

17th April 2018

You are summoned to a meeting of the:

Finance and Assets Committee
on Monday 23rd April 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.

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

Yours sincerely,



Fiona Fox BA (Hons) MCIPD FILCM
Town Clerk and Responsible Financial Officer

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 5th March 2018; 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 5th March 2018.

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 February and March 2018 respectively, and the **chairman to sign** and verify against the bank statements seen.

8.2 To note the accounts to March 2018.

8.3 To approve the list of payments made in February and March 2018 respectively, and the **chairman to sign**.

8.4 To approve the petty cash schedule to March 2018.

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

27 th February 2018	£15,000
5 th March 2018	£5,000
20 th March 2018	£19,000
22 nd March	£15,000

9. Devolved Services and Assets Sub-Committee

9.1 To approve the minutes of the Devolved Services and Assets Sub-Committee meeting held on 22nd March 2018 and to agree all actions contained therein. **(The minutes are attached.)**

9.4 To approve the items for spending for the Lake Pleasure Grounds and Deverill Road from the Devolved Services and Assets Sub Committee meeting held on 22nd March 2018:

ITEM	COST	
DS/17/065.2	£1,090 + VAT	Cost for manufacture and installation of banner advertising frame at steps to park
DS/17/066	£1,000 + VAT	Safety railings by the boathouse

ITEM	COST	
DS/17/067.2	£137.49 + VAT	Replacement of electric pump in Elisabeth Collyns Garden (from Nora McMinn bequest)
DS/17/070	£190 + VAT	Repair to damaged glass at Deverill Road bus shelter

10. Town Promotion Sub-Committee

To approve the minutes of the Town Promotion Team working group meeting held on 5th March 2018, and to agree all actions contained therein. The minutes are attached.

11. Town Development Committee

There are no items requiring approval from Finance and Assets.

12. Grants 2018–2019

12.1 Members to decide on the maximum level of grant allowable for applications (capped at £1000 last year pending a decision on the Dewey Trust).

12.2 Members to consider placing grants as a standing item to be considered at each meeting of the Finance and Assets Committee rather than once a year. Recipients to be invited to report back at the Annual Town Meeting. **For debate and decision.**

13. Communications

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

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: 28/02/2018 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	28/02/2018	401	497,780.50
Current Account	28/02/2018	963	5,000.00
			<hr/> 502,780.50
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/02/2018 200991 J & K Burton		23.50	
26/02/2018 109529 Wiltshire Council		21.00	
			<hr/> 44.50
			502,736.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			502,736.00
		Balance per Cash Book is :-	502,736.00
		Difference is :-	0.00

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1 February to 28 February 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 21136496 **Sheet Number** 401

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			497,802.17
28 Feb 18	TFR TRANSFER 91001000	21.67		497,780.50
28 Feb 18	BALANCE CARRIED FORWARD			497,780.50

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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).

Your Statement

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



022374_059 11/ 14 00011 91659 17465 39700

Account Summary

Opening Balance	550,270.92
Payments In	767.62
Payments Out	53,258.04
Closing Balance	497,780.50

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

1 February to 28 February 2018

Account Name
Warminster Town Council

International Bank Account Number
GB85HBUK40452321136496

Branch Identifier Code
HBUKGB4161U

Sortcode **Account Number** **Sheet Number**
40-45-23 21136496 400

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jan 18	BALANCE BROUGHT FORWARD			550,270.92
01 Feb 18	CR GROSS INTEREST TO 31JAN2018 FOR ACCOUNT 400290 60733202		27.18 ✓	
	TFR TRANSFER 91001000	1,549.41		548,748.69
02 Feb 18	TFR TRANSFER 91001000	4,378.30		544,370.39
05 Feb 18	TFR TRANSFER 91001000		94.50	544,464.89
07 Feb 18	TFR TRANSFER 91001000		7.00	544,471.89
08 Feb 18	TFR 404523 91001000 INTERNET TRANSFER	10,000.00		
	TFR TRANSFER 91001000	4,200.36		530,271.53
09 Feb 18	TFR TRANSFER 91001000	4,081.46		526,190.07
12 Feb 18	TFR TRANSFER 91001000		96.60	526,286.67
13 Feb 18	TFR TRANSFER 91001000	331.98		525,954.69
14 Feb 18	TFR TRANSFER 91001000		103.45	526,058.14
15 Feb 18	TFR TRANSFER 91001000	304.81		525,753.33
16 Feb 18	TFR TRANSFER 91001000		259.88	526,013.21
19 Feb 18	TFR TRANSFER 91001000	1,592.20		524,421.01
20 Feb 18	TFR TRANSFER 91001000		137.01	524,558.02
21 Feb 18	TFR TRANSFER 91001000	113.83		524,444.19
22 Feb 18	TFR TRANSFER 91001000		42.00	524,486.19
23 Feb 18	TFR TRANSFER 91001000	3,932.97		520,553.22
26 Feb 18	TFR TRANSFER 91001000	3,101.15		517,452.07
27 Feb 18	TFR 404523 91001000 INTERNET TRANSFER	15,000.00		
	TFR TRANSFER 91001000	4,649.90		497,802.17
	BALANCE CARRIED FORWARD			497,802.17



Recent Transactions

[Select a Different Account](#) [Help](#) [Print](#)

Transaction list

From account: WARM TOWN CNL **Sort code:** 404523
Account type: BUSINESS A/C **Account number:** 91001000

Using this enquiry you can view all transactions applied to your account since your last statement was issued. To view further transactions, enter the date range below or select '[View Previous Statements](#)'.

Please note: Items posted may still be reversed, returned or recalled. With effect from 9th June 2010, credits which contain both cash and cheques will show as two entries. For more information, please select the '[Help](#)' button above.

As at 05 Mar 2018 11:05:06

Date ▼	Type ▶	Description ▶	Paid out (£) ▶	Paid in (£) ▶	Balance (£)
05 Mar 2018		balance carried forward			5000.00
04 Mar 2018	TFR	TRANSFER 21136496	10.00		5000.00
04 Mar 2018	CR	S Price M.Price S.I.T.P.		✓ 10.00	5010.00 <i>spring in the Park</i>
02 Mar 2018	TFR	TRANSFER 21136496		19639.39	5000.00
02 Mar 2018	CR	DAVIS T TIGDOO CARDS		✓ 25.00	14639.39 DR <i>xmas market</i>
02 Mar 2018	DD	PUBLIC WORKS LOANS	19800.89		14664.39 DR
02 Mar 2018	CR	WILTSHIRE COUNCIL <i>2584</i>		✓ 52.50	5136.50
02 Mar 2018	CR	AGE UK WILTSHIRE - <i>2610</i>		✓ 84.00	5084.00
01 Mar 2018	TFR	TRANSFER 21136496		1012.09	5000.00
01 Mar 2018	CR	Hervin Robin J71 P508 LODGE REN		329.98	3987.91
01 Mar 2018	SO	HUNOT HR	240.00		3657.93
01 Mar 2018	DD	WATER2BUSINESS	490.00		3897.93
01 Mar 2018	DD	WATER2BUSINESS	65.50		4387.93
01 Mar 2018	DD	WATER2BUSINESS	839.20		4453.43
01 Mar 2018	DD	AVIVA	1303.24		5292.63
01 Mar 2018	DD	WATER2BUSINESS FIRST PAYMENT	255.50		6595.87
01 Mar 2018	CR	WESTBURY TOWN COUN		1641.37	6851.37
01 Mar 2018	CR	ROCK CHOIR LTD <i>2605</i>		✓ 210.00	5210.00
28 Feb 2018		balance brought forward			5000.00
Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)

