

27th October 2017

You are summoned to a meeting of the:

Finance and Assets Committee
on Monday 6th November 2017 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee membership:

CLlr Batchelor (Broadway)	CLlr Pitcher (Broadway)
CLlr Davis (East)	CLlr Ridout, Chairman (West)
CLlr Jolley (Broadway)	CLlr Robbins (East)
CLlr Nicklin (West)	

Copied to all other members for information.

Yours sincerely,



Fiona Fox BA (Hons) MCIPD FILCM
Town Clerk

AGENDA

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

4. **Chairman's Announcements**

To **note** any announcements made by the Chair.

5. **Questions**

To **receive** questions from members of the Council submitted in advance.

Standing Orders will be suspended to allow for public participation.

6. **Public Participation**

To **enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

Standing Orders will be reinstated following public participation.

7. **Reports from Unitary Authority Members**

To **note** reports provided.

8. **Financial Information**

8.1 To note the reconciliations for August and September 2017 and the **chairman to sign** and verify against the bank statements seen.

8.2 To approve the list of payments made in August and September 2017 and the **chairman to sign**.

8.3 To approve the petty cash schedule for August and September 2017.

8.4 To note the report on material variances in excess of 10% of the budget up to period 6.

8.5 To note that the Clerk made internal transfers between the Instant Access Account and the Current Account on:

14 th September 2017	£20,000.00
6 th October 2017	£ 3,000.00
24 th October 2017	£10,000.00

9. **Devolved Services**

9.1 The Devolved Service Working Group (DSWG) no longer satisfies the criteria of a 'working group' i.e. task and finish. It is therefore recommended that the DSWG be re-constituted as the Devolved Services Sub-Committee under the Local Government Act 1972 s102(4). The new sub-committee will require a revised Terms of Reference which will be placed on the agenda of the next meeting.

Members are therefore requested to resolve to create the Devolved Services Sub-Committee. The membership to remain the same.

9.2 To approve the minutes of the Devolved Services working group meetings held on the 10th August and 14th September 2017 respectively and to agree all actions contained therein. The minutes are attached and the items for spending approval are:

ITEM	COST
Soup kettle	£50.00
Baked potato oven (this is suitable for cooking other items)	£600.00
Repairs to boat house steps with addition of a new gate fitted at the bottom.	£3,400.00 + VAT * three quotes were sought, with only one tendering for the work. The quotation is attached.

10. Town Promotion Team

10.1 The Town Promotion Team (TPT) will not satisfy the criteria of a 'working group' i.e. task and finish. It is therefore recommended that the TPT be re-constituted as the Town Promotion Sub-Committee under the Local Government Act 1972 s102(4). The new sub-committee will require a revised Terms of Reference which will be placed on the agenda of the next meeting.

Members are therefore requested to resolve to create the Town Promotion Sub-Committee. The membership to remain the same.

10.2 To approve the minutes of the Town Promotion Team working group meeting held on 4th September 2017 and to agree all actions contained therein. The minutes are attached.

11. Town Development Committee

To approve the 25% contribution to Wiltshire Council for the following work to be carried out by through CATG:

11.1 TD/17/033.1 refers: 4071 Victoria Road/Masefield Road. Additional cost due to electrics/ducting. Cost increase from £7,300 to £10,500 therefore the Town Council's contribution of 25% will be £2,625, an increase of £800.00. Members have already approved the revised plans; however, the costs were not known at the time.

Members to note that a letter has been received thanking the Town Council for its help in providing a sign at the Imber Road entrance to the Boreham Road and East Street.

12. Draft Budget 2018/2019

The Clerk is submitting a first draft of a budget for 2018/2019. The Clerk has considered the proposed limit that may be imposed on Councils next year. The full budget pack will be provided as an addition to the agenda pack once received from the accountants.

Members should read the notes at the end of the budget pack to familiarise themselves with the reasons for the budget lines.

The Clerk is happy to clarify or answer questions in advance of the meeting if required.

FA/17/027 refers: These budget items are brought forward from the previous meeting:

- **A budget (suggested £2K) for the implementation of robes for the Chairman and Town Clerk: (See attached).**

- A budget for the Town Promotion Team
- An increased budget for Devolved Services to accommodate any additional items Wiltshire Council may devolve
- A budget to cover the costs of professional advice for the town regeneration proposals
- A budget for trees

Members to discuss and make a recommendation to take forward to Full Council.

13. Internal Audit

To receive and note the outcome of the Council's interim audit and to agree to any actions contained therein. **(See attached).**

14. Annual Return

To receive and note the outcome of the Council's annual return and to agree to any actions contained therein. **(See attached).**

15. The Community Infrastructure Levy (CIL)

The Council has now received CIL contributions from Wiltshire Council. **(See attached).**

Members are requested to note the contents of the attached report. Members are further requested to consider the next stages with regards to a policy and procedure setting out how the Town Council uses its Community Infrastructure Levy receipts. The inclusion of the projects list drawn from the Town Plan, Neighbourhood Plan and from the Council's existing plans should inform the decision.

16. Civic Events

Cllr Fryer has proposed a Mayoral events budget of £4,100 for the year 2017–2018. To cover two events, a park event in May 2018 and a Civic Reception. **(See attached).**

Members are requested to resolved on the following:

1. **A budget of £4100.00 to fund two Civic events for his Mayoral year 2017–2018.**
2. **That this budget, of £4,100, if agreed, should carry on from year to year, so that Members do not need to calculate the Civic budget on an annual basis.**
3. **That the mayor decides upon the events as has happened in the past.**

17. Dog Bags

359/17 Dog Bags refers: Minute note from Finance and Assets Committee 6th March 2017

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.

Report back: since the meeting a record has been kept of the postcodes of those requesting dog backs, and only those living in the Warminster postcode area have been allocated supplies. In the six-month period from the 13th March 2017 – 25th September 2017 inclusive a total of 838 packs have been distributed at a cost of £1,154.27.

Members are requested to resolved whether they wish to continue to provide this service.

18. Thank you letters for grants

Members to note that 'thank you' letters have been received from the following organisations on receipt of grant funding:

- Headway
- Alzheimer's Support
- HELP Counselling Services

19. Communications

The members to decide on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

The date of the next Finance and Assets meeting is Monday 8th January 2018

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

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Bank Reconciliation Statement as at: 31/08/2017 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>
Instant Access Account	31/08/2017	389	438,040.55
Current Account	31/08/2017	931	5,000.00
			<u>443,040.55</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
16/05/2017 200932 Nigel J Connor	72.00
11/07/2017 200943 Friends of Warminster Town Pa	10,000.00
15/08/2017 200945 J & K Burton	39.90
15/08/2017 200950 Wiltshire Council	1,284.71
15/08/2017 200952 Alzheimers Support	200.00
15/08/2017 200953 Warminster Athenaeum Trust	1,000.00
15/08/2017 200954 Citizens Advice Bureau	2,000.00
15/08/2017 200955 Warminster Carnival Committee	3,000.00
15/08/2017 200956 Warminster Community Choir	300.00
15/08/2017 200957 Warminster Festival	2,000.00
15/08/2017 200958 Warminster Flers Association	500.00
15/08/2017 200959 Headway Sailsbury and South V	250.00
15/08/2017 200960 HELP Counselling Services	200.00
15/08/2017 200961 Warminster Highbury Youth Foo	1,000.00
15/08/2017 200962 Warminster Philharmonic Orche	300.00
15/08/2017 200963 Spurgeons	250.00
15/08/2017 200964 Warminster Table Tennis Club	500.00
15/08/2017 200965 Multiple Sclerosis Therapy Cen	1,000.00
15/08/2017 200966 Warminster Brass Band	300.00
15/08/2017 200967 Warminster Town Football Club	1,000.00
15/08/2017 200968 Warminster & Wylve Valley Flov	100.00

25,296.61

417,743.94Receipts not Banked/Cleared (Plus)

0.00

417,743.94

Balance per Cash Book is :- 417,743.94

Difference is :- 0.00


 S J Pollard for Auditing Solutions Ltd

1 August to 31 August 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode **Account Number** **Sheet Number**
 40-45-23 21136496 389

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			553,952.54
23 Aug 17	TFR TRANSFER 91001000		4,097.91	558,050.45
24 Aug 17	TFR MONEY MARKET REINVESTMENT 40029060733202	100,000.00		457,768.45
	TFR TRANSFER 91001000	282.00		436,740.53
25 Aug 17	TFR TRANSFER 91001000	21,027.92		436,713.87
29 Aug 17	TFR TRANSFER 91001000	26.66		437,468.07
30 Aug 17	TFR TRANSFER 91001000		754.20	438,040.55
31 Aug 17	TFR TRANSFER 91001000		572.48	438,040.55
31 Aug 17	BALANCE CARRIED FORWARD			438,040.55

Information about the Financial Services Compensation Scheme

S J Pollard for Auditing Solutions Lt

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	<i>balance</i>	<i>AER variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR variable</i>
Credit interest		0.00 %	Debit interest		20.97 %

Your Statement

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



073011_243 9/ 12 00008 118187 23049 39700

Account Summary

Opening Balance	591,116.10
Payments In	12,013.78
Payments Out	165,089.33
Closing Balance	438,040.55

1 August to 31 August 2017

Account Name
Warminster Town Council

International Bank Account Number
GB48MIDL40452321136496

Branch Identifier Code
MIDLGB2161U

Sortcode Account Number Sheet Number
40-45-23 21136496 388

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jul 17	BALANCE BROUGHT FORWARD			591,116.10
01 Aug 17	TFR TRANSFER 91001000	1,401.28 <i>e</i>		589,714.82
02 Aug 17	TFR TRANSFER 91001000		126.75 <i>e</i>	589,841.57
03 Aug 17	TFR TRANSFER 91001000		294.40 <i>e</i>	590,135.97
04 Aug 17	TFR 404523 91001000 INTERNET TRANSFER	15,000.00 <i>e</i>		
	TFR TRANSFER 91001000	2,204.02 <i>e</i>		572,931.95
07 Aug 17	TFR TRANSFER 91001000		33.60 <i>e</i>	572,965.55
08 Aug 17	TFR TRANSFER 91001000	3,416.15 <i>e</i>		569,549.40
09 Aug 17	TFR TRANSFER 91001000		71.17 <i>e</i>	569,620.57
10 Aug 17	TFR TRANSFER 91001000	25.02 <i>e</i>		569,595.55
11 Aug 17	CR GROSS INTEREST TO 10AUG2017 FOR ACCOUNT 400290 10722677		28.88 <i>X</i>	
	TFR TRANSFER 91001000		346.50 <i>e</i>	569,970.93
14 Aug 17	TFR TRANSFER 91001000		126.00 <i>e</i>	570,096.93
15 Aug 17	TFR TRANSFER 91001000	1,517.91 <i>e</i>		568,579.02
16 Aug 17	TFR TRANSFER 91001000		41.35 <i>e</i>	568,620.37
17 Aug 17	TFR TRANSFER 91001000		1,574.49 <i>e</i>	570,194.86
18 Aug 17	TFR TRANSFER 91001000		264.90 <i>e</i>	570,459.76
19 Aug 17	TFR TRANSFER 91001000		126.00 <i>e</i>	570,585.76
21 Aug 17	TFR 404523 91001000 INTERNET TRANSFER	10,000.00 <i>e</i>		
	TFR TRANSFER 91001000	188.37 <i>e</i>		560,397.39
22 Aug 17	TFR 404523 91001000 INTERNET TRANSFER	10,000.00 <i>e</i>		
	TFR TRANSFER 91001000		3,555.15 <i>e</i>	553,952.54
	BALANCE CARRIED FORWARD			553,952.54

1 August to 31 August 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 931

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,000.00
31 Aug 17	CR WEIGHT WATCHERS UK		168.00	
	CR ROCK CHOIR LTD		105.00	
	CR SCL CREDITORS		126.00	
	CR LLOYDS PHARMACY		115.50	
	CR MV- 17760605 -2508		42.45	
	CR MV- 17760605 -2608		52.85	
	CR MV- 17760605 -2808		67.75	
	CR MV- 17760605 -2708		72.20	
	DD HILLS WASTE SOLUTI	159.54		
	CHQ 200949	17.73		
	TFR TRANSFER 21136496	572.48		
31 Aug 17	BALANCE CARRIED FORWARD			5,000.00

Cafe (handwritten note next to MV payments)

(u) (handwritten mark next to SCL CREDITORS)

(R) (handwritten mark next to final balance)

Information about the Financial Services Compensation Scheme

S J Pollard for Auditing Solutions Ltd (handwritten signature)

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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 August to 31 August 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 Account Number 91001000 Sheet Number 929

