



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Cath Morrison - 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 28th January 2013 at 6.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
D Bulmer
J Dorse
M Dowell
Mrs. S Dowell
Mrs. B Halse
A Kenton

Mrs. J Kenton
Ms. S Pittwood
G Shortland
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson – Town Clerk, Terry Powell – Operations Manager
There was 1 member of the press present.

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

LGA 1972 s85 (1).

Councillor Forsyth – Work Commitment
Councillor Mrs O'Brien – Illness
Councillor Prior - Holiday
Councillor Wale – Family Commitment

RESOLVED: to accept the apologies and approve the reason given

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). Councillors Bulmer, Dorse, Mrs. Dowell, Dowell, Mrs. Halse, Kenton, Mrs. Kenton, Mrs. Morrison, Ms. Pittwood, Shortland and Mrs. Wyatt declared a Disclosable Pecuniary Interest in Agenda Item #03 on the grounds of having a land interest in Chard, and that this would preclude them from debate in setting the budget and precept. Having made a written request in writing to the Clerk, dispensations have been granted on the basis that that the meeting would otherwise be inquorate. This has been done under authority given in Standing Order 7e.

03. Budget – to receive and consider recommendation from Finance & Guildhall Committee for 2013/2014 budget and set the precept.

Reports previously circulated outlined changes imposed by central government and summarised the impact on the tax base with the introduction of the Council Tax Reduction Scheme. Several options were considered and concerns about safeguarding services were expressed. Results from a consultation undertaken by SSDC revealed that whilst most people didn't wish to see a rise in council tax bills it had been recognised that cuts in the provision of services was not desirable.

Members agreed that careful consideration had already been given to setting a realistic budget and trying to make cuts to expenditure was not an option.

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Shortland

RESOLVED – to confirm the budget as recommended by the Finance & Guildhall Committee without change and to set a precept of £530,854.00 which includes the Grant Allocation from SSDC.

There being no further business the meeting closed at 7.00 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. Cath Morrison - 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 18th February 2013 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
D Bulmer
J Dorset
Mrs. S Dowell
G Forsyth
Mrs. B Halse
A Kenton

Mrs. J Kenton
Mrs. T O'Brien
Ms. S Pittwood
A Prior
G Shortland
M Wales

IN ATTENDANCE:

Sarah Robson – Town Clerk, Terry Powell – Operations Manager
There were 7 members of the public present.

Public Participation Time

Two members of the public spoke regarding concerns over low level noise that is experienced in the Crewkerne Road Area

One member of the public spoke in favour of a grant application from Chard Area Youth Committee

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

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

Councillor Dowell – work commitment

Councillor Mrs. Wyatt - illness

RESOLVED - to accept the apologies and approve the reason given

8.10pm 4 Members of the public left the meeting

05. Mayors Announcements.

The Mayor informed Members that the recent visit to Avishayes School with the regalia had been well received. Members were reminded of the charity dinner at the Lordleaze Hotel on 16th March and the civic evening on 23rd March which is a 'tribute to musicals' concert involving the guides and scouts, CATS, CLOKS and Yeovilton military wives. Invites have already been sent and responses to the office are needed to confirm numbers.

06. 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 Prior declared a Personal & Prejudicial Interest in Agenda Item # 14 as he is the Chairman of the Crowshute Centre

Councillor Forsyth declared a Personal & Prejudicial Interest in Agenda Item # 20 on the basis that he is related to a member of staff

Councillor Ms. Pitwood declared a Personal & Prejudicial Interest in Agenda Item # 20 on the basis of a personal friendship with a member of staff

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item # 14 as he is a committee member of the Chard Young People's Centre

Councillor Mrs. O'Brien declared a Personal & Prejudicial Interest in Agenda Item # 14 as she a committee member of the Chard Area Youth Committee

Councillor Mrs. Kenton declared a Personal Interest in Agenda Item # 14 as she belongs to an organisation that uses the Crowshute Centre

Councillor Mrs. Morrison declared a Personal Interest in Agenda Item # 14 as she is a committee member of the Chard Young People's Centre

07. 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 Wale

RESOLVED – that agenda item #19 ‘Commercial in Confidence’ and agenda item # 20 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

08. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 17th December 2012 and Monday 28th January 2013.
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the Town Council Meetings held on Monday 17th December 2012 and Monday 28th January 2013 be signed as a correct record with one minor alteration to Resolution # 137.

09. Committees - To receive and note the minutes of the following meetings;

Planning and Highways	17 th December 2013
Planning and Highways	21 st January 2013

Finance and Guildhall	21 st January 2013
-----------------------	-------------------------------

Amenities	28 th January 2013
-----------	-------------------------------

RESOLVED – to receive and note the minutes of the Planning & Highways Committee, Finance & Guildhall Committee and Amenities Committee.

10. Action Review Summary – To receive and review Outstanding Actions Summary

The Town Clerk appraised Members on three outstanding items that are on-going

RESOLVED – to receive and note the report.

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

The Town Clerk reported on a number of matters;

- Fore Street Tree Project
- Accounts Year End Closedown
- Mayors’ Honours Board
- Speed Indicator Devices
- Streams

RESOLVED – to receive and note the report.

12. Finance - Town Council Year (2012/13) 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.

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

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Shortland

RESOLVED – to approve the accounts for payment.

14. Finance – To receive report from the Grants Evaluation Panel and recommendation to award Community Development Fund granting to groups falling outside the criteria of the scheme.

Councillor Wale reported on the decisions taken by the Panel using its delegated authority and explained the reasons why the groups had been successful in receiving an award.

There were two groups that did not fit the criteria and were referred to Full Council for a decision. There was recognition that some new groups find it more difficult in supplying all necessary paperwork and therefore these applications are being referred for a decision.

Proposed: Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Prior

RESOLVED - Chard Carers are awarded a grant of £400.00 on the proviso that a report of what the monies were spent on is given to Council.

8.35pm Councillor Prior having declared a Personal and Prejudicial interest left the meeting

Councillor Wale reported back about the award to Crowshute Centre

8.37pm Councillor Prior returned to the meeting

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Bulmer

RESOLVED - Stage4Kidz are awarded a grant of £750.00 towards sound equipment

8.40pm Councillors Mrs. O'Brien and Shortland having declared a Personal and Prejudicial interest left the meeting.

Chard Area Youth Committee: the panel had previously considered the application and felt there was insufficient information and therefore did not meet the criteria. The Members debated the application and there was a proposal by Councillor Mrs. Kenton to award the grant. There was not a seconder so the motion failed.

8.50pm Councillors Mrs. O'Brien and Shortland returned to the meeting

15. To constitute a Working Group to look at arrangements for contingency planning to enhance community resilience.

This item has been referred by the Amenities Committee.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to appoint Councillors Shortland, Mrs. Kenton and Bulmer to set up a Working Group to consider community resilience.

16. To consider opportunities to get involved with Somerset County Council's Library Service Review .

9.00pm Councillor Mrs. Kenton declared a Personal and Prejudicial Review being a County Councillor and left the meeting

Members were of the opinion that at present it would be more beneficial to see what comes out of the public consultation exercise. There was recognition that Chard has a large catchment area and potentially smaller libraries may be more at risk of changes to services. Members agreed the importance of retaining services within the town but recognised the need for services to adapt if they are to remain viable.

RESOLVED – to note the letter and confirm no need for any further response at present.

9.05pm Councillor Mrs. Kenton returned to the meeting.

17. 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 advised Members that in consultation with the Planning Committee a recommendation for Street Naming at the new Redrow Development would be made to SSDC.

RESOLVED – to approve the use of the Town Clerk's delegated powers.

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

Councillor Mrs. Kenton's report on Chard Festival was circulated and received by Members

9.10pm the remaining 2 members of the public left the meeting.

19. 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 #07 above refers) - Commercial in Confidence

Jocelyn Park – Bishops Court Lease

Members were informed that progress is being made and it is anticipated the Planning Application will be made shortly

Cresta Car Park Lease

A meeting has been arranged with all parties in an effort to complete this

RESOLVED – to note the information in agenda item # 19

20. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #07 above refers) – Staff in Confidence

Replacement Full Time Amenities Operative

Members were informed that a member of staff will shortly be resigning.

