

Taunton Shadow Town Council

Tuesday, 31st January, 2023,
6.00 pm

**Somerset West
and Taunton**

The John Meikle Room - The Deane
House

[SWT MEETING WEBCAST LINK](#)

Members: Tom Deakin (Chair), Brian Larcombe (Vice-Chair), Lee Baker, Chris Booth, Norman Cavill, Simon Coles, Dixie Darch, Tom Deakin, Caroline Ellis, Habib Farbahi, David Fothergill, Marcia Hill, Robert Isaacs, John Hunt, Dawn Johnson, Richard Lees, Sue Lees, Libby Lisgo, Derek Perry, Martin Peters, Hazel Prior-Sankey, Francesca Smith, Federica Smith-Roberts, Ian Talbot, Brenda Weston and Keith Woodmason

Agenda

1. Apologies

To receive any apologies for absence.

2. Minutes of the previous meeting of the Taunton Shadow Town Council

To approve the minutes of the previous meeting of the Committee held on 1st December 2022.

(Pages 5 - 16)

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 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.

We are now live webcasting most of 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](#).

5. Appointment of Town Clerk - Update

Officers to provide a verbal update on the successful conclusion of the recruitment activity associated with the employment of a Town Clerk for the new Council.

6. Implementation Programme -Progress overview scorecard

(Pages 17 - 22)

Officers will present a verbal update on this item at the meeting with attached slides.

It is recommended that the Shadow Town Council:

- Note the update on the Implementation Plan progress and provide any comments.

7. Town Council Budget Update

Officers will present a verbal update on this item at the meeting with slides.

It is recommended that the Shadow Town Council:

- Note the update on the Budget and provide any comments.

8. Civic Activity/Cover for Vesting to the AGM

(Pages 23 - 38)

This report sets out a proposal to ensure the continuation of the civic activity associated with the historic Taunton Mayoralty in the period between the dissolution of the Charter Trustees for Taunton and the Annual General Meeting of the newly created Taunton Town/Parish Local Government Area, which will be required to take place within fourteen days of the elections on Thursday 4th May 2023. (1st April – 18th May 2023).

The Shadow Town Council is requested to note the report.

9. Taunton Garden Town Briefing

Officers will present a verbal update on this item at the meeting with slides.

It is recommended that the Shadow Town Council:

- Note the update on the Taunton Garden Town

10. Judicial Review Update

Legal Workstream Lead and Deputy County Solicitor Tom Woodhams to give an update on the Judicial Review Action.

11. Taunton Shadow Town Council Forward Plan

To review the Forward Plan.

(Pages 39 - 40)

A handwritten signature in black ink, appearing to read 'A Pritchard', with a horizontal line underneath.

**ANDREW PRITCHARD
CHIEF EXECUTIVE**

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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 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. 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.

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 1 clear working day 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 Friday prior to the meeting.

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The meeting rooms, including the Council Chamber at The Deane House, are on the first floor and are fully accessible. Lift access to The John Meikle Room (Council Chamber), 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.

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Taunton Shadow Town Council - 1 December 2022

Present:

Councillors Tom Deakin (Chair), Brian Larcombe (Vice-Chair), Chris Booth, Norman Cavill, Simon Coles, Dixie Darch, Caroline Ellis, Habib Farbahi, David Fothergill, Marcia Hill, Robert Isaacs, Dawn Johnson, Richard Lees, Sue Lees, Libby Lisgo, Martin Peters, Hazel Prior-Sankey, Francesca Smith, Ian Talbot, Brenda Weston and Keith Woodmason

Officers: Alison North, Meg Stokes, Dan Webb, Tony Bryant, Chris Hall, Paul McClean, Reg Williams and Tom Woodhams

Also Present: Councillors Mike Rigby and Sarah Wakefield

(The meeting commenced at 6.15 pm)

10. **Apologies**

Apologies were received from Cllrs Baker, Hunt, Smith-Roberts, Perry and Wedderkopp.

11. **Minutes of the previous meeting of the Taunton Shadow Town Council**

RESOLVED to approve that the minutes of the previous meeting of the Committee held on 3rd November 2022 were a correct record.

12. **Declarations of Interest**

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

Name	Minute No.	Description of Interest	Reason	Action Taken
Cllr C Booth	All Items	SWT & Wellington & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr N Cavill	All Items	SCC & West Monkton	Personal	Spoke and Voted
Cllr S Coles	All Items	SCC & SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr D Darch	All Items	SCC & SWT	Personal	Spoke and Voted

Cllr T Deakin	All Items	SCC & SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr C Ellis	All Items	SCC & SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr H Farbahi	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr D Fothergill	All Items	SCC	Personal	Spoke and Voted
Cllr Marcia Hill	All Items	SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr R Isaacs	All Items	Cheddon Fitzpaine	Personal	Spoke and Voted
Cllr D Johnson	All Items	SCC & SWT	Personal	Spoke and Voted
Cllr B Larcombe	All Items	Comeytrove & Lyme Regis	Personal	Spoke and Voted
Cllr R Lees	All Items	SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr S Lees	All Items	SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr L Lisgo	All Items	SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr H Prior-Sankey	All Items	SCC & SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr M Rigby	All Items	SCC	Personal	Spoke
Cllr F Smith	All Items	SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr I Talbot	All Items	Staplegrove	Personal	Spoke and Voted
Cllr S Wakefield	All Items	SCC & SWT	Personal	Spoke

Cllr B Weston	All Items	SWT & Taunton Charter Trustee	Personal	Spoke and Voted
Cllr K Woodmason	All Items	Comeytrowe	Personal	Spoke and Voted

13. **Public Participation**

1. Ms Helen Lawy – Taunton Green Forum

“In the vision statement there is nothing about the climate and ecological crisis. Will the council actions be underpinned by these crises and use them to help form their ambition?”

Is the garden town still an aspiration?

Nature needs a holistic approach where we take a landscape approach. Will the town council work with surrounding parishes, SCC and EA?

How can the friends of groups work constructively with the town council?”

Response delivered by Cllr Dixie Darch:

Thank you for your question on behalf of The Green Forum. We look very much forward to working constructively with ‘The Friends of’ Groups and keeping them informed both now and in future as an external stakeholder associated with our outstanding parks, when Taunton Town Council looks to take on ownership of a large number of said Parks in the area from April next year, with finalisation of those still to come from Somerset County Council. I am sure our Stakeholder Engagement Lead and Officers from the Assets and Services Workstream would welcome a further conversation outside of the meeting.

I am also sure the Town Council when up and running will be engaging with the partners you mentioned as well as others on environmental matters in line with their statutory duties and functions.

The Garden Town work is being delivered by Somerset West and Taunton Council currently following Taunton’s designation in 2017 and recent reports on its governance have been taken through both SWT Scrutiny and Executive. The Shadow Town Council has on its Forward Plan a Briefing in January to be given on this topic by the SWT Implementation Manager which I would encourage you to attend and observe if interested.

Regarding the Vision Statement, I would caution that this is a specific programme vision statement designed to provide a summary of the future end state we want to deliver for 1st April, it is not the Vision Statement or Corporate Strategy for the Town Council itself, which will be something the Town Council will likely want to develop very quickly after the Elections in May next year for their four year term. I

wouldn't want to pre-determine those Members considerations but I am sure Climate and Ecology will be important considerations.

Thank you again.

2. Mr Roger House – Resident

“On subject of report of Offices for fledgling Town Council - Support report for provision of town council offices, but think town centre operational space will soon be required also for Town Councils employees / contractors. The Schedule of assets to be transferred to the new council does not yet include the Market Charter for Taunton (which was conferred on the old Borough Council operating with the boundaries of the new town council area). My experience in trying to help promote the Produce Market up to 2010 and keep it going on the Priory Bridge Market site after the agricultural market moved suggests a more local council will better placed to promote the town. Salisbury have a massive market square and income to boot, our High Street and Castle Green are more restricted and geared to low cost community events rather than quick commercial gain for the First Tier council. The new town council will need operational space in the heart of the town centre, there is a need to reserve some on a temporary basis as for the offices.”

Response delivered by Cllr Tom Deakin:

Thank you very much for your question Mr House and for your engagement so far with the Community Governance Review, and now the Implementation Phase of setting up a new Town Council.

I am grateful to you for your feedback and support of the proposed accommodation option being presented to the Shadow Town Council this evening. Regarding the requirement for operational space in the town centre, as was outlined in the reports taken through Council, it was anticipated when establishing the Town Council's budget that the town council would purchase these services from the unitary from the outset. This can then be reviewed later, for example when current contracts end. Therefore there will be no requirement, at least initially, for the Town Council itself to hold operational space in the Town Centre as contracted staff will be delivering the service as is using their existing facilities.

Thank you for your comments on the continuation of Markets in the Town. I am sure Officers will take these on board. I understand that SWT Council does not directly own or manage markets in Taunton, but previously a street trading consent had been issued to the District Council's Business Development department who in turn allowed for street trading and event organisers to run markets, fairs, festivals in Taunton town centre.

In relation to events, it will be almost certain that the Town Council will want to play a key role in supporting events in the Town and as part of that budget setting exercise previously mentioned a proportion of the budget was set at £100,000 to the Town Council for Events in 2023/24. The staffing budget also includes a provision for staff to organise events in the town. The district council currently

holds an events budget of a similar amount which funds activities such as Christmas events and Christmas lights etc. and much more.

I hope this information is helpful.

Thank you.

14. **Programme Vision Statement**

At the first meeting of the Shadow Town Council Councillors considered the suggested Programme Vision Statement which would provide a concise summary of the future state the Programme would deliver.

Officers had initially presented the following statement at that meeting for comment:

“To create a safe, legal and functioning Town Council for the residents of Taunton that provides a representative body for the community that:

- *Enables the effective promotion of the well-being of residents,*
- *Contributes to the provision of services in the area in an economic and efficient manner*
- *Promotes community engagement and effective and convenient local government.”*

Councillors had held a discussion at the first meeting and requested that this was placed on this meeting’s agenda for a fuller discussion and finalisation. Some concern had been raised that the statement as originally presented was not sufficiently visionary or aspirational.

The Chair introduced the item and stated that the Vision Statement was only intended to cover the period of the Shadow Town Council. The Programme Manager outlined the key purpose of the Vision Statement and its relation to the programme. Further conversations would take place with the clerk when appointed to review and refine the statement and think to the longer term. A Business Architecture Model would then follow on from the Vision Statement.

Councillor Weston stated that she had spent a lot of time comparing this statement to other Town and Parish Councils. This statement as was drafted was considered functional but not inspiring. She had prepared a revised Vision Statement and Mission Statement, consulting Local Government Association Guidance. Her proposed statements were as follows;

Vision

To establish an inclusive and effective Town Council that informs, empowers and connects our communities and improves the quality of life for residents of all ages.

Mission

- To consult residents, organisations and businesses in year one to identify priorities for the first five years
- To seek value for money when deciding policies and procedures
- To ensure our information, communications and venues are accessible to all residents
- To work with Somerset Council and other key agencies for the benefit of our communities
- To provide safe spaces for young people to socialise and develop interests and skills
- To adopt and promote carbon neutral policies and practices
- To protect and promote Taunton's diverse heritage, arts and cultural assets.

Councillor Deakin thanked Cllr Weston for her efforts.

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

- Comment was made that it was understood that this was only for the Shadow period, but there needed to be reference to the Shadow Council should help create the means for a Council that can shape Taunton's future development. There was also a desire to see reference to Taunton being a prominent destination in the South West Region. These two aspects were missing from a statement that could apply to any Council.
- It was considered imperative that residents were taken on this journey too. A suggestion was made that wording was included that stated that citizens were listened to and had a chance to influence public decision making as well as values and responds to community initiatives. The intent was that the future Council was one that embraced good ideas.
- The currently drafted Vision Statement was not considered uniquely Taunton and lacked ambition.
- A more exciting statement was considered to bring in more engagement from the public with the new Council.
- It was considered important that plain English language was used rather than more technical terms.
- It was considered difficult to determine a revised Statement and Mission at a Committee meeting.
- It was felt that the Vision Statement could be changed and altered as we went through the process as needed.
- It was suggested that the Statement also needed to encompass the need to look for central government funding e.g. Town Deals and liaising with the Community and Voluntary Sector.
- It was considered important that the Vision and Mission gave a steer to the new Town Clerk as to areas of focus.
- It was felt further work was needed to encapsulate the comments that had been made.
- Concern was raised about the Mission Statement and its risks to tie the future Town Council to a certain course.

RESOLVED that the Shadow Town Council approved the following:

1. Deferred the approval and adoption of a Programme Vision Statement.
2. Councillor Weston's Vision and Mission Statements would be circulated to the Shadow Town Council for Councillors to feedback any suggestions, changes or additions and that document would then be presented again at the January meeting for adoption and approval.

15. **Taunton Town Council Office Accommodation**

The report sets out an option for accommodating the office and meeting space needs of the to be created Taunton Town Council. The proposed option provided stability for that Council in the short term without tying them into a lengthy commercial lease. The space proposed was a separate room on the Ground Floor of Deane House with external access and use of shared kitchen and toilet facilities. The decision on accommodation was needed as a matter of urgency so that ICT and telephony arrangements can be put in place, these were expected to have long lead in times with suppliers.

