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

Full Council

Minutes

Minutes of the meeting of the **Full Council** held on **Monday 20th July 2026** at 19:00 in the Guildhall, Fore Street, Chard TA20 1PP.

Councillors present: Cllr Baker, Cllr Bates, Cllr Eggins, Cllr Hussey, Cllr A Kenton, Cllr J Kenton, Cllr O'Brien, Cllr Richter and Cllr Shortland.

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

Public participation
There were 5 members of public present. No questions were asked.

Reports from Unitary Councillors
Cllr Wale provided updates on:

- Somerset Council has been issued a "best value" notice. This identifies issues concerning Children's Services and Adult Services.
- Housing
- The sale of assets
- Work is being undertaken on the local plan

Cllr J. Kenton provided updates around planning matters that may be of relevance to the Planning and Highways Committee concerning planning works in Combe St. Nicholas.

Cllr Baker provided a report

Section 1 – Standing Items

2026/108 Apologies for Absence
Apologies were received from Cllrs Bulmer, Crook, Watson and Williams.
The Clerk explained at the next Full Council meeting Councillors will be asked to approve of Cllr Hassan's 6 months absence.

2026109 Declarations of Interest
Cllr Shortland declared a pecuniary interest in item 2026/112.
Cllr Baker declared a personal interest in item 2026/112.

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2026/110 **Council Meeting Minutes**

Proposed: Cllr J. Kenton Seconded Cllr Eggins
For: 8 Against: 0 Abstain: 1
Council RESOLVED to defer the minutes of 20th April 2026 and to approve the minutes of 22nd June 2026.

2026/111 **Committee Previous Meeting Minutes**

Council noted the draft minutes of the Planning & Highways Committee meeting, 9th June 2026.

2026/112 **Accounts**

Council noted the June 2026 payments list. The Clerk to respond on 1 query concerning several payments under "website". What are these in relation to and to respond to all Councillors.

2026/113 **Reports from Chard Town Council Members on Outside Bodies**

Organisation	Councillor Representation
Chard Museum	Cllr J. Kenton
Somerset Association of Local Clerks	Cllr O'Brien
Town Team	Withdrawn
Claire House	Cllr Shortland
Allotment Association Forum	Cllr Baker and Cllr Eggins
Chard Area Resilience Group (CARG)	Cllr Hussey and Cllr Eggins
Youth Council	Cllr Baker, Cllr Hussey, Cllr Richter and Cllr Tribble
The Hive. Youth Provision	Cllr O'Brien and Town Clerk
Chard-Helmstedt Friendship Association	Cllr Bates

No reports were provided.

Section 2 – Items to Note

2026/114 **Mayor's Updates and Announcements**

The Mayor mentioned some of her recent engagements, those being: Numatic Charity Support Summer Fair, Brian Snellgrove's book launch and the Friends of Helmstedt Afternoon Tea.

The Mayor read an apology from the Town Council to Cllr Baker, to which Cllr Baker issued his response.

2026/115 **Town Clerk and RFO Report – July 2026**

Council noted the report

Section 3 – Items For Discussion & Decision

2026/116 **Scheme of Delegation: Terms of Reference**
Proposed: Cllr Bates Seconded: Cllr Baker
9: 0: 0
Council RESOLVED to agree the Scheme of Delegation (Terms of Reference) and approved the Recommended Scheme of Delegation Draft July 2026 from the HR committee and Amenities & Events Committee.

2026/117 **General Power of Competence (GPC)**
Proposed: Cllr Baker Seconded: Cllr Eggins
9: 0: 0
Council RESOLVED to adopt the General Power of Competence

2026/118 **Recommendations from HR Committee**

- Absence Policy
- Flexible Working
- Annual Leave Policy
- Probation Policy
- Reasonable Adjustment Policy
- Staff Appraisal Policy

Proposed: Cllr Bates Seconded: Cllr Baker
9: 0: 0
Council RESOLVED to approve the above HR policies as recommended by HR Committee 13th July 2026.

2026/119 **Employee Role Clarification and Re-organisation**
Proposed: Cllr Shortland Seconded: Cllr Baker
9: 0: 0
Council RESOLVED to instigate employee re-organisation, role clarification and Job Evaluation, in the first instance to approve HR Committees Recommendation that employee re-organisation and role clarification be undertaken (and reported to HR Committee).

2026/120 **Complaints Panel**
Members agreed to email the Town Clerk to express their interest in forming the complaints panel.

2026/121 **Confidential items**
Proposed: Cllr Bates Seconded: Cllr Richer
9: 0: 0
Council RESOLVED to exclude the press and public from the following section of the meeting.

TOB

Section 4: Confidential

2026/122 **Community Development Worker**

Proposed: Cllr O'Brien Seconded: Cllr Baker
9: 0: 0

Council RESOLVED to approve the extension of the Stakeholder Liaison role to end of March 2027.

Cllr J. Kenton declared an interest in the following item and left the room at 19:50

Proposed: Cllr Baker Seconded: Cllr Hussey
8: 0: 0

Council RESOLVED to approve the temporary appointment of backfill of the Guildhall Assistant to end of March 2027.

2026/123 **Date of next meeting**

Council noted the next meeting of Full Council is **Monday 17th August 2026** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 19:00.

The Chair thanked all for attending the meeting. The meeting closed at 19:55.

Signed: Kerr O'Brien Date: 17/8/2026