

# Whitchurch Town Council

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## FINANCE COMMITTEE

### Minutes of the Virtual Finance Committee held on Thursday 12<sup>th</sup> November 2020 at 7pm via Zoom

Virtual committee held due to the Coronavirus Pandemic lockdown restrictions

Councillors: A. Chesters, B. Duffy, J. Sinnott, S. Hamlyn, J. Martin.

Also, in attendance:

Cllr A. Hall

Cllr A. Cooper

Zoë Dean – Acting Town Clerk/RFO

Gillian Bailey – Locum Support Officer

1 member of the public

**The Chair reminded participants that the meeting was being recorded. It was confirmed that no one else was recording the meeting.**

#### 77. Apologies

Cllr R. Shepherd – work commitment

#### 78. Declaration of Interests

There were not declarations of interests.

#### 79. Minutes

Following a proposal by Cllr Chesters, seconded by Cllr Duffy,  
It was **FIN/61/2021 RESOLVED** that the minutes of the meeting held **8<sup>th</sup> October 2020** are an accurate record. The Chair signed the minutes for return to the Town Council Office.

#### 80. Public Participation

Following a proposal from Cllr Chesters, seconded by Cllr Duffy it was **FIN/62/2021 RESOLVED** to suspend Standing Orders to allow any members of the public to address the meeting.

Cllr Hall asked the following questions:

- The fund set up for the Council's response to Covid-19 includes Council expenditure on administrative items. Was this the intended purpose of the fund?
- Have the recent concerns around the provision of meals in school holidays now been satisfied?

Following a proposal by Cllr Hamlyn, seconded by Cllr Duffy,  
It was **FIN/63/2021 RESOLVED** to reinstate Standing Orders to conclude the public session.

Initials .....

**81. Accounts**

In response to a question from Cllr Chesters the RFO confirmed that the water rates were being disputed.

Following a proposal by Cllr Duffy, seconded by Cllr Hamlyn,  
It was **FIN/63/2021 RESOLVED** to accept and sign the Month 7 Accounts.

**82. Monthly Purchase Ledger, BACS and Cheque Payments**

Following a proposal from Cllr Hamlyn, seconded by Cllr Sinnott,  
It was **FIN/64/2021 RESOLVED** to receive and sign the total monthly purchase ledger, BACS and manual cheque payments as presented to the Committee.

**83. Council Credit Card**

Following a proposal by Cllr Duffy, seconded by Cllr Hamlyn,  
It was **FIN/65/2021 RESOLVED** to receive and sign the Credit Card payments record as put before the Committee.

**84. Petty Cash**

Following a proposal by Cllr Duffy, seconded by Cllr Hamlyn,  
It was **FIN/66/2021 RESOLVED** to agree and sign the petty cash breakdown as put before the Committee.

**85. Virements**

Following a proposal from Cllr Duffy, seconded by Cllr Sinnott,  
It was **FIN/67/2021 RESOLVED** to vire £500 from 101/4008 Training and Conferences to 101/4060 Other Professional Fees.

**86. Town Council Signatories**

Following a proposal from Cllr Chesters, seconded by Cllr Hamlyn,  
It was **FIN/68/2021 RESOLVED** to confirm the Whitchurch Town Council bank signatories as Cllrs: B. Duffy, A. Chesters, A. Hall, S. Hamlyn, J. Sinnott

**87. Covid-19 Expenditure**

- a) To receive the updated Covid-19 fund distribution spreadsheet, noting the remaining balance of £129.15.  
Following a proposal by Cllr Sinnott, seconded by Cllr Hamlyn,  
It was **FIN/69/2021 RESOLVED** that the RFO and Chair of Finance committee would consider reallocating expenditure to Council Administration costs.
- b) To receive a request for Covid-19 grant assistance from Sir John Talbot's School.  
It was agreed that more information was needed before a request could be considered.

**88. Financial Regulations**

In response to a question from Cllr Sinnott the Locum Support Officer confirmed that updates to the Financial Regulations were made in line with the latest NALC model and to reflect the Councils own practices in dealing with payments.  
Following a proposal by Cllr Chesters, seconded by Cllr Hamlyn,  
It was **FIN/70/2021 RESOLVED** to accept the changes to the Financial Regulations and to make a recommendation to Full Council that they be adopted.

**89. Free School Meals for Children**

Cllr Hamlyn introduced this item. Local café and businesses have joined together to provide free meals to families who are struggling. The proposal is to consider allocating funds to support this initiative.

Member discussed the proposal.

It was proposed by Cllr Sinnott, seconded by Cllr Hamlyn and **FIN/71/2021 RESOLVED** to defer this item to Full Council.

**90. Christmas Lighting Repairs**

Councillors received a report on the condition of the lights in the trees in the Bullring.

Following a proposal from Cllr Duffy, seconded by Cllr Sinnott,

It was **FIN/72/2021 RESOLVED** to agree essential Christmas Lighting replacement costs to the three trees in the Bullring and to vire £3,000 from code 202/4047 Entertainers to 202/4210 Christmas Lights.

**91. Electric Meter Monitoring**

The Committee considered a report on costs for meter monitoring.

Following a proposal by Cllrs Chesters, seconded by Cllr Hamlyn,

It was **FIN/73/2021 RESOLVED** to challenge the costs for meter monitoring with the supplier.

**92. Confidential Business**

Following a proposal by Cllr Hamlyn, seconded by Cllr Sinnott,

It was **FIN/74/2021 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 staff matters.

The Acting Town Clerk confirmed that recording had stopped.

**93. Long Standing Debt**

Following a proposal by Cllr Hamlyn, seconded by Cllr Chesters,

It was **FIN/75/2021 D** agreed to write off the debt contained within the confidential report.

There being no further business the meeting closed at 7:42pm.

Chairman: .....

Date: .....