

Taunton Charter Trustees

Tuesday, 21st June, 2022,
6.00 pm

The John Meikle Room - The Deane House



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

Agenda

1. Election of Mayor Of Taunton

Councillor Francesca Smith to propose and Councillor Richard Lees to second:-

"That Councillor Susan Lees be elected 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.

2. Deputy Mayor of Taunton

Councillor Francesca Smith to propose and Councillor Lee Baker to second:-

"That Councillor Brenda Weston be elected Deputy Mayor of Taunton for the ensuing year".

If the motion is carried, Councillor Brenda Weston will arrange to 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. The Mayor will present to Councillor Smith her Past Mayor Badge

Unfortunately, due to delays due to Covid-19, the Past Mayor's Badge had not arrived in time to be presented at last year's AGM.

The Mayor to request that Councillor Francesca Smith comes forward to be presented with her Past Mayor Badge as is customary. Following the motion that was carried unanimously last year that the best thanks of the Charter Trustees be accorded to Councillor Francesca Smith for the manner in which she has discharged the duties of the office of Mayor of the Town during her two terms of office.

5. Apologies

To receive any apologies for absence.

6. 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.)

7. Minutes of the previous meetings of the Taunton Charter Trustees

(Pages 7 - 18)

To approve the minutes of the previous meetings of the Trustees held on 14th December and 20th January.

8. To receive and consider reports, minutes and recommendations of the Standing Committee 2021/22

(Pages 19 - 34)

9. Petitions

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

10. 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.

11. Communications

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

12. Appointment of Members of the Standing Committee 2022/23

(Pages 35 - 36)

To appoint Charter Trustees, from nominations received from each group, to serve on the Standing Committee for the year 2022/2023. 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.

The current membership is as follows;

- Cllr Simon Coles (Chair)
- Cllr Chris Booth
- Cllr Tom Deakin
- Cllr Sue Lees
- Cllr Martin Peters
- Cllr Derek Perry
- Cllr Libby Lisgo

13. Final External Auditor Report for 2020-21

(Pages 37 - 48)

The Charter Trustees must consider the report and consider what, if any, action is required.

14. Annual Internal Audit Report 2021/22 - TO FOLLOW

The purpose of this item is to receive and note the Annual Internal Audit Report 2021/22.

15. Annual Governance Statement 2021/22

(Pages 49 - 52)

This item is to approve the Annual Governance Statement for submission to the Charter Trustee's external Auditors, PKF Littlejohn LLP.

16. Accounting Statements 2021/22

(Pages 53 - 58)

This item is to approve the Draft Accounting Statements

2021/2022 for submission to the Charter Trustee's external Auditors, PKF Littlejohn LLP.

17. Questions under Standing Order 8

- 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.

18. Dates of future meetings

The Clerk to the Taunton Charter Trustees to advise of the dates of future meetings for 2022/23.

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

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