RESOLVED – to delegate authority to the Town Clerk to appoint a suitable full time replacement within the approved scale.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Wale

9.10pm Councillors Ms. Pittwood and Forsyth having declared an interest left the meeting. The Town Clerk also left the meeting.

Staff Sickness

An update was given by the Operations Manager on actions taken to resolve a staffing issue.

RESOLVED – to receive the report and note the information in agenda item # 20

There being no further business the meeting finished at 9.22pm



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Cath Morrison - 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 15th April 2013 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
D Bulmer
Mrs. S Dowell
G Forsyth
Mrs. B Halse
A Kenton

Mrs. J Kenton
Ms. S Pittwood
A Prior
G Shortland
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson – Town Clerk.
There were 3 members of the public present.

Public Participation Time

Graham Forsyth attempted to address Council in his capacity as a candidate for the forthcoming elections and was requested by the Mayor to desist on the grounds that political electioneering was not permitted in the council chamber.

Val Keitch, manager of the Community Justice Panel gave Members a brief presentation about the history, successes and changes to the service when the trustees will take over the management of the Panel without any paid staff to manage the volunteers. The Mayor and other Members expressed their thanks to Val for her dedication and hard work in developing the service in this area.

7.55 pm One member of the public left the meeting

The Mayor invited the Members to stand and respect a minute's silence in memory of former councillor Mrs. Audrey Spencer who died recently.

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

LGA 1972 s85 (1).

Councillors J Dorse – Family commitment, M Dowell – Illness,
Mrs. T O'Brien – Family commitment, M Wale – Prior commitment

RESOLVED - to accept the apologies and approve the reason given

22. Mayors Announcements.

The Mayor informed Members this would be her last 'mayor's announcements' and thanked those Members who had been so supportive, in particular the Deputy Mayor, Councillor Mrs. Kenton for standing in at events when she was unable to attend. Thanks were also expressed to Councillor Shortland for his assistance. Councillor Mrs. Morrison talked about how the role of mayor involves making sacrifices and making oneself available for others, she also spoke about the need for good working relationships with officers. The Mayor expressed her thanks, in particular, to Vicky Cable who has managed the mayor's diary over the last two years and also to the caretaking staff in assisting with events in the Guildhall. The Mayor reminded those present what a privilege it is to wear the chain, and that the role should be regarded with great pride in representing the people of Chard. She concluded by wishing the next mayor best wishes for the future.

23. Declarations of Interest.

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

Councillor Prior declared a Personal & Prejudicial Interest in agenda item #31 being a trustee and treasurer of Chard Museum and also a director of Crowshute Centre Ltd.

Councillor Mrs. Kenton declared a Personal Interest in agenda item #31 being a member of one of the user groups at the Crowshute Centre.

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

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs Dowell

RESOLVED – that agenda item #35 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded. Agenda Item #36 has been withdrawn

25. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 18th February 2013. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Town Council Meetings held on Monday 18th February 2013 be signed as a correct record.

26. Committees - To receive and note the minutes of the following meetings;

Planning and Highways	18 th February 2013	(Previously circulated)
Planning and Highways	18 th March 2013	(Previously circulated)
Finance and Guildhall	18 th March 2013	(Previously circulated)

Councillor Forsyth raised a point in relation to an item that was minuted on the Finance & Guildhall minutes relating to a Freedom of Information Request.

RESOLVED – to receive and note the minutes of the Planning & Highways Committee, Finance & Guildhall Committee and Amenities Committee.

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

The Town Clerk appraised Members on two outstanding items that are on-going

RESOLVED – to receive and note the report.

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

The Town Clerk reported on a number of matters;

- Year End close down
- SALC Training events
- Equalities & Diversity training

RESOLVED – to receive and note the report.

29. Finance - Town Council Year (2012/13) 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.

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

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Shortland

RESOLVED – to approve the accounts for payment.

8.20pm Councillor Prior left the room having declared a Personal & Prejudicial Interest

31. Finance – Annual Grants –to consider requests for financial assistance from Chard Museum and Crowshute Centre Ltd.

Chard Museum has requested financial assistance from the Council to enable the Museum to continue operating.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED to approve expenditure of £1000.00 from the Annual Grants budget

Crowshute Centre Ltd has requested financial assistance from the Council to continue upgrading the centre. Members considered this is a valuable community resource and wished to support the project.

Proposed: Councillor Mrs. Dowell
For: 8

Against: 0

Seconded: Councillor Shortland
Abstention: 2

RESOLVED to approve expenditure of £1000.00 from the Annual Grants budget

8.30pm Councillor Prior returned to the meeting.
8.30pm Councillor Forsyth left the meeting

32. Notice of Motion from Councillor Prior received on 19th March 2013 that in preparation for the annual meeting of Chard Town Council on 20th May 2013 and to assist in the implementation of standing order 2(j) without the complication of a further debate that evening the Council will consider the following options for committees for the council year 2013/2014:

- i) that the service functions of the Council in the form of the amenities dept and the Guildhall should be considered in one joint Committee or in two separate Committees with the resulting Committee(s) meeting bi-monthly

8.32pm Councillor Forsyth returned to the meeting

- ii) that the Finance & Guildhall Committee should be a Finance & Personnel Committee overseeing these two functions of finance and personnel

Councillor Prior reminded Members of decisions taken by the Council to change the management structure following the departure of the former town clerk. There was recognition that more frequent Amenities meetings would be an advantage and that to combine them with the Guildhall functions would be advantageous in promoting the service functions of the council. The proposed Finance & Personnel committee would oversee policy, budgetary expenditure and personnel functions. The amended structure would reduce the amount of officer time necessary as the number of meetings both senior officers would need to attend would reduce.

8.37 pm One member of the public left the meeting

Proposed: Councillor Prior
For: 10

Against: 0

Seconded: Councillor Shortland
Abstention: 1

RESOLVED – that Chard Town Council for the year 2013/2014 will have three committees namely;

An Amenities & Guildhall Committee meeting six times per annum at 7.30pm on the first Monday of alternate months commencing in June

A Planning & Highways Committee meeting at 6.30pm on the third Monday of every month as at present

A Finance & Personnel Committee meeting bi-monthly as at present

And request the Town Clerk to prepare both the agenda of the May 2013 Town Council meeting and the 2013/2014 calendar of meetings to reflect this.

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

8.40pm the last 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 #24 above refers) - Commercial in Confidence

Chard Pre-School Lease

Members agreed to approve the request for a Deed of Variation if the lease is due to expire in 2015 and subject to agreement that all the Council's legal costs will be met by the other party. If the lease has longer to run then delegated authority is given to the Finance & Guildhall Committee to negotiate any changes.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to receive the report and approve the Deed of Variation subject to the term of the lease expiring in 2015 and agreement to meet the Council's legal costs.

Jocelyn Park Changing Facilities

There was extensive debate about the Council's desire to support the long term future of recreational activities in town. It was agreed the short term problem the local football clubs are facing regarding a lack of changing facilities needs to be addressed immediately. Members were reminded that the Council has already given approval for a temporary structure to be installed subject to Planning permission but further information about a permanent structure would be needed before decisions can be taken.

Proposed: Councillor Prior

Seconded: Councillor Bulmer

For: 9

Against: 0

Abstention: 2

RESOLVED - to pay up to a maximum of £10,000.00 (subject to the return of the previous grant of £1000.00 from Chard Rangers) to install temporary changing facilities on Jocelyn Park and agree terms of hire with the Football Clubs. However if the cost is likely to exceed £10,000.00 all decisions to be referred back to Full Council. It was approved to give the Working Group delegated authority to negotiate the terms of use for any temporary facility.

- 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 #24 above refers) – Staff in Confidence**

Item withdrawn

There being no further business the meeting finished at 9.42 pm.



