Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Tricia O'Brien | Town Clerk: Stephen Hill

Amenities & Events Committee

Minutes

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 14th July 2026** at 7pm in the Guildhall, Fore Street, Chard TA20 1PP.

Councillors present: Baker (Chair), Bates, Eggins, Hussey (Ex officio), J Kenton, O'Brien (Ex officio), Richter

Also In Attendance: Stepehen Hill (Town Clerk and RFO), Kevin Dyer (Deputy Clerk & Operations Manager) & Tim Bickham (Events Officer)

Public participation
There were no members of public present.
An email query was read out by the Clerk, to which the Events Officer will respond directly.

Section 1 – Standing Items

2026/31/AE Apologies for Absence
Apologies were received from Cllrs Bulmer, A. Kenton and Shortland.

2026/32/AE Declarations of Interest
There were no declarations of interest made.

2026/33/AE Committee Meeting Minutes
Proposed: Cllr Hussey Seconded Cllr Eggins
For: 6 Against: 0 Abstain: 1
Committee RESOLVED to approve the minutes of 7th April 2026.

Section 2 – Items To Note

2026/34/AE A) Operations report

- The Amenities team were thanked for their hard work and dedication.
- A Councillor commented the inclusion of more parks will create more work and therefore more budget required.
- Concerns expressed regards the dangers in our parks currently and if this should be highlighted in the media.
- The Operations Manager confirmed all parks other than Snowdon Park (subject to a boundary review) may fall under Chard Town Council's operation.

- The Town Clerk would like to review the current work undertaken by Chard Town Council that should fall under the scope of Somerset Council.
- A Councillor suggested the level and extent of responsibilities should be clearly communicated to residents.
- Issues of water access at the allotments site were discussed.

B) Guildhall Report

- There is substantial progress being made to drive events at the Guildhall
- Advertising and community reach are being investigated
- A variety of training courses have been undertaken by staff to support the Guildhall team delivery
- Markets are being developed and expanded
- There is a working relationship made with a local promotor

Committee noted the reports.

Section 3 – Items for Decision

2026/35/AE Scheme of Delegation: Terms of Reference

Committee agreed the Terms of Reference and to recommend to Full Council subject to:

i. Changing 2.4.2 to include buildings both owned and <u>leased</u> by Chard Town Council.
ii. Changing the meeting frequency to monthly (unless there is no business to discuss).
iii. Changing 2.4.4 to include bus shelters owned and leased by Chard Town Council

Proposed: Cllr Baker Seconded: Cllr J. Kenton
7: 0: 0

<u>Committee RESOLVED its comments on/suggested amendments to the Scheme of Delegation (Terms of Reference) to the A&E Committee and recommend to Full Council.</u>

2026/36/AE Oak End Way Perimeter Fence

Proposed: J. Kenton Seconded: Eggins
7: 0: 0

<u>Committee RESOLVED for Officers to evaluate costs and present these to the Committee Chair and Deputy Chair, and to implement option C.</u>

2026/37/AE Guildhall Working Group

Proposed: Eggins Seconded: Hussey

7: 0: 0

Committee RESOLVED to form a working group of Cllr Baker, Cllr J. Kenton, Cllr A. Kenton and Cllr Shortland and for the working group to implement option A and report back to committee.

2026/38/AE Security Industry Authority Training

Proposed: O'Brien Seconded: J. Kenton

4: 0: 2

Committee RESOLVED for the Guildhall Working Group to discuss the proposed options and to report back to the next committee meeting.

2026/39/AE Bar Franchise

Proposed: Cllr Eggins Seconded: O'Brien

7: 0: 0

Committee RESOLVED for the Town Clerk to bring back the recommendation to committee after consulting with the Guildhall Working Group.

2026/40/AE Date of next meeting

Committee noted the next meeting of the A&E Committee is **Tuesday 11th August 2026** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

The Chair thanked all for attending the meeting. The meeting closed at 20.50.

Signed: Date: 11/8/26