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 Tuesday 1 September 2026 commencing at 6.00pm

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

67. To receive and accept apologies for absence

None received.

68. To receive declarations of interest on an agenda item

None received.

69. To receive Member Dispensations

None received.

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

a. Financial, Audit, Risk and Health and Safety Committee Meeting held on 6 July 2026

Resolved: the minutes of the Financial, Audit, Risk and Health and Safety Committee Meeting held on 6 July 2025 and the recommendations therein be accepted as a true record, proposed by Councillor Reece, seconded by Councillor Bright. All agreed.

71. Public participation

No members of the public were present.

72. To consider the financial transactions for July 2026 Appendix 1

Resolved:

(1) the Clerk to provide further information about Craft Subs income.

(2) the Clerk to continue to keep the earmarked reserve for donations for the Mayor's charitable fundraising.

(3) Payments in the schedule presented are to be recommended to Council.

(4) A waste toner contract is to be recommended to Council.

(5) The invoice for floral bedding and hanging baskets is to be presented to Council, separated into the cemetery and other areas.

(6) A recommendation to Council that £28.64 in a bank account is paid to the Miners Welfare Recreation Trust, as it is interest which was accrued by Trust money held in a Council bank account some time ago.

73. To review the detailed income and expenditure of the Council to July 2026

The Clerk advised the codes for Allotments Memberships and Subscriptions, Community Groups and Chilton Show are already or will be overspent.

Resolved:

(1) the Committee agreed that items for events should be spread across relevant budget codes.

(2) to note the detailed income and expenditure to July 2026 and the budget overspends advised by the Clerk.

74. Earmarked reserves

Resolved:

(1) to note that £500 is to be transferred to an earmarked reserve for Community Grants, as agreed by Council.

(2) to note the earmarked reserves to end July.

75. Audit Matters

The Clerk advised that no report or queries had been received to date from External Audit.

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

The Clerk presented a report and the risk register with recommendations.

Resolved:

(1) the report and priorities to be submitted to Council for review, with the amendment that the priorities for October and November are reversed.

(2) the risk register to be submitted to Council to review the finance section in particular.

(3) measures regarding allotments to be added to the risk register.

(4) the Clerk to seek training or briefing for Councillors and Officers regarding challenging behaviour, update processes and ensure these are documented.

(5) the Clerk to plan in and request a certain week for the implementation of multi-factor authentication.

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

The Clerk is completing asset inspections.

78. To receive the playground inspection reports and agree any actions identified in the reports or reported by the Clerk, and to discuss the playground inspection regime

The Clerk presented a report including a response from Durham County Council to the Council's communications. She advised that the monitoring is required for the previous play park funding of £10,000.00.

Resolved:

(1) to note the County Council's response to the Town Council.

(2) to continue the application for funding from the County Councillor's Neighbourhood Budget as in the report.

(3) the risk assessment measures regarding playground usage are to be amended to include monitoring of degradation and recommended to Council.

(4) the Clerk to seek alternative price for repair to the basket swing at West Chilton Junior play area.

(4) the Clerk to check on the levelling at the School play park.

(5) the Clerk to bring play park cleaning quotes to Council.

(6) the Clerk to bring costs regarding surfacing improvements to Council.

(7) the Clerk to bring further costs for signage.

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

The Clerk advised that work is ongoing regarding asbestos management, legionella risk assessment and fire alarm system.

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

No other matters were raised.

81. Agree items to be taken to next Council Meeting

Resolutions made throughout the meeting are to be taken to the Council.

82. Date of next meeting

Resolved: the next Committee meeting will be at 6.00pm on Monday 5 October 2026.

Meeting Closed at 7.36pm

Signed:

Chair of the Committee Meeting

Date: