



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor Cllr. Garry Shortland Deputy Town Clerk Tracy Lamb

COUNCIL MINUTES

Minutes of an Extraordinary meeting of the Full Town Council held on Monday 14th January 2019 in the Town Hall, Chard

Present: Cllrs Shortland (Chairman), Mrs. Morrison, Mrs. Glynn, Mrs. Dowell, Mrs. Kenton, Kenton, Warwick, Bulmer and Baker

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

There were No. #1 member of the public and No. #0 members of the press present.

The meeting started at 8:23 pm

Chaplain's 'Thought for the Day'

Public Participation Time

2019/01. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr O'Brien - Prior commitment
Cllr Mrs Broom - Prior commitment

Agreed unanimously

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

Cllr Carnell - Absent

2019/02. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

2019/03. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960

Withdrawn, there being no confidential items to discuss

2019/04. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on 17th December 2018 [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Town Council Meeting held on Monday 17th December 2018 be signed as a correct record.

The Chairman signed the minutes.

2019/05. Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways 17th December 2018

RESOLVED – To receive and note the minutes and approve the recommendations made.

2019/06. Election of Deputy Mayor.

Councillor Mrs Dowell was nominated and accepted the nomination of Deputy Mayor

RESOLVED – that Councillor Mrs Dowell be elected Deputy Mayor and Vice Chairman of Chard Town Council unless she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.

2019/07. To receive nominations for two Appointments to the Planning and Highways Committee. (Standing Order # 5 j[vii]), with appointed deputies. [LGA 1972 s101](#)

There was only one nomination made.

Proposed: Cllr. Mrs Glynn

Seconded: Mrs Morrison

Agreed Unanimously

Resolved – That Cllr Mrs Morrison become a Full member of the Planning and Highways committee (previously being the reserve member)

2019/08. To receive nominations for the Chair of the Planning and Highways Committee. (Standing Order # 5 j[vii]), with appointed deputies. [LGA 1972 s101](#)

It was proposed and seconded that Cllr Mrs Morrison be nominated as the Chair of the Planning and Highways Committee and Cllr Morrison accepted the nomination. Cllr Morrison was also nominated as a member of the personnel subcommittee. The Proper officer advised members that the personnel subcommittee membership was not included of this agenda item. Members decided to proceed with the nomination

A member caused a disruption making derogatory comments about the Proper Officer which she deemed to be inappropriate and unjustified. The proper officer indicated that she would withdraw if the behaviour continued.

The chair instructed members to move to a vote and the meeting continued.

Proposed: Cllr. Mrs Kenton

Seconded: Mrs Glynn

Agreed Unanimously

Resolved – That Cllr Mrs Morrison be the Chair of the Planning and Highways committee and also be appointed as a full member of the Personnel Sub Committee

2019/09. Finance – to receive and consider the recommendation from the Finance & Personnel Committee and resolve to set a budget for the financial year 2019 - 2020

Proposed: Cllr. Mrs Dowell

Seconded: Cllr. Mrs Morrison

For: 7

Against: 1

RESOLVED – To approve the recommendations and that Chard Town Council set a budget of £788,614 for the financial year 2019 - 2020

2019/10. Finance – to set the precept for the 2019 – 2020 financial year

A report outlining a number of options had been circulated to Members for consideration and it was agreed that Option 1 be approved; with the Precept Demand of £629,500 and a deficit budget set of £159,144 to come from general reserves.

Proposed: Cllr. Bulmer

Seconded: Cllr. Dowell

For: 7

Against: 1

RESOLVED - that Chard Town Council set a precept demand of £629,500 which equates to a zero increase in the Band D Equivalent

2019/11. 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 #2019/03 above refers)

Withdrawn

There being no further business the meeting closed at 20:36 pm.



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Mayor Cllr. Garry Shortland Deputy Town Clerk Tracy Lamb

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Present: Cllrs Shortland (Chairman), Mrs. Morrison, Mrs. Glynn, Mrs. Dowell, Mrs. Kenton, Kenton, Warwick, Bulmer and Baker

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

There were No. #1 member of the public and No. #0 members of the press present.

The meeting started at 8:23 pm

Chaplain's 'Thought for the Day'

Public Participation Time

2019/01. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr O'Brien - Prior commitment
Cllr Mrs Broom - Prior commitment

Agreed unanimously

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

Cllr Carnell - Absent

2019/02. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

2019/03. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960

Withdrawn, there being no confidential items to discuss

2019/04. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on 17th December 2018 [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Town Council Meeting held on Monday 17th December 2018 be signed as a correct record.

The Chairman signed the minutes.

2019/05. Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways 17th December 2018

RESOLVED – To receive and note the minutes and approve the recommendations made.

2019/06. Election of Deputy Mayor.

Councillor Mrs Dowell was nominated and accepted the nomination of Deputy Mayor

RESOLVED – that Councillor Mrs Dowell be elected Deputy Mayor and Vice Chairman of Chard Town Council unless she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.

2019/07. To receive nominations for two Appointments to the Planning and Highways Committee. (Standing Order # 5 j[vii]), with appointed deputies. [LGA 1972 s101](#)

There was only one nomination made.

Proposed: Cllr. Mrs Glynn

Seconded: Mrs Morrison

Agreed Unanimously

Resolved – That Cllr Mrs Morrison become a Full member of the Planning and Highways committee (previously being the reserve member)

2019/08. To receive nominations for the Chair of the Planning and Highways Committee. (Standing Order # 5 j[vii]), with appointed deputies. [LGA 1972 s101](#)

It was proposed and seconded that Cllr Mrs Morrison be nominated as the Chair of the Planning and Highways Committee and Cllr Morrison accepted the nomination. Cllr Morrison was also nominated as a member of the personnel subcommittee. The Proper officer advised members that the personnel subcommittee membership was not included of this agenda item. Members decided to proceed with the nomination

Proposed: Cllr. Mrs Kenton

Seconded: Mrs Glynn

Agreed Unanimously

Resolved – That Cllr Mrs Morrison be the Chair of the Planning and Highways committee and also be appointed as a full member of the Personnel Sub Committee

2019/09. Finance – to receive and consider the recommendation from the Finance & Personnel Committee and resolve to set a budget for the financial year 2019 - 2020

Proposed: Cllr. Mrs Dowell

Seconded: Cllr. Mrs Morrison

For: 7

Against: 1

RESOLVED – To approve the recommendations and that Chard Town Council set a budget of £788,614 for the financial year 2019 - 2020

2019/10. Finance – to set the precept for the 2019 – 2020 financial year

A report outlining a number of options had been circulated to Members for consideration and it was agreed that Option 1 be approved; with the Precept Demand of £629,500 and a deficit budget set of £159,144 to come from general reserves.

Proposed: Cllr. Bulmer

Seconded: Cllr. Dowell

For: 7

Against: 1

RESOLVED - that Chard Town Council set a precept demand of £629,500 which equates to a zero increase in the Band D Equivalent

2019/11. 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 #2019/03 above refers)

Withdrawn

There being no further business the meeting closed at 20:36 pm.



Chard Town Council

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Mayor Cllr. Garry Shortland Interim Town Clerk Nick Randle

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 4th March 2019 in the Auditorium, Chard

Present: Cllrs Shortland (Chairman), Mrs. Glynn, Bulmer, Mrs. Morrison, Carnell, Mrs. Kenton, Kenton and Baker

In Attendance: Nick Randle, Interim Town clerk and Tracy Lamb, Deputy Town Clerk/RFO

There were No. #8 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

Public Participation Time

2019/35. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr Warwick	- Prior commitment
Cllr O'Brien	- Illness
Cllr Mrs Dowell	- Prior commitment
Cllr Mrs Broom	- Holiday

Resolved - to accept the apologies and approve the reasons given

2019/36. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

2019/37. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Bulmer

Seconded: Mrs Glynn

Agreed Unanimously

Resolved - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item #2019/42, Commercial in Confidence, is discussed

2019/38. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on 18th February 2019 (to follow) [LGA 1972, Sch 12 para41 \(1\)](#)

Deferred to next Full Town Council meeting

2019/39. Finance – Management of Council Reserve Funds - to approve and adopt the policy for General Reserves and Ear Marked Reserves/Sinking Funds (report attached)

Members requested that this agenda item be taken in two parts, firstly the policy then followed by the amounts for reserves.

Proposed: Cllr. Mrs Kenton

Seconded: Baker

Agreed Unanimously

Resolved – to approve the Financial Reserves Policy

Cllr Carnell arrived

Proposed: Cllr. Baker

Seconded: Mrs Kenton

For: 6 Against: 2

Resolved – That the Cemetery Ear Marked Reserve (343) be £200,000. For the Ear Marked Reserve Muga (330) to be increased annually by £4,000 but capped at £60,000, the Sinking Fund – Jocelyn Park (353) to be increased by £300 annually and excess funds to be put to the Ear Marked Reserves Play Equipment.

Proposed: Cllr. Baker

Seconded: Kenton

For: 6 Against: 2

The Responsible Finance Officer reminded Councillors that the budget for the current year included approximately £120,000 to be taken from reserves, although current estimates with outstanding orders indicated it may be closer to £60,000, and the coming financial year the budget included approximately £160,000 to be taken from reserves. There were also other spend e.g. £15,000 for the gateway project, also resolved to come from general reserves. Members discussed the appropriate level for reserves and felt that the Council should set a lower target level than proposed.

Resolved – that the Level of General Reserves to be held by the Council is targeted to be 4 months and £50,000 for Play Equipment is to come from General Reserves.

2019/40. Play equipment – Following receipt of the play equipment report and the high number of potential issues this Council delegates authority to the Town Clerk, in consultation with the Mayor and the Chair of the Guildhall & Amenities committee, to authorise such expenditure on behalf of the Council as is necessary carry out to repairs, restore or replace existing equipment in order to meet the Council's duty of care. Due to the urgent nature of the work an exception was appropriate to the quotation requirements in Financial Regulations as defines in Finreg 11c and 11d (report supplied. Cost estimates to follow.)

Proposed: Cllr. Mrs Morrison

Seconded: Mrs Kenton

Agreed Unanimously

Resolved – to authorise such expenditure on behalf of the Council as is necessary carry out to repairs, restore or replace existing equipment in order to meet the Council's duty of care.

2019/41. Co-option - To consider Co-Option of Councillors – To invite prospective councillors to attend and speak in line with the Councils agreed Procedure for the filling of Casual Vacancies by Co-option (copies of applications to follow).

Following a series of votes

Resolved – That Mr Timothy Eggins be Co-opted as Cllr For Crimchard Ward. That Mrs Victoria Bates and Mr Zak Williams be Co-opted as Cllrs for Holyrood Ward.

2019/42. 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 #2019/37 above refers)

Commercial in confidence

Finance – Employment Services– to consider the provision of employment law services from 31st March 2019 (report previously supplied)

Proposed: Cllr. Kenton

Seconded: Bulmer

Agreed Unanimously

Resolved – That the contract with Elis Whitham not be continued. That membership of South West Councils continues to be in place to provide employment law services and to seek specialist services as and when required.

There being no further business the meeting closed at 9:11 pm.



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Mayor Cllr. Garry Shortland Interim Town Clerk Nick Randle

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 15th April 2019 in the Town Hall, Chard

Present: Cllrs Shortland (Chairman), Mrs. Glynn, Mrs. Morrison, Mrs. Dowell, Kenton, Mrs. Kenton, Carnell, Bulmer, Mrs. Broom, Eggins, Warwick, Williams and Baker

In Attendance: Nick Randle – Interim Town Clerk and Francesca Thompson – Administrative Officer (Finance)

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

The meeting started at 7.30 pm

Chaplain's 'Thought for the Day'

Public Participation Time

None.

Reports from County and District Councillors

Cllr Mrs. Broom reported that SCC has agreed to support carbon neutrality. There is a new website for members of the public to report past and current flooding issues in relation to properties and asked that members circulated the website link where appropriate. Cllr Broom also reported that the BBC are making a Panorama documentary with regards to adult social care, based at Somerset County Council which will air on the 29th of May and 5th of June.

Cllr Baker reported that the Chard Regeneration briefing was a success with approximately 500 people attending. Plans are being drawn up and further consultations will take place. The SSDC website has changed with new reporting options for members of the public, in order to make the process of reporting various problems easier. Area+ Team are working with groups in town, with Adrian Moore as a point of contact for those wishing to get in touch. Cllr Baker also wanted to thank Chard Reservoir Rangers for their work on the successful Bush Craft Day that took place on the 13th of April.

2019/43.

Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr Bulmer - Prior commitment

2019/48.

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required (deferred from the Extra Ordinary Full Council Meeting on 7th December): [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways	18 th February 2019	(Previously circulated)
Planning and Highways	18 th March 2019	(Previously circulated)
Finance & Personnel	18 th March 2019	(Previously circulated)
Guildhall and Amenities	1 st April 2019	(attached)

including:

To approve the recommendation of the appointment of Nick Randle of LGRC Associates Ltd. to act as Interim Town Clerk and Proper Officer

To approve the recommendation that 6 originally designed located vents be reinstated as well as all to operate (opening and closing) as one. To appoint the contractor listed as option 3 Purely down to price and out of the 4 suppliers, Option 3 is the only supplier previously used. Costs to come from the Guildhall Sinking fund (350)

Proposed: Cllr Mrs. Morrison
Agreed Unanimously

Seconded: Cllr Baker

RESOLVED – To receive and note the minutes and approve the recommendations made.

2019/49.

Finance - Town Council Year 2018/19 Year to Date Budget to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

2019/50.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted.

2019/51.

Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))– cheque signatories to be agreed.

Proposed: Cllr Mrs. Morrison
Unanimous

Seconded: Cllr. Dowell

RESOLVED – Following discussion, to approve the accounts for payment.

2019/52 – Special Motion – Under 7.a. of Standing Orders – Moved by Cllrs Mrs Kenton, Kenton, Shortland, Baker and Mrs Dowell to reverse the decision to reduce the 2018-19 budget for Council Run Guildhall events by £2,000 (4018/201) and include a new Full Town Council Meeting –14th January 2019

Chairman's Signature.....

Budget of £2,000 for an annual Civic Ball. For the first £2,000 income raised to be recorded under a new corresponding income budget and all additional income from the ball to be donated to the Mayors appeal fund. (verbal report)

The Town Clerk explained that the previous motion, while having the best of intentions, did not deliver the spirit of the Council's decision. By agreeing to rescind the decision, a clear mechanism was available to achieve the Council's purpose.

Proposed: Cllr Warwick
Unanimous

Seconded: Cllr. Baker

RESOLVED – To rescind the motion.

2019/53. Town Clerk's Report – To receive and note the update from the Town Clerk

RESOLVED – To note the report.

2019/54. Process – To agree an initial timetable for the new Town Council (report attached)

The Town Clerk described the proposed approach to managing the early weeks of the new Council. In particular, he proposed that a discussion and decision on future governance was made before committees are appointed. The Town Clerk also suggested that if necessary, Officers can hand deliver induction packs in order to facilitate the process.

Cllr Bulmer enters.

Proposed: Cllr. Mrs Kenton
For: 12 Abstained: 1

Seconded: Cllr. Mrs. Morrison

RESOLVED – Following discussion, a motion to accept the calendar but to move the next Full Town Council meeting from the 10th of June to the 17th of June as this was the original date for a Council meeting.

2019/55. Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
(LGA 1972 s101)

RESOLVED – To note the report.

2019/56. Community Liaison Officers report – To receive and note the report (report to follow)

RESOLVED – To note the report.

2019/57. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received.

2019/58. 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 #2019/46 above refers)

Consideration of one salary recommendation (confidential report attached)

RESOLVED – To approve the salary as recommended.

There being no further business the meeting closed at 8:38pm.



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Mayor Cllr. Garry Shortland Interim Town Clerk Nick Randle

COUNCIL MINUTES

Minutes of the Annual meeting of the Town Council held on Thursday 9th May 2019 in the Town Hall, Chard

Present: Cllrs Shortland (Outgoing Chairman), Baker (Incoming Chairman), Mrs. Morrison, Kenton, Mrs. Kenton, Carnell, Bulmer, Williams, Ms. Bates, Gilbert, Mrs. O'Brien, Mrs. Orchard, Ms. Whittaker-Mather, Ms. Wootton and Ms. Young

In Attendance: Nick Randle – Interim Town Clerk and Tracy Lamb – Deputy Town Clerk/RFO

There were No. #15 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

Chaplain's 'Thought for the Day'

The chair sought and received permission from members to move Public Participation Time and Reports from County and District Councillors to the next item

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.

None

Reports from County and District Councillors

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

Cllr Mrs Broom advised that the Glynswood and Furnham Road pedestrian safety measures were still moving ahead. Good progress had been made with regards to village finger posts being repainted and repaired but that no one had come forward from Chard at present. 3 people are being sought for training, which is due to take place on 24th March and names are needed by 17th May.

Cllrs Bulmer, O'Brien, Shortland and Carnell confirmed that they were undergoing vigorous training at the present time.

Cllr Baker confirmed that good progress continued to be made at Snowden Park. He would also be looking at Section 106 funds and passing relevant information to the Town Clerk and Deputy Town Clerk. The regeneration continues to move forward and that Jeb Farrah,

the Regeneration Scheme project manager would attend the next Full Town Council meeting to provide an update.

AGENDA

2019/59. Statement by the outgoing Mayor – Councillor Garry Shortland

There have been some significant events during the past year, the anniversary of the 1st world war being one for which the Mayor gave thanks to the Royal British Legion for their help with events. There had also been a Royal wedding and a Royal birth. Thanks were given to the Mayors Consort, Chaplain, Mace Bearer and Town Crier but their support. The outgoing Mayor also pledged his support to the new Mayor.

The chair sought and received permission from members to suspend standing order 5E and to move agenda item #2019/61 after #2019/64

2019/60. Election of Mayor (Chairman of the Council) (Standing Order # 5e)

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

Cllr Mrs O'Brien nominated, and Cllr Mrs Kenton seconded the nomination, Councillor Baker who accepted the nomination of Chairman of the Council and Mayor.

There being no other nominations it was agreed that Cllr Baker was elected unopposed

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

The Meeting Adjourned to allow for the New Mayor to Robe and the Town Crier to announce the New Mayor

Meeting resumed

2019/62. Mayor's Declaration of Acceptance of Office & Oath of Allegiance

(Standing Order # 5i)

The Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Proper Officer.

2019/63. Apologies for absence and to consider whether to approve reasons given.

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

None

2019/64. To confirm Councillors declaration of acceptance of office and registered interests and make arrangements for any councillors not present to make their declaration at an alternative time (Standing Order # 5i)

The Interim Town Clerk confirmed that all declarations had been received

2019/61. Election of Deputy Mayor (Standing Order # 5e)

Cllr Carnell nominated, and Cllr Ms Bates seconded the nomination, Councillor Kenton who accepted the nomination of Deputy Mayor.

There being no other nominations it was agreed that Cllr Kenton was elected unopposed.

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

The Deputy Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Proper Officer.

2019/65. Declarations of Interest.

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

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Whittaker-Mather	√		#2019/75	Chair of Chard Improvement Action Group
Cllr Shortland	√		#2019/75	Chair Town Team
Cllr Mrs O'Brien	√		#2019/75	Chair of Area Youth Committee
Cllr Baker	√		#2019/75	Vice Chair of Town Team

2019/66. Mayors Appointments, as appropriate: -

- Chaplain – to be confirmed
- Consort – Mrs Marie Baker with others as and when required due to Mrs Baker’s work commitments

2019/67. Mayors Announcements.

The Mayor thanked members for their support and confirmed his wish for everyone to work together. The Mayor announced his Charities as Cancer Relief UK, Little Daffodils, Memory Café and The Project.

The Mayor invited everyone to stay after the meeting for refreshments.

2019/68. To resolve to exclude members of the press and public

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

Withdrawn, there being no confidential items to discuss

2019/69. Council Meeting - Minutes

To confirm and sign the minutes of the Town Council Meeting held on Monday 15th April 2019 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#). (Standing Order # 5 ii)

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 15th April 2019 be signed as a correct record.

The Mayor signed the minutes.

2019/70.

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#). (Standing Order # 5 iii)

Planning and Highways 15th April 2019 (Previously circulated)

Proposed: Cllr Bulmer Seconded: Cllr Mrs Morrison
Agreed Unanimously

RESOLVED – To receive and note the minutes and approve the recommendations made.

2019/71. Review of Governance Arrangements

- To adopt Standing orders and Financial regulation and make such arrangements as are necessary for further review (Standing Order # 5 j[ix])

Proposed: Cllr Bulmer Seconded: Cllr Mrs Kenton
Agreed Unanimously

RESOLVED – to adopt the Standing orders and Financial Regulations as they stand and review them again in the future if required.

- To review the scheme of delegations and Terms of Reference of Committee (Standing Order # 5 j[v]) (Standing Order # 5 j[vi])

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs O'Brien
Agreed Unanimously

RESOLVED – To proceed with monthly Full Town Council meetings until the Strategic Plan is in place and implement a new scheme of delegation once the Strategic Plan priorities are identified.

- To receive nominations for and appoint members of the planning committee (Standing Order # 5 j[vii])

Proposed: Cllr Mrs Kenton
Agreed Unanimously

Seconded: Cllr Carnell

RESOLVED – to appoint Cllrs Mrs Morrison, Ms Wootton, Mrs Orchard, Shortland, Ms Whittaker-Mather, Bulmer, Mrs Kenton and Kenton with Cllr Mrs Orchard appointed as Chair

- To agree to receive nominations and appoint other committees at the June Meeting of the Council (Standing Order 5 j[vii])

Deferred

- To agree to adopt a full calendar of meetings at the June Meeting of the Council (Standing Order # 5 j[xix])

Resolved - To implement a temporary calendar of meetings until a new scheme of delegations is agreed

2019/72. To agree eligibility for and to exercise the General Power of Competence (Standing Order # 5 j[xii])

Proposed: Cllr Shortland
Agreed Unanimously

Seconded: Cllr Bulmer

RESOLVED – to agree eligibility for and to exercise the General Power of Competence.

2019/73. To make arrangements for the review of inventory of land and assets including buildings and office equipment. (Standing Order # 5 j[xiii])

Deferred

2019/74. To confirm arrangements for the review of Councils Risk management and Insurance. (Standing Order # 5 j[xiv])

Deferred

2019/75. To review representation on or work with external bodies and arrangements for reporting back. (Standing Order # 5 j[xi])

The following representatives are subject to agreement by the Organisation where there are more members than previously agreed.

Organisation	No	Representative
Chard Improvement Action Group		Deferred to September
Chard Museum	2	Cllr Ms Wootton, Cllr Ms Young

		Clr Williams
Chard Young People's Centre	2	Clr Williams Clr Ms Wootton
Market Towns Investment Group	2	Clr Bulmer Clr Mrs. Morrison Clr Ms Bates
S.A.L.C.	1	Clr Carnell
SSDC Countryside Steering Group	1	Clr Shortland Clr Ms Wootton
Town Team	2	Clr Baker Clr Shortland Clr Ms Bates
Clare House	1	Clr G Shortland Clr Ms Whittaker-Mather

2019/76. To review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities. (Standing Order #5 j[x])

The Mayor reported that the sole agency agreement to be reviewed was the Street Cleansing and that a task and finish group already existed to review this. This was accepted without further discussion

2019/77. To make arrangements for the review of the Council's Complaints Procedure (Standing Order # 5 j[xvi])

Deferred

2019/78. To make arrangements for the review of the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998. (Standing Order # 5 j[xvii])

Deferred

2019/79. To make arrangements for the review of the Council's policy for dealing with the press/media. (Standing Order #5 j[xviii])

Deferred

2019/80. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5) – cheque signatories to be agreed

Proposed: Cllr Shortland
Agreed Unanimously

Seconded: Cllr Mrs Morrison

RESOLVED - To approve the accounts for payment with Cheque signatories to be Cllrs Mrs Morrison and Mrs Kenton

2019/81 Finance – Cheque Signatories to be reviewed and authorise at least six Members to act as cheque signatories for the Co-Op accounts and at least 3 Members to act as cheque signatories for the HSBC account. (Any two Councillors are required to sign a cheque.)

