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 the Annual meeting of Chard Town Council held on Monday 14th May 2018 in the Town Hall, Chard

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

In Attendance: Tracy Lamb (Deputy Town Clerk/RFO) and Shirley Pitman (Outdoor Services Manager)

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

The meeting started at 7.34 pm

Chaplain's 'Thought for the Day'

The Chaplain was not present

Statement by the outgoing Mayor – Councillor Garry Shortland

The Mayor re-iterated the thanks he had given at the Annual Parish Meeting. Thanks were given to the Mayoress, Chaplain, Mace Bearer, Deputy Mayor, Councillors and Staff for their support throughout the year.

Public Participation Time

A member of the public spoke to give an update with regards to her invitation to the police to attend a meeting regarding cyber-crime.

Cllr Mrs Dowell advised all present that there was to be a consultation by Kier Living on 23rd May, at the Lordleaze Hotel, between 4pm and 7pm regarding the planned homes on the Tatworth/Forton Road fields adjoining Ashcroft.

A member of the public spoke about the resounding success of the Disabled Strongman event in support of the Mayors charities.

Reports from County and District Councillors

Cllr Baker confirmed that he would be in attendance at the consultation by Kier Living and would be happy to pass on any comments.

2018-19/01. Election of Mayor
(Chairman of the Council) and Acceptance of Office.
(Should the elected Councillor not be present at the meeting the 'Acceptance of Office' will be conducted by the Town Clerk at a time and date to be agreed).
LGA 1972 s14(1), 15(1&2), 33(1) and 34(1&2)

Councillor Shortland was nominated and accepted the nomination of Chairman of the Council and Mayor.

Proposed: Cllr Baker Seconded: Mrs Wyatt
For: 7 Abstained: 1

RESOLVED – that Councillor Shortland be elected Mayor and Chairman of Chard Town Council, unless he resigns or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.

The Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Proper Officer.

Mayors Appointments, as appropriate: -

The Mayor confirmed that his appointments would be;

Chaplain – The Revd. Cresswell Whitton
Mayor's Consort – Jude Addicott

2018-19/02.
Mayors Announcements.

The Mayor announced that he would be supporting Hope for Tomorrow and would announce his second charity at a later date.
The Mayor was pleased to be able to present an award at the recent disabled strongman event at the Guildhall. The determination on the winner's face was amazing to see.
He also announced all would be welcome as his forthcoming event at the Guildhall to celebrate the Royal Wedding on Saturday 19th May. There is to be live coverage via the cinema screen and a cream tea for the community to enjoy with proceeds to go to the Mayor's Appeal Fund.

2018-19/03.
Apologies for absence and to consider whether to approve reasons given.
(If you cannot attend please telephone your apologies to the Town Clerk as non-attendance and no apologies could affect our future Quality Council applications). LGA 1972 s85(1).

Cllr Mrs Broom - requested a 3 month leave of absence with effect from 18th April due to a family bereavement.
Cllr Warwick - Holiday
Cllr Mrs Kenton - Holiday
Cllr Kenton - Holiday
Cllr Bulmer - Work commitments
Cllr Carnell - Holiday
Cllr Mrs Glynn - Illness

Resolved - to accept the apologies and approve the reasons given

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

2018-19/04. 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
There were no declarations of Interest				

2018-19/05. 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 Dowell Seconded: Cllr Baker
Unanimous

RESOLVED – that agenda item #2018-18/30 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

2018-19/06. Election of Deputy Mayor.

Councillor Orchard was nominated and accepted the nomination as Deputy Mayor and Vice Chairman of the Council.

Proposed: Cllr Shortland Seconded: Cllr Mrs Wyatt
Unanimous

RESOLVED – that Councillor Orchard be elected Deputy Mayor and Vice Chairman of Chard Town Council unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.

2018-19/07. Council Meeting - Minutes

To confirm and sign the minutes of the Town Council Meeting held on Monday 16th April 2018. LGA 1972, Sch 12 para 41(1).

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 16th April 2018 be signed as a correct record.

The Chairman signed the minutes.

2018-19/08. To review delegation arrangements to committees, sub-committees, employees and other local authorities (Standing Order # 5 j[v])

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/09. To review terms of reference for committees. (Standing Order # 5 j[vi])

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Dowell
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/10. To receive nominations for Appointments to Committees and Sub Committees. (Standing Order # 5 j[vii]) To consider appointments of Members to Committees, with appointed deputies. LGA 1972 s101

Finance & Personnel Committee

Cllr Bulmer
Cllr Warwick
Cllr Mrs Kenton
Cllr Kenton
Cllr Mrs Morrison
Cllr Mrs Dowell
Cllr Baker
Cllr Orchard
Cllr O'Brien
Cllr Shortland
Total 10 Members

Proposed: Cllr Mrs Dowell Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED – that the above members be elected to the Committee.

