Chard Town Council

The Guildhall, Fore Street, Chard. TA20 1PP
01460 239567 chard.gov.uk
Mayor: Cllr Victoria Bates
Chief Executive & Town Clerk David Bell

MINUTES

Chard Town **Full Council** meeting held in Guildhall, Fore Street, Chard, TA20 1PP on **Monday 20th October 2025** commencing at 19:00pm.

Councillors Present: Councillors: Baker, Bates, Bulmer, Eggins, A. Kenton, J. Kenton, Richter, Shortland, Tribble, Watson & Williams.

Officers Present: Chief Executive & Town Clerk, David Bell, Operations Manager Kevin Dyer

Public Participation
No members of the public asked questions.

Council Reports
Council received updates from Unitary Councillors Baker & J Kenton.

Section 1 Standing Items:

2025/124 Apologies for Absence
Council received apologies from the following Councillors;
Hassan, Hussey & O'Brien

Reasons for absence: Personal.

Proposed: Councillor Williams Seconded: Councillor Bulmer
Unanimous

Resolved: For Council to accept the apologies declared.

2025/125 Declarations of Interest
Non declared for the register.

2025/126 Full Council Meeting Minutes

Proposed: Councillor J Baker Seconded: Councillor Eggins
For: 8 Abstain: 3

Resolved: Council approved the draft minutes of the 29th September 2025 Full Council meeting as an accurate account.

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2025/127 Committee Meeting Minutes

Council noted that minutes for 9th September A&E and F&A outstanding minutes would appear on their next agendas for approval prior to noting at Full Council.

2025/128 Financial Checks and Information

a) **Payments List September 2025**
This item deferred as Councillors were unable to read it.

b) **Internal Audit Checklist**
Council noted the internal audit checklist for Q2.

Section 2: Items To Note

2025/129 Mayors Updates & Announcements

The Mayor provided an update on the recent visit from Helstad, Chard's Twin Town.

2025/130 Chief Executive & Town Clerk Updates.

The Chief Executive & Town Clerk provided updates on the following items which Council noted:

a) Bonds Close – Flooding
b) Jocelyn Park
c) Bath Street Toilets
d) Road Safety in Chard
e) Remembrance Ceremonies
Council noted the Chief Executive & Town Clerk updates.

Additional Item - **Young People's Centre**

Proposed: Councillor J Kenton Seconded: Councillor Eggins
For: 10 Abstain: 1

Resolved: For Council to approve virement £6,000 from The Hive Utilities budget to the Hive works budget

Additional Item **Committee Membership Update**

Proposed: Councillor Bulmer Seconded: Councillor Eggins
Unanimous

Resolved: For Council to agree Cllr Tibble as a member of the Planning & Highways and Finance & Audit Committee

Section 3 – Items For Discussion & Decision

2025/131 Matters Relating to The Finance & Audit Committee

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a) Council noted the grant decisions made by the Finance & Audit Committee

b) Finance signatories

Proposed: Councillor Williams — Seconded: Councillor Bulmer
For: 8 — Abstain: 2

Resolved: Council agreed that all Finance & Audit committee members will be signatories.

2025/132 Matters Relating To The Amenities & Events Committee

a) Bath St Toilets

Proposed: Cllr Baker — Seconded Cllr J Kenton
Unanimous

Resolved:
a) That the Chief Executive & Town Clerk be authorised to obtain three quotations for a designer for the proposed Changing Places Facility and hold further Officer-to-Officer discussions with Somerset Council with regard to the long term lease prior to bring matters back to Full Council.

