MINUTES OF THE FINANCE MEETING HELD ON THURSDAY
10th OCTOBER 2019

PRESENT
Cllrs: Simon Hamlyn, Ruth Shepherd, Bev Duffy, John Sinnott, Alan Chesters

IN ATTENDANCE
Nicola Young – Town Clerk

Mr Andy Hall was present and declared that he was recording the meeting.

1. Apologies
Cllr Broders – work commitment
Cllr Martin – work commitment

2. Declarations of interest
None received.

3. Minutes
After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was FIN/40/1920 RESOLVED to sign the minutes of the Finance Committee meeting held on 12th September 2019 as an accurate record of that meeting.

4. Public Participation
After a proposal from Cllr Hamlyn, seconded by Cllr Sinnott, it was FIN/41/1920 RESOLVED to suspend Standing Orders.

The public present did not make any representations, therefore after a proposal from Cllr Chesters, seconded by Cllr Shepherd, it was FIN/42/1920 RESOLVED to reinstate Standing Orders.

5. Finance Committee Resolution Register
[Ref: FIN/16/1920] After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was FIN/43/1920 RESOLVED to agree to draft an Investment Policy which underpins what the Council do next.

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was FIN/44/1920 RESOLVED to mark as complete all items ticked on the Finance Committee Resolution Register and also remove resolution FIN/26/1920.

6. Accounts
After a proposal from Cllr Hamlyn, second by Cllr Shepherd, it was FIN/45/1920 RESOLVED to accept Months 5 & 6 Income & Expenditure and Balance Sheets, noting net income over expenditure at month 6 as £338,426.
7. Monthly Purchase Ledger, BACS and Cheque Payments
   After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd, it was FIN/46/1920
   RESOLVED to receive and sign the total monthly purchase ledger, BACS and manual
   cheque payments for August and September 2019, noting a September total of
   £43,847.52.

8. Monthly Purchase Ledger, BACS & Check Payments July 2019 and May 2019
   After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was FIN/47/1920
   RESOLVED to sign the revised copies of the May 2019 and July 2019 monthly purchase
   ledgers, BACS and cheque payments noting the highlighted revised sums, which were
   initialled.

9. Petty Cash
   After a proposal from Cllr Hamlyn, seconded by Cllr Sinnott, it was FIN/48/1920
   RESOLVED to receive and sign the petty cash account ledger, totalling £63.80.

10. Credit Card
    After a proposal from Cllr Hamlyn, seconded by Cllr Sinnott, it was FIN/49/1920
    RESOLVED to receive the Credit Card payments record for August and 1st September
    2019 and duly signed as an accurate record, noting total payment of £96.38.

11. Virement Report
    No virement report required.

12. Financial Regulations
    Amended Financial Regulations to be presented to Full Council in October 2019, with
    amendments highlighted.

13. VAT Partial Exemption Calculation 2018/2019
    After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was FIN/50/1920
    RESOLVED to accept the calculation of the VAT partial exemption, noting that
    Whitchurch Town Council is under the de minimus limit of £7,500 for the tax year
    2018/19, with £1,044.10 of VAT attributable to exempt activities.

14. Whitchurch Brochure
    After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was FIN/51/1920
    RESOLVED that further questions about pagination, print-run, delivery, paper weight and
    a breakdown of costs be requested, and that the answers should be put to full Council for
    consideration.

15. Stage Area Testing
    After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was FIN/52/1920
    RESOLVED that a small working group including Cllr Chesters and Cllr Vasey, with the
    Town Clerk and Assistant Town Clerk, review all documentation and the timeline
    regarding the quote to come to a firm judgement on the Stage Electrics invoice. A verbal
    report will be given to full Council.

16. Jubilee Park – Rat Issue
    After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was FIN/53/1920
    RESOLVED to pay the following invoices in respect of the rat issue in Jubilee Park,
    noting that the project had to go ahead without quotes being gathered due to the urgency
    of the work:
Complete Pest Control £3,630 +VAT
JEF Scaffolding £425 +VAT (noting gap in fencing)

and that payment will be taken from Project Reserves and allocated to Other Professional Fees in Parks & Public Realm 4060/203.

17. COMPLETIONNN OF LIMITED ASSURANCE REVIEW
After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was FIN/54/1920 RESOLVED to receive PKF Littlejohn LLP letter dated 15th September 2019 regarding the Completion of the Limited Assurance Review, Annual Governance and Accountability Return, Section 3, noting that there were no adverse comments and congratulations should be given to the staff.

18. COUNCILLOR INTERNAL AUDIT REVIEW
After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was FIN/55/1920 RESOLVED to receive and initial the Councillor Internal Audit Review completed on 12th September 2019.

19. Confidential Business
There were no confidential matters.

The meeting closed at 7.40pm.

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