



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

All Council Meetings are open to the Public and Press

Wednesday 9th September 2020

TO: Cllr Baker (Mayor), Cllr Kenton (Deputy Mayor), Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams, Cllr Mrs Whittaker-Mather, Cllr Mrs. Wootton and Cllr Mrs Young. (1 vacancy)

NOTICE OF MEETING

You are hereby summoned to attend a virtual meeting of Chard Town Council to be held on Monday 14th September 2020, commencing at 19:00 hours via the Zoom.

Paul Russell

Paul Russell, Locum Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, regarding the Town Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

Covid19 Pandemic – Whilst these are difficult times, the Town Council still values the public's contribution to our virtual consultative meetings. Any members of the public wishing to address the virtual consultative meeting during Public Question Time need to email the Town Clerk townclerk@chard.gov.uk by 4.30pm on Friday 11th September 2020. An email link will then be sent to you to on the 14th September 2020. When you have registered the Chairman will invite you to speak during the public session.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the public session, the Chairman will un-mute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.

7.00pm Chaplain's 'Thought for the Day'

Public Participation Time

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

Reports from County and District Councillors

Written reports received from the District and County Councillors on matters affecting Chard have been distributed.

Police Report

The police may attend, when available, to provide information on policing in Chard.

AGENDA

2020/184 APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2020/185 MAYOR'S ANNOUNCEMENTS

2020/186 DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

2020/187 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

2020/188 COUNCIL MEETING MINUTES

To confirm and sign the minutes of the Full Town Council meeting held on the 17th August 2020 (attached) as required under LGA 1972 Sch 12 Para41(1).

2020/189 TOWN CLERK'S REPORT

To receive an update report from the Locum Clerk.

2020/190 FINANCE

- (a) Budget Analysis Report** – To review the income and expenditure report and the balance sheet for the year to date (report attached)

- (b) **Budget Virements** - To review and note items budget virements that accord with the requirements of the Council's Financial Regulation. Report attached.
- (c) **Direct Debit, BACS and Manual Payments** – To review schedule of payments (report attached).
- (d) **Accounts for Payment** – To review and agree items of expenditure attached. Cheque signatories need to be agreed to sign any cheques.
- (e) **Financial Report** – To consider the attached financial report and the impact the Covid-19 pandemic has had on the Council's financial position.
- (f) **Commencement of the 2021/22 Budget** – To formally commence the development of the 2021/22 budget for Chard Town Council.

2020/191 AMENITIES

- (a) **Amenities Report** – To receive an update report presented by the Amenities Team on work undertaken over the past month. Report to follow.
- (b) **SSDC Support** – To consider whether to continue with the support being provided to the Amenities Team by SSDC.

2020/192 COMMUNITY

- (a) **Boden Centre Report** – To consider the attached update report presented by the Community Liaison Officer regarding the proposed lease for the Boden Centre.
- (b) **Community Liaison Officer Report** – To consider the attached Officer report relating to September.
- (c) **Western Power Grant** – To receive an update on the Western Power Grant following on from the Full Council meeting held on 17th August 2020 and to review the possibility of ring-fencing the remaining unspent budget of approximately £5,000 for the period that Covid-19 remains an issue.
- (d) **Community Development Grants report** – Please see the attached report and recommendation regarding the Community Development Grants.
- (e) **Climate Change Fund** – From 1st October 2020 the Town Council has been invited to bid for between £5,000 and £75,000 for innovative projects that can make a real difference in reducing carbon emissions and can contribute to making Somerset resilient to the effects of Climate Change. The scheme is open for six weeks. Council is requested to consider developing initiatives to take advantage of this funding opportunity. Please see agenda item 2020/195.
- (f) **Climate Change Application Support** – To consider supporting the Somerset Wildlife Trust and the Somerset Climate Action Network in their bid to the newly announced Climate Change Fund. Applications can only come from parish or town councils (with the exception of Taunton), so the two organisations are seeking support from parish and town councils in their bid. At

this stage only an acknowledgement of interest from the Town Council would be sufficient. Further details will be provided in due course.

2020/193 PLANNING

- (a) **Draft Proposal to Review Planning Applications** – To consider the attached report regarding the way Council considers planning applications in the future.
- (b) **Outstanding Planning Applications** – To formally ratify the responses submitted to SSDC in the previous month under delegated authority.
- (c) **Planning White Paper** – To consider submitting a response to the Government's Planning White Paper. Please see the attached NALC report and SSDC briefing paper.

2020/194 GOVERNANCE, POLICY AND COUNCIL STRUCTURE

- (a) **Revised Committee Structure** – To consider the attached report outlining a revised Committee Structure and amended Council and Committee Terms of Reference.
- (b) **Project Update Report** – To note the update report presented by the Locum Clerk.

2020/195 MOTIONS FROM COUNCILLORS

MOTION ONE

Notice of Motion from Councillor Jason Baker “that this Council agrees to form a task and finish group to look at projects for the Somerset Climate Emergency Community Fund and brings back a draft application for approval.”

I feel that this is a unique opportunity to move forward some existing projects and add projects which will help Chard Town Council become carbon neutral as per our climate emergency motion and environmental plan. A task and finish group to be set up to work with officers to look at projects that could fit the criteria of the Somerset Climate Emergency Community Fund and report back to the October Full Town Council meeting with a plan and draft application.

2020/196 CONFIDENTIAL MATTERS

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 #2020/187 above refers)

- (a) **Confidential Minutes** – To confirm and sign the confidential minutes of the Full Town Council meeting held on the 17th August 2020 (attached).
- (b) **Human Resources** – To consider the attached Human Resources report.
- (c) **Confidential Priority Plan Update Report** – To consider the attached update report.



Chard Town Council

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

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Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 17th August 2020 commencing at 7:00pm.

PRESENT: Cllr Baker (Mayor), Cllr A Kenton (Deputy Mayor), Cllr Mrs Bates (7.32pm), Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Whittaker-Mather, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton.

ALSO PRESENT: Paul Russell, Locum Town Clerk, Liz Johnson-Idan, Community Liaison Officer, Neil Richards, Amenities Supervisor, Gary Huish, Caretaker, PC Paul Thomas, Police, and Rev. Georgina Vye, Mayor's Chaplain.

There were no members of the public or press present.

The Mayor informed Members that voting would be by a named vote.

CHAPLAIN'S 'THOUGHT FOR THE DAY'

The Chaplain reflected on the VJ Day commemorations held on Saturday 15th August 2020.

PUBLIC PARTICIPATION TIME

There were no members of the public present and no issues were raised.

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District and County Councillors reports had been distributed to Members and were noted.

POLICE REPORT

PC Paul Thomas was in attendance. Council noted that there had been an increase in calls following the lifting of the Covid-19 restrictions. No spike in any criminal activity had been identified and there was nothing to report regarding County Lines. It was noted that the new Police Station was currently being constructed in Yeovil and would not be ready to move in for at least another two years.

2020/162 APOLOGIES FOR ABSENCE

The following apologies for absence were received and accepted:

- Cllr Mrs Bates (holiday);
- Cllr Carnell (holiday);
- Cllr Mrs O'Brien (illness);
- Cllr Mrs Young (work).

2020/163 MAYOR'S ANNOUNCEMENTS

Council noted the following Mayoral announcements:

- The Mayor welcomed the new Locum Clerk who would be based mainly at the Town Council Offices. The post of Town Clerk would be advertised in due course;
- The VJ Day commemorations had been held in St Mary's Church due to the inclement weather.

2020/164 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

Councillor	Personal	Agenda Item	Reason
Cllr Baker	√	2020/171	Accounts
	√	2020/178	Covid Support Group
Cllr Mrs Morrison	√	2020/178	Covid Support Group
Cllr Mrs Wootton	√	2020/178	Covid Support Group
Cllr Mrs Kenton	√	2020/178	Town Team

2020/165 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton

Unanimous

As certain items were expected to include the consideration of exempt information it was **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Confidential Matters, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2020/166 COUNCIL MEETING MINUTES

Proposed: Cllr Shortland Seconded: Cllr Bulmer

Unanimous

RESOLVED that the minutes of the Chard Town Council meeting held on 20th July 2020 be agreed and signed as a correct record subject to the agreed amendment.

2020/167 TOWN CLERK'S REPORT

Council received the following items reported by the Town Clerk:

- (a) **Purchase of Land for Cemetery** – Council noted that the proposed purchase previously agreed of land to the rear of 2 Crimchard and the yard at Zembard Lane would be progressed as soon as possible. It was agreed to review that the Council had adequate funding available prior to completion.
- (b) **Cleaning of the Guildhall** – Council noted that Barley Manor Heritage had been contacted with a view to undertake the cleaning works previously agreed to the front elevation of the Guildhall. It was further noted that an uplift of 3% was envisaged due to price increases.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Kenton

Unanimous

RESOLVED to progress these works as a priority. The potential start date would be late October or early November 2020.

- (c) **Replacement of Glass Frontage, Guildhall** – Council noted that planning permission had been approved to upgrade the glass frontage of the Guildhall. Alchemilla Architects had been appointed to oversee this project. A meeting with the Architects was being

held to discuss moving this project forward. A further update would be provided in due course.

- (d) **Grit Bins** – Council noted that Somerset County Council had requested confirmation of the number and location of grit bins in the parish of Chard. A response would be submitted once the number and locations had been verified.

2020/168 FINANCE – BUDGET ANALYSIS REPORT 2020/21

Council noted the Income and Expenditure Balance Sheet for the year to date. It was agreed to provide a financial report on the effects of the Covid-19 emergency had had on the Council's financial position.

Cllr Mrs Bates arrived (7.32pm)

2020/169 FINANCE – BUDGET VIREMENTS

Council noted the budget virements outlined in the report.

2020/170 FINANCE – DIRECT DEBIT, BACS AND MANUAL PAYMENTS

Council noted the Schedule of Payments for July 2020 amounting to £37,353.37.

2020/171 FINANCE - ACCOUNTS FOR PAYMENT

Council reviewed the expenditure for Month 4 as outlined in the report presented. A number of queries were raised and it was agreed that any specific questions should be emailed to the Town Clerk to respond to fully.

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Wootton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Mrs Whittaker-Mather, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Abstention: Cllr Bulmer.

RESOLVED to adopt the accounts and invoices due report

Cllrs Mrs Kenton and Morrison were confirmed as the designated cheque signatories.

2020/172 FINANCE – FINANCIAL RISK ASSESSMENT

Council considered the draft Financial Risk Assessment for 2020 presented.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Kenton
Unanimous

RESOLVED to adopt the Financial Risk Assessment presented. It was noted that the document would be reviewed and updated throughout the year to ensure it was accurate and up to date.

2020/173 FINANCE - ADOPTION OF ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2020

Council considered the Annual Governance Statement as set out in the Annual Governance and Accountability Return (AGAR) for 2019/20.

Proposed: Cllr Mrs Bates Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather.

RESOLVED: To adopt the Annual Governance Statement as set out in the Annual Governance and Accountability Return (AGAR) for 2019/20

2020/174 FINANCE - ADOPTION OF ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2020

Council considered the Accounting Statement as presented in the Chard Town Council's Annual Governance and Accountability Return (AGAR) for 2019/20.

Proposed: Cllr Mrs Bates Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Abstention: Cllr Mrs Whittaker-Mather

RESOLVED: To adopt the Accounting Statement as presented for 2019/20

2020/175 COMMUNITY LIAISON OFFICER BODEN CENTRE REPORT

Council considered the report presented by the Community Liaison Officer regarding the potential of leasing the Boden Centre for a period of six months to provide alternative accommodation for a number of local support groups.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather

RESOLVED: To support the Boden Centre initiative and to give delegated authority to the Town Clerk, the Community Liaison Officer, the Mayor and Cllr Mrs Morrison to commence negotiations with South Somerset District Council to agree a lease in principle for the Boden Centre subject to:

- The ability for multiple groups to make use of the accommodation to enable them to deliver support services;
- The Users to cover the costs the overheads of the building including insurance, the cleaning contract, rates and utilities with a view to making the initiative cost neutral to the Town Council;
- The Town Council underwriting the risk of any shortfall in contributions towards the overheads to be met from General Reserves.

2020/176 COMMUNITY LIAISON OFFICER REPORT

Council noted the report presented by the Community Liaison Officer relating to August 2020.

2020/177 SHORT TERM ACTION PLAN REPORT

Council noted the Short Term Action report presented by the Town Clerk. It was agreed to defer bullet point 1.4 to be considered under 2020/183(b).

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather

Abstention: Cllr Bulmer

RESOLVED: To adopt the timetable as outlined in the report.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Kenton
Unanimous

RESOLVED: To consider amending the Committee structure as suggested in the report. The revisions will be considered at the Full Council meeting scheduled to take place on Monday 14th September 2020.

2020/178 WESTERN POWER GRANT

Council considered the report regarding the Western Power grant awarded to support the work of the Covid-19 response by Chard Town Council.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Kenton
Unanimous

RESOLVED:

- To seek clarification from Western Power as to whether costs incurred prior to receipt of the grant were eligible to be funded from the grant;
- Confirm that the funding could be utilised for the benefit of Chard residents;
- Delegate authority to the Town Clerk and Community Liaison Officer to obtain the clarification.

2020/179 PLANNING

Council considered the proposal outlining the way Council would consider planning applications in the future. It was agreed that as the report had not been distributed in time for Members to consider its content that this item be deferred until the Full Council meeting on 14th September 2020.

2020/180 PLANNING APPLICATION, BALCONY, GUILDHALL

Council considered the proposal to withdraw this application following comments received from English Heritage.

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Abstention: Cllr Mrs Whittaker-Mather

RESOLVED:

- To withdraw the planning application;

- To task the Town Clerk to review the issues relating to the balcony and identify a way to be able to put the balcony to use in the future.

2020/181 AMENITIES REPORT

Council noted the report drawn up and presented by the Amenities Team outlining some of the work the Team had undertaken over the last few months.

Council passed on its thanks and appreciation to the Amenities Team for the work it had undertaken over the past few months and agreed that this should be promoted via the website, social media and the information boards at the front of the Guildhall.

2020/182 THE CARNIVAL FAIR

Council considered the application from the Fair to use Stringfellows Park from 5th to 10th October 2020 to host the annual Carnival Fair. It was noted that the Carnival would not be taking place in 2020.

Proposed: Cllr Mrs Morrison
Unanimous

Seconded: Cllr A Kenton

RESOLVED to grant permission to the Fair to hold its annual Carnival Fair at Stringfellows Park and to reduce the annual fee by 50%.

The open part of the meeting closed at 9:31

2020/183 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/165 that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

(a) Staff in Confidence – Council noted the verbal report received following the exit interview of the previous Town Clerk.

(b) Confidential Priority Plan Report – Council considered the setting and agreeing project priorities.

Following discussion Council **RESOLVED** to approve the priorities identified in the report subject to the agreed amendments.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 10:52pm.

MAYOR:

DATE:



CHARD TOWN COUNCIL

THE GUILDHALL FORE STREET CHARD TA20 1PP

TEL: 01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Locum Town Clerk: Paul Russell

Full Town Council Meeting 14th September 2020

Agenda Item #2020/190 a

Budget Analysis Report Month 5

The attached report is a breakdown of the income and expenditure for the year so far, against the agreed budget. These figures reflect the total of this financial year to date and it would be expected that income and expenditure, in most cases, should be showing at about 42% of the annual budget.

The percentage expenditure and income showing on the attached report is broken down as follows;

	Actual Year to Date	Annual Budget	%
Grand Totals: - Income	362,730	799,738	45.4%
Expenditure	233,165	799,738	29.2%
Net Income over Expenditure	129,565		

There are some areas of expenditure which exceed their budget, these will be reported under the virements at the next meeting other than those items where Council have agreed a transfer from sinking funds or Ear marked reserves. Actual year to date figures shown as a negative are accrued costs from the previous financial year for which invoices are yet to be processed or from committed spend incurred during 2019/20 for which we haven't yet received the invoice.

There are some budget heads showing both higher and lower percentage figures and some examples that have not already recently been reported are as follows:

- Protective clothing (Nom 4006) overall is showing a minimal spend of £51 against a budget of £2650. A stock check has been requested.
- Janatorial (Nom 4016) is low at 0.9% with a spend of £55 against a budget of £1,200. A stock check has been requested.
- Training (Nom 4008) has a total spend of £460 against an overall budget of £9,000
- There are numerous nominal codes at zero or very low expenditure due to both ongoing staff shortages and the current covid-19 situation. If any information is required on any particular budget heading please let me know and I will provide details.

If you have any specific questions, or require information on any item shown, please can you let me know in advance of the meeting to allow me time to investigate and report back to you. This does not, of course, preclude you from asking any questions at the meeting.

Tracy Lamb,
CILCA, PSLCC,
Deputy Town Clerk/Responsible Finance Officer

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
<u>101 Administration (LGA 1972)</u>							
1010 Rent Received	138	38	100	63			37.5%
1021 Customer photocopies	14	0	50	50			0.0%
1060 Commission Income	178	0	250	250			0.0%
1070 CIL Money	330	0	0	0			0.0%
1076 Precept	629,500	322,832	645,663	322,832			50.0%
1089 Miscellaneous Income	514	0	100	100			0.0%
1096 Interest Received	4,283	1,267	200	(1,067)			633.6%
Administration (LGA 1972) :- Income	634,956	324,136	646,363	322,227			50.1% 0
4001 Payroll Costs	144,722	72,813	171,513	98,700		98,700	42.5%
4002 Temporary/Casual Staff	7,998	983	2,500	1,517		1,517	39.3%
4003 Superannuation Deficit Funding	7,380	1,138	7,559	6,421		6,421	15.1%
4007 Health & Safety	275	0	0	0		0	0.0%
4008 Training/Courses	2,256	325	4,500	4,175		4,175	7.2%
4009 Travelling	339	0	460	460		460	0.0%
4020 Miscellaneous Expenses	904	60	800	740		740	7.5%
4021 Telephone & Fax	201	340	340	1		1	99.9%
4022 Postage	813	0	300	300		300	0.0%
4023 Stationery	1,103	158	400	242		242	39.5%
4024 Subscriptions	2,328	428	2,500	2,072		2,072	17.1%
4025 Insurance	23,433	22,745	26,000	3,255		3,255	87.5%
4026 Photocopy and Printing Charges	1,296	384	1,500	1,116		1,116	25.6%
4028 IT Hosting and Support	18,027	3,704	8,100	4,396		4,396	45.7%
4029 Staff Recruitment	1,223	0	500	500		500	0.0%
4044 Equip/Furniture/Small Tools	0	0	1,000	1,000		1,000	0.0%
4051 Bank Charges	937	419	1,000	581		581	41.9%
4055 Other Professional Fees	15,915	3,333	6,500	3,167		3,167	51.3%
4056 Legal Fees	2,635	0	1,000	1,000		1,000	0.0%
4057 Audit Fees	2,935	(2,045)	3,200	5,245		5,245	(63.9%)
4063 Christmas Lights	4,667	0	5,000	5,000		5,000	0.0%
4206 Council Website	500	600	600	0		0	100.0%
4997 Tfr to/from Committed Funds	165	0	0	0		0	0.0%
Administration (LGA 1972) :- Indirect Expenditure	240,052	105,384	245,272	139,888	0	139,888	43.0% 0
Net Income over Expenditure	394,903	218,752	401,091	182,339			
<u>102 Civic & Council (LGA 1972)</u>							
1042 Mayors Charity	50	0	0	0			0.0%
1066 Civic Ball	(250)	0	0	0			0.0%
1089 Miscellaneous Income	430	0	0	0			0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
1184 Council Run Events	0	0	5,000	5,000			0.0%
Civic & Council (LGA 1972) :- Income	230	0	5,000	5,000			0.0% 0
4005 Member Training	0	30	1,000	970		970	3.0%
4008 Training/Courses	60	0	0	0		0	0.0%
4009 Travelling	43	0	100	100		100	0.0%
4020 Miscellaneous Expenses	260	34	50	16		16	68.0%
4183 Civic Events	0	0	500	500		500	0.0%
4184 Council Run Events	0	0	5,000	5,000		5,000	0.0%
4200 Current Mayor's Allowance	4,500	822	4,500	3,678		3,678	18.3%
4201 Previous Mayor's Allowance	430	(2,305)	0	2,305		2,305	0.0%
4203 Councillors' Expenses	6	0	100	100		100	0.0%
4208 Civic & Regalia costs	2,460	0	500	500		500	0.0%
4210 Election Expenses	2,041	0	0	0		0	0.0%
4211 Town Crier Honorarium	250	250	250	0		0	100.0%
4213 Mace Bearer Honorarium	250	250	250	0		0	100.0%
4984 Tfr to Sinking Fund - Regalia	0	0	307	307		307	0.0%
4987 Tfr to EMR - Election costs	0	0	2,041	2,041		2,041	0.0%
4990 Tfr from Earmarked Reserves	(2,000)	0	0	0		0	0.0%
4993 Tfr from Sinking Fund	(307)	0	0	0		0	0.0%
Civic & Council (LGA 1972) :- Indirect Expenditure	7,995	(919)	14,598	15,517	0	15,517	(6.3%) 0
Net Income over Expenditure	(7,765)	919	(9,598)	(10,517)			
<u>107 Grants (incl S137)</u>							
1079 Grants Rec'd Other	0	5,000	0	(5,000)			0.0%
Grants (incl S137) :- Income	0	5,000	0	(5,000)			0
4740 Community Payback Scheme	750	0	900	900		900	0.0%
4749 Section 137 Payments	19	0	55	55		55	0.0%
4750 Grant Aid	6,359	0	7,000	7,000		7,000	0.0%
4751 Annual Grants	2,000	0	3,000	3,000		3,000	0.0%
4753 Support Grant	17,381	10,461	16,000	5,539		5,539	65.4%
Grants (incl S137) :- Indirect Expenditure	26,508	10,461	26,955	16,494	0	16,494	38.8% 0
Net Income over Expenditure	(26,508)	(5,461)	(26,955)	(21,494)			
<u>201 Guildhall (s19 LGMPA 1976)</u>							
1002 FiT Electric generation tariff	1,008	687	1,100	413			62.4%
1003 FiT Electric Export Tariff	227	155	250	95			61.9%
1011 Antiques Fair	1,625	0	2,500	2,500			0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
1012 Markets	207	0	0	0			0.0%
1014 Guildhall Cafe/Bar Franchise	277	0	300	300			0.0%
1020 Letting Income	30,619	538	35,000	34,462			1.5%
1022 Hirers Refreshments	98	0	50	50			0.0%
1077 Grants Rec'd SSDC	0	25,000	0	(25,000)			0.0%
Guildhall (s19 LGMPA 1976) :- Income	34,060	26,380	39,200	12,820			67.3% 0
4001 Payroll Costs	89,885	22,769	104,352	81,583		81,583	21.8%
4002 Temporary/Casual Staff	4,100	708	0	(708)		(708)	0.0%
4006 Protective Clothing	148	0	750	750		750	0.0%
4007 Health & Safety	1,319	265	1,500	1,235		1,235	17.7%
4008 Training/Courses	0	0	1,500	1,500		1,500	0.0%
4009 Travelling	0	0	100	100		100	0.0%
4011 Rates	15,345	0	8,000	8,000		8,000	0.0%
4012 Water Charges	2,001	669	1,600	931		931	41.8%
4014 Electricity	15,956	4,073	8,750	4,677		4,677	46.6%
4015 Gas	6,910	1,240	7,000	5,760		5,760	17.7%
4016 Janitorial	1,482	11	1,200	1,190		1,190	0.9%
4017 Refuse/Waste Disposal	767	297	1,000	703		703	29.7%
4020 Miscellaneous Expenses	91	0	250	250		250	0.0%
4021 Telephone & Fax	698	360	1,200	840		840	30.0%
4027 Hirers Refreshments	21	0	20	20		20	0.0%
4031 Other Advertising	428	0	100	100		100	0.0%
4036 Property Maintenance	33,876	(20,893)	15,000	35,893		35,893	(139.3%)
4038 Maintenance/Service Contracts	4,974	290	4,000	3,710		3,710	7.3%
4044 Equip/Furniture/Small Tools	1,511	0	2,000	2,000		2,000	0.0%
4046 Vehicle Fuel	4	0	0	0		0	0.0%
4050 Consumables	0	86	0	(86)		(86)	0.0%
4051 Bank Charges	(58)	0	0	0		0	0.0%
4052 Bad Debts Written Off	503	0	100	100		100	0.0%
4059 Licences (incl PRS)	6,233	0	3,000	3,000		3,000	0.0%
4062 Heating & Air Conditioning	14,210	(1,500)	10,000	11,500		11,500	(15.0%)
4992 Tfr from Sinking Fund - Guildh	(26,442)	0	0	0		0	0.0%
4997 Tfr to/from Committed Funds	10,711	0	0	(0)		(0)	0.0%
Guildhall (s19 LGMPA 1976) :- Indirect Expenditure	184,673	8,376	171,422	163,046	0	163,046	4.9% 0
Net Income over Expenditure	(150,613)	18,004	(132,222)	(150,226)			
<u>202 LIC (s144 LGA 1972)</u>							
1077 Grants Rec'd SSDC	500	0	500	500			0.0%
LIC (s144 LGA 1972) :- Income	500	0	500	500			0.0% 0

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4014 Electricity	490	172	500	328		328	34.5%
4020 Miscellaneous Expenses	58	0	100	100		100	0.0%
4051 Bank Charges	58	0	0	0		0	0.0%
LIC (s144 LGA 1972) :- Indirect Expenditure	605	172	600	428	0	428	28.7% 0
Net Income over Expenditure	(105)	(172)	(100)	72			
<u>209 G & T Capital & Non-Recurring</u>							
4071 Loan Capital Repaid	46,056	23,747	47,987	24,240		24,240	49.5%
4072 Loan Interest Payable	7,142	1,364	5,736	4,372		4,372	23.8%
G & T Capital & Non-Recurring :- Indirect Expenditure	53,198	25,111	53,723	28,612	0	28,612	46.7% 0
Net Expenditure	(53,198)	(25,111)	(53,723)	(28,612)			
<u>301 Cemetery (s214 LGA 1972)</u>							
1020 Letting Income	33	0	30	30			0.0%
1030 Interment Income	22,617	4,383	22,000	17,617			19.9%
1031 Memorial Fees	3,787	1,261	4,000	2,739			31.5%
1032 Burial Rights	7,466	841	7,500	6,659			11.2%
Cemetery (s214 LGA 1972) :- Income	33,903	6,484	33,530	27,046			19.3% 0
4001 Payroll Costs	24,038	8,554	27,186	18,632		18,632	31.5%
4006 Protective Clothing	38	0	100	100		100	0.0%
4007 Health & Safety	5,273	0	0	0		0	0.0%
4011 Rates	3,535	3,593	3,600	7		7	99.8%
4012 Water Charges	374	127	650	523		523	19.5%
4014 Electricity	1,236	662	650	(12)		(12)	101.9%
4020 Miscellaneous Expenses	7	8	100	93		93	7.5%
4021 Telephone & Fax	0	0	200	200		200	0.0%
4035 Vandalism	875	0	0	0		0	0.0%
4036 Property Maintenance	0	28	300	272		272	9.4%
4037 Grounds Maintenance	0	0	20	20		20	0.0%
4044 Equip/Furniture/Small Tools	465	2	1,000	998		998	0.2%
4050 Consumables	0	5	100	95		95	5.1%
4997 Tfr to/from Committed Funds	(38)	0	0	0		0	0.0%
Cemetery (s214 LGA 1972) :- Indirect Expenditure	35,803	12,978	33,906	20,928	0	20,928	38.3% 0
Net Income over Expenditure	(1,899)	(6,494)	(376)	6,118			
<u>302 Street Cleansing (Agency)</u>							
1080 Agency Income	57,445	0	58,000	58,000			0.0%
Street Cleansing (Agency) :- Income	57,445	0	58,000	58,000			0.0% 0

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4001 Payroll Costs	59,462	21,999	74,038	52,039		52,039	29.7%
4002 Temporary/Casual Staff	23,856	1,039	1,040	1		1	99.9%
4006 Protective Clothing	266	0	900	900		900	0.0%
4007 Health & Safety	358	0	0	0		0	0.0%
4017 Refuse/Waste Disposal	8,906	13	1,500	1,488		1,488	0.8%
4041 Equipment Hire	11,277	0	5,000	5,000		5,000	0.0%
4043 Vehicle Maintenance	1,226	0	1,000	1,000		1,000	0.0%
4044 Equip/Furniture/Small Tools	2,587	0	1,000	1,000		1,000	0.0%
4046 Vehicle Fuel	2,674	804	4,000	3,196		3,196	20.1%
4047 Vehicle Licence/Insurance	2,578	1,950	3,000	1,050		1,050	65.0%
4050 Consumables	1,742	(135)	1,500	1,635		1,635	(9.0%)
4997 Tfr to/from Committed Funds	(705)	0	0	0		0	0.0%
Street Cleansing (Agency) :- Indirect Expenditure	114,229	25,669	92,978	67,309	0	67,309	27.6% 0
Net Income over Expenditure	(56,784)	(25,669)	(34,978)	(9,309)			
<u>303 Allotments (s23 SH&AA 1908)</u>							
1010 Rent Received	4,035	68	4,000	3,932			1.7%
1015 Licence Fee	712	164	500	336			32.8%
Allotments (s23 SH&AA 1908) :- Income	4,747	232	4,500	4,268			5.2% 0
4001 Payroll Costs	1,167	465	1,536	1,071		1,071	30.3%
4012 Water Charges	341	398	400	2		2	99.5%
4013 Rent Payable	1,803	928	1,850	923		923	50.1%
4022 Postage	109	0	100	100		100	0.0%
4031 Other Advertising	0	0	100	100		100	0.0%
4037 Grounds Maintenance	165	0	250	250		250	0.0%
4044 Equip/Furniture/Small Tools	0	0	100	100		100	0.0%
Allotments (s23 SH&AA 1908) :- Indirect Expenditure	3,584	1,791	4,336	2,545	0	2,545	41.3% 0
Net Income over Expenditure	1,163	(1,559)	164	1,723			
<u>304 Amenities General (Sch14 LGA19)</u>							
1040 Sponsorship Income	2,290	0	2,200	2,200			0.0%
1089 Miscellaneous Income	11,100	0	300	300			0.0%
Amenities General (Sch14 LGA19) :- Income	13,390	0	2,500	2,500			0.0% 0
4013 Rent Payable	773	398	795	398		398	50.0%
4039 Play Equipment Maintenance	38,048	(102)	10,000	10,102		10,102	(1.0%)
4040 Street Furniture	2,194	0	5,000	5,000		5,000	0.0%
4048 Flower Beds - planting etc	3,617	0	4,000	4,000		4,000	0.0%

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4049 Flower Baskets	1,890	0	2,000	2,000		2,000	0.0%
4054 Arboriculture	20,637	0	5,000	5,000		5,000	0.0%
4065 CCTV	0	0	500	500		500	0.0%
4980 Tfr to Earmarked Reserves	0	8,000	0	(8,000)		(8,000)	0.0%
4997 Tfr to/from Committed Funds	(13,542)	0	0	(0)		(0)	0.0%
Amenities General (Sch14 LGA19 :- Indirect Expenditure	53,617	8,296	27,295	18,999	0	18,999	30.4% 0
Net Income over Expenditure	(40,227)	(8,296)	(24,795)	(16,499)			
<u>305 Jocelyn Park</u>							
1010 Rent Received	4,304	263	2,000	1,738			13.1%
1077 Grants Rec'd SSDC	0	0	3,445	3,445			0.0%
Jocelyn Park :- Income	4,304	263	5,445	5,183			4.8% 0
4012 Water Charges	0	0	50	50		50	0.0%
4014 Electricity	1,217	0	150	150		150	0.0%
4036 Property Maintenance	0	0	500	500		500	0.0%
4037 Grounds Maintenance	0	0	2,940	2,940		2,940	0.0%
4044 Equipt/Furniture/Small Tools	0	0	500	500		500	0.0%
4985 Tfr to Sinking Fund - Jocelyn	300	0	300	300		300	0.0%
4997 Tfr to/from Committed Funds	(385)	0	0	0		0	0.0%
Jocelyn Park :- Indirect Expenditure	1,132	0	4,440	4,440	0	4,440	0.0% 0
Net Income over Expenditure	3,172	263	1,005	743			
<u>308 Amenities Central Costs (Sch14</u>							
1010 Rent Received	1,768	235	2,300	2,065			10.2%
1046 Recharge for vehicle fuel	0	0	400	400			0.0%
1089 Miscellaneous Income	517	0	0	0			0.0%
Amenities Central Costs (Sch14 :- Income	2,285	235	2,700	2,465			8.7% 0
4001 Payroll Costs	92,677	29,617	96,413	66,796		66,796	30.7%
4002 Temporary/Casual Staff	16,293	850	0	(850)		(850)	0.0%
4006 Protective Clothing	701	13	900	887		887	1.5%
4007 Health & Safety	493	77	300	223		223	25.6%
4008 Training/Courses	750	0	3,000	3,000		3,000	0.0%
4009 Travelling	86	0	150	150		150	0.0%
4011 Rates	1,191	1,210	1,250	40		40	96.8%
4012 Water Charges	32	15	100	85		85	15.5%
4014 Electricity	2,675	766	1,000	234		234	76.6%
4017 Refuse/Waste Disposal	3,411	(1,328)	500	1,828		1,828	(265.6%)

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4020 Miscellaneous Expenses	100	0	100	100		100	0.0%
4021 Telephone & Fax	10	0	100	100		100	0.0%
4035 Vandalism	360	0	1,000	1,000		1,000	0.0%
4036 Property Maintenance	2,284	0	2,000	2,000		2,000	0.0%
4042 Equipment Maintenance	2,603	10	2,500	2,490		2,490	0.4%
4043 Vehicle Maintenance	2,743	1,007	3,000	1,993		1,993	33.6%
4044 Equip/Furniture/Small Tools	635	17	1,050	1,033		1,033	1.6%
4045 Vehicle / Equipment Lease/Hire	3,450	948	950	3		3	99.7%
4046 Vehicle Fuel	2,086	597	2,500	1,903		1,903	23.9%
4047 Vehicle Licence/Insurance	3,016	1,325	2,500	1,175		1,175	53.0%
4050 Consumables	78	24	200	176		176	12.0%
4997 Tfr to/from Committed Funds	2	0	0	0		0	0.0%
Amenities Central Costs (Sch14 :- Indirect Expenditure	135,676	35,147	119,513	84,366	0	84,366	29.4% 0
Net Income over Expenditure	(133,391)	(34,912)	(116,813)	(81,901)			
<u>309 Amen Capital & Non-Recurring</u>							
4960 CP - New Equipment - Amenities	1,359	0	0	0		0	0.0%
4966 CP - New Vehicle Amenities	14,950	0	0	0		0	0.0%
4980 Tfr to Earmarked Reserves	34,000	0	4,000	4,000		4,000	0.0%
4990 Tfr from Earmarked Reserves	(14,950)	0	0	0		0	0.0%
Amen Capital & Non-Recurring :- Indirect Expenditure	35,359	0	4,000	4,000	0	4,000	0.0% 0
Net Expenditure	(35,359)	0	(4,000)	(4,000)			
<u>401 Markets (Food Act 1984 s50)</u>							
1012 Markets	2,554	0	2,000	2,000			0.0%
Markets (Food Act 1984 s50) :- Income	2,554	0	2,000	2,000			0.0% 0
4011 Rates	687	699	700	1		1	99.8%
4997 Tfr to/from Committed Funds	(2,648)	0	0	0		0	0.0%
Markets (Food Act 1984 s50) :- Indirect Expenditure	(1,961)	699	700	1	0	1	99.8% 0
Net Income over Expenditure	4,514	(699)	1,300	1,999			
Grand Totals:- Income	788,373	362,730	799,738	437,008			45.4%
Expenditure	890,470	233,165	799,738	566,574	0	566,574	29.2%
Net Income over Expenditure	(102,097)	129,565	(0)	(129,566)			
Movement to/(from) Gen Reserve	(102,097)	129,565					

07/09/2020

Chard Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2020

A/c	Description	Actual	
<u>Current Assets</u>			
100	Debtors Control	2,125	
103	Bookings Debtors	571	
105	VAT Control	1,167	
180	Stock - TIC	491	
201	Co-Op Current/I A A/c	430,074	
202	Co-Op 14 day Deposit	29,702	
212	Petty Cash	300	
233	Nationwide 1 Yr Bond 90004593	353,177	
234	Nationwide 95 day a/c 90010611	157,088	
	Total Current Assets	974,694	
<u>Current Liabilities</u>			
500	Creditors Control	31,695	
520	Net Pay Control	(20,736)	
525	PAYE/NIC Control	(6,184)	
549	Control - Misc Ticket Sales	72	
551	Deposits Held - Market Traders	132	
565	Holding Deposit	539	
	Total Current Liabilities	5,519	
	Net Current Assets		969,174
	Total Assets less Current Liabilities		969,174
<u>Represented by :-</u>			
301	Current Year Fund	162,693	
310	General Reserve	243,288	
320	Capital Receipts Reserve	5,862	
330	EMR MUGA	52,000	
338	EMR Play Equipment	10,280	
339	EMR Vehicle Replacement	43,050	
341	EMR Cemetery Chapel	55,750	
343	EMR Cemetery	200,000	
345	EMR Bus Shelter	8,000	
350	Sinking Fund - Guildhall	175,403	
351	Sinking Fund - Civic Regalia	2,193	
352	Sinking Fund - Closed Ch'yard	7,750	
353	Sinking Fund - Jocelyn Park	1,200	
354	Sinking Fund -Guildhall Screen	1,707	
	Total Equity		969,174

Budget Head	Code	Cost Centre	Available Budget Decreased £'s	Available Budget Increased £'s	Reason for Over expenditure
Temporary/casual staff	4014	201		708	Zero budget
Payroll	4001	201	708		" "
Consumables	4050	201		86	Zero Budget
Janatorial	4016	201	86		" "
Electricity	4014	301		500	Increased use, Storage and free standing heaters
Equipt/Furniture/small tools	4044	308	500		" "
Temporary/casual staff	4002	308		850	Staff shortages
Payroll	4001	308	850		" "

Direct Debits, BACS and Manual cheques schedule:
August 2020

03/08/2020	Royal Sun Alliance premium credit : Insurance	Council guard Insurance Premium Instalment	£1,867.02
03/08/2020	Royal Sun Alliance (Premium credit) : Motor Insurance	Engineering & Motor Fleet Insurance Premium Instalment	£461.40
03/08/2020	SSDC	Rates payments	£3,867.50
05/08/2020	Co-op Bank	Bank Charges	£18.75
17/08/2020	Co-op Bank	Financial DIR fees	£55.64
17/08/2020	British Gas	Electricity: LIC	£32.71
17/08/2020	Fuel Genie	All Vehicles Fuel	£287.37
18/08/2020	British Gas	Electricity: Cemetery	£147.65
18/08/2020	British Gas	Electricity: The Guildhall	£924.60
18/08/2020	British Gas	Electricity: Forge House	£15.22
21/08/2020	HMRC: BACS	PAYE/NI: Aug	£6,183.73
24/08/2020	Pennymangle: BACS	Covid Support Group medals	£767.52
25/08/2020	British Gas	Electricity: Henson Park	£36.66
28/08/2020	Co-op Bank	August Salaries	£21,533.53
		Total	£36,199.30

