

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE FINANCE COMMITTEE HELD AT THE LAVERTON,  
BRATTON ROAD, WESTBURY ON MONDAY, 10<sup>th</sup> SEPTEMBER 2012 AT 7.00 PM.**

**PRESENT:** Cllr S Andrews (Chairman)

Cllrs Mrs S Ezra, D Bradshaw, and D Jenkins

Mr K Harvey, Town Clerk, and Mrs A McCann.

**F.48 PUBLIC FORM** Nil.

**F.49 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:**

Cllr M Cuthbert Murray	-	Business
Cllr S Miles	-	Business
Cllr Mrs D O'Hara	-	Personal
Cllr G King	-	Personal

**F.50 DECLARATIONS OF INTEREST.** Cllr Mrs S Ezra, agenda item 7, family member is a director of NPower.

**F.51 MINUTES.** The Minutes of the Finance Committee held on the 12<sup>th</sup> June 2012 were confirmed and signed by the Chairman.

**F.52 MATTERS ARISING FROM THESE MINUTES.** Minute F.38 deferred the appointment of vice-chairman to the next Finance Committee meeting. Deferred again until the next Finance Committee meeting on 10<sup>th</sup> December 2012.

**Members Matters Arising.** Nil.

**F.53 CHAIRMAN'S MATTERS FOR REPORT.** Nil.

**F.54 INTERNAL AUDIT REPORT 2011-12 (FINAL).** To note the report and consider the recommendations made by the auditor under the Action Plan.

- **R1:** *members should undertake periodic 'internal checks' of bank reconciliations and journals raised to ensure that no anomalous or long standing uncleared cheques are in existence, also reviewing the content of any journals raised and "signing-off" both records appropriately.*  
**Cllr Mrs S Ezra has been appointed to action.**
- **R2:** *The Council should ensure that progress is made with the development of detailed financial procedures.*  
**This is in hand to be actioned shortly.**
- **R3:** *When grants are awarded the Council should ensure that it has the relevant powers to approve such payments: detail of those powers should be identified formally in the minutes.*  
**Actioned**

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- **R4:** *As the minutes are maintained in loose leaf format each page should be initialled to preclude any future substitution.*  
**Actioned**
- **R5:** *The management of risk and completion/review of annual assessments should be included in the Finance Committee's terms of Reference.*  
**Actioned at the Town Council meeting on 09.05.12. A new risk assessment package has been purchased and this is due to installed and updated.**
- **R6:** *The petty cash system and imprest level should be reviewed prior to the year-end to ensure that it operates appropriately.*  
**Actioned at the Town Council meeting on 09.05.12.**
- **R7:** *Any "surplus" cash held should be banked and coded as a miscellaneous income item.*  
**Already actioned.**

The only item outstanding is R2 which is due to be actioned shortly.

- F.55**                    **UTILITIES.**
- a) **To confirm the Town Clerk's action in changing energy suppliers.**  
The Clerk has recently reviewed our gas and electricity charges. As a result we have new three year contracts with NPower (electricity) and Corona (gas) at more competitive rates.
  - b) **To approve payment to Corona Energy and NPower by direct debit.**  
Approved.
- F.56**                    **REVIEW OF THE SYSTEM OF INTERNAL AUDIT (T.2197). To reinstate the Internal Audit review Working Group and appoint four members of the Finance Committee to this group.** Deferred until next Finance Committee meeting on 10<sup>th</sup> December 2012.
- F.57**                    **WESTBURY TOWN COUNCIL FINANCIAL REGULATIONS. To review Sections 6 to 11.**
- **6.5 a)** Petty cash needs to be reduced to £100.
  - **6.6** *The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at the Annual Town Council meeting.* We must ensure this is done every year and shown in the minutes. As it has not been shown as agreed in this year's minutes a recommendation from the Finance Committee must be put to the next Town Council meeting on 5<sup>th</sup> November that we wish to renew and recorded in the minutes.
  - **11.1 h)** *Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing orders 61, 63 and 64.* We do not have any standing orders for tenders and this is something that may need to be amended. The General Purpose Committee is currently looking at amending standing orders. This is to be put as an item on the next GP Committee agenda.
- F.58**                    **REPORT BY THE TOWN CLERK & RFO.** Nil.

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**F.59**            **NOTICE OF MOTION** received from the Queen's Diamond Jubilee Working Group to place remaining funds into an ear marked reserve to be held for celebrations marking a Platinum Jubilee or Coronation. Confirmed.

**F.60**            **REFURBISHMENT OF WESTBURY WHITE HORSE.** *To note final costs.*  
The cost to date is £8,126.74, however the joints still need to be completed. A motion to be put to the next Town Council meeting on 5<sup>th</sup> November to have any remaining balance kept for future upkeep of the White Horse.

7.29 pm

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**Signed on behalf of the meeting  
this tenth day of December 2012**

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**Chairman**

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