

5th June 2017

Dear Councillor,

Finance and Assets Committee
Monday 12th June 2017 at 7.00pm

Committee membership: Councillors Batchelor (Broadway), Davis (East), Jolley (Broadway), Nicklin (West), Pitcher (Broadway), Ridout (West) and Robbins (East).

Copied to all other members for information.

Your presence is requested at a meeting of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

Yours sincerely,



Fiona Fox BA (Hons) MCIPD FILCM
Town Clerk

AGENDA

1. **Election of Committee Chairman**
Members to elect a Committee Chairman.
2. **Election of Committee Vice Chairman**
Members to elect a Committee Vice Chairman.
3. **Apologies for absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
4. **Minutes**
 - 4.1 **To approve** as a correct record, the minutes of the Finance and Assets Committee meeting held on Monday 24th April 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.
 - 4.1.1 **To note** any matters arising from the minutes of the Finance and Assets Committee meeting held on Monday 24th April 2017.

5. **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.

6. **Chairman's Announcements**

To note any announcements made by the Chair.

Standing Orders will be suspended to allow for public participation.

7. **Public Participation**

7.1 To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.

7.2 To receive any petitions and deputations.

Standing Orders will be reinstated following public participation.

8. **Reports from Unitary Authority Members**

To note reports provided.

9. **Elections to Working Groups**

9.1 To elect representatives to the Devolved Services Working Group (the Chairman of Finance and Assets to sit on this working group). Councillors Brett, Fraser, Fryer and Macdonald have put themselves forward and outside representative Pete Hewitt has agreed to continue.

9.2 To approve the resurrection of the Town Promotion Team and **to elect** representatives (the Chairman of Finance and Assets to sit on this working group). The Town Clerk has been approached by Anne Francis of Vintage et al. in Silver Street (see attached email) and has had a meeting with her to discuss the promotion of independent businesses in the town. Anne has volunteered to act as an outside representative.

10. **Financial Information**

10.1 To note the reconciliations for April 2017 and the **chairman to sign** and verify against the bank statements seen.

10.2 To note the accounts to 30th April 2017.

10.3 To approve the list of payments made in April 2017 and the **chairman to sign**.

10.4 To approve the annual regular payment list at June 2017.

10.5 To approve the petty cash schedule for April 2017.

10.6 To note that the Clerk made internal transfers between the accounts on:

28 th April 2017	£3,000
10 th May 2017	£12,000
10 th May 2017	£10,000
11 th May 2017	£10,000
15 th May 2017	£3,000

10.7 To note that the investment of £100,000 from the General Reserve made on 8th June 2016 with HSBC Money Market will be reinvested in accordance with the Treasury Management Policy approved at the Annual Meeting.

11. Grants

To approve grant requests. The sum of £8,000 is available from the Town Council budget. Members are reminded of the decision made at the Finance and Assets meeting held on 3rd January 2017:

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.

Name	App No	Grant requested	Grant approved
Alzheimer's Support	1	500	
Athenaeum Singers	2	500	
Group Five	3	750	
Headway Salisbury and South Wilts	4	250	
HELP Counselling Services	5	200	
Incredible Edible Community Garden	6	50	
Spurgeons	7	415	
Warminster Athenaeum Trust	8	2,000	
Warminster Brass Band	9	300	
Warminster Community Choir	10	720	
Warminster Flers Association	11	800	
Warminster Highbury Youth FC	12	2,000	
Warminster Philharmonic Orchestra	13	300	
Warminster Table Tennis Club	14	800	
Warminster Town Football Club	15	1,600	
Warminster and Wylve Valley Flower Club	16	100	
Wessex Multiple Sclerosis Therapy Centre	17	1000	
West Wilts Special Needs Activity Scheme	18	300	
Total		12,585	

12. Civic Trust

Members to note the Council has received the sum of £5,694.27 from the closure of the Civic Trust account.

13. Lidl Trees

Members to note the Council has received a cheque for £750 from Lidl following the removal of trees from the Lidl site:

“as a gesture of goodwill for the Town Council to use towards replacement tree(s) to be planted at location(s) of your choosing within the local area.”

14. Copheap War Memorial

The Town Clerk has been approached by Nigel Linge regarding his plans to clear the War Memorial Woods (owned by Wiltshire Council) to restore the view of the memorial, and to repair the fencing on the MoD land that surrounds the woods. These works are to commemorate the diamond anniversary of the memorial. He is hoping to raise funds for this work from the War Memorial Trust and Wiltshire Council. **Members to note** the possibility that the Town Council may be approached for a contribution if the full amount cannot be raised.

15. Communications

15.1 The members to decide on items requiring a press release.

15.2 The members to confirm their spokesperson for any item listed on the agenda to report on the Council’s decision if required.

The date of the next Finance and Assets meeting is Monday 4th September 2017.

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> -----Original Message-----

> From: CameliaVintage [mailto:camelavintage@icloud.com]

> Sent: 22 April 2017 07:09

> To: WarminsterTownCouncil <admin@warminster-tc.gov.uk>

> Subject: Vintage et al, Silver Street

>

> Dear Sir or Madam,

>

> I read some of the Benchmarking reports with interest, particularly the 2015 one acknowledging that little has been achieved. Having an independent business in Warminster for the past 3 years, independent is how we feel. We are tucked away on Silver Street and largely forgotten, except for a hanging basket in the summer which is watered with little regard for the shop window and paintwork. We have a landlord which does not care for or repair the building, no CCTV or security and we are yet to have any contact with the town council. I think it is fair to say that we trade independently.

>

> We are trying our best to trade, present our goods well and receive very positive feedback from customers. Interestingly, a lot of our customers are not local but visitors to the area. Many Warminster people do not know we are here. Some have not ventured further than George Street. We would welcome a meeting with town council members. We are not asking for much, perhaps 'brown signs' pointing people in the direction of the independent shops and businesses in Silver Street. Web presence would be helpful as would a directory of businesses, presence in the Tourist Information. Many people visit Longleat and Warminster. These are largely untapped resources. Frome seems to be a very different community with Artisan Fairs, publications and a very proactive community with a more youthful outlook.

