



# CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,  
CHARD, SOMERSET TA20 1PP  
[www.chard.gov.uk](http://www.chard.gov.uk)

TEL: 01460 239567 FAX: 01460 261661

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

## COUNCIL MINUTES

**Minutes of the Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 16<sup>th</sup> February 2015 at 7.30 pm**

**PRESENT:** Councillors:

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

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

**IN ATTENDANCE:**

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

**Public Participation Time**

A StreetSpace representative spoke to Members about the Community Day they would like to hold in September, and plans to develop and extend it more involving a number of additional activities.

A representative from Chard Market addressed Members on behalf of his fellow traders to express concern regarding the proposed moving of the market. He informed Members of a petition that was signed by members of the public recently.

7.45 pm Fourteen members of the public left the meeting

**2015/01. Apologies for absence and to consider whether to approve reasons given.**

LGA 1972 s85 (1).

Councillor Dowell – conflicting appointment

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

## 2015/02. Mayors Announcements.

The Mayor updated Members on a number of fund raising initiatives in the coming weeks including Red Nose Day which is taking place on Friday 13<sup>th</sup> March. The Town Crier and Mayor have made an offer to do work for local people in return for a donation towards the charity.

Saturday 18<sup>th</sup> March will see the return of the popular Swing Band. St George's Day will be celebrated on 26<sup>th</sup> April with a Parade and Church Service. An invitation was given to anyone wishing to take part.

## 2015/03. Declarations of Interest.

Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

Councillor Mrs. O'Brien declared a Personal Interest in Agenda Item #2015/09 as there is a cheque payable to her employer.

## 2015/04. To resolve to exclude members of the press and public

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

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Bulmer

**RESOLVED – that agenda item # 2015/ 17 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

## 2015/05. Council Meeting - Minutes

- To confirm and sign the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> December 2014. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> December 2014 be signed as a correct record.**

## 2015/06. Committees

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

Planning and Highways	15 <sup>th</sup> December 2014
Planning and Highways	19 <sup>th</sup> January 2015

Finance and Personnel	19 <sup>th</sup> January 2015
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Guildhall and Amenities	2nd February 2015
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To recommend to Full Council approval of expenditure to undertake the work identified in the Quinquennial Report for the Guildhall from the Capital Budget – Guildhall Sinking Fund as identified in the Confidential Report as Contractor 2 at an estimated value of £19931.24.

Proposed: Councillor Prior  
Unanimous

Seconded: Councillor Bulmer

**RESOLVED – to receive and note the minutes and approve the recommendation relating to minute # 2015/16 (G&A Committee) and approve expenditure to undertake the work identified in the Quinquennial Report for the Guildhall at an estimated value of £19931.24 and the amount identified for the Project Management which is estimated at £1500.00 plus travel from the Capital Budget – Guildhall Sinking Fund.**

Members were given a verbal update following on from the last G&A Committee meeting in relation to the leak at the water supply at Stringfellow Park. A number of measures were discussed and following further investigations several options were put forward to remedy the situation. A 14 Day Notice has been issued with a deadline of 25<sup>th</sup> February. A proposal was put forward that there should be a new supply installed with immediate effect, following which an amendment was put that would take account of securing the supply with a lockable housing.

Proposed: Councillor Mrs. Dowell  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – to authorise the re-instatement of the water supply at Stringfellow Park with a new pipe at an estimated cost of £1200.00/£1500.00 in addition to the installation of measures to provide a secure housing for the tap.**

The Clerk advised Members that the likely cost was within the limits set out in the Delegated Purchasing Policy for approval.

8.10pm One member of the public left the meeting

8.20pm Two members of the public left the meeting

The Chairman proposed to bring forward item 2015/14 to allow those members of the public present an opportunity to hear the debate early.

**2015/14. To consider request from StreetSpace to hold a Community Day at Lower Henson Park on Saturday 12<sup>th</sup> September 2015**

Members debated the proposal put forward and were supportive of the new additions for this year. There was support for the event and StreetSpace was advised to seek advice from SSDC about the appropriate licences necessary for the event.

8.25pm Standing Orders were suspended to allow a representative of StreetSpace to speak

8.26pm Standing Orders were re-instated

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Halse

**RESOLVED – to approve request from StreetSpace to hold a Community Day at Lower Henson Park on Saturday 12<sup>th</sup> September 2015 subject to them obtaining the necessary licences from SSDC.**

8.27pm Standing Orders were suspended to allow a representative of StreetSpace to speak about the expansion of the Skate park. It was agreed to pass this on to the G&A committee for further consideration at the next meeting.

8.30pm Standing Orders were re-instated

8.30 pm Two members of the public left the meeting

**2015/07. Town Clerk’s Report** – to receive and note update from Town Clerk

The Town Clerk updated Members on one item;  
○ Assessment of the Guildhall Rateable Value

**RESOLVED – to receive and note the report.**

**2015/08. Finance - Town Council Year 2014/15 Year to Date Budget** - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

**2015/09. Finance - Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Kenton and Mrs. Halse

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to approve the accounts for payment.**

**2015/10. Finance – to approve recommendation from Panel with delegated authority to consider expenditure from the Guildhall Property Capital budget head to install PV Panels on the Guildhall subject to obtaining consent from the Local Planning Authority.**

8.37pm Councillor Forsyth left the meeting

8.40pm Councillor Forsyth returned to the meeting

Members were reminded of the decision that had been made at the previous G&A Committee meeting to approve the recommendation from the appointed Panel and accept the estimate for the installation of PV Panels for the Guildhall. The estimated cost is £13188.40 with a payback period of approximately seven years. Members were also asked to approve the engagement of an Agent to act on behalf of the Council in putting together the planning application as the officers felt there

would be an advantage to use technical expertise and specific knowledge to assist with the process.

Proposed: Councillor Bulmer  
For: 11          Against: 1

Seconded: Councillor Mrs. Dowell

**RESOLVED – to approve expenditure from the Guildhall Property Capital budget at an estimated cost of £13188.40 to install PV Panels on the Guildhall subject to obtaining consent from the Local Planning Authority and to instruct a local Agent to put together the application for planning and listed building consent.**

**2015/11. To approve a Panel of Members to consider and authorise Outstanding Service Awards.**

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

**2015/12. To consider the proposed Schedule of Meeting Dates for 2015/2016**

Members were asked to consider the dates on the previously circulated schedule of meetings for 2015/2016 in May for the Planning & Highways and Finance & Personnel Committees as due to the election and bank holidays it was not possible to hold them on the usual Mondays. It was suggested they take place on Tuesday 26<sup>th</sup> May to take into account the Bank Holiday.

Proposed: Councillor. Mrs. Morrison  
For: 11          Against: 1

Seconded: Councillor Mrs. Wyatt

**RESOLVED – that the May meetings for the Planning & Highways and Finance & Personnel Committees should be on Tuesday 26<sup>th</sup> May 2015.**

There was a subsequent discussion about whether or not to defer accepting the proposed Schedule of Meetings for 2015/2016 until the new Council sits. A motion was proposed and it was put to the vote to defer accepting the schedule until after the election.

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

Seconded: Councillor Bulmer

The motion failed.

There was therefore a motion put to accept the proposed Schedule of Meeting Dates for 2015/2016.

Proposed: Councillor Wale  
For: 10          Against: 1          Abstention: 1

Seconded: Councillor Mrs. Morrison

**RESOLVED – to approve the proposed Schedule of Meeting Dates for 2015/2016**

**2015/13. To receive an annual report from Chard Area Youth Committee (CAYC) as per the terms of the Service Level Agreement.**

A written report had previously been circulated by the Chairman of CAYC and Members were invited to ask any questions.

**RESOLVED – to receive and note the report.**

**2015/15. 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 a paid leave of absence had been granted on compassionate grounds to a member of staff for a period of one week.

**RESOLVED – to approve and note.**

**2015/16. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

**Nothing received**

8.52pm the remaining members of the Public and Press were excluded and left the meeting

8.52 pm Members agreed to adjourn the meeting for a break

8.55 pm The meeting re-convened

**2015/17. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2015/04 above refers) - Commercial in Confidence**

[Transfer of Land adjoining Essex Close to SSDC](#)

Members were asked to approve the transfer document and authorise its signature by two Councillors

9.06pm Councillor Bulmer declared a Personal & Prejudicial Interest being a member of the Rugby Club and left the meeting.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Prior

**RESOLVED – to defer the transfer deed execution until further investigations are made to ask SSDC what they propose to do with the strip of land. A site visit to be arranged prior to the matter being resolved at the April meeting.**

For: 7 Against: 1 Abstentions: 2

9.10pm Councillor Bulmer returned to the meeting

Jocelyn Park Lease – Football Clubs

Members were asked to approve the Lease and Licence to Carry out Works and authorise its signature by two Councillors, namely Mrs. Kenton and Mrs. Halse.

Proposed: Councillor Mrs. Morrison  
For: 11 Abstention: 1

Seconded: Councillor Mrs. O'Brien

Zembard Lane Lease – Holyrood Academy/1610

Members were updated that one party to the Lease has now approved the amendments and the other party is being chased to confirm.

Guildhall Café Franchise

Members were informed that the current franchise holder has confirmed she no longer is willing to continue with the provision of the café franchise which was due to run until 31<sup>st</sup> October 2015. This is effective from the beginning of February. The Clerk was therefore instructed to terminate the agreement with immediate effect and not to seek to recover the outstanding debt. Authority was given for the Clerk in consultation with the G&A Chair to make interim arrangements until the renewal for the franchise takes place.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to receive the verbal reports and note the contents and approve all recorded actions.**

There being  
no further business  
the meeting closed  
at 9.25pm.

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## COUNCIL MINUTES

**Minutes of the Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 20<sup>th</sup> April 2015 at 7.30 pm**

**PRESENT:** Councillors:

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

Mrs. C Morrison  
Mrs. T O'Brien  
A. Prior  
G. Shortland

**IN ATTENDANCE:**

Sarah Robson – Town Clerk

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

**Public Participation Time**

A representative of the Town Team advised Members of a Business Breakfast being hosted in the Guildhall on Wednesday 22<sup>nd</sup> April between 7-9am to which all Members were welcome to attend.

Representatives from Chard Young People's Centre made a request to Members to look favourably on the application for grant funding. They gave an update on the activities provided and talked about some of the stigmas attached to young people and their efforts to combat them.

**2015/18. Apologies for absence and to consider whether to approve reasons given.**

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

Councillor M. Dowell – work commitment

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

**2015/19. Mayors Announcements.**

The Mayor thanked all the Members for their work over the last four years. She reported a number of events taking place over the coming week;

23<sup>rd</sup> April – Chard Concert Brass holding an event to raise funds for Help For Heroes

24<sup>th</sup> April – Yeovilton Military Wives in the Guildhall with proceeds going to the Mayor's Charities and Royal British Legion

26<sup>th</sup> April – St George's Day Parade meeting outside the Guildhall at 2.20pm for a 3.00pm service in St Mary's Church and refreshments afterwards in the Town Hall.

Everyone is welcome to come and join any of the events.

**2015/20. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

Councillor Mrs. O'Brien declared a Personal Interest in Agenda Item #2015/27 as there is a cheque payable to her employer. Also a Personal & Prejudicial Interest in Agenda Item # 28 being the Chairman of the Chard Area Youth Committee (CAYC).

Councillor Mrs. Halse declared a Personal Interest in Agenda Item #2015/28 (CAYC). Also a Personal & Prejudicial Interest in Agenda Item # 28 Chard Museum as she is the district council representative.

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item # 28 being a committee member of the Chard Area Youth Committee (CAYC) and also the Town Team as he is the Chairman.

Councillor Mrs Kenton declared a Personal & Prejudicial Interest in Agenda Item # 28 being a member of the Town Team and also as CAYC and the Museum are two of her charities this year.

Councillor Bulmer declared a Personal & Prejudicial Interest in Agenda Item # 28 being a member of the Town Team

Councillor Mrs. Morrison declared a Personal Interest in Agenda Item # 28 being a member of the Town Team.

Councillor Prior declared a Personal & Prejudicial Interest in Agenda Item # 28 being the Chairman and Financial Director of the Crowshute Centre.

**2015/21. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – that agenda item # 2015/ 36 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2015/22. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 16<sup>th</sup> February 2015. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 16<sup>th</sup> February 2015 be signed as a correct record.**

**2015/23. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways      16<sup>th</sup> February 2015

Planning and Highways      16<sup>th</sup> March 2015

Finance and Personnel      16<sup>th</sup> March 2015

Guildhall and Amenities      13<sup>th</sup> April 2015

**RESOLVED – to receive and note the minutes.**

The Chairman requested that Agenda Item # 28 be brought forward for the benefit of the members of the public.

**2015/28. Finance – To consider award of Annual Grant for 2014/2015 to;**

8.00pm Councillors Mrs. Kenton, Mrs. O'Brien and Shortland left the meeting having declared a Personal & Prejudicial Interest

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – that Councillor Mrs. Morrison chairs the meeting for this item.**

**Chard Area Youth Committee**

Proposed: Councillor Prior  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – to approve the request for financial assistance in the sum of £5000.00 to Chard Area Youth Committee from the 2015/2016 Annual Grant Budget Code.**

8.03pm Councillors Mrs. O'Brien and Shortland returned to the meeting and Councillor Mrs. Halse left the meeting.

**Chard & District Museum**

Proposed: Councillor Shortland  
Unanimous

Seconded: Councillor Wale

**RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to Chard & District Museum from the 2015/2016 Annual Grant Budget Code.**

8.05pm Councillor Mrs. Halse returned to the meeting and Councillors Shortland and Bulmer left the meeting.

**Town Team**

Proposed: Councillor Mrs. O'Brien  
Unanimous

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to the Town Team from the 2015/2016 Annual Grant Budget Code.**

8.07pm Councillors Shortland, Bulmer and Mrs. Kenton returned to the meeting and Councillor Prior left the meeting.

