



CHARD TOWN COUNCIL

THE GUILDHALL FORE STREET CHARD TA20 1PP

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor: Cllr Dave Bulmer – Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 18th January 2016 in the Town Hall, Guildhall at 7.30 pm

Present: Councillors:

Mrs. S. Dowell – Chairman	
Mrs. C Morrison	Mrs. J Orchard
G Shortland	A Kenton
M Carnell	D Bulmer
Mrs. J Kenton	D O'Brien
J Baker	S Warwick

In Attendance

Zoe Truong – Town Clerk

Tracy Lamb – Deputy Town Clerk/RFO

There were no. 0 members of the press and no. 0 members of the public present.

2016/01. Apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk).
LGA 1972 s85(1).

None Received, all present

2016/02. Declarations of Interest on items on the Agenda - 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 D Bulmer declared a Personal & Prejudicial Interest in Agenda Item #2016/08 due to a payment being made to himself.

2016/03. 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

RESOLVED – that agenda item #2016/15 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

2016/04. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 16th November 2015 (previously circulated). LGA 1972, Sch 12 para 41(1).

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 16th November be signed as a correct record.

2016/05. Action Review Summary - to receive and review Outstanding Actions Summary

There were no outstanding items.

2016/06. Town Clerk's Report – to receive and note update from Town Clerk.

Resolved – to note the report

2016/07. Finance - Town Council Year 2015/16 Year to Date Budget - to review the income and expenditure report (report to follow). Account & Audit Regulations 2011

Resolved – to note the 'year to date' expenditure

2016/08. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be Councillors Shortland and Baker

Proposed: Councillor Mrs. J Kenton **Seconded:** Councillor Baker
Unanimous

RESOLVED – To approve the accounts for payment.

2016/09. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for the third quarter of 2014/2015 .

RESOLVED – To receive and note the report and approve the payments

2016/10. Finance – Budget Virements - Town Clerk to appraise councillors of budget virements that accord with the requirements of the Council's Financial Regulation # 3.2 and seeks approval for transfers in excess of £1000.00

Proposed: Councillor Mrs. C Morrison **Seconded:** Councillor Baker
For : 10; Abstentions : 1

RESOLVED – To note the report and approve the Clerk's delegated authority and to approve the budget transfers.

2016/11. Finance – Management of Council Reserve Funds

referred from Full Town Council Meeting on 19th October 2015 and deferred from Finance and Personnel meeting on 16th November.

It was unanimously agreed that this should be deferred to the next Full Council meeting when an up to date report on interest rates would be considered.

2016/12. Finance – Agree amendments to the Chard Town Council Financial Regulations.

#1. Section (1.8) to read that the Deputy Clerk and not the Clerk has been appointed as RFO.

Proposed: Councillor Mrs. S Dowell **Seconded:** Councillor Mrs. C Morrison
Unanimous

RESOLVED – To approve the amendments

2016/13. Finance – Agree amendments to the Chard Town Council Purchasing Delegation Limits and Active Purchasing Policies.

#1: Section (d) to remove Finance and Administration Team Leader and replace with Deputy Town Clerk / RFO.

#2. To include authorisation for the Deputy Town Clerk / RFO to assume the delegation levels of the Town Clerk when acting up in their absence.

Proposed: Councillor Mrs. S Dowell **Seconded:** Councillor Bulmer
Unanimous

RESOLVED – To approve the amendments

2016/14. Finance – Queen’s Birthday Celebrations 2016.

A proposal was made to move the £5,000 budget for the Queens birthday celebrations to this financial year. This was amended to £5,000 total over this and next years financial year with the Town Clerk able to sign up to the usual purchasing delegation limits without referring back to council.

Proposed: Councillor Mr Baker **Seconded:** Councillor Mrs. J Orchard
Unanimous

RESOLVED – To approve a total budget of £5,000 for the Queen’s Birthday celebrations for immediate use and to transfer any remaining budget to the next financial year.

