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 Annual Town Council meeting held in the Guildhall Auditorium, Fore Street, Chard TA20 1PP on Monday 7th June 2021 commencing at 7:00pm.

PRESENT: Cllr Baker (Mayor), Cllr Carnell (Deputy Mayor), Cllr Mrs Bates, Cllr Ms Brown, Cllr Bulmer, Cllr Kenton, Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young. (One Vacancy).

ALSO PRESENT: Rev. Georgina Vye, Mayor's Chaplain, Paul Russell, Locum Town Clerk, Liz Johnson-Idan (Community Liaison Officer), The Mace Bearer, The Town Crier and seven members of the public.

CHAPLAIN'S 'THOUGHT FOR THE DAY'
The Chaplain reflected on the challenges of the historic past year as well as the positives, especially the strengthening of community spirit in Chard. Council reflected on those who had suffered from the effects of the Coronavirus pandemic.

PUBLIC PARTICIPATION TIME
There were seven members of the public present. The following matters were raised:

- Concern was expressed that parking charges in Chard were higher than those in Crewkerne and Ilminster. It was agreed that this matter would be considered;
- An update on what plans were being developed by the Town Council for the Queen's Platinum Jubilee was requested. Initial discussions had commenced but plans would be publicised on the Council's website.

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS
Written reports received from the District and County Councillors on matters affecting Chard had previously been distributed to Members. It was agreed that the requirement for reports prior to the meeting would be discontinued now that face to face meetings had returned.

POLICE REPORT
The Police were not in attendance.

2021/01 ELECTION OF MAYOR
Nominations were requested for the Mayor of Chard.

Cllr Baker was proposed by Cllr Carnell and seconded by Cllr Mrs Bates. There being no other nominations Cllr Baker agreed to accept the nomination and was elected unopposed.

MAYORS APPOINTMENTS:

- Chaplain – Rev Georgine Vye
- Consort – Mrs Marie Baker

2021/02 MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- The Mayor welcomed Cllr Ms Brown to the Council following her successful election;
- The Mayor had attended Chard School's 350th anniversary with the Town Crier;
- The Mayor informed Council that the launch of the Heritage Action Zone Culturally Chard programme would be held on Saturday 10th July 2021;
- The Mayor's charities for the 2021 Civic Year would be Cancer Research and the Chard Carnival Committee.

2021/03 APOLOGIES FOR ABSENCE

There were no apologies. Apologies had been received from the Somerset County Councillors.

2021/04 DECLARATIONS OF INTEREST

The following Declarations of Interest was made:

- Cllr O'Brien: Personal – Youth Club.

2021/05 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

This item was deferred as there were no confidential items on the agenda.

2021/06 ELECTION OF DEPUTY MAYOR

Nominations were requested for the Deputy Mayor of Chard.

Cllr Carnell was proposed by Cllr Mrs O'Brien and seconded by Cllr Mrs Bates. There being no other nominations Cllr Carnell agreed to accept the nomination and was elected unopposed.

Thanks were extended to Cllr Kenton for his support over the past two years as Deputy Mayor.

2021/07 COUNCIL MEETING MINUTES

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

For: Cllr Baker, Cllr Mrs Bates, Cllr Ms Brown, Cllr Bulmer, Cllr Kenton**,** Cllr Mrs Kenton, Cllr Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Abstention: Cllr Carnell

RESOLVED that the minutes of the Full Town Council meeting held on the 27th April 2021 be agreed and signed as a correct record.

2021/08 COMMITTEE MEETINGS

(a) **Committee Meeting Minutes –** Following consideration, Council agreed to adopt the Committee meeting minutes below and to ratify any decisions and recommendations contained therein.

- Policy & Resources Committee – Monday 26th April 2021
- Property & Services Committee – Tuesday 25th May 2021

2021/09 STANDING COMMITTEES

Proposed: Cllr Carnell Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED to adopt the revised Committee structure below in accordance with Standing Order 4:

- Finance & Audit Committee (4 meetings per annum),
- Amenities and Events Committee (4 meetings per annum)
- HR & Personnel Committee (2 meetings per annum)
- Planning & Highways Committee (12-17 meetings per annum)
- Full Council 6 meetings plus the Annual Town Council meeting

Clarification regarding the Appeals Panel was sought. An Appeals Panel would only be set up when required and in line with the Councils grievance procedures. This would have to be totally independent of any grievance panel.

2021/10 SCHEME OF DELEGATION

Proposed: Cllr Mrs Wootton Seconded: Cllr Carnell
Unanimous

RESOLVED to adopt the revised Scheme of Delegation for the new Committee Structure and to review delegation arrangements to committees, sub-committees, employees and other local authorities.

2021/11 SCHEDULE OF MEETINGS

Proposed: Cllr Carnell Seconded: Cllr Mrs Bates

For: Cllr Baker, Cllr Carnell, Cllr Mrs Bates, Cllr Ms Brown, Cllr Bulmer, Cllr Kenton**,** Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Abstention: Cllr Mrs Morrison.

RESOLVED to adopt the Schedule of Meetings for 2021/22.

Clarification was sought regarding the meeting schedule and the fact that there were no scheduled meetings apart from the Planning & Highways Committee in August. It was confirmed that both Council and its committees could call a meeting as and when required and that the basic schedule of meetings had been developed as a minimum number of meetings according to the new organisational structure. An additional Finance & Audit Committee meeting would be scheduled for July 2021.

