

3<sup>rd</sup> December 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, 9<sup>th</sup> DECEMBER 2013 AT 7.00 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 14<sup>th</sup> October 2013. (Previously circulated with the Town Council Agenda for the 4<sup>th</sup> November 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. NOTICE of MOTION received from Cllr G King dated 20<sup>th</sup> November 2013.**

To increase the grant for Crosspoint from £2,000 to £4,000 in 2014/2015.
- 8. NOTICE of MOTION received from the Tourism Working Group dated 3<sup>rd</sup> October 2013.**

To consider a budget bid of £5,000 for the continuing maintenance of the White Horse.
- 9. ANNUAL TOWN CLOCK SERVICE – SMITH of DERBY.** In the light of additional information and on request by Town Council (04.11.2013), to reconsider the Committee's earlier decision (F.108) to enter into a six year service agreement with Smith of Derby Ltd to take advantage of a 15% discount for payment in advance. (See attached Annual Accounts submitted to Companies House up to 31.12.2012 for Smith of Derby Ltd, and report by Cllr I Cunningham.)
- 10. DRAFT BUDGET 2013-2014.**

To review the draft Budget proposals for 2014-2015 (see attached), and to make recommendation to the Town Council Meeting on the 6<sup>th</sup> January 2014. Mr D Kemp, DCK Beavers Ltd, to present. (See attached.)
- 11. SMALL GRANTS 2013-2014.** To review requests received for small grants for 2013-2014, and make recommendation to the Town Council Meeting on the 6<sup>th</sup> January 2014. (See attached.)
- 12. INTERNAL AUDIT REPORT 2013-2014 (First Interim) – see attached.**

  - a. To receive and consider the Internal Audit Report 2013-2014 (First Interim).
  - b. Action Plan R1 to R4. To note or make recommendation on these points.
  - c. Action Plan R5. To make recommendation to Town Council that the current daily transaction limit on the two Lloyds debit cards held by the Town Clerk and Assistant Town Clerk be reduced from £700 to £500, and that a debit card be approved for Mr D Lawrence, Laverton Hall Development & Marketing Officer, with a daily transaction limit of £250 to enable the efficient running of the Laverton Bar.
- 13. REPORT BY THE TOWN CLERK & RFO (if any).**
- 14. MONTHLY INCOME & EXPENDITURE STATEMENT - NOVEMBER.** To be circulated.