



QUALITY
TOWN
COUNCIL

website: www.whitchurchcouncil.uk

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



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Shropshire
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FINANCE & PERSONNEL COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 12th July 2018** 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: 6th July 2018

Nicola Young
Town Clerk

Councillors: A Hall, T O'Neill, B Duffy, A Chesters, J Sinnott, J Martin, H Vasey

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 & Personnel Committee meeting held on **14th June 2018** 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 most up to date copy of the accounts (Months 2 & 3).

7. MONTHLY PURCHASE LEDGER, BACS AND CHEQUE PAYMENTS

To receive and sign the total monthly purchase ledger, BACS and manual cheque payments.

8. PETTY CASH ACCOUNT

To receive and sign the petty cash account ledger.

9. COUNCIL CREDIT CARD

To receive the Credit Card Payment record and duly sign.

10. UNITY TRUST BANK CHARGES

To receive a letter from Unity Trust Bank dated 29th June 2018 regarding changes to the charges on the Whitchurch Town Council Unity Current Account effective from 4th September 2018.

11. MAYOR'S ALLOWANCE

To review the payment of the Mayor's Allowance and deem whether it is appropriate for any surplus to be put into the Mayor's charity account.

12. TICKET SALES FOR NON-COUNCIL EVENTS

To receive a recommendation report from the Clerk and make a decision on whether to accept a draft Service Level Agreement between groups who run non-Council events but use the Community Hub to sell tickets.

13. BLACKBERRY FAIR

To receive a letter and invoice from Blackberry Fair. Committee are requested to make a decision on whether to fund the invoice received July 2018 for the event which took place in October 2017 and, if mindful to do so, which cost code the money should come from.

14. PROPERTY SERVICES GROUP SERVICE LEVEL AGREEMENT

To receive information and a proposed Service Level Agreement from Property Services Group regarding repair and maintenance, or large project management, for the Civic Centre. Committee are requested to consider this Service Level Agreement and make a decision on the way forward.

15. PCC 'WE DON'T BUY CRIME' SMARTWATER FUNDING

To receive information on the PCC's 'We Don't Buy Crime' commitment to reduce crime and prevent burglary. Committee are requested to consider the PCC's commitment and make a decision on whether to provide funding towards the cost of Smartwater kits for Whitchurch.

16. 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

17. EDWARD GERMAN ROOM REPLACEMENT DOOR QUOTES

Following a resolution from Parks, Public Realm & Civic Centre, Committee to replace the old white doors in the Edward German Room: To receive quotes to replace the old white doors in the Edward German Room and decide which quote to proceed with.

18. REPLACEMENT PHOTOCOPIER

To receive a comparison spreadsheet and quotes to purchase a new or reconditioned photocopier and quotes for leasing a new or reconditioned photocopier. Committee are requested to consider all the quotes and compare the payments we are currently making and make a decision on the most cost-effective route for the Council.

19. BAR FRANCHISE

To receive correspondence regarding the bar franchise.

20. MANAGEMENT OF THE CLERK

To receive a report from the nominated supervisor of the Town Clerk.

21. STAFF SUPERVISION

- a. To receive a written report from the Town Clerk on monthly staff supervision meetings.
- b. To receive information on training for a member of staff. Committee are requested to consider this training and agree payment.

22. REQUEST FOR FUNDING

To receive a letter dated 3rd July from an individual requesting financial support towards study. Committee are requested to consider this letter and make a decision.