Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Victoria Bates, Chief Executive & Town Clerk: David Bell

COUNCIL AGENDA

This Council Meeting Is Open To The Public & Press

Full Council Meeting

Date of Publication: **Wednesday 24th September 2025**

TO: Cllr Baker, Cllr Bates, Cllr Bulmer, Cllr Crook, Cllr Eggins, Cllr Hassan, Cllr Hussey, Cllr A Kenton, Cllr J Kenton, Cllr O'Brien, Cllr Richter, Cllr Shortland, Cllr Tribble, Cllr Watson, and Cllr Williams.

You are hereby summoned to attend the Full Town Council Meeting of Chard Town Council that will be held on **Monday 29th September 2025,** commencing at **19:00 hours**, in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.



David Bell, Chief Executive & Town Clerk.

Recording Of Meetings
In accordance with the Openness of Local Government Bodies Regulations 2014 recording is allowed at all formal meetings of Chard Town Council. The Council will record this meeting. Anyone wishing to record the meeting is asked to notify the chair or clerk prior to or at the commencement of the meeting.

Public Participation
Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments to the Town Council in relation to the meeting agenda. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

Announcement by Chief Executive & Town Clerk

Public Participation Time

To receive reports from Somerset Councillors Baker, Payne, J Kenton and Wale

Agenda

Section 1 - Standing Items

2025/106 Apologies For Absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2025/107 Declarations Of Interest

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

2025/108 Full Council Meeting Minutes

To approve the Minutes of the Full Town Council meetings on the 18th August (see attached).

2025/109 Committee Minutes.

To note the minutes of the A&E 11th March, & 17th June and consider recommendations (see attached). The 9th September A&E minutes will appear on their own agenda at their next scheduled meeting for approval, prior to noting at Full Council.

F&A minutes will appear on their own agenda at their next scheduled meetings for approval, prior to noting at Full Council.

2025/110 Financial Checks and Information

a) **Payments List August 2025**
For Full Council to APPROVE the payment list to include petty cash payments – see attached.

b) **Internal Audit Checklist.**
For Full council to note the internal audit check list. - see attached.

Section 2 - Items to Note

2025/111 Mayor's Updates and Announcements

An Oral update will be provided.

2025/112 Chief Executive & Town Clerk Updates

a) **Road Safety in Chard**
Road safety matters are now in the Council Strategy and preliminary investigations are being undertaken to inform a meeting with the Avon &

Somerset Constabulary. The Constabulary must approve Community Speed Watch sites and undertake the training. It is anticipated that a further Officer-to-Officer meeting will be held early in October (and agenda matters also include a Joint Strategy for Parks), supported by the PCC. The format for Community Speed Watch (CSW) is likely to be one Speed Watch to cover all sites in Chard, thereby making the most of paid and volunteer resources.

b) Land at Bonds Close, Scout Hut, Bowls Club and Park at Bonds Meadow - A Follow Up To Full Council 12th May 2025 'Flooding In Chard – Funding support'

Officers have succeeded in liaising with an appropriate Consultant to push this matter on. Eleven were approached and most were either not interested or wanted to do the much bigger project now before the investigation was undertaken to find out what our options are. Further information will be provided as matters progress.

c) Jocelyn Park – Pavilion

Following on from the previous Full Council meeting, a project meeting has been arranged with the Contractor and Chard United Football Club on 9th October 2025 with a view to drawing together matters to firstly enable formal hand-over to the Council, plan the remained of the works (the building is currently a shell without first and second fix) and to commission the building so it can be hired out to the community, including Chard United Football Club. Estimates and quotations will be brought to Full Council so that contracts can be let.

d) Remembrance Ceremonies

Please note the Remembrance Ceremonies taking place on Sunday 9th November 2025 with a parade from the Guildhall starting at 10:30am and the observing of the 2 minutes silence at 11:00 on Tuesday 11th November 2025.

e) KINDChard Update

A brief oral update on progress and aspirations.

2025/113 The Hive Young People's Centre – Update

An oral update from the Chief Executive & Town Clerk and the Chair of the Young People's Committee (Councillor Baker) on the youth provision in Chard project.

2025/114 Implementing The Chard Town Council Strategy – Part A (Public Session) Transformation and Change In Our Organisation

An oral presentation by the Chief Executive & Town Clerk.
(Previous strategy paper attached for information)

Section 3 – Items For Discussion & Decision

2025/115 Chard Christmas Lighting Display

The replacement and additions process for the Chard Christmas Lighting Display has been considered and quotations sought.

A quotation for £8,974.00 (ex VAT) has been received from the specialist lighting manufacturer and the Chief Executive & Town Clerk seeks approval to issue the Purchase Order. The cost is well within budget.

Recommendation:
The quotation of £8,974.00 (ex VAT) be agreed and actioned by the Chief Executive & Town Clerk.

2025/116 Mayoral Regalia Repairs

The repair of Mayoral Regalia is a very specialist task. Quotations are linked to the price of gold, which varies on a daily basis and is currently going up.
The regalia has been inspected and, in order to return it to the proper condition it is estimated to require about £3,200 worth of work. The vast majority of this (£2,875) is to be covered by insurance, so the balance to be paid by this Council against the quotation will be approximately £300 to £400 dependent upon the price of the gold.
It is anticipated that the repairs will be carried out after the Remembrance Day ceremony.

Recommendations:
Full Council AGREES that the regalia should be repaired and maintained and that the Chief Executive & Town Clerk is AUTHORISED to have the repairs undertaken according to the cost of gold at that time. The repairs will be carried out after Remembrance ceremonies.

2025/117 Street Naming

Many Councillors will be aware of the significant community contributions made by the late Mr John Brice, not only as a Mayor but also in other aspects of life including working with the young people of Chard.

