



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

All Council Meetings are open to the Public and Press

Tuesday 11th August 2020

TO: All Members of Chard Town Council

Dear Councillor,

You are summoned to a virtual Full Council meeting via the Zoom meeting software of Chard Town Council, on **Monday 17th August 2020 at 7pm.**

The meeting will consider the items set out below.

PUBLIC PARTICIPATION.

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

Covid19 Pandemic – Whilst these are difficult times, the Town Council still values the public's contribution to our virtual consultative meetings. Any members of the public wishing to address the virtual consultative meeting during Public Question Time need to email the Town Clerk townclerk@chard.gov.uk by 4.30pm on Friday 14th August 2020. An email link will then be sent to you to on the 17th August 2020. When you have registered the Chairman will invite you to speak during the public session.

Virtual meeting etiquette:

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

Paul Russell

Paul Russell, Locum Clerk

7.00pm Chaplain's 'Thought for the Day'

Public Participation Time

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

Reports from County and District Councillors

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

Police Report

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

AGENDA

2020/162

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

2020/163

Mayor's Announcements.

2020/164

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

2020/165

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

2020/166

Council Meeting Minutes – To confirm and sign the minutes of the Full Town Council meeting held on the 20th July 2020 (attached) [LGA 1972 Sch 12 Para41 \(1\)](#)

2020/167

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

2020/168

Finance – Budget Analysis Report 2019/20 – To review the income and expenditure/balance sheet for the year to date (report attached) ([Account & Audit Regulations 2011](#))

2020/169

Finance – Budget Virements - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation. Report attached.

2020/170

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

2020/171

Finance - Accounts for Payment – to review and note items of expenditure ([LGA1972 s150 \(5\)](#)) ([report attached](#)) – Cheque signatories to be agreed.

2020/172

Finance – Financial Risk Assessment – To consider and adopt the draft Financial Risk Assessment for 2020 that is attached.

2020/173

Finance - Adoption of Accounts for the Year ended 31st March 2020, to approve the signing of the Annual Governance Statement (section one) ([Accounts & Audit Regulations 2011](#)) (copy attached)

2020/174

Finance - Adoption of Accounts for the Year ended 31st March 2020, to approve the signing of the Accounting Statement (section two) ([Accounts & Audit Regulations 2011](#)) (copy attached)

2020/175

Community Liaison Officer Boden Centre Report – To consider the attached report.

2020/176

Community Liaison Officer Report – August 2020 – To consider the attached report.

2020/177

Short Term Action Plan Report – To consider the attached report.

2020/178

Western Power Grant – To consider ring-fencing the remaining unspent budget (approximately £5,000) for the period that Covid-19 remains an issue.

2020/179

Planning – To consider the attached report regarding the way Council considers planning applications in the future.

2020/180

Planning Application, Balcony, Guild Hall – To consider withdrawing this application following comments received from English Heritage.

2020/181

Amenities Report – To receive and note the attached report drawn up by the Amenities Team outlining some of the work undertaken over the last few months.

2020/182

The Carnival Fair – To consider granting permission for the Fair to use Stringfellows Park from 5th to 10th October 2020.

2020/183

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/165 above refers)

(a) Staff in Confidence

To receive an update on staffing matters from the Locum Clerk.

(b) Confidential Priority Plan Report

To consider setting and agreeing project priorities.



Chard Town Council

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

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Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council held
remotely via zoom technology on Monday 20th July 2020**

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

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb - RFO/Deputy Clerk and Liz Johnson-Idan – Community Liaison Officer.

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

The meeting started at 7.00 pm

7.00pm Chaplain's 'Thought for the Day'

Public Participation Time

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

Cllr Mrs Kenton spoke and wished to thank the Chard Covid-19 Support group volunteers for all of their help over the last 4 months. They have provided great support to many in the community, especially to those who have been shielding.

AGENDA

2020/137.

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

Cllr Mrs Morrison – Family Commitment

Cllr Mrs Young – work commitment

Proposed: Cllr Baker Seconded: Cllr Carnell
Unanimous

RESOLVED: To accept the apologies and approve the reasons given.

2020/138.

Mayor's Announcements

The Mayor wished to thank all of the Chard Covid-19 support group volunteers, who have provided such great help and support to many people in the community.

The play areas have re-opened and its great that children can re-use those facilities again.

2020/139.

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

Cllrs Mrs Kenton – Town Team

Cllr Shortland - Town Team

Cllr Baker – Town Team and Chard Covid-19 Support Group

Cllr Mrs Wootton – Chard Covid-19 Support Group

2020/140.

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

Proposed: Cllr Bulmer Seconded: Cllr Carnell
Unanimous

RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2020/161 (Staff in Confidence) is discussed.

Due to the large agenda and importance of agenda item #2020/161, Cllr Carnell proposed that this item is brought forward and discussed next.

Proposed: Cllr Carnell Seconded: Cllr Mrs Bates.
Unanimous

RESOLVED – That agenda item #2020/161 is brought forward and discussed as the next agenda item.

2020/161

Staff in Confidence –

Update following the Full Council meeting held on the 13th July 2020 (#2020/136) in regard to the Town Clerk's departure and to agree the way forward.

Proposed: Cllr Bulmer Seconded: Cllr Mrs Bates
11 For 1 Against.

RESOLVED – That Paul Russell is offered the Locum Clerk post.

2020/141

Council Meeting – minutes – To confirm and sign the minutes of the Extraordinary Full Town Council meeting held on the 13th July 2020 ([attached](#)) [LGA 1972 SCH 12 PARA41 \(1\)](#)

Proposed: Cllr Mrs Kenton Seconded: Cllr Shortland
Unanimous

RESOLVED – that the minutes of the Extraordinary Full Town Council meeting held on the 13th July 2020 be adopted.

The Chairman signed the minutes

2020/142

Town Clerk's Report – to receive and note the verbal update from the Town Clerk.

The Clerk referred to the ongoing closure of Holyrood Street and as mentioned previously would welcome any additional comments about the closure. Those would then be forwarded to SSDC who are continuing to monitor the project.

2020/143

Town Clerk – Delegated Decisions.

The Town Clerk will give details of any matters dealt with under delegated powers since the last Full Council meeting

The Clerk referred to a letter received from Jason Hawkes, Chair, Chard Covid-19 Support Group in respect of the use of the remaining money awarded by the Town Council to the group. In addition, in regard to the successful grant application to Western Power Distribution to support communities in regard to the Covid-19 pandemic. £5,000 was awarded.

The RFO advised that £4,000 out of the £10,000 from the Town Council was still available for the group.

The Clerk advised that a report should be brought to Full Council to discuss and agree the use of the £5,000 Western Power Distribution grant.

Report Noted

2020/144 Reports from Representatives of Outside Bodies – Please notify the Town Clerk in advance of the meeting if you will be making a report

None

2020/145

Policy and Governance – to review and approve the following:

- A) Standing Orders
- B) Financial Regulations
- C) Scheme of Delegation
- D) Full Council Terms of Reference
- E) Planning and Highway Committee Terms of Reference
- F) Personnel Committee Terms of Reference
- G) Property Committee Terms of Reference
- H) Services Committee Terms of Reference

Cllr Mrs Whittaker-Mather wanted her objection in regard to the short timescale from receiving the documentation in regard to the above, to the time of the meeting, to be noted.

The Chair advised that Standing Orders and the Financial Regulations would be considered separately. However, as the different Terms of Reference have now been incorporated into the Scheme of Delegation as one document, those would be considered together.

2020/145 A) Standing Orders

Proposed: Cllr Mrs Kenton Seconded: Cllr Bulmer
Unanimous

RESOLVED – To approve and adopt the updated Standing Orders.

2020/145 B) Financial Regulations

Members discussed the maximum level of spend per agenda item in regard to the Services and Property Committees. This would be £20,000 per agenda item for the Services Committee and £30,000 per agenda item for the Property Committee.

Proposed: Cllr Mrs Whittaker-Mather Seconded: Cllr Bulmer
7 For and 5 Abstentions.

RESOLVED: To approve and adopt the updated Financial Regulations, to include the agreed spending limits for each agenda item for the Property (£30,000) and Services (£20,000) Committees respectively.

8.30pm - Cllr Mrs Young joined the meeting.

2020/145 C) Scheme of Delegation including Terms of Reference.

Following the resolution above (agenda item # 2020/145 (b)) in regard to spending limits, the respective section on Powers and Duties contained within the Services and Property Committees Terms of Reference will need to be amended.

Proposed: Cllr Baker Seconded: Cllr Bulmer
10 for and 1 against.

RESOLVED: To approve and adopt the updated Scheme of Delegation, including the respective Terms of Reference for each Committee. The spending limits for the Services and Property Committees as agreed under agenda item #145 b) to be included.

2020/146 Policy and Governance –

- A) To appoint a new Chair for the Planning and Highways Committee
- B) To appoint members of the Planning and Highways Committee.

As there were insufficient numbers of Councillors to sit on the Planning and Highways Committee, the Town Clerk advised that planning and highways matters previously taken to the Planning and Highways Committee would now be taken to Full Council. A Scheme of Delegation would be written and a report brought to Full Council for approval.

Noted.

8.45pm Cllr Whittaker-Mather left the meeting. There was a 10 minute comfort break before the meeting resumed.

2020/147 - Finance - Town Council Year 2019/20 to Date Budget - to review the income and expenditure / balance sheet for the year to date ([report attached](#)) ([Account & Audit Regulations 2011](#)).

The support grant of £25,000 was awarded by SSDC in error and is to be returned.

Report noted.

2020/148.

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

Report noted.

2020/149.

Finance – Budget Virements – to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1,000 ([report attached](#)).

Report noted.

2020/150 Bank Reconciliations – to receive and note the signed bank reconciliations ([report attached](#))

Report noted.

2020/151 Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) ([report attached](#)) – cheque signatories to be agreed.

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Bates
Unanimous

RESOLVED: To agree to pay the cheques as per the report.

2020/152 Finance – to review the Final Audit Report 2018-19 from the Internal Auditor; to note and consider any recommendations made ([report attached](#)).

Proposed: Cllr Bulmer Seconded: Cllr Mrs Bates
Unanimous

RESOLVED: to agree the recommendations in the report.

2020/153 – Finance – Adoption of Accounts for the Year ended 31st March 2019, to approve the signing of the Annual Governance Statement (section one) ([Accounts & Audit Regulations 2011](#)) ([accounts already supplied](#))

Proposed: Cllr Baker Seconded: Cllr Mrs Bates
Unanimous

RESOLVED: Defer agenda item # 2020/153 until the next Full Council meeting in order to undertake and complete sections 5 and 7 of the Annual Governance Statement.

2020/154 – Adoption of Accounts for the Year ended 31st March 2019, to approve the signing of the Accounting Statement (section two) ([Accounts & Audit Regulations 2011](#)) ([accounts already supplied](#))

This item has to be deferred as it can't be completed until item #2020/153 is adopted. Deferred until the next Full Council meeting.

2020/155 – To consider the preferred supplier for the Guildhall electricity contract ([report attached](#))

Proposed: Cllr Kenton Seconded: Cllr Baker
Unanimous

RESOLVED: To approve option 2 – Ecotricity.

As the 2 ½ hour period for the duration of the meeting had been reached, the Chairperson asked Councillors permission to continue with the meeting to consider the remaining reports. This was agreed.

9.30pm - Cllr Mrs Young and Cllr Mrs Wootton left the meeting.

2020/156 Community Liaison Officer July Report (to receive and note attached report)

Councillors thanked Liz for her report. The report was noted.

2020/157 Community Liaison Officer - Community Development Grant Criteria Report - to receive and approve the report.

Proposed: Cllr Mrs Kenton Seconded: Cllr Carnell
Unanimous

RESOLVED: To approve the report.

2020/158 Community Liaison Officer – Black Lives Matter and Equalities Report – to receive and approve report.

Proposed: Cllr Baker Seconded: Cllr Mrs Bates
Unanimous

RESOLVED: To convene a Task and Finish Group to actively take forward the actions outlined in the report. The Task and Finish Group to comprise the following Councillors: Cllr Williams, Cllrs Mrs Kenton, Cllr Mrs Bates, Cllr Mrs Obrien, Cllr Bulmer and Cllr Baker. The Community Liaison officer to ask those Councillors not present if they wish to join and to also extend the invite to members of the public and those with relevant experience and knowledge.

2020/159 Community Liaison Officer – Rural Market Towns Group Report – to receive the report and approve membership of the Rural Market Towns Group.

Proposed: Cllr Mrs Bates Seconded: Cllr Williams
Unanimous

RESOLVED: To approve membership of the Rural Market Towns Group.

