

1<sup>st</sup> October 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, 7<sup>th</sup> October 2013 AT 6.00 PM.**

Yours faithfully

**Town Clerk**

**Public Forum**

Register between 5.50 pm – 6.00 pm  
Maximum input per person – Strictly 5 minutes  
Forum not to exceed 15 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. **DISPENSATIONS** (if any).
3. **DECLARATIONS OF INTEREST** (if any) **AND REASONS.**
4. **MINUTES.** To confirm and sign the Minutes of the Committee Meeting held on the 10<sup>th</sup> June 2013. (Previously circulated with the Town Council agenda for the 1<sup>st</sup> July 2013.)
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. **AUDITED ANNUAL RETURN AND STATEMENT OF ACCOUNTS 2012-2013.** To consider and note the external auditor's comments and make recommendation to Town Council. (See attached.)
8. **COUNCIL TAX SUPPORT – IMPACT ON TOWN AND PARISH COUNCILS. To respond to Wiltshire Council's consultation on Council Tax Support.**

The attached briefing covers the background to the changes made by the Coalition Government last year as a result of their Welfare Reforms, and concentrates on the unintended consequences for town and parish precepts that became apparent as the details of the scheme were released.

As Wiltshire Council's Settlement Funding Assessment (monies received from Central Government) is starting to become clearer for 2014/15 and 2015/16, and indications have been made for the following years, Wiltshire Council is now deciding how to manage this in 2014/15 and onwards. Their decisions will, therefore, impact on how Westbury Town Council deals with its financial planning in future. Wiltshire Council will be considering Council Tax Support at the Cabinet meeting on 21<sup>st</sup> November, and has invited town councils to submit their views by the 4<sup>th</sup> November so that they can be considered before the Cabinet paper is prepared (see attached consultation questionnaire).

9. **WESTBURY TOWN COUNCIL – DRAFT GRANTS POLICY.** To consider the draft Grants Policy and make recommendation to Town Council (T.2931). (See attached.)
10. **ANNUAL TOWN CLOCK SERVICE – SMITH of DERBY. To consider a long term service agreement (15% discount) for periods from three up to six years.** (See attached details.)
11. **TOWN COUNCIL WEBSITE – FINANCIAL DATA.** To consider publishing the following public financial documents on-line :  
  
Annual budget  
Audit Reports – internal and external  
Statement of Accounts  
Monthly expenditure over £500  
Grants made  
Councillor allowances and expenses
12. **REPORT BY THE TOWN CLERK & RFO** (if any).
13. **MONTHLY INCOME & EXPENDITURE STATEMENT - AUGUST.**
14. **LIST OF PAYMENTS** (to be circulated).