



QUALITY
TOWN
COUNCIL

website: www.whitchurchcouncil.uk

Whitchurch Town Council

Civic Centre
Whitchurch
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FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 13th September 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: 7th September 2018

Nicola Young
Town Clerk

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

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman for the Finance Committee.

2. ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman for the Finance Committee.

3. APOLOGIES

To receive any apologies and reasons for absence

4. DECLARATION OF INTEREST

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

5. MINUTES

To confirm the minutes of the Finance & Personnel Committee meeting held on **12th July 2018** and sign as an accurate record of that meeting (copy attached).

6. MATTERS ARISING

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

7. 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

8. ACCOUNTS

- a. To receive and sign the most up to date copy of the accounts (Month 4).
- b. Committee are requested to nominate more Councillors to be online bank signatories for the Unity Trust Bank account.

9. MONTHLY PURCHASE LEDGERS, BACS AND CHEQUE PAYMENTS

To receive and sign the total monthly purchase ledgers, BACS and manual cheque payments.

10. PETTY CASH ACCOUNT

To receive and sign the petty cash account ledgers.

11. COUNCIL CREDIT CARD

- a. To receive the Credit Card Payment records and duly sign.
- b. To note that the payment for the credit card was late and therefore Council will incur a monthly charge for this late payment.

12. REQUEST FOR FUNDING FROM PARKS & PUBLIC REALM COMMITTEE

- a. **Bins.** There are currently 10 cast iron litter bins in Jubilee Park, 3 of which need replacing as they are no longer fit for purpose. Also, the Parks & Public Realm Committee request funding for a new bin to be placed alongside the skate park. The Committee propose to purchase 4 x cast iron round pillar-box bins, which average a cost of £600+VAT each, therefore a total of £2,400+VAT is requested from the rolling capital to purchase new litter bins for Jubilee Park.
- b. **Park Seating.** Extra seating is required alongside the new play amenity and skate park. The Committee propose to purchase recycled plastic picnic seating to site within the inner park, this recycled plastic seating will also require little or no maintenance. The Committee request a total of £3,000 from rolling capital to purchase this extra seating.

13. ANNUAL INTERNAL AUDIT

- a. To receive the Annual Internal Audit 2017/18 from the Internal Auditor.
- b. To agree payment of the Internal Auditor fees as per the attached invoice from JDH Business Services Ltd.

14. BUSINESS CARDS

To consider a request for Councillor and key staff business cards from Cllr Simon Hamlyn. Committee are requested to agree how to proceed.

15. CCTV

At minute number P&CC/11/1819 the Parks, Public Realm & Civic Centre Committee agreed to install a single CCTV camera, Finance Committee are requested to agree which budget cost centre and code this camera should be paid from.

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. REQUEST FOR FUNDING

Committee are requested to consider an application for funding from Bridgewater Bowling Club and make a decision on whether to fund, and if agreeable, how much to fund the project.