>

> At times I have felt vulnerable alone in the shop when some dubious customers have been in. I raised my concern about lack of security to the local police and was told that there were radios but they had given the last one to Waitrose but would be in contact with me, that was 2 years ago. CCTV does not cover the street.

>

> We would welcome the opportunity to meet and present our ideas, acknowledging the fact that Warminster has some attractive buildings and could be enhanced greatly with some imagination and a little support which need not cost much money.

>

> With kind regards,

> Anne Francis

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Bank Reconciliation Statement as at: 30/04/2017 for Cash Book 1 Current/Instant Access Bank A/

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/04/2017	909	6,632.40
Instant Access Account	30/04/0217	381	614,970.48
			<u>621,602.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/04/2017 200917 J & K Burton		45.70	
11/04/2017 200919 Mr P Macfarlane		157.50	
11/04/2017 200921 Performing Right Society Ltd		1,912.54	
11/04/2017 200925 S.C.L. Catering		4,000.00	
			<u>6,115.74</u>
			615,487.14
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			615,487.14
		Balance per Cash Book is :-	615,487.14
		Difference is :-	0.00

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1 April to 28 April 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 21136496 **Sheet Number** 381

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			389,526.60
12 Apr 17	TFR TRANSFER 91001000		199.50 ✓	389,726.10
13 Apr 17	TFR TRANSFER 91001000		298.29 ✓	390,024.39
18 Apr 17	TFR TRANSFER 91001000	5.33 ✓		390,019.06
18 Apr 17	CR GWH NHS FT WILTSHI <i>WCC 2243</i>		* 92.00 ✓	
19 Apr 17	TFR TRANSFER 91001000	8,458.03 ✓		381,653.03
	TFR 404523 91001000			
	INTERNET TRANSFER	10,000.00 ✓		
	TFR 404523 91001000			
	INTERNET TRANSFER	3,000.00 ✓		
20 Apr 17	TFR TRANSFER 91001000	2,895.24 ✓		365,757.79
	TFR 404523 91001000			
	INTERNET TRANSFER	5,000.00 ✓		
21 Apr 17	TFR TRANSFER 91001000	1,338.32 ✓		359,419.47
	TFR 404523 91001000			
	INTERNET TRANSFER	10,000.00 ✓		
	TFR TRANSFER 91001000		9,485.39 ✓	358,904.86
24 Apr 17	TFR TRANSFER 91001000	5,446.90 ✓		353,457.96
25 Apr 17	TFR TRANSFER 91001000		273,739.80 ✓	627,197.76
26 Apr 17	TFR TRANSFER 91001000	42.80 ✓		627,154.96
27 Apr 17	TFR TRANSFER 91001000	12,291.84 ✓		614,863.12
28 Apr 17	TFR 404523 91001000			
	INTERNET TRANSFER	3,000.00 ✓		
	CR CASH IN AT HSBC BANK PLC			
	WARMINSTER		* 1,832.10 ✓	
	TFR TRANSFER 91001000		1,180.76 ✓	614,875.98
28 Apr 17	BALANCE CARRIED FORWARD		<i>96.50</i>	614,875.98
<i>30 Apr 17 TFR</i>				<i>614,970.48</i> ✓

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest		0.00 %	Debit interest		20.97 %

RECEIVED

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

- 4 MAY 2017

Your Statement

The Clerk to the Council
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB



062317_118 1/ 4 00009 39701 8429 39700

Account Summary

Opening Balance	392,071.31
Payments In	300,252.71
Payments Out	77,448.04
Closing Balance	614,875.98

1 April to 28 April 2017

Account Name
Warminster Town Council

International Bank Account Number
GB48MIDL40452321136496

Branch Identifier Code
MIDLGB2161U

Sortcode Account Number Sheet Number
40-45-23 21136496 380

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Mar 17	BALANCE BROUGHT FORWARD			392,071.31
01 Apr 17	TFR TRANSFER 91001000		157.50 ✓	392,228.81
03 Apr 17	TFR MONEY MARKET MATURITY 40029050726257		* 10,000.00 ✓	
	CR GROSS INTEREST TO 02APR2017 FOR ACCOUNT 400290 30729884		* 4.25 ✓	
	CR GROSS INTEREST TO 02APR2017 FOR ACCOUNT 400290 50726257		* 4.25 ✓	
	TFR TRANSFER 91001000		1,695.29 ✓	403,932.60
04 Apr 17	TFR TRANSFER 91001000		42.00 ✓	403,974.60
05 Apr 17	TFR TRANSFER 91001000	402.06 ✓		403,572.54
06 Apr 17	TFR TRANSFER 91001000		1,000.00 ✓	404,572.54
07 Apr 17	TFR TRANSFER 91001000	5,567.52 ✓		399,005.02
08 Apr 17	CR GROSS INTEREST TO 07APR2017 FOR ACCOUNT 400290 60733202		* 46.71 ✓	399,051.73
10 Apr 17	TFR 404523 91001000 INTERNET TRANSFER	10,000.00 ✓		
	TFR TRANSFER 91001000		445.99 ✓	389,497.72
11 Apr 17	CR GROSS INTEREST TO 10APR2017 FOR ACCOUNT 400290 10722677		* 28.88 ✓	
	BALANCE CARRIED FORWARD			389,526.60

