# CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

**Mayor: Garry Shortland Town Clerk: Gareth Hughes**


# CHARD TOWN COUNCIL

Minutes of the Chard Town Council meeting held in the Guildhall Fore Street, Chard TA20 1PP on Wednesday 28th February 2024 commencing at 18:00pm.

**PRESENT:** Cllr Shortland (Mayor) Cllr Baker, Cllr Bates, Cllr Bulmer, Cllr A Kenton, Cllr J Kenton, and Cllr Williams

**OFFICERS & OTHERS PRESENT**

Gareth Hughes, Town Clerk and Gail Chadwick, RFO

**Public Participation Time**

There was 4 members of public present. Mrs Pauline Laughton spoke to express her thanks to the exiting Town Clerk, whom she said had always been efficient and professional in his dealings with her. In addition, she asked why the discussion relating to a new Town Clerk was under confidential on the agenda. The Mayor responded that it was due to the fact an individual and salary would be discussed.

**2024/20 APOLOGIES FOR ABSENCE**

The following apologies were received and accepted:

Cllr Crook (personal), Cllr Eggins (work), Cllr Grief-Page (personal), Cllr Hassan (illness), Cllr Hussey (personal), Cllr Richter (personal), and Cllr Watson (personal)

**2024/21 DECLARATIONS OF INTEREST**

There were none declared.

**2024/22 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

As certain items are expected to include the consideration of exempt information Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Proposed: Cllr Bates Seconded: Cllr Baker
Unanimous

**2024/23 COUNCIL MEETING MINUTES**

To confirm the accuracy and sign the minutes of the Extraordinary Town Council meeting held on 19th February 2024

Proposed: Cllr Bates Seconded: Cllr Williams
Unanimous

**2024/24 CHARD STONE**

The Town Clerk's update in respect of installation of the Chard Stone was considered as the costs have increased.

Proposed: Cllr J Kenton Seconded: Cllr Williams
For: 5 Abstain:1

**Resolved:** To increase the budget delegated to the Town Clerk for installation to £4,000.

**2024/25 DATE OF NEXT MEETING**

The next Full Chard Town Council meeting will be held on Monday 18th March 2024 in The Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

**CONFIDENTIAL**

**2024/26 Recruitment of Town Clerk**

Before discussing the item on the agenda, the Councillors collectively expressed their thanks to the exiting Town Clerk.

a) Council discussed the Town Clerk's leaving date.

Proposed: Cllr Williams Seconded: Cllr Bates
Unanimous

**Resolved:** To agree the Town Clerk's leaving date of 5th April 2024, and that with holiday and time of in lieu (TOIL), his last in the office will be 22nd March 2024. Also, that all remaining TOIL on 22 March 2024, could be paid with his final salary.

b) Council considered utilising a locum Town Clerk on a temporary basis pending recruitment of a permanent Town Clerk.

Proposed: Cllr Bates Seconded: Cllr J Kenton
Unanimous

**Resolved:** To give delegated authority to the existing Town Clerk to employ a locum Town Clerk subject to costs being capped on a weekly basis at the level currently paid to the Town Clerk.

c) Council discussed recruitment of a new permanent Town Clerk.

| | |
|---|---|
| Proposed: Cllr Shortland | Seconded: Cllr Bulmer |
| For:5 | Abstain:1 |

**Resolved:** To review the existing recruitment pack and advertisements for presentation first to the HR Committee on 5th March and then to Full Council at its next meeting.

There being no other business the Mayor thanked all those present for attending and closed the meeting at 18.31 pm.

**MAYOR:** **DATE:**

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**Mayor: Garry Shortland Town Clerk: Gareth Hughes**


# HR COMMITTEE

Minutes of the Human Resources Committee meeting held on Tuesday 7th November 2023 commencing at 7:00pm in the Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr Bates (Chair), Cllr Bulmer, Cllr Eggins, Cllr A Kenton, Cllr G Shortland

**ALSO PRESENT:**
Gareth Hughes, Town Clerk,

**Public Participation Time**
No members of the public were present.

**2023/12 APOLOGIES FOR ABSENCE**
Apologies were received and accepted from: Cllr Watson, Cllr Crook And Cllr Hasan (personal)

**2023/13 DECLARATIONS OF INTEREST**
There were no Declarations of Interest made.

**2023/14 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**
Proposed: Cllr Bulmer Seconded: Cllr: Eggins
Unanimous

**RESOLVED** that as certain items were expected to include the consideration of exempt information the Human Resources & Personnel Committee agreed that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**2023/15 COMMITTEE MEETING MINUTES**

Proposed: Cllr Bulmer Seconded: Cllr Eggins
2 Agree 1 Abstain

**RESOLVED** that the minutes of the HR Committee meeting held on Tuesday 4th July 2023 be agreed and signed as a correct record.

**2023 /16 CONFIENDTIAL MATTERS**

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 2023/03 above refers)

**The Town Clerk was asked to leave the room for section a) at 7.05pm**

**a) Probation**

**To refer the probation period to full council**

**b) STAFF REPORT**

Committee noted the report and considered the recommendations as presented in Section 2.

**Councillors Agreed to all the points in the Clerks report**

**Proposed Cllr Bulmer Seconded Cllr Eggins**

**Unanimous**

**Cllr Bulmer left at 7.15 pm and the Town Clerk Was asked back into the room**

**Additional staffing matter**

**Proposal to Increase by 4 hours the number of hours worked per week for a staff member and adjust their contact accordingly**

**Proposed Cllr Eggins Seconded Cllr Shortland**

**Unanimous**

**2023/17 DATE OF NEXT MEETING**

Committee noted that the next HR Committee meeting would be held on Tuesday 5th March 2024 commencing at 7.00pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 7.24pm.

**CHAIR:** **DATE**

# CHARD TOWN COUNCIL

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**Mayor: Garry Shortland Town Clerk: Gareth Hughes**


# HR COMMITTEE

Minutes of the Human Resources Committee meeting held on Monday 20th November 2023 commencing at 6:30pm in the Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr Bates (Chair), Cllr Bulmer, Cllr Eggins, Cllr Crook and Cllr Hassan. Ex-Officio - Cllr Shortland and Cllr Brown.

**ALSO PRESENT:**
Gareth Hughes, Town Clerk

**Public Participation Time**
No members of the public were present.

**2023/18 APOLOGIES FOR ABSENCE**
Apologies were received and accepted from: Cllr Watson, And Cllr Kenton (personal)

**2023/19 DECLARATIONS OF INTEREST**
There were no Declarations of Interest made.

**2023/20 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**
Proposed: Cllr Bulmer Seconded: Cllr: Eggins
Unanimous

**RESOLVED** that as certain items were expected to include the consideration of exempt information the Human Resources & Personnel Committee agreed that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**2023/21 COMMITTEE MEETING MINUTES**

Proposed: Cllr Bulmer Seconded: Cllr Eggins
2 Agree 3 Abstain

**RESOLVED** that the minutes of the HR Committee meeting held on Tuesday 7th November 2023 be agreed and signed as a correct record.

**2023 / 22 CONFIENDTIAL MATTERS**

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 2023/20 above refers)

**a) Staffing matters**

**Councillors held a discussion and voted on the proposal to authorised the Town Clerk to liaise with an independent HR adviser with regard to the staff matter discussed**

Proposed Cllr Hassan Seconded Cllr Bates

4 For 3 Abstained

**2023/23 DATE OF NEXT MEETING**

Committee noted that the next HR Committee meeting would be held on Tuesday 5th March 2024 commencing at 7.00pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 7.24pm.

**CHAIR:** **DATE**

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**Mayor: Garry Shortland Town Clerk: Gareth Hughes**


# HR COMMITTEE

Minutes of the Human Resources Committee meeting held on Tuesday 5th March 2024 commencing at 7:00pm in the Guildhall, Fore Street, Chard TA20 1PP.

**PRESENT:** Cllr Bates (Chair), Cllr Bulmer, Cllr A Kenton, Cllr G Shortland ( ex Officio)

**ALSO PRESENT:**
Gareth Hughes, Town Clerk,

**Public Participation Time**
No members of the public were present.

**2024/1 APOLOGIES FOR ABSENCE**
Apologies were received and accepted from: Cllr Eggins Cllr Watson Cllr Hasan (personal)

**2024/2 DECLARATIONS OF INTEREST**
There were no Declarations of Interest made.

**2024/3 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Shortland Seconded: Cllr: Bulmer
Unanimous

**RESOLVED** that as certain items were expected to include the consideration of exempt information the Human Resources & Personnel Committee agreed that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**2024/4 COMMITTEE MEETING MINUTES**

Resolved that the minutes of the HR Committee meeting held on on 7th November 2023 and 20th November 2023 be agreed and signed as a correct record.

