

15<sup>th</sup> March 2012

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 26<sup>th</sup> MARCH 2012 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 13<sup>th</sup> December 2011. (Previously circulated with the Town Council agenda for the 9<sup>th</sup> January 2012.)
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. **FIRST INTERIM AND INTERIM UPDATE INTERNAL AUDIT REPORTS 2011-12. To consider the recommendations made by the auditor. (See attached.)**
7. **EAR MARKED RESERVES (See attached.)**
  - a. **To approve end of year transfers.**
  - b. **To consider existing and any new ear marked reserves as necessary.**
8. **DRAFT CAPITAL PROJECT FIVE YEAR PROGRAMME. (See attached.)**
9. **FINANCIAL REGULATIONS. To review the Town Council's Financial Regulations, and make recommendation to Town Council to approve or amend.**
10. **ASSET MANAGEMENT. In line with the Accounts & Audit Regulations and Audit Commission's recommendations, to record and report the Town Council's assets at a more realistic value or cost, instead of by insurance value.**

To this end to consider the following software, and approve the most appropriate package:

Asset Manager Lite	£250
Assett Manager	£550
Annual Support (Lite)	£60
Annual Support	£100

Please see attached.

11. **FIXED TERM DEPOSITS. The Clerk to report. (See attached statement.)**
12. **HSBC BANK ACCOUNT. The Clerk to report.**
13. **FEBRUARY MONTHLY STATEMENT. (See attached.)**
14. **BUDGET 2012-2013. Amended budget enclosed.**