

8th 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, 14th 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 7th October 2013. (See attached.)
- 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. **WESTBURY TOWN COUNCIL – DRAFT GRANTS POLICY.** To consider the draft Grants Policy and make recommendation to Town Council (T.2931). (Draft document circulated with Finance Agenda 07.10.2013.)
8. **ANNUAL TOWN CLOCK SERVICE – SMITH of DERBY. To consider a long term service agreement (15% discount) for periods from three up to six years.** (Details circulated with Finance Agenda 07.10.2013.)
9. **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
10. **COUNCIL TAX SUPPORT – IMPACT ON TOWN AND PARISH COUNCILS. To make recommendation to Town Council on the response to Wiltshire Council's consultation on Council Tax Support.** (See attached additional notes.)
11. **REPORT BY THE TOWN CLERK & RFO** (if any).
12. **MONTHLY INCOME & EXPENDITURE STATEMENT - AUGUST.**