

# Whitchurch Town Council

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## FINANCE COMMITTEE

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 11<sup>th</sup> APRIL 2019

#### PRESENT

Cllrs: A. Chesters, A. Hall, S. Hamlyn, J. Martin, J. Sinnott and H. Vasey.

#### IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk

#### 1. Apologies

Cllr Broders – away

#### 2. Declarations of interest

None received.

#### 3. Minutes

Minutes from the committee meeting held on 14<sup>th</sup> February 2019:

Cllr Vasey noted that under item 3 in the Minutes from 14/02/19 the old committee title had been used: "Finance & Personnel". An amendment was made which was signed by the Chairman once the minutes had been agreed.

After a proposal from Cllr Hamlyn, seconded by Cllr Sinnott:

It was **FIN/84/1819 RESOLVED** to accept the minutes from the meeting held on 14<sup>th</sup> February 2019 and sign as an accurate record of that meeting.

Minutes from the committee meeting held on 14<sup>th</sup> March 2019:

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters:

It was **FIN/85/1819 RESOLVED** to accept the minutes from the meeting held on 14<sup>th</sup> March 2019 and sign as an accurate record of that meeting.

#### 4. Matters Arising

Cllr Hall asked whether a working group had been set up yet to discuss Party in the Park. The Chairman noted that a meeting had not yet been set up, it was ongoing.

#### 5. Public Participation

No members of the public were present.

#### 6. Accounts Month 12

The Chairman noted that the months 12 accounts were only in draft form until the Accountant's End of Year visit on 12<sup>th</sup> April 2019.

##### a.) Balance Sheet

After a proposal from Cllr Hamlyn, seconded by Cllr Vasey:

It was **FIN/86/1819 RESOLVED** To accept the Month 12 Draft Balance Sheet in its current form.

##### b.) Income & Expenditure by Budget Heading

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters:

It was **FIN/87/1819 RESOLVED** To accept the Month 12 Income & Expenditure Report in its current form.

## 7. Monthly Purchase Ledger, BACS and Cheque Payments

Cllr Sinnott noted that the usual list of cheques had not been sent electronically. A paper copy was passed around at the meeting for information.

After a proposal from Cllr Chesters, seconded by Cllr Sinnott:

It was **FIN/88/1819 RESOLVED** that the monthly purchase ledger for all payments, including the BACS and manual cheque payments, be signed totalling £91,401.11 for the month ending March 2019.

## 8. Credit Card

There were no credit card payments this month.

## 9. Petty Cash

There was no petty cash payment this month.

## 10. Virement Report Month 12

A virement was proposed from 'Mayoral Regalia' to 'Mayor's Allowance'.

The committee noted that the Mayor's Allowance already had adequate funds remaining and the Chairman did not agree that a virement could take place from a Budget to an Allowance heading and the committee noted that it did not wish to set a precedent before clarity had been sought on the matter.

After a proposal from Cllr Martin, seconded by Cllr Hamlyn:

It was **FIN/89/1819 RESOLVED** to hold back the virement subject to clarification, by seeking further explanation from the Town Council's Accountant.

## 11. SALC AFFILIATION FEES

A lengthy discussion took place regarding benefits of membership and the processes for seeking advice from SALC.

Following a proposal from Cllr Chesters, seconded by Cllr Sinnott:

It was **FIN/90/1819 RESOLVED** to pass this item to Full Council for decision.

## 12. Councillor Internal Audit Review

After a proposal From Cllr Hamlyn, seconded by Cllr Vasey:

It was **FIN/91/1819 RESOLVED** to accept and sign The Councillor Internal Audit Review.

## 13. Grant Applications

### a.) To receive new grant application received since the closing date.

Cllr Chesters noted that the Town Centre Manager had kindly amended the Grants Table to show the outstanding applications for consideration. All others had been approved at the March Full Council meeting. £700 was remaining from the 2018/2019 funding allocation.

### b.) To review funding allocated to some projects, as raised at Full Council (recommendations contained with attached Grant Funding document)

### c.) To review the request from Watergate Arcade businesses and decide how to proceed. It was agreed to send this project to the Parks Committee.