A report was made with regards to initial expected expenditure to include Hiring the Guildhall which is to include the block booking discounts:-
Up to £1,000 for commemorative flags
Up to £400 for a swing band
£500 for road cones - the cones can then be reused for future events.
Organise a road closure for a Saturday Market
Organise the lighting of the beacon in April

Contact Schools and local groups to start the project
Contact Chard Churches for a Thanks Giving service in June

Proposed: Councillor Mrs. S Dowell **Seconded:** Councillor Baker
Unanimous

RESOLVED – To allow the Queens Birthday working group to authorise events and the Town Clerk to approve expenditure within the usual purchasing delegation limits.

2016/15. 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 #2016/03 above refers)

STAFF IN CONFIDENCE

The Town Clerk gave an update on the recruitment of a second administration officer. In preparing to advertise the vacancy a query regarding working hours has arisen on which the Town Clerk has sought advice from the Council's HR advisers. The Town Clerk will report back to members when this advice is received.

There being no further business the meeting finished at 8:24pm

Committee Members: Councillors Mrs. Dowell (Chairman) Baker, Bulmer, Carnell, Mrs. Kenton, Kenton, Mrs. Morrison, O'Brien, Mrs. Orchard, Shortland and Warwick



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Mayor: Cllr Dave Bulmer – Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 21st March 2016 in the Town Hall, Guildhall at 7.30 pm

Present: Councillors:

Mrs. Dowell – Chairman

Mrs. Morrison, Mrs. Orchard, Kenton, Carnell, Bulmer, Mrs. Kenton, O'Brien, Baker, Warwick

In Attendance: Zoe Truong – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO

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

2016/16. Apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Apologies have been received from :
Cllr Shortland – Personal Commitment

Resolved - to accept the apologies and approve the reasons given

2016/17. Declarations of Interest on items on the Agenda - 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 Bulmer declared a Personal & Prejudicial Interest in Agenda Item #2016/23 due to a cheque made payable to himself .

Councillor Baker declared a Personal Interest in Agenda Item #2016/23 due to cheques made payable to Town Team and Eclipse Carnival Club, of which he is a member.

Councillor Mrs J Kenton declared a Personal Interest in Agenda Item #2016/23 due to a cheques made payable to CATS, of which she is a member.

Councillor Mrs J Orchard declared a Personal Interest in Agenda Item #2016/23 due to a cheque made payable to CATS, of which she is a member.

Councillor Warwick declared a Personal Interest in Agenda Item #2016/23 due to a cheque made payable to CATS, of which he is a member.

Councillor Kenton declared a Personal Interest in Agenda Item #2016/23 due to a cheque made payable to the Rotary Club, of which he is a member.

2016/18. 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](#)

Resolved – that agenda item #2016/33 be treated as confidential and dealt with after the Public (including the press) have been excluded

2016/19. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 18th January 2016. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 18th January be signed as a correct record.

2016/20. Action Review Summary - to receive and review the Action Review Summary.

There were no outstanding items.

2016/21. Town Clerk's Report – to receive and note update from Town Clerk.

Resolved – To note the report

2016/22. Finance - Town Council Year 2015/16 Year to Date Budget - to review the income and expenditure/Balance Sheet report. Account & Audit Regulations 2011

Resolved – to note the year to date expenditure and balance sheet

2016/23. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be Cllr. Baker and Cllr. Mrs. Wyatt.

Proposer: Councillor Mrs Morrison
Unanimous

Seconded: Councillor Mrs Kenton

Resolved - To approve the accounts for payment

2016/24. Finance – Bank Reconciliations - to review and approve the bank reconciliations.

Proposer: Councillor Warwick
Unanimous

Seconded: Councillor Bulmer

Resolved – To approve the bank reconciliations

- 2016/25. Finance** – Management of Council Reserve Funds – To agree whether to review reserves prior to year end or to undertake a review after year end accounts have been produced.

Proposer: Councillor Mrs Kenton
Unanimous

Seconded: Councillor Kenton

Resolved – To review Council Reserves after year end

- 2016/26. Finance** – to give authority to write off two bad debts, or issue proceedings in the County Court, in the sum of £200.40 and £42.00 at the Year End.

Resolved – that this agenda item be treated as confidential and dealt with after the Public (including the press) have been excluded

- 2016/27. Finance** – Internal Audit 2014/2015 to receive the interim update and review the report.

Resolved – To note the report and review charges at the next Guildhall and Amenities Meeting.

