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 11th August 2026** at 7pm in the Guildhall, Fore Street, Chard TA20 1PP.

Councillors present: Baker (Chair), Bates, Bulmer, Eggins, Hussey (Ex officio), A. Kenton, O'Brien (Ex officio), Richter, Shortland

Also In Attendance: Kevin Dyer (Deputy Clerk & Operations Manager), Tim Bickham (Events Officer) and Ingrid Edginton (Stakeholder Liaison Officer)

Public participation
1 member of the public was present.
David Bell spoke on item 2026/45/AE concerning Chard.Info,

Cllr Bates joined the meeting at 19:03.

Section 1- Standing Items

2026/41/AE Apologies for Absence
Apologies were received from Cllr J.Kenton.

2026/42/AE Declarations of Interest
Cllr Shortland declared a personal interest in item 2026/48/AE
Cllr Baker declared a personal interest in item 2026/48/AE

2026/43/AE Committee Minutes
Proposed: Cllr Bates Seconded: Cllr O'Brien
For: 7 Against: 0 Abstained: 2
Committee RESOLVED to approve the minutes of the A&E Committee meeting held on 14 July 2026.

Section 2 - Items to Note

Cllr A. Kenton joined the meeting at 19:07.

2026/44/AE Operation Manager's Report
The Operations Manager reported on the success of recent events, the recent Party in the Park being a particular stand out and all felt the collaborative working and engagement from the community was very positive. The amenities

team had been continuing to work diligently in the town and had completed the instal of all the hanging basket orders. Cllr Bulmer expressed his thanks to the team, particularly given the recent high temperatures they have worked in. Cllr Shortland also thanked the team that helped at Party in the Park. The efforts put in were noted and it ensured the efficient delivery of the event.

Committee **NOTED** the report from the Operations Manager.

Section 3 – Items for Decision

2026/45/AE Chard.info

The Stake Holder Liaison Officer (SHLO) gave a presentation and walk through of the Chard.Info website, highlighting some of the key features and benefits it will bring. Following questions from members it was confirmed that accessibility has been considered within the design, that the site will be monitored by the SHLO or an Officer with delegated access and audited every 6 months at a minimum. It was also confirmed that the logo is suitable for those that are visually impaired and this has been considered by the designer.

a. logo design
Proposed: Cllr Bates Seconded: Cllr Shortland
9: 0: 0
Committee RESOLVED to approve the logo design

b. funding of the What's On Calendar (to be integrated into the site, £300+VAT);
Proposed: Cllr O'Brien Seconded: Cllr Eggins
9: 0: 0
Committee RESOLVED to fund the What's On Calendar with £300+VAT payment from the EMR due to the projects underspend.

c. Terms and Conditions policy
Proposed: Cllr Bates Seconded: Cllr O'Brien
9: 0: 0
Committee RESOLVED to agree on the Terms and Conditions Policy

d. site prior to launch.
Proposed: Cllr Eggins Seconded: Cllr Shortland
9: 0: 0
Committee RESOLVED to launch the site, subject to being ratified by Full Council

2026/46/AE Devolution Working Group
Proposed: Cllr Baker Seconded: Cllr Hussey
9: 0: 0

Committee RESOLVED to establish a Working Group focused on devolution of services/assets from Somerset Council to Chard Town Council. The Working Group to include for following members of the Amenities & Events Committee - Cllr Bulmer, Cllr Eggins, Cllr Richter, Cllr J. Kenton and Cllr Shortland.

2026/47/AE Guildhall Stage Lighting

Proposed: Cllr Hussey Seconded: Cllr Bulmer
9: 0: 0

Committee RESOLVED a) to undertake research and feed back to A&E Committee to enable it to decide to purchase new stage lighting for the Guildhall; b) to Delegate to the Town Clerk & RFO (in consultation with the Chairman and Deputy of Amenities & Events Committee) to assess adequacy, obtain customer feedback and seek three quotes for new stage lighting and evaluate the cost of works, to be reported to A&E Committee,

2026/48/AE Christmas Market and Market Plan

Proposed: Cllr Bates Seconded: Cllr Hussey
6: 2: 1

a. **Committee RESOLVED that the Chard Town Council, Guildhall Events team works alongside Pauls Promotions and Chard Town Team to create and operate a Christmas Market 2026.**

Proposed: Cllr Baker Seconded: Cllr Bates
5: 3: 1

b. **Committee RESOLVED that a Market Working Group is established to create a 5-year strategy for Chard's Markets and outdoor trading / events. Furthermore, this group will be made up of the existing Guildhall Working Group; Cllr Baker, Cllr A. Kenton, Cllr J. Kenton and Cllr Shortland.**

Section 4 - Confidential, Items for Decision

There were no matters that are Confidential.

2026/49/AE Date of next meeting

Committee noted the next meeting of the A&E Committee is **Tuesday 15th September 2026** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

The Chair thanked all for attending the meeting. The meeting closed at 19.56.

Signed: Date: 15/9/26