



Chard Town Council

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

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Mayor: Cllr Garry Shortland

Town Clerk Neil Bloomfield

COUNCIL AGENDA

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

Date of Publication: Wednesday May 15th 2024

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

You are hereby summonsed to attend the Full Town Council Meeting of Chard Town Council that will be held on **Monday 20th May 2024**, commencing at **19:00 hours** at The Guildhall, Fore Street, Chard TA20 1PP.

Neil Bloomfield
Town Clerk and Proper Officer

PUBLIC PARTICIPATION

Members of the public may ask questions and make comment which relate to items on the agenda. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes and a maximum time of 15 minutes allowed.

Chaplain's 'Thought for the Day'

AGENDA

2024/65

RECORDING OF MEETINGS

In accordance with the Openness of Local Body Regulations 2004 this meeting will be audio recorded

2024/66

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.

2024/67

Public Session

Limited to a total 15 minutes, residents can raise points relevant to items on the agenda. A maximum 3 minutes per person and not per question or topic.

2024/68

DECLARATION OF INTERESTS

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.

2024/69

ELECTION OF MAYOR

To receive nominations for and election of Mayor and Chair of the Town Council for the coming Municipal year
The newly elected Mayor/Chair to sign the Declaration of Acceptance of Office A

Meeting Adjourns

The new Mayor to Robe while the Town Crier announces the new Mayor.

Meeting Resumes

2024/70

MAYORS APPOINTMENTS

The mayor will make the following appointments.

- Chaplain
- Consort

2024/71

MAYOR'S ANNOUNCEMENTS

2024/72

ELECTION OF DEPUTY MAYOR

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

2024/73

LEAVE OF ABSENCE

The council asked to consider approving a 6 month leave of absence on compassionate grounds for Cllr Crook.

2024/74

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".

2024/75

COUNCIL MEETING MINUTES

To confirm the accuracy and sign the minutes of the Full Town Council meeting held on the 18th March 2024 and Extraordinary Full Council meetings held; 4th April 2024, 8th April 2024, 29 April 2024 and 7th May 2024. (attached).

2024/76

STANDING COMMITTEES

To consider and adopt changes to Committee structure below in accordance with Standing Order 4:

- Finance & Audit Committee (Minimum of 4 meetings per annum),
- Amenities and Events Committee
- Council asked to RESOLVE a change to the frequency of meetings to monthly commencing June 2024
- HR Committee (3 meetings per annum) Recommend the committee be reduced to 5 elected members.
- Planning & Highways Committee (12-17 meetings per annum)
- Full Council – currently Full Council meet 7 times a year. The number of extra ordinary meetings and agenda size indicate the current arrangements are not robust.
- Recommended that council **RESOLVE** to increase the number of full council meetings to 12 meeting monthly.

2024/77

SCHEME OF DELEGATION

To re-approve the Scheme of Delegation, including terms of reference, formally adopted 14th November 2022.

2024/78

APPOINTMENT MEMBERS TO STANDING COMMITTEES

To appoint Members to the following Committees:

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

2024/79

APPOINTMENT OF CHAIRS TO STANDING COMMITTEES

To appoint Chairs to the following Committees:

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

2024/80

APPOINT DEPUTY CHAIRS TO STANDING COMMITTEES

To appoint Deputy Chairs to the following Committees:

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

2024/81 REPRESENTATIVES ON EXTERNAL BODIES

To review Council representation on or work with external bodies, including number of representatives, and to agree arrangements/frequency for reporting back:

Organisation	Current Representative
Chard Museum	Cllr Richter
Chard Young People's Centre	Cllr Grief-Page
Somerset Association of Local Councils	None
Town Team	Cllr Baker, Cllr Hassan and Cllr Watson.
Clare House	Cllr J Kenton
Allotment Association Forum	Cllr Baker
Chard Area Resilience Group (CARG)	
Chard Town Council Youth Council	Cllr Richter, Cllr Hussey, Cllr Watson

2024/82 ASSET REGISTER

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

2024/83 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 James Hallam Limited, Insurance Brokers, for a period of 3 years expiring on 31st March 2025. Annual renewal of all policies was effected on 1st April 2022. The 3-year deal is based on a premium escalator of 'expiring premium rates plus 5%', subject to various rating factors such as wages, income and sums insured remaining in line with the previous year. However, these rating factors have increased in line with inflation. Consequently, premiums for 2023/24 have increased by 8.9% to £34,814.55.

2024/84 SCHEDULE OF MEETINGS

To note and agree the Council year schedule of meetings (see the attached Schedule of Meetings for 2024/25.)

2024/85 ANNUAL SUBSCRIPTIONS

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

Organisation	Cost
Society of Local Council Clerks	£443.00

Somerset Association of Local Councils	£1,623.55
Guild of Macebearers	£45.00
Grants Online	£125.00
Rural Market Towns	£97.00
Survey Monkey	£320.00
Zoom membership	£119.90
National Association British Market Authorities (NABMA)	£384.00

2024/86 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

To review the revised council's current complaints procedure. (adopted on May 9th 2023). Please see attached.

2024/87 FREEDOM OF INFORMATION AND DATA PROTECTION POLICY

To reapprove the current the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection policies as there has been no changes to legal requirements. (Readopted 27 July 2021 and re-approved 9th May 2023) (Please see attached)

2024/88 COMMUNICATIONS AND PUBLIC RELATIONS POLICY

To reapprove the Communications and Public Relations Policy (adopted 14/11/22 and re-approved May 5th 2023) Please see attached.

2024/89 DEBIT CARD

For council to consider the application of a Chard Town Council charge card Council to consider the use of debit cards which would be issued to the operations manager and the clerk. Financial Regulations (6.8) allows for debit card use. The use of purchase orders and cheques is time consuming and outdated. A regulated system with a single purchase limit will give greater flexibility and save officer time.

2024/90 Virement from Reserves

Council to RESOLVE to create a new budget line for "Chard Communita Waffle" and vire £2,900 from the relevant earmarked reserve to the new budget line.

2024/91 DATE OF NEXT MEETING

No You The next Full Chard Town Council meeting will be held on Monday 17th June 2024 at 7pm. This meeting will sign of the end of year accounts as required by legislation. The next ordinary meeting of Chard Town Council will take place on 15th July 2024 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm

2024/92. EXCLUDE PRESS & PUBLIC.

Owing to the nature of the agenda item that follows council to consider RESOLVING to exclude the press and public as public discussion of the items would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Namely discussion likely to include outside bodies and individuals. Section 1 of the Public Bodies (admission to meetings) Act 1960

2024/93. HR MATTERS

Clerk to give a confidential briefing to council members in regard HR and external service provision.