Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor Cllr. Jason Baker **Town Clerk Andrew Gunn**

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 17th February 2020 in the Auditorium, Chard

Present: Cllrs Baker (Chairman), Mrs. Kenton, Carnell, Bulmer, Kenton, Williams, Ms. Wootton, Ms. Young, Ms. Whittaker-Mather, Shortland and Mrs. Orchard

In Attendance: Andrew Gunn – Town Clerk, Matt Hawker – Guildhall Manager, Liz Johnson-Idan – Community Liaison Officer

There were No. #2 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

7:30pm Chaplain's 'Thought of for the Day'

Public Participation Time

None

Reports from County and District Councillors

County Cllr Mrs Broom highlighted the Search for Heroes campaign run by Somerset County Council with the deadline of 12th May 2020 for nominations.

Cllr Baker confirmed that the budget has been agreed by SSDC for 2020-21

2020/030. Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Cllr Mrs Morrison	- Family commitment
Cllr Ms Bates	- Work commitment
Cllr Mrs O'Brien	- Illness

Proposer : Cllr Shortland Cllr Mrs Kenton
Unanimous

Resolved: That the apologies and the reasons given should be accepted.

2020/031. Mayor's Announcements.

The Mayor noted the Art Exhibition with Manor Court School at the Guildhall had been very successful and that although this period had been relatively quiet the coming months will see increased activity with events and planned work.

2020/032. 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	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Mrs Kenton	√		#2020/046	Town Team member
Cllr Shortland	√		#2020/046	Town Team member
Cllr Baker	√		#2020/046	Town Team member

2020/033. 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

Proposed: Cllr. Mrs Kenton Seconded: Cllr. Shortland
Agreed Unanimously

RESOLVED – That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Item 2020/056 (Cemetery in Confidence) and Agenda Item 2020/057 (Staff in Confidence) are discussed.

2020/034. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on 20th January 2020 LGA 1972, Sch12 para41 (1)

The Town Clerk withdrew the minutes for amendment.

2020/035. Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations made: LGA 1972, Sch 12 para 41(1).

Planning and Highways 27th January 2020

Proposed: Cllr. Mrs Wootton Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – To receive and note the minutes and approve the recommendations made.

The Chair asked members to bring forward agenda item #2020/051 to the next item on the agenda to allow the CEO and Caseworker who were present, to leave the meeting afterwards if they so wish. This was duly agreed.

Proposed: Cllr Bulmer Seconded: Cllr Carnell
Agreed Unanimously

Resolved – to suspend Standing orders to allow representatives to speak

2020/051 Report from CEO South Somerset CAB

CEO and Caseworker gave an overview of level of work carried out in Chard in addition to written report (attached) as a result of the funding given.

2 members of the public left the meeting

Standing Orders were reinstated

2020/036. Finance - **Town Council Year 2019/20 Year to Date Budget** to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

RESOLVED – to note the year to date expenditure and balance sheet with a request for clarification on total salary costs (including casual and temporary staff) and whether the total spend is significantly over allocation. RFO to report at next meeting.

2020/037. 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 Kenton Seconded Cllr Shortland
Unanimous

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

2020/038. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted.

2020/039. Finance - **Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5))– cheque signatories to be agreed.

Proposed: Cllr. Mrs Kenton Seconded: Cllr. Shortland
Unanimous

RESOLVED – To approve the accounts for payment with cheque signatories to be Cllr Mrs Kenton and Cllr Baker

2020/040 Finance - Bank Reconciliations – to receive and note the signed bank reconciliations for the first two quarters of 2019 – 2020 (report circulated)

Resolved – To note

2020/041. Guildhall Manager's Report (report attached)

Bar licensee application received and will update outcome at next Full Council meeting. Concern raised over timing as events booked which will need bar facilities.

RESOLVED: Proposal that decision on Bar Licensee be delegated to Town Clerk and Mayor

Proposed Cllr Mrs Kenton Seconded Cllr Mrs Wootton
For - 10 Against - 1

RESOLVED – To note the report

2020/042 – Fixed Wire Rectifications -To consider and agree the supplier to repair the wiring as identified in the Fixed Wire Inspection Report

Proposed Cllr Shortland Seconded Cllr Mrs Kenton
Unanimous

RESOLVED – To approve the preferred supplier and the proposed works, apart from Outside floodlights, at a cost of £6,293 to come from the Property Maintenance Budget (201-4036) with funds to be transferred from the Guildhall Sinking Fund.

Cllr Carnell left meeting

2020/043 – Installation of LED lighting in the Guildhall. Following motion agreed at December Full Town Council meeting (Agenda #2019/287) – to receive and note report.

RESOLVED - To note the report

2020/044 Community Liaison Officer – Community Liaison Officer February report – to receive and note report

RESOLVED - To note the report.

2020/045
Community Liaison Officer – To agree the type and cost of new Market Stalls

Proposed Cllr Mrs Kenton Seconded Cllr Mrs Wootton
Unanimous

RESOLVED – To undertake the purchase of Market Stalls from available funding from SSDC grant of £5,580.

2020/046
Community Liaison Officer – Development Grants and Annual Grants report – to consider and agree applications for grant funding (Report attached)

Proposed Cllr Mrs Kenton Seconded Cllr Williams
For : 8 Against : 1 Abstentions : 2

RESOLVED - Proposal that this Council undertake to fund the proposed Dragons of Chard project at a cost of £987.50 from alternative budget code 4032 Publicity .

2020/047 Amenities

RESOLVED – To note the report

2020/048 Town Clerk's Report – To receive and note the update from the Town Clerk

The Town Clerk gave a verbal report on the Town Councillor election.

RESOLVED – To note the report

2020/049 Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
(LGA 1972 s101)

Nothing to report

2020/050 Reports from Representatives of Outside Bodies. Please notify the town Clerk in advance of the meeting if you will be making a report.

Nothing to report

2020/052 Finance - to approve the addition of more members of staff to the Co Op Online Banking.

Proposed Cllr Baker Seconded Cllr Williams
Unanimous

RESOLVED – To approve 2 additional members of staff to authorise online banking.

2020/053 Finance – to approve the movement of funds currently in Nationwide accounts to a Nationwide Instant Access account to achieve a higher interest rate, pending further consideration of the future of the accounts.

Proposed Cllr Mrs Kenton Seconded Cllr Wootton
Unanimous

RESOLVED – To undertake transfer of funds to Instant Access Account

Motions from councillors where no expenditure has been identified

2020/054
Notice of Motion from Councillor Mrs Wootton
For Chard Town Council to agree for an officer to organise 3 quotes for changing the lights in the guildhall to LED's and have a spend up to £10,000 for works done this year.

Cllr Mrs Wootton withdrew her report pending the outcome of 2020/043

Motions from councillors where no expenditure has been identified

2020/055 Notice of Motion from Councillor Mrs Kenton
That this Council adopts a policy of using local businesses whenever possible for both purchases and supplying services.

I truly believe that we should try and put our business into the town when we can, not sure if we would need a caveat of how much more we might be willing to pay for this but if the Council can't support local businesses who will.

Proposed Cllr Mrs Kenton Seconded Cllr Shortland
Unanimous

RESOLVED - That this Council will seek to use local business, within a 10 mile radius where possible, subject to goods or services being to specification and not in excess of 10% increased cost.

A member of the public left meeting

2020/056 In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)

Cemetery – In Confidence

RESOLVED - to not pursue recommendations to submit tenders for land (as per confidential minutes).

2020/057
In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/004 above refers)

Staff in confidence
The Clerk gave an update on staff, as per confidential minutes.

There being no further business the meeting closed at 09.45pm.