

Taunton Charter Trustees

Wednesday, 29th April, 2020,
6.00 pm

[SWT VIRTUAL MEETING WEBCAST LINK](#)



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

Agenda

1. Apologies

To receive any apologies for absence.

2. Minutes of the previous meeting of the Taunton Charter Trustees

To approve the minutes of the previous meeting of the Committee.

(Pages 7 - 14)

3. Declarations of Interest

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset County Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

4. Public Participation

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak

before Councillors debate the issue.

Temporary measures during the Coronavirus Pandemic

Due to the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will holding meetings in a virtual manner which will be live webcast on our website. Members of the public will still be able to register to speak and ask questions, which will then be read out by the Governance and Democracy Case Manager during Public Question Time and will either be answered by the Chair of the Committee, or the relevant Portfolio Holder, or be followed up with a written response.

5. Petitions

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

6. Motions to the Charter Trustees

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

7. Communications

To receive such communications as the Mayor may desire to lay before the Charter Trustees.

8. To answer questions under Standing Order 8

A Charter Trustee may ask the Mayor any question upon an item which is under consideration by the Charter Trustees.

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.

An answer may take the form of:-

A direct oral answer; or

Where the desired information is contained in a publication of the Charter Trustees, a reference to that publication; or

Where reply to the question cannot conveniently be given orally, a written answer circulated to Charter Trustees.

9. To receive and consider reports, minutes and recommendations of the Standing Committee (if any)

10. To make appointments to the Standing Committee

To confirm the membership for the Charter Trustees of Taunton Standing Committee for the 2020/2021 Municipal

(Pages 15 - 16)

(Pages 17 - 22)

Year.

- | | |
|---|-----------------|
| 11. Taunton High Street Fund bid and Community Infrastructure Levy allocations | (Pages 23 - 26) |
| 12. Alderman Spear's Contribution to the Mayor's Christmas Fund | (Pages 27 - 32) |
| 13. Standing Committee Bid Criteria Documentation | (Pages 33 - 50) |
| 14. Annual General Meeting 2020 | (Pages 51 - 52) |

Recent Government Regulations introduced due to the Covid-19 pandemic (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) made under Section 78 of the Coronavirus Act 2020 allow for Local Authorities to make a choice as to whether to hold an Annual Meeting for 2020 only, usually a mandatory requirement.

Following the meeting of the Charter Trustees on 23rd January 2020 where Councillor Fran Smith and Councillor Sue Lees were officially nominated to serve as Mayor and Deputy Mayor of Taunton respectively for the 2020/21 Municipal Year and so it is expected that these positions are not subject to change.

This report seeks a resolution from the Charter Trustees as to their preference to hold an AGM virtually or to not.

15. Community Governance Review Update - Standing Item

To receive an update (if any) on the progress of SWT's Community Governance Review with regard to the Unparished Area of Taunton



**JAMES HASSETT
CHIEF EXECUTIVE**

Please note that this meeting will be 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 taking part in the Council Meeting 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.

Following Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will be live webcasting our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, but you can also access them on the [Somerset West and Taunton webcasting](#) website.

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using governance@somersetwestandtaunton.gov.uk

Any requests need to be received by 4pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Thursday prior to the meeting.

The Governance and Democracy Case Manager will take the details of your question or speech and will distribute them to the Committee prior to the meeting. The Chair will then invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to three minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group.

Please see below for Temporary Measures during Coronavirus Pandemic and the changes we are making to public participation:-

Due to the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will holding meetings in a virtual manner which will be live webcast on our website. Members of the public will still be able to register to speak and ask questions, which will then be read out by the Governance and Democracy Case Manager during Public Question Time and will be answered by the Portfolio Holder or followed up with a written response.

Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

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 - 23 January 2020

Present: Councillor Francesca Smith (Mayor)

Councillors Sue Lees (Deputy Mayor), Chris Booth, Simon Coles, Caroline Ellis, Marcia Hill, Richard Lees, Libby Lisgo, Martin Peters, Hazel Prior-Sankey, Federica Smith-Roberts, Alan Wedderkopp and Brenda Weston

Officers: Jo Comer, Marcus Prouse and Jackie Evans

(The meeting commenced at 6.00 pm)

47. **Apologies**

Apologies were received from Councillors Lee Baker and Danny Wedderkopp.

48. **Minutes of the previous meeting of the Taunton Charter Trustees**

(Minutes of the meeting of the Taunton Charter Trustees held on 2nd October 2019 circulated with the agenda)

RESOLVED that the minutes of the Taunton Charter Trustees held on 2nd October 2019 be confirmed as a correct record.

49. **Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Councillor or Clerk of a County, Town or Parish Council or any other Local Authority:-

Name	Minute No.	Description of Interest	Reason	Action Taken
Cllr C Booth	All Items	Wellington and SWT	Personal	Spoke and Voted
Cllr S Coles	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr C Ellis	All Items	SWT	Personal	Spoke and Voted
Cllr Mrs Hill	All Items	SWT	Personal	Spoke and Voted
Cllr R Lees	All Items	SWT	Personal	Spoke and Voted
Cllr S Lees	All Items	SWT	Personal	Spoke and Voted
Cllr L Lisgo	All Items	SWT	Personal	Spoke and Voted
Cllr M Peters	All Items	SWT	Personal	Spoke and Voted
Cllr H Prior-Sankey	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr F Smith	All Items	SWT	Personal	Spoke and Voted
Cllr F Smith-Roberts	All Items	SWT	Personal	Spoke and Voted
Cllr A	All Items	SCC & SWT	Personal	Spoke and Voted

Wedderkopp				
Cllr B Weston	All Items	SWT	Personal	Spoke and Voted

50. **Public Participation**

The Clerk advised the Trustees that no members of the public had registered to speak at the meeting.

51. **Petitions**

The Mayor advised that no petitions had been received.

52. **Deputations**

The Mayor advised that no deputations had been received.

53. **Motions to the Charter Trustees**

The Mayor advised that no motions to the Charter Trustees had been received.

54. **Communications**

The Mayor advised that she had visited The Great Western Hotel in Taunton earlier today as a guest of Spaeda – an Arts Education Charity that had their 20 year launch and it was very interesting to see the work that they undertake.

The Mayor's Concert 'Songs for Springtime' was being held on Saturday 29th February 2020 in aid of the Mayor's Charity and being held at St. James's Church, Taunton. If any Charter Trustees were interested in attending tickets were £10.

Today was the 75th Anniversary of the liberation of Auschwitz-Birkenau concentration camp and Councillors were requested to attend if possible the Holocaust Memorial Service at St. John's Church on the 27th January at midday.

Councillor Smith-Roberts requested that future reports were brought that demonstrated the activities of the Mayor and how busy the role was and that this was minuted in the Charter Trustees documentation. The whereabouts of the Mayor in a given week could be shared, just not exactly when.