### d.) To make a recommendation to Full Council on the final amounts to fund to each project:

After a proposal to from Cllr Martin, seconded by Cllr Sinnott:

It was **FIN/92/1819 RECOMMENDED** that the updated grant allocation list is sent to Full Council for decision (document included within the minutes).

## 14. Party in the Park

### a.) Extra Toilets

Cllr Chesters noted that Party in the Park was an exceptionally good event but further clarification was required on how the event was to be funded.

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn:

It was **FIN/93/1819 RESOLVED** to accept the quotation from Telford Toilets as it was deemed to be reasonably priced, providing that an appropriate budget can be found.

### b.) Ramped

The committee concurred that the Party in the Park event was not the correct arena for the project and targeted youth work would be more appropriate.

After a proposal from Cllr Chesters, seconded by Cllr Sinnott:

It was **FIN/94/1819 RESOLVED** to refer this item back for further information including costs and details.

## 15. Internal Audit

After a proposal from Cllr Sinnott, seconded by Cllr Hamlyn:

It was **FIN/95/1819 RESOLVED** to remain with John Henry.

## 16. PG Skips – Price Increase

After a proposal from Cllr Hamlyn, seconded by Cllr Martin:

It was **FIN/96/1819 RESOLVED** to note the price increase.

## 17. Financial Regulations

The committee asked what the 25% was. It was noted that the Financial Regulations had not been reviewed for over 12 months.

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn:

It was **FIN/97/1819 RESOLVED** to set up a working group to review the Financial Regulations comprising of Cllrs: Chesters, Hamlyn, Hall and Sinnott.

## 18. Whitchurch Town Council Asset Register

After a proposal from Cllr Sinnott, seconded by Cllr Hamlyn:

It was **FIN/98/1819 RESOLVED** that the same working group (as above) work through the asset register.

## 19. Parks & Public Realm

The Chairman concurred that it was a lovely idea to employ a seasonal Park Warden but no cost information had been provided. It was noted that the post would require bylaws in order to for the warden to have any power.

The committee agreed that it was a good idea in theory but requested a full report.

## 20. Edward German Room Doors

The committee noted that this was an ongoing project and the current recommendation still applies. Requotes would need to be sought since the one that was selected did not materialize.

## 21. Hospitality

The committee noted that for the new financial year there is no longer a budget which can be used to entertain guests at the Civic or those who attend informal meetings, such as contractors and councillors. The Chairman noted that staff should not have to pay for this and indicated that the committee would allocate funds to this from an appropriate source.

After a proposal from Cllr Hamlyn, seconded by Cllr Hall:

It was **FIN/99/1819 RESOLVED** to reinstate budget 101/4010 with £100, renaming it Hospitality.

**22. Confidential Business**

There was no Confidential business.

**The meeting closed at 8.25pm.**

Chairman..... Date.....

