

Whitchurch Town Council

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FINANCE COMMITTEE MEETING

8 October 2021

To: Members of Whitchurch Town Council's Finance Committee: Cllrs A Hall, A Cooper, R Hall, G Ebbs, P Busby, R Hewson.

Dear Councillor,

Dated this eighth day of October 2021, you are hereby summoned to attend a meeting of Whitchurch Town Council's Finance Committee to be held at 19:00 on the fourteenth day of October 2021.

The meeting will be held in the Edward German Room, Whitchurch Civic Centre, SY13 1AX.

If you are unable to attend the meeting, please provide prior notice of your apologies.

Yours sincerely,

A handwritten signature in cursive script that reads "Luke Trevaskis".

Mr Luke Trevaskis

Note to Public:

Due to Covid-19, capacity at public meetings may be limited.

Please note that meetings are audio recorded and you are requested to inform the meeting if you are recording or filming.

Permission to speak at a meeting during public participation will be at the discretion of the Chairman. No person shall speak on more than two items and for no longer than a total of three minutes. Any questions shall not require a response at the meeting nor start a debate. If any representations are considered outside the remit of Whitchurch Town Council, residents shall be referred to the principal authority or other appropriate body.

AGENDA

1. **Chairman** - to duly elect a Chairman.
1. **Apologies** - to receive apologies for absence.
2. **Declarations** - to receive declarations of members' interests.
3. **Minutes** - to consider the minutes of the last meeting.
4. **Public Participation** - members of the public are invited to make representations.
5. **Accounts** - to consider and accept Month 5 accounts, I&E and balance sheets.
6. **Petty Cash** - to consider and accept the Petty Cash record.
7. **Council Credit Card** - to consider and accept the Council Credit Card record.
8. **End of Year External Audit 2020-2021** - to receive the Certificate of Conclusion of Audit 2020-2021, and note the comments made by the auditor.
9. **Mid-Year Internal Audit** - to note the date for the interim mid-year internal audit has not yet been received, however it is anticipated this will be concluded by end of November.
10. **Financial Regulations** - to consider review of financial regulations and agree actions.
11. **Heritage Centre Electric Contract** - to consider electric contract of Heritage Centre and agree actions.
12. **Heritage Centre Tenancy**
 - i) To note Heritage Unit 3 will be vacated this month.
 - ii) To consider any remedial works that may need to be completed and consider correspondence from a prospective new tenant, terms, and any further actions.