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Enter a new date range for transactions

The earliest date for which you can view transactions is 01 Mar 2018

From (DD MM YYYY):

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05/03/2018

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27 Feb 2018	TFR	TRANSFER 21136496	4649.90 ✓	5000.00
28 Feb 2018	CR	LLOYDS PHARMACY 2590	• 63.00	
28 Feb 2018	DD	HILLS WASTE SOLUTI	✓ 157.67	
28 Feb 2018	CR	UNISON WILTSHIRE A UNISON2 WCC2630 2630	• 63.00	
28 Feb 2018	CR	DEVERILL J & J PLAYFUL18	10.00	spring in the bank

End Of Sheet 962

28 Feb 2018	TFR	TRANSFER 21136496	21.67 ✓	5000.00
28 Feb 2018		Balance carried forward		5000.00

End Of Sheet 963

Date	Type	Description	Paid out(£)	Paid In(£)	Balance(£)
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Statements

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View Statement

Account name: WARM TOWN CNL **Sort code:** 404523
Account type: BUSINESS A/C **Account number:** 91001000
Statement date: 28 Feb 2018 **Sheets:** 959-963

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Currently viewing sheets 962-963

Go to Sheet [959-961](#)

Date	Type	Description	Paid out(£)	Paid in(£)	Balance(£)
21 Feb 2018		Balance brought forward			4948.05
21 Feb 2018	DR	TOTAL CHARGES TO 30JAN2018	61.88		
21 Feb 2018	TFR	TRANSFER 21136496		113.83 ✓	5000.00
22 Feb 2018	CR	WILTSHIRE COUNCIL 2600		42.00	
22 Feb 2018	TFR	TRANSFER 21136496	42.00 ✓		5000.00
23 Feb 2018	CR	WEIGHT WATCHERS UK 2574		168.00	
23 Feb 2018	DD	SGW PAYROLL LTD	71.22		
23 Feb 2018	CHQ	200992	4029.75		
23 Feb 2018	TFR	TRANSFER 21136496		3932.97 ✓	5000.00
26 Feb 2018	DD	GOCARDLESS clearsky	179.64		
26 Feb 2018	DD	VWFS UK LIMITED	383.14		
26 Feb 2018	DD	BOC MANCHESTER ACC	23.87		
26 Feb 2018	CR	F F FALLON INV WCC2604 2909		94.50	
26 Feb 2018	BP	ASTILL TREECARE 440	2735.00		
26 Feb 2018	CR	PROGRESS PHY LTD PROGPHYS WCC2571 2571		126.00	
26 Feb 2018	TFR	TRANSFER 21136496		3101.15 ✓	5000.00
27 Feb 2018	BP	February payroll BIB MULTIPLE BENEF BIB BACS PAYMENT	14404.71		
27 Feb 2018	BP	LGPS Feb WC PENSION FUND BIB BACS PAYMENT	4649.09		
27 Feb 2018	TFR	404523 21136496 INTERNET TRANSFER		15000.00 ✓	
27 Feb 2018	BP	ACB PRINTANDESIGN 2966	301.80		
27 Feb 2018	BP	COATES & PARKER 36674	125.88		
27 Feb 2018	BP	COLBOURNETROPHIES 104274	34.42		
27 Feb 2018	BP	DAN HIRE SPRINGINTHEPARK	84.00		
27 Feb 2018	BP	DANNY DONKEY & PALS WARMINSTER180506DE	50.00		

15 Feb 2018	DD	TIMICO/KECONNECT	360.26		
15 Feb 2018	TFR	TRANSFER 21136496	304.81 ✓	5000.00	
16 Feb 2018	CR	H Pinkett 7TH APRIL - HALL	2639	259.88	
16 Feb 2018	TFR	TRANSFER 21136496	259.88 ✓	5000.00	
19 Feb 2018	CR	WILTSHIRE COUNCIL	2546	130.00	
19 Feb 2018	DD	OFFICE EVOLUTION	214.64		
19 Feb 2018	CHQ	200993	1507.56		
19 Feb 2018	TFR	TRANSFER 21136496	1592.20 ✓	5000.00	
20 Feb 2018	CR	MV- 17760605 -1502	1600/216	7.05	
20 Feb 2018	CR	NHS BLOOD TRANSPLA	2601	302.40	
20 Feb 2018	DD	BOOKER LTD -BK	172.44		
20 Feb 2018	TFR	TRANSFER 21136496	137.01 ✓	5000.00	
21 Feb 2018	CR	MV- 17760605 -1702	1600/216	51.40	
21 Feb 2018	CR	MV- 17760605 -1602	1600/216	53.05	
21 Feb 2018	DD	S/LINE K0494953	30.19		
21 Feb 2018	DD	S/LINE K0512288	23.49		
21 Feb 2018	DD	VWFS UK LIMITED	32.12		
21 Feb 2018	DD	TOLCHARDS LTD	70.60		
21 Feb 2018		Balance carried forward		4948.05	

End Of Sheet 961

Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)
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05/03/2018

Statements: HSBC Bank UK

02 Feb 2018	BP	ROUNDSTONE VENDING 25333	97.00		
02 Feb 2018	TFR	TRANSFER 21136496	4378.30 ✓	5000.00	
05 Feb 2018	CR	DR P A JONES DR PAULINE JONES	2857 2620	94.50	
05 Feb 2018	TFR	TRANSFER 21136496	94.50 ✓	5000.00	
07 Feb 2018	CR	MV- 17760605 -0402	1600/216	7.00	
07 Feb 2018	TFR	TRANSFER 21136496	7.00 ✓	5000.00	
08 Feb 2018	CR	WILTSHIRE COUNCIL	2593	79.99	
08 Feb 2018	CR	WARMINSTER & K9QF WARMINSTER & DISTR		600.00	
08 Feb 2018	BP	JOHN LEIGHTON 0346	90.00		
08 Feb 2018	BP	ARCH ACOUSTIC PROD 2175	773.52		
08 Feb 2018	BP	B&S CHAINS 30733	217.75		
08 Feb 2018	BP	DORMA UK LTD 0156425	101.30		
08 Feb 2018	TFR	404523 21136496 INTERNET TRANSFER		10000.00 ✓	
08 Feb 2018	BP	IDVERDE 755546/47/824/825	6188.78		
08 Feb 2018	BP	OFFICE RIGHT 49418	47.18		
08 Feb 2018	BP	ROUNDSTONE CAT 34058	51.60		
08 Feb 2018	BP	TRADE UK/SCREWFIX 8555570954	54.22		
08 Feb 2018	BP	WIRED PUBLISHING 1127440	180.00		

End Of Sheet 960

08 Feb 2018	BP	WHEELERS WESTBURY 958486	7176.00		
08 Feb 2018	TFR	TRANSFER 21136496	4200.36 ✓	5000.00	
09 Feb 2018	BP	HMRC Jan HMRC BIB BACS PAYMENT	4207.46		
09 Feb 2018	CR	HISLOP-NEWTON J & WCC2612 LPM		126.00	
09 Feb 2018	TFR	TRANSFER 21136496	4081.46 ✓	5000.00	
12 Feb 2018	CR	South West Wiltshi Inv No WCC2618		63.00	
12 Feb 2018	BP	BEESELY NN&RD SING TREE FEB'18	2583	33.60	
12 Feb 2018	TFR	TRANSFER 21136496	96.60 ✓	5000.00	
13 Feb 2018	DD	WEST MERCIA ENERGY	311.98		
13 Feb 2018	DR	CHARGE AUTO TRANSFER	20.00		
13 Feb 2018	TFR	TRANSFER 21136496	331.98 ✓	5000.00	
14 Feb 2018	CR	MV- 17760605 -1102	1600/216	36.25	
14 Feb 2018	BP	BEESELY NN&RD SING TREE MAR'18	2600	67.20	
14 Feb 2018	TFR	TRANSFER 21136496	103.45 ✓	5000.00	
15 Feb 2018	CR	MV- 17760605 -1202	1600/216	5.05	
15 Feb 2018	CR	MV- 21574633 -1202		50.40	