Councillor Mrs Kenton was nominated, for Chairman of the Finance & Personnel Committee and had passed on her acceptance of any nominations in her absence, via the Proper officer

Proposed: Cllr Shortland Seconded: Cllr Mrs Wyatt
For: 7 Abstained: 1

RESOLVED – that Cllr Mrs Kenton is appointed as Chair of the Finance & Personnel committee.

Guildhall & Amenities Committee

Cllr Bulmer
Cllr Mrs Kenton
Cllr Kenton
Cllr Mrs Morrison
Cllr O'Brien
Cllr Mrs Wyatt
Cllr Orchard
Cllr Mrs Dowell
Cllr Mrs Orchard
Cllr Baker
Cllr Shortland
Total 11 Members

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Dowell
Unanimous

RESOLVED – that the above members be elected to the Committee.

Councillor Baker was nominated, and accepted the nomination, for Chairman of the Guildhall & Amenities Committee

Proposed: Cllr Mrs Wyatt Seconded: Cllr Mrs Orchard
For: 7 Abstained: 1

RESOLVED – that Cllr Baker is appointed as Chair of the Guildhall & Amenities committee.

Planning & Highways Committee

Planning & Highways Committee
Cllr Bulmer
Cllr Carnell
Cllr Mrs Orchard
Cllr Orchard
Cllr Mrs Glynn
Cllrs Shortland

Cllr Mrs Morrison – Reserve Member
Total 6 Members plus 1 reserve

Proposed: Cllr O'Brien Seconded: Cllr Orchard
Unanimous

RESOLVED – that the above members be elected to the Committee.

Councillor Mrs Orchard was nominated, and accepted the nomination, for Chairman of the Planning & Highways Committee

Proposed: Cllr O'Brien Seconded: Cllr Orchard
Unanimous

RESOLVED – that Cllr Mrs Orchard is appointed as Chair of the Planning & Highways committee.

Personnel Sub Committee

Cllr Mrs Kenton
Cllr Baker
Cllr Mrs Orchard
Cllr Orchard
Cllr Mrs Wyatt – Reserve Member
Cllr Bulmer – Reserve Member
Cllr O'Brien – Reserve Member
Total 4 Members plus 3 reserves

Proposed: Cllr Baker Seconded: Cllr Mrs Orchard
For: 7 Against: 1

RESOLVED – that the above members be elected to the Committee.

Councillor Kenton was nominated for Chairman of the Finance & Personnel Sub Committee and had passed on her acceptance of any nominations in her absence, via the Proper officer

Proposed: Cllr Baker Seconded: Cllr Mrs Orchard
For: 7 Against: 1

RESOLVED – that Cllr Mrs Kenton is appointed as Chair of the Personnel Sub Committee.

Personnel Appeals Panel

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED – to defer this item to the next Full Town Council Meeting

2018-19/11. To consider appointment of any new committees, confirmation of terms of reference, the number of Members and receipt of nominations to them. (Standing Order # 5 j[viii])

Proposed: Cllr Mrs Dowell Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/12. To consider arrangements for the review and adoption of appropriate Standing Orders and Financial Regulations. (Standing Order # 5 j[ix])

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Dowell
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/13. To review arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities. (Standing Order #5 j[x])

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Dowell
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/14. To review representation on or work with external bodies and arrangements for reporting back. (Standing Order # 5 j[xi])

Organisation	**No**	**Current Representative**
Chard Museum	2	D Orchard
Chard Regeneration Board	0	Dissolved
Chard Young People's Centre	2	D O'Brien, Mrs. S Wyatt
Market Towns Investment Group	2	D Bulmer, Mrs. C Morrison
S.A.L.C.		Deferred to Finance & Personnel
SSDC Countryside Steering Group	1	G Shortland
Town Team	2	J Baker, G Shortland
Clare House	1	G Shortland
Chard Improvement Action Group		Deferred to Full Town Council

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Orchard
Unanimous

RESOLVED – to approve the nominations for appointment of Representatives to Outside Bodies and Organisations with the requirement that representatives must report back after each meeting that they attend. To Defer the representative for S.A.L.C to Finance & Personnel and Chard Improvement Action Group to Full Town Council

2018-19/15. To make arrangements for the review of inventory of land and assets including buildings and office equipment. (Standing Order # 5 j[xiii])

