

MINUTES
of the
Finance and Assets Committee
held on Monday 4th November 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee membership:

Cllr Batchelor (Broadway)	A	Cllr Pitcher (Broadway)	A
Cllr Davis (East)	*	Cllr Ridout, Vice Chairman (West)	*
Vacancy (Broadway)		Cllr Robbins, Chairman (East)	*
Cllr Nicklin (West)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommatt (Assistant Town Clerk), Judith Halls (Office Manager), Heather Parks (Locum)

Public and press: 0 members of the public and 1 member of the press

FA/19/046 Apologies for absence

Apologies were received and accepted from Cllrs Batchelor and Pitcher.

FA/19/047 Declaration of Interest

No declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

FA/19/048 Minutes

FA/19/048.1 The minutes of the Finance and Assets Committee meeting held on Monday 2nd September 2019 **were approved and signed by the Chairman.**

FA/19/048.2 No matters arising

FA/19/049 Chairman's Announcements

Cllr Robbins thanked everyone involved in producing the draft budget.

FA/19/050 Public Participation
None.

FA/19/051 Reports from Unitary Authority Members
None.

FA/19/052 Financial Information

FA/19/052.1 The reconciliations for July, August and September 2019 were noted and the Chairman signed and verified them against the bank statements seen.

FA/19/052.2 The management accounts to September 2019 were noted.

FA/19/052.3 The material variances report to September 30th were noted.

FA/19/052.4 The list of payments made in July, August and September 2019 respectively, were approved and signed by the Chairman.

FA/19/052.5 The petty cash schedule up to 28th October 2019 was approved and signed by the Chairman.

FA/19/052.6 The internal transfers were noted.

FA/19/053 Town Promotion Sub-Committee

The Minutes of the Town Promotion Sub-Committee meeting held on 2nd September 2019, and all actions contained therein, were approved. Members approved the request to forward to the next Full Council to set aside £2000 for VE Day Celebrations, £4000 for Inspire and £3000 for Warminster Wobble.

Members were aware of the decline of volunteers and asked that consideration be given to the possibility of the Town Council bringing the organisation of Warminster Wobble and Inspire “in house”, such that the council would work with volunteers to organise the events

FA/19/054 Hearing Loop and Microphone

Members unanimously approved the following expenditure for the hearing loop and microphone system.

GMLQ 2640 for a fixed Infrared hearing loop £4091.83

GMLQ 2641 for the meeting room portable Roger system £3580.29

GMLQ 2522-01 for the installation of a fixed counter loop system at reception, the Roger conference microphone systems (including loop tester, two additional pass-around mics and handover training) £9618.97

GMLQ 2887 for the additional items that will enable the Roger onference microphone system to be split into two independent units £1,463.70

Total cost £18754.79

FA/19/055 ICT Audit

Members unanimously approved the quotations from Netitude for the upgrade to the councils ICT in line with industry technology, security and best practice:

Remedial work for IT infrastructure and cyber security £6952.49

Complete overhaul of the IT hardware £11,169.46

Fully managed support package £453.00/Month

Voice over IP Phones £150.00/Month

FA/19/056 Heating Service Maintenance Agreement for Civic Centre and Dewey House

Members awarded the contract for the Heating Service Maintenance Agreement for the Civic Centre and Dewey House to GB Heating at a cost of £3811.00 plus VAT.

Members asked if GB Heating could be approached to ask if he would be prepared to maintain this contract for the next 2 or 3 years.

FA/19/057 PR Support

Members discussed the need for PR support and unanimously agreed to provide 1 months notice to end the agreement with A Head for PR.

FA/19/058 Annual Return

The annual return was Noted.

FA/19/059 Draft Budget 2020/21

Members discussed the first draft budget and thought that the presentation was excellent. They unanimously agreed that the draft budget be presented to the next Full Council for approval with an allowance of £325,000 for additional expenses.

FA/19/060 Communications

Members requested a press release be issued about the hearing loop system being installed at the Civic Centre.

Meeting closed 7.45pm

Date of next meeting: 6th January 2020

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.