

Whitchurch Town Council

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FINANCE COMMITTEE

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. COMPLETIONN 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.....