Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

COUNCIL MINUTES

Minutes of an Extraordinary meeting of the Full Chard Town Council held on Friday 20th March 2020 in the Town Hall, Chard

Present: Baker (Chair), Mrs. Morrison, Mrs. Wootton, Williams, Mrs. Bates, Mrs. Kenton, Carnell, Bulmer and Mrs Orchard.

In Attendance: Andrew Gunn – Town Clerk.

There was No. #2 member of the public and No. #0 members of the press present.

The meeting started at 6.00 pm

6.00pm 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

2020/091. To agree to suspend Standing Orders 15 b (i) and 15 b (ii) requiring 3 clear days notice for this Extraordinary Meeting of the Council.

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED – It was agreed to suspend Standing Orders 15 b (i) and 15 b (ii) requiring 3 clear days notice for this Extraordinary Meeting of the Council.

2020/092.
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 O'Brien - Illness
Cllr Kenton - Illness
Cllr Mrs Young – Illness
Cllr Mrs Whittaker-Mather - Illness
Cllr Shortland - Illness

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

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

2020/093. Mayor's Announcements.
COVID-19. The Mayor outlined that following the announcement from the Government of tighter restrictions and the closures of a range of different types of businesses etc that the Town Council offices would close. Office staff would work from home commencing next week.

A couple of members of the public arrived. The Chair asked if they wished to speak. One member of the public asked about community support in regard to the COVID-19 Pandemic.

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Orchard
Unanimous

RESOLVED: to suspend Standing Orders to allow members of the public to speak.

A member of the public asked about community support during the current COVID-19 pandemic. The Chair outlined that members would be considering support for the Chard COVID-19 Support group later in the meeting. Cllr Mrs Wootton also outlined details of the support group.

Standing Orders were reinstated

2020/094. 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 No.	Reason
Baker	✓		2020/099	Volunteer for CORVID-19 Support group
Mrs Morrison	✓		2020/099	Volunteer for CORVID-19 Support group
Mrs Wootton	✓		2020/099	Volunteer for CORVID-19 Support group

2020/095. 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 Mrs Kenton
Unanimous

RESOLVED – That owing to the confidential nature of the items, the public, including the press, should be excluded from the meeting when Agenda Items 2020/100 and 2020/102 are discussed.

2020/096. Council Meeting – minutes - To confirm and sign the minutes of the Extraordinary Meeting of the Full Town Council held on the 2nd March 2020 and the Full Council Meeting on the 16th March 2020 LGA 1972, Sch 12 para41 (1).

The Clerk apologised that due to his recent sick leave asked to defer the minutes of the 2nd March 2020 until the next meeting and /or, subject to approval, in accord with the proposed Scheme of Delegation in response to the COVID-19 pandemic (agenda # 2020/098b). The minutes of the 16th March were awaited from the stand in Clerk who kindly stood in at short notice. Again, the Clerk asked to defer those minutes until the next meeting and /or, subject to approval, in accord with the proposed Scheme of Delegation (agenda # 2020/098b).

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

RESOLVED – it was agreed that the minutes of the Extraordinary Meeting of the Full Town Council held on the 2nd March 2020 and the Full Town Council meeting held on the 16th March 2020 be deferred until the next meeting and /or, subject to approval, in accord with the proposed Scheme of Delegation in response to the COVID-19 Pandemic (agenda # 2020/098b).

2020/097.
Policy – To consider and adopt:

a) The Pandemic Contingency Plan (PCP)
b) Pandemic Contingency Guidance (PCG)

Proposed: Cllr Mrs Morrison Seconded: Cllr Williams.
Unanimous

RESOLVED – It was agreed to adopt The Pandemic Contingency Plan and The Pandemic Contingency Guidance and for the Clerk to make any subsequent amendments as necessary to accord with any revised/new Government guidance/rules.

