CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Jason Baker Town Clerk: Paul Russell

FINANCE & AUDIT COMMITTEE

Minutes of the Finance & Audit Committee held on Tuesday 25th January 2022 commencing at 7.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Mrs Bates (Chair), Cllr Baker, Cllr J Kenton, Cllr Morrison, Cllr Williams and Cllr Wootton.

OFFICERS PRESENT: Town Clerk and Democratic Services Officer.

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

2021/21 APOLOGIES FOR ABSENCE
Apologies were received and accepted from: Cllr Carnell (work), Cllr Eggins (work), Cllr Mrs O'Brien (personal) and Cllr Bulmer (required attendance at another meeting).

2021/22 DECLARATIONS OF INTEREST
The following Declaration of Interest was made:

- Cllr Baker: Chair of SSDC MTIG Group. Agenda Item 2021/27(b)

2021/23 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
This item was withdrawn as there were no Confidential Items to consider.

2021/24 COMMITTEE MEETING MINUTES
Proposed: Cllr Baker Seconded: Cllr Williams

For: Cllr Mrs Bates, Cllr Baker, Cllr J Kenton, Cllr Morrison and Cllr Williams.

Abstention: Cllr Wootton (not present at the previous meeting)

RESOLVED that the minutes of the Finance & Audit Committee meeting held on Monday 26th October 2021 be agreed and signed as a correct record.

2021/25 TOWN CLERK'S REPORT
Committee noted the report and additional information that the Town Clerk would be on annual leave next week as he was moving house.

2021/26 FINANCIAL MATTERS

(a) **Financial Report –** The committee considered the Quarter Three Financial Report.

Proposed: Cllr Baker Seconded: Cllr Wootton
Unanimous

RESOLVED to adopt the Quarter Three Financial Report and to appoint Cllr O'Brian and Cllr Victoria Bates as the two signatories to sign off the monthly bank reconciliations.

(b) **Risk Register –** The Committee considered the draft Risk Register presented. Following discussion, it was agreed to approve and adopt the Risk Register subject to the following amendments:

- Inclusion of an additional risk column identifying each risk between 1 and 5, 1 being low and 5 being high;
- Amend the risk rating of RR2 from Medium to Low – 1
- Amend the risk rating of RR7 from High to Medium – 3

(c) **Risk Management Strategy –** The Committee considered the draft Risk Management Strategy presented. Following discussion, it was agreed to approve and adopt the Risk Management Strategy without amendment.

(d) **Reserves Policy –** The Committee considered the Reserves Policy presented. Following discussion, it was agreed to approve and adopt the Reserves Policy subject to an amendment requiring a resolution by Full Council to release any expenditure from Earmarked Reserves.

(e) **Review of Council Policies –** The Committee considered the review timetable for the main Council Policies that were in place.

It was agreed to review the policies in line with the timetable recommended. The following policies would be reviewed and updated as required prior to the election of the new Council in May 2022:

- The Members Code of Conduct would reflect the adopted version of the relevant Principal Authority;
- Members would be reminded of the Gifts & Hospitality Policy;
- The Mayor's Job Description would be renamed the Civic Protocol. This would be reviewed;
- The London Bridge protocol would be reviewed as soon as possible.

2021/27 COMMITTEE MATTERS

(a) **Work Plan Update Report –** Committee noted the updated work plan provided. It was further noted that a number of projects were now being delivered.

(b) **MTIG Project Plan Update –** Committee noted the updated plan provided to all Members.

2021/28 GRANTS

(a) **Grants Sub-Committee –** Committee considered the appointment of a Grants Sub-Committee to review grant applications.

Proposed: Cllr Baker Seconded: Cllr Wootton
Unanimous

RESOLVED:

- To appoint a Grants Sub-Committee to review grant applications and make recommendations to Committee for consideration;
- To appoint Cllr Morrison, Cllr Baker, Cllr J Kenton, Cllr Wootton and Cllr O'Brien to sit on the sub-committee**.**

(b) **Grant Applications –** Committee noted the grant report presented.

Proposed: Cllr Morrison Seconded: Cllr Baker
Unanimous

RESOLVED:

- That the Grant Sub-Committee would hold a meeting on 7th March 2022 staring at 5.30pm to consider any outstanding grants received;
- That, due to an underspend of the grants budget, that final grant applications would be invited from the community to be received by 28th February 2022;
- That the availability of grants would be promoted via the website and social media;
- That Full Council would consider recommendations for grant awards at its meeting to be held on Monday 14th March 2022.

2021/29 DATE OF NEXT MEETING

(a) Committee noted that the next meeting of the Finance & Audit Committee would be held on Tuesday 26th April 2022 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

(b) Members did not identify any specific items to be included on the next agenda. It was noted that due to elections on 5th May 2022 there would be no SSDC council meetings held in April.

2021/30 CONFIDENTIAL MATTERS
Committee noted that there were no confidential matters to consider.

There being no other business the Chair thanked committee members for their attendance and closed the meeting at 20.05.

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CHAIR: **DATE:**