# Chard Town Council

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

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**Mayor Cllr. Garry Shortland Deputy Town Clerk/RFO Tracy Lamb**


# COUNCIL MINUTES

**Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 21st January 2019 in the Town Hall, Guildhall at 7.30 pm**

**PRESENT** – Councillors Warwick (Chair), Carnell, Bulmer, Kenton and Mrs. Morrison.

**In Attendance**: Tracy Lamb – Deputy Town Clerk/RFO

There were No #1 members of the public and No #0 members of the press present

The meeting started at 7.31 pm

**PUBLIC PARTICIPATION**

**None**

**2019/08. Apologies for absence and to consider whether to approve reasons given.** LGA 1972 s85(1).

Apologies have been received from:

| | |
|---|---|
| Cllr O'Brien | - Prior Commitment |
| Cllr Mrs Kenton | - Prior Commitment |
| Cllr Mrs Dowell | - Holiday |
| Cllr Shortland | - Personal reasons |
| Cllr Baker | - Prior Commitment |

**Resolved - to accept the apologies and approve the reasons given**

**2019/09. Declarations of Interest on items on the Agenda -** 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 | Personal | Prejudicial | Agenda Nos. | Reason |
|---|---|---|---|---|
| None | | | | |

**2019/10. To resolve to exclude members 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

Withdrawn, there being no confidential matters to discuss

**2019/11. Finance & Personnel Committee Meeting -** Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 14th January 2019. LGA 1972, Sch 12 para 41(1).

This item was deferred as the Minutes from 14th January 2019 were still to follow

**2019/12. Action Review Summary -** to receive and note the Outstanding Action Review Summary.

**RESOLVED – to receive and note the report**

**2019/13. Town Clerk's Report –** to receive and note update from Town Clerk.

The Proper Officer advised that the dates for John Lawson's Circus to hire Jocelyn Park had been agreed as 12th 13th and 14th July 2019.

Members were advised that the Proper Officer had achieved the renewal of her Principle status of the SLCC due to continued successful personal development. Members gave their congratulations.

**2019/14. Finance - Town Council Year 2018/2019 Year to Date Budget -** to review the income and expenditure and Balance Sheet report Account & Audit Regulations 2011

**RESOLVED – to note the year to date expenditure and balance sheet**

**2019/15. Finance – Budget Virements -** to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000.00

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Bulmer

Agreed Unanimously

**RESOLVED – To receive and note the report and approve transfers in excess of £1,000**

**2019/16. Finance - Accounts for Payment** - to review and approve items of expenditure – cheque signatories to be Cllr Mrs. Kenton & Cllr Shortland

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Bulmer

Agreed Unanimously

**Resolved - To approve the accounts for payment with cheque signatories to be Cllr Mrs. Kenton & Cllr Shortland**

**2019/17. Finance – Direct Debit, BACS and Manual Payments -** to review schedule of payments for December 2018

**RESOLVED – To receive and note the report and approve the payments**

**2019/18. Personnel –** to approve the recommendation from the Outdoor Services Manager to increase the Amenities weekend operative position from a 32 hour a week post to a 34 hour a week post.

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Kenton

For: 4 Against: 1

**Resolved – To increase the Amenities weekend operative position from a 32 hour a week post to a 34 hour a week post**

**2019/19** 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 these items (Agenda Item #2019/10 above refers)

Withdrawn

There being no further business the meeting finished at 7:58 pm

Committee Members: Councillors Mrs. Kenton, Baker, Bulmer, Warwick, Shortland, Kenton, Mrs. Morrison, O'Brien, Carnell and Mrs. Dowell