**Proposed: Cllr Shortland Seconded: Cllr Bulmer Unanimous**

**2024/5 CONFIENDTIAL MATTERS**

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 2023/03 above refers)

**a) Staffing Matters**

**2.1** It is recommended that the annual incremental increases are authorised by the HR Committee which are in line with the budget agreed by Full Council and the scale pay for their job roles

Recommend to approve the annual increment increases as shown in the clerks report

**Proposed Cllr Shortland Seconded Cllr Bulmer Unanimous**

**3.1**

**Resolved to recommend to full council the following**

a) To give delegated authority to the HR Committee to oversee and support the recruitment of the new Town Clerk

b) to agree to a £1000 budget for advertising for the Town clerk role

c) Recommend that the town council appoint an Hr support for the recruitment of the town clerk role to include receiving enquires, sending out applications, initial shortlisting, leading the interview process in coordination with councillors – advertising it immediately

d) To look at staffing structure options with alternative models for the town council including job roles and responsibilities, which will be presented to full council

**Proposed Cllr Bates Seconded Cllr Shortland Unanimous**

**4.**

a) To recommend to defer the proposed job role and description of the RFO and DSO roles to be done at the same time as the recommended staff structure review

**Proposed Cllr Bates Seconded Cllr Shortland Unanimous**

b) To recommend to defer the proposed job role and description of the Operations Manager to be done at the same time as the recommended staff structure review as recommended in the

**Proposed Cllr Bates Seconded Cllr Shortland Unanimous**

c) To agree to a 1point increment rise for the Finance officer having recently passed with distinction the AAT level 2 qualification – going from point 15 to point 16

**Proposed Cllr Bulmer Seconded Cllr A Kenton Unanimous**

Agree to the Finance Officer continuing training and going on to do AAT Level 3 qualification supported by the council

**Proposed Cllr Shortland Seconded Cllr Bulmer Unanimous**

**2024/6 DATE OF NEXT MEETING**

Committee noted that the next HR Committee meeting would be held on Tuesday 8th July 2024 commencing at 7.00pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 7.58pm.

**CHAIR:** **DATE**

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# CHARD TOWN COUNCIL

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**Mayor: Cllr Garry Shortland Town Clerk: Gareth Hughes**


**All Council & Committee Meetings are open to the Public and Press**

# AMENITIES & EVENTS COMMITTEE

Minutes of the Amenities & Events Committee meeting held on Tuesday 12th March 2024 commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

**PRESENT:** Cllr Bates (left 20.45), Cllr Hussey, Cllr Baker, Cllr Williams, Cllr J Kenton, Cllr A Kenton, Cllr G Shortland (Ex Officio), Cllr Crook (Chair) and Cllr Richter.

**ALSO PRESENT:** Town Clerk: Gareth Hughes, Operations Manager: Kevin Dyer, Events Officer: Tim Bickman

**Public Participation Time**
1 member of the public was present.

**2024/07 APOLOGIES FOR ABSENCE**
Apologies were received from: Cllr Watson and Cllr Bulmer (both Personal)

**2024/08 DECLARATIONS OF INTEREST**
Cllr Baker –Chair of Carnival Committee and Unitary Councillor
Cllr Williams – member of the Carnival Committee
Cllr J Kenton – Unitary Councillor

**2024/09 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**
For item 2024/13
Proposed: Cllr Bates Seconded: Cllr Shortland
Unanimous

**2024/10 COMMITTEE MEETING MINUTES**

**RESOLVED:** That the minutes from the Amenities and Events meeting on Tuesday 9th January 2024 be accepted as an accurate account of the meeting. The minutes were signed by the Chair.

Proposed: Cllr Williams Seconded: Cllr Hussey
For: 5 Abstain: 3

**2024/11 MANAGER REPORTS**

a) **Town Clerk -** Committee agreed to note the contents of the Town Clerk's report.
The following recommendations were **RESOLVED:**

- **Item 2 Bath Street Toilets**

  Recommended to full council that the Town Council funds the cleaning and opening and closing of the toilets for 12 months on the current contract operated by Somerset Council. This will need to be funded from the Devolution of Assets EMR budget.

  That a task and finish group is set up to look at what to do with the toilets in the long term. Kevin Dyer Operations Manager was the nominated officer for this task and finish group.

  Proposed: Cllr J Kenton Seconded: Cllr Baker
  For: 6 Abstain: 2

b) **Operations Manager's Report**

Committee agreed to note the contents of the Operations Manger's Report. The following discussions were made and for item 1.3 Allotments and Parks a resolution was agreed.

**Operations**

1.1 Ingrid Edgington to present to council at Annual Town Meeting, plans for Wills Meade

1.2 Plans noted for additional tress in the parks

1.3 Discussion on the Chard Trough – further information sort before bringing back to council for a resolution

1.4 To monitor the situation at all our parks regarding boundary protection and for the item to come back to council if a persistent problem occurs

**Cemetery**

1.1 Discussion from feedback from task and finish group. Operations Manager to come back with more information before a resolution can be considered

**Allotments**

1.1 Noted

1.2 Discussion on development of play park at Holcombe. No resolution needed at this time

1.3 **Resolved**:
That the committee recommends to full council that the Operations Manager has delegated authority to purchase and have installed new swings for Halcombe Park and that money is taken from the budget for playground maintenance.

Proposed: Cllr J Kenton Seconded: Cllr Bates
Unanimous

c) **Events –** Committee agreed to note the contents of the report.

Notes

4 – Agreed that Events Officer to coordinate with Carnival regarding stewards for St. Georges Day

5. – D-Day celebration preparation – Noted the ongoing preparations for the 80th anniversary

6. Agreed that the Events Officer would include Councillors in the Guildhall Newsletter email

The following recommendations were **RESOLVED:**

**8. Resolved**
That the present bar franchise agreement be continued for a further 12 months and to have discussions with the present franchisee

Proposed: Cllr Baker Seconded: Cllr Bates
Unanimous

**d) Market Plan Development**

Discussion held on the points made by the Market Development Task and Finish group.

It was agreed that the Events Officer, with the Operations Manager, would look at other local markets and bring back a proposal for resolution for the next meeting.

**2024/12 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Amenities & Events Committee would be held on Tuesday 14th May 2024 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 19.00.

There being no other business the Chair thanked all for attending and closed the meeting at 21:40

**2024/13 Confidential**

**TENDERS FOR CLIMATE CHANGE SOLAR PANEL AND BATTERY STORAGE PROJECT** To consider the tenders and information in the attached report and make a proposal for a preferred contractor to undertake this work

Having considered the tenders the committee resolved;

To recommend to full Council that the Solar Panel tender from I J Cannings & Son Ltd be accepted and that funds be taken from the Climate Change EMR and that the remaining funds in the EMR to be used as a sinking fund for the long term future of the Solar Panels

Proposed Cllr A Kenton Seconded Cllr Shortland
For 7 against 1

**CHAIR / VICE CHAIR:** _____ **DATE:** _____

DRAFT

CHARD TOWN COUNCIL - STRATEGIC RISK REGISTER (Reviewed March 2024)

| | | | Inherent Risk | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Risk Ref.** | **Risk** | **Impact** | **Risk Score** | **Impact (1-5)** | **Likelihood (1-5)** | **Existing Controls/Mitigating Actions** | **Residual Risk** | **Further action required to enhance control and reduce existing residual risk** |
| | STRATEGIC RISK | | | | | | | |
| RR1 | The Council does not have clear medium-term plans in place for effective use of resources and service delivery and so lacks strategic direction. | • Resources potentially not directed most effectively<br>• Residents, staff and councillors do not have a clear understanding of the Council's direction or its functions and services | H | 4 | 5 | • Only reactive and tactical decisions made – no medium/long term planning | H | • Strategic Plan required to document and agree future aims and objectives of Council and use of all resources (utilise CTC's 'Joining the dots' document which is a synthesis of previous strategy and objectives).<br>• Key Performance Indicators developed to measure & evidence progress against strategic plan (Refer to LGA's Performance Management Guide re measurement, etc). |
| RR2 | Insufficient financial resources to meet the Council's responsibilities due to shortfall in annual budget, unexpected price increases or sudden large expenditure requirement | • Inability to deliver services or meet contract requirements<br>• Inability to invest in council infrastructure to repair, replace or maintain buildings and equipment<br>• Project delivery slippage due to | H | 5 | 4 | • Budgeting and precept setting process in place annually<br>• Budgetary controls and as a minimum quarterly monitoring in place, including review by Finance & Audit Committee/Full Council<br>• Annual review of fees charged for all services<br>• Projections for cost of projects and delivery of services | L | • Strategic plan needed to enable medium term financial forecasts to be developed |

