

**WESTBURY TOWN COUNCIL**

**At a MEETING of the FINANCE COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 13th AUGUST 2018 at 7pm.**

**PRESENT:** Cllrs C Charlton, W Jones, G King, I Cunningham, M Sutton & N Pyne

Also in attendance: Cllr M Kettlety

Staff: Mrs D Urch (Town Clerk) and Mrs J Dyer

**F.282 PUBLIC FORUM**

None.

**F.283 TO ELECT A CHAIRMAN**

Cllr N Pyne was elected Chairman.

**F.284 TO ELECT A VICE CHAIRMAN**

Cllr C Charlton was elected Vice Chairman.

**F.285 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE**

None.

**F.286 DECLARATION OF INTEREST and DISPENTATIONS**

None.

**F.287 MINUTES**

**RESOLVED:** The minutes of the Committee Meeting held on the 22<sup>nd</sup> March 2018 were confirmed and signed by the Retiring Chairman, Cllr Charlton.

**F.288 MATTERS ARISING FROM THESE MINUTES**

None.

**F.289 CHAIRMAN'S COMMUNICATIONS**

None.

**F.290 RECOMMENDATION FROM the COMMUNITY FUNDING WORKING GROUP DATED 19<sup>TH</sup> July 2018**

**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.

**RESOLVED:** To accept the revised list of community grants totaling £10,946 and forward to Town Council for approval.

## **F.291 RECOMMENDATION from TOWN CLERK dated 2<sup>nd</sup> AUGUST 2018**

### **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.

**RESOLVED:** To approve the Investment Strategy and Treasury Management Policies and forward to Town Council for adoption.

The Finance Committee would like it noted that the Investment Strategy is maximising income whilst operating within the responsible and ethical restraints of a parish council.

## **F.292 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).

Noted.

## **F.293 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 committee to note 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.

Noted.

## **F.294 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.

Cllrs Pyne & King were appointed.

## **F.295 WILTSHIRE ASSOCIATION OF LOCAL COUNCILS NEWSLETTER**

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 21<sup>st</sup> Century Councillor

Noted.

## **F.296 COMMUNITY INFRASTRUCTURE LEVY FUNDING (CIL)**

The Finance Committee to note the guidance received from Wiltshire Council

in relation to Community Infrastructure Levy (CIL) Funding.

Current amount of CIL funding received = £1,033.27.

Noted. The HP&D Committee will be asked to prepare a priority list for CIL funding.

#### **F.297 CLERK'S CORRESPONDENCE**

None.

#### **F.298 REPORTS**

The Finance Committee to receive and approve the following reports:

1. Budget Statement to 30.6.18  
Approved – The Committee noted that the cost of insurance is to be apportioned.
2. List of Payments April 2018 – Schedule No 523 totalling £85,817.54  
Approved.
3. List of Payments May 2018 – Schedule No 524 totalling £94,048.78  
Approved.
4. List of Payments June 2018 – Schedule No 525 totalling £85,936.55  
Approved.
5. Aged Debt Reports as at 30.6.18  
Approved – The Committee noted that this has reduces by £3,716.98 since the report was produced.
6. Cost update – The Laverton Build.  
Approved – The Committee noted that the build is expected to be within budget.
7. Cost update – Neighbourhood Plan  
Approved – The Committee noted that grant funding may be available now we have a co-ordinator in post to progress the Neighbourhood Plan.

#### **F.299 UPDATE ON EAR MARKED RESERVES**

The Finance Committee to note the attached updated EMR report.

The Committee noted that the Internal Audit Working Group review Ear Marked Reserves.

Noted.

#### **F.300 BUDGET BIDS**

None at this point but bids expected soon.

8.45pm

Signed on behalf of the Meeting  
this 22nd day of October 2018

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Chairman