



## OVERSIGHT COMMITTEE – 5<sup>TH</sup> FEBRUARY 2025

The members listed below are summoned to attend the above meeting, which will be held on **WEDNESDAY 5<sup>th</sup> February 2025, Whitchurch Town Hall & Community Hub, Station Road, Whitchurch, Shropshire, SY13 1RE (Meeting Room 2) at 7.00pm.**

The meeting is held in public, and we welcome contributions in the relevant section of the meeting, as indicated on the agenda. If you wish to contribute to the meeting, as a member of the public, it would be helpful if you could advise the Proper Officer in advance so that an appropriate period is set aside for this purpose.

Members are respectfully asked to advise the Proper Officer, prior to the meeting, if they are unable to attend.

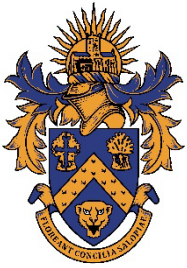
**Date of Notice: 29<sup>th</sup> January 2025**

**Mike McDonald**  
Proper Officer / RFO  
Whitchurch Town Council

**Councillors: G. Ebbs, A. Hall, R. Hall, J. Morris, M. Phipps**

### Meeting Notes:

1. Occasionally, contractual, staffing or other matters have to be held in a “Confidential” section of the Meeting, to the exclusion of the Press and Public
2. **Councils cannot lawfully decide items of business that are not specified in the Summons / Agenda (LGA1972, Sch 12, Paras 12 (2) (b))**
3. Recording: Please note that all Council Meetings are recorded to ensure accuracy of the Minutes; these recordings are not retained following approval of the relevant minutes. You are requested to inform the Proper Officer if you intend to record or film the meeting.



# whitchurch town council

AGENDA: OVERSIGHT (O) COMMITTEE MEETING, WEDNESDAY 5<sup>TH</sup> FEBRUARY 2025

## 1. Apologies

To receive Councillor apologies in relation to this meeting.

## 2. Declarations of Interest

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interest in relation to any item on the Agenda.

## 3. Minutes

To confirm the minutes of the Oversight Committee Meeting held on 4<sup>th</sup> December 2024 and sign as an accurate record of that meeting.

## 4. 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 Council has responsibility.*

## 5. Financial Management Information (Months 8 and 9) 2024-25

To receive and note Financial Management Information (Income & Expenditure / Balance Sheet) for Months 8 and 9 (November - December inclusive).

## 6. 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.*

## 7. Interim Audit 2024-25 Draft Report and WTC Response/s

To note and consider the draft Internal Audit Report for Financial Year 2024-25 (JDH Business Services), and WTC responses, prior to submission to Full Council.

## 8. Small Community Grants 2024/25

To consider and determine any applications received for support from WTC Small Community Grants Programme 2024/25 residual funds.

## 9. Debtor Analysis 2024/25

To receive an updated Debtor Analysis from the Council's Accounts Officer for consideration (*per item 9C, Oversight Meeting, 4<sup>th</sup> December 2024*).

### Associated Papers:

O Minutes: 4<sup>th</sup> December 2024 (3)

FMI, Months 6&7 inclusive – 4 reports (5)

### CONFIDENTIAL

Draft Interim Internal Audit Report 2024/25 with WTC Annotations (7C)

Small Community Grant Applications (to be presented at meeting, if any)

Debtor Analysis (Sales Ledger Aged Account Balances) (9C) – to be presented at meeting