Proposed: Cllr Baker — Seconded Cllr J Kenton
For: 10 — Abstain: 1

Resolved:
b) The Chief Executive & Town Clerk create up an EMR taking £200,000 funds from Devolution funds.

b) Jocelyn Park

Proposed: Cllr J Baker — Seconded Cllr Bulmer
For: 10 — Abstain: 1

Resolved: For Council to authorise the Chief Executive & Town Clerk to accept handover of the building from the Contractor on behalf of the Council and seek quotations for completing the works. Quotations to be brought back to Full Council.

c) Parks & Cemetery Staff Mess Facilities

Proposed: Cllr J Kenton — Seconded Cllr Eggins
Unanimous

Resolved: For Council to authorise The Chief Executive & Town Clerk to:
1) Check the working conditions pf the Park & Cemetery Staff, confirming they meet current practices and

2) Obtain three quotations for a designer for the proposed Mess Room.

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3) The Chief Executive & Town Clerk to set up an EMR for the project for £200,000 from the General Reserves.

2025/133 Allotment Lease

Proposed: Cllr Shortland **Seconded:** Cllr Bulmer
Unanimous

Resolved: For Council to to enter into a new 3 year lease (with the landowner) with the proposed increase in rent for the Chardstock Allotment and recreation site (Halcombe Park) and instruct the Chief Executive & Town Clerk to process the matter. The lease document will be similar to the previous lease but with the cost increase.

2025/134 Purchase Of New Recording Equipment

Proposed: Cllr J Kenton Seconded: Cllr J Baker
Unanimous

Resolved: For Council to agree the Chief Executive & Town Clerk with the help of Cllr Tribble look into this further.

2025/135 Somerset Council Discussions Over Devolution Matters
A draft paper based on the Somerset Council officer discussions was noted.

2025/136 Date Of Next Meeting
Council noted the next Full Chard Town Council meeting is Monday 24th November 2025. To be held at The Guildhall, Fore Street, Chard TA20 1PP and commence at 7pm

There being no other business, The Mayor thanked all those in attendance for coming and closed the meeting at 20.34 pm

