# 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 29th September 2025** commencing at 19:00pm.

**Councillors Present:** Councillors: Baker, Bates, Eggins, Hussey, A. Kenton, J. Kenton, O'Brien, Richter, Tribble, Watson & Williams.

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

Council received updates from Unitary Councillors Baker, Payne, J Kenton and Wale

**Section 1 Standing Items:**

**2025/106 Apologies for Absence**

Council received apologies from the following Councillors Bulmer, Crook, Hassan, & Shortland.

Reasons for absence: Personal.

Proposed: Councillor Eggins Seconded: Councillor J Kenton
Unanimous

**Resolved**: For Council to accept the apologies declared.

**2025/107 Declarations of Interest**

Cllrs Baker & J Kenton in respect of Christmas Lights and Flower Bed Items. The potential for interests was noted.

**2025/108 Full Council Meeting Minutes**

The Chief Executive & Town Clerk and Councillor Baker agreed to meet to ensure corrections to previous minutes were undertaken and then posted on the website. Councillors asked for the Action Sheet to be re-introduced.

**i)** Proposed: Councillor J Kenton Seconded: Councillor Bulmer
For: 10 Abstain: 1

**Resolved**: Council approved the draft minutes of the 18th August 2025 Full Council meeting, subject to agreed changes. The Action Sheets should be re-introduced.

DRAFT

**2025/109 Committee Meeting Minutes**

Council noted that outstanding minutes for A&E and F&A would appear on their next agendas for approval prior to the next Full Council meeting.
*Please note urgent items for action will be extracted and taken to Full Council.*

**2025/110 Financial Checks and Information**

**a) Payments List August 2025**

Proposed: Cllr Eggins Seconded: Cllr J Kenton
For: 6 Abstain: 5

**Resolved:** Council approved the August payments list.

**b) Internal Audit Checklist**

Council noted the internal audit checklist.

**Section 2: Items To Note**

**2025/111 Mayors Updates & Announcements**

An oral update was given and noted.

**2025/112 Chief Executive & Town Clerk Updates.**

The Chief Executive & Town Clerk provided updates on the following items which Council noted:

a) Road Safety in Chard
b) Land at Bonds Close, Scout Hut, Bowls Club and Park at Bonds Meadow - A Follow Up To Full Council 12th May 2025 'Flooding In Chard – Funding support'.
c) Jocelyn Park – Pavilion
d) Remembrance Ceremonies
e) KINDChard

**2025/113 The Hive Young People's Centre – Update**

An oral update was provided by the Chief Executive & Town Clerk and the Chair of the Young People's Committee (Cllr Baker) on the youth provision in Chard project.

**Resolved:**
That the Town Clerk and Councillor O'Brien were asked to sit on the Young People's Committee as Observers.

Proposed: Cllr Baker Seconded: Cllr A Kenton

Unanimous.

**2025/14 Implementing The Chard Town Council Strategy – Part A (Public Session) Transformation and Change In Our Organisation**

The Chief Executive & Town Clerk gave a short update on progress so far (after only 9 months) and an overview of what may be discussed in the Confidential Session.

Noted.

## Section 3 – Items For Discussion & Decision

**2025/115 Chard Christmas Lighting Display**

**Proposed:** Cllr Baker **Seconded:** Cllr Watson

Unanimous

**Resolved:**
Council agreed the quotation for £8,974.00 (ex vat) for the replacement and additions process of Christmas lights with agreement this is within the current budget.

**2025/116 Mayoral Regalia Repairs**

**Proposed:** Cllr J Kenton **Seconded:** Cllr T O'Brien

Unanimous.

**Resolved:** Council to agree that the regalia should be repaired and maintained and that the Chief Executive & Town Clerk is authorised to have the repairs undertaken according to the cost of gold at that time. The monies be taken from the Ear Marked Reserves (EMR), if necessary, and that the repairs will be carried out after Remembrance ceremonies at a likely cost of up to £500 to the Council.

