# 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 the Guildhall, Fore Street, Chard, TA20 1PP on **Monday 12th May 2025** commencing at 19:00pm.

**Councillors Present:** Councillors: Baker, Bates, Bulmer, Crook, Hassan, Hussey, A Kenton, J Kenton, O'Brien Shortland, Richter, Webb & Williams.

**Officers Present:** Chief Executive & Town Clerk, David Bell; Operations Manager, Kevin Dyer; Beverley Newman Democratic Service Officer.

**Public Participation Time**
There were approximately 28 members of the public present. 5 members of the public spoke.

**Somerset Councillor Reports**
Council received a report from Unitary Councillors: Baker & J Kenton

**Section 1 Standing Items:**

**2025/24** **Apologies for Absence**
Council received apologies from the following Councillors;
Eggins &Watson - Personal

Proposed: Councillor Williams Seconded: Councillor Webb
Unanimous

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

**2025/25** **Declarations of Interest**
The following declarations were made:
Councillor Baker for agenda items being also a Somerset Councillor:
- 2025/30, 35, 36 & 38

Councillor J Kenton for agenda items being also a Somerset Councillor:
- 2025/30, 35, 36 & 38

Councillor Richter for agenda item – Councillor Richter lives in a known flood area
- 2025/30

Councillor O'Brien – Councillor O'Brien is currently Chair of the Chard Area Youth Committee.
- 2025/36

**2025/26** **Council Meeting Minutes March 17th 2025**

Proposed: Councillor Baker Seconded: Councillor C Hussey
Unanimous

**Resolved**: Council agreed minutes of the 17th march 2025 as an accurate record.

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**2025/27** **Committee Meeting Minutes – Human Resources 7th May 2025.**
These were not completed as Draft in time for this Full Council meeting.

## Section 2 – Items To Note

**2025/28** **Announcements & Reports to Note**

a) The Mayor
The Mayor provided updates on her recent engagements:

b)
The Chief Executive & Town Clerk

i. Chard Knowledge Information Directory - The Chief Executive & Town Clerk gave an update on the successful application for the Somerset Association Local Council grant.

ii. Interim Organisational Structure - The Chief Executive & Town Clerk explained this had been devised with particular regard to capacity & capability, commitments and aspirations and would be discussed in Confidential that it is a key element in progressing projects.

iii. The Chief Executive & Town Clerk outlined the public use of this land (Will's Mead Park) and potential for linkage within the Great Mead Garden Project

## Section 3 – Items For Decision / Discussion

**2025/29** **Local Government Pension Scheme (LGPS) Discretion Policy**

Proposed: Councillor J Kenton — Seconded: Councillor Bulmer
For: 10 — Abstain: 3

**Resolved:** Council agreed to re-adopt the Local Government Scheme Discretion Policy

**2025/30** **Flooding In Chard – Funding support**
Council received a comprehensive explanation of the current situation from the Chief Executive & Town Clerk. A lengthy debate arose out of this comprehensive explanation. In summary:

In relation to Cllr J Kenton's motion, about land at Bond's Close, while she supported undertaking work for the wider Chard area, she felt a) and b) of the Chief Executive & Town Clerks recommendations should be treated as two sperate proposals.

a) Should stay as it stands with an amendment to the amount required from £2,000 to £3,000
and
b) The detail of Bonds Close be removed from the wider area (as it is dealt with in a)), and the rest of the recommendation of the Chief & Executive & Town Clerk could stay the same.

Proposed: Councillor J Kenton — Seconded: Councillor Williams
For: 12 — Abstain: 1

**Resolved:**

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a) Council agreed to the following amended proposal:

i. That this Council investigates the cause of the excessive water that is travelling through Council land adjacent to Bonds Close and onto private residents' property.
ii. That it engages an expert drainage engineer to give advice on what we should do to prevent this from causing any further issues to local residents.
iii. That the council gives authority to the Mayor and the Chief Executive & Town Clerk to engage a specialist within a budget of £3000.

Cllr Baker provided an alternative to the proposal b) of the Town Clerk & Chief Executive. Cllr Baker's main concerns being Chard Town Council may, in committing funding to the wider piece of work (£7,000 being recommended), other parties would assume Chard Town Council would continue to pay for everything.

The Chief Executive replied that this amount would be a 'pump prime' contribution that no monies would be spent by Chard Town Council until confirmation that this amount would be matched by a partner/s organisation/s.

Cllr Baker then provided his alternative proposal:

Proposed: Councillor Baker Seconded: Councillor Bulmer
Unanimous

**Resolved:** For Council to agree a Working Group that includes all parties; Land owners, Councils, SRA, FWAG, Flooding Agency etc. to meet as a matter of urgency to discuss solutions and funding and membership should be delegated to Operations Manager or Chief Executive or both and for members to contact Officers by the end of this week if they wish to be a part of this group.

**2025/31 Anti-Social Behaviour In The Parks And Cemetery.**

Council received a comprehensive explanation of the current situation from the Operations Manager.

Proposed: Councillor Baker Seconded: Councillor Hussey
Unanimous

**Resolved**: Officers to arrange for:

- Provision of training for all Amenities staff in the collection of all contaminated waste.
- Payment for a course of Hepatitis B medication for Amenities staff, subject to their approval.
- Linking with the existing Task Force, relevant agencies and MP and arrange appropriate meetings to discuss this issue.

**2025/32 Date of next Meeting**

Council noted the dates of the Annual Town's Meeting, Monday May 19th 2025 and the date of the next Full Council Meeting Tuesday 27th May 2025

**2025/33 Confidential**

Proposed: Councillor Richter Seconded: Councillor Crook
Unanimous

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**Resolved:** To exclude the press and public in accordance with Section 100A (4) of the Local Government Act 1972 as item 2025/37 will include the consideration of exempt information as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, specifically personal data information. Agenda items 2024/33 to 2025/38

**2025/34 Leave Of Absence**

Proposed: Councillor Baker Seconded: Councillor J Kenton
Unanimous

**Resolved:** Council approved leave of absence requested by two Councillors.

**2025/35 Bath Street Toilets (In the car park adjacent to the Sainsbury's Store)**
Council received a comprehensive update from the Chief Executive Town Clerk and Operations Manager.

Proposed: Councillor Baker Seconded: Councillor J. Kenton
Unanimous

**Resolved:**

- Councillor Baker will arrange as soon as possible for a meeting with Asset Management Team and Portfolio Holder and Officers to agree a way forward for putting interim arrangements in place to open the toilets given the current difficulties with the proposed lease.

- To give delegated authority for the Chief Executive & Town Clerk and Operations Manager to identify a suitable provider who is able to undertake a comprehensive cleaning process with a budget of up to £20,000. This to be taken from the devolution budget.

- Look into undertaking the refurbishment of the toilets as stated in a previous Full Council meeting 2024 which include detailed plans and drawings.

Councillor O'Brien left the meeting.

**2025/36 Chard Area Youth Committee**
Council received a comprehensive update from the Chief Executive Town Clerk and Operations Manager.

Proposed: Councillor Baker Seconded: Councillor J. Kenton
Unanimous

**Resolved:** Council agreed to the following recommendations proposed by the Chief Executive & Town Clerk:

- To instruct the Chief Executive & Town Clerk to organise and recruit a CTC Youth Provision Steering Group to investigate such a vehicle and for Full Council to nominate Councillors (it is suggested a maximum of four) to be on such a Steering Group.
  Nominated Councillors are:

    - Webb
    - Hassan
    - Crook

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- Bates
- Richter
- Baker

- To Authorises the Chief Executive & Town Clerk to investigate the provision, financial aspects and input into youth services in Chard and report back to Full Council at the earliest opportunity, if necessary via an Extraordinary Meeting.

Councillor O'Brien returned to the meeting.

**2025/37** **Corporate Structure & Interim Organisation Chart**
This item was not discussed due to the length of the meeting.

Councillors Crook, Hassan and Webb left the meeting: 10.10 p.m.

**2025/38** **Pavilion Changing Facilities, Jocelyn Park**
Council received a comprehensive update from the Chief Executive Town Clerk and Operations Manager.

