

**WESTBURY TOWN COUNCIL**

**AT THE MEETING OF THE FINANCE COMMITTEE HELD AT THE LAVERTON,  
BRATTON ROAD, WESTBURY, ON MONDAY, 9<sup>TH</sup> JUNE 2014 AT 7.00 PM.**

**PRESENT:** Cllrs S Andrews, I Cunningham, Mrs S Ezra, G King, Mrs C Mitchell and  
P Wakeman  
**Staff:** Mrs B Mantle and Mrs McCann  
**Also in attendance:** Cllr WD Tout

**F.137 PUBLIC FORM.**

**Cllr Tout:**

- Grant Applications
- Item 10 – Banking arrangements and authorisation of payments

**F.138 ELECTION OF CHAIRMAN.** Cllr Mrs S Ezra was elected as Chairman

**F.139 APPOINTMENT OF VICE-CHAIRMAN.** Cllr I Cunningham was appointed as Vice-Chairman.

**F.140 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:**

Cllr D Bradshaw	-	Personal
Cllr D Jenkins	-	Personal
Keith Harvey	-	Personal

**F.141 DISPENSATIONS.** Nil

**F.142 DECLARATIONS OF INTEREST.** Nil.

**F.143 MINUTES.** The Minutes of the Finance Committee held on the 10<sup>th</sup> March 2014 were confirmed and signed by the Chairman.

**F.144 MATTERS ARISING FROM THESE MINUTES.** Nil.

**Members Matters Arising.** Nil.

**F.145 CHAIRMAN'S MATTERS FOR REPORT.** Nil.

**F.146 INSURANCE RENEWAL 01.06.2014 – 31.05.2015.** To note the following.  
The Town Council's three year agreement with Zurich Municipal matured on 31<sup>st</sup> May 2014. Three companies were approached for quotes on a one and three year basis, and the quotes are:

Zurich Municipal	£4,172.38 - 3 year agreement (2013-2014 £6,892.47)
Came & Company	£7,000.00
AON	Did not submit a quote

**Adjustments to this year's policy include:**

Revaluation of The Laverton rebuild cost from £2,266,446.29 to £1,600,000.00.

CCTV equipment from £100,000.00 to £50,721.00

Addition of one new laptop

Before the adjustments Zurich's initial charges were:

1 year agreement      £5,235.17

3 year agreement      £4,723.61

The decision was made to remain with Zurich, who had given the Town Council good service over the previous three years, and also paid out on two claims reasonably quickly.

The agreed amount for the next three years is £4,172.38 per annum.

**The Clerk's action in entering into a three year agreement with Zurich Municipal at £4,172.38 per annum commencing on 1<sup>st</sup> June 2014 was confirmed.**

**F.147**

**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).

**The following recommendation was agreed: To invite Derek Kemp of DCK Beavers to attend the next Finance meeting to advise of any potential pitfalls and on procedures Westbury Town Council can adopt.**

**Cllr Mrs S Ezra to continue to review cash books and bank reconciliations; if unavailable any other member of the Finance Committee can do so.**

**F.148**

**SPORTS ROADSHOW ACTIVITIES.** Following approval by the General Purposes Committee on the 3<sup>rd</sup> February 2014 (G.1285), this scheme has been booked for five Wednesdays during this summer, and will be held in Grassacres Park – see attached report. However, at that meeting, the General Purposes Committee referred the question of funding the scheme to the Finance Committee. The costs involved are:

Five Wednesdays during the summer holidays @ £200 per day	-	£1,000
Advertising (posters, postcards etc)	-	£300
Total	-	£1,300

It is recommended that these costs be met from the Grants budget (Section 137 – Local Government Act 1972).

**It was agreed that these costs be met by a grant made under Section 137, Local Government Act 1972.**

**F.149 INTERNAL AUDIT REPORT 2013-2014 (Final Update) – see attached**

- a. To receive and consider the Internal Audit Report 2013-2014 (Final Update).

**It was agreed to accept the Internal Audit Report 2013-2014 and make the following recommendations to Town Council:**

- b. Action Plan R4, R6, R8, R9:

**R4. Noted. The Town Clerk to review the journals.**

**R6. It is recommended that the Town Clerk looks into using the bookings software sales ledger package to its full potential and reports back to the Finance Committee with costs.**

**R8. Hard copies of the agreed Terms and Conditions of Hire for the Laverton are already being given to hirers. However, this also needs to be made available electronically. Cllr Ian Cunningham to assist with this.**

**R9. The Town Clerk to work with the Laverton Marketing and Development Officer and bar staff, and to report further to the next Finance Committee meeting.**

**The following recommendation to be passed to the Polices and Resources Committee:**

**To recommend that the Action Plan is published on the Town Council website.**

**F.150 TOWN CLERK & RFO's CORRESPONDENCE/MATTERS:**

**Grants - Section 137 Expenditure: Limit for 2014/2015.** The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of Section 137(4)(a) of the Local Government Act 1972 for 2014/2014 is £7.20 per elector. As at 31<sup>st</sup> March 2014 the Westbury electorate was 10,586 . Therefore, Westbury Town Council has power to make grants up to the value of £76,219.20 under Section 137. The Section 137 budget for 2014/2015 was approved at £11,500.

**Noted.**

**NALC Legal Briefing** – The Local Government Transparency Code for parish councils with a gross annual income or expenditure exceeding £200,000 (England only).

**In accordance with Part 2 of the code, it was agreed to publicise all expenditure over £500 on the Town Council website.**

**F.151           END OF YEAR 2013/2014 INCOME & EXPENDITURE STATEMENT.  
Noted.**

**F.152           MONTHLY INCOME & EXPENDITURE STATEMENT – APRIL 2014.  
Noted.**

**7.40 pm**

**Signed on behalf of the meeting  
this eighth day of September 2014**

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**Chairman**