



# CHARD TOWN COUNCIL

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

01460 239567 [www.chard.gov.uk](http://www.chard.gov.uk)

Mayor: Cllr Jenny Kenton Operations Manager & Acting Proper Officer  
Adrian Turner

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

## AMENITIES & EVENTS COMMITTEE

Date of Publication: Wednesday 10<sup>th</sup> May 2023

**TO: All Members of the Amenities & Events Committee**

Cllr Bates, Cllr Bulmer, Cllr Crook, Cllr Richter, Cllr Watson (Chair) and Cllr Williams

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Amenities & Events Committee to be held on Monday 15<sup>th</sup> May 2023, commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

Adrian Turner  
Operations Manager & Acting Proper Officer

#### **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.

#### **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.

**2023/17 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.

**2023/18 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.

**2023/19 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 relevant matters on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

**2023/20 COMMITTEE MEETING MINUTES**

To confirm and sign the minutes of the Amenities & Events Committee meeting held on March 21<sup>st</sup> 2023.

**2023/21 MANAGER REPORTS**

- (a) **Operations** – To receive the Operation Manager's Report (attached) and to consider any recommendations contained within that report.
- (b) **Events** – To receive the Event Officer's Report (attached) there are no recommendations to consider.

**2023/22 DATE OF NEXT MEETING**

The next meeting of the Amenities & Events Committee will be held on Monday 10<sup>th</sup> June 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 19.00 pm.



# CHARD TOWN COUNCIL

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

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Mayor: Cllr Mrs. J Kenton Acting Proper Officer: Adrian Turner

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

## AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Monday 21<sup>st</sup> March 2023 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr Bates, Cllr Bulmer, Cllr Eggins, Cllr Hawkes, Cllr J Kenton, Cllr Richter

**ALSO PRESENT:** Tim Bickman, Events Officer, Adrian Turner, Acting Proper Officer and Operations Officer

### Public Participation Time

members of the public were present.

### 2023/11 APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Baker (Holiday), Cllr Crook (Personal), Cllr Grief-Page (Personal), Cllr Watson (Personal)

Proposed Cllr Eggins  
Unanimous

Seconded Cllr Bates

**RESOLVED** That Cllr Bulmer will chair the meeting in the absence of the elected chair (Cllr Baker)

### 2023/12 DECLARATIONS OF INTEREST

There were no declarations of interest

### 2023/13 COMMITTEE MEETING MINUTES

Proposed Cllr Bates  
For: 4

Seconded Cllr Eggins  
Abstain: 2

**2023/14      MANAGER REPORTS**

- (a)      **Operations** – Committee noted the Operations report & the recommendation therein.

Cllr Eggins declared an interest in the Tatworth & Forton Land

Proposed Cllr J Kenton  
For: 4

Seconded Cllr Bates  
Abstain 1

**RESOLVED** to put all existing work on hold and proceed with the proposal's numbers 2, 4 and 6 on page 17 of the report and that the fees for these works are charged to Earmark Reserves which currently stand at £159.5k

- (b)      **Events** – Committee noted the Events Officer report

Council noted the Events Officer report, commented on the excellent progress with all the projects and thanked the Events Officer for all the his work.

**2023/15      RESILIENCE PLANNING**

Committee received the verbal update form Proper Officer Adrian Turner

**2023/16      DATE OF NEXT MEETING**

Committee noted that the next meeting of the Amenities & Events Committee would be held on Monday 15<sup>th</sup> May 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 19.00 pm.

There being no other business the Chair thanked all for attending and closed the meeting at 19.20

## Amenities & Events Committee

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**Date:** 15<sup>th</sup> May 2023

**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

### 1.0 RECOMMENDATION

1.1 That the contents of the report are noted;

1.2 That the recommendations contained in Section 2 be considered and a decision made.

2.0 We are continuing with the cemetery extension project, CDS have surveyed the land and are making progress following on from the last committee. We have been asked to provide a valuation for the land adjacent to the car park and therefore we have contacted the District Valuer to provide this valuation, unfortunately there is a cost to this of £1,500 plus VAT but to make progress with the project we need this work carrying out.

