



QUALITY  
TOWN  
COUNCIL

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

# Whitchurch Town Council

Civic Centre  
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## FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 13<sup>th</sup> 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: 7<sup>th</sup> December 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 **8<sup>th</sup> November 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**

To receive and sign Month 8:

- a. Balance Sheet
- b. 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 November 2018 (Month 8).

## **8. PETTY CASH ACCOUNT**

To receive and sign the petty cash account ledgers.

## **9. VIREMENT REPORT**

To consider the Virement Report and agree the virements. To also look at the deficit of £3940 in business rates for the Heritage Centre and agree which account money can be vired from to address this.

## **10. 2019-2020 BUDGET**

Committee are requested to review the 2019-2020 Budget proposal prior to taking it to full Council for agreement.

## **11. H&S POLICY – DISPLAY SCREEN EQUIPMENT**

In line with the H&S Policy, Display Screen Equipment (DSE), 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.”*

The Clerk has produced a spreadsheet, attached, giving information on the cost of single vision lenses for use with DSE. 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 in line with the Council's H&S Policy.

## **12. ENTERTAINMENT & EVENTS BUSINESS PLAN**

The Finance Committee have requested to consider the Entertainment & Events Committee Business Plan, due to alteration of meeting dates. The Committee are therefore requested to receive this Plan and discuss the planned projects and put allocate them as short, medium or long-term.

## **13. PUBLICITY / MARKETING**

To receive and consider a quote of £425 for online Google 360 virtual tour of the Civic Centre ground floor. This would involve Goto Solutions Ltd, on behalf of Google 360, taking approximately 40 panoramic images of the interior. When an individual searches for the venue via Google, these images would be linked to our web address and available for people to take a virtual tour. The images would also be available to upload to the Town Council's website. Committee are requested to make a decision on how to proceed.

## **14. EDWARD GERMAN ROOM – REPLACEMENT DOORS**

The Town Clerk will give a verbal report and Committee are requested to consider and agree a way forward.

## **15. 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.