Statements

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View Statement

Account name:	WARM TOWN CNL	Sort code:	404523
Account type:	BUSINESS A/C	Account number:	91001000
Statement date:	28 Feb 2018	Sheets:	959-963

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Currently viewing sheets 959-961

Go to Sheet [962-963](#)

Date	Type	Description	Paid out(£)	Paid in(£)	Balance(£)
31 Jan 2018		Balance brought forward			5000.00
01 Feb 2018	DD	AVIVA	1303.24		
01 Feb 2018	DD	WATER2BUSINESS	65.50		
01 Feb 2018	DD	WATER2BUSINESS	13.35		
01 Feb 2018	DD	WATER2BUSINESS	490.00		
01 Feb 2018	CHQ	200987	32.30		
01 Feb 2018	CR	Hervin Robin J71 P508 LODGE REN		329.98	
01 Feb 2018	CR	Barker Amy AMY BARKER		25.00	
01 Feb 2018	TFR	TRANSFER 21136496		1549.41	5000.00
02 Feb 2018	CR	WILTSHIRE COUNCIL		168.00	
02 Feb 2018	DD	SGW PAYROLL LTD	71.22		
02 Feb 2018	BP	COATES & PARKER 36389	236.01		
02 Feb 2018	BP	DCK BEAVERS LTD TPC7891	468.84		
02 Feb 2018	BP	DIVERSIFIED 81486	186.00		
02 Feb 2018	BP	DORMA UK LTD 156425	246.50		
02 Feb 2018	BP	GB HEATING 0488L	561.84		
02 Feb 2018	BP	IMAGIN PRODUCTS LT 18252	139.50		
02 Feb 2018	BP	MIRAGE SIGNS 33343	264.00		
-----End Of Sheet 959-----					
02 Feb 2018	BP	MOVIOLA LTD 17.01.18	135.08		
02 Feb 2018	BP	RAY THOMAS PROP 3214	1086.00		
02 Feb 2018	BP	ROUNDSTONE VENDING 25312	244.00		
02 Feb 2018	BP	TRADE UK/SCREWFIX 852697872	336.93		
02 Feb 2018	BP	OFFICE RIGHT 48999/49000/001	433.38		
02 Feb 2018	BP	WARMINSTERFLERS WARMINSTER TC	40.00		

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Bank Reconciliation Statement as at: 31/03/2018 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>
Current Account	31/03/2018	968	429,990.91
Instant Access Account	31/03/2018	403	5,000.00
			<hr/> 434,990.91
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/03/2018 200994 J & K Burton		24.30	
			<hr/> 24.30
			434,966.61
<u>Receipts not Banked/Cleared (Plus)</u>			
23/03/2018		14.00	
			<hr/> 14.00
			434,980.61
		Balance per Cash Book is :-	434,980.61
		Difference is :-	0.00

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1 March to 29 March 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 21136496 **Sheet Number** 403

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
22 Mar 18	BALANCE BROUGHT FORWARD 404523 91001000			459,618.43
	INTERNET TRANSFER	15,000.00		
	TFR TRANSFER 91001000		2,468.18	447,086.61
23 Mar 18	TFR TRANSFER 91001000		235.00	447,321.61
24 Mar 18	TFR TRANSFER 91001000		336.00	447,657.61
26 Mar 18	TFR TRANSFER 91001000	113.72		447,543.89
27 Mar 18	TFR TRANSFER 91001000	18,991.37		428,552.52
28 Mar 18	TFR TRANSFER 91001000		1,056.49	429,609.01
29 Mar 18	TFR TRANSFER 91001000		381.90	429,990.91
29 Mar 18	BALANCE CARRIED FORWARD			429,990.91

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).

10.04.18

RECEIVED

Your Statement

047914_088 1/ 4 00006 111037 22569 39700

06 APR 2018

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



Account Summary

Opening Balance	497,780.50
Payments In	10,193.94
Payments Out	77,983.53
Closing Balance	429,990.91

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

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

1 March to 29 March 2018

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496 402

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 18	BALANCE BROUGHT FORWARD			497,780.50
01 Mar 18	CR GROSS INTEREST TO 28FEB2018 FOR ACCOUNT 400290 60733202		24.55	
	TFR TRANSFER 91001000	1,012.09		496,792.96
02 Mar 18	TFR TRANSFER 91001000	19,639.39		477,153.57
04 Mar 18	TFR TRANSFER 91001000		10.00	477,163.57
05 Mar 18	TFR 404523 91001000 INTERNET TRANSFER	5,000.00		
	TFR TRANSFER 91001000		252.76	472,416.33
06 Mar 18	CR GWH NHS FT WILTSHI		260.00	
	TFR TRANSFER 91001000	16.50		472,659.83
07 Mar 18	TFR TRANSFER 91001000	249.20		472,410.63
08 Mar 18	TFR TRANSFER 91001000		726.00	473,136.63
09 Mar 18	TFR TRANSFER 91001000	3,896.57		469,240.06
12 Mar 18	TFR TRANSFER 91001000		2,025.85	471,265.91
13 Mar 18	TFR TRANSFER 91001000	180.20		471,085.71
15 Mar 18	TFR TRANSFER 91001000		1,897.08	472,982.79
16 Mar 18	TFR TRANSFER 91001000		84.00	473,066.79
19 Mar 18	TFR TRANSFER 91001000	2,668.00		470,398.79
20 Mar 18	TFR 404523 91001000 INTERNET TRANSFER	9,000.00		
	TFR TRANSFER 91001000		436.13	461,834.92
21 Mar 18	TFR TRANSFER 91001000	2,216.49		459,618.43
	BALANCE CARRIED FORWARD			459,618.43

1 March to 31 March 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 967

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,523.28
	BP CHUBB FIRE & SEC 6841919	926.57		
	BP DESIGNER MARK 2037	600.00		
	BP FARNFIELDS G/1864/2018	343.20		
	CR BRANDON TRUST YY2 WCC2074 <i>careth brought</i>		130.00	
22 Mar 18	TFR TRANSFER 21136496		2,216.49	5,000.00
	BP COATES & PARKER 36800	204.34		
	BP GB HEATING 0509L	727.20		
	BP GLASDON 746844	1,720.87		
	TFR 404523 21136496		15,000.00	
	BP IDVERDE 7564785/6/367/368	6,188.87		
	BP KEEP BRITAIN TIDY 114594	382.80		
	BP NATIONAL TRUST RR514492	649.80		
	BP MOVIOLA LTD FEB 18	165.70		
	BP OFFICE RIGHT 50321/22/23	168.12		
	BP OFFICE RIGHT 5000617	24.62		
	BP OFFICE RIGHT 50138	126.14		
	BP PLAYSAFETY LTD 33509	646.38		
	BP TRADE UK/SCREWFIX 0867266864	38.98		
	BP WHEELERS 958976	288.00		
	BP WHEELERS 959040	1,200.00		
23 Mar 18	TFR TRANSFER 21136496	2,468.18		5,000.00
	CR DENISE HILL WARM CIVIC		25.00	
	BP MF (SUPPORT) COPHEAP HALL HIRE <i>Matt Piddles</i>		210.00	
	BALANCE CARRIED FORWARD			5,235.00

