Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
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Mayor Cllr. Garry Shortland Town Clerk Zoe Truong

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 19 February 2018 in the Town Hall, Chard

Present: Cllrs. Kenton (Vice Chairman); Mrs. Kenton; Baker; Mrs. Dowell; Bulmer; Mrs. Wyatt; Mrs. Broom; Mrs. Glynn; Orchard; Warwick; Mrs. Orchard and O'Brien

In Attendance: Tracy Lamb (Deputy Town Clerk)

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

The meeting started at 7.30 pm

In the absence of the Chairman the meeting was chaired by the Deputy Mayor

Chaplain's 'Thought for the Day'

Public Participation Time

A member of the public requested an update on the Market working group and commented on the recently agreed purchase of a snow plough.

Cllr. Baker reported that an email had been received from a visitor to the Town complimenting the cleanliness and how nice it was to see clean streets. Thanks were passed to the member of staff that the visitor had seen working over the weekend.

Cllr. Mrs Kenton updated Council on the Month of Saturdays events that were due to happen April. This has been postponed with a report to follow to the Finance & Personnel committee meeting in March.

Reports from County and District Councillors
Cllr. Baker reported that Snowden Park Play equipment was moving forward
Cllr. Mrs Broom reported that the Library Consultation was open and that the in-patient ward at Chard Hospital remains closed at present.

2018/137. 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. Morrison – Illness
Cllr. Shortland - Illness

Agreed unanimously

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

Cllr. Carnell Absent

2017/138. Mayor's Announcements.

In the absence of the Mayor there were no announcements.

2017/139. 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. Baker	X	X	#2018/145	Cheque made payable to himself

2018/140. 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. Baker Seconded: Cllr. Dowell
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 2018/159 (Staff in Confidence) and (Commercial in Confidence) are discussed.

2018/141. Council Meeting – minutes - To confirm and sign the minutes of the Town Council Meeting on Monday 15th January 2018 (previously circulated) LGA 1972, Sch 12 para41 (1)

Agreed Unanimously

RESOLVED – that the minutes of the Town Council Meeting held on Monday 15th January 2018 be signed as a correct record

The Chairman signed the minutes.

2018/142. Committees - To receive and note the minutes of the following meetings and approve any recommendations if required:

Planning and Highways	18th December 2017	(Previously circulated)
Planning and Highways	15th January 2018	(Previously circulated)
Finance and Personnel	15th January 2018	(Previously circulated)
Guildhall & Amenities	5th February 2018	(attached)

To recommend to Full council the approval of appointing Westford Mechanical Ltd to carry out the replacement of the control panel to the heating system at a cost of £20,267.80 with the costs to be taken from the 4062/201 Heating and air conditioning budget.

Proposed: Cllr. Baker Seconded: Cllr. Mrs Wyatt

Agreed Unanimously

RESOLVED – To receive and note the minutes and approve the appointment of Westford Mechanical Ltd to carry out the replacement of the control panel to the heating system at a cost of £20,267.80 with the costs to be taken from the 4062/201 Heating and air conditioning budget

2018/143. Action Review Summary – to receive and review the Action Review Summary

RESOLVED – The report was noted and it was agreed to purchase one defibrillator and situate it, in the shade, on the outside of the Guildhall subject to the agreement of the SSDC Conservation Officer with any surplus funds from the agreed budget of £1,800 to be held towards a second defibrillator.

2018/144. Finance - **Town Council Year 2016/17 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.

2018/145. Finance - **Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5)) – cheque signatories to be Cllr. Shortland and Cllr. Mrs Wyatt

Proposed: Cllr. Kenton Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – to approve the accounts for payment and agree that Cllr. Orchard be a cheque signatory in place of Cllr. Shortland if required.

2018/146. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

The schedule was noted.

2018/147. 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

Proposer: Cllr. Mrs Dowell Seconded: Cllr. Warwick

Agreed Unanimously

RESOLVED – To receive and note the report and approve transfers in excess of £1000

2018/148. Finance – Bank Reconciliations – to receive and note the signed bank reconciliations for the third financial quarter of 2017-2018

Resolved - To receive and note the reconciliations

There was no agenda item 2018/149

2018/150. To consider the proposed Schedule of Meeting Dates for 2018/2019

Proposed: Cllr. Baker Seconded: Cllr. Mrs Orchard
Agreed Unanimously

RESOLVED – that the Schedule of Meeting Dates are received and noted

2018/151. To approve a Panel of Members to consider and authorise the Outstanding Service Awards 2018

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

RESOLVED - that a panel of four Members - Councillors Warwick; Baker; Bulmer and Orchard should consider and approve the nominations for the Outstanding Service Awards to be made at the Annual Parish Meeting in April.

2018/152. To Review terms of reference for the Personnel sub committee. (Standing Order # 5 j[vi]) (delegated to the Finance & Personnel Committee under Standing Order 10 a) xvii

Proposed: Cllr. Bulmer Seconded: Cllr. Warwick
Agreed Unanimously

RESOLVED – to approve the proposed Terms of Reference for the Personnel Sub Committee as per the report (with the inclusion of cross references to Standing Orders, Scheme of delegation and Employee Handbook) and amend the Scheme of Delegation to reflect the agreed changes. To appoint the Chairman of the Finance and Personnel Committee as the Chair of the Personnel sub committee

2018/153. Personnel - That this committee authorises delegated powers to the Deputy Town Clerk to enable her to act as Proper Officer to the Council in the Clerk's absence

Proposer: Cllr. Mrs Glynn Seconded: Cllr. Dowell
Agreed Unanimously

Resolved - That this committee authorises delegated powers to the Deputy Town Clerk to enable her to act as Proper Officer to the Council in the Clerk's absence

2018/154. Finance – Community Development Fund - To agree the grant to be awarded to a recent applicant to the Community Development Fund

Item Withdrawn

2018/155. Town Clerk's Report – to receive and note the update from Town Clerk

Nothing to report.

2018/156. 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)

The Town Clerk reported on the following matters:

Deputy Town Clerk/RFO has assumed the purchase delegation authority of the Town Clerk in her absence as per the purchasing delegation limits & active purchasing Policies.

Dates for the Fun Fair at Stringfellow Park have been agreed, Sunday 20th May 2018 to Saturday 26th May 2018

2018/157. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

#1. **Chard Museum Report**

The report and updates were noted.

2018/158. Election of Deputy Chairman to the Finance & Personnel Committee

Proposed: Cllr. Mrs kenton Seconded: Cllr. Mrs Wyatt
Agreed Unanimously

RESOLVED – that Cllr. Mrs Dowell is appointed as deputy chair of the Finance & Personnel committee.

1 Member of the public left the meeting.

2018/159. 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 #2017/140 above refers)

Staff in Confidence

a) Personnel Update – to receive a verbal update on current staffing matters

Members were appraised of the issues that have been discussed at the recent meetings.

b) Staff update – to receive a verbal report

A verbal report was given to Members to update them on staff issues.

Proposed: Cllr. Baker Seconded: Cllr. Orchard
Agreed Unanimously

RESOLVED – that the Outdoor Services Supervisor uplift would apply from 1st January 2018

Commercial in confidence

A verbal update was given on actively seeking new cemetery land

There being no further business the meeting closed at 8.50 pm.