



QUALITY
TOWN
COUNCIL

website: www.whitchurchcouncil.uk

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761
email: clerk@whitchurchcouncil.uk

FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 8th November 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: 2nd November 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 **11th October 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 7:
 - i. Balance Sheet
 - ii. Income & Expenditure by Budget Heading

7. MONTHLY PURCHASE LEDGERS, BACS AND CHEQUE PAYMENTS

To receive and sign the total monthly purchase ledgers, BACS and manual cheque payments for October 2018 (Month 7).

8. PETTY CASH ACCOUNT

To receive and sign the petty cash account ledgers.

9. COUNCIL CREDIT CARD

To receive the Credit Card Payment records and duly sign.

10. NOTICE OF COUNCILLOR INTERNAL AUDIT REVIEW

To receive and note the completion of the verification of bank reconciliation for the accounts by Cllr John Martin.

11. CHRISTMAS LIGHTS REPORT

To receive a report from the Town Centre Manager regarding the expenditure for the Christmas lights. Committee are requested to agree the overspend.

12. CREDIT CARD PAYMENT

- a. To receive a letter from DCK Accounting Solutions giving clarity to the point raised by Cllr Sinnott at the previous Finance Committee.
- b. To consider revising the Financial Regulations paragraph regarding payment of credit card payments, see para 6.18 of the attached Regulations, to incorporate more specific information on how the credit card is paid by direct debit each month.

13. H&S POLICY – DISPLAY SCREEN EQUIPMENT

In line with the H&S Policy, Display Screen Equipment, Eye Tests and Corrective Appliances are considered to be PPE:

“The company will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the company will contribute to the supply of spectacles up to current cost limits.”

Committee are requested to make a decision on what contribution Council will make to the supply of spectacles or other corrective appliances, specifically for use with display screen equipment.

14. HOMESTART SHROPSHIRE

To receive a letter from Homestart Shropshire regarding liquidation of the charity. Council agreed to provide Homestart Shropshire with a £400 grant during this financial year.

15. DEMENTIA FRIENDLY SPACES

To receive a checklist “Is this Inside Public Space Dementia-Inclusive” and consider whether Whitchurch Town Council can provide funding to make the Civic Centre a dementia friendly inside public space.

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.

17. QUOTES FOR COUNCILLOR TABLETS

To receive quotes from IT companies and agree which quote to accept.