1 March to 31 March 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 968

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,235.00
24 Mar 18	TFR TRANSFER 21136496	• 235.00 ✓		5,000.00
	BP MF (SUPPORT)			
	COPHEAP HALL HIRE		• 210.00 ✓	
	BP DEB'S DANCE			
	WCC2607 <i>Dad & Debbie Bailey</i>		• 126.00 ✓	
26 Mar 18	TFR TRANSFER 21136496	• 336.00 ✓		5,000.00
	CR CASH IN AT HSBC BANK PLC			
	FROME		• 351.50 ✓	
	BP WPP Feb			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 214.50 ✓		
	DD GOCARDLESS	• 192.72 ✓		
	DD VWFS UK LIMITED	• 383.14 ✓		
	DD BOC MANCHESTER ACC	• 97.91 ✓		
	CR <u>COLEMAN LJ</u>			
	GIFT FAIRY 6/5/18		• 10.00 ✓	
	CR CHQ IN AT HSBC BANK PLC			
	FROME		• 932.19 ✓	
	CR CASH IN AT HSBC BANK PLC			
	FROME		• 413.05 ✓	
27 Mar 18	TFR TRANSFER 21136496		• 113.72 ✓	5,932.19
	CR MV- 17760605 -2203 <i>Cafe</i>		• 8.80 ✓	
	BP March pay			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 14,377.61 ✓		
	BP March LGPS			
	WC PENSION FUND			
	BIB BACS PAYMENT	• 4,632.56 ✓		
	CR BRIMBLECOMBE J			
	SPRING IN THE PARK		• 10.00 ✓	
28 Mar 18	TFR TRANSFER 21136496		• 18,991.37 ✓	5,932.19
	CR MV- 17760605 -2503 <i>Cafe</i>		• 5.00 ✓	
	CR MV- 21574633 -2303 <i>Bar</i>		• 24.80 ✓	
	CR F F			
	FALLON INV WCC2653		• 94.50 ✓	
29 Mar 18	TFR TRANSFER 21136496	• 1,056.49 ✓		5,000.00
	CR THE AVENUE SURGERY		• 33.60 ✓	
	CR LLOYDS PHARMACY		• 157.50 ✓	
	CR NHS BLOOD TRANSPLA		• 302.40 ✓	
	DD HILLS WASTE SOLUTI	• 111.60 ✓		
	TFR TRANSFER 21136496	• 381.90 ✓		5,000.00
31 Mar 18	BALANCE CARRIED FORWARD			5,000.00

10.04.18

1 March to 31 March 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 965

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,284.43
	BP OUTDOORKITS4U			
	JAN05/18	• 3,477.67 ✓		
	BP PEAR TECH			
	119823	• 270.00 ✓		
	TFR 404523 21136496			
	INTERNET TRANSFER		• 5,000.00 ✓	
	BP RAY THOMAS PROP.			
	3226/7/8/9/30	• 410.00 ✓		
	BP DEB'S DANCE			
	WCC2573		• 126.00 ✓	
	TFR TRANSFER 21136496	• 252.76 ✓		5,000.00
06 Mar 18	DD GOCARDLESS	• 16.50 ✓		
	TFR TRANSFER 21136496		• 16.50 ✓	5,000.00
07 Mar 18	CR MV- 17760605 -0303		• 24.30 ✓	
	BP WPP January			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 273.50 ✓		
	TFR TRANSFER 21136496		• 249.20 ✓	5,000.00
08 Mar 18	CR WARMINSTER & K9QF			
	WARMINSTER & DISTR		• 600.00 ✓	
	CR DR P A JONES			
	DR PAULINE JONES		• 94.50 ✓	
	CR DR P A JONES			
	DR PAULINE JONES		• 31.50 ✓	
	TFR TRANSFER 21136496	• 726.00 ✓		5,000.00
09 Mar 18	BP HMRC Feb			
	HMRC			
	BIB BACS PAYMENT	• 3,875.57 ✓		
	CHQ 109529	• 21.00 ✓		
	TFR TRANSFER 21136496		• 3,896.57 ✓	5,000.00
12 Mar 18	DD WEST MERCIA ENERGY	• 615.15 ✓		
	CR CASH IN P.O. MAR12			
	WH SMITH @16:07		• 160.00 ✓	
	CR CASH IN P.O. MAR12			
	WH SMITH @16:11		• 995.00 ✓	
	CR CASH IN P.O. MAR12			
	WH SMITH @16:16		• 1,486.00 ✓	
	TFR TRANSFER 21136496	• 2,025.85 ✓		5,000.00
13 Mar 18	DD GOCARDLESS	• 28.20 ✓		
	DD GOCARDLESS	• 132.00 ✓		
	CR PAYING IN MACHINE		• 1,984.48 ✓	
	CR PAYING IN MACHINE		• 534.53 ✓	
	DR CHARGE			
	AUTO TRANSFER	• 20.00 ✓		
	BALANCE CARRIED FORWARD			7,338.81

1 March to 31 March 2018

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 966

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			7,338.81
				7,519.01
15 Mar 18	TFR TRANSFER 21136496		• 180.20	
	DD WESSEX LIFT CO	• 114.00		
	DD TIMICO/KECONNECT	• 484.43		
	CHQ 200991	• 23.50		
	TFR TRANSFER 21136496	• 1,897.08		5,000.00
16 Mar 18	CR AGE UK WILTSHIRE -		• 84.00	
	TFR TRANSFER 21136496	• 84.00		5,000.00
19 Mar 18	BP WCR			
	SLA 4TH 1/4 2018	• 2,500.00		
	BP VISIT WILTSHIRE			
	7915	• 168.00		
	TFR TRANSFER 21136496		• 2,668.00	5,000.00
20 Mar 18	DD BOOKER LTD -BK	• 61.13		
	TFR 404523 21136496		• 9,000.00	
	INTERNET TRANSFER			
	BP SCOTTISH & SOUTHEL			
	EKU082/1	• 8,502.74		
	TFR TRANSFER 21136496	• 436.13		5,000.00
21 Mar 18	CR MV- 17760605 -1803		• 16.90	
	DD S/LINE K0717772	• 31.03		
	DD S/LINE K0734683	• 18.47		
	DD VWFS UK LIMITED	• 32.12		
	DR TOTAL CHARGES			
	TO 27FEB2018	• 7.90		
	BP AMAZON BUSINESS			
	1399-CRH6-VCWG	• 8.43		
	BP AMAZON BUSINESS			
	1399CRH6PJQ	• 8.97		
	BP AMAZON BUSINESS			
	20212680170825147	• 13.54		
	BP AMAZON BUSINESS			
	1399CRH6PN4Y	• 7.49		
	BP AMAZON BUSINESS			
	17R94NRVL4JT	• 12.92		
	BP AMAZON BUSINESS			
	20205733631675500	• 5.47		
	BP AMAZON BUSINESS			
	1PGJGYPNNXTM	• 61.20		
	BP AMAZON BUSINESS			
	113856	• 124.80		
	BP AMAZON BUSINESS			
	1TR14HNRNYQF	• 12.78		
	BP CLEARSKY IT			
	16084/16065	• 148.50		
	BALANCE CARRIED FORWARD			4,523.28

048748_090 5/ 12 00007 12013 2492 39700

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



Your Statement

Account Summary

Opening Balance	5,000.00
Payments In	89,517.93
Payments Out	89,517.93
Closing Balance	5,000.00