The report sought to cover the roles of Somerset West and Taunton Council with a view to the impacts on Somerset Council, as well as giving consideration to the needs of the Taunton Town Council. Somerset West and Taunton Council were able to make this offer without impacting on current working arrangements in Deane House. There was no negative impact on the Somerset Council as office rationalisation decisions have yet to be approved and the initial lease offered is limited to 12 months.

Taunton Shadow Town Council were requested to make comment on the report and recommendations.

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

- A request was made to be provided with a floor plan of the proposed space.
- Deane House would not need to be open to the public to allow the space to be accessed by staff or members.
- The savings of around £16,000 was considered beneficial for the Town Council to invest in services for residents.
- Clarification was sought on how many people could be accommodated in the space as a maximum?
- *Around 10 people was considered not unreasonable.*
- Clarification was provided on the costs associated with the Security Guard, who would be required to stay on whilst the building is in use for evening meetings.
- Concern was raised that the room was not sufficiently bold in signalling the arrival of the Town Council.
- It was suggested that the work to find a more permanent setting needed to start now rather than April 2023 in terms of cost/availability, with Somerset County Council and SWT pressed by this body to provide a premises for the Town Council e.g., The Old Municipal Buildings. (OMB)
- The OMB did already have existing services within it and concerns were raised about its accessibility.
- Support for the proposed option was stated and that it allowed the Council to deliver on Day One in a modern building.
- A suggestion was made of a preliminary list of alternative options for the future was suggested.

RESOLVED that the Taunton Shadow Town Council noted and approved of the following:

2.2. SWT Portfolio Holder for Economic Development, Planning and Transportation/ Deputy CEO & Director of Place and Climate Change approve that:

2.3 The accommodation requirements for the 'to be' Taunton Town Council are agreed and a lease is entered into for 12 months starting on 1st April 2023.

2.4 It is further recommended that consent is given to allow works to that space to commence under licence in the lead up to the lease start date.

16. **Technical Advisor - Project Overview and Assurance**

Reg Williams, Technical Advisor to the Project from the Society of Local Council Clerks provided an overview/assurance of the project for Councillors.

He had been involved in the project from its early inception. Other areas transitioning to Unitary around the country were some way behind the Taunton project which should be reassuring. The approval of the accommodation was important and further work could now follow. The Bank Account and insurance issues were being progressed. The Council will need rules and regulations from Day One and this work had started, including other key policies that need to be in place very early on. Both Councils had put in sufficient resources in his view to deliver this project. This project was felt to be in a good place and reassurance was given.

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

- Clarity was requested on the impact of Somerset Council's decision to grant Council Tax Relief on the Taunton Town Council budget?
- *Further detail would be provided on budgets at the scheduled January meeting and the detail on that particular question would be reflected in the report. The total precept number of £2.114m is a fixed amount but the tax base figures would be provided at the future meeting.*
- Other Towns such as Harrogate and Barrow-in-Furness were undergoing this same process in North Yorkshire and Cumbria respectively.

RESOLVED that the Shadow Town Council:

- Noted the update from the Project Technical Advisor and had provided any comments.

17. **Town Clerk Recruitment**

Reg Williams, Technical Advisor to the Project from the Society of Local Council Clerks provided an overview of the recruitment activity associated with the employment of a Town Clerk for the new Council. It is hoped an offer could be

made shortly after the conclusion of the interviews, being held on Friday 16th December 2022.

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

- Concern was raised over the impact of the postal strikes on the delivery of application forms.
- *All applications were likely to come in via email.*
- A query was raised as to the determination of the interview panel?
- *The normal process was that the Chair and Vice Chair would sit on the panel, but as the Chair is unavailable on the date he had asked Cllr Johnson to take his place. The Panel was usually no more than four people with a good demographic range.*
- Concern was raised that conflicts of interest were explored if any existing clerks that were known to existing officers/councillors.
- *This would be done if required and Councillors interested in being a reserve panellist to put themselves forward.*

RESOLVED that the Shadow Town Council:

1. Noted the update from the Project Technical Advisor and provided any comments.
2. Approved the nominations of Two Shadow Town Councillors (Cllrs Brian Larcombe and Dawn Johnson) to sit on the Interview Panel.

18. **Implementation Plan Update**

Officers presented a verbal update on this item with a slide pack. This would be a regular item. It was reassuring to have the assurance from the external technical advisor and he was thanked for his work so far on the project. A recap was given on the Key Programme Milestones some of which had already been discussed earlier in the meeting. A reminder was given on the tranche planning.

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

- A query was raised as to the Photo ID requirement for this election and the publicity around that, including any information that could be given on the poll card and the risks of disenfranchisement.
- *The programme was being supported by Communications with a Communication Plan. This would be captured for the Plan.*
- *Guidance from the Electoral Commission would be circulated setting out the implications of the Election Act 2022 and an item on the Election was forthcoming in February.*
- A query was raised as to whether the Town Council was required to continue with the IDverde contract?
- *The contract with IDverde was not coming to an end as a result of the transition to a new Town Council and it would be novated to the new Somerset Council. When the contract comes to its natural end, then the Town Council could consider whether to be part of a wider contract, or go to the marketplace to commission services.*
- *Further information on the Committee structures would be brought forward in due course.*

- It was stated that the new website specification needed to be carefully developed with accessibility in mind.
- Queries were raised over ensuring the assets and spaces of those parishes being absorbed and the arrangements and contracts for the management of those, including Community Halls.
- *When the budget setting for the new Town Council was done it looked at the existing Parish budgets as building blocks, so the costs would have been factored in, accepting there may be some legal costs and processes for this transfer.*
- A progress update was also requested on the existing Parish Clerks.
- *It was considered that TUPE would apply and all three had shown some interest in the process. All were Part time. Two SWT Colleagues were also in scope. The important thing was to look after the individuals.*
- A request was made that the slides were sent out with the Agenda pack in advance of the meeting to allow Councillors time to digest the information.
- Concern was raised over the few number of meetings remaining to consider the remaining issues.
- A request was made to ensure the visibility of the Risk Register to Members was considered, including confidentially as and when necessary.
- *A written response would be provided on the impact of Pre-Election Period and the Elections team were currently working on the impacts of the new Voter ID laws. The Election costs would be re-charged to the new Town Council as it is standalone. It was estimated that costs could be up to £25,000, but it was unclear if this included the additional costs due to the new legislation.*

RESOLVED that the Shadow Town Council:

- Noted the update on the Implementation Plan progress and provide any comments.

19. **Judicial Review Update**

Legal Workstream Lead and Deputy County Solicitor Tom Woodhams gave an update on the Judicial Review Action initiated by Cheddon Fitzpaine Parish Council. He was not able to give an update on the merits of the claim or the Councils position. His update was purely in relation to the impact on the programme. There was no date for a hearing, and this could take some time to come to a substantive hearing. The effect of any order of the court if it was to happen would be to possibly set aside the Re-organisation Order in its entirety would be set aside. The impact currently on the programme was minimal. If a Clerk was recruited and the Order was not implemented the Council would need to consider what it does with that individual.

