

Whitchurch Town Council

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FINANCE COMMITTEE

MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 9th JANUARY 2020

PRESENT

Cllrs: A. Chesters, B. Duffy & J. Sinnott.

IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk

1. Apologies

Cllr Hamlyn – Family commitment
Cllr Broders – Work commitment
Cllr Shepherd – Work commitment

2. Declarations of interest

None received.

3. Minutes

Cllr Chesters noted that it was not the “whole committee”.
The December minutes were amended at the start to note Cllrs Hamlyn, Duffy, Shepherd, Martin. The word “whole” was replaced with “rest of the”.
Item 11 “Cllr Sinnott” was replaced with “officers”
Item 14 b) An addition was included “6 x Wednesdays”.
After a proposal from Cllr Sinnott, seconded by Cllr Chesters,
It was **FIN/79/1920 RESOLVED** to accept the amended minutes of the Finance Committee meeting held on 12th December 2019 which were signed by the Chairman as an accurate record of that meeting. Cllr Duffy voted against the minutes.

4. Public Participation

There were no members of the public present.

5. Accounts

After a proposal from Cllr Sinnott, seconded by Cllr Duffy,
It was **FIN/80/1920 RESOLVED** to accept the Month 9 accounts as presented, the Chairman duly signed the accounts.
After a proposal from Cllr Sinnott, seconded by Cllr Duffy,
It was **FIN/81/1920 RESOLVED** to accept the Month 8 accounts as presented, the Chairman duly signed the accounts.

6. Monthly Purchase Ledger, BACS and Cheque Payments

The Chairman noted that two months had been presented together due to previous work commitments.
After a proposal from Cllr Duffy, seconded by Cllr Sinnott,
It was **FIN/82/1920 RESOLVED** to accept the Month 9 payments, which were signed by the Chairman.
After a proposal from Cllr Sinnott, seconded by Cllr Duffy,
It was **FIN/83/1920 RESOLVED** to accept the Month 8 payments with the amendment of £739.94 (updated figure). The Chairman signed the payment sheets.

7. Petty Cash Account

After a proposal from Cllr Sinnott, seconded by Cllr Duffy,
It was **FIN/84/1920 RESOLVED** to accept the petty cash ledger, which was signed by the Chairman.

8. Council Credit Card

After a proposal from Cllr Sinnott, seconded by Cllr Duffy,
It was **FIN/85/1920 RESOLVED** that the credit card payments were approved.

9. Motion Cllr John Sinnott

After a proposal from Cllr Sinnott, seconded by Cllr Chesters,
Cllr Sinnott introduced his motion that Whitchurch Town Council open a Trading Account (or shadow account) for the Civic Centre in order that operating costs and income can be clearly identified.

Members debated the subject. It was noted that the current staffing levels would not allow for this, however software could be looked at.

After a proposal from Cllr Chesters, seconded by Cllr Duffy,
It was **FIN/86/1920 RESOLVED** to agree in principle, investigate the feasibility by speaking to the Accounts Officer and Accountant

10. Internal Audit Interim Report

The draft internal audit report had been circulated.

Cllr Sinnott had found the minute reference for the bar (June 2018) and sent this to the Acting Town Clerk which would be forwarded to the auditor.

After a proposal from Cllr Duffy, seconded by Cllr Sinnott,
It was **FIN/87/1920 RESOLVED** to accept the draft report.

11. Budget Setting 2020/2021

Members discussed the final budget and noted that the £50K for the Civic Centre Development was independent of CIL.

After a proposal from Cllr Duffy, seconded by Cllr Chesters,

It was **FIN/88/1920 RECOMMENDED** to Full Council that the final budget is accepted.

The Chairman thanked Zoë Dean and Alison Proctor for all of their hard work at a busy time.

12. Confidential Business

There was none.

The meeting closed at 7.35pm.

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