



## 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 Andrew Gunn

# COUNCIL MINUTES

### Minutes of a meeting of the Full Town Council held on Monday 20<sup>th</sup> January 2020 in the Auditorium, Chard

**Present:** Baker (Chair), Bulmer, Mrs. Morrison, Mrs. Wootton, Mrs. Whittaker-Mather, Williams, Mrs. O'Brien, Mrs. Bates, Shortland, Mrs. Kenton and Kenton.

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO,  
Matt Hawker – Guildhall Manager, Liz Johnson-Idan – Community Liaison Officer.

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

The meeting started at 7.30 pm

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#### 7.30pm      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.

None.

#### Reports from County and District Councillors

County Cllr Mrs Broom spoke about Improving Lives grants, public concern about the rollout of 5G technology (a report will be going to March Scrutiny Committee), and the former CRESTA leisure centre is proposed to be used for the provision of additional school places.

Cllr Bulmer asked, Cllr Broom if the leader of the County Council has the support of all the MPs regarding the County councils plans to create a unitary authority for Somerset. Cllr Broom replied stating that she will try to find out this information.

Cllr Mrs O'Brien referred to the ongoing maintenance issue at Beeching Close. The Clerk would forward the contact details for Wessex Water.

Cllr Baker referred to a recent Market towns Investment Group meeting. Money is still available. Also referred to the Future of Local Government report and that demolition is well underway on the new leisure centre site.

### **Police Report**

The Supervisor referred to press releases warning residents about scams and to report any to the police. No recent burglaries in town. Also referred to the lack of lighting at the back of Poundstretcher and graffiti at the ex Lidl store.

Cllr Baker asked why the Public Space Protection Order was not being pursued as issues with drinking in the town arises in the summer.

Cllr O'Brien advised that the lights at Poundstretcher would be restored on Wednesday (22<sup>nd</sup> Jan).

Cllr Morrison advised that the police need evidence to support any protection orders in town. Any issues/evidence should be reported to the police.

Cllr Kenton said that a visible police presence in town helps reduce crime. The Police Supervisor had no precise figures for Chard.

## **AGENDA**

**2020/001. Apologies for absence and to consider whether to approve reasons given** (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr Mrs Orchard	- Family bereavement
Cllr Gilbert	- Work commitments / resignation from Council
Cllr Carnell	- Work commitments.
Cllr Shortland	- Family commitment
Cllr Ms Young	- Family commitment.

Proposed: Cllr Bulmer                      Seconded: Cllr. Mrs Bates

Agreed Unanimously

**Resolved: That the apologies and the reasons given are accepted.**

**2020/002. Mayor's Announcements.**

The Mayor advised that he had attended an excellent recent art exhibition titled 'What I love About Chard' involving local children.

**2020/003. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities ([Model Code of Conduct Order 2007 SI No.1159](#)). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllrs Mrs O'Brien	√		#2020/010	Chair of Chard Youth Club

**2020/004. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr Mrs Morrison    Seconded: Cllr Mrs Bates

Agreed Unanimously

**RESOLVED – That owing to the confidential nature of the items, the public, including the press, should be excluded from the meeting when Agenda Items 2020/22, 2020/27 and 2020/28 are discussed. Agenda item 2020/29 has been withdrawn. It was also agreed that the published agenda order be amended to allow all of the confidential items to be considered in one block and to allow the presenting officer to leave following discussion of the item.**

**2020/005. Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 16<sup>th</sup> December 2019 (attached) [LGA 1972, Sch 12 para41 \(1\)](#)

Proposed: Cllr. Mrs Kenton

Seconded: Cllr Baker

Agreed Unanimously

**RESOLVED – that the minutes of the Full Town Council meeting held on 16<sup>th</sup> December 2019 be adopted.**

The Chairman signed the minutes.

**2020/006 Council Meeting – minutes** - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways - 16<sup>th</sup> December 2019

**RESOLVED – The minutes were received and noted.**

### **2020/015 Guildhall Manager’s Report**

**RESOLVED – the report was received and noted.**

**2020/016. Guildhall – To consider and approve the recommendation for installation of a new attic frame and door.**

The Town clerk withdrew agenda item 2020/016.

**2020/017. Guildhall – To consider and approve the recommendation for the installation of an Emergency Voice Communication System (EVCS) to be fitted within the Guildhall refuge area.**

The Town clerk withdrew agenda item 2020/017.

**2020/018. Guildhall – To consider and approve improvements to the Guildhall Fire System**

The Town clerk withdrew agenda item 2020/018.

**2020/019. Guildhall – To consider and approve an additional frame and window across the inside of the existing Town Hall meeting room sash type window feature to comply with fire regulations.**

The Town clerk withdrew agenda item 2020/019.

**2020/020. Community Liaison Officer – Community Liaison Officer January report.**

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Wootton

Agreed Unanimously.

**RESOLVED – To establish a Task and Finish Group to consider ideas for the market. The 3 Councillors agreed to sit on this group would be**

**Cllrs Mrs Wootton, Mrs Bates and Mrs Morrison.**

**2020/021. Community Liaison Officer – Development Grants and Annual Grants report.**

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs O'Brien

Agreed Unanimously.

**RESOLVED – To Agree the award of grants to the following groups:**

**Community Grants:**

**Chard Churches Together - Walking Nativity -£ 341 (50% of total cost)**

**Avishayes Primary School - Developing an Outside Classroom - £1000**

**Annual Grant:**

**Chard & District Museum - Improving Museum Facilities - £1000**

**2020/027. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)**

**Bridge Report**

## **Report attached from the Community Liaison Officer**

Proposed: Cllrs Mrs Morrison

Seconded: Cllr Williams.

Agreed Unanimously.

**RESOLVED** – Agreed to the resourcing and budgeting as outlined in the confidential report.

**2020/022 In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)**

## **Amenities**

### **To receive and note the report from the Amenities working party**

The Environment services Manager from SSDC gave an update on the work and progress made to date with the amenities team. SSDC would continue with their support to the town Council but reduced to 1.5 days per week from now until the end of March at a total cost of £2,900.

Proposed: Cllr Bulmer

Seconded Cllr Mrs Bates

Agreed unanimously.

**RESOLVED** - Agreed to continue with SSDC support until the end of March as per confidential report.

**2020/023.** Town Clerk's Report – To receive and note the update from the Town Clerk.

The Town Clerk advised that he had received the newly agreed and signed Legal Agreement for the Chardstock allotment and recreation site from the site owners.

The Town Clerk also advised that a report will be brought to February Full Council in regard to the new committee structure and respective governance.

**2020/024. Town Clerk's Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)

An order has been submitted for the new electric van. This is due to be delivered by the end of March 2020. Once delivered, the Town Clerk agreed to publicise the fact that the Town Council had purchased a green/electric vehicle and work with the Amenities Working Group to secure appropriate livery for the van.

**2020/025. Reports from Representatives of Outside Bodies.** Please notify the Town Clerk in advance of the meeting if you will be making a report.

Cllr Williams presented his Youth Club report.

Report noted.

**2020/007. Finance – Town Council Year 2019/20 Year to Date Budget** – to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011).

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

**2020/008. Finance – Budget Virements** – to review and note items budget virements that

accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00.

Withdrawn.

**2020/009. Finance – Direct Debit, BACS and Manual Payments** – to review schedule of

payments (report attached).

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

**2020/010. Finance – Accounts for Payment** – to review and note items of expenditure (LGA 1972 s150 (5))– cheque signatories to be agreed.

Proposed: Cllr Mrs O'Brien

Seconded: Cllr Mrs Kenton

Unanimous

**Resolved – To approve the accounts for payment with cheque signatories to be Cllr Bulmer and Mrs Kenton.**

**2020/011. Finance - Bank Reconciliations** – to receive and note the signed bank reconciliations

for the first two financial quarters of 2019-2020.

Withdrawn.

**2020/012. Finance – to receive and consider the budget report and resolve to set a budget for the financial year 2020 – 2021**

Proposed: Cllr Mrs Morrison

Seconded: Cllr Kenton

Agreed Unanimously.

**RESOLVED – To approve the recommendations and that Chard Town Council set a budget of £645,663 for the financial year 2020-2021.**

**2020/013. Finance – Management of Council Reserve Funds** – to approve the recommendation for Ear Marked Reserves/Sinking Funds

Proposed: Cllr Mrs Morrison

Seconded: Cllr Kenton

Agreed Unanimously.

**RESOLVED: To agree the Management of Council Reserve Funds as follows.**

- |            |                           |   |
|------------|---------------------------|---|
| <b>330</b> | <b>EMR Muga</b>           | <b>- Increased by £4,000 annually capped at £60,000</b> |
| <b>333</b> | <b>EMR Election Costs</b> | <b>- Capped at £2,000</b>                               |
| <b>338</b> | <b>EMR Play Equipment</b> | <b>- Excess funds to be put to 338 Play equipment</b>   |
| <b>351</b> | <b>Sinking Fund</b>       | <b>- Civic Regalia Capped at £2,500</b>                 |
| <b>353</b> | <b>Sinking Fund</b>       | <b>– Jocelyn Park Increased by £300 annually</b>        |



## **With a new Ear Marked Reserve to be included in respect of the Bus shelter at the Laurels Resource Centre**

### **2020/014. Finance - to set the precept for the 2020 – 2021 financial year.**

A report outlining a number of options had been circulated to Members for consideration and it was agreed that Option 1 be approved; with the Precept Demand of £645,663.

Proposed: Cllr Mrs Kenton

Seconded: Cllr Baker

Agreed Unanimously.

**RESOLVED: That Chard Town Council set a precept demand of £645,663 which equates to a 1.66% increase in the Band D Equivalent.**

### **Motions from Councillors where specific expenditure has been identified**

#### **2020/026. Notice of Motion from Councillor Mrs Morrison**

To provide a couple of rubbish bins outside Oscar Mayer Limited, and the garage / car wash area.

Proposed: Cllr Mrs Kenton

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED – 1) That Chard Town Council does not support this motion because a public bin is currently available to use close to the main entrance to the business.  
2) The Town Clerk to write to Oscar Mayer Ltd confirming the decision of the Town Council and to extend an invitation to Oscar Mayer to meet with the Community Liaison Officer and Cllr Mrs Wootton to discuss the litter issue.**

#### **2020/028.**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)**

#### **Staff in Confidence**

The Clerk gave a verbal update on staffing matters as per confidential minutes.

#### **2020/029.**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)**

**Virement**

Following the resolution at December's meeting in regard to a virement, to receive a report from the Clerk.

The Clerk withdrew the item in order to consider further information and to bring back to Full Council.

There being no further business the meeting closed at 9.36pm.



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Mayor Cllr. Jason Baker      Town Clerk Andrew Gunn

# COUNCIL MINUTES

### Minutes of a meeting of the Full Town Council held on Monday 17<sup>th</sup> February 2020 in the Auditorium, Chard

**Present:** Cllrs Baker (Chairman), Mrs. Kenton, Carnell, Bulmer, Kenton, Williams, Ms. Wootton, Ms. Young, Ms. Whittaker-Mather, Shortland and Mrs. Orchard

In Attendance: Andrew Gunn – Town Clerk, Matt Hawker – Guildhall Manager,  
Liz Johnson-Idan – Community Liaison Officer

There were No. #2 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

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**7:30pm Chaplain's 'Thought of for the Day'**

#### **Public Participation Time**

None

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

County Cllr Mrs Broom highlighted the Search for Heroes campaign run by Somerset County Council with the deadline of 12<sup>th</sup> May 2020 for nominations.

Cllr Baker confirmed that the budget has been agreed by SSDC for 2020-21

**2020/030. Apologies for absence and to consider whether to approve reasons given** (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Cllr Mrs Morrison                      - Family commitment

Cllr Ms Bates                              - Work commitment

Clr Mrs O'Brien - Illness

Proposer : Clr Shortland

Clr Mrs Kenton

Unanimous

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

**2020/031. Mayor's Announcements.**

The Mayor noted the Art Exhibition with Manor Court School at the Guildhall had been very successful and that although this period had been relatively quiet the coming months will see increased activity with events and planned work.

**2020/032. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities ([Model Code of Conduct Order 2007 SI No.1159](#)). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Clr Mrs Kenton	√		#2020/046	Town Team member
Clr Shortland	√		#2020/046	Town Team member
Clr Baker	√		#2020/046	Town Team member

**2020/033. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960

Proposed: Clr. Mrs Kenton

Seconded: Clr. Shortland

Agreed Unanimously

**RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2020/056 (Cemetery in Confidence) and Agenda Item 2020/057 (Staff in Confidence) are discussed.**

**2020/034. Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting held on 20<sup>th</sup> January 2020 [LGA 1972, Sch12 para41 \(1\)](#)

**The Town Clerk withdrew the minutes for amendment.**

**2020/035. Council Meeting – minutes** - To receive and note the minutes of the following meetings and approve any recommendations made: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways                      27<sup>th</sup> January 2020

Proposed: Cllr. Mrs Wootton

Seconded: Cllr. Bulmer

Agreed Unanimously

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

The Chair asked members to bring forward agenda item #2020/051 to the next item on the agenda to allow the CEO and Caseworker who were present, to leave the meeting afterwards if they so wish. This was duly agreed.

Proposed: Cllr Bulmer

Seconded: Cllr Carnell

Agreed Unanimously

**Resolved – to suspend Standing orders to allow representatives to speak**

**2020/051 Report from CEO South Somerset CAB**

CEO and Caseworker gave an overview of level of work carried out in Chard in addition to written report (attached) as a result of the funding given.

2 members of the public left the meeting

**Standing Orders were reinstated**

**2020/036. Finance - Town Council Year 2019/20 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date ([Account & Audit Regulations 2011](#))

**RESOLVED – to note the year to date expenditure and balance sheet with a request for clarification on total salary costs (including casual and temporary staff) and whether the total spend is significantly over allocation. RFO to report at next meeting.**

**2020/037. Finance – Budget Virements** - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

Proposed Cllr Mrs Kenton

Seconded Cllr Shortland

Unanimous

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

**2020/038. Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments

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

**2020/039. Finance - Accounts for Payment** - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#))– cheque signatories to be agreed.

Proposed: Cllr. Mrs Kenton

Seconded: Cllr. Shortland

Unanimous

**RESOLVED – To approve the accounts for payment with cheque signatories to be Cllr Mrs Kenton and Cllr Baker**

**2020/040 Finance - Bank Reconciliations** – to receive and note the signed bank reconciliations for the first two quarters of 2019 – 2020 (report circulated)

**Resolved – To note**

**2020/041. Guildhall Manager’s Report** (report attached)

Bar licensee application received and will update outcome at next Full Council meeting. Concern raised over timing as events booked which will need bar facilities.