Proposed: Councillor Baker Seconded: Councillor Hussey
Unanimous

**Resolved:** Council agreed :

- Chief Executive & Town Clerk and Operations Manger to seek advice on how to create a suitable lease for hire.

- Officer time to investigate a maintenance and operational agreement for the day to day management of the new Jocelyn Park Facility and for this to be incorporated into the new lease agreement for the premises

- To facilitate and fund the removal of the temporary changing rooms once the new building is completed. Prices to complete this task to be consulted back with Chard Town Council in due course.

- Chard Town Council to appoint a project Manager on a consultancy basis for the completion of the completion of the Jocelyn Park Changing room project.

Councillor Bulmer left the meeting: 10.20

**2025/39** **IT Systems Contract**
Council noted the Chief Executive & Town Clerk's overview of the current issues with Chard Town Council's IT support system and the need to resolve these issues with urgency and on an emergency basis.

The Mayor thanked Councillors and Officers for their attendance and input and closed the meeting at 10.30 p.m.

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Chief Executive & Town Clerk David Bell

# MINUTES

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**Councillors Present:** Councillors: Baker, Bates, Bulmer, Hassan, Hussey, A Kenton, J Kenton, O'Brien Shortland, Richter, Webb & Williams.

**Officers Present:** Chief Executive & Town Clerk, David Bell; Operations Manager, Kevin Dyer; Beverley Newman Democratic Service Officer.

**Public Participation Time**
There were 5 members of the public present. There were no questions or comments from members of the public.

**Somerset Councillor Reports**
Council received updates from Unitary Councillors: Jason Baker & J Kenton

**2025/40 Election of Mayor for 2025/26**

The outgoing Mayor invited nominations for Town Mayor and Chairperson of the Council.

Councillor Victoria Bates was proposed by Councillor A. Kenton and seconded by Councillor J. Kenton.
There being no other nominations Cllr Bates 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.

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

**2025/41 Mayor's Appointments**
The Mayor made the following appointments:

- Consort: Adam Bates husband, children and Councillor Hussey.
- Chaplin: The Reverend Nick Jerrett.

**2025/42 Mayors Announcements**
The Mayor made the following announcements:

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- The Mayor's chosen charities would be the Scouting Movement to include Guides, Brownies & Scouts and Chard Talking Libraries

**2025/43 Election Of The Deputy Mayor**

Nominations were invited for the Deputy Mayor of the Council.
Councillor O'Brien was proposed by Councillor Baker and seconded by Councillor J Kenton.

Councillor Hussey was proposed by Councillor Richter and seconded by Councillor Bulmer.

A vote was taken. 8 votes were in favour of Cllr O'Brien and 4 votes in favour of Cllr Hussey.

Councillor O'Brien was duly elected as Deputy Mayor of Chard Town Council.

The Proper Officer received Councillor O'Brien's Declaration of Acceptance of Office.

**Section 1 Standing Items:**

**2025/44 Apologies for Absence**
Council received apologies from the following Councillors;
Crook, Eggins & Watson

Proposed: Councillor Hussey Seconded: Councillor Shortland
Unanimous

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

**2025/45 Declarations of Interest**
The following declarations were made:

- Councillor Baker declared; his son-in-law is now a member of Avon & Somerset Police and that he is the PCC for Clare House
- Councillor Shortland declared he is a Trustee of Clare's Hs
- Councillor Hussey declared he is a Trustee of Chard Museum
- Councillor Richter declared she is a Trustee of Chard Museum
- Councillor Bulmer declared he is a member of Chard Area Resilience Group

**Section 3 – Items For Decision / Discussion**

**2025/46 Standing Committees and Sub Committees**

Proposed: Councillor J Kenton Seconded: Councillor Baker
For: 11 Absatin:1

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

- Finance & Audit Committee
- Amenities and Events Committee
- HR Committee
- Planning & Highways Committee
- Appeals Committee
  With the following changes to membership:

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- Planning & Highways minimum membership would change from 5 to 6
- HR Committee would change from minimum of 5 membership to a maximum of 5

**2025/47 Appointment Of Members To Standing Committees In The Agreed Structure**

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

**Finance & Audit Committee:**
Councillors; Baker, Bulmer, Hassan, A. Kenton, J Kenton, Richter & Williams

**Amenities and Events Committee:**
Councillors; Baker, Bulmer, Hassan, Hussey, A Kenton, J Kenton, Shortland, Richter, Webb & Williams

**HR Committee:**
Councillors; Bulmer, A Kenton, J Kenton, Shortland & Webb

**Planning & Highways Committee**:
Councillors: Bulmer, Hassan, Hussey, O'Brien & Richter & Bates

**Appeals Committee:**
Councillors: Baker, Hassan, Hussey & Williams

**2025/48 Appointment Of Chairs To Standing Committees In The Agreed Structure**
Council Resolved to appoint the following Members to Chair each of the Committees:

**Finance & Audit Committee:**
Councillor Hassan was proposed by Cllr Baker, seconded by Councillor Williams.
There being no other nominations Councillor Hassan was formally appointed as Chair of the Finance & Audit Committee.

**Amenities and Events Committee**:
Councillor Baker was proposed by Councillor J Kenton, seconded by Councillor Williams.
There being no other nominations Councillor Baker was formally appointed as Chair of the Amenities and Events Committee

**HR Committee:**
Councillor J Kenton was proposed by Cllr Baker, seconded by Councillor Hassan

Councillor Webb was proposed by Councillor Bulmer, seconded by Councillor Hussey

A vote was taken. There were 9 votes in Favour of Councillor J Kenton.

Councillor J Kenton was formally elected as Cahir of the HR Committee.

**Planning & Highways Committee**
Councillor Hussey was proposed by Councillor Bates, seconded by Councillor Baker,

There being no other nominations Councillor Hussey was formally appointed as Chair of the Planning & Highways Committee

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**Appeals Committee**
Councillor Baker was proposed by Councillor J Kenton, seconded by Councillor Williams.

There being no other nominations Councillor Baker was formally appointed as Chair of the Appeals Committee.

**2025/49** **Appointment Of Vice Chairs To Standing Committees In The Agreed Structure**
Council **Resolved** to appoint the following Vice Chairs to these Committees:

**Finance & Audit Committee:**
Councillor Williams was proposed by Councillor J Kenton, seconded by Councillor Richter.

There being no other nominations Councillor Williams was appointed Vice Chair of the Finance & Audit Committee.

**Amenities and Events Committee**:
Councillor Shortland was proposed by Councillor Baker, seconded by Councillor A. Kenton.

There being no other nominations, Councillor Shortland was appointed Vice Chair of the Amenities & Events Committee.

**HR Committee**
Councillor Webb was proposed by Councillor Bulmer, seconded by Councillor Williams.

There being no other nominations Councillor Webb was appointed Vice Chair of the HR Committee.

**Planning & Highways Committee**
Councillor Bulmer was proposed by Councillor Hussey, seconded by Councillor Baker.

There being no other nominations Councillor Bulmer was appointed Vice Chair of Planning & Highways Committee.

**Appeals Committee**
Councillor Williams was proposed by Councillor Baker, seconded by Councillor J Kenton.

There being no there nominations Councillor Williams was appointed Vice Chair of Appeals Committee,

**2025/50** **Appointment of any new committees**
No new Committees were appointed by Council.

**2025/51** **Representatives On External Bodies**

| **Organisation** | 2025/26 |
|---|---|
| Chard Museum | Councillors: Hassan & J. Kenton |

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| | |
|---|---|
| Somerset Association of Local Councils | Councillor Bates |
| Town Team | Councillors: A Kenton & Hassan |
| Clare House | Councillor O'Brien |
| Allotment Association Forum | Councillors Baker & Hassan |
| Chard Area Resilience Group (CARG) | Councillor Hussey |
| Chard Town Council Youth Council | Councillors: Baker, Hussey & Richter |

**2025/52** **Schedule Of Meetings**

**Resolved:** to accept the proposed schedule of yearly meetings with the following amendments:

- Move the Planning & Highway meetings to the same days as the Full Council meetings,
- Move the 10th June Amenities & Events meeting to the 17th June,
- Move the Amenities & Events meeting Tuesday 16th September to Tuesday 23rd September.
- Hold a Full Council meeting 11th August,
- Move the Finance & Audit meeting Tuesday 9th Dec to Monday to 1st December
- Move the Amenities & Events meeting Tuesday 16th December to Tuesday 9th December
- Move the Full Council meeting 22nd December to Monday 15th December

Unanimous.

