



## Chard Town Council

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

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

**Mayor: Cllr Jason Baker Town Clerk: Paul Russell**

# COUNCIL AGENDA

## All Council Meetings are open to the Public and Press

You are hereby summoned to attend the Full Town Council Meeting of Chard Town Council that will be held on **Monday 16<sup>th</sup> May 2022**, commencing at 19:00 hours at The Guildhall, Fore Street, Chard TA20 1PP.

Paul Russell  
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. 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.

**7.00pm Chaplain's 'Thought for the Day'**

### **Public Participation Time**

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

### **Presentation**

To present the Honorary Alderman award.

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

To receive Councillor reports.

### **Police Report**

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

**Statement by the outgoing Mayor – Councillor Jason Baker**

# AGENDA

## **2022/01 ELECTION OF MAYOR**

To invite nominations and elect the Town Mayor and Chairperson of the Council, and to receive the Acceptance of Office.

### ***Meeting Adjourns***

to allow for the New Mayor to Robe and the Town Crier to announce the New Mayor.

### ***Meeting Resumes***

## **2022/02 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Mayor's Declaration of Acceptance of Office.

## **2022/03 MAYORS APPOINTMENTS**

The Mayor will make the following appointments.

- Chaplain
- Consort

## **2022/04 MAYOR'S ANNOUNCEMENTS**

## **2022/05 ELECTION OF DEPUTY MAYOR**

To invite nominations and elect the Deputy Mayor of the Council, and to receive the Acceptance of Office.

## **2022/06 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.

## **2022/07 COUNCILLORS DECLARATION OF ACCEPTANCE OF OFFICE**

To confirm Councillors Declaration of Acceptance of Office and make arrangements for any councillors not present to make their declaration at an alternative time.

## **2022/08 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.

**2022/09 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".

**2022/10 COUNCIL MEETING MINUTES**

To confirm the accuracy and sign the minutes of the Full Town Council meeting held on the 14<sup>th</sup> March 2022 (attached).

**2022/11 SPENDING COMMITTEE MEETINGS**

To note the minutes of the Amenities & Events Committee meeting held on Tuesday 29<sup>th</sup> March 2022. Please see attached copy for information.

**2022/12 STANDING COMMITTEES**

To consider and adopt the current Committee structure below in accordance with Standing Order 4:

- Finance & Audit Committee (Minimum of 4 meetings per annum),
- Amenities and Events Committee (6 meetings per annum)
- Personnel & HR Committee (3 meetings per annum)
- Planning & Highways Committee (12-17 meetings per annum)
- Appeals Committee (as required)
- Full Council (7 meetings per annum including the Annual Town Council meeting)

**2022/13 SCHEME OF DELEGATION**

To consider and adopt the Scheme of Delegation for the Committee Structure and to review delegation arrangements to committees, sub-committees, employees and other local authorities (Standing Order 5(v)).

**2022/14 APPOINTMENT MEMBERS TO STANDING COMMITTEES**

To appoint Members to the following Committees:

- Finance & Audit Committee;
- Amenities and Events Committee;
- Personnel & HR Committee;
- Planning & Highways Committee;
- Appeals Committee.

**2022/15 APPOINTMENT OF CHAIRS TO STANDING COMMITTEES**

To appoint Chairs to the following Committees:

- Finance & Audit Committee;
- Amenities and Events Committee;
- Personnel & HR Committee;
- Planning & Highways Committee

- Appeals Committee.

**2022/16 APPOINTMENT OF ANY NEW COMMITTEES**

To consider any new Committees Council may wish to set up to carry out Council business.

**2022/17 STANDING ORDERS AND FINANCIAL REGULATIONS**

To review and adopt Standing Orders and Financial Regulations. (Copies attached separately)

**2022/18 REPRESENTATIVES ON EXTERNAL BODIES**

To review Council representatives on external bodies:

Organisation	No	Representative
Chard Museum	2	TBA
Chard Young People's Centre	2	TBA
Market Towns Investment Group	2	TBA
Somerset Association of Local Councils	1	TBA
Town Team	2	TBA
Clare House	1	TBA

**2022/19 ASSET REGISTER**

To review the Council's Asset Register. Please see the attached register for information.

**2022/20 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

Chard Town Council is currently in an agreement with Aviva Insurance Limited through WPS Insurance Brokers Scheme. The insurance schedule was renewed on 1<sup>st</sup> April 2022.

**2022/21 SCHEDULE OF MEETINGS**

Please see the attached proposed Schedule of Meetings for 2022/23.

**2022/22 TERMS OF REFERENCE**

To review the draft Terms of Reference for the Standing Committees.

**2022/23 SUBSCRIPTIONS**

To review the Council's subscriptions to other bodies. Council currently has subscriptions with the following:

Organisation	Cost
Society of Local Council Clerks (annual)	£414.00
Somerset Association of Local Councils (annual)	£1,599.94
Guild of Macebearers (annual)	£45.00
Grants Finder (annual)	£99.00
Rural Market Towns (annual)	£97.00
Survey Monkey (annual)	£320.00
Council HR and Governance Support (5 year)	£1,500.00

- 2022/24 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**  
To review the council's complaints procedure. Please see attached.
- 2022/25 FREEDOM OF INFORMATION AND DATA PROTECTION POLICY**  
To review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection policies. Please see attached.
- 2022/26 COMMUNICATIONS/PRESS/MEDIA POLICY**  
To review and adopt the Communications Policy. Please see attached.
- 2022/27 EMPLOYMENT POLICIES AND PROCEDURES**  
To consider reviewing the Council's employment policies and procedures. A new Staff Handbook is currently being developed by the Council's HR advisor. Recommend that this item be deferred to the HR & Personnel Committee to be reviewed.
- 2022/28 DATE OF NEXT MEETING**  
The next Full Chard Town Council meeting will be held on Monday 13<sup>th</sup> June 2022 at 7pm. This meeting will sign off the end of year accounts as required by legislation. The next ordinary meeting of Chard Town Council will take place on Monday 11<sup>th</sup> July 2022 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.
- 2022/29 CONFIDENTIAL ITEMS**  
At the time of publication there were no confidential items to consider.



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**Mayor: Cllr Jason Baker Town Clerk: Paul Russell**

# CHARD TOWN COUNCIL

Minutes of the Chard Town Council meeting held in the Guildhall Auditorium, Fore Street, Chard TA20 1PP on Monday 14<sup>th</sup> March 2022 commencing at 7:00pm.

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**PRESENT:** Cllr Baker (Mayor), Cllr Carnell (Deputy Mayor), Cllr Brown, Cllr Bulmer, Cllr Eggins, Cllr A Kenton, Cllr J Kenton, Cllr Morrison, Cllr Orchard, Cllr O'Brien, Cllr Orchard, Cllr Shortland Cllr Williams and Cllr Wootton.

**ALSO PRESENT:** Rev Georgina Vye, Mayor's Chaplin, Paul Russell, Town Clerk, Beverley Newman Democratic Officer, Cllr Gemma Verdon (County Council) and 18 members of the public.

A minutes silence was observed to commemorate Mr David Orchard, a former Town Councillor.

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

This was kindly provided by Mayor's Chaplin Georgina Vye, The Chaplin read a poem dedicated to the people of Ukraine.

### Public Participation Time

Five members of the public spoke. The following matters were raised:

- Concerns were raised on the impact future developments might have on flooding in Chard and whether residents would be asked to provide their own flood defences;
- Comments regarding the proposed Motion (Minute 2021/110) were presented;
- There was a suggestion put forward that a flood water management study be undertaken;
- Councillors were shown a photograph of a property affected by the flooding and more action to slow the flow was requested;
- Fundraising was being undertaken for the Resilience Group.

### Reports from County and District Councillors

#### SCC Councillors

Cllr Verdon gave a summary of key milestones and achievements for Somerset County Council during the last year and provided an overview of planned expenditure for the next financial year. She informed Council that she would not be standing for re-election. Chard Town Councillors expressed their thanks for her contribution to the county and support in representing South Chard.

Cllr Verdon confirmed she would pass on the concerns raised by residents in relation to the flooding issues in Chard.

#### SSDC Councillors

Cllr Shortland informed the meeting that SSDC was meeting again in the Chamber.

Cllr O'Brien had previously updated Council on the latest Covid situation.

Cllr Carnell confirmed the Jarman Road Play Park was now open and an official opening would be held after the local elections.

Cllr Bulmer gave a brief report of matters discussed at the last SSDC meeting.

Cllr Baker informed the meeting that SSDC had agreed its 2022/23 budget, its last budget before the new unitary authority became operational.

### **Police Report**

Sgt Jameson and Inspector Clark were in attendance. The following Police Report was noted:

- The Police were focusing on rebuilding connections with the community;
- A brief overview of the Team was provided;
- Following the pandemic, the force was now returning to basic policing duties which would include dealing with licensing issues and antisocial behaviour;
- Community Speedwatch was being relaunched;
- The new style meetings involving multiagency and partnership working now called 'Priorities' Meetings was being launched in April;
- The Police and Crime Commissioner had visited Chard recently.

