



CHARD TOWN COUNCIL

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

TEL: 01460 239-567 FAX: 01460 65710

Mayor: Cllr Jill Shortland Town Clerk: John Furze MILCM

COUNCIL MINUTES

**MINUTES OF THE EXTRA ORDINARY MEETING OF CHARD TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, CHARD ON
MONDAY 10th JANUARY 2011 AT 7.30PM.**

PRESENT: Councillors

Mrs J Shortland – Mayor
D Bulmer – Deputy Mayor
D Hill
Mrs C A Morrison
D Orchard

A Prior
G Shortland
Mrs A Spencer
M Wale
Mrs S Wyatt

IN ATTENDANCE:

+

The Town Clerk Mr G J Furze, the Deputy Town Clerk Mrs S Robson, 17 members of the Public and 3 members of the Press.

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

LGA 1972 s85 (1).

Apologies for absence had been received from Councillors Mrs J Kenton and A Kenton – away on holiday.

RESOLVED – to note the apologies and approve the reasons given.

02. Mayors Announcements.

The Mayor made a number of announcements;

The Mayor thanked those councillors who had supported the charity event before Christmas and reported that the fund raising had enabled a donation of £200.00 to be sent to the Children's Hospice which was in addition to other moneys raised through donations and a raffle.

Thanks were also given to everyone who had supported the fundraising efforts in 2010. The Mayor reported that she was looking forward to future events, in particular an event by the Kelly Leigh School of Dance in March.

Councillor Mrs Wyatt was thanked for her donation towards the Mayor's Charity which was in lieu of sending Christmas cards this year.

Finally the Mayor thanked Members for their co-operation in resolving the confidential staffing item that should have been discussed at the December meeting which had to be cancelled due to the snow.

03. Declarations of Interest. [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159.](#)

Councillors Mrs Shortland, Bulmer and Wale and declared a Personal Interest in Item no. 12 being either District /County councillors

04. Exclusion of the press and public - To agree any item to be dealt with after the public, including the press, have been excluded under. [Standing Order #1c.](#)

RESOLVED – that Agenda item #22 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order #1c.

At the Mayor's instigation members agreed to bring forward item # 11 as members of the Allotment Holders Association were present.

11. Notice of Motion received under Standing Order 11a – Rescission of Previous Resolution signed by Cllrs A J Prior, D Bulmer, Mrs A Spencer, G Shortland and D R Hill, "We the undersigned councillors give notice under Standing Order 11a that we wish to reconsider the question of the apportioning of the rent payable to the landlord for the field at Chardstock Lane between the allotment and amenity budgets heads and its possible consequential effect on rent to be levied from allotment holders."

Councillor G Shortland proposed an amendment which was seconded by Councillor Bulmer and accepted by Councillor Prior being the proposer of the original motion

RESOLVED - to reconsider the question of the apportioning of the rent payable to the landlord for the field at Chardstock Lane between the allotment and amenity budgets heads and its possible consequential effect on rent to be levied from allotment holders. In addition Council reviews completely the sustainability of the allotments at the next Amenities Committee and for resolutions and/or recommended to be reported to the February Council meeting.

05. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 18th October 2010. [LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of the Town Council meeting held on Monday 18th October 2010 be signed as a correct record.

06. Finance and Guildhall Committee - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 15th November 2010 and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 15th November 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

07. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meeting held on Monday 18th October and Monday 15th November 2010 and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Planning & Highways Committee meeting held on the Monday 18th October and Monday 15th November 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

Cllr D Orchard, Chairman of the Planning & Highways Committee gave notice that members of the Committee had agreed to cancel the meeting due to take place on 17th January as there was only one planning application for consideration. This one item would be passed to the Clerk to use his delegated powers.

08. Amenities Committee - To receive and sign the minutes of the Amenities Committee meeting held on Monday 25th October 2010 and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Amenities Committee meeting held on the Monday 25th October 2010 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

09. Finance - Town Council Year (2010/11) to Date (Y2D) Budget - To review the budget information previously circulated. [Accounts & Audit Regulations 2003 reg 4](#).

RESOLVED – Councillors noted the Year to Date budget.

10. Finance - Accounts for Payment to review and approve items of expenditure – Cheque signatories to be Cllrs Mrs J Shortland & D Hill. [LGA 1972 s150 \(5\)](#).

The Town Clerk advised Members that the signing of the cheques had gone ahead at the end of December despite the Full Council meeting planned on 20th being cancelled due to the snow. The cheque signatories had been Councillors Mrs Shortland and Mrs Kenton. However in the interests of accountability and transparency Members were asked to review and approve the payments in the normal manner.

RESOLVED – to approve the Accounts for Payment.

12. Correspondence – Members to consider the implication of letters received from Chief Executive Officer of Somerset County Council and Assistant Director – Finance of South Somerset District Council concerning the cuts in funding of the Principal Authorities and the knock-on effect to this Council.

Following debate it was

RESOLVED - The Clerk should write to both Somerset County Council and South Somerset District Council expressing agreement in principle for this Council to consider accepting any devolved function providing 'revenue follows function' and that there should be no 'double taxation'.

- 13. Council to consider Guildhall Hire Charges.** Members to agree Guildhall Hire Charges to take effect from 1st April 2011.

RESOLVED - to defer this item to the next Finance & Guildhall meeting to allow Members an opportunity to consider further information.

It was further agreed that members would provide the Clerk with their written suggestions no later than noon on Friday 14th January in order these can be circulated to members for their with the weekly Bulletin and that only these suggestions would be considered at the meeting.

- 14. Notice of Motion received from Cllr Mrs C A Morrison on Tuesday 23rd November 2010,** "This Town Council uses any extra income reported to the December Town Council meeting (from Tax Base or Grant for TIC) to create an extra budget line "Power of Wellbeing" for the purpose of town promotion functions or to benefit the people/traders of Chard"

Councillor Mrs Shortland proposed and Councillor Bulmer seconded an amendment to the motion that: This Town Council uses any extra income reported to the December Town Council meeting (from Tax Base or Grant for TIC) to create an extra budget line "Power of Wellbeing" for the purpose of grit/salt requirements during 2011/2012 and extra community grants.

VOTING For: 4 Against: 6

The amended motion was lost

A vote was then taken on the original motion

VOTING For: 4 Against: 5 Abstention: 1

The motion was lost.

- 15. Notice of Motion received from Cllr Mrs Jenny Kenton received on Tuesday 23rd November 2010 -** That this Town Council considers appointing Cllr Mrs Jenny Kenton to the Amenities Committee with effect forthwith."

Cllr Prior asked that as the mover of the motion was not present the motion should not be considered citing Standing Order 6c. On a Point of Order the Clerk reminded members the matter could lawfully be considered under Standing Order 5a(x) – Motions Not Requiring Written Notice.

Councillor Mrs Morrison proposed the motion but in the absence of a Member willing to second this motion, the motion failed.

16. Town Council Budget 2011/12 – Members to approve a budget for Chard Town Council for the year 2011/12. Presented by Chairman of Finance & Guildhall Committee, Cllr David Hill.

Councillor Hill presented the Draft Budget to Council that had been unanimously approved by the Finance & Guildhall Committee. Cllr Hill reminded Members of the difficult times ahead and of the necessity of prudent financial management.

9.25pm Councillor Mrs Morrison left the meeting

9.27 pm Councillor Mrs Morrison returned to the meeting

Councillor Prior proposed and Councillor Mrs Spencer seconded an amendment to the budget, which would have had a net decrease in expenditure of £41,000

On being put to the vote the result was;

VOTING For 2: Against: 7 Abstention: 1

The motion was therefore lost

A vote was therefore taken based on the substantive motion which was proposed by Cllr D Hill and seconded by Cllr Mrs C Morrison

VOTING For: 7 Against: 3

The motion was therefore carried

RESOLVED – to approve the budget as recommended by the Finance & Guildhall Committee to set the Precept for the year 2011/12 at £533,600 which will give a reduction in our element of the Council Tax.

17. Notice of Motion from Town Clerk – “That in view of the resignation of Cllrs Stephen Dowell and David Mears the Town Clerk is authorised to advertise a Casual Vacancy.”

The Town Clerk advised Members of two options available to them, the Members then unanimously....

RESOLVED – that under the provisions of the Representation of the People, England and Wales, The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 (rule 5 subsections 5&6) not to co-opt new Members but to fill the vacancies at the next ordinary election.

18. Notice of Motion from Town Clerk – “That this Town Council moves the date of the Annual Town Council Meeting from Monday 9th May 2011 to Monday 16th May 2011”. This date is provisionally set for a Finance & Guildhall Committee meeting and the change is necessary due to the Local Council Elections taking place on Thursday 5th May 2011.

RESOLVED – The Annual Town Council Meeting be moved from Monday 9th May 2011 to Monday 16th May 2011.

19. Progress Report on updating of Guildhall Heating. Town Clerk to update members on the progress made in evaluating the proposal from the Guildhall Supervisor at the last Finance & Guildhall meeting for the purchase of software to improve the zone control of the Guildhall Heating system.

The Town Clerk advised Members of the difficulties in arranging a meeting with the representative of the preferred supplier. The Members requested that the Working Group continue to make its investigations and will then make a report with recommendations to the next Council.

20. Town Clerk’s Delegated Powers. [LGA 1972 s101](#)

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

21. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report. Members to confirm appointments of Cllr Mrs C A Morrison to SSDC Area West Market Committee, and Cllr A J Prior to SSDC Chard Reservoir Committee.

There were no reports received.

RESOLVED – to confirm the appointments of Cllr Mrs C A Morrison to SSDC Area West Market Committee, and Cllr A J Prior to SSDC Chard Reservoir Committee.

9.45pm Members of the Press, Public and the Deputy Town Clerk left the meeting.

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) – Staff in Confidence (2 Items).

Cllr Prior left the meeting at 9.46pm.

The Clerk reported on one item of ‘Staff in Confidence’ relating to a staffing matter and commented that the second matter had been disposed of in advance of the meeting.

