

**MINUTES**  
**of the**  
**Finance and Assets Committee**  
**held on Monday 5<sup>th</sup> March 2018 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee membership:**

Cllr Batchelor (Broadway)	*	Cllr Pitcher (Broadway)	A
Cllr Davis (East)	*	Cllr Ridout, Chairman (West)	*
Cllr Jolley (Broadway)	*	Cllr Robbins, Vice Chairman (East)	*
Cllr Nicklin (West)	*		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

Officers: Fiona Fox (Town Clerk), Judith Halls (Officer)

Public and press: 3 members of the public and 0 members of the press

**FA/17/065    Apologies for absence**

Apologies were **received and accepted** from Councillor Pitcher.

**FA/17/066    Declarations of Interest**

Councillor Nicklin declared an interest in item 15 on the agenda, Boat House Electrics. He had been involved with surveying the building with Stuart Legg.

**FA/17/067    Minutes**

**FA/17/067.1** The minutes of the Finance and Assets Committee meeting held on Monday 8<sup>th</sup> January 2018 **were approved**.

**FA/17/067.2** There were no matters arising.

**FA/17/068    Chairman's Announcements**

None.

**FA/17/069    Questions**

None.

*Standing Orders were suspended at 7.07pm to allow for public participation*

**FA/17/070     Public Participation**

Mr Tony Free, asked about agenda item No 9, Devolved Services Sub Committee minutes about the play areas. He wanted to know if money had been set aside in the budget to take over this asset and if the council were aware of the state of the parks. His question was answered saying that money had been set aside should this go ahead.

*Standing Orders were suspended at 7.10pm to allow for public participation*

**FA/17/071     Reports from Unitary Authority Members**

None.

**FA/17/072     Financial Information**

**FA/17/072.1** The reconciliations for December 2017 and January 2018 **were noted** and the Chairman signed and verified them against the bank statements seen.

**FA/17/072.2** The accounts to January 2018 **were noted**.

**FA/17/072.3** The list of payments made in December 2017 and January 2018 **were approved** and signed by the Chairman.

**FA/17/072.4** The petty cash schedule for January 2018 **was approved** and signed by the Chairman.

**FA/17/072.5** The internal transfers between the accounts on:

9<sup>th</sup> January 2018     £20,000

11<sup>th</sup> January 2018   £10,000

8<sup>th</sup> February 2018   £10,000

**were noted.**

**FA/17/072.6** The Financial Regulations Testing from 2017–2018 **was approved**.

**FA/17/073     Devolved Services and Assets Sub-Committee**

**FA/17/073.1** The minutes of the Devolved Services working group meeting held on 8<sup>th</sup> February 2018 **were approved and all actions contained therein agreed**.

**FA/17/073.2** The following items for spending on the Lake Pleasure Grounds from the Devolved Services Sub-Committee meeting held on 8<sup>th</sup> February 2018 **were approved:**

ITEM	COST	
DS/17/045 Elisabeth Collyns Garden	2 x £450 + VAT Glasdon benches <b>£900</b>	The Elisabeth Collyns Garden will be opened for Easter.
DS/17/047.2 Play areas	<b>£538.65</b> for RoSPA inspections	To inspect the nine play areas included in the potential Wiltshire Council service transfer, at £59.85 per inspection.

ITEM	COST	
DS/17/052 Post tree survey works	£6,390.00	

**FA/17/074 Town Promotion Sub Committee**

The minutes of the Town Promotion Team working group meeting held on 8<sup>th</sup> January 2018 **were approved and all actions contained therein agreed.**

**FA/17/075 Town Development Committee**

ITEM	COST	
3954/4185 The Close	Increase in the Town Council's contribution from £1500 to £2057.37 <b>additional amount requested</b> <b>£558</b>	This has been an ongoing issue; to level and widen the path on the south side of The Close. Revised plans have now addressed issues raised by residents regarding potential obstructions caused by lorry deliveries and an increase in path width. The widening will now commence after this pinch point and the path levelled by the Fire Station.

