



website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

# Whitchurch Town Council

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## FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 11<sup>th</sup> April 2019** at the **CIVIC CENTRE, Edward German Room**, Whitchurch commencing at **7:00pm**.

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

**Date of Notice: 5<sup>th</sup> April 2019**

Nicola Young  
Town Clerk

**Councillors: A Hall, A, Chesters, J Sinnott, J Martin, L Broders, H Vasey, S Hamlyn**

### AGENDA

**1. APOLOGIES**

To receive any apologies and reasons for absence

**2. DECLARATION OF INTEREST**

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any item on the agenda for the meeting.

**3. MINUTES**

To confirm the minutes of the Finance Committees meeting held on 14<sup>th</sup> February 2019 and 14<sup>th</sup> March 2019 and sign as an accurate record of that meeting (copy attached).

**4. MATTERS ARISING**

To discuss matters arising from the previous minutes which are not on the agenda.

**5. PUBLIC PARTICIPATION**

Members of the public are invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Committee has a responsibility.

The Chairman will at this point, suspend Standing Orders to allow any members of the public to address the meeting

**6. ACCOUNTS**

To receive and sign the accounts for Month 12:

- i. Balance Sheet
- ii. Income & Expenditure by Budget Heading

## **7. MONTHLY PURCHASE LEDGERS, BACS AND CHEQUE PAYMENTS**

To receive and sign the total monthly purchase ledgers, BACS and manual cheque payments for March 2019 (Month 12).

## **8. CREDIT CARD**

To approve the payment for the Council Credit card for February 2019.

## **9. PETTY CASH**

To receive and sign the petty cash account ledgers.

## **10. VIREMENT REPORT**

To receive and sign the virement report for month 12.

## **11. SALC AFFILIATION FEES**

To agree payment of the annual affiliation fees for SALC.

## **12. COUNCILLOR INTERNAL AUDIT REVIEW**

To receive the signed annual Councillor Internal Audit Review in line with Financial Regulations 2.2.

## **13. GRANT APPLICATIONS**

- a. To receive new grant applications received since the closing date.
- b. To review funding allocated to some projects, as raised at full Council:
  - i. Ash Bowling Club – recommendation – cannot fund as out of area
  - ii. Whitchurch ME Group – review information received as requested
  - iii. Bradbury Day Care Centre – are a registered charity
- c. To review the request from Watergate Arcade businesses and decide how to proceed
- d. To make a recommendation to Full Council (table attached) on the final amounts to fund to each project.

## **14. PARTY IN THE PARK**

- a. **Extra Toilets.** To receive and approve quotes for portable toilets for Party in the Park. At last years' event the public requested additional toilets, over and above the public toilets in Jubilee Park, which were not able to cope with the amount of people.
- b. **Ramped.** To receive a request from Parks & Public Realm Committee to provide funding to pay for the services of Ramped, a local skate/BMX charity, who can provide an activity whilst Whitchurch Town Council consults with young people about a youth pod in Jubilee Park. To gain maximum affect, it is recommended that this takes place at Party in the Park.

## **15. INTERNAL AUDIT**

- a. To receive an introductory letter from a company providing internal audit service.
- b. To review the Internal Audit services, following a 2-year contract with the current internal auditor, and decide on whether to continue with the same internal auditor or change providers.

## **16. PG SKIPS – PRICE INCREASE**

To receive a price increase notification from PG Skips.

## **17. FINANCIAL REGULATIONS**

To review paragraph 4.2 and agree clarity on what the 25% refers to.

## **18. WHITCHURCH TOWN COUNCIL ASSET REGISTER**

To annually verify the Asset Registers in accordance with Financial Regulation 19.

## **19. PARKS & PUBLIC REALM**

To consider a recommendation from Parks & Public Realm, that Whitchurch Town Council employ the services of a season parks warden. Recently Whitchurch Town Council have received a high number of complaints about the amount of dog mess left in Jubilee Park and Deermoss Park. This Committee has also received a complaint about young people mis-using the skate park and the potential personal injuries that this could cause. Parks & Public Realm Committee consider employment of a park warden would help to alleviate these problems.

## **20. EDWARD GERMAN ROOM DOORS**

To receive a recommendation from Civic Centre Committee to reconsider replacing the white rear doors in the Edward German Room.

## **21. HOSPITALITY**

To review the budget for hospitality.

## **22. CONFIDENTIAL BUSINESS**

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.