

# CHUDLEIGH TOWN COUNCIL

# **Town Hall & Finance Committee**

# Wednesday 30th March 2022: 7.00pm:

## Public participation:

None

## In attendance:

Councillors Lillington (Chair), McCormick, Sherwood, Bushell, Hadley. Also in attendance Amii Shelley (Assistant Clerk)

## Apologies:

Councillors Frost, Evans and Rick Webb.

## Declaration of members’ interests:

None

## Confirmation of Part 1 and 2 of the meeting:

The Chair advised that there would be no part two

## Urgent matters brought forward by the Chair:

None

## Review of action points from meeting of 1st December 2021.

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| No | Action Point | Outcome |
| 1 | Develop plans for the monitoring of energy usage at the Town Hall for next committee meeting | Carry forward as **Action point 1)** |
| 2 | Obtain second quote for the fitting of acoustic panels in the Large Hall | Not yet done. However, Dawlish Town Council have pursued a similar project so I will ascertain what contractor they used. **(Action point 2)** |
| 3 | Ascertain whether listed building consent would be required to fit acoustic panels in the Large Hall | No. But the Listed Building Officer will require sight of the panels and fittings used. |
| 4 | Redraft Internet & Social Media policy and IT security policy | Not yet done. **(Action point 3)** |
| 5 | Seek pre-application advice from the LPA regarding the fitting of a solar array on the Town Hall. | A meeting with the Listed Building Officer on 21/3/22 suggests that an application with the most western panels omitted could receive a more favourable response. |
| 6 | Full council be asked to ratify the section 137 grant awards listed at item 10 | Completed |
| 7 | Write to youth centre committee seeking guarantees over outreach work and greater utilisation of the building. | A meeting with the Youth Club committee has been arranged for 6/4/22 |
| 8 | Add £12,000 to the town hall maintenance budger | completed |
| 9 | Ask full council to ratify the draft budget following the above amendment. | Completed |
| 10 | Ask full council to freeze room hire and cemetery charges and to increase allotment charges by £1 per plot. | Completed |
| 11 | Advise parishioner that councillors are not minded to change charging structure | Completed |
| 12 | Remove council chamber from list of rooms available for hire | Completed |
| 13 | Full council be asked to ratify the salary increases listed in the salary schedule at appendix1) | Completed |
| 14 | Staff salaries to be revisited at the committee meeting in June 2022 | **Action point 4** |
| 15 | Full council to be asked to ratify the decision not to increaser the precept | Completed |
| 16 | Prepare precept press release | Completed |
| 17 | Full council to be asked to reappoint IAC as the internal auditor for 20223/23 | Completed |
| 18 | Order hard copies of the condition survey report for all councillors | Completed |
| 19 | Arrange meeting with APSE to discuss the report in detail. | The meeting was held on 24/1/22 |
| 20 | Discussion document on alcohol llicencing at the Town Hall to be prepared for the March committee meeting | See item 9 |
| 21 | Explore cost of having wi-fi in the Woodway Rooms side of the building | A resolution will be presented to full council on 4/4/22 |

## Finance report:

**a)** Councillors were shown the aged debtors report. Councillors queried an entry for the police, and would like to be informed on receipt of payment. **(Action point 5)**

**b)** The Clerk provided councillors with a budget variance report to 28/2/2022.

## Alcohol licencing of the Town Hall:

Councillor McComick detailed the processes involved in obtaining a premises alcohol licence for the Town Hall. The decision to proceed was proposed by Councillor Bushell, seconded by Councillor Sherwood and unanimously agreed. **(Action point 6)**

## Meeting with the listed buildings officer on 22nd March 2022:

Councillor McCormick proposed to carry out the pointing works on the SW and SE elevations of the Town Hall once a specification has been drawn up. This was seconded by Councillor Bushell and unanimously agreed. Councillors would also like to proceed with the acoustic panels in the Large Hall, and to explore the possibility of having solar panels installed on the Town Hall. **(Action points 7, 8 & 9)**

## Premises Issues:

Councillors unanimously agreed to accept the quotation of £3902.00 to decorate the moldings and features on the Town Hall. Poposed by Councillor Bushell, seconded by Councillor McCormick. **(Action point 10)**

## Covid mitigation and the impact on Town Council operations:

Councillors unanimously agreed to defer to the Clerk on how the Town Hall should operate and staffing issues whilst covid is still having an impact on services.

## Staff issues:

None

## Future salaries policy:

To be revisited at the committee meeting in June 2022. **(Action point 4)**

## Agreement of the committee’s terms of reference:

Unanimonously agreed. Proposed by Councillor McCormick, seconded by Councillor Bushell.

## Ratification of Financial Regulations, Internal Financial Controls, Financial Risk Assessment and Risk Register:

Unanimonously agreed. Proposed by Councillor McCormick, seconded by Councillor Bushell.

## Ratification of Investment strategy:

Unanimonously agreed. Proposed by Councillor Sherwood, seconded by Councillor Bushell.

## Ratification of Publications Policy:

Unanimonously agreed. Proposed by Councillor McCormick, seconded by Councillor Bushell.

## Agreement of Assests Register:

Unanimonously agreed. Proposed by Councillor McCormick, seconded by Councillor Lillington.

## Correspomdence:

None

Date and time of next meeting: Wednesday 22 June 2022

The meeting closed at 7.40pm

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| No | Action Point | By whom/when |
| 1 | Develop plans for the monitoring of energy usage at the Town Hall for next committee meeting | Councillor Frost |
| 2 | Obtain second quote for the fitting of acoustic panels in the Large Hall | Councillor Frost & The Clerk |
| 3 | Redraft Internet & Social Media policy and IT security policy | The Clerk |
| 4 | Staff salaries to be revisited at the committee meeting in March 2022 | The Clerk |
| 5 | Inform Councillors when police lease payment has been received | The Clerk |
| 6 | Proceed with obtaining an alcohol licence for the Town Hall | Councillor McCormick |
| 7 | Organise the pointing works on the SW and SE elevations of the Town Hall | The Clerk |
| 8 | Proceed with the provision of acoustic panels in the Large Hall | The Clerk |
| 9 | Investigate having solar panels installed on the Town Hall | Councillor Hadley |
| 10 | Put the proposal to Full Council for the expenditure of £3902.00 to decorate decorative moulding on the Town Hall on the agenda for 4th April | The Clerk |