Councillor Lisgo also requested that upcoming events were circulated to the Charter Trustees so that Councillors could, if so wished, go along and support the Mayor of Taunton at various events.

Councillor Marcia Hill felt that the Mayoralty needed to be promoted properly on what the role of the Mayor was and this had been a longstanding issue. She

concurred with Cllr Lisgo that a weekly overview of the Mayor's activities would be a useful aide memoire and needed to be re-instated.

Councillor Weston felt that local media may be interested in doing a longer form piece with the Mayor about their role in an average week.

The Mayor was supportive of the proposals and asked Officers to work together to ensure this could be implemented.

55. **To receive and consider reports, minutes and recommendations of the Standing Committee.**

During the discussion of this item, Members made comments and asked questions which included:-

- Councillors queried whether criteria was going to be established to help the Standing Committee make decisions in relation to the applications received and whether future applicants were going to be notified of the changes in advance.
- *The Clerk to the Charter Trustees clarified that the revised criteria had been taken to the November meeting of the Standing Committee and had been recommended to be used, but not to implement it until a new municipal year had begun. The Clerk stated that he would be happy to circulate the new forms to all Charter Trustees for comment.*
- The Chair of the Standing Committee commented that the new forms were more in line with the grant giving across the rest of the wider Council and this was felt to be an important principle to follow.
- A request was made that analysis was undertaken to plot how the funds the Charter Trustees distributed and possibly mapped geographically across the entire unparished area to ensure that it was equitable. This could be done by both finance or by sector and could also demonstrate that the funding enabled matched funding opportunities.
- Some councillors cautioned against drawing too tight a definition on benefit to the Unparished Area of Taunton and that funding of events which drew in visitors that spent monies in Taunton was an important consideration.
- It was felt right that the funds were primarily for the benefit of Taunton residents rather than visitors and the point was made that Parish Councils spend their money for the benefit of their parishes. The task of attracting visitors into Taunton was felt to be a wider responsibility of the District Council.
- *The Clerk advised that conditions can and had been attached to recent bid applications that stipulate benefit to particular areas of the Unparished area, for example, with Taunton Area Parenting Support.*

RESOLVED that the Charter Trustees noted the recommendations of the Standing Committee of the Charter Trustees of Taunton, approved by the Mayor of Taunton.

56. **To answer questions under Standing Order 8**

Councillor Lisgo asked the following question;

Although we are well served by The Clerk to the Charter Trustees there is a restriction on the amount of time that can be spent on work relating to the Charter Trustees. When the Charter Trustees were established last year most of us agreed that we were seeing ourselves as a stopgap to a Parish or Town Council of some description. In order to achieve that we have to progress the Community Governance Review. Since we had that discussion we have not seen any further updates on this matter, is it the job of the Charter Trustees to oversee that or is it somebody else's responsibility, and if so, who might that be?

The Clerk to the Charter Trustees responded that preparations for the Community Governance Review had been interrupted by the General Election that had taken place between the last meeting in October 2019. The whole of the Governance team would have a part to play in ensuring the review was undertaken. The intention as per the timetable shared previously was to bring the draft Terms of Reference to a future meeting of the Charter Trustees in March 2019 for comment. The responsibility for the Community Governance Review sat with the District Council.

Councillor Smith-Roberts clarified that from an SWT perspective the relevant portfolio holder with oversight of the Community Governance review was Cllr Ross Henley, Portfolio Holder for Corporate Resources.

Councillor Coles questioned whether the Terms of Reference would just look at the Unparished Area of Taunton or undertake a wider scope?

The Clerk to the Charter Trustees stated that the Draft Terms of Reference would provide this clarity but that the intention was to undertake a District-wide review as it was known there were other anomalous boundaries across the District.

57. **Taunton Charter Trustees Budget 2020/2021**

The Mayor introduced the item which set out the proposed Budget for the forthcoming year.

During the discussion of this item, Members made comments and asked questions which included:-

- A question was raised as to whether Somerset West and Taunton Council was intending to continue to raise Special Expenses on the Unparished Area (whilst separate from this Budget) would enable the Unparished Area to still benefit from projects on a smaller scale that a Town/Parish Council usually provided?
- *The Clerk to the Charter Trustees clarified that the budget paper before Councillors only dealt with the costs associated with the Charter Trustees which were mainly around the Mayoralty and Civic Function. The*

discussions around the decision as to whether levy Special Expenses were still ongoing and this would be ultimately decided at the SWT Budget Setting meeting on the 19th February 2020. Officers were in negotiations with the Ministry of Housing, Communities and Local Government (MHCLG) to investigate this.

- Cllr Smith-Roberts clarified that as Leader of SWT the administration had supported Officers to investigate precepting for Special Expenses on the Unparished Area of Taunton with MHCLG, as previously undertaken. MHCLG had been told that with the advent of the Charter Trustees Special Expenses were no longer going to be levied as Officers had originally understood Charter Trustees to be able to be able to precept for things much like a Town Council which they cannot do so. Secretary of State Approval was still being awaited for approval but it was envisioned this would be resolved before Budget Setting at the District level.
- *The Clerk to the Charter Trustees confirmed that the precepting power of the Charter Trustees was separate to the SWT power to request to precept for Special Expenses.*
- Comment was made that Somerset West and Taunton had expected that Charter Trustees for Taunton were going to be in many regards like a Town Council when in fact the restrictions imposed on what Charter Trustees could precept for meant it was not. The Special Expenses would be able to achieve some things but could not fund the full breadth of activities that a Town/Parish Council could with the amount expected and the District had to be cognisant of that and take steps to remedy in the short-term. The residents of the Unparished Area would continue to be significantly disadvantaged until then.
- There was a current amount of around £22,000 in the biddable pot and this would be clarified if this could be carried forward for future years to be distributed by the Standing Committee of the Charter Trustees.
- The Mayor requested that the Budget report and the Accommodation line was amended to reduce the number of Standing Committee meetings was reduced from eight to four.
- *The Clerk to the Charter Trustees clarified that this would reduce the amount precepted for from £2640 to £1760 for accommodation and the total figure reduced from £52,020 to £51,140 and from £3.40 to £3.34 on a Band D Property.*
- Councillor Marcia Hill seconded the Mayor's proposal and Councillors supported the amendment.
- Comment was made that the charging of a commercial rate for accommodation was an aspect that could be considered unfair and was being used to push undue costs onto the Charter Trustees.
- It was suggested that the start times of the meeting could be changed so that a Security Guard would not need to be used as is the case for all evening meetings at The Deane House.
- Concern was raised of the difficulty of forging a separate identity whilst still holding the meetings in the District Council's offices.
- *The costs of the hire of The Deane House were comparable to the Albemarle Centre and other commercial room hire facilities in the town. The removal of the security guard costs would equate to only £360 for the year.*

