

Taunton Charter Trustees

Tuesday, 4th June, 2019,
6.00 pm

The logo for Somerset West and Taunton, featuring the text "Somerset West and Taunton" in white on a teal background with a white curved line at the bottom right.

Committee Room 2 The Deane
House

Members: Lee Baker, Chris Booth, Simon Coles, Caroline Ellis, Catherine Herbert, Marcia Hill, Richard Lees, Sue Lees, Libby Lisgo, Martin Peters, Hazel Prior-Sankey, Federica Smith-Roberts, Francesca Smith, Alan Wedderkopp, Danny Wedderkopp and Brenda Weston

Agenda

1. Election of Mayor of Taunton

The Clerk to the Charter Trustees to invite nominations from the Charter Trustees for the office of Mayor of Taunton. Once appointed, the Mayor will sign the Declaration of Acceptance of Office.

(Pages 7 - 10)

2. Election of Deputy Mayor of Taunton

The Mayor of Taunton to invite nominations from the Charter Trustees for the office of Deputy Mayor. Once appointed, the Deputy Mayor will sign the Declaration of Acceptance of Office.

3. Appointment of Civic Marshal

The Mayor of Taunton to invite nominations from the Charter Trustees for the role of Civic Marshal.

Having been elected to office, the Mayor and Deputy Mayor will retire to be robed. Once they return to the John Meikle Room, the Mayor will briefly address the Charter Trustees before returning to the agenda for the meeting.

4. Apologies

To receive any apologies for absence.

5. Notes of Meeting of the Taunton Unparished Area Committee

(Pages 11 - 16)

To consider the notes of the final meeting of the Taunton Unparished Area Committee held on 30 January 2019.

6. Petitions

To receive any petitions from residents of Taunton containing over 200 signatures in accordance with Standing Order 30.

7. Public Questions

To receive any questions or statements from residents of Taunton in accordance with Standing Order 30.

8. Deputations

To receive any deputations from residents of Taunton in accordance with Standing Order 30.

9. Communications

The Mayor to report any communications which have been recently received.

10. Charter Trustees - Standing Orders

(Pages 17 - 30)

To agree the draft Standing Orders set out in the attached document.

11. Functions and Responsibilities of the Charter Trustees

(Pages 31 - 32)

To agree the draft 'Functions and Responsibilities' set out in the attached document.

12. Appointment of a Standing Committee

(Pages 33 - 34)

To consider the appointment of a Standing Committee of seven Charter Trustees. The proposed 'Powers and Duties' of the Standing Committee are set out in the attached document.

13. Motions to the Charter Trustees

To consider motions in the order in which notice has been received.

14. Request for Funding

To enable the Mayoralty to function and an Unparished Area Grant scheme to continue to be operated, the Somerset West and Taunton Council be formally requested to transfer all funding derived from the Unparished Area to the Charter Trustees. In future years, the Charter Trustees will be in a position to raise its own precept.

15. Taunton's Twin Towns

To consider a proposal to continue providing a degree of financial support for the groups supporting Taunton's Twinning arrangements.

(Pages 35 - 36)

16. Date of Future Meetings

To agree the dates of future meetings of the Charter Trustees.



**JAMES HASSETT
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chair will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate. Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chair will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room. Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

The meeting room, including the Council Chamber at The Deane House are on the first floor and are fully accessible. Lift access to The John Meikle Room, is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter. For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: governance@somersetwestandtaunton.gov.uk

Taunton Charter Trustees

You are requested to attend the Annual Meeting of the Taunton Charter Trustees to be held in the Committee Room 2 (CR2), The Deane House, Belvedere Road, Taunton TA1 1HE on Tuesday 4th June 2019 at 18:00.

Agenda

1. Election of Mayor

The Clerk to the Charter Trustees to invite nominations from the Charter Trustees for the office of Mayor of Taunton. Once appointed, the Mayor will sign the Declaration of Acceptance of Office.

2. Election of Deputy Mayor

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3. Appointment of Civic Marshal

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Having been elected to office, the Mayor and Deputy Mayor will retire to be robed. Once they return to the John Meikle Room, the Mayor will briefly address the Charter Trustees before returning to the agenda for the meeting.

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5. Notes of Meeting of the Taunton Unparished Area Committee

To consider the notes of the final meeting of the Taunton Unparished Area Committee held on 30 January 2019 (attached).

6. Petitions

To receive any petitions from residents of Taunton containing over 200 signatures in accordance with Standing Order 30.

7. Public Questions

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10. Charter Trustees – Standing Orders

To agree the draft Standing Orders set out in the attached document.

11. Functions and Responsibilities of the Charter Trustees

To agree the draft 'Functions and Responsibilities' set out in the attached document (attached).

12. Appointment of a Standing Committee

To consider the appointment of a Standing Committee of seven Charter Trustees. The proposed 'Powers and Duties' of the Standing Committee are set out in the attached document (attached).

13. Motions to the Charter Trustees

To consider motions in the order in which notice has been received.

14. Request for Funding

To enable the Mayoralty to function and an Unparished Area Grant scheme to continue to be operated, the Somerset West and Taunton Council be formally requested to transfer all funding derived from the Unparished Area to the Charter Trustees. In future years, the Charter Trustees will be in a position to raise its own precept.

15. Taunton's Twin Towns

To consider a proposal to continue providing a degree of financial support for the groups supporting Taunton's Twinning arrangements.

16. Date of Future Meetings

To agree the dates of future meetings of the Charter Trustees.

Taunton Deane Borough Council

Notes of a meeting of the Taunton Unparished Area Committee held on Wednesday, 30 January 2019 at 6 p.m. in the Activity Room, Brittons Ash Community Hall, Bridgwater Road, Taunton

Present : Councillor Mrs F Smith (Chair)
Councillors Berry, Booth, Coles, Coombes, Horsley, R Lees, Mrs S Lees, Ms Lisgo, Martin-Scott, Prior-Sankey, Ryan and Mrs Smith-Roberts

Officers : Bruce Lang (Assistant Chief Executive), Christine Fraser (Head of Function – Governance and Performance) and Richard Bryant (Temporary Democratic Services Specialist)

1. Apologies

Councillors Aldridge, Farbahi, Hall, Mrs Herbert and Wedderkopp.