**The additional amount of £558 was approved**

**FA/17/076 External Auditor**

Warminster Town Council is opted-in to the central procurement process and therefore PKF Littlejohn LLP has been appointed as the Council's external auditor for the 5-year period commencing with the financial year 2017/18. The fee will be £1,600.

**Noted.**

**FA/17/077 The Dewey Trust**

**Councillor Batchelor proposed that members authorise the Clerk to meet with Farnfields, the Trustees, to agree the best way forward and for the Clerk also to negotiate funding that has been pending whilst this matter was resolved.**

**Seconded Councillor Jolley, voting unanimous in favour.**

**FA/17/078 Community Engagement: Banner Frames and Flags**

The members agree that this would be a great idea to promote the town and its events.

**Councillor Batchelor proposed approval of the purchase of 15 x fixings for the flags at a cost of £110 each, total £1,650, plus installation which for the initial fixing will require a platform lift, £500. This will be funded from Capital. Seconded Councillor Jolley, voting unanimous in favour.**

**FA/17/079     Boathouse Electrics**

The Town Clerk confirmed that she had notification that S106 money was available for this project.

**Councillor Jolley proposed approval to use the S106 money for the upgrade of the boathouse electrics, seconded Councillor Davis, voting unanimous in favour.**

Councillor Ridout asked for it to be minuted that the S106 monies from Damask Way was to be split equally between the tennis courts and the skatepark.

**FA/17/080     Communications**

None.

**Meeting closed at 7.35pm**

**Bank Reconciliation Statement as at: 31/12/2017 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	31/12/2017	952	5,000.00
Instant Access Account	31/12/2017	396	276,768.63
			<u>281,768.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/12/2017 109528 Mayors Fund		822.11	
			<u>822.11</u>
			280,946.52
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			280,946.52
		<b>Balance per Cash Book is :-</b>	<b>280,946.52</b>
		<b>Difference is :-</b>	<b>0.00</b>

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Date: 13/02/2018

Warminster Town Council 2017/18

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Bank Reconciliation Statement as at: 31/01/2018 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	31/01/2018	399	550,270.92
Current Account	31/01/2018	958	5,000.00
			<u>555,270.92</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/01/2018 200987 J & K Burton		32.30	
			<u>32.30</u>
			555,238.62
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			555,238.62
		Balance per Cash Book is :-	555,238.62
		Difference is :-	0.00