| | | | Inherent Risk | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Risk Ref.** | **Risk** | **Impact** | **Risk Score** | **Impact (1-5)** | **Likelihood (1-5)** | **Existing Controls/Mitigating Actions** | **Residual Risk** | **Further action required to enhance control and reduce existing residual risk** |
| | | funding/resource shortfall<br>• Projects not delivered on a timely basis | | | | developed and reviewed by appropriate committee<br>• General Reserve to cover at least 3 months operating costs<br>• Treasury management /investment strategy for surplus funds and diversification<br>• Earmarked Reserves reviewed at least annually. | | |
| RR3 | Sustained poor performance or perceived/actual operational failure causes loss of confidence in the Town Council | • Poor service delivery<br>• Low staff morale<br>• Residents lack confidence in the council<br>• Low councillor confidence<br>• Loss of key personnel<br>• Community Governance Review implemented | H | 4 | 4 | • Annual staff performance and appraisal reviews<br>• All councillors received induction pack on election, including various NALC guides such as the Good Councillor Guides and other useful publications references<br>• Role appropriate training for all staff identified as part of annual performance appraisal. | M | • Service area reviews to be implemented to ensure optimum performance is achieved from available resources and reported to relevant committee.<br>• Development of early warning systems to identify areas of concern<br>• Councillor/staff training required regarding roles and responsibilities, understanding the first principle of a successful town council requires it to be apolitical.<br>• Team building across Councillors and Officers |

| | | | Inherent Risk | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Risk Ref.** | **Risk** | **Impact** | **Risk Score** | **Impact (1-5)** | **Likelihood (1-5)** | **Existing Controls/Mitigating Actions** | **Residual Risk** | **Further action required to enhance control and reduce existing residual risk** |
| | | | | | | | | • Staff training schedule/role specific training to be documented to ensure continuous development of all staff<br>• Community opinion polls to be conducted on quality of town council services |
| RR4 | Quality of Town Council's estate degenerates due to poor estate planning and/or inadequate funding. | • Reduction in level of service delivery<br>• Poorly maintained buildings & equipment<br>• Inability to obtain insurance or significant increases in premiums due to insurers concerns<br>• Claims/litigation due to accidents<br>• Reactive and unscheduled urgent repairs and maintenance required | H | 4 | 4 | • Annual budget allows for limited property maintenance.<br>• Insurance/Fire Review findings addressed to ensure compliance | M | • Detailed plan of maintenance and renewal to be developed and implemented which is subject to regular review to ensure adequate funding and resources are available for its delivery as part of the budgetary process, allowing earmarked reserve to be adjusted to meet necessary costs.<br>• Planned investment programme for equipment to be developed<br>• Continuous training for staff and councillors |
| RR5 | Inability to retain key staff and/or | • Service delivery is jeopardised/interrupted | H | 4 | 4 | • Cross training of staff where appropriate | M | • Further work required on cross training and shared |

| | | | Inherent Risk | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Risk Ref.** | **Risk** | **Impact** | **Risk Score** | **Impact (1-5)** | **Likelihood (1-5)** | **Existing Controls/Mitigating Actions** | **Residual Risk** | **Further action required to enhance control and reduce existing residual risk** |
| | attract new staff with appropriate skills due to poor organisational culture and/or reputation | • Existing staff are stretched due to vacancies resulting in low morale / mistakes / increased sickness/ additional resignations<br>• Need to utilise Locum / casual staff increasing costs and leading to poor oversight / inadequate continuity | | | | • Annual performance appraisal and reviews<br>• Flexible working practices | | roles to create continuity in the event of absence of key staff<br>• Councillor/staff training required regarding roles and responsibilities<br>• Devise and adopt a plan to create team working between Officers and Councillors. |
| RR6 | Financial misappropriation leads to insufficient funds to meet budgeted expenditure | • Inadequate funds to meet scheduled expenditure leading to cancellation of services | M | 4 | 3 | • Designated staff undertake financial management.<br>• Financial Regulations in place<br>• Budgetary monitoring and control<br>• Segregation of Duties for key financial processes<br>• Purchases must be supported by purchase order from budget holder<br>• Scheme of Delegation<br>• Bank reconciliations undertaken monthly and signed off by member of F&A Committee<br>• Monthly reconciliation of petty cash<br>• Bi-annual Internal Audit reviews | L | • Various financial procedures to be embodied into one document |

| | | | Inherent Risk | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Risk Ref.** | **Risk** | **Impact** | **Risk Score** | **Impact (1-5)** | **Likelihood (1-5)** | **Existing Controls/Mitigating Actions** | **Residual Risk** | **Further action required to enhance control and reduce existing residual risk** |
| RR7 | Changes to the operational environment and legislation are not identified on a timely basis | • Council operates illegally<br>• Council is unable to react to changing circumstances leading to loss or reduction in service delivery and/or income<br>• Health & Safety issues<br>• Litigation | M | 3 | 4 | • Membership of SALC and SLCC who provide regular updates including legislative changes<br>• External HR Advisor appointed and available to support Town Clerk/Officers and Mayor<br>• Policies subject to regular review<br>• Monitoring market trends | L | |
| RR8 | Major operational interruption prevents the Town Council from delivering services | • Guildhall becomes non-operational through fire, damage, adverse weather conditions, etc<br>• Depot suffers damage<br>• Council Offices damaged<br>• Equipment suffers damage<br>• Property damaged or stolen | L | 3 | 3 | • Out of Hours Emergency Plan in place<br>• Adequate insurance cover through reputable insurance provider<br>• Fire alarms fitted in Guildhall<br>• Cloud based IT system enables Officers to work off-site | L | • Business Continuity plan to be developed and tested |
| RR9 | Catastrophic failure of Council's IT systems | • Loss of computer records<br>• Loss of important data<br>• Loss of financial data | L | 4 | 2 | • Cloud based IT system hosted by external provider which covers all software including financial records including financial records - back-up by provider on a monthly basis | L | |

| | | | Inherent Risk | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Risk Ref.** | **Risk** | **Impact** | **Risk Score** | **Impact (1-5)** | **Likelihood (1-5)** | **Existing Controls/Mitigating Actions** | **Residual Risk** | **Further action required to enhance control and reduce existing residual risk** |
| | | | | | | stored with independent 3rd party. | | |
| RR10 | Disaster impacting on the town of Chard such as severe weather conditions, firearms incident, fire or other natural or man-made incident | • Service delivery interrupted<br>• Loss of resources | L | 3 | 2 | • Town Council infrastructure made available to support emergency services and relevant authorities | L | • Business Continuity plan to be developed and tested including Emergency Plan and contact list<br>• Resilience Plan to be documented<br>• Key individuals to be identified and trained to meet requirements of emergency plan |

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 101 | Administration | | | | | | | | |
| 1010 | Rent Received | 0 | 100 | 100 | 0 | | | 100.0% | |
| 1020 | Letting Income | 0 | 9 | 0 | (9) | | | 0.0% | |
| 1021 | Customer photocopies | 0 | 7 | 100 | 93 | | | 6.7% | |
| 1060 | Commission Income | 0 | 10 | 20 | 10 | | | 48.0% | |
| 1076 | Precept | 0 | 775,334 | 775,334 | 0 | | | 100.0% | |
| 1096 | Interest Received | 368 | 4,998 | 1,000 | (3,998) | | | 499.8% | |
| | Administration :- Income | 368 | 780,458 | 776,554 | (3,904) | | | 100.5% | 0 |
| 4001 | Payroll Costs | 16,841 | 174,227 | 191,485 | 17,258 | | 17,258 | 91.0% | |
| 4003 | Superannuation Deficit Funding | 0 | 0 | 4,564 | 4,564 | | 4,564 | 0.0% | |
| 4007 | Health & Safety | 0 | 25 | 2,000 | 1,975 | | 1,975 | 1.3% | |
| 4008 | Training/Courses | 450 | 2,086 | 3,000 | 914 | 30 | 884 | 70.5% | |
| 4009 | Travelling | 0 | 89 | 400 | 311 | | 311 | 22.2% | |
| 4010 | Misc Staff Costs | 0 | 60 | 0 | (60) | | (60) | 0.0% | |
| 4021 | Telephone & Fax | 116 | 1,974 | 1,752 | (222) | | (222) | 112.7% | |
| 4022 | Postage | 4 | 2 | 350 | 348 | | 348 | 0.5% | |
| 4023 | Stationery | 43 | 798 | 1,200 | 402 | 291 | 111 | 90.8% | |
| 4024 | Subscriptions | 0 | 2,955 | 2,750 | (205) | | (205) | 107.5% | |
| 4025 | Insurance | 0 | 30,662 | 29,635 | (1,027) | | (1,027) | 103.5% | |
| 4026 | Photocopy and Printing Charges | 161 | 1,461 | 2,000 | 539 | | 539 | 73.1% | |
| 4028 | IT Hosting and Support | 697 | 7,476 | 10,000 | 2,524 | | 2,524 | 74.8% | |
| 4029 | Staff Recruitment | 0 | 650 | 500 | (150) | | (150) | 130.0% | |
| 4031 | Other Advertising | 0 | 20 | 0 | (20) | | (20) | 0.0% | |
| 4038 | Maintenance/Service Contracts | 0 | 2,923 | 2,000 | (923) | | (923) | 146.2% | |
| 4044 | Equipt/Furniture/Small Tools | 0 | 0 | 500 | 500 | 85 | 415 | 17.0% | |
| 4051 | Bank Charges | 0 | 343 | 500 | 157 | | 157 | 68.6% | |
| 4055 | Other Professional Fees | 3,525 | 12,284 | 11,000 | (1,284) | | (1,284) | 111.7% | 3,513 |
| 4056 | Legal Fees | 15 | 683 | 2,000 | 1,317 | | 1,317 | 34.1% | |
| 4057 | Audit Fees | 500 | 3,400 | 3,000 | (400) | | (400) | 113.3% | |
| 4063 | Christmas Lights | (0) | 13,575 | 15,000 | 1,425 | | 1,425 | 90.5% | |
| 4069 | Sum up Charges | 1 | 44 | 0 | (44) | | (44) | 0.0% | |
| 4206 | Council Website | 0 | 1,290 | 2,000 | 710 | | 710 | 64.5% | |
| | Administration :- Indirect Expenditure | 22,353 | 257,025 | 285,636 | 28,611 | 406 | 28,205 | 90.1% | 3,513 |
| | Net Income over Expenditure | (21,986) | 523,432 | 490,918 | (32,514) | | | | |
| 6000 | plus Tfr from EMR | 0 | 3,513 | | | | | | |
| | Movement to/(from) Gen Reserve | (21,986) | 526,946 | | | | | | |