2. Notes of last meeting

The notes of the special meeting of the Taunton Unparished Area Committee held on 5 September 2018 were accepted as a true record.

3. Charter Trustees for Taunton

Bruce Lang reported on the possibility of Charter Trustees being established for Taunton.

The Government had recently confirmed that it had drafted a Statutory Instrument titled 'The Local Government (Structural and Boundary Changes) (Transitional and Supplementary Provision and Miscellaneous Amendments) Order 2019 which, if it passed through the relevant Parliamentary stages, was due to come into effect on 1 April 2019.

This new legislation would provide the means for Charter Trustees to be established in what currently was the Unparished Area of Taunton. In effect, this meant that the 16 Councillors elected to represent the Wards of Blackbrook and Holway, Halcon and Lane, Manor and Tangier, North Town, Priorswood, Victoria, Vivary, Wellsprings and Rowbarton and Wilton and Sherford in the forthcoming Local Government Elections would automatically become Charter Trustees in addition to being Members of Somerset West and Taunton Council.

Up until recently, it had been thought that the only ways of perpetuating Taunton Deane's Mayoralty was either if a Taunton Town Council was formed or the new Council decided to seek the grant of a Royal Charter to become a Borough Council which automatically would enable a Ceremonial Mayor to be appointed.

However, the Statutory Instrument would allow the trustees to continue to operate the terms of Taunton Deane's Royal Charter.

Rather than lose the Mayoralty on the formation of the new Council – as seemed the case up until recently - the Charter Trustees would be able to meet during May/June 2019 to elect a Mayor of Taunton and a Deputy.

It was suggested that if the Charter Trustees were introduced the costs of operating the 'new' Mayoralty ought to be met from the Special Expenses Levy operated within the Unparished Area.

A document titled 'The Function of the Mayor' had been drafted and was circulated for information and comment.

During the discussion of this item the following views/questions were raised by Councillors:-

- It was only through talking to the Somerset Association of Local Councils that the notion of Charter Trustees had appeared to be an option for the Council to pursue;
- Would the Joint Independent Remuneration Panel be requested to consider the level of an allowance for a Mayor of Taunton and his/her Deputy? *Yes.*
- Was there capacity within the new staff structure to provide the degree of support a Mayor of Taunton would require? *This would need to be considered further.*
- The new localised role based on the Unparished Area could possibly result in significant changes compared to now. For example, would there be a need for a Mayoral car and a driver? *There were opportunities to make savings compared to the current costs.*
- It was accepted that the costs of a Mayor of Taunton could not be met directly by the new Council as this would be unfair on the other town Mayor's within the district who were supported by their Town/Parish Councils. It would therefore be necessary for the Mayoralty to be supported by the Special Expenses Precept.
- Was it right that the Charter Trustees could raise a precept? *Yes.*
- Where would the Mayor of Taunton fit into the new Council? *Although the Charter Trustees would also be Councillors in the new Authority, the trustees would essentially operate independently from the new Council.*
- What would happen if an organisation outside the Unparished Area wished to invite the Civic Head to its event? *The Civic Head of the new Council would be the Chair who would need to receive the invitation.*
- The number of events quoted in the document 'The Function of the Mayor' appeared to be excessive. Could this be checked say over the past five years?

Generally speaking, the news concerning the establishment of Charter Trustees was welcomed especially if it resulted in the Mayoralty being

continued into the future. Should the Statutory Instrument come into effect on 1 April 2019, there was unlikely to be any desire for Somerset West and Taunton Council to consider seeking Charter status itself.

Agreed that the report be noted.

4. Taunton Twin Towns

Richard Bryant reported that the Town of Taunton had two 'twin towns' – Lisieux in France and Konigslutter in Germany. The former twinning had been in existence for well over 60 years whilst the latter had been formed in 1995.

Each twinning had a support group; the Taunton-Lisieux Civic Link and the Friends of Konigslutter and both operated on the basis of bi-annual visits to France or Germany taking place, with return visits occurring the year after.

Up to now the Council had provided a degree of funding to both of these groups to perpetuate the twinning arrangements. This comprised a grant of £1,000 per annum to the Taunton-Lisieux Civic Link which was used to provide trips for the French visitors to local and regional landmarks during their stay in Taunton. In addition, the Council had borne the cost of the attendance of the French visitors at the Civic Dinner which was attended by Taunton Deane's Mayor.

Although, a grant was not made to the Friends of Konigslutter as they undertook much of their own fund-raising, the Council also met costs associated with the Civic Dinner held in honour of the German visitors.

With the formation of the new Council and a number of other twinning arrangements across the enlarged area, the current support given to Taunton's twin towns could not be continued as to do so would be seen as unfair on the other twinning groups elsewhere in the area.

As such, it was suggested that the limited cost of supporting both twinning organisations should in future be derived from the Special Expenses precept levied in the Unparished Area of Taunton

During the discussion of this item, it was accepted that a sum of money ought to be provided to the twinning groups in future especially if Charter Trustees for Taunton were put in place. There was a view however that both groups should be treated in exactly the same way in future.

It was **agreed** that further information as to the current funding situation relating to the Lisieux and Konigslutter Twinning Groups be provided, together with proposals as to how the continued funding of these two groups could continue into the future.

5. The Committee's Priorities as to the allocation of available funding

As previously reported, the Committee currently had access to two funding sources.

Firstly, the funding derived from the Special Expenses Levy which generated approximately £42,000 annually. This money had, up to now, been used to meet bids for funding – mostly for small capital projects – put forward by Ward Councillors who represented the Unparished Area or Community Groups within the area.

