

29th December 2017

You are summoned to a meeting of the:

Finance and Assets Committee
on Monday 8th January 2018 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, Vice Chairman (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 6th November 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 6th November 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 October and November 2017 and the **chairman to sign** and verify against the bank statements seen.

8.2 To note the accounts to November 2017 and the report on material variances.

8.3 To approve the list of payments made in October and November 2017 and the **chairman to sign**.

8.4 To approve the petty cash schedules for October – November 2017.

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

| | |
|--------------------------------|------------|
| 31 st October 2017 | £10,000.00 |
| 10 th November 2017 | £20,000.00 |
| 14 th December 2017 | £15,000.00 |

9. **Draft Budget 2018/2019**

Members to approve a budget and Precept proposal to Full Council. For consideration is a draft budget and Precept of £749,012. This would require a Precept increase of £196,400 to allow for a balanced budget. This represents an increase (per Band D Equivalent charge) of 32.32%, equal to £30.31/annum or 58 pence/week.

As last year, most of the increase is owing to the impact of transferred services from Wiltshire Council. The proposed Precept increase includes the costs of the Council servicing nine playgrounds currently the responsibility of Wiltshire Council, who as of 1st April 2017, no longer have a playground maintenance budget. **Total net revenue cost: £53,420.**

There is also a provision for boats on the lake. **Total net revenue cost: £7,000.**

Re-instate an increase in general reserves, which will inevitably be adversely impacted by any further future transfer of services from Wiltshire Council. **£44,000**

Budget discussions have taken place at the last Finance and Assets Committee meeting, Devolved Services and Assets Sub-Committee, and Full Council. Members will now need to refer the final budget requirement for approval at Full Council on Monday 22nd January 2018 to enable the precept to be requested of the principal authority. Should members have any questions on the budget lines, the Clerk will be happy to discuss in advance of the meeting. (A summary of the figures is attached with guidance notes).

Members are requested to agree a budget and precept recommendation for Full Council.

10 Devolved Services

10.1 To approve the minutes of the Devolved Services working group meeting held on the 12th October 2017 and to agree all actions contained therein. **(The minutes are attached).**

10.2 To approve the change of name of the committee from Devolved Services Sub-Committee to Devolved Services and Assets Sub-Committee.

10.3 To approve the terms of reference for the committee:

1. To monitor the devolved services and assets budget.
2. To receive the list of work required on the devolved assets and services, and to approve for ratification at Finance and Assets.
3. To discuss and agree recommendations on any potential service or asset delegation from Wiltshire Council.
4. To monitor those services and assets already devolved.

10.4 To approve the items for spending for the Lake Pleasure Grounds from the Devolved Services and Assets Sub Committee meeting held on 14th December:

| ITEM | COST | |
|---------------------------|--------------|--------------------------------------|
| 10 Broxap dual waste bins | £3,490 + VAT | Devolved Services earmarked reserves |
| 6 Glasdon Phoenix benches | £2,250 + VAT | Devolved Services earmarked reserves |

11. Town Promotion Sub-Committee

To approve the minutes of the Town Promotion Team working group meeting held on 6th November 2017 and to agree all actions contained therein. The minutes are attached.

12. Town Development Committee

There are no items from the last meeting requiring approval from Finance and Assets.

13. Dog Bags

FA/17/048 refers: Members agreed to recommend to Full Council that dog bags should no longer be provided free of charge. The Clerk has discussed with the Council's accountant the feasibility of charging for dog bags. Many of the residents who request bags do so because the quality of the bags the Council supplies is better than those available elsewhere. The cost of bags including carriage is £292.80 including VAT for 20,000 bags in packs of 50. **Members to decide whether to continue to supply dog bags at a charge to the public**

14. 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 5th March 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.

Bank Reconciliation Statement as at: 31/10/2017 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 | 31/10/2017 | 942 | 6,605.40 |
| Instant Access Account | 31/10/2017 | 393 | 377,517.14 |
| | | | <u>384,122.54</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 11/07/2017 200943 Friends of Warminster Town Pai | | 10,000.00 | |
| 22/09/2017 DD38 Nigel J Connor | | 72.00 | |
| 10/10/2017 975 J & K Burton | | 46.20 | |
| 10/10/2017 977 Wiltshire Council | | 1,105.00 | |
| | | | <u>11,223.20</u> |
| | | | 372,899.34 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | | <u>0.00</u> |
| | | | 372,899.34 |
| | | Balance per Cash Book is :- | 372,899.34 |
| | | Difference is :- | 0.00 |

RECEIVED

Your Statement

06 NOV 2017

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



023972_304 1/ 12 00009 18537 3640 39700

Account Summary

| | |
|-----------------|-----------|
| Opening Balance | 5,000.00 |
| Payments In | 75,587.66 |
| Payments Out | 73,982.26 |
| Closing Balance | 6,605.40 |

1 October to 31 October 2017

Account Name

Warminster Town Council

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

| Sortcode | Account Number | Sheet Number |
|----------|----------------|--------------|
| 40-45-23 | 91001000 | 937 |

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|----------|----------|----------|
| 30 Sep 17 | BALANCE BROUGHT FORWARD | | | 5,000.00 |
| 02 Oct 17 | DD AVIVA | 1,252.91 | | |
| | DD WATER2BUSINESS | 65.50 | | |
| | DD WATER2BUSINESS | 490.00 | | |
| | SO HUNOT HR | 240.00 | | |
| | CR Hervin Robin | | | |
| | J71 P508 LODGE REN | | 329.98 | |
| 03 Oct 17 | TFR TRANSFER 21136496 | | 1,718.43 | 5,000.00 |
| | DD BOOKER LTD -BK | 262.30 | | |
| | TFR TRANSFER 21136496 | | 262.30 | 5,000.00 |
| 04 Oct 17 | CR MV- 17760605 -2909 | | 10.80 | |
| | CR MV- 17760605 -3009 | | 16.85 | |
| | CR MV- 17760605 -0110 | | 19.90 | |
| | CR MV- 21574633 -2909 | | 315.00 | |
| | DD GRENKELEASING LIM | 336.78 | | |
| | TFR TRANSFER 21136496 | 25.77 | | 5,000.00 |
| 06 Oct 17 | DD SOUTHERN ELECTRIC | 2,534.25 | | |
| | DD SE GAS LIMITED | 1,233.63 | | |
| | CR CASH IN P.O. OCT06 | | | |
| | WH SMITH @13:25 | | 1,568.50 | |
| | BP CLEARSKY IT | | | |
| | 15396/99 | 70.50 | | |
| | BP OFFICE RIGHT | | | |
| | 46307 | 44.50 | | |
| | BP PPL | | | |
| | 57180 | 83.40 | | |
| | BP MOVIOLA LTD | | | |
| | 20.09.17 | 144.88 | | |
| | BALANCE CARRIED FORWARD | | | 2,457.34 |

1 October to 31 October 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 938

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|----------|----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 2,457.34 |
| | BP ODRISCOLL ELECTRIC 1046 | 209.35 | | |
| | BP RAY THOMAS PROP 3166/67/68/69 | 1,752.00 | | |
| | BP THE WARMINSTER WAY 3180 | 195.00 | | |
| | BP OFFICE RIGHT 46133/34 | 122.72 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | 3,000.00 | |
| | BP PLAYSAFETY LTD 31705 | 243.60 | | |
| | BP ROUNDSTONE VENDING 24986 | 270.00 | | |
| | BP TOTAL HYGIENE OP/1129356 | 180.00 | | |
| 09 Oct 17 | TFR TRANSFER 21136496 | | 2,515.33 | 5,000.00 |
| | BP HMRC September HMRC | | | |
| | BIB BACS PAYMENT | 4,043.03 | | |
| | DD SGW PAYROLL LTD | 75.18 | | |
| | CR WARMINSTER & K9QF | | | |
| | WARMINSTER & DISTR | | 600.00 | |
| | CR CHQ IN AT FIRST DIRECT LEEDS | | 94.50 | |
| | CR CHQ IN AT FIRST DIRECT LEEDS | | 426.80 | |
| | BP WARMFESTI WCC2459 | | 184.70 | |
| 10 Oct 17 | TFR TRANSFER 21136496 | | 3,333.51 | 5,521.30 |
| | CR South West Wiltshi HIRE OF ARN ROOM | | 171.00 | |
| 11 Oct 17 | TFR TRANSFER 21136496 | 171.00 | | 5,521.30 |
| | CR MV- 17760605 -0810 | | 18.75 | |
| 12 Oct 17 | TFR TRANSFER 21136496 | 540.05 | | 5,000.00 |
| | CR JOHN LOFTUS SW CHRISTMAS TREE LPC | | 35.00 | |
| | DR CHARGE | | | |
| | AUTO TRANSFER | 20.00 | | |
| 13 Oct 17 | TFR TRANSFER 21136496 | 15.00 | | 5,000.00 |
| | CR AGE UK WILTSHIRE - | | 84.00 | |
| | DD WEST MERCIA ENERGY | 118.56 | | |
| | DD WL IT FUELGENIE | 50.20 | | |
| | DD SOUTHERN ELECTRIC | 43.83 | | |
| | BALANCE CARRIED FORWARD | | | 4,871.41 |