Cllr Prior returned to the meeting at 9.49pm

The meeting closed at 9.50pm.



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Mayor: Cllr Jill Shortland Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Meeting of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 21st February 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs J Shortland – Mayor
D Bulmer – Deputy Mayor
J P Dorse
A Kenton
Mrs J Kenton
Mrs C A Morrison
D J Orchard

A J Prior
G Shortland
Mrs A Spencer
M Wale
Mrs S Wyatt

IN ATTENDANCE:

The Acting Town Clerk- Sarah Robson, 18 members of the Public and 2 members of the Press.

23. Apologies for absence and to consider whether to approve reasons given. LGA 1972 s85 (1).

Apologies for absence had been received from Councillor D Hill - in hospital.

RESOLVED – to note the apologies and approve the reasons given.

24. Mayors Announcements.

The Mayor made a number of announcements;

Cllr Mrs Shortland gave a brief update on the progress of Cllr Hill who is presently at Musgrove Hospital in Taunton. He wished that his thanks were passed on to those who had visited and sent cards.

The Mayor announced that on 1st & 2nd April there will be a charity fund raising concert in aid of her two charities, Children's Hospice South West and St Margaret's Hospice. The event is being put on at the Guildhall by the Kelly Leigh School of Dance and will take the form of a musical extravaganza of traditional and modern dance.

The Mayor advised Members of a sponsored 'Firewalk' she will be undertaking on behalf of the Children's Hospice South West. The event is being held at Bridgwater on Thursday 14th April.

25. Declarations of Interest. [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159.](#)

None Received.

26. Exclusion of the press and public - To agree any item to be dealt with after the public, including the press, have been excluded under. [Standing Order #1c.](#)

RESOLVED – that Agenda items #41 and 42 be treated as confidential and dealt with after the public (including the press) has been excluded under Standing Order #1c.

27. Council Meeting - Minutes - To confirm and sign the minutes of the Extra Ordinary Town Council Meeting held on Monday 10th January 2011 (*previously circulated*). [LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of the Extra Ordinary Town Council meeting held on Monday 10th January 2011 be signed as a correct record.

28. Finance and Guildhall Committee - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on 17th January 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 41\(1\).](#)

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 17th January 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

29. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meeting held on 10th January 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\).](#)

RESOLVED – that the minutes of Planning & Highways Committee meeting held on the Monday 10th January 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

30. Amenities Committee - To receive and sign the minutes of the Amenities Committee meeting held on 24th January 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\).](#)

There was one amendment made to minute #9 in relation to the Mayor and Deputy Mayor joining the subcommittee.

RESOLVED – that the minutes of Amenities Committee meeting held on the Monday 24th January 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

31. Finance - Town Council Year (2010/11) to Date (Y2D) Budget (*previously circulated*) to review the budget information. [Accounts & Audit Regulations 2003 reg 4.](#)

RESOLVED – Councillors noted the Year to Date budget.

32. Finance - Accounts for Payment (*previously circulated*) to review and approve items of expenditure – Cheque signatories to be Cllr Mrs. J Shortland and Cllr Mrs. J Kenton. [LGA 1972 s150 \(5\).](#)

RESOLVED – to approve the Accounts for Payment.

33. Finance - To approve purchase of replacement Amenities Vehicle

Members were notified that one of the Amenities vehicles was no longer roadworthy and therefore not fit for purpose. The Amenities Supervisor was in the process of considering what the best options would be for a replacement.

RESOLVED – to delegate authority for the purchase of a replacement vehicle to the Acting Town Clerk and the Chair of the Amenities Committee providing it is within the approved capital budget limit that has been agreed for the 2011/2012 budget.

34. Action Review Summary – To receive and review Outstanding Actions Summary (*previously circulated*)

The Members were in agreement that a regular review of outstanding actions was a positive step forward.

RESOLVED – to note the summary

35. Meeting Dates – To confirm changes to the meeting dates list for April and May 2011 and consider a temporary suspension of Standing Order 4a in May to allow for motions to be received post election

Members were advised that due to officer's holiday commitments, the proposed meetings on April 18th would need to be rescheduled. There was also discussion regarding the difficulties in relation to the timing of motions being received for the Annual Meeting, post election.

Members were advised that a post election Planning training seminar has been arranged and will be held on Monday 23rd May at 5.00pm in the Town Hall.

RESOLVED – to re-schedule the April meetings so that the Planning Committee and Full Council are held on Monday 11th April and the Amenities Committee meeting is held on Wednesday 13th April. Motions for the meeting on May 16th will be accepted up until noon on Tuesday 10th May 2011.

36. Notice of Motion received from Cllr AJ Prior on Tuesday 1st February 2011

'that this Council ascertains the ownership of and the responsibility for the War Memorial in St Mary's Churchyard with a view to having the War Memorial professionally cleaned and delegates the implementation of the decision to the Acting Town Clerk in consultation with the Chairman of the Finance & Guildhall Committee'

Members recognised the War Memorial is not presently in good condition. Acknowledgment was made that Chard Town Council having accepted responsibility for the closed churchyard has a duty to ensure the Memorial is maintained to an acceptable standard. Two quotes were given for specialist cleaning and it was agreed unanimously that the work should be carried and to accept the company with the lowest quote. It was agreed that the expenditure should come from the Churchyard Sinking Fund.

RESOLVED - that this Council ascertains the ownership of and the responsibility for the War Memorial in St Mary's Churchyard with a view to having the War Memorial professionally cleaned and delegates the implementation of the decision to the Acting Town Clerk in consultation with the Chairman of the Amenities Committee.

37. To receive the recommendations and/or resolutions of the Allotments Sub Committee in relation to the sustainability of the Allotments.

It was reported that the Sub Committee had held its first meeting and it had resolved to amend the Terms & Conditions. There had been useful dialogue with members of the public who attended and further discussions took place regarding the new inspection regime.

There were no further recommendations at this time but a written report would follow in due course.

38. To approve the recommendation of the Working Group in awarding grants through the Council's Community Development Fund.

RESOLVED – to approve payments from the Community Development Fund to Mitchell Gardens Residents Association in the sum of £250.00 to match fund play equipment at Snowdon Park and Chard Town Football Club in the sum of £1000.00 to match fund flood lighting.

39. Acting Town Clerk's Delegated Powers. Acting 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 Acting Town Clerk reported that some changes to the website had been made recently; also an explanation was given as to the introduction of the Action Review Summary. She also advised Members that a review would need to be undertaken of the Council's financial risk assessment process now that she was both Acting Town Clerk and Responsible Finance Officer, as this could pose conflicts with the current control measures in place.

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

Written reports from Councillor Garry Shortland and Prior were circulated with the Bulletin dated 18/2/2011 and noted for acceptance.

8.35 pm Members of the Press and Public left the meeting and there was a recess for five minutes to allow a short break

8.40pm The meeting re-convened

41. In view of the confidential nature of the business about to be transacted, the press and public were excluded during consideration of this item (Item 26 above refers)

Staff in Confidence.

Members were informed that the Acting Town Clerk had completed and passed the CiLCA qualification which was a condition of the offer of the Deputy Town Clerk's post and in line with the terms of her Contract of Employment.

42. In view of the confidential nature of the business about to be transacted the press and public were excluded during consideration of this item (Item 26 above refers) –

Commercial in Confidence

The Acting Town Clerk updated Members on a number of outstanding issues.

1. The land owned by Chard Town Council at Jocelyn Park that was used by ROK during the building of Bishop's Court.

Members wanted further enquires pursued in relation to financial contributions to make good the land.

On being put to the vote the result was;

VOTING For 6: Against: 3 Abstention: 3

RESOLVED – that the grassed area should be re-instated and that the Amenities Committee should put a proposal forward regarding the cost and identify where the finances will come from to complete the necessary work.

2. The boundary dispute at Jocelyn Park

9.10 pm Councillor D Orchard declared a Personal and Prejudicial Interest in the matter relating to the boundary dispute at Jocelyn Park as he is an employee of Western Power, that have a substation sited on the Town Council's land, he withdrew from the meeting.

RESOLVED – to await the outcome of the Land Registry Adjudicator

9.25 pm Councillor Orchard returned to the meeting

3. An update on work at the Cemetery Yard and the proposed access road from the new development, Willow Way.

9.30 pm Councillors Andy and Mrs Jenny Kenton declared a Personal and Prejudicial Interest in the matter relating to the development as a family member lives adjacent to the site, they withdrew from the meeting.

Members were apprised of the current situation and the Acting Town Clerk and Chairman of the Amenities Committee were given delegated authority to negotiate with Summerfield Developments to obtain a satisfactory outcome.

9.40 pm Councillors Andy and Mrs Jenny Kenton returned to the meeting

Staff in Confidence

9.50pm The Acting Town Clerk left the meeting

Following consideration of the Confidential Report prepared by the Acting Town Clerk, it was

RESOLVED that;

1. The decision in relation to considering replacing the Town Clerk is deferred until a later date
2. The Council delegates authority to the Acting Town Clerk in conjunction with the Mayor and Deputy Mayor to prioritise and agree the workload for the Acting Town Clerk and other officers of the Council. In addition temporary increased remunerated working hours can be agreed in advance if necessary.
3. The Council delegates authority to the Acting Town Clerk in conjunction with the Mayor and Deputy Mayor the consideration of a temporary appointment. The findings should be produced in a report before the next Town Council meeting.
4. The Council delegate authority to the Acting Clerk, the Mayor, Deputy Mayor and other Councillors as required the consideration of a restructure of the management of the Council. The findings should be produced in a report before the next Town Council meeting.
5. The Council delegates authority to the Acting Town Clerk in conjunction with the Mayor, Deputy Mayor and the HR Advisors any other appropriate temporary remuneration necessary during the interim period.

The meeting closed at 10.35pm.



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Mayor: Cllr Jill Shortland Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Meeting of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 11th April 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs J Shortland – Mayor

D Bulmer – Deputy Mayor

A Kenton

Mrs. J Kenton

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

There were 7 members of the public and District Cllr Mermagen present

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

LGA 1972 s85 (1).