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| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 102 | Civic & Council | | | | | | | | |
| 1020 | Letting Income | 0 | 155 | 0 | (155) | | | 0.0% | |
| 1183 | Culturally Chard | 0 | 4,230 | 0 | (4,230) | | | 0.0% | |
| 1184 | Council Run Events (Income) | 0 | 1,158 | 5,000 | 3,842 | | | 23.2% | |
| | Civic & Council :- Income | 0 | 5,543 | 5,000 | (543) | | | 110.9% | 0 |
| 4005 | Member Training | 0 | 359 | 1,000 | 641 | 635 | 6 | 99.4% | |
| 4009 | Travelling | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4184 | Council Run Events | 0 | 3,055 | 5,000 | 1,945 | | 1,945 | 61.1% | |
| 4191 | Coronation Events | 0 | 441 | 1,078 | 637 | | 637 | 40.9% | |
| 4192 | Culturally Chard | 0 | 2,954 | 0 | (2,954) | | (2,954) | 0.0% | |
| 4200 | Current Mayor's Allowance | 672 | 2,104 | 4,500 | 2,396 | | 2,396 | 46.8% | |
| 4201 | Previous Mayor's Allowance | 0 | 1,140 | 0 | (1,140) | | (1,140) | 0.0% | |
| 4203 | Councillors' Expenses | 0 | 54 | 150 | 96 | | 96 | 36.1% | |
| 4208 | Civic & Regalia costs | 0 | 166 | 750 | 584 | | 584 | 22.1% | |
| 4210 | Election Expenses | 0 | 5,413 | 2,500 | (2,913) | | (2,913) | 216.5% | |
| 4211 | Town Crier Honorarium | 0 | 250 | 250 | 0 | | 0 | 100.0% | |
| 4213 | Mace Bearer Honorarium | 0 | 250 | 250 | 0 | | 0 | 100.0% | |
| | Civic & Council :- Indirect Expenditure | 672 | 16,186 | 15,578 | (608) | 635 | (1,243) | 108.0% | 0 |
| | Net Income over Expenditure | (672) | (10,643) | (10,578) | 65 | | | | |
| 105 | Youth Council | | | | | | | | |
| 4020 | Miscellaneous Expenses | 0 | 634 | 1,000 | 366 | | 366 | 63.4% | |
| | Youth Council :- Indirect Expenditure | 0 | 634 | 1,000 | 366 | 0 | 366 | 63.4% | 0 |
| | Net Expenditure | 0 | (634) | (1,000) | (366) | | | | |
| 107 | Grants | | | | | | | | |
| 1070 | CIL Money | 0 | 13,230 | 0 | (13,230) | | | 0.0% | 14,896 |
| | Grants :- Income | 0 | 13,230 | 0 | (13,230) | | | | 14,896 |
| 4740 | Community Payback Scheme | 0 | 0 | 900 | 900 | | 900 | 0.0% | |
| 4750 | Grant Aid | 0 | 2,210 | 7,000 | 4,790 | | 4,790 | 31.6% | |
| 4751 | Annual Grants | 0 | 3,000 | 3,000 | 0 | | 0 | 100.0% | |
| 4753 | Support Grant | 0 | 10,000 | 10,000 | 0 | | 0 | 100.0% | |
| 4754 | Viability Review Grant | 3,000 | 3,000 | 3,000 | 0 | | 0 | 100.0% | |
| | Grants :- Indirect Expenditure | 3,000 | 18,210 | 23,900 | 5,690 | 0 | 5,690 | 76.2% | 0 |
| | Net Income over Expenditure | (3,000) | (4,980) | (23,900) | (18,920) | | | | |
| 6001 | less Tfr to EMR | 13,230 | 14,896 | | | | | | |
| | Movement to/(from) Gen Reserve | (16,230) | (19,876) | | | | | | |

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| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 109 | Administration Capital | | | | | | | | |
| 4044 | Equipt/Furniture/Small Tools | 0 | 161 | 2,000 | 1,839 | | 1,839 | 8.1% | |
| | Administration Capital :- Indirect Expenditure | 0 | 161 | 2,000 | 1,839 | 0 | 1,839 | 8.1% | 0 |
| | Net Expenditure | 0 | (161) | (2,000) | (1,839) | | | | |
| 201 | Guildhall | | | | | | | | |
| 1002 | FiT Electric generation tariff | 262 | 1,093 | 2,000 | 907 | | | 54.7% | |
| 1003 | FiT Electric Export Tariff | 59 | 246 | 600 | 354 | | | 41.1% | |
| 1010 | Rent Received | 280 | 305 | 1,020 | 715 | | | 29.9% | |
| 1011 | Antiques Fair | 100 | 808 | 1,400 | 592 | | | 57.7% | |
| 1012 | Markets | 0 | 28 | 0 | (28) | | | 0.0% | |
| 1014 | Guildhall Cafe/Bar Franchise | 0 | 0 | 300 | 300 | | | 0.0% | |
| 1020 | Letting Income | 3,510 | 21,580 | 20,000 | (1,580) | | | 107.9% | |
| 1022 | Hirers Refreshments | 127 | 209 | 1,000 | 791 | | | 20.9% | |
| 1041 | Donations Received | 0 | 1,000 | 0 | (1,000) | | | 0.0% | |
| | Guildhall :- Income | 4,338 | 25,270 | 26,320 | 1,050 | | | 96.0% | 0 |
| 4001 | Payroll Costs | 9,243 | 98,803 | 109,038 | 10,235 | | 10,235 | 90.6% | |
| 4002 | Temporary/Casual Staff | 320 | 320 | 5,000 | 4,680 | | 4,680 | 6.4% | |
| 4006 | Protective Clothing | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4008 | Training/Courses | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4011 | Rates | 0 | 7,735 | 8,200 | 466 | | 466 | 94.3% | |
| 4012 | Water Charges | 0 | 1,621 | 1,700 | 79 | | 79 | 95.3% | |
| 4014 | Electricity | 0 | 38,393 | 70,000 | 31,607 | | 31,607 | 54.8% | |
| 4015 | Gas | 7,287 | 29,634 | 50,000 | 20,366 | | 20,366 | 59.3% | |
| 4016 | Janitorial | 35 | 762 | 1,000 | 238 | | 238 | 76.2% | |
| 4021 | Telephone & Fax | 0 | 0 | 30 | 30 | | 30 | 0.0% | |
| 4027 | Hirers Refreshments | 245 | 764 | 100 | (664) | 35 | (698) | 798.3% | |
| 4031 | Other Advertising | 0 | 550 | 500 | (50) | | (50) | 110.0% | |
| 4036 | Property Maintenance | 7,753 | 9,492 | 5,000 | (4,492) | | (4,492) | 189.8% | 7,657 |
| 4038 | Maintenance/Service Contracts | 251 | 6,748 | 7,000 | 252 | | 252 | 96.4% | |
| 4044 | Equipt/Furniture/Small Tools | 0 | 1,527 | 4,000 | 2,473 | 11 | 2,462 | 38.4% | |
| 4059 | Licences (incl PRS) | 0 | 1,407 | 1,500 | 93 | | 93 | 93.8% | |
| 4205 | Guildhall Website | 0 | 300 | 500 | 200 | | 200 | 60.0% | |
| | Guildhall :- Indirect Expenditure | 25,133 | 198,055 | 265,068 | 67,013 | 46 | 66,967 | 74.7% | 7,657 |
| | Net Income over Expenditure | (20,795) | (172,785) | (238,748) | (65,963) | | | | |
| 6000 | plus Tfr from EMR | 7,657 | 7,657 | | | | | | |
| | Movement to/(from) Gen Reserve | (13,138) | (165,128) | | | | | | |

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| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 202 | Local Information Centre | | | | | | | | |
| 4014 | Electricity | 87 | 692 | 2,000 | 1,308 | | 1,308 | 34.6% | |
| Local Information Centre :- Indirect Expenditure | | 87 | 692 | 2,000 | 1,308 | 0 | 1,308 | 34.6% | 0 |
| | Net Expenditure | (87) | (692) | (2,000) | (1,308) | | | | |
| 301 | Cemetery | | | | | | | | |
| 1020 | Letting Income | 0 | 120 | 250 | 130 | | | 48.0% | |
| 1030 | Interment Income | 678 | 22,234 | 23,500 | 1,266 | | | 94.6% | |
| 1031 | Memorial Fees | 378 | 3,559 | 5,000 | 1,441 | | | 71.2% | |
| 1032 | Burial Rights | 342 | 9,067 | 7,000 | (2,067) | | | 129.5% | |
| | Cemetery :- Income | 1,398 | 34,980 | 35,750 | 770 | | | 97.8% | 0 |
| 4001 | Payroll Costs | 2,394 | 26,367 | 28,761 | 2,394 | | 2,394 | 91.7% | |
| 4002 | Temporary/Casual Staff | 0 | 1,120 | 0 | (1,120) | | (1,120) | 0.0% | |
| 4011 | Rates | 0 | 3,772 | 3,800 | 28 | | 28 | 99.3% | |
| 4012 | Water Charges | 0 | 412 | 0 | (412) | | (412) | 0.0% | |
| 4014 | Electricity | 0 | 0 | 3,700 | 3,700 | 2,900 | 800 | 78.4% | |
| 4036 | Property Maintenance | 0 | 50 | 1,000 | 950 | 436 | 514 | 48.6% | |
| 4037 | Grounds Maintenance | 0 | 306 | 1,000 | 694 | | 694 | 30.6% | |
| 4044 | Equipt/Furniture/Small Tools | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4055 | Other Professional Fees | 0 | (1,028) | 0 | 1,028 | 4,475 | (3,447) | 0.0% | 7,222 |
| 4056 | Legal Fees | 0 | 896 | 0 | (896) | | (896) | 0.0% | 896 |
| | Cemetery :- Indirect Expenditure | 2,394 | 31,895 | 39,261 | 7,366 | 7,811 | (445) | 101.1% | 8,118 |
| | Net Income over Expenditure | (995) | 3,085 | (3,511) | (6,596) | | | | |
| 6000 | plus Tfr from EMR | 0 | 8,118 | | | | | | |
| | Movement to/(from) Gen Reserve | (995) | 11,203 | | | | | | |
| 303 | Allotments | | | | | | | | |
| 1010 | Rent Received | 0 | 3,604 | 4,100 | 496 | | | 87.9% | |
| 1015 | Licence Fee | 0 | 246 | 200 | (46) | | | 123.0% | |
| | Allotments :- Income | 0 | 3,850 | 4,300 | 450 | | | 89.5% | 0 |
| 4001 | Payroll Costs | 0 | 506 | 0 | (506) | | (506) | 0.0% | |
| 4012 | Water Charges | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4013 | Rent Payable | 1,050 | 2,100 | 2,100 | 0 | | 0 | 100.0% | |
| 4022 | Postage | 0 | 168 | 100 | (68) | | (68) | 168.0% | |
| 4037 | Grounds Maintenance | 0 | 0 | 250 | 250 | 80 | 170 | 32.0% | |
| | Allotments :- Indirect Expenditure | 1,050 | 2,774 | 3,050 | 276 | 80 | 196 | 93.6% | 0 |
| | Net Income over Expenditure | (1,050) | 1,076 | 1,250 | 174 | | | | |

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| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 308 | Amenities Central Costs | | | | | | | | |
| 1010 | Rent Received | 0 | 3,747 | 3,700 | (47) | | | 101.3% | |
| 1040 | Sponsorship Income | 0 | 857 | 1,200 | 343 | | | 71.4% | |
| 1089 | Miscellaneous Income | 11 | 36 | 0 | (36) | | | 0.0% | |
| | Amenities Central Costs :- Income | 11 | 4,640 | 4,900 | 260 | | | 94.7% | 0 |
| 4001 | Payroll Costs | 9,127 | 114,876 | 140,886 | 26,010 | | 26,010 | 81.5% | |
| 4006 | Protective Clothing | 0 | 304 | 2,000 | 1,696 | 52 | 1,645 | 17.8% | |
| 4008 | Training/Courses | 0 | 0 | 3,000 | 3,000 | 30 | 2,970 | 1.0% | |
| 4011 | Rates | 0 | 1,271 | 1,350 | 79 | | 79 | 94.1% | |
| 4012 | Water Charges | 0 | 82 | 0 | (82) | | (82) | 0.0% | |
| 4013 | Rent Payable | 450 | 900 | 1,695 | 795 | | 795 | 53.1% | |
| 4014 | Electricity | 720 | 1,430 | 5,000 | 3,570 | 2,600 | 970 | 80.6% | |
| 4016 | Janitorial | 0 | 232 | 0 | (232) | | (232) | 0.0% | |
| 4017 | Refuse/Waste Disposal | 1,841 | 2,660 | 5,000 | 2,340 | 12 | 2,328 | 53.4% | |
| 4020 | Miscellaneous Expenses | 0 | 957 | 0 | (957) | | (957) | 0.0% | |
| 4021 | Telephone & Fax | 172 | 1,845 | 1,650 | (195) | | (195) | 111.8% | |
| 4035 | Vandalism | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4036 | Property Maintenance | 0 | 2,802 | 2,500 | (302) | | (302) | 112.1% | 2,785 |
| 4037 | Grounds Maintenance | 0 | 4,067 | 4,000 | (67) | 22 | (90) | 102.2% | |
| 4039 | Play Equipment Maintenance | 0 | 927 | 10,000 | 9,073 | | 9,073 | 9.3% | |
| 4040 | Street Furniture | 0 | 374 | 2,000 | 1,626 | | 1,626 | 18.7% | |
| 4041 | Equiment Hire | 0 | 44 | 500 | 456 | | 456 | 8.9% | |
| 4042 | Equipment Maintenance | 0 | 915 | 4,000 | 3,085 | | 3,085 | 22.9% | |
| 4043 | Vehicle Maintenance | 424 | 2,106 | 3,000 | 894 | | 894 | 70.2% | |
| 4045 | Vehicle / Equipment Lease/Hire | 0 | 983 | 0 | (983) | | (983) | 0.0% | |
| 4046 | Vehicle Fuel | 130 | 2,207 | 8,000 | 5,793 | | 5,793 | 27.6% | |
| 4047 | Vehicle Licence/Insurance | 0 | 4,116 | 4,170 | 54 | | 54 | 98.7% | |
| 4048 | Flower Beds - planting etc | 0 | 2,944 | 5,000 | 2,056 | | 2,056 | 58.9% | |
| 4049 | Flower Baskets | 0 | 2,267 | 2,500 | 233 | | 233 | 90.7% | |
| 4054 | Arboriculture | 3,769 | 4,969 | 5,000 | 31 | | 31 | 99.4% | |
| 4065 | CCTV | 0 | 13 | 500 | 487 | | 487 | 2.7% | |
| | Amenities Central Costs :- Indirect Expenditure | 16,633 | 153,289 | 212,051 | 58,762 | 2,716 | 56,046 | 73.6% | 2,785 |
| | Net Income over Expenditure | (16,622) | (148,649) | (207,151) | (58,502) | | | | |
| 6000 | plus Tfr from EMR | 0 | 2,785 | | | | | | |
| | Movement to/(from) Gen Reserve | (16,622) | (145,864) | | | | | | |
| 309 | Amenities Capital | | | | | | | | |
| 1078 | Grants Rec'd SCC | 0 | 28,731 | 0 | (28,731) | | | 0.0% | |
| | Amenities Capital :- Income | 0 | 28,731 | 0 | (28,731) | | | | 0 |