Date: **Signed:**

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				Payment list October 2025		
503	31.10.2025	£22.00	£0.00	£22.00	Bank/Service charges	Lloyds bank
502	28.10.2025	£121.80	£24.36	£146.16	Waste collection	Veolia
501	28.10.2025	£29,200.75	£0.00	£29,200.75	Payroll -Salaries	Chard Town Council
500	27.10.2025	£105.00	£14.00	£119.00	PPE	Eagle Plant
499	27.10.2025	£178.44	£35.68	£214.12	Janitorial -Cleaning supplies	NISBETS
498	27.10.2025	£2.29	£0.45	£2.74	Janitorial -Cleaning supplies	NISBETS
497	27.10.2025	£4,112.27	£822.45	£4,934.72	Youth Centre -Refurbishment	JKS Flooring Ltd
496	27.10.2025	£450.00	£0.00	£450.00	Catering for Mayors Carnival event	Catering4U
495	27.10.2025	£79.77	£15.95	£95.72	Mobile phones	Vodafone
494	20.10.2025	£8.50	£0.00	£8.50	Bank/Service charges	Lloyds bank
492	21.10.2025	£220.00	£44.00	£264.00	Signs for play areas	SafetySigns4Less
491	20.10.2025	£1,000.00	£0.00	£1,000.00	Core Grant	Chard Town Team
490	20.10.2025	£1,000.00	£0.00	£1,000.00	Core Grant	Carnival Committee
489	20.10.2025	£1,000.00	£0.00	£1,000.00	Community Grant	Chard Museum
488	20.10.2025	£660.00	£0.00	£660.00	Community Grant	Blackdown Acapella
487	20.10.2025	£400.00	£0.00	£400.00	Community Grant	Trident Swimming Club
486	20.10.2025	£9.56	£1.92	£11.48	PC Equipment	Amazon
485	20.10.2025	£159.24	£31.85	£191.09	PC Equipment -Laptop for Councillor	Amazon
484	20.10.2025	£17.82	£3.56	£21.38	Alarm battery	Amazon
483	20.10.2025	£14.98	£3.00	£17.98	Power adapter	Amazon
482	20.10.2025	£11.98	£2.40	£14.38	PC Equipment	Amazon
481	20.10.2025	£149.14	£0.00	£149.14	Youth Centre -Refurbishment	Jason Baker
480	20.10.2025	£500.00	£100.00	£600.00	Legal & Professional -For work undertaken regarding lease for sports changing room	EVERYS
479	20.10.2025	£21.60	£4.32	£25.92	Equipment	JEWSON
478	20.10.2025	£67.00	£13.40	£80.40	Vehicle maintenance	Industrial Tyres Ltd
477	20.10.2025	£112.00	£22.40	£134.40	PPE	Tudor environmental
476	20.10.2025	£25.00	£5.00	£30.00	Mobile phones	Aro
475	20.10.2025	£9.60	£1.92	£11.52	IT	AF-IT
474	16.10.2025	£46.72	£2.34	£49.06	Boden Street Electricity	WME
473	16.10.2025	£50.61	£2.53	£53.14	Cemetery Electricity	WME
472	16.10.2025	£48.66	£2.43	£51.09	Recreational Ground Electricity	WME
471	16.10.2025	£61.16	£3.06	£64.22	Recreational Ground Electricity	WME
470	16.10.2025	£836.15	£167.23	£1,003.38	Guildhall Electricity	WME
469	16.10.2025	£49.04	£9.81	£58.85	Guildhall Electricity	WME
468	16.10.2025	£49.04	£9.81	£58.85	Guildhall Electricity	WME
467	16.10.2025	£140.19	£28.04	£168.23	Fuel	Fuel Genie
465	15.10.2025	£300.00	£0.00	£300.00	Regalia repair	Mary Wardell
464	15.10.2025	£9,985.45	£0.00	£9,985.45	PAYE & NI Payment	HMRC
463	15.10.2025	£8,229.76	£0.00	£8,229.76	Pension Payment	Somerset Council Pension Fund
462	15.10.2025	£72.24	£8.62	£80.86	Youth Centre -Electricity	Octopus energy
461	15.10.2025	£48.18	£9.64	£57.82	Mobile phones	EE
460	14.10.2025	£158.10	£7.91	£166.01	Guildhall Gas	WME
459	09.10.2025	£1,234.72	£246.94	£1,481.66	Bath Street toilets -Cleaning tender	Danfo (UK) Ltd
458	09.10.2025	£687.94	£137.59	£825.53	Transcription services	Dictate2us
457	09.10.2025	£590.80	£118.16	£708.96	IT	AF-IT
456	09.10.2025	£536.25	£107.25	£643.50	IT	AF-IT
455	09.10.2025	£96.82	£19.36	£116.18	Broadband	AF-Connect
454	09.10.2025	£10.80	£2.16	£12.96	Name badge	Recognition Express
453	09.10.2025	£24.17	£4.83	£29.00	Equipment	MNR MOWERS
452	09.10.2025	£51.25	£10.25	£61.50	Vehicle maintenance	GW Machinery Services
451	09.10.2025	£101.29	£20.26	£121.55	Vehicle maintenance	GW Machinery Services
450	09.10.2025	£285.75	£57.15	£342.90	Vehicle maintenance	GW Machinery Services
449	09.10.2025	£8.99	£1.80	£10.79	Stationery order	VIKING
448	09.10.2025	£199.79	£39.96	£239.75	Stationery order	VIKING
447	09.10.2025	£2,100.00	£420.00	£2,520.00	External Auditor -Limited assurance review of Annual Governance & Accountability Return	PKF Littlejohn LLP
446	02.10.2025	£12.99	£0.00	£12.99	Monthly subscription	ZOOM
445	01.10.2025	£345.00	£0.00	£345.00	Vehicle tax	DVLA
444	03.10.2025	£3,867.00	£0.00	£3,867.00	Guildhall Rates	Somerset Council
443	03.10.2025	£1,971.00	£0.00	£1,971.00	Cemetery Rates	Somerset Council
442	01.10.2025	£874.00	£0.00	£874.00	Store Rates	Somerset Council
441	01.10.2025	£121.00	£0.00	£121.00	Open Air Market Rates	Somerset Council
440	03.10.2025	£457.50	£91.50	£549.00	Kind Directory set up payment 2 of 2	Zonkey Solutions Ltd
439	03.10.2025	£270.00	£54.00	£324.00	RFO Recruitment	Hutchinson Marketing Ltd -Recruitment Today
438	03.10.2025	£98.50	£11.70	£110.20	Vehicle maintenance	Bartlett Park Garage
437	03.10.2025	£1,500.00	£0.00	£1,500.00	Allotment lease payment	Sully Family Discretionary Trust c/o
436	03.10.2025	£55.33	£1.50	£56.83	PPE	Tudor environmental
435	03.10.2025	£30.36	£6.07	£36.43	Equipment	Eagle Plant
				Petty cash		
493	23.10.2025			£28.78	Hirers refreshments	Sainsburys
466	15.10.2025			£18.00	Key cutting	Power Shoes
433	02.10.2025			£8.70	Sharps box	Mortons Pharmacy