- 2016/28. Finance** – Employment Services– to consider renewal of Contract with Ellis Whittam for the provision of employment law services from 31st March 2016 for a three year fixed term.

It was proposed to move this item to be dealt with in confidential session due to needing to discuss the performance of a specific company.

Proposer: Councillor Mrs Morrison
Unanimous

Seconded: Councillor Mrs Kenton

Resolved – To move this item to #2016/33 to be dealt with in confidence

- 2016/29. Finance –Community Development Fund** - To agree the grant to be awarded to the recent applicants to the Community Development Fund (deferred from the Full Town Council meeting in February 2016)

Proposer: Councillor Baker
Unanimous

Seconded: Councillor Kenton

Resolved that the Grant Award deferred from the Full Town Council Meeting in February 2016 be awarded in full.

- 2016/30. Queen’s Birthday Report** – to receive and note update from the Queen’s Birthday Working Party

Proposer: Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Baker

Resolved – To note the report and agree with the recommendations made.

- 2016/31. Notice of Motion from Cllr. Bulmer** - "That Chard Town Council set up a fund for repair and renewal and forward maintenance plan for the recently built temporary changing facilities at Jocelyn Park"

A discussion took place although exact figures were not available at the time of the meeting. These will be investigated by the Mayor and Town Clerk but an in-principle decision was required before the next Council meeting.

Proposer: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

Resolved – That Chard Town Council will set up a sinking fund for the Repair and Renewal of the temporary changing facilities at Jocelyn Park, up to a maximum of £1,250 annually.

- 2016/32. Notice of Motion from Cllr. Mrs. Morrison** – "That Chard Town Council considers holding a debate for the EU Referendum for the benefit of Chard residents, and that this meeting be exempt from Guildhall hire charges"

Motion deferred until the next Full Town Council meeting in order to allow time for the gathering of further information.

The member of the Press left at 8.30pm.

- 2016/33.** 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 #2016/03 above refers)

Agenda item #2016/26

Proposer: Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Baker

Resolved that the debt of £42.00 owing at Year End be written off as a bad debt.

Proposer: Councillor Baker
Unanimous

Seconded: Councillor Warwick

Resolved that the debt of £200.40 be pursued if the company is still trading and is solvent.

Agenda item #2016/28

Proposer: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Kenton

Resolved - that this Committee authorise the Town Clerk and the Chair of Finance and Personnel to contact Ellis Whittam to enquire about a 12 month renewal contract, with delegated power to approve a renewal fee for a 12 month contract up to £3,000 (excl. VAT). If the renewal of the 12 month contract is more than £3,000 (excl. VAT) then Chard Town Council will accept the three year renewal proposal.

Update from Personnel Sub Committee

Cllr. Mrs Kenton updated the Committee on the business of the last meeting including the appointment of a new member of Admin Staff and the successful completion of a staff probation period.

The Town Clerk gave an update on current staff sick leave and annual leave arrangements for key staff.

There being no further business the meeting closed at 9.30pm

Committee Members:

Councillors Mrs. Dowell (Chairman) Baker, Bulmer, Carnell, Mrs. Kenton, Kenton, Mrs. Morrison, O'Brien, Mrs. Orchard, Shortland and Warwick



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COUNCIL MINUTES

Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 23rd May 2016 in the Town Hall, Guildhall at 7.30 pm

Present: Councillors:

Carnell – Chairman

Baker, Mrs. Kenton, Kenton Mrs. Morrison, Mrs. Orchard and Shortland

In Attendance: Zoe Truong – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO

There were no members of the press or public present.

2016/34. Apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Apologies have been received from:

Cllr Bulmer Shortland – Personal Commitment

Cllr O'Brien – Illness

Cllr Warwick - Illness

Resolved - to accept the apologies and approve the reasons given

2016/35. Declarations of Interest on items on the Agenda - 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 Mrs Kenton declared a Personal & Prejudicial Interest in Agenda Item #2016/40 due to a cheque made payable to herself .

Councillors Baker, Shortland and Mrs Morrison declared a Personal Interest in Agenda Item #2016/40 due to a cheque made payable to Town of which they are members.

