



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
www.chard.gov.uk

TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 20th February 2012 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

D Bulmer

M Dowell

Mrs. S Dowell

G Forsyth

Mrs. B Halse

Mrs T. O'Brien

Ms. S Pittwood

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk. There was 1 member of the press present and 7 members of the public present.

01. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillors A Kenton and Mrs. J Kenton – Holiday

RESOLVED: to accept the apologies and approve the reason given

02. Mayors Announcements

The Mayor reported the success of her charity event held at a local hotel at which £800.00 had been raised.

Members were informed that a Gang Show would be taking place in the Guildhall on 30/31 March.

The Mayor read out some information about a government scheme entitled 'Get Britain Working' and made an appeal to the press for some publicity about the scheme.

03. 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).

Councillors Bulmer and Ms Pittwood declared a Personal Interest in item #13 i & ii as they are both members of Chard 2000/Chard in Bloom.

Councillor Ms. Pittwood declared a Personal and Prejudicial Interest in Agenda Item # 21 on the basis of a personal friendship with a Member of Staff.

Councillor Mrs O'Brien declared a Personal Interest in Agenda item #10 as there is a cheque payable to her employer. Also a Personal Interest in item #18 as she is known to family members of those involved in the event.

- 04. To resolve to exclude member 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](#)

The Town Clerk requested that agenda items # 21 & 22 be heard in closed session as issues of confidence in relation to staffing matters and commercial in confidence were to be reported on.

Proposed Councillor Mrs. Dowell
Unanimous

Seconded: Councillor Shortland

RESOLVED – that agenda items #21 & 22 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

- 05. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 19th December 2011 [LGA 1972, Sch 12 para41 \(1\)](#).

There was an additional line added to minute # 163

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 19th December 2011 be signed as a correct record.

The Mayor brought forward agenda item #13 iii to allow the members of the public present to hear the debate being leaving the meeting.

13. Correspondence

iii) Streetspace - request to hold a Community Day at Lower Henson Park on Saturday 14th July 2012.

The Town Clerk advised Members that the Council's insurance would cover the event at no additional cost subject to the insurers being satisfied with the risk assessment.

Proposed Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to grant permission to Streetspace to hold a Community Day at Lower Henson Park on Saturday 14th July 2012 in partnership with the Council.

- 06. Committees** - To receive and note the minutes of the following meetings;

Planning and Highways

16th January 2012

(Previously circulated)

Finance and Guildhall 16th January 2012 (Previously circulated)
Amenities 23rd January 2012 (Previously circulated)
Minute No: 8iii) **Recommend - to reduce the hire charge for the cemetery chapel from £69.00 to £30.00 with effect from 1st April 2012.**

Proposed Councillor Shortland
Unanimous

Seconded: Councillor Prior

RESOLVED – to receive and note the minutes of the Planning & Highways Committee, Finance & Guildhall Committee and the Amenities Committee and to accept the recommendation to reduce the hire charge for the cemetery chapel from £69.00 to £30.00 with effect from 1st April 2012.

07. Action Review Summary – To receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report

08. Town Clerk’s Report - – to receive and note update from Town Clerk

RESOLVED – to receive and note the report

09. Finance - Town Council Year (2011/12) to Date (Y2D) Budget - To review the budget information for the year to date ([Account & Audit Regulations 2011](#))

Members requested that a review of the Council’s investments be undertaken and considered at the next Finance & Guildhall meeting.

RESOLVED – to note the ‘year to date’ expenditure.

10. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Morrison and Shortland

RESOLVED – to approve the accounts for payment.

11. Finance - To approve expenditure from 2012/2013 Amenities Budget for replacement Vehicle.

The Town Clerk informed Members that the existing vehicle was no longer fit for purpose due its age and condition.

Proposed Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to delegate authority to the Town Clerk, Operations Manager and Chair of the Amenities Committee to purchase a replacement vehicle up to a maximum of £12,000.00 to be allocated to the approved capital budget for 2012/2013.

12. Finance - To approve expenditure for councillors’ training course entitled ‘Working with Your Council’ at a cost of £50.00 per portfolio.

Proposed Councillor Prior
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to register Members for ‘Working with Your Council’, a distance learning course, at a cost of £50.00 per portfolio. The expenditure to be allocated to the Members Training budget and any overspend to be covered from General Reserves.

13. Correspondence

i) Chard 2000/Chard in Bloom – request to re-instate blue plaque at Snowdon Heights picnic area.

After some discussion about the merits of granting the request, there was a proposal to refuse the request;

Proposed Councillor Mrs. Halse

Seconded: Councillor Prior

For: 4

Against: 2

Abstentions: 6

The motion to refuse the request was carried.

ii) Chard 2000/Chard in Bloom – request that Council takes responsibility for maintenance and watering a sustainable flower bed at Holyrood Street.

Members approved the request and agreed that the Council would apply for the necessary licence with SCC Highways. It was agreed that some watering would need to be undertaken by the Council but it is hoped that the maintenance would be done by volunteers from Chard 2000/Chard in Bloom.

Proposed Councillor Shortland
Unanimous

Seconded: Councillor Bulmer

RESOLVED – that this Council takes responsibility for maintenance and watering a sustainable flower bed at Holyrood Street to be supplied and planted by Chard 2000/Chard in Bloom.

14. To confirm change to Planning & Highways Committee Membership due to Councillor Mrs. C Morrison standing down

Councillor Mrs. Morrison advised Members that due to work commitments it was difficult attending the Planning Committee and therefore requested to step down.

RESOLVED – that Councillor Mrs. Morrison stand down from the Planning & Highways Committee.

15. Market Towns Investment Group – To consider making a grant application under the Priority Projects Programme for; -

A tree planting programme for Fore Street

(Councillor Bulmer)

Upgrade Town Council Website

(Councillor Bulmer)

Permanent structure for changing facilities at Jocelyn Park (Councillor Wale)

Members agreed it was necessary for further research to be carried out to ensure the proposed projects would fit the criteria of the grant scheme.

Proposed Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – that Councillors Bulmer, Ms. Pittwood and Shortland set up a working party whose terms of reference are to investigate the schemes and cost the proposed projects. Delegated Authority was given to the Town Clerk to approve the application for any of the proposed schemes.

- 16. High Street Review** – To discuss bidding for Government Funds for Chard to become a 'Portas Pilot' – an initiative to help councils turn around the fortunes of 'unloved and unused' high streets.

Members discussed the objectives of the scheme and considered whether or not to apply to become a pilot project. It was recognised that the Council's role in the process will be that of Accountable Body and that community engagement and gathering support from local businesses will be key to success.

Proposed Councillor Mrs. Dowell
For: 9

Against: 1

Seconded: Councillor Wale
Abstentions: 2

RESOLVED – Councillors Shortland and Wale to spearhead the application with the formation of a 'Town Team'.

- 17. To consider a permanent appointment of Mace Bearer.**

After some debate Members agreed to continue the custom of allowing the Mayor discretion to appoint a Mace Bearer.

Proposed Councillor Mrs. Morrison
For: 8

Against: 1

Seconded: Councillor Wale
Abstentions: 3

RESOLVED – to continue the custom of allowing the Mayor discretion to appoint a Mace Bearer.

- 18. Notice of Motion received from Councillor Mrs. C Morrison on 2nd February 2012** 'that this Council consider the cost of hire of the Guildhall by the Rotary Club on March 18th 2012 to be free of charge or at a reduced rate. The concert will be in memory of the late Cllr Dave Hill'.

Councillor Wale declared a Personal Interest being a member of the rotary club.

Members were informed this would be a charity event; however the consensus of opinion was not in favour of supporting the request as it is contrary to the Council's hire policy.

Proposed Councillor Mrs. Morrison

Seconded: Councillor Bulmer

For: 1

Against: 7

Abstentions: 4

The motion failed.

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

[LGA 1972 s101](#)

The Town Clerk reported on the following;

Update on Cemetery Yard Expenditure

Planning Application

Ref: 11/04837/FUL – Cerdic Foundries, Beeching Close, Chard – to erect a sand silo

The Clerk, in conjunction with the Planning Chairman and the ward members recommended APPROVAL.

Repairs to Mayors Chain

Update on Guildhall property maintenance expenditure

RESOLVED – to approve the use of the Town Clerk's delegated powers.

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

Reports received to be circulated to Members with the Bulletin.

9.25pm Members of the press and public left the meeting and the meeting was adjourned for a break.

9.30pm The meeting re-convened

It was agreed to bring forward item 22

22. 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 04 above refers) – Commercial in Confidence

Jocelyn Park, Chard

Members were given an update on the events in relation to the boundary dispute at Jocelyn Park.

Members considered options available to either lease or sell some land at the rear of Bishop's Court for the purposes of a garden and agreed that a commercial lease should be considered after consultation with the District Valuer.

RESOLVED – to approve the recommendations and note the information in item # 22

Councillor Forsyth declared a Personal and Prejudicial Interest in Agenda Item # 21 on the basis of a personal relationship with a Member of Staff.

9.50pm Councillors Ms. Pittwood and Forsyth left the meeting.

21. 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 04 above refers) - Staff in Confidence

Members were updated of one item of staff in confidence in relation to a member of staff's sickness absence.

