

## Minutes

### Finance and Assets Committee Monday 12<sup>th</sup> June 2017 at 7.00pm

**Committee Membership:** Cllrs Batchelor (Broadway), Davis (East), Jolley (Broadway), Nicklin (West), Pitcher (Broadway), Ridout (West) and Robbins (East)

**Present:**

Councillors: Davis, Jolley, Nicklin, Pitcher and Ridout

Officers: F Fox and V Mills

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

**Apologies:**

Councillor Batchelor

**Absent:**

Councillor Robbins

**FA/17/001 Election of Committee Chairman**

Councillor Pip Ridout was elected as Chairman of the Finance and Assets Committee by a unanimous vote.

**FA/17/002 Election of Committee Vice Chairman**

It was agreed unanimously to defer the appointment of a Vice Chairman until the next meeting.

**FA/17/003 Apologies for Absence**

Apologies were received and accepted from Councillor Batchelor (holiday).

**FA/17/004 Minutes**

**FA/17/004.1** The minutes of the Finance and Assets Committee meeting held on Monday 24<sup>th</sup> April were approved.

**FA/17/004.1.1** Councillor Ridout would complete the Financial Regulations testing (minute 415/17).

**FA/17/005 Declarations of Interest**

**Agenda item 11 refers:** Councillor Nicklin is the Chairman of the Athenaeum Trust and would not debate it or vote on it.

**Agenda item 12 refers:** Councillors Jolley, Nicklin and Ridout had all been members of the Civic Trust.

**FA/17/006 Chairman's Announcements**

None.

**FA/17/007 Public Participation**

None.

**TD/17/008 Reports from Unitary Authority Members**

Councillor Davis advised that the Area Board being held on 29<sup>th</sup> June will be at the Civic Centre and not Maiden Bradley as originally thought.

**FA/17/009 Elections to Working Groups**

**FA/17/009.1** Councillors Ridout and Jolley were elected by unanimous vote to the Devolved Services Working Group in addition to Councillors Brett, Fraser, Fryer and Macdonald.

**FA/17/009.2** **It was agreed** unanimously that the Town Promotion Team should be resurrected and that Councillors Nicklin, Pitcher and Ridout would be members. Councillor Pitcher would be Chairman. The Town Promotion Team is part of the Strategic Plan and has a broader remit than just considering the commercial aspects of the town. The July newsletter would advertise for membership.

**FA/17/010 Financial Information**

**FA/17/010.1** The reconciliation for April 2017 was noted and the Chair signed and verified it against the bank statement.

**FA/17/010.2** The accounts to 30<sup>th</sup> April 2017 were noted.

**FA/17/010.3** The list of payments made in April 2017 was approved and signed by the Chairman.

**FA/17/010.4** The annual regular payment list at June 2017 was approved.

**FA/17/010.5** The petty cash schedule for April 2017 was approved.

**FA/17/010.5** The internal transfers between the accounts on:

- 28<sup>th</sup> April 2017 £3,000
- 10<sup>th</sup> May 2017 £12,000
- 10<sup>th</sup> May 2017 £10,000
- 11<sup>th</sup> May 2017 £10,000
- 15<sup>th</sup> May 2017 £3,000

were noted.

**FA/17/010.6** The reinvestment of the investment of £100,000 from the General Reserve made on 8<sup>th</sup> June 2016 was noted.

**FA/17/011 Grants**

Members debated the grant applications that had been submitted. There was £8,000 available for grants from the Town Council and no funds available from the Dewey Trust as the issues surrounding the beneficiaries of the Trust remained unresolved. The members considered each application according to the terms and conditions of the grants which specify that grants should focus on capital projects and not be used for running costs. The maximum limit had been set at £1000 this year following uncertainty over Dewey Trust monies.

**It was agreed unanimously to award grants to the sum of £6,950 as listed in the table below:**

<b>App No</b>	<b>Name</b>	<b>Grant requested</b>	<b>Grant approved</b>
1	Alzheimer's Support	500	200
2	Athenaeum Singers	500	Nil
3	Group Five	750	Nil
4	Headway Salisbury and South Wilts	250	250
5	HELP Counselling Services	200	200
6	Incredible Edible Community Garden	50	50
7	Spurgeons	415	250
8	Warminster Athenaeum Trust	2,000	1000
9	Warminster Brass Band	300	300
10	Warminster Community Choir	720	300
11	Warminster Flers Association	800	500
12	Warminster Highbury Youth FC	2,000	1000
13	Warminster Philharmonic Orchestra	300	300
14	Warminster Table Tennis Club	800	500
15	Warminster Town Football Club	1,600	1000
16	Warminster and Wylve Valley Flower Club	100	100
17	Wessex Multiple Sclerosis Therapy Centre	1000	1000
18	West Wilts Special Needs Activity Scheme	300	Nil
	<b>Total</b>	<b>12,585</b>	<b>6,950</b>