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

- A query was raised as to what would happen if the hearing was after 1st April 2023 and how it would be possible to revert if it passed that the date?
- *The re-organisation order takes effect on 1st April. Unless an interim order is made to cease work the Council would continue. It would be up to the Court to determine the issues in the situation enquired about.*
- A request was made that the potential situation with the Judicial Review was explained to all potential Town Clerk applicants.

- *This would be done.*
- A query was raised about any financial liabilities for the new Somerset Council as a result of the Judicial Review?
- *A written answer would be provided.*
- A query was raised to as a request for a pre-hearing to expedite the process or persuade the other party to withdraw?
- *This is being considered and Kings Counsel advice is being sought. Advice has also been sought on success at application stage.*
- Comment was made that given where we were in the process that the Council needed to continue its work and receive updates.

RESOLVED that the Shadow Town Council:

- Noted the update on the Judicial Review Action.

20. **Taunton Shadow Town Council Forward Plan**

The Chair introduced the item and proposed that the meeting scheduled for 3rd January be cancelled, and the items listed be moved to the 31st January meeting. A special meeting could be scheduled prior to vesting day if needed.

RESOLVED that the Shadow Town Council:

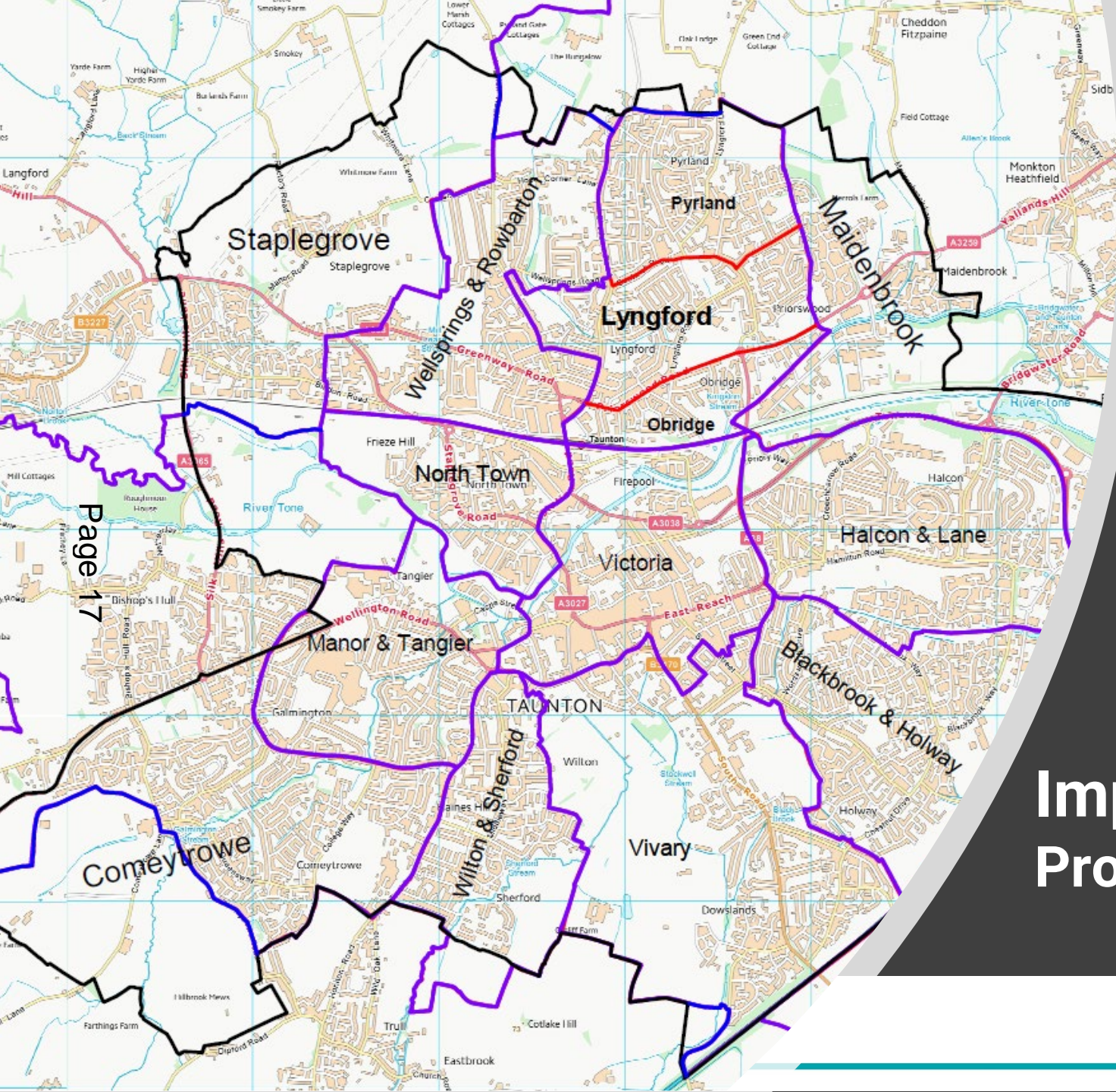
- Agreed the revised Forward Plan.

(The Meeting ended at 8.40 pm)



Taunton Shadow Town Council

Implementation Programme Progress overview scorecard



Tranche Planning



Tranche 1
 Immediate 'MUST HAVE' products to enable implementation programme to proceed

Tranche 2
 MUST Have products to be in place by 1st April



Tranche 3
 Establishment of TTC and Elections of TTC members

Tranche 4
 Continue to establish and develop Town Council (led by Town Clerk)

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Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/23						2023/24											



 1st April – Establishment of Taunton Town Council
 4th May – Elections of Taunton Town Council Members

Programme overview

Overall summary

- All key milestones ("must haves") required for 'tranche 1' of the TTC Implementation Programme were met
- Programme governance arrangements are working well - the Programme Board (combined SWT and SCC team) and various work-stream teams continue to meet weekly to monitor progress and prepare next steps
- The successful appointment of an experienced Town Clerk is a key achievement, and starting in post at the end of January provides a great opportunity to not only achieve all the required 'must have' deliverables for 1st April, but also to develop some of the more strategic thinking and progress longer-term plans
- A robust approach to communications and stakeholder engagement (Member briefings, Parish Council bulletin, SWT website – TTC info pages)