1 October to 31 October 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 Account Number 91001000 Sheet Number 939

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|-----------|-----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 4,871.41 |
| | | | 128.59 | 5,000.00 |
| 16 Oct 17 | TFR TRANSFER 21136496 | 361.57 | | |
| | DD TIMICO/KECONNECT | 13.00 | | |
| | DD WILTSHIRE COUNCIL | 662.00 | | |
| | DD WILTSHIRE COUNCIL | 501.00 | | |
| | DD WILTSHIRE COUNCIL | | 1,537.57 | 5,000.00 |
| 17 Oct 17 | TFR TRANSFER 21136496 | | 302.40 | |
| | CR NHS BLOOD TRANSPLA | | 10,750.36 | |
| | CR HMRC VAT REPAY | 126.43 | | |
| | DD BOOKER LTD -BK | 10,926.33 | | 5,000.00 |
| 18 Oct 17 | TFR TRANSFER 21136496 | | 68.55 | |
| | CR MV- 17760605 -1510 | 292.79 | | |
| | DD OFFICE EVOLUTION | | | |
| | CR MOVE ESTATE LTD | | 35.00 | |
| | TREE - MOVE ESTATE | | | |
| | CR ROLAND J LTD SW | | 35.00 | |
| | XMAS TREE | | 154.24 | 5,000.00 |
| 19 Oct 17 | TFR TRANSFER 21136496 | | 52.50 | |
| | CR WILTSHIRE COUNCIL | 30.87 | | |
| | DD S/LINE J8799927 | 18.53 | | |
| | DD S/LINE J8828661 | 200.00 | | |
| | CHQ 200970 | | | |
| | CR HISLOP-NEWTON J & | | 126.00 | |
| | WCC2485 LPM | | | |
| | CR Jane John Limited | | 35.00 | |
| | TREE, 9 EAST ST | | 35.90 | 5,000.00 |
| 20 Oct 17 | TFR TRANSFER 21136496 | 936.37 | | |
| | CHQ 200976 | | 936.37 | 5,000.00 |
| 21 Oct 17 | TFR TRANSFER 21136496 | | | |
| | DR TOTAL CHARGES | 76.05 | | |
| | TO 29SEP2017 | | | |
| | CR Fraser Enterprises | | 70.00 | |
| | XMAS TREES CORDENS | | 6.05 | 5,000.00 |
| 22 Oct 17 | TFR TRANSFER 21136496 | | | |
| | CR WARM UNTD CHURCH | | 35.00 | |
| | XMAS TREE-UTD CHUR | | | |
| 23 Oct 17 | TFR TRANSFER 21136496 | 35.00 | | 5,000.00 |
| | DD VWFS UK LIMITED | 32.12 | | |
| | CR PROGRESS PHY LTD | | 168.00 | |
| | PROGPYS WCC2408 | | | |
| | CR BURT RH+JA | | 50.00 | |
| | CRAFT FAIR | 185.88 | | 5,000.00 |
| 24 Oct 17 | TFR TRANSFER 21136496 | | | |
| | CR F F | | 157.50 | |
| | FALLON INV WCC2466 | | | |
| | BALANCE CARRIED FORWARD | | | 5,157.50 |

1 October to 31 October 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 940

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|----------|-----------|----------|
| | BALANCE BROUGHT FORWARD | | | 5,157.50 |
| | BP ACB PRINT & DESIGN 2925 | 339.00 | | |
| | BP AUDITING SOLUTIONS A5150 | 504.00 | | |
| | BP BRENDA CARTER PAV SANDWICHES | 13.50 | | |
| | BP DCK BEAVERS LTD TPC7788 | 468.84 | | |
| | BP COATES & PARKER 35844 | 424.50 | | |
| | TFR 404523 21136496 INTERNET TRANSFER | | 10,000.00 | |
| | BP IDVERDE 764/765/688/867/68 | 6,535.58 | | |
| | BP JRB ENTERPRISE LTD 17409 | 292.80 | | |
| | BP OFFICE RIGHT 046487 | 47.65 | | |
| | BP RAY THOMAS PROP 3147/48/49/50 | 1,536.00 | | |
| | BP TRADE UK/SCREWFIX 0830538321 | 9.98 | | |
| | BP TRADE UK/SCREWFIX 829926062 | 25.96 | | |
| | BP WALC WALC3367 | 441.60 | | |
| | BP WILTSHIRE C/TAX 90289255 | 321.32 | | |
| | BP CORDENS 5372 | 43.23 | | |
| | TFR TRANSFER 21136496 | | 846.46 | |
| 25 Oct 17 | CR HAINE AND SMITH PA | | 35.00 | |
| | CR MV- 17760605 -2110 | | 6.00 | |
| | CR MV- 17760605 -2010 | | 20.60 | |
| | CR MV- 17760605 -2210 | | 22.75 | |
| | CR MV- 21574633 -2010 | | 35.00 | |
| | DD VWFS UK LIMITED | 383.14 | | |
| | DD BOC MANCHESTER ACC | 23.87 | | |
| | TFR TRANSFER 21136496 | | 287.66 | |
| 26 Oct 17 | CR ROCK CHOIR LTD | | 262.50 | |
| | BP Parking Partnershi | | | |
| | BIB MULTIPLE BENEF | | | |
| | BIB BACS PAYMENT | 270.30 | | |
| | DD GOCARDLESS LTD | 179.64 | | |
| | BALANCE CARRIED FORWARD | | | 4,812.56 |

1 October to 31 October 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 941

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|---|-----------|-----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 4,812.56 |
| | CR NORTHWOOD (WEST WI NORTHWOOD | | 35.00 | |
| | CR CASH IN P.O. OCT26 WH SMITH @15:45 | | 210.00 | |
| | CR CASH IN P.O. OCT26 WH SMITH @15:49 | | 214.30 | |
| | CR CASH IN P.O. OCT26 WH SMITH @15:58 | | 2,139.98 | |
| 27 Oct 17 | TFR TRANSFER 21136496 | 2,411.84 | | 5,000.00 |
| | CR DAYBREAK FAMILY GR | | 52.50 | |
| | CR WEIGHT WATCHERS UK | | 168.00 | |
| | CR MV- 17760605 -2410 | | 20.95 | |
| | CR WILTSHIRE COUNCIL | | 42.00 | |
| | BP LGPS October pay WC PENSION FUND | | | |
| | BIB BACS PAYMENT | 4,265.09 | | |
| | BP October payroll BIB MULTIPLE BENEF | | | |
| | BIB BACS PAYMENT | 13,849.79 | | |
| | BP October payroll SYMON DEBBIE | | | |
| | BIB BACS PAYMENT | 1,825.35 | | |
| | CR Nicks Shoe Repairs NICKS SHOE REPAIRS | | 35.00 | |
| 30 Oct 17 | TFR TRANSFER 21136496 | | 19,621.78 | 5,000.00 |
| | CR THE SOUTHERN CO-OP | | 35.00 | |
| | CR MV- 17760605 -2510 | | 18.15 | |
| | CR MV- 21574633 -2510 | | 35.00 | |
| | SO HUNOT HR | 240.00 | | |
| | CR THOMAS AJ CHRISTMAS TREE | | 35.00 | |
| | CR PAYING IN MACHINE | | 630.00 | |
| | CR PAYING IN MACHINE | | 975.40 | |
| 31 Oct 17 | TFR TRANSFER 21136496 | | 116.85 | 6,605.40 |
| | CR LLOYDS PHARMACY | | 63.00 | |
| | CR MV- 17760605 -2610 | | 10.40 | |
| | DD HILLS WASTE SOLUTI | 127.10 | | |
| | DD BOOKER LTD -BK | 313.38 | | |
| | BP DEB'S DANCE WCC2441 | | 189.00 | |
| | CR Masons Arms (Warmi MASONS C'MAS TREE | | 35.00 | |
| | BP COATES & PARKER 35413/642 | 660.42 | | |
| | BALANCE CARRIED FORWARD | | | 5,801.90 |

1 October to 31 October 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 942

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------------|----------|-----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 5,801.90 |
| BP | DCK BEAVERS LTD TPC7764 | 468.84 | | |
| BP | GB HEATING 0425L | 165.00 | | |
| BP | FIONA C FOX WTC EXPENSES | 856.62 | | |
| BP | HEART OF WARM 1727 | 100.00 | | |
| TFR | 404523 21136496 INTERNET TRANSFER | | 10,000.00 | |
| BP | IDVERDE 752764/65/867/68/8 | 6,535.58 | | |
| BP | MOVIOLA LTD 18.10.17 | 188.98 | | |
| BP | OFFICE RIGHT 47115 | 4.04 | | |
| BP | OFFICE RIGHT 46786/87/924/925 | 269.67 | | |
| BP | SLCC ENTERPRISES 124052 | 94.80 | | |
| BP | TOTAL FLOOR CARE 51791 | 76.80 | | |
| TFR | TRANSFER 21136496 | 436.17 | | 6,605.40 |
| 31 Oct 17 | BALANCE CARRIED FORWARD | | | 6,605.40 |

Duplicate payment 24/10/17.

Information about the Financial Services Compensation Scheme

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

| Credit Interest Rates | balance | AER variable | Debit Interest Rates | balance | EAR variable |
|-----------------------------|---------|-----------------|----------------------|---------|-----------------|
| Credit interest is not paid | | | Debit interest | | 21.34 % |

Your Statement

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



023972_304 9/ 12 00009 18545 3640 39700

Account Summary

| | |
|-----------------|------------|
| Opening Balance | 675,906.84 |
| Payments In | 14,773.34 |
| Payments Out | 313,163.04 |
| Closing Balance | 377,517.14 |

Interest Rate - Valid as at end date of the statement period
0.00% AER

30 September to 31 October 2017

Account Name

Warminster Town Council

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

| Sortcode | Account Number | Sheet Number |
|----------|----------------|--------------|
| 40-45-23 | 21136496 | 392 |

Your Deposit Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|---|------------|-----------|-------------------|
| 29 Sep 17 | BALANCE BROUGHT FORWARD | | | 675,906.84 |
| 01 Oct 17 | CR GROSS INTEREST TO 30SEP2017 FOR ACCOUNT 400290 60733202 | | 26.30 | 675,933.14 |
| 02 Oct 17 | TFR TRANSFER 91001000 | 1,718.43 | | 674,214.71 |
| 03 Oct 17 | TFR TRANSFER 91001000 | 262.30 | | 673,952.41 |
| 04 Oct 17 | TFR TRANSFER 91001000 | | 25.77 | 673,978.18 |
| 06 Oct 17 | TFR 404523 91001000 INTERNET TRANSFER | 3,000.00 | | |
| | TFR MONEY MARKET REINVESTMENT 40029010722677 | 258,662.00 | | |
| | TFR TRANSFER 91001000 | 2,515.33 | | 409,800.85 |
| 09 Oct 17 | TFR TRANSFER 91001000 | 3,333.51 | | 406,467.34 |
| 10 Oct 17 | TFR TRANSFER 91001000 | | 171.00 | 406,638.34 |
| 11 Oct 17 | TFR TRANSFER 91001000 | | 540.05 | 407,178.39 |
| 12 Oct 17 | TFR TRANSFER 91001000 | | 15.00 | 407,193.39 |
| 13 Oct 17 | TFR TRANSFER 91001000 | 128.59 | | 407,064.80 |
| 16 Oct 17 | TFR TRANSFER 91001000 | 1,537.57 | | 405,527.23 |
| 17 Oct 17 | TFR TRANSFER 91001000 | | 10,926.33 | 416,453.56 |
| 18 Oct 17 | TFR TRANSFER 91001000 | 154.24 | | 416,299.32 |
| 19 Oct 17 | TFR TRANSFER 91001000 | 35.90 | | 416,263.42 |
| 20 Oct 17 | TFR TRANSFER 91001000 | 936.37 | | 415,327.05 |
| 21 Oct 17 | TFR TRANSFER 91001000 | 6.05 | | 415,321.00 |
| 22 Oct 17 | TFR TRANSFER 91001000 | | 35.00 | 415,356.00 |
| 23 Oct 17 | TFR TRANSFER 91001000 | | 185.88 | 415,541.88 |
| | BALANCE CARRIED FORWARD | | | 415,541.88 |

