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COUNCIL

website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

# Whitchurch Town Council

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## EXTRAORDINARY FINANCE & RESOURCES COMMITTEE

### MINUTES OF THE EXTRAORDINARY FINANCE & RESOURCES MEETING HELD ON THURSDAY 13<sup>th</sup> OCTOBER 2016

#### PRESENT

Cllrs: Chesters, Harris and Sinnott.

#### IN ATTENDANCE

Zoë Dean – Acting Town Clerk

#### 1. Apologies

Cllr Duffy – another engagement  
Cllr O'Neill – unwell  
Cllr M Rigley – no reason given

#### 2. Declaration of interest

None received.

#### 3. Minutes

After a proposal by Cllr Harris, seconded by Cllr Sinnott,  
It was **FR/13/1617 RESOLVED**: to accept the minutes from the meeting held on 7<sup>th</sup>  
September 2016.

With reference to the Heritage Committee item the Chair noted that the committee may  
wish to engage a commercial company in order to advertise the vacant units.

#### 4. Outstanding Matters

There were none.

#### 5. Public Participation

No members of the public present.

#### 6. Month 6 Accounts

The Chairman noted that the accounts were in line with expectation.  
After a proposal from Cllr Harris, seconded by Cllr Sinnott,  
It was **FR/14/1617 RESOLVED**: To receive the accounts.

#### 7. Banking Forms

After a proposal from Cllr Chesters, seconded by Cllr Sinnott,  
It was **FR/15/1617 RESOLVED**: To sign the banking forms.

#### 8. Correspondence regarding VAT

The VAT issue was ongoing. DCK Beavers hope to hear by the end of the month. They  
had advised to hold back the quarterly VAT return until feedback is received.  
The committee noted that the VAT training will take place on 23/11/16.

#### 9. Asset Register

The Asset Register had been updated to include the Wi-Fi system. One member asked  
whether the park fountain should be on the list. It was suggested the pump is removed  
from the fountain. CCTV cameras also need adjusting in the park.  
The Chairman noted the comprehensive report with thanks.

**10. Grants**

The committee noted that the annual allocation for grants takes place in April, only £705 remained in the budget for the current financial year.

After a proposal from Cllr Chesters, seconded by Cllr Harris,

It was **FR/16/1617 RESOLVED:** The following grant allocations are made:

Meres & Mosses – No allocation

Freestyle Martial Arts – No allocation

CAB Outreach - £500

Whitchurch Alport – No allocation

Those applicants who did not receive a grant were encouraged to reapply next year at the correct time.

**11. Budget 2017/2018**

The Chairman noted that post budget training much had been discovered regarding the Council’s Omega Accounting System which should save future time and effort whilst setting next year’s budget. The work would be ongoing.

**12. Christmas lights scheme 2016**

Committee noted that the Christmas lights were likely to be over budget due to additional set up being required for the lights won through the competition. The Acting Town Clerk raised the idea of 3D Christmas floor mats for the town. The Chairman noted that these could be included in next year’s budget.

**13. Parish Plan Refresh**

The committee noted that they were happy to include this item in next year’s budget once a figure had been received.

**14. Financial Risk Assessment**

After a proposal from Cllr Chesters, seconded by Cllr Sinnott,

It was **FR/17/1617 RESOLVED:** to put the Financial Risk Assessment document forward to Full Council for approval.

**15. CONFIDENTIAL BUSINESS**

After a proposal from Cllr Chesters, seconded by Cllr Sinnott,

It was **FR/17/1617 RESOLVED:** that, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following items on the grounds that they involve the likely disclosure of exempt information or staff matters.

**16. Staff Salaries**

NJC Pay scales represent a nationally recognised incremental rise which is budgeted for.

After a proposal from Cllr Chesters, seconded by Cllr Harris.

It was **FR/18/1617 RECOMMENDED** to Full Council that the new NJC pay scales are implemented as soon as possible.

**17. Facilities Officer**

After a proposal from Cllr Chesters, seconded by Cllr Harris,

It was **FR/19/1617 RESOLVED:** to pay the appropriate rate for a 21 year old and for the Acting Town Clerk to investigate the contract and if deemed appropriate, after the appraisal to increase hourly rate further.

**The meeting closed at 8.00pm**

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