Apologies for absence had been received from Councillor D Hill and Mrs. Morrison – illness, D Orchard – detained at work and Mrs. A Spencer - holiday

RESOLVED – to note the apologies and approve the reasons given.

44. Mayors Announcements.

The Mayor thanked all those who helped or supported the latest events - Showstoppers with Kelly Leigh School of dance, especially Councillor Mrs. Sue Wyatt and Councillor Garry Shortland. In all the event raised over £2670 for the Mayor's Charity and for St Margaret's Hospice, CLIC and the Carnival Committee. In addition the Mayor went on to thank Councillors Mrs. Jenny and Andy Kenton who have been very supportive throughout her Mayoral year and Councillor Bulmer who has stepped in to help, particularly when the Mayor was ill.

45. Declarations of Interest. Local Authorities (Model Code of Conduct) Order 2007 SI No.1159.

Councillors Mrs. Jenny Kenton and Andy Kenton declared a Personal and Prejudicial interest in agenda item # 60 Commercial in Confidence - Cedar Close as a family member lives in an adjacent property.

46. Exclusion of the press and public - To agree any items to be dealt with after the public, including the press, have been excluded under. [Standing Order #1c](#).

RESOLVED – That Agenda items #59 and 60 be treated as confidential and dealt with after the public (including the press) has been excluded under standing order #1c

47. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 21st February 2011 (*previously circulated*). [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 21st February 2011 subject to minor changes made to items no#41 and 42 be signed as a correct record.

48. Finance and Guildhall Committee - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on 21st March 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 21st March 2011 (subject to item #31 being clarified, that consultation needs to take place post election with residents of Bishops Court) be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

49. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meetings held on 21st February & 21st March 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Planning & Highways Committee meetings held on the Monday 21st February & 21st March 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

50. Allotments Sub Committee - To receive and sign the minutes of the Allotments Sub Committee meeting held on 18th February 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Allotment Sub Committee meeting held on the Friday 18th February 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

51. Finance - Town Council Year (2010/11) to Date (Y2D) Budget (*previously circulated*) to review the budget information. [Accounts & Audit Regulations 2003 reg 4](#).

RESOLVED – Councillors noted the Year to Date budget.

52. Finance - Accounts for Payment (*previously circulated*) to review and approve items of expenditure – Cheque signatories to be Cllrs Mrs. J Shortland and Mrs. J Kenton. [LGA 1972 s150 \(5\)](#).

Clarification was sought regarding the payment to SSDC for franked mail. It was agreed this information would be included on the Bulletin

RESOLVED – to approve the Accounts for Payment.

- 53. Action Review Summary** – To receive and review Outstanding Actions Summary (*previously circulated*)

RESOLVED – to note the summary

- 54. To confirm renewal of Quality Council Status and adoption of the Local Authorities' Model Code of Conduct Clause 12(2)**

RESOLVED – to confirm renewal of Quality Council Status and adoption of the Local Authorities' Model Code of Conduct Clause 12(2)

- 55. Receive report and recommendations from Working Group regarding Community Development Fund**

Members agreed to defer any decision regarding the recommendations until the new Council is elected.

- 56. Notice of Motion received from Cllr Mrs J Kenton on 30th March 2011** 'In the interest of consistency this Council removes the non Chard resident charges from the Mayors Parlour and Town Hall for the upcoming year'.

RESOLVED – that in the interest of consistency this Council removes the non Chard resident charges from the Mayors Parlour and Town Hall for the upcoming year

- 57. Acting Town Clerk's Delegated Powers.** Acting Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

Members were appraised of several items that had been resolved using delegated powers which included the capital purchase of the new Amenities Vehicle, the cleaning of the War Memorial, the hire of a mechanised sweeper and budget transfers.

RESOLVED – To note.

- 58. Reports from Representatives of Outside Bodies.**

Councillor Wale gave a verbal report on the recent SALC meeting he attended and Councillor Bulmer gave a report on a Market Towns meeting he had recently attended

RESOLVED – To note.

- 59. In view of the confidential nature of the business about to be transacted the press and public were excluded during consideration of this item (Item 46 above refers) – Staff in Confidence.**

Freedom of Information (FOI) Request

Members noted that the FOI requests have been complied with and that queries raised regarding the Town Clerk's Job Evaluation are being followed up.

Contractual Increments

Members noted that a number of members of staff had received an incremental rise in accordance with their Terms & Conditions of Service with effect from 1st April 2011

Job Descriptions

Members noted the need to update and review some specific Job Descriptions

Organisational Structure

Overtime to key members of staff was agreed and investigations into sourcing appropriate additional support was confirmed

60. In view of the confidential nature of the business about to be transacted, the press and public were excluded during consideration of this item (Item 46 above refers) – Commercial in Confidence.

Jocelyn Park

Members were appraised of progress regards outstanding issues relating to the boundary dispute at Jocelyn Park.

8.50pm Councillors Mrs Jenny and Andy Kenton withdrew from the meeting due to declaring a Personal and Prejudicial Interest in this item

Cedar Close Development

Members confirmed that a request be made to Summerfield Homes to;

1. upgrade the existing entrance to the Cemetery Yard from Zembard Lane rather than create a new access through Willow Way
2. erect close board fencing around the boundary especially in areas where there previously existed a hedgerow
3. confirm and sign the S104 Agreement regarding adoption of the swale
4. confirm the location of the rainwater harvesting tank

61. The review and recommendations of the Working Party of the Guildhall franchise, for the cafe and bar that is due for renewal in October 2011.

RESOLVED – To continue the bar franchise and new Council to consider new Terms and Conditions prior to the June Town Council meeting. It was resolved not to continue to franchise the Cafe but that it should return to community use with Terms and Conditions and charges to be discussed by June Council meeting.

The Meeting closed at 9:04 pm



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Mayor: Cllr Jill Shortland Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Meeting of Chard Town Council
Held in the Mayor's Parlour, The Guildhall, Chard
On Tuesday 3rd May 2011 at 6.30 pm.**

PRESENT: Councillors

Mrs J Shortland – Mayor

D Bulmer – Deputy Mayor

A Kenton

Mrs. J Kenton

D Orchard

A J Prior

G Shortland

Mrs. A Spencer

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson, Acting Town Clerk

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

[LGA 1972 s85 \(1\)](#).

Apologies for absence had been received from Councillor J Dorse – personal engagement

RESOLVED – to note the apologies and approve the reasons given.

63. Declarations of Interest. [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159.](#)

None Received

64. Exclusion of the press and public - To agree any items to be dealt with after the public, including the press, have been excluded under. [Standing Order #1c](#).

RESOLVED – That Agenda item #65 be treated as confidential and dealt with after the public (including the press) has been excluded under standing order #1c

65. In view of the confidential nature of the business about to be transacted the press and public were excluded during consideration of this item (Item 64 above refers) – [Staff in Confidence](#).

Before Members debated the business in hand Councillor Wale requested that the Mayor reaffirm Standing Orders relating to confidential matters. He also requested his comments regarding confidential business be minuted. He expressed his

disappointment at being approached by the press to confirm information they had been given that had been discussed in confidence by Members in closed session. The Mayor stated that this was a serious matter as it breached the Council's standing orders and this could be a matter of investigation for the Standards Board. The Mayor pointed out that the Job Evaluations of the former clerk was in the public domain in pursuance of the Freedom of Information Act.

Members were asked to confirm agreement that the item about to be considered should be confidential and would remain confidential and that details would not be discussed outside the meeting.

Members confirmed their acceptance that Item no: 65 should be confidential.

Organisational Structure

Members agreed not to make any interim changes at present preferring to wait until the new council is elected. It was agreed that current overtime arrangements for key staff could continue.

It was proposed that the Acting Town Clerk would receive an amount of £8,000.00 pa backdated to February on a temporary basis until such times as the Council makes a decision concerning the staffing structure.

Proposed: Councillor A Prior

Seconded: Councillor M Wale

RESOLVED – It was agreed unanimously to approve the proposal

The Meeting closed at 6.55 pm



CHARD TOWN COUNCIL

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

TEL: 01460 239567 FAX: 01460 65710

Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Annual Town Council Meeting
of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 16th May 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. J Shortland – Outgoing Mayor

Mrs. T Aherne

D Bulmer

J Dorset

Mrs. S Dowell

M Dowell

G Forsyth

Mrs. B Halse

A Kenton

Mrs. J Kenton

Mrs. C Morrison

Ms. S Pittwood

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson- Acting Town Clerk, Vicky Cable – Administrative Assistant, Steve Rooney – Mayor's Mace Bearer. There were 40 members of the public, 2 members of the press and District Cllr Mermagen present

Councillor Mrs. J Shortland, Mayor of Chard addressed her fellow Councillors and members of the public and expressed her hopes for the new Council, and that Members will respect one another. She thanked those that had helped her during her last year as mayor and in particular her Consort – Councillor Garry Shortland.

66. 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 Acting 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 T Aherne

Seconded: Councillor Mrs J Kenton

Councillor D Bulmer was nominated and accepted the nomination

Proposed: Councillor A Prior

Seconded: Councillor Ms S Pittwood

A recorded ballot was requested and with 8 votes for Councillor Mrs C Morrison and 7 Votes for Councillor D Bulmer. The vote was recorded as follows

Mrs. T Aherne	Voted for Councillor Mrs C Morrison
D Bulmer	Voted for Councillor D Bulmer
J Dorse	Voted for Councillor Mrs C Morrison
Mrs. S Dowell	Voted for Councillor Mrs C Morrison
M Dowell	Voted for Councillor D Bulmer
G Forsyth	Voted for Councillor D Bulmer
Mrs. B Halse	Voted for Councillor D Bulmer
A Kenton	Voted for Councillor Mrs C Morrison
Mrs. J Kenton	Voted for Councillor Mrs C Morrison
Mrs. C Morrison	Voted for Councillor Mrs C Morrison
Ms. S Pittwood	Voted for Councillor D Bulmer
A J Prior	Voted for Councillor D Bulmer
G Shortland	Voted for Councillor Mrs C Morrison
M Wale	Voted for Councillor D Bulmer
Mrs. S Wyatt	Voted for Councillor Mrs C Morrison

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

Cllr Mrs C Morrison then assumed the Chair for the rest of the meeting.

