



## Chard Town Council

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

## Minutes of the extraordinary meeting of the Full Town Council held on Monday 15<sup>th</sup> January 2018 in the Town Hall, Chard.

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

In Attendance: Tracy Lamb Deputy Town Clerk/RFO.

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

The meeting started at 8:43 pm

-----

### Public Participation Time

**2018/130. 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).

Apologies have been received from:

Cllr. Mrs Broom Business commitment

Cllr. Mrs Wyatt Prior engagement

Cllr. O'Brien Prior engagement

Cllr. Mrs Orchard Illness

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

**Resolved - to accept the apologies and approve the reasons given**

Cllr. M Carnell was absent.

- 2018/131. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

None

- 2018/132. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

There are no confidential items

- 2018/133. Council Meeting – minutes** - To confirm and sign the minutes of the Extra Ordinary Town Council Meeting on Wednesday 20<sup>th</sup> December 2017 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Proposed: Cllr. Orchard

Seconded: Cllr. Mrs Dowell

For : 8

Abstentions : 2

**RESOLVED – that the minutes of the Extra Ordinary Town Council Meeting held on Wednesday 20<sup>th</sup> December 2017 be signed as a correct record with two amendments made:**

**That under agenda item #2017/127 there was 1 vote against and 0 abstentions and that the standard format of recording votes is followed.**

**That the grammer of the resolution under agenda item #2017/127 be corrected to “because the due process has not been followed”.**

The Chairman signed the minutes.

**2018/134. Finance** – to receive and consider the recommendation from the Finance & Personnel Committee and resolve to set a budget for the financial year 2018 – 2019

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Baker

Agreed Unanimously

**Resolved: That Chard Town Council set a budget of £718,390, including the precept support grant, for 2018/2019 and to carry over any unused budget from 2017/2018 for Heating and Air Conditioning 4062/201 to 2018/2019  
330 EMR MUGA is increased by £4,000 annually for the next 5 years.**

**332 EMR Land acquisition £34,000 is moved to 343 EMR Cemetery,**

**335 EMR Amenities Equipment £8,280 is moved to 338 EMR Play equipment,**

**340 EMR Guildhall Maintenance £35,700 is moved to 350 Sinking Fund - Guildhall**

**341 EMR Cemetery Chapel is transferred towards 4956/309 Cemetery Chapel**

**343 EMR Cemetery increase to £200,000 from 332 EMR Land acquisition and general reserves**

**350 Sinking Fund Guildhall is reduced by £30,000 for guildhall quinquennial expenditure**

**353 Sinking Fund – Jocelyn Park is increased by £300 annually.**

**2018/135. Finance** – to set the precept for the 2018 – 2019 financial year

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Baker

For : 9

Against : 1

**Resolved: Chard Town Council set a precept demand of £631,340 which equates to an increase of £3.75 (2.6%) to £148.08 in the Band D Equivalent with officers to work towards making savings for a balanced budget in 2019/2020**

**2018/136.** 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 #2018/132 above refers)

**There being no further business the meeting closed at 8.54 pm.**



## **Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

## **Minutes of the extraordinary meeting of the Full Town Council held on Monday 15<sup>th</sup> January 2018 in the Town Hall, Chard.**

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

In Attendance: Tracy Lamb Deputy Town Clerk/RFO.

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

The meeting started at 8:43 pm

-----

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

## Public Participation Time

**2018/130. 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).

Apologies have been received from:

Cllr. Mrs Broom	Business commitment
Cllr. Mrs Wyatt	Prior engagement
Cllr. O'Brien	Prior engagement
Cllr. Mrs Orchard	Illness

**Resolved - to accept the apologies and approve the reasons given**

Cllr. M Carnell was absent.

**2018/131. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

None

**2018/132. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

There are no confidential items

**2018/133. Council Meeting – minutes** - To confirm and sign the minutes of the Extra

Ordinary Town Council Meeting on Wednesday 20<sup>th</sup> December 2017 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Proposed: Cllr. Orchard  
For : 8

Seconded: Cllr. Mrs Dowell  
Abstentions : 2

**RESOLVED – that the minutes of the Extra Ordinary Town Council Meeting held on Wednesday 20<sup>th</sup> December 2017**

be signed as a correct record with two amendments made:

That under agenda item #2017/127 there was 1 vote against and 0 abstentions and that the standard format of recording votes is followed.

That the grammar of the resolution under agenda item #2017/127 be corrected to "because the due process has not been followed".

The Chairman signed the minutes.

**2018/134. Finance** – to receive and consider the recommendation from the Finance &

Personnel Committee and resolve to set a budget for the financial year 2018 – 2019

Proposed: Cllr. Mrs Kenton  
Agreed Unanimously

Seconded: Cllr. Baker

**Resolved: That Chard Town Council set a budget of £718,390, including the precept support grant, for 2018/2019 and to carry over any unused budget from 2017/2018 for Heating and Air Conditioning 4062/201 to 2018/2019**

**330 EMR MUGA is increased by £4,000 annually for the next 5 years.**

**332 EMR Land acquisition £34,000 is moved to 343 EMR Cemetery, 335 EMR Amenities Equipment £8,280 is moved to 338 EMR Play equipment,**

**340 EMR Guildhall Maintenance £35,700 is moved to 350 Sinking Fund - Guildhall**

**341 EMR Cemetery Chapel is transferred towards 4956/309 Cemetery Chapel**

**343 EMR Cemetery increase to £200,000 from 332 EMR Land acquisition and general reserves**

**350 Sinking Fund Guildhall is reduced by £30,000 for guildhall quinquennial expenditure**

**353 Sinking Fund – Jocelyn Park is increased by £300 annually.**

**2018/135. Finance** – to set the precept for the 2018 – 2019 financial year

Proposed: Cllr. Mrs Kenton  
For : 9

Seconded: Cllr. Baker  
Against : 1

**Resolved: Chard Town Council set a precept demand of £631,340 which equates to an increase of £3.75 (2.6%) to £148.08 in the Band D Equivalent with officers to work towards making savings for a balanced budget in 2019/2020**

**2018/136.** 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 #2018/132 above refers)

**There being no further business the meeting closed at 8.54 pm.**

## **Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# **COUNCIL MINUTES**

**Minutes of a meeting of the Full Town Council  
held on Monday 19 February 2018 in the Town Hall, Chard**

**Present:** Cllrs. Kenton (Vice Chairman); Mrs. Kenton; Baker; Mrs. Dowell; Bulmer; Mrs. Wyatt; Mrs. Broom; Mrs. Glynn; Orchard; Warwick; Mrs. Orchard and O'Brien

In Attendance: Tracy Lamb (Deputy Town Clerk)

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

The meeting started at 7.30 pm

-----

In the absence of the Chairman the meeting was chaired by the Deputy Mayor

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

## Chaplain's 'Thought for the Day'

### Public Participation Time

A member of the public requested an update on the Market working group and commented on the recently agreed purchase of a snow plough.

Cllr. Baker reported that an email had been received from a visitor to the Town complimenting the cleanliness and how nice it was to see clean streets. Thanks were passed to the member of staff that the visitor had seen working over the weekend.

Cllr. Mrs Kenton updated Council on the Month of Saturdays events that were due to happen April. This has been postponed with a report to follow to the Finance & Personnel committee meeting in March.

### Reports from County and District Councillors

Cllr. Baker reported that Snowden Park Play equipment was moving forward

Cllr. Mrs Broom reported that the Library Consultation was open and that the in-patient ward at Chard Hospital remains closed at present.

### **2018/137. 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. Morrison – Illness

Cllr. Shortland - Illness

Agreed unanimously

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



Cllr. Carnell Absent

**2017/138. Mayor's Announcements.**

In the absence of the Mayor there were no announcements.

**2017/139. 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).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr. Baker	X	X	#2018/145	Cheque made payable to himself

**2018/140. 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. Baker

Seconded: Cllr. Dowell

Agreed Unanimously

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018/159 (Staff in Confidence) and (Commercial in Confidence) are discussed.

**2018/141. Council Meeting – minutes** - To confirm and sign the minutes of the Town Council Meeting on Monday 15<sup>th</sup> January 2018 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Agreed Unanimously

**RESOLVED** – that the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> January 2018 be signed as a correct record

The Chairman signed the minutes.

**2018/142. Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning and Highways	18 <sup>th</sup> December 2017	(Previously circulated)
Planning and Highways	15 <sup>th</sup> January 2018	(Previously circulated)
Finance and Personnel	15 <sup>th</sup> January 2018	(Previously circulated)
Guildhall & Amenities	5 <sup>th</sup> February 2018	(attached)

To recommend to Full council the approval of appointing Westford Mechanical Ltd to carry out the replacement of the control panel to the heating system at a cost of £20,267.80 with the costs to be taken from the 4062/201 Heating and air conditioning budget.

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Wyatt

Agreed Unanimously

**RESOLVED – To receive and note the minutes and approve the appointment of Westford Mechanical Ltd to carry out the replacement of the control panel to the heating system at a cost of £20,267.80 with the costs to be taken from the 4062/201 Heating and air conditioning budget**

**2018/143. Action Review Summary** – to receive and review the Action Review Summary

**RESOLVED** – The report was noted and it was agreed to purchase one defibrillator and situate it, in the shade, on the outside of the Guildhall subject to the agreement of the SSDC Conservation Officer with any surplus funds from the agreed budget of £1,800 to be held towards a second defibrillator.

**2018/144. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

**RESOLVED** – to note the 'year to date' expenditure.

**2018/145. Finance - Accounts for Payment** - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) – cheque signatories to be Cllr. Shortland and

Cllr. Mrs Wyatt

Proposed: Cllr. Kenton  
Agreed Unanimously

Seconded: Cllr. Bulmer

**RESOLVED** – to approve the accounts for payment and agree that Cllr. Orchard be a cheque signatory in place of Cllr. Shortland if required.

**2018/146. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

The schedule was noted.

**2018/147. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

Proposer: Cllr. Mrs Dowell

Seconded: Cllr. Warwick

Agreed Unanimously

**RESOLVED – To receive and note the report and approve transfers in excess of £1000**

**2018/148. Finance – Bank Reconciliations** – to receive and note the signed bank reconciliations for the third financial quarter of 2017-2018

**Resolved - To receive and note the reconciliations**

There was no agenda item 2018/149

**2018/150. To consider the proposed Schedule of Meeting Dates for 2018/2019**

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Orchard

Agreed Unanimously

**RESOLVED** – that the Schedule of Meeting Dates are received and noted

**2018/151. To approve a Panel of Members to consider and authorise the Outstanding Service Awards 2018**

Proposed: Cllr. Kenton

Seconded: Cllr. Mrs Kenton

Agreed Unanimously

**RESOLVED** - that a panel of four Members - Councillors Warwick; Baker; Bulmer and Orchard should consider and approve the nominations for the Outstanding Service Awards to be made at the Annual Parish Meeting in April.

**2018/152. To Review terms of reference for the Personnel sub committee.**

(Standing Order # 5 j[vi]) (delegated to the Finance & Personnel Committee under Standing Order 10 a) xvii

Proposed: Cllr. Bulmer

Seconded: Cllr. Warwick

Agreed Unanimously

**RESOLVED – to approve the proposed Terms of Reference for the Personnel Sub Committee as per the report (with the inclusion of cross references to Standing Orders, Scheme of delegation and Employee Handbook) and amend the Scheme of Delegation to**

**reflect the agreed changes. To appoint the Chairman of the Finance and Personnel Committee as the Chair of the Personnel sub committee**

**2018/153. Personnel** - That this committee authorises delegated powers to the Deputy Town Clerk to enable her to act as Proper Officer to the Council in the Clerk's absence

Proposer: Cllr. Mrs Glynn

Seconded: Cllr. Dowell

Agreed Unanimously

**Resolved - That this committee authorises delegated powers to the Deputy Town Clerk to enable her to act as Proper Officer to the Council in the Clerk's absence**

**2018/154. Finance – Community Development Fund** - To agree the grant to be awarded to a recent applicant to the Community Development Fund

**Item Withdrawn**

**2018/155. Town Clerk's Report** – to receive and note the update from Town Clerk

Nothing to report.

