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 5 October 2026 commencing at 6.00pm

**Present:** **Chair:** Councillor D. English
**Councillors:** D. Bright, E. Bruce, R. Hirst, S. Reece
**In attendance:** None
**Members of the public:** None

83. To receive and accept apologies for absence

Apologies were received from Councillors P. Malpas, S. Zapert.

**Resolved: to receive the apologies.**

Apologies were also noted from C. Llewelyn, Town Clerk.

84. To receive declarations of interest on an agenda item

None received.

85. To receive Member Dispensations

None received.

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

a. Financial, Audit, Risk and Health and Safety Committee Meeting held on 1 September 2026

**Resolved: the minutes of the Financial, Audit, Risk and Health and Safety Committee Meeting held on 1 September 2026 and the recommendations therein be accepted as a true record. All agreed.**

87. Public participation

No members of the public were present.

88. To consider the financial transactions presented in the payment schedule Appendix 1

**Resolved: to defer the discussion to the Council's ordinary meeting.**

89. To review the detailed income and expenditure of the Council

**Resolved: to defer the discussion to the Council's ordinary meeting.**

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90. Earmarked reserves

Resolved: to defer the discussion to the Council's ordinary meeting.

91. Audit Matters

The Clerk had advised that the Annual Governance Return and the Completion Letter from the External Auditor will be on the agenda at the Council's October meeting.

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

Resolved: each relevant Committee is to review the sections of the risk register applicable to its remit.

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

The Clerk had advised that asset risk inspections are ongoing.

94. 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 had sent a brief report, and had circulated playground inspection reports when available. Matters will be discussed at relevant meetings.

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

The Clerk had advised that the legionella risk assessment and fire zone plan are in progress.

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

Resolved: to note the Clerk's update on multi-factor authentication.

97. Agree items to be taken to next Council Meeting

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

98. Date of next meeting

Resolved: the next Committee meeting will be at 6.00pm on Monday 2 November 2026.

Signed:

Chair of the Committee Meeting

Date:

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