Proposed: Cllr Mrs Dowell Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/16. To make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks. (Standing Order # 5 j[xiv])

Proposed: Cllr Mrs Morrison Seconded: Cllr Orchard
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/17. To make arrangements for the review of the Council's and/or employees' subscriptions to other bodies. (Standing Order # 5 j[xv])

Proposed: Cllr Mrs Morrison Seconded: Cllr Baker
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/18. To make arrangements for the review of the Council's Complaints Procedure (Standing Order # 5 j[xvi])

Proposed: Cllr Morrison Seconded: Cllr Orchard
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/19. To make arrangement for the review of the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998. (Standing Order # 5 j[xvi & xvii])

Proposed: Cllr Morrison Seconded: Cllr Baker
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/20. To make arrangements for the review of the Council's policy for dealing with the press/media. (Standing Order #5 j[xviii)

Proposed: Cllr Morrison Seconded: Cllr Baker
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/21. Policy
To receive and accept the Council's Risk Assessment report for 2017/2018 and to approve the Action Plan

Proposed: Cllr Mrs Dowell Seconded: Cllr Baker
Unanimous

RESOLVED - to receive and accept the Council's Risk Assessment report for year 2017/2018 and to approve the Action Plan with a requirement to amend the production of a Lone working policy to a review of the Health and Safety policy, which includes an aspect of Lone working.

2018-19/22. Meetings – To approve the schedule of meeting dates for 2018/2019. (Standing Order #5 j[xix)

Proposed: Cllr Mrs Dowell Seconded: Cllr Orchard
Unanimous

RESOLVED – To approve the schedule of meeting dates for 2018/2019.

2018-19/23. Meetings – To review the Members' attendance summary sheet.

RESOLVED – to note with a request to include the percentage of meetings attended by each Councillor

2018-19/24 Finance – Cheque Signatories to be reviewed
and authorise at least six Members to act as cheque signatories for the Co-Op accounts and at least 3 Members to act as cheque signatories for the HSBC account. (Any two Councillors are required to sign a cheque.)

Cooperative Bank
Cllr G Shortland,
Cllr Mrs. J Kenton
Cllr A Kenton,
Cllr Mrs. S Wyatt
Cllr Mrs. C Morrison
Cllr D Bulmer
Cllr J Baker
Cllr D Orchard

Proposed: Cllr Baker Seconded: Cllr Orchard
Unanimous

RESOLVED - and authorise the above members to act as cheque signatories for the Co-Op accounts

HSBC Mayors appeal fund
Cllr Mrs. J Kenton
Cllr G Shortland
Cllr D Bulmer
Cllr Mrs. Morrison

Proposed: Cllr Baker Seconded: Cllr Orchard
Unanimous

RESOLVED - and authorise the above members to act as cheque signatories for the HSBC Mayors Appeal Fund account

2018-19/25. To make arrangements for the review of the Council's procedures for the use of BACS or CHAPS payments. (Financial Regulations 6.8)

Proposed: Cllr Baker Seconded: Cllr Mrs Dowell
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19/26. To make arrangements for the review of the Council's procedures for the use of variable Direct Debits. (Financial Regulations 6.6)

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Baker
Unanimous

RESOLVED – to delegate item to the Finance & Personnel Committee under Standing Order 10 a) xvii.

2018-19-27 To review and agree regular hirers of the Council's outdoor spaces

Fair
Circus
Skate Jam
Summer Festival

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Dowell
Unanimous

Resolved – to delegate authority to the Town Clerk to agree the dates requested for the above hirers in the event of requests being received

2018-19/28. Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under her delegated powers since the last meeting of Council. LGA 1972 s101

Nothing to report

2018-19/29. Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

None received

2018-19/30. 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 #2018-19/05 above refers)

Staff in confidence

A verbal update from the Personnel Sub-Committee and the Deputy Town Clerk/RFO was given

Members were provided with an update with regards to the Trainee Outdoor Services Manager.

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

RESOLVED – to approve the recommendation that once the management training courses have taken place in June and July the period as Trainee is complete.

Members were advised that the Deputy Town Clerk/RFO's job description had been amended in November to include:
To act as the Council's Personnel Officer, advising the Town Clerk on Human Resource

matters (in consultation with Ellis Whittam Corporate Support for Employment Law Advice and support)

Proposed: Cllr. Morrison Seconded: Cllr. Orchard
Unanimous

RESOLVED – to approve the recommendation that the Deputy Town Clerk/RFO enrols on the CIPD L3 Foundation Certificate in Human Resource Practice (CHRP) with expenditure agreed up to £2,500

There being no further business the meeting closed at 8:57 pm.