- Councillors requested a more detailed understanding of the Mayoral Activities and Events Budget line.
- Officers had investigated the spend associated with the former Mayor of Taunton Deane in previous years to come up with an estimated cost for the forthcoming year. The budget set for 19/20 had been set at a prudent £15,000 but this was likely to be underspent. A further report on the final spends for the 19/20 would be brought back in due course after the end of the financial year.
- A query was raised as to the elimination of a potential Mayoral Small Grants pot that had been included in previous versions of the paper?
- *This had originally been included but following feedback at the meetings in advance of this one had been removed, as its purpose seemed vague and the Special Expenses was felt to be the priority to ensure was kept.*
- The Mayor raised that the Alderman Spear's Contribution to the Mayor's Christmas fund for the needy of Taunton at Christmas could fulfil this role.
- *A further report would be brought back to a meeting of the Charter Trustees detailing this fund and its proposed future.*
- It was raised that it would be beneficial if the Charter Trustees could in some way reward young people in the town for their contributions. It was requested that the Civic links and the Civic Dinners with the Twinning Groups involved young people. Bridgwater and Taunton College catering students could be involved in catering for these dinners which would involve young people and also reduce the costs.
- The Mayor encouraged that this idea was communicated to the Twinning Groups.
- Cllr Lisgo requested that the concerns expressed during the debate were recorded and communicated to the rest of SWT Council.

Councillor Marcia Hill proposed the substantive motion which was seconded by Councillor Prior-Sankey.

RESOLVED that the Charter Trustees for Taunton set a precept for the financial year 2020/2021 at the amount of £51,140, to be collected on their behalf from the Unparished Area of Taunton ratepayers by Somerset West and Taunton as the billing authority. This is equivalent to £3.34 expenditure per Band D property.

58. **Mayor Making for 2020/21**

Following the meeting of the Charter Trustees on 7th August 2019, where the presumption was supported that the person taking up the Mayor of Taunton role was presumed to serve in the role for two consecutive years, it was requested that the Charter Trustees consent to being content with not undertaking a wider nomination process in February 2020 but to confirm the presumed nominees at this meeting. The Mayor Making ceremony where these nominations would be voted on would still take place at the Annual General Meeting or Mayor Making in May/June 2020.

Both Councillors Francesca Smith and Sue Lees declared that they would wish to continue in their roles for a second consecutive year.

Councillor Prior-Sankey proposed that Councillor Francesca Smith be nominated to take up the role of Mayor of Taunton for the municipal year 2020/21. This was seconded by Councillor Coles.

The nomination form was thus signed by the proposer and seconder.

Councillor Coles proposed that Councillor Sue Lees be nominated to take up the role of Deputy Mayor of Taunton for the municipal year 2020/21. This was seconded by Councillor Booth.

The nomination form was thus signed by the proposer and seconder.

59. **Appointment of External Auditors**

RESOLVED that the Charter Trustees for Taunton approved the appointment of external auditors PKF Littlejohn made under the central appointments regime The Smaller Authorities' Audit Appointments (SAAA).

(The Meeting ended at 7.20 pm)

Mayor of Taunton

Communications - 29/04/20



A few key events since the last meeting:

- Holocaust Memorial Day Service at St Johns Church
- Tour of St Margaret's Hospice
- Performance of School of Rock by students of Castle School
- Showmen's Guild Western Section Annual Luncheon
- Polish Saturday School of Jan Brzechwa 10th Anniversary Party
- Celebration of the Taunton Toads and Cheque Presentation Evening at the Museum of Somerset
- Taunton Thespians production of Deathtrap.
- Lunchtime Concert at St Mary Magdalene Church by the Chamber Choir of Madeira
- The High Sheriff of Somerset's Service to Celebrate Volunteering at Wells Cathedral
- Legal Service at Wells Cathedral
- Meeting Jason and Sharon Bailey who repaired the Vivary Park Gates
- Virtual opening of Sherford & Wilton Community Store
- The Mayor to update the Charter Trustees on the monies raised by the Taunton Deane Male Voice Choir at their Patronage Concert back in February. The Choir presented the cheque to the Mayor and the Chair of SWT via Zoom.

A handwritten signature in black ink, appearing to read 'Fran Smith'.

Councillor Fran Smith

Mayor of Taunton

Record of Decision taken by Mayor of Taunton

Decision title: Award of Grant Funding from the Unparished Area Special Expenses Precept

Recommended by Standing Committee: 27/02/2020

Clerk to Charter Trustees Contact Details: Marcus Prouse
m.prouse@somersetwestandtaunton.gov.uk

Date of Decision: 28/02/2020

Details of decision:

1) Taunton Together (6.30 – 6.45pm) – A bid for a contribution to the total costs of running Taunton Together 2020 (£1500), an annual multi-cultural event.

RECOMMENDATION: *The Standing Committee recommended to allocate the full amount requested of £1500.00, with the applicants to be informed that the Standing Committee would be unlikely to support this event on an annual basis.*

2) Taunton Transition Town (6.45 – 7pm) – A bid for £1000 towards the costs of setting up a repair café in Taunton.

RECOMMENDATION: *The Standing Committee recommended to allocate the full amount requested of £1000.00, with the applicants to be informed that the Standing Committee would be unlikely to support a repeat bid in future. The applicant is encouraged to make contact with Men In Sheds (Compass Disability), a similar organisation to see if there can be shared learning.*

3) eat: Taunton (7 – 7.15pm) – A bid for a contribution to the total costs (£14,269) of running two eat: Taunton festival events in 2020. The expected shortfall to cover costs is estimated at £5502.

RECOMMENDATION: *The Standing Committee recommended to contribute £1500 towards the costs of each event for a total contribution of £3000. The applicants to be informed that the Standing Committee would be unlikely to support this event on an annual basis.*

4) Councillor Martin Peters (7.30 – 7.45pm) – A bid for £340 for the planting of replacement trees in Parkfield Crescent and Parkfield Road.

RECOMMENDATION: *The Standing Committee recommended to allocate the full amount requested of £340.00.*

5) Councillor Brenda Weston (7.45 – 8pm) - To provide an initial overview prior to an application for maintenance works on Whirligig Lane, Taunton.

RECOMMENDATION: *The Standing Committee were in principle supportive of seeing this application being brought back to a future meeting of the Standing Committee for a final decision, once overall costs had been quoted for and clarification had been sought on future maintenance of the Lane by the County Council.*

The remaining funds for this year stand at £16,391.13

The below has been completed:	Name(s)	Date
Relevant ward councillor(s) consulted	N/a	
The following are if appropriate / applicable: Yes/No. If yes the implications should be attached to this decision notice.		
Finance implications	The remaining funds for this year stand at £16,391.13	
Legal implications	N/A	
Links to corporate aims	N/A	
Community Safety implications	N/A	
Environmental implications	N/A	
Equalities Impact		
Safeguarding Implications	N/A	
Risk management	N/A	
Partnership implications	N/A	

Any conflicts of interest declared by Mayor or Standing Committee Members consulted on the proposed decision. If Yes provide confirmation from Clerk to Charter Trustees to grant dispensation for the Mayor/Standing Committee Member's views to be considered.