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

1 March to 31 March 2018

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

964

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 18	BALANCE BROUGHT FORWARD			5,000.00
01 Mar 18	CR ROCK CHOIR LTD		• 210.00 ✓	
	CR WESTBURY TOWN COUN	1206/201	• 1,641.37 ✓	
	DD WATER2BUSINESS			
	FIRST PAYMENT	• 255.50 ✓		
	DD AVIVA	• 1,303.24 ✓		
	DD WATER2BUSINESS	• 839.20 ✓		
	DD WATER2BUSINESS	• 65.50 ✓		
	DD WATER2BUSINESS	• 490.00 ✓		
	SO HUNOT HR	• 240.00 ✓		
	CR Hervin Robin			
	J71 P508 LODGE REN	1006/201	• 329.98 ✓	
	TFR TRANSFER 21136496		• 1,012.09 ✓	5,000.00
02 Mar 18	CR AGE UK WILTSHIRE -		• 84.00 ✓	
	CR WILTSHIRE COUNCIL		• 52.50 ✓	
	DD PUBLIC WORKS LOANS	• 19,800.89 ✓		
	CR DAVIS T			
	TIGDOO CARDS		• 25.00 ✓	
	TFR TRANSFER 21136496		• 19,639.39 ✓	5,000.00
04 Mar 18	CR S Price			
	M.Price S.I.T.P.		• 10.00 ✓	
	TFR TRANSFER 21136496	• 10.00 ✓		5,000.00
05 Mar 18	BP DCK BEAVERS LTD	• 468.84 ✓		
	TPC7920			
	BP MIRAGE SIGNS	• 192.00 ✓		
	33419			
	BP OFFICE RIGHT	• 54.73 ✓		
	49744/745			
	BALANCE CARRIED FORWARD			4,284.43

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	<u>Council Administration</u>							
4001	Salaries	10,123	123,653	125,913	2,260		2,260	98.2 %
4008	Training	140	1,359	2,000	641		641	67.9 %
4009	Travel	0	20	350	330		330	5.8 %
4013	Rent Payable (Internal)	0	0	37,200	37,200		37,200	0.0 %
4016	Cleaning	0	6	0	-6		-6	0.0 %
4020	Consumables & Other Expenses	0	1,543	2,500	957		957	61.7 %
4022	Postage & Telephone	158	2,388	2,000	-388		-388	119.4 %
4023	Printing & Stationery	251	2,409	1,350	-1,059	-22	-1,038	176.9 %
4024	Photocopier Charges	0	1,021	1,123	102		102	90.9 %
4025	IT (Website & Email)	792	3,597	4,000	403		403	89.9 %
4027	Subscriptions and Publications	308	4,629	2,500	-2,129		-2,129	185.2 %
4028	Insurance	644	7,992	8,000	8		8	99.9 %
4036	Repairs and Renewals	0	196	1,000	804		804	19.6 %
4040	Equipment/Furniture	0	652	1,000	348		348	65.2 %
4056	Accountancy Fees	58	6,595	7,500	905		905	87.9 %
4057	Audit Fees	0	420	2,150	1,730		1,730	19.5 %
4058	Legal Fees	0	715	1,000	285		285	71.5 %
4059	Other Professional Fees	200	2,600	2,400	-200		-200	108.3 %
4060	Bank Charges	28	730	750	20		20	97.3 %
	Council Administration :- Expenditure	12,702	160,526	202,736	42,210	-22	42,232	79.2 %
1176	Precept	0	552,612	552,612	0			100.0 %
1177	Precept Allocation	0	0	-46,000	46,000			0.0 %
1190	Interest Receivable	25	825	2,000	-1,175			41.3 %
1193	Miscellaneous Income	560	610	0	610			0.0 %
	Council Administration :- Income	585	554,047	508,612	45,435			108.9 %
	Net Expenditure over Income	12,118	-393,522	-305,876	87,646			
102	<u>Civic and Democratic</u>							
4080	Mayoral Expenses	0	563	1,000	437		437	56.3 %
4081	Civic Events	0	294	0	-294		-294	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	0	216	0	-216		-216	0.0 %
4720	Remembrance Service	0	690	600	-90		-90	115.0 %
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 %
6320	Tfr to Finance & Resource	0	0	0	0		0	0.0 %
	Civic and Democratic :- Expenditure	0	2,098	7,100	5,002	0	5,002	29.5 %

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1150	Blue Plaque Scheme Funds	0	5,563	0	5,563			0.0 %
	Civic and Democratic :- Income	0	5,563	0	5,563			
	Net Expenditure over Income	0	-3,466	7,100	10,566			
103	<u>Policy and Communications</u>							
4032	Adverts - Events	0	39	500	461		461	7.8 %
4033	Advertising	0	2,073	2,500	427		427	82.9 %
4034	Newsletter	0	1,407	2,150	743		743	65.4 %
	Policy and Communications :- Expenditure	0	3,519	5,150	1,631	0	1,631	68.3 %
	Net Expenditure over Income	0	3,519	5,150	1,631			
107	<u>Grants and Projects</u>							
4701	Grants - Permitted	0	16,850	8,000	-8,850		-8,850	210.6 %
4703	WCR Community Radio	2,500	12,500	10,000	-2,500		-2,500	125.0 %
4704	Warminster Community Hub	0	6,000	6,000	0		0	100.0 %
4706	Christmas Lights	0	18,826	18,000	-826		-826	104.6 %
4707	Catenary Cable Maintenance	8	92	1,600	1,508		1,508	5.8 %
4708	Grant - CAB	0	2,000	2,000	0		0	100.0 %
4710	Enterprise Warminster	239	3,157	4,000	843		843	78.9 %
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	3,195	3,500	305		305	91.3 %
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 %
5324	Tfr from Skatepark	0	-10,000	0	10,000		10,000	0.0 %
	Grants and Projects :- Expenditure	2,746	60,620	62,100	1,480	0	1,480	97.6 %
1701	Christmas Events Income	0	2,716	2,900	-184			93.6 %
	Grants and Projects :- Income	0	2,716	2,900	-184			93.6 %
	Net Expenditure over Income	2,746	57,905	59,200	1,295			
201	<u>CCTV</u>							
4001	Salaries	3,455	42,996	41,111	-1,885		-1,885	104.6 %
4008	Training	0	70	2,000	1,930		1,930	3.5 %
4014	Electricity and Gas	761	887	0	-887		-887	0.0 %
4020	Consumables & Other Expenses	0	222	400	178		178	55.6 %
4021	BT Redcare	0	12,775	12,775	0		0	100.0 %
4022	Postage & Telephone	76	676	1,200	524		524	56.3 %