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,041.35
17 Aug 17	TFR TRANSFER 21136496	41.35 <i>C</i>		5,000.00
	CR AMAS LTD		1,685.20 <i>X</i>	
	CR MV- 17760605 -1408 <i>Cafe</i>		20.50 <i>X</i>	
	DD OFFICE EVOLUTION	131.21 <i>X</i>		
	TFR TRANSFER 21136496	1,574.49 <i>C</i>		5,000.00
18 Aug 17	CR WEIGHT WATCHERS UK		168.00 <i>X</i>	
	CR MV- 17760605 -1508 <i>Cafe</i>		44.40 <i>X</i>	
	CR WILTSHIRE COUNCIL		52.50 <i>X</i>	
	TFR TRANSFER 21136496	264.90 <i>C</i>		5,000.00
19 Aug 17	BP DEB'S DANCE WCC2383		126.00 <i>X</i>	
21 Aug 17	TFR TRANSFER 21136496	126.00 <i>C</i>		5,000.00
	CR MV- 17760605 -1608 <i>Cafe</i>		17.60 <i>X</i>	
	DD S/LINE J8036844	34.04 <i>X</i>		
	DD S/LINE J8060331	20.81 <i>X</i>		
	DD VWFS UK LIMITED	32.12 <i>X</i>		
	DD CASCADE DRINKS LTD	261.98 <i>X</i>		
	CHQ 200951	121.94 <i>X</i>		
	DR TOTAL CHARGES TO 30JUL2017	78.17 <i>X</i>		
	BP ASHTON FARMS 1011597/962	225.54 <i>X</i>		
	BP BRENDA CARTER PAV SANDWICHES	74.25 <i>X</i>		
	BP DCK BEAVERS LTD TPC7659	468.84 <i>X</i>		
	BP GREENBARNES LTD 13660	989.34 <i>X</i>		
	BP MIRAGE SIGNS 32852	228.00 <i>X</i>		
	BP NICKS SHOE REPAIRS WARMINSTER TC	39.55 <i>X</i>		
	BP OFFICE RIGHT 45252/320/321/322/	115.80 <i>X</i>		
	TFR 404523 21136496 INTERNET TRANSFER		10,000.00 <i>C</i>	
	BP RINGWAY 5392/0028	7,515.59 <i>X</i>		
22 Aug 17	TFR TRANSFER 21136496		188.37 <i>C</i>	5,000.00
	CR MV- 17760605 -1708 <i>Cafe</i>		10.55 <i>X</i>	
	DD BOOKER LTD -BK	392.62 <i>X</i>		
	CR FF FALLON INV WCC2407		126.00 <i>X</i>	
	BALANCE CARRIED FORWARD			4,743.93

1 August to 31 August 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 927

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>
	BALANCE BROUGHT FORWARD			18,829.86
BP	IDVERDE 75/1176/1177/1266/	9,303.98		
CR	CASH IN P.O. AUG04 WH SMITH @11:14		190.00	
CR	CASH IN P.O. AUG04 WH SMITH @11:18		2,111.00	
BP	WARM MTL WKS 5946	144.00		
BP	ROUNDSTONE VENDING 24848	170.00		
BP	ACB PRINT & DESIGN 2891	80.40		
BP	ACB PRINT & DESIGN 278/347	138.00		
BP	ASHTON FARMS 1009881	150.36		
BP	ASHTON FARMS 1009557	107.40		
BP	GB HEATING 0385L	202.00		
BP	FIELD KITCHEN INSPIRE	21.70		
BP	MOVIOLA LTD JACKIE	111.80		
BP	OFFICE RIGHT 44924/25/26	73.84		
BP	OFFICE RIGHT 45091	55.49		
BP	OFFICE RIGHT 4020	17.73		
BP	RAY THOMAS PROP 3140	426.00		
BP	SENTINEL 100096	364.00		
BP	SOUNDCAT INSPIRE	500.00		
BP	STH WEST MARQUEES 15168	556.38		
BP	WARM PARK COMM CEN INSPIRE	81.00		
BP	HAMPSHIRE FLAGS 138051	870.00		
BP	IDVERDE GM750894	826.80		
	BALANCE CARRIED FORWARD			6,929.98

HSBC RECEIVED

06 SEP 2017

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

Your Statement

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



073011_243 1/ 12 00008 118179 23049 39700

Account Summary

Opening Balance	5,000.00
Payments In	78,720.35
Payments Out	78,720.35
Closing Balance	5,000.00

International Bank Account Number
GB77MIDL40452391001000

Branch Identifier Code
MIDLGB2161U

Sortcode Account Number Sheet Number
40-45-23 91001000 926

1 August to 31 August 2017

Account Name
Warminster Town Council

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jul 17	BALANCE BROUGHT FORWARD			5,000.00
01 Aug 17	CR MV- 17760605 -2707 <i>cafe</i>		43.65	
	DD AVIVA	1,252.91		
	DD WATER2BUSINESS	32.00		
	DD WATER2BUSINESS	490.00		
	CR Hervin Robin			
	J71 P508 LODGE REN <i>1006/210</i>		329.98	
02 Aug 17	TFR TRANSFER 21136496		1,401.28	5,000.00
	CR MV- 17760605 -2807 <i>cafe</i>		39.90	
	CR MV- 17760605 -3007 <i>cafe</i>		54.45	
	CR MV- 21574633 -3007 <i>Coffee Bar</i>		32.40	
	TFR TRANSFER 21136496	126.75		5,000.00
03 Aug 17	CR WEIGHT WATCHERS UK		210.00	
	CR MV- 17760605 -3107 <i>cafe</i>		84.40	
	TFR TRANSFER 21136496	294.40		5,000.00
04 Aug 17	TFR 404523 21136496		15,000.00	
	INTERNET TRANSFER			
	BP WPS LTD	435.00		
	27699697			
	BP DENTONS	228.00		
	201290			
	BP A&HG TOWN CRIERS	35.00		
	WARMINSTERC 17/18			
	BP ASHTON FARMS	118.14		
	1010459			
	BP D J DOORS LTD	354.00		
	SI341			
	BALANCE CARRIED FORWARD			18,829.86

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Bank Reconciliation Statement as at: 30/09/2017 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	30/09/2017	936	5,000.00
Instant Access Account	30/09/2017	391	675,906.84
			<u>680,906.84</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
11/07/2017 200943	Friends of Warminster Town Pai	10,000.00	
13/09/2017 200970	Friends of WCR	200.00	
22/09/2017 DD38	Nigel J Connor	72.00	
			<u>10,272.00</u>
			670,634.84
<u>Receipts not Banked/Cleared (Plus)</u>			
29/09/2017		315.00	
			<u>315.00</u>
			670,949.84
		Balance per Cash Book is :-	670,949.84
		Difference is :-	0.00

1 September to 29 September 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 21136496 **Sheet Number** 391

Your Deposit Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			426,559.25
19 Sep 17	TFR TRANSFER 91001000	1,270.00		425,289.25
20 Sep 17	TFR TRANSFER 91001000	407.19		424,882.06
21 Sep 17	TFR TRANSFER 91001000	424.92		424,457.14
22 Sep 17	TFR TRANSFER 91001000		276,498.00	700,955.14
25 Sep 17	TFR TRANSFER 91001000	1,545.44		699,409.70
26 Sep 17	TFR TRANSFER 91001000	2,500.00		696,909.70
27 Sep 17	TFR TRANSFER 91001000	21,378.49		675,531.21
28 Sep 17	TFR TRANSFER 91001000		191.20	675,722.41
29 Sep 17	TFR TRANSFER 91001000		184.43	675,906.84
29 Sep 17	BALANCE CARRIED FORWARD			675,906.84

Information about the Financial Services Compensation Scheme

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Credit Interest Rates	<i>balance</i>	<i>AER variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR variable</i>
Credit interest		0.00 %	Debit interest		20.97 %

RECEIVED

Your Statement

04 OCT 2017

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



097955_272 1/ 4 00008 45223 9181 39700

Account Summary

Opening Balance	438,040.55
Payments In	326,341.84
Payments Out	88,475.55
Closing Balance	675,906.84

1 September to 29 September 2017

Account Name
Warminster Town Council

International Bank Account Number
GB48MIDL40452321136496

Branch Identifier Code
MIDLGB2161U

Sortcode Account Number Sheet Number
40-45-23 21136496 390

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Aug 17	BALANCE BROUGHT FORWARD			438,040.55
01 Sep 17	CR GWH NHS FT WILTSHI		260.00	
	CR GROSS INTEREST			
	TO 31AUG2017			
	FOR ACCOUNT			
	400290 60733202			
	TFR TRANSFER 91001000	3,701.97	7.01	434,605.59
02 Sep 17	TFR TRANSFER 91001000	719.65		433,885.94
03 Sep 17	TFR TRANSFER 91001000	220.00		433,665.94
04 Sep 17	TFR TRANSFER 91001000	19,769.39		413,896.55
05 Sep 17	TFR TRANSFER 91001000	510.16		413,386.39
06 Sep 17	TFR TRANSFER 91001000	2,606.25		410,780.14
07 Sep 17	TFR TRANSFER 91001000	500.00		410,280.14
08 Sep 17	TFR TRANSFER 91001000	5,861.26		404,418.88
11 Sep 17	TFR MONEY MARKET MATURITY			
	40029010722677		40,000.00	
	CR GROSS INTEREST			
	TO 10SEP2017			
	FOR ACCOUNT			
	400290 10722677		28.88	
	TFR TRANSFER 91001000		4,545.77	448,993.53
12 Sep 17	TFR TRANSFER 91001000	672.40		448,321.13
13 Sep 17	TFR TRANSFER 91001000	4,989.65		443,331.48
14 Sep 17	TFR 404523 91001000			
	INTERNET TRANSFER	20,000.00		
	TFR TRANSFER 91001000		4,525.15	427,856.63
15 Sep 17	TFR TRANSFER 91001000	1,398.78		426,457.85
18 Sep 17	TFR TRANSFER 91001000		101.40	426,559.25
	BALANCE CARRIED FORWARD			426,559.25

1 September to 30 September 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 935

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,000.00
18 Sep 17	BP WPP <i>Parking Partnership.</i> BIB MULTIPLE BENEF BIB BACS PAYMENT	• 193.60 ✓		
	BP CEROC LIVE CEROC 2456 <i>SC</i>		• 295.00 ✓	
19 Sep 17	TFR TRANSFER 21136496	101.40 ✓		5,000.00
	CR MV- 17760605 -1409 <i>CG</i>		• 5.00 ✓	
	DD OFFICE EVOLUTION	• 158.00 ✓		
	DD BOOKER LTD -BK	• 321.41 ✓		
	CHQ 200956	300.00 ✓		
	CHQ 200963	250.00 ✓		
	BP CONSORTIUM B882280	• 98.99 ✓		
	BP CLEARSKY IT 15266	• 146.60 ✓		
	BP ASHTON FARMS 1012633/399/731/25	719.65 ✓		
	BP TURNPIKE FDS LTD ASHTON FARMS		719.65 ✓	
20 Sep 17	TFR TRANSFER 21136496		1,270.00 ✓	5,000.00
	CR MV- 17760605 -1509 <i>CG</i>		• 5.20 ✓	
	DD S/LINE J8438647	• 35.00 ✓		
	DD S/LINE J8464534	• 18.00 ✓		
	DD WEST MERCIA ENERGY	• 359.39 ✓		
21 Sep 17	TFR TRANSFER 21136496		407.19 ✓	5,000.00
	DD VWFS UK LIMITED	• 32.12 ✓		
	CHQ 200971	305.82 ✓		
	DR TOTAL CHARGES TO 30AUG2017	• 86.98 ✓		
22 Sep 17	TFR TRANSFER 21136496		424.92 ✓	5,000.00
	CR WEIGHT WATCHERS UK <i>SC</i>		• 210.00 ✓	
	CR WILTSHIRE COUNCIL <i>Precept CB</i>		• 276,306.00 ✓	
	CR MV- 21574633 -1909 <i>Town Council SC</i>		• 54.00 ✓	
	BP NIGEL CONNOR 9150	• 72.00 ✓		
25 Sep 17	TFR TRANSFER 21136496	276,498.00 ✓		5,000.00
	DD GOCARDLESS LTD <i>clearsky</i>	• 151.80 ✓		
	DD VWFS UK LIMITED	• 383.14 ✓		
	CHQ 200972	1,105.00 ✓		
	CR FF FALLON INV WCC2438 <i>SC</i>		• 94.50 ✓	
26 Sep 17	TFR TRANSFER 21136496		1,545.44 ✓	5,000.00
	CHQ 200973	2,500.00 ✓		
	TFR TRANSFER 21136496		2,500.00 ✓	5,000.00
	BALANCE CARRIED FORWARD			5,000.00