I have been contacted by several Councillors in relation to marking this in a more permanent way. It has long been a tradition for Councils to name new roads after past Mayors that have sadly passed away and this seems an appropriate way to mark the contributions made by Mr Brice.

You may remember that, due to family connections, Councillor Jason Baker was asked to prepare and carry out a citation at Full Council earlier this year. It now seems appropriate for Councillor Baker to introduce this item and propose a motion.

Recommendation:
This Council AGREES, working with the family of Mr Brice, to put forward to the Street Naming Authority (Somerset Council) to name a road after the late John Brice, a former Mayor of Chard Town Council and to identify a suitable choice of location and formal name.

2025/118 Allotment Policy- Allotment Eviction & Appeals – Policy and Procedure
Further to discussions at the Amenities & Events Committee, the draft policy is recommended for approval (see attached).

Recommendation:
It is recommended that Full Council APPROVES the Draft Allotment Policy, as attached.

2025/119 CCTV Cameras
To consider the motion proposed and accompanying documentation by Cllr Baker (See attached).

2025/120 Flower Beds In Chard Town Centre Area
Flower beds in the town centre area are maintained by Chard Town Council and Somerset Council.
There is considerable interest in the look of the town centre from residents, commercial properties and visitors alike.
It has become clear that Somerset Council, whilst maintaining an interest, are appearing to struggle with funding and maintenance works.
Whilst this is a matter that is currently in Officer-to-Officer discussions in terms of what Somerset refer to as “Devolution”, this is not helping the situation now or in preparation for coming months.
Chard Town Council has some funding available and could step-in in the short term to undertake limited works. This would tidy up and maintain the beds usually tended by Somerset Council until a formal arrangement can be discussed by Full Council.

Recommendation:
The Chief Executive & Town Clerk be authorised to discuss and agree a temporary, informal solution with Somerset Council Officers, pending this matter being discussed fully at Full Council as part of the Somerset Council “Devolution” process.

Section 4 Confidential

2025/121 To Resolve To Exclude Members Of The Press And Public
As certain items are expected to include the consideration of exempt information Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest

in maintaining the exemption outweighs the public interest in disclosing the information".

2025/122 Implementing The Chard Town Council Strategy – Part B (Confidential Session) Staff Structure Review

An oral presentation by the Chief Executive & Town Clerk

Recommendation:

To agree the proposed Organisation Structure Chart (September 2025) as presented.

2025/123 Date of next meeting

The next Full Chard Town Council meeting is Monday 20th October 2025. Auditorium, Guildhall, Fore Street, Chard TA20 1PP and commence at 7pm.

Chard Town Council

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Mayor: Cllr Victoria Bates

Chief Executive & Town Clerk David Bell

MINUTES

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 11th March 2025 at 7pm** in the Guildhall, Fore Street, Chard TA20 1PP.

Present: Councillors; Hussey, Richter, and Williams.

Apologies: Councillors Baker (Chair), Bulmer, J Kenton, Shortland & Watson (Vice Chair)

In Attendance: Chief Executive & Town Clerk (CE&TC) David Bell, Kevin Dyer Deputy Town Clerk & Operations Manager, Beverley Newman Democratic Services Officer (DSO)

Public Participation Time

No members of the public were in attendance.

Given the absence from this meeting of both the Chair & Vice Chair the first order of business was to elect a Chair for the meeting.

Proposed: Councillor Hussey Seconded: Councillor Richter
Unanimous

Resolved: Cllr Williams to chair this Amenities and Events meeting

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Chief Executive & Town Clerk David Bell

Minutes

Section 1 – Standing Items

2025/01 **Apologies for Absence**

Apologies were received by Cllrs Baker, Bulmer, J Kenton, Shortland and Watson

Proposed: Councillor Hussey Seconded: Councillor Richter
Unanimous

Resolved: Amenities & Events Committee accepted the apologies.

2025/02 **Declarations of Interest**

There were no declarations made.

2025/03 **Committee Meeting Minutes**

To approve the Minutes of the meetings on 12th November 2024,

Proposed: Councillor Williams Seconded: Councillor J Richter
For: 2 Abstain: 1

Resolved: Amenities & Events Committee accepted the minutes of 12th November as an accurate account.

Section 2 – Items To Note

2025/04 **Fingerpost Signage**

Chard Town Council is currently waiting for Somerset Council to confirm the licence requirements.

2025/05 **Cemetery**

The survey in January 2025 has been received. It includes 87 “fails” and these matters are being progressed by the Operations Manager. CTC has received two quotations for gates and railings, both of which are over budget. Further details are being sought and will be reported in due course. The Operations Manager gave a comprehensive oral update.

2025/06 **Amenities & Guildhall General Updates**

The Operations Manager provided a wide-ranging list of projects and work streams that were currently being processed by the Amenities and Guildhall teams.

The Chair thanked the Operations Manager for providing all the updates and all staff for their hard work and progress. It was further acknowledged by the Amenities & Events Committee that the Events booklet looked very impressive.

Section 3 – Items for Discussion & Decision

2025/07 **Preserving and Developing Services Currently Provided By Somerset Council - Bath Street Toilet Block**

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The CE & TC provided a detailed account of discussions to date between CTC and Somert Council, highlighting both the complexity of the situation and some potential outcome scenarios.

Proposed: Councillor Williams Seconded: Councillor Richter
Unanimous

Resolved: Amenities & Events Committee agreed CE&TC should continue discussions with Somerset Council to explore all options and report back.

2025/08 **Date of next meeting**

The next meeting of the A&E Committee will be on **Tuesday 10th June 2025** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

There being no other business the Chair thanked those present for their attendance and closed the meeting at 20.20

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MINUTES

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 17th June 2025 at 7pm** in the Guildhall, Fore Street, Chard TA20 1PP.

Present: Councillors; Baker (Chair), Bulmer, Hussey, O'Brien, Shortland (Vice Chair) and Williams.