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4028	Insurance	79	950	1,000	50		50	95.0 %
4029	Licences	0	220	0	-220		-220	0.0 %
4036	Repairs and Renewals	0	504	3,500	2,996		2,996	14.4 %
4037	Maintenance Contracts	0	4,000	4,000	0		0	100.0 %
4040	Equipment/Furniture	0	29	0	-29		-29	0.0 %
5325	Tfr from CCTV	0	0	-1,626	-1,626		-1,626	0.0 %
	CCTV :- Expenditure	4,371	63,330	64,360	1,030	0	1,030	98.4 %
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	2,809	5,620	-2,811			50.0 %
1206	CCTV-Westbury TC Fees	1,641	6,545	9,810	-3,265			66.7 %
	CCTV :- Income	1,641	9,354	66,280	-56,926			14.1 %
	Net Expenditure over Income	2,730	53,976	-1,920	-55,896			
<u>202</u>	<u>Dewey House</u>							
4011	Rates	0	5,010	5,310	301		301	94.3 %
4012	Water Rates	0	439	400	-39		-39	109.8 %
4014	Electricity and Gas	780	3,216	3,500	284		284	91.9 %
4020	Consumables & Other Expenses	88	344	200	-144		-144	172.2 %
4028	Insurance	100	1,205	1,250	45		45	96.4 %
4035	Refuse Collection\Bin Emptying	0	548	550	2		2	99.7 %
4036	Repairs and Renewals	772	3,427	1,500	-1,927		-1,927	228.5 %
4037	Maintenance Contracts	0	896	1,250	354		354	71.7 %
4040	Equipment/Furniture	0	14	0	-14		-14	0.0 %
	Dewey House :- Expenditure	1,740	15,099	13,960	-1,139	0	-1,139	108.2 %
1005	Rent Received	600	7,200	6,600	600			109.1 %
	Dewey House :- Income	600	7,200	6,600	600			109.1 %
	Net Expenditure over Income	1,140	7,899	7,360	-539			
<u>209</u>	<u>Outside Services</u>							
4001	Salaries	3,010	34,295	32,466	-1,829		-1,829	105.6 %
4007	Uniform	0	169	400	231		231	42.3 %
4008	Training	425	425	5,000	4,575		4,575	8.5 %
4040	Equipment/Furniture	25	25	0	-25		-25	0.0 %
4042	Vehicle Costs	346	5,129	6,500	1,371		1,371	78.9 %
	Outside Services :- Expenditure	3,805	40,044	44,366	4,322	0	4,322	90.3 %
	Net Expenditure over Income	3,805	40,044	44,366	4,322			

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
210	<u>Town Park</u>							
4012	Water Rates	388	12,989	4,500	-8,489		-8,489	288.6 %
4014	Electricity and Gas	195	2,187	0	-2,187		-2,187	0.0 %
4016	Cleaning	0	81	0	-81		-81	0.0 %
4020	Consumables & Other Expenses	19	837	0	-837		-837	0.0 %
4022	Postage & Telephone	90	90	0	-90		-90	0.0 %
4023	Printing & Stationery	0	17	0	-17		-17	0.0 %
4028	Insurance	136	1,576	1,050	-526		-526	150.1 %
4036	Repairs and Renewals	7,316	27,112	0	-27,112		-27,112	0.0 %
4037	Maintenance Contracts	0	1,048	0	-1,048		-1,048	0.0 %
4038	Grounds Maintenance	0	32,262	38,000	5,738		5,738	84.9 %
4040	Equipment/Furniture	5,140	17,035	0	-17,035		-17,035	170352
4085	Town Park Events	0	71	0	-71		-71	0.0 %
4211	Town Park	319	29,557	0	-29,557		-29,557	0.0 %
5316	Tfr frm Services to be Devolve	0	0	0	0		0	0.0 %
	Town Park :- Expenditure	13,603	124,862	43,550	-81,312	0	-81,312	286.7 %
1005	Rent Received	0	0	4,200	-4,200			0.0 %
1006	Rent - 23 Weymouth St	330	3,960	3,840	120			103.1 %
1020	Town Park Events Income	175	258	0	258			0.0 %
1180	Grants Recieved	0	500	0	500			0.0 %
	Town Park :- Income	505	4,718	8,040	-3,322			58.7 %
	Net Expenditure over Income	13,098	120,144	35,510	-84,634			
211	<u>Open Spaces</u>							
4012	Water Rates	0	26	30	4		4	86.4 %
4038	Grounds Maintenance	4,127	20,843	12,500	-8,343		-8,343	166.7 %
4040	Equipment/Furniture	0	497	1,000	503		503	49.7 %
	Open Spaces :- Expenditure	4,127	21,366	13,530	-7,836	0	-7,836	157.9 %
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	4,127	20,616	13,030	-7,586			
212	<u>Cemetery and Churchyard</u>							
4011	Rates	0	135	0	-135		-135	0.0 %
4028	Insurance	66	794	825	31		31	96.2 %
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	66	929	975	46	-8,246	8,292	-750.5 %

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1212	Burial Fees	426	539	1,500	-961			35.9 %
	Cemetery and Churchyard :- Income	426	539	1,500	-961			35.9 %
	Net Expenditure over Income	-360	390	-525	-915			
213	Public Conv - Town Park							
4011	Rates	0	0	2,600	2,600		2,600	0.0 %
4036	Repairs and Renewals	0	160	0	-160		-160	0.0 %
4200	Public Toilets	629	7,229	8,000	771		771	90.4 %
	Public Conv - Town Park :- Expenditure	629	7,389	10,600	3,211	0	3,211	69.7 %
	Net Expenditure over Income	629	7,389	10,600	3,211			
214	Public Conv - Central Car Park							
4011	Rates	0	7,735	4,300	-3,435		-3,435	179.9 %
4012	Water Rates	0	1,401	0	-1,401		-1,401	0.0 %
4014	Electricity and Gas	0	2,625	2,100	-525		-525	125.0 %
4028	Insurance	12	141	150	9		9	93.8 %
4036	Repairs and Renewals	190	1,327	0	-1,327		-1,327	0.0 %
4200	Public Toilets	1,071	10,186	13,000	2,814		2,814	78.4 %
	Public Conv - Central Car Park :- Expenditure	1,273	23,414	19,550	-3,864	0	-3,864	119.8 %
	Net Expenditure over Income	1,273	23,414	19,550	-3,864			
215	Streets Furniture							
4028	Insurance	25	297	310	13		13	95.9 %
4036	Repairs and Renewals	190	190	0	-190		-190	0.0 %
4040	Equipment/Furniture	0	4,351	1,500	-2,851		-2,851	290.1 %
4803	Baskets & Tubs	0	0	9,000	9,000		9,000	0.0 %
	Streets Furniture :- Expenditure	215	4,838	10,810	5,972	0	5,972	44.8 %
	Net Expenditure over Income	215	4,838	10,810	5,972			
216	Pavilion Cafe							
4001	Salaries	1,484	21,793	0	-21,793		-21,793	0.0 %
4007	Uniform	0	24	0	-24		-24	0.0 %
4008	Training	0	36	0	-36		-36	0.0 %
4016	Cleaning	15	123	0	-123		-123	0.0 %
4020	Consumables & Other Expenses	154	1,142	0	-1,142		-1,142	0.0 %
4023	Printing & Stationery	0	116	0	-116		-116	0.0 %
4035	Refuse Collection\Bin Emptying	0	439	0	-439		-439	0.0 %