Mayors Appointments, as appropriate:-

Mr Dave Travis	-	Mace Bearer
Rev. Warwick Lydiate	-	Chaplain
Mr James Morrison and Mr Robert Mcquian	-	Consorts

67. Mayors Announcements.

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

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

[LGA 1972 s85 \(1\)](#).

All Councillors were present

69. Declarations of Interest. [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#).

There were no Declarations of Interest.

70. Exclusion of the press and public - To agree any items to be dealt with after the public, including the press, have been excluded under. [Standing Order #1c](#).

RESOLVED – That Agenda items #88 and 89 be treated as confidential and dealt with after the public (including the press) has been excluded under standing order #1c

71. Election of Deputy Mayor.

Councillor Mrs. J Kenton was nominated and accepted the nomination
Proposed: Councillor Mrs S Wyatt Seconded: Councillor G Shortland

Councillor D Bulmer was nominated and accepted the nomination
Proposed: Councillor A Prior Seconded: Councillor M Dowell

The vote was taken and each candidate received 7 votes. The Mayor was asked to give the casting vote and voted in favour of Councillor Mrs J Kenton

RESOLVED – that Cllr Mrs J 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.

72. Declarations of Acceptance of Office by Councillors – Acting Town Clerk to report

The Acting Town Clerk advised Council that all Declarations of Acceptance of Office had been completed.

The Acting Town Clerk then read out the Mayor's Acceptance of Office and Councillor Mrs Morrison duly signed, it was countersigned by the Acting Town Clerk.

73. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meetings held on Monday 11th April and 3rd May 2011 (*previously circulated*). [LGA 1972, Sch 12 para 41\(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 11th April and 3rd May 2011, subject to an additional sentence in agenda item no#65, be signed as a correct record.

74. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meetings held on 11th April 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Planning & Highways Committee meetings held on the Monday 11th April 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

75. Amenities Committee - To receive and sign the minutes of the Amenities Committee meeting held on Wednesday 13th April 2011 (*previously circulated*) and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para 1\(1\)](#).

RESOLVED – that the minutes of Amenities Committee meeting held on Wednesday 13th April 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

Standing Orders were suspended to allow item # 83 to be brought forward

- 83. Notice of Motion received from Cllr A J Prior on 9th May 2011 that 'in compliance with standing order 2 k ix and recognising the importance of Chard as the second town in the South Somerset District this Council will meet calendar monthly on 3rd Monday of every month in the Town Hall at 7.30pm'.**

The motion did not receive a seconder.

The motion failed

Standing Orders were re-instated

- 76. To receive nominations for Appointments to Committees, Sub Committees and Working Parties.**

To consider appointments of Members to executive committees with appointed deputies.
LGA 1972 s101

Finance & Guildhall

RESOLVED – that Cllrs Mrs T Aherne, Mrs C Morrison, Mrs S Dowell, A Kenton, M Wale, Mrs J Kenton, A Prior, G Shortland, D Bulmer and Ms S Pittwood be elected to the Committee.

Planning & Highways

RESOLVED – that Cllrs Mrs T Aherne, G Forsyth, Mrs C Morrison, A Kenton, M Wale, J Dorse, Mrs J Kenton, A Prior, Mrs B Halse, G Shortland, Mrs S Wyatt and Ms S Pittwood be elected to the Committee.

Amenities

RESOLVED – that Cllrs Mrs T Aherne, G Forsyth, Mrs C Morrison, Mrs S Dowell, A Kenton, Mrs J Kenton, A Prior, G Shortland, Mrs S Wyatt, D Bulmer, M Dowell and Ms S Pittwood be elected to the Committee.

Standing Orders were suspended to allow item # 84 to be brought forward

- 84. Notice of Motion received from Cllr A J Prior on 9th May 2011 that 'this Council instructs the Finance Committee to consider all applications for financial assistance from the Council in open session and where mindful to support**

applications which are beyond the current council policy refer them to the Council with a recommendation’.

Members debated the drawbacks of discussing every application at an open meeting not only in terms of the time it would take but also the potential conflict of confidential information.

Proposed: Councillor A Prior
For: 4 Against: 9 Abstentions: 1

Seconded: Councillor D Bulmer

The motion failed

Standing Orders were re-instated

- **Grant Applications Evaluation Working Party**

RESOLVED – that Cllrs G Shortland, M Wale and D Bulmer be elected to the Working Party

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

Organisation	No	Current Representative
Action for Children	1	Mrs. C Morrison
Area West Comm. Safety Panel	1	Mrs. C Morrison
Chard Museum	1	Mrs. S Dowell
Chard Regeneration Board	1	M Wale
Chard Traders	1	Mrs. J Kenton
Chard Young People’s Centre	2	Mrs. C Morrison, Mrs. T Aherne
Chard 2000/Chard in Bloom	2	Ms. S Pittwood, G Shortland
Chard Community Safety Panel	1	G Shortland
Chard & Ilminster Pensioners Forum	1	G Shortland
Market Towns Investment Group	2	D Bulmer, G Forsyth
S.A.L.C.	1	M Wale
SSDC Countryside Steering Group	1	G Forsyth

78. Meetings – To approve the schedule of meeting dates for 2011/2012

Standing Order # 2k (ix)

The schedule of meetings was approved with one amendment to the Planning & Highways Committee and Full Council meetings in June which were brought forward a week to Monday 13th June 2011. Amended schedule to be forwarded to Members.

RESOLVED – to approve

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

RESOLVED – that Cllrs Mrs J Kenton, A Kenton, D Bulmer, Mrs S Wyatt, G Shortland, Mrs C Morrison and G Forsyth would be the authorised signatories for the Council’s bank accounts, any two to sign.

80. Power of Well Being – To review and confirm arrangements for reaffirming eligibility. *Standing Order # 2k (vii)*

Members were informed that the Power of Wellbeing is scheduled for repeal within the Localism Bill. This is likely to have royal ascent this autumn. At present the Council does not meet the criteria as 80% of members have not received training. Under the proposed replacement – The General Power of Competence, it is not yet clear what the criteria will be.

Noted

81. Notice of Motion received from Cllr A J Prior on 9th May 2011 that ‘following the appointment of the Committees in accordance with standing orders 2k iii and iv this Council will appoint the chairmen of the Committees’

Proposed: Councillor A Prior

Seconded: Councillor Mrs S Wyatt

RESOLVED - that following the appointment of the Committees in accordance with standing orders 2k iii and iv this Council will appoint the chairmen of the Committees

Finance & Guildhall Committee

Councillor A Prior was nominated and accepted the nomination

Proposed: Councillor D Bulmer

Seconded: Councillor Ms S Pittwood

Councillor M Wale was nominated and accepted the nomination

Proposed: Councillor G Shortland

Seconded: Councillor A Kenton

On being put to the vote Councillor A Prior received 5 votes and Councillor M Wale received 9 votes

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

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

Proposed: Councillor Mrs S Wyatt

Seconded: Councillor Mrs T Aherne

Councillor A Prior was nominated to be Vice Chairman of Finance and Guildhall Committee and accepted the nomination.

Proposed: Councillor D Bulmer

Seconded: Councillor G Forsyth

On being put to the vote Councillor A Prior received 5 votes and Councillor A Kenton received 9 votes

RESOLVED – that Cllr A Kenton be elected Vice Chairman of Finance & Guildhall Committee until such time as a new Chairman is elected.

Planning & Highways Committee

Councillor Prior was nominated and accepted the nomination

Proposed: Councillor A Prior

Seconded: Councillor A Kenton

The vote was unanimous

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

Amenities Committee

Councillor Ms S Pittwood was nominated and accepted the nomination

Proposed: Councillor D Bulmer

Seconded: Councillor A Prior

Councillor G Shortland was nominated and accepted the nomination

Proposed: Councillor Mrs J Kenton

Seconded: Councillor Mrs S Wyatt

On being put to the vote Councillor Ms S Pittwood received 4 votes and Councillor G Shortland received 8 votes

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

- 82. Notice of Motion received from Cllr A J Prior on 9th May 2011 that** 'This Council instructs the Finance (and Guildhall) Committee to appoint a Personnel Sub-Committee of three councillors the primary purpose of which will be (i) to hold a monthly supervisory meeting with the Town Clerk and (ii) any other personnel matter referred to it by the Council or its Committees'.

Councillor A Prior agreed to defer the motion until the next meeting to allow time for the Acting Town Clerk to distribute a copy of the handbook 'Being a Good Employer' to all Members.

- 85. Notice of Motion received from Cllr A J Prior on 9th May 2011 that** 'this Council instructs the Town Clerk to provide an adequate number of agendas and all background papers to members of the press and public attending council meetings'.

Members recognised the importance of being open and transparent but were concerned not to unnecessarily waste resources. It was agreed that a small number of agendas would be made available and if needed more could be copied at the commencement of the meeting.

Proposed: Councillor A Prior
For: 8 Against: 2 Abstentions: 4

Seconded: Councillor D Bulmer

RESOLVED – that the Town Clerk provide an adequate number of agendas for use at meetings.

86. Town Clerk’s Delegated Powers. The Acting 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 Acting Town Clerk advised Members of a number of Planning Applications that recommendations had been made in consultation with the Ward Member.

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

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

Councillor M Wale appraised Members with a verbal update regarding the Chard Regeneration Board.

9.35pm Members of the Press and Public left the meeting and the members adjourned for a five minute recess

9.40pm The meeting was re-convened

88. 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 70 above refers) - Staff in Confidence

Proposed: Councillor A Prior
Unanimous

Seconded: Councillor A Kenton

RESOLVED – to approve the Amenities Supervisor’s Job Description

89. 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 70 above refers) – Commercial in Confidence

Jocelyn Park

Members were appraised of progress regards outstanding issues relating to the boundary dispute at Jocelyn Park. It was unanimously agreed to accept the recommendation of the Council’s solicitor.

