



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Town Clerk: Paul Russell

All Council & Committee Meetings are open to the Public and Press

AMENITIES & EVENTS COMMITTEE

Date of Publication: Tuesday 7th December 2021

TO: All Members of the Amenities & Events Committee

Cllr Mrs Kenton (Chair), Cllr Baker, Cllr Carnell, Cllr Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Amenities & Events Committee to be held on Tuesday 14th December 2021, commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

Paul Russell, Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, to the Amenities & Events Committee. 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.

Please note that Social Distancing precautions are currently in place. Members of the public are encouraged to wear face coverings if they wish but may remove them once seated. Please use the hand sanitiser provided.

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 Committee.

2021/24 APOLOGIES FOR ABSENCE

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

2021/25 DECLARATIONS OF INTEREST

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

2021/26 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information The Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under 2021/33, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

2021/27 COMMITTEE MEETING MINUTES

To confirm and sign the minutes of the Amenities & Events Committee meeting held on Tuesday 28th September 2021.

2021/28 MANAGER REPORTS

- (a) **Operations** – To receive the Operations Manager's Report and to consider any recommendations contained within that report.
- (b) **Events** – To receive the Event Officer's Report and to consider any recommendations contained within that report.

2021/29 OPEN SPACES

- (a) **Strategic Objectives Work Plan** – To review the progress report on the strategic objectives that are under this Committee's responsibilities.
- (b) **Committee Resolutions Review** – Please see the attached report of resolutions taken since January 2021 and a copy of this Committee's Delegated Authority.
- (c) **Budget Considerations 2022/23** – To consider the Amenities & Events Budget proposals for 2022/23. This does not include any proposed amendments discussed at the informal meeting held on 6th December.

- (d) **Telecom** – To consider the attached report and the recommendations contained therein.
- (e) **Cemetery Update** – To consider the attached report following the completion of the environmental report that has been completed and to consider recommending purchase of the two pieces of land from SSDC.
- (f) **Cemetery and Allotment Charges** – To consider increasing charges for these two areas. Please see the attached report. Committee is requested to approve the proposed increases or recommend an alternative set of increases.
- (g) **NALC Environmental Permitting (England & Wales) Regulations 2016 Consultation** – Please see the attached document (provided separately) which Committee is requested to consider and agree to respond to. Closing date is 22nd December 2021.
- (h) **Changing Facilities, Jocelyn Park** – To receive a verbal update on progress to date to provide new changing facilities at Jocelyn Park in line with the F.A requirements.

2021/30 DATE OF NEXT MEETING

The next meeting of the Amenities & Events Committee will be held on Tuesday 29th March 2021.

2021/31 CONFIDENTIAL MATTERS

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item. (Item 2021/26 above refers).

- (a) **Depot Proposal** – To consider the attached report and the recommendations contained therein.
- (b) **Clare House Nursery Lease** – Please see the separate letter from the Solicitors regarding this Lease. To recommend what option, based on the preliminary advice, to recommend to Full Council for approval and adoption.
- (c) **Watts Store** – To consider the attached report and the recommendations contained therein.



Chard Town Council

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Mayor: Cllr Jason Baker Executive Officer: Paul Russell

AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Tuesday 28th September 2021 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Mrs Kenton (Chair), Cllr Kenton, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

ALSO PRESENT: Paul Russell, Town Clerk, and Gary Huish, Guildhall Supervisor.

Public Participation Time

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

2021/13 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Baker (work), Cllr Mrs Bates (work), Cllr Bulmer (work) and Cllr Carnell (work).

2021/14 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

2021/15 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential items to consider.

2021/16 COMMITTEE MEETING MINUTES

Proposed: Cllr Morrison

Seconded: Cllr Wootton

Unanimous

RESOLVED to confirm and sign the minutes of the Property & Services Committee meeting held on Tuesday 29th June 2021.

2021/17 SUPERVISORS REPORT

Committee received the verbal report from the Guildhall Supervisor:

- A new Caretaker had been appointed and was settling into the role;
- Bookings were almost back to pre-pandemic levels. Three bookings had not yet returned but two new ones had been secured;
- The bar franchise had now commenced.

The Committee formally thanked Mr Huish for all his hard work and commitment over the past eighteen months.

2021/18 OPERATIONS MANAGER'S REPORT

Committee noted that an Operations Manager had been appointed and would be commencing his role at the end of October 2021.

2021/19 OPEN SPACES

- (a) **Cemetery Update** – Committee noted the update on the development of the Cemetery.
- (b) **Zembard Lane Car Park** – Committee noted that no further update was available at present.
- (c) **Additional Maintenance Capacity** – Committee noted the report relating to additional capacity that was being secured in the short term.
- (d) **Changing Facilities, Jocelyn Park** – Committee noted the update on progress provided. Some S106 funding had been identified to help towards the cost of providing changing facilities and a number of meetings were being held to address some outstanding issues.

2021/20 PROPERTY

- (a) **Watts Store Update** – Committee considered the initial quotation received to refurbish the Watts Store internally and externally.

Proposed: Cllr A Kenton
Unanimous

Seconded: Cllr Williams

RESOLVED to obtain two further quotations based on the specification agreed by Committee.

Proposed: Cllr J Kenton
Unanimous

Seconded: Cllr Williams

RESOLVED to agree to the formal request received from Chard Carnival to utilise this building for the storage of new staging and other items specifically for use in the town centre.

- (b) **Adopted Telephone Kiosk** – Committee considered the quotation received to refurbish the kiosk.

Proposed: Cllr Williams

Seconded: Cllr Wootton

For: Cllr A Kenton, Cllr J Kenton, Cllr Williams and Cllr Wootton.

Against: Cllr Morrison

RESOLVED to accept the quotation received to refurbish the telephone kiosk at the junction of the High Street to Crowshute link at a cost of £1,490.85.

2021/21 EVENTS

- (a) **Heritage Open Days** – Committee noted the report on the recent Heritage Open Days held at the Guildhall. The event had attracted a total of 250 people over the two days and had been well received. It was agreed to work alongside Councillors and the Museum to name and conserve the Mayoral photographs that had been on display.

- (b) **Culturally Chard** – Committee noted the update on this programme, which was currently being delivered.

2021/22 DATE OF NEXT MEETING

Committee noted that the next meeting of the Amenities & Events Committee would be held on Tuesday 14th December 2021.

2021/23 CONFIDENTIAL MATTERS

There were no confidential items to consider.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 8:10pm.

CHAIR:

DATE:

Amenities & Events Committee

Date: 14th December 2021

Title: Operations Manager Report

Purpose of the Report: To provide members with an update regarding the operations of the amenities team, the Guildhall operation and the progress of ongoing projects.

Contact Officer: Adrian Turner

1. RECOMMENDATION

- 1.1 That the contents of the report are noted;
- 1.2 That the recommendations contained in Section 2 and highlighted be considered and a decision made.

2. BACKGROUND

- 2.1 Since starting in my new role at The Council we have begun recruiting for new team members of the amenities and street cleansing team. We have successfully appointed one team member to the amenity operative role and have extended the closing date to the 10th December for the remaining amenity operative, chargehand and apprentice operative vacancies. We have a number of applicants which we will be considering for the positions later on this month. The team has been continuing with work in the cemetery, including burials, grass cutting, hedge cutting and leaf clearance. As well as this, the team have carried out the street cleansing contract work including collecting several fly tips and assisting the road sweeper with leaf clearance in the town, they have been grass cutting in the parks, hedge cutting in our allotments and are continuing to maintain the play areas and parks. We continue to operate within challenging circumstances owing to limited staff numbers but the team are proactive and respond positively to any work requests made of them.
- 2.2 In reference to Strategic plan No.2, I've reviewed, inspected and appraised our machinery and vehicles, and instructed a mechanic to carry out repairs and servicing to our usable small hand machinery and put aside our non-serviceable/surplus equipment to potentially sell off to provide funds to contribute to new equipment consisting of a new ride on mower, new hand mowers, blower and electrically powered hedge cutters. Our 08 Transit tipper had failed its MOT and was beyond reasonable repair costs, we received two bids for it and therefore it was sold to a motor trader for £1,200. We are continuing to obtain prices for our surplus equipment and machinery gaining best value for The Council. We will require an additional Transit tipper vehicle as the team expands, therefore we have obtained quotes from dealers for second hand and a new vehicle, there is a potential problem buying new as the lead time is 12 months from order date.