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036	Repairs and Renewals	543	5,113	0	-5,113		-5,113	0.0 %
4037	Maintenance Contracts	36	36	0	-36		-36	0.0 %
4040	Equipment/Furniture	0	1,866	0	-1,866		-1,866	0.0 %
4055	Stocktaking Fees	0	120	0	-120		-120	0.0 %
4061	Streamline Charges	26	239	0	-239		-239	0.0 %
4922	CAP - Pavilion Equipment	0	2,000	0	-2,000		-2,000	0.0 %
5315	Tfr from Capital Projects	0	0	0	0		0	0.0 %
	Pavilion Cafe :- Expenditure	2,258	33,047	0	-33,047	0	-33,047	330467
3540	Pavilion Purchases	249	10,392	0	-10,392		-10,392	0.0 %
	Pavilion Cafe :- Direct Expenditure	249	10,392	0	-10,392	0	-10,392	
1600	Pavillion Cafe Sales	1,470	22,718	0	22,718			0.0 %
1601	Putting Green Income	0	258	0	258			0.0 %
	Pavilion Cafe :- Income	1,470	22,976	0	22,976			
	Net Expenditure over Income	1,036	20,462	0	-20,462			
301	Civic Centre							
4001	Salaries	5,051	56,914	58,798	1,884		1,884	96.8 %
4005	Security Staff	0	283	0	-283		-283	0.0 %
4007	Uniform	0	163	500	337		337	32.5 %
4008	Training	0	105	1,000	895		895	10.5 %
4011	Rates	0	6,615	7,000	385		385	94.5 %
4012	Water Rates	0	1,856	1,500	-356		-356	123.8 %
4013	Rent Payable (Internal)	0	0	-37,200	-37,200		-37,200	0.0 %
4014	Electricity and Gas	4,256	13,191	12,000	-1,191		-1,191	109.9 %
4016	Cleaning	19	324	500	176		176	64.8 %
4020	Consumables & Other Expenses	311	1,987	1,000	-987		-987	198.7 %
4022	Postage & Telephone	62	513	1,200	687		687	42.7 %
4025	IT (Website & Email)	0	0	300	300		300	0.0 %
4028	Insurance	233	2,330	2,200	-130		-130	105.9 %
4029	Licences	0	2,398	2,500	102		102	95.9 %
4031	Publicity & Marketing	0	150	500	350		350	30.0 %
4035	Refuse Collection\Bin Emptying	0	1,180	1,000	-180		-180	118.0 %
4036	Repairs and Renewals	1,568	9,901	12,000	2,099		2,099	82.5 %
4037	Maintenance Contracts	0	5,977	7,000	1,023		1,023	85.4 %
4040	Equipment/Furniture	0	2,499	1,000	-1,499		-1,499	249.9 %
4055	Stocktaking Fees	0	60	120	60		60	50.0 %
4061	Streamline Charges	15	165	675	510		510	24.5 %
4801	Events Funding	99	2,629	1,500	-1,129		-1,129	175.3 %
	Civic Centre :- Expenditure	11,615	109,241	75,093	-34,148	0	-34,148	145.5 %

Month No : 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	Letting Income	3,224	37,291	35,000	2,291			106.5 %
1002	Events Income	435	2,460	2,000	460			123.0 %
1004	Security Staff Recharged	0	13	0	13			0.0 %
1193	Miscellaneous Income	240	610	0	610			0.0 %
	Civic Centre :- Income	3,899	40,373	37,000	3,373			109.1 %
	Net Expenditure over Income	7,716	68,868	38,093	-30,775			
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	0	3,847	4,800	953		953	80.1 %
3531	Bar Gas & Consumables	25	360	400	40		40	90.1 %
	Civic Centre Bar :- Direct Expenditure	25	4,207	5,200	993	0	993	80.9 %
1580	Bar Sales	464	9,438	12,000	-2,562			78.7 %
	Civic Centre Bar :- Income	464	9,438	12,000	-2,562			78.6 %
	Net Expenditure over Income	-439	-5,141	-6,550	-1,409			
499	Capital Expenditure							
4901	CAP - Loan Charges	0	39,602	39,602	0		0	100.0 %
4923	CAP - Civic Regalia	0	0	0	0		0	0.0 %
5315	Tfr from Capital Projects	0	0	0	0		0	0.0 %
6315	Tfr to Capital Projects	0	17,000	17,000	0		0	100.0 %
6316	Tfr to Devolved Services EMR	0	7,500	7,500	0		0	100.0 %
6348	Tfr to Outdoor Gym EMR	0	1,000	0	-1,000		-1,000	0.0 %
	Capital Expenditure :- Expenditure	0	65,102	64,102	-1,000	0	-1,000	101.6 %
1180	Grants Recieved	0	1,000	0	1,000			0.0 %
	Capital Expenditure :- Income	0	1,000	0	1,000			
	Net Expenditure over Income	0	64,102	64,102	0			

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List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2018	Aviva	Std Ord	1,303.24		Insurance
01/02/2018	Water2Business	DDR	65.50		Purchase Ledger Payment
01/02/2018	Water2Business	DDR2	13.35		Purchase Ledger Payment
01/02/2018	Water2Business	DDR3	490.00		Purchase Ledger Payment
02/02/2018	Coates & Parker Ltd	BACS	236.01		8160/Adverts
02/02/2018	Roundstone Vending Limited	BACS10	244.00		8181/Coffee and kreamer
02/02/2018	Screwfix Direct Ltd	BACS11	336.93		8183/Toilets, heater & wellies
02/02/2018	Office Right Business Solution	BACS12	433.38		8176/Hole punch - Stationery
02/02/2018	Warminster Flers Association	BACS13	40.00		8185/Annual subscription
02/02/2018	Roundstone Vending Limited	BACS14	97.00		8180/Cocoa & Kreamer
02/02/2018	DCK Accounting Solutions Ltd	BACS2	468.84		8161/Accounting visits
02/02/2018	Diversified Business Communica	BACS3	186.00		8162/Yearbook listing
02/02/2018	Dorma UK Limited	BACS4	246.50		8163/Maintenance contract
02/02/2018	GB Heating Ltd	BACS5	561.84		8164/Works to heating
02/02/2018	Imagin Products Ltd	BACS6	139.50		8170/Name badge, holder,etc
02/02/2018	Mirage Signs Limited	BACS7	264.00		8171/Laminated signs, ETC.
02/02/2018	Moviola Ltd	BACS8	135.08		8172/Film - Hampstead
02/02/2018	Ray Thomas Property Services L	BACS9	1,086.00		8179/Repair wokrs to civic
02/02/2018	SGW Payroll Ltd	DDR4	71.22		8184/Payroll processing
08/02/2018	John Leighton Print & Design C	BACS15	90.00		8194/Artwork for lake pleasure
08/02/2018	Architectural Acoustic Product	BACS16	773.52		8157/Annual maintenance -door
08/02/2018	B & S Chains	BACS17	217.75		8158/Chain swings
08/02/2018	Dorma UK Limited	BACS18	101.30		Purchase Ledger Payment
08/02/2018	Idverde Limited	BACS19	6,188.78		Purchase Ledger Payment
08/02/2018	Office Right Business Solution	BACS20	47.18		8175/Work shift 2 Civic centre
08/02/2018	Roundstone Catering Ltd	BACS21	51.60		8195/Boiler filters
08/02/2018	Screwfix Direct Ltd	BACS22	54.22		8182/Equipment and tools
08/02/2018	Wired Publishing	BACS25	180.00		Purchase Ledger Payment
08/02/2018	Wheelers (Westbury) Ltd	BACS26	7,176.00		8191/Installation of Xmaslight
09/02/2018	HMRC Payment Jan	BACS	4,207.46		HMRC Payment Jan
11/02/2018	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
13/02/2018	J & K Burton	200991	23.50		8214/ Mr Burton parking
13/02/2018	Wiltshire Council	200992	4,029.75		8216/CATG-Road Markings
13/02/2018	Water2Business	200993	1,507.56		8211/Water17.07.17-11.01.18
13/02/2018	Bank charge	CHG	20.00		Bank charge
13/02/2018	West mercia Energy	DDR5	311.98		8189/Elec 01.12.17-31.12.17
15/02/2018	Timico Limited	DDR6	360.26		8204/Phone Bill
19/02/2018	Office Evolution Ltd	DDR7	214.64		8173/Photocopy charge
20/02/2018	Booker	DDR8	172.44		8198/Pav Cafe stock
21/02/2018	Bank Charges	CHG	61.88		Bank Charges
21/02/2018	Worldpay (UK) Ltd	DDR10	23.49		8207/Civic card charges
21/02/2018	Moles Brewery	DDR11	70.60		8138/Bar Stock
21/02/2018	Worldpay (UK) Ltd	DDR9	30.19		8205/Pav Cafe Cad charges