N/a

Decision Maker

I am aware of the details of this decision(s), considered the reasons, options, representations and consultation responses and give my approval / agreement to its implementation.

Signed:

A handwritten signature in black ink, appearing to read 'F Smith', written in a cursive style.

Name: Councillor Francesca Smith

Date: 28/02/2020

Note – This decision record is for decisions taken by The Mayor of Taunton following a recommendation by the Standing Committee of the Charter Trustees of Taunton. The decision(s) can be implemented following publication.

Note: A copy should also be sent to the Governance Team and Civic Office –
governance@somersetwestandtaunton.gov.uk
civico@somersetwestandtaunton.gov.uk

Record of Decision taken by Mayor of Taunton

Decision title: Award of Grant Funding from the Unparished Area Special Expenses Precept

Recommended by Standing Committee: 30/03/2020

Clerk to Charter Trustees Contact Details: Marcus Prouse
m.prouse@somersetwestandtaunton.gov.uk

Date of Decision: 30/03/2020

Details of decision:

1) Wilton & Sherford Coronavirus Community Help Group – A bid for funds toward the purchase of stock and a banner for the Wilton and Sherford Community shop (£1500) which would be run out of St. George’s Hall during the Covid-19 pandemic.

RECOMMENDATION: *The Standing Committee recommended to contribute £1500 towards the costs of setting up a Community Shop in Wilton and Sherford to serve the local community during the Covid-19 pandemic. The applicants were to be informed that the Standing Committee would prefer the funds to be transferred via St. George’s Church, Wilton bank account if in agreement with all parties concerned.*

The remaining funds for this year stand at £14,891.13

The below has been completed:	Name(s)	Date
Relevant ward councillor(s) consulted	N/A	
The following are if appropriate / applicable: Yes/No. If yes the implications should be attached to this decision notice.		
Finance implications	The remaining funds for this year stand at £14,891.13	
Legal implications	N/A	
Links to corporate aims	N/A	
Community Safety implications	N/A	
Environmental implications	N/A	
Equalities Impact		
Safeguarding Implications	N/A	
Risk management	N/A	

Partnership implications	N/A	
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Any conflicts of interest declared by Mayor or Standing Committee Members consulted on the proposed decision. If Yes provide confirmation from Clerk to Charter Trustees to grant dispensation for the Mayor/Standing Committee Member's views to be considered.

N/a

Decision Maker

I am aware of the details of this decision(s), considered the reasons, options, representations and consultation responses and give my approval / agreement to its implementation.

Signed:



Name: Councillor Francesca Smith

Date: 30/03/2020

Note – This decision record is for decisions taken by The Mayor of Taunton following a recommendation by the Standing Committee of the Charter Trustees of Taunton. The decision(s) can be implemented following publication.

Note: A copy should also be sent to the Governance Team and Civic Office –
governance@somersetwestandtaunton.gov.uk
civicooffice@somersetwestandtaunton.gov.uk

Taunton High Street Fund bid and Community Infrastructure Levy allocations

Executive Summary

This report seeks input from Chartered Trustees on the allocations of Community Infrastructure Levy funds held in the Taunton Unparished Area Fund, to support Somerset West and Taunton's Future High Street Fund bid for Taunton. The Taunton Unparished Area fund currently holds £107,062.74 in CIL funds and it is proposed that these funds be committed to support key projects in the Taunton Future High Street Fund bid.

Community Infrastructure Levy Background

The former Taunton Deane Borough Council introduced a Community Infrastructure Levy (CIL) on 1st April 2014. The Community Infrastructure Levy is a tariff charged on residential development (excluding Taunton town centre and Wellington) and retail development outside Taunton and Wellington town centres.

Somerset West and Taunton (as the charging authority) is required to pass on a proportion of CIL receipts collected in each parish to the relevant parish council (15% in the absence of a neighbourhood plan and 25% if a neighbourhood plan has been adopted). However where CIL receipts are collected in an area where no parish or town council exists, such as the Taunton unparished area, Somerset West and Taunton has agreed to consult the Taunton Chartered Trustees on the spend of the CIL proportion (ie 15%).

In terms of the spend of CIL receipts, the regulations state that the charging authority (in this case Somerset West and Taunton in consultation with the Chartered Trustees) may use CIL 'to support the development of the relevant area by funding— (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.'

Further information about CIL is available at <https://www.somersetwestandtaunton.gov.uk/planning-policy/cil/>

Future High Street Fund Background

Somerset West and Taunton Council is due to submit the Taunton High Street Fund business case to MHCLG on 30th April 2020. The key projects featuring in the Taunton Future High Street Fund bid are outlined in Table 1.

Table 1: Future High Street Fund bid projects

Future High Street Fund bid projects:
Coal Orchard Development
Firepool Development (including a multi-purpose venue)
Taunton Town Centre Cycle and Pedestrian Improvements including:
Firepool Boulevard linking to station and river crossing
River crossing linking to the Coal Orchard development
St James Street - High Street - Vivary Park
Town centre cycle parking infrastructure

In order to ensure alignment with the Future High Street Fund objectives, the majority of the Government investment sought will be to support the delivery of key town centre sites (Firepool and Coal Orchard). These projects seek to increase residential density and improve the cultural and leisure offer, with a view to increasing footfall and dwell time in the town centre.

Government funding is also sought for the provision of additional cycle parking in the town centre and the creation of a new pedestrian & cycle route running from the railway station, through Firepool and Coal Orchard linking to St James Street, North Street and High Street to Vivary Park. This was a key project identified in the draft Taunton Local Cycling and Walking Infrastructure Plan and seeks to increase cycling and walking to help reduce traffic in the town centre.

These CIL allocations are outlined in Table 2 below.

Table 2: Community Infrastructure Levy allocations to support Future High Street Fund bid:

	2022/23	2023/24
Taunton town centre cycle and pedestrian improvements to include:		
Firepool Boulevard linking to station and river crossing		
River crossing through Coal Orchard		
Improvements to St James Street, North Street, High Street	£500,000	£500,000
Improvements to pedestrian crossing at High Street/Vivary Park		
Town centre cycle parking infrastructure		
Multi-purpose venue at Firepool		£500,000

In order to support the funding bid, the Council is required to identify match funding to support project delivery. The Council is also required to confirm co-funding is legally committed, subject only to formal confirmation of a grant award

from the Future High Streets Fund. A report is being taken to Somerset West and Taunton Council on 27th April to seek approval for Community Infrastructure Levy (CIL) allocations to support the Taunton Future High Street Fund bid.