**RESOLVED: Proposal that decision on Bar Licensee be delegated to Town Clerk and Mayor**

Proposed Cllr Mrs Kenton

Seconded Cllr Mrs Wootton

For - 10      Against - 1

**RESOLVED – To note the report**

**2020/042 – Fixed Wire Rectifications** -To consider and agree the supplier to repair the wiring as identified in the Fixed Wire Inspection Report

Proposed Cllr Shortland

Seconded Cllr Mrs Kenton

Unanimous

**RESOLVED – To approve the preferred supplier and the proposed works, apart from Outside floodlights, at a cost of £6,293 to come from the Property Maintenance Budget (201-4036) with funds to be transferred from the Guildhall Sinking Fund.**

Cllr Carnell left meeting

**2020/043 – Installation of LED lighting in the Guildhall. Following motion agreed at December Full Town Council meeting (Agenda #2019/287) – to receive and note report.**

**RESOLVED - To note the report**

**2020/044 Community Liaison Officer – Community Liaison Officer February report**  
– to receive and note report

**RESOLVED - To note the report.**

**2020/045**

**Community Liaison Officer – To agree the type and cost of new Market Stalls**

Proposed Cllr Mrs Kenton

Seconded Cllr Mrs Wootton

Unanimous

**RESOLVED – To undertake the purchase of Market Stalls from available funding from SSDC grant of £5,580.**

**2020/046**

**Community Liaison Officer – Development Grants and Annual Grants report – to consider and agree applications for grant funding (Report attached)**

Proposed Cllr Mrs Kenton

Seconded Cllr Williams

For : 8 Against : 1

Abstentions : 2

**RESOLVED - Proposal that this Council undertake to fund the proposed Dragons of Chard project at a cost of £987.50 from alternative budget code 4032 Publicity .**

**2020/047 Amenities**

**RESOLVED – To note the report**

**2020/048 Town Clerk’s Report – To receive and note the update from the Town Clerk**

The Town Clerk gave a verbal report on the Town Councillor election.

**RESOLVED – To note the report**

**2020/049 Town Clerk’s Delegated Powers.** The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.

(LGA 1972 s101)



Nothing to report

**2020/050 Reports from Representatives of Outside Bodies.** Please notify the town Clerk in advance of the meeting if you will be making a report.

Nothing to report

**2020/052 Finance - to approve the addition of more members of staff to the Co Op Online Banking.**

Proposed Cllr Baker  
Unanimous

Seconded Cllr Williams

**RESOLVED – To approve 2 additional members of staff to authorise online banking.**

**2020/053 Finance – to approve the movement of funds currently in Nationwide accounts to a Nationwide Instant Access account to achieve a higher interest rate, pending further consideration of the future of the accounts.**

Proposed Cllr Mrs Kenton  
Unanimous

Seconded Cllr Wootton

**RESOLVED – To undertake transfer of funds to Instant Access Account**

**Motions from councillors where no expenditure has been identified**

**2020/054**

**Notice of Motion from Councillor Mrs Wootton**

For Chard Town Council to agree for an officer to organise 3 quotes for changing the lights in the guildhall to LED's and have a spend up to £10,000 for works done this year.

**Cllr Mrs Wootton withdrew her report pending the outcome of 2020/043**

**Motions from councillors where no expenditure has been identified**

**2020/055 Notice of Motion from Councillor Mrs Kenton**

That this Council adopts a policy of using local businesses whenever possible for both purchases and supplying services.

I truly believe that we should try and put our business into the town when we can, not sure if we would need a caveat of how much more we might be willing to pay for this but if the Council can't support local businesses who will.

Proposed Cllr Mrs Kenton  
Unanimous

Seconded Cllr Shortland

**RESOLVED - That this Council will seek to use local business, within a 10 mile radius where possible, subject to goods or services being to specification and not in excess of 10% increased cost.**

A member of the public left meeting

**2020/056 In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)**

**Cemetery – In Confidence**

**RESOLVED - to not pursue recommendations to submit tenders for land (as per confidential minutes).**

**2020/057**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)**

**Staff in confidence**

The Clerk gave an update on staff, as per confidential minutes.

There being no further business the meeting closed at 09.45pm.



## Chard Town Council

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

Mayor Cllr. Jason Baker      Town Clerk Andrew Gunn

# COUNCIL MINUTES

### Minutes of an Extraordinary meeting of the Full Chard Town Council held on Monday 2<sup>nd</sup> March 2020 in the Town Hall, Chard

**Present:** Baker (Chair), Mrs. Morrison, Mrs. Wootton, Mrs. Whittaker-Mather, Williams, Mrs. O'Brien, Mrs. Bates, Shortland, Mrs. Kenton and Kenton, Carnell, Mrs Young, and Mrs Orchard.

In Attendance: Andrew Gunn – Town Clerk.

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

The meeting started at 7.30 pm

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**7.30pm      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.

None.

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

None.

#### **Police Report**

None.

## **AGENDA**

**2020/058. Apologies for absence and to consider whether to approve reasons given** (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Cllr Bulmer - Holiday

Proposed: Cllr Mrs Kenton

Seconded: Cllr. Mrs Wootton.

Agreed Unanimous

**Resolved: That the apologies and the reasons given are accepted.**

**2020/059. Mayor's Announcements.**

The Mayor read a statement in regard to the Town Team and interpretation of the Council's grant policy.

**2020/060. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

None.

**2020/061. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

None.

**2020/062. Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on the 20<sup>th</sup> January 2020 and 17<sup>th</sup> February 2020 (attached) [LGA 1972, Sch 12 para41 \(1\)](#)

The Clerk asked to defer the minutes until the next meeting.

Proposed: Cllr Bates. Seconded: Cllr Mrs Kenton

Agreed Unanimously

**RESOLVED – that the minutes of the Full Town Council meetings held on 20<sup>th</sup> January 2020 and 17<sup>th</sup> February 2020 be deferred until the next meeting.**

**2020/063**

**Town Council Committees** – to consider and approve a Personnel Sub-Committee.

Proposed: Cllr Mrs Kenton    Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED – to approve appointment of a Personnel Sub Committee.**

**2020/064**

**To consider and approve the following updated Governance Arrangements.**

**A) To consider and adopt revised standing orders.**

Proposed: Cllr Mrs Kenton

Seconded: Cllr Carnell

10 For    1 against    1 abstention

**RESOLVED** – To adopt revised Standing Orders.

**B) To Consider and adopt the revised Terms of Reference for the Personnel Sub-Committee (subject to approval under Agenda item # 2020/063) and the Terms of Reference for each of the other committees.**

In respect of the Personnel Sub Committee, Cllr Carnell proposed amended wording under the section 'Purpose' and 'Duties'. This will be amended accordingly as agreed and placed on the website.

Proposed: Cllr Carnell

Seconded: Cllr Mrs O'Brien

11 For    1 against

**RESOLVED** – To agree the revised Terms of Reference for the Personnel Sub-Committee (as amended).

Proposed: Cllr Mrs Kenton

Seconded: Cllr Shortland

11 For 1 against.

**RESOLVED** - To agree the Terms of Reference for the Full Town Council.

Proposed: Cllr Mrs Bates

Seconded: Cllr Williams.

11 For 1 against.

**RESOLVED-** To agree the Terms of Reference for the Planning and Highways Committee.

In respect of the Terms of Reference for the other committees ie Property, Services, Appeals sub committee and the Task and Finish Sub committee, the Clerk outlined that these need to be drafted and to be brought back to Full Council when completed.

**C) To agree the day and start times for meetings of the following committees:-**

- 1) Full Town Council and Planning and Highways Committee

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Bates

9 For 3 against.

**RESOLVED** – Agreed to move Full Town Council and Planning and Highways to the second Monday of the month with a 6.30 pm start for Planning and Highways and 7pm for Full Town Council. Planning and Highways to be brought forward to 6pm if a large agenda.

- 2) Property Committee and Services Committee

Proposed: Cllr Mrs Bates Seconded: Cllr Mrs Kenton

Unanimous

**RESOLVED:** Agreed to hold these meetings on the 4<sup>th</sup> Wednesday of the month with a 7pm start on a bi-monthly alternating basis commencing with the Property Committee in April 2020.

**D) To agree nominations for and to appoint members and a Chair for the following Committees:**

- 1) Planning and Highways Committee  
Withdrawn (Committee members and Chair in place).
  
- 2) Property Committee

Cllr Mrs Kenton was the only nominee for Chair.

Proposed: Cllr Mrs O'Brien      Seconded: Cllr Mrs Bates

11 For    1 against.

**RESOLVED: Cllr Mrs Kenton was appointed Chair of the Property Committee.**

**Members on the Property Committee are as follows:**

**Mrs Kenton (Chair), Mrs Morrison, Williams, Mrs Wootton, Mrs O'Brien, Mrs Bates, Kenton and Shortland.**

**Cllr Bulmer and the new Councillor to be offered the opportunity to sit on the Committee.**

- 3) Services Committee

Cllr Shortland was the only nominee for Chair.

Proposed: Cllr Mrs Kenton    Seconded: Williams

9 For    1 against    2 abstentions.

**RESOLVED: Cllr Shortland was appointed Chair of the Services Committee.**

**Members on the Services Committee are as follows:**

**Shortland ( Chair), Williams, Mrs Kenton Mrs Wootton, Mrs O'Brien, Mrs Bates Kenton and Baker.**

#### 4) Personnel Sub-Committee

Under Standing Orders, Section 3 Paragraph R, Cllr Baker proposed a secret ballot to be held to determine the membership of the Personnel Sub-Committee.

Proposed: Cllr Baker    Seconded: Cllr Mrs Bates

8 For   1 against   3 Abstentions

**RESOLVED:** To hold a secret ballot to determine membership of the Personnel Sub-Committee.

Following the secret ballot, membership of the Personnel committee to comprise Baker, Mrs Bates, Kenton and Mrs Wootton.

Proposed: Cllr Mrs Orchard    Seconded: Cllr Mrs Bates.

Unanimous

**RESOLVED:** To appoint 2 reserve members to the Personnel Sub-Committee – Cllr Mrs Morrison and Cllr Mrs Obrien.

There being no further business the meeting closed at 8.26pm.





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 Andrew Gunn

## COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council  
held on Monday 16<sup>th</sup> March 2020 in The Guildhall, Chard**

**Present:** Baker (Chair), Bulmer, Mrs. Morrison, Mrs. Wootton, Shortland, Williams and Kenton.

In Attendance: Angela Cox, standing in for the Town Clerk,  
Matt Hawker – Guildhall Manager.

Quentin Coleman - SSDC Environmental Services Team Leader.

There was No. #6 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

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**7.30pm      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.

A resident of Chard said the country was facing a grave threat from coronavirus and it was beholden on those who could, to help those in need. He said that he had a number of volunteers and he asked if the Town Council could form a steering group and fund a leaflet to be delivered to every household in Chard giving advice and offering help to those who needed it. He thought the cost would be in the region of £200.

The Chairman thanked the resident and asked that he leave his contact details to follow up the request as soon as possible.

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

District Cllr Baker advised that the Boden Street public toilets would shortly be closed and locked ahead of their demolition in July as part of the town's regeneration

programme. The public would be redirected to public toilets in Sainsburys supermarket and the Guildhall.

### **Police Report**

The Supervisor advised that two new PCSO's would be starting shortly in the Chard area and he would bring them to the next meeting. He asked that incidences of street drinking be reported to the Local Authority to build up evidence that there was a need for a Public Space Protection Order to prevent unsocial street drinking. At the moment there was insufficient evidence to support the need for an order. He noted that anti-social behaviour by a few young people in the town would soon be dealt with. The Chief Inspector had estimated that a third of the police force may be affected by the coronavirus which could impact on neighbourhood policing. The recent theft of lead from church rooves had been carried out by an organised group from Lincolnshire with contacts overseas and it was hoped this would be resolved shortly.

## **AGENDA**

**2020/065. Apologies for absence and to consider whether to approve reasons given** (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

Cllr Mrs Bates – work commitment

Cllr Carnell – work commitment

Cllr Mrs Kenton – Illness

Cllr Mrs Orchard – Self Isolation

Cllr Mrs O'brien – Self Isolation

Cllr Mrs Whittaker-Mather - Self Isolation

Cllr Mrs Young – Family commitment

Andrew Gunn, Town Clerk - Illness

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Bulmer

Agreed Unanimously

**Resolved - that the apologies and the reasons given were accepted.**

**2020/066. Mayor's Announcements.**

The Mayor advised that he had attended a Chard Together event. He also announced the re-opening of Hayes Travel in the town and advised that Snowdon Car Park would be closed for re-surfacing work for a short time.

**2020/067. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

There were no declarations of interest made by Councillors on any agenda item.

**2020/068. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr. Mrs Morrison

Seconded: Cllr. Mr Shortland

Agreed Unanimously

**RESOLVED – that owing to the confidential nature of the items, the public, including the press, should be excluded from the meeting when Agenda Items 2020/75, 2020/087, 2020/88, 2020/089 and 2020/90 were discussed. It was also agreed that the published agenda order be amended to allow all of the confidential items to be considered in one block and to allow the presenting officer to leave following discussion of the item.**

**2020/069. Council Meeting – minutes** - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on 20<sup>th</sup> January 2020 and 17<sup>th</sup> February 2020 (attached).

In response to a question regarding the minutes of 20<sup>th</sup> January 2020, the Chairman said they would be discussed in the confidential session and signed later in the meeting.

It was agreed to defer the signing of the minutes of the Extraordinary Meeting of 2<sup>nd</sup> March 2020 as the minutes had not been circulated. [LGA 1972, Sch 12 para41 \(1\)](#).

20<sup>th</sup> January minutes Proposed: Cllr. Baker

Seconded: Cllr. Kenton

Agreed unanimously

17<sup>th</sup> February minutes Proposed: Cllr. Bulmer

Seconded; Cllr. Mrs Wootton

Agreed by 6 in favour, 1 abstention.

**RESOLVED – that the minutes of the Full Town Council meeting held on 20<sup>th</sup> January and 17<sup>th</sup> February 2020 be adopted.**

The Chairman signed the minutes.

**2020/070. Council Meeting – minutes** - To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972, Sch 12 para 41\(1\)](#).

Planning and Highways - 17<sup>th</sup> February 2020

**RESOLVED – that the minutes were received and noted.**

**2020/071. Finance – Town Council Year 2019/20 Year to Date Budget** – to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011).

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

**2020/072. Finance – Budget Virements**

In response to questions regarding the Performing Rights Society license and electricity, the Chairman agreed to clarify the points with the Finance Officer and provide a written response.

Proposed: Cllr Mrs Wootton

Seconded: Cllr Mr Shortland

Agreed Unanimously.

**RESOLVED – to note the Budget Virements**

**2020/073. Finance – Direct Debits, BACS and Manual Payments** – to review schedule of payments (report attached).

In response to a question regarding a manual cheque issued, the Chairman believed it was a change of company name but agreed to clarify the point with the Finance Officer and provide a written response.

**RESOLVED – that the report was reviewed and noted**

**2020/074. Finance – Accounts for Payment** – to review and note items of expenditure (LGA 1972 s150 (5)) – cheque signatories to be agreed.

The Chairman noted that two cheque signatories would be required that week.

Proposed: Cllr Shortland

Seconded: Cllr Kenton

Unanimous

**Resolved –to approve the accounts for payment with cheque signatories to be agreed.**

**2020/075. Finance – Bad Debts**

This item was considered in confidential session.

