



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Garry Shortland Town Clerk: Gareth Hughes

COUNCIL AGENDA

All Council Meetings are open to the Public and Press

Date of Publication: Wednesday 8th November 2023

TO: Cllr Baker, Cllr Bates, Cllr Brown (Deputy Mayor), Cllr Bulmer, Cllr Crook, Cllr Eggins, Cllr Grief-Page, Cllr Hassan, Cllr Hussey, Cllr A Kenton, Cllr J Kenton, Cllr Richter, Cllr Shortland (Mayor), Cllr Watson and Cllr Williams

You are hereby summoned to attend the Full Town Council Meeting of Chard Town Council that will be held on **Monday 13th November 2023**, commencing at **19:00 hours** at The Town Hall, The Guildhall, Fore Street, Chard TA20 1PP. This meeting will be held in the Town Hall and it has a maximum capacity of 35 for members of the public attending.

Gareth Hughes Town Clerk

PUBLIC PARTICIPATION

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

19.00 Chaplain's 'Thought for the Day'

Public Participation Time

Reports from County Councillors

To receive Councillor reports.

Police Report

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



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AGENDA

2023/127 APOLOGIES FOR ABSENCE

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

2023/128 DECLARATIONS OF INTEREST

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

2023/129 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

2023/130 COUNCIL MEETING MINUTES

To confirm the accuracy and sign the minutes of the Full Town Council meeting held on the 11th September 2023 (attached)

2023/131 MAYORS ANNOUNCEMENTS & UPDATES

- (a) **Public Engagement Event – Tuesday 16th January 202 4pm -7pm**
- (b) **Successful Halloween night**
- (c) **Christmas Light Switch on 25th November**



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2023/132 TOWN CLERKS REPORT & UPDATES:

The Town council is a member of of the Chard and Balackdowns Local Community Network(LCN) whicj is one of 18 LCN's set up in Someset

The council is allowed to have a representative on the LCN whoo attends its meetings – the next meting is Wednesday 17th January 2024 – location to be confirmed

Council is asked to appoint a represeantive to the LCN

REPORT:

(a) Chard Stone –

To consider the report the installation of the Chard Stone and how to pay for its instalation - please see the attached report

(b) Speed Indicator Device (SID)

To consider the report on the installation of a SID at snowden hill and how it wishes to proceed – please see attached report

(c) 20mph Zone - Henson Park

To consider the report from the Town Clerk on a 20mph zone in Henson park and how it wishes to proceed – please see attached report

(d) Community Plan update -

Cllr Richter successfully established a Task & Finish Group recruiting two members of the local professional community; Watch Group and WBW solcitors and fellow Councillor, Cllr Hussey.

Plans for the recruitment of the new overarching group to develop the initial Coummunity Plan survey and Action Plan have been developed, with 2 engagement events ear-marked for mid to late January. A further meeting of the Tassk & Finish Group is scheduled for early December 2023 to complete plans for these 2 events.

(e) Councillor Training – see attached SALC *Upcoming Training Opportunities for Councillors*

All councillors are asked to consider their availability for these courses irrespective of any previous training.



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(f) Changes to the Committee meeting schedule.

The following changes are required so the Amenities and Events meetings occur before the Full Council meetings. In this way decisions can be expedited in a more timely fashion – see attached revised committee meeting schedule:

- From: Tues 16th Jan 2024 to: Tues 9th Jan 2024
- From: Tues 19th March 2024 to: Tues March 12th 2024
- From: Tues 21st May 2024 to: Tues 14th May 2024

2023/133 COMMITTEE MEETINGS

- (a)** To note the minutes of the Amenities & Events committee meeting held on 12th September (see attached)

2023/134 FINANCE

(a) Financial Information for 7 months to 31st October 2023

To note the Income and Expenditure Report for 7 months to 31st October, together with the Balance Sheet as at 1st November 2023 and current Earmarked Reserves.

(b) Movement of Reserves

To consider the attached report relating to Reserves and resolve to make the recommended movements in reserves to address the shortfall in General Reserve and cover payment of the Wicksteed invoice for Upper Henson Park from EMRs – Play Equipment and CIL.

(c) Grant Funding Policy

To consider the amendments as recommended by the Finance & Audit Committee and resolve to adopt to the Grant Funding Policy.

2023/135 DATE OF NEXT MEETING

The next Full Chard Town Council meeting will be held on Monday 15th January 2024 in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.



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2023/136 CONFIDENTIAL MATTERS

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of these items (Item 2023/116 above refers)

- (a) Ownership of stage and light equipment -**
- (b) Councillor request:** For a leave of absence for a six-month period, pursuant to Section 85(1) Local Government Act 1972.
- (c) Town Clerk Report Confidential**
 - (1) Upgrade of Fire and Security System as per Insurance Criteria –**
 - (2) Chard United Changing Rooms –**
 - (3) Cemetery works / Sale of Land –**
- (d) Probationary period staff member**



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Mayor: Garry Shortland Town Clerk: Gareth Hughes

CHARD TOWN COUNCIL

Minutes of the Chard Town Council meeting held in the Guildhall Fore Street, Chard TA20 1PP on Tuesday 11th September 2023 commencing at 19:00pm.

PRESENT: Cllr Baker, Cllr Bates, Cllr Bulmer, Cllr Eggins, Cllr Hussey, Cllr Hassan, Cllr A. Kenton, Cllr J. Kenton Cllr Richter, Cllr Shortland (Mayor), Cllr Watson.

OFFICERS & OTHERS PRESENT

Gail Chadwick Responsible Financial and Grants Officer, Kevin Dyer Operations Manager, Gareth Hughes Town Clerk, Beverley Newman Democratic Services Officer (DSO);

Rev Georgina Vye, Rob Grimmond Helmstedt Society, Cllr Wale and Cllr Payne

Chaplin's thought for the day was delivered by Rev Georgina Vye, the key theme being community:

- The importance of community
- The effect of loss of community
- The need to promote and harness community

Public Participation Time

There were in the region of 20 members of the public present.

Summary:

5 members of the public spoke.

Subjects were: Public participation, delivery of Unitary Councillor reports and the Cotley Boxing Day Hunt.

A specific question relating to the progress regarding the training for Councillors and Officers as recommended in the Rolley Report was made to Council and will be answered in writing to the member of the public who asked the question.

Reports from County and District Councillors

Council received County Councillor report from Cllr Wale with additional comments from Cllr Payne, Cllr J Kenton and Cllr Baker.

Police Report

No formal police report was received; however 2 members of the local police were present.

2023/114 APOLOGIES FOR ABSENCE

The following apologies were received and accepted:

Cllr Brown (Deputy Mayor), Cllr Crook, Cllr Grief-Page, Cllr Williams.

2023/115 DECLARATIONS OF INTEREST

The following declarations of interest made:

- Cllr Baker – Agenda items 2023/119 d) Member of the Carnival Committee & f) Unitary Councillor
- Cllr J Kenton Agenda item 2023/119 f) Unitary Councillor
- Cllr Shortland Agenda item 2023/119 d) Member of the Town Team

2023/116 Proposed Cllr Eggins
Unanimous

Seconded Cllr Bates

RESOLVED: TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

2023/117 COUNCIL MEETING MINUTES

Proposed Cllr Bates
Unanimous

Seconded Cllr Eggins

RESOLVED: To accept the draft minutes from Full Council meeting 17th July 2023 and Extraordinary Full Council meeting 14th August 2023 as an accurate account with one amendment in the 'Apologies' for the 14th August (now state Cllr Bulmer's reason for absence was 'holiday')

2023/118 MAYORS ANNOUNCEMENTS

- (a) Council noted the information relating to the Public Engagement Event.
- (b) Council noted the Mayor's changes to meeting protocol.