1 September to 30 September 2017

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 933

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,012.00
	CR MV- 17760605 -0109 <i>CB</i>		• 81.75 ✓	
	CHQ 200962	300.00 ✓		
	CHQ 200954	2,000.00 ✓		
	CHQ 200952	200.00 ✓		
	CHQ 200960	200.00 ✓		
07 Sep 17	TFR TRANSFER 21136496		2,606.25 ✓	5,000.00
	CHQ 200958	500.00 ✓		
08 Sep 17	TFR TRANSFER 21136496		500.00 ✓	5,000.00
	BP August HMRC HMRC			
	BIB BACS PAYMENT	• 4,161.26 ✓		
	CHQ 200957	2,000.00 ✓		
	CHQ 200966	300.00 ✓		
	CR WARMINSTER & K9QF WARMINSTER & DISTR		• 600.00 ✓	
11 Sep 17	TFR TRANSFER 21136496		5,861.26 ✓	5,000.00
	DD WEST MERCIA ENERGY	• 20.66 ✓		
	CHQ 200959	250.00 ✓		
	CR CASH IN P.O. SEP11 WH SMITH @14:35 <i>Paying in book</i>		• 4,658.93 ✓	
	CR CASH IN P.O. SEP11 WH SMITH @14:37 <i>" " "</i>		• 157.50 ✓	
12 Sep 17	TFR TRANSFER 21136496	4,545.77 ✓		5,000.00
	CR WILTSHIRE COUNCIL <i>SL</i>		• 117.60 ✓	
	CHQ 200965	1,000.00 ✓		
	CR CHQ IN AT FIRST DIRECT LEEDS <i>Paying in book</i>		• 634.50 ✓	
	BP MF (SUPPORT) COPHEAP HALL HIRE <i>SL</i>		• 210.00 ✓	
13 Sep 17	TFR TRANSFER 21136496		672.40 ✓	5,634.50
	CR MV- 17760605 -0809 <i>CB</i>		• 5.00 ✓	
	CR MV- 17760605 -0909 <i>CB</i>		• 5.35 ✓	
	CHQ 200955	3,000.00 ✓		
	CHQ 200961	1,000.00 ✓		
	CHQ 200967	1,000.00 ✓		
14 Sep 17	TFR TRANSFER 21136496		4,989.65 ✓	5,634.50
	CHQ 200953	1,000.00 ✓		
	BP WARMFESTI WCC2449 <i>SL</i>		• 230.00 ✓	
	TFR 404523 21136496		20,000.00 ✓	
	BP INTERNET TRANSFER ACB PRINT & DESIGN 278/347	• 39.00 ✓		
	BALANCE CARRIED FORWARD			24,825.50

Your Statement

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



098437_273 7/ 12 00012 48835 9276 39700

Account Summary

Opening Balance	5,000.00
Payments In	374,700.21
Payments Out	374,700.21
Closing Balance	5,000.00

1 September to 30 September 2017

Account Name
 Warminster Town Council

International Bank Account Number
 GB77MIDL40452391001000

Branch Identifier Code
 MIDLGB2161U

Sortcode Account Number Sheet Number
 40-45-23 91001000 932

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Aug 17	BALANCE BROUGHT FORWARD			5,000.00
01 Sep 17	CR MV- 17760605 -2908 <i>capex CB</i>		66.00 ✓	
	DD WATER2BUSINESS			
	FIRST PAYMENT	1,017.26 ✓		
	DD WATER2BUSINESS			
	FIRST PAYMENT	12.57 ✓		
	DD AVIVA	1,252.91 ✓		
	DD WATER2BUSINESS	65.50 ✓		
	DD WATER2BUSINESS	490.00 ✓		
	CHQ 200950	1,284.71 ✓		
	CR Hervin Robin			
	J71 P508 LODGE REN <i>CB. 1006/210 exempt</i>		329.98 ✓	
	CR F Stevens		25.00 ✓	
	Fran Stevens <i>SL</i>			
	TFR TRANSFER 21136496		3,701.97 ✓	5,000.00
02 Sep 17	BP ASHTON FARMS			
	1012633/399/3731/3	719.65 ✓		
	TFR TRANSFER 21136496		719.65 ✓	5,000.00
03 Sep 17	BP VICTORIA HERRIOTT			
	SIA AUG17	220.00 ✓		
	TFR TRANSFER 21136496		220.00 ✓	5,000.00
04 Sep 17	CR WILTSHIRE COUNCIL <i>SL</i>		31.50 ✓	
	DD PUBLIC WORKS LOANS	19,800.89 ✓		
	TFR TRANSFER 21136496		19,769.39 ✓	5,000.00
05 Sep 17	CR NHS BLOOD TRANSPLA <i>SL</i>		604.80 ✓	
	DD BOOKER LTD -BK	1,114.96 ✓		
	TFR TRANSFER 21136496		510.16 ✓	5,000.00
06 Sep 17	CR MV- 17760605 -0209 <i>CB</i>		12.00 ✓	
	BALANCE CARRIED FORWARD			5,012.00

Month No : 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101 Council Administration							
4001 Salaries	9,892	63,283	125,948	62,665		62,665	50.2 %
4008 Training	-132	473	2,000	1,527		1,527	23.6 %
4009 Travel	20	20	350	330		330	5.8 %
4013 Rent Payable (Internal)	0	0	37,200	37,200		37,200	0.0 %
4016 Cleaning	6	6	0	-6		-6	0.0 %
4020 Consumables & Other Expenses	31	377	2,500	2,123		2,123	15.1 %
4022 Postage & Telephone	162	1,257	2,000	743		743	62.8 %
4023 Printing & Stationery	270	1,927	3,500	1,573	-22	1,595	54.4 %
4024 Photocopier Charges	0	561	1,123	562		562	50.0 %
4025 IT (Website & Email)	420	1,878	4,000	2,122		2,122	47.0 %
4027 Subscriptions and Publications	0	3,296	2,500	-796		-796	131.9 %
4028 Insurance	650	3,899	8,000	4,101		4,101	48.7 %
4036 Repairs and Renewals	0	196	1,000	804		804	19.6 %
4040 Equipment/Furniture	0	325	1,000	675		675	32.5 %
4056 Accountancy Fees	453	2,963	7,500	4,537		4,537	39.5 %
4057 Audit Fees	0	-1,300	2,150	3,450		3,450	-60.5 %
4058 Legal Fees	0	429	1,000	571		571	42.9 %
4059 Other Professional Fees	200	1,400	2,400	1,000		1,000	58.3 %
4060 Bank Charges	87	329	750	421		421	43.9 %
Council Administration :- Expenditure	12,059	81,321	204,921	123,600	-22	123,622	39.7 %
1176 Precept	276,306	552,612	552,647	-35			100.0 %
1177 Precept Allocation	0	0	-46,000	46,000			0.0 %
1190 Interest Receivable	36	330	2,000	-1,670			16.5 %
1193 Miscellaneous Income	0	50	0	50			0.0 %
Council Administration :- Income	276,342	552,992	508,647	44,345			108.7 %
Net Expenditure over Income	-264,283	-471,670	-303,726	167,944			
102 Civic and Democratic							
4080 Mayoral Expenses	0	66	1,000	934		934	6.6 %
4081 Civic Fund	108	185	0	-185		-185	0.0 %
4082 Town Crier	0	335	500	165		165	67.0 %
4110 Elections	0	0	20,000	20,000		20,000	0.0 %
4130 Heritage Open Day	85	85	0	-85		-85	0.0 %
4720 Remembrance Service	0	0	600	600		600	0.0 %
5319 Tfr from Elections Reserve	0	0	-20,000	-20,000		-20,000	0.0 %
6319 Tfr to Elections Reserve	0	0	5,000	5,000		5,000	0.0 %
Civic and Democratic :- Expenditure	193	671	7,100	6,429	0	6,429	9.5 %
1150 Blue Plaque Scheme Funds	-131	5,563	0	5,563			0.0 %
Civic and Democratic :- Income	-131	5,563	0	5,563			
Net Expenditure over Income	324	-4,892	7,100	11,992			

Month No : 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103 Policy and Communications							
4022 Postage & Telephone	0	34	0	-34		-34	0.0 %
4032 Adverts - Events	0	0	500	500		500	0.0 %
4033 Advertising	182	1,108	2,500	1,392		1,392	44.3 %
Policy and Communications :- Expenditure	182	1,142	3,000	1,858	0	1,858	38.1 %
Net Expenditure over Income	182	1,142	3,000	1,858			
107 Grants and Projects							
4701 Grants - Permitted	-100	16,800	8,000	-8,800		-8,800	210.0 %
4703 WCR Community Radio	2,500	7,500	10,000	2,500		2,500	75.0 %
4704 Warminster Community Hub	0	0	6,000	6,000		6,000	0.0 %
4706 Christmas Lights	41	41	18,000	17,959		17,959	0.2 %
4707 Catenary Cable Maintenance	8	46	1,600	1,554		1,554	2.9 %
4708 Grant - CAB	0	2,000	2,000	0		0	100.0 %
4710 Enterprise Warminster	230	1,206	4,000	2,794		2,794	30.2 %
4711 Grant - Warmister Festival	0	2,000	2,000	0		0	100.0 %
4712 Grant - Warminster Carnival	0	3,000	3,000	0		0	100.0 %
4715 INSPIRE	0	3,173	3,500	327		327	90.7 %
4717 WWI Commemorations	0	0	1,000	1,000		1,000	0.0 %
4718 Warminster Wobble	0	3,000	3,000	0		0	100.0 %
Grants and Projects :- Expenditure	2,679	38,767	62,100	23,333	0	23,333	62.4 %
1701 Christmas Events Income	0	0	2,900	-2,900			0.0 %
Grants and Projects :- Income	0	0	2,900	-2,900			0.0 %
Net Expenditure over Income	2,679	38,767	59,200	20,433			
201 CCTV							
4001 Salaries	3,471	21,288	41,111	19,823		19,823	51.8 %
4008 Training	0	0	2,000	2,000		2,000	0.0 %
4014 Electricity and Gas	42	85	0	-85		-85	0.0 %
4020 Consumables & Other Expenses	0	19	400	381		381	4.9 %
4021 BT Redcare	0	12,775	12,775	0		0	100.0 %
4022 Postage & Telephone	45	357	1,200	843		843	29.8 %
4028 Insurance	79	475	1,000	525		525	47.5 %
4029 Licences	0	220	0	-220		-220	0.0 %
4036 Repairs and Renewals	0	138	3,500	3,362		3,362	3.9 %
4037 Maintenance Contracts	0	2,000	4,000	2,000		2,000	50.0 %
5325 Tfr from CCTV	0	0	-1,626	-1,626		-1,626	0.0 %
CCTV :- Expenditure	3,637	37,358	64,360	27,002	0	27,002	58.0 %

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1177	Precept Allocation	0	0	46,000	-46,000			0.0 %
1201	CCTV-Dewey Trust Grant	0	0	4,000	-4,000			0.0 %
1203	CCTV-Insurance Con't Rec'd	0	0	350	-350			0.0 %
1204	CCTV-Army Grant	0	0	500	-500			0.0 %
1205	CCTV-West Wilts Tr Estate Fees	0	1,404	5,620	-4,216			25.0 %
1206	CCTV-Westbury TC Fees	0	2,452	9,810	-7,358			25.0 %
	CCTV :- Income	0	3,856	66,280	-62,424			5.8 %
	Net Expenditure over Income	3,637	33,502	-1,920	-35,422			
202	<u>Dewey House</u>							
4011	Rates	501	3,006	5,310	2,305		2,305	56.6 %
4012	Water Rates	0	234	400	166		166	58.4 %
4014	Electricity and Gas	433	1,351	3,500	2,149		2,149	38.6 %
4020	Consumables & Other Expenses	4	169	200	31		31	84.5 %
4028	Insurance	100	602	1,250	648		648	48.2 %
4035	Refuse Collection	0	548	550	2		2	99.7 %
4036	Repairs and Renewals	0	380	1,500	1,120		1,120	25.3 %
4037	Maintenance Contracts	0	757	1,250	493		493	60.6 %
4040	Equipment/Furniture	14	14	0	-14		-14	0.0 %
	Dewey House :- Expenditure	1,053	7,061	13,960	6,899	0	6,899	50.6 %
1005	Rent Received	600	3,600	6,600	-3,000			54.5 %
	Dewey House :- Income	600	3,600	6,600	-3,000			54.5 %
	Net Expenditure over Income	453	3,461	7,360	3,899			
209	<u>Outside Services</u>							
4001	Salaries	2,706	16,238	32,466	16,228		16,228	50.0 %
4007	Uniform	0	83	400	317		317	20.7 %
4008	Training	0	0	5,000	5,000		5,000	0.0 %
4042	Vehicle Costs	69	994	6,500	5,506		5,506	15.3 %
	Outside Services :- Expenditure	2,775	17,314	44,366	27,052	0	27,052	39.0 %
	Net Expenditure over Income	2,775	17,314	44,366	27,052			
210	<u>Town Park</u>							
4012	Water Rates	0	572	4,500	3,928		3,928	12.7 %
4014	Electricity and Gas	113	696	0	-696		-696	0.0 %
4016	Cleaning	0	81	0	-81		-81	0.0 %
4020	Consumables & Other Expenses	0	71	0	-71		-71	0.0 %

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4023	Printing & Stationery	0	17	0	-17		-17	0.0 %
4028	Insurance	136	757	1,050	293		293	72.1 %
4036	Repairs and Renewals	985	19,053	0	-19,053		-19,053	0.0 %
4037	Maintenance Contracts	203	496	0	-496		-496	0.0 %
4038	Grounds Maintenance	3,181	14,748	38,000	23,252		23,252	38.8 %
4040	Equipment/Furniture	182	5,643	0	-5,643		-5,643	0.0 %
4211	Town Park	0	29,238	0	-29,238		-29,238	0.0 %
5324	Tfr from Skatepark	0	-10,000	0	10,000		10,000	0.0 %
	Town Park :- Expenditure	4,800	61,373	43,550	-17,823	0	-17,823	140.9 %
1005	Rent Received	0	0	8,040	-8,040			0.0 %
1006	Rent - 23 Weymouth St	330	1,980	0	1,980			0.0 %
	Town Park :- Income	330	1,980	8,040	-6,060			24.6 %
	Net Expenditure over Income	4,470	59,394	35,510	-23,884			
211	Open Spaces							
4012	Water Rates	0	13	30	17		17	41.9 %
4038	Grounds Maintenance	694	12,518	12,500	-18		-18	100.1 %
4040	Equipment/Furniture	0	250	1,000	750		750	25.0 %
4042	Vehicle Costs	319	1,916	0	-1,916		-1,916	0.0 %
	Open Spaces :- Expenditure	1,013	14,696	13,530	-1,166	0	-1,166	108.6 %
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	1,013	13,946	13,030	-916			
212	Cemetery and Churchyard							
4011	Rates	13	83	0	-83		-83	0.0 %
4028	Insurance	66	397	825	428		428	48.1 %
4212	War Memorial	0	0	0	0	-8,246	8,246	0.0 %
4213	Churchyards	0	0	150	150		150	0.0 %
	Cemetery and Churchyard :- Expenditure	79	480	975	495	-8,246	8,741	-796.5 %
1212	Burial Fees	0	113	1,500	-1,387			7.5 %
	Cemetery and Churchyard :- Income	0	113	1,500	-1,387			7.5 %
	Net Expenditure over Income	79	367	-525	-892			