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## List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2017	Aviva	Std Ord	1,294.29		Insurance
01/12/2017	Water2Business	DD01	65.50		Purchase Ledger Payment
01/12/2017	Water2Business	DD02	490.00		Purchase Ledger Payment
08/12/2017	HMRC PAYE/NI Nov 2017	BACS	4,387.61		HMRC PAYE/NI Nov 2017
11/12/2017	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
11/12/2017	Roundstone Catering Ltd	BAC01	296.04		8077/Cafe Repairs
11/12/2017	Screwfix Direct Ltd	BAC02	26.46		8054/Bungee Cords, gloves etc
11/12/2017	Screwfix Direct Ltd	BAC03	63.96		8055/Chain Post & Base
11/12/2017	Shane Seagrave	BAC04	165.00		8057/Street Organ 'Carillon'
11/12/2017	Vibe Telecom Ltd	BAC05	272.40		8078/Annual Phone Support
11/12/2017	Visit Wiltshire	BAC06	246.00		8060/Advert in Visitors Guide
11/12/2017	Wheelers (Westbury) Ltd	BAC07	12,185.64		8064/Install of Xmas Lights
11/12/2017	Wiltshire Council	DD03	1,105.00		7757/Non Dom Rates 2017-18
12/12/2017	J & K Burton	200983	27.90		8082/Burton Nov Refund
12/12/2017	Nisbets	200984	535.66		8044/Water Boiler
12/12/2017	Warminster Parking Partnership	200985	322.50		8081/Weymouth Arms
12/12/2017	Wiltshire Council	200986	1,105.00		7757/Non Dom Rates 2017-18
12/12/2017	Mayors Fund	109528	822.11		Mayors Fund
13/12/2017	Bank Charge	CRG	20.00		Bank Charge
14/12/2017	West mercia Energy	BAC09	270.39		8062/Elec 01.10.17-31.10.17
14/12/2017	ACB Print & Design	BAC01	485.40		8017/Christmas Cards
14/12/2017	Brandon Hire	BAC02	103.50		8022/Crowd Control Barrier
14/12/2017	Brandon Hire	BAC03	115.50		8023/Crowd Control Barrier
14/12/2017	Coates & Parker Ltd	BAC04	94.41		8024/November Adverts
14/12/2017	Complete Fire Services Ltd	BAC05	185.76		8025/Fire Extinguisher Service
14/12/2017	DCK Accounting Solutions Ltd	BAC06	468.84		8026/Contract Accounting
14/12/2017	S L Corden & Sons	BAC07	56.44		8027/Wire & Command Hooks
14/12/2017	GB Heating Ltd	BAC08	189.00		8075/Repair of faulty heating
14/12/2017	Newsquest (Wiltshire) Ltd	BAC09	110.51		8042/Christmas Advert
14/12/2017	Office Right Business Solution	BAC10	69.03		8046/Sugar Sachets
14/12/2017	Office Right Business Solution	BAC11	242.93		8050/Logo for Uniforms
14/12/2017	National Association of Civic	BAC12	125.00		8041/Training NACO Event
14/12/2017	Prosec Consultancy Ltd	BAC13	329.70		8052/Road Sign Placement
14/12/2017	ID Verde PL Page 758	BACS	3,507.36		ID Verde PL Page 758
15/12/2017	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemetery
15/12/2017	Wiltshire Council	Std Ord	501.00		WC Rates Dewey House
15/12/2017	Wiltshire Council	Std Ord	662.00		WC Rates Civic Centre
15/12/2017	Timico Limited	DD04	353.80		Purchase Ledger Payment
18/12/2017	Warminster Parking Partnership	BAC08	322.50		Purchase Ledger Payment
19/12/2017	Office Evolution Ltd	DD05	123.47		8045/Copy Charge Nov 17
20/12/2017	Worldpay (UK) Ltd	DD06	29.95		8080/Card Charge-Pav cafe
20/12/2017	Worldpay (UK) Ltd	DD07	19.47		8079/Card Charges-Civic Centre
20/12/2017	Moles Brewery	DD09	810.12		8004/Bar Stock
21/12/2017	Wessex Lift Co Ltd	DD01	114.00		Purchase Ledger Payment
21/12/2017	Bank Charge	CHRG	44.49		Bank Charge
22/12/2017	WC Pension Fund- Dec17	BACS	4,532.64		WC Pension Fund- Dec 17
22/12/2017	Staff Salaries Dec 2017	BACS	13,945.36		Staff Salaries Dec 2017

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## List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/12/2017	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
27/12/2017	Clearsky IT	DD02	179.64		8074/Monthly IT Charges
27/12/2017	BOC Gases	DD03	23.87		8020/Bar Gas
29/12/2017	Hills Waste Solutions Ltd	DD04	136.88		8029/Waste Collection
<b>Total Payments</b>			<u>52,012.29</u>		



