

# Chudleigh Town Council

# **Town Hall & Finance Committee**

# Tuesday 1st October 2024: 7pm.

## Public participation:

None.

## In attendance:

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

## Apologies:

Councillor Hadley.

## Declaration of members’ interests:

None.

## Urgent matters brought forward by the Chair:

None

##  Review of action points from meeting of 11th June 2024.

|  |  |  |
| --- | --- | --- |
| No | Action Point | Status |
| 1 | Review Councils grant application process for the September committee meeting | Agenda item 8 |
| 2 | Feedback from meeting about Rest Centre refurbishment | Agenda item 11 |
| 3 | Review the Councils tendering process | Agenda item 9 |
| 4 | Review Staff contracts  | Agenda item 14 |

## Finance report.

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

## Review the level of reserves:

Councillors reviewed the current level of reserves, and agree that they fall within the required recommended level.

## Review the Councils grant application process:

Councillors discussed the current application process, and decided stricter criteria is needed. They would like to update the application form for 2025. The committee has decided not to issue grants within this financial year. **(Action point 1)**

## Review of the Council’s tendering process:

The committee would like to be able to engage with new suppliers, to ensure the Council commits to achieving social value for money. **(Action point 2)**

## Refurbishment of the Rest Centre:

The project will go on hold for 2024-2025. Once the external building works have been completed, it is recommended that redecoration waits for 12 months to allowing for drying out. **(Action point 3)**

## Premises issues.

Nothing to report.

## Staff issues.

The Clerk retired on 30th September. From 1st October the Assistant Clerk will be fulfilling the Clerks role.

## Staff Handbooks:

These will be outsourced to Devon County Council HR in the New Year.

## Review of staff contracts:

The staff are working with the committee to update their job descriptions, contracts and working schedules. A new job description is being written for the Assistant to the Clerk role.**(Action point 4)** Staff training records need to be updated. **(Action point 5)**

## Consideration of the internal audit report from 16th September 2024:

The committee agree with the recommendations made from the internal auditor. Steps are being taken to complete the observations.

## Review of the effectiveness of internal audit:

The committee unanimously agreed that the internal audit provides an valuable service, allowing for greater support to the Council.

## Review the effectiveness of the system of internal control:

The committee decided to carry this item forward for discussion at a later meeting.

## Appointment of the internal auditor for 2025-2026:

Councillor Lillington proposed for IAC to continue internal audit services in 2025-2026, seconded by Councillor McCormick, unanimously agreed.

## Correspondence:

None

## Date and time of next meeting:

Tuesday 10th December 2024, 7pm.

The meeting closed at 8:00pm

Signed:

Clare Lillington: Chair: Town Hall & Finance Committee

Date: 7th October 2024

|  |  |  |
| --- | --- | --- |
| No | Action Point | Responsibility |
| 1 | Review Councils grant application form | Councillor Lillington and Councillor McCormick |
| 2 | Write a Tendering Policy for the Council | Town Clerk |
| 3 | Include the redecoration of the Rest Centre in the budget for 2025-2026 | Town Clerk |
| 4 | Finalise staff contracts and job descriptions  | TH & F Committee |
| 5 | Update staff training records | Town Clerk |

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

**FINANCE REPORT TO FULL COUNCIL: September 2024**

**Balances at 31st August 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £8119.03 |  |
| Deposit Account | £303,175.30 |  |
| Building maintenance account | £46,206.35 | £6,500 was transferred from the deposit account on 22/05/2024 |

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

* £152,426.29 CIL funds; This follows the receipt of £3,419.40 in CIL funds on 29/4/24.
* £1000.00 from the locality budget towards the Millstream Meadow Bridge repairs.
* £328 for the Underwood Meadow memorial

Items funded by CIL in 2024/25 –

* Fitting of Station Hill VAS £960.
* Purchase and fitting of Station Hill bus shelter £7,554.
* Fitting of the concrete pads for the bus shelter at Station Hill and the bench at Millstream Meadow £3300.
* Initial deposit for playpark project management £3000.

Total: £153,754.29

Amii Shelley

Assistant Clerk