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| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4044 | Equipt/Furniture/Small Tools | 0 | (49,533) | 5,000 | 54,533 | | 54,533 | (990.7%) | |
| 4962 | CP - New Play Equipment | 0 | 50,000 | 0 | (50,000) | | (50,000) | 0.0% | 21,269 |
| | Amenities Capital :- Indirect Expenditure | 0 | 467 | 5,000 | 4,533 | 0 | 4,533 | 9.3% | 21,269 |
| | Net Income over Expenditure | 0 | 28,264 | (5,000) | (33,264) | | | | |
| 6000 | plus Tfr from EMR | 0 | 21,269 | | | | | | |
| | Movement to/(from) Gen Reserve | 0 | 49,533 | | | | | | |
| 401 | Markets | | | | | | | | |
| 1012 | Markets | 294 | 2,028 | 2,800 | 772 | | | 72.4% | |
| | Markets :- Income | 294 | 2,028 | 2,800 | 772 | | | 72.4% | 0 |
| 4011 | Rates | 0 | 242 | 580 | 338 | | 338 | 41.7% | |
| | Markets :- Indirect Expenditure | 0 | 242 | 580 | 338 | 0 | 338 | 41.7% | 0 |
| | Net Income over Expenditure | 294 | 1,786 | 2,220 | 434 | | | | |
| 501 | Community Plan | | | | | | | | |
| 4189 | Community Plan | 175 | 208 | 500 | 292 | | 292 | 41.5% | |
| | Community Plan :- Direct Expenditure | 175 | 208 | 500 | 292 | 0 | 292 | 41.5% | 0 |
| | Net Expenditure | (175) | (208) | (500) | (292) | | | | |
| | Grand Totals:- Income | 6,409 | 898,731 | 855,624 | (43,107) | | | 105.0% | |
| | Expenditure | 71,498 | 679,838 | 855,624 | 175,786 | 11,694 | 164,092 | 80.8% | |
| | Net Income over Expenditure | (65,089) | 218,892 | 0 | (218,892) | | | | |
| | plus Tfr from EMR | 7,657 | 43,342 | | | | | | |
| | less Tfr to EMR | 13,230 | 14,896 | | | | | | |
| | Movement to/(from) Gen Reserve | (70,661) | 247,339 | | | | | | |

| A/c | Description | Actual | | |
|---|---|---|---|---|
| | *Current Assets* | | | |
| 100 | Debtors Control | 1,050 | | |
| 103 | Bookings Debtors | 939 | | |
| 105 | VAT Control | 3,992 | | |
| 180 | Stock - TIC | 491 | | |
| 201 | Lloyds Current A/c | 11,896 | | |
| 202 | Lloyds Instant Deposit | 270,013 | | |
| 203 | Petty Cash | 270 | | |
| 233 | Nationwide Instant Saver 9000 | 355,583 | | |
| 234 | Nationwide Instant Saver 90010 | 158,243 | | |
| | Total Current Assets | | 802,478 | |
| | *Current Liabilities* | | | |
| 500 | Creditors Control | 32,723 | | |
| 512 | Mayor's Account | 2,120 | | |
| 525 | PAYE/NIC Control | 7,598 | | |
| 526 | Superannuation Control | 7,270 | | |
| 531 | Control - Berrys Buses | 99 | | |
| 541 | Control - Great Dorset Steam | (25) | | |
| 549 | Control - Misc Ticket Sales | 72 | | |
| 551 | Deposits Held - Market Traders | 132 | | |
| | Total Current Liabilities | | 49,989 | |
| | Net Current Assets | | | 752,489 |
| | Total Assets less Current Liabilities | | | 752,489 |
| | *Represented by :-* | | | |
| 301 | Current Year Fund | 218,892 | | |
| 310 | General Reserve | 211,232 | | |
| 320 | Capital Receipts Reserve | 5,862 | | |
| 341 | EMR Cemetery Chapel | 55,750 | | |
| 343 | EMR Cemetery | 151,410 | | |
| 344 | EMR C I L | 27,570 | | |
| 346 | EMR MTIG | 10,378 | | |
| 347 | EMR Climate Change | 35,424 | | |
| 350 | Sinking Fund - Guildhall | 26,799 | | |
| 351 | Sinking Fund - Civic Regalia | 2,500 | | |
| 352 | Sinking Fund - Closed Ch'yard | 4,965 | | |
| 354 | Sinking Fund -Guildhall Screen | 1,707 | | |
| | Total Equity | | | 752,489 |

**Earmarked Reserves**

As you will note from the attached (2024/27(b)) Income and Expenditure report as at 29 February 2024 (month 11), the current year fund is approximately £218K. Expenditure is running at between £55-60K per month and as a result, a surplus in excess of £100k is likely to arise at the year-end, which will form part of the General Reserve for the next financial year. Whilst income has been slightly higher than forecast for this year, the surplus is primarily due to lower than forecast energy costs and Amenities spend.

At the outset of the financial year, monies were transferred back to the General Reserve from the Play Equipment Earmarked Reserves (c.£30K) to address the shortfall in the General Reserve, which was then running at less than the Reserve Policy requirement of at least 3 months expenditure. Currently the General Reserve meets the policy requirement.

There are 2 key areas where there is need for further investment to ensure CTC's estate is maintained in good order. These are the playparks and the Guildhall. Investment in the playparks was previously agreed by Council with use of supporting s.106 monies but these funds have not yet been procured. Furthermore, our insurer's risk assessment has resulted in the need for additional investment in the Guildhall to address identified risks.

**Recommendation**

Therefore, it is recommended that additional funds are transferred to Earmarked Reserves from the General Reserve at the year end as follows:

- Play Equipment - £30K
- Guildhall Sinking Fund - £40k

## Insurance Renewal

The Town Council is currently tied to a 3-year contract with Aviva Insurance Limited through James Hallam Limited, insurance brokers, for its combined commercial insurance policy. This commenced on 1st April 2022 and is due to expire on 31st March 2025.

The 3-year deal is based on a premium escalator of 'expiring premium rates plus 5%', subject to various rating factors such as wages, income and sums insured remaining in line with the previous year. These rating factors increase in line with inflation and for the current financial year (2023/24) there was an 8.9% increase which resulted in a premium of £29,563.36.

The renewal quote for the next financial year has now been received and amounts to £32,690.02. However, Aviva have offered to waive the 5% rate escalator for this year, reducing the premium to £31,100.03 (-£1,589.99), subject to Council agreeing to renew the current 3-year deal now, which will then expire on 31st March 2027.

As previously mentioned, the insurance market for town and parish councils has severely contracted recently leaving few companies that are willing to provide insurance. In renewing the deal now, the Town Council receives rate stability for the next 3 years in very turbulent market conditions. Acceptance has been recommended by the broker.

## Recommendation

Based on the brokers comments, it is therefore recommended that Council renew the 3-year deal now to take advantage of greater rate stability over the term together with the £1,589.99 reduction in premium for 2024/25 being offered.

**(b) Core Funding Grants 2024/25**

**(i) Chard Area Youth Committee (CAYC) – Grant requested £10,000**

CAYC has requested funding at the same level as for the current financial to support running costs, specifically as a contribution (approx.50%) towards the service level agreement with the Youth Work Provider. This is to be paid quarterly in advance subject to renewal of a service level agreement with the Council.

Recommended to Council the requested core funding grant of £10,000 for 2024/25. (6 For)

**(ii) Chard & District Carnival Committee Limited (C&DCC) – Grant requested £1,000**

C&DCC requested £1,000 to assist towards insurance costs in running the Carnival and associated events.

Recommended to Council the requested core funding of £1,000 for 2024/25 (Cllr Baker and Cllr Williams declared an interest. 4 For; 2 Abstain)

**(iii) Chard & District Museum**

The Museum requested £1,000 to assist towards the insurance of its buildings, contents and collections as well as its utilities which are its key core costs.

Recommend to Council the requested core funding of £1,000 for 2024/25 (Cllr J Kenton, Cllr A Kenton and Cllr Richter declared an interest. 3 For; 3 Abstain)

**(iv) Chard Town Team**

The Town Team requested £1,000 to assist with cost of insurance and running costs for events.

Recommended to Council the requested core funding of £1,000 for 2024/25 (Cllr Baker and Cllr J Kenton declared an interest. 4 For; 2 Abstain)

## 1. Bank Mandate – additional signatory & authorised user

The current signatories on the Lloyds Bank accounts are:

- Cllr Baker
- Cllr Bulmer
- Cllr Eggins
- Cllr J Kenton
- Cllr Richter

And the Nationwide accounts are:

- Cllr Baker
- Cllr Bulmer
- Cllr Eggins
- Cllr A Kenton
- Cllr J Kenton

After Cllr Brown resigned she was removed from the accounts. Consequently, an additional councillor is needed to act as a signatory to ensure we are able to continue to make our payments on time for Lloyds Bank and it would also be beneficial to add a further signatory to the Nationwide.