**2025/117 Street Naming**

**Proposed:** Cllr Baker **Seconded:** Cllr J Kenton

Unanimous

**Resolved:** Council agreed to working with the family of Mr Brice, by discussing with them in advance and to suggest to the Street Naming Authority (Somerset Council) to name a road after the late John Brice, a former Mayor of Chard Town Council and to identify a suitable choice of location and formal name.

**2025/118 Allotment Policy- Allotment Eviction & Appeals – Policy and Procedure**

**Proposed:** Cllr Baker **Seconded:** Cllr Eggins

Unanimous

**Resolved:** For Council to adopt the Allotment policy.

**2025/119 CCTV Cameras**

**Proposed: Cllr Baker Seconded: Cllr J Kenton**

**Resolved:**
Council agreed the proposed CCTV Policy, asked the Chief Executive & Town Clerk to undertake data control for a temporary six month reviewable period and to seek a quotation from the existing service provider along with investigating the feasibility and cost of installing a lockable cabinet near the stage door.

9.10 p.m. Cllrs Baker & J Kenton left the room

**2025/120 Flower Beds In Chard Town Centre Area**

**Proposed:** Cllr Bates **Seconded:** Cllr Eggins

Unanimous

**Resolved:** For Council to agree the Chief Executive & Town Clerk be authorised to discuss and agree a temporary, informal solution with Somerset Council Officers, pending this matter being discussed fully at Full Council as part of the Somerset Council "Devolution" process.

9.13 p.m. Cllrs Baker and J Kenton re-entered the room

**Section 4 Confidential**

**2025/121 Exclusion of Public and Press**

Proposed: Cllr Bates Seconded: Cllr Hussey

Unanimous

**Resolved:** To exclude the press and public in accordance with Section 100A(4) of the Local Government Act 1972 as certain items are expected to include the consideration of exempt information as defined in the respective paragraph of Part 1 of Schedule 12A of the Act.

**2025/122 Implementing The Chard Town Council Strategy – Part B (Confidential Session) Staff Structure Review**

The Chief Executive & Town Clerk provided a shortened presentation. The content was noted.

**2025/123 Date Of Next Meeting**
Council noted the next Full Chard Town Council meeting is Monday 20th October 2025. To be held at The Guildhall, Fore Street, Chard TA20 1PP and commence at 7pm

The Mayor thanked all those in attendance for coming and closed the meeting at 22.15 pm