At the last meeting Members had had a general discussion about possible projects a proportion of these available funds could be used for. Suggestions included the future provision of a service to empty dog bins in the Unparished Area, an overview of open spaces and the future maintenance of footpaths/ cycleways and it had been agreed that a small sub-group of Members should be formed to progress these ideas. To date the sub-group was still to meet.

The second source of funding was that derived from developers through the Community Infrastructure Levy (CIL). This money – which currently stood at approximately £90,000 – could be used to support such developments by:-

- the provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that was concerned with addressing the demands that development placed on an area.

The Committee was the main consultee for the use of such funding and was therefore able to recommend how it was used.

Councillor Hazel Prior-Sankey brought to the attention of the Committee that the Somerset County Council (SCC) had recently been allocated some money by the Government towards the provision of new cycling facilities.

She suggested that it might be worth exploring with SCC what could be achieved if the two funding sources were pooled to provide new cycling routes/facilities in conjunction with Taunton's Garden Town Plan.

During the discussion of this proposal the following points were raised:-

- The Committee was at a difficult juncture with the impending formation of the new Council and the possibility of Charter Trustees being appointed. As such, it felt uncomfortable to try and set a number of priorities now with so little time before the Local Government Elections in May.
- It would be preferable to wait until after the elections. The Committee or Charter Trustees would then have the opportunity to re-focus on the matter of priorities.
- The idea of exploring joint funding of new cycling facilities was supported. It was surely better to identify one particular major project rather than 'fritter' what funding was available away on multiple smaller schemes with limited benefit.

- It was felt that the provision of new cycling facilities should be explored now so that any suitable proposals could be brought forward for consideration by the new Council shortly after the May elections.
- If the new cycling facilities were to be provided as part of the Garden Town Plan, it was important that a way was found to properly engage with both Councillors and the public in the area concerned. Perhaps an Area Panel should be established?

Christine Fraser reported that she was due to meet shortly with her fellow Head of Function, Nick Bryant, who was responsible for drafting and delivering the Taunton Garden Town Plan. She offered to raise the proposed use of the Unparished Area's CIL funding towards jointly funding a project to improve cycling facilities with him.

This was **agreed**.

6. Forward Plan

It was suggested that future items should include:-

- Inviting the Open Spaces Manager to a future meeting to provide information on the costs of maintaining footpaths/cycleways and emptying dog bins;
- The Town Bridge at Dellers Wharf; and
- The upkeep of roundabouts in the town such as those at either end of Trenchard Way (the Northern Inner Distributor Road).

7. Date of next meeting

The Chair announced that this was likely to be the last meeting of the Committee prior to the Local Government Elections. Hopefully, the next time Councillors representing the Unparished Area came together, it would be as Charter Trustees.

(The meeting ended at 7.35 p.m.)

THE CHARTER TRUSTEES OF TAUNTON STANDING ORDERS

1 MEETINGS OF THE CHARTER TRUSTEES

- A The Annual Meeting of the Charter Trustees and Mayor Making Ceremony shall be held at the offices of Somerset West and Taunton Council at 6 p.m. in the John Meikle Room, The Deane House, Belvedere Road, Taunton in May or June of each year provided that this is within 21 working days of the Annual Meeting of the said Somerset West and Taunton Council.
- B In addition to the Annual Meeting, meetings for the transaction of general business shall be held in each year on such dates as may be appointed by the Charter Trustees.
- C Meetings for the transaction of general business shall be held at 6.p.m. in the evening provided that the Mayor may in special circumstances vary the hour at which any such Meeting shall be convened and held.
- D Meetings of the Standing Committee appointed by the Charter Trustees shall also be held at the offices of Somerset West and Taunton Council also commencing at 6 p.m.

2 ELECTION OF MAYOR AND DEPUTY MAYOR

- A The Charter Trustees shall at the Annual Meeting elect the Mayor for the ensuing Municipal Year. The Clerk to the Charter Trustees shall seek nominations for the election of the Mayor each year. Such nominations will be seconded and put to the vote.
- B The Charter Trustees shall also at the Annual Meeting elect the Deputy Mayor for the ensuing Municipal Year. The Clerk to the Charter Trustees shall seek nominations for the election of the Deputy Mayor each year. Such nominations will also be seconded and put to the vote.
- C At the Annual Meeting of the Charter Trustees, the election of the Mayor and Deputy Mayor will be items 1 and 2 on the agenda. Once the Mayor and Deputy Mayor have been elected, they will sign the Declaration of Acceptance of Office. The meeting will then be adjourned to allow the Mayor and Deputy Mayor to retire to be robed.
- D On their return, the remainder of the agenda of the Annual Meeting will be followed.

3 **CHAIR OF MEETING**

Any power or duty of the Mayor in relation to the conduct of a meeting may be exercised by the person presiding at the meeting. In these Standing Orders the expression "Mayor" and as appropriate "Chair" shall mean the person presiding at a meeting of the Charter Trustees.

4 **QUORUM**

A quorum shall be five Charter Trustees and if during any meeting of the Charter Trustees the Chair after counting the number of Charter Trustees present declares that there is not a quorum present the meeting shall stand adjourned.

The consideration of any business not transacted shall be adjourned to a time fixed by the Chair at the time the meeting is adjourned, or, if he/she does not fix a time, to the next ordinary meeting of the Charter Trustees.