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## List of Payments made between 01/01/2018 and 31/01/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/01/2018	Aviva	Std Ord	1,308.84		Insurance
02/01/2018	Hunot HR	BAC01	240.00		8076/Advice line
02/01/2018	Water2Business	DD01	65.50		Purchase Ledger Payment
02/01/2018	Water2Business	DD02	490.00		Purchase Ledger Payment
04/01/2018	SGW Payroll Ltd	DD03	71.22		8114/Payroll processing-Month9
04/01/2018	Grenke Leasing Ltd	DD04	336.78		Purchase Ledger Payment
05/01/2018	Southern Electric	DD05	1,826.10		8120/Gas 15.09.17-15.12.17
08/01/2018	Southern Electric	DD06	3,686.30		8118/Elec 15.09.17-15.12.17
08/01/2018	HMRC PAYE/NI	BACS	4,122.92		HMRC PAYE/NI
09/01/2018	Swallow Drinks South West Ltd	BAC02	47.88		8059/Slush for Cafe
09/01/2018	Wheeler's (Westbury) Ltd	BAC03	1,388.40		8065/Light Replacement
09/01/2018	WPS Insurance Brokers & Risk S	BAC04	15.00		8067/Insurance Admin Fee
09/01/2018	Ray Thomas Property Services L	BAC08	1,845.60		8113/Works to Dewey House
09/01/2018	Office Right Business Solution	BAC09	125.19		8105/Fairtrade coffee
09/01/2018	Moviola Ltd	BAC10	90.98		8099/Film show-Beauty + Beast
09/01/2018	Nicks Shoe Repairs	BAC11	30.75		8133/Keys cut
09/01/2018	Visit Wiltshire	BAC12	912.00		8121/Renewal 1.10.17-30.09.18
09/01/2018	Laptop Direct	BAC13	359.96		8096/CCTV Camera for Town PK
09/01/2018	Complete Fire Services Ltd	BAC14	192.00		81229/Fire Risk Assessment
09/01/2018	David Wiltshire Photography	BAC15	42.00		8086/Mayors potrait
09/01/2018	DCK Accounting Solutions Ltd	BAC16	468.84		8087/Contract accounting
09/01/2018	GB Heating Ltd	BAC17	523.56		8088/New basin tap fitted
09/01/2018	Idverde Limited	BAC18	6,188.78		8091/Grounds maintenance
09/01/2018	JRB Enterprise	BAC19	292.80		8095/Dog bags
09/01/2018	Marquess of Bath's Estate	BAC20	2,497.46		8097/Christmas trees
09/01/2018	Prosec Consultancy Ltd	BAC21	13.00		Purchase Ledger Payment
09/01/2018	Office Right Business Solution	BAC22	189.76		8101/Uniform
09/01/2018	Booker	DD07	148.75		8127/Civic Centre cafe
11/01/2018	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
11/01/2018	Prosec Consultancy Ltd	BAC23	2.60		Purchase Ledger Payment
11/01/2018	Ray Thomas Property Services L	BAC24	6,253.20		8112/Works to Bathhouse
11/01/2018	Screwfix Direct Ltd	BAC25	22.96		8135/Cleaning material for van
11/01/2018	Sentinel Training and Security	BAC26	30.00		8136/First aid for Xmas event
11/01/2018	Wheeler's (Westbury) Ltd	BAC27	199.20		8126/Repairs to Camera 37
11/01/2018	Warminster Regalia	BAC28	87.00		8122/Works on Mayor's chain
11/01/2018	Screwfix Direct Ltd	BAC29	88.46		8115/Mongery for Town Prk
11/01/2018	West mercia Energy	DD08	409.53		8123/Elec 01.11.17-30.11.17
11/01/2018	Net wages & PAYE/NI	BACS	129.38		Net wages & PAYE/NI
12/01/2018	Bank Charge	CHRG	20.00		Bank Charge
15/01/2018	Wiltshire Council	Std Ord	13.00		WC Rates Boreham Rd Cemetery
15/01/2018	Wiltshire Council	Std Ord	501.00		WC Rates Dewey House
15/01/2018	Wiltshire Council	Std Ord	662.00		WC Rates Civic Centre
15/01/2018	John Leighton Print & Design C	BAC30	780.00		8132/Design for Town Park Logo

