

## Minutes

### Finance and Assets Committee

Monday 6<sup>th</sup> March 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 and Humphries

Officers: H Abernethie, F Fox and V Mills

Public and press: 4 members of the public and 0 members of the press.

**348/17 Apologies**

- a) Councillor Jolley (hols).
- b) Apologies accepted for the reasons given.

**349/17 Minutes**

- a) The minutes of the meeting held on Tuesday 3<sup>rd</sup> January 2017 were approved as a true record and signed by the chairman.
- b) None.

**350/17 Declarations of Interest**

Councillor Fraser said that as Chair of the Foodbank Committee she would not participate in discussions or vote on agenda item 13, Warminster Foodbank Lease.

**351/17 Chairman's Announcements**

The Chair welcomed Fiona Fox, the new Town Clerk.

*Standing Orders suspended 7.02*

**352/17 Public Participation**

- a) **Margaret MacDonald, Management Team Leader Warminster and District Foodbank,** spoke on item 13 on the agenda, Warminster Foodbank Lease. She drew members' attention to the high demand for the service, which had increased significantly over the years. Foodbank received no grant and used fundraising and events to raise money. There was always a monthly shortfall in donations which was made up from Foodbank funds. Foodbank were happy with their current accommodation in Dewey House which gave them adequate storage space and privacy for their clients.
- b) None.

*Standing Orders reinstated 7.07*

**353/17 Reports from Unitary Authority Members**

Councillor Ridout said the budget had been passed and purdah would begin on 15<sup>th</sup> March.

### **354/17 Financial Information**

- a) The reconciliations for December 2016 and January 2017 were noted and the chairman signed and verified against the bank statements.
- b) The accounts to January 2017 were noted.
- c) The list of payments made in December 2016 and January 2017 were approved and signed by the chairman.
- d) The petty cash schedule for December 2016–January 2017 was approved.
- e) The internal transfers between the accounts on 22 December 2016 £20,000, 6 January 2017 £9,000, 25 January 2017 £10,000 and 8 February 2017 £10,000 were noted.

*Members agreed unanimously to bring forward agenda item 13*

### **355/17 Warminster Foodbank Lease**

Councillor Batchelor proposed continuing the lease to the Foodbank operation at Dewey House for a further five years with an increase in rent from £550 to £600 per calendar month.

Seconded Councillor Davis.

Councillor Ridout proposed an amendment to increase the rent to £575 at the most. Seconded Councillor Dancey.

Voting In Favour of the amendment 2, Against 3, Abstentions 1. The amendment was not carried.

Voting In Favour of the proposal 3, Against 1, Abstentions 2. The proposal was carried.

### **356/17 Devolved Services Working Group**

- a) The minutes of the working group meetings held on 12 January 2017 and 9 February 2017 and all the actions contained therein were approved.
- b) Councillor Batchelor proposed acceptance of the following expenditures en bloc. Seconded Councillor Fraser, voting unanimous In Favour.
  - Weir repairs £1200 + VAT, Ray Thomas Ltd
  - Green Flag application £314 + VAT, Keep Britain Tidy
  - Removal of pillars at bottom of Plants Green entrance £588.32 + VAT, idverde
  - New compost area £1477 + VAT, idverde
  - Remove old compost bay £769 + VAT, idverde
  - Repairs to chain link fencing at tennis courts £360 + VAT, Ray Thomas Ltd
  - Bank reinstatement £14,917 + VAT, Five Rivers
  - Replacement bollards £1080 + VAT, Ray Thomas Ltd

### **357/17 Year End Financial Transfers**

Councillor Batchelor proposed approval of the following transfers to and from earmarked reserves (EMR), seconded Councillor Humphries, voting unanimous In Favour:

- EMR 327 – Neighbourhood Plan balance of £746 be transferred to 101/4023 to cover printing carried out in preparation of the plan and to close the EMR now that the plan is made
- Capital fund of £5000 earmarked for the Old Post Office lighting project which cannot be completed, to be removed
- 4008/101/201/301 – training unspent budget to be transferred to EMR 336
- 102/4081 – unspent budget from Civic Fund be transferred into new Elections EMR

- CCTV 201 – unspent budget to be transferred into EMR CCTV 325
- 107/4707 – catenary cable unspent budget to be transferred into EMR 330

**358/17 Election Copheap Ward**

Councillor Fraser proposed approval of the following election costs for the recent by-election in Copheap Ward, seconded Councillor Ridout, voting unanimous In Favour:

- Staffing £680.05
- Hire of premises £25.00
- Poll card postage £541.33
- Poll card printing £229.92
- Postal vote postage £179.00
- Postal vote printing £516.85
- Printing ballot papers £254.68
- Transport costs £103.02

Total £2529.85, code 102/4110 payable to Wiltshire Council.