5 **ORDER OF BUSINESS**

A Except as otherwise provided by paragraph (B) of this Standing Order, the order of business at every Meeting of the Charter Trustees shall be:-

- 1 To choose a person to preside if the Mayor and Deputy Mayor is absent.
- 2 To receive any apologies for absence.
- 3 Declarations of Interest
- 4 To approve as a correct record and sign the minutes of the last meeting of the Charter Trustees.
- 5 To receive any petitions from residents of Taunton containing over 200 signatures in accordance with Standing Order 30.
- 6 To receive any questions or statements from residents of Taunton in accordance with Standing Order 30.
- 7 To receive any deputations from residents of Taunton in accordance with Standing Order 30.
- 8 To deal with any business expressly required by statute to be done.
- 9 To receive such communications as the Mayor may desire to lay before the Charter Trustees.
- 10 To dispose of business (if any) remaining from the last meeting.
- 11 To receive and consider reports, minutes and recommendations of the Standing Committee (if any).
- 12 To make appointments to the Standing Committee.
- 13 To answer questions asked under Standing Order 8, where appropriate.
- 14 To consider motions in the order in which notice has been received.
- 15 Other business, if any, specified in the summons.

B **Variation of Order of Business**

The foregoing order of business may be varied:

- 1 by the Mayor at his/her discretion.

- 2 by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

6 **NOTICES OF MOTION**

- A Notice of every motion by a Charter Trustee, other than a motion which under Standing Order 7 may be moved without notice, shall be given by letter or email and delivered to the Clerk to the Charter Trustees. The communication shall include full details of the motion and the name of the Charter Trustee who has agreed to second it. Such notices of motion shall be dated, numbered in the order in which it was received and available for the inspection of all Charter Trustees.

Seven clear working days' notice is needed in order to have a notice of motion included in the summons. This means that written notice must be delivered to the Clerk to the Charter Trustees or his/her nominee by 4pm on the day that provides seven clear working days before the meeting of the Charter Trustees (excluding the day of the meeting itself).

- B **Motions to be Set Out in Summons**
The Clerk to the Charter Trustees shall set out in the summons for every meeting all motions of which notice has been duly given in the order in which they have been received.
- C **Scope of Motions**
Every motion shall be relevant to some matter in relation to which the Charter Trustees have powers or which affects the Town of Taunton.

7 **MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE**

The following motions and amendments may be moved without notice:

- A Appointment of a Chair of the meeting at which the motion is made.
- B Motions relating to the accuracy of the Minutes.
- C That an item of business specified in the summons has precedence.
- D Motions arising directly from an item of business under consideration.
- E To defer consideration of the motion.
- F Extending the time limit for speeches.
- G Amendments to motions.
- H That the Charter Trustees proceed to the next business.
- I That the question be now put.
- J That the debate be now adjourned.
- K That the Charter Trustees do now adjourn.
- L Suspending Standing Orders, in accordance with Standing Order 32.
- M That the press and public be excluded.
- N That the Charter Trustee named under Standing Order 12 be not further heard.

8 **QUESTIONS**

- A A Charter Trustee may ask the Mayor any question upon an item which is under consideration by the Charter Trustees.
- B Every question shall be put and answered without discussion. The person to whom a question has been put may decline to answer but shall give an explanation for declining to do so.
- C An answer may take the form of:-
 - 1 a direct oral answer; or
 - 2 where the desired information is contained in a publication of the Charter Trustees, a reference to that publication; or
 - 3 where reply to the question cannot conveniently be given orally, a written answer circulated to Charter Trustees.

9 **MINUTES**

- A The Chair shall put the question that the Minutes of the previous meeting of the Charter Trustees be approved as a correct record.
- B No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the minutes.

10 **RULES OF DEBATE FOR MEETINGS OF THE CHARTER TRUSTEES**

- A **Motions and Amendments**
A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 6.
- B **Secunder's Speech**
A Charter Trustee when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a late period of the debate.
- C **Speeches**
A Charter Trustee shall normally stand when speaking and shall address the Chair. When the Chair rises all Charter Trustees shall be silent. No-one else shall speak until the Chair has been resumed.
- D **Only One Charter Trustee to Speak at a Time**
A Charter Trustee when speaking shall address the Chair. If two or more Charter Trustees indicate, the Chair shall call on one to speak; the other or others shall be invited to speak later. While a Charter Trustee is speaking the other Charter

Trustees shall remain silent, unless indicating to a point of order or in personal explanation.

E Content and Length of Speeches

A Charter Trustee shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed three minutes (including that of a Mover of a motion which shall not exceed five minutes), except by consent of the Charter Trustees.

F When a Charter Trustee May Speak Again

A Charter Trustee who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-

- 1 to speak on an amendment moved by another Charter Trustee;
- 2 If the motion has been amended since he/she last spoke, to move a further amendment;
- 3 If his/her first speech was an amendment moved by another Charter Trustee, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
- 4 In exercising a right of reply given by paragraph (K) or (M) of this Standing order;
- 5 on a point of order;
- 6 by way of explanation.

G Amendments to Motions

An amendment shall be relevant to the motion and shall be either:-

- 1 to refer a subject of debate to the Standing Committee for consideration or re-consideration;
- 2 to leave out words;
- 3 to leave out words and insert or add others;
- 4 to insert or add words

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Charter Trustees.

H Only one amendment may be moved and discussed at a time and no further amendments shall be moved until the amendment under discussion has been disposed of.

I If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

J Alteration of Motion

A Charter Trustee may with the consent of the Charter Trustees signified without discussion:-

- 1 alter a motion of which he/she has given notice, or;
- 2 with the further consent of his/her seconder alter a motion which he/she has moved

if (in either case) the alteration is one which could be made as an amendment thereto.

K Withdrawal of Motion

A motion or amendment may be withdrawn by the mover with the consent of his/her seconder and of the Charter Trustees which shall be signified without discussion, and no Charter Trustee may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

L Right to Reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have the right of reply to the debate on his/her amendment, subject to the mover of the original motion having the final right of reply.

M Motions Which May be Moved during Debate

When a motion is under debate no other motion shall be moved except the following:-

- 1 to amend the motion;
- 2 to adjourn the meeting;
- 3 to adjourn the debate;
- 4 to proceed to the next business;
- 5 that the question be now put;
- 6 that a Charter Trustee be not further heard;
- 7 by the Chairman under Standing Order 12(b) that a Charter Trustee leaves the meeting;
- 8 to exclude the press and public.