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/01/2018	Timico Limited	DD09	343.73		8137/Phone Bills
15/01/2018	Wiltshire Council	DD10	1,105.00		7757/Non Dom Rates 2017-18
15/01/2018	Fuel Genie DDR	DD11	69.49		8130/Fuel for van
15/01/2018	Southern Electric	DD12	43.45		8116/Elec 26.09.17-22.12.17
16/01/2018	J & K Burton	200987	32.30		8148/Burton
16/01/2018	Cash	200988	173.69		8156/Drummer Xmas lights
16/01/2018	Charles Saunders Ltd	200989	277.11		8144/Toilet materials
16/01/2018	Wiltshire Council	200990	59.50		8140/DBS Check fee
18/01/2018	Office Evolution Ltd	DD13	215.12		8100/Photocopying Charges
19/01/2018	Complete Fire Services Ltd	BAC31	167.28		8141/Site + Maintenance fee
19/01/2018	DCK Accounting Solutions Ltd	BAC32	886.38		8142/Contract accounting
19/01/2018	Glasdon UK Ltd	BAC33	2,700.14		8143/Phoenix Seats x 6
19/01/2018	Screwfix Direct Ltd	BAC34	87.92		8149/Materials for Town Park
19/01/2018	Office Right Business Solution	BAC35	154.08		8151/Glow in the dark signs
19/01/2018	Worldpay (UK) Ltd	DD14	30.76		Purchase Ledger Payment
19/01/2018	Worldpay (UK) Ltd	DD15	19.86		Purchase Ledger Payment
21/01/2018	Bank Charge Payable	CHRG	25.81		Bank Charge Payable
22/01/2018	Moles Brewery	DD16	530.35		8098/Bar stock
23/01/2018	Warminster Parking Partnership	BAC01	259.70		8147/Warminster Community Hub
25/01/2018	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
26/01/2018	Clearsky IT	DD17	179.64		8128/Monthly subscription chgs
26/01/2018	BOC Gases	DD18	23.87		8085/Bar Gas
26/01/2018	Staff salaries -January 2018	BACS	14,560.61		Staff salaries -January 2018
26/01/2018	Pension Payable- January 2018	BACS	4,713.94		Pension Payable- January 2018
30/01/2018	Hunot HR	BAC36	240.00		8131/Advice Line
31/01/2018	Hills Waste Solutions Ltd	DD19	111.13		8090/Recycle charges
<b>Total Payments</b>			<b>64,144.82</b>		



Petty Cash Payments - up to and including January 2018										WARMINGSTON TOWN COUNCIL										CCTV Print & Stat			
Date	Details	Total	VAT	NET	Zero Rate	Post 4022/101	Travel 4009/101	Consum. 4020/101	Civic 4081/102	Print & Stat 4023/101	Training 4008/901	Café Consum. 4020/216	Café Stock 3540/216	CC R&R 4036/301	CC Bar 3530/301	CC Consum. 4020/301	CC Post & Stat 4023/301	CC Misc 4020/301	CCTV Post 4022/201	CCTV Stat 4023/201			
16.07.17	Lidl	7.00			7.00																		
21.08.17	Incredible Edible Garden	50.00			50.00																		
04.09.17	Morrison's	37.79																					
05.10.17	CCTV post	4.40																					
01.09.17	tube light CCTV	3.10																					
13.10.201	Coates poster printing	4.00																					
01.11.17	light bulb CCTV	5.00																					
24.11.17	Drumner Xmas lights	50.00																					
04.01.18	light bulbs and accessories	12.40																					
		173.69			57.00																		

gross check 173.69

Float Check		Count		Total
Denomination				
£ 0.01	31			0.31
£ 0.02	15			0.30
£ 0.05	26			1.30
£ 0.10	16			1.60
£ 0.20	4			0.80
£ 0.50	0			0.00
£ 1.00	2			2.00
£ 2.00	0			0.00
£ 5.00	14			70.00
£ 10.00	0			0.00
£ 20.00	0			0.00
Count Total				76.31

Expenditure	173.69
Total	250.00

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