Apologies: Councillors A Kenton, J Kenton, Hassan & Webb.

In Attendance: Chief Executive & Town Clerk (CE&TC) David Bell, Tim Bickham Events Officer, Kevin Dyer Deputy Town Clerk & Operations Manager, Beverley Newman Democratic Services Officer (DSO)

Public Participation Time

No members of the public were in attendance.

Minutes

Section 1 – Standing Items

2025/09 **Apologies for Absence**
Apologies were received by Cllrs, A Kenton, J Kenton, Hassan and Webb

Proposed: Councillor Williams Seconded: Councillor Hussey
Unanimous

Resolved: Amenities & Events Committee accepted the apologies.

2025/10 **Declarations of Interest**
Cllr Bulmer made a Pecuniary declaration of interest in relation to Agenda item 2025/16 due to his position in the Chard Rotary Club.

Councillor Baker asked the Committee members if they were happy to consider agenda item 2025/16 last given the declaration from Councillor Bulmer to prevent stopping and starting the meeting. The Amenities & Events committee members agreed to this change of agenda order.

2025/11 **Committee Meeting Minutes**
To approve the Minutes of the meetings on 11th March 2025,

Proposed: Councillor Baker Seconded: Councillor Bulmer

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Unanimous

Resolved: Amenities & Events Committee requested Councillor A Kenton be included in the apologies, that brief explanations were provided for agenda items 2025/05, 2025/06 & 2025/07 and the amended version be brought back to the next scheduled Amenities & Events meeting being 15th July 2025.

Section 2 – Items To Note

2025/12 **Chief Executive & Town Clerk Updates**.
No updates were provided by the Chief Executive & Town Clerk at this time as all relevant information was contained in the Operations Manager Updates & Briefing Report and the Events Officer Updates.

2025/13 **Operations Manager Updates**
The Amenities & Events Committee noted the Operations Manager Updates report. Comments were made on the following items:

Cemetery
Committee discussed the future works required on headstones and commented on an 'excellent piece of work' in relation to the additional graves that will now be able to be accommodated due to the cemetery extension works.

Hanging Baskets
Committee all agreed this initiative was a really good idea and a potential way forward for the future. The Chair further stated the feedback he had received from the public helped to restore a sense of pride in the town.

Flooding
The Committee Chair acknowledged the Operations Manager's perseverance which has led to successful discussions with Scout Group and Bowles Club.

Jocelyn Park Changing Rooms –
A meeting was held between Chard Town Council, Chard United and Wayne Mears Builders to discuss the pathway ahead. An oral update was given.

Allotment Clean Up and Plot Clearance
Due to the demands on the Council Amenities Team we are not where we need to be with plot clearance, however time will be invested in allotments in June and have a forum meeting at the end of the month.

Allotment Clean up happened in May, which was great and benefits the allotments. This is done around Easter and not in our busiest time of year.

Bath Street Toilets
The Chief Executive & Town Clerk gave an additional update on this item explaining that discussions held today with Somerset Council were very positive conversation and centred around how quickly the facilities could be opened. It was suggested by both parties to enter into a Gentlemen's Agreement. This being the preferred vehicle to get things started over either a Licence or lease. The Chief Executive & Town Clerk confirmed further discussions were required to agree the consent of a Gentlemen's agreement.

Proposed: Councillor Hussey Seconded: Councillor Bulmer
Unanimous

Resolved: For the Chief Executive & Town Clerk to continue with discussions with Somerset Council to expedite the opening of these facilities.

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Committee wished to express their sincere thanks to the whole Amenities team for their hard work and achievements during this period.

2025/14 **Events Officer Updates**

The Amenities & Events Committee noted the Events Officer Updates report. The following comments were made:

The Committee Chair commented there had been a noticeable increase in the number of events being held and thanked the Events Officer for this achievement.

Cllr Bulmer wished to pass on positive feedback he had received form his constituents regarding the Oasis concert who thought the concert was excellent.

Committee all agreed the VE Day events were a real success and credited the Events Officer for achieving this especially in the light of last minutes changes that were required.

Section 3 – Items for Discussion & Decision

2025/15 **Amenities/Parks and Cemetery Mess Room Update**

Proposed: Councillor Baker Seconded: Councillor Shortland
Unanimous

1) **Resolved:** To allow Officer time to be spent investigating the use of current Council land to be converted into a new Mess area and work yard/depot using price option 2 of the Operations Manager Briefing Paper £145,590 allowing a further 15% as contingency.

2025/16 **See page 4**

2025/17 **Holcombe Play Park and Bike Dirt Track**

i) Play Equipment

Proposed: Councillor Baker Seconded: Councillor Hussey
Unanimous

Resolved: To seek permission from Mr Sulley to install new play equipment at Holcombe Park & obtain 3 quotations for the design installation and consultation and for these works to be paid using all available 106 monies. To bring all 3 quotations back to Amenities & Events Committee for consideration.

ii) Dirt Track

Proposed: Councillor Baker Seconded: Councillor Williams
Unanimous

Resolved: To seek permission from Mr Sulley to install at Dirt Bike Track at Holcombe Park and if permission granted obtain 3 quotations for installation and consultation and for these works to be paid using all available 106 monies. To bring all 3 quotations back to Amenities & Events Committee for consideration.

2025/18 **Ashcroft Park Disabled Equipment Update**

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Proposed: Councillor Williams Seconded: Councillor Bulmer
Unanimous

Resolved: To look into purchasing specialised disabled equipment for Ashcroft Park, by 3 quotations for the design installation and consultation and for these works to be paid using all available S106 monies. To bring all 3 quotations back to Amenities & Events Committee for consideration.

2025/19 **Hep B Injections**

Proposed: Councillor Baker Seconded: Councillor Shortland
Unanimous

Resolved: To request Officer research the legal requirements and processes on this matter and report back to Amenities & Events Committee with a plan of action once all the relevant the information has been procured.