Councillor Kenton declared a Personal Interest in Agenda Item #2016/40 due to a cheque made payable to Rotary Club of Chard of which he is a member.

2016/36. 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 were no items to be discussed under agenda item #2016/46, the agenda item #2016/46 was therefore withdrawn

2016/37. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 18th January 2016. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 21st March be signed as a correct record.

2016/38. Action Review Summary - to receive and review the Action Review Summary.

There were no outstanding items.

Standing orders were suspended at 7:40pm to allow a discussion on the finance workshop, grants and outstanding items to be discussed and included on the next action review summary. Standing orders were re-instated at 7:45pm

2016/39. Finance - Town Council Year 2015/16 Year to Date Budget - to review the income and expenditure/Balance Sheet report. Account & Audit Regulations 2011

Resolved – to note the year to date expenditure and balance sheet

2016/40. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be Cllr. Baker and Cllr. Shortland.

Proposer: Councillor Mrs Morrison Seconded: Councillor Mrs Kenton
Unanimous

Resolved - To approve the accounts for payment

2016/41. Finance – Bank Reconciliations - to review and approve the bank reconciliations.

Proposer: Councillor Mrs Morrison Seconded: Councillor Mrs Kenton
Unanimous

Resolved – To approve the bank reconciliations

2016/42. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for the third quarter of 2014/2015.

RESOLVED – To receive and note the report and approve the payments

2016/43. Finance – Internal Audit 2015/2016 to receive the final update and review the report.

Resolved – To note the report.

2016/44. Finance – To consider the recommendations from the IT working party for the provision of a new IT system at The Guildhall (report to follow).

Proposer: Councillor Mrs Kenton Seconded: Councillor Mrs Morrison
Unanimous

Resolved – to give notice to quit Microshade to bring us out of contract with them on the anniversary of the agreement and to SW Coms to end the contract with them for telephone, internet and Wi-Fi provision.

Resolved – to appoint AF-IT as the new IT supplier for Chard Town Council and appoint Cllrs. Baker and Kenton to approve contract issues, with the F&P Chair.

2016/45. Personnel – To consider the recommendations for the relocation of staff offices within The Guildhall (report to follow).

Proposer: Councillor Baker Seconded: Councillor Shortland
Votes For – 5 Abstentions – 2

Resolved – that the Chard Town Council offices are relocated to the third floor. The Mayor's Parlour is then housed in the current Finance Office and the Clerk's Office becomes another informal meeting space for hire.

Officers are to obtain at least two more quotes for the electrical works required, including air ventilation conditioning units for the office. The IT Working Party has delegated powers to decide upon which contractor to employ.

2016/46. 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 #2016/36 above refers)

Item Withdrawn

There being no further business the meeting closed at 9.00pm

Committee Members:

Councillors Carnell (Chairman), Baker, Bulmer,
Mrs. Kenton, Kenton, Mrs. Morrison, O'Brien, Mrs. Orchard, Shortland and Warwick



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COUNCIL MINUTES

Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 18th July 2016 in the Town Hall, Guildhall at 7.30 pm

Present: Cllrs. Carnell – Chairman
Baker, Mrs. Morrison, Mrs. Orchard, Shortland, Bulmer, O'Brien and Warwick

In Attendance: Zoe Truong – Town Clerk

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

PUBLIC PARTICIPATION

The meeting started at 7.30 pm.

2016/47. Apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Apologies have been received from:
Cllr. Mrs. Kenton – personal reasons
Cllr. Kenton - operation

Resolved - to accept the apologies and approve the reasons given

2016/48. Declarations of Interest on items on the Agenda - 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).

There were no declarations declared.

2016/49. 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](#)

Resolved – that agenda item #2016/60 be treated as confidential and dealt with after the Public (including the press) have been excluded

2016/50. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 23rd May 2016. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 23rd May be signed as a correct record.

Agreed Unanimously
The Chairman signed the minutes.

2016/51. Town Clerk’s Report – to receive and note update from Town Clerk.