- Quote 1 new vehicle, to purchase £40,540.16 or finance consisting of a deposit of £12,500 then 48 payments £584.17
 - Quote 2 new vehicle, to purchase as above or finance consisting of a deposit of £12,500, then 48 payments £471, and a final payment of £8163
 - Quote 3 2019 model 25,774 miles, to purchase £28,450 + VAT, or finance consisting of a deposit £8535, 59 payments £494.34, 1 payment £495.34
 - Quote 4 2019 model 34,563 miles, to purchase £28,990 +VAT, or finance consisting of a deposit £8697, 59 payments £503.73, 1 payment £504.73
 - I would therefore recommend that Council progresses with quote 3 to purchase the vehicle.
- 2.3 In reference to Strategic Plan 7 The council was invited to attend a demonstration of a tracking and compliance system which is being trialled at SSDC. There could be a prospect for us to piggy back on the contract if SSDC take it forward. This system would enable us to track all our vehicle and equipment movements and their usage as well as providing our carbon output therefore enabling us to monitor and reduce in the future. I recommend we continue to explore this opportunity.
- 2.4 In reference to Strategic Plan 16 and 31, working with the Grants Officer we are going to submit an application for funding to establish a community orchard on Council owned lane behind Chard Museum. This work continues and we will have to wait for a decision from the tree council.
- 2.5 In reference to Strategic Plan 22 I have engaged a training company to deliver playground inspection training for our team to ensure we are legally compliant when maintaining our play areas, we have recently had our annual play area inspection carried out by an external company, any minor remedial works required have been identified and will be actioned in the near future. We have also had some vandalism to the new multi play equipment which was installed in Jocelyn Park, the local police officer has been informed and we are in the process of sourcing replacement parts.
- 2.6 In reference to Strategic Plan 32 The Council has ordered 20 new litter/recycling bins using grant funding for installation alongside the Chard Public Realm works, this will also tie in with the recycle on the go initiative in the town centre.
- 2.7 In reference to Strategic Plan 34 The Council has been utilising the community payback to assist in carrying out work in and around The Guildhall, including jet washing and painting of exterior walls and internal painting and decorating. I recommend we continue to use this service and utilise them to carry out street cleaning duties throughout the town centre.
- 2.8 In reference to agenda item 2021/31c The Council has obtained 3 quotes from builders to enable us to maximise usage of Watts Store. The 3 quotes have been put into a table format for comparison, as an addendum to this

report, there are some differing aspects to the quotes but we can still gain a useful assessment of costs. I therefore recommend we progress with the quote from builder 3.

- 2.9 The Council has made enquires with the Red Cross to provide First Aid at Work training for Guildhall and Amenities staff, we will be instructing the provider as soon as we have a full complement of staff.
- 2.10 The Council has begun engaging contractors to maintain equipment in The Guildhall, as per our statutory requirements, including servicing of fire extinguishers, air conditioning units, and kitchen equipment, this work is ongoing.
- 2.11 A demonstration was arranged to view the proposed new electric sweeper on Thursday 2nd December 2021. Funding of 50% had been secured under the MTIG Environmental fund. However, the machine did not perform to an acceptable standard, it left a trail of dirt behind it when sweeping which had to be collected manually, my feeling is that when the company converted the sweeper from diesel to electric there resulted a loss of suction power. I would therefore recommend that this purchase is not pursued and that the allocated match funding be put to other relevant equipment required.

Amenities & Events Committee

Date: 7th December 2021

Title: Events Officer's Report

Purpose of the Report: To provide Members with an update on events planned within the Guildhall and area surrounding Chard

Contact Officer: Tim Bickham (events@chard.gov.uk)

1. RECOMMENDATION

1.1 That the contents of the report are noted.

2. INTRODUCTION

2.1 This is the Events Officer's first committee meeting, having commenced post on 1st November 2021. The main purpose of the newly developed role being to increase the provision, level of quality and attendance in events. This involves increased events at the Guildhall, increased room hire, to develop a sustainable market and promote any existing events operated by Chard Town Council. General responsibility will encompass:

- Securing targeted commercial income for the Guildhall
- Maximising the use of the Guildhall by community groups at less profitable times
- Produce and deliver events on Council land, such as circuses and funfairs
- The point of contact for the management of events on Council land
- Oversee the development of events booking information and online events forms on the Council website
- Ensure a clear marketing strategy is implemented for all events

2.2 The Guildhall

The following table shows a mixture of returning and new organisations using the auditorium in the month of December:

Booking	Date(s)	Cost
Bingo evening	03/12/21	£67.50
Popular Fair	04/12/21	£131.00
Acapella group	04/12/21	£84.00
National Blood Service	07/12/21	£202.25
Christmas Carol Concert	09/12/21	£0
Christmas Carol Concert	10/12/21	£0
Train Play Devon	11/12/21	£150.00
Chard Watch Project Christmas Party	16/12/21	£179.00
Popular Fair	18/12/21	£131.00

- 2.3 There have been some challenges faced with maintaining the National Blood Service booking due to safety concerns, however this is being resolved and resolutions have been put forward to the Planning Coordinator, which we currently await a response.
- 2.4 The Officer Team has met and discussed bringing back organisations and community bookings that the Guildhall has lost due to COVID-19. The Events Officer will look through the history of previous bookings and the Democratic Services Officer (DSO) has done some work highlighting the available space and hours available. Some of the groups considered so far have been:
- Bluebirds Theatre Company – Type of show TBC
 - CLOKS – returning June/July 2022 and 2023
 - A performance from The Wurzels - £3,500 quoted
 - Clementines Live Arts
- 2.5 Culturally Chard
Over the next three years, creative and community organisations in Chard will work together to deliver the Culturally Chard programme that won them the funding. There will be a diverse range of new activities and events taking place including two larger festivals, all with a connection to the historic town centre, adding to the existing cultural calendar. Residents, community groups, schools and businesses are all invited to get involved.
- 2.6 South Somerset District Council, Chard Town Council and Somerset Art Works, on behalf of a consortium of local partners last met on Tuesday 9th November. The main purpose of this being to receive progress updates from the consortium. The next meeting is due to take place on Thursday 9th December, which is to establish a marketing plan, ensuring consistency across all seven organisations involved in the project.
- 2.7 Spring Festival
Chard Town Council will lead the new Spring Cultural Festival and we welcome community groups, organisations, schools, businesses and individuals to contribute ideas for the new Festival which will be held across Thursday 28th April to 1st May 2022. These ideas are to be discussed within the next official consortium meeting on 11th January 2022, with a view to have the schedule finalised by the following months meeting on 8th February 2022. Some of the proposed activities currently include:
- Friday 29th April:
- Banners of Chard unveiling (delivered by Somerset Art Works)
 - A creative supper (delivered by Somerset Art Works)
- Saturday 30th April:
- Film (organised by Cinechard)
 - An evening headline act in the auditorium
- Sunday 1st May
- Cider festival in the auditorium
 - An acoustic band

2.8 Queens Jubilee

Due to take place over the weekend of Thursday 2nd – Sunday 5th June 2022.
In summary the scheduled events will be:

- Thurs – Torch lit parade
- Fri – Civic parade, thanksgiving service and community concert (Guildhall)
- Sat - 1950's fun fair/old style country fair and outdoor concert
- Sun – Community encouraged to do own thing

2.9 A producer based at Holyrood School has been identified to coordinate the community concert so this will now start to be developed. More community representatives to be established as events develop.

2.10 Markets

The Saturday markets are currently going through a quiet spell, likely due to the time of year. The feeling is for the Council to focus on building traders for the weekly markets, rather than the monthly.

2.11 New expressions of interest include:

- Somerset County Council - awareness of key priorities such as Climate Change and Fostering.
- WWF – information, awareness, adoptions

2.12 In 2022 the Events Officer will focus on building the market traders, bringing in more footfall to Chard high street.

3. **WORKPLAN REFERENCES**

Where the report supports plans within “Workplan 2021/2022”

Ref no. 28 – Culturally Chard 2.3a and Markets 2.5

Ref no. 39 – Markets 2.5

Ref no. 45 and 46 – Guildhall 2.2

Ref no. 46 and 47 – Spring Festival 2.3b

CHARD TOWN COUNCIL
AMENITIES & EVENTS COMMITTEE
WORKPLAN 2021/22 (BASED ON STRATEGIC PLAN OBJECTIVES 2019-23)

Ref No	Objective	Comments
ENVIRONMENTAL PROTECTION		
16	<p>Council Direct Actions: Make a tangible contribution to environmental improvement with visible policy actions:</p> <ul style="list-style-type: none"> • Tree Planting • Creation of Wild flower Areas • Fund the positioning of EV charging Points in Town Centre 	<p>EV charging points not to be pursued. This will be delivered through Government intervention.</p> <p>Develop plans for tree planting (Jubilee Green Canopy) and wild flower areas with initial implementation date February 2022.</p> <p>Council is currently working with SCC on a business waste audit. 67 businesses have been interviewed by the Council contractor Binit Ltd.</p> <p>CTC will also be delivering a recycling on the Go initiative as part of the public realm improvements with funding from SCC. 20 new recycling bins have been ordered and delivery is awaited. Once these are in place the waste recycling collection contract will be updated to ensure that evidence of the amount of recycling being achieved in Chard is collated.</p>
LEISURE AND RECREATION		
18	<p>Sport and Recreation Strategy: Ensure that there is an agreed set of Public Sector goals for sport and recreation in Chard to ensure that projects are coordinated, consistent and effective. Include the following actions.</p>	<p>Leisure strategy for the District is SSDC responsibility. CTC can and will develop a local strategy once unitary authority transition has been clarified.</p> <p>The development of an investment plan for the open spaces in Chard was originally aimed to be developed by September 2021. However, this has not as yet been actioned.</p>