Councillor Mrs. Morrison vacated the chair and Councillor Mrs. Kenton resumed chairing the meeting.

### **Crowshute Centre Ltd**

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to Crowshute Centre Ltd from the 2015/2016 Annual Grant Budget Code.**

8.10pm Eight members of the public left the meeting.

**2015/24. Action Review Summary** – to receive and review Outstanding Actions Summary

**RESOLVED – To note the Action Review Summary.**

**2015/25. Town Clerk's Report** – to receive and note update from Town Clerk

**Item withdrawn - No report given**

**2015/26. Finance - Town Council Year 2014/15 Year to Date Budget** - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

**2015/27. 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 Bulmer  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – to approve the accounts for payment.**

**2015/29. Outstanding Service Awards** – to receive a verbal report from the Panel regarding the nominations and awards for 2014/2015 to be presented at the Annual Parish Meeting.

Members were informed that six nominations had been received and the Panel had approved awards to four of those nominated. In addition special consideration was given to one of the nominations and it was agreed that a Mayor's Award would be made.

**RESOLVED – to receive and note the report.**

**2015/30. Annual Report 2014/2015 – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting.**

**RESOLVED - to receive and note the report.**

**2015/ 31. Policy – Scheme of Delegation – to consider and approve amendments/additions to the policy**

Proposed: Councillor Mrs. Morrison  
For: 11 Abstentions: 1

Seconded: Councillor Mrs. O'Brien

**RESOLVED – to approve the amendments to the policy with immediate effect.**

**2015/32. Policy – to receive and accept the Council's Risk Assessment report for year 2014/2015 and to approve the Action Plan.**

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

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED - to receive and accept the Council's Risk Assessment report for year 2014/2015 and to approve the Action Plan.**

**2015/33. Training – to approve expenditure of £350.00 for a bespoke training course for councillors to be held at the Guildhall (date to be confirmed) from the Members' Training Budget 2015/2016.**

The Clerk outlined the proposal for Councillors' Training to take place on Saturday July 4<sup>th</sup> in the Guildhall to cover a range of topics including roles and responsibilities, finance, chairmanship, finance and employment duties. It was agreed that other local councils would also be invited at a cost of £20.00 per head which would include refreshments. Members welcomed the proposal and felt it would be a worthwhile event to support.

Proposed: Councillor Kenton  
Unanimous

Seconded: Councillor Mrs. Halse

**RESOLVED - to approve expenditure of £350.00 for a bespoke training course for councillors from the Members' Training Budget 2015/2016.**

**2015/34. 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 reported**

**2015/35. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

Councillor Wale reported on progress from the Chard Regeneration Board, confirming that negotiations are in the final stages with completion of the Boden Mill project expected in 2017. It is likely that there will be a supermarket on the ground floor and four retail units; also the town square has been retained within the new proposals.

**RESOLVED – to receive and note the report.**

8.35pm two members of the public left the meeting.

**2015/36. 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 #2015/04 above refers)**

[Land at Essex Close – Confirm transfer of part of registered title and authorise signatories for transfer document.](#)

8.36pm Councillor Bulmer declared a Personal Interest in this item being a member of the Rugby Club

Members were updated following the recent site visit as to where the proposed transfer of land was.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Prior

**RESOLVED - to approve the transfer of the strip of land to SSDC on the footpath to the rear of Essex Close and authorise Councillors Mrs. Kenton and Shortland to sign the transfer forms.**

[Receive update on Zembard Lane Car Park Lease – Holyrood Academy/1610](#)

Members were given an update on why there had been further delays and reported that communication was on-going in an effort to finalise matters.

**RESOLVED – to receive and note verbal report.**

[Computer Data Back-up and storage fees – backdated invoice](#)

Members were informed of a dispute regarding an invoice.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Bulmer

**RESOLVED – the Clerk was authorised to defend the Council’s position and approve payment in the event of the claim being awarded in favour of the other party.**

Receive update on Jocelyn Park Lease – Football Clubs Changing Facilities

Members were informed that although the Lease has been signed by all parties it has not yet been formally completed. The Working Group reported that recent developments had thrown up further complications but that no decisions could be made until the new Council were elected. The Council confirmed its commitment to support the provision of changing facilities and of its continued desire to work with the clubs to ensure they could carry on playing at Jocelyn Park.

**RESOLVED – to receive and note verbal report.**

There being no further business the meeting closed at 9.00pm.



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**Mayor – Cllr Mrs. Jenny Kenton Town Clerk – Sarah Robson PILCM**

### **ANNUAL PARISH MEETING**

**Minutes of the ~~Chard Annual Parish Meeting~~  
held on Tuesday 28th April 2015  
in the Guildhall at 7.00pm.**

**Present:** The Mayor of Chard; Cllr Mrs. Jenny Kenton and 97 members of the public and 4 members of the press.

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

#### **1. Minutes of the Last Annual Parish Meeting**

The Clerk read out a brief summary of the minutes of the last meeting held on Tuesday 6th May 2014. The Mayor was invited to sign the minutes being a true and accurate record of the meeting.

## **2. Matters Arising.**

There were two matters arising from the last meeting and the Mayor advised that both had been actioned, namely;

A letter sent to Chard RFC to congratulate them on their promotion

A letter to Avon & Somerset Police to express concerns about the police cuts in Chard

## **3. Mayor's Annual Report**

The Mayor gave a verbal report outlining some of the activities she has organised and taken part in over the last year. She talked about some of the highlights during her two year term of office and the lasting memories she would have. She thanked all those who had been so supportive and helped out with so many of the practical arrangements that were necessary when putting on events. There were no questions of the Mayor.

## **4. Police Report**

Sgt Rob Jameson of Avon & Somerset Police gave a report on behalf of the Neighbourhood Team that is responsible for the Chard, Crewkerne and Ilminster areas. He explained the impact of the cuts that had taken place and the need for the change in shift patterns to accommodate resourcing at times when the need is greatest. He outlined there is still an intention to close the police stations in the three towns and that during debates for the national election all of the main parties have confirmed their desire to continue to cut spending on the police force. He explained that whilst the police priority continues to be focused on crime and the reduction of crime, other areas of work such as dealing with residents with mental health issues out of hours and anti social behavior are now taking up a lot of their time also.

Members of the public were informed that feedback is always welcome and also advised of the annual competition whereby local communities nominate PCSOs for their contribution to our neighbourhoods.

Sgt Jameson answered one question asked by a member of the public regarding the recruitment of special constables and advised there is a recruitment drive on at the moment.

## **5. Presentation of Outstanding Service Awards.**

Citations were read out for the nominees by Councillors Mrs. Dowell, Mrs. Morrison, Wale and Shortland. The Mayor presented Outstanding Service Awards to:-

Arthur Dunn – for services to Chard Concert Brass

John Cane - for services to Chard Concert Brass

Maureen Brown – for voluntary services and help with disability groups

Hayley Lynch – for fundraising for cancer charities and setting up a support group

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

## **6. Presentation of Cheques to the Mayor's Charities**

The Mayor presented cheques to representatives from her five charities from the proceeds of her fund raising over the last year. The charities are;

Chard and District Museum

Chard Careers Support Group

Chard Are Youth Committee

Chard Town Team  
Chard & Crewkerne After Stroke Club

They all received an equal share of the amount raised which totaled £13009.76

The Mayor also presented certificates of appreciation to her Mace Bearer and Chaplain and thanked them for all the assistance, help and advice they had given her over the last two years especially with the introduction of civic protocols that had been very beneficial.

## **7. Matters Raised by Chard Residents**

There were no matters raised.

Councillor Wale gave a vote of thanks to the Mayor for her services over the last two years and praised her on doing such a fantastic job. He said that she had represented the town brilliantly not only in Chard but had been an ambassador for Chard when visiting other towns within the County. He recognised the huge effort she had made and expressed that she would be a hard act to follow.

There was an invitation to all those present to attend one final tea with the Mayor.

There being no further business the meeting closed at 8.15pm.



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

## **COUNCIL MINUTES**

**Minutes of the Annual Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 18<sup>th</sup> May 2015 at 7.30 pm.**

**PRESENT:** Councillors

Mrs. J Kenton – Mayor

J. Baker

Mrs. A Broom

D. Bulmer

M. Carnell

Mrs. S Dowell

Mrs. I Glynn

Mrs. B Halse

A. Kenton

Mrs. C Morrison

D. O' Brien

Mrs. J Orchard

G. Shortland

S. Warwick

Mrs. S Wyatt

**IN ATTENDANCE:**

Sarah Robson - Town Clerk, Victoria Cable – Office Administrator.

There was one member of the press and seventeen members of the public present.

There was one member of the public who spoke about the Town Guide and thanked the Council for its support in promoting it.

A representative from a new Business Networking Group informed those present of their first meeting next week in the Gallery.

**2015/37. 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 Bulmer was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Councillor Mrs. Morrison                      Seconded: Councillor Shortland  
For: 11                      Against: 0                      Abstentions: 4

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

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

**Mayors Appointments:-**

The Mayor confirmed that his representatives would be;

Mace Bearer – to be confirmed

Chaplain – Rev. Jeff Williams of the Church of the Good Shepherd

Mayor's Consort – Mrs. Marilyn Page

**2015/38. Mayors Announcements.**

The Mayor announced that he would be supporting St. Margaret's Hospice and Macmillan in Somerset with his charity fund raising events.

**2015/39. Apologies for absence and to consider whether to approve reasons given.** LGA 1972 s85 (1).

None received

**2015/40. 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.

Councillor Mrs. Morrison declared a Personal & Prejudicial Interest in Agenda Item # 2015/46 nominations for the Market Working Group being a Market Trader.

**2015/41. 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](#)

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – that agenda item #2015/61 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2015/42. Election of Deputy Mayor.**

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

Proposed: Councillor Mrs. Wyatt  
Unanimous

Seconded: Councillor Mrs. Halse

**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.**

**2015/43. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 20<sup>th</sup> April 2015. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Full Town Council meeting held on Monday 20<sup>th</sup> April 2015 be signed as a correct record.**

**2015/44. To review delegation arrangements to committees, sub-committees, employees and other local authorities** ([Standing Order # 5 j \[v\]](#))

The chair proposed to defer this item until later in the year as a review of the terms of reference for committees and the Council’s Scheme of Delegation was reviewed and amended in April 2015.

**RESOLVED – to defer until later in the year as this was reviewed and amended in April 2015.**

**2015/45. To review terms of reference for committees** ([Standing Order # 5 j \[vi\]](#))

The chair proposed to defer this item until later in the year as a review of the terms of reference for committees and the Council’s Scheme of Delegation was reviewed and amended in April 2015.

**RESOLVED – to defer until later in the year as this was reviewed and amended in April 2015.**

**2015/46. To receive nominations for Appointments to Committees, Sub Committees and Working Parties** (Standing Order # 5 j [vii])

To consider appointments of Members to Committees and Working Groups with appointed deputies. LGA 1972 s101

- **Finance & Personnel Committee**

**RESOLVED – that Councillors Mrs. Kenton, Mrs. Orchard, Mrs. Morrison, Mrs. Dowell, Warwick, Shortland, Bulmer, O’Brien, Kenton, Carnell and Baker be elected to the Committee.**

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

Proposed: Councillor Baker  
For: 11

Seconded: Councillor Kenton  
Abstentions: 4

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

- **Guildhall & Amenities Committee**

**RESOLVED – that Councillors Mrs. Kenton, Mrs. Glynn, Mrs. Morrison, Mrs. Dowell, Mrs. Wyatt, Baker, Kenton, Carnell, O’Brien, Shortland and Bulmer be elected to the Committee.**

Councillor Mrs. Kenton was nominated and accepted the nomination for Chairman of the Guildhall & Amenities Committee.

Proposed: Councillor Mrs. Wyatt  
For: 12

Seconded: Councillor Baker  
Abstentions: 3

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

- **Planning & Highways Committee**

**RESOLVED – that Councillors Mrs. Orchard, Mrs. Glynn, Mrs. Broom, Baker, Mrs. Halse, Shortland and Bulmer be elected to the Committee. It was agreed that Councillor Mrs. Wyatt be appointed as Reserve Member.**

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

Proposed: Councillor Mrs. Kenton  
Unanimous

Seconded: Councillor Baker

**RESOLVED – that Councillor Mrs. Halse be elected Chairman of the**

**Planning & Highways Committee until the next Annual Meeting.**

- **Allotments Sub Committee**

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

- **Personnel Sub Committee**

**RESOLVED – that Councillors Mrs. Kenton, Mrs. Dowell, Mrs. Halse and Shortland be elected to the Personnel Sub Committee.**

- **Personnel Appeals Panel**

**RESOLVED – that Councillors O’Brien, Carnell, Baker and Mrs. Broom be elected to the Personnel Appeals Panel.**

- **Grant Applications Evaluation Working Group**

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

- **Newsletter Working Group**

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

- **Jocelyn Park Changing Rooms Working Group**

**RESOLVED – that Councillors Mrs. Broom, Carnell, Mrs. Dowell, Baker, Mrs. Orchard, Mrs. Glynn, Shortland and Bulmer be elected to the Jocelyn Park Changing Rooms Working Group.**

- **Saturday Market Working Group**

**RESOLVED – that Councillors Mrs. Wyatt, Mrs. Kenton, Bulmer and Baker be elected to the Saturday Market Working Group.**

- **Skate Park Improvement Working Group**

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

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Shortland

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

**2015/47. To consider appointment of any new committees, confirmation of terms of reference, the number of Members and receipt of nominations to them** (Standing Order # 5 j [viii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Mrs. Morrison

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

**2015/48. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations** (Standing Order # 5 j [ix])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/49. To review arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities** (Standing Order #5 j[x])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/50. To review representation on or work with external bodies and arrangements for reporting back** (Standing Order # 5 j [xi])

Organisation	No	Current Representative
--------------	----	------------------------