2020/160 Community Liaison Officer – Clothes Bank Report – to receive and approve the use of the Guildhall changing rooms for storage space for a period of 2 months.

Proposed: Cllr Bulmer Seconded: Cllr Mrs Bates
Unanimous

RESOLVED: To approve use of the Guildhall changing rooms for storage space for a period of 2 months, as per report.

There being no further business to discuss the meeting ended at 9:49pm

03/08/2020

Chard Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 4 Date 31/07/2020**

A/c	Description	Actual	
<u><i>Current Assets</i></u>			
100	Debtors Control	2,959	
103	Bookings Debtors	97	
105	VAT Control	1,567	
180	Stock - TIC	491	
201	Co-Op Current/I A A/c	461,218	
202	Co-Op 14 day Deposit	29,702	
212	Petty Cash	300	
233	Nationwide 1 Yr Bond 90004593	353,177	
234	Nationwide 95 day a/c 90010611	157,088	
	Total Current Assets	1,006,598	
<u><i>Current Liabilities</i></u>			
500	Creditors Control	29,277	
520	Net Pay Control	798	
529	Control - Axe Valley Show	(0)	
530	Control - Bath & West	0	
549	Control - Misc Ticket Sales	72	
551	Deposits Held - Market Traders	132	
565	Holding Deposit	539	
	Total Current Liabilities	30,819	
	Net Current Assets		975,780
	Total Assets less Current Liabilities		975,780
<u><i>Represented by :-</i></u>			
301	Current Year Fund	169,298	
310	General Reserve	243,288	
320	Capital Receipts Reserve	5,862	
330	EMR MUGA	52,000	
338	EMR Play Equipment	10,280	
339	EMR Vehicle Replacement	43,050	
341	EMR Cemetery Chapel	55,750	
343	EMR Cemetery	200,000	
345	EMR Bus Shelter	8,000	
350	Sinking Fund - Guildhall	175,403	
351	Sinking Fund - Civic Regalia	2,193	
352	Sinking Fund - Closed Ch'yard	7,750	
353	Sinking Fund - Jocelyn Park	1,200	
354	Sinking Fund -Guildhall Screen	1,707	
	Total Equity		975,780



CHARD TOWN COUNCIL

THE GUILDHALL FORE STREET CHARD TA20 1PP

TEL: 01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker

Town Clerk: Andrew Gunn

Full Town Council Meeting August 2020

Agenda Item #2020/168

Budget Analysis Report Month 4

The attached report is a breakdown of the income and expenditure for the year so far, against the agreed budget. These figures reflect the total of this financial year to date and it would be expected that income and expenditure, in most cases, should be showing at about 33% of the annual budget.

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

	Actual Year to Date	Annual Budget	%
Grand Totals: - Income	359,843	799,738	45%
Expenditure	190,545	799,738	23.8%
Net Income over Expenditure	169,298	(0)	

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

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

- Postage (Nom 4022 cost centre 101) is at zero. This is due to having a stock of stamps in hand, agenda's and reports being sent electronically (as agreed at budget setting) and also less postage during the lockdown period.
- Electricity (Nom 4014 cost centres 301 and 308) are high compared to the same period last year. The amenities supervisor has advised some of the increase is due to the use of portable heaters. Further investigation is taking place at the cemetery as up to 50% of the use is taking place during the night.
- Water charges and electricity (Nom 4012/4014 cost centre 305) are both at zero as we have been unable to obtain invoices due to the property owner having problems finding meter readings.
- There are numerous nominal codes at zero or very low expenditure due to both ongoing staff shortages and the current covid-19 situation. If any information is required on any particular budget heading please let me know and I will provide details.

If you have any specific questions, or require information on any item shown, please can you let me know in advance of the meeting to allow me time to investigate and report back to you. This does not, of course, preclude you from asking any questions at the meeting on 17th.

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

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration (LGA 1972)								
1010 Rent Received	138	38	100	63			37.5%	
1021 Customer photocopies	14	0	50	50			0.0%	
1060 Commission Income	178	0	250	250			0.0%	
1070 CIL Money	330	0	0	0			0.0%	
1076 Precept	629,500	322,832	645,663	322,832			50.0%	
1089 Miscellaneous Income	514	0	100	100			0.0%	
1096 Interest Received	4,283	1,267	200	(1,067)			633.6%	
Administration (LGA 1972) :- Income	634,956	324,136	646,363	322,227			50.1%	0
4001 Payroll Costs	144,722	56,379	171,513	115,134		115,134	32.9%	
4002 Temporary/Casual Staff	7,998	983	2,500	1,517		1,517	39.3%	
4003 Superannuation Deficit Funding	7,380	1,138	7,559	6,421		6,421	15.1%	
4007 Health & Safety	275	0	0	0		0	0.0%	
4008 Training/Courses	2,256	325	4,500	4,175		4,175	7.2%	
4009 Travelling	339	0	460	460		460	0.0%	
4020 Miscellaneous Expenses	904	60	800	740		740	7.5%	
4021 Telephone & Fax	201	340	340	1		1	99.9%	
4022 Postage	813	0	300	300		300	0.0%	
4023 Stationery	1,103	158	400	242		242	39.5%	
4024 Subscriptions	2,328	428	2,500	2,072		2,072	17.1%	
4025 Insurance	23,433	22,745	26,000	3,255		3,255	87.5%	
4026 Photocopy and Printing Charges	1,296	384	1,500	1,116		1,116	25.6%	
4028 IT Hosting and Support	18,027	3,704	8,100	4,396		4,396	45.7%	
4029 Staff Recruitment	1,223	0	500	500		500	0.0%	
4044 Equipt/Furniture/Small Tools	0	0	1,000	1,000		1,000	0.0%	
4051 Bank Charges	937	344	1,000	656		656	34.4%	
4055 Other Professional Fees	15,915	435	6,500	6,065		6,065	6.7%	
4056 Legal Fees	2,635	0	1,000	1,000		1,000	0.0%	
4057 Audit Fees	2,935	(2,045)	3,200	5,245		5,245	(63.9%)	
4063 Christmas Lights	4,667	0	5,000	5,000		5,000	0.0%	
4206 Council Website	500	600	600	0		0	100.0%	
4997 Tfr to/from Committed Funds	165	0	0	0		0	0.0%	
Administration (LGA 1972) :- Indirect Expenditure	240,052	85,978	245,272	159,294	0	159,294	35.1%	0
Net Income over Expenditure	394,903	238,158	401,091	162,933				
102 Civic & Council (LGA 1972)								
1042 Mayors Charity	50	0	0	0			0.0%	
1066 Civic Ball	(250)	0	0	0			0.0%	
1089 Miscellaneous Income	430	0	0	0			0.0%	

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1184 Council Run Events	0	0	5,000	5,000			0.0%	
	230	0	5,000	5,000			0.0%	0
Civic & Council (LGA 1972) :- Income								
4005 Member Training	0	30	1,000	970		970	3.0%	
4008 Training/Courses	60	0	0	0		0	0.0%	
4009 Travelling	43	0	100	100		100	0.0%	
4020 Miscellaneous Expenses	260	34	50	16		16	68.0%	
4183 Civic Events	0	0	500	500		500	0.0%	
4184 Council Run Events	0	0	5,000	5,000		5,000	0.0%	
4200 Current Mayor's Allowance	4,500	0	4,500	4,500		4,500	0.0%	
4201 Previous Mayor's Allowance	430	(2,305)	0	2,305		2,305	0.0%	
4203 Councillors' Expenses	6	0	100	100		100	0.0%	
4208 Civic & Regalia costs	2,460	0	500	500		500	0.0%	
4210 Election Expenses	2,041	0	0	0		0	0.0%	
4211 Town Crier Honorarium	250	0	250	250		250	0.0%	
4213 Mace Bearer Honorarium	250	0	250	250		250	0.0%	
4984 Tfr to Sinking Fund - Regalia	0	0	307	307		307	0.0%	
4987 Tfr to EMR - Election costs	0	0	2,041	2,041		2,041	0.0%	
4990 Tfr from Earmarked Reserves	(2,000)	0	0	0		0	0.0%	
4993 Tfr from Sinking Fund	(307)	0	0	0		0	0.0%	
Civic & Council (LGA 1972) :- Indirect Expenditure	7,995	(2,241)	14,598	16,839	0	16,839	(15.4%)	0
Net Income over Expenditure								
	(7,765)	2,241	(9,598)	(11,839)				
<u>107 Grants (incl S137)</u>								
1079 Grants Rec'd Other	0	5,000	0	(5,000)			0.0%	
Grants (incl S137) :- Income	0	5,000	0	(5,000)				0
4740 Community Payback Scheme	750	0	900	900		900	0.0%	
4749 Section 137 Payments	19	0	55	55		55	0.0%	
4750 Grant Aid	6,359	0	7,000	7,000		7,000	0.0%	
4751 Annual Grants	2,000	0	3,000	3,000		3,000	0.0%	
4753 Support Grant	17,381	10,461	16,000	5,539		5,539	65.4%	
Grants (incl S137) :- Indirect Expenditure	26,508	10,461	26,955	16,494	0	16,494	38.8%	0
Net Income over Expenditure								
	(26,508)	(5,461)	(26,955)	(21,494)				
<u>201 Guildhall (s19 LGMPA 1976)</u>								
1002 FiT Electric generation tariff	1,008	0	1,100	1,100			0.0%	
1003 FiT Electric Export Tariff	227	0	250	250			0.0%	
1011 Antiques Fair	1,625	0	2,500	2,500			0.0%	

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1012 Markets	207	0	0	0			0.0%	
1014 Guildhall Cafe/Bar Franchise	277	0	300	300			0.0%	
1020 Letting Income	30,619	0	35,000	35,000			0.0%	
1022 Hirers Refreshments	98	0	50	50			0.0%	
1077 Grants Rec'd SSDC	0	25,000	0	(25,000)			0.0%	
Guildhall (s19 LGMPA 1976) :- Income	34,060	25,000	39,200	14,200			63.8%	0
4001 Payroll Costs	89,885	17,895	104,352	86,457		86,457	17.1%	
4002 Temporary/Casual Staff	4,100	708	0	(708)		(708)	0.0%	
4006 Protective Clothing	148	0	750	750		750	0.0%	
4007 Health & Safety	1,319	(61)	1,500	1,561		1,561	(4.1%)	
4008 Training/Courses	0	0	1,500	1,500		1,500	0.0%	
4009 Travelling	0	0	100	100		100	0.0%	
4011 Rates	15,345	0	8,000	8,000		8,000	0.0%	
4012 Water Charges	2,001	669	1,600	931		931	41.8%	
4014 Electricity	15,956	3,303	8,750	5,447		5,447	37.7%	
4015 Gas	6,910	946	7,000	6,054		6,054	13.5%	
4016 Janitorial	1,482	11	1,200	1,190		1,190	0.9%	
4017 Refuse/Waste Disposal	767	215	1,000	786		786	21.4%	
4020 Miscellaneous Expenses	91	0	250	250		250	0.0%	
4021 Telephone & Fax	698	360	1,200	840		840	30.0%	
4027 Hirers Refreshments	21	0	20	20		20	0.0%	
4031 Other Advertising	428	0	100	100		100	0.0%	
4036 Property Maintenance	33,876	(22,657)	15,000	37,657		37,657	(151.0%)	
4038 Maintenance/Service Contracts	4,974	106	4,000	3,894		3,894	2.6%	
4044 Equipt/Furniture/Small Tools	1,511	0	2,000	2,000		2,000	0.0%	
4046 Vehicle Fuel	4	0	0	0		0	0.0%	
4050 Consumables	0	86	0	(86)		(86)	0.0%	
4051 Bank Charges	(58)	0	0	0		0	0.0%	
4052 Bad Debts Written Off	503	0	100	100		100	0.0%	
4059 Licences (incl PRS)	6,233	0	3,000	3,000		3,000	0.0%	
4062 Heating & Air Conditioning	14,210	(1,500)	10,000	11,500		11,500	(15.0%)	
4992 Tfr from Sinking Fund - Guildh	(26,442)	0	0	0		0	0.0%	
4997 Tfr to/from Committed Funds	10,711	0	0	(0)		(0)	0.0%	
Guildhall (s19 LGMPA 1976) :- Indirect Expenditure	184,673	80	171,422	171,342	0	171,342	0.0%	0
Net Income over Expenditure	(150,613)	24,920	(132,222)	(157,142)				
<u>202 LIC (s144 LGA 1972)</u>								
1077 Grants Rec'd SSDC	500	0	500	500			0.0%	
LIC (s144 LGA 1972) :- Income	500	0	500	500			0.0%	0