Noted

2016/52. Finance - Town Council Year 2016/17 Year to Date Budget - to review the income and expenditure/Balance Sheet report (report attached). Account & Audit Regulations 2011

Resolved – to note the year to date expenditure and balance sheet

2016/53. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be Cllr. Baker and Cllr. Mrs. Wyatt

Proposer: Councillor Mrs. Morrison Seconded: Councillor Shortland
Agreed Unanimously

Resolved - To approve the accounts for payment

2016/54. Finance – Bank Reconciliations - to review and approve the bank reconciliations (report attached).

Resolved – To approve the bank reconciliations

2016/55. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for the first month of 2016/2017.

RESOLVED – To receive and note the report and approve the payments

2016/56. Policy - to adopt the amended Community Development Fund Policy and Procedures and Grant Application Form

Proposer: Councillor Mrs. Morrison Seconded: Councillor O’Brien
Agreed Unanimously

Resolved – that Chard Town Council adopt the amended Community Development Fund Policy and Procedures and the Grant Application form

2016/57. Finance - to approve expenditure of £504.50 from Budget Code 320 (Capital Receipts Reserves) to purchase Cemetery Markers to provide clearer directions to plots

Proposer: Councillor Mrs. Morrison
Agreed Unanimously

Seconded: Councillor Baker

Resolved – to defer this decision until the next meeting of the Finance and Personnel Committee as further information is required.

2016/58. Finance – to approve expenditure of £220.00 for a Bay Lift service agreement from Budget Code 201/4038 (Guildhall Maintenance contracts)

Proposer: Councillor Shortland
Agreed Unanimously

Seconded: Councillor Baker

Resolved – that Chard Town Council approve expenditure of £220 to enter into a service agreement with Bay Lift for the maintenance of the lift at the Guildhall

2016/59. Notice of Motion from Cllr. J Baker – that this Council agrees in principle to making a financial contribution to enable a grant from MTIG for the purchase of new street lamps on Fore Street, Chard

Proposer: Councillor Baker
Agreed Unanimously

Seconded: Councillor Shortland

Resolved – That Chard Town Council agrees in principle to making a financial contribution to enable a grant from MTIG for the purchase of new street lamps on Fore Street, Chard

2016/60. 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 #2016/03 above refers)

Staff in Confidence

The Personnel Sub Committee reported on their last meeting with the Town Clerk.

The Finance and Personnel Committee minuted their thanks to Ed Ringwood for his contribution to Chard Town Council in his role as Operations Manager.

There being no further business the meeting closed at 9.07 pm



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COUNCIL MINUTES

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Present: Cllrs. Carnell – Chairman
Mrs. Orchard, Mrs. Kenton, **Shortland**, Bulmer, O'Brien and Warwick

In Attendance: Zoe Truong – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO

There were no. 0 members of the public and no. 0 members of the press present.

PUBLIC PARTICIPATION

The meeting started at 7.30 pm.

2016/61. Apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Apologies have been received from:
Cllr. Shortland – personal reasons
Cllr. Baker – personal reasons
Cllr. Kenton – work reasons

Resolved - to accept the apologies and approve the reasons given

Cllr. Mrs. Morrison - absent

2016/62. Declarations of Interest on items on the Agenda - 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 Bulmer declared a Personal & Prejudicial Interest in Agenda Item #2016/68 due to a cheque made payable to himself.

2016/63. 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](#)

Resolved – that agenda item #2016/76 be treated as confidential and dealt with after the Public (including the press) have been excluded

2016/64. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 18th July 2016. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 18th July be signed as a correct record.

Agreed Unanimously
The Chairman signed the minutes.

2016/65. Town Clerk’s Report – to receive and note update from Town Clerk.

Nothing to report

2016/66 Action Review Summary – to receive and review Outstanding Actions Summary (attached)

Due to staff shortages Council requested that the Town Clerk review the target dates, in particular those with an October deadline.

2016/67. Finance - Town Council Year 2016/17 Year to Date Budget - to review the income and expenditure/Balance Sheet report. [Account & Audit Regulations 2011](#)

Resolved – to note the year to date expenditure and balance sheet

2016/68. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be confirmed.

Proposer: Cllr. Warwick Seconded: Cllr. Mrs. Kenton
Agreed Unanimously

Resolved - To approve the accounts for payment

2016/69. Finance – Bank Reconciliations - to review and approve the bank reconciliations.

