



# 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 11<sup>th</sup> FEBRUARY 2019** 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**  
5<sup>th</sup> February 2019

**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** [Click here](#)

To approve as a correct record, the Minutes of the Finance Committee Meeting held on 10<sup>th</sup> December 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**

### **4. CHAIRMAN'S COMMUNICATIONS**

None.

### **5. RECOMMENDATION received from TOWN CLERK dated 4<sup>th</sup> February 2019 IT and Telephony**

#### Recommendation

The Finance Committee to review the five quotes for IT and Telephony and make a recommendation to Town Council.

### **6. RECOMMENDATION received from TOWN CLERK dated 4<sup>th</sup> February 2019 Electric vehicle leasing**

#### Recommendation

The Finance Committee to consider the two options to lease an electric vehicle and make a recommendation to Town Council in March 2019. [Click here](#)

### **7. FINANCE COMMITTEE to note the Internal Audit Report 2018/19 (Interim update).** [Click here](#)

### **8. FINANCE COMMITTEE to review the Section 106 money statement** [Click here](#)

### **9. FINANCE COMMITTEE to note the CIL income spreadsheet** [Click here](#)

### **10. CLERK'S CORRESPONDENCE**

None

### **11. REPORTS**

The Finance Committee to receive and approve the following reports:

1. Budget Statement to 31.12.18 [Click here](#)
2. List of Payments November 2018 [Click here](#)
3. List of Payments December 2018 [Click here](#)
4. Aged Debt Reports as at 21.1.19 [Click here](#)
5. Cost update – The Laverton Build [Click here](#)
6. Cost update – Neighbourhood Plan [Click here](#)

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

The Finance Committee to note the attached updated EMR report. [Click here](#)

### **13. BUDGET BIDS**

None.

### **14. REPORT from the INTERNAL AUDIT WORKING GROUP**

No meeting has taken place.

#### **Additional Information**

**Terms of Reference**      [Click here](#)

**Standing Orders**        [Click here](#)

**Financial Regulations**   [Click here](#)