



QUALITY  
TOWN  
COUNCIL

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

# Whitchurch Town Council

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## FINANCE & RESOURCES COMMITTEE

### MINUTES OF THE FINANCE & RESOURCES MEETING HELD ON THURSDAY 9<sup>th</sup> MARCH 2017

#### PRESENT

Cllrs: A. Chesters, B. Duffy, J. McAuley, T. O'Neill, M. Rigley and J. Sinnott.

#### IN ATTENDANCE

Zoë Dean – Acting Town Clerk

Cllr C. Smith

#### 1. Apologies

Cllr Harris – unwell

#### 2. Declaration of interest

None received.

#### 3. Minutes

After a proposal by Cllr O'Neill, seconded by Cllr Sinnott,

It was **FR/35/1617 RESOLVED**: to accept the minutes from the Extraordinary Finance & Resources meeting held on 9<sup>th</sup> February 2017.

#### 4. Matters Arising

None.

#### 5. Public Participation

No members of the public present.

#### 6. Month 11 Accounts

The Chairman noted that it was very nice to have accounts which were produced in a timely manner. The Chairman also remarked that street lighting charges would need to be reconsidered during the next financial year.

#### 7. External Auditor's Report

The External Auditor's report was received after a delay due to the original report being sent to an incorrect address. After a proposal from Cllr Sinnott, seconded by Cllr Duffy

It was **FR/36/1617 RESOLVED**: that the Acting Town Clerk is to write to Mazars in order to ascertain which documentation was missing when the original papers were sent.

#### 8. Employee Handbook

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

It was **FR/37/1617 RESOLVED**: to adopt the updated staffing handbook subject to a review by Ellis Whittam (1 x abstention).

#### 9. Bad Debtors

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

It was **FR/38/1617 RESOLVED**: to write off the bad debt.

**10. Windows at the Heritage Centre**

An update had since been received from the company who no longer required upfront payment for the windows and materials. However, the order would be non-refundable and payment would be required one week after purchase.

The committee asked for further information before the order was approved but agreed to earmark the remainder of the Heritage budget in order for these items to be purchased after 31<sup>st</sup> March 2017.

**11. Internal Auditor**

From 2017/18, following the abolition of the Audit Commission, local councils must either make their own audit appointments or allow a new Audits Appointment Body (Sector Led) to appoint the external auditor. Whitchurch Town Council has not yet formally made this decision but by default will have an auditor appointed by the Small Authorities Audit Appointment Ltd.

It was recommended that a further report would be presented at Full Council along with an audit brief in order for proposals to be obtained from at least three qualified auditors.

The committee noted that the any internal auditor must be certified in order to complete Council audits.

**12. Ellis Whittam Employment Services**

The committee noted that it was pleased with the service which had been supplied to date.

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

It was **FR/39/1617 RESOLVED:** to continue with Ellis Whittam’s services (1 x abstention).

**13. CONFIDENTIAL BUSINESS**

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

It was **FR/40/1617 RESOLVED:** that, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following items on the grounds that they involve the likely disclosure of exempt information or staff matters.

**14. Minutes**

After a proposal from Cllr O’Neill, seconded by Cllr Sinnott,

It was **FR/41/1617 RESOLVED:** to accept the confidential minutes from the extraordinary meeting held on 9<sup>th</sup> February and sign as an accurate record of that meeting.

**The meeting closed at 8.50pm.**

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