



# CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,

CHARD, SOMERSET TA20 1PP

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

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 20<sup>th</sup> February 2017 in the Town Hall, Chard**

**Present:** Cllr. Bulmer (Chairman)

Cllrs Mrs. Morrison; Mrs. Broom; Baker; Mrs. Wyatt; Orchard; O'Brien; Shortland;  
Carnell; Cllr. Mrs. Dowell; Cllr. Mrs. Orchard; Cllr. Warwick

In Attendance: Zoe Truong (Town Clerk); Shirley Pitman (Administration Officer)

There were No.#17 members of the public and No.# 2 members of the press present.

The meeting started at 7.30 pm

### Public Participation Time

Julie Matthews from the Chard Watch Project updated Members on the work they are doing to support the residents of Chard affected by mental health issues.

Debbie Humberstone from The Project updated Members on the work they are doing to support the young people of Chard affected by mental health issues.

One member of the public spoke in support of the Memorial application (Agenda Item #2017/181#4)

Cllr. Martin Wale spoke to Members regarding the context of the CCTV camera installation that Chard Town Council undertook in 2005/2006 (Agenda Item #2017/179)

One member of Streetspace spoke in support of the Community Day event (Agenda Item #2017/181#1)

8.03 pm #3 members of the public left the meeting

**2017/159. 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).**

Cllr. Mrs. Kenton Holiday  
Cllr. Kenton - Holiday  
Cllr. Mrs. Glynn - Illness

Agreed unanimously

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

**2017/160. Mayors Announcements.**

The Mayor reported that there had been a successful funding bid for the swimming pool in Chard.

The Mayor clarified with Members that despite comments being made on social media, no personal trips made by him had ever been funded through Council finances.

**2017/161. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities ([Model Code of Conduct](#)) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Bulmer	X	X	2017/168	Cheque made payable to him

**2017/162. 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. Mrs. Morrison                      Seconded: Cllr. Shortland  
Agreed Unanimously

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2016/182 (Commercial in Confidence) is discussed.

**2017/163. Council Meeting – minutes.** To confirm and sign the minutes of the Town Council Meeting held on Monday 19<sup>th</sup> December 2016 (previously circulated) [LGA 1972, Sch. 12 para41 \(1\)](#)

Agreed Unanimously

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 19<sup>th</sup> December 2016 be signed as a correct record.**

The Chairman signed the minutes.

With the agreement of Members, the following Agenda Items were brought forward in the meeting due to the number of members of the public attending.

### **2017/181. Communications Received**

**#1.** To consider a request from StreetSpace to hold a Community Day at Lower Henson Park on Saturday 15<sup>th</sup> July 2017 and Saturday 21<sup>st</sup> July 2018 from 10am – 9pm (with rainy date alternatives on Saturday 2<sup>nd</sup> September 2017 and Saturday 1<sup>st</sup> September 2018)

Proposed: Cllr. Shortland

Seconded: Cllr. Mrs. Wyatt

That Chard Town Council agree to Streetspace holding a Community Day at Lower Henson Park on Saturday 15<sup>th</sup> July 2017 (with a rainy date alternative on Saturday 2<sup>nd</sup> September 2017) from 10am – 9pm. The decision on the 2018 proposed dates will need to be deferred until the Chard Town Team 'Party in the Park' dates are confirmed.

An amended proposal was made by Cllr. Mrs. Morrison restricting the end time of the event.

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Baker

That Chard Town Council agree to Streetspace holding a Community Day at Lower Henson Park on Saturday 15<sup>th</sup> July 2017 (with a rainy date alternative on Saturday 2<sup>nd</sup> September 2017) from 10am – 6.30pm only. The decision on the 2018 proposed dates will need to be deferred until the Chard Town Team 'Party in the Park' dates are confirmed.

8.12 pm Members agreed to suspend Standing Orders in order to ask further questions about the event times to the members of the public attending from Streetspace.

8.13 pm Standing Orders were re-instated.

Members voted on the amendment.

VOTE: For 4; Against 6; Abstention 2  
The amended proposal failed

Members then voted on the original proposal.

VOTE: For 7; Against 2;  
Abstention 3  
The vote was carried.

**RESOLVED** – That Chard Town Council agree to Streetspace holding a Community Day at Lower Henson Park on Saturday 15<sup>th</sup> July 2017 (with a rainy date alternative on Saturday 2<sup>nd</sup> September 2017) from 10am – 9pm. The decision on the 2018 proposed dates will need to be deferred until the Chard Town Team 'Party in the Park' dates are confirmed.

8.20 pm #6 members of the public left the meeting.

**#4.** To consider a request from a Stonemason Company that Members review a Memorial application decision

8.34 pm Members agreed to suspend Standing Orders in order to seek further clarification on matters from the family attending the meeting.

8.35 pm Standing Orders were re-instated.

Proposed: Cllr. Baker  
Agreed unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** – That Chard Town Council approved the design of the Memorial for plot Z57

Proposed: Cllr. Baker  
Agreed unanimously

Seconded: Cllr. Mrs. Orchard

**RESOLVED** – That Chard Town Council review and clarify their current Cemetery policies, including the definition of a Headstone allowed in the cemetery as a matter of urgency.

8.30pm #5 members of the public left the meeting.

**#2.** To consider a request from Chard Watch C.I.C that Chard Town Council offer a display space in the Guildhall for the Watch Project mosaic

Proposed: Cllr. Mrs. Morrison  
VOTE: For 11; Against 1

Seconded: Cllr. Carnell

**RESOLVED** – That Chard Town Council offer a display space in the Guildhall for the Watch Project mosaic. The display space to be recommended by the Town Clerk.

**#3.** To consider a request from Chard Churches Together that Chard Town Council gives them permission to use the space under the portico at the Guildhall to hold a non-stop public reading of the whole bible to mark the end of Ascension and the start of Pentecost Sunday (from 7pm on Wednesday 31 May to 7am on Sunday 4 June – 72 hours)

8.44 pm Members agreed to suspend Standing Orders in order to further questions about the event to the member of the public attending from Chard Churches Together.

8.51 pm Standing Orders were re-instated.

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

**RESOLVED** – That Chard Town Council gives Chard Churches Together permission to use the space under the portico at the Guildhall to hold a non-stop public reading of the whole bible to mark the end of Ascension and the start of Pentecost Sunday (from 7pm on Wednesday 31 May to 7am on Sunday 4 June – 72 hours) The location of the reading to be determined by the Town Clerk and the Acting Operations Manager.

8.56 pm #1 member of the public left the meeting.

**2017/164. Committees** - To receive and note the minutes of the following meetings and approve any recommendations:

Planning and Highways 19<sup>th</sup> December 2016 (Previously circulated)

Planning and Highways 16<sup>th</sup> January 2017 (Previously circulated)

Finance and Personnel 16<sup>th</sup> January 2017 (Previously circulated)

Guildhall & Amenities 6<sup>th</sup> February 2017 (Previously circulated)

Cllr. Carnell noted that he had sent his apologies for the Finance and Personnel Meeting (16<sup>th</sup> January 2017) The Town Clerk confirmed that this message had been sent in time but had been misdirected due to an IT glitch.

**Resolved:** to recommend to Full Council that they increase the charges in 2017 in line with the current Retail Prices Index (1.9% as of 16<sup>th</sup> August,) as per the other charges increase for the year (G&A minutes #Item 2017/98) – for Fairs and Circus

**Resolved:** to recommend to Full Council not to increase the charges for traders to purchase a hanging basket in 2017, since the cost from our supplier has remained the same. Officers are to monitor the ongoing usage of Hanging Baskets to ensure that Chard Town Council do not experience further loss of baskets (G&A minutes #Item 2017/99)

**Resolved:** to recommend to Full Town Council that a dog waste bin is installed on Catchgate Lane (G&A minutes #Item 2017/102)

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. O'Brien

**RESOLVED – to receive and note the minutes and approve any recommendations**

**2017/165. Action Review Summary** – to receive and review Outstanding Actions Summary

The review and updates were noted.

**2017/166. Town Clerk's Report** – to receive and note the update from Town Clerk

Item withdrawn – nothing to report.

**2017/167. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure information and balance sheet for the year to date  
([Account & Audit Regulations 2011](#))

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

**2017/168. Finance - Accounts for Payment (attached)** - to review and note items of expenditure – cheque signatories to be Cllr Mrs. Morrison and Cllr Orchard ([LGA 1972 s150 \(5\)](#))

Proposed: Cllr. Mrs. Dowell  
Agreed Unanimously

Seconded: Cllr. Mrs. Orchard

**RESOLVED** – to approve the accounts for payment (except Cheque number 303143 until clarification is sought on whether the latest edition of Streamline has been issued or not)

**2017/169. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments for January 2017.

The schedule was noted.

**2017/170. Finance - Budget Virements** - Town Clerk to appraise councillors of budget virements that accord with the requirements of the Council's Financial Regulation #3.2 and seek approval for transfers in excess of £1000.00

Proposed: Cllr. Mrs. Morrison      Seconded: Cllr. Mrs. Dowell  
Agreed Unanimously

**RESOLVED** – to note budget virements and approve the transfer of £2,000 from General Reserves to IT Hosting and Support.

**2017/171 Finance** – to consider closing the account with Nationwide Bank and transferring all funds to the Cooperative Bank Account

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

**RESOLVED** – That at present Chard Town Council do not close their account with Nationwide Bank and transfer funds to the Cooperative Bank Account. Officers should investigate changing the Cooperative Bank account to another financial institution and report their recommendations to the Finance and Personnel meeting in March

**2017/172. Finance** – to approve the payment to HMRC is made by BACS going forward, rather than cheque. This has been a request of HMRC sent out to their customers.

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

**RESOLVED** – That Chard Town Council approve payments to HMRC are made by BACS going forward, rather than cheque

**2017/173. Finance – Community Development Fund** - To agree the grants to be awarded to the recent applicants to the Community Development Fund

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

**RESOLVED** - That Chard Town Council approves the recommendations for awards for the second round 2016 / 2017 Community Development Grant from the Grant Applications Evaluation Panel and approves the applications recommended for payment.

**2017/174. Policy** – to receive and adopt Terms of Reference for Chard Town Council's Committee structure, and to approve any changes to the Scheme of Delegation

Proposed: Cllr. Carnell  
Agreed Unanimously

Seconded: Cllr. Baker

**RESOLVED** – That this item is deferred until after the current Organisational Review is concluded

**2017/175. 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)

Nothing to declare.

**2017/176. To consider the proposed Schedule of Meeting Dates for 2017/2018**

The Town Clerk noted that due to the Easter Bank Holiday, the Guildhall and Amenities April meeting in 2018 will take place on a Tuesday.

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Baker

**RESOLVED** – that the Schedule of Meeting Dates are received and noted

**2017/177. To approve a Panel of Members to consider and authorise the Outstanding Service Awards 2017**

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

**RESOLVED** - that a panel of four Members - Councillors Bulmer, Mrs. Morrison, Warwick and Mrs. Orchard should consider and approve the nominations for the Outstanding Service Awards to be made at the Annual Parish Meeting in April.

**2017/178. Notice of motion from Cllr. Bulmer** (received 17/01/17) "That Chard Town Council considers purchasing a minimum of one defibrillator for emergency public use, and situated externally to the rear of the Guildhall

Proposed: Cllr. Bulmer

Seconded: Cllr. Mrs. Morrison

Members debated the location of a proposed defibrillator and also how they might better work in partnership with other groups within the Town to achieve this service for Chard.

Agreed Unanimously



**RESOLVED** – That a working party is established to further explore this idea of providing a defibrillator in Chard and to develop this in conjunction with other interested groups within the town. The members of the working party are Cllrs. Bulmer, Morrison, Carnell and Shortland – to report back to the next Full Town Council meeting.

**2017/179. Notice of motion from Cllr. Bulmer** (received 17/01/17) "That Chard Town Council purchase an upgrade to the CCTV camera which is currently located on the Junction of High Street and Holyrood Street, with a camera that satisfies the requirements of Avon and Somerset Police" (report to follow)

Proposed: Cllr. Bulmer  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** – That officers investigate costings to further this motion and the possibility of community funding

**2017/180. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

#### **2017/181. Communications Received**

This Agenda Item was brought forward in the meeting.

**2017/182.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Agenda Item #2017/162 above refers)

9.54pm - The remaining members of the public and #2 members of the press left the meeting

#### Commercial in Confidence

Update on the transfer of Land adjoining Holyrood School, Chard

**The update was noted.**

Update on the transfer of Land adjoining Essex Close, Chard

**The update was noted.**

Update on Computer Data Back-up and storage fees – backdated invoice dispute

Proposed: Cllr. Mrs. Broom  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED** – That in light of the Court ruling, Chard Town Council pays the outstanding invoice from Southwest Communications totalling £3,070.80 and the court fees totalling £520.00.

There being no further business the meeting closed at 9.59 pm



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Public and Press**

## **Minutes of a meeting of the Full Town Council held on Tuesday 18<sup>th</sup> April 2017 in the Town Hall, Chard**

**Present:** Cllr. Bulmer (Chairman)

Cllrs Baker; Mrs. Wyatt; Orchard; O'Brien; Shortland; Carnell; Cllr. Warwick; Cllr. Mrs. Kenton; Cllr. Kenton; Mrs. Glynn

In Attendance: Zoe Truong (Town Clerk)

There were No.# 4 members of the public and No.# 0 members of the press present.

The meeting started at 7.30 pm

### **Public Participation Time**

None

**2017/183. 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 \(1\)](#).

Cllr. Mrs. Dowell - Holiday

Cllr. Mrs. Morrison – Illness

Cllr. Mrs. Orchard – Work Commitments

Cllr. Mrs. Broom – Family Matters

Agreed unanimously

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

## 2017/184. Mayors Announcements.

The Mayor thanked Members for their support following the loss of his father.

**2017/185. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities ([Model Code of Conduct](#)) Order 2007 SI No.1159. *(NB this does not preclude any later declarations).*

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Orchard	X		2017/201	Volunteer at Chard Museum
Carnell	X		2017/205	Member of Chard Rugby Club
Bulmer	X		2017/205	Member of Chard Rugby Club

**2017/186. 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  
Agreed Unanimously

Seconded: Cllr. Orchard

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2017/205 (Commercial in Confidence) and 2017/206 (Staff in Confidence) are discussed.

**2017/187. Council Meeting – minutes.** To confirm and sign the minutes of the Town Council Meeting held on Monday 20<sup>th</sup> February 2017 (previously circulated) [LGA 1972, Sch. 12 para41 \(1\)](#)

Agreed Unanimously

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 20<sup>th</sup> February 2017 be signed as a correct record, with the addition of Cllr. Orchard as a member of the Defibrillator Working Group as an amendment for accuracy**

The Chairman signed the minutes.

7.40 pm Cllr. Carnell left the meeting.

**2017/188. Committees** - To receive and note the minutes of the following meetings and approve any recommendations:

Planning and Highways	20 <sup>th</sup> February 2017	(Previously circulated)
Planning and Highways	20 <sup>th</sup> March 2017	(Previously circulated)
Finance and Personnel	20 <sup>th</sup> March 2017	(Previously circulated)
Guildhall & Amenities	3 <sup>rd</sup> April 2017	(Previously circulated)

7.43 pm Cllr. Carnell returned to the meeting.

**Resolved:** to recommend to Full Council that **the Allotments Sub-Committee is disbanded**. In its place an **Allotments Forum** is established instead. This group will meet quarterly after allotment inspections and be chaired by the Chairman of the Guildhall and Amenities Committee, supported by officers. It will be an open meeting for Allotment Holders to attend and will serve as a conduit between Council and the Allotment Holders to inform them of any practice or policy that affects the allotments and enable Members to hear about issues that affect the residents who rent a plot at Chardstock Allotments. (G&A minutes Agenda Item #2017/112)

**Resolved:** to recommend to Full Council to make a planning application in respect of the picture boards opposite Lloyds pharmacy on Holyrood Street, at a cost of £192.50 (G&A minutes Agenda Item #2017/115)

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

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

There will be a minimum 6-month contract issued; The Notice Period is 2 months for both parties; Rent is payable quarterly in advance. (G&A minutes Agenda Item #2017/116)

Proposed: Cllr. Baker  
 Agreed Unanimously

Seconded: Cllr. Mrs. Glynn

**RESOLVED – to receive and note the minutes and approve any recommendations, with the amendment that ‘Charities’ be changed to ‘Charities and Not for Profit organisations’** (G&A minutes Agenda Item #2017/116)

**2017/189. Action Review Summary** – to receive and review Outstanding Action Review Summary

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

**2017/190. Town Clerk’s Report** – to receive and note the update from Town Clerk

Item withdrawn – nothing to report.