Proposer: Councillor Warwick Seconded: Councillor O’Brien
Unanimous

Resolved – To approve the bank reconciliations

2016/70. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for the first month of 2016/2017.

RESOLVED – To receive and note the report and approve the payments

2016/71. 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. Warwick
Agreed Unanimously

Seconded: **Cllr. Mrs. Shortland**

Resolved - To approve the accounts for payment

2016/72. Finance – Budget, Ear marked reserves and sinking funds - to receive and consider the draft Budget and reserves for the financial year 2017 – 2018. Account & Audit Regulations 2011.

Resolved – to note the report and circulate to all Councillors

2016/73. Finance – Flags - to retrospectively approve £2,315 net expenditure from the Queen's Birthday Celebrations budget.

Proposer: Cllr. Bulmer
Agreed Unanimously

Seconded: Cllr. Warwick

Resolved - To approve the accounts for payment

2016/74. Finance – to review the charges for Allotments rent for the period 1st October 2016 – 30th September 2017

Proposer: Cllr. Warwick
VOTE: For 4; Abstention 1
The vote was carried

Seconded: Cllr. Bulmer

Resolved – that there is to be no increase in Allotment Rent for 16/17 and include reference to charges not increasing when invoices are issued

2016/75. Notice of Motion received on 5th September 2016 from Councillor Carnell - 'that this Council appoints an external consultant to conduct a full review of the organisational structure of Chard Town Council to ensure that it is robust and fit for purpose into the future, including operating as an efficient and effective organisation and demonstrating value for money. This Council will instruct the Town Clerk to obtain three quotes from different organisations who are able to provide this service'.

A proposal was made to amend the motion to read 'approaches' rather than 'appoints' and to refer back to Finance and Personnel or Full Council, whichever is sooner.

Proposer: Cllr. Mrs. Kenton

Seconded: Cllr. Carnell

Resolved - 'that this Council approaches an external consultant to conduct a full review of the organisational structure of Chard Town

Council to ensure that it is robust and fit for purpose into the future, including operating as an efficient and effective organisation and demonstrating value for money. This Council will instruct the Town Clerk to obtain three quotes from different organisations who are able to provide this service and to refer back to the Finance and Personnel Committee or Full Council depending on whichever comes sooner'

Proposer: Cllr. Carnell
Agreed Unanimously

Seconded: Cllr. Mrs. Kenton

Standing Orders were suspended at 8.35 pm to allow a comfort break in proceedings.
The meeting resumed at 8.37 pm.

8.37 pm Members of the Public and Press were excluded (none present)

2016/76. 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 #2016/63 above refers) **Staff in Confidence**

- a) To receive an update from the Personnel Sub Committee
- b) Request authority from Committee to approve pay increase for the Acting Operations Manager
- c) Request authority from Committee to extend current notice period (Administration Staff)
- d) Request authority from committee to offer a permanent contract (Administration Staff)
- e) Request authority from committee for the Town Clerk to appoint a part-time Amenities Assistant and a Part-time Guildhall Assistant (temporary position)

Resolved – to note the update from the Personnel Sub Committee

Proposer: Cllr. O'Brien
Agreed Unanimously

Seconded: Cllr. Mrs. Orchard

Resolved – to approve a maximum of 15 hours per week pay increase for the Acting Operations Manager

Proposer: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Bulmer

Council wished to pass on their thanks to the member of staff.

Resolved – to extend the current notice period of the member of Administration staff with a one week notice period for either party.

Proposer: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Mrs Orchard

Council wished to pass on their thanks to the member of staff.

Resolved – to give authority to offer a permanent contract for the hours 9am to 1pm to the member of the administration staff.

Proposer: Cllr. Mrs Kenton
Agreed Unanimously

Seconded: Cllr. Mrs Orchard

Resolved to agree the give authority to the Town Clerk to appoint a part time Amenities Assistant and a Part-time Guildhall Assistant (temporary position).