**FA/17/012 Civic Trust**

The members noted that the £5,694.27 from the Civic Trust has been ring-fenced for specific activities relating to the Civic Trust, such as the Blue Plaque Trail. **The Clerk would investigate and clarify the conditions of the Civic Trust handover.**

**FA/17/013 Lidl Trees**

The receipt of £750 from Lidl as recompense for the felling of trees in Lidl's car park was noted. This would be put to the Town Development Committee for a decision on where new trees should be planted.

**FA/17/014 Copheap War Memorial**

Members noted the plans to clear the Copheap War Memorial and **agreed in principle** to contribute to the costs depending on how much was being sought. This item would be referred to Full Council and Town Development if further requests for monies were received.

**FA/17/015 Communications**

**FA/17/015.1** Members requested press releases be issued on grants, noting the strict conditions and limited funds, and on the receipt of money from Lidl.

**FA/17/015.2** None.

**Meeting closed at 8.15pm.**

**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	30/04/2017	381	614,970.48
			<hr/> 621,602.88
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
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
			<hr/> 6,115.74
			615,487.14
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			<hr/> 0.00
			615,487.14
		<b>Balance per Cash Book is :-</b>	<b>615,487.14</b>
		<b>Difference is :-</b>	<b>0.00</b>

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- 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	<b>BALANCE BROUGHT FORWARD</b>			<b>392,071.31</b>
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 ✓	
04 Apr 17	TFR TRANSFER 91001000		1,695.29 ✓	403,932.60
05 Apr 17	TFR TRANSFER 91001000	402.06 ✓	42.00 ✓	403,974.60
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 ✓		
11 Apr 17	TFR TRANSFER 91001000		445.99 ✓	389,497.72
	CR GROSS INTEREST TO 10APR2017 FOR ACCOUNT 400290 10722677		* 28.88 ✓	
	<b>BALANCE CARRIED FORWARD</b>			<b>389,526.60</b>

## Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, HSBC Passport, Bank Account and HSBC Advance). Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

**The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.**

### Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of [hsbc.co.uk](http://hsbc.co.uk) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

## Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

**The following references apply to all customers**

### Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

### Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to [hsbc.co.uk](http://hsbc.co.uk).

### Disabled Customers

**We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.**

### Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.



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
	<b>BALANCE BROUGHT FORWARD</b>			<b>389,526.60</b>
	TFR TRANSFER 91001000		199.50 ✓	389,726.10
12 Apr 17	TFR TRANSFER 91001000		298.29 ✓	390,024.39
13 Apr 17	TFR TRANSFER 91001000	5.33 ✓		390,019.06
18 Apr 17	CR GWH NHS FT WILTSHI <i>WCC 2243</i>		* 92.00 ✓	381,653.03
	TFR TRANSFER 91001000	8,458.03 ✓		
19 Apr 17	TFR 404523 91001000			
	INTERNET TRANSFER	10,000.00 ✓		
	TFR 404523 91001000			
	INTERNET TRANSFER	3,000.00 ✓		
	TFR TRANSFER 91001000	2,895.24 ✓		365,757.79
20 Apr 17	TFR 404523 91001000			
	INTERNET TRANSFER	5,000.00 ✓		
	TFR TRANSFER 91001000	1,338.32 ✓		359,419.47
21 Apr 17	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 ✓	614,875.98
28 Apr 17	TFR TRANSFER 91001000		1,180.76 ✓	614,875.98
	<b>BALANCE CARRIED FORWARD</b>			<b>614,875.98</b>
	<i>30 APR 17 TFR</i>		<i>96.50</i>	<i>614,970.48 ✓</i>

*DR*

### 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](http://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](http://www.hsbc.co.uk)).

