

8th December 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 14th DECEMBER 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 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 14th September 2015 (previously circulated with the Town Council agenda for 2.11.15).

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. RECOMMENDATION received from Town Council on 2.11.15

Grant Funding Request for BA13 Partnership

Proposal

In view of the loss of their funding from Wiltshire Council, to consider an annual grant to the BA13 Partnership of £5,000, as detailed in the attached letter and report, and make recommendations to Town Council accordingly.

Background

1. That Westbury Town Council receives and notes the report of the BA13+Partnership and;
2. That having carefully considered that report the Town Council recognises that the Partnership in pursuance of its aims and objectives, directly supports the Wiltshire Council Business plan and the emerging town council plan.
3. That in recognition of 1 & 2 above Westbury Town Council acknowledges the good work of the Partnership and agrees to establish a permanent grant of £5k in its budget in support of the Partnership.

Recommendation

That the Finance Committee discuss and make any recommendations (if agreed) to include in the draft 2016-17 budget.

8. RECOMMENDATION received from the Management Team on 7.12.15

Microsoft Office 365

Proposal

The Management Team recommend considering changing the office software to Office 365, so the staff are working with the most up to date software at all times.

Background

Microsoft Office 365 Premium = £9.40 + VAT per user per month, which would include: Word, Excel, PowerPoint, Outlook, Publisher, and OneNote and hosted emails.

We would need to subscribe to the premium package as detailed above, as our current server is not compatible with Office 2016, so to have the Business package @ £8.50 + vat per user per month we would never be able to have anything beyond Office 2013, thus defeating the reason for changing.

The premium package would move our emails from our current server to Office 365 cloud and we will be able to use every new feature Microsoft bring out form an outlook aspect.

Recommendation

The Finance Committee to discuss and recommend that the office staff switch to using Microsoft Office 365 Premium at a cost of £9.40 + VAT per user per month, and include in the draft 2016-17 budget.

9. DRAFT BUDGET 2016-2017.

To review the draft Budget proposals for 2016-2017, and to make recommendation to the Town Council Meeting on the 4th January 2016.

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

The following items have already been included in the Draft Budget 2016-2017 as submitted by the Town Clerk

Devolution of Services from Wiltshire Council	£ 30,000
Events Co-ordinator (25 hours per week)	£ 14,500
Mayors Allowance	£ 2,000

Items not yet included in budget but also to be considered:

BA13 Partnership	£ 5,000
Crosspoint	TBC
Party in Penleigh Park	TBC

To note the following costs will come from Capital Rolling Project Fund

White Horse Refurbishment	£ 6,000
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10. FINANCIAL REGULATIONS - amendment of item 5.5

Reference to “Senior Administrative Officer” be amended to “Asst Town Clerk”

11. FINANCIAL SERVICES COMPENSATION SCHEME

The committee is asked to review and note the information attached regarding the changes to the Financial Services Compensation scheme which takes effect on 1st January 2016.

12. SMALL GRANTS 2015-2016. To review requests received for small grants for 2015-2016, and make recommendation to the Town Council Meeting on the 4th January 2016 (See attached list as approved by the Policy & Resources Committee on 7th December 2015).

13. REPORT BY THE TOWN CLERK & RFO (if any).

14. **MONTHLY INCOME & EXPENDITURE STATEMENT - OCTOBER.** (See attached for information.)