2020/098
Scheme of Delegation:

a) **Planning and Highways –** The Town Clerk is authorised to respond on behalf of the Town Council following consultation with the relevant Ward Members and the Chair of the Committee

b) All other business - To delegate authority to the Clerk in consultation with the Mayor and Deputy Mayor all decision making while the Council cannot meet. In the absence of the Clerk this will be delegated to the Deputy Town Clerk/RFO and Mayor and Deputy Mayor, in absence of Deputy Town Clerk/RFO to the Personnel Sub Committee

In respect of 2020/098 a):

Proposed: Cllr Baker Seconded: Cllr Mrs Bates
Unanimous

a) **RESOLVED** – Agreed that the Town Clerk is authorised to respond on behalf of the Town Council following consultation with **all** Ward Members and the Chair of the Committee.

In respect of 2020/0098 b):

During discussion of this agenda item, given the current circumstances in regard to COVID-19, and the closure of the office, members raised the need to keep Councillors informed of decisions and thus to reintroduce the weekly bulletin/newsletter.

Proposed: Cllr Mrs Kenton Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED –
1) It was agreed to delegate authority to the Clerk in consultation with the Mayor and Deputy Mayor all decision making while the Council cannot meet. In the absence of the Clerk this will be delegated to the Deputy Town Clerk/RFO and Mayor and Deputy Mayor, in absence of Deputy Town Clerk/RFO to the Personnel Sub Committee, and;
2) It was agreed that the Town Clerk sends out a weekly bulletin/newsletter in regard to decisions made that would usually be made by Full Council. Plus, any other useful information/updates.

2020/099
To consider and agree support for the Coronavirus COVID-19 Support Group.

Cllr Mrs Wootton outlined to members the various volunteers co-ordinators on the support group. They had produced fliers providing information and contact details for the group. The group would help with collecting shopping, provision of food, collecting medicines and providing other help that may be required in the community.

Proposed: Cllr Mrs Kenton Seconded: Cllr Carnell
Unanimous

RESOLVED: It was agreed that
a) The Town Council provide a fund from reserves of upto £10,000 to support the COVID-19 group. The spending of funds to be manged by the Town Clerk.
b) a phoneline for the group be set up using the main Town Council number with options for those either seeking help or to become a volunteer;
c) the group may use the Guildhall; and

d) the photocopier be used for producing fliers.

2 members of the public left the meeting

2020/100
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 this item (Item #2020/095) above refers)

Staff in confidence - To receive and consider a verbal report from the Clerk.

The Clerk gave an update to members in respect of the current position in regard to staff salaries and their current entitlement to either full or half sick pay.

Proposed: Cllr Mrs Morrison Seconded: Cllr Bulmer
Unanimous

RESOLVED:
Salaries - Staff Member A – Agreed as per confidential minutes.

Proposed: Cllr Mrs Morrison Seconded: Cllr Carnell
Unanimous

RESOLVED:
Salaries - Staff Member B – Agreed as per confidential minutes

Proposed: Cllr Mrs Bates Seconded: Cllr Williams
Unanimous

RESOLVED:
Salaries - Staff Member C – Agreed as per confidential minutes.

Proposed: Cllr Bulmer Seconded: Cllr Mrs Bates
Unanimous

RESOLVED:
Salaries – Staff Member D – Agreed as per confidential minutes.

Motion from Councillors where no expenditure has been identified

2020/101
Minor Injuries Unit (MIU), Chard Hospital
Notice of Motion from Cllr Bulmer

'That Chard Town Council debates and considers the risk of closure of the MIU at Chard Hospital and seeks to resolve an official response from Chard Town Council to the consultation'.

Proposed: Cllr Bulmer Seconded: Cllr Baker
Unanimous

RESOLVED: That members fully support the work of the MIU. It provides a vital service to the local community and its closure would be significantly detrimental to residents of Chard and beyond. The Town Clerk to respond accordingly to the current consultation. Wording to be agreed with Cllr Bulmer.

2020/102
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 this item (Item #2020/095) above refers)

Motions from Councillors where expenditure has been identified

Cemetery in Confidence
Notice of Motion from Cllr Mrs Kenton in respect of purchasing land (confidential report previously forwarded).

Proposed: Cllr Mrs Kenton Seconded: Cllr Carnell
7 For 0 Against 1 Abstention

RESOLVED: Agreed that the Town Clerk explore options to purchase the land as per the confidential report.

There being no further business the meeting closed at 7.32pm.