

7th December 2011

Dear Sir/Madam

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE FINANCE COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON 13th DECEMBER 2011 AT 7.00 PM.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – Strictly 5 minutes
Forum not to exceed 30 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting.**

A G E N D A

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 3. MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 12th September 2011. (Previously circulated with the Town Council agenda for the 7th November 2011.)
- 4. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

Members Matters Arising.

- 5. CHAIRMAN'S MATTERS FOR REPORT.**

6. **DRAFT BUDGET 2012-2013.** To review the draft Budget proposals for 2012-2013, and recommend a final Budget and Precept for consideration and adoption at the Town Council Meeting on the 9th January 2012. Mr D Kemp, DCK Beavers Ltd, to present. (See attached.)
7. **SMALL GRANTS 2011-2012.** To review requests received for small grants for 2011-2012, and make recommendation to the Town Council Meeting on the 9th January 2012. (See attached.)
8. **INTERNAL AUDIT REPORT 2011-12 (FIRST INTERIM).** To consider the report and make recommendation to Town Council. (See attached.)
- 9 . **LIST OF PAYMENTS.** To approve the List of Payments as submitted on 13.12.2011.