Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor Cllr. Jason Baker **Interim Town Clerk Nick Randle**

COUNCIL MINUTES

Minutes of a meeting of the Full Town Council held on Monday 17th June 2019 in the Town Hall, Chard

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

In Attendance: Nick Randle – Interim Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO, Shirley Pitman – Outdoor Services Manager, Matt Hawker – Guildhall Manager, Liz Johnson-Idan – Community Liaison Officer

There were No. #5 members of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

The Mayor introduced Georgia Vye as his newly appointed Chaplain who gave her 'Thought for the Day'

Public Participation Time

A member of the public spoke to remind members that the Council had declared a climate emergency and that Council now needed to step up. A request was made for Council to investigate using a green energy supplier.

Reports from County and District Councillors

County Councillor Mrs Broom advised members that she had spoken at the Planning and Highways committee meeting about pedestrian safety at Glynswood. Work had also been taking place to support charities and troubled families and a report would be emailed to officer for distribution to members.

Cllr Bulmer spoke to request that County Councillor Gemma Verdan attends meetings to also give her reports and to confirm he had received further details following a planning application that was discussed by council the previous month for 94 houses.

Cllr Baker spoke about a forthcoming Chard Regeneration meeting.

2019/89.
Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). LGA 1972 s85 (1).

Cllr Mrs Orchard - Work commitment

Cllr Kenton - Illness
Cllr Gilbert - Family emergency
Cllr Mrs. Bates - Illness

Resolved: That the apologies and the reasons given should be accepted.

2019/90.
Mayor's Announcements.

The Mayor Making civic service is taking place on Sunday 23rd June. The summer festival is also taking place at the end of August.

2019/91. 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
None				

2019/92.
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

There being no confidential matters this item was withdrawn

2019/93.
Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting held on 9th May 2019 LGA 1972, Sch 12 para41 (1)

RESOLVED – that the minutes of the Full Town Council meeting held 9th May 2019 be adopted

The Chairman signed the minutes.

2019/94.
Council Meeting – minutes - To receive and note the minutes of the following meetings and approve any recommendations made: LGA 1972, Sch 12 para 41(1).

Planning and Highways 20th May 2019 (Previously circulated)

Proposed: Cllr. Mrs Morrison Seconded: Bulmer
Agreed Unanimously

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

2019/95.
Finance - Town Council Year 2019/20 Year to Date Budget to review the income and expenditure / balance sheet for the year to date (Account & Audit Regulations 2011)

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

2019/96.
Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments

RESOLVED – The report was reviewed and noted.

2019/97.
Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5))– cheque signatories to be agreed.

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

RESOLVED – To approve the accounts for payment with cheque signatories to be Cllr Mrs Morrison and Cllr Baker

2019/98.
Finance - to review the Final Audit Report 2018-19 from the Internal Auditor; to note and consider any recommendations made

RESOLVED – The report was reviewed and noted

2019/99
Finance - Adoption of Accounts for the Year ended 31st March 2019, to approve the signing of the Annual Governance Statement (section one) (Accounts & Audit Regulations 2011) (report attached)

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

RESOLVED – To adopt the Accounts for the year ended 31st March 2019 and approve the signing of the Annual Governance Statement (section one)

The Chairman and the Deputy Town Clerk/RFO signed the statement.

2019/100.
Finance - Adoption of Accounts for the Year ended 31st March 2019, to approve the signing of the Accounting Statement (section two) (Accounts & Audit Regulations 2011) (report attached)

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

RESOLVED – To approve the signing of the Accounting Statement (section two)

The Chairman and the Deputy Town Clerk/RFO signed the statement.