30 September to 31 October 2017

Your Statement

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

21136496

Sheet Number

393

Your Deposit Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|------------------|--|-----------|----------|-------------------|
| | BALANCE BROUGHT FORWARD | | | 415,541.88 |
| 24 Oct 17 | TFR 404523 91001000 INTERNET TRANSFER | 10,000.00 | | |
| | TFR TRANSFER 91001000 | 846.46 | | 404,695.42 |
| 25 Oct 17 | TFR TRANSFER 91001000 | 287.66 | | 404,407.76 |
| 26 Oct 17 | TFR TRANSFER 91001000 | | 2,411.84 | 406,819.60 |
| 27 Oct 17 | TFR TRANSFER 91001000 | 19,621.78 | | 387,197.82 |
| 30 Oct 17 | TFR TRANSFER 91001000 | 116.85 | | 387,080.97 |
| 31 Oct 17 | TFR 404523 91001000 INTERNET TRANSFER | 10,000.00 | | |
| | TFR TRANSFER 91001000 | | 436.17 | 377,517.14 |
| 31 Oct 17 | BALANCE CARRIED FORWARD | | | 377,517.14 |

Information about the Financial Services Compensation Scheme

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

THIS PAGE LEFT BLANK

Date: 02/01/2018

Warminster Town Council 2017/18

Page No: 1

Time: 09:43

User : JAM

Bank Reconciliation Statement as at: 30/11/2017 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 | 30/11/2017 | 942 | 5,000.00 |
| Instant Access Account | 30/11/2017 | 393 | 326,388.82 |
| | | | <hr/> 331,388.82 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 14/11/2017 200978 J & K Burton | | 37.90 | |
| 14/11/2017 200982 Warm. & Villages Community Par | | 6,000.00 | |
| | | | <hr/> 6,037.90 |
| | | | 325,350.92 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| 28/11/2017 | | 35.00 | |
| 30/11/2017 | | 307.00 | |
| | | | <hr/> 342.00 |
| | | | 325,692.92 |
| | | Balance per Cash Book is :- | 325,692.92 |
| | | Difference is :- | 0.00 |

RECEIVED

06 DEC 2017

Your Statement

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



049438_334 1/ 12 00012 123035 23405 39700

Account Summary

| | |
|-----------------|-----------|
| Opening Balance | 6,605.40 |
| Payments In | 71,545.34 |
| Payments Out | 73,150.74 |
| Closing Balance | 5,000.00 |

International Bank Account Number
GB17HBUK40452391001000

Branch Identifier Code
HBUKGB4161U

| Sortcode | Account Number | Sheet Number |
|----------|----------------|--------------|
| 40-45-23 | 91001000 | 943 |

1 November to 30 November 2017

Account Name
Warminster Town Council

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|------------|----------|----------|
| 31 Oct 17 | BALANCE BROUGHT FORWARD | | | 6,605.40 |
| 01 Nov 17 | CR MV- 17760605 -2910 <i>Cafe</i> | | 5.90 ✓ | |
| | CR MV- 17760605 -2710 " | | 28.65 ✓ | |
| | CR MV- 17760605 -2810 " | | 42.10 ✓ | |
| | DD AVIVA | 1,252.91 ✓ | | |
| | DD WATER2BUSINESS | 65.50 ✓ | | |
| | DD WATER2BUSINESS | 490.00 ✓ | | |
| | CR Hervin Robin <i>1006/210</i> | | | |
| | J71 P508 LODGE REN | | 329.98 ✓ | |
| | TFR TRANSFER 21136496 | 203.62 ✓ | | 5,000.00 |
| 02 Nov 17 | CR AVON & WILTS MH TR | | 63.00 ✓ | |
| | CHQ 200977 | 46.20 | | |
| | TFR TRANSFER 21136496 | 16.80 ✓ | | 5,000.00 |
| 03 Nov 17 | CR Monarch Financial | | 35.00 ✓ | |
| | MONARCH FINANCIAL | | | |
| | CR ECLIPSE T/AS SW | | 35.00 ✓ | |
| | ECLIPSE HAIR SALON | | | |
| | TFR TRANSFER 21136496 | 70.00 ✓ | | 5,000.00 |
| 04 Nov 17 | BP BEESLEY NN&RD | | | |
| | SINGING TREE RENT | | 84.00 ✓ | |
| | TFR TRANSFER 21136496 | 84.00 ✓ | | 5,000.00 |
| 05 Nov 17 | CR Wiltshire Cluster | | | |
| | ROOM HIRE | | 63.00 ✓ | |
| | TFR TRANSFER 21136496 | 63.00 ✓ | | 5,000.00 |
| 06 Nov 17 | CR MV- 21574633 -0111 <i>Annabellas Gift Shop.</i> | | 35.00 ✓ | |
| | TFR TRANSFER 21136496 | 35.00 ✓ | | 5,000.00 |
| 07 Nov 17 | CR COOPER AND TANNER | | | |
| | COOPER & TANNER | | 35.00 ✓ | |
| | BALANCE CARRIED FORWARD | | | 5,035.00 |

1 November to 30 November 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 944

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|------------|-------------|------------------|
| | BALANCE BROUGHT FORWARD | | | 5,035.00 |
| 08 Nov 17 | TFR TRANSFER 21136496 | 35.00 ✓ | | 5,000.00 |
| | CR MV- 17760605 -0511 <i>Cupe</i> | | 7.70 ✓ | |
| | BP HMRC October pay | | | |
| | HMRC <i>*c 515</i> | | | |
| | BIB BACS PAYMENT | 4,680.96 ✓ | | |
| | CR WARMINSTER & K9QF | | 600.00 ✓ | |
| | WARMINSTER & DISTR | | 4,073.26 ✓ | 5,000.00 |
| 10 Nov 17 | TFR TRANSFER 21136496 | | | |
| | CR AGE UK WILTSHIRE - | | 84.00 ✓ | |
| | CR MV- 21574633 -0711 <i>number 10</i> | | 105.00 ✓ | |
| | BP COATES & PARKER | | | |
| | 36011 | 180.06 ✓ | | |
| | BP DCK BEAVERS LTD | | | |
| | TPC7784 | 702.54 ✓ | | |
| | BP DORMA UK LTD | | | |
| | 140831 | 145.20 ✓ | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | 20,000.00 ✓ | |
| | BP IDVERDE | | | |
| | 753384/753387/524/ | 6,188.78 ✓ | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 834836041 | 22.47 ✓ | | |
| | BP WATER2BUSINESS | | | |
| | 70064023 | 2.47 ✓ | | |
| | BP ASHTON FARMS | | | |
| | 1019615 | 118.14 ✓ | | |
| | BP NIGEL CONNOR | | | |
| | 9205/9206 | 144.00 ✓ | | |
| | BP DANNY DONKEY & PALS | | | |
| | WAR251117 | 50.00 ✓ | | |
| | BP GRANT THORNTON LLP | | | |
| | 8749192 | 1,560.00 ✓ | | |
| | BP GREENHAM | | | |
| | 18/538984/984 | 131.94 ✓ | | |
| | BP HEART OF WARM <i>Duplicate Payment 31/10/17</i> | | | |
| | 1727 | 100.00 ✓ | | |
| | BP KEEP BRITAIN TIDY | | | |
| | 113418 | 70.00 ✓ | | |
| | BP NEWSQUEST | | | |
| | 2231463 | 129.49 ✓ | | |
| | BP OFFICE RIGHT | | | |
| | 047294 | 34.92 ✓ | | |
| | BP PROSEC CONSULTANCY | | | |
| | 1284 | 462.00 ✓ | | |
| | BALANCE CARRIED FORWARD | | | 15,146.99 |

1 November to 30 November 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 945

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|-------------|------------|------------------|
| | BALANCE BROUGHT FORWARD | | | 15,146.99 |
| | BP PROSEC CONSULTANCY 1279/1280 | 324.00 ✓ | | |
| | BP RAY THOMAS PROP 3187/83/82/81/80 | 261.60 ✓ | | |
| | BP RAY THOMAS PROP 301 | 288.00 ✓ | | |
| | BP ROUNDSTONE CAT 32743 | 181.32 ✓ | | |
| | BP ROUNDSTONE CAT 4036 | 111.60 ✓ | | |
| | BP TRADE UK/SCREWFIX 0834303825 | 97.95 ✓ | | |
| | BP WCR SLA 01/18 - 04/18 | 2,500.00 ✓ | | |
| | BP WIRED PUBLISHING 1127188 | 186.00 ✓ | | |
| 11 Nov 17 | TFR TRANSFER 21136496 | 6,196.52 ✓ | | 5,000.00 |
| | DR CHARGE AUTO TRANSFER | 20.00 ✓ | | |
| 13 Nov 17 | TFR TRANSFER 21136496 | | 20.00 ✓ | 5,000.00 |
| | DD SGW PAYROLL LTD | 73.20 ✓ | | |
| | BP MF(SUPPORT) <i>Math Fiddes</i> COPHEAP HALL HIRE | | 210.00 ✓ | |
| 14 Nov 17 | TFR TRANSFER 21136496 | 136.80 ✓ | | 5,000.00 |
| | DD WEST MERCIA ENERGY | 264.41 ✓ | | |
| | DD BOOKER LTD -BK | 260.90 ✓ | | |
| | BP BEESLEY NN&RD SING TREE WCC2515 | | 50.40 ✓ | |
| 15 Nov 17 | TFR TRANSFER 21136496 | | 474.91 ✓ | 5,000.00 |
| | CR MV- 21574633 -1011 <i>le Dolce vita</i> | | 35.00 ✓ | |
| | DD TIMICO/KECONNECT | 345.12 ✓ | | |
| | DD WILTSHIRE COUNCIL | 13.00 ✓ | | |
| | DD WILTSHIRE COUNCIL | 662.00 ✓ | | |
| | DD WILTSHIRE COUNCIL | 501.00 ✓ | | |
| 16 Nov 17 | TFR TRANSFER 21136496 | | 1,486.12 ✓ | 5,000.00 |
| | CHQ 200942 | 10,000.00 ✓ | | |
| | CR PROGRESS PHY LTD PROGPHYS WCC2439 | | 168.00 ✓ | |
| 17 Nov 17 | TFR TRANSFER 21136496 | | 9,832.00 ✓ | 5,000.00 (R) |
| | BP wpp LE CAFE JOURNAL LT | | | |
| | BIB BACS PAYMENT | 6.00 ✓ | | |
| 20 Nov 17 | TFR TRANSFER 21136496 | | 6.00 ✓ | 5,000.00 |
| | DD OFFICE EVOLUTION | 156.12 ✓ | | |
| | BALANCE CARRIED FORWARD | | | 4,843.88 |