Chard Town Council

Prepared by: Teresa Turnbull — Date: 2nd October 2025

Name and Role (Clerk/RFO etc)

Approved by: Cllr Claire Richter — Date: 09/10/2025

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2025			
	Cash in Hand 01/04/2025			1,148,934.26
	ADD			
	Receipts 01/04/2025 - 30/09/2025			1,271,938.16
				2,420,872.42
	SUBTRACT			
	Payments 01/04/2025 - 30/09/2025			459,920.89
A	**Cash in Hand 30/09/2025** (per Cash Book)			**1,960,951.53**
	Cash in hand per Bank Statements			
	Lloyds Current A/c	30/09/2025	19,762.69	
	Lloyds Instant Deposit	30/09/2025	1,405,928.59	
	Petty Cash (To reconcile)	30/09/2025	230.43	
	Nationwide Instant Saver 9000	31/03/2025	370,256.64	
	Nationwide Instant Saver 90010	31/03/2025	164,773.18	
				1,960,951.53
	Less unpresented payments			
				1,960,951.53
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,960,951.53**
	A = B Checks out OK			

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Chard Town Council

RECONCILIATION - Petty Cash (To reconcile) 30-09-2025

From Accounts	£230.43
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£230.43**

Created by Scribe

LLOYDS BANK

Commercial Instant Access Account Statement

Printed: 02 October 2025

Chard Town Council
The Guildhall
Fore Street
Chard
Somerset
TA20 1PP

Sort code [redacted] Account number [redacted]
BIC: LOYDGB21287 IBAN: GB07 LOYD 3099 5064 9850 68

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
15 Sep 25	[redacted]	TFR		20000.00	1405928.59
12 Sep 25		TFR		31100.00	1425928.59
09 Sep 25			1455.37		1457028.59

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Chard Town Council
The Guildhall
Fore Street
Chard
Somerset
TA20 1PP

Your Account

Sort Code 30-99-50
Account Number 54960560

BUSINESS ACCOUNT

01 September 2025 to 30 September 2025

Money In	£61,292.05	**Balance on 01 September 2025**	£30,611.32
Money Out	£72,113.10	**Balance on 30 September 2025**	£19,762.69