I therefore recommend we pay this amount from the EMR budget

2.1 Following on from a previous decision made by The Council in March 2022 regarding the lease for Clare House as follows:

**RESOLVED** to allow the present lease to continue as a statutory period tenancy on the existing terms. This continuation would commence following the expiry of the lease on 7<sup>th</sup> July 2022.

I recommend that a task and finish group is set up to make progress on this matter, to look at options to renegotiate this lease.

2.2 Bishops Court Retirement Home.

Since Abri have taken over Yarlington, The Council haven't received any rent for the land they leased when Bishops Court was built. We have written to Abri requesting that they pay the rent and also taken this to the small claims court which judged in our favour and awarded us £700, unfortunately Abri have ignored the judgement.

I recommend that we return The Council's land within Bishops Court to Jocelyn Park as per the lease agreement, section 27

3. Chard United has starting digging the foundations for the new changing rooms at Jocelyn Park, I am in discussions with the builders regarding access to the park as we have the circus on site in July.
4. Wicksteed have completed the installation of the new equipment at Upper Henson Park, we are having an opening ceremony on 18<sup>th</sup> May at 1100am All are welcome to attend.

## Amenities & Events Committee

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**Date:** 10<sup>th</sup> May 2023

**Title:** Events Officer's Report

**Purpose of the Report:** To provide Members with an update on events planned within the Guildhall and other related projects

**Contact Officer:** Tim Bickham ([tim.bickham@chard.gov.uk](mailto:tim.bickham@chard.gov.uk))

### 1.0 RECOMMENDATIONS

- 1.1 That the contents of the report are noted.
- 1.2 To consider, the recommendation in 3.2 and 10.0.

### 2.0 Culturally Chard

The Culturally Chard consortium continue to meet on a monthly basis. Some recent updates from the consortium include:

- Majority of consortiums time dedicated to preparing for Spring Festival and promotional plans.
- Volunteers were required to be sourced for the festival period.
- Consortium partner surveys need to be submitted in line with pre-set agreement
- Museum promoting their walks – Lace Riot, Blue Plaque and a combination of them both
- Chard Cast episode 6 has been made available and episode 7 is being planned and prepared
- Storyboards completed for the Banners of Chard
- Footfall data a real positive up from 70k last month to 112k average 'dwell' 228 minutes.

### 2.1 Spring Festival

The festival, was held over 27-29 April and was largely a success.

The music night, despite seeing low ticket sales was enjoyed by those that attended and it was great to have performances from Holyrood Academy who were involved in multiple elements of the festival.

Friday, which was delivered by Somerset Artworks was well received by attendees who came in to discover more about the Water Histories project with artist Anna Crystal Stephens. Later in the day Ernie's Journey put on a great show and workshop aimed at primary aged children and the Creative Supper event completed the day, engaging with the Portuguese community and bringing people together with food and music.

Saturday's Celebration of Dance event was a great spectacle and really showcased the talent of local groups and gave them some exposure to recruit members. There were 500+ attendees at the event across the day. The final piece of the festival saw a comedy night, which was enjoyed by the 64 attendees after a final push of tickets. We had a new MC stand in for this who interacted very well with the audience and the line-up was very strong.

Audience feedback was gathered across all the event and being sent to the evaluator.

### 3.0 Guildhall Bookings

Supplementary to existing regular hirers, the Guildhall has secured income from the following since date of last meeting.

<b>Booking name</b>	<b>Date</b>
Somerset Jobs Fair	22/03/2023
Chard East Congregation of Jehovah's Witnesses	04/04/2023
7th Day Adventist Church – moved to Auditorium and extended booking time	08/04/2023
Birthday party function	08/04/2023
Blackdown Acapella – additional rehearsal booking	15/04/2023
Public meeting	20/04/2023
Mediumship evening	21/04/2023
Chard District Modeller Club	22/04/2023 & 23/04/2023

### 3.1 Guildhall Virtual Tour

A virtual tour of the Guildhall was recently captured and will be added to the Guildhall website once made available.