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



CHARD TOWN COUNCIL

THE GUILDHALL FORE STREET CHARD TA20 1PP

TEL: 01460 239567 FAX: 01460 261661

www.chard.gov.uk

Mayor: Cllr Dave Bulmer – Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the Finance & Personnel Extra Ordinary Committee meeting of Chard Town Council held on Monday 3rd October 2016 in the Town Hall, Guildhall at 7.00 pm

Present: Cllrs. Mrs. Orchard, Mrs. Morrison, Bulmer, Baker, O'Brien and Warwick

In Attendance: Zoe Truong – Town Clerk

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

PUBLIC PARTICIPATION

The meeting started at 7.00 pm.

Due to the absence of the Chairman, Cllr. Bulmer chaired the meeting.

2016/77. Apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Apologies have been received from:

Cllr. Shortland – Illness

Cllr. Carnell – Work Commitments

Cllr. Kenton – Holiday

Cllr. Mrs. Kenton - Holiday

Resolved - to accept the apologies and approve the reasons given

2016/78. Declarations of Interest on items on the Agenda - 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).

There were no Declarations of Interest declared.

2016/79. 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 matters on the Agenda.

2016/80. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 19th September 2016. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 19th September be signed as a correct record with two amendments made: Cllr. Shortland was not present for the meeting and #2016/71 was seconded by Cllr. Bulmer.

Agreed Unanimously
The Chairman signed the minutes.

2016/81. Finance – to approve payment to AF-IT of £9,980 (plus VAT) for the new IT system. *This committee has previously resolved – to appoint AF-IT as the new IT supplier for Chard Town Council and appoint Cllrs. Baker and Kenton to approve contract issues, with the F&P Chair (#2016/44 23 May 2016)*

Proposer: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Mrs. Morrison

Resolved – to approve the payment to AF-IT

Cllr. Baker requested a 'wash-up' meeting between the IT working group and the IT provider to review the provision and service received by Chard Town Council.

2016/82. Finance - That this committee authorises delegated powers to the Clerk to outsource payroll provision to an external supplier

Proposer: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Baker

Resolved – that this Council outsource their payroll provision, and the Clerk is instructed to contact three different local suppliers and go for the best deal that accommodates our needs – working in conjunction with the Chair of the Finance and Personnel Committee.

2016/83. Finance - That this committee authorises delegated powers to the clerk to outsource the pension enrolment process and ongoing provision

Proposer: Cllr. Mrs. Morrison
Agreed Unanimously

Seconded: Cllr. Baker

Resolved – that this Council outsource their pension process, and the Clerk is instructed to contact three different local suppliers and go for the best deal that accommodates our needs – working in conjunction with the Chair of the Finance and Personnel Committee.

2016/84. Personnel - That this committee authorises delegated powers to the clerk to enable her to manage the absence of the RFO in such a way that ensures the least possible business disruption for Chard Town Council

Proposer: Cllr. Baker
Agreed Unanimously

Seconded: Cllr. Warwick

Resolved - That this committee authorises delegated powers to the clerk to enable her to manage the absence of the RFO in such a way that ensures the least possible business disruption for Chard Town Council

There being no further business the meeting closed at 7.19 pm



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Mayor: Cllr Dave Bulmer – Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 21st November 2016 in the Town Hall, Guildhall at 7.30 pm

Present: Shortland, Bulmer, O'Brien, Baker, Kenton, Mrs. Morrison and Warwick

In Attendance: Zoe Truong – Town Clerk

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

PUBLIC PARTICIPATION

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Shortland

RESOLVED – That the Mayor, Cllr. Dave Bulmer assume Chairmanship for the meeting in the absence of the Committee Chairman.

Agreed Unanimously.

The meeting started at 7.32 pm

2016/85. Apologies for absence and to consider whether to approve reasons given. (Please telephone, or email, your apologies to the Town Clerk). [LGA 1972 s85\(1\)](#).

Apologies have been received from:

Cllr. Mrs. Kenton Work Commitments

Cllr. Mrs. Orchard Illness

Cllr. Carnell Work Commitments

Resolved - to accept the apologies and approve the reasons given

2016/86. Declarations of Interest on items on the Agenda - 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).

2016/91 – Cllr. Bulmer – cheque payable to himself

2016 / 101 Commercial in Confidence a) – Cllr. Warwick – personal interest as he is a member of CATS

2016/87. 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](#)

RESOLVED – that agenda item #2016/101 be treated as confidential and dealt with after the Public (including the press) have been excluded

2016/88. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Extra Ordinary Committee meeting held on Monday 3rd October 2016 (previously circulated). [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 3rd October be signed as a correct record.

