CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Bates Chief Executive & Town Clerk David Bell

MINUTES

Finance & Audit Committee held on **Monday 16th June 2025** at 6.00pm in The Guildhall, Fore Street, Chard TA20 1PP

Councillors Present: Cllr Baker, Cllr Bulmer, Cllr O'Brien & Cllr Williams (Vice Chair),

Officers Present:
Chief Executive & Town Clerk, David Bell; Beverley Newman, Democratic Service Officer; Teresa Turnbull Finance Officer.

Public Participation Time.
No members of the public were present.

Section1 Standing Items:

2025/09 Apologies for absence
Apologies were received from Cllrs: Hassan, A Kenton, J Kenton, - Personal

Proposed Cllr Baker Seconded Cllr Bulmer
Unanimous

Resolved: To accept the Councillors apologies.

2025/10 Declarations of interest
Declarations of interest were made by:

- Cllr Baker for matters relating to Somerset Council
- Cllr O'Brien for matters relating to payments for the Chard Area Youth Committee.

2025/11 Committee Meeting Minutes
A Cllr requested the minutes for the 12th May Finance & Audit Committee be rewritten and resubmitted at the next Finance & Audit meeting. Chief Executive & Town Clerk agreed for this to be undertaken.

Section 2: Items For Noting

2025/12 Detailed Income and Expenditure

Proposed: Cllr Baker Seconded: Cllr O'Brien
Unanimous

Resolved: To defer this item to Finance & Audit meeting 23rd June 2025, pending further information.

2025/13 Chard Town Council Bank Reconciliation Statement

Proposed: Cllr Baker Seconded: Cllr Bulmer
Unanimous

Resolved: To defer this item to the Finance & Audit 23rd June 2025 meeting due to the figures presented requiring a Committee decision and should have appeared in Section 3 of the agenda.

2025/14 Asset Register
Committee noted this document was currently being prepared for Full Council.

2025/15 Payments Over £500 Q4 2024/25
Committee noted this document.

Section 3: Items for Discussion & Decision

2025/16 Internal Audit Report
Note internal report & quarterly auditor by Councillors

- Committee noted the Internal Auditors report, however specific concerns were raised with regard to some of the information in the *Notes* column of the Internal Audit Report Table and requested the Chief Executive & Town Clerk communicate these concerns with the auditor.

  Proposed: Cllr Baker Seconded: Cllr Bulmer
  Unanimous

- Resolved: Given there were only 4 members present at this meeting, Officers to e-mail all Finance and Committee members, requesting 4 committee members to undertake a quarterly audit using the recently devised Internal Control Checklist'

2025/17 Chard Town Council Reserves Notes Report

Proposed: Cllr Baker Seconded: Cllr O'Brien
Unanimous

- **Resolved:** To defer this part item to the Finance & Audit meeting 23rd June 2025 pending further information.

  Proposed: Cllr Baker Seconded: Cllr Bulmer
  Unanimous

- **Resolved:** To agree to the transfer of £5,861.50 from Capital Receipts Reserves to the General Fund in principal, subject to checking what this capital money can be spent on.

2025/18 Date of Next Meeting
The scheduled date of the Finance & Audit Committee meeting is 22nd July 2025 however it was agreed to have an earlier meeting 23rd June 2025 at 18.00 given the number of outstanding documents yet to be submitted, in order to meet the deadline for publishing the Annual Governance Accounting Review.

Chair: **Date:**

T. W. Fagan

Signed on behalf of the chair

15/12/2025