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 261661

Mayor – Cllr Mrs. Cath Morrison Town Clerk – Sarah Robson MILCM

ANNUAL PARISH MEETING

**Minutes of the Chard Annual Parish Meeting
held on Tuesday 7th May 2013
in the Guildhall at 7.00pm.**

Present: The Mayor of Chard; Cllr Mrs. Cath Morrison and 75 members of the public and 1 member of the press.

The Town Clerk welcomed all present on behalf of the Mayor and a special welcome was given to the new High Sheriff of Somerset Mrs. Whitmore. Those present were invited to look at the display boards in the Auditorium detailing services that the Town Council

delivers on behalf of the residents of Chard. Copies of the Annual Report were also available giving information about the Council's finances, projects and councillors details.

1. Minutes of the Last Annual Town Meeting held on Tuesday 1st May 2012 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 and paid tribute to the volunteering work that takes place in Chard. She thanked her charities for their help with the fund raising activities. Thanks were given to the Council's staff for their help in preparing and assisting with undertaking engagements, and to Jim Morrison the Mayor's Consort and their family for their support. There were no questions of the Mayor.

4. Police Report

Sgt Richard Barnet from the Safer Stronger Neighbourhood Team of Avon & Somerset Police gave a report outlining the extent of the financial cutbacks in the area which will total £40m. He was pleased to confirm there had not been a reduction of visible uniformed policing and with Chard continuing to be the hub within the area response times are generally very good locally. Cuts have been made elsewhere through rationalizing departments and generally reducing expenditure. He reported that progress had been made in relation to the detection of the supply and dealing of drugs that had been made possible from information obtained by local residents. He urged people to come forward if they have any information that will assist in preventing and detecting crime.

5. Presentation of Outstanding Service Awards.

The Mayor read out the citations and invited the High Sheriff, Mrs. Whitmore to present Outstanding Service Awards to:-

1. Col Paul Richardson for 30 year's voluntary service to Chard Cadets
2. Mr. & Mrs. Clive Stoodley for 22 year's service to fund raising for local causes
3. Mr. Brian Beer for 60 year's voluntary service to Chard Town Football Club

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 Scouts, Guides and First Responders received an equal share of the amount raised which totaled £3420.41.

7. Matters Raised by Chard Residents

There were no matters raised by Chard Residents

There being no further business the meeting closed at 7.50pm.



CHARD TOWN COUNCIL

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

www.chard.gov.uk

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Cath Morrison - 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 20th May 2013 at 7.30 pm.

PRESENT: Councillors

Mrs. C Morrison – Mayor

D Bulmer

J Dorset

M Dowell

Mrs. S Dowell

G Forsyth

Mrs. B Halse

A Kenton

Mrs. J Kenton

Mrs T. O' Brien

Ms. S Pittwood

A Prior

G Shortland

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk, Vicky Cable – Administrative Assistant

Dave Travers – Mace Bearer, Jim Morrison – Mayor's Consort

There was 1 member of the press and 5 members of the public present.

The Mayor, Councillor Mrs. Morrison was thanked by Councillor Bulmer on behalf of the Council for her work over the last two years

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 Shortland

Seconded: Councillor Dorset

For: 12

Abstentions: 2

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.

The Mayor, Councillor Mrs. Kenton gave an acceptance speech in which she outlined her desire to involve all Members fully in her work and a promise to do her utmost to lead the Council with dignity, honesty and pride.

Mayors Appointments:-

Mace Bearer – Mr. Mark Hambrey will take up this role

Chaplain – The Revd. Cresswell Whitton

Consort – Councillor Andy Kenton

38. Mayors Announcements.

The Mayor advised Members of her intention to hold a formal Mayor Making ceremony in St Mary's Church which would be the first of her civic engagements, further details would follow shortly. Information about other events over the coming year was given, including a santa run, a balloon memorial event and several planned performances with local drama and musical organisations.

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 Wale – Holiday

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).

There were no Declarations of Interest.

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](#)

The Clerk requested that agenda items # 61 & 62 be withdrawn as there are no items of Staff or Commercial in confidence

42. Election of Deputy Mayor.

Councillor Shortland was nominated and accepted the nomination

Proposed: Councillor Mrs. Wyatt

Seconded: Councillor Kenton

Councillor Bulmer was nominated and accepted the nomination

Proposed: Councillor Prior

Seconded: Councillor Ms. Pittwood

A recorded vote was requested under Standing Order 1 s

The vote was taken as follows;

Those in favour of Councillor Bulmer;

Councillors Forsyth, Prior, Dowell, Bulmer, Ms. Pittwood and Mrs. Halse

Those in favour of Councillor Shortland;

Councillors Shortland, Mrs. Dowell, Mrs. Wyatt, Kenton, Mrs. O'Brien, Dorse and Mrs. Morrison

Councillor Bulmer received 6 votes and Councillor Shortland received 7 votes. There was 1 abstention.

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 15th April 2013. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 15th April 2013, subject to a correction to the day, be signed as a correct record.

44. To review delegation arrangements to committees, sub-committees, employees and other local authorities ([Standing Order # 2 j \[iii\]](#))

It was agreed that the Scheme of Delegation in operation that covered all service areas of the Council and its committees would remain until such a time that it could be amended to reflect the new committee structure and that all Guildhall functions be transferred from the Finance & Guildhall Committee's authority to the Guildhall & Amenities Committee with immediate effect.

45. To review terms of reference for committees ([Standing Order # 2 j \[iv\]](#))

Members recognised the need to amend the terms of reference to reflect the new committee structure and until that time committees would continue to operate within the previously agreed terms of reference.

46. To receive nominations for Appointments to Committees, Sub Committees and Working Parties (Standing Order # 2 j[v])

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

- **Finance & Personnel Committee**

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

Seconded: Councillor Mrs. O’Brien

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

Proposed: Councillor Mrs. Halse

Seconded: Councillor Bulmer

The vote was taken, Councillor Mrs. Morrison received 8 votes and Councillor Wale received 5 votes.

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

Members were in agreement they did not wish to elect deputy chairs for any committee and that in the absence of the committee chair the Mayor should chair the meeting.

- **Guildhall & Amenities Committee**

RESOLVED – that Councillors Mrs. Kenton, Bulmer, Dowell, Mrs. Dowell, Forsyth, Kenton, Mrs. Morrison, 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 Kenton
Unanimous

Seconded: Councillor Shortland

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 and 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**

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Prior

RESOLVED – that Councillors Dowell, Ms. Pittwood and Prior be elected to the Allotments Sub Committee.

- **Personnel Sub Committee**

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Kenton

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

- **Personnel Appeals Panel**

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – that Councillors Mrs. Kenton, Mrs O'Brien and Wale be elected to the Personnel Appeals Panel with Mrs. Dowell as the Appointed Reserve Member

- **Grant Applications Evaluation Working Group**

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – that Councillors Bulmer, Mrs. Halse, Mrs. Morrison and Mrs. O'Brien be elected to the Grant Applications Evaluation Working Group.

- **Chard Festival Working Group**

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Shortland

RESOLVED – that Councillors Mrs. Kenton, Bulmer and Shortland be elected to the Chard Festival Working Group

- **Newsletter Working Group**

Proposed: Councillor Ms. Pittwood
Unanimous

Seconded: Councillor Kenton

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

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 # 2 j [vi])

Members resolved not to appoint any new committees.

48. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations (Standing Order # 2 j [vii])

RESOLVED – to delegate to the Finance and Personnel Committee under Standing Order 5a) ix

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 # 2 j [viii])

RESOLVED – to delegate to the Finance and Personnel Committee under Standing Order 5a) ix

50. To review representation on or work with external bodies and arrangements for reporting back (Standing Order # 2 j [ix])

Organisation	No	Current Representative
Chard Museum	1	D Bulmer
Chard Regeneration Board	1	M Wale
Chard Traders	0	NO LONGER IN EXISTENCE - WITHDRAWN
Chard Young People's Centre	1	Mrs. C Morrison
Chard 2000/Chard in Bloom	0	NO LONGER IN EXISTENCE - WITHDRAWN
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. Dowell, Mrs. Kenton

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Wyatt

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 # 2 j [xi])

RESOLVED – to delegate to the Finance and Personnel Committee under Standing Order 5a) ix

52. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks (Standing Order # 2 j [xii])

RESOLVED – to delegate to the Finance and Personnel Committee under Standing Order 5a) ix

53. To make arrangements for the review of the Council's and/or employees' memberships of other bodies (Standing Order # 2 j [xiii])

RESOLVED – to delegate to the Finance and Personnel Committee under Standing Order 5a) ix

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 # 2 j[xiv])

RESOLVED – to delegate to the Finance and Personnel Committee under Standing Order 5a) ix

55. To make arrangements for the establishment of the Council's policy for dealing with the press/media (Standing Order # 2 j [xv])

RESOLVED – to delegate to the Finance and Personnel Committee under Standing Order 5a) ix

56. Meetings – To approve the schedule of meeting dates for 2013/2014
Standing Order # 2k (ix)

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to approve the schedule of meetings for 2013/2014

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

A request was made to change the format and also some amendments were needed to reflect where apologies had been given and not recorded.

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 Mrs. Wyatt

RESOLVED – that Councillors Mrs. Dowell, Mrs. Halse, Mrs. Kenton, Mrs. Morrison, Mrs. Wyatt, Bulmer, Forsyth, Kenton and Shortland would be the authorised signatories for the Council’s 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](#)

None to report.

The Town Clerk requested approval for a trial period to circulate paper agendas and reports for committee members only and agendas to non-committee members would be circulated electronically, paper copies would have to be requested from the office if required. All minutes would continue to be circulated to all Members in a paper format as they currently are.

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

None received

61. 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 41 above refers) - Staff in Confidence

Withdrawn

62. 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 41 above refers) – Commercial in Confidence

Withdrawn

There being no further business the meeting closed at 8.55 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 17th June 2013 at 7.30 pm**

PRESENT: Councillors

Mrs. J Kenton (Chairman)
G.Shortland (Deputy Chair)
D. Bulmer
M. Dowell
Mrs. S Dowell
G. Forsyth

Mrs. B Halse
A. Kenton
Mrs. T O'Brien
Ms. S Pittwood
A Prior
M. Wale

IN ATTENDANCE:

Sarah Robson – Town Clerk, Terry Powell – Operations Manager
There were 22 members of the public present and one member of the press

Public Participation Time

A representative from Streetspace addressed the Members about the proposed Community Day that will be run in partnership with the Council. It will be held on September 7th between 11 a.m – 4 p.m at Lower Henson Skate Park where a number of activities will take place including football, bush craft skills and skating.

Scott Massey representing Chard Rangers/Chard United football clubs addressed Members about proposals to have changing facilities at Jocelyn Park. Members had been circulated financial information in advance and the clubs stated they are confident of covering the running costs for the first year. Grant Funding is available subject to planning approval from SSDC and subject to Area West Members approving an application.

Jason Baker representing the Town Team gave an update on Chard's first 'pop-up' shop. A unit has been secured at Stringfellow's Gallery, the venture in partnership with Pop Up Britain aims to revitalise town centres, allowing new entrepreneurs an opportunity. This is the first of its kind in the south west and will be open at the end of July, initially for 12 months to start with. The day to day running of it will be the responsibility of the Town Team in conjunction with Paul Philpot from SSDC.

63. 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 Dorse – Family illness

Councillors Mrs. Morrison & Mrs. Wyatt - Holiday

RESOLVED - to accept the apologies and approve the reason given

64. Mayors Announcements.

The Mayor announced the arrival of Sophia Rose Haydon born earlier today, the first child of Barney, a member of the Council's staff.

Councillor Mrs. Kenton gave thanks to those who were present at her Civic Service. An announcement was made confirming plans to adopt the local Cadets - Chard Platoon, Salamanca Company of Somerset Army Cadet Battalion.

Members were informed that the Mayor attended an event last Saturday at Wells and will on 5th July be hosting a party of Helmstedt visitors as part of a twinning visit.

Advance notice was also given of an event to take place on 18th August at Chard Methodist Church which will be in celebration of life. The Mayor also asked Members to support Chard Festival which will be taking place between 5th – 13th July.

65. 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 Ms. Pittwood declared a Personal & Prejudicial Interest in Agenda Item #82 due to her personal friendship with a member of staff.

Councillor Mrs. O' Brien declared a Personal & Prejudicial Interest in Agenda Item #74 due to being a committee member of Chard Area Youth Committee.

Councillor Mrs. O' Brien declared a Personal Interest in Agenda Item #72 as there is a cheque payable to her employer.

Councillor Mrs. Dowell declared a Personal & Prejudicial Interest in Agenda Item # 75 due to her membership of the Town Team and CATS as applications for grant funding are to be considered.

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item # 75 due to his membership of the Town Team as an application for grant funding is to be considered.

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item #74 due to being a committee member of Chard Area Youth Committee.

Councillor Mrs. Kenton declared a Personal Interest in Agenda Item # 72 as there is a cheque made payable to her.

Councillor Mrs. Kenton declared a Personal & Prejudicial Interest in Agenda Item # 75 due to her membership of CATS, the Town Team and an involvement in the 'friends' of the surgeries as applications for grant funding are to be considered.

66. 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 Wale

RESOLVED – that agenda items #81 ‘Commercial in Confidence’ and #82 be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

67. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 20th May 2013.

[LGA 1972, Sch 12 para41 \(1\)](#).

A number of changes were made to reflect the wording contained with the Council’s Standing Orders.

RESOLVED – that the minutes of the Town Council Meeting held on Monday 20th May 2013 be signed as a correct record.

68. Committees - To receive and note the minutes of the following meetings;

Planning and Highways	15 th April 2013	(Previously circulated)
Planning and Highways	13 th May 2013	(Previously circulated)
Amenities	22 nd April 2013	(Previously circulated)
Finance and Guildhall	13 th May 2013	(Previously circulated)
Guildhall and Amenities	3 rd June 2013	(Previously circulated)

RESOLVED – to receive and note the minutes of the Planning & Highways Committee, Finance & Guildhall Committee, Guildhall & Amenities Committee and Amenities Committee.

76. Jocelyn Park - to review and confirm previous resolution passed at Full Council on 19th December 2011 agenda item # 165 in relation to a proposed lease for Changing Rooms - Referred by Guildhall and Amenities Committee from their meeting dated 3rd June 2013.

The Members had received in advance documents detailing financial information they had requested. The Football Clubs confirmed in writing their wish to own and manage the proposed changing facility themselves. Members recognised there are issues of planning that are still unresolved and at present this lies in the hands of the clubs who have yet to supply the Local Planning Authority with all the necessary documentation. Representatives from the Football Clubs confirmed that this is being addressed. Members were informed that the proposed units will cost in the region of £20k this includes connection costs, legal fees etc...

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Shortland

RESOLVED - that the resolution passed by Council on 19/12/2011 (minute # 165) is endorsed and, subject to planning consent, a twenty five year lease at a peppercorn rent be entered into and that the Working Group be given delegated authority to negotiate terms as specified below;

- Agree that a legally binding agreement be drawn up setting out terms and conditions of an appropriate lease between Chard Town Council and joint representatives of the football teams currently using Jocelyn Park. The agreement to be signed by both parties prior to any occupation of the land required.
- That all subsequent legal costs and land registry fees be covered by the football clubs namely Chard United and Chard Rangers.
- That Chard Rangers and Chard United football clubs cover all costs of building construction. This to include internal and external utility connection costs.
- That representatives from the Working Party enter into future negotiations with the football clubs, namely Chard United and Chard Rangers, regarding terms and conditions of use of the grassed areas Park when playing football on Jocelyn Park.

Members considered further lease arrangements and agreed it should be Court Excluded, this would not give an automatic right to renew upon expiration of lease and that a clause within the lease would provide for arrangements to have the land re-instated upon expiry. It is recommended that the lease holders take out a bond to protect them from liability.

Councillor Bulmer publicly thanked all those involved, in particular those Members on the Working Group, representatives of the football clubs and officers from both District and Town Councils. He emphasised the amount of work that has been done over the last two years to finalise arrangements.