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Chard Town Council Current Year

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Invoices Due for Payment by 15 September 2020

Full Town Council Meeting Monday 14th
September 2020 agenda item #2020/190 d)

For Trade Creditors

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount
af-it Limited [AF-IT]								
31/07/2020	15091	9124	PC/Microsoft/printer Amenities	PR	01/08/2020	1,254.67		1,254.67
31/07/2020	15100	9125	Server support/offsite backup	PR	01/08/2020	471.36		471.36
31/07/2020	15221	9126	Broadband/line rental pcm July	PR	01/08/2020	52.07		52.07
31/07/2020	15258	9127	IT support/call minutes	PR	01/08/2020	380.38		380.38
31/08/2020	15491	9188	Broadband/line rental pcm Aug	PR	01/09/2020	52.07		52.07
31/08/2020	15545	9189	Port switch/pc disposal	PR	01/09/2020	66.55		66.55
31/08/2020	15560	9190	Supply/set up pc & printer	PR	01/09/2020	389.75		389.75
Telephone : 01460 298197						Total of Invoices Due (AF-IT)	2,666.85	0.00 2,666.85
Auditing Solutions Ltd [AUDITINGSO]								
21/06/2020	A6590	9137	Internal audit service 2019-20	PR	22/06/2020	534.00		534.00
Telephone : 01380 850588						Total of Invoices Due (AUDITINGSO)	534.00	0.00 534.00
Barrons								
29/08/2020	34	9182	1x Pair size 8 safety boots		30/08/2020	38.00		38.00
						Total of Invoices Due (BARRONS)	38.00	0.00 38.00
Bartlett Park Garage Ltd [BARTLETPP]								
13/05/2020	34879	9128	Repair to mower tyre		14/05/2020	25.00		25.00
14/05/2020	34888	9129	Reseal repair on wheel		15/05/2020	24.00		24.00
24/08/2020	35782	9130	New front wiper blades VE66		25/08/2020	26.28		26.28
02/09/2020	35875	9142	5 Litre engine oil top up CV08		03/09/2020	44.94		44.94
Telephone : 01460 67606						Total of Invoices Due (BARTLETPP)	120.22	0.00 120.22
C & S Electrical Wholesale Ltd [CANDS]								
19/08/2020	CH092521	9183	4x 5ft fluorescent tubes		20/08/2020	20.40		20.40
						Total of Invoices Due (CANDS)	20.40	0.00 20.40
Chard Area Youth Committee [CHARDAREA]								
01/08/2020	AUG20	9198	1/4 support grant payment		02/08/2020	2,500.00		2,500.00
						Total of Invoices Due (CHARDAREA)	2,500.00	0.00 2,500.00
The Consortium [CONSORTIUM]								
01/09/2020	D313969	9199	x5 Bioguard hand gel	AG	02/09/2020	24.19		24.19
02/09/2020	D300288	9184	6 boxes gloves/surgical gel x9	AG	03/09/2020	60.08		60.08
07/09/2020	D329700	9206	Centrefeed roll x24/bin bags	pr	08/09/2020	172.49		172.49
						Total of Invoices Due (CONSORTIUM)	256.76	0.00 256.76

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Chard Town Council Current Year

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Invoices Due for Payment by 15 September 2020

For Trade Creditors

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount
Corona Energy Retail 4 Limited [CORONA]								
08/09/2020	15495130	9200	Guildhall gas June		09/09/2020	-348.61		0.00
08/09/2020	15495134	9202	Guildhall gas June		09/09/2020	166.66		0.00
08/09/2020	15495766	9203	Guildhall gas July		09/09/2020	-353.02		0.00
08/09/2020	15495768	9204	Guldhall Gas Jul		09/09/2020	136.71		0.00
08/09/2020	15505050	9205	Guildhall gas August		09/09/2020	327.28		0.00
Total of Invoices Due (CORONA)						-70.98	0.00	0.00
Everwell Occupational Health Ltd [EVERWELL]								
07/09/2020	34364	9193	Telephone consultation	PR	08/09/2020	354.00		354.00
Total of Invoices Due (EVERWELL)						354.00	0.00	354.00
B. Gibbs Funeral Services Ltd [GIBBS]								
07/09/2020	CTC/EX/P	9195	Exhumation petition of faculty	PR	08/09/2020	302.00		302.00
Telephone : 01460 66100						Total of Invoices Due (GIBBS)		
						302.00	0.00	302.00
Saint-Gobain Building Distribution Ltd [JEWSON]								
07/08/2020	0808/00148115	9192	x2 Yale Hasp		08/08/2020	20.81		20.81
Total of Invoices Due (JEWSON)						20.81	0.00	20.81
Martins of Chard [MARTINS]								
31/08/2020	31623	9191	Wood filler/hardner/sand paper		01/09/2020	20.04		20.04
Total of Invoices Due (MARTINS)						20.04	0.00	20.04
Nisbets								
15/07/2020	21387675	9133	2x 10ltr jantex floor cleaner	AG	16/07/2020	22.77		22.77
Total of Invoices Due (NISBETS)						22.77	0.00	22.77
Nomix Enviro Ltd [NOMIX]								
03/09/2020	SI/04418929	9194	6x 5 litres RoundUp weedy spray		04/09/2020	249.96		249.96
Telephone : 0800324352						Total of Invoices Due (NOMIX)		
						249.96	0.00	249.96
PHS Group Plc [PHS]								
18/09/2018	66146908	9141	Credit for inv. 65969158		19/09/2018	-26.48		0.00
21/07/2020	67588197	9140	GH W/C Services 2020-21	PR	22/07/2020	1,656.77		1,630.29
Total of Invoices Due (PHS)						1,630.29	0.00	1,630.29
SALC								
17/08/2020	INV-20316	9134	SALC affiliation fees x2	PR	18/08/2020	1,559.02		1,559.02

09/09/2020

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Chard Town Council Current Year

2020/190(d)

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Invoices Due for Payment by 15 September 2020

For Trade Creditors

Pay by Cheque

Invoice Date due	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount
Telephone : 01458 270922				Total of Invoices Due (SALC)		1,559.02	0.00	1,559.02
Trade UK [SCREWFIX]								
26/08/2020	1093605154	9136	Belt sander/angle grinder/taps	PR	27/08/2020	603.57		603.57
Total of Invoices Due (SCREWFIX)						603.57	0.00	603.57
SLCC Enterprises Ltd [SLCCENTERP]								
20/08/2020	132270	9135	Quotes, tenders, mngmnt course	AG	21/08/2020	162.00		162.00
Total of Invoices Due (SLCCENTERP)						162.00	0.00	162.00
South Somerset District Council [SSDC]								
07/09/2020	AC/CTC LICENCE	9196	Licence - Holyrood carpark	PR	08/09/2020	1,582.80		1,582.80
Telephone : 01460 260449				Total of Invoices Due (SSDC)		1,582.80	0.00	1,582.80
Viridor Waste Management Ltd [VIRIDOR]								
30/06/2020	00003196026AB	9138	Adhoc charges	PR	01/07/2020	15.00		15.00
31/07/2020	00003223630AB	9139	Adhoc charges	PR	01/08/2020	15.00		15.00
31/08/2020	00003250447AB	9201	Adhoc charges	PR	01/09/2020	15.00		15.00
Total of Invoices Due (VIRIDOR)						45.00	0.00	45.00
Total of Invoices Due (Trade Creditors)						12,617.51	0.00	12,688.49
TOTAL OF INVOICES DUE (ALL LEDGERS)						12,617.51	0.00	12,688.49

Agenda Item #2020/190 (e)

Financial Report – To consider the attached financial report and the impact the Covid-19 pandemic has had on the Council's financial position

Purpose of the Report

At the August Full Town Council Meeting Council resolved:

2020/168 FINANCE – BUDGET ANALYSIS REPORT 2020/21

Council noted the Income and Expenditure Balance Sheet for the year to date. It was agreed to provide a financial report on the effects of the Covid-19 emergency had had on the Council's financial position.

Context

The Country has had measures imposed since 23rd March 2020 due to Covid-19, including an initial lock down period. The Guildhall has been used as a base for the Covid-19 voluntary group but has not been open for hire and has had only minimal office use since that time.

Strategic Plan/Policies

At the March Full Town Council Meeting Council resolved:

To adopt The Pandemic Contingency Plan and The Pandemic Contingency Guidance and for the Clerk to make any subsequent amendments as necessary to accord with any revised/new Government guidance/rules.

No subsequent revisions have been made.

Resource and Financial Implications

The attached report shows the expenditure for Months 1 to 5 (April to August compared to that of the previous 5 years). It also shows the items known to be affected by pandemic.

The result is an estimated loss of income of £18,929 to date and additional expenditure of £13,430 i.e. a total impact of £32,359

Recommendation

Due to staff shortages and absences payroll is £41,715 below budget for the first 5 months of the financial year. The savings from payroll more than offset the current cost of covid.

It is recommended that the impact continues to be monitored via the usual monthly income and expenditure reports with any concerns being brought to council if/when they occur.

Tracy Lamb, CiLCA, PSLCC
Deputy Town Clerk/RFO

		2015-16	2016-17	2017-18	2018-19	2019-20	Budget	2020-21	Covid	2020/190(e)	Comments

2020/190(e)									
4025	Insurance	22,234	21,281	21,290	24,052	23,433	26,000	22,745	
4026	Photocopy and Printing Charges	712	1,149	696	1,465	414	1,500	384	Invoice for lockdown period yet to be received Annual Zoom Licence, homeworking set up and covid support group
4028	IT Hosting and Support	2,134	3,279	2,120	6,126	4,388	8,100	3,704	
4029	Staff Recruitment	374	420	0	200	1,211	500	0	
4034	Newsletter	375	843	0	0	0	0	0	
4044	Equipt/Furniture/Small Tools	35	0	24	0	0	1,000	0	
4051	Bank Charges	249	205	255	370	365	1,000	419	
4055	Other Professional Fees	3,019	2,969	5,881	2,379	12,464	6,500	3,333	
4056	Legal Fees	0	0	0	600	0	1,000	0	
4057	Audit Fees	-2,249	-2,029	-1,255	-1,370	-1,600	3,200	-2,045	
4063	Christmas Lights	0	356	0	0	16	5,000	0	
4206	Council Website	499	0	1,850	70	500	600	600	
4990	Tfr from Earmarked Reserves	0	-604	0	0	0	0	0	
	Overhead Expenditure Movement to/(from) Gen Reserve	84,482	91,075	93,858	100,200	98,927	245,272	105,385	6,767
		190,586	191,744	218,995	218,672	217,507	401,091	218,752	-7,017
102	<u>Civic & Council (LGA 1972)</u>								
1042	Mayors Charity	0	0	0	0	50	0	0	
1066	Civic Ball	0	0	0	0	-250	0	0	
1182	Queens Birthday Celebrations	0	1,426	0	0	0	0	0	
1184	Council run events	0	0	0	0	0	5,000	0	May remain at Zero if events cant go ahead

	Total Income	0	1,426	0	0	-200	5,000	0
4005	Member Training	196	0	0	0	0	1,000	30
4008	Training/Courses	0	0	0	0	0	0	0
4009	Travelling	0	0	0	0	0	100	0
4020	Miscellaneous Expenses	54	7	27	8	260	50	34
4064	Donations	0	0	0	1,250	0	0	0
4066	Civic Ball	0	0	0	0	0	500	0
4181	Promotion Council run events	0	0	0	540	0	0	0
4182	Queens Birthday celebrations	0	7,507	0	0	0	0	0
4184	Council Run events	0	0	0	0	0	5,000	0
4200	Current Mayor's Allowance	246	1,692	195	725	167	4,500	822
4201	Previous Mayor's Allowance	700	2,547	-741	-437	-262	0	-2,305
4203	Councillors' Expenses	350	0	0	0	1	100	0
4207	Corporate Regalia Sink Fund	0	0	0	0	0	500	0
4208	Civic & Regalia costs	369	0	218	0	334	0	0
4210	Election Expenses	900	0	0	0	2,041	0	0
4211	Town Crier Honorarium	250	250	0	250	250	250	250
4213	Mace Bearer Honorarium	0	250	0	250	250	250	250
4980	Tfr to Earmarked Reserves	0	0	0	-1,800	0	307	0
4984	Tfr to Sinking Fund - Regalia	0	0	0	-475	0	0	0
4987	Tfr to EMR Election costs	0	0	0	0	0	2,041	0
4993	Tfr from Sinking Fund	0	0	0	0	-2,000	0	0

May remain at Zero if events cant go ahead

May remain at Zero if events cant go ahead

May remain at Zero if events cant go ahead

	Overhead Expenditure	3,065	12,253	-301	311	1,041	14,598	-919	0	
	Movement to/(from) Gen Reserve	-3,065	-10,827	301	-311	-1,241	-9,598	919	0	
107	Grants (incl S137)									
1079	Grants Rec'd Other	0	0	0	0	0	0	5,000	5,000	Western Power Grant
	Total income	0	0	0	0	0	0	5,000		
4740	Community Payback Scheme	0	650	0	500	300	900	0	-300	Estimated loss of payback services
4749	Section 137 Payments	0	0	0	0	0	55	0		
4750	Grant Aid	0	0	0	2,000	1,000	7,000	0		
4751	Annual Grants	8,500	8,000	2,000	4,000	0	3,000	0		
4753	Support Grant	0	0	0	0	5,460	16,000	10,461	6,000	covid voluntary group
4990	Tfr from Earmarked Reserves	0	0	0	-2,000	0	0	0		
	Overhead Expenditure	8,500	8,650	2,000	4,500	6,760	26,955	10,461	5,700	
	Movement to/(from) Gen Reserve	-8,500	-8,650	-2,000	-4,500	-6,760	-26,955	-5,461	-5,700	
201	Guildhall (s19 LGMPA 1976)									
1002	FiT Electric generation tariff	0	185	442	510	163	1,100	687		
1003	FiT Electric Export Tariff	0	41	99	115	37	250	155		
1011	Antiques Fair	1,622	1,597	1,478	1,212	947	2,500	0	-1,042	Estimated loss of income
1012	Markets	132	0	0	0	0	0	0		

1014	Guildhall Cafe/Bar Franchise	458	5	0	134	108	300	0		
1020	Letting Income	13,910	10,739	11,163	10,176	14,148	35,000	538	-14,583	Estimated loss of income
1022	Hirers Refreshments	0	198	35	33	39	50	0	-21	Estimated loss of income
1035	Damage Compensation	0	0	-13	0	0	0	0		
1077	Grants Rec'd SSDC	0	0	0	0	0	0	25,000	0	Paid by SSDC in error, returned in month 6
	Total Income	16,122	12,765	13,204	12,180	15,442	39,200	26,380	-15,646	
4001	Payroll Costs	34,173	35,024	28,348	40,725	40,130	104,352	22,769		
4002	Temporary Staff	0	0	0	2,196	0	0	708		
4006	Protective Clothing	411	347	96	0	0	750	0		
4007	Health & Safety	18	1,398	895	1,265	961	1,500	265	376	Handgel, wipes, sneezeguard, masks, social distance signs
4008	Training/Courses	1,322	677	0	0	0	1,500	0		
4009	Travelling	31	61	0	0	0	100	0		
4011	Rates	4,807	9,692	3,850	3,720	3,806	8,000	0		
4012	Water Charges	1,293	0	572	739	701	1,600	669		
4014	Electricity	3,329	3,786	2,343	6	5,418	8,750	4,073		
4015	Gas	915	900	-629	-1,370	1,404	7,000	1,240		
4016	Janitorial	409	474	264	350	484	1,200	11		Very low spend
4017	Refuse/waste disposal	0	0	0	88	323	1,000	297		
4020	Miscellaneous Expenses	4	79	75	53	45	250	0		
4021	Telephone & Fax	0	262	272	301	360	1,200	360		
4027	Hirers Refreshments	-84	0	5	0	9	20	0		
4031	Other Advertising	2	0	0	0	0	100	0		
4032	Publicity	0	0	0	85	0	0	0		
4033	Promotion Costs	0	0	175	0	0	0	0		

4036	Property Maintenance	8,574	12,885	667	1,239	14,248	15,000	-20,893	
4038	Maintenance Contracts	0	0	1,357	1,960	1,696	4,000	290	
4044	Equipt/Furniture/Small Tools	1,046	977	2,779	4,815	935	2,000	0	
4050	Consumables	0	0	0	0	0	0	86	86 Sanitizers and centre feed rolls
4052	Bad Debts Written Off	773	3,893	0	0	0	100	0	
4059	Licences (incl PRS)	0	0	100	0	0	3,000	0	
4062	Heating & Air Conditioning	0	0	4,850	15,432	5,112	10,000	-1,500	
4989	Tfr from Capital Receipts Rsv	0	-2,485	0	0	0	0	0	
4990	Tfr from Earmarked Reserves	0	0	0	-3,817	0	0	0	
4992	Tfr From Sinking Fund - Guildhall	0	0	0	0	-9,483	0	0	
4997	Tfr to/from Committed Funds	0	0	0	0	-13,491	0	0	
	Overhead Expenditure	57,023	67,970	46,019	67,787	52,658	171,422	8,375	462
	Movement to/(from) Gen Reserve	-40,901	-55,205	-32,815	-55,607	-37,216	-132,222	18,005	16,108
202	TIC (s144 LGA 1972)								
1011	Antiques Fair	55	0	0	0	0	0	0	
1060	Commission Income	466	269	0	0	0	0	0	
1077	Grants Rec'd SSDC	0	7,500	0	0	0	500	0	
1089	Miscellaneous Income	71	0	50	0	0	0	0	
	Total Income	592	7,769	50	0	0	500	0	0
4014	Electricity	138	167	179	218	115	500	172	

4020	Miscellaneous Expenses	42	33	35	35	35	100	0	
4044	Equipt/Furniture/Small Tools	0	0	22	0	0	0	0	
	Overhead Expenditure Movement to/(from) Gen Reserve	180	200	236	253	150	600	172	0
		412	7,569	-186	-253	-150	-100	-172	0
203	<u>TIC Trading (s144 LGA 1972)</u>								
1000	Sale of Goods	467	60	56	0	0	0	0	
1020	Letting Income	0	0	0	0	0	0	0	
1021	Customer photocopies	27	5	28	0	0	0	0	
	Total Income	494	65	84	0	0	0	0	
4061	Till Surplus / Deficiency	-15	0	0	0	0	0	0	
	Overhead Expenditure	-15	0	0	0	0	0	0	
3000	Cost of Goods Sold	709	0	0	0	0	0	0	
	Direct Expenditure	709	0	0	0	0	0	0	
	Overhead Expenditure Movement to/(from) Gen Reserve	694	0	0	0	0	0	0	0
		-200	65	84	0	0	0	0	0
209	<u>G & T Capital & Non-Recurring</u>								
4071	Loan Capital Repaid	19,338	20,149	20,994	21,874	22,791	47,987	23,747	
4072	Loan Interest Payable	3,360	2,962	2,587	2,197	1,795	5,736	1,364	