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	490	172	500	328		328	34.5%	
4020 Miscellaneous Expenses	58	0	100	100		100	0.0%	
4051 Bank Charges	58	0	0	0		0	0.0%	
LIC (s144 LGA 1972) :- Indirect Expenditure	605	172	600	428	0	428	28.7%	0
Net Income over Expenditure	(105)	(172)	(100)	72				
<u>209 G & T Capital & Non-Recurring</u>								
4071 Loan Capital Repaid	46,056	23,747	47,987	24,240		24,240	49.5%	
4072 Loan Interest Payable	7,142	1,364	5,736	4,372		4,372	23.8%	
G & T Capital & Non-Recurring :- Indirect Expenditure	53,198	25,111	53,723	28,612	0	28,612	46.7%	0
Net Expenditure	(53,198)	(25,111)	(53,723)	(28,612)				
<u>301 Cemetery (s214 LGA 1972)</u>								
1020 Letting Income	33	0	30	30			0.0%	
1030 Interment Income	22,617	3,625	22,000	18,375			16.5%	
1031 Memorial Fees	3,787	749	4,000	3,251			18.7%	
1032 Burial Rights	7,466	603	7,500	6,897			8.0%	
Cemetery (s214 LGA 1972) :- Income	33,903	4,977	33,530	28,553			14.8%	0
4001 Payroll Costs	24,038	6,512	27,186	20,674		20,674	24.0%	
4006 Protective Clothing	38	0	100	100		100	0.0%	
4007 Health & Safety	5,273	0	0	0		0	0.0%	
4011 Rates	3,535	3,593	3,750	157		157	95.8%	
4012 Water Charges	374	127	650	523		523	19.5%	
4014 Electricity	1,236	522	500	(22)		(22)	104.3%	
4020 Miscellaneous Expenses	7	8	100	93		93	7.5%	
4021 Telephone & Fax	0	0	200	200		200	0.0%	
4035 Vandalism	875	0	0	0		0	0.0%	
4036 Property Maintenance	0	28	300	272		272	9.4%	
4037 Grounds Maintenance	0	0	20	20		20	0.0%	
4044 Equipt/Furniture/Small Tools	465	2	1,000	998		998	0.2%	
4050 Consumables	0	0	100	100		100	0.0%	
4997 Tfr to/from Committed Funds	(38)	0	0	0		0	0.0%	
Cemetery (s214 LGA 1972) :- Indirect Expenditure	35,803	10,791	33,906	23,115	0	23,115	31.8%	0
Net Income over Expenditure	(1,899)	(5,814)	(376)	5,438				
<u>302 Street Cleansing (Agency)</u>								
1080 Agency Income	57,445	0	58,000	58,000			0.0%	
Street Cleansing (Agency) :- Income	57,445	0	58,000	58,000			0.0%	0

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Payroll Costs	59,462	18,090	74,078	55,988		55,988	24.4%	
4002 Temporary/Casual Staff	23,856	1,039	1,000	(39)		(39)	103.9%	
4006 Protective Clothing	266	0	900	900		900	0.0%	
4007 Health & Safety	358	0	0	0		0	0.0%	
4017 Refuse/Waste Disposal	8,906	13	1,500	1,488		1,488	0.8%	
4041 Equipment Hire	11,277	0	5,000	5,000		5,000	0.0%	
4043 Vehicle Maintenance	1,226	0	1,000	1,000		1,000	0.0%	
4044 Equipt/Furniture/Small Tools	2,587	0	1,000	1,000		1,000	0.0%	
4046 Vehicle Fuel	2,674	804	4,000	3,196		3,196	20.1%	
4047 Vehicle Licence/Insurance	2,578	1,950	3,000	1,050		1,050	65.0%	
4050 Consumables	1,742	(135)	1,500	1,635		1,635	(9.0%)	
4997 Tfr to/from Committed Funds	(705)	0	0	0		0	0.0%	
	114,229	21,760	92,978	71,218	0	71,218	23.4%	0

Street Cleansing (Agency) :- Indirect Expenditure

Net Income over Expenditure (56,784) (21,760) (34,978) (13,218)

303 Allotments (s23 SH&AA 1908)

1010 Rent Received	4,035	68	4,000	3,932			1.7%	
1015 Licence Fee	712	164	500	336			32.8%	
Allotments (s23 SH&AA 1908) :- Income	4,747	232	4,500	4,268			5.2%	0
4001 Payroll Costs	1,167	370	1,536	1,166		1,166	24.1%	
4012 Water Charges	341	398	400	2		2	99.5%	
4013 Rent Payable	1,803	0	1,850	1,850		1,850	0.0%	
4022 Postage	109	0	100	100		100	0.0%	
4031 Other Advertising	0	0	100	100		100	0.0%	
4037 Grounds Maintenance	165	0	250	250		250	0.0%	
4044 Equipt/Furniture/Small Tools	0	0	100	100		100	0.0%	
	3,584	768	4,336	3,568	0	3,568	17.7%	0

Allotments (s23 SH&AA 1908) :- Indirect Expenditure

Net Income over Expenditure 1,163 (536) 164 700

304 Amenities General (Sch14 LGA19)

1040 Sponsorship Income	2,290	0	2,200	2,200			0.0%	
1089 Miscellaneous Income	11,100	0	300	300			0.0%	
Amenities General (Sch14 LGA19) :- Income	13,390	0	2,500	2,500			0.0%	0
4013 Rent Payable	773	0	795	795		795	0.0%	
4039 Play Equipment Maintenance	38,048	(102)	10,000	10,102		10,102	(1.0%)	
4040 Street Furniture	2,194	0	5,000	5,000		5,000	0.0%	
4044 Equipt/Furniture/Small Tools	0	27	0	(27)		(27)	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4048 Flower Beds - planting etc	3,617	0	4,000	4,000		4,000	0.0%	
4049 Flower Baskets	1,890	0	2,000	2,000		2,000	0.0%	
4054 Arboriculture	20,637	0	5,000	5,000		5,000	0.0%	
4065 CCTV	0	0	500	500		500	0.0%	
4980 Tfr to Earmarked Reserves	0	8,000	0	(8,000)		(8,000)	0.0%	
4997 Tfr to/from Committed Funds	(13,542)	0	0	(0)		(0)	0.0%	
Amenities General (Sch14 LGA19 :- Indirect Expenditure	53,617	7,925	27,295	19,370	0	19,370	29.0%	0
Net Income over Expenditure	(40,227)	(7,925)	(24,795)	(16,870)				
<u>305 Jocelyn Park</u>								
1010 Rent Received	4,304	263	2,000	1,738			13.1%	
1077 Grants Rec'd SSDC	0	0	3,445	3,445			0.0%	
Jocelyn Park :- Income	4,304	263	5,445	5,183			4.8%	0
4012 Water Charges	0	0	50	50		50	0.0%	
4014 Electricity	1,217	0	150	150		150	0.0%	
4036 Property Maintenance	0	0	500	500		500	0.0%	
4037 Grounds Maintenance	0	0	2,940	2,940		2,940	0.0%	
4044 Equip/Furniture/Small Tools	0	0	500	500		500	0.0%	
4985 Tfr to Sinking Fund - Jocelyn	300	0	300	300		300	0.0%	
4997 Tfr to/from Committed Funds	(385)	0	0	0		0	0.0%	
	1,132	0	4,440	4,440	0	4,440	0.0%	0
Jocelyn Park :- Indirect Expenditure								
Net Income over Expenditure	3,172	263	1,005	743				
<u>308 Amenities Central Costs (Sch14</u>								
1010 Rent Received	1,768	235	2,300	2,065			10.2%	
1046 Recharge for vehicle fuel	0	0	400	400			0.0%	
1089 Miscellaneous Income	517	0	0	0			0.0%	
Amenities Central Costs (Sch14 :- Income	2,285	235	2,700	2,465			8.7%	0
4001 Payroll Costs	92,677	23,843	96,413	72,571		72,571	24.7%	
4002 Temporary/Casual Staff	16,293	850	0	(850)		(850)	0.0%	
4006 Protective Clothing	701	5	900	895		895	0.6%	
4007 Health & Safety	493	0	300	300		300	0.0%	
4008 Training/Courses	750	0	3,000	3,000		3,000	0.0%	
4009 Travelling	86	0	150	150		150	0.0%	
4011 Rates	1,191	1,210	1,250	40		40	96.8%	
4012 Water Charges	32	15	100	85		85	15.5%	
4014 Electricity	2,675	716	1,000	284		284	71.6%	

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 Refuse/Waste Disposal	3,411	(1,476)	500	1,976		1,976	(295.2%)	
4020 Miscellaneous Expenses	100	0	100	100		100	0.0%	
4021 Telephone & Fax	10	0	100	100		100	0.0%	
4035 Vandalism	360	0	1,000	1,000		1,000	0.0%	
4036 Property Maintenance	2,284	0	2,000	2,000		2,000	0.0%	
4042 Equipment Maintenance	2,603	10	2,500	2,490		2,490	0.4%	
4043 Vehicle Maintenance	2,743	1,007	3,000	1,993		1,993	33.6%	
4044 Equipt/Furniture/Small Tools	635	(10)	1,500	1,510		1,510	(0.7%)	
4045 Vehicle / Equipment Lease/Hire	3,450	948	500	(448)		(448)	189.5%	
4046 Vehicle Fuel	2,086	597	2,500	1,903		1,903	23.9%	
4047 Vehicle Licence/Insurance	3,016	1,325	2,500	1,175		1,175	53.0%	
4050 Consumables	78	0	200	200		200	0.0%	
4997 Tfr to/from Committed Funds	2	0	0	0		0	0.0%	
Amenities Central Costs (Sch14 :- Indirect Expenditure	135,676	29,039	119,513	90,474	0	90,474	24.3%	0
Net Income over Expenditure	(133,391)	(28,804)	(116,813)	(88,009)				
<u>309 Amen Capital & Non-Recurring</u>								
4960 CP - New Equipment - Amenities	1,359	0	0	0		0	0.0%	
4966 CP - New Vehicle Amenities	14,950	0	0	0		0	0.0%	
4980 Tfr to Earmarked Reserves	34,000	0	4,000	4,000		4,000	0.0%	
4990 Tfr from Earmarked Reserves	(14,950)	0	0	0		0	0.0%	
Amen Capital & Non-Recurring :- Indirect Expenditure	35,359	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	(35,359)	0	(4,000)	(4,000)				
<u>401 Markets (Food Act 1984 s50)</u>								
1012 Markets	2,554	0	2,000	2,000			0.0%	
Markets (Food Act 1984 s50) :- Income	2,554	0	2,000	2,000			0.0%	0
4011 Rates	687	699	700	1		1	99.8%	
4997 Tfr to/from Committed Funds	(2,648)	0	0	0		0	0.0%	
Markets (Food Act 1984 s50) :- Indirect Expenditure	(1,961)	699	700	1	0	1	99.8%	0
Net Income over Expenditure	4,514	(699)	1,300	1,999				
Grand Totals:- Income	788,373	359,843	799,738	439,895			45.0%	
Expenditure	890,470	190,545	799,738	609,193	0	609,193	23.8%	
Net Income over Expenditure	(102,097)	169,298	(0)	(169,298)				
Movement to/(from) Gen Reserve	(102,097)	169,298						

Budget Head	Code	Cost Centre	Available Budget Decreased £'s	Available Budget Increased £'s	Reason for Over expenditure
Electric (Cemetery)	4014	301		150	Increased useage
Rates	4011	301	150		" "
Temporary/casual staff	4002	302		40	Staff shortages
Payroll	4001	302	40		" "
Vehicle equip/lease hire	4045	308		450	Additional vehicles during pandemic
Equipment Furniture small tools	4044	308	450		" "

*those items under £1,000.00 are vired using delegated authority as set out in the PURCHASING DELEGATION LIMITS & ACTIVE PURCHASING POLICY

Direct Debits and Manual cheques schedule July 2020

01/07/2020	Royal Sun Alliance premium credit : Insurance	Council guard Insurance Premium Instalment	£1,867.02
01/07/2020	Royal Sun Alliance (Premium credit) : Motor Insurance	Engineering & Motor Fleet Insurance Premium Instalment	£535.13
01/07/2020	SSDC	Rates payments	£2,401.76
03/07/2020	Cooperative Bank	Bank Charges	£24.65
15/07/2020	Co-op Bank	Financial DIR fees	£56.04
15/07/2020	BT	Guildhall lift/alarm phone lines	£215.04
17/07/2020	British Gas	Electricity : LIC	£44.68
21/07/2020	British Gas	Electricity : Henson Park	£37.20
22/07/2020	British Gas	Electricity : The Guildhall	£1,064.34
22/07/2020	British Gas	Electricity : Cemetery	£139.78
22/07/2020	British Gas	Electricity : Forge House	£25.52
24/07/2020	HMRC (BACS)	PAYE/NI payment : July	£5,206.93
24/07/2020	Somerset County Council (BACS)	Pension Contributions : July	£5,878.91
28/07/2020	Co-op Bank	July Salary payment	£19,732.77
31/07/2020	Viridor	Guildhall Waste collection & 4 Wasted Journeys	£123.60
		Total	£37,353.37

