Councillors Ms. Pittwood and M Dowell – Illness

RESOLVED - to accept the apologies and approve the reason given.

02. Mayors Announcements.

The Mayor advised of a number of events arranged for April;

4th – An evening of music and dance with a Swing Band

18th/20th An event with the Kelly Leigh School of Dance

27th A St George's Day parade and service at St Mary's Church

The Mayor, on behalf of herself, Councillor Mrs. Dowell, and their family, also thanked Members for their support and kindnesses after the death of their father over the Christmas holidays.

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).

Councillor Mrs O'Brien declared a Personal Interest in Agenda Item # 10 as there is a cheque made payable to her employer.

Councillors Mrs. Kenton and Mrs. Dowell declared a Personal Interest in Agenda Item #06 to approve the recommendations from the Guildhall Working Party as they are members of CATS (a group that uses the Guildhall).

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: Councillor Mrs. Wyatt
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – that agenda items #16 'Commercial in Confidence' and #17 'Staff in Confidence' are to be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

05. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 16th December 2013. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 16th December 2013 be signed as a correct record.

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

Planning and Highways 16th December 2013

Planning and Highways 20th January 2014

A question was raised as a point of order in relation to an item that had been discussed at the F&P meeting in January in relation to civic protocols. The Mayor advised this document is a guide and not a policy and therefore under the Scheme of Delegation the Committee had authority to approve it.

Finance and Personnel 20th January 2014

RESOLVED – to receive and note the minutes

Guildhall and Amenities 3rd February 2014

RECOMMENDATION – to approve to Full Council the four recommendations as outlined in the report from the Guildhall Working Party (G&A Minute #09).

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to receive and note the minutes and approve the recommendation relating to minute # 9 (G&A Committee)

RECOMMENDATION – that Full Council approve expenditure under Budget Code 4957/Land Acquisition for a Bus Shelter on SCC's land subject to permission from SCC (G&A Minute #11).

Members agreed there was a need to consider a policy for dealing with future requests for more bus shelters.

Proposed: Councillor Mrs. Morrison
For: 8 Against: 1 Abstentions: 2

Seconded: Councillor Prior

RESOLVED – to receive and note the minutes and approve the recommendation that Chard Town Council approach SCC for a licence to erect a bus shelter on their land outside the Laurel Centre on Avishayes Road, Chard. If the licence is granted that expenditure up to a maximum of £6000.00 is approved from the budget code 4957/Land Acquisition.

07. Action Review Summary – to receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report.

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

The Town Clerk updated Members on three items;

- Pig Lane Resurfacing
- Changes to administration within the Co-op Bank
- Staff Handbook

RESOLVED – to receive and note the report

09. Finance - Town Council Year (2013/14) to Date (Y2D) Budget - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

A question was asked regarding the Saturday Outdoor Market.

8.40pm Councillor Mrs. Morrison declared a Personal & Prejudicial Interest and left the meeting, being a market trader.

8.43pm Councillor Mrs Morrison returned to the meeting

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

- 10. Finance - Accounts for Payment** - to review and approve items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Halse and Bulmer.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – to approve the accounts for payment.

- 11. Policy – to review revised NALC Model Standing Orders.**

It was unanimously agreed to defer this item to the next Full Council meeting to allow Members sufficient time to review the proposals.

- 12. To consider request from Newsquest Somerset for a reporter from the Chard and Ilminster Newspaper to use the Guildhall Reception 'Guest' Desk on a trial basis for a weekly slot.**

There was agreement that an arrangement such as this would enable the local press to engage better with the community and provide better accessibility. There was consensus that it was in the wider interest this take place so that reports on events and issues in town could be made to the press at a convenient central location. Several proposals and amendments were considered.

Proposed: Councillor Bulmer
For: 8 Against: 2 Abstentions: 1

Seconded: Councillor Mrs. Wyatt

RESOLVED – to allow commercial organisations to use the Guildhall Reception 'Guest' Desk at the same rate as the Foyer charge.

- 13. To review arrangements for receiving nominations for the Council's Outstanding Service Awards.**

Members considered this to be an important award to recognise the voluntary contribution local people make to the community. Nominations would be considered and approved by a panel of three Members – Councillors Mrs. Kenton, Mrs. Wyatt and Mrs. Morrison.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Kenton

RESOLVED – to advertise the scheme and invite nominations from members of the public but that the awards should be limited to a maximum of three. The current practice to award the recipients at the Annual Parish Meeting would continue.

- 14. 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](#)

Nothing to report

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

Nothing to report

9.20pm – The meeting briefly adjourned whilst the members of the press and public left

16. 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 #04 above refers) - Commercial in Confidence

Yarlington Lease - Jocelyn Park

Members were asked to approve draft Heads of Terms for the Lease

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to receive the report, note the contents and accept the recommended terms for the Lease with one addition.

17. 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 #04 above refers) - Staff in Confidence

Operations Manager

The Operations Manager has tendered his resignation.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to receive the report, note the contents and accept the recommendation to accept the Job Description as is, with one addition, to include deputising for the Town Clerk. Approval was granted for expenditure to advertise the vacancy from the Staff Recruitment Budget. The Clerk was given delegated authority to draw up a short list of candidates and conduct the first round of interviews with a second round of interviews being carried out by three of four panel Members comprising Councillors Mrs Dowell, Mrs. Morrison, Bulmer and Kenton.

There being no further business the meeting closed at 9.30pm



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Mayor: Councillor Mrs. Jenny Kenton - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 14th April 2014 at 7.30 pm**

PRESENT: Councillors:

| | |
|----------------------------|-----------------|
| Mrs. J Kenton (Chairman) | A Kenton |
| G Shortland (Deputy Chair) | Mrs. C Morrison |
| D Bulmer | Mrs. T O'Brien |
| Mrs. S Dowell | A Prior |
| Mrs. B Halse | M Wale |
| | Mrs. S Wyatt |

IN ATTENDANCE:

Sarah Robson – Town Clerk

There were eight members of the public present.

Public Participation Time

Mrs. Cath Morrison addressed Members to advise them of her resignation from Chard Young People's Centre, Councillors Bulmer & Mrs. O'Brien thanked Mrs. Morrison for the dedication and time over the years in helping run the centre.

Streetspace addressed Members to request agreement for a Community Day in Lower Henson Park which the Members felt happy to support subject to approval at the Full Council meeting in June.

The Mayor is abseiling from St Mary's Church for fundraising for the new roof on Friday 18th April.

County Councillor Mrs. Shortland advised Members of the continued lobbying at central government by SCC for additional funding for work on flood alleviation and prevention schemes.

Councillor Bulmer advised that the Chard Regeneration Scheme is on the agenda at the Area West meeting this week.

Councillor Mrs. Halse gave a brief update on proposed work at the Minnows Pond area that will see some redevelopment work to clear the pond and improve the planting.