**2018/156. Town Clerk's Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

The Town Clerk reported on the following matters:

Deputy Town Clerk/RFO has assumed the purchase delegation authority of the Town Clerk in her absence as per the purchasing delegation limits & active purchasing Policies.

Dates for the Fun Fair at Stringfellow Park have been agreed, Sunday 20th May 2018 to Saturday 26th May 2018

**2018/157. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.  
**#1. Chard Museum Report**

The report and updates were noted.

**2018/158. Election of Deputy Chairman to the Finance & Personnel Committee**

Proposed: Cllr. Mrs kenton  
Agreed Unanimously

Seconded: Cllr. Mrs Wyatt

**RESOLVED – that Cllr. Mrs Dowell is appointed as deputy chair of the Finance & Personnel committee.**

1 Member of the public left the meeting.

**2018/159.** 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 #2017/140 above refers)

Staff in Confidence

a) **Personnel Update – to receive a verbal update on current staffing matters**  
Members were appraised of the issues that have been discussed at the recent meetings.

b) **Staff update – to receive a verbal report**  
A verbal report was given to Members to update them on staff issues.

Proposed: Cllr. Baker  
Agreed Unanimously

Seconded: Cllr. Orchard

**RESOLVED – that the Outdoor Services Supervisor uplift would apply from 1<sup>st</sup> January 2018**

Commercial in confidence

A verbal update was given on actively seeking new cemetery land

**There being no further business the meeting closed at 8.50 pm.**



## **Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

## **Minutes of a meeting of the Full Town Council held on Monday 19 February 2018 in the Town Hall, Chard**

**Present:** Cllrs. Kenton (Vice Chairman); Mrs. Kenton; Baker; Mrs. Dowell; Bulmer; Mrs. Wyatt; Mrs. Broom; Mrs. Glynn; Orchard; Warwick; Mrs. Orchard and O'Brien

In Attendance: Tracy Lamb (Deputy Town Clerk)

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

The meeting started at 7.30 pm

-----

In the absence of the Chairman the meeting was chaired by the Deputy Mayor

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

## Chaplain's 'Thought for the Day'

### Public Participation Time

A member of the public requested an update on the Market working group and commented on the recently agreed purchase of a snow plough.

Cllr. Baker reported that an email had been received from a visitor to the Town complimenting the cleanliness and how nice it was to see clean streets. Thanks were passed to the member of staff that the visitor had seen working over the weekend.

Cllr. Mrs Kenton updated Council on the Month of Saturdays events that were due to happen April. This has been postponed with a report to follow to the Finance & Personnel committee meeting in March.

### Reports from County and District Councillors

Cllr. Baker reported that Snowden Park Play equipment was moving forward

Cllr. Mrs Broom reported that the Library Consultation was open and that the in-patient ward at Chard Hospital remains closed at present.

### 2018/137. 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. Morrison – Illness

Cllr. Shortland - Illness

Agreed unanimously

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

Cllr. Carnell                  Absent

### 2017/138. Mayor's Announcements.

In the absence of the Mayor there were no announcements.



**2017/139. 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).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr. Baker	X	X	#2018/145	Cheque made payable to himself

**2018/140. 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. Baker

Seconded: Cllr. Dowell

Agreed Unanimously

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018/159 (Staff in Confidence) and (Commercial in Confidence) are discussed.

**2018/141. Council Meeting – minutes** - To confirm and sign the minutes of the Town Council Meeting on Monday 15<sup>th</sup> January 2018 (previously circulated) [LGA 1972, Sch 12 para41 \(1\)](#)

Agreed Unanimously

**RESOLVED** – that the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> January 2018 be signed as a correct record

The Chairman signed the minutes.

**2018/142. Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning and Highways 18<sup>th</sup> December 2017 (Previously circulated)

Planning and Highways 15<sup>th</sup> January 2018 (Previously circulated)

Finance and Personnel 15<sup>th</sup> January 2018 (Previously circulated)

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s

Guildhall & Amenities 5<sup>th</sup> February 2018 (attached)  
To recommend to Full council the approval of appointing Westford Mechanical Ltd to carry out the replacement of the control panel to the heating system at a cost of £20,267.80 with the costs to be taken from the 4062/201 Heating and air conditioning budget.

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Wyatt

Agreed Unanimously

**RESOLVED – To receive and note the minutes and approve the appointment of Westford Mechanical Ltd to carry out the replacement of the control panel to the heating system at a cost of £20,267.80 with the costs to be taken from the 4062/201 Heating and air conditioning budget**

**2018/143. Action Review Summary** – to receive and review the Action Review Summary

**RESOLVED** – The report was noted and it was agreed to purchase one defibrillator and situate it, in the shade, on the outside of the Guildhall subject to the agreement of the SSDC Conservation Officer with any surplus funds from the agreed budget of £1,800 to be held towards a second defibrillator.

**2018/144. Finance - Town Council Year 2016/17 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

**RESOLVED** – to note the ‘year to date’ expenditure.

**2018/145. Finance - Accounts for Payment** - to review and note items of expenditure

([LGA 1972 s150 \(5\)](#)) – cheque signatories to be Cllr. Shortland and

Cllr. Mrs Wyatt

Proposed: Cllr. Kenton  
Unanimously

Seconded: Cllr. Bulmer Agreed

**RESOLVED** – to approve the accounts for payment and agree that Cllr. Orchard be a cheque signatory in place of Cllr. Shortland if required. **2018/146. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

The schedule was noted.

**2018/147. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council’s Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

Proposer: Cllr. Mrs Dowell

Seconded: Cllr. Warwick

Agreed Unanimously

**RESOLVED – To receive and note the report and approve transfers in excess of £1000**

**2018/148. Finance – Bank Reconciliations** – to receive and note the signed bank reconciliations for the third financial quarter of 2017-2018

**Resolved - To receive and note the reconciliations**

There was no agenda item 2018/149

**2018/150. To consider the proposed Schedule of Meeting Dates for 2018/2019**

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Orchard

Agreed Unanimously

**RESOLVED** – that the Schedule of Meeting Dates are received and noted

**2018/151. To approve a Panel of Members to consider and authorise the Outstanding Service Awards 2018**

Proposed: Cllr. Kenton

Seconded: Cllr. Mrs Kenton

Agreed Unanimously

**RESOLVED** - that a panel of four Members - Councillors Warwick; Baker; Bulmer and Orchard should consider and approve the nominations for the Outstanding Service Awards to be made at the Annual Parish Meeting in April.

**2018/152. To Review terms of reference for the Personnel sub committee.**

(Standing

Order # 5 j[vi]) (delegated to the Finance & Personnel Committee under Standing Order 10 a) xvii

Proposed: Cllr. Bulmer

Seconded: Cllr. Warwick

Agreed Unanimously

**RESOLVED – to approve the proposed Terms of Reference for the Personnel Sub Committee as per the report (with the inclusion of cross references to Standing Orders, Scheme of delegation and Employee Handbook) and amend the Scheme of Delegation to reflect the agreed changes. To appoint the Chairman of the Finance and Personnel Committee as the Chair of the Personnel sub committee**

**2018/153. Personnel** - That this committee authorises delegated powers to the Deputy Town Clerk to enable her to act as Proper Officer to the Council in the Clerk’s absence

Proposer: Cllr. Mrs Glynn

Seconded: Cllr. Dowell

Agreed Unanimously

**Resolved - That this committee authorises delegated powers to the Deputy Town Clerk to enable her to act as Proper Officer to the Council in the Clerk’s absence**

**2018/154. Finance – Community Development Fund** - To agree the grant to be awarded to a recent applicant to the Community Development Fund

**Item Withdrawn**

**2018/155. Town Clerk’s Report** – to receive and note the update from Town Clerk

Nothing to report.

**2018/156. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

The Town Clerk reported on the following matters:

Deputy Town Clerk/RFO has assumed the purchase delegation authority of the Town Clerk in her absence as per the purchasing delegation limits & active purchasing Policies.

Dates for the Fun Fair at Stringfellow Park have been agreed, Sunday 20th May 2018 to Saturday 26th May 2018

**2018/157. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

**#1. Chard Museum Report**

The report and updates were noted.

**2018/158. Election of Deputy Chairman to the Finance & Personnel Committee**

Proposed: Cllr. Mrs kenton  
Unanimously

Seconded: Cllr. Mrs Wyatt Agreed

**RESOLVED – that Cllr. Mrs Dowell is appointed as deputy chair of the Finance & Personnel committee.**

1 Member of the public left the meeting.

**2018/159.** 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 #2017/140 above refers)

Staff in Confidence

**a) Personnel Update – to receive a verbal update on current staffing matters**

Members were appraised of the issues that have been discussed at the recent meetings.

**b) Staff update – to receive a verbal report**

A verbal report was given to Members to update them on staff issues.

Proposed: Cllr. Baker

Seconded: Cllr. Orchard

Agreed Unanimously

**RESOLVED – that the Outdoor Services Supervisor uplift would apply from 1<sup>st</sup> January 2018**

Commercial in confidence

A verbal update was given on actively seeking new cemetery land

**There being no further business the meeting closed at 8.50 pm.**



## **Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# **COUNCIL MINUTES**

**Minutes of the extraordinary meeting of the Full Town Council held on Friday 6<sup>th</sup> April 2018 in the Town Hall, Chard.**

**Present:** Cllrs. Shortland (Chairman),

Cllrs. Orchard, Mrs Orchard, Mrs Morrison, Warwick, Baker, Bulmer, Kenton, Mrs Kenton, Mrs Wyatt

In Attendance: Tracy Lamb Deputy Town Clerk/RFO.

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

The meeting started at 7:30 pm

---

### **Public Participation Time**

**2018/160. 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).

Extraordinary Full Town Council Meeting –20 December 2017

Chairman's

Signature.....

Apologies have been received from:

Cllr. Mrs Glynn            Prior engagement  
Cllr. Mrs Dowell   Prior engagement  
Cllr. O'Brien            Prior engagement  
Cllr. Mrs Broom        Family Commitment

**Resolved - to accept the apologies and approve the reasons given**

Cllr. Carnell            Absent

**2018/161. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
There were no declarations of interest				

**2018/162. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Mrs Wyatt

Seconded: Cllr. Mrs Morrison

Agreed Unanimously

**RESOLVED** - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018/164 (Staff in Confidence) is discussed.

**2018/163. Council Meeting – minutes** - To receive and note the minutes of the following meetings and approve any recommendations if required: ). [LGA 1972, Sch 12 para 41\(1\)](#).

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Planning and Highways	19 <sup>th</sup> February 2018	(Previously circulated)
Planning and Highways	19 <sup>th</sup> March 2018	(Previously circulated)
Finance and Personnel	19 <sup>th</sup> March 2018	(Previously circulated)

**RESOLVED – to receive and note the minutes and approve any recommendations**

**2018/164.** 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 #2018/162 above refers)

Staff in confidence

The Deputy Town Clerk/RFO left the meeting, minutes were taken by  
Cllr. Mrs Morrison

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Baker

Agreed Unanimously

**RESOLVED:** That this committee agree to award a temporary pay uplift to the Deputy Town Clerk/RFO, backdated from 10<sup>th</sup> January 2018, and to pay hours accrued up to 31<sup>st</sup> March 2018

The Deputy Town Clerk/RFO returned to the meeting and resumed responsibility for taking the minutes of the meeting.

Proposed: Cllr. Kenton

Seconded: Cllr. Baker

For : 8

Abstained : 2

**RESOLVED:** That Cllrs O'Brien and Orchard are appointed as reserve members of the personnel sub-committee, in addition to those already appointed.



**There being no further business the meeting closed  
at 8:23 pm.**

## **Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# **COUNCIL MINUTES**

**Minutes of a meeting of the Full Town Council  
held on Monday 16<sup>th</sup> April 2018 in the Town Hall, Chard**

**Present:** Cllr. Shortland (Chairman);

Cllrs O'Brien, Mrs. Wyatt, Warwick, Mrs. Dowell, Orchard, Baker, Mrs. Kenton; Bulmer;  
Mrs. Glynn; Mrs. Orchard and Mrs. Morrison

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

There were No. #3 members of the public and No. #0 members of the press present.

