

WESTBURY TOWN COUNCIL

At a MEETING of the FINANCE COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on 22nd October 2018 at 3.00pm.

PRESENT: Cllrs: I Cunningham, G King, M Sutton, N Pyne (arrived at 15.10) W Jones (arrived at 15.15)

Staff: D Urch, J Dyer, K Thorburn

F.305 PUBLIC FORM:

None.

F.306 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE:

Cllr C Charlton No apologies given

F.307 DECLARATION OF INTEREST and DISPENSATIONS:

None.

F.308 MINUTES:

RESOLVED: That the Minutes of the Committee Meetings held on 13th August and 6th September 2018 were confirmed and signed by the Chair.

MATTERS ARISING FROM THESE MINUTES (if any)

MEMBERS MATTERS ARISING FROM THESE PREVIOUS MINUTES

Minute ref	Subject	Action	Update
F.296	Community Infrastructure Levy	P&R Committee asked to start review of boundaries process to ensure we take maximum advantage of future CIL money	Pending results of Wiltshire Council Electoral Boundary Review
F.296	Community Infrastructure Levy	HP&D to compile a wish list for spending CIL money	In hand; currently on the list: road improvements inc pedestrian crossing and more notice boards around the town.
F.298	Reports	1 – Apply RPI to budget 2 – National Heritage Trust membership 3 – Visit Wiltshire Membership 4 – EMR; dormant EMR to be reviewed by committees & WG	1 -To be circulated by email 2 – Membership benefits circulated. The committee would like to ask what benefits we have used in the last 12 months 3 – Referred to TIG/Tourism 4 – Internal audit to review on a 6 monthly basis

F.309 **CHAIRMAN'S COMMUNICATIONS:**

None.

F.310 **RECCOMENDATION received from INTERNAL AUDIT WORKING GROUP dated 31st August 2018**

Report from Internal Audit Working Group

That a report from the Internal Audit Working Group should be added as a standing item on the Finance Committee Agenda.

RESOLVED: To APPROVE the above recommendation

F.311 **RECOMMENDATION received from INTERNAL AUDIT WORKING GROUP dated 16th September 2018**

Future events

Finance Committee to recommend outsourcing of major events where practicable.

RESOLVED: To APPROVE the above recommendation with the following amendment. To ask Policy & Resources Committee to consider holding a workshop to which all members are invited to consider the future format of events, types of events, budgets and possible outsourcing where practicable.

F.312 **NOTICE OF MOTION received from CLLR N PYNE dated 27th September 2018**

Authorising emergency expenditure

To appoint an authorised person to act as deputy to the clerk in her absence, to approve emergency spending up to £1000.

RESOLVED: To APPROVE the above recommendation with the following amendment. The Financial regulations to be amended to state The Clerk to nominate a person to authorise emergency expenditure solely in the absence of the Clerk and to notify the Management team in advance, this amendment to be forwarded to Town Council for approval.

F.313 **RECOMMENDATION received from CLLR I CUNNINGHAM dated 16th October 2018**

Car Parking

Westbury Town Council pays Wiltshire Council up to £45.000 per annum for 2 hours public free parking in the town's car parks(High Street, Warminster Road and Westfield House).

RESOLVED: To APPROVE the above recommendation with the following amendment. To put a figure of £45.000 to forward to Town Council for car parking charges for the coming year.

F.314 **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.

Noted.

F.315 Notice of Conclusion of Audit for the period ending 31st March 2018

Finance Committee Noted Conclusion of Audit for the period ending 31st March 2018. The Committee also noted there have been no recommendations made by the external auditor and no requests to view our accounts received from members of the public.

The Committee thanked The Clerk for her work on the Audit, and achievement at having no recommendations made.

F.316 Receipt of precept from Wiltshire Council

Finance Committee noted the receipt of £314,776 from Wiltshire Council as payment 2 of 2 in relation to precept 2018/19.

Noted.

F.317 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.

The Clerk will be meeting with the Accountant on October 29th 2018, to agree a draft budget which will be forwarded to Finance Committee in December and then onto Town Council in January 2019.

F.318 Laverton heating repairs

Finance Committee noted the final cost of boiler repairs for The Laverton of £575.80 + VAT

F.319 CLERK'S CORRESPONDENCE:

None.

F.320 REPORTS:

The Finance Committee noted and approved the following reports:

1. Budget Statement to 30.9.18
2. List of Payments July 2018 Schedule No 526 £67,505.42
3. List of Payments Aug 2018 Schedule No 527 £341,104.42
4. List of Payments Sept 2018 Schedule No 528 £99,096.56
5. Aged Debt Reports as at 30.9.18
6. Cost update – The Laverton Build
7. Cost update – Neighbourhood Plan

F.321 UPDATE ON EAR MARKED RESERVES

The Finance Committee noted the updated EMR report dated 30th September 2018

The Internal Audit Working Group will review EMR on a 6 monthly basis.

F.322 BUDGET BIDS:

a. The Finance Committee considered the budget bid from the Town Clerk dated 30th August 2018 – up to £872 to purchase small equipment as detailed in the attached for use by the Town Caretaker & Facilities Assistant. The Committee supported this amount which will now go to Town Council for approval.

- b. The Finance Committee considered the budget bid from the Business Plan Working Group dated 21st September 2018 – £4000 for Support, promotion & marketing of Business Plan. The Committee supported this amount which will now go to Town Council for approval.
- c. The Finance Committee considered the budget bid from the Community Funding Working Group dated 5th September 2018 – Increase the annual community grants budget to £14,000 and to set aside £300 to host the annual grants evening. The Committee supported this amount which will now go to Town Council for approval.
- d. The Finance Committee considered the budget bid from the Policy & Resources Committee dated 1st October 2018 - To consider making a provision in the 2019/20 budget to cover the cost of possible future elections. The Committee supported £6.000 per annum to be set aside in the budge which will now go to Town Council for approval
- e. The Finance Committee considered the budget bid from the Neighbourhood Plan Sub-Committee dated 4th September 2018 - £10,000 for the continued development of the Neighbourhood Plan. The Committee supported this amount which will now go to Town Council for approval

F.323 REPORT from the INTERNAL AUDIT WORKING GROUP

The committee noted the report from the Internal Audit Working. See below

Report from the Internal Audit working Group – October 2018

The Internal Audit Working Group would like the finance committee to note the group have been involved in the following over the last 6 months:

1. Regular review of WTC risk register including IT, Financial, Staffing, Data Protection/GDPR and council property. The group aims to review 3 to 5 areas of risk at each meeting. This included an assessment of the level of risk involved and, in some cases, measures to reduce future risk.
2. Review of contracts – WTC lift maintenance and stationery contracts/suppliers have been reviewed before renewal. The next large contract which will be reviewed in the new year is for the provision on IT/telephones.
3. Investment & Treasury Management – this has now been adopted by WTC.
4. IT – reviewing the current provision and future need.
5. Grants – audit requirements of larger grants.
6. Reviewing provision of events (Summer & Christmas) including attendance, costs over last 6 years, and considering the future provision.
7. Reviewing the provision of Christmas lights in the town, including cost and future provision.

Some of the activities of the working group are ongoing whilst others are yet to reach their conclusion.

The Internal Audit Working Group currently has four councillor members, plus admin support, and aims to meet on a monthly basis.

17.00

Signed on behalf of the meeting this December 10th 2018

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Chairman