

15th AUGUST 2016

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE
COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON
MONDAY 22nd AUGUST 2016 AT 7.00 PM.**

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – Strictly 5 minutes
Forum not to exceed 15 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting.**

A G E N D A

- 1. TO ELECT A CHAIRMAN.**
- 2. TO APPOINT A VICE-CHAIRMAN.**
- 3. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 4. DISPENSATIONS (if any).**
- 5. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 6. MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 14th December 2015. (Previously circulated with the Town Council Agenda for the 4th January 2016).
- 7. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

Members Matters Arising.

The following items are for information purposes only:

- a) **Minute Point F.183 – Purchase of Omega Sales Ledger Software.** The Clerk is in discussion with RBS regarding the installation of a Sales Ledger system. On closer inspection the “bookings” system has a sales ledger that can be utilised without additional cost other than £200.00 fee to transfer data and an annual maintenance cost of £133.00 This will save the Council £485.00. The update of the Sales Ledger will take place 02.09.16
- b) **Minute Point F.197 – Office 365** is now installed and has alleviated the problems Councillors had accessing documents.

8. CHAIRMAN’S MATTERS FOR REPORT.

9. RECOMMENDATION RECEIVED FROM TOWN COUNCIL ON 4.7.16 - INTERNAL AUDIT REVIEW REPORT 2015/16 (Final update) – (Document previously circulated with the Town Council agenda for 4.7.16)

Recommendation:

Town Council received and noted the Internal Audit Report 2015-2016 (Final Update) on 4.7.16 and recommends the Finance Committee notes the action plan references.

10. RECOMMENDATION FROM THE TOWN CLERK DATED 12.08.16, (SEE ATTACHED), TO ADJUST THE MONTHLY AMOUNT TRANSFERRED FROM BANK ACCOUNT NO2.

Recommendation:

To raise the maximum monthly amount transferred from the Westbury Town Council Business Bank Account to No 2 Account from £13,000 to £17,000 to cover staff salaries, PAYE/NI and pensions.

11. RECOMMENDATION FROM THE TOWN CLERK DATED 12.08.16, TO APPOINT A COUNCILLOR TO VERIFY BANK RECONCILIATIONS.

Recommendation:

To nominate a Councillor, who is not Chair or a cheque signatory, to verify bank reconciliations as per Financial Regulation 2.2.

2.2 On a regular basis, at least once in each quarter and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk & RFO. The member shall sign the reconciliations and the original bank statements on conclusion be reported, including any exceptions, to and noted by the Council.

12. RECOMMENDATION FROM THE TOWN CLERK, DATED 12.08.16, CONCERNING PAYMENTS TO SUPPLIERS BY BACS, DIRECT DEBITS AND STANDING ORDERS (See attached).

Recommendation:

To introduce payment to suppliers by BACs and increase the use of Direct Debit and Standing Order to increase efficiency.

- 13. CHARGECARD FOR LAVERTON CARETAKER** - The Laverton caretaker will be issued with a charge card to enable the purchase of bar supplies.

For Members to Note.

- 14. NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016.**

Sections 26 & 27 of the Local Audit and Accountability Act 2014 provide for:

- Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2016.

The period for the exercise of public rights expired on the 29th July 2016. The Town Council did not receive any requests from local electors to view the accounts.

For Members to Note

- 15. UPDATE ON EAR MARKED RESERVES** – (Clerk to report)

- 16. BUDGET BIDS**

Great War Commemoration Working Group –

Minute T.3426 was approved at Town Council 02.11.15 to make a sum of £2,500 available to the Great War Commemoration Working Group to commemorate specific events of the Great War over the remainder of the four-year commemoration period which included 2016/17 and 2017/18.

The working group would like to make a budget bid to extend this by a further year (for 2018/ 2019) to allow planning to begin for the memorial service in November 2018.

- 17. NEWSLETTER – ANNUAL REPORT**

To discuss and agree what financial documents should be included in the Newsletter.

- 18. REPORT BY THE TOWN CLERK & RFO**

- a) The team are developing financial reports for committees to show income & expenditure related to associated working groups.
- b) Financial Regulations are being reviewed in line with model Financial Regulations.
- c) Self-assessment form is being developed to monitor progress in line with Financial Regulations and best practice.

- 19. BUDGET STATEMENT TO END OF JULY 2016** – To advise of any variances in excess of 15% of the budget.