Cooperative Bank
Cllr Shortland,
Cllr Mrs Kenton,
Cllr Kenton,
Cllr Morrison,
Cllr Bulmer,
Cllr Baker
Cllr Wootton
Cllr Mrs Orchard

HSBC Mayors appeal fund
Cllr Mrs Kenton,
Cllr Shortland
Cllr Baker

RESOLVED – that the above Councillors be the authorised signatories for the Council’s accounts with any two to sign. In addition, it was agreed that members (of which were not to be cheque signatories) undertaking quarterly bank reconciliation checks should receive appropriate training from the Council’s Internal Auditors

2019/82. Policy - Purchasing Delegation Limits & Active Purchasing Policies

Deferred

2019/83. To make arrangements for the review of the Council’s and/or employees’ subscriptions to other bodies. (Standing Order # 5 j[xv])

Proposed: Cllr Shortland
Agreed Unanimously

Seconded: Cllr Mrs Morrison

RESOLVED – to renew subscriptions to SLCC, SALC, Guild of Macebearers, LCU, NALC and South West Councils with any overspend to be taken from general reserves.

2019/84. To make arrangements for the review of the Council’s procedures for the use of BACS or CHAPS payments. (Financial Regulations 6.8)

Deferred

2019/85. To make arrangements for the review of the Council’s procedures for the use of variable Direct Debits. (Financial Regulations 6.6)

Deferred

2019/86. Annual Report 2018/2019 – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting (report attached)

Proposed: Cllr Shortland
Agreed Unanimously

Seconded: Cllr Carnell

RESOLVED - To receive and note the report with 2 New Councillors and Cllr Mrs Morrison to agree the recipients of the Outstanding Service Awards

2019/87. Town Clerk’s Report and Delegated Powers. The Town Clerk will give Council a verbal report and details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

The Interim Town Clerk advised members that they now all had Town Council email address and that the intranet system would be up and running very shortly.

2019/88. 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 #2019/68 above refers)

There being no further business the meeting closed at 8:35 pm.



Chard Town Council

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

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Mayor Cllr. Jason Baker Interim Town Clerk Nick Randle

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 17th June 2019 in the Town Hall, Chard

Present: Cllrs Baker (Chairman), Mrs. Morrison, Mrs. Kenton, Carnell, Bulmer, Williams, Ms. Wootton, Ms. Young, Ms. Whittaker-Mather, Shortland and Mrs. O'Brien

In Attendance: Nick Randle – Interim Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO, Shirley Pitman – Outdoor Services Manager, Matt Hawker – Guildhall Manager, Liz Johnson-Idan – Community Liaison Officer

There were No. #5 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

The Mayor introduced Georgia Vye as his newly appointed Chaplain who gave her 'Thought for the Day'

Public Participation Time

A member of the public spoke to remind members that the Council had declared a climate emergency and that Council now needed to step up. A request was made for Council to investigate using a green energy supplier.

Reports from County and District Councillors

County Councillor Mrs Broom advised members that she had spoken at the Planning and Highways committee meeting about pedestrian safety at Glynswood. Work had also been taking place to support charities and troubled families and a report would be emailed to officer for distribution to members.

Cllr Bulmer spoke to request that County Councillor Gemma Verdán attends meetings to also give her reports and to confirm he had received further details following a planning application that was discussed by council the previous month for 94 houses.

Cllr Baker spoke about a forthcoming Chard Regeneration meeting.

2019/89.

Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Cllr Mrs Orchard - Work commitment

Cllr Kenton - Illness
 Cllr Gilbert - Family emergency
 Cllr Mrs. Bates - Illness

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

2019/90.

Mayor’s Announcements.

The Mayor Making civic service is taking place on Sunday 23rd June. The summer festival is also taking place at the end of August.

2019/91. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

2019/92.

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

There being no confidential matters this item was withdrawn

2019/93.

Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on 9th May 2019 [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Full Town Council meeting held 9th May 2019 be adopted

The Chairman signed the minutes.

2019/94.

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations made: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways 20th May 2019 (Previously circulated)

Proposed: Cllr. Mrs Morrison Seconded: Bulmer
 Agreed Unanimously

RESOLVED – To receive and note the minutes and approve the recommendations made.

2019/95.

Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

2019/96.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted.

2019/97.

Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))– cheque signatories to be agreed.

Proposed: Cllr. Mrs Morrison
Unanimous

Seconded: Cllr. Shortland

RESOLVED – To approve the accounts for payment with cheque signatories to be Cllr Mrs Morrison and Cllr Baker

2019/98.

Finance - to review the Final Audit Report 2018-19 from the Internal Auditor; to note and consider any recommendations made

RESOLVED – The report was reviewed and noted

2019/99

Finance - Adoption of Accounts for the Year ended 31st March 2019, to approve the signing of the Annual Governance Statement (section one) ([Accounts & Audit Regulations 2011](#)) (report attached)

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Mrs O'Brien

RESOLVED – To adopt the Accounts for the year ended 31st March 2019 and approve the signing of the Annual Governance Statement (section one)

The Chairman and the Deputy Town Clerk/RFO signed the statement.

2019/100.

Finance - Adoption of Accounts for the Year ended 31st March 2019, to approve the signing of the Accounting Statement (section two) ([Accounts & Audit Regulations 2011](#)) (report attached)

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Mrs O'Brien

RESOLVED – To approve the signing of the Accounting Statement (section two)

The Chairman and the Deputy Town Clerk/RFO signed the statement.

2019/101.

Town Clerk’s Report – To receive and note the update from the Town Clerk

RESOLVED – The report was noted

2019/102.

Town Clerk’s Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

There was nothing to report

2019/103.

Outdoor Services Manager’s Report

RESOLVED – The report was noted

2019/104.

Guildhall Manager’s Report

RESOLVED – The report was noted

2019/105.

Community Liaison Officers report – To receive and note the report (report attached)

RESOLVED – The report was noted

2019/106.

Insurance – To consider the recommendation to extend the Council’s insurance arrangements to include Crime & Cyber cover at a cost of £624.20 from 4025/101 Insurance

Proposed: Cllr. Shortland
Agreed Unanimously

Seconded: Cllr. Bulmer

RESOLVED – To extend the Council’s insurance arrangements to include Crime & Cyber cover at a cost of £624.20 from budget: 4025/101 Insurance

2019/107.

Guildhall – to receive and approve the recommendations to install a “glass wall” at a height of 1100mm along the full length of the Balcony and either end with costs to come from the Guildhall Sinking Fund 350 (report attached)

Cllr Bulmer proposed the approval of the recommendation and this was amended by

Cllr Mrs Kenton who proposed that a condition was included. Members voted on the amendment

Proposed: Cllr. Mrs Kenton
For: 7 Against: 2

Seconded: Cllr. Baker
Abstained: 2

RESOLVED – To approve the recommendation to install a “glass wall” at a height of 1100mm along the full length of the Balcony and either end using a Pro-Grip system to hold the glass, to allow for compensation for the bow of the Balcony floor, the whole system will be sat on a stainless-steel plinth designed specifically, for this installation.

With costs of £7,589 to come from the Guildhall Sinking Fund 350. The agreed installation is subject to load bearing tests allowing a minimum of 30 people to use the balcony at any one time.

2019/108.

Guildhall – to receive and approve the recommendations to replace existing bird netting with costs to come from Guildhall property maintenance budget 4036/201 (report attached)

Proposed: Cllr. Shortland
Agreed Unanimously

Seconded: Cllr. Bulmer

RESOLVED – To approve the recommendations to replace existing bird netting with costs of £1,645 to come from Guildhall property maintenance budget 4036/201

2019/109.

Guildhall – to receive and approve the recommendations to install lighting to the exterior (front) of the Guildhall with costs to come from general reserves

Cllr Mrs O’Brien declared a personal interest, a family member being a member of one of the groups that requested the lighting of the Guildhall.

Proposed: Cllr. Shortland
For: 2 Against: 7

Seconded: Cllr. Bulmer
Abstentions: 2

It was agreed that if costs could be found below £750 that the lighting could be bought back to Council. In the meantime, the task was to be removed from the officer’s schedule of actions.

2019/110.

Guildhall – to receive and approve the recommendations to flush, clear and refill underfloor systems and fit suitable filters with costs to come from Guildhall Heating & Air Conditioning 4062/201 (report attached)

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Shortland

RESOLVED – To approve the recommendations to flush, clear and refill underfloor systems and fit suitable filters at a cost of £3,230 to come from Guildhall Heating & Air Conditioning 4062/201

2019/111.

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

Cllr Williams confirmed that the Museum were happy to have 3 members as representatives for the Council

2019/112.

Policy – to receive and approve the amended Employee Handbook (report attached)

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Carnell

RESOLVED – To approve the amended Employee Handbook

2019/113.

Notice of Motion from Councillor Cath Morrison (received 18th May 2019) 'that Chard Town Council reviews hire charges for the Guildhall Foyer'

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Bulmer

RESOLVED – that the Foyer is a non hireable space but could be used in conjunction with hire of the auditorium and that any charges made during the current financial year would be refunded.

2019/114.

Notice of Motion from Councillor Melissa Whittaker-Mather (received 30th May 2019) 'for Chard Town Council to support the RSN's call for a Government-wide Rural Strategy, and call upon South Somerset District Council and Somerset County Council to do likewise – if not already done so'. (report attached)

Proposed: Cllr. Ms Whittaker-Mather
Agreed Unanimously

Seconded: Cllr. Mrs Morrison

RESOLVED – That Chard Town Council supports the RSN's call for a Government-wide Rural Strategy, and call upon South Somerset District Council and Somerset County Council to do likewise – if not already done so

There being no further business the meeting closed at 9:34 pm.



Chard Town Council

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

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Mayor Cllr. Jason Baker Interim Town Clerk Nick Randle

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 15th July 2019 in the Auditorium, Chard

Present: Cllrs Baker (Chairman), Mrs. Morrison, Mrs. Kenton, Carnell, Bulmer, Williams, Ms. Wootton, Ms. Young, Ms. Whittaker-Mather, Shortland and Mrs. O'Brien

In Attendance: Nick Randle – Interim Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO, Shirley Pitman – Outdoor Services Manager, Matt Hawker – Guildhall Manager, Liz Johnson-Idan – Community Liaison Officer

There were No. #8 members of the public and No. #0 members of the press present.

The meeting started at 7.35 pm

7:35pm Chaplain's 'Thought of for the Day'

Public Participation Time

None

Reports from County and District Councillors

County Cllr Mrs Broom highlighted the new SSDC website. Hedge cutting by SCC and SSDC has started to take place, members were advised to report any issues to highways.

County Cllr Ms Verdon was unable to attend due to prior commitments but had supplied a written report to be circulated.

Cllr Shortland referred to upcoming events at the reservoir.

Cllr Baker gave an update on Snowden Park and spoke about the Chard Regeneration plan, encouraging members to give their support via the planning app which was now live.

A member of the public spoke about the insect population being low and requested that Council look at insect friendly planting such as lavenders, herbs and heathers.

A member of the public spoke about the lack of a 20mph speed limit on the Forton Road with concern about potential accidents.

2019/115.

Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

- Cllr Mrs Orchard - Family commitment
- Cllr Carnell - Holiday
- Cllr Bulmer - Work commitment
- Cllr Ms Young - Personal commitment

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

4 members of the public left the meeting

2019/116.

Mayor’s Announcements.

The Mayor thanked the Chaplain, the Community Liaison Officer and all those who joined the Mayor Making service.

The Local plan drop in are taking place on 8th August from 4pm to 7pm and the Area West meeting and Regulation for the regeneration may be taking place on 3rd September.

The Mayor thanked Manor Court for the show that he recently attended, the event was a treat with amazing talent shown by all.

There is also a consultation by the fire services which has implications for Chard which members were encouraged to read.

2019/117. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Mrs O’Brien	√		#2019/125	Payment to employer and also to the Youth club
Cllr Mrs Kenton	√		#2019/133	Town Team and Carnival club members
Cllr Shortland	√		#2019/133	Town Team and Carnival club members
Cllr Baker	√		#2019/133	Wife employee of Clare House
Cllr Ms Bates			#2019/133	Town Team member
Cllr Mrs kenton	√		#2019/134	Replacement of Town Criers robes, due to being a personal friend

2019/118.