Councillor Bulmer left the meeting at 21.10

2025/16 **Rotary Club and Peace Garden**

Proposed: Councillor Baker Seconded: Councillor Shortland
Unanimous

Resolved: Chard Town Council to work in partnership with Chard Rotary Club using the garden adjacent to the old office to create a peace garden

2025/20 **Date of next meeting**

The next meeting of the A&E Committee will be on **Tuesday 15th July 2025** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

There being no other business the Chair thanked those present for their attendance and closed the meeting at 21.20

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Payment List August 2025						
282	01.08.2025	£20.80	£0.00	£20.80	Bank/Service charges	Lloyds bank
294	04.08.2025	£12.99	£0.00	£12.99	Monthly subscription	ZOOM
295	06.08.2025	£1,000.00	£0.00	£1,000.00	Community Grant	Chard Carnival Committee
296	06.08.2025	£750.00	£0.00	£750.00	Community Grant	Chard Churches Together
297	06.08.2025	£39.99	£8.00	£47.99	Councillor reimbursement	Councillor
298	06.08.2025	£97.91	£0.00	£97.91	Water & Sewerage Services	Water2business
299	06.08.2025	£580.00	£0.00	£580.00	Catering	Claires Country Kitchen
300	06.08.2025	£1,995.00	£399.00	£2,394.00	Building Survey	Allcott Comercial
301	06.08.2025	£97.55	£19.51	£117.06	Broadband	AF-Connect
303	06.08.2025	£536.25	£107.25	£643.50	IT	AF-IT
304	06.08.2025	£181.40	£36.28	£217.68	IT	AF-IT
305	06.08.2025	£67.93	£13.59	£81.52	Vehicle maintenance	Bartlett Park Garage
306	06.08.2025	£27.63	£5.53	£33.16	Equipment hire	Eagle Plant
307	06.08.2025	£2,360.00	£472.00	£2,832.00	Tree felling	Fern Garden & Tree Services
308	06.08.2025	£856.69	£171.39	£1,028.08	Vehicle maintenance	GW Machinery Services
309	06.08.2025	£232.05	£46.41	£278.46	Payroll -Services	Lentells
310	06.08.2025	£320.00	£64.00	£384.00	Locum fees	SLCC
312	06.08.2025	£1,190.50	£238.10	£1,428.60	Skip hire	Biffa Waste Management
313	06.08.2025	£11.00	£0.00	£11.00	Error Overpayment	Amazon
314	06.08.2025	£13.92	£2.79	£16.71	PC Equipment	Amazon
315	06.08.2025	£20.84	£4.20	£25.04	Parking signs	Amazon
316	06.08.2025	£16.62	£3.33	£19.95	Stationery	Amazon
317	06.08.2025	£16.01	£3.21	£19.22	Chair seat covers	Amazon
318	06.08.2025	£16.02	£3.21	£19.23	Chair seat covers	Amazon
319	06.08.2025	£16.02	£3.21	£19.23	Chair seat covers	Amazon
320	06.08.2025	£16.02	£3.21	£19.23	Chair seat covers	Amazon
321	06.08.2025	£15.81	£3.17	£18.98	Chair seat covers	Amazon
322	06.08.2025	£63.23	£12.68	£75.91	Chair seat covers	Amazon
323	06.08.2025	£25.50	£5.10	£30.60	Paper banquet roll	Amazon
302	07.08.2025	£1,966.25	£393.25	£2,359.50	IT	AF-IT
311	07.08.2025	£520.20	£104.04	£624.24	Equipment	Tudor environmental
324	07.08.2025	£49.98	£10.00	£59.98	Paper banquet roll	Amazon
325	08.08.2025	£65.50	£13.10	£78.60	Janitorial	MYCLEAN
326	08.08.2025	£3,887.11	£777.42	£4,664.53	Cemetery works	Fern Garden & Tree Services
327	08.08.2025	£30.72	£6.14	£36.86	Water	Aquaid
328	08.08.2025	£650.00	£0.00	£650.00	Event-Performer CANCELLATION	MAB Productions
329	08.08.2025	£40.50	£0.00	£40.50	Hirers refreshments	The Village Bakery
348	12.08.2025	£1.79	£0.00	£1.79	Stationery	Post Office
349	12.08.2025	£10.00	£0.00	£10.00	Ribbon	Best Wishes
330	14.08.2025	£155.81	£7.79	£163.60	Guildhall Gas	WME
331	14.08.2025	£46.74	£9.35	£56.09	Guildhall Electricity	WME
332	14.08.2025	£1,052.69	£210.54	£1,263.23	Guildhall Electricity	WME
333	14.08.2025	-£11.87	-£2.37	-£14.24	Boden Street Electricity	WME
334	14.08.2025	-£41.20	-£8.24	-£49.44	Recreational Ground Electricity	WME
335	14.08.2025	-£31.86	-£6.37	-£38.23	Cemetery Electricity	WME
336	14.08.2025	-£742.56	-£148.51	-£891.07	Guildhall Electricity	WME
337	15.08.2025	£48.18	£9.64	£57.82	Mobile phones	EE
338	15.08.2025	£157.78	£31.56	£189.34	Fuel	Fuel Genie
339	15.08.2025	£9,324.02	£0.00	£9,324.02	PAYE & NI Payment	HMRC
340	15.08.2025	£7,220.09	£0.00	£7,220.09	Pension Payment	Somerset Council Pension Fund
341	19.08.2025	£31.32	£0.00	£31.32	Bank/Service charges	Lloyds bank
342	20.08.2025	£4,250.00	£0.00	£4,250.00	Equipment	Active Learning & Skills
343	21.08.2025	£70.42	£3.52	£73.94	Recreational Ground Electricity	WME
344	21.08.2025	£39.82	£1.99	£41.81	Recreational Ground Electricity	WME
345	21.08.2025	£44.03	£2.20	£46.23	Cemetery Electricity	WME
346	21.08.2025	£38.96	£1.95	£40.91	Boden Street Electricity	WME
347	26.08.2025	£79.77	£15.95	£95.72	Mobile phones	Vodafone
352	27.08.2025	£253.80	£50.76	£304.56	Youth Centre -Electricity	Octopus energy
353	27.08.2025	£345.00	£0.00	£345.00	Vehicle tax	DVLA
350	28.08.2025	£122.14	£24.43	£146.57	Waste collection	Veolia
351	28.08.2025	£29,447.28	£0.00	£29,447.28	Payroll -Salaries	Chard Town Council
354	29.08.2025	£396.48	£0.00	£396.48	Councillor reimbursement	Councillor