Month No : 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Finance & Assets								
101	<u>Council Administration</u>							
4001	Salaries	118,558	11,453	125,948	114,495		114,495	9.1 %
4008	Training	1,914	200	2,000	1,800		1,800	10.0 %
4009	Travel	243	0	350	350		350	0.0 %
4013	Rent Payable (Internal)	37,200	0	37,200	37,200		37,200	0.0 %
4020	Consumables & Other Expenses	2,107	5	2,500	2,495		2,495	0.2 %
4022	Postage & Telephone	2,011	154	2,000	1,846		1,846	7.7 %
4023	Printing & Stationery	4,183	267	3,500	3,233	-22	3,255	7.0 %
4024	Photocopier Charges	1,123	281	1,123	842		842	25.0 %
4025	IT (Website & Email)	5,151	157	4,000	3,843		3,843	3.9 %
4027	Subscriptions and Publications	2,443	2,356	2,500	144		144	94.2 %
4028	Insurance	2,885	650	8,000	7,350		7,350	8.1 %
4036	Repairs and Renewals	617	0	1,000	1,000		1,000	0.0 %
4037	Maintenance Contracts	527	0	0	0		0	0.0 %
4040	Equipment/Furniture	1,002	8	1,000	993		993	0.8 %
4056	Accountancy Fees	6,524	1,509	7,500	5,991		5,991	20.1 %
4057	Audit Fees	420	420	2,150	1,730		1,730	19.5 %
4058	Legal Fees	6,652	400	1,000	600		600	40.0 %
4059	Other Professional Fees	2,910	200	2,400	2,200		2,200	8.3 %
4060	Bank Charges	551	36	750	714		714	4.7 %
4065	Devolved Services	1,522	0	0	0		0	0.0 %
5316	Tfr frm Services to be Devolve	-1,522	0	0	0		0	0.0 %
	Council Administration :- Expenditure	197,020	18,093	204,921	186,828	-22	186,850	8.8 %
1175	Precept Support Grant	4,700	0	0	0			0.0 %
1176	Precept	517,325	276,306	552,647	-276,341			50.0 %
1177	Precept Allocation	-46,000	0	-46,000	46,000			0.0 %
1190	Interest Receivable	1,884	84	2,000	-1,916			4.2 %
1193	Miscellaneous Income	0	50	0	50			0.0 %
	Council Administration :- Income	477,909	276,440	508,647	-232,207			54.3 %
	Net Expenditure over Income	-280,889	-258,347	-303,726	-45,379			
102	<u>Civic and Democratic</u>							
4080	Mayoral Expenses	628	20	1,000	980		980	2.0 %
4081	Civic Fund	387	75	0	-75		-75	0.0 %
4082	Town Crier	300	0	500	500		500	0.0 %
4110	Elections	2,530	0	20,000	20,000		20,000	0.0 %
4720	Remembrance Service	604	0	600	600		600	0.0 %

Month No : 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
5319 Tfr from Elections Reserve	0	0	-20,000	-20,000		-20,000	0.0 %
6319 Tfr to Elections Reserve	6,613	0	5,000	5,000		5,000	0.0 %
Civic and Democratic :- Expenditure	11,062	95	7,100	7,005	0	7,005	1.3 %
1150 Blue Plaque Scheme Funds	0	5,694	0	5,694			0.0 %
Civic and Democratic :- Income	0	5,694	0	5,694			
Net Expenditure over Income	11,062	-5,599	7,100	12,699			
103 Policy and Communications							
4020 Consumables & Other Expenses	20	0	0	0		0	0.0 %
4022 Postage & Telephone	0	34	0	-34		-34	0.0 %
4031 Publicity & Marketing	4,407	0	0	0		0	0.0 %
4032 Adverts - Events	456	0	500	500		500	0.0 %
4033 Advertising	2,770	339	2,500	2,161		2,161	13.6 %
Policy and Communications :- Expenditure	7,652	373	3,000	2,627	0	2,627	12.4 %
1301 Advertising Income	4,292	0	0	0			0.0 %
Policy and Communications :- Income	4,292	0	0	0			
Net Expenditure over Income	3,361	373	3,000	2,627			
107 Grants and Projects							
4701 Grants - Permitted	7,124	0	8,000	8,000		8,000	0.0 %
4703 WCR Community Radio	12,200	2,500	10,000	7,500		7,500	25.0 %
4704 Warminster Community Hub	6,000	0	6,000	6,000		6,000	0.0 %
4706 Christmas Lights	19,641	0	18,000	18,000		18,000	0.0 %
4707 Catenary Cable Maintenance	15	8	1,600	1,592		1,592	0.5 %
4708 Grant - CAB	2,000	0	2,000	2,000		2,000	0.0 %
4710 Enterprise Warminster	2,698	279	4,000	3,721		3,721	7.0 %
4711 Grant - Warmister Festival	2,000	0	2,000	2,000		2,000	0.0 %
4712 Grant - Warminster Carnival	3,000	0	3,000	3,000		3,000	0.0 %
4715 INSPIRE	2,826	0	3,500	3,500		3,500	0.0 %
4717 WWI Commemorations	9,900	0	1,000	1,000		1,000	0.0 %
4718 Warminster Wobble	2,000	3,000	3,000	0		0	100.0 %
5344 Tfr from WWI Commemoration	-1,480	0	0	0		0	0.0 %
Grants and Projects :- Expenditure	67,924	5,787	62,100	56,313	0	56,313	9.3 %
1180 Grants Recieved	3,680	0	0	0			0.0 %
1185 Christmas Lights Income	0	0	0	0			0.0 %
1701 Christmas Events Income	2,517	0	2,900	-2,900			0.0 %
Grants and Projects :- Income	6,197	0	2,900	-2,900			0.0 %
Net Expenditure over Income	61,728	5,787	59,200	53,413			