Thanks were extended to the Police.

**Noted that the Update on Chard Reservoir had been postponed until the Full Council meeting to be held on 11<sup>th</sup> July 2022.**

### **2021/100 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Bates (personal) and Cllr Young (work)

Cllr Young's formal resignation was read out by the Mayor.

### **2021/101 MAYOR'S ANNOUNCEMENTS**

The Mayor made the following announcements:

- Praised and acknowledged the development of the Youth Council. A productive meeting had been held earlier in the day;
- The collection of items to support those affected by the conflict in Ukraine had been set up and was operating from the Watts Store to the rear of the Guildhall.

### **2021/102 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Shortland (personal): Chard Town Team and Clare House Nursery;
- Cllr J Kenton (personal): Chard Town Team and Chard Museum;
- Cllr Wootton (personal): Chard Area Youth Committee;
- Cllr O'Brien (personal): Chard Area Youth Committee;

- Cllr Carnell (personal): Chard Rugby Club;
- Cllr Bulmer (personal): Chard Rugby Club;
- Cllr Baker (personal): Chard Town Team, Chard Carnival and Clare House Nursery.

#### **2021/103 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Morrison  
Unanimous

Seconded: Cllr Wootton

**RESOLVED** 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 under agenda item 2021/114 (a) to (e), 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.

#### **2021/104 FULL COUNCIL MEETING MINUTES**

Proposed: Cllr Morrison  
Unanimous

Seconded: Cllr Wootton

**RESOLVED** that the minutes of the Full Town Council meetings held on the 10<sup>th</sup> January 2022 be agreed and signed as a correct record.

#### **2021/105 COMMITTEE MEETINGS**

- (a) **Committee Meeting Resolutions** – Council reviewed the resolutions passed at all committee meetings held since 10<sup>th</sup> January 2022.

Proposed: Cllr J Kenton  
Unanimous

Seconded: Cllr O'Brian

**RESOLVED** to ratify the resolutions and recommendations agreed at the Finance & Audit Committee meeting held on Tuesday 25<sup>th</sup> January 2022.

#### **2021/106 TOWN CLERK'S REPORT**

The Clerk presented the following report:

- (a) **Chairs Meetings** – It was agreed to cancel these meetings during Purdah.
- (b) **Training** – Council noted that Councillor training sessions would take place on Saturday 28<sup>th</sup> May and 18<sup>th</sup> June 2022.
- (c) **Tree Planting** – The planting of the new orchard to the rear of the Museum was postponed from 11<sup>th</sup> March to 25<sup>th</sup> March due to adverse weather conditions.
- (d) **End of Year Financial Closedown** – Council noted that this would be undertaken in May and a Full Council meeting would be scheduled in June to formally sign off the 2021/22 accounts.



- (e) **Upper Henson Park** – Council noted that tenders had been invited to carry out improvements to this play area. Closing date was Thursday 14<sup>th</sup> April 2022.
- (f) **Cycle Routes** – The officer Team had attended a number of presentations related to the LCWIPs initiative and a further meeting to discuss the initiative was to be held on 16<sup>th</sup> March 2022.

#### 2021/107 UNITARY AUTHORITY

Council noted the verbal update regarding the implementation of a new unitary authority for Somerset. Bi-weekly meetings were being hosted by the County Council that provided regular updates to town and parish councils in Somerset.

#### 2021/108 ANNUAL BUDGET FOR YEAR 2022/23

Proposed: Cllr Baker

Seconded: Cllr J Kenton

Unanimous

**RESOLVED** to consider this item following the updates being presented under 2021/114 Confidential Items.

#### 2021/109 COUNCIL MATTERS

- (a) **Risk Register** – Council considered the formal adoption of the Risk Register which had been reviewed by the Finance & Audit Committee.

Proposed: Cllr Wootton

Seconded: Cllr A Kenton

Unanimous

**RESOLVED** to formally adopted the Risk Register as approved, adopted and amended by the Finance & Audit Committee.

- (b) **Mayoral Allowance** – Council considered the report outlining the request by the Mayor to allocate the balance of the Mayoral Allowance to the Mayor's charities.

Proposed: Cllr Baker

Seconded: Cllr J Kenton

Unanimous

**RESOLVED** to formally approved the request to donate the balance of the Mayoral Allowance cost centre at the end of the 2021/22 Financial Year to the Mayor's Charity account as a one-off donation from the Town Council using the correct legal powers available.

- (c) **Football Club Lease** – Council considered the development of a lease between Chard Town Council and Chard United Football club in relation to the new changing rooms being constructed at Jocelyn Park and to allocate funding from balances. The estimated cost would be approximately £750.

Proposed: Cllr O' Brian

Seconded: Cllr Sortland

Unanimous

**RESOLVED** to formally approved the development of a lease between Chard Town Council and Chard United Football club and to allocate a sum of £750 to fund this.

- (d) **St Mary's Church Wall Repairs** – Council considered undertaking emergency repairs to the wall at St Mary's Church at a cost not exceeding £3,000.

Proposed: Cllr Wootton                      Seconded: Cllr Sortland  
Unanimous

**RESOLVED** to formally approved the emergency repairs to the wall of St. Mary's Church at a cost not exceeding £3,000 and that the funding be taken from the Closed Churchyard EMR fund which currently stood at £7,750.

- (e) **Honorary Alders** – Council considered adopting the Honorary Alders scheme to recognise Councilors who had served on the Town Council for a minimum period of eight years but had not held the position of Mayor.

Proposed: Cllr J Kenton                      Seconded: Cllr O'Brian  
Unanimous

**RESOLVED** to formally adopt the scheme and to consider the inaugural awards under Confidential Items.

## 2021/110 MOTION

- (a) **Motion Proposed by Cllr Baker:**  
Council considered the motion proposed by Cllr Baker and seconded by Cllr J Kenton.

The motion was passed unanimously.

Chard Town Council **RESOLVED:**

- That it only debates and comments on planning applications once they have a fully agreed flood water management plan which has been agreed by the LLFA
- That it urges SSDC to insist that all relevant sites should have a maintenance plan in place that has been approved by the LLFA
- That it urges SSDC to insist that all schemes are periodically inspected by the council or LLFA to ensure correct maintenance is taking place and an enforcement policy is put in place if schemes are not maintained.
- That urges to SSDC to request that all new planning applications should contribute towards upgrading existing water infrastructure to elevate existing problems within the ageing infrastructure
- That urges to SSDC to request that a review of the local plan be undertaken to look at the suitability of submitted sites for future development with regard to flooding and flood management.

**2021/111 GRANTS**

- (a) **Grant Report** – Council considered the recommendations made by the Grants Task & Finish Group that met on 7<sup>th</sup> March 2022.

Proposed: Cllr Baker  
Unanimous

Seconded: Cllr J Kenton

**RESOLVED** to adopt and ratify the recommendations from the Grants Task & Finish Group without amendment.

Cllr Morrison left the room at 19.15 and returned at 19.19

**2021/112 RESILIENCE GROUP**

The Town Clerk provided an update on progress on the development of the Chard Resilience Groups. Three initial start-up meetings had taken place with a 'First Phase Steering Group' meeting being held on Wednesday 16<sup>th</sup> March 2022.

This was a smaller group where it was anticipated sub groups would be developed to work on specific areas of a resilience response in Chard.

Council agreed that:

- It would not consider the Terms of Reference for this group until the new Council had been elected and was fully operational;
- It would continue to support the group administratively for the immediate future but that it would be up to the new council to consider providing use of Guildhall rooms free of charge, bearing in mind that charities and other local non-profit making organisations were required to pay the hire fees;
- The group would be informed that use of the Guildhall and its rooms would be unavailable until after 5<sup>th</sup> May due to Purdah and the increased activities of the Officer team and Town Clerk leading up to the local elections.

**2021/113 DATE OF NEXT MEETINGS**

- (a) **Annual Town Meeting** – Council noted that the Annual Town Meeting would be held on Monday 28<sup>th</sup> March 2022 in the Guildhall Auditorium, Fore Street, Chard TA20 1PP commencing at 7pm
- (b) Council noted that the next Full Council meeting would be the Chard Annual Town Council meeting to be held on Monday 16<sup>th</sup> May 2022 following the elections on 5<sup>th</sup> May 2022 in the Guildhall Auditorium, Fore Street, Chard TA20 1PP commencing at 7pm. Members noted that Purdah commenced from 21<sup>st</sup> March 2022.

**2021/114 CONFIDENTIAL MATTERS**

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2021/103 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 would 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 outweighed the public interest in disclosing the information.

**(a) HR & Personnel Committee**

Council considered the recommendations from the Committee.

Proposed: Cllr Wootton

Seconded: Cllr Morrison

For: Cllr Carnell, Cllr Brown, Cllr Bulmer, Cllr Eggins, Cllr A Kenton, Cllr J Kenton, Cllr O'Brien, Cllr Orchard, Cllr Williams Cllr Shortland.

