



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

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Mayor: Cllr Mrs. Cath Morrison Town Clerk: Sarah Robson MILCM

COUNCIL MINUTES

Minutes of the **Finance & Guildhall Committee** meeting of Chard Town Council
held on Monday 21st November 2011
in the Town Hall at 7:30 pm

Present:

Councillors:

Mrs. C Morrison – Mayor
Mrs. T Aherne
D Bulmer
Mrs. S Dowell
A Kenton

Mrs. J Kenton
Ms. S Pittwood
A J Prior
G Shortland
M. Wale (Chairman)

In Attendance:

Mrs. Mary King, the Internal Auditor.

There were no members of the press or public in attendance.

88. Apologies for absence and to consider whether to approve reasons given.

All members were present

89. Declarations of Interest on items on the Agenda

There were no declarations of interest

90. Exclusion of the Press and Public - To agree any items to be dealt with after the public (including the press) have been excluded.

The Chairman requested that agenda items # 105 & 106 be heard in closed session as issues of confidence in relation to staffing matters and commercial in confidence were to be reported on.

Proposed: Councillor Wale

Seconded: Councillor Mrs. Morrison

RESOLVED – that agenda items #105 & 106 'Staff in Confidence' and 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded

91. Finance & Guildhall Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 19th September 2011. LGA 1972, Sch 12 para41(1).

RESOLVED – that the minutes of the Finance & Guildhall Committee Meeting held on Monday 19th September 2011 be signed as a correct record.

The Chairman brought forward Agenda Item # 99 to allow Mrs.King (Internal Auditor) to leave the meeting.

99. Finance - Report from Mrs Mary King, the Internal Auditor - to consider the 2nd quarterly report from the Internal Auditor for 2011/2012

Mrs. King's report confirms that having examined the accounting records and control systems all are being correctly maintained to a high standard.

RESOLVED – to receive the report

92. Guildhall Administrator's Report

RESOLVED – to note the report

93. Tourism Information Centre (TIC) Report

RESOLVED – to note the report

94. Guildhall Supervisor's Report

RESOLVED – to note the report

95. Action Review Summary - to receive and review Outstanding Actions Summary.

This item was withdrawn as due to staff illness the report had not been produced

RESOLVED – To postpone until the following meeting

96. Finance - Town Council Year (2011/12) to Date (Y2D) Budget - To review the budget information (Account & Audit Regulations 2011)

RESOLVED – to note the 'year to date' expenditure.

97. Finance - Accounts for Payment - to review and approve items of expenditure (LGA 1972 s150 (5)). – Cheque signatories to be Councillors Mrs. Morrison & Mrs. Kenton

RESOLVED – to approve the accounts for payment.

98. Finance – Direct Debit, BACS and Manual Payments to review schedule of payments for second quarter of 2011/12

RESOLVED – To accept and note the payment schedule

100. Finance – Budget -to consider 2012/2013 budget for approval and recommendation of precept request to Full Council

Councillor Wale informed members that the date for submission of the precept is January 31st 2012, not the end of December 2011. It was recommended that any debate regarding the budget be deferred as the Town Clerk was not present.

It was proposed that the budget be considered page by page and a note made of queries and potential amendments.

Proposer: Councillor Prior

Seconded: Councillor Bulmer

For: 3 Against: 4 Abstention: 2

It was therefore proposed to defer item this item until the next Full Town Council meeting on Monday 19th December. All councillors with queries must put them in writing to the Town Clerk by Friday 9th December.

Proposer: Councillor Wale

Seconded: Councillor Mrs.Morrison

For: 5 Against: 2 Abstentions: 1

RESOLVED – To defer the budget item until the Full Town Council meeting due to be held on Monday 19th December. All councillors with queries must put them in writing to the Town Clerk by Friday 9th December.

101. Finance – To approve payment of the Town Crier’s honorarium in the sum of £200.00

RESOLVED – Unanimously agreed to approve payment of the Town Crier’s honorarium in the sum of £200.00

102. Finance – To approve expenditure of £550.00 to Active Learning from 2012/2013 Jubilee Event budget for Children’s Activity Sessions

The draft budget has allocated £5000.00 for the Queen’s Jubilee celebrations; the Working Group requested that £550 of that money to be earmarked for children’s activity sessions.

Proposer: Councillor Mrs. Kenton

Seconded: Councillor Bulmer

Unanimous

RESOLVED – to earmark £550.00 from the 2012/2013 Jubilee Budget for children’s activity sessions

103. Finance – To approve provision for Bad Debts in the sum of £770.92

RESOLVED – To include an item on the agenda for the next Finance and Guildhall meeting regarding the formation of a Council policy for bad debt. To approve the write off of the small debts of £33 & £10 off and indicate the account as a debtor in the event of a request for future bookings. To continue to write to the debtors with larger amounts of monies owing to advise them that the Council will take action through the court to recover the debt.

104. To receive report and recommendations from the Staff Working Party regarding the need for office staff to work on Saturday mornings.

A proposal was made that Councillors' surgeries be held on the same Saturday mornings that the Popular Fayre is held in the Guildhall.

Proposed: Councillor Shortland

Seconded: Councillor Mrs. Morrison

Unanimous

RESOLVED – To accept the Staff Working Party's recommendation to close the reception desk on Saturday mornings as of January 1st 2012, on a 3 month trial basis.

105. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 90 above refers) *Staff in Confidence*

Members confirmed acceptance of a request from a member of supervisory staff to step down and authorised the approval of his request to take up a post as senior operative instead. This is to become effective from 1st December 2011. Delegated Authority was given to the Town Clerk and the Operations Manager to make arrangements to review the Amenities Dept staff structure and appoint as necessary.

106. In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 90 above refers) – *Commercial in Confidence*

Jocelyn Park Boundary Dispute

Members were updated in relation to current legal action.

There being no further business the meeting closed at 8.45pm.