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 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 the incorrect wording of agenda item 2025/30: 'Flooding in Chard – Funding Support'

Cllr Baker stated the minutes 27th May should not be accepted. Details were not provided.

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

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minutes be brought to an Extraordinary Full Council meeting so they could be ratified and all recommendations from other Committees could be progressed.

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.

Action: DSO to ensure the Councillor Surgery timetable gets published.

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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.

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**
Work continues with the potential to "take over" this asset from the current owners and operators, Somerset Council.
A commitment for 25 years may be a significant financial burden to this Council, as it stands, the proposed lease is not likely to allow the aspiration for a "Changing Places Toilet" and the Chief Executive & Town Clerk is not yet able to recommend either the Heads of Terms or the Lease to the Council. This situation may change soon
Meetings are taking place in the run up to this meeting and an update will be given later in this meeting.

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:

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- 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

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

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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**

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 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), as soon as possible, on behalf of the Town Council, with Somerset Council.

b) To arrange for re-quotations 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

MINUTES

Chard Town **Full Council** meeting held in the Guildhall, Fore Street, Chard, TA20 1PP on **Monday 27th May 2025** commencing at 19:00pm.

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's Hs
- 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 Chart 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 Cahir 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 Cahir 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 12th 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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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 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:

Cllr J Kenton stated she wholeheartedly supported doing other work for the wider area but she felt a) & b) of the Chief Executive & Town Clerks recommendations should be treated as two sperate proposals:

a) Should stay as it stands an amendment to the amount required from £2,00 to £3,000 and b) should have the wording …*is not agreed* changed to is agreed, the detail of Bonds Close be removed (as it is dealt with in a)), and for the rest of the recommendation could stay the same.

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

Resolved:
a) Council agreed to the following amended proposal:

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i. That this Council investigates the cause of the excessive water that is travelling through 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 proposal to that recommended by the Chief Executive Town Clerk, outlining his main concerns being Chard Town Council may in committing funding to the wider piece or work (£7,000 being recommended), other parties would assume Chard Twon 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 orgnaisations.

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.

- 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
    - Bates
    - Richter

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- 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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Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Cllr Victoria Bates

Chief Executive & Town Clerk David Bell

MINUTES

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 11th March 2025 at 7pm** in the Guildhall, Fore Street, Chard TA20 1PP.

Present: Councillors; Hussey, Richter, and Williams.

Apologies: Councillors Baker (Chair), Bulmer, J Kenton, Shortland & Watson (Vice Chair)

In Attendance: Chief Executive & Town Clerk (CE&TC) David Bell, Kevin Dyer Deputy Town Clerk & Operations Manager, Beverley Newman Democratic Services Officer (DSO)

Public Participation Time

No members of the public were in attendance.

Given the absence from this meeting of both the Chair & Vice Chair the first order of business was to elect a Chair for the meeting.

Proposed: Councillor Hussey Seconded: Councillor Richter
Unanimous

Resolved: Cllr Williams to chair this Amenities and Events meeting

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Mayor: Cllr Victoria Bates

Chief Executive & Town Clerk David Bell

Minutes

Section 1 – Standing Items

2025/01 **Apologies for Absence**

Apologies were received by Cllrs Baker, Bulmer, J Kenton, Shortland and Watson

Proposed: Councillor Hussey Seconded: Councillor Richter
Unanimous

Resolved: Amenities & Events Committee accepted the apologies.

2025/02 **Declarations of Interest**

There were no declarations made.

2025/03 **Committee Meeting Minutes**

To approve the Minutes of the meetings on 12th November 2024,

Proposed: Councillor Williams Seconded: Councillor J Richter
For: 2 Abstain: 1

Resolved: Amenities & Events Committee accepted the minutes of 12th November as an accurate account.

Section 2 – Items To Note

2025/04 **Fingerpost Signage**

Chard Town Council is currently waiting for Somerset Council to confirm the licence requirements.

2025/05 **Cemetery**

The survey in January 2025 has been received. It includes 87 “fails” and these matters are being progressed by the Operations Manager. CTC has received two quotations for gates and railings, both of which are over budget. Further details are being sought and will be reported in due course. The Operations Manager gave a comprehensive oral update.

2025/06 **Amenities & Guildhall General Updates**

The Operations Manager provided a wide-ranging list of projects and work streams that were currently being processed by the Amenities and Guildhall teams.

The Chair thanked the Operations Manager for providing all the updates and all staff for their hard work and progress. It was further acknowledged by the Amenities & Events Committee that the Events booklet looked very impressive.

Section 3 – Items for Discussion & Decision

2025/07 **Preserving and Developing Services Currently Provided By Somerset Council - Bath Street Toilet Block**

DRAFT

The CE & TC provided a detailed account of discussions to date between CTC and Somert Council, highlighting both the complexity of the situation and some potential outcome scenarios.

Proposed: Councillor Williams Seconded: Councillor Richter
Unanimous

Resolved: Amenities & Events Committee agreed CE&TC should continue discussions with Somerset Council to explore all options and report back.

