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 16th April 2018 in the Town Hall, Chard

Present: Cllr. Shortland (Chairman);
Cllrs O'Brien, Mrs. Wyatt, Warwick, Mrs. Dowell, Orchard, Baker, Mrs. Kenton; Bulmer; Mrs. Glynn; Mrs. Orchard and Mrs. Morrison

In Attendance: Tracy Lamb (Deputy Town Clerk/RFO)

There were No. #3 members of the public and No. #0 members of the press present.

The meeting started at 7.31 pm

Chaplain's 'Thought for the Day'

Public Participation Time

A member of the public spoke about cyber crime happening in Chard and requesting a private meeting with Councillors to discuss the issue. The Chairman asked the member of public to provide her contact details for a response.

Reports from County and District Councillors

Cllr Ric Pallister gave an update on the regeneration project.
A written report from Cllr. Mrs Broom was distributed
An update was given on flooding at Snowdon park and the consultation on plot 5. There is currently a survey regarding the reservoir on line.

2018/165. 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 Broom	Family commitments
Cllr Kenton	Family commitments
Cllr Carnell	Business commitment

Agreed unanimously

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

2017/166. Mayor's Announcements.

The Mayor thanked everyone for their support during his time in office in advance of the Annual Parish Meeting. The concert arranged for 28th April has been postponed. The recent Easter Egg hunt was a big success and enjoyed by all.

2017/167. 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 Orchard	X	X	2018/178	Trustee at the museum
Cllr Shortland	X	X	2018/174	Cheque made payable to himself

2018/168. 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 Bulmer Seconded: Cllr Mrs Morrison
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 2018/185 (Staff in Confidence) is discussed.

2018/169. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on Monday 19th February 2018 (previously circulated) and Extraordinary Full Town Council meeting held on 6th April 2018 (to follow) LGA 1972, Sch 12 para41 (1)

RESOLVED – that the minutes of the Town Council Meetings held on Monday 19th February and 6th April 2018 be signed as a correct record

The Chairman signed the minutes.

2018/170. Committees - To receive and note the minutes of the following meetings and approve any recommendations if required:

Extra Ordinary Finance & Personnel 12th February
Guildhall & Amenities 3rd April including:

1) To approve expenditure of £1058.52 to purchase two sets of Goal posts and nets plus installation, with the preferred supplier being Edwards Sports Products and that the funds come from General Reserves (310)

2) To approve the replacement of all existing CCTV cameras with 5 megapixel (IP) digital units CMIP3052 turret Dome Cameras plus recording unit and additional static cameras for Holyrood St. subject to confirmation that the system satisfies the requirements of Avon and Somerset Police. The cost being £6,720 with A. S. Security Systems appointed to install and maintain the CCTV system, to come from General reserves (310)

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

RESOLVED – To receive and note the minutes and approve the recommendations made, with approval for CCTV being subject to confirmation that the system satisfies the requirement of Avon and Somerset Police.

2018/171. Action Review Summary – to receive and review the Action Review Summary

Members discussed the item on the action review summary from August 2016 FTC 2016/112 regarding the purchase of two replacement flags.

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

RESOLVED – The report was noted with approval for the purchase of new flags. To offer sponsorship, at 50% of the cost, for additional flags to businesses in the Town on a first come first served bases. For the Council's 50% of the expenditure to be up to a maximum of £500 to be taken from general reserves.

2018/172. Working Groups Action Review Summary – to receive and review the Working Party Action Review Summary and agree recommendations

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

There was a long debate on the report

RESOLVED – To defer this item until the next Full Town Council meeting.

2018/173. Finance - **Town Council Year 2017/18 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.

2018/174. Finance - **Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5)) – cheque signatories to be Cllr. Baker and Cllr. Mrs Kenton

Cllrs Baker, Shortland and Mrs Kenton declared a personal interest in a payment being made to the Carnival Club and Cllr Warwick declared a personal and prejudicial interest due to a payment being made to the 2nd Chard Girls Brigade

Proposed: Cllr. Mrs Wyatt Seconded: Cllr. Mrs Dowell
Agreed: 11 Abstained: 1

RESOLVED – to approve the accounts for payment.

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2018/175. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

The schedule was noted.

There was No item agenda item #2018/176

2018/177. Finance – Bank Reconciliations – to receive and note the signed bank reconciliations for the final financial quarter of 2017-2018

Resolved - To receive and note the reconciliations

Cllr Orchard left the meeting

2018/178. Finance - To consider the applications for Annual Grants for 2018/2019 (report attached) from;
#1) Chard Museum & Heritage Centre

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

RESOLVED – To advertise the Annual grants for 4 weeks with letters to be sent to previous recipients regarding the new annual grants policy. Applications to be considered at the Full Town Council meeting in June.

Cllr Orchard returned to the meeting

2018/179. Finance – to approve the addition of one more member of staff to the Co Op FD Online Banking system. The member of staff to be the Guildhall Manager

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

RESOLVED – **to approve the addition of the Guildhall Manager to the Co-op FD online banking system.**

2018/180. Annual Report 2017/2018 – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting (report to follow)

2018/181. Town Clerk's Report – to receive and note the update from Town Clerk

Nothing to report

2018/182. 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 Deputy Town Clerk/RFO advised members that the dates for the Fun Fair at Stringfellow Park have been amended to Sunday 06th May 2018 - Saturday 12th May 2018.

2018/183. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

There were no reports from outside bodies

2018/184. Correspondence - To consider a request to appoint a Representative on or to work with the external body, Chard Improvement Action Group and make arrangements for reporting back.

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

RESOLVED – to Defer this to the Full Town Council meeting in May with a requirement for representatives to provide regular reports.

Members of the public left the meeting

2018/185. 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

Meetings are held on the day of Finance & Personnel and Full Town Council meetings, reports will be read from the previous month's meeting going forward unless there is an urgent matter to be passed on via a verbal update.

b) Staff update – to receive a verbal report

A verbal report was given

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

RESOLVED – to approve additional HR support for the Deputy Town Clerk/RFO up to a maximum of £1,500 from 4055/101 other professional fees.

There being no further business the meeting closed at 9:40 pm.