



## Chard Town Council

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

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Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

# COUNCIL MINUTES

**Minutes of the Finance & Personnel Committee meeting of Chard Town Council  
held on Monday 21<sup>st</sup> May 2018 in the Town Hall, Guildhall at 7.30 pm**

**PRESENT** – Cllrs. Shortland (Chairman), Cllrs Mrs Dowell, Orchard, Baker, Mrs Morrison and Bulmer

**In Attendance:** 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 7.30 pm

## PUBLIC PARTICIPATION

**None**

**2018-19/01.**

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

Apologies have been received from:

Cllr Mrs Kenton	- Holiday
Cllr Kenton	- Holiday
Cllr Warwick	- Holiday
Cllr Mrs Orchard	- Illness
Cllr O'Brien	- Illness

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Dowell

Agreed Unanimously

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

**2018-19/02.**

**Declarations of Interest on items on the Agenda** - 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
None				

## **2018-19/02.**

**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 Dowell

Seconded: Cllr. Orchard

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 #2018-19/13 (Staff in Confidence) is discussed**

## **2018-19/04.**

**Finance & Personnel Committee Meeting** - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 19<sup>th</sup> March 2018. [LGA 1972, Sch 12 para 41\(1\)](#).

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Baker

Agreed Unanimously

**RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 19<sup>th</sup> March 2018 be signed as a correct record**

The Chairman signed the minutes.

## **2018-19/05.**

**Action Review Summary** - to receive and review Outstanding Action Review Summary.

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Mrs Dowell

Agreed Unanimously

**RESOLVED – to note the report and remove completed tasks and the following items GA 2016/43, EO GA 2016/67, F&P 2016/97, FTC 2017/98, F&P 2016/101, FTC 2016/154 and FTC 2017/72 as these items are either unclear, duplicated or have been superseded by recent resolutions.**

**2018-19/06.**

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

Nothing to report

**2018-19/07.**

**Finance - Town Council Year 2018/2019 Year to Date Budget** - to review the income and expenditure and Balance Sheet report

**RESOLVED – to note the year to date expenditure and balance sheet**

**2018-19/08.**

**Finance - Accounts for Payment** - to review and approve items of expenditure – cheque signatories to be confirmed

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Mrs Dowell

Agreed Unanimously

**Resolved - To approve the accounts for payment with cheque signatories to be arranged outside of the meeting.**

**2018-19/09.**

**Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments for April 2018

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

**Cllr Baker declared a personal interest in agenda item #2018/19 and did not take part in the discussion**

**2018-19/10.**

**Finance** - To approve the Community Development Fund Grant of £1000, for a carnival cart (deferred from Finance & Personnel committee meeting on 19<sup>th</sup> March)

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Orchard

Agreed: 5

Abstained: 1

**Resolved – To approve the Community Development Fund Grant of £1,000 for a Chard Carnival Royalty Float for Chard Carnival Committee**

**2018-19/11.**

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

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Bulmer

Agreed Unanimously

**Resolved – to approve the subscriptions for SLCC (Society of Local Council Clerks) for the Town Clerk and Deputy Town Clerk/RFO, SALC (Somerset Association of Local Councils, Guildhall of Macebearers and the LCU (Local Councils Update) Magazine plus Web Library service. To provide further information as to the benefits of membership to NALC (National Association of Local Councils) for Council to consider.**

**2018-19/12.**

**Election of Deputy Chairman to the Finance & Personnel Committee**

Councillor Mrs Dowell was nominated and accepted the nomination of Deputy Chairman to the Finance & Personnel Committee

Proposed: Cllr Baker

Seconded: Mrs Morrison

For: 5          Abstained: 1

**RESOLVED – that Councillor Mrs Dowell be elected Deputy Chairman to the Finance & Personnel Committee**

**2018-19/13.          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 #2018-19/02 above refers)**

**Staff in Confidence**

Councillors were reminded of the Protocol for Member Officer Relations.

Proposer: Cllr. Mrs. Morrison

Seconded: Cllr. Baker

Agreed Unanimously

**Resolved:** to approve the request from a member of the administration team to take a leave of absence from 26<sup>th</sup> October 2018 to 11<sup>th</sup> March 2019. To take any future request for a leave of absence from any employee on its own merits and depending on the circumstances at that time.

Proposer: Cllr. Baker

Seconded: Cllr. Mrs. Dowell

Agreed Unanimously

**Resolved:** To recruit an outdoor services assistant on a 32-hour contract to include cover at weekends with a 6-month probation period. To offer the internally and move straight to the recruitment process if the offer of the role is not accepted. To hire a temporary outdoor services assistant during the current busy period and to continue to monitor the workload of the team.

Proposer: Cllr. Mrs. Morrison  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved:** To adopt the new structure on an interim basis until the Proper Officer reports back to the Finance & Personnel Committee. To recruit for the administration post vacated following the promotion of the outdoor services administrator to Outdoor services manager.

Proposer: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

**Resolved:** To recruit a new Guildhall Manager on a full time (37 hours per week) bases with flexible hours to include evenings and weekends when required with a 6-month probation period. To delegate authority to the Proper Officer and Personnel Sub Committee to amend the job description and person specification to emphasise the management of the building and to move the Guildhall promotions to the Community Liaison post.

Proposer: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

**Resolved:** To recruit a Full Time Community Liaison officer on SCP 23-26. To delegate authority to the Proper Officer and Personnel Sub Committee to amend the job description to include promotion of the Guildhall and removal of some minor administration tasks

Proposer: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs. Dowell

**Resolved:** To recruit two caretakers on a 30 hour a week bases if a member of the team chooses to move to the Outdoor services. To recruit one caretaker if the internal move does not take place.

Proposer: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Mrs Morrison

**Resolved :** To authorise the Proper officer to seek further advice from Stokes Solicitors regarding a contractual issue.

There being no further business the meeting finished at 9:39 pm