

## WHITNASH TOWN COUNCIL

### FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Thursday, 14<sup>th</sup> June 2018 at 7.00 p.m. in the Whitnash Town Council office, Franklin Road, Whitnash.

PRESENT: Councillors: G Cancilla  
A Barton  
B Franklin  
J Short  
R Sparkes

Town Clerk: Jenny Mason

#### 01/18 NOMINATION AND ELECTION OF CHAIRMAN AND DEPUTY FOR 2018 – 2019

Cllr Cancilla was nominated and duly elected as Chairman of the Finance and General Purposes Committee for 2018 – 2019.

In his absence Cllr Heath was nominated and duly elected as Deputy Chairman of the Finance and General Purposes Committee for 2018 – 2019.

Two additional items were added to the agenda: *Increase in Telepay limit and quotation for topographical survey for pitches at Acre Close.*

#### 02/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Heath. Apologies were accepted.

#### 03/18 DECLARATIONS OF INTEREST

There were no declarations of interest at the start of the meeting.

#### 04/18 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10<sup>th</sup> May 2018 as circulated were approved and signed as a true record.

#### 05/18 MATTERS ARISING OUT OF THOSE MINUTES

**60/17 Matters arising** – Cllr Short again asked about the TV monitor that should have been installed at the barber shop in Acre Close. At the meeting on 22<sup>nd</sup> March 2018 Cllr Cancilla said she would speak to Cllr Margrave about

the TV monitor but could not contact him. At the meeting on 10<sup>th</sup> May 2018 Cllr Heath was going to speak to Cllr Margrave and there has been no update. Apparently, there is an issue with the stand for this monitor. Cllr Short said this was not good enough and is a bad reflection on the Town Council. This project has taken over three years and has still not been completed and Members were concerned that the information on this monitor would not be kept up to date either. Cllrs Barton and Short proposed that if the monitor was not sorted in the next few weeks it should be disposed of.

#### 06/18 INCOME AND EXPENDITURE REPORT

The income and expenditure report was forwarded to Members.

#### 07/18 INTERNAL AUDITOR'S REPORT

A copy of the internal auditor's report was forwarded to Members. Cllr Short proposed a vote of thanks to Kerry and Jenny for their hard work to receive such a positive report from the internal auditor.

#### 08/18 AUDIT 2017 – 2018

Members were forwarded copies of the Annual Governance Statement for 2017 - 2018.

This will be approved and signed at the Town Council meeting on Thursday, 21<sup>st</sup> June 2018 and submitted to the external auditors on 22<sup>nd</sup> June 2018 to comply with their deadline.

Cllr Franklin asked what item 9 on the accounting statement was made up of - Community Hall, Playing Fields and open spaces, street furniture, play equipment and Christmas Lights.

#### 09/18 REVIEW FINANCIAL REGULATIONS

Financial regulations were reviewed and approved. No amendments were made.

#### 10/18 WHISTLE BLOWING POLICY (DRAFT)

A draft Whistle Blowing, Anti-Fraud and Corruption Policy was forwarded to Members for consideration. Members proposed this Policy is approved and taken to July 2018 Town Council meeting for adoption.

#### 11/18 GENERAL DATA PROTECTION COMPLIANCE

A quotation was sourced for IT GDPR compliance. The quotation is £701.00 plus VAT. This includes Cirius Email Encryption, Custom Firewall, Fully

Managed Support and Security Training for office staff. Members voted in favour of this quotation being accepted.

12/18 QUOTE FOR TOPOGRAPHICAL SURVEY FOR PITCHES AT ACRE CLOSE

A quotation was received from STRI (via Warwick District Council) to carry out a topographical survey of the existing pitches and area proposed for the relocation of the rugby and football pitches at Acre Close Playing Field. The cost is £2114.95 excluding VAT.

Three quotations were not sourced due to this being a specialist subject and the time constraint for the Community Hub planning application to be approved.

Members voted in favour of accepting this quotation.

13/18 INCREASE IN TELEPAY LIMIT

Current payments for the new Community Hub have resulted in the Council being charged and additional £50 every time we exceed our Telepay limit. In order to prevent this charge, the Telepay limit needs to be increased. The current account (07781095) will be increased to £150 000 and the wages account (00896635) to £20 000.

Members proposed the increases in the Telepay Limit are approved to avoid additional bank charges going forward.

14/18 CORRESPONDENCE

1. Email received from Pixel Studios regarding the website. They have suggested new images of Members against a standard background for the website. The quotation is £50 +VAT. Members proposed that a photo shoot is arranged for new images as soon as possible. Probably best to do this before a Town Council meeting.

15/18 DATE OF NEXT MEETING

The next meeting will be held on Thursday, 27<sup>th</sup> September 2018 at 7.00 p.m.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed.

SIGNED .....DATE .....