CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

COUNCIL MINUTES

Minutes of the Chard Town Council meeting held in the Guildhall Auditorium, Fore Street, Chard TA20 1PP on Monday 16th May 2022 commencing at 7:00pm.

PRESENT: Cllr Martin Carnell (Mayor), Cllr Claire Brown (Deputy Mayor), Cllr Jason Baker (Outgoing Mayor), Cllr David Bulmer, Cllr Tim Eggins, Cllr Andi Grief-Page, Cllr Shakil Hassan, Cllr Jason Hawkes, Cllr Sarah Jones, Cllr Andy Kenton, Cllr Jenny Kenton, Cllr Claire Richter and Cllr Natasha Watson.

ALSO PRESENT: Rev Georgina Vye, Outgoing Mayor's Chaplin, Paul Russell, Town Clerk, Beverley Newman Democratic Officer, Cllr Connor Payne (South Chard County Councillor), Cllr Martin Wale (North Chard County Councillor) and 12 members of the public.

Chaplain's 'Thought for the Day'
Council reflected on the past three years and the challenges ahead in the next five years.

Public Participation Time
A request was made to Chard Town Council to make a statement on their position on fox hunting.

Presentation
The outgoing Mayor, Cllr Jason Baker, presented the Honorary Alderman award to Mr Mermagen for service to the town.

Reports from County and District Councillors
District and County Councillor reports were received and noted.

Police Report
The police had sent apologies.

Statement by the outgoing Mayor – Councillor Jason Baker
The outgoing Mayor, Cllr Jason Baker, presented his statement to the meeting, thanking his family, fellow Councillors, his Chaplain, Council staff and all those he had been involved with whilst being Mayor for their support over the past three years.

2022/01 ELECTION OF MAYOR
The outgoing Mayor invited nominations for Town Mayor and Chairperson of the Council.

Cllr Martin Carnell was proposed by Cllr Brown and seconded by Cllr J Kenton.

There being no other nominations Cllr Carnell agreed to accept the nomination and was elected unopposed as Town Mayor and Chairperson of Chard Town Council.

The meeting adjourned whilst the newly elected Mayor formally robed and the Town Crier announced the election of the new Mayor of Chard.

The meeting resumed.

2022/02 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor's Declaration of Acceptance of Office was formally received by the Proper Officer.

2022/03 MAYORS APPOINTMENTS

The Mayor announced the following appointments:

- Celebrant: Jo Bromley
- Consort: Joanne Carnell

2022/04 MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

- The Mayor's chosen charities would be Chard Young Peoples Centre, the Watch Project, Ferne Animal Sanctuary and providing the opportunity to young people through the Leisure Centre to learn to swim;
- The Mayor would be holding a charity swim on 18th June 2022 at the Leisure Centre;
- The Mayor wished to encourage and build on a team ethos within the Town Council;
- The Mayor confirmed that the Town Council would commence the development of a Neighbourhood Plan;
- The Mayor confirmed that Council would continue to pursue the procurement of additional burial land.

2022/05 ELECTION OF DEPUTY MAYOR

Nominations were invited for the Deputy Mayor of the Council.

Cllr Brown was proposed by Cllr Baker and seconded by Cllr J Kenton.

Cllr Bulmer was proposed by Cllr Eggins and seconded by Cllr Hawkes.

A vote was taken. 8 votes were in favour of Cllr Brown and 4 votes in favour of Cllr Bulmer.

Cllr Brown was duly elected as Deputy Mayor of Chard Town Council.

The Proper Officer received Cllr Brown's Declaration of Acceptance of Office.

2022/06 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Bates (work) and Cllr Crook (previous engagement).

2022/07 COUNCILLORS DECLARATION OF ACCEPTANCE OF OFFICE

The Proper Officer confirmed that all Councillors had signed their Declaration of Acceptance of Office.

2022/08 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Baker (personal): Spouse was Chair of Clare House Nursery.

2022/09 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

There were no confidential items to consider.

2022/10 COUNCIL MEETING MINUTES

Proposed: Cllr Bulmer Seconded: Cllr Eggins
For: 7
Abstentions: 6

RESOLVED that the minutes of the Full Town Council meeting held on the 14th March 2022 be agreed and signed as a correct record.

2022/11 SPENDING COMMITTEE MEETINGS

Council **NOTED** the minutes of the Amenities & Events Committee meeting held on Tuesday 29th March 2022.

2022/12 STANDING COMMITTEES

Proposed: Cllr Eggins Seconded: Cllr Bulmer
Unanimous

RESOLVED to adopt the Committee structure below in accordance with Standing Order 4:

- Finance & Audit Committee
- Amenities and Events Committee
- Personnel & HR Committee
- Planning & Highways Committee
- Appeals Committee

2022/13 SCHEME OF DELEGATION

Proposed: Cllr Baker Seconded: Cllr J Kenton
Unanimous

RESOLVED to adopt the Scheme of Delegation for the Committee Structure and the delegation arrangements to committees, sub-committees, employees and other local authorities (Standing Order 5(v)).

2022/14 APPOINTMENT MEMBERS TO STANDING COMMITTEES

Council **RESOLVED** to appoint the following Members to these Committees:

Finance & Audit Committee

Cllr Baker, Cllr Brown, Cllr Bulmer, Cllr Carnell, Cllr Hassan, Cllr Hawkes, Cllr A Kenton, Cllr J Kenton and Cllr Richter.