Abstain: Cllr Baker – Declaration of Interest – Member of the Executive Personnel Committee SSDC

**RESOLVED** to adopt the recommendations from the HR & Personnel Committee without amendment.

**Council came out of Confidential Matters and addressed Agenda Item 2021/108.**

**(a.i) ANNUAL BUDGET FOR YEAR 2022/23**

Council considered the draft budget for 2022/23 that was presented.

Proposed: Cllr Morrison

Seconded: Cllr J Kenton

Unanimous.

**RESOLVED** to adopt the revised Budget for financial year 2022/23.

**Council went back into Confidential matters after a short break at 9.04pm, resuming at 9.07pm.**

**(b) Outstanding Service Awards/Honorary Alders** – Council considered the nominations for the Outstanding Service Awards and Honourary Alders that were to be presented at the Annual Town Meeting on 28<sup>th</sup> March 2022.

Proposed: Cllr Wootton

Seconded: Cllr Shortland

Unanimous.

**RESOLVED:**

- To present the Outstanding Services Award to Barry Ebdon, Maria Carey, Maryanne & George Adams and Pat Galpin;
- To present the Honorary Alder Award to Mr Mermagan and Mrs Wyatt.

**(c) Clare House Lease** – Council considered the report and recommendation regarding this lease.

Proposed: Cllr J Kenton

Seconded: Cllr O'Brian

For: Cllr Carnell, Cllr Brown, Cllr Bulmer, Cllr Eggins, Cllr A Kenton, Cllr J Kenton, Cllr Wootton, Cllr Morrison, Cllr O'Brian, Cllr Orchard and Cllr Williams.

Abstentions: Cllr Baker (personal interest) and Cllr Shortland (personal interest)

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

- (d) **Solar Panels Report** – Council was provided with an overview of the quotations received to install additional solar panels to the roof of the Auditorium.

Proposed: Cllr Shortland  
Unanimous

Seconded: Cllr Carnell

**RESOLVED**

- To install up to 28 additional solar panels subject to Listed Building Consent being granted;
- To appoint the most suitable contractor subject to a site survey.

Cllr Shortland left the meeting at 9.25pm.

- (e) **Outdoor Digital Signage** – Council was provided with an overview of the report.

Proposed: Cllr Wootton                      Seconded: Cllr Bulmer  
For: Cllr Carnell, Cllr Brown, Cllr Bulmer, Cllr Eggins, Cllr A Kenton, Cllr J Kenton, Cllr Wootton, Cllr Morrison, Cllr O'Brian, Cllr Orchard and Cllr Williams.

Abstentions: Cllr Baker (personal interest)

**RESOLVED** to support this project and delegate authority to the Council Officers to develop the project, obtain planning permission required and deliver the project.

- (f) **Photocopier Report** Council considered the request to lease a new photocopier to replace the existing unit.

Proposed: Cllr O'Brien  
Unanimous

Seconded: Cllr Morrison

**RESOLVED** to lease a new photocopier subject to a full assessment of rental costs and copier costs to ensure that the most cost-effective option is secured.

- (g) **St Mary's Wall Quotation** – This had been considered under item 2021/109(d).

There being no other business the Mayor thanked Members for attending and closed the meeting at 9:30pm.

\_\_\_\_\_  
**MAYOR:**

\_\_\_\_\_  
**DATE:**



# Chard Town Council

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

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**Mayor: Cllr Jason Baker Town Clerk: Paul Russell**

## AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Tuesday 29<sup>th</sup> March 2022 commencing at 19:00 hours in the Town Hall, The Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr Baker (Chair), Cllr Morrison, Cllr Williams and Cllr Wootton.

**ALSO PRESENT:** Paul Russell, Town Clerk, Beverley Newman, DSO, Adrian Turner, Operations Officer and Tim Bickman, Events Officer.

### Public Participation Time

There were no members of the public present. No issues were raised.

### 2022/32 APOLOGIES FOR ABSENCE

The following apologies were received and accepted:

- Cllr A Kenton (holiday)
- Cllr J Kenton (holiday)
- Cllr Carnell (work)
- Cllr Bates (personal)
- Cllr Bulmer (holiday)

### 2022/33 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

### 2022/34 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential items to consider.

### 2022/35 COMMITTEE MEETING MINUTES

Proposed: Cllr Morrison

Seconded: Cllr Wootton

Unanimous

**RESOLVED** to confirm and sign the minutes of the Amenities & Events Committee meeting held on Tuesday 14<sup>th</sup> December 2021.

### 2021/36 MANAGERS REPORT

**(a) Operations** – Committee received and noted the Operations Manager's Report. The following items were noted:

- A press release, including photographs, of the recent tree planting event to the rear of the Museum would be drafted;
- Tenders had been invited to upgrade the Upper Henson Play Area. Committee was assured that a full public consultation would be undertaken as part of this initiative;

- A report regarding the actions taken following the playground inspections undertaken in November 2021 would be provided to Committee.
- The Allotment lease would be renewed for a further three years as in the past. It was suggested that Council contacts SSDC to establish whether they had any suitable land for additional allotments;
- Permission had been given for the Ukraine support initiative to continue operating from Watts Store until refurbishment works commenced.

**(b) Events –** Committee received and noted the Event's Officer's Report. The following items were noted:

- It was confirmed that all the existing blue plaques were undergoing a clean and that a new one was being purchased as part of the Queens jubilee celebrations and would be erected at the Beacon site.

## 2021/37 OPEN SPACES

- (a) Strategic Objectives Work Plan –** Committee reviewed the progress on the Strategic Objectives Work Plan. Acknowledgement was given as to the progress made.
- (b) Committee Resolutions Review –** Committee noted updates in the resolutions taken since January 2021.
- (c) Cemetery Update –** Committee noted the verbal update provided. Work was close to completion on the removal of the hedge to create up to 60 additional spaces next to the car park area and the new section recently purchased from SSDC was going to be cleared. A full plan would be considered by the new Council following the elections.

It was agreed to try to address the current parking issues in the Zembard Lane car park and two notices were being erected to discourage contractor and inappropriate parking.

- (d) Changing Facilities, Jocelyn Park –** Committee noted that the draft lease was on hold until the new council had been elected as there were a number of decisions regarding terms and conditions that needed to be made.

## 2021/38 DATE OF NEXT MEETING

Committee noted that the next meeting of the Amenities & Events Committee would be held on Tuesday 24<sup>th</sup> May 2021.

## 2022/39 CONFIDENTIAL MATTERS

There were no confidential matters

The Chair thanked Members for their attendance and closed the meeting at 19.55pm

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**CHAIR:**

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**DATE:**



## Chard Town Council

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# Scheme of Delegation

The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties, including Task & Finish Groups. Working parties and Task & Finish Groups are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-committees of the Council to act with delegated authority in the specific circumstances detailed.

## 1. Council

1.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- 1.1.1 Approval of the Annual Budget and setting the Precept.
- 1.1.2 Approval of the Annual Return and Audit of Accounts.
- 1.1.3 Borrowing money.
- 1.1.4 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- 1.1.5 Making, amending or revoking By-laws.
- 1.1.6 Making of Orders under any Statutory powers.
- 1.1.7 Appointment of Standing Committees.
- 1.1.8 Appointment of Members to Standing Committees.
- 1.1.9 Appointment of Chairs to Standing Committees.
- 1.1.10 Appoint the Appeals Committee (4 Members required).
- 1.1.11 Matters of principle or policy.
- 1.1.12 Civic & Ceremonial activities/Local Democracy.
- 1.1.13 Electoral matters/Co-options



- 1.1.14 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- 1.1.15 Any proposed new undertakings.
- 1.1.16 Prosecution or defence in a court of law.
- 1.1.17 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- 1.1.18 Confirming eligibility to exercise the General Power of Competence.

## **2. Delegation to Committees**

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

### **2.1 All Committees**

- 2.1.1 Creation and Appointment to Working Groups and Task & Finish Groups.
- 2.1.2 Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

### **2.2 Finance & Audit Committee All matters (except for creating Council Policy) relating to:**

- 2.2.1 Monitor of budget position on a quarterly basis.
- 2.2.2 Consideration of annual budget requests of all standing Committees for recommendation to Council.
- 2.2.3 Approval and award of grants and donations.
- 2.2.4 Considering and agreeing action to all Internal Audit reports.
- 2.2.5 Approval of Risk Management Strategy.
- 2.2.6 General Administration.
- 2.2.7 Community Safety including CCTV.

- 2.2.8 Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy).
- 2.2.9 Review of all Council policies and submit recommendations to Council for approval.
- 2.2.10 Ability to arrange additional meetings as required.
- 2.2.11 Any other matter which may be delegated to it by the Council from time to time.

