

**WESTBURY TOWN COUNCIL**

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

**PRESENT:** Cllrs C Charlton, I Cunningham, W Jones, G King, J Russ,  
M Sutton, and WD Tout.

Mrs D Urch (Town Clerk) and Mrs J Dyer

**F. 224 PUBLIC FORUM: Nil**

**F.225 TO ELECT A CHAIRMAN**

Cllr C Charlton was elected Chairman

**F.226 TO APPOINT A VICE-CHAIRMAN**

Cllr W Jones was appointed Vice-Chairman

**F.227 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Cllr F Morland No Apologies received

**F.228 DISPENSATIONS NONE**

**F.229 DECLARATIONS OF INTEREST AND REASONS.**

Cllrs declared interests at agenda item 12 – Community & School Grants

**F.230 MINUTES.**

***RESOLVED: The minutes of the Committee Meeting held on the 12<sup>th</sup>  
December 2016 were confirmed and signed by the Chairman.***

**F.231 MATTERS ARISING FROM THESE MINUTES. Note: no new decisions  
can be taken.**

Members Matters Arising. NONE

**F.232 CHAIRMAN'S MATTERS FOR REPORT.**

NONE

**F.233 RECOMMENDATION FROM THE TOWN CLERK DATED 08.08.17, 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 £17,000 to £21,000 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. This will need to be increased to cover the costs of two new employees.

**Recommendation:**

To raise the maximum monthly amount transferred from the Westbury Town Council Business Bank Account to No 2 Account from £17,000 to £21,000 to cover staff salaries, PAYE/NI and pensions. Amend the Financial Regulations accordingly.

***RESOLVED to AGREE to the above recommendation***

**F.234 NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017.**

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 2017.

The period for the exercise of public rights expired on the Monday 31st July 2017. The Town Council did not receive any requests from local electors to view the accounts.

For Members to Note

**NOTED**

**F.235 ADDITIONAL GRANT TO HERITAGE SOCIETY**

The Finance Committee to agree an additional payment of £500 to The Heritage Society and recommend this payment to Town Council in September 2017 (T.3783 refers). An amount of £7,500 was agreed in the 2017/18 budget however only £7,000 was put forward to Town Council on July 2017 in error.

***RESOLVED to AGREE to the above recommendation***

**F.236**

**COMMUNITY AND SCHOOL GRANTS**

The Finance Committee to agree the community and school grants recommended by the Grants Scrutiny Working Group totalling £9,708.74 for community grants and £2,000 for school grants, and forward to Town Council in September 2017 for approval.

**RESOLVED to AGREE to the above recommendation**

**Councillors declared the following interests:**

<b>Cllr Sutton</b>	<b>West Wilts/Elblag Twinning</b>	<b>WTC Representative</b>
<b>Cllr Sutton</b>	<b>Westbury Midweek Skittles</b>	<b>Personal</b>
<b>Cllr King</b>	<b>Westbury Welfare of the Elderly</b>	<b>WTC Representative</b>
<b>Cllr Sutton</b>	<b>Friends of Westbury Station</b>	<b>Personal</b>
<b>Cllr Jones</b>	<b>Westbury Churches Together</b>	<b>Personal</b>
<b>Cllr Jones</b>	<b>Westbury Family History Society</b>	<b>Personal</b>
<b>Cllr King</b>	<b>French Twinning Association</b>	<b>Personal</b>
<b>Cllr Sutton</b>	<b>French Twinning Association</b>	<b>WTC Representative</b>
<b>Cllr Cunningham</b>	<b>Westbury Junior School</b>	<b>Chair of Governors</b>

**F.237**

**REQUEST TO WRITE OFF BAD DEBT**

The Finance Committee to agree and recommend writing off a bad debt of £180 to Town Council in September 2017.

**RESOLVED to AGREE to the above recommendation**

**F.238**

**UPDATE ON EAR MARKED RESERVES**

Town Clerk gave an updated EMR report.

**NOTED**

**F.239**

**BUDGET BIDS**

**NONE**

**F.240**

**REPORT BY THE TOWN CLERK & RFO**

The Committee noted the following report by the Town Clerk:

- Phased budget reports are now produced monthly direct from the Omega accounting system rather than producing reports manually. These reports are then distributed regularly with agenda.
- Debt Reports are produced and reviewed regularly and appropriate action taken in line with agreed procedures.
- Financial Regulations - review and update was completed.
- Self-assessment form to monitor progress in line with Financial Regulations and best practice – still ongoing.
- Cash held for Petty Cash and the Laverton Bar is checked and certified by two members of staff.
- Policies - Bad Debt, Grant Aid, Gift and Hospitality and Roundabout Sponsorship Policies have been written and adopted by Town Council.

- Grants Scrutiny Working Groups has been set up to scrutinise and monitor Grant applications.
- Internal Audit Working Group has been set up to monitor contracts and expenditure within the Town Council, ensuring compliance, transparency and best value for the Town Council.
- Omega Financial System – Staff have undertaken training and Sales Ledger is now fully operational for both Westbury Town Council and The Laverton (minute points F.211 & F.183 refer).
- Ongoing review on accounting practices and recommendations from Internal Audit Reports.

**F.241 INTERNAL AUDIT REVIEW REPORT 2016/17 (Final Update)**

The Finance Committee to note the Internal Audit Review Report 2016/17 (Final Update). This report was previously circulated with the Extraordinary Town Council Agenda for 12.06.2017 (T.3763 refers).

**NOTED**

**F.242 DEBT REPORTS**

The Finance Committee noted the following debt report balances as at 30<sup>th</sup> June 2017.

Westbury Town Council	£3,438.00
The Laverton	£ 736.29

**F.243 SUPPLIER TURNOVER REPORT**

The Finance Committee noted the supplier turnover report to 30.6.2017

**F.244 BUDGET STATEMENT TO END OF JUNE 2017**

Town Clerk to give verbal report at the meeting.

***The Committee raised concerns about the high cost of CCTV provision and Cllrs Jones and King will put forward a motion to Town Council to consider this.***

**F.245 FINANCE TRAINING FOR COUNCILLORS**

The Committee noted that there will be a Finance Training Session delivered by DCK Accounting at The Laverton on Thursday 7<sup>th</sup> September 2017, starting at 6pm.

**20.08**

**Signed on behalf of the Meeting  
this eleventh day of December 2017**

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**Chairman**

**20.08**

DRAFT