4073	Guildhall Property Capital	1,177	0	0	0	0	0	0
4923	CP - Guildhall Quinquennial	22,430	0	0	2,500	0	0	0
	Overhead Expenditure Movement to/(from) Gen Reserve	46,305	23,111	23,581	26,571	24,586	53,723	25,111
		46,305	23,111	23,581	26,571	24,586	53,723	25,111
301	<u>Cemetery (s214 LGA 1972)</u>							
1020	Letting Income	30	0	0	0	33	30	0
1030	Interment Income	9,578	7,300	9,630	8,595	6,412	22,000	4,383
1031	Memorial Fees	1,423	1,131	2,051	726	1,893	4,000	1,261
1032	Burial Rights	5,155	3,395	5,126	3,744	3,335	7,500	841
	Total Income	16,186	11,826	16,807	13,065	11,673	33,530	6,485
								0
4001	Payroll Costs	8,330	8,741	9,276	9,754	10,016	27,186	8,554
4006	Protective Clothing	0	0	0	0	38	100	0
4007	Health & Safety	0	0	0	0	196	0	0
4011	Rates	1,488	3,001	1,607	1,728	1,767	3,750	3,593
4012	Water Charges	470	105	155	108	0	650	127
4014	Electricity	105	267	64	50	113	500	662
4020	Miscellaneous Expenses	15	0	31	0	0	100	8
4021	Telephone & Fax	0	47	0	0	0	200	0
4035	Vandalism	0	0	0	0	875	0	0
4036	Property Maintenance	115	115	135	34	0	300	28
4037	Grounds Maintenance	14	0	90	0	0	20	0
4044	Equipt/Furniture/Small Tools	49	0	130	30	240	1,000	2
4050	Consumables	0	0	0	13	0	100	5

	Overhead Expenditure	10,586	12,276	11,488	11,717	13,245	33,906	12,979	0	
	Movement to/(from) Gen Reserve	5,600	-450	5,319	1,348	-1,572	-376	-6,494	0	
302	<u>Street Cleansing (Agency)</u>									
1080	Agency Income	266	112	56,485	0	0	58,000	0		
	Total Income	266	112	56,485	0	0	58,000	0	0	
4001	Payroll Costs	17,572	18,042	17,621	12,817	26,731	74,078	21,999		
4002	Temporary/casual staff	0	0	0	883	0	1,000	1,039		
4006	Protective Clothing	290	357	124	39	54	900	0		
4009	Travelling	3	0	12	0	0	0	0		
4017	Refuse/Waste Disposal	0	0	0	0	13	1,500	13		
4037	Grounds Maintenance	0	0	0	-295	0	0	0		
4041	Equipment Hire	0	0	0	5,500	0	5,000	0		
4042	Equipment Maintenance	0	0	0	263	0	0	0		
4043	Vehicle Maintenance	410	180	581	182	237	1,000	0		
4044	Equipt/Furniture/Small Tools	32	108	75	752	29	1,000	0		
4046	Vehicle Fuel	1,911	1,804	1,249	1,884	1,958	4,000	804		
4047	Vehicle Licence/Insurance	971	1,608	1,688	82	2,318	3,000	1,950	301	Hire of additional truck for distancing
4050	Consumables	978	1,166	555	692	576	1,500	-135		
4997	Tfr to/from Committed Funds	0	0	0	0	-840	0	0		
	Overhead Expenditure	22,167	23,265	21,905	22,799	31,076	92,978	25,670	301	

Movement to/(from) Gen Reserve		-21,901	-23,153	34,580	-22,799	-31,076	-34,978	-25,670	-301	
303	<u>Allotments (s23 SH&AA 1908)</u>									
1010	Rent Received	49	0	141	104	99	4,000	68		
1015	Licence Fee	280	0	340	280	220	500	164		
1016	Water	4	0	0	0	0	0	0		
	Total Income	333	0	481	384	319	4,500	232		
4001	Payroll Costs	361	475	642	475	502	1,536	465		
4012	Water Charges	121	0	0	108	135	400	398		
4013	Rent Payable	800	0	875	0	0	1,850	928		
4022	Postage	0	0	0	0	0	100	0		
4031	Other Advertising	0	0	0	0	0	100	0		
4037	Grounds Maintenance	80	150	0	0	0	250	0		
4044	Equipt/Furniture/Small Tools	0	18	0	17	0	100	0		
	Overhead Expenditure	1,362	643	1,517	600	637	4,336	1,791	0	
	Movement to/(from) Gen Reserve	-1,029	-643	-1,036	-216	-318	164	-1,559	0	
304	<u>Amenities General (Sch14 LGA19)</u>									
1040	Sponsorship Income	2,348	2,182	384	2,328	2,290	2,200	0	-2,200	No charge for flower baskets
1089	Miscellaneous Income	743	170	250	0	17	300	0		

	Total Income	3,091	2,352	634	2,328	2,307	2,500	0	-2,200
4013	Rent Payable	375	0	375	0	0	795	398	
4038	Maintenance contracts	50	0	0	0	0	0	0	
4039	Play Equipment								
	Maintenance	1,944	767	33	40	34,881	10,000	-102	
4040	Street Furniture	986	360	0	7	0	5,000	0	
4044	Equipt/Furniture/Small								
	Tools	0	0	0	0	0	0	27	
4048	Flower Beds - planting etc	2,899	0	3,208	2,671	2,270	4,000	0	
4049	Flower Baskets	2,341	0	1,971	2,019	1,890	2,000	0	
4052	Bad debts written off	0	0	0	0	0	0	0	
4054	Arboriculture	0	10,771	0	0	19,324	5,000	0	
4060	Footpath Maintenance	0	0	0	0	0	500	0	
4980	Tfr to Earmarked								
	Reserves	0	0	0	0	0	0	8,000	
	Tfr to/from Committed								
4997	Funds	0	0	0	0	-14,153	0	0	
	Overhead Expenditure	8,595	11,898	5,587	4,737	44,212	27,295	8,323	0
	Movement to/(from) Gen								
	Reserve	-5,504	-9,546	-4,953	-2,409	-41,905	-24,795	-8,323	-2,200
305	Jocelyn Park								
1010	Rent Received	0	0	0	0	3,741	2,000	263	
1077	Grants rec'd SSDC	0	0	0	0	0	3,445	0	
	Total Income	0	0	0	0	3,741	5,445	263	
4012	Water Charges	0	0	0	-20	0	50	0	
4014	Electricity	0	0	0	-127	0	150	0	

4036	Property Maintenance	0	0	0	0	0	500	0	
4037	Grounds maintenance	0	0	0	0	0	2,940	0	
	Equipt/Furniture/Small								
4044	Tools	0	0	0	1,768	0	500	0	
4985	Tfr to Sinking Fund	0	0	0	0	0	300	0	
	Tfr from Sinking Fund								
4995	Jocelyn	0	0	0	-1,383	0	0		
	Tfr to/from Committed								
4997	Funds	0	0	0	0	-385	0	0	
	Overhead Expenditure	0	0	0	238	-385	4,440	0	0
	Movement to/(from) Gen								
	Reserve	0	0	0	-238	4,126	1,005	263	0
308	<u>Amenities Central Costs</u>								
	<u>(Sch14)</u>								
1010	Rent Received	5,465	1,102	1,853	1,387	235	2,300	235	
1040	Sponsorship Income	0	0	0	150	0	0	0	
1046	Recharge for vehicle fuel	138	0	0	0	0	400	0	
1089	Miscellaneous Income	138	0	342	0	0	0	0	
	Total Income	5,741	1,102	2,195	1,537	235	2,700	235	0
4001	Payroll Costs	45,949	45,721	37,156	37,387	36,997	96,413	29,617	
4002	Temporary/Casual Staff	0	0	0	0	0	0	850	
4006	Protective Clothing	24	0	51	179	227	900	13	
4007	Health & Safety	22	485	0	47	0	300	77	
4008	Training/Courses	1,920	787	0	1,399	0	3,000	0	
4009	Travelling	0	26	25	88	11	150	0	
4011	Rates	1,075	514	551	582	596	1,250	1,210	
4012	Water Charges	176	0	19	19	13	100	15	

4014	Electricity	191	197	177	114	213	1,000	766	
4016	Janatorial	0	0	0	0	0	0	24	
4017	Refuse/Waste Disposal	729	330	43	902	596	500	-1,328	
4020	Miscellaneous Expenses	11	19	15	7	78	100	0	
4021	Telephone & Fax	34	58	30	80	10	100	0	
4035	Vandalism	1,063	105	470	0	0	1,000	0	
4036	Property Maintenance	5,934	0	30	1,128	2,284	2,000	0	
4042	Equipment Maintenance	93	712	1,560	1,357	2,545	2,500	10	
4043	Vehicle Maintenance	1,568	1,218	189	1,003	2,036	3,000	1,007	
4044	Equipt/Furniture/Small Tools	243	467	260	471	267	1,500	-10	
4045	Vehicle / Equipment Lease/Hire	496	0	0	0	0	500	948	
4046	Vehicle Fuel	1,274	1,250	1,034	1,780	1,581	2,500	597	
4047	Vehicle Licence/Insurance	886	1,302	1,530	591	2,455	2,500	1,325	200 Hire of additional truck for distancing
4050	Consumables	0	463	0	0	21	200	0	
4997	Tfr to/from Committed Funds	0	0	0	0	-857	0	0	
	Overhead Expenditure Movement to/(from) Gen Reserve	61,688	53,654	43,140	47,134	49,073	119,513	35,121	200
		-55,947	-52,552	-40,945	-45,597	-48,838	-116,813	-34,886	-200
309	<u>Amen Capital & Non-Recurring</u>								
1077	Grants Rec'd SSDC	0	5,981	0	0	0	0	0	
	Total Income	0	5,981	0	0	0	0	0	
4956	CP - Cemetery Chapel	0	850	0	0	0	0	0	

4960	CP - New Equipment - Amenities	2,475	0	0	0	1,359	0	0	
4966	CP - New Vehicle Amenities	15,386	0	0	0	0	0	0	
4968	CP-Jocelyn Park Changin Facili	14,439	-378	0	0	0	0	0	
4980	Tfr to Earmarked Reserves	4,000	0	0	0	0	4,000	0	
4990	Tfr from Earmarked Reserves	0	0	0	0	0	0	0	
	Overhead Expenditure Movement to/(from) Gen Reserve	36,300	472	0	0	1,359	4,000	0	0
		-36,300	5,509	0	0	-1,359	-4,000	0	0
401	<u>Markets (Food Act 1984 s50)</u>								
1012	Markets	2,649	2,312	1,768	1,492	825	2,000	0	-833 Not being collected during Pandemic
	Total Income	2,649	2,312	1,768	1,492	825	2,000	0	-833
4001	Payroll Costs	481	537	811	0	0	0	0	
4011	Rates	0	678	326	336	343	700	699	
4997	Tfr to/from Committed Funds	0	0	0	0	-2,648	0	0	
	Overhead Expenditure Movement to/(from) Gen Reserve	481	1,215	1,137	336	-2,305	700	699	0
		2,168	1,097	631	1,156	3,130	1,300	-699	-833

									-
	Income	320,542	328,529	404,561	349,858	350,776	799,738	362,732	18,929
	Total Budget Expenditure	341,428	306,682	250,167	287,183	321,034	799,738	233,168	13,430
	Movement to/(from) Gen Reserve	-20,886	21,847	154,394	62,675	29,742	0	129,564	32,359
									-
Level of reserves month 1									
		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21		
310	General Reserves								Gateway Project Boden Street Shortfall ?
330	EMR Muga	£40,000	£40,000	£40,000	£44,000	£48,000	£52,000		
332	EMR Land Acquisition	£34,000	£34,000	£34,000	£0	£0	£0		
333	EMR Election Costs	£1,600	£3,200	£2,000	£2,000	£2,000	£0		
335	EMR Amenities Equipment	£8,280	£8,280	£8,280	£0	£0	£0		
338	EMR Play Equipment	£2,000	£2,000	£2,000	£10,280	£10,280	£10,280		
339	EMR Vehicle Replacement	£0	£0		£0	£28,000	£43,050		New electric truck
340	EMR Guildhall Maintenance	£35,700	£35,700	£35,700	£0	£0	£0		
341	EMR Cemetery Chapel	£5,750	£5,750	£5,750	£5,750	£55,750	£55,750		
342	EMR IT Hosting future years	£16,000	£16,000	£0	£0	£0	£0		
343	EMR Cemetery	0	0	£100,000	£200,000	£200,000	£200,000		New land
344	EMR Committed Expenditure	0	0	£0	£0	£32,411	£0		
345	EMR Bus Shelter					£0	£8,000		
350	Sinking Fund Guildhall	£165,234	£138,644	£138,644	£174,344	£201,844	£175,043		Guildhall clean, Front Doors

351	Sinking Fund Civic Regalia	£1,806	£2,937	£2,500	£2,500	£2,500	£2,193
352	Sinking Fund Closed Churchyard	£6,850	£8,350	£8,350	£7,750	£7,750	£7,750
353	Sinking Fund – Jocelyn Park	0	0	£300	£600	£900	£1,200
354	Sinking Fund - Guildhall Screen	0	0	£0	£0	£1,707	£1,707
	Total EMR's/Sinking Funds	£317,220	£294,861	£377,524	£447,224	£591,142	£556,973



Full Council

Date: 9th September 2020

Title: SSDC Amenities Team Support Report

Purpose of the Report: To provide Members with relevant background information regarding the support that has been provided by SSDC to the Amenities Team.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That the informal contract between Chard Town Council and South Somerset District Council (SSDC) be terminated at the earliest opportunity;
- 1.3 That the Team from SSDC be thanked for their support provided over the past months.

2. BACKGROUND

- 2.1 Chard Town Council agreed to engage SSDC in 2019 to provide support, help and guidance to the Town Council's Amenities Team during a difficult operational period.
- 2.2 The support was initially five days a week but this has reduced over the past months to a few hours per week.
- 2.3 The Town Council agreed to extend the support in January 2020 to 2 days a week with a view to terminating it at the end of March 2020.
- 2.4 An options report was presented in March 2020 by SSDC to the Town Council when the following resolution was made:

2020/087. Amenities *To agree the recommendations of the report.*

The SSDC Environmental Services Team Leader advised that he had met with the SSDC Environmental Services Manager and 3 options had been proposed.

The Chairman asked Councillors to select one of the proposed options which would then be costed. Following some debate on the proposed options, it was proposed and seconded that Option 3 be progressed.

Proposed: Cllr Bulmer

Seconded Cllr Mrs Wootton

Agreed by 5 in favour, 0 against, 1 abstention.

RESOLVED - to progress the cost of Option 3 of the confidential report.

- 2.5 Following this resolution the Covid-19 lockdown commenced and delegated authority was given to the Town Clerk to make decisions during this period. The support was continued based on one day a week, although in reality the Amenities Team has only received between one to 3 hours weekly in the past few months with no support provided during some weeks.

3. UPDATE

- 3.1 A meeting was held with representatives from SSDC and the Locum Clerk to discuss the support agreement on Thursday 3rd September 2020.
- 3.2 It was confirmed that no further work had been undertaken to cost Option 3 of the confidential report.
- 3.3 In addition, the future of the Principal Authorities in Somerset is now in the balance following the requirement by the Government for the County to consider the creation of either one or two unitary authorities thus disbanding the existing structure of one County and four District Councils.
- 3.4 It also appears that no formal agreement was entered into by the Town Council with SSDC.
- 3.4 It is with this in mind that it has been agreed that the current support provision be terminated at the earliest convenience by both parties.

4. CONCLUSION

- 4.1 The future of Local Government in Somerset is entering an unsettled period. It therefore makes sense to step back from the current informal agreement and review it at a later date if required.
- 4.2 Both parties are in agreement at Officer level that nothing further can be achieved with the support provision. A great deal has been achieved and the Amenities Team is now operating at an effective and efficient level providing an excellent service to the Town.
- 4.3 The Street Cleaning contract will continue and an agreed monitoring scheme will be developed to satisfy the required performance indicators of SSDC.

BODEN CENTRE REPORT

Purpose of the Report

This report is offered following the agreement at Full Town Council in August in response to the growing need for a community building in the centre of Chard for the use of not for profit and VCS organisations and the potential to access the Boden Centre, Boden Street, Chard for a limited period.

Context

During the lockdown some organisations have emerged that serve the emotional and wellbeing needs of some of the most vulnerable people and have proven that this need has an ongoing role in the support during the emergence into the new 'normal' and beyond.

Until now there have been premises that have been made available for this to develop but as things start to reopen these buildings are being returned to their previous use and this leaves some new groups without a place to carry on.

The need for a community building where groups can use, store and carry out activities that require longer sessions without clearing away work between them has been an issue for some time but has now become urgent.

Alternative premises have been considered but to date have proven to be too small, expensive or otherwise unsuitable for this use. However there is the potential for short-term use of space at the Youth Centre and we are continuing to search as premises become vacant.

Findings

A site visit to the Boden Centre took place with representatives from SSDC as landlords, potential users and CTC represented by myself and Cllr Baker. There were a number of questions raised over the potential costs and liability to CTC if we were to agree to the lease as offered.

The proposed main user group, Take Flight, is a relatively new group working with vulnerable adults to improve quality of life, alleviate the risk associated with isolation and dependence and work towards achieving their full potential through practical skills, support and appropriate signposting. They work with a wide range of agencies and fulfil a need not met elsewhere locally. They are registered as a charitable organisation with the Charities Commission and have a constitution, committee structure and insurance that reflects their work. The Clothes Bank is one part of their work and is the most urgent in finding premises however it is complimented by the other work of the group which is to provide a safe space for isolated and vulnerable adults to meet and achieve.

Other groups would be able to rent space as required in a similar way to people using the Guildhall however it would be limited to Community based uses and not commercial. There is significant interest from groups who are in desperate need of a suitable space that the Boden Centre could offer and it is likely that the building would be in use every day including some evenings depending on any CoVid 19 restrictions.

Part of the building is leased from SSDC by a commercial mortgage advisor who will have a separate entrance and will not affect the use of the remaining part of the building. It does, however, restrict access to the rooms downstairs and with the lift not in use will mean disabled access is limited. As the owner of the building SSDC would be liable if this were an issue.

The lease will be for a 6 month period with an early release clause if required by CTC were the agreement was not working out with one month's notice. There is potential for this to be extended and this would be negotiated on a rolling month by month basis.

Utility, cleaning and business rates would be collected by CTC on a monthly basis based on estimated costs and paid to SSDC quarterly with adjustments made as soon as possible where necessary. Building insurance will be provided by SSDC with contents and public liability the responsibility of the group. The building will be leased on a an "as is" basis.

The costs associated with solicitors for checking the lease are significant and not fixed as yet which may well be a problem and are not proportionate to the length or value of the lease. The quote received is between £450 and £1000 plus VAT. Where this would need to be found by the group it may prove a problem at this stage.

Resource and Financial Implications

The building is being offered to Chard Town Council as leaseholder for a peppercorn rent of £1. In addition, the business rate of approximately £3000 and utility costs will need to be paid for the 6 months. A cleaning company is contracted at a cost of £402 per month and electricity is £80 per month.

On this basis it would cost £5250 to lease the building for 6 months at 75% with the Commercial business paying the remaining 25% costs. It may be worth trying to renegotiate the percentage costs as a large part of the building will be restricted from use by people with physical disabilities but at present SSDC are not willing to offer any reduction.

At current estimates this equates to £102 per week. In addition, solicitors costs of approx. £1000 will be incurred however if this were to be spread over the 6 months rental it mean an additional £38 per week income would be required meaning the groups would need to raise an income of £140 per week. This is a realistic amount given the intended uses.

