

# Chudleigh Town Council

# **Town Hall & Finance Committee**

# Wednesday 17th April 2024: 7pm.

## Public participation:

A representative from Citizens Advice Bureau spoke to councillors about the possibility of funding to set up weekly drop in sessions either via zoom, or face to face.

## In attendance:

Councillors Lillington (Chair), Webb, McCormick, Mathews, Riley, Sherwood, Hares and Bowling. Also in attendance one member of the public and Amii Shelley (Assistant Clerk).

## Apologies:

Councillor Hadley.

## 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 12th December 2023.

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| No | Action Point | Outcome |
| 1 | Send details of proposed action on the interim audit report to the internal auditor. | Completed |
| 2 | Ask full council to ratify the proposed 137 grant awards at January full council | Completed |
| 3 | Invite Vince Wilson to March meeting for discussion on what the council can do to facilitate CAB services within the town. | Completed |
| 4 | Review grant application process at March committee meeting | Agenda item 8 |
| 5 | Ensure grant recipients are aware that they need to provide a report saying how they have spent the award. | Completed |
| 6 | Add £5,000 to grounds maintenance budget and £241 to memberships budget. | Completed |
| 7 | Recommend to full council that room hire charges be increased by £1.50 per hour from 1/4/24 | Completed |
| 8 | Advise plot holder seeking a change to the charging process that councillors did not support the proposal. | Completed |
| 9 | Provide councillors with details of comparative allotment charges at the March committee meeting. | Carried Forward **(Action point 1)** |
| 10 | Recommend to full council that cemetery charges be increased by the amounts specified at item 12. | Completed |
| 11 | Submit resolution to full council regarding the Clerk’s and Assistant Clerk’s salaries from 1/4/23 | Completed |
| 12 | Submit staff salaries to January full council for approval | Completed |
| 13 | Recommend to January full council that the precept be increased to £185,934 | Completed |
| 14 | Ask Full Council to accept the quotation for the Town Hall extension and repointing submitted by Barley Manor. | Completed |
| 15 | Replace cover of emergency light in the Woodway Room | Completed |
| 16 | Refurbishment of the rest centre to be discussed at March committee meeting. | Agenda Item 10 |
| 17 | Full council to be asked to ratify the appointment of IAC as Internal Auditor for 2024/25 | Completed |

## Finance report.

1. Councillors were shown the aged debtors report.
2. Councillors received details of account balances as of 31st March 2024. See appendix 1.

## Review the Councils grant application process:

Councillors discussed the current application process, and decided that changes in the criteria, and feedback process are needed. **(Action point 2)**

## Refurbishment of the Rest Centre:

Councillor Sherwood has approached a local design business for suggestions regarding decoration and refurbishment. **(Action point 3)**

## Premises issues.

Councillors would like to rename the rooms within the Town Hall **(Action point 4)**. The redecoration of the corridors near the Woodway Room needs to be completed. **(Action point 5)**. The Council have noted increased difficulties in obtaining three quotes for works to be carried out, and would like to review the tendering process **(Action point 6).**

## Staff issues.

The internal auditor noted that staff contracts need to be reviewed and updated **(Action point 7)**.

## Agreement of the committees terms of reference:

Proposed by Councillor Webb, seconded by Councillor McCormick. Unaimously agreed.

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

Proposed by Councillor Sherwood, seconded by Councillor Hares. Unaimously agreed.

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## Ratification of Investment Strategy:

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

## Ratification of Publications Policy:

Proposed by Councillor Hares, seconded by Councillor McCormick. Unaimously agreed.

## Agreement of Asset Register:

Proposed by Councillor Webb, seconded by Councillor Sherwood. Unaimously agreed.

## Ratification of Harrassement and Bullying Policy:

Proposed by Councillor Lillington, seconded by Councillor Hares. Unaimously agreed.

## Correspondence:

None

## Date and time of next meeting:

Tuesday 11th June 2024 @ 7pm

The meeting closed at 8.10pm

Signed:

Clare Lillington: Chair: Town Hall & Finance Committee

Date: 13th May 2024

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| No | Action Point | Responsibility |
| 1 | Provide councillors with details of comparative allotment charges at the June committee meeting. | Assistant Clerk |
| 2 | Review Councils gran application process for the June committee meeting | Councillors Lillington and McCormick |
| 3 | Feedback from meeting about Rest Centre refurbishment | Councillor Sherwood |
| 4 | Ask for room name suggestions at Celebrate Chudleigh | Assistant Clerk |
| 5 | Seek quotes to complete the redecoration of Woodway Room corridors. | Assistant Clerk |
| 6 | Review the Councils tendering process | Councillor McCormick and Fuller |
| 7 | Review Staff contracts | TH & F committee |

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

**Balances at 31st March 2024.**

Balances at 31st March 2024.

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| --- | --- | --- |
| Current account | £5171.79 |  |
| Deposit Account | £296471.85 |  |
| Building maintenance account | £39,480.34 | £6,500m was transferred from the deposit account on 7/6/23 |

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

£843 from DCC for P3 grant (footpaths)

£162,831.89 CIL funds; This follows the receipt of £44,887.25 in CIL funds on 29/4/23. 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), reglazing of Town Mills bus shelter (£1,600), construction of wall at cemetery (£12,707), purchase of Station Hill VAS (£3,824.11) and the retention of a consultant to undertake procurement and tendering exercise for two play park refurbishments (£3,750)

£328 for the Underwood Meadow memorial: The remainder should be used for a project.