Chard & District Museum	1	Mrs. Broom
Chard Regeneration Board	1	J Baker
Chard Young People's Centre	1	Mrs. Glynn
Market Towns Investment Group	2	J Baker, G Shortland
S.A.L.C.	1	Mrs. Dowell
SSDC Countryside Steering Group	1	Carnell, Warwick
Town Team	2	Baker and Shortland
Clare House	1	Shortland

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Kenton

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

**2015/51. To make arrangements for the review of inventory of land and assets including buildings and office equipment** (Standing Order # 5 j [xiii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/52. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks** (Standing Order # 5 j [xiv])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/53. To make arrangements for the review of the Council's and/or employees' memberships of other bodies** (Standing Order # 5 j [xv])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/54. To make arrangements for the review of the Council's Complaints Procedure, procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998** (Standing Order # 5 j [xvi & xvii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/55. To make arrangements for the establishment of the Council's policy for dealing with the press/media** (Standing Order #5 j [xviii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/56. Meetings – To approve the schedule of meeting dates for 2015/2016**  
(Standing Order #5 j [xix])

Members discussed making changes to several of the meeting dates;  
It was proposed to change Guildhall & Amenities from 1<sup>st</sup> June to 22<sup>nd</sup> June and 7<sup>th</sup> December to 14<sup>th</sup> December 2015 and in addition there will be a change to the scheduled start time of the Guildhall & Amenities Committee from 7.30pm to 6.30pm

Proposed: Councillor Mrs. Kenton  
For: 13 Abstention: 2

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to approve the amended schedule of meetings for 2015/2016 with the above changes.**

**2015/57. Meetings – To review the Members' attendance summary sheet**

**RESOLVED – to note**

**2015/58. 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. Wyatt  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – that Councillors Shortland, Mrs. Kenton, Kenton, Mrs. Wyatt, Mrs. Dowell, Bulmer, Baker and Mrs. Halse would be the authorised signatories for the Council's Co-op Bank accounts, any two to sign. In addition it was agreed that Councillors Bulmer, Mrs. Kenton, Baker and Kenton would be the authorised signatories for the Council's Nationwide Bank accounts, any two to sign.**

**2015/59. Town Clerk's Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

**Nothing to report**

**2015/60. Reports from Representatives of Outside Bodies.**

**Nothing to report**

8.45pm All members of the Press and Public left the meeting room.

8.45pm Standing Orders were suspended whilst the Members took a brief adjournment.

8.50pm Standing Orders were re-instated and the meeting re-commenced.

The Mayor thanked Councillor Mrs. Kenton for her hard work and welcomed the new Members to the chamber.

**2015/61. 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 #2015/41 above refers)**

Commercial in Confidence

To consider updated report from Football Club Changing Rooms Working Group regarding recent developments and agree revised terms of reference for the group and delegated authority to move forward with new proposals.

Councillor Mrs. Dowell gave a brief resume of the history and present situation regarding the proposal for the changing rooms at Jocelyn Park. There has been a recent review of the previously proposed plan as there have been difficulties with obtaining finances. There is agreement with representatives from the football clubs who will provide manpower and expertise for some of the contractual groundworks that are necessary.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Broom

**RESOLVED – that this Council takes over the management of the project to provide temporary changing facilities and approve expenditure of a maximum of £20k from the Council's General Reserves with delegated authority to the Working Group and that the project to manage the building of a permanent facility utilising S106 funding be brought forward for longer term use. This would be conditional of the Football Clubs donating the funds they have raised to the permanent facility.**

There being no further business the meeting closed at 9.20pm



# CHARD TOWN COUNCIL

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

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

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Dave Bulmer - Town Clerk: Sarah Robson FILCM

## COUNCIL MINUTES

**Minutes of the Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 15<sup>th</sup> June 2015 at 7.30 pm**

PRESENT: Councillors

D. Bulmer – Mayor

J. Baker

Mrs. A Broom

Mrs. S Dowell

Mrs. I Glynn

A. Kenton

Mrs. J Kenton

Mrs. C Morrison

D. O' Brien

Mrs. J Orchard

G. Shortland

S. Warwick

Mrs. S Wyatt

### **IN ATTENDANCE:**

Sarah Robson – Town Clerk

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

### **Public Participation Time**

A representative from South Somerset Carnival Park Committee spoke to Members about the challenges facing the future of the carnival with the decline in the number of clubs and particularly in connection with grounds availability for the clubs. They outlined their desire to look for a purpose built site and the funding sources that would be necessary for this project that would provide a facility to house all carnival clubs. Members were asked to offer support and help in looking for a site for this facility and lobbying the district and county councils.

7.40pm All members of the public left the meeting

### **2015/62. Apologies for absence and to consider whether to approve reasons given.**

LGA 1972 s85 (1).

Councillor Mrs. B Halse – Family Commitment

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

**2015/63. Mayors Announcements.**

The Mayor informed Members of an additional engagement at Somerset Skills & Learning on Thursday 18<sup>th</sup> June.

The Mayor also reminded Members of the invitation to join him at his mayor making service in August.

Members were informed that the pendant from the Mayor's chain has been sent away for repairs.

**2015/64. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item # 75 being the Chairman of the Town Team.

Councillor Mrs. Morrison declared a Personal Interest in Agenda Item # 75 being a member of the Town Team.

Councillor Mrs. Kenton declared a Personal & Prejudicial Interest in Agenda Item # 75 being a member of the Town Team.

Councillor Baker declared a Personal & Prejudicial Interest in Agenda Item # 75 being a member of the Town Team.

**2015/65. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – that agenda item # 2015/ 81 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2015/66. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 18<sup>th</sup> May 2015. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 18<sup>th</sup> May 2015 be signed as a correct record with an amendment to the record of those Members authorised to be cheque signatories on the Co-op Bank account.**

**2015/67. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways 20<sup>th</sup> April 2015

Planning and Highways 26<sup>th</sup> May 2015

Finance and Personnel 26<sup>th</sup> May 2015

Personnel Sub Committee 1<sup>st</sup> June 2015

**RESOLVED – to receive and note the minutes.**

**2015/68. Action Review Summary** – to receive and review Outstanding Actions Summary

**RESOLVED – To note the Action Review Summary.**

**2015/69. Town Clerk’s Report** – to receive and note update from Town Clerk

**No report**

**2015/70. Finance - Town Council Year 2015/16 Year to Date Budget** - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

**2015/71. Finance - Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Wyatt and Bulmer.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – to approve the accounts for payment.**

**2015/72. Finance – Adoption of Accounts for the Year ended 31<sup>st</sup> March 2015, to approve the signing of the Annual Return and the transfer of funds into Earmarked Accounts** [Accounts & Audit Regulations 2011](#)

Proposed: Councillor Mrs. Kenton  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – to adopt the Accounts for the Year ended 31<sup>st</sup> March 2015, to approve the signing of the Annual Return and the transfer of funds into Earmarked Accounts**

**2015/73. To consider making arrangements for the establishment of a Council policy for dealing with the Press / Media in accordance with Standing Order reference # 5j (xviii).**

[Deferred by F&P Committee]

A new proposed document had been circulated, being recommended by SALC as an example of a good communications policy.

Members were reminded that today marks the 800th anniversary of the signing of Magna Carta which enshrined people's rights and civil liberties. These privileges still stand today and this proposed policy did not attempt in any way to prevent people from expressing a view or censure anybody. There was recognition that greater opportunity should be made to use the press better to the Council's advantage and promote the Council's policies in a clear and impartial way as representatives of the residents of Chard.

Proposed: Councillor Mrs. Dowell  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to approve the draft Media Communications Policy subject to minor amendments to ensure it is appropriate to Chard.**

**2015/74. To consider making arrangements for the establishment of a Council policy for Social Media.**

[Deferred by F&P Committee]

Members agreed that this document would provide manageable and useful guidelines that, if followed, would protect Councillors and offers advice to prevent breaches of the Code of Conduct and to ensure that the Council was not brought into disrepute.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to adopt the proposed Social Media Policy with immediate effect.**

8.17pm Councillors Baker, Shortland and Mrs. Kenton having declared a Personal & Prejudicial interest left the meeting

**2015/75. To consider request from the Town Team for permission to use Jocelyn Park on Sunday 19<sup>th</sup> July and for financial assistance in the sum of £500.00 towards the running of the 'Charter Weekend'.**

Members were in agreement this event should be supported

Proposed: Councillor Kenton  
Unanimous

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to approve request from the Town Team for permission to use Jocelyn Park on Sunday 19<sup>th</sup> July and for financial assistance in the sum of £500.00 from the Annual Grants budget head towards the running of the 'Charter Weekend'**



## **2015/80. Reports from Representatives of Outside Bodies.**

**No reports were given.**

8.44pm Members of the Press and the Mayor's Chaplain left the meeting.

## **2015/81. 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 #2015/04 above refers)**

[Receive update on progress of the Working Group with arrangements for the installation of temporary changing facilities at Jocelyn Park.](#)

A verbal update was given on the work of the Group and the progress to date.

**RESOLVED** – to receive the report and note the information.

[Receive a verbal report about arrangements for the Thursday Café Franchise](#)

Members were informed that the previous transitional arrangements have come to an end and the Café has been closed for the past week. Members agreed that on an interim basis until the franchise is due for renewal contingency arrangements should be put in place as soon as possible.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – Delegated** authority was given to the Clerk and Chairman of the Guildhall & Amenities Committee with Councillor Mrs. Morrison acting as a reserve if necessary to appoint on the following basis;

- **a weekly charge of £15.00 inclusive if a community group or not for profit organisation takes over**
- **a weekly charge of £30.00 plus vat if a business/trader is appointed**

[Receive update on Zembard Lane Car Park Lease – Holyrood Academy/1610](#)

**RESOLVED** – to receive the report and note the information

There being no further business the meeting closed at 9.18pm.



# CHARD TOWN COUNCIL

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

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Mayor – Cllr Dave Bulmer Acting Town Clerk – Robin Williams

## Minutes of the Town Council Meeting of Chard Town Council held in the Town Hall, Guildhall, Chard on Monday 17<sup>th</sup> August 2015

### PRESENT:

#### COUNCILLORS

D. Bulmer – Mayor; J. Baker; Mrs. A. Broom; M. Carnell; Mrs. S. Dowell; Mrs. I. Glynn;  
A. Kenton; Mrs. J. Kenton; Mrs. C. Morrison; D. O'Brien; Mrs. J. Orchard; G. Shortland;  
S. Warwick; Mrs. S. Wyatt.

### IN ATTENDANCE:

Robin Williams – Acting Town Clerk

Station Manager Paul McAllister – D&S Fire and Rescue

Paul Chamberlain – D& S Fire and Rescue

There were 4 members of the public and 1 member of the press present.

### Public Participation Time

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

One member of the public asked the Council to consider discussing the re-instatement of a railway station in Chard at a future Council meeting.

A second member of the public raised a question about the proposed play area behind Reed Close. Cllr. Mrs. Kenton briefly explained the current position.

### Reports from County and District Councillors

District and County Councillors may give short verbal reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

## AGENDA

### 2015/82. Apologies for absence and to consider whether to approve reasons given.

(If you cannot attend please telephone or email your apologies to the Town Clerk).

LGA 1972 s85 (1).

Councillor Mrs. B. Halse – Family Commitment

**RESOLVED – to accept the apology and approve the reason given**

## **2015/83. Mayors Announcements.**

The Mayor reminded Councillors about the Civic Service, in St. Mary's Church, on Sunday 23<sup>rd</sup> August 2015. He informed them that Mark Hambrey had agreed to act as Mace Bearer for this event.

**2015/84. 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 received at this point.

**2015/85. 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 #2015/101 'Commercial in Confidence' be treated as confidential and be dealt with after the public (including the press) have been excluded.**

**2015/86. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> June 2015 (previously circulated).  
[LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> June 2015 be signed as a correct record.**

**With the agreement of members the Mayor, Councillor D. Bulmer, brought forward agenda items # 2015/98 and 2015/99.**

**2015/87. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways	15th June 2015	(Previously circulated)
Planning and Highways	20 <sup>th</sup> July 2015	(Previously circulated)
Finance and Personnel	26 <sup>th</sup> June 2015	(Previously circulated)
Finance and Personnel	20 <sup>th</sup> July 2015	(Previously circulated)
Personnel Sub Committee	1 <sup>st</sup> June 2015	(Previously circulated)
Personnel Sub Committee	19th June 2015	(Previously circulated)
Guildhall & Amenities	3 <sup>rd</sup> August 2015	(Previously circulated)

**RESOLVED – to receive and note the minutes**

**2015/88. Action Review Summary** – to receive and review Outstanding Actions Summary (attached)

The Acting Town Clerk advised members of one change to the summary relating to items from 18<sup>th</sup> May 2015. The arrangements with the Council's banks in relation to nominated signatories has now been completed.

**RESOLVED – to receive and note the Action Review Summary as amended.**

**2015/89. Acting Town Clerk's Report** – to receive and note update from Town Clerk

**RESOLVED – to receive and note the Acting Town Clerk's Report**

**2015/90. Finance - Town Council Year 2015/16 Year to Date Budget** (attached) to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

**2015/91. Finance - Accounts for Payment** (attached) - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Halse and Bulmer.

Proposed: Councillor D. Bulmer  
Unanimous

Seconded: Councillor J. Baker

**RESOLVED – to approve the accounts for payment.**

**2015/92. Finance - To determine whether Council Reserves should continue to be held in a Nationwide Bond when the current bond matures.**

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – that this matter should be brought to the next regular Finance and Personnel Meeting to give time for alternatives to be investigated.**

At this point Councillor Mrs. Kenton declared a prejudicial interest in the following item as she had agreed to act as a referee for the applicant. She left the Council chamber.

**2015/93. To receive an update from the Panel regarding the appointment by the Council of a Mace Bearer** (*report to follow*).

A report outlining the panels deliberations was distributed to members prior to the meeting. Councillor Baker and Councillor Warwick addressed any questions raised.

