



Chard Town Council

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

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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: Wednesday 21st October 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 27th October 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 26th October 2020. An email link will then be sent to you to on the 27th October 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.

2020/01 ELECTION OF CHAIR

2020/02 ELECTION OF VICE CHAIR

2020/03 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.

2020/04 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.

2020/05 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".

2020/06 COMMITTEE MEETING MINUTES

As this is the first Committee meeting to note that there are no minutes to consider.

2020/07 TOWN CLERK'S REPORT

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

2020/08 COMMITTEE MATTERS

- (a) **Internal Audit Report** – To receive the internal audit report following the internal audit that was undertaken on 20th October 2020 and to agree to an Action Plan to resolve any matters highlighted.
- (b) **Financial Investments** – To consider whether to invest a proportion of the current balances into an account providing a higher return.
- (c) **Heritage Action Zone** – To note that an initial meeting to discuss the cultural element of this initiative will take place on Monday 26th October 2020.

(d) **Website Update** – To note that most of the work required to ensure the Council website meets accessibility regulations have now been addressed. A new accessibility statement is being drafted.

(e) **Christmas Lights** – To consider appointing an external contractor to erect the Christmas Lights for 2020.

2020/09 GRANTS

(a) **Grant Applications** – To review the grant applications received and to make formal recommendations. Grant applications have been received from:

- Chard Carnival Committee (£1,000)
- Chard Town Team (£1,000)

(b) **Christmas Trees** – To consider subsidising the purchase of Christmas Trees to be erected outside business premises in the town centre. Normal cost of trees is £30 each. It is suggested that consideration be given to providing a 50% subsidy which would amount to approximately £1,050.

2020/10 BUDGET 2021/22

To put forward items for consideration and possible inclusion in the 2021/22. A budget timetable will be provided at the meeting.

2020/11 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 2020/05 above refers).

(a) **Human Resources Proposal** – To consider the attached proposal.

(b) **Staffing Restructure** – To receive a verbal update.

2020/12 DATE OF NEXT MEETING

To note that the next meeting of the Policy & Resources Committee will be held on Tuesday 8th December 2020 commencing at 7pm.