

# Whitchurch Town Council

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Whitchurch  
SY13 1AX



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## FINANCE COMMITTEE

The Councillors listed below are summoned to attend the above meeting which will be held on **Thursday 8<sup>th</sup> October 2020 at 7:00pm**. The Finance Committee will meet virtually using Zoom and the invitation is below:

**Topic: Finance Committee meeting**  
**Time: Oct 8<sup>th</sup> 2020 19:00 London**

Join Zoom Meeting

<https://us02web.zoom.us/j/84663129271?pwd=WitoME1PN2NZU1pOSUEzb1pochZaQT09>

Meeting ID: 846 6312 9271

Passcode: 280043

One tap mobile

+442039017895,,84663129271#,,,,,0#,,280043# United Kingdom

+441314601196,,84663129271#,,,,,0#,,280043# United Kingdom

Dial by your location

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 846 6312 9271

Passcode: 280043

Find your local number: <https://us02web.zoom.us/j/84663129271?pwd=WitoME1PN2NZU1pOSUEzb1pochZaQT09>

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.

Please note that all Council meetings are audio recorded and, in line with the Council's meeting recording policy, you are requested to inform the Chairman if you are recording or filming the meeting.

**Date of Notice: 2<sup>nd</sup> October 2020**

Nicola Young  
Town Clerk

**To: 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 at the beginning of the meeting.**

### **59. APOLOGIES**

To receive any apologies and reasons for absence

### **60. DECLARATION OF INTEREST**

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any item on the agenda for the meeting.

### **61. MINUTES**

To confirm the minutes of the Finance Committee meeting held on **10<sup>th</sup> September 2019** and sign as an accurate record of that meeting (copy attached).

### **62. 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.

#### Standing Orders - Public Participation

- *Each member of the public may speak on no more than two items and in total for no longer than 3 minutes, in line with Whitchurch Town Council Standing Orders, paragraph 41c.*
- *In line with paragraph 41f. If having heard the response to a question, the person who asked it may ask one related, supplementary question.*

[Standing Orders to be reinstated]

### **63. ACCOUNTS**

To accept and sign the Month 6 accounts (copies to follow).

### **64. MONTHLY PURCHASE LEDGER, BACS AND CHEQUE PAYMENTS**

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

### **65. COUNCIL CREDIT CARD**

To receive the Credit Card payments record put before Committee and duly sign.

### **66. INTERNAL AUDITOR**

To agree and sign the Internal Auditor's engagement letter.

### **67. COUNCILLOR INTERNAL AUDIT REVIEW**

To approve the Councillor Internal Audit review from January – March 2020.

### **68. EARMARKED RESERVES & DOUBTFUL DEBTS**

To receive a report from the Working Group which shows the Council's Earmarked Reserves and Doubtful Debts. Committee is requested to agree with the findings of the Working Group contained within the report.

- a) To clarify whether the items marked in yellow are all to go back to General Reserves or cost centres as detailed within the report.
- b) To write off the doubtful debts (red section).

#### **69. VOIP PHONES & BUSINESS BROADBAND QUOTATIONS**

To set up a Working Group to deal with the VOIP phone quotations and businesses broadband quotations which require full investigation.

#### **70. DCK BEAVERS ACCOUNTING**

To note that there will be a fee increase for 2021-2022.

#### **71. REVIEW EXPENSES**

To review list of expenses and monies which have been committed via CIL to date.

#### **72. CHRISTMAS LIGHTING REPAIRS**

To agree essential Christmas Lighting repair costs from suggested budget code 109/4903.

#### **73. REQUEST FOR FREE ROOM HIRE**

Shropshire Council wishes to hire the Market Hall as a potential site for COVID-19 testing and vaccines. As this work would be carried out for the benefit of all on behalf of Public Health England, it is requested that the Council agrees this hire to be free of charge.

#### **74. 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.

#### **75. PAYMENT PLANS**

To agree that officers can arrange monthly payment plans for overdue accounts up to the maximum value of £650.

#### **76. WORKING FROM HOME ALLOWANCES**

To agree a nominal payment to current administrative staff who worked from home from April – July during the lockdown, as a contribution to utilities.