



# Westbury Town Council

The Laverton, Bratton Road, Westbury  
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Dear Councillor

You are summoned to attend a Meeting of the FINANCE Committee to be held at 3pm on **MONDAY 22<sup>nd</sup> OCTOBER 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 3pm (registration 2.50pm – 3pm).

Yours faithfully

**Mrs D Urch Town Clerk**  
15<sup>th</sup> October 2018

**PUBLIC FORUM:** *commencing 3pm* (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. APOLOGIES FOR ABSENCE**

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

### **2. DECLARATION OF INTEREST and DISPENSATIONS**

Members must be diligent regarding their interests.

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

**3. MINUTES** [August minutes](#) [September minutes](#)

To approve as a correct record, the Minutes of the Finance Committee Meeting held on 13<sup>th</sup> August 2018 and, 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) [Click here](#)

**Note: no new decisions can be taken**

**Members' matters arising from these previous Minutes**

**4. CHAIRMAN'S COMMUNICATIONS**

**5. RECOMMENDATION received from INTERNAL AUDIT WORKING GROUP dated 31<sup>st</sup> August 2018**

**Report from Internal Audit Working Group**

Recommendation

That a report from the Internal Audit Working Group should be added as a standing item on the Finance Committee Agenda. [Click here](#)

**6. RECOMMENDATION received from INTERNAL AUDIT WORKING GROUP dated 16<sup>th</sup> September 2018**

**Future Events**

Recommendation

Finance Committee to recommend outsourcing of major events where practicable. See links [Recommendation](#) [Report Graph](#)

**7. NOTICE OF MOTION received from CLLR N PYNE dated 27<sup>th</sup> September 2018**  
**Authorising emergency expenditure**

Recommendation

To appoint an authorised person to act as deputy to the clerk in her absence, to approve emergency spending up to £1000. [Click here](#)

**8. RECOMMENDATION received from CLLR I CUNNINGHAM dated 16<sup>th</sup> October 2018**

**Car parking**

Recommendation

Westbury Town Council pays Wiltshire Council £(Cost to be obtained from Wiltshire Council) per annum for 2 hours public free parking in the town's car parks (High Street, Warminster Road and Westfield House). [Click here](#)

**9. Laverton Institute Accounts 2017/18 (final)**

Finance Committee to note the Annual Report & Statement of Accounts for the year ended March 2018, and forward to Town Council for noting. [Click here](#)

**10. Notice of Conclusion of Audit for the period ending 31<sup>st</sup> March 2018**

Finance Committee to note the Conclusion of Audit for the period ending 31<sup>st</sup> March 2018. The committee should note there have been no recommendations made by

the external auditor and no requests to view our accounts received from members of the public. [Click here](#)

### **11. Receipt of precept from Wiltshire Council**

Finance Committee to note the receipt of £314,776 from Wiltshire Council as payment 2 of 2 in relation to precept 2018/19. [Click here](#)

### **12. Council Tax Setting Programme 2019/20**

Finance Committee to note the attached Council Tax setting time table 2019/20 (and summary), and Council Tax Referendum Principles 2019/20 both received from Wiltshire Council. See links [Timetable](#) [Referendum](#)

### **13. Laverton heating repairs**

Finance Committee to note the final cost of boiler repairs for The Laverton of £575.80 + VAT. [Click here](#)

### **14. CLERK'S CORRESPONDENCE**

None

### **15. REPORTS**

The Finance Committee to receive and approve the following reports:

1. Budget Statement to 30.9.18 \*
2. List of Payments July 2018 Schedule No 526 £67,505.42 [Click here](#)
3. List of Payments Aug 2018 Schedule No 527 £341,104.42 [Click here](#)
4. List of Payments Sept 2018 \*
5. Aged Debt Reports as at 30.9.18\*
6. Cost update – The Laverton Build\*
7. Cost update – Neighbourhood Plan\*

\* Reports marked with an Asterix will follow by email after accountants visit on 17.10.18

### **16. UPDATE ON EAR MARKED RESERVES**

The Finance Committee to note the attached updated EMR report.

### **17. BUDGET BIDS**

- a. Received from Town Clerk dated 30<sup>th</sup> August 2018 – up to £872 to purchase small equipment as detailed in the attached for use by the Town Caretaker & Facilities Assistant. See links [Recommendation](#) [List of tools](#)
- b. Received from Business Plan Working Group dated 21<sup>st</sup> September 2018 – £4000 for Support, promotion & marketing of Business Plan [Click here](#)
- c. Received from Community Funding Working Group dated 5<sup>th</sup> September 2018 – Increase the annual community grants budget to £14,000 and to set aside £300 to host the annual grants evening [Click here](#)
- d. Received from Policy & Resources Committee dated 1<sup>st</sup> October 2018 - To consider making a provision in the 2019/20 budget to cover the cost of possible future elections [Click here](#)
- e. Received from Neighbourhood Plan Sub-Committee dated 4<sup>th</sup> September 2018 - £10,000 for the continued development of the Neighbourhood Plan [Click here](#)

**18. REPORT from the INTERNAL AUDIT WORKING GROUP**

Subject to approval of agenda item 5 above, the committee to note the attached report from the Internal Audit Working. [Click here](#)