**2017/191. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure information and balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

**2017/192. Finance - Accounts for Payment** (attached) - to review and note items of expenditure – cheque signatories to be Cllr Mrs. Kenton and Cllr Baker ([LGA 1972 s150 \(5\)](#))

Proposed: Cllr. Bulmer

Seconded: Cllr. Mrs. Kenton

Agreed Unanimously

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

**2017/193. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments for March 2017

The schedule was noted.

**2017/194. Finance – Community Development Fund** - To accept the recommendation from the Panel that Chard Town Council allow a change of use for a grant awarded in the latest round of funding

Proposed: Cllr. Mrs. Glynn

Seconded: Cllr. Baker

Agreed Unanimously

**RESOLVED** - to accept the recommendation from the Grants Evaluation Panel that Chard Town Council allow a change of use for a grant awarded in the latest round of funding to Chard Evolution Majorettes

**2017/195. 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](#))

Nothing to declare.

**2017/196. Policy** – To receive recommendations for the review and adoption of appropriate Standing Orders ([Standing Order #5 j\[ix\]](#)) Deferred from January 2017

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Baker

Agreed Unanimously

**RESOLVED** – to adopt the recommended changes to Standing Orders with immediate effect.

**2017/197. Policy** - To review and adopt appropriate Financial Regulations ([Standing Order # 5 j\[ix\]](#)) Deferred from January 2017

Proposed: Cllr. Carnell

Seconded: Cllr. Mrs. Kenton

Agreed Unanimously

**RESOLVED** – to arrange a meeting with the RFO to review this document face to face to better understand the changes suggested, as soon as possible for Councillors who wish to attend.

**2017/198. Policy** – to consider the provision of an Out of Hours Policy

**The report was noted.**

**2017/199. Outstanding Service Awards** – to note the report from the Panel regarding the nominations and awards for 2016/2017 to be presented at the Annual Parish Meeting

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

**2017/200. Annual Report 2016/2017** – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting

**RESOLVED** – to receive and note the report and to reinstate a Report from the Town Clerk to accompany the Mayor’s Report.

**2017/201. Finance** - To consider the applications for Annual Grants for 2017/2018 from;  
#1) Crowshute Centre Ltd  
#2) Chard & District Museum

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Shortland

VOTE: 10 For; 1 Abstention

**RESOLVED** – to approve the request for financial assistance in the sum of £1000.00 to Crowshute Centre Ltd from the 2017/2018 Annual Grant Budget Code.

**RESOLVED** – to approve the request for financial assistance in the sum of £1000.00 to Chard & District Museum from the 2017/2018 Annual Grant Budget Code.

It was noted that Chard Area Youth Club has yet to make a request for funding this year.

**2017/202. Notice of motion from Cllr. Mrs. Kenton** (received 29/03/17) "That Chard Town Council introduces an alderman scheme to honour both long standing ex Councillors and people who have contributed to the wellbeing of chard over numerous years

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Shortland

Agreed Unanimously

**RESOLVED** – to agree in principle to the position of honorary aldermen for Chard, with the specifics of the scheme to be agreed at a later date.

**2017/203. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

**2017/204. Communications Received**

**#1.** The Restoration of Donyatt Halt (attached)  
Request for financial support

It was noted that Donyatt Halt is not within the Parish boundary for Chard and that the Chard Town Council funding scheme is not currently open. The Town Clerk was asked to contact the group with details of Area West Funding that might be more appropriate and timelier.

8.20 pm the #4 members of the public left the meeting.

**2017/205.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Agenda Item #2017/186 above refers)

Commercial in Confidence

Update on:

- 1) Zembard Lane Car Park
- 2) Chard Watch Project Portacabin request

Zembard Lane Car Park

Proposed: Cllr. Baker

Seconded: Cllr. Carnell

Agreed Unanimously

**RESOLVED** – that the Town Clerk should investigate drainage issues up to a cost of £1,000

Chard Watch Project Portacabin request

The Town Clerk was asked to contact the Rugby Club for further details and clarification on matters relating to their lease.

**2017/206.** Staff in Confidence  
Personnel Update

Item withdrawn – nothing to report.



There being no further business the meeting closed at 8.48 pm



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Mayor – Cllr Dave Bulmer Town Clerk – Zoe Truong

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### Minutes of a meeting of the Full Town Council held on Monday 15<sup>th</sup> May 2017 in the Town Hall, Chard

**Present:** Cllr. Bulmer (Chairman); Cllr. Shortland (Vice Chairman); Cllrs. O'Brien; Mrs. Morrison; Kenton; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Glynn; Mrs. Orchard; Mrs. Dowell; Mrs. Wyatt; Orchard; Carnell; Warwick;

In Attendance: Zoe Truong (Town Clerk) Shirley Pitman (Administration Officer) Clive Sanders (Macebearer)

There were No. 9 members of the public and No. 0 members of the press present.

The meeting started at 7.30 pm  
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### Statement by the outgoing Mayor – Councillor Dave Bulmer

#### Public Participation Time

Cllr. Shortland led thanks to Cllr. Bulmer for his two years' service as Mayor

#### Reports from County and District Councillors

Welcome was given to the newly elected County Councillors, Amanda Broom and Gemma Verdon

## AGENDA

### 2017/01. Election of Mayor (Chairman of the Council) and Acceptance of Office.

(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed).

[LGA 1972 s14\(1\), 15\(1&2\), 33\(1\) and 34\(1&2\)](#)

Cllr. Garry Shortland was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Cllr. Baker  
VOTE: 14 For; 1 Abstention

Seconded: Cllr. Mrs. Kenton

**RESOLVED – that Councillor Garry Shortland 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;

Chaplain – The Revd. Cresswell Whitton  
Mayor’s Consort – Judy Addicott

**2017/02. Mayors Announcements.**

The Mayor announced that he would be supporting Hope for Tomorrow and the Lord’s Larder with his charity fund raising events. He also informed Members that he was organising a Community Tea Party as part of the Great Get Together in Memory of MP Jo Cox. This will take place at a time to be decided on the 17<sup>th</sup> or 18<sup>th</sup> June. Anyone who is able to help volunteer to support this please let him know.

**2017/03. Apologies for absence and to consider whether to approve reasons given.** (If you cannot attend please telephone your apologies to the Town Clerk as non-attendance and no apologies could affect our future Quality Council applications). [LGA 1972 s85\(1\)](#).

None received.

**2017/04. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

None declared.

**2017/05. To resolve to exclude member of the press and public -** To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. [Public Bodies \[Admission to Meetings\] Act 1960](#)

There are no confidential matters on the Agenda.

**2017/06. Election of Deputy Mayor.**

Cllr. Andy Kenton was nominated and accepted the nomination of Vice Chairman of the Council and Deputy Mayor.

Proposed: Cllr. Mrs. Wyatt  
VOTE: 14 For; 1 Abstention

Seconded: Cllr. Mrs. Orchard

**RESOLVED – that Councillor Andy Kenton 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.**

**2017/07. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Tuesday 18<sup>th</sup> April 2017 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#).

**RESOLVED –** that the minutes of the Full Town Council meeting held on Tuesday 18<sup>th</sup> April 2017 be signed as a correct record.

The Chairman signed the minutes

**2017/08. 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 Baker, Mrs. Dowell, Bulmer, Carnell, Kenton, Mrs. Kenton, Mrs. Morrison, O’Brien, Shortland and Warwick are elected to the Committee.**

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

Proposed: Cllr. Baker                      Seconded: Cllr. Mrs. Morrison  
Agreed unanimously

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

Guildhall & Amenities Committee

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

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

Proposed: Cllr. Mrs. Kenton                      Seconded: Cllr. Mrs. Glynn

VOTE: 13 For; 2 Abstentions

**RESOLVED – that Councillor Baker be elected Chairman of the Guildhall and Amenities Committee until the next Annual Meeting.**

Planning & Highways Committee

**RESOLVED – that Councillors Mrs. Broom, Bulmer, Carnell, Mrs. Glynn, Orchard and Shortland are elected to the Committee.**

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

Proposed: Cllr. Orchard

Seconded: Cllr. Mrs. Broom

Agreed unanimously

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

Personnel Sub Committee

**RESOLVED – that Councillors Baker, Carnell, Mrs. Glynn and Kenton be appointed to the Personnel Sub Committee.**

Personnel Appeals Panel

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

Grant Applications Evaluation Working Group

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

Newsletter Working Group

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

Tourist Information Centre Working Group

Proposed: Cllr. Mrs. Kenton

Seconded: Cllr. Mrs. Morrison

Agreed unanimously

**RESOLVED – that the Tourist Information Working group and the Guildhall Working group be amalgamated to form an overall Guildhall Working Group**

**RESOLVED – that Councillors Baker, Carnell, Mrs. Kenton, Mrs. Morrison and Mrs. Orchard be elected to the Guildhall Working Group.**

Skate Park Improvement Working Group

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

Youth Engagement Working Party

**RESOLVED – that Councillors Mrs. Morrison, Mrs. Broom and Orchard be elected to the Youth Engagement Working Group.**

Saturday Market Working Group

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

**2017/09. 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])

Members resolved not to appoint any new committees.

