Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

COUNCIL MINUTES

Minutes of the Chard Town Council meeting held remotely via zoom technology on Monday 8th March 2021commencing at 7:00pm.

PRESENT: Cllr Baker (Mayor), Cllr Kenton (Deputy Mayor), Cllr Bulmer, Cllr Carnell, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton.

ALSO PRESENT: Rev. Georgina Vye, Mayor's Chaplain, Cllr G Verdon, Paul Russell, Locum Town Clerk, Tracy Lamb (Deputy Clerk & RFO) and Liz Johnson-Idan (Community Liaison Officer).

The Mayor informed Members that voting would be by a named vote.

CHAPLAIN'S 'THOUGHT FOR THE DAY'
On the day school pupils returned to full time education the Chaplain read a poem reflecting on the benefits young people had experienced over the last year.

PUBLIC PARTICIPATION TIME
There were no members of the public present. No matters were raised.

2020/276 APOLOGIES FOR ABSENCE
The following apologies for absence were received and accepted:
- Cllr Mrs Bates (work)
- Cllr Whittaker-Mather (health)
- Cllr Mrs Young (work)

2020/277 MAYOR'S ANNOUNCEMENTS
The Mayor had no announcements to make.

2020/278 DECLARATIONS OF INTEREST
The following Declarations of Interest was made:
- Cllr Mrs J Kenton: Personal interest: Agenda Item 284(c)
- Cllr Mrs O'Brien: Personal interest: Grants

2020/279 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
Proposed: Cllr Mrs Morrison Seconded: Cllr Bulmer
Unanimous

RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under agenda item 2020/275, on the grounds that they involve

the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

It was agreed to move agenda item 2020/283(d) into confidential.

2020/280 COUNCIL MEETING MINUTES

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Wootton

For: Cllr Baker, Cllr Kenton, Cllr Bulmer, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams and Cllr Mrs. Wootton.

Abstention: Cllr Carnell

RESOLVED that minutes of the Full Town Council meeting held on the 22nd February 2021 be agreed and signed as a correct record.

2020/281 TOWN CLERK'S REPORT

Council noted the following report presented by the Locum Clerk:

(a) **Reports –** Three additional reports had been forwarded to Councillors relating to agenda items 2020/284(d), 2020/285(a) and 2020/286(a).

(b) **MTIG Projects –** Reported that the projects that had received grant funding had commenced although some would be subject to long manufacturing lead times.

(c) **Locum Clerk –** Reported that the Locum Clerk would be working from the Guildhall on the 10th and 11th March 2021.

2020/282 CORONAVIRUS

Council noted the update presented on the current Covid lockdown and the Covid Testing Station at the Guildhall.

2020/283 FINANCE

(a) **Budget Analysis Report –** Council noted the Income and Expenditure Balance Sheet for the year to date.

(b) **Budget Virements** – Council reviewed the budget virements that accord with the requirements of the Council's Financial Regulation

Proposed: Cllr Bulmer Seconded: Cllr Mrs Wootton
Unanimous

RESOLVED to adopt the budget virements as outlined in the report presented.

(c) **Direct Debit, BACS and Manual Payments** – Council **RESOLVED** to note the Schedule of Payments for March 2021 amounting to £33,947.04.

(d) **Bad Debts at Year End** – This item would be considered under 2020/288.

(e) **Bank Reconciliations –** Council received and noted the signed bank reconciliations as outlined in the report presented.

(f) **Accounts for Payment –** Council reviewed the expenditure for Month 10 as outlined in the report presented.

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

RESOLVED to pay all outstanding accounts amounting to £8,696.03

(g) **Management of Council Reserve Funds –** Council considered the recommendations presented for Ear Marked Reserves/Sinking Funds.

Proposed: Cllr Bulmer Seconded: Cllr Mrs Morrison
Unanimous.

RESOLVED:

- To adopt the financial reserves policy including the levels stated in the report;
- To take the annual action as outlined in the report;
- To increase play equipment by £12,500 as per the Full Town Council recommendation in October #2019/235 which resolved that funds received were to be ring fenced for play equipment. With the current fund and the income from the easement, the balance would be £22,780. Council had previously agreed to add a further £50,000 from its 2020/2021 projected underspend, thus increasing this to £72,780. Council would discontinue the 339 Ear Marked Reserve (EMR) for Vehicle replacement and move the funding to the Play Area EMR. Any increase in the play equipment budget and reserves will be reviewed again for 2022/23;
- That the funds previously set aside for the Covid Voluntary Group, who have indicated they no longer need them, will be allocated elsewhere;
- That the Council resolution to set up an MTIG EMR of £85,000 and a Climate change EMR of £35,000 (match funding) be funded as follows:
    - The balance of the Bus Shelter EMR be used as part of the MTIG/Climate Change EMR;
    - That the Capital Receipts Reserve be used for appropriate capital expenditure;
    - That remaining funds from the projected underspend from the current financial year be used towards the new EMRS;
    - Any shortfall to come from the Guildhall Sinking Fund.