Invoices Due for Payment by 18 August 2020

Full Town Council 17th August
 #2020/171

For Trade Creditors

Pay by Cheque

							Discount	Net
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount due
Aumuller UK Limited		[AUMULLER]						
05/03/2020	13469	9099	3x linear drive actuators		06/03/2020	1,098.76		1,098.76
Telephone : 0117 982 0440			Total of Invoices Due (AUMULLER)			1,098.76	0.00	1,098.76
J P Baker		[BAKER]						
02/08/2020	EXPENSESAUG20	9101	Mayoral expenses: prizes/gifts		03/08/2020	143.35		143.35
			Total of Invoices Due (BAKER)			143.35	0.00	143.35
Barrons								
20/07/2020	16	9074	2x Safety boots		21/07/2020	50.00		50.00
			Total of Invoices Due (BARRONS)			50.00	0.00	50.00
Bartlett Park Garage Ltd		[BARTLETPP]						
16/07/2020	35387	9073	4 Stroke oil supply		17/07/2020	30.50		30.50
22/07/2020	35439	9083	HF15 Water bowser repairs		23/07/2020	107.91		107.91
Telephone : 01460 67606			Total of Invoices Due (BARTLETPP)			138.41	0.00	138.41
Rebecca Bevins HR Consultancy Ltd		[BEVINS]						
31/03/2020	INV-0803	9087	HR Consultancy and report	AG	01/04/2020	2,349.00		2,349.00
			Total of Invoices Due (BEVINS)			2,349.00	0.00	2,349.00
The Consortium		[CONSORTIUM]						
15/06/2020	D211196	9105	1L Surgical hand gel	AG	16/06/2020	10.93		0.00
15/06/2020	D211746	9106	Handwash/gloves/SPF	AG	16/06/2020	86.26		31.56
18/06/2020	D216788	9107	1L Surgical hand gel	AG	19/06/2020	13.28		13.28
06/07/2020	D246350	9108	2x 500 disinfectant wipes	AG	07/07/2020	65.63		65.63
15/07/2020	D267177	9109	Credit note for disinfec.wipes		16/07/2020	-65.63		0.00
			Total of Invoices Due (CONSORTIUM)			110.47	0.00	110.47
Corona Energy Retail 4 Limited		[CORONA]						
08/07/2020	15360336	9075	Guildhall gas usage Apr-May 20	AG	09/07/2020	534.29		0.00
08/07/2020	15360386	9076	Guildhall gas usage May-June20	AG	09/07/2020	419.86		0.00
08/07/2020	15360373	9077	Credit note gas May-June 20	AG	09/07/2020	-489.55		0.00
08/07/2020	15368131	9078	Guildhall gas usage Jun-Jul 20	AG	09/07/2020	348.61		0.00
08/07/2020	15360273	9079	Guildhall gas usage Mar-Apr 20	AG	09/07/2020	744.83		10.53
08/07/2020	15360253	9080	Credit note gas Mar-Apr 20	AG	09/07/2020	-912.13		0.00
08/07/2020	15360321	9081	Credit note gas Apr-May 20	AG	09/07/2020	-635.38		0.00
07/08/2020	15439192	9103	Guildhall gas usage Jul-Aug 20		08/08/2020	353.02		353.02
			Total of Invoices Due (CORONA)			363.55	0.00	363.55

Invoices Due for Payment by 18 August 2020

For Trade Creditors

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Mr S Cumming [CUMMING]								
05/08/2020	2020	9091	Town Crier Honorarium		06/08/2020	250.00		250.00
Total of Invoices Due (CUMMING)						250.00	0.00	250.00
Dorset Vehicle Rental [DORSETVEH]								
30/04/2020	219238	9084	Ford transit rental VU17	AG	01/05/2020	720.00		720.00
20/05/2020	219240	9085	Ford transit rental VU17 May	AG	21/05/2020	600.00		600.00
Total of Invoices Due (DORSETVEH)						1,320.00	0.00	1,320.00
Everwell Occupational Health Ltd [EVERWELL]								
31/07/2020	33841	9104	Telephone conf./late cancel		01/08/2020	354.00		354.00
Total of Invoices Due (EVERWELL)						354.00	0.00	354.00
B. Gibbs Funeral Services Ltd [GIBBS]								
17/07/2020	JULY2020	9072	Replacement flower vase Z81	AG	18/07/2020	7.50		7.50
Total of Invoices Due (GIBBS)						7.50	0.00	7.50
Ideal Lifts Service Limited [IDEALLIFTS]								
31/03/2020	19004	9102	Visit 17/03/2020		01/04/2020	220.80		220.80
Total of Invoices Due (IDEALLIFTS)						220.80	0.00	220.80
Lentells Limited [LENTELLS]								
03/08/2020	2021-60328	9096	Payroll services May-July 20	AG	04/08/2020	236.88		236.88
Total of Invoices Due (LENTELLS)						236.88	0.00	236.88
LGRC Associates Ltd [LGRC]								
03/08/2020	1017	9090	N Randle professional support	AG	04/08/2020	537.52		537.52
Total of Invoices Due (LGRC)						537.52	0.00	537.52
Martins of Chard [MARTINS]								
30/06/2020	31438	9071	2.5 Ltr paint/2 brushes/spirit	AG	01/07/2020	54.22		54.22
31/07/2020	31522	9097	Gloves, brush & 2x sandpaper		01/08/2020	15.82		15.82
Total of Invoices Due (MARTINS)						70.04	0.00	70.04
Nisbets								
04/06/2020	21182383	9110	Please use hand sanitiser sign	AG	05/06/2020	17.94		17.94
04/06/2020	21182384	9111	Acrylic sneezeguard	AG	05/06/2020	75.58		75.58
05/06/2020	21186907	9112	250 masks/5 social dis posters	AG	06/06/2020	223.89		223.89
08/06/2020	21191834	9113	X3 6 pack of centre feed roll	AG	09/06/2020	28.76		28.76

Invoices Due for Payment by 18 August 2020

For Trade Creditors

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
11/06/2020	21209631	9114	2x Black/yellow hazard tape	AG	12/06/2020	9.57		9.57
Total of Invoices Due (NISBETS)						355.74	0.00	355.74
Mr Clive Sanders [SAUNDERS]								
05/08/2020	2020	9092	Mace Bearer Honorarium		06/08/2020	250.00		250.00
Total of Invoices Due (SAUNDERS)						250.00	0.00	250.00
Smoke & Fire Ventilation Systems Ltd [SMOKEFIRE]								
29/06/2020	430	9098	Fit/test 3x actuators to stage		30/06/2020	1,017.60		1,017.60
Total of Invoices Due (SMOKEFIRE)						1,017.60	0.00	1,017.60
South Somerset District Council [SSDC]								
30/07/2020	06000045085	9094	Dog waste collection May 2020	AG	31/07/2020	177.90		177.90
Telephone : 01460 260449						Total of Invoices Due (SSDC)		
						177.90	0.00	177.90
Beviss & Beckingsale LLP [SULLY]								
05/08/2020	AUG20	9093	Chardstock lane lease		06/08/2020	1,325.00		1,325.00
Total of Invoices Due (SULLY)						1,325.00	0.00	1,325.00
Evershot Bakery Limited [VILLAGEBAK]								
31/07/2020	31JULY	9100	Mayor mixed platter x15	TL	01/08/2020	39.00		39.00
Telephone : 01460 63305						Total of Invoices Due (VILLAGEBAK)		
						39.00	0.00	39.00
Total of Invoices Due (Trade Creditors)						10,415.52	0.00	10,415.52
TOTAL OF INVOICES DUE (ALL LEDGERS)						10,415.52	0.00	10,415.52

CHARD TOWN COUNCIL RISK ASSESSMENT SCHEDULE

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

MANAGEMENT

Subject	Risks identified	H/M/L	Management/Control of Risk	Review/ Assess/ Revise	Last Reviewed
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M	<p>All files and records are kept at the Council Offices at the Guildhall. All electronic records are stored on the in-house Council server, which is backed up locally every day and off-site. The Council's IT providers are AF-IT.</p> <p>Remote working has been enabled and all administrative staff have the capacity to work off-site and can access the Council's electronic systems remotely.</p> <p>In the event of the in-house server being compromised AF-IT can implement the disaster recovery process.</p> <p>In the event of the Town Clerk being unable to continue the Deputy Clerk/RFO to take over daily management of Council in liaison with the Personnel Committee.</p> <p>Remote meetings enabled via Zoom. Legally allowed until May 2021.</p> <p>Internet banking to be reviewed.</p>	<p>Review as and when necessary</p> <p>Ensure procedures are developed, reviewed and revised annually.</p>	August 2020

Meeting location	Adequacy Health and Safety	L	<p>Meetings are held in the Guildhall. The building is fully accessible and is regularly maintained.</p> <p>Ability to hold remote meetings is in place via zoom.</p> <p>All the premises and facilities are considered to be adequate for the officers, Councillors and any public who attend from a health and safety and comfort aspect.</p> <p>The Guildhall is centrally located and both prominent and accessible.</p>	Existing Procedure adequate	August 2020
Council Records	Loss through theft, Fire or other damage.	L	<p>Papers, both current and archived, are held at the Guildhall.</p> <p>Archived material to be placed in the County archive as and when required.</p> <p>Storage of files is considered secure. The building is locked at night and alarmed. PIR sensors throughout the building.</p> <p>Review PIR sensor provision in the current administration office.</p>	<p>Provision is considered to be adequate.</p> <p>Review security regularly and operate a clear desk policy.</p>	August 2020
Council Records electronic	Loss through damage, fire, corruption of computer	M	<p>The Council's electronic records are stored on an in-house server located in the Guildhall.</p> <p>Back-ups of the files are taken daily on and off-site and kept in a secure location. File back-ups can be secured when required</p>	Existing procedure adequate	August 2020
FINANCE					
Precept	Adequacy of precept	M	<p>An annual budget is developed by Council and adopted. Sound budgeting is part of the annual precept and budgeting process.</p> <p>The Council receives regular budget updates and a detailed budget in the late autumn.</p> <p>The precept is an agenda item and is developed through the committee structure, officer and member input and agreed by Full Council.</p>	Existing procedure adequate	August 2020

ASSETS					
Listed in asset register	Accidental damage or vandalism	L	An asset register is kept up to date and insurance is held at the appropriate level. Regular reviews are made on equipment held and new purchases are added to the asset register and adequately insured.	Existing procedures adequate	August 2020
LIABILITIES					
Legal Powers and legal liability	Illegal activity or payments	M	<p>All activity and payments are made within the powers of the Council (not ultra vires) and are resolved and clearly minuted.</p> <p>The RFO monitors expenditure and is aware of legal powers available related to expenditure.</p> <p>Terms of Reference for Committees have been developed and adopted.</p>	Existing procedures adequate	August 2020
Minutes/ Agendas/ Statutory Documents	<p>Accuracy and legality</p> <p>Non-compliance with statutory requirements</p> <p>Proper document control</p>	L	<p>Minutes and agendas are produced in the prescribed method and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next meeting.</p> <p>Minutes and agendas are displayed according to legal requirements and uploaded on to the Council's website.</p> <p>Business conducted at Council meetings is managed by the Town Mayor.</p> <p>Standing Orders are updated and reviewed annually.</p> <p>Document retention policy has been adopted and is based on NALC recommendations.</p> <p>Council has a range of policies in place to ensure legal compliance and proper protocols are in place.</p>	Existing procedures adequate	August 2020
Public Liability	Risk to third party, property or individuals	M	<p>All insurances are in place.</p> <p>Risk assessments are in place for the environmental team.</p> <p>Guildhall has a range of risk assessments in place and conditions of hire.</p> <p>Regular inspections and maintenance carried out on all Council property.</p> <p>Reactionary processes in place to deal with issues such as needles found. Sharps containers provided.</p>	Existing procedures adequate	August 2020
EMPLOYEES, CONTRACTORS AND VOLUNTEERS					

