Chard Town Council

The Guildhall, Fore Street, Chard. TA20 1PP
01460 239567 chard.gov.uk
Mayor: Cllr Victoria Bates
Chief Executive & Town Clerk David Bell

MINUTES

Chard Town **Full Council** meeting held in Guildhall, Fore Street, Chard, TA20 1PP on **Monday 16th February 2026** commencing at 19:00pm.

Councillors Present: Councillors: Baker, Bates, Bulmer, Eggins, Hassan, Hussey, A. Kenton, J Kenton, Richter, O'Brien, & Willaims.

Officers Present:
Chief Executive & Town Clerk, David Bell, Operations Manager Kevin Dyer

Council Reports
Council received updates from Unitary Councillors Baker J Kenton, apologies were received by Cllr Wale.

Section 1 Standing Items:

2026/16 **Apologies for Absence**
Council received apologies from the following Councillors:
Crook, Shortland, Tribble and Watson who has extended leave granted.

Proposed Cllr Baker Seconded Cllr Eggins

Resolved: For Council to accept the apologies received
Unanimous

2025/17 **Declarations of Interest**
Cllr Baker declared an interest in agenda item 2026/24

2025/18 **Full Council Meeting Minutes**
Council approved the Minutes of the Full Town Council meeting on the 26th January 2026

Proposed Cllr Bulmer Seconded Cllr Eggins
Unanimous

Draft

Resolved: For Council to approve the Full Council January 26th minutes

2026/19 Committee Meeting Minutes

Council noted the: A&E 11th November minutes were subject to a complain and noted the A&E approved minutes for 13th January

2026/20 Financial Checks and Information

a) January payments list

Council noted the January 2026 payments list

b) Bank Reconciliations: January 2026

Council noted the bank reconciliation statements for January 20226

Section 2 Items To Note

2026/21 Mayor's Updates and Announcements

Council received an oral update from the Mayor

2026/22 Chief Executive & Town Clerk Oral Updates

The Chief Executive & Town Clerk informed Council about the existence of a 'Flooding Report' that was currently being withheld by Somerset Council and had yet to be made publicly available.

2026/23 Reports from Councillors On External Bodies

Council received oral reports from the following:

- Chard Museum: Cllrs Hassan & J Kenton
- Somerset Association of Local Councils: Cllr Bates
- Town Team: Cllrs A Kenton & Hassan
- Allotment Association Forum: Cllrs Baker & Hassan
- Chard Area Resilience Group (CARG): Cllr Hussey
- Chard Town Council Youth Council: Cllrs Baker, Hussey & Richter

Section 3 – Items For Discussion & Decision

2026/24 Fire Protection System At The Hive (Young People's Centre)

Cllr Baker left the meeting

Proposed: Councillor Bulmer Seconded: Councillor Eggins
Unanimous

Draft

Resolved: To approve the expenditure of £8,951 to upgrade the fire safety equipment at the The Hive (Young People's Centre), to ensure it is compliant with necessary requirements. For these funds to be vired from the General fund

Cllr Baker re-entered the meeting

2025/25 Financial Support For The Octagon Theatre Project

Council considered received form Yeovil Town Council asking for a contribution to the redevelopment of the Octagon Theatre

Proposed: Councillor J Kenton Seconded: Councillor Baker
Unanimous

Resolved: For council not to make a contribution of £250,000 to the redevelopment of the Octagon Theatre but to make a £5,000 contribution subject to the caveat of proof of substantial completion of the refurbishment.

2026/26 To resolve to exclude the press and public in accordance with Section 100A (4) of the Local Government Act 1972 as certain items may include the consideration of exempt information as defined in the respective paragraph of Part 1 of Schedule 12A of the Act

Proposed: Councillor Eggins Seconded: Councillor Hussey
Unanimous

Resolved: For council to exclude the press and public in accordance with Section 100A (4) of the Local Government Act 197 as agenda item 2026/27 will include the consideration of exempt information as defined in the respective paragraph of Part 1 of Schedule 12A of the Act

2026/27 Appointment of Internal Auditor.

Council noted the information given in the Oral update

Proposed: Cllr Baker Seconded: Cllr A Kenton
Unanimous

Resolved: For Council to select 'option 5' auditor to be appointed to undertake the internal audit and for the Chief Executive & Town Clerk to determine the scope of the extended audit.

2026/28 Date Of Next Meeting

Council noted the next Full Chard Town Council meeting is Monday 23rd March 2026. To be held at The Guildhall, Fore Street, Chard TA20 1PP and commence at 7pm

Draft

There being no other business, The Mayor thanked all those in attendance for coming and closed the meeting at 8.06 p.m.

Date: **Signed:**

Draft

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The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
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HR COMMITTEE EXTRAORDINARY MEETING

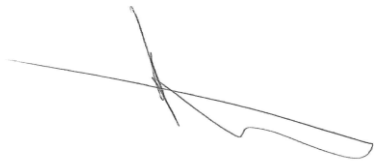
This Meetings will be open to the Public & Press Public and Press

Publication Date: **Wednesday 3rd December 2025**

TO: Councillors: Baker, Bulmer, A Kenton, J Kenton (Chair) & Shortland

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the HR Committee to be held on Wednesday **10th December 2025 at 7pm** in the Auditorium, Guildhall, Fore Street, Chard, TA20 1PP.



Victoria Bates Mayor

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments to the Town Council in relation to the meeting agenda. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting.

Public Participation Time
This section may last up to 15 minutes, at the Chair's discretion, and is not part of the formal meeting of the Council.

AGENDA

Section1 Standing Items:

2025/27 Apologies For Absence
To receive any apologies for absence.

2025/28 Declarations Of Interest
To receive any declarations of interests which are not currently entered in members' Registers of Interests.

2025/29 Committee Meeting Minutes
To confirm and sign the draft minutes of the HR Committee meeting held on 4th November 2025 (Attached)

2025/30 To Resolve To Exclude Members Of The Press And Public
As certain items are expected to include the consideration of exempt information the Human Resources Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items 2025/06 and 2025/07 listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Section 2 Items For Decision - Confidential

2025/31 Staffing Matters –
For Committee to consider succession planning.

2024/32 Date of next meeting
To note the next HR Committee meeting will be Tuesday 10th March 2026 at 7.00 p.m.

INTERNAL AUDIT CHECK LIST

22.01.26

	Chard Town Council			Financial Period - 25-26 Quarter 3 (1 October - 31 December)
		Tick	Initials	Any comments
	AUDIT CHECK LIST:			
1	**INCOME**			
	Check income on bank statement against:	✓	✓	checked INJ TO paying in & paying in book to accounts.
	Paying in book			
	Invoices			
2	**EXPENDITURE**			
	Check expenditure on accounts list against:			
	Invoices & Vouchers	✓		checked INJOICES TO payments made. & chqs.
	Bank Statement			
3	**TRANSFERS**			
	Check bank transfers against:	✓		checked transfers, all were.
	Bank statements			justified payments.
	Are they justified?			
4	**SALARIES, PENSION & PAYE**	✓		checked payroll sheet agreed
	Check amounts on wage, pension and HMRC sheets against			to bank stms.
	the bank statement			
5	**BANK RECONCILIATION**			
	Check that cash book balances have been reconciled to bank balances as per bank statements	✓		checked statement balances to cash book for october.
6	**VAT**			
	Check that the VAT has been reclaimed quarterly	✓		VAT Reclaimed & seen Vat Return.
	Signed:			all correct.