**2025/53** **Annual Governance Accounting Return**

This item was removed as the Chief Executive & Town Clerk as he is currently seeking more information and had not reived answers to his questions by the time of the meeting.

It was agreed that if Councillors had questions regarding this item they should e-mail the Chief Executive & Town Clerk on an individual basis.

**2025/54** **Date of next Meeting**

Council noted the date of the next Full Council Meeting Monday June 23rd 2025.

There being no other business, The Mayor thanked all those in attendance for coming and closed the meeting at 8.27 pm

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Mayor: Cllr Victoria Bates
Chief Executive & Town Clerk David Bell

# MINUTES

Chard Town **Full Council** meeting held in the Guildhall, Fore Street, Chard, TA20 1PP on **Monday 23rd June 2025** commencing at 19:00pm.

**Councillors Present:** Councillors: Baker, Bates, Bulmer, Hussey, O'Brien & Williams.

**Officers Present:** Chief Executive & Town Clerk, David Bell; Operations Manager, Kevin Dyer; Beverley Newman Democratic Service Officer.

**Public Participation Time**
There were 8 members of the public present. No questions or comments were received.

**Somerset Councillor Reports**
Council received updates from Unitary Councillors: Jason Baker

**Section 1 Standing Items:**

**2025/55** **Apologies for Absence**
Council received apologies from the following Councillors;
Crook, Eggins, Hassan, A Kenton, J Kenton, Shortland, Richter, Watson

Proposed: Councillor Bulmer Seconded: Councillor Williams
Unanimous

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

**2025/56** **Declarations of Interest**
The following declarations were made:

- Councillor Baker declared an interest in agenda items relating to Bath Street Toilets. This building is currently owned by Somerset County Council. Cllr Baker is also a Unitary Cllr.
- Councillor O'Brien declared an interest in agenda items relating to Youth Provision. Cllr O'Brien is currently the Chair for CYAC.

**2025/57** **Council Meeting Minutes**
Cllr Baker stated the minutes 12th May should not be accepted due to a number of things, one was the incorrect wording of agenda item 2025/30: 'Flooding in Chard – Funding Support'

Cllr Baker continued talking about minutes stating he felt that council business was being held up due to their untimely completion and suggested that all outstanding minutes be brought to an Extraordinary Full Council meeting so they could be ratified and all recommendations from other Committees could be progressed.

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**2025/58** **Financial Checks**

**i) Reconciliation Of Bank Account**

Full Council noted. No proposal to resolve was made.

**ii) Payments Check**

- To note the payment list for April 25 (Appendix 2) and **resolve** to approve
- To note the payment list for May 25 (Appendix 3) and **resolve** to approve
- To note the petty cash payment list for April 25 (Appendix 4) and **resolved** to approve
- To note the petty cash payment list for May 25 (Appendix 5) and **resolve** to approve
- To note payments and invoices have been checked by Councillors who are Chard Town Council bank signatories
-

For all the above: Full Council noted. No proposal to resolve was made

**iii) Budget Report**

Committee noted the report.

**iv) Reserve**

This item was deferred. Officers were requested to identify a previous resolution that shows Council agreed to the transfer of £6,000 from Ear Marked Reserves (EMR) for 'Play Equipment'

**Section 2 Items To Note**

**2025/59** **Mayors Updates & Announcements**

The Mayor provided updates on her (and Deputy Mayor) recent engagements and activities.

The Mayor announced the recent resignation of Cllr Webb.

**2025/60** **Chief Executive & Town Clerk Updates.**

**i. Youth Provision In Chard - Update**

The Steering Group was formed and usually meets on a weekly basis. An update was given later on this meeting.

**ii. Electoral Review of Somerset Council: Draft Recommendations**

Councillors were asked to note the documents contained, consult with their electorate on this recent communication and comment to Somerset Council if appropriate.

**iii. Councillor Surgeries 2025/26**

A proposed timetable for Councillor Surgeries was provided. Councillors were asked to make alternative arrangements with fellow Councillors should the dates appointed be unsuitable. It was noted Cllr Webb's allotted surgery date would need to be filled and requested the Councillor Surgery Timetable be published as soon as possible.

**iv. Review Of Policies & Associated Documents**

A timetable for review of policies and associated documents is commencing and will continue in coming months with items brought to Committee or working Group if required, and Full Council for approval.

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Proposed: Councillor Bates Seconded: Councillor Baker
Unanimous

**Resolved:** For Council to agree a Working Group at the next Full Council meeting to work in partnership with Officer on this project.

**v. Road Safety In Chard Wider Area**

Several complaints and observations have been made about perceived vehicle and pedestrian conflict along with general speeding in the wider Chard area. Whilst this could be considered a Somerset Council Highway Authority or Police matter, the Town Council can implement some types of schemes to calm traffic. To date, some basic information such as covert radar has been undertaken along with personal injury incident data analysis, discussions with Somerset Road Safety and the Police. When a preliminary overview of the situation has been completed, it is the intention to bring an item to Full Council.

**vi. Complaints Procedure**

A review of the Complaints Procedure has commenced and will be reported to Full Council in due course. There is a need for any organisation to understand the background to and resolve complaints and, since the escalation of social media, this is increasing in importance.

**vii. Bath Street Toilets**

An update on Bath Street toilets was given.

**viii. Review Of The Scheme Of Delegation And Amendments to Standing Orders**

Reviews of these two documents have commenced and will be reported to Full Council for approval in due course**.**

**2025/61 Confirmation Of Arrangements For Insurance Cover In Respect Of All Insured Risks.**

Committee noted the insurance had been reviewed renewed.

**Section 3 – Items For Discussion & Decision**

**2026/62 Selection Of The Grants Sub-Committee**

Council ratified the membership of the Finance & Audit Grants Sub-Committee, as agreed at the Finance & Audit meeting (23rd June 2025). Cllr Hussey was invited to the sub-committee and accepted. Finance & Audit Grant sub-committee now comprises:

- Cllr Baker
- Cllr Bates
- Cllr Bulmer
- Cllr Hussey
- Cllr O'Brien
- Cllr Williams

**2025/63 Internal Audit Report**

Proposed: Councillor Baker Seconded: Councillor Hussey
Unanimous

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**Resolved:** Council considered and adopted the Internal Report while noting and acknowledging the areas stipulated for improvement within the report.

**2025/64 Annual Governance & Accountability Return (AGAR) 2024/25 & Accounting Statements 2024/25**

**i) Annual Governance Statement**
Council considered Section 1 of the Annual Governance Statement.
The statement was signed by the Mayor and the Chief Executive & Town Clerk.

**ii) Accounting Statements**
Proposed: Councillor Baker Seconded: Councillor Bulmer
Unanimous

**Resolved:** Council reviewed and completed Section 2 of the Annual Governance Statement. The statement was signed by the Mayor and the Chief Executive & Town Clerk. (currently acting RFO)

**iii) AGAR Internal Audit Section.**
Proposed: Councillor Baker Seconded: Councillor Hussey
Unanimous

**Resolved:** Council reviewed the Internal Audit section of the AGAR

**iv) Completion the Annual Governance & Accountability Return (AGAR) is required to be publicly displayed. By no later than 1st July 2025**
Council noted this requirement.

**2025/65 Annual Subscriptions Renewals:**
Proposed: Councillor Bulmer Seconded: Councillor Hussey
Unanimous

**Resolved:** Council questioned some subscriptions but agreed the following annual subscriptions.

| Organisation | Cost |
|---|---|
| Somerset Association of Local Councils | £1,816.40 |
| Guild of Macebearers & The Ancient and Honourable Guild of Town Criers | £40 |
| Grants Online | £125.00 |
| Rural Market Towns | £172.62 |
| National Association British Market Authorities (NABMA) | £484.00 |
| Information Commissioner's Office (ICO) | £55.00 |
| Zoom | 12.99 p.m. |

**2025/66 Increasing Concern Over Alleged Lack Of Highway Maintenance On Public Highway Roads In The Chard Area**
Proposed: Councillor Bulmer Seconded: Councillor Baker
Unanimous
**Resolved:** Council agreed for a letter to be sent to Somerset Council on behalf of Chard Town Council, to include evidence, written by Chief Executive & Town Clerk in collaboration with Cllr Bulmer, inviting a Chard County Councillor to contribute.