Clerk	Loss of clerk	M	A training fund is part of the annual budget to ensure Members and staff have the opportunity to undertake any training requirements. This includes the Clerk.	Consider when setting precept	August 2020
	Fraud	L			
	Management of Council	L			
	Implementation of Council resolutions	L	<p>The Clerk should be in possession of the sector standard CiLCA qualification or similar.</p> <p>In the event of the clerk resigning provision should be in place to ensure that a Locum is in place or that the Deputy Clerk is fully aware of any additional responsibilities.</p> <p>Clerk should be provided with relevant training, reference books, access to assistance and legal advice through membership of SLCC/NALC.</p> <p>The RFO oversees payroll, which is provided through an external contractor.</p> <p>Regular updates to Council in place regarding project and management progress.</p>	<p>Monitor working Conditions</p> <p>Existing procedures adequate</p>	
Employer Liability	Non-compliance with employment law	L	<p>Undertake adequate training and seek advice from NALC/SLCC.</p> <p>Review staff contract as and when required.</p> <p>Appoint external HR advisors (South West Councils).</p> <p>Ensure that the staff handbook is regularly updated to reflect current employment and other relevant law.</p>	Existing procedures adequate.	August 2020
Contractors	Non-compliance with terms of contract	L	<p>Review contract as and when required.</p> <p>Tenders and quotations required in line with Financial Regulations.</p> <p>Expenditure approved by Council.</p> <p>Project development monitored by Council.</p> <p>Policy to utilise local contractors where available in place.</p> <p>Work undertaken reviewed by relevant officer on completion prior to invoice being paid.</p>	Existing procedures adequate	August 2020
Volunteers	Risk to volunteers undertaking work on behalf of the Council	M	<p>Ensure that volunteers are covered by the Council's insurance policy.</p> <p>Risk assessments to be carried out for any new activity</p>	Existing procedure adequate	August 2020
MEMBERS RESPONSIBILITIES					

Members Interests	<p>Conflict of interest</p> <p>Register of members Interests</p> <p>Code of Conduct</p> <p>Training</p>	L	<p>Councillors have a duty to declare any interest at the start of the meeting.</p> <p>Register of Members Interests form should be amended when circumstances change. Best practice would be to review register annually.</p> <p>Code of conduct training to be provided by SSDC/Monitoring Officer as required.</p> <p>Councillor training budget in place and Councillors encouraged to undertake training.</p> <p>Various policies, including a social media policy, are in place.</p>	Existing procedures adequate	August 2020
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Agenda Item #2020/175

Boden Centre Report

Purpose of the Report

This report is offered in reference to the need for a community building in the centre of Chard for the use of not for profit and VCS organisations and the potential to access the Boden Centre, Boden Street, Chard for a limited period.

Context

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

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

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

In searching for a suitable building to serve this purpose many options have been sought and although there are a number of empty building which have the potential to used for this purpose it has not been possible to find anywhere for a long term solution.

Findings

An opportunity to lease the Boden Centre from SSDC for a period of 6 months, prior to the building being redeveloped, has arisen which will fulfil the immediate need and allow the evaluation of need for future development of a longer-term solution.

The centre was previously used for adult learning and more recently for a yoga class. It has excellent facilities including several large rooms where social distancing rules can be observed, a commercial style kitchen and would fulfil all the current identified need and allow for further opportunities to be explored on a limited time basis.

Resource and Financial Implications

The building is being offered to Chard Town Council as leaseholder for a peppercorn rent of £1. In addition the business rate of approx. £3000 and utility costs will need to be paid for the 6 months. At present a cleaning company is contracted at a cost of £402 per month and electricity is £80 per month which do seem to be quite high for an empty building.

On this basis it would cost £7000 to lease the building for 6 months.

There is a possibility that a part of the building may be leased separately to a business which would reduce the amount required by approximately 25% however

this is likely to utilise the 2 large rooms on the ground floor and with the lift not working access to the area available to groups would be severely compromised. If the building is not sold or redeveloped after this time there may be an opportunity to extend but this is not part of the offer at this time.

The groups using the building would be required to cover the cost of all utilities they use on a pro rata basis and undertake cleaning of the areas they use which will cover a large part of the running costs. We are not required to continue with the cleaning contract although there may be some cost to keeping the building clean I do not anticipate it being equal to the current cost as quoted above.

The business rate is equal to £116 per week and with other costs would need an income of £160 per week. Current predicted income with only one organisation ready to move in immediately would not cover this however they could apply for funding from the Community Development Grant and other funds. Additional groups and activities forecasted will bring substantial income to cover the majority of costs.

Clothes Bank – ready to move in now.

Take Flight – will restart as restrictions allow

Repair Café – sale of refreshments and donations, monthly

Chard @ Play – as restrictions allow

Development of inclusive groups reflecting the diversity of the population

Library of Things

Geek Card Games

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

Drama group

Arts & Crafts workshops

If CoVid restrictions allow there is potential for activities to take place on all day every day with each contributing to the cost of running the centre.

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

Conclusion

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

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

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

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

Recommendation

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

Name of Officer and date of report

Liz Johnson-Idan 04/07/2020

Text of the message received from SPARSE on 24th June 2020

We feel the phrase Rural Market Town has current relevance and importance across England. It is a term that collectively identifies a series of Towns that have evolved in a historic way across the Country and it allows those Towns who still on a day to day basis continue to inter react with their surrounding rural area to argue their important collective case. We attach the article about the Group.

Currently we have formed a Group of 80 Town Council members. We do need to look to double that. We have no Town representative from the South Somerset area at this time.

We appreciate the work and difficulties that Town Councils have as a result of the COVID crisis. The towns deserve every congratulation for doing all they have done for their communities and the people who live in them, during these dreadful times.

We are however also aware of the economic consequences that are already occurring and that further and yet more threatening situations are inevitable. It is really vital that at this time Market Towns across England establish and present their particular collective view and case. This group is uniquely equipped as the vehicle to do this as we are a special Interest Group of the Local Government Association and are individually arguing the rural case across England.

We feel:

- The COVID situation has proved that people in rural areas can become very isolated very quickly. The last material consideration of any overall focus on Rural Towns and Areas was twenty years ago in the year 2000. We are pressing the Government for action for social and economic reasons.
- The Lockdown situation proved the obvious - that broadband is now as essential as Electricity and Fuel. We will continue to press the rural case very hard. All rural areas and rural towns need to have current broadband connection otherwise the consequences will be severe. It is over simplistic for Government and the industry to say all towns now have good broadband and mobile phone coverage – there are areas that clearly still do not.
- Stronger sustainable transport Links to Market Towns from surrounding locations are absolutely key for rural areas as the rural population average age is increasing at a faster rate than with the population in other areas of the country and services to Market Towns are the lifeline for many people.
- We feel the government underplays the potential of the rural economy in a rapidly changing era. Specific focus on rural towns and rural areas could be potentially a win- win situation both for rurally based residents and the national economy. We want to see rural England receiving specific thought and attention through a Rural Strategy rather than just being rolled up into overall national consideration, which as we all know is too often is city centric.

You may recall that there was a small subscription (£110 p.a.) involved for clearly there is a need for the group to have continuity. We appreciate at this time however that may not be particularly appetising given the unforeseen expenditure that the COVID based work has occasioned councils.

The larger the Grouping the more respect it will undoubtedly receive through the coming choppy waters. Please could your Council therefore please consider the following:

- *We are happy for Chard T.C. to come into Rural Market Towns Group until Thursday 1st of April 2021 without charge.*
- *The Council will consider before that date whether it wishes to continue (or not) its membership on a paid basis referred to for the 21/22 financial year based on its assessment*

of the value of membership in 2020 and notify us of its decision around the time of the New Year.

Can you please let us know by the 14th August whether or not Chard are prepared to proceed on such a basis. Please come back whatever the decision - we need to know your position on this. We do however need your support at this time and we do think it is in your Town's interest to be involved so that a strong collective voice can emerge at a critical time.

Agenda Item #2020/176
Community Liaison Officers report

August 2020

Community Liaison Officer
Report to Council

INTRODUCTION

It is hard to believe we are two thirds of the way through 2020 already and while many people are looking forward to 2021 in the hope it will be a better year we still have time to work on making this a memorable year – and if it can be remembered in a good way that will be a real bonus! There have been many positive things including the strength of our community and new ways of working together, in an appropriately socially distanced way of course.

I have been focused on updating the policies on Community Development Grants to reflect the needs of community groups who are struggling to survive without their usual fundraising activities and CTC's Equalities and Diversity policy and strategy. Unfortunately due to unforeseen circumstances this has taken a little longer than I had hoped but nearly there!

I have also been working on the possibility of leasing the Boden Centre for community use on a short-term lease and there is a report on this at this meeting.

EVENTS and MEETINGS

I have been involved in several ZOOM meetings including training on mental health, funding, community energy, development and compassionate care.

I have also attended meetings on the potential for the Boden Centre and been involved in future plans for the Museum.

Funding opportunities are evolving quickly as we begin to emerge from lockdown and the long list attached reflects this. We have also joined the Rural Market Towns Group which has some interesting things planned for the future.

FUNDING

Later Life Inclusion Grants – Masonic Charitable Foundation

The Later Life Inclusion grants programme is open to local and national charities that are working to reduce loneliness and isolation in later life. Charities can apply for a small or large grant, depending on their income. Small grants are for smaller charities whose annual income does not exceed £500,000. They are to fund overhead costs. Small grants range from £500 to £15,000, and can be awarded over

one to three years. Large grants are for larger charities whose annual income exceeds £500,000. They are to fund projects and can be used for salary costs, activities, materials etc. Large grants start at £10,000 and usually range from £20,000-£60,000. They can be awarded over one to three years. The first deadline for applications is 31 August with another round in October, however a first come first served basis will apply. <https://mcf.org.uk/get-support/grants-to-charities/older-life/>

Children & Young People Grant – Masonic Charitable Foundation

This programme is open to national and local charities helping disadvantaged children and young people to overcome the barriers they face. Charities can apply for a small or large grant, depending on their income. Small grants are for charities whose annual income does not exceed £500,000. These grants are unrestricted. Small grants range from £1000 to £15,000, and can be awarded over one to three years. Large grants are for larger charities whose annual income exceeds £500,000. They are to fund projects and can be used for salary costs, activities, materials etc. Large grants start at £10,000 and usually range from £20,000-£60,000. They can be awarded over one to three years. The first deadline for applications is 31 August with another round in October, however a first come first served basis will apply. <https://mcf.org.uk/get-support/grants-to-charities/children-and-young-people/>

National Lottery Project Grants – Arts Council England

The Arts Council has reopened this fund with a budget of £59.8 million available until April 2021. They have prioritised reopening this programme to help fund independent organisations, creative practitioners and freelancers as quickly as possible. Grants of between £1000 and £100,000 are available. <https://www.artscouncil.org.uk/projectgrants>

COVID-19 Emergency Surplus Food Grant: phase 2 – WRAP (Waste & Resources Action Programme)

The aim of this grant is to provide vital financial support to small not-for-profit (NFP) organisations who can redistribute surplus food from the likes of retailers, wholesalers, and food manufacturers, to people in need or those considered vulnerable. This £1 million grant scheme is open to micro-to-small sized NFP operations that currently operate food redistribution activity. Eligible applicants may apply for grants of between £5,000 and £15,000. The grant may be used to fund the eligible capital and revenue costs. The grant can provide funding support to help deal with any increased demand and capacity issues, additional resource, or costs for transporting the surplus food from the food business to a charity or end beneficiary. The closing date for applications is 28 August. Funds will be allocated on a first-come-first served basis and the programme may close sooner if all funds are allocated.

<https://www.wrap.org.uk/content/covid-19-emergency-surplus-food-grant-phase-2>

Postcode Community Trust

Postcode Community Trust has announced that applications for funding open on the 4th August 2020 for community groups and good causes across Great Britain. Applications will remain open until the 19th August 2020, with groups able to apply for awards from £500 up to £20,000 to support a whole host of activities that benefit their communities. Postcode Community Trust provides funding in Great Britain under the themes 'Improving community health & wellbeing, increasing participation in arts & physical recreation and reducing isolation'. <https://www.postcodecommunitytrust.org.uk/>

Transforming Places through Heritage Grants – Architectural Heritage Fund

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

A range of grants are available:

- Project Viability Grants: up to £15,000, for early viability and feasibility work, open now for applications.
- Project Development Grants: up to £100,000, for capital project development costs, open now for applications.
- Crowdfunding Challenge Grants: up to £25,000, to match fund crowdfunding campaigns, open now for applications.
- Transformational Project Grants: up to £350,000, for transformational capital projects.

