CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Jenny Kenton

FINANCE & AUDIT COMMITTEE

Minutes of the Finance & Audit Committee held on Tuesday 13th February 2023 commencing at 7.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr J Kenton (Mayor), Cllr Baker, Cllr Bates, (Chair), Cllr A Kenton, Cllr Richter

OFFICERS PRESENT: Democratic Services Officer (DSO), Beverley Newman, Grants Officer Gail Chadwick

Public Participation Time:
One member of the public was present.

ADDITIONAL COMMENT FROM THE CHAIR:
Attendees of the meeting were informed that there would be an audio recording of the meeting.

2023/01 APOLOGIES FOR ABSENCE
Apologies were received and accepted from: Cllr Brown (Maternity Leave), Cllr Hassan (work) and Cllr Hawkes (work).

2023/02 DECLARATIONS OF INTEREST
One declarations of interest were made:
Cllr Baker: Personal; 2023/07; (a); 3.

2023/03 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
There were no Confidential Items to consider.

2023/04 COMMITTEE MEETING MINUTES

Proposed Cllr J Kenton — Seconded Cllr Baker
For: 4 — Abstain:1

RESOLVED Minutes were agreed to be an accurate account of 19th December 2022. Minutes from the 26th July meeting are still to be agreed and will be added to the next Finance & Audit agenda 18th April 2023

2023/05 FINANCIAL MATTERS

(a) Consideration of the Financial Report

Proposed Cllr Richter — Seconded Cllr J Kenton
Unanimous

RESOLVED Committee noted the Financial Report

Proposed Cllr J Kenton — Seconded Cllr Richter
Unanimous

RESOLVED That Cllr A. Kenton and Cllr J Baker take over monthly signatory duties of the Bank Reconciliations for the next 6 months.

(b) Risk Register.

Proposed Cllr J Kenton — Seconded Cllr Richter
Unanimous

RESOLVED That Finance and Audit members recommend the approval of the revised Risk Register to Full Council.

2023/06 INTERIM INTERNAL AUDIT REPORT

Proposed Cllr J Baker — Seconded Cllr Richter
Unanimous

RESOLVED That Finance and Audit members recommend that minor amendments to Financial Regulations are submitted to the Full Council meeting, March 13th 2023

2023/07 GRANTS

(a) Annual Grants

1. Proposed Cllr J Baker — Seconded Cllr Richter
Unanimous

RESOLVED to adopt the unanimous recommendation of the Grants Sub-Committee payment to Chard Museum of £1,000

2. Proposed Cllr J Kenton — Seconded Cllr Richter
For: 4 — Abstain 1

RESOLVED to adopt the unanimous recommendation of the Grants Sub-Committee payment to Chard Carnival Committee of £1,000

3. Proposed Cllr A Kenton — Seconded Cllr Richter
For: 3 — Abstain 2

RESOLVED to adopt the unanimous recommendation of the Grants Sub-Committee payment to Chard Town Team of £1,000

(b) Annual support grant

Proposed Cllr Baker Seconded Cllr Richter
Unanimous

RESOLVED to adopt the unanimous recommendation of the Grants Sub-Committee in regard to the annual support grant to Chard Area Youth Committee (CAYC) of £10,000 to be paid in quarterly instalments of £2,500 subject to entering into a new service level agreement. In addition, the grants Officer to continue to support CAYC in sourcing available relevant grants and making them aware of these.

(c) Community Development Fund

2023/08 POLICIES

(a) Proposed Cllr Baker Seconded Cllr J Kenton
Unanimous

RESOLVED to recommend to Full Council the revised Mayor's Allowance policy be adopted.

COMMENT: It was suggested that consideration should be given to increasing the Mayoral Allowance in the next 6 months given:

i. There has been no increase for some years
ii. Room hire at the the Guildhall is chargeable (apart from the Mayor's Parlour)
iii. The increase in cost of everything.

(b) Proposed Cllr J Kenton Seconded Cllr Baker
Unanimous

RESOLVED to recommend to Full Council the new Civic Award's policy be adopted.
Unanimous

2023/09 ELECTRONIC PAYMENT

Proposed Cllr J Kenton Seconded Cllr Richter
Unanimous

RESOLVED To agree in principal to purchase a card terminal but before purchase Events Officer to research some alternative products for greater costs analysis and provide the additional information at the next Finance and Audit meting 18th April 2023

2023/10 DATE OF NEXT MEETING

There being no other business the Chair thanked members for their attendance and participation, closed the meeting at 19.34 and confirmed the date of the next meeting as Tuesday 18th April 2023 19.00

2023/11 There were no confidential matters to consider

Zak Williams 30/5/23

CHAIR: **DATE:**