**2025/67 Youth Provision In Chard – Reports From The Steering Group**

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Proposed: Councillor Baker Seconded: Councillor Bulmer
Unanimous

**Resolved:** Council agreed to;
a) The balance of the grant be ringfenced for "Youth Provision In Chard"

b) The Chief Executive & Town Clerk, in consultation with the Chair of the Steering Group, be authorised to spend a maximum of £10,000 (out of the 40k grant), as a partnership contribution to facilitate summer provision – format yet to be decided. This equates to the portion of the original grant that would have been spent over the summer period.

c) Continue negotiations with Somerset Council regarding the youth club building and to bring a recommendation back to Full Council once a suitable agreement has been gained and the surveyors report has been completed.

d) Delegate to the Chair of the Steering Group and Chief Executive & Town Clerk to progress discussions with Holyrood school with a view to employing a Youth Co-ordinator potentially using some of the budget available from the school project and for this person to be line managed by Holyrood School.

**2025/68** **Bath Street Toilets**

Council noted the briefing paper provided.
Proposed: Councillor Baker Seconded: Councillor O'Brien
Unanimous

**Resolved:** Council agreed for the Chief Executive & Town Clerk to;

a) Enter into a Gentleman's Agreement (not a contract as explained in the body of the update), to open these facilities as soon as possible, on behalf of the Town Council, with Somerset Council.

b) To arrange for re-quotations for the opening, closing and cleaning and, if necessary, bring the financial matters back to Committee and/or Full Council where any previous agreed conditions and financial matters are not met.

c) To discuss with Somerset Council Officers the draft Heads of Terms and draft Lease and bring back to Full Council in due course.

d) As a result of further update as of today, (23rd June 2025), having attempted to gain quotations to complete a Deep Clean, 11 separate companies were contacted, only 1 response was received, at a value of £1,950.
Agreed to accept this quotation and proceed with the work.

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**2025/69** **Date of next Meeting**

Council noted the next Full Chard Town Council meeting is Monday 28th July 2025. Council also noted the additional *Informal* meeting Monday 7th July. Both meetings will be held at The Guildhall, Fore Street, Chard TA20 1PP and commence at 7pm

Proposed: Councillor Baker Seconded: Councillor Williams
Unanimous

**Resolved**: For Council to hold an Extraordinary Full Council meeting in relation to Youth Council provision and to start at 18.30.

There being no other business, The Mayor thanked all those in attendance for coming and closed the meeting at 21.15 pm

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Chief Executive & Town Clerk David Bell

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**Councillors Present:** Councillors: Bates, Bulmer, Crook, Eggins, Hussey, A Kenton, J Kenton, O'Brien, Richter & Shortland.

**Officers Present:** Chief Executive & Town Clerk, David Bell; Beverley Newman Democratic Service Officer.

**Public Participation Time**
There were 6 members of the public present. No questions or comments were received.

**Somerset Councillor Reports**
Council received updates from Unitary Councillor J Kenton

**Section 1 Standing Items:**

**2025/76** **Apologies for Absence**
Council received apologies from the following Councillors;
Baker, Hassan, Watson & Williams

Proposed: Councillor J Kenton Seconded: Councillor Eggins
Unanimous

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

**2025/77** **Declarations of Interest**
Cllrs J Kenton, Bulmer and Shortland checked with the Chief Executive & Town Clerk regarding agenda item 2025/82, first point. The Chief Executive & Town Clerk confirmed as this item was for noting only no declarations were required.

**2025/78** **Council Meeting Minutes**
The Chief Executive & Town Clerk withdrew Full Council draft minutes for the 12th May 27th May & 23rd June for Full Council approval, explaining that in the spirit of working together amendments had been received, that these would be considered and an amended draft version circulated. However, going forward amendments ARE requested before the meeting i.e. after the summons e-mail containing the draft minutes, or before the meeting.
The minutes for the Extraordinary Full Council 18th July 2025 meeting remained on the agenda for approval.

Proposed: Councillor J Kenton Seconded: Councillor Eggins
For: 7 Abstain: 3

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**Resolved**: For Council to approve the draft minutes of the 18th July 2025 extraordinary Full Council meeting

**2025/79** **Committee Meeting Minutes**

The Chief Executive & Town Clerk withdrew the minutes from the Amenities & Events meetings; 11th March and 17th June 2025, as for Full Council previous sets of minutes, explaining that in the spirit of working together amendments had been received, that these would be considered and an amended draft version circulated. However, going forward amendments are requested before the meeting i.e. after the summons e-mail containing the draft minutes, or before.

The minutes for the HR meetings 7th May & 14th July 2025 meeting remained on the agenda for noting and the recommendations within for approval.

Committee noted the HR minutes for the 7th May & 14th July 2025.

- For Full Council to consider the recommendation from 7th May HR Committee meeting.

  Proposed: Cllr Bulmer Seconded: Cllr Shortland
  Unanimous

  **Resolved:** Full Council approved the HR committee recommendation that all HR committee members undertake HR training and that relevant training for Finance & Audit, Amenities & Events and Planning & Highways Committees be considered.

- For Council to consider the recommendations made from 14th May HR Committee meeting.

  Proposed: Cllr Eggins Seconded: Cllr Richter
  Unanimous

  **Resolved:** Full Council approved the HR committee recommendations that;

  - Standing orders should include a requirement **all** council members should undertake the "The council as an employer" (Provided by SALC)

  - Standing orders should include a requirement **all** HR and Appeals Committee members are required to undertake **a more in-depth Employment course** than the "The council as an employer" (Provided by SALC).

**2025/80** **Financial Checks**

- **Reconciliation Of Bank Account**
  For Full Council to approve the bank statements at 30/05/25 as accurate against the internal bank reconciliation.

  Proposed: Cllr J Kenton Seconded: Cllr Eggins
  Unanimous

- **Payment Checks**

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For Full Council to approve the payments and petty cash payments for April & May 2025

Proposed: Cllr Eggins Seconded: Cllr J Kenton
Unanimous

For Full Council to approve the payments and petty cash payments for June 2025.

Proposed: Cllr Eggins Seconded: Cllr Crook
Unanimous

**Section 2: Items To Note**

**2025/81**
**Mayors Updates & Announcements**

The mayor started her updates by extending a heartfelt official Chard Town Council 'well done' to The Women's English football team for winning the European Cup. The mayor then provided updates on her recent engagements and activities which included:

- Attendance at the Numatics Show held at Holyrood school, a wonderful event that brought the town together and raised considerable monies for several charities.
- Attendance at the poetry event
- Watching the wonderful Clocks production of the Sound Of Music
- Attendance at various openings to include an amazing Art Exhibition at Jenny's Cafe.

**2025/82 Chief Executive & Town Clerk Updates.**

- **Youth Provision In Chard – Update**
  The Chief Executive & Town Clerk Gave a comprehensive update of the current situation to include recent discussions from the last meeting & further stated that this project continues to progress at a pace.

- **7th July Informal Workshop**
  The Chief Executive & Town Clerk acknowledged the preparation work Cllr J Kenton undertook for this workshop to take place and her facilitation of the event. That the items listed below were all considered to be pieces of work required to be undertaken (and that Council had previously agreed to). Some of these related to 'Devolution' – this is not an exhaustive list:

  - Bath Street Toilets and Adjacent Parking Spaces for a possible Changing Places Toilet.
  - Bonfield Way Allotments
  - All Parks & Play Areas
  - Open Spaces including Mitchell Gardens
  - Verge & Sightline Cutting
  - Footpaths (PROW) as per the Definitive Map.
  - Shrub Beds including raised planters
  - Youth Club Building
  - Beacon
  - Street Cleaning
  - Boden Centre
  - Leisure Centre

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- High Street/Fore Street Rills

Councillor Bates commented that one item also discussed at the workshop not on this list was the Mess Room for the Amenities Team and all Councillors in attendance had commented on their agreement for this being a priority.