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

Proposed: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Mrs Morrison

RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2019/142 (Commercial in Confidence) and (Staff in Confidence) are discussed.

2019/119.

Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on 17th June 2019 [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Full Town Council meeting held 17th May 2019 be adopted

The Chairman signed the minutes.

2019/120.

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations made: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways 17th June 2019 (Previously circulated)

Proposed: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Morrison

RESOLVED – To receive and note the minutes and approve the recommendations made.

The Chair asked members to bring forward agenda item #2019/138 to the next item on the agenda to allow the CEO, who was present, to leave the meeting afterwards if they so wish. This was duly agreed.

Motions from Councillors where specific expenditure has been identified

2019/138. Notice of Motion from Councillor Jason Baker (received 4th July 2019) `that this council agrees to support the Citizens advice South Somerset to supply two days a week of case work for the residents of Chard for a 12 month period at a cost of £11,841.00 to come from general reserves & that we receive a quarterly report from Citizens advice South Somerset`

Standing orders were suspended to allow the CEO to speak.

The CEO gave background to the request for help, including £96,000 funding being removed by Somerset County Council and other avenues having turned down requests for support. Details of the role that the funds would support were provided.

Proposed: Cllr. Baker
Unanimous

Seconded: Cllr. Ms Bates

RESOLVED – To support the Citizens advice South Somerset to supply two days a week of case work for the residents of Chard for a 12-month period at a cost of £11,841.00, to be paid quarterly, to come from general reserves & that we receive a quarterly report from Citizens advice South Somerset

3 members of the public left the meeting

2019/121.

Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

2019/122. Finance – Budget Virements - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

RESOLVED – To note

2019/123.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted.

2019/124. Resolved spend – to receive and note the report on outstanding resolved spend

Deferred to Full Town Council meeting in August

2019/125. Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))– cheque signatories to be agreed.

Proposed: Cllr. Shortland
Unanimous

Seconded: Cllr. Mrs Morrison

RESOLVED – To approve the accounts for payment with cheque signatories to be Cllr Mr Bulmer and Cllr Shortland

2019/126.

Town Clerk's Report – To receive and note the update from the Town Clerk

Full Town Council Meeting –14th January 2019

Chairman's Signature.....

The Town Clerk spoke about the action review summary (the list of all the actions arising from Council decisions) with the Cemetery land being the highest priority and the amenities truck being the 2nd.

A request had been received from SSDC for an input to their environmental strategy which members have seen. The Clerk is to respond in general terms and requested that councillors advise of any particular issues that they wished to be emphasised.

In the Clerk's absence the Mayor has responded on the Town Council's behalf to a request for support for an SSDC bid to High Streets Heritage Action Zones. He has supported the delivery of the Chard regeneration scheme and expressed support for the expression of interest which SSDC is submitting to the High Streets Heritage Action Zones Fund on behalf of Chard Town Centre.

Following the Strategic planning meeting it was agreed that the Clerk would propose a scheme of delegations, based on our discussions, to the August Town Council and that the committees would engage to complete the work so that we could finalise a strategic plan for consultation with the community and adoption by the council, look at resources and budgets required and progress to implement the strategy.

RESOLVED – To note the report

2019/127.

Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
(LGA 1972 s101)

The Clerk advised members that the use of Jocelyn park had been agreed for the summer festival. Delegated spending power had also been used to agree the purchase of valves and smoke actuators.

RESOLVED – To note the delegated powers

2019/128.

Outdoor Services Manager's Report

RESOLVED – To note the report

2019/129.

Guildhall Manager's Report

RESOLVED – To note the report

2019/130.

Community Liaison Officers report – To receive and note the report

RESOLVED – To note the report

The Chair asked members to bring forward agenda item #2019/133 to the next item on the agenda to allow the member of the public, who was present, to leave the meeting afterwards if they so wish. This was duly agreed.

2019/133. To consider Grant applications or, as traditionally, agree a task and finish group to consider them and report to Full Town Council in August. (report attached)

Proposed: Cllr. Mrs Morrison
Unanimous

Seconded: Cllr. Mrs O'Brien

RESOLVED – To agree a task and finish group, consisting of Cllrs Mrs Morrison, Ms Bates, Mrs O'Brien, Baker and Williams, to consider the grant applications and report to Full Town Council in August

1 member of the public left the meeting

Motions from Councillors where no specific expenditure has been identified

2019/131 – Special Motion – Under 7.a. of Standing Orders – Moved by Cllr Baker, Mrs Kenton, Kenton, Mrs O'Brien, Williams, Carnell, Shortland, Bates, Mrs Orchard and Ms Young to reverse the decision to "approve the recommendation to install a "glass wall" at a height of 1100mm along the full length of the Balcony and either end using a Pro-Grip system to hold the glass, to allow for compensation for the bow of the Balcony floor, the whole system will be sat on a stainless-steel plinth designed specifically, for this installation with costs of £7,589 to come from the Guildhall Sinking Fund 350. The agreed installation is subject to load bearing tests allowing a minimum of 30 people to use the balcony at any one time"

Proposed: Cllr. Mrs O'Brien
Unanimous

Seconded: Cllr. Ms Whittaker-Mather

RESOLVED – To reverse the decision to "approve the recommendation to install a "glass wall" at a height of 1100mm along the full length of the Balcony

2019/132. To consider the Request by the The Royal British legion for permission to hold an Armed Forces Day Community Fun Day on 13th June 2020 at Jocelyn Park including the changing rooms rom 7am to 7pm.

Cllr Mrs Morrison declared a personal interest on the grounds of being a member of the British Legion

Proposed: Cllr. Shortland
Unanimous

Seconded: Cllr. Mrs Kenton

RESOLVED – To agree the Request by the The Royal British legion for permission to hold an Armed Forces Day Community Fun Day on 13th June 2020 at Jocelyn Park including the changing rooms free of charge from 7am to 7pm

2019/134. Replacement of Mace Bearer and Town Criers Robes and repairs to the mayoral Chain and Badge (report attached)

Proposed: Cllr. Shortland
Unanimous

Seconded: Cllr. Mrs Kenton

RESOLVED – To undertake the repairs to the mayoral chain and badge and replace the Town Criers robes with costs to come from 351 Sinking Fund – Civic Regalia. To budget for the replacement of the Mace Bearers robes in 2020-21.

2019/135. Town Clerk Vacancy – To appoint 3 members to the shortlisting and interview panel, the closing date being 19th July, shortlisting 24th July and interviews on 8th August

Proposed: Cllr. Mrs Kenton
Unanimous

Seconded: Cllr. Ms Bates

RESOLVED – To appoint Cllrs Baker, Mrs Morrison and Shortland to the shortlisting and interview panel with Cllr Mrs Kenton as a reserve member

2019/136. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received

Motions from Councillors where specific expenditure has been identified

2019/137. Notice of Motion from Councillor Mrs Kenton (received 12th June 2019) 'That this Council plan a weekend of events to celebrate/remember the 75th anniversary of VE day on the weekend of 8th May, that we budget for this for the sum of £3,000, we appoint 3 members of the Council to run this and that we ask the Town Team and other voluntary groups to become involved in a 40's themed event. The Town Clerk to approve expenditure within the usual purchasing delegation limits and report back to Council on a regular basis. That the Council also acknowledges that some of this budget will have to be spent in advance and that provision be made for this and any hire of the Guildhall for this event be free of charge due to it being a town Council event'

Cllr Mrs Kenton withdrew her motion

2019/139. Notice of Motion from Councillor Baker (received 3rd July 2019) 'That this Council agrees to obtain a quote for CCTV to be installed in Holyrood Street & Boden Street, for the police to be given remote access to the existing & new cameras and for grants to be sought to assist with the costs'

Proposed: Cllr. Baker
Unanimous

Seconded: Cllr. Ms Whittaker-Mather

RESOLVED – To obtain a quote for CCTV to be installed in Holyrood Street and Boden Street and to include options for mobile cameras

2019/140. Notice of Motion from Councillor Baker `that this Council provides the auditorium for Market Town Investment meetings free of charge.

Cllrs Baker, Mrs Morrison and Shortland declared a personal interest as members of the group.

Proposed: Cllr. Baker
Unanimous

Seconded: Cllr. Mrs Morrison

RESOLVED – that this Council provides the auditorium for Market Town Investment meetings free of charge

2019/141. Notice of Motion from Councillor Ms Wootton (received 3rd July 2019) `That Chard Town Council resolves to support the journey to Plastic Free Community status, committing to plastic-free alternatives and plastic-free initiatives within the community.

In doing so the council will take the following actions: -

- The Council recognises that the company being used to steer this motion is 'Plastic Free Communities Surfer Against Sewage'
- The Council will lead by example to remove single-use plastic items from their premises.
- The Council will encourage plastic-free initiatives, promoting the campaign and supporting events.
- A representative of the Council will be named on the Plastic Free Community steering group.

Proposed: Cllr. Ms Wootton
Unanimous

Seconded: Cllr. Ms Bates

RESOLVED – That Chard Town Council resolves to support the journey to Plastic Free Community status, committing to plastic-free alternatives and plastic-free initiatives within the community and will undertake the actions listed with Cllr Ms Wootton being the representative for the Council.

2019/142. 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 #2019/118 above refers)

Commercial in confidence – to consider procedures for overdue invoices

Withdrawn

Staff in confidence – to receive a verbal report from the Interim Town Clerk

The Interim Town Clerk gave a report on staffing. He reviewed the current position and recommended that no staffing changes were initiated until the strategic direction had been settled.

There being no further business the meeting closed at 10:07 pm.



Chard Town Council

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

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Mayor Cllr. Jason Baker Interim Town Clerk Nick Randle

COUNCIL MINUTES

Minutes of an Extra Ordinary meeting of the Full Town Council held on Friday 9th August 2019 in the Town Hall, Chard

Present: Cllrs Baker (Chairman), Mrs. Kenton, Kenton, Bulmer, Mrs. Morrison, Ms. Wootton, Ms Bates, Ms Whittaker-Mather, Williams, Gilbert, Shortland and Ms Young

In Attendance: Nick Randle, Interim Town clerk and Tracy Lamb, Deputy Town Clerk/RFO

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

The meeting started at 4.00 pm

Public Participation Time

An officer from Avon and Somerset Police spoke to confirm that they plan to attend more Council meetings. Recent issues with shifts have meant this has not been possible but arrangements are now being put in place to allow attendance. Yeovil police station is to be rebuilt and Chard station is to continue as it is. There have been some staffing changes. The Deputy Chief Constable has issued a Blog in response to the Prime Minister's statement that there are to be 20,000 more police officers. 30 staff are being recruited and plans are being put in to get as many officers as possible. There had been a recent spate of thefts but since an arrest had been made incidents have decreased. There has been anti social behaviour in the parks and the police are looking at ways to educe the issues. An email would be sent to the Deputy Town Clerk/RFO giving police contact details.

2019/143. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr Orchard

- Prior commitment

Cllr Carnell

- Work commitment

Resolved - to accept the apologies and approve the reasons given

Cllr Mrs O'Brien - absent

2019/144. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

2019/145. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Shortland

Seconded: Mrs Morrison

Agreed Unanimous

2019/146. 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 #2019/145 above refers)

Staff in confidence

1. The Interim Town Clerk informed the council that he will stand down as interim Town Clerk on Wednesday 21st August.

Proposed: Cllr. Baker

Seconded: Mrs Morrison

Resolved – That Following the Departure of the Interim Town Clerk, the Deputy Town Clerk assumes the position of Acting Town Clerk and Proper Officer for the period from 21st August until the new permanent Town Clerk comes into post.

2. Strategic Plan, deferred until the meeting on 19th August.

See also, Confidential minutes

There being no further business the meeting closed at 4:48 pm.