2023/119 TOWN CLERK'S REPORT AND UPDATES:

(a) Motion for applying for the SALC 35K Grant

Proposed Cllr Bates
Unanimous

Seconded Cllr Baker

RESOLVED: To adopt the amended proposal to;

- Apply for a SALC 35K grant in partnership with key stakeholder groups to address one, two or three inequalities as stipulated in 'What supports Health & Wellbeing' by SALC.
- To refer to the Community Plan Data report (and other key evidence-based data) to identify the 'agreed inequalities' and identify potential key stakeholders highlighted in the Community Plan Draft Action Plan.
- To grant delegated powers to the Town Clerk to determine Officer responsibility in this project.
- To set up a councillor Task & Finish Group for councillors to provide information on and input to, any community organisations to be included in the partnership approach in this grant application.

Task and Finish members are:

- Cllr Baker
- Cllr Bates
- Cllr Bulmer
- Cllr J Kenton
- Cllr Richter
- Cllr Watson.

COMMENT/ ACTION POINT: DSO Beverley Newman will coordinate a zoom meeting for the Task & Finish Group meeting.

(b) Unauthorised Encampment Policy

Proposed Cllr J Kenton
Unanimous

Seconded Cllr Baker

RESOLVED: To formerly the adopt the presented Encampment policy

(c) Out of Hours Call Out Policy for emergency's involving Council land / property

Proposed Cllr J Baker
Unanimous

Seconded Cllr Bates

RESOLVED: To formerly the adopt the presented Out of Hours Call-out Policy and for the necessary virement(s) to cover costs of the policy to be reported for agreement to the next Finance and Audit Committee due to be held on 24th October. In addition, there will be a minor adjustment to the Financial Regulations which will be made and reported back as part of the annual review to Full Council in November.

(d) Watts Store Licence Agreement

Proposed Cllr Eggins
For: 8

Seconded Cllr Hussey
Abstain 3

RESOLVED: To provide delegated power to the Town Clerk to review and renew the licence agreement for the Watts Store with Chard & District Carnival Committee Ltd and the Town Team

(e) Cemetery works update

Council noted the work started in the cemetery to progress the repair of the Chapels and gain more plots for burial.

(f) Somerset Council – Planning Department – Crewkerne Rd –

Council noted the document provided and agreed the Town Clerk should give a return reply of “No comment”.

(g) Somerset Council, Wessex Water and Somerset River Authority –

Council noted the joint statement which was read out in full by the Town Clerk

2023/120 COMMITTEE MEETINGS

(a) Proposed Cllr Eggins
For: 8

Seconded Cllr Bates
Abstain: 3

RESOLVED: To note the minutes from the Finance & Audit Committee held 25th July 2023 and adopt the Guidance on Busking.

2023/121 INVESTMENT STRATEGY

Proposed Cllr A. Kenton
Unanimous

Seconded Cllr Eggins

RESOLVED: To adopt the presented Investment Strategy, agree the suggestion for reorganising investments as per the RFO’s paper on Investments sections 5.3 and 5.4.

Proposed Cllr Baker
Unanimous

Seconded Cllr Richter

RESOLVED: For continuity, those councillors that are current signatories on Lloyds Bank mandate (Cllrs Baker, Brown, Bulmer, Eggins, Kenton and Richter) be put on the mandate for these investments. In addition, the Town Clerk, Gareth Hughes and RFO, Gail Chadwick are authorised to operate the CCLA account.

2023/122 COMPLETION OF EXTERNAL AUDIT

Council noted the External Auditor’s Report and Certificate 2022/23

2023/123 FINANCE

Council noted the year to date Income and Expenditure Report as at 31st August 2023

2023/124 STANDING COMMITTEE MEMBERSHIP

The following Councillors asked and will be added to the stated Council committee:

- Cllr Baker Finance & Audit Committee
- Cllr Hussey Planning & Highways Committee
- Cllr Hussey Amenities & Events Committee
- Cllr Baker Amenities & Events Committee
- Cllr A Kenton Amenities & Events Committee
- Cllr J Kenton Amenities & Events Committee
- Cllr A Kenton HR Committee

COMMENT/ ACTION POINT: DSO Beverley Newman will update the Councillor committee list

2023/125 DATE OF THE NEXT MEETING

Committee noted the next Full Chard Town Council meeting will be held on Monday 13th November 2023 in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

There being no other business the Mayor thanked all those present for attending and closed the meeting at 21.03

MAYOR:

DATE:

2023/126 CONFIDENTIAL MATTERS

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of these items (Item 2023/116 above refers)

(a) Cemetery valuation

Proposed Cllr Baker
Unanimous

Seconded Cllr Bulmer

RESOLVED: To adopt the first option as described in the Town Clerk's report, adding the Council would be agreeable to a covenant if desired re limitation of use.

(b) Councillor request – Item withdrawn

2023/131 (e) Upcoming Training Opportunities for Councillors

SALC Events:	Details:	Time / Date / Cost:
<p>Councillor Essentials P1 – Roles & Responsibilities</p> <p>This 2-hour presentation is the first part in a series of 2 Councillor Essentials training sessions. It is designed for new councillors, giving them the essential information needed to be effective in carrying out their role, but is just as effective as a refresher event for longer serving councillors</p>	<p>The session will cover:</p> <ul style="list-style-type: none"> • Roles & responsibilities of the councillor, clerk, and council • Powers & duties of council • The Code of Conduct • Declarations of Interests • Meetings and preparing for meetings 	<p>Wednesday 15th November 2023 18:00 – 20:00</p> <p><u>Or</u></p> <p>Friday 24th November 2023 13:00 – 15:00</p> <p>£25pp Remote (Zoom)</p>
<p>Councillor Essentials P2 – Governance & Finance</p> <p>This 1.5 – 2 hour session focuses in on the core financial & governance topics every councillor needs to know. Offering insight into the training that Clerks / RFO are given and highlighting your areas of responsibility as a councillor for protecting public money.</p>	<p>Including:</p> <ul style="list-style-type: none"> • How to budget effectively • Internal control and governance • Internal and External Audit • The role of elected members and the RFO • FOI and GDPR • The Transparency Code <p>This event is equally as suitable for long-standing councillors as it is for newly elected.</p>	<p>Wednesday 22nd November 2023 18:00 – 20:00</p> <p><u>Or</u></p> <p>Friday 1st December 2023 13:00 – 15:00</p> <p>£25pp Remote (Zoom)</p>
<p>Being a Successful Chairman:</p> <p>Aimed at serving chairmen / vice-chairmen, but suitable for anyone who wants to explore the governance of a legally convened meeting. This course will take up to 3 hours and will be a kept to a small group of no more than 15, for interactive training.</p>	<p>Topics including:</p> <ul style="list-style-type: none"> • The statutory role of chairman • Preparing for meetings • Troubleshooting <p>Handling conflict and difficult meetings</p>	<p>Monday 20th November 2023 17:00 – 19:30</p> <p>£30pp Remote (Zoom)</p>

CHARD TOWN COUNCIL
Revised MEETING SCHEDULE Dec 2023 – May 2024

December 2023		
Committee	Date	Time
Planning & Highways	Monday 2nd	18.30
Finance & Audit	Tuesday 12 th (Budget)	19.00
Youth Council	Tuesday 5 th December	13.45

January 2024		
Committee	Date	Time
Planning & Highways	Monday 2 nd	18.30
Amenities & Events	Tuesday 9 th	19.00
Full Council	Monday 15 th	19.00
Finance & Audit	Tuesday 23 rd	19.00
Youth Council	TBC	TBC