### 3.2 Comedy nights

Due to the improving trends in attendance of the comedy nights and in order to fully assess the viability of making these a regular occurrence it is recommended that council consider putting on two further events, provisionally put aside on 17<sup>th</sup> June and 23<sup>rd</sup> September. The cost of putting on each event will be £1,000, plus advertising fees, which on average is £250.

### 4.0 Community Plan

After an extended period, the Community Plan survey has closed and results received back from Somerset Smart Communities, which will help inform the report. There are 2 planned engagement events on 9<sup>th</sup> and 10<sup>th</sup> June for public to see the results and draft action plan to keep the project on track.

### 5.0 Electronic Payments for Guildhall



2 further providers are to be looked at to compare to the quote and proposal previously provided to committee. These offerings will come from Stripe and Sum Up once received.

#### 6.0 King's Coronation

A live broadcast of the King's Coronation was screened in the Town Hall, which was open to all to attend and free refreshments were included. There was also a "crown making" element for attending children to participate in. Local artist, Vera Courinha Marques, had produced kits to be given to children, which was gratefully received by those attending. The original plan was to involve schools and community groups in the crown making competition, but we were unable to receive sufficient uptake. There was also a window dressing competition between local shops and businesses, judged by the Town Crier. First place went to Age UK, second to Bygones of Chard and third to British Heart Foundation.

#### 7.0 Upper Henson Play Area

The upgrades to Upper Henson Park are now complete and we plan to hold an opening event with those involved in the consultation, which is currently set to be 18<sup>th</sup> May.

#### 8.0 St. George's Day

The St. George's Day Dragon Parade was a great success with attendance from a wide variety of local Chard groups, including 1st Chard Scouts, Girlguiding, Chard Football Club, Chard Watch Group, Chard Rotary Club, Ferne Animal Sanctuary, Chard Young People's Centre and others. It was an honour to have the presence of the High Sheriff of Somerset and Deputy Lord Lieutenant. The service at St. Mary's Church, which received involvement from Blackdown Acapella and Chard Concert Brass was a great success, with the church being near capacity and in the region of fifty people attended the Mayor's tea afterwards in the Town Hall.

#### 9.0 Town Criers Competition

This is to take place Saturday 24<sup>th</sup> June. There are currently 16 Town Criers and their consorts attending the competition. There will be a procession up from the Guildhall to the Town Criers spot, which will be on the steps outside of Sainsbury's, after consulting with the Store Manager that this would be appropriate. The expected timings are: 9:30am meetup, 10:00am names are drawn out, 10:45am the first crier is up. The lunches will be had in the Town Hall at approximately 2:00pm, a local caterer has been sourced for this, as well as equipment and other resources required.

#### 10.0 Eat Festivals

Eat Festivals run one-day locally focused food and drink festivals - and specialise in town centre events.

They want micro and small food and drink producers to grow and thrive. But have two other customers: the residents of the towns where they work, who want to have a great day, with no tickets or charge - discovering their town

centre all over again. And the native businesses have a fresh footfall brought to their thresholds.

Eat Festivals are experts in one day food and drink festivals, working with producers from within 30 miles of the host towns. They bring entertainers, music and exceptional levels of organisation. They offer a turnkey solution - managing all the consultation, licensing, road closure, operational details and marketing. This all combines to deliver a busy, vibrant event that gives the community an opportunity to commune in their town centre.

They have grown organically over the past 10 years and now work in 18 towns, delivering 28 festivals this year, attracting between 5 and 20,000 people per event.

They usually have between 50 and 125 producers - matching the scale of the event to the host town.

Fees start at £2000 per event, the variables include the complexity of road closure required, stewarding numbers, entertainment combinations and number of stalls that can safely be accommodated.

It is recommended further information is obtained, including references, so council are able to make an informed decision of the inclusion of a food festival, with a view of putting on an event in 2024.