



website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



High Street  
Shropshire  
tel. 01948 665761  
email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

## FINANCE & RESOURCES COMMITTEE

Members of the Committee named below are summoned to attend the above meeting which will be held on **Thursday 9<sup>th</sup> March 2017** in the **Edward German Room**, Civic Centre, Whitchurch commencing at **8.00pm**.

All Councillors are invited to attend. 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: 3<sup>rd</sup> March 2017**

Zoë Dean  
**Acting Town Clerk**

**To: Cllrs A Chesters, B Duffy, T O'Neill, T Harris, J McAuley, M Rigley and J Sinnott.**

### 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 Extraordinary Finance & Resources Committee meeting held on **9<sup>th</sup> February 2017** sign as an accurate record of that meeting (copy attached).

**4. MATTERS ARISING**

**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 MONTH 11**

To receive the most up to date copy of the accounts and cheque list (copies to follow).

**7. EXTERNAL AUDITOR'S REPORT**

To receive the report from the Council's External Auditor.

**8. EMPLOYEE HANDBOOK**

To approve the updated document.

**9. BAD DEBTORS**

To receive the bad debtors and sign them off (copy attached).

**10. WINDOWS AT THE HERITAGE CENTRE**

To receive a quotation for custom made windows at the Heritage Centre.

**11. INTERNAL AUDITOR**

To appoint a new internal auditor.

**12. ELLIS WHITTAM EMPLOYMENT SERVICES**

To consider renewal of the contract which expires on 1<sup>st</sup> April 2017.

**13. 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.

**14. MINUTES**

To confirm the minutes of the Extraordinary Finance & Resources Committee meeting held on **9<sup>th</sup> February 2017** sign as an accurate record of that meeting (copy attached).