

WESTBURY TOWN COUNCIL

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT THE
LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY, 14th SEPTEMBER
2015 AT 7.00PM**

PRESENT: Cllrs S Andrews, I Cunningham, S Ezra, G King and M Sutton
Mr K Harvey, Town Clerk, and Mrs J Dyer.

F.173 PUBLIC FORM. Nil.

F.174 TO ELECT A CHAIRMAN – Cllr S Ezra was elected.

F.175 TO APPOINT A VICE-CHAIRMAN – Cllr G King was elected.

F.176 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE
Cllr D Bradshaw – Personal
Cllr P Wakeman - Business

F.177 DISPENSATIONS (if any) – NONE.

F.178 DECLARATIONS OF INTEREST (if any) AND REASONS – NONE.

F.179 MINUTES. To confirm and sign the Minutes of the Committee Meeting held on the
9th February 2015.

AGREED

**F.180 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new
decisions can be taken.**

NONE.

Members Matters Arising.

NONE.

F.181 CHAIRMAN'S MATTERS FOR REPORT – NONE.

Signed by Chair

Date

F.182 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).

AGREED with the following additional amendments:-

Items 11.1 (b, f & g) - Amount of £60,000 to be amended to £25,000

It was further agreed to recommend that the Town Council notes the following additional wording to Item 11.1 (g) – “If fewer than 3 tenders are received for contracts above £25,000, or if all tenders are identical, the council may make such arrangements for selecting amongst them or decide to re-tender and record reasons for the decision”.

F.183 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.

AGREED

F.184 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.

Cllrs Andrews, Cunningham, Ezra & Sutton were appointed.

F.185 ROUNABOUT SPONSORSHIP – WHITE HORSE MEDICAL CENTRE

Proposal

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

Signed by Chair

Date

Background

Currently the fees are £500 and £750.

Recommendation

To discuss reducing the charges for sponsorship on this roundabout.

Agreed to reduce sponsorship of the Health Centre Roundabout to £250 per plot.

F.186 GRANT THORNTON – Annual return for the Financial Year ended 31st March 2015

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

The Town Clerk will note Grant Thornton's comments regarding the error in box 10 of the return.

NOTED

F.187 UPDATE ON EAR MARKED RESERVES

The Town Clerk reported the following updates:

£ 480	Floral Display – planting of rotundas
£ 300	French Twinning reception & gift
£1,500	Tourism Promotion (Blue Plaques)
£1,500	Heritage Plaques (Blue Plaques)
£2,900	TCVG (£331 extra to cover cost of town maps)

The Town Clerk will also enquire about the cost of future elections run by Wiltshire Council.

F.188 NEWSLETTER –ANNUAL REPORT

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

It was agreed that the following should be included in the autumn newsletter:-

- Balance Sheet figures and a note to refer to the town council website for full information.
- Income & Expenditure Account.
- Council Reserves – with bullet point explanations.
- Comparison of precept amounts of 5 other Wiltshire towns of comparable size.
- Note of fact – Westbury Town Councillors are not paid.

20.10PM

Signed by Chair

Date