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor S. Warwick

**RESOLVED – that Clive Saunders should be invited to become the Mace Bearer to Chard Town Council and that the next Finance and Personnel meeting should consider the level of any honorarium.**

At this point Councillor Mrs. Kenton re-entered the Council Chamber

**2015/94. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.  
[LGA 1972 s101](#)

**RESOLVED – to approve the Acting Town Clerk’s delegated powers in relation to planning applications 15/02249/FUL – Approval and 15/03022/FUL – Approval**

**2015/95. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

There were no reports from Outside Bodies.

**2015/96. Notice of Motion from Councillor Jason Baker`** that this Council agrees to maintain and clean the tourism boards in Coop Car park, Fore Street, Boden Street Car park & Sainsbury's car park' – *discussion document attached*

The Acting Town Clerk advised members that the Council had already agreed to maintain and clean these boards when they were installed as part of a funding project by the Market Towns Investment Group.

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – that the Town Council acknowledges its’ responsibility for maintaining the boards and discuss their updating, provided all Town Councillors are kept fully informed and given an opportunity to comment on any design.**

**2015/97. Notice of Motion from Councillor Jason Baker`** that this Council agrees to maintain and clean the boards in the windows opposite Lloyds Pharmacy, Holyrood Street' – *discussion document attached*

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – That the boards should be replaced, providing that grant funding is available and that the Town Council should accept responsibility for their maintenance.**

**2015/98. To receive a report on the Devon and Somerset Fire and Rescue Services Local Community Plan for Chard from Station Manager Paul McAllister.**

Station Manager McAllister presented details of the Chard Local Community Plan for 2015 / 2016 (copy attached) and explained the steps that were being taken to achieve the planned outcomes. He invited Councillors to inform him of anything that would help the service to achieve a good outcome to the plan. He also said that he would welcome any suggestions that Councillors felt should be included in the 2016 / 2017 plan.

**RESOLVED – to note the plan.**

**2015/99. To receive a presentation on the 'One Team' concept from the 'One Team' co-ordinator.**

Paul Chamberlain, of the D&S Fire and Rescue Service, talked to Councillors about the strategy behind the 'One Team' concept explained how it was working in those areas in which it had been set up. He gave his view that Chard was ideally suited to adopt this concept and asked that the Town Council give it due consideration.

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – That a Working Group should be formed to investigate the possibility of introducing the 'One Team' concept to Chard,**

**2015/100. Communications Received**

**Email from Matt Day, Somerset Towns Forum** – Invitation for Chard Town Council to become a member organisation of Somerset Towns Forum. (*copy attached*)

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Kenton

**RESOLVED – that Chard Town Council should become a member of the Somerset Towns Forum with Councillor Mrs. Broom acting as its principle representative.**

**2015/101. 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 #2015/85 above refers)**

**Commercial in Confidence**

**Receive update on progress of the Working Group with arrangements for the installation of temporary changing facilities at Jocelyn Park.**

A verbal update was given on progress to date.

**RESOLVED – to receive the report and note the information.**

**To receive an update from the Panel regarding progress on the appointment by the Council of a New Town Clerk.**

A verbal report was given which included the recommendations of the selection panel.

**RESOLVED – that this matter should be referred back to a special meeting of the Finance and Personnel Committee. That the Acting Town Clerk should notify the applicants of the decisions taken.**

Receive a verbal report about arrangements for the Thursday Café Franchise

Nothing to report

Receive update on Zembard Lane Car Park Lease – Holyrood Academy/1610

We are awaiting an update from our solicitors.

There being no other business, the Mayor closed the meeting at 10.13pm



## CHARD TOWN COUNCIL

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

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

TEL: 01460 239567 FAX: 01460 261661

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

## COUNCIL MINUTES

**Minutes of the Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 16<sup>th</sup> February 2015 at 7.30 pm**

**PRESENT:** Councillors:

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

Mrs. C Morrison  
Mrs. T O’ Brien  
A Prior  
G. Shortland  
M Wale  
Mrs. S Wyatt

**IN ATTENDANCE:**

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

**Public Participation Time**

A StreetSpace representative spoke to Members about the Community Day they would like to hold in September, and plans to develop and extend it more involving a number of additional activities.

A representative from Chard Market addressed Members on behalf of his fellow traders to express concern regarding the proposed moving of the market. He informed Members of a petition that was signed by members of the public recently.

7.45 pm Fourteen members of the public left the meeting

**2015/01. Apologies for absence and to consider whether to approve reasons given.**

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

Councillor Dowell – conflicting appointment

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

**2015/02. Mayors Announcements.**

The Mayor updated Members on a number of fund raising initiatives in the coming weeks including Red Nose Day which is taking place on Friday 13<sup>th</sup> March. The Town Crier and Mayor have made an offer to do work for local people in return for a donation towards the charity.

Saturday 18<sup>th</sup> March will see the return of the popular Swing Band. St George's Day will be celebrated on 26<sup>th</sup> April with a Parade and Church Service. An invitation was given to anyone wishing to take part.

**2015/03. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

Councillor Mrs. O'Brien declared a Personal Interest in Agenda Item #2015/09 as there is a cheque payable to her employer.

**2015/04. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Bulmer

**RESOLVED – that agenda item # 2015/ 17 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2015/05. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> December 2014.[LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> December 2014 be signed as a correct record.**

**2015/06. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways	15 <sup>th</sup> December 2014
Planning and Highways	19 <sup>th</sup> January 2015
Finance and Personnel	19 <sup>th</sup> January 2015
Guildhall and Amenities	2nd February 2015

To recommend to Full Council approval of expenditure to undertake the work identified in the Quinquennial Report for the Guildhall from the Capital Budget – Guildhall Sinking Fund as identified in the Confidential Report as Contractor 2 at an estimated value of £19931.24.

Proposed: Councillor Prior  
Unanimous

Seconded: Councillor Bulmer

**RESOLVED – to receive and note the minutes and approve the recommendation relating to minute # 2015/16 (G&A Committee) and approve expenditure to undertake the work identified in the Quinquennial Report for the Guildhall at an estimated value of £19931.24 and the amount identified for the Project Management which is estimated at £1500.00 plus travel from the Capital Budget – Guildhall Sinking Fund.**

Members were given a verbal update following on from the last G&A Committee meeting in relation to the leak at the water supply at Stringfellow Park. A number of measures were discussed and following further investigations several options were put forward to remedy the situation. A 14 Day Notice has been issued with a deadline of 25<sup>th</sup> February. A proposal was put forward that there should be a new supply installed with immediate effect, following which an amendment was put that would take account of securing the supply with a lockable housing.

Proposed: Councillor Mrs. Dowell  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – to authorise the re-instatement of the water supply at Stringfellow Park with a new pipe at an estimated cost of £1200.00/£1500.00 in addition to the installation of measures to provide a secure housing for the tap.**

The Clerk advised Members that the likely cost was within the limits set out in the Delegated Purchasing Policy for approval.

8.10pm One member of the public left the meeting

8.20pm Two members of the public left the meeting

The Chairman proposed to bring forward item 2015/14 to allow those members of the public present an opportunity to hear the debate early.

**2015/14. To consider request from StreetSpace to hold a Community Day at Lower Henson Park on Saturday 12<sup>th</sup> September 2015**

Members debated the proposal put forward and were supportive of the new additions for this year. There was support for the event and StreetSpace was advised to seek advice from SSDC about the appropriate licences necessary for the event.

8.25pm Standing Orders were suspended to allow a representative of StreetSpace to speak

8.26pm Standing Orders were re-instated

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Halse

**RESOLVED – to approve request from StreetSpace to hold a Community Day at Lower Henson Park on Saturday 12<sup>th</sup> September 2015 subject to them obtaining the necessary licences from SSDC.**

8.27pm Standing Orders were suspended to allow a representative of StreetSpace to speak about the expansion of the Skate park. It was agreed to pass this on to the G&A committee for further consideration at the next meeting.

8.30pm Standing Orders were re-instated

8.30 pm Two members of the public left the meeting

**2015/07. Town Clerk's Report – to receive and note update from Town Clerk**

The Town Clerk updated Members on one item;  
○ Assessment of the Guildhall Rateable Value

**RESOLVED – to receive and note the report.**

**2015/08. Finance - Town Council Year 2014/15 Year to Date Budget - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))**

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

**2015/09. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Kenton and Mrs. Halse**

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to approve the accounts for payment.**

**2015/10. Finance – to approve recommendation from Panel with delegated authority to consider expenditure from the Guildhall Property Capital budget head to install PV Panels on the Guildhall subject to obtaining consent from the Local Planning Authority.**

8.37pm Councillor Forsyth left the meeting

8.40pm Councillor Forsyth returned to the meeting

Members were reminded of the decision that had been made at the previous G&A Committee meeting to approve the recommendation from the appointed Panel and accept the estimate for the installation of PV Panels for the Guildhall. The estimated cost is £13188.40 with a payback period of approximately seven years. Members were also asked to approve the engagement of an Agent to act on behalf of the Council in putting together the planning application as the officers felt there would be an advantage to use technical expertise and specific knowledge to assist with the process.

Proposed: Councillor Bulmer  
For: 11          Against: 1

Seconded: Councillor Mrs. Dowell

**RESOLVED – to approve expenditure from the Guildhall Property Capital budget at an estimated cost of £13188.40 to install PV Panels on the Guildhall subject to obtaining consent from the Local Planning Authority and to instruct a local Agent to put together the application for planning and listed building consent.**

**2015/11. To approve a Panel of Members to consider and authorise Outstanding Service Awards.**

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

**2015/12. To consider the proposed Schedule of Meeting Dates for 2015/2016**

Members were asked to consider the dates on the previously circulated schedule of meetings for 2015/2016 in May for the Planning & Highways and Finance & Personnel Committees as due to the election and bank holidays it was not possible to hold them on the usual Mondays. It was suggested they take place on Tuesday 26<sup>th</sup> May to take into account the Bank Holiday.

Proposed: Councillor. Mrs. Morrison  
For: 11          Against: 1

Seconded: Councillor Mrs. Wyatt

**RESOLVED – that the May meetings for the Planning & Highways and Finance & Personnel Committees should be on Tuesday 26<sup>th</sup> May 2015.**

There was a subsequent discussion about whether or not to defer accepting the proposed Schedule of Meetings for 2015/2016 until the new Council sits. A motion

was proposed and it was put to the vote to defer accepting the schedule until after the election.

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

Seconded: Councillor Bulmer

The motion failed.

There was therefore a motion put to accept the proposed Schedule of Meeting Dates for 2015/2016.

Proposed: Councillor Wale  
For: 10      Against: 1      Abstention: 1

Seconded: Councillor Mrs. Morrison

**RESOLVED – to approve the proposed Schedule of Meeting Dates for 2015/2016**

**2015/13. To receive an annual report from Chard Area Youth Committee (CAYC) as per the terms of the Service Level Agreement.**

A written report had previously been circulated by the Chairman of CAYC and Members were invited to ask any questions.

**RESOLVED – to receive and note the report.**

**2015/15. 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 a paid leave of absence had been granted on compassionate grounds to a member of staff for a period of one week.

**RESOLVED – to approve and note.**

**2015/16. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

**Nothing received**

8.52pm the remaining members of the Public and Press were excluded and left the meeting

8.52 pm Members agreed to adjourn the meeting for a break

8.55 pm The meeting re-convened

**2015/17. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2015/04 above refers) - Commercial in Confidence**

### Transfer of Land adjoining Essex Close to SSDC

Members were asked to approve the transfer document and authorise its signature by two Councillors

9.06pm Councillor Bulmer declared a Personal & Prejudicial Interest being a member of the Rugby Club and left the meeting.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Prior

**RESOLVED – to defer the transfer deed execution until further investigations are made to ask SSDC what they propose to do with the strip of land. A site visit to be arranged prior to the matter being resolved at the April meeting.**

For: 7 Against: 1 Abstentions: 2

9.10pm Councillor Bulmer returned to the meeting

### Jocelyn Park Lease – Football Clubs

Members were asked to approve the Lease and Licence to Carry out Works and authorise its signature by two Councillors, namely Mrs. Kenton and Mrs. Halse.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Mrs. O'Brien

For: 11 Abstention: 1

### Zembard Lane Lease – Holyrood Academy/1610

Members were updated that one party to the Lease has now approved the amendments and the other party is being chased to confirm.

### Guildhall Café Franchise

Members were informed that the current franchise holder has confirmed she no longer is willing to continue with the provision of the café franchise which was due to run until 31<sup>st</sup> October 2015. This is effective from the beginning of February. The Clerk was therefore instructed to terminate the agreement with immediate effect and not to seek to recover the outstanding debt. Authority was given for the Clerk in consultation with the G&A Chair to make interim arrangements until the renewal for the franchise takes place.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to receive the verbal reports and note the contents and approve all recorded actions.**

There being  
no further business  
the meeting closed  
at 9.25pm.

# CHARD TOWN COUNCIL

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

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TEL: 01460 239567 FAX: 01460 261661

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



## COUNCIL MINUTES

**Minutes of the Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 20<sup>th</sup> April 2015 at 7.30 pm**

**PRESENT:** Councillors:

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

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

**IN ATTENDANCE:**

Sarah Robson – Town Clerk

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

**Public Participation Time**

A representative of the Town Team advised Members of a Business Breakfast being hosted in the Guildhall on Wednesday 22<sup>nd</sup> April between 7-9am to which all Members were welcome to attend.

Representatives from Chard Young People's Centre made a request to Members to look favourably on the application for grant funding. They gave an update on the activities provided and talked about some of the stigmas attached to young people and their efforts to combat them.

**2015/18. Apologies for absence and to consider whether to approve reasons given.**

LGA 1972 s85 (1).

