

Minutes

Finance and Assets Committee

Tuesday 3rd January 2017 at 7.00pm

Committee Membership: Cllrs Batchelor (Chair) (Broadway), Ridout (Vice Chair) (West), Dancey (East), Davis (East), Fraser (West), Humphries (Broadway) and Jolley (Broadway)

Present:

Councillors: Batchelor, Ridout, Dancey, Davis, Fraser, Humphries and Jolley

Officers: H Abernethie and V Mills

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

275/17 Apologies

- a) There were no apologies.
- b) None.

276/17 Minutes

- a) The minutes of the meeting held on Monday 7th November 2016 were approved as a true record and signed by the chairman.
- b) None.

277/17 Declarations of Interest

None.

278/17 Chairman's Announcements

None.

279/17 Public Participation

- a) None.
- b) None.

280/17 Reports from Unitary Authority Members

Councillor Ridout reported that purdah at Wiltshire Council would begin on 15th March.

281/17 Financial Information

- a) The reconciliations for October and November 2016 were noted and the chairman signed and verified against the bank statements.
- b) The accounts to November 2016 and the report on material variances were noted.
- c) The list of payments made in October and November 2016 were approved and signed by the chairman.
- d) The petty cash schedules October–November and November–December 2016 were approved.

- e) The internal transfers between the accounts on 8 November £10,000, 15 November £7,000 and 14 December £2,000 were noted.

282/17 Draft Budget 2017–2018

Councillor Batchelor proposed acceptance of the draft budget of £542,612, an increase of 3.94%. Seconded Councillor Humphries. The members debated whether to set aside an additional £10,000 per annum for long-term maintenance for play equipment in the park. Funding can be sought from Section 106 monies to replace play equipment but maintenance will be an ongoing expense. With the danger that capping could be introduced in the future it would be prudent to take the opportunity this year to make provision. The effect of the additional £10,000 would amount to an additional 3p per week on Band D properties. Given the level of public interest in improvements to the park this would seem to be worthwhile.

Councillor Jolley proposed acceptance of the precept requirement of £552,612, an increase of 5.86%. Seconded Councillor Fraser. Councillors Batchelor and Humphries agreed to withdraw their original proposal.

Voting In Favour of increasing the precept to £552,612 5, Against Nil, Abstentions 2. The proposal was carried. Full Council would make the final decision on 16 January 2017.

283/17 Devolved Services

- a) The minutes of the working group meeting held on 24 November 2016 and all the actions contained therein were approved.

- b) Expenditure:

- **Bank reinstatement:** Councillor Jolley proposed acceptance of the expenditure of £14,917 for the reinstatement of the river bank following moving water voles to a safer habitat downstream. Seconded Councillor Humphries, voting unanimous In Favour.
- **Town Park compound garage:** Councillor Jolley proposed acceptance of the additional cost of £1508 to build up the garage to improve safety and security for the storage of outdoor equipment. Seconded Councillor Batchelor, voting unanimous In Favour.
- **Outdoor gym project:** Councillor Humphries proposed the Clerk be asked to approach Wiltshire Council's Health and Wellbeing Group for a grant and that £5,000 be set aside from capital earmarked reserves. Seconded Councillor Davis, voting unanimous In Favour.
- **Copse removal:** The removal of the copse between the play area and skatepark would give better CCTV coverage and enable parents to have a clearer view of the play area. Councillor Batchelor proposed acceptance of the expenditure of £450 for the copse removal, seconded Councillor Fraser, voting unanimous In Favour.
- **Replacement fencing to skatepark:** Councillor Ridout proposed acceptance of the sum of £450 to replace the fencing at the skatepark. Seconded Councillor Jolley, voting unanimous In Favour.
- **Scout hedge:** Councillor Fraser proposed acceptance of the sum of £302 to repair the hedge at the scout hut. Seconded Councillor Davis, voting unanimous In Favour.