Councillor Wale reminded Members of the Planning Appeal for Mount Hindrance that will now be taking place in the Guildhall Auditorium in May.

7.50pm Seven Members of the Public left the meeting

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

LGA 1972 s85 (1).

Councillors Ms. Pittwood and M Dowell – Illness

Councillor Forsyth – conflicting appointment

RESOLVED - to accept the apologies and approve the reason given.

19. Mayors Announcements.

The Mayor advised of a number of events arranged for April – Kelly Leigh Dance Show on April 18th and a St George’s Day parade on 27th April and all Members are very welcome to attend.

20. 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 Mrs O’Brien declared a Personal Interest in Agenda Item # 27 as there is a cheque made payable to her employer.

Councillor Mrs. O’Brien declared a Personal & Prejudicial Interest in Agenda item #29 being the Chairman of the Chard Area Youth Committee.

Councillor Prior declared a Personal & Prejudicial Interest in Agenda item #29 being the Chairman of the Crowshute Centre Ltd.

Councillor Prior declared a Personal Interest in Agenda item #29 being a ‘Friend’ of the Museum.

Councillors Bulmer, Mrs. Kenton and Shortland declared Personal & Prejudicial Interests in Agenda item #29 being members of the Town Team.

Councillors Mrs. Morrison declared a Personal Interest in Agenda item #29 being a member of the Town Team.

Councillors Mrs. Kenton and Mrs. Dowell declared Personal Interests in Agenda item #29 being members of groups that use Crowshute Centre.

21. 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: Councillor Bulmer

Seconded: Councillor Mrs O’Brien

Unanimous

RESOLVED – that agenda items #35 ‘Commercial in Confidence’ is to be treated as confidential and be dealt with after the Public (including the Press) have been excluded. Agenda Item #36 ‘Staff in Confidence’ is withdrawn.

22. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 17th February 2014.

LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 17th February 2014 be signed as a correct record.

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

Planning and Highways 17th February 2014
Planning and Highways 17th March 2014

Finance and Personnel 17th March 2014

RESOLVED – to receive and note the minutes

Guildhall and Amenities 7th April 2014

RECOMMENDATION – to recommend to Full Council the introduction of the Community Payback Scheme for a trial period of four weeks on a one day a week basis at a maximum cost of £100.00 per day from the Payroll Budget. In addition to give delegated authority to the Town Clerk in conjunction with the Chairman of the Guildhall & Amenities Committee to approve the continuation of the scheme if after a review the scheme proves successful (G&A minute # 21).

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Wale

RESOLVED – to receive and note the minutes and approve the recommendation relating to minute # 21 at the original quoted cost of £50.00 per day (G&A Committee).

RECOMMENDATION - to approve expenditure of £2000.00 by Town Clerk under delegated authority for the order of a second hand trailer from General Reserves (G&A minute # 23).

Proposed: Councillor Bulmer
For: 8 Abstention: 3

Seconded: Councillor Mrs. Dowell

RESOLVED – to receive and note the minutes and approve the recommendation relating to minute # 23 (G&A Committee).

24. Action Review Summary – to receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report.

25. Town Clerk's Report – to receive and note update from Town Clerk

The Town Clerk updated Members on two items;

- Repairs to the Mayor's Pendant
- Year End accounts and the Annual Return

RESOLVED – to receive and note the report

26. Finance - Town Council Year (2013/14) to Date (Y2D) Budget - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

27. Finance - Accounts for Payment - to review and approve items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Halse and Bulmer.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Prior

RESOLVED – to approve the accounts for payment.

28. Finance – To consider making a donation to Somerset Community Foundation for the Flood Relief Fund using the Power of The Local Government Act 1972 section 137.

Members debated the scheme and agreed this was a worthwhile cause to help alleviate suffering for those who have been affected by the floods. However concerns were expressed about how the residual funding would be retained. A proposal to make a donation in the sum of £1623.00 being the surplus from the grants budget 2013/2014 was made.

Proposed: Councillor Prior
For: 2 Against: 6 Abstention: 3

Seconded: Councillor Mrs. Morrison

The motion failed.

29. Finance – To consider award of Annual Grant for 2014/2015 to;

Chard & District Museum

Councillor Bulmer declared a Personal Interest in this item being the Council’s representative.

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to Chard & District Museum from the 2014/2015 Annual Grant Budget Code.

8.23pm Councillor Prior having declared a Personal & Prejudicial Interest left the meeting.

Crowshute Centre Ltd

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to Crowshute Centre Ltd from the 2014/2015 Annual Grant Budget Code.

8.25pm Councillor Prior returned to the meeting.

8.25pm Councillor Mrs O'Brien having declared a Personal & Prejudicial Interest left the meeting.

Chard Young People's Centre

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to Chard Young People's Centre from the 2014/2015 Annual Grant Budget Code.

Chard Area Youth Committee

Proposed: Councillor Prior
For: 7 Against: 2 Abstentions: 2

Seconded: Councillor Kenton

RESOLVED – to approve the request for financial assistance in the sum of £5000.00 to Chard Area Youth Committee from the 2014/2015 Annual Grant Budget Code. Members authorised Councillors Mrs. Morrison & Bulmer to sign the Service Level Agreement.

8.50pm Councillor Mrs. O'Brien returned to the meeting.

8.50pm the meeting was adjourned for a brief break.

8.55pm the meeting re-commenced.

30. Policy – to review revised NALC Model Standing Orders

This item was deferred from the Full Council meeting dated 17th February 2014 under agenda item # 11

After some debate a number of amendments to the NALC Model Standing Orders were approved and the policy was proposed for adoption.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – to adopt the revised Standing Orders with immediate effect.

31. Annual Report 2013/2014 – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting.

RESOLVED – to receive and note the report.

32. Community Events – to consider request from the Town Team for funding of a maximum of £500.00 to arrange a parade and fun day on Sunday 29th June in Jocelyn Park and a second event on Saturday 5th July.

9.40pm Councillors Bulmer, Mrs Kenton and Shortland having declared a Personal & Prejudicial Interest left the room.

Councillor Prior chaired the meeting in the absence of the Chairman.

A brief summary of events had been circulated to Members outlining the nature and purpose of the event. The Town Team advised that the dates have now been changed to 19th and 20th July.

Proposed: Councillor Mrs. O'Brien
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – to approve a grant of £500.00 from the Annual Grants budget and to allow the group use of Jocelyn Park for the fun day.

33. 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](#)

Nothing to report.

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

Nothing to report.

9.40pm the remaining member of the public left the meeting

35. 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 #21 above refers) - Commercial in Confidence

Yarlington Lease - Jocelyn Park

A verbal update was given to advise Members of progress to date.

Zembard Lane Car Park Lease

A verbal update was given to advise Members of progress to date.