**359/17 Dog Bags**

Members discussed the fact that 100,000 dog bags had been purchased last year at a cost of £1452. It was agreed that it would not be practical to administer voluntary donations for the bags and the Council would continue to monitor the provision for six months to assess the frequency with which individuals used the service.

**360/17 Civic Centre M&E Maintenance Contract Renewal**

The mechanical and engineering contract from Wheelers was costly and the service provision in recent months had been unsatisfactory as regards the air handling units. Councillor Humphries proposed acceptance of the quotation from gb heating for annual maintenance as outlined below, seconded Councillor Batchelor, voting unanimous In Favour:

Boilers	£280
Air Handling Unit	£455
Air Con Dewey House	£95
Air Con Civic Centre	£320
Water Hygiene Test 2 yearly RA	£105
Water Hygiene Testing	£1205
Dewey House Water Test	£190
Man Safe	£370
Fire Alarm Testing	<u>£405</u>
Total	£3425
Hourly rate for additional work	£35
Out of hours	£50

**361/17 Report for Decision (4) Project Defibrillator**

Councillor Ridout proposed acceptance of providing a defibrillator at Warminster Civic Centre in partnership with the South-Western Ambulance Service at a cost of £1800 for a four-year arrangement with a donation of £900 from Friends of Warminster Hospital towards the cost of equipment. Seconded Councillor Davis, voting unanimous In Favour.

**362/17 Grounds Maintenance Contracts and Hanging Baskets**

Councillor Ridout proposed acceptance of the extension of the contract with idverde for a further two years of £7789 + VAT for hanging baskets and planters and £8328 + VAT for grounds maintenance of outside spaces (excluding the town park). Seconded Councillor Batchelor, voting unanimous In Favour.

**363/17 Town Park Grounds Maintenance Contract**

Councillor Batchelor proposed approval of the Service Managers Instruction 2 to idverde enhancing the novated contract for the grounds maintenance service in the town park, with a monthly contract payment of £2891.72 + VAT. The contract to have an effective start date of 1<sup>st</sup> November 2016 and to expire in October 2020. Seconded Councillor Ridout, voting unanimous In Favour.

**364/17 Communications**

- a) Members requested a press release be issued on the provision of the defibrillator.
- b) None.