February 2024		
Committee	Date	Time
Planning & Highways	Monday 2 nd	18.30
Finance & Audit	Tuesday 23 rd	19.00
Youth Council	TBC	TBC

March 2024		
Committee	Date	Time
Planning & Highways	Monday 2 nd	18.30
Amenities & Events	Tuesday 12 th March	19.00
Full Council	Monday 11 th March	19.00
Finance & Audit	Tuesday 23 rd	19.00
Youth Council	TBC	TBC

April 2024		
Committee	Date	Time
Planning & Highways	Monday 2 nd	18.30
Finance & Audit	Tuesday 30 th	19.00
Youth Council	TBC	TBC

May 2024		
Committee	Date	Time
Planning & Highways	Monday 2 nd	18.30
Amenities & Events	Tuesday 14 th May	19.00
Full Council	Monday 13 th May	19.00
Finance & Audit	Tuesday 23 rd	19.00
Youth Council	TBC	TBC

Date: 8th November

Title: Town Clerk Report

Purpose of the Report:

Contact Officer: Gareth Hughes

1. Chard Stone

The Town Council using £695 of its own funds as well as £5,000 from SSDC purchased and has had designed a 'Welcome to Chard' Hamstone – see attached photograph.

We have now received a section 115E document from Somerset Council for the erection of the stone in Chard in the location shown on diagram attached.

The Council has £1,695 in the MTIG EMR for its installation by a qualified grounds company as approved by Somerset Council. The stone weighs several tonnes and as a result a 40-tonne crane is required to lift the stone into position as part of the installation process. Consequently, the total cost of the quote we currently hold for installation is £4,100 and we are seeking 2 further quotes.

Council is asked to consider whether it wishes to proceed with the installation. The MTIG EMR has a small unallocated surplus of £1,088 available which could also be utilised towards installation costs giving a total of £2,783. If it is agreed to continue with installation, Council is asked to consider how payment will be covered if the lowest quote exceeds the earmarked funds currently available as no funds are available in the current year's budget.

Should installation be agreed, Council is asked to delegate authority to the Town Clerk to sign the Section 115E document.

2. Speed Indicator Device (SID)

At the Full Council meeting on 17th July 2023, Council agreed that the Town Clerk should investigate the possibility of a SID at Snowden Hill.

Discussions have taken place on site with the resident who originally contacted the Council and the local Police Beat Manager. Information from this has been sent to Somerset Council, who has agreed that a SID can be situated on Snowden Hill, either just outside or just inside the 30mph signs

The Police will support this installation but Somerset Council no longer fund SIDs. Town and Parish councils are expected, if they wish to install them, to cover the cost. The approximate cost of installing a solar SID (purchased privately) with a post installed by Somerset Council is £3250 - £3500. All upkeep costs after installation would be the responsibility of the Town Council.

Avon and Somerset Police offer a grant for SIDs which the Town Council could apply. However, one of the main criteria is speed data indicating excessive speeds. The Police do not have this data for this location and have no plans to obtain it in future.

Data could come from a Community Speed Watch but we do not have one of those in place at present.

Therefore, should Council wish to install a SID, it would need to consider how the cost would be covered as there are no earmarked reserves nor allocated funding available in this year's budget.

The council has an amount of Community Infrastructure Levy (CIL) funds in its reserves at present and we have recently received notification of further funds being released soon

The council has enough money in its present CIL reserve to pay for this project should it wish to agree to this.

3. 20mph Zone - Henson Park

At the Full Council meeting on 13th June 2023 local Somerset Councillor Martin Wale asked Council about a 20mph zone in Henson Park. At the subsequent meeting on 17th July 2023, Council agree that the Town Clerk should investigate this.

Somerset Highways has confirmed that a 20mph zone is acceptable in Henson Park. The Highways Officer has suggested the best way to do this is to extend the current 20mph zone in place for Avishayes School.

Somerset Council no longer fund new 20mph zones and now Town and Parish councils are expected, if they wish to install them, to provide funds. The approximate cost, including new signs, posts and road markings, will be £3500 and the work will be completed by Somerset Highways.

Local Henson Park residents have submitted a petition to the Council for the 20mph zone, which currently has over 230 signatures, asking for a 20mph and additional safety measures for the parks in Henson Park.

Council are asked to consider whether they wish to proceed with installation of a 20mph zone in Henson Park and if so, how the cost will be covered as there are no earmarked reserves nor allocated funding available in this year's budget.

As with item 2 above in this report , the council has enough money in its CIL budget to pay for this project should it wish to agree to this.





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AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Tuesday 12th September 2023 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Bates, Cllr Richter, Cllr Watson (Chair),

ALSO PRESENT: Events Officer: Tim Bickman, Operations Manager: Kevin Dyer
Town Clerk: Gareth Hughes.

Public Participation Time

Two members of the public were present. One question was asked relating to 2023/34 a): 'Will the carbon footprint be taken into consideration'?

2023/30 APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Bulmer, Cllr Crook and Cllr Williams

19.05 The meeting was suspended while Cllr Bates left the meeting

19.08 The meeting resumed.

2023/31 DECLARATIONS OF INTEREST

There were no declarations of interest

2023/32 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential items for consideration

2023/33 COMMITTEE MEETING MINUTES

Proposed Cllr Bates
Unanimous

Seconded Cllr Watson

RESOLVED: That the minutes from the Amenities and Events meeting July 10th 2023 be accepted as an accurate account.

2023/34 MANAGER REPORTS

- (a) **Operations** – Committee noted the Operations report
- (b) **Events** – Council noted the Events Officer report and additional, verbal comments given, which were:
- i. 1.0 Culturally Chard – At the latest meeting (12/09/23) a Mission Statement was finalised and agreement to complete a ‘social impact’ document at the next meeting in October. The aim if these are to promote Culturally Chard and help with sustainability.
 - ii. 2.0 Comedy Night -Ticket sales are up on the same period for the previous comedy night.

Councillor questions/ Comments:

- Q: Are there plans to have a subscription for mail-chimp, giving the facility to communicate directly with individual members of the public?
A: There are currently around 20 subscriptions (individuals showing interest) Events Officer is working on increasing this number.
- Suggestion to link the mail-chimp to Chard Town Council Website (i.e. not just on the Events website).
- Notification of Farm Produce Festival in Axminster and explanation of ‘Field to Fork’ stall, with the suggestion these are considered in the development of the Town Market project.

2023/29 DATE OF NEXT MEETING

Committee noted that the next meeting of the Amenities & Events Committee would be held on Monday 6th November 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 19.00 pm.

There being no other business the Chair thanked all for attending and closed the meeting at 19.23

CHAIR / VICE CHAIR:

DATE:

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	1,973	
103	Bookings Debtors	306	
105	VAT Control	2,768	
180	Stock - TIC	491	
201	Lloyds Current A/c	5,285	
202	Lloyds Instant Deposit	492,714	
203	Petty Cash	236	
233	Nationwide Instant Saver 9000	355,583	
234	Nationwide Instant Saver 90010	158,243	
	Total Current Assets		1,017,600
	<u>Current Liabilities</u>		
500	Creditors Control	40,452	
512	Mayor's Account	0	
525	PAYE/NIC Control	7,063	
526	Superannuation Control	6,077	
531	Control - Berrys Buses	117	
541	Control - Great Dorset Steam	(25)	
549	Control - Misc Ticket Sales	72	
551	Deposits Held - Market Traders	132	
	Total Current Liabilities		53,889
	Net Current Assets		963,711
	Total Assets less Current Liabilities		963,711
	<u>Represented by :-</u>		
301	Current Year Fund	430,114	
310	General Reserve	167,575	
320	Capital Receipts Reserve	5,862	
338	EMR Play Equipment	38,437	
341	EMR Cemetery Chapel	55,750	
343	EMR Cemetery	152,306	
344	EMR C I L	24,237	
346	EMR MTIG	10,378	
347	EMR Climate Change	35,424	
350	Sinking Fund - Guildhall	34,456	
351	Sinking Fund - Civic Regalia	2,500	
352	Sinking Fund - Closed Ch'yard	4,965	
354	Sinking Fund -Guildhall Screen	1,707	
	Total Equity		963,711

