

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

FINANCE & PERSONNEL COMMITTEE

MINUTES OF THE FINANCE & PERSONNEL MEETING HELD ON THURSDAY 14th JUNE 2018

PRESENT

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

IN ATTENDANCE

Nicola Young – Town Clerk

1. Election of Chairman

After a proposal from Cllr Hall, seconded by Cllr O'Neill, it was **FP/01/1819 RESOLVED** that Cllr Sinnott be elected as Chairman of the Finance & Personnel Committee.

2. Election of Vice Chairman

After a proposal from Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/02/1819 RESOLVED** that Cllr Hall be elected as Vice Chairman of the Finance & Personnel Committee.

3. Apologies

Cllr Chesters
Cllr Duffy

4. Declarations of interest

None received.

5. Minutes

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/03/1819 RESOLVED** to accept the minutes of the Finance & Personnel Committee meeting held on 12th April 2018 and, following one initialled amendment at para 6, sign as an accurate record.

6. Matters Arising

There were no matters arising.

7. Public Participation

No public present.

8. Accounts

After a proposal from Cllr O'Neill, seconded by Cllr Hall, it was **FP/04/1819 RESOLVED** to sign Month 1 accounts, noting the total equity of £1,292,408.

9. Monthly Purchase Ledger, BACS and Cheque Payments

After a proposal from Cllr O'Neill, seconded by Cllr Martin, it was **FP/05/1819 RESOLVED** that the monthly purchase ledger for all payments be signed totalling £39,090.32 for April 2018.

10. Petty Cash Account

After a proposal from Cllr Martin, seconded by Cllr Vasey, it was **FP/06/1819 RESOLVED** to sign the Petty Cash Account noting a total of £210.00, with £40.29 left in the Petty Cash tin.

11. Council Credit Card

After a proposal from Cllr Hall, seconded by Cllr Vasey, it was **FP/07/1819 RESOLVED** to accept and sign the updated record of purchases and payments for the Council credit card.

12. Invoice for Annual Accounts

After a proposal from Cllr Hall, seconded by Cllr Martin, it was **FP/08/1819 RESOLVED** to accept the invoice from DCK Accounting Solutions and recommend that £2,399.04 (inc VAT) was paid.

13. Food & Drink Festival Bank Account

After a proposal from Cllr Hall, seconded by Cllr O'Neill, it was **FP/09/1819 RESOLVED** to approve the closure of the separate bank account for the Food & Drink Festival and bring all funds back into the main Town Council bank account with its own cost code.

14. Town Council Insurance

After a proposal from Cllr O'Neill, seconded by Cllr Martin, it was **FP/10/1819 RESOLVED** that information from Zurich Insurance Long-Term Agreement commitment be received and that the Committee noted the insurance premium is £4,811.62.

15. Neighbourhood Fund – Annual Monitoring Form

After a proposal from Cllr Hall, seconded by Cllr Martin, it was **FP/11/1819 RESOLVED** that Committee received the Neighbourhood Fund Annual Monitoring Form.

16. New Plots in the Whitchurch Cemetery

After a proposal from Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/12/1819 RESOLVED** to accept Quotation 2 from Shenton Owen Planning & Design.

17. Funding

- a. Headway. Committee received information that, following the grant to Headway charity towards providing refreshments for an event in Whitchurch, this event is now not taking place. There £250 of funding will be retained within the grant fund.
- b. St John's Church Application Variance Request. St John's Church applied for funding to repair their and were granted £450, 50% of the total repair clocks quoted on the application. The Church have now received a quote for the repairs totalling £600 and have written a letter requesting that they still receive £450 towards the repair of the clock. After a proposal from Cllr O'Neill, seconded by Cllr Hall, it was **FP/13/1819 RESOLVED** that the Committee accept the letter of variation to the funding received and agreed that St John's Church can still receive £450 towards the repair of the clock.
- c. Crane Quality Counselling. After a proposal from Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/14/1819 RESOLVED** that Whitchurch Town Council make a one-off donation of £50 to Crane Quality Counselling.