**Meeting closed at 7.36pm.**

At : 3:38 PM

## Current/Instant Access Bank A/

## List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2016	Aviva	Std Ord	1,143.09		Insurance
01/12/2016	BWBSL	DDR	32.00		Purchase Ledger Payment
05/12/2016	SGW Payroll Ltd	DDR2	63.30		7223/Payroll Month 8
07/12/2016	HMRC PAYE/NI	BACS	4,102.73		HMRC PAYE/NI
11/12/2016	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
13/12/2016	J & K Burton	200901	37.90		7251/J & K Burton
13/12/2016	Cash	200902	155.99		7242/Petty Cash Imprest Nov
13/12/2016	Friends of WCR	200903	3,050.00		7253/Service Agreement 4th Qtr
13/12/2016	Fuel Genie DDR	DDR3	76.92		7240/Fuel Cards
13/12/2016	Fuel Genie DDR	DDR8	76.92		Purchase Ledger Payment
13/12/2016	Reverse Fuel Genie Duplicate	-76.92	-76.92		Reverse Fuel Genie Duplicate
14/12/2016	Wiltshire Council	Std Ord	811.00		WC Rates Civic Centre
14/12/2016	Wheelers (Westbury) Ltd	109521	14,473.20		7232/Repairs Camera 11
14/12/2016	Office Right Business Solution	BACS	193.54		7234/Year Planners
14/12/2016	SLCC Enterprises Ltd	BACS2	329.00		7243/SLCC Subs 2016-17
14/12/2016	Idverde Limited	BACS3	4,088.40		Purchase Ledger Payment
14/12/2016	Warminster Flers Association	BACS4	40.00		7256/Warminster Flers Assoc.
14/12/2016	Brandon Hire	BACS5	137.86		7237/Crowd Barriers Xmas
14/12/2016	Charles Saunders Ltd	BACS6	159.76		7257/Toilet Tissue
14/12/2016	Coates & Parker Ltd	BACS7	178.89		7230/Advertising
14/12/2016	Farnfields Solicitors	BACS8	24.00		7245/Car Park Toilets Fees
14/12/2016	GB Heating Ltd	BACS9	135.60		7252/Repair to Toilet Taps
15/12/2016	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemertery
15/12/2016	Wiltshire Council	Std Ord	520.00		WC Rates Dewey House
15/12/2016	Timico Limited	DDR4	343.27		7244/November Phone/Email
16/12/2016	Fixed Term Deposit Investment	TFR	131,000.00		Fixed Term Deposit Investment
19/12/2016	Warminster Parking Partnership	BACS10	233.20		7250/Warminster Community
19/12/2016	Screwfix Direct Ltd	BACS11	37.96		7199/Maintenance Equipment
19/12/2016	Office Evolution Ltd	DDR5	271.41		7235/Copy charges Nov16
20/12/2016	Booker	DDR6	123.82		7261/Toilet Tissue
20/12/2016	Moles Brewery	DDR7	690.68		7216/Bar Stock
21/12/2016	Bank Charges	CHG	51.49		Bank Charges
21/12/2016	Streamline Merchant Services	DDR12	25.32		7292/Card Processing Fees Nov
22/12/2016	Office Right Business Solution	BACS12	106.18		7277/Stationery Supplies
22/12/2016	Moviola Ltd	BACS13	109.35		7275/Love & Friendship Film
22/12/2016	Idverde Limited	BACS14	362.40		7269/Privet Hedge Work
22/12/2016	ACB Print & Design	BACS15	378.00		7259/Winter Newsletter
22/12/2016	True Care Medical Services	BACS16	275.00		7291/Ambulance for Inspire Eve
22/12/2016	Farnfields Solicitors	BACS17	2,633.00		7267/Town Park Tfr Fees
22/12/2016	Ray Thomas Property Services L	BACS18	5,562.00		7281/Repairs to Wall
23/12/2016	December Salaries	BACS	12,762.78		December Salaries
23/12/2016	Pension Payment Dec	BACS	4,630.65		Pension Payment Dec
23/12/2016	SGW Payroll Ltd	DDR9	61.32		7254/Payroll Month 9

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Current/Instant Access Bank A/

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25/12/2016	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
28/12/2016	Clearsky IT	DDR10	166.80		7249/Monthly IT Support
28/12/2016	BOC Gases	DDR11	23.06		7241/Bar Gas
30/12/2016	Hills Waste Solutions Ltd	DDR13	73.58		7236/Recycling Charges
30/12/2016	Hunot HR	SO	240.00		Purchase Ledger Payment