**2017/10. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations.** (Standing Order # 5 j[ix])

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

**2017/11. To review delegation arrangements to committees, sub-committees, employees and other local authorities** (Standing Order # 5 j[v])

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

**2017/12. To review terms of reference for committees.** (Standing Order # 5 j[vi])

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

**2017/13. To review arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.** (Standing Order #5 j[x])

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

**2017/14. To make arrangements for the review of inventory of land and assets including buildings and office equipment.** (Standing Order # 5 j[xiii])

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

**2017/15. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks.**

(Standing Order # 5 j[xiv])

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

**2017/16. To make arrangements for the review of the Council's and/or employees' subscription to other bodies.** (Standing Order # 5 j[xv])

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

**201/17. To make arrangements for the review of the Council's Complaints Procedure and Procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

(Standing Order # 5 j[xvi & xvii])

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

**2017/18. To make arrangements for the review of the Council's policy for dealing with the press/media.** (Standing Order #5 j[xviii])

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

**2017/19. 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 Museum	2	Mrs. A Broom, D Orchard
Chard Regeneration Board	1	J Baker
Chard Young People's Centre	2	D O'Brien, Mrs. S Wyatt
Market Towns Investment Group	2	D Bulmer, Mrs. C Morrison
S.A.L.C.	1	M Carnell
SSDC Countryside Steering Group	1	G Shortland
Town Team	2	J Baker, G Shortland
Clare House	1	G Shortland

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

The Town Clerk is to write to the Outside Bodies to advise them of the new Chard Town Council representatives.

**2017/20. Meetings** – To review the Members’ attendance summary sheet. (attached)

**RESOLVED – to note**

**2017/21. Finance – Cheque Signatories to be reviewed** and authorise at least six Members to act as cheque signatories for the Co-Op accounts and at least 3 Members to act as cheque signatories for the HSBC account. (Any two Councillors are required to sign a cheque.)

To confirm that the RFO be authorised to amend the bank mandate if required.

**RESOLVED – that Councillors Shortland, Mrs. Kenton, Kenton, Mrs. Wyatt, Mrs. Morrison, Bulmer, Baker and Orchard will remain as the authorised signatories for the Council’s Co-op Bank accounts, any two to sign.**

**RESOLVED - that Councillors Mrs. Kenton, Shortland and Carnell will remain as the authorised signatories for the Council’s HSBC account, any two to sign.**

**2017/22. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

The Town Clerk had nothing to declare

**2017/23. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

**2017/24. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/05 above refers)**

There were no items to be heard in confidential session

There being no further business the meeting closed at 8.36 pm.





# 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 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 19<sup>th</sup> June 2017 in the Town Hall, Chard

**Present:** Cllr. Sortland (Chairman); Cllr. Kenton (Vice Chairman); Cllrs. O'Brien; Mrs. Morrison; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Orchard; Mrs. Wyatt; Orchard; Carnell; Warwick; Bulmer

In Attendance: Zoe Truong (Town Clerk) Tracy Lamb (Deputy Town Clerk / RFO)

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

The meeting started at 7.30 pm

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#### Chaplain's Thought for the Day

#### Public Participation Time

None

#### Reports from County and District Councillors

7.37 pm #1 Member of the public left the meeting.



Planning and Highways 22<sup>nd</sup> May 2017 (Previously circulated)

Finance and Personnel 22<sup>nd</sup> May 2017 (Previously circulated)

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

Guildhall & Amenities 5<sup>th</sup> June 2017 (Previously circulated)

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

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

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

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

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

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

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

Proposed: Cllr. Mrs. Morrison                      Seconded: Cllr. Orchard  
VOTE: For 11; Against 1; Abstention 1

**The resolution was carried.**

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

**2017/31. Action Review Summary** – to receive and review the Action Review Summary

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

**2017/32. Town Clerk's Report** – to receive and note update from Town Clerk

The report was noted.

**2017/33. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

**2017/34. Finance - Accounts for Payment** - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))

Proposed: Cllr. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Bulmer

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

**2017/35. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

The schedule was noted.

**2017/36. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

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

**2017/37. Finance - Adoption of Accounts for the Year ended 31<sup>st</sup> March 2017, to approve the signing of the Annual Governance Statement** (section one) ([Accounts & Audit Regulations 2011](#))

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Carnell

**RESOLVED – to adopt the Accounts for the Year ended 31<sup>st</sup> March 2016, to approve the signing of the Annual Governance Statement**

The Chairman and Town Clerk signed the Annual Governance Statement section 1

**2017/38. Finance - Adoption of Accounts for the Year ended 31<sup>st</sup> March 2017, to approve the signing of the Accounting Statement** (section two) ([Accounts & Audit Regulations 2011](#))

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Baker

**RESOLVED – to adopt the Accounts for the Year ended 31<sup>st</sup> March 2016, to approve the signing of the Accounting Statement**

The Chairman and the RFO signed the Accounting Statement section 2

**2017/39. Finance** - to review the Internal Audit Report 2016-17 (Interim update) from the Internal Auditor; to note and consider any recommendations made

**Resolved** – to receive and note the report and the recommendations made.

**2017/40. Finance** – to approve the RFO’s choice of Asset Register to ensure compliance with the Governance and Accountability for Smaller Authorities in England (March 2016)

Proposed: Cllr. Mrs. Morrison  
VOTE: For 11; Abstention 2

Seconded: Cllr. Baker

**RESOLVED:** to approve the RFO’s choice of Asset Register to ensure compliance with the Governance and Accountability for Smaller Authorities in England (March 2016) with the funds to be taken from general reserves.

**2017/41. 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](#))

**#1.** The Town Clerk reported that Planning Application 17/01604/COU was considered under delegated authority by the ward members for Jocelyn and the Chair of Planning and Highways. They resolved that Chard Town Council approve the application.

**Noted.**

**2017/42. Policy** - To review and adopt the changes made to Chard Town Council’s Financial Regulations ([Standing Order #5 j\[ix\]](#))

Proposed: Cllr. Carnell  
Agreed Unanimously

Seconded: Cllr. Mrs. Broom

**RESOLVED** – that the revised changes are adopted for Chard Town Council’s Financial Regulations

**2017/43. Notice of motion from Cllr. Mrs. Broom** (received 5th June 2017) that Chard Town Council agrees that:

- (a) this Council notes that it has a responsibility to tackle climate change and protect the environment and the wellbeing of local communities;
- (b) this Council acknowledges that exploration of unconventional fossil fuel undermines action on climate change and diverts resources away from investment in a safe and secure renewable energy future;
- (c) this Council notes that there are possible significant adverse impacts from shale gas exploration and exploitation, including water contamination and air pollution, and supports a ‘Frack-Free’ declaration for this area; and

(d) that this Council adds its support to the many Somerset Town and Parish Councils who have declared themselves a Frack-Free Zone

Proposed: Cllr. Mrs. Broom  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED** – that Chard Town Council agrees to the points listed above regarding the use of Fracking within the town

**2016/44. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

**2016/45. Communications Received**

**#1. Royal British Legion** request to use Chard Town Council land for an Armed Forces Day community event on 23 June 2018

Proposed: Cllr. Bulmer  
Agreed Unanimously

Seconded: Cllr. Mrs. Broom

**RESOLVED** – that the Royal British Legion can have the use of Jocelyn Park for an Armed Forces Day community event on 23 June 2018

**2016/46.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/28 above refers)

There were no items to be heard in confidential session

There being no further business the meeting closed at 8.37 pm.



