

# Whitchurch Town Council

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## FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 10<sup>th</sup> October 2019** 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: 5<sup>th</sup> October 2019**

Nicola Young  
Town Clerk

**Councillors: A Chesters, L Broders, S Hamlyn, R Shepherd, B Duffy, J Martin, J Sinnott**

## AGENDA

**Whitchurch Town Council audio records the meetings, if anyone is personally recording the meeting please can they declare this for the minutes.**

### **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 Committee meeting held on **12<sup>th</sup> September 2019** and sign as an accurate record of that meeting (copy attached).

### **4. 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 and reinstate Standing Orders to conclude the public session.

### **5. FINANCE COMMITTEE RESOLUTION REGISTER**

To receive the most up to date copy of the Finance Committee Resolution Register.

**6. ACCOUNTS**

To receive and sign the most up to date copy of the accounts (Months 5 & 6).

**7. MONTHLY PURCHASE LEDGER, BACS AND CHEQUE PAYMENTS**

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

**8. MONTHLY PURCHASE LEDGER, BACS AND CHEQUE PAYMENTS JULY 2019 & MAY 2019**

To further receive copies of the Monthly Purchase Ledger, BACS & Cheque Payments May 2019 & July 2019, to signed revised copies as the sums on the previous copies were incorrect.

**9. PETTY CASH ACCOUNT**

To receive and sign the petty cash account ledger.

**10. COUNCIL CREDIT CARD**

To receive the Credit Card Payments record and duly sign.

**11. VIREMENT REPORT**

To receive and sign the latest Virement Report.

**12. FINANCIAL REGULATIONS**

To receive a copy, showing amendments, as requested.

**13. VAT PARTIAL EXEMPTION CALCULATION 2018/2019**

To receive a copy of the VAT Partial Exemption Calculation for 2018-2019.

**14. WHITCHURCH BROCHURE**

To receive a request for sponsorship for the new Whitchurch Brochure.

**15. STAGE AREA TESTING**

To approve the quote from Stage Electrics for electrical and mechanical testing of the stage area.

**16. JUBILEE PARK – RAT ISSUE**

To receive invoices from Complete Pest Control Services Ltd and JEF Scaffolding Ltd and approve payment.

**17. COMPLETION OF LIMITED ASSURANCE REVIEW**

To receive Section 3 of AGAR – External Auditor Report and Certificate 2018-2019, noting that there are no matters raised by PKF Littlejohn LLP.

**18. COUNCILLOR INTERNAL AUDIT REVIEW**

To receive and initial in recognition of the internal audit review by a Councillor for April-June 2019.

**19. 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.