



whitchurch town council

MINUTES: OVERSIGHT COMMITTEE MEETING, 11TH APRIL 2024

MINUTES - OVERSIGHT COMMITTEE MEETING HELD ON THURSDAY 11TH APRIL 2024

PRESENT

Councillors: G. Ebbs A. Hall R. Hall M. Phipps
Proper Officer: Mike McDonald Accounts Officer: N/A

IN ATTENDANCE:

Councillors: 5 Public: 0 x Members of the Public

The meeting was opened at 7.00pm by Committee Chairman, Cllr R. Hall

1. Apologies

No Apologies were received for this meeting.

2. Declarations of Interest

No declarations of Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received.

3. Minutes

After a proposal by Cllr A. Hall, seconded by Cllr Ebbs, the minutes of the Oversight Committee Meeting held on 8th February 2024 were approved and signed by the Chairman as a true record of that meeting.

4. Public Participation

No Members of the Public were in attendance.

5. Financial Management Information (Months 10-12)

Finance reports for Months 10-11 were received and noted, with Month 12 to be noted when 'year-end' processes are completed.

6. Audit Timeline – 2023/24 Financial Year

The 2023/24 Audit activity was noted:

- Internal Audit – currently in progress (JDH Business Solutions)
- External Audit – instructions received (PKF Littlejohn), AGAR deadline 1st July 2024
- Year End Accounts – scheduled (DCK Accounting Solutions), 7th May 2024
- All items to be presented to Full Council when completed
- All activity necessary for Audit/AGAR completion in progress, operationally

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7. Policies

Following consideration and discussion, it was unanimously **resolved** to recommend the following policies to Full Council for ratification and adoption, as presented:

- a. Expenses
- b. Investment and Treasury Management
- c. Income Collection and Debt Recovery
- d. Gifts and Hospitality
- e. Persistent and Vexatious Communications

Proposed Cllr A. Hall, seconded Cllr Phipps. The Proper Officer will present to Full Council at the earliest opportunity. **WTC/O/11(a-e)/2324**

8. CONFIDENTIAL BUSINESS

Following a proposal from Cllr Ebbs, seconded by Cllr Phipps, it was **RESOLVED** 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.

9. WTC Small Community Grant Programme 2023/24 – Additional Applications

Following receipt of additional applications, and to ensure that funds available in the 2023/24 financial year were maximised, it was unanimously **resolved** to award grants, from net residual funds, as follows:

- a. BizEd - £400 for “digital hub” development
- b. Rotary Club of Whitchurch - £1,500 for Prostate Screening activity

Proposed Cllr R. Hall, seconded Cllr Ebbs. The Proper Officer will progress with the organisations concerned. **WTC/O/12(C)/2324**

10. Aged Debtor Update – 2023/24 Financial Year

The most recent Aged Debtor report was received and noted, as presented.

There being no further business, the meeting closed at 7.23pm

Signed as a true record of the meeting:

Chair: _____

Date: _____