1 November to 30 November 2017

Your Statement

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

946

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|-------------|------------|--------------------|
| | BALANCE BROUGHT FORWARD | | | 4,843.88 |
| 21 Nov 17 | TFR TRANSFER 21136496 | | 156.12 ✓ | 5,000.00 |
| | CR MV- 21574633 -1611 <i>Apple Nails</i> | | 35.00 ✓ | |
| | BP WPP | | | |
| | BIB MULTIPLE BENEF | | | |
| | BIB BACS PAYMENT | 252.40 ✓ | | |
| | DD S/LINE K9160437 | 32.38 ✓ | | |
| | DD S/LINE K9189252 | 19.56 ✓ | | |
| | DD VWFS UK LIMITED | 32.12 ✓ | | |
| | CHQ 200975 | 1,105.00 ✓ | | |
| | DR TOTAL CHARGES | | | |
| | TO 30OCT2017 | 65.03 ✓ | | |
| 22 Nov 17 | TFR TRANSFER 21136496 | | 1,471.49 ✓ | 5,000.00 |
| | CR MV- 17760605 -1811 <i>Cafe</i> | | 9.85 ✓ | |
| | CR MV- 17760605 -1911 <i>Cafe</i> | | 18.70 ✓ | |
| | CR DMRH Limited | | | |
| | tree boots opticia | | 35.00 ✓ | |
| 23 Nov 17 | TFR TRANSFER 21136496 | 63.55 ✓ | | 5,000.00 (R) |
| | CHQ 200979 | 340.44 ✓ | | |
| 24 Nov 17 | TFR TRANSFER 21136496 | | 340.44 ✓ | 5,000.00 |
| | CR WEIGHT WATCHERS UK | | 126.00 ✓ | |
| | CR MV- 21574633 -2111 <i>Daybreak</i> | | 73.50 ✓ | |
| | DD GOCARDLESS LTD <i>(clewts ky)</i> | 179.64 ✓ | | |
| | CHQ 200980 | 38.50 ✓ | | |
| | CR FF | | | |
| | FALLON INV WCC2502 | | 63.00 ✓ | |
| | CR CASH IN P.O. NOV24 | | | |
| | WH SMITH @11:03 | | 577.50 | |
| | CR CASH IN P.O. NOV24 | | | |
| | WH SMITH @11:10 | | 1,557.00 ✓ | |
| | CR CASH IN P.O. NOV24 | | | |
| | WH SMITH @11:16 | | 799.00 ✓ | |
| 27 Nov 17 | TFR TRANSFER 21136496 | 2,977.86 ✓ | | 5,000.00 |
| | BP LGPS Nov | | | |
| | WC PENSION FUND | | | |
| | BIB BACS PAYMENT | 4,610.23 ✓ | | |
| | BP Nov pay | | | |
| | BIB MULTIPLE BENEF | | | |
| | BIB BACS PAYMENT | 14,126.81 ✓ | | |
| | BP Nov pay | | | |
| | WALIGORSKI ANNE | | | |
| | BIB BACS PAYMENT | 72.00 ✓ | | |
| | DD VWFS UK LIMITED | 383.14 ✓ | | |
| | DD BOC MANCHESTER ACC | 23.87 ✓ | | |
| | CHQ 200981 | 4,102.48 ✓ | | |
| | BALANCE CARRIED FORWARD | | | 18,318.53 D |

1 November to 30 November 2017

Your Statement

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

947

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|---|------------|-------------|--------------------|
| | BALANCE BROUGHT FORWARD | | | 18,318.53 D |
| 28 Nov 17 | TFR TRANSFER 21136496 | | 23,318.53 ✓ | 5,000.00 |
| | CR MV- 17760605 -2311 <i>Cape</i> | | 19.35 | |
| | DD BOOKER LTD -BK | 148.17 | | |
| | BP BARRETT CORP HARRI | | | |
| | 38738 | 228.00 | | |
| | BP COCHRANE CONSULTAN | | | |
| | WCC000001 | 220.00 | | |
| | BP DORMA UK LTD <i>Duplicate Payment 10/11/17</i> | 145.20 | | |
| | 140831 | | | |
| | BP ODRISCOLL | | | |
| | 1090 | 56.00 | | |
| | BP R FRYER | | | |
| | EXPENSES | 250.50 | | |
| | BP IDVERDE | | | |
| | 753794 | 226.80 | | |
| | BP MIRAGE SIGNS | | | |
| | 33176 | 216.00 | | |
| | BP MOVIOLA LTD | | | |
| | 33.11.17/15.11 | 299.20 | | |
| | BP T NICKLIN | | | |
| | EXPENSES | 79.29 | | |
| | BP PROSEC CONSULTANCY | | | |
| | 1267 | 318.00 | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 0838635091 | 11.99 | | |
| | BP WEST MERCIA ENERGY | | | |
| | 1437681 | 166.19 | | |
| | CR PAYING IN MACHINE | | 1,133.74 | |
| 30 Nov 17 | TFR TRANSFER 21136496 | | 2,345.99 ✓ | 6,133.74 |
| | DD SGW PAYROLL LTD | 69.24 | | |
| | DD HILLS WASTE SOLUTI | 155.90 | | |
| | SO HUNOT HR | 240.00 | | |
| | CR CASH IN P.O. NOV30 | | | |
| | WH SMITH @11:41 | | 349.00 | |
| | CR CASH IN P.O. NOV30 | | | |
| | WH SMITH @11:42 <i>Mayors Raffle</i> | | 473.11 | |
| | CR CASH IN P.O. NOV30 | | | |
| | WH SMITH @11:46 <i>295+439</i> | | 734.00 ✓ | |
| 30 Nov 17 | TFR TRANSFER 21136496 | 2,224.71 ✓ | | 5,000.00 |
| | BALANCE CARRIED FORWARD | | | 5,000.00 |

Your Statement

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



049438_334 9/ 12 00012 123043 23405 39700

Account Summary

| | |
|-----------------|------------|
| Opening Balance | 377,517.14 |
| Payments In | 12,396.54 |
| Payments Out | 63,524.86 |
| Closing Balance | 326,388.82 |

Interest Rate - Valid as at end date of the statement period
0.25% AER

1 November to 30 November 2017

Account Name
Warminster Town Council

International Bank Account Number
GB85HBUK40452321136496

Branch Identifier Code
HBUKGB4161U

Sortcode Account Number Sheet Number
40-45-23 21136496 394

Your Deposit Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|---|-------------|------------|-------------------|
| 31 Oct 17 | BALANCE BROUGHT FORWARD | | | 377,517.14 |
| 01 Nov 17 | CR GROSS INTEREST TO 31OCT2017 FOR ACCOUNT 400290 60733202 | | 27.18 ✓ | |
| | TFR TRANSFER 91001000 | | 203.62 ✓ | 377,747.94 |
| 02 Nov 17 | TFR TRANSFER 91001000 | | 16.80 ✓ | 377,764.74 |
| 03 Nov 17 | TFR TRANSFER 91001000 | | 70.00 ✓ | 377,834.74 |
| 04 Nov 17 | TFR TRANSFER 91001000 | | 84.00 ✓ | 377,918.74 |
| 05 Nov 17 | TFR TRANSFER 91001000 | | 63.00 ✓ | 377,981.74 |
| 06 Nov 17 | TFR TRANSFER 91001000 | | 35.00 ✓ | 378,016.74 |
| 07 Nov 17 | TFR TRANSFER 91001000 | | 35.00 ✓ | 378,051.74 |
| 08 Nov 17 | TFR TRANSFER 91001000 | 4,073.26 ✓ | | 373,978.48 |
| 10 Nov 17 | TFR 404523 91001000 INTERNET TRANSFER | 20,000.00 ✓ | | |
| | TFR TRANSFER 91001000 | | 6,196.52 ✓ | 360,175.00 |
| 11 Nov 17 | TFR TRANSFER 91001000 | 20.00 ✓ | | 360,155.00 |
| 13 Nov 17 | TFR TRANSFER 91001000 | | 136.80 ✓ | 360,291.80 |
| 14 Nov 17 | TFR TRANSFER 91001000 | 474.91 ✓ | | 359,816.89 |
| 15 Nov 17 | TFR TRANSFER 91001000 | 1,486.12 ✓ | | 358,330.77 |
| 16 Nov 17 | TFR TRANSFER 91001000 | 9,832.00 ✓ | | 348,498.77 |
| 17 Nov 17 | TFR TRANSFER 91001000 | 6.00 ✓ | | 348,492.77 |
| 20 Nov 17 | TFR TRANSFER 91001000 | 156.12 ✓ | | 348,336.65 |
| 21 Nov 17 | TFR TRANSFER 91001000 | 1,471.49 ✓ | | 346,865.16 |
| 22 Nov 17 | TFR TRANSFER 91001000 | | 63.55 ✓ | 346,928.71 |
| 23 Nov 17 | TFR TRANSFER 91001000 | 340.44 ✓ | | 346,588.27 |
| 24 Nov 17 | TFR TRANSFER 91001000 | | 2,977.86 ✓ | 349,566.13 |
| | BALANCE CARRIED FORWARD | | | 349,566.13 |

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

1 November to 30 November 2017

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 21136496 **Sheet Number** 395

Your Deposit Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|------------------|---|-------------|---------------|------------------------------|
| | BALANCE BROUGHT FORWARD | | | 349,566.13 |
| 27 Nov 17 | CR PAVING IN MACHINE <i>Paying in book 24/11/17 17.50 + 245</i> | | 262.50 ✓ | |
| | TFR TRANSFER 91001000 | 23,318.53 ✓ | | 326,510.10 |
| 28 Nov 17 | TFR TRANSFER 91001000 | 2,345.99 ✓ | | 324,164.11 |
| 30 Nov 17 | TFR TRANSFER 91001000 | | 2,224.71 ✓ | 326,388.82 |
| 30 Nov 17 | BALANCE CARRIED FORWARD | | <i>307.06</i> | 326,388.82 <i>(R)</i> |

Information about the Financial Services Compensation Scheme

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

THIS PAGE LEFT BLANK

Report to Finance and Assets Committee 8th January 2018. Regulation 4.8: Report to Committee any material variances in excess of 10% of the planned budget.

