



QUALITY
TOWN
COUNCIL

website: www.whitchurchcouncil.uk

Whitchurch Town Council

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Whitchurch
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FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 14th February 2019** 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: 8th February 2019

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 **10th January 2019** 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 the accounts for Month 10:

- 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 January 2019 (Month 10).

8. CREDIT CARD

To approve the payment for the Council Credit card for December 2018.

9. PETTY CASH

To receive and sign the petty cash account ledgers.

10. INTERNAL AUDITORS INTERIM REPORT

To receive the Internal Auditors Interim Report.

11. REVIEW FINANCIAL REGULATIONS

Committee are requested to review and agreed to the recommended change to Whitchurch Town Council Financial Regulations para 4.1 in line with the Internal Auditors Report, para 5.

12. RESERVES POLICY

Committee are requested to review the Council's Treasury Management Policy, especially with regards to reserves, and consider adopting a stand along Reserves Policy – examples will be provided.

13. CHARITABLE TRUST DEEDS

Committee are requested to receive and review the Charitable Trust Deeds for:

- Whitchurch Berrington Trust
- Whitchurch Greaves Trust

and to make a recommendation to full Council that the Trust Deeds are accepted, so that the Town Clerk can apply to the Charities Commission for charitable trust status.

14. PAYROLL SOFTWARE

Committee are requested to review the increased charges by Payroo, the company who supplied the payroll software for the Council. This Council have previously been charged £36, per annum, for 9 employees or more on the wage bill in one year, this came into effect in 2015-2016. Now Payroo have brought in a new pricing structure from January 2019 and a company with 10-15 employees will be charged £25 per month. Committee are requested to either agree to this increased charge or ask for alternative payroll software to be sought.

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.