Land lying to the West Side of Thorndun Park Drive

Members were informed that HMLR have received an application by a resident in Crib Close for adverse possession on a parcel of the Council's land to the rear of their property. The Clerk was authorised to write to HMLR acknowledging the correspondence and informing that the Council disputes this.

RESOLVED – to receive the report and note its contents.

- 36. 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 #21 above refers) - Staff in Confidence**

Item Withdrawn

There being no further business the meeting closed at 9.50pm



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TEL: 01460 239567 FAX: 01460 261661

Mayor – Cllr Mrs. Jenny Kenton Town Clerk – Sarah Robson MILCM

ANNUAL PARISH MEETING

**Minutes of the Chard Annual Parish Meeting
held on Tuesday 6th May 2014
in the Guildhall at 7.00pm.**

Present: The Mayor of Chard; Cllr Mrs. Jenny Kenton and 57 members of the public and 1 member of the press.

The Town Clerk welcomed all present on behalf of the Mayor. A brief explanation about the purpose of the meeting was given and an invitation to those present was extended to ask questions or make any comments. Copies of the Annual Report were made available giving information about the Council's finances, projects and councillors details.

1. Minutes of the Last Annual Town Meeting held on Tuesday 7th May 2013 were read out by the Town Clerk. It was agreed that the minutes were a true and accurate record of the meeting. The Mayor then signed the minutes.

2. Matters Arising. There were no matters arising.

3. Mayor's Annual Report

The Mayor then gave her Annual Report in which she reminded those present of what her aims had been at the commencement of her term of office. There was an explanation about how the mayor's allowance had been used to benefit the local community by putting on events and assisting local groups, in addition to some of the functions the mayor had attended to represent Chard. The Mayor explained about some of the activities she had been engaged in to raise funds for her chosen charities. She thanked her chaplain – Revt. Cresswell Whitton, her macebearer – Mark Hambrey, the Town Crier – Stuart Cummins and her Consort, her husband Councillor Andy Kenton. She described them as her 'rocks'. There were no questions of the Mayor.

4. Police Report

Sgt Rob Jameson of Avon & Somerset Police gave a report outlining the extent of the financial cutbacks that will be impacting on Chard shortly following the introduction of a new nationwide Operating Model. This will see significant changes in shift patterns and a move away from more traditional 'office hours'. With effect from July 2014 there

will be a reduction in the number of PCSOs in Chard from six to three; however there will be an additional Beat Manager who comes with a lot of experience. There will also be a change to the beat areas which have until now reflected the wards in Chard, this will reduce from five areas to one overall area. It has also recently been announced that Chard Police Station will close at some time in the future – this comes with a desire to keep a physical police presence in the town but not in its current format. It is anticipated that the Neighbourhood Team would be relocated within town and the response teams moving elsewhere to a more central location.

Sgt Jameson announced that a public forum would be taking place on 27th May in the Guildhall with the Police and Crime Commissioner and the Chief Inspector; tickets need to be applied for in advance.

Sgt Jameson answered a number of questions regarding;

- Improving communications with the community
- Importance of public presence in Chard if Police Station closes
- Arrangements for travel to the custody suite/time spend travelling
- Concerns about response times with reduced numbers of staff
- Improved traffic safety with increased use of SIDs

5. Presentation of Outstanding Service Awards.

Citations were read out for the nominees by Councillors Prior, Mrs. Wyatt and Mrs. Halse. The Mayor presented Outstanding Service Awards to:-

1. Mr. Tony Lister for 20+ year's service as a sighted guide for the blind
2. Mrs. Pat Galpin for 7 year's service to Chard Carers' Support Group
3. Mr. & Mrs. Marc & Lorraine Marshall for 13 year's voluntary service to Chard Amateur Theatre Society

Certificates and Outstanding Service Awards pins were presented to each of the recipients.

6. Presentation of Cheques to Mayor's Charities

The Mayor presented cheques to her three charities from the proceeds of her fund raising over the last year. The Lord's Larder, The Beacon Centre and Ferne Animal Sanctuary who all received an equal share of the amount raised which totaled £7942.60

7. Presentation of mayoral robe to Chard Museum

Mr David Ricketts the Chairman of Chard and District Museum was called upon to receive the old mayoral robe that the Town Council has donated to the museum. He expressed his thanks and talked about the displays, encouraging the audience to come and visit.

8. Matters Raised by Chard Residents

There were a number of matters raised by Chard Residents and there was agreement to act on two issues

- Write to Chard RFC to congratulate them on their recent promotion success

- Write to the Avon & Somerset PCC and Chief Constable expressing concern about the police cuts in Chard

Councillor Bulmer congratulated the Mayor on her very successful term of office and thanked her for all her hard work and efforts on behalf of the residents of Chard.

There being no further business the meeting closed at 8.10pm.



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Mayor: Councillor Mrs. Jenny Kenton - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

Minutes of the Annual Town Council Meeting of Chard Town Council Held in the Town Hall, Guildhall, Chard On Monday 19th May 2014 at 7.30 pm.

PRESENT: Councillors

Mrs. J Kenton – Mayor

D Bulmer

J Dorse

M Dowell

Mrs. S Dowell

G Forsyth

Mrs. B Halse

A Kenton

Mrs. C Morrison

Mrs. T O' Brien

A Prior

G. Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk, Victoria Cable – Administrative Assistant

There was 1 member of the press and 12 members of the public present.

37. Election of Mayor (Chairman of the Council) and Acceptance of Office.

LGA 1972 s14 (1), 15(1&2), 33(1) and 34(1&2)

Councillor Mrs. Kenton was nominated and accepted the nomination

Proposed: Councillor Mrs. Wyatt

Unanimous

Seconded: Councillor Prior

RESOLVED – that Councillor Mrs. Kenton be elected Mayor and Chairman of Chard Town Council, unless she resigns or becomes disqualified, shall continue in office and preside at the Annual Meeting until her 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 her representatives from last year would continue in their appointments for another year.

Mace Bearer – Mr. Mark Hambrey

Chaplain – Rev. Cresswell Whitton

Consort – Mr. Andy Kenton

38. Mayors Announcements.

The Mayor advised Members that she had chosen five local groups to support with her fund raising efforts over the next year;

Chard Museum, Chard Area Youth Committee, Chard & Crewkerne After Stroke Group
Chard Carers' Support Group and Chard's Town Team.

39. 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 \(1\)](#).

Councillor Ms. Pittwood - Illness

RESOLVED - to accept the apologies and approve the reason given

40. 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

41. 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 matters for debate that would need to exclude members of the press or public.

42. Election of Deputy Mayor.

Councillor Shortland was nominated and accepted the nomination

Proposed: Councillor Kenton

Seconded: Councillor Mrs. Wyatt

For: 13

Abstention: 1

Against: 1

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 .

