

Taunton Charter Trustees ANNUAL GENERAL MEETING

Tuesday, 2nd June, 2020,
6.00 pm



[SWT VIRTUAL MEETING WEBCAST
LINK](#)

Members: Francesca Smith (Mayor), Sue Lees (Deputy Mayor), 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. Election of Mayor Of Taunton

Councillor Hazel Prior-Sankey to propose and Councillor Simon Coles to second:-

"That Councillor Francesca Smith be elected Mayor of Taunton for the ensuing year".

If the motion is carried, Councillor Francesca Smith will arrange to sign the Declaration of Acceptance of Office.

(Pages 5 - 6)

2. Deputy Mayor of Taunton

Councillor Simon Coles to propose and Councillor Chris Booth to second:-

"That Councillor Susan Lees be elected Deputy Mayor of Taunton for the ensuing year".

If the motion is carried, Councillor Susan Lees will arrange to sign the Declaration of Acceptance of Office.

(Pages 7 - 8)

3. Apologies

To receive any apologies for absence.

4. 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.)

5. Communications

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

6. Appointment of Members of the Standing Committee 2020/2021

To appoint Charter Trustees, from nominations received from each group, to serve on the Standing Committee for the year 2019/2020. The proposed 'Powers and Duties' of the Standing Committee are set out in the attached document. If the Committee allocated politically proportionally as per the Standing Orders there would be 6 Liberal Democrats and 1 Labour seat, though it was within the gift of the political groups as to whether they took up their full entitlement.

7. Any items which the Mayor considers to be urgent business

8. Dates of future meetings

The Clerk to the Taunton Charter Trustees to advise of the dates of future meetings for 2020/21.

(Pages 9 - 10)



**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



**The Charter Trustees of the Town of Taunton
Nomination Form for the Mayor of Taunton 2020/21**

The following two Charter Trustees for Taunton hereby nominate **Councillor:**

FRANCESCA SMITH

To undertake the role of Mayor of Taunton for the 2020/2021 Municipal Year to be confirmed at the Annual General Meeting.

Name: Cllr Hazel Prior - Sankey

Signature: Signature redacted

Date: 23/1/20

Name: Cllr Simon Coles

Signature: Signature redacted

Date: 23/1/20

Verified as valid by the Clerk to the Charter Trustees:

Name: Marcus Prouse

Signature: Signature redacted

Date: 23/1/2020



**The Charter Trustees of the Town of Taunton
Nomination Form for the Deputy Mayor of Taunton 2020/21**

The following two Charter Trustees for Taunton hereby nominate **Councillor**:

SUSAN LEES

To undertake the role of Deputy Mayor of Taunton for the 2020/2021 Municipal Year to be confirmed at the Annual General Meeting.

Name: Cllr Simon Lodes

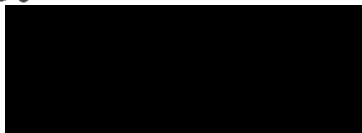
Signature:



Date: 23/01/20

Name: Cllr Chris Booth

Signature:



Date: 23/01/20

Verified as valid by the Clerk to the Charter Trustees:

Name: Marcus Pons

Signature:



Date: 23/01/20

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 given 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'.