Programme workstreams

Workstream / key milestone	Previous status	Current status	Progress previous period ('Tranche 1' Oct - Dec 2022)	Current / Next period ('Tranche 2' - to end March)	Risks / Issues	Current Risk (H/M/L)
Programme Management Establish firm foundations to enable TTC to move to its new future state			<ul style="list-style-type: none"> Programme plan & governance established Control documents in place (eg 'RAID' log, Comms plan) 	<ul style="list-style-type: none"> 'Blueprint' / Business Architecture Model for new organisation 	RISK - The Programme may fail to deliver the required outcomes, and 'must have' capabilities to be a 'safe and legal' entity for Vesting Day 1st April (and beyond)	Low
Governance Ensure the Town Council is a legal and financial entity			<ul style="list-style-type: none"> Taunton Shadow Town Council established 	<ul style="list-style-type: none"> Establish TTC committee structure / Terms of References Policies & Procedures (Standing Orders etc) 	RISKS: - that the Legal Challenge by affected Parish Councils may delay / halt / change the setting up of a Town Council for 1 April (and the elections 4th May)	Med
					- Failure to ensure (prepare / implement) a proper governance / decision-making framework for the new TTC	Low
HR Ensure we have in post a suitably qualified Town Clerk (and staffing establishment)			<ul style="list-style-type: none"> Town Clerk appointed All affected existing Parish Council Clerks engaged with 	<ul style="list-style-type: none"> Town Clerk commences in post ('on-boarding' / induction etc) Continue to engage with other existing Parish Clerks (prep for TUPE transfers) establish TTC staff structure 	RISK - Failure to appoint / attract an appropriately qualified / experienced Town/Parish Clerk (and other staff)	Low

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New Somerset Council

Programme workstreams

Workstream / key milestone	Previous status	Current status	Progress previous period ('Tranche 1' Oct - Dec 2022)	Current / Next period ('Tranche 2' - to end March)	Risks / Issues	Current Risk (H/M/L)
Operations Ensure the Town Council has an Office/meeting location (with full systems in place)			<ul style="list-style-type: none"> Office accommodation decision made (year 1) 	<ul style="list-style-type: none"> Develop TTC website Office fit out; Procurement of ICT hardware & software systems, and remaining equipment 	RISK - Failure to provide adequate office and other essential operational facilities for TTC staff, Members and the public	Low
Assets Ensure Assets proposed to transfer are completed			<ul style="list-style-type: none"> Confirmed assets list Member briefings held (19 Dec, 16 Jan) and assets info pack provided Solicitors instructed 	<ul style="list-style-type: none"> Complete office lease Ensure legal due-diligence work is undertaken Final report to SCC Exec (15 March) 	RISK - Failure to properly complete all required (legal / financial / contractual) transfers of assets from SWT (and other PCs) for 1st April 2023	Low
Services Ensure Services proposed to transfer or commissioned are completed			<ul style="list-style-type: none"> confirmed scope of services reviewed & validated costs / details (prep for Exec report and Solicitors) 	<ul style="list-style-type: none"> final contractual & service agreements and arrangements Final report to SCC Exec (15 March) 	RISK - Failure to ensure continuity of agreed current service delivery arrangements and TUPE implications	Med
Finance Ensure the Town Council is a financial entity			<ul style="list-style-type: none"> Prelim meeting held with Bank CIL queries addressed for PCs 	<ul style="list-style-type: none"> Open TTC Bank account Register for VAT Procure & set up Finance & Payroll systems 	RISK - Failure to ensure a proper financial governance framework for the new TTC (during and / or post implementation)	Low
Elections Prepare and promote Elections (Notice of Election published)			Not started in tranche 1	Commence preparations & promotion of May elections: <ul style="list-style-type: none"> Publish Electoral Register (with revised boundaries) 1 Feb Publish Notice of Elections 27 March 	ISSUE – new voter ID process (comms need)	Low
					RISK – legal challenge (as shown under Governance workstream)	Med

Shadow Taunton Town Council

31 January 2023

Civic Activity in Taunton from Vesting Day to the AGM

Report Author: Marcus Prouse – Specialist – Governance and Democratic and Jo Comer – Civic and Engagement Specialist

1 Executive Summary / Purpose of the Report

- 1.1 This report sets out a proposal to ensure the continuation of the civic activity associated with the historic Taunton Mayoralty in the period between the dissolution of the Charter Trustees for Taunton and the Annual General Meeting of the newly created Taunton Town/Parish Local Government Area, which will be required to take place within fourteen days of the elections on Thursday 4th May 2023. (1st April – 18th May 2023).
- 1.2 There is a need to ensure there is continuity in the performance of the role with no perceptible gap/loss in service in the representative and traditional role that the Mayoralty performs. As the period falls almost entirely within the Pre-Election Period the Civic Office be cognisant of their communications in this period. Both the current Mayor and Deputy Mayor (along with the 23 other Shadow Town Councillors) become temporary Taunton Parish Councillors on 1st April as per the terms of the Re-Organisation Order and the proposed solution allows the current occupant to complete a full municipal year in the role.
- 1.3 There is a recent precedent with the formation of Somerset West and Taunton Council in 2019 leading to a similar gap upon the dissolution of Taunton Deane Borough Council. In that circumstance the use of Past Mayors for Civic activity was utilised in the intervening period before the first AGM of the Charter Trustees for Taunton.

2 Recommendations

- 2.1 It is recommended that the Shadow Town Council note that;
- 2.2 The current Mayor of Taunton, Cllr Susan Lees, continues to undertake Civic Activity on an honorary basis for Taunton Parish Council as most recent Past Mayor until the election of a new Mayor of Taunton at the Annual General Meeting in May 2023.
- 2.3 In the event of Cllr Lees's unavailability, the Civic Specialist will offer bookings to the most recent Deputy Mayor, Cllr Brenda Weston in the first instance as is done currently. If they are unavailable other Past Mayors of Taunton/Taunton Deane will be contacted for their availability to support.
- 2.4 Officers supporting The Charter Trustees for Taunton to investigate the process, if necessary, around appointing the current Mayor as a local officer of civic dignitary

temporarily (such appointment to expire on the appointment of the new mayor of the town council).

- 2.5 Subject to the agreement of the appointed Town Council Clerk and the relevant Somerset Council Line Manager, that the SWT Civic and Engagement Specialist is agreed to continue supporting the Taunton Mayoral/Civic diary for at least this initial period to ensure continuity of service.

3 Risk Assessment

- 3.1 If the Civic Office declines invitations to events and other related mayoral activity, there is a reputation risk to the Mayoralty at a period of change due to local government re-organisation. This in turn could reflect poorly on the newly created Town Council. There are civic visits planned in April by dignitaries from abroad and without a Civic figurehead for Taunton there is a risk the reputation of the Mayoralty and the maintenance of these links is diminished.

4 Background and Full details of the Report

Role of the Mayor

- 4.1 As Taunton's first citizen, the main role of the Mayor is to act as the non-political, Civic and Ceremonial Head of the Town of Taunton. The central role of the Mayor is as a representative for the local community and local democracy. The Office of Mayor can be used to:-

- Champion causes/charities, raising their profile;
- Celebrate success;
- Be the face of the town in times of sadness;
- Welcome visitors on behalf of the town.