The groups using the building would be required to cover the cost of all utilities they use on a pro rata basis and this will be reflected in the rental costs.

Clothes Bank – ready to move in now.

Take Flight – will restart as restrictions allow

Repair Café – sale of refreshments and donations, monthly

Chard @ Play – as restrictions allow

Development of inclusive groups reflecting the diversity of the population

Library of Things

Geek Card Games

Healthy Cooking on a Budget and Good Neighbour scheme offering ready meals to people who are not able to cook

Drama group

Arts & Crafts workshops

One of the main groups currently have approximately £1000 available towards initial costs to allow work to commence prior to other income and grants being available.

Conclusion

There is a risk if CoVid restrictions do not allow work to take place in the building at the capacity required to raise funds however there are funds available to help cover at least some of this eventuality and the groups would be eligible to apply.

As the Clothes Bank alone they could be other options for short term storage including the Youth Centre although this is likely to be less than 6 months and would not allow for other activities and groups to use the facility. It would also restrict access to the Bank as the centre reopens for use as a Youth Centre.

It is a time limited opportunity which is why an urgent decision is needed and it does come with some risk if the groups do not react as quickly as they have indicated or if CoVid 19 returns us to more restricted activities however it is a case study for a longer term community building in Chard.

It would allow for trying some activities that may not be able to afford the usual commercial rents or need space over a longer period than commercial spaces can provide.

It is a positive show of support for a valuable resource serving Chard and the most vulnerable community. It is also a practical way to prove our commitment to the Reduce-Reuse-Recycle agenda and the development of the town as an inclusive place to live.

While we always have to be aware that we are using taxpayers money and need to use it responsibly this is a chance to go beyond to the usual and do something extraordinary to develop the imagination and ingenuity of Chard.

Concerns have been raised over the potential of competition with Charity Shops in the town and the Council being shown to favour one organisation over others. While there is potential for this to happen, the primary purpose is to provide an opportunity for a wide range of smaller organisations who do not currently have access to a community building to expand their offer and potential and would not restrict other organisations using the facility if they wished. As the proposal is to break even while the support is given by the Council it is at no cost to the taxpayer unless they do not achieve the target but this will be limited by the one month "get out" clause in the lease and it this could be mitigated by asking for one month costs in advance.

The clothes bank will form one part of the picture and will be aimed at offering a service to people for whom even a charity shop is not a viable choice.

Recommendation

Having taken time to reflect on the proposal and dependent on all the issues discussed with SSDC in relation to the lease I continue to believe that this is a risk worth taking, if things continue to reopen and emerge from lockdown as they are currently doing then there is every chance, and I am confident, that the building will cover all costs and prove the need for a community building in Chard. If things do not work out because of the pandemic returning then the building will be able fulfil a role that reflects the needs of the time.

All community work is evolving to reflect the needs of the communities they serve and as the needs change new organisations and groups will emerge to fulfil that need. While all due diligence is always required and risk mitigation is vital sometimes we also need to offer support to make things happen that allow our community to evolve and reflect where we are now and where we want to be in the future and not stay stuck in a past where we might feel safe but be out of tune with the needs around us.

I know this is a risk but a limited one that I strongly believe is needed and hope you feel able to support.

Name of Officer and date of report

Liz Johnson-Idan 08/09/2020

September 2020 Community Liaison Officer Report to Council

INTRODUCTION

Here we are in September already and autumn is upon us with children back in school and Christmas starting to appear in the shops. Hopefully we are also beginning to emerge from lockdown and able to start enjoying at least some of the usual activities again.

There have been invitations for the Mayor and plans for tree planting and other outdoor things with the appropriate social distancing and risk assessments of course but some new form of normality is creeping in again.

That said everything does come with the proviso that there may be a second spike and everything will stop again!

EVENTS and MEETINGS

Our Mace Bearer, Clive Sanders, has offered his resignation after many years' service. He will be missed in so many ways not least the professional and respectful way he has carried out the role, his patience, particularly with me on occasion, and cheerful demeanor have been a great asset to the town. I am sure you will join me in wishing him well in all his future endeavors and thank him for the time he has supported the Mayor's of Chard in civic service.

This has left us with the task of finding a new Mace Bearer and to this end a press release has been produced which you may have seen. There has already been some interest and it will be interesting to see who will apply. In the past a small panel have interviewed potential candidates and I assume this will be the case in this instance. A copy of the press release is at the end of this report.

There have been ZOOM meetings, long phone calls and site visits focusing on mental health, funding, community development and compassionate care.

I have also attended meetings at the Boden Centre and future plans for the Museum.

Following agreement at the previous Full Town Council Meeting we have joined the Rural Services Network new Rural Market Towns Grouping

The size of this group has gone past the 100 member milestone with members coming forward from across all rural areas of England.

It is vital in our view that Rural Market Towns and larger Parish Councils in England have a grouping across which to network and exchange best practice. It is equally important that they establish a national voice to get their views and concerns across to Government from the Market Town perspective.

RSN Chief Executive Graham Biggs said 'we have made a really good start with this initiative. Market Towns across England have in many areas been key in the Lockdown period. They have shown how vital they are to their communities. However, they have to have a national voice and they have to have their say. We are sure this initiative will assist in giving them that' Extract from report, Rural Services Network September 2020.

FUNDING

Green Homes Grant Scheme – Department for Business, Energy & Industrial Strategy The government will provide a voucher worth up to £5,000 or £10,000 to help cover the cost of making energy efficient improvements to your home. Improvements could include insulating your home to reduce your energy use or installing low-carbon heating to lower the amount of carbon dioxide your home produces. You must redeem the voucher and ensure improvements are completed by 31 March 2021. You can apply for the voucher from the end of September. In the meantime, you can find out what improvements can be made to your home and obtain quotes from certified tradespeople. The government will provide a voucher that covers two-thirds of the cost of qualifying energy efficiency or low carbon heating improvements to your home. The maximum value of the voucher is £5,000. If you are on a low income and receive certain benefits, you can receive a voucher covering all of the cost of the improvements. The maximum value of the voucher is £10,000. To apply for the voucher, you must either: • own your home (including park homeowners, long-leaseholders and shared ownership) • be a private or social landlord <https://www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme>

Covid-19 Digital Response Fund – CAST and The National Lottery Community Fund The Catalyst and The National Lottery Community Fund COVID-19 Digital Response Fund is a partnership between The National Lottery Community Fund and Centre for The Acceleration of Social Technology (CAST), with support from the Catalyst network. The £5m fund is now open for applications, aimed at organisations in England whose work has been affected by Covid-19 and who need emergency funding to continue to deliver essential services. The funding will support organisations to develop their digital, data and design capabilities that allow them to address urgent issues and serve the most vulnerable. Emergency funding of up to £60k is available to non-profits in England that are committed to proactively sharing learnings with other organisations in their networks. They are particularly interested in applications from user-led organisations and organisations led by and for marginalised communities and those most affected by the Covid-19 crisis (particularly Black, Asian and Minority Ethnic; Deaf and Disabled; Lesbian, Gay, Bisexual and Transgender and/or women-led groups). There are two strands to the fund - discovery and development. Application deadlines: • 7 September (Discovery Programme) • 20 September 2020 (Development Programme) <https://www.thecatalyst.org.uk/covid-digital-fund>

Small Grants Programme – Road Safety Trust The main aim of the Small Grants Programme is to improve road safety at a local level. They are looking for measurable interventions that link to local priorities and show a proposed link to reducing casualties either directly or through clear interim measures. Eligible projects are pilots/trials, expanding successful trials across a new area, and/or the evaluation of interventions. Projects should have the potential for being brought to scale - with the ultimate goal of reducing deaths and injuries both locally and across the UK. The maximum project length under this grant programme is 24 months. The minimum amount that can be applied for is £20,000 and the maximum is £50,000 over two years in total. The total amount currently available under this funding round is £300,000. Local Authorities, Police Forces, Fire and Rescue Services or UK-based registered charities, not-for-profit social enterprises or community interest companies can apply. Applications will be accepted between 15 September and 21 October. <https://www.roadsafetytrust.org.uk/small-grants>

Covid Recovery Fund – Lloyds Bank Foundation Small and local charities helping people overcome complex social issues can now apply for two-year unrestricted grants of £50,000 with dedicated organisational development support through the COVID Recovery Fund. From conversations with small and local charities and the wider sector, Lloyds Bank Foundation know that “to be able to recover from this health crisis charities need unrestricted funding and the space and support to adapt their organisational, income generation and service delivery models which have been significantly impacted by Covid-19.” To meet these needs, the Covid Recovery Fund will offer around 150 charities a two-year unrestricted grant of £50,000 alongside a Development Partner to help charities navigate a tumultuous future. The deadline for applications is 11 September. <https://www.lloydsbankfoundation.org.uk/covid-19/covid#Recover>

The Phoenix Fund – Global Fund for Children & The National Lottery Community Fund The Phoenix Fund aims to put racial justice at the heart of Covid-19 pandemic response. The initiative will support a network of Black, Asian, and Minority Ethnic charities and groups in England that are working in the heart of their communities, providing essential and emergency services, support, and education tailored to the BAME community. The initiative aims to: • Offer core funding to BAME grassroots groups across England working with BAME communities • Raise awareness of the unique challenges facing BAME communities across England • Establish an effective, innovative partnership to improve and promote community-based organisations within English philanthropy Grants up to £20,000 are available with application deadlines on 16 September and 30 September. <https://globalfundforchildren.org/the-phoenix-fund/>

Transforming Places through Heritage Grants – Architectural Heritage Fund This programme supports projects that will contribute to the transformation of high streets and town centres in England helping them become thriving places,

strengthening local communities and encouraging local economies to prosper. It is part of a wider initiative to revive heritage high streets in England, alongside Historic England's High Street Heritage Action Zones. This programme is for individual heritage buildings in, or transferring to, community ownership. They will support charities and social enterprises to develop projects with the potential to bring new life to high streets by creating alternative uses for redundant or underused historic buildings in town centres. A range of grants are available:

- Project Viability Grants: up to £15,000, for early viability and feasibility work, open now for applications.
- Project Development Grants: up to £100,000, for capital project development costs, open now for applications.
- Crowdfunding Challenge Grants: up to £25,000, to match fund crowdfunding campaigns, open now for applications.
- Transformational Project Grants: up to £350,000, for transformational capital projects. The deadline for applications is 30 September 2020.
- Community Shares Booster Grants: further information to be announced.

<http://ahfund.org.uk/england>

Grant schemes for electric vehicle charging infrastructure – Office for Low Emission Vehicles The government offers grants to support the wider use of electric and hybrid vehicles via the Office of Low Emission Vehicles (OLEV). This includes:

- The Electric Vehicle Homecharge Scheme (EVHS) provides grant funding of up to 75% towards the cost of installing electric vehicle chargepoints at domestic properties across the UK.
- The Workplace Charging Scheme (WCS) is a voucher-based scheme that provides support towards the up-front costs of the purchase and installation of electric vehicle charge-points, for eligible businesses, charities and public sector organisations.
- The On-street Residential Chargepoint Scheme (ORCS) provides grant funding for local authorities towards the cost of installing on-street residential chargepoints for plug-in electric vehicles.

For more information visit the website below. <https://www.gov.uk/government/collections/government-grants-for-low-emissionvehicles>

TDS Charitable Foundation The TDS Charitable Foundation is a charitable incorporated organisation and is registered as a CIO with the Charity Commission for England and Wales. In 2020 -2021 the Foundation is looking to support projects which focus on one of the following themes:

- Promoting knowledge of landlords' obligations. The Foundation state: "It is clear that the growth of the private rented sector has been fuelled in recent years in part by the rise of the 'accidental landlord'. This is often a person who owns property but who is required by circumstances to let the property. These landlords tend to be inexperienced and not fully understand the obligations that they have to meet as a landlord."
- Promoting knowledge of tenants' rights & responsibilities. The Foundation "is aware that many tenants are not fully aware of their rights and responsibilities and the Foundation will invite proposals which will help educate tenants about their rights and responsibilities."

The maximum grant available is £10,000 and the deadline for applications is 25 September 2020. <https://tdsfoundation.org.uk/#apply-for-funding>

Financial support for businesses during coronavirus – Department for Business, Energy & Industrial Strategy and Public Health England You can find out more details about the government's support for businesses through this website which includes: • the Coronavirus Job Retention Scheme • deferring VAT and Income Tax payments • a Self-employment Income Support Scheme • a Statutory Sick Pay relief package for small and medium sized businesses • business rate relief • small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief • grant funding of £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000 • the Coronavirus Business Interruption Loan Scheme Information on all these items can be found via the following link:

<https://www.gov.uk/government/collections/financial-support-for-businesses-duringcoronavirus-covid-19>

Neighbourhood Planning Grant Funding – Locality You can apply for three types of grant funding if you are preparing a Neighbourhood Plan: • Basic Grant Funding: All groups undertaking a neighbourhood plan are eligible to apply for up to £10,000 in basic grant. As well as applying for a basic grant, you can also apply for technical support (provided you meet the eligibility criteria) to help you with your neighbourhood plan. • Additional Grant Funding: Groups meeting the eligibility criteria are able to apply for additional grant of up to £8,000 (in addition to the basic grant). This will take the total amount of grant available to you to £18,000. • Affordable Housing for Sale Grant Funding: This is a new element to the programme, and it is running as a pilot scheme. The pilot began in 2019-20 and will continue in 2020-21. If you are wishing to bring forward affordable housing for sale you may be eligible for further grant funding of up to £10,000 to help develop these ideas. All grants are now open. <https://neighbourhoodplanning.org/about/grant-funding/#affordablehousing>

Development Grants & Impact Grants – Youth Futures Foundation The Youth Futures Foundation is committed to transforming employment for young people. They recognise that achieving this systemic change will be a team effort involving a broad range of employers, government, funders and organisations working with young people. Their activities and grant giving are designed to reflect this. In response to Covid-19 they have acted swiftly to develop an emergency funding response: 1. They have significantly increased funding available for development and impact grants to rapidly increase youth employment provision 2. They are launching an emergency levelling up youth fund to support young people from the hardest hit communities Their rolling grants programme is designed to find, fund, support and evaluate promising practice. Funding will go to organisations working with young people aged 14-24 to help overcome barriers to finding meaningful work. They are looking for approaches that can be tested, evaluated and, where proven to be effective, expanded to more young people. The Foundation want to partner with organisations that share their values and are committed to learning, investing in

good practice and sharing what works to transform the youth employment landscape. Two types of grant are available: • Development Grants of between £30,000 and £150,000 per annum over 1-2 years. • Impact Grants of between £100,000 and £1.2 million per annum over 1-5 years.

<https://youthfuturesfoundation.org/grants/>

Coronavirus response fund – Big Society Capital A £100 million programme of loans and investment has been announced by Big Society Capital to help get much-needed emergency funding to social enterprises, charities and small businesses in disadvantaged areas affected by the coronavirus pandemic. The new measures include: • A new Resilience and Recovery Loan Fund, managed by Social Investment Business (SIB), to enable social lenders to provide emergency loans to affected social enterprises and charities without requiring personal guarantees and charging no fees or interest for 12 months. • Smaller, emergency loans will also be made available on the same no fee, no interest for 12 months basis to small businesses and social enterprises in more deprived areas. • Up to a further £50 million which Big Society Capital will reprioritise and repurpose over coming months to address emerging funding needs among social enterprises and charities, either through the Resilience and Recovery Loan Fund or alternative funding vehicles as appropriate.

<https://bigsocietycapital.com/latest/100-million-response-announced-to-help-socialsector-organisations-through-the-coronavirus-crisis/>

Rural Community Energy Fund – Department for Environment, Food and Rural Affairs and the Department for Business, Energy & Industrial Strategy The Rural Community Energy Fund (RCEF) is a £10 million programme which supports rural communities in England to develop renewable energy projects, which provide economic and social benefits to the community. RCEF provides support to rural communities in 2 stages: • stage 1: grants of up to £40,000 for a feasibility study for a renewable energy project • stage 2: grants of up to £100,000 for business development and planning of feasible schemes RCEF is being run by 5 regional Local Energy Hubs. If you would like to register your interest for the scheme, or would like further information, please contact the relevant hub for your area.

<https://www.gov.uk/guidance/rural-community-energy-fund>

Places to Ride – British Cycling British Cycling is working closely with Sport England to develop a national network of new cycling facilities which meets local demand, making use of a £15 million investment programme called Places to Ride. The funding is available to any organisation that is developing cycling activity in their community and can be used for anything from equipment packages to activate your local space, through to a brand-new cycling facility. The programme is open until January 2021

Large scale grants (£50,000 - £500,000) are available, typically for new facilities or significant improvements to existing venues, small scale grants (£1000 to £50,000) for equipment, cycle storage, small-scale facilities or venue improvements.

Equipment packages are also available to activate your local space.

<https://www.britishcycling.org.uk/placestoride>

Comic Relief Community Fund (England) – Groundwork UK The Comic Relief Community Fund (England) is offering grants to grassroots community organisations with an income of less than £250,000. There are two types of grants available to organisations whose work delivers on one of Comic Relief's four strategic themes: • Children Survive & Thrive: projects that support children under the age of 5 to reach their potential and have the best start in life. • Fighting for Gender Justice: projects that improve equality for women, girls and the LBTQI+ community and initiatives that help people affected by domestic violence, abuse or exploitation due to their gender. • A Safe Place to Be: projects that support people who are rebuilding their lives because of homelessness or forced migration. • Mental Health Matters: projects that support good mental health in communities, improve access to support and tackle stigma and discrimination. Funding is available to help you develop your organisation through a Capacity Building Grant (up to £1000), to deliver projects through a Project Delivery Grant (up to £4000) or through a Covid-19 Community Grant (up to £4000). Administration of the local funding is being managed by community charity, Groundwork, which specialises in transforming communities and the local environment for the better. <https://www.groundwork.org.uk/national-grants/comic-relief-community-grants/>

Somerset Film

Thanks to support from the [Clothworkers Foundation](#) and in partnership with local mental health support organisations we have been able to purchase tablets to provide adults in need with access to communication and creative apps as well as the internet.

We know that connecting with others and staying creative is key to wellbeing.

The tablets will be available for loan for two months at a time and recipients will be able to access technical support. For a limited period we are also able to provide free wifi access via mobile hubs.

For more information please contact [Deb Richardson](#) deborah@somersetfilm.com

Are you aged 16-19?

Are you interested in Filmmaking?

As a student of a Film Academy Short course, you'll gain experience working alongside industry professionals and will be offered hands-on filmmaking experience to help develop practical knowledge and skills.

The BFI Film Academy is on a mission to help train and inspire the next generation of UK filmmakers. We support young people aged 16 to 19 to develop the commercial and cultural knowledge and skills to help make a career in film. **No experience is necessary.**

Applications are NOW OPEN for the October 2020 BFI Film Academy. For more information see

<https://www.somersetfilm.com/bfi-film-academy/>

GOVERNMENT CONSULTATIONS

Changes to the Current Planning System: consultation on changes to planning policy & regulations – Ministry of Housing, Communities & Local Government

Government states that: "This consultation sets out proposals for measures to improve the effectiveness of the current planning system. The 4 main proposals are: • changes to the standard method for assessing local housing need • securing of First Homes through developer contributions in the short term until the transition to a new system • supporting small and medium-sized builders by temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing • extending the current Permission in Principle to major development" This consultation closes on 1 October 2020.

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

Planning for the Future – Ministry of Housing, Communities & Local Government
Government states that: "The Planning for the future consultation proposes reforms of the planning system to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed." This consultation closes on 29 October 2020.