Councillor J Kenton commented there were 25 items in total which had all been previously resolved by Council to act on. She further explained the process taken at the workshop for informally prioritising these items and asked if those councillors unable to attend the workshop would participate in the same process via e-mail with her.

Councillor Bulmer enquired of the Chiel Executive & Town Clerk whether he had any further information on a start time for the devolution as this would impact on those items listed in terms of them being actioned.

Chief Executive & Town Clerk replied when last asked of Somerset Council the date given was the 1st April 2026, however he was hopeful that once officer to officer dialogue began on distinct pieces of work this date could move forward.

**Section 3 – Items For Discussion & Decision**

**2025/83 Committee Membership**

- **HR Committee – election of replacement committee member**
  For Council nominate a committee member for the HR Committee and select a new member.

  Cllr Eggins nominated Cllr Crook, seconded by Cllr Bulmer and Cllr Crook accepted the nomination.

  Council voted on this nomination :
  For 5 Against 5 (6 to include the Mayors casting vote)

  Cllr J Kenton nominated Cllr Baker, seconded by Cllr O'Brien and Cllr Baker accepted the nomination prior to the meeting.

  For: 5 (6 to include the Mayors casting vote Against: 5

  **Resolved:** That Cllr Baker become the replacement member of the HR Committee.

- **HR Committee election of Vice Chair**
  For Council to nominate and select the Vice Chair for the HR Committee

  Cllr J Kenton nominated Cllr Shortland, Cllr O'Brien seconded, and Cllr Shortland accepted.

  Council voted on this nomination :
  For 5 (6 to include the Mayors casting vote) Against 5

  Cllr Eggins nominated Cllr Bulmer, Cllr Richter seconded, and Cllr Bulmer accepted the nomination.

  Council voted on this nomination :
  For 5 Against 5 (6 to include the Mayors casting vote)

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**Resolved:** That Cllr Shortland becomes the Vice Chair of the HR Committee

- **Committees and subcommittees**
  Committees:
  Cllr Eggins requested to be on the Finance & Audit, Amenities & Events and the Planning & Highways committees

  Proposed Cllr J Kenton Seconded Cllr Shortland
  Unanimous

  Resolved: Cllr Eggins is now a member of the Finance & Audit, Amenities & Events and the Planning & Highways committees.

  Appeals Committee:
  Cllr Eggins nominated Cllr Crook to be on the Appeals Committee, seconded by Cllr Richter, Cllr Crook accepted the nomination.

  No other nominations were made.

  **Resolved:** That Cllr Crook is a member of the Appeals Committee

  Grants Sub-committee:

  Proposed Cllr J Kenton Seconded Cllr Shortland
  Unanimous

  **Resolved:** That Cllrs J. Kenton, A. Kenton & Eggins be members the Grants Sub-committee and that when this Committee first meets, they elect the chair.

**2025/84 Councillor Motions:**

- **CCTV Cameras – Cllr Baker**
  The Mayor deferred this motion due to the absence of Cllr Baker, there by not being able to put the motion or answer any questions regarding it.

- **Schedule of Committee meetings – Cllr J Kenton**
  Cllr J Kenton read her motion to the Council, reiterating her reasoning behind it & requesting on a bimonthly basis the Full Council could look to the Full Council to meeting the third Monday of the month to enable her to attend the Coombe St Nicolas Parish Council meetings.

  Proposed Cllr J Kenton Seconded Cllr Shortland
  Unanimous

  **Resolved:** For the Chief Executive & Town Clerk to look at changing some full council dates in line with Cllr Kenton's motion and re-circulate to the Council

**Section 4 Confidential**

**2025/85 Exclusion of Public and Press**

Proposed Cllr J Eggins Seconded Cllr J Kenton
Unanimous

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**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.

**2025/86** **Jocelyn Park**

The Chief Executive & Town Clerk presented a paper on this agenda item. A full discussion followed resulting in 3 recommendations which were unanimously resolved. *Confidential notes*

**2025/87** **HR Consultancy**

Council discussed this item and reached unanimous conclusion. *Confidential notes*

**2025/88** **Overtime & Vacancies**

- **Contracts of Spinal Column Point 12 & below**

  Proposed Cllr Eggins — Seconded Cllr Bulmer
  For: 6 — Abstain: 4

  **Resolved:** That contracts of scale point 12 and below are changed to allow overtime payments, in addition to the opportunities or allow toil.

- **Cleaner & Stakeholder Liaison costs**

  Proposed: Cllr Bulmer — Seconded: Cllr Crook
  For: 8 — Abstain: 2

  **Resolved:** To acknowledge the current recruitment process for the positions as stated in the HR meeting and minutes and note the current terms and conditions of the Town Clerk's contract allowing this position to be advertised and appointed. The bid process and proposal has been to Full Council and the Kind Chard project agreed.

**2025/89** **IT Systems and Audio Equipment Updates**

The Chief Executive & Town Clerk provided an oral account of a potential data security situation, steps taken to mitigate and actions taken to prevent further instances of a similar nature.

**2025/90** **Date of next Meeting**

Council noted the next Full Chard Town Council meeting is Monday 11th August 2025. To be held at The Guildhall, Fore Street, Chard TA20 1PP and commence at 7pm

There being no other business, The Mayor thanked all those in attendance for coming and closed the meeting at 22.15 pm

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## Payment List July 2025

F/Council 18th August 2025-95 a)