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



**1 April to 30 April 2017**

## Your Statement

**Account Name**  
 Warminster Town Council

**Sortcode** 40-45-23    **Account Number** 91001000    **Sheet Number** 909

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>8,151.23</b>
	BP OFFICE RIGHT 042901	14.40		
	BP MOVIO LA LTD ALLIED	122.83		
	BP IMAGIN PRODUCTS LT 37217	9.00		
	BP DCK BEAVERS LTD TPC7479	1,676.04		
	BP OFFICE RIGHT 042804/042805	103.66		
	BP TRADE UK/SCREWFIX 0788790889	44.54		
	CR CHQ IN AT HSBC BANK PLC WARMINSTER		1,632.40	
30 Apr 17	TFR TRANSFER 21136496	1,180.76 ✓		6,632.40
	BP DEB'S DANCE WCC2237		94.50	
30 Apr 17	TFR TRANSFER 21136496	94.50 ✓		6,632.40
	<b>BALANCE CARRIED FORWARD</b>			<b>6,632.40</b>

*DRR*

*R*

### 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](http://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](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			upto	0	4.23 %
			over	0	21.34 %



1 April to 30 April 2017

## Your Statement

**Account Name**  
 Warminster Town Council

**Sortcode** 40-45-23    **Account Number** 91001000    **Sheet Number** 907

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>10,478.86</b>
	BP OFFICE RIGHT 42655	23.09		
	BP OFFICE RIGHT 42656	454.80		
	BP WHEELERS WESTBURY 954347	1,200.00		
	BP LAMPS AND TUBES 68124	2,199.12		
	BP COLBOURNE TROPHIES 102938	49.35		
	BP FARNFIELDS G/1654/2017	900.00		
	BP JRB ENTERPRISE LTD 16678	292.80		
	BP IDVERDE GM748632	824.60		
	BP IDVERDE GM748633	3,470.16		
	BP IDVERDE GM748663	754.31		
	TFR 404523 21136496 INTERNET TRANSFER		3,000.00 ✓	
	BP IDVERDE GM748664	1,131.47		
	BP ROUNDSTONE CAT 29249	74.40		
20 Apr 17	TFR TRANSFER 21136496		2,895.24 ✓	5,000.00
	CR HMRC VAT REPAY		12,835.39 ✓	
	DD S/LINE J6437982	55.74		
	DD OFFICE EVOLUTION	118.48		
	DD CASCADE DRINKS LTD	1,164.33		
	CHQ 200923	15,330.36 ✓		
	CHQ 200927	2,500.00 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		5,000.00 ✓	
	BP COATES & PARKER PAPERS	4.80		
21 Apr 17	TFR TRANSFER 21136496		1,338.32 ✓	5,000.00
	CR WEIGHT WATCHERS UK		210.00 ✓	
	CR AGE UK WILTSHIRE -		84.00 ✓	
	DD VWFS UK LIMITED	32.12		
	CHQ 200916	120.55 ✓		
	CHQ 200920	620.40 ✓		
	<b>BALANCE CARRIED FORWARD</b>			<b>4,520.93</b>

1 April to 30 April 2017

## Your Statement

**Account Name**  
Warminster Town Council

**Sortcode** 40-45-23 **Account Number** 91001000 **Sheet Number** 908

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>4,520.93</b>
	DR TOTAL CHARGES TO 30MAR2017	35.54 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		10,000.00 ✓	
24 Apr 17	TFR TRANSFER 21136496	9,485.39 ✓		5,000.00
	BP WPP			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	222.10 ✓		
	CHQ 200922	5,350.80 ✓		
	CR FF			
	FALLON INV WCC2272		126.00 ✓	
25 Apr 17	TFR TRANSFER 21136496		5,446.90 ✓	5,000.00
	CR WILTSHIRE COUNCIL		276,306.00 ✓	
	DD VWFS UK LIMITED	383.14 ✓		
	DD BOC MANCHESTER ACC	23.06 ✓		
	CHQ 200926	2,160.00 ✓		
26 Apr 17	TFR TRANSFER 21136496	273,739.80 ✓		5,000.00
	CR MV- 21574633 -2204		124.00 ✓	
	DD GOCARDLESS LTD	166.80 ✓		
27 Apr 17	TFR TRANSFER 21136496		42.80 ✓	5,000.00
	CR ROCK CHOIR LTD		168.00 ✓	
	CR MV- 21574633 -2404		10.50 ✓	
	BP Payroll			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	13,012.40 ✓		
	BP Payroll			
	PARKS HEATHER			
	BIB BACS PAYMENT	788.97 ✓		
	BP Pension			
	WC PENSION FUND			
	BIB BACS PAYMENT	4,689.24 ✓		
	CR R S P C A Mid Wilt		200.00 ✓	
	CR INVOICE WCC2225			
	CR ADVICE CONFIRMS			
	GBC27047A0AR98ZK			
	WARMINSTER CIVIC T - Blue Plaque Scheme.		5,694.27 ✓	
	CR HISLOP-NEWTON J & WCC2282 LPM		126.00 ✓	
28 Apr 17	TFR TRANSFER 21136496		12,291.84 ✓	5,000.00
	CR LLOYDS PHARMACY		231.00 ✓	
	DD HILLS WASTE SOLUTI	79.77 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		3,000.00 ✓	
	<b>BALANCE CARRIED FORWARD</b>			<b>8,151.23</b>