- 4.2 The Mayor is currently responsible for:

- Presiding over meetings of the Charter Trustees;
- Encouraging Citizenship and Participation in the life of the town; and
- Promoting the Council at all functions attended.

- 4.3 The Office of Mayor in most modern English boroughs and towns does not entail any important administrative duties. It is generally regarded as an honour conferred for local distinction, long service on the Council, or for past services. The job of the Mayor is more important than the personal views of the person who is in the role. The Mayor is a public figurehead and will be open to scrutiny when in the public domain.

The Charter Trustees for Taunton

- 4.4 The Charter Trustees for Taunton, which have been in existence since 2019 following the dissolution of Taunton Deane Borough Council, are the sixteen Somerset West and Taunton District Councillors elected to represent wards in the unparished area of Taunton. All Charter Trustees are now, by virtue of where they represent, Shadow Taunton Town Councillors.

- 4.5 Charter Trustees as bodies are sporadically in place throughout the country and exist in

an area where there is no town or parish council of its own. They are set up to maintain the continuity of a town charter after a district with the status of a borough or city has been abolished, until such time as a parish council is established. There are currently seventeen charter trustee towns in existence in the country.

- 4.6 The Taunton Charter Trustees elect a Mayor and Deputy Mayor for Taunton each year. The Charter Trustees and the mayoralty are funded through a local tax, or precept, charged to Council taxpayers in the unparished area of Somerset West and Taunton. The precept is collected by Somerset West and Taunton Council through Council Tax bills. Charter Trustees only have the power to raise a precept to cover the costs of their administration and the associated costs for the upkeep of the Civic Insignia or 'Silver' and the Mayoralty of Taunton.
- 4.7 The making of the Somerset (Somerset West and Taunton) (Reorganisation of Community Governance) Order 2022 (“the Re-Organisation Order”), which was made on 5 October 2022 and, for the greater part, comes into force on 1 April 2023, means that in accordance with the Local Government (Parishes and Parish Councils) Regulations 2008 the Charter Trustees for Taunton would be dissolved as a body and their rights and responsibilities will be transferred to the new Town/Parish council on 1 April 2023.
- 4.8 Section 18 of the Charter Trustees Regulations 1996¹ (“Dissolution of charter trustees”) also sets out what happens where an area, or part of an area, for which charter trustees have been established becomes, or becomes comprised in, a parish (not being an existing parish) for which a parish council is established, as is happening in Taunton.
- 4.9 At Section 18 (2) it states that:
- 4.10 *“From the date on which the first councillors for the parish come into office these Regulations, or the statutory instrument made under Part II of the Act establishing the charter trustees, shall cease to apply to the area or part and accordingly—*
- (a)the charter trustees shall cease to act therefore and shall be dissolved;”*
- 4.11 This is further confirmed by Regulation 15(2)(a) of the Local Government (Parishes and Parish Councils) Regulations 2008 (S.I. 2008/625) which is clear that where the charter trustee area becomes wholly comprised in a parish or two or more parishes it will be dissolved. It also provides that, in those circumstances, any mayor or deputy mayor shall cease to hold office as such and all property, rights and liabilities of whatever description of the charter trustees shall become the property, rights and liabilities of the parish council.
- 4.12 *On the date on which the first parish councillors for the parish or parishes (as the case may be) come into office—*
- (a)the charter trustees shall be dissolved;*
- (b)the mayor and deputy mayor (if any) shall cease to hold office as such;*
- 4.13 In the case of the Taunton Parish Council, the first Councillors will be temporarily

¹ <https://www.legislation.gov.uk/ukxi/1996/263/regulation/18/made>

appointed and be in effect from 1st April 2023. As the current Mayor of Taunton is a Charter Trustee this would that formally their role as a Charter Trustee would cease on this date.

Use of Past Mayors

- 4.14 The Government guidance is clear however that they do not wish to create a break in traditions when it comes to Civic matters. The proposal to utilise the Past Mayor's in this intervening period upon the dissolution of the Charter Trustees allows the current occupant to represent the historic Mayoralty as Past Mayor until the AGM of the new Taunton Parish Council.
- 4.15 The occupant would be clear that whoever undertakes civic duties is not entitled to be styled mayor. However, there is no requirement that a mayor should undertake civic duties as far as I know.
- 4.16 Upon the conclusion of their Mayoral Term of Office, a Past Mayor of Taunton is given a formal record of thanks from the Council and presented with their Past Mayor Badge. They are added to the Civic Invites List and are kept up to date with the Mayoralty long after their term of office has ended.
- 4.17 Outline of expected Civic Activity in this period (subject to change/further invitations):
- 2 April - Rotary Young Musician Regional Finals
 - 3 April – Blessing of the UKHO Easter Crosses (TBC)
 - 16 April – French Visit in honour of Lieutenant Collingwood-Thomson (TBC)
 - 19 April – Taunton Carnival Committee Meeting
 - 23 April – St George's Day Parade (TBC)
 - 6 May – Coronation of King Charles (Operation Golden Orb)
 - 8 May – VE Day
 - 11 May – Somerset Day
 - 17 May – Taunton Carnival Committee Meeting
- 4.18 The Civic Specialist will inform all invitees that Cllr Lees will be attending/hosting as Past Mayor but will continue to use their working chains.

Pre-Election Period – Civic Social Media

- 4.18 Formal notice of the Parish elections will be published on 27th March 2023. The formal legal restrictions will apply to Council actions from then until the close of polls on 4th May 2023. There is statutory guidance for local authorities about publicity and information issued during the pre-election period just before local elections. The Code of Recommended Practice on Local Authority Publicity is issued under section 4 of the Local Government Act 1986.
- 4.19 Officers of both the Unitary and the Parish Council will not at any time issue any publicity which might appear to be designed to affect support for, or disadvantage, a political party or an election candidate. This is particularly important during the pre-election period when no publicity about politically controversial issues should be issued.

- 4.20 In particular, no photographs including candidates will be used. 'Publicity' in this context is defined as 'any communication, in whatever form, addressed to the public at large or to a section of the public'. Publicity includes press releases, letters to editors, newspapers, newsletters, web sites (including the hosting of material that is created for third parties), social media platforms (including liking, sharing or linking to posts by others), posters, leaflets, booklets, banners, badges, t-shirts, carrier bags and so on.
- 4.21 The Council will continue to respond to events and legitimate service enquiries provided that answers given are factual and show no political bias. Officers issuing publicity during the pre-election period must be able to demonstrate a service need for the publicity. It is not permissible to issue publicity about an issue that is not of immediate concern and to name a Councillor where there is no public interest in that Councillor being named.
- 4.22 All corporate social media platforms operated by Somerset West and Taunton Council/Taunton Parish Council staff are subject to the rules of the period.
- 4.23 It is also preferable that pro-active events in Taunton involving Councillors and the media are also avoided during this sensitive period unless the event was pre-arranged and can be justified by a service need. If such an event goes ahead any Councillor involvement must be limited and proportionate to the service need. All council publicity is potentially sensitive in the run-up to the elections.
- 4.24 All Mayors of Taunton are given a handbook and guidance at the start of their terms of office setting out clearly the non-political nature of their role. They are also counselled in the need to maintain the political neutrality of the Mayor during their term of office when representing the Mayoralty.