Agreed Unanimously
The Chairman signed the minutes.

2016/89. Action Review Summary – to receive and review Outstanding Actions Summary (attached)

Noted.

2016/90. Finance - Town Council Year 2016/17 Year to Date Budget - to review the income and expenditure/Balance Sheet report (report attached). [Account & Audit Regulations 2011](#)

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

2016/91. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be confirmed (report attached).

RESOLVED - To approve the accounts for payment and agree the cheque signatories as Cllrs. Sara Dowell and Jason Baker

2016/92. Finance – Bank Reconciliations - to review and approve the bank reconciliations (report attached).

RESOLVED – To approve the bank reconciliations

2016/93. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for the second quarter of 2016/2017 (report attached).

RESOLVED – To receive and note the report and approve the payments

2016/94. Finance – to review and note the Conclusion of Audit 2015/16 from Grant Thornton (external auditors) and the recommendations made (attached).

RESOLVED – to note the report and the recommendations made.

2016/95. Finance - to review interim report from Internal Auditor and note and consider recommendations (attached).

RESOLVED – to note the report and the recommendations made.

2016/96. Finance - Allotments - to consider and decide on the offer to renew the tenancy of the allotment field at Chardstock Lane and the proposed rental sum for 2017 – 2020 (attached)

Proposed: Cllr. Warwick

Seconded: Cllr. Mrs. Morrison

RESOLVED – That Chard Town Council renew the tenancy of the allotment field at Chardstock Land accept the proposed rental sum for 2017 – 2020. To recommend the ongoing costs are reviewed in light of the rental increase.

Agreed unanimously.

2016/97. Finance – Horticultural Contract – to consider and decide on extending the existing contract, as per the original agreement for a further two years with our current supplier under re-negotiated terms

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Bulmer

RESOLVED – That Chard Town Council extend the Horticultural Contract with the current supplier, as per the terms in the original agreement subject to a review of the ongoing requirements for the Council over the next two years.

Agreed unanimously.

2016/98. Finance - Budget -to consider 2017/2018 budget for approval and recommendation of precept request to Full Council (budget report to follow)

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Warwick

RESOLVED – that the Finance & Personnel Committee recommends approval of the draft budget for 2017/2018 to Full Town Council, subject to review at the next Guildhall and Amenities Committee meeting on 5th December.

Agreed Unanimously.

2016/99. Finance – Change of Signatories – to review, agree and sign the Certified Copy of Resolutions from the Cooperative Bank to complete the change of signatories' request (Declaration Form attached)

Proposed: Cllr. Mrs. Morrison

Seconded: Cllr. Shortland

RESOLVED – to sign the Certified Copy of Resolutions Declaration from the Cooperative Bank

The Chairman and the Clerk signed the Declaration.

- 2016/100. Finance** – to approve payment of the material costs of £152.00 for remedial work to the Football Changing Rooms. Should this be approved the monies will need to come from reserves.

Proposed: Cllr. Bulmer

Seconded: Cllr. Shortland

RESOLVED - to approve payment of the material costs of £152.00 for remedial work to the Football Changing Rooms. The funds to be paid from 308/4035 (Vandalism)

- 2016/101. 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 #87 above refers)

There were no members of the public or press present.

Commercial in Confidence

a) Thursday Café Agreement

RESOLVED – to note

Staff in Confidence

a) Personnel Sub Committee Update

RESOLVED – to note.

b) Request authority from Committee to approve payments for medical treatment

The Clerk was asked to provide additional information before this request was considered.

c) Xmas Working Arrangements 2016

Proposed: Cllr. Baker

Seconded: Cllr. Mrs. Morrison

RESOLVED - that the Finance & Personnel Committee recommends to Full Council that the two Statutory days' leave are removed from staff leave allowance as we provide a service to the people of Chard and the Guildhall should remain open

VOTE: For 5; Against 1; Abstention 1

The Vote was carried

It is noted that the Clerk advised that this was a contractual issue and would seek further legal advice for Members

There being no further business the meeting closed at 9.15 pm