Payments- February 2026						
814	27.02.2026	£29,992.30	£0.00	£29,992.30	Payroll -Salaries	Chard Town Council
813	27.02.2026	-£12.00	-£2.40	-£14.40	Surplus balance from Land purchase	EVERYS
807	24.02.2026	£76.74	£15.35	£92.09	The Hive -Telephones	BT
806	26.02.2026	£437.00	£87.40	£524.40	Signs	The Graphics Factory
805	26.02.2026	£240.00	£48.00	£288.00	Advertising	The Blackmore Vale Ltd
804	26.02.2026	£115.15	£23.03	£138.18	Rental -Photocopier	Procurement Services -KCC
803	26.02.2026	£121.50	£24.30	£145.80	Rental -Photocopier	Procurement Services -KCC
802	26.02.2026	£32.00	£0.00	£32.00	Advertising	Glaspers Printing & Engraving Services
801	26.02.2026	£248.16	£49.63	£297.79	Bath Street Toilets-Security	TLS Security Systems Ltd
800	26.02.2026	£69.00	£13.80	£82.80	Guildhall -Security	TLS Security Systems Ltd
799	26.02.2026	£25.00	£5.00	£30.00	Mobile phones	Aro
798	26.02.2026	£149.98	£30.00	£179.98	Advertising	Amazon
797	26.02.2026	£148.76	£29.75	£178.51	PPE	Tudor environmental
796	26.02.2026	£3,704.16	£740.82	£4,444.98	Bath Street toilets -Cleaning tender	Danfo (UK) Ltd
795	25.02.2026	£79.77	£15.95	£95.72	Mobile phones	Vodafone
794	23.02.2026	£1.69	£0.00	£1.69	Sumup fees	SUM UP
792	17.02.2026	£27.40	£0.00	£27.40	Bank/Service charges	Lloyds bank
791	17.02.2026	£73.63	£14.73	£88.36	Fuel	Fuel Genie
790	16.02.2026	£1.75	£0.00	£1.75	Sumup fees	SUM UP
789	16.02.2026	£750.00	£150.00	£900.00	HR & Governance support	Breakthrough Communications
788	16.02.2026	£11,009.40	£0.00	£11,009.40	PAYE & NI Payment	HMRC
787	16.02.2026	£8,879.18	£0.00	£8,879.18	Pension Payment	Somerset Council Pension Fund
786	16.02.2026	£41.11	£2.06	£43.17	Boden Street Electricity	WME
785	16.02.2026	£314.90	£15.74	£330.64	Cemetery Electricity	WME
784	16.02.2026	£137.81	£6.89	£144.70	Recreational Ground Electricity	WME
783	16.02.2026	£77.78	£3.89	£81.67	Recreational Ground Electricity	WME
782	16.02.2026	£1,775.18	£355.04	£2,130.22	Guildhall Electricity	WME
781	16.02.2026	£49.66	£9.93	£59.59	Guildhall Electricity	WME
780	16.02.2026	£1,426.80	£285.36	£1,712.16	Guildhall Gas	WME
779	16.02.2026	£48.18	£9.64	£57.82	Mobile phones	EE
778	12.02.2026	£35.68	£0.00	£35.68	Water & Sewerage Services	Water2business
777	12.02.2026	£25.00	£0.00	£25.00	Eye test reimbursement	Chris King
776	12.02.2026	£287.50	£57.50	£345.00	Equipment	Eagle Plant
775	12.02.2026	£230.00	£46.00	£276.00	Scribe subscriptions	Scribe
774	12.02.2026	£57.00	£11.40	£68.40	Cemetery subscription	Scribe
773	12.02.2026	£33.72	£6.74	£40.46	Water	Aquaid
772	12.02.2026	£505.20	£101.04	£606.24	IT	AF-IT
771	12.02.2026	£280.00	£56.00	£336.00	IT	AF-IT
770	12.02.2026	£1,140.28	£228.06	£1,368.34	Skip hire	Biffa Waste Management
769	10.02.2026	£485.63	£24.28	£509.91	Youth Centre -Utilities	Octopus energy
768	09.02.2026	£0.98	£0.00	£0.98	Sumup fees	SUM UP
767	05.02.2026	£49.99	£1.00	£50.99	Playing fields grass seed	Boston Seeds
766	05.02.2026	£97.67	£19.53	£117.20	IT	AF-Connect
765	05.02.2026	£11,111.34	£0.00	£11,111.34	Youth provisions	The Hive Young Peoples Centre
764	05.02.2026	£280.84	£56.17	£337.01	The Hive -Music licence	PRSMUSIC
763	05.02.2026	£533.35	£106.67	£640.02	Vehicle maintenance	Bartlett Park Garage
762	05.02.2026	£245.00	£49.00	£294.00	Emergency Resilliance	Tudor environmental
761	05.02.2026	£199.80	£39.96	£239.76	Play equipment	Tudor environmental
760	05.02.2026	£168.23	£33.65	£201.88	Sand	JEWSON
759	05.02.2026	£1,200.00	£240.00	£1,440.00	The Hive -Heating & Plumbing	A A Cleal Plumbing & Heating
758	05.02.2026	£25.00	£5.00	£30.00	Feedback cards	Chard Digital Print
757	04.02.2026	£6.67	£1.33	£8.00	Keyfobs for Bath Street Toilets	Powershoes
753	02.02.2026	£12.99	£0.00	£12.99	Monthly subscription	ZOOM
752	02.02.2026	£21.70	£0.00	£21.70	Bank/Service charges	Lloyds bank
751	02.02.2026	£2.23	£0.00	£2.23	Sumup fees	SUM UP
Petty Cash -February 2026						
812	26.02.2026	£5.56	£0.81	£6.37	Hirers refreshments	Home bargains
811	26.02.2026	£1.99	£0.41	£2.40	Guildhall Items	Sainsburys
810	11.02.2026	£4.17	£0.83	£5.00	Equipment	Properjob
809	12.02.2026	£5.00	£1.00	£6.00	Equipment	Properjob
808	12.02.2026	£2.87	£0.57	£3.44	Refreshments	Sainsburys
793	17.02.2026	£1.66	£0.33	£1.99	Stationery	Properjob
756	05.02.2026	£1.65	£0.00	£1.65	Hirers refreshments	Sainsburys
755	05.02.2026	£6.99	£0.00	£6.99	Hirers refreshments	Home bargains