RESOLVED – to note the information in item # 21

There being no further business the meeting closed at 10.07 pm



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COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 16th April 2012 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

D Bulmer

M Dowell

Mrs. S Dowell

G Forsyth

Mrs. B Halse

Mrs. J Kenton

A Kenton

Mrs T. O' Brien

Ms. S Pittwood

A Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk. There was 1 member of the press and 11 members of the public present.

23. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillor J Dorse – Family Illness

For: 9

Against: 3

Abstentions: 2

RESOLVED: to accept the apologies and approve the reason given

24. To resolve to renew approval for the reason of persistent absence by Councillor Julian Dorse.

Councillor Prior proposed and Councillor Bulmer seconded a motion that;

'while this Council regrets the personal circumstances of Councillor Julian Dorse, it notes that he has not attended any meeting of the Council or its Committees for a period exceeding six months and the Council has not given him leave of absence and, therefore, accepts that he has been disqualified from office according to the

provisions of the Local Government Act 1972. This Council therefore instructs the Town Clerk to declare a casual vacancy and act accordingly’.

On being put to the vote the motion failed

For: 4

Against: 9

Abstentions: 1

It was therefore proposed that Councillor Dorse’s continued absence be approved.

Proposed: Councillor Wale

Seconded: Councillor Kenton

For: 9

Against: 4

Abstentions: 1

RESOLVED - this Council approves the reason of persistent absence by Councillor Julian Dorse due to family commitments.

25. Mayors Announcements

The Mayor reported that regretfully the event due to be held at the Guildhall to raise funds for the Drop Zone on Saturday 21st April had been cancelled.

Members were reminded that nominations for the Mayor’s Outstanding Service Awards should be received in the office by Friday 27th April.

26. 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 Mrs. O’ Brien declared a Personal Interest in Agenda item #33 as there is a cheque payable to her employer.

Councillor Mrs. J Kenton declared a Personal Interest in Agenda item #33 as there is a cheque payable to her.

Councillor Mrs. J Kenton declared a Personal & Prejudicial Interest in Agenda item #34 – Crowshute Centre request for funding, as she is a member of a user group.

Councillor A Kenton declared a Personal Interest in Agenda item #33 as there is a cheque payable to his wife, Councillor Mrs. J Kenton.

Councillor Mrs. S Dowell declared a Personal Interest in Agenda item #34 – Museum request for funding, as she is the Council’s representative on the Committee.

Councillor M Wale declared a Personal & Prejudicial Interest in Agenda item #37 –as he is a member of the Carnival Committee.

Councillor A Prior declared a Personal & Prejudicial Interest in Agenda item #34 – Museum request for funding, as he is the Treasurer and a trustee.

Councillor A Prior declared a Prejudicial Interest in Agenda item #34 – Crowshute Centre request for funding, as he is the Chairman of the Centre.

Councillors Mrs. J Kenton, A Kenton and D Bulmer declared a Personal Interest in Agenda item #37 as they had made a financial donation towards the Christmas lights.

- 27. To resolve to exclude member 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](#)

The Town Clerk requested that agenda item # 41 be heard in closed session as issues of commercially confidentiality were to be reported on.

Proposed Councillor Mrs. Dowell
Unanimous

Seconded: Councillor Shortland

RESOLVED – that agenda items #41 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

The Town Clerk asked that agenda item # 40 be withdrawn as there was no longer a 'staff in confidence' item.

The Chairman agreed to bring forward agenda item # 37 to allow members of the public to listen to the debate on the motion before leaving the meeting.

37. Notice of Motion received from Councillor Mrs. Kenton on 2nd April 2012

'That this council acknowledges the work carried out on behalf of the community by voluntary groups and allows the use of the Guildhall free of charge to the Christmas Lights Committee on switch on night and the Carnival Committee on carnival night'.

8.20pm Councillor Wale left the meeting

Members considered the positive benefits that both the Carnival and the Christmas Lights switch on brought to town and that these are two unique organisations working within the community that should be supported by the Town Council.

Proposed: Councillor Kenton

Seconded: Councillor Mrs Wyatt

For: 10

Against: 1

Abstention: 2

RESOLVED – that this council acknowledges the work carried out on behalf of the community by voluntary groups and allows the use of the Guildhall free of charge to the Christmas Lights Committee on switch on night and the Carnival Committee on carnival night.

8.30pm Councillor Wale returned to the meeting

8.30 pm 9 members of the public left the meeting

- 28. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meeting held on Monday 20th February 2012 [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 20th February 2012 be signed as a correct record.

29. Committees - To receive and note the minutes of the following meetings;

Planning and Highways	20 th February 2012
Planning and Highways	19 th March 2012
Finance and Guildhall	19 th March 2012

Proposed Councillor Shortland
Unanimous

Seconded: Councillor Prior

RESOLVED – to receive and note the minutes of the Planning & Highways Committee and the Finance & Guildhall Committee.

30. Action Review Summary – To receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report

31. Town Clerk’s Report - – to receive and note update from Town Clerk

Nothing to report

32. Finance - Town Council Year (2011/12) to Date (Y2D) Budget - To review the budget information for the year to date ([Account & Audit Regulations 2011](#))

RESOLVED – to note the ‘year to date’ expenditure.

33. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Wyatt and Forsyth

RESOLVED – to approve the accounts for payment.

34. To consider requests for funding from Crowshute Centre Ltd and Chard and District Museum.

8.40pm Councillor Prior left the meeting

Members considered the request from the Museum for a donation towards continued running costs.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – to make a contribution of £1000.00 to Chard & District Museum from the ‘Annual Grants’ budget head.

8.55pm Councillor Prior returned to the meeting

8.55pm Councillor Mrs. Kenton left the meeting

Standing Orders were suspended to allow Councillor Prior to address Members regarding the grant application from Crowshute Centre Ltd.

Standing Orders were re-instated.

9.00pm Councillor Prior left the meeting

Members considered the request from Crowshute Centre Ltd for a donation towards the cost of replacement windows and doors.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Shortland

RESOLVED – to make a contribution of £1000.00 to Crowshute Centre Ltd from the 'Annual Grants' budget head.

9.02 pm Councillors Mrs. Kenton and Prior returned to the meeting

35. To review the current arrangement of holding monthly councillors' surgeries in the Guildhall.

After some discussion there was agreement to continue the surgeries but with two Members rather than three. Any Member not wishing to participate must contact the office to be removed from the roster. It was agreed to review arrangements again in October.

Proposed: Councillor Mrs. Wyatt

Seconded: Councillor Shortland

For: 10

Against: 0

Abstentions: 4

RESOLVED – to continue to hold monthly councillors' surgeries in the Guildhall.

36. To receive and note the Town Council's Annual Report for 2011/2012

RESOLVED – to receive and note

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

[LGA 1972 s101](#)

Nothing to report

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

The report circulated to Members with the Bulletin from Councillor Forsyth from the recent Market Towns Investment Group was noted.

9.10pm Members of the press and public left the meeting

- 40. 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 27 above refers) – Staff in Confidence**

This item was withdrawn

- 41. 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 04 above refers) – Commercial in Confidence**

Members were updated with information relating to progress on the proposed lease of land by Yarlington Homes.

RESOLVED – to note the information in item # 41

There being no further business the meeting closed at 9.13 pm



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Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Tuesday 24th April 2012 at 6.00 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

D Bulmer

M Dowell

Mrs. S Dowell

G Forsyth

Mrs. B Halse

Mrs. J Kenton

A Kenton

Mrs T. O' Brien

Ms. S Pittwood

A Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk. There were 2 members of the press and 15 members of the public present.

42. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillor J Dorset – Family Illness

For: 10

Against: 1

Abstentions: 3

RESOLVED: to accept the apologies and approve the reason given

43. 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 Declared

44. To receive and consider Auditors report and recommendations.

The Mayor reminded those present that the purpose of the meeting was to consider and respond to recommendations that Moore Stephens have made under Section 11 of the Audit Commission Act 1998. Members were advised that information relating to

the retirement of the former Town Clerk was confidential and subject to the Data Protection Act and could therefore not be discussed.

It was unanimously resolved to suspend Standing Orders to allow members of the public to speak.

Two members of the public addressed council.

Standing Orders were reinstated.

The Mayor read out a report that provided background information relating to the recommendations from the External Auditor regarding the Council's 2010/2011 accounts.

The members debated the items brought to their attention relating to;

- Authorisation of expenditure
- Decisions made at unofficial and confidential meetings
- Proper books and records

There was agreement that mistakes had been made during the term of the last Council and that lessons had been learned. Confirmation was given that no funds had been misappropriated and that the recommendations were of an administrative and precautionary nature.

The five recommendations were taken one at a time;

1. All decisions, including the authorisation of all expenditure and the delegation of authority to committees and individuals, are properly proposed, seconded and voted on at a properly convened meeting.

Proposed: Councillor Bulmer
For: 12

Against: 0

Seconded: Councillor Mrs. Dowell
Abstention: 2

RESOLVED – to note and accept that Standing Orders and Financial Regulations will be reviewed accordingly.

2. The minutes of all meetings, whether they be full council, committee or confidential meetings, must properly record all decisions made.

Proposed: Councillor Shortland
For: 13

Against: 0

Seconded: Councillor Mrs. Wyatt
Abstention: 1

RESOLVED – to note and accept.

3. The Council shall record the legal power under which income is received and all expenditure is made at the time it is authorised. This must include where the Council is 'acting as banker' for a particular project for which specific funding is received.

