



Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

All Council & Committee Meetings are open to the Public and Press

POLICY & RESOURCES COMMITTEE

Date of Publication: Thursday 26th November 2020

TO: All Members of the Policy & Resources Committee

Cllr Baker (Mayor), Cllr Kenton (Deputy Mayor), Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs. Wootton.

NOTICE OF MEETING

You are hereby summoned to attend a virtual meeting of the Policy & Resources Committee to be held on Tuesday 1st December 2020, commencing at 19:00 hours via the Zoom.

Paul Russell

Paul Russell, Locum Town Clerk

PUBLIC PARTICIPATION

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

Covid19 Pandemic – Whilst these are difficult times, the Town Council still values the public's contribution to our virtual consultative meetings. Any members of the public wishing to address the virtual consultative meeting during Public Question Time need to email the Town Clerk townclerk@chard.gov.uk by 4.30pm on Monday 30th November 2020. An email link will then be sent to you to on the 1st December 2020. When you have registered the Chairman will invite you to speak during the public session.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the public session, the Chairman will un-mute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.

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 Committee.

2020/13 APOLOGIES FOR ABSENCE

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

2020/14 DECLARATIONS OF INTEREST

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

2020/15 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information The Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under 2020/11, 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".

2020/16 COMMITTEE MEETING MINUTES

To confirm and sign the minutes of the Property & Services Committee meeting held on Tuesday 27th October 2020.

2020/17 TOWN CLERK'S REPORT

To receive the Locum Clerk's Report on matters outstanding that may not appear on the agenda.

2020/18 COMMITTEE MATTERS

- (a) **Internal Audit Report** – To receive an update on the action plan developed to address the matters raised in the recent internal audit report.
- (b) **Heritage Action Zone** – To receive an update on the development of the Cultural Programme bid that is being developed by the Chard Cultural Consortium. The deadline for applications is 11th December 2020.

2020/19 GRANTS

- (a) **Grant Applications** – At the time of publication of the agenda no grant applications had been received.

(b) Market Towns Investment Group – To note that the Town Council will be submitting a number of projects to this grant programme for consideration. A full verbal report will be presented at the meeting.

2020/20 BUDGET 2021/22

To put forward a recommendation to Full Council regarding the development of the budget

2020/21 CONFIDENTIAL MATTERS

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item. (Item 2020/15 above refers).

(a) Staff Matters – To receive a verbal update on outstanding staff matters.

2020/22 DATE OF NEXT MEETING

To note that the next meeting of the Policy & Resources Committee will be held on Tuesday 23rd February 2021 commencing at 7pm.



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POLICY & RESOURCES COMMITTEE

Minutes of the Policy & Resources Committee meeting held on Tuesday 27th October 2020, commencing at 19:00 hours via the Zoom.

PRESENT: Cllr Carnell (Chair), Cllr Baker, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs O'Brien and Cllr Williams.

OFFICERS PRESENT: Locum Town Clerk.

2020/01 ELECTION OF CHAIR

Nominations were requested.

Cllr Carnell was proposed by Cllr O'Brien and seconded by Cllr Williams. There being no other nominations Cllr Carnell was duly elected Chair of the Committee.

2020/02 ELECTION OF VICE CHAIR

No nominations were received. Following discussion, it was proposed by Cllr Baker, seconded by Cllr O'Brien and **RESOLVED** that a Deputy Chair would not be elected at this time.

2020/03 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Bulmer (prior engagement) and Cllr Mrs. Wootton (holiday).

2020/04 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Baker: (Personal) Chard Carnival and Chard Town Team;
- Cllr Mrs Kenton: (Personal) Chard Carnival and Chard Town Team.

2020/05 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Committee **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 2020/11, 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.

2020/06 COMMITTEE MEETING MINUTES

Committee noted that as this was the first meeting of this Committee there were no minutes to consider.

2020/07 TOWN CLERK'S REPORT

Committee received the following report:

- (a) **Citizens Advice Bureau** – The Committee was informed that the Town Council was working in partnership with CAB to enable additional advisor sessions to take place at the Guildhall following the recent announcement relating to Oscar Mayer. The Mayor would be meeting representatives from Oscar Mayer next week and indicated that the Town Council needed to support the employees that would be affected.
- (b) **Museum Grant Application** – Committee noted that the Museum had submitted a grant application around eight weeks ago but this had not been assessed. Committee would consider whether to assess it or not under 2020/09(a).
- (c) **Free Lunch for Children** – Committee noted that free children's lunches were being offered to those who required them during half term. Fantastic support had been received from local businesses and 41 lunches had been handed out on Tuesday. Thanks were extended to the businesses who had supported the initiative, the volunteers packing and handing out the lunches and the Town Council's reception staff.