		<p>Work has commenced on developing a tender for the Upper Henson Play Area and CTC will be working with SSDC to fund and deliver this.</p> <p>Initial investment has been made in Jocelyn Park and Ashcroft Play Area. A high level of vandalism is being experienced at Jocelyn and this is being addressed.</p>
19	Local Cycling/Walking Plan: Provide additional amenities for the community to encourage walking and cycling	<p>No work commenced though Covid lockdown may have encouraged additional use.</p> <p>Options to improve the cycling and walking infrastructure on Town Council owned land will start to be reviewed in April 2022.</p>
20	Provision of Bike Racks: Encourage and Facilitate Cycling particularly within the Town Centre, by providing safe bike parking.	<p>This is to be implemented as part of the HSHAZ public realm works that have commenced. Completion March 2022.</p> <p>CTC will also review infrastructure in its parks and open spaces during 2022/23 and develop an improvement and investment plan for consideration as part of the 2023/24 budget.</p>
21	Provision of improved changing room facilities for sports teams using Jocelyn Park: Improve the experience of sports teams using the park.	<p>Work has commenced on trying to deliver this initiative. Funding has been identified by SSDC and quotations have been received for the construction of a new facility sited next to the existing Modellers Club facility.</p> <p>A further update will be provided at the December meeting.</p>
22	Single standard for the provision and maintenance of play parks: Working with other providers of play parks within Chard ensure that there is a single standard for the quality, safety and maintenance of Play parks in Chard.	<p>A maintenance and investment plan was to be commenced in September 2021 but this has been delayed.</p>

		<p>CTC is working with SSDC to update the street cleaning specification and review the current contract.</p> <p>CTC is also seeking to “piggy back” on some of the technological innovations being developed by SSDC.</p> <p>In addition, a review of equipment is being undertaken at present by the Operations Manager and unwanted kit is being sold if it is no longer required or obsolete.</p> <p>New equipment for the management and maintenance of CTC open spaces and play areas will need to be purchased in order to deliver a good to high standard of maintenance expected.</p> <p>Unitary Authority transition needs to be clarified prior to developing a single standard of maintenance for all publicly owned open spaces and play areas in Chard. This will be developed as part of the transition and in negotiation with the new unitary authority.</p>
23	<p>Sensory Equipment in Play Parks: Improve access for people with disabilities by providing sensory equipment within Chard play areas.</p>	<p>A full review of sensory equipment available ad costs will be undertaken for Jocelyn Park, Ashcroft Park and Upper Henson Park with a view to implement in the 2022/23 financial year.</p> <p>All proposals will be placed before A&E Committee for consideration and recommendation.</p>
24	<p>Outdoor Gym Equipment: Provide a range of outdoor gym equipment in public spaces to encourage physical activity among Chard residents</p>	<p>It has been agreed to review this as part of the investment plans especially in regard to Upper Henson Park. Initial provision could potentially be in place by September 2022, subject to funding and location.</p>

IMPROVEMENTS TO TOWN FACILITIES AND EXPERIENCES

25	<p>Review of all CTC Land etc: Ensure ownership is clearly understood so that CTC can focus on improving areas it owns and work with others to set standards on land that they own with in Chard.</p>	<p>This will form part of the Unitary Authority Transition Review that will commence in 2022.</p> <p>CTC land holdings and those of both SSDC and SCC has commenced and documentation is being collated and assembled for all existing land ownership.</p>
26	<p>Bus Shelter Audit: Ensure clarity of responsibility and ensure bus shelters are properly maintained.</p>	<p>A review was expected to commence in October 2021 with improvement plan forming part of the 2022/23 budget.</p> <p>However, due to the challenges to the forthcoming budget it is suggested that the review commences in 2022 with any recommendations feeding in to the 2023/24 budget proposals.</p>
27	<p>Bus stop planting programme: Improve streetscene through direct action or by influencing others.</p>	<p>A planting programme will be developed, subject to funding, and CTC will aim to implement in April 2022:</p> <p>Other plantings within the parish will be reviewed and improved during 2022/23. This will be a continuous process.</p> <p>Investment being made through grant funding for new recycling bins in the town centre and in CTC open spaces.</p> <p>Specifications for street cleaning contract being reviewed at present.</p>
28	<p>Work with SSDC to deliver Chard Regeneration Project: CTC will work closely with SSDC to ensure that it meets its primary objectives i.e.</p> <ul style="list-style-type: none"> • Provide a compelling reason for residents and visitors to use the Town centre • To bring key sites back into economic use and increase the vitality of the Town • Increase footfall within businesses 	<p>CTC worked with SSDC and was successful in drawing down £80,000 grant funding to fund Culturally Chard. A full cultural programme is now being developed.</p> <p>The street cleaning contract is being reviewed and new equipment is being sourced (with secured grant funding) to improve the street scene and local environment.</p>

	<ul style="list-style-type: none"> • Improve leisure and health facilities • Reinvigorate Chard as a Market town. • Stimulate commercially led development 	<p>New Chard Leisure Centre has been completed by SSDC.</p> <p>£50k funding has been invested by CTC in its play areas in 2021.</p> <p>Footfall Counters installed as part of HSHAZ programme. These will cost £75 each per month going forward if CTC wishes to continue with these to measure footfall.</p> <p>Business waste recycling initiative commenced. 67 businesses contacted and interviewed. Looking to build on this and proactively engage with local businesses.</p> <p>Currently reviewing Chard market and looking to increase stalls. Also working with SSDC to expand market charter.</p> <p>Various projects part funded by CTC and LTIG currently being finalised and will be delivered as part of the public realm works. This includes CCTC, Festive Lighting, signage, recycling, Howards Row improvements, street lighting improvements and street cleaning improvements.</p>
<p>29</p>	<p>New Cemetery: Ensure continuity of operation when the Cemetery is full within the next few years.</p>	<p>Water testing in Zembard Lane on two additional pieces of land completed and case currently being made to EA for use as burial areas.</p> <p>Additional space being cleared to create up to 75 additional spaces (3-5 years supply)</p> <p>Consideration being given to additional land located at Chard Cemetery, Tatworth.</p>

		Adequate space to enable cremations to continue for 50 years plus.
30	Land for Alternative Burials (e.g. woodland Burials): Provide an alternative Burial Option for Chard residents.	Chard Cemetery, Tatworth and neighbouring land could be an option. This would need to be fully investigated.
31	Community Orchard: Create a Community facility.	Land to enable this to be delivered needs to be identified. Size of area, species of trees, delivery of planting and management plan needs to be developed. A Task & Finish Group could be considered to help deliver this as part of the Jubilee Green Canopy initiative.
32	Street Furniture Improvements: Work to upgrade Chards' street furniture to contribute to an improved Street Scene.	New recycling bins have been ordered and will be installed. Benches currently being refurbished. Signage is being replaced. Electronic noticeboards being considered to reduce A Boards. Funded by MTIG and Welcome Back funds.
33	Work with Principal Councils to improve Hedge/Grass Cutting standards: Address the deterioration of standards arising from long term cost cutting actions and improve visual amenity	This will need to be reviewed and, if pursued, will have to be deferred until the new unitary authority for Somerset is in place and up and running.
34	Greater Use of Community Payback scheme: Make further use of this scheme to offset the damage to community wellbeing caused by offenders.	Payback scheme is currently being utilised by CTC. Works undertaken include litter picking, decorating of changing area in Guildhall and path clearing. Scheme is now being properly managed by CTC.
39	Plan to Grow and develop Market: Improve amenity and vibrancy of the Town including investigating a potential covered market as specified in the regeneration project.	Gazebos have been purchased to help provide available covered stall areas. Still issues regarding usage and erection. Working with SSDC on Market Charter.

		<p>Potential to have a Market Healthcheck undertaken by NABMA.</p> <p>Covered market area as part of the regeneration project was not pursued.</p>
GUILDHALL		
45	<p>Review Role/operation of Guildhall: Undertake a review to clarify the purpose of the Guildhall and the outcomes it should provide.</p>	<p>A new business plan for the Guildhall will be developed in 2022/23.</p> <p>New Events Officer now in post and developing events in the Guildhall as well as helping to oversee the Culturally Chard programme.</p> <p>Revised pricing structure developed for the Guildhall. This will be implemented with a level of flexibility to increase usage.</p> <p>A full events programme will be developed during 2022/23 and by 2023/24 there will be an events programme taking place in the building.</p>
46	<p>Cultural Arts Programme Work to establish a cultural arts programme to provide Improved amenity for the community.</p>	<p>Culturally Chard programme is now being delivered and overseen by the HAZ Consortium.</p> <p>A new Spring Festival will be delivered in Spring 2022 and built on in 2023 with a view to continuing in future years.</p> <p>Events programme to be developed for the Guildhall including specific Council run events, workshops and other attractions. Spring Festival and Platinum Jubilee Celebrations the two main events of 2022.</p>
TOURISM		
47	<p>Tourism strategy: Define Chards Tourism role and plan improvements to visitor experience.</p>	<p>At present this has not been developed due to Covid restrictions being in place.</p>

		<p>Restrictions now being relaxed and work is being undertaken to begin developing CTC role in the promotion of Chard as a destination and to encourage additional tourism visits.</p> <p>Events such as the Spring Festival, the Annual Carnival and Christmas Lights are all supported by CTC.</p>
48	LIC Future: Clarify the role of the LIC focussed on visitors and residents alike and improve the service provided.	<p>Discussions with SSDC on improving the LIC currently being undertaken. Need to refocus the service as fewer brochures are being produced and more attractions are utilising social media/websites.</p> <p>Bus timetables are no longer printed so CTC provides hard copies of those when requested but has also displayed these.</p> <p>AS a business plan is developed additional focus will be placed on income generators to help towards the overall subsidy.</p>
49	Welcome Hosts Consider creating a Welcome Host programme to provide a focus for the visitor experience in Chard.	<p>Welcome Host schemes appear to have discontinued through Covid due to the restrictions. In June 2021 the Government published a Rediscover Tourism initiative: New plan to drive rapid recovery of tourism sector - GOV.UK (www.gov.uk)</p> <p>A new tourism website has been launched by SSDC focussing on South Somerset. This will be updated when unitary is delivered.</p> <p>The Welcome Host Scheme would normally be delivered by a principal authority. However, due to future budget pressures CTC may need to consider its role, both from a capacity and funding viewpoint, in supporting local tourism.</p>

		<p>Visit England does have a scjeme operating at present: Join a VisitEngland Welcome Scheme VisitEngland (visitenglandassessmentservices.com)</p> <p>3.2-Welcome-Schemes.pdf</p>
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AMENITIES & EVENTS RESOLUTIONS

Delegated Responsibilities as Agreed by Chard Town Council on 7th June 2021:

2. Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

2.1 All Committees

2.1.1 Creation and Appointment to Working Groups and Task & Finish Groups.

2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

2.3 Amenities & Events Committee

All matters (except for creating Council Policy) relating to:

2.3.1 All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.

2.3.2 Allotments.

2.3.3 Cemetery.

2.3.4 Sporting facilities

2.3.5 Maintenance and repair of all the buildings owned by the Council

2.3.6 Environmental Matters

2.3.7 Markets and Craft Fairs

2.3.8 Events

2.3.9 Town floral displays

2.3.10 Tourist Information Point

2.3.11 Bus Shelters, Street Furniture, Seating, Dog & Litter Bins.

2.3.12 Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.