# Whitchurch Town Council Application for Grants 2019-2020

Applicant	Amount Requested	Description of Project	Previously Awarded	Grant Given / Agreed	Notes	Feed Back Form Received Yes/No
<b>RECOMMENDED GRANT ALLOCATIONS AS PER FINANCE COMMITTEE MEETING HELD ON 11/04/19</b>						
Ash Bowling Club	£750 - £1,000	Replacement of Floodlights on Poles at Bowling Green (2 Lights on each pole)	NO	<b>No grant awarded</b>	£1000 proposed on 14.03.19. Applicant not within Whitchurch but allocation to be made from Solar Farm Grant money.	<b>This is not able to be funded</b>
Bradbury Care Centre Limited	£1,000.00	We are looking for funding to help us purchase new Chairs for our Dining Room. Some existing chairs are very old and Tatty. With the day Centre becoming busier we need to be able to accommodate more people at lunchtimes.		<b>No grant awarded</b>	This is a registered charity	
Watergate Arcade Committee	Amount not provided. Total project cost £1,560.00	To landscape the Grass Area opposite Watergate Arcade. Railings x 33m. Landscape Fabric .2 ton of loose stone. Question of ownership of land.		Send to Parks Committee	Cannot award funds to businesses. - This items appears later on the agenda	
The Beacon Church	£750.00	Purchase of laptop computer and projector for use with Children's group and Youth Group in addition to Community projects such as Christians against Poverty, Alpha Courses and Social Interaction/Improvement .		<b>No grant awarded</b>	Request further information with itemised cost specifics and the benefits the project will give. Further information supplied	
Shropshire ME Group (Whitchurch Group)	£200.00	<b>Additional information received:</b> Money received would be spent on: advertising and publicity to encourage new clients . Hiring of premises for one hour monthly meetings -Ongoing costs of running a Peer group, . This year we are making a concerted attempt to attract young people and their carers. Young people often miss important schooling and sometimes withdraw from school. The NHS no longer offers support programmes to people with me/CFS due to financial constraints. Carers are the unsung heroes who, with little medical support bear the brunt of many sufferers difficulties.	NO	£200.00	(Group membership numbers are not listed). Further information supplied 04/04/19.	
St John's Church	£3,640.00	Refurbishment of The Long Room. Wish to make church accessible for all. Held a number of fund-raising event. Plans include a total redecoration of one of the rooms, plus new carpets. The room will then be available for hire by anyone in Whitchurch. It is currently used for Toddler Classes. St John's Church recognises that this is a huge sum of money and do not expect the Council to fund the entire project. They would endeavour to raise as much as the church finances allow.	2014/2015 £471 2017/18 £250 2018/19 £450	<b>No grant awarded</b>	The committee noted that it was a very good application.	
Whitchurch Amateur Operatic & Dramatic Society	£750.00	Staging the musical "Sound of Music" from 19/11/19 - 23/11/19. Costs are high for this show as we have to obtain a licence and pay royalties which total around £1,400. We have to hire a set which is £1,500 plus transportation from Exeter at a cost of £1,300. We will try to source some costumes locally but uniform and guns habits will cost approximately £600 to hire (draft costing attached)	£800 towards 2017 panto - Cinderella 2018 - £500	£500.00		

Signature: .....

23	Friends of Whitchurch CE Infant & Nursery School	Any amount up to £4,000. Total project costs in region of £12,000	The Friends of the School (FOTS) are organising a number of events to purchase new IT equipment to go into each classroom, specifically tablets. There are 3 classes in each year group which makes a total of 12 classes with Nursery. It is estimated that over 50% of jobs undertaken by children will have IT at their core. Yet many do not have access to this equipment at home. It is difficult, due to central Gov funding, to pay for these kind of items from the school core budget, hence the reason FOTS are fund-raising, as they are vital items. Shropshire Mind is Shropshire's local mental health charity who provide support, information and crucial services to people affected by poor mental health, either the person themselves or a loved one, a friend or colleague. During 2018 the charity helped over 7,000 in Shropshire and have seen an increase year on year over the past 5 years and we expect that number to increase substantially in 2019.	NO	£1,000.00	To be funded from the Twemlows Solar Farm Grant Allocation	
24	SHROPSHIRE MIND	Any amount to support the Shropshire charity			£500.00	Specify that the grant must be used to assist Whitchurch based projects	
25	CITIZENS ADVICE SHROPSHIRE	£2,500.00	CAB applying for a contribution towards 12 months funding for the weekly Outreach Service provided at the Civic Centre. In 2018/19 CAB helped 212 clients with 414 issues relating to benefits & tax credits, housing, employment, relationships, family and debt, plus others. 43% of these clients were disabled or had a long term health condition. The total cost of the activity held at the Civic Centre is £9,600pa, the £2,500 sought is equivalent to the room hire costs for this project being waived.	March 2017 = £500 May 2015 = £1,000	£1,000.00	To be funded from the Hadley Farm Grant Allocation	

**Total Additional**

**Allocations: £3,200.00**

**Previously awarded: £5,650**

**Breakdown of Funds Already Allocated**

**Whitchurch Town Council Funding**

**Remaining Allowances prior to Finance Meeting 11/04/19:**

WTC Funding **£350.00**

Hadley Farm Solar Grant **£1,000.00**

Twemlows Solar Farm (Gower Power) **£2,000.00**

**TOTAL REMAINING: £3,350.00**

**Total Grant Funding Available for 2019/2020**

Hadley Solar Farm Grant **£1,000**

Whitchurch Town Council Funding **£6,000**

Twemlows Solar Farm (Gower Power) **£2,000**