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Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
202	<u>Dewey House</u>							
4011	Rates	5,206	501	5,310	4,810		4,810	9.4 %
4012	Water Rates	497	0	400	400		400	0.0 %
4014	Electricity and Gas	1,888	0	3,500	3,500		3,500	0.0 %
4020	Consumables & Other Expenses	0	0	200	200		200	0.0 %
4028	Insurance	947	100	1,250	1,150		1,150	8.0 %
4035	Refuse Collection	522	548	550	2		2	99.7 %
4036	Repairs and Renewals	11,053	100	1,500	1,400		1,400	6.7 %
4037	Maintenance Contracts	881	0	1,250	1,250		1,250	0.0 %
	Dewey House :- Expenditure	20,994	1,249	13,960	12,711	0	12,711	8.9 %
1005	Rent Received	6,050	600	6,600	-6,000			9.1 %
1193	Miscellaneous Income	74	0	0	0			0.0 %
	Dewey House :- Income	6,124	600	6,600	-6,000			9.1 %
	Net Expenditure over Income	14,870	649	7,360	6,711			
209	<u>Outside Services</u>							
4001	Salaries	21,244	2,691	32,466	29,775		29,775	8.3 %
4007	Uniform	224	40	400	360		360	10.0 %
4008	Training	0	0	5,000	5,000		5,000	0.0 %
4025	IT (Website & Email)	135	0	0	0		0	0.0 %
4042	Vehicle Costs	2,758	68	6,500	6,432		6,432	1.1 %
5316	Tfr frm Services to be Devolve	-19,216	0	0	0		0	0.0 %
	Outside Services :- Expenditure	5,146	2,800	44,366	41,566	0	41,566	6.3 %
	Net Expenditure over Income	5,146	2,800	44,366	41,566			
210	<u>Town Park</u>							
4012	Water Rates	660	277	4,500	4,223		4,223	6.2 %
4014	Electricity and Gas	721	151	0	-151		-151	0.0 %
4028	Insurance	942	113	1,050	937		937	10.8 %
4038	Grounds Maintenance	8,675	2,892	38,000	35,108		35,108	7.6 %
4040	Equipment/Furniture	0	487	0	-487		-487	0.0 %
4211	Town Park	43,317	14,097	0	-14,097		-14,097	0.0 %
	Town Park :- Expenditure	54,315	18,018	43,550	25,532	0	25,532	41.4 %
1005	Rent Received	0	0	8,040	-8,040			0.0 %
1006	Rent - 23 Weymouth St	990	330	0	330			0.0 %
1007	Rent - Pavilion	917	0	0	0			0.0 %
1180	Grants Recieved	12,500	0	0	0			0.0 %
	Town Park :- Income	14,407	330	8,040	-7,710			4.1 %
	Net Expenditure over Income	39,909	17,688	35,510	17,822			

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
211	<u>Open Spaces</u>						
4012	Water Rates	24	0	30	30	30	0.0 %
4038	Grounds Maintenance	10,280	1,211	12,500	11,289	11,289	9.7 %
4040	Equipment/Furniture	984	250	1,000	750	750	25.0 %
4042	Vehicle Costs	1,730	319	0	-319	-319	0.0 %
4200	Public Toilets	177	0	0	0	0	0.0 %
4210	Speed Indicator Devices	226	0	0	0	0	0.0 %
5315	Tfr from Capital Projects	-4,834	0	0	0	0	0.0 %
5316	Tfr frm Services to be Devolve	-2,425	0	0	0	0	0.0 %
	Open Spaces :- Expenditure	6,163	1,780	13,530	11,750	0	13.2 %
1180	Grants Recieved	0	750	0	750		0.0 %
1211	Obelisk Income	0	0	500	-500		0.0 %
	Open Spaces :- Income	0	750	500	250		150.0 %
	Net Expenditure over Income	6,163	1,030	13,030	12,000		
212	<u>Cemetery and Churchyard</u>						
4011	Rates	0	18	0	-18	-18	0.0 %
4028	Insurance	1,252	66	825	759	759	8.0 %
4212	War Memorial	0	0	0	0	-8,246	8,246 0.0 %
4213	Churchyards	1,085	0	150	150	150	0.0 %
	Cemetery and Churchyard :- Expenditure	2,337	84	975	891	-8,246	9,137 -837.1 %
1212	Burial Fees	1,857	0	1,500	-1,500		0.0 %
	Cemetery and Churchyard :- Income	1,857	0	1,500	-1,500		0.0 %
	Net Expenditure over Income	480	84	-525	-609		
213	<u>Public Conv - Town Park</u>						
4011	Rates	0	0	2,600	2,600	2,600	0.0 %
4200	Public Toilets	5,915	629	8,000	7,371	7,371	7.9 %
5316	Tfr frm Services to be Devolve	-4,029	0	0	0	0	0.0 %
6316	Tfr to Devolved Services EMR	250	0	0	0	0	0.0 %
	Public Conv - Town Park :- Expenditure	2,136	629	10,600	9,971	0	9,971 5.9 %
1180	Grants Recieved	250	0	0	0		0.0 %
	Public Conv - Town Park :- Income	250	0	0	0		
	Net Expenditure over Income	1,886	629	10,600	9,971		

Month No : 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
214	<u>Public Conv - Central Car Park</u>							
4011	Rates	0	0	4,300	4,300		4,300	0.0 %
4014	Electricity and Gas	0	0	2,100	2,100		2,100	0.0 %
4028	Insurance	23	12	150	138		138	7.8 %
4200	Public Toilets	9,531	943	13,000	12,057		12,057	7.3 %
5316	Tfr frm Services to be Devolve	-6,703	0	0	0		0	0.0 %
6316	Tfr to Devolved Services EMR	250	0	0	0		0	0.0 %
	Public Conv - Central Car Park :- Expenditure	3,102	955	19,550	18,595	0	18,595	4.9 %
1180	Grants Recieved	250	0	0	0			0.0 %
	Public Conv - Central Car Park :- Income	250	0	0	0			
	Net Expenditure over Income	2,852	955	19,550	18,595			
215	<u>Streets Furniture</u>							
4028	Insurance	50	25	310	285		285	8.0 %
4040	Equipment/Furniture	396	0	1,500	1,500		1,500	0.0 %
4210	Speed Indicator Devices	35	0	0	0		0	0.0 %
4803	Baskets & Tubs	11,535	0	9,000	9,000		9,000	0.0 %
	Streets Furniture :- Expenditure	12,015	25	10,810	10,785	0	10,785	0.2 %
	Net Expenditure over Income	12,015	25	10,810	10,785			
301	<u>Civic Centre</u>							
4001	Salaries	48,600	4,599	58,798	54,199		54,199	7.8 %
4005	Security Staff	650	0	0	0		0	0.0 %
4007	Uniform	138	0	500	500		500	0.0 %
4008	Training	411	0	1,000	1,000		1,000	0.0 %
4011	Rates	8,104	657	7,000	6,343		6,343	9.4 %
4012	Water Rates	1,061	0	1,500	1,500		1,500	0.0 %
4013	Rent Payable (Internal)	-37,200	0	-37,200	-37,200		-37,200	0.0 %
4014	Electricity and Gas	8,716	0	12,000	12,000		12,000	0.0 %
4016	Cleaning	426	19	500	481		481	3.8 %
4020	Consumables & Other Expenses	1,354	9	1,000	991		991	0.9 %
4022	Postage & Telephone	783	0	1,200	1,200		1,200	0.0 %
4023	Printing & Stationery	8	0	0	0		0	0.0 %
4025	IT (Website & Email)	270	0	300	300		300	0.0 %
4028	Insurance	3,212	177	2,200	2,023		2,023	8.0 %
4029	Licences	1,698	1,913	2,500	587		587	76.5 %
4031	Publicity & Marketing	181	0	500	500		500	0.0 %
4035	Refuse Collection	1,082	503	1,000	497		497	50.3 %

Month No : 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036	Repairs and Renewals	15,441	1,039	12,000	10,961		10,961	8.7 %
4037	Maintenance Contracts	5,066	0	7,000	7,000		7,000	0.0 %
4040	Equipment/Furniture	819	2,189	1,000	-1,189		-1,189	218.9 %
4055	Stocktaking Fees	60	60	120	60		60	50.0 %
4061	Streamline Charges	298	47	675	628		628	6.9 %
4801	Events Funding	2,099	142	1,500	1,358		1,358	9.5 %
	Civic Centre :- Expenditure	63,277	11,354	75,093	63,739	0	63,739	15.1 %
1001	Letting Income	34,282	6,773	35,000	-28,227			19.4 %
1002	Events Income	2,491	175	2,000	-1,825			8.8 %
1004	Security Staff Recharged	400	0	0	0			0.0 %
1193	Miscellaneous Income	737	0	0	0			0.0 %
1901	Insurance Claims	1,135	0	0	0			0.0 %
	Civic Centre :- Income	39,045	6,948	37,000	-30,052			18.8 %
	Net Expenditure over Income	24,232	4,406	38,093	33,687			
305	Civic Centre Bar							
4020	Consumables & Other Expenses	8	0	0	0		0	0.0 %
4040	Equipment/Furniture	454	0	250	250		250	0.0 %
	Civic Centre Bar :- Expenditure	462	0	250	250	0	250	0.0 %
3530	Bar Purchases	3,393	409	4,800	4,391		4,391	8.5 %
3531	Bar Gas & Consumables	253	77	400	323		323	19.3 %
	Civic Centre Bar :- Direct Expenditure	3,646	486	5,200	4,714	0	4,714	9.4 %
1580	Bar Sales	10,719	1,750	12,000	-10,250			14.6 %
	Civic Centre Bar :- Income	10,719	1,750	12,000	-10,250			14.6 %
	Net Expenditure over Income	-6,611	-1,263	-6,550	-5,287			
499	Capital Expenditure							
4901	CAP - Loan Charges	39,602	0	39,602	39,602		39,602	0.0 %
4915	CAP - Town Park	3,820	0	0	0		0	0.0 %
4920	CAP - Capital Projects	1,183	0	0	0		0	0.0 %
4921	CAP - Vehicles & Equipment	1,000	0	0	0		0	0.0 %
5315	Tfr from Capital Projects	-25,003	0	0	0		0	0.0 %
5316	Tfr frm Services to be Devolve	-1,000	0	0	0		0	0.0 %
6315	Tfr to Capital Projects	44,000	0	17,000	17,000		17,000	0.0 %
6316	Tfr to Devolved Services EMR	50,000	0	7,500	7,500		7,500	0.0 %
6323	Tfr to Tennis Courts	10,000	0	0	0		0	0.0 %
6324	Tfr to Skatepark	10,000	0	0	0		0	0.0 %

Month No : 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
6348	Tfr to Outdoor Gym EMR	0	1,000	0	-1,000		-1,000	0.0 %
	Capital Expenditure :- Expenditure	133,602	1,000	64,102	63,102	0	63,102	1.6 %
1180	Grants Recieved	0	1,000	0	1,000			0.0 %
	Capital Expenditure :- Income	0	1,000	0	1,000			
	Net Expenditure over Income	133,602	0	64,102	64,102			
	Finance & Assets :- Expenditure	590,854	62,727	579,107	516,380	-8,268	524,648	9.4 %
	Income	561,049	293,512	577,187	-283,675			50.9 %
	Net Expenditure over Income	29,804	-230,785	1,920	232,705			