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor Cllr. Jason Baker Interim Town Clerk Nick Randle

COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council
held on Monday 19th August 2019 in the Town Hall, Chard**

Present: Cllrs Baker (Chairman), Mrs. Morrison, Mrs. Kenton, Kenton, Carnell, Bulmer, Mrs. Orchard, Williams, Mrs. Wootton, Mrs. Young, Gilbert

In Attendance: Nick Randle – Interim Town Clerk, Francesca Thompson – Administrative Officer (Finance), Shirley Pitman – Outdoor Services Manager, Matt Hawker – Guildhall Manager, Liz Johnson-Idan – Community Liaison Officer

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

The meeting started at 7.30 pm

7:30pm Chaplain's 'Thought of for the Day'

Public Participation Time

A member of the public spoke with regards to cuts being made at Devon & Somerset Fire & Rescue Service and encouraged Chard Town Council to oppose these cuts and to support Chard Fire Station.

A member of the public and Fire Brigade Union echoed these sentiments and made Council aware that a petition to oppose these cuts has gained 600 signatures and would be left at the Guildhall reception along with some information for the public to view and sign.

A representative of Chard Museum made the Council aware of discussions between the museum and South Somerset District Council regarding the lease renewal of museum site which ends in 2021, and will provide updates going forward.

All members of the public left the meeting.

Reports from County and District Councillors

County Cllr Gemma Verdon's June report will be made available to councillors that wish to view it.

Cllr Bulmer has been busy with the Forton Road housing development, as residents have been experiencing issues with HGVs accessing the site, heavy traffic and dust blowing

into resident's properties. Access to the site from Forton Road is unsuitable and use from the A358 would be preferable.

Cllr Bulmer has also attended a fallen branch in Jocelyn Ward.

Cllr Baker advised that the Chard Regeneration planning application will be heard at a special meeting of Area West on Tuesday 3rd September in the Auditorium of the Guildhall.

2019/147.

Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Proposed: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. Mrs Morrison

- Cllr Mrs Whittaker-Mather - Illness
- Cllr Shortland - Family commitment
- Cllr Mrs Bates - Holiday
- Cllr Mrs O'Brien - Illness

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

2019/148.

Mayor's Announcements.

A Chard football teams meeting took place on the 30th of July, and a pitch improvement plan will be actioned by the FA.

The Mayor's charity fun run will be taking place on Sunday the 8th of September from the Lace Mill at 10am.

The Chard Summer Festival takes place on the 31st of August and the 1st of September, all are invited to attend.

2019/149. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Bulmer		√	#2019/164	Employee of one provider
Carnell		√	#2019/172	Employee of Fire Service
Mrs Kenton	√		#2019/168	Member of group being discussed
Baker	√		#2019/168	Wife employee of Clare House/member of Chard Town Team/Carnival Committee

Mrs Young	√		#2019/168	Member of Chard Town Team
Carnell	√		#2019/168	Member of Chard Watch CIC

2019/150.

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

Proposed: Cllr. Carnell
Agreed Unanimously

Seconded: Cllr. Mrs Orchard

RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2019/175 is discussed.

2019/119.

Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 15th July 2019 and the minutes of the Extra Ordinary Full Town Council meeting held on 9th August LGA 1972, Sch 12 para41 (1)

RESOLVED – that the minutes of the Full Town Council meeting of the Town Council held on 15th July 2019 and the minutes of the Extra Ordinary Full Town Council meeting held on 9th August be adopted subject to correction of Cllr Bulmer not being present at the Full Town Council meeting on the 15th of July.

The Chairman signed the minutes.

2019/120.

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations made: LGA 1972, Sch 12 para 41(1).

Planning and Highways 15th July 2019

Proposed: Cllr. Mrs Morrison
For: 5 Abstentions: 6

Seconded: Cllr. Mrs Wootton

RESOLVED – To receive and note the minutes and approve the recommendations made.

2019/153.

Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

RESOLVED – to defer this item to the next meeting

2019/154.

Finance – Budget Virements - to review and note items budget virements that accord with the requirements of the Council’s Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00 (report to follow)

RESOLVED – To defer this item to the next meeting

2019/155.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments (report attached)

RESOLVED – The report was reviewed and noted.

2019/156.

Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)) (report to follow) – cheque signatories to be agreed

Proposed: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Mrs Young

RESOLVED- To approve the accounts for payment with cheque signatories to be Cllr Kenton and Cllr Bulmer

2019/157.

Reserves and Sinking Funds – to receive and note the report (report attached)

Resolved – Keep General Earmark Reserves at 4 months £287,534 by taking committed expenditure of £32,411 and £231 from the Guildhall Screen Fund and use the Guildhall sinking fund for Guildhall expenditure.

2019/158.

Town Clerk’s Report – To receive and note the update from the Town Clerk

The Clerk provided an update on the allotments renewal that is upcoming in 2020, it was discussed that the Allotment Committee meetings should be reinstated, with Cllr Baker attending. An officer is to arrange the meetings.

Proposed: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Mrs Young

2019/159.

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

Nothing to report.

2019/160.

Guildhall Manager's Report - To receive and note the report

Resolved – to receive and note the report

2019/161.

Community Liaison Officers report – To receive and note the report

Resolved – to receive and note the report

2019/162.

Outdoor Services Manager's Report – To receive and note the report

The Outdoor Services Manager gave an update on the completion of works to Watts Store, the order of public recycling bins and the removal of a fallen branch in Jocelyn Park. A request was made by Cllr Baker that the winter gritting policy be reviewed shortly.

Proposed: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Mrs Wootton

RESOLVED- To note the report and form a group consisting of Cllrs Mrs Kenton, Mrs Wootton, Baker and Officers Shirley Pitman and Tracy Lamb to purchase a new truck for the Outdoor Services team.

2019/163.

To review the resolution (below) and re-appoint members to the steering group and working party

Feb 2018 G&A 2018/55:

- a) project steering group with representatives from Chard Town Council and SSDC to develop proposals for improvements to Henson Park Play Area and to appoint Cllrs. Baker, Orchard, Shortland, Mrs Morrison and the Outdoor Services Manager as the Chard Town Council representatives
- b) in principle to take on the management of Plot 5 – Jarman Way Play Area and Public Open Space, subject to suitable terms and arrangements being agreed between Chard Town Council and SSDC and inform the SSDC Community Health & Leisure Manager of the outcome of these considerations.
- c) Chard Town Council and SSDC officers developing a working party consisting of Cllrs. Baker, Orchard, Bulmer, Shortland, Mrs Morrison, Mrs Kenton and Mrs Dowell to oversee the ongoing development of play areas in Chard as a whole

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Carnell

RESOLVED- to agree to appoint Cllrs. Baker, Shortland, Bates and Morrison for the Henson Park Play Area steering group and Cllrs. Carnell, Mrs Kenton, Orchard and Baker for the Plot 5 – Jarman Way Play Area and Open Space steering group.

Cllr. Bulmer left the meeting
Full Town Council Meeting –14th January 2019

Chairman's Signature.....

2019/164.

Amenities – Horticultural Contract – to consider the quotations received for the supply of summer and winter planting, plants for the fixed planters and hanging baskets and other horticultural requirements

Proposed: Cllr. Mrs Kenton
For: 10 Abstention: 1

Seconded: Cllr. Mrs Orchard

RESOLVED- to agree to the quotation from Contractor 1 to supply bedding and hanging baskets from the Environmental Specification with the Contract effective for three years from August 2019.

Cllr. Bulmer returned to the meeting

2019/165. Guildhall - Lift – to receive and approve the recommendation for lift testing at a cost of £995 to come from Maintenance/Service Contracts budget 4038/201

RESOLVED- Deferred to next meeting.

2019/166.

Finance - To receive and approve the recommendation to proceed with an Application for National Lottery Fund, Awards for All funding

Proposed: Cllr. Mrs Morrison
For: 10 Abstention: 1

Seconded: Cllr. Mrs Wootton

RESOLVED- to approve the recommendation.

2019/167.

Finance - to agree to fund the use of the Auditorium for one day to host a multi-agency event aimed at road safety for older drivers

RESOLVED- Deferred to next meeting.

2019/168.

Finance – Community Development Fund grants and Annual grants to receive and consider the recommendations from the Task and Finish Group regarding the Funds for 2019-2020

Cllrs Baker, Mrs Kenton, Young and Carnell declared a personal interest as members of the groups.

Proposed: Cllr. Mrs Morrison
For: 8 Abstentions: 3

Seconded: Cllr. Williams

RESOLVED- to accept the applications subject to any outstanding criteria.

2019/169. Strategic Plan – To receive a report on the outcomes of the Strategic Planning Workshop and take decisions on next steps.

Proposed: Cllr. Kenton
Agreed Unanimously

Seconded: Cllr. Mrs Wootton

RESOLVED- to appoint LGRC to continue to support the Council in developing its strategic plan. LGRC to provide a schedule and an estimate of costs. The next workshop to take place on Wednesday 28th August 7pm to 9pm.

2019/170. To consider options for new governance arrangements aimed at developing and delivering the Town Council Strategy

Proposed: Cllr. Carnell
Agreed Unanimously

Seconded: Cllr. Wootton

RESOLVED- that the current format remains until the strategic document is completed and that a calendar of meetings with workshop dates is resubmitted and agreed at the next meeting.

2019/171 To consider proposals in connection with the 2019 Remembrance Sunday Ceremonies. (report attached)

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs Wootton

RESOLVED- to accept proposals in connection with the 2019 Remembrance Sunday Ceremonies. Officers to arrange road closure and to add to policy for future years.

Motions from Councillors where specific expenditure has been identified

2019/172. Notice of Motion from Councillor Mrs Morrison (received 7th August 2019) "That Chard Town Council send a letter to Devon and Somerset Fire Service stating that we are against the recommendation to stand down a pump by day, This will have a detrimental effect on Chard and surrounding areas. "

RESOLVED- Deferred to next meeting.

Motions from Councillors where specific expenditure has been identified

2019/173. Notice of Motion from Councillor Ms Whittaker- Mather (received 21 July 2019)

Street Furniture

That Officers are directed to facilitate the removal of two benches (not at the same time) to enable a group of Cllrs to work together at agreed dates and times within a defined period (that work around officers and workers time), to paint the two benches selected.

Once completed, and agreed of a satisfactory standard, to then hand them back over to officers to facilitate their return.

That the council to consider if benches remain in a traditional paint colour or an alternative colour used. (Brighten up the high street)

RESOLVED- Deferred to next meeting.

2019/174. Notice of Motion from Councillor Mrs Kenton (received 31st July 2019) 'That this Council considers the purchase of Chard's 4 town centre telephone boxes from BT for the price of £4 in order to preserve the historic nature of our town centre' (report attached)

RESOLVED- Deferred to next meeting.

2019/175. 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 #2019/150 above refers)

A. To receive a verbal report on civic matters

RESOLVED- Deferred to next meeting.

B. To receive the recommendation from the interview panel and approve the Town Clerk recruitment. (verbal report from the Mayor)

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

For: 10

Abstention: 1

Resolved- to approve the Town Clerk recruitment and for the panel to agree the contract.

C. To receive a further report on staffing matters following the Extraordinary Town Council meeting held on Friday 9th August

There being no further business the meeting closed at 9.46pm.



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor Cllr. Jason Baker Acting Town Clerk Tracy Lamb

COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council
held on Wednesday 4th September 2019 in the Town Hall, Chard**

Present: Cllrs Baker (Chairman), Bulmer, Gilbert, Mrs. Kenton, Kentonm Mrs. Morrison, Mrs O'Brien, Shortland, Williams, Ms Whittaker-Mather, Mrs. Wootton and Mrs. Young

In Attendance: Tracy Lamb - Acting Town Clerk and Liz Johnson-Idan – Community Liaison Officer

There were No. #11 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

7:30pm Chaplain's 'Thought of 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.

A member of the public spoke to object to proposed cuts for the fire service in Chard. The number of calls quoted doesn't take all calls into account e.g. road accidents attended. The public consultation was badly managed and members of the public haven't been aware of the proposed changes. There are letters from local businesses stating concerns about the lack of service and the safety of their employees. Employment and housing in the Town has grown and continues to grow but the proposals are to cut services.

Reports from County and District Councillors

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

Apologies were given by County Councillor Mrs Broom.

There were no reports from District Councillors

Police Report

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

No report received

2019/176.

Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

None received

Cllrs Mrs Bates, Mrs Orchard and Carnell - absent

2019/177.

Mayor’s Announcements.

The plans for the Leisure Centre were agreed at the Area West meeting last night. This is a big step forward for Chard and is just a beginning of the positive changes to come

2019/178. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

2019/179.

