

12th December 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 WEDNESDAY, 19TH DECEMBER 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 APPOINT A VICE-CHAIRMAN.**
- 2. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 3. DECLARATIONS OF INTEREST (if any) AND REASONS.**
- 4. MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on 10th September 2012. (Previously circulated with the Town Council agenda for the 5th November 2012.)
- 5. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

Members Matters Arising.

6. **CHAIRMAN'S MATTERS FOR REPORT.**
7. **DRAFT BUDGET 2013-2014.**
 - a. Department for Communities and Local Government Proposals on Localising Support for Council Tax. (See attached briefing note.)
Mr D Kemp, DCK Beavers Ltd to present.
 - b. Wiltshire Council - Town/Parish Precepts 2013/2014 – **Revised Tax Base.**
(See attached.)
 - c. To review the draft Budget proposals for 2013-2014, and following consideration of 7.a.& b. above, to make recommendation to the Town Council Meeting on the 7th January 2013.
Mr D Kemp, DCK Beavers Ltd, to present. (See attached.)
8. **SMALL GRANTS 2011-2012.** To review requests received for small grants for 2012-2013, and make recommendation to the Town Council Meeting on the 7th January 2013. (See attached.)
9. **ADDITIONAL SMALL GRANTS 2011-2012.** To consider the following late grant applications (see attached):
 - a. Imperial Charity.
 - b. West Wiltshire/Elblag Twinning Association - £200.00.
10. **REVIEW OF THE SYSTEM OF INTERNAL AUDIT.**
 - a. **To recommend to Town Council the reinstatement of the Internal Audit Review Working Group (reporting directly to the Finance Committee).**
 - b. **To appoint four members of the Finance Committee to this Working Group.** (To be confirmed by Town Council.)

The purpose of the working group is to carry out a review of the effectiveness of the Town Council's system of internal audit in accordance with the external auditor's instruction.
11. **WESTBURY TOWN COUNCIL FINANCIAL REGULATIONS.** To review Sections 12. to 18. (See attached.)
12. **REPORT BY THE TOWN CLERK & RFO** (if any).