The meeting started at 7.31 pm

-----  
**Chaplain's 'Thought for the Day'**

### **Public Participation Time**

A member of the public spoke about cyber crime happening in Chard and requesting a private meeting with Councillors to discuss the issue. The Chairman asked the member of public to provide her contact details for a response.

### **Reports from County and District Councillors**

Cllr Ric Pallister gave an update on the regeneration project.

A written report from Cllr. Mrs Broom was distributed

An update was given on flooding at Snowdon park and the consultation on plot 5. There is currently a survey regarding the reservoir on line.

Extraordinary Full Town Council Meeting –20 December 2017

Chairman's

Signature.....

**2018/165. 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 Broom                      Family commitments  
 Cllr Kenton                      Family commitments  
 Cllr Carnell                      Business commitment  
 Agreed unanimously

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

**2017/166. Mayor’s Announcements.**

The Mayor thanked everyone for their support during his time in office in advance of the Annual Parish Meeting. The concert arranged for 28<sup>th</sup> April has been postponed. The recent Easter Egg hunt was a big success and enjoyed by all.

**2017/167. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities ([Model Code of Conduct](#)) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Orchard	X	X	2018/178	Trustee at the museum
Cllr Shortland	X	X	2018/174	Cheque made payable to himself

**2018/168. 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 Mrs Morrison

Extraordinary Full Town Council Meeting –20 December 2017  
 Signature.....

Chairman’s

Agreed Unanimously

**RESOLVED - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018/185 (Staff in Confidence) is discussed.**

**2018/169. Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting held on Monday 19<sup>th</sup> February 2018 (previously circulated) and Extraordinary Full Town Council meeting held on 6<sup>th</sup> April 2018 (to follow) [LGA 1972, Sch 12 para41 \(1\)](#)

**RESOLVED – that the minutes of the Town Council Meetings held on Monday 19<sup>th</sup> February and 6<sup>th</sup> April 2018 be signed as a correct record**

The Chairman signed the minutes.

**2018/170. Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Extra Ordinary Finance & Personnel 12<sup>th</sup> February

Guildhall & Amenities 3<sup>rd</sup> April including:

- 1) To approve expenditure of £1058.52 to purchase two sets of Goal posts and nets plus installation, with the preferred supplier being Edwards Sports Products and that the funds come from General Reserves (310)
  
- 2) To approve the replacement of all existing CCTV cameras with 5 megapixel (IP) digital units CMIP3052 turret Dome Cameras plus recording unit and additional static cameras for Holyrood St. subject to confirmation that the system satisfies the requirements of Avon and Somerset Police. The cost being £6,720 with A. S. Security Systems appointed to install and maintain the CCTV system, to come from General reserves (310)

Proposed: Cllr. Baker

Seconded: Cllr. Bulmer

Agreed Unanimously

**RESOLVED – To receive and note the minutes and approve the recommendations made, with approval for CCTV being subject to confirmation that the system satisfies the requirement of Avon and Somerset Police.**

**2018/171. Action Review Summary** – to receive and review the Action Review Summary

**Members discussed the item on the action review summary from August 2016 FTC 2016/112 regarding the purchase of two replacement flags.**

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Glynn

Agreed Unanimously

**RESOLVED** – The report was noted with approval for the purchase of new flags. To offer sponsorship, at 50% of the cost, for additional flags to businesses in the Town on a first come first served bases. For the Council's 50% of the expenditure to be up to a maximum of £500 to be taken from general reserves.

**2018/172. Working Groups Action Review Summary** – to receive and review the Working Party Action Review Summary and agree recommendations

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Morrison

Agreed Unanimously

There was a long debate on the report

**RESOLVED – To defer this item until the next Full Town Council meeting.**

**2018/173. Finance - Town Council Year 2017/18 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

**RESOLVED** – to note the 'year to date' expenditure.

**2018/174. Finance - Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5)) – cheque signatories to be Cllr. Baker and Cllr. Mrs Kenton

Cllrs Baker, Shortland and Mrs Kenton declared a personal interest in a payment being made to the Carnival Club and Cllr Warwick declared a personal and prejudicial interest due to a payment being made to the 2<sup>nd</sup> Chard Girls Brigade

Proposed: Cllr. Mrs Wyatt

Seconded: Cllr. Mrs Dowell

Agreed: 11

Abstained: 1

**RESOLVED** – to approve the accounts for payment.

**2018/175. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

The schedule was noted.

There was No item agenda item #2018/176

**2018/177. Finance – Bank Reconciliations** – to receive and note the signed bank reconciliations for the final financial quarter of 2017-2018

**Resolved - To receive and note the reconciliations**

Cllr Orchard left the meeting

**2018/178. Finance** - To consider the applications for Annual Grants for 2018/2019 (report attached) from;  
#1) Chard Museum & Heritage Centre

Proposed: Cllr. Baker

Seconded: Cllr. Warwick

Agreed Unanimously

**RESOLVED – To advertise the Annual grants for 4 weeks with letters to be sent to previous recipients regarding the new annual**

**grants policy. Applications to be considered at the Full Town Council meeting in June.**

Cllr Orchard returned to the meeting

- 2018/179. Finance** – to approve the addition of one more member of staff to the Co Op FD Online Banking system. The member of staff to be the Guildhall Manager

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Morrison

Agreed Unanimously

**RESOLVED – to approve the addition of the Guildhall Manager to the Co-op FD online banking system.**

- 2018/180. Annual Report 2017/2018** – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting (report to follow)

- 2018/181. Town Clerk's Report** – to receive and note the update from Town Clerk

Nothing to report

- 2018/182. Town Clerk's Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

The Deputy Town Clerk/RFO advised members that the dates for the Fun Fair at Stringfellow Park have been amended to Sunday 06<sup>th</sup> May 2018 - Saturday 12<sup>th</sup> May 2018.

- 2018/183. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

There were no reports from outside bodies

- 2018/184. Correspondence** - To consider a request to appoint a Representative on or to work with the external body, Chard Improvement Action Group and make arrangements for reporting back.

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Bulmer

Agreed Unanimously

**RESOLVED – to Defer this to the Full Town Council meeting in May with a requirement for representatives to provide regular reports.**

Members of the public left the meeting

**2018/185.** 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 #2017/140 above refers)

Staff in Confidence

c) **Personnel Update – to receive a verbal update on current staffing matters**

Meetings are held on the day of Finance & Personnel and Full Town Council meetings, reports will be read from the previous month's meeting going forward unless there is an urgent matter to be passed on via a verbal update.

d) **Staff update – to receive a verbal report**

A verbal report was given

Proposed: Cllr. Mrs Dowell

Seconded: Cllr. Mrs Glynn

Agreed Unanimously

**RESOLVED – to approve additional HR support for the Deputy Town Clerk/RFO up to a maximum of £1,500 from 4055/101 other professional fees.**

**There being no further business the meeting closed at 9:40 pm.**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's



## Chard Town Council

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

01460 239567 www.chard.gov.uk

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

**Minutes of the Annual meeting of Chard Town Council  
held on Monday 14<sup>th</sup> May 2018 in the Town Hall, Chard**

**Present:** Cllr. Shortland (Chairman);  
Cllrs O'Brien, Mrs Wyatt, Orchard, Mrs Dowell, Baker, Mrs Orchard and Mrs Morrison

In Attendance: Tracy Lamb (Deputy Town Clerk/RFO) and Shirley Pitman (Outdoor Services Manager)

There were No. #3 members of the public and No. #0 members of the press present.

The meeting started at 7.34 pm

-----

### Chaplain's 'Thought for the Day'

The Chaplain was not present

### Statement by the outgoing Mayor – Councillor Garry Shortland

The Mayor re-iterated the thanks he had given at the Annual Parish Meeting. Thanks were given to the Mayoress, Chaplain, Mace Bearer, Deputy Mayor, Councillors and Staff for their support throughout the year.

### Public Participation Time

A member of the public spoke to give an update with regards to her invitation to the police to attend a meeting regarding cyber-crime.

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's



Clr Mrs Dowell advised all present that there was to be a consultation by Kier Living on 23<sup>rd</sup> May, at the Lordleaze Hotel, between 4pm and 7pm regarding the planned homes on the Tatworth/Forton Road fields adjoining Ashcroft.

A member of the public spoke about the resounding success of the Disabled Strongman event in support of the Mayors charities.

## **Reports from County and District Councillors**

Clr Baker confirmed that he would be in attendance at the consultation by Kier Living and would be happy to pass on any comments.

### **2018-19/01. Election of Mayor**

(Chairman of the Council) and Acceptance of Office.

(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed).

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

Councillor Shortland was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Clr Baker

Seconded: Mrs Wyatt

For: 7

Abstained: 1

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

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

### **Mayors Appointments, as appropriate: -**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

The Mayor confirmed that his appointments would be;

Chaplain – The Revd. Cresswell Whitton

Mayor's Consort – Jude Addicott

## **2018-19/02.**

### **Mayors Announcements.**

The Mayor announced that he would be supporting Hope for Tomorrow and would announce his second charity at a later date.

The Mayor was pleased to be able to present an award at the recent disabled strongman event at the Guildhall. The determination on the winner's face was amazing to see.

He also announced all would be welcome as his forthcoming event at the Guildhall to celebrate the Royal Wedding on Saturday 19<sup>th</sup> May. There is to be live coverage via the cinema screen and a cream tea for the community to enjoy with proceeds to go to the Mayor's Appeal Fund.

## **2018-19/03.**

### **Apologies for absence and to consider whether to approve reasons given.**

(If you cannot attend please telephone your apologies to the Town Clerk as non-attendance and no apologies could affect our future Quality Council applications). [LGA 1972 s85\(1\)](#).

Cllr Mrs Broom	- requested a 3 month leave of absence with effect from 18 <sup>th</sup> April
due	to a family bereavement.
Cllr Warwick	- Holiday
Cllr Mrs Kenton	- Holiday
Cllr Kenton	- Holiday
Cllr Bulmer	- Work commitments
Cllr Carnell	- Holiday
Cllr Mrs Glynn	- Illness

### **Resolved - to accept the apologies and approve the reasons given**

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Mrs Wyatt

Unanimous

**2018-19/04. Declarations of Interest.**

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

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
There were no declarations of Interest				

**2018-19/05. To resolve to exclude members of the press and public**

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

Proposed: Cllr Mrs Dowell

Seconded: Cllr Baker

Unanimous

**RESOLVED – that agenda item #2018-18/30 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2018-19/06. Election of Deputy Mayor.**

Councillor Orchard was nominated and accepted the nomination as Deputy Mayor and Vice Chairman of the Council.

Proposed: Cllr Shortland

Seconded: Cllr Mrs Wyatt

Unanimous

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

**2018-19/07. Council Meeting - Minutes**

To confirm and sign the minutes of the Town Council Meeting held on Monday 16<sup>th</sup> April 2018. [LGA 1972, Sch 12 para 41\(1\)](#).

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s

**RESOLVED – that the minutes of the Full Town Council meeting held on Monday 16<sup>th</sup> April 2018 be signed as a correct record.**

The Chairman signed the minutes.