2.3.13 Ability to arrange additional meetings as required.

The following matters are reserved to the Council for decision but the Committee may make recommendations:

2.3.14 Recommendation of the Committee’s budget each financial year.

2.3.15 Any funding required outside of the set budget in any given financial year.

2.3.16 Any other matter which may be delegated to it by the Council from time to time.

DATE	RESOLUTION	DELEGATED AUTHORITY	UPDATE
28 th September 2021	<p>Watts Store:</p> <p>RESOLVED to obtain two further quotations based on the specification agreed by Committee.</p>	<p>2.3.5: Maintenance and repair of all the buildings owned by CTC.</p> <p>2.3.15: Any funding required outside the set budget in any given financial year</p>	<p>Quotations requested. To be presented at meeting on 14th December 2021</p>

		must be submitted to Full Council for approval.	
28 th September 2021	<p>Watts Store:</p> <p>RESOLVED to agree to the formal request received from Chard Carnival to utilise this building for the storage of new staging and other items specifically for use in the town centre.</p>	Formal approval required by Full Council as this would be considered to be a Council Policy matter.	<p>28th September minutes were formally ratified by Full Council at its meeting on 8th November 2021.</p> <p>Following Watts Store repairs the building will be watertight.</p>
28 th September 2021	<p>Telephone Kiosk Refurbishment:</p> <p>RESOLVED to accept the quotation received to refurbish the telephone kiosk at the junction of the High Street to Crowshute link at a cost of £1,490.85.</p>	<p>2.3.5: Maintenance and repair of all the buildings owned by CTC.</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>28th September minutes were formally ratified by Full Council at its meeting on 8th November 2021.</p> <p>Work to be commissioned. Possible alternative option through MTIG.</p>
29 th June 2021	<p>Zembard Lane Car Park:</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> To appoint a Task & Finish Group with one representative and the Clerks from Chard Town Council and Tatworth & Forton Parish Council to meet with Somerset County Council prior to 6th July 2021 to recommend a joint agreement to be considered by both Chard Town Council and Tatworth & Forton Parish Council at their respective full council meetings; 	2.3.3: Cemetery	<p>Negotiations completed.</p> <p>Request for payment from T&FPC formally resolved by Full Council on 8th November 2021.</p> <p>Request to amend Licence to include an end date of December 2022 has been submitted. No response received as yet.</p>

	<ul style="list-style-type: none"> That Cllr Baker be appointed as representative of Chard Town Council. 		
29 th June 2021	<p>MTIG funding for street cleaner and solar compactor bins</p> <p>RESOLVED to request an extension of two weeks from the Environmental Project MTIG Fund to enable a full report to be presented and considered by Full Council at its meeting on Monday 12th July 2021. If the report is approved by Full Council an application could then be submitted alongside an agreement to provide match funding.</p>	2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	<p>Match funding allocated by Full Council to purchase of street sweeper from balances.</p> <p>Solar compactor bins proposal not to be pursued at present.</p>
29 th June 2021	<p>RESOLVED:</p> <ul style="list-style-type: none"> To note the report; To allocate a sum of up to £10,000 to undertake the initial works outlined in the report. Funding would be taken from the EMR Cemetery reserve; To ensure that Best Value was achieved by obtaining two further quotations to undertake the work; To commence the project as soon as possible except for the removal of any hedging which would not be undertaken until September. 	<p>2.3.3: Cemetery</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Additional quotations have been requested. Cost of hedge removal as first stage of project estimated at £5,000.</p> <p>Meeting with contractor being arranged to commence work once that the nesting season is over. Work to remove hedging needs to be completed by end February 2022.</p> <p>Funded from allocated EMR.</p>
29 th June 2021	<p>RESOLVED:</p> <ul style="list-style-type: none"> To note the report; To ratify the works to the goalmouths at a cost of £680 + VAT; 	2.3.4: Sporting facilities	<p>Initial works amounting to £680 has been undertaken.</p> <p>Additional works commissioned from SSDC. Currently this work</p>

	<ul style="list-style-type: none"> To ratify the selective weed killer works at a cost of £270.12 + VAT per pitch; To agree to undertake the additional works amounting to £958.80 + VAT; To contact both SSDC and the FA to secure funding that had previously been allocated to these works by both organisations. 		<p>has not been undertaken but has been chased up.</p> <p>Budget included in CTC 2021/22 budget. No further funding identified from SSDC or FA.</p>
29 th June 2021	<p>Market Development:</p> <p>RESOLVED to appoint the Events Officer, once in post, to manage and promote the markets in Chard and to develop a vision for Chard Markets to be agreed by elected Members in consultation with staff, traders and advice from the National Market Traders Federation.</p>	2.3.7: Markets & Craft Fairs	<p>Events Officer appointed.</p> <p>Initial work commenced on development of the various markets.</p> <p>Report to be developed for March 2022 meeting.</p> <p>Suggest consider subscribing to NABMA as an alternative to the NMTF.</p> <p>Budget funding for 2022/23 for promotions may be required.</p>
29 th June 2021	<p>RESOLVED:</p> <ul style="list-style-type: none"> To note the report; To appoint Mant Leisure to carry out the priority works previously agreed; 	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	<p>Works completed.</p> <p>Some vandalism inflicted on one unit but in process of being repaired.</p>

	<ul style="list-style-type: none"> To accept the quotation to replace the climbing frame at Jocelyn Park at a cost of £17,539 + VAT; To accept the quotation to carry out maintenance works and the replacement swing at Jocelyn Park at a cost of £8,846 + VAT; To accept the quotation to undertake priority works at Ashcroft Park at a cost of £20,595 + VAT. 		Funded from relevant EMR.
25 th May 2021	<p>Play Investment:</p> <p>RESOLVED to allocate a sum of £24,300 to fund the upgrading works required at Jocelyn Park. This work to be undertaken in 2021</p>	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Works completed. Funded from relevant EMR.
25 th May 2021	<p>Play Investment:</p> <p>RESOLVED to allocate a sum of £18,700 to fund the upgrading works required at Ashcroft Park. This work to be undertaken in 2021</p>	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Works completed. Funded from relevant EMR.
25 th May 2021	<p>Play Investment:</p> <p>RESOLVED to develop an Awards for All application for Ashcroft Park Play Area for additional DDA equipment.</p>	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Currently being investigated by Grants Officer. Some consultation may be required.
25 th May 2021	<p>Play Investment:</p> <p>RESOLVED to allocate a sum of £10,000 to upgrade Higher Henson</p>	2.3.1: All play areas, playing fields, amenity spaces and open spaces	Draft Tender document developed.

	Park to match fund the £10,000 from SSDC.	owned, managed and maintained by the Town Council.	Working with SSDC to agree funding and delivery of this project.
25 th May 2021	<p>Play Investment:</p> <p>RESOLVED to allocate a sum of up to £10,000 towards providing a BMX track at Halcombe Park, subject to land issues and possible other grant funding available.</p>	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	<p>Funding being investigated.</p> <p>Lease terms being investigated.</p>
25 th May 2021	<p>Cemetery Quotation:</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> To note the report; To commence the short term priority works as outlined in Section 3 of the report; To commence the investigation into the provision of a new works depot (section 4 of the report); To commission a structural survey of the Chapels as outlined in Section 6 of the report. 	<p>2.3.3: Cemetery</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Cemetery extension investigations are ongoing. Tier II assessment completed.</p> <p>New depot being investigated off site due to various restrictions including planning issues and badgers.</p> <p>Structural survey of chapels being undertaken in November 2021. Report awaited.</p>
30 th March 2021	<p>Additional Dog Bin:</p> <p>RESOLVED to install a new dog bin at the location requested. The Amenities Team were requested to ensure that it was not located too close to the existing bench and that its use be monitored for six months following installation.</p>	<p>2.3.11 Bus Shelters, Street Furniture, Seating, Dog & Litter Bins.</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Completed and assessed. The bin was now being well used.</p> <p>Funded from relevant budget.</p>
30 th March 2021	Hanging Baskets:		

	RESOLVED to provide hanging baskets to local businesses in the High Street as previously provided free of charge in 2021 to help support them following the lifting of the current restrictions.	2.3.9 Town floral displays 2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Completed. Funded from grant budget 2020/21.
30 th March 2021	Cemetery: RESOLVED to undertake Tier 2 Assessments on all the areas identified in the Tier 1 report to ensure that the land being purchased and additional cemetery land identified was suitable for burials.	2.3.3: Cemetery 2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	Tier II assessment completed. Funded from EMR.
26 th January 2021	Play Area Maintenance: RESOLVED that the Teen shelter would not be removed until a suitable alternative had been agreed to replace it in due course.	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council. 2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.	No further action taken on this. An alternative site has not been identified.
26 th January 2021	Play Area Maintenance: RESOLVED to accept the quotations received from Mant Leisure for the repairs to both the Skate Park (£6,375 + VAT) and the MUGA (£3,570 + VAT) subject to: <ul style="list-style-type: none"> The identification of any S106 funding that may be available to be used for this project at Henson Park prior to the acceptance of the quotations; and 	2.3.1: All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.	Completed. Funded from 2020/21 annual budget allocation. £10,000 budget allocation.