DRAFT

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | **September Payment list** | | | |
| 431 | 23.09.2025 | £170.80 | £34.16 | £204.96 | 30.09.2025 | Floodlights | Screwfix | Lloyds Current A/c |
| 430 | 30.09.2025 | £34.70 | £0.00 | £34.70 | 30.09.2025 | Bank/Service charges | Lloyds bank | Lloyds Current A/c |
| 429 | 29.09.2025 | £122.14 | £24.43 | £146.57 | 30.09.2025 | Waste collection | Veolia | Lloyds Current A/c |
| 428 | 26.09.2025 | £26,870.15 | £0.00 | £26,870.15 | 30.09.2025 | Payroll -Salaries | Chard Town Council | Lloyds Current A/c |
| 427 | 26.09.2025 | £75.84 | £3.79 | £79.63 | 30.09.2025 | Recreational Ground Electricity | WME | Lloyds Current A/c |
| 426 | 25.09.2025 | £79.77 | £15.95 | £95.72 | 30.09.2025 | Mobile phones | Vodafone | Lloyds Current A/c |
| 424 | 18.09.2025 | £635.00 | £127.00 | £762.00 | 22.09.2025 | Training | iHasco | Lloyds Current A/c |
| 423 | 19.09.2025 | £19.02 | £0.00 | £19.02 | 22.09.2025 | Bank/Service charges | Lloyds bank | Lloyds Current A/c |
| 422 | 22.09.2025 | £1,079.48 | £215.90 | £1,295.38 | 22.09.2025 | Christmas lighting | The Festive Lighting Company | Lloyds Current A/c |
| 421 | 22.09.2025 | £85.00 | £17.00 | £102.00 | 22.09.2025 | Business cards | The Graphics Factory | Lloyds Current A/c |
| 420 | 22.09.2025 | £191.74 | £38.35 | £230.09 | 22.09.2025 | Rental -Photocopier | 1ST OFFICE | Lloyds Current A/c |
| 419 | 22.09.2025 | £90.51 | £0.00 | £90.51 | 22.09.2025 | Youth Centre -Refurbishment | Jason Baker | Lloyds Current A/c |
| 418 | 22.09.2025 | £753.40 | £0.00 | £753.40 | 22.09.2025 | Youth Centre -Refurbishment | Jason Baker | Lloyds Current A/c |
| 417 | 22.09.2025 | £353.55 | £70.71 | £424.26 | 22.09.2025 | Kitchen supplies | NISBETS | Lloyds Current A/c |
| 416 | 22.09.2025 | £1,355.00 | £271.00 | £1,626.00 | 22.09.2025 | Music licence | PRSMUSIC | Lloyds Current A/c |
| 415 | 22.09.2025 | £161.70 | £0.00 | £161.70 | 22.09.2025 | Plants | Mike Hodges | Lloyds Current A/c |
| 414 | 22.09.2025 | £134.10 | £26.82 | £160.92 | 22.09.2025 | PPE | Tudor environmental | Lloyds Current A/c |
| 413 | 22.09.2025 | £540.00 | £0.00 | £540.00 | 22.09.2025 | Website | SlashDotDash | Lloyds Current A/c |
| 412 | 22.09.2025 | £100.00 | £20.00 | £120.00 | 22.09.2025 | Recruitment | NALC | Lloyds Current A/c |
| 411 | 22.09.2025 | £630.00 | £126.00 | £756.00 | 22.09.2025 | Maintenance contract | IDEALLIFTS | Lloyds Current A/c |
| 410 | 22.09.2025 | £113.50 | £14.70 | £128.20 | 22.09.2025 | Vehicle maintenance | Bartlett Park Garage | Lloyds Current A/c |
| 409 | 22.09.2025 | £111.58 | £22.32 | £133.90 | 22.09.2025 | PC Equipment | Amazon | Lloyds Current A/c |
| 408 | 22.09.2025 | £2,266.00 | £453.20 | £2,719.20 | 22.09.2025 | Youth Centre -Refurbishment | Kings Group Ltd | Lloyds Current A/c |
| 407 | 16.09.2025 | £40.25 | £2.01 | £42.26 | 17.09.2025 | Boden Street Electricity | WME | Lloyds Current A/c |
| 406 | 16.09.2025 | £46.17 | £2.31 | £48.48 | 17.09.2025 | Cemetery Electricity | WME | Lloyds Current A/c |