Item 1

Proposed: Cllr Mrs Morrison

Seconded: Cllr Shortland

Agreed by 6 in favour, 0 against. 1 abstention.

**RESOLVED – to write off the bad debt as per confidential report.**

Item 2

Proposed: Cllr Kenton

Seconded: Cllr Shortland

Agreed by 4 in favour, 0 against. 2 abstentions.

**RESOLVED – to write off bad debt as per confidential report.**

### **2020/076. Finance – Direct Debits**

The Chairman noted that there were 3 new direct debits to agree as detailed in the report.

Proposed: Cllr Mr Bulmer

Seconded: Cllr Mr Williams

Agreed Unanimously.

**RESOLVED – to confirm the Council’s procedures for the use of variable direct debits**

### **2020/077. Policy – Risk Management and Insurance**

This item was withdrawn from the agenda as the report was not available.

### **2020/078. Council’s Complaints Procedure**

The Chairman advised that this was one of a number of policies required to be reviewed periodically. No changes were proposed to the policy.

Proposed: Cllr Mr Bulmer

Seconded: Cllr Mrs Wootton

Agreed Unanimously.

**RESOLVED – to adopt the Council’s Complaints Procedure**

### **2020/079. Policy – Freedom of Information**

This item was withdrawn from the agenda as the report was not available.

### **2020/080. To adopt the Council’s Policy for dealing with the press / media**

The Chairman advised that the policy had been reviewed and no changes were proposed.

Proposed: Cllr Mr Bulmer

Seconded: Cllr Mrs Wootton

Agreed Unanimously.

**RESOLVED – to adopt the Council’s Policy for dealing with the press / media**

**2020/081. Guildhall Manager’s Report**

The Guildhall Manager presented his report, noting that the selected local supplier for gas now appeared to be unavailable. Councillors agreed he should try the next choice of supplier from the list and if needed, amend the purchase order.

The report of the Guildhall Manager was NOTED.

**2020/082. Community Liaison Officer - Community Liaison Officer’s March Report**

The report of the Community Liaison Officer was NOTED.

**2020/083. Amenities**

The SSDC Environmental Services Team Leader presented his report and advised that play inspections were completed and a disabled swing needed repairing, weed spraying would commence that week. Chapter A safety and working at height training had been completed. SSDC had serviced two mowing machines although only one was being used. He had proposed to the Clerk that the second mower be sold and a mini-sweeper be purchased. Mower refresh and shrub maintenance training would be carried out. The SSDC street sweeper would be in the town the following week. There were some staffing issues which were being monitored.

During discussion it was noted that two different weed killing solutions were being trialled.

It was requested that a hedge in Avishayes and another at Jocelyn Park be cut back. The Chairman thanked the team for their assistance with the tree planting at Snowdon Park along with local school children.

The amenities report was NOTED.

#### **2020/084. Town Clerk's Report**

This item was withdrawn from the agenda as the Town Clerk was not in attendance.

#### **2020/085. Town Clerk's Delegated Powers**

This item was withdrawn from the agenda as the Town Clerk was not in attendance.

#### **2020/086. Reports from Representatives of Outside Bodies**

Councillor Mrs Morrison gave a brief update on the work of the One Team.

**2020/087. In view of the confidential nature of the business about to be transacted, the press and public were excluded during consideration of the following items (Item #2020/068 above refers)**

**2020/087. Amenities** To agree the recommendations of the report.

The SSDC Environmental Services Team Leader advised that he had met with the SSDC Environmental Services Manager and 3 options had been proposed.

The Chairman asked Councillors to select one of the proposed options which would then be costed. Following some debate on the proposed options, it was proposed and seconded that Option 3 be progressed.

Proposed: Cllr Bulmer

Seconded Cllr Mrs Wootton

Agreed by 5 in favour, 0 against, 1 abstention.

**RESOLVED - to progress the cost of Option 3 of the confidential report.**

**2020/088. Salaries in Confidence.** To agree the recommendations of the report

Councillors agreed to the recommendations in the confidential report.



Proposed: Cllr Mrs Morrison

Seconded: Cllr Shortland

Agreed Unanimously.

**RESOLVED - to progress the recommendations of the confidential report**

**2020/089a. Staff in Confidence**

The Chairman reminded Councillors that the Town Clerk had provided a verbal update at the previous meeting. Three options were offered and following debate, Option 3 was agreed as per the confidential report.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Shortland

Agreed Unanimously.

**RESOLVED - to progress Option 3 of the confidential report.**

**2020/089b. Clerk to give verbal update on staff**

This item was deferred as the Town Clerk was not in attendance.

**2020/089c. To receive and approve a recommendation from the Clerk in regard to a staffing issue**

The Chairman and Councillor Mrs Wootton, both as members of the Personnel Sub Committee, gave a verbal update on the staffing matter as per the confidential minutes.

**2020/90. Motions from Councillors where expenditure has been identified**

This item was withdrawn as Councillor Mrs Kenton was not in attendance.

**2020/075. Finance – Bad Debts**

The Chairman gave a verbal update on the finance issue as per the confidential minutes.

Proposed: Cllr Baker

Seconded: Cllr Mrs Wootton

Agreed Unanimously.

There being no further business the meeting closed at 9.34pm.

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## 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 Andrew Gunn

# COUNCIL MINUTES

### Minutes of an Extraordinary meeting of the Full Chard Town Council held on Friday 20th March 2020 in the Town Hall, Chard

**Present:** Baker (Chair), Mrs. Morrison, Mrs. Wootton, Williams, Mrs. Bates, Mrs. Kenton, Carnell, Bulmer and Mrs Orchard.

In Attendance: Andrew Gunn – Town Clerk.

There was No. #2 member of the public and No. #0 members of the press present.

The meeting started at 6.00 pm

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**6.00pm      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.

None.

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

None.

#### **Police Report**

None.

## **AGENDA**

**2020/091. To agree to suspend Standing Orders 15 b (i) and 15 b (ii) requiring 3 clear days notice for this Extraordinary Meeting of the Council.**

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED – It was agreed to suspend Standing Orders 15 b (i) and 15 b (ii) requiring 3 clear days notice for this Extraordinary Meeting of the Council.**

**2020/092.**

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

Cllr Mrs O'Brien - Illness

Cllr Kenton - Illness

Cllr Mrs Young – Illness

Cllr Mrs Whittaker-Mather - Illness

Cllr Shortland - Illness

Proposed: Cllr Mrs Morrison

Seconded: Cllr. Mrs Wootton.

Unanimous

**Resolved: That the apologies and the reasons given are accepted.**

**2020/093. Mayor's Announcements.**

COVID-19. The Mayor outlined that following the announcement from the Government of tighter restrictions and the closures of a range of different types of businesses etc that the Town Council offices would close. Office staff would work from home commencing next week.

A couple of members of the public arrived. The Chair asked if they wished to speak. One member of the public asked about community support in regard to the COVID-19 Pandemic.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Orchard

Unanimous

**RESOLVED: to suspend Standing Orders to allow members of the public to speak.**

A member of the public asked about community support during the current COVID-19 pandemic. The Chair outlined that members would be considering support for the Chard COVID-19 Support group later in the meeting. Cllr Mrs Wootton also outlined details of the support group.

**Standing Orders were reinstated**

**2020/094. Declarations of Interest.** Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda No.	Reason
Baker	✓		2020/099	Volunteer for CORVID-19 Support group
Mrs Morrison	✓		2020/099	Volunteer for CORVID-19 Support group
Mrs Wootton	✓		2020/099	Volunteer for CORVID-19 Support group

**2020/095. To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Kenton

Unanimous

**RESOLVED – That owing to the confidential nature of the items, the public, including the press, should be excluded from the meeting when Agenda Items 2020/100 and 2020/102 are discussed.**

**2020/096. Council Meeting – minutes** - To confirm and sign the minutes of the Extraordinary Meeting of the Full Town Council held on the 2<sup>nd</sup> March 2020 and the Full Council Meeting on the 16<sup>th</sup> March 2020 [LGA 1972, Sch 12 para41 \(1\)](#).

The Clerk apologised that due to his recent sick leave asked to defer the minutes of the 2<sup>nd</sup> March 2020 until the next meeting and /or, subject to approval, in accord with the proposed Scheme of Delegation in response to the COVID-19 pandemic (agenda # 2020/098b). The minutes of the 16<sup>th</sup> March were awaited from the stand in Clerk who kindly stood in at short notice. Again, the Clerk asked to defer those minutes until the next meeting and /or, subject to approval, in accord with the proposed Scheme of Delegation (agenda # 2020/098b).

Proposed: Cllr Bulmer. Seconded: Cllr Mrs Orchard.

Agreed Unanimously

**RESOLVED – it was agreed that the minutes of the Extraordinary Meeting of the Full Town Council held on the 2<sup>nd</sup> March 2020 and the Full Town Council meeting held on the 16<sup>th</sup> March 2020 be deferred until the next meeting and /or, subject to approval, in accord with the proposed Scheme of Delegation in response to the COVID-19 Pandemic (agenda # 2020/098b).**

**2020/097.**

**Policy – To consider and adopt:**

- a) The Pandemic Contingency Plan (PCP)
- b) Pandemic Contingency Guidance (PCG)

Proposed: Cllr Mrs Morrison

Seconded: Cllr Williams.

Unanimous

**RESOLVED – It was agreed to adopt The Pandemic Contingency Plan and The Pandemic Contingency Guidance and for the Clerk to make any subsequent amendments as necessary to accord with any revised/new Government guidance/rules.**

**2020/098**

**Scheme of Delegation:**

- a) **Planning and Highways** – The Town Clerk is authorised to respond on behalf of the Town Council following consultation with the relevant Ward Members and the Chair of the Committee

- b) All other business** - To delegate authority to the Clerk in consultation with the Mayor and Deputy Mayor all decision making while the Council cannot meet. In the absence of the Clerk this will be delegated to the Deputy Town Clerk/RFO and Mayor and Deputy Mayor, in absence of Deputy Town Clerk/RFO to the Personnel Sub Committee

In respect of 2020/098 a):

Proposed: Cllr Baker

Seconded: Cllr Mrs Bates

Unanimous

- a) **RESOLVED** – Agreed that the Town Clerk is authorised to respond on behalf of the Town Council following consultation with **all** Ward Members and the Chair of the Committee.

In respect of 2020/0098 b):

During discussion of this agenda item, given the current circumstances in regard to COVID-19, and the closure of the office, members raised the need to keep Councillors informed of decisions and thus to reintroduce the weekly bulletin/newsletter.

Proposed: Cllr Mrs Kenton

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED –**

- 1) It was agreed to delegate authority to the Clerk in consultation with the Mayor and Deputy Mayor all decision making while the Council cannot meet. In the absence of the Clerk this will be delegated to the Deputy Town Clerk/RFO and Mayor and Deputy Mayor, in absence of Deputy Town Clerk/RFO to the Personnel Sub Committee, and;
- 2) It was agreed that the Town Clerk sends out a weekly bulletin/newsletter in regard to decisions made that would usually be made by Full Council. Plus, any other useful information/updates.

**2020/099**

**To consider and agree support for the Coronavirus COVID-19 Support Group.**

Clr Mrs Wootton outlined to members the various volunteers co-ordinators on the support group. They had produced fliers providing information and contact details for the group. The group would help with collecting shopping, provision of food, collecting medicines and providing other help that may be required in the community.

Proposed: Cllr Mrs Kenton                      Seconded: Cllr Carnell

Unanimous

**RESOLVED:** It was agreed that

- a) The Town Council provide a fund from reserves of upto £10,000 to support the COVID-19 group. The spending of funds to be managed by the Town Clerk.
- b) a phonenumber for the group be set up using the main Town Council number with options for those either seeking help or to become a volunteer;
- c) the group may use the Guildhall; and
- d) the photocopier be used for producing fliers.

2 members of the public left the meeting

**2020/100**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/095) above refers)**

**Staff in confidence** - To receive and consider a verbal report from the Clerk.

The Clerk gave an update to members in respect of the current position in regard to staff salaries and their current entitlement to either full or half sick pay.

Proposed: Cllr Mrs Morrison                      Seconded: Cllr Bulmer

Unanimous

**RESOLVED:**

Salaries - Staff Member A – Agreed as per confidential minutes.



Proposed: Cllr Mrs Morrison      Seconded: Cllr Carnell

Unanimous

**RESOLVED:**

Salaries - Staff Member B – Agreed as per confidential minutes

Proposed: Cllr Mrs Bates      Seconded: Cllr Williams

Unanimous

**RESOLVED:**

Salaries - Staff Member C – Agreed as per confidential minutes.

Proposed: Cllr Bulmer              Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED:**

Salaries – Staff Member D – Agreed as per confidential minutes.

**Motion from Councillors where no expenditure has been identified**

**2020/101**

**Minor Injuries Unit (MIU), Chard Hospital**

Notice of Motion from Cllr Bulmer

‘That Chard Town Council debates and considers the risk of closure of the MIU at Chard Hospital and seeks to resolve an official response from Chard Town Council to the consultation’.

Proposed: Cllr Bulmer

Seconded: Cllr Baker

Unanimous

**RESOLVED:** That members fully support the work of the MIU. It provides a vital service to the local community and its closure would be significantly detrimental to residents of Chard and

beyond. The Town Clerk to respond accordingly to the current consultation. Wording to be agreed with Cllr Bulmer.

## **2020/102**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/095) above refers)**

### **Motions from Councillors where expenditure has been identified**

#### **Cemetery in Confidence**

Notice of Motion from Cllr Mrs Kenton in respect of purchasing land (confidential report previously forwarded).

Proposed: Cllr Mrs Kenton    Seconded: Cllr Carnell

7 For    0 Against    1 Abstention

**RESOLVED:** Agreed that the Town Clerk explore options to purchase the land as per the confidential report.

There being no further business the meeting closed at 7.32pm.



## 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 Andrew Gunn

# COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council held  
remotely via zoom technology on Monday 18<sup>th</sup> May 2020**

**Present:** Cllr Baker (Chairman), Cllr Bulmer, Cllr Williams, Cllr Ms. Wootton, Cllr Ms. Whittaker-Mather, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs Young, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Morrison, Cllr Mrs Bates, Cllr Carnell and Cllr Shortland

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO,  
Liz Johnson-Idan – Community Liaison and Angela Cox SSDC

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

The meeting started at 7.00 pm

***You can view the meeting via Youtube by pasting the link into your browser:  
<https://youtu.be/h7wpE684OAQ>***

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**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.

None

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

District and County Councillors may give short verbal reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

To be supplied to Councillors by email

### **Police Report**

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

None

## **AGENDA**

### **2020/103.**

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

None

### **2020/104.**

#### **Mayor's Announcements.**

The Mayor spoke about leaving a wreath on VE Day, on behalf of the Council, and posted on facebook as acts of remembrance with the Chaplain. The Mayor also spoke about his work with the Covid-19 voluntary group in support of the people in the Town.

