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

Amenities & Events Committee

Minutes

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 15th September 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), Tribble

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

1 member of the public was present.

Section 1- Standing Items

2026/50/AE Apologies for Absence
Apologies were received from Cllrs Bates, Richter and Shortland.

2026/51/AE Declarations of Interest
Cllr O'Brien declared a pecuniary interest in item 2026/67/AE(a)

2026/52/AE Public Participation
No questions were raised.

2026/53/AE Committee Minutes
Proposed: Cllr Bulmer Seconded: Cllr Eggins
For: 7 Against: 0 Abstained: 0
Committee RESOLVED to approve the minutes of the A&E Committee meeting held on 11th August 2026.

Section 2 - Items to Note

2026/54/AE A) Operation Manager's Report

- A Councillor raised vandalism in parks as a concern. CCTV is currently being explored and the TC and RFO explained he is currently the Data Protection Officer for the council and as such will handle any requests.
- The Chair mentioned there is currently 7 traffic lights in the town due for replacement, this will cause an amount of disruption to pavements.

B) Events Report

The Operations Manager read the report published with the agenda and explained that the Events Assistant is currently pushing for hire of the building to other groups over putting on Guildhall events.

Committee **NOTED** the reports from the Operations Manager.

Section 3 – Items for Decision

2026/55/AE Scheme of Delegation
Proposed: Cllr J. Kenton Seconded: Cllr Bulmer
7: 0: 0
Committee RESOLVED to Recommend to Full Council the addition of "Standing Committees may make Decisions within their remit and within budget" to the Scheme of Delegation.

19:13 – Cllr Tribble joined the meeting

2026/56/AE Terms of Reference: Working Groups
Proposed: Cllr Bulmer Seconded: Cllr O'Brien
7: 0: 1
Committee RESOLVED to approve the Terms of Reference of the following working groups:

a) **Guildhall Working Group Terms of Reference**
b) **Devolution Working Group Terms of Reference**
c) **Market Working Group Terms of Reference**

2026/57/AE Chard Partnership: Memorandum of Understanding
Proposed: Cllr J. Kenton Seconded: Cllr Hussey
8: 0: 0
Committee RESOLVED to recommend to Full Council to be part of the Chard Partnership; and sign the Memorandum of Understanding.

2026/58/AE Chard Community Safety Strategy and Action Plan
Proposed: Cllr J. Kenton Seconded: Cllr O'Brien
8: 0: 0
Committee RESOLVED to recommend to Full Council to approve the Chard Community Safety Strategy and Action Plan.

2026/59/AE Jocelyn Park Pavilion
Proposed: Cllr Baker Seconded: Cllr Eggins
8: 0: 0

Committee RESOLVED to approve issuing Tender documents for completion of the Jocelyn Park Pavilion. A tender assessment report will be provided.

2026/60AE Outdoor Events

Cllr Baker declared a personal interest in this item.

Proposed: Cllr Eggins Seconded: Cllr Tribble
7: 1: 0

Committee RESOLVED for the Guildhall Working Group to investigate working with other groups to hold larger events and to report back to the A&E Committee.

2026/61/AE Chard – Ilminster Cycle Path

Proposed: Cllr J. Kenton Seconded: Cllr Baker
8: 0: 0

Committee RESOLVED to undertake maintenance of the cycle path to keep clear of vegetation (subject to permission being granted) at an estimated £1.5k pa with commensurate income; and to Delegate to the Town Clerk & RFO (in consultation with the Chairman and Deputy of Amenities & Events Committee) to:

i. **complete a service level agreement with Ilminster Town Council for it to contribute to maintenance costs;**
ii. **obtain permission from Somerset Council and other landowners to cut vegetation (to maintain the route clear); and**
iii. **aim to secure agreement with Knowle St Giles Parish Council, Donyatt Parish Council and three landowners to secure financial contributions.**

2026/62/AE Draft Brief for Depot Facility Site Options Appraisal

Proposed: Cllr Eggins Seconded: Cllr J. Kenton
8: 0: 0

Committee RESOLVED to Delegate to the Town Clerk & RFO (in consultation with the Chairman and Deputy Chairman of A&E Committee) to issue the Brief for a Depot Facility Options Appraisal and assess offers and award the commission; costs incurred against the Devolution budget.

2026/63/AE Devolution

Proposed: Cllr J. Kenton Seconded: Cllr Bulmer
7: 0: 1

Committee RESOLVED to:

a. **Recommend to Full Council, Delegation of the implementation of Devolution to the Amenities and Events Committee;**
b. **Recommend to Full Council that advance preparatory work (for asset**

Devolution) is undertaken now with Somerset Council eg due diligence and legal work;

c. **Prepare a phased programme of Devolution of assets to include financial and other implications (eg insurance, H&S, public consultation, staff, tools, equipment, depot facilities, surveys and condition reports);**
d. **Include budget 27/28 to enable Phase 1 of Devolution to be implemented (during the budget setting period and recognising the impact on increasing Town Council Precept);**
e. **Delegate to the Deputy Town Clerk & Operations Manager (in consultation with the Devolution Working Group) to advise A&E Committee for its Decisions on:**
   i. **undertaking advance preparatory work;**
   ii. **preparing a phased implementation programme; and**
   iii. **proposed budget 27/28.**

2026/64/AE Bar Franchise

This item moved to confidential at the Chairs decision.

2026/65/AE Exempt Business

Proposed: Cllr Bulmer Seconded: Cllr Eggins
8: 0: 0

Committee RESOLVED 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.

Section 4 - Confidential, Items for Decision

2026/66/AE Guildhall Stage and Lighting

The Operations Manager gave background on the current Guildhall setup, and acknowledged the commitment and dedication of the Senior Caretaker concerning the lighting tech in the Guildhall.
Proposed: Cllr Hussey Seconded: Cllr Bulmer
8: 0: 0

Committee RESOLVED to recommend to Full Council to upgrade the current Guildhall stage lighting with Haus being the preferred supplier, and with budget £15k from the Earmarked Reserve £141k.

2026/67/AE Bar Franchise

Cllr A. Kenton declared a pecuniary interest in this item.
Cllr J. Kenton declared a pecuniary interest in this item.

20:35 – Cllrs A. Kenton, J. Kenton and O'Brien left the meeting

Proposed: Cllr Baker Seconded: Cllr Eggins
3: 2: 0

a. **Committee RESOLVED to Delegate to the Town Clerk & RFO (in consultation with the Chairman of A&E Committee and Deputy Mayor) to offer, agree and enter a temporary contract with the current franchisee (to continue as the current arrangement until 31 December 2026;**

Proposed: Cllr Eggins Seconded: Cllr Baker
3: 2: 0

b. **Committee RESOLVED to approve the Recommendation from the Guildhall Working Group that a new tender document is prepared, advertised, received, assessed and reported to A&E Committee; the new bar contract planned from 1 January 2027.**

Proposed: Cllr Tribble Seconded: Cllr Bulmer
5: 0: 0

c. **Committee RESOLVED to approve that the Council may submit an evaluation/appraisal to operate the Guildhall bar and prepare a business plan that supports this.**

2026/68/AE Date of next meeting

Committee noted the next meeting of the A&E Committee is **Tuesday 13th October 2026** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

The Chair thanked all for attending the meeting. The meeting closed at 21:20.

Signed: Date: 10/11/26.