LLOYDS BANK

Commercial Instant Access Account Statement

Printed: 04 March 2026

Chard Town Council
The Guildhall
Fore Street
Chard
United Kingdom
TA20 1PP

Sort code 30-99-50 Account number 64985068
BIC: LOYDGB21287 IBAN: GB07 LOYD 3099 5064 9850 68

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday 8am to 6pm, Saturday 9am to 2pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
26 Feb 26	[redacted]	TFR		10000.00	1039657.08
26 Feb 26		TFR		30000.00	1049657.08
16 Feb 26		TFR		20000.00	1079657.08
09 Feb 26			915.33		1099657.08
03 Feb 26		TFR		15000.00	1098741.75

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

LLOYDS

Chard Town Council
The Guildhall
Fore Street
Chard
United Kingdom
TA20 1PP

Your Account

Sort Code 30-99-50
Account Number 54960560

BUSINESS ACCOUNT

01 February 2026 to 28 February 2026

Money In	£81,638.46	**Balance on 01 February 2026**	£14,616.03
Money Out	£80,202.78	**Balance on 28 February 2026**	£16,051.71

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Feb 26	[redacted]	FPI	15.00		14,631.03
02 Feb 26		FPI	226.00		14,857.03
02 Feb 26		FPI	93.75		14,950.78
02 Feb 26		FPI	93.54		15,044.32
02 Feb 26		FPI	963.00		16,007.32
02 Feb 26		FPI	15.00		16,022.32
02 Feb 26		FPI	110.77		16,133.09
02 Feb 26		FPI	15.00		16,148.09
02 Feb 26		PAY		21.70	16,126.39
02 Feb 26		DEB		12.99	16,113.40
02 Feb 26		FPI	235.62		16,349.02
03 Feb 26		FPI	642.00		16,991.02
03 Feb 26		FPI	45.40		17,036.42
03 Feb 26		TFR	15,000.00		32,036.42
04 Feb 26		CPT		100.00	31,936.42
04 Feb 26		DEB		8.00	31,928.42

