CHARD TOWN COUNCIL
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Garry Shortland Town Clerk: Gareth Hughes

FINANCE & AUDIT COMMITTEE

Minutes of the Finance & Audit Committee held on Tuesday 24th October 2023 commencing at 7.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Williams (Chair), Cllr Baker, Cllr Eggins, Cllr A Kenton, Cllr J Kenton and Cllr Richter.

OFFICERS PRESENT: Gareth Hughes (Town Clerk and Gail Chadwick (Responsible Financial Officer).

Public Participation Time:
There were no members of the public present.

2023/45 APOLOGIES FOR ABSENCE
Cllr Bates (illness)

2023/46 DECLARATIONS OF INTEREST
No Declarations of Interest were made.

2023/47 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
This item was withdrawn as there were no Confidential items to consider.

2023/48 COMMITTEE MEETING MINUTES
Proposed: Cllr A Kenton Seconded: Cllr Baker
Unanimous

RESOLVED that the minutes of the Extraordinary Finance & Audit Committee meeting held on Tuesday 17th October 2023 be agreed and signed as a correct record.

2023/49 APPOINTMENT OF MEMBERS TO TASK & FINISH GROUPS
Committee considered the appointment of a Budget Planning Task & Finish Group. Whilst all members of the Finance and Audit Committee present wished to be part of this group, it was proposed that the budget review be undertaken by workshop at which all Council members were invited.

Policy Review Task & Finish Group– In addition to current members (Cllr Bates, Cllr Eggins and Cllr Williams), the following members were appointed to this Task and Finish group;

- Cllr Baker
- Cllr A Kenton
- Cllr J Kenton

Proposed: Cllr J Kenton Seconded: Cllr Richter
Unanimous

RESOLVED:
To undertake the budget review process through a workshop meeting open to all members of the Council and appoint 3 further members to the Policy Review Task & Finish Group.

2023/50 APPOINTMENT OF CHAIR & VICE CHAIR OF GRANTS SUB-COMMITTEE

Proposed: Cllr Eggins Seconded: Cllr A Kenton
Unanimous

RESOLVED to appoint Cllr Williams as chair of the Grants Sub-Committee and not to appoint a vice-chair of that committee. A meeting chair will be elected by the members of the Grants Sub-Committee should the need arise due to absence of the chair at any meeting.

2023/51 FINANCIAL REPORTS FOR 2023/24

(a) Overview report for Half Year 2023/24

Committee noted the Financial Report for the first half of 2023/24

(b) Payments over £500 for Quarter 2 2023/24

Committee noted the Payments over £500 for Quarter 2 2023/24

(c) Virements

Proposed: Cllr J Kenton Seconded: Cllr Eggins
Unanimous

RESOLVED: to agree the following virements:

- £84 from Coronation Event (102/4191) to Telephone & Fax (101/4021) re additional phone for out-of-hours call-out;
- £500 from Council website (101/4206) to Guildhall Website (201/4205) re separate website for the Guildhall.

2023/52 INTERNAL AUDIT REPORT
Committee noted the Internal Audit Report for the first half of the financial year.

2023/53 COMMUNITY DEVELOPMENT FUND GRANTS APPLICATIONS

Proposed: Cllr Eggins Seconded: Cllr J Kenton

Unanimous

RESOLVED: to agree the recommendations of the Grants Sub-Committee to award Community Development Fund Grants to:
(a) Blackdown Acapella - £710
(b) Somerset Youth Theatre – £1,000

2023/54 GRANT FUNDING POLICY

Committee considered the Grant Funding Policy, which has been amalgamated to cover both Community Development Fund (CDF) Grants and Annual/Support Grants (now designated Core Funding Grants). Amendments were made to the CDF Grants to prevent applicants applying in consecutive years and the Core Grants to create a differential between those applying for £1,000 per year and those applying for larger grants with regards to the supporting documentation requirements.

Proposed: Cllr Baker Seconded: Cllr J Kenton
Unanimous

RESOLVED to recommend to Full Council that the revised Grant Funding Policy is adopted.

2023/55 DATE OF NEXT MEETING

(a) Committee noted that the next meeting of the Finance & Audit Committee would be held on Tuesday 12th December 2023 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

(b) No specific items were put forward for inclusion on the next agenda.

There being no other business the Chair thanked committee members for their attendance and closed the meeting at 19.45.

CHAIR: **DATE:** 12/12/23