Councillor M. Dowell – work commitment

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

## **2015/19. Mayors Announcements.**

The Mayor thanked all the Members for their work over the last four years. She reported a number of events taking place over the coming week;

23<sup>rd</sup> April – Chard Concert Brass holding an event to raise funds for Help For Heroes

24<sup>th</sup> April – Yeovilton Military Wives in the Guildhall with proceeds going to the Mayor's Charities and Royal British Legion

26<sup>th</sup> April – St George's Day Parade meeting outside the Guildhall at 2.20pm for a 3.00pm service in St Mary's Church and refreshments afterwards in the Town Hall. Everyone is welcome to come and join any of the events.

## **2015/20. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

Councillor Mrs. O'Brien declared a Personal Interest in Agenda Item #2015/27 as there is a cheque payable to her employer. Also a Personal & Prejudicial Interest in Agenda Item # 28 being the Chairman of the Chard Area Youth Committee (CAYC).

Councillor Mrs. Halse declared a Personal Interest in Agenda Item #2015/28 (CAYC). Also a Personal & Prejudicial Interest in Agenda Item # 28 Chard Museum as she is the district council representative.

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item # 28 being a committee member of the Chard Area Youth Committee (CAYC) and also the Town Team as he is the Chairman.

Councillor Mrs Kenton declared a Personal & Prejudicial Interest in Agenda Item # 28 being a member of the Town Team and also as CAYC and the Museum are two of her charities this year.

Councillor Bulmer declared a Personal & Prejudicial Interest in Agenda Item # 28 being a member of the Town Team

Councillor Mrs. Morrison declared a Personal Interest in Agenda Item # 28 being a member of the Town Team.

Councillor Prior declared a Personal & Prejudicial Interest in Agenda Item # 28 being the Chairman and Financial Director of the Crowshute Centre.

## **2015/21. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – that agenda item # 2015/ 36 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2015/22. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 16<sup>th</sup> February 2015. LGA 1972, Sch 12 para41 (1).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 16<sup>th</sup> February 2015 be signed as a correct record.**

**2015/23. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways      16<sup>th</sup> February 2015  
Planning and Highways      16<sup>th</sup> March 2015

Finance and Personnel      16<sup>th</sup> March 2015

Guildhall and Amenities      13<sup>th</sup> April 2015

**RESOLVED – to receive and note the minutes.**

The Chairman requested that Agenda Item # 28 be brought forward for the benefit of the members of the public.

**2015/28. Finance – To consider award of Annual Grant for 2014/2015 to;**

8.00pm Councillors Mrs. Kenton, Mrs. O'Brien and Shortland left the meeting having declared a Personal & Prejudicial Interest

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – that Councillor Mrs. Morrison chairs the meeting for this item.**

**Chard Area Youth Committee**

Proposed: Councillor Prior  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – to approve the request for financial assistance in the sum of £5000.00 to Chard Area Youth Committee from the 2015/2016 Annual Grant Budget Code.**

8.03pm Councillors Mrs. O'Brien and Shortland returned to the meeting and Councillor Mrs. Halse left the meeting.

**Chard & District Museum**

Proposed: Councillor Shortland  
Unanimous

Seconded: Councillor Wale

**RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to Chard & District Museum from the 2015/2016 Annual Grant Budget Code.**

8.05pm Councillor Mrs. Halse returned to the meeting and Councillors Shortland and Bulmer left the meeting.

### **Town Team**

Proposed: Councillor Mrs. O'Brien  
Unanimous

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to the Town Team from the 2015/2016 Annual Grant Budget Code.**

8.07pm Councillors Shortland, Bulmer and Mrs. Kenton returned to the meeting and Councillor Prior left the meeting.

Councillor Mrs. Morrison vacated the chair and Councillor Mrs. Kenton resumed chairing the meeting.

### **Crowshute Centre Ltd**

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to approve the request for financial assistance in the sum of £1000.00 to Crowshute Centre Ltd from the 2015/2016 Annual Grant Budget Code.**

8.10pm Eight members of the public left the meeting.

**2015/24. Action Review Summary** – to receive and review Outstanding Actions Summary

**RESOLVED – To note the Action Review Summary.**

**2015/25. Town Clerk's Report** – to receive and note update from Town Clerk

**Item withdrawn - No report given**

**2015/26. Finance - Town Council Year 2014/15 Year to Date Budget** - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

**2015/27. 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 Bulmer  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – to approve the accounts for payment.**

**2015/29. Outstanding Service Awards** – to receive a verbal report from the Panel regarding the nominations and awards for 2014/2015 to be presented at the Annual Parish Meeting.

Members were informed that six nominations had been received and the Panel had approved awards to four of those nominated. In addition special consideration was given to one of the nominations and it was agreed that a Mayor's Award would be made.

**RESOLVED – to receive and note the report.**

**2015/30. Annual Report 2014/2015** – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting.

**RESOLVED - to receive and note the report.**

**2015/ 31. Policy – Scheme of Delegation** – to consider and approve amendments/additions to the policy

Proposed: Councillor Mrs. Morrison  
For: 11 Abstentions: 1

Seconded: Councillor Mrs. O'Brien

**RESOLVED – to approve the amendments to the policy with immediate effect.**

**2015/32. Policy** – to receive and accept the Council's Risk Assessment report for year 2014/2015 and to approve the Action Plan.

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

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED - to receive and accept the Council's Risk Assessment report for year 2014/2015 and to approve the Action Plan.**

**2015/33. Training** – to approve expenditure of £350.00 for a bespoke training course for councillors to be held at the Guildhall (date to be confirmed) from the Members’ Training Budget 2015/2016.

The Clerk outlined the proposal for Councillors’ Training to take place on Saturday July 4<sup>th</sup> in the Guildhall to cover a range of topics including roles and responsibilities, finance, chairmanship, finance and employment duties. It was agreed that other local councils would also be invited at a cost of £20.00 per head which would include refreshments. Members welcomed the proposal and felt it would be a worthwhile event to support.

Proposed: Councillor Kenton  
Unanimous

Seconded: Councillor Mrs. Halse

**RESOLVED - to approve expenditure of £350.00 for a bespoke training course for councillors from the Members’ Training Budget 2015/2016.**

**2015/34. 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 reported**

**2015/35. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

Councillor Wale reported on progress from the Chard Regeneration Board, confirming that negotiations are in the final stages with completion of the Boden Mill project expected in 2017. It is likely that there will be a supermarket on the ground floor and four retail units; also the town square has been retained within the new proposals.

**RESOLVED – to receive and note the report.**

8.35pm two members of the public left the meeting.

**2015/36. 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 #2015/04 above refers)**

[Land at Essex Close – Confirm transfer of part of registered title and authorise signatories for transfer document.](#)

8.36pm Councillor Bulmer declared a Personal Interest in this item being a member of the Rugby Club

Members were updated following the recent site visit as to where the proposed transfer of land was.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Prior

**RESOLVED - to approve the transfer of the strip of land to SSDC on the footpath to the rear of Essex Close and authorise Councillors Mrs. Kenton and Shortland to sign the transfer forms.**

[Receive update on Zembard Lane Car Park Lease – Holyrood Academy/1610](#)

Members were given an update on why there had been further delays and reported that communication was on-going in an effort to finalise matters.

**RESOLVED – to receive and note verbal report.**

[Computer Data Back-up and storage fees – backdated invoice](#)

Members were informed of a dispute regarding an invoice.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Bulmer

**RESOLVED – the Clerk was authorised to defend the Council’s position and approve payment in the event of the claim being awarded in favour of the other party.**

[Receive update on Jocelyn Park Lease – Football Clubs Changing Facilities](#)

Members were informed that although the Lease has been signed by all parties it has not yet been formally completed. The Working Group reported that recent developments had thrown up further complications but that no decisions could be made until the new Council were elected. The Council confirmed its commitment to support the provision of changing facilities and of its continued desire to work with the clubs to ensure they could carry on playing at Jocelyn Park.

**RESOLVED – to receive and note verbal report.**

There being no further business the meeting closed at 9.00pm.



**CHARD TOWN COUNCIL**

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

**TEL: 01460 239567 FAX: 01460 261661**

**Mayor – Cllr Mrs. Jenny Kenton Town Clerk – Sarah Robson PILCM**

**ANNUAL PARISH MEETING**

**Minutes of the Chard Annual Parish Meeting  
held on Tuesday 28th April 2015  
in the Guildhall at 7.00pm.**

**Present:** The Mayor of Chard; Cllr Mrs. Jenny Kenton and 97 members of the public and 4 members of the press.

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

### **8. Minutes of the Last Annual Parish Meeting**

The Clerk read out a brief summary of the minutes of the last meeting held on Tuesday 6th May 2014. The Mayor was invited to sign the minutes being a true and accurate record of the meeting.

### **9. Matters Arising.**

There were two matters arising from the last meeting and the Mayor advised that both had been actioned, namely;

A letter sent to Chard RFC to congratulate them on their promotion

A letter to Avon & Somerset Police to express concerns about the police cuts in Chard

### **10. Mayor's Annual Report**

The Mayor gave a verbal report outlining some of the activities she has organised and taken part in over the last year. She talked about some of the highlights during her two year term of office and the lasting memories she would have. She thanked all those who had been so supportive and helped out with so many of the practical arrangements that were necessary when putting on events. There were no questions of the Mayor.

### **11. Police Report**

Sgt Rob Jameson of Avon & Somerset Police gave a report on behalf of the Neighbourhood Team that is responsible for the Chard, Crewkerne and Ilminster areas. He explained the impact of the cuts that had taken place and the need for the change in shift patterns to accommodate resourcing at times when the need is greatest. He outlined there is still an intention to close the police stations in the three towns and that during debates for the national election all of the main parties have confirmed their desire to continue to cut spending on the police force. He explained that whilst the police priority continues to be focused on crime and the reduction of crime, other areas of work such as dealing with residents with mental health issues out of hours and anti social behavior are now taking up a lot of their time also.

Members of the public were informed that feedback is always welcome and also advised of the annual competition whereby local communities nominate PCSOs for their contribution to our neighbourhoods.

Sgt Jameson answered one question asked by a member of the public regarding the recruitment of special constables and advised there is a recruitment drive on at the moment.

## **12. Presentation of Outstanding Service Awards.**

Citations were read out for the nominees by Councillors Mrs. Dowell, Mrs. Morrison, Wale and Shortland. The Mayor presented Outstanding Service Awards to:-

Arthur Dunn – for services to Chard Concert Brass

John Cane - for services to Chard Concert Brass

Maureen Brown – for voluntary services and help with disability groups

Hayley Lynch – for fundraising for cancer charities and setting up a support group

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

## **13. Presentation of Cheques to the Mayor's Charities**

The Mayor presented cheques to representatives from her five charities from the proceeds of her fund raising over the last year. The charities are;

Chard and District Museum

Chard Careers Support Group

Chard Are Youth Committee

Chard Town Team

Chard & Crewkerne After Stroke Club

They all received an equal share of the amount raised which totaled £13009.76

The Mayor also presented certificates of appreciation to her Mace Bearer and Chaplain and thanked them for all the assistance, help and advice they had given her over the last two years especially with the introduction of civic protocols that had been very beneficial.

## **14. Matters Raised by Chard Residents**

There were no matters raised.

Councillor Wale gave a vote of thanks to the Mayor for her services over the last two years and praised her on doing such a fantastic job. He said that she had represented the town brilliantly not only in Chard but had been an ambassador for Chard when visiting other towns within the County. He recognised the huge effort she had made and expressed that she would be a hard act to follow.

There was an invitation to all those present to attend one final tea with the Mayor.

There being no further business the meeting closed at 8.15pm.

# **CHARD TOWN COUNCIL**

**THE GUILDHALL, FORE STREET,**

**CHARD, SOMERSET TA20 1PP**

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

**TEL: 01460 239567 FAX: 01460 261661**

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



# **COUNCIL MINUTES**

**Minutes of the Annual Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 18<sup>th</sup> May 2015 at 7.30 pm.**

PRESENT: Councillors

Mrs. J Kenton – Mayor

J. Baker

Mrs. A Broom

D. Bulmer

M. Carnell

Mrs. S Dowell

Mrs. I Glynn

Mrs. B Halse

A. Kenton

Mrs. C Morrison

D. O' Brien

Mrs. J Orchard

G. Shortland

S. Warwick

Mrs. S Wyatt

**IN ATTENDANCE:**

Sarah Robson - Town Clerk, Victoria Cable – Office Administrator.

There was one member of the press and seventeen members of the public present.

There was one member of the public who spoke about the Town Guide and thanked the Council for its support in promoting it.

A representative from a new Business Networking Group informed those present of their first meeting next week in the Gallery.

**2015/37. 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 Bulmer was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Shortland

For: 11

Against: 0

Abstentions: 4

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

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

**Mayors Appointments:-**

The Mayor confirmed that his representatives would be;

Mace Bearer – to be confirmed

Chaplain – Rev. Jeff Williams of the Church of the Good Shepherd

Mayor's Consort – Mrs. Marilyn Page

**2015/38. Mayors Announcements.**

The Mayor announced that he would be supporting St. Margaret's Hospice and Macmillan in Somerset with his charity fund raising events.

**2015/39. Apologies for absence and to consider whether to approve reasons given.** [LGA 1972 s85 \(1\)](#).

None received

**2015/40. 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](#).

Councillor Mrs. Morrison declared a Personal & Prejudicial Interest in Agenda Item # 2015/46 nominations for the Market Working Group being a Market Trader.

**2015/41. 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](#)

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – that agenda item #2015/61 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2015/42. Election of Deputy Mayor.**

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

Proposed: Councillor Mrs. Wyatt  
Unanimous

Seconded: Councillor Mrs. Halse

**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.**

**2015/43. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 20<sup>th</sup> April 2015. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Full Town Council meeting held on Monday 20<sup>th</sup> April 2015 be signed as a correct record.**

**2015/44. To review delegation arrangements to committees, sub-committees, employees and other local authorities** (Standing Order # 5 j [v])

The chair proposed to defer this item until later in the year as a review of the terms of reference for committees and the Council's Scheme of Delegation was reviewed and amended in April 2015.

**RESOLVED – to defer until later in the year as this was reviewed and amended in April 2015.**

**2015/45. To review terms of reference for committees** (Standing Order # 5 j [vi])

The chair proposed to defer this item until later in the year as a review of the terms of reference for committees and the Council's Scheme of Delegation was reviewed and amended in April 2015.

**RESOLVED – to defer until later in the year as this was reviewed and amended in April 2015.**

**2015/46. To receive nominations for Appointments to Committees, Sub Committees and Working Parties** (Standing Order # 5 j [vii])

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

- **Finance & Personnel Committee**

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

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

Proposed: Councillor Baker  
For: 11

Seconded: Councillor Kenton

Abstentions: 4

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

- **Guildhall & Amenities Committee**

**RESOLVED – that Councillors Mrs. Kenton, Mrs. Glynn, Mrs. Morrison, Mrs. Dowell, Mrs. Wyatt, Baker, Kenton, Carnell, O'Brien, Shortland and Bulmer be elected to the Committee.**

Councillor Mrs. Kenton was nominated and accepted the nomination for Chairman of the Guildhall & Amenities Committee.

Proposed: Councillor Mrs. Wyatt

Seconded: Councillor Baker

For: 12

Abstentions: 3

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

- **Planning & Highways Committee**

**RESOLVED – that Councillors Mrs. Orchard, Mrs. Glynn, Mrs. Broom, Baker, Mrs. Halse, Shortland and Bulmer be elected to the Committee. It was agreed that Councillor Mrs. Wyatt be appointed as Reserve Member.**

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

Proposed: Councillor Mrs. Kenton  
Unanimous

Seconded: Councillor Baker

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

- **Allotments Sub Committee**

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

- **Personnel Sub Committee**

**RESOLVED – that Councillors Mrs. Kenton, Mrs. Dowell, Mrs. Halse and Shortland be elected to the Personnel Sub Committee.**

- **Personnel Appeals Panel**

**RESOLVED – that Councillors O'Brien, Carnell, Baker and Mrs. Broom be elected to the Personnel Appeals Panel.**

- **Grant Applications Evaluation Working Group**

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

- **Newsletter Working Group**

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

- **Jocelyn Park Changing Rooms Working Group**

**RESOLVED – that Councillors Mrs. Broom, Carnell, Mrs. Dowell, Baker, Mrs. Orchard, Mrs. Glynn, Shortland and Bulmer be elected to the Jocelyn Park Changing Rooms Working Group.**

- **Saturday Market Working Group**

**RESOLVED – that Councillors Mrs. Wyatt, Mrs. Kenton, Bulmer and Baker be elected to the Saturday Market Working Group.**

- **Skate Park Improvement Working Group**

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

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Shortland

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

**2015/47. To consider appointment of any new committees, confirmation of terms of reference, the number of Members and receipt of nominations to them** (Standing Order # 5 j [viii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Mrs. Morrison

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

**2015/48. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations** (Standing Order # 5 j [ix])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/49. To review arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities** (Standing Order #5 j[x])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/50. To review representation on or work with external bodies and arrangements for reporting back** (Standing Order # 5 j [xi])

<b>Organisation</b>	<b>No</b>	<b>Current Representative</b>
Chard & District Museum	1	Mrs. Broom
Chard Regeneration Board	1	J Baker
Chard Young People's Centre	1	Mrs. Glynn
Market Towns Investment Group	2	J Baker, G Shortland
S.A.L.C.	1	Mrs. Dowell
SSDC Countryside Steering Group	1	Carnell, Warwick
Town Team	2	Baker and Shortland
Clare House	1	Shortland

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Kenton

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

**2015/51. To make arrangements for the review of inventory of land and assets including buildings and office equipment** (Standing Order # 5 j [xiii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/52. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks** (Standing Order # 5 j [xiv])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/53. To make arrangements for the review of the Council’s and/or employees’ memberships of other bodies** (Standing Order # 5 j [xv])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/54. To make arrangements for the review of the Council’s Complaints Procedure, procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998**  
(Standing Order # 5 j[xvi & xvii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/55. To make arrangements for the establishment of the Council’s policy for dealing with the press/media** (Standing Order #5 j [xviii])

Proposed: Councillor Bulmer  
Unanimous

Seconded: Councillor Shortland

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

**2015/56. Meetings – To approve the schedule of meeting dates for 2015/2016**  
(Standing Order #5 j [xix])

Members discussed making changes to several of the meeting dates;  
It was proposed to change Guildhall & Amenities from 1<sup>st</sup> June to 22<sup>nd</sup> June and 7<sup>th</sup> December to 14<sup>th</sup> December 2015 and in addition there will be a change to the scheduled start time of the Guildhall & Amenities Committee from 7.30pm to 6.30pm

Proposed: Councillor Mrs. Kenton  
For: 13 Abstention: 2

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to approve the amended schedule of meetings for 2015/2016 with the above changes.**

**2015/57. Meetings – To review the Members’ attendance summary sheet**

**RESOLVED – to note**

**2015/58. 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. Wyatt  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – that Councillors Shortland, Mrs. Kenton, Kenton, Mrs. Wyatt, Mrs. Dowell, Bulmer, Baker and Mrs. Halse would be the authorised signatories for the Council’s Co-op Bank accounts, any two to sign. In addition it was agreed that Councillors Bulmer, Mrs. Kenton, Baker and Kenton would be the authorised signatories for the Council’s Nationwide Bank accounts, any two to sign.**

**2015/59. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

**Nothing to report**

**2015/60. Reports from Representatives of Outside Bodies.**

**Nothing to report**

8.45pm All members of the Press and Public left the meeting room.

8.45pm Standing Orders were suspended whilst the Members took a brief adjournment.

8.50pm Standing Orders were re-instated and the meeting re-commenced.

The Mayor thanked Councillor Mrs. Kenton for her hard work and welcomed the new Members to the chamber.

**2015/61. 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 #2015/41 above refers)**

Commercial in Confidence

To consider updated report from Football Club Changing Rooms Working Group regarding recent developments and agree revised terms of reference for the group and delegated authority to move forward with new proposals.

Councillor Mrs. Dowell gave a brief resume of the history and present situation regarding the proposal for the changing rooms at Jocelyn Park. There has been a recent review of the previously proposed plan as there have been difficulties with obtaining finances. There is agreement with representatives from the football clubs who will provide manpower and expertise for some of the contractual groundworks that are necessary.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Broom

**RESOLVED – that this Council takes over the management of the project to provide temporary changing facilities and approve expenditure of a maximum of £20k from the Council’s General Reserves with delegated authority to the Working Group and that the project to manage the building of a permanent facility utilising S106 funding be brought forward for longer term use. This would be conditional of the Football Clubs donating the funds they have raised to the permanent facility.**

There being no further business the meeting closed at 9.20pm



## CHARD TOWN COUNCIL

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TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Dave Bulmer - Town Clerk: Sarah Robson FILCM

## COUNCIL MINUTES

**Minutes of the Town Council Meeting  
of Chard Town Council  
Held in the Town Hall, Guildhall, Chard  
On Monday 15<sup>th</sup> June 2015 at 7.30 pm**

PRESENT: Councillors

D. Bulmer – Mayor

J. Baker

Mrs. A Broom

Mrs. S Dowell

Mrs. I Glynn

A. Kenton

Mrs. J Kenton

Mrs. C Morrison

D. O' Brien

Mrs. J Orchard

G. Shortland

S. Warwick

Mrs. S Wyatt

### **IN ATTENDANCE:**

Sarah Robson – Town Clerk

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

### **Public Participation Time**

A representative from South Somerset Carnival Park Committee spoke to Members about the challenges facing the future of the carnival with the decline in the number of clubs and particularly in connection with grounds availability for the clubs. They outlined their desire to look for a purpose built site and the funding sources that would be necessary for this project that would provide a facility to house all carnival clubs. Members were asked to offer support and help in looking for a site for this facility and lobbying the district and county councils.

7.40pm All members of the public left the meeting

### **2015/62. Apologies for absence and to consider whether to approve reasons given.**

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

Councillor Mrs. B Halse – Family Commitment

Councillor M Carnell – Work Commitment

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

### **2015/63. Mayors Announcements.**

The Mayor informed Members of an additional engagement at Somerset Skills & Learning on Thursday 18<sup>th</sup> June.

The Mayor also reminded Members of the invitation to join him at his mayor making service in August.

Members were informed that the pendant from the Mayor's chain has been sent away for repairs.

### **2015/64. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item # 75 being the Chairman of the Town Team.

Councillor Mrs. Morrison declared a Personal Interest in Agenda Item # 75 being a member of the Town Team.

Councillor Mrs. Kenton declared a Personal & Prejudicial Interest in Agenda Item # 75 being a member of the Town Team.

Councillor Baker declared a Personal & Prejudicial Interest in Agenda Item # 75 being a member of the Town Team.

### **2015/65. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Bulmer

Seconded: Councillor Shortland

Unanimous

**RESOLVED – that agenda item # 2015/ 81 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2015/66. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 18<sup>th</sup> May 2015. [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 18<sup>th</sup> May 2015 be signed as a correct record with an amendment to the record of those Members authorised to be cheque signatories on the Co-op Bank account.**

**2015/67. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways 20<sup>th</sup> April 2015

Planning and Highways 26<sup>th</sup> May 2015

Finance and Personnel 26<sup>th</sup> May 2015

Personnel Sub Committee 1<sup>st</sup> June 2015

**RESOLVED – to receive and note the minutes.**

**2015/68. Action Review Summary** – to receive and review Outstanding Actions Summary

**RESOLVED – To note the Action Review Summary.**

**2015/69. Town Clerk's Report** – to receive and note update from Town Clerk

**No report**

**2015/70. Finance - Town Council Year 2015/16 Year to Date Budget** - to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

**2015/71. Finance - Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Wyatt and Bulmer.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Mrs. Dowell

**RESOLVED – to approve the accounts for payment.**

**2015/72. Finance – Adoption of Accounts for the Year ended 31<sup>st</sup> March 2015, to approve the signing of the Annual Return and the transfer of funds into Earmarked Accounts** [Accounts & Audit Regulations 2011](#)

Proposed: Councillor Mrs. Kenton  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – to adopt the Accounts for the Year ended 31<sup>st</sup> March 2015, to approve the signing of the Annual Return and the transfer of funds into Earmarked Accounts**

**2015/73. To consider making arrangements for the establishment of a Council policy for dealing with the Press / Media in accordance with Standing Order reference # 5j (xviii).**

[Deferred by F&P Committee]

A new proposed document had been circulated, being recommended by SALC as an example of a good communications policy.

Members were reminded that today marks the 800th anniversary of the signing of Magna Carta which enshrined people's rights and civil liberties. These privileges still stand today and this proposed policy did not attempt in any way to prevent people from expressing a view or censure anybody. There was recognition that greater opportunity should be made to use the press better to the Council's advantage and promote the Council's policies in a clear and impartial way as representatives of the residents of Chard.

Proposed: Councillor Mrs. Dowell  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to approve the draft Media Communications Policy subject to minor amendments to ensure it is appropriate to Chard.**

**2015/74. To consider making arrangements for the establishment of a Council policy for Social Media.**

[Deferred by F&P Committee]

Members agreed that this document would provide manageable and useful guidelines that, if followed, would protect Councillors and offers advice to prevent breaches of the Code of Conduct and to ensure that the Council was not brought into disrepute.

Proposed: Councillor Mrs. Morrison  
Unanimous

Seconded: Councillor Shortland

**RESOLVED – to adopt the proposed Social Media Policy with immediate effect.**

8.17pm Councillors Baker, Shortland and Mrs. Kenton having declared a Personal & Prejudicial interest left the meeting

**2015/75. To consider request from the Town Team for permission to use Jocelyn Park on Sunday 19<sup>th</sup> July and for financial assistance in the sum of £500.00 towards the running of the 'Charter Weekend'.**

Members were in agreement this event should be supported

Proposed: Councillor Kenton  
Unanimous

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to approve request from the Town Team for permission to use Jocelyn Park on Sunday 19<sup>th</sup> July and for financial assistance in the sum of £500.00 from the Annual Grants budget head towards the running of the 'Charter Weekend'**

8.22 pm All Members returned to the meeting

**2015/76. To consider the appointment by Council of a Mace Bearer.**

There was consensus that the past Mace Bearer had carried out his duties to an exceptionally high standard and represented the Council well by doing such an excellent job. There was recognition that the role should be carried out with professionalism and the Council should consider this a positive step forward to ensure the civic protocols continue in the future. Members were clear about the benefits of having someone that could be trained who would use this experience to carry out the role on a permanent basis.

Proposed: Councillor Mrs. Kenton  
For: 11      Against: 1      Abstention: 1

Seconded: Councillor Mrs. Wyatt

**RESOLVED – to give delegated authority to Councillors Bulmer, Warwick, Mrs. Kenton and Baker to recruit a Mace Bearer, in conjunction with the former mace bearer, and to appoint the successful candidate to the post on a permanent basis.**

**2015/77. To appoint two Reserve Members to the Finance & Personnel's Personnel Sub Committee with immediate effect.**

Proposed: Councillor Mrs. Kenton  
Unanimous

Seconded: Councillor Baker



**RESOLVED – Delegated** authority was given to the Clerk and Chairman of the Guildhall & Amenities Committee with Councillor Mrs. Morrison acting as a reserve if necessary to appoint on the following basis;

- a weekly charge of £15.00 inclusive if a community group or not for profit organisation takes over
- a weekly charge of £30.00 plus vat if a business/trader is appointed

[Receive update on Zembard Lane Car Park Lease – Holyrood Academy/1610](#)

**RESOLVED** – to receive the report and note the information

There being no further business the meeting closed at 9.18pm.