2021/12 APPOINTMENT OF CHAIRS TO STANDING COMMITTEES

Cllr Mrs Bates was proposed by Cllr Mrs O'Brien and seconded by Cllr Williams to Chair the **Finance & Audit Committee**. There being no other nominations Cllr Mrs Bates agreed to accept the nomination and was elected unopposed.

Cllr Mrs Kenton was proposed by Cllr Shortland and seconded by Cllr Mrs Orchard to Chair the **Amenities & Events Committee**. There being no other nominations Cllr Mrs Kenton agreed to accept the nomination and was elected unopposed.

Cllr Mrs O'Brien was proposed by Cllr Kenton and seconded by Cllr Williams to Chair the **HR & Personnel Committee**.

Cllr Mrs Wootton was proposed by Cllr Mrs Morrison and seconded by Cllr Bulmer to Chair the **HR & Personnel Committee**.

A vote was taken:

Cllr Mrs O'Brien – 6 For
Cllr Mrs Wootton – 3 For
Abstentions: 2

Cllr Mrs O'Brien was elected to Chair the HR & Personnel Committee.

Cllr Mrs Wootton was proposed by Cllr Mrs Kenton and seconded by Cllr Bulmer to Chair the **Planning & Highways Committee**. There being no other nominations Cllr Mrs Wootton agreed to accept the nomination and was elected unopposed.

2021/13 APPOINTMENT MEMBERS TO STANDING COMMITTEES

The following Members were appointed to sit on the following Committees:

Committee	**Members**
Finance & Audit Committee	Cllr Baker, Cllr Carnell, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.
Amenities and Events Committee	Cllr Baker, Cllr Carnell, Cllr Mrs Kenton, Cllr Kenton, Cllr Mrs Bates, Cllr Bulmer, Cllr Mrs Morrison, Cllr Williams and Cllr Mrs Wootton.
HR & Personnel Committee	Cllr Baker, Cllr Carnell, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Mrs Orchard and Cllr Mrs Wootton.
Planning & Highways Committee	Cllrs Mrs Wootton, Cllr Ms Brown and Cllr Mrs Morrison.

2021/14 APPOINTMENT OF MEMBERS TO TASK & FINISH GROUPS

The following Members were appointed to the Task & Finish Groups below:

- Community Building (Cllr Mrs Morrison and Cllr Mrs Wootton)
- Cemetery Refurbishment (Cllr Baker, Cllr Mrs Kenton and Cllr Wootton)

2021/15 STANDING ORDERS AND FINANCIAL REGULATIONS

Proposed: Cllr Mrs Kenton Seconded: Cllr Carnell

For: Cllr Baker, Cllr Carnell, Cllr Mrs Bates, Cllr Ms Brown, Cllr Bulmer, Cllr Kenton**,** Cllr Mrs Kenton, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Shortland, Cllr Williams, Cllr Mrs Wootton and Cllr Mrs Young.

Abstention: Cllr Mrs Morrison.

RESOLVED to adopt the Standing Orders and Financial Regulations as amended by the Task & Finish Group.

Council noted that the Financial Regulations would need to be further reviewed to ensure that a proper, clear and transparent process was put in place now that accounts were being settled via BACS.

It was agreed to develop a new Councillor pack (A5 size) to include all Council policies when they had been reviewed.

2021/16 ARRANGEMENTS AND CONTRIBUTIONS TO OTHER LOCAL AUTHORITIES

Council noted that the main arrangement and contract was with South Somerset District Council for the Street Cleaning contract. A full review of arrangements would be carried out during the year as part of the Finance & Audit Committee's work plan.

2021/17 REPRESENTATIVES ON EXTERNAL BODIES

Council agreed to appoint the following Council representatives on to the external bodies named below:

Organisation	**No**	**Representative**
Chard Museum	2	Cllr Mrs Wootton, Cllr Mrs Young Cllr Williams
Chard Young People's Centre	2	Cllr Williams Cllr Mrs Wootton
Market Towns Investment Group	2	Cllr Mrs Bates Cllr Williams
S.A.L.C.	1	Cllr Carnell
SSDC Countryside Steering Group	1	Cllr Shortland
Town Team	2	Cllr Baker Cllr Shortland
Clare House	1	Cllr G Shortland Reserve: Cllr Mrs O'Brien

It was agreed to request that reports from Council representatives be presented on a regular basis to Full Council. Two reports would be required at each Council meeting.

2021/18 ASSET REGISTER

It was agreed to defer the review of the Council's Asset Register and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/19 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

It was agreed to defer the review of the Council's insurance cover and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/20 SUBSCRIPTIONS

It was agreed to defer the review of the Council's subscriptions to other bodies and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/21 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

It was agreed to defer the review of the Council's complaints procedure and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/22 FREEDOM OF INFORMATION AND DATA PROTECTION POLICY

It was agreed to defer the review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection policies and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/23 COMMUNICATIONS/PRESS/MEDIA POLICY

It was agreed to defer the review of the Council's Communications Policy and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/24 EMPLOYMENT POLICIES AND PROCEDURES

It was agreed to defer the review of the Council's employment policies and procedures and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/25 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE GENERAL POWER OF COMPETENCE

It was agreed to defer the review of the Council's expenditure under the General Power of Competence and delegate the review to the Finance & Audit Committee as part of its work plan.

2021/26 DATE OF NEXT MEETING

Council noted that the next Full Chard Town Council meeting would be held on Monday 14th June 2021 in the Guildhall Auditorium, Fore Street, Chard TA20 1PP.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 7:54pm.

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MAYOR: **DATE:**