

# Whitchurch Town Council

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## FINANCE COMMITTEE

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 11<sup>th</sup> OCTOBER 2018

#### PRESENT

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

#### IN ATTENDANCE

Nicola Young – Town Clerk  
Cllr S Radford

#### 1. Apologies

Cllr Martin

#### 2. Declarations of interest

None received.

#### 3. Minutes

After a proposal from Cllr Hall, seconded by Cllr Sinnott, it was **FIN/18/1819 RESOLVED** to accept the minutes of the Finance & Personnel Committee meeting held on 13<sup>th</sup> September 2018 and sign as an accurate record.

#### 4. Matters Arising

- Cllr Sinnott asked about Astral Carpentry and the Town Clerk informed Committee that have spoken to the company and will agree a date for the work when he returns from holiday

#### 5. Public Participation

No public present.

#### 6. Accounts

- a. Committee received and signed:
  - i. Month 5 detailed balance sheet noting a total equity of £1,179,573
  - ii. Month 5 Income & Expenditure Report by budget heading
- b. Committee received and signed
  - i. Month 6 detailed balance sheet noting a total equity of £1,145,279
  - ii. Month 6 Income & Expenditure Report by budget heading

After a proposal from Cllr Broders, seconded by Cllr Sinnott, it was **FIN/19/1819 RESOLVED** to accept and sign all the accounts presented to Committee.

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

After a proposal from Cllr Hamlyn, seconded by Cllr Vasey, it was **FIN/20/1819 RESOLVED** that the monthly purchase ledger for all payments, including the BACS and manual cheque payments, be signed totalling £46,374.38 for the month of September 2018 and totalling £45,674.38 for August 2018.

**8. Petty Cash Account**

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **FIN/21/1819**

**RESOLVED** that:

- a. the Petty Cash Account ledger ending 22<sup>nd</sup> August 2018 is accepted and duly signed.
- b. the Petty Cash Account ledger ending 5<sup>th</sup> October 2018 is accepted and duly signed.

**9. Council Credit Card**

After a proposal from Cllr Broders, seconded by Cllr Vasey, it was **FIN/22/1819**

**RESOLVED** to accept and sign the updated record of purchases and payments for the Council credit card totalling £34.96.

**10. Notice of Conclusion of Audit – AGAR**

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/23/1819**

**RESOLVED** to accept the Annual Governance and Accountability Return from the External Auditors.

**11. Virement Report**

After a proposal from Cllr Hall, seconded by Cllr Vasey, it was **FIN/24/1819 RESOLVED** to receive the Virement Report and recommend to full Council that the virements take place as listed in the presented report.

**12. Harry Richards Fund**

After a proposal from Cllr Sinnott, seconded by Cllr Broders, it was **FIN/25/1819**

**RESOLVED** to seek separate financial advice regarding alternative investments for the Harry Richards Fund.

**13. TSB – Refund of Credited Payment**

Committee received a letter from TSB regarding a payment credited to Whitchurch Town Council account which has now been repaid.

**14. VAT Partial Exemption 2017-2018**

Committee received information from DCK Accounting Solutions regarding the Partial VAT Exemption for 2017/2018.

**15. Direct Debit for Credit Card**

Committee received a proposal from Cllr Sinnott that, in accordance with JPAG Governance & Accountability for Smaller Authorities in England, para 1.15.5 refers, that a direct debit is set up to pay off the credit card balance at the end of each month. The Clerk explained that, following advice from DCK Accounting Solutions, the credit card is currently paid off by Direct Debit from the TSB Petty Cash Account and that Councillors currently authorise a double signature transfer from the main account at Unity Trust bank, to the TSB Petty Cash account for the exact amount to be paid by Direct Debit.

After a proposal from Cllr Sinnott, seconded by Cllr Chesters, it was **FIN/26/1819**

**RESOLVED** that the Clerk would request further advice in writing from DCK Accounting Solutions, the Council's Accountants.

**15a. Emergency Item**

After a proposal from Cllr Chesters, seconded by Cllr Hall, it was **FIN/27/1819**

**RESOLVED** that Committee would discuss an emergency item regarding installation of CCTV at the rear of the Market Hall.

Cllr Hall declared an interest as he had formerly worked for both Securasound and Barlows Electrical, therefore Cllr did not take part in the decision-making process nor in the vote.

After a proposal from Cllr Sinnott, seconded by Cllr Hamlyn, it was **FIN/28/1819 RESOLVED** to accept the quote from Securasound to install a CCTV camera at the exterior rear of the market hall overlooking the bins and the garage area.

**16. Confidential Business**

There was no Confidential business.

**The meeting closed at 8.13pm.**

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