

**8<sup>th</sup> September 2015**

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 14<sup>th</sup> SEPTEMBER 2015 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 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 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 9th February 2015. (Previously circulated with the Town Council Agenda for the 2<sup>nd</sup> March 2015).

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. **RECOMMENDATION RECEIVED FROM TOWN COUNCIL ON 16.6.15 - INTERNAL AUDIT REVIEW REPORT 2014/15 (Final update)**

The following recommendation was referred to this committee by Town Council after approving the Internal Audit Review Report 2014/15;

Recommendation

The council should consider the level at which formal tender action is required, ideally setting the value at a more realistic value of around £25,000 (see attached extract from Financial Regulations – Section 11 Contracts, subsection F).

10. **TO RECOMMEND THE PURCHASE OF THE SALES LEDGER SOFTWARE SYSTEM**

Proposal

As recommended by the Internal Audit Review Report 2014/15 the Town Clerk to report on the cost of purchasing the sales ledger software package.

Background

With the increase in usage of the Laverton Hall and Meeting Rooms the introduction of a Sales Ledger system has been suggested previously.

Recommendation

To recommend to Town Council they proceed with the purchase of the Omega Sales Ledger Software and Training as per the following costs:-

- The cost of the sales ledger software £295 + vat.
- Support & maintenance for the additional module £130 + vat (networked).
- Installation and training costs for a day would be £390 + vat.

11. **INTERNAL AUDIT REVIEW WORKING GROUP**

To appoint 4 members to the Internal Audit Review Working Group and to report these appointments to Town Council in November 2015.

12. **ROUNABOUT SPONSORSHIP – WHITE HORSE MEDICAL CENTRE**

Proposal

To review the cost of roundabout sponsorship fees on the White Horse Medical Centre roundabout.

Background

Currently the fees are £500 and £750.

Recommendation

To discuss reducing the charges for sponsorship on this roundabout.

**13. GRANT THORNTON – Annual return for the Financial Year ended 31<sup>st</sup> March 2015**

The committee to receive and note the comments of the Auditors.

**14. UPDATE ON EAR MARKED RESERVES (Clerk to report)**

**15. NEWSLETTER –ANNUAL REPORT**

To discuss what financial documents should be included in the Newsletter.