

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



High Street  
Shropshire  
tel. 01948 665761

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

email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

## FINANCE COMMITTEE

### MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 12<sup>th</sup> SEPTEMBER 2019

#### PRESENT

Cllrs: Alan Chesters, John Martin, Simon Hamlyn, Bev Duffy, John Sinnott

#### IN ATTENDANCE

Andy Hall

Nicola Young – Town Clerk

#### 1. Apologies

Cllr Broders – work commitment

Cllr Shepherd – work commitment

#### 2. Declarations of interest

None received.

#### 3. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was **FIN/30/1920 RESOLVED** to sign the minutes of the Finance Committee meeting held on 11<sup>th</sup> July 2019 as an accurate record of that meeting.

#### 4. Public Participation

None present

#### 5. Finance Committee Resolution Register

Committee moved to sign off all completed resolutions.

#### 6. Accounts

After a proposal from Cllr Hamlyn, second by Cllr Duffy, it was **FIN/31/1920 RESOLVED** to accept Months 4 Income & Expenditure and Balance Sheets, noting net income over expenditure as £398,266.

7.08pm Cllr Sinnott joined the meeting.

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

After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was **FIN/32/1920 RESOLVED** to receive and sign the total monthly purchase ledger, BACS and manual cheque payments for July 2019, totalling £64,243.66.

#### 8. Petty Cash

After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was **FIN/33/1920 RESOLVED** to receive and sign the petty cash account ledger, totalling £41.54.

## 9. Credit Card

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **FIN/34/1920 RESOLVED** to receive the Credit Card payments record for July & August and duly signed as an accurate record, noting total payment of £158.21 and

## 10. Virement Report

Where it states, "Finance & Personnel Committee" in the Virement Report, remove "& Personnel" in relevant boxes, initialled by Cllr Chesters. After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **FIN/35/1920 RESOLVED** to accept the Virement Report with amendments.

## 11. Financial Regulations

Amended Financial Regulations were presented to Committee as proposed by the working party. Committee requested a copy with the amendments highlighted to be put before the next Committee meeting.

## 12. CLERK'S SPENDING POWER

Members were requested to put a proposal to full Council should an increase in the Clerk's spending power from £1,000 to £2,000 be proposed.

## 13. PURCHASE SUITABLE DISHWASHER

After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **FIN/36/1920 RESOLVED** that the Clerk purchase a suitable WRAS compliant dishwasher noting that the cost would be over the Clerk's spending limit.

## 14. PURCHASE PROJECTOR

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was **FIN/37/1920 RESOLVED** that the Town Clerk purchase a new projector, subject to demonstration.

## 15. REVIEW ROOM HIRE

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was **FIN/38/1920 RESOLVED** to hold the prices for one year, ie, retail 2019-2020 prices for 2020-2021 Financial Year and to have a working group in the next financial year to review room hire costs.

## 16. CHRISTMAS LIGHTING SCHEME

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was **FIN/39/1920 RESOLVED** that, subject to clarification on cost per annum of putting up extra lights, the Finance Committee recommend to full Council that a 3-year contract is offered to LITE.

## 17. CALDICOTT FESTIVAL

The Caldicott Festival were requested to submit a funding application form to cover room hire costs for their event on 29<sup>th</sup> February 2019.

The Town Clerk confirms the recording device was switched off.

## 18. Confidential Business

After a proposal from Cllr Duffy, seconded by Cllr Duffy, it was **FIN/38/1920 RESOLVED** 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 staffing matters.

**19. Training**

After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **FIN/39/1920 RESOLVED** to pay for the Accounts Officer to attend AAT Advanced Certificate in Bookkeeping at a total cost of £1,417, subject the money being paid back if the officer leaves within the period indicated in the Staff Handbook.

**The meeting closed at 7.50pm.**

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