Amenities and Events Committee
Cllr Baker, Cllr Brown, Cllr Bulmer, Cllr Carnell, Cllr Eggins, Cllr Grief-Page, Cllr Jones, Cllr Richter and Cllr Watson.

Personnel & HR Committee
Cllr Baker, Cllr Brown, Cllr Carnell, Cllr Eggins, Cllr A Kenton, Cllr J Kenton, Cllr Richter and Cllr Watson.

Planning & Highways Committee
Cllr Brown, Cllr Carnell, Cllr Eggins, Cllr Grief-Page, Cllr Hassan, Cllr Hawkes and Cllr Richter.

Appeals Committee
To be appointed as and when required.

2022/15 APPOINTMENT OF CHAIRS TO STANDING COMMITTEES
Council **RESOLVED** to appoint the following Members to Chair each of the Committees:

Finance & Audit Committee
Cllr J Kenton was proposed by Cllr Baker, seconded by Cllr Jones:
There being no other nominations Cllr J Kenton was formally appointed as Chair of the Finance & Audit Committee.

Amenities and Events Committee
Cllr Baker was proposed by Cllr Brown, seconded by Cllr Grief-Page:
There being no other nominations Cllr Baker was formally appointed as Chair of the Amenities and Events Committee.

Personnel & HR Committee;
Cllr A Kenton was proposed by Cllr Baker, seconded by Cllr Jones.
There being no other nominations Cllr A Kenton was formally appointed as Chair of the Personnel & HR Committee.

Planning & Highways Committee
Cllr Brown was proposed by Cllr J Kenton, seconded by Cllr Baker.

Cllr Hawkes was proposed by Cllr Eggins, seconded by Cllr Bulmer.

A vote was taken. 8 votes were in favour of Cllr Brown and 4 votes in favour of Cllr Hawkes.

Cllr Brown was formally appointed as Chair of the Planning & Highway Committee.

Appeals Committee
To be appointed as and when required.

2022/16 APPOINTMENT OF ANY NEW COMMITTEES

No new Committees were appointed by Council.

2022/17 STANDING ORDERS AND FINANCIAL REGULATIONS

Proposed: Cllr Baker Seconded: Cllr J Kenton
Unanimous

RESOLVED to adopt Standing Orders and Financial Regulations without amendment at present.

2022/18 REPRESENTATIVES ON EXTERNAL BODIES

Council **RESOLVED** to appoint the following representatives on external bodies:

Organisation	No	Representative
Chard Museum	2	Cllr Hawkes and Cllr Richter
Chard Young People's Centre	2	Cllr Grief-Page and Cllr Jones.
Market Towns Investment Group	2	Cllr Eggins and Cllr Richter
Somerset Association of Local Councils	1	Cllr Carnell
Town Team	2	Cllr Baker, Cllr Hassan and Cllr Watson.
Clare House	1	Cllr J Kenton.

2022/19 ASSET REGISTER

Proposed: Cllr J Kenton Seconded: Cllr Baker
Unanimous

RESOLVED to adopt the revised Asset Register for 2021/22.

2022/20 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members **NOTED** that Chard Town Council was currently in an agreement with Aviva Insurance Limited through James Hallam Insurance Brokers based on a three year agreement that commenced in April 2022.

2022/21 SCHEDULE OF MEETINGS

Council adopted the Schedule of Meetings for 2022/23.

2022/22 TERMS OF REFERENCE

Council agreed to defer consideration of the draft Terms of Reference for the Standing Committees to the Finance & Audit Committee.

2022/23 SUBSCRIPTIONS

Proposed: Cllr J Kenton Seconded: Cllr Brown
Unanimous

RESOLVED to continue with the following annual subscriptions:

Organisation	Cost
Society of Local Council Clerks (annual)	£414.00
Somerset Association of Local Councils (annual)	£1,599.94

Guild of Macebearers (annual)	£45.00
Grants Finder (annual)	£99.00
Rural Market Towns (annual)	£97.00
Survey Monkey (annual)	£320.00
Council HR and Governance Support (5 year)	£1,500.00

2022/24 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

Council agreed to defer consideration and review of the Complaints Procedure to the Finance & Audit Committee.

2022/25 FREEDOM OF INFORMATION AND DATA PROTECTION POLICY

Council agreed to defer consideration and review of its obligations under Freedom of Information and Data Protection policies to the Finance & Audit Committee.

2022/26 COMMUNICATIONS/PRESS/MEDIA POLICY

Council agreed to defer consideration and review of the Communications, Press and Media Policy to the Finance & Audit Committee.

2022/27 EMPLOYMENT POLICIES AND PROCEDURES

Council agreed to defer consideration and review of the Council's employment policies and procedures to the HR & Personnel Committee.

Council noted that a new Staff Handbook was currently being developed by the Council's HR advisor.

2022/28 DATE OF NEXT MEETING

Council noted that next Full Chard Town Council meeting would be held on Monday 20th June 2022 at 7pm to sign off the 2021/22 End of Year accounts.

The next ordinary meeting of Chard Town Council would take place on Monday 11th July 2022 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

2022/29 CONFIDENTIAL ITEMS

At the time of publication there were no confidential items to consider.

There being no other business the Mayor thanked Members for attending and closed the meeting at 8:08pm.

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MAYOR: **DATE:**