Month No : 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
213 Public Conv - Town Park							
4011 Rates	0	0	2,600	2,600		2,600	0.0 %
4200 Public Toilets	629	3,772	8,000	4,228		4,228	47.1 %
Public Conv - Town Park :- Expenditure	629	3,772	10,600	6,828	0	6,828	35.6 %
Net Expenditure over Income	629	3,772	10,600	6,828			
214 Public Conv - Central Car Park							
4011 Rates	0	7,735	4,300	-3,435		-3,435	179.9 %
4014 Electricity and Gas	0	0	2,100	2,100		2,100	0.0 %
4028 Insurance	12	70	150	80		80	46.9 %
4036 Repairs and Renewals	180	955	0	-955		-955	0.0 %
4200 Public Toilets	943	5,657	13,000	7,343		7,343	43.5 %
Public Conv - Central Car Park :- Expenditure	1,135	14,417	19,550	5,133	0	5,133	73.7 %
Net Expenditure over Income	1,135	14,417	19,550	5,133			
215 Streets Furniture							
4001 Salaries	4,177	8,002	0	-8,002		-8,002	0.0 %
4028 Insurance	25	149	310	161		161	48.0 %
4040 Equipment/Furniture	321	321	1,500	1,179		1,179	21.4 %
4803 Baskets & Tubs	0	0	9,000	9,000		9,000	0.0 %
Streets Furniture :- Expenditure	4,523	8,472	10,810	2,338	0	2,338	78.4 %
Net Expenditure over Income	4,523	8,472	10,810	2,338			
216 Pavilion Cafe							
4001 Salaries	0	3,531	0	-3,531		-3,531	0.0 %
4016 Cleaning	0	85	0	-85		-85	0.0 %
4020 Consumables & Other Expenses	202	787	0	-787		-787	0.0 %
4023 Printing & Stationery	37	102	0	-102		-102	0.0 %
4035 Refuse Collection	47	180	0	-180		-180	0.0 %
4036 Repairs and Renewals	0	884	0	-884		-884	0.0 %
4040 Equipment/Furniture	658	1,817	0	-1,817		-1,817	0.0 %
4055 Stocktaking Fees	0	60	0	-60		-60	0.0 %
4061 Streamline Charges	30	81	0	-81		-81	0.0 %
4922 CAP - Pavilion Equipment	0	2,000	0	-2,000		-2,000	0.0 %
Pavilion Cafe :- Expenditure	975	9,527	0	-9,527	0	-9,527	
3540 Pavilion Purchases	1,047	9,108	0	-9,108		-9,108	0.0 %
Pavilion Cafe :- Direct Expenditure	1,047	9,108	0	-9,108	0	-9,108	

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1600	Pavillion Cafe Sales	3,904	16,543	0	16,543			0.0 %
1601	Putting Green Income	133	258	0	258			0.0 %
	Pavilion Cafe :- Income	4,038	16,802	0	16,802			
	Net Expenditure over Income	-2,016	1,833	0	-1,833			
301	Civic Centre							
4001	Salaries	4,687	27,340	58,798	31,458	31,458		46.5 %
4007	Uniform	0	0	500	500	500		0.0 %
4008	Training	0	0	1,000	1,000	1,000		0.0 %
4011	Rates	662	3,967	7,000	3,033	3,033		56.7 %
4012	Water Rates	0	1,139	1,500	361	361		75.9 %
4013	Rent Payable (Internal)	0	0	-37,200	-37,200	-37,200		0.0 %
4014	Electricity and Gas	2,710	5,426	12,000	6,574	6,574		45.2 %
4016	Cleaning	0	169	500	331	331		33.8 %
4020	Consumables & Other Expenses	2	529	1,000	471	471		52.9 %
4022	Postage & Telephone	62	258	1,200	942	942		21.5 %
4025	IT (Website & Email)	0	0	300	300	300		0.0 %
4028	Insurance	177	1,061	2,200	1,139	1,139		48.2 %
4029	Licences	70	2,398	2,500	102	102		95.9 %
4031	Publicity & Marketing	0	0	500	500	500		0.0 %
4035	Refuse Collection	59	878	1,000	122	122		87.8 %
4036	Repairs and Renewals	2,199	4,749	12,000	7,251	7,251		39.6 %
4037	Maintenance Contracts	150	4,365	7,000	2,635	2,635		62.4 %
4040	Equipment/Furniture	0	1,448	1,000	-448	-448		144.8 %
4055	Stocktaking Fees	0	60	120	60	60		50.0 %
4061	Streamline Charges	15	63	675	612	612		9.4 %
4801	Events Funding	172	932	1,500	568	568		62.1 %
	Civic Centre :- Expenditure	10,964	54,781	75,093	20,312	0	20,312	73.0 %
1001	Letting Income	2,280	18,364	35,000	-16,636			52.5 %
1002	Events Income	0	1,024	2,000	-976			51.2 %
1193	Miscellaneous Income	0	255	0	255			0.0 %
	Civic Centre :- Income	2,280	19,643	37,000	-17,357			53.1 %
	Net Expenditure over Income	8,684	35,139	38,093	2,954			
305	Civic Centre Bar							
4040	Equipment/Furniture	0	90	250	160	160		36.0 %
	Civic Centre Bar :- Expenditure	0	90	250	160	0	160	36.0 %
3530	Bar Purchases	170	2,233	4,800	2,567	2,567		46.5 %

Month No : 6

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3531	Bar Gas & Consumables	20	174	400	226		226	43.5 %
	Civic Centre Bar :- Direct Expenditure	190	2,408	5,200	2,792	0	2,792	46.3 %
1580	Bar Sales	117	3,936	12,000	-8,064			32.8 %
	Civic Centre Bar :- Income	117	3,936	12,000	-8,064			32.8 %
	Net Expenditure over Income	73	-1,438	-6,550	-5,112			
499	Capital Expenditure							
4901	CAP - Loan Charges	19,801	19,801	39,602	19,801		19,801	50.0 %
6315	Tfr to Capital Projects	0	0	17,000	17,000		17,000	0.0 %
6316	Tfr to Devolved Services EMR	0	0	7,500	7,500		7,500	0.0 %
6348	Tfr to Outdoor Gym EMR	0	1,000	0	-1,000		-1,000	0.0 %
	Capital Expenditure :- Expenditure	19,801	20,801	64,102	43,301	0	43,301	32.4 %
1180	Grants Recieved	0	1,000	0	1,000			0.0 %
	Capital Expenditure :- Income	0	1,000	0	1,000			
	Net Expenditure over Income	19,801	19,801	64,102	44,301			

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List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2017	Aviva	Std Ord	1,252.91		Insurance
01/08/2017	Water2Business	DDR	32.00		Purchase Ledger Payment
01/08/2017	Water2Business	DDR2	490.00		Purchase Ledger Payment
04/08/2017	WPS Insurance Brokers & Risk S	BACS	435.00		7783/Van Insurance Renewal
04/08/2017	ACB Print & Design	BACS10	138.00		7699/Printing
04/08/2017	Ashton Farms	BACS11	150.36		7702/Cafe Stock
04/08/2017	GB Heating Ltd	BACS12	202.00		7695/Repair Server Room Pump
04/08/2017	A Shephard	BACS13	21.70		Purchase Ledger Payment
04/08/2017	Moviola Ltd	BACS14	111.80		7734/Jackie Film Showing
04/08/2017	Office Right Business Solution	BACS15	73.84		7735/Mops
04/08/2017	Office Right Business Solution	BACS16	55.49		7738/Cleaning Equipment
04/08/2017	Office Right Business Solution	BACS17	17.73		Purchase Ledger Payment
04/08/2017	Ray Thomas Property Services L	BACS19	426.00		7743/Cafe Electrical Works
04/08/2017	Dentons Directories Ltd	BACS2	228.00		7715/Advert in Directory
04/08/2017	Sentinel Training and Security	BACS20	364.00		7745/Inspire Security Staff
04/08/2017	S. Holder	BACS21	500.00		7748/PA and Sound engineer
04/08/2017	South West Marquees Ltd	BACS22	556.38		7749/Marquee for Inspire
04/08/2017	Warminster Park Community Cent	BACS23	81.00		7751/Community Centre Hire
04/08/2017	Hampshire Flag Company	BACS24	870.00		7718/Flag Pole for Park
04/08/2017	Idverde Limited	BACS25	826.80		7720/Patio in Town Park
04/08/2017	Ray Thomas Property Services L	BACS26	768.00		7741/Works to Stair Nosings
04/08/2017	Ray Thomas Property Services L	BACS27	3,366.00		7740/Inst. Pedestrian Barriers
04/08/2017	AHGTC	BACS3	35.00		7701/Town Crier Subs 17/18
04/08/2017	Ashton Farms	BACS4	118.14		7704/Bar Stock
04/08/2017	DJ Doors Ltd	BACS5	354.00		7716/Cafe Shutter Repairs
04/08/2017	Idverde Limited	BACS6	9,303.98		7722/Toilets Clean
04/08/2017	Waminster Metal Workers Ltd	BACS7	144.00		7752/Replace missing Sword
04/08/2017	Roundstone Vending Limited	BACS8	170.00		7744/Coffee Machine Stock
04/08/2017	ACB Print & Design	BACS9	80.40		7700/Printing
04/08/2017	Ashton Farms	BACS	107.40		7703/Cafe Stock
08/08/2017	HMRC PAYE/NI	BACS	3,588.72		HMRC PAYE/NI
08/08/2017	Booker	DDR3	457.08		Purchase Ledger Payment
09/08/2017	West mercia Energy	DDR4	27.77		7756/Elec 0106.17-30.06.17
10/08/2017	SGW Payroll Ltd	DDR5	71.22		7746/Payroll Month 4
11/08/2017	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
15/08/2017	J & K Burton	200945	39.90		7796/J & K Burton
15/08/2017	Charles Saunders Ltd	200946	340.44		7781/Paper Towels & Toilet Tis
15/08/2017	National Trust	200947	29.40		7759/Rent Yeates Field 17/18
15/08/2017	Nisbets	200948	351.43		7762/Bar Glasses
15/08/2017	Office Right Business Solution	200949	17.73		7542/Janitorial Supplies
15/08/2017	Wiltshire Council	200950	1,284.71		7757/Non Dom Rates 2017-18
15/08/2017	Water2Business	200951	121.94		7763/Water 23.12.16-17.07.17
15/08/2017	Alzheimers Support	200952	200.00		7764/Alzheimers Support