Accounts have been produced to 30th November 2017. The budget spend should be at 67%, 10% in excess of this figure would be 73.7%. The report is as follows.

| CODE | TITLE | SPEND/BUDGET | % | EXPLANATION |
|-------------|---|---------------------|----------|---|
| 101 | Council Administration | | 39.6 | Currently well within budget |
| 4022 | Postage and Telephone | 1,671/2,000 | 83.6 | Overall within budget; postage has decreased, telephone has increased in line with the office becoming busier. Main switchboard phone developed non-repairable fault, replaced; £189.92 |
| 4027 | Subscriptions & Publications | 3,635/2,500 | 145.4 | Overspend is awaiting re-coding. |
| 102 | Civic and Democratic | | | |
| 4720 | Remembrance Service | 600/690 | 115 | The overspend of £90 covered additional road management support, to meet increased H&S requirements. |
| 103 | Policy and Communications | | | |
| 4033 | Advertising | 1,916/2,500 | 77 | £399 to be recoded to newsletter. |
| 209 | Outside Services | | | |
| 4001 | Salaries | 25,622/32,466 | 78.9 | Re-evaluation |
| 210 | Lake Pleasure Grounds: Town Park | | | |
| 4028 | Insurance | 757/1,050 | 72.1 | Insurance paid on a monthly basis in advance. Overall within budget. |

THIS PAGE LEFT BLANK

At : 09:44

Current/Instant Access Bank A/

List of Payments made between 01/10/2017 and 31/10/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|---------------------------------|
| 01/10/2017 | Aviva | Std Ord | 1,252.91 | | Insurance |
| 02/10/2017 | Water2Business | DD01 | 65.50 | | Purchase Ledger Payment |
| 02/10/2017 | Water2Business | DD02 | 490.00 | | Purchase Ledger Payment |
| 02/10/2017 | Hunot HR | SO01 | 240.00 | | 7883/Advice line- September |
| 03/10/2017 | Booker | DD03 | 262.30 | | 7879/cafe Stock |
| 05/10/2017 | Grenke Leasing | Std Ord | 336.78 | | Photocopier Lease |
| 06/10/2017 | Southern Electric | DD04 | 2,534.25 | | Purchase Ledger Payment |
| 06/10/2017 | Southern Electric | DD05 | 1,233.63 | | 7897/Gas 02.06.17-14.09.17 |
| 06/10/2017 | Clearsky IT | DD06 | 70.50 | | 7881/ Fix internet problem |
| 06/10/2017 | Office Right Business Solution | DD07 | 44.50 | | 7888/Coloured Paper |
| 06/10/2017 | PPL | DD08 | 83.40 | | 7889/License |
| 06/10/2017 | Moviola Ltd | DD09 | 144.88 | | 7885/Film Show-Another motherso |
| 06/10/2017 | Mark O'Driscoll | DD17 | 209.35 | | 7884/Supply+fit electric socke |
| 06/10/2017 | Ray Thomas Property Services L | DD18 | 1,752.00 | | 7891/electric work-civic centr |
| 06/10/2017 | The Warminster Way | DD19 | 195.00 | | 7903/Newletter distribution |
| 06/10/2017 | Office Right Business Solution | DD20 | 122.72 | | 7887/Floor Cleaner |
| 06/10/2017 | Playsafety Ltd | DD22 | 243.60 | | 7890/Play Park Inspection |
| 06/10/2017 | Roundstone Vending Limited | DD23 | 270.00 | | 7895/hot choc |
| 06/10/2017 | Total Hygiene Ltd | DD24 | 180.00 | | 7901/Servicing closomat unit |
| 06/10/2017 | Fixed Deposit investment | TFR | 258,662.00 | | Fixed Deposit investment |
| 09/10/2017 | SGW Payroll Ltd | DD25 | 75.18 | | 7896/processing charges |
| 09/10/2017 | HMRC PAYE/NI | BACS | 4,043.03 | | HMRC PAYE/NI |
| 10/10/2017 | J & K Burton | 975 | 46.20 | | 7908/J&K Burton |
| 10/10/2017 | Nisbets | 976 | 936.37 | | 7906/Soup+Bake King oven |
| 10/10/2017 | Wiltshire Council | 977 | 1,105.00 | | 7757/Non Dom Rates 2017-18 |
| 11/10/2017 | VWFS UK Ltd | Std Ord | 32.12 | | Van WT16 TRZ Maintenance Plan |
| 12/10/2017 | Bank Charge | BANK CRG | 20.00 | | Bank Charge |
| 13/10/2017 | Idverde Limited | BAC01 | 6,535.58 | | 7918/Remove+repair bins+bench |
| 13/10/2017 | Office Right Business Solution | BAC03 | 47.65 | | 7921/stationery |
| 13/10/2017 | Ray Thomas Property Services L | BAC04 | 1,536.00 | | 7909/Ramp for disabled access |
| 13/10/2017 | Screwfix Direct Ltd | BAC05 | 9.98 | | 7990/Storage Hook |
| 13/10/2017 | Screwfix Direct Ltd | BAC06 | 25.96 | | 7991/Padlock+power free Niteri |
| 13/10/2017 | Wiltshire Association of Local | BAC07 | 441.60 | | 7923/Training Sessions |
| 13/10/2017 | Wiltshire Council | BAC08 | 321.32 | | 7902/Name Plate boreham Rd |
| 13/10/2017 | S L Corden & Sons | BAC09 | 43.23 | | 7925/Key Tester + Thermometer |
| 13/10/2017 | JRB Enterprise | BACS02 | 292.80 | | 7968/Dog Bags |
| 13/10/2017 | West mercia Energy | DD26 | 118.56 | | 7904/Elec 10.08.17-31.08.17 |
| 13/10/2017 | Fuel Genie DDR | DD27 | 50.20 | | 7915/Fuel for Van |
| 13/10/2017 | Southern Electric | DD28 | 43.83 | | 7922/Elec 29.06.17-25.09.17 |
| 13/10/2017 | ACB Print & Design | DD31 | 339.00 | | 7940/Autumn Newsletter |
| 13/10/2017 | Auditing Solutions Ltd | DD32 | 504.00 | | 7941/Internal Audit |
| 13/10/2017 | Mrs B J Carter | DD33 | 13.50 | | 7949/Sandwich for Pav Cafe |
| 13/10/2017 | DCK Accounting Solutions Ltd | DD34 | 468.84 | | 7914/Visit 13.09.17 |
| 13/10/2017 | Coates & Parker Ltd | DD35 | 424.50 | | 7924/Adverts |
| 15/10/2017 | Wiltshire Council | Std Ord | 13.00 | | WC Rates Boreham Rd Cemertery |
| 15/10/2017 | Wiltshire Council | Std Ord | 501.00 | | WC Rates Dewey House |
| 15/10/2017 | Wiltshire Council | Std Ord | 662.00 | | WC Rates Civic Centre |

At : 09:44

Current/Instant Access Bank A/

List of Payments made between 01/10/2017 and 31/10/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 16/10/2017 | Timico Limited | DD12 | 361.57 | | 7987/website Admin |
| 16/10/2017 | Booker | DD13 | 126.43 | | 7948/Pav Cafe Stock |
| 18/10/2017 | Office Evolution Ltd | DD14 | 292.79 | | Purchase Ledger Payment |
| 19/10/2017 | Worldpay (UK) Ltd | DD15 | 30.87 | | 7997/Card Charges- Pav Cafe |
| 19/10/2017 | Worldpay (UK) Ltd | DD16 | 18.53 | | 7996/Card Cahrges-Civic Centre |
| 21/10/2017 | Bank Charge to 29 Sep | BANK CHARG | 76.05 | | Bank Charge to 29 Sep |
| 25/10/2017 | VWFS UK LTd | Std Ord | 383.14 | | Van WT16 TRZ Lease Payment |
| 25/10/2017 | BOC Gases | DD36 | 23.87 | | 7913/Bar gas rental |
| 26/10/2017 | Clearsky IT | DD37 | 179.64 | | 7953/Monthly IT Charges |
| 26/10/2017 | Warminster Parking Partnership | BAC | 270.30 | | Warminster Parking Partnership |
| 27/10/2017 | WC Pension | BAC | 4,265.09 | | WC Pension |
| 27/10/2017 | Salaries October | BAC | 13,849.79 | | Salaries October |
| 27/10/2017 | Salaries October | BAC | 1,825.35 | | Salaries October |
| 30/10/2017 | Hunot HR | SO01 | 240.00 | | Purchase Ledger Payment |
| 31/10/2017 | DCK Accounting Solutions Ltd | BAC10 | 468.84 | | 7957/Contract Accounting |
| 31/10/2017 | GB Heating Ltd | BAC11 | 165.00 | | 7959/Heating Syst maintenance |
| 31/10/2017 | Fiona Fox | BAC12 | 856.62 | | 31/10/2017/7958/Fiona Fox |
| 31/10/2017 | Heart of Warminster | BAC13 | 100.00 | | 7961/Christmas Advert |
| 31/10/2017 | Moviola Ltd | BAC14 | 188.98 | | 7970/Film-Time of their Lives |
| 31/10/2017 | Office Right Business Solution | BAC15 | 4.04 | | 7974/Desk Diary for CCTV |
| 31/10/2017 | Office Right Business Solution | BAC16 | 269.67 | | 7975/Frame Board |
| 31/10/2017 | SLCC Enterprises Ltd | BAC17 | 94.80 | | 7986/SLCC Traingin seminar |
| 31/10/2017 | Total Floor Care Ltd | BAC18 | 76.80 | | 7992/Sylva Cleaner |
| 31/10/2017 | Idverde Limited | BAC19 | 6,535.58 | | Purchase Ledger Payment |
| 31/10/2017 | Coates & Parker Ltd | BAC20 | 660.42 | | 7951/Adverts- july |
| 31/10/2017 | Hills Waste Solutions Ltd | DD29 | 127.10 | | 7926/civic centre- recycling |
| 31/10/2017 | Booker | DD30 | 313.38 | | 7946/Pavillion Cafe Stock |
| Total Payments | | | <u>318,848.42</u> | | |

