

Whitchurch Town Council

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FINANCE COMMITTEE

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 8th NOVEMBER 2018

PRESENT

Cllrs: L Broders, A Hall, A Chesters, J Sinnott, J Martin

IN ATTENDANCE

Nicola Young – Town Clerk

1. Apologies

Cllr Vasey
Cllr Hamlyn

2. Declarations of interest

None received.

3. Minutes

After a proposal from Cllr Sinnott, seconded by Cllr Broders, it was **FIN/29/1819 RESOLVED** to accept the minutes of the Finance & Personnel Committee meeting held on 11th October 2018 and sign as an accurate record.

Councillor Sinnott raised the replacement of the doors in the Edward German room and asked if the office had heard from Astral Carpentry. The Clerk informed the Committee that no response had been received from Astral Carpentry and will write one more time.

4. Matters Arising

Item 15 a. Emergency Item

Cllr raised the issue about being requested to declare an interest at the previous meeting regarding the quotes received from Securasound and Barlows Electrical, as he had previously worked for these companies. Cllr Chesters informed Committee that it was not a pecuniary interest.

Item 15a. Emergency Item

Cllr Sinnott stated that Committees are unable to agreed to spend money for an emergency item.

5. Public Participation

No public present.

6. Accounts

- a. After a proposal by Cllr Broders, seconded by Cllr Chesters, it was **FIN/30/1819 RESOLVED** to accept Month 7 detailed balance sheet noting a total equity of £1,114,987.
- b. After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN31/1819 RESOLVED** to accept Month 7 Income & Expenditure Report by budget heading noting Actual Year to Date Net Income over Expenditure as £303,737.

7. Monthly Purchase Ledger, BACS and Cheque Payments

After a proposal from Cllr Chesters, seconded by Cllr Hall, it was **FIN/32/1819 RESOLVED** that the monthly purchase ledger for all payments, including the BACS and manual cheque payments, be signed totalling £113,212.27 for the month ending October 2018.

8. Petty Cash Account

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FIN/33/1819 RESOLVED** that the Petty Cash Account ledger ending 5th October 2018 is accepted and duly signed.

9. Council Credit Card

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/34/1819 RESOLVED** to accept and sign the updated record of purchases and payments for the Council credit card totalling £177.28.

10. Notice of Councillor Internal Audit Review

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/35/1819 RESOLVED** to receive and note the completion of the verification of bank reconciliation for the accounts by Cllr John Martin.

11. Christmas Lights Report

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FIN/36/1819 RESOLVED** to recommend to full Council to accept the Christmas Lights Report and approve the £2,442 as the appropriate overspend.

12. Credit Card Payment

- a. Committee received a letter from DCK Accounting Solutions which gave clarity to the point raised by Cllr Sinnott about how the credit card was paid, which was not in accordance with JPAG Governance & Accountability for Smaller Authorities. DCK Accounting Solutions state that the JPAG document provide model financial regulations, but the Council should follow their own Financial Regulations if different.
- b. After a proposal by Cllr Chesters, seconded by Cllr Broders, it was **FIN/37/1819 RESOLVED** to amend the current Financial Regulations to reflect the current system of payment for the credit card.

13. H&S Policy – Display Screen Equipment

After a proposal from Cllr Broders, seconded by Cllr Hall, it was **FIN/38/1819 RESOLVED** that the Town Clerk finds out how much the cheapest occupational lenses would cost and report back to Committee.

14. Homestart Shropshire

The Committee received and noted the letter from Homestart stating that, due to lack of funding, the charity is being wound up. The Chair, Cllr Chesters, noted that this was a sad time as Homestart Shropshire did a very good job.

15. Dementia Friendly Spaces

After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/39/1819 RESOLVED** that Whitchurch Town Council will provide funding to make the Civic Centre a dementia friendly inside public space.

16. Confidential Business

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/40/1819 RESOLVED** 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.

It was requested that quotes are not put in Confidential going forwards.

17. Quotes for Councillor Tablets

Following a discussion on using an IT tablet as opposed to having printed copies of meeting papers, and after a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/41/1819 RESOLVED** to take the whole issue to full Council to make a decision.

The meeting closed at 8.00pm.

Chairman..... Date.....