- 43. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 14th April 2014. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 14th April 2014 be signed as a correct record.

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

RESOLVED – to defer a review of the delegation arrangements as the Council’s Scheme of Delegation was reviewed and amended in November 2013.

- 45. To review terms of reference for committees** ([Standing Order # 5 j \[vi\]](#))

RESOLVED – to defer a review of the terms of reference for committees as the Council’s Scheme of Delegation was reviewed and amended in November 2013.

- 46. 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 Bulmer, Mrs. Dowell, Forsyth, Mrs. Kenton, Kenton, Mrs. Morrison, Mrs. O’Brien, Prior, Shortland and Wale be elected to the Committee.

Councillor Mrs. Morrison was nominated and accepted the nomination for Chairman of the Finance & Personnel Committee

Proposed: Councillor Bulmer
For: 12 Abstentions: 2

Seconded: Councillor Mrs. Dowell

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

- **Guildhall & Amenities Committee**

RESOLVED – that Councillors Bulmer, Dowell, Mrs. Dowell, Forsyth,

Mrs. Kenton, Kenton, Mrs. Morrison, Mrs. O'Brien, Ms. Pittwood, Prior, Shortland and Mrs. Wyatt be elected to the Committee.

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

Proposed: Councillor Shortland
For: 12 Abstentions: 2

Seconded: Councillor Mrs. Morrison

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

- **Planning & Highways Committee**

RESOLVED – that Councillors Bulmer, Dorse, Forsyth, Mrs. Halse, Ms. Pittwood, Prior, Wale be elected to the Committee with Mrs. Kenton as the Appointed Reserve Member.

Councillor Prior was nominated and accepted the nomination for Chairman of the Planning & Highways Committee

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – that Councillor Prior be elected Chairman of the Planning & Highways Committee until the next Annual Meeting.

- **Allotments Sub Committee**

RESOLVED – that Councillors Prior, Dowell, Mrs. Morrison and Mrs. Wyatt be elected to the Allotments Sub Committee.

- **Personnel Sub Committee**

RESOLVED – that Councillors Mrs. Morrison, Prior, Bulmer and Shortland be elected to the Personnel Sub Committee.

- **Personnel Appeals Panel**

RESOLVED – that Councillors Mrs. O'Brien, Mrs. Kenton and Wale be elected to the Personnel Appeals Panel.

- **Grant Applications Evaluation Working Group**

RESOLVED – that Councillors Bulmer, Mrs. Halse, Mrs O'Brien and

Mrs. Morrison be elected to the Grant Applications Evaluation Working Group.

- **Newsletter Working Group**

RESOLVED – that Councillors Mrs. Kenton, Mrs. Halse, Mrs. O’Brien, Ms. Pittwood and Prior be elected to the Newsletter Working Group

- **Guildhall Promotions Working Group**

RESOLVED – that Councillors Bulmer, Mrs. Kenton and Mrs. Morrison and Mr. Jason Baker be elected to the Guildhall Promotions Working Group

- **Shared Services Working Group**

RESOLVED – that Councillors Wale, Shortland and Prior be elected to the Shared Services Working Group

- **Football Clubs Working Group**

RESOLVED – that Councillors Bulmer, Mrs. Dowell and Shortland be elected to the Football Clubs Working Group

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

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

- 47. 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])

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

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

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

- 49. 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])

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

50. To review representation on or work with external bodies and arrangements for reporting back (Standing Order # 5 j [xi])

| Organisation | No | Current Representative |
|---------------------------------|-----------|-------------------------------|
| Chard & District Museum | 1 | Mrs. B Halse |
| Chard Regeneration Board | 1 | M Wale |
| Chard Young People's Centre | 2 | Mrs. T O' Brien |
| Market Towns Investment Group | 2 | D Bulmer, G Shortland |
| S.A.L.C. | 1 | M Wale |
| SSDC Countryside Steering Group | 1 | G Forsyth |
| Town Team | 2 | Mrs. Morrison, Bulmer |
| Clare House | 1 | D Bulmer |

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Morrison

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

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

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

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

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

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

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

54. 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])

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

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

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

56. Meetings – To approve the schedule of meeting dates for 2014/2015

(Standing Order #5 j [xix])

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve the schedule of meetings for 2014/2015 with the amendment to move the Annual Parish Meeting to the last Tuesday in April

57. Meetings – To review the Members’ attendance summary sheet

RESOLVED – to note

58. Finance – Cheque Signatories to be reviewed and authorise at least six Members to act as cheque signatories. Any two Councillors are required to sign a cheque. To confirm that the Town Clerk / RFO be authorised to amend the bank mandate.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED – that Councillors Shortland, Mrs. Kenton, Kenton, Mrs. Wyatt, Mrs. Dowell, Bulmer, Mrs. Morrison and Mrs. Halse would be the authorised signatories for the Council’s Co-op Bank accounts, any two to sign. And that Councillors Wale, Bulmer, Prior and Mrs. Kenton would be the authorised signatories for the Council’s Nationwide Bank accounts, any two to sign.

59. 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](#)

Nothing to report

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

Nothing to report

There being no further business the meeting closed at 8.10 pm



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
www.chard.gov.uk

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Jenny Kenton - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 16th June 2014 at 7.30 pm**

PRESENT: Councillors:

| | |
|----------------------------|-----------------|
| Mrs. J Kenton (Chairman) | A Kenton |
| G Shortland (Deputy Chair) | Mrs. C Morrison |
| D Bulmer | Mrs. T O'Brien |
| M Dowell | A Prior |
| G. Forsyth | Mrs. S Wyatt |

IN ATTENDANCE:

Sarah Robson – Town Clerk

There were 11 members of the public present and 1 member of the press present.

Public Participation Time

Police Inspector Tim Coombe gave a brief presentation about the changes that are due to take place as a result of having to make cost savings. He spoke about a new operating structure that will be introduced in South Somerset.

One member of the public addressed Members about his objection to the proposed coat of arms that was on the agenda. The second point was a question about when a progress report would be made about the Chard Regeneration Plan.

A representative from Streetspace addressed Members about the proposed Community Event in Lower Henson Park.

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

LGA 1972 s85 (1).

Councillor Ms. Pittwood– Illness
Councillors Dorset and Mrs. Halse – family commitment
Councillors Wale and Mrs. Dowell - holiday

RESOLVED - to accept the apologies and approve the reason given.

62. Mayors Announcements.

Members were reminded about the Summer Festival being organised by the Town Team. There will be many activities taking place including a Firewalk, the proceeds of which will be going to the Mayor's Charity. A reminder was also given about the commemoration service in St Mary's Church on Sunday 3rd August at 10.00am. The Mayor also advised about an event to have an Urban Slide in Chard High Street, local groups will be asked for assistance, further information to follow.