Month No : 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Town Development</u>								
201	CCTV							
4001	Salaries	37,035	3,711	41,111	37,400		37,400	9.0 %
4008	Training	1,834	0	2,000	2,000		2,000	0.0 %
4014	Electricity and Gas	126	0	0	0		0	0.0 %
4020	Consumables & Other Expenses	371	0	400	400		400	0.0 %
4021	BT Redcare	12,775	12,775	12,775	0		0	100.0 %
4022	Postage & Telephone	994	70	1,200	1,130		1,130	5.8 %
4023	Printing & Stationery	26	0	0	0		0	0.0 %
4028	Insurance	1,962	79	1,000	921		921	7.9 %
4036	Repairs and Renewals	2,869	50	3,500	3,450		3,450	1.4 %
4037	Maintenance Contracts	2,000	0	4,000	4,000		4,000	0.0 %
4038	Grounds Maintenance	2,892	0	0	0		0	0.0 %
5325	Tfr from CCTV	0	0	-1,626	-1,626		-1,626	0.0 %
	CCTV :- Expenditure	62,885	16,685	64,360	47,675	0	47,675	25.9 %
1177	Precept Allocation	46,000	0	46,000	-46,000			0.0 %
1185	Christmas Lights Income	0	0	0	0			0.0 %
1193	Miscellaneous Income	-50	0	0	0			0.0 %
1201	CCTV-Dewey Trust Grant	0	0	4,000	-4,000			0.0 %
1203	CCTV-Insurance Con't Rec'd	280	0	350	-350			0.0 %
1204	CCTV-Army Grant	500	0	500	-500			0.0 %
1205	CCTV-West Wilts Tr Estate Fees	2,781	0	5,620	-5,620			0.0 %
1206	CCTV-Westbury TC Fees	7,211	0	9,810	-9,810			0.0 %
	CCTV :- Income	56,722	0	66,280	-66,280			0.0 %
	Net Expenditure over Income	6,163	16,685	-1,920	-18,605			
<hr/>								
	Town Development :- Expenditure	62,885	16,685	64,360	47,675	0	47,675	25.9 %
	Income	56,722	0	66,280	-66,280			0.0 %
	Net Expenditure over Income	6,163	16,685	-1,920	-18,605			

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Current/Instant Access Bank A/

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2017	Water2Business	DDR	32.00		Purchase Ledger Payment
03/04/2017	Water2Business	DDR2	95.00		Purchase Ledger Payment
04/04/2017	Aviva	Std Ord	1,229.92		Insurance
05/04/2017	Grenke Leasing	Std Ord	336.78		Photocopier Lease
05/04/2017	SGW Payroll Ltd	DDR3	65.28		7442/Payroll charges mnth 12
07/04/2017	HMC PAYE/NI	BACS	5,567.52		HMC PAYE/NI
10/04/2017	Allan Moon & Associates	BACS	300.00		7423/Dewey House Windows
10/04/2017	Wheelers (Westbury) Ltd	BACS10	503.06		7439/Rep. Boiler cutting in/ou
10/04/2017	DCK-Beavers Ltd	BACS11	468.84		7424/March contract accounting
10/04/2017	Keep Britain Tidy	BACS12	376.80		7426/Green Flag application
10/04/2017	Office Right Business Solution	BACS13	69.60		7431/Blu-ray & DVD player
10/04/2017	Office Right Business Solution	BACS14	37.42		7432/Misc stationery
10/04/2017	Office Right Business Solution	BACS15	4.75		7433/A4 Dividers
10/04/2017	Chubb Electronic Security Ltd	BACS2	908.41		7424/Intruder Alarm annual
10/04/2017	GB Heating Ltd	BACS3	4,110.00		7446/Annual Conract Mar -Feb18
10/04/2017	Maxwell Amenity Ltd	BACS4	71.25		7427/Grass seed
10/04/2017	Ray Thomas Property Services L	BACS5	1,764.00		7434/Windows Dewey House
10/04/2017	RBS Software Solutions	BACS6	918.00		7487/Omega Annual support
10/04/2017	The Warminster Way	BACS7	195.00		7435/Newsletter
10/04/2017	Wheelers (Westbury) Ltd	BACS8	205.62		7437/PAT Testing
10/04/2017	Wheelers (Westbury) Ltd	BACS9	230.52		7438/Repair boiler leak
10/04/2017	Wheelers (Westbury) Ltd	BACS	467.24		7440/fit 2 room temp sensors
11/04/2017	B & S Chains	200916	120.55		7448/Seat for swing
11/04/2017	J & K Burton	200917	45.70		7471/J & K Burton
11/04/2017	Warminster Cycle Group	200918	3,000.00		7485/Warminster Cycle Group
11/04/2017	Mr P Macfarlane	200919	157.50		7450/Mileage etc
11/04/2017	National Trust	200920	620.40		7476/Yates Field, Boreham Road
11/04/2017	Performing Right Society Ltd	200921	1,912.54		7482/Performing Rights
11/04/2017	Queensbury Shelters Ltd	200922	5,350.80		7449/Bus Shelter Grovelands Wa
11/04/2017	BT Redcare	200923	15,330.36		7475/Annual Analogue rental
11/04/2017	Ross Hillman Ltd	200924	122.40		7473/Topsoil
11/04/2017	S.C.L. Catering	200925	4,000.00		7488/Goods and chattels
11/04/2017	South Western Ambulance Servic	200926	2,160.00		7486/Defibrillator support
11/04/2017	Friends of WCR	200927	2,500.00		7483/WCR April-June
11/04/2017	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
12/04/2017	HSS Training	BACS16	120.00		7501/Ladder Training
12/04/2017	HSS Training	BACS17	120.00		7500/Ladder Training
12/04/2017	Longleat Enterprises Ltd	BACS18	24.00		7478/Electronic image Longleat
12/04/2017	West mercia Energy	DDR4	126.81		7414/Keepers Cottage Electric
13/04/2017	Fuel Genie DDR	DDR5	50.01		7484/Diesel for works van
15/04/2017	Wiltshire Council	Std Ord	17.77		WC Rates Boreham Rd Cemertery
15/04/2017	Wiltshire Council	Std Ord	500.50		WC Rates Dewey House
15/04/2017	Wiltshire Council	Std Ord	657.31		WC Rates Civic Centre
18/04/2017	Timico Limited	DDR6	330.11		7479/Line rentals
18/04/2017	Southern Electric	DDR7	3,863.63		7465/10/Dec - 10 Mar 17
18/04/2017	Southern Electric	DDR8	45.59		7443/24th Dec 16-27 Mar 17
18/04/2017	Southern Electric	DDR9	3,043.12		7466/Gas 17 Dec - 16 Mar 17