Payment list -Petty Cash August 2025						
293	01.08.2020	£10.89	£0.00	£10.89	Hireres refreshments	Tesco

INTERNAL AUDIT CHECK LIST

	Chard Town Council			Financial Period - 25-26 Quarter 1 (1 April - 30 June)
				18th July 2025
		Tick	Initials	Any comments
	AUDIT CHECK LIST:			
1	**INCOME**			
	Check income on bank statement against:	✓		
	Paying in book	✓		
	Invoices	✓		
2	**EXPENDITURE**			
	Check expenditure on accounts list against:	✓		
	Invoices & Vouchers	✓		
	Bank Statement	✓		
3	**TRANSFERS**			
	Check bank transfers against:	✓		
	Bank statements	✓		
	Are they justified?	✓		
4	**SALARIES, PENSION & PAYE**			
	Check amounts on wage, pension and HMRC sheets against	✓		
	the bank statement	✓		
5	**BANK RECONCILIATION**			
	Check that cash book balances have been reconciled to bank balances as per bank statements	✓		
6	**VAT**			
	Check that the VAT has been reclaimed quarterly	✓		
	Signed:			

1 Introduction

1.1 Since the formation of Chard Town Council under Local Government reorganisation in 1974, this authority has been tasked with undertaking a range of responsibilities on behalf of the local community.

1.2 These responsibilities, whilst not being on the scale of, say, a Highway Authority at a County level are nevertheless key components of local community services.

1.3 At the heart of this service provision is the concept that the Councillors (in the corporate structure within formal meetings and their role as an elected representative for the Wards) and Officers are here to serve the community.

1.4 Over time matters evolve, local issues arise at short notice and a range of unexpected subjects need to be considered and, possibly, addressed. However, since my arrival at this council, we have been investigating and focusing on a wide range of topics based on transformation and culture change. This item paper can be viewed as part of an evolving, strategic approach to provide focus for the work of the Council and how it interacts with our community. Within this pragmatic approach there are two sections. These are:

- The first, the agreement by Full Council of a flexible list of priorities.
- The second (likely at tbios updatehe September 2025 meeting) the agreement of an organisation structure to support the priorities whilst maintaining (and, if possible, enhancing) our commitment to the community and our operating interface with it.

1.5 The positive improvements already made in the recent few months should not be underestimated. The wider community is gathering pace in matters such as inclusivity and working together and it is important to remember that the community plays a significant part in working with the Council to facilitate, improve and drive our community values and needs forward. This can not be a one-sided approach.

1.6 The agreement of a Council led Strategy is but the first part of this phase and will need support in partnership working, some of which is already taking place.

2 Pulling Together The Strands

2.1 An informal session of some Councillors (open to all Councillors and facilitated by Cllr J Kenton) and Officers recently met to brainstorm this matter and map

out a potential way forward. The Officers have further developed these thoughts, leading to the following, broad brush proposals.

2.2 These are not (deliberately) "set in stone" and will need to be flexible and evolve as the work of the Council progresses and reacts to changing circumstances.

2.3 The development of a strategy also involves the planning of processes, inputs, programmes, capacity & capability and outcomes for individual parts of the overall strategy.

3 Planning The Strategy

3.1 The basis of the strategy is predicated on simple concepts such as:

- **Services the Council has to provide**. Brief examples are allotments, the cemetery and our parks.
- **Topics that have been discussed and agreed for action by Full Council**. A recent example is provision for young people in our area.
- **Issues that fall within the powers of the Council – to a greater or lesser extent – and, perhaps, may have been raised by the community**. These may involve partnership working with other local authorities, community groups and the like. Whilst this Council has limited powers to, for example, undertake calming of traffic it will not become the Highway Authority because the Act would not allow it as it stands. This would result in partnership working with the Highway Authority (Somerset Council) as it is, legally, the authority with responsibility for highways.
- **Taking on tasks and services currently provided by another local authority**. A recent entry to this arena is what Somerset Council term "devolution". The complexity and cost of these matters should not be underestimated. They may involve the transfer of staff, equipment and other assets and this can be a longer term process – dependent upon the task or service involved.

4 Putting Together The Strategy For Discussion And Agreement

4.1 Drawing together items for inclusion is difficult as there is no "one size fits all", it must be seen as flexible, adaptable and updateable according to evolving

circumstances and it is very likely that it will not please everyone across our community.

4.2 With these points in mind, the following barebones strategy is recommended as a starting point for development and support in future years:

a) Services the Council has to provide

i) The administration of allotments. Council has a duty "to consider" providing allotments for the people of Chard. Whatever the status of the land in terms of rented, leased or bought outright, this has to be administered by the Officers.

ii) Cemetery, Cemetery Buildings, Car Park and Closed Churchyard. There are significant amounts of work and funding that go into making the cemetery the haven it is and the general upkeep. This Officer on-site work by our Parks Staff and Guildhall based administration will increase as the Council tackles works such as building maintenance issues and the maintenance of monuments. The cemetery car park belongs to and is administered by the Council. The current status of this and any changes will need to be investigated. With regard to the main cemetery monuments area, the Council should follow up on recent specialist survey work and remain compliant with health & safety and duty of care. There are proposals for maintaining and repurposing buildings. These will need the services of skilled and qualified project staff to assist our existing team.

iii) The Guildhall is a publicly funded building where the aims should include maintenance, improved value for money, covering utility costs, better utilisation and being generally fit for purpose and community use. There is a "sinking fund" for expenditure and planned investigation and expenditure includes roof repairs, maintenance of the glass doors along with community benefit developments such as a more community-facing, user-friendly foyer arrangement along with continuous improvement in the level of customer service – perhaps a one-stop-shop possibility across a

wider range of topics, maybe in partnership with our Somerset Council colleagues.

iv) Our Parks, Open Spaces, Council Owned Land & Recreation Buildings. The Council has a duty for upkeep and safety in our parks, open spaces and our land in general. This is a significant task and, if this strategy is agreed, matters such as tree work will be included in a three-year operational plan rolling programme. Programmes are also evolving for matters such as accessible play equipment, an anti-social behaviour strategy (in collaboration with the Police and Crime Commissioner and Local Neighbourhood Policing) and making our parks more attractive to all members of our community.

The Jocelyn Park sport changing facilities are under construction and will soon need a hand-over process. Snagging, along with first and second fix tasks are yet to be undertaken and, again, these will need the services of skilled and qualified project staff to assist our existing team.

v) Our Market Town. Perhaps the most obvious element of being a Market Town is that we need to constantly administer and develop our market offering. Facing facts and observations this is, regrettably in my view, not the level of market provision it should be. The level of Officer time and skill needed to revitalise this should not be underestimated. I see this matter as being a great contributor to an increased sense of self-esteem in our town and along with that bringing increased footfall to assist our commercial community. There, to my knowledge alone, have been several attempts to set up a body representing traders and commercial premises in the town. This does not appear to have worked and needs a fresh approach. Working together, we can make a positive difference for people who live, work and visit our town.

b) Topics that have been discussed and agreed for action by Full Council

i) Boundary review November 2024. Council agreed to approach the boundary commission to try and look at the extension of the boundaries of Chard which would include the new estates which currently fall into villages outside Chard. This is not a "take-over" strategy but simply that the occupiers of new premises (given the locations) would likely identify with Chard and use Chard services and infrastructure. It is not reasonable, in my view, for others to have the financial benefits whilst heaping greater burdens on Chard town & parish infrastructure and facilities.

ii) Investigation of flooding related and other emergency matters including the impact on our and from our land and that of our neighbours.

iii) To facilitate ii) above, and working in partnership with multi-agencies, development of an Emergency Plan and Flood Plan. These to be combined with Neighbourhood Planning in order to develop a comprehensive strategy for mitigating impact of development in Chard and the surrounding impacted areas involved with Chard.

iv) The seeking of external grant monies and financial assistance contributions to facilitate and promote projects that benefit the community and assist the Council to improve and maintain standards. One example would be the maintenance of War Memorials and other features that maintain remembrance and are allied to the rich history of the town. Working with organisations such as the Chard Museum is highlighting many aspects of Chard wider area that are of great importance and significance to our town and community. History is made today.

Other examples relate to health & wellbeing in the widest sense, planning for the changing climate and provision for and investing in our young people This is not just about funding. Skills, enthusiasm and experience can contribute on a massive scale. Such matters could be viewed as leaving a sustainable legacy for existing and future generations of our community.

v) Finger post and ancillary signage within the town. This is part of a strategy including matters such as an improved footfall, market offering, the maintenance of public toilet facilities and the overall vision and perception of our town.

vi) Provision Of Chat Benches. This is likely to involve discussions with, and the agreement of, the Highway Authority.

vii) Continued work to implement Full Council decisions taken in recent years.

c) Issues that fall within the powers of the Council – to a greater or lesser extent – and, perhaps, may have been raised by the community

i) There are a number of issues raised by the community, either via Ward Councillors or direct with Officers. By far the most common of these relate to road safety (mainly speed and crossing roads), highway matters such as gully clearance, grass cutting on highway verges and general road maintenance and Public Rights of Way maintenance.

Gully emptying requires specialist equipment and disposal of debris. General maintenance of carriageways and footways is not as easy as it may first seem and, again, is specialist work.

However, a preliminary look at some road safety matters raised indicates scope for being involved and working in partnership. To this end, I recommend this council being involved with the investigation of matters such as speed related and injury incident matters – but only in partnership with others. For example, the setting up of a Speed Watch is gaining traction.

Community Speed Watch (CSW) is a national initiative where proactive members of local communities, with the support and supervision of local police, record details of speeding vehicles using approved detection devices, with the overall aim being to improve road safety. The focus is on prevention and additional benefits can include a reduction in anti-social behaviour problems and boosting of community engagement.

ii) Many such matters are raised during the financial year, and it is suggested that these be brought forward as they arise to form a more comprehensive list.

d) Taking on tasks and services currently provided by another local authority.

i) The current status in the "devolution" discussions is at Officer-to-Officer level. No tasks have yet been discussed and agreed at Full Council. An <u>indicative list</u> follows; however, it is not exhaustive or in any form of priority order.

- Operation of Bath Street Toilets and discussions with regard to the adjacent parking spaces for a possible Changing Places Toilet.

- Bonfield Way Allotments transfer.
- All parks & play areas including equipment
- Open spaces including Mitchell Gardens
- Verge & Sightline Cutting
- Footpaths (PROW) as per the Definitive Map maintenance as appropriate
- Shrub Beds including raised planters
- Youth Club Building longer term
- Beacon including location
- Street Cleaning and disposal of waste
- Leisure Centre
- High Street/Fore Street/Holyrood Street Rills
- Gully Clearance and disposal
- Minor highway repairs (not yet specified)

Recommendations:

a) To agree the matters outlined in Section 4 of this report to form the basis of the initial Chard Town Council Strategy 2025.

b) An organisation restructure be drawn up and costed to facilitate implementation on a rolling programme basis and then brought to Full Council.