The deadline for applications is 30 September 2020. • Community Shares Booster Grants: further information to be announced. <http://ahfund.org.uk/england>

Covid-19 Emergency Funding (including Coronavirus Community Support Fund) – The National Lottery Community Fund

The National Lottery Community Fund has launched a £200m fund aimed primarily at small to medium organisations in England. The fund is part of the Government's £750m financial support package for charities and social enterprises announced by Government on April 8. They will distribute the Government funding alongside National Lottery funding, to support organisations to continue to deliver services to people and communities affected by COVID-19. The application you need to fill in is the same whether your funding comes from the Government or from the Lottery. They can fund activities supporting people and communities affected by COVID-19. They can also help organisations overcome any acute financial difficulties they're facing because of the pandemic. They are looking to award funding between £300 to £10,000 or funding over £10,000 to cover your spending for up to six months after award. There will be high demand for this funding, and the Lottery say they will have to make some tough choices. They expect the funding to be heavily oversubscribed and anticipate only being able to support a proportion of applications. You can only apply once for COVID-19 emergency funding in England. If you're planning to apply for the Government allocation of funding to the Coronavirus Community Support Fund (CCSF), you must apply by 12 noon on 17 August 2020 when this fund will close. After this, you can still apply for emergency National Lottery funded grants in England to help your community through COVID-19. They will be focusing on funding for organisations supporting people and communities who experience disproportionate challenge and difficulty as a result of the COVID-19 crisis, specifically for user-led equality groups supporting:

- black, Asian, minority ethnic and refugee (BAMER) communities
- lesbian, gay, bisexual, transgender, queer + (LGBTQ+) communities

- disabled people.

<https://www.tnlcommunityfund.org.uk/funding/covid-19/learn-about-applying-for-emergency-funding-in-england>

Crowdfunding support for clubs & organisations – Sport England

Sport England have committed another £1 million to combating the impact of coronavirus (Covid-19) on sports clubs and community activity groups, in the form of match funding through Crowdfunder. This 'Active Together' partnership with Crowdfunder follows a successful collaboration from November 2018, which saw them committing to match fund 23 projects up to the value of £15,000 each. This time they are matching crowd funds of up to £10,000 raised by clubs and organisations hit by the coronavirus crisis – and is in addition to the up to £210 million coronavirus support package already announced. To be eligible, organisations must be:

- Local sports clubs
- Charity, community, voluntary and social enterprise sector organisations that deliver sport and/or physical activity in their community – including organisations that are not solely or primarily sports organisations – for the benefit of people residing in England.

<https://www.sportengland.org/news/%C2%A31-million-crowdfunding-support-clubs-and-organisation>

TDS Charitable Foundation

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

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

The maximum grant available is £10,000 and the deadline for applications is 25 September 2020.

<https://tdsfoundation.org.uk/#apply-for-funding>

Financial support for businesses during coronavirus – Department for Business, Energy & Industrial Strategy and Public Health England

You can find out more details about the government's support for businesses through this website which includes:

- the Coronavirus Job Retention Scheme

- deferring VAT and Income Tax payments
- a Self-employment Income Support Scheme
- a Statutory Sick Pay relief package for small and medium sized businesses
- business rate relief • small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief
- grant funding of £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000
- the Coronavirus Business Interruption Loan Scheme Information on all these items can be found via the following link: <https://www.gov.uk/government/collections/financial-support-for-businesses-duringcoronavirus-covid-19>

Neighbourhood Planning Grant Funding – Locality You can apply for three types of grant funding if you are preparing a Neighbourhood Plan:

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

All grants are now open. <https://neighbourhoodplanning.org/about/grant-funding/#affordablehousing>

Coronavirus response fund – Big Society Capital

A £100 million programme of loans and investment has been announced by Big Society Capital to help get much-needed emergency funding to social enterprises, charities and small businesses in disadvantaged areas affected by the coronavirus pandemic. The new measures include:

- A new Resilience and Recovery Loan Fund, managed by Social Investment Business (SIB), to enable social lenders to provide emergency loans to affected social enterprises and charities without requiring personal guarantees and charging no fees or interest for 12 months.
- Smaller, emergency loans will also be made available on the same no fee, no interest for 12 months basis to small businesses and social enterprises in more deprived areas.

- Up to a further £50 million which Big Society Capital will reprioritise and repurpose over coming months to address emerging funding needs among social enterprises and charities, either through the Resilience and Recovery Loan Fund or alternative funding vehicles as appropriate.

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

Rural Community Energy Fund – Department for Environment, Food and Rural Affairs and the Department for Business, Energy & Industrial Strategy

The Rural Community Energy Fund (RCEF) is a £10 million programme which supports rural communities in England to develop renewable energy projects, which provide economic and social benefits to the community. RCEF provides support to rural communities in 2 stages: • stage 1: grants of up to £40,000 for a feasibility study for a renewable energy project

- stage 2: grants of up to £100,000 for business development and planning of feasible schemes RCEF is being run by 5 regional Local Energy Hubs.

If you would like to register your interest for the scheme, or would like further information, please contact the relevant hub for your area. <https://www.gov.uk/guidance/rural-community-energy-fund>

Places to Ride – British Cycling

British Cycling is working closely with Sport England to develop a national network of new cycling facilities which meets local demand, making use of a £15 million investment programme called Places to Ride. The funding is available to any organisation that is developing cycling activity in their community and can be used for anything from equipment packages to activate your local space, through to a brand-new cycling facility. The programme is open until January 2021. Large scale grants (£50,000 - £500,000) are available, typically for new facilities or significant improvements to existing venues, small scale grants (£1000 to £50,000) for equipment, cycle storage, small-scale facilities or venue improvements. Equipment packages are also available to activate your local space.

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

Heritage Impact Fund – Architectural Heritage Fund

The HIF offers tailored finance for charities, social enterprises and community businesses across the UK to develop sustainable heritage at the very heart of vibrant local economies. Loans from £25,000 to £500,000 are available for up to three years with tailored terms and both flexible and incentivised interest rates for impactful projects. These could include both capital and interest repayment holidays. HIF supports applicants across the UK who are undertaking a capital project or are looking to build upon or scale-up an existing enterprise. The HIF is a joint initiative with contributions from the National Lottery Heritage Fund, Historic England, Historic Environment Scotland, Cadw and the Architectural Heritage Fund. <http://ahfund.org.uk/hif>

First Steps Enterprise Fund – Asda Foundation First Steps Enterprise Fund (FSEF)

is a £300,000 pilot fund to support community organisations. The Social Investment Business manage this fund on behalf of the Asda Foundation. Funding is available for community organisations (charities and social enterprises) based in England that are looking to take on their first loan to help them grow and become more sustainable.

Particular preference is given to organisations that work in the following areas: • Older people • Health and wellbeing • Employment for young people Funding packages of up to £30,000 are available (90% loan and 10% grant). The loan element is charged at 5% (fixed) to be repaid over a period of 4 years with an optional capital holiday for the first year. Up to £50,000 is available for exceptional cases.

<https://www.sibgroup.org.uk/firststeps>

Cultural Impact Development Fund

This £3.7 million fund provides small-scale repayable finance to socially-driven arts and cultural organisations. The Fund is supported by Access – The Foundation for Social Investment through the Growth Fund programme, with finance being provided by its partners Big Lottery Fund and Big Society Capital.

The aims of the fund are to: • Enable risk-taking, ambitious organisations in the arts and cultural sector to take on small-scale repayable finance in order to achieve social outcomes; • Increase the capability of arts and cultural organisations to articulate, achieve, monitor and evaluate their intended social impact.

The Fund offers unsecured loans (and revenue participation agreements, where appropriate) between £25,000 and £150,000 with repayment terms of one to five years and interest rates ranging between 5.5% and 8.5%. The investment window is open until August 2021.

<https://www.artsculturefinance.org/our-funds/cultural-impact-development-fund/>

Emergency Essentials Programme –

BBC Children in Need Family Fund Business Services are working in collaboration with BBC Children in Need to deliver the Emergency Essentials programme supporting children and young people living with severe poverty as well as additional pressures such as domestic violence, disability or poor health in the family.

The programme can deliver or fund critical items such as: • Gas or electric cookers • Essential household items • Furniture and kitchen equipment • Children's beds and bedding • Washing machines • Fridges and freezers • Baby equipment • Clothing in exceptional or emergency situations.

Applications must be completed by a registered referrer who is part of an organisation that is supporting the family or young person and capable of assessing their needs.

<https://www.familyfundsolutions.co.uk/emergency-essentials/>

BlueSpark Foundation

grants Schools, colleges and community groups in England can apply for grants to Blue Spark Foundation for a wide range of projects. The Foundation value academic, vocational, artistic and sporting endeavour in equal measure but are particularly keen to support projects which will help enhance the self-confidence, team working skills and future employability of children and young people. Many grants will be under £2,000, most will be under £5,000 and only in a few cases will grants exceed £10,000.

Projects which could be supported include drama, music, sport, art and design, debating, public speaking, academic education, vocational training, community projects, enterprise projects and educational excursions. This list is illustrative and not exclusive as to the types of project that the Foundation support.

<http://bluesparkfoundation.org.uk/>

Family Fund – The Family Fund Trust for families with severely disabled children.

The Family Fund helps families across the UK who are raising a disabled or seriously ill child or young person aged 17 or under. You can apply to Family Fund subject to a number of criteria which include that you are the parent or carer of a disabled or seriously ill child or young person aged 17 or under and that you have evidence of entitlement to one of the following: Universal Credit, Child Tax Credit, Working Tax Credit, Income-based Jobseeker's Allowance, Income Support, Incapacity Benefit, Employment Support Allowance, Housing Benefit and Pension Credit. See the website for more details. <https://www.familyfund.org.uk/>

Tesco Community Grants

Tesco and Groundwork Bags of Help is Tesco's local community grant scheme where the money raised by the carrier bag charge in Tesco stores is being used to fund thousands of community projects. The projects must meet the criteria of bringing benefits to the community. Grants of up to £2,000 are available. Bags of Help is always open for applications from charities and community organisations. Applications are assessed by Groundwork to ensure they are eligible. In areas where application numbers are high, Tesco colleagues will shortlist the projects to determine which go forward to the customer vote. Three community projects in each local area will be voted on by customers in Tesco stores throughout the UK, with projects changing every other month. Following the vote, the project that received the most votes in its area will receive a grant of up to £2,000, second place receiving up to £1,000 and third place up to £500.

<https://tescobagsofhelp.org.uk/>

Help the Homeless grants

Help the Homeless makes grants to charitable organisations with the aim of helping homeless people return to the community and enabling them to resume a normal life. Grants are available to small and medium-sized charitable organisations to fund the capital costs of projects with grants of up to £5,000. The quarterly deadlines for grant applications each year are: 15 March, 15 June, 15 September and 15 December. <http://www.help-the-homeless.org.uk/>

Community re-use

B&Q stores have been donating unsellable materials and products to local community groups for many years. It's a great way to reduce waste whilst helping the community.

The types of material includes:

- Wood, including off cuts and single use pallets
- Plastic plant pots and trays
- Damaged or part filled cans of paint.
- Broken tiles and slabs
- Ends of wallpaper rolls
- Plants that are not in peak condition and other compostable materials
- Old products that have been written off

If your charity, community group, college or school would like to find out more, please [get in touch with us](#). We will add your details to our database of community groups. When a B&Q store has something to donate, they will use this list to get in touch with groups in their area.

Please note that we have many groups registered with us and demand for support is very high. Whilst we would love to provide materials to every organisation who joins the scheme this is not always possible. We cannot guarantee when we will be able to support, or what will be offered due to the nature of the materials being donated.

We expect that materials donated will not be sold on – and that the group collecting will take responsibility for responsible disposal if necessary.

Please note that these are unsellable items. B&Q cannot guarantee the suitability for re-use. No electrical or dangerous products can be donated e.g. broken ladders, faulty chairs or lights. We do not donate items to individuals.

For more information please visit your local store or email Community@b-and-q.co.uk.

GOVERNMENT CONSULTATIONS

Developing a tree strategy for England – Department for Environment, Food & Rural Affairs

Government is seeking views across a wide range of topics on trees and forestry to help inform the development of an England tree strategy.

They want to know your views on how government can:

- increase tree planting and woodland creation
- increase protection for trees and woodland
- bring more woodland into management
- maximise trees' role in supporting the economy
- engage more people with trees and woodlands

They will use these views to develop the England tree strategy. The strategy will provide a basis to support work on:

- 25 Year Environment Plan commitments
- nature recovery
- clean growth
- net zero goals to 2050

This consultation closes on 11 September 2020.

<https://www.gov.uk/government/consultations/developing-a-tree-strategy-for-england>

Combined Heat and Power (CHP): the route to 2050 - call for evidence, department for Business, Energy & Industrial Strategy Government

is seeking views on the future role of efficient co-generation of heat and power to support achievement of UK net zero emissions target by 2050. They are seeking initial views on:

- the current benefits from Combined Heat and Power (CHP)
- the future role of CHP generation in achieving net

zero greenhouse gas emissions by 2050, and supporting green recovery • how the technology might support the decarbonisation of heat and industry This consultation closes on 4 September 2020.