At : 09:44

Current/Instant Access Bank A/

List of Payments made between 01/10/2017 and 31/10/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|---------------------------------|
| 01/10/2017 | Aviva | Std Ord | 1,252.91 | | Insurance |
| 02/10/2017 | Water2Business | DD01 | 65.50 | | Purchase Ledger Payment |
| 02/10/2017 | Water2Business | DD02 | 490.00 | | Purchase Ledger Payment |
| 02/10/2017 | Hunot HR | SO01 | 240.00 | | 7883/Advice line- September |
| 03/10/2017 | Booker | DD03 | 262.30 | | 7879/cafe Stock |
| 05/10/2017 | Grenke Leasing | Std Ord | 336.78 | | Photocopier Lease |
| 06/10/2017 | Southern Electric | DD04 | 2,534.25 | | Purchase Ledger Payment |
| 06/10/2017 | Southern Electric | DD05 | 1,233.63 | | 7897/Gas 02.06.17-14.09.17 |
| 06/10/2017 | Clearsky IT | DD06 | 70.50 | | 7881/ Fix internet problem |
| 06/10/2017 | Office Right Business Solution | DD07 | 44.50 | | 7888/Coloured Paper |
| 06/10/2017 | PPL | DD08 | 83.40 | | 7889/License |
| 06/10/2017 | Moviola Ltd | DD09 | 144.88 | | 7885/Film Show-Another motherso |
| 06/10/2017 | Mark O'Driscoll | DD17 | 209.35 | | 7884/Supply+fit electric socke |
| 06/10/2017 | Ray Thomas Property Services L | DD18 | 1,752.00 | | 7891/electric work-civic centr |
| 06/10/2017 | The Warminster Way | DD19 | 195.00 | | 7903/Newletter distribution |
| 06/10/2017 | Office Right Business Solution | DD20 | 122.72 | | 7887/Floor Cleaner |
| 06/10/2017 | Playsafety Ltd | DD22 | 243.60 | | 7890/Play Park Inspection |
| 06/10/2017 | Roundstone Vending Limited | DD23 | 270.00 | | 7895/hot choc |
| 06/10/2017 | Total Hygiene Ltd | DD24 | 180.00 | | 7901/Servicing closomat unit |
| 06/10/2017 | Fixed Deposit investment | TFR | 258,662.00 | | Fixed Deposit investment |
| 09/10/2017 | SGW Payroll Ltd | DD25 | 75.18 | | 7896/processing charges |
| 09/10/2017 | HMRC PAYE/NI | BACS | 4,043.03 | | HMRC PAYE/NI |
| 10/10/2017 | J & K Burton | 975 | 46.20 | | 7908/J&K Burton |
| 10/10/2017 | Nisbets | 976 | 936.37 | | 7906/Soup+Bake King oven |
| 10/10/2017 | Wiltshire Council | 977 | 1,105.00 | | 7757/Non Dom Rates 2017-18 |
| 11/10/2017 | VWFS UK Ltd | Std Ord | 32.12 | | Van WT16 TRZ Maintenance Plan |
| 12/10/2017 | Bank Charge | BANK CRG | 20.00 | | Bank Charge |
| 13/10/2017 | Idverde Limited | BAC01 | 6,535.58 | | 7918/Remove+repair bins+bench |
| 13/10/2017 | Office Right Business Solution | BAC03 | 47.65 | | 7921/stationery |
| 13/10/2017 | Ray Thomas Property Services L | BAC04 | 1,536.00 | | 7909/Ramp for disabled access |
| 13/10/2017 | Screwfix Direct Ltd | BAC05 | 9.98 | | 7990/Storage Hook |
| 13/10/2017 | Screwfix Direct Ltd | BAC06 | 25.96 | | 7991/Padlock+power free Niteri |
| 13/10/2017 | Wiltshire Association of Local | BAC07 | 441.60 | | 7923/Training Sessions |
| 13/10/2017 | Wiltshire Council | BAC08 | 321.32 | | 7902/Name Plate boreham Rd |
| 13/10/2017 | S L Corden & Sons | BAC09 | 43.23 | | 7925/Key Tester + Thermometer |
| 13/10/2017 | JRB Enterprise | BACS02 | 292.80 | | 7968/Dog Bags |
| 13/10/2017 | West mercia Energy | DD26 | 118.56 | | 7904/Elec 10.08.17-31.08.17 |
| 13/10/2017 | Fuel Genie DDR | DD27 | 50.20 | | 7915/Fuel for Van |
| 13/10/2017 | Southern Electric | DD28 | 43.83 | | 7922/Elec 29.06.17-25.09.17 |
| 13/10/2017 | ACB Print & Design | DD31 | 339.00 | | 7940/Autumn Newsletter |
| 13/10/2017 | Auditing Solutions Ltd | DD32 | 504.00 | | 7941/Internal Audit |
| 13/10/2017 | Mrs B J Carter | DD33 | 13.50 | | 7949/Sandwich for Pav Cafe |
| 13/10/2017 | DCK Accounting Solutions Ltd | DD34 | 468.84 | | 7914/Visit 13.09.17 |
| 13/10/2017 | Coates & Parker Ltd | DD35 | 424.50 | | 7924/Adverts |
| 15/10/2017 | Wiltshire Council | Std Ord | 13.00 | | WC Rates Boreham Rd Cemertery |
| 15/10/2017 | Wiltshire Council | Std Ord | 501.00 | | WC Rates Dewey House |
| 15/10/2017 | Wiltshire Council | Std Ord | 662.00 | | WC Rates Civic Centre |

At : 09:44

Current/Instant Access Bank A/

List of Payments made between 01/10/2017 and 31/10/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 16/10/2017 | Timico Limited | DD12 | 361.57 | | 7987/website Admin |
| 16/10/2017 | Booker | DD13 | 126.43 | | 7948/Pav Cafe Stock |
| 18/10/2017 | Office Evolution Ltd | DD14 | 292.79 | | Purchase Ledger Payment |
| 19/10/2017 | Worldpay (UK) Ltd | DD15 | 30.87 | | 7997/Card Charges- Pav Cafe |
| 19/10/2017 | Worldpay (UK) Ltd | DD16 | 18.53 | | 7996/Card Cahrges-Civic Centre |
| 21/10/2017 | Bank Charge to 29 Sep | BANK CHARG | 76.05 | | Bank Charge to 29 Sep |
| 25/10/2017 | VWFS UK LTd | Std Ord | 383.14 | | Van WT16 TRZ Lease Payment |
| 25/10/2017 | BOC Gases | DD36 | 23.87 | | 7913/Bar gas rental |
| 26/10/2017 | Clearsky IT | DD37 | 179.64 | | 7953/Monthly IT Charges |
| 26/10/2017 | Warminster Parking Partnership | BAC | 270.30 | | Warminster Parking Partnership |
| 27/10/2017 | WC Pension | BAC | 4,265.09 | | WC Pension |
| 27/10/2017 | Salaries October | BAC | 13,849.79 | | Salaries October |
| 27/10/2017 | Salaries October | BAC | 1,825.35 | | Salaries October |
| 30/10/2017 | Hunot HR | SO01 | 240.00 | | Purchase Ledger Payment |
| 31/10/2017 | DCK Accounting Solutions Ltd | BAC10 | 468.84 | | 7957/Contract Accounting |
| 31/10/2017 | GB Heating Ltd | BAC11 | 165.00 | | 7959/Heating Syst maintenance |
| 31/10/2017 | Fiona Fox | BAC12 | 856.62 | | 31/10/2017/7958/Fiona Fox |
| 31/10/2017 | Heart of Warminster | BAC13 | 100.00 | | 7961/Christmas Advert |
| 31/10/2017 | Moviola Ltd | BAC14 | 188.98 | | 7970/Film-Time of their Lives |
| 31/10/2017 | Office Right Business Solution | BAC15 | 4.04 | | 7974/Desk Diary for CCTV |
| 31/10/2017 | Office Right Business Solution | BAC16 | 269.67 | | 7975/Frame Board |
| 31/10/2017 | SLCC Enterprises Ltd | BAC17 | 94.80 | | 7986/SLCC Traingin seminar |
| 31/10/2017 | Total Floor Care Ltd | BAC18 | 76.80 | | 7992/Sylva Cleaner |
| 31/10/2017 | Idverde Limited | BAC19 | 6,535.58 | | Purchase Ledger Payment |
| 31/10/2017 | Coates & Parker Ltd | BAC20 | 660.42 | | 7951/Adverts- july |
| 31/10/2017 | Hills Waste Solutions Ltd | DD29 | 127.10 | | 7926/civic centre- recycling |
| 31/10/2017 | Booker | DD30 | 313.38 | | 7946/Pavillion Cafe Stock |
| Total Payments | | | <u>318,848.42</u> | | |

At : 5:44 PM

Current/Instant Access Bank A/

List of Payments made between 01/11/2017 and 30/11/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|---------------------------------|
| 01/11/2017 | Aviva | Std Ord | 1,252.91 | | Insurance |
| 01/11/2017 | Water2Business | DDR | 65.50 | | Purchase Ledger Payment |
| 01/11/2017 | Water2Business | DDR2 | 490.00 | | Purchase Ledger Payment |
| 08/11/2017 | HMRC PAYE/NI | BACS | 4,680.96 | | HMRC PAYE/NI |
| 10/11/2017 | DCK Accounting Solutions Ltd | BACS | 702.54 | | 7956/Accounting Contract |
| 10/11/2017 | Greenham | BACS10 | 131.94 | | 8001/Remembrance Signage |
| 10/11/2017 | Keep Britain Tidy | BACS11 | 70.00 | | 7969/2x Love Parks Week |
| 10/11/2017 | Newsquest (Wiltshire) Ltd | BACS12 | 129.49 | | 7971/Adverts for Christmas mar |
| 10/11/2017 | Office Right Business Solution | BACS13 | 34.92 | | 7973/CD Cases |
| 10/11/2017 | Prosec Consultancy Ltd | BACS14 | 462.00 | | 8006/Fire Safety Awareness Cou |
| 10/11/2017 | Prosec Consultancy Ltd | BACS15 | 324.00 | | 8007/2 SIA licensed DS Operate |
| 10/11/2017 | Ray Thomas Property Services L | BACS16 | 261.60 | | 7982/TownP. Work on Boat house |
| 10/11/2017 | Ray Thomas Property Services L | BACS17 | 288.00 | | 809/Electric works Civic Centr |
| 10/11/2017 | Roundstone Catering Ltd | BACS18 | 181.32 | | 8010/Call out to boiler |
| 10/11/2017 | Roundstone Catering Ltd | BACS19 | 111.60 | | 7984/Water Filters |
| 10/11/2017 | Dorma UK Limited | BACS2 | 145.20 | | 0000140831/7928/Dorma UK Limit |
| 10/11/2017 | Screwfix Direct Ltd | BACS20 | 97.95 | | 7989/Equip/furnitue Town P. |
| 10/11/2017 | Wired Publishing | BACS21 | 186.00 | | 8013/Christmas MarketAdvert |
| 10/11/2017 | Idverde Limited | BACS3 | 6,188.78 | | 7964/Ground Main Lake Pleasure |
| 10/11/2017 | Screwfix Direct Ltd | BACS4 | 22.47 | | 7988/Equipement for PAV Cafe |
| 10/11/2017 | Water2Business | BACS5 | 2.47 | | 7995/Water21.06.17-03.07.17 |
| 10/11/2017 | Ashton Farms | BACS6 | 118.14 | | 7942/Pav Cafe- Stock |
| 10/11/2017 | Nigel J Connor | BACS7 | 144.00 | | 7954/Stocktaking-Civic C |
| 10/11/2017 | Danny Donkey & Pals | BACS8 | 50.00 | | 7999/Donkey for Christmas ligh |
| 10/11/2017 | Grant Thornton UK LLP | BACS9 | 1,560.00 | | 7960/Accountancy Fee |
| 10/11/2017 | Coates & Parker Ltd | DDR3 | 180.06 | | 7950/Advertising |
| 10/11/2017 | Warminster Community Radio | BACS | 2,500.00 | | 8012/SLA Last Qtr jan-apr |
| 10/11/2017 | Heart of Warminster | BACS2 | 100.00 | | Purchase Ledger Payment |
| 11/11/2017 | VWFS UK Ltd | Std Ord | 32.12 | | Van WT16 TRZ Maintenance Plan |
| 11/11/2017 | Bank Charge | CHG | 20.00 | | Bank Charge |
| 13/11/2017 | SGW Payroll Ltd | DDR | 73.20 | | 7985/Processing charges-October |
| 14/11/2017 | J & K Burton | 200978 | 37.90 | | 7934/October Refund |
| 14/11/2017 | Charles Saunders Ltd | 200979 | 340.44 | | 7932/Toilet tissue+hand towel |
| 14/11/2017 | The British Royal Legion Poppy | 200980 | 38.50 | | 7933/Wreaths For Remem Day |
| 14/11/2017 | Wiltshire Council | 200981 | 4,102.48 | | 7757/Non Dom Rates 2017-18 |
| 14/11/2017 | Warm. & Villages Community Par | 200982 | 6,000.00 | | 7939/Grant for Community hub |
| 14/11/2017 | West mercia Energy | DDR2 | 264.41 | | 7993/Elec 01/09/17-30/09/17 |
| 14/11/2017 | Booker | DDR3 | 260.90 | | 7944/Stock for Pav Cafe |
| 15/11/2017 | Wiltshire Council | Std Ord | 13.00 | | WC Rates Boreham Rd Cemertery |
| 15/11/2017 | Wiltshire Council | Std Ord | 501.00 | | WC Rates Dewey House |
| 15/11/2017 | Wiltshire Council | Std Ord | 662.00 | | WC Rates Civic Centre |
| 15/11/2017 | Timico Limited | DDR4 | 345.12 | | 8011/Phone bill Admin |
| 17/11/2017 | Warminster Parking Partnership | BACS3 | 6.00 | | 7935/October Refund |