## **2.3 Amenities & Events Committee**

### **All matters (except for creating Council Policy) relating to:**

- 2.3.1 All play areas, playing fields, amenity spaces and open spaces owned, managed and maintained by the Town Council.
- 2.3.2 Allotments.
- 2.3.3 Cemetery.
- 2.3.4 Sporting facilities
- 2.3.5 Maintenance and repair of all the buildings owned by the Council
- 2.3.6 Environmental Matters
- 2.3.7 Markets and Craft Fairs
- 2.3.8 Events
- 2.3.9 Town floral displays
- 2.3.10 Tourist Information Point
- 2.3.11 Bus Shelters, Street Furniture, Seating, Dog & Litter Bins.
- 2.3.12 Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.
- 2.3.13 Ability to arrange additional meetings as required.

### **The following matters are reserved to the Council for decision but the Committee may make recommendations:**

- 2.3.14 Recommendation of the Committee's budget each financial year.
- 2.3.15 Any funding required outside of the set budget in any given financial year.
- 2.3.16 Any other matter which may be delegated to it by the Council from time to time.

## **2.4 Planning & Highways Committee**

### **All matters (except for creating Council Policy) relating to:**

- 2.4.1 Planning applications.
- 2.4.2 Tree works applications.
- 2.4.3 Highways & traffic matters.
- 2.4.4 Local and regional plans.
- 2.4.5 Recommendation of Street Names.
- 2.4.6 All other planning or highway matters the Town Council is consulted on.

## **2.5 Personnel & HR Committee**

### **All matters (except for creating Council Policy) relating to:**

- 2.5.1 All personnel matters not delegated to officers or Sub-Committees.
- 2.5.2 Authorise or not of all incremental pay rises following staff appraisals.
- 2.5.3 Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget requires Council approval.
- 2.5.4 Authorise permission for the Executive Officer to accept secondary employment.
- 2.5.5 Authorise adjustments to employees Terms & Conditions of employment.
- 2.5.6 To make arrangements to carry out the Executive Officer's annual appraisal.
- 2.5.7 Ability to arrange additional meetings as required.
- 2.5.8 Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.
- 2.5.9 Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.
- 2.5.10 Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
- 2.5.11 Consider and deal with all potential disciplinary matters relating to the Executive Officer including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

## **2.6 Appeals Committee**

**Note: the committee cannot consider an appeal against a decision taken by the Full Council.**

**Members of this Committee must be different from those who consider Grievance/Disciplinary matters. Appointees to this Committee are not able to sit on the Personnel & HR Committee.**

**All matters (except for creating Council Policy or matters felt to be relevant for Full Council)) relating to:**

- 2.6.1 Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.6.2 Consider and resolve all Freedom of Information Act appeals.
- 2.6.3 Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.
- 2.6.4 Consider all appeals against decisions where this is available within a policy.

### **3. Proper Officer and Responsible Financial Officer - Duties and Powers**

#### **3.1 Responsible Financial Officer**

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

#### **4. Proper Officer**

4.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 4.1.1 Receive declarations of acceptance of office;
- 4.1.2 Receive and record notices from Councillors disclosing interests;
- 4.1.3 Receive and retain plans and documents;
- 4.1.4 Sign Notices or other documents on behalf of the Council;
- 4.1.5 Receive copies of By-laws made by the District Council;
- 4.1.6 Certify copies of By-laws made by the Council;
- 4.1.7 Sign and issue summonses to attend meetings of the Council.
- 4.1.8 Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
- 4.1.9 Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office

4.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 4.2.1 The day to day administration of services, together with routine inspection and control.
- 4.2.2 Day to day supervision and control of all staff employed by the Council.
- 4.2.3 Authorisation of routine expenditure within the agreed budget.
- 4.2.4 Emergency expenditure up to £5,000 outside of the agreed budget.

4.3 Finally, the Town Clerk, as Head of Paid Service and Responsible Financial Officer, has delegated authority to:

- 4.3.1 Day to day management of the Council's website and social media activities.
- 4.3.2 Day to day management of all the support services team.
- 4.3.3 Day to day management of all of the Council's Human Resources functions including payroll and finance.

- 4.3.4 Preparation of financial and other relevant reports.
- 4.3.5 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Executive Officer.
- 4.3.6 Proper administration of the Council's financial affairs.
- 4.3.7 Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 4.3.8 Ensure compliance with Financial Regulations.
- 4.3.9 Ensure compliance with all financial procedures.
- 4.3.10 Determine accounting policies, records and control systems.
- 4.3.11 Manage risk management of the Council.
- 4.3.12 Arrange and manage the Council's insurance arrangements.
- 4.3.13 Management of Council salaries in accordance with contracts of employment.
- 4.3.14 Matters specifically delegated by Council or Committee.

- 4.4 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

## 5. Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

The table below outlines the delegated responsibilities of the Executive Officer and the individuals to cover these in the absence of the Executive Officer:

### 5.1 Executive Officer

	<b>Delegated Responsibility</b>	<b>Responsible in Absence</b>
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	Operations Manager/ Democratic Services Officer
b.	Issue all statutory notifications.	Operations Manager/ Democratic Services Officer
c.	Receive Declarations of Acceptance of Office.	Operations Manager/ Democratic Services Officer
d.	Receive and record notices disclosing pecuniary interests.	Operations Manager/ Democratic Services Officer

e.	Receive and retain documents and plans.	Operations Manager/ Democratic Services Officer
f.	Sign notices or other documents on behalf of the Council.	Operations Manager/ Democratic Services Officer
g.	Receive copies of By-laws made by principal authority.	Operations Manager
h.	Certify copies of By-laws made by the Council.	Operations Manager
i.	Sign summons to attend meetings.	Operations Manager/ Democratic Services Officer
j.	Ensure compliance with Standing Orders.	Operations Manager/ Democratic Services Officer
k.	Manage all Town Council staff, either directly or indirectly.	Operations Manager/ Democratic Services Officer
l.	Manage the provision of Council services, buildings, land and resources.	Operations Manager
m.	Incur expenditure in an emergency up to £5,000 whether budgeted or not.	Operations Manager
n.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Operations Manager/ Democratic Services Officer
o.	Deal with dispensation requests from Members under the Code of Conduct.	Operations Manager/ Democratic Services Officer
p.	Deal with matters specifically delegated by Council or Committee.	Operations Manager and Services Manager
q.	Take all decisions relating to the training of Councillors & staff.	Operations Manager/ Democratic Services Officer
r.	Appoint all employees in accordance with the Council's staff structure.	Operations Manager and Services Manager
s.	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Operations Manager/ Democratic Services Officer
t.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	Operations Manager/ Democratic Services Officer
u.	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Operations Manager/ Democratic Services Officer
v.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Operations Manager/ Democratic Services Officer
w.	Responsible for the overall management of all budgets in accordance with Council policies.	Operations Manager/ Democratic Services Officer
x.	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Operations Manager/ Democratic Services Officer
y.	Overall responsibility for Health & Safety across all Council owned sites.	Operations Manager

z.	Authority to amend/revise the representatives on outside bodies as and when necessary, where consensus is achieved (except at the beginning of each Municipal Year when this is done at the Annual Meeting).	Operations Manager/ Democratic Services Officer
aa.	Matters specifically delegated within Council policies.	Operations Manager/ Democratic Services Officer

## **5.2 Democratic Services Officer**

- 5.2.1 Those responsibilities delegated in the absence of the Executive Officer at the table above.
- 5.2.2 Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 5.2.3 Day to day management of Civic functions for the Council.
- 5.2.4 Organisation of training for all staff and Councillors
- 5.2.5 Matters specifically delegated by Council or Committee.

## **5.3 Operations Manager**

- 5.3.1 Those responsibilities delegated in the absence of the Executive Officer at the table above.
- 5.3.2 Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Executive Officer.
- 5.3.3 Day to day management of land, buildings and other resources.
- 5.3.4 Project development for consideration by relevant Committee.
- 5.3.5 Management of maintenance contracts.
- 5.3.6 Day to day management of all employees within section.
- 5.3.7 Matters specifically delegated by Council or Committee.
- 5.3.8 Developing income generating activities.
- 5.3.9 Responsible for the management of the Amenities & Events budget in accordance with Council Policy.
- 5.3.10 Matters specifically delegated by Council or Committee.