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List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2017	Warminster Athenaeum Trust	200953	1,000.00		7769/Athenaeum Trust
15/08/2017	Citizens Advice Bureau	200954	2,000.00		7765/CAB Grant 17/18
15/08/2017	Warminster Carnival Committee	200955	3,000.00		7779/Warminster Carnival Grant
15/08/2017	Warminster Community Choir	200956	300.00		7771/Community Choir
15/08/2017	Warminster Festival	200957	2,000.00		7780/Warminster Festival Grant
15/08/2017	Warminster Flers Association	200958	500.00		7772/Warminster Flers Assoc.
15/08/2017	Headway Salisbury and South Wi	200959	250.00		7766/Headway Salisbury
15/08/2017	HELP Counselling Services	200960	200.00		7767/Help Counselling
15/08/2017	Warminster Highbury Youth Foot	200961	1,000.00		7773/Highbury Youth FC
15/08/2017	Warminster Philharmonic Orches	200962	300.00		7774/Warminster Philharmonic
15/08/2017	Spurgeons	200963	250.00		7768/Spurgeons Grant
15/08/2017	Warminster Table Tennis Club	200964	500.00		7775/Table Tennis Club
15/08/2017	Multiple Sclerosis Therapy Cen	200965	1,000.00		7778/Wessex MS Therapy
15/08/2017	Warminster Brass Band	200966	300.00		7770/Warminster brass band
15/08/2017	Warminster Town Football Club	200967	1,000.00		7776/Warminster Town FC
15/08/2017	Warminster & Wylde Valley Flow	200968	100.00		7777/Wylde Flower Club
15/08/2017	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemetery
15/08/2017	Wiltshire Council	Std Ord	501.00		WC Rates Dewey House
15/08/2017	Wiltshire Council	Std Ord	662.00		WC Rates Civic Centre
15/08/2017	Timico Limited	DDR6	344.70		7750/Email & Web Hosting
15/08/2017	Fuel Genie DDR	DDR7	67.81		7717/Fuel Cards
16/08/2017	Wessex Lift Co Ltd	DDR8	102.00		7229/Lift Maintenance Contract
17/08/2017	Office Evolution Ltd	DDR9	131.21		7747/Copy Charges Jul17
21/08/2017	Bank Charges	CHG	78.17		Bank Charges
21/08/2017	Ashton Farms	BACS28	225.54		7798/Cafe Stock
21/08/2017	Mrs B J Carter	BACS29	74.25		7784/Sandwich Sales
21/08/2017	DCK Accounting Solutions Ltd	BACS30	468.84		7786/Contract Accounting
21/08/2017	GREENBARNES LTD	BACS31	989.34		7785/Picnic Tables
21/08/2017	Mirage Signs Limited	BACS32	228.00		7795/Bird Sigange for Park
21/08/2017	Nicks Shoe Repairs	BACS33	39.55		7793/Keys cut for Town Park
21/08/2017	Office Right Business Solution	BACS34	115.80		Purchase Ledger Payment
21/08/2017	Ringway Highway Services Ltd	BACS35	7,515.59		7791/Street lighting Repairs
21/08/2017	Worldpay (UK) Ltd	DDR10	34.04		Purchase Ledger Payment
21/08/2017	Worldpay (UK) Ltd	DDR11	20.81		Purchase Ledger Payment
21/08/2017	Moles Brewery	DDR12	261.98		7733/Bar stock
22/08/2017	Idverde Limited	BACS36	6,188.78		7789/Grass Cutting May
22/08/2017	Booker	DDR15	392.62		7801/Cafe Stock
23/08/2017	Warminster Parking Partnership	BACS37	231.30		7797/Community Hub
24/08/2017	Fixed Deposit Investment	CHQ	100,000.00		Fixed Deposit Investment
24/08/2017	Simply Safes	BACS38	282.00		7808/Chubb Home Safe
25/08/2017	VWFS UK LTD	Std Ord	383.14		Van WT16 TRZ Lease Payment
25/08/2017	J. Owens Salary	BACS	166.56		J. Owens Salary
25/08/2017	Wiltshire Pension Payment	BACS	4,719.06		Wiltshire Pension Payment

List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/08/2017	August Salaries	BACS	15,501.00		August Salaries
25/08/2017	Clearsky IT	DDR20	181.80		Purchase Ledger Payment
25/08/2017	SGW Payroll Ltd	DDR21	75.18		7800/Payroll Month 5
29/08/2017	BOC Gases	DDR22	23.06		7706/Bar Gas
30/08/2017	Hunot HR	SO	240.00		7810/HR Advice line
31/08/2017	Hills Waste Solutions Ltd	DDR23	159.54		7721/Refuse Collection
Total Payments			<u>181,960.06</u>		

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List of Payments made between 01/09/2017 and 30/09/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2017	Water2Business	DD	1,017.26		7753/Water 24.12.16-18.07.17
01/09/2017	Water2Business	DD1	12.57		7754/Water 12.01.17-19.07.17
01/09/2017	Water2Business	DD2	65.50		Purchase Ledger Payment
01/09/2017	Water2Business	DD3	490.00		Purchase Ledger Payment
01/09/2017	Aviva	Std Ord	1,252.91		Insurance
02/09/2017	Ashton Farms	DD4	719.65		7848/Cafe Ice Cream
03/09/2017	Victoria Herriott	DD5	220.00		7871/SIA Licence VH
04/09/2017	PWLB Loan Repayment	DD	19,800.89		PWLB Loan Repayment
05/09/2017	Booker	DD6	1,114.96		Purchase Ledger Payment
08/09/2017	HMRC PAYE/NI	BACS	4,161.26		HMRC PAYE/NI
11/09/2017	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
13/09/2017	J & K Burton	200969	36.20		7845/J&K Burton
13/09/2017	Friends of WCR	200970	200.00		7875/Repairs to Sound system
13/09/2017	Swallow Drinks South West Ltd	200971	305.82		7872/Slushy Cups
13/09/2017	Wiltshire Council	200972	1,105.00		7757/Non Dom Rates 2017-18
13/09/2017	Warminster Community Radio	200973	2,500.00		7874/SLA 3rd Payment
14/09/2017	Roundstone Vending Limited	DD10	244.00		7862/Kreamer
14/09/2017	Wiltshire Council	DD11	10.50		7864/Change of Licence Details
14/09/2017	Ashton Farms	DD12	236.28		7833/Cafe Ice Cream
14/09/2017	As Time Goes By Ltd	DD13	203.40		7834/Coverglass
14/09/2017	Mrs B J Carter	DD14	220.05		7837/Sandwiches
14/09/2017	Designer Mark	DD16	65.00		7838/Website Support
14/09/2017	DCK Accounting Solutions Ltd	DD17	444.60		7812/VAT Partial Exemption Rev
14/09/2017	ESOS Energy Limited	DD18	270.00		7839/Energy Certificate Works
14/09/2017	Idverde Limited	DD19	9,303.98		7819/Maintenance Services
14/09/2017	Newsquest (Wiltshire) Ltd	DD20	102.00		7840/Advertising Heritage Days
14/09/2017	Office Right Business Solution	DD21	137.87		7823/Hot Cups
14/09/2017	Ray Thomas Property Services L	DD22	1,554.00		7824/Replacement Bollard
14/09/2017	Screwfix Direct Ltd	DD23	125.92		7829/Janitoriakl Supplies
14/09/2017	Wheelers (Westbury) Ltd	DD24	1,557.30		7832/PAT Testing
14/09/2017	Timico Limited	DD25	344.28		7841/Telephone Aug
14/09/2017	West mercia Energy	DD26	20.66		7782/Elec 01.07.17-31.07.17
14/09/2017	ACB Print & Design	DD27	39.00		7846/Film Flyers
14/09/2017	DCK Accounting Solutions Ltd	DD7	468.84		7857/Contract Accounting
14/09/2017	Moviola Ltd	DD8	187.75		7859/Viceroy's House
14/09/2017	Office Right Business Solution	DD9	143.86		7861/Dewey House Water
14/09/2017	Crafty Cuts XMAS Refund	BACS	25.00		Crafty Cuts XMAS Refund
15/09/2017	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemterery
15/09/2017	Wiltshire Council	Std Ord	501.00		WC Rates Dewey House
15/09/2017	Wiltshire Council	Std Ord	662.00		WC Rates Civic Centre
18/09/2017	Warminster Parking Partnership	DD30	193.60		7844/Community Hub
19/09/2017	Office Evolution Ltd	DD31	158.00		7821/Copy Fees Aug 17
19/09/2017	Booker	DD32	321.41		7836/Cafe Stock

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List of Payments made between 01/09/2017 and 30/09/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/09/2017	Consortium	DD33	98.99		7856/Notice Board for Cafe
19/09/2017	Clearsky IT	DD34	146.60		7876/IT Software
20/09/2017	Worldpay (UK) Ltd	DD35	35.00		7842/Card Processing Fees
20/09/2017	Worldpay (UK) Ltd	DD36	18.00		7843/Card Processing Fees
21/09/2017	West mercia Energy	DD37	359.39		7870/Elec 01.03.117-31.03.17
21/09/2017	Bank Charges	CHG	86.98		Bank Charge to 30 Aug 2017
22/09/2017	Nigel J Connor	DD38	72.00		7820/Stocktake Fees
25/09/2017	Clearsky IT	DD39	151.80		7880/Monthly Computer Charges
25/09/2017	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
27/09/2017	BOC Gases	DD28	23.06		7811/Bar Gas
27/09/2017	Hills Waste Solutions Ltd	DD29	157.47		7814/Recycling Charges
27/09/2017	Wiltshire Pension Fund	BACS	4,818.68		Wiltshire Pension Fund
27/09/2017	September Salaries	BACS	16,071.45		September Salaries

Total Payments	<u>73,010.00</u>
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WARMINSTER TOWN COUNCIL

Petty Cash Payments - September 2017

Date	Details	Total	VAT	NET	Zero Rate	Post	Travel	Consum.	Civic	Print & Stat	Training	Café Consum.	Café Stock	CC R&R	CC Bar	CC Consum.	CC Post	CC Print & Stat	CC Misc	CCTV Post	CCTV Print & Stat	
16.07.17	Lidl	7.00			7.00																	
21.08.17	Incredible Edible Garden	50.00			50.00																	
		57.00			57.00																	

gross check 57.00

Float Check	Denomination	Count	Total
£	0.01	30	0.30
£	0.02	15	0.30
£	0.05	20	1.00
£	0.10	17	1.70
£	0.20	26	5.20
£	0.50	1	0.50
£	1.00	4	4.00
£	2.00	0	0.00
£	5.00	24	120.00
£	10.00	6	60.00
£	20.00	0	0.00
		Count Total	193.00
		Expenditure	57.00
		Total	250.00

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Report to Finance and Assets Committee 6th November 2017. Regulation 4.8: Report to Committee any material variances in excess of 10% of the planned budget.

Accounts have been produced to 30th September 2017. The budget spend should be at 50%, 10% in excess of this figure would be 55%. The report is as follows.

CODE	TITLE	SPEND/BUDGET	%	EXPLANATION
101	Council Administration		39.6	Currently well within budget
4022	Postage and Telephone	1,257/2,000	62.8	Overall within budget; postage has decreased, telephone has increased in line with the office becoming busier.
4027	Subscriptions & Publications	3,296/2,500	131.9	£765.00 is to be re-code. The budget used is 88.70%; annual subscriptions paid in advance.
4059	Other Professional Fees	1,400/2,400	58.3	HR Advice paid in advance. Overall within budget.
102	Civic and Democratic			
4082	Town Crier	500/335	67	Honorarium paid in advance and subscription to AHGTC. Overall within budget.
107	Grants and Projects			
4701	Grants – permitted	8,000/16,800	210	Annual grants paid, balance to be transfer from general reserves
4703	WCR Community Radio	7,500/10,000	75	Within budget, paid in advance.
4708	CAB Grant	2,000/2,000	100	Grant paid.
4711	Warminster Festival Grant	2,000/2,000	100	Grant paid.

CODE	TITLE	SPEND/BUDGET	%	EXPLANATION
4712	Warminster Carnival Grant	3,000/3,000	100	Grant paid
4715	Inspire	3,173/3,500	90.7	Grant paid.
4718	Warminster Wobble	3,000	3,000	Grant paid.
201	CCTV			
4012	BT Redcare	12,775/12,755	58	Overall within budget. The percentage figure reflects the BT Redcare payment of £12,775 which is paid in advance.
202	Dewey House			
4020	Consumables & Other expenses	169/200	84.5	Items to be re-coded to CCTV
4012	Water rates	234/400	58.4	Increase in rates.
4035	Refuse Collection	548/550	99.7	Annual amount paid in April to WC. Within budget.
4037	Maintenance Contracts	757/1250	60.6	Chubb Alarm. Paid annually.
210	Lake Pleasure Ground: Town Park			
4028	Insurance	757/1,050	72.1	Insurance paid on a monthly basis in advance. Overall within budget.
211	Open Spaces			
4038	Grounds Maintenance	12,518/12,500	100.1	

CODE	TITLE	SPEND/BUDGET	%	EXPLANATION
				Hanging baskets. Complete. Grass cutting will be re-coded.
301	Civic Centre			
4011	Rates	3,967/7,000	56.7	Paid in advance. Within budget.
4012	Water rates	1,1396/1,500	75.9	This is being investigated. Query leak.
4029	Licences.	2,398/2,500	95.9	Performance licences paid annually, within budget. £220.00 will be re-coded to CCTV
4037	Maintenance Contracts	4,365/7,000	62.4	Servicing contracts paid annually; heating, alarm, doors, lift. Overall within budget.
4040	Equipment/furniture	1,448/1,000	114.8	Capital items to be re-coded. Overall within budget.
4801	Events funding	932/1,500	62.1	Income from film shows offsets: current income £1,024.00
214	Public Conveniences – Central Car park			
4011	Rates	7,735/4,300	179	Rates bill received 01/04/17 from 2016 – 2017: £4,259.20 2017 – 2018: £3,475.51 Unknown cost at time of budgeting after which the public conveniences were devolved.

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Minutes

Devolved Services Working group Thursday 10th August 2017 at 10.00am

Membership: Cllrs Brett (East) Chairman, Fraser (West), Fryer (West), Jolley (Broadway), Macdonald (East), Ridout (West), Stuart Legg Direct Services Supervisor (DSS) Volunteer Peter Hewitt, and Invited guests.

Present:

Cllr Brett (East), Cllr Fraser (West), Cllr Jolley (Broadway), Cllr Ridout (West)

In attendance:

Stuart Legg (DSS), Peter Hewitt , V Mills (Admin Officer)

Absent: Cllr Macdonald

DS/17/013 Apologies

Apologies were received from the Town Clerk and were received and accepted from Cllr Fryer.

DS/17/014 Minutes

The minutes and all actions agreed at the meeting held on 13th July 2107 were approved subject to the following amendments:

Cllr Fraser was in attendance and did not send apologies. Cllr Jolley was not in attendance and did not send apologies. The minutes would be amended to reflect this.