**2018-19/08. To review delegation arrangements to committees, sub-committees, employees and other local authorities** (Standing Order # 5 j[v])

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/09. To review terms of reference for committees.** (Standing Order # 5 j[vi])

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Dowell

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/10. To receive nominations for Appointments to Committees and Sub Committees.** (Standing Order # 5 j[vii]) To consider appointments of Members to Committees, with appointed deputies. [LGA 1972 s101](#)

Finance & Personnel Committee

Cllr Bulmer
Cllr Warwick
Cllr Mrs Kenton
Cllr Kenton
Cllr Mrs Morrison

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Cllr Mrs Dowell
Cllr Baker
Cllr Orchard
Cllr O'Brien
Cllr Shortland
Total 10 Members

Proposed: Cllr Mrs Dowell

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED – that the above members be elected to the Committee.**

Councillor Mrs Kenton was nominated, for Chairman of the Finance & Personnel Committee and had passed on her acceptance of any nominations in her absence, via the Proper officer

Proposed: Cllr Shortland

Seconded: Cllr Mrs Wyatt

For: 7          Abstained: 1

**RESOLVED – that Cllr Mrs Kenton is appointed as Chair of the Finance & Personnel committee.**

Guildhall & Amenities Committee

Cllr Bulmer
Cllr Mrs Kenton
Cllr Kenton
Cllr Mrs Morrison
Cllr O'Brien
Cllr Mrs Wyatt
Cllr Orchard

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Cllr Mrs Dowell
Cllr Mrs Orchard
Cllr Baker
Cllr Shortland
Total 11 Members

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Dowell

Unanimous

**RESOLVED – that the above members be elected to the Committee.**

Councillor Baker was nominated, and accepted the nomination, for Chairman of the Guildhall & Amenities Committee

Proposed: Cllr Mrs Wyatt

Seconded: Cllr Mrs Orchard

For: 7          Abstained: 1

**RESOLVED – that Cllr Baker is appointed as Chair of the Guildhall & Amenities committee.**

Planning & Highways Committee

Planning & Highways Committee
Cllr Bulmer
Cllr Carnell
Cllr Mrs Orchard
Cllr Orchard
Cllr Mrs Glynn
Cllrs Shortland
Cllr Mrs Morrison – Reserve Member

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s



Councillor Kenton was nominated for Chairman of the Finance & Personnel Sub Committee and had passed on her acceptance of any nominations in her absence, via the Proper officer

Proposed: Cllr Baker

Seconded: Cllr Mrs Orchard

For: 7

Against: 1

**RESOLVED – that Cllr Mrs Kenton is appointed as Chair of the Personnel Sub Committee.**

Personnel Appeals Panel

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED – to defer this item to the next Full Town Council Meeting**

**2018-19/11. To consider appointment of any new committees, confirmation of terms of reference, the number of Members and receipt of nominations to them.**

(Standing Order # 5 j[viii])

Proposed: Cllr Mrs Dowell

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/12. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations.** (Standing Order # 5 j[ix])

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Dowell

Unanimous

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's



**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/13. To review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.** (Standing Order #5 j[x])

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Dowell

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/14. To review representation on or work with external bodies and arrangements for reporting back.** (Standing Order # 5 j[xi])

<b>Organisation</b>	<b>No</b>	<b>Current Representative</b>
Chard Museum	2	D Orchard
Chard Regeneration Board	0	Dissolved
Chard Young People's Centre	2	D O'Brien, Mrs. S Wyatt
Market Towns Investment Group	2	D Bulmer, Mrs. C Morrison
S.A.L.C.		Deferred to Finance & Personnel
SSDC Countryside Steering Group	1	G Shortland
Town Team	2	J Baker, G Shortland
Clare House	1	G Shortland
Chard Improvement Action Group		Deferred to Full Town Council

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Orchard

Unanimous

**RESOLVED – to approve the nominations for appointment of Representatives to Outside Bodies and Organisations with the requirement that representatives must report back after each meeting that they attend. To Defer the representative for S.A.L.C to Finance & Personnel and Chard Improvement Action Group to Full Town Council**

**2018-19/15. To make arrangements for the review of inventory of land and assets including buildings and office equipment.** (Standing Order # 5 j[xiii])

Proposed: Cllr Mrs Dowell

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/16. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks.** (Standing Order # 5 j[xiv])

Proposed: Cllr Mrs Morrison

Seconded: Cllr Orchard

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/17. To make arrangements for the review of the Council's and/or employees' subscriptions to other bodies.** (Standing Order # 5 j[xv])

Proposed: Cllr Mrs Morrison

Seconded: Cllr Baker

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/18. To make arrangements for the review of the Council’s Complaints Procedure** (Standing Order # 5 j[xvi])

Proposed: Cllr Morrison

Seconded: Cllr Orchard

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/19. To make arrangement for the review of the Council’s procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.** (Standing Order # 5 j[xvi & xvii])

Proposed: Cllr Morrison

Seconded: Cllr Baker

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/20. To make arrangements for the review of the Council’s policy for dealing with the press/media.** (Standing Order #5 j[xviii])

Proposed: Cllr Morrison

Seconded: Cllr Baker

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/21. Policy**

To receive and accept the Council’s Risk Assessment report for 2017/2018 and to approve the Action Plan

Proposed: Cllr Mrs Dowell

Seconded: Cllr Baker

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s

Unanimous

**RESOLVED - to receive and accept the Council's Risk Assessment report for year 2017/2018 and to approve the Action Plan with a requirement to amend the production of a Lone working policy to a review of the Health and Safety policy, which includes an aspect of Lone working.**

**2018-19/22. Meetings – To approve the schedule of meeting dates for 2018/2019.**  
(Standing Order #5 j[xix])

Proposed: Cllr Mrs Dowell

Seconded: Cllr Orchard

Unanimous

**RESOLVED – To approve the schedule of meeting dates for 2018/2019.**

**2018-19/23. Meetings – To review the Members' attendance summary sheet.**

**RESOLVED – to note with a request to include the percentage of meetings attended by each Councillor**

**2018-19/24 Finance – Cheque Signatories to be reviewed**

and authorise at least six Members to act as cheque signatories for the Co-Op accounts and at least 3 Members to act as cheque signatories for the HSBC account. (Any two Councillors are required to sign a cheque.)

<b>Cooperative Bank</b>
Cllr G Shortland,
Cllr Mrs. J Kenton
Cllr A Kenton,
Cllr Mrs. S Wyatt
Cllr Mrs. C Morrison
Cllr D Bulmer

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Cllr J Baker
Cllr D Orchard

Proposed: Cllr Baker

Seconded: Cllr Orchard

Unanimous

**RESOLVED** - and authorise the above members to act as cheque signatories for the Co-Op accounts

<b>HSBC Mayors appeal fund</b>
Cllr Mrs. J Kenton
Cllr G Shortland
Cllr D Bulmer
Cllr Mrs. Morrison

Proposed: Cllr Baker

Seconded: Cllr Orchard

Unanimous

**RESOLVED** - and authorise the above members to act as cheque signatories for the HSBC Mayors Appeal Fund account

**2018-19/25. To make arrangements for the review of the Council’s procedures for the use of BACS or CHAPS payments.** (Financial Regulations 6.8)

Proposed: Cllr Baker

Seconded: Cllr Mrs Dowell

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/26. To make arrangements for the review of the Council’s procedures for the use of variable Direct Debits.** (Financial Regulations 6.6)

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Baker

Unanimous

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19-27 To review and agree regular hirers of the Council’s outdoor spaces**

Fair
Circus
Skate Jam
Summer Festival

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Dowell

Unanimous

**Resolved – to delegate authority to the Town Clerk to agree the dates requested for the above hirers in the event of requests being received**

**2018-19/28. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

Nothing to report

**2018-19/29. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received

**2018-19/30. 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 #2018-19/05 above refers)**

**Staff in confidence**

A verbal update from the Personnel Sub-Committee and the Deputy Town Clerk/RFO was given

Members were provided with an update with regards to the Trainee Outdoor Services Manager.

Proposed: Cllr. Baker  
Unanimous

Seconded: Cllr. Mrs Morrison

**RESOLVED – to approve the recommendation that once the management training courses have taken place in June and July the period as Trainee is complete.**

Members were advised that the Deputy Town Clerk/RFO's job description had been amended in November to include:

To act as the Council's Personnel Officer, advising the Town Clerk on Human Resource matters (in consultation with Ellis Whittam Corporate Support for Employment Law Advice and support)

Proposed: Cllr. Morrison  
Unanimous

Seconded: Cllr. Orchard

**RESOLVED – to approve the recommendation that the Deputy Town Clerk/RFO enrolls on the CIPD L3 Foundation Certificate in Human Resource Practice (CHRP) with expenditure agreed up to £2,500**

**There being no further business the meeting closed at 8:57 pm.**



**Truong**

## **Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe**

# COUNCIL MINUTES

## **Minutes of the Annual meeting of Chard Town Council held on Monday 14<sup>th</sup> May 2018 in the Town Hall, Chard**

**Present:** Cllr. Shortland (Chairman);  
Cllrs O'Brien, Mrs Wyatt, Orchard, Mrs Dowell, Baker, Mrs Orchard and  
Mrs Morrison

In Attendance: Tracy Lamb (Deputy Town Clerk/RFO) and Shirley Pitman  
(Outdoor Services Manager)

There were No. #3 members of the public and No. #0 members of the  
press present.

The meeting started at 7.34 pm

-----  
**--- Chaplain's 'Thought for the Day'**

The Chaplain was not present

### **Statement by the outgoing Mayor – Councillor Garry Shortland**

The Mayor re-iterated the thanks he had given at the Annual Parish Meeting. Thanks were given to the Mayoress, Chaplain, Mace Bearer, Deputy Mayor, Councillors and Staff for their support throughout the year.



## Public Participation Time

A member of the public spoke to give an update with regards to her invitation to the police to attend a meeting regarding cyber-crime.

Cllr Mrs Dowell advised all present that there was to be a consultation by Kier Living on 23<sup>rd</sup> May, at the Lordleaze Hotel, between 4pm and 7pm regarding the planned homes on the Tatworth/Forton Road fields adjoining Ashcroft.

A member of the public spoke about the resounding success of the Disabled Strongman event in support of the Mayors charities.

## Reports from County and District Councillors

Cllr Baker confirmed that he would be in attendance at the consultation by Kier Living and would be happy to pass on any comments.

### 2018-19/01. Election of Mayor

(Chairman of the Council) and Acceptance of Office.

(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed).

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

Councillor Shortland was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Cllr Baker

Seconded: Mrs Wyatt

For: 7            Abstained: 1

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

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

### Mayors Appointments, as appropriate: -

The Mayor confirmed that his appointments would be;

Chaplain  
Mayor's Consort

– The Revd. Cresswell Whitton  
– Jude Addicott

**2018-19/02.  
Mayors Announcements.**

The Mayor announced that he would be supporting Hope for Tomorrow and would announce his second charity at a later date. The Mayor was pleased to be able to present an award at the recent disabled strongman event at the Guildhall. The determination on the winner's face was amazing to see. He also announced all would be welcome as his forthcoming event at the Guildhall to celebrate the Royal Wedding on Saturday 19<sup>th</sup> May. There is to be live coverage via the cinema screen and a cream tea for the community to enjoy with proceeds to go to the Mayor's Appeal Fund.

**2018-19/03.  
Apologies for absence and to consider whether to approve reasons given.**

(If you cannot attend please telephone your apologies to the Town Clerk as non-attendance and no apologies could affect our future Quality Council applications). [LGA 1972 s85\(1\)](#).

Cllr Mrs Broom - requested a 3 month leave of absence with effect from 18<sup>th</sup> April due to a family bereavement.  
Cllr Warwick - Holiday  
Cllr Mrs Kenton - Holiday  
Cllr Kenton - Holiday  
Cllr Bulmer - Work commitments  
Cllr Carnell - Holiday  
Cllr Mrs Glynn - Illness

**Resolved - to accept the apologies and approve the reasons given**

Proposed: Cllr. Mrs Morrison  
Wyatt Unanimous

Seconded: Cllr. Mrs

**2018-19/04. Declarations of Interest.**

Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of

Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
There were no declarations of Interest				

**2018-19/05. To resolve to exclude members of the press and public**

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

Proposed: Cllr Mrs Dowell  
Unanimous

Seconded: Cllr Baker

**RESOLVED – that agenda item #2018-18/30 ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**2018-19/06. Election of Deputy Mayor.**

Councillor Orchard was nominated and accepted the nomination as Deputy Mayor and Vice Chairman of the Council.

Proposed: Cllr Shortland  
Unanimous

Seconded: Cllr Mrs Wyatt

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

**2018-19/07. Council Meeting - Minutes**

To confirm and sign the minutes of the Town Council Meeting held on Monday 16<sup>th</sup> April

2018. [LGA 1972, Sch 12 para 41\(1\)](#).

