

WESTBURY TOWN COUNCIL

At a MEETING of the FINANCE COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on 11<sup>th</sup> February 2019 at 3.00pm.

**PRESENT:** Cllrs: Cunningham, Pyne, King, Jones, Sutton, Parker (arrived at 15.03)  
Charlton (arrived at 15.05)

Staff: D Urch, K Thorburn

**F.339 PUBLIC FORUM:**

None

**F.340 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE:**

None

**F.341 DECLARATION OF INTEREST and DISPENSATIONS:**

None

**F.342 MINUTES:**

RESOLVED: That the Minutes of the Finance Committee Meeting held on 10<sup>th</sup> December 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 – To discontinue membership 4 – Internal audit to review on a 6-monthly basis
F. 311	Workshop	P&R Workshop to discuss the future of event formats	The workshop will be held on the 28 <sup>th</sup> January 2019

F.343 **CHAIRMAN'S COMMUNICATIONS:**

None

F.344 **RECOMMENDATION received from TOWN CLERK dated 4th February 2019**

**IT and Telephony**

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

**RESOLVED: To RECOMMEND the preferred supplier to Town Council**

**RECOMMENDATION received from TOWN CLERK dated 4<sup>th</sup> February 2019**

**Electric vehicle leasing**

The Finance Committee to consider the two options to lease an electric vehicle and make a recommendation to Town Council in March 2019.

**RESOLVED: To RECOMMEND to Town Council that the additional funding required to lease an electric vehicle is approved.**

F.345 **FINANCE COMMITTEE to note the Internal Audit Report 2018/19 (Interim update)**

Noted. The Committee wished to thank everyone involved in ensuring the finance processes and procedures is kept to a high standard.

F.346 **FINANCE COMMITTEE to review the Section 106 money statement**

Noted. The Committee asked to have a breakdown of what the money can be spent on. The Committee also asked for the Section 106 statement to be circulated to relevant Working Groups and all Councillors to suggest ideas for how the money could be spent.

F.347 **FINANCE COMMITTEE to note the CIL income spreadsheet**

Noted. The Committee asked for the CIL income spreadsheet to be circulated along with the Section 106 Money statement to relevant Working Groups and all Councillors to suggest ideas for the money to be spent.

F.348 **CLERK'S CORRESPONDENCE:**

The Clerk updated the Committee on the interest received to date from the CCLA Public Sector Deposit Fund which is currently at £1968.00 and is on target to exceed the projected income.

F.349 **REPORTS**

The Finance Committee noted and approved the following reports:

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

**F.350 UPDATE ON EAR MARKED RESERVES**

The committee asked for a percentage of the EMR budget for the Emergency Plan to be transferred into a separate EMR, to cover the additional costs required in year 1 to lease an electric van.

**F.351 BUDGET BIDS:**

None

**F.352 REPORT FROM INTERNAL AUDIT WORKING GROUP**

No meeting has taken place

16.30

Signed on behalf of the meeting this 1<sup>st</sup> April 2019

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Chairman

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