



Chard Town Council

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

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Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

All Council Meetings are open to the Public and Press

9th March 2020

TO: All Members of Chard Town Council

Dear Councillor,

You are summoned to the Full Council meeting of Chard Town Council, at the Guildhall, Chard, in the Town Hall on **Monday 16th March 2020 at 7.30pm.**

The meeting will consider the items set out below.

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

Andrew Gunn
Town Clerk

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.

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.

Police Report

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

AGENDA

2020/065.

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).

2020/066.

Mayor's Announcements.

2020/067.

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).

2020/068.

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

2020/069

Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meetings of the Town Council held on the 20th January 2020 ([attached](#)), 17th February 2020 ([attached](#)) and the minutes of the Extraordinary Meeting on the 2nd March 2020 ([minutes to follow](#)) LGA 1972, Sch 12 para41 (1)

2020/070.

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 February 2020 ([attached](#))

2020/071.

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).

2020/072.

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](#)).

2020/073.

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

2020/074.

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

2020/075.

Finance – Bad Debts - to give authority to issue proceedings in the County Court or write off bad debts at Year End.

2020/076.

Finance – Direct Debits – to agree the Council’s procedures for the use of variable direct debits. (Financial Regulations 6.6). ([report attached](#)).

2020/077.

Policy – Risk Management and Insurance – to adopt the Council’s Risk Management and Insurance. (Standing order # 5 j[xiv]) (Policy can be found on the Council website. ([Town Clerk to give a verbal update](#))).

2020/078.

Policy – Council’s Complaint’s Procedure – to adopt the Council’s Complaint’s Procedure (Standing Order # 5 j [xvi]) (Policy can be found on the Council website). ([Town Clerk to give a verbal update](#)).

2020/079.

Policy – Freedom of Information – To adopt 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]).(Policy can be found on the Council website). ([Town Clerk to give a verbal update](#)).

2020/080.

Policy - To adopt the Council’s policy for dealing with the press/media (standing order #5 j[xviii]) Policy can be found on the Council website. ([Town Clerk to give a verbal update](#)).

2020/081.

Guildhall Manager’s Report – to receive and note the report - ([report attached](#))

2020/082.

Community Liaison Officer – Community Liaison Officer March report - to receive and note report ([Report attached](#)).

2020/083.

Amenities – To receive and note the report from the amenities working group (verbal report).

2020/084.

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

2020/085.

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)

2020/086.

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

2020/087

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/0068) above refers)

Amenities

To agree the recommendation(s) in the report ([confidential report to follow](#)).

2020/088

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/0068) above refers)

Salaries in Confidence

To agree the recommendations as set out in the confidential report ([report attached](#)).

2020/089

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/0068) above refers)

a) Staff in Confidence

To agree recommended Option as set out in the confidential report ([report to follow](#)).

b) Clerk to give verbal update on Staff.

c) To receive and approve recommendation from Clerk in regard to a staffing issue ([report to follow](#)).

2020/090

Motions from Councillors where expenditure has been identified

Cemetery in Confidence

Notice of Motion from Councillor Mrs Kenton in respect of purchasing land ([confidential report attached](#)).