N Closure Motions

A Charter Trustee may move without comment at the conclusion of a speech of another Charter Trustee, "That the Charter Trustees proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Charter Trustees do now adjourn", on the seconding of which the Chair shall proceed as follows:-

- 1 on a motion to proceed to next business; unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to the next business;
- 2 on a motion that the question be now put: unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall first put to the vote the motion that the question be now put, and if it passed then give the mover of the original motion his/her right of reply under paragraph (K) of this Standing Order before putting his/her motion to the vote;
- 3 on a motion to adjourn the debate or the meeting: if in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion his/her right of reply on that occasion.

O Points of Order

A Charter Trustee may indicate on a point of order in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Charter Trustee shall specify the Standing Order or statutory provision and the way in which he/she considers it has been broken.

The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

P Respect for Chairman

Whenever the Chair calls for order during a debate a Charter Trustee then speaking shall cease speaking and the Charter Trustee shall be silent.

Q Advice by Officer of the Charter Trustees

The Chair may call upon any officer of the Charter Trustees to explain or advise upon any point under discussion or such Officer may speak with the permission of the Chair to explain any point about which he/she considers a doubt exists.

11 MOTIONS AFFECTING PERSONS EMPLOYED BY THE CHARTER TRUSTEES

If any question arises at a meeting of the Charter Trustees as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Charter Trustees, such question shall not be the subject of discussion until the Charter Trustees or its Standing Committee, as the case may be, has decided whether or not the powers of exclusion of the press and public under Part 1 of Schedule 12A to the Local Government Act, 1972 shall be exercised.

12 DISORDERLY CONDUCT

A If at a Meeting any Charter Trustee, in the opinion of the Chair, misconducts himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, the Chair or any other Charter Trustee may move "that the Charter Trustee named be not further heard", and the motion if seconded shall be put and determined, by simple majority, without discussion.

B Continuing Misconduct by a Named Charter Trustee

If the Charter Trustee named shall continue his/her misconduct after a motion under the foregoing paragraph has been carried the Chair shall:-

EITHER move "That the Charter Trustee named do leave the Meeting" (in which case the motion shall be put and determined without seconding or discussion);

OR adjourn the Meeting of the Charter Trustees for such period as he/she in his/her discretion shall consider expedient.

C General Disturbance

In the event of general disturbance which in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair in addition to any other power invested in him/her may, without question put, adjourn the Meeting of the Charter Trustees for such period as he/she in his/her discretion shall consider expedient.

13 DISTURBANCE BY MEMBERS OF THE PUBLIC

If a member of the public interrupts the proceedings at any meeting the Chair shall warn him/her. If he/she continues the interruption the Chair shall order his/her removal from the Chamber. In case of general disturbance in any part of the Chamber open to the public the Chair shall order that part to be cleared.

14 RECISSION OF PRECEDING RESOLUTION

No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 6 bears the names of at least five Charter Trustees. When any such motion or amendment has been disposed by the Charter Trustees, it shall not be open to any Charter Trustees to propose a similar motion within a further period of six months;

Provided that this Standing Order shall not apply to motions moved in pursuance of a recommendation of the Standing Committee or during the conduct of a single meeting.

15 VOTING

The mode of voting at Meetings of the Charter Trustees shall be by show of hands, and on the requisition of any Charter Trustee the voting on any question shall be recorded so

as to show whether each Charter Trustee present and voting gave his/her vote for, against or abstained.

16 **VOTING ON APPOINTMENTS**

Where there are more than two persons nominated for any position to be filled by the Charter Trustees, and of the votes given there is not a majority of the Charter Trustees present in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes of the Charter Trustees present is given in favour of one person.

17 **RECORD OF ATTENDANCES**

Every Charter Trustee attending a meeting shall sign his/her name on the sheet provided for that purpose and their attendance shall be recorded in the minutes of the meeting.

18 **INTEREST OF CHARTER TRUSTEES IN CONTRACTS OR OTHER MATTERS**

- A Where a Charter Trustee has a Disclosable Pecuniary Interest in any business of the Charter Trustees and you attend any meeting of the Charter Trustees or the Standing Committee at which that business is to be considered you must:-
- (a) Not seek to influence a decision about that business;
 - (b) Disclose to that meeting the existence and nature of that interest no later than the start of the consideration of the business in which you have that interest, or (if later) the time at which the interest becomes apparent to you;
 - (c) Withdraw from the meeting room (including the public gallery) as soon as it becomes apparent that the business is being considered at that meeting unless you have obtained a dispensation from the other Charter Trustees in accordance with the Localism Act 2011.
- B Where a Charter Trustee has a prejudicial interest, the Charter Trustee must:-
- a) Not participate in any discussion of the matter at the meeting;
 - b) Not participate in any vote on the matter at the meeting;
 - c) Disclose the existence and nature of the interest to the meeting and leave the room where the meeting is being held while any discussion or voting takes place on the matter.
- C Where a Charter Trustee has a prejudicial interest in any business of the Charter Trustees, the Charter Trustee may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business and he/she must leave the meeting immediately after making those representations, answering questions or giving evidence.

19 **INTEREST OF OFFICERS IN CONTRACTS OR OTHER MATTERS**

The Clerk to the Charter Trustees shall record in a book to be kept for the purposes particulars of any notice given by an officer of the Charter Trustees of any Disposable Pecuniary or prejudicial interest in a contract, and the book shall be open during office hours to the inspection of any Charter Trustees

20 **INSPECTION OF DOCUMENTS**

- A A Charter Trustee may, for the purposes of his/her duty as such Charter Trustees but not otherwise , on application to the Clerk to the Charter Trustees inspect any document which has been considered by the Charter Trustees and if copies are available shall on request be supplied for the like purposes with a copy of such document.
- B Provided that a Charter Trustee shall not knowingly inspect and shall not call for a copy relating to a matter in which he/she has directly or indirectly any Disclosable Pecuniary Interest or prejudicial interest within the meaning of the Localism Act 2011 and that this Standing Order shall not preclude the Clerk to the Charter Trustees from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.
- C All reports made or minutes kept by the Standing Committee shall, as soon as the committee has concluded action of the matter to which such reports or minutes relate, be open for inspection of any Charter Trustee.