Proposed: Councillor Mrs. Kenton
For: 13

Against: 0

Seconded: Councillor Wale
Abstention: 1

RESOLVED – to note and accept that Standing Orders and Financial Regulations will be reviewed accordingly.

4. The Council's Financial Regulations include that the Responsible Financial Officer shall ensure that all payments and contributions made by the Council fall within the legal powers of the Council and that all regulations are followed. Where such expenditure is new or unusual, the statutory authority should be disclosed to the Council before making the decision and recorded in the minutes. Advising the Council on the continued legality of expenditure is part of the functions of the clerk. This function should be added to the documented functions of the clerk if not already included.

Proposed: Councillor Mrs. Wyatt
For: 12

Against: 0

Seconded: Councillor Mrs. O'Brien
Abstention: 2

RESOLVED – to note and accept that Standing Orders and Financial Regulations will be reviewed accordingly.

5. Formal written legal advice should be sought if there is doubt over the legality of any proposed expenditure, before the expenditure is incurred.

Proposed: Councillor Mrs. Dowell
For: 12

Against: 0

Seconded: Councillor Mrs. Kenton
Abstention: 2

RESOLVED – to note and accept that Standing Orders and Financial Regulations will be reviewed accordingly.

There was agreement that the Standing Orders and Financial Regulations should be reviewed and brought back to the July meeting of the Finance & Guildhall Committee for consideration.

The Mayor advised that the Council was now required to notify the Auditor of the decisions made at the meeting a publish notice in a newspaper circulating in the area with a summary of those decisions as approved by the Auditor.

It was proposed that an apology should be made by the Council as a corporate body.

Proposed: Councillor Prior
For: 12

Against: 1

Seconded: Councillor Kenton
Abstention: 1

RESOLVED – Chard Town Council apologises unreservedly to the taxpayers and voters of Chard for the errors in practice and administration identified by the Council's auditors in their examination of the 2010/2011 accounts.

There being no further business the meeting closed at 7.15 pm



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Mayor – Cllr Mrs. Cath Morrison Town Clerk – Sarah Robson MILCM

ANNUAL PARISH MEETING

**Minutes of the Chard Annual Parish Meeting
held on Tuesday 1st May 2012
in the Guildhall at 7.00pm.**

Present: The Mayor of Chard; Cllr Mrs. Cath Morrison and 83 members of the public and 2 members of the press.

1. Minutes of the Last Annual Town Meeting held on Tuesday 3rd May 2011 were read out by the Town Clerk. It was agreed that the minutes were a true and accurate record of the meeting. The Mayor then signed the minutes.

2. Matters Arising. There were no matters arising.

3. Mayor's Annual Report

The Mayor then gave her Annual Report and paid tribute to the volunteering work that takes place in Chard. She thanked her charities for their help with the fund raising activities. Thanks were also given to the Deputy Mayor, Councillor Mrs. Kenton for her help in undertaking engagements on behalf of the Mayor, and to Jim Morrison the Mayor's Consort for his unstinting support and to members of the Council's staff. There were no questions of the Mayor.

4. Police Report

P C Paul Thomas of Avon & Somerset Police gave a report on behalf of the new Sergeant. The meeting was informed of the difficult times ahead and the impact the cuts will have, however it was reported that there would be no reduction of visible uniformed policing. Chard will continue to be the hub within the area. Statistics were reported as showing a 13.5% increase in overall crime compared to last year. Anti Social Behaviour continues to be treated as a priority and there have been some success stories, also the overall rate of calls being reported has fallen by 20%. Information was given about how the direction of the Beat Teams will be going and reassurance that the town centre will be seeing an increase in visible policing on Friday and Saturday evenings.

5. Presentation of Outstanding Service Awards.

The Mayor read out the citations and invited the High Sheriff, Mrs. Chandler to present Outstanding Service Awards to:-

1. Sylvia Banks for services to Chard Baptist Church by helping out in managing the Welcome Bap coffee shop.

2. Stella Evans for arranging a Whist drive at St Mary's Church rooms for 25 years for senior citizens.
3. Mike Froom for over 25 year's service to Chard in Bloom and Chard 2000 and a trustee for Harvey's Homes for 30 years.
4. Nat Thomson for helping to initiate and run Chard Street Pastors.
5. Esme Clarke for 20 years service to St Margaret's Hospice.
6. Robert Rollings for his work with the Children's Hospice and services to the Rotary Club.
7. Steve Broome for his coaching work with Chard Rugby Club.

Presentation of Mayor's Awards

In addition to the Outstanding Service Awards, certificates and awards were also given for the Mayor's Award to

1. Dave Sibley and Carol Packer for 10 years service to Chard & Tatworth First Responders
2. June Pope for services to the Guides Association

6. Presentation of Cheques to Mayor's Charities

The Mayor presented cheques to her three charities, Scouts, Guides and First Responders each for £968.55

7. Matters Raised by Chard Residents – There were no matters raised by Chard Residents

There being no further business the meeting closed at 7.50pm.



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TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

Minutes of the Annual Town Council Meeting of Chard Town Council

Held in the Town Hall, Guildhall, Chard
On Monday 21st May 2012 at 7.30 pm.

PRESENT: Councillors

Mrs. C Morrison – Mayor

D Bulmer

M Dowell

Mrs. S Dowell

G Forsyth

Mrs. B Halse

Mrs. J Kenton

A Kenton

Mrs T. O' Brien

Ms. S Pittwood

A Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk, Terry Powell – Operations Manager,

Dave Travers – Mace Bearer

There was 1 member of the press and 5 members of the public present.

45. Election of Mayor (Chairman of the Council) and Acceptance of Office.

(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed).

LGA 1972 s14(1), 15(1&2), 33(1) and 34(1&2)

Councillor Mrs. C Morrison was nominated and accepted the nomination

Proposed: Councillor Mrs. Kenton

Seconded: Councillor Prior

Unanimous

RESOLVED – that Councillor Mrs. Morrison be elected Mayor and Chairman of Chard Town Council until such time as a new Mayor and Chairman of the Council is elected.

The Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Town Clerk.

Mayors Appointments, as appropriate:-

Mace Bearer – Mr Dave Travers will continue in this role

Chaplain – To be announced at a later date

Consort – Mr Jim Morrison

46. Mayors Announcements.

The Mayor thanked her fellow Councillors for their continued support and advised that the charities she would be again supporting for the coming year are the Scouting Association, Guiding Association and Chard and Tatworth First Responders.

47. Apologies for absence and to consider whether to approve reasons given.

(If you cannot attend please telephone your apologies to the Town Clerk as non-attendance and no apologies could affect our future Quality Council applications).

LGA 1972 s85(1).

None received

48. 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.

49. To resolve to exclude member 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](#)

The Clerk requested that agenda items # 59 & 60 be withdrawn as there are no items of Staff or Commercial in confidence

50. Election of Deputy Mayor.

Councillor Bulmer was nominated and accepted the nomination

Proposed: Councillor Prior

Seconded: Councillor Forsyth

Councillor Mrs. Kenton was nominated and accepted the nomination

Proposed: Councillor Shortland

Seconded: Councillor Mrs. Wyatt

The vote was taken, Councillor Bulmer received 5 votes and Councillor Mrs. Kenton received 8 votes. There was 1 abstention.

RESOLVED – that Councillor Mrs. Kenton be elected Deputy Mayor and Vice Chairman of Chard Town Council until such time as a new Deputy Mayor and Vice Chairman of the Council is elected.

51. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meetings held on Monday 16th & 24th April 2012 (previously circulated).

LGA 1972, Sch 12 para41(1).

RESOLVED – that the minutes of the Full Town Council meetings held on Monday 16th April and Tuesday 24th April 2012, subject to a correction to the day, be signed as a correct record.

52. To receive nominations for Appointments to Committees, Sub Committees and Working Parties.

To consider appointments of Members to Committees and Working Groups with appointed deputies. [LGA 1972 s101](#)

- **Finance & Guildhall Committee**

RESOLVED – that Councillors Bulmer, Mrs. Dowell, Kenton, Mrs. Kenton, Mrs Morrison, Mrs. O’Brien, Ms. Pittwood, Prior, Shortland and Wale are elected to the Committee.

Councillor Prior was nominated and accepted the nomination for Chairman of the Finance & Guildhall Committee

Proposed: Councillor Bulmer

Seconded: Councillor Ms. Pittwood

Councillor Wale was nominated and accepted the nomination for Chairman of the Finance & Guildhall Committee

Proposed: Councillor Mrs. Dowell

Seconded: Councillor Mrs. Kenton

The vote was taken, Councillor Prior received 5 votes and Councillor Wale received 9 votes.

RESOLVED – that Councillor Wale be elected Chairman of the Finance & Guildhall Committee until such time as a new Chairman is elected.

Councillor Kenton was nominated to be Deputy Chairman of the Finance and Guildhall Committee and accepted the nomination.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs Kenton

RESOLVED – that Councillor Kenton be elected Deputy Chairman of the Finance & Guildhall Committee until such time as a new Deputy Chairman is elected.

- **Planning & Highways Committee**

RESOLVED – that Councillors Dorse, Forsyth, Mrs. Halse, Ms. Pittwood, Prior, Mrs. Wyatt and Wale be elected to the Committee.

Councillor Prior was nominated and accepted the nomination for Chairman of the Planning & Highways Committee

Proposed: Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – that Councillor Prior be elected Chairman of the Planning & Highways Committee until such time as a new Chairman is elected.