1 April to 30 April 2017

Your Statement

**Account Name**  
 Warminster Town Council

**Sortcode** 40-45-23    **Account Number** 91001000    **Sheet Number** 905

**Your Business Current Account details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>5,476.50</b>
CR	WARMINSTER & K9QF WARMINSTER & DISTR		550.00 ✓	
CR	CASH IN AT HSBC BANK PLC WARMINSTER		50.00	
BP	ALAN MOON ASSOC 2016/35	300.00 ✓		
BP	CHUBB FIRE & SEC 33804/6004378	908.41 ✓		
BP	GB HEATING WARM TC 0287L	4,110.00 ✓		
BP	MAXWELL AMENITY LT 343951	71.25 ✓		
TFR	404523 21136496 INTERNET TRANSFER		10,000.00 ✓	
BP	RAY THOMAS PROP 4036	1,764.00 ✓		
BP	RBS LTD 25328	918.00 ✓		
BP	THE WARMINSTER WAY 3004	195.00 ✓		
BP	WHEELERS WESTBURY 954087	205.62 ✓		
BP	WHEELERS WESTBURY 954108	230.52 ✓		
BP	WHEELERS WESTBURY 954126	503.06 ✓		
BP	WHEELERS WESTBURY 954128	467.24 ✓		
BP	DCK BEAVERS LTD TPC7442	468.84 ✓		
BP	KEEP BRITAIN TIDY WAR009	376.80 ✓		
BP	OFFICE RIGHT 42115	69.60 ✓		
BP	OFFICE RIGHT 42413	37.42 ✓		
BP	OFFICE RIGHT 42412	4.75 ✓		
CR	CHQ IN AT HSBC BANK PLC WARMINSTER		363.60 ✓	
CR	CHQ IN AT HSBC BANK PLC WARMINSTER		126.00 ✓	
TFR	TRANSFER 21136496	445.99 ✓		5,489.60
	<b>BALANCE CARRIED FORWARD</b>			<b>5,489.60</b>

**1 April to 30 April 2017**

**Your Statement**

**Account Name**  
 Warminster Town Council

**Sortcode** 40-45-23    **Account Number** 91001000    **Sheet Number** 906

**Your Business Current Account details**

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	<b>BALANCE BROUGHT FORWARD</b>			<b>5,489.60</b>
11 Apr 17	BP MF (SUPPORT) COPHEAP HALL HIRE		199.50 ✓	
	TFR TRANSFER 21136496	199.50 ✓		5,489.60
12 Apr 17	DD WEST MERCIA ENERGY	126.81 ✓		
	BP MF (SUPPORT) COPHEAP HALL HIRE		199.50 ✓	
	BP HSS TRAINING 182625	120.00 ✓		
	BP HSS TRAINING 182622	120.00 ✓		
	BP LONGLEATENTERPRISE SINV11053	24.00 ✓		
	TFR TRANSFER 21136496	298.29 ✓		5,000.00
13 Apr 17	DD WL IT FUELGENIE	50.01 ✓		
	CHQ 109527	35.20 ✓		
	CR Parks Heather H M PARKS		79.88 ✓	
	TFR TRANSFER 21136496		5.33 ✓	5,000.00
18 Apr 17	DD TIMICO/KECONNECT	330.11 ✓		
	DD WILTSHIRE COUNCIL	17.77 ✓		
	DD WILTSHIRE COUNCIL	657.31 ✓		
	DD SOUTHERN ELECTRIC	3,863.63 ✓		
	DD WILTSHIRE COUNCIL	500.50 ✓		
	DD SOUTHERN ELECTRIC	45.59 ✓		
	DD SE GAS LIMITED	3,043.12 ✓		
	TFR TRANSFER 21136496		8,458.03 ✓	5,000.00
19 Apr 17	CHQ 200918	3,000.00 ✓		
	CHQ 200924	122.40 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		10,000.00 ✓	
	BP WARMINSTER FENCING 394	300.00 ✓		
	BP ACB PRINT & DESIGN 2846	378.00 ✓		
	BP MINIGOLF LTD 2845	401.28 ✓		
	BP TOUCH OF TRADITION S310318	120.00 ✓		
	BP COATES & PARKER 34589	149.10 ✓		
	BP COATES & PARKER 010117-0403/PAPERS	10.80 ✓		
	BP OFFICE RIGHT 42654	39.56 ✓		
	<b>BALANCE CARRIED FORWARD</b>			<b>10,478.86</b>