Furthermore, when the Town Clerk leaves the Council we will only have 2 officers (RFO and Finance Officer) authorised to make electronic payments, which gives us no cover in the event of absences.

**Recommendation**

Council are recommended to propose and agree a councillor who can act as an additional signatory for the Lloyds Bank account and the Nationwide Accounts. In addition, Council are recommended to authorise the Operations Manager be added to the bank as an authorised user for electronic payments.

## 2. Request for a debit card on Lloyds Bank account

In the absence of having a bank card that can be used to make payment for online purchase such as renewal of the Zoom account or paying for planning applications, staff are having to use their own credit cards to make payments which is then reimbursed through the expenses process. This is not good practice. In addition, despite presenting a cheque signed by 2 councillors at the bank to cover reimbursement of petty cash, we have experienced varying success dependent upon which staff are in the branch on the day, even though it is only the Finance Officer that goes to the bank and she is authorised to make electronic payments under dual control on the account.

We have spoken to the relationship management team at the bank and they suggest the best way to operate is by use of a debit card, for which there is no additional cost.

**Recommendation**

Council are asked to consider authorising an application for a debit card on the Lloyds Bank account for both the Proper Officer and RFO. Subject to agreement, adequate controls will be put in place to ensure usage is duly authorised.

Report of the £35k grant group to full Council 18th March 2024

**Background**

In Autumn 2023 officers identified a grant opportunity from SALC's health and wellbeing fund of up to £35,000.

At the September full council meeting a working group was set up and we have met many times with officers to decide what we wanted to address in Chard.

After the initial meetings we decided on our main theme being Loneliness and were working towards opening the Guildhall one day a week for free allowing our space to be used for the provision of free space for those working at home as well as a café run by volunteers to provide free meals, drinks and company with a possibility of hiring a mini bus to bring people into the town.

The problems surrounding this idea were identified mainly by those of us that have catering experience namely: lack of equipment for this such as pots, pans, tins etc. lack of space to store ingredients, the use by other people of the kitchen during the week for hired events and the clinical space in the café being difficult to attract regular people.

One of our members had experience of the Axminster waffle house and their ideals and we visited it several times as members and with officers. After these visits we were enthused about providing our own community café and set about researching the possibility of opening our own in local premises.

**From this the CommuniTEA project was born.**

The working group have identified a local premises which is currently a café in town so we will not be introducing a new business into competition with those that are already trading.

We are currently negotiating with the owner an affordable rent and plan to set up a Community Interest Company (CIC) to run the venture.

The basic idea of the project is to run the café as a business which should be able to pay all of its bills and therefore fund the free limited space available to local groups and services when the café is closed.

We have already spoken to an officer from SALC about the idea and she gave us some pointers which we would need to cover in order to apply for the large grant of £35,000.

The £35,000 grant funding would be used to help fund year 1 opening / setup costs

| | |
|---|---|
| Annual rent | 12,000 |
| Rates (assuming discounted years 1-3) | 0 |
| Fixtures and fittings | 13,250 |
| Décor | 3,000 |
| Advertising | 2.000 |
| Licensing & Legal | 2,000 |
| | £32,250 |

SALC suggested that we submit a request for seed funding prior to the full project starting which is available to help us to help gain the support and information for us in to submit our final bid.

The seed funding grant requires the Council to demonstrate its commitment to addressing health inequalities by match funding by 50% the application for this initial seed funding .

This will be something in the region of £500 - £1000 to the Council.

The seed funding would be used to help demonstrate the support for the project within the local community.

On advice from the officer from SALC we have already sent out 40 letters (which you have already been sent ) asking local voluntary groups and bodies within Chard if they had a need for what the CommuniTea project can offer, this has now come back with 34 replies.

None of them negative (two were unlikely to use the service) and the rest all had a positive response, many asking when we would be open because they would use our service almost immediately.

We are now at the point of submitting our application for seed funding to SALC and wish the council to approve the submission and support the project

Recommendations are

1) The That the council agree to transferring the remaining grant funding monies for 2023 / 2024 into an EMR reserve allocated to this project to use for match / part funding for the project.

2) The Council agrees to apply for up to £35,000 from the SALC health and wellbeing fund to support the CommuniTEA project.

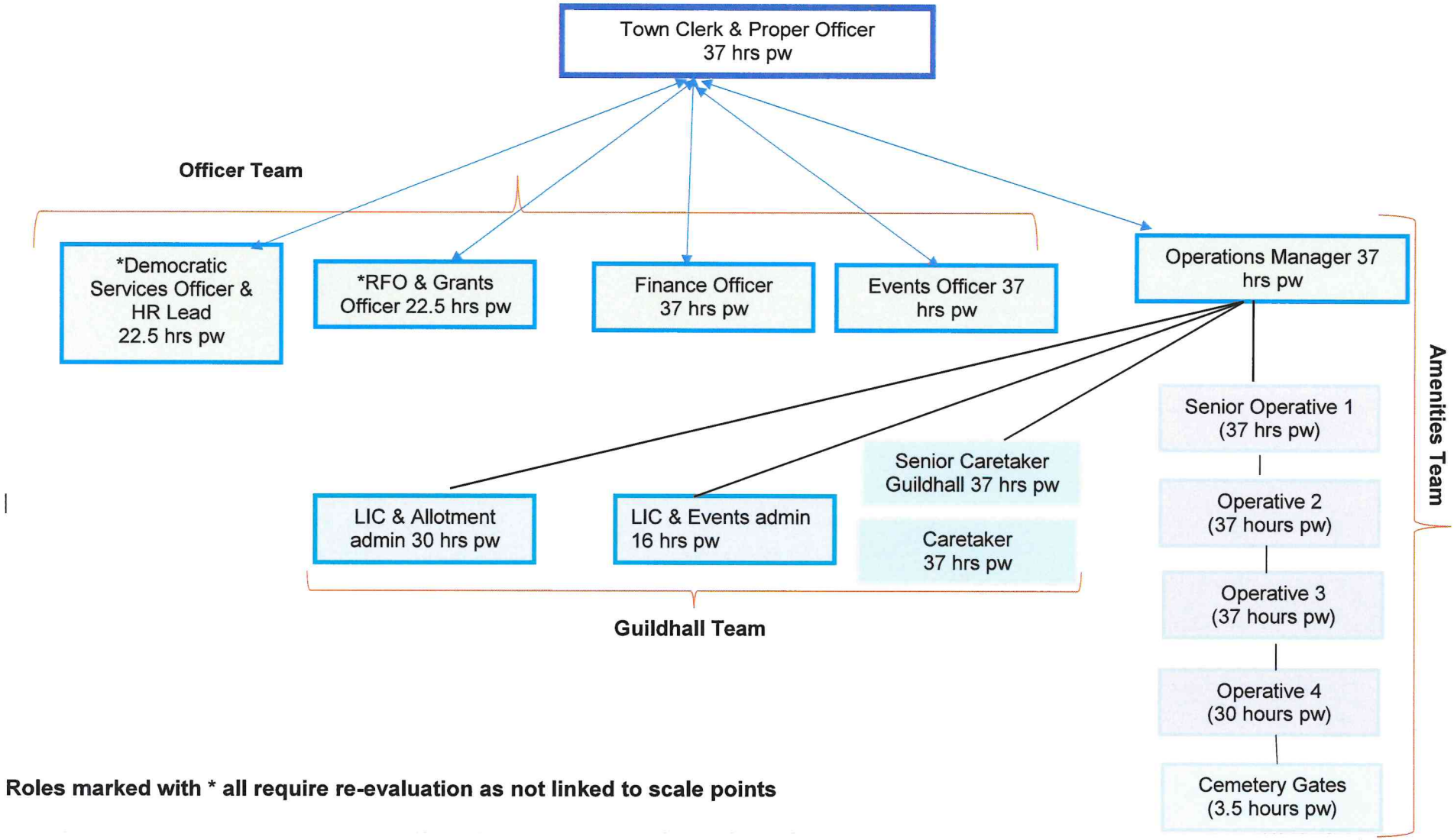
3) That the Council agrees to form a suitable agreement with the CommuniTea CIC to monitor and deliver the seed funding and the 35k funding from this funding application through the council.

   This will end in July 2025 by which time the grant monies will be invested into the project and it will be hopefully self-funding for the future.

4) That the Council agrees to allow officer time to help with advertising and social media of this project where possible and aiding with report writing to funders and the town council.