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List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/04/2017	Warminster Fencing Ltd	BACS19	300.00		7524/Remove Skate Ramp
19/04/2017	ACB Print & Design	BACS20	378.00		7491/Newsletter
19/04/2017	Minigolf Ltd	BACS21	401.28		7489/Minigolf putters, flags
19/04/2017	A Touch Of Tradition	BACS22	120.00		7477/Blind at Foodbank
19/04/2017	Coates & Parker Ltd	BACS23	149.10		7463/5 x adverts M&E
19/04/2017	Coates & Parker Ltd	BACS24	10.80		7464/Newspapers Jan-Mar17
19/04/2017	Office Right Business Solution	BACS25	39.56		7468/Toilet rolls
19/04/2017	Office Right Business Solution	BACS26	23.09		7469/Dishwasher liquid
19/04/2017	Office Right Business Solution	BACS27	454.80		7470/Blue Ray disc player
19/04/2017	Wheelers (Westbury) Ltd	BACS28	1,200.00		7451/Qtr Inspection 21 x CCTV
19/04/2017	Lamps & Tubes Illuminations Li	BACS29	2,199.12		7452/Pull tests for Christmas
19/04/2017	Colborne Trophies Ltd	BACS30	49.35		7454/new mayors badge
19/04/2017	Farnfields Solicitors	BACS31	900.00		7455/Fees - Allotment plot
19/04/2017	JRB Enterprise	BACS32	292.80		7456/Dog bags
19/04/2017	Idverde Limited	BACS33	824.60		7459/Grass cutting
19/04/2017	Idverde Limited	BACS34	3,470.16		7460/Monthly contract
19/04/2017	Idverde Limited	BACS35	754.31		7461/Lake Pleasure grounds
19/04/2017	Idverde Limited	BACS36	1,131.47		7462/Cleaning Central Car park
19/04/2017	Roundstone Catering Ltd	BACS37	74.40		7458/Water filters
20/04/2017	Coates & Parker Ltd	BACS38	4.80		7467/Newspapers
20/04/2017	Streamline Merchant Services	DDR10	55.74		7474/Card charges
20/04/2017	Office Evolution Ltd	DDR11	118.48		7441/Photocopy charges
20/04/2017	Moles Brewery	DDR12	1,164.33		7430/Bar stock
23/04/2017	Bank Charges	CHG	35.54		Bank Charges
24/04/2017	Warminster Parking Partnership	BACS39	222.10		Purchase Ledger Payment
25/04/2017	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
25/04/2017	BOC Gases	DDR13	23.06		7457/Gas for Bar
26/04/2017	Clearsky IT	DDR15	166.80		7481/Monthly IT support
27/04/2017	April Salaries	BACS	13,012.40		April Salaries
27/04/2017	Wiltshire Pension fund	BACS	4,689.24		Wiltshire Pension fund
27/04/2017	April Salaries	BACS	788.97		April Salaries
28/04/2017	Office Right Business Solution	BACS40	14.40		7513/Handling Fee DVD player
28/04/2017	Moviola Ltd	BACS41	122.83		7508/Allied Film Hire
28/04/2017	Imagin Products Ltd	BACS42	9.00		7506/Staff Badge
28/04/2017	Office Right Business Solution	BACS43	103.66		7515/Stationery Supplies
28/04/2017	Screwfix Direct Ltd	BACS44	44.54		7520/sign, Chain, Screws etc
28/04/2017	DCK-Beavers Ltd	BACS53	1,676.04		7495/Year End Accounts 2016-17
28/04/2017	Hills Waste Solutions Ltd	DDR16	79.77		7453/Recycling charges
Total Payments			97,695.91		

Direct Debit Payments 2017–2018

Aviva – monthly

BOC – monthly

Booker – only when purchases made

Cascade – Moles Brewery – only when purchases made

Fuel Genie – only when purchases made (van fuel card)

Go Cardless (Clearsky IT) – monthly

Grenkleasing Limited – monthly (photocopier rental)

Hills Waste Solutions – variable depends on amount of pick ups

Hunot HR – monthly

ICO – (Information Commissioners Office) annual registration

Office Evolution – variable depends on amount of photocopying

Public Works Loan Board – annual charge

SGW Payroll – monthly

Streamline (Worldpay) – monthly

Southern Electric – quarterly

Southern Electric Gas – quarterly

Timico – variable monthly (phone bill all sites and broadband charges)

Volkswagen Financial Services – monthly (van payments)

Water2business (Wessex Water business customers) – monthly

Wessex Lift Company – quarterly

Wiltshire Council – monthly

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Petty Cash Payments - April 2017 - May 2017

WARMINSTER TOWN COUNCIL

Date	Details	Total	VAT	NET	Zero Rate	Post 4022	Travel 4009	Consumables 4020	Civic 4081	Print & Stat 4023	Training 4008	Misc	CC R&R 4036	CC Bar 3530	CC Consumables 4020	CC Post 4022	CC Print & Stat 4023
Bal b/d																	
cheque																	
Total																	
13.03.17	Clr Jeffries expenses	20.40					20.40										
15.03.17	Film biscuits	2.40													2.40		
04.04.17	Goods	8.99	1.49	7.50								3.99					
10.04.17	WPP	11.10										WPP					
21.04.17	Civic Service refresh	33.96	0.66	33.30					33.96								
30.04.17	Goods	14.99	2.50	12.49								14.99					
08.05.17	Civic Service refresh	47.85	7.98						47.85								
08.05.17	Goods	3.85										3.85					
15.05.17	Civic Service refresh	27.07															
15.05.17	Civic Service refresh	8.25															
		178.86	12.63	53.29	0.00	0.00	0.00	0.00	81.81	0.00	0.00	22.83	0.00	0.00	2.40	0.00	0.00