DS/17/015 Town Park and Associated Land

- a) Name of park: members agreed that the Lake Pleasure Grounds should be the primary name for the park to avoid the expense of changing signage outside and within the town. Any signs and new leaflets should refer to Lake Pleasure Grounds with Warminster Town Park as a subtitle.
- b) Pavilion Café: questionnaire on winter usage – food, opening hours, clubs etc. – had been placed in the café. Members suggested it should be circulated elsewhere, possibly as a leaflet in the Journal. **VM to establish the cost of leaflet drop (VM – circulation is 3,400, cost £102 + VAT).**
- c) Replacement table and parasols not yet ordered.
- d) Notice boards: Council notice board has been ordered for the café ('Friends' to put up their own board). **The position of both boards had been agreed.**

- e) Skate park: nothing to update at present.
- f) Park and central car park toilets: **DSS awaiting quotation from Ray Thomas. DSS had also met with LAN Services with a view to refurbishing the toilets at a later date.**
- g) Tennis courts: Clerk is continuing to seek grants to match fund LTA's £65,000.
- h) Boats on the lake: launch date May Day 2018. **DSS seeking sponsorship for boats. He will source boats in early September.**
- i) Tree survey: A comprehensive tree survey is required on all land owned by or in the responsibility of the Council. **Letters sent to relevant experts, awaiting responses.**
- j) Green Flag: The Green Flag was awarded and the flagpole installed. Flag-raising ceremony held on Friday 28th July and there had been a positive response from the public. The feedback report outlines the key areas that need to be addressed and will form the priority list for the park.
- k) King George V Playing Field and Football Ground: The transfer of the two areas to be referred to Full Council. There is a peppercorn rent from the Football Club who are struggling for funds.
- l) Stairs to boathouse: The DSS would like to install a gate at the foot of the stairs to the boathouse to prevent access for health and safety reasons. Members agreed this should be done. The renovation of the boathouse was a longer-term project that would need grant funding (see AOB, DS/17/017.1) so it was not practical to replace the staircase at this time. **DSS has asked Ray Thomas for a quote for the gate and for temporary repairs to strengthen the staircase.**
- m) Churchyards: The Clerk has arranged a meeting with Wiltshire Council to discuss and formalise responsibilities regarding the Minster Churchyard. This to be held in September. Noted.
- n) Walking football: Councillor Pitcher has asked whether a 'walking football club' could be set up in the small football area in the park. Members supported this idea but terms and conditions would need to be drawn up for regular use of the multi-games area (MUGA) such as had been produced for the Model Boat Club – specified times, days, exclusions etc. A grant from Health and Wellbeing could be sought to improve the MUGA using the club as evidence of benefit to the community.
- o) Memorial bench: The family of Anthony Holton have requested a plaque be placed on a bench outside the Chapel of St Lawrence or alternatively to place a bench in the park. Members in favour of a bench in the park to replace either missing or damaged benches. The bench would have to be of approved style for park. **DSS to inform family of costs including fitting.**
- p) Civic Trust Garden: Councillor Jolley has approached idverde to ask for costings for them to restore garden on behalf of the Longleat Lodge. **DSS awaiting response from idverde.**

DS/17/016 Budget implications

There were no budget implications arising from this meeting.

DS/17/017 AOB

DS/17/017.1 Members discussed the various projects that would need grant funding and whether the bids should be made by Friends of Warminster Park or the Town Council. These included the tennis courts, skatepark, boathouse renovations, paddling pool renovations, improvements to MUGA and the outdoor gym. Some of these were already underway. WTC and FoWP should meet to discuss this as WTC would not be able to access all sources. Sources included Sport England, Heritage Lottery, Health and Wellbeing (for the paddling pool and improvements to the MUGA) and the Community Transfer Fund. Some projects are already underway. **A schedule should be drawn up to indicate what projects needed funding, where funds have already been applied for and what grant sources are available. Pip would discuss with Fiona. A skilled bid writer should be enlisted – Tony Jackson could be approached.**

DS/17/017.2 The Green Flag report had identified the need to improve the tarmac in the park. **DSS to obtain prices for this work to establish how it will be financed.**

DS/17/017.3 Members requested that the schedule of projects and their progress should be a fixed item on future agendas.

Meeting closed at 11.30am.

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Minutes

Devolved Services Working Group Thursday 14th September 2017 at 10.00am

Membership:

Cllr Brett (East) Chairman	*	Cllr Macdonald (East)	Ab
Cllr Fraser (West)	*	Cllr Ridout (West)	*
Cllr Fryer (West)	*	Mr Peter Hewitt (Volunteer)	Ab
Cllr Jolley (Broadway)	A		

*Present **A** Apologies received **Ab** Absent

In attendance:

Fiona Fox, Council Clerk, Stuart Legg, Direct Services Supervisor (DSS).

DS/17/018 Apologies

Apologies were received were received and accepted from Cllr Jolley.

DS/17/019 Minutes

The minutes and all actions agreed at the meeting held on 10th August 2017 were approved

DS/17/020 Town Park and Associated Land

DS/17/020.1 Pavilion Café: the results of the recent questionnaire were presented to members. **(See attached).** The Town Clerk advised members that a permanent member of staff had now been employed for the cafe and that casual staff would be used to supplement staffing when required.

It was agreed that the café's winter opening days/hours would be Thursday – Sunday inclusive, 10.30am – 4.30pm from 1st October to 31st March. Should it be found that extended hours were required the matter would be re-considered by members.

It was further agreed that over the winter months the café would sell hot food including toasted sandwiches, jacket potatoes and soup. Members approved the purchase of a jacket potato oven at £600.00; a soup kettle at £50 and a sandwich toaster at £30.

It was agreed that a review would take place of the current sandwich selection and that toasted teacakes would be considered for the winter menu.

DS/17/020.2 It was noted that the Council notice board had been erected in the café.

DS/17/020.3 Skate park, 'Friends of the Park' project: Cllr Ridout updated members. Of note: once planning permission has been granted then there will be a PR exercise and the funding

programme will be launched; a letter of intent has been sent by Maverick; a presentation will be given at Kingdown School and the Warminster Area Board by the junior members of the skatepark committee; the requirement for a haulage road is current being investigated. This is required as 1500 tonnes of concrete cannot be transported through the park and a dedicated road will have to be constructed through the adjacent field. This cost of this will be circa £20,000.

DS/17/020.4 Park and central car park toilets: The DSS informed members that there had been significant blockages in central car park urinals. To finally resolve this problem blocked pipework had now been replaced. This was an emergency repair and the costs are yet to be advised.

DS/17/020.5 Japanese Knotweed: Cllr Tony Nicklin who wished to know the likely cost of digging and dumping the Knotweed on the islands – the question had been asked at another committee meeting and put for members attention - The DDS advised members that the cost of this method would be more than £100,000, in addition it was not appropriate for the lake. To note item **4.12.12 (e) Boating Lake** of our novated management plan: *‘undertake an annual inspection of the two islands to maintain them as shelterbelt/plantation areas. Attention is drawn to the presence of Japanese Knotweed and the requirement for the ongoing treatment, maintenance and eradication of the invasive weed under the Wildlife and Countryside Act 1981 and Environmental Protection Act 1990.’* The knotweed is cutback, glyphosate applied direct to the cut stems and the cuttings burnt, for which the Council has a licence.

DS/17/020.6 Tennis courts: Clerk is continuing to seek grants to match fund LTA’s £65,000. At this point members were apprised of the fundraising timetable for park projects, **DS/17/017.1** refers.

	PROJECT	COST	TIMESCALE	PROJECT LEAD
1	TENNIS COURT REFURBISHMENT: PARTNERSHIP FUNDING WITH THE LAWN TENNIS ASSOCIATION (LTA)	£135,000 £67,500 to source	LATE SPRING/EARLY SUMMER 2018	CLERK
2	SKATEPARK	£200 - £250,000	2019	CLLR RIDOUT
3	BOATS ON THE LAKE	In excess of £9,570*	May Day 2018	CLLR FRYER
4	OUTDOOR GYM		2018	HEALTH AND WELLBEING COMMITTEE/KEITH WEBSTER
5	TARMAC REPAIRS IN THE PARK: 5/6 areas have deteriorated.	To be advised	3 – 5 years	DSS
6	PADDLING POOL: consideration to be given to restoration/re-building with modern water system.	To be advised	2019	CLERK
7	BOATHOUSE INCLUDING TOILETS	To be advised	2019 ->	CLERK AND TEAM
8	PUMP TRACK	To be advised	2020	COLIN FRENCH
9	EXTENTION OF THE PAVILLION	To be advised	2019 - 2020	CLERK AND TEAM

*4x boats including oars @ £1,530 = £6,120; 30 life jackets @ £35 = £1,050; 3 x canoes @ £800 = £2,400. These are required for use by younger users who are unable to manage a rowing boat, a canoe is also required as a safety measure; plus insurance yet to be advised.

DS/17/020.7 Boats on the lake: launch date May Day 2018. DSS updated members on prices and a selection of boats for members consideration; the 'Heyland Toad' and the 'Heyland Swan'. **(See attached)**. Of note: the 'Heyland Swan' features in many lake use fleets as it comfortably accommodates 4 family members. A lengthy discussion took place regarding the funding of the boats, staff costs and other ancillary costs such as life jackets. It was acknowledged that the time scale for launch was very tight and that fund raising was required soonest. **Members agreed that the 'Heyland Swan' would be an appropriate boat for the Council's needs. It was further agreed that Cllr Fryer would lead on this project and would liaise with the DSS and Clerk to progress fundraising.**

DS/17/020.8 Tree survey: It was confirmed that three tenders for the tree surveys had been sought, but only one tree expert had responded. Jonathan Astill was suitably qualified and insured to provide advice on the condition of trees, his revised quotation would be on a negative reporting basis i.e. All trees will be subject to a thorough survey, but only those requiring management or regular monitoring in the interest of addressing a significant risk to people or property shall be tagged, plotted and included on survey schedule. Negative reporting shall include trees of good quality in low risk areas which exhibit significant structural defects, where management could be undertaken to preserve their integrity and longevity.

Members noted progress and that the survey would be arranged soonest.

DS/17/020.9 King George V Playing Field and Football Ground: **Members noted that the transfer of the two areas to be referred to Full Council.**

DS/17/020.10 Stairs to boathouse: The DSS advised members that for health and safety reasons he regarded the installation of a gate at the foot of the stairs to the boathouse as prudent to prevent access. He would also investigate the cost of repairs to the stairs should this be deemed necessary in the future. **Costs were still awaited but members noted and agreed that a gate should be installed.**

DS/17/020.11 Churchyards: The Clerk had arranged a meeting with Wiltshire Council on Wednesday 13th September to discuss and formalise responsibilities regarding the Minster Churchyard. The meeting had been productive in terms of both sides agreeing that clarity over responsibilities was required. The Clerk had compiled all the historical information available from the Council's files relating to the Minster's grounds maintenance. Further searches were to be made in the Council's archive, communication with Wiltshire Council would continue whilst clarification and agreement was sought. **Members noted.**

DS/17/020.12 Signage Plan: DSS has met with three companies to devise a signage plan and is waiting for quotations. **Members noted.**

DS/17/020.13 Civic Trust Garden: Councillor Jolley had approached idverde to ask for costings for them to restore garden on behalf of the Longleat Lodge. This item was moved to the next meeting for Cllr Jolley's report back.

DS/17/021 Items for consideration at future meetings

DS/17/021.1 Cllr Fraser informed members that Mr Peter Davidson would like to build an amphitheatre next to the putting green. To seat an audience of 100, it would be based on the amphitheatre in Frome. **Members queried the requested location and it was agreed that this would be brought back to the next meeting.**

DS/17/021.2 Weeds at Dewey House. Cllr Fraser was informed that spraying weed spraying was under contract to idverde and that the weeds would be treated.

DS/17/021.3 Gullies on Westbury Road. Cllr Fraser was advised that this problem should be reported to Wiltshire Council using the App.

DS/17/021 Budget implications

The Clerk outlined the following budget implications which will be presented to the next Finance and Assets committee.

Soup kettle: £50.00

Sandwich toaster: £30.00

Baked Potato Over: £600.00 *this is suitable to cook other items*

Urinal repairs TBC

Gate installation at the Boat House TBC.

Meeting ended: 11.50am



Ray Thomas

Property Services Ltd



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QUOTE

To: Stuart Legg
Warminster Town Council

Date: 11th October 2017

To carry out works to the Boathouse emergency staircase in the Town Park:

Although the staircase is in poor condition, it appears to be structurally sound. *ie the frame.*

Our suggestion

To clear off the old paint from the staircase by jet washing and using a mechanical wire brush to remove the build up of many years of paint. *- required prep. work.*

To renew treads where needed and repair any structural steelwork on site.

To supply and install a new gate mounted in a frame and welded or bolted to the staircase. *- 6ft. including anti-climb additions!*

To paint and finish

Labour and materials £3,400.00
VAT @ 20% £680.00
Total £4,080.00

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MINUTES
Town Promotion Team
Warminster Civic Centre
Monday 4th September 2017
4.30pm

Membership:

Clr Sue Fraser	*	Ann Francis	*
Clr Tony Jackson	*	Muzib Rahman	*
Clr Tony Nicklin	A	Andrew Robinson	A
Clr Nick Pitcher	*	Chris Spender	A
Clr Pip Ridout	A	Len Turner	*
Melvin Davis	*		

Key: * Present A Apologies AB Absent

In attendance: Veronica Mills (Administration Officer)

1. Election of Chairman

Councillor Nick Pitcher was elected Chairman.