| Voucher Number | Date | Net | VAT | Total | Description | Supplier |
|---|---|---|---|---|---|---|
| 289 | 24.07.2025 | £0.00 | £0.00 | £0.00 | Room Hire | Lexia Education Services Ltd. |
| 288 | 28.07.2025 | £25,767.78 | £0.00 | £25,767.78 | Payroll -Salaries | Chard Town Council |
| 287 | 28.07.2025 | £149.70 | £29.94 | £179.64 | Waste collection | Veolia |
| 286 | 25.07.2025 | £79.77 | £15.95 | £95.72 | Mobile phones | Vodafone |
| 285 | 23.07.2025 | £975.00 | £195.00 | £1,170.00 | Bath Street toilet-Cleaning | Rainbow Restoration |
| 284 | 22.07.2025 | £41.76 | £2.09 | £43.85 | Recreational Ground Electricity | WME |
| 283 | 22.07.2025 | £45.32 | £2.27 | £47.59 | Cemetery Electricity | WME |
| 282 | 01.08.2025 | £20.80 | £0.00 | £20.80 | Bank/Service charges | Lloyds bank |
| 281 | 18.07.2025 | £52.50 | £10.50 | £63.00 | Advertising | NEWSQUEST |
| 280 | 18.07.2025 | £33.95 | £6.79 | £40.74 | Dog bin bags | JEWSON |
| 279 | 18.07.2025 | £118.77 | £23.75 | £142.52 | Equipment | JEWSON |
| 278 | 18.07.2025 | £379.05 | £0.00 | £379.05 | Water & Sewerage Services | Water2business |
| 277 | 18.07.2025 | £189.00 | £37.80 | £226.80 | AOV Maintenance | Coomber Security Systems Ltd |
| 276 | 18.07.2025 | £52.68 | £0.00 | £52.68 | Equipment | Eagle Plant |
| 275 | 18.07.2025 | £128.40 | £25.68 | £154.08 | Water | Aquaid |
| 274 | 18.07.2025 | £25.00 | £5.00 | £30.00 | Mobile phones | Aro |
| 273 | 18.07.2025 | £25.00 | £5.00 | £30.00 | Mobile phones | Aro |
| 272 | 16.07.2025 | £40.25 | £2.01 | £42.26 | Boden Street Electricity | WME |
| 271 | 16.07.2025 | £81.88 | £4.09 | £85.97 | Recreational Ground Electricity | WME |
| 270 | 16.07.2025 | £1,130.70 | £226.14 | £1,356.84 | Guildhall Electricity | WME |
| 269 | 16.07.2025 | £47.91 | £9.58 | £57.49 | Guildhall Electricity | WME |
| 268 | 16.07.2025 | £202.65 | £40.53 | £243.18 | Guildhall Gas | WME |
| 267 | 16.07.2025 | £253.95 | £50.80 | £304.75 | Fuel | Fuel Genie |
| 266 | 15.07.2025 | £48.18 | £9.64 | £57.82 | Mobile phones | EE |
| 265 | 14.07.2025 | £7.00 | £0.00 | £7.00 | Staff debit card error | Kevin Dyer |
| 264 | 19.07.2025 | £22.59 | £0.00 | £22.59 | Bank/Service charges | Lloyds bank |
| 263 | 02.07.2025 | £12.99 | £0.00 | £12.99 | Monthly subscription | ZOOM |
| 262 | 01.07.2025 | £25.00 | £0.00 | £25.00 | Bank/Service charges | Lloyds bank |
| 261 | 08.07.2025 | £25.00 | £0.00 | £25.00 | Eye test reimbursement | Julie Finbow-Hussey |
| 260 | 08.07.2025 | £192.50 | £0.00 | £192.50 | Internal Audit | Per Pro Services Ltd |
| 259 | 08.07.2025 | £1,927.66 | £385.53 | £2,313.19 | White Diesel | Certas Energy |
| 258 | 08.07.2025 | £250.00 | £0.00 | £250.00 | Promotional material VJ Day | Chard & District Museum |
| 257 | 08.07.2025 | £25.00 | £5.00 | £30.00 | Road closure signs | The Graphics Factory |
| 256 | 08.07.2025 | £95.00 | £19.00 | £114.00 | Crowd Control Barriers | Purple Hire |
| 255 | 08.07.2025 | £1,500.00 | £300.00 | £1,800.00 | Locum fees | SLCC |
| 254 | 08.07.2025 | £274.05 | £0.00 | £274.05 | Flight ticket -Helmstedt visit | Chard Town Council |
| 253 | 08.07.2025 | £20.99 | £4.23 | £25.22 | Male to Male adapter XLR Coupler | Amazon |
| 252 | 08.07.2025 | £16.84 | £3.39 | £20.23 | Mic barrel extension connectors | Amazon |
| 251 | 08.07.2025 | £42.43 | £8.48 | £50.91 | Extension lead Surge protector | Amazon |
| 250 | 08.07.2025 | £44.53 | £8.91 | £53.44 | Mic cables | Amazon |
| 249 | 10.07.2025 | £500.00 | £0.00 | £500.00 | Town Crier Honorarium | Town Crier |
| 248 | 08.07.2025 | £500.00 | £0.00 | £500.00 | Mace Bearer Honorarium | Mace Bearer |
| 247 | 10.07.2025 | £7,244.92 | £0.00 | £7,244.92 | Pension Payment | Somerset Council Pension Fund |
| 246 | 10.07.2025 | £9,360.94 | £0.00 | £9,360.94 | PAYE & NI Payment | HMRC |
| 245 | 10.07.2025 | £275.00 | £55.00 | £330.00 | Skip hire | Biffa Waste Management |
| 244 | 10.07.2025 | £299.77 | £59.95 | £359.72 | Janitorial | MYCLEAN |
| 243 | 10.07.2025 | £46.20 | £0.00 | £46.20 | Water & Sewerage Services | Water2business |
| 242 | 10.07.2025 | £177.86 | £0.00 | £177.86 | Water & Sewerage Services | Water2business |
| 241 | 10.07.2025 | £230.00 | £46.00 | £276.00 | Scribe subscriptions | Scribe |
| 240 | 10.07.2025 | £57.00 | £11.40 | £68.40 | Cemetery subscription | Scribe |
| 239 | 10.07.2025 | £11,660.00 | £2,332.00 | £13,992.00 | Arboriculture | Fern Garden & Tree Services |
| 238 | 10.07.2025 | £448.80 | £89.76 | £538.56 | Plants | Fern Garden & Tree Services |
| 237 | 10.07.2025 | £9.60 | £1.92 | £11.52 | IT | AF-IT |
| 236 | 10.07.2025 | £98.97 | £19.79 | £118.76 | Broadband | AF-Connect |

## Payment list - Petty Cash July 2025

| Voucher No. | Date | Net | VAT | Total | Description | Supplier |
|---|---|---|---|---|---|---|
| 292 | 14.07.2025 | £12.49 | £2.50 | £14.99 | Phone cables | The Post Office |
| 291 | 24.07.2025 | £11.87 | £2.37 | £14.24 | Hirers refreshments | Sainsburys |
| 290 | 24.07.2025 | £1.37 | £0.28 | £1.65 | Milk | Sainsburys |
| 235 | 07.07.2025 | £2.99 | £0.60 | £3.59 | Supply key fob battery | Bartlett Park Garage |

SLCC
For Local Council Professionals

| Local Government Services Pay Agreement 2025/26 | | | | | |
|---|---|---|---|---|---|
| | 01-Apr-24 | | 01-Apr-25 | | Scale ranges |
| SCP | £ per annum | * £ per hour | £ per annum | * £ per hour | Based on SCP |
| 2 | £23,656 | £12.26 | £24,413 | £12.65 | Below LC Scale (for staff other than clerks) |
| 3 | £24,027 | £12.45 | £24,796 | £12.85 | |
| 4 | £24,404 | £12.65 | £25,185 | £13.05 | |
| 5 | £24,790 | £12.85 | £25,583 | £13.26 | |
| 5 | £24,790 | £12.85 | £25,583 | £13.26 | LC1 (below substantive range) |
| 6 | £25,183 | £13.05 | £25,989 | £13.47 | |
| 7 | £25,584 | £13.26 | £26,403 | £13.69 | LC1 (substantive benchmark range) |
| 8 | £25,992 | £13.47 | £26,824 | £13.90 | |
| 9 | £26,409 | £13.69 | £27,254 | £14.13 | |
| 10 | £26,835 | £13.91 | £27,694 | £14.35 | |
| 11 | £27,269 | £14.13 | £28,142 | £14.59 | |
| 12 | £27,711 | £14.36 | £28,598 | £14.82 | |
| 13 | £28,163 | £14.60 | £29,064 | £15.06 | LC1 (above substantive range) |
| 14 | £28,624 | £14.84 | £29,540 | £15.31 | |
| 15 | £29,093 | £15.08 | £30,024 | £15.56 | |
| 16 | £29,572 | £15.33 | £30,518 | £15.82 | |
| 17 | £30,060 | £15.58 | £31,022 | £16.08 | |
| 18 | £30,559 | £15.84 | £31,537 | £16.35 | LC2 (below substantive range) |
| 19 | £31,067 | £16.10 | £32,061 | £16.62 | |

| | | | | | |
|---|---|---|---|---|---|
| 20 | £31,586 | £16.37 | £32,597 | £16.90 | |
| 21 | £32,115 | £16.65 | £33,143 | £17.18 | |
| 22 | £32,654 | £16.93 | £33,699 | £17.47 | |
| 23 | £33,366 | £17.29 | £34,434 | £17.85 | |
| 24 | £34,314 | £17.79 | £35,412 | £18.35 | LC2 (substantive benchmark range) |
| 25 | £35,235 | £18.26 | £36,363 | £18.85 | |
| 26 | £36,124 | £18.72 | £37,280 | £19.32 | |
| 27 | £37,035 | £19.20 | £38,220 | £19.81 | |
| 28 | £37,938 | £19.66 | £39,152 | £20.29 | |
| 29 | £38,626 | £20.02 | £39,862 | £20.66 | LC2 (above substantive benchmark range) |
| 30 | £39,513 | £20.48 | £40,777 | £21.14 | |
| 31 | £40,476 | £20.98 | £41,771 | £21.65 | |
| 32 | £41,511 | £21.52 | £42,839 | £22.20 | |
| 33 | £42,708 | £22.14 | £44,075 | £22.85 | LC3 (below substantive range) |
| 34 | £43,693 | £22.65 | £45,091 | £23.37 | |
| 35 | £44,711 | £23.17 | £46,142 | £23.92 | |
| 36 | £45,718 | £23.70 | £47,181 | £24.46 | |
| 37 | £46,731 | £24.22 | £48,226 | £25.00 | LC3 (substantive benchmark range) |
| 38 | £47,754 | £24.75 | £49,282 | £25.54 | |
| 39 | £48,710 | £25.25 | £50,269 | £26.06 | |
| 40 | £49,764 | £25.79 | £51,356 | £26.62 | |
| 41 | £50,788 | £26.32 | £52,413 | £27.17 | |
| 42 | £51,802 | £26.85 | £53,460 | £27.71 | |

