



website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

## Whitchurch Town Council

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### WHITCHURCH TOWN COUNCIL FINANCE COMMITTEE MEETING

Minutes of a meeting of Whitchurch Town Council's Finance Committee Meeting held at 19:00 on the fourteenth day of October 2021, held in the Edward German Room Whitchurch Civic Centre SY13 1AX

Present: Cllrs: P. Busby, G. Ebbs, R. Hall, R. Hewson.

In Attendance: Cllrs: M. Phipps, J. Sinnott, J. Thornton; Luke Trevaskis (Proper Officer), Andy Cooper (Admin Support Officer), 2 Members of the Public

#### ***Minute WTC/FC/12/2122***

**Chairman** – the election of the Chairman was deferred to next meeting.

#### ***Minute WTC/FC/13/2122***

**Apologies** – Cllrs. A. Cooper, A. Hall.

#### ***Minute WTC/FC/14/2122***

**Declarations** – None

#### ***Minute WTC/FC/15/2122***

**Minutes** – minutes of the last meeting were approved.

#### ***Minute WTC/FC/16/2122***

**Public Participation** –The Committee resolved to suspend Standing Orders

A resident spoke about their request for a tenancy at the Heritage Centre.

**Public Participation** – The Committee resolved to reinstate Standing Orders.

#### ***Minute WTC/FC/17/2122***

**Accounts** – The Committee resolved to accept the accounts.

#### ***Minute WTC/FC/18/2122***

**Petty Cash** – The Committee resolved to accept the Petty Cash record.

***Minute WTC/FC/19/2122***

**Council Credit Card** – The Committee resolved to accept the Council Credit Card record.

***Minute WTC/FC/20/2122***

**End of Year External Audit 2021-2021** – The Committee noted the End of Year External Audit 2020 – 2021 Certificate and the comments raised by the External Auditor regarding the significant weaknesses and non compliance with regulations in respect of procurement and contracts. The Committee also noted the Auditor’s acknowledgement of the adequate explanation provided to address the other areas of weakness identified in Section 1, Boxes 5 and 7.

***Minute WTC/FC/21/2122***

**Mid-year Internal Audit** – The Committee noted the date for the interim mid-year internal audit had not yet been received.

***Minute WTC/FC/22/2122***

**Financial Regulations** – The Committee resolved to review the financial regulations.

***Minute WTC/FC/23/2122***

**Heritage Centre Electric Contract** – The Committee resolved to accept a 36-month contract with the provider.

***Minute WTC/FC/24/2122***

**Heritage Centre Tenancy** – The Committee noted the Heritage Unit 3 has been vacated and all remedial work has now been completed.

***Minute WTC/FC/25/2122***

**Exclusion of Press and Public** – The Committee resolved, in accordance with Section 100A(4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.

***Minute WTC/FC/26/2122***

**New tenants for Heritage Unit 3** – The Committee resolved to retain the current annual rental amount of £1,000. The Committee resolved to advertise this (and any future) vacant units and request the two interested potential tenants submit an expression of interest and attend a future committee meeting. No waiting list to be retained moving forward.