# CHARD TOWN COUNCIL

## ASSET REGISTER

ITEM	VALUE	TOTAL	COMMENT
<b>Buildings</b>			
Guildhall	£2,341,340		
Guildhall - solar panels	£14,772		
Commercial Row Store (Watts Store)	£43,782		
Chard Cemetery Storage Area	£12,822		
Chard Cemetery Staff Mess	£1		Added 2021
Chapels of Rest	£1		Added 2021
Jocelyn Park Changing Rooms	£24,884		
Storage Containers x 2	£5,490	<b>£2,443,092</b>	
<b>Community Assets</b>			
Additional Cemetery Land (SSDC)	£26,000		Purchased 2022
Cemetery	£1		
Jocelyn Park Recreation Ground	£1		
Lower Henson Park	£1		
Upper Henson Park	£1		
Stringfellows Park	£1		
Bampton Avenue Play Area	£1		
Ashcroft Park	£1		
Rugby Field	£1		
Bonds Meadow	£1		
Land rear of Museum	£1		
Bews Meadow Playng Field	£1		
Wills Meade	£1		
Simms Meade	£1	<b>£26,013</b>	
<b>Civic Regalia</b>			
Civic Robes and Regalia	£89,171		
Paintings & Photographs	£10,530		
Civic Artefacts	£3,679		
Maces	£1,500	<b>£104,880</b>	
<b>Infrastructure</b>			
Jocelyn Park path	£10,044		
Street furniture & equipment	£14,958		
Noticeboards x 2	£830		
20 Recycling Bins	£10,379		
Howards Row - resurfacing	£85,586		Completed 2022

CCTV	£23,364		
Additional CCTV	£6,094		Added 2022
Gazebos x 10	£5,934		Added 2021
Fingerposts	£10,884		Added 2022
Play Equipment	£100,907		Reduced (removed climbing frame, Jocelyn Park)
Additional Equipment (Jocelyn & Ashcroft)	£48,347		Added 2021
Skatepark Lighting	£12,000		
Skatepark extension	£52,053		
Christmas Lights	£6,610		
Goalposts	£1,042	<b>£389,032</b>	
<b>Guildhall</b>			
Fixtures and Fittings	£110,407		
Staging System	£18,618		
Stage electrics	£39,035		
Baby Grand Piano	£3,000		
Maidaid Glasswasher	£1,040		
TIC Fixtures and Fittings	£3,293		
Office Equipment	£9,560		
Conference microphone system	£4,675		
Server & IT Upgrade	£9,980		
Nelson dishwasher	£2,485		
Guildhall Projection Screen	£2,250		
Aluminium Display Boards	£1,359		
LED Lighting	£19,163	<b>£224,865</b>	Added 2022
<b>Cemetery</b>			
Grave Shoring Equipment	£11,470		
Grave Markers	£504	<b>£11,974</b>	
<b>ITEM</b>	<b>VALUE</b>	<b>TOTAL</b>	<b>COMMENT</b>
<b>Vehicles</b>			
Nissan Van ENV200 WF70 CFL	£20,397		Purchased 31/01/20
Ford Transit VE66 HXD	£14,950		Purchased 2019
Quadbike WX18 DKA (inc snow plough)	£4,802		
Kubota digger model u17-3po	£15,420		
Kubota ride on mower F3890 reg number HF15 AVV	£15,700		
Kubota trailer	£2,299		
Kubota tractor STW37 reg number HF15 AWN	£15,386		

Reco Ferri Mower	£2,395		
Nugent plant trailer for towing digger	£2,500		
SCH water bowser	£2,992		
Grounds Maintenance Equipment	£7,500		
Spray Lances	£1,358		
Salt Spreaders x 2	£700		Replacements - 2021
Ransome HR 3300 Ride on mower	£19,080	<b>£125,479</b>	
<b>TOTAL</b>		<b>£3,325,335</b>	

**CHARD TOWN COUNCIL**  
**PROPOSED MEETING SCHEDULE 2022**

<b>MAY 2022</b>		
<b>Committee</b>	<b>Date</b>	<b>Time</b>
ELECTIONS	Thursday 5 <sup>th</sup> May	All day
Councillor Induction	Saturday 14 <sup>th</sup> May	10am-12noon
Annual Town Council	Monday 16 <sup>th</sup> May	7:00pm
Planning & Highways	Monday 23 <sup>rd</sup> May	7.00pm
Amenities & Events	Tuesday 24 <sup>th</sup> May	7:00pm
Councillor Training	Saturday 28 <sup>th</sup> May	10am-3pm
Finance & Audit	Tuesday 31 <sup>st</sup> May	7:00pm

<b>JUNE 2022</b>		
<b>Committee</b>	<b>Date</b>	<b>Time</b>
QUEEN'S JUBILEE	2 <sup>nd</sup> to 5 <sup>th</sup> June	All day
Planning & Highways	Monday 13 <sup>th</sup> June	6:30pm
Mayoral Robing Day	Saturday 18 <sup>th</sup> June	TBA
Full Council (End of Year)	Monday 20 <sup>th</sup> June	7:00pm
Chair's monthly meeting	TBA	TBA

<b>JULY 2022</b>		
<b>Committee</b>	<b>Date</b>	<b>Time</b>
HR & Personnel	Tuesday 5 <sup>th</sup> July	7:00pm
Full Council	Monday 11 <sup>th</sup> July	7:00pm
Planning & Highways	Monday 18 <sup>th</sup> July	7:00pm
Amenities & Events	Tuesday 19 <sup>th</sup> July	7:00pm
Councillor Training	TBA	TBA
Chair's monthly meeting	TBA	TBA
Finance & Audit	Tuesday 26 <sup>th</sup> July	7:00pm

<b>AUGUST 2022</b>		
<b>Committee</b>	<b>Date</b>	<b>Time</b>
Planning & Highways	Monday 15 <sup>th</sup> August	7:00pm

<b>SEPTEMBER 2022</b>		
<b>Committee</b>	<b>Date</b>	<b>Time</b>
Full Council	Monday 12 <sup>th</sup> September	7:00pm
Chair's monthly meeting	TBA	TBA
Planning & Highways	Monday 19 <sup>th</sup> September	7:00pm
Amenities & Events	Tuesday 20 <sup>th</sup> September	7:00pm

<b>OCTOBER 2022</b>		
<b>Committee</b>	<b>Date</b>	<b>Time</b>
Planning & Highways	Monday 10 <sup>th</sup> October	7:00pm
Chair's monthly meeting	TBA	TBA
Finance & Audit	Tuesday 25 <sup>th</sup> October	7:00pm

NOVEMBER 2022		
Committee	Date	Time
HR & Personnel	Tuesday 8 <sup>th</sup> November	TBA
Full Council	Monday 14 <sup>th</sup> November	7:00pm
Chair's monthly meeting	TBA	TBA
Planning & Highways	Monday 21 <sup>st</sup> November	7:00pm
Amenities & Events	Tuesday 22 <sup>nd</sup> November	7:00pm

DECEMBER 2022		
Committee	Date	Time
Planning & Highways	Monday 12 <sup>th</sup> December	7:00pm
Finance & Audit (Budget)	Tuesday 13 <sup>th</sup> December	7:00pm
Chair's monthly meeting	TBA	TBA

JANUARY 2023		
Committee	Date	Time
Full Council	Monday 16 <sup>th</sup> January	7:00pm
Amenities & Events	Tuesday 17 <sup>th</sup> January	7:00pm
Chair's monthly meeting	TBA	TBA
Planning & Highways	Monday 23 <sup>rd</sup> January	7:00pm
Finance & Audit	Tuesday 24 <sup>th</sup> January	7:00pm

FEBRUARY 2023		
Committee	Date	Time
Planning & Highways	Monday 13 <sup>th</sup> February	7:00pm
Chair's monthly meeting	TBA	TBA

MARCH 2023		
Committee	Date	Time
HR & Personnel	Tuesday 7 <sup>th</sup> March	7:00pm
Full Council	Monday 13 <sup>th</sup> March	7:00pm
Chair's monthly meeting	TBA	TBA
Planning & Highways	Monday 20 <sup>th</sup> March	7:00pm
Amenities & Events	Tuesday 21 <sup>st</sup> March	7:00pm
ANNUAL TOWN MEETING	Monday 27 <sup>th</sup> March	7:00pm

APRIL 2023		
Committee	Date	Time
Chair's monthly meeting	TBA	TBA
Planning & Highways	Monday 17 <sup>th</sup> April	7:00pm
Finance & Audit	Tuesday 18 <sup>th</sup> April	7:00pm
SPRING FESTIVAL	27 <sup>th</sup> to 29 <sup>th</sup> April	All day

MAY 2023		
Committee	Date	Time
Annual Town Council	Monday 8 <sup>th</sup> May	7:00pm
Planning & Highways	Monday 15 <sup>th</sup> May	7:00pm
Amenities & Events	Tuesday 23 <sup>rd</sup> May	7:00pm

# CHARD TOWN COUNCIL

## DRAFT TERMS OF REFERENCE

### Full Council

#### **Matters reserved for the Full Council**

The following matters are reserved to the Full Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations in relation thereto for Full Council's consideration:

- Approving the Annual Budget and setting the Council's Precept in January every year.
- Approving the Annual Return and Audit of Accounts in June every year.
- Approving and incurring expenditure for which no provision, or insufficient provision, has been made.
- Borrowing money.
- Making, amending or revoking Standing Orders, Financial Regulations or the Scheme of Delegation.
- Making, amending or revoking Bye Laws.
- Making Orders under any Statutory powers.
- Appointing Standing Committees, their Chairs and Members.
- Appointing Members to the Appeals Committee, for which 4 Members are required.
- Confirming the appointment or dismissal of the Head of Paid Service.
- Matters of principle or policy.
- Civic and Ceremonial activities/Local Democracy.
- Electoral matter/Co-options.
- Nominations and appointment of representatives of the Council to any other authority, organisation or body (except approved conferences or meetings).

