Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

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Mayor Cllr. Garry Shortland **Interim Town Clerk Nick Randle**

COUNCIL MINUTES

Minutes of the Annual meeting of the Town Council held on Thursday 9th May 2019 in the Town Hall, Chard

Present: Cllrs Shortland (Chairman), Baker, Mrs. Morrison, Kenton, Mrs. Kenton, Carnell, Bulmer, Williams, Ms. Bates, Gilbert, Mrs. O'Brien, Mrs. Orchard, Ms. Whittaker-Mather, Ms. Wootton and Ms. Young

In Attendance: Nick Randle – Interim Town Clerk and Tracy Lamb – Deputy Town Clerk/RFO

There were No. #15 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

Chaplain's 'Thought for the Day'

The chair sought and received permission from members to move Public Participation Time and Reports from County and District Councillors to the next item

Public Participation Time
This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council.

None

Reports from County and District Councillors
District and County Councillors may give short verbal reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

Cllr Mrs Broom advised that the Glynswood and Furnham Road pedestrian safety measures were still moving ahead. Good progress had been made with regards to village finger posts being repainted and repaired but that no one had come forward from Chard at present. 3 people are being sought for training, which is due to take place on 24th March and names are needed by 17th May.

Cllrs Bulmer, O'Brien, Shortland and Carnell confirmed that they were undoing vigorous training at the present time.

Cllr Baker confirmed that good progress continued to be made at Snowden Park. He would also be looking at Section 106 funds and passing relevant information to the Town Clerk

and Deputy Town Clerk. The regeneration continues to move forward and that Jeb Farrah, the Regeneration Scheme project manager would attend the next Full Town Council meeting to provide an update.

AGENDA

2019/59. Statement by the outgoing Mayor – Councillor Garry Shortland

There have been some significant events during the past year, the anniversary of the 1st world war being one for which the Mayor gave thanks to the Royal British Legion for their help with events. There had also bee a Royal wedding and a Royal birth. Thanks were given to the Mayors Consort, Chaplain, Mace Bearer and Town Crier but their support. The outgoing Mayor also pledged his support to the new Mayor.

2019/60. Election of Mayor (Chairman of the Council) (Standing Order # 5e)
LGA 1972 s14(1), 15(1&2), 33(1) and 34(1&2)

Cllr Mrs O'Brien nominated, and Cllr Mrs Kenton seconded the nomination, Councillor baker who accepted the nomination of Chairman of the Council and Mayor.

There being no other nominations it was agreed for no vote to be taken.

RESOLVED – that Councillor Baker 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 Meeting Adjourned to allow for the New Mayor to Robe and the Town Crier to announce the New Mayor

Meeting resumes

2019/62. Mayor's Declaration of Acceptance of Office & Oath of Allegiance
(Standing Order # 5i)

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

The chair sought and received permission from members to move agenda item #2019/61 after #2019/64

2019/63. 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).

None

2019/64. To confirm Councillors declaration of acceptance of office and registered interests and make arrangements for any councillors not present to make their declaration at an alternative time (Standing Order # 5i)

The Interim Town Clerk confirmed that all declarations had been received

2019/61. Election of Deputy Mayor (Standing Order # 5e)

Cllr Carnell nominated, and Cllr Ms Bates seconded the nomination, Councillor Kenton who accepted the nomination of Deputy Mayor.

There being no other nominations it was agreed for no vote to be taken.

RESOLVED – that Councillor Kenton 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 Deputy Mayor signed the Declaration of Acceptance of Office and it was witnessed by the Proper Officer.

2019/65. 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 Whittaker-Mather	√		#2019/75	Chair of Chard Improvement Action Group
Cllr Shortland	√		#2019/75	Chair Town Team
Cllr Mrs O'Brien	√		#2019/75	Chair of Area Youth Committee
Cllr Baker	√		#2019/75	Vice Chair of Town Team

2019/66. Mayors Appointments, as appropriate: -

- Chaplain – to be confirmed
- Consort – Mrs Marie Baker with others as and when required due to Mrs Baker's work commitments

2019/67.
Mayors Announcements.

The Mayor thanked members for their support and confirmed his wish for everyone to work together. The Mayor announced his Charities as Cancer Relief UK, Little Daffodils, Memory Café and The Project.

The Mayor invited everyone to stay after the meeting for refreshments.

2019/68. 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

Withdrawn, there being no confidential items to discuss

2019/69. Council Meeting - Minutes

To confirm and sign the minutes of the Town Council Meeting held on Monday 15th April 2019 (previously circulated). LGA 1972, Sch 12 para 41(1). (Standing Order # 5 ii)

RESOLVED – that the minutes of the Full Town Council meeting held on Monday 15th April 2019 be signed as a correct record.

The Chairman signed the minutes.

2019/70.
Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations if required: LGA 1972, Sch 12 para 41(1). (Standing Order # 5 iii)

Planning and Highways 15th April 2019 (Previously circulated)

Proposed: Cllr Bulmer Seconded: Cllr Mrs Morrison
Agreed Unanimously

RESOLVED – To receive and note the minutes and approve the recommendations made.

2019/71. Review of Governance Arrangements

- To adopt Standing orders and Financial regulation and make such arrangements as are necessary for further review (Standing Order # 5 j[ix])

Proposed: Cllr Bulmer Seconded: Cllr Mrs Kenton
Agreed Unanimously

RESOLVED – to adopt the Standing orders and Financial Regulations as they stand and review them again in the future if required.