**RESOLVED – that the minutes of the Full Town Council meeting held on Monday 16<sup>th</sup> April 2018 be signed as a correct record.**

The Chairman signed the minutes.

**2018-19/08. To review delegation arrangements to committees, subcommittees, employees and other local authorities** (Standing Order # 5 j[v])

Proposed: Cllr Baker  
Unanimous

Seconded: Cllr Mrs Morrison

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/09. To review terms of reference for committees.** (Standing Order # 5 j[vi])

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Mrs Dowell

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/10. To receive nominations for Appointments to Committees and Sub Committees.** (Standing Order # 5 j[vii]) To consider appointments of Members to Committees, with appointed deputies. [LGA 1972 s101](#)

Finance & Personnel Committee

Cllr Bulmer
Cllr Warwick
Cllr Mrs Kenton
Cllr Kenton
Cllr Mrs Morrison
Cllr Mrs Dowell
Cllr Baker
Cllr Orchard
Cllr O'Brien
Cllr Shortland
Total 10 Members

Proposed: Cllr Mrs Dowell

Seconded: Cllr Mrs Morrison



**RESOLVED – that Cllr Baker is appointed as Chair of the Guildhall & Amenities committee.**

Planning & Highways Committee

Planning & Highways Committee
Cllr Bulmer
Cllr Carnell
Cllr Mrs Orchard
Cllr Orchard
Cllr Mrs Glynn
Cllrs Shortland
Cllr Mrs Morrison – Reserve Member
Total 6 Members plus 1 reserve

Proposed: Cllr O’Brien  
Unanimous

Seconded: Cllr Orchard

**RESOLVED – that the above members be elected to the Committee.**

Councillor Mrs Orchard was nominated, and accepted the nomination, for Chairman of the Planning & Highways Committee

Proposed: Cllr O’Brien  
Unanimous

Seconded: Cllr Orchard

**RESOLVED – that Cllr Mrs Orchard is appointed as Chair of the Planning & Highways committee.**

Personnel Sub Committee

Cllr Mrs Kenton
Cllr Baker
Cllr Mrs Orchard
Cllr Orchard
Cllr Mrs Wyatt – Reserve Member
Cllr Bulmer – Reserve Member
Cllr O’Brien – Reserve Member
Total 4 Members plus 3 reserves

Proposed: Cllr Baker  
For: 7            Against: 1

Seconded: Cllr Mrs Orchard

**RESOLVED – that the above members be elected to the Committee.**

Councillor Kenton was nominated for Chairman of the Finance & Personnel Sub Committee and had passed on her acceptance of any nominations in her absence, via the Proper officer

Proposed: Cllr Baker  
For: 7            Against: 1

Seconded: Cllr Mrs Orchard

**RESOLVED – that Cllr Mrs Kenton is appointed as Chair of the Personnel Sub Committee.**

Personnel Appeals Panel

Proposed: Cllr Baker  
Unanimous

Seconded: Cllr Mrs Morrison

**RESOLVED – to defer this item to the next Full Town Council Meeting**

**2018-19/11. To consider appointment of any new committees, confirmation of terms of reference, the number of Members and receipt of nominations to them.**

(Standing Order # 5 j[viii])

Proposed: Cllr Mrs Dowell  
Unanimous

Seconded: Cllr Mrs Morrison

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/12. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations.** (Standing Order # 5 j[ix])

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Mrs Dowell

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/13. To review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.** (Standing Order #5 j[x])

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Mrs Dowell

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/14. To review representation on or work with external bodies and arrangements for reporting back.** (Standing Order # 5 j[xi])

<b>Organisation</b>	<b>No</b>	<b>Current Representative</b>
Chard Museum	2	D Orchard
Chard Regeneration Board	0	Dissolved
Chard Young People's Centre	2	D O'Brien, Mrs. S Wyatt
Market Towns Investment Group	2	D Bulmer, Mrs. C Morrison
S.A.L.C.		Deferred to Finance & Personnel
SSDC Countryside Steering Group	1	G Shortland
Town Team	2	J Baker, G Shortland
Clare House	1	G Shortland
Chard Improvement Action Group		Deferred to Full Town Council

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Mrs Orchard

**RESOLVED – to approve the nominations for appointment of Representatives to Outside Bodies and Organisations with the requirement that representatives must report back after each meeting that they attend. To Defer the representative for S.A.L.C to Finance & Personnel and Chard Improvement Action Group to Full Town Council**

**2018-19/15. To make arrangements for the review of inventory of land and assets including buildings and office equipment.** (Standing Order # 5 j[xiii])



Proposed: Cllr Mrs Dowell  
Unanimous

Seconded: Cllr Mrs Morrison

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/16. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks.** (Standing Order # 5 j[xiv])

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Orchard

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

2018-19/17. To make arrangements for the review of the Council's and/or employees' subscriptions to other bodies. (Standing Order # 5 j[xv])

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Baker

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

2018-19/18. To make arrangements for the review of the Council's Complaints

**Procedure** (Standing Order # 5 j[xvi])

Proposed: Cllr Morrison  
Unanimous

Seconded: Cllr Orchard

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/19. To make arrangement for the review of the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.** (Standing Order # 5 j[xvi & xvii])

Proposed: Cllr Morrison  
Unanimous

Seconded: Cllr Baker

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

2018-19/20. To make arrangements for the review of the Council’s policy for dealing with the press/media. (Standing Order #5 j[xviii])

Proposed: Cllr Morrison  
Unanimous

Seconded: Cllr Baker

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/21. Policy**

To receive and accept the Council’s Risk Assessment report for 2017/2018 and to approve the Action Plan

Proposed: Cllr Mrs Dowell  
Unanimous

Seconded: Cllr Baker

**RESOLVED - to receive and accept the Council’s Risk Assessment report for year 2017/2018 and to approve the Action Plan with a requirement to amend the production of a Lone working policy to a review of the Health and Safety policy, which includes an aspect of Lone working.**

**2018-19/22. Meetings – To approve the schedule of meeting dates for 2018/2019.** (Standing Order #5 j[xix])

Proposed: Cllr Mrs Dowell  
Unanimous

Seconded: Cllr Orchard

**RESOLVED – To approve the schedule of meeting dates for 2018/2019.**

**2018-19/23. Meetings – To review the Members’ attendance summary sheet.**

**RESOLVED – to note with a request to include the percentage of meetings attended by each Councillor**

**2018-19/24 Finance – Cheque Signatories to be reviewed** and authorise at least six Members to act as cheque signatories for the Co-Op accounts and at least 3 Members to act as cheque signatories

for the HSBC account. (Any two Councillors are required to sign a cheque.)

<b>Cooperative Bank</b>
Cllr G Shortland,
Cllr Mrs. J Kenton
Cllr A Kenton,
Cllr Mrs. S Wyatt
Cllr Mrs. C Morrison
Cllr D Bulmer
Cllr J Baker
Cllr D Orchard

Proposed: Cllr Baker  
Unanimous

Seconded: Cllr Orchard

**RESOLVED** - and authorise the above members to act as cheque signatories for the Co-Op accounts

<b>HSBC Mayors appeal fund</b>
Cllr Mrs. J Kenton
Cllr G Shortland
Cllr D Bulmer
Cllr Mrs. Morrison

Proposed: Cllr Baker  
Unanimous

Seconded: Cllr Orchard

**RESOLVED** - and authorise the above members to act as cheque signatories for the HSBC Mayors Appeal Fund account

**2018-19/25. To make arrangements for the review of the Council's procedures for the use of BACS or CHAPS payments.**

(Financial Regulations 6.8)

Proposed: Cllr Baker  
Unanimous

Seconded: Cllr Mrs Dowell

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

**2018-19/26. To make arrangements for the review of the Council’s procedures for the use of variable Direct Debits.** (Financial Regulations 6.6)

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Mrs Baker

**RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.**

2018-19-27 To review and agree regular hirers of the Council’s outdoor spaces

Fair
Circus
Skate Jam
Summer Festival

Proposed: Cllr Mrs Morrison  
Unanimous

Seconded: Cllr Mrs Dowell

**Resolved – to delegate authority to the Town Clerk to agree the dates requested for the above hirers in the event of requests being received**

**2018-19/28. Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

Nothing to report

**2018-19/29. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received

**2018-19/30. 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 #2018-19/05 above refers)**

**Staff in confidence**

A verbal update from the Personnel Sub-Committee and the Deputy Town Clerk/RFO was given

Members were provided with an update with regards to the Trainee Outdoor Services Manager.

Proposed: Cllr. Baker  
Morrison Unanimous

Seconded: Cllr. Mrs

**RESOLVED – to approve the recommendation that once the management training courses have taken place in June and July the period as Trainee is complete.**

Members were advised that the Deputy Town Clerk/RFO's job description had been amended in November to include:

To act as the Council's Personnel Officer, advising the Town Clerk on Human Resource matters (in consultation with Ellis Whittam Corporate Support for Employment Law Advice and support)

Proposed: Cllr. Morrison  
Unanimous

Seconded: Cllr. Orchard

**RESOLVED – to approve the recommendation that the Deputy Town Clerk/RFO enrolls on the CIPD L3 Foundation Certificate in Human Resource Practice (CHRP) with expenditure agreed up to £2,500**

**There being no further business the meeting closed at 8:57 pm.**

**Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**



# COUNCIL MINUTES

## Minutes of a meeting of the Full Town Council held on Monday 18<sup>th</sup> June 2018 in the Town Hall, Chard

**Present:** Cllr. Shortland (Chairman); Cllrs Mrs. Orchard, Bulmer, Carnell, Baker, Orchard, Mrs. Morrison, Mrs. Kenton, Kenton, O'Brien and Mrs. Wyatt

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

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

The meeting started at 7.30 pm

-----

### Chaplain's 'Thought for the Day'

### Public Participation Time

A member of the Defibrillator group was pleased to confirm that the group had purchased 3 defibrillators with 2 more to come. He also raised his disappointment that a defibrillator had not yet been purchased by the Town Council.

A member of the public spoke to thank the Council for supporting the Armistice anniversary

A member of the public spoke regarding a meeting they had arranged with police regarding cyber-crime.

### Reports from County and District Councillors

1 member of the public left the meeting

Cllr Baker gave an update on recycling bins and the well-attended regeneration meeting held at the Guildhall over the weekend.

Cllr Mrs Kenton advised that the red gravel path at Redstart park is being washed away during periods of rain.

CLlr Bulmer spoke to advise there was a significant planning application to be discussed at the Area West Committee Meeting on Wednesday 20<sup>th</sup> June and that whilst it related to Tatworth and Forton it would be good for Councilors to attend with their views.

**2018-19/31.**

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

- CLlr Warwick - Illness
- CLlr Mrs Glynn - Work Commitments
- CLlrs Mrs Dowell - Work Commitments
- CLlr Mrs Broom - Family commitments

Agreed unanimously

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

**2018-19/32.**

**Mayor’s Announcements.**

Following the recent success of the disabled strongman competition, a request has been received to make this an annual event. The date will be reviewed once the world championship has finished.

**2018-19/33.**

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

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
CLlr Baker	√		#2018-19/45	Chair of the Chard Carnival committee
CLlr Mrs Kenton	√		#2018-19/45	Member of Chard Carnival committee

Cllr Mrs Morrison	✓		#2018-19/52	Secretary of Chard Branch of the Royal British Legion
Cllr Orchard	✓		#2018-19/45	Chard Museum Trustee

**2018-19/34.**

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

Proposed: Cllr Mrs Morrison

Seconded: Cllr Bulmer

Agreed Unanimously

**RESOLVED - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018-19/54 (Commercial in Confidence and Staff in Confidence) are discussed.**

**2018-19/35.**

**Council Meeting – minutes** - To confirm and sign the minutes of the Annual Town Council meeting held on Monday 14<sup>th</sup> May 2018 [LGA 1972, Sch 12 para41 \(1\)](#)

**RESOLVED – that the minutes of the Town Council Meetings held on Monday 14<sup>th</sup> May 2018 be signed as a correct record**

The Chairman signed the minutes.