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GRANT APPLICATIONS JUNE 2017 (* SEE NOTES ATTACHED)												
NAME	APP No.	AMOUNT	BENEFIT TO LOCAL RESIDENTS	RES HELD	OWN BUDGET LINE?	OTHER FUNDING APPLIED FOR?	PURPOSE	RUNNING COSTS	ACCS ENC?	TERMS OF REF?	CONST/ M&A?	EQUAL OPPS?
						*see notes						
Alzheimers Support	1	£500	33 plus carers	£160,098	No	Yes	Home & Community Services - provide a trained support worker to visit the home & provide support & a break for the carer	£1,078,465	Yes			
Athenaeum Singers	2	£500	60 Choir members. 250 audience	£9,699	No	No	Help offset the anticipated losses of holding a gala performance at The Minister of St Denys	£11,222	Yes			
Group Five	3	£750	52 families helped last year	£13,690	No	Yes	Assist with maintenance & running cost of van & cost of operating the charity	£14,233	Yes	No	No	Yes
Headway Salisbury & South Wilts	4	£250	3 users from BA12	£25,916	No	Yes	Capital expenditure on technology equipment to support cognitive recovery & development of those affected by ABIs. Will be used extensively within our "HeadSmart Group" that provides support or survivors of ABIs, it will help survivors to cognitive & motor skills, including logical reasoning & spatial awareness.	£46,000	Yes		Yes	
HELP Counselling Services	5	£200	20 residents & provided 320 counselling sessions	£21,000	No	Yes	support volunteer costs of almost 100 sessions	£42,262	Yes	Yes		
Incredible Edible Community Garden	6	£50	between 100-200	£0	No	No	Gardening sundries ie seeds, compost, tools, pest & disease products, string	£0	No			
Spurgeons	7	£415	up to 40 young carers		No	No	To run one junior and one senior respite group in Warminster area.	£14,865 national	No		Yes	Yes

GRANT APPLICATIONS JUNE 2017 (* SEE NOTES ATTACHED)												
NAME	APP No.	AMOUNT	BENEFIT TO LOCAL RESIDENTS	RES HELD	OWN BUDGET LINE?	OTHER FUNDING APPLIED FOR?	PURPOSE	RUNNING COSTS	ACCS ENC?	TERMS OF REF?	CONST/ M&A?	EQUAL OPPS?
						*see notes						
Warminster Athenaeum Trust	8	£2,000	300	£18,026	No	Yes	Works to the building behind Athenaeum which is being transferred as a Community Asset to The Athenaeum Trust.	£46,100	Yes			
Warminster Brass Band	9	£300	All band members	£4,455	No	No	New folders, music stands lights and instrument tuners.	£5,477	Yes			
Warminster Community Choir	10	£720	60 members and plays at major Warminster events	£8,407	No	Yes	Purchase of official sheet music, 6 pieces per year at £2 per member.	£888	Yes			
Warminster Flers Association	11	£800	All members of the association on both sides of the channel	£2,119	No	No	To help finance the ever rising costs of entertaining our French visitors in 2018	£4,500	Yes		Yes	
Warminster Highbury Youth FC	12	£2,000	400	£32,623	No	No	Towards cost of resurfacing pitch	£34,000	No			
Warminster Philharmonic Orchestra	13	£300	40 musicians & up to 400 audience across two concerts	TBA	No	No	Membership and hire of musical scores from the Performing Arts Library Yeovil	TBA	To follow			
Warminster Table Tennis Club	14	£800	40-50	TBA	No	No	More training equipment	TBA	To follow		Yes	
Warminster Town Football Club	15	£1,600	Players plus in excess of 100 spectators	£2,261	No	No	Equipment servicing & repairs	£40,904	Yes			
Warminster & Wylde Valley Flower Club	16	£100	approx 50-60	£2,115	No	No	To inspire & entertain members of the local community in a pleasant and comfortable venue and to maintain the upkeep of the group.	£4,531	Yes			
Wessex Multiple Sclerosis Therapy Centre	17	£1,000	63 members from Warminster & Surrounding Villages	£30,354	No	Yes	Physio Gym	£333,601	Yes		Yes	Yes

GRANT APPLICATIONS JUNE 2017 (* SEE NOTES ATTACHED)												
NAME	APP No.	AMOUNT	BENEFIT TO LOCAL RESIDENTS	RES HELD	OWN BUDGET LINE?	OTHER FUNDING APPLIED FOR?	PURPOSE	RUNNING COSTS	ACCS ENC?	TERMS OF REF?	CONST/ M&A?	EQUAL OPPS?
						*see notes						
West Wilts Special Needs Activity Scheme	18	£300	2-3 Warminster families	£10,673	No	Yes	Help subsidise the cost to parents. Actual cost per day is £30 per day, we charge £15 per day.	£17,781	Yes			
TOTAL APPLIED FOR		£12,585										

GRANT APPLICATIONS JUNE 2016		
* NOTES		
Organisation	No	Grants applied for from other organisations
Alzheimer's Support	1	£500 from Trowbridge TC and Marlborough TC
Group Five	3	£6,750 applied for from Trowbridge, Melksham, Westbury and Bradford on Avon Town Councils and St James Trust plus others.
Headway Salisbury & South Wiltshire	4	£50,000 from local Town & Parish Councils, grant trusts, corporate bodies.
Help Counselling Services	5	£35,000 applied local Town & Parish Councils, Local Trusts and larger funders such as Swindon & Wiltshire Community Foundation
Warminster Athenaeum Trust	8	Wiltshire Council £5000 granted, Bridge House Trust £5000 granted, Plain Action, Community First under consideration.
Wessex Multiple Sclerosis Therapy Centre	17	£500 applied for from Trowbridge Town Council
West Wilts Special Needs Scheme	18	St James Trust £500, Bradford TC £150, Trowbridge TC £500