<https://www.gov.uk/government/consultations/planning-for-the-future>

Waste management Plan for England – Department for Environment, Food & Rural Affairs
Government are seeking views on a revised draft Waste Management Plan for England (the Plan). Under the Waste (England and Wales) Regulations 2011 the Government is required to review the Plan every 6 years. The content of the Plan is determined by the requirements of Schedule 1 to the Waste (England and Wales) Regulations 2011. The Plan provides an analysis of the current waste management situation in England. It is primarily about the quantity of waste there is in England and how that waste is managed. The Plan sets out a summary of current policies, not new policies or announcements. It reflects the policies included in the Government's Resources and Waste Strategy, published in 2018. This consultation closes on 15 October 2020. <https://consult.defra.gov.uk/waste-and-recycling/waste-management-plan-for-england/>

LINKS TO WORKPLAN

I am working to the timelines in the workplan as far as possible in the current circumstances and am continuing to contact existing groups and organisations, particularly where I have appropriate information that may be of interest to them, monitoring new groups, initiatives and trends both locally and nationally.

FUTURE PLANNING

Research into potential for Carbon reduction within Chard linked to SCC funding application.

Continuing work on Community Cohesion, Equality and Diversity strategy.
On-going development of an offer to address Mental Health support and signposting.
Support to community organisations facing difficulties following CoVid-19 pandemic and forward working.
Some areas are beginning to plan civic events and we will be looking at how we can arrange events within the current rules in the near future.
Continuing to respond quickly to changing circumstances but also build on the sense of community and new working methods that have developed during the past few months to ensure we keep all the good things that have kept things going in unprecedented times.

Liz Johnson-Idan
Community Liaison Officer
8th September 2020

***** PRESS RELEASE *****



Chard Town Council Vacancy for Mace Bearer

Purpose

To attend civic and ceremonial events and to carry out the duties of Mace Bearer when required to do so.

Background

The post upholds a long tradition of civic pride and dignity and this should be reflected in the personality and appearance of the Mace Bearer whose duties will require a strong sense of duty, together with tact and courtesy.

Duties

The post holder plays a key role in the ceremonial activities of the Council including call to order certain meetings of Council to stand as the Mayor is brought into the council chamber, supporting the Mayor and carrying the ceremonial Mace at events where full mayoral ceremonial robes are worn. In addition, hosting or taking part in visits to schools and other organisations to provide talks on the history of the mayoralty, its importance to the Town and to positively promote the function.

This role is to attend engagements and support and advise the Mayor, help them put on the ceremonial robes and assist with keeping the chains of office and mace secure.

Additional Information

You will be expected to deal with matters ensuring compliance with the Council's civic protocols. It is important that you can demonstrate a positive and, at times, diplomatic approach. You should preferably have experience of either delivering presentations or talks to groups of people or the public.

The post holder will be required to wear a uniform whilst on duty and to maintain a smart and clean appearance. An ability to work with a wide range of people including members of the public, councillors and dignitaries courteously and respectfully is essential.

The successful applicant will need to be enthusiastic, willing to learn and able to work in a flexible manner. The post requires the ability to be available unsocial hours including evenings, weekends and public holidays. You will need good communication and interpersonal skills and be able to work with authoritative supervision.

A small honorarium is offered alongside membership of the Guild of Mace Bearers and Ceremonial Robes are supplied.

Chard Town Council invites written submissions from candidates who consider they have the necessary qualities and skills to carry out this role and feel they would be suitable to be the Council's appointed Mace Bearer. Details of two referees should also be included with the written application but will only be followed up if an offer of appointment is made. The closing date for applications is Friday 2nd October 2020 and interviews will be held during the evening of Monday 12th from 6.00pm. Chard Town Council welcomes applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

For further information and to apply please contact Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard, TA20 1PP

Tel: 01460 239567

Email: townclerk@chard.gov.uk

WESTERN POWER GRANT REPORT

Purpose of the Report

This report is an update of the previous report in reference to the grant received from Western Power for the support of volunteers in response to the CoVid-19 pandemic.

Context

The grant was received from Western Power for use to support the work of the CoVid -19 response by Chard Town Council working with the CoVid Group volunteers to deliver support to vulnerable people in Chard and surrounding villages.

While the work of the volunteers continued until 31st July 2020 the Council had already offered funding for some of this work and the Western Power funding was not utilised during this period of activity.

We now need to consider what to do with this funding which is ringfenced for volunteer support in relation to CoVid pandemic response. An application from the group to set aside this amount (£5000) against any future need for this work if the second, and subsequent, waves materialise.

I have contacted Western Power in relation to the grant criteria and what we should do however to the date of completing this report I have not received a reply. If this situation changes prior to the meeting I will give a verbal update.

Findings

The current situation in relation to CoVid-19 is not encouraging and incidents are rising across the country with a further spike anticipated during the colder weather and flu season. This would indicate that further funds will be required in the foreseeable future in reaction not only to the immediate effect if we return to lockdown but also as furlough and other support is withdrawn and the economic effects of the pandemic filter through.

The funding can only be used for volunteer support associated with CoVid pandemic work and while there is not an end date it was given with the expectation to be used within a short period as a reaction to an immediate need during the lockdown. We were not able to do this within the initial period of lockdown although work did continue due to alternative funding being made available from the Town Council.

This leaves options to return the funding to Western Power. This may affect our ability to attract funding in the future.

Ringfence the funds as requested by the CoVid-19 group. This does assume there will be further waves of the pandemic but would mean that there would be funds available without any delay to respond if required. While not at odds with the criteria of the funding it is not within the expected time limitation.

Use the funds to replace the funds used by the group from the CTC funding which fit the criteria.

We do need to send a short report to Western Power in the near future and as the work was carried out in the community this should be possible although unless we agree to use at least part of the funds to pay for appropriate expenditure this would not be a reflection of the difference the funding made.

It is important that we comply with the criteria of the grant award as this could have implications to the Council and future funding.

Resource and Financial Implications

We could return the funding to Western Power.

We could ringfence the funds for future use. This would not be within the expectations of the funder although not in conflict with the criteria as long as the potential use is for support of volunteers in reaction to the CoVid pandemic.

The third option is to identify work carried out for the period from receipt of the offer of the funding and the closure of the CoVid group volunteer work on 31st July 2020 and use the fund to pay for this amount. Returning any amount used from the CTC funds to the Council. The work was carried out by the group in support of and with the knowledge of CTC in reaction to the Pandemic emergency and does fit the criteria of the funding.

Conclusion

Each of the options have merits and it is a decision for the Council to make with all due propriety. It is unfortunate that circumstances prevented allocation of the funding when the work of volunteers was most needed however it seems likely that we will see a second wave so maybe there may be an opportunity to use it in the foreseeable future.

Recommendation

As noted above each of the options has merit and a blended option of using part to cover costs already spent and a ringfenced amount against future need is likely be the best option given the evolving circumstances and would allow the Council to reduce its financial commitment while not impacting the level of support given. Pending confirmation from Western Power and the amount remaining after costs spent during the period 11/05/20 to 31/07/20 would be available for future volunteer support as required in relation to the pandemic and its repercussions.

Name of Officer and date of report

Liz Johnson-Idan 08/09/2020

COMMUNITY DEVELOPMENT GRANTS REPORT

Purpose of the Report

The Community Development Grants scheme has been running for a number of years and has helped many organisations to achieve their goals. However, it is under subscribed and possibly needs to be adjusted to meet local needs better. This is a longer-term objective but in response to the current climate post lockdown it has been suggested that we consider adapting this to support community organisations to keep going as they face difficult times in the current financial year.

Context

Due to the need to control the spread of CoVid-19 the Government locked down the nation in March and although this is now being eased for many community organisations this has meant they have been trying to keep going, some with additional work during this period, without being able to fundraise as they would normally do.

The good weather would usually be when many of them are able to attract funds through events but this cannot happen this year. For some their funding comes from being able to open for visitors, again this has not been possible.

Many funding streams that would have been open for applications have either closed or diverted funds for targeted work which has restricted the opportunity to seek grants.

In addition, uncertainty around employment and businesses under pressure due to the lockdown means there is less money around in the local economy for good causes.

Findings

The Chard Town Council Community Development Grant funding is available and has not received many applications to date although recent advertising may change this in coming weeks however it might be worthwhile making some changes to the criteria so that core costs can be funded at this time. This could ensure groups are able to survive until they are able to attract funds through more traditional routes.

This is likely to be a change to the section on Project Details and to the wording elsewhere where a project is referred to. We would need to see evidence of need where core costs are required but the application process does not need to be arduous.

A decision would need to be taken on whether previous recipients of project funding would be eligible for core funding. Where the organisation would not survive without core funding any project would not continue so any benefit would be lost although it

could also be argued that new applicants should have priority. A difficult choice where funds are limited.

Resource and Financial Implications

This would be a temporary response to current conditions and utilise the current Grant budget so no additional financial implications or resources are implied.

Conclusion

Without support to help groups and organisations through this unprecedented period many are likely to disappear through no fault in their management or any failure on their part. Many of them do fulfil a need within the community which cannot be found elsewhere and would leave a gap in provision, often affecting people at the height of their need.

A variation in the criteria, on a temporary basis, would be cost neutral to the Town Council in terms of actual money with the potential to save funds in the longer term through the support given to people who might otherwise need longer term, increased intervention, potentially increased anti-social behaviour or a lack of opportunity to make positive choices.

Recommendation

Given that there is no increased cost, unless the Council chooses to increase the budget, and the likelihood that new projects will not be a priority in the remaining financial year I commend this change to the current criteria for the Community Development Grant Scheme with the recommendation that the scheme be reviewed prior to the start of the 2021-22 financial year.

Name of Officer and date of report

Liz Johnson-Idan 08/09/2020

Planning and Highways - Scheme of Delegation. Agenda Item #2020/ 178

Purpose of the Report

Councillors will recall that following Full Town Council held on the 20th July 2020, in the absence of a Planning and Highways Committee, planning and highways matters would now be referred to Full Council, subject to a Scheme of Delegation.

Context

The Planning and Highways Committee previously considered all planning applications and planning matters affecting Chard; street naming and house numbering; Traffic Regulation Orders; and Street Lighting and Highway Obstructions.

If approved, this would replace the current Scheme of Delegation in regard to planning and highways matters whilst there is no Planning and Highways Committee.

The principle behind the proposed Scheme of Delegation is that if there are no objections or concerns from either the public or councillors in regard to a particular planning or highway matter, the item can be delegated and would not need to be referred to Full Council. The majority of applications the Town Council consider are not contentious, attracting no adverse comments. On that basis, it is not considered necessary that those proposals are referred to Full Council.

Conversely, the proposed Scheme of Delegation would provide an opportunity for those proposals, attracting objections or concerns from the public and/or councillors, to be aired, debated and for the recommendation to be submitted to the District Council.

Councillors, may of course wish to amend/revise or delete section(s) of the proposed Scheme of Delegation. However, a couple of specific sections have been highlighted in red to agree, revise or delete.

Please see the attached proposed Scheme of Delegation.

Recommendation

To approve the scheme of delegation for planning and highway matters.

Andrew Gunn
Town Clerk
17/08/2020

PLANNING AND HIGHWAYS – SCHEME OF DELEGATION

Scheme of Delegation.

A) Planning Applications.

The consideration of all planning applications for planning permission, including the approval of reserved matters, the display of advertisements, works to trees with Tree Preservation Orders, listed building and conservation area consents, is delegated to the Town Clerk, in consultation with the ward member(s) and Chairperson. All Applications to be delegated except in the following cases:

- (a) One or more of the ward members makes a specific written request for the application to be considered by Full Council and the request is agreed by the Town Clerk in consultation with the Chairperson or, in their absence, the Vice Chairperson.
- (b) The Chairperson makes a specific written request to the Town Clerk, that due to the nature of the application, Full Council should consider the application. This may be due to a large housing scheme or other proposal with possible town wide implications.
- (c) Any Town Councillor, makes a specific request in writing to the Town Clerk, that due to the nature of the application, Full Council should consider the application. This request to be agreed by the Town Clerk in consultation with the Chairperson.
- (d) An objection(s) to an application has been received by either the Town or District Council. The Town Clerk to inform the ward member(s) and Chairperson in regard to the objection(s). A subsequent request is made by one or more of the ward members, in agreement with the Town Clerk and in consultation with the Chairperson, that the application is brought to Full Council.

Note: Members may wish to restrict this only to objections received by the Town Council.

- (e) A local resident has requested in writing or by phone to the Clerk that they have submitted an objection to an application and/or wish to make oral representations in person to Full Council. This request to be agreed by the Clerk in consultation with the Chairperson, or if they are not available, the Vice-Chairperson.
- (f) The proposal involves the Town Council as either applicant or landowner.
Note: The Town Council wouldn't usually consider their own applications, but may wish to retain this section in order that any relevant proposal is referred to Full Council for noting in the minutes as received by SSDC.
- (g) The applicant is a Town Councillor.

- (h) The applicant is a member of Town Council staff.

B) Street naming and house numbering

The consideration of all street naming and house numbering is delegated to the Town Clerk, in consultation with the ward member(s) and Chairperson. All such decisions to be delegated except in the following cases:

- (a) One or more of the ward members makes a specific request for the street naming and house numbering to be considered by Full Council. The request to be agreed by Town Clerk in consultation with the Chairperson or, in their absence, the Vice Chairperson.
- (b) The Chairperson makes a specific written request to the Town Clerk that Full Council should consider the street naming and/or house numbering.
- (c) Any Town Councillor makes a specific request in writing to the Town Clerk, that Full Council should consider the proposed street name and /or house numbering. This request to be agreed by the Town Clerk in consultation with the Chairperson.

c) Traffic Regulation Orders; and Street Lighting and Highway Obstructions.

The consideration of all Traffic Regulation Orders, street lighting and highway obstructions is delegated to the Town Clerk, in consultation with the ward member(s) and Chairperson. All such decisions to be delegated except in the following cases:

- (a) One or more of the ward members makes a specific request for a Traffic Regulation Order(s), street lighting and high obstructions to be considered by Full Council. The request to be agreed by Town Clerk in consultation with the Chairperson or, in their absence, the Vice Chairperson.
- (b) The Chairperson makes a specific written request to the Town Clerk that Full Council should consider a Traffic Regulation Order(s), street lighting and highway obstruction(s).
- (c) Any Town Councillor makes a specific request in writing to the Town Clerk, that Full Council should consider a Traffic Regulation Order(s), street lighting and high obstruction(s). This request to be agreed by the Town Clerk in consultation with the Chairperson.

Note: 1) A maximum period of 7 days is given to all referrals to ward members and Chairperson to respond.

- 2) A written response is given by the Town Clerk to the relevant ward member(s) and/or member of the public if a request to come to Full Council is not agreed by the Chairperson and/or Clerk.

Andrew Gunn
Town Clerk
06/08/2020



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

PLANNING APPLICATIONS

APPLICATION:	20/01707/FUL
LOCATION:	Land Adj.10 Gifford Close Chard Somerset TA20 1BP
DESCRIPTION:	The erection of a two bedroom attached dwelling house with associated parking.
CONSULTATION ENDS:	12 th August 2020
COMMENT:	No objection.
APPLICATION:	20/01966/FUL
LOCATION:	Land to Rear of Easthill, 35 Crewkerne Road, Chard
DESCRIPTION:	The erection of two detached coach houses and associated parking being a resubmission of planning approval number 19/00701/ful for an amended design and site layout.
CONSULTATION ENDS:	26 th August 2020
COMMENT:	No objection.
APPLICATION:	20/01600/FUL
LOCATION:	Bellplot House, High Street, Chard TA20 1QB
DESCRIPTION:	The erection of a new pool enclosure over existing swimming pool, reconstruction of existing outbuilding for changing room and plant room, the erection of a new gazebo (part retrospective) and the change of use of land to extension of domestic garden.
CONSULTATION ENDS:	27 th August 2020
COMMENT:	No objection
APPLICATION:	20/02197/HOU
LOCATION:	20 Helliars Road Chard TA20 1LL
DESCRIPTION:	The erection of single storey rear extension to dwelling and raised patio.
CONSULTATION ENDS:	14 th September 2020
COMMENT:	No objection
APPLICATION:	20/01978/FUL
LOCATION:	25 Bondfield Way Chard TA20 1LE
DESCRIPTION:	The Demolition of existing single storey side extension, erection of a dwelling to form terrace of 3 and the erection of a single storey rear extension to existing dwelling.
CONSULTATION ENDS:	15 th September 2020
COMMENT:	No objection

APPLICATION: 20/02261/HOU
LOCATION: Rosedale, Snowdon Cottage Lane, Chard TA20 1LN
DESCRIPTION: Erection of a single storey extension and garage to side of dwelling on site of former structure.
CONSULTATION ENDS: 17th September 2020
COMMENT: TBA

APPLICATION: 20/02016/HOU
LOCATION: The Meads, 19 Fawcus Place, Chard TA20 1LW
DESCRIPTION: Erection of a single storey extension to form a lounge as part of a bungalow remodeling.
CONSULTATION ENDS: 29th September 2020
COMMENT: TBA



Full Council

Date: 9th September 2020

Title: Committee Structure Amendment Proposal Report

Purpose of the Report: To provide Members with relevant background information on draft Committee structure amendments.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider the suspension of Standing Order 7;
- 1.3 To consider the suggested amendments to the Committee structure as outlined in Section 3.5;
- 1.4 To consider the adoption of the draft Terms of Reference, subject to any agreed amendments;
- 1.5 To adopt a Meeting Schedule for the remainder of the 2020/21 financial year.

2. BACKGROUND

- 2.1 Chard Town Council agreed at its meeting on 17th August 2020 to review its Committee structure and make some amendments to it.
- 2.2 This report outlines the amendments to the Committees and outlines a draft meeting timetable.

3. THE COUNCIL & COMMITTEE STRUCTURE

- 3.1 The Town Council structure originally adopted at the July 2020 meeting was as follows:
 - Full Council
 - Planning and Highway Committee
 - Personnel Committee
 - Property Committee
 - Services Committee
- 3.2 Terms of Reference were adopted subject to some minor amendments at its meeting in July 2020. At this meeting there was an issue appointing a Planning & Highways Committee, so it was agreed to review this to see

whether planning matters could be delegated to the ward Councillors and the Clerk to respond to except in the case of a large or controversial application.

- 3.3 It was also highlighted that Chard Town Council needed to consider appointing a Committee to review financial matters and oversee policy development.
- 3.4 With this in mind it was agreed to review the adopted Committee structure and undertake a minor review.
- 3.5 The minor review has now been undertaken and draft Terms of Reference have been drawn up to create the following committee structure:
- Full Council
 - Personnel Committee
 - Property & Services Committee
 - Policy & Resources Committee
- 3.6 It is recommended that Council considers this revised structure and the draft Terms of reference and if it is in agreement, to suspend Standing Order 7 which disallows a resolution made to be reviewed within a six month period, and adopt the new structure and Terms of Reference.
- 3.7 It should be noted that the structure can be amended and tweaked as required so that it operates efficiently and effectively.

4. DRAFT SCHEDULE OF MEETINGS

- 4.1 With regard to the schedule of meetings the Council has a number of options available to it. It could continue to meet on a monthly basis as a Full Council with Committee meetings held in alternative months, or meet bi-monthly as a Council with the Policy & Resources Committee also meeting bi-monthly.
- 4.2 The following meeting schedule options have been developed. Option One has a schedule where Council meets once every two months with the two other committees meeting bi-monthly as well and HR/Personnel meeting a minimum of 4 times a year. Initially, HR/Personnel will have to meet more regularly to develop the staffing structure review.
- 4.3 Option Two suggests Council meeting at the end of each month (except December) with the two main Committees meeting bi-monthly and HR/Personnel meeting at least four times a year.

