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 17th September 2018 in the Town Hall, Guildhall at 7.30 pm

PRESENT – Cllrs. Mrs Kenton (Chair), Cllrs O'Brien, Mrs Dowell, Carnell, Baker, Orchard, Shortland, Kenton, Mrs Morrison 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

2018-19/28.
Apologies for absence and to consider whether to approve reasons given.
LGA 1972 s85(1).

Apologies have been received from:

Cllr Warwick - Holiday
Cllr Mrs Orchard - Illness

Resolved - to accept the apologies and approve the reasons given

2018-19/29.
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
Baker	√		2018-19/35.	Chair of Chard carnival committee
Mrs Kenton	√		2018-19/35.	Member of Chard carnival committee

2018-19/30.
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 Morrison Seconded: Cllr. Dowell

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 #2018-19/41 (Commercial in Confidence & Staff in Confidence) is discussed

2018-19/31.
Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 16th July 2018. LGA 1972, Sch 12 para 41(1).

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Orchard

Agreed Unanimously

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 16th July 2018 be signed as a correct record

The Chairman signed the minutes.

2018-19/32. Action Review Summary - to receive and review Outstanding Action Review Summary and approve that the lightning protection (deferred G&A February 2016 GA 2016/11) not be installed and the task removed from the action review summary (report attached).

RESOLVED – to note the report, approve the recommendation not to install lightning protection and remove the task from the action review summary.

2018-19/33. Town Clerk's Report – to receive and note update from Town Clerk.

Nothing to report

2018-19/34. Finance - Town Council Year 2018/2019 Year to Date Budget - to review the income and expenditure and Balance Sheet Account & Audit Regulations 2011

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

2018-19/35. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be Cllr Mrs. Kenton & Cllr Orchard

Proposed: Cllr. Shortland Seconded: Cllr. Mrs Morrison

Agreed Unanimously

Resolved - To approve the accounts for payment

2018-19/36. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for August 2018

RESOLVED – To receive and note the report

2018-19/37. Bank Reconciliations – to receive and note the signed bank reconciliations for the first financial quarter of 2018-2019

RESOLVED – To receive and note the signed bank reconciliations

2018-19/38. Finance - To approve the recommendations from the Community Grants Application Evaluation Panel (Recommendation to follow)

Proposed: Cllr. Bulmer Seconded: Cllr. Mrs Dowell

Agreed Unanimously

RESOLVED – To approve £1,000 for a community development grant for Health and Local Food for Families (HALFF) and for the Community Liaison Officer to visit future grant applicants.

2018-19/39. To review and approve the Media Communications Policy. (Standing Order #5 j[xviii) (Report to follow)

Proposed: Cllr. Shortland Seconded: Cllr. O'Brien

Agreed Unanimously

RESOLVED – To approve the Media Communications Policy

2018-19/40. To review and approve the Social Media Policy. (Standing Order #5 j[xviii) (Report to follow)

Proposed: Cllr. Morrison Seconded: Cllr. Shortland

Agreed: 7 Abstained: 3

RESOLVED – To approve the Social Media Policy

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 #2018-19/30 above refers)

2018-19/41.

Commercial in Confidence

1) Cafe

Proposed: Cllr. Morrison Seconded: Cllr. Bulmer

Agreed: 6 Abstained: 4

RESOLVED – To defer the decision for the café franchise until the Community Liaison officer has time to review the market,

Staff in Confidence

1) Personnel Sub Committee Update
2) Staff update

There being no further business the meeting finished at 8:24 pm