



## CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 [www.chard.gov.uk](http://www.chard.gov.uk)

Mayor: Cllr Jenny Kenton

### FINANCE & AUDIT COMMITTEE

Minutes of the Finance & Audit Committee held on Tuesday 13<sup>th</sup> February 2023 commencing at 7.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr J Kenton (Mayor), Cllr Baker, Cllr Bates, (Chair), Cllr A Kenton, Cllr Richter

**OFFICERS PRESENT:** Democratic Services Officer (DSO), Beverley Newman, Grants Officer Gail Chadwick

**Public Participation Time:**

One member of the public was present.

**ADDITIONAL COMMENT FROM THE CHAIR:**

Attendees of the meeting were informed that there would be an audio recording of the meeting.

**2023/01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from: Cllr Brown (Maternity Leave), Cllr Hassan (work) and Cllr Hawkes (work).

**2023/02 DECLARATIONS OF INTEREST**

One declarations of interest were made:  
Cllr Baker: Personal; 2023/07; (a); 3.

**2023/03 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

There were no Confidential Items to consider.

**2023/04 COMMITTEE MEETING MINUTES**

Proposed Cllr J Kenton  
For: 4

Seconded Cllr Baker  
Abstain:1

**RESOLVED** Minutes were agreed to be an accurate account of 19<sup>th</sup> December 2022. Minutes from the 26th July meeting are still to be agreed and will be added to the next Finance & Audit agenda 18th April 2023

**2023/05 FINANCIAL MATTERS**

**(a) Consideration of the Financial Report**

Proposed Cllr Richter  
Unanimous

Seconded Cllr J Kenton

**RESOLVED** Committee noted the Financial Report

Proposed Cllr J Kenton  
Unanimous

Seconded Cllr Richter

**RESOLVED** That Cllr A. Kenton and Cllr J Baker take over monthly signatory duties of the Bank Reconciliations for the next 6 months.

**(b) Risk Register.**

Proposed Cllr J Kenton  
Unanimous

Seconded Cllr Richter

**RESOLVED** That Finance and Audit members recommend the approval of the revised Risk Register to Full Council.

**2023/06 INTERIM INTERNAL AUDIT REPORT**

Proposed Cllr J Baker  
Unanimous

Seconded Cllr Richter

**RESOLVED** That Finance and Audit members recommend that minor amendments to Financial Regulations are submitted to the Full Council meeting, March 13<sup>th</sup> 2023

**2023/07 GRANTS**

**(a) Annual Grants**

**1.** Proposed Cllr J Baker  
Unanimous

Seconded Cllr Richter

**RESOLVED** to adopt the unanimous recommendation of the Grants Sub-Committee payment to Chard Museum of £1,000

**2.** Proposed Cllr J Kenton  
For: 4

Seconded Cllr Richter  
Abstain 1

**RESOLVED** to adopt the unanimous recommendation of the Grants Sub-Committee payment to Chard Carnival Committee of £1,000

**3.** Proposed Cllr A Kenton  
For: 3

Seconded Cllr Richter  
Abstain 2

**RESOLVED** to adopt the unanimous recommendation of the Grants Sub-Committee payment to Chard Town Team of £1,000

**(b) Annual support grant**

Proposed Cllr Baker                      Seconded Cllr Richter  
Unanimous

**RESOLVED** to adopt the unanimous recommendation of the Grants Sub-Committee in regard to the annual support grant to Chard Area Youth Committee (CAYC) of £10,000 to be paid in quarterly instalments of £2,500 subject to entering into a new service level agreement. In addition, the grants Officer to continue to support CAYC in sourcing available relevant grants and making them aware of these.

**(c) Community Development Fund**

**2023/08 POLICIES**

**(a)** Proposed Cllr Baker                      Seconded Cllr J Kenton  
Unanimous

**RESOLVED** to recommend to Full Council the revised Mayor's Allowance policy be adopted.

**COMMENT:** It was suggested that consideration should be given to increasing the Mayoral Allowance in the next 6 months given:

- i. There has been no increase for some years
- ii. Room hire at the the Guildhall is chargeable (apart from the Mayor's Parlour)
- iii. The increase in cost of everything.

**(b)** Proposed Cllr J Kenton                      Seconded Cllr Baker  
Unanimous

**RESOLVED** to recommend to Full Council the new Civic Award's policy be adopted.  
Unanimous

**2023/09 ELECTRONIC PAYMENT**

Proposed Cllr J Kenton                      Seconded Cllr Richter  
Unanimous

**RESOLVED** To agree in principal to purchase a card terminal but before purchase Events Officer to research some alternative products for greater costs analysis and provide the additional information at the next Finance and Audit meeting 18<sup>th</sup> April 2023

**2023/10 DATE OF NEXT MEETING**

There being no other business the Chair thanked members for their attendance and participation, closed the meeting at 19.34 and confirmed the date of the next meeting as Tuesday 18<sup>th</sup> April 2023 19.00

**2023/11 There were no confidential matters to consider**

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**CHAIR:**

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**DATE:**