At : 5:44 PM

Current/Instant Access Bank A/

List of Payments made between 01/11/2017 and 30/11/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 20/11/2017 | Office Evolution Ltd | DDR5 | 156.12 | | 7972/Photocopying |
| 21/11/2017 | Bank Charges | CHG | 65.03 | | Bank Charges |
| 21/11/2017 | Warminster Parking Partnership | BACS | 252.40 | | 7935/October Refund |
| 21/11/2017 | Worldpay (UK) Ltd | DDR6 | 32.38 | | 8014/Card Charges-Pav Cafe |
| 21/11/2017 | Worldpay (UK) Ltd | DDR7 | 19.56 | | 8015/Card Charges Civic Centre |
| 24/11/2017 | Clearsky IT | DDR | 179.64 | | 7998/Monthly ChargesNovember |
| 25/11/2017 | VWFS UK LTd | Std Ord | 383.14 | | Van WT16 TRZ Lease Payment |
| 27/11/2017 | WC Pension Fund | BACS | 4,610.23 | | WC Pension Fund |
| 27/11/2017 | November Salaries | BACS | 14,198.81 | | November Salaries |
| 27/11/2017 | BOC Gases | DDR8 | 23.87 | | 7943/Bar gas 31.10.17 |
| 28/11/2017 | Idverde Limited | BACS10 | 226.80 | | 8032/Rem out of Town Planters |
| 28/11/2017 | Mirage Signs Limited | BACS11 | 216.00 | | 8034/CCTV Signage |
| 28/11/2017 | Moviola Ltd | BACS12 | 299.20 | | 8038/Film - The King & I |
| 28/11/2017 | Tony Nicklin | BACS13 | 79.29 | | 7931/Travel 16.05.17-09.11.17 |
| 28/11/2017 | Prosec Consultancy Ltd | BACS14 | 318.00 | | 8053/Road Signage Placement |
| 28/11/2017 | Screwfix Direct Ltd | BACS15 | 11.99 | | 8056/Cable ties |
| 28/11/2017 | West mercia Energy | BACS16 | 166.19 | | 8061/Elec 01.10.17-31.10.17 |
| 28/11/2017 | Barrett Corp & Harrington | BACS5 | 228.00 | | 8019/Reinstatement cost Assesm |
| 28/11/2017 | Cochrane Consultancy | BACS6 | 220.00 | | 7929/Air Conditioning Inspecti |
| 28/11/2017 | Dorma UK Limited | BACS7 | 145.20 | | Purchase Ledger Payment |
| 28/11/2017 | Mark O'Driscoll | BACS8 | 56.00 | | 8003/PAT Testing |
| 28/11/2017 | Rob Fryer- Mayor | BACS9 | 250.50 | | 7930/Travel Exp 16.05-09.11.17 |
| 28/11/2017 | Booker | DDR9 | 148.17 | | 8021/Cafe Stock |
| 30/11/2017 | SGW Payroll Ltd | DDR10 | 69.24 | | 8058/Payroll Month 8 |
| 30/11/2017 | Hills Waste Solutions Ltd | DDR11 | 155.90 | | 7963/Waste and Recycling |
| 30/11/2017 | Hunot HR | SO | 240.00 | | 8002/Advice Line |
| Total Payments | | | 55,930.58 | | |

THIS PAGE LEFT BLANK

Warminster Town Council

Budget Setting 2018-19

Report to Members

The papers setting out the computation of 2018-19 Budget and Precept requirements have already been provided, but I wish to take the opportunity to bring a couple of considerations to Members attention.

Projected out-turn for 2017-18

Present calculations indicate that the current financial year may well result in an overspend of £50,762. This arises almost entirely from the excess costs associated with taking on the Town Park (anticipated overspend £31,759) and The Pavilion Café (net unbudgeted cost £15,383), a total overspend against budget of £47,142.

The council has, in recent years, established an Earmarked Reserve for Devolved Services (estimated to stand at £122,578 at 31st March 2018), which could be called upon to (part or totally) fund this overspend. Nevertheless, the council's General Reserve at 31st March 2017 was significantly in excess of the minimum requirement (equivalent to three months Net Revenue Expenditure) and it is therefore recommended that the projected deficit be financed therefrom, leaving the Earmarked Reserve intact to cater for the anticipated impact of future service transfers.

This situation can be reviewed (and a final determination made) once the results for the year are actually known at the year end.

Proposed Budget for 2018-19

Again, due to the impact of transferred services, current estimates (as presented) suggest the need for a Precept increase of £196,400 to allow for a balanced budget. This represents an increase (per Band D Equivalent charge) of 32.32%, equal to £30.31/annum or 58 pence/week.

Members may consider this increase unacceptable, although caused entirely by the impact of services being devolved and/or discontinued by Wiltshire Council, together with a recommended increase in Capital Provision to ensure that these new services can be sustained into the future. If so, again the Devolved Services Reserve could be utilised to cushion the impact of the increase. Each 1% of cushioning would eat into the Reserve by some £5,660. It is important to remember, however, that the Reserve can only be used once and thus would only serve to defer the impact on the Precept into future years (which will inevitably be adversely impacted by any further transfer of services from Wiltshire Council.

I will be happy to deal with such considerations, and their impact and answer Members questions at the forthcoming meeting on 8th January.

Derek R Kemp
DCK Accounting Solutions

2nd January 2018

THIS PAGE LEFT BLANK

Budget Summary

Year Ended 31st March 2019

| | 2017-2018 | | 2018-2019 | Budget | |
|--|---------------|-----------------------|---------------|---------------|---|
| | Projected | Budgeted (revised) | Proposed | Incr/Decr | |
| EXPENDITURE | | | | | |
| Council Administration | 204676 | 202736 | 213613 | 10877 | 5.37% |
| Civic & Democratic | 25350 | 7100 | 11400 | 4300 | 80.56% |
| Policy & Communications | 5500 | 5150 | 10650 | 5500 | 106.80% |
| Grants & Projects | 60573 | 62100 | 60100 | -2000 | -3.22% |
| Outside Services | 45200 | 44366 | 51150 | 6784 | 15.29% |
| Town Park | 71229 | 43550 | 102600 | 59050 | 135.59% |
| Open Spaces | 10030 | 13530 | 10030 | -3500 | -25.87% |
| Cemetery & Churchyard | 1110 | 975 | 1115 | 140 | 14.36% |
| Public Conv - Town Park | 10143 | 10600 | 10600 | 0 | 0.00% |
| Public Conv - Central Car Park | 15565 | 19550 | 19215 | -335 | -1.71% |
| Street Furniture | 10797 | 10810 | 10810 | 0 | 0.00% |
| Pavilion Café | 37641 | 0 | 54820 | 54820 | |
| Play Areas | 0 | 0 | 54982 | 54982 | |
| Finance | 497814 | 420467 | 611085 | 190618 | 45.33% |
| Civic Centre - Administration | 70276 | 75093 | 94000 | 18907 | 25.18% |
| Civic Centre - Bar | 3850 | 5450 | 3850 | -1600 | -29.36% |
| Civic Centre | 74126 | 80543 | 97850 | 17307 | 21.49% |
| CCTV | 66280 | 64360 | 66434 | 2074 | 3.22% |
| Dewey House | 13013 | 13960 | 13285 | -675 | -4.84% |
| | 79293 | 78320 | 79719 | 1399 | |
| TOTAL EXPENDITURE | 651233 | 579330 | 788654 | 209324 | 36.13% |
| INCOME | | | | | |
| Council Administration | 1250 | 2000 | 2000 | 0 | 0.00% |
| Civic & Democratic | 5563 | 0 | 0 | 0 | |
| Policy & Communications | 0 | 0 | 0 | 0 | |
| Grants & Projects | 2900 | 2900 | 2900 | 0 | 0.00% |
| Outside Services | 0 | 0 | 0 | 0 | |
| Town Park | 3960 | 8040 | 6960 | -1080 | -13.43% |
| Open Spaces | 750 | 500 | 0 | -500 | -100.00% |
| Cemetery & Churchyard | 1500 | 1500 | 1500 | 0 | 0.00% |
| Public Conv - Town Park | 0 | 0 | 0 | 0 | |
| Public Conv - Central Car Park | 0 | 0 | 0 | 0 | |
| Street Furniture | 0 | 0 | 0 | 0 | |
| Pavilion Café | 22258 | 0 | 26250 | 26250 | |
| Play Areas | 0 | 0 | 9000 | 9000 | |
| Finance | 38181 | 14940 | 48610 | 33670 | 225.37% |
| Civic Centre - Administration | 38300 | 37000 | 39000 | 2000 | 5.41% |
| Civic Centre - Bar | 8000 | 12000 | 8000 | -4000 | -33.33% |
| Civic Centre | 46300 | 49000 | 47000 | -2000 | -4.08% |
| CCTV | 20280 | 20280 | 20434 | 154 | 0.76% |
| Dewey House | 7200 | 6600 | 7200 | 600 | 9.09% |
| | 27480 | 26880 | 27634 | 754 | |
| TOTAL INCOME | 111981 | 90820 | 123244 | 32424 | 35.70% |
| NET REVENUE EXPENDITURE | 539272 | 488510 | 665410 | 176900 | |
| PROJECTS | | | | | |
| General Capital | 17000 | 17000 | 44000 | 27000 | Reduced from £44K in 2017/18. Reinstated in 2018/19 |
| Devolved Services | 7500 | 7500 | 0 | -7500 | |
| Loan Charges | 39602 | 39602 | 39602 | 0 | |
| CAPITAL & PROJECT EXPENDITURE | 64102 | 64102 | 83602 | 19500 | 30.42% |
| TOTAL NET EXPENDITURE | 603374 | 552612 | 749012 | 196400 | 35.54% |
| Financed as follows | | | | | |
| General Reserve at 1st April | 211764 | 142790 | 161002 | | |
| General Reserve at 31st March | 161002 | 142790 | 161002 | ** | |
| Funded from/(added to) General Reserve | 50762 | 0 | 0 | | |
| Precept Support Grant | 0 | 0 | 0 | 0 | |
| Precept Required | 552612 | 552612 | 749012 | 196400 | 35.54% |
| TOTAL TAXATION FUNDING REQUIRED | 552612 | 552612 | 749012 | 196400 | 35.54% |
| | 603374 | 552612 | 749012 | | |
| ADJUSTED BASIS | | | | | |
| Band D Equivalents | | 5891 | 6034 | 143 | 2.43% |
| Precept per Band D Equivalent (£/annum) | | £ 93.81 | 124.13 | £30.32 | 32.32% |
| Precept per Band D Equivalent (p/week) | | 179.91 | 238.06 | £0.58 | 0.32% |