18. Room Hire

After a proposal by Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/15/1819 RESOLVED** that the Local Policing Team can hire a room free of charge for a Pubwatch meeting.

19. Town Council Business Plan

After a proposal from Cllr Martin, seconded by Cllr O'Neill, it was **FP/16/1819 RESOLVED** that the Committee accept the quote for specialist support with facilitating a workshop to develop a Council Business Plan from Kim Bedford, at a cost of £320 + 45p/mile travel.

20. Party in the Park

After a proposal from Cllr Sinnott, seconded by Cllr Martin, it was **FP/17/1819 RESOLVED** that Whitchurch Town Council would underwrite the shortfall for Party in the Park 2018 and leave the Town Clerk to resolve the matter regarding the outstanding monies for the event.

21. Mobile Pump Track

After a proposal from Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/18/1819 RESOLVED** that the Committee would allocate £2,500 towards an event to officially open the skate park and this would include the hire of a mobile pump track from King Ramps at a cost of £1,650+VAT.

22. Mayor's Allowance

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/19/1819 RESOLVED** to defer this item to the Finance & Personnel Committee in July 2018.

23. CONFIDENTIAL BUSINESS

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/20/1819 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.

24. Bar Franchise

After a proposal from Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/21/1819 RESOLVED** to accept the offer as written from Dodington Lodge Hotel to extend the bar franchise for one year, with the proviso that Whitchurch Town Council provide tills which supply Z reading till receipts. The Clerk was requested to obtain 3 quotes for tills to be discussed at the July 2018 Finance & Personnel Committee meeting

25. Management of the Town Clerk

Cllr Hall summarised the Town Clerk's Annual Employment Development Review. After a proposal from Cllr Sinnott, seconded by Cllr Martin it was **FP/22/1819 RESOLVED** that the Finance & Personnel Committee received the summary of the review noting that the Clerk had completed excellent work within her first year and was dedicated to the job.

26. Staff Supervision

- a. Clerk Report on Monthly Staff Supervision. After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/23/1819 RESOLVED** to accept the written report from the Town Clerk regarding staff supervision and agreed that, as the Council is developing a new long-term business plan, it will assess Job Descriptions and future staffing requirements and amend these to develop the new plan.

After a proposal from Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/24/1819 RESOLVED** to continue the meeting after 9pm.

After a proposal by Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/25/1819 RESOLVED** that the Town Centre Manager can assist the Chamber of Trade with 'Secretary' services, for one year or until another Chamber Secretary is voted in, whichever is the shortest amount of time.

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/26/1819 RESOLVED** to accept the letter of resignation from the Casual Steward as laid out in Annex A to the Clerk's report.

Cemetery Administration Officer. In accordance to Annex B to the Clerk's report, the Committee received information and quotes from local newspapers to advertise the new Cemetery Administration role. After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FP/27/1819 RESOLVED** to advertise the job through SALC and ChALC rather than pay for advertisements in the newspapers, the Clerk had already send the information to Job Centre Plus and the job would be advertised through the Council website.

- b. Staff Correspondence. After a proposal from Cllr O'Neill, seconded by Cllr Martin, it was **FP/28/1819 RESOLVED** to accept the letter from a member of the Hub Staff to reduce their working time by one day and that the other member of the Hub staff be offered the hours.

27. 2018-2019 National Salary Award

After a proposal by Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/29/1819 RESOLVED** to recommend to full Council the National Salary Award be accepted and implemented.

28. Time Off In Lieu (TOIL) Hours

After a proposal by Cllr Sinnott, seconded by Cllr O'Neill, it was **FP/30/1819 RESOLVED** that resolution FP/77/1718 be rescinded and that the Committee accept the signatures of five Councillors on a rescission notice.

The meeting closed at 9.37pm.

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