### **2020/105.**

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

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Baker	X		2020/112	Member of Chard Town Team
Cllr Mrs Kenton	X		2020/112	Member of Chard Town Team

### **2020/106.**

**To resolve to exclude members of the press and public** - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the



## **2020/109**

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

The Town Clerk spoke about the impact of the pandemic on people and the tragic loss of lives. He thanked all those who had helped, the NHS workers on the frontline and neighbours who's human spirit is to be applauded and that we must never forget this time.

Officers are working well from home and are doing ok. The Clerk hoped that his weekly updates to members was proving helpful.

SSDC are struggling to provide staff to help with the amenities team.

## **2020/110**

**Town Clerk – Delegated Decisions** - to receive and note decisions made under delegated authority since the last Extraordinary Full Town Council meeting held on the 20<sup>th</sup> March 2020 ([report attached](#))

**RESOLVED** – To receive and note the decisions made, these are displayed on the Council's website.

## **2020/111**

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

**RESOLVED** – To receive and note the report

## **2020/112.**

**Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments ([report attached](#)).

**RESOLVED** – To receive and note the report

## **2020/113.**

**Finance - Accounts for Payment** - to review and note items of expenditure ([LGA 1972](#)

[s150 \(5\)](#)) ([report attached](#)) – cheque signatories to be agreed.

Cllr Shortland declared a personal interest due to being the Chair of Chard Town Team

Proposed: Cllr Mrs. Morrison

Seconded: Cllr. Mrs O'Brien

Unanimous

**Resolved – To approve the accounts for payment with cheque signatories to be Cllrs Mrs Morrison and Cllr Shortland**

**2020/114 Community Liaison Officer April/May Report** ([to receive and note attached report](#))

**RESOLVED** – To receive and note the report with thanks to the Community Liaison Officer for her comprehensive report and support for the community. For the Town Clerk and Deputy Town Clerk/RFO to discuss the management of the £5,000 grant from Western Power.

**2020/115 Chard Covid19 Support Group Report** ([to receive and note attached report](#))

Cllr Mrs Whittaker-Mather left the meeting

**RESOLVED** – To receive and note the report

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/106 above refers)**

**Withdrawn**

There being no further business to discuss the meeting ended at 7:55pm



## Chard Town Council

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

Mayor Cllr. Jason Baker      Town Clerk Andrew Gunn

# COUNCIL MINUTES

### Minutes of a meeting of the Full Town Council held remotely via zoom technology on Monday 15<sup>th</sup> June 2020

**Present:** Cllr Baker (Chairman), Cllr Williams, Cllr Mrs. Wootton, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs Young, Cllr Mrs O'Brien, Cllr Mrs Bates, Cllr Carnell and Cllr Shortland

In Attendance: Andrew Gunn – Town Clerk, Liz Johnson-Idan – Community Liaison Officer.

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

The meeting started at 7.00 pm  
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#### **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.

2 questions were received by the Town Clerk in advance of the meeting from Mr White and Mr Laughton. The questions related to the lack of a live screening/legality of the previous meeting and were read out by the Town Clerk and a reply given. The Clerk confirmed that advice received was that the meeting was legally held.

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

District and County Councillors may give short verbal reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

None.

#### **Police Report**

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

None



## AGENDA

### 2020/116.

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

Cllr Bulmer – family bereavement

Cllr Mrs Orchard – family commitment

Cllr Mrs Whittaker-Mather - family commitment

Cllr Mrs Morrison - Ill

Proposed: Cllr Mrs Wootton      Seconded: Cllr Williams

Unanimous

**RESOLVED: To accept the apologies and approve the reasons given.**

### 2020/117.

#### **Mayor's Announcements.**

The Mayor outlined that the Chard Covid-19 support group was working very well and is helping many people in the community.

Holyrood Street shall be closed on a temporary basis to provide a safer shopping environment.

### 2020/118.

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

None.

### 2020/119.

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

There were no confidential items to discuss.

## **2020/120**

**Council Meeting – minutes** – To confirm and sign the minutes of the Full Town Council meeting held on the 18<sup>th</sup> May 2020 ([attached](#)) [LGA 1972 SCH 12 PARA41 \(1\)](#)

Proposed: Cllr. Mrs Obrien

Seconded: Cllr. Mrs Kenton

Unanimous

**RESOLVED – that the minutes of the Full Town Council meeting held  
18<sup>th</sup> May 2020 be adopted**

The Chairman signed the minutes

## **2020/121**

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

The Clerk was glad to report that one of the Council's amenities operatives had returned to work on a part time basis.

The Clerk has been in discussion and contact with hirers to ascertain their current position in regard to a return to using the Guildhall/Town Hall when permitted.

## **2020/122**

**Town Clerk – Delegated Decisions –**

**A)** to receive and note decisions made under delegated authority since the last Full Town Council meeting held on the 18<sup>TH</sup> May 2020.

None

**B)** to agree to formally remove the adopted Scheme of Delegation – All other Business (Agenda # 2020/098(b))

Proposed: Cllr Mrs Bates

Seconded: Cllr Carnell

Unanimous

**RESOLVED** – It was agreed to formally remove the adopted Scheme of Delegation – All other Business (Agenda # 2020/098/(b)).

**2020/123**

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

**RESOLVED** – To receive and note the report

**2020/124.**

**Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments ([report attached](#)).

**RESOLVED** – To receive and note the report

**2020\125**

**Finance – Budget Virements** – to review and note items budget virements that accord with the requirements of the Council's Financial Regulation #4.2 and seek approval for transfers in excess of £1000 ([report attached](#)).

**RESOLVED** – To receive and note the report.

**2020/126.**

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

Proposed: Cllr Mrs. Kenton

Seconded: Cllr. Carnell

Unanimous

**Resolved – To approve the accounts for payment with cheque signatories to be Cllrs Baker and Cllr Mrs Kenton**

**2020/127 Community Liaison Officer May/June Report** ([to receive and note attached report](#))

As part of the verbal report, the Community Liaison Officer raised the issue of racial equality and, in particular, the Black Lives Matter agenda. A full report shall be submitted to the next Full Council meeting. Councillors discussed and agreed to form a racial equality working group to be led by the Community Liaison officer.

Proposed: Cllr Mrs Kenton    Seconded: Cllr Williams

Unanimous

**RESOLVED – 1)** To receive and note the report.

**2)** It was agreed to set up a racial equality working group to be led by the Community Liaison Officer. Membership to be agreed.

## **2020/128**

**Policy and Governance** – to review and approve the following:

- A) Standing Orders
- B) Financial Regulations
- C) Scheme of Delegation
- D) Full Council Terms of Reference
- E) Planning and Highway Committee Terms of Reference
- F) Personnel Committee Terms of Reference
- G) Property Committee Terms of Reference
- H) Services Committee Terms of Reference

Proposed: Cllr Baker

Seconded: Mrs Kenton

Unanimous

**RESOLVED** – Given both the volume of documents and proposed revisions/updates, it was agreed to defer consideration and adoption of the above governance documents to enable refinement of the documents before coming back to Full Council once the working group had met and documents updated. It was agreed to set up a working group to discuss and refine the documents. The working group to comprise Cllr Baker, Cllr Mrs Kenton, Cllr Mrs Wootton and Cllr Carnell. An invite to be extended to those Councillors not in attendance at this Full Council Meeting.

## **2020/129**

**Policy and Governance** –

- A) To appoint a new Chair for the Planning and Highways Committee
- B) To appoint members of the Planning and Highways Committee.
- C) To appoint members of the Personnel Committee.

Following the decision to defer the consideration and adoption of the governance documents, as per agenda item number 2020/128, it was agreed to defer appointment of the chair and committee membership and bring back to Full Council once the working group had met and documents updated.

In regard to item #2020/129 C), under Standing Order, Section 10 – Motions at a meeting that do not require written notice, sub section a) xxii to appoint a committee or sub-committee and

their members, the Chair proposed the formation of a Personnel Committee with Terms of Reference as per the previously agreed Personnel Sub Committee.

Proposed: Cllr Baker    Seconded: Cllr Mrs Obrien.

Unanimous

**RESOLVED – A) and B)** – It was agreed to defer appointment of Chair and membership of the Planning and Highways Committee.

Proposed: Cllr Baker    Seconded: Cllr Mrs Kenton

**RESOLVED C)** – It was agreed to form a Personnel Committee. Terms of Reference and Membership as per the previous Personnel Sub Committee.

## **2020/130**

### **Town Clerk – Guildhall/Town Council reception (to receive and note report)**

The report was received and noted. Cllr Mrs Kenton, Cllr Baker and Cllr Mrs Wootton to work in conjunction with the Clerk regarding the reception area.

There being no further business to discuss the meeting ended at 7:55pm



## 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 Andrew Gunn

# COUNCIL MINUTES

## Minutes of a meeting of the Full Town Council held remotely via zoom technology on Monday 13th July 2020

**Present:** Cllr Baker (Chairman), Cllr Williams, Cllr Mrs. Wootton, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Morrison, Cllr Mrs Bates, Cllr Mrs Whittaker-Mather, Cllr Bulmer and Cllr Shortland.

In Attendance: Andrew Gunn – Town Clerk.

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

The meeting started at 7.00 pm  
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### **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.

2 members of the public had contacted the Clerk in advance of the meeting with 1 requesting to speak and 1 to have a question asked by the Clerk.

Mr Laughton asked about the number of Town Clerks employed by Chard Town Council over the last 10 years. The Clerk verbally replied that there had been 4 Town Clerks with 1 Locum and 1 acting Clerk.

Mr Eggins was invited by the Chairman to speak. Mr Eggins referred to concern about speeding in the town and asked about the Town Council purchasing a speed indicator device. Mr Eggins also asked about moving the 30mph speed limit on the A358.

The Chair thanked Mr Eggins for his questions and would ask the Clerk to investigate the matters raised.

## AGENDA

### 2020/131.

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

Cllr Mrs Orchard - Holiday

Cllr Mrs Young – work commitment

Cllr Carnell - Illness

Proposed: Cllr Mrs Morrison      Seconded: Cllr Kenton

Unanimous

**RESOLVED: To accept the apologies and approve the reasons given.**

### 2020/132.

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

None.

### 2020/133.

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

Proposed: Cllr Mrs Morrison      Seconded: Cllr Mrs Wootton

Unanimous

**RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2020/136 (Staff in Confidence) is discussed.**

## **2020/134**

**Council Meeting – minutes** – To confirm and sign the minutes of the Extraordinary Full Town Council meeting held on the 15<sup>th</sup> June 2020 ([attached](#)) [LGA 1972 SCH 12 PARA41 \(1\)](#)

Proposed: Cllr Mrs Wootton      Seconded: Cllr Mrs Kenton

7 for and 4 abstentions.

**RESOLVED – that the minutes of the Extraordinary Full Town Council meeting held on the 15<sup>th</sup> June 2020 be adopted.**

The Chairman signed the minutes

## **2020/135**

### **Staff - Town Clerk**

To receive and note the resignation of the Town Clerk.

The Town Clerk confirmed that he had handed his notice to the Chair the previous week. He wished to resume his career in planning. He thanked members and staff for all of their support and was very grateful for the opportunity he was given to become Town Clerk for Chard Town Council. The Chairman thanked the Clerk for his work for the Council.

The member of the public left the meeting.

## **2020/136**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/133 above refers)**

### **Staff In Confidence**

Proposed: Cllr Mrs Bates      Seconded: Mrs Morrison

10 for and 1 against.

**RESOLVED – That the Town Clerk and Mayor explore options and costings for a locum Clerk to cover the role of Town Clerk whilst arrangements are made to fill the permanent post.**

There being no further business to discuss the meeting ended at 7:40pm





## 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 Andrew Gunn

# COUNCIL MINUTES

### Minutes of a meeting of the Full Town Council held remotely via zoom technology on Monday 20th July 2020

**Present:** Cllr Baker (Chairman), Cllr Williams, Cllr Mrs. Wootton, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Bulmer, Cllr Mrs Bates, Cllr Mrs Whittaker-Mather, Cllr Mrs Orchard, Cllr Shortland, Cllr Carnell and Cllr Young.

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb - RFO/Deputy Clerk and Liz Johnson-Idan – Community Liaison Officer.

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

The meeting started at 7.00 pm  
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#### **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.

Cllr Mrs Kenton spoke and wished to thank the Chard Covid-19 Support group volunteers for all of their help over the last 4 months. They have provided great support to many in the community, especially to those who have been shielding.

### **AGENDA**

#### **2020/137.**

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

Cllr Mrs Morrison – Family Commitment

Cllr Mrs Young – work commitment

Proposed: Cllr Baker      Seconded: Cllr Carnell

Unanimous

**RESOLVED: To accept the apologies and approve the reasons given.**

**2020/138.**

**Mayor's Announcements**

The Mayor wished to thank all of the Chard Covid-19 support group volunteers, who have provided such great help and support to many people in the community.

The play areas have re-opened and its great that children can re-use those facilities again.

**2020/139.**

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

Cllrs Mrs Kenton – Town Team

Cllr Shortland - Town Team

Cllr Baker – Town Team and Chard Covid-19 Support Group

Cllr Mrs Wootton – Chard Covid-19 Support Group

**2020/140.**

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

Proposed: Cllr Bulmer      Seconded: Cllr Carnell

Unanimous

**RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2020/161 (Staff in Confidence) is discussed.**

Due to the large agenda and importance of agenda item #2020/161, Cllr Carnell proposed that this item is brought forward and discussed next.

Proposed: Cllr Carnell    Seconded: Cllr Mrs Bates.

Unanimous

**RESOLVED – That agenda item #2020/161 is brought forward and discussed as the next agenda item.**

#### **2020/161**

**Staff in Confidence –  
Update following the Full Council meeting held on the 13<sup>th</sup> July 2020  
(#2020/136) in regard to the Town Clerk’s departure and to agree the way forward.**

Proposed: Cllr Bulmer    Seconded: Cllr Mrs Bates  
11 For    1 Against.

**RESOLVED – That Paul Russell is offered the Locum Clerk post.**

#### **2020/141**

**Council Meeting – minutes** – To confirm and sign the minutes of the Extraordinary Full Town Council meeting held on the 13<sup>th</sup> July 2020 ([attached](#)) [LGA 1972 SCH 12 PARA41 \(1\)](#)

Proposed: Cllr Mrs Kenton    Seconded: Cllr Shortland

Unanimous

**RESOLVED – that the minutes of the Extraordinary Full Town Council meeting held on the 13<sup>th</sup> July 2020 be adopted.**

The Chairman signed the minutes

#### **2020/142**

**Town Clerk’s Report – to receive and note the verbal update from the Town Clerk.**

The Clerk referred to the ongoing closure of Holyrood Street and as mentioned previously would welcome any additional comments about the closure. Those would then be forwarded to SSDC who are continuing to monitor the project.

### **2020/143**

#### **Town Clerk – Delegated Decisions.**

The Town Clerk will give details of any matters dealt with under delegated powers since the last Full Council meeting

The Clerk referred to a letter received from Jason Hawkes, Chair, Chard Covid-19 Support Group in respect of the use of the remaining money awarded by the Town Council to the group. In addition, in regard to the successful grant application to Western Power Distribution to support communities in regard to the Covid-19 pandemic. £5,000 was awarded.