Note:** Recommended minimum reserve equal to 3 months net revenue expenditure 134818 122128 166353

| earmarked Reserves | 31/03/2017 (Actual) | 31/03/2018 (Projected) | 31/03/2019 (Available) |
|-----------------------------|------------------------|---------------------------|---------------------------|
| Council - Revenue | 33984 | 30547 | 30547 |
| Council - Capital/Buildings | 186779 | 201029 | 245029 |
| Devolved Services | 144012 | 122578 | 122578 |
| Elections | 6613 | 0 | 5000 |
| CCTV | 16176 | 16285 | 15416 |
| | 387564 | 370439 | 418570 |
| General Reserve | 141810 | 161002 | 161002 |
| | 529374 | 531441 | 579572 |

THIS PAGE LEFT BLANK

Minutes

Devolved Services Working Group Thursday 12th October 2017 at 10.00am

Membership:

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

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

In attendance:

Council clerk Stuart Legg (Park and Open Spaces Manager).

DS/17/022 Apologies

Apologies were received and accepted from Cllr Brett.

DS/17/023 Minutes

The minutes and all actions agreed at the meeting held on 14th September 2017 were approved.

DS/17/024 Town Park and Associated Land

DS/17/024.1 Pavilion Café: SL advised members that hot food was now being served in the café. Cllr Ridout suggested that the Warminster Journal could be approached to run an article on the café to try to promote the sales of hot food. **SL to approach the Warminster Journal**

DS/17/024.2 Skatepark, 'Friends of the Park' project: Cllr Ridout updated members. Of note: A quote has been obtained for the haul road. The planning permission for the haul road and the skatepark will be applied for in the coming weeks. Funds will be applied for once planning permission has been obtained.

Cllr Jolley spoke about the proposed pump track and asked if the pump track construction could be completed at the same time as the skatepark. **It was agreed for SL to liaise with Colin French (pump track project leader).**

DS/17/024.3 Tennis courts: Town Clerk is continuing to seek grants to match fund LTA's £65,000.

DS/17/024.4 Rowing boats: Cllr Fryer updated members on funding options available. Cllr Jolley stated that the Longleat Lodge Freemasons have decided not to sponsor a boat at this time. Cllr Macdonald asked why the Town Council was not paying for the boats and suggested that the cost of the boats should be put into the budget for next year.

Cllr Fryer handed out a flyer he had prepared to assist with fundraising. It was felt that it would be prudent to undertake a survey of local people to gather evidence to support funding applications for boats. **SL to undertake a survey on social media and in the park.**

DS/17/024.5 Waste recycling in the park: SL informed members that quotes were being sought to begin recycling in the park. SL informed members that one quote had been received from Hills Waste Solutions and another is being sought from Grist Environmental. SL also stated that he was waiting for a breakdown of the costs currently being charged by idverde for waste. **Deferred until next meeting**

DS/17/024.6 Tree survey: Members were informed that a tree survey has been instructed and will be carried out in November. **Members noted.**

DS/17/024.7 King George V Playing Field and Football Ground: Members noted that the transfer of the two areas was to be referred to Full Council.

DS/17/024.8 Stairs to boathouse: SL presented a quote to members for works to the boathouse steps to repair the existing steps and also to install a gate to prevent access to unauthorised persons. Quote from Ray Thomas £3400 + VAT. Another quotation was sought but not forthcoming. **Members agreed the quote and the Town Clerk will take forward to Finance and Assets.**

DS/17/024.9 Signage Plan: SL presented members with quotations from three companies for reference. Other quotations are being sought. SL also informed members that the advice from all the signage companies consulted so far has been to look at the town as a whole not just the park in isolation. **Members noted and asked for the signage to be referred to Town Development.**

DS/17/024.10 Civic Trust Garden: Cllr Jolley read out a letter from Longleat Lodge Freemasons asking if the money pledged for plants, £250, was forthcoming. **SL to discuss with the Town Clerk and liaise with Lyn Young (the project leader from Longleat Lodge).**

DS/17/025 Items for consideration at future meetings

Members discussed the possibility of having the other play areas and open spaces around the town devolved to the Town Council. **Cllr Ridout suggested that she ask Wiltshire Council what the intention was regarding play areas. SL was tasked with getting a cost from idverde for the maintenance of the play areas.**

DS/17/026 Budget implications

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

Boathouse steps repair and installation of a gate £3400 + VAT.

Meeting ended: 11.30am

MINUTES
Town Promotion Team
Warminster Civic Centre
Monday 6th November 2017
5.30pm

Membership:

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

Key: * Present A Apologies AB Absent

In attendance: Fiona Fox (Town Clerk), Veronica Mills (Administration Officer)

TP/17/010 Apologies

Apologies were received from Councillor Nicklin, Andrew Robinson and Len Turner.

TP/17/011 Minutes

The minutes of the meeting held on 4th September and all actions contained therein were approved.

TP/17/012 Actions from Last Meeting – for Update

TP/17/012.1 Melvin Davis to investigate whether businesses would welcome regular tours and whether they had the necessary insurances. MD had made a list of businesses that may welcome visits but those approached had no space or insurance and would not welcome the public, or had sensitive materials. Health and safety and insurance would be key obstacles. The Athenaeum was good for behind the scenes tours. 'Small Business Saturday' and 'Love Your Town' were options to be considered to promote businesses and give an online presence. **MD would continue to look for a business that would accept visitors.**

TP/17/012.2 Nick Pitcher to investigate the source and costs of Wilton's town map. NP had met Cityscape who produced the maps for Wilton, Frome and Bath, among others. Awaiting a quotation but believed the set-up charge would be in the region of £4K. Businesses could pay to advertise and be identified on the map as in Frome. Community Hub to contribute £500. **NP to sound out businesses.**

TP/17/012.3 Ann Francis to investigate the source and costs of Warminster mugs. AF had purchased some 'I'd rather be in Warminster' mugs which she would be selling in her shop. Cordens, the Community Hub and the Pavilion Café would be happy to sell them. **AF to check whether there was an exclusivity clause.**

TP/17/013 Market Towns Forum, Visit Wiltshire and Other Sources

Fiona Fox would be clarifying what Visit Wiltshire could do to promote Warminster better as the Town Council paid an annual membership fee. The 'Buddy' system with market towns was working well with those who participated. **FF to check with the Market Towns coordinator to find a suitable town to buddy with. AF would visit as a secret shopper.**

TP/17/014 Warminster Brand

TP/17/014.1 A logo was being designed for the Lake Pleasure Grounds and the town brand should be designed in accordance with the same style.

TP/17/014.2 The brown heritage sign for Warminster at the Heytesbury roundabout was in the wrong place and should be on the A36 not the B3414; likewise at the Cley Hill roundabout the sign was on Victoria Road whereas it should be on the A362. This should be put on the Community Area Transport Group agenda. **TJ would chase this up.**

TP/17/015 Cleanliness of the Town

The retailers could be encouraged to do more to help themselves. It was suggested that flyers be distributed by hand to businesses to encourage them to be involved in improving the appearance of their shop fronts and the areas outside, given the likely reduction in Wiltshire Council services. T-shirts could be designed with a logo for keeping Warminster tidy. AF suggested trying to move to award for cleanliness. Need to liaise with the schools again – **FF to contact new head at Kingdown.**

FF to draw up form of words for the flyer and to visit businesses to introduce herself and distribute flyers.

TP/17/016 Projects

TP/17/016.1 Christmas Lights Members were happy to publicise and distribute flyers. It was recommended that anyone using social media should add #Warminster to every post.

TP/17/016.2 World Record Live Nativity A Guinness World Record is being attempted by 1 Yorks in the tennis courts at the Lake Pleasure Grounds on 6th December from 5.30pm until 6pm. Members agreed to help advertise this on behalf of 1 Yorks by displaying posters and giving out flyers.

TP/17/016.3 Summer Walks Victoria Coombes would be invited to attend the meeting in January to speak to the committee about her proposals.

TP/17/017 AOB

It was felt the committee should endorse any UFO events in the town which should be put in the 'ideas diary' as a possibility for August.

Dates of Next Meetings 8th January, 5th March and 23rd April 2018.