<https://democracy.somersetwestandtaunton.gov.uk/ieListDocuments.aspx?CId=325&MId=2284&Ver=4>

Options:

Chartered Trustees input is sought on how they would like to see the Taunton Unparished Area CIL fund split to support the Future High Street Fund bid for Taunton. Possible options include:

1. Allocating all the £107,062.74 towards one of the two projects outlined in Table 2 above ie town centre cycle/pedestrian improvements or multi-purpose venue.
2. Splitting the £107,062.74 between the two projects, eg. 50/50 split or an alternative split.

Kate Murdoch

k.murdoch@somersetwestandtaunton.gov.uk

Strategy Specialist

Alderman Spear's Contribution to the Mayor's Christmas Fund

Introduction

This report sets out an introduction to the charitable fund 'Alderman Spear's contribution to the Mayor's Christmas Fund' and seeks a steer from the Charter Trustees of Taunton on the future management of the fund going forward for future years.

Background

A former Councillor (also Alderman and Freeman) named Mr Frederick Cory-Spear OBE made a declaration of Trust dated 1st March 1973 (of which a copy is attached) which is the Governing Instrument of the Charity named 'Alderman Spear's Contribution to the Mayor's Christmas Fund.' The objects of this charity are specifically for the benefit of the poor and needy at Christmas.

It is a small investment fund which has an estimated value of £6500 in shares. The fund has generated about £200 in the last financial year and there is around £2000 in a deposit account, which is an accumulation which has built up due to the lack of withdrawals.

In the past, the Council used to make a donation just before Christmas to the local Lions Club for the 'prevention or relief of poverty'. However, with the demise of the Lions Club in Taunton, such donations have ceased. The last time a donation from the Fund was made was in 2012.

Tasks

Since May 2019 there has been an attempt to change the signatories for the Deposit Account Holder, as departed staff members are still listed. Unfortunately the Bank has stated that they have lost the forms so we are having to start again and do this digitally.

We have also been contacted regarding changing the name of the signatories on the endowment, two of which have to be Director level/Signatory at SWT. With the recent changes in the staff structure this has been more difficult than anticipated.

A Charitable Return is required to be sent every year and one was done in January 2020 for the 18/19 Financial Year.

Future

Option 1

With Taunton Deane Borough Council no longer in existence – on the formation of the new Somerset West and Taunton Council – the time appeared right to consider doing something with the dormant fund. Before he left the employment

of the Council, the former Governance Manager was in the process of investigating the closing down of this Charity and transferring the funds to the Somerset Community Foundation. SCF were approached and asked if they would be interested in taking over the operation of the fund and using the small returns for worthy projects in the Current Taunton Deane area.

The CEO of Somerset Community Foundation was receptive to the idea and understood the Charity Commission was going to start a campaign to encourage trustees of dormant and inactive trusts to either start using their funds or windup and hand to Community Foundations. The SCF have advised that it would be too small to hold as a stand-alone fund so they proposed the funds were transferred into the existing CCLA holding and specifically to the Deane Dragons Fund, which is restricted to good causes in Taunton Deane (and established by the former Mayor of Taunton Deane, Dave Durdan) and then add the name of the fund to an 'honours board' on the SCF website.

An agreement would be needed between SCF and SWT but as it would not be held as a standalone fund SCF would give the Council a copy of the agreement already in place for the Deane Dragons Fund. If for any reason the Deane Dragon Fund was not considered appropriate, then the monies could be added to the Somerset Grassroots Fund – for good causes across Somerset – to which SCF have offered to assure Councillors that Taunton Deane communities would benefit from.

Winding up a charity is normally really straightforward and the Charity Commission is very happy to see small underused funds wound up and merged to Community Foundations. Guidance can be found on this here:
<https://www.gov.uk/guidance/how-to-close-a-charity>

If the charity is deemed to have permanent endowment then it is more complicated, but the Charity Commission should allow SWT to remove that permanent status (for technical reasons, SCF cannot directly hold endowments classed as 'permanent' although they would treat the endowment as such). SCF have a technical advisor to the CF network that can help navigate and expedite the process as she worked closely with the Commission. She would charge for this service at a potential rate of a couple of hundred pounds. The physical transfer should be easy as it is all within the CCLA (Charity Fund Manager) where the endowment currently sits.

Option 2

However another option may be that with the continuation of the historic Mayoralty of Taunton that the Charter Trustees wish to continue to maintain oversight and directly operate this small fund through the two officers currently employed and revive it whilst still staying true to the original wishes of Alderman Spear as specified in the Declaration of Trust, by identifying a Charity that could benefit from a contribution to help the poor and needy at Christmas time. This endowment is as shown specifically tied to the Mayoralty of Taunton and the former Borough of Taunton.

- *Namely – that the charitable purposes are done 'through the agency of the Mayor for the time being of the Borough of Taunton (or the person by whatever title he is then known filling the same or similar role)'*
- *'For the relief of the poor and needy in the Borough at Christmas time such purposes being fulfilled by treating this payment as an accretion to the Mayor's Christmas Fund in any year when such a fund is created for such purposes.'*

There is to my knowledge no such thing still operating as a wider Mayor's Christmas Fund – but the Mayor of Taunton (and before that Taunton Deane) selected a couple of charities to support and fundraise for throughout their Mayoral Year.

As this fund has a specific purpose, I would not suggest the funds are used to contribute to the Mayor's chosen charity for the year, unless of course that Charitable Organisation does provide relief for the poor and needy in Taunton at Christmas time.

There is a letter from a former TDBC Chief Executive on 31st March 2000 stating that the Charity Commission have advised that accumulations are not allowed and should only be a home for the annual income of the shares which will need to be clarified with the Charity Commission to see if this is still the case. There may also be a need to see if there are any living relatives of Alderman Cory-Spear.

If it is the Charter Trustees of Taunton's wish to support Option 2 work will need to take place to finalise the changing of the signatories on both the endowment with the CCLA and the deposit account in the Bank. There may also be a decision record needed for the transfer of responsibility for the account from SWT to the Charter Trustees.

Options

- 1) Request SWT to close down the Alderman Spear's contribution to the Mayor's Christmas Charitable Fund and transfer responsibility to the Somerset Community Foundation for inclusion in the Deane Dragons Fund, by;
 - a) Application, if necessary to apply to the Charity Commission to convert permanent endowment to expendable endowment.
 - b) Transferring the assets to SCF to be held in either the Deane Dragons Fund or the Somerset Grassroots Endowment Fund.
 - c) Formally close down the Charity
- 2) Request SWT to formally approve the transfer of the responsibility for the Alderman Spear's contribution to the Mayor's Christmas Charitable Fund to

the Charter Trustees for Taunton, for the current and future Mayor's to carry out the original aims of the Declaration of Trust, by;

- a) Resolve that the Democracy and Governance Specialist and Civic Specialist be added as additional signatories to the Endowment Fund held by the CCLA and the deposit account.