63. 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 Mrs. O'Brien declared a Personal Interest in Agenda Item # 70 as there is a cheque made payable to her employer and Items #75 & 76 being a member of the Chard Area Youth Committee.

Councillor Prior declared a Personal Interest in Agenda Item #72 being a 'Friend' of Chard Museum.

64. 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: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – that agenda items #79 'Commercial in Confidence' and #80 'Staff in Confidence' are to be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

65. Council Meeting - Minutes

- To confirm and sign the minutes of the Town Council Meeting held on Monday 19th May 2014.
[LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 19th May 2014 be signed as a correct record.

66. Committees

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

| | |
|-----------------------|-----------------|
| Planning and Highways | 14th April 2014 |
| Planning and Highways | 12th May 2014 |

| | |
|-----------------------|---------------|
| Finance and Personnel | 12th May 2014 |
|-----------------------|---------------|

| | |
|-------------------------|---------------------------|
| Guildhall and Amenities | 2 nd June 2014 |
|-------------------------|---------------------------|

RESOLVED – to receive and note the minutes

At the Chairman's Request Agenda Item # 75 was brought forward

75. To consider request from Streetspace to hold a Community Day at Lower Henson Park on Saturday 13th September 2014.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve use of Lower Henson Park for the Community Day on Saturday 13th September and in the event of it not going ahead due to poor weather that a back up date of 27th September be approved.

67. Action Review Summary – to receive and review Outstanding Actions Summary

A verbal update with given on;
Financial Regulations
Erection of a Bus Shelter in Avishayes Road

RESOLVED – to receive and note the report.

68. Town Clerk's Report – to receive and note update from Town Clerk

The Town Clerk updated Members on three items;

- Community Payback Scheme
- Minnows Pond
- Withdrawal of Co-op fax BACS Service for salaries

RESOLVED – to receive and note the report.

69. Finance - Town Council Year 2014/15 Year to Date Budget - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

70. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Halse and Mrs. Kenton

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to approve the accounts for payment.

71. Finance – Adoption of Accounts for the Year ended 31st March 2014 and the signing of the Annual Return. ([Accounts & Audit Regulations 2011](#))

The Members were reminded that the Annual Governance Statement confirms the Council's responsibility to ensure a sound system of internal control and to satisfy itself there are adequate processes and control measures in place.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED – that the Mayor & Town Clerk / Responsible Finance Officer be authorised to sign the Accounting Statement and the Annual Governance Statement for 2013/2014 on the Annual Return on behalf of the Council and that the Council's Financial Statement be approved and adopted.

72. To consider gifting to Chard & District Museum items that have been on long term loan.

Members were reminded that over a long number of years many items have been loaned to the Museum. The request has come due to a review of the Museum's insurance provision.

Proposed: Councillor Mrs. Morrison
For: 4

Seconded: Councillor Bulmer

Against: 3

Abstention: 3

RESOLVED – to gift all of the specified items to Chard Museum for them to be insured on its cover.

73. To consider whether to support and offer finance towards the introduction of a Chard Coat of Arms.

Members felt there was not a clear benefit of having a coat of arms and it was doubtful there would be any advantage. The Chard Crest is well known and identifiable and therefore anything over and above this might be seen as unnecessary and frivolous. There was no motion proposed.

74. Notice of Motion received on 28th May 2014 from Councillor Bulmer 'that this Council endorses the resolution of the Planning & Highways Committee to oppose the proposed Traffic Regulation Order (TRO) that would change the traffic priorities at the Convent Link (A358/A30) Junction and to approve a budget to meet any costs of examining, consulting and promoting information of the proposed TRO'.

8.30pm Councillor Forsyth left the meeting

8.33pm Councillor Forsyth returned to the meeting

Concern was expressed by Members about the pressure on residential areas with many HGVs being diverted around town under the proposed scheme. This would have a detrimental impact on not only residential areas but also the town centre as anything that inhibits access and a free flow of movement would have a negative effect. Tourism will be a major part in the town's growth in future, in addition supply chains to local business would be affected and there would be a social as well as retail impact on this community.

Councillor Prior proposed an amendment to the recommendation from the Planning & Highways committee to include the setting up of a Sub Committee.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Prior

RESOLVED – to approve the recommendation of the Planning & Highways Committee that this Council oppose the proposed Traffic Regulation Order (TRO) that would change the traffic priorities at the Convent Link (A358/A30) Junction and to approve a budget to meet any costs of examining, consulting and promoting information of the proposed TRO and that a sub-committee is appointed to investigate the current use of the A358/A30 Junction traffic lights and also of the Church Street/Holyrood Street junction and potential changes proposed. In addition that the sub-committee considers a plan of action to ensure the continued viability of traffic circulation in Chard.

Members of the Sub-Committee were agreed as being Councillors Prior, Bulmer, Mrs. Morrison, Mrs O'Brien, Shortland and any of the Members not present would also be able to join. The Terms of Reference to be approved by the Planning & Highways Committee when they next meet in July. It was agreed that a meeting of the sub-committee take place on Tuesday 15th July at 7.30pm to set and discuss terms of reference.

76. To consider request from Active Skills & Learning to use Jocelyn and Henson Parks for SSDC Playdays on Friday 25th July, 1st & 8th August 2014 between 1-3pm.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED – to approve the request from Active Skills & Learning to use Jocelyn and Henson Parks for SSDC Playdays on Friday 25th July, 1st & 8th August 2014 between 1-3pm.

77. 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](#)

Nothing to report

78. Reports from Representatives of Outside Bodies.

Please notify the Town Clerk in advance of the meeting if you will be making a report.

Nothing to report

8.55pm All members of the press and public left the meeting

79. 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 #64 above refers) - Commercial in Confidence

Jocelyn Park Lease – Yarlinton

Members were advised that progress has been made and the lease would soon be ready for signature. Councillors Mrs. Kenton and Mrs. Morrison were authorised by Council to sign the lease once it is ready.

Jocelyn Park Lease – Football Clubs

Members were updated about the position of the S106 funding. The Heads of Terms have been agreed in principle and the Council’s solicitor has been instructed to draw up the lease.

Zembard Lane Lease – Holyrood Academy/1610

Members were advised that progress has been made and the lease would soon be ready for signature. Councillors Mrs. Kenton and Mrs. Morrison were authorised by Council to sign the lease once it is ready.

RESOLVED – to receive the report and note its contents and authorise those nominated as signatories to the lease.

Crib Close – Claim for adverse possession

RESOLVED: Council approved a recommendation not to object to the claim for adverse possession and to allow the transfer to take place. Delegated Authority was given to Councillors Mrs. Kenton and Mrs. Morrison to sign the Land Registry Form that consents to the registration taking place.