**2018-19/36.**

**Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning & Highways 16<sup>th</sup> April 2018

Planning & Highways 21<sup>st</sup> May 2018

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s



Finance & Personnel 21<sup>st</sup> May 2018

Guildhall & Amenities 4<sup>th</sup> June 2018 including:

To approve the recommendation to replace all existing CCTV cameras with 5 megapixel (IP) digital units CMIP3052 turret Dome Cameras plus recording unit and additional static cameras for Holyrood Street. To purchase an additional camera to be installed next to the existing one on the arch at Howards Row for coverage opposite the Guildhall. The cost being £6,910 with A. S. Security Systems appointed to install and maintain the CCTV system, to come from General reserves (310) plus £265 for the boom lift if required.

Proposed: Cllr. Baker

Seconded: Cllr. Bulmer

Agreed Unanimously

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

Item #2018-19/52 was moved to the next item on the agenda

**2018-19/52. To receive and approve recommendations from the Armistice working party.**

Proposed: Cllr. Morrison

Seconded: Cllr. Bulmer

Agreed Unanimously

**RESOLVED – That 5 silent soldiers are purchased, subject to Somerset County Highways agreement and placed temporarily at: Furnham Road entrance to Chard, Halcombe entrance to Chard, Snowdon trough, the Beacon, Crewkerne Road entrance to Chard at a total cost of £1,250 to come from general reserves.**

3 members of the public left the meeting

**2018-19/37.**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

**Finance** - to review the Final Audit Report 2017-18

from the Internal Auditor; to note and consider any recommendations made

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Bulmer

Agreed Unanimously

**RESOLVED – The report was reviewed and noted**

**2018-19/38**

**Finance - Adoption of Accounts for the Year ended 31<sup>st</sup> March 2018, to approve the signing of the Annual Governance Statement** (section one) [\(Accounts & Audit Regulations 2011\)](#)

Proposed: Cllr. Bulmer

Seconded: Cllr. Mrs Morrison

Agreed Unanimously

**RESOLVED – To adopt the Accounts for the year ended 31<sup>st</sup> March 2018 and approve the signing of the Annual Governance Statement (section one)**

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

**2018-19/39.**

**Finance - Adoption of Accounts for the Year ended 31<sup>st</sup> March 2018, to approve the signing of the Accounting Statement** (section two) [\(Accounts & Audit Regulations 2011\)](#)

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Mrs Morrison

Agreed Unanimously

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

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

**2018-19/40**

**Action Review Summary – to receive and review the Action Review**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

**RESOLVED** – The report was noted

**2018-19/41.**

**Finance - Town Council Year 2017/18 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

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

**2018-19/42.**

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

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Orchard

Agreed Unanimously

**Resolved - To approve the accounts for payment with Cllr Baker replacing Cllr Mrs Wyatt as cheque signatory, due to holiday commitments.**

**2018-19/43.**

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

**RESOLVED – The report was reviewed and noted**

**2018-19/44.**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s

**Finance – Bank Reconciliations** – to receive and note the signed bank reconciliations for the third financial quarter of 2017-2018

Item withdrawn

**2018-19/45.**

**Finance** - To consider the applications for Annual Grants for 2018/2019

Cllrs Mrs Wyatt and O'Brien declared a personal interest in the annual grant relating to Chard Area Youth Committee

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Carnell

For: 10

Abstained: 1

**RESOLVED – That the following grants are approved, Chard Area Youth Committee: £1,000, Chard Carnival Committee: £1,000 and Chard Museum & Heritage Centre: £1,000. That a further grant of £1,000 is approved for Chard Area Youth Committee for the application that was submitted in 2017-2018. That the grant for Friends of Manor Court is deferred until all relevant documentation has been received. That the Council review the policy and requirement with regards to the evidence/documents that support applications.**

**2018-19/46.**

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

There was nothing to report

**2018-19/47.**

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

(LGA 1972 s101)

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

None

**2018-19/48**

**Notice of Motion from Cllr. Mrs Kenton** (received 04<sup>th</sup> May 2018) "That this Council acknowledges the damage done to the environment by single use plastics, seeks help from Sustainable Chard to become single use plastic free and instructs the Community liaison officer, when settled in post, to help other businesses in the town to achieve this"

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Baker

Agreed Unanimously

**RESOLVED – That this Council acknowledges the damage done to the environment by single use plastics, seeks help from Sustainable Chard to become single use plastic free and instructs the Community liaison officer, when settled in post, to help other businesses in the town to achieve this.**

**2018-19/49**

**Notice of Motion from Cllr. Mrs Glynn** (received 04<sup>th</sup> June 2018) "For the council to permit the Planning and Highways Committee to ask for the recent changes in parking and waiting restrictions in Chard to be changed following complaints from the local community. This is in regard to the implementation of the South Somerset Order 2012 (Amendment No. 5) Order 2017 Road Traffic Regulation which resulted in changes to the parking and waiting restrictions on Duck Lane, Fore Street, Glynswood, Holyrood Street and Morangis Way".

In the absence of Cllr Mrs Glynn, Cllr Bulmer spoke on her behalf

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Mrs Morrison

Agreed Unanimously

**RESOLVED – That a letter is sent to Highways, from the Chair of the Planning & Highways committee, asking for the recent changes in parking and waiting restrictions in Chard to be reviewed.**

**2018-19/50.**

**To agree the appointment of Cllr Carnell to the Finance & Personnel Committee and Cllr Mrs Glynn to the Guildhall & Amenities Committee.** (Standing Order # 5 j[vii]) To consider appointments of Members to Committees, with appointed deputies. [LGA 1972 s101](#)

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Bulmer

Agreed Unanimously

**RESOLVED – To agree the appointment of Cllr Carnell to the Finance & Personnel Committee and Cllr Mrs Glynn to the Guildhall & Amenities Committee**

**2018-19/51.**

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

None Received

**RESOLVED – The report was reviewed and noted**

**2018-19/53.**

**Correspondence -** To consider a request to appoint a Representative on or work with the external body, Chard Improvement Action Group and make arrangements for reporting back.

There were no representatives appointed

1 member of the public left the meeting

**2018-19/54.** 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 #2018-19/34 above refers)

1) Commercial in Confidence

Delegated authority was given to the Chair of the council and the Deputy Town Clerk/RFO to Pursue a request for use of the Mayors Parlour and Bondfield room as offices

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Proposed: Cllr. Baker

Seconded: Cllr. Mrs Kenton

Agreed unanimously

**Resolved - To purchase the hardstanding at Zembard Lane (next to the old Mortuary) for the sum of £10,000 from South Somerset District Council and authorise all work required to turn this into suitable cemetery land. To purchase of the land to the rear of the garaging at 2 Crimchard for the sum of £35,000 from South Somerset District Council and authorise all work required to turn this into suitable cemetery land.**

2) Staff in Confidence

A verbal report was given from the Personnel Sub Committee meeting

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Mrs Morrison

Agreed unanimously

**Resolved - To give delegated authority to the Deputy Town Clerk/RFO to use any resources necessary including agencies, temporary staff and overtime during the period of being short staffed and for recruitment needs.**

There being no further business the meeting closed at 9:22 pm.

## Chard Town Council

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council  
held on Monday 20<sup>th</sup> August 2018 in the Town Hall, Chard**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's



**Present:** Cllr. Shortland (Chairman); Cllrs Bulmer, Carnell, Baker, Orchard, Mrs. Morrison, Mrs. Kenton, Kenton, Mrs. Broom, Warwick, Mrs. Glynn, Mrs. Dowell and Mrs. Wyatt

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

There were No. #3 members of the public and No. #1 members of the press present.

The meeting started at 7.30 pm

-----  
**Chaplain's 'Thought for the Day'**

**Public Participation Time**

A member of the public spoke about cyber crime and on-line fraud being an issue for everyone. The member of the public aims to work alongside the police to make people more aware.

**Reports from County and District Councillors**

Cllr Mrs Broom spoke about the following:

A move towards unitary has been made by SCC leader Cllr Fothergill.

Chard Hospital - whilst there has been a recruitment of some nurses, it is not enough yet to enable the wards to reopen. There is likely to be a public meeting in September to discuss the review of NHS Community Hospitals

The 2 SiS submitted have progressed to the next stage, there is no news yet on any further SiS being opened. Pedestrian safety at Glynswood & Furnham Rd are now in the designing stage. Glynswood is in the first tranche

Chard Swimming Pool - the core group have now submitted an application to be a Charitable Incorporated Organisation. They have submitted a Letter of Intent to SCC and submitted a summary of a business plan. SCC have extended the deadline to 14th September before the pool is drained. So far there are over 130 volunteers signed up with donations of £670 on Just Giving & £870 in cheques.

**2018-19/55.**

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



Cllr O'Brien - Holiday  
 Cllr Mrs Orchard - Work commitments

Agreed unanimously

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

**2018-19/56.**

**Mayor's Announcements.**

August has been a quiet time. The Mayor referred to his motion on the swimming pool due to be discussed later in the meeting and his desire to get involved in support for the pool.

**2018-19/57.**

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

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Mrs Broom	✓	✓	#2018-19/73	Member of Kingfisher Community Pool
Bulmer	✓	✓	#2018-19/60	Member of Defib group
Mrs Morrison	✓		#2018-19/60	Member of Defib group
Orchard	✓	✓	#2018-19/60	Member of Defib group
Shortland	✓		#2018-19/60	Member of Defib group

**2018-19/58.**

**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 Mrs Morrison

Agreed Unanimously

**RESOLVED - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018-19/76 (Commercial in Confidence and Staff in Confidence) are discussed.**

**2018-19/59.**

**Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting held on Monday 18<sup>th</sup> June 2018 [LGA 1972, Sch 12 para41 \(1\)](#)

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 18<sup>th</sup> June 2018 be signed as a correct record**

The Chairman signed the minutes.

**2018-19/60.**

**Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning & Highways 18<sup>th</sup> June

Planning & Highways 16<sup>th</sup> July

Cllrs Bulmer and Orchard left the meeting

Finance & Personnel 16<sup>th</sup> July including:

To approve the recommendation that the £1,800 agreed for a defibrillator, be donated to the group rather than a defibrillator being purchased by the Town Council. This would also enable the £1,000 applied for as a grant to be used by another applicant

Proposed: Cllr Kenton

Seconded: Cllr Mrs Glynn

Agreed Unanimously

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

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Cllrs Bulmer and Orchard returned to the meeting

**2018-19/61**

**Action Review Summary – to receive and note the Action Review summary**

**RESOLVED** – The report was noted

**2018-19/62.**

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

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

**2018-19/63.**

**To receive and note an update on arrangements for the review of the Council's and/or employees' subscriptions to other bodies.** (Standing Order # 5 j[xv])

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs. Broom

Agreed: 12

Abstained: 1

**RESOLVED** – To note that SALC is affiliated to NALC, that fees paid to SALC include membership of NALC. To note membership of NALC.

**2018-19/64.**

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

Proposed: Cllr Mrs. Kenton

Seconded: Cllr Mrs Dowell

Agreed Unanimously

**RESOLVED** – To approve the accounts for payment

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

**2018-19/65.**

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

**RESOLVED – The report was reviewed and noted**

**2018-19/66.**

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

Proposed: Cllr Bulmer

Seconded: Cllr Mrs. Dowell

Agreed Unanimously

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

**2018-19/67.**

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

The Proper Officer gave a verbal report on recent issues with unauthorised ramps being installed by members of the public and possible damage caused.