Marcus Prouse

m.prouse@somersetwestandtaunton.gov.uk

Specialist – Governance and Democracy

11 March 2020

Appendix 1 – Declaration of Trust – 1st March 1973 – Alderman Spear's Contribution to the Mayor's Christmas Fund



HAJ

Charity Commission, Woodfield House, Tangier, Taunton, Somerset, TA1 4BL

Fax 0823 345003 Telephone Direct Line 0823 34 } 5048
GTN 1389 }
General Enquiries 0823 345000

Mrs C L Wyatt
Taunton Deane Borough Council
The Deane House
Belvedere Road
Taunton
Somerset
TA1 1HE

Our Ref: PAC-265477-A/1-TSO

6 February 1992

Dear Mrs Wyatt

**ALDERMAN SPEAR'S CONTRIBUTION TO THE MAYOR'S CHRISTMAS FUND -
TAUNTON - SOMERSET**

I refer to the Charity annual return which you recently completed in respect of this Charity.

I notice that you now refer to the Charity as "Taunton Deane Charitable Fund." I should explain that this Charity is comprised in a Declaration of Trust dated 1 March 1973 (a copy of which I enclose) and that at present that remains the Governing Instrument of the Charity. You will see that the Declaration of Trust specifically states that the name of the Charity should be "Alderman Spear's Contribution to the Mayor's Christmas Fund." You will also see that the objects of this Charity are specifically for the benefit of the poor and needy at Christmas. The Trustee has no power to alter these provisions.

Could you please confirm that the monies of this Charity are applied strictly in accordance with the trusts. It would also be helpful if you could give me some more information about the "Taunton Deane Charitable Fund" and how that is applied.

Finally I see that we have not received any accounts for this Charity since 1975. I would remind you that accounts should be sent to this office annually and without delay and I would therefore be obliged if you could supply me with accounts for the last three years and ensure that they are sent in annually hereafter.

Yours sincerely

P A Cooper

Enc

When replying, please quote our reference

9
I, FREDERICK CORY SPEAR of No. 156 Cheddon Road in the Borough of Taunton TJSS

~~Company Director~~ being desirous of paying to the Official Custodian for Charities with his agreement the sum of Five hundred pounds sterling in order that the same may be invested in the purchase in his name in any of the securities authorised for the investment of trust funds and that the income thereof may be applied to the charitable purposes hereinafter declared and through the agency of the Mayor for the time being of the Borough of Taunton (or the person by whatever title he is then known filling the same or similar role) DO HEREBY DECLARE that the said sum of Five hundred pounds sterling proposed to be paid by me or on my behalf to the said Official Custodian UPON TRUST that the income to arise from the aforesaid investment shall forever thereafter be paid or remitted by the said Official Custodian as it is received unto or in accordance with the direction of the Mayor for the time being of Taunton (or the person by whatever title he is then known filling the same or similar role) as the Trustee of the Charity hereby created UPON TRUST to be applied by him to the following purposes (that is to say):

For the relief of the poor and needy in the Borough at Christmas time such purposes being fulfilled by treating the payment as an accretion to the Mayor's Christmas Fund in any year when such a fund is created for such purposes

And it is my desire that the charity hereby created shall be called Alderman Spear's contribution to the Mayor's Christmas Fund

IN WITNESS whereof I have hereunto set my hand this *first* day of *March* One thousand nine hundred and seventy three

SIGNED by the above named)
FREDERICK CORY SPEAR)
in the presence of:-

Frederick Cory Spear

[Signature]
Municipal Council
Taunton

[Signature]



Taunton Charter Trustees Unparished Area Precept Bid Application Form

Applicant Details

Date of Bid:
Name of bidder:
Type of bidder (for example Charity or Community Interest Company):
Charity Number (if applicable):
Contact details:
What are the range of activities that your organisation undertakes?
Annual Income & Expenditure (please attach a copy of your accounts for the last full year):

Scheme Details

What is the scheme? What will it do? What is the community need?

Where will the scheme be located? Does it provide a benefit to the Unparished Area of Taunton specifically?

What is the lifetime of this scheme / project expected to be?

Who will benefit from your project? What social, environmental or economic benefits will your project provide? Include benefits for local people and the wider community.

--

Demonstrate the Need for the Scheme

Please outline the advantages of providing this scheme / project? What problems will it resolve?

Has your community shown support for your project? Who have you consulted with (e.g. the community, service users, visitors, local businesses, other organisations etc?) How did you consult with them and what was the response

Expected Costs of the Scheme

How much is this likely to cost to create? Please provide details

Have other sources of funding been pursued? If so, which ones? (E.g. Match Funding)

How will you ensure your project is financially sustainable into the future? How will you meet ongoing costs?

Please describe how your project delivers good value for money? Is it cost effective? What value is added through the use of volunteers, contributions in kind or match funding.

Was money made available from these funds? **YES / NO**

If so, how much?

£

If not, why not?

Have you received any funding from the Taunton Charter Trustees, Somerset West and Taunton Council or Somerset West and Taunton Lottery in the last 3 years?

Revenue Costs

What extra revenue implications are attached to this scheme? Include things like maintenance, insurance, upkeep.

What is the likely total lifetime cost of maintaining and managing this scheme?

Who will be expected to maintain the scheme when it is completed?

Management and Governance

Please describe how the project will be managed. Who will make decisions? How will financial decisions be made?

What risks to your project have you identified and how will you manage these risks? What might delay or stop delivery of your project? Are there any health and safety issues that need to be considered?

Supporting Documents Checklist:

- Annual Accounts for the last full year
- Constitution or other governing document
- A copy of your project budget detailing expected income and expenditure
- A project plan, including timescales for delivery

N.B – If you are unable to provide any of these documents please contact us prior to submitting your application.

Declaration

- **We understand that funding cannot be given retrospectively.**
- **We understand that our application form and any supporting documents submitted as part of our application will be available for public inspection (please advise us if you would like any of your application to be treated confidentially).**
- **We confirm that funding awarded will only be used for the purpose for which it is awarded, and we agree to provide evidence to substantiate any of the information provided in the application.**
- **We will return any unspent grant to Taunton Charter Trustees.**
- **Taunton Charter Trustees has the right to publicise the project in any way it considers appropriate.**

I have the authority to make this application and to accept the conditions of funding on behalf of the applicant.

Signature

Date

General Guidance:

- Please do not submit bids for revenue (year on year spending), the Unparished Fund can only support one-off expenditures.
- When bidding for capital works please provide three quotes that will still apply 3 months from the date your application is submitted. You must declare any interest between your organisation and those tendering for the works.
- Please do not submit a bid where the total expected funding for a project would be from this one source, unless this can be justified with a mitigating reason.
- Please state whether any Charter Trustee is sponsoring/supporting your bid.
- Please be aware that you will be expected to sign a Grant Agreement if successful with your bid which contains various stipulations around reporting back to the Charter Trustees.
- You should receive a decision on your application within 8-12 weeks.

