

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 9th JULY 2020 at 7:00pm**. The Finance Committee will meet virtually using Zoom and the invitation is below:

Topic: Finance Committee meeting - 9th July 2020

Time: Jul 9, 2020 19:00 London

Join Zoom Meeting

<https://us02web.zoom.us/j/84629321398?pwd=NjNYZHc2b3dLUnBwUGZ3T0tyTSjUT09>

Meeting ID: 846 2932 1398

Password: 138473

One tap mobile

+442034815237,,84629321398#,,,0#,,138473# United Kingdom

+442034815240,,84629321398#,,,0#,,138473# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 846 2932 1398

Password: 138473

Find your local number: <https://us02web.zoom.us/j/84629321398?pwd=NjNYZHc2b3dLUnBwUGZ3T0tyTSjUT09>

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Please note that all Council meetings are audio recorded and, in line with the Council's meeting recording policy, you are requested to inform the Chairman if you are recording or filming the meeting.

Date of Notice: 2nd July 2020

Nicola Young
Town Clerk

To:

Councillors: A Chesters, L Broders, S Hamlyn, R Shepherd, B Duffy, J Martin, J Sinnott

AGENDA

Whitchurch Town Council audio records the meetings, if anyone is personally recording the meeting please can they declare this for the minutes.

15. APOLOGIES

To receive any apologies and reasons for absence

16. DECLARATION OF INTEREST

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any item on the agenda for the meeting.

17. MINUTES

To confirm the minutes of the Finance Committee meeting held on **11th June 2019** and sign as an accurate record of that meeting (copy attached).

18. PUBLIC PARTICIPATION

Members of the public are invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Committee has a responsibility.

The Chairman will at this point, suspend Standing Orders to allow any members of the public to address the meeting and reinstate Standing Orders to conclude the public session.

Standing Orders - Public Participation

- *Each member of the public may speak on no more than two items and in total for no longer than 3 minutes, in line with Whitchurch Town Council Standing Orders, paragraph 41c.*
- *In line with paragraph 41f. If having heard the response to a question, the person who asked it may ask one related, supplementary question.*

[Standing Orders to be reinstated]

19. ACCOUNTS

To accept and sign the Month 3 accounts (copies attached).

20. MONTHLY PURCHASE LEDGER, BACS AND CHEQUE PAYMENTS

To receive and sign the total monthly purchase ledger, BACS and manual cheque payments put before Committee.

21. COUNCIL CREDIT CARD

To receive the Credit Card payments record put before Committee and duly sign.

22. INTERNAL AUDITOR'S REPORT

To receive the Internal Auditor's End of Year Report.

23. REVIEW 2020-2021 BUDGET

Committee are requested to decide on the best way forward to review the current budget in light of the losses due to the COVID-19 pandemic.

24. EARMARKED RESERVES

To set up a Working Group to deal with the list of Earmarked Reserves. In line with advice from the Internal Auditor, Committee members are requested to set up a working group to discuss and reduce the number of earmarked reserves.

25. DOUBTFUL DEBTS

Where a debt is identified as of doubtful collectability (Doubtful Debt) a provision should be included in the year end accounts. Therefore, the year-end general reserves (and debtors) of the council may be overstated by £12,198.

The Finance Committee are requested to set up a working group to discuss and reduce the number of doubtful debts the Council currently has.

26. iCloud BACK-UP FOR SERVER

To agree to the monthly sum of £15 for iCloud server back-up. Please see attached report from Town Clerk.

27. CIVIC CENTRE BROADBAND

To receive a verbal report from the Town Clerk regarding the current broadband service in the Civic Centre. Committee are requested to confirm that the Town Clerk can proceed with changing the current service to an individual IP address and get quotes for superfast broadband.

28. BANK SIGNATORIES

To resolve that the Committee nominate two further signatories for the Unity Trust bank account.

29. ANNUAL PAYMENT TO MUSEUM

To note that the annual allocation of £5,000 has been paid to Whitchurch Museum & Archives.

30. CONFIDENTIAL BUSINESS

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

31. REVIEW FIRE ALARM SYSTEM SERVICE CONTRACT

To decide on the length of the contract to service the Civic Centre fire alarm systems.