Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
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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 13th October 2026** at 7pm in the Guildhall, Fore Street, Chard TA20 1PP.

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

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

Section 1- Standing Items

2026/68/AE Apologies for Absence
Apologies were received from Cllr Richter

2026/69/AE Declarations of Interest
Cllr J. Kenton declared an interest in items 2026/76/AE and 2026/79/AE.
Cllr Shortland declared an interest in item 2026/79/AE
Cllr Baker declared an interest in item 2026/79/AE
Cllr A. Kenton declared an interest in item 2026/79/AE

2026/70/AE Public Participation
There were no members of public present.

2026/71/AE Committee Minutes
Committee RESOLVED to approve the minutes of the A&E Committee meeting held on 11th November 2025.
Proposed: Cllr J. Kenton Seconded: Cllr Bulmer
For: 7 Against: 0 Abstained: 0

Committee RESOLVED to approve the minutes of the A&E Committee meeting held on 15th September 2026.
Proposed: Cllr J. Kenton Seconded: Cllr Bulmer
6: 0: 1

Section 2 - Items to Note

2026/72/AE Operations and Guildhall Events

a) Operations Report October 2026
Observations were made concerning the continued issued of vandalism.
Committee **NOTED** the report

b) Guildhall Events Report October 2026
The Chair acknowledged the Guildhall staff for their support during Carnival week.

Committee **NOTED** the report.

2026/73/AE Guildhall and Devolution Working Groups

a. Guildhall Working Group (24 September 2026)
The Operations Manager expressed his thanks to all those involved, stating that the Guildhall Working Group have the aim to deliver 1 high-quality event per month.
Committee **NOTED** the report.

b. Devolution Working Group (16 September 2026).
Committee **NOTED** the report.

2026/74/AE Devolution

It was highlighted that:

- There is a phased project of works to build a mess room
- That the current issue being a) machinery and b) storage
- The Public Estate and other site option will be assessed during the depot options appraisal.
- One councillor suggested the leasing of a building should be considered
- Offers from Tenderers to be returned by early November '26.
- Appraisal report to be returned to committee.
- The Chair acknowledged how overdue work is to improvement to the council's rest room.
- A query regarding the £232K EMR for devolution was asked to be clarified.

Committee **NOTED** the draft phasing of devolution, which will be brought to the next Devolution Working Group (date tba).

Cllr Hussey joined the meeting at 19:10

2026/75/AE Bar Franchise Tender

Committee **NOTED** that the Tender of the bar franchise (with option to operate the kitchen) was issued 7th October '26 with return date 9th November '26 and that to date 12 applications had been received.

2026/76/AE Kitchen Hygiene Certification

The Operations Manager outlined the importance and benefits in obtaining this, as recommended by the Guildhall Working Group. A query was raised on does the upstairs kitchen need/should be considered in the application.

Committee RESOLVED that the Council apply to Somerset Council for food safety hygiene registration, undertake training and apply for rating (as necessary) after offers for the bar franchise have been received (deadline 09.11.2026).
Proposed: Cllr Shortland Seconded: Cllr O'Brien
7: 0: 1

2026/77/AE Update on Jocelyn Park Pavilion Tender
Committee **NOTED** the update on the Tenders for completion of works to the Jocelyn Park Pavilion. Issuing Tender Approved A&E Committee 15.9.26; Tenders issued 22.9.26; Return Date 19.10.26; planned for contract award to be Decided by A&E Committee 10 November 2026; and construction start January 2027. It was further noted that this may need to go out again to other contractors if there is insufficient response.

2026/78/AE Budget 27/28
Committee **NOTED** that its next meeting (November 2026) Committee will be asked to review its budgets and Recommend budget 27/28 to Finance & Policy Committee. The Chair requested he would like to see the budget % spends.

Section 3 – Items for Decision

2026/79/AE Service Improvement Plans (SIPs)
The Clerk explained these SIPs have been created as required by the Council's strategy and that a Councillor will at some stage be assigned to each of the 7 services.
Cllr Baker (Committee Chair) declared an interest in SIP 5 (St. Mary's Church Closed Churchyard), as he is the Treasurer for St. Mary's Church.

a) **Committee RESOLVED to approve the following SIPs: 1 Flooding, 2 Parks and Open Spaces, 3 Allotments, 4 Bath Street Toilets, 6 Plants, Flowers, beds and rills, and 7 Zembard Lane**
Proposed: Cllr Eggins Seconded: Cllr O'Brien
8: 0: 0

Committee RESOLVED to elect Cllr Tricia O'Brien to Chair the remainder of the meeting.
Proposed: Cllr Shortland Seconded: Cllr J. Kenton
8: 0: 0

19:42 Cllr Baker left the meeting.

a) **Committee RESOLVED to approve SIP 5 St. Mary's Church.**
Proposed: Cllr Eggins Seconded: Cllr Hussey
7: 0: 0

19:45 Cllr Shortland left the meeting

b) **Committee RESOVED to delegate to the Deputy Town Clerk/Operations Manager to take actions to implement the SIPs actions within budget (in consultation with the Chairman and Deputy Chairman of the Amenities & Events Committee).**

Proposed: Cllr J. Kenton Seconded: Cllr Eggins
6: 0: 0

2026/80/AE Guildhall Free Events

Further to Full Council 20 April 2026 (ref 2026/59) and 17 August 2026 (ref 2026/138a), Committee RESOLVED to approve the Recommendation (from the Guildhall Working Group) to Full Council, to provide free of charge use of the Guildhall for Carnival weekend events and Christmas lights; all other events/hiring of the Guildhall to be charged. Further, the Mayor authorised for the Royal British Legion to use the foyer for the Poppy Appeal Launch with the cost to come from the Mayoral Allowance.

Proposed: Cllr J. Kenton Seconded: Cllr Hussey
4: 0: 2

Section 4 - Confidential, Items for Decision

There were no matters that are Confidential.

2026/81/AE Date of next meeting

Committee noted the next meeting of the A&E Committee is **Tuesday 10th November 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 20:00.

Signed: Date: 10/11/26.