2. Election of Vice Chairman

Councillor Sue Fraser was elected Vice Chairman.

3. Apologies

Apologies were received from Councillors Tony Nicklin and Pip Ridout, Andrew Robinson and Chris Spender.

4. Terms of Reference

The draft terms of reference were approved.

5. Market Towns Forum, Visit Wiltshire and other sources

Identify sources of support for promoting the town. 'Buddy' with other towns.

Sue Fraser explained that the Market Towns Forum was a great opportunity to learn what other towns are doing. The following ideas were suggested:

- Organise a 'secret tour' with another town to identify how easy it is for a visitor to find their way around

- Trowbridge seems to have something in the park most weekends – we should look at what they are putting on and see what else we could do
- Reintroduce brass bands in the bandstand during summer months
- Following the demand for Heritage Open days, possibly arrange regular tours of businesses in Warminster, for example Arco Candles – **Melvin Davis to investigate whether businesses would welcome tours and whether they had the necessary insurances**

6. Warminster Brand

Consider developing a Warminster brand (see current Town Promotion team logo and the Warminster Town Council website’s use of the Warminster tapestry).

There was no clear view on a brand. The Economy and Tourism Group had received a grant from the Area Board in the past to print copies of the Warminster tapestry to put in empty shops. Access to the interior of shops was often difficult to obtain but vinyl artwork could be applied to the exterior of windows. However, this could be vandalised.

The group discussed the Wilton map that had been provided as a sample:

- **It was agreed that a map of the town was essential.**
- **The map could incorporate the blue plaque trail.**
- **Nick Pitcher to investigate where Wilton sourced their map and the costs** – Len Turner felt the Community Hub may be able to contribute to the costs.

7. Projects

7.1 Blue Plaque Trail

See the current trail attached. Are there any other buildings/sites that could be added? Do all existing ones still qualify?

The group would like to include the park, with an information panel on how the lake was dug.

7.2 Vintage Bus Day

Consider linking with Silver Street vintage shops – possibly open on that day and get the buses to stop in Silver Street.

Ann Francis would like buses to stop in Silver Street on Vintage Bus Day. She was aware of the likely demographic of the travelers but felt there was a lot of vintage memorabilia that may be of interest. The suggestion of holding stalls in the Central Car Park was also welcomed. **Time factor will be an issue for this as the Vintage Bus Day is on 1st October.**

7.3 Christmas Lights

Late night shopping to participate in the event.

There did not appear to be a desire for late night shopping but a preference to advertise the shopping areas of Warminster. Suggestion that Silver Street could be advertised as is done in Salisbury – ‘You are now entering the vintage area’ etc. Shops to produce flyers to tie in with Christmas Market and lights.

8. AOB

A chance to brainstorm any ideas members may have for other projects.

- Reindeers in the park at Christmas (Tony Jackson)
- Santa at the Pavilion Café
- Warminster mugs for sale in the Community Hub and shops – **Ann Francis to investigate source and costs**

9. **Dates of proposed meetings**

The proposed dates of 6th November, 8th January, 5th March and 23rd April were approved.

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Mayoral robes – costs

Mayoral robes are to a standard design with or without fur trim.



Wimborne mayoral robes without trim.

Westbury's mayoral robes – fur-trimmed, bought second-hand from Marlborough at a cost of £600.



In addition to robes the following accessories are available from Michael's Robes in Bristol who specialise in the provision of mayoral and town clerk robes.

Tricorn hat for females £410 + VAT

Bicorn hat for males £410 + VAT

Lace bib-style jabot £119 + VAT

Lace sleeves £90 + VAT

White cotton gloves £14.50 + VAT

Town Clerk robes £685 + VAT (minimum price – dependent on cloth chosen)

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Warminster Town Council

Internal Audit Report 2017-18 (Interim)

Stuart J Pollard

Director

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with the requirements in terms of independence from the Council decision making process appointing us at Auditing Solutions Ltd to provide the function for the Council.

This report provides detail of those areas examined during our 2017-18 interim visit, which took place on 3rd October 2017 and will be updated following our final visit, the date of which has yet to be determined, but will follow the contract accountants' closure of the Council's Accounts for the financial year.

Internal Audit Approach

In commencing our review for 2017-18, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts.

As the Council's Internal Auditor and under the present audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas.

Overall Conclusion

Overall, we are pleased to conclude that, in the areas examined to date this year, the Council continues to operate effective control systems that should help ensure that transactions are recorded accurately in the financial ledger and, subsequently, the detailed Statement of Accounts and Annual Return. We have identified one or two areas where we consider cash handling procedures require further improvement as detailed in the body of the appended report.

Detailed report

Accounting Records and Bank Reconciliations

The Council uses the Omega accounts software, with external contractors (DCK Beavers Ltd) continuing to provide a monthly accounts processing service. A single combined cashbook for the Current & Instant Access bank accounts, operated at HSBC, remains in place: this is supplemented by a series of periodic Term deposits, also with HSBC.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have, consequently: -

- Verified that an appropriate cost and nominal ledger structure remains in place:
- Checked and agreed the opening Trial Balance in the Omega software for 2017-18 to the closing Financial Statements for 2016-17 to ensure that all balances have been properly rolled forward;
- Checked and agreed two months' transactions (April & August 2016/7) in both accounts, including the daily "sweep" transfers to maintain the current account balance at a constant £5,000, to relevant bank statements; and
- Checked and agreed the software based bank reconciliations as at 30th April and 31st August 2017 with no long standing, un-cleared effects or any other abnormal entries arising.

Conclusions

We are pleased to record that no issues arise in this area currently: we shall undertake further work in this area at our final visit, including checking one further month's transactions and ensuring the accurate disclosure of the combined year-end cash and bank balances in the year's Accounts and Annual Return.

Review of Corporate Governance

- Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -
- Noted that Standing Orders and Financial Regulations have again been reviewed and re-adopted in the current financial year at the Full Council meeting in May 2017;
- Noted previously that comprehensive Corporate Policies and Protocols remain in place, which have previously been embodied in the Staff Handbook; and

- Commenced our examination of the minutes of the Full Council and its extant Committee meetings (except for Planning) to date in 2017.

Conclusions

We are pleased to record that no matters have been identified in this area warranting further comment at this stage: we shall undertake further work at our final visit and report our conclusions accordingly.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced testing in this area examining a sample of all those payments individually in excess of £3,000, together with a more random sample of every 30th cash book transaction to ensure compliance with the above criteria. Our test sample comprises 33 payments plus the monthly NNDR payments to Wiltshire Council and monthly insurance payment to Aviva for the year to 31st August 2017, totaling £140,400 and representing 55% of non-pay costs for the year to the above date.

We are again pleased to note from our examination of minutes that quotations are sought where considered appropriate and that no larger items of expenditure requiring a formal tender process has arisen in the current year.

We also note that VAT returns continue to be prepared and submitted quarterly utilising the HMRC on-line facility and have verified the first quarter's reclaim to the underlying Omega control account balance as at 30th June 2017.

Conclusions

We are pleased to report that all the above criteria have been met in respect of the sample of payments examined to date with sound control exercised over the authorisation and payment of supplier invoices and other similar expenditure. We shall extend our test sample to cover the remainder of the year at our final visit, also reviewing the remaining three quarterly VAT reclaims and agreeing their detail to the control account in Omega.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Noted that the LCRS risk assessment software has been updated with revised detail adopted by members in May 2017; and
- Noted that the Council's insurance cover continues to be provided by Aviva plc with Public and Employer's Liability both in place at £10 million and Fidelity Guarantee cover at £0.5 million.

Conclusions

We are pleased to record that no issues arise in this area of our testing work: we shall continue to monitor the Council's approach to risk management at future visits and report accordingly.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

This interim visit has occurred in advance of any detailed preparatory work on the 2018-19 budget and precept.

We are pleased to note that regular budget monitoring reports and variance commentaries continue to be considered by members and have reviewed the position as at 31st August 2017 at this interim visit with no significant or unexplained variances noted warranting further enquiry.

Conclusions

We are pleased to record that no issues arise in this area currently. We will undertake further work at our final visit, examining the year-end budget outturn, ensuring that the 2018-19 budget and precept deliberations have been completed appropriately and formally adopted: we shall also ensure that the Council continues to retain an appropriate level of reserves to meet its ongoing revenue spending and development aspirations.

Review of Income

Our objective here is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span.

As noted earlier in this report, we have tested two sample months of all receipt transactions from cashbooks to relevant bank statements with no issues.

We note that the Council has taken over the running of the café in the Town Park and have examined a sample of the cash-up sheets and discussing the procedures in place with officers. Whilst we appreciate that two members of staff are not always present at the close of daily trading, best practice indicates that, in order to protect the individuals cashing-up from any potential risk of allegations of misconduct in the event that takings are significantly different to the totals as recorded on the “Z” till readings, two officers should undertake the cash-up and both sign the cash-up sheet.

In similar vein to protect staff, where cash is handed over to another officer prior to banking, the receiving officer should check the cash and verify it to the cash-up sheet detail and sign that record accordingly confirming the value of cash received and acknowledging receipt of the cash.

We also note the existence of a £100 cash till float, which is stored overnight in a safe at the café: we understand that the safe key is “hidden” on the premises and consider that, to improve security, a combination key safe be acquired with the key more securely housed therein when not required.

We have also examined the nominal ledger income codes as at 31st August 2017 to ensure that no obvious mis-postings or areas exist where anticipated income has not been received with no issues arising currently: we shall revisit this area at our final review.

The Council uses the Omega Sales Ledger to raise invoices and manage debt: we have examined the latest available detail on the Sales Leger “All Unpaid Invoices by Date” report noting the existence of one debt dating back to 3rd November 2016, which should be pursued actively for recovery: we shall revisit this area at our final visit establishing the actions being taken to chase any residual long-standing debts.

Conclusions and recommendations

We are pleased to record that no issues of significant concern arise in this review area, although, as indicated above, we consider that the cashing-up and safe security procedures at the Town Park café could and should be further strengthened. We will examine the operative controls over further income streams at our final visit, reporting our conclusions accordingly.

R1. Wherever practicable, two officers should undertake the café till cash-up at the close of business each day.

- R2. *When cash is transferred from one officer to another prior to banking, the receiving officer should check the physical cash received agreeing it to the till cash-up sheet and sign the sheet accordingly confirming the amount received (the cash-up sheets should be re-designed accordingly).*
- R3. *A combination key safe should be acquired and installed at the café to more securely “store” the safe key.*

Petty Cash Account

The Council continues to operate a limited petty scheme with an Excel control sheet forming the basis of the periodic re-imburement to the agreed maximum holding level of £250. We have examined the two sheets prepared to date covering transactions in the current financial year to 1st July ensuring that each transaction is appropriately supported by a trade invoice or till receipt.

We have also checked the physical cash holding, together with unreimbursed vouchers, at this interim visit noting a surplus cash holding of £5.00. This appears to have been a bank error as a “packet” purportedly holding 20 new £5 notes held 21. The surplus cash should either be banked as a miscellaneous income receipt or, when next the account is “topped-up” the physical “top-up” be adjusted accordingly, again with the surplus being coded as a miscellaneous receipt.

In examining the petty cash nominal ledger account in the cashbook, we noted that the petty cash expenditure (£178.86) to May 2017 has been posted to the petty cash as a debit through the purchase ledger thereby inflating the cash holding balance to £428.86, rather than the correct value of £250: this will require correction by journal.

Conclusions and recommendations

We are pleased to record that no significant issues arise in this area other than, as above, to suggest that the surplus £5 cash be treated as a miscellaneous receipt.

- R4. *The surplus £5.00 cash in the petty cash tin should either be banked or the next reimbursement be adjusted accordingly with the £5 recorded as a miscellaneous receipt.*
- R5. *The erroneous entry in the petty cash control account in the Omega nominal ledger should be corrected by an appropriate journal.*

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as last revised from 1st April 2017 in relation to the employees’ contribution bandings.

We have examined the payroll procedures in place and the physical payments made to staff in 2017-18, by reference to the September 2017 payroll documentation, which continues to be produced by external contractors (Safeguard World) using their own bespoke software. We have: -

- Ensured that the Council had approved employee pay rates for the financial year, noting that the national pay award effective from April 2017 has been applied;
- Checked to ensure that appropriate PAYE tax codes are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2017;
- Checked to ensure that national insurance deductions were being computed accurately;
- Checked that the correct scales of superannuation deductions, based on the extant LGPS salary bandings are being applied (where appropriate);
- Ensured that appropriately approved timesheets are submitted by all employees in support of any flexible hours worked and / or claimed as overtime; and
- Verified detail of the net salary payments by reference to payslips, payroll summary reports and the subsequent BACS listings.

Conclusions

We are pleased to record that no issues have arisen from our review of a sample of payroll transactions this year.

Investment and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer-term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We note that the Council continues to place “surplus” funds in periodic Term deposits and have checked and agreed the “investments” to date in the financial year to the HSBC bank advice notes, also ensuring that interest arising on maturities has been entered accurately in Omega.

We also note the existence of one PWLB loan repayable twice yearly, although no repayments had been made to date this year.