	<ul style="list-style-type: none"> That a negotiation to reduce the labour and welfare costs be undertaken as both contracts would be undertaken at the same time. 		
26 th January 2021	<p>Bus shelter: RESOLVED to accept the quotation from ACE Bus Shelters as follows:</p> <ul style="list-style-type: none"> 3 bay, 3.06m x 1.3m barrel roof bus shelter: £4,500 + VAT Perch Seating: £240 + VAT Solid Lower Panels: £210 + VAT Standard timetable casing: £120 + VAT Total cost of shelter: £5,070 + VAT Quotations to be sought for the concrete base once the specifications have been received. 	<p>2.3.11 Bus Shelters, Street Furniture, Seating, Dog & Litter Bins.</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Completed.</p> <p>Funded from the relevant Earmarked Reserve.</p>
26 th January 2021	<p>Watts Store: RESOLVED to obtain a quotation to carry out a structural survey of the Watts Store. It was further agreed to identify who owned the property currently occupied by Peacocks and clarify whether the Watts Store was listed.</p>	<p>2.3.5: Maintenance and repair of all the buildings owned by CTC.</p>	<p>Structural survey completed and funded through Property Maintenance budget.</p>
26 th January 2021	<p>Telephone Kiosk: RESOLVED to obtain a quotation and renovate the telephone kiosk that Chard Town Council had adopted.</p>	<p>2.3.5: Maintenance and repair of all the buildings owned by CTC.</p> <p>2.3.15: Any funding required outside the set budget in any given financial year must be submitted to Full Council for approval.</p>	<p>Completed. Quotation obtained and Full Council approval that this be funded from current balances.</p>

26 th January 2021	<p>Vehicles: RESOLVED:</p> <ul style="list-style-type: none"> • Accept the quotation from the Graphics Factory Chard Ltd for the 7 year PVC vinyl, printed, laminated and fitted at a cost of £256.05 + VAT • Request that the logo be replaced with a high resolution version of the Chard Town Council crest; • If a high resolution version of the crest is unavailable then delete the logo completely. 	2.3.12 Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.	Completed. Funded from vehicle maintenance budget.
26 th January 2021	<p>Cemetery: RESOLVED:</p> <ul style="list-style-type: none"> • To delay the completion of the land sale until advice had been received from the Environment Agency regarding the suitability of areas 1 and 3 within the report for burials; • To contact the Environment Agency to establish what next steps they would require Council to undertake to assess the land for suitability. 	2.3.3: Cemetery	<p>Tier II assessment now completed and on 14th December meeting agenda. All land purchases must be agreed and resolved by Full Council.</p> <p>EA currently being consulted with regarding suitability of land for burial.</p>

BUDGET OVERVIEW – AMENITIES & EVENTS

Introduction:

Council has agreed in principle to consider an increase of the D Band of 3.5%. This will deliver a precept of £684,199 if the Tax Base remains the same for 2022/23. If the Tax Base reduces then there will be less precept, if it increases there will be an increase in precept. Any increase will rely on whether additional dwellings in Chard have been completed to increase the number of inhabited dwellings in Chard.

Over the past two years the Council has invested in a second-hand transit tipper (66 plate) and a new electric van. There is now a need to invest in additional equipment to enable the Amenities Team to deliver its services. There is also some investment required in basic office hardware.

A number of budget items previously included have been taken out to enable some level of investment in equipment to be achieved.

The following report outlines each area and what has been taken out.

Guildhall:

The budget for the Guildhall has increased, mainly due to additional staffing allocation, from £146,820 to £161,000. Income has also been increased from £17,900 to £38,350, thus offsetting the increase in expenditure.

The highlighted areas are being reduced to nil.

There is an allocation for small tools for £4,000. This includes an allocation of £3,000 for a new mixing desk as this needs to be replaced in the auditorium.

Property maintenance has been significantly reduced as any improvements will need to be funded from EMR.

201	Guildhall (s19 LGMPA 1976)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4001	Payroll Costs	£103,644	£62,784	£83,000	£30,332	£52,668	£78,045	£108,500
4002	Temporary/Casual Staff	£708	£708	£0	£0	£0	£0	£1,000
4006	Protective Clothing	£750	£139	£750	£85	£665	£750	£750
4007	Health & Safety	£1,520	£1,525	£1,500	£19	£1,481	£1,000	£0
4008	Training/Courses	£1,480	£0	£1,500	£306	£1,194	£1,500	£1,500

4009	Travelling	£100	£0	£100	£0	£100	£100	£0
4011	Rates	£8,000	£0	£8,000	£7,735	£265	£8,000	£8,250
4012	Water Charges	£1,802	£1,802	£1,500	£0	£1,500	£1,500	£1,800
4014	Electricity	£10,250	£13,942	£11,000	£7,006	£3,994	£11,000	£12,000
4015	Gas	£6,300	£6,913	£7,000	£482	£6,518	£7,000	£8,000
4016	Janitorial	£1,114	£425	£1,200	£717	£483	£1,200	£1,200
4017	Refuse/Waste Disposal	£1,000	£863	£1,000	£273	£727	£1,000	£1,500
4020	Miscellaneous Expenses	£250	£2	£250	£89	£161	£250	£0
4021	Telephone & Fax	£1,200	£728	£700	£459	£241	£800	£0
4023	Stationery	£0	£0	£0	£7	£-7	£7	£0
4027	Hirers Refreshments	£20	£9	£20	£0	£20	£0	£0
4031	Other Advertising	£100	£0	£100	£393	£-293	£150	£500
4036	Property Maintenance	£13,998	£3,016	£15,000	£24,459	£-9,459	£30,000	£5,000
4038	Maintenance/Service Contracts	£4,000	£3,481	£4,000	£5,396	£-1,396	£4,000	£5,000
4044	Equipt/Furniture/Small Tools	£2,000	£51	£2,000	£12,336	£10,336	£13,000	£4,000
4050	Consumables	£86	£86	£100	£9	£91	£0	£0
4052	Bad Debts Written Off	£100	£0	£100	£0	£100	£0	£0
4059	Licences (incl PRS)	£3,000	£180	£3,000	£0	£3,000	£3,000	£2,000
4062	Heating & Air Conditioning	£10,000	£0	£5,000	£0	£5,000	£5,000	£0
	Total Overhead Expenditure	£171,422	£96,654	£146,820	£90,103	£56,717	£167,302	£161,000
1002	FiT Electric generation tariff	£1,100	£1,037	£1,100	£0	£-1,100	£1,100	£1,200
1003	FiT Electric Export Tariff	£250	£234	£250	£0	£-250	£230	£250
1011	Antiques Fair	£2,500	£365	£1,500	£1,178	£-322	£1,600	£1,600
1014	Guildhall Cafe/Bar Franchise	£300	£0	£0	£0	£0	£150	£300
1020	Letting Income	£35,000	£3,239	£15,000	£6,640	£-8,360	£10,000	£35,000
1022	Hirers Refreshments	£50	£0	£50	£0	£-50	£0	£0
1079	Grants Received	£0	£0	£0	£1,500	£1,500	£1,500	£0
	Total Income	£39,200	£4,875	£17,900	£9,318	£-8,582	£14,580	£38,350

LIC

There is no amendment to this. It is likely that the grant will be discontinued when unitary authority is implemented.

202	LIC (s144 LGA 1972)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4014	Electricity	£500	£424	£500	£267	£233	£500	£500
4020	Miscellaneous Expenses	£100	£2	£100	£0	£100	£100	£0
	Total Overhead Expenditure	£600	£426	£600	£267	£333	£600	£500
1077	Grants Rec'd SSDC	£500	£500	£500	£0	-£500	£500	£500
	Total Income	£500	£500	£500	£0	-£500	£500	£500

Loan Repayment

The final loan repayment will be made in December 2022.

209	G & T Capital & Non-Recurring	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4071	Loan Capital Repaid	£53,723	£53,120	£53,723	£25,714	£28,009	£53,723	£53,723
	Total Overhead Expenditure	£53,723	£53,120	£53,723	£25,714	£28,009	£53,723	£53,723

Cemetery

The cemetery has been identified as a cost neutral service. Additional grave spaces are currently being delivered using EMR cemetery allocations and this will provide a minimum of 5 years additional capacity. Work on this will hopefully be completed by the end of March 2022.