# 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 the Extra Ordinary meeting of the Full Town Council held on Monday 17<sup>th</sup> July 2017 in the Town Hall, Chard

**Present:** Cllr. Sortland (Chairman); Cllr. Kenton (Vice Chairman); Mrs. Morrison; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Orchard; Mrs. Wyatt; Orchard; Bulmer; Mrs. Dowell

In Attendance: Zoe Truong (Town Clerk) Tracy Lamb (Deputy Town Clerk / RFO)

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

The meeting started at 8.30 pm

#### Public Participation Time

None

### AGENDA

**2017/46. 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).

Cllr. Mrs. Glynn	Work Commitments
Cllrs. O'Brien	Injury
Cllr. Carnell	Holiday
Cllr. Warwick	Injury

Agreed unanimously

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

**2017/47. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

None declared.

**2017/48. 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. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Mrs. Orchard

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2017/50 (Staff in Confidence) is discussed.

**2017/29. Council Meeting – minutes.** To confirm and sign the minutes of the Town Council Meeting on Monday 17<sup>th</sup> June 2017 (previously circulated) LGA 1972, Sch 12 para41 (1)

Agreed Unanimously

**RESOLVED** – that the minutes of the Town Council Meeting held on Monday 17<sup>th</sup> June 2017 be signed as a correct record.

The Chairman signed the minutes.

**2016/50.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/48 above refers)

Staff in Confidence

To consider the recommendations from the Finance and Personnel Committee for the Staffing Structure at Chard Town Council and instructing the Clerk to make appropriate appointments to fill current vacancies

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

**RESOLVED:** That this Agenda Item is adjourned to another extra ordinary meeting of the Full Council to allow all Members ample opportunity to familiarise themselves with the paperwork. This meeting is to be held at the earliest available opportunity.

There being no further business the meeting closed at 8.46 pm.





# 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 the Extra Ordinary meeting of the Full Town Council held on Tuesday 25<sup>th</sup> July 2017 in the Town Hall, Chard

**Present:** Cllr. Sortland (Chairman); Cllr. Kenton (Vice Chairman); Mrs. Morrison; Mrs. Broom; Mrs. Kenton; Baker; Mrs. Wyatt; Orchard; Bulmer; Mrs. Dowell; Cllr. Carnell

In Attendance: Zoe Truong (Town Clerk)

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

The meeting started at 6.30 pm

#### Public Participation Time

None

### AGENDA

- 2017/51. 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).

Cllr. Mrs. Glynn	Work Commitments
Cllr. O'Brien	Injury
Cllr. Mrs. Orchard	Work Commitments
Cllr. Warwick	Injury

Agreed unanimously

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

- 2017/52. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

None declared.

**2017/53. 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. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Orchard

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2017/55 (Staff in Confidence) is discussed.

**2017/54. Council Meeting – minutes.** To confirm and sign the minutes of the Extra Ordinary Town Council Meeting on Monday 17<sup>th</sup> July 2017 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Agreed Unanimously

**RESOLVED** – that the minutes of the Town Council Meeting held on Monday 17<sup>th</sup> July 2017 be signed as a correct record.

The Chairman signed the minutes.

**2016/55.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/53 above refers)

[Staff in Confidence](#)

To decide on a new Staffing Structure at Chard Town Council and to instruct the Clerk to make the appropriate appointments to fill any vacancies that are created

Proposed: Cllr. Carnell  
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

**RESOLVED:** To implement a revised staffing structure at Chard Town Council and instruct the Clerk to appoint new staff to fill the vacancies created.

Cllrs. Carnell, Baker and Bulmer to meet with the Clerk to agree the proposed job descriptions.

To instruct the Clerk to approach SSDC to investigate the possibility of interim management provision in the Outdoor Services Team while the new structure is created.

There being no further business the meeting closed at 7.20 pm.



## Chard Town Council

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

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

Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

# COUNCIL MINUTES

## Minutes of a meeting of the Full Town Council held on Monday 21<sup>st</sup> August 2017 in the Town Hall, Chard

**Present:** Cllr. Shortland (Chairman); Cllr. Kenton (Vice Chairman); Cllrs. Mrs. Morrison; Mrs. Kenton; Baker; Mrs. Dowell; Orchard; Warwick; Bulmer

In Attendance: Zoe Truong (Town Clerk)

There were No. #6 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

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### Chaplain's Thought for the Day

### Public Participation Time

The Vice Chairman of Chard Carnival Committee spoke to inform members about their 50-year celebration this year and request that Chard Town Council consider them for funding in the future.

There was a presentation from Dylan Martlew – SSDC Neighbourhood Development Officer (West) regarding the Digital Strategy for Chard.

7.47 pm - #3 members of the public left the meeting

### Reports from County and District Councillors

## AGENDA

**2017/56. 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 \(1\)](#).

Cllr. Mrs. Glynn	Work Commitments
Cllr. Mrs. Broom	Work Commitments
Cllr. Mrs. Wyatt	Holiday
Cllr. Carnell	Holiday
Cllr. Mrs. Orchard	Personal Commitments

Agreed unanimously

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

The Clerk informed Members that due to an increased workload at present Cllr. Mrs. Glynn had offered ongoing apologies until the end of October.

Cllr. O'Brien      Absent

**2017/57. Mayor's Announcements.**

The Mayor reminded Members that all upcoming events are listed on the bulletin.

**2017/58. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Mrs. Kenton		X	#76	Carnival committee member
Mrs. Kenton	X		#74	District Councillor
Orchard	X	X	#76	Carnival committee member
Warwick	X	X	#78	Chard Rugby club car park permit holder
Warwick	X	X	#69	Member of CATS
Baker		X	#76	Carnival committee member
Baker	X		#74	District Councillor
Bulmer	X	X	#78	Chard Rugby Club member
Shortland	X		#76	Carnival committee member
Shortland	X		#74	District Councillor

**2017/59. 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  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2017/78 (Commercial in Confidence) and 2017/79 (Staff in Confidence) are discussed.

**2017/60. Council Meeting – minutes** - To confirm and sign the minutes of the Extra Ordinary Town Council Meeting on Monday 25<sup>th</sup> July 2017 [LGA 1972, Sch 12 para41 \(1\)](#)

Agreed Unanimously

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 25<sup>th</sup> July 2017 be signed as a correct record.**

The Chairman signed the minutes.

**2017/61. Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning and Highways	19 <sup>th</sup> June 2017
Planning and Highways	17 <sup>th</sup> July 2017
Finance and Personnel	17 <sup>th</sup> July 2017
Guildhall & Amenities	7 <sup>th</sup> August 2017

Proposed: Cllr. Mrs. Morrison                      Seconded: Cllr. Bulmer  
Agreed Unanimously

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

With the agreement of Members, the Chairman moved Agenda Item #2017/74 forward due to the Officer from SSDC being present at the meeting.

**2017/74. Notice of Motion received from Cllr. Bulmer** "Members are invited to endorse the Aims of Digital Chard and agree that the MTIG reps work with the town clerk and the SSDC MTIG Liaison officer to prepare and submit a bid to MTIG."

8.31 pm Resolved to suspend Standing Orders to seek further clarification on the bid from Dylan Martlew – SSDC Neighbourhood Development Officer (West)

8.44 pm Resolved to re instate Standing Orders

Proposed: Cllr. Bulmer                                      Seconded: Cllr. Mrs. Morrison  
VOTE: For 5; Abstention 4  
The Motion was carried

**RESOLVED** - that Members endorse the Aims of Digital Chard and agree that the MTIG reps work with the town clerk and the SSDC MTIG Liaison officer to prepare and submit a bid to MTIG.

**2017/62. Action Review Summary** – to receive and review the Action Review Summary

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

8.47 pm #1 member of the public left the meeting

**2017/63. Town Clerk's Report** – to receive and note update from Town Clerk

**RESOLVED** – To note the Town Clerk's Report.

**2017/64. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

**2017/65. Finance - Accounts for Payment** - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) – cheque signatories to be Cllr. Baker and Cllr. Orchard

Proposed: Cllr. Mrs. Dowell  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

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

**2017/66. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

The schedule was noted.

**2017/67. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation #4.2 and seek approval for transfers in excess of £1000.00

The schedule was noted. There are no virements in excess of £1000.00

**2017/68. Finance – Petty Cash** – to amend the Financial Regulations to enable the use of Cash Takings for Petty Cash and to replace the Cash Drawn with a cheque for the same amount to be banked with Town Council income

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED** – to amend CTC Financial Regulations to enable the use of cash takings for petty cash, and to replace the cash used with a cheque for the same amount to be banked with Chard Town Council income.

