

WESTBURY TOWN COUNCIL

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

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

Also in attendance: Cllrs Mitchell, Morland (left at 7.06pm) & Tout
Mr D Kemp – DCK Beavers

F.189 PUBLIC FORM. Nil.

F.190 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.

Cllr Taylor	Personal
Cllr Wakeman	Personal

F.191 DISPENSATIONS (if any). None

F.192 DECLARATIONS OF INTEREST (if any) AND REASONS.

Cllr King	Agenda item 7 – Wife is Chair of BA13+ Group
	Agenda item 9 – Personal involvement in Crosspoint

Agenda Item 12 – Small Grants – the following cllrs have declared non-pecuniary interests:

Cllr Bradshaw	Westbury Amateur Swimming Club
Cllr Sutton	Westbury Town Mid Week Skittles League
Cllr Cunningham	2 nd Westbury Brownies & Westbury Music & Arts Festival
Cllr King	Westbury & District Link Scheme & Welfare of the Elderly
Cllr Ezra	Welfare of the Elderly & White Horse Day Centre

F.193 MINUTES. To confirm and sign the Minutes of the Committee Meeting held on the 14th September 2015.

AGREED

F.194 MATTERS ARISING (if any) FROM THESE MINUTES

Note: no new decisions can be taken.

None

Members Matters Arising None

F.195 CHAIRMAN'S MATTERS FOR REPORT None

**F.196 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.

AGREED that £5,000 will be included in the draft budget for 2016-17.

**F.197 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 that 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 brings out from 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.

AGREED – D Kemp advises that the figure in the current draft budget for 2016-17 is sufficient to cover the increased cost.

F.198 DRAFT BUDGET 2016-2017.

Mr Kemp presented the draft budget for 2016-17 and highlighted the areas with the main increases.

- 1 Based on anticipated salary increases, increased Superannuation contributions and the loss of 3.4% rebate on NI costs this has resulted in an increase in Administration costs of £13,500.
- 2 CCTV costs have increased by £5,000 as this had been previously under budgeted.
- 3 Devolution of Services (from Wiltshire Council) £30,000 is included.
- 4 Christmas Lights budget has increased by £5,000 to cover repairs/replacements.

The following items were already included in the Draft Budget 2016-2017 as submitted by the Town Clerk, or were agreed during the meeting:

Events Co-ordinator (increase from 10 to 25 p/week)	£ 14,500
Mayors Allowance (increase from £1,400)	£ 2,000
BA13 Partnership (awarded as a grant)	£ 5,000
Crosspoint (increased from £5,000)	£ 6,000
Party in Penleigh Park	Not included *
White Horse Refurbishment	Not included **

*This is to be referred to the Events Working Group to consider planning an event for 2019 and submitting a business plan with full costings within 6 months.

**The Town Clerk has been asked to write to Bratton Parish Council in the first instance to enquire what plans they have for cleaning the White Horse.

Taking into account the items detailed above and other inflationary adjustments, the final increase in the precept is £91,790 which is a 23% increase from the previous year however due to the increase in the number of houses in the town, this is reduced to 17.39% which equated to 26p per week on a band D property.

It was **RESOLVED** that the Draft Budget 2016-17 as submitted be recommended to Town Council for approval on 4th January 2016.

F.199 FINANCIAL REGULATIONS - amendment of item 5.5

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

AGREED

F.200 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.

NOTED however Mr Kemp advises that Westbury Town Council would not qualify for this protection as its investments are above the threshold.

20.20pm Mr Kemp leaves the meeting

F.201 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).

AGREED however the Town Clerk was asked to write to Imperial Charities to ask for an explanation of their claim on their Charities annual return, that they are “closely allied to Westbury Town Council”.

It was also agreed to ask The Laverton Institute Working Group to give those organisations who are given free use of The Laverton, including the Westbury Music & Arts Festival, written details of what this free use includes. This will also include the Credit Union.

F.202 REPORT BY THE TOWN CLERK & RFO None

F.203 MONTHLY INCOME & EXPENDITURE STATEMENT - OCTOBER. (See attached for budget information only)

NOTED

20.39pm

**Signed on behalf of the Meeting
this twenty-second day of August 2016**

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Chairman