

# Whitchurch Town Council

Civic Centre  
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## FINANCE COMMITTEE

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 14<sup>th</sup> FEBRUARY 2019

#### PRESENT

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

#### IN ATTENDANCE

Town Councillor B Duffy  
Nicola Young – Town Clerk

#### 1. Apologies

None received

#### 2. Declarations of interest

None received.

#### 3. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Sinnott, it was **FIN/64/1819 RESOLVED** to accept the minutes of the Finance & Personnel Committee meeting held on 10<sup>th</sup> January 2019 and sign as an accurate record.

#### 4. Matters Arising

- The Clerk reported that it was not possible to set up a separate budget heading entitled 'Freehold Budget' and therefore all items agreed in the budget to be spent once the freehold of the Civic Centre had been gained, will be annotated with the wording "Freehold only".
- Bank charges – Cllr Hall has not been able to speak to his brother about the commercial banking charges that Santander make due to a family bereavement.
- Town Council website – following a question from Cllr Hall, the Town Clerk informed the Committee that the TCM and TC had met with Mr Proctor about the websites and a list of works has been put in place to make the site easier to update for the staff and the work is on-going.

#### 5. Public Participation

No public present.

#### 6. Accounts

- a. After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **FIN/65/1819 RESOLVED** to accept the Balance Sheet noting Total Equity of £1,022,209.
- b. After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was **FIN/66/1819 RESOLVED**, to accept Month 10 Income & Expenditure by budget heading, noting Net Income Over Expenditure actual year to date £122,101,

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

After a proposal from Cllr Broders, seconded by Cllr Vasey, it was **FIN/67/1819 RESOLVED** that the monthly purchase ledger for all payments, including the BACS and

manual cheque payments, be signed totalling £114,525.96 for the month ending January 2019.

**8. Credit Card**

After a proposal from Cllr Hamlyn, seconded by Cllr Vasey, it was **FIN/68/1819 RESOLVED** to sign and approve the Credit Card ledger totalling £237.93.

**9. Petty Cash**

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **FIN/69/1819 RESOLVED** to sign the petty cash account ledgers, noting a sum of £95.59 had been spent.

**10. Internal Auditors Interim Report**

After a proposal from Cllr Broders, seconded by Cllr Hamlyn, it was **FIN/70/1819 RESOLVED** to accept the Internal Auditors Interim Report 2018/2019.

Cllr Hall asked a question regarding the maintenance contractors' contract and the total cost. Council are aware of the cost and the contract is up for renewal in March 2020.

The Chairman notes there are some inaccuracies in the Internal Auditors Interim Report.

**11. Review Financial Regulations**

After a proposal from Cllr Hamlyn, seconded Cllr Broders, it was **FIN/71/1819 RESOLVED** that the Committee 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**

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was **FIN/72/1819 RESOLVED** it was agreed that a Working Group will be set up to discuss the build up of reserves year on year.

**13. Charitable Trust Deeds**

After a proposal from Cllr Vasey, seconded by Cllr Chesters, it was **FIN/73/1819 RESOLVED** that the Committee will make a recommendation to full Council that the Trust Deeds are accepted as they stand.

**14. Payroll Software**

After a proposal from Cllr Chesters, seconded by Cllr Vasey, it was **FIN/74/1819 RESOLVED** to continue with Payroo until time allows a review.

**15. Confidential Business**

There was no Confidential business.

**The meeting closed at 7.55pm.**

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