Proposed: Councillor Prior

Seconded: Councillor Mrs. O’Brien

For: 9

Abstention: 1

80. 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 #64 above refers) - Staff in Confidence

Policy in Staff Handbook

The Scheme of Delegation will be amended to reflect Members’ agreement to the changes in relation to probationary periods and the authority given to the Personnel Sub Committee.

Councillors Mrs. O'Brien and Mrs. Wyatt were appointed as Reserve Members to the Sub Committee with full voting rights.

Proposed: Councillor Prior
For: 8 Against: 2

Seconded: Councillor Shortland

RESOLVED – to receive the verbal report, note the contents and accept the recommendation.

There being no further business the meeting closed at 9.20pm

CHARD TOWN COUNCIL



**THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
www.chard.gov.uk**

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Jenny Kenton - Town Clerk: Sarah Robson PILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 18th August 2014 at 7.30 pm**

PRESENT: Councillors:

| | |
|----------------------------|-----------------|
| Mrs. J Kenton (Chairman) | A Kenton |
| G Shortland (Deputy Chair) | Mrs. C Morrison |
| D Bulmer | Mrs. T O'Brien |
| M Dowell | A Prior |
| Mrs. S Dowell | M. Wale |
| G. Forsyth | Mrs. S Wyatt |
| Mrs. B Halse | |

IN ATTENDANCE:

Sarah Robson – Town Clerk and Ed Ringwood – Operations Manager.
There were five members of the public present and one member of the press present.

Public Participation Time

PC Paul Thomas gave an update to Members on the recent police restructuring that has seen some changes in Chard in the number of personnel and introduced the new PC - Alan Hollick who started recently.

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

Councillor Ms. Pittwood– Illness
Councillor Dorse – family commitment

RESOLVED - to accept the apologies and approve the reason given.

82. Mayors Announcements.

The Mayor advised Members of a number of events that are going to be held in the coming months and also gave a brief report about the Firewalk that took place recently. She reported it had been an interesting experience. Forthcoming events include a new Henry Trail which is a competition to win a 'Henry' involving sixteen shops taking part, Ticket to Slide on Sunday 7th September. Also an afternoon which is part of a national event taking place on Sunday 5th October through Saga called Silver Sunday, an opportunity for older people to enjoy an afternoon in the Guildhall with tea provided. There will also be an Antiques 'Call My Bluff' event on 8th October, further information to follow.

83. 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 Mrs. O'Brien declared a Personal Interest in Agenda Item # 90 as there is a cheque made payable to her employer.

84. 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: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED – that agenda items # 91 & #95 'Commercial in Confidence' are to be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

85. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 16th June 2014.
[LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 16th June 2014 be signed as a correct record.

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

| | |
|-----------------------|----------------------------|
| Planning and Highways | 16th June 2014 |
| Planning and Highways | 21 st July 2014 |

RESOLVED – to receive and note the minutes

RESOLVED – to receive and note the minutes and approve the recommendation relating to minute # 54 (F&P Committee)

‘To recommend approval to Full Council of the amended Financial Regulations as agreed by this Committee’.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Prior

RESOLVED – to approve the amended Financial Regulations as recommended and agreed by the Committee.**RESOLVED – to receive and note the minutes and approve the recommendations relating to minute # 46 & # 48 (G&A Committee)**

‘To recommend to Full Council that allotment rents are increased to £24 per full plot and £13 per half plot inclusive of water charges from October 2015’.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Bulmer

Councillor Forsyth Declared a Personal Interest in this agenda item and abstained from voting.

For: 10

Against: 1

Abstention: 1

RESOLVED – to approve that allotment rents are increased to £24 per full plot and £13 per half plot inclusive of water charges from October 2015.

‘To recommend to Full Council that the Operations Manager investigate the price of a new mini digger compared to a second hand mini digger and have figures ready for the Full Council Meeting on Monday 18th August, for Full Council to approve the expenditure from the Earmark Reserve for Vehicle Replacement’.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve expenditure of £12,920.00 for a new Kubota U17/3 Mini Digger and Nugent PT105 Trailer and to part exchange the Ransomes Gang Mower to offset the total cost of £17,920.00 by £5,000.00. This expenditure to be allocated to the Earmark Reserve for Vehicle Replacement.**87. Action Review Summary – to receive and review Outstanding Actions Summary.****RESOLVED – to receive and note the report.**

88. Town Clerk's Report – to receive and note update from Town Clerk

The Town Clerk updated Members on three items;

- Report from the External Auditors to confirm everything has been done in accordance with proper practices

RESOLVED – to receive and note the report.

89. Finance - Town Council Year 2014/15 Year to Date Budget - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

90. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)) – Cheque signatories to be Councillors Mrs. Halse and Mrs. Kenton.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the accounts for payment.

92. To consider and approve a contribution of £500.00 towards a funding application for a SSDC grant to purchase wooden sleeves to install on the square planters in town.

Members agreed that the plastic planters are in need of improvement and noted that this proposal comes with the approval of the Town Team. This will be another enhancement of the town centre to improve the town's visual street scene appearance to both visitors and residents alike. The new surrounds would need to be fitted by our Amenities Team.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – to approve a contribution of £500.00 towards a funding application for a SSDC grant to purchase wooden sleeves to install on the square planters in town.

93. 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](#)

Nothing to report

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

Nothing to report

8.20pm Member of the Press and Public left the meeting

91. To consider approval of continued absence of Councillor Ms Pittwood.

(LGA 1972 s85).

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – to approve a continued leave of absence due to illness for a further four months until the December Council Meeting.

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 #84 above refers) - Commercial in Confidence

Jocelyn Park Lease – Yarlington

The lease has now been received and the Members authorised to sign will be asked to complete the formalities.

RESOLVED - to receive the information and note the report

There being no further business the meeting closed at 8.20pm.

CHARD TOWN COUNCIL

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Mayor: Councillor Mrs. Jenny Kenton - Town Clerk: Sarah Robson PILCM



COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 20th October 2014 at 7.30 pm**

PRESENT: Councillors:

| | |
|----------------------------|-----------------|
| Mrs. J Kenton (Chairman) | A Kenton |
| G Shortland (Deputy Chair) | Mrs. C Morrison |
| D Bulmer | Mrs. T O'Brien |
| J Dorse | A Prior |
| Mrs. S Dowell | Mrs. S Wyatt |

IN ATTENDANCE:

Sarah Robson – Town Clerk.

There were three members of the public present and no members of the press present.

Public Participation Time

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

[LGA 1972 s85 \(1\)](#).

Councillor Dowell – Work Commitment
Councillor Forsyth – Family Commitment
Councillor Mrs. Halse - Holiday
Councillor Ms. Pittwood– Illness
Councillor Wale – Conflicting Appointment

RESOLVED - to accept the apologies and approve the reason given.

