

6th December 2016

Dear Sir/Madam

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY 12th DECEMBER 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 30 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 RECEIVE APOLOGIES** (if any) **AND REASONS FOR ABSENCE.**
2. **DISPENSATIONS** (if any).
3. **DECLARATIONS OF INTEREST** (if any) **AND REASONS.**
4. **MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 22nd August 2016 (previously circulated with the Town Council agenda for 7.11.16).

5. MATTERS ARISING (if any) FROM THESE MINUTES
Note: no new decisions can be taken.

Members Matters Arising.

6. RECOMMENDATION received from Town Clerk on 5.12.16

Recommendation

To resolve to obtain two signatures from the Chairman of the Council and the Chair of the Finance Committee to allow removal of K Harvey and Mrs B Mantle as signatories for the Mayors Charity bank account and to add the Town Clerk, Asst Town Clerk and Mrs S Barker.

7. CHAIRMAN'S MATTERS FOR REPORT.

8. INTERNAL AUDIT REPORT 2016-2017 (First Interim) – see attached.

- a. To receive and consider the Internal Audit Report 2016-2017 (First Interim).
- b. To note Action Plan points R1 to R3.

9. DRAFT BUDGET 2016-2017.

To review the draft Budget proposals for 2017-2018, that includes all previously approved budget bids and to make recommendation to the Town Council Meeting on the 9th January 2017.

Mr D Kemp, DCK Beavers Ltd, to present.

10. FINANCIAL REGULATIONS

The committee is to approve the amendments to the Financial Regulations (circulated by email) and recommend adoption to Town Council.

11. SMALL GRANTS 2016-2017.

To review requests received for small grants for 2016-2016, and make recommendation to the Town Council Meeting on the 9th January 2017 (as approved by the Policy & Resources Committee on 5th December 2016 and previously circulated by email).

12. REPORT BY THE TOWN CLERK & RFO (if any).

- Wiltshire Council – refund of Business Rates

13. DEBT REPORT