Option One

DAY/DATE	COUNCIL/COMMITTEE	TIME
SEPTEMBER 2020		
Monday 14 th September	Full Council	7:00pm
Monday 28 th September	Property & Services	7:00pm
OCTOBER 2020		
Monday 12 th October	Policy & Resources	7:00pm
Monday 26 th October	Personnel	7:00pm

NOVEMBER 2020		
Monday 9 th November	Full Council	7:00pm
Monday 23 rd November	Property & Services	7:00pm
DECEMBER 2020		
Monday 14 th December	Policy & Resources (draft budget)	7:00pm
JANUARY 2021		
Monday 11 th January	Full Council	7:00pm
Monday 25 th January	Property & Services	7:00pm
FEBRUARY 2021		
Monday 8 th February	Policy & Resources	7:00pm
Monday 22 nd February	Personnel	7:00pm
MARCH 2021		
Monday 8 th March	Full Council	7:00pm
Monday 22 nd March	Property & Services	7:00pm
APRIL 2021		
Monday 12 th April	Policy & Resources	7:00pm
Monday 26 th April	Personnel	7:00pm
MAY 2020		
Monday 10 th May	Annual Town Council	7:00pm
Monday 24 th May	Property & Services	7:00pm

Option Two

DAY/DATE	COUNCIL/COMMITTEE	TIME
SEPTEMBER 2020		
Monday 14 th September	Full Council	7:00pm
Monday 28 th September	Property & Services	7:00pm
OCTOBER 2020		
Monday 12 th October	Policy & Resources	7:00pm
Monday 18 th October	Personnel	7:00pm
Monday 26 th October	Full Council	7:00pm
NOVEMBER 2020		
Monday 9 th November	Property & Services	7:00pm
Monday 23 rd November	Personnel	7:00pm
Monday 30 th November	Full Council	7:00pm
DECEMBER 2020		
Monday 14 th December	Full Council (draft budget)	7:00pm
JANUARY 2021		
Monday 11 th January	Property & Services	7:00pm
Monday 18 th January	Personnel	7:00pm
Monday 25 th January	Full Council	7:00pm
FEBRUARY 2021		
Monday 8 th February	Policy & Resources	7:00pm
Monday 22 nd February	Full Council	7:00pm
MARCH 2021		
Monday 8 th March	Property & Services	7:00pm
Monday 15 th March	Personnel	7:00pm
Monday 22 nd March	Full Council	7:00pm

APRIL 2021		
Monday 12 th April	Policy & Resources	7:00pm
Monday 26 th April	Full Council	7:00pm
MAY 2020		
Monday 10 th May	Annual Town Council	7:00pm
Monday 24 th May	Property & Services	7:00pm

- 4.4 The month of May is when the Annual Town Council meeting is held alongside Mayor Making. As it is unclear to the author of the report the normal process for this to happen May will be subject to amendment.
- 4.5 In 2021 the Annual Town Meeting will also have to be scheduled in. This will be affected by the May Bank Holidays which in 2021 will be held on Monday 3rd May and Monday 31st May 2021. Good Friday will be on 2nd April with Easter Monday on 5th April 2021.



Chard Town Council

Scheme of Delegation

Council & Committee Terms of Reference

1. All Committees are delegated with the powers and duties shown below (item 3) subject only to the following exceptions.
 - (a) Standing Orders.
 - (b) Any special or general directions which the Town Council may give from time to time.
 - (c) The matters specifically reserved for determination by Full Council as listed below (item 2).
 - (d) Any relevant statutory provisions.
 - (e) All Committees have the power to appoint a sub-committee subject to delegated powers bestowed to them.
 - (f) All Committees have the power to set up a Task and Finish Group.

FULL COUNCIL

2. The following matters shall be determined by the Full Council.
 - (a) The annual budget of all Committees and the precepts on the District Council.
 - (b) Schemes involving capital expenditure, outside that which has already been approved in the annual budget. When a scheme has been approved and the estimated cost agreed by the Full Council the appropriate Committee may proceed with it subject to any tender accepted not exceeding the approved estimate.
 - (c) To control the Town Council's finances and insurances and to review the Expenditure and income budgets from time to time.
 - (d) To determine all applications for grants subject to all applications being considered on their merits and in accordance with the agreed grants process.
 - (e) To review Town Council policies, procedures and processes and ensure they are all up to date and compliant with relevant legislation.
 - (f) The disposal of any freehold land (other than minor adjustments of boundaries).
 - (g) The granting or taking of a Leasehold interest in any land for a term exceeding twenty years.
 - (h) The appointment of Committees and representatives on outside bodies.

- (i) The appointment of a Town Clerk
- (j) The revision of any scale of charges for any service.
- (k) The making of byelaws.
- (i) Any matter of major policy or of sufficient interest or novelty that members would wish that it be debated by Full Council.

FULL TOWN COUNCIL

TERMS OF REFERENCE

Purpose

- To protect and encourage the future independent character and identity of Chard as a successful, vibrant, attractive town. Providing a safe, healthy, economically prosperous environment for all who live in, work in, and visit the town.
- To protect and enhance the historic green, open spaces and built environment of the town and its environs.
- To ensure that the organisation and finances of Chard Town Council are efficient, effective, open and transparent.
- To maintain the accountability of Chard Town Council both to the Council and to the wider public.

Aims

- To provide those local services for which it is responsible in a friendly, efficient, transparent and prudent manner on a sustainable basis and where appropriate, in partnership with other authorities and organisations to ensure that the services are provided in an integrated fashion with minimum overlapping or expenditure
- To provide a supportive working environment for all its employees and members
- To support and strengthen community activities, participation and events
- To encourage and promote the economic and commercial vitality of the town centre and to strive for a pleasant, clean and safe environment throughout the town
- To develop, monitor and review Council policies and functions and review the Council's accounts and finances
- Develop good communication channels for the Council

- Seek ways of developing the skills and knowledge of the Council

Membership

- Membership shall comprise all members of the Council
- No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case, shall the quorum of a meeting be less than three (for Full Council 1/3 of membership is 5 Members)

Meetings

- The Council shall meet on a regular basis, with no less than 4 meetings per year, including the annual meeting.
- The meetings will be open to the public.
- The Clerk, or alternative Council Officer, shall attend all Council meetings and shall be responsible for producing accurate minutes of the meetings.
- The Council will have the right to convene special meetings in accordance with the Council's standing orders
- If the Chairperson is unavailable, then the Deputy Chairperson will chair the meeting.
- If both the Chairperson and the Vice-Chairperson are absent from a meeting, a Councillor shall be chosen by the Councillors present at the meeting and they shall preside at the meeting.

Powers and Duties

- The Town Mayor and Deputy Town Mayor are ex officio members of every Committee and Sub-Committees of the Council with full voting rights.
- The Council will consider the annual estimates of expenditure (budget) of the Council and setting an annual precept to be issued upon the District Council. This function may not be delegated to a Committee
- The Council shall approve arrangements to secure the proper administration of the financial affairs of the Council under Section 151 of the Local Government Act 1972 or such other relevant legislation
- The Council shall deal with any matters not specifically referred to any other Committee of the Council.
- The Council may approve any payments already made for expenditure which have been previously authorised within Standing Orders or within Financial Regulations.

- The Council may approve, prior to payment, any other items of expenditure.
- The Council must appoint a Responsible Financial Officer to manage the Council's accounts.
- Councillors must sign a Declaration of Acceptance of Office and an agreement to abide by the Council's adopted Code of Conduct.
- To receive the annual Statement of Audited Accounts and the Reports of both the External and Internal Auditors.
- The Chairpersons of all the Committees and the Town Clerk may hold regular business meetings in regard to the day to day business of the Council.

The Full Council shall consider the following matters to manage the affairs of the Town Council:

Policy and Procedures

- To elect the Town Mayor and Deputy Town Mayor at the beginning of the civic year.
- To appoint Committees and the members of the Committees.
- To appoint or co-opt onto a committee or sub-committee a person (on a strictly non-voting basis) who is not a member of the Council or the committee.
- To co-opt new Councillors onto the Council following any uncontested vacancies and to make arrangements as may be necessary for the appointment of a Casual Vacancy for the position of Town Councillor.
- To ensure the Council's compliance with the provisions of all necessary legislative requirements.
- To agree and maintain staffing levels receiving recommendations from the Proper Officer and/or the Personnel Committee.
- To review and amend the Standing Orders and the functions and constitution of the committees, sub-committees and working parties of the Council. To receive and review recommendations from the RFO for reviews and amendments to the Financial Regulations.
- To set dates of meetings of the Council and its Committees
- To approve the appointment or nomination by the Council of persons to represent the Council on outside bodies arising during the year

- To take appropriate action on the recommendations of the committees, sub-committees, working parties of the Council as necessary.
- To delegate to the Committees powers and duties in accordance with their approved Terms of Reference, or to Officers.
- The appointment and dismissal of the Town Clerk.
- Council policy and policy objectives.
- Council Standing Orders and Financial Regulations.
- Council Risk Management Strategy.
- Business Continuity.
- Council Business Plan.
- Council strategic objectives and performance.
- To review policy and procedures for internal and external communications.
- Develop and overall vision for Chard including supporting appropriate Town projects.
- Develop and promote the Council's approach to and relationships with the local Business Community.

Finance

- To consider expenditure not within previously approved budgets or to delegate this function to the Town Clerk who may act in accordance with the Standing Orders and Financial Regulations.
- To approve the transfer of expenditure within overall approved estimates.
- To borrow money for statutory functions and/or any other activity as deemed necessary and appropriate.
- To set the annual budget every financial year.
- To set the precept requirement of Chard Town Council for every financial year.
- Reporting to the Council's External Auditor.
- To formally approve the annual governance statement of the Town Council.
- To formally approve the End of Year Accounts for submission to the External Auditor.

General

- The Council will review these terms of Reference from time to time, taking into account any proposals or recommendations from other committees and determine accordingly.
- To oversee the conduct of the Council and the Committees endeavouring to act in the best interests of all residents.
- The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

Rules and Regulations

- The Councilors Code of Conduct will apply to all members of the committee
- The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders
- Members of the Council are required to attend training courses as appropriate for them to carry out their functions.

3. COMMITTEES

The following powers and duties are delegated to the Committee shown subject to the conditions and exceptions referred to in items 1 and 2 above.

PERSONNEL AND HUMAN RESOURCES COMMITTEE

- (a) To determine all personnel matters, (except any that may be delegated to any other Sub Committee or Working Group) and with the exception of the appointment of Town Clerk, subject only to any personnel matters delegated directly by Full Council to the Town Clerk.
- (b) To settle disciplinary matters in accordance with the agreed Disciplinary Procedures as set out in the Employee Handbook.
- (c) Receive any grievances (outside those arrangements already contained within the Employees' Handbook).
- (d) To authorise, if necessary, an independent professional to conduct any investigations as a result of a grievance or appeal.
- (e) To appoint, if necessary, a suitably qualified professional to investigate and conduct the investigations and/or hearing in the event that disciplinary action needs to be taken against the senior officer (Town Clerk).
- (f) To authorise commencement of any action or appeal before an industrial tribunal or in any court.

- (g) Carry out the Town Clerk's performance appraisal.
- (h) Authority to dismiss staff failing to satisfactorily complete a probation period.

PERSONNEL AND HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

Key

S.O : Standing orders of Chard Town Council

E.H : Employee Handbook

Purpose

- To assist the Town Clerk in the appointment and management of staff. The Clerk's duties and responsibilities to include staff conditions of service and to make recommendations to Full Council where necessary;
- To authorise dismissal of staff failing to satisfactorily complete a probation period;
- To appoint members to carry out the Town Clerk's performance appraisal; and to receive any employee grievance involving the Town Clerk (E.H 6.5).

Aims

- To hold meetings with the Town Clerk to discuss any issues or concerns relating to personnel matters and to report back to the Full Council.
- To support the Town Clerk in ensuring there is an efficient workplace and safe and supportive environment for all employees.

Membership

- (a) The Personnel Committee will comprise of three members plus the Mayor. It shall not include the Deputy Mayor. The members of the Committee shall be elected at the Annual Meeting of the council every year in May (S.O 5 j vii) and these members should have had appropriate training and/or experience, or have sat on a Personnel Committee previously.
- (b) At the Annual Meeting of the Council every year in May the Council shall elect two substitute members of the Personnel Committee to replace the ordinary members at a meeting of the Committee if the ordinary members of the Committee confirm to the Proper Officer one day before the meeting that they are unable to attend (S.O 4 d v). Those members should also either have had appropriate training and/or experience or have sat on a Personnel Committee previously.

- (c) The quorum of the committee is no less than three members present.
- (d) The Chairperson of the Committee shall be elected at the Annual Meeting of the council every year in May.
- (e) The Committee will meet with the Proper Officer quarterly and the dates shall be included in the published schedule of meetings. Additional meetings may be arranged on one day's notice if required (S.O 4 d v).
- (f) Due to the confidential nature of these meetings they will not be open to the public to attend (S.O 4 d ix) but minutes of the meetings will be kept by the Proper Officer and agreed by the Personnel Committee members and a report given to the subsequent Full Town Council meeting by the chairperson of the Personnel Committee.

Powers

The Personnel Committee shall have the powers set out in the Scheme of Delegation 3 (ii) and the following powers:

- To authorise the Town Clerk's timesheet
- To authorise in advance the Town Clerk's annual leave and TOIL requests.
- To carry out the Town Clerk's performance appraisal and any review.

Duties

The Personnel Committee shall have responsibility of ensuring the timely reporting by the Town Clerk to Full Council and to make recommendations for approval where appropriate on the following matters:

- To supervise and undertake all necessary activities in connection with assisting the Town Clerk including organising appraisals, training, motivation, discipline and management of salaries and conditions of employment in keeping with the policies of the Council.
- Appoint HR support where necessary.
- To receive reports and recommendations from the Town Clerk with respect to the day to day management of Town Council Staff.
- To keep the staffing structure under review.
- To agree job descriptions and person specifications prepared by the Town Clerk.
- Oversee the recruitment and appointment of staff.
- Ensure induction and probation of all new staff is carried out.

- To maintain the Employee Handbook and any other relevant policy documents pertaining to employees and undertake a review on an annual basis.
- To review new employment contracts and changes to contracts.
- To monitor the training needs identified by managers for all staff members and that the Town Council appropriately invests in the future development of its officers and staff.
- To review performance management assessments (including appraisals) for all staff and monitor outcomes.
- To review salary, pay scales including discretionary elements of pay arising from the annual appraisal process.
- To keep under review staff working conditions and health and safety matters.
- To receive reports from the Proper Officer regarding staff attendance and support the Proper Officer in addressing regular or sustained staff absence.
- To consider, and bring to a final conclusion, any matters emanating from Grievance and Disciplinary procedures contained in the Employee's Handbook applicable to the Town Clerk.
- To consider with the Town Clerk, and staff concerned, any issue relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to Full Town Council.
- To annually review the Training Statement of Intent for Chard Town Council staff and Councillors.
- The grading of staff and levels of remuneration, using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) Model Arrangements.
- Recruitment procedures, equal opportunity statements and guidelines on employment practice.
- To determine the final stage of appeals with regard to Grievance and Disciplinary procedures and any arrangements required for exceptions.
- Resolve complaints about conduct of Council affairs.

Rules and Regulations

The Councilors' Code of Conduct will apply to all members of the committee

The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders.

Members of the committee are required to attend training courses as appropriate for personnel and HR.

PROPERTY & SERVICES COMMITTEE

- (a) Set Guildhall hire charges, allotment rents, market rents, and cemetery fees subject to the approval to Town Council.
- (b) Management of the allotment and cemetery.
- (c) Manage and monitor the Town Centre Streetscene service.
- (d) Management and maintenance of the Closed Churchyard.
- (e) Monitor, management, repair and maintenance of Guildhall and its contents including use by outside organisations or individuals.
- (f) Monitor, management and maintenance of The Chapels, Jocelyn Park Changing Rooms and outbuilding, and any additional property acquired by the Town Council.
- (g) Management of all Town Council recreational and leisure equipment and facilities.
- (h) Provision, siting and maintenance of bins and benches.

PROPERTY & SERVICES COMMITTEE **TERMS OF REFERENCE**

Purpose

- To manage, maintain and enhance the range of services provided by Chard Town Council and to maximise the use of Town Council property.
- To maximise the continued use of Council property by external groups.
- To ensure that the Town Council plays its full role in promoting the cleanliness, safety and development of the town and its open spaces.

Aims

- Ensure that the current high standard of community services and facilities are maintained and to introduce improvements where possible.
- To consider Chard residents' wellbeing and the future preservation of the Town.
- Oversee the maintenance and continued improvement of Town Council property.

- Ensure that the current high standard of community services and facilities are maintained and to introduce improvements where possible.

Membership

- The Property and Services Committee shall consist of up to 8 Councillors plus 2 ex officio councillors (who may attend), appointed at the Annual Meeting of the Town Council each May.
- The quorum of the Committee shall be at least one-third of the whole number of members of the Committee present and in no case less than three members, with at least one officer in attendance.
- The appointment of an elected Member as the Chairperson will be decided at the Annual Meeting of the Town Council.

Meetings

- The committee shall meet at least on a bi-monthly basis.
- The meetings will be open to the public.
- The Clerk, or alternative Council Officer, shall attend all Committee meetings and shall be responsible for producing accurate minutes of the meetings.
- The committee will have the right to convene special meetings in accordance with the Council's standing orders.
- If the Chairperson is unavailable, then a Councillor as chosen by the Councillors present shall preside at the meeting.

Powers and Duties

- The Property & Services Committee has the power to commit expenditure within the agreed budget level, as determined when the annual budget is set.
- The Property & Services Committee will work with the Council's Officers to ensure efficient and effective delivery of:

(Note: The list below is not exhaustive and may also include anything else deemed by the Town Clerk to be appropriate in regard to the provision of services).

Guildhall

- Manage, maintain and enhance opportunities that facilitate the continued use of the Guildhall.

- Set Guildhall hire charges subject to approval of Town Council.
- To develop and manage the Local Information Centre.
- Ensuring the Guildhall is retained as a historic and cultural hub of community life through careful and sensitive management of this Grade II* listed building.
- Manage, maintain and enhance opportunities that facilitate the continued use of the Guildhall.
- Set Guildhall hire charges, subject to approval of Town Council.
- Oversee the maintenance and continued improvements to the Guildhall building.
- Ensure that the Amenities Team works with the Caretakers and is fit for purpose and sufficiently proactive to accommodate required changes.

Amenities

- Ensure that the work schedule for the Amenities Team is fit for purpose and is sufficiently proactive to accommodate required changes.
- Ensure that the parks, cemetery, horticultural provision, street cleaning and allotments are managed and maintained to a high standard.
- Achieve and exceed where possible the legislative requirements for access to all leisure facilities on all equality and diversity grounds.
- Identify the needs of the community and provide suitable services and facilities to meet those needs where possible.
- Develop and implement a policy for management and maintenance of the Closed Churchyard.
- Encourage a consistent take-up of the allotment provision, instilling a strong sense of ownership and pride in allotment holders.
- Design and implement improvements to all leisure and horticultural services.
- Keep under review all existing contracts and business arrangements and to seek new business.
- Maintain and improve existing partnership working with external organisations and be open to new ventures.
- Set allotment rents, market rents and cemetery fees subject to the approval of the Town Council.

- Manage, maintain and undertake repairs as necessary to the cemetery memorials owned by the Town Council.