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1010 Rent Received	0	75	100	25			75.0%	
1020 Letting Income	0	9	0	(9)			0.0%	
1021 Customer photocopies	0	7	100	93			6.7%	
1060 Commission Income	0	8	20	12			40.5%	
1076 Precept	0	775,334	775,334	0			100.0%	
1096 Interest Received	0	3,178	1,000	(2,178)			317.8%	
Administration :- Income	0	778,612	776,554	(2,058)			100.3%	0
4001 Payroll Costs	0	100,429	186,215	85,786		85,786	53.9%	
4003 Superannuation Deficit Funding	0	0	8,064	8,064		8,064	0.0%	
4007 Health & Safety	0	25	2,000	1,975		1,975	1.3%	
4008 Training/Courses	30	1,046	3,000	1,954		1,954	34.9%	
4009 Travelling	0	21	400	379		379	5.2%	
4021 Telephone & Fax	0	1,509	1,752	243		243	86.1%	
4022 Postage	0	(12)	350	362		362	(3.3%)	
4023 Stationery	0	667	1,200	533		533	55.6%	
4024 Subscriptions	0	2,900	2,750	(150)		(150)	105.5%	
4025 Insurance	0	30,662	29,635	(1,027)		(1,027)	103.5%	
4026 Photocopy and Printing Charges	0	891	2,000	1,109		1,109	44.6%	
4028 IT Hosting and Support	0	4,687	10,000	5,313		5,313	46.9%	
4029 Staff Recruitment	0	650	500	(150)		(150)	130.0%	
4038 Maintenance/Service Contracts	0	2,923	2,000	(923)		(923)	146.2%	
4044 Equipt/Furniture/Small Tools	0	0	500	500		500	0.0%	
4051 Bank Charges	0	264	500	236		236	52.7%	
4055 Other Professional Fees	0	5,872	7,500	1,629		1,629	78.3%	3,513
4056 Legal Fees	0	162	2,000	1,838		1,838	8.1%	
4057 Audit Fees	0	2,900	3,000	100		100	96.7%	
4063 Christmas Lights	0	4,365	15,000	10,635	3,232	7,403	50.6%	
4069 Sum up Charges	0	36	0	(36)		(36)	0.0%	
4206 Council Website	0	1,290	2,000	710		710	64.5%	
Administration :- Indirect Expenditure	30	161,287	280,366	119,079	3,232	115,847	58.7%	3,513
Net Income over Expenditure	(30)	617,324	496,188	(121,136)				
6000 plus Tfr from EMR	0	3,513						
Movement to/(from) Gen Reserve	(30)	620,837						
<u>102 Civic & Council</u>								
1020 Letting Income	155	155	0	(155)			0.0%	
1183 Culturally Chard	0	4,230	0	(4,230)			0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1184 Council Run Events (Income)	0	1,017	5,000	3,983			20.3%	
Civic & Council :- Income	155	5,401	5,000	(401)			108.0%	0
4005 Member Training	0	359	1,000	641		641	35.9%	
4009 Travelling	0	0	100	100		100	0.0%	
4184 Council Run Events	0	2,955	5,000	2,045		2,045	59.1%	
4191 Coronation Events	0	441	4,078	3,637		3,637	10.8%	
4192 Culturally Chard	0	2,954	0	(2,954)		(2,954)	0.0%	
4200 Current Mayor's Allowance	348	294	4,500	4,206		4,206	6.5%	
4201 Previous Mayor's Allowance	0	1,140	0	(1,140)		(1,140)	0.0%	
4203 Councillors' Expenses	0	0	150	150		150	0.0%	
4208 Civic & Regalia costs	0	127	750	623	94	529	29.5%	
4210 Election Expenses	0	0	2,500	2,500		2,500	0.0%	
4211 Town Crier Honorarium	0	250	250	0		0	100.0%	
4213 Mace Bearer Honorarium	0	250	250	0		0	100.0%	
Civic & Council :- Indirect Expenditure	348	8,769	18,578	9,809	94	9,715	47.7%	0
Net Income over Expenditure	(193)	(3,368)	(13,578)	(10,210)				
<u>105 Youth Council</u>								
4020 Miscellaneous Expenses	0	4	1,000	996		996	0.4%	
Youth Council :- Indirect Expenditure	0	4	1,000	996	0	996	0.4%	0
Net Expenditure	0	(4)	(1,000)	(996)				
<u>107 Grants</u>								
1070 CIL Money	0	1,666	0	(1,666)			0.0%	
Grants :- Income	0	1,666	0	(1,666)				0
4740 Community Payback Scheme	0	0	900	900		900	0.0%	
4750 Grant Aid	0	500	7,000	6,500		6,500	7.1%	
4751 Annual Grants	0	3,000	3,000	0		0	100.0%	
4753 Support Grant	0	5,000	10,000	5,000		5,000	50.0%	
Grants :- Indirect Expenditure	0	8,500	20,900	12,400	0	12,400	40.7%	0
Net Income over Expenditure	0	(6,834)	(20,900)	(14,066)				
<u>109 Administration Capital</u>								
4044 Equipt/Furniture/Small Tools	0	161	2,000	1,839		1,839	8.1%	
Administration Capital :- Indirect Expenditure	0	161	2,000	1,839	0	1,839	8.1%	0
Net Expenditure	0	(161)	(2,000)	(1,839)				

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Guildhall</u>								
1002 FIT Electric generation tariff	0	831	2,000	1,169			41.5%	
1003 FIT Electric Export Tariff	0	187	600	413			31.2%	
1010 Rent Received	0	0	1,020	1,020			0.0%	
1011 Antiques Fair	17	525	1,400	875			37.5%	
1012 Markets	0	28	0	(28)			0.0%	
1014 Guildhall Cafe/Bar Franchise	0	0	300	300			0.0%	
1020 Letting Income	1,984	13,989	20,000	6,011			69.9%	
1022 Hirers Refreshments	73	83	1,000	918			8.3%	
Guildhall :- Income	2,074	15,643	26,320	10,677			59.4%	0
4001 Payroll Costs	0	57,767	105,000	47,233		47,233	55.0%	
4002 Temporary/Casual Staff	0	0	5,000	5,000		5,000	0.0%	
4006 Protective Clothing	0	0	500	500		500	0.0%	
4008 Training/Courses	0	0	1,000	1,000		1,000	0.0%	
4011 Rates	0	7,735	8,200	466		466	94.3%	
4012 Water Charges	0	759	1,700	941		941	44.7%	
4014 Electricity	0	26,113	70,000	43,887		43,887	37.3%	
4015 Gas	0	9,227	50,000	40,773		40,773	18.5%	
4016 Janitorial	0	393	1,000	607		607	39.3%	
4021 Telephone & Fax	0	0	30	30		30	0.0%	
4027 Hirers Refreshments	0	257	100	(157)		(157)	256.7%	
4031 Other Advertising	0	405	500	95		95	80.9%	
4036 Property Maintenance	0	854	5,000	4,146		4,146	17.1%	
4038 Maintenance/Service Contracts	0	3,791	7,000	3,209	294	2,916	58.3%	
4044 Equipt/Furniture/Small Tools	0	388	4,000	3,612		3,612	9.7%	
4059 Licences (incl PRS)	0	1,227	1,500	273		273	81.8%	
4205 Guildhall Website	0	300	500	200		200	60.0%	
Guildhall :- Indirect Expenditure	0	109,215	261,030	151,815	294	151,522	42.0%	0
Net Income over Expenditure	2,074	(93,572)	(234,710)	(141,138)				
<u>202 Local Information Centre</u>								
4014 Electricity	0	0	2,000	2,000		2,000	0.0%	
Local Information Centre :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	0	(2,000)	(2,000)				
<u>301 Cemetery</u>								
1020 Letting Income	0	80	250	170			32.0%	
1030 Interment Income	0	16,312	23,500	7,188			69.4%	