The RFO advised that £4,000 out of the £10,000 from the Town Council was still available for the group.

The Clerk advised that a report should be brought to Full Council to discuss and agree the use of the £5,000 Western Power Distribution grant.

#### **Report Noted**

**2020/144 Reports from Representatives of Outside Bodies –** Please notify the Town Clerk in advance of the meeting if you will be making a report

None

### **2020/145**

**Policy and Governance –** to review and approve the following:

- I) Standing Orders
- J) Financial Regulations
- K) Scheme of Delegation
- L) Full Council Terms of Reference
- M) Planning and Highway Committee Terms of Reference
- N) Personnel Committee Terms of Reference
- O) Property Committee Terms of Reference
- P) Services Committee Terms of Reference

Cllr Mrs Whittaker-Mather wanted her objection in regard to the short timescale from receiving the documentation in regard to the above, to the time of the meeting, to be noted.

The Chair advised that Standing Orders and the Financial Regulations would be considered separately. However, as the different Terms of Reference have now been incorporated into the Scheme of Delegation as one document, those would be considered together.

### **2020/145 A) Standing Orders**

Proposed: Cllr Mrs Kenton    Seconded: Cllr Bulmer

Unanimous

**RESOLVED – To approve and adopt the updated Standing Orders.**

### **2020/145 B) Financial Regulations**

Members discussed the maximum level of spend per agenda item in regard to the Services and Property Committees. This would be £20,000 per agenda item for the Services Committee and £30,000 per agenda item for the Property Committee.

Proposed: Cllr Mrs Whittaker–Mather    Seconded: Cllr Bulmer

7 For and 5 Abstentions.

**RESOLVED: To approve and adopt the updated Financial Regulations, to include the agreed spending limits for each agenda item for the Property (£30,000) and Services (£20,000) Committees respectively.**

8.30pm - Cllr Mrs Young joined the meeting.

### **2020/145 C) Scheme of Delegation including Terms of Reference.**

Following the resolution above (agenda item # 2020/145 (b)) in regard to spending limits, the respective section on Powers and Duties contained within the Services and Property Committees Terms of Reference will need to be amended.

Proposed: Cllr Baker    Seconded: Cllr Bulmer

10 for and 1 against.

**RESOLVED: To approve and adopt the updated Scheme of Delegation, including the respective Terms of Reference for each Committee. The spending limits for the Services and Property Committees as agreed under agenda item #145 b) to be included.**

## **2020/146**

### **Policy and Governance –**

- D) To appoint a new Chair for the Planning and Highways Committee
- E) To appoint members of the Planning and Highways Committee.

As there were insufficient numbers of Councillors to sit on the Planning and Highways Committee, the Town Clerk advised that planning and highways matters previously taken to the Planning and Highways Committee would now be taken to Full Council. A Scheme of Delegation would be written and a report brought to Full Council for approval.

### **Noted.**

8.45pm Cllr Whittaker-Mather left the meeting. There was a 10 minute comfort break before the meeting resumed.

**2020/147 - Finance - Town Council Year 2019/20 to Date Budget** - to review the income and expenditure / balance sheet for the year to date ([report attached](#)) ([Account & Audit Regulations 2011](#)).

The support grant of £25,000 was awarded by SSDC in error and is to be returned.

### **Report noted.**

## **2020/148.**

**Finance – Direct Debit, BACS and Manual Payments** - to review schedule of payments ([report attached](#)).

### **Report noted.**

## **2020/149.**

**Finance – Budget Virements** – to review and note items budget virements that accord with the requirements of the Council’s Financial Regulation # 4.2 and seek approval for transfers in excess of £1,000 ([report attached](#)).

**Report noted.**

**2020/150 Bank Reconciliations** – to receive and note the signed bank reconciliations ([report attached](#))

**Report noted.**

**2020/151 Finance - Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5)) ([report attached](#)) – cheque signatories to be agreed.

Proposed: Cllr Mrs Kenton    Seconded: Cllr Mrs Bates  
Unanimous

**RESOLVED: To agree to pay the cheques as per the report.**

**2020/152 Finance – to review the Final Audit Report 2018-19 from the Internal Auditor;** to note and consider any recommendations made ([report attached](#)).

Proposed: Cllr Bulmer                      Seconded: Cllr Mrs Bates  
Unanimous

**RESOLVED: to agree the recommendations in the report.**

**2020/153 – Finance – Adoption of Accounts for the Year ended 31<sup>st</sup> March 2019, to approve the signing of the Annual Governance Statement (section one) (Accounts & Audit Regulations 2011) (accounts already supplied)**

Proposed: Cllr Baker              Seconded: Cllr Mrs Bates  
Unanimous

**RESOLVED: Defer agenda item # 2020/153 until the next Full Council meeting in order to undertake and complete sections 5 and 7 of the Annual Governance Statement.**

**2020/154 – Adoption of Accounts for the Year ended 31<sup>st</sup> March 2019, to approve the signing of the Accounting Statement (section two) (Accounts & Audit Regulations 2011) (accounts already supplied)**

This item has to be deferred as it can't be completed until item #2020/153 is adopted.  
Deferred until the next Full Council meeting.

**2020/155 – To consider the preferred supplier for the Guildhall electricity contract ([report attached](#))**

Proposed: Cllr Kenton                      Seconded: Cllr Baker  
Unanimous

**RESOLVED: To approve option 2 – Ecotricity.**

As the 2 ½ hour period for the duration of the meeting had been reached, the Chairperson asked Councillors permission to continue with the meeting to consider the remaining reports. This was agreed.

9.30pm - Cllr Mrs Young and Cllr Mrs Wootton left the meeting.

**2020/156 Community Liaison Officer July Report (to receive and note attached report)**

Councillors thanked Liz for her report. The report was noted.

**2020/157 Community Liaison Officer - Community Development Grant Criteria Report - to receive and approve the report.**

Proposed: Cllr Mrs Kenton    Seconded: Cllr Carnell

Unanimous

**RESOLVED: To approve the report.**

**2020/158 Community Liaison Officer – Black Lives Matter and Equalities Report – to receive and approve report.**

Proposed: Cllr Baker    Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED: To convene a Task and Finish Group to actively take forward the actions outlined in the report. The Task and Finish Group to comprise the following Councillors:**

**Cllr Williams, Cllrs Mrs Kenton, Cllr Mrs Bates, Cllr Mrs Obrien, Cllr Bulmer and Cllr Baker. The Community Liaison officer to ask those Councillors not present if they wish to join and to also extend the invite to members of the public and those with relevant experience and knowledge.**

**2020/159 Community Liaison Officer – Rural Market Towns Group Report – to receive the report and approve membership of the Rural Market Towns Group.**

Proposed: Cllr Mrs Bates    Seconded: Cllr Williams



Unanimous

**RESOLVED: To approve membership of the Rural Market Towns Group.**

**2020/160 Community Liaison Officer – Clothes Bank Report – to receive and approve the use of the Guildhall changing rooms for storage space for a period of 2 months.**

Proposed: Cllr Bulmer    Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED: To approve use of the Guildhall changing rooms for storage space for a period of 2 months, as per report.**

There being no further business to discuss the meeting ended at 9:49pm



# 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 Locum Clerk: Paul Russell

## COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 17<sup>th</sup> August 2020 commencing at 7:00pm.

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**PRESENT:** Cllr Baker (Mayor), Cllr A Kenton (Deputy Mayor), Cllr Mrs Bates (7.32pm), Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Whittaker-Mather, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton.

**ALSO PRESENT:** Paul Russell, Locum Town Clerk, Liz Johnson-Idan, Community Liaison Officer, Neil Richards, Amenities Supervisor, Gary Huish, Caretaker, PC Paul Thomas, Police, and Rev. Georgina Vye, Mayor's Chaplain.

There were no members of the public or press present.

The Mayor informed Members that voting would be by a named vote.

### CHAPLAIN'S 'THOUGHT FOR THE DAY'

The Chaplain reflected on the VJ Day commemorations held on Saturday 15<sup>th</sup> August 2020.

### PUBLIC PARTICIPATION TIME

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

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District and County Councillors reports had been distributed to Members and were noted.

### POLICE REPORT

PC Paul Thomas was in attendance. Council noted that there had been an increase in calls following the lifting of the Covid-19 restrictions. No spike in any criminal activity had been identified and there was nothing to report regarding County Lines. It was noted that the new Police Station was currently being constructed in Yeovil and would not be ready to move in for at least another two years.

**2020/162 APOLOGIES FOR ABSENCE**

The following apologies for absence were received and accepted:

- Cllr Carnell (holiday);
- Cllr Mrs O'Brien (illness);
- Cllr Mrs Young (work).

**2020/163 MAYOR'S ANNOUNCEMENTS**

Council noted the following Mayoral announcements:

- The Mayor welcomed the new Locum Clerk who would be based mainly at the Town Council Offices. The post of Town Clerk would be advertised in due course;
- The VJ Day commemorations had been held in St Mary's Church due to the inclement weather.

**2020/164 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

<b>Councillor</b>	<b>Personal</b>	<b>Agenda Item</b>	<b>Reason</b>
Cllr Baker	√	2020/171	Accounts
	√	2020/178	Covid Support Group
Cllr Mrs Morrison	√	2020/178	Covid Support Group
Cllr Mrs Wootton	√	2020/178	Covid Support Group
Cllr Mrs Kenton	√	2020/178	Town Team

**2020/165 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Mrs Morrison    Seconded: Cllr Mrs Wootton

Unanimous

As certain items were expected to include the consideration of exempt information it was **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 Confidential Matters, 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.

**2020/166 COUNCIL MEETING MINUTES**

Proposed: Cllr Shortland    Seconded: Cllr Bulmer

Unanimous

**RESOLVED** that the minutes of the Chard Town Council meeting held on 20<sup>th</sup> July 2020 be agreed and signed as a correct record subject to the agreed amendment.

**2020/167 TOWN CLERK'S REPORT**

Council received the following items reported by the Town Clerk:

- (a) **Purchase of Land for Cemetery** – Council noted that the proposed purchase previously agreed of land to the rear of 2 Crimchard and the yard at Zembard Lane would be progressed as soon as possible. It was agreed to review that the Council had adequate funding available prior to completion.
  
- (b) **Cleaning of the Guildhall** – Council noted that Barley Manor Heritage had been contacted with a view to undertake the cleaning works previously agreed to the front elevation of the Guildhall. It was further noted that an uplift of 3% was envisaged due to price increases.

Proposed: Cllr Mrs Morrison    Seconded: Cllr Mrs Kenton

Unanimous

**RESOLVED** to progress these works as a priority. The potential start date would be late October or early November 2020.

- (c) **Replacement of Glass Frontage, Guildhall** – Council noted that planning permission had been approved to upgrade the glass frontage of the Guildhall. Alchemilla Architects had been appointed to oversee this project. A meeting with the Architects was being held to discuss moving this project forward. A further update would be provided in due course.
  
- (d) **Grit Bins** – Council noted that Somerset County Council had requested confirmation of the number and location of grit bins in the parish of Chard. A response would be submitted once the number and locations had been verified.

**2020/168 FINANCE – BUDGET ANALYSIS REPORT 2020/21**

Council noted the Income and Expenditure Balance Sheet for the year to date. It was agreed to provide a financial report on the effects of the Covid-19 emergency had had on the Council's financial position.

Cllr Mrs Bates arrived (7.32pm)

**2020/169 FINANCE – BUDGET VIREMENTS**

Council noted the budget virements outlined in the report.

**2020/170 FINANCE – DIRECT DEBIT, BACS AND MANUAL PAYMENTS**

Council noted the Schedule of Payments for July 2020 amounting to £37,353.37.

**2020/171 FINANCE - ACCOUNTS FOR PAYMENT**

Council reviewed the expenditure for Month 4 as outlined in the report presented. A number of queries were raised and it was agreed that any specific questions should be emailed to the Town Clerk to respond to fully.

Proposed: Cllr Mrs Kenton      Seconded: Cllr Mrs Wootton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Mrs Whittaker-Mather, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Abstention: Cllr Bulmer.

**RESOLVED** to adopt the accounts and invoices due report

Cllrs Mrs Kenton and Morrison were confirmed as the designated cheque signatories.

**2020/172 FINANCE – FINANCIAL RISK ASSESSMENT**

Council considered the draft Financial Risk Assessment for 2020 presented.

Proposed: Cllr Mrs Morrison      Seconded: Cllr Mrs Kenton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather.

**RESOLVED** to adopt the Financial Risk Assessment presented. It was noted that the document would be reviewed and updated throughout the year to ensure it was accurate and up to date.

**2020/173 FINANCE - ADOPTION OF ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

Council considered the Annual Governance Statement as set out in the Annual Governance and Accountability Return (AGAR) for 2019/20.

Proposed: Cllr Mrs Bates      Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather.

**RESOLVED:** To adopt the Annual Governance Statement as set out in the Annual Governance and Accountability Return (AGAR) for 2019/20

**2020/174 FINANCE - ADOPTION OF ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2020**

Council considered the Accounting Statement as presented in the Chard Town Council's Annual Governance and Accountability Return (AGAR) for 2019/20.

Proposed: Cllr Mrs Bates      Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Abstention: Cllr Mrs Whittaker-Mather

**RESOLVED:** To adopt the Accounting Statement as presented for 2019/20

**2020/175**

**COMMUNITY LIAISON OFFICER BODEN CENTRE REPORT**

Council considered the report presented by the Community Liaison Officer regarding the potential of leasing the Boden Centre for a period of six months to provide alternative accommodation for a number of local support groups.

Proposed: Cllr Mrs Morrison    Seconded: Cllr Mrs Wootton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather

**RESOLVED:** To support the Boden Centre initiative and to give delegated authority to the Town Clerk, the Community Liaison Officer, the Mayor and Cllr Mrs Morrison to commence negotiations with South Somerset District Council to agree a lease in principle for the Boden Centre subject to:

- The ability for multiple groups to make use of the accommodation to enable them to deliver support services;
- The Users to cover the costs the overheads of the building including insurance, the cleaning contract, rates and utilities with a view to making the initiative cost neutral to the Town Council;
- The Town Council underwriting the risk of any shortfall in contributions towards the overheads to be met from General Reserves.

**2020/176**

**COMMUNITY LIAISON OFFICER REPORT**

Council noted the report presented by the Community Liaison Officer relating to August 2020.

**2020/177**

**SHORT TERM ACTION PLAN REPORT**

Council noted the Short Term Action report presented by the Town Clerk. It was agreed to defer bullet point 1.4 to be considered under 2020/183(b).

Proposed: Cllr Baker                      Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather

Abstention: Cllr Bulmer

**RESOLVED:** To adopt the timetable as outlined in the report.

Proposed: Cllr Mrs Morrison    Seconded: Cllr Mrs Kenton

Unanimous

**RESOLVED:** To consider amending the Committee structure as suggested in the report. The revisions will be considered at the Full Council meeting scheduled to take place on Monday 14<sup>th</sup> September 2020.

