

**WESTBURY TOWN COUNCIL**

**At a MEETING of the FINANCE COMMITTEE held at THE LAVERTON,  
BRATTON ROAD, WESTBURY, on MONDAY 11<sup>th</sup> DECEMBER at 7.00 pm.**

**PRESENT:** Cllrs W Jones, G King, I Cunningham, M Sutton,  
J Russ, M Kettlety, N Pyne

Mrs D Urch (Town Clerk) and Miss S Harris

**F.246 TO RECEIVE APOLOGIES AND REASONS AND APPROVE ABSCENCES**

Cllr D Tout	Personal
Cllr C Charlton	No Apologies received
Cllr F Morland	No Apologies received

**F.247 PUBLIC FORUM: NONE**

**F.248 DISPENSATIONS: NONE**

**F.249 DECLARATIONS OF INTEREST AND REASONS:**

Cllrs Ward, Cunningham, Russ declared interests, agenda item 13 – Festival Funding.

**F.250 MINUTES:**

***RESOLVED: The minutes of the Committee Meeting held on the 14<sup>th</sup> August 2017 were confirmed and signed by the Chairman.***

**F.251 MATTERS ARISING FROM THESE MINUTES: NONE**

**F.252 CHAIRMAN'S MATTERS FOR REPORT: NONE**

**F.253 DRAFT BUDGET 2018-19:**

In the absence of Mr Kemp, the Town Clerk presented the draft budget and highlighted areas that would be of interest to the Committee, this included where there had been savings and increases. The Committee noted that costs for the Festival, £2,000 and Events £2,550 were not included in the report, however the report will be updated to reflect this. Based on all the above, the Committee would like to make the additional recommendations to Town Council:

**A.** Car Park – £30,000 – to cover the cost for another year to really understand how successful the 2 hours free parking is.

**B.** Precept – 4.5% increase to plan towards the future £27,110 for Service Delegation.

**C.** HP&D/CATG – add a budget line to the report, using EMR 2018-19.

**F.254 LOCAL GOVERNMENT FINANCE SETTLEMENT:**

The Committee noted the Council Tax Setting Programme for 2018/2019 and that our deadline is 19<sup>th</sup> January 2018 after Town Council have met.

- F.255 NOTIFICATION OF EXTERNAL AUDITOR:**  
The Committee noted the external auditor appointments for 2017/2018 and that our provider has changed and will be PKF LITTLEJOHN LLP.
- F.256 ADDITIONAL MEMBERS TO JOIN WORKING GROUP:**  
The Committee noted and supported the request for additional members to join the Grants Scrutiny Working Group. The Clerk to ask for members to join the group.
- F.257 RECOMMENDATION TO CHANGE NAME OF WORKING GROUP:**  
The Committee noted, supported and recommended to Town Council the request to change the name of the Grants Scrutiny Working Group to Community Partnership Funding Working Group.  
**RESOLVED: to AGREE the above recommendation.**
- F.258 RECOMMENDATION TO APPROVE ACQUIRING A CREDIT CARD FOR WESTBURY TOWN COUNCIL:**  
The Committee noted and supported the request for Westbury Town Council to acquire one credit card for purchases up to a certain value that require payment by credit card.  
**RESOLVED: to AGREE the above recommendation.**
- F.259 FESTIVAL FUNDING:**  
The Committee noted and supported that the P&R Committee meeting on 4<sup>th</sup> December 2017 resolved to approve £10,000 funding towards Westbury Festival. A grant of £8,000 is already included within the draft budget.  
**RESOLVED: to AGREE the above recommendation.**
- F.260 MOTION FROM CLLR N PYNE:**
- Proposal**  
The Finance Committee considers meeting more regularly to monitor the financial performance of the council and to assist and support the finance team in their work.
- Background**  
Currently the Finance Committee meets only three times a year to sign off the End of Year Accounts, Governance Statement, review Internal & External Audit reports and to consider the Precept, making its recommendations to Town Council.
- As the Town Council takes on more services (Ten Play Areas, Public Toilets) the Council is required to look at procurement and contract management, best value and spend in greater detail.
- The Internal Audit working Group and Grants Scrutiny does some of this work, but these activities could be incorporated into the work of the Finance Committee. If the Finance Committee met more regularly, it could consider how income is generated and take a robust look at Omega reports, budget pressures and consider how it responds to the public.
- As the Business Plan & MTFP take shape the Finance Committee would be able to review the plans regularly and make recommendations to Town Council for change.

To avoid increasing the number of meetings for Councillors and staff, the Finance Committee could consider combining with Policy & Resources (P&R) meeting a minimum of six times each year. The calendar would need to be considered to ensure important finance deadlines are still met without the need to extraordinary meetings.

**Recommendation**

That the Finance Committee considers meeting more regularly to monitor financial performance and considers merging Finance and P&R, combining Grants Scrutiny / Internal Audit with Finance.

***RESOLVED to AGREE to the amended recommendation below:  
Recommend to Town Council that the Finance Committee meets six times per year, but not combined with P&R and the arrangements for this to be discussed at the first Finance meeting. Grants Scrutiny and Internal Audit are to remain as Working Groups.***

**F.261 BUDGET BIDS: NONE**

**F.262 REPORT BY THE TOWN CLERK & RFO:**

**A:** The Committee noted the earmarked reserves report, with the following to be actioned – vision for Westbury to be moved to the Neighbourhood Plan / check the allocation for Music and Arts / detail the Neighbourhood Plan, including costs.

**B.** The Committee noted the Month 7 report. The Town Clerk updated to confirm that although we currently have an overspend, confident that we can come in under budget.

**F.263 INTERNAL AUDIT REVIEW REPORT 2017/18 (Interim Update):**

The Committee noted the report and the action that we need to retain a copy of The Laverton T&Cs.

**F.264 INTERNAL AUDIT REVIEW REPORT 2016/17 (Final Update):**

The Committee noted the report, which has already gone to Town Council. All actions have been completed, with the exception of the asset Register which is to be completed and presented to the January Town Council Committee meeting.

**F.265 DEBT REPORTS:**

The Committee noted the following debt reports as at 31<sup>st</sup> October 2017:  
Westbury Town Council – £2,400.00  
The Laverton – £588.00

**F.266 BUDGET STATEMENT TO END OF OCTOBER 2017:**

The Committee noted the statement and the Town Clerk provided a verbal report at the meeting.

**20.40**

**Signed on behalf of the Meeting  
this date tbc**

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**Chairman**