

# Chudleigh Town Council

# **Town Hall & Finance Committee**

# Tuesday 11th June 2024: 7pm.

## Election of Chair:

Councillor Hares proposed Councillor Lillington. This was seconded by Councillor Webb and unamiously agreed.

## Election of Vice Chair:

Councillor Hares proposed Councillor Webb. This was seconded by Councillor Lillington and unamiously agreed.

## Public participation:

None.

## In attendance:

Councillors Lillington (Chair), Webb, and Hares. Also in attendance Amii Shelley (Assistant Clerk).

## Apologies:

Councillor’s Bowling and McCormick.

## 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 17th April 2024.

|  |  |  |
| --- | --- | --- |
| No | Action Point | Status 17/6/24 |
| 1 | Provide councillors with details of comparative allotment charges at the June committee meeting. | Unable to complete, due to sizings and pricings being incomparable. |
| 2 | Review Councils grant application process for the June committee meeting | Carried forward, **action point 1** |
| 3 | Feedback from meeting about Rest Centre refurbishment | Carried forward, **action point 2** |
| 4 | Ask for room name suggestions at Celebrate Chudleigh | Completed. |
| 5 | Seek quotes to complete the redecoration of Woodway Room corridors. | Committee decided not to proceed. |
| 6 | Review the Councils tendering process | Carried forward, **action point 3** |
| 7 | Review Staff contracts | Carried forward, **action point 4** |

## Finance report.

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

## Review the Councils grant application process:

Councillors discussed the current application process, and decided stricter guidlelines are needed for the 2024 round of applications. **(Action point 1)**

## Refurbishment of the Rest Centre:

Nothing to report.

## Premises issues.

Nothing to report.

## Staff issues.

The Clerk remains on sick leave, and will be providing the relevant sick notes in due course. In light of the Clerks absence, the staff are in regular contact with the TH & F committee.

## Ratification of Child Protection Policy:

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

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## Ratification of Health and Safety Policy:

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

## Ratification of Stress Policy:

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

## Ratification of Disciplinary Policy:

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

## Review Fire Precaution Protocols:

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

## Correspondence:

None

## Date and time of next meeting:

Tuesday 10th September 2024 @ 7pm

The meeting closed at 7:15pm

Signed:

Clare Lillington: Chair: Town Hall & Finance Committee

Date: 15th July 2024

|  |  |  |
| --- | --- | --- |
| No | Action Point | Responsibility |
| 1 | Review Councils grant application process for the September committee meeting | Councillor Lillington and Councillor McCormick |
| 2 | Feedback from meeting about Rest Centre refurbishment | Councillor Sherwood |
| 3 | Review the Councils tendering process | Councillor McCormick and Councillor Fuller |
| 4 | Review Staff contracts | TH & F Committee |

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

**Balances at 31st May 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £19,349.37 |  |
| Deposit Account | £342,103.19 |  |
| Building maintenance account | £46,063.35 | £6,500 was transferred from the deposit account on 22/05/2024 |

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

£157,737.29 CIL funds; This follows the receipt of £3,419.40 in CIL funds on 29/4/24. Items funded by CIL in 2024/25 – Fitting of Station Hill VAS (£960), purchase and fitting of Station Hill bus shelter £7,554

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

Total: £158,065.29