78. To consider request from Streetspace to hold a Community Day at Lower Henson Park on Saturday 7th September 2013.

Members agreed the event could go ahead subject to the Council's insurers being satisfied with the risk assessment.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to grant permission to Streetspace to hold a Community Day at Lower Henson Park on Saturday 7th September 2013 in partnership with the Council.

8.35pm The meeting was adjourned for a break

19 Members of the public left the meeting

8.40pm The meeting was re-convened

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

RESOLVED – to receive and note the report.

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

Members were updated on SCC's review of services and the likely implications in Chard if changes to the Library are introduced. There was also notification that all staff appraisals have been completed, with consideration being given to appropriate objectives to improve performance and the need to look at necessary training requirements.

RESOLVED – to receive and note the report.

71. 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.

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

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the accounts for payment.

73. Finance – Adoption of Accounts for the Year ended 31st March 2013 and the signing of the Annual Return [Accounts & Audit Regulations 2011](#)

Proposed Councillor Wale
Unanimous

Seconded: Councillor Shortland

RESOLVED – that the Mayor & Town Clerk/ Responsible Finance Officer be authorised to sign the Accounting Statements for 2012/2013 on the Annual Return on behalf of the Council

The Clerk read through the Annual Governance Statement for the Members to confirm the Council's responsibility to ensure a sound system of internal control and satisfy itself there are adequate processes and control measures in place.

Proposed Councillor Wale
Unanimous

Seconded: Councillor Bulmer

RESOLVED – that the Mayor & Town Clerk/ Responsible Finance Officer be authorised to sign the Annual Governance Statement on the Annual Return on behalf of the Council.

Proposed Councillor Prior
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED – that the Mayor & Town Clerk/ Responsible Finance Officer be authorised to sign the Accounts for the Year ended 31st March 2013, on behalf of the Council and that the Financial Statement be adopted.

74. Finance – Annual Grants –to consider request for financial assistance from Chard Young People's Centre

8.55pm Councillors Shortland and Mrs O'Brien left the meeting having declared a Personal and Prejudicial interest being committee members.

A report and papers had been circulated prior to the meeting for Members' consideration.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve £1000.00 from Annual Grants Budget

9.00pm Councillors Shortland and Mrs. O' Brien returned to the meeting.

There was notification from the Mayor that a grants workshop running alongside the budget workshop should be held later in the year.

75. Finance - Community Development Fund Grants – to receive report and recommendations from Panel

A report had been circulated and Members took each item in turn;

Chard Cricket Club

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to award a Community Development Fund Grant of £500 towards the running of Winter Cricket coaching in 2014.

Chard Light Operatic Society

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to award a Community Development Fund Grant of £750 towards the purchase of a radio microphone system.

Chard Rangers Football Club

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED - that payment of £1000 is earmarked but deferred until the project gets underway

Chard Concert Brass

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to award a Community Development Fund Grant of £875 towards the purchase of extra uniform jackets.

Forton Community Association

RESOLVED – to refuse on the grounds that the application does not conform to the criteria and objectives of the scheme namely Clause 9 of the Policy and Procedures which states that "What the Council will not fundRetrospective Costs'

WATCH Project

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED – to award a Community Development Fund Grant of £930 towards IT based equipment and activities.

Carnival Club 2000

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Wale

RESOLVED – to award a Community Development Fund Grant of £1000 towards a new braking system on the carnival float.

Eclipse Carnival Club

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Mrs. O'Brien

RESOLVED – to award a Community Development Fund Grant of £1000 towards the purchase of a new generator. This recommendation is subject to the Clerk receiving evidence that a hot plate (that was grant funding last year) was purchased with the previous grant.

9.15 pm Councillor Mrs. Kenton left the room having declared a Personal & Prejudicial Interest in these applications

In the absence of the Chairman Councillor Shortland took the chair

Friends of Tawstock Medical Centre

Proposed: Councillor Prior

For: 8

Against: 3

Seconded: Councillor Mrs. Halse

Abstention: 0

RESOLVED – to refuse an award on the grounds that the application does not conform to the criteria and objectives of the scheme namely Clause 9 of the Policy and Procedures which states that “What the Council will not fundprojects which are properly the subject of statutory funding’.

Friends of Springmead Surgery

Proposed: Councillor Prior

For: 8

Against: 3

Seconded: Councillor Mrs. Halse

Abstention: 0

RESOLVED – to refuse an award on the grounds that the application does not conform to the criteria and objectives of the scheme namely Clause 9 of the Policy and Procedures which states that “What the Council will not fundprojects which are properly the subject of statutory funding’.

Friends of Essex House Surgery

Proposed: Councillor Prior

For: 8

Against: 3

Seconded: Councillor Mrs. Halse

Abstention: 0

RESOLVED – to refuse an award on the grounds that the application does not conform to the criteria and objectives of the scheme namely Clause 9 of the Policy and Procedures which states that “What the Council will not fundprojects which are properly the subject of statutory funding’.

9.20pm Councillors Mrs. Dowell and Shortland left the meeting having declared a Personal & Prejudicial interest being committee members

9.20 pm Councillor Mrs. Halse took the chair

Chard Amateur Theatrical Society

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to award a Community Development Grant of £1000 towards the purchase of head microphones.

Chard Town Team – Christmas Lights

Members agreed they wished to continue to support the efforts of the Town Team with the installation of Christmas Lights but agreed it was more appropriate that the funding is given from the Annual Grants budget.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Prior

RESOLVED – to award a grant of £1000 from the Annual Grants Budget

9.25pm Councillors Mrs. Kenton, Mrs. Dowell and Shortland returned to the meeting

Members agreed that all the above awards are made on the condition that all necessary paperwork, if missing, is obtained.

9.30pm Councillor Forsyth left the meeting

Members were asked to approve the Working Group's recommendation to Council that a second phase of funding for the remaining budget should be offered.

Proposed: Councillor Mrs. Halse
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve a second phase of funding with the remaining budget, that the scheme be re-advertised with a closing date for receiving applications of September 30th 2013 and that cheque presentations be made to representatives of the groups at the commencement of the next Finance & Personnel Committee meeting in July.

77. To consider request from the Alzheimer's Society to appoint a Member to their steering group.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Kenton

RESOLVED – to appoint Councillor Mrs. Halse to be the Council's representative on the Alzheimer's Society Steering Group.

- 79. 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 Clerk informed Members of use of the delegated authority to approve additional expenditure in consultation with Councillors Mrs. Morrison and Wale (F&G and F&P chairmen) for Chard Festival in the sum of £3244.38. This leaves a remaining budget in the sum of £270.62

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to approve the use of the Town Clerk's delegated powers.

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

Written reports were circulated in advance of the meeting from Councillor Wale giving an update on the Chard Regeneration Scheme and from Councillor Mrs. Kenton on Chard Festival

RESOLVED – to note the reports.

9.35pm The remaining members of the public and press left the meeting

- 81. 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 #66 above refers) - Commercial in Confidence**

To receive report and recommendations from Working Group regarding arrangements for the insurance of the regalia.

Members considered and debated the report that had been circulated.

Proposed: Councillor Prior
For: 7

Seconded: Councillor Kenton

Against: 3

RESOLVED – to receive and note the report and approve Option 1 as outlined in the confidential report.

Jocelyn Park Boundary

Members were advised of a request by Western Power Distribution and the adjacent land owner that they would like to enter an Agreed Notice on Chard Town Council's Title to Jocelyn Park.

Proposed: Councillor Mrs. Dowell
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve the request and give authority to the Town Clerk to sign the notice to note their interests pursuant to the Agreement dated 4th September 2012

Jocelyn Park – Bishops Court Lease

Members were informed that progress is being made and the Planning Application is now in progress. It is anticipated that finalising the lease will follow shortly.

Clare House Lease

Members were informed that the request for a variation to assign the lease is in abeyance whilst other options are considered.

RESOLVED – to note the information in agenda item # 81

10.00 pm Councillor Ms. Pittwood having declared a Personal & Prejudicial Interest in this item left the room.