| 405 | 16.09.2025 | £41.11 | £2.06 | £43.17 | 17.09.2025 | Recreational Ground Electricity | WME | Lloyds Current A/c |
| 404 | 16.09.2025 | £988.38 | £197.68 | £1,186.06 | 17.09.2025 | Guildhall Electricity | WME | Lloyds Current A/c |
| 403 | 16.09.2025 | £199.76 | £39.95 | £239.71 | 17.09.2025 | Fuel | Fuel Genie | Lloyds Current A/c |
| 401 | 09.09.2025 | £69.96 | £0.00 | £69.96 | 15.09.2025 | Emergency Resilliance | Spaldings | Lloyds Current A/c |
| 400 | 05.09.2025 | £406.70 | £81.34 | £488.04 | 15.09.2025 | Ceiling tiles | ReplacementCeilingTiles.co.uk | Lloyds Current A/c |
| 399 | 15.09.2025 | £9,029.11 | £0.00 | £9,029.11 | 15.09.2025 | Pension Payment | Somerset Council Pension Fund | Lloyds Current A/c |
| 398 | 15.09.2025 | £11,318.02 | £0.00 | £11,318.02 | 15.09.2025 | PAYE & NI Payment | HMRC | Lloyds Current A/c |
| 397 | 15.09.2025 | £48.18 | £9.64 | £57.82 | 15.09.2025 | Mobile phones | EE | Lloyds Current A/c |
| 396 | 12.09.2025 | £2,025.20 | £405.04 | £2,430.24 | 15.09.2025 | Furniture | Trent Furniture | Lloyds Current A/c |
| 395 | 12.09.2025 | £1.49 | £0.07 | £1.56 | 15.09.2025 | Young Peoples Centre -Gas | E.ON | Lloyds Current A/c |
| 394 | 12.09.2025 | £52.17 | £2.61 | £54.78 | 15.09.2025 | Youth Centre -Electricity | E.ON | Lloyds Current A/c |
| 393 | 12.09.2025 | £902.15 | £180.43 | £1,082.58 | 15.09.2025 | Skip hire | Biffa Waste Management | Lloyds Current A/c |
| 392 | 12.09.2025 | £230.00 | £46.00 | £276.00 | 15.09.2025 | Scribe subscriptions | Scribe | Lloyds Current A/c |
| 391 | 12.09.2025 | £57.00 | £11.40 | £68.40 | 15.09.2025 | Cemetery subscription | Scribe | Lloyds Current A/c |
| 390 | 12.09.2025 | £121.50 | £24.30 | £145.80 | 15.09.2025 | Rental -Photocopier | Procurement Services -KCC | Lloyds Current A/c |
| 389 | 12.09.2025 | £90.00 | £18.00 | £108.00 | 15.09.2025 | Advertising | Chard Flyer | Lloyds Current A/c |
| 388 | 12.09.2025 | £329.70 | £65.94 | £395.64 | 15.09.2025 | Equipment | GW Machinery Services | Lloyds Current A/c |
| 387 | 12.09.2025 | £60.71 | £12.14 | £72.85 | 15.09.2025 | Water | Aquaid | Lloyds Current A/c |
| 386 | 12.09.2025 | £308.75 | £61.75 | £370.50 | 15.09.2025 | IT | AF-IT | Lloyds Current A/c |
| 385 | 12.09.2025 | £443.70 | £88.74 | £532.44 | 15.09.2025 | IT | AF-IT | Lloyds Current A/c |
| 384 | 12.09.2025 | £590.00 | £118.00 | £708.00 | 15.09.2025 | IT | AF-IT | Lloyds Current A/c |
| 383 | 12.09.2025 | £98.52 | £19.70 | £118.22 | 15.09.2025 | Broadband | AF-Connect | Lloyds Current A/c |
| 382 | 12.09.2025 | £199.99 | £40.00 | £239.99 | 15.09.2025 | PC Equipment | Amazon | Lloyds Current A/c |
| 381 | 12.09.2025 | £20.82 | £4.17 | £24.99 | 15.09.2025 | PC Equipment | Amazon | Lloyds Current A/c |
| 380 | 12.09.2025 | £25.00 | £5.00 | £30.00 | 15.09.2025 | Mobile phones | Aro | Lloyds Current A/c |
| 379 | 11.09.2025 | £158.10 | £7.91 | £166.01 | 15.09.2025 | Guildhall Gas | WME | Lloyds Current A/c |
| 378 | 05.09.2025 | £199.99 | £0.00 | £199.99 | 15.09.2025 | Equipment storage | B&Q | Lloyds Current A/c |