301	Cemetery (s214 LGA 1972)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4001	Payroll Costs	£27,186	£23,519	£28,500	£13,701	£14,799	£26,798	£29,000
4006	Protective Clothing	£100	£0	£200	£128	£72	£150	£0
4007	Health & Safety	£0	£0	£0	£0	£0	£0	£0
4011	Rates	£3,600	£3,593	£3,600	£3,593	£7	£3,600	£3,650

4012	Water Charges	£746	£746	£650	-£8	£658	£750	£750
4014	Electricity	£1,150	£1,266	£800	£220	£580	£800	£1,300
4020	Miscellaneous Expenses	£449	£699	£100	£0	£100	£0	£0
4021	Telephone & Fax	£104	£0	£250	£0	£250	£0	£0
4036	Property Maintenance	£300	£100	£300	£158	£142	£300	£500
4037	Grounds Maintenance	£20	£0	£200	£0	£200	£0	£250
4044	Equip/Furniture/Small Tools	£651	£54	£500	£390	£110	£500	£0
4050	Consumables	£100	£5	£50	£0	£50	£3,000	£0
	Total Overhead Expenditure	£34,406	£29,982	£35,150	£18,182	£16,968	£35,898	£35,450
1020	Letting Income	£30	£65	£30	£623	£593	£555	£250
1030	Interment Income	£22,000	£12,202	£20,000	£12,178	-£7,822	£20,000	£22,800
1031	Memorial Fees	£4,000	£3,311	£3,500	£2,518	-£982	£3,500	£5,400
1032	Burial Rights	£7,500	£5,625	£7,500	£7,511	£11	£6,000	£7,000
1089	Miscellaneous Income	£0	£0	£0	£9,000	£9,000	£9,000	£0
	Total Income	£33,530	£21,203	£31,030	£31,830	£800	£39,055	£35,450

Street Cleaning

This cost centre has been revised. It still requires a large subsidy and the current contract is being reviewed.

302	Street Cleansing (Agency)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4001	Payroll Costs	£71,038	£57,389	£77,500	£24,367	£53,133	£72,873	£75,000
4002	Temporary/Casual Staff	£1,040	£1,039	£1,000	£0	£1,000	£0	£0
4006	Protective Clothing	£900	£210	£900	£213	£687	£900	£0
4007	Health & Safety	£0	£0	£400	£0	£400	£250	£0
4017	Refuse/Waste Disposal	£4,500	£5,518	£7,000	£3,866	£3,134	£7,000	£10,000
4041	Equipment Hire	£5,000	£12,880	£5,000	£791	£4,209	£5,000	£12,000
4043	Vehicle Maintenance	£1,000	£362	£1,000	£398	£602	£1,000	£1,500
4044	Equip/Furniture/Small Tools	£1,000	£267	£1,000	£104	£896	£1,000	£0
4046	Vehicle Fuel	£4,000	£2,728	£3,000	£1,490	£1,510	£3,000	£1,000

4047	Vehicle Licence/Insurance	£3,000	£2,380	£2,000	£2,237	-£237	£2,250	£700
4050	Consumables	£1,500	£496	£1,500	£758	£742	£1,700	£750
	Total Overhead Expenditure	£92,978	£83,269	£100,300	£34,224	£66,076	£94,973	£100,950
1080	Agency Income	£58,000	£58,192	£58,500	£59,355	£855	£58,500	£59,000
	Total Income	£58,000	£58,192	£58,500	£59,355	£855	£58,500	£59,000

Please note that there are proposals to utilise the £12,000 spend on sweeper hire in a more efficient long-term way.

Allotments:

This remains cost neutral with a very small surplus if all allotments are let. There are still issues with the long-term tenure of the land.

303	Allotments (s23 SH&AA 1908)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4001	Payroll Costs	£1,280	£1,035	£1,200	£685	£515	£1,128	£1,500
4012	Water Charges	£656	£656	£400	£285	£115	£650	£650
4013	Rent Payable	£1,855	£1,855	£1,856	£928	£928	£1,856	£1,900
4022	Postage	£102	£102	£100	£0	£100	£100	£0
4031	Other Advertising	£93	£0	£0	£0	£0	£0	£0
4037	Grounds Maintenance	£250	£375	£200	£0	£200	£200	£200
4044	Equipt/Furniture/Small Tools	£100	£38	£100	£2	£98	£0	£0
	Total Overhead Expenditure	£4,336	£4,061	£3,856	£1,900	£1,956	£3,934	£4,250
1010	Rent Received	£4,000	£4,155	£4,000	£4,010	£10	£4,100	£4,100
1015	Licence Fee	£500	£349	£500	£344	-£156	£350	£350
	Total Income	£4,500	£4,504	£4,500	£4,354	-£146	£4,450	£4,450

Amenities

This cost centre has been reviewed to simplify the budget and the accounts.

It should be noted that the £10,000 play equipment allocation could be utilised for alternative expenditure to help invest in grounds equipment.

304	Amenities General (Sch14 LGA19)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4012	Water Charges	£50	£217	£0	£0	£0	£0	£250
4013	Rent Payable	£795	£795	£796	£398	£398	£795	£795
4014	Electricity	£150	£628	£0	£0	£0	£0	£700
4017	Refuse/Waste Disposal	£500	£892	£1,000	£0	£1,000	£1,100	£1,500
4035	Vandalism	£1,000	£0	£1,000	£0	£1,000	£500	£1,000
4036	Property Maintenance	£500	£0	£2,000	£0	£2,000	£100	£500
4037	Grounds Maintenance	£2,940	£0	£2,940	£0	£2,940	£3,000	£2,500
4039	Play Equipment Maintenance	£10,000	£1,192	£5,000	£55,600	-£50,600	£60,000	£10,000
4040	Street Furniture	£5,000	£829	£3,000	£34,894	-£31,894	£3,000	£1,500
4048	Flower Beds - planting etc	£4,000	£3,388	£4,000	£3,391	£609	£4,000	£4,500
4049	Flower Baskets	£2,000	£1,937	£2,000	£2,000	£0	£2,000	£2,500
4054	Arboriculture	£5,000	£2,000	£5,000	£350	£4,650	£4,000	£5,000
4065	CCTV	£500	£0	£500	£1,130	-£630	£1,130	£500
	Total Overhead Expenditure	£32,435	£11,878	£27,236	£97,763	-£70,527	£79,625	£31,245
1010	Rent Received	£2,000	£263	£1,500	£0	-£1,500	£750	£765
1040	Sponsorship Income	£2,200	£0	£2,200	£0	-£2,200	£0	£2,250
1077	Grants Rec'd SSDC	£3,445	£0	£0	£0	£0	£0	£0
1089	Miscellaneous Income	£300	£250	£500	£1,250	£750	£250	£0
	Total Income	£7,945	£513	£4,200	£1,250	-£2,950	£1,000	£3,015

Income will be subject to Council reintroducing payment for hanging baskets. Football income has decreased as Chard Rangers is not operating at present. The flower bed costs cannot be reduced as CTC is in a 3 year contract with Mousehole Nurseries.

Jocelyn Park:

This element has now been deleted from the main budget and reallocated for simplification.

305	Jocelyn Park	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4012	Water Charges	£50	£217	£50	£197	-£147	£400	£0

4014	Electricity	£150	£628	£150	£628	-£478	£1,200	£0
4036	Property Maintenance	£500	£0	£2,000	£28	£1,972	£100	£0
4037	Grounds Maintenance	£2,940	£0	£2,940	£680	£2,260	£3,000	£0
4044	Equip/Furniture/Small Tools	£500	£0	£500	£0	£500	£500	£0
4985	Tfr to Sinking Fund - Jocelyn	£300	£0	£300	£0	£300	£0	£0
	Total Overhead Expenditure	£4,440	£845	£5,940	£1,533	£4,407	£5,200	£0
1010	Rent Received	£2,000	£263	£1,500	£300	-£1,200	£750	£0
1077	Grants Rec'd SSDC	£3,445	£0	£0	£0	£0	£0	£0
	Total Income	£5,445	£263	£1,500	£300	-£1,200	£750	£0

Amenities Central Costs:

Income is based around fair and circus income and SSDC continuing to share fuel.

An allocation to provide the Amenities Team with a mobile phone (cost is £18 per unit per month for 10 operatives) is an urgent requirement to increase efficiency, reduce potential Lone Worker issues and improve communication significantly. At present no operative has a means to be contacted and use of personal mobile phones is not acceptable.