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1031 Memorial Fees	0	1,763	5,000	3,237			35.3%	
1032 Burial Rights	0	6,247	7,000	753			89.2%	
Cemetery :- Income	0	24,402	35,750	11,348			68.3%	0
4001 Payroll Costs	0	15,399	28,000	12,601		12,601	55.0%	
4002 Temporary/Casual Staff	0	1,120	0	(1,120)		(1,120)	0.0%	
4011 Rates	0	3,772	3,800	28		28	99.3%	
4012 Water Charges	0	155	0	(155)		(155)	0.0%	
4014 Electricity	0	0	3,700	3,700		3,700	0.0%	
4036 Property Maintenance	0	50	1,000	950		950	5.0%	
4037 Grounds Maintenance	0	46	1,000	954		954	4.6%	
4044 Equipt/Furniture/Small Tools	0	0	1,000	1,000		1,000	0.0%	
4055 Other Professional Fees	0	(1,028)	0	1,028	4,475	(3,447)	0.0%	7,222
Cemetery :- Indirect Expenditure	0	19,514	38,500	18,986	4,475	14,511	62.3%	7,222
Net Income over Expenditure	0	4,888	(2,750)	(7,638)				
6000 plus Tfr from EMR	0	7,222						
Movement to/(from) Gen Reserve	0	12,110						
303 Allotments								
1010 Rent Received	0	3,850	4,100	250			93.9%	
1015 Licence Fee	0	246	200	(46)			123.0%	
Allotments :- Income	0	4,096	4,300	204			95.3%	0
4001 Payroll Costs	0	506	0	(506)		(506)	0.0%	
4012 Water Charges	0	0	600	600		600	0.0%	
4013 Rent Payable	0	1,050	2,100	1,050		1,050	50.0%	
4022 Postage	0	168	100	(68)		(68)	168.0%	
4037 Grounds Maintenance	0	0	250	250	80	170	32.0%	
Allotments :- Indirect Expenditure	0	1,724	3,050	1,326	80	1,246	59.2%	0
Net Income over Expenditure	0	2,372	1,250	(1,122)				
308 Amenities Central Costs								
1010 Rent Received	0	3,025	3,700	675			81.7%	
1040 Sponsorship Income	0	857	1,200	343			71.4%	
1089 Miscellaneous Income	0	25	0	(25)			0.0%	
Amenities Central Costs :- Income	0	3,906	4,900	994			79.7%	0
4001 Payroll Costs	0	68,144	150,955	82,811		82,811	45.1%	
4006 Protective Clothing	0	304	2,000	1,696		1,696	15.2%	
4008 Training/Courses	0	0	3,000	3,000		3,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Rates	0	1,271	1,350	79		79	94.1%	
4012 Water Charges	0	49	0	(49)		(49)	0.0%	
4013 Rent Payable	0	450	1,695	1,245		1,245	26.5%	
4014 Electricity	0	597	5,000	4,403		4,403	11.9%	
4017 Refuse/Waste Disposal	0	555	5,000	4,445		4,445	11.1%	
4020 Miscellaneous Expenses	0	957	0	(957)		(957)	0.0%	
4021 Telephone & Fax	0	1,159	1,650	492		492	70.2%	
4035 Vandalism	0	0	300	300		300	0.0%	
4036 Property Maintenance	0	2,802	2,500	(302)		(302)	112.1%	2,785
4037 Grounds Maintenance	0	1,979	4,000	2,021		2,021	49.5%	
4039 Play Equipment Maintenance	0	247	10,000	9,753		9,753	2.5%	
4040 Street Furniture	0	374	2,000	1,626		1,626	18.7%	
4041 Equipment Hire	0	44	500	456		456	8.9%	
4042 Equipment Maintenance	0	98	4,000	3,902		3,902	2.5%	
4043 Vehicle Maintenance	0	1,491	3,000	1,509		1,509	49.7%	
4045 Vehicle / Equipment Lease/Hire	0	983	0	(983)		(983)	0.0%	
4046 Vehicle Fuel	0	1,856	8,000	6,144		6,144	23.2%	
4047 Vehicle Licence/Insurance	0	4,116	4,170	54		54	98.7%	
4048 Flower Beds - planting etc	0	1,789	5,000	3,211	1,444	1,766	64.7%	
4049 Flower Baskets	0	2,267	2,500	233		233	90.7%	
4054 Arboriculture	0	1,200	5,000	3,800		3,800	24.0%	
4065 CCTV	0	13	500	487		487	2.7%	
Amenities Central Costs :- Indirect Expenditure	0	92,744	222,120	129,376	1,444	127,931	42.4%	2,785
Net Income over Expenditure	0	(88,838)	(217,220)	(128,382)				
6000 plus Tfr from EMR	0	2,785						
Movement to/(from) Gen Reserve	0	(86,053)						
309 Amenities Capital								
4044 Equipt/Furniture/Small Tools	0	(49,533)	5,000	54,533		54,533	(990.7%)	
4962 CP - New Play Equipment	0	50,000	0	(50,000)		(50,000)	0.0%	
Amenities Capital :- Indirect Expenditure	0	467	5,000	4,533	0	4,533	9.3%	0
Net Expenditure	0	(467)	(5,000)	(4,533)				
401 Markets								
1012 Markets	51	1,327	2,800	1,473			47.4%	
Markets :- Income	51	1,327	2,800	1,473			47.4%	0
4011 Rates	0	242	580	338		338	41.7%	
Markets :- Indirect Expenditure	0	242	580	338	0	338	41.7%	0
Net Income over Expenditure	51	1,085	2,220	1,135				

Detailed Income & Expenditure by Budget Heading 01/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Community Plan</u>								
4189 Community Plan	0	33	500	467		467	6.5%	
Community Plan :- Direct Expenditure	<u>0</u>	<u>33</u>	<u>500</u>	<u>467</u>	<u>0</u>	<u>467</u>	<u>6.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(33)</u>	<u>(500)</u>	<u>(467)</u>				
Grand Totals:- Income	2,279	835,053	855,624	20,571			97.6%	
Expenditure	378	402,660	855,624	452,964	9,619	443,345	48.2%	
Net Income over Expenditure	<u>1,901</u>	<u>432,394</u>	<u>0</u>	<u>(432,394)</u>				
plus Tfr from EMR	0	13,520						
Movement to/(from) Gen Reserve	<u>1,901</u>	<u>445,914</u>						

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Capital Receipts Reserve	5,861.76		5,861.76
338 EMR Play Equipment	78,250.00	-39,813.00	38,437.00
341 EMR Cemetery Chapel	55,750.00		55,750.00
343 EMR Cemetery	159,528.60	-7,222.20	152,306.40
344 EMR C I L	24,237.34		24,237.34
346 EMR MTIG	10,378.27		10,378.27
347 EMR Climate Change	38,936.74	-3,513.20	35,423.54
350 Sinking Fund - Guildhall	34,455.76		34,455.76
351 Sinking Fund - Civic Regalia	2,500.00		2,500.00
352 Sinking Fund - Closed Ch'yard	7,750.00	-2,785.00	4,965.00
354 Sinking Fund -Guildhall Screen	1,706.55		1,706.55
	<u>419,355.02</u>	<u>-53,333.40</u>	<u>366,021.62</u>

General Reserves

Full Council on 13 June 2023 resolved (2023/92a) to adopt the recommendation of the Finance & Audit Committee to address the shortfall in the General Reserves and also to approve the Reserves Policy (2023/92b) reducing the requirement for the General Reserves to cover 3 months, as opposed to the previous 4 months, net expenditure.