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

Withdrawn, there being no confidential items to discuss

2019/180.

Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 19th August LGA 1972, Sch 12 para41 (1)

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Shortland

RESOLVED – that the minutes of the Full Town Council meeting of the Town Council held on 19th August be adopted with the removal of Cllr Mrs Kenton from the resolution 2019/162, purchase of Truck

The Chairman signed the minutes.

2019/181.

Council Meeting – minutes - To receive and note the minutes of the following meetings and adopt the Resolutions and Recommendations contained therein: LGA 1972, Sch 12 para 41(1).

Planning and Highways 19th August 2019

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Mrs Kenton

RESOLVED – that the minutes of Planning & Highways Committee meeting held on the Monday 19th August 2019 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

2019/182.

Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

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

2019/183.

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

RESOLVED – to note budget virements

2019/184 – Special Motion – Under 7.a. of Standing Orders – Moved by Cllrs Mrs Kenton, Kenton, Shortland, Baker and Mrs O’Brien to reverse the decision to Keep General Earmark Reserves at 4 months £287,534 by taking committed expenditure of £32,411 and £231 from the Guildhall Screen Fund and use the Guildhall sinking fund for Guildhall expenditure.

Proposed: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Mrs O’Brien

RESOLVED - To reverse the decision to Keep General Earmark Reserves at 4 months £287,534 by taking committed expenditure of £32,411 and £231 from the Guildhall Screen Fund and use the Guildhall sinking fund for Guildhall expenditure

2019/185 - Finance – Management of Council Reserve Funds - to approve the recommendation for Ear Marked Reserves/Sinking Funds (report attached)

Item Withdrawn

2019/186.

Town Clerk’s Report – To receive and note the update from the Town Clerk

The Acting Town Clerk confirmed the New Town Clerks start date as 21st October 2019

2019/187.

Town Clerk’s Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

None

2019/188. Guildhall - Lift – to receive and approve the recommendation for lift testing at a cost of £995 to come from Maintenance/Service Contracts budget 4038/201

Withdrawn

2019/189.

Finance - to agree to fund the use of the Auditorium for one day to host a multi-agency event aimed at road safety for older drivers

Members deferred the item for discussion after the strategic plan had had clarified the future use of the building.

Motions from Councillors where No specific expenditure has been identified

2019/190. Notice of Motion from Councillor Mrs Morrison (received 7th August 2019) "That Chard Town Council send a letter to Devon and Somerset Fire Service stating that we are against the recommendation to stand down a pump by day, This will have a detrimental effect on Chard and surrounding areas. "

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Baker

RESOLVED - That Chard Town Council send a letter to Devon and Somerset Fire Service stating that they are firmly against any recommendation to reduce the service in the Town and are concerned for the safety of the residents and visitors to the Town. Housing and employment are growing and services need to grow not reduce.

Motions from Councillors where specific expenditure has been identified

2019/191. Notice of Motion from Councillor Ms Whittaker- Mather (received 21 July 2019)

Street Furniture

That Officers are directed to facilitate the removal of two benches (not at the same time) to enable a group of Cllrs to work together at agreed dates and times within a defined period (that work around officers and workers time), to paint the two benches selected.

Once completed, and agreed of a satisfactory standard, to then hand them back over to officers to facilitate their return.

That the council to consider if benches remain in a traditional paint colour or an alternative colour used. (Brighten up the high street)

Withdrawn

2019/192. Notice of Motion from Councillor Mrs Kenton (received 31st July 2019) 'That this Council considers the purchase of Chard's 4 town centre telephone boxes from BT for the price of £4 in order to preserve the historic nature of our town centre'

Proposed: Cllr. Mrs Kenton
For : 12 Against : 1

Seconded: Cllr. Mrs O'Brien

RESOLVED - That this Council bids to purchase Chard's 2 Town Centre red telephone boxes from BT for the price of £2 in order to preserve the historic nature of the town centre.

2019/193. 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 #2019/150 above refers)

Withdrawn

There being no further business the meeting closed at 8.28pm.



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor Cllr. Jason Baker Acting Town Clerk Tracy Lamb

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 16th September 2019 in the Auditorium, Chard

Present: Cllrs Baker (Chairman), Bulmer, Williams, Ms. Wootton, Ms. Whittaker-Mather, and Shortland

In Attendance: Tracy Lamb – Acting Town Clerk/RFO, Matt Hawker – Guildhall Manager,

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

The meeting started at 7.30 pm

7.30pm Chaplain's 'Thought for the Day'

Public Participation Time

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

A member of the public spoke in support of the motion to honour John Farrant.

Reports from County and District Councillors

Cllr Gemma Verdon gave an update on a meeting with the Police and Crime Commissioner and also support for school buses moving to lower emissions. Each County Councillor has been provided with a £2,000 grant budget to promote health and wellbeing; this has to go to a charity not an individual. The Wooden play equipment at Snowden park was raised as being in a poor state and decaying.

The Mayor spoke in his capacity as District Council regarding Snowden park, the park not belonging to Chard Town Council, and advised he would inspect the park after the meeting and discuss it with the District Council.

Police Report

None

AGENDA

2019/194. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk).
LGA 1972 s85 (1).

Cllr Mrs Orchard	- Illness
Cllr Carnell	- Work Commitments
Cllr Mrs O'Brien	- Holiday
Cllr Gilbert	- Illness
Cllr Mrs Morrison	- Illness
Cllr Kenton	- Holiday
Cllr Mrs Kenton	- Holiday
Cllr Mrs Bates	- Work Commitments
Cllr Ms Young	- Prior Engagement

Proposed: Cllr. Shortland
Agreed Unanimously

Seconded: Cllr. Mrs Whittaker-Mather

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

2019/195. Mayor's Announcements.

The Mayor spoke regarding the HAZ Bid (The Historic England High Streets Heritage Action Zoe funding) as part of the Chard Regeneration work. The bid submitted by SSDC has made it through the first stage. A public consultation will take place. There is a Love your Lorry event taking place this weekend.

2019/196. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

2019/197. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Shortland
Agreed Unanimously

Seconded: Cllr. Mrs Whittaker-Mather

RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2019/213 is discussed.

2019/198. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 4th September 2019 (attached) [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Full Town Council meeting held 4th September 2019 be adopted

The Chairman signed the minutes.

Members agreed to bring agenda item #2019/212 forward to allow members of the family present to leave once the item had been discussed if they wished to

Motions from Councillors where No specific expenditure has been identified

2019/212. Notice of Motion from Councillor Mrs. Whittaker-Mather (received 29th August 2019) To request that Chard Town council (report attached);

1a. Request South Somerset District Council honour John Farrant within the Chard Regeneration Scheme, specifically in the naming of a pool within the Leisure Complex or a notably fitting tribute, and

1b. Send a copy of all supporting statements received from members of the public and/or supporting organisations to support the above request.

Proposed: Cllr. Mrs Whittaker-Mather
Unanimous

Seconded: Cllr. Bulmer

RESOLVED – To request South Somerset District Council honour John Farrant within the Chard Regeneration Scheme, specifically in the naming of a pool within the Leisure Complex or a notably fitting tribute and to send a copy of all supporting statements.

6 Members of the public left the meeting

2019/199. Community Liaison Officers report – To receive and note the report ([report attached](#))

Noted with thanks from the Mayor to the Councillors who helped with the sponsored run event

2019/200. Guildhall Manager’s Report – (report attached)

Noted

2019/201. Outdoor Services Manager’s Report – (report attached)

Noted

2019/202. Guildhall - To consider and approve the recommendation for installation of glass edge protection on the Town Hall Balcony with costs to come from the Guildhall Sinking Fund 350 (report attached)

Standing orders were suspended to allow members to view the balcony
Standing orders were re-instated

Proposed: Cllr. Mrs Wootton
Agreed Unanimously

Seconded: Cllr. Mrs Whittaker-Mather

RESOLVED – To approve the recommendation for installation of glass edge protection on the Town Hall Balcony with costs of £5,890 (with 90% payment required in advance), plus planning application costs, to come from the Guildhall Sinking Fund 350. In the event that the planning application is unsuccessful, to approve the recommendation from an alternative supplier at a cost of £4,170 (with 50% payment required in advance).

2019/203. Amenities - To receive and approve the recommendations from the group consisting of Mrs Wootton, Baker and Officers Shirley Pitman and Tracy Lamb to purchase a new truck for the Outdoor Services team.

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs Wootton

RESOLVED – To approve the recommendation for officers to purchase a 2nd hand 3 ½ ton diesel flatbed with a view to part exchange or sell it within 18 months when the electric vehicles have moved on enough to look at it again. To approve that officers also purchase a smaller electric vehicle. With costs to come from CP – New Vehicle amenities 4966/309 £30,000 plus £4,900 received due to the write off of YM08 MRO.

2019/204. Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date ([report to follow](#)) ([Account & Audit Regulations 2011](#))

Withdrawn

2019/205. Finance – Budget Virements - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00 ([report to follow](#))

Withdrawn

2019/206. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments ([report attached](#))

RESOLVED – The report was reviewed and noted.

2019/207. Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) ([report to follow](#)) – cheque signatories to be agreed

Proposed: Cllr. Shortland
Unanimous

Seconded: Cllr. Mrs Wootton

RESOLVED – To approve the accounts for payment with cheque signatories to be Cllrs Baker and Shortland

2019/208. Town Clerk’s Report – To receive and note the update from the Town Clerk

Ensuring the Council is ready for Making Tax Digital for VAT is a top priority and action will need to be taken to ensure that all relevant systems are in place.

2019/209. Town Clerk’s Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

Due to issues relating to an unexpected backdated charge for use of the skip at the Recycling centre in Chard the skip has subsequently been removed whilst the issue is being looked into. There being an extreme risk to the delivery of Council services, the Acting Town Clerk confirmed she had authorized SSDC to remove the waste on behalf of the Council and will invoice accordingly. (Financial regulations 4.5).

2019/210. To review representation on or work with external bodies and arrangements for reporting back: Market Town Investment Group (verbal report)

Proposed: Cllr. Shortland
Unanimous

Seconded: Cllr. Mrs Whittaker-Mather

RESOLVED – Due to there being 3 members originally proposed subject to agreement by the Organisation, there were more members than previously agreed (in this instance 2), representatives were revised to Cllrs. Mrs. Morrison and Shortland.

2019/211. Amenities - To appoint 3 members to a working party to meet fortnightly with Officers and Managers from South Somerset District Council, recently tasked with working with the Amenities team.

Proposed: Cllr. Baker
For: 4 Abstained: 2

Seconded: Cllr.

RESOLVED – To appoint Cllrs Mrs. Wootton, Baker and Mrs. Kenton to a working party to meet fortnightly with Officers and Manager from South Somerset District Council, working with the Amenities team with Cllr Bulmer as a reserve member if there are items to discuss that fall within his field.

2019/213. 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 #2019/197 above refers)

- 1) Members were given an update on the purchase of the land to the rear of 2 Bilston Villas and the Yard at Zembard lane

- 2) Members were given an update on the work being undertaken by South Somerset District Council

Proposed: Cllr. Mrs Whittaker Mather
Unanimous

Seconded: Cllr. Williams

RESOLVED – To give purchase delegation authority, within the Amenities budgets, to the two Supervisors from SSDC working with the Outdoor Services Team

- 3) To receive and approve the recommendation made relating to Zembard Lane Lease

Proposed: Cllr. Shortland
Unanimous

Seconded: Cllr. Mrs Whittaker-Mather

RESOLVED – To agree to a valuation and engage the Councils solicitors to negotiate as recommended



Chard Town Council

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

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Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 21st October 2019 in the Auditorium, Chard

Present: Cllrs Baker (Chairman), Gilbert, Bulmer, Mrs Morrison, Mrs. Wootton, Mrs. Whittaker-Mather, Williams, Mrs O'Brien, Mrs Orchard and Shortland

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO, Matt Hawker – Guildhall Manager,

There were No. #44 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

7.30pm Chaplain's 'Thought for the Day'

Public Participation Time

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

The chair of Chard United, also representing Chard Rangers, spoke regarding the Jocelyn Park football pitches. There are tin huts for changing rooms and the FA report states the pitches are 80% weeds. The chair asked what the Council's feelings were regarding the future of football in Chard. Do they want to have youth teams?