Please forward your bid to:

Marcus Prouse

governance@somersetwestandtaunton.gov.uk

Performance and Governance

Somerset West and Taunton Council

PO BOX 866

Taunton

TA1 9GS



Ms
Road
TAUNTON
TA1

Date:

Dear

RE: Unparished Area Special Expenses Precept Bid

We are delighted to inform you that your application to the Unparished Area Fund was successful and Taunton Charter Trustees would like to offer a grant of £xxxx towards the xxxxxx.

This offer is subject to the conditions detailed in your grant agreement and the following:

You will be required to provide monitoring reports throughout the project, and a final report on completion of the project these will be outlined in your grant agreement.

The grant must only be used for the activities described in your application. Any unused funds must be returned to us at the end of the grant term.

We have chosen to support your organisation because we strongly believe in your ability to achieve your project goals. Therefore, if there are any roadblocks or developments which may prevent you meeting your targets or any wider changes to your organisation, please call and discuss these with us as soon as you become aware of them. We will try to support you to overcome any challenges and achieve your goals, but it is possible that the grant may be withdrawn if we have concerns that the objectives of the project will not be met.

I would be grateful if we could discuss the terms and conditions of your grant, arrange suitable dates for release of the funding and to discuss the project monitoring arrangements. I will then provide you with a funding agreement to sign and return.

On receipt of your signed agreement and satisfactory compliance with any conditions we will arrange for grant payments to be made via BACS in line with the payment schedule outlined in your agreement.

Please let me know your availability over the coming weeks, the meeting is likely to take an hour in a location suitable for you. Please feel free to invite other members of your organisation to the meeting if you think this would be appropriate.

In the meantime, please do not hesitate to contact me should you have any queries.

Yours sincerely,

Marcus Prouse

Specialist – Governance and Democratic

Tel: 01823 219570

Email: m.prouse@somersetwestandtaunton.gov.uk



**Taunton Charter Trustees
Unparished Area Precept Bid Application Form
Grant Agreement**

Organisation Name:	
Project Name/Purpose of Grant:	
Amount Awarded:	
Date Awarded:	
Project Start Date:	

In accepting this grant the organisation agrees to abide by the following terms and conditions.

We,..... agree that:

1	The grant will be used for the exact purpose(s) set out in the application form and supporting documents submitted.
2	The amount awarded is the final amount. If additional costs are incurred during or after delivery of the project we understand that it is our responsibility to cover these costs. We understand your obligation does not extend to paying us any amounts in respect of VAT which can be claimed back by our organisation in addition to the grant.
3	Should we wish to make any alterations or amendments to the agreed budget or project we will seek permission from Taunton Charter Trustees prior to such expenditure being incurred or any changes to the project being made.
4	If we are not granted permission by Taunton Charter Trustees to make changes to the budget or project and we are unable to spend the funds as originally agreed we understand that Taunton Charter Trustees has the right to reclaim the whole or part of the grant.
5	If we do not spend the entire grant for the purpose stated in the application we will not use the funds for another part of our work. We understand that Taunton Charter Trustees may request the return of any unspent funds.
6	We understand that Taunton Charter Trustees may reclaim whole or part of the grant in any of the following circumstances: a. If any member of the governing body, staff or volunteers act dishonestly or negligently in their work during the project.

	<p>b. If the application form was completed dishonestly or the supporting documents gave false or misleading information</p> <p>c. If the organisation closes down, goes into administration, receivership or liquidation.</p> <p>d. If this agreement is breached.</p> <p>e. If we receive duplicate funding from any other source for the same or any part of the project.</p>
7	We will inform Taunton Charter Trustees of any significant changes to our organisation, constitution or articles of association, staffing structure, and/or funding external to this agreement.
8	If the grant is to fund or part fund equipment or assets, we will not sell or dispose of any equipment or assets during the project or within a 5 year period of submission of the End of Grant report, without first receiving the written permission of Taunton Charter Trustees. If any equipment or assets which have been funded or part funded are sold during this period, Taunton Charter Trustees will be reimbursed.
9	We will keep all financial records and accounts, including receipts for items bought with the grant, for at least 2 years from receiving the grant. These accounts shall be made available to Taunton Charter Trustees within a reasonable period of any request to see them (this does not release our organisation from our legal obligations to keep records for longer periods).
10	The Taunton Charter Trustees Unparished Area Fund will be acknowledged in our organisation's annual report and the accounts which cover the period of the grant. The grant will be shown separately in our organisation's annual accounts as 'restricted funds' and will not be included in its general funds.
11	We understand that Taunton Charter Trustees may be required to conduct an audit and/or a visit to ensure the grant has been used for the purposes it was given; we agree to co-operate with any such investigation.
12	We will comply with all relevant legislation that affects the way in which the project is carried out and will produce any necessary insurance certificates, permissions or licences for inspection.
13	We will observe our obligations under the EU General Data Protection Regulations 2018 to ensure full compliance with the law relating to personal information held on paper and within electronic databases.
14	We will not unlawfully discriminate against any person on the grounds of race, colour, ethnic or national origin, disability, sex, sexual orientation, religion or belief, or age and shall comply with all relevant Equal Opportunities legislation.
15	If our project aims to involve or deliver services to children or vulnerable adults we will ensure that the appropriate level of DBS check is made for all employees/volunteers and that our organisation has policies and procedures in place that safeguard children and vulnerable adults.

16	Taunton Charter Trustees may use our organisation's name, the name of the project and any relevant information relating to the aims of the project in their publicity materials relating to the Unparished Area Fund and we will agree to any reasonable request to participate in publicity and promotion.												
17	We will acknowledge the Taunton Charter Trustees Unparished Area Fund in any publicity material we produce for this project.												
18	<p>Project monitoring</p> <p>We will measure and record the success of the project and its impact on the community.</p> <p>We will comply with all reasonable monitoring requirements as specified in the monitoring schedule and will submit an 'End of Grant Report' on completion of the project.</p> <p>We will inform the Taunton Charter Trustees of the completion of the project within two weeks of the end date.</p> <p>Start Date:</p> <p>Monitoring Schedule:</p> <table border="1" data-bbox="288 949 1465 1151"> <thead> <tr> <th>Date from project start date:</th> <th>Report Required:</th> <th>Measures to include in report:</th> </tr> </thead> <tbody> <tr> <td>6 months</td> <td>Update Report</td> <td></td> </tr> <tr> <td>12 months (or completion date)</td> <td>End of Project Report</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>In addition to the above measures reports will also include:</p> <ol style="list-style-type: none"> Copies of all invoices and receipts relating to the project. An updated project plan and budget relating to the project. A copy of photographs taken before the project commences and after the project has been completed. For capital projects, copies of inspection and maintenance reports. 	Date from project start date:	Report Required:	Measures to include in report:	6 months	Update Report		12 months (or completion date)	End of Project Report				
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19	<p>Payment Schedule</p> <table border="1" data-bbox="288 1568 1465 1733"> <thead> <tr> <th>Payment Date:</th> <th>Amount:</th> <th>Conditions to be met before payment released:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payment Date:	Amount:	Conditions to be met before payment released:									
Payment Date:	Amount:	Conditions to be met before payment released:											
20	<p>Additional conditions attached to this award</p> <ol style="list-style-type: none"> All other funding sources have been secured. The project must be completed and the funding claimed by: Capital purchases or assets will be inspected and maintained in accordance with the relevant standards. 												