The recommendation was for the shortfall in the General Reserves to be partly addressed by transferring £39,812 from the EMR Play Equipment, which was not currently earmarked for any improvements. With that effected, the remainder would be covered from the balance on the EMR Play Equipment if and when the s.106 Grant applied for in June 2022 was received. Although Officers were advised in October 2022 that the award had been approved, in advance of the commencement of the refurbishment of Upper Henson Park, the awards were put on hold by the new Somerset Council.

On Friday 20th October 2023, we received an award letter in respect of the s.106 monies for which Chard Town Council had applied. The award falls short by £1,849 of that requested and therefore the refurbishment will require £9,705.79 to be covered from the EMR Play Equipment, as shown below, rather than the original amount of £7,856.79.

Total Cost	£50,000.00		
Funded by:			
S.106 award	£28,731.00	Application for s.106 funding	£30,580.00
CIL	£11,563.21	CIL	£11,563.21
	£40,294.21		£42,143.21
From own reserves:		From own reserves:	
EMR Play Equipment	£9,705.79	EMR Play Equipment	£7,856.79
EMR Play Equipment balance	£38,437.00		
less due for Upper Henson	£9,705.79		
	£28,731.21		

This will leave a balance of £28,731.21 on the EMR Play Equipment available to be transferred to General Reserves, in line with the recommendation of the Finance & Audit Committee and subsequent adoption by Full Council as resolved on 13 June 2023.

The result will be to increase the General Reserve to £196,306 covering approximately 3 month's net expenditure, in line with Council's Reserves Policy. However, it should be noted that with the National Pay Award now agreed the net monthly expenditure will increase slightly and the requirement will similarly increase by approximately £10,000.

Council are asked to resolve to transfer the sum of £28731.21 from EMR Play Equipment to General Reserves now the situation with regards to the s.106 monies has been settled and address the resolution of Full Council on 13 June 2023 to meet the Reserves Policy. Also, to resolve to allow transfer of £9,705.79 from EMR Play Equipment to Amenities Capital Expenditure to cover payment of the bill from Wicksteed for the play equipment at Upper Henson.

Council are also asked to resolve to transfer the sum of £11,563.21 from EMR CIL to Amenities Capital Expenditure also to meet the Wicksteed invoice. The original resolution to use this sum of CIL monies for Upper Henson Park was made at the Full Council Meeting on 20 June 2022 (2022/39) and readopted on 14 November 2022 (2022/84(d)) when the play park equipment funding was discussed.

Earmarked Reseves	Balance as at 31/10/23	Net Transfers	New Balance
320 Capital Receipts Reserve	£5,861.76		£5,861.76
338 EMR Play Equipment	£38,437.00	-£9,705.79	£28,731.21
341 EMR Cemetery Chapel	£55,750.00		£55,750.00
343 EMR Cemetery	£152,306.40		£152,306.40
344 EMR CIL	£24,237.34	-£11,563.21	£12,674.13
346 EMR MTIG	£10,378.27		£10,378.27
347 EMR Climate Change	£35,423.54		£35,423.54
350 Sinking Fund - Guildhall	£34,455.76	-£9,726.00	£24,729.76
351 Sinking Fund - Civic Regalia	£2,500.00		£2,500.00
352 Sinking Fund - Closed Churchyard	£4,965.00		£4,965.00
354 Sinking Fund - Guildhall Screen	£1,706.55		£1,706.55
	£366,021.62	-£30,995.00	£335,026.62

Upper Henson Park Refurbishment:

s.106 Recd	£28,731.00
EMR CIL (344)	£11,563.21
Own Funds from EMR Play Equipment (338)	£9,705.79
	<u>£50,000.00</u>

Guildhall:

New Fire & Alarm System (Sinking Fund - G/hall)	<u>£9,726.00</u>
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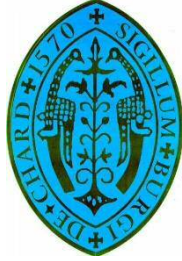
Notes

Only available for use with Capital Purchases
Balance £28,731.21 should be transferred to General Reserve as agreed at Full Council on 13 June 2023 -then GR is £196,306

Additional £11563.21 due from SC as advised 31/10/23

Allocation - Wayfinder signs £3,200, Totem Poles £4,395 & Hamstone Welcome Sign £1,600 (Agreed by A&E 10/10/22 resol 2022/26a)- Surplus £1183.27
Re Solar Panels - PP recd 22/8/23 - updated costing sought to ensure adequate funds available. Original costing incl. Planning & Legal £30K

New screen purchased 7/2017 costing £2250 - average life 10yrs - EMR put in place 31/3/2019 to cover next replacement -should be increased annually to meet cost



Chard Town Council

GRANT FUNDING POLICY

1. Background

Each year Chard Town Council allocates a specific sum of money, as part of its budget, to be made available as grants to organisations, clubs, societies and groups who help to build a sustainable community and economy for the residents of Chard. The Town Council is committed to supporting and strengthening community participation, activities and events and helping to develop a welcoming community. However, in awarding grants, the Town Council is aware of its responsibility for ensuring that public funds are properly managed.

This document sets out the requirements for Community Development Fund Grant, essentially award on a one-off basis to cover projects and Core Funding Grants which are to provide a contribution to core costs or overall activities of an organisation.

2. Basic Requirements

All grants are restricted to voluntary or not-for-profit organisations that can demonstrate that funding will:

- Meet an identified need;
- Deliver a viable project or service;
- Mainly benefit the residents of Chard.

Applications must be made on the appropriate form, which can be downloaded from the Council's website or obtained from the Council Office and submitted to the Grants Officer with the requisite supporting documents.

3. Community Development Fund (CDF) Grants

3.1 Background

Applications will be considered for 75% of the total cost of the project/activity up to a maximum value of £1000. The grant may be used to match other funders' contributions.

Projects or activities which can be completed within 12 months and will directly benefit residents of Chard. Examples of types of projects or activities that can be supported include purchase of equipment, training of volunteers, marketing activities or subsidising a trip or visit. Priority will be given to projects or activities which support the Town Council's objectives and aspirations for the community. The aims and objectives of the project should be clear and well defined, with specific realistic and deliverable outcomes.

Application will be accepted from voluntary organisations, community groups or social enterprises operating on a not-for-profit basis for the benefit of the community of Chard. Organisations must have some form of management committee or steering group and a bank account with at least 2 signatories. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.

If your organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one grant may be received within each financial year, as we wish to be able to distribute funds to a many people as possible. It should be noted that consideration will not be given to providing funding in consecutive years until all applications for grants have been awarded in a financial year. If, at that stage, monies remain within the budget then

consideration will be given to applications from those organisations awarded a grant in the previous financial year.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Chard.

3.2 When to apply

All grant applications will be considered by the Grants Sub Committee, which applicants will be required to attend to present their case to the members. The Sub-Committee will then make its recommendation to the Finance & Audit Committee for a decision on awarding the grant.

There will be 3 meetings of the Finance & Audit Committee at which Community Development Fund grant applications will be considered during the financial year. Applications should be submitted by the deadline shown below in advance of the relevant meeting. Applications will be checked upon receipt to ensure all required information has been provided, and if incomplete or additional information is required it must be supplied before the application will be presented to the relevant meeting.