- Any proposed new undertakings.
- Prosecution or defence in a court of law.
- Nominating or appointing representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Standing Committee.
- Confirming eligibility to exercise the General Power of Competence.

## **Membership**

Membership shall comprise all Members of the Council.

## **Quorum**

A meeting will not be quorate unless at least 5 Members (one-third of the total number of Members) are present.

## **Meetings**

Meeting shall be held bi-monthly in January, March, May, June, July, September and November and will be open to the public.

The Town Clerk will issue a summons at least three clear days before the meeting, excluding the date of agenda publication and the date of the meeting, specifying the business to be transacted at the meeting.

The Mayor, or in his absence the Deputy Mayor, must preside. If both are absent, those present will appoint another Member to preside.

The Town Clerk, or alternative Council Officer, shall attend all meetings and shall be responsible for producing accurate minutes of the meeting.

The Council will have the right to convene special meetings in accordance with the Council's Standing Orders.

## **Voting**

Every decision must be made by a majority of Members present and voting. The Chair carries the casting vote.

## **Finance and Audit Committee**

### **Purpose**

To ensure that the management and organisation and finances of Chard Town Council are efficient, effective, open and transparent.

### **Key Responsibilities**

- Considering the annual budget requests of all Standing Committees for recommendation to Full Council
- Monitoring the budget position on a quarterly basis
- Approving and awarding grants and donations
- Considering all Internal Audit reports, agreeing actions from issues identified and following up those actions to ensure satisfactory resolution
- Approving the Council's Risk Management Strategy
- Approving write off of debts up to £3,000 (subject to the requirements of the Bad Debt Policy)
- Reviewing all Council policies and making recommendations to Full Council for approval
- Investing in CCTV's to facilitate Community Safety
- Overseeing management of ICT
- Approving the Council's Business Continuity Plan
- Approving the Council's Information Security Strategy
- Any other matter which may be delegated to the Committee by Full Council from time to time

### **Membership**

Membership shall consist of a minimum of NINE Members, as appointed by Full Council. The Town Mayor and Deputy Mayor are ex-officio members of the Committee and have full voting rights.

### **Quorum**

A meeting will not be quorate unless at least one-third of the Members of the Committee are present, and in no case less than 3 Members, with at least one Officer in attendance.



## **Meetings**

Meetings will be held on a quarterly basis.

Additional meetings may be arranged if required.

## **Voting**

Every decision must be made by a majority of Members present and voting. The Chair carries the casting vote.

## **Amenities and Events Committee**

### **Purpose**

To ensure that all community services, facilities and events are delivered, managed and maintained to a high standard and improved where possible. To consider further development of the Council's estate and the development of other facilities.

### **Key Responsibilities**

- Setting Guildhall hire charges, allotment rents, market rents, cemetery fees subject to approval of Full Council
- Overseeing the maintenance, repair and continued improvement, where appropriate, of all the buildings owned by the Town Council
- Overseeing the management and development of all play areas, open spaces, allotments, cemeteries, sports facilities and the war memorial.
- Managing provision of bus shelters, street furniture, dog and litter bins.
- Overseeing the management and development of events delivered by the Council in the Guildhall and the wider community
- Authorising payments, relevant to the responsibilities of this committee, which are required to be made under the terms of any contract.
- Making recommendations to the Finance and Audit Committee for the annual budget to cover its area of responsibility.
- Any other matter which may be delegated to the Committee by Full Council from time to time.

### **Membership**

Membership shall consist of a minimum of NINE Members, as appointed by Full Council. The Town Mayor and Deputy Town Mayor are ex-officio members of the Committee and have full voting rights.

### **Quorum**

A meeting will not be quorate unless at least one-third of the Members of the Committee are present, and in no case less than 3 Members, with at least one Officer in attendance.

### **Meetings**

Meeting will be held on a bi-monthly basis.

Additional meetings can be arranged if required

### **Voting**

Every decision must be made by a majority of Members present and voting. The Chair carries the casting vote.

## **Planning and Highways Committee**

### **Purpose**

To make observations and submit comments to the Planning Authority on all planning applications and planning issues affecting Chard, including Development Briefs, Local Plans and Development Control. To undertake site visits where necessary. To oversee the development of the Neighbourhood Development Plan. To make observations and submit comments on Highway Matters affecting Chard.

### **Key Responsibilities**

- Responding as a consultee to any planning application or any consultation document related to planning
- Responding as a consultee to tree works applications
- Considering highways and traffic matters
- Make recommendations regarding street naming with the town
- Overseeing the development, implementation and monitoring of a Neighbourhood Development Plan
- Making recommendations to the Finance and Audit Committee for the annual budget to cover its area of responsibility
- Any other matter which may be delegated to the Committee by Full Council from time to time

### **Membership**

Membership shall consist of a minimum of NINE Members, as appointed by Full Council. The Town Mayor and Deputy Town Mayor are ex-officio members of the Committee and have full voting rights.

### **Quorum**

A meeting will not be quorate unless at least one-third of the Members of the Committee are present, and in no case less than 3 Members, with at least one Officer in attendance.

### **Meetings**

Meeting will be held on a monthly basis.

Additional meetings can be arranged if required.

### **Voting**

Every decision must be made by a majority of Members present and voting. The Chair carries the casting vote.

## **Personnel and HR Committee**

### **Purpose**

To ensure the Council has adequate and effective human resources to enable efficient delivery of Council services.

### **Key Responsibilities**

- Amending staff structure to reflect the Council's performance needs. Any requirements for additional budget in doing so must be recommended to Full Council
- Authorising incremental pay rises following staff appraisals
- Authorising permission for the Town Clerk to accept secondary employment
- Authorising adjustments to employees Terms and Conditions of employment
- Making arrangements to carry out the Town Clerk's annual appraisal
- Resolving all staff grievances unable to be dealt with by Officers in accordance with the Council's Grievance Policy. Agreeing financial resolutions within budget, or if over budget or unbudgeted making recommendations to Full Council.
- Resolving all staff disciplinary matters unable to be addressed by Officers in accordance with the Council's Disciplinary Policy
- Resolving all potential disciplinary matters relating to the Executive Officer, including commissioning external advisors and/or investigation in accordance with the provisions of the Council's Complaints and Disciplinary Policy
- Any other matter which may be delegated to the Committee by Full Council from time to time.

### **Membership**

Membership shall consist of a minimum of Six Members, as appointed by Full Council. The Town Mayor and Deputy Town Mayor are ex-officio members of the Committee and have full voting rights.

### **Quorum**

A meeting will not be quorate unless at least one-third of the Members of the Committee are present, and in no case less than 3 Members, with at least one Officer in attendance.

### **Meetings**

Meeting will be held three times a year in July, November and March.

Additional meetings can be arranged if required.

### **Voting**

Every decision must be made by a majority of Members present and voting. The Chair carries the casting vote.

## **Appeals Committee**

### **Purpose**

To consider appeals to decisions taken by other Standing Committees or Officers

### **Key Responsibilities**

- Resolving all staff appeals concerning grievances or disciplinary matters
- Resolving all Freedom of Information Act appeals
- Resolving appeals to decisions relating to complaints that the Officers have been unable to resolve
- Resolving all appeals against decisions of policy

### **Membership**

Membership shall consist of FOUR Members, as appointed by Full Council

Members of the Committee must be different from those who consider grievance and disciplinary matters. Appointees to this committee are unable to sit on the Personnel and HR Committee.

### **Quorum**

A meeting will not be quorate unless at least 3 Members are present.

### **Meetings**

Meeting will be held as required.

### **Voting**

Every decision must be made by a majority of Members present and voting. The Chair carries the casting vote.

# CHARD TOWN COUNCIL

## COMPLAINTS PROCEDURE

(Reviewed on 7<sup>th</sup> June 2021)

1. Chard Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in the public participation section of Council meetings.
3. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how the council has dealt with your concerns.
4. This Complaints Procedure does not apply to:
  - 4.1. complaints by one council employee against another council employee, or between the council as employer and a council employee. These matters are dealt with under the council's disciplinary and grievance procedures. If your complaint relates to an individual employee, you may be assured that it will be taken seriously and dealt with appropriately.
  - 4.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Town Council. If a complaint against a councillor is received by the Town Council, it will be referred to the Standards Committee of South Somerset District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Somerset District Council.
5. You may make your complaint about the council's procedures or administration to the Town Clerk (or in the Clerk's absence the Deputy Town Clerk). You may do this in person, by phone, or by writing to or emailing the Town Clerk. The addresses and numbers are set out below.
6. The Town Clerk (or Deputy Town Clerk) will normally try to acknowledge your complaint within five working days. Wherever possible, the Town Clerk (or Deputy Town Clerk) will try to resolve your complaint within a further 10 working days.
7. If you do not wish the Town Clerk (or in the Clerk's absence the Deputy Town Clerk) to deal with your complaint, you may make your complaint directly to the Mayor who will arrange for your complaint to be investigated by another senior officer or, if it is appropriate, will appoint an independent investigating officer.



