

2nd December 2014

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 TUESDAY 9th DECEMBER 2014 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 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 9th June 2014. (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. DRAFT BUDGET 2015-2016.

To review the draft Budget proposals for 2015-2016, and to make recommendation to the Town Council Meeting on the 5th January 2015.

Mr D Kemp, DCK Beavers Ltd, to present. (See attached.)

The following items were recommended for inclusion in the Draft Budget 2015-2016 by the Policy & Resources Committee at its meeting on 1st December 2014:

Devolution of Services from Wiltshire Council	£20,000
Section 137 grant - The Sports Roadshow (Active Trowbridge)	£1,000
Civic Regalia - Mayoral Robes	£1,500
Westbury Tourism Promotion (including £750 annual town Partnership)	£2,750
Dog/Town Warden	£22,000
Events Co-ordinator (10 hours per week)	£5,400

NB: These items have already been included in the Draft Budget 2015-2016 as submitted by the Town Clerk.

8. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS.

Following the repeal of Section 150(5) of the Local Government Act 1972 – Implementation (England), to consider the option to abandon the two signature rule and what effective systems and arrangements will need to be put in place should it be resolved to recommend such action to Town Council.

To this end, it is recommended a Task & Finish Group is appointed to consider this matter and come back to Committee to recommend whether to abandon the two signature rule, and if so, to put forward appropriate systems and arrangements for banking and authorisation of payments, and any necessary amendments to the Town Council's Financial Regulations. (See attached.)

Mr D Kemp, DCK Beavers Ltd, has agreed to remain and advise on this matter.

- 9. SMALL GRANTS 2014-2015.** To review requests received for small grants for 2014-2015, and make recommendation to the Town Council Meeting on the 5th January 2015. (See attached list as approved by the Policy & Resources Committee on 1st December 2014.)

- 10. REPORT BY THE TOWN CLERK & RFO** (if any).

- 11. MONTHLY INCOME & EXPENDITURE STATEMENT - NOVEMBER.** (See attached.)