**2020/178      WESTERN POWER GRANT**

Council considered the report regarding the Western Power grant awarded to support the work of the Covid-19 response by Chard Town Council.

Proposed: Cllr Mrs Morrison    Seconded: Cllr Mrs Kenton

Unanimous

**RESOLVED:**

- To seek clarification from Western Power as to whether costs incurred prior to receipt of the grant were eligible to be funded from the grant;
- Confirm that the funding could be utilised for the benefit of Chard residents;
- Delegate authority to the Town Clerk and Community Liaison Officer to obtain the clarification.

**2020/179      PLANNING**

Council considered the proposal outlining the way Council would consider planning applications in the future. It was agreed that as the report had not been distributed in time for Members to consider its content that this item be deferred until the Full Council meeting on 14<sup>th</sup> September 2020.

**2020/180      PLANNING APPLICATION, BALCONY, GUILDHALL**



Council considered the proposal to withdraw this application following comments received from English Heritage.

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton

Against: Cllr Mrs Whittaker-Mather

**RESOLVED:**

- To withdraw the planning application;
- To task the Town Clerk to review the issues relating to the balcony and identify a way to be able to put the balcony to use in the future.

**2020/181**

**AMENITIES REPORT**

Council noted the report drawn up and presented by the Amenities Team outlining some of the work the Team had undertaken over the last few months.

Council passed on its thanks and appreciation to the Amenities Team for the work it had undertaken over the past few months and agreed that this should be promoted via the website, social media and the information boards at the front of the Guildhall.

**2020/182**

**THE CARNIVAL FAIR**

Council considered the application from the Fair to use Stringfellows Park from 5<sup>th</sup> to 10<sup>th</sup> October 2020 to host the annual Carnival Fair. It was noted that the Carnival would not be taking place in 2020.

Proposed: Cllr Mrs Morrison

Seconded: Cllr A Kenton

Unanimous

**RESOLVED** to grant permission to the Fair to hold its annual Carnival Fair at Stringfellows Park and to reduce the annual fee by 50%.

The open part of the meeting closed at 9:31

**2020/183      CONFIDENTIAL MATTERS**

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/165 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)      **Staff in Confidence** – Council noted the verbal report received following the exit interview of the previous Town Clerk.
  
- (b)      **Confidential Priority Plan Report** – Council considered the setting and agreeing project priorities.

Following discussion Council **RESOLVED** to approve the priorities identified in the report subject to the agreed amendments.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 10:52pm.

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

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



## 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 Locum Clerk: Paul Russell**

# COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 14<sup>th</sup> September 2020 commencing at 7:00pm.

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**PRESENT:** Cllr Baker (Mayor), Cllr A Kenton (Deputy Mayor), Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Whittaker-Mather, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

**ALSO PRESENT:** Paul Russell, Locum Town Clerk, Liz Johnson-Idan, Community Liaison Officer, Neil Richards, Amenities Supervisor, Gary Huish, Caretaker and Rev. Georgina Vye, Mayor's Chaplain.

There was one member of the public or press present.

The Mayor informed Members that voting would be by a named vote.

### CHAPLAIN'S 'THOUGHT FOR THE DAY'

The Chaplain reflected on climate change and individuals making an individual contribution to help achieve a carbon neutral world.

### PUBLIC PARTICIPATION TIME

There was one member of the public present. The following issue was raised by Cllr Bulmer:

- The Rotary Club wished to plant blue crocus bulbs as part of its support to eradicate polio worldwide by the Beacon Centre to add to the existing colour displays throughout the town. Council agreed to support this initiative and requested Cllr Bulmer to liaise with the Locum Clerk and Amenities Supervisor to confirm details.

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District and County Councillors reports had been distributed to Members and were noted.

### POLICE REPORT

The Police were unable to attend.

### 2020/184 APOLOGIES FOR ABSENCE

The following apologies for absence were received and accepted:

- Cllr Carnell (holiday);
- Cllr Shortland (personal);
- Cllr Mrs Young (work).

**2020/185 MAYOR'S ANNOUNCEMENTS**

The Mayor has no announcements. Invites had been cancelled due to the further restrictions implemented on 14<sup>th</sup> September 2020.

**2020/186 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr O'Brien: Personal and Prejudicial – Chard Area Youth Committee
- Cllr Morrison: Personal – Minute 192(a)
- Cllr Baker: Personal – Western Power Grant/Covid Group
- Cllr Wootton: Personal – Western Power Grant/Covid Group

**2020/187 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Bulmer

Seconded: Cllr Wootton

Unanimous

**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 2020/196, 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.

**2020/188 COUNCIL MEETING MINUTES**

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED** that the minutes of the Chard Town Council meeting held on 17<sup>th</sup> August 2020 be agreed and signed as a correct record subject to the agreed amendments.

**2020/189 TOWN CLERK'S REPORT**

Council received the following report from the Locum Clerk:

- (a) **Website** – Council noted the quotation received from Somerset Web Services to update the website to implement the Accessibility Regulations that were coming into force and to provide a lifetime license amounting to £750 + VAT.

Proposed: Cllr Mrs Bates                      Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED** to accept the quotation and to carry out these works as a priority.

- (b) **High Streets Heritage Action Zone Cultural Programme** – Council noted that guidance had now been received from Historic England to apply for up to £120,000 to support a local cultural programme. Chard Town Council would be the lead organisation with other members of the group being Chard Museum, Holyrood Academy, Chard Town Team and Chard Carnival Committee. Following discussion, it was agreed to appoint Cllr Mrs Bates, Cllr Mrs Morrison and the Town Clerk to sit on this Group from Chard Town Council.
- (c) **The Community Liaison Officer** – Council noted that due to personal reasons the Community Liaison Officer would be away for the next six weeks.
- (d) **Remembrance Events and Remembrance Sunday 2020** – Council noted the information received from the Avon and Somerset Constabulary operational planning department regarding these civic events.

## 2020/190 FINANCE

- (a) **Budget Analysis Report** – Council noted the Income and Expenditure Balance Sheet for the year to date.
- (b) **Budget Virements** – Council noted the budget virements outlined in the report.
- (c) **Direct Debit, BACS and Manual Payments** – Council noted the Schedule of Payments for August 2020 amounting to £36,199.30.
- (d) **Accounts for Payment** – Council reviewed the expenditure for Month 5 as outlined in the report presented. A number of queries were raised and addressed.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Bulmer

Unanimous

**RESOLVED:**

- To defer consideration of the licence for four parking spaces at Lace Mill so that Members could consider all the background information;
- To adopt the accounts and invoices due amounting to £11,105.69.

(e) **Financial Report** – Council noted the financial report outlining the current impact the Covid-19 pandemic has had on the Council’s financial position.

(f) **Commencement of the 2021/22 Budget** – Council noted that it would be commencing the development of the 2021/22 budget over the next few months.

**2020/191 AMENITIES**

(a) **Amenities Report** – Council noted the update report presented by the Amenities Team on work undertaken over the past month. Thanks were extended to the Team for all their hard work.

(b) **SSDC Support** – Council considered the report presented.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED:**

- That the report be noted;
- That the informal contract between Chard Town Council and South Somerset District Council be terminated at the earliest opportunity;
- That the team from South Somerset District Council be thanked for their support provided over the past months.

**2020/192 COMMUNITY**

(a) **Boden Centre Report** – Council considered the update report presented by the Community Liaison Officer regarding the proposed lease for the Boden Centre.

Concern was expressed regarding the capacity of the Town Council to support this project and act as the lead due to staff shortages, a backlog of

work and the rapidly changing Covid advice. There was a great deal of support for the initiative and it was agreed to appoint a Task & Finish Group of Cllr Mrs Morrison and Cllr Mrs Wootton to investigate long term venue options to develop a community base and report back to Council in due course.

Proposed: Cllr Mrs Whittaker-Mather

Seconded: Cllr Mrs Bates

For: Cllr Baker, Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Whittaker-Mather.

Against: Cllr Mrs Morrison and Cllr Mrs Wootton.

Abstention: Cllr Bulmer, Cllr Williams and Cllr Kenton.

**RESOLVED** that Council would not adopt the recommendation to enter into a six-month lease, but would provide what support it could to the community group to secure a venue to enable it to deliver its services from.

- (b) **Community Liaison Officer Report** – Council noted the Community Liaison Officer's report relating to September. Disappointment was expressed that the advertisement for the Mace Bearer had not been placed before Council for consideration. It was noted that the post had been advertised based on existing Council policy which could be reviewed in future.
- (c) **Western Power Grant** – Council received the update on the Western Power Grant and noted that the grant received would be used to cover the Covid Group's expenses.

Proposed: Cllr Bulmer

Seconded: Cllr Mrs Bates

For: Cllr A Kenton, Cllr Mrs Bates, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Whittaker-Mather, Cllr Williams.

Abstention: Cllr Baker, Cllr Bulmer, Cllr Mrs Morrison and Cllr Mrs Wootton.

**RESOLVED** to ring-fence the remaining unspent budget for the period that Covid-19 remains an issue.

- (d) **Community Development Grants report** – Council received the report and recommendation regarding the Community Development Grants.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Kenton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Mrs Whittaker-Mather.

**RESOLVED** to vary the criteria of the 2020/21 grant funding conditions to enable community groups to apply for revenue funding.

This variation would only be in place during the 2020/21 financial year and would be publicised as required.

Council **AGREED** to move forward the motion (2020/195):

- (d.i)

**MOTION ONE**

That this Council agrees to form a task and finish group to look at projects for the Somerset Climate Emergency Community Fund and brings back a draft application for approval.

Proposed: Cllr Baker

Seconded: Cllr Wootton

Unanimous

**RESOLVED** to adopt the motion and to appoint Cllrs Bulmer, Bates, Williams, Wootton and Baker on to the Task & Finish Group

- (e) **Climate Change Fund** – Council noted that it had been invited to bid to this funding stream.

- (f) **Climate Change Application Support** – Following discussion, it was agreed to offer Council's support to the Somerset Wildlife Trust and the Somerset Climate Action Network in their bid to the newly announced



Climate Change Fund. However, Chard Town Council would be unable to act as lead organisation.

Council **AGREED** to complete the agenda and extend the meeting.

## **2020/193 PLANNING**

- (a) **Draft Proposal to Review Planning Applications** – Council considered the proposed scheme of delegation to enable Council to consider planning applications in the future.

Proposed: Cllr Whittaker-Mather Seconded: Cllr Mrs Kenton

Unanimous

**RESOLVED** to adopt the Scheme of Delegation to consider planning and highway matters in the future.

- (b) **Outstanding Planning Applications** – Council reviewed the responses submitted to SSDC in the previous month under delegated authority.

Proposed: Cllr Whittaker-Mather Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED** to ratify the responses outlined in the report.

- (c) **Planning White Paper** – Council considered the Government's Planning White Paper and supporting papers outlining proposed changes to the planning system.

It was agreed that Councillors submit any comments to the Locum Clerk to collate by 25<sup>th</sup> September 2020.

## **2020/194 GOVERNANCE, POLICY AND COUNCIL STRUCTURE**

- (a) **Revised Committee Structure** – Council considered the report outlining a revised Committee Structure and amendments to the Council and Committee Terms of Reference.

Proposed: Cllr Baker

Seconded: Cllr Mrs Kenton

Amendment: Cllr Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Bates, Cllr Bulmer, Mrs Whittaker-Mather.

**RESOLVED:**

- That the report be noted;
- That Standing Order 7 be suspended in order for Chard Town Council to amend its recently adopted Council and Committee structure;
- To adopt the following Council and Committee structure:
  - Full Council
  - Personnel & Human Resources Committee
  - Property & Services Committee
  - Policy & Resources Committee
- To adopt the Terms of Reference without amendment;
- To revise the meeting schedule to hold a Full Council meeting every month on the second Monday of the month;
- To revise the meeting schedule to hold committee meetings on the last Tuesday of the month, subject to the agreement of the Committee at its first meeting as outlined in Standing Orders.

Cllr Bulmer left the meeting at 10:06pm

**RESOLVED** to appoint the following Councillors onto each Committee:

- Personnel & Human Resources Committee:
  - Cllr Baker
  - Cllr Wootton;
  - Cllr Morrison;
  - Cllr Orchard;
  - Cllr O'Brien (Reserve)
- Property & Services Committee
  - Cllr O'Brien
  - Cllr Wootton;
  - Cllr Morrison;
  - Cllr Williams;
  - Cllr Mrs Kenton
  - Cllr Kenton;
  - Cllr Baker.
- Policy & Resources Committee
  - Cllr O'Brien
  - Cllr Wootton;
  - Cllr Williams;
  - Cllr Mrs Kenton
  - Cllr Kenton;

- Cllr Baker

Councillors not in attendance would be requested to let the Locum Clerk know which Committees they wished to serve on.

Council confirmed that all YouTube meetings would be taken down from YouTube following the agreement of the previous meeting minutes.

- (b) Project Update Report – Council considered the Project Update Report presented.**

Proposed: Cllr Baker

Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED:**

- To note the report;
- To adopt the recommendations as outlined in Section 3 of the report;
- To agree the additional items as outlined in Section 4 of the report and accept the quotations outlined for the additional works to the front of the Guildhall and the undertaking of the Tier 1 assessment of the cemetery land;
- To commence the installation of the bus shelter.

**2020/195 MOTIONS FROM COUNCILLORS**

This item was considered under Agenda Item 2020/192(d.i).

**2020/196 CONFIDENTIAL MATTERS**

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/187 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) Confidential Minutes**

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED** that the confidential minutes of the Chard Town Council meeting held on 17<sup>th</sup> August 2020 be agreed and signed as a correct record.

**(b) Human Resources** – Council considered the Human Resources Report presented.

Proposed: Cllr Morrison

Seconded: Cllr Mrs O'Brien

Unanimous

**RESOLVED** that the 2020/21 National Salary Award be ratified and backdated to 1<sup>st</sup> April 2020 for all staff.

**(c) Confidential Priority Plan Update Report** – Council considered the Priority Plan Update Report presented.

Proposed: Cllr Morrison

Seconded: Cllr Mrs O'Brien

For: Cllr Baker, Cllr A Kenton, Cllr Bates, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Abstention: Mrs Whittaker-Mather.

**RESOLVED** that the recommendations contained within the report regarding staff be progressed and that the remained of the report be noted.

**FURTHER RESOLVED** to extend the Locum Clerk's contract until 31<sup>st</sup> March 2021.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 10:57pm.

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**MAYOR:**

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**DATE:**



## 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 Locum Clerk: Paul Russell**

# COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 12<sup>th</sup> October 2020 commencing at 7:00pm.

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**PRESENT:** Cllr Baker (Mayor), Cllr A Kenton (Deputy Mayor), Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Mrs Whittaker-Mather, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

**ALSO PRESENT:** Paul Russell, Locum Town Clerk, and Rev. Georgina Vye, Mayor's Chaplain.

The Mayor informed Members that voting would be by a named vote.

### CHAPLAIN'S 'THOUGHT FOR THE DAY'

The Chaplain reflected on Harvest.

