Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20
1PP 01460 239567 www.chard.gov.uk
Mayor: Cllr Tricia O'Brien | Town Clerk: Stephen Hill

Finance & Audit Committee

Minutes

Minutes of the meeting of the **Finance and Audit Committee** held on **Tuesday 21st July 2026** at 19:00 in the Guildhall, Fore Street, Chard TA20 1PP.

Councillors Present: Baker, Eggins, A Kenton (Vice Chair), J Kenton and Williams (Chair)

Also In Attendance: Stepehen Hill (Town Clerk and RFO), Teresa Turnbull (Finance Officer) & Tim Bickham (Events Officer)

Public participation
There were no members of public present.

Section 1 – Standing Items

2026/20/FA Apologies for Absence
Apologies were received from Cllr Bulmer.

2026/21/FA Declarations of Interest
Cllr Baker declared a personal interest in item 2026/23/FA.

2026/22/FA Committee Meeting Minutes
Proposed: Cllr J. Kenton Seconded Cllr Baker
For: 5 Against: 0 Abstain: 0
Committee RESOLVED to approve the minutes of 14th April 2026.

Section 2 – Items To Note

2026/23/FA Q1 Scribe Report and Q1 Quarterly Financial Report
The following observations were made:

- A breakdown on budget line 143 "KIND Chard Salaries" was requested.
- The Finance Officer confirmed the cost of rooms for council meetings is included in 151 "Room Hire – Internal and Committee meetings"
- The Clerk confirmed Guildhall income can be included as part of a written report for the Amenities and Events Committee.

Committee noted the reports.

Section 3 – Items for Decision

2026/24/FA Committee Name

Proposed: Cllr Eggins Seconded: Cllr J. Kenton
5: 0: 0

Committee RESOLVED to Recommend to Full Council that the Finance & Audit Committee becomes the Finance & Policy Committee to recognise that the Committee will be asked to consider Council Policies.

2026/25/FA Schedule of Policy Review

Proposed: Cllr J. Kenton Seconded: Cllr Eggins
5: 0: 0

Committee RESOLVED for the Policy Working Group to become members of the Finance and Policy Committee and to report back to this committee and Full Council.

2026/26/FA Scheme of Delegation: Terms of Reference

Proposed: Cllr J. Kenton Seconded: Cllr Eggins
5: 0: 0

Committee RESOLVED to agree the Scheme of Delegation (Terms of Reference) for the F&A Committee, and Recommendation to Full Council, subject to noting that members of the Grants Sub committee must be members of the F&A Committee.

2026/27/FA Internal Control: Payment Authorisation Process

2 queries were raised:

- What if a Councillor refuses to sign off on a payment?
- What if a Councillor has an interest in a payment?

Proposed: Cllr J. Kenton Seconded: Cllr Baker
5: 0: 0

Committee RESOLVED to approve the nomination of five Councillors as authorised bank signatories for the electronic authorisation of BACS payments, with two of the nominated Councillors authorising payments each week in place of the current arrangement whereby the Finance Officer and the Operations Manager authorise payments; and select three Councillors to fulfil that role.

2026/28/FA Date of next meeting

Committee noted the next meeting of the A&E Committee is **Tuesday 20th October 2026** in The Guildhall, Fore Street, Chard TA20 1PP commencing at 19:00.

The Chair thanked all for attending the meeting. The meeting closed at 19.50.

Signed:  Date: 10/11/06