2025/08 **Date of next meeting**

The next meeting of the A&E Committee will be on **Tuesday 10th June 2025** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

There being no other business the Chair thanked those present for their attendance and closed the meeting at 20.20

DRAFT

Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Cllr Victoria Bates

Chief Executive & Town Clerk David Bell

MINUTES

Minutes of the meeting of the **Amenities and Events Committee** held on **Tuesday 17th June 2025 at 7pm** in the Guildhall, Fore Street, Chard TA20 1PP.

Present: Councillors; Baker (Chair), Bulmer, Hussey, O'Brien, Shortland (Vice Chair) and Williams.

Apologies: Councillors A Kenton, J Kenton, Hassan & Webb.

In Attendance: Chief Executive & Town Clerk (CE&TC) David Bell, Tim Bickham Events Officer, Kevin Dyer Deputy Town Clerk & Operations Manager, Beverley Newman Democratic Services Officer (DSO)

Public Participation Time

No members of the public were in attendance.

Minutes

Section 1 – Standing Items

2025/09 **Apologies for Absence**

Apologies were received by Cllrs, A Kenton, J Kenton, Hassan and Webb

Proposed: Councillor Williams Seconded: Councillor Hussey
Unanimous

Resolved: Amenities & Events Committee accepted the apologies.

2025/10 **Declarations of Interest**

Cllr Bulmer made a Pecuniary declaration of interest in relation to Agenda item 2025/16 due to his position in the Chard Rotary Club.

Councillor Baker asked the Committee members if they were happy to consider agenda item 2025/16 last given the declaration from Councillor Bulmer to prevent stopping and starting the meeting. The Amenities & Events committee members agreed to this change of agenda order.

2025/11 **Committee Meeting Minutes**

To approve the Minutes of the meetings on 11th March 2025,

Proposed: Councillor Baker Seconded: Councillor Bulmer
Unanimous

DRAFT

Resolved: Amenities & Events Committee requested Councillor A Kenton be included in the apologies, that brief explanations were provided for agenda items 2025/05, 2025/06 & 2025/07 and the amended version be brought back to the next scheduled Amenities & Events meeting being 15th July 2025.

Section 2 – Items To Note

2025/12 **Chief Executive & Town Clerk Updates**.

No updates were provided by the Chief Executive & Town Clerk at this time as all relevant information was contained in the Operations Manager Updates & Briefing Report and the Events Officer Updates.

2025/13 **Operations Manager Updates**

The Amenities & Events Committee noted the Operations Manager Updates report. Comments were made on the following items:

Cemetery

Committee discussed the future works required on headstones and commented on an 'excellent piece of work' in relation to the additional graves that will now be able to be accommodated due to the cemetery extension works.

Hanging Baskets

Committee all agreed this initiative was a really good idea and a potential way forward for the future. The Chair further stated the feedback he had received from the public helped to restore a sense of pride in the town.

Flooding

The Committee Chair acknowledged the Operations Manager's perseverance which has led to successful discussions with Scout Group and Bowles Club.

Jocelyn Park Changing Rooms –

A meeting was held between Chard Town Council, Chard United and Wayne Mears Builders to discuss the pathway ahead. An oral update was given.

Allotment Clean Up and Plot Clearance

Due to the demands on the Council Amenities Team we are not where we need to be with plot clearance, however time will be invested in allotments in June and have a forum meeting at the end of the month.

Allotment Clean up happened in May, which was great and benefits the allotments. This is done around Easter and not in our busiest time of year.

Bath Street Toilets

The Chief Executive & Town Clerk gave an additional update on this item explaining that discussions held today with Somerset Council were very positive conversation and centred around how quickly the facilities could be opened. It was suggested by both parties to enter into a Gentlemen's Agreement. This being the preferred vehicle to get things started over either a Licence or lease. The Chief Executive & Town Clerk confirmed further discussions were required to agree the consent of a Gentlemen's agreement.

Proposed: Councillor Hussey Seconded: Councillor Bulmer
Unanimous

Resolved: For the Chief Executive & Town Clerk to continue with discussions with Somerset Council to expedite the opening of these facilities.

Committee wished to express their sincere thanks to the whole Amenities team for their hard work and achievements during this period.

DRAFT

2025/14 **Events Officer Updates**

The Amenities & Events Committee noted the Events Officer Updates report. The following comments were made:

The Committee Chair commented there had been a noticeable increase in the number of events being held and thanked the Events Officer for this achievement.

Cllr Bulmer wished to pass on positive feedback he had received form his constituents regarding the Oasis concert who thought the concert was excellent.

Committee all agreed the VE Day events were a real success and credited the Events Officer for achieving this especially in the light of last minutes changes that were required.