- To review the scheme of delegations and Terms of Reference of Committee (Standing Order # 5 j[v]) (Standing Order # 5 j[vi])

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs O'Brien
Agreed Unanimously

RESOLVED – To proceed with monthly Full Town Council meetings for 3 months until the Strategic Plan is in place.

- To receive nominations for and appoint members of the planning committee (Standing Order # 5 j[vii])

Proposed: Cllr Mrs Kenton Seconded: Cllr Carnell
Agreed Unanimously

RESOLVED – to appoint Cllrs Mrs Morrison, Ms Wootton, Mrs Orchard, Shortland, Ms Whittaker-Mather, Bulmer, Mrs Kenton and Kenton with Cllr Mrs Orchard appointed as Chair

- To agree to receive nominations and appoint other committees at the June Meeting of the Council (Standing Order 5 j[vii])

Deferred

- To agree to adopt a full calendar of meetings at the June Meeting of the Council (Standing Order # 5 j[xix])

Deferred

2019/72. To agree eligibility for and to exercise the General Power of Competence (Standing Order # 5 j[xii])

Proposed: Cllr Shortland Seconded: Cllr Bulmer
Agreed Unanimously

RESOLVED – to agree eligibility for and to exercise the General Power of Competence.

2019/73. To make arrangements for the review of inventory of land and assets including buildings and office equipment. (Standing Order # 5 j[xiii])

Deferred

2019/74. To confirm arrangements for the review of Councils Risk management and Insurance. (Standing Order # 5 j[xiv])

Deferred

2019/75. To review representation on or work with external bodies and arrangements for reporting back. (Standing Order # 5 j[xi])

The following representatives are subject to agreement by the Organisation where are more members than previously agreed.

Organisation	No	Representative
Chard Improvement Action Group		Deferred to September
Chard Museum	2	Cllr Ms Wootton, Cllr Ms Young Cllr Williams
Chard Young People's Centre	2	Cllr Williams Cllr Ms Wootton
Market Towns Investment Group	2	Cllr Bulmer Cllr Mrs. Morrison Cllr Ms Bates
S.A.L.C.	1	Cllr Carnell
SSDC Countryside Steering Group	1	Cllr Shortland Cllr Ms Wootton
Town Team	2	Cllr Baker Cllr Shortland Cllr Ms Bates
Clare House	1	Cllr G Shortland Cllr Ms Whittaker-Mather

2019/76. 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])

Deferred

2019/77. To make arrangements for the review of the Council's Complaints Procedure (Standing Order # 5 j[xvi])

Deferred

2019/78. To make arrangements 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[xvii])

Deferred

2019/79. To make arrangements for the review of the Council's policy for dealing with the press/media. (Standing Order #5 j[xviii])

Deferred

2019/80. Finance - **Accounts for Payment** - to review and note items of expenditure (LGA 1972 s150 (5) – cheque signatories to be agreed

Proposed: Cllr Shortland Seconded: Cllr Mrs Morrison
Agreed Unanimously

RESOLVED - To approve the accounts for payment with Cheque signatories to be Cllrs Mrs Morrison and Mrs Kenton

2019/81 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 Shortland,
Cllr Mrs Kenton,
Cllr Kenton,
Cllr Morrison,
Cllr Bulmer,
Cllr Baker
Cllr Wootton
Cllr Orchard

HSBC Mayors appeal fund
Cllr Mrs Kenton,
Cllr Shortland
Cllr Baker

RESOLVED – that the above Councillors be the authorised signatories for the Council's accounts with any two to sign. In addition, it was agreed that members (of which were not to be cheque signatories) undertaking quarterly bank reconciliation checks should receive appropriate training from the Council's Internal Auditors

2019/82. Policy - Purchasing Delegation Limits & Active Purchasing Policies

Deferred

2019/83. To make arrangements for the review of the Council's and/or employees' subscriptions to other bodies. (Standing Order # 5 j[xv])

Proposed: Cllr Shortland Seconded: Cllr Mrs Morrison
Agreed Unanimously

RESOLVED – to renew subscriptions to SLCC, SALC, Guild of Macebearers, LCU, NALC and South West Councils with any overspend to be taken from general reserves.

2019/84. To make arrangements for the review of the Council's procedures for the use of BACS or CHAPS payments. (Financial Regulations 6.8)

Deferred

2019/85. To make arrangements for the review of the Council's procedures for the use of variable Direct Debits. (Financial Regulations 6.6)

Deferred

2019/86. Annual Report 2018/2019 – to receive and note the Annual Report for publication and distribution at the Annual Parish Meeting (report attached)

Proposed: Cllr Shortland Seconded: Cllr Carnell
Agreed Unanimously

RESOLVED - To receive and note the report with 2 New Councillors and Cllr Mrs Morrison to agree the recipients of the Outstanding Service Awards

2019/87. Town Clerk's Report and Delegated Powers. The Town Clerk will give Council a verbal report and details of any matters dealt with under her delegated powers since the last meeting of Council. LGA 1972 s101

The Interim Town Clerk advised members that they now all had Town Council email address and that the intranet system would be up and running very shortly.

2019/88. 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 #2019/68 above refers)

There being no further business the meeting closed at 8:35 pm.