Reports from County and District Councillors

Cllr Gemma Verdon spoke to urge people to have the 2nd dose of the MMR vaccine. Cllr Verdon reminded people of the school places deadline being 31st October with primary schools being 15th January. Applicants were urged to submit 3 preferences. There are new schools opening with one in Taunton for special needs. Gritting routes have been reinstated to the level they always were. All County Councillors have a grant of £2,000 they can give if there is anything that relates to health and wellbeing.

Cllr Amanda Broom thanked a councillor for putting a grant applicant forward. The County Council have confirmed they will clear their area at Beeching Close and the area owned by Wessex Water is being chased up. The small improvements by Glynswood are ongoing with dropped kerbs for a cheaper price. There is still not enough being done to reduce traffic speed, would the Council buy speed indicators ?

Cllr Baker confirmed the Recycling bins have been in situ for a couple of weeks. Snowden park should be complete in a couple of weeks.

Cllr Bulmer advised that SSDC have adopted their environment strategy. There have been complaints regarding early starts at Millfield, this has been raised with environmental services.

Police Report

Sgt James spoke to say how impressed he was with the marshal information packs at the recent sponsored run event. There has been a week of action regarding County lines but this has not hit in Chard. There is a 6 month review on the Avon and Somerset website. More arrests are happening for drug and knife crime in Somerset. There will be PCSO support from Ilminster. Racial behaviour in Holyrood Street is still being addressed. Youth are being dispersed from Jocelyn park but bottles and drugs paraphania are still being found.

Cllr Mrs O’Brien thanked the Police for their help with Chard Area Youth Committee.

AGENDA

2019/214. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

- Cllr Carnell - Family Commitments
- Cllr Kenton - Family Commitments
- Cllr Mrs Kenton - Family Commitments

Proposed: Cllr. Shortland
Agreed Unanimously

Seconded: Cllr. Mrs Whittaker-Mather

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

2019/215. Mayor’s Announcements.

The Mayor thanked all those that had helped with the carnival and welcomed Andrew Gunn as the new Town clerk.

2019/216. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Mr O’Brien	√		#2019/231	Employed by a cheque recipient
Cllr Mr O’Brien	√	√	#2019/220	Family member connected to the Football Club

2019/217. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Shortland

RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2019/242 is discussed.

2019/218. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 16th September 2019 (attached) [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Full Town Council meeting held 16th September 2019 be adopted

The Chairman signed the minutes.

2019/219.

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways 16th September 2019

RESOLVED – To receive and note the minutes.

Cllr Mrs O'Brien left the room

Standing orders were suspended to allow Jake Hannis, of SSDC, to speak

Jake advised members that the hedge needed to be flailed but not now as it would cause issues on the pitch. Cllr Mrs Morrison for an update on what had happened with previous fundraising activity and monies raised by the clubs.

2019/220.

Amenities, Jocelyn Park – To receive and consider the recommendation of South Somerset District Council that Chard Town Council :

1. Agree to the playing pitch maintenance action plan 2019/20 for Jocelyn Park playing pitches and fund 50% of the costs to deliver the improvements.

Proposed: Cllr. Baker
For : 11 Abstained : 1

Seconded: Cllr. Bulmer

RESOLVED – To Agree to the playing pitch maintenance action plan 2019/20 for Jocelyn Park playing pitches and fund 50% of the costs to deliver the improvements

2. Agree to set aside an annual budget for the future maintenance of playing pitches at Jocelyn Park.

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs Bates

RESOLVED –To defer this item until budget setting

3. Purchase a Combination Turf Grooming attachment for its tractor to improve the ongoing presentation and aeration of the pitches in winter.

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Mrs Whittaker-Mather

RESOLVED – To purchase a combination turf grooming attachment for all grass areas where appropriate at a gross cost of £2,292

4. Agree to officers working with South Somerset District Council, Chard Rangers FC and Chard United FC to investigate the feasibility of permanent changing rooms on Jocelyn Park

Proposed: Cllr. Shortland
Agreed Unanimously

Seconded: Cllr. Mrs Morrison

RESOLVED – To agree to officers working with South Somerset District Council, Chard Rangers FC and Chard United FC to investigate the feasibility of a multi purpose community based building, including changing rooms, on Jocelyn Park

Standing orders were reinstated

Cllr Mrs O'Brien returned to the room

2019/221.

Amenities, Jocelyn Park – To receive and approve the replacement and installation of thermostatic mixing valves in the Jocelyn Park changing rooms at a cost of £476, to come from Sinking Fund 353 – Jocelyn Park

Proposed: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Bulmer

RESOLVED – To approve the replacement and installation of thermostatic mixing valves in the Jocelyn Park changing rooms at a cost of £476, to come from Sinking Fund 353 – Jocelyn Park

Members agreed to move #2019/238 to the next item on the agenda to allow Nick Randle to leave the meeting once the item had been discussed if he so wished

2019/238.

To receive and approve the draft strategic plan and agree next steps.

Proposed: Cllr. Mrs O'Brien

Seconded: Cllr. Mrs Wootton

For : 7 Against : 4 Abstained : 1

RESOLVED- For a cross party, politically balanced working party to be established to refine the Strategic plan and bring forward a proposal for committees and governance. To bring the proposals back to Full Town Council in November and not to go to public consultation until then. For the working party to consist of Cllrs Mrs Wootton, Baker, Mrs Kenton, Williams and Mrs Whittaker- Mather with the Town Clerk and officers.

Members agreed to move #2019/226 to the next item on the agenda to allow representatives from SSDC to leave the meeting once the item had been discussed if they so wished

Standing orders were suspended to allow Chris Cooper, of SSDC, to speak

Standing orders were reinstated

2019/226.

Amenities – To receive and note the report from the Amenities working party

RESOLVED – to receive and note the report.

2019/222.

Climate – To receive and note the report from Carbon Neutral Chard

RESOLVED – to receive and note the report.

2019/223.

Guildhall Manager's Report – to receive and note the report

RESOLVED – to receive and note the report.

2019/224.

Guildhall – To receive and approve the recommendation for the installation of 12 separate 16amp power outlets installed on the front of the Guildhall with costs of £1,198.20 to come from the Christmas lights budget 4063/101

Proposed: Cllr. Mrs O'Brien

Seconded: Cllr. Mrs Bates

Agreed Unanimously

RESOLVED – To approve the recommendation for the installation of 12 separate 16amp power outlets installed on the front of the Guildhall with costs of £1,198.20 to come from the Guildhall Sinking Fund 350

2019/225.

Guildhall, Front of building – To receive and approve the recommendation for Pre-treatment, Frontage clean and Preventative weed growth treatment at a total cost of £7106.66 with £4,155 to come from 344 EMR committed spend and the remaining £2951.66 to come from the 350 Guildhall Sinking Fund

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Mrs Wootton

RESOLVED – to approve the Steam clean method with the intention of carefully cleaning dirt and vegetation from the stone and respecting the historic patina. To point any open joints and holes to prevent water ingress. To be carried out with an appropriate lime mortar coloured with stone dust and allow access to the scaffold for nominated sub-contractor to repair anti bird wires. With costs of £8,665 to come from the 350 Guildhall Sinking Fund.

2019/227.

Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

RESOLVED – The report was reviewed and noted.

2019/228.

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

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Mrs Wootton

RESOLVED – To receive and note the report and approve transfers in excess of £1,000.

2019/229.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted

2019/230.

Finance – To receive and note the External Auditor Report and Certificate 2018/19

RESOLVED – to receive and note the report.

2019/231.

Full Town Council Meeting –14th January 2019

Chairman's Signature.....

Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5))– cheque signatories to be agreed.

Proposed: Cllr. Shortland
Agreed Unanimously

Seconded: Cllr. Mrs Morrison

RESOLVED- To approve the accounts for payment with cheque signatories to be Cllr Mrs Morrison plus one other to be agreed

2019/232.

Town Clerk’s Report – To receive and note the update from the Town Clerk

None

2019/233.

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

None

2019/234

Finance - To amend the Purchase delegation policy to include authority for the Outdoor Services Supervisor

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Bulmer

RESOLVED- To amend the Purchase delegation policy to include authority for the Outdoor Services Supervisor, up to an item limit of £1,000 within all budgets

2019/235.

Easement – To approve the request made by the Council’s solicitors to allow Greenslades to negotiate the settlement of the best price possible with the developers on the Council’s behalf

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Baker

RESOLVED – To approve the request made by the Council’s solicitors to allow Greenslades to negotiate the settlement of the best price possible with the developers on the Council’s behalf with funds received ring fenced for play equipment.

2019/236.

To review representation on or work with external bodies and arrangements for reporting back. (Standing Order # 5 j[xi] to remove Cllr Ms Whittaker-Mather as a representative for Clare House due to there only being a requirement for 1 member (Cllr

Shortland being the remaining member) and note that Cllr Mrs Morrison has stepped down as representative of MTIG due to other commitments and to agree a replacement.

Proposed: Cllr. Mrs O'Brien
Agreed Unanimously

Seconded: Cllr. Williams

RESOLVED – for Cllr Shortland to be the representative for Clare House and Cllr Williams to be the representative of MTIG.

2019/237.

To approve the recruitment for the imminent vacant caretaking position ([report to follow](#))

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Shortland

RESOLVED – to approve the recruitment for a caretaker position

2019/239.

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

- 1) Report on the Museum by Cllr Williams
- 2) Report of the MTIG by Cllr Shortland

Motions from Councillors where No specific expenditure has been identified

2019/240.

Notice of Motion from Councillor Mrs Wootton (received 2nd October 2019) ‘that the Council’s default search engine be ‘Ecosia’ with every 45 clicks producing a tree to be planted in the Tropics’

Proposed: Cllr. Mrs Wootton
Agreed Unanimously

Seconded: Cllr. Mrs O'Brien

RESOLVED- that the Council’s default search engine be ‘Ecosia’ with every 45 clicks producing a tree to be planted in the Tropics.

2019/241.

Notice of Motion from Councillor Jason Baker (received 10th October 2019) ‘that this Council agrees to re constitute a personnel subcommittee’.

Withdrawn

Motions from Councillors where specific expenditure has been identified

None

2019/242. 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 #2019/179 above refers)

Staff in Confidence

To receive a verbal report from the Mayor



Chard Town Council

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Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 18th November 2019 in the Auditorium, Chard

Present: Cllrs Baker (Chairman), Gilbert, Bulmer, Mrs. Morrison, Mrs. Wootton, Mrs. Whittaker-Mather, Williams, Mrs. O'Brien, Shortland, Carnell, Mrs. Bates, Kenton and Mrs. Kenton.

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO, Matt Hawker – Guildhall Manager.

There were No. #5 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

7.30pm Chaplain's 'Thought for the Day'

Public Participation Time

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

Mrs Butler spoke about the need to replace all 2 stroke engines with greener, healthier and more efficient options.

Mr Laughton spoke and wished all the best to the Clerk in his new role. He asked for information in regard to the number of Full and acting Town Clerks that the Town Council has employed over the last 10 years, plus the costs involved. The Chair advised that he would be provided with a written response to his questions.

Reports from County and District Councillors

Cllr Bulmer referred to 3 major planning applications being considered by Area West Committee on the 20th November 2019 i.e. Land at Crimchard, Mount Hindrance and Numatic.

Cllr Carnell also referred to the Crimchard application.

Cllr Baker mentioned that the Chard regeneration work was progressing. He had recently attended a stakeholder meeting for the HAZ project. It includes non-listed as well as listed properties.

Cllr Amanda Broom sent an apology.

Police Report

No report this month – apology noted.

AGENDA

2019/243. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr Mrs Young - Unwell.
Cllr Mrs Orchard - Family Commitments

Proposed: Mrs Kenton Seconded: Cllr. Shortland
Agreed Unanimously

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

2019/244. Mayor’s Announcements.

The Mayor thanked all those that had helped with the Halloween activities and mentioned the excellent turnout for the Remembrance Sunday parade and service.

