



# CHARD TOWN COUNCIL

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

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Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

## FINANCE & AUDIT COMMITTEE

Minutes of the Finance & Audit Committee held on Tuesday 25<sup>th</sup> October 2022 commencing at 7.00pm in The Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr Carnell (Mayor & chair for this meeting); Cllr Bates, Cllr Hassan

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

**Public Participation Time:**

No members of the public were present.

**2022/23 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from: Cllr Hawkes (Work), Cllr Bulmer (work). Cllr J Kenton (Chair), Cllr Baker, Cllr A Kenton, and Cllr Richter (work).

**2022/24 DECLARATIONS OF INTEREST**

No Declarations of Interest were made:

**2022/25 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

This item was withdrawn as there were no Confidential Items to consider.

**2022/26 COMMITTEE MEETING MINUTES**

Minutes were not able to be agreed due to there being no quorum. Though 3 members of the committee were present at this meeting, Cllr Bates was not in attendance at the 26<sup>th</sup> July meeting.

Acceptance of minutes for the 26<sup>th</sup> July meeting will be added to the next Finance & Audit agenda 16<sup>th</sup> January 2023

**2022/27 FINANCIAL MATTERS**

(a) **First Quarter Financial Report** – Committee noted the full financial report

(b) **Internal Audit Report** – Committee considered and agreed the Action Plan

Proposed: Cllr Hassan  
Unanimous

Seconded Cllr Bates

**RESOLVED** to agree the Action Plan

- (c) **Signing Off Accounts** – Committee deferred appointing two new members to sign off monthly statements till the next Finance & Audit meeting 16<sup>th</sup> January 2023 as there were only being 3 members present at this meeting.

**ACTION POINT:** Grants Officer to contact existing Councillor signatories to ask them to continue to sign monthly statements till 16<sup>th</sup> January

- (d) **Training** – Council considered the request from the Finance officer to undertake training as outlined in the attached report.

Proposed: Cllr Bates  
Unanimous

Seconded: Cllr Hassan

**RESOLVED:** That the Finance Officer be given permission to undertake the training as outlined in the report provided.

- (e) **Christmas Lights** – Council received an update on the MTIG& EMR balance & considered the request to fund the provision of timers in the new lighting columns from the current MTIG EMR fund.

Proposed: Cllr Carnell  
Unanimous

Seconded: Cllr Hassan

**RESOLVED:** To grant permission for funding new timers in the new lighting columns from the current MTIG EMR fund

## 2022/28 GRANT SUB-COMMITTEE

- (a) **Grant Applications** – Committee considered the grant applications agreed by the Grants Sub-Committee

Proposed: Cllr Hassan  
Unanimous

Seconded Cllr Bates

**RESOLVED:** That the decision of the Grants Sub-Committee for the submitted grants be agreed and ratified

- (b) **Request for Authority** Committee considered the request from the Grants Sub-Committee for express authority from the Finance & Audit Committee to consider the grants policies/civic awards rather than that being undertaken by the Policy Task & Finish Group.

Proposed: Cllr Hassan  
Unanimous

Seconded Cllr Carnell

**RESOLVED:** That Finance & Audit Committee consider grants policies/civic awards

## 2022/29 COMMITTEE MATTERS

(a) **Revised Policies**– Committee considered the following policies that had been reviewed by the Policy Task & Finish Group be presented to Full Council for adoption:

- Standing Orders
- Financial Regulations
- Scheme of Delegation
- Communications & Public Relations Policy
- Councillor Email, Internet & Device Acceptable Use Policy

Proposed: Cllr Bates  
Unanimous

Seconded Cllr Hassan

**RESOLVED:** That the above policies be presented to Full Council for adoption.

(b) **Budget Development** – Committee considered a way forward to develop the budget for 2023/24 and agreed to request at the next Full Council meeting 14<sup>th</sup> November 2022 that 2 meeting dates be agreed to discuss and agree the budget for 2023/24

Proposed: Cllr Carnell  
Unanimous

Seconded Cllr Bates

**RESOLVED:** That there be two meetings before the end of December to agree the budget for 2023/24. That the dates of these meetings to be considered and agreed at the next Full council meeting 14<sup>th</sup> November 2022

(c) **MTIG/Climate Change Project Plan Update** – Committee received the update on the progress of the various projects being undertaken.

#### **2022/30 DATE OF NEXT MEETING**

Committee agreed to swap the date of the next Finance & Audit meeting with the next Full Council meeting date due to the time limit for preparing and agreeing the budget. Therefore, the next Finance & Audit meeting will be held on **Monday 16<sup>th</sup> January 2023** in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

#### **ACTION POINT:**

DSO to communicate to the Finance & Audit committee the change of date of the next Finance & Audit committee meeting via e-mail the day after this meeting.

#### **2022/31 CONFIDENTIAL MATTERS**

There were no confidential items to consider.

There being no other business the Mayor thanked committee members for their attendance and closed the meeting at 20.20.

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**CHAIR:**

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**DATE:**