

**MINUTES**  
**of the**  
**FINANCE AND ASSETS COMMITTEE**  
**held on Monday 7<sup>th</sup> January 2019 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee membership:**

<b>Cllr Batchelor (Broadway)</b>	<b>*</b>	<b>Cllr Pitcher (Broadway)</b>	<b>*</b>
<b>Cllr Davis (East)</b>	<b>*</b>	<b>Cllr Ridout, Vice Chairman (West)</b>	<b>*</b>
<b>Cllr Jolley (Broadway)</b>	<b>A</b>	<b>Cllr Robbins, Chairman (East)</b>	<b>*</b>
<b>Cllr Nicklin (West)</b>	<b>*</b>		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

**Officers:** Fiona Fox (Town Clerk), Judith Halls (Officer)

**Council Members:** Cllrs Brett, Fraser, Fryer and Macfarlane, Warminster Town Council (WTC)

**Public and press:** Derek Kemp from DCK Beavers. 1 member of the public and 0 press

**FA/18/058    Apologies for absence**  
Apologies were received and accepted from Cllr Jolley.

**FA/18/059    Declaration of Interest**  
None.

**FA/18/060    Minutes**  
**FA/18/060.1** The minutes of the Finance and Assets Committee meeting held on Monday 5<sup>th</sup> November 2018 **were approved and signed by the Chairman.**  
**FA/18/060.2** There were no matters arising.

**FA/18/061    Chairman’s Announcements**  
Cllr Robbins apologised for not attending the Skate Park Working Group meeting that had be held in the morning, Monday 7<sup>th</sup> January. He advised that he had read all the submitted documentation and had been bought up to ~~date~~ **date** speed prior to attending the meeting this evening.

**FA/18/062    Questions**  
None.

***Standing Orders were suspended at 7.05pm to allow for public participation***

**FA/18/063 Public Participation**

Cllr Macfarlane wished to thank everyone involved in preparing the accounts that had been presented. He noted that the Pavilion Café was covering its costs and showing a small profit; a fantastic achievement given that it had only been trading for 18 months.

Tom Hiscocks from Inspire spoke to the committee saying that he attended the meeting to see if funding had been secured for the music event in the town park for 2019.

***Standing Orders were reinstated at 7.08pm to allow for public participation***

*The Chairman proposed bringing forward agenda items 12 and 10 for discussion and the committee agreed unanimously.*

**FA/18/064 Skatepark Project**

Cllr Robbins advised the committee that the Skate Park Working Group had met on several occasions, the Military Covenant grant application had been successful, and the project had been awarded the maximum grant of £20,000. The Leader grant application of £100,000 is to be considered by the awarding body at the end of January 2019.

Cllr Nicklin updated the committee on the findings from the skate park meetings and suggested that there were 6 decisions to be made and these should be included on the next Full Council Meeting due to be held on Monday 21<sup>st</sup> January.

- 1) The overall cost of the project £251,000 – this might need a little amendment.
- 2) Funding located from sources up to £255,000 – all information will be provided at the Full Council meeting on 21<sup>st</sup> January.
- 3) Should the council fully commit to the project?
- 4) Warminster Town Council should consider using Maverick for the construction.
- 5) Issues with the haul road and access to the site need to be addressed at a cost of between £15,000 to £35,000. £20,000 is the expected figure.
- 6) A project manager is required, and this was sought through the tender process. The recommendation is for SSJ Surveyors.

A timescale for the works would be ~~between~~ May and September 2019.

**Noted**

**FA/18/065 Treasury Management Policy**

**Cllr Robbins proposed acceptance of the Treasury Management Policy, seconded Cllr Nicklin, voting unanimous in favour.**

**FA/18/066 Reports from Unitary Authority Members**

None.

**FA/18/067 Financial Information**

**67.1** The reconciliations for October and November 2018 were noted and the Chairman signed and verified them against the bank statements seen.

**67.2** The accounts to November 2018 were noted.

**67.3** The list of payments made in October and November 2018 respectively were approved and signed by the Chairman.

**67.4** The petty cash schedule for 19<sup>th</sup> December 2018 was approved and signed by the Chairman.

**67.5** The internal transfers between the Instant Access Account and the current account on:

Date	Amount
20.11.18	15,000.00
19.12.18	15,000.00

were noted.

**67.6**

The material variances report and Financial Regulations 4 4.8 refer were noted.

Code	Title	Spend/Budget	%	Explanation
<b>101</b>	<b>Administration</b>			
4022	Postage and telephone	1,944/2,000	97.2	This reflects an increase in business and a large final postage stamp purchase of the year.
<b>104</b>	<b>Council Events</b>			
4081	Civic Event	4,117/2,000	205.9	The Mayor's autumn civic event is on budget; 2,000. Other items require re-coding and there are charges pertaining to the previous mayoral year, but incurred in financial year 18/19.
<b>4720</b>	Remembrance Service	1,722/800	215.2	608.38 was for the purchase of the road signs (capital spend). Used for a multitude of council events, in the medium term it was cost effective to purchase. This year the town were not allocated a marching band, therefore, we sourced a Royale Piper £275. Without these additional costs, the event was within budget.
<b>107</b>	<b>Grants &amp; Projects</b>			
4703	WCR Community Radio SLA	12,500/10,000	125	This is an accounting error. Q1 payment was journalled and then duplicated in the purchase

Code	Title	Spend/Budget	%	Explanation
				ledger. WCR have received only 10,000.
<b>215</b>	<b>Street Furniture</b>			
4040	Equipment/furniture	4,517/1,500	294.5	Payments to CATG.
<b>216</b>	<b>Pavilion Café</b>			
4036	Repairs and renewals	2,500/2,000	127.5	2,000 was required for the automation of the shutters. Routine r&r falls well within budget.

**FA/18/068 Draft budget 2019/2020**

Derek Kemp from DCK Beavers was introduced to the committee. He is the accountant for Warminster Town Council and was in attendance to answer members questions relating to the draft budget. He stated that there was nothing to cause concern within the budget.

The increase in the proposed draft budget is in line with inflation. £786,483 an increase of 5% Band D.

**Cllr Ridout proposed recommending to Full Council the adoption of the 2019/2020 budget as presented, with a precept of £786,483, seconded Cllr Nicklin, voting unanimous in favour.**

**FA/18/069 Town Promotion Committee Sub-Committee**

**The minutes of the Town Promotion Sub-Committee meeting held on 5<sup>th</sup> November 2018 were approved, and all actions contained therein agreed.**

**FA/18/070 Grant Correspondence**

Letters of thanks had been received from The Warminster Carnival and Mr Nigel Linge MBE – Noted

**FA/18/071 Communications**

None.

**Meeting closed 7.35pm**

**Date of next meeting: 4<sup>th</sup> March 2019**

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