

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

FINANCE COMMITTEE

MINUTES OF THE FINANCE & RESOURCES MEETING HELD ON THURSDAY 12th OCTOBER 2017

PRESENT

Cllrs: A. Chesters, J. Martin, B Duffy

IN ATTENDANCE

Nicola Young – Town Clerk

1. Apologies

Cllr Broders – away on business
Cllr McAuley - illness
Cllr Sinnott - illness

2. Declarations of interest

None received.

3. Minutes

After a proposal by Cllr Chesters, seconded by Cllr Duffy it was **F/22/1718 RESOLVED**: to accept the minutes from the Finance & Resources meeting held on 14th September. Cllr Chesters thanked the Accounts Clerk for the explanation why the wages were approximately £3,000 over budget and information on the virements.

4. Matters Arising

- Shropshire Council Service Level Agreement – Clerk to write to Shropshire Council Customer Services and Welfare Reform Manager regarding non-payment

5. Public Participation

After a proposal by Councillor Chesters, seconded by Cllr Duffy, it was **F/23/1718 RESOLVED** to suspend standing orders.

6. Town Twinning

Andrea Allen, Chair of the Whitchurch Town Twinning Association, addressed the Finance Committee:

- a. The Association “works on behalf of the Town Council because the Town Councils are twinned.”
- b. Both Mayors have signed the oaths.
- c. The Association maintain cultural and linguistic links.
- d. £150 in the budget provides money for the gift when the Association visit France and provides funding for the catering when the French visit Whitchurch.
- e. The grant applied for is only a percentage of the funds required for each visit. The Town Twinning hold fund-raising events to provide match-funding for the grant requested.
- f. A Whitchurch Town Councillor attends the Association meetings ex officio.

Russ Symons, Whitchurch Town Twinning Association Treasurer stated that the 2016 visit by the French had cost £2,213, for:

- a. Hosting the visit

- b. Reception at Dodington Lodge Hotel
- c. Severn Valley trip

Cllr Chesters explained that the Mayor's budget gave allowance for entertaining guests, the Town Council Civic Centre budget also provided for entertainment and that the Council allocated £150 for the WTTA within the budget.

After a proposal by Cllr Martin, seconded by Cllr Chesters, it was **F/24/1718 RESOLVED** that Whitchurch Town Twinning Association submit an application for funding in 2018 which should include details of their budget.

After a proposal by Cllr Chesters, seconded by Cllr Martin, it was **F/25/1718 RESOLVED** to reinstate standing orders.

7. Accounts

After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **F/26/1718 RESOLVED**: to accept the month 6 accounts as presented, with note that payment for the Jubilee Park Play Area extension be taken from CIL Neighbourhood Fund, with top up from Capital Receipts Reserve if required.

8. Heritage Centre Sash Windows

After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **F/27/1718 RESOLVED** that Whitchurch Town Council accept the quote from Conservation Joinery, but that Accoya wood be used for the refurbishments as long as the total quote does not exceed £8,500 inc VAT. The Clerk can agree 25% of payment for the project up front with Conservation Joinery.

9. Civic Centre Boiler

After discussion, a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **F/28/1718 RESOLVED** that the Clerk could negotiate a 5 year contract with the company who had recently undertaken the servicing.

10. SLCC Membership

After a proposal by Councillor Duffy, seconded by Councillor Chesters, it was **F/29/1718 RESOLVED** to transfer the Council's membership of SLCC to Nicola Young, Town Clerk.

11. Training

After a proposal by Cllr Chesters, seconded by Cllr Duffy, it was **F/28/1718 RESOLVED** that the Clerk order further copies of the NALC publication 'Finance & Transparency for Councillors' and that Committee members have one-to-one meetings with the Accounts Clerk to understand how the budget was put together.

12. Internal Control

Councillor Duffy explained that, following training, advice is that Councillors should undertake 6-monthly internal financial control audits. The Finance Committee will decide what Councillors will look into and the Accounts Clerk was asked to check when the Internal Auditors are due.

13. Credit Card

After a proposal by Councillor Martin, seconded by Councillor Duffy, it was **F/29/1718 RESOLVED** that the Finance Committee make a recommendation to full Council that the Clerk be empowered to obtain a credit card up to a maximum amount of credit of £1,000 and that this should be a separate account from the bank account.

14. CONFIDENTIAL BUSINESS

After a proposal from Cllr Martin, seconded by Cllr Duffy, it was **F/30/1718 RESOLVED** to exclude the public and press for the remainder of the meeting because of the likely disclosure of private, commercially sensitive and confidential information or staff matters.

15. Public Toilet

After discussions, a proposal from Cllr Chesters, seconded by Cllr Martin, it was **F/31/1718 RESOLVED** that the contract with the current company be renewed.

The meeting closed at 8.25pm.

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