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Mayor – Cllr Dave Bulmer Acting Town Clerk – Robin Williams**

### **Minutes of the Town Council Meeting of Chard Town Council held in the Town Hall, Guildhall, Chard on Monday 17<sup>th</sup> August 2015**

#### **PRESENT:**

##### **COUNCILLORS**

D. Bulmer – Mayor; J. Baker; Mrs. A. Broom; M. Carnell; Mrs. S. Dowell; Mrs. I. Glynn; A. Kenton; Mrs. J. Kenton; Mrs. C. Morrison; D. O'Brien; Mrs. J. Orchard; G. Shortland; S. Warwick; Mrs. S. Wyatt.

#### **IN ATTENDANCE:**

Robin Williams – Acting Town Clerk

Station Manager Paul McAllister – D&S Fire and Rescue

Paul Chamberlain – D& S Fire and Rescue

There were 4 members of the public and 1 member of the press present.

#### **Public Participation Time**

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

One member of the public asked the Council to consider discussing the re-instatement of a railway station in Chard at a future Council meeting.

A second member of the public raised a question about the proposed play area behind Reed Close. Cllr. Mrs. Kenton briefly explained the current position.

## **Reports from County and District Councillors**

District and County Councillors may give short verbal reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

## **AGENDA**

### **2015/82. Apologies for absence and to consider whether to approve reasons given.**

(If you cannot attend please telephone or email your apologies to the Town Clerk).  
[LGA 1972 s85 \(1\)](#).

Councillor Mrs. B. Halse – Family Commitment

**RESOLVED – to accept the apology and approve the reason given**

### **2015/83. Mayors Announcements.**

The Mayor reminded Councillors about the Civic Service, in St. Mary's Church, on Sunday 23<sup>rd</sup> August 2015. He informed them that Mark Hambrey had agreed to act as Mace Bearer for this event.

### **2015/84. 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 received at this point.

### **2015/85. 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 #2015/101 'Commercial in Confidence' be treated as confidential and be dealt with after the public (including the press) have been excluded.**

### **2015/86. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> June 2015 (previously circulated). [LGA 1972, Sch 12 para41 \(1\)](#).

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> June 2015 be signed as a correct record.**

**With the agreement of members the Mayor, Councillor D. Bulmer, brought forward agenda items # 2015/98 and 2015/99.**

### **2015/87. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways	15th June 2015	(Previously circulated)
Planning and Highways	20 <sup>th</sup> July 2015	(Previously circulated)
Finance and Personnel	26 <sup>th</sup> June 2015	(Previously circulated)
Finance and Personnel	20 <sup>th</sup> July 2015	(Previously circulated)
Personnel Sub Committee	1 <sup>st</sup> June 2015	(Previously circulated)
Personnel Sub Committee	19th June 2015	(Previously circulated)
Guildhall & Amenities	3 <sup>rd</sup> August 2015	(Previously circulated)

**RESOLVED – to receive and note the minutes**

**2015/88. Action Review Summary** – to receive and review Outstanding Actions Summary (attached)

The Acting Town Clerk advised members of one change to the summary relating to items from 18<sup>th</sup> May 2015. The arrangements with the Council's banks in relation to nominated signatories has now been completed.

**RESOLVED – to receive and note the Action Review Summary as amended.**

**2015/89. Acting Town Clerk's Report** – to receive and note update from Town Clerk

**RESOLVED – to receive and note the Acting Town Clerk's Report**

**2015/90. Finance - Town Council Year 2015/16 Year to Date Budget** (attached) to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

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

**2015/91. Finance - Accounts for Payment** (attached) - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Halse and Bulmer.

Proposed: Councillor D. Bulmer  
Unanimous

Seconded: Councillor J. Baker

**RESOLVED – to approve the accounts for payment.**

**2015/92. Finance - To determine whether Council Reserves should continue to be held in a Nationwide Bond when the current bond matures.**

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – that this matter should be brought to the next regular Finance and Personnel Meeting to give time for alternatives to be investigated.**

At this point Councillor Mrs. Kenton declared a prejudicial interest in the following item as she had agreed to act as a referee for the applicant. She left the Council chamber.

**2015/93. To receive an update from the Panel regarding the appointment by the Council of a Mace Bearer** (*report to follow*).

A report outlining the panels deliberations was distributed to members prior to the meeting. Councillor Baker and Councillor Warwick addressed any questions raised.

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor S. Warwick

**RESOLVED – that Clive Saunders should be invited to become the Mace Bearer to Chard Town Council and that the next Finance and Personnel meeting should consider the level of any honorarium.**

At this point Councillor Mrs. Kenton re-entered the Council Chamber

**2015/94. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council. [LGA 1972 s101](#)

**RESOLVED – to approve the Acting Town Clerk’s delegated powers in relation to planning applications 15/02249/FUL – Approval and 15/03022/FUL – Approval**

**2015/95. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

There were no reports from Outside Bodies.

**2015/96. Notice of Motion from Councillor Jason Baker`** that this Council agrees to maintain and clean the tourism boards in Coop Car park, Fore Street, Boden Street Car park & Sainsbury's car park' – *discussion document attached*

The Acting Town Clerk advised members that the Council had already agreed to maintain and clean these boards when they were installed as part of a funding project by the Market Towns Investment Group.

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – that the Town Council acknowledges its’ responsibility for maintaining the boards and discuss their updating, provided all Town Councillors are kept fully informed and given an opportunity to comment on any design.**

**2015/97. Notice of Motion from Councillor Jason Baker** ` that this Council agrees to maintain and clean the boards in the windows opposite Lloyds Pharmacy, Holyrood Street' – *discussion document attached*

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – That the boards should be replaced, providing that grant funding is available and that the Town Council should accept responsibility for their maintenance.**

**2015/98. To receive a report on the Devon and Somerset Fire and Rescue Services Local Community Plan for Chard from Station Manager Paul McAllister.**

Station Manager McAllister presented details of the Chard Local Community Plan for 2015 / 2016 (copy attached) and explained the steps that were being taken to achieve the planned outcomes. He invited Councillors to inform him of anything that would help the service to achieve a good outcome to the plan. He also said that he would welcome any suggestions that Councillors felt should be included in the 2016 / 2017 plan.

**RESOLVED – to note the plan.**

**2015/99. To receive a presentation on the 'One Team' concept from the 'One Team' co-ordinator.**

Paul Chamberlain, of the D&S Fire and Rescue Service, talked to Councillors about the strategy behind the 'One Team' concept explained how it was working in those areas in which it had been set up. He gave his view that Chard was ideally suited to adopt this concept and asked that the Town Council give it due consideration.

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Morrison

**RESOLVED – That a Working Group should be formed to investigate the possibility of introducing the 'One Team' concept to Chard,**

**2015/100. Communications Received**

**Email from Matt Day, Somerset Towns Forum** – Invitation for Chard Town Council to become a member organisation of Somerset Towns Forum. (*copy attached*)

Proposed: Councillor J. Baker  
Unanimous

Seconded: Councillor Mrs. Kenton

**RESOLVED – that Chard Town Council should become a member of the Somerset Towns Forum with Councillor Mrs. Broom acting as its principle representative.**

**2015/101. 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 #2015/85 above refers)**

Commercial in Confidence

Receive update on progress of the Working Group with arrangements for the installation of temporary changing facilities at Jocelyn Park.

A verbal update was given on progress to date.

**RESOLVED – to receive the report and note the information.**

To receive an update from the Panel regarding progress on the appointment by the Council of a New Town Clerk.

A verbal report was given which included the recommendations of the selection panel.

**RESOLVED – that this matter should be referred back to a special meeting of the Finance and Personnel Committee. That the Acting Town Clerk should notify the applicants of the decisions taken.**

Receive a verbal report about arrangements for the Thursday Café Franchise

Nothing to report

Receive update on Zembard Lane Car Park Lease – Holyrood Academy/1610

We are awaiting an update from our solicitors.

There being no other business, the Mayor closed the meeting at 10.13pm



## **CHARD TOWN COUNCIL**

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

**TEL: 01460 239567 FAX: 01460 261661**

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

**Mayor – Cllr Dave Bulmer Acting Town Clerk – Robin Williams**

**All Council Meetings are open to the  
Public and Press**

**Minutes of a meeting of the  
Full Town Council  
held on Monday 19<sup>th</sup> October 2015  
in the Town Hall, Chard**

**Present:** Cllr. Bulmer (Chairman); Cllrs. Baker; Broom; Dowell; Glynn; Halse; Mrs. Kenton; Mrs. Morrison; Shortland; Warwick and Mrs. Wyatt.  
In Attendance: Robin Williams (Acting Town Clerk).

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

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**7.30pm      Chaplain's 'Thought for the Day'**

**Public Participation Time**

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

One member of the public spoke in respect of the campaign for 2 hours Free parking in Chard, asking the Council to make a clear statement about its' position.

Cllr. Mrs. Kenton spoke, as a member of the public, to inform Councillors about the decision taken by the majority of the committee of Chard Carnival to resign at the organisations Annual General Meeting.

Cllr. Shortland spoke, as a member of the Chard Town Team, regarding the Carnival Club and the effect the loss of the Carnival could have on the Town.

Both asked the Town Council to support any efforts that were made to save the Carnival.

**Reports from County and District Councillors**

District and County Councillors may give short verbal reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

**2015/102. Apologies for absence and to consider whether to approve reasons given.**

(If you cannot attend please telephone or email your apologies to the Acting Town Clerk). LGA 1972 s85 (1).

Apologies had been received from:

Cllr. Carnell due to holiday

Cllr. Mrs. Orchard due to ill health

Cllr. Kenton due to a family commitment.

Cllr. O'Brien due to ill health

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

**Agreed unanimously**

**2015/103. Mayors Announcements.**

The Mayor reminded members of Standing Order 1q (**this should be 1p**) which states that:

'Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. in exercise of a right of reply

He also reminded members of the Remembrance Sunday Service on 8<sup>th</sup> November and the 2 minutes silence outside the Guildhall on 11<sup>th</sup> November.

**2015/104. 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).

Cllrs. Baker, Bulmer, Mrs. Kenton and Shortland declared a prejudicial interest in Agenda Item 2015/118 (Communications Received) as they are District Councillors and had been advised that they would prejudice themselves if they discussed this matter at Town Council with the result that they would be unable to discuss this at District when it arose.

Cllr. Baker declared a personal and prejudicial interest in Agenda Item 2015/112 (Finance – Accounts for payment) as he was a recipient of one of the cheques involved.

Cllrs. Mrs. Kenton and Warwick declared personal and prejudicial interests in Agenda Item 2015/114 (Finance- to determine the grants to be awarded from the Chard Town Council Community Development Fund) as they belonged to one of the groups applying.

**2015/105. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

**Proposed:** Cllr. Bulmer

**Seconded:** Cllr. Shortland

**Resolved:** That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2015/119 (Staff in Confidence) is discussed.

**Agreed Unanimously**

**2015/106. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 17<sup>th</sup> August 2015 (previously circulated). [LGA 1972, Sch 12 para41 \(1\)](#).

**Proposed:** Cllr. Mrs. Morrison

**Seconded:** Cllr. Baker

**Resolved:** That the minutes should be accepted as an accurate record.

**Agreed Unanimously**

**2015/107 Matters Arising** – Any matter arising from the minutes approved in Agenda Item 2015/106 and not addressed in this agenda.

There were no matters arising.

**2015/108. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways	15th June 2015	(Previously circulated)
Planning and Highways	20 <sup>th</sup> July 2015	(Previously circulated)

Finance and Personnel	26 <sup>th</sup> June 2015	(Previously circulated)
Finance and Personnel	20 <sup>th</sup> July 2015	(Previously circulated)

Personnel Sub Committee	1 <sup>st</sup> June 2015	(Previously circulated)
Personnel Sub Committee	19th June 2015	(Previously circulated)

Guildhall & Amenities	3 <sup>rd</sup> August 2015	(Previously circulated)
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**Proposed:** Cllr. Bulmer

**Seconded:** Cllr. Baker

**Resolved:** That the minutes of the above meetings should be received, noted and any recommendations approved.

**Agreed Unanimously**

**2015/109. Action Review Summary** – to receive and review Outstanding Actions Summary (attached)

**Cllrs. Mrs. Kenton and Warwick left the meeting as they felt that they had a personal and prejudicial interest in the update that the Acting Town Clerk was about to give.**

The Acting Town Clerk informed the meeting that CATS had offered to provide a limited refreshment service in the Café during November to raise funds for the Society.

**Cllrs. Mrs. Kenton and Warwick re-joined the meeting.**

Councillors requested that the individual Working Groups that had been set up at earlier meetings be shown on future review summaries.

**The review and update were noted.**

**2015/110. Acting Town Clerk's Report** – to receive and note update from Town Clerk

The Acting Town Clerk updated members on the current staffing position. A new position of RFO / Acting Town Clerk had been created and filled internally. One of the Full Time Administration posts had been filled internally and the second post was currently being advertised. We were no longer employing staff from an agency but part time cover on Reception was being provided by Jude Addicott.

**Noted**

**2015/111. Finance - Town Council Year 2015/16 Year to Date Budget** (attached) to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

**Proposed:** Cllr. Mrs. Morrison

**Seconded:** Cllr. Shortland

**Resolved:** That the budget review should be noted.

**Agreed Unanimously**

**2015/112. Finance - Accounts for Payment** (attached) - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Kenton and Bulmer.

**Proposed:** Cllr. Mrs. Morrison

**Seconded:** Cllr. Mrs. Dowell

**Resolved:** That the Accounts for Payment, together with any explanations given, should be approved.

**Agreed Unanimously**

**2015/113. Finance - To determine how Council Reserves are to be invested over the next 12 months.**

**It was unanimously agreed that this should be deferred to the next Finance and Personnel meeting.**

**At this point Cllrs. Mrs. Kenton and Warwick left the meeting room.**

**2015/114. Finance – To determine the grants to be awarded from the Chard Town Council Community Development Fund.** (applications attached)

**Proposed:** Cllr. Mrs. Morrison

**Seconded:** Cllr. Mrs. Broom

**Resolved:** That the applications already received should be held pending a re-advertisement of the Grant Scheme and that all applications received as a result should be scrutinised by the Working Group set up at the May meeting.