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 25	[redacted]	FPI	27.58		30,611.32
01 Sep 25		PAY		27.30	30,584.02
01 Sep 25		FPI	97.03		30,681.05
02 Sep 25		DD		4,162.92	26,518.13
02 Sep 25		DEB		12.99	26,505.14
03 Sep 25		BGC	48.00		26,553.14
03 Sep 25		DD		220.00	26,333.14
03 Sep 25		FPI	29.00		26,362.14
04 Sep 25		BGC	108.00		26,470.14
04 Sep 25		FPI	337.80		26,807.94
04 Sep 25		FPI	55.00		26,862.94
05 Sep 25		BGC	127.40		26,990.34
05 Sep 25		BGC	452.00		27,442.34
05 Sep 25		BGC	2,988.98		30,431.32
05 Sep 25		FPI	226.00		30,657.32
05 Sep 25		FPI	642.00		31,299.32

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BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 Sep 25	[redacted]	FPI	58.00		31,357.32
05 Sep 25		DEB		79.10	31,278.22
05 Sep 25		DEB		463.78	30,814.44
05 Sep 25		DEB		488.04	30,326.40
08 Sep 25		DEB		199.99	30,126.41
09 Sep 25		BGC	24.00		30,150.41
09 Sep 25		FPI	57.00		30,207.41
09 Sep 25		DEB		69.96	30,137.45
10 Sep 25		TFR	11.00		30,148.45
11 Sep 25		DD		166.01	29,982.44
11 Sep 25		FPI	2,875.88		32,858.32
12 Sep 25		BGC	150.00		33,008.32
12 Sep 25		DD		4,229.75	28,778.57
12 Sep 25		TFR	31,100.00		59,878.57
12 Sep 25		DEB		2,430.24	57,448.33
15 Sep 25		DD		57.82	57,390.51
15 Sep 25		DD		20,347.13	37,043.38
15 Sep 25		TFR	20,000.00		57,043.38
15 Sep 25		FPI	235.20		57,278.58
15 Sep 25		PAY		119.08	57,159.50
15 Sep 25		PAY		25.00	57,134.50
16 Sep 25		DD		239.71	56,894.79

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BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 Sep 25	[redacted]	DD		1,319.97	55,574.82
17 Sep 25		FPI	25.64		55,600.46
18 Sep 25		DEP	227.69		55,828.15
18 Sep 25		DEP	275.00		56,103.15
18 Sep 25		DEP	324.05		56,427.20
18 Sep 25		DEB		762.00	55,665.20
19 Sep 25		PAY		19.02	55,646.18
22 Sep 25		DD		9,241.56	46,404.62
23 Sep 25		DEB		204.96	46,199.66
23 Sep 25		FPI	337.80		46,537.46
25 Sep 25		DD		95.72	46,441.74
25 Sep 25		FPI	452.00		46,893.74
26 Sep 25		DD		79.63	46,814.11
26 Sep 25		DD		26,870.15	19,943.96
29 Sep 25		DD		146.57	19,797.39
30 Sep 25		PAY		34.70	19,762.69

Transaction types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

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The Hive
Young People's Centre

1 Introduction

- The Hive young people's centre CIC was formed shortly after the building was occupied by the committee in mid-August, in this time the committee have redecorated the main rooms in the building and the toilets. We have ensured that the building is compliant and have had a new fire safety risk assessment completed. The committee also spent considerable time working with other groups in Chard to form a plan to allow the building to home other key groups within the town. We have written a host of documents to ensure that the building is safe and that the CIC has a fit for purpose constitution.
- After several meetings with youth providers a tender document for the youth provision went out in September and a youth provider to deliver the three nights a week was agreed and signed in late October, the supplier is Community Youth Project and they have to date recruit youth worker and one support worker with applications being received for the second support worker post. We are aiming for this provision to start in January, but this is reliant on recruitment and training being complete. This report outlines the club's objectives, activities, and contributions to the community.