Proposed: Cllr Shortland

Seconded: Cllr Mrs. Morrison

Agreed Unanimously

**RESOLVED – To note the report and request that officers arrange for Gravity to undertake a survey of the skate park in order to provide a condition report and to arrange for any repairs to take place.**

**2018-19/68.**

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

(LGA 1972 s101)

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

None

**2018-19/69.**

**To agree the appointment of Cllr Mrs Orchard to the Finance & Personnel**

**Committee** (Standing Order # 5 j[vii]) To consider appointments of Members to Committees, with appointed deputies. [LGA 1972 s101](#)

Proposed: Cllr Bulmer

Seconded: Cllr Mrs Morrison

Agreed Unanimously

**RESOLVED - To agree the appointment of Cllr Mrs. Orchard to the Finance & Personnel Committee**

**2018-19/70.**

**Policy (GDPR)**– to receive and adopt the Data Protection Policy, Data Breach Procedure policy and Subject Access procedures

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Wyatt

Agreed Unanimously

**RESOLVED – to defer this item to allow time for input from Cllr Carnell, who’s suggestions are to be referred back to the external policy provider for comment. To report back to Full Town Council**

**2018-19/71.**

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

1. Market Towns Investment Group, a verbal report was received
2. Chard Area Youth Committee, a written report was circulated

**Noted**

**2018-18/72.**

**Finance** – to consider the recommendations for memorial safety testing in Chard Cemetery

Proposed: Cllr Mrs Morrison

Seconded: Cllr Shortland

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s

Agreed: 10

Abstained: 3

**RESOLVED – To request clarification on how memorials will be made safe and to include the closed churchyard at St Marys church in the testing process.**

**Cllr Mrs. Broom left the meeting**

**2018-19/73.**

**Notice of Motion from Cllr Shortland** (received 10<sup>th</sup> August 2018)

“That this council makes available to the newly formed group taking over the running of the Cresta pool £10,000 and offers any support this will enable match funding to be sought from other sources. This is a valuable resource for the residents of Chard and should be supported”

Proposed: Cllr Mrs Dowell

Seconded: Cllr Shortland

Agreed Unanimously

**RESOLVED – That Chard Town Council sets aside £20,000 to be awarded to the new group towards keeping the Cresta Pool operational, to be paid on application to be approved by a sub committee comprised of Cllrs Mrs Dowell, Mrs Glynn, Mrs Wyatt and Shortland, subject to the Deputy Town Clerk/RFO seeking advice on the correct accounting procedures.**

**Cllr Mrs Broom returned to the meeting.**

**2018-19/74.**

**Notice of Motion from Councillor Jason Baker** (received 10<sup>th</sup> August 2018) ‘that this Council agrees to pay half of the cost of replacing the boards opposite Lloyds Pharmacy (report attached)

Proposed: Cllr Baker

Seconded: Cllr Shortland

Agreed Unanimously

**RESOLVED – To pay half of the cost of replacing the boards opposite Lloyds Pharmacy, including fitting, at a cost of £614.00 to be taken from general reserves.**

**2018-19/75.**

**Notice of Motion from Councillor Jason Baker** (received 10<sup>th</sup> August 2018) ‘that this

Extraordinary Full Town Council Meeting –20 December 2017

Chairman’s

Signature.....

Council agrees to purchase and install 3 recycling bins in Fore Street to be placed along the guildhall side of Fore Street’.

Proposed: Cllr Baker

Seconded: Cllr Shortland

Agreed Unanimously

**RESOLVED – that this Council agrees to purchase and install 3 recycling bins in Fore Street to be placed along the Guildhall side of Fore Street, to be taken from the street furniture budget 4040/304.**

**2018-19/76.** 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 #2018-19/58 above refers)

3) Commercial in Confidence

- a) Bar Franchise at The Guildhall: Council noted that the bar would continue to be run by Cllr Baker until the Guildhall Manager reports to Council with recommendations.
- b) Bus Shelter: Withdrawn as no update had been received.

4) Staff in Confidence

- a) Personnel Update – to receive a verbal update on current staffing matters
- b) Staff update – to receive a verbal report

There being no further business the meeting closed at 9:21 pm.

## Chard Town Council

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

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

**Mayor Cllr. Garry Shortland Town Clerk Zoe Truong**

# COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council  
held on Monday 15<sup>th</sup> October 2018 in the Town Hall, Chard**

**Present:** Cllr. Shortland (Chairman), Cllrs Bulmer, Carnell, Baker, Mrs. Morrison,

Extraordinary Full Town Council Meeting –20 December 2017

Chairman’s

Signature.....



Mrs. Kenton, Kenton, Mrs. Broom and Mrs. Dowell

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

There were No. #4 members of the public and No. #0 members of the press present.

The meeting started at 7.31 pm

-----  
**Chaplain's 'Thought for the Day'**

**Public Participation Time**

A member of the public spoke about their disappointment that Somerset County Council rejected the proposals of the Kingfisher Community Group with regards to the swimming pool. Questions were raised for the regeneration being undertaken by

South Somerset District Council. The Chair of Area west requested that the member of the public contact him by email, as chair of Area West, so that he could respond.

**Reports from County and District Councillors**

Cllr Mrs. Broom spoke as County Councillor with regards to the work being done on pavements. Cllr Mrs Broom also spoke about the proposed cuts, of which details have not yet been decided. An Extraordinary meeting would be taking place at Somerset County Council later in the week and an update will be brought to the next meeting.

Cllr Baker spoke as District Councillor regarding play equipment at Snowden Park and to confirm that the South Somerset District Council would be monitoring the cuts by Somerset County Council.

**2018-19/77.**

**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 Wyatt - Family commitments

Cllr Warwick - Prior commitment

Cllr Mrs Glynn - Prior commitment

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's



Cllr O'Brien - Prior commitment

Agreed unanimously

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

Cllr Mrs Orchard - absent

Cllr Orchard - absent

**2018-19/78.**

**Mayor's Announcements.**

The Mayor spoke about the success of the carnival. Congratulations were also given to Cllr Bulmer who has served Chard Town Council for 20 years.

**2018-19/79.**

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

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Mrs Morrison	✓		2018-19/82	Personal friendship with the organisers of the fair

**2018-19/80.**

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

Proposed: Cllr Mrs Morrison

Seconded: Cllr Kenton

Agreed Unanimously

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

**RESOLVED - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2018-19/98 (Staff in Confidence) is discussed.**

**2018-19/81.**

**Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting held on Monday 20<sup>th</sup> August 2018 [LGA 1972, Sch 12 para41 \(1\)](#)

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 20<sup>th</sup> August 2018 be signed as a correct record**

The Chairman signed the minutes.

**2018-19/82.**

**Committees** - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning & Highways 20<sup>th</sup> August (Previously circulated)

Planning & Highways 17<sup>th</sup> September (Previously circulated)

Finance & Personnel 17<sup>th</sup> September (Previously circulated)

Guildhall & Amenities 1<sup>st</sup> October (Previously circulated) including:

**RESOLVED – To receive and note the minutes and to take the recommendations separately as follows :**

To approve the recommendations that:

- All Guildhall hire charges are increased by 2.7%
- All Cemetery charges are increased by 3.5%
- That there is no increase in allotment charges
- To defer a review of flower basket charges until the horticultural contract has been renewed.

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Proposed: Cllr. Bulmer

Seconded: Cllr. Mrs Morrison

For : 8 Against : 1

**RESOLVED – To approve the recommendations made that Guildhall hire charges are increased by 2.7%, Cemetery charges are increased by 3.5%, that there is no increase in allotment charges and to defer the review of the flower basket charges until the horticultural contract has been renewed for the year commencing 1<sup>st</sup> April 2019.**

To approve the recommendations that:

- All charges for hiring of land by the Funfair and Circus are increased by 2.7% and that the damage deposit is set at £250.

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Bulmer

For : 8 Abstained : 1

**RESOLVED – To approve the recommendation that all hiring of land by the Funfair and Circus are increased by 2.7% and that the damage deposit is £250 for the year commencing 1<sup>st</sup> April 2019**

To approve the recommendation that:

- The memorial safety inspection work is carried out and reported back. That memorials are temporarily made safe where action is required. That quotations are then provided to undertake repairs and reinstatement if required and reported back to Full Town Council. That costs to be taken from general reserves

Proposed: Cllr Mrs Dowell

Seconded: Cllr Mrs Kenton

For : 8 Abstained : 1

**RESOLVED – To approve the recommendations The memorial safety inspection work is carried out and reported back. That memorials are temporarily made safe where action is required. That quotations are then provided to undertake repairs and reinstatement if required and reported back to Full Town Council. That costs to be taken from general reserves**

Council agreed to move 2018-19/92. Policy (GDPR) to the next item on the agenda

Extraordinary Full Town Council Meeting –20 December 2017

Chairman's

Signature.....

**2018-19/92.**

**Policy (GDPR)**– to receive and adopt the Data Protection Policy, Data Breach Procedure policy and Subject Access procedures, deferred at Full Town Council on 20<sup>th</sup> August 2018 allow time for input from Cllr Carnell, who’s suggestions are to be referred back to the external policy provider for comment. To report back to Full Town

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

For : 6

Abstained : 3

**RESOLVED – Not to adopt the policy at this time until on line training has been sourced for Councilors that need training, with any costs to come from the members training budget (4005/102)**

Cllr Carnell left the meeting.

**2018-19/83**

**Action Review Summary – to receive and review the Action Review summary**

**RESOLVED** – The report was noted

**2018-19/84.**

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

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

**2018-19/85.**

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

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Kenton

For : 7

Against : 1

**RESOLVED – To approve the accounts for payment**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman’s

**2018-19/86.**

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

**RESOLVED – The report was reviewed and noted**

**2018-19/87.**

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

Proposed: Cllr Mrs Dowell

Seconded: Cllr Bulmer

Agreed Unanimously

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

**2018-19/89.**

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

Nothing to report

**2018-19/90.**

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

(LGA 1972 s101)

None

**2018-19/91**

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

**Resolved** – To note the report

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

**2018-19/93.**

**Finance – Replacement vehicle** – to approve the recommendation for the purchase of a new transit truck from the New vehicles Capital and non-recurring fund (4966/309)

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

For : 7      Abstained : 1

**RESOLVED – Not to approve the recommendation. To request that 3 quotes are obtained and bought back to Full Town Council with a more detailed report, including the load capacity required.**

**2018-19/94.**

**Finance – Christmas lights** – to receive and approve the recommendation for the erection of Christmas lights (report to follow)

Item withdrawn

**2018-19/95.**

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

None received

**2018-19-96. Notice of Motion from Councillor Dave Bulmer** (received 23<sup>rd</sup> September 2018) `That Chard Town Council invests in repairs to existing Play Equipment in Jocelyn Park, this is with regard to the Slide Poles, Cradle Swing, and Spring Rocker. Failing that If these pieces of equipment are no longer viable Chard Town Council invest in new play equipment to replace damaged items

Proposed: Cllr Bulmer

Seconded: Cllr Morrison

Agreed Unanimously

**RESOLVED – To drive forward the proposals put to Council by SSDC at the Guildhall and Committee Meeting on 5<sup>th</sup> February 2018 agenda item #2018/55**

**2018-19-97. Notice of Motion from Councillor Jason Baker** (received 4<sup>th</sup> October 2018) `That this Council agrees to fill the grit bins in Chard with grit following the announcement from Somerset County Council as they will no longer be providing this service. We should also purchase supplies of winter salt that is suitable

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

to use in the new spreaders that were purchased last year so that the pavements can be treated when required over the winter period. (report attached)

Cllr Morrison Left the meeting

Proposed: Cllr Baker

Seconded: Cllr Kenton

Agreed Unanimously

**RESOLVED – To fill the grit bins in Chard up to a maximum cost of £2,000 from general reserves.**

**2018-19/98.** 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 #2018-19/80 above refers)

5) Staff in Confidence

a) Personnel Update – to receive a verbal update on current staffing matters

Withdrawn the meeting did not take place due to not being quorate.

b) Staff update – to receive a verbal report

An update was given.



There being no further business the meeting closed at 9:13 pm.

**Chard Town Council**

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

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

Mayor Cllr. Garry Shortland

## COUNCIL MINUTES

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

**Minutes of an Extra Ordinary meeting of Chard Town Council  
held on Friday 7<sup>th</sup> December 2018 in the Town Hall, Chard**

**Present:** Cllr. Shortland (Chairman), Cllrs Baker, Bulmer, Mrs. Dowell, Mrs. Kenton, Kenton, Mrs. Morrison, Orchard and Mrs. Wyatt.