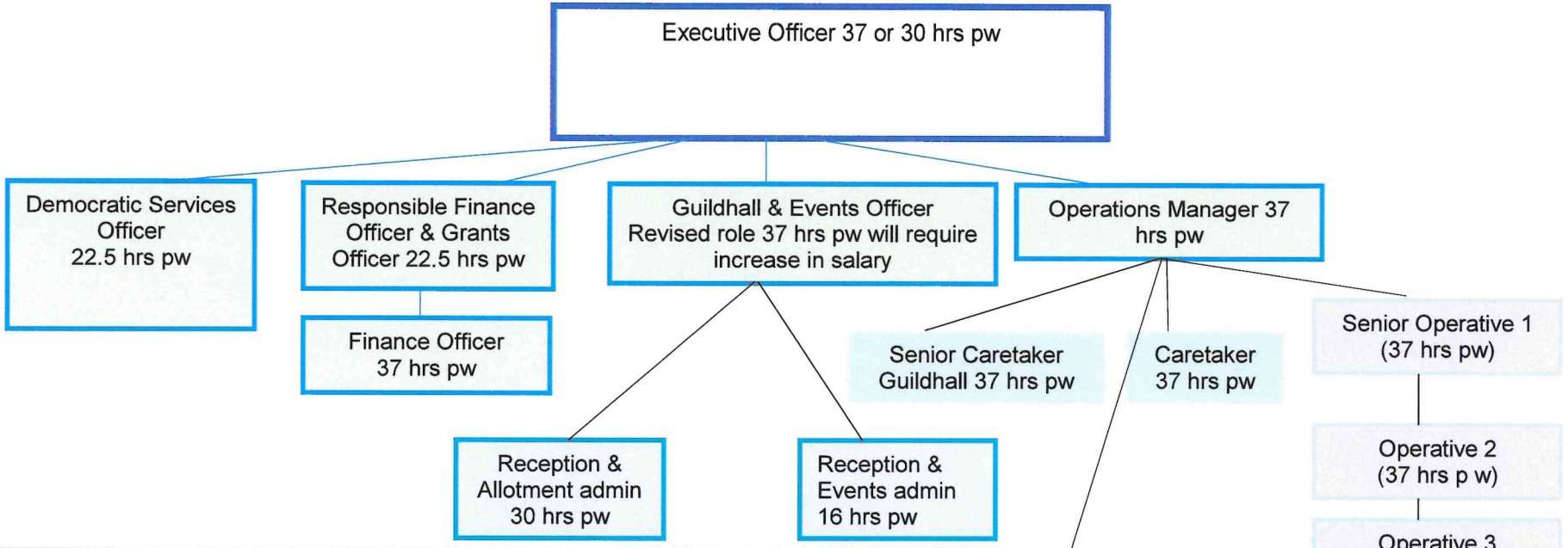
5) That the Council agrees to allow the CIC to apply for £1,000 from the grant fund (if criteria are met) during the following years to confirm the general support of this application.

## Option 1: Existing Team Structure




**Roles marked with * all require re-evaluation as not linked to scale points**

**Option 2: Team Structure with minimal changes to line management & distribution / increase of hours:**




**Key changes to option 2:**

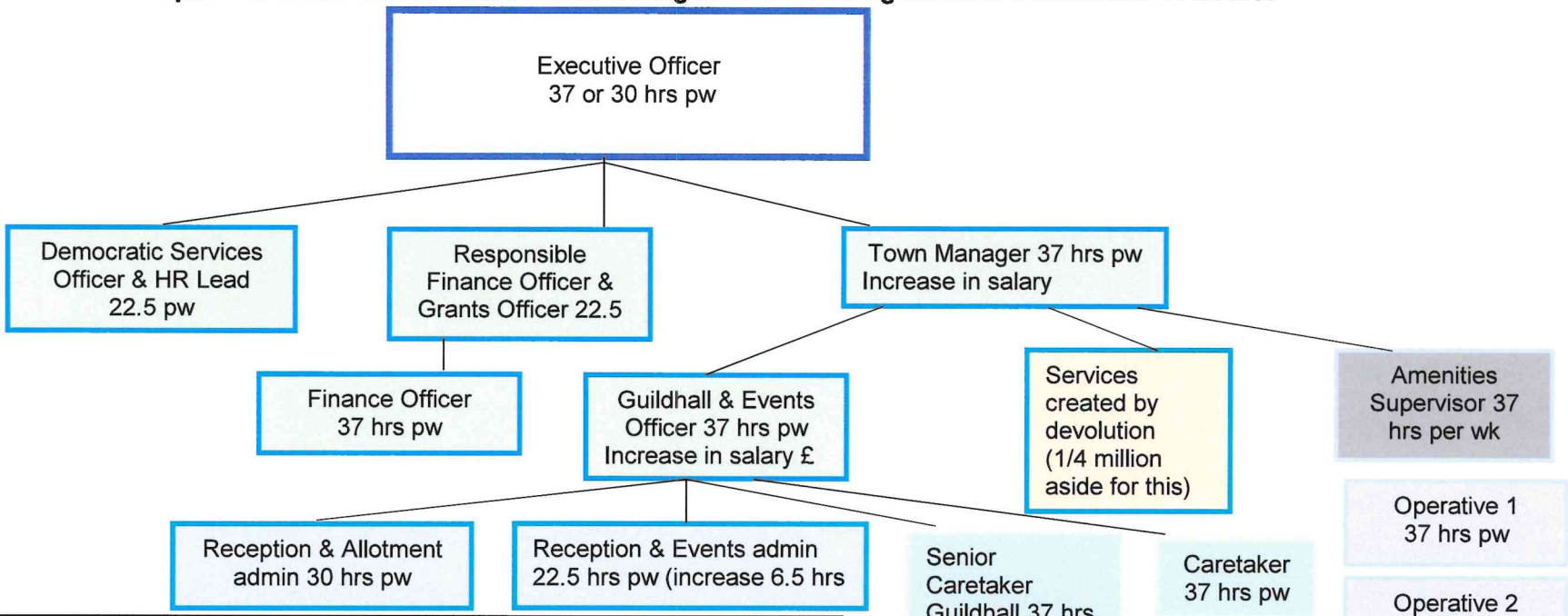
Town Clerk to be called Executive Officer EO – refreshing the title will help negate the undesirable association with this role in Chard. Reducing span of control by one officer – Finance Officer who will report to the RFO & Grants Officer.

EO hours reduced from 39 to 30 pw – saving in salary could offset the increase in salary for the revised Officer role

Events Officer to have a revised title of Guildhall & Events Officer (GEO – this revised role will now have line management (by 2), & increased Guildhall responsibilities, with increased salary

Operations Manager now has reduced line management (by 2) & reduced Guildhall responsibilities, allowing for staffing changes increased services incurred through devolution.

**Option 3: Team Structure with more changes to line management & distribution of hours:**




**Key changes to option 3:**

Executive Officer: as Option 2 but with an additional reduction in the span of control by 1 Officer.

Guildhall & Events Officer as Option 2 but with 4 staff members to line manage & line managed by 'Town Manager'

Operations Manager to be called Town Manager who still have further reduced line management by 1 on Option 2 and by 4 against existing structure, increased accountability responsibilities – now line managing Guildhall & Events Manager (who will have day to day reasonability) All of the above allowing for staffing changes and increased services incurred through devolution.

The illustration over the previous 3 pages has been complied to help forward thinking and planning in relation to Chard Town Council finding itself with another Town Clerk vacancy, to take advantage of this situation by adopting a strategic approach.

No costings have been attributed to these 3 structures mainly due to Option 2 & Option 3 illustrating 2 different roles which require evaluating externally against the Green Book. As do the current DSO & RFO roles. They are purely speculative, their purpose is seek to initiate ideas and help decision making.

There are 3 main rationales for consideration.

1. **Change of role names** to inject a new lease of life and positivity both for staff and the public and to reflect the evolving emphasis in the Town Council's work.
    a. Town Clerk – Executive Officer
    b. Events Officer - Guildhall & Events Officer
    c. Operations Manager - Town Manager

2. **Change of roles and responsibilities:**
    a. A part time Executive Officer could free up some salary budget, decreased line management responsibility will help offset the reduced hours and provide more time for strategic work.
    b. A Guildhall & Events Manager would not only manage the bookings regular hirers, one off events for Council and customer but also manage the maintenance of the building thereby having whole and dedicated Guildhall management.
    c. A Town Manager will have focused responsibility for all outside facilities to include the anticipated increased services due to devolution, while also having overall responsibility for the Guildhall through line management of the Guildhall & Events Officer who will refer to the Town Manger to ensure all legal Health & Safety measures are adhered to.

3. **Organisational review**:
    a. If after consideration and discussion of this illustration the council agree a revised structure would prudent in order to support the development of the Town Council and Town, commissioning an organisational review would make sense before any changes are made to the current staff structure.
    b. It follows that an organisational review should take place before the recruitment of a new Town Clerk / Executive Officer.