- **Section 106 monies:** There were funds of £16,700 available from the Fairview House development to be used for the Town Park play provision and £15,000 from the Damask Way development to be used for play provision. Members debated the projects currently being planned. Approximately £180,000 would be needed for the new skatepark and £100,000 to refurbish the tennis courts. Councillor Ridout proposed that the £31,700 be split 50:50 between the tennis courts and skatepark projects. Seconded Councillor Jolley, voting unanimous In Favour.

284/17 Insurance Policy

The Clerk had carried out a full review of the Council's internal and external assets. The policy is complex and the three-year deal is suitable for the Council's needs. All valuations for rebuild costs are up to date. Councillor Jolley proposed acceptance of the renewal of the insurance policy for three years with Aviva until 2019 with an annual cost of £13,712 from 1 December 2016 until 30 November 2017 payable in monthly instalments. Seconded Councillor Batchelor, voting unanimous In Favour.

285/17 Banking Arrangements

Although the Council had always banked with HSBC, Lloyds Bank had better rates for bulk savings. Transferring the Council's accounts to Lloyds would be complex but it would be prudent to open a business account with Lloyds for transferring funds into a better interest-bearing account, with a view to move the full accounts at a future date. Councillor Batchelor proposed acceptance of opening a business bank account with Lloyds, seconded Councillor Ridout, voting unanimous In Favour.

286/17 Dewey Trust

There had been no further information on whether the Council would be the beneficiary of the H N Dewey bequest. Councillor Jolley proposed that in the absence of guaranteed funds from the Dewey Trust the Council should reduce its maximum grant to £1,000 as funds would be limited. Seconded Councillor Ridout, voting unanimous In Favour.

287/17 Communications

- a) None.
- b) None.

Meeting closed at 7.35pm.

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List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2016	Aviva	Std Ord	1,084.88		Insurance
03/10/2016	Screwfix Direct Ltd	BACS	321.95		7050/Jet Washer & Tools
03/10/2016	Wessex Water	DDR	32.00		Purchase Ledger Payment
05/10/2016	Grenke Leasing	Std Ord	336.78		Photocopier Lease
05/10/2016	Judith Halls	BACS2	213.34		Purchase Ledger Payment
06/10/2016	Southern Electric	DDR2	3,161.44		7087/Elec. 14.06.16-15.09.16
06/10/2016	Southern Electric	DDR	816.60		7089/Gas 17.06.16 - 13.09.16
07/10/2016	T. Parker	BACS	1,000.00		T. Parker - Trailer Purchase
07/10/2016	ACB Print & Design	BACS10	339.00		7060/Newsletter Printing
07/10/2016	The Warminster Way	BACS11	195.00		7079/Newsletter Distribution
07/10/2016	Simon Jersey Limited	BACS12	31.77		7076/Fleece for DS Supervisor
07/10/2016	Roundstone Catering Ltd	BACS13	223.80		7073/Water Bottle Filters
07/10/2016	Office Right Business Solution	BACS14	146.94		7070/Light Bulbs
07/10/2016	Greenham	BACS15	88.54		7066/Frames for Road Signs
07/10/2016	Screwfix Direct Ltd	BACS16	112.09		7045/Hose & Sprayer
07/10/2016	Dorma UK Limited	BACS3	223.58		7063/Doors Maintenance Contrac
07/10/2016	Visit Wiltshire	BACS4	912.00		7078/Visit Wilts subs to Sep17
07/10/2016	Total Floor Care Ltd	BACS5	76.80		7077/Floor Cleaner Fluid
07/10/2016	Moviola Ltd	BACS6	109.35		7068/Eddie the Eagle Film
07/10/2016	The Landscape Group Limited	BACS7	144.77		7067/Decorate Toilet Block
07/10/2016	Chubb Electronic Security Ltd	BACS8	48.00		7062/Works to Alarm
07/10/2016	Clearsky IT	BACS9	54.00		7061/Work to IT System, Reboot
10/10/2016	Trade UK	39.98	39.98		Trade UK - Duplicate Payment
10/10/2016	HMRC PAYE/NI	BACS	4,102.73		HMRC PAYE/NI
10/10/2016	Southern Electric	DDR3	43.08		7085/CCTV Elec to 22.09.16
11/10/2016	Batsford Timber Ltd	200885	56.96		7058/Materials for Weymouth St
11/10/2016	J & K Burton	200886	35.10		7105/J & K Burton
11/10/2016	Cash	200887	176.55		7095/Petty Cash Imprest
11/10/2016	Charles Saunders Ltd	200888	144.85		7057/Hand Towels & Tissue
11/10/2016	Friends of WCR	200889	3,050.00		7059/Service Agreement 3rd Qtr
11/10/2016	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
11/10/2016	Wheelers (Westbury) Ltd	BACS17	946.20		7102/Repairs to Camera 7
11/10/2016	Coates & Parker Ltd	BACS18	149.10		7099/Advertising
11/10/2016	DCK-Beavers Ltd	BACS19	468.84		7098/Contract Accounting
11/10/2016	Queensbury Shelters Ltd	BACS20	474.80		7106/Bus Shelter Repairs
11/10/2016	World of Willow	BACS21	113.40		7108/Tissue for Lanterns
11/10/2016	Farnfields Solicitors	BACS22	900.00		7097/Legal Fees Grds Contract
11/10/2016	PPL	BACS23	86.60		Purchase Ledger Payment
12/10/2016	Stuart Legg	BACS24	36.58		7135/Skatepark Paint
13/10/2016	Mr D Maine	BACS25	776.13		7136/Empty/Fill Paddling Pool
13/10/2016	The Landscape Group Limited	BACS26	2,710.38		7093/Toilet Cleanign Sept
13/10/2016	Fuel Genie DDR	DDR4	66.45		7110/Fuel Card
14/10/2016	Wiltshire Council	Std Ord	811.00		WC Rates Civic Centre

