



## FINANCE & RESOURCES COMMITTEE

### MINUTES OF THE FINANCE & RESOURCES MEETING HELD ON WEDNESDAY 7<sup>th</sup> SEPTEMBER 2016

#### PRESENT

Cllrs Chesters, Duffy, Harris, O'Neill, Sinnott and Stockton.

#### IN ATTENDANCE

Zoë Dean Town Centre Manager/Assistant Town Clerk

Cllr Ebbs (first four items only), Cllr McDonald.

#### 1. Apologies

Cllr M Rigley – another engagement

#### 2. Declaration of interest

None received.

#### 3. Minutes

After a proposal by Cllr Harris, seconded by Cllr Stockton,

**FR/5/1617 RESOLVED:** to accept the minutes from the meeting held on 4<sup>th</sup> July 2016.

#### 4. Outstanding Matters

**Town Crier** – After a proposal from Cllr Chesters, seconded by Cllr Harris

**FR/5/1617 RESOLVED:** That since all of the information had been received this item would be referred to Full Council.

**2015/2016 Accounts.** It was noted that this item was a rolling issue, Council's asset register needs to be updated and a copy kept with the accounts.

**Wi-Fi** – Now installed. Committee seeking clarification for costs to Council regarding the hosting of the new "free public Wi-Fi".

#### 5. Public Participation

No members of the public present.

#### 6. Accounts

Accounts for both months 4 and 5 were received. The Chairman noted that the overspend in salaries and wages was the same situation (month 4). Month 5 accounts had recently been received. Budget for next year is to be reviewed. The chairman noted that the recent public toilet electricity overspend was due to a fault water heater which had been since been resolved.

#### 7. VAT Issue

There has been a miscalculation of VAT exempt activities.

The Council's Annual Governance statement had been signed by the internal auditor, ticking the box which stated "VAT appropriately accounted for". Mazars require more information.

After a proposal from Cllr Stockton, seconded by Cllr Chesters

**FR/6/1617 RESOLVED:** To engage DCK Beavers to provide VAT training in Whitchurch for office staff and up to two councillors maximum, and to send a copy of all correspondence to the Council's internal auditor for further information and clarification.

**8. Grants**

A request for assistance to hire Whitchurch Swimming Pool for a Swimming Gala had been received from Whitchurch Girl Guides.

After a proposal from Cllr Chesters, seconded by Cllr O'Neill,

**FR/7/1617 RESOLVED:** To award the Girl Guides £150 towards their event.

Cllr McDonald asked to be sent the date of the event.

**9. Society of Local Council Clerks**

The committee asked what membership provides and the type of advice that could be sought.

After a proposal from Cllr Stockton, seconded by Cllr Chesters

**FR/8/1617 RESOLVED:** to pay for Zoe Dean's membership of the SLCC and find out further information as to what membership provides.

**10. Christmas Lights 2016**

The committee noted that £5,000 had been allocated in the capital budget for Christmas lights. After a proposal from Cllr Chesters, seconded by Cllr Duffy,

It was **FR/9/1617 RESOLVED** to seek three quotations for the expansion of the scheme, erection, and dismantling of lights, as well as testing of the anchor points for the 2016 Whitchurch Christmas Lights display. Quotations to be returned by first week in October.

**11. Heritage Courtyard Shops**

The committee noted that the lease documents were with Hibberts, the details of which needed to be checked.

After a proposal by Cllr Chesters, seconded by Cllr Sinnott,

**It was FR/10/1617 RESOLVED** to charge £2,000 for units 1 & 2 and £3,000 per year for unit 4 (two storey) excluding business rates.

**12. CONFIDENTIAL**

**With no members of the public present the meeting moved into confidential.**

**Item no. 13 was held back until the end of the meeting.**

**14. Staff hours**

After a proposal by Cllr Chesters, seconded by Cllr Harris,

**It was FR/11/1617 RESOLVED** to increase the Account Clerk's hours from 17.5 to 20 hours per week and for the difference to be paid.

**15. Pensions**

A potential issue with pensions was raised by a previous staff member. The amount is set by Shropshire County Pension Fund as a three year rate.

*Before item 13 was discussed Zoë Dean left the room.*

**13. Staff Salaries**

Subject to investigation into overriding legal requirements regarding deputization,

After a proposal from Cllr Chesters, seconded by Cllr Sinnott,

**It was FR/12/1617 RESOLVED** to approve a temporary salary adjustment for the Town Centre Manager/Assistant Town Clerk in the role of Acting Town Clerk.

**The meeting closed at 3.30pm**

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