



Chard Town Council

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

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Mayor Cllr. Garry Shortland Deputy Town Clerk Tracy Lamb

COUNCIL MINUTES

Minutes of the Guildhall and Amenities Committee meeting of Chard Town Council held on Monday 3rd December 2018 in the Town Hall at 7:30 pm

Present: Councillors Baker (Chairman), Mrs Wyatt, Mrs Dowell, Kenton, Bulmer, Mrs Morrison, Orchard, Mrs Orchard and Mrs Glynn

In Attendance: Tracy Lamb Deputy Town Clerk/RFO

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

The meeting started at 7:32 pm

PUBLIC PARTICIPATION

None

2018-19/27.

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

(Please telephone or email, your apologies to the Town Clerk)

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

- Cllr. Mrs Kenton - Prior commitment
- Cllr O'Brien - Prior commitment
- Cllr Shortland - Family commitment

Resolved - to accept the apologies and approve the reasons given

2018-19/28.

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
None				

2018-19/29. 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
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 #2018-19/39 (Commercial in Confidence) is discussed

2018-19/30.

Guildhall & Amenities Committee Meeting - Minutes - To confirm and sign the minutes of the previous meeting held on Monday 1st October 2018. LGA 1972, Sch. 12 para 41(1)

Resolved - that the minutes should be accepted as an accurate record of the meeting and signed.

The Chairman signed the minutes

2018-19/31.

Outdoor Services Manager's Report

Resolved – To note the report

2018-19/32.

Guildhall Manager's Report

Resolved – To note the report

2018-19/33.

Action Review Summary - to receive and note the Action Review Summary

The Action Review Summary was received and noted.

2018-19/34.

Guildhall Maintenance - Café Roof - To consider and approve the recommendation for pursuing a firm quotation for the full repairs and redecoration to the Café roof, down pipe and gutters for referral back to Full Town Council with costs to come from the Guildhall Sinking Fund code 350

Proposed: Cllr. Mrs Dowell
Agreed unanimously

Seconded: Cllr. Mrs Glynn

Resolved – To agree the recommendation that the Guildhall Manager obtains 3 quotations for the full removal and replacement of the front beams and joints of the café roof, down pipe and gutter, including full redecoration. The quotation should

include details of the material to be used for the beams to ensure their longevity with costs to come from the Guildhall Sinking Fund (code 350)

2018-19/35.

Guildhall Maintenance – Fixed Wiring - To consider and approve the recommendation for a fixed wiring inspection of the Guildhall, including a schematic line diagram, with costs to come from the Property Maintenance budget 4036/201

Proposed: Cllr. Bulmer
Agreed unanimously

Seconded: Cllr. Orchard

Resolved – To recommend to Full Town Council the approval for Wesco Systems Ltd to undertake a fixed wiring inspection, including a schematic line diagram at a cost of £7,639 to come from the Guildhall Property Maintenance budget 4036/201

2018-19/36.

Health & Safety – Lone working alarms – To consider and approve the recommendation for Lone Working alarm devices with costs to come from the Guildhall Telephone budget 4021/201

Proposed: Cllr. Baker
Agreed unanimously

Seconded: Cllr. Orchard

Resolved – To approve the recommendation for lone working alarms, for all members of the Amenities and Caretaking teams (9 units) at a cost of £138 per unit per year on a 5-year contract with costs to come from the Guildhall Telephone budget 4021/201

2018-19/37.

Guildhall Maintenance -Front Door design - To agree a design in order for quotations to be pursued

Proposed: Cllr. Mrs Dowell
For: 8

Seconded: Cllr. Bulmer

Abstained: 1

Resolved – That three quotations are obtained for the preferred design (option 3 on the report) with the fanlights mimicking the masonry of the buildings with arches set out, as either side of the portico, with estimates for the work to be bought back to Council for consideration, subject to the approval of the planning officer.

2018-19/38.

Guildhall Maintenance – Inspections - To consider and approve the recommendation for the inspection of stage and theatre lighting and rigging with costs to come from the Property Maintenance budget 4036/201

Proposed: Cllr. Mrs Morrison
Agreed unanimously

Seconded: Cllr. Mrs Orchard

Resolved – To approve the recommendation for the inspection of stage and theatre lighting and rigging to be undertaken by OtagoBlue Theatre and Lighting, at a cost of £2,700 to come from the Guildhall Property Maintenance budget 4036/201

2018-19/39.

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 # 2018-19/29 above refers)

Commercial in confidence

To receive the valuation report for the two areas identified as an extension to Cemetery land and give consideration for an offer to be made, to be referred to Full Town Council for approval

Proposed: Cllr. Baker
Agreed unanimously

Seconded: Cllr. Mrs Glynn

Resolved – to recommend to Full Town Council that an offer be made for the purchase of the land to the rear of 2 Bilston Villas and the Yard at Zembard lane at the costs stated in the Valuation report dated 24th October 2018

There being no further business the meeting finished at 21:09 pm