82. 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 #66 above refers) – Staff in Confidence

Members were informed of a formal approach to re-enter negotiations in relation to the recent termination of an employment contract.

Proposed: Councillor Prior
For: 8 Abstentions: 2

Seconded: Councillor Wale

RESOLVED – that the Council does not enter into any further negotiations.

There being no further business the meeting finished at 10.10pm.



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 19th August 2013 at 7.30 pm**

PRESENT: Councillors

Mrs. J Kenton (Chairman)

G Shortland (Deputy Chair)
D Bulmer
M Dowell
Mrs. S Dowell
G Forsyth
Mrs. B Halse

A Kenton
Mrs. T O'Brien
Ms. S Pittwood
A Prior
M Wale
Mrs. S Wyatt

IN ATTENDANCE:

Terry Powell – Operations Manager

There were 4 members of the public present

Public Participation Time

PC Paul Thomas from Avon & Somerset police attended to give an update on changes to the police staff in Chard. Inspector Tim Coombe is in overall charge supported by Sergeant Richard Barnet. PCSO Julie Middleditch, who is part-time, has replaced PCSO Gareth Jose. Sgt. Barnet is currently working mainly in Crewkerne resolving issues but will shortly be concentrating on Chard. In a recent meeting with the Mayor and Town Clerk it was agreed to improve the communication between the Council and the Police by monthly contact by telephone and/or email and if required by meetings. Crime statistics, both locally and nationally, are now readily available on the Avon & Somerset website by selecting crime statistics then police UK. Searches for statistics can be carried out on postcodes, individual categories and by outcome. Contact to Chard police can be made by the website or by telephone using 101 or by personal visit. A number of warrants are shortly to be issued to tackle important issues such as those related to drug use and/or supply around the town. The level of anti-social behaviour in the town, specifically the park areas, has been reduced by police action. Victims of these incidents will receive a call back from police staff and high risk cases will be monitored by the Beat Team to ensure issues are tackled.

Councillor Garry Shortland, representing the Town Team recently attended the launch of the new Somerset County Council flag. The Town team have purchased a new flag which he presented to the Town Council.

83. 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 Dorse – Family visiting
Councillors Mrs. Morrison - Family issues

RESOLVED - to accept the apologies and approve the reason given

84. Mayors Announcements.

The Mayor advised details of past and upcoming events were now available on Facebook and on the Council's website. Thanks were given to those Councillors who attended, and who gave back any prize money won for charity, the recent Quiz Night where £161 was raised. The money collected at the Balloon Memorial Service has not

yet been counted and thanks were given to Sue's Flowers and Barry Gibbs Funeral Services for their support in helping to run the event.

Coming events are:

- 22/08/13 - Visit to Numatics with a 2.30pm start
- 02/09/13 – Walk around property/land owned by the Council commencing at 6.00pm
- 24/09/13 – Budget workshop at 4.30pm
- 28/09/13 – Volunteer Day for local groups to encourage wider involvement
- 30/09/13 – Visit by a group of Rotarians from Texas USA to Chard
- 04/10/13 - Two day show Calendar Girls in Auditorium. 50% of any profit made to be given to charity
- 18/10/13 – Show by CLOS in Auditorium

85. 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 Kenton declared a Personal Interest in Agenda Item #92 due to a cheque in his name for reimbursement of Festival expenses.

Councillors Mrs. Kenton, Mrs. Dowell and Shortland all declared a Personal & Prejudicial Interest in Agenda Item #88 due to being connected to the Town Team in regard

to the contribution to the funding of new equipment.

Councillor Mrs. O' Brien declared a Personal Interest in Agenda Item #92 as there is a cheque payable to her employer.

Councillor Ms. Pittwood declared a Personal & Prejudicial Interest in Agenda Item # 97 due to her personal friendship with a member of staff.

86. 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

Seconded: Councillor Bulmer

For: 12

Against: 0

Abstention: 1

RESOLVED – that agenda items #96 'Commercial in Confidence' and #97 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

87. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 17th June 2013. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 17th June 2013 be signed as a correct record.

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

Planning and Highways	17 th June 2013	(Previously circulated)
Planning and Highways	15 th July 2013	(Previously circulated)
Finance and Personnel	15 th July 2013	(Previously circulated)
Guildhall and Amenities	5 th August 2013	(draft attached)

**RESOLVED – to receive and note the minutes of the Planning & Highways Committee and the Finance & Personnel Committee meetings.
To consider and approve the recommendations from the Guildhall & Amenities Committee in regard to Agenda Items # 44 & 46.**

Following a discussion the recommendations for Guildhall & Amenities agenda items # 44 & 46 were altered to reflect the appropriate budgets for the spend.

Agenda Item 44 – recommendation ‘to approve the proposal to improve the access to the play area and to use monies from this year’s Amenities Capital and Non-Recurring Budget for Play Equipment to fund the spend’

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the use of the current Amenities budget and if necessary the Amenities Earmark Reserve to fund the required spend for the proposed improvements to the access to the Bampton Avenue Play Area.

Councillors Mrs. Kenton, Mrs. Dowell and Shortland left the meeting at 8.05pm

Agenda Item 46 – recommendation ‘to purchase, subject to approval at Full Council on 16th August 2013, a towed gang mower using monies in part from the Amenities Capital and Non-Recurring New Equipment Budget and with the remainder from the Earmark Reserve Amenities Equipment Budget’.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the use of the current Amenities budget and if necessary the Amenities Earmark Reserve to fund the required spend for the purchase of new grass cutting equipment.

Agenda Item 46 – recommendation ‘to purchase, subject to approval at Full Council on 16th August 2013, an high level platform using monies in part from the Amenities Capital and Non-Recurring New Equipment Budget and with the remainder from the Earmark Reserve Amenities Equipment Budget. Subject to receiving funding from the Town team the platform with operator will be made available to assist in the erection and dismantling of the Christmas lights’.

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the use of the current Amenities & Guildhall budgets and if necessary the Amenities and Guildhall Earmark Reserves to fund the required spend for the purchase of a high level access platform.

Councillors Mrs. Kenton, Mrs. Dowell and Shortland returned at 8.11pm

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

RESOLVED – to receive and note the report.

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

Members were given an update on the Community Development Fund Grant Awards in particular the decision to withdraw the offer of funding to Eclipse Carnival Club as it had not fully satisfied the funding criteria.

Details of the National Joint Council for Local Government Services pay award agreed between the employers and the unions were presented. This is in keeping with the allocated salary budget and the new rate and any associated back pay will be included in the September pay run.

RESOLVED – to receive and note the report.

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

Two errors in the report were noted for correction; the title of the report reads Finance and Personnel Committee” and not “Full Council” and in the second bullet point on page one low should read high.

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

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

Councillor Mrs.Kenton declared a Personal interest arising from the cheque made payable to Councillor Kenton.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the accounts for payment.

93. To consider a request from Clare House Committee to appoint a Council representative to its committee

Councillor Forsyth left the meeting at 8.16pm

Members raised a concern regarding the potential conflict of interest should this invitation be accepted as the Council is the Landlord to Clare House. Reference was made to similar debates at District level on this subject. It was therefore proposed that to avoid any conflict of interest and the possibility of a number of such requests arising from other organisations in the town, which it may be difficult to meet, should a Councillor wish to attend then this would be as an observer rather than a Clare House Committee member. A letter is to be sent by the Town Clerk advising Clare House of this decision. Councillor Bulmer volunteered to act as an observer as it was situated in the Ward he represents.

Councillor Forsyth returned at 8.18pm

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Wale

RESOLVED – to agree to the attendance of Councillor Bulmer as an observer and to write to Clare House to inform them of the decision and reasons.

94. 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]

Members were informed of the following;
the Licence with SSDC has been signed in regard to the operation of the Outdoor Market and of the situation in regard to the Royal Charter
the signing of an application for the Agreed Notice re Jocelyn Park in favour of Western Power & Mr Hawkins
the insurance cover arranged for the Community Day in Lower Henson Park on 7th September 2013.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to approve the use of the Town Clerk's delegated powers.