The Meeting closed at 10.20 pm



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Mayor: Councillor Mrs Cath Morrison Acting Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

**Minutes of the Full Town Council Meeting
of Chard Town Council
Held in the Council Chamber, Town Hall, Chard
On Monday 13th June 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor
Mrs. J Kenton – Deputy Mayor
Mrs. T Aherne
D Bulmer
M Dowell
Mrs. B Halse
Ms. S Pittwood
M Wale

Mrs. S Dowell
G Forsyth
A Kenton
G Shortland
Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson- Acting Town Clerk. There were 26 members of the public, 1 member of the press and County Councillor Mrs. Jill Shortland present

Mayors Announcements.

The Mayor congratulated Councillor Mrs Shortland on being recognised with an OBE in the Queens' birthday honours list for her work to local government.

Members were informed of an event taking place involving the Avishayes Ward Members and Streetspace at the skate park at Lower Henson on 2nd July. The event has been fully risk assessed and a copy of this sent to the Council's insurers to cover on its policy at no additional cost. All Members are welcome on the day which commences at 11.00.

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

LGA 1972 s85 (1).

Councillor Dorse– detained at work and Councillor Prior – on holiday

RESOLVED: to accept the apologies and approve the reason given

91. Declarations of Interest. [Local Authorities \(Model Code of Conduct\) Order 2007 SI No.1159.](#)

Councillor Mrs Aherne declared a Personal Interest in item # 99 being an employee of Eagle Plant and item # 102 being the Council's representative with the Youth Centre

Councillor Mrs Dowell declared a Personal Interest in item # 102 being the Council's representative with Chard and District Museum

Councillor Shortland declared a Personal and Prejudicial Interest in item # 102 being a member of the management committee of the Youth Centre

Councillor Mrs Morrison declared a Personal and Prejudicial Interest in item # 102 being a member of the management committee of the Youth Centre

Councillor Mrs Kenton declared a Personal and Prejudicial Interest in item # 102 being a member of the management committee of the Youth Centre

92. 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](#)

Proposed: Councillor Mrs Morrison
Unanimous

Seconded: Councillor Kenton

RESOLVED – That Agenda items #103, 112 and 113 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

At the Mayor's suggestion it was agreed to bring forward item # 106

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Dowell

106. Notice of Motion received from Cllr D Bulmer on 17th May 2011 that 'in the interest of the football clubs who use Jocelyn Park, Chard Town Council submits a Planning application to South Somerset District Council with details of Changing facilities in accordance with these teams requirements'.

8.05 pm Standing Orders were suspended to allow Scott Massey to address Members and answer questions.

Members were advised that no firm plans had been drawn up yet. The clubs' fundraising efforts were underway to finance the proposals. Confirmation was given that the clubs would accept responsibility for maintenance and insurance and Councillor Bulmer reassured Members that finance would be available.

8.15pm Standing Orders were re-instated

Proposed: Councillor Bulmer

Seconded: Councillor Dowell

The original motion was debated and after some discussion an amendment was put forward

Proposed: Councillor Wale

Seconded: Councillor Mrs Kenton

And it was unanimously:

RESOLVED - that in the interest of the football clubs who use Jocelyn Park, Chard Town Council agrees in principle to support the preparation and submission of a Planning application to South Somerset District Council with details of Changing facilities in accordance with these teams requirements.

- 93. Council Meeting - Minutes** - To confirm and sign the minutes of the Town Council Meetings held on Monday 16th May 2011 .(LGA 1972, Sch 12 para 41(1).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 16th May 2011 be signed as a correct record.

- 94. Finance & Guildhall Committee** - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 23rd May 2011 and to adopt the resolutions and recommendations contained therein. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on the Monday 23rd May 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 95. Planning & Highways Committee** - To receive and sign the minutes of the Planning & Highways Committee meetings held on 23rd May 2011 and to adopt the resolutions and recommendations contained therein. LGA 1972, Sch 12 para 1(1).

RESOLVED – that the minutes of Planning & Highways Committee meetings held on the Monday 23rd May 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

- 96. Action Review Summary** – To receive and review Outstanding Actions Summary

RESOLVED – Councillors noted the Action Review Summary

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

RESOLVED – that the Accounts for the Year ended 31st March 2011 be adopted and that the Mayor & Acting Town Clerk/ Responsible Finance Officer be authorised to sign the Statement of Accounts and the Annual Governance Statement.

- 98. Finance - Town Council Year (2011/12) to Date (Y2D) Budget** - To review the budget information for the year to date ([Account & Audit Regulations 2003 reg 4](#))

RESOLVED – Councillors noted the Year to Date budget.

99. Finance - Accounts for Payment (attached) - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be confirmed at meeting

RESOLVED – to approve the Accounts for Payment.

100. Item deferred from Town Council Meeting – 16th May 2011.

Minute # 825 of the meeting refers.....

Notice of Motion received from Cllr A J Prior on 9th May 2011 that 'This Council instructs the Finance (and Guildhall) Committee to appoint a Personnel Sub-Committee of three councillors the primary purpose of which will be (i) to hold a monthly supervisory meeting with the Town Clerk and (ii) any other personnel matter referred to it by the Council or its Committees'.

Councillor A Prior agreed to defer the motion until the next meeting to allow time for the Acting Town Clerk to distribute a copy of the handbook 'Being a Good Employer' to all Members.

The original motion was debated and after some discussion an amendment was put forward

Proposed: Councillor Shortland
For: 11 Abstentions: 1

Seconded: Councillor Bulmer

RESOLVED – that this Council appoint a working group, that reports to the Finance & Guildhall Committee, of three Councillors the primary purpose of which will be (i) to hold a monthly business meeting with the Town Clerk and (ii) any other personnel matter referred to it by the Council or its Committees.

After some debate it was further agreed to appoint the working group on the basis that the two chairs have budgetary responsibilities and the Mayor would need to be excluded and could be available in the event of an appeal.

Proposed: Councillor Wale

Seconded: Councillor Mrs Wyatt

RESOLVED – that the working group be comprised of the Chair of Finance & Guildhall, the Chair of Amenities and the Deputy Mayor.

101. To authorise repairs to the Mayors Chain be undertaken and the expenditure to come from the Regalia Sinking Fund budget for 2011/2012

Members were informed that the chain had not been repaired since 2007 and now needed repair work to several links. The Mayor advised she would be willing to take it to a specialist company in Birmingham for the work to be undertaken.

Proposed: Councillor Wale

Seconded: Councillor Mrs Kenton

RESOLVED - to authorise repairs to the Mayors Chain be undertaken and the expenditure to come from the Regalia Sinking Fund budget for 2011/2012

102. To resolve to approve funding requests from Chard and District Museum and the Youth Centre and agree where the expenditure should be allocated

Members were reminded that the District Council will discontinue funding for these two organisations after 2014 and that the grant received from them is conditional to Chard Town Council making a contribution.

Proposed: Councillor Wale
Unanimous

Seconded: Councillor Mrs Dowell

RESOLVED – to donate £1000.00 to Chard and District Museum from General Reserves.

9.10pm Councillors Mrs Kenton, Mrs Morrison and Shortland left the meeting having declared a Personal and Prejudicial Interest in this item.
Councillor Wale took the chair.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Mrs Aherne

RESOLVED – to donate £1000.00 to the Youth Centre from General Reserves.

104. To receive report and recommendations from the Working Group regarding the use of the Guildhall Cafe

Councillors Wale, Mrs Kenton and Bulmer all declared a Personal Interest being Members of the District Council's Licensing Committee.

After discussion it was resolved to approve the recommendations and to appoint the members of the working group to draft the Terms and Conditions of the Cafe and Bar and details for the Thursday Antiques Fair Cafe tender and the Bar tender. Councillor Mrs Dowell was also asked to assist with this process. This information should be made available for the next Finance & Guildhall meeting on Monday 18th July.

Proposed: Councillor Mrs Kenton

Seconded: Councillor Mrs Aherne

For: 11

Abstentions: 1

RESOLVED – that

- 1. The Cafe should be offered for tender on Thursdays only**
- 2. The Council agree the terms and conditions proposed for the Thursday hire**

3. **The Cafe would have two charges for other hires that would cover the entire hire period**
4. **The charge for tea and coffee making facilities only would be £5.00**
5. **The charge for all other hires of the Cafe would be £30.00**
6. **The total sum of hire charges for the Cafe would be allocated to the Guildhall Sinking Fund to enable any breakages to be paid for**
7. **The Bar should remain franchised out**
8. **The tender arrangements will be advertised by 19th July with closing date for submissions on 12th August**
9. **The Bar franchise will be for two years**
10. **Invoices will be in advance for a six month period, the first invoice being raised with effect from 1st October 2011**
11. **The Bar franchise will be for the supply of alcohol throughout the whole of the Guildhall except at civic functions. The provision of the bar will be as and when requested**
12. **The Bar franchisee will provide a Designated Premises Supervisor (DPS)**
13. **The DPS can authorise the Mayor or Deputy Mayor to dispense alcohol purchased by the Council at civic events only**

105. To receive report from the Amenities Chairman regarding the refurbishment of Ashcroft Park

It was reported that the 'all ability' park opened as planned at the commencement of the school half term holidays in May. Funding had been made available from Chard Town Council, South Somerset District Council, Aiming High (SCC) and Chard Disability Action Group. These monies had facilitated the completion of the park with over £45,000.00 being spent. Teething troubles are being addressed.

107. Notice of Motion received from Cllr Mrs J Kenton on 31st May 2011 "that in the interest of community resilience this Council appoints a working group which will produce a plan for helping the community in inclement weather".

Councillors Mrs Halse, Mrs Kenton, Bulmer and Shortland all volunteered to be on the working group.