<https://www.gov.uk/government/consultations/combined-heat-and-power-chp-the-route-to2050-call-for-evidence>

2025 UK Border Strategy Public Consultation – Cabinet Office & other departments

This consultation seeks the views and expertise of stakeholders to help develop the 2025 UK Border Strategy and ensure that the government and industry are able to work in partnership together to deliver a world class border. Responses are welcomed from stakeholders with an interest in the border including: • the border industry and its representative bodies • logistics firms and those who support others to move goods through cross-border supply chains • UK or international businesses who trade across the UK border or who are considering doing so • organisations who depend upon the movement of goods or people across the UK border • groups representing commercial and leisure travellers • experts on border processes, procedures and technology

This consultation closes at 11:55pm on 28 August 2020.

<https://www.gov.uk/government/consultations/2025-uk-border-strategy-public-consultation>

Review of The Highway Code

to improve road safety for cyclists, pedestrians and horse riders – Department for Transport This consultation is seeking views on proposed changes to The Highway Code to improve safety for vulnerable road users, particularly the groups of: • cyclists • pedestrians • horse riders The main alterations to the code being proposed are: • introducing a hierarchy of road users which ensures that those road users who can do the greatest harm have the greatest responsibility to reduce the danger or threat they may pose to others • clarifying existing rules on pedestrian priority on pavements, to advise that drivers and riders should give way to pedestrians crossing or waiting to cross the road, • providing guidance on cyclist priority at junctions to advise drivers to give priority to cyclists at junctions when travelling straight ahead • establishing guidance on safe passing distances and speeds when overtaking cyclists and horse riders This consultation closes on 27 October 2020.

<https://www.gov.uk/government/consultations/review-of-the-highway-code-to-improve-roadsafety-for-cyclists-pedestrians-and-horse-riders>

Creating a plan to decarbonise transport: call for ideas – Department for Transport

This consultation is asking the public about their ideas for: 1. the steps we should take to reduce emissions from transport 2. creating a plan to ensure the UK transport is net zero in emissions by 2050 This consultation and plan builds from the information in 'Decarbonising transport: setting the challenge' released in March 2020. This consultation closes on 31 August 2020.

<https://www.gov.uk/government/consultations/creating-a-plan-to-decarbonise-transport-callfor-ideas>

LINKS TO WORKPLAN

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

FUTURE PLANNING

Continuing work on Community Cohesion, Equality and Diversity strategy.

Work with Rural Market Towns Group

On-going development of an offer to address Mental Health support and signposting.

Support to community organisations facing difficulties following CoVid-19 pandemic and forward working.

Some areas are beginning to plan civic events and we will be looking at how we can arrange events within the current rules in the near future.

Continuing to respond quickly to changing circumstances but also build on the sense of community and new working methods that have developed during the past few months to ensure we keep all the good things that have kept things going in unprecedented times.



Full Council

Date: 7th August 2020

Title: Short term Action Plan Report

Purpose of the Report: To provide Members with relevant background information on the suggested project timetable.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider adopting the timetable outlined in section 3.1;
- 1.3 To consider the suggested amendments to the Committee structure as outlined in Section 4 and suspending Standing Order 7;
- 1.4 To consider commencing a staffing review as outlined in Section 5.

2. BACKGROUND

- 2.1 Chard Town Council has recently undertaken a full review of its current functions, resources, services and governance structure. A draft Strategic Plan 2019-2024 was developed by LGRC and this document set out the strategic focus areas and outlined a series of projects and programmes.
- 2.2 The implementation of the above programme included consulting with Chard residents initially to assess the levels of support for its strategic focus and for its key projects and programmes.
- 2.3 Due to the Covid-19 emergency this has been put on hold, and at the same time the current Town Clerk is leaving post.
- 2.4 A full-time Locum Clerk has been appointed to help provide a period of stability whilst the Council adopts a new governance structure, addresses the challenges ahead post Covid and to review the current staffing structure, as well as provide administrative support to ensure the Council meets its legal obligations.
- 2.5 Once initial challenges have been addressed the recruitment of a replacement permanent Town Clerk will commence.

3. PROPOSED PRIORITIES

- 3.1 The Town Council needs to agree its short term priorities to enable it to move forward. A draft timetable for consideration is outlined below:

PRIORITY	PROJECT	TIMESCALE
One	Finalise and adopt a revised Committee structure with relevant Terms of Reference, develop a schedule of meetings and develop a Work programme for each Committee.	Initial report – 17 th August 2020; Final adoption – 14 th September 2020.
Two	Address the financial issues that have arisen during the year identified in the internal audit report and ensure that all the financial governance documentation is updated as required.	17 th August 2020
Three	Commence the reopening of the Guildhall, develop risk assessments and put in place new cleaning regime and social distancing measures.	Aim to open the Guildhall week commencing 14 th September 2020.
Four	Based on the revised Committee structure to undertake a staffing review and restructure to help the Council best meet its responsibilities. The restructure will define a clear set of operational requirements and assess value for money of all services to be delivered.	Initial report 14 th September 2020 Draft/Final restructure – 12 th October 2020.
Five	Additional cemetery land required. To commence feasibility studies on various options available in the short and medium term.	First report – 12 th October 2020.
Six	Commence recruitment of Full Time Town Clerk/CEO	November 2020
Seven	Review the draft Projects and Programme list as set out in the draft Strategic Plan and set out priorities.	First draft – 14 th September 2020.
Eight	Ensure that the website provision meetings with legislative requirements coming into force in September 2020.	14 th September 2020.
Nine	Develop a business plan for the Guildhall and as part of this, review location of Town Council staff within the Guildhall to make them more visible and accessible. It will also focus heavily on income generation.	First draft by 12 th October 2020.
Ten	Identify priority upgrades required within the property portfolio of the Council, draw up specifications and seek quotations/tenders for the work.	First draft by 12 th October 2020.

Eleven	Identify priority play area upgrades required, draw up specifications and seek quotations/tenders for the work.	First draft by 12 th October 2020.
Twelve	Commence the development of a Climate Change Action Plan which will be fully consulted upon with the local community.	First Draft – 9 th November 2020.

- 3.2 Setting out a list of project and programme priorities is essential to enable the Town Council to begin to implement the range of projects it has identified over the past few years. It is accepted that some may need to be consulted upon with the wider community but there are a number of basic projects that need to be commenced as soon as practicable.
- 3.3 The development of a business plan for the Guildhall will help Council develop a clear plan to enable it to develop with asset. It is essentially a commercial operation hence the suggestion below that a Management Committee be set up to develop a clear strategy for its future and to manage and monitor progress. If pursued then agreement will be required regarding the management Committee make-up.

4. THE COUNCIL & COMMITTEE STRUCTURE

- 4.1 The current Council structure adopted at the July 2020 meeting is as follows:
- Full Council
 - Planning and Highway Committee
 - Personnel Committee
 - Property Committee
 - Services Committee
- 4.2 Terms of Reference have been adopted subject to some minor amendments. These were finalised at the July meeting and a new meeting schedule now needs to be drawn up.
- 4.3 Chard Town Council delivers a range of functions. They fit broadly into three categories and the table below broadly maps out the main functions and duties currently being delivered (please note this list is not exhaustive):

Finance, Democratic & Support Services	Community & Leisure Services	Property & Open Spaces Services
<ul style="list-style-type: none"> • Council agendas • Committee agendas • Council Reports • Meeting support and administration • Civic administration • Correspondence • Office support 	<ul style="list-style-type: none"> • Guildhall • Market • Local Information Centre • Leisure events and initiatives • Bars and catering 	<ul style="list-style-type: none"> • Chard Cemetery • Chapels • Burials/Interments • Cremations • Burial books upkeep and maintenance • Memorial administration • Deeds of Grant

<ul style="list-style-type: none"> • Resident support • Council procurement • Councillor enquiries • Civic events • Council finances • Fees & Charges • Financial policies and legal requirements • Invoicing • Internal audit • External audit • Budget development • Budget monitoring • Budget reporting • Corporate Plan development • Corporate Plan implementation • Personnel, jobs and recruitment • Payroll • It systems and support • Council events programme • Festive Lights • Community Grants • Consultation responses • Guildhall and property maintenance and procurement • Investment programme development • Project management • Member and staff training development • Climate change 	<ul style="list-style-type: none"> • Catering development • Investment programme • Event development • Community programme • Leisure marketing • Hire of leisure facilities • Community Usage • Climate change 	<ul style="list-style-type: none"> • Closed churchyard • Allotments • Allotment rents • Allotment database • Parks & open spaces • Play equipment • Play equipment safety inspections • Dog and litter waste collections • Grounds maintenance schedules • Grass cutting • Hedge and shrub maintenance • Street cleaning • Street furniture • Sports pitches • Pitch hire • Pitch markings • Changing Rooms (Jocelyn Park) • Cleaning and problem reporting • Council store (Watt store) • Yard buildings • Floral displays • Horticulture • Car park (Zembard Lane) • Facility enhancements • Grounds equipment • Vehicles • Machinery maintenance • Climate change
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4.4 Due to the size of the Council a high degree of flexibility is required to ensure that the small team employed supports all the services being delivered.

4.5 Currently the draft areas of service for the Property Committee and the Services Committee have been identified as follows:

DRAFT – PROPOSED PROPERTY SCHEDULE

- Guildhall (including Watt Store)
- Chapels (Cemetery)
- Jocelyn Park Changing rooms

- Play Equipment (?)
- Street Furniture
- Cemetery Memorials (those where burial rights have now expired and become property of CTC).
- CTC Yard Buildings
- Vehicles

DRAFT – PROPOSED SERVICES SCHEDULE

- Parks (excluding play and ancillary equipment)
- Street Cleaning
- Cemetery (excluding memorials)
- Closed Churchyard
- Allotments
- Market
- Local information Centre
- CTC Charges
- Horticulture ie Flower Baskets, planters, bedding
- Zembard Lane car park
- Guildhall café/ Bar

- 4.6 Based on current understanding it appears that there is going to be a fair amount of crossover regarding the responsibilities of the two committees and it is respectfully suggested that instead of making Council business more efficient it could actually slow the process up.
- 4.7 It might be more efficient to create a single Property & Services Committee focusing on service delivery through its properties and consider creating a Policy & Resources Committee to develop policy and act as first port of call for discussion when developing policy and overseeing the Council finances.
- 4.8 With regard to the Guildhall, Council might consider creating a Management Committee to deal with specific service development, marketing, lettings, catering and events as well as monitoring budgets and overseeing future projects and investments. The Management Committee could either submit regular reports (either through minutes or specific reports) to either Policy & Resources or directly to Full Council.
- 4.9 The Guildhall is both very central and a focal point of the Town. It requires specific skills to develop as it has excellent event space and opportunities to develop the foyer area.
- 4.10 If Full Council considers that the above revision of the recently adopted Committee structure should be developed further, then Standing Order 7 will need to be suspended. A copy of the Standing Order is outlined below:

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9

below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved for a further six months.

- 4.11 Subject to Council's decision, a revised Committee structure will be developed and submitted for approval at the Full Council meeting to be held on Monday 14th September 2020.

5. STAFFING RESTRUCTURE

- 5.1 Subject to the adoption of a revised Council and Committee structure, there is an urgent need to carry out a staffing review to help meet the ambitions of the Town Council.
- 5.2 The staffing review will also look at flexible working, location of staff within the Guildhall and the Grounds Team, working practices and a revised staffing structure. There is a need to review the Council's management structure as well as the capacity of each Team to meet an acceptable level of service delivery. There will also be a requirement to review recent decisions related to the future of staffing and services that have been agreed but not as yet implemented.
- 5.3 Once the review has taken place staff will need to be consulted on the proposals. New job descriptions, person specifications and contracts will be required.
- 5.4 It is recommended that consideration be given to appointing an external HR consultant to support the staffing review to ensure that the processes to be followed are clear and legal to avoid any potential disputes and possible tribunals.
- 5.5 It is essential to ensure that all staff are fully communicated with at every stage of the staffing review process to ensure full transparency.

6. CONCLUSION

- 6.1 Following the various challenges recently experienced by the Town Council it now has to agree a way forward. Under Confidential Items there is a draft project priority list to be considered to enable Council business to begin to return to normal and to commence the proposals outlined in this report.
- 6.2 The next few months will continue to be a challenge but once a clear way forward has been agreed then Council can focus on delivering that plan and move forward.

Agenda Item #2020/ Western Power Grant Report

Purpose of the Report

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

Context

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

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

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

Findings

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

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

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

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

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

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

Resource and Financial Implications

We could return the funding to Western Power.

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

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

Conclusion

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

Recommendation

As noted above each of the options has merit and a blended option of using part to cover costs already spent and a ringfenced amount against future need may be the best option. Or we may need to negotiate with Western Power to agree their preference.