David Bell
Chief Executive & Town Clerk

ALLOTMENT EVICTION AND APPEALS – POLICY AND PROCEDURE

Allotment tenants should have clear and fair published policies for dealing with matters such as lack of cultivation of plots. These policies should clearly state the timescales involved, the appeals process and that consideration will be given to mitigating circumstances such as illness or injury of the plot holder.

Inspection
Any officer or agent of the council or land owner shall be entitled at any time when instructed by the council to enter and inspect the allotment garden.
Inspections on allotment sites will be held on a regular basis.
The inspections will look at the allotment licences as the criteria for identifying whether a plot holder is not complying with the rules laid out to them.
A photograph of the plot that is classed as contrary to the licence will be taken as evidence.

Enforcement – Improvement Letter
The first course of action if a plot is identified as not complying with their tenancy licence, will be an improvement letter.
This letter will detail the unacceptable criteria.
The plot holder is given 14 days to rectify the situation and/or explain satisfactory the reasons for the plots unacceptable condition.
The Operations Manager should be made aware of any special circumstances relating to a plot holder whose plot is unacceptable e.g illness. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis.
The Operations Manager will be authorised to make the decision on whether a Formal Waring Letter is issued.

Enforcement – Formal Warning Letter
After the rectification period and in the absence of an improvement or explanatory letter, a final warning letter will be issued, reaffirming the statements in the improvement letter.
The tenant must show an immediate improvement within 14 days of the date of the letter or an explanation as to why the improvement letter was ignored, failing which the licence will be terminated.
The Operations Manager will be authorised to make this decision on whether a notice to quit is issued.

Enforcement – Notice to Quit
If there is no immediate improvement or satisfactory accepted explanation within the time scale, a termination letter (Notice to Quit) will be issued to the plot holder. The plot holder will be given 14 days to remove any crops, tools and structures left on the site.

Draft

In the event of a serious breach of the tenancy licence, the council reserves the right to serve immediate Notice to Quit, without progression through all stages as detailed in this procedure.

Appeals Process

A plot holder may appeal (in writing) against the termination within 14 days of the receipt of the termination letter.
The appeal should detail the reasons for the lack of improvement and reasons why the termination should be withdrawn.
The plot holder will retain ownership of the plot whilst the appeal is being considered.
The Amenities and Events Committee will appoint 3 members of the committee to act as the appeals panel who must make a decision and reply to the plot holder within 14 days of receipt of appeal.

There are three options for the appeals panel to consider-

1. The termination is upheld.
2. The plot holder is re-instated with a probationary period of 6 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.
3. Re-instate the plot holder with no probation.

The appeal hearing should be minuted and circulated to both the plot holder and panel to ensure there is a record of the process.
The minutes will also be recorded as received at the next amenities and events committee meeting.

The decision of the appeals panel is final.
If a probationary period is agreed on, a review will be dealt with by the appeals panel and a decision will be made by the panel as to whether the conditions of the probationary period have been met. If there are no issues, the tenant will remain on the plot. If there are breaches of the conditions of probationary or tenancy agreement, the panel have a right to immediately terminate the tenancy with no further right of appeal.

V001 May 2025

Draft

Notice of Motion from Councillor Baker that this Council agrees to relocate the CCTV system to an area that is accessible 24 hours a day and that two staff members and two councillors are trained in its use with one being designated as the data controller"

Members may be aware that there have been concerns raised as the town centre cameras are currently switched off and unavailable for the police to view and secure evidence from. This is due to the screen in the main office showing all the cameras to anyone in the room and the lack of a data controller for the town council.

I have had conversations with Crewkerne & Martock clerks and councillors to discuss how they have overcome these issues, so as to enable the CCTV system in the town to be accessible and to continue to act as a deterrent for antisocial behaviour and to assist to reduce crime ad disorder. Both towns operate their system in house and use a blend of staff and councillors to assist with the access of the system so that the police can obtain images when required.

Th police are in support of the recommendations below and have confirmed that this would help them deal with issues within the town centre.

<u>Recommendations</u>

1. That an officer is nominated to take on the responsibility of being the data controller for Chard Town Council, town clerk to specify who

2. That this council instals a computer in a locked cabinet in the stage loading Bay area which can access the camera system.

3. That a CCTV policy is adopted by the town council

4. That an evidence form is supplied by the town council and completed by the police every time footage or images are viewed or downloaded

5. That two named staff members and two councillor's (who are prepared to give access via the loading stage door both in and out of hours) are nominated and contact details shared with the local police.

1. **Introduction**

This Policy is to control the management, operation, use and confidentiality of the CCTV system in Chard, managed by Chard Town Council. It has been prepared after taking due account of the Code of Practice published by the Data Protection Commissioner. This Policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system comply with all legislative requirements.

The Town Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

Data must be:

- fairly and lawfully processed.
- processed for limited purposes and not in any manner incompatible with those purposes.
- adequate, relevant and not excessive.
- accurate.
- not kept for longer than is necessary.
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries without adequate protection;
- subject to guidance on good practice.

2. **Statement of purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime and disorder
- to reduce the fear of intimidation by individuals or groups.

- to reduce the vandalism of property and to prevent, deter and detect crime and Disorder.

- to assist Avon and Somerset Police, the Town and other law enforcement agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of byelaws.

- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.

- to assist all "emergency services" to carry out their lawful duties.

3. Changes to the purpose of this Policy

Any major change that would have a significant impact on either the purpose of this Policy for operation of the CCTV scheme will take place only after discussion at meetings of the Policy Committee and resolution by full Council. All agendas are posted on the Parish Council notice board in accordance with the requirements of the Local Government Act 1972, at least 3 clear days, excluding weekends, before Council and Committee meetings.