Section 3 – Items for Discussion & Decision

2025/15 **Amenities/Parks and Cemetery Mess Room Update**

Proposed: Councillor Baker Seconded: Councillor Shortland
Unanimous

Resolved: To allow Officer time to be spent investigating the use of current Council land to be converted into a new Mess area and work yard/depot using price option 2 allowing a further 15% as contingency

2025/16 **See page 4**

2025/17 **Holcombe Play Park and Bike Dirt Track**

i) Play Equipment

Proposed: Councillor Baker Seconded: Councillor Hussey
Unanimous

Resolved: To seek permission from Mr Sulley to install new play equipment at Holcombe Park & obtain 3 quotations for the design installation and consultation and for these works to be paid using all available 106 monies. To bring all 3 quotations back to Amenities & Events Committee for consideration.

ii) Dirt Track

Proposed: Councillor Baker Seconded: Councillor Williams
Unanimous

Resolved: To seek permission from Mr Sulley to install at Dirt Bike Track at Holcombe Park and if permission granted obtain 3 quotations for installation and consultation and for these works to be paid using all available 106 monies. To bring all 3 quotations back to Amenities & Events Committee for consideration.

2025/18 **Ashcroft Park Disabled Equipment Update**

Proposed: Councillor Williams Seconded: Councillor Bulmer
Unanimous

DRAFT

Resolved: To look into purchasing specialised disabled equipment for Ashcroft Park, by 3 quotations for the design installation and consultation and for these works to be paid using all available S106 monies. To bring all 3 quotations back to Amenities & Events Committee for consideration.

2025/19 **Hep B Injections**

Proposed: Councillor Baker Seconded: Councillor Shortland
Unanimous

Resolved: To request Officer research the legal requirements and processes on this matter and report back to Amenities & Events Committee with a plan of action once all the relevant the information has been procured.

Councillor Bulmer left the meeting at 21.10

2025/16 **Rotary Club and Peace Garden**

Proposed: Councillor Baker Seconded: Councillor Shortland
Unanimous

Resolved: Chard Town Council to work in partnership with Chard Rotary Club using the garden adjacent to the old office to create a peace garden

2025/20 **Date of next meeting**

The next meeting of the A&E Committee will be on **Tuesday 15th July 2025** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

There being no other business the Chair thanked those present for their attendance and closed the meeting at 21.20

DRAFT

Councillor	Committee membership						Committee Chairs & V/Chrs
	Finance & Audit - Min 5 Max 10	Grnats Sub-Committee 5 members	Planning & Highways - Min 5	HR & Personnel - Min 5	Amenities & Events - Min 5 Max 10	Appeals - 4 members	
Victoria Bates **M**		√	√				**C-FC**
Banah Crook							
Andy Kenton	√			√	√		
Tim Eggins							
Dave Bulmer	√	√	√	√	√		**VC-P&H**
Craig Hussey			√		√	√	**C-P&H**
Garry Shortland				√	√		**VC-A&E**
Tricia O'Brien **DM**		√	√				**VC-FC**
Claire Richter	√		√		√		
Nasasha Watson							
Vacancy							
Jenny Kenton	√			√	√		**C-HR**
Shakil Hassan	√		√		√	√	**C-F&A**
Zak Williams	√	√			√	√	**VC-F&A & A**
Jason Baker	√	√			√		**C-A&E & A**
Total members Scheme of delegation as at Nov '22	**7**	**5**	**6**	**4**	**9**	**3**	

Councillor Baker Motion: Full Council 28th July 2025

Notice of Motion from Councillor xxxxx 'that this Council agrees to relocate the CCTV system to an area that is accessible 24 hours a day and that two staff members and two councillors are trained in its use with one being designated as the data controller"

Members may be aware that there have been concerns raised as the town centre cameras are currently switched off and unavailable for the police to view and secure evidence from. This is due to the screen in the main office showing all the cameras to anyone in the room and the lack of a data controller for the town council.

I have had conversations with Crewkerne & Martock clerks and councillors to discuss how they have overcome these issues, so as to enable the CCTV system in the town to be accessible and to continue to act as a deterrent for antisocial behaviour and to assist to reduce crime ad disorder. Both towns operate their system in house and use a blend of staff and councillors to assist with the access of the system so that the police can obtain images when required.

Th police are in support of the recommendations below and have confirmed that this would help them deal with issues within the town centre.

<u>Recommendations</u>

1. That an officer is nominated to take on the responsibility of being the data controller for Chard Town Council, town clerk to specify who

2. That this council instals a computer in a locked cabinet in the stage loading Bay area which can access the camera system.

3. That a CCTV policy is adopted by the town council

4. That an evidence form is supplied by the town council and completed by the police every time footage or images are viewed or downloaded

5. That two named staff members and two councillor's (who are prepared to give access via the loading stage door both in and out of hours) are nominated and contact details shared with the local police.

Full Council 28th July 2025: Cllr J Kenton motion

Background:
Chard town council has recently changed the dates of of the monthly Full Council meetings from 3rd Monday (which it has been for over 20 years) to the last Monday. This clashes with the parish full council of Combe St Nicholas which I have been able to attend for the last three years with very few clashes.

As a town Councillor I am summoned to attend Chard town Council meetings but as. Unitary Councillor I am required to attend the parishes within my division. This will also apply to my counterpart unitary councillor who also has to attend both meetings. I ask the Council to consider going back to the third Monday at the very least bi monthly to allow me to carry out my duties as an elected Unitary Councillor.

“That this Council changes the dates of full Council from the last Monday in the month to the Third Monday in the month to enable attendance of Chard North Unitary members”