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- 5 MAY 2017

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Your Statement

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



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### Account Summary

Opening Balance	5,056.00
Payments In	381,530.79
Payments Out	379,954.39
Closing Balance	6,632.40

1 April to 30 April 2017

**Account Name**  
Warminster Town Council

**International Bank Account Number**  
GB77MIDL40452391001000

**Branch Identifier Code**  
MIDLGB2161U

**Sortcode Account Number Sheet Number**  
40-45-23 91001000 904

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Mar 17	<b>BALANCE BROUGHT FORWARD</b>			<b>5,056.00</b>
01 Apr 17	BP DEB'S DANCE WCC2184		157.50 ✓	
	TFR TRANSFER 21136496	157.50 ✓		5,056.00
03 Apr 17	CR WILTSHIRE COUNCIL		2,666.23 ✓	
	DD WATER2BUSINESS FIRST PAYMENT	32.00 ✓		
	DD WATER2BUSINESS FIRST PAYMENT	95.00 ✓		
	DD AVIVA	1,229.92 ✓		
	CR Hervin Robin J71 P508 LODGE REN		329.98 ✓	
04 Apr 17	TFR TRANSFER 21136496	1,695.29 ✓		5,000.00
	CR WILTSHIRE COUNCIL		42.00 ✓	
	TFR TRANSFER 21136496	42.00 ✓		5,000.00
05 Apr 17	DD SGW PAYROLL LTD	65.28 ✓		
	DD GRENKELEASING LIM	336.78 ✓		
	TFR TRANSFER 21136496		402.06 ✓	5,000.00
06 Apr 17	CR WILTSHIRE COUNCIL <i>outdoor Gym Grant</i>		1,000.00 ✓	
	TFR TRANSFER 21136496	1,000.00 ✓		5,000.00
07 Apr 17	BP HMRC HMRC BIB BACS PAYMENT	5,567.52 ✓		
	TFR TRANSFER 21136496		5,567.52 ✓	5,000.00
10 Apr 17	CR CASH IN AT HSBC BANK PLC WARMINSTER		157.50 ✓	
	CR CASH IN AT HSBC BANK PLC WARMINSTER		319.00 ✓	
	<b>BALANCE CARRIED FORWARD</b>			<b>5,476.50</b>

## Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, HSBC Passport, Bank Account and HSBC Advance). Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

**The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.**

### Your debit card

When you use your card abroad, your statement will show where the transaction took place, the amount spent in local currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently.

Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any non-sterling debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For non-Sterling (foreign currency) transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Non-Sterling Transaction Fee'.

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of [hsbc.co.uk](http://hsbc.co.uk) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, Channel islands and the Isle of Man and to cash machines in the UK, Channel Islands and Isle of Man if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee.

Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

## Recurring Transaction

A recurring transaction, sometimes called a continuous payment authority, is a series of payments collected with your agreement from your card by a retailer or supplier (for example, insurance cover). This is an agreement between you and the retailer. The Direct Debit Guarantee does not cover these transactions. If you wish to cancel a recurring transaction you can do this with the retailer or us. We can cancel the payment, however contacting the retailer allows you to also deal with the agreement you have with them and you can make other arrangements for the payment or cancellation of the goods or services. If you cancel with the retailer, we recommend you keep evidence of the cancellation. Once you have cancelled with the retailer or us, if the retailer does try to collect any future payments under the recurring transaction agreement, we will treat these as unauthorised. If we miss any of the cancelled transactions, please contact us.

**The following references apply to all customers**

### Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Channel Islands Financial Ombudsman in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

### Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to [hsbc.co.uk](http://hsbc.co.uk).

### Disabled Customers

**We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.**

### Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **03456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

At : 14:37

## 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>
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

<b>Total Payments</b>	<u>97,695.91</u>
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At : 14:37

## 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 Contract 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

Continued on Page 2

## 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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