### PUBLIC PARTICIPATION TIME

The following issue was raised by Rev Vye:

- Concern was expressed regarding access along paths and pavements in chard due to overhanging vegetation. It was agreed that this would be dealt with and reported.

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District and County Councillors reports had been distributed to Members and were noted.

### POLICE REPORT

The Police were unable to attend.

### 2020/197 APOLOGIES FOR ABSENCE

The following apologies for absence were received and accepted:

- Cllr Mrs Young (work)

### 2020/198 MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- An indoor carnival event had taken place on Saturday 10<sup>th</sup> October 2020 in the Guildhall. Over 200 people attended and there had been many positive comments regarding the erection of the bunting;
- Comments regarding access to the Boden Street car park had been passed on to the Project Officer and access would be monitored.

**2020/199 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Whittaker Mather: Prejudicial interest 2020/203(d)

**2020/200 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Mrs Morrison

Seconded: Cllr Shortland

Unanimous

**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 2020/208, 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.

**2020/201 COUNCIL MEETING MINUTES**

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Mrs Whittaker-Mather.

Not Present: Cllr Carnell.

**RESOLVED** that the minutes of the Chard Town Council meeting held on 14<sup>th</sup> September 2020 be agreed and signed as a correct record.

**2020/202 TOWN CLERK'S REPORT**

Council noted that the Locum Clerk had nothing to report.

It was agreed to carry out a review of the way the Council operated during the Covid crisis when the country returned to business as usual and identify the positives and negatives.

**2020/203 FINANCE**

- (a) **Budget Analysis Report** – Council noted the Income and Expenditure Balance Sheet for the year to date.
- (b) **Budget Virements** – Council noted the budget virements outlined in the report.
- (c) **Direct Debit, BACS and Manual Payments** – Council noted the Schedule of Payments for September 2020 amounting to £82,171.18.

- (d) **Accounts for Payment** – Council reviewed the expenditure for Month 6 as outlined in the report presented. A number of queries were raised and addressed.

Proposed: Cllr Mrs Morrison                      Seconded: Cllr Wootton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Abstention: Cllr Mrs Whittaker-Mather.

**RESOLVED** to pay all outstanding accounts amounting to £20,111.81.

- (e) **BACS Limit** – Council considered the request to increase the current BACS limit set by the Co-op Bank from £30,000 per month to between £60 - £80,000, bearing in mind the number of larger projects that are about to commence in the next few months.

Proposed: Cllr Mrs Morrison                      Seconded: Cllr Mrs Bates

For: Cllr Baker, Cllr Mrs Bates, Cllr Carnell, Cllr Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Abstention: Cllr Mrs Kenton, Cllr Bulmer and Cllr Mrs Whittaker-Mather.

**RESOLVED** to increase the BACs limit from £30,000 per month to £80,000 per month.

- (f) **Budget 2021/22** – Council noted that an initial budget was currently in development. The Property & Services Committee had arranged an informal discussion and a budget workshop would be arranged.

## **2020/204 PROPERTY & SERVICES COMMITTEE**

- (a) **Committee Meeting Minutes** – Council considered the minutes of the Property & Services Committee meeting held on Tuesday 29<sup>th</sup> September 2020.

Proposed: Cllr Mrs Morrison                      Seconded: Cllr Mrs Kenton

For: Cllr Baker, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Mrs Whittaker-Mather.

**RESOLVED** to ratify the decisions and recommendations agreed by the Committee.

## 2020/205 COMMUNITY

- (a) **Climate Change Working Group Report** – Council noted the two Climate Change Working Group Report reports outlining recommended initiatives that were currently being developed and costed. It was agreed to request a demonstration of battery powered equipment prior to purchase.
- (b) **Task & Finish Group Reports** – Council noted the following Task & Finish Group reports:
- Heritage Action Zone Representatives – This had not yet met but a meeting was being scheduled towards the end of October 2020.
  - Community Venue – This group had not yet met.
  - There were no other reports from any other Task & Finish Groups that had been set up.
- (c) **Remembrance Commemorations 2020** – Council noted that a meeting had been held with the Royal British Legion Chard Branch to discuss this year's Remembrance commemorations. There would be no parade on Remembrance Sunday and wreaths would be laid in the churchyard, but it would be a much smaller event. A further meeting to discuss final arrangements would be held.

The Remembrance commemoration on the 11<sup>th</sup> November 2020 would be held in the town centre and the Police would be requested to close the road as in previous years. Current Covid guidelines and social distancing would be observed. Arrangements to enable this to happen would be discussed with the Caretaker of the Guildhall. Councillors were requested to inform the Clerk as to whether they would be attending.

## 2020/206 PLANNING

- (a) **Outstanding Planning Applications** – Council reviewed the responses submitted to SSDC in the previous month under delegated authority.

Proposed: Cllr Mrs Morrison    Seconded: Cllr Mrs Whittaker-Mather  
Unanimous

**RESOLVED** to ratify the responses outlined in the report.

## 2020/207 COUNCIL GOVERNANCE AND POLICY

- (a) **Committee Members** – Council agreed to nominate the following additional Members to the Property & Services Committee and the Policy & Resources Committee. It was further agreed to increase the Property & Services Committee membership by one:

*Property & Services Committee*  
Cllr Bulmer  
Cllr Bates



- (b) **Project Update Report** – To note the update report presented by the Locum Clerk and consider any recommendations.

**2020/208 CONFIDENTIAL MATTERS**

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/200 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) **Confidential Minutes** – Council considered the confidential minutes of the Full Town Council meeting held on the 14<sup>th</sup> September 2020.

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Mrs Morrison, Cllr Mrs Whittaker-Mather, Cllr Williams and Cllr Mrs Wootton.

Not Present: Cllr Bulmer and Cllr Carnell.

**RESOLVED** that the confidential minutes of the Chard Town Council meeting held on 14<sup>th</sup> September 2020 be agreed and signed as a correct record.

- (b) **Confidential Priority Plan Update Report** – Council noted the report presented and ratified the recommendations contained within the report.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 9:14pm.

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

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



## 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 Locum Clerk: Paul Russell**

# COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 9<sup>th</sup> November 2020 commencing at 7:00pm.

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**PRESENT:** Cllr Baker (Mayor), Cllr A Kenton (Deputy Mayor), Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams, Cllr Mrs Whittaker-Mather, Cllr Mrs Wootton and Cllr Mrs Young (left at 9.40pm).

**ALSO PRESENT:** Paul Russell, Locum Town Clerk, Liz, Johnson-Idan, Tracy Lamb, Anna Matthews (SSDC) Rebecca McElliott (SSDC) and Rev. Georgina Vye, Mayor's Chaplain.

The Mayor informed Members that voting would be by a named vote.

### CHAPLAIN'S 'THOUGHT FOR THE DAY'

The Chaplain reflected on Remembrance commemorations and read a poem.

### PUBLIC PARTICIPATION TIME

The following question was submitted. A full written reply would be forwarded to all Councillors regarding the following question raised by Cllr Whittaker-Mather:

On the 18th November 2019, it is cited within the composite minutes of this Council under item 2019/263 "Staff in Confidence" the following;

"The Clerk updated Councillors on staffing matters and it was agreed that the Clerk seek an independent review of staffing matters. Cllr Carnell and Cllr Mrs Wootton to assist the Clerk in this process".

Question;

On the 17th August 2020, a payment was included within item 2020/171 "Invoices due for payment by 18 August 2020 for Trade Creditors" to Rebecca Bevins HR Consultancy Ltd, with an invoice date of the 31st March 2020 for a "HR Consultancy and Report" to the value of £2,349.00. This payment was agreed. Can the Clerk confirm that Chard Town Council has;

1. Received the report from Ms Bevins

2. That all Councillors can be provided with a copy and can discuss whatever it entails in the correct manner or
3. That the report has been received but is not being disclosed or shared with members, and that consequently Chard Town Council is not dealing with the "Staffing Matters" demonstrating an unwillingness to deal with internal issues
4. Chard Town Council has wasted the time of our staff, the council and tax payers money to the value of £2,349.00?

A request was received for additional cycle racks to be provided in the town centre. It was noted that cycle racks were included in the public realm upgrade plans.

## **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

District and County Councillors reports had been distributed to Members and were noted.

## **POLICE REPORT**

The Police were unable to attend.

### **2020/209 APOLOGIES FOR ABSENCE**

The following apologies for absence were received and accepted:

- Cllr Mrs Orchard (illness)
- Cllr Shortland (work)

### **2020/210 MAYOR'S ANNOUNCEMENTS**

The Mayor made the following announcements:

- A school lunch initiative was delivered during the half term and 172 packed lunches were handed out. Thanks were extended to all those who had supported the initiative especially the businesses who had provided sponsorship;
- The Chard Christmas Lights would be erected in the coming week.

### **2020/211 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr J Kenton: Personal interest 2020/214
- Cllr Bulmer: Personal interest 2020/214
- Cllr Baker: Personal interest 2020/214. Financial 2020/217(c) & (d);
- Cllr O'Brien: Personal interest Youth Committee: 2020/217(c);
- Cllr Morrison: Personal interest Town Team;
- Cllr Wootton: Personal interest Youth Committee: 2020/217(c).

### **2020/212 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs Morrison

Unanimous

**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 2020/208, 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.

**2020/213 COUNCIL MEETING MINUTES**

Proposed: Cllr Mrs O'Brien

Seconded: Cllr Mrs Wootton

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Against: Cllr Mrs Whittaker-Mather. Objection noted.

**RESOLVED** that the minutes of the Chard Town Council meeting held on 12<sup>th</sup> October 2020 be agreed and signed as a correct record.

**2020/214 TOWN COUNCIL FUNDING FOR EASTERN GATEWAY PUBLIC REALM**

Council received a report from South Somerset District Council regarding the progression of this scheme and the improvement of the public realm at this location. An initial report was presented in December 2017 to the Town Council and it had been agreed to allocate a sum of £15,000 from balances towards to cost of the scheme.

The current cost of the scheme had now increased to £97,193 and included all the fees related to implementing the project.

Proposed: Cllr Mrs Bates

Seconded: Cllr O'Brien

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Against: Cllr Mrs Morrison and Cllr Mrs Whittaker-Mather.

**RESOLVED:**

- That the content of the report be noted, including progress made towards delivering the scheme and changes in project management;
- That members agree to increase the Town Council's commitment from £15,000 to £30,000 in order to progress to implementation of the scheme, alongside SSDC's Area West Committee commitment of £67,193. The allocation would be funded from the Town Council's current balances.

Proposed: Cllr Mrs Bates

Seconded: Cllr O'Brien

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs O'Brien, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Abstentions: Cllr Mrs Morrison, Cllr Mrs Whittaker-Mather and Cllr Mrs Kenton.

**RESOLVED:**

- That members agree to delegate final design development for the scheme to the project team leading Chard's public realm projects with the final sign-off by Chard Regeneration Board.

**2020/215 TOWN CLERK'S REPORT**

Council noted that the Locum Clerk had nothing to report.

**2020/216 CORONAVIRUS**

Council noted the update presented regarding the new national restrictions that came into force on Thursday 5<sup>th</sup> November 2020 and the impact they would have on service delivery by the Town Council.

**2020/217 FINANCE**

**(a) Budget Analysis Report** – Council noted the Income and Expenditure Balance Sheet for the year to date.

**(b) Budget Virements** – Council considered the budget virements proposed.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Wootton

Unanimous

**RESOLVED** to adopt the budget virements.

- (c) **Direct Debit, BACS and Manual Payments** – Council considered the Schedule of Payments for November 2020

Proposed: Cllr Mrs O'Brien

Seconded: Cllr Mrs Morrison

Unanimous

(Cllrs Baker, Mrs O'Brien and Mrs Wootton abstained from voting on payments that they had declared an interest in)

**RESOLVED** to ratify the Schedule of Payments for November 2020 amounting to £45,276.77.

- (d) **Accounts for Payment** – Council reviewed the expenditure for Month 7 as outlined in the report presented.

It was confirmed that the provision of youth services was still being delivered despite the building having been closed during the Covid pandemic. The funding had been used to provide outreach work and deliver one to one sessions. There was currently no Service Level Agreement in place.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Bates

Unanimous

(Cllrs Baker abstained from voting on the payment he had declared an interest in)

**RESOLVED** to pay all outstanding accounts amounting to £25,741.41.

- (e) **Waste Contract** – Council considered the quotation received from Veolia.

Proposed: Cllr Mrs Whittaker-Mather

Seconded: Cllr Mrs Bates

Unanimous

**RESOLVED:**

- To draw up a specification to enable Chard Town Council to improve the disposal of its waste, reduce waste to landfill and improve its recycling;
- To seek at least two additional quotations so that prices could be assessed on a like to like basis;
- To ensure that all quotations included the company's green credentials.

- (f) **Review of Fees and Charges** – Council considered the draft fees and charges for 2021/22 with various options.

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Abstentions: Cllr Bulmer and Cllr Mrs Whittaker-Mather.

**RESOLVED** to delegate the Guildhall Working Group and the Property & Services Committee to review the fees and charges for 2021/22 and submit recommendations for consideration by Full Council at its meeting to be held on 7<sup>th</sup> December 2020.

- (g) **Budget 2021/22** – Council noted the information developed to date regarding the 2021/22 budget.

- (h) **CAB Film** – Council discussed the option suggested by CAB to make a film specifically for Chard residents outlining advice on employment and redundancy.

Proposed: Cllr Bulmer

Seconded: Cllr Mrs Wootton

For: Cllr Bulmer and Cllr Mrs Wootton.

Against: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Carnell, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams, Cllr Whittaker-Mather and Cllr Mrs Young.

Abstentions: Cllr Mrs Kenton.

**RESOLVED** that Council would not support the production of a film at this time but would carry out further investigations into the need as well as identifying and making available existing information that is currently available.

## **2020/218 POLICY & RESOURCES COMMITTEE**

- (a) **Committee Meeting Minutes** – Council considered the minutes of the Policy & Resources Committee meeting held on Tuesday 27<sup>th</sup> October 2020.

Proposed: Cllr Mrs Bates

Seconded: Cllr Mrs O'Brien

Unanimous

**RESOLVED** to adopt the minutes of the Policy & Resources Committee meeting held on Tuesday 27<sup>th</sup> October 2020 and to ratify the decisions and recommendations submitted.

- (b) **Grant Applications** – Council considered the following grant applications received:

- Chard Museum (£1,000)
- Radio Ninesprings (£1,000)

Proposed: Cllr Mrs Kenton

Seconded: Cllr Bulmer

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Abstentions: Cllr Mrs Whittaker-Mather

**RESOLVED:**

- To award a grant of £1,000 to Chard Museum;
- To defer consideration of the Radio Ninesprings application until the Full Council meeting on 7<sup>th</sup> December 2020.