2 Objectives

- **Serves as a vital community hub for young people**, providing them with a safe space to engage in activities, build friendships, and develop skills.
- **A safe space after school** youth workers will be on hand for drop ins, advice, as well as food and drink if needed.
- **Youth club three nights a week** we will provide two nights of secondary age provision and one of primary age provision.
- **Outreach** we aim to provide outreach within our town so that we can reach those that are not accessing the service
- **Develop Skills**: Offer programs that enhance physical, creative, and social skills.
- **Promote Social Interaction**: Facilitate friendships and social networks among youth.
- **Encourage Volunteerism**: Engage youth in community service projects to foster a sense of responsibility.
- **Support Well-being**: Provide resources and support for mental and physical health.
- **Partnership Working** We will work closely with Holyrood school, all of the primary schools, police, and all other agencies

- **Networking** We aim to hold quarterly meetings open to all of the group and club leaders of youth provisions to enable everyone to share knowledge and gain information and potential funding streams.

3 Youth Provision Proposed Activities - subject to change and just a small flavour of the activates, we will be guided month by month by the young people and what they would like to see and do

- Art classes and workshops in painting, music, and drama.
- Team Cultural events that celebrate diversity within the community.
- Team building games
- Quizzes
- Cookery skills and Healthy eating
- Sports
- Volunteering initiatives.
- Environmental projects and Awareness
- Karaoke
- First Aid awareness
- Trips away to attractions and other towns
- Advice and a safe space

4 Achievements

- The building is ready for use
- We have regular hirers in place including Girl Guides, scouts and music bugs.
- Watch Project are moving into a space that is currently being refurbished
- Successfully hosted some birthday parties

- Securing a high-quality youth provider
- Partnered with Holyrood school to secure £90k of funding over 3 years for a youth convenor (about to be advertised)

5 Challenges

- Securing funding for ongoing and new programs
- Ensuring that we maximise the use of the building
- Ensuring that we are relevant to the young people
- Recruitment of staff

6 Building Use

- We have worked hard with two groups in Chard with a view to rehoming them in the building, there are several reasons for this the first being that we felt they complimented the provision that we were providing. Secondly, we were excited at the prospect of bringing so many services that were beneficial to both young people and their families under one roof. The final reason is that we are aware that the Boden centre has been put up for sale by Somerset Council so both groups risk now being homeless.
- We are excited to announce that we have reached an agreement with the Watch Project who will be moving into the newly refurbished area to the side of the main building once the work is complete in late December. They will have their own front door, reception space and office space, they will also be running the projects and workshops from within the main building.
- Chard Community Hub unfortunately despite much work on both sides have decided not to make the move at this time, the Hub directors decided that the space was not quite right for them and despite having a potential extension built have decided to remain at the Boden Centre and are hoping to be able to expand into the area that the Watch group currently occupy and find a way of retaining the building.
- We are now looking at marketing the bottom extension to help provide income to help provide further youth provision and services, we aim for this area to be let as soon as possible to a group that fit in with our aims and goals

7 Future Plans

- To make The Hive Young Peoples Centre the one stop shop your youth work, youth provision. Youth services and family services.

- Introduce new hirers during the day that can work with young people and their families
- To ensure that food is available during all sessions so that families can just help their selves without having to answer any questions
- Expand outreach efforts to include all areas of Chard.
- Develop partnerships with local schools for joint initiatives.
- Develop partnerships with other young people's clubs for joint initiatives
- To continue the tripartite meetings with Ilminster & Crewkerne

8 Conclusion

The youth club plays a critical role in nurturing the potential of young people in our community. Through various programs and a commitment to inclusivity, it fosters an environment where youth can thrive and develop into responsible adults.

9 Finances & SLA

- A report detailing finances for 2025 – 2026 and a new SLA will be available for the budgeting sessions. As mentioned in the challenges we will be unable to recruit to one post until funding and a new SLA is agreed and we ask that this is completed as soon as possible.

10 Recommendations

- Agree a funding plan between Chard Town Council and The Hive Young Peoples Centre which will include an SLA for funding and a longer-term agreement that works for both parties
- Engage stakeholders to secure funding for new initiatives.
- Utilize surveys to gather feedback from members to improve programs.
- Continue to promote a culture of volunteerism and community involvement