| | | | | | |
|---|---|---|---|---|---|
| 43 | £52,805 | £27.37 | £54,495 | £28.25 | LC3 (above substantive benchmark range) |
| 44 | £54,071 | £28.03 | £55,801 | £28.92 | |
| 45 | £55,367 | £28.70 | £57,139 | £29.62 | |
| 46 | £56,708 | £29.39 | £58,523 | £30.33 | LC4 (below substantive range) |
| 47 | £58,064 | £30.10 | £59,922 | £31.06 | |
| 48 | £59,300 | £30.74 | £61,198 | £31.72 | |
| 49 | £60,903 | £31.57 | £62,852 | £32.58 | |
| 50 | £62,377 | £32.33 | £64,373 | £33.37 | LC4 (substantive benchmark range) |
| 51 | £63,881 | £33.11 | £65,925 | £34.17 | |
| 52 | £65,943 | £34.18 | £68,053 | £35.27 | |
| 53 | £68,000 | £35.25 | £70,176 | £36.37 | |
| 54 | £70,065 | £36.32 | £72,307 | £37.48 | |
| 55 | £72,145 | £37.39 | £74,454 | £38.59 | LC4 (above substantive benchmark range) |
| 56 | £74,198 | £38.46 | £76,572 | £39.69 | |
| 57 | £76,277 | £39.54 | £78,718 | £40.80 | |
| 58 | £78,315 | £40.59 | £80,821 | £41.89 | |
| 59 | £80,247 | £41.59 | £82,815 | £42.93 | |
| 60 | £82,221 | £42.62 | £84,852 | £43.98 | |
| 61 | £84,243 | £43.67 | £86,939 | £45.06 | |
| 62 | £86,319 | £44.74 | £89,081 | £46.17 | |

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Annual Council Meeting 27th May 2025 Agenda Item: 2025/52 –

**Amended Meeting Schedule 2025/2026 as per F/Council resolution 28/07/25 agenda item 2025/84 2nd point.**

| May 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Annual Full Council (End of Year) | Monday 27th | 7:00pm |

| June 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Planning & Highways | Monday 9th | 6:00pm |
| Finance & Audit<br>(As requested May 12th 2025 meeting) | ~~Monday 9th~~<br>Monday 16th | 7:00pm |
| Amenities & Events | Tuesday 17th | 7.00pm |
| F&A Ext | Monday 23rd | 18.00 |
| Full Council | Monday 23rd | 7.00pm |

| July 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Actions meeting – Informal<br>CETC & Cllr J Kenton | Monday 7th | 7.00pm |
| HR | Mon 14th | 7.00pm |
| ~~Amenities & Events~~ Cancelled | Tuesday 15th | 7:00pm |
| Ext Full Council | Friday 18th | |
| Finance & Audit | Tuesday 22nd | 7:00pm |
| Planning & Highways | Monday 28th | 6:00pm |
| Full Council | Monday 28th | 7:00pm |

| August 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Training | Monday 4th | 7.00pm |
| Planning & Highways | Monday 11th | 6:00pm |
| Full Council * | Monday 18th | 7.00 pm |
| HR | Tuesday 26th | 6.00 pm |

| September 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Amenities & Events | Tuesday 23rd | 7:00pm |
| Planning & Highways | Monday29th | 6:00pm |
| Full Council | Monday 29th | 7.00pm |

| October 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Finance & Audit | Tuesday 7th | 7.00pm |
| Amenities & Events | Tuesday 14th | 7.00pm |
| Planning & Highways | Monday 20th | 6:00pm |
| Full Council * | Monday 20th | 7:00pm |

| November 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| HR | Tuesday 4th | 7.00pm |
| Amenities & Events | Tuesday 11th | 7:00pm |
| Planning & Highways | Monday 24th | 6:00pm |
| Full Council | Monday 24th | 7:00pm |

**NB**

* Indicates F/C 3rd Monday P&H have also changed.

As well as the requested amendments to the yearly meeting schedule, (F/Council 27th May 2025), please note the following:

The Planning & Highway Meetings will commence at 6.00 p.m.

Dates may vary from those scheduled according to the timing of received and 'Consultation' end date of Planning Applications

**Amended Meeting Schedule 2025/2026 as per F/Council resolution 28/07/25 agenda item 2025/84 2nd point.**

| December 2025 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Finance & Audit (Budget) | Tuesday 2nd | 7:00pm |
| Amenities & Events | Tuesday 9th | 7.00pm |
| Planning & Highways | Monday 15th | 6:00pm |
| Full Council * | Monday 15th | 7.00pm |

| January 2026 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Amenities & Events | Tuesday 13th | 7:00pm |
| Finance & Audit | Tuesday 20th | 7:00pm |
| Planning & Highways | Monday 26th | 6:00pm |
| Full Council | Tuesday 26th | 7:00pm |

| February 2026 | | |
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| **Committee** | **Date** | **Time** |
| Amenities & Events | Tuesday 10th | 7.00pm |
| Planning & Highways | Monday 16th | 6:00pm |
| Full Council * | Monday 16th | 7.00pm |

| March 2026 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| HR | Tuesday 10th | 7:00pm |
| Amenities & Events | Tuesday 17th | 7:00pm |
| Planning & Highways | Monday 23rd | 6:00pm |
| Full Council | Monday 23rd | 7:00pm |

| April 2026 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Amenities & Events | Tuesday 7th | 7:00pm |
| Finance & Audit | Tuesday 14th | 7.00pm |
| Planning & Highways | Monday 20th | 6:00pm |
| Full Council * | Monday 20th | 7:00pm |
| Annual Town's Meeting | Monday 27th | 7:00pm |

| May 2026 | | |
|---|---|---|
| **Committee** | **Date** | **Time** |
| Amenities & Events | Tuesday 12th | 7:00pm |
| Planning & Highways | Monday 25th | 6:00pm |
| Annual Full Council | Monday 25th | 7:00pm |

## 1 Introduction

1.1 Since the formation of Chard Town Council under Local Government reorganisation in 1974, this authority has been tasked with undertaking a range of responsibilities on behalf of the local community.

1.2 These responsibilities, whilst not being on the scale of, say, a Highway Authority at a County level are nevertheless key components of local community services.

1.3 At the heart of this service provision is the concept that the Councillors (in the corporate structure within formal meetings and their role as an elected representative for the Wards) and Officers are here to serve the community.

1.4 Over time matters evolve, local issues arise at short notice and a range of unexpected subjects need to be considered and, possibly, addressed. However, since my arrival at this council, we have been investigating and focusing on a wide range of topics based on transformation and culture change. This item paper can be viewed as part of an evolving, strategic approach to provide focus for the work of the Council and how it interacts with our community. Within this pragmatic approach there are two sections. These are:

- The first, the agreement by Full Council of a flexible list of priorities.
- The second (likely at tbios updatehe September 2025 meeting) the agreement of an organisation structure to support the priorities whilst maintaining (and, if possible, enhancing) our commitment to the community and our operating interface with it.

1.5 The positive improvements already made in the recent few months should not be underestimated. The wider community is gathering pace in matters such as inclusivity and working together and it is important to remember that the community plays a significant part in working with the Council to facilitate, improve and drive our community values and needs forward. This can not be a one-sided approach.

1.6 The agreement of a Council led Strategy is but the first part of this phase and will need support in partnership working, some of which is already taking place.

## 2 Pulling Together The Strands

2.1 An informal session of some Councillors (open to all Councillors and facilitated by Cllr J Kenton) and Officers recently met to brainstorm this matter and map

out a potential way forward. The Officers have further developed these thoughts, leading to the following, broad brush proposals.

2.2 These are not (deliberately) "set in stone" and will need to be flexible and evolve as the work of the Council progresses and reacts to changing circumstances.