5 Links to Corporate Strategy

- 5.1 This support's SWT's Corporate Strategy in relation to being a customer focussed Council that develops and delivers effective communications, consultation and engagement and which listens to and engages with our residents and stakeholders.

6 Finance / Resource Implications

- 6.1 The Charter Trustees currently purchase time from Somerset West and Taunton District for the Civic Engagement Specialist for 2.5 days of time. This cover arrangement, if agreed, will potentially have to be recouped from the Parish Council as a staffing cost.

Unitary Council Financial Implications and S24 Direction Implications

- 6.2 The Section 24 Direction stipulates that consent of the County Council's executive is required for expenditure that exceeds certain criteria or for the disposal of an asset. Neither criteria are triggered by this.

7 Legal Implications

- 7.1 The legal implications of the report are set out in the Regulations detailed in the main body of the report. The Deputy County Solicitor has reviewed the report and confirmed that the parish councillors would not be able to elect a mayor until after the election (see the insertion of the word "elected" into section 15 of the Local Government Act 1972 by the 2007 Act) so there will be a hiatus between 1st April and 18 May which it is not within

anyone's power to formally fill.

- 7.2 The Charter Trustees for Taunton could appoint a Councillor as a local officer of civic dignity temporarily (such appointment to expire on the appointment of the new mayor of the town council) as a quasi-mayor. This could work providing the person is not required to fulfil any legal function.

8 Climate, Ecology and Sustainability Implications

- 8.1 There are no identified climate, ecological, or sustainability implications.

9 Safeguarding and/or Community Safety Implications

- 9.1 There are no identified safeguarding or community safety implications.

10 Equality and Diversity Implications

- 10.1 There are no identified equality or diversity implications.

11 Social Value Implications

- 11.1 There are no identified social value implications.

12 Partnership Implications

- 12.1 There are clear partnership implications in ensuring that the Taunton Mayorality is able to continue undertaking activity in this key period in the municipal year and continue to foster those links with stakeholders and organisations on the Civic Invite List.

13 Health and Wellbeing Implications

- 13.1 There are no identified health and wellbeing implications.

14 Asset Management Implications

- 14.1 There are no identified Asset Management implications

15 Data Protection Implications

- 15.1 There are no identified data protection implications.

16 Consultation Implications

- 16.1 There are no identified consultation implications.

Reporting Frequency: Once only

List of Appendices (background papers to the report)

Appendix A	Taunton Charter Trustees Civic Protocol (adopted 2019)
Appendix B	List of Past Mayors

Contact Officers

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Civic Protocol

The Civic protocol is designed to help clarify the events and functions that the Charter Mayor and the Chairman of Somerset West and Taunton (SWT) Council will attend.

The Civic role of the Chairman of the SWT Council includes the following tasks:

- Prioritise and focus on promoting and enhancing strategic district - wide initiatives and promote public involvement in the Council's activities.
- Host high profile business and political visitors
- Attend events of regional, national or international significance
- Attend activities that enhance the economic, social and environmental wellbeing of the area.
- be the conscience of the Council

It is anticipated that both the Chair role and Charter Mayor Role will complement each other but it will be vital that there is close liaison between the relevant office and Office-holders to ensure each role is afforded appropriate respect. The protocol arrangements will, as a consequence, require refinement as the new arrangements are embedded and the roles defined. This protocol will be reviewed after the first year of operation.

Precedence

The Chairman of SWT Council takes precedence across the District whilst The Mayor is the first citizen of Taunton. The exception to this is where an event involves a member of the Royal Family, Her Majesty's Lord Lieutenant or High Sheriff within Taunton Town (the unparished area), then the Mayor would take precedence.

The Mayor

The central role of the Mayor is as a representative for the town, the community and local democracy. The Office of Mayor can be used to:-

- Champion causes/charities, raising their profile;
- Raise awareness of local democracy;
- Celebrate success;
- Be the face of the Town in times of sadness;
- Welcome visitors on behalf of the Town.

The Mayor is responsible for:

- Upholding and promoting the Town Charter and preserving the historic rights and privileges associated with the Town e.g. regalia. (Alongside the other Charter Trustee's).

- Presiding over meetings of the Charter Trustees of Taunton.
- Encouraging Citizenship and Participation in the life of the Town; and
- Promoting the Town at all functions attended.

The Deputy Mayor

Purpose of Post:

To assist the Mayor at Civic Functions and to represent the Mayor when he / she is unable to attend an engagement (by prior arrangement with the hosts)

Duties and Responsibilities

1. To deputise for the Mayor, when the Mayor is unable to fulfil the duties of his / her role, at the request of the Mayor or on the advice of the Civic Office.
2. To support the Mayor at annual civic events and other events hosted by the Council, at the request of the Mayor.
3. To carry out the duties of the post, fairly and without discrimination and in accordance with the aims and objectives of the Council.

The Functions of the Mayor of Taunton

Throughout the year the Mayor is required to perform two basic functions:-

(1) Chair of Meetings of the Charter Trustees

The Mayor is the Chair of meetings of the Charter Trustees which comprises all 16 Councillors who have been elected to represent Wards in the Unparished Area of Taunton. This is primarily a function of control and chairmanship at these meetings.

(2) Taunton Ambassador

This is a non-political role. The various engagements and events range from civic receptions to carol services. The Mayor is likely to undertake between 200 - 300 engagements each year, including:-

- **Charity and Voluntary Events**

The Mayor supports local charitable and voluntary organisations within the Unparished Area and is frequently asked to open an event or attend an anniversary.

As the President or Patron of a number of societies and other voluntary bodies, the Mayor is invited to attend several Annual General Meetings.

- **Civic Receptions**

On occasion, hospitality is likely to be given by the Council and the Mayor hosts these events. The Mayor would normally make a speech of welcome on behalf of the Council and the Citizens of Taunton. This is followed by a response by the leading guest.

- **Flag Raising Ceremonies and Tributes**

The Mayor attends the various flag raising ceremonies throughout the year. These include Armed Forces Day, Emergency Services (999) Day, Merchant Navy Day and Commonwealth Day. Tributes in the form of two minute silences have been held in the past as a mark of respect for those who have lost their lives following an act of terrorism or a natural disaster.