4. Responsibilities of the owners of the scheme

Chard Town Council retains overall responsibility for the operation of the CCTV scheme.

5. Management of the system

Day-to-day operational responsibility rests with the **Town Clerk** to the Council, as Data Controller, who may be consulted by staff and nominated councillors during or out of working hours, if and when necessary.

Breaches of this Policy by anyone concerned with operation of the CCTV system will be investigated by the Town Clerk and reported to the Town Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant digital evidence in the form of a recording must be in an acceptable format for use at Court hearings. This Policy must be read and understood by all persons involved in this scheme and individual copies of this Policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area.

6. Control and operation of the cameras, recording equipment and Systems

The following points must be understood and strictly observed by all concerned with the operation of Chard Town Councils CCTV equipment:

1. The **Town Clerk** is nominated as the Data Controller of the CCTV system.

2. Town Council staff and councillors may be nominated and trained as operators. trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.

3. The position of cameras and recording equipment have been agreed following consultation with Avon and Somerset Police and security consultants in order to comply with the needs and safety of members of the public and staff and for maximum effectiveness in providing images following any crime or security related event.

4. No public access will be allowed to the recording equipment except for lawful, proper and sufficient reason and with the prior approval of the **Town Clerk** and the Chairman. The equipment is to be housed in the Guildhall which is to have access controlled by the **Town Clerk** and locked on exit of authorised personnel only. The public are not to be given access to this unless specifically permitted by the Data Controller.

5. Avon and Somerset Police are permitted access to digitally recorded images and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Avon and Somerset Police are able to visit the Council Offices to review and confirm the Town Council's operation of CCTV arrangements. Any visit by Avon and Somerset Police to view images is to be logged

6. Full access to the room housing the CCTV recording equipment is to be given to Avon and Somerset Police, who will be notified of any changes immediately.

7. The Data Controller should regularly check the accuracy of the date/time displayed on the recording equipment.

8. Any digital records are to be securely stored to comply with all current data protection legislation and should only be handled by the minimum number of persons. Recordings will be used in strict rotation and retained for a maximum of 28 days. Digital images will be erased after a period of 28 days.

9. Images will not normally be supplied to the media, except on the advice of Avon and Somerset Police if it is deemed to be in the public interest. The **Town Clerk** is to inform the Chairman of any such situation where this may be deemed necessary.

10. Since records may be required as evidence in a court of law, each person handling a CCTV digital record may be required to make a statement to a Police Officer and sign an exhibit label. Any images that are taken by a Police Officer are to be signed for by the Police Officer and information logged to identify the recording, and showing the Officer's name, number and Police Station. Police Community Support Officers (PCSOs) are also to comply with this requirement, acting in full support of Avon and Somerset Police. The log, to be kept in the locked CCTV cabinet, should also show when such information is returned to the Town Council by Avon and Somerset Police and the outcome of its use.

11. Any event that requires checking of recorded data must be clearly detailed in a logbook of incidents, including crime numbers if appropriate, and the **Town Clerk** be notified at the next available opportunity. This log is to be retained in the Town Council administration Office under the control of the Town Clerk.

12. Any damage to equipment or malfunction discovered by any person or operator should be reported immediately to the Town Clerk, contact made as appropriate with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this is also to be logged, showing the date and time of completion.

13. Warning signs informing members of the public that CCTV cameras are in operation for their own security and safety are to be placed at all appropriate locations, externally in the town or inside the Guildhall, and must be clearly visible and not hidden.

14. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' (Appendix 2) and is subject to a standard fee. Forms are available from the Town Council Administration Office and will be submitted to the Data Controller, who is delegated to deal with the request in consultation with the Chairman for consideration and reply,

7. Accountability

Copies of this CCTV Policy are available from the town Council website in accordance with the Freedom of Information Act.

Avon and Somerset Police will be informed of the installation and provided with a copy of the CCTV Policy.

Any written concerns, complaints or compliments regarding the use of the system will be considered by the Parish Council in line with its existing procedures.

Appendix 1

Location of CCTV cameras

External

1. Corner of Holyrood Street covering Fore street, Holyrood Street & High Street
2. Stringfellow Galleries covering Holyrood, Pig Lane and the Lace mill
3. Fore Street, covering Fore Street & Boden Street
4. Guildhall, covering Fore Street, Howards Row, Rear of Guildhall

Internal

1. The Reception Area
2. The Foyer Area
3. Various areas inside the Guildhall

Appendix 2

Chard Town Council

Access Request Form – CCTV Images

<table>
<tr><td>Date of Recording:</td><td colspan="2">Place of Recording:</td><td>Time of Recording:</td></tr>
<tr><td colspan="2">Applicant's Name and Address:

Post Code: Tel.No:</td><td colspan="2" rowspan="2">For office use only: Comments as appropriate regarding the application</td></tr>
<tr><td colspan="2">Signature of Applicant:

(or parent/guardian if under 18)</td></tr>
<tr><td colspan="4">Reason for request:

Continue overleaf if necessary</td></tr>
<tr><td>Received by:</td><td>Signature:</td><td>Date Received:</td><td>Time Received:</td></tr>
<tr><td>Fee Charged / N.A.:</td><td>Fee Paid:</td><td>Request Approved:

YES/NO</td><td>Date Applicant Informed:</td></tr>
</table>

Appendix 3

Chard Town Council

Receipt Form – Downloaded CCTV Images – Avon and Somerset Police

Date and Time of Recording:	**Place of Recording:**
Police Contact Details:	**Reason for Request:**
Date Request Received:	**Date Download Received by Police:**
Signed (Parish Clerk/Data Controller):	**Signed (on behalf of Avon and Somerset Police):** **Name:** **Rank/Status:** **Official Number:**