2.3 The development of a strategy also involves the planning of processes, inputs, programmes, capacity & capability and outcomes for individual parts of the overall strategy.

## 3 Planning The Strategy

3.1 The basis of the strategy is predicated on simple concepts such as:

- **Services the Council has to provide**. Brief examples are allotments, the cemetery and our parks.
- **Topics that have been discussed and agreed for action by Full Council**. A recent example is provision for young people in our area.
- **Issues that fall within the powers of the Council – to a greater or lesser extent – and, perhaps, may have been raised by the community**. These may involve partnership working with other local authorities, community groups and the like. Whilst this Council has limited powers to, for example, undertake calming of traffic it will not become the Highway Authority because the Act would not allow it as it stands. This would result in partnership working with the Highway Authority (Somerset Council) as it is, legally, the authority with responsibility for highways.
- **Taking on tasks and services currently provided by another local authority**. A recent entry to this arena is what Somerset Council term "devolution". The complexity and cost of these matters should not be underestimated. They may involve the transfer of staff, equipment and other assets and this can be a longer term process – dependent upon the task or service involved.

## 4 Putting Together The Strategy For Discussion And Agreement

4.1 Drawing together items for inclusion is difficult as there is no "one size fits all", it must be seen as flexible, adaptable and updateable according to evolving

circumstances and it is very likely that it will not please everyone across our community.

4.2 With these points in mind, the following barebones strategy is recommended as a starting point for development and support in future years:

**a) Services the Council has to provide**

i) The administration of allotments. Council has a duty "to consider" providing allotments for the people of Chard. Whatever the status of the land in terms of rented, leased or bought outright, this has to be administered by the Officers.

ii) Cemetery, Cemetery Buildings, Car Park and Closed Churchyard. There are significant amounts of work and funding that go into making the cemetery the haven it is and the general upkeep. This Officer on-site work by our Parks Staff and Guildhall based administration will increase as the Council tackles works such as building maintenance issues and the maintenance of monuments. The cemetery car park belongs to and is administered by the Council. The current status of this and any changes will need to be investigated. With regard to the main cemetery monuments area, the Council should follow up on recent specialist survey work and remain compliant with health & safety and duty of care. There are proposals for maintaining and repurposing buildings. These will need the services of skilled and qualified project staff to assist our existing team.

iii) The Guildhall is a publicly funded building where the aims should include maintenance, improved value for money, covering utility costs, better utilisation and being generally fit for purpose and community use. There is a "sinking fund" for expenditure and planned investigation and expenditure includes roof repairs, maintenance of the glass doors along with community benefit developments such as a more community-facing, user-friendly foyer arrangement along with continuous improvement in the level of customer service – perhaps a one-stop-shop possibility across a

wider range of topics, maybe in partnership with our Somerset Council colleagues.

iv) Our Parks, Open Spaces, Council Owned Land & Recreation Buildings. The Council has a duty for upkeep and safety in our parks, open spaces and our land in general. This is a significant task and, if this strategy is agreed, matters such as tree work will be included in a three-year operational plan rolling programme. Programmes are also evolving for matters such as accessible play equipment, an anti-social behaviour strategy (in collaboration with the Police and Crime Commissioner and Local Neighbourhood Policing) and making our parks more attractive to all members of our community.

The Jocelyn Park sport changing facilities are under construction and will soon need a hand-over process. Snagging, along with first and second fix tasks are yet to be undertaken and, again, these will need the services of skilled and qualified project staff to assist our existing team.

v) Our Market Town. Perhaps the most obvious element of being a Market Town is that we need to constantly administer and develop our market offering. Facing facts and observations this is, regrettably in my view, not the level of market provision it should be. The level of Officer time and skill needed to revitalise this should not be underestimated. I see this matter as being a great contributor to an increased sense of self-esteem in our town and along with that bringing increased footfall to assist our commercial community. There, to my knowledge alone, have been several attempts to set up a body representing traders and commercial premises in the town. This does not appear to have worked and needs a fresh approach. Working together, we can make a positive difference for people who live, work and visit our town.

**b) Topics that have been discussed and agreed for action by Full Council**

i) Boundary review November 2024. Council agreed to approach the boundary commission to try and look at the extension of the boundaries of Chard which would include the new estates which currently fall into villages outside Chard. This is not a "take-over" strategy but simply that the occupiers of new premises (given the locations) would likely identify with Chard and use Chard services and infrastructure. It is not reasonable, in my view, for others to have the financial benefits whilst heaping greater burdens on Chard town & parish infrastructure and facilities.

ii) Investigation of flooding related and other emergency matters including the impact on our and from our land and that of our neighbours.

iii) To facilitate ii) above, and working in partnership with multi-agencies, development of an Emergency Plan and Flood Plan. These to be combined with Neighbourhood Planning in order to develop a comprehensive strategy for mitigating impact of development in Chard and the surrounding impacted areas involved with Chard.

iv) The seeking of external grant monies and financial assistance contributions to facilitate and promote projects that benefit the community and assist the Council to improve and maintain standards. One example would be the maintenance of War Memorials and other features that maintain remembrance and are allied to the rich history of the town. Working with organisations such as the Chard Museum is highlighting many aspects of Chard wider area that are of great importance and significance to our town and community. History is made today.

Other examples relate to health & wellbeing in the widest sense, planning for the changing climate and provision for and investing in our young people This is not just about funding. Skills, enthusiasm and experience can contribute on a massive scale. Such matters could be viewed as leaving a sustainable legacy for existing and future generations of our community.

v) Finger post and ancillary signage within the town. This is part of a strategy including matters such as an improved footfall, market offering, the maintenance of public toilet facilities and the overall vision and perception of our town.

vi) Provision Of Chat Benches. This is likely to involve discussions with, and the agreement of, the Highway Authority.

vii) Continued work to implement Full Council decisions taken in recent years.

**c) Issues that fall within the powers of the Council – to a greater or lesser extent – and, perhaps, may have been raised by the community**

i) There are a number of issues raised by the community, either via Ward Councillors or direct with Officers. By far the most common of these relate to road safety (mainly speed and crossing roads), highway matters such as gully clearance, grass cutting on highway verges and general road maintenance and Public Rights of Way maintenance.

Gully emptying requires specialist equipment and disposal of debris. General maintenance of carriageways and footways is not as easy as it may first seem and, again, is specialist work.

However, a preliminary look at some road safety matters raised indicates scope for being involved and working in partnership. To this end, I recommend this council being involved with the investigation of matters such as speed related and injury incident matters – but only in partnership with others. For example, the setting up of a Speed Watch is gaining traction.

Community Speed Watch (CSW) is a national initiative where proactive members of local communities, with the support and supervision of local police, record details of speeding vehicles using approved detection devices, with the overall aim being to improve road safety. The focus is on prevention and additional benefits can include a reduction in anti-social behaviour problems and boosting of community engagement.

ii) Many such matters are raised during the financial year, and it is suggested that these be brought forward as they arise to form a more comprehensive list.

**d) Taking on tasks and services currently provided by another local authority**.

i) The current status in the "devolution" discussions is at Officer-to-Officer level. No tasks have yet been discussed and agreed at Full Council. An <u>indicative list</u> follows; however, it is not exhaustive or in any form of priority order.

- Operation of Bath Street Toilets and discussions with regard to the adjacent parking spaces for a possible Changing Places Toilet.

- Bonfield Way Allotments transfer.
- All parks & play areas including equipment
- Open spaces including Mitchell Gardens
- Verge & Sightline Cutting
- Footpaths (PROW) as per the Definitive Map maintenance as appropriate
- Shrub Beds including raised planters
- Youth Club Building longer term
- Beacon including location
- Street Cleaning and disposal of waste
- Leisure Centre
- High Street/Fore Street/Holyrood Street Rills
- Gully Clearance and disposal
- Minor highway repairs (not yet specified)

**Recommendations:**

a) To agree the matters outlined in Section 4 of this report to form the basis of the initial Chard Town Council Strategy 2025.

b) An organisation restructure be drawn up and costed to facilitate implementation on a rolling programme basis and then brought to Full Council.

David Bell
Chief Executive & Town Clerk