



QUALITY  
TOWN  
COUNCIL

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

# Whitchurch Town Council

Civic Centre  
Whitchurch  
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## FINANCE & PERSONNEL COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 14<sup>th</sup> June 2018** 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: 8<sup>th</sup> June 2018**

Nicola Young  
Town Clerk

**Councillors: A Hall, T O'Neill, B Duffy, A Chesters, J Sinnott, J Martin, H Vasey**

### AGENDA

**1. ELECTION OF CHAIRMAN**

To elect a Chairman for the Finance & Personnel Committee.

**2. ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman for the Finance & Personnel Committee

**3. APOLOGIES**

To receive any apologies and reasons for absence

**4. DECLARATION OF INTEREST**

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

**5. MINUTES**

To confirm the minutes of the Finance & Personnel Committee meeting held on **12<sup>th</sup> April 2018** and sign as an accurate record of that meeting (copy attached).

**6. MATTERS ARISING**

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

**7. 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

## **8. ACCOUNTS**

To receive and sign the most up to date copy of the accounts (Month 1).

## **9. MONTHLY PURCHASE LEDGER, BACS AND CHEQUE PAYMENTS**

To receive and sign the total monthly purchase ledger, BACS and manual cheque payments for Months 1.

## **10. PETTY CASH ACCOUNT**

To receive and sign the petty cash account ledger.

## **11. COUNCIL CREDIT CARD**

To receive the Credit Card Payments record and duly sign.

## **12. INVOICE FOR ANNUAL ACCOUNTS**

To approve payment of an invoice for ££2,399.04 from DCK Accounting Solutions to prepare the year end accounts.

## **13. FOOD & DRINK FESTIVAL BANK ACCOUNT**

To approve closure of this separate bank account and bring Food & Drink finance into the main Town Council bank account with its own cost code.

## **14. TOWN COUNCIL INSURANCE**

To receive information from Zurich regarding the annual insurance premium of £4,811.62 which will be paid through a Long-Term Agreement commitment.

## **15. NEIGHBOURHOOD FUND – ANNUAL MONITORING FORM**

To receive a copy of the Neighbourhood Fund Annual Monitoring Form.

## **16. NEW PLOTS IN THE WHITCHURCH CEMETERY**

To receive 3 quotes from architects to lay out grave spaces on the new piece of land within Whitchurch Cemetery.

## **17. FUNDING**

- a. Headway. Headway charity were granted £250 for an event in 2018/19. Due to unforeseen circumstances this event is now not taking place, therefore £250 will be retained within the Grant budget, cost code 107/4711.
- b. St John's Application Variance Request. St John's Church applied for funding to repair their clock and were granted £450, 50% of the total repair clocks. It was agreed payment would be made once a quote had been received for the works. A quote has been received giving the repair costs at £600, therefore St John's Methodist Church are requesting to still receive the allocated £450 to assist with their running costs. Please see attached letter.
- c. Crane Quality Counselling. Via SALC this Council have received a written request to award a small grant to this countywide charity.

## **18. ROOM HIRE**

To receive a request from the Local Policing Team to hire a room free of charge for a Pubwatch meeting.

## **19. TOWN COUNCIL BUSINESS PLAN**

To consider holding a workshop with an external facilitator to work on a 1, 3 & 5 year plan for Whitchurch Town Council.

**20. PARTY IN THE PARK**

To agree a way forward.

**21. MOBILE PUMP TRACK**

To receive a recommendation from Parks, Public Realm & Civic Centre Committee to fund a mobile pump track for the skate park opening event.

**22. MAYOR'S ALLOWANCE**

To review the payment of the Mayor's Allowance and deem whether it is appropriate for any surplus to be put into the Mayor's charity account.

**23. 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

**24. BAR FRANCHISE**

To receive correspondence regarding the bar franchise.

**25. MANAGEMENT OF THE CLERK**

To receive a report from the nominated supervisor of the Town Clerk following the Annual Employment Development Review.

**26. STAFF SUPERVISION**

- a. Clerk to provide a written report on monthly staff supervision meetings.
- b. To receive correspondence from a member of staff.

**27. 2018-19 NATIONAL SALARY AWARD**

To receive from NALC an Employment Briefing with information on the 2018-2019 National Salary Award.

**28. TIME OFF IN LIEU (TOIL) HOURS**

Further to Resolution FP/98/1718, Committee are requested to accept the signed Rescission Notice with regards to Resolution FP/77/1718.