- **Civic Visits to and from Taunton's Twin Towns**

All the arrangements are made by the Civic and Engagement Specialist. This involves a complete programme for the visitors which is compiled in conjunction with the twinning associations and includes a welcoming reception and visits to centres of interest in the locality.

- **Church Services and Carols**

The Mayor invites the Members of the Council, Freemen, Past Mayors and Taunton's Member of Parliament, to join in religious services on different occasions throughout the year. The largest and most important of these are annual services held in St Mary Magdalene Church, namely the Civic Service and the Remembrance Service in November. Just before Christmas, the Mayor hosts a Carol Concert at the church and is usually asked to read one of the lessons. The Mayor also attends a large number of Carol Services held at various locations within the Unparished Area.

- **Other Events - Festival Launches, Sporting Events, School Visits, Multicultural and Religious Events**

The Mayor is often invited to attend large events staged in Taunton. The Mayor is invited annually to launch sporting events such as the Taunton Marathon, or to present the prizes. The Mayor is occasionally invited to attend matches in support of local clubs. The Mayor is often invited to visit schools and sometimes wears the full Mayoral robes and Chain of Office, so that the children can learn something of Taunton's Mayoralty. The Mayor also formally welcomes exchange students from Taunton, Massachusetts and Kitwe, Zambia who have strong affiliations with local schools.

Important Notes

- (i) Any Charter Trustee who wishes to be nominated as the Mayor 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.
- (ii) The Mayor will be expected to drive himself/herself (or arrange alternative modes of transport) to engagements within the Taunton Unparished Area. A mileage allowance of 45p per mile (Her Majesty's Revenue and Customs non-taxable allowance) will be paid on submission by the Mayor of a monthly claim for reimbursement.
- (iii) It is traditional for the Mayor to nominate at least one Charity for their one year Term of Office. Any donations or proceeds from events such as the Taunton Deane Male Voice Choir or the Civic Carol Concert will be held for distribution to the Charity or Charities nominated by the Mayor at the end of the Mayoral Year.
- (iv) The Charter Trustees support the presumption that the person taking up the Mayor of Taunton role was presumed to serve in the role for two consecutive years, if so wished by that person, though still being selected on an Annual basis.
- (v) The Charter Trustees support the tradition as undertaken under the former Taunton Deane Borough Council Mayoralty that there was an expectation of the Deputy Mayor taking on the role of Mayor of Taunton upon completion of their term of service as Deputy, if so wished by that person.

Contact –

Marcus Prouse – Specialist – Governance and Democratic

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Jo Comer – Civic and Engagement Specialist

civicoffice@somersetwestandtaunton.gov.uk

Past Mayor's of Taunton

Dates	Mayor
2019-2021	F (Francesca) Smith (Mrs)
2021-2023	S (Susan) Lees (Mrs)

Past Mayor's of Taunton Deane

Dates	Mayor
1974-1975	C S (Clifford) Williams
1975-1976	G (Gladys) Deacon (Mrs)
1976-1977	R H (Peter) May
1977-1978	G W (Grahame) Moses
1978-1979	D G (David) Gill
1979-1980	N E (Norah) Moyle (Mrs)
1980-1981	E J (Ernie) Warren
1981-1982	C E (Cyril) Bond
1982-1983	G P (Godfrey) Clark
1983-1984	R H (Rachel) Haldane (Mrs)
1984-1985	L J (Lewis) Lane
1985-1986	J (Jack) Hall
1986-1987	C E (Cyril) Bond
1987-1988	R S (Reg) Hutchings
1988-1989	P F G (Peter) Horsford
1989-1990	J E (John) Richards
1990-1991	P (Peter) Lee
1991-1992	N P (Norman) Cavill
1992-1993	M (Margaret) Dickson (Mrs)
1993-1994	T G (Trevor) Smith
1994-1995	D S (David) Applegate
1995-1996	L J (Jean) Hole (Mrs)
1996-1997	J G (Jim) Dunkley
1997-1998	A (Alan) Paul
1998-1999	E W (Ted) Softley
1999-2000	J R (Richard) Parrish
2000-2001	A R (Tony) Floyd
2001-2002	M F (Mary) Whitmarsh (Mrs)
2002-2003	A J (Adrian) Prior-Sankey
2003-2004	A J (Andrew) Govier
2004-2005	J M (Jean) Allgrove
2005-2006	R (Richard) Lees
2006-2007	C (Chris) Hindley
2007-2008	K (Kenneth) A W Hayward
2008-2009	T (Tim) Slattery
2009-2010	R (Bob) Bowrah BEM
2010-2011	J (Jefferson) Horsley
2011-2012	S (Steve) Brooks
2012-2013	T (Terry) Hall
2013-2014	L (Libby) Lisgo (Miss) MBE

2014-2015	D (Dave) Durdan
2015-2016	M J (Marcia) Hill (Mrs)
2016-2017	V (Vivienne) Stock-Williams (Mrs)
2017-2018	H (Hazel) Prior-Sankey (Mrs)
2018-2019	C (Catherine) Herbert (Mrs)

Taunton Town Council - Shadow Council

Meeting	Agenda Publication	Draft Agenda Items	Lead Officer
03-Nov-22	26-Oct-22	Appointment of Chair	Marcus Prouse
		Appointment of Vice-Chair	Chair
		Terms of Reference	Marcus Prouse
		Adoption of Procedure Rules	Marcus Prouse
		Introduction to the Implementation Plan/Project Governance	Various
		Forward Plan	Marcus Prouse/ Dan Webb
01-Dec-22	23-Nov-22	Vision Statement	Dan Webb/Marcus Prouse
		Implementation Plan Update	Dan Webb/Marcus Prouse
		Technical Advisor Project Overview	Reg Williams - SLCC
		Building/Office Options Paper	Marcus Prouse/Chris Hall
		Town Clerk Recruitment Update	Reg Williams/Tony Bryant
		Judicial Review Update	Tom Woodhams
		NO MORE ITEMS	
31-Jan-23	19-Jan-23	Implementation Plan Update & Programme Vision Statement	Various
		23/24 Budget Update	P. Fitzgerald & P. McClean
		Taunton Garden Town Briefing	J Clifford
		Civic Activity/Cover for Vesting to the AGM	M. Prouse
		Judicial Review Update	Tom Woodhams
		Appointment of Town Clerk - Update	Donna Ford
		NO MORE ITEMS	
28-Feb-23	20-Feb-23	Implementation Plan Update	Various
		Standing Orders and Financial Procedure Rules & Scheme of Delegation	Donna Ford / Reg Williams/ Marcus Prouse
		Elections Update	Elisa Day
		Taunton Local Community Network Update	Sara Skirton / Jan Stafford

30-Mar-23	22-Mar-23	Implementation Plan Update	Various
TO BE CONFIRMED		Somerset Association of Local Councils Briefing	
		Branding and Logo	Marcus Prouse/Town Clerk