2020/08 COMMITTEE MATTERS

- (a) **Internal Audit Report** – Committee received an overview of the internal audit report following the internal audit undertaken on 20th October 2020. A number of matters had been identified that needed addressing including some uncashed cheques, updating of the asset register and a long-term debt. Following discussion, it was agreed to adopt the Action Plan and address the matters highlighted. An update would be presented to the next Committee meeting.
- (b) **Financial Investments** – Committee noted that the current reserves held by the Council would benefit from investing in a higher interest account. Following discussion, it was agreed to investigate the recommendation from the Internal Auditors to invest a proportion of the current balances in to an account providing a higher return.
- (c) **Heritage Action Zone** – Committee noted that at the initial meeting of the Cultural Consortium held on Monday 26th October 2020 it had been agreed that Chard Town Council would be the lead organisation to submit the grant application. Proposals and ideas would be collated and the final bid would be a team effort that would aim to promote Chard. A number of exciting projects were expected and it was hoped that the initiative would pull the town together. The Town Council representatives on the Consortium were Cllrs Baker, Mrs Morrison, Mrs Bates and the Locum Clerk.
- (d) **Website Update** – Committee noted that work had now been completed on the Council website to ensure it met with the new accessibility regulations. A new accessibility statement was being finalized and would be uploaded in due course.

- (e) **Christmas Lights** – Committee noted that a number of concerns had been raised regarding the inability for Council staff to observe the current social distancing requirements when erecting the Christmas lights. A number of options had been investigated but it had been agreed to obtain a quotation for an external contractor to erect and dismantle the majority of the Christmas Lights this year.

Proposed: Cllr O'Brien Seconded: Cllr Williams

For: Cllr Carnell, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs O'Brien and Cllr Williams.

Abstention: Cllr Baker

RESOLVED that Encore Electrical be appointed to erect and dismantle the 2020 Christmas Lights in Chard at a cost of £5,183.76 + VAT. The budget code would be confirmed in due course.

2020/09 GRANTS

- (a) **Grant Applications** – Committee noted the grant applications received.
Proposed: Cllr O'Brien Seconded: Cllr Williams

For: Cllr Carnell, Cllr Kenton, Cllr Mrs O'Brien and Cllr Williams.

Abstention: Cllr Baker and Cllr Mrs Kenton

RESOLVED

- To recommend to Council that a grant of £1,000 be awarded to the Chard Carnival Committee;
- To recommend to Council that a grant of £1,000 be awarded to the Chard Town Team;
- That Full Council be requested to consider the grant application received from the Chard Museum.

- (b) **Christmas Trees** – Committee considered the proposal to subsidise the purchase of Christmas Trees to be erected outside business premises in the town centre.

Proposed: Cllr A Kenton Seconded: Cllr Williams

For: Cllr Carnell, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs O'Brien and Cllr Williams.

Abstention: Cllr Baker

RESOLVED

- To purchase Christmas Trees for the retail premises who had previously been part of this scheme in Chard town centre;
- To provide a maximum of £2,100 funding to be taken from the Grants allocation;

- To enable premises to make a donation towards the cost of the purchase of the trees if they felt they could.

2020/10 BUDGET 2021/22

Committee noted that items for consideration and possible inclusion in the 2021/22 had been requested. Council would consider an initial budget at its meeting on 9th November 2020 with the potential of a budget workshop being organised if possible. The Policy & Resources Committee would review the budget at its next meeting as would the Property & Services Committee. Council would then have two further opportunities to review the budget at its December and January meetings.

It was agreed to send out a reminder to all Committee Members and to provide a copy of the Committee Terms of Reference adopted at the September 2020 meeting.

2020/11 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/05 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) **Human Resources Proposal** – Committee considered the proposal received regarding the introduction of a Performance Management Framework.

Following discussion, it was agreed to consider a Performance Management Framework in principle, to investigate further options and to obtain a comparison quotation. Any such work would be undertaken following the adoption of a revised staffing structure.

- (b) **Staffing Restructure** – Committee noted that interviews had been held with the majority of the staff and an initial staffing structure was currently being developed and would be submitted to Full Council for consideration.

2020/12 DATE OF NEXT MEETING

Committee **AGREED** to reschedule the next meeting of the Policy & Resources Committee. This meeting would now be held on Tuesday 1st December 2020 commencing at 7pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 8:44pm.

CHAIR:

DATE: