

# Whitchurch Town Council

Civic Centre  
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## FINANCE COMMITTEE

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

#### PRESENT

Cllrs: A. Chesters, B. Duffy, J. Sinnott, R. Shepherd & J. Martin.

#### IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk

#### 1. Apologies

Cllr Broders – work commitment  
Cllr Hamlyn – travel commitment

#### 2. Declarations of interest

None received.

#### 3. Minutes

After a proposal from Cllr Duffy, seconded by Cllr Sinnott,  
It was **FIN/56/1920 RESOLVED** to accept the minutes of the Finance Committee meeting held on 10<sup>th</sup> October 2019 and sign as an accurate record of that meeting.

#### 4. Public Participation

No members of the public present.

#### 5. Finance Committee Resolution Register

No changes had been made to the resolution register.

#### 6. Accounts

The Chairman noted that due to budgetary commitments, the accounts for month 7 would be presented at the November Full Council meeting.

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

Delayed due to budgetary commitments.

#### 8. Petty Cash

None to be signed off.

#### 9. Credit Council Card

The Chairman asked about the payment for the fridge, it was clarified that the fridge was for the bar.

After a proposal from Cllr Martin, seconded by Cllr Shepherd,  
It was **FIN/57/1920 RESOLVED** that the Chair sign and accept the record.

#### 10. Whitchurch Brochure

Information on the new Whitchurch brochure had been supplied by Dr Raynes.

Committee concurred that the brochure looked good but questioned the sustainability of

paper and expressed concerns that information from The Gossip Magazine would be duplicated and not enough background information had been received.  
After a proposal by Cllr Shephard, seconded by Cllr Martin,  
It was **FIN/58/1920 RESOLVED** to not support the brochure financially.

### **11. Stage Area Testing**

The Town Centre Manager updated the committee on the stage area testing, four companies had been approached to quote for the remedial work based on the report. Not all of the quotations had been received so a definite course of action could not yet be determined. There was a possibility of setting up a working group in order to plan the work but with the Christmas pantomime time pressures this would not be possible. TCM to speak to the pantomime company to ascertain whether the pantomime can go ahead with the stage in its current state. With regards to the electrical survey, contact Barlows to ascertain the price and scale of electrical works required.  
It was noted that committee could not make a decision at this meeting and all quotes, once received, would be sent to Full Council.

### **12. Virement Report**

No virements.

### **13. Jubilee Park – Pest Control**

After a proposal from Cllr Chesters, seconded by Cllr Sinnott,  
It was **FIN/59/1920 RESOLVED** to appoint CPC to undertake the annual pest control contract at a cost of £170+ VAT per quarter.

### **14. Jubilee Park – Goal Posts**

An offer to match fund the new goalposts in Jubilee Park had been received from the Rotary Club, through funeral donations for Sam Eccleston.  
After a proposal from Cllr Duffy, seconded by Cllr Sinnott.  
It was **FIN/60/1920 RESOLVED** to accept the 50% match funding offer.

### **15. WMP Grant Request**

The Police & Crime Commissioner is holding a Q&A session on 13<sup>th</sup> December at Whitchurch Civic Centre.  
After a proposal from Cllr Sinnott, seconded by Cllr Duffy,  
It was **FIN/61/1920 RESOLVED** to offer free room hire for this event.

### **16. Council Van**

Bearing in mind the current economic climate,  
After a proposal from Cllr Chesters, seconded by Cllr Shepherd,  
It was **FIN/62/1920 RESOLVED** to repair the Council van, budgeting for a new one next year.

### **17. Confidential Business**

After a proposal from Cllr Sinnott, seconded by Cllr Shepherd,  
It was **FIN/63/1920 RESOLVED** to move into confidential session.  
The following two items were swapped:

### **18. Casual Staff**

Committee noted that the Civic Centre staff levels had suffered due to the loss of a Shropshire Council team member on Thursday and Fridays and injury of a Town Council hub staff member. Committee also noted that this was an item which had been previously budgeted for.  
After a proposal from Cllr Duffy, seconded by Cllr Shepherd,

It was **FIN/64/1920 RESOLVED** to use the current budget for temporary staff.

At this point the Zoë Dean left the meeting (8pm).

**19. Request for Deputisation Pay**

After a proposal from Cllr Sinnott, seconded by Cllr Chesters,  
It was **FIN/64/1920 RESOLVED** to use SCP 30 (new scale) for Acting Up purposes  
which would be reviewed after four weeks.

At this point the Town Centre Manager re-joined the meeting.

Following a proposal from Cllr Chesters, seconded by Cllr Shepherd,  
It was **FIN/65/1920 RESOLVED** to add an emergency item to the agenda.

**20. Security**

There had been issues with the Town Centre CCTV.  
After a proposal from Cllr Shepherd, seconded by Cllr Chesters,  
It was **FIN/66/1920 RESOLVED** to pay for 10 hours of additional work to expedite the  
issue, referring back to committee afterwards, if necessary.

**The meeting closed at 8.10pm.**

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