

# Whitchurch Town Council

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## FINANCE & PERSONNEL COMMITTEE

### MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON THURSDAY 12<sup>th</sup> JULY 2018

#### PRESENT

Cllrs: J. Sinnott, A. Hall, T. O'Neill, H. Vasey, J. Martin, B. Duffy

#### IN ATTENDANCE

Cllr Lee Broders

Nicola Young – Town Clerk

Peter Allman – WAODS

Steve Carpenter – PSG, Shropshire Council

#### 1. Apologies

Cllr Chesters

#### 2. Declarations of interest

None received.

#### 3. Minutes

After a proposal from Cllr O'Neill, seconded by Cllr Martin, it was **FP/31/1819**

**RESOLVED** to accept the minutes of the Finance & Personnel Committee meeting held on 14<sup>th</sup> June 2018 and sign as an accurate record.

#### 4. Matters Arising

There were no matters arising.

#### 5. Public Participation

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/32/1819 RESOLVED** to suspend standing orders.

Peter Allman, Honorary Secretary WAODS presented a letter to Councillors on the Committee from the Chair of WAODS, David Pearce. The letter explained that WAODS had always used an allocated seating administration system, this had been a paper system but WAODS wish to introduce an online allocated seat booking system in 2018. WAODS will supply their own tablet, insured by the organisation, which will be given to the customer to make their choice then handed back to the Hub staff to make the booking online using the tablet.

Steve Carpenter, Property Group Service (PSG) Manager explained that PSG are a Shropshire Council department offering a range of services to external partners, including:

- i. Planned preventative maintenance programme using a produced list of contractors.
- ii. 24/7 reactive maintenance function.
- iii. Architectural Support – take on the role of project managing:
  - a. Minor to major projects from £2k to £12m
  - b. Whole range of services

- c. 3D laser scanning – rooms/buildings and surveys
- d. Statutory & Compliance Maintenance
- iv. Fees are negotiable, usually in the region of 9% project costs to 7% for straightforward projects.
- v. PSG have lighting/electrical engineers who can design lighting projects. Can provide lighting design for the Sports Hall.
- vi. PSG provide winter and summer servicing of boilers.
- vii. Confirmed that it was a Shropshire Council run business.

After a proposal from Cllr Sinnott, seconded by Cllr Duffy, it was **FP/33/1718 RESOLVED** to reinstate standing orders.

## 6. Accounts

After a proposal from Cllr O'Neill, seconded by Cllr Hall, it was **FP/34/1819 RESOLVED** to sign Month 2 accounts, noting the total equity of £1,248,285 and to sign Month 3 accounts noting the total equity of £1,234,276.

## 7. Monthly Purchase Ledger, BACS and Cheque Payments

After a proposal from Cllr O'Neill, seconded by Cllr Duffy, it was **FP/35/1819 RESOLVED** that the monthly purchase ledger for all payments be signed totalling £39,847.78 for June 2018.

## 8. Petty Cash Account

After a proposal from Cllr Hall, seconded by Cllr Martin, it was **FP/36/1819 RESOLVED** to sign the Petty Cash Account noting a total of £148.13, with £61.87 left in the Petty Cash tin.

## 9. Council Credit Card

After a proposal from Cllr O'Neill, seconded by Cllr Vasey, it was **FP/37/1819 RESOLVED** to accept and sign the updated record of purchases and payments for the Council credit card.

## 10. Unity Trust Bank Charges

After a proposal from Cllr Vasey, seconded by Cllr Duffy, it was **FP/38/1819 RESOLVED** to receive the updated list of new bank charges from Unity Trust Bank.

## 11. Mayor's Allowance

After a proposal from Cllr Sinnott, seconded by Cllr Martin, it was **FP/39/1819 RESOLVED** that any surplus left in the Mayor's Allowance would be transferred to the Mayor's Charity Account.

