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

All Council Meetings are open to the Public and Press

9th June 2020

TO: All Members of Chard Town Council

Dear Councillor,

You are summoned to a virtual Full Chard Town Council Extraordinary meeting via Zoom meeting software of Chard Town Council, on **Monday 15th June 2020 at 7pm.**

The meeting will consider the items set out below.

PUBLIC PARTICIPATION.
Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, regarding the Town Council. 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.

Covid19 Pandemic – Whilst these are difficult times, the Town Council still value the public's contribution to our virtual consultative meetings. Any members of the public wishing to address the virtual consultative meeting during Public Question Time need to email the Town Clerk townclerk@chard.gov.uk by 4.30pm on Friday 15th May 2020. An email link will then be sent to you to on the 18th May. When you have registered the Chairman will invite you to speak during the public session.

You can view the meeting via Youtube by pasting the link into your browser:
https://youtu.be/n3UeB_mMUdk

Virtual meeting etiquette:
- ***Consider joining the meeting early to ensure your technology is working correctly.***
- ***Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the public session, the Chairman will un-mute your microphone at the appropriate time.***
- ***Each individual speaker shall be restricted to a total of three minutes.***
- ***When speaking, keep your points clear and concise.***



Andrew Gunn, Town Clerk

7.00pm 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. Please note the advice above if you wish to speak during public participation time.

Reports from County and District Councillors
District and County Councillors may give short reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

Police Report
The police may attend, when available, to provide information on policing in Chard.

AGENDA

2020/116.
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).

2020/117.
Mayor's Announcements.

2020/118.
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).

2020/119.
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 confidenfffdftial nature of the business to be transacted Public Bodies [Admission to Meetings] Act 1960.

2020/120
Council Meeting – minutes – To confirm and sign the minutes of the Full Town Council meeting held on the 18th May 2020(attached) LGA 1972 SCH 12 PARA41 (1)

2020/121
Town Clerk's Report – to receive and note the verbal update from the Clerk.

2020/122
Town Clerk – Delegated Decisions –

A) to receive and note decisions made under delegated authority since the last Extraordinary Full Town Council meeting held on the 18th May 2020
B) to agree to formally remove the adopted Scheme of Delegation – All other Business (Agenda # 2020/098(b)) (report attached).

2020/123
Finance - Town Council Year to Date Budget - to review the income and expenditure / balance sheet for the year to date (report attached) (Account &Audit Regulations 2011).

2020/124.
Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments (report attached).

2020/125
Finance – Budget Virements – to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000 (report attached).

2020/126.
Finance - Accounts for Payment - to review and note items of expenditure (LGA 1972 s150 (5)) (report attached) – cheque signatories to be agreed.

2020/127
Community Liaison Officer – May/June Report (to receive and note attached report**)**

2020/128
Policy and Governance – to review and approve the following:

A) Standing Orders
B) Financial Regulations
C) Scheme of Delegation
D) Full Council Terms of Reference
E) Planning and Highway Committee Terms of Reference
F) Personnel Committee Terms of Reference
G) Property Committee Terms of Reference
H) Services Committee Terms of Reference

2020/129
Policy and Governance –

A) To appoint a new Chair for the Planning and Highways Committee
B) To appoint members of the Planning and Highways Committee.

C) To appoint members of the Personnel Committee.

2020/130
Town Clerk – Guildhall/Town Council reception **(**to receive and note report).