Proposed: Councillor Mrs Kenton
Unanimous

Seconded: Councillor Shortland

RESOLVED - that in the interest of community resilience this Council appoints a working group which will produce a plan for helping the community in inclement weather

108. Notice of Motion received from Cllr Mrs J Kenton on 2nd June 2011 "that this Council acknowledges the significance of the Queens Diamond Jubilee in 2012 and sets up a working group comprising not just Councillors but representatives from

other local groups, Council staff and the general public to plan a timetable of possible events and report to Council with options"

Members were advised that 2nd June 2012 will be the 60th anniversary of the Queens reign and various events will be happening nationally to commemorate the occasion. It was agreed that any Member wishing to become involved with helping arrange local events should contact Councillor Mrs Kenton. A wider invitation will be issued through the press asking for volunteers to come forward and any other parties who are interested in becoming part of the working group to contact the office.

- 109. Notice of Motion received from Cllr A Kenton on 2nd June 2011** that this Council reviews the pricing policy for any event put on by the Council"

Proposed: Councillor Kenton
Unanimous

Seconded: Councillor Ms Pittwood

RESOLVED – that Council organised events for the people of Chard and the benefit of the community may with Council’s agreement have use of the Guildhall at no charge.

- 110. Town Clerk’s Delegated Powers.** The Acting 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

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

A report from Councillor Forsyth on the South Somerset Countryside Steering Group had already been circulated with the Bulletin

9.50pm The meeting was adjourned for a short break

9.55pm The meeting resumed

- 112. 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 92 above refers) - Staff in Confidence**

Freedom of Information (FOI) Request

Members agreed that queries raised regarding the Town Clerk’s Job Evaluation need no further action

- 113. 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 92 above refers) – Commercial in Confidence**

Cresta Car Park Lease

Members were informed this item is still on going

Cedar Close Development

Members were advised the development would soon be finished with Summerfield homes due to leave the site during August

Jocelyn Park

Members were appraised of progress regards outstanding issues relating to the boundary dispute at Jocelyn Park. It was reluctantly agreed to accept the recommendation of the Council's solicitor and instruct a Surveyor with costs up to a maximum of £1500.00

10.40pm Sarah Robson left the meeting

103. To resolve to accept recommendations from the Working Group regarding the management structure of the Council

A confidential briefing note had been circulated to Members in advance by the Working Group with a number of recommendations.

RESOLVED – to accept the recommendations of the Working Group regarding the management structure of the Council

The Meeting closed at 11.00 pm



CHARD TOWN COUNCIL

THE GUILDHALL, FORE STREET,
CHARD, SOMERSET TA20 1PP

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TEL: 01460 239567 FAX: 01460 65710

Mayor: Councillor Mrs. Cath Morrison - Acting 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 August 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

Mrs. J Kenton – Deputy Mayor

Mrs. T Aherne

D Bulmer

Mrs. S Dowell

G Forsyth

Mrs. B Halse

A Kenton

Ms. S Pittwood

A J Prior

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Acting Town Clerk. There was 1 member of the press and District Councillor Mermagen present. County Councillor Mrs. Shortland sent her apologies.

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

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

[LGA 1972 s85 \(1\)](#).

Councillors J Dorse and G Shortland – Family Illness and Councillor M Dowell – Illness

RESOLVED: to accept the apologies and approve the reason given

115. Mayors Announcements

The Mayor updated Members of a recent meeting with her charity groups to consider ways of fundraising at events in the coming year. There was also a brief report given regarding Project Zero and the disappointing attendance by young people at a recent event.

116. 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 Mrs. Morrison and Mrs. Aherne declared a Personal Interest in Agenda item #124 as there are cheques payable to Mrs. Morrison and Councillor Mrs. Aherne's employer.

117. 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 Acting Town Clerk requested that agenda items # 128, 131 & 132 be heard in closed session as issues of confidence in relation to staffing matters and commercial in confidence were to be reported on.

RESOLVED – that agenda items #131 & 132 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

For: 11 Against: 0 Abstention: 1

118. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 13th June 2011 (previously circulated). [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 13th June 2011 be signed as a correct record.

119. Finance & Guildhall Committee - To receive and sign the minutes of the Finance & Guildhall Committee meeting held on Monday 18th July 2011 and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of Finance & Guildhall Committee meeting held on Monday 18th July 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

120. Planning & Highways Committee - To receive and sign the minutes of the Planning & Highways Committee meeting held on Monday 13th June & 18th July 2011 and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of Planning & Highways Committee meetings held on the Monday 13th June & 18th July 2011 be signed as a correct record and to adopt the Resolutions and Recommendations contained therein.

121. Amenities Committee - To receive and sign the minutes of the Amenities Committee meeting held on Wednesday 20th July and to adopt the resolutions and recommendations contained therein. [LGA 1972, Sch 12 para41 \(1\)](#).

It was agreed to refer Amenities Item # 24 back to the Sub Committee for a clear resolution regarding the proposed future management of the allotments and that Item # 23 would be reviewed at the October meeting as part of the budget setting process.

RESOLVED – that the minutes of Amenities Committee meeting held on Wednesday 20th July 2011 be signed as a correct record, and with the exception of items # 23 & 24, to adopt the Resolutions and Recommendations contained therein.

For: 9 Against: 0 Abstention: 3

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

RESOLVED – to receive and note the report

123. Finance - Town Council Year (2011/12) to Date (Y2D) Budget To review the budget information for the year to date ([Account & Audit Regulations 2003 reg 4](#))

It was agreed that future reports would show the previous year's expenditure as a comparison.

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

124. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be confirmed at meeting

Councillors Mrs. Morrison and Kenton are the signatories and will meet on Wednesday at 2.00pm to sign the cheques.

RESOLVED – to approve the accounts for payment.

125. To confirm change to Planning & Highways Committee Membership due to Councillor Mrs T Aherne standing down.

Members were informed that Councillor Mrs. Aherne wished to stand down from the Planning & Highways Committee due to work commitments

RESOLVED – that Councillor Mrs. Aherne stands down from the Planning & Highways Committee

126. To adopt Town Council policy – ‘Scheme of Delegation’

The Acting Town Clerk informed Members that the Scheme of Delegation policy would define the delegated powers of the Committees and also the Town Clerk and provide a specific framework within which the Committees operate.

Proposed: Councillor A Prior
Unanimous

Seconded: Councillor M Wale

RESOLVED – to adopt the Town Council’s Scheme of Delegation Policy

127. County Electoral Divisions Review – to discuss and consider implications of the Boundary Commission’s electoral review of Somerset

It was reported that the Boundary Commission is seeking the views of Parish and Town Councils on a number of issues. The formal consultation process is not yet underway and it was therefore;

RESOLVED – to defer further debate until more information has been made available and the formal consultation process has begun

128. Notice of Motion received from Cllr Dave Bulmer on 30th July 2011 ‘to report back to Town Council on the Bishops Court consultation which was held on 26th July 2011 and to make a proposal that Chard Town Council negotiates with Yarlington Housing Group an agreement to release an area of Town Council land adjacent Bishops Court for use as an amenity area for Bishops Court residents’.

Members debated several options and considered the outcome of the consultation with the local residents

RESOLVED – that Chard Town Council negotiates with Yarlington Housing Group an agreement to lease an area of Town Council land adjacent to Bishops Court for use as an amenity area for Bishops Court residents and also to investigate with the District Valuer the value and potential of the land.

Proposed: Councillor M Wale
Unanimous

Seconded: Councillor D Bulmer

129. Town Clerk’s Delegated Powers. The Acting Town Clerk gave Council details of any matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

The Acting Town Clerk reported that changes to the Staff Handbook had been completed due to the introduction of The Bribery Act 2011.

In addition a recommendation for approval was made in conjunction with the Ward Member and Chair of Planning and Highways Committee on the following;

Avishayes Ward

11/02551/FUL - ERECTION OF TWO STOREY EXTENSION TO DWELLINGHOUSE – 4
MIDDLE TOUCHES, CHARD, SOMERSET

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

None received

9.10pm Members of the Press and Public left the meeting and the members adjourned for a five minute recess

9.15pm The meeting was re-convened

131. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public during consideration of this item (Item 117 above refers) - Staff in Confidence

Members were informed that the Operation Manager's post was to be advertised that week.

132. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public will be excluded during consideration of this item (Item 117 above refers) – Commercial in Confidence

Jocelyn Park

Members were given an update on the events in relation to the boundary dispute at Jocelyn Park and were advised that witness statements would need to be exchanged by 26th September

There being no further business the meeting closed at 9.35 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 Monday 17th October 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

Mrs. J Kenton – Deputy Mayor

Mrs. T Aherne

D Bulmer

M Dowell

Mrs. S Dowell

G Forsyth

A Kenton

Ms. S Pittwood

A J Prior

G Shortland

M Wale

Mrs. S Wyatt

IN ATTENDANCE:

Sarah Robson - Town Clerk. There was one member of the press and one member of the public. PC Bill Geddes representing the Community Justice Panel gave a brief presentation at the commencement of the meeting.

County Councillor Mrs. Shortland sent her apologies due to family illness.

8.00 pm Councillor Shortland apologised for arriving late due to family illness

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

LGA 1972 s85 (1).

Councillor Mrs. B Halse - due to holidays

RESOLVED: to accept the apologies and approve the reason given

134. Mayors Announcements

The Mayor updated Members regarding a number of events that are being arranged to include a Christmas Carol event on 9th December and a function in the Auditorium on Remembrance Day, 11th November. Members were informed of the change of arrangements for Remembrance Sunday as this year will see a parade from the Guildhall to St Mary's Church.

The Mayor read out a letter from SSDC regarding an invitation to attend an event to consult about opportunities for Affordable Housing. Further details will be published on the Bulletin.

135. 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 and Prejudicial Interest in item #149 due to a financial contribution to the organisation.

Councillors Mrs. Kenton and A Kenton declared a Personal and Prejudicial Interest in item #141 due to a financial contribution to the organisation.

Councillors Mrs. Kenton and A Kenton declared a Personal and Prejudicial Interest in item #149 due to a financial contribution to the organisation.

Councillor Mrs. Kenton declared a Personal Interest in Agenda item #143 as she is a Member of Somerset County Council.

