



C H I L T O N T O W N C O U N C I L

Minutes of the proceedings of the **Financial, Audit, Risk and Health and Safety Committee** held at Hutton House, Chilton on Monday 6 July 2026 commencing at 6.00pm

Present: **Chair:** Councillor D. English
 Councillors: D. Bright, E. Bruce, R. Hirst, S. Reece (Mayor), S. Zapert
 In attendance: C. Llewelyn, Town Clerk
 Members of the public: None

48. To receive and accept apologies for absence

Apologies received from Councillor P. Malpas (Deputy Mayor) and M. Smith.

Resolved: to receive the apologies. All agreed.

49. To receive declarations of interest on an agenda item

None received.

50. To receive Member Dispensations

None received.

51. To approve the minutes of the following meeting and recommendations therein-

a) Financial, Audit, Risk and Health and Safety Committee Meeting held on 15 June 2026

Resolved: the minutes of the Financial, Audit, Risk and Health and Safety Committee Meeting held on 15 June 2025 and the recommendations therein be accepted as a true record, proposed by Councillor Reece, seconded by Councillor Hirst. All agreed.

52. Public participation

No members of the public were present.

53. To consider the financial transactions for June 2026 Appendix 1

Resolved: the financial transactions were accepted for recommendation to Council.

54. To review the detailed income and expenditure of the council to June 2026

The Clerk advised that the email licences will mean over budget expenditure.

The Clerk is to ask the Council whether it wishes to vire money from another budget code or general reserves to Open Spaces Repair and Maintenance budget, or whether it accepts the budget is to be overspent.

The Clerk is to add timeliness of banking to consideration of the risk register at full Council.

Resolved: the detailed income and expenditure to the end of June 2026 was accepted to recommend to Council.

55. Earmarked reserves

Resolved:

- (1) the £10,000.00 in the budget for the cemetery extension is to be noted at full Council.**
- (2) to note that deposits for allotment keys are being moved to an earmarked reserve.**
- (3) the detailed income and expenditure to the end of June 2026 was accepted to recommend to Council.**

56. Audit Matters

The Clerk advised she had received no queries or updates after the last year's annual governance information was submitted to the External Auditor.

57. To Review the Risk Register and associated risk assessments, and identify any matters that may need to be updated, amended or actioned

Resolved: to spread review of the risk register throughout the year, identifying a couple of the aims to consider at each meeting, proposed by Councillor Reece, seconded by Councillor Hirst. All agreed.

58. To review the asset risk inspections and agree any required actions

The Clerk advised that the asset inspection sheets are completed and were in a folder present at the meeting, and presented a risk assessment on asset inspection frequency.

Resolved: to add periodic inspections by an Officer are based on issues arising, and to recommend the asset inspection frequency risk assessment to Council.

59. To consider the Council's next annual insurance review

The Clerk advised that the Council's insurance renewal has just been received. A special meeting may need to be called.

60. To receive the playground inspection reports and agree any actions identified in the report or reported by the Clerk

Resolved: the Clerk to circulate inspection reports as soon as they are available.

61. To review the playground inspection regime

The Clerk gave details of information received from Durham County Council regarding the inspection regime, and of works that had been carried out.

Resolved:

- (1) the Clerk to raise the Council's views with the County Council in writing, and bring their response to the Council.**
- (2) the Committee proposes the Council reviews the inspection regime.**
- (3) the Clerk to seek information on what constitutes heavy use of a play area.**
- (4) the Clerk to bring costs to Council.**

62. To consider tree management

The Clerk advised a tree survey for the cemetery is booked in this month.

Discussion was held over when works should be carried out.

Resolved: the Clerk to circulate the tree survey report as soon as it is available.

63. To consider any health and safety requirements for Hutton House

The Clerk advised the fire equipment has been replaced as agreed by Council.

Various matters at Hutton House were discussed.

Resolved: the Clerk to look at the air conditioning which is in Hutton House.

64. To raise any health and safety matters for the Town Council

The Clerk gave an update including about asbestos management.

Resolved:

(1) a meeting will be held with residents to get any feedback following the fair on Joe's Field.

(2) the Clerk to check on cleaning of the War Memorial.

65. Agree items to be taken to next Council Meeting

Resolutions were made throughout the meeting regarding items to take to the next Council meeting.

66. Date of next meeting

Resolved: the next Committee meeting will be at 6.00pm on Tuesday 1 September 2026.

Meeting Closed at 7.30pm

Signed:

Chair of the Committee Meeting

Date: