CHARD TOWN COUNCIL
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Toria Bates Temporary Proper Officer: Neil Bloomfield

FINANCE & AUDIT COMMITTEE

Minutes of the Finance & Audit Committee held on Tuesday 12th June 2024 commencing at 7.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

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

OFFICERS PRESENT: Beverley Newman (Democratic Service Officer).

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

2024/08 APOLOGIES FOR ABSENCE
None

2024/09 DECLARATIONS OF INTEREST
No Declarations of Interest were made.

2024/10 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
There were no items of a confidential nature.

2024/11 COMMITTEE MEETING MINUTES
Proposed: Cllr J Kenton Seconded: Cllr Baker
For: 4 Abstain: 1

RESOLVED that the minutes of the Finance & Audit Committee meeting held on Tuesday 12th December 2023 be agreed and signed as a correct record

2024/12 TOWN CLERKS REPORT
There was no report to consider at this time.

2024/13 APPOINTMENT OF MEMBERS TO TASK & FINISH GROUPS
The following committee members agreed to be members Task & Finish groups for the Finance and Audit committee:

- Cllr Baker
- Cllr Bulmer
- Cllr J Kenton
- Cllr Williams

2024/14 APPOITMENT OF MEMBERS TO SUB-COMMITTEES

The following committee members agreed to be members of sub-committees for the Finance and Audit committee:

- Cllr Baker
- Cllr Bulmer
- Cllr A Kenton
- Cllr J Kenton
- Cllr Williams

In addition, it was noted that other members of the F&A committee not present at this meeting may wish to be on the sub-committee. It was greed this could be addressed at the next F7A committee meeting in July.

2024/15 FINANCIAL REPORT 2023/24

(a) Overview report for 2023/24

(b) Asset register as at 31 March 2024

(c) Payments over £500 Q4 2023/24

The Financial report for 2023/2024 was noted with questions arising regarding possible *weaknesses.*

2024/16 INTERNAL AUDIT REPPORT

The Internal Audit report for 2023/2024 was noted with questions arising regarding possible *weaknesses.*

2024/17 ANNUAL GOVERNANCE STATEMENT 2023-2024 AND ACCOUNTING STATEMENT 2023-2024

(a) Annual Governance Statement

(b) Accounting Statement

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

RESOLVED: The positive assertions that the Finance & Audit Committee are satisfied with the annual governance statement and accounting statement is to be deferred until the questions raised have been answered.

2024/18 MONTHLY BANK RECONCILIATIONS

Proposed Cllr J Kenton — Seconded Cllr Bulmer
For: 4 — Against: 1

RESOLVED: As current signatories Cllr J Kenton & Cllr Bulmer will sign for this month bank reconciliation and appoint 2 members at the July 2024

Finance & Audit committee meeting when it is anticipated more members will be present given it is not permissible to nominate committee members in their absence.

2024/19 BANK ACCOUNT DEBIT CARD

Proposed: Cllr Baker Seconded Cllr J Kenton

RESOLVED: To defer the consideration for ordering charge cards instead of debit cards as there has been a former resolution on this and as per standing orders, a six-month period is needed before an over turn of a resolution, or an extraordinary meeting called, complying with the necessary rules.

2024/20 DATE OF NEXT MEETING

(a) Committee noted that the next meeting of the Finance & Audit Committee would be held on Tuesday 23rd July 2024 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 19.00

(b) The following items were put forward for inclusion on the next agenda.

- Committee members not present at this meeting but present at the next, to be given an opportunity to be members of the Grants sub-committee.
- Committee members not present at this meeting but present at the next to be asked to consider being signatories for the monthly bank reconciliation.

There being no other business the Chair thanked committee members for their attendance and closed the meeting at 19.36.

CHAIR: _____ **DATE:** 16/6/25