

Whitchurch Town Council

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FINANCE COMMITTEE

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 13th SEPTEMBER 2018

PRESENT

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

IN ATTENDANCE

Nicola Young – Town Clerk

Cllr B. Duffy

1. Election of Chairman

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FIN/01/1819 RESOLVED** that Cllr Chesters be duly elected as Chairman of the Finance Committee.

2. Election of Vice Chairman

After a proposal from Cllr Hall, seconded by Cllr Chesters, it was **FIN/02/1819 RESOLVED** that Cllr Sinnott be duly elected as Vice Chairman of the Finance Committee.

3. Apologies

Cllr Broders

4. Declarations of interest

None received.

5. Minutes

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/03/1819 RESOLVED** to accept the minutes of the Finance & Personnel Committee meeting held on 12th July 2018 and sign as an accurate record.

6. Matters Arising

- Cllr Sinnott asked about Astral Carpentry and the Town Clerk informed Committee that we are having difficulty getting hold of the company.
- Cllr Martin asked if the Town Clerk had been able to get prices for the handheld devices and the Town Clerk informed Committee that not prices for these devices had been sought yet.
- Cllr Hall asked if the Town Clerk had received his email regarding a supplier for handheld tablets as they could probably give the Council a good deal. The Town Clerk informed the meeting that Council make the decisions and it was up to the Town Clerk to execute those decisions

7. Public Participation

No public present.

8. Accounts

- a. After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/04/1819 RESOLVED** to sign Month 4 accounts, noting the total equity of £1,191,704.

- b. After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/05/1819 RESOLVED** to add Cllr Simon Hamlyn and Cllr Andy Hall to be online bank signatories for the Unity Trust Bank account.

9. Monthly Purchase Ledger, BACS and Cheque Payments

After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/06/1819 RESOLVED** that the monthly purchase ledger for all payments be signed totalling £58,158.65 for July 2018.

10. Petty Cash Account

Cllr Hall asked if it was acceptable that Council spend money on staff leaving gifts. After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/07/1819 RESOLVED** that the Town Clerk has discretion to allocate money up to a suitable amount for leaving gifts should she consider it appropriate.

After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/08/1819 RESOLVED** to sign the Petty Cash Account noting a total of £165.08, with £14.92 left in the Petty Cash tin.

11. Council Credit Card

- a. After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FIN/09/1819 RESOLVED** to accept and sign the updated record of purchases and payments for the Council credit card totalling £76.33.
- b. Finance Committee noted 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. Litter Bins. After a proposal from Cllr Sinnott, seconded by Cllr Hamlyn, it was **FIN/10/1819 RESOLVED** to purchase the following 6 x litter bins for Jubilee Park from the CIL Funding and for the Parks & Public Realm Committee to agree installation sites, but the extra bin to be placed at the top of the Park:
- 2 x Grampian litter bins @ £610.98 + VAT each
 - 3 x replacement Pierhead litter bins @ £549.00 + VAT each
 - Plus installation costs for the 2 x new litter bins
- b. Park Seating. After a proposal from Cllr Hamlyn, seconded by Cllr Hall, it was **FIN/11/1819 RESOLVED** to provide 2 x benches as seating by the skate park costing £750 + VAT and installation costs and funding to be taken from the rolling capital/general fund.

13. Annual Internal Audit

- a. Cllr Sinnott asked if Council will be writing off the debt from the Whitchurch Re-enactment Group? The Town Clerk informed Committee that the Council were following the advice of the accountant and leaving the debt listed.
After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was **FIN/12/1819 RESOLVED** to accept the Internal Auditor's Report.
- b. After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FIN/13/1819 RESOLVED** to agree the payment of the Internal Auditor fees from JDH Business Services Ltd.

14. Business Cards

After a proposal from Cllr Hamlyn, seconded by Cllr Chesters, it was **FIN/14/1819 RESOLVED** to investigate the best way, including cost & practicalities, to purchase business cards for Councillors and key staff to promote the work of the Council and enable Councillors to be contacted, and also ask which Councillors would like business cards.

15. CCTV

After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was **FIN/15/1819 RESOLVED** to purchase the new CCTV camera from rolling capital and to set up a 'Purchase new CCTV' cost centre in the new budget.

16. Confidential Business

After a proposal from Cllr Chesters, seconded by Cllr Hall, it was **FIN/16/1819 RESOLVED** to exclude the public and press for the remainder of the meeting because of the likely disclosure of private, commercially sensitive and confidential information or staff matters.

17. Request for Funding

After a proposal from Cllr Chesters, seconded by Cllr Hall, it was **FIN/17/1819 RESOLVED** to allocate Bridgewater Bowling Club £1,750; £1,000 from the Solar Panel Fund and remainder from the Grant budget.

The meeting closed at 8.13pm.

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