**At this point a counter resolution was made.**

**Proposed:** Cllr. Baker

**Seconded:** Cllr. Halse

**Resolved:** That the applications already received should be examined by the Working Group and awards recommended as appropriate. That the Grant Scheme should then be re-advertised and additional applications invited.

In accordance with Standing Orders, a vote was first taken on the counter resolution with the following result:

**Votes in favour – 6: Votes against – 2:**

**The counter resolution was therefore carried and the original resolution failed.**

**2015/115. Town Clerk's Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.  
[LGA 1972 s101](#)

The Acting Town Clerk informed the meeting that he had submitted an application for a Lottery Licence to enable the Mayor to hold a raffle in support of his charities.

**Noted**

**2015/116. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

There were no reports.

### **2015/118. Communications Received**

**At this point the Chairman asked members to propose a temporary Chairman as he would need to leave the meeting. Cllr. Mrs. Morrison was unanimously accepted as Chairman.  
Cllrs. Baker, Bulmer, Mrs. Kenton and Shortland left the Meeting Room**

- 1. David Laughton** – Free Parking for Chard Campaign Update – This item was referred to Full Town Council by the Planning and Highways Committee at their meeting on 21<sup>st</sup> September 21<sup>st</sup> 2015. – **No recommendation was made by the Planning & Highways Committee.**

Concern has been expressed as to whether Councillors, being potential users of the car parks, would need to declare personal and prejudicial interests in this item thus making the meeting non quorate. The Acting Town Clerk has reviewed this and taken the decision to offer dispensations to all Councillors in order that this item can be addressed.

**Proposed:** Cllr. Mrs. Glynn

**Seconded:** Cllr. Mrs. Broom

**Resolved:** that Chard Town Council wholeheartedly supports the public led campaign to introduce a period of 2 hours free car parking per day in Chard.

At this point a counter resolution was proposed.

**Proposed:** Cllr. Mrs. Halse

**Seconded:** Cllr. Mrs. Wyatt

**Resolved:** that Chard Town Council wholeheartedly supports the public led campaign to introduce a period of 2 hours free car parking per day in Chard but that this should be for a trial period.

In accordance with Standing Orders, a vote was first taken on the counter resolution with the following result:

**Votes in favour – 2: Votes against – 4: Abstentions – 1**

**The counter resolution was therefore lost and a vote was taken on the original resolution with the following result:**

**Votes in favour – 6: Votes against – 0: Abstentions: 1**

**The resolution was therefore carried.**

**Cllrs. Baker, Bulmer, Mrs. Kenton and Shortland then re-joined the meeting and Cllr. Bulmer resumed the Chair.**

**At this point members of the public and press left the meeting.**

**2015/119. 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 #2015/105 above refers)**

## STAFF IN CONFIDENCE

The Chairman of the interview panel updated the meeting on the recent interviews for the position of Town Clerk. The standard of candidates had been good and the panel was happy to recommend the appointment of one of the candidates as Clerk to Chard Town Council and asked for the agreement of the Full Council to this.

**Proposed:** Cllr. Mrs. Dowell

**Seconded:** Cllr. Bulmer

**Resolved:** That the post of Clerk to Chard Town Council should be offered to the panels preferred candidate, subject to the receipt of satisfactory references. That the appointment should be offered with a 6 months probation period and a notice period of 3 months from the Clerk following the completion of a successful probation period.

**Agreed Unanimously.**

There being no other business, the Chairman closed the meeting at 9.13pm



## CHARD TOWN COUNCIL

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Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

### All Council Meetings are open to the Public and Press

#### Minutes of a meeting of the Full Town Council held on Monday 21<sup>st</sup> December 2015 in the Town Hall, Chard

**Present:** Cllr. Bulmer (Chairman);

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

In Attendance: Zoe Truong (Town Clerk).

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

The meeting started at 7.34 pm

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**Chaplain's 'Thought for the Day'**

**Public Participation Time**

## Reports from County and District Councillors

**2015/120. Apologies for absence and to consider whether to approve reasons given.** (If you cannot attend please telephone or email your apologies to the Acting Town Clerk). [LGA 1972 s85 \(1\)](#).

Apologies had been received from:  
Cllr. Mrs Halse due to a family bereavement  
**Agreed unanimously**

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

### **2015/121. Mayors Announcements.**

The Mayor reported on The Project - an event he had attended at the Young People's Centre in Chard. More details from the project flyer will be circulated to Councillors in the next Weekly Bulletin.

**2015/122. 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).

Cllrs. Shortland and Baker declared a personal interest in Agenda Item 2015/127 (Finance – Town Council Year 2016/16 Year to Date Budget) regarding the Christmas Lights budget heading as they are both members of the Chard Town Team.

Cllr Bulmer declared a personal and prejudicial interest in Agenda Item 2015/128 (Finance – Accounts for Payment) as there are two payments pending that are owed to him.

**2015/123. 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](#)

**There are no confidential matters on the Agenda.**

**2015/124. Committees** - To receive and note the minutes of the following meetings and approve any recommendations;

Planning and Highways	19 <sup>th</sup> October 2015	(Previously circulated)
Special Planning and Highways	11 <sup>th</sup> November 2015	(Previously circulated)
Planning and Highways	16 <sup>th</sup> November 2015	(Previously circulated)

Finance and Personnel	16 <sup>th</sup> November 2015	(Previously circulated)
Finance and Personnel	16 <sup>th</sup> November 2015	(Previously circulated)
Guildhall & Amenities	14 <sup>th</sup> December 2015	(Previously circulated)

**Proposed:** Cllr. Mrs. Morrison      **Seconded:** Cllr. Shortland

Cllr. Shortland proposed that the minutes of the Planning and Highways meeting from October could now be signed. This was not done at the last meeting as the date on the Agenda was incorrect.

Cllr. Mrs. Morrison did not object to this action.

**Agreed Unanimously**

**Resolved:** That the minutes of the above meetings should be received, noted and any recommendations approved.

That the minutes of the Planning and Highways meeting from 19<sup>th</sup> October 2015 be agreed and signed.

**2015/125. Action Review Summary –** to receive and review Outstanding Actions Summary (attached)

Cllr. Carnell reported on the development of the 'One Team' approach in Chard; they are aiming for an initial meeting at the end of January / beginning of February 2016. The date will be circulated with an open invite for Councillors to attend.

There is a meeting of the Skate Park Improvement working party scheduled for 11 January 2016 at 7.30pm.

**The review and update were noted.**

**2015/126. Acting Town Clerk's Report –** to receive and note update from Town Clerk

There was no report as the Acting Town Clerk was not at the meeting.

**Noted.**

**2015/127. Finance - Town Council Year 2015/16 Year to Date Budget** (attached) to review the budget information for the year to date ([Account & Audit Regulations 2011](#))

The Town Council 2015/16 Year to Date Budget had been sent previously to Councillors via email due to concerns about delays with the Christmas post. After discussion it was agreed that the majority of Councillors had not accessed this email to be able to fully consider the 2015/16 Year to Date Budget.

**Proposed: Cllr. Shortland**  
**Agreed Unanimously**

**Seconded: Cllr. Mrs. Morrison**

**Resolved:** That the budget review should be deferred to the next Full Town Council Meeting

**2015/128. Finance - Accounts for Payment** (attached) - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Cllr. Mrs Kenton and Cllr. Bulmer

The system of diarising cheque signatories for the year was discussed and it was agreed that it was difficult to commit so far into the future.

**Proposed: Cllr. Mrs. Morrison**                      **Seconded: Cllr. Mrs. Kenton**  
**Agreed Unanimously**

**Resolved:** That the Accounts for Payment, together with any explanations given, should be approved.

That from January 2016 the diary system is stopped. Councillors who are bank signatories will be emailed before an Agenda is produced with a request for a specific date and time to find two who are able to attend.

**2015/129. Finance – Budget** – to receive and consider recommendation from Budget Workshop for 2016/2017 budget and set the precept for 2016/2017

**It was agreed that this item be discussed at the end of the Agenda as items that follow may have an effect on the budget.**

A report outlining a number of options had been circulated to Members for consideration and it was agreed that Option B be approved; with the Precept Support Grant of £49,650 and a Precept Demand of £515,341 with a deficit budget set of £155,062. The agreed budget would see a number of capital projects being paid for from the General Reserves. This will result in an increase in the Band D Equivalent of £1.83 - a percentage of 1.5%.

**Proposed: Cllr. Mrs. Dowell**  
**Agreed Unanimously**

**Seconded: Cllr. Baker**

**Resolved:** the Council agreed to set a budget for 2016/2017 of £720,053 with a precept demand of £515,341 which equates to an increase of £1.83 pence (1.5%) in the Band D Equivalent charge.

**2015/130. Finance – Community Development Fund.**

1. To agree the grants to be awarded to the recent applicants to the Chard Town Council Community Development Fund. (reports attached)

**a) Woman’s Community Forum**

**Proposed: Cllr. Mrs. Dowell**

**Seconded: Cllr. Mrs. Morrison**

**Agreed Unanimously**

**Resolved:** to refuse this application as this group is already fully funded

**b) British Red Cross**

**Proposed:** Cllr. Mrs. Dowell

**Seconded:** Cllr. Mrs. Wyatt

**Agreed Unanimously**

**Resolved:** to refuse this application as there is no guarantee that the people of Chard would benefit

**c) Street Space**

**Proposed:** Cllr. Shortland

**Seconded:** Cllr. Baker

For: 13 votes; Against: 1 vote

**The vote was carried**

**Resolved:** to approve a Community Development Fund Grant of £200 for training but refuse the application for meeting support

**d) Boxing Club**

**Proposed:** Cllr. Mrs. Morrison

**Seconded:** Cllr. Mrs. Kenton

**Agreed Unanimously**

**Resolved:** to approve a Community Development Fund Grant of £1,000

**e) Chard Amateur Theatre Society (CATS)**

The application has been withdrawn.

2. To agree to invite new applications for the remaining grant money.

**Proposed:** Cllr. Mrs. Morrison

**Seconded:** Cllr. Baker

**Agreed Unanimously**

**Resolved:** To organise a coordinated publicity drive to better advertise the Community Development Fund Grants scheme.

The closing date for new applications will be the end of January 2016, for discussion in February and to be awarded in March 2016

3. To agree the revised Community Development Fund Policy and Procedures (paper attached).

**Proposed:** Cllr. Shortland

**Seconded:** Cllr. Mrs. Morrison

**Agreed Unanimously**

**Resolved:** That it was not proper to alter the existing grant scheme part way through the year. The above paper should be put on hold, to be discussed by the Grant Application Evaluations group ready for 2016/2017.

The make-up of the Grant Application Evaluations group was discussed. It was agreed that it should consist of five members – one from each ward. It was agreed that members are:

Cllr. Mrs Orchard	- Crimchard Ward
Cllr Mrs. Morrison	- Avishayes Ward
Cllr. Baker	- Holyrood Ward
Cllr. Kenton	- Combe Ward

**2015/131. Finance –** To increase the designated Cheque signatories from 2 per month to 3 per month with any 2 to sign to overcome availability problems.

**Proposed:** Cllr. Mrs. Kenton

**Seconded:** Cllr. Mrs. Morrison

**Agreed Unanimously**

**Resolved:** That Councillors who are bank signatories will be emailed before an Agenda is produced with a request for a specific date and time to find two who are able to attend.

**2015/132. Town Clerk's Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

[LGA 1972 s101](#)

The Acting Town Clerk had actioned a planning consultation under delegated powers, in conjunction with the ward members and the Chair of Planning and Highways. Details to follow in the next Weekly Bulletin.

**Noted**

**2015/133. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

Cllr. Mrs Glynn – Chard Youth Centre

**RESOLVED – to receive the report and note the information –** with thanks for such a comprehensive report

**2015/134. Notice of Motion from Cllr. Jason Baker -** that this Council agrees to form a working group to look at the celebration of the Queen's birthday in 2016 & to look at a budget for the celebrations

**Proposed:** Cllr. Baker

**Seconded:** Cllr. Bulmer

**Agreed Unanimously**

**Resolved:** To form a Working Group involving a wider membership of interested bodies within Chard to explore what might be achieved. Cllr. Baker will organise an initial meeting for the beginning of February 2016. The Working Group will report to the Finance and Personnel Committee. There will be an allocated budget of £5,000, taken from reserves to fund this initiative.

**2015/135. Notice of motion from Cllr. Jason Baker -** to look at the Grade two listed chapel and how this building can be made more accessible to members of the public and be brought back into a good state of repair.

**Proposed:** Cllr. Baker

**Seconded:** Cllr. Shortland

**Agreed Unanimously**

**Resolved:** To explore how the Grade two listed chapel can be made more accessible to members of the public and be brought back into a good state of repair.

There is an initial budget of £50,000 allocated in the budget for this work.

**2015/ 136. Notice of motion from Cllr. Jason Baker** - following on from recent issues and problems at the cemetery I feel that we need to look at the data and service that is provided by Chard Town Council and the space that is available at the cemetery.

NB. Cllr. Baker amended his original proposal under Standing Orders #10. a.x

(Cllr. Mrs Wyatt left the room)

(Cllr. Mrs. Wyatt returned to the room)

**Proposed:** Cllr. Baker  
**Agreed Unanimously**

**Seconded:** Cllr. Shortland

**Resolved:** To review the data and service that is provided by Chard Town Council and the space that is available at the cemetery.

**Proposed:** Cllr. Kenton  
**Agreed Unanimously**

**Seconded:** Cllr. Baker

**Resolved:** To use £100,000 of General Reserves and create a Cemetery Sinking Fund to help future-proof the cemetery provision in Chard

**2015/137. Communications Received**

None.

**2015/138. 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 #2015/123 above refers)**

There are no items of a confidential nature.

**There being no other business, the Mayor closed the meeting at 9.35 pm**