## 12. Ticket Sales for Non-Council Events

After a proposal from Cllr Sinnott, seconded by Cllr Martin, it was **FP/40/1819 RESOLVED** to accept the recommendation report from the Town Clerk and the Service Level Agreement with organisations wishing to sell tickets within the Civic Centre venue, with the following agreements:

- a. Recommendation report para 10. Remove wording in red.
- b. Recommendation report para 11. Organisation to sign the Service Level Agreement as presented.
- c. Recommendation report para 12. Review of % charge in April 2019.
- d. Recommendation report para 13. Committee considered the implications to Whitchurch Town Council staff of selling tickets with seating and agreed to proceed with the electronic seat booking system provided by WAODS and that the Town Clerk will review how this has worked after the event.

**13. Blackberry Fair**

After a proposal from Cllr Sinnott, seconded by Cllr Duffy, it was **FP/41/1819 RESOLVED** to pay, from the General Fund, the outstanding 2017 invoice from Blackberry Fair on this one occasion.

**14. Property Services Group**

After a proposal from Cllr Hall, seconded by Cllr Duffy, it was **FP/42/1819 RESOLVED** to invite PSG in to quote for larger projects.

**15. PCC “We Don’t Buy Crime” Smartwater Funding**

After a proposal from Cllr Sinnott, seconded by Cllr Martin, it was **FP/43/1819 RESOLVED** to make a recommendation to full Council meeting that Whitchurch Town Council purchase 100 Smartwater kits at a reduced cost of £8.90+VAT.

**16. CONFIDENTIAL BUSINESS**

After a proposal from Cllr Duffy, seconded by Cllr Hall, it was **FP/44/1819 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.

**17. Edward German Room Replacement Door Quotes**

After a proposal from Cllr Martin, seconded by Cllr Duffy, it was **FP/45/1819 RESOLVED** to accept the quote from Astral Carpentry to replace the white doors in the Edward German Room.

**18. Replacement of the Photocopier**

After a proposal from Cllr Sinnott, seconded by Cllr O’Neill, it was **FP/46/1819 RESOLVED** that the Town Clerk will find out the prices of electronic handheld devices to view the meeting papers and individual WTC email addresses to comply with the new Data Protection Act 2018. The Committee will then compare the costs of this to the cost of a new photocopier and ongoing photocopying prices.

Cllr Hall left the meeting.

After a proposal from Cllr Sinnott, seconded by Cllr Martin, it was **FP/47/1819 RESOLVED** to carry the meeting on beyond 9pm.

**19. Bar Franchise**

After a proposal from Cllr Sinnott, seconded by Cllr Duffy, it was **FP/48/1819 RESOLVED** to receive the email from the bar franchisee.

After a proposal from Cllr Sinnott, seconded by Cllr O’Neill, it was **FP/49/1819 RESOLVED** to bring forward Item 22 and discuss next.

**22. Request for Funding**

After a proposal from Cllr Sinnott, seconded by Cllr O’Neill, it was **FP/50/1819 RESOLVED** that unfortunately Whitchurch Town Council cannot offer funding to the individual as they did not live within this Council’s boundaries and, also, Whitchurch Town Council have resolved that it will not fund individuals.

Cllr Hall re-joined the meeting.

**20. Management of the Town Clerk**

Cllr Duffy summarised the Town Clerk’s Monthly Supervisory Report, noting that objectives have been met and the Clerk is still working towards CiLCA. After a proposal

from Cllr Sinnott, seconded by Cllr O'Neill it was **FP/51/1819 RESOLVED** that the Finance & Personnel Committee accept the report.

After a proposal from Cllr Sinnott, seconded by Cllr Duffy, it was **FP/52/1819 RESOLVED** to add an emergency item as follows:

The Clerk raised a complaint she had with an individual within a local organisation and the process used. After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/53/1819 RESOLVED** that the emergency item be raised at full Council and that the letter would come from the Mayor.

**21. Staff Supervision**

- a. Clerk Report on Monthly Staff Supervision. After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/54/1819 RESOLVED** to accept the written report from the Town Clerk regarding staff supervision.
- b. Staff Training Request. After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/55/1819 RESOLVED** that the Committee agreed that the Accounts Officer attend the AAT Training and gave delegated authority to the Town Clerk to sign the letter.

**The meeting closed at 9.32pm.**

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