9.06 pm Cllr. Warwick left the meeting.

**2017/69. Finance** - to receive and note the recommendations for 2017/2018 Community Development Funding from the Grant Applications Evaluation Panel

1. To approve the applications recommended for payment

@The Unit amount requested £1,000  
Recommendation: to award in full

Proposed: Cllr. Baker  
VOTE: For 6; Against 1

Seconded: Cllr. Bulmer

**RESOLVED** - to approve payment from the Community Development Fund.

Escape Support Group requested £505.66  
Recommendation: to cover the cost for Chard families to attend the trip, up to a maximum of 25 places at £18.21 each

Proposed: Cllr. Mrs. Dowell  
VOTE: For 6; Against 1

Seconded: Cllr. Baker

**RESOLVED** - to approve payment from the Community Development Fund.

Chard Amateur Theatre Society requested £1,000  
Recommendation: to award £529.29 to cover the cost of a computer and printer for use by the society

Proposed: Cllr. Baker  
Agreed unanimously

Seconded: Cllr. Mrs. Dowell

**RESOLVED** - to approve payment from the Community Development Fund.

9.11 pm Cllr. Warwick rejoined the meeting.

2. To approve the proposed Open Access application process

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

**RESOLVED** – that in the future, the application process for Community Development Grants remains open at all times (subject to funding being available) so groups can apply whenever they have projects that need funding. The panel will meet bi-monthly if required, to make recommendations for funding

**2017/70. Policy** - to receive and note the recommendations from the Grant Applications Evaluation Panel and approve a Chard Town Council Grant Awards Policy

Proposed: Cllr. Mrs. Dowell  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** – that Chard Town Council adopt the draft policy for awarding 'Chard Town Council Grant Awards'

**2017/71. Policy** - to receive and note the recommendations from the Saturday Market Working Group and approve the revised Terms and Conditions for Trading

Proposed: Cllr. Mrs. Kenton  
VOTE: For 7; Abstention 1

Seconded: Cllr. Baker

**RESOLVED** – that Chard Town Council adopt the draft General Terms of Trading for Chard Town Council Saturday Market, with the following revision in Section 14 to allow more than two traders largely selling the same type of goods at the market.

**2017/72.** Discussion on Members preferred options for opening hours at the Guildhall Reception, including the Christmas holiday period

Proposed: Cllr. Baker  
VOTE: For 7; Against 1

Seconded: Cllr. Mrs. Morrison

**RESOLVED** – that the Guildhall Reception is open from 9 am – 3 pm on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> December. That it is manned on rotation by two members of the administration staff per shift

**2017/73. Notice of Motion received from Cllr. Shortland**

1. 'That Chard Town Council agrees to the purchase and ownership of defibrillators for the town using donations received from contributors, and undertakes the ongoing maintenance of the units going forward. The number of units to be determined by the income received and sited in locations determined by the Defibrillator Working Group'.

Proposed: Cllr. Shortland  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** - That Chard Town Council agrees to the purchase and ownership of defibrillators for the town using donations received from contributors, and undertakes the ongoing maintenance of the units going forward. The number of units to be determined by the income received and sited in locations determined by the Defibrillator Working Group'.

2. 'That Chard Town Council uses the underspend in the Mayoral Budget 2016/2017 (£1,806) to purchase defibrillators for the town'

Proposed: Cllr. Shortland  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** - That Chard Town Council spends £1,800 from General Reserves to purchase defibrillators for the town'

**2017/74.** Item moved to earlier in the meeting.

**2017/75. Notice of Motion received from Cllr. Mrs. Kenton** "that this council contributes the sum of £300 towards a play day in Sept on plot 5 Thorndun park drive Chard"



Proposed: Cllr. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED** - that this council contributes the sum of £300 towards a play day in Sept on plot 5 Thorndun park drive Chard

9.55 pm Cllrs. Orchard, Baker, Mrs. Kenton left the meeting.

## **2017/76. Correspondence Received**

**ITEM #1 (via email)** "Please could Chard Carnival Committee have permission to light the beacon to mark the start of the carnival week as part of the 50th year celebrations on Monday 9th October. We are planning on inviting youth groups and previous carnival queens etc to join in the celebrations, as well as the Mayor".

Proposed: Cllr. Kenton  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** – that whilst this event is supported by Chard Town Council, permission for use of the beacon needs to be obtained from South Somerset District Council

9.57 pm Cllrs. Orchard, Baker, Mrs. Kenton re-joined the meeting.

## **2017/77. 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 Town Clerk's reported on the following use of delegated powers since the last Town Council meeting:

### **1. Planning Observation**

Ref: **17/02908/FUL** - Erection of single storey extension to front of dwellinghouse; Woolvin House, Touchstone Close, Chard, TA20 1QZ

Due to time constraints, this application was approved under delegated authority, in consultation with the ward member and Chair of Planning and Highways.

### **2. Update of Chard Town Council Website**

The Town Clerk authorised the development of Chard Town Council Website in consultation with the Chair of Chard Town Council. The developments are in line with the Tourist Information Centre's Service Level Agreement with SSDC, which stipulated this development as part of the funding criteria. The spend was within delegated powers but outside of the current budget capacity. The money will be reimbursed via a grant from SSDC but can only be issued after CTC have paid the invoice. Due to budgeting requirements, this will be cannot be directly offset against the expenditure (Council Website) but will show in 'TIC Grants received SSDC'.

**RESOLVED** – to note the report

**2017/78.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/59 above refers)

9.59 pm #2 members of the public left the meeting  
9.59 pm Cllrs. Bulmer and Warwick left the meeting.

Commercial in Confidence  
Chard Rugby Club lease

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Kenton

**RESOLVED** - That Chard Town Council agree that:

- Private Functions – (by invite only) to be given a blanket consent for letting
- Community Group usage to be given a blanket consent for letting
- Car Parking to be given a blanket consent for letting
- Ticketed Events – (on sale to the general public) Chard Town Council to be consulted to ensure the event is compliant with all necessary requirements and legalities
- That all proceeds from letting go into the future development of Chard Rugby Club (i.e. not for profit)
- Chard Town Council to have copies of Insurances held by Chard Rugby Club and any relevant Risk Assessments

10.03 pm Cllrs. Bulmer and Warwick re-joined the meeting.

**RESOLVED** – to agree to extend the meeting end time to allow the remaining Agenda Items to be heard

Zembard Lane Car Park Update

**RESOLVED** – to note the update

**2017/79.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/59 above refers)

Staff in Confidence

1. Staffing Update

**RESOLVED** – to note the staffing update

2. Amenities Team Update

**RESOLVED** – to note

3. Town Clerk Pay Award (CiLCA)

Deferred as further information requested.

4. Terms and Conditions of new job roles.

**RESOLVED** – that the 2 new Manager positions are advertised as permanent posts with a 12-month probation period.

**There being no further business the meeting closed at 10.40 pm.**



## Chard Town Council

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

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

Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

# COUNCIL MINUTES

## Minutes of a meeting of the Full Town Council held on Monday 16 October 2017 in the Town Hall, Chard

**Present:** Cllr. Kenton (Vice Chairman); Cllrs. Mrs. Kenton; Baker; Mrs. Dowell; Orchard; Warwick; Bulmer; Mrs. Broom; Mrs. Wyatt; Carnell; Mrs. Orchard; Mrs. Glynn; O'Brien

In Attendance: Zoe Truong (Town Clerk)

There were No. #3 members of the public and No. #1 members of the press present.

The meeting started at 7.30 pm

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In the absence of the Chairman the meeting was chaired by the Deputy Mayor

### Chaplain's Thought for the Day

### Public Participation Time

Jason Baker – Chair Chard Carnival Club spoke regarding the tragic incident that occurred at Carnival on Saturday 14<sup>th</sup> October.

### Reports from County and District Councillors

## AGENDA

- 2017/80. 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 \(1\)](#).

Cllr. G Shortland

Illness

Mrs. Morrison

Illness

Agreed unanimously

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



Proposed: Cllr. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Mrs. Wyatt

**RESOLVED** – to receive and note the minutes and to defer the recommendation for Ear Marked Reserves /Sinking Funds for 2018-2019 until after a budget workshop has taken place.

- 2017/86. Committees** - To consider the appointment of a new Chairman for the Finance and Personnel Committee following the resignation of the current Chair, Cllr. Martin Carnell.

