



Westbury Town Council

The Laverton, Bratton Road, Westbury
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5th DECEMBER 2017

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY ON MONDAY 11th DECEMBER 2017 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 RECEIVE APOLOGIES (if any) AND REASONS AND APPROVE ABCSCENCES**
- 2. DISPENSATIONS (if any).** Members to consider any dispensation requests received by the Town Clerk.
- 3. DECLARATIONS OF INTEREST (if any) AND REASONS.** (Members must be diligent regarding their interests.)
- 4. MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 14th August 2017.
- 5. MATTERS ARISING (if any) FROM THESE MINUTES.** Note: no new decisions can be taken.
- 6. CHAIRMAN'S MATTERS FOR REPORT.**
- 7. DRAFT BUDGET 2018-19:** Mr Kemp to present the draft budget (see attached)
- 8. LOCAL GOVERNMENT FINANCE SETTLEMENT:** To note the attached email regarding the Council Tax Setting Programme 2018/2019.

9. **NOTIFICATION OF EXTERNAL AUDITOR:** To note the attached email regarding the external auditor appointments for the 2017/2018 financial year.
10. **ADDITIONAL MEMBERS TO WORKING GROUP:** See attached email requesting additional members to join the Grants Scrutiny Working Group.
11. **REQUEST TO CHANGE NAME OF WORKING GROUP:** See attached email requesting to change the name of the Grants Scrutiny Working Group to Community Partnership Funding Working Group.
12. **RECOMMENDATION TO APPROVE ACQUIRING A CREDIT CARD FOR WESTBURY TOWN COUNCIL:** rather than staff using their own personal bank cards for Council purchases our Auditor has suggested the Council acquire its own credit card, the use of credit cards is now permissible following repeal of Section 150 (5) of the 2972 Act, see attached email.
13. **FESTIVAL FUNDING:** P&R Committee meeting on 4th December 2017 resolved to approve £10,000 funding towards Westbury Music Festival. A grant of £8,000 is already included within the draft budget.
14. **MOTION ATTACHED FROM CLLR N PYNE, dated 25th October 2017:**
The Finance Committee considers meeting more regularly.
15. **BUDGET BIDS:** None
16. **REPORT BY THE TOWN CLERK & RFO:**
 - A. Earmarked reserved report, see attached
 - B. Month 7 report, see attached
17. **INTERNAL AUDIT REVIEW REPORT 2017/18 (Interim Update)**
The Finance Committee to note the Internal Audit Review Report 2017/18 (Interim Update).
18. **INTERNAL AUDIT REVIEW REPORT 2016/17 (Final Update)**
The Finance Committee to note the Internal Audit Review Report 2016/17 (Final Update).
19. **DEBT REPORTS**
The Finance Committee to note the following debt report balances as at 31st October 2017 (see attached):

Westbury Town Council	£2,400.00
The Laverton	£ 588.00
20. **BUDGET STATEMENT TO END OF OCTOBER 2017, see attached:**
Town Clerk to give verbal report at the meeting.