**Total Payments** 190,342.71

*P M* 6/3/17

At: 4:45 PM

## Current/Instant Access Bank A/

## List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2017	BWBSL	DDR	32.00		Purchase Ledger Payment
04/01/2017	Aviva	Std Ord	1,200.18		Insurance
06/01/2017	Grenke Leasing	DDR	336.78		Grenke Leasing - Copier Lease
06/01/2017	Idverde Limited	BACS	6,774.59		7272/Hanging Baskets Jul16
06/01/2017	DCK-Beavers Ltd	BACS2	468.84		7265/Contract Accounting
06/01/2017	Roundstone Catering Ltd	BACS3	96.00		7282/Water Boiler Repairs
06/01/2017	Clearsky IT	BACS4	162.00		7264/Setup of Shared Calendar
06/01/2017	Dorma UK Limited	BACS5	234.77		7266/Lift Maintenance
06/01/2017	Southern Electric	DDR2	3,085.44		7287/Elec. 16.09.16-09.12.16
06/01/2017	Southern Electric	DDR3	1,593.58		7285/Gas 14.09.16-16.12.16
09/01/2017	HMRC PAYE/NI	BACS	4,164.45		HMRC PAYE/NI
09/01/2017	THERMAGLAZE	109523	100.00		7290/Supply & Fit Garage Door
09/01/2017	Thermaglaze Ltd	109222	1,191.00		Thermaglaze Ltd
10/01/2017	J & K Burton	200904	50.30		7296/J & K Burton
10/01/2017	Cash	200905	130.00		7263/December Petty Cash
11/01/2017	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
11/01/2017	Coates & Parker Ltd	BACS6	149.10		7293/Adverts for Meetings
11/01/2017	JRB Enterprise	BACS7	292.80		7294/Dog Bags
11/01/2017	Ray Thomas Property Services L	BACS8	2,064.00		7298/Decorate C/Centre Halls
11/01/2017	True Care Medical Services	BACS9	5.00		7301/Ambulance for Inspire Eve
14/01/2017	Wiltshire Council	Std Ord	811.00		WC Rates Civic Centre
15/01/2017	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemertery
15/01/2017	Wiltshire Council	Std Ord	520.00		WC Rates Dewey House
15/01/2017	Warminster Parking Partnership	BACS10	249.10		7295/Warminster Foodbank
16/01/2017	Timico Limited	DDR4	314.18		7289/Phone & Broadband
16/01/2017	Southern Electric	DDR5	44.96		7284/Elec. 23.09.16-23.12.16
17/01/2017	Office Right Business Solution	BACS11	51.38		7327/Labels & Pens
17/01/2017	Complete Fire Services Ltd	BACS12	166.90		7312/Dewey House Site Check
17/01/2017	Charles Saunders Ltd	BACS13	129.93		7316/White Towels
17/01/2017	Idverde Limited	BACS14	952.80		7322/St Denys Tree Works
17/01/2017	The Warminster Way	BACS15	195.00		7342/Newsletter Distribution
17/01/2017	Clearsky IT	BACS16	219.00		7305/Repairs to Laptop
18/01/2017	Screwfix Direct Ltd	BACS17	29.98		7283/Maintenance Materials
18/01/2017	Office Evolution Ltd	DDR6	78.19		7276/Copy Charges Dec 2016
19/01/2017	Streamline Merchant Services	DDR10	19.87		7379/Card Processing Fees Dec
19/01/2017	Michael Herriott	BACS	78.75		7318/CCTV Training Mileage
20/01/2017	Moles Brewery	DDR7	564.82		7255/Bar Stock
21/01/2017	Bank Charges	CHG	40.95		Bank Charges
25/01/2017	VWFS UK LTD	Std Ord	383.14		Van WT16 TRZ Lease Payment
25/01/2017	A J C Drainage Ltd	BACS18	157.80		7304/Drain Clearance
25/01/2017	Allan Moon & Associates	BACS19	1,350.00		7324/Replace lintel & Windows
25/01/2017	Wheeler's (Westbury) Ltd	BACS20	698.40		7344/Fix Fan Motor & Leak
25/01/2017	Moviola Ltd	BACS21	113.03		7325Hunt for Wilderpeople film

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## Current/Instant Access Bank A/

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25/01/2017	Aid Training & Operations Ltd	BACS22	60.00		7303/First Aid Training
25/01/2017	Warminster Fencing Ltd	BACS23	2,185.22		7341/Install of Lake Edging
25/01/2017	Office Right Business Solution	BACS24	228.78		7335/Discs & Cases
25/01/2017	Dell Brothers Builders (SW) Lt	BACS25	6,248.40		7314/Dewey House Repairs
25/01/2017	BOC Gases	DDR8	23.06		7260/Bar Gas
25/01/2017	Roundstone Catering	BACS	244.00		Roundstone Catering
26/01/2017	Clearsky IT	DDR9	166.80		7297/Monthly IT Charges
27/01/2017	January Salaries	BACS	12,610.49		January Salaries
27/01/2017	Wiltshire Pension Fund	BACS	4,526.13		Wiltshire Pension Fund
30/01/2017	Hunot HR	SO	240.00		Purchase Ledger Payment
31/01/2017	Hills Waste Solutions Ltd	DDR11	49.63		7268/Wate Recycling Charges

**Total Payments** 55,927.64

 6/3/17