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

Proposed: Cllr. Mrs. Wyatt  
Agreed unanimously

Seconded: Cllr. Baker

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

- 2017/87. Action Review Summary** – to receive and review the Action Review Summary

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

- 2017/88. Town Clerk's Report** – to receive and note update from Town Clerk

**RESOLVED** – To note the Town Clerk's Report.

- 2017/89. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

7.56 pm Nos. #2 members of the public left the meeting

- 2017/90. Finance - Accounts for Payment** - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) – cheque signatories to be Cllr. Bulmer and Cllr. Shortland

In light of Cllr. Shortland being ill, Cllr. Orchard agreed to be a cheque signatory this month if required.

Proposed: Cllr. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Warwick

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

- 2017/91. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

The schedule was noted.

**2017/92. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council’s Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

Proposed: Cllr. Mrs. Dowell  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED** – to approve the transfers in excess of £1000.00.

8 pm Nos. #1 member of the public returned to the meeting.

**2017/93. Notice of Motion from Cllr. Kenton** - ‘that this Council appoints two deputy members for the Personnel Sub Committee, and that these members be either experienced in staff management or have sat on the subcommittee previously. They will be able to attend the subcommittee meetings when the standing members of that committee are unable to attend’.

Proposed: Cllr. Kenton  
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

**RESOLVED** – that Cllrs. Mrs. Orchard, Mrs. Wyatt and Bulmer are appointed as deputy members for the Personnel Sub Committee

**2017/94. Guildhall** – to receive and note the report on our current IT systems supplier and approve expenditure to renew our annual software licenses

Proposed: Cllr. Kenton  
Agreed Unanimously

Seconded: Cllr. Baker

**RESOLVED** – that the outstanding invoices are paid and the IT Working Party meet with AF-IT and report back to the Full Town Council

**2017/95. Correspondence** – Electoral Review of South Somerset: Warding Arrangements

**Resolved** - to note the correspondence

**2017/96. 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 Town Clerk reported on two matters that had been dealt with under delegated powers since the last Council meeting:

### 1. Planning Observation

Ref: **17/03420/FUL & 17/03421/LBC** The Choughs, High Street, Chard  
(Amended Plans)

Due to time constraints Chard Town Council have considered this application under delegated authority, and in consultation with the ward member and Chair of Planning and Highways.

Members APPROVED the amended application.

## 2. Weed Spraying

In agreement with the Chair of Guildhall and Amenities and the Chair of Full Council, the Clerk employed SSDC to carry out the weed spray in Chard this Autumn. The cost was £2,632.92 for the use of two quad bikes and two operatives for a week's work. Difficulties with broken equipment, staffing levels and persistent rainfall meant this was the most efficient method to ensure the work was carried out in time.

**Resolved** – to note

**2017/97. 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 received.

8.11 pm Nos. #1 member of the press and #2 members of the public left the meeting

**2017/98.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/83 above refers)

### Commercial in Confidence

- a) Boundary dispute (Jocelyn Park) – to consider the transfer of the land at Jocelyn Park in accordance with the 2012 agreement

Proposed: Cllr. Bulmer  
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

**RESOLVED** - to instruct the Clerk to organise the transfer of the land at Jocelyn Park in accordance with the 2012 agreement

8.15 pm Cllr. Carnell (on call for work) left the meeting.

- b) Notice of Motion from Cllr. Kenton 'That this Council instructs the Town Clerk in consultation with the Mayor to put in an offer for the land identified for possible cemetery use subject to the correct surveys and permissions'

Proposed: Cllr. Kenton  
Agreed Unanimously

Seconded: Cllr. Baker



**RESOLVED** - that this Council instructs the Town Clerk in consultation with the Mayor to put in an offer for the land identified for possible cemetery use subject to the correct surveys and permissions. The money to come from EMR and General Reserves. The amount authorised to spend to be signed by the Clerk and Mayor and held in a sealed envelope.

8.27 pm Cllr. Baker left the meeting.

- c) To consider the extension of the current Guildhall Bar Franchise (report attached)

Proposed: Cllr. Warwick  
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

**RESOLVED** – to accept the offer of a 6-month extension on the current franchise under the same terms and conditions agreed.

8.32 pm Cllr. Baker re-joined the meeting.

**2017/99.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/83 above refers)

Staff in Confidence

- a) Personnel Update – to receive a verbal update on current staffing matters

The update was noted.

**There being no further business the meeting closed at 8.55 pm.**



## Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

# COUNCIL MINUTES

## Minutes of a meeting of the Full Town Council held on Monday 18 December 2017 in the Town Hall, Chard

**Present:** Cllrs. Shortland (Chairman) Kenton; Mrs. Kenton; Baker; Mrs. Dowell; Bulmer; Mrs. Wyatt; Carnell; Mrs. Morrison

In Attendance: Zoe Truong (Town Clerk)

There were No. #3 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

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Cllr. Garry Shortland was delayed in attending the meeting due to a Mayoral Function in the Auditorium. In the interim the Deputy Mayor, Cllr. Andy Kenton assumed Chairmanship.

### Chaplain's Thought for the Day

### Public Participation Time

Two Members of the public spoke requesting that this Council considers suggesting Mr. Frank Botterell for a potential street name in Chard, should the opportunity arise. Mr. Botterell was instrumental to the development of the Youth Club provision in Chard over a long period of time.

7.45 pm #2 Members of the public left the meeting

### Reports from County and District Councillors

7.49 pm Cllr. Garry Shortland joined the meeting and undertook Chairmanship.

7.49 pm #1 Member of the public joined the meeting

## AGENDA

**2017/100. 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 \(1\)](#).

Mrs. Broom	Family Commitments
Warwick	Work Commitments
O'Brien	Prior Engagement
Orchard	Illness
Mrs. Orchard	Illness
Mrs. Glynn	Illness

Agreed unanimously

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

**2017/101. Mayor's Announcements.**

The Mayor reported that he was busy throughout the month of December with visits to nursing homes and various Carol Services, including his own. He had also recently staged a music event at the Guildhall which was enthusiastically received.

**2017/102. 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.

**2017/103. 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  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2017/121 (Commercial in Confidence) and 2017/122 (Staff in Confidence) are discussed.

**2017/104. Council Meeting – minutes** - To confirm and sign the minutes of the Town Council Meeting on Monday 16<sup>th</sup> October 2017 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Agreed Unanimously

**RESOLVED** – that the minutes of the Town Council Meeting held on Monday 16<sup>th</sup> October 2017 be signed as a correct record

The Chairman signed the minutes.

**2017/105. Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning and Highways 16<sup>th</sup> October 2017 (Previously circulated)  
Planning and Highways 20<sup>th</sup> November 2017 (Previously circulated)

Finance and Personnel 20<sup>th</sup> November 2017 (Previously circulated)

Guildhall & Amenities 4<sup>th</sup> December 2017 (Previously circulated)

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Carnell

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

**2017/106. Action Review Summary** – to receive and review the Action Review Summary

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

**2017/107. Town Clerk’s Report** – to receive and note update from Town Clerk

Item withdrawn – nothing to report.

**2017/108. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

**2017/109. Finance - Accounts for Payment** - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) – cheque signatories to be Cllr. Baker and Cllr. Kenton

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

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

**2017/110. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

The schedule was noted.

**2017/111. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council’s Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

The report was noted – there were no transfers in excess of £1000.00.

**2017/112. Finance** - To approve the recommendations from the Community Grants Application Evaluation Panel

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Kenton

**RESOLVED:** To approve the recommendations from the Community Grants Application Evaluation Panel regarding the awarding of Grants.

In this round of funding there were no successful applications for payment.

**2017/113. Policy** – to approve an Equality and Diversity Policy and a Safeguarding Policy for Chard Town Council

Proposed: Cllr. Mrs. Morrison  
VOTE: For 8; Abstention 1

Seconded: Cllr. Bulmer

**RESOLVED:** to adopt the draft Equality and Diversity Policy and a Safeguarding Policy for Chard Town Council

**2017/114. Report regarding the Defibrillators Working Party**

Proposed: Cllr. Mrs. Kenton  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED:** to disband the Defibrillator Working Group

**2017/115. Notice of Motion received from Cllr. Mrs. Morrison** ‘that this Council considers giving all Town Councillors a chard.gov email address. This is to ensure security for Members who do not have to use personal emails for Council business as well as provide continuity for the organisation’

Proposed: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED:** that the principle of giving all Town Councillors a chard.gov email address is supported by the Town Council. This will be included in the review of the IT Working Party review of the current IT system.

**2017/116. Notice of Motion received from Cllr. Mrs. Dowell** ‘that this Council will promote a project or projects to provide a lasting memorial to commemorate the centenary of the Armistice of 11.11.1918, and will seek community involvement in such project, or projects including officer / staff time as approved by the Council, and if appropriate provide a site, or sites for such a memorial on Council land.

Proposed: Cllr. Mrs. Dowell  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED:** That this Council will promote a project or projects to provide a lasting memorial to commemorate the centenary of the Armistice of 11.11.1918, and will seek community involvement in such project, or projects including officer / staff time as approved by the Council, and if appropriate provide a site, or sites for such a memorial on Council land.

Members wish to form a Working Party to further this project. Cllrs. Mrs. Dowell, Mrs. Morrison and Bulmer elected to be on this group, and any Councillors not present tonight will be able to join if they wish to.

**2017/117. Notice of a Special Motion received from Cllrs. Mrs. Dowell, Mrs. Kenton, Baker, Shortland, Bulmer and Mrs. Glynn** 'that this Council reviews the Resolution made on 19<sup>th</sup> June 2017 regarding the amount charged for use of the Football Pitches and Changing Rooms on Jocelyn Park'

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED:** That the 2017/2018 fees remain the same but that Officers and Members support the teams with pitch improvements and fundraising ideas.

Cllr. Bulmer was named as the Councillor point of contact for the teams.

8.50 pm Councillor Shortland left the meeting to resume his Mayoral duties. Councillor Kenton undertook Chairmanship in his absence.

8.50 pm #1 Member of the public left the meeting.

### **2017/118. Correspondence**

None Received.

**2017/119. 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 Town Clerk reported on the following matters:

#### Planning

17/04058/COU - The change of use of premises from a bed and breakfast to a private residential dwelling; Lindens, High Street, Chard TA20 1QS. Mr. Bernd Harms  
Recommend Approval

17/03906/FUL - The erection of single storey side extension; 6 Webster Way, Furzehill, Chard TA20 1DN. Mr. Paul Stevenson

Recommend Approval with conditions. The first in relation to the recommendations made by Sally-Anne Webster (Environmental Health Officer) to protect the health of future occupiers of the site from any possible effects of contaminated land and the second in relation to Trees and hedgerows made by Phillip Poulton regarding tree protection measures to preserve the health, structure and amenity value of the existing landscape features.

The decisions have been made in consultation with the ward member and the Chair of the Planning and Highways Committee.

### Finance

Christmas Lights expenditure was approved in conjunction with the Chair of Guildhall and Amenities and the Chair of the Council as the accumulated spend was above the Town Clerk's delegated limit. The spend was within the budget heading.

IT expenditure was approved with the Chair of the Council as there is no budget left in the IT expenditure and monies have already been vired into this budget heading. The work was deemed necessary for continued business use as the new Members of staff needed access to email and computer files.

The Report was noted.

9.00 pm Cllr. Shortland returned to the meeting and undertook Chairmanship.

**2017/120. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

None Received.

9.01 pm All members of the public left the meeting.

Councillors agreed to move into Confidential session.

**2017/121.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/103 above refers)

### Commercial in Confidence

#### Zembard Lane – Update on position of Tatworth and Forton Parish Council

The Clerk advised Members that TFPC have resolved that Chard Town Council no longer have delegated authority to negotiate the lease on their behalf. The Clerk is waiting for further clarification on how they want to proceed.

**2017/122.** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2017/103 above refers)

Staff in Confidence

- a) Personnel Update – to receive a verbal update on current staffing matters

Councillor. Mrs. Kenton read her report from the latest Personnel Subcommittee meeting, held on 4<sup>th</sup> December 2017.

The report was noted.

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**RESOLVED:** To replace the staff leaving gift that had gone missing. To seek advice from the RFO how this was to be recorded in the budget.

9.28 pm Cllr. Mrs Wyatt left the meeting

9.30 pm Cllr. Mrs. Wyatt returned to the meeting

- b) To agree a Councillor who will participate in upcoming Community Liaison Administrator interviews

Cllrs. Mrs. Morrison, Mrs. Kenton and Baker were selected to be on the interview panel with Officers.

**There being no further business the meeting closed at 9.37 pm.**





## Chard Town Council

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

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

Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

# COUNCIL MINUTES

## Minutes of the extraordinary meeting of the Full Town Council held on Wednesday 20 December 2017 in the Town Hall, Chard.

**Present:** Cllrs. Shortland (Chairman), J Baker, D Bulmer, S Dowell, Mrs. I Glynn, Mrs. J Kenton, Mrs. D Orchard and Mrs. J Orchard.

In Attendance: David Mears PSLCC (Locum Town Clerk). There were no members of the public and no members of the press present.

The meeting started at 6.00pm

### Public Participation Time

Cllr J Baker raised concerns over the reception desk not being staffed despite a decision by the Personnel Sub-Committee for the desk to be staffed during office hours.

**2017/123. 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 \(1\)](#).

Mrs. A Broom  
S Warwick  
A Kenton  
Mrs. C Morrison

Family Commitments  
Work Commitments  
Work Commitments  
Prior Engagement

**Resolved:** to accept and approve the reasons given.

**2017/124. 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.

**2017/125. 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](#)  
Cllr Mrs. I Glynn joined the meeting at 6.05pm.

The Chairman felt that Item #2017/127 should be discussed with the Press and Public excluded. Members in general felt that this item should be discussed in open session.

**2017/126. Council Meeting – minutes** - To confirm and sign the minutes of the Town Council Meeting on Monday 18<sup>th</sup> December 2017 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Councillors felt that they have not had the appropriate amount of time to read the minutes to confirm their accuracy. (N.B minutes were circulated on Tuesday 19 December). The Locum Clerk advised that they must be signed at the next preceding meeting (disposed of) before discussion of other items of business.

**RESOLVED** – that the minutes of the Town Council Meeting held on Monday 18 December 2017 be signed as a correct record. (Cllr J Baker abstained)

The Chairman signed the minutes.

**2017/127. Notice of Special Motion from Cllrs. Shortland, Mrs. Kenton, Bulmer, Mrs. Wyatt and Baker** (received 7<sup>th</sup> December 2017) ‘that this Council review the resolution made on the 21<sup>st</sup> August regarding the staff Christmas Working Hours’

A general discussion took place, however due to the need to discuss the history in more detail, which would involve discussing individual members of staff it was proposed by Cllr G Shortland to exclude the Press and Public. This proposal was seconded by Cllr D Bulmer.

**RESOLVED** – that this item (#2017/127) be treated as confidential and dealt with after the public (including the press) has been excluded.

A more detailed discussion took place.

Cllr G Shortland proposed “because of the due process has not been followed, the implementation of Christmas Working Hours to be deferred and that this matter will be investigated by the Finance and Personnel Committee”

This proposal was seconded by Cllr J Kenton

**RESOLVED** – because of the due process has not been followed, the implementation of Christmas Working Hours to be deferred and that this matter will be investigated by the Finance and Personnel Committee. (Cllr J Baker abstained).

The meeting was re-opened at 6.50pm for members of the press and public. (No press or public in attendance).

Cllr J Baker left the meeting at 6.50pm

**2017/128. Notice of a Motion from Cllr. Mrs. Kenton** (received 8th December 2017)  
‘that this Council sets up a group of local volunteers to arrange the month of events planned for April 2018. That we proceed with plans to go ahead with the event funding the advertising from the Newsletter fund code 4034, which should fund a booklet delivered to every household in the town by Royal Mail. That the group report back to the Council at regular intervals and the funding is spent in a similar way to the Queen’s birthday celebrations”

Notice of motion seconded by Cllr D Bulmer.

Cllr Mrs. J Kenton discussed her ideas in more detail and explained that Budget Code 4181 under Cost Centre 102 (Promotion Council run events) is unspent and could also be used.

**RESOLVED** - that this Council sets up a group of local volunteers to arrange the month of events planned for April 2018. The event funding for the advertisement will be taken from Cost Centre 101, Budget Code 4034 (£1,500) and Cost Centre 102, Budget Code 4181 (£1,000), which should fund a booklet delivered to every household in the town by Royal Mail. The group to report back to the Council at regular intervals and the funding is spent in a similar way to the Queen’s birthday celebrations”

**There being no further business the meeting closed at 6.55pm.**