Councillors Mrs. Morrison, Shortland and Mrs. Aherne declared a Personal Interest in Agenda item #140 as there are cheques payable to Mrs. Morrison and Mr. Shortland and Councillor Mrs. Aherne's employer.

Councillor Wale declared a Personal and Prejudicial Interest in item #142 being a member of the Carnival Committee

136. 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 Mayor requested that agenda items # 153 & 154 be heard in closed session as issues of confidence in relation to staffing matters and commercial in confidence were to be reported on.

RESOLVED – that agenda items #153 & 154 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

**Proposed Councillor Bulmer
Unanimous**

Seconded: Councillor Mrs. Aherne

The Mayor brought forward Agenda Item # 149 to allow Councillor Shortland to propose his motion before leaving the meeting.

8.10pm Councillors Bulmer, Kenton and Mrs. Kenton leave the meeting.

149. Notice of Motion received from Councillor Shortland on 28th September 2011 that 'This Council resolves to support the display of Christmas lights by taking on the ownership of the lights, including new lights purchased and insuring them, subject to receiving in writing from the Christmas Lights organisers an assurance that there will be no liability placed upon the Council for the erection or dismantling of the lights for display or for any repairs to them each year.

Members debated the issue regarding accepting legal ownership of the lights but were in agreement that the responsibility for erecting them would remain outside its scope.

Proposed: Councillor Shortland Seconded: Councillor Mrs. Wyatt

Unanimous

RESOLVED – that this Council resolves to support the display of Christmas lights by taking on the ownership of the lights, including new lights purchased and insuring them, subject to receiving in writing from the Christmas Lights organisers an assurance that there will be no liability placed upon the Council for the erection or dismantling of the lights for display or for any repairs to them each year.

8.15pm Councillors Bulmer, Kenton and Mrs. Kenton re-join the meeting.

8.15pm Councillor Shortland gives his apologies and leaves the meeting.

137. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 15th August 2011 [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 15th August 2011 be signed as a correct record.

Councillor Prior requested that his comments be noted in relation to Standing Order # 2kii regarding the receiving of minutes. It was pointed out that this clause relates to the Annual Meeting of the Council only.

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

RESOLVED – to receive and note the report

139. 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.

140. Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)).

Councillors Mrs. Wyatt and Forsyth are the signatories and will meet on Tuesday at 3.00pm to sign the cheques.

RESOLVED – to approve the accounts for payment.

8.30pm Councillors Kenton and Mrs. Kenton leave the meeting.

- 141. Finance – CCTV –** to approve expenditure from Earmark Reserve Account for upgrading CCTV equipment with facility to copy images onto a digital format.

Members were reminded that the system had been purchased by the Town Council with financial contributions that had been collected by local organisations, traders and retailers. It was recognised that for the system to be an effective tool for the police to use that there must be a facility to copy images that could be admissible for evidence. Any further debate in relation to on-going maintenance costs would be deferred until the budget was considered.

**Proposed: Councillor Wale
Unanimous**

Seconded: Councillor Mrs. Aherne

RESOLVED – to purchase a 4 channel video recorder with CD writer with 60 day facility at a cost of £803.25 plus vat and to authorise cleaning and other maintenance works at a cost of £547.00 plus vat. The expenditure was authorised from the CCTV Earmark Reserve Account.

8.40 pm Councillors Kenton and Mrs. Kenton re-join the meeting.

8.40pm The meeting is adjourned for a five minute recess.

8.45pm The meeting reconvenes.

- 142. 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.**

8.45pm Councillor Wale left the meeting

Members were asked to consider an application from Chard & District Carnival Committee that fell outside the criteria as it was a consecutive application.

**Proposed: Councillor Mrs. Kenton
For: 8**

Against: 0

Abstention: 2

Seconded: Councillor Bulmer

RESOLVED – to approve funding of £550.00 towards the cost of insuring this year's event from the Grant Aid budget.

8.55pm Councillor Wale re-joins the meeting.

Members were asked to consider an application from Chard & Ilminster Boxing Club that fell outside the criteria as it was for revenue funding.

**Proposed: Councillor Wale
For: 8**

Against: 1

Abstention: 2

Seconded: Councillor Prior

RESOLVED – to approve funding of £550.00 towards the cost of running the club from the Grant Aid budget.

143. To consider the Local Government Boundary Commission's Electoral Review of Somerset.

Members did not wish to make any formal representation at this stage as proposals put forward would not see any changes to either Chard South or Chard North. Councillor Prior will be attending the Somerset Association of Local Council's meeting on 3rd November and will take any feedback or comments Members have then.

144. To receive the report and consider recommendations from Queen's Jubilee Working Group.

It was reported that there was a good response at the first meeting but that before any further plans could be made a commitment from Council was necessary to endorse the planned events to commemorate the Jubilee. A proposal was made that Full Council propose its recommendation to the Finance Committee at the November meeting.

Proposed: Councillor Mrs. Kenton Seconded: Councillor Prior
For: 10 Against: 0 Abstention: 1

RESOLVED – that this Council supports decisions made by the Working Group and to authorise the Finance & Guildhall Committee to approve the proposed budget of £5000.00 for 2012/2013 and in addition to increase it as necessary to cover the Guildhall hire costs.

145. To receive the report and consider recommendations from the Working Group regarding proposed changes to the quarterly newsletter.

It was reported that the Working Group had considered the following;

- Identify the need
- Delivery Options and cost
- Publication Format i.e. black and white/colour, size etc
- Content

It was agreed that the publication would include information from local organisations and that it would be issued in advance to all Members for clarification regarding factual information and the identification of mistakes.

Proposed: Councillor Ms. Pittwood Seconded: Councillor Wale

RESOLVED – that this Council approves an editorial working party of four Members; Councillor Mrs. Kenton, Ms. Pittwood, Prior and a vacant position for another Member. The Terms of Reference are to produce two Newsletters a year by liaising with staff and Members with final approval by the Town Clerk.

146. To debate the merits of continuing to hold monthly Councillors' Surgeries.

After some discussion it was agreed that the meetings would remain in their current format until April 2012 when a further review would be undertaken. Members suggested that a private room should be made available to hold confidential meetings with members of the public attending.

Proposed: Councillor Wale
For: 8

Against: 2

Seconded: Councillor Bulmer
Abstention: 1

RESOLVED – that the Councillors’ Surgeries continue as they are until a review in April 2012.

147. To receive report from Surveyor in connection with proposed site of changing facilities at Jocelyn Park.

The report was received and noted.

Members agreed that letters should be sent to both football clubs requesting details of firm proposals and a statement of their financial arrangements.

Confirmation should also be sought regarding possible options for a lease and how this could be achieved. It was agreed that no further costs should be incurred by Council at this moment.

148. Notice of Motion received from Councillor Bulmer on 1st September

2011 that " In line with recent quadrennial induction training Chard Town Council considers putting together a four year plan, which gives Chard Town Council structure and direction that has real benefits to the wider community and residents of Chard"

Councillor Bulmer summarised his request that Members consider the Council’s priorities and objectives during this quadrennial. Several options were discussed.

Proposed: Councillor Bulmer

Seconded: Councillor Wale

Unanimous

RESOLVED – that this Council holds a Member Workshop with the aim of putting together a four year plan to give Chard Town Council structure and direction that has real benefits to the wider community and residents of Chard.

150. Notice of Motion received from Councillor Prior on 28th September 2011

that ` in the spirit of co-operation and the efficient working of the Council, this Council will ensure that all sub-committees set up by the Committees, or by the Council, for the Committees to further the work of the Council, will reflect the ‘political’ composition of the members of the Council and therefore during the present quadrennium all such sub committees will include at least one member of the Council elected to the Council as an independent councillor’.

Councillor Prior withdrew his motion.

151. Town Clerk’s Delegated Powers. The Town Clerk gave 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;

- Distribution of a revised Staff Handbook to incorporate recent legislative changes
- An increase in advertising costs for the Operations Manager's post from £699.00 to £999.00
- Changes to the Internet Provider including provision of new phone line
- Title and Deed of Dedication relating to Lower Henson Park MUGA has been signed and returned to SSDC for execution

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

152. Reports from Representatives of Outside Bodies.

None received

10.15pm Members of the Press and Public left the meeting and the Members adjourned for a five minute recess

10.20pm The meeting was re-convened

153. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public during consideration of this item (Item 136 above refers) - Staff in Confidence

Administration Dept

Members confirmed that following a satisfactory first year on the National Apprenticeship Scheme, Vicky Cable's appointment as an Administrator is made permanent with effect from 10th October 2011. Council approved the salary within the scale SCP 14-17.

Members were advised that a temporary replacement will be due to start on 24th October providing twenty hours per week reception cover. This will be during a period of sickness leave for a permanent member of staff who is expected to be off for approximately three months.

Sarah Robson has officially taken over as Town Clerk with effect from 10th October 2011.

Unanimous

Operations Manager

Councillors Mrs. Kenton, Prior and Wale all declared a Personal Interest in this item as they are on the Appointments Panel.

Council approved delegated authority to the Appointments Panel (Councillors Mrs. Kenton, Shortland, Prior and Wale) to appoint within the approved SCP range following the interview process.

For: 7 Against: 1 Abstentions: 1

RESOLVED – to approve the recommendations and note the information in item # 153

154. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public will be excluded during consideration of this item (Item 136 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. It was approved that delegated authority be given to Councillors Mrs. Dowell, Wale and Bulmer to negotiate the Council's position in the event that a decision needs to be made expeditiously.

Lower Touches, Chard

The Section 278 Agreement has now been signed by two Members and witnessed. This is the agreement that enables the completion of highways works. It also makes provision for Chard Town Council to dedicate some land for use as a public cycle path and footpath.

Essex Close, Chard

The Deed of Surrender has now been completed. The documents for the transfer have been signed and witnessed in preparation to enable Chard Town Council to transfer a strip of land to SSDC and SCC.