97. Mayors Announcements.

The Mayor reported it has been a busy couple of months with £1700.00 raised as a result of the Urban Slide. Other forthcoming events include:

22nd November - Swing Band
28th November - Santa Run
29th November – Charity Christmas Fair

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 Mrs. O'Brien declared a Personal Interest in Agenda Item # 105 as there is a cheque made payable to her employer.

Councillor Mrs. Kenton declared a Personal & Prejudicial Interest in Agenda Item # 106 being a member of CATS and #107 being a member of the Town Team she also declared a Personal Interest in Agenda Item #106 as the Chard Carers' Support Group is one of her nominated charities this year and she is a member of Chard Carnival Club.

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item # 107 being a member of the Town Team

Councillor Mrs. Morrison declared a Personal Interest in Agenda Item # 107 being a member of the Town Team.

Councillor Bulmer declared a Personal & Prejudicial Interest in Agenda Item # 106 for the Rugby Club being a social member, he also declared a Personal Interest for Agenda Item # 106 being involved with the Carnival and a Personal Interest in Agenda Item #107 being a member of the Town Team

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: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED – that agenda items # 111 'Commercial in Confidence' and #112 'Staff in Confidence' are to be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

100. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 18th August 2014.
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the Town Council Meeting held on Monday 18th August 2014 be signed as a correct record.

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

| | |
|-----------------------|---------------------------------|
| Planning and Highways | 18 th August 2014 |
| Planning and Highways | 15 th September 2014 |
| Finance and Personnel | 15 th September 2014 |

RESOLVED – to receive and note the minutes

Guildhall and Amenities 6th October 2014

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve recommendation of expenditure of £2000 for HGV Driver training for a member of the Amenities Staff plus additional payroll costs for increased hours to carry out the work required.

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

RESOLVED – to receive and note the report.

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

The Town Clerk updated Members on two items;

- The new IT system and the migration of data
- Notification of new email addresses

RESOLVED – to receive and note the report.

104. Finance - Town Council Year 2014/15 Year to Date Budget - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

105. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)) – Cheque signatories to be Councillors Shortland and Mrs. Wyatt.

Proposed: Councillor Mrs. O'Brien
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to approve the accounts for payment.

106. Finance – to consider recommendations from the Community Development Fund Panel regarding grant applications for funding.

- i) **Proposed** – to recommend a Community Development Fund Grant of £500.00 to Chard Carers Support Group towards transport costs for Christmas Shopping Trip and Dinner.

Proposed: Councillor Mrs. Dowell
Unanimous

Seconded: Councillor Dorse

RESOLVED – to approve a Community Development Fund Grant of £500.00 to Chard Carers Support Group towards transport costs for Christmas Shopping Trip and Dinner.

- b) **Proposed** – to recommend a Community Development Fund Grant of £1000 to Eclipse Carnival Club to purchase a new float generator.

Proposed: Councillor Mrs. O'Brien
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – to approve a Community Development Fund Grant of £1000 to Eclipse Carnival Club to purchase a new float generator.

- c) **Proposed** – to recommend a Community Development Fund Grant of £1000 to Club 2000 towards the cost of a vehicle to pull the float.

Members were concerned about sufficient funds available to match fund the requested grant.

Proposed: Councillor Mrs. O'Brien
For: 8 Abstentions: 2

Seconded: Councillor Bulmer

RESOLVED – to approve a provisional Community Development Fund Grant of £1000 to Club 2000 towards the cost of a vehicle to pull the float subject to the remainder of the balance required being raised in full.

8.06pm Councillor Bulmer left the meeting having declared a Personal and Prejudicial interest

- d) **Proposed** – to recommend refusal of a Community Development Fund Grant to Chard Rugby Club to purchase a commercial dishwasher.

Proposed: Councillor Mrs. O'Brien

Seconded: Councillor Mrs. Wyatt

For: 3

Against: 4

Abstention: 2

Motion Failed

Therefore it was proposed to approve the award.

Proposed: Councillor Prior

Seconded: Councillor Mrs. Morrison

For: 4

Against: 2

Abstention: 3

RESOLVED– to approve a Community Development Fund Grant of £1000 to Chard Rugby Club towards the purchase of a commercial dishwasher.

8.14pm Councillor Bulmer returned to the meeting

- e) **Proposed** – to recommend a Community Development Fund Grant of £1000 to Chard WATCH Project to purchase a hearing loop for use by a number of community groups.

Proposed: Councillor Mrs. O'Brien

Seconded: Councillor Dorse

Unanimous

RESOLVED – to approve a Community Development Fund Grant of £1000 to Chard WATCH project to purchase a hearing loop for use by a number of community groups.

- f) **Proposed** – to recommend a Community Development Fund Grant of £1000 to Chard Cricket Club to go towards drainage improvements at the cricket ground.

Proposed: Councillor Mrs. O'Brien

Seconded: Councillor Mrs. Morrison

Unanimous

RESOLVED – to approve a Community Development Fund Grant of £1000.00 to Chard Cricket Club to go towards drainage improvements at the cricket ground.

- g) **Proposed** – to recommend a Community Development Fund Grant of £1000 to Chard & District Carnival Committee to go towards safety barriers and marshal training.

Proposed: Councillor Mrs. O'Brien

Seconded: Councillor Bulmer

Unanimous

RESOLVED – to approve a Community Development Fund Grant of £1000.00 to Chard & District Carnival Committee to go towards safety barriers and marshal training.

8.20pm Councillor Mrs. Kenton having declared a Personal & Prejudicial Interest left the meeting

8.20pm Councillor Shortland took over the chair

- h) **Proposed** – to recommend a Community Development Fund Grant of £1000 CATS to go towards backdrop, costumes and sound equipment.

Proposed: Councillor Mrs. O'Brien
Unanimous

Seconded: Councillor Kenton

RESOLVED – to approve a Community Development Fund Grant of £1000.00 to CATS to go towards backdrop, costumes and sound equipment.

8.22pm Councillor Mrs. Kenton returned to the meeting and the chair

- i) **Proposed** – to recommend a Community Development Fund Grant of £390 to Play Days Pre School to go towards furniture to accommodate young children.

Proposed: Councillor Mrs O'Brien
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to approve a Community Development Fund Grant of £390.00 to Play Days Pre School to go towards furniture to accommodate young children.

8.23pm Councillors Mrs. Kenton and Shortland having declared a Personal & Prejudicial Interest left the meeting.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Mrs. Wyatt

RESOLVED – that Councillor Prior take the chair

107. Finance – To consider award of Annual Grant for 2014/2015 to Chard Town Team towards the purchase, erection and maintenance of Christmas Lights.

Proposed: Councillor Mrs. Dowell
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED – to award the Annual Grant of £1000.00 to Chard Town Team for the purchase, installation and maintenance of Christmas Lights for 2014/2015

8.27pm Councillors Mrs. Kenton and Shortland returned to the meeting.
Councillor Mrs. Kenton took the chair

108. Policy – to delete clause # 3m from the Council's adopted Standing Orders in line with the Local Audit and Accountability Act 2014 s40 and

consider approving guidelines in relation to the filming, photographing and recording at Council meetings.