21 **APPOINTMENT OF COMMITTEES**

The Charter Trustees may at any time appoint such committees as they may deem necessary to carry out the work of the Charter Trustees but, subject to any statutory provision in that behalf:-

- A shall not appoint any member of a committee so as to hold office later than the Annual Meeting of the Charter Trustees;
- B may at any time dissolve a committee or alter its membership; and
- C Membership of any committee will reflect the political balance in the Unparished Area.

22 **ELECTION OF CHAIR OF COMMITTEE**

Every Committee shall, at its first meeting before proceeding to any other business, elect a Chair for the year, and a Vice-Chair. In the absence from a meeting of a committee of the Chair (and the Vice-Chair) a Chair for that meeting shall be appointed.

23 **QUORUM OF COMMITTEES**

- A Except where authorised by a statute or ordered by the Charter Trustees business shall not be transacted at a meeting of any committee unless at least one third of the whole number of the committee is present.
- B Provided that in no case shall the quorum of a committee be less than three Members.

24 **VOTING IN COMMITTEES**

Voting at a Meeting of a committee shall be by a show of hands.

25 **STANDING ORDERS TO APPLY TO COMMITTEES**

Standing Order 10 headed "Rules of Debate" (except those parts which relate to speaking more than once) and Standing Order 18 headed "Interest of Charter Trustees in Contracts and Other Matters" shall, with any necessary modification, apply to committee meetings.

26 **MOVER OF MOTION MAY ATTEND COMMITTEE**

A Charter Trustee who has moved a motion which has been referred to any committee shall have notice of the meeting of the committee at which it is proposed to consider the motion. He/she shall have the right to attend the meeting and if he/she attends shall have the opportunity of explaining the motion.

27 **ATTENDANCE OF CHARTER TRUSTEES AT MEETINGS OF A COMMITTEE**

Any Charter Trustees may be present and take part in any meeting of a committee notwithstanding that he/she is not a member of such committee, but he/she shall not be permitted to vote.

28 **VARIATION AND REVOCATION OF STANDING ORDERS**

Any motion to add to, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Charter Trustees.

29 **SUSPENSION OF STANDING ORDERS**

- A Subject to paragraph (b) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business of the meeting where its suspension is moved. The Standing Order or Orders to be suspended shall be specified.
- B A motion to suspend a Standing Order shall not be without notice (i.e. under Standing Order 7) unless there shall be present at least one half of the whole number of the Charter Trustees.

A Public Involvement

The Charter Trustees adopt an 'open government' approach to the conduct of its business. It values the views of the public, community groups and local organisations. At the beginning of each full meeting of the Charter Trustees (except the Annual Meeting) time will be made available for submissions from the public.

B Types of Submission

- 1 A member of the public may present a petition (minimum 200 signatures from Taunton residents);
- 2 A member of the public may ask a question of the Chair of the Charter Trustees and after the reply may ask one supplementary question;
- 3 A member of the public may make a statement;
- 4 A community group, a local organisation or members of the public may make a deputation (of not more than 4 persons – but only one will be allowed to speak).

C Relevance

Any of these may be about an item already on the agenda for the meeting but need not be. It must be about a matter for which the Charter Trustees has responsibility or is of interest to the Charter Trustees. It must not be about:-

- 1 individual cases;
- 2 individual planning applications;
- 3 applications for statutory permissions;
- 4 applications for licenses or consents;
- 5 legal action taken by or proposed by the Charter Trustees; or
- 6 applications for grant aid or other help from the Charter Trustees.

D Deadlines

Anyone wishing to have something included on the agenda for a Charter Trustees meeting must give the following notice to the Clerk to the Charter Trustees:-

- 1 Petitions from the Public - 10.00am eight working days before the meeting;
- 2 Questions from the Public - 10.00am two working days before the meeting;
- 3 Statements from the Public - 10.00am two working days before the meeting; and
- 4 Deputations from the Public - 10.00am eight working days before the meeting.

E Charter Trustee Meetings

The Clerk to the Charter Trustees will announce whether any members of the public have given notice that they wish to address the Charter Trustees on a matter.

F Petitions

- 1 The person named in the written notice to the Clerk to the Charter Trustees will be invited by the Mayor to the front of the Council Chamber to speak on the petition for no more than five minutes.
- 2 When the speaker has finished, the Mayor will invite Charter Trustees and the Clerk to the Charter Trustees to question the petitioner. Only one question each will be allowed.
- 3 Questions will only be allowed if they seek to clear a factual point made by the petitioner, or stated in the petition itself.
- 4 Questions will not be allowed if they are of a technical nature or address issues not mentioned in the petition or by the speaker.
- 5 Charter Trustees must not make speeches when asking questions.
- 6 After questions, the petitioner will hand the petition to the Clerk to the Charter Trustees.

Actions by Charter Trustees

- 7 The Charter Trustees will ask the Standing Committee to consider the petition.
- 8 If the petition is about an item that is already on the agenda for the meeting, the Charter Trustees will consider it when that item is reached.

G Questions

- 1 The person named in the written notice to the Clerk to the Charter Trustees will be invited by the Mayor to ask the question. No further comment from the questioner will be allowed.
- 2 When the question has been asked, the Mayor will invite the Chairman of the Standing Committee to answer. The Chairman may:-
 - i Answer the question;
 - ii Ask the Clerk to the Charter Trustees to answer the question;
 - iii Inform the questioner that a written answer will be sent; or
 - iv Decline to answer and may give reasons.
- 3 The questioner may then ask a follow-up question on the same matter. The Chairman may deal with the follow-up question in any of the ways described above.