2019/245. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Mrs Kenton	√		#2019/255	Member of Chard Carnival and Town Team
Cllr Shortland	√		#2019/255	Member of Chard Carnival and Town Team
Cllr Baker	√		#2019/255	Member of Chard Carnival and Town Team
Cllr Mrs O’Brien	√		#2019/255	Member of Chard Area Youth Committee

2019/246. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Shortland Seconded: Cllr Mrs Kenton
Agreed Unanimously

RESOLVED – That owing to the confidential nature of the items the public, including the press, should be excluded from the meeting when Agenda Items 2019/262 and 2019/263 are discussed.

2019/247. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 21st October 2019 (attached) [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Full Town Council meeting held on 21st October 2019 be adopted

The Chairman signed the minutes.

2019/248.

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways 21st October 2019

RESOLVED – To receive and note the minutes.

2019/249.

Guildhall Manager’s Report – to receive and note the report

Cllr Mrs. Whittaker-Mather asked the Guildhall Manager to confirm that the new front doors for the Guildhall would meet Building Regulations and Accessibility requirements. The Guildhall Manager confirmed that they would meet relevant legislation requirements.

Cllr Mrs Morrison asked the Guildhall manager about whether the new doors could be opened via a button. The Guildhall Manager advised that this would be the case.

RESOLVED – to receive and note the report.

2019/250.

Guildhall – to consider and approve the recommendation of the bar working party.

Cllr Mrs Morrison asked the Guildhall Manager about the timescale in regard to introducing a new bar franchise. The Guildhall Manager advised that if agreed this would be implemented as soon as practically possible.

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

RESOLVED – To approve a new franchise to operate the bar at The Guildhall.

2019/251.

Amenities – To receive and note the report from the Amenities working party

This item was withdrawn.

2019/252.

Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

RESOLVED – The report was reviewed and noted.

2019/253.

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

Proposed: Cllr. Mrs O'Brien
Agreed Unanimously

Seconded: Cllr. Mrs Kenton

RESOLVED – To receive and note the report and approve transfers in excess of £1,000.

2019/254.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted.

2019/255.

Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))– cheque signatories to be agreed.

Proposed: Cllr. Mrs Morrison
Agreed Unanimously

Seconded: Cllr. Shortland

RESOLVED- To approve the accounts for payment with cheque signatories to be Cllr Bulmer and Cllr Shortland.

2019/256.

Town Clerk's Report – To receive and note the update from the Town Clerk

The Clerk thanked the Councillors and others who have welcomed him to his new role.

2019/257.

Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

([LGA 1972 s101](#))

None

2019/258

Reports from Representatives of Outside Bodies.

None

Motions from Councillors where specific expenditure has been identified

2019/259

Notice of Motion from Councillor Jason Baker (received on the 8th November 2019)

To approve the reduction of the budget for Council Run Guildhall events by £2,000 (4018/201) and include a new Budget of £2,000 for an annual Civic Ball & for the income raised from the ball to be donated to the Mayors appeal fund.

RESOLVED – Defer a decision until the January Full Council meeting to allow this to be considered as part of the overall budget review/setting.

2019/260.

Chard Town Council Strategy – to consider and approve the draft Chard Town Council Strategy. Appendix A is a list of previously agreed and committed projects (to be noted).

Proposed: Cllr Carnell
12 For and 1 Against

Seconded: Cllr Bulmer

RESOLVED – To adopt the Draft Strategy as per the report up to and including section 5 and Appendix A. Section 6 and Appendix B (Aspirational projects and programmes) to form a separate document.

2019/261

Town Council Committees – to consider and approve the new committee structure and appoint membership of those committees. ([report attached](#)).

The Clerk advised Council that the existing Committee structures do not need to be formally dissolved. This occurs at the time of an ordinary Council election.

Proposed: Cllr Mrs Kenton
Unanimous

Seconded: Cllr Carnell

RESOLVED – Recommendation A: To adopt the proposed Committee Structure. The Clerk to seek legal advice from South West Councils in regard to the requirement for a Personnel committee and line management of the Clerk. A report to be brought back in January.

Recommendation B: Membership of the new committees deferred until the financial regulations, standing orders and terms of

reference have been updated.

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 these items (Item #2019/246 above refers)

2019/262

Chard Town Council Strategy - Aspirations of the Town Council. Due to the announcement of a General Election, to be held on the 12th December 2019, and the current period of Purdah, the various aspirations of the Town Council that are to be listed in the strategy (appendix B) are to remain confidential and will be published once purdah is lifted.

Councillors discussed how best to undertake the consultation process.

Proposed: Cllr Mrs Morrison Seconded: Cllr Shortland

RESOLVED - That the Clerk would make relevant enquiries to ascertain costs to assist the Town Council with the forthcoming consultation on its aspirations.

2019/263

Staff in Confidence

The Clerk updated Councillors on staffing matters and it was agreed that the Clerk seek an independent review of staffing matters. Cllr Carnell and Cllr Mrs Wootton to assist the Clerk in this process.

There being no further business the meeting closed at 9.35 pm



Chard Town Council

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Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 16th December 2019 in the Auditorium, Chard

Present: Bulmer, Mrs. Morrison, Mrs. Wootton, Mrs. Whittaker-Mather, Williams, Mrs. O'Brien, Mrs. Bates, and Mrs Orchard

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO, Matt Hawker – Guildhall Manager.

There was No. #1 member of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

In the absence of the Chair and Deputy Chair for this meeting, both whom had forwarded their apologies, the Clerk asked for nominations to Chair the meeting. Cllr Morrison was the only nomination and agreed to Chair the meeting.

7.30pm Chaplain's 'Thought for the Day'

Public Participation Time

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

Mr Tim Eggan spoke about improving public participation/engagement of Council meetings by recording/filming meetings. This would be beneficial for those who are not able to physically attend the meeting by asking questions etc and it can be posted on the website.

Reports from County and District Councillors

Cllr Bulmer referred to 2 major planning applications that were considered by Area West Committee on the 11th December 2019. The resolution for both was minded to refuse and they will now be considered by the Regulation Committee in January 2020.

Cllr Mrs O'Brien referred to the same planning applications.

Both County Councillors had forwarded apologies. County reports had been forwarded to Town Councillors.

Police Report

No report this month.

AGENDA

2019/264. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk).
[LGA 1972 s85 \(1\)](#).

Cllr Kenton	- Holiday
Cllr Mrs Kenton	- Holiday
Cllr Baker	- Holiday
Cllr Gilbert	- Work commitments
Cllr Carnell	- Work commitments
Cllr Shortland	- Ill
Cllr Young	- Absent

Proposed: Cllr Bulmer Seconded: Cllr. Bates
Agreed Unanimously

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

2019/265. Mayor's Announcements.

None.

2019/266. Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

None.

2019/267. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

None.

2019/268. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 18th November 2019 (attached) [LGA 1972, Sch 12 para41 \(1\)](#)

RESOLVED – that the minutes of the Full Town Council meeting held on 18th November 2019 be adopted.

The Chairman signed the minutes.

2019/269

Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways 18th November 2019

RESOLVED – To receive and note the minutes.

2019/270.

Guildhall Manager's Report – to receive and note the report

RESOLVED – the report was received and noted.

2019/271.

Guildhall – Balcony edge protection cost increase.

The Guildhall Manager outlined the reason for the cost increase. This was due to a change in design to address concerns raised by English Heritage about the visual impact of the screen. Moreover, he advised that the balcony doesn't currently meet Building Regulations standards due to the low height of the wall. In addition, that the District Council Conservation Officer had advised that the balcony was constructed as an ornamental feature rather than as a usable space. The Guildhall Manager advised Councillors that as the current structural capacity of the balcony is unknown, that a stress test be undertaken to ascertain a safe weight limit for the balcony.

The Council's RFO also advised Councillors that from an insurance perspective, one can't contract out of negligence ie the liability for any accident would come back to the Town Council.

Cllr Mrs Whittaker-Mather proposed not to support the first part of the recommendation - the recommendation was to agree to an increased cost of £790 for the revised balcony screen.

As the additional cost wasn't supported by the Council, then the recommendation also included the removal of the balcony for any use other than for specific access from Council staff. Additional wording to the recommendation was proposed in respect of the wearing of safety equipment, as per the wording below.

Proposed: Cllr. Mrs. Whittaker-Mather Seconded: Cllr Mrs Wootton.
Agreed Unanimously

RESOLVED – 1) Not to agree to the increased cost of the balcony screen and to cease use of the balcony for any use , other than for specific access from Council staff for maintenance under a safe access procedure and/or directly connected to the upkeep of the building. Moreover, for harnesses to be worn and a restraint cable to be installed to alleviate the risk of non-compliance with building regulations. Thereby ensuring that Chard Town Council and the clerk are demonstrating commitment to safety to anyone employed or instructed by Chard Town Council to undertake maintenance to the balcony area.

2019/272.

Guildhall – Smoke Vents repairs.

Proposed: Cllr Bulmer Seconded: Cllr Mrs Orchard
Agreed Unanimously

RESOLVED – To agree to repairing the smoke ventilation system as per the report.

2019/273.

Amenities – To receive and note the report from the Amenities working party.

Cllr Wootton provided a verbal update to Councillors advising that the working party had met recently with Chris Cooper. The Town Council has been receiving some positive comments about the work of the amenities team. Overall, things are moving in a positive direction.

RESOLVED – the report was noted.

2019 / 274

Amenities – to agree to a new 3 year lease for the Chardstock Allotment and recreation site.

Proposed: Cllr Bulmer
Agreed Unanimously

Seconded: Cllr Mrs Wootton

RESOLVED: To agree to a new 3 year lease for the Chardstock Allotment and recreation area.

2019/275

Finance – Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

RESOLVED – The report was reviewed and noted.

2019/276.

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

All virements were agreed other than the virement in regard to the previous mayor’s budget to be checked by the Clerk.

Proposed: Cllr. Mrs O’Brien
Agreed Unanimously

Seconded: Cllr. Mrs Kenton

RESOLVED – To receive and note the report and approve all transfers in excess of £1,000 other than former mayor’s budget.

2019/277.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted.

2019/278.

Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))– cheque signatories to be agreed.

Proposed: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. Mrs O'Brien

RESOLVED- To approve the accounts for payment with cheque signatories to be Cllr Morrison and Cllr Shortland.

2019 / 279.

Bank Reconciliations – to receive and note the signed bank reconciliations for the first two financial quarters of 2019-2020.

RESOLVED – the report was received and noted.

2019/280.

Finance – Budget – to receive and note a preliminary budget report.

RESOLVED – the report was received and noted.

2019 / 281.

Finance – to review the First Interim Audit Report 2019/20 from the Internal Auditor; to note and consider any recommendations made.

RESOLVED: The report was noted.

2019 / 282.

Town Clerk's Report – To receive and note the update from the Town Clerk
None.

2019/283.

Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

The Clerk advised that he has extended the assistance of SSDC in regard to the amenities team until the end of January. The Clerk was also awaiting the amenities report from Chris Cooper.

2019/284

Reports from Representatives of Outside Bodies.

None

2019 / 285

Chard Town Council Caseworker Report – to note received report.

Councillors were disappointed with the format of the report and in particular requested that a written report accompany the submitted visual report which was a number of graphs and tables. The Case worker to be invited to make a presentation and to meet the Councillors.

Motions from Councillors where specific expenditure has been identified

2019/286

Notice of Motion from Councillor Jason Baker (received on the 8th November 2019)

That the Council cancels a debt incurred by The Disabled Strongman Event this year.

Councillors requested that any future extensions of time for hire of the hall must be agreed by The Clerk and/or senior officer.

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs O'Brien

RESOLVED – Agreed to cancel the debt.

2019/287

Notice of Motion from Cllr Serena Wootton (received on the 5th December 2019)

For Chard Town Council to recognise that we need to replace all the remaining bulbs in the Guildhall to LED bulbs, see attached Guildhall Carbon Neutral Plan. To establish the cost of this and add it into the coming year's budget.

For Chard Town Council to instruct an Officer to write two proposals with quotes:

1. The cost of replacing all the bulbs and their units in the building and for it to happen in one go.
2. The costs of replacing units and bulbs as and when they go with a specified timescale.

Proposed: Cllr Williams

Seconded: Cllr Mrs O'Brien

RESOLVED

- 1) To undertake a lighting survey of the whole Guildhall within officer budget.**
- 2) Withdrawn.**

There being no further business the meeting closed at 9.10pm