308	Amenities Central Costs (Sch14)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4001	Payroll Costs	£95,563	£71,292	£98,600	£47,536	£51,064	£106,713	£101,000
4002	Temporary/Casual Staff	£850	£850	£0	£0	£0	£0	£0
4006	Protective Clothing	£2,769	£2,814	£900	£3	£897	£900	£2,250
4007	Health & Safety	£1,344	£1,422	£500	£113	£387	£500	£0
4008	Training/Courses	£1,056	£0	£2,000	£192	£1,808	£2,000	£3,000
4009	Travelling	£150	£0	£200	£0	£200	£100	£0
4011	Rates	£1,250	£1,210	£1,250	£1,210	£40	£1,210	£1,250
4012	Water Charges	£100	£31	£40	£19	£21	£40	£100
4014	Electricity	£2,484	£3,631	£1,500	£891	£609	£1,500	£3,500
4016	Janitorial	£100	£44	£200	£28	£172	£150	£100
4017	Refuse/Waste Disposal	£500	£892	£1,000	£1,257	-£257	£1,100	£0
4020	Miscellaneous Expenses	£100	£32	£100	£50	£50	£50	£0

4021	Telephone & Fax	£100	£0	£50	£10	£40	£50	£2,160
4035	Vandalism	£1,000	£0	£1,000	£0	£1,000	£500	£1,000
4036	Property Maintenance	£1,631	£849	£2,000	£1,860	£140	£2,000	£1,500
4042	Equipment Maintenance	£137	£227	£2,500	£2,107	£393	£2,500	£2,500
4043	Vehicle Maintenance	£3,000	£2,370	£2,500	£2,209	£291	£3,000	£4,000
4044	Equip/Furniture/Small Tools	£550	£35	£1,000	£988	£12	£1,000	£0
4045	Vehicle / Equipment	£950	£1,388	£1,000	£14	£986	£500	£0
4046	Vehicle Fuel	£2,500	£1,329	£1,500	£1,363	£137	£2,000	£2,500
4047	Vehicle Licence/Insurance	£2,500	£1,801	£1,800	£2,624	-£824	£2,700	£2,000
4050	Consumables	£379	£377	£200	£3	£197	£3	£0
	Total Overhead Expenditure	£119,013	£90,594	£119,840	£62,477	£57,363	£128,516	£126,860
1010	Rent Received	£2,300	£1,065	£2,000	£2,764	£764	£2,378	£2,160
1046	Recharge for vehicle fuel	£400	£409	£400	£474	£74	£474	£400
	Total Income	£2,700	£1,474	£2,400	£3,238	£838	£2,852	£2,560

Markets

It is hoped that market income will increase but at present the projections are based on current take up.

401	Markets (Food Act 1984 s50)	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
4011	Rates	£700	£699	£700	£178	£522	£700	£750
4044	Equip/Furniture/Small Tools	£0	£5,158	£0	£518	-£518	£0	£0
	Total Overhead Expenditure	£700	£5,857	£700	£696	£4	£700	£750
1012	Markets	£2,000	£582	£2,000	£1,544	-£456	£2,000	£2,800
1077	Grant	£0	£5,660	£0	£0	£0	£0	£0
	Total Income	£2,000	£6,242	£2,000	£1,544	-£456	£2,000	£2,800

Initial Totals

Initial totals for the entire budget, including administration, civic and grants are outlined below:

	Budget 2020/2021	Actual 2020/2021	Budget 2021/2022	Actual to date	Balance	Projected	Budget 2022/2023
Total Budget Expenditure :	£804,886	£700,305	£796,382	£569,487	£226,895	£899,780	£814,898
Total Budget Income:	£805,183	£753,306	£790,942	£859,606	£68,664	£873,326	£148,225
Balance	-£297	-£53,001	£5,440	-£290,119	£158,231	£26,454	£666,673

As indicated, with a 3.5% increase a precept of £684,199 could be raised. This leaves an initial surplus of £17,526.

Depot:

Council needs to consider providing a bespoke depot for the Amenities Team. Initial costs for running only of the depot are outlined below:

New Depot		2020/2021	2020/2021	2021/2022	to date	Balance	Projected	2022/2023
4011	Rates	£0	£0	£0	£0	£0	£0	£3,000
4012	Water Charges	£100	£31	£40	£19	£21	£40	£300
4014	Electricity	£0	£0	£0	£0	£0	£0	£1,500
4036	Property Maintenance	£0	£0	£0	£0	£0	£0	£1,500
4044	Equipt/Furniture/Small Tools	£0	£0	£0	£0	£0	£0	£0
	Total Overhead Expenditure	£100	£31	£40	£19	£21	£40	£6,300

This would reduce the surplus from £17,526 to £11,226. Possible additional redeployment of funds could be considered from the following two areas:

	Possible reductions	
302/4041	Equipment Hire	£12,000
304/4039	Play Equipment Maintenance	£10,000
		£22,000

This would create a working surplus of £33,226 which could be used for a number of investments. It should be noted that investment in any current property would need to be funded from Ear Marked Reserves (EMR)

Additional Expenditure:

Outlined below are the main investment items identified to date:

New Equipment		2022/2023
4044	Johnson Road Sweeper	£70,000
4044	Transit Van	£25,000
4044	Kubota F391	£22,000
4044	6 x battery powered Stihl Hedge Cutters	£4,000
4044	2 Stihl FS91 Strimmers	£720
4044	1 Stihl BG86C hand blower	£220
4044	1 Honda HRH536 Heavy duty rotary mower	£1,300
4044	1 Honda HRNVY smaller rotary mower	£625
4044	2 Pressure washers	£1,000
4044	2 Hedge cutting step ladders	£1,100
4044	1 heavy duty combi ladder for Guildhall	£380
4044	2 Fibreglass 4 tread electrical safe step ladders	£350
4044	Hand held equipment	£500
	Total Overhead Expenditure	£127,195

New Equipment		2022/2023
4044	New Laptops	£2,720
4044	Cllr Laptop/tablets	£6,000
4044	Furniture	£1,000
	Total Overhead Expenditure	£9,720

Additional		2022/2023
	Youth Council	£1,000
	Flood Group Funding	£1,000
	Total Overhead Expenditure	£2,000

Amenities & Events Committee

Date: 7th December 2021

Title: Telecom Report

Purpose of the Report: To provide Members with background information regarding the requirement to provide the Amenities Team with communication devices

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the contents of the report are noted;
- 1.2 That the recommendations contained in Section 2.5 be considered and a decision made.

2. BACKGROUND

- 2.1 Following the removal of the telephone line at the Cemetery some years ago communication between the Office and the Amenities Team has been achieved on an ad-hoc basis by either face to face meetings or using private mobile telephones.
- 2.2 For many reasons it is not good practice or a reasonable requirement to expect employees to use and provide personal devices or equipment.
- 2.3 Now that the Amenities Team is once again almost back to full strength a request is being submitted to the Amenities & Events Committee to consider providing each Member of the Team with a mobile telephone. The advantages of doing so include:
 - Improvement of communications;
 - Increased efficiency;
 - Lone Worker issues;
 - Ability to address emergencies and priorities quickly and efficiently;
 - Health & Safety;
 - Data protection.
- 2.4 A number of options have been reviewed and the following table indicates the costs per annum for the provision of mobile telephones and the capacity of each option:

Provider	Cost	Units	Total	Per Annum	Contract
A	£18.00	10	£180.00	£2,160.00	2 years
B	£17.00	10	£170.00	£2,040.00	3 years
B+	£21.00	10	£210.00	£2,520.00	3 years

	Handsets	Units	Total	SIMs	Total
C	£189.00	10	£1,890.00	£130.00	£1,560.00
C+	£220.00	10	£2,200.00	£130.00	£1,560.00

Provider	Calls	Data	Network	Model
A	Unlimited calls, texts and photo messages	12GB	Vodafone	Samsung A22
B	Unlimited calls and texts	6GB	EE	Samsung Galaxy A12
B+	Unlimited calls and texts	60GB	EE	Samsung Galaxy A12
C		10GB	Vodafone	Samsung Galaxy A22
C+		10GB	Vodafone	Samsung Galaxy A32

2.5 Based on the above quotations received it is recommended that Committee consider recommending Provider A to provide ten mobile phone handsets on a two year contract for the following reasons:

- The contract is for 2 years and will allow renegotiation prior to the end of the contract;
- The data provision is 12GB rather than 6GB and provides a level of flexibility;
- The quotation included free picture messages, an important factor when reporting defects.

Amenities & Events Committee

Date: 7th December 2021

Title: Cemetery Report

Purpose of the Report: To provide Members with background information regarding the recent testing in the Cemetery and the outcome/recommendations from those tests undertaken.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the contents of the report are noted;
- 1.2 That the recommendations outlined in Section 4 be considered and a decision made.

2. BACKGROUND

- 2.1 A Tier 2 Groundwater Risk Assessment on the three potential extension areas to Chard Town Cemetery was commissioned in March 2021 and carried out by R M Cameron Environmental Services Ltd.
- 2.2 The Assessment has now been completed and a final report submitted. The recommendations of that report are contained in the report below.
- 2.3 The Amenities & Events Committee now needs to consider the recommendations and agree a way forward.

3. THE REPORT

- 3.1 The following is the conclusion of the report related to all three areas that have been tested.

Area 1 (Land to the rear of 2 Crimchard)

This is the triangular section of land to the east of gardens off Combe Street residential terrace and is considered by the Town Council as potentially containing a capacity for 100 new grave plots. Based upon current projections, this Area would be filled within a period of between 6 to 9 years.

Ground conditions encountered comprised: Made Ground to depths of between 0.40-1.20m below ground level (bgl). Underlying Natural Ground was found to comprise; Silt, Clay or Gravel. Sand (potentially weathered Greensand stratum), was then encountered in all three boreholes (WS5, WS6 and WS7) at depths ranging between; 1.60m and 3.10m bgl, and to a depth in excess of 4.00m bgl.

The depth to the water table was found to range between 1.89m bgl and 3.43m bgl, with a mean recorded depth over the monitoring period of approximately 2.80m bgl.

Based upon these findings over the monitoring period, ***it is considered that there is potentially sufficient thickness of unsaturated zone between the typical depth of interment and recorded groundwater levels within this Area, for this Area to be utilised for burial purposes.***

The results of analyses of samples of groundwater recovered from this Area (WS5 and WS7) appear to show, with the exception of ammoniacal nitrogen, there is no evidence of significant impact on the quality by the determinants tested for. ***However, it is considered unlikely that this Area would be affected by groundwater flow from the existing Cemetery, being essentially located up-gradient.***

The P20 Remedial Target Methodology Worksheet (RTMW) Groundwater Modelling findings suggest that ammoniacal nitrogen concentrations derived from the proposed use of this Area could potentially impact on the quality of the stream to the north east. ***However, currently, based upon the limited monitoring carried out to date, there appears to be little evidence of impact, from the existing Cemetery, partly because it is considered that there may not be a significant hydrogeological linkage between the current Cemetery site (and potentially Area 1) and this stream, and, in addition, processes of attenuation and dilution may also prove to be more effective than calculated in the modelling, in mitigating off-site impacts.***

Area 2 (Cemetery Yard Area)

This is a rectangular section of land to the north of the existing Cemetery and used in part as a yard for storage and amenity purposes and also comprises an area of access track and woodland/scrub and is considered by the Town Council as potentially containing a capacity for 150 new grave plots. Based upon current projections, this Area would be filled within a period of between 9 to 13 years.

Ground conditions encountered comprised: Made Ground to depths of between 0.40-1.00m bgl, underlain by natural Silt and Sand, with Sand generally being encountered in all three (No.) boreholes at depths ranging from between; 0.80m and 1.50m bgl, to depths in excess of 3.00- 4.00m bgl.

There was no evidence of significant contamination of Made Ground or underlying Natural Ground. ***However, the significant thickness of Sand encountered in Area 2 boreholes indicated that this would be unlikely to suitably supportive material for grave excavation, without significant shoring of the sides being provided.***

The depth to the water table was found to range between 0.68m bgl and 2.54m bgl, with a mean recorded depth over the monitoring period of approximately 1.66m bgl.

Based upon these recorded groundwater depths, it is considered that there is unlikely to be sufficient unsaturated zone between the depth of interment and groundwater levels within this Area, with if utilised, interments potentially take place within standing groundwater.

Given the groundwater conditions encountered, and with Sand generally being encountered in all three (No.) boreholes at depths ranging from between; 0.80m and 1.50m bgl, then this is ***also considered unlikely to provide suitably supportive material for grave excavation, without significant shoring of the side being required.***

Area 3 – Land behind the current Tea Room

This is the square section of land accessed off Zembard Lane currently used in part for siting of a Cemetery store and welfare building and is considered by the Town Council as potentially containing a capacity for 30 new grave plots. Based upon current projections, this Area would be filled within a period of between 2 to 3 years.

Ground conditions encountered comprised: Made Ground to a depth of 0.90m and comprised limestone ballast/gravel over relict topsoil. Underlying Natural Ground was found to comprise: Clay to a depth of 2.70m below ground level. Coarse Gravel, comprising weathered cherts and flints was the encountered to a depth in excess of 3.40m below ground level. There was little visual or olfactory evidence of the presence of contaminated soils within this Area.

The depth to the water table was found to range between 1.78m bgl and 3.27m bgl, with a mean recorded depth over the monitoring period of approximately 2.77m bgl.

Based upon these findings over the monitoring period, ***it is considered that there is potentially sufficient thickness of unsaturated zone between the typical depth of interment and recorded groundwater levels within this Area, for this Area to be utilised for burial purposes.***

The results of analyses of a sample of groundwater recovered from this Area (borehole WS1), ***appeared to show, with the exception of ammoniacal nitrogen, no evidence of significant impact on the quality by the determinants tested for.***

As with Area 1 The P20 Remedial Target Methodology Worksheet (RTMW) Groundwater Modelling findings suggest that ammoniacal nitrogen concentrations derived from the proposed use of this Area could potentially impact on the quality of the stream to the north. ***However, currently, based upon the limited monitoring carried out to date, there appears to be little evidence of impact, from the existing Cemetery,*** partly because it is considered that there may not be a significant hydrogeological linkage between the current Cemetery site (and potentially Area 3) and this stream, and, in addition, processes of attenuation and dilution may also prove to be more effective than calculated in the modelling, in mitigating off-site impacts.

4. RECOMMENDATIONS

- 4.1 Subject to Environment Agency approval and other necessary consents and Planning Permission, it is recommended that use of Area 1 be progressed, as this will provide a period of 6-9 years of usage beyond the 18 month remaining capacity of the existing Cemetery ground. This will allow for further time to be made available for the search of additional suitable ground, elsewhere, which will provide assurances for the Town Council of greater longer term capacity.
- 4.2 It is considered that Area 3 could also be potentially utilised for burials, although it is considered likely that underground services will be present associated with existing welfare building. These will need to be removed or avoided. Removal of building foundations and services (as appropriate) are also likely to cause disturbance and subsequent instability of some areas of ground on this Area, potentially making excavation of suitable graves in to this Area problematic in terms of ground stability.
- 4.3 Given the relatively short duration of monitoring undertaken of existing local groundwater and surface water quality, it is recommended that should extension into Area 1 be approved, then ongoing monitoring of local groundwater and surface water should be undertaken, as recommended in EA Guidance; Cemeteries and burials: groundwater risk assessments - How to carry out a groundwater risk assessment for human or animal burials. www.gov.uk/guidance/cemeteries-and-burials-groundwater-risk-assessments#monitoring-groundwater In line with the above-noted Guidance, this monitoring is likely to be necessary over a period of 3 years after the first burial in the new extension Area(s).

Amenities & Events Committee

Date: 7th December 2021

Title: Cemetery & Allotment Charges Report

Purpose of the Report: To provide Members with initial proposals to increase both allotment rates and burial charges.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the contents of the report are noted;
- 1.2 That the recommendations outlined in Section 3 be considered and a decision made.

2. BACKGROUND

- 2.1 Council should review all its charges on an annual basis. For the 2022/23 budget it is recommended that only the Fairs, Circuses, Cemetery and Allotment charges be reviewed as the Covid restrictions are still creating challenges for potential Guildhall users and local football teams.
- 2.2 Some cemetery charges are subject to VAT. All allotment rents are exempt. It should be noted that if an increase in allotment rents is agreed notice of one year is required, so the new charges will be implemented as soon as practicable but within the legal requirements.

3. PROPOSED INCREASES

- 3.1 The following increases are suggested for the Cemetery:

CEMETERY CHARGES		Gross	Net	Gross	Net
		01/04/2021		01/04/2022	
EXCLUSIVE RIGHT OF BURIAL	Grave plot	£278.00	n/a	£295.00	n/a
	Ashes plot	£195.00		£200.00	
	5-year extension	£28.00		£35.00	
	Change of ownership	£50.00		£75.00	
INTERMENT -GRAVE (double for Non-Chard Resident)	Over 16 years of age	£555.00		£600.00	
	Up to 16 years of age	£195.00		£100.00	
	Under 1 month	Free		Free	
INTERMENT -ASHES (double for Non-Chard Resident)	Over 16 years of age	£195.00		£200.00	
	Up to 16 years of age	£111.00		£50.00	
	Under 1 month	Free		Free	

SCATTERING OF ASHES (double for Non-Chard Resident)	Scattering of ashes	£59.00		N/A	
MEMORIALS	Flat stone	£146.00	£121.67	£150.00	£125.00
	Walled grave	£292.00	£243.33	£300.00	£250.00
	Headstone	£146.00	£121.67	£150.00	£125.00
	A kerb set	£292.00	£243.33	£300.00	£250.00
	Tablet	£146.00	£121.67	£150.00	£125.00
	Footstone	£146.00	£121.67	£150.00	£125.00
	Memorial in children's section	£146.00	£121.67	£150.00	£125.00
	Additional inscription	£49.00	£40.83	£60.00	£50.00
	Remove/replace memorial	£59.00	£49.17	£60.00	£50.00
	Chapel Hire	£34.00	n/a	£35.00	n/a
	Remembrance book inscription	£49.00	£40.83	£50.00	£41.67

3.2 Proposed Allotment plot increases are outlined below:

Allotments	Current	Proposed
Full Plot	£24.60	£26.00
Half Plot	£13.30	£15.00

Plots	Number	Income
Full Plot	164	£4,264.00
Half Plot	17	£255.00
Total Future Income		£4,519.00

3.3 Fairs, circuses and football pitch charges are below:

FAIR/Circus	Current	01/04/2021	01/04/2022
Fair	Fair: May	£595.00	£600.00
	Fair: October	£954.00	£960.00
Circus	Circus – July	£595.00	£600.00

Per use	Rental of Jocelyn Park pitches and changing facilities	£45.00	£45.00
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3.4 A reminder of current Guildhall prices are outlined below:

Guildhall	Times	Per hour	Ex VAT
Auditorium including café area	Mon-Fri 8am - 7pm	£20.00	£16.67
	After 7pm	£25.00	£20.83

	Sat/Sun	£25.00	£20.83
Kitchen	Basic refreshments	£6.00	£5.00
	Catering cooking/heating	£39.00	£32.50
Town Hall	Mon-Fri 8am - 7pm	£10.00	£8.33
	After 7pm	£12.00	£10.00
	Sat/Sun	£12.00	£10.00
Mayor's Parlour	Mon-Fri 8am - 7pm	£8.00	£6.67
	After 7pm	£10.00	£8.33
	Sat/Sun	£10.00	£8.33
Bondfield Room		£8.00	£6.67