

Taunton Charter Trustees

Tuesday, 16th March, 2021,
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. 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.

(Pages 15 - 18)

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

(Pages 19 - 28)

10. Community Governance Review for the Unparished Area of Taunton

(Pages 29 - 36)

This matter is the responsibility of Somerset West and Taunton Council.

This report is to provide the Charter Trustees for Taunton with an update on the proposed forthcoming review and to share the draft report being taken to SWT Full Council.

11. Appointment of Internal Auditor

(Pages 37 - 40)

Following the recommendations of the External Auditor PKF Littlejohn LLP in their Notice of conclusion of audit – Annual Governance and Accountability Return for the year ended 31 March 2020, that *“In future years, the smaller authority must maintain an adequate and effective system of internal audit of the accounting records and control systems”*. Officers have sought quotations from various companies.

It is recommended that the Taunton Charter Trustees appoint IAC Audit & Consultancy Ltd as their Internal Auditor for the 2020/21 and 2021/2022 municipal years.

12. Purchase of Past Mayor and Past Consort Badges

(Pages 41 - 44)

To consider and approve the purchase of x1 Past Mayor Pendant and x1 Past Consort Badge, to be funded from the Mayoral Civic Activity Budget. Past Mayor and Consort badges were given in recognition of the significant commitment made in undertaking the role, as an award to acknowledge and thank them for their contribution.

Past Mayor of Taunton Pendant

1 x steel die to produce the 'PAST MAYOR Of TAUNTON' Pendant ~ size approximately 44x47mm - £398.00 (one off cost for setup, die would be held at Fattorini's should we require more pendants in the future).

Postage, packaging and VAT not included.

The lead time for the pendants is 10-12 weeks from receipt of the order.

Past Consort Pendant

1 x steel die to produce the 'PAST CONSORT' Pendant and Top Bar ~ size approximately 37x44mm - £480.00 (one off cost for setup, die would be held at Fattorini's should we require more pendants in the future).

13. Appointment of Platinum Jubilee Champion

(Pages 45 - 46)

The Charter Trustees for Taunton to consider and nominate a representative who can attend a meeting of an informal liaison group to share information about activities to celebrate The Queen's Platinum (70th) Jubilee.

The Rotary Club of Taunton is hosting an on-line gathering of

as many 'Jubilee champions' as wish to attend. The initial get-together will take place at 7 pm on Wednesday 24 March 2021.

14. Mayor Making 21/22

(Pages 47 - 50)

As per the adopted processes of the Charter Trustees, the Clerk wrote to all those who met the criteria asking if they wished to be considered in February, with announcements normally be made in March, except during an election year. The Clerk received two valid nominations for taking on the roles of Mayor of Taunton and Deputy Mayor of Taunton in 2021/2022, one for each role and the nominations period closed on 19th February 2021.

Councillor Richard Lees has proposed that current Deputy Mayor Councillor Susan Lees be nominated to take up the role of Mayor of Taunton for the municipal year 2021/22. This has been seconded by Councillor Simon Coles.

Councillor Francesca Smith has proposed that Councillor Brenda Weston be nominated to take up the role of Deputy Mayor of Taunton for the municipal year 2021/22. This has been seconded by Councillor Lee Baker.

The Mayor Making ceremony where these nominations are to be affirmed would still take place at the Annual General Meeting of the Taunton Charter Trustees in June 2021, but as each position is uncontested there is no need to undertake any further selection processes.



**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:-

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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