- **Amenities Committee**

RESOLVED – that Councillors Bulmer, Mrs. Dowell, Dowell, Forsyth, Kenton, Mrs. Kenton, Mrs Morrison, Mrs. O’Brien, Ms. Pittwood, Prior, Shortland and Mrs Wyatt be elected to the Committee.

Councillor Ms. Pittwood was nominated and accepted the nomination for Chairman of the Amenities Committee

Proposed: Councillor Bulmer

Seconded: Councillor Forsyth

Councillor Shortland was nominated and accepted the nomination for Chairman of the Amenities Committee

Proposed: Councillor Mrs. Wyatt

Seconded: Councillor Mrs. Dowell

The vote was taken, Councillor Ms. Pittwood received 4 votes and Councillor Shortland received 7 votes. There were 3 Abstentions.

RESOLVED – that Councillor Shortland be elected Chairman of the Amenities Committee until such time as a new Chairman is elected.

- **Allotments Sub Committee**

Proposed: Councillor Mrs. Wyatt
Unanimous

Seconded: Councillor Shortland

RESOLVED – that Councillors Dowell, Prior, Shortland and Mrs Wyatt be elected to the Allotments Sub Committee.

- **Personnel Sub Committee**

It was proposed that the Personnel Sub Committee remains with Councillors Mrs. Kenton, Shortland and Wale.

Councillor Bulmer proposed an amendment that Councillor Prior also be included on this Sub Committee.

Proposed: Councillor Bulmer
For: 4

Against: 6

Seconded: Councillor Forsyth
Abstentions: 4

The motion failed.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – that Councillors Mrs. Kenton, Shortland and Wale be elected to the Personnel Sub Committee.

- **Personnel Appeals Panel**

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – that Councillors Mrs. Morrison, Mrs Dowell and Prior be elected to the Personnel Appeals Panel.

- **Grant Applications Evaluation Working Group**

Proposed: Councillor Shortland
For: 13

Against: 0

Seconded: Councillor Mrs. Wyatt
Abstentions: 1

RESOLVED – that Councillors Mrs. Halse, Bulmer and Wale be elected to the Grant Applications Evaluation Working Group with Councillor Shortland as the reserve Member

- **Jubilee Working Group**

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – that Councillors Mrs. Kenton, Ms Pittwood, Bulmer and Wale be elected to the Jubilee Working Group

- **Newsletter Working Group**

Proposed: Councillor Ms. Pittwood
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – that Councillors Mrs. Kenton, Ms Pittwood, Mrs O'Brien and Prior be elected to the Newsletter Working Group

53. To receive nominations for Appointment of Representatives to Outside Bodies and Organisations. *Standing Order # 2k (vi)*

Organisation	No	Current Representative
Action for Children	1	No further representation
Area West Comm. Safety Panel	1	Disbanded
Chard Museum	1	In abeyance
Chard Regeneration Board	1	M Wale
Chard Traders	1	G Shortland
Chard Young People's Centre	2	Mrs. C Morrison, Mrs. T O' Brien
Chard 2000/Chard in Bloom	1	G Shortland
Chard Community Safety Panel	1	Disbanded
Chard & Ilminster Pensioners Forum	1	In abeyance
Market Towns Investment Group	2	D Bulmer, G Shortland
S.A.L.C.	1	M Wale
SSDC Countryside Steering Group	1	G Forsyth

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the nominations for appointment of Representatives to Outside Bodies and Organisations.

54. Meetings – To approve the schedule of meeting dates for 2012/2013

Standing Order # 2k (ix)

Proposed: Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve the schedule of meetings for 2012/2013

55. Meetings – To review the Members' attendance summary sheet

RESOLVED – to note

56. Finance – Cheque Signatories to be reviewed and authorise at least six Members to act as cheque signatories. Any two Councillors are required to sign a cheque. To confirm that the Town Clerk / RFO be authorised to amend the bank mandate.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – that Councillors Mrs. Kenton, Kenton, Bulmer, Mrs. Wyatt, Shortland, Mrs. Morrison and Forsyth would be the authorised signatories for the Council's bank accounts, any two to sign.

57. Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. *LGA 1972 s101*

The Town Clerk reported one Planning Application that had been recommended for approval in consultation with the chair of the Planning Committee and the ward Member.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Ms. Pittwood

RESOLVED – to approve the use of the Town Clerk’s delegated powers.

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

None received

59. 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 49 above refers) - Staff in Confidence

Withdrawn

60. 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 49 above refers) – Commercial in Confidence

Withdrawn

There being no further business the meeting closed at 9.05 pm



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
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TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 18th June 2012 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

D Bulmer

M Dowell

Mrs. S Dowell

G Forsyth

Mrs. J Kenton

A Kenton

Mrs T. O' Brien

Ms. S Pittwood

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk.

There was 1 member of the press and 7 members of the public present.

61. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillors Mrs. Halse & Prior - Holidays

RESOLVED: to accept the apologies and approve the reason given

62. Mayors Announcements

The Mayor wished to endorse the thanks expressed by members to the committee who had worked so hard to arrange the events that took place to commemorate the Queen's Diamond Jubilee. Recognition was shown to the hard work and efforts of those involved. A presentation of £890.71 was made to the Carnival Committee representative to be distributed to local charities.

The Mayor asked Members for nominations to be made for the chairman of Somerset County Council's Award for Service to the Community. The closing date is 10th August.

63. 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 Bulmer declared a Personal Interest in Agenda item #67 as he is involved with both football clubs.

Councillor Forsyth declared a Personal & Prejudicial Interest in Agenda item #81 – Staff in Confidence, on the basis that a member of staff is related to him.

Councillor Ms. Pittwood declared a Personal and Prejudicial Interest in Agenda Item # 81 – Staff in Confidence, on the basis of a personal friendship with a member of staff.

Councillor Shortland declared a Personal Interest in Agenda item #70 as there is a cheque payable to him.

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda item #70 – Chard Young People’s Centre request for funding, as he is a member of the Management Committee.

Councillor Mrs. O’Brien declared a Personal Interest in Agenda item #70 as there is a cheque payable to her employers.

Councillor Mrs. O’ Brien declared a Personal & Prejudicial Interest in Agenda item #70 – Chard Young People’s Centre request for funding, as she is a member of the Management Committee.

Councillor Kenton declared a Personal Interest in Agenda item #70 as there is a cheque payable to his wife, Councillor Mrs. J Kenton.

Councillor Mrs. Kenton declared a Personal Interest in Agenda item #70 as there is a cheque payable to her.

Councillor Mrs. Morrison declared a Personal & Prejudicial Interest in Agenda item #72 – Chard Young People’s Centre request for funding, as she is a member of the Management Committee.

Councillor Mrs. Morrison declared a Personal & Prejudicial Interest in Agenda item #73 – as her husband is a market trader.

64. To resolve to exclude member 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](#)

The Town Clerk requested that agenda items # 81 & # 82 be heard in closed session as issues of commercial confidentiality and staff confidentiality were to be reported on.

Proposed Councillor Mrs. Kenton
Unanimous

Seconded: Councillor Wale

RESOLVED – that agenda items #81 ‘Staff in Confidence’ & #82 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

65. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 21st May 2012 LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 21st May 2012 be signed as a correct record.

66. Committees - To receive and note the minutes of the following meetings;

Planning and Highways	16th April 2012
Planning and Highways	14th May 2012
Finance and Guildhall	14 th May 2012
Amenities	23 rd April

RESOLVED – to receive and note the minutes of the Planning & Highways Committee, the Finance & Guildhall Committee and the Amenities Committee.

The Mayor brought agenda item #73 forward to allow the debate to be heard early.

73. Chard Market – to consider options for future management of Chard Market.

8.00pm Councillor Mrs. Morrison left the meeting having declared a personal and prejudicial interest in the item

The Deputy Mayor, Councillor Mrs. J Kenton took the chair.

An officer from SSDC gave a brief presentation to Council and outlined the market operation explaining about the request from the Market Supervisor for flexible retirement. The District Council is looking at alternative options for the management of the markets in Crewkerne, Ilminster and Chard.

8.05pm Standing Orders were suspended to allow members of the public to participate. Concerns were expressed about the need to keep the market and the recognition that livelihoods depended on this.

8.07pm Standing Orders were re-instated

Proposed: Councillor Mrs. Wyatt
Unanimous

Seconded: Councillor Shortland

RESOLVED – to set up a working group comprising of Councillors Shortland, Mrs. O’Brien, Mrs. Wyatt and Ms Pittwood along with two market traders – Mr. J Morrison and Mr. A Smith to consider the options for managing the market at Chard and bring back recommendations to the next Full Council meeting in August.

8.10pm Councillor Mrs. Morrison returned to the meeting and took the chair

67. Action Review Summary – To receive and review Outstanding Actions Summary

- Update on Jocelyn Park /Yarlington lease

8.25pm Standing Orders were suspended to allow a representative from Chard United Football Club to address Members

8.30pm Standing Orders were re-instated

- Update on situation with football clubs – arrange meeting to discuss permanent structure, finance and lease options (original working group membership applies)
- Update on MTIG project to enhance town centre with replacement trees in Fore Street and additional freestanding planting poles
- Standing Orders/Financial Regulations review to co-incide with changes to Standards Regime and new model standing orders

RESOLVED – to receive and note the report

68. Town Clerk’s Report – to receive and note update from Town Clerk

The Town Clerk gave an update on proposed changes to the Local Government Pension Scheme and also advised Members of a proposed new Town Guide app that South Somerset District Council is promoting. Members agreed to confirm an expression of interest at this stage.