8. The Town Clerk, Deputy Town Clerk or investigating officer (as appropriate) will investigate each complaint, contacting you to obtain further information as necessary as well as obtaining information from employees or members of the Council.
9. The investigating officer will normally notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. In exceptional cases, the twenty working days timescale may have to be extended. If it is, you will be kept fully informed of the reasons for the delay.
10. If you remain dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Mayor for review. When reviewing the complaint, the Mayor can either respond directly to you with the outcome of the review or convene a Complaints Panel before making a decision.
11. If the Mayor decides to convene a Complaints Panel you will be invited to attend and explain your complaint. The investigating officer will respond and explain the reasons for reaching the decision taken. At the Mayor's discretion, you and the investigating officer may ask questions of each other. At the end, you will have the final word and both parties will be asked to withdraw while the Panel make a decision.
12. A decision will be made by the Complaints Panel and the outcome of the review and of what action (if any) the Council proposes to take as a result of your complaint will be notified to you by the Mayor, either at the conclusion of the Panel meeting or within 7 working days.

In the first instance, all complaints should be directed to the Town Clerk who is the Council's proper officer at the address below.

Chard Town Council  
The Guildhall  
Fore Street  
Chard  
Somerset  
TA20 1PP

Tel: 01460 239567



## Information available from Chard Town Council

under the model publication scheme

Chard Town Council, in common with other public bodies, makes information on its activities available to the public under the terms of the Freedom of Information Act 2000.

In summary, requests for information need to be made in writing and the Council has a period of 20 working days to respond. Those terms continue to apply in general.

In order to simplify the process, the Information Commissioner has approved a Model Publication Scheme which commits an authority to make more routine information available to the public as part of normal business activities. Outlined below is a list of such information identified in the Model Publication Scheme that Chard Town Council has available routinely and can provide access to upon request. This is based on the Model Scheme for Local Councils and reflects the responsibilities of Chard Town Council.

### Availability of Information

In person: from Chard Town Council, The Guildhall, Fore Street, Chard, TA20 1PP from 9 am – 4 pm Monday to Friday

On the website: [www.chard.gov.uk](http://www.chard.gov.uk)

## SCHEDULE OF CHARGES

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required the following will apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual Cost
	Photocopying (colour) – not available	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

Information to be published	How the information can be obtained?	Cost
		website is free <a href="http://www.chard.gov.uk">www.chard.gov.uk</a>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
<ul style="list-style-type: none"> <li>Who's who on the Council and its Committees</li> </ul>	hard copy and/or website	hard copy 10p p/sheet website free

<ul style="list-style-type: none"> <li>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)</li> </ul>	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> <li>Location of main Council office and accessibility details</li> </ul>	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> <li>Staffing structure</li> </ul>	hard copy and/or website	hard copy 10p p/sheet website free

<b>Class 2 – What we spend and how we spend it -</b> Current and previous financial year (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	hard copy and/or website	hard copy 10p p/sheet website free ditto
Finalised budget	hard copy and/or website	hard copy 10p p/sheet website free ditto
Precept	hard copy and/or website	hard copy 10p p/sheet website free ditto
Financial Standing Orders and Regulations	hard copy and/or website	hard copy 10p p/sheet website free ditto
Grants given and received	hard copy	hard copy 10p p/sheet
List of current contracts awarded and value of contract	hard copy	hard copy 10p p/sheet
Members' allowances and expenses	hard copy	hard copy 10p p/sheet

<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and/or website	hard copy 10p p/sheet website free
Business Plan	hard copy and/or website	hard copy 10p p/sheet website free

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
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Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	hard copy 10p p/sheet website free
Agendas of meetings (as above)	hard copy and/or website	hard copy 10p p/sheet website free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	hard copy 10p p/sheet website free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	hard copy 10p p/sheet website free
Responses to consultation papers	hard copy	hard copy 10p p/sheet
Responses to planning applications	hard copy and/or website	hard copy 10p p/sheet website free

<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	hard copy and/or website hard copy and/or website hard copy hard copy and/or website hard copy and/or website	hard copy 10p p/sheet website free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	hard copy and/or website hard copy and/or website hard copy and/or website hard copy and/or website	hard copy 10p p/sheet website free
Records management policies (records retention, destruction and archive)	hard copy	hard copy 10p p/sheet
Data protection policies	hard copy and/or website	hard copy 10p p/sheet website free
Schedule of charges for the publication of information	hard copy and/or website	hard copy 10p p/sheet website free

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	hard copy and/or website	hard copy 10p p/sheet website free
Assets Register	hard copy	hard copy 10 p/sheet
Disclosure log (indicating the information that has been provided in response to requests)	hard copy	hard copy 10p p/sheet
Register of members' interests	hard copy	hard copy 10p p/sheet
Register of gifts and hospitality	hard copy	hard copy 10p p/sheet

<b>Class 7 – The services we offer</b> - Current information only (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
○ Allotments	hard copy	hard copy 10p p/sheet
○ Burial grounds and closed churchyards	hard copy	hard copy 10p p/sheet
○ Guildhall and Tourism Information Centre	hard copy	hard copy 10p p/sheet
○ Parks, playing fields and recreational facilities	hard copy	hard copy 10p p/sheet
○ Markets	hard copy	hard copy 10p p/sheet
○ Seating, litter bins, clocks, memorials and lighting	hard copy	hard copy 10p p/sheet
○ Agency agreements	hard copy	hard copy 10p p/sheet
○ A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy	hard copy 10p p/sheet

**Contact details:**

Town Clerk, Chard Town Council,  
The Guildhall, Fore Street, CHARD, Somerset TA20 1PP  
Phone : 01460 239567  
Email : [townclerk@chard.gov.uk](mailto:townclerk@chard.gov.uk)

If you are unhappy with the way in which Chard Town Council has dealt with your request under the Freedom of Information Act 2000 you should raise the matter in accordance with our usual complaints procedure.

## CHARD TOWN COUNCIL

### DATA PROTECTION POLICY

#### 1. Introduction

Chard Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.

The Data Protection Policy applies to all Town Council employees, councillors, volunteers, and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

#### 2. Background

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.

Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including

data minimisation, transparency, and creating and improving security features on an ongoing basis.

- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

### 3 Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

### 4 Roles and Responsibilities

#### 4.1 Data Protection Officer

The appointment of a Data Protection Officer is discretionary. If appointed they are responsible for the following tasks, *(In the absence of a DPO, these tasks will be covered by the council directly)*:

- informing and advising the Town council, any processor engaged by the Town council as data controller, and any employee of the Town council who carries out processing of personal data, of that person's obligations under the legislation
- providing advice and monitoring for the carrying out of data protection impact assessments
- co-operating with the Information Commissioner's Office,
- acting as the contact point for the Information Commissioner's Office
- monitoring compliance with policies of the Town council in relation to the protection of personal data
- monitoring compliance by the Town council with the legislation.

In relation to the policies mentioned above, the data protection officer's tasks include—

- (a) assigning responsibilities under those policies,
- (b) raising awareness of those policies,
- (c) training staff involved in processing operations, and

(d) conducting audits required under those policies.

The Town council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

#### **4.2 Town Council**

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

#### **4.3 All Staff and Councillors**

All staff and councillors will ensure that:-

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

#### **4.9 Contractors and Employment Agencies**

Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town council members of staff and councillors in relation to the Data Protection Act.



#### **4.10 Volunteers**

All volunteers are bound by the same code of behaviour as Town council members of staff and councillors in relation to the Data Protection Act.

### **5 Records Management**

Good records management practice plays a pivotal role in ensuring that the Town council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

### **6 Consent**

The Town council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town council handling their data where the legal basis for processing is consent.

Should the Town council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

Should the Town council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

### **7 Accuracy and Data Quality**

The Town council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.

All members of staff and councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.

Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified, and the appropriate procedures followed.

### **8 Data Protection Impact Assessments**

A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Town council's decision-making process.

### **9 Providers**

The Town council must have written contracts in place with all suppliers who process personal data on behalf of the Town council as "data processors". The Town council will

ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met, and the rights of data subjects protected.

## **10 Complaints**

Any expression of dissatisfaction from an applicant with reference to the Town council's handling of personal information will be treated as a complaint and handled under the Town council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

## **11 Security and Confidentiality**

All staff and councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.

The Town council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

## **12 Rights of Data Subjects**

Individuals wishing to request their information as a subject access request should contact the Town council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *'How to access your records'*.

Individuals should also make requests in writing to the Town council if they wish to exercise their other rights under the legislation.

## APPENDIX 1

### DATA PROTECTION PRINCIPLES

#### **First Principle**

processed lawfully, fairly and in a transparent manner in relation to individuals;

#### **Second Principle**

collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

#### **Third Principle**

adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

#### **Fourth Principle**

accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

#### **Fifth Principle**

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

#### **Sixth Principle**

processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.



# Chard Town Council

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## MEDIA COMMUNICATIONS POLICY

If communication is managed effectively, the Council will be able to create and seize opportunities to communicate with stakeholders and the public and build an accurate and positive reputation.

This protocol acts as a simple reference tool for any Councillors or member of staff who engages with the media. It can clarify roles and responsibilities and help manage expectations.

### Introduction

The purpose of this protocol is to clarify the roles and responsibilities of Councillors and staff in dealing with the media, and to provide guidance on how to handle media interest.

The Council recognises the need for openness and this should be reflected in how the media communications are dealt with.

The aim of the protocol is to ensure that the Council is seen to communicate in a professional and objective manner. In all cases, the Council's approach to the media should be: open and honest; proactive; responsive and timely

### The Legal Context

This protocol reflects the guidance contained in the Code of Recommended Practice on Local Authority Publicity 2001 (as amended) and the Council must have regard to it and follow its provisions. The protocol should be read in conjunction with the Councillors Code of Conduct, the Staff Handbook and the Protocol for Councillor/Staff relations. All publicity will be produced in line with the Council's equality and diversity guidelines.

The Publicity Code is grouped into seven principles that publicity by local authorities should follow. It should

- Be lawful
- Be cost-effective
- Be objective
- Be even-handed
- Be appropriate

- Have regard to equality and diversity
- Be issued with care during periods of heightened sensitivity

This protocol will also explain how CTC will help achieve the following objectives:

- Share and celebrate success
- Give information about policies, services and events, and about the democratic process so that people feel more informed about the Council's work
- Handle negative issues clearly and decisively

## **The Media**

Local paid for and free newspapers, regional newspapers, local BBC and independent radio and TV as well as national and occasionally international media have all covered Chard stories in recent years.

In addition, the internet and social media are vital media to disseminate local news.

## **Identifying Newsworthy Items**

It is the responsibility of everyone working within the Council to identify worthy news items as early as possible.

## **Handling Media Enquiries**

The Town Clerk will be responsible for all media enquiries and responses into the town office.

Councillors who are directly approached by the media should respond in accordance with the guidance contained in this protocol.

The Council should not pass comment on leaks, anonymous allegations or allegations about individual Councillors and staff. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

## **News Releases**

News releases are one of the techniques for publicising Council activities, decisions and achievements.

There are two types of news releases – Official Council News Releases and Councillor News Releases.

Official Council Press Releases - An Official Council release is made on behalf of the Council as a whole; it will be written by a member of staff and issued by the Town Clerk. It is non-party political and will normally include a quote from the relevant Councillor(s). This is usually the Chair of the Council or relevant committee.

Official Council press releases will follow a corporate style appropriate for the media being targeted and a web based record will be maintained. All releases will accurately reflect the corporate view of the Council.

News Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, or persuade the general public to hold a particular view.

It should be borne in mind that a news release is not always the best way to publicise an activity or event and alternative ways of communicating it should be considered e.g. posters, mailings, websites, social media etc.

Councillor News Releases - Councillor news releases are personal and are written and issued by the Councillor responsible. They may or may not be political and should not include the name of any staff member, use the Council crest or the Council telephone number as a point of contact. It would be beneficial for copies of intended releases, to be sent to the Town Clerk.

Councillors seeking advice should contact the Town Clerk

## **Interviews**

Staff should never give their opinion on specific Council policy but must keep to the corporate line and key messages. Their role is to provide expertise and factual knowledge only, in support of the Council's approved and agreed policies.

## **Media Activity Ahead of Meetings**

The media pick up many stories from agendas and reports ahead of meetings. All agendas are sent to the local media and published on the Chard Town Council website.

The media is welcome to attend meetings. During meetings Councillors and staff should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture, rather than relying on the journalist's interpretation of what can be a complex issue or report.

## **Publicity in Election Periods**

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself (Purdah) all proactive publicity about candidates or other politicians is halted. This applies to local, national or European elections. Conversely, Council business and the publicity associated with, can and should continue.

During this period, Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Councillors or groups of Councillors. This is to make sure that no individual Councillors or political party gains an unfair advantage by appearing in corporate publicity.

In these circumstances, where a quote is required, the relevant member of staff may be quoted, in accordance with the guidelines in this protocol.

### **Non-Council Related Media Activity**

Councillors and staff who have contact with the media in a personal capacity or as members of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

### **Managing Negative Issues**

From time to time the Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity.

Councillors and staff must alert the Town Clerk as soon as a potentially negative issue which may attract media interest comes to light. They should not wait until contact is made by the media.

Councillors and staff will work together to prepare holding statements, other information and carry out research even if no media have contacted the Council about an issue.

### **Correcting Inaccurate Reporting**

Should the media publish something inaccurate about the Council, a quick decision needs to be taken by the Town Clerk on any action necessary to correct it.

This could be a letter, email, a post on social media or news release, or in exceptional circumstances to take legal advice. It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain. Each case must be judged individually.

Occasionally the Council will get something wrong. In these cases, damage limitation is the key – this can usually be achieved by accepting responsibility, apologising, and stating how we are going to learn from the error or put it right.

### **Monitoring and Evaluation**

The Council will continually monitor the media coverage and collate it.

### **Freedom of Information and Data Protection**

Councillors are reminded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (email or written), normally that correspondence would have to be

disclosed, unless it was exempt. The fact that the disclosure of the correspondence may prove embarrassing would not, in itself, prevent disclosure.

Chard Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This policy supplements, and should be read in conjunction with the Council's Data Protection Policy

### **Internet Acceptable Use Policy**

Internet use covers all websites, social networking sites such as Facebook, Twitter etc., forums and blogs and both Councillors and staff are encouraged to use them.

If the above are used in an official capacity or on Council related business, the guidance in this protocol must be adhered to and they must be used in a responsible and appropriate manner.

Under the consideration of Acceptable Use, when acting in the capacity of Chard Town Council, websites and social media should not:

- contain content that may result in actions for libel, defamation or other claims for damages be used to process personal data other than for the purpose stated at the time of capture promote any political party or used for political campaigning
- promote personal financial interests or commercial ventures
- be used for personal campaigns
- be used in an abusive, hateful or disrespectful manner

If social media is used in an unofficial capacity, Councillors and staff should restrain from making remarks that could be construed as bringing the Council into disrepute.

The above points should provide useful guidance to prevent misinterpretation.

It is best practice on any personal profile for an online social media account to state clearly that the views are those of the individual, and may not represent the views of Chard Town Council. It is also advised that the Council's logo, or any other Council related material is not used on a personal online account, for example, website, blog or social media platform as a profile picture or icon representing that account.

The following dangers could occur with the personal or Council use of social media (please note this is not an exhaustive list):

- Sharing images or personal details could lead to the exploitation of vulnerable people or groups
- Breaching a code of conduct, for example the 7 Principles of Public Life through tactless posting and commenting
- Bullying, instigating or fuelling online persecution or inappropriate debate through thoughtless posting and commenting
- Civil or criminal action taken against account holders relating to breaches of legislation



- Damage to a councillor's reputation or a Council's reputation
- The accidental or intentional release of confidential information
- Virus or malware attacks through online sites or downloads compromising systems or networks relating to Council business

In light of these risks, we should all be mindful and practice safe social media use and ensure that:

- A consistent and considered approach is adopted and maintained in the use of social media by councillors and staff
- Be aware that copyright laws do apply online
- Make sure Council information remains confidential where necessary and is not compromised through the use of social media - including blogging and websites (by individual or group use)
- Councillors adhere to the policies set out by various social media sites they are using, and are up-to-date with relevant legislation
- Councillors and staff should be conscious that they are and will be held personally responsible for content they publish (including 'commenting') on any form of social media – whether during or out of office hours. It should also be noted that an untrue statement or breach of a particular code of conduct may incur a libel action against an individual
- Councillors and staff should remember that social media sites are in the public domain and information published can be readily distributed by others. Even if a post is deleted or taken down it has a life span that someone could have seen and distributed

Councillors and staff must be aware and mindful that when using social media in a personal capacity it is expected they behave appropriately and in line with the Council's values and policies in the constitution. Any inappropriate online activity may result in disciplinary action.

Any Councillor receiving unwelcomed comments, threats, or harassment online should report it to the police. Any staff member should report it to the police and their line manager. If you feel your account is being attacked by someone acting as a 'Troll' it is best practice to ignore this person or persons and report the issue to the social media site on which the problem is occurring. There are also a number of options in relation to 'blocking' a person if the behaviour is particularly upsetting or abusive.

### **Young People and Publicity**

Guidelines should be followed if commissioning photographs of children (i.e. under 18 years of age) or if planning photography of children at events and using visual media for publicity purposes.