

4<sup>th</sup> June 2013

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 MONDAY, 10<sup>th</sup> JUNE 2013 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 ELECT A CHAIRMAN.**
2. **TO APPOINT A VICE-CHAIRMAN.**
3. **TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
4. **DISPENSATIONS (if any).**
5. **DECLARATIONS OF INTEREST (if any) AND REASONS.**
6. **MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 19<sup>th</sup> December 2012. (Previously circulated with the Town Council agenda for the 7<sup>th</sup> January 2013.)
7. **MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

**Members Matters Arising.**

8. **CHAIRMAN'S MATTERS FOR REPORT.**
9. **ANNUAL RETURN AND STATEMENT OF ACCOUNTS 2012-2013.** To consider and make recommendation for approval to Town Council. Note: These accounts will be audited on 6<sup>th</sup> June. (See attached.)
10. **INTERNAL AUDIT REVIEW WORKING GROUP.** To recommend to Town Council the appointment of four members of the Finance Committee to this working group. (Current membership: Cllrs S Andrews, Mrs S Ezra, D Jenkins and G King.)
11. **INSURANCE (Zurich Municipal).** To approve amendments to the insurance schedule 1213-2014. (See attached.) Town Clerk to report.
12. **OFFICE FINANCIAL PROCEDURES.** To consider and approve the draft Office Financial Procedures. (See attached.)
13. **GRANTS:**
  - a. **Crosspoint.** To approve immediate payment of £2,000.00 as per the agreed budget 2013-2014.
  - b. **Warminster Decorative and Fine Arts Society.** To consider and approve the small grants application under Section 137 Local Government Act 1972. (See attached.)
14. **REPORT BY THE TOWN CLERK & RFO** (if any).
15. **MONTHLY INCOME & EXPENDITURE STATEMENTS (March and April 2013).** (See attached.)