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LLOYDS

BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 Feb 26	[redacted]	BGC	146.25		32,074.67
05 Feb 26		DD		14,411.21	17,663.46
05 Feb 26		DEB		50.99	17,612.47
06 Feb 26		FPI	96.90		17,709.37
06 Feb 26		FPI	26.25		17,735.62
09 Feb 26		BGC	642.00		18,377.62
09 Feb 26		FPI	57.02		18,434.64
10 Feb 26		DD		509.91	17,924.73
10 Feb 26		FPI	642.00		18,566.73
12 Feb 26		BGC	435.00		19,001.73
12 Feb 26		DD		3,101.12	15,900.61
12 Feb 26		FPI	18.42		15,919.03
12 Feb 26		FPI	27.73		15,946.76
13 Feb 26		FPI	15.00		15,961.76
13 Feb 26		FPI	44.60		16,006.36
13 Feb 26		FPI	144.00		16,150.36
16 Feb 26		DD		57.82	16,092.54
16 Feb 26		DD		4,502.15	11,590.39
16 Feb 26		DD		19,888.58	-8,298.19
16 Feb 26		FPI	452.00		-7,846.19
16 Feb 26		TFR	20,000.00		12,153.81
16 Feb 26		FPO		900.00	11,253.81

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LLOYDS

BUSINESS ACCOUNT

Sort Code 30-99-50
Account Number 54960560

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 Feb 26	[redacted]	FPI	102.00		11,355.81
17 Feb 26		DD		88.36	11,267.45
17 Feb 26		PAY		27.40	11,240.05
19 Feb 26		FPI	226.00		11,466.05
19 Feb 26		FPI	170.00		11,636.05
20 Feb 26		FPI	31.00		11,667.05
23 Feb 26		BGC	350.00		12,017.05
23 Feb 26		FPI	65.81		12,082.86
24 Feb 26		DD		92.09	11,990.77
24 Feb 26		FPI	15.00		12,005.77
24 Feb 26		FPI	15.00		12,020.77
25 Feb 26		DD		95.72	11,925.05
26 Feb 26		BGC	126.00		12,051.05
26 Feb 26		DD		6,342.44	5,708.61
26 Feb 26		TFR	30,000.00		35,708.61
26 Feb 26		TFR	10,000.00		45,708.61
27 Feb 26		DD		29,992.30	15,716.31
27 Feb 26		DEP	14.40		15,730.71
27 Feb 26		FPI	321.00		16,051.71

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Chard Town Council

Prepared by: Teresa Turnbull - Finance Officer Date: 04/03/26

Name and Role (Clerk/RFO etc)

Approved by: Cllr Tim Eggins Date: 06/03/2023

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/02/2026			
	Cash in Hand 01/04/2025			1,148,934.26
	ADD			
	Receipts 01/04/2025 - 28/02/2026			1,329,319.90
				2,478,254.16
	SUBTRACT			
	Payments 01/04/2025 - 28/02/2026			887,246.03
A	**Cash in Hand 28/02/2026** (per Cash Book)			**1,591,008.13**
	Cash in hand per Bank Statements			
	Lloyds Current A/c	28/02/2026	16,051.71	
	Lloyds Instant Deposit	28/02/2026	1,039,657.08	
	Petty Cash (To reconcile)	28/02/2026	269.52	
	Nationwide Instant Saver 9000	31/03/2025	370,256.64	
	Nationwide Instant Saver 90010	31/03/2025	164,773.18	
				1,591,008.13
	Less unpresented payments			
				1,591,008.13
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,591,008.13**
	A = B Checks out OK			

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