



Westbury Town Council

The Laverton, Bratton Road, Westbury
Wiltshire BA13 3EN Tel: 01373 822232
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Dear Councillor

You are summoned to attend a Meeting of the Finance Committee to be held at 7pm on **MONDAY 13th AUGUST 2018** at The Laverton, Bratton Road, Westbury BA13 3EN.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 7pm (registration 6.50pm – 7pm).

Yours faithfully

Mrs D Urch Town Clerk

7th August 2018

PUBLIC FORUM: *commencing 7pm* (not to exceed 30 minutes). Members of the public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any individual representation is limited to no more than 5 minutes. The Chairman will call the representation from those who registered to speak; written representations can also be submitted to the Town Clerk in advance of the meeting. A summary record of any public participation session shall be included in the Minutes.

Recording and using social media is permitted at Council meetings which are open to the public however, anyone wishing to do so must speak to the Town Clerk prior to the meeting as there are rules which must be followed.

A G E N D A

1. TO ELECT A CHAIRMAN

2. TO APPOINT A VICE-CHAIRMAN

3. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider the reason for absence.

4. DECLARATION OF INTEREST and DISPENSATIONS

Members must be diligent regarding their interests.

Members to consider any dispensation requests received by the Town Clerk.

5. MINUTES (previously circulated with Annual Town Council Agenda 14.5.18).

To approve as a correct record, the Minutes of the Finance Committee Meeting held on the 22nd March 2018, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 33(d) may be taken as read.

MATTERS ARISING FROM THESE MINUTES (if any).

Note: no new decisions can be taken

Members' matters arising from these previous Minutes

Minute ref	Subject	Action	Update
F.275	CCLA Investments	Town Clerk to invest as appropriate	Paperwork complete and account open
F.281	Budget Statement	Town Clerk to express salaries as a percentage of total budget	See attached report

6. CHAIRMAN'S COMMUNICATIONS

7. RECOMMENDATION FROM the COMMUNITY FUNDING WORKING GROUP DATED 19TH July 2018 (see attached)

Community Grants 2018/19

That the Finance Committee approve the attached list of community grants totaling £9,796. The committee should note that there are still 3 applications pending which may or may not result in awards being recommended in the future.

8. RECOMMENDATION from TOWN CLERK dated 2nd AUGUST 2018 (see attached)

Investment Strategy & Treasury Management Policy

That the Finance Committee considers the proposed Investment Strategy and Treasury Management Policies, developed in conjunction with Mr D Kemp of DCK Accounting Solutions, and recommends adoption to Town Council.

9. INTERNAL AUDIT REPORT – Final report 2017/18

The Finance Committee to note the Internal Audit Review Report 2017/18 (Final Update). This report was previously circulated with the Extraordinary Town Council Agenda for 13.06.2018 (T.3353 refers).

10. NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018.

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 2018.

The period for the exercise of public rights expired on the Tuesday 31st July 2018. The Town Council did not receive any requests from local electors to view the accounts.

For Members to Note

11. BANK RECONCILIATIONS

The Finance Committee to appoint a representative/representative, other than the Mayor or a signatory on the town council's bank account, to undertake regular bank reconciliations, in accordance with Financial Regulation 2.2

12. WILTSHIRE ASSOCIATION OF LOCAL COUNCILS NEWSLETTER

(see attached)

The Finance Committee to note the following points from the April 2018 Newsletter:

1. Section 137 Allowance 2018/19
2. Smaller Authorities Audit Appointments
3. Risk Management Support
4. Councillor Training – Essential Skills for the 21st Century Councillor

13. COMMUNITY INFRASTRUCTURE LEVY FUNDING (CIL)

The Finance Committee to note the attached guidance received from Wiltshire Council in relation to Community Infrastructure Levy (CIL) Funding.

Current amount of CIL funding received = £1,033.27

14. CLERK'S CORRESPONDENCE

15. REPORTS

The Finance Committee to receive and approve the following reports:

1. Budget Statement to 30.6.18
2. List of Payments April 2018 – Schedule No 523 totalling £85,817.54
3. List of Payments May 2018 – Schedule No 524 totalling £94,048.78
4. List of Payments June 2018 – Schedule No 525 totalling £85,936.55
5. Aged Debt Reports as at 30.6.18
6. Cost update – The Laverton Build
7. Cost update – Neighbourhood Plan

16. UPDATE ON EAR MARKED RESERVES

The Finance Committee to note the attached updated EMR report.

17. BUDGET BIDS