RESOLVED – to receive and note the report

69. Finance - Town Council Year (2011/12) to Date (Y2D) Budget - To review the budget information for the year to date ([Account & Audit Regulations 2011](#))

RESOLVED – to note the ‘year to date’ expenditure.

70. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Morrison and Kenton

Proposed Councillor Wale
Unanimous

Seconded: Councillor Mrs. O’Brien

RESOLVED – to approve the accounts for payment.

71. Finance – Adoption of Accounts for the Year ended 31st March 2012 and the signing of the Annual Return (attached) [Accounts & Audit Regulations 2011](#)

The Town Clerk read through the Annual Governance Statement for the Members to confirm the responsibility the Council has taken to ensure a sound system of internal control is in place.

8.50pm Councillor Forsyth left the meeting

8.55pm Councillor Forsyth returned to the meeting

Proposed Councillor Wale
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – that the Accounts for the Year ended 31st March 2012 be adopted and that the Mayor & Town Clerk/ Responsible Finance Officer be authorised to sign the Statement of Accounts and the Annual Governance Statement on behalf of the Council.

72. To consider request for funding from Chard Young People’s Centre.

9.00pm Councillors Mrs Morrison, Mrs O’Brien and Shortland left the meeting having declared a personal and prejudicial interest in the item.

The Deputy Mayor, Councillor Mrs. J Kenton took the chair.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to make a contribution of £1000.00 to Chard Young People’s Centre from the ‘Annual Grants’ budget head.

9.05pm Councillors Mrs Morrison, Mrs O’Brien and Shortland returned to the meeting and Councillor Mrs. Morrison took the chair.

74. Notice of Motion received from Councillor Mrs. Dowell on 8th June 2012 that

‘this Council confirms its commitment to working together with its officers and staff and with the community in a positive and supportive way for the benefit of the Town and people of Chard’.

Proposed: Councillor Mrs. Dowell
For: 11 Against: 0

Seconded: Councillor Mrs. Wyatt
Abstentions: 1

RESOLVED – that this Council confirms its commitment to working together with its officers and staff and with the community in a positive and supportive way for the benefit of the Town and people of Chard.

75. Notice of Motion received from Councillor Mrs. Dowell on 8th June 2012 that

‘this Council in order to promote and enable informed debate and good decision making agrees that the proposer of any motion shall provide a copy of their speech in support of that motion to the Town Clerk for distribution to the members of the

Council and to be made available to the public prior to the meeting at which such motion is to be discussed.

Members recognised that this proposal would be a voluntary code but that it was hoped that the introduction of this policy would improve the level of debate and illuminate discussions.

Proposed: Councillor Mrs. Dowell
For: 9 Against: 2

Seconded: Councillor Wale
Abstentions: 1

76. Notice of Motion received from Councillor Mrs. Dowell on 8th June 2012 that 'this Council condemns the use of vindictive personal attacks to score political points'.

9.30pm The meeting was adjourned to allow a five minute recess

9.35pm The meeting reconvened

An amendment to the original motion was proposed;

'That this Council writes to the newspaper and asks that blogs on the website should include the bloggers name and address in order to prevent political mischief making'

After some debate it was put to the vote;

Proposed: Councillor Mrs. Kenton
For: 3 Against: 6

Seconded: Councillor Mrs. Dowell
Abstentions: 3

The amended motion failed and a debate ensued on the merits of the substantive motion.

Proposed: Councillor Mrs. Dowell
For: 8 Against: 1

Seconded: Councillor Mrs. Wyatt
Abstentions: 3

77. Notice of Motion from Town Clerk that 'this Council gives authority to its committees to form working groups to prepare and draft a Forward Plan outlining roles and responsibilities, priority projects and key aims and objectives for the Council for the period 2012/2013 – 2015.

The Town Clerk proposed each committee take on responsibility for setting out a draft plan with their own priority areas that will set out key objectives and goals. These priorities would shape and inform the items for broader discussion at the meetings over the coming years setting out the vision, aims and objectives for the life of this Council.

Proposed: Councillor Bulmer
For: 11 Against: 0

Seconded: Councillor Shortland
Abstentions: 1

RESOLVED – this Council gives authority to its committees to form working groups to prepare and draft a Forward Plan outlining roles and responsibilities, priority projects and key aims and objectives for the Council for the period 2012/2013 – 2015 and that delegated authority be given to the Finance & Guildhall committee to adopt the policy and ensure it is implemented fully over the course of the next three years.

78. Notice of Motion from Town Clerk that 'this Council adopts the draft Policy on Unacceptable Actions by Individuals'.

It was agreed to refer this matter to the next Finance & Guildhall Committee to consider due to the time.

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

[LGA 1972 s101](#)

The Town Clerk reported the following;

Staff Training

A number of courses have been approved for members of staff as a result of training needs identified during the appraisals process.

RESOLVED – to approve the use of the Town Clerk's delegated powers.

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

None received

10.00pm Members of the press and those members of the public remaining left the meeting

82. 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 64 above refers) – Commercial in Confidence

Yarlington - Lease at Jocelyn Park – Members were advised that things are moving along with meetings with District Valuations Office and Yarlington scheduled.

Cresta Car Park – The Council's Solicitors are still chasing SCC to confirm payment of legal costs. The final format of the lease is almost agreed

Jocelyn Park - Members were updated regarding the plan to map the co-ordinates of the proposed new location of the substation.

RESOLVED – to note the information in agenda item #82

81. 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 64 above refers) – Staff in Confidence

Operations Manager – the six month probationary period has been successfully completed and a letter of confirmation has been issued.

Amenities Operative – the part time operative has been appointed, he is contracted to work 8 hours over the weekends. This will provide more capacity for the department during the week.

Freedom of Information Request – a letter by a local resident was sent to one of the Members requesting information regarding the circumstances and departure of former Town Clerk. This has been referred back to the office for a formal response which will be sent after obtaining further advice.

Policy of recording sickness absence – A memo has been drafted in response to the Council's desire to change the sickness year from a static year April – March to a rolling year. This will be issued to staff this week, any absent staff will be sent a copy in the post. There will be a period of consultation and team meetings will be held with staff to explain the changes, there will also be an opportunity for staff to have a one to one meeting with their line manager if requested. This will come into force on 1st April 2013.

10.10pm Councillors Forsyth and Ms Pittwood left the meeting having declared a personal and prejudicial interest in the item

Staff Sickness - Members were advised that a further absence from work for sickness leave has commenced by a member of staff. Authority was sought for the cost of an Occupational Health Assessment. Also approval to authorise expenditure for the recruitment of a part time receptionist was sought on the same basis as before; 4 hours per day through an agency.

Proposed: Councillor Mrs. Bulmer
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – to approve the recommendations, to authorise the expenditure and note the information in agenda item # 81

There being no further business the meeting closed at 10.15pm



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP
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TEL: 01460 239567 FAX: 01460 261661

Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 23rd July 2012 at 7.30 pm.**

PRESENT: Councillors

D Bulmer
Mrs. S Dowell
G Forsyth
Mrs T. O' Brien

Ms. S Pittwood
G Shortland
M Wale
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk, Terry Powell – Operations Manager
There was 1 member of the public present.

83. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillors Mrs. B Halse, A Kenton & Mrs. J Kenton – Holidays
Councillor Mrs. C Morrison – Illness and Councillor A Prior – conflicting engagement

RESOLVED: to accept the apologies and approve the reason given

84. 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 Bulmer declared a Personal Interest in Agenda item #85 as he is a district councillor.

85. To consider and respond to South Somerset District Council's proposed Local Plan 2006-2028

The Members considered the recommendation of SSSDC to accept Option 3 and looked at the details of the proposal. There was recognition that the key features were dovetailed to match those of the Chard Regeneration Project and had come about after much consultation through a number of means including the creation of a Town Team and workshop sessions. It was noted that the wishes of the town have been taken into account in the proposed Local Plan.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Bulmer

RESOLVED – to approve the recommendation of Option 3 in South Somerset Local Plan 2006-2028 subject to consideration of the following points;

- the importance of the new northern relief road from A358 at Furnham Road to Tatworth Road. Without this coming forward further development would be hindered.
- the critical aspect of the phasing and delivery of the highways infrastructure
- the proposed development is crucial to encourage economic growth to enable Chard to prosper
- the financial viability of relocating Chard Town Football Club to the north of town
- the future capacity of Holyrood School with two new primary schools being programmed, will it outgrow its current location and how will it adapt to increased traffic flow that additional pupil numbers will generate
- the requirement to develop water and sewerage services on the Eastern Development
- the requirement to consider additional car parking provision with an increase in retail development
- the need to consider provision for additional cemetery land
- the need for adequate and sufficient recreational and sporting facilities and open space provision

There being no further business the meeting closed at 7.27pm



CHARD TOWN COUNCIL

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Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 20th August 2012 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
D Bulmer
Mrs. S Dowell
G Forsyth
A Kenton
Mrs. J Kenton

Ms. S Pittwood
A Prior
G Shortland
Mrs. S Wyatt

IN ATTENDANCE:

Terry Powell – Operations Manager, Tracy Lamb – Finance & Guildhall Administrator
There were 5 members of the public present and one member of the press present.

86. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillors Mrs. B Halse, M Wale – Holidays

Councillor Mrs. T O'Brien, M Dowell – Medical reasons

RESOLVED: to accept the apologies and approve the reason given

87. Mayors Announcements

The Mayor asked Members to draw a line under issues raised in previous meetings and not to dwell in the past but to move forward in a positive way.

The Mayor also asked for Agenda Items #97 and #98 to be dealt with after Agenda item #92 to allow members of the public to listen to the debate on the motions before leaving the meeting. Agenda Item #102 is also to be dealt with before #101

88. 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 Mrs. Kenton declared a Personal Interest in Agenda Item #97 as she is district councillor.

Councillor Mrs. Kenton declared a Personal Interest in Agenda Item #95 as she is a district and county councillor.

Councillor Bulmer declared a Personal Interest in Agenda Item #97 as he is a district councillor.

Councillor Bulmer declared a Personal Interest in Agenda Item #94 due to a payment being made to him for travel expenses.

Councillor Mrs. Morrison declared a Personal and Prejudicial Interest in Agenda Item #97 as she is a market trader.

Councillor Prior declared a Personal Interest in Agenda Item #94 due to a payment being made to the Museum of which he is a trustee.

Councillor Forsyth declared a Personal and Prejudicial Interest in Agenda Item #101 on the basis of a personal relationship with a member of staff.

Councillor Ms. Pittwood declared a Personal and Prejudicial Interest in Agenda Item #101 on the basis of a personal friendship with a member of staff.

89. To resolve to exclude member 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](#)

It was requested that agenda items # 101 & # 102 be heard in closed session as issues of commercial confidentiality and staff confidentiality were to be reported on.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Bulmer

RESOLVED – that agenda items #101 'Staff in Confidence' & #102 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

90. Council Meeting - Minutes.

To confirm and sign the minutes of the Town Council Meetings held on Monday 18th June & 23rd July 2012 (previously circulated). [LGA 1972, Sch 12 para41\(1\).](#)

RESOLVED – that the minutes of the Town Council Meetings held on Monday 18th June & 23rd July be signed as a correct record.

91. Committees - Committees - To receive and note the minutes of the following meetings;

Planning and Highways 18th June 2012
Planning and Highways 16th July 2012
Finance and Guildhall 16th July 2012
Amenities 23rd July 2012

RESOLVED – to receive and note the minutes of the Planning & Highways Committee, Finance & Guildhall Committee and the Amenities Committee.

92. Action Review Summary – To receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report

97. To receive a report and consider recommendations from the Council's Market Working Group

7.52pm Councillor Mrs. Morrison left the meeting having declared a personal and prejudicial interest in the item

The Deputy Mayor, Councillor Mrs. J Kenton took the chair.

The Operations Manager recommended a change to 2.3 of the report, that no further report should be considered and Chard Town Council take over the market with effect from 29th September 2012 and recommended option 5.7, the Themed Market Expansion into the Guildhall.

Members considered the recommendations and amended point 2.3 of the report to read paragraph 5.7 in place of 5.6, 5.7 & 5.8.

An additional clause was added; Point 2.4 the Council will seek financial support from SSDC and Making it Local.

Proposed: Councillor Prior
For: 8 Against: 0 Abstention: 1 Seconded: Councillor Shortland

RESOLVED – to approve the recommendations with the amendment to point 2.3 and addition of point 2.4

8.02pm Councillor Mrs. Morrison returned to the meeting and took the chair

98. To receive a report and consider recommendations from the Council's Working Group regarding the proposed changing facilities at Jocelyn Park

Members considered the recommendations and were happy with a more permanent structure provided it was for use by the wider community not just for football.

Proposed: Councillor Bulmer
For: 8 Against: 0 Abstention: 1 Seconded: Councillor Mrs. Dowell

RESOLVED – to agree in principal a permanent purpose built changing facility, subject to further negotiation and that further discussion takes place to consider the future use and management of the park to ensure it remains available for recreational use by the wider community.

93. Finance - Town Council Year (2012/13) to Date (Y2D) Budget (attached) - To review the budget information for the year to date ([Account & Audit Regulations 2011](#))

RESOLVED – to note the 'year to date' expenditure.

94. Finance - Accounts for Payment (attached) - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Morrison and Shortland

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Prior

RESOLVED – to approve the accounts for payment.

95. Code of Conduct – To receive the Finance & Guildhall Committee's recommendation to adopt South Somerset District Council's Code of Conduct

Members were advised there were two changes to report to the original document. Firstly the withdrawal of the requirement for declarations to be registered by partners/spouses, however when there is a disclosable pecuniary interest of a partner/spouse for a specific item on the agenda then it must be declared at the meeting and subsequently registered within twenty eight days. Secondly the withdrawal of the necessity to include the register on the Town Council's website.

Proposed: Councillor Shortland
For: 8 Against: 0

Seconded: Councillor Prior
Abstentions: 1

RESOLVED – to adopt South Somerset District Council's Code of Conduct

Councillors were reminded that their completed Register of Interests form must be returned within 28 days of the meeting and that failure to do so is a Criminal offence.

96. To consider and respond to the consultation on the proposed use of a legislative reform order to reform legislation on payments by parish and community councils and charter trustees.

A report outlining the proposed changes was circulated and Members agreed to accept the recommendations outlined within and recommend approval.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – to recommend approval on the proposed use of a legislative reform order to reform legislation on payments by parish and community councils and charter trustees.

99. Notice of Motion from Councillor Mrs J Kenton received on 18th June 2012 'that based on the support of the recent Jubilee celebrations this Council funds an annual event during the summer based on a week's schedule of events with no charge in the Guildhall culminating in a parade and party in the park. And that this event is run by a community committee and has a budget of £3,000.'

Proposed: Councillor Prior
For: 7 Against: 1

Seconded: Councillor Mrs. Wyatt
Abstention: 1

RESOLVED – that based on the support of the recent Jubilee celebrations this Council funds an event during the summer based on a week’s schedule of events with no charge in the Guildhall culminating in a parade and party in the park. And that this event is run by a community committee and has a precepted budget of £3,000.00.

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

No Reports

8.45pm Members of the press and public left the meeting

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 64 above refers) – Commercial in Confidence

Yarlington - Lease at Jocelyn Park. Members were advised that an amendment to the original proposal have been tabled with regards to changing the terms of the break clause so that it does not begin until year 14 and is then reviewed every 7 years. The terms of the rent review will remain as proposed, every 7 years.

Proposed: Councillor Mrs. Kenton
Unanimous agreement to accept amended terms.

Seconded: Councillor Shortland

Cresta Car Park – The Council’s Solicitors are still chasing SCC to confirm payment of legal costs. The final format of the lease is almost agreed

Jocelyn Park - Members were informed that the agreement has been finalised and signed by all parties. Details and terms of the agreement and transfer were noted.

RESOLVED – to note the information and approve the recommendations in agenda item # 102

101. 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 64 above refers) - Staff in Confidence

8.50pm Councillors Forsyth and Ms. Pittwood left the room having declared a personal and prejudicial interest.

Staff Sickness - Members were updated of one item of staff in confidence in relation to a member of staff’s sickness absence.

RESOLVED – to note the information in item # 101

There being no further business the meeting closed at 9.02 pm



CHARD TOWN COUNCIL

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Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 15th October 2012 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
D Bulmer
J Dorset
M Dowell
Mrs. S Dowell
G Forsyth
Mrs. B Halse

A Kenton
Mrs. J Kenton
Ms. S Pittwood
A Prior
G Shortland
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson – Town Clerk
There were 3 members of the public present.

103. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillor M Wale – Holidays

Councillor Mrs. T O'Brien – Family reasons

RESOLVED: to accept the apologies and approve the reason given

104. Mayors Announcements

The Mayor asked Members to support her charity evening on Tuesday 23rd October at a local Indian restaurant.

Notice was also given about the forthcoming Civic Service at St Mary's Church on Sunday 18th November. Further details will be confirmed on the Bulletin in due course.

The Mayor informed Members there will be a procession from the Guildhall to St Mary's Church on Remembrance Sunday, 11TH November that will involve a number of local organisations.

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 Mrs. Dowell declared a Personal & Prejudicial Interest in Agenda Item #114 as she is a member of the Town Team.

Councillor Mrs. Kenton declared a Personal & Prejudicial Interest in Agenda Item #114 as she is a member of the Town Team.

Councillor Mrs. Kenton declared a Personal & Prejudicial Interest in Agenda Item #121 as she is a member of CATS.

Councillor Shortland declared a Personal & Prejudicial Interest in Agenda Item #114 as he is the chairman of the Town Team.

106. To resolve to exclude member 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](#)

It was confirmed that agenda item #125 is withdrawn and requested that agenda item # 124 be heard in closed session as issues of commercial confidentiality were to be reported on.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – that agenda item #124 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

107. Council Meeting - Minutes.

To confirm and sign the minutes of the Town Council Meetings held on Monday 20th August 2012. [LGA 1972, Sch 12 para 41\(1\)](#).

There was one amendment to the resolution under item #99

RESOLVED – that the minutes of the Town Council Meetings held on Monday 20th August 2012 be signed as a correct record.

108. Committees - To receive and note the minutes of the following meetings;

Planning and Highways 20th August 2012
Planning and Highways 17th September 2012
Finance and Guildhall 17th September 2012

RESOLVED – to receive and note the minutes of the Planning & Highways Committee and Finance & Guildhall Committee.