Name of Officer and date of report

Liz Johnson-Idan 07/08/2020



Amenities Progress Report

APRIL 2020 ONWARDS

Neil Richards | Gary Huish | 5/8/2020

Report Aims

The aim of this report is to show an over view of work progress carried out since April around the town, and the additional works carried out since the assistance of the Guildhall team.

Amenities routine work

- Town center street Cleaning
- Bin run
- Watering
- Cemetery maintenance and upkeep
- Flower bed planting and maintenance
- Hanging Baskets maintenance
- Park inspections and repairs
- Open spaces maintenance
- Service request (e.g. Dog fouling, Brocken Glass, Fly tips and downed trees)

The above tasks have been carried out by the Amenities team With the Support of The Guildhall team. Which In our opinion is has worked well, the extra Assistance has Freed up Some of the team to allow additional tasks to be carried out

Additional works carried out

- Cemetery flower beds
- Paths edging and cleaning
- Repairs to chapel (e.g. nesting rodents)
- Deep cleaning of Staff facilities
- Renovation of cemetery and town center benches
- Cleaning of walls and gates
- Painting of main gates, railings and other facilities
- Remembrance and rose garden maintenance

These above Tasks would have been difficult or impossible to achieve with the reduced level of staffing we have been working with.

It has proved additionally valuable with having the guildhall team in the cemetery with Graham returning to work on reduced hours. This would have meant either graham being unable to return to work or a member of the team being situated at the cemetery for Health and safety reasons (lone working).

Improvements to Cemetery and Town

The following is an overview of some of the additional tasks carried out with the extra staff free up over the last few months.

Cemetery Gates, Railings

main gates and railings washed and prepared for painting the main gates and railings have been painted and the lower gate is awaiting paint to finish.



During Painting



After Painting and Clean

Cemetery Paths and Flower beds



Path edging



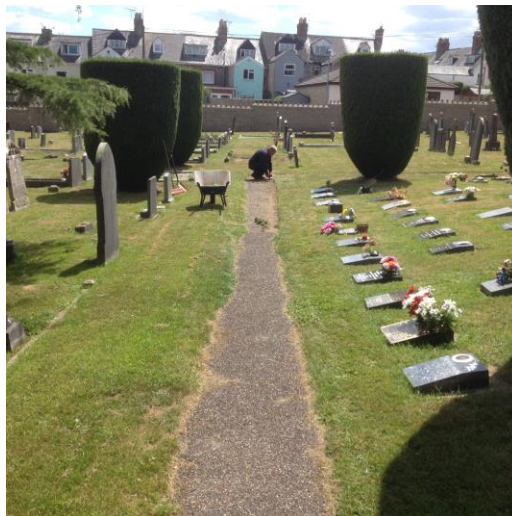
Finished work



Space regained after edging path



Beds edged and weeded seating pad cleared and pressure washed



Unevenness of path before edging

Path have been edged and, in the process, reclaimed anywhere from two to six inches of path back. This intern allows for better access for people with limited mobility.



Path after edging and cleaning

Cemetery Cleaning

The main side wall, main and rear entrances, chapel entrance and side paths have been pressure washed. The wall down from the main gate was black with algae and traffic soot, as was the lower entrance. The chapel entrance has been cleaned out twice now due to people over night urinating in the entrance due to main gates not being locked at night as per instructions, other vandalism has occurred with site unsecured overnight.



Before



After



Before



During



After



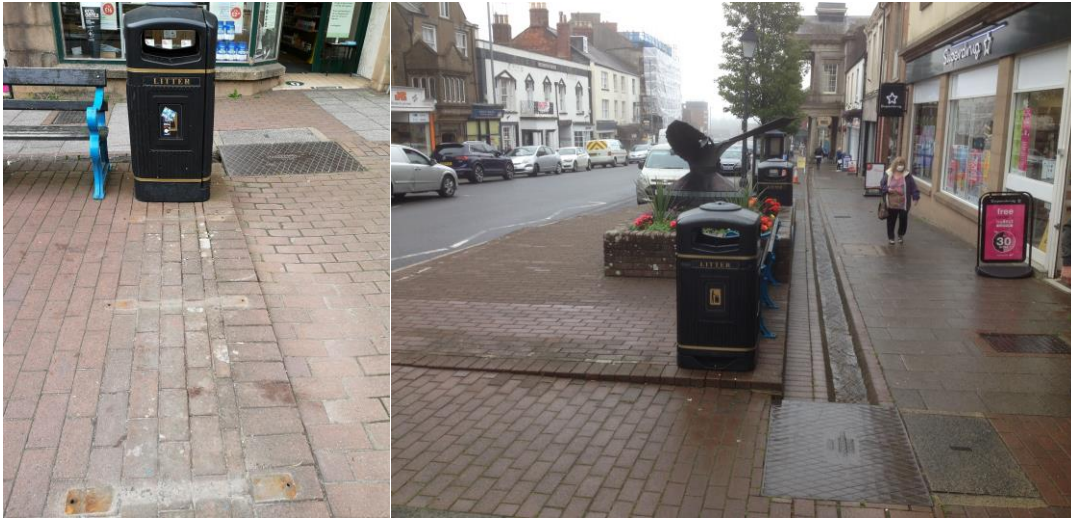
Before



After

Cemetery and Town Benches

The Seating in the cemetery and in the town is in the process of being cleaned and painted. We are working through the cemetery and town aiming to get all the benches restored. We are working through the worst in the cemetery and in town, and are removing a couple benches at a time restoring, then repeating. One of the large seats outside Superdrug has been removed, we have removed and will restore each seat in turn. As you will see from the pictures below, this seat will then go back and replace one of the other seats so that there is no risk to the public through falls due to seating being removed.



As you can see from the picture above there is a drop off at rear of seating. Working this way will ensure the safety of the public. By removing the seating to restore this allows us to clean of the seat with a pressure washer, strip down to their component parts, and remove all old and loose paint and varnish. All parts are inspected for damage and replaced as required, some wooden slats have been replaced due to being split or severely warped. The seating is then painted and stained, reassembled and any brass plaques polished then refitted. Following are a few pictures showing some of the seating through the process.





After cleaning



Wood in the prosses of being sanded, and seat ends ready to paint



Some of the finished seating

Town seating back in position after restoration



Seating area in cemetery hedging trimmed and pad cleaned seat restored



Sundry Task Completed

Hanging baskets and flower beds have been planted and hung around the town.





Signs Decorated



Pest Control in Chapel



Rodent nest removal



Hole from exterior of chapel

This rodent ingress point has now been repaired with wire mesh, and nest cleared. This damage was reported around the summer of last year.

Guildhall work Started

Before Gary H was moved from the Guildhall to the Cemetery in addition to his normal cleaning duties, He had been cleaning and painting at rear of the guildhall buy the café area. Walls and path were cleaned, rear gate and walls painted. There is still some work to do out back by the disabled slope, and out along Howards row. Hopefully some or all of this can be completed before the end of the good weather. Before the guildhall closed in march Gary was also in the prosses redecorating the Auditorium which is about 80% complete, and this would be nice to complete before building is reopened, but I think we may have plenty of time for this.



Future Tasks

In addition to continuing working our way through the benches, and our regular duties. The lower gate in the cemetery needs to be top coated, there are more paths and beds to edge up. Some of the more prominent monument in the cemetery are to be lightly cleaned, Gillingham's head stone and the mausoleum are a couple that have been selected. A test path has been carried out on the mausoleum and it came up nicely. In case any of you are worried about these monuments being cleaned, they are to be lightly cleaned, not pressure washed to within to a new surface, just rinse off any loose dirt from the surface. The metal work around the mausoleum will have a fresh coat of paint as well. Following are a couple of pictures from test cleaning of mausoleum.



Small tiled area in front of gate cleaned, on right before, left after

Amenities Supervisors Summary August 2020

Thank you everyone for taking the time to read and look at the report presented to you all consisting of all the recent work and progress that has taken place with the unusual joining of two departments the Guildhall caretakers and the Amenities Dept certainly proves on what can be achieved when colleagues join forces and work together as a team.

The help supplied by the caretakers Tony and Gary for the past 4 months has had a substantial impact for the department where we have been struggling to complete all tasks required and what we would of wanted to achieve with such a reduced number of staff in the Amenities team it has been on occasions very challenging times and this has been overcome with their help and support.

With the presence of Tony and Gary they have been busy as the pictures show with the renovating of all of our benches from the cemetery to the town centre, widening of footpaths, Edging up the main driveway to look presentable not just for the public but also for our local funeral directors, The cleaning and pressure washing of all the walls and entrances now look amazing and show off all the ham stone colours with the return of Graham has certainly also had a great impact for chard town council with the knowledge of 20 years and has comfortably bonded a working relationship with Tony based at the cemetery which was a lot of work to contend for one person maintaining all of these grounds working alone and for Health and safety reasons better working as a pair than alone.

By having the help from Tony and Gary has also given me the opportunity to release members of the team to carry on their general job roles outside of the cemetery, outside of the cemetery the team have also been busy with the planting of the summer bedding, Hanging baskets have been put up, Plant towers have been erected, service requests have been completed on time sometimes with 24 hrs of notifications, streams have been cleaned ,Park inspections and repairs have been re-instated, Weed spraying has now started to commence with the use of our Quad bike, De weeding off the town centre has also been happening as well as fitting of newly painted street furniture, the whole departments have been making a great effort recently to deliver a service to the public and to keep the standards above expectations.

Currently as we all know I am the supervisor for the amenities department for the past 20 months unoriginally a senior for 6 years and joined Chard Town Council in September 2007 when in fact there was 8 members of staff including a working manager and because of this the work load was easy to fulfil during the years the department had slowly declined in staff that has never been replaced which would start to lead us into failure over the next coming years as the work was never reduced this meant it was impossible for us to maintain all areas with such a small team even to the point that in the middle of 2019 we was down to 2 men over a short period due to illnesses and staff on annual leave the dept was fighting a losing battle with the morale down it was then my job of trying to regain the positiveness of the Dept.

In September 2019 the amenities was greeted with the unexpected presence of Nick and Quentin two supervisors from SSDC who was appointed to support and give a report of the findings and problems of the department this could of possibly avoided if myself and

the team had been sat down and any issues discussed overtime Nick had returned back to his duties at Yeovil and Quentin was too remain helping the Amenities and myself with support and the relevant training required this has in fact helped me to be more confident in my role and too make me realise it's a big old world out there as a supervisor but can be very rewarding at the same time. Since the help was supplied there has been a dramatic change in the team , Training courses have been taken place, Risk assessments are done, Monitoring of the team with locations and the correct PPE, Fly tip sheets have been drawn up for records, Time sheets are done weekly as normal, myself and the team have come a long way in the past 11 months with the help from SSDC and certainly taken on board which should off happened a very long time ago with previous managers.

Thoughts to be considered.

The Amenities are fully aware that there is a possibility of being taken over by SSDC and then we would be under their control speaking on behalf of the team we feel there is defiantly some things to be considered.

1. The Amenities support local small businesses for example Bartlett park garage for services, repairs and mots, Barron's shoe shop for safety boots, Eagle plant for machinery repairs and parts, Martins for materials, Power shoes for key cutting.
2. Two bigger parts of our department is Mousehole nurseries who supply all the summer and winter bedding Adrian and Janet have been outstanding and always welcoming to help and support our department. And finally, the community payback team which we have had a very good relationship with for over 7 years now and certainly proved their weight in gold over this period of time.
3. Service requests, there has been numerous amount of times I can safely say we have responded to call outs and the safety of the public from cutting back overgrown public footpaths too dog fouling, Drug paraphernalia, smashed glass issues even down to recently pulled up safety matting in a park belonging to SSDC all of this either done as a priority or within 24hrs off a non-emergency.
4. Experience of the whole team together time and effort they have put into Chard Town Council over the years, Characters we certainly have some! , the bonding between the public and shop keepers who we all know and they have known us over time.

List could go on but I'm sure we now have the jist of it all.

Recommendations/suggestions

With the help and support from the guildhall caretakers I believe that this report now shows on how much can be achieved with the small increase in staff and has certainly boosted the teams morale and made them realise what can once again be achieved with the correct number in the department, Joining of the departments to support each other could this be a opportunity to carry on the good work with help and support for us in the busiest months of the summer and then the Amenities supporting the care takers in the winter months? Or the chance off recruiting permanent full-time staff.

To basically finish off this report my last and final thought is for me to have some help and support once again with the possibility of someone being employed to manage the department which has got to a stage is defiantly needed for the Amenities team to grow again and produce the excellent service that was once provided and to be proud off.

Kind regards

Neil Richards Amenities Supervisor.