Date of Meeting	Application Receipt Deadline
TBC July 2024	20 June 2024
TBC October 2024	19 September 2024
TBC January 2025	19 December 2025

Written confirmation of decisions taken will be provided within 10 days of the meeting at which the application is considered. Payment will normally be issued to successful applicant by direct payment to the bank account identified in the application form within one month of a favourable decision and paid into the bank account identified in the application form after acceptance of the grant award by the applicant.

3.3 What will not be funded

- Contributions towards large, general appeals
- General running costs
- Any element of VAT that is recoverable by the organisation
- Retrospective funding for costs that have already occurred.

3.4 Who may not apply for grant funding

- Individuals
- Organisations with projects which operate outside Chard and do not clearly evidence how they will directly benefit the Chard community.
- Commercial ventures
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities or Primary care Trusts.
- Schools
- Projects/activities that promote one particular faith or religious belief, although the fund could support a faith group delivering something that is open to all.
Organisations involved in party political activities or other self interest groups

- Any organisation or group that discriminates on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

3.5 Terms and Conditions

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full. Also, if the Council becomes aware of evidence of dishonesty or negligence which could bring Chard Town Council into disrepute, action will be taken to terminate the grant

A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.

Recognition of any grant made by the Town Council must be made in any publicity and in the organisation's accounts. For our own publicity material, the Council may require photos with agreement from the participants and may use the name of the organisation and project.

4. Regular Core Funding Grants (previously known as Annual or Support Grants)

4.1 Background

Chard Town Council awards a limited number of grants to voluntary, community and social enterprise organisations in order to help meet its priorities and benefit the residents of Chard. These grants are awarded as a general contribution to the core costs or overall activities of an organisation. The overarching organisational outcomes of the applicant will generally align with the council's aims, outcomes and key priorities shown below.

4.1.1 Aims

Chard Town Council recognises that it can achieve its outcomes and make best use of its available resources through the grant award process. Supporting voluntary, community and social enterprise agencies to deliver services it wishes to see promoted in the town can achieve greater innovation and strengthen the sector overall.

4.1.2 Outcomes

Chard Town Council's Vision for Chard:

- Chard will be a successful, vibrant, attractive town, where people want to live, work, study and visit.
- The town will have real and accessible transport links, decent housing provision for all, excellent employment and business opportunities and a vibrant community life. It will be clean, green, safe, active and prosperous, and a place to be proud of.

4.1.3 Key Priorities

- 1) To enable residents to enjoy high quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents
- 2) To encourage and promote the economic and commercial vitality of Chard in a way that encourages sustainable employment opportunities, housing and business facilities
- 3) To preserve the unique identity of Chard and promote its heritage and its environment

4) To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation

5) To encourage the positive development of young people and provide high quality social, recreational, health and wellbeing opportunities for them

All applications must evidence how their organisation contributes to one or more key priorities of Chard Town Council and evidence the desired outcomes.

The council will not award grants to organisations that provide services on the basis of adherence to a religion, philosophy or political persuasion.

The council will not provide retrospective funding that has already been spent or committed to be spent.

4.2 Who can apply

The council requires that all organisations or consortia applying for funding demonstrate they meet the following criteria:

4.2.1 Management Requirements

- A formally adopted constitution
- Regular committee meetings, including an annual general meeting

4.2.2 Financial systems

- Compliance with all financial and accounting requirements of charity or company law
- Follow good practice in relation to internal financial controls
- Organisations with an annual turnover of above £5,000 must publish independently examined or audited annual accounts

4.2.3 Data protection

- Compliance with the Data Protection Act (1998) in handling any personal information about individuals

4.2.4 Employment practices

- Where staff will be recruited to deliver services, posts will be advertised, with open and competitive interviews
- Employees will be supplied with a contract and terms and conditions as well as job descriptions

4.2.5 Insurance

Adequate insurance for activities, events, staff, premises, equipment, vehicles including:

- Public liability
- Employer's liability cover if staff are employed
- Property and equipment insurance against fire, theft, loss, damage
- Vehicle or driver insurance if vehicles are owned or driven

4.2.6 Disclosure and barring checks

- All employees working with children and vulnerable adults must be vetted through the disclosure and barring checking service

4.2.7 Safeguarding Policies

- Organisations working with vulnerable adults must have a policy and procedures in place
- Organisations working with children and young people must have a child protection policy and procedures in place

4.2.8 Safeguarding training

- Employees working with vulnerable adults and children and young people must have relevant and up to date training

4.2.9 Equality

- All organisations must have a written equality policy that complies with current legislation, and arrange appropriate training for managers and staff Health & Safety
- All organisations must have a written Health & Safety policy that complies with current legislation.

4.3 How applications are assessed

Applications will be submitted to the Grants Officer who will undertake an assessment to ensure they meet the requirement to fulfil Chard Town Council priorities and benefit the residents of Chard. Applications will be taken to the Grants Sub-Committee and then the Finance & Audit Committee meetings in April for Members to make a decision.

Applications are assessed according to how they will meet the outcomes and achieve value for money.

Once a decision is made the applicant will be notified of the outcome. If successful, the applicant will receive a letter offering the grant and be required to sign an agreement setting out the terms and conditions of offer. If unsuccessful, the applicant will be informed in writing.

All successful applicants will be expected to complete Monitoring and Evaluation forms to show how they spent the funds awarded.

4.4 How to apply

The maximum amount available through the Core Grant scheme is £1,000 per organisation if the above criteria are met. However, the Council will consider larger grants on an annual basis to support organisations within the Town. For grants in excess of £1,000, in addition to the conditions in section 9. above, a business plan for the financial year covering the grant should also be provided showing how the grant monies will be used to support the funding requirement of the organisation.

Applicants need to apply to the Grants Officer on the standard application form outlining the aims of the organisation, the Council priorities that they meet and what the funds will be used for. They will also need to supply a copy of their latest accounts, their constitution and a copy of their bank statements for the previous 3 months.

The Council will not make grants to organisations which it believes are not in good financial health or whose accounts are not in good order.

The Council may consider not awarding a grant to organisations that already hold surplus funds which are not being used for the general operation of the organisation and are not earmarked reserves.

Being successful in receiving a Core Grant from Chard Town Council does not ensure that this award will be made every year and does not constitute a service level agreement with the Council. Grants are made depending on the Council's budget allocation and may be subject to constraint.

Recipients of grants of more than £1,000 will be expected to sign a Service Level Agreement providing regular updates during the year on operation of their organisation.

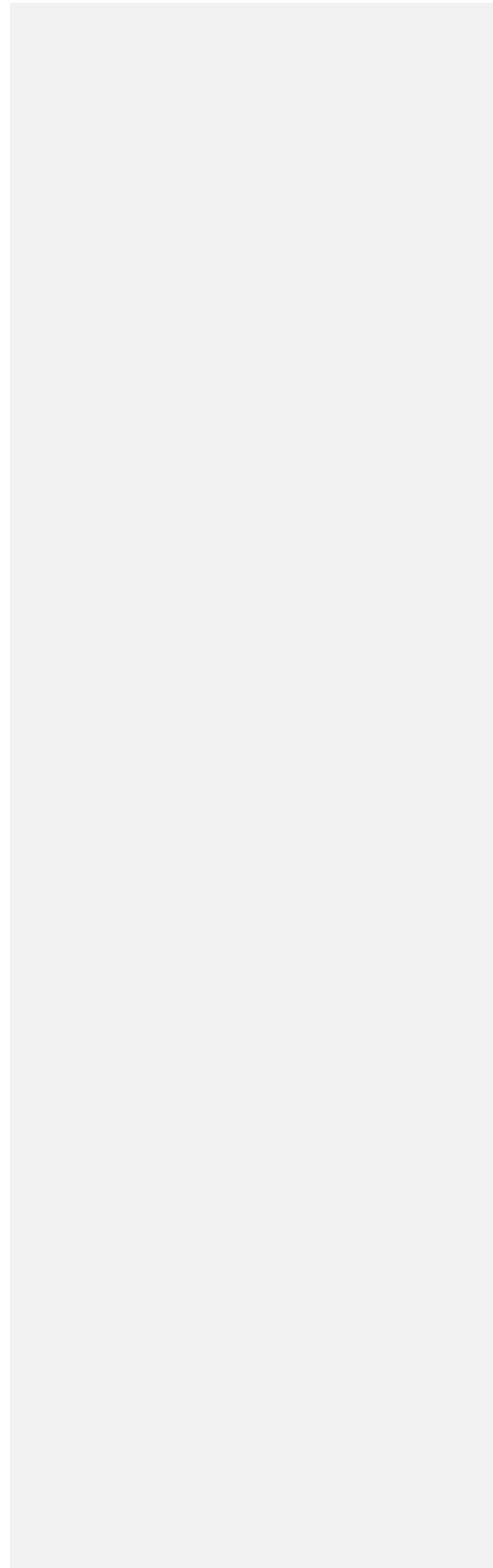
Applications are considered annually and will be assessed each year based on the merits of the application forms received and how they support the current priorities of Chard Town Council. Applications must be received by the end of November to be included in the budget process.



Chard Town Council
GRANT FUNDING POLICY

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1. Background

Each year Chard Town Council allocates a specific sum of money, as part of its budget, to be made available as grants to organisations, clubs, societies and groups who help to build a sustainable community and economy for the residents of Chard. The Town Council is committed to supporting and strengthening community participation, activities and events and helping to develop a welcoming community. However, in awarding grants, the Town Council is aware of its responsibility for ensuring that public funds are properly managed.

This document sets out the requirements for Community Development Fund Grant, essentially award on a one-off basis to cover projects and Core Funding Grants which are to provide a contribution to core costs or overall activities of an organisation.

2. Basic Requirements

All grants are restricted to voluntary or not-for-profit organisations that can demonstrate that funding will:

- Meet an identified need;
- Deliver a viable project or service;
- Mainly benefit the residents of Chard.

Applications must be made on the appropriate form, which can be downloaded from the Council's website or obtained from the Council Office and submitted to the Grants Officer with the requisite supporting documents.

3. Community Development Fund (CDF) Grants

3.1 Background

Applications will be considered for 75% of the total cost of the project/activity up to a maximum value of £1000. The grant may be used to match other funders' contributions.

Projects or activities which can be completed within 12 months and will directly benefit residents of Chard. Examples of types of projects or activities that can be supported include purchase of equipment, training of volunteers, marketing activities or subsidising a trip or visit. Priority will be given to projects or activities which support the Town Council's objectives and aspirations for the community. The aims and objectives of the project should be clear and well defined, with specific realistic and deliverable outcomes.

Application will be accepted from voluntary organisations, community groups or social enterprises operating on a not-for-profit basis for the benefit of the community of Chard. Organisations must have some form of management committee or steering group and a bank account with at least 2 signatories. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.

If your organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one grant may be received within each financial year, as we wish to be able to distribute funds to a many people as possible. It should be noted that consideration will not be given to providing funding in consecutive years until all applications for grants have been

[Chard Town Council: Community Development Fund Guidance Notes](#)

Adopted by the Finance and Audit Committee 26th October 2021

awarded in a financial year. If, at that stage, monies remain within the budget then consideration will be given to applications from those organisations awarded a grant in the previous financial year.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Chard.

3.2 When to apply

All grant applications will be considered by the Grants Sub Committee, which applicants will be required to attend to present their case to the members. The Sub-Committee will then make its recommendation to the Finance & Audit Committee for a decision on awarding the grant.

There will be 3 meetings of the Finance & Audit Committee at which Community Development Fund grant applications will be considered during the financial year. Applications should be submitted by the deadline shown below in advance of the relevant meeting. Applications will be checked upon receipt to ensure all required information has been provided, and if incomplete or additional information is required it must be supplied before the application will be presented to the relevant meeting.

Date of Meeting	Application Receipt Deadline
TBC July 2024	20 June 2024
TBC October 2024	19 September 2024
TBC January 2025	19 December 2025

Written confirmation of decisions taken will be provided within 10 days of the meeting at which the application is considered. Payment will normally be issued to successful applicant by direct payment to the bank account identified in the application form within one month of a favourable decision and paid into the bank account identified in the application form after acceptance of the grant award by the applicant.

3.3 What will not be funded?

- Contributions towards large, general appeals
- General running costs
- Any element of VAT that is recoverable by the organisation
- Retrospective funding for costs that have already occurred.

3.4 Who may not apply for grant funding?

- Individuals
- Organisations with projects which operate outside Chard and do not clearly evidence how they will directly benefit the Chard community.
- Commercial ventures
- Statutory organisations or groups controlled by public sector organisations such as Local Authorities or Primary care Trusts.
- Schools
- Projects/activities that promote one particular faith or religious belief, although the fund could support a faith group delivering something that is open to all.
- Organisations involved in party political activities or other self interest groups

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- Any organisation or group that discriminates on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

3.5 Terms and Conditions

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full. Also, if the Council becomes aware of evidence of dishonesty or negligence which could bring Chard Town Council into disrepute, action will be taken to terminate the grant

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4. Regular Core Funding Grants (previously known as Annual or Support Grants)

4.1 Background

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4.1.1 Aims

Chard Town Council recognises that it can achieve its outcomes and make best use of its available resources through the grant award process. Supporting voluntary, community and social enterprise agencies to deliver services it wishes to see promoted in the town can achieve greater innovation and strengthen the sector overall.

4.1.2 Outcomes

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4.1.3 Key Priorities

- 1) To enable residents to enjoy high quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents
- 2) To encourage and promote the economic and commercial vitality of Chard in a way that encourages sustainable employment opportunities, housing and business facilities
- 3) To preserve the unique identity of Chard and promote its heritage and its environment
- 4) To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation
- 5) To encourage the positive development of young people and provide high quality social, recreational, health and wellbeing opportunities for them

All applications must evidence how their organisation contributes to one or more key priorities of Chard Town Council and evidence the desired outcomes.

The council will not award grants to organisations that provide services on the basis of adherence to a religion, philosophy or political persuasion.

The council will not provide retrospective funding that has already been spent or committed to be spent.

4.2 Who can apply?

The council requires that all organisations or consortia applying for funding demonstrate they meet the following criteria:

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4.2.1 Management Requirements

- A formally adopted constitution
- Regular committee meetings, including an annual general meeting

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4.2.2 Financial systems

- Compliance with all financial and accounting requirements of charity or company law
- Follow good practice in relation to internal financial controls
- Organisations with an annual turnover of above £5,000 must publish independently examined or audited annual accounts

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4.2.3 Data protection

- Compliance with the Data Protection Act (1998) in handling any personal information about individuals

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4.2.4 Employment practices

- Where staff will be recruited to deliver services, posts will be advertised, with open and competitive interviews
- Employees will be supplied with a contract and terms and conditions as well as job descriptions

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4.2.5 Insurance

Adequate insurance for activities, events, staff, premises, equipment, vehicles including:

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4.2.6 Disclosure and barring checks

- All employees working with children and vulnerable adults must be vetted through the disclosure and barring checking service

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4.2.7 Safeguarding Policies

- Organisations working with vulnerable adults must have a policy and procedures in place
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