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 Finance & Personnel Committee meeting of Chard Town Council held on Monday 16th July 2018 in the Town Hall, Guildhall at 7.30 pm

PRESENT – Cllrs. Mrs Kenton (Chair), Cllrs Shortland, Orchard, Baker and Bulmer

In Attendance: Tracy Lamb – Deputy Town Clerk/RFO

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

The meeting started at 7.30 pm

PUBLIC PARTICIPATION

None

2018-19/14.
Apologies for absence and to consider whether to approve reasons given.
LGA 1972 s85(1).

Apologies have been received from:

Cllr Mrs Dowell	- Holiday
Cllr Carnell	- Holiday
Cllr O'Brien	- Prior Commitment
Cllr Warwick	- Illness
Cllr Kenton	- Illness
Cllr Mrs Morrison	- Prior Commitment

Resolved - to accept the apologies and approve the reasons given

2018-19/15.
Declarations of Interest on items on the Agenda - 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
Bulmer	√	√	2018-19/25	Member of the Defib Group

Baker	√	×	2018-19/25	Member of Town Team
Shortland	√	×	2018-19/25	Member of the Defib Group
Shortland	√	×	2018-19/25	Member of Town Team
Orchard	√	√	2018-19/25	Member of the Defib Group
Mrs Kenton	√	×	2018-19/25	Supporting Town Team Event

2018-19/16.
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 Bulmer Seconded: Cllr. Orchard

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 #2018-19/27 (Staff in Confidence) is discussed

2018-19/17.
Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 21st May 2018. LGA 1972, Sch 12 para 41(1).

Proposed: Cllr. Shortland Seconded: Cllr. Baker

Agreed Unanimously

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 21st May 2018 be signed as a correct record

The Chairman signed the minutes.

2018-19/18.
Action Review Summary - to receive and review Outstanding Action Review Summary.

RESOLVED – to note the report

2018-19/19.
Town Clerk's Report – to receive and note update from Town Clerk.

Nothing to report

2018-19/20.
Finance - Town Council Year 2018/2019 Year to Date Budget - to review the income and expenditure and Balance Sheet report

RESOLVED – to note the year to date expenditure and balance sheet

2018-19/21.
Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be Cllr Mrs. Morrison & Cllr Shortland

Cllrs Baker and Mrs Kenton declared a personnel interest in the carnival payment due to being members of the carnival committee

Proposed: Cllr. Shortland Seconded: Cllr. Orchard

Agreed Unanimously

Resolved - To approve the accounts for payment

2018-19/22.
Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for April 2018

RESOLVED – To receive and note the report

2018-19/23. To review and confirm arrangements for insurance cover in respect of all insured risks. (Standing Order # 5 j[xiv]) (report to follow)

Proposed: Cllr. Baker Seconded: Cllr. Shortland

Agreed Unanimously

Resolved – To accept the recommendations of the Council's insurance broker WPS

2018-19/24. To make arrangements for the review of the Council's Complaints Procedure (Standing Order # 5 j[xvi]) (report attached)

Proposed: Cllr. Orchard Seconded: Cllr. Bulmer

Agreed Unanimously

Resolved – To re-adopt the complaints policy

2018-19/25. Finance - To approve the recommendations from the Community Grants Application Evaluation Panel (report to follow)

a) Chard & Crewkerne After Stroke Group

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

Resolved: to approve a Community Development Fund Grant of £1,000, for coach hire, lunch and boat trip for stroke clients, subject to receipt of all supporting documentation

c) Chard Town Team

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

Resolved: to approve the application for £1,000 towards holding a street fayre in Holyrood street on 21st and 22nd July 2018, subject to receipt of all supporting documentation

d) Chard Watch CIC

Proposed: Cllr. Baker **Seconded:** Cllr. Shortland
Agreed Unanimously

Resolved: to defer a decision in order for the application to be amended due to it currently including general running costs.

e) Health and Local Food for Families

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

Resolved: to request a full break down of costs including venue and food and how many people attend.

f) Life Education Wessex

Proposed: Cllr. Bulmer **Seconded:** Cllr. Orchard
Agreed : 4 **Abstained : 1**

Resolved: to refuse the application due to the application stating the costs are already covered by a grant from SSDC

g) Luc pre Dieta – A Ray of Sunshine for a Child

Proposed: Cllr. Shortland **Seconded:** Cllr. Baker
Agreed Unanimously

Resolved: to seek clarification on the project costs and also the amounts being donated, by other organisations, towards the costs.

Cllrs Bulmer and Orchard Left the meeting

b) Chard Defib Group

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

Resolved: to recommend to Full Town Council that the £1,800 agreed for a defibrillator, be donated to the group rather than a defibrillator being purchased by the Town Council. This would also enable the £1,000 applied for as a grant to be used by another applicant

Cllrs Bulmer and Orchard returned to the meeting

2018-19/26. Delegated Actions – to receive and note update of delegated actions from the Annual Full Town Council Meeting on 14th May 2018. (report to follow)

Resolved – To note the report

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 these items (Agenda Item #2018-19/16 above refers)

1 member of the public left the meeting.

2018-19/27. Staff in Confidence

1) Personnel Sub Committee Update
2) Staff update

There being no further business the meeting finished at 8:50 pm