

26th February 2018

You are summoned to a meeting of the:

Finance and Assets Committee
on Monday 5th March 2018 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee membership:

CLlr Batchelor (Broadway)	CLlr Pitcher (Broadway)
CLlr Davis (East)	CLlr Ridout, Chairman (West)
CLlr Jolley (Broadway)	CLlr Robbins, Vice Chairman (East)
CLlr Nicklin (West)	

Copied to all other members for information.

Yours sincerely,



Fiona Fox BA (Hons) MCIPD FILCM
Town Clerk

AGENDA

1. **Apologies for absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
2. **Declarations of Interest**
To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.
3. **Minutes**
 - 3.1 **To approve** as a correct record, the minutes of the Finance and Assets Committee meeting held on Monday 8th January 2018; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.
 - 3.2 **To note** any matters arising from the minutes of the Finance and Assets Committee meeting held on Monday 8th January 2018.

4. **Chairman’s Announcements**

To **note** any announcements made by the Chair.

5. **Questions**

To **receive** questions from members of the Council submitted in advance.

Standing Orders will be suspended to allow for public participation.

6. **Public Participation**

To **enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

Standing Orders will be reinstated following public participation.

7. **Reports from Unitary Authority Members**

To **note** reports provided.

8. **Financial Information**

8.1 To note the reconciliations for December 2017 and January 2018 respectively, and the **chairman to sign** and verify against the bank statements seen.

8.2 To note the accounts to January 2018.

8.3 To approve the list of payments made in December 2017 and January 2018 respectively, and the **chairman to sign**.

8.4 To approve the petty cash schedule to January 2018.

8.5 To note that the Clerk made internal transfers between the Instant Access Account and the Current Account on:

9th January 2018 £20,000

11th January 2018 £10,000

8th February 2018 £10,000

8.6 Financial Regulation Testing, with no amendments required for the financial year, Members are requested to approve the Financial Regulations Testing from 2017–2018 (**see attached**).

9 **Devolved Services and Assets Sub-Committee**

9.1 To approve the minutes of the Devolved Services and Assets Sub-Committee meeting held on the 8th February 2018 and to agree all actions contained therein. (**The minutes are attached**).

9.4 To approve the items for spending for the Lake Pleasure Grounds from the Devolved Services and Assets Sub Committee meeting held on the 8th February 2018:

ITEM	COST	
DS/17/045 Elisabeth Collyns Garden	2 x £450 + VAT Glasdon benches £900	The Elisabeth Collyns Garden will be opened for Easter.

ITEM	COST	
DS/17/047.2 Play areas	£538.65 for RoSPA inspections	To inspect the nine play areas included in the potential Wiltshire Council service transfer, at £59.85 per inspection.
DS/17/052 Post tree survey works	£6,390.00	

10. Town Promotion Sub-Committee

To approve the minutes of the Town Promotion Team working group meeting held on the 8th January 2018, and to agree all actions contained therein. The minutes are attached.

11. Town Development Committee

The following item requires approval from Finance and Assets.

ITEM	COST	
3954/4185 The Close	Increase in the Town Council's contribution from £1500 to £2057.37 additional amount requested £558	This has been an on-going issue; to level and widen the path on the south side of The Close. Revised plans have now addressed issues raised by residents regarding potential obstructions caused by lorry deliveries and an increase in path width. The widening will now commence after this pinch point and the path levelled by the Fire Station.

12. External Auditor

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as 'a person specified to appoint local auditors' and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Warminster Town Council is opted-in to the central procurement process and therefore PKF Littlejohn LLP has been appointed as the Council's external auditor for the 5-year period commencing with the financial year 2017/18. The fee will be £1,600.

Members to note.

13. The Dewey Trust

The Council has received official notification from Wiltshire Council, that they have agreed to assign their interest as beneficiary under the Trust to Warminster Town Council on the following basis:

1. That the Town Council undertakes to receive and use the money from the Trust in accordance with the terms of the Trust (which it is understood would be a continuance of the present arrangements in practice);
2. Should Warminster Town Council cease to exist, without a successor whose interests are solely concentrated on the town of Warminster, then the benefits under the Trust would revert to Wiltshire Council to ensure that the interests of the town of Warminster would be fully protected.

Members are requested to authorise the Clerk to meet with Farnfields, the Trustees, to agree the best way forward. The Clerk also seeks authorisation to negotiate for funding which has been pending whilst this matter was resolved.

14. Community Engagement: Banner Frames and Flags

Following several recent town park events, de-brief meetings have highlighted the need to promote events more widely and using a variety of methods. This has been in response to feedback obtained from Warminster residents and visitors to the town. To this end an application has been made to the Warminster Area Board to fund lamppost flags to advertise the forthcoming Spring in the Park and Inspire events. Authorisation has been sought and obtained from Wiltshire Council to install the flags.

Members are requested to approve the purchase of 15 x fixings for the flags at a cost of £110 each, total £1,650, plus installation which for the initial fixing will require a platform lift, £500. This will be funded from Capital.

15. Boat House Electrics

Works are now urgent as the current supply is not sufficient to power the toilets, café, bandstand, park lighting and events, going forward. A change of meter, whilst meeting the current demand, would be working at capacity and there would be no scope to increase usage, which will happen with the upgrade of the tennis courts.

This has been confirmed by Stuart Legg who has consulted with SSE, including a site meeting. Supply outage has already affected the café.

Therefore, we need to upgrade to a three-phase supply. At a cost of £8,502.74 including VAT. This will bring the supply into the boathouse. We have been advised by Wiltshire Council, confirmation awaited, that S106 money totalling £9,659 is available from the Gypsy Lane development and that this can only be spent on the boat house. Therefore, the supply upgrade can be met by S106, with the remaining £2,500 to meet the additional costs of internal electrical works which will be required to finish the up-grade. With the potential refurbishment of the boathouse in the future, the internal works will take account of any future reconfiguring of the internal space and installation of the lift.

If confirmed by Wiltshire Council, Members are requested to approve this use of S106 for the upgrade; should S106 not be available funding will need to be met from Town Park Capital.

16. Communications

The members to decide on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

The date of the next Finance and Assets meeting is Monday 5th March 2018

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.