Chard Town Council

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

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Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

COUNCIL MINUTES

Minutes of an Extraordinary meeting of the Full Chard Town Council held on Monday 2nd March 2020 in the Town Hall, Chard

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

In Attendance: Andrew Gunn – Town Clerk.

There was No. #0 member of the public and No. #0 members of the press present.

The meeting started at 7.30 pm

7.30pm Chaplain's 'Thought for the Day'

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
None.

Police Report
None.

AGENDA

2020/058. 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 Bulmer - Holiday

Proposed: Cllr Mrs Kenton Seconded: Cllr. Mrs Wootton.
Agreed Unanimous

Resolved: That the apologies and the reasons given are accepted.

2020/059. Mayor's Announcements.

The Mayor read a statement in regard to the Town Team and interpretation of the Council's grant policy.

2020/060. 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).

None.

2020/061. 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

None.

2020/062. Council Meeting – minutes - To confirm and sign the minutes of the Full Town Council meeting of the Town Council held on the 20th January 2020 and 17th February 2020 (attached) LGA 1972, Sch 12 para41 (1)

The Clerk asked to defer the minutes until the next meeting.

Proposed: Cllr Bates. Seconded: Cllr Mrs Kenton
Agreed Unanimously

RESOLVED – that the minutes of the Full Town Council meetings held on 20th January 2020 and 17th February 2020 be deferred until the next meeting.

2020/063
Town Council Committees – to consider and approve a Personnel Sub-Committee.

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Bates
Unanimous

RESOLVED – to approve appointment of a Personnel Sub Committee.

2020/064
To consider and approve the following updated Governance Arrangements.

A) To consider and adopt revised standing orders.

Proposed: Cllr Mrs Kenton Seconded: Cllr Carnell
10 For 1 against 1 abstention

RESOLVED – To adopt revised Standing Orders.

B) To Consider and adopt the revised Terms of Reference for the Personnel Sub- Committee (subject to approval under Agenda item # 2020/063) and the Terms of Reference for each of the other committees.

In respect of the Personnel Sub Committee, Cllr Carnell proposed amended wording under the section 'Purpose' and 'Duties'. This will be amended accordingly as agreed and placed on the website.

Proposed: Cllr Carnell Seconded: Cllr Mrs O'Brien
11 For 1 against

RESOLVED – To agree the revised Terms of Reference for the Personnel Sub-Committee (as amended).

Proposed: Cllr Mrs Kenton Seconded: Cllr Shortland
11 For 1 against.

RESOLVED - To agree the Terms of Reference for the Full Town Council.

Proposed: Cllr Mrs Bates Seconded: Cllr Williams.
11 For 1 against.

RESOLVED- To agree the Terms of Reference for the Planning and Highways Committee.

In respect of the Terms of Reference for the other committees ie Property, Services, Appeals sub committee and the Task and Finish Sub committee, the Clerk outlined that these need to be drafted and to be brought back to Full Council when completed.

C) To agree the day and start times for meetings of the following committees:-

1) Full Town Council and Planning and Highways Committee

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Bates
9 For 3 against.

RESOLVED – Agreed to move Full Town Council and Planning and Highways to the second Monday of the month with a 6.30 pm start for Planning and Highways and 7pm for Full Town Council. Planning and Highways to be brought forward to 6pm if a large agenda.

2) Property Committee and Services Committee

Proposed: Cllr Mrs Bates Seconded: Cllr Mrs Kenton
Unanimous

RESOLVED: Agreed to hold these meetings on the 4th Wednesday of the month with a 7pm start on a bi-monthly alternating basis commencing with the Property Committee in April 2020.

D) To agree nominations for and to appoint members and a Chair for the following Committees:

1) Planning and Highways Committee
   Withdrawn (Committee members and Chair in place).

2) Property Committee

Cllr Mrs Kenton was the only nominee for Chair.

Proposed: Cllr Mrs O'Brien Seconded: Cllr Mrs Bates
11 For 1 against.

RESOLVED: Cllr Mrs Kenton was appointed Chair of the Property Committee.

Members on the Property Committee are as follows:
Mrs Kenton (Chair), Mrs Morrison, Williams, Mrs Wootton, Mrs O'Brien, Mrs Bates, Kenton and Shortland.

Cllr Bulmer and the new Councillor to be offered the opportunity to sit on the Committee.

3) Services Committee

   Cllr Shortland was the only nominee for Chair.

   Proposed: Cllr Mrs Kenton Seconded: Williams
   9 For 1 against 2 abstentions.

RESOLVED: Cllr Shortland was appointed Chair of the Services Committee.

Members on the Services Committee are as follows:
Shortland (Chair), Williams, Mrs Kenton Mrs Wootton, Mrs O'Brien, Mrs Bates Kenton and Baker.

4) Personnel Sub-Committee

Under Standing Orders, Section 3 Paragraph R, Cllr Baker proposed a secret ballot to be held to determine the membership of the Personnel Sub-Committee.

Proposed: Cllr Baker Seconded: Cllr Mrs Bates
8 For 1 against 3 Abstentions

RESOLVED: To hold a secret ballot to determine membership of the Personnel Sub–Committee.

Following the secret ballot, membership of the Personnel committee to comprise Baker, Mrs Bates, Kenton and Mrs Wootton.

Proposed: Cllr Mrs Orchard Seconded: Cllr Mrs Bates.
Unanimous

RESOLVED: To appoint 2 reserve members to the Personnel Sub-Committee – Cllr Mrs Morrison and Cllr Mrs Obrien.

There being no further business the meeting closed at 8.26pm.