2020/284 COMMUNITY

(a) **Community Development Fund Policy & Procedure Amendments –** Council considered the adoption of the amended Policy & Procedure and Grant Form.

Proposed: Cllr Mrs Orchard Seconded: Cllr Mrs Wootton
Unanimous.

RESOLVED to adopt the revised Policy and Procedure and grant application form without amendment.

(b) **Aldermen/Alderwoman Appointment Report –** Council considered the report. Following discussion, it was agreed to set up a Task & Finish Group consisting of Cllrs Baker, Mrs Kenton, Mrs Morrison, Mrs Orchard and Mrs Wootton to finalise the report and recommendations for consideration at the next Full Council meeting to be held on 12th April 2021.

(c) **Mace Bearer Appointment –** Council considered formally appointing a Mace Bearer.

Proposed: Cllr Mrs Wootton Seconded: Cllr Carnell

For: Cllr Baker, Cllr Kenton, Cllr Bulmer, Cllr Carnell, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Williams and Cllr Mrs. Wootton.

Abstentions: Cllrs Mrs Kenton and Shortland.

RESOLVED to formally appoint Mrs Vivian Cummings as the Mace Bearer to Chard Town Council.

(d) **Heritage Action Zone –** Council noted the update report presented. Heritage England had awarded a grant of £80,000 towards the delivery of a cultural programme in Chard linked to the HSHAZ programme, subject to a number of clarifications being submitted and accepted.

(e) **Funfairs 2021 –** Council noted the request received to consider granting permission to hold Funfairs for a week during the month of June and during Carnival Week. Council had previously resolved to delegate authority to Town Council Officers to liaise with the Fun Fair organisers and agree dates.

(f) **Funding News and Government Consultations –** Council noted the information provided.

(g) **Task & Finish/Working Group Reports –** Council noted that no meetings had been held since the previous meeting on 22nd February 2021.

2020/285 PLANNING & HIGHWAYS

(a) **Outstanding Planning Applications –** Council noted the planning applications that had been submitted since the publication of the agenda. Any comments would be forwarded to the Clerk prior to the closing dates of 25th and 26th March 2021.

2020/286 COUNCIL GOVERNANCE AND POLICY

(a) **Strategic Plan and Project Update –** Council noted the Project Plan update report following the Task & Finish Group meeting held on Friday 5th March 2021.
Proposed: Cllr Mrs Wootton Seconded: Cllr Mrs Kenton
Unanimous

RESOLVED to contact suitable companies to provide quotations to undertake a feasibility study of the Cemetery to advise on developing additional areas for full interments.

2020/287 DATE OF NEXT MEETING
Council noted that the next Full Chard Town Council meeting would be held on Monday 29th March 2021 commencing at 7:00pm via the Zoom platform.

Council further noted that the following Full Chard Town Council meeting would be held on Monday 12th April 2021 commencing at 7:00pm via the Zoom platform.

2020/288 CONFIDENTIAL MATTERS
As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/279 that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

(a) **Accounts for Payment –** Council noted the answer to the query raised regarding payment to Michaels Civic Robes and reminded officers to claim back the grant funding following the purchase of the Gazebos.

(b) **Bad Debts at Year End** – Council considered the matter relating to the cash banking discrepancy within the accounts. It was agreed that the cash banking discrepancy would not be written off but would remain on the bank reconciliations until the matter had been resolved. Cllr Morrison would liaise with the RFO and contact the Bank.

(c) **Personnel & HR Committee Confidential Minutes**
Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Orchard
Unanimous

RESOLVED to receive the Confidential Committee meeting minutes of the meeting held on 1st March 2021 and to ratify any decisions and consider any recommendations.

(d) **Guildhall Tenders –** Council considered the report regarding the Tenders received to replace the glass frontage at the Guildhall.

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED to accept the Tender received from Company A and to agree in principle to carry out these works subject to applying for and securing grant funding to meet a percentage of the costs from relevant grant funders.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 8:19pm.

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MAYOR: **DATE:**