Conclusions

No issues arise in this area currently. We shall review the year’s loan repayments at our final visit as part of the above expenditure / payment testing review process, also verifying the accurate disclosure of the residual loan liability in the year’s Annual return.

Rec. No.	Recommendation	Response
Review of Income		
R1	Wherever practicable, two officers should undertake the café till cash-up at the close of business each day.	
R2	When cash is transferred from one officer to another prior to banking, the receiving officer should check the physical cash received agreeing it to the till cash-up sheet and sign the sheet accordingly confirming the amount received (the cash-up sheets should be re-designed accordingly).	
R3	A combination key safe should be acquired and installed at the café to more securely “store” the safe key.	
Review of Petty Cash		
R4	The surplus £5.00 cash in the petty cash tin should either be banked or the next reimbursement be adjusted accordingly with the £5 recorded as a miscellaneous receipt.	
R5	The erroneous entry in the petty cash control account in the Omega nominal ledger should be corrected by an appropriate journal.	

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**This page is part of Section 3 - External auditor certificate and opinion 2016/17
Warminster Town Council
External Auditor Report for the year ended 31 March 2017**

Other matters not affecting our opinion which we wish to draw to the attention of the authority

Period for the exercise of public rights

The Local Audit and Accountability Act 2014 (the Act), sections 26 and 27, and the Accounts and Audit Regulations 2015 (the Regulations), sections 14 and 15, set out the requirements for the period for the exercise of public rights of objection, inspection and questioning of the external auditor. In particular section 14(1) of the Regulations stipulates that any rights of objection, inspection and questioning of the external auditor conferred by sections 26 and 27 of the Act may only be exercised within a single period of 30 working days.

The Authority published its Notice indicating the period for the exercise of public rights commenced on 28 June 2017 and ended on 9 August 2017. This is more than the 30 working days as required by the Regulations. For any days over those 30 working days, a member of the public would have no formal rights in respect of objection, inspection and questioning of the external auditor.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date *27/9/17*

Our ref WLT247

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

WARMINSTER TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

See attached

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

27/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Purpose of Report

To inform members that the Council has received its first CIL payments and to consider if there are any actions that need to be taken because of the information received, such as to form a policy and procedure setting out how the Town Council uses its Community Infrastructure Levy (CIL) receipts.

Background Information

The Community Infrastructure Levy (CIL) forms part of the formal planning process and is administered by Wiltshire Council in their role as the Planning Authority. Essentially CIL (the 'levy') is a tool for local authorities in England and Wales to help deliver infrastructure to support the development of an area.

CIL is a charge that Wiltshire Council can place on development in the county. The money generated through the levy will contribute towards the funding of infrastructure to support growth. CIL is applied as a charge on each square metre of new development and is payable by most developers in Wiltshire. It replaces many Section 106 contributions. There are some exceptions from the levy, but where these do not apply Wiltshire Council applies for the contribution when planning permission is granted.

From April 2015, Wiltshire Council has been restricted in its ability to pool infrastructure contributions through Section 106 agreements.

On the 18th May 2015, CIL came into effect in Wiltshire and Wiltshire Council will charge CIL on all CIL liable development granted planning permission on or after this date.

Warminster Town Council has already received some CIL funding and the information and guidance notes from Wiltshire Council on receiving and the use of CIL funds is appended to this report.

The following has been received by the Town Council:

Application No.	Site Address	Tranche	Amount
16/07953/FUL	102 Victoria Road, Warminster BA12 8HG	-	£7,677.01
15/12197/REM	Land South East of Damask Way, BA12 9PP	-	£11,137.46
16/06072/FUL	7B Hillwood Lane, BA12 9QQ	-	£2,666.23
			£21,480.70

A separate budget has been set up to account for CIL funding received. The Town Council is obliged to make specific arrangements for the proper administration of CIL monies; to ensure transparency the Town Council must publish the following information each year:

- Total CIL receipts
- Total expenditure
- A summary of what the CIL was spent on
- Total amount of receipts retained at the end of the reported year from that year and previous years

The Town Council does not currently have a policy or procedure for the spending of any CIL monies received. The CIL regulations state that a parish/town/city council must use CIL receipts 'to support the development of the local council's area, or any part of that area, by funding:

- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- b) anything else that is concerned with addressing the demands that development places on an area.'

This is a wider definition of how Wiltshire Council can use CIL funds (restricted to infrastructure to support the development in the area).

This gives the Town Council considerable freedom to spend their proportion of CIL on things that address the impacts of development in its area. Notwithstanding this freedom there are several factors that should be considered by the Town Council and one of which, as stated above, should be a policy and procedure or a clear spending plan. CIL cannot be used as a replacement for everyday Town Council expenditure and misspent CIL can be claimed back by Wiltshire Council.

Some Town and Parish Council have produced a Town or Parish Infrastructure Delivery Plan (IDP) that lists and prioritises projects and helps understand the needs of the town. The attached summary of projects could inform this way forward. There is sound advice stating that Town and Parish Councils should engage with their local community to determine the local infrastructure needs.

There may be some temptation for some Town and Parish Council to spend CIL receipts quickly on short term/quick win infrastructure projects. However, this is not advisable, and the advice suggests that Town and Parish Councils should consider the long term housing growth and resulting infrastructure needs in the area when developing plans for the spending of CIL. It may take some time for sufficient funds to accumulate for more strategic infrastructure or there may be other funding opportunities which will allow the delivery of more significant infrastructure projects which would benefit the local community.

Financial Summary

As stated above the Town Council has so far received a total of £21,480.71 in CIL funding. This will be placed in a designated budget and will not be committed until Council approves a policy and procedure on how and what it can be spent on.

The Town Council can request that Wiltshire Council pool our contributions, in this way the clock does not start to tick until the money is in our account and this could be of benefit when the contributions are below, say, £5,000; if not spent within 5 years, Wiltshire Council can claim CIL back, therefore pooling may be advantageous.

Recommendation that:

Members consider the next stages with regards to a policy and procedure setting out how the Town Council uses its Community Infrastructure Levy receipts.

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CIL PROJECTS

The following emphasis has been placed on sports, leisure and cultural facilities in the Neighbourhood Plan, Town Plan, Strategic Plan and Service Plan.

1. NEIGHBOURHOOD PLAN

The following extracts are from the Neighbourhood Plan **Section 6: A Place to Enjoy**

6.1 Aspirations

Warminster needs a broad and diverse range of leisure, sport and community facilities that appeal to, and cater for, the needs of as wide a segment of the local population as possible.

Leisure facilities should be of high quality, well maintained and safe for users.

6.1.1 Community facilities, including **leisure and sports amenities, need to be improved** and expanded to satisfy the requirements of a growing population.

6.2 Leisure and Recreational Space

6.2.1 Leisure and recreational pursuits are ever more important elements of our lives. They include an increasing emphasis on healthy and active living. Warminster on the other hand has suffered from an uneven and inadequate development of recreational opportunities over the years. Moreover, there is a largely uncoordinated approach to securing further funding or facilities. Adequate recreational provision must be made to support the needs and aspirations of our present and growing population.

6.2.2 This Neighbourhood Plan has the following specific aims relating to leisure and recreational space:

- To ensuring that everyone has access to high quality, open spaces, and **leisure facilities that are well maintained and managed.**
- To provide for a diverse range of leisure activities that appeal to local residents and attract others to the town.
- To enhance the provision of youth-related activities, particularly those which contribute positively to health and well-being.
- To conserve existing resources, including recreational green spaces, and allocate new areas to meet current shortfalls and the needs of a growing population.
- **To protect and enhance the Town Park and Smallbrook Meadows. These areas should become a recreational focus for residents within the town centre.**
- To enhance access to the countryside.

6.2.3 Warminster has a multitude of leisure opportunities from open spaces such as the Town Park to a broad range of clubs and activities that operate in the local area. Related facilities include:

- Smallbrook Meadows nature reserve.
- **The Town Park** with its various facilities including: **tennis courts**, play areas, mini-golf, **skate park** and others.

.....

Community Action: The Town Council will seek to ensure that CIL/Section 106 monies contribute to the expansion/modernisation of existing sports, club and community facilities and also the creation of new amenities.

6.2.4 Conversely, Warminster lacks any leisure attractions such as ten pin bowling that act as destinations in their own right. It is a shortfall however in youth-related amenities that has received most comments during the consultation process. Specific recreational-related aspirations include:

- The **development of a cycle pump track** as part of the Town Park (Warminster Cycling Club).
- An outdoor table tennis area (Warminster Table Tennis Club).
- **Improved children's play areas including upgrading of the paddling pool in the Town Park.**
- **The development of a fitness circuit within the Town Park.**
- New amenity spaces and playgrounds as part of new developments.
- **Upgrading and maintenance of the tennis courts and multi games area within the Town Park.**
- **Sports facilities with all weather and floodlight facilities.**
- Allotments.

POLICY E2 – NEW LEISURE FACILITIES

Major developments in Warminster shall include provision of, or a contribution towards, playground areas and green amenity spaces.

POLICY E3 – YOUTH-RELATED AMENITIES

The following development will be supported:

- **Enhancement of skate park facilities** in the Town Park.
- Development of a **cycle pump track** adjacent to the Town Park
- Improvements to the scout hut in the Town Park.
- Reinstatement of BMX cycle track in vicinity of Dorothy Walk/Portway for local use.

6.3 Cultural Facilities

6.4.3 Cultural facilities were ranked the least positive attribute of Warminster by the Town Users' Survey conducted as part of benchmarking during 2014.

6.4.4 **Absorbing the youth development facility adjacent to the Athenaeum into the Centre** also offers a potential 'win-win' scenario for both entities by allowing the optimised use of the combined space.

POLICY E4 – ATHENAEUM CENTRE

The integration of the old youth centre building with the Athenaeum Centre to create an enlarged amenity for arts and cultural activities suitable for all age groups will be supported.

Justification:

Optimises use of available land/buildings

Enhances existing youth-related facilities

Increases space for cultural activities.

Community Action:

The Town Council recognises the need for museum and library facilities and will work with other parties to support the provision of enhanced and dedicated museum and library facilities.

2. TOWN PLAN

3. Vision

An attractive environment

To ensure that key buildings such as the Athenaeum and the Old Town Hall are in vibrant and sustainable use (p. 25).

A leisure and community hub

To secure new leisure facilities for all ages, particularly provision for young people and young families. Facilities should **be centrally located** whenever possible to ensure their ease of access (p. 25).

4. Opportunities

A leisure and community hub

There is a range of youth and sports provision in the town, but consultation has identified the potential to **provide more youth facilities, particularly evening activities and venues**, and also potential to promote community use of the army garrison and Warminster School's sports facilities. A range of evening, leisure and community uses will be supported as part of mixed use developments in the town, in addition to **improvements to the Pleasure Grounds such as new skate facilities** and improved links with the town centre (p. 39).

Warminster Lake Pleasure Grounds

a. Improved visibility and entrance. The park is largely hidden from Weymouth Street by the presence of the dense boundary hedge. **Opening up some or all of this boundary with railings in place of the hedge would significantly improve the visual benefit of the park and promote awareness.** The park would also benefit from a new formal entrance from Weymouth Street relating to the strong formal landscape elements.

b. Leisure facilities. The park has an important role to play in providing leisure facilities for young people which are free to use. The **provision and maintenance of facilities such as skate park, basketball court and football nets** will be encouraged here (p. 63).

3. STRATEGIC PLAN

Strategic Priorities for the town

3. A PLACE TO ENJOY

Improving the quality of the public realm by recognising that the state of the local environment reflects the quality of the town. **The Council will identify actions to improve the local environment for all ages, particularly the elderly and vulnerable, and provide facilities and services for younger people.** Warminster will aim to be a vibrant and attractive place for residents and visitors.

Growth and the Neighbourhood Plan

...Through community engagement as part of this process, it was identified that local services would need to be considered to protect the open spaces the town currently has as well as **reviewing sports and leisure facilities** for the future (p. 3).

4. SERVICE PLAN 2017–2018

PRIORITY 3 A Place to Enjoy

4. We will recognise the range of leisure and sporting assets and seek to add to them

Support and lobby for new leisure facilities within significant developments in the town
Oppose new developments where recreation or sports facilities are lost unless equivalent provision is provided
Support the development of improved amenities for arts and cultural activities
Promote cycling by developing cycling route maps
Produce walking route maps and promote local countryside for walks
Carry out consultation exercise on Lake Pleasure Grounds

Cllr Fryer is proposing two events during his Mayoral year. The following estimates are for members' approval:

- 1 A budget of £4100.00 to fund two Civic events for his Mayoral year 2017 - 2018.

Park Event 2.00pm open 5.00pm close	
Hire Garden Party Gazebo 20' x 20'	
SW Marquees	£ 600
Brass Band say	£ 400
Childrens Entertainer	£ 500
Current insurance included	nil
Security & first aid	£ 400
Refreshments	£ 250
Civic Reception event	
Buffet 80 @ £15	£1200
Prosecco 80 glasses at 6 per bottle @ £7	£ 100
Flowers	£ 50
Refreshments	£ 100
Provision for cost over runs	£ 500
Total	£4100

- 2 That this budget, £4,100, should carry on from year to year, so that Members do not need to calculate the Civic budget on an annual basis.
- 3 That the mayor decides upon the events as has happened in the past.

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