

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,
BRATTON ROAD, WESTBURY ON MONDAY, 13th JUNE 2016 AT 7.00 PM**

PRESENT: Cllr S Andrews (Chairman)

**Cllrs D Bradshaw, I Cunningham, Mrs S Ezra, D Jenkins, G King,
Mrs C Mitchell, M Sutton and W D Tout,
Mrs D Urch Town Clerk, and Mrs A McCann.**

T.3540 PUBLIC FORM: Nil

T.3541 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr D Anderson	-	Business
Cllr F Morland	-	Clash of meetings
Cllr I Taylor	-	Personal
Cllr P Wakeman	-	Business

No apologies received from:

**Cllr R Hawker
Cllr D Windess**

T.3542 DISPENSATIONS: Nil

T.3543 DECLARATIONS OF INTEREST: Nil

**T.3544 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR THE
ANNUAL RETURN 2015-2016**

*The Annual Governance Statement for the Annual Return 2015-2016 was
approved and signed by the Chairman and the Clerk.*

T.3545 TO APPROVE THE STATEMENT OF ACCOUNTS FOR 2015-2016.

- A query was raised on page 6 of the Financial statement under expenditure as there is a heading for ‘Five Towns Initiative’ showing an expenditure of £399 in 2015 and £9 in 2016. This was merged with the Town Centre Viability Group several years ago – The Clerk to make enquiries.
- It was also questioned as to why the Mayoral robes were not listed under Community Assets on page 10. This will be rectified for next year.
- It was also noted that at the top of page 6 it states ‘Precept on District Council’ which should read ‘Unitary’ council.

The Statement of Accounts for 2015-2016 were approved and signed by the Chairman and the Clerk.

T.3546 INTERNAL AUDIT REVIEW REPORT 2015-2016 (Interim Update).

- Attention was drawn to page 5 of the report, which referred to documentation for six payments for last year where supporting documentation could not be traced and procedure must be implemented to prevent this from happening again.
This has been picked up in the report and noted in the recommendations:
R5 – The missing invoices should be traced and presented for our future examination.
R6 – Consideration should be given to establishing a more effective way of invoice filing on a year by year basis.
The Clerk commented that she only received this report at the end of April and has already implemented new procedures.
- It was noted on page 9 of the report that petty cash dockets supporting payments in July and August appear to have been “mislaidd”.
The Clerk advised a new system has already been introduced and will be reviewed. If need be petty cash will be locked down so only the Clerk and Assistant Town Clerk have access if the new procedure does not resolve all issues.
- An update on the installation of the Sales Ledger was requested – The Clerk advised the accountants are in discussions with RBS and we hope to have it installed by the end of July 2016.

The Interim Internal Audit Review Report was formerly received and it was agreed to refer the recommendations to the Finance Committee.

7.20pm

**Signed on behalf of the Meeting
this fourth day of July 2016**

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Chairman