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List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/10/2016	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemertery
15/10/2016	Wiltshire Council	Std Ord	520.00		WC Rates Dewey House
17/10/2016	Warminster Parking Partnership	BACS27	273.80		7104/Warminster Community
17/10/2016	Timico Limited	DDR5	327.28		7111/Phone/Broadband Bills
18/10/2016	Office Evolution Ltd	DDR6	95.97		7082/Photocopy Charges
19/10/2016	Streamline Merchant Services	DDR7	29.54		7170/Card Processing Fees
20/10/2016	Moles Brewery	DDR8	622.62		7090/Bar Stock
21/10/2016	Bank Charges	CHG	41.48		Bank Charges
25/10/2016	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
25/10/2016	BOC Gases	DDR9	23.06		7081/Bar Gas
26/10/2016	Clearsky IT	DDR10	162.12		7109/Monthly IT Charges
27/10/2016	Salaries - Oct	BACS	12,451.54		Salaries - Oct
27/10/2016	Pension Payment Oct	BACS	4,544.75		Pension Payment Oct
27/10/2016	Royal Mail Group Ltd	BACS28	1,462.80		7161/Delivery of Xmas Brochure
27/10/2016	Total Hygiene Ltd	BACS29	180.00		7166/Service Clos-o-mat
27/10/2016	Architectural Acoustic Product	BACS30	1,172.88		7122/Partition System Repairs
27/10/2016	Mr D Maine	BACS31	152.42		7138/Paint Side Gate by WCR
27/10/2016	JRB Enterprise	BACS32	290.40		7130/Dog Bags
27/10/2016	Moviola Ltd	BACS33	168.15		7141/Florence Foster Jenkins
27/10/2016	SLCC Enterprises Ltd	BACS34	210.00		7164/Town Clerk Advertising
27/10/2016	Perrett Communications Ltd	BACS35	237.60		7158/Phone System Maintenance
27/10/2016	ACB Print & Design	BACS36	3,236.95		7119/Print Christmas Brochure
28/10/2016	Office Right Business Solution	BACS37	952.05		7157/Batteries for S.I.D.s
31/10/2016	Hills Waste Solutions Ltd	DDR12	64.70		7103/Refuse Recycling
31/10/2016	Hunot HR	SO	240.00		7129/HR Advice line

