

WESTBURY TOWN COUNCIL

**At a MEETING of the FINANCE
COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, MONDAY 12th
DECEMBER 2016 AT 7.00 PM.**

**PRESENT: Cllrs M Sutton (Chairman), S Andrews, I Cunningham, G King
R Hawker and WD Tout.**

Mrs D Urch (Town Clerk) and Mrs J Dyer

Also in attendance: Mr D Kemp from DCK Beavers

**F.224 Public Forum:
Nil**

**F.225 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.
None**

**F.226 DISPENSATIONS (if any).
None**

**F.227 DECLARATIONS OF INTEREST (if any) AND REASONS.
Small Grants agenda Item 11 — the following cllrs have declared non-
pecuniary interests:**

Cllr Sutton West Wilts Elblag Twinning Association, Westbury
Town Mid-Week Skittles League, Westbury & District
French Twinning Association

Cllr Cunningham Westbury Festival

Cllr King Welfare of the Elderly, Westbury & District French
Twinning Association, Westbury Rugby Football Club
(Juniors)

Cllr Andrews Welfare of the Elderly, Carers Support, Step Up Pre-
School

Cllr Hawker Westbury & District Cricket Club, LPC Youth Club

Cllr Tout Friends of Westbury Station

F.228 MINUTES.

RESOLVED: The Minutes of the Committee Meeting held on the 22nd August were confirmed and signed by the Chair.

F.229 MATTERS ARISING (if any) FROM THESE MINUTES

None

Members Matters Arising. None

F.230 RECOMMENDATION received from Town Clerk on 5.12.16

Purpose

To amend signatories on the Mayors Charity Bank Account

Background

The Mayors Charity Bank Account is solely for use for the mayors charity fundraising and does not form part of the Town Council accounts. Historically the signatories for this account change each year as the mayor and deputy mayor change. The change proposed below will stop the need to complete lengthy bank forms each year to keep the signatories up to date

Recommendation

To resolve to obtain two signatures from the Chairman of the Council and the Chair of the Finance Committee to allow removal of K Harvey and Mrs B Mantle as signatories for the Mayors Charity bank account and to add the Town Clerk, Asst Town Clerk and Mrs S Barker.

RESOLVED: To AGREE the above recommendation.

F.231 CHAIRMAN'S MATTERS FOR REPORT.

Organisation and Operational Working Group

There have been some questions raised at the working group meetings regarding the future need for a Finance Committee. However the Finance Committee does have an ongoing commitment to scrutinise expenditure and ensure value for money.

F.232 INTERNAL AUDIT REPORT 2016-2017 (First Interim) – see attached.

- a. To receive and consider the Internal Audit Report 2016-2017 (First Interim).
- b. To note Action Plan points R1 to R3.

Noted

F.233 DRAFT BUDGET 2016-2017.

Mr Kemp presented the draft budget for 2017-18 and highlighted the following changes:

Administration	Reduced. Previously anticipated costs now not expected until 2018/19. Surplus of £4,500 will be transferred to EMR
Civic & Social	Small increase
CCTV	Increased. Contract costs have increased as have ongoing maintenance costs. Also, additional broadband costs for cameras at Leigh Park.
Grants	Increased. Running costs of the Laverton have increased. £500 increase in grant to the Heritage Centre.
Future Services	Public Conveniences costs have been separated.
Christmas Lights	Small increase.
TIG	Increased to reflect the cost of Neighbourhood Planning
Play Areas	Costs will be offset by income from Wiltshire Council

Additional comments:

- Council Tax Support Grant has now ended.
- Precept Capping – unclear where this is heading at present.
- NALC are advising parish councils that “capping of parish councils is unlikely not to happen”. This would apply to budgets over £500k and would be limited to 2% or £5 on a band D property.
- Tax base has been reduced by Wiltshire Council. It is unclear at this stage why this has happened.
- Precept rise recommended is 9 pence per week on a band D property or £4.67 pa.

IT WAS AGREED: The Finance Committee will recommend adoption of this draft budget to the Town Council on the 9th January 2017.

F.234 FINANCIAL REGULATIONS

The committee is to approve the amendments to the Financial Regulations and recommend adoption Town Council.

IT WAS AGREED: The Finance Committee will recommend adoption of the amended Financial Regulations to the Town Council on the 9th January 2017.

F.235 SMALL GRANTS 2016-2017.

To review requests received for small grants for 2016/17 (as approved by the Policy & Resources Committee on 5th December 2016 – R.1637 applies) and make recommendation to the Town Council Meeting on the 9th January.

IT WAS AGREED: The Finance Committee will recommend the grants above to the Town Council on the 9th January 2017, with the amendment shown below:

- **Westbury & District Cricket Club £500 recommended**

F.236 **REPORT BY THE TOWN CLERK & RFO** (if any).

Wiltshire Council – refund of Business Rates

The Councillors present asked that it be noted, on behalf of the Town Council, that the Town Clerk was congratulated for her due diligence in pursuing the recovery of £15,481.96 from Wiltshire Council in relation to a rebate small business rates.

F.237 **DEBT REPORT**

Updated report circulated. Total of unpaid invoices outstanding is £579.40 at 30.11.16, of which £277 is a concern and is currently being monitored. Invoices raised for bookings at The Laverton are currently monitored separately.

7.50pm

DRAFT