

Whitchurch Town Council

Civic Centre
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FINANCE COMMITTEE

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 10th JANUARY 2019

PRESENT

Cllrs: A Hall, A Chesters, J Sinnott, H Vasey, S Hamlyn, L Broders

IN ATTENDANCE

Nicola Young – Town Clerk

1. Apologies

None received

2. Declarations of interest

None received.

3. Minutes

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/53/1819 RESOLVED** to accept the minutes of the Finance & Personnel Committee meeting held on 13th December 2018 and sign as an accurate record.

4. Matters Arising

- Paragraph 12: Entertainment & Events Business Plan. Cllr Hall reported that there had been no progress with this Business Plan as the Committee had not been quorate.

5. Public Participation

No public present.

6. Accounts

- a. After a proposal by Cllr Hamlyn, seconded by Cllr Vasey, it was **FIN/54/1819 RESOLVED** to accept Month 9 detailed balance sheet noting a total equity of £1,055,127. Cllr Chesters raised a point about unspent EMR and requested that the listed EMR items be spent if possible.
- b. After a proposal from Cllr Hamlyn, seconded by Cllr Sinnott, it was **FIN/55/1819 RESOLVED** to accept Month 9 Income & Expenditure Report by budget heading noting Actual Year to Date Net Income over Expenditure as £155,019. The Town Clerk reported that a local solar power company, Twemlows Solar Energy, will give Whitchurch Town Council £2,000 to be used as grant funding for community projects.

7. Monthly Purchase Ledger, BACS and Cheque Payments

After a proposal from Cllr Hamlyn, seconded by Cllr Hall, it was **FIN/56/1819 RESOLVED** that the monthly purchase ledger for all payments, including the BACS and manual cheque payments, be signed totalling £58,979.43 for the month ending December 2018.

The Town Clerk reported to the Committee that Unity Trust Bank will be charging a monthly amount for paying in cash and cheques to the Post Office.

Cllr Hall to enquire if Santander charge for transactions.

8. Credit Card

After a proposal from Cllr Hamlyn, seconded by Cllr Broders, it was **FIN/57/1819 RESOLVED** to sign and approve the Credit Card ledger totalling £338.78.

Cllr Chesters raised the point that the Assistant Town Clerk had spent money on the credit card, if this needs to continue then the relevant policy should be changed to enable the ATC to use the credit card.

9. Virement Report

After a proposal from Cllr Hamlyn, seconded by Cllr Vasey, it was **FIN/58/1819**

RESOLVED to accept the Virement Report from the Town Clerk and agree to transfer £584.00 from the 4042/103 to 109/4959 to cover the purchase of the new CCTV camera for the rear of the Civic Centre.

10. 2019-2020 Budget

Committee reviewed the revised 2019-2020 budget proposal, noting the overall precept rise had been brought down to 3.3%. The Town Clerk explained that in order to bring down the percentage precept increase, the EMR Cemetery had been used against all the costs for the Cemetery in 2019-2020. Also, Capital Projects 4917 Civic Centre Furniture/Equipment, increased back up to £6,700, which is the actual cost of the furniture.

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/59/1819 RESOLVED** to earmark budgeted Capital Projects 4932, 4935 as capital projects on the Civic Centre be earmarked within the freehold budget heading.

After a proposal from Cllr Chesters, seconded by Cllr Broders, it was **FIN/60/1819 RESOLVED** to reduce the income target for the Friday Market to £10,000.

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was **FIN/61/1819 RESOLVED** to recommend accepting the presented 2019-2020 budget to full Council for approval, subject to the letter from Shropshire Council Finance regarding the cost of council tax for Band D properties in Whitchurch

11. Brambles Estate

Following discussion it was agreed that a payment to assist residents of the Brambles Estate was not within the remit of Whitchurch Town Council.

12. Town Council Website

Following a verbal update from the Town Clerk regarding the Town Council website, and the inability of Council staff to update the site due to the way it has been set up, the Committee are requested to agree that the Town Clerk works with David Proctor, Coderra Ltd, to update the Council site.

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, it was **FIN/62/1819**

RESOLVED that the Town Clerk could work with David Proctor, Coderra Ltd, with the spending budget of the Clerk, £1,000.

13. Staff Overtime During Christmas Period

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, it was **FIN/63/1819**

RESOLVED that overtime be approved as reported; £120.09 for administrative staff and £491.20 for the Facilities staff = total overtime £611.29.

14. Confidential Business

There was no Confidential business.

The meeting closed at 8.12pm.

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

Signature: 2