A question was raised regarding the goods sold by individual traders in the Outdoor Market and what approval is given by the Council as this caused a disagreement in the market on 17th August 2013. The Operations Manager explained that each trader is required to inform the Council of the line of goods they wished to sell and to ask for approval. Any changes to the goods agreed require further authorisation. The Council wishes to support individual traders and ensures that no more than two traders can sell similar items to avoid repetitive stalls. The situation in the market on 17th August 2013 had been caused by a trader, who was not working on the day, objecting to another trader selling an item which he normally sold. The situation has been resolved by officers.

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

A report had been circulated in advance of the meeting from Councillor Bulmer regarding the museum.

RESOLVED – to note the report.

8.32pm The remaining members of the public left the meeting

96. 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 #86 above refers) - Commercial in Confidence

To receive a verbal report and recommendations from Councillor Mrs. Dowell regarding the lease on the Zembard Lane Car Park.

Members considered and debated the two areas where a decision was required.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor A Kenton

RESOLVED – to approve the inclusion of a ten year break clause in 2019 and to require the car park to be maintained in the existing condition for the duration of the lease.

8.37pm Councillor Ms. Pittwood having declared a Personal & Prejudicial Interest in this item and left the room.

Councillor Forsyth declared a Personal & Prejudicial Interest in this item and left the room.

97. 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 #86 above refers) – Staff in Confidence

Members were given a brief update on the ongoing Employment Tribunal.

RESOLVED – to note the update.

There being no further business the meeting finished at 8.41pm.



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 21st October 2013 at 7.30 pm**

PRESENT: Councillors

Mrs. J Kenton (Chairman)
G Shortland (Deputy Chair)
D Bulmer
M Dowell
Mrs. S Dowell
G Forsyth

Mrs. B Halse
A Kenton
A Prior
M Wale
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson – Town Clerk

There were seven members of the public and one member of the press present.

The Mayor presented a cheque to the Carnival Committee representing the proceeds of the Chard Summer Festival.

Public Participation Time

Members were addressed by Councillor Mrs. Halse, in relation to Agenda Item #108 being a member of the Parochial Parish Council, about the application St. Mary's Church has made for funding towards the roof repairs.

Councillor Prior publicly asked that the amenities staff be thanked for keeping the cemetery in such good order.

County Councillor Mrs. Shortland praised the staff for the excellent display of flowers that had been enjoyed in the town this summer.

7.55pm four members of the public left the meeting.

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

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

Councillor Mrs. T O'Brien – work commitment
Councillor Ms. S Pittwood - holiday

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

99. Mayors Announcements.

The Mayor announced that a Santa Run will be taking place on 29th November at 6.00pm, also a Christmas Fair for local charities to raise funds for their groups. There will be a Christmas raffle and tickets are now on sale in the Guildhall and Ferne Animal Sanctuary. All proceeds from these events will go towards the Mayor's Charities.

- 100. 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 Bulmer declared a Personal and Prejudicial Interest in Agenda Item # 108 as he is known by one the applicants – Forton Community Association.

Councillor Mrs. Halse declared a Personal and Prejudicial Interest in Agenda Item # 108 as she is a member of St Mary's PCC.

Councillor Mrs. Dowell declared a Personal Interest in Agenda Item # 107 as there is payment to CATS, an organisation of which she is a member and also to Axminster Drama Club as she is a committee member.

Councillor Mrs. Kenton declared a Personal Interest in Agenda Item # 107 as there is payment to CATS, an organisation of which she is a member.

- 101. 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
For: 10 Abstentions: 1

Seconded: Councillor Wale

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

- 102. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 19th August 2013 .
[LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 19th August 2013 be signed as a correct record.

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

Planning and Highways	19 th August 2013
Planning and Highways	16 th September 2013
Finance and Personnel	16 th September 2013
Allotments Sub Committee	5 th August 2013

Recommend: Councillor Mrs. Wyatt become a full Member of the Allotments Sub Committee.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to confirm acceptance of Councillor Mrs. Wyatt onto the Allotments Sub Committee.

Guildhall and Amenities Committee 7th October 2013

Recommend: (minute # 60) £800.00 from General Reserve be approved for expenditure towards new containers in the cemetery yard.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Kenton

RESOLVED – to approve expenditure of £800.00 from General Reserve towards the cost of the new containers in the cemetery yard.

Recommend: (minute # 61) renew tenancy agreement for the land adjoining Chardstock Lane for a three year period at an annual cost of £2350.00.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to renew the agreement for land adjoining Chardstock Lane for a further three years. Councillors Mrs. Kenton and Bulmer to sign the agreement on behalf of the Council.

RESOLVED – to receive and note the minutes and approve the recommendations contained therein.

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

The Clerk outlined the items that are in hand/outstanding and advised Members that in view of recent information from the Council's insurers it would be necessary to have a follow up meeting of the Regalia Working Group to consider options.

RESOLVED – to receive and note the report.

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

The Town Clerk informed Members that the replacement Mayor's Robe had been ordered and delivery is expected at the end of October. Members were reminded about the Local Choices event in Langport and asked if anyone wanted to attend to please see the Clerk to book a place. Notification regarding a number of unilateral notices on Council land was reported. The Clerk advised this was being progressed with HMLR and that a request to cancel the notices was in progress.

RESOLVED – to receive and note the report.

106. 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.

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

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the accounts for payment.

108. Finance - Community Development Fund Grants – to receive report and recommendations from Panel for second phase of funding.

i) Proposed – to recommend a Community Development Fund Grant of £880.00 to Golden Oldies towards the setting up and running of monthly singing and activity sessions.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – to approve a Community Development Fund Grant of £880.00 to Golden Oldies towards the setting up and running of monthly singing and activity sessions subject to:

- a)** Clarification that the session leader will be a local resident and the equipment to be purchased with the grant money is to be used by this session leader with Chard elderly singers.
- b)** The cheque will be withheld until confirmation is received that the events have been booked at a Chard venue.

ii) Proposed – to recommend a Community Development Fund Grant of £787.50 to Chard NNI towards the cost of supplying and installing a wooden fence to form a 3ft high barrier and therefore protect the children from hazards and enhance their play.

Proposed: Councillor Mrs. Halse
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to approve a Community Development Fund Grant of £787.50 to Chard NNI towards the cost of supplying and installing a wooden fence to form a 3ft high barrier and therefore protect the children from hazards and enhance their play.

- iii) **Proposed** – to recommend a Community Development Fund Grant of £600.00 to Chard Summer Show for Horticulture and Crafts towards the cost of a putting on a summer show.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – to approve a Community Development Fund Grant of £600.00 to Chard Summer Show for Horticulture and Crafts.

- iv) **Proposed** – to recommend refusal of a Community Development Fund Grant to Tatworth Amateur Panto Society as the application did not demonstrate that a grant would aim to make a difference to the quality of life of people living in Chard.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Kenton

RESOLVED – to refuse a Community Development Fund Grant to Tatworth Amateur Panto Society.

8.30pm Councillor Bulmer having declared a Personal & Prejudicial Interest in this application left the room.

- v) **Proposed** – to recommend a Community Development Fund Grant of £315.00 to Forton Community Association towards the cost of purchasing a marquee.

Proposed: Councillor Mrs. Halse

Seconded: Councillor Forsyth

For: 3

Against: 4

Abstention: 2

RESOLVED – to refuse a Community Development Fund Grant to Forton Community Association on the grounds that this is not situated within the parish of Chard.

8.40pm Councillor Bulmer returned to the meeting and Councillor Mrs. Halse having declared a Personal & Prejudicial Interest in this application left the room.

- vi) **Proposed** – to recommend a Community Development Fund Grant of £1000.00 to St Mary's Church towards the cost of roof repairs.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Kenton

RESOLVED – to approve a Community Development Fund Grant of £1000.00 to St Mary's Church towards the cost of roof repairs.

8.42pm Councillor Mrs. Halse returned to the meeting

109. Motion referred from Finance & Personnel Committee under agenda item # 90 meeting dated 16th September – to approve contribution of £1000.00 from General Reserves to SSDC towards improvement scheme at Pig Lane.

Members requested that a letter from the Mayor should be sent to express the Council's disappointment to the response from SCC Highways. There was agreement that the condition of the Lane is very poor, and that in wet weather the water pours off adjacent buildings making the pathway very slippery. It is also difficult for disabled users as access is problematic due to uneven surfaces.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Prior

RESOLVED – to approve contribution of £1000.00 from General Reserves to SSDC towards improvement scheme at Pig Lane to provide resurfacing in block paving.

110. 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 two planning applications where recommendations had been made in consultation with the Chairman of the Planning Committee and the Ward Member.

RESOLVED – to approve the use of the Town Clerk's delegated powers.

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

The Mayor reminded Members of the report about Chard Festival that had been circulated with the Bulletin.

RESOLVED – to note the report.

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 #101 above refers) - Commercial in Confidence

8.50pm the remaining members of the public and the press left the meeting.

Local Authority shared facilities

A verbal report from the Town Clerk was made regarding potential options being considered by the District Council in relation to shared facilities. Members agreed that Councillors Prior, Shortland and Wale and the Clerk be tasked with taking discussions forward and reporting back to Full Council any formal proposals.

Yarlington Lease – Jocelyn Park

Members were informed that progress is being made with the new lease.

RESOLVED to receive the reports, note the contents and approve the recommendations.

There being no further business the meeting closed at 9.00pm

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 December 2013 at 7.30 pm**

PRESENT: Councillors:

Mrs. J Kenton (Chairman)
G Shortland (Deputy Chair)
D Bulmer
Mrs. S Dowell
G Forsyth
Mrs. B Halse
A Kenton

Mrs. C Morrison
Mrs. T O'Brien
Ms. S Pittwood
A Prior
M Wale
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson – Town Clerk

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

Public Participation Time

One member of the public spoke about the positive work that Members do as community volunteers for the benefit of the town. There were points raised about negative comments on social media sites that were strongly refuted.

One member of the public requested a letter be sent on behalf of the Town Council to the Town Team for all the hard work and effort to install the Christmas Lights on behalf of the town.

One member of the public spoke to thank the Town Council for their support to the Town Team in their efforts to erect the Christmas lights. It is recognised that any teething problems can be used positively as learning lessons for the next year. There was an overwhelming support within the town that helped create a wonderful evening on the Christmas light switch on.

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

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

Councillor Dorse – Conflicting Appointment

Councillor Dowell – Illness

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

114. Mayors Announcements.

The Mayor thanked all those Members that had taken part in any of her recent events. The Mayor's fund now stands in excess of £6k. There are lots of events planned for the New Year with further details to follow. The Mayor invited all those present to join her at the close of the meeting for mince pies and cake.

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

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

Councillor Shortland declared a Personal Interest in Agenda Item # 122 as there is a cheque made payable for the Christmas Lights that is payable by the Town Team of which he is the chairman.

Councillor Mrs. Dowell declared a Personal Interest in Agenda Item # 122 as there is a cheque made payable for the Christmas Lights that is payable by the Town Team of which she is a member.

Councillors Prior & Mrs. Wyatt declared a Personal Interest in Agenda Item # 118 being holders of burial rights in Chard Cemetery.

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 Mrs. Morrison

RESOLVED – that agenda item #129 'Commercial in Confidence' is to 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 21st October 2013.
[LGA 1972, Sch 12 para41 \(1\).](#)

RESOLVED – that the minutes of the Town Council Meeting held on Monday 18th November 2013 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	21 st October 2013
Planning and Highways	18 th November 2013
Finance and Personnel	18 th November 2013
Guildhall and Amenities	2 nd December 2013

RESOLVED – to recommend to Full Council the immediate introduction of a £45 administration charge for the Transfer of the Exclusive Right of Burial which is to be reviewed in line with all other fees and charges. The review to take into account the cost and time taken to carry out this work.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to receive and note the minutes and approve the recommendations contained therein.

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

The Town Clerk updated Members on three items;

- HMLR – Unilateral Notices
- Pig Lane Resurfacing
- Electronic Agenda distribution

RESOLVED – to receive and note the report

121. 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.

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

Proposed: Councillor Prior

Seconded: Councillor Wale

Unanimous

RESOLVED – to approve the accounts for payment.

- 123. Finance - Budget** -to receive and consider recommendation from Finance & Personnel Committee for 2014/2015 budget and set the precept.

Councillor Mrs. Morrison, chair of the Finance & Personnel Committee presented the budget for 2014/2015. Comment was made regarding the unsustainable use of Council reserves on a long term basis and also with the inevitability of the withdrawal of the Precept Support Grant that Members should consider how this gap in funding would be supported in future years.

It was proposed that an amount for the MUGA in the sum of £3573.00 be included in the budget which would be transferred to the earmark reserve account at the year end.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Prior

RESOLVED – the Council agreed to set a budget for 2014/2015 of £753,258.00 with a precept demand of £478,102.00 which equates to a zero increase in the Band D Equivalent.

- 124. To review arrangements for the provision of the Council's legal services (deferred from Finance & Personnel Committee meeting dated 18/11/2013).**

It was noted there had been a disappointing response from local solicitors and that enough time had been spent investigating the provision of legal services. It was proposed that the Council stays with the firm that currently represents it.

Proposed: Councillor Mrs. Morrison
For: 11

Against: 1

Abstention: 1

Seconded: Councillor Wale

RESOLVED – that the Council approves to continue using Stokes Partners based in Crewkerne for the provision of its legal services until further notice.

- 125. To receive formal notification from the Information Commissioner's Office (ICO) of the Commissioner's decision that Chard Town Council properly withheld information in the matter of the complaint made under the Freedom of Information Act 2000.**

Members were advised that the ICO has now fully considered the complaint made by a local resident in relation to the refusal of the Council to release information relating to the former town clerk. The Decision Notice has been circulated and will also be published on the ICO website and Town Council website. The Commissioner's

decision is that Chard Town Council has properly withheld the information requested by the complainant in reliance of section 40(2) of the Freedom of Information Act.

RESOLVED – to receive and note the Decision Notice.

- 126. Notice of Motion received from Councillor Mrs. Jenny Kenton on 26th November,** ` that this Council agrees to waive the Guildhall Hire Charges for proposed community events to be held in the Auditorium on 6th & 7th June 2014 to commemorate the 70th anniversary of the D Day landings’.

Members were advised it was hoped there would be a series of Council led events to commemorate the liberation of Europe after WWII. It was noted this was an historically important event that we should all be proud of and the Guildhall should be the focal point of any community remembrance. There was also recognition that the outbreak of World War I should also be commemorated in August.

Proposed: Councillor Mrs. Kenton
For: 11

Seconded: Councillor Prior

Abstentions: 2

RESOLVED - that this Council agrees to waive the Guildhall Hire Charges for proposed community events to be held in the Auditorium on 6th & 7th June 2014 to celebrate the 70th anniversary of the D Day landings and in August to commemorate the 100th anniversary of the outbreak of the First World War, if necessary.

- 127. 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](#)

Members were advised that the Town Clerk had used her delegated authority in relation to the withdrawal of the application of the objection to the Unilateral Notices that had been applied by the Church Commissioners Office. Also that in conjunction with the chair of the Planning and Highways Committee a recommendation for approval had been made on an application in the Jocelyn Ward.

RESOLVED – to approve the use of the Town Clerk’s delegated powers.

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

A report from Councillor Bulmer about the meeting of the Market Towns’ Investment Group has been circulated recently.

RESOLVED – to note the report

8.45pm – The meeting adjourned for a break whilst the members of the public left

8.48 pm – The meeting reconvened

129. 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

Insurance – to review arrangements for insuring the Council’s regalia

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

Proposed: Councillor Mrs. Morrison
For: 11

Seconded: Councillor Wale

Abstentions: 2

RESOLVED – to approve insurance for the mayor’s chain and pendant, the deputy mayor’s chain and pendant, the mayor’s consort’s chain and the mace on a full replacement basis and that any other items of regalia previously insured would now be done on a self insured basis.

There being no further business the meeting closed at 9.00pm