109. Action Review Summary – To receive and review Outstanding Actions Summary

RESOLVED – to receive and note the report.

110. Town Clerk's Report – To receive and note update from Town Clerk
The Town Clerk circulated a card from Her Majesty the Queen and a letter of thanks for the jubilee bunting that local schools made. This had been recently packaged up and sent to the Palace.
Also Members were updated of an isolated incident of counterfeit money that had been received and measures that have been taken to mitigate further risk

RESOLVED – to receive and note the report.

111. Finance – Town Council Year 2012/2013 Year to Date Budget

RESOLVED – to note the 'year to date' expenditure.

112. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Wyatt and Kenton

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED – to approve the accounts for payment.

113. To consider appointment of Councillor Mrs. Kenton to the Planning & Highways Committee.

After some consideration it was agreed to appoint Councillor Mrs. Kenton as a reserve member to the committee

Proposed: Councillor Mrs. Halse
Unanimous

Seconded: Councillor Prior

RESOLVED – to appoint Councillor Mrs. Kenton as a reserve member to the Planning & Highways Committee.

114. Finance – To receive recommendation from the Grants Evaluation Working Group to award Community Development Fund granting to groups falling outside the criteria of the scheme.

8.10pm Councillors Mrs. Dowell, Mrs. Kenton and Shortland left the meeting having declared a Personal & Prejudicial Interest in this item

Councillor Mrs. Halse gave a brief summary of grants already awarded under delegated authority by the panel and outlined the four applications for referral to Full Council for a decision.

- i) Chard Christmas Lights Committee request for £1000.00 for installation, replacement and purchase of new lights.
The Members proposed to recommend to the Finance Committee that this should be an annual award as a budgeted item.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Mrs. Wyatt

RESOLVED – to award a Community Development Fund Grant of £1000 towards installation, replacement and purchase of new lights.

8.15pm Councillors Mrs. Dowell, Mrs. Kenton and Shortland returned to the meeting

- ii) Eclipse Carnival Club request for £1000.00 towards the cost of upgrading fixtures in the burger van and the sound system for the children's carnival.

8.20pm Standing Orders were suspended to allow Mr. Jason Baker from the Club to address Members and answer questions.

The applicant explained to Members that the van was used to raise funds not only towards putting on the carnival but also for other local charities too.

8.22pm Standing Orders were re-instated

Councillor Mrs. Kenton declared a Personal Interest in this item as the applicant is known to her.

Proposed: Councillor Forsyth
For: 12 Against: 1

Seconded: Councillor Prior

RESOLVED – to award a Community Development Fund Grant of £500 towards the cost of upgrading fixtures in the burger van.

- iii) Chard Goldstar Majorettes request for £690.00 towards the cost of supportive shoes.

Proposed: Councillor Bulmer
For: 10 Against: 1

Seconded: Councillor Mrs. Halse
Abstention: 2

RESOLVED – to award a Community Development Fund Grant of £500 towards the cost of supportive shoes.

- iv) Carnival Club 2000 request for £900.00 towards the cost of replacing sound equipment.

Proposed: Councillor Mrs. Kenton
For: 11 Against: 1

Seconded: Councillor Bulmer
Abstention: 1

RESOLVED – to award a Community Development Fund Grant of £450 towards the cost of sound equipment

- 115. Forward Plan** - to adopt the Council's policy document 'Shaping our Future' a three year plan outlining the roles and responsibilities, priority projects and key aims and objectives for the Council for the period of 2012-2015.

Amendments to Council's 3 year Forward Plan.

Page 3

- a) Amend Title 'What we want for Chard' to 'The Council's vision for Chard'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

- b) Section 'Our role as town council'
Para 4, line 1 - before the word 'protect' add 'endeavour to'
Para 4 line 3 - before the word 'shape' add 'work to'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

Page 4

- a) 2nd bullet point line 3 – amend 'local authority' to 'SSDC'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

- b) 3rd bullet point: delete 'and economic'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

Page 5.

- a) Para 2, line 2 – amend 'committees' to 'committee'.

Proposed: Councillor Prior
For: 12

Seconded: Councillor Mrs. Morrison

Abstentions: 1

- b) Para 3 – 'key themes of our budget strategy' – amend from

- *Investing in our economy and environment*
- *Investing in our communities*
- *Investing in our organisation and maximising its effectiveness*
- *Keeping taxes low*

to

- *Providing Guildhall and Amenity services economically, efficiently and effectively for the benefit of the town and its environment*
- *Investing in our communities*
- *Investing in our organisation and maximising its effectiveness*
- *Providing an effective management team*
- *Purchasing goods and services locally when economical to do so*
- *Keeping the level of Council Tax under review*

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Shortland

c)Section 'Managing our Assets' - correct misprint - Grade I* to Grade II*

Page 6

Delete heading 'Keeping taxes low minimal tax rises'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

RESOLVED - to adopt the Council's policy document 'Shaping our Future' a three year plan outlining the roles and responsibilities, priority projects and key aims and objectives for the Council for the period of 2012-2015.

116. Standing Orders – to consider and agree to adopt proposed changes to Standing Orders.

The following amendments were proposed:

1c – add 'however this exclusion of press and public does not apply to Councillors who are entitled to attend all meetings of the Council and its committees and sub-committees subject to not having a prejudicial interest'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Kenton

1e – amend 'questions' to 'participation' and insert 'normally' after 'shall not'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

1i – delete current wording and amend to 'a brief summary record of a public participation session at a meeting shall be included in the minutes of that meeting'

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

1z – amend from '2' to '2 ^{1/2} hours'

Proposed: Councillor Prior
For: 9 Against: 3

Seconded: Councillor Kenton
Abstentions: 1

2f – insert 'and Vice Chairman (if any) who will also be the Deputy Mayor of Chard' after 'Chairman'

Proposed: Councillor Prior
For: 12 Against: 1

Seconded: Councillor Bulmer

2g – delete 'or until such time as a new chairman is elected'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

Unanimous

2h – delete 'or until such time as a new vice chairman is elected'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

Unanimous

2k vii – amend from 'Power of Wellbeing' to 'General Power of Competence'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

Unanimous

2k – include the seven additional standing orders that are in the NALC model

Proposed: Councillor Prior

Seconded: Councillor Kenton

Unanimous

3b xxi – add 'unless otherwise provided for in these standing orders'

Proposed: Councillor Prior

Seconded: Councillor Mrs. Wyatt

Unanimous

6d – insert after 'proper' 'notice has been given after'

Proposed: Councillor Prior

Seconded: Councillor Mrs. Dowell

Unanimous

9.30pm The meeting was adjourned to allow a five minute recess

9.35pm The meeting reconvened

6m – delete 'not' before 'have a right of reply'

Proposed: Councillor Prior

Seconded: Councillor Kenton

Unanimous

7 – replace old wording in its entirety with:

- a All councillors shall observe the Code of Conduct adopted by the Council.
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c Councillors with a disclosable pecuniary interest must leave the room or council chamber during the relevant item of business, unless permitted to remain following the grant of a dispensation.
- d Councillors with a prejudicial or disclosable pecuniary interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber, unless permitted to remain following the grant of a dispensation .
- e Following a written request to the Proper Officer of the Council, the Clerk has delegated authority and may grant a member a dispensation to participate in a discussion and / or vote on a matter at the meeting even if s/he has any form of interest (disclosable pecuniary, other) if the Clerk believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business by reason of being inquorate. Following a written request to the Proper Officer of the Council (the Clerk), the Council may grant a

member dispensation on the grounds that it is in the interests of the inhabitants in the council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Mrs. Kenton

19b - delete current wording and amend to The Responsible Financial Officer shall supply to each Councillor as soon as practicable after the end of the month a summary of the "Year to date" budget information, that includes a comparison of expenditure against the budget for the financial year. A Financial Statement prepared on the basis of income and expenditure for a year to 31st March shall be presented to each councillor before the end of the following month of June, in addition to the Accounting Statement of the Council (which are subject to external audit), and the Annual Governance Statement which shall be presented to Council for formal approval before 30th June.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

25 – replace old wording in its entirety with:

Power of General Competence

- a Before exercising the power of general competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and has to be renewed by Council Resolution at the annual meeting of the Council that takes place in a year of ordinary elections.
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.

Proposed: Councillor Shortland
Unanimous

Seconded: Councillor Mrs. Kenton

RESOLVED - to adopt the Council's amended Standing Orders.

117. Chard Saturday Market – to receive an updated report from the Operations Manager and accept recommendations.

9.50pm Councillor Mrs. Morrison declared a Personal & Prejudicial interest in this item due to her husband being a market trader and left the room.

The Deputy Mayor, Councillor Mrs. J Kenton took the chair.

The Town Clerk updated Members on the details and progress of the proposed indoor Saturday market. Five dates have been identified to trial the market up to Christmas along the same lines as the Antiques market. A review will take place in the New Year.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Dowell

RESOLVED – to note the content of the report and accept the recommendations contained therein.

10.05pm Councillor Mrs. Morrison returned to the meeting and took the chair.

118. Guildhall Cafe – to consider request from the Town Team to change terms of policy of the Guildhall to enable stand alone bookings by 'Not for Profit' organisations (attached).