Market

- To promote and manage the indoor and outdoor markets.
- To develop new market opportunities.

Cemetery Chapels

- Ensuring the Chapels are retained as historically important listed buildings within the community through careful and appropriate management of these assets.
- Manage, maintain and maximise opportunities to facilitate their use for memorial services.
- Set Chapel hire charges, subject to approval of Town Council
- Oversee the maintenance and continued improvements to the Chapels

Jocelyn Park Changing Rooms and Brick Outbuilding

- Manage, maintain and maximise continued use of the changing rooms and brick outbuilding.
- Set hire charges for the changing rooms and brick outbuilding, subject to approval of Town Council.
- Oversee the maintenance and continued improvements to the Changing rooms and brick outbuilding.

Play Equipment

- Manage, maintain and undertake repairs as necessary to the play equipment with the Town Council owned parks.
- Oversee the continued improvements to the play areas.

Street Furniture

- Manage, maintain and undertake repairs as necessary to the Council's street furniture.
- Oversee the continued improvements to the street furniture.

Cemetery Yard Buildings

- Manage, maintain and undertake repairs as necessary to the cemetery yard buildings.
- Seek to improve depot provision for the Amenities Team and equipment.

General

- Review and monitor the Committee's work as outlined in the Forward Plan
- To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to the responsibility of the Committee by the end of October
- To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations.

Rules and Regulations

- The Councillors Code of Conduct will apply to all members of the committee
- The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders
- Members of the Committee are required to attend training courses as appropriate for the Services Committee.

POLICY & RESOURCES COMMITTEE

- (a) Dealing with all matters relating to the general day-to-day administration of the Council.
- (b) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee.
- (c) Dealing with all aspects of the Council's Corporate Governance including the management and control of budgets for Civic events, Central Administration, Corporate Management, External and Internal Audit, Performance Management, Democratic representation and management, Community and other Grants.
- (d) To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies.
- (e) To recommend to Council the annual budget, variations and

supplementary estimates relating to budgets of the standing Committees, and any Corporate plans, strategies and policies.

- (f) To act as lead Committee in respect of any partnership initiative of a corporate nature with Somerset County Council, South Somerset District Council, neighbouring towns and parishes and any other relevant body or organization.

POLICY & RESOURCES COMMITTEE

TERMS OF REFERENCE

Purpose

- To manage, maintain and scrutinise the use of Town Council finances.
- To oversee the day to day management of the Town Council and ensure that it delivers the services it provides to the highest standard possible.
- To ensure that the Town Council operates in an open and transparent manner.
- To ensure that the Town Council achieves good governance.

Aims

- To oversee the maintenance and continued improvement of the Town Council's governance structure.
- To ensure that the current high standard of community services and facilities are maintained and to introduce improvements where possible.
- To consider Chard resident's wellbeing and the future preservation of the Town.

Membership

- The Policy & Resources Committee shall consist of up to 8 Councillors, plus 2 ex officio Councillors (who may attend) appointed at the Annual Meeting of the Town Council each May.
- The quorum of the Committee shall be at least one-third of the whole number of members of the Committee present and in no case less than three members, with at least one officer in attendance.
- The appointment of an elected Member as the Chairperson will be decided at the Annual Meeting of the Town Council

Meetings

- The committee shall meet at least on a bi-monthly basis.

- The meetings will be open to the public.
- The Clerk, or alternative Council Officer, shall attend all Committee meetings and shall be responsible for producing accurate minutes of the meetings.
- The committee will have the right to convene special meetings in accordance with the Council's standing orders.
- If the Chairperson is unavailable, then a Councillor as chosen by the Councillors present shall preside at the meeting.

Powers and Duties

- The Policy & Resources Committee has the power to commit expenditure within the agreed budget level, as determined when the annual budget is set.
- The Policy & Resources Committee will work with the Council's Officers to ensure efficient and effective delivery of:

(Note: The list below is not exhaustive and may also include anything else deemed by the Town Clerk to be appropriate in regard to the provision of services).

General

- To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to the responsibility of the Committee by the end of October.
- To prepare the Annual budget ready for consideration and approval by the Town Council.
- To develop the Town Council's Financial Plan and Strategy.
- To monitor the Council's annual budget.
- To recommend the use of Financial Reserves and Assets Management
- To review and scrutinize all Leasing, Loans and Finance proposals being considered by the Town Council.
- To recommend the appointment and to maintain an ongoing relationship with the Council's independent Internal Auditor.
- To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority.
- To maximise funding for the Council's projects by obtaining match funding or income from other sources.

- To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects and the management of contracts and contractors.
- To advise the Council in relation to disposal or acquisition of any property interests.
- To receive Auditors' reports and to make recommendations regarding any matters arising from such reports.
- To monitor the performance management of the Council and the Council's responsibilities for effective performance, the drafting of the Annual Report/ Forward Plan, the operation of service reviews and any necessary recommendations to the Council for implementation.
- To approve payments of accounts in accordance with the Standing Orders, to monitor the level of Council income/expenditure compared with the Council's approved estimates and to control the management of the Council's financial resources including bank accounts and investments.
- To consider financial grants to organisations.
- To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's financial regulations with any sum greater than this requiring full Council agreement.
- To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations.
- The development, implementation, monitoring and updating of the Council's Business Continuity Plan and Emergency Plan.
- To oversee the operation of the Council's website, and to co-ordinate all internal and external Council communication.
- To maintain the Council's archives and civic treasures collection.
- To deal with the management and effective control of relevant budgets, including:
 - Youth provision
 - Grants
 - CCTV
 - Christmas Lights
- To scrutinise the objectives and policies of the Council to ensure that, as far as is practicable, services are inclusive of all sections of society, and are free from any discrimination or prejudice.

Rules and Regulations

- The Councillors Code of Conduct will apply to all members of the committee
- The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders
- Members of the Committee are required to attend training courses as appropriate for the Services Committee.

PLANNING AND HIGHWAYS **SCHEME OF DELEGATION**

Planning Applications

The consideration of all planning applications for planning permission, including the approval of reserved matters, the display of advertisements, works to trees with Tree Preservation Orders, listed building and conservation area consents, is delegated to the Town Clerk, in consultation with the ward member(s) and Chairperson. All Applications to be delegated except in the following cases:

- (g) One or more of the ward members makes a specific written request for the application to be considered by Full Council and the request is agreed by the Town Clerk in consultation with the Chairperson or, in their absence, the Vice Chairperson.
- (h) The Chairperson makes a specific written request to the Town Clerk, that due to the nature of the application, Full Council should consider the application. This may be due to a large housing scheme or other proposal with possible town wide implications.
- (i) Any Town Councillor, makes a specific request in writing to the Town Clerk, that due to the nature of the application, Full Council should consider the application. This request to be agreed by the Town Clerk in consultation with the Chairperson.
- (j) An objection(s) to an application has been received by either the Town or District Council. The Town Clerk to inform the ward member(s) and Chairperson in regard to the objection(s). A subsequent request is made by one or more of the ward members, in agreement with the Town Clerk and in consultation with the Chairperson, that the application is brought to Full Council.
Note: Members may wish to restrict this only to objections received by the Town Council.
- (k) A local resident has requested in writing or by phone to the Clerk that they have submitted an objection to an application and/or wish to make oral representations in person to Full Council. This request to be agreed by the Clerk in consultation with the Chairperson, or if they are not available, the Vice-Chairperson.

- (l) The proposal involves the Town Council as either applicant or landowner.
Note: The Town Council wouldn't usually consider their own applications, but may wish to retain this section in order that any relevant proposal is referred to Full Council for noting in the minutes as received by SSDC.
- (m) The applicant is a Town Councillor.
- (n) The applicant is a member of Town Council staff.

Street naming and house numbering

The consideration of all street naming and house numbering is delegated to the Town Clerk, in consultation with the ward member(s) and Chairperson. All such decisions to be delegated except in the following cases:

- (c) One or more of the ward members makes a specific request for the street naming and house numbering to be considered by Full Council. The request to be agreed by Town Clerk in consultation with the Chairperson or, in their absence, the Vice Chairperson.
- (d) The Chairperson makes a specific written request to the Town Clerk that Full Council should consider the street naming and/or house numbering.
- (e) Any Town Councillor makes a specific request in writing to the Town Clerk, that Full Council should consider the proposed street name and /or house numbering. This request to be agreed by the Town Clerk in consultation with the Chairperson.

Traffic Regulation Orders, Street Lighting and Highway Obstructions

The consideration of all Traffic Regulation Orders, street lighting and highway obstructions is delegated to the Town Clerk, in consultation with the ward member(s) and Chairperson. All such decisions to be delegated except in the following cases:

- (c) One or more of the ward members makes a specific request for a Traffic Regulation Order(s), street lighting and high obstructions to be considered by Full Council. The request to be agreed by Town Clerk in consultation with the Chairperson or, in their absence, the Vice Chairperson.
- (d) The Chairperson makes a specific written request to the Town Clerk that Full Council should consider a Traffic Regulation Order(s), street lighting and highway obstruction(s).
- (e) Any Town Councillor makes a specific request in writing to the Town Clerk, that Full Council should consider a Traffic Regulation Order(s), street lighting and high obstruction(s). This request to be agreed by the Town Clerk in consultation with the Chairperson.

Note:

- (1) **A maximum period of 7 days is given to all referrals to ward members and Chairperson to respond.**

- (2) A written response is given by the Town Clerk to the relevant ward member(s) and/or member of the public if a request to come to Full Council is not agreed by the Chairperson and/or Clerk.

TOWN CLERK

The following matters are delegated to the Town Clerk subject to the conditions and exceptions referred to in items 1 and 2 above.

- (a) General control and discipline of Town Council employees in accordance with the Employee Handbook.
- (b) Appointment of staff to attend courses and conferences.
- (c) Discretion to agree up to five days special leave with pay in any one year for compassionate or other grounds i.e. bereavement, family illness, (compassionate leave in excess of five days up to ten days is subject to approval of the Mayor, Chairperson of The Personnel Committee
- (d)
 - (i) Use of Mayor's Parlour and Town Hall and related facilities by outside organisations or groups associated with public service (excluding any political organisation) for meetings only, subject to any use being restricted to Town Council Office hours and to such use being also restricted to local or identifiable organisations.
 - (ii) Use of the Mayor's Parlour and Town Hall free of charge for meetings of groups of Town Councillors, provided that such meetings are directly related to Town Council business.
- (e) Town Clerk granted reasonable discretion to refuse to accept items for inclusion through the Council's internal post where they are:
 - (i) Political, or
 - (ii) Deal with opposing or supporting decisions on items not directly the concern of the Town Council and/or where the Town Council has not reached a view.
- (f) Arrange insurance cover for community events that are partnering with the Town Council under the Council's insurance policy providing any additional premium does not exceed a limit of £250.00
- (g) Authority to refuse a booking for the Guildhall in consultation with the Mayor, Deputy Mayor and Chairperson of the Property Committee.
- (h) Delegated spending limits in line with financial regulations.

5. **Urgent Business**

Unless otherwise provided, the Town Clerk shall, from time to time, after consulting the Chairperson of the Committee concerned (or, in their absence,

the Deputy Chairperson of the relevant Committee); the Mayor (or, in their absence, the Deputy Mayor) and where appropriate the Ward Member, take all necessary steps for protecting the interests of, or advancing the business of the Town Council, providing that action taken shall in all cases be reported to the next appropriate meeting of the Full Council.

6. **Policy**

- (a) No member shall attend a meeting of another local authority or body as a representative of the Town Council unless they have been formally appointed by the Town Council as its representative.
- (b) Any member appointed by the Town Council to attend a meeting of another authority or body shall only represent the views of the Town Council at that meeting unless they make it clear that the views expressed are their own and not necessarily representative of the Town Council
- (c) Attendance records of members be produced on an annual basis for submission to the Annual Town Council meeting
- (d) Where appropriate, reports to Committees and Town Council should include a Town Clerk's recommendation.
- (e) *All reports to Committees or Town Council to indicate the financial implications of the items and if there were no financial implications that should also be stated.*
- (f) *A budget update report be submitted to the Full Council at each meeting*
- (g) In all instances where Town Council property is vandalised the Council should, as a matter of policy, always endeavour to recover the full costs from the person(s) responsible to avoid costs falling on local council taxpayers. It should also be reflected in the Council's accounts by allocating the expenditure against the appropriate code for vandalism
- (h) *The Town Council act as consultees for planning matters. District and County Councillors who sit on this Committee reserve the right to amend their views, and decisions, when applications are discussed at District level.*
- (i) Members appointed to the Personnel Committee are required to undertake specific training relating to the Council's obligations as an employer in order to carry out their duties effectively.

**Full Council**

Date: 9th September 2020

Title: Short term Action Plan Report Update

Purpose of the Report: To provide Members with an update following the adoption of the initial timetable for outstanding projects.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That the update outlined in Section 3 is adopted and the recommendations considered and either agreed or amended;
- 1.3 To consider the additional items outlined in section 4.1 and make a decision regarding expenditure.

2. BACKGROUND

- 2.1 At its meeting on 17th August 2020 Chard Town Council formally adopted the timetable presented to begin to develop the various outstanding projects.
- 2.2 The implementation of the above programme is now moving forward but a number of other issues have cropped up as expected, including cemetery matters and the proposals for unitary governance in Somerset.
- 2.3 There have also been slight delays arranging site visits and making contact with various organisations due to the Covid restrictions that continue to be in place.
- 2.4 Council is requested to note the update and agree any decisions required that are contained within the report.

3. TIMETABLE OF PRIORITIES

- 3.1 The following priorities were agreed. An update is included:

PROJECT	TIMESCALE	UPDATE
Finalise and adopt a revised Committee structure with relevant Terms of Reference, develop a schedule of meetings	Final adoption – 14 th September 2020.	Agenda Item 2020/194(a) for consideration.

and develop a Work programme for each Committee.		Draft meeting schedule options developed.
Address the financial issues that have arisen during the year identified in the internal audit report and ensure that all the financial governance documentation is updated as required.	17 th August 2020	Completed. The AGAR has now been submitted for external audit.
Commence the reopening of the Guildhall, develop risk assessments and put in place new cleaning regime and social distancing measures.	Aim to open the Guildhall week commencing 14 th September 2020.	<ul style="list-style-type: none"> • Initial Risk Assessment completed; • Bookings to commence on 15th September. Social distancing requirements have meant that hirers will use the auditorium as default but charged existing fees; • Staff meeting arranged for 9th September to discuss phased return of staff; • Aim to hold October Council meeting in the Guildhall.
Based on the revised Committee structure to undertake a staffing review and restructure to help the Council best meet its responsibilities. The restructure will define a clear set of operational requirements and assess value for money of all services to be delivered.	Initial report 14 th September 2020 Draft/Final restructure – 12 th October 2020.	<ul style="list-style-type: none"> • Initial contact has been made with SWCouncils; • An outline report is included under Confidential Items; • Structure to be developed following initial staff interviews and assessment of current roles.
Additional cemetery land required. To commence feasibility studies on various options available in the short and medium term.	First report – 12 th October 2020.	<ul style="list-style-type: none"> • A site visit to see the land to the rear of 2 Crimchard has been undertaken; • Final documentation to be drawn up for consideration by Council in October subject to SSDC; • The adjacent car park land has undergone a Tier 1 assessment in September 2017. Contact has been made

		to discuss Tier 2 assessments.
Commence recruitment of Full Time Town Clerk/CEO	November 2020	This will be commenced following the adoption of the revised staffing structure.
Review the draft Projects and Programme list as set out in the draft Strategic Plan and set out priorities.	First update – 14 th September 2020 Second update – 12 th October 2020 following input from staff.	The following projects have commenced: <ul style="list-style-type: none"> • Cleaning of the exterior of the Guildhall. Additional works to be considered; • Draft specification being drawn up for the replacement of the glass frontage of the Guildhall. Tenders to be sought; • Registration on Contracts Finder required; • Potential to include this as part of a grant application • Initial review of balcony issue suggests that the area is safe. Risk assessment to be developed. Possible structural review may be undertaken subject to costs but current advice is that balcony is safe for up to 15 people; • New electric vehicle is awaiting collection.
Ensure that the website provision meetings with legislative requirements coming into force in September 2020.	14 th September 2020.	<ul style="list-style-type: none"> • Website providers contacted and made aware of new regulations; • This has not been actioned as yet.
Develop a business plan for the Guildhall and as part of this, review location of Town Council staff within the Guildhall to make them more visible and accessible. It will also focus heavily on income generation.	First draft by 12 th October 2020.	<ul style="list-style-type: none"> • An initial draft will be presented at the Full Council meeting in November rather than October due to staffing review.

Identify priority upgrades required within the property portfolio of the Council, draw up specifications and seek quotations/tenders for the work.	First draft by 12 th October 2020.	<ul style="list-style-type: none"> • Suggest this be included in the development of the 2021/22 budget; • Projects to include the Chapels, Cemetery, and Guildhall air conditioning for the auditorium; • Climate change projects being developed and funding application to be submitted.
Identify priority play area upgrades required, draw up specifications and seek quotations/tenders for the work.	First draft by 12 th October 2020.	Recommend this be delayed until November 2020 and be included in budget development.
Commence the development of a Climate Change Action Plan which will be fully consulted upon with the local community.	<p>First Draft – 9th November 2020.</p> <p>Initial timetable now needs to be brought forward to 12th October 2020.</p>	<ul style="list-style-type: none"> • £1 million funding pot launched by SCC; • Closing date for project grant submissions is 12th October 2020; • Task & Finish Group recommended to develop applications with CLO and TC.

4. ADDITIONAL CONSIDERATIONS

4.1 Council is requested to consider the following items:

Guildhall Cleaning Additional Works:

- Confirmation that original quote will be honoured. Cost: £12,820 + VAT
- Allocation of contingency fund. £1,282 + VAT maximum
- Redecorate red ceilings underneath front façade and two cast iron downpipes in colours to match existing. Cost: £920 + VAT
- Cover with lead sheet, the upper shelf of uppermost cornice to prevent water ingress, staining and vegetation growth. Around whole façade. 26 linear meters approx. Cost: £2,870 + VAT
- Prepare and decorate 7 sash windows. Exterior faces only. Cost: £965 + Vat
- Total additional costs excluding contingency: £4,755 + VAT
- Maximum cost of entire project: £18,857 + VAT
- To note: Date for works currently November. Does Council wish these works to be taking place during Christmas shopping.

Purchase of Additional Cemetery Land:

- Confirmation that paperwork will be drawn up subject to planning permission being granted for change of use;

- Consideration to undertake a Tier 1 assessment of land to rear of 2 Crimchard. Estimated cost £800-£1,000 + VAT;
- Confirmation required from Environment Agency regarding use of areas within the cemetery for burials.

Bus Shelter Lease:

- Confirmation that paperwork has been received for land at The Laurels Resource Centre, Wilkins Close, Chard;
- Does Council wish to consider the purchase and installation of a bus shelter on this land?

5. CONCLUSION

- 5.1 Once the Committees are operational many of the outstanding issues can begin to be resolved. There are a number of projects that need to be prioritised and an assessment regarding available funding needs to be agreed.
- 5.2 Additional opportunities and responsibilities are also beginning to emerge including the climate change grant funding and the Heritage High Streets initiative which will need some level of Town Council resource.
- 5.3 It should be noted that this report is a basic overview and additional issues and opportunities are emerging all the time. Council will need to be firm in its resolve to complete outstanding projects that have been prioritised, defer or delay less important ones, identify the urgent opportunities that require attention and assess where its limited resources should be used over the next few months.