



QUALITY  
TOWN  
COUNCIL

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

# Whitchurch Town Council

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## FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 11<sup>th</sup> October 2018** at the **CIVIC CENTRE, Edward German Room**, Whitchurch commencing at **7:00pm**.

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.

**Date of Notice: 5<sup>th</sup> October 2018**

Nicola Young  
Town Clerk

**Councillors: A Hall, A, Chesters, J Sinnott, J Martin, L Broders, H Vasey, S Hamlyn**

### AGENDA

#### **1. APOLOGIES**

To receive any apologies and reasons for absence

#### **2. DECLARATION OF INTEREST**

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

#### **3. MINUTES**

To confirm the minutes of the Finance Committee meeting held on **13<sup>th</sup> September 2018** and sign as an accurate record of that meeting (copy attached).

#### **4. MATTERS ARISING**

To discuss matters arising from the previous minutes which are not on the Agenda.

#### **5. 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

#### **6. ACCOUNTS**

- a. To receive and sign Month 5:
  - i. Detailed Balance Sheet
  - ii. Detailed Income & Expenditure by Budget Heading 31/08/18

- b. To receive and sign Month 6:
  - i. Detailed Balance Sheet
  - ii. Detailed Income & Expenditure by Budget Heading 30/09/18

**7. MONTHLY PURCHASE LEDGERS, BACS AND CHEQUE PAYMENTS**

To receive and sign the total monthly purchase ledgers, BACS and manual cheque payments for August 2018 (Month 5) and September 2018 (Month 6).

**8. PETTY CASH ACCOUNT**

To receive and sign the petty cash account ledgers:

- a. Ending 22<sup>nd</sup> August 2018, and
- b. 5<sup>th</sup> October 2018

**9. COUNCIL CREDIT CARD**

To receive the Credit Card Payment records and duly sign.

**10. NOTICE OF CONCLUSION OF AUDIT - AGAR**

To receive and sign the Annual Governance & Accountability Return for the year end 31<sup>st</sup> March 2018 from the external auditor, PKF Littlejohn.

**11. VIREMENT REPORT**

To receive and sign the attached Virement Report.

**12. HARRY RICHARDS FUND**

To consider alternative investments for the Harry Richards Fund.

**13. TSB – REFUND OF CREDITED PAYMENT**

To receive a letter from TSB regarding a payment credited to Whitchurch Town Council account.

**14. VAT PARTIAL EXEMPTION 2017-2018**

To receive information from DCK Accounting Solutions regarding the Partial VAT Exemption for 2017/18.

**15. DIRECT DEBIT FOR CREDIT CARD**

To receive a proposal from Cllr Sinnott that a direct debit is set up to pay off the credit card balance at the end of each month.

**16. 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