2019/101.
Town Clerk's Report – To receive and note the update from the Town Clerk

RESOLVED – The report was noted

2019/102.
Town Clerk's Delegated Powers. The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting of Council.
(LGA 1972 s101)

There was nothing to report

2019/103.
Outdoor Services Manager's Report

RESOLVED – The report was noted

2019/104.
Guildhall Manager's Report

RESOLVED – The report was noted

2019/105.
Community Liaison Officers report – To receive and note the report (report attached)

RESOLVED – The report was noted

2019/106.
Insurance – To consider the recommendation to extend the Council's insurance arrangements to include Crime & Cyber cover at a cost of £624.20 from 4025/101 Insurance

Proposed: Cllr. Shortland Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – To extend the Council's insurance arrangements to include Crime & Cyber cover at a cost of £624.20 from budget: 4025/101 Insurance

2019/107.
Guildhall – to receive and approve the recommendations to install a "glass wall" at a height of 1100mm along the full length of the Balcony and either end with costs to come from the Guildhall Sinking Fund 350 (report attached)

Cllr Bulmer proposed the approval of the recommendation and this was amended by

Cllr Mrs Kenton who proposed that a condition was included. Members voted on the amendment

Proposed: Cllr. Mrs Kenton Seconded: Cllr. Baker
For: 7 Against: 2 Abstained: 2

RESOLVED – To approve the recommendation to install a "glass wall" at a height of 1100mm along the full length of the Balcony and either end using a Pro-Grip system to hold the glass, to allow for compensation for the bow of the Balcony floor, the whole system will be sat on a stainless-steel plinth designed specifically, for this installation.
With costs of £7,589 to come from the Guildhall Sinking Fund 350. The agreed installation is subject to load bearing tests allowing a minimum of 30 people to use the balcony at any one time.

2019/108.
Guildhall – to receive and approve the recommendations to replace existing bird netting with costs to come from Guildhall property maintenance budget 4036/201 (report attached)

Proposed: Cllr. Shortland Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – To approve the recommendations to replace existing bird netting with costs of £1,645 to come from Guildhall property maintenance budget 4036/201

2019/109.
Guildhall – to receive and approve the recommendations to install lighting to the exterior (front) of the Guildhall with costs to come from general reserves

Cllr Mrs O'Brien declared a personal interest, a family member being a member of one of the groups that requested the lighting of the Guildhall.

Proposed: Cllr. Shortland Seconded: Cllr. Bulmer
For: 2 Against: 7 Abstentions: 2

It was agreed that if costs could be found below £750 that the lighting could be bought back to Council. In the meantime, the task was to be removed from the officer's schedule of actions.

2019/110.
Guildhall – to receive and approve the recommendations to flush, clear and refill underfloor systems and fit suitable filters with costs to come from Guildhall Heating & Air Conditioning 4062/201 (report attached)

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Shortland
Agreed Unanimously

RESOLVED – To approve the recommendations to flush, clear and refill underfloor systems and fit suitable filters at a cost of £3,230 to come from Guildhall Heating & Air Conditioning 4062/201

2019/111.
Reports from Representatives of Outside Bodies. Please notify the Town Clerk in advance of the meeting if you will be making a report.

Cllr Williams confirmed that the Museum were happy to have 3 members as representatives for the Council

2019/112.
Policy – to receive and approve the amended Employee Handbook (report attached)

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Carnell
Agreed Unanimously

RESOLVED – To approve the amended Employee Handbook

2019/113.
Notice of Motion from Councillor Cath Morrison (received 18th May 2019) 'that Chard Town Council reviews hire charges for the Guildhall Foyer'

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Bulmer
Agreed Unanimously

RESOLVED – that the Foyer is a non hireable space but could be used in conjunction with hire of the auditorium and that any charges made during the current financial year would be refunded.

2019/114.

Notice of Motion from Councillor Melissa Whittaker-Mather (received 30th May 2019) 'for Chard Town Council to support the RSN's call for a Government-wide Rural Strategy, and call upon South Somerset District Council and Somerset County Council to do likewise – if not already done so'. (report attached)

Proposed: Cllr. Ms Whittaker-Mather Seconded: Cllr. Mrs Morrison
Agreed Unanimously

RESOLVED – That Chard Town Council supports the RSN's call for a Government-wide Rural Strategy, and call upon South Somerset District Council and Somerset County Council to do likewise – if not already done so

There being no further business the meeting closed at 9:34 pm.