Total Payments	<u>52,749.73</u>
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List of Payments made between 01/11/2016 and 30/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2016	Aviva	Std Ord	1,084.89		Insurance
01/11/2016	Wessex Water	DDR	32.00		Purchase Ledger Payment
04/11/2016	SGW Payroll Ltd	DDR2	63.30		7163/Payroll Month 7
08/11/2016	HMRC PAYE/NI	BACS	4,159.10		HMRC PAYE/NI
08/11/2016	Judith Halls	BACS	24.36		7131/Lights for Lanterns
08/11/2016	Wired Publishing	BACS10	178.80		7200/Lights Switch On Advert
08/11/2016	Newsquest (Wiltshire) Ltd	BACS11	1,191.50		7144/Advertise Xmas Market
08/11/2016	Wybone Ltd	BACS12	384.40		7171/Refurbishment of Bins
08/11/2016	Office Right Business Solution	BACS2	366.72		7148/Stationery Supplies
08/11/2016	Wheelers (Westbury) Ltd	BACS3	978.46		7168/Repairs to Plant Room
08/11/2016	Complete Fire Services Ltd	BACS4	321.12		7174/Fire Extinguisher Service
08/11/2016	Farnfields Solicitors	BACS5	1,531.20		7127/Allotments Legal Fees
08/11/2016	Warminster Fencing Ltd	BACS6	1,558.80		7167/Replace Timber Edging
08/11/2016	DCK-Beavers Ltd	BACS7	468.84		7121/Contract Accounting
08/11/2016	Playsafety Ltd	BACS8	247.80		7159/Play Area & Skate Repairs
08/11/2016	The Landscape Group Limited	BACS9	88.44		7132/Toilet Door Hinges
08/11/2016	Booker	DDR3	220.26		7172/Refreshments
11/11/2016	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
14/11/2016	Wiltshire Council	Std Ord	811.00		WC Rates Civic Centre
15/11/2016	The Athenaeum Trust	200890	42.00		7123/Refund INV WCC1737
15/11/2016	J & K Burton	200891	54.70		7201/J & K Burton
15/11/2016	Cash	200892	182.35		7195/Petty Cash Imprest
15/11/2016	Nigel J Connor	200893	72.00		7126/Bar Stock
15/11/2016	Mr P Macfarlane	200894	367.99		7180/P. Macfarlane Travel
15/11/2016	Mant Leisure	200895	16,197.60		7139/Play Area Improvements
15/11/2016	The Royal British Legion Poppy	200896	45.00		7196/RBL Poppy Wreath
15/11/2016	Mrs P Ridout	200897	13.68		7194/P. Ridout Travel
15/11/2016	Roundstone Vending Limited	200898	70.00		7160/Bar Stock
15/11/2016	Tavcom Training	200899	1,842.00		7197/M. Herriott CCTV Training
15/11/2016	Wiltshire Association of Local	200900	108.00		7203/New Councillors Course
15/11/2016	Cancel Chq P. Ridout	200897CNX	13.68		Cancel Chq P. Ridout
15/11/2016	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemertery
15/11/2016	Wiltshire Council	Std Ord	520.00		WC Rates Dewey House
15/11/2016	The Landscape Group Limited	BACS13	2,710.38		7134/Grounds Maint. Oct
15/11/2016	Maxwell Amenity Ltd	BACS14	1,104.00		7185/Seed Delivery Charges
15/11/2016	Prosec Consultancy Ltd	BACS16	336.00		7193/SIA Door Staf
15/11/2016	Mr D Maine	BACS17	110.00		7181/S.I.D. Field Testing
15/11/2016	Greenham	BACS18	171.56		7177/Road Closure Sign
15/11/2016	DCK-Beavers Ltd	BACS19	565.74		7124/Budget Setting 2017-18
15/11/2016	Mr T Head	BACS20	50.00		7175/Drummer for Service
15/11/2016	Office Right Business Solution	BACS21	528.10		7191/Office Chairs
15/11/2016	Wessex Lift Co Ltd	DDR4	102.00		7229/Lift Maintenance Contract
15/11/2016	Timico Limited	DDR5	331.01		7198/Telephone/Broadband