| 377 | 05.09.2025 | £386.48 | £77.30 | £463.78 | 15.09.2025 | Sound equipment | THOMANN | Lloyds Current A/c |
| 375 | 10.09.2025 | £65.92 | £13.18 | £79.10 | 15.09.2025 | Young Peoples Centre - Refurbishment | Lampshop | Lloyds Current A/c |
| 374 | 10.09.2025 | -£11.00 | £0.00 | -£11.00 | 15.09.2025 | Refund | Amazon | Lloyds Current A/c |
| 371 | 03.09.2025 | £220.00 | £0.00 | £220.00 | 05.09.2025 | Vehicle tax | DVLA | Lloyds Current A/c |
| 370 | 02.09.2025 | £12.99 | £0.00 | £12.99 | 05.09.2025 | Monthly subscription | ZOOM | Lloyds Current A/c |
| 369 | 02.09.2025 | £975.00 | £195.00 | £1,170.00 | 05.09.2025 | Bath Street toilet-Cleaning | Rainbow Restoration | Lloyds Current A/c |
| 368 | 02.09.2025 | £105.00 | £21.00 | £126.00 | 05.09.2025 | Advertising | NEWSQUEST | Lloyds Current A/c |
| 367 | 02.09.2025 | £78.60 | £15.72 | £94.32 | 05.09.2025 | Rental -Photocopier | Procurement Services -KCC | Lloyds Current A/c |
| 366 | 02.09.2025 | £18.90 | £0.00 | £18.90 | 05.09.2025 | Berrys Coach ticket | BERRYS | Lloyds Current A/c |
| 365 | 02.09.2025 | £186.80 | £37.36 | £224.16 | 05.09.2025 | Stationery | VIKING | Lloyds Current A/c |
| 364 | 02.09.2025 | £25.00 | £5.00 | £30.00 | 05.09.2025 | Mobile phones | Aro | Lloyds Current A/c |
| 363 | 02.09.2025 | £228.28 | £45.66 | £273.94 | 05.09.2025 | Vehicle maintenance | Bartlett Park Garage | Lloyds Current A/c |
| 362 | 02.09.2025 | £2.99 | £0.60 | £3.59 | 05.09.2025 | Vehicle maintenance | Bartlett Park Garage | Lloyds Current A/c |
| 361 | 02.09.2025 | £36.92 | £7.38 | £44.30 | 05.09.2025 | Equipment | Eagle Plant | Lloyds Current A/c |
| 360 | 02.09.2025 | £1,138.59 | £227.72 | £1,366.31 | 05.09.2025 | Equipment hire | PHS Group SW Ltd | Lloyds Current A/c |
| 359 | 02.09.2025 | £57.00 | £11.40 | £68.40 | 05.09.2025 | Cemetery subscription | Scribe | Lloyds Current A/c |
| 358 | 02.09.2025 | £230.00 | £46.00 | £276.00 | 05.09.2025 | Scribe subscriptions | Scribe | Lloyds Current A/c |
| 357 | 02.09.2025 | £100.00 | £20.00 | £120.00 | 05.09.2025 | Locum fees | SLCC | Lloyds Current A/c |
| 356 | 02.09.2025 | £347.00 | £0.00 | £347.00 | 05.09.2025 | Call out - Plumbing issue | MIKEHILL | Lloyds Current A/c |
| 355 | 01.09.2025 | £27.30 | £0.00 | £27.30 | 05.09.2025 | Bank/Service charges | Lloyds bank | Lloyds Current A/c |
| | | | | | **September Petty Cash payment list** | | | |
| 432 | 30.09.2025 | £7.29 | £1.46 | £8.75 | 30.09.2025 | Fly Spray/Spray gun | Proper Job | Petty Cash (To reconcile) |
| 425 | 23.09.2025 | £18.30 | £3.66 | £21.96 | 30.09.2025 | Light bulbs | Home bargains | Petty Cash (To reconcile) |
| 402 | 09.09.2025 | £4.97 | £1.00 | £5.97 | 15.09.2025 | Janitorial | Home bargains | Petty Cash (To reconcile) |
| 376 | 10.09.2025 | £9.60 | £0.00 | £9.60 | 15.09.2025 | Staff Expense claim -Petrol & Carparking | Chard Town Council | Petty Cash (To reconcile) |
| 373 | 10.09.2025 | £23.29 | £0.00 | £23.29 | 15.09.2025 | Hirers refreshments | Sainsburys | Petty Cash (To reconcile) |