21	We agree that Taunton Charter Trustees can share the monitoring reports we submit with Somerset West and Taunton Council, we will inform Taunton Charter Trustees if the reports contain commercially or personally sensitive information that should not be shared.
22	These terms and conditions will apply throughout the grant award period and/or until our organisation has spent the entire grant and Taunton Charter Trustees has received and approved the End of Grant Report. If our organisation has bought any equipment or assets with the grant, these terms and conditions apply for an additional 5 years from submission of the End of Project report.
23	<p>I am signing these terms and conditions on behalf of our organisation as detailed below and I declare that:</p> <ul style="list-style-type: none"> - I have read and understood the conditions under which the funding is awarded. - I have noted all conditions under which the funding is made - I have the authority to accept the conditions of funding on behalf of the organisation.

Authorised Signature:	
Date:	
Name: (block capitals)	
On behalf of: (name of group)	
Position:	
Contact Tel. No:	

Please return to:
 Marcus Prouse – Clerk to Taunton Charter Trustees
 Taunton Charter Trustees
 Deane House, Belvedere Road, Taunton, Somerset, TA1 1HE
 Tel: 01823 219570
m.prouse@somersetwestandtaunton.gov.uk

Taunton Charter Trustees Unparished Area Small Grant Bid Applications

Scoring Guidance

Green - The project meets the criteria well

Amber - The project meets the criteria, but there are some minor concerns.

Red - The project doesn't meet the criteria or there are some significant concerns.

QUALITY OF LIFE	
The project will enhance the quality of life of communities in the Unparished Area of Taunton. (Social, Environmental, Economic, Community Safety, Improved Life Chances, Health, Educational etc)	
Green	The project is likely to improve the quality of life of those in the Unparished Area. Good number of people/good improvements to quality of life.
Amber	The project is likely to improve the quality of life of those in the Unparished Area. Some people/Some impact on quality of life.
Red	The project is unlikely to have an effect on the quality of life of those in the Unparished Area.
SUSTAINABILITY	
The project will contribute to the wider goal of achieving sustainable communities, contributing to regeneration and achieving higher standards of environmental sustainability (Project, Community, Environmental)	
Green	The project will strongly promote sustainable communities and environmental sustainability.
Amber	The project will promote sustainable communities and environmental sustainability to some degree.
Red	The project is unlikely to have an effect on community and environmental sustainability.

EXTENT OF BENEFIT	
The project will ensure a positive benefit and/or legacy to an adequate proportion of people within that community. (Size of catchment, number of people, length of time benefits felt, accessibility)	
Green	The project provide wide and long lasting benefits for the community.
Amber	The project provides benefits for the community, however beneficiaries are limited/the project is short term.
Red	The project is unlikely to provide benefits for the community
COMMUNITY NEED	
The applicant has demonstrated a need for the project. (Evidence of need in relation to impact, relevant timing)	
Green	The project provides sufficient evidence of a need for the project in the unparished area of Taunton.
Amber	The project evidences some need for the project in the unparished area of Taunton.
Red	The project does not meet the needs of the community in the unparished area of Taunton.
COMMUNITY SUPPORT	
There is demonstrable local community and/or business support for the project. (Number and range of people/groups/businesses)	
Green	The applicant has consulted with the wider community and provided evidence of support for the project from across the community.
Amber	The applicant has evidenced some local support for the project.
Red	The applicant has not evidenced that the community supports the project.

PARTNER SUPPORT	
There is demonstrable local partner support for the project. (Range, involvement in design and delivery, financial/resources)	
Green	Partners are involved in the design, delivery and resourcing of the project.
Amber	Partners have been consulted and support the project.
Red	The applicant has not evidenced any partner involvement in the project.
GOVERNANCE	
Good governance arrangements are in place, including financial and project management to ensure deliverability. (Deliverability, financial sustainability, organisational and financial structures, experience, performance monitoring, plans, risks)	
Green	Good governance arrangements are in place, it is likely that the project outcomes will be delivered, the project is financially sustainable into the future.
Amber	Governance arrangements are adequate, there is some risk to the deliverability of the outcomes, and the project is financially viable.
Red	Governance arrangements are poor. It is unlikely that the project outcomes will be delivered.
VALUE FOR MONEY	
The project offers value for money and reasonable efforts have been made to maximise the impact of any investment. Match funding been secured where appropriate. (Funding requested is proportionate to; the number of beneficiaries, the significance of the benefits, the extent of the impact and added value/match funding. Maximises benefits of the funding).	
Green	Project offers good value for money, has secured some match funding and/or adds value to the investment.
Amber	Project offers value for money, but doesn't offer any additional value to the investment.
Red	Project is not cost effective and doesn't offer value for money.

Annual General Meeting 2020

“Following the now cancelled local elections for those that were due, holding an Annual Meeting during what would have been the normal 2020/21 municipal year is now a matter of choice.

1.2. Whether to continue to hold an Annual Meeting is a political decision, although usually called under the auspices of the Civic Mayor or Council Chair by the proper officer. This may still be the case or it may be that the leading politicians may have decided that it is better at this time to delay the meeting for several months or perhaps entirely this year and re-insert the meeting in the calendar after the delayed elections have been held next May. If the latter, there is still the possibility that some Members will call for an earlier Annual Meeting and this prospect should be recognised and catered for through the possibility of a vote at an ordinary or extraordinary meeting.

1.3 It should be noted that, where an Annual Meeting is delayed, all appointments from the 2019 Annual Meeting continue.

<https://www.adso.co.uk/app/uploads/2020/04/LLG-ADSO-Remote-Meetings-Protocol-and-Procedure-Rules-2020-04-17.pdf>

It is therefore in the gift of the Taunton Charter Trustees as to whether they still wish to hold an AGM this year in the usual custom timescale of 21 working days after the SWT Council AGM.

None of the two positions is set to change and both the current Mayor and Deputy Mayor wish to continue in post for a second consecutive year.

If appropriate and following government guidance regarding social distancing plans could be put in place to hold a more ceremonial Mayoral event or thanksgiving as historically undertaken at Taunton Deane Borough Council at any planned Civic Service in September/October time.

Marcus Prouse

Specialist – Democracy and Governance

21/04/20