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/11/2016	Fuel Genie DDR	DDR6	58.63		7176/Fuel Cards
17/11/2016	S. Legg - Work Boots	DC	60.00		S. Legg - Work Boots
17/11/2016	Warminster Parking Partnership	BACS22	203.90		7202/Warminster Community
17/11/2016	Office Evolution Ltd	DDR7	336.59		7147/Photocopy Charges
18/11/2016	S. P. Stephens	109518	150.00		7224/Window Repairs D. House
18/11/2016	Steven Richardson	109519	170.00		7222/Window Repairs D.House
21/11/2016	Bank Charges	CHG	61.21		Bank Charges
21/11/2016	Streamline Merchant Services	DDR8	29.17		7204/Card Processing Fees
21/11/2016	Moles Brewery	DDR9	181.56		7140/Bar Stock
21/11/2016	Mr A Crabbe	109520	132.00		7210/ 80 x 4ft Trees
21/11/2016	Mr A Crabbe	109520	1,193.00		7210/ 80 x 4ft Trees
22/11/2016	Screwfix Direct Ltd	BACS23	49.65		7165/Cable ties
22/11/2016	Grant Thornton UK LLP	BACS24	1,560.00		7213/External Audit 2015-16
22/11/2016	Coates & Parker Ltd	BACS25	338.70		7209/Advertising
22/11/2016	A J C Drainage Ltd	BACS26	96.00		7206/Drain Clearance
22/11/2016	Moviola Ltd	BACS27	139.98		7217/Our Kind of Traitor Film
22/11/2016	Wheeler's (Westbury) Ltd	BACS28	1,267.20		7227/Fit Fresh Air Louvres
25/11/2016	VWFS UK LTD	Std Ord	383.14		Van WT16 TRZ Lease Payment
25/11/2016	November Payroll	BACS	12,455.64		November Payroll
25/11/2016	Wiltshire Pension Fund	BACS	4,583.14		Wiltshire Pension Fund
25/11/2016	Clearsky IT	DDR10	162.12		7173/Monthly IT Charges
28/11/2016	Charles Saunders Ltd	BACS29	194.90		7162/White Towel Rolls
28/11/2016	BOC Gases	DDR11	23.06		7125/Bar Gas
30/11/2016	S. Seagrave - Organ at Xmas	BACS	155.00		S. Seagrave - Organ at Xmas
30/11/2016	Mr T Head	BACS30	50.00		7211/Snare Drummer
30/11/2016	BT Redcare	BACS31	300.00		7208/Repairs to Camera 1
30/11/2016	Brandon Hire	BACS32	91.32		7207/Barriers for Remembrance
30/11/2016	Farnfields Solicitors	BACS33	1,152.00		7212/Prof Fees - Allotments
30/11/2016	WPS Insurance Brokers & Risk S	BACS34	15.00		7228/Admin Fees
30/11/2016	Prosec Consultancy Ltd	BACS35	171.00		7221/SIA Operatives Xmas
30/11/2016	Newsquest (Wiltshire) Ltd	BACS36	156.00		7218/Adverts for Xmas Market
30/11/2016	Inov8 Joinery	BACS37	511.49		7215/Dewey House Glazing
30/11/2016	Imagin Products Ltd	BACS38	30.36		7214/Staff Badges
30/11/2016	Sydenhams Ltd	BACS39	30.63		7226/Window Boarding
30/11/2016	Office Right Business Solution	BACS40	219.23		Purchase Ledger Payment
30/11/2016	DCK-Beavers Ltd	BACS41	468.84		7205/Contract Accounting
30/11/2016	Hills Waste Solutions Ltd	DDR12	64.70		7128/Recycling Charges
30/11/2016	Hunot HR	SO	240.00		7179/HR Advice Line Nov

Total Payments	<u>66,779.06</u>
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