H Statements

- 1 The person named in the written notice to the Clerk to the Charter Trustees will be invited by the Mayor to speak to the Charter Trustees, for not more than five minutes.
- 2 When the speaker has finished, the Mayor will ask the Charter Trustees to decide what action, if any, it wishes to take on the statement made.

Action by the Charter Trustees.

The only action allowed will be:-

- 3 To ask the Standing Committee to consider a report from the Clerk to the Charter Trustees on the issues raised in the statement; or
- 4 To note the content of the statement; or
- 5 If the statement is about an item already on the agenda for the meeting, to consider the points raised in the statement when that agenda item is reached.

I **Deputations**

- 1 The person named in the written notice to the Clerk to the Charter Trustees will be invited by the Mayor to speak to the Charter Trustees for no more than five minutes.
- 2 When the speaker has finished, the Mayor will ask the Charter Trustees to decide what action, if any, it wishes to take on the deputation presented.

Action by the Charter Trustees

The only action allowed will be:-

- 3 To ask the Standing Committee to consider a report from the Clerk to the Charter Trustees on the issues raised by the deputation; or
- 4 To note the content of the deputation; or
- 5 If the deputation is about an item already on the agenda for the meeting to consider the points raised by the deputation when that agenda item is reached.

31 **STANDING ORDERS TO BE GIVEN TO CHARTER TRUSTEES**

A printed copy of these Standing Orders, and any such statutory provisions as regulate the proceedings and business of Charter Trustees, shall be given to each Charter Trustee by the Clerk to the Charter Trustees.

32 **INTERPRETATION OF STANDING ORDERS**

The ruling of the Chairman to the constructions or application of any of these Standing Orders, or as to any proceedings of the Charter Trustees shall not be challenged at any meeting of the Charter Trustees. Provided always that nothing herein shall prejudice the provisions of Section 246 of the Local Government Act 1972, the provisions of the Charter Trustees Order 1974 or the Charter Trustees Regulations 1996.

The Charter Trustees of the Town of Taunton

Functions and Responsibilities

The Functions and principal responsibilities of the Charter Trustees of the Town of Taunton are to:-

- 1 Elect a Mayor and a Deputy Mayor and maintain and uphold civic protocol and ceremony within Taunton including suspending any Charter Trustee who fails to comply with a resolution of the Charter Trustees or any of its committees by the next meeting of the Charter Trustees.
- 2 Convene and hold regular meetings and produce reports and minutes of such meetings.
- 3 Ensure the upkeep, repair and cleanliness and security of all property including the civic regalia, plate, portraits, civic robes and hats and other valuables owned by Somerset West and Taunton Council but loaned to the Charter Trustees.
- 4 Maintain a detailed and current inventory of all the Charter Trustee's civic property which has been loaned by Somerset West and Taunton Council ensuring that such items are correctly insured.
- 5 Prepare annual revenue estimates, maintain accounts including VAT, investing surplus funds to maximise interest and prepare the final accounts at the end of each financial year.
- 6 Promote and protect the views and interests of the Charter Trustees in the context of press and public relations with regard to local, national and international organisations and/or their representatives and other third parties or individuals as appropriate.
- 7 Enhance the interests of Taunton by acting upon views and information received from individual citizens and public or private sector interests of the town and bring to the attention of the Charter Trustees relevant matters for consideration as appropriate.
- 8 Initiate all arrangements for civic visits to and from Taunton and in particular for those cities and towns which are twinned with Taunton and foster the cultural, community and commercial links which come about as a result.
- 9 Make appropriate arrangements for civic church services and other civic functions and occasions.
- 10 Maintain close links with the Chair of the Somerset West and Taunton Council to ensure that the respective civic roles of both the Mayor and Chair are undertaken in accordance with the appropriate protocols to ensure that no unnecessary overlapping or gaps occur in response to invitations to attend events in Taunton.
- 11 Maintain close links with any Freemen, the Lord Lieutenant of Somerset, the High Sheriff and the Member of Parliament.

- 12 Ensure close links with the Association of Charter Trustee Towns and Charter Town Councils.
- 13 Assess and obtain insurance cover for the Charter Trustees (to include Public liability, Employers Liability, Fidelity Guarantee, All Risks (including Terrorism) and, where appropriate, Motor Vehicle).
- 14 Conduct all necessary and appropriate correspondence with outside bodies and organisations consequent upon decisions taken by the Charter Trustees.
- 15 Employ such officers as are necessary or purchase the necessary officer time from the Somerset West and Taunton Council to support the Mayor and Charter Trustees.
- 16 Form effective liaison between the Charter Trustees and Somerset West and Taunton Council.

The Charter Trustees of the Town of Taunton

Powers and Duties of the Standing Committee

A Standing Committee of seven Members representing Wards in the Unparished Area of Taunton will be appointed by the Charter Trustees of the Town of Taunton. Membership of the Standing Committee will reflect the political balance in the Unparished Area.

The Standing Committee will act on behalf of the Charter Trustees to:-

- 1 Select annually, for election by the Charter Trustees, the Mayor and a Deputy Mayor of Taunton and ensure a smooth transition of responsibility in the event of the Mayor and/or Deputy Mayor being unable, for any reason, to complete his or her term of office, according to the following criteria:-

Candidates for the roles of Mayor and Deputy Mayor shall be drawn from the 16 Charter Trustees. Nominations must be supported by the signatures of at least two fellow Charter Trustees on a form to be provided by the Clerk to the Charter Trustees. There will be no canvassing after nominations have closed.

The Standing Committee will expect to receive at least one valid nomination for each office during the month of February. If one or more nominations are received for the same office the final decision will rest with the full body of the Charter Trustees. Each Charter Trustee will have one vote. The Standing Committee will have the responsibility for resolving all issues relating to the selection of a Mayor and a Deputy Mayor.