RESOLVED – to approve the recommendations and note the information in item # 154

There being no further business the meeting closed at 11.05 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 19th December 2011 at 7.30 pm.**

PRESENT: Councillors

Mrs. C Morrison – Mayor

Mrs. J Kenton – Deputy Mayor

D Bulmer

Mrs. S Dowell

G Forsyth

Mrs. B Halse

A Kenton

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 public present.

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

LGA 1972 s85 (1).

Councillors M Dowell & J Dorse – Family Illness

RESOLVED: to accept the apologies and approve the reason given

156. Mayors Announcements

The Mayor thanked those Members who had attended the recent Carol Concert and reminded Members of the Christingle Service at St Mary's Church on Christmas Eve at 4.00pm and 6.00pm.

The Mayor asked Members for their co-operation in keeping to Standing Orders in respect of the Rules of Debate, particularly the length of time they speak for and the number of times.

157. 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 Prior declared a Personal Interest in item #162 as they both have cheques made payable to them.

Councillors Mrs Morrison and Mrs O'Brien declared a Personal and Prejudicial Interest in Agenda item #163 in the event that the Youth Centre was considered when the budget was being set. This is on the basis that they are both on the Management Committee.

Councillor Shortland declared a Personal Interest in Agenda item #163 in the event that the Youth Centre was considered when the budget was being set. This is on the basis that he is on the Management Committee.

158. 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 # 171 & 172 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 #171 & 172 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

The Mayor agreed to a request that the order of the agenda be changed as information under Agenda item # 172 should be considered before the end of the meeting to allow for full concentration on the issues for debate.

It was also agreed that Agenda Item # 167 should be brought forward also and discussed before the budget as there were financial implications if the motion was passed.

159. Council Meeting - Minutes - To confirm and sign the minutes of the Town Council Meeting held on Monday 17th October 2011 [LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 17th October 2011 be signed as a correct record.

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

RESOLVED – to receive and note the report

161. 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.

162. Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)).

Councillors Mrs. Morrison and Shortland are the signatories and will meet on Wednesday at 2.00pm to sign the cheques.

RESOLVED – to approve the accounts for payment.

167. Notice of Motion received from Councillor A Prior on 5th December 2011

a) that the Council discuss the structure and timetable for 2012/2013 Council year and will consider;

i) reverting to monthly meetings on the 3rd Monday of every month

ii) forming an Amenities and Guildhall Committee to bring councillors' involvement and officers' reporting procedures in line with the staff structure now an Amenities Operations Manager has been appointed

iii) renaming the Finance & Guildhall as the Finance & Personnel Committee

iv) the appropriateness of Finance & Personnel and Amenities & Guildhall Committees each meeting bi-monthly on alternate first Mondays of every month

b) that the Council asks the Town Clerk to prepare a draft programme of meetings for 2012/2013 taking into account these decisions, public and school holidays and any other relevant factors so that councillors, staff and the public can plan accordingly'.

Councillor Prior suggested an amendment to his motion as detailed;

'that this Council meet monthly on the third Monday of every month at 7.30pm'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

For: 4

Against: 8

Abstentions: 0

Motion Failed

'appoint a Finance and Personnel Committee to meet on alternate first Mondays of the month at 7.30pm'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

For: 4

Against: 8

Abstentions: 0

Motion Failed

'appoint an Amenities and Guildhall Committee to meet on the first Monday of the month at 7.30pm alternatively with the Finance and Personnel Committee'

Proposed: Councillor Prior

Seconded: Councillor Bulmer

For: 4

Against: 8

Abstentions: 0

Motion Failed

It was noted that the Town Clerk had already circulated a proposed schedule of meeting dates for the Civic Year 2012/2013.

163. Finance – Budget -to consider 2012/2013 budget for approval and set the precept.

Some discussion ensued in relation to individual budget lines and the Town Clerk answered specific questions.

A proposal was tabled to delete budget lines for the Guildhall Sinking Fund, the Closed Churchyard and Cemetery Land Acquisition and to instruct the Town Clerk to make transfers of these sums from the Council's earmarked reserves.

Proposed: Councillor Prior

Seconded: Councillor: Bulmer

For: 3

Against: 7

Abstentions: 2

Motion Failed

There was agreement that the process for the following year would include a workshop for Members to consider the budget in greater detail before it reaches committee stage.

Proposed: Councillor Mrs. Kenton

Seconded: Councillor Shortland

For: 10

Against: 0

Abstentions: 2

RESOLVED – to approve the proposed draft budget with the following changes; to reduce the overall budgeted Payroll Costs by £5,637.88 and increase the Legal Fees budget by £2,891.88 to £4,891.88.

It was therefore agreed to keep the Chard Town Council 'Band D' element of the Council tax at the same rate as 2011/2012 at £117.17 allowing for a reduction in the precept of £2,746.00 to £530,854.00.

Proposed: Councillor Mrs. Morrison

Seconded: Councillor Mrs. Dowell

For: 10

Against: 2

Abstentions: 0

RESOLVED – to approve a precept demand of £530,854.00 for 2012/2013

9.10pm Members of the Public left the meeting and the members adjourned for a five minute recess

9.15pm The meeting was re-convened

171. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public during consideration of this item (Item 158 above refers) - Staff in Confidence

Amenities Dept Vacancy

Members were updated on the recommendations from the Staff Working Group in relation to the proposed new post of Team Leader. The Members unanimously approved the recommendations and gave delegated authority to the Town Clerk in conjunction with the Operations Manager and the Chair of the Amenities Committee to appoint within the agreed pay scale for this post.

Staff Training

Expenditure was approved for enrolment by two members of staff to undertake the CiLCA training course to be held in March 2012.

For: 11 Against: 0 Abstention: 1

Councillors Ms. Pitwood and Forsyth declared a Personal and Prejudicial Interest in the following item on the basis of their close personal relationships with members of staff. They both left the meeting.

Holiday Entitlement

The Town Clerk was authorised to make the necessary changes to harmonise the Council's policy regarding holiday entitlement. The decision was unanimous.

RESOLVED – to approve the recommendations and note the information in item # 171

172. In view of the confidential nature of the business about to be transacted, it was resolved to exclude the press and public will be excluded during consideration of this item (Item 158 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.

Cresta Car Park, Chard

Progress has been delayed due to the protracted negotiations with SCC in relation to the payment of legal fees.

Essex Close, Chard

Confirmation is awaited that the legal fees have been paid in order that the Surrender be completed.

Cedar Close, Chard – S104 Agreement

The Town Clerk was instructed to negotiate with the developer to achieve agreement in relation to the costs of maintaining the swale. Once this has been completed authority was given to the Clerk to sign the agreement on behalf of the Council.

RESOLVED – to approve the recommendations and note the information in item # 172

164. To receive report and consider recommendations from the Newsletter Working Group.

- Printing of Newsletter to be done by a local business at a cost of £620.00
- Delivery by Mailbox at a cost of £420.00 net
- Printing to be full colour (black on white for text, town crest and photos in colour)
- Newsletter to be re named Streamline

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Wale

RESOLVED – to approve the recommendations of the Newsletter Working Group

165. To receive report and consider recommendations from the Working Group regarding the proposed changing facilities at Jocelyn Park.

- Agree that a legally binding agreement be drawn up setting out terms and conditions of an appropriate lease between Chard Town Council and joint representatives of the football teams currently using Jocelyn Park. The agreement to be signed by both parties prior to any occupation of the land required.
- That all subsequent legal costs and land registry fees be covered by the football clubs namely Chard United and Chard Rangers.
- That Chard Rangers and Chard United football clubs cover all costs of building construction. This to include internal and external utility connection costs.
- That representatives from the Working Party enter into future negotiations with the football clubs, namely Chard United and Chard Rangers, regarding terms and conditions of use of the grassed areas Park when playing football on Jocelyn Park.

Proposed: Councillor Bulmer
Unanimous

Seconded: Councillor Shortland

RESOLVED – to approve the recommendations of the Working Group and go ahead with arrangements for a lease subject to additional information requested by SSDC in relation to a Design and Access Statement and Building Control Regulations being satisfactory.

166. To receive report and consider recommendations from the Jubilee Working Group.

- That this Council agrees to allocate up to £500 from the Jubilee budget for a Blue Plaque as a reminder of the celebrations, purchased from Chard 2000/Chard in Bloom. The plaque to be inscribed "From the people of Chard to celebrate the Diamond Jubilee of Queen Elizabeth Second. Unveiled on xxxx 2012 by xxxx".

- That this Council agrees to allocate a total of £460 from the Jubilee budget for the hire of a Samba band - £300 and hire of toilets - £160
- That this Council agrees to give Councillor Mrs Kenton authority to write to various groups on behalf of the Jubilee group to ask for their help/support; these letters would be approved by the Town Clerk before being sent.
- That this Council approves the above events that have been organised and the use of Council land for the party in the park.
- That this Council agrees that any monies raised from events will be given to Chard Carnival Committee to be distributed to local groups and charities only. Chard Carnival Committee has agreed to organise the parade and allow use of their insurance for these events.

Proposed: Councillor Prior
Unanimous

Seconded: Councillor Bulmer

RESOLVED - to approve the recommendations of the Jubilee Working Group and delegate authority for expenditure to be made within the budget to the Town Clerk, Councillor Wale and Councillor Mrs. Kenton.

168. Notice of Motion received from Councillor A Prior on 5th December 2011

' that the Council will ensure that all sub-committees and working parties set up by the Council or its Committees shall reflect the composition of the Council and therefore, during the present quadrennium these groups will include at least one Member elected to the Council under the title of independent'.

Councillor Prior withdrew his motion.

169. Town Clerk's Delegated Powers. The Town Clerk gave Council details of matters dealt with under her delegated powers since the last meeting of Council. [LGA 1972 s101](#)

The Town Clerk reported the following;

Jocelyn Park

Stokes Partnership have been authorised to instruct Counsel to prepare a brief in preparation for the trial.

Electricity Account

The accounts will be changing with effect from 1st January to a more competitive supplier, part of the new terms include a discount for paying by DDR.

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

170. Reports from Representatives of Outside Bodies.

Noted

There being no further business the meeting closed at 10.55 pm