

WESTBURY TOWN COUNCIL

At a MEETING of the FINANCE COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 22th AUGUST 2016 at 7.00 pm.

PRESENT: Cllrs S Andrews, I Cunningham, Mrs S Ezra, R Hawker, G King and M Sutton, I Taylor and WD Tout.

Mrs D Urch (Town Clerk) and Mrs A McCann

F. 204 PUBLIC FORUM:
Nil

Cllr R Hawker arrived

F. 205 TO ELECT A CHAIRMAN.
Cllr M Sutton was elected Chairman

F.206 TO APPOINT A VICE-CHAIRMAN.
Cllr Mrs S Ezra was appointed Vice-Chairman

F.207 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.
None

F.208 DISPENSATIONS (if any).
None

F.209 DECLARATIONS OF INTEREST (if any) AND REASONS.
None

F.210 MINUTES.

RESOLVED: The minutes of the Committee Meeting held on the 14th December 2015 were confirmed and signed by the Chairman.

F.211 MATTERS ARISING (if any) FROM THESE MINUTES.

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*
Noted

b) ***Minute Point F.197 – Office 365*** *is now installed and has alleviated the problems Councillors had accessing documents.*
Noted

• **Members Matters Arising.**

Minute point F.201 – The action was for the Clerk to write to Imperial Charities and the committee asked if this had been carried out. The Clerk

reported a letter had been written back in December but there is no evidence of a response.

The Clerk to investigate if they have removed the wording closely affiliated with Westbury Town Council.

F.212 CHAIRMAN'S MATTERS FOR REPORT.
None

F.213 RECOMMENDATION RECEIVED FROM TOWN COUNCIL ON 4.7.16 - INTERNAL AUDIT REVIEW REPORT 2015/16 (Final update)

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.

RESOLVED: To AGREE the above recommendation after the following questions were answered satisfactory and confirmation from the Clerk that the new mechanism in place is now working effectively.

- ***R2 – Was there a cost involved in cancelling the cheque? No***
- ***R8 – The question of recording VAT for petty cash has this been rectified? Yes***
- ***R6 – Is the filing now up to date? Yes***

F.214 RECOMMENDATION FROM THE TOWN CLERK DATED 12.08.16, TO ADJUST THE MONTHLY AMOUNT TRANSFERRED FROM BANK ACCOUNT NO2.

Proposal:

Increase the amount transferred from Westbury Town Council Business Account to No 2 Account from £13,000 to £17,000 per month.

Background:

Each month the Clerk pays the salaries, HMRC and Wiltshire Pension from the No 2 Account. Funds are transferred from Westbury Town Council Business Account to the No 2 Account to cover these amounts. The figure transferred is monitored regularly and currently averaging £16945 per month.

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.

RESOLVED: To AGREE the above recommendation.

F.215 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.

RESOLVED: To appoint Cllr I Cunningham to verify bank reconciliations as per Financial Regulation 2.2. Cllr Mrs S Ezra to continue with the monthly bank reconciliations.

F.216 RECOMMENDATION FROM THE TOWN CLERK, DATED 12.08.16, CONCERNING PAYMENTS TO SUPPLIERS BY BACS, DIRECT DEBITS AND STANDING ORDERS

Proposal:

To introduce payment to suppliers by BAC's and increase the number of direct debit and standing order payments.

Background:

Currently the majority of payments are raised by the accountant monthly via the Omega system. Other Town Councils use BACS to pay a wide range of suppliers. The benefit of this is; the Council can make weekly payments to their regular suppliers, limit the risk of late payments, reduce postage costs. Decrease the time spent by the accountants raising cheques and increase accountancy time developing and improving management information.

The Finance Assistant will produce a list of payments to be made via BACS, the Clerk will quality check, sign and pass to two Council signatories to sign the payment list. Once signatures have been obtained, the Clerk will pay suppliers via on-line banking. Finally printing off a confirmation receipt that the payments has been made. This will provide a clear audit trail.

Recommendation:

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

RESOLVED: To AGREE the above recommendation.

F.217 CHARGECARD FOR LAVERTON CARETAKER - The Laverton caretaker will be issued with a charge card to enable the purchase of bar supplies.

Noted

F.218 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.

Noted. It was agreed our newsletter in March should inform electors of their right to view our accounts and the procedure.

F.219 UPDATE ON EAR MARKED RESERVES

The Clerk read out the following Ear Marked Reserves:

331	CCTV Anson – CCTV Leigh Park	£2515
334	Beacon Maintenance (Queens Celebration)	£345
353	Tourism Blue Flags/Leaflet	£780
362	Cleaning of White Horse	£1000
365	TIG Vehicle Insurance	£780
372	Devolved Landscape Repairs/Cleaning – Toilets	£2718
374	Great War	£2116
376	Christmas – Salaries	£2027
377	TIG Caretaking Clothing	£85
TOTAL		£12,366

F.220 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.

F.221 NEWSLETTER – ANNUAL REPORT

It was agreed to include the following financial documents in the newsletter:

- ***Balance Sheet figures and a note to refer to the town council website for full information.***
- ***Income & Expenditure Account.***
- ***Council Reserves – with bullet point explanations.***
- ***Comparison of precept amounts of 5 other Wiltshire towns of comparable size.***
- ***Note of fact – Westbury Town Councillors are not paid.***

F.222 REPORT BY THE TOWN CLERK & RFO

- a) The team are developing financial reports for committees to show income & expenditure related to associated working groups. This may include a graph or pie chart.
- b) Financial Regulations are being reviewed in line with model Financial Regulations and a recommended draft will be presented at the next meeting.
- c) Self-assessment form is being developed to monitor progress in line with Financial Regulations and best practice.

- d) We have received a grant of £4195 from the Area Board towards some new Christmas Lights.
- e) A Gift and Hospitality Record will be set up shortly.
- f) A Bad Debt Policy will be devised in the near future.

F.223

BUDGET STATEMENT TO END OF JULY 2016

The Clerk advised of the following variances that were in excess of 15% of the budget:

- *Cost code: 4005 Staff Training – 78.7% budget due to CiLCA training for Clerk and Assistant Town Clerk*
- *Cost code: 4025: Insurance – 222.7% budget due to increase and all being put under one heading, this is being rectified.*
- *Cost code: 4026: Subscriptions – 75.1% budget due to most payments being annual and taking place in the first quarter.*
- *Cost code: 4042: CCTV Maintenance – 83.9% budget due to the payment for BT Redcar being due at the beginning of the financial year*
- *Cost code: 4131 – Roadshow – 95.5% budget due to being a one off payment due at the beginning of the year.*
- *Cost code 4077– Refuse Disposal – 102.6% budget due to being paid at the beginning of the financial year.*
- *Cost Code: 4042 – Maintenance Contracts - 75.2% budget due to paid at the beginning of the financial year.*

7.45pm

**Signed on behalf of the Meeting
this twelfth day of December 2016**

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Chairman