# INTERNAL AUDIT CHECK LIST

09.10.25

| | Chard Town Council | | | Financial Period - 25-26 Quarter 2 (1 July - 30 September) |
|---|---|---|---|---|
| | | Tick | Initials | Any comments |
| | **AUDIT CHECK LIST:** | | | |
| 1 | **INCOME** | ✓ | DJB | |
| | Check income on bank statement against: | ✓ | DJB | |
| | Paying in book | ✓ | DJB | |
| | Invoices | ✓ | DJB | |
| 2 | **EXPENDITURE** | ✓ | DJB | |
| | Check expenditure on accounts list against: | ✓ | DJB | |
| | Invoices & Vouchers | ✓ | DJB | |
| | Bank Statement | ✓ | DJB | |
| 3 | **TRANSFERS** | ✓ | DJB | |
| | Check bank transfers against: | ✓ | DJB | |
| | Bank statements | ✓ | DJB | |
| | Are they justified? | ✓ | DJB | |
| 4 | **SALARIES, PENSION & PAYE** | ✓ | DJB | |
| | Check amounts on wage, pension and HMRC sheets against | ✓ | DJB | |
| | the bank statement | ✓ | DJB | |
| 5 | **BANK RECONCILIATION** | ✓ | DJB | |
| | Check that cash book balances have been reconciled to bank balances as per bank statements | ✓ | DJB | |
| 6 | **VAT** | ✓ | DJB | |
| | Check that the VAT has been reclaimed quarterly | ✓ | DJB | |
| | Signed: DJB | | | All OK. |

Following Officer-to-Officer discussions, Somerset Council Officers' group have proposed the following update draft list.

Somerset Council's governance processes Officers will need to take this list to their Asset Management Group, which is a Member / Senior officer group, to seek approval to proceed. Following this, further discussions and due diligence can commence.

Chard Town Council Officers are currently considering this list, and comments will be available in due course. In the meantime, please treat this as an update and form your own early thoughts and view.

UPDATE DRAFT

| City/Town/Parish Council Name | Asset | Somerset Council Update / Recommendation |
|---|---|---|
| Chard TC | Bath Street Toilets and Adjacent Parking Spaces for a possible Changing Places Toilet. | **SC Recommendation:**<br>• Bath Street toilets are located in a council car park, so currently only a leasehold transfer is on offer.<br>• The lease permits improvements to the toilet building, subject to securing the required approvals, and the provision of a proposed changing places facility is welcomed.<br>• Chard TC should discuss this project Changing Places Project with Car Parking Services with regards the use / loss of parking spaces. |
| Chard TC | Bonfield Way Allotments | **SC Recommendation:**<br>• Devolve, subject to due diligence and AMG approval |
| Chard TC | All SC Parks & Play Areas.<br>(as per list) | **SC Recommendation:**<br>• Devolve, subject to due diligence and AMG approval |

| | | |
|---|---|---|
| Chard TC | Open Spaces<br><br>(as per list) | **SC Recommendation:**<br>• Devolve, subject to due diligence and AMG approval |
| Chard TC | Verge & Sightline Cutting<br><br>(as per list) | **SC Recommendation:**<br>• If the assets is not classified as 'Highways' the freehold devolution of the asset could be considered, subject to due diligence and AMG approval.<br>• Where the asset is not transferrable in other towns, maintenance agreements are in place to allow the town council to manage the verges so don't see that anything would be different here. |
| Chard TC | Footpaths (PROW) as per the Definitive Map. | **SC Recommendation:**<br>• Initial view to be sought from Rights of Way service but they are open to devolution. This has happened elsewhere. |
| Chard TC | Shrub Beds including raised planters | **SC Recommendation:**<br>• Yes, to devolution. |
| Chard TC | Youth Club Building | **SC Recommendation:**<br>• Building not to be devolved<br>• Somerset Council would like to offer the site to Chard Town Council on a Market Value basis, i.e. red book valuation. |
| Chard TC | Beacon | **SC Recommendation:**<br>• Devolve, subject to due diligence and AMG approval |

UPDATED DRAFT

| | | |
|---|---|---|
| Chard TC | Boden Centre | **SC Recommendation:**<br>• Building not to be devolved.<br>• Somerset Council would like to offer both sites to Chard Town Council on a Market Value basis, i.e. red book valuation. |
| Chard TC | Leisure Centre | **SC Recommendation:**<br>• Not to be devolved, part of a wider contracted service. |
| Chard TC | High Street/Fore Street Rills | **SC Recommendation:**<br>• Yes to devolution. |

**There are no decisions to be taken yet.**

**This will come back to Full Council in due course.**

UPDATE DRAFT