The Charter Trustees will be responsible for ensuring that all potential candidates are given the opportunity to develop their skills and knowledge to enable them to maintain the high standard of the Office of Mayor and Deputy Mayor.

Candidates must represent a Ward in the Unparished Area of Taunton. They must have served at least three years as a former Taunton Deane Borough Councillor or as a Somerset West and Taunton Councillor to be nominated as Mayor and two years as a former Taunton Deane Borough Councillor or as a Somerset West and Taunton Councillor to be nominated as Deputy Mayor.

In February the Clerk will write to all those who meet the criteria asking if they wish to be considered. The announcements will normally be made in March, except during an election year, when the selection of Mayor and Deputy Mayor will be delayed until after the local elections.

If the Mayor or Deputy Mayor is unable to complete his/her term of office and stands down, the procedure detailed above will be followed but the timescale will be adjusted to permit the Clerk to write immediately to all those who meet the criteria asking if they wish to be considered and the announcement will be made as soon as the Mayor or Deputy Mayor (as the case may be) has been elected.

If the Mayor or Deputy Mayor is unable to fulfil his/her role but does not wish to stand down, after six weeks of incapacity the Standing Committee will be asked to consider whether or not the Mayor or (as may be the case) Deputy Mayor should remain in office and after twelve weeks of incapacity the term of office of the Mayor or (as the case may be) Deputy Mayor shall automatically terminate, unless the Standing Committee considers that there are extenuating circumstances.

- 2 Prepare and recommend to the Charter Trustees, the civic estimates and further required funding for the following Year.
- 3 Deal, in principle, with requests for civic hospitality.
- 4 Give advice or guidance to, and ensure the provision of proper support for, the Mayor and Deputy Mayor whenever appropriate.
- 5 Prepare and recommend to the Charter Trustees policies with regard to:-
 - A Civic twinning;
 - B Civic representation at community events; and
 - C The holding, safety, curation and care of all items of civic property which has been loaned to the Charter Trustees by Somerset West and Taunton Council.
- 6 (i) Consider applications from Charter Trustees or Community Groups in the Unparished Area of Taunton for grant funding towards projects or schemes which will be of benefit to residents of the Unparished Area. The funding is currently derived from the Special Expenses Precept levied on Council Tax payers in the Unparished Area. The Charter Trustee who has made an application will be expected to attend the meeting of the Standing Committee to present his/her application and be 'on hand' to respond to questions or queries Members of the Standing Committee might have. A representative(s) of a Community Group will similarly be expected to attend the meeting of the Standing Committee to present their application.

(ii) Recommend to the Mayor of Taunton whether funding should be awarded for the projects or schemes which have been considered. Circulate the Mayor's decisions to all Members of the Charter Trustees.
- 7 Delegate to the Clerk to the Charter Trustees such tasks and responsibilities as are necessary for him/her to provide the required support to the Charter Trustees.
- 8 Deal with all other matters falling within the powers and duties of the Charter Trustees, except for those matters reserved for decision by the full body of the Charter Trustees as specified in 'The Charter Trustees of the Town of Taunton - Functions and Responsibilities'.

The Charter Trustees of the Town of Taunton

A proposal to continue support for Taunton's Twin Towns

The Town of Taunton has two 'twin towns' – Lisieux in France and Konigslutter in Germany. The former twinning has been in existence for well over 60 years whilst the latter was formed in 1995.

Each twinning has a support group; the Taunton-Lisieux Civic Link and the Friends of Konigslutter and both operate on the basis of bi-annual visits to France or Germany taking place, with return visits occurring the year after.

Prior to the formation of Somerset West and Taunton Council, Taunton Deane Borough Council (TDBC) provided a degree of funding each year to both of these groups to perpetuate the twinning arrangements. Without a degree of funding there is little doubt the twinning groups would be seriously compromised with little prospect of them being able to continue after a relatively short time.

The funding comprised a grant of £1,000 per annum to the Taunton-Lisieux Civic Link which was used to provide trips for the French visitors to local and regional landmarks during their stay in Taunton. In addition, the Council had borne the cost of the attendance of the French visitors at the Civic Dinner which was attended by TDBC's Mayor.

A grant was not made to the Friends of Konigslutter as they undertook much of their own fund-raising. However, in recent years such fund-raising has become more and more difficult. It should be noted that TDBC did meet some of the costs associated with the Civic Dinner held in honour of the German visitors.

With the formation of the new Council and a number of other well-established twinning arrangements across the enlarged area, the support given to Taunton's twin towns in the past cannot be continued, as to do so will be seen as unfair on the other twinning groups elsewhere in the area.

As such, it is suggested that the limited cost of supporting both twinning organisations in Taunton should, in future, be derived from the Special Expenses precept levied in the Unparished Area.

This matter was discussed at the final meeting of the Taunton Unparished Area Committee held on 30 January 2019. The Councillors present at this meeting accepted that a degree of financial support ought to be provided to the twinning groups in future especially if Charter Trustees for Taunton were put in place. There was a view however that both groups should be treated in exactly the same way in future.

In the circumstances, the Charter Trustees are requested to consider making financial contributions to the Taunton-Lisieux Civic Link and the Friends of Konigslutter on the following basis:-

- (a) The sum of £1,000 per annum be awarded to each of the twinning groups from funding derived from the Special Expenses Precept levied on households in the Taunton Unparished Area; and
- (b) The further sum of up to £1,500 be made available to meet the cost of hosting the French or German visitors attending the Civic Dinners held in their honour. Should this amount be exceeded, the twinning group concerned will be expected to meet the balance of the overall cost.

Note : In any financial year there is only one visit from either France or Germany. Therefore in Year 1 if Taunton receives visitors from Lisieux (usually towards the end of May), a party from Taunton will travel to Germany to visit Konigslutter in August. In Year 2, the visits are reversed.

This means that in any one year, the amount of funding needed to support the twinning groups will be no more than £3,500.