There was agreement from the Members that a protocol needed to put in place to protect children and vulnerable adults.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED - to delete clause # 3m from the Council's adopted Standing Orders in line with the Local Audit and Accountability Act 2014 s40 and consider guidelines in relation to the filming, photographing and recording at Council meetings to be drafted for a future meeting.

109. 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 four decisions taken under delegated authority;

Planning Applications:

14/02679/FUL - 7 High Street Chard, recommend refusal on the grounds of overcrowding and the impact it will have on the amenity of residents in the area

14/03165/CPO – OS Plot 9071, Crewkerne Road, Chaffcombe, Chard, Recommend approval

At the Finance & Personnel Committee meeting dated 21st July under agenda item #58 the Clerk was given approval to invest £150,000.00 when the previous bond with the Nationwide matured on 23rd September 2014. This has now been completed and the monies have been placed on deposit with Nationwide on a 95 day deposit with an interest rate of 1.05%

At the Full Council meeting dated 14th April under agenda item # 23 the Clerk in conjunction with the chairman of the G&A committee were given approval for the community payback scheme to continue after a satisfactory four week trial period had been completed. This was confirmed on 16th July at the bi-monthly meeting the officers hold with the G&A chairman.

RESOLVED – to approve and note.

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

Nothing to report

8.35pm Members of the Press and Public left the meeting

111. 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 #99 above refers) - Commercial in Confidence

Jocelyn Park Lease – Yarlington

Nothing further to report since the last meeting of Council.

Jocelyn Park Lease – Football Clubs

A verbal report was given in connection with the finances in relation to the project.

Zembard Lane Lease – Holyrood Academy/1610

Nothing further to report since the last meeting of Council.

RESOLVED – to receive the verbal report and note the contents

112. 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 #99 above refers) - Staff in Confidence

To receive the report and consider the recommendations from the independent assessment commissioned to review the salary scales of the Council's employees, as delegated by the Finance & Policy Committee meeting of 15th September

Members commented on the positive comments contained in the report and recognised the need to make adjustments to some of the pay scales to reflect local market rates and comparative local government posts in similar sized councils.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to accept and note the findings of the report and implement all recommendations and approve the new salary scales effective from 1st November 2014

There being no further business the meeting closed at 9.15pm.

CHARD TOWN COUNCIL

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

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TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Jenny Kenton - Town Clerk: Sarah Robson PILCM



COUNCIL MINUTES

Minutes of the Town Council Meeting

of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 15th December 2014 at 7.30 pm

PRESENT: Councillors:

Mrs. J Kenton – (Chair)
D Bulmer
M Dowell
Mrs. S Dowell
G Forsyth
Mrs. B Halse

A Kenton
Mrs. T O' Brien
A Prior
G. Shortland
M Wale
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson – Town Clerk.

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

Public Participation Time

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

[LGA 1972 s85 \(1\)](#).

Councillors Ms. Pittwood and Mrs. Morrison – Illness
Councillor Dorse – Family Commitment

RESOLVED - to accept the apologies and approve the reasons given.

114. Mayors Announcements.

The Mayor read out a letter from the Mayor of Helmstedt sending greeting to Chard. Members were thanked for supporting recent events that had been held to fund raise for the charities and the Mayor wished all the Members a Happy Christmas.

115. 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](#).

Councillor Mrs. O'Brien declared a Personal Interest in Agenda Item #122 as there is a cheque payable to her employer.

116. 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: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – that agenda item # 127 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

117. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 20th October 2014. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 20th October 2014 be signed as a correct record.

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

| | |
|-------------------------|--------------------------------|
| Planning and Highways | 20 th October 2014 |
| Planning and Highways | 17 th November 2014 |
| Finance and Personnel | 17 th November 2014 |
| Guildhall and Amenities | 1 st December 2014 |

RESOLVED - The Committee delegated authority to the Town Clerk, Operations Manager, Councillor Kenton and Committee Chair to consider newly sought up to date quotes and if within the price originally agreed in March 2014 that approval be given to recommend to Full Council acceptance.

Proposed: Councillor Mrs. Dowell
Unanimous

Seconded: Councillor Shortland

RESOLVED – to receive and note the minutes and approve the recommendation relating to minute # 71 (G&A Committee) regarding authority for approval for expenditure for photovoltaic panels.

119. Action Review Summary – to receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report.

120. Town Clerk’s Report – to receive and note update from Town Clerk

Nothing to report.

121. Finance - Town Council Year 2014/15 Year to Date Budget - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

122. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Kenton and Mrs. Halse

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the accounts for payment.

- 123. Finance - Budget** -to receive and consider recommendation from Finance & Personnel Committee for 2015/2016 budget and set the precept.

A report outlining a number of options had been circulated to Members for consideration and it was agreed that Option 1 be approved with the Precept Support Grant of £55,930.00 and a Precept Demand of £489,822.00 with a deficit budget set of £37,811.00. The agreed budget would see a number of capital projects being paid for from the General Reserves. This will result in an increase in the Band D Equivalent of 0.77 pence a percentage of 0.63%.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – the Council agreed to set a budget for 2015/2016 of £741,692.00 with a precept demand of £489,822.00 which equates to an increase of 0.77 pence (0.63%) in the Band D Equivalent.

- 124. To receive letters of resignation from Councillor Ms. S Pittwood dated 28th November 2014 and Councillor Dorse dated 1st December 2014.**

RESOLVED – To receive and note the resignations and the reasons given.

- 125. 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

Planning Applications – Avishayes Ward

14/04498/FUL – The Long Barn, Crewkerne Road, Chard. Erection of extension and insertion of no.3 roof lights.

14/04952/COU – Unit 4, Victoria Avenue, Chard. Change of Use from Construction Skills Centre to light industrial.

In consultation with the Avishayes Ward Member and the Chairman of P&H it was recommended to approve these applications.

RESOLVED – to approve and note.

- 126. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

Nothing received

8.00pm Members of the Public and Press were excluded (none present)

- 127. 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 #116 above refers) - Commercial in Confidence**

Jocelyn Park Lease – Yarlinton

Members were informed that the Lease has now been completed and the invoice for the first year's rental has been raised.

Zembard Lane Lease – Holyrood Academy/1610

Members were advised this has stalled again in spite of a number of reminders being sent.

Jocelyn Park Lease – Football Clubs

There is no news regarding progress with this project – Members were advised that the legal enquiries relating to the lease had been completed. SSDC is awaiting updated costings.

RESOLVED – to receive the verbal report and note the contents

There being no further business the meeting closed at 8.05pm.