Chard Town Council

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

01460 239567 www.chard.gov.uk

Mayor: Cllr Victoria Bates

MINUTES

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 12th November 2024 at 7pm** in the Guildhall, Fore Street, Chard TA20 1PP.

Present: Councillors Baker (Chair), Bulmer, J Kenton, A Kenton, Richter, and Bates

Apologies: Councillors Watson, Grief-Page, Hussey, Williams and Shortland

In Attendance: Helen Nathanson (Locum RFO), Operations Manager (Kevin Dyer) by remote link, Tim Bickham (Events Officer)

Public Participation Time

No members of the public were in attendance.

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Minutes

2024/41 **Apologies for Absence**

It was agreed unanimously to accept the apologies from Councillors Watson, Grief-Page and Shortland who were unable to attend the meeting for personal reasons.

Proposed: Councillor Baker Seconded: Councillor Bulmer

2024/42 **Declarations of Interest**

Councillors J Kenton and Baker declared an interest in Item 2024/46 Devolution as Somerset Councillors.

2024/43 **Committee Meeting Minutes**

To approve the Minutes of the meetings on 14th May 2024, 1st July 2024 and 10th September 2024.

It was agreed unanimously to accept the minutes of 14th May 2024 and 1st July 2024. It was agreed to accept the minutes of 10th September 2024 with the following amendments:

Councillor Bates attended the meeting
Item 2024/37 – this should state that the war memorial work will cost £6,000

Proposed: Councillor Bulmer Seconded: Councillor J Kenton

2024/44 To consider the following matters arising from the Minutes of the meeting on 10th September 2024:

Item 2024/35 Update on the lease on Bath St toilets

This was noted that Somerset Council had declined a request for an asset transfer of the building or for a lease of longer than 25 years.. It was agreed that refurbishments would be required within a 25 year period anyway but that Councillors J Kenton and Baker would raise this with the portfolio holder at a meeting later that week to explore options.

Item 2024/37 Update on funding the repairs to the War Memorial
It was noted that £4,965 was available in the Closed Churchyard EMR 352 and it was agreed to recommend that this money be used towards the memorial repairs and the remainder taken from the General Reserve. The closed churchyard fund will then be reinstated as funds allow to ensure that emergency funds remain.

Proposed: Councillor Baker Seconded: Councillor A Kenton

2024/45 **Budget 2025/26**

The draft 2025/26 budgets for the Guildhall, Cemetery, Allotments and Operations Department Budgets were received and discussed in outline

It was recommended to Full Council that an informal budget meeting be arranged for all councillors in December.

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Councillor Bates left the meeting at this point for personal reasons.

2024/46 **Devolution**

The list of assets and services from Somerset Council was discussed and councillors agreed that there was an urgent need to identify which assets and services the Town Council would like to take on. It was recommended to Full Council that an informal workshop for all councillors should be arranged in late November to consider this in more detail and look at the costs.

2024/47 **Cemetery**

a) It was noted that routine memorial safety testing would take place in January 2025 at an estimated cost of £5,896, excluding VAT. It was unanimously agreed that up to £6,000, excluding VAT, be taken from the Cemetery EMR to cover the survey cost, but not including any remedial works which would be additional to this. approved.

Poprosed: Councillor J Kenton Seconded: Councillor Bulmer

Councillor Baker requested that notices be placed in the cemetery during testing to advise visitors in case of the need for remedial action. It was also noted that memorial safety testing should take place every 5 years and this should be included in the budget.

b) The designs for the new cemetery gates and railings were unanimously approved and the Operations Manager agreed to bring the item back to the next meeting with costs, including two different options for the gate pillars in stone and also in wood to compare the costs.

Proposed: Councillor Baker Seconded: Councillor Richter

2024/48 **Amenities Team Base/Depot**

The requirement for a base and equipment store for the Amenities Team was discussed, including receiving a quotation for creating a mess room in the Cemetery.

Officers were requested to prepare exemplar costs for three options to compare and consider for housing the Amenities Team: the upgrade to the building in the cemetery, installation of portacabins in the existing yard and a leased unit on a business park.

2024/49 **Guildhall**

a) It was noted that the management of Guildhall events now falls under the Operations Manager.

b) To receive an update on forthcoming events in the Guildhall.

This was received. The Events Officer requested more frequent meetings of the Guildhall T&F Group to progress the suggestions and ideas for future events and he will arrange this with councillors. Councillor Richter offered to join the Guildhall T&F Group and this was agreed.

c) To discuss the need for additional caretaking hours to ensure that Guildhall events conform with legal requirements.

This was discussed and referred to the HR Committee for further discussion and costs.

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2024/50 **Chard Football Club Changing Rooms Upgrade**

To receive an update about the project to upgrade the Jocelyn Park changing rooms.

An update was received from Councillor Baker that building works had commenced, funded through S106 funding, and the Town Council had entered an agreement with the FA for further funding. It was agreed that a meeting was required with the Football Club to discuss matters such as the completion date and lease on the building and this would be arranged as soon as practicable.

2024/51 **Chard Town Signs**

To discuss the renewal of the Chard Town Signs.

Given the potential costs of replacement, it was agreed that this would need more in-depth discussion and costing. It was therefore agreed to address this in due course.

2024/52 **Chard Fingerpost installation**

To review progress on the planned installation of finger posts in the town following a grant from Somerset Council in 2022.

The licences for installation are required: the relevant paperwork for these applications has now been found and the fee can be paid from the earmarked grant money in 346 EMR MTIG.

2024/53 **Bleed Kits**

Councillors thanked Councillor Webb for the information about bleed kits. Councillor Bulmer explained that other community groups were also looking into the installation of bleed kits and it was therefore agreed that the Council should speak to them first and then bring a report back to the Committee.

Proposed: Councillor Seconded: Councillor

2024/54 **Date of next meeting**

The next meeting of the A&E Committee will be on Tuesday 10th December 2024 in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

This was noted and the meeting closed at 9.25pm.

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