# 

# Chudleigh Town Council

# **Town Hall & Finance Committee**

# Tuesday 12 September 2023: 7.00pm:

## Election of Chair.

Councillor Lillington was nominated by Councillor McCormick and seconded by Councillor Webb. There being no other candidates Councillor Lillington was duely elected. (Action point 1)

## Election of Vice-Chair.

Councillor McCormick was proposed by CouncillorLillington and seconded by Councillor Hadley. There being no other candidates Councillor McCormick was duely elected. **(Action point 2)**

## Public participation:

None.

## In attendance:

Councillors Lillington (Chair), Webb, McCormick, Mathews, Riley, Hadley and Bowling. Also in attendance John Carlton (The Clerk).

## Apologies:

Councillor Sherwood

## 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 5 April 2023.

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| --- | --- | --- |
| No | Action required | Outcome |
| 1 | Seek settlement of overdue invoices from a hirer. | Completed |
| 2 | Buy in fire marshall training for four staff members | The four staff members received the online training on 27/4/23 |
| 3 | Advise Julie Boultby to proceed with the planning application for the garage extension. | The Clerk confirmed that the planning application had been submitted and verified. However, it was yet to be determined. |
| 4 | Terms of reference: Amend number of councillors required to serve on the committee from seven to five. | Completed |
| 5 | Invest £100,000 in a nine month fixed term bond. | Following the passing of this resolution the Town Council received circa £45,000 in CIL funding. Consequently, the fixed term investment was increased to £140,000. |

## Finance report.

1. Councillors were shown the aged debtors report. The Clerk updated councillors on payments received since he ran the report on 25 August. Councillors noted a build up in money owed by the NHS but understood that their payment processes were very slow.
2. Councillors had received the budget variance report to 31/7/23 in advance of the meeting. They noted that income was above expectations and expenditure was broadly on target. The Clerk advised that the pre-school were increasing their weeks of operation from 37 to 47 per annum from the start of the current term. This would provide a boost to room hire income above what had been anticipated. In response to a question the Clerk advised that the Council had some regular contractors that had been providing their services for many years. For one-off jobs he had a list of contractors whom were normally approached to provide quotations.
3. Councillors received details of account balances as of 8 September 2023. See appendix 1.
4. The chair reported that the external auditor’s report had been received. No errors or required actions had been identified. **(Action point 3)**
5. The Chair reported that she had received a request from the organiser Of Chudleigh Together to be allowed to realocate section 137 grant income. In 2019 they had received a grant of £100 from the Town Council to facilitate the support of volunteers. This had not been spent and, now, Chudleigh Together, were passing on their work and funds to Volunteering in Health who would continue their work in Chudleigh. Consequently, the Chudleigh Together organiser was seeking consent to pass the £100 to Volunteering in Health. Councillors unanimously agreed to this transfer. **(Action point 4)**
6. The Chair advised that, periodically, the Council was required to review the effectiveness of its internal audit arrangements. This had last been completed in February 2019. It was agreed that this should be completed at the next meeting of the committee in December. The Clerk opined that in many ways a successful external audit was the most effective evidence to support the effectiveness of internal audit. **(Action points 5 and 6)**
7. The Chair advised that the Clerk would be compiling the budget for 2024/25 in October and November and asked councillors to identify proposed expenditure items to the Clerk within that timescale. **(Action point 7)**

## Agreement of revised Internal Financial Controls and Financial Regulations.

The Clerk had been asked to revise these two documents to reflect the fact that almost all payments made by the Council were made by BACS or DD. Councillors were content with the changes. Proposed by Councillor McCormick and seconded by Councillor Riley.

## 2023 community grants round.

The Clerk advised that applications had been invited from 1 September up until a closing date of 31 October. The committee would review the applications in December and make recommendations for grant awards which would be ratified by full council in January.

## Premises issues.

The Chair reported that the Council’s two planning applications were still undetermined by the LPA. The applications were for solar panels on the roof of the Woodway Room and for a small extension in the rear courtyard. The school room had been redecorated over the school summer holiday. It was planned to have a general tidy up of the Town Hall and grounds in the coming weeks. It was likely that a couple of skips would be required. The Clerk advised that he did not intend to repeat the “warm spaces” initiative this coming winter given its limited use by the public last year.

## Staff issues.

Nothing to report.

## Ratification of internet, social media and email policy.

Unanimously agreed.Proposed by Councillor McCormick and seconded by Councillor Webb.

## Ratification of IT security policy.

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor Lillington.

## Ratification of complaints policy.

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor McCormick.

## Ratification of Harassment and Bullying policy:

Unanimously agreed. Proposed by Councillor Lillington and seconded by Councillor Hadley.

## Ratification of child protection policy.

Unanimously agreed. Proposed by Councillor McCormick and seconded by Councillor Webb.

## Ratification of health and safety policy.

Unanimously agreed. Proposed by Councillor McCormick and seconded by Councillor Webb.

## Review of fire precautions protocols.

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor Riley.

## Ratification of stress policy.

Unanimously agreed. Proposed by Councillor Webb and seconded by Councillor McCormick.

## Ratification of disciplinary policy.

Unanimously agreed. Proposed by Councillor McCormick and seconded by Councillor Webb.

## Correspondence:

None

## Date and time of next meeting:

Tuesday 12 December 2023 @ 7pm

The meeting closed at 7.35pm

|  |  |  |  |
| --- | --- | --- | --- |
| No | Action Point | By whom/when | Cleared |
| 1 | Provide Coucillor Lillington with an acceptance of office declaration | The Clerk | Yes |
| 2 | Provide Coucillor McCormick with an acceptance of office declaration | The Clerk | Yes |
| 3 | Arrange for full council to formally accept the external audit report. | The Clerk |  |
| 4 | Advise Chudleigh Together organiser that the Council has agreed that they can transfer funds received from a section 137 grant to Volunteering in Health | The Clerk | Yes |
| 5 | Circulate the 2019 review of the effectiveness of internal audit to councillors | The Clerk | Yes |
| 6 | Review of the effectiveness of internal audit to be placed on the agenda for the December committee meeting | The Clerk |  |
| 7 | Identify proposed expenditure items for 2024/25 budget to the Clerk | Councillors |  |

Signed:

Clare Lillington: Chair: Town Hall & Finance Committee

Date: 2 October 2023

## Appendix 1 - Finance Report to Town Hall & Finance Committee: September 2023

Balances at 8 September 2023.

|  |  |  |
| --- | --- | --- |
| Current account | £15,124.42 |  |
| Deposit Account | £146,698.97 | £140,000 was transferred to a fixed term deposit on 5/6/23 |
| Building maintenance account | £39,191.79 | £6,500m was transferred from the deposit account on 7/6/23 |

Ring-fenced funds included in the deposit account above:-

£143 from DCC for P3 grant (footpaths)

£160,695.54 CIL funds; This follows the receipt of £44,887.25 in CIL funds on 29/4/. Items funded by CIL in 2023/24 – Junction marking at Bridgelands Bridge (£550), swimming pool grant to CCP (£1,500), Grant for repairs to Youth Centre (£3,214)

£328 for the Underwood Meadow memorial: Reduced by £672 since last report as the memorial has been paid for. The remainder should be used for a project.

Total: £161,166.54

John Carlton

Town Clerk