10.05 pm Councillor Mrs. Morrison declared a Personal & Prejudicial Interest in this item due to her use of the Guildhall Cafe on behalf of another organisation and left the room

10.05 pm Councillors Mrs. Dowell and Mrs. Kenton declared a Personal & Prejudicial Interest in this item being members of the Town Team and left the room

Councillor Bulmer proposed and Councillor Shortland seconded that Councillor Prior should take over chairing the meeting.

10.10pm Councillor Shortland outlined his request to Members and declared a Personal & Prejudicial Interest in this item being the chairman of the Town Team and left the room

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Kenton

RESOLVED – that Councillor Shortland present further details with a motion to the next Finance & Guildhall Committee.

10.15 pm Councillors Mrs. Morrison, Mrs. Dowell, Mrs. Kenton and Shortland returned to the meeting and Councillor Mrs. Morrison took the chair.

119. Insurance – to approve delegated authority to the Town Clerk to arrange insurance cover on the Council's policy for community events up to an agreed limit.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Mrs. Halse

RESOLVED – to approve delegated authority to the Town Clerk to arrange cover on the Council's insurance policy for partnership community events providing the additional premium does not exceed a limit of £250.00.

120. Notice of Motion from Councillor Bulmer received on 21st August 2012

'that this Council considers making a financial contribution of £1,000.00 towards the town centre tree replacement project'

Members had been provided with a report outlining the details of the request.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to make a financial contribution of £1000.00 from General Reserves towards the town centre tree replacement project.

10.30pm Councillor Dorse left the meeting

10.30pm Councillor Mrs. Kenton left the room having declared a Personal & Prejudicial Interest in this item

10.30pm Councillor Ms. Pittwood declared a Personal Interest in this item being a member of CLOS

10.30pm Councillor Prior declared a Personal & Prejudicial Interest in this item being a member of both CATS and CLOS and left the room

121. Notice of Motion from Councillor Bulmer received on 17th September 2012

'that this Council acknowledges the work carried out on behalf of the community by voluntary groups and allows the use of the Guildhall free of charge to Chard Light Operatic Society (CLOS) AND Chard Amateur Theatrical Society (CATS) for one night during their future showings'

There was some debate about the merits of this motion and concerns expressed about the potential loss of income.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs. Morrison

RESOLVED – to set up a working group comprising Councillors Bulmer, Mrs. Morrison, Mrs Kenton and Prior to consider the full implications of offering voluntary groups a discount on hire charges and to report back to Full Council in December with recommendations.

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

[LGA 1972 s101](#)

Nothing to report

123. 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

124. 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 64 above refers) – Commercial in Confidence

Cedar Close – Members were advised that the S104 Agreement has now been signed also the Deed of Easement. This finally concludes all matters in relation to this development.

Jocelyn Park - Members were informed that the Adjudicator's office has served the order on the Land Registry and notification will be received when the registered titles have been amended.

RESOLVED – to note the information in agenda item # 124

125. 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 64 above refers) - Staff in Confidence

Item Withdrawn

There being no further business the meeting closed at 10.45 pm



CHARD TOWN COUNCIL

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Mayor: Councillor Mrs. Cath Morrison - Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Town Council Meeting
of Chard Town Council
Held in the Town Hall, Guildhall, Chard
On Monday 17th December 2012 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
D Bulmer
M Dowell
G Forsyth
Mrs. B Halse
A Kenton

Mrs. J Kenton
Ms. S Pittwood
A Prior
G Shortland
M Wale
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson – Town Clerk
There were 4 members of the public present.

126. Apologies for absence and to consider whether to approve reasons given.

LGA 1972 s85 (1).

Councillor Mrs. Dowell – prior engagement
Councillor Mrs O'Brien – family commitment
Councillor Dorse - illness

RESOLVED: to accept the apologies and approve the reason given

127. Mayors Announcements

The Mayor read out a statement from Chard & District Carnival outlining details of the distribution of funds to local charitable groups. This was made possible from the monies raised during the jubilee celebrations.

Thanks were expressed to the Town Team for all their hard work in repairing and arranging installation of the Christmas lights this year. The Mayor recognised the efforts the group had made and congratulated them on their wide range of endeavours.

The Mayor reported that her Christmas visits have been well received by residents of Chard and she told Members how much she had enjoyed meeting local people.

The Mayor thanked all those involved for making the Christmas Carol concert such a success, particularly the two primary schools that took part.

It was reported that a new police sergeant has now taken up his post in Chard, Richard Barnet took over the safe neighbourhood team three weeks ago.

The Mayor wished everyone a Merry Christmas and a Happy New Year.

128. 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).

Councillors Kenton and Mrs. Kenton declared a Personal Interest in Agenda Item # 139 having a family member that lives on the A303.

Councillor Mrs. Kenton declared a Personal and Prejudicial Interest in Agenda Item # 137 as she is involved with a number of user groups.

129. To resolve to exclude member 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](#)

It was confirmed that agenda item #143 is withdrawn and requested that agenda item # 142 be heard in closed session as issues of commercial confidentiality were to be reported on.

Proposed: Councillor Mrs. Wyatt
For: 12 Abstentions: 1

Seconded: Councillor Shortland

RESOLVED – that agenda item #142 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

130. Council Meeting - Minutes.

To confirm and sign the minutes of the Town Council Meeting held on Monday 15th October 2012. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Town Council Meeting held on Monday 15th October 2012 be signed as a correct record.

131. Committees - To receive and note the minutes of the following meetings;

Planning and Highways	15 th October 2012
Planning and Highways	19 th November 2012
Finance and Guildhall	19 th November 2012
Finance and Guildhall	26 th November 2012
Amenities	22 nd October 2012

RESOLVED – to receive and note the minutes of the Planning & Highways Committee, Finance & Guildhall Committee and Amenities Committee.

132. Action Review Summary – To receive and review Outstanding Actions Summary. The Town Clerk updated Members on three outstanding issues, a lease arrangement that has stalled, the proposed review of Financial Regulations and a website update.

RESOLVED – to receive and note the report.

133. Town Clerk's Report – To receive and note update from Town Clerk
No report

134. Finance – Town Council Year 2012/2013 Year to Date Budget

RESOLVED – to note the 'year to date' expenditure.

135. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Wyatt and Shortland.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the accounts for payment.

136. Policy – to consider the introduction of a Town Council Media Policy

After some debate Members were in agreement there was not the need to introduce a policy. There was a general consensus that Members should be entitled to express their opinions without being censured.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Kenton

RESOLVED – that this Council declines to adopt this proposed Media Policy and ask the Finance and Guildhall Committee to discuss whether it is appropriate to have a Staff Media Policy incorporated into the Staff Handbook.

8.20pm Councillor Mrs. Kenton left the meeting having declared a Personal & Prejudicial Interest in this item

137. Guildhall – to receive report and recommendations from the Guildhall Working Group of the full implications of offering voluntary groups a discount on hire charges

Members were appraised of the reasons behind the proposed recommendations from the Working Group. It was recognised that past efforts to simplify the charging structure had been partially successful but difficulties in monitoring and differentiating when hirers were either preparing or running their event was difficult. The introduction of an hourly rate and an increase in discounts applicable would reward regular hirers although some one off bookings would now have to pay more. It was agreed that the Finance and Guildhall Committee should review the outcome of the new structure in six months

Proposed: Councillor Prior
For: 9 Abstentions: 2

Seconded: Councillor Bulmer

RESOLVED – to receive the report from the Working Group and adopt the recommendations contained with the caveat that the proposed new rates be accepted without any allowance for roundings in the future.

8.40pm Councillor Mrs. Kenton returned to the meeting

138. Town Team – to receive a report from Garry Shortland – chair of Town Team to update of recent events and forthcoming activities.

Councillor Shortland briefly updated Members of some of the initiatives the Town Team has been involved with. Members congratulated him on the success of the group and in particular the excellent display of Christmas lights in town this year.

RESOLVED – to receive and note the report.

8.50pm Councillor Prior left the meeting

139. To consider request from Western Gazette to endorse a campaign to call on the Government to fund multi million pound improvements to the A303

The Town Clerk was requested to write a letter of support to endorse the campaign and to add the Council's name to a petition to Government to call for funding for the A303 to be made entirely dual carriageway from the Southfields roundabout near Ilminster up to the Dorset and Wiltshire borders, also safety improvements on the Southfields and Eagle Cross.

Proposed: Councillor Mrs. Morrison
Unanimous

Seconded: Councillor Bulmer

RESOLVED - to endorse a campaign to call on the Government to fund multi million pound improvements to the A303

8.55pm Councillor Prior returned to the meeting

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

[LGA 1972 s101](#)

The Town Clerk verbally reported that under delegated authority a response to a planning application had been made, also a number of dispensations have been granted to Members on the grounds that the business of the Council would have been impeded due to the meeting being inquorate. And a brief report also about progress of the new website.

RESOLVED - to note and approve the use of the Delegated Powers.

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

8.57pm Councillor Forsyth left the meeting

Councillor Bulmer updated Members on a recent meeting of the Market Towns Investment Group he had attended.

9.00pm Councillor Forsyth returned to the meeting

RESOLVED – to receive and note the report.

142. 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 129 above refers) - Commercial in Confidence

Cedar Close

Members were updated that the following transactions have now been completed;

S104 Agreement

Deed of Easement with Summerfield Homes

Transfer of strip of land at Cedar Close to Chard Town Council

RESOLVED – to note the information in agenda item # 142

143. 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 129 above refers) – Staff in Confidence

Item Withdrawn

There being no further business the meeting closed at 9.00 pm