## 2020/219 COMMUNITY

- (a) **Community Liaison Report** – Council noted the Community Liaison Officer's report.
- (b) **Climate Change Working Group Report** – Council noted the update from the Climate Change Working Group Report.
- (c) **Task & Finish/Working Group Reports** – Council amended the Task & Finish/Working Groups that had previously been set up:
- Heritage Action Zone Representatives (Cllrs Bates and Morrison)
  - Community Venue (Cllrs Morrison & Wootton) – To consider options for a permanent community venue;
  - Armistice Working Party (Cllr J Kenton and the Community Liaison Officer)
  - Bus Shelter (Cllrs Mrs Kenton & Morrison)
  - Guildhall Working Group (Cllrs Baker, Carnell, Mrs Kenton, Morrison & Orchard)
  - Amalgamate Parks & Play Areas (Cllrs Baker, Shortland, Bates, Carnell, Mrs Kenton, Orchard, Bulmer, Morrison)
  - Saturday Market WG (Cllrs Bulmer, Morrison & Shortland)
  - Skate Park Improvement WG (Cllrs Baker, Morrison, O'Brien, Shortland & Orchard)
  - Strategic Plan (Cllrs Wootton, Baker, Mrs Kenton, Williams & Whittaker-Mather)
  - Street Cleaning (Cllrs Baker, A Kenton, Morrison & Bulmer)
- It was agreed that the following Groups be discontinued:
- Guildhall Bar
  - IT Working Group
  - Changing Rooms (Cllr Baker)
  - Newsletter Working Group
  - Truck Working Group
  - Youth Engagement Working Group

## 2020/220 PLANNING

- (a) **Outstanding Planning Applications** – Council formally ratified the responses submitted to SSDC in the previous month under delegated authority.

## 2020/221 COUNCIL GOVERNANCE AND POLICY

- (a) **Project Update Report** – Council noted the update report.

## 2020/222 MOTIONS

### **Motion One:**

**Notice of Motion from Councillor Jason Baker, seconded by Cllr Mrs Morrison:** ‘that this Council agrees to offer support to the residents of Chard that may be affected by the possible closure of Oscar Mayer

*Members will be aware that there is now a consultation looking at the future of Oscar Mayer in Chard. Following several conversations with Oscar Mayer I would like us as a town council to offer support by offering the use of the Guildhall free of charge to give a venue for training and advice.*

*I am currently working closely with the district council, citizens advice and am in talks with Somerset Skills & Learning to ensure that we have a joined-up approach to support residents as and when needed.*

*I would like to see multi-agency task force set up to ensure that we are offering the best level of support and joined up recourses possible.*

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O’Brien, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Abstention: Cllr Mrs Whittaker-Mather

**RESOLVED** to adopt the Motion above.

(Cllr Mrs Young left the meeting at 9.40pm)

### **Motion Two:**

**Notice of Motion from Councillor Jenny Kenton, seconded by Cllr**

**Baker:** “That this council approaches the committee of the Covid group and offers to use Council resources including staff to ensure any future outbreak of Covid or similar disasters is dealt with in the best interest of our community and that Chard town Council becomes an enabler for relief for our town.”

Proposed: Cllr Mrs Kenton

Seconded: Cllr Baker

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien and Cllr Mrs Wootton.

Against: Cllr Mrs Whittaker-Mather

Abstention: Cllr Williams

**RESOLVED** to adopt the Motion above.

**Motion Three**

**Notice of Motion:** To support DEFRA's ambition to phase out the badger cull in England as a method of controlling the spread of bovine tuberculosis (bTB).

Proposed: Cllr Mrs Morrison

Seconded: Cllr Bulmer

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

Abstention: Cllr Mrs Whittaker-Mather

**RESOLVED** to adopt the Motion above.

Councillors were requested that in future, when submitting a Motion for consideration by Council, that a full report behind the Motion be provided and distributed to all Members.

**2020/223 CONFIDENTIAL MATTERS**

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/212 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) **Confidential Minutes** – To confirm and sign the confidential minutes of the Full Town Council meeting held on the 12<sup>th</sup> October 2020.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs O'Brien

For: Cllr Baker, Cllr A Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

Against: Cllr Mrs Whittaker-Mather.

**RESOLVED** that the Confidential Minutes of the Chard Town Council meeting held on 12<sup>th</sup> October 2020 be agreed and signed as a correct record.

**(b) Confidential Priority Plan Update Report** – Council noted the report.

**(c) Draft Staffing Structure** – Following a full discussion during which Cllr Whittaker-Mather left the meeting and Cllr Bulmer had a very poor internet connection, Council agreed to:

- Arrange an extra Full Council meeting with a full summons to be held as soon as practicable;
- Appoint a Facilitator to help Council agree an action plan to review its staffing structure.

**2020/224 DATE OF NEXT MEETING**

Council agreed to alter the date of the next Full Council meeting from Monday 14<sup>th</sup> December 2020 to Monday 7<sup>th</sup> December 2020.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 10:29pm.

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**MAYOR:**

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**DATE:**



## 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** **Locum Clerk: Paul Russell**

# COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 26<sup>th</sup> November 2020 commencing at 7:00pm.

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**PRESENT:** Cllr Baker (Mayor), Cllr A Kenton (Deputy Mayor), Cllr Mrs Bates, Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Williams, Cllr Mrs Whittaker-Mather and Cllr Mrs Wootton.

**ALSO PRESENT:** Paul Russell, Locum Town Clerk and Mr David Carden (Facilitator)

### PUBLIC PARTICIPATION TIME

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

### 2020/225 APOLOGIES FOR ABSENCE

The following apologies for absence were received and accepted:

- Cllr Mrs Morrison (illness)
- Cllr Shortland (work)
- Cllr Young (work)

### 2020/226 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### 2020/227 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Bulmer                      Seconded: Cllr Carnell

Unanimous

**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 2020/2, 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.

**2020/228 CONFIDENTIAL MATTERS**

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/212 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.

The Locum Clerk left the meeting.

- (a) **Staffing Review – Revised Approach** – Council noted the report presented.
  
- (b) **Staffing Review Brief** – Council noted the brief.
  
- (c) **Draft Council Strategy** – Council noted the Strategy attached.

Proposed by Cllr Obrien

Second by Cllr Wootton

Unanimous

**RESOLVED:**

- To refine and agree the strategic document
- That the Town Clerk in association with David Carden (up to a budget of £1,000) to work up the staffing review (Transformation) document and the tender document for the Human Resources work to be undertaken.
- For the above to be brought back to full council for sign off

**2020/224 DATE OF NEXT MEETING**

Council noted that the next Full Council meeting will be held on Monday 7<sup>th</sup> December 2020.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 7:35pm.

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

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



## 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** **Locum Clerk: Paul Russell**

# COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 7<sup>th</sup> December 2020 commencing at 7:00pm.

---

**PRESENT:** Cllr Baker (Mayor), Cllr Kenton (Deputy Mayor), Cllr Bulmer, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Williams, Cllr Mrs Whittaker-Mather and Cllr Mrs. Wootton.

**ALSO PRESENT:** Cllr G Verdon, Paul Russell, Locum Town Clerk, Tracy Lamb and Rev. Georgina Vye, Mayor's Chaplain.

The Mayor informed Members that voting would be by a named vote.

### CHAPLAIN'S 'THOUGHT FOR THE DAY'

The Chaplain reflected on Christmas and the theme of light.

### PUBLIC PARTICIPATION TIME

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

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District and County Councillor reports had been distributed to Members and were noted.

### POLICE REPORT

The Police were unable to attend.

### 2020/225 APOLOGIES FOR ABSENCE

The following apologies for absence were received and accepted:

- Cllr Mrs Bates (work)
- Cllr Carnell (work)
- Cllr Shortland (work)
- Cllr Mrs Young (work)

**2020/226 MAYOR'S ANNOUNCEMENTS**

The Mayor made the following announcements:

- Due to the Coronavirus pandemic the Mayor had not been very busy attending civic functions;
- The Chard Christmas Lights had now been erected and the Christmas Lights competition would be judged in the next few days.

**2020/227 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Baker: Personal interest: Financial 2020/232(d) and 2020/235(b) 20/02982/LBC
- Cllr Kenton: Personal interest: 2020/235(b) 20/02982/LBC
- Cllr Mrs Kenton: Personal interest: 2020/235(b) 20/02982/LBC

**2020/228 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

**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 2020/237, 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.

**2020/229 COUNCIL MEETING MINUTES**

Proposed: Cllr Mrs Morrison

Seconded: Cllr Bulmer

Unanimous

**RESOLVED** that the minutes of the Chard Town Council meetings held on 9<sup>th</sup> and 26<sup>th</sup> November 2020 be agreed and signed as a correct record.

**2020/230 TOWN CLERK'S REPORT**

Council received the following report from the Locum Clerk:

- (a) **Amended Plan** – Noted that amended planning application 16/02874/FUL would be considered under 2020/235(a).
- (b) **Football Club** – Council noted the aspiration is to build a 3G All Weather Pitch. Current suggestions received included a permanent space for community with storage space and possibly indoor sports.



- (c) **The Future of Transport: Rural Strategy** – Council noted that this consultation had been launched. Submissions needed to be in by 16 February 2021.
- (d) **Bus Shelter** – Council noted that planning permission would be required. However, the Locum Clerk would be challenging this advice.
- (e) **MTiG** – Council noted that initial estimated costs to refurbish Howards Row and to replace the Victorian lampposts had been received. Howards Row was expected to cost in the region of £48,560 excluding any works to the kerbs, drainage, utility works and street furniture. The cost to replace the Victorian Lampposts would be in the region of £25,000. Grant applications for both these projects and a number of others would be submitted.
- (f) **Play Area Quotations** – Council noted that a quotation to repair the skatepark and remove the shelter was expected imminently. A full review of works identified within the recent play area reports was to be undertaken on Wednesday 9<sup>th</sup> December 2020.

Concern was expressed regarding the removal of the youth shelter following advice received that the unit would not be reusable. Consideration would be given to referring this back to Committee.

- (g) **Electric Van** – Council noted that the electric van would be collected on Thursday 10<sup>th</sup> December 2020

## 2020/231 CORONAVIRUS

- (a) **Update Report** – Council noted the report following the end of the second lockdown on 2<sup>nd</sup> December 2020.
- (b) **Covid-19 Testing Station** – Council noted that it had been approached regarding the possibility of using the Guildhall Auditorium as a Testing Station for Chard and the surrounding area.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Bulmer

Unanimous

**RESOLVED** to make the Auditorium available to the Department of Health and Social Care for use as a Covid Testing Station if it met the criteria.

**2020/232 FINANCE**

- (a) **Budget Analysis Report** – Council noted the Income and Expenditure Balance Sheet for the year to date.
  
- (b) **Budget Virements** – Council **RESOLVED** to adopt the budget virements.
  
- (c) **Direct Debit, BACS and Manual Payments** – Council **RESOLVED** to ratify the Schedule of Payments for December 2020 amounting to £44,266.95.
  
- (d) **Accounts for Payment** – Council reviewed the expenditure for Month 8 as outlined in the report presented.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs Kenton

Unanimous

**RESOLVED** to pay all outstanding accounts amounting to £39,079.89.

- (e) **Review of Fees and Charges** – Council considered the adoption of the revised fees and charges for 2021/22 as recommended by the Property & Services Committee.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs O'Brien

Unanimous

**RESOLVED** to formally adopt the new fees and charges to be implemented on 1<sup>st</sup> April 2021.

- (f) **Budget 2021/22** – Council considered setting the date of Monday 21<sup>st</sup> December 2020 at 7.30pm for an informal Budget Workshop.

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

For: Cllr Baker, Cllr Kenton, Cllr Bulmer, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Williams, Cllr Mrs Whittaker-Mather and Cllr Mrs. Wootton.

Against: Cllr Whittaker-Mather

**RESOLVED** to hold an informal Budget Workshop on Monday 21<sup>st</sup> December 2020 at 7.30pm

## **2020/233 COMMITTEE MEETING**

- (a) **Committee Meeting Minutes** – Council **AGREED** to adopt the minutes of the Committee meetings below and to ratify the decisions and recommendations within.
- Property & Services Committee – Tuesday 24<sup>th</sup> November 2020
  - Policy & Resources Committee – Tuesday 1<sup>st</sup> December 2020
- (b) **Grant Applications** – Council considered the grant application received from Radio Ninesprings.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs O'Brien

Unanimous

### **RESOLVED:**

- To defer consideration of this grant application until all the relevant support outlined in the application had been confirmed;
- To request that the grant application is fully updated and any incorrect information is amended;
- That the grant be considered by the Policy & Resources Committee once it has been updated.

## **2020/234 COMMUNITY**

- (a) **Community Liaison Report** – It was agreed to defer the receipt of this report.
- (b) **Climate Change Working Group Report** – Council noted the update regarding the Climate Change grant application.
- (c) **Heritage Action Zone** – Council noted the update regarding the development of the Cultural Programme bid being developed. The deadline for submission was 11<sup>th</sup> December 2020.

- (d) **Task & Finish/Working Group Reports** – Council noted that there were no updates from the various Task & Finish/Working Groups that had been set up.

**2020/235 PLANNING**

- (a) **Planning Application 20/02956/FUL, 11 High Street, Chard** – Council considered a formal response to this planning application.

Proposed: Cllr Baker

Seconded: Cllr Mrs O'Brien

Unanimous

**RESOLVED:**

- That any repairs following the removal of the ATM must be carried out to ensure that the aesthetics of the building are not compromised;
- That consideration be given to the fact that the building is in a Conservation Area and that any repairs should be mindful of this;
- To note that there would be significant investment in the High Street and the metal plate proposed was not in keeping.

- (b) **Outstanding Planning Applications** – Council formally ratified the responses submitted to SSDC in the previous month under delegated authority.

Application 20/0298/LBC:

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs O'Brien

For: Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Williams, Cllr Mrs Whittaker-Mather and Cllr Mrs. Wootton.

Abstention: Cllr Bulmer.

Did Not Vote: Cllr Baker, Kenton and Mrs Kenton.

**RESOLVED** to submit the following comments:

- To request that consideration is given to the impact the development will have on parking issues in the surrounding area.

**2020/236 COUNCIL GOVERNANCE AND POLICY**

- (a) **Project Update Report** – Council noted the update report.

**2020/237 CONFIDENTIAL MATTERS**

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/228 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) **Confidential Minutes** – To confirm and sign the confidential minutes of the Full Town Council meeting held on the 26<sup>th</sup> November 2020.

Proposed: Cllr Mrs Morrison

Seconded: Cllr Mrs O'Brien

Unanimous

**RESOLVED** that the Confidential Minutes of the Chard Town Council meeting held on 26<sup>th</sup> November 2020 be agreed and signed as a correct record.

**2020/238 DATE OF NEXT MEETING**

To agree to hold an extraordinary meeting of Chard Town Council on Monday 21<sup>st</sup> December 2020 commencing at 7:00pm via the Zoom platform.

Proposed: Cllr Baker

Seconded: Cllr Mrs Morrison

Unanimous

**RESOLVED** to hold an extraordinary meeting of Chard Town Council on Monday 21<sup>st</sup> December 2020.

Council noted that the next Full Chard Town Council meeting would be held on Monday 11<sup>th</sup> January 2021 commencing at 7:00pm via the Zoom platform.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 8:24pm.

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**MAYOR:**

**DATE:**