In attendance: Peter Davidson, Clerk to Crewkerne Town Council and acting clerk to the meeting.

Members of the public present: none

Members of the press present: none

The meeting started at 7.30pm

**2018-19/99.**

**Apologies for absence and to consider whether to approve reasons given**

Cllr Mrs Broom	- work commitments
Cllr Carnell	- personal
Cllr Mrs Glynn	- personal
Cllr O'Brian	- personal
Cllr Mrs Orchard	- work commitments
Cllr Warwick	- work commitments

Agreed unanimously.

**Resolved: that the apologies and the reasons given should be accepted.**

**2018-19/100.**

**Declarations of Interest**

Cllrs Baker and Shortland declared a personal interest in agenda item 2018-19/105.

**2018-19/101.**

**To resolve to exclude members of the press and public.** To agree any items to be dealt with after the public and press have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

**Resolved: That owing to the confidential nature of the items the public and press to be excluded from the meeting when agenda items 2018-19/104 and 107 are discussed.**

**2018-19/102.**

**Council Meeting – minutes** To confirm and sign the minutes of the Full Town Council meeting held on Monday 15<sup>th</sup> October 2018.

**2018-19/103.**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's



**Council Meeting – minutes** To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning and Highways 19<sup>th</sup> November 2018  
 Finance & Personnel 19<sup>th</sup> November 2018  
 Guildhall and Amenities 3<sup>rd</sup> December 2018

Proposed: Cllr Mrs Morrison  
 Agreed unanimously.

Seconded: Cllr Baker

**Resolved: to defer agenda items 102 and 103 until the next Ordinary meeting of the Full Council.**

7.34pm: Cllrs Mrs Kenton and Mrs Wyatt joined the meeting.

**2018-19/104.** 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 #2018-19/101 above refers).

**Christmas Working** That this Council review staff working practices during the Christmas holiday period.

Members discussed at length the fact that, despite a resolution 3 years ago, the matter of Christmas working remained unresolved with staff.

Proposed: Cllr MrsDowell

Seconded: Cllr Mrs Wyatt

Recorded vote:

<b>Councillor</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
Cllr Baker	✓		
Cllr Bulmer		✓	
Cllr Mrs. Dowell	✓		
Cllr Mrs. Kenton	✓		
Cllr Kenton			✓
Cllr Mrs. Morrison		✓	
Cllr Orchard		✓	
Cllr. Shortland			✓
Cllr Mrs. Wyatt	✓		

**Resolved:**

- i. **Working over the Christmas period 2018: Cllr Shortland to seek agreement with staff on a plan for reduced Christmas opening of the Guildhall using flexible use of their ordinary leave and noting the advice from the Council’s HR consultants that, if Council honour the 2 statutory days then Council are entitled to ask staff to work one day without the need for consultation.**

- ii. **Working over the Christmas period for 2019: the Proper Officer to carry out the necessary consultation with staff within the first 3 months of 2019.**

**2018-19/105.**

**Notice of Motion from Cllr Baker**, received 27<sup>th</sup> November 2018

*“that this Council agrees to financially support the redevelopment of the pavement area at the bottom of Fore Street (formally known as the Millenium Garden & Dave Hill Memorial Garden) and that maintenance and planting of the area will be undertaken by the Town Council the same as other planters and seating within the town.”*

Cllr Baker explained that high level costings were available for the scheme, which was known as the Town Centre Gateway project, and that the total cost of £38,000 represented a worst case scenario. He stated that SSDC Area West were committed to underwriting funding of £23,000 for this project. The Town Council therefore needed to underwrite the balance of funds, ie. £15,000.

Proposed: Cllr Baker  
Agreed unanimously.

Seconded: Cllr Mrs Wyatt

**Resolved: to underwrite funding for the redevelopment of the pavement area at the bottom of Fore Street, otherwise known as the Town Centre Gateway project, up to a level of £15,000, funds to be taken from General Reserves.**

**2018-19/106.**

**Picture boards opposite Lloyds pharmacy on Holyrood Street** To review and agree the position regarding ownership, maintenance and costs relating to the picture boards.

Cllr Baker explained that the scheme had reverted to its original form. He added that permission had been received from the owner of the building, which he would ensure was given in writing.

After discussion, it was agreed that the preferred way forward was for the Town Council to purchase the picture boards, on the understanding that SSDC would provide 50% grant funding support.

Proposed: Cllr Baker

Seconded: Cllr Orchard

For: 7      Against: 1      Abstained: 1

**Resolved: to approve the purchase and installation of 6 display boards from Sign Solutions at a total cost of £1,359 (+ VAT), funds to be taken from General Reserves, and on the understanding that SSDC would provide 50% grant funding support.**

**2018-19/107.** 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 #2018-19/101 above refers).

**Staffing matter:** to consider the vacancy following the resignation of the Town Clerk.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Bulmer

That the Deputy Clerk be offered the position of Town Clerk on a temporary basis of 3 months, whilst the Job Descriptions of the Clerk and Deputy Clerk are assessed.

For: 3      Against: 4      Abstained: 1  
Motion not carried.

Proposed: Cllr Mrs Kenton

Seconded: Cllr Baker

For: 5      Against: 2      Abstained: 2

**Resolved:**

- i. to retain the current staffing structure of Town Clerk and Deputy Clerk/RFO.
- ii. to seek advice from SALC and SW Councils on the Job Descriptions for these two roles.
- iii. To advertise for the role of Town Clerk.

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



## **Chard Town Council**

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

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

**Mayor Cllr. Garry Shortland      Deputy Town Clerk Tracy Lamb**

# **COUNCIL MINUTES**

**Minutes of a meeting of the Full Town Council  
held on Monday 17<sup>th</sup> December 2018 in the Town Hall, Chard**

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

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

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

The meeting started at 7.33 pm

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

-----

## Chaplain's 'Thought for the Day'

### Public Participation Time

A member of the public spoke about Cyber Crime and concerns that Chard was being targeted. Meetings were taking place with an independent consultant as the Police do not have trained experts. Cllr Mrs Broom has also agreed to a meeting in the new year to discuss the concerns.

A member of the public spoke about climate change and requesting that the Council declares a climate emergency. The Council were encouraged to support green energy, lighting using LED's and the improved resilience along with positive PR relating to the issues.

A member of the public spoke about the heartbreak of baby loss, her own personal experience and the occasions where those affected may have no memorial following a loss. Members were requested to support for the need for a remembrance garden.

### Reports from County and District Councillors

#### 2018-19/108.

**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 Shortland	- Family commitment
Cllr Warwick	- Illness
Cllr Mrs Broom	- Business commitment
Cllr O'Brien	- Prior commitment

Agreed unanimously

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

#### 2018-19/109.

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

## Mayor's Announcements.

There were no Mayor's announcements due to apologies but the chair gave congratulations to the Mayor for his work on the Christmas lights.

## 2018-19/110.

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

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
None				

## 2018-19/111.

**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

The proper officer advised members that if the Christmas working item 2018-19/127 only required discussion regarding general working practices there was no need to include this under confidential session and press and public need not be excluded.

Proposed: Cllr Mrs Morrison

Seconded: Cllr. Mrs Glynn

Agreed Unanimously

**RESOLVED - That owing to there not being a confidential nature of the item the public, including the press, should not be excluded from the meeting when Agenda Item 2018-19/127 (Working over the Christmas period 2018) is discussed.**

## 2018-19/112.

**Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting held on 15<sup>th</sup> October 2018 (deferred from the Extra Ordinary Full Council Meeting on

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

7<sup>th</sup> December) and of the Extra Ordinary Full Council Meeting Friday held on 7<sup>th</sup> December 2018  
LGA 1972, Sch 12 para41 (1)

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 18<sup>th</sup> May 2015 be signed as a correct record with an amendment to the record of those Members authorised to be cheque signatories on the Co-op Bank account.**

There was one amendment to the resolution under item #99

**RESOLVED – that the minutes of the Town Council Meetings held on Monday 20<sup>th</sup> August 2012 be signed as a correct record.**

**RESOLVED – that the minutes of the Town Council Meeting held on Monday 15<sup>th</sup> October 2018 (deferred from the Extra Ordinary Full Council Meeting on 7<sup>th</sup> December) and of the Extra Ordinary Full Council Meeting Friday held on 7<sup>th</sup> December 2018 be signed as a correct record**

The Chairman signed the minutes.

**2018-19/113.**

**Committees** - To receive and note the minutes of the following meetings (deferred from the Extra Ordinary Full Council Meeting on 7<sup>th</sup> December) and approve any recommendations if required: LGA 1972, Sch 12 para 41(1).

Planning and Highways	19 <sup>th</sup> November 2018	(Previously circulated)
Finance & Personnel	19 <sup>th</sup> November 2018	(Previously circulated)
Guildhall and Amenities	3 <sup>rd</sup> December 2018	(Previously circulated) including :

To approve Wesco Systems Ltd to undertake a fixed wiring inspection, including a schematic line diagram at a cost of £7,639 to come from the Guildhall Property Maintenance budget 4036/201

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

To approve that an offer be made for the purchase of the land to the rear of 2 Bilston Villas and the Yard at Zembard lane at the costs stated in the Valuation report dated 24<sup>th</sup> October 2018

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

Agreed Unanimously

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

**2018-19/114.**

**Action Review Summary – to receive and review the Action Review summary**

**RESOLVED** – The report was noted

**2018-19/115.**

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

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

**2018-19/116.**

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

**RESOLVED – The report was reviewed and noted**

**2018-19/117.**

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

Proposed: Cllr Mrs Dowell

Seconded: Cllr. Mrs Morrison

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Unanimous

**RESOLVED – To approve the accounts for payment**

**2018-19/118.**

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

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Kenton

Agreed Unanimously

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

**2018-19/119.**

**Finance – Internal audit** – To receive and note the internal audit report and certificate 2018-2019

**2018-19/120.**

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

South Somerset District Council have been notified of a vacancy in Holyrood Ward following the resignation of Cllr. Mrs Wyatt. Members will need to resolve whether to Co-opt or leave the seat vacant until elections in May 2019.

**2018-19/121.**

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

(LGA 1972 s101)

**LOCUM** Authority to the Town Clerk to organise the resources necessary in order to meet the priorities of the Action Review Summary, as identified by Members

**2018-19/122.**

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's



**Community Liaison Officers report** – To receive and note the report

Received and noted

**2018-19/123.**

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

- a) Chard Museum report (report attached)

**2018-19/124.**

**Election of a reserve member of the Personnel Sub Committee** following the resignation of Cllr Mrs. Wyatt

Proposed: Cllr Carnell

Seconded: Cllr Baker

Agreed Unanimously

**RESOLVED – to appoint Cllr Carnell as a reserve member of the Personnel Sub Committee**

**2018-19/125.**

**Notice of Motion from Councillor Mrs Kenton, received on 5<sup>th</sup> November 2018,**

That this council allows the erection of a remembrance garden for infant loss on Bonds meadow providing there is no cost to the Council. And that the organisers will liaise with the chard town council officers to make sure the garden is in a suitable position and insurable by the council.

Proposed: Cllr Kenton

Seconded: Cllr Baker

Agreed Unanimously

**RESOLVED –** That this council allows the erection of a remembrance garden for infant loss on Bonds meadow providing there is no cost to the Council. And that the organisers will liaise with the chard town council officers to make sure the garden is in a suitable position and insurable by the council.

**2018-19/126**

**Finance – Replacement vehicle** – to approve the recommendation for the purchase of a new transit truck from the New vehicles Capital and non-recurring fund (4966/309)

Proposed: Cllr Baker

Seconded: Cllr Mrs Glynn

Extraordinary Full Town Council Meeting –20 December 2017  
Signature.....

Chairman's

Agreed Unanimously

**RESOLVED – to appoint a working party consisting of Cllrs Shortland, Baker and Bulmer to consider the options for a new transit truck including the consideration of a green vehicle to report back to Full Town Council for consideration**

**2018-19/127.** Working over the Christmas period 2018

There being no further business the meeting closed at 9:00 pm.