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List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/02/2018	SGW Payroll Ltd	DDR12	71.22		8202/Payroll processing charge
25/02/2018	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
26/02/2018	Wiltshire Council	109529	21.00		Wiltshire Council - TENS Notic
26/02/2018	Astill Treecare Ltd	BACS27	2,735.00		8228/Tree Survey
26/02/2018	Clearsky IT	DDR13	179.64		8199/Monthly IT Charge
26/02/2018	BOC Gases	DDR14	23.87		8159/Monthly gas charge
27/02/2018	Net Pay February	BACS	14,404.71		Net Pay February
27/02/2018	Pension Fund Payment Feb	BACS	4,649.09		Pension Fund Payment Feb
27/02/2018	ACB Print & Design	BACS28	301.80		8197/Fun flyers and flags
27/02/2018	Coates & Parker Ltd	BACS29	125.88		8232/Advertising
27/02/2018	Colborne Trophies Ltd	BACS30	34.42		8200/Medals for Pancake race
27/02/2018	D.A.N. Hire	BACS31	84.00		Purchase Ledger Payment
27/02/2018	Danny Donkey & Pals	BACS32	50.00		8234/Donkeys Spring in Park
28/02/2018	Hills Waste Solutions Ltd	DDR15	157.67		8209/Civic Recycling charges
Total Payments			<u>55,586.05</u>		

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List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	Aviva	Std Ord	1,303.24		Insurance
01/03/2018	Water2Business	DD01	255.50		Purchase Ledger Payment
01/03/2018	Water2Business	DD02	839.20		8186/Water 18.07.17-30.01.18
01/03/2018	Water2Business	DD03	65.50		Purchase Ledger Payment
01/03/2018	Water2Business	DD04	490.00		Purchase Ledger Payment
01/03/2018	Hunot HR	DD06	240.00		Purchase Ledger Payment
02/03/2018	Public Works Loan Board	DD07	19,800.89		8203/PWLB Loan 498332CAP
05/03/2018	DCK Accounting Solutions Ltd	DD08	468.84		8235/Contract Accounting
05/03/2018	Mirage Signs Limited	DD09	192.00		8243/WPP Signage
05/03/2018	Office Right Business Solution	DD10	54.73		8247/Stationery Supplies
05/03/2018	Ray Thomas Property Services L	DD11	410.00		8251/Unblock Toilets
05/03/2018	Outdoor Kit 4 U Ltd	DD12	3,477.67		8249/Canoes, Paddles,lifevests
05/03/2018	Pear Technology Services Ltd	DD13	270.00		8250/Asset Manager to 28.02.19
06/03/2018	Clearsky IT	DD14	16.50		8231/Remote Assistance
07/03/2018	Warminster Parking Partnership	DD15	273.50		8213/Weymouth Arms
09/03/2018	West mercia Energy	DD16	615.15		8258/Elec 01.01.18-31.01.18
09/03/2018	HMRC PAYE/NI Payable - Feb	BACS	3,875.57		HMRC PAYE/NI Payable - Feb
11/03/2018	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
13/03/2018	J & K Burton	200994	24.30		8273/J & K Burtons
13/03/2018	Clearsky IT	DD17	132.00		8230/laptop Repairs
13/03/2018	Clearsky IT	DD18	28.20		Purchase Ledger Payment
13/03/2018	Bank Charge Payable	CHRG	20.00		Bank Charge Payable
15/03/2018	Wessex Lift Co Ltd	DD19	114.00		Purchase Ledger Payment
15/03/2018	Timico Limited	DD20	484.43		8337/Phone bill
19/03/2018	Warminster Community Radio	DD21	2,500.00		8276/WCR SLA Apr-Jun
19/03/2018	Visit Wiltshire	DD22	168.00		8274/Social Media Training
19/03/2018	Booker	DD23	61.13		8266/Cafe Stock
20/03/2018	Scottish & Southern Electricit	DD24	8,502.74		8315/Elec works to Town Park
21/03/2018	Worldpay (UK) Ltd	DD25	31.03		8278/Card Processing Fees
21/03/2018	Worldpay (UK) Ltd	DD26	18.47		8277/Card Processing Fees
21/03/2018	Amazon Business	DD27	8.43		8262/Phone Holder
21/03/2018	Amazon Business	DD28	8.97		8263/Phone Adaptor
21/03/2018	Amazon Business	DD29	13.54		8264/Phone Case
21/03/2018	Amazon Business	DD30	7.49		8265/Phone Cable
21/03/2018	Amazon Business	DD31	12.92		8284/Loud compact megaphone
21/03/2018	Amazon Business	DD32	5.47		8285/Drawing pins
21/03/2018	Amazon Business	DD33	61.20		8286/Float safety rope
21/03/2018	Amazon Business	DD34	124.80		8283/Safety Jackets
21/03/2018	Amazon Business	DD35	12.78		8287/Life guard throw bag
21/03/2018	Clearsky IT	DD36	148.50		Purchase Ledger Payment
21/03/2018	Chubb Electronic Security Ltd	DD37	926.57		8267/alarm Contract to11.05.19
21/03/2018	Designer Mark	DD38	600.00		8269/Web Hosting 2018-19
21/03/2018	Farnfields Solicitors	DD39	343.20		8236/Legal Fees Re Park Tent

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List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/03/2018	Bank Charge Payable	CHRG	7.90		Bank Charge Payable
22/03/2018	Coates & Parker Ltd	DD40	204.34		8233/Advertising
22/03/2018	GB Heating Ltd	DD41	727.20		8270/Heating system Repairs
22/03/2018	Glasdon UK Ltd	DD42	1,720.87		8298/Benches x 3
22/03/2018	Idverde Limited	DD43	6,188.87		Purchase Ledger Payment
22/03/2018	Keep Britain Tidy	DD44	382.80		8304/Green flag award
22/03/2018	National Trust	DD45	649.80		8306/Yeates field. Boreham Rd
22/03/2018	Moviola Ltd	DD46	165.70		8244/Victoria & Abdul Film
22/03/2018	Office Right Business Solution	DD47	168.12		8308/Floor cleaner
22/03/2018	Office Right Business Solution	DD48	24.62		8311/Business Couch Roll
22/03/2018	Office Right Business Solution	DD49	126.14		8246/DVD Discs
22/03/2018	Playsafety Ltd	DD50	646.38		8256/Annual Play Inspections
22/03/2018	Screwfix Direct Ltd	DD51	38.98		8338/Refuse sacks + bolts
22/03/2018	Wheelers (Westbury) Ltd	DD52	288.00		Purchase Ledger Payment
22/03/2018	Wheelers (Westbury) Ltd	DD53	1,200.00		8261/CCTV inspections
25/03/2018	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
26/03/2018	Warminster Parking Partnership	DD54	214.50		8272/Community Hub
26/03/2018	Clearsky IT	DD55	192.72		8268/Office 365 Subs
26/03/2018	BOC Gases	DD56	97.91		8229/Bar Gas
27/03/2018	Staff salaries- March 2018	BACS	14,377.61		Staff salaries- March 2018
27/03/2018	Pension fund due March2018	BACS	4,632.56		Pension fund due March2018
29/03/2018	Hills Waste Solutions Ltd	DD57	111.60		8237/Recycling Charges
Total Payments			<u>79,588.34</u>		

Petty Cash Payments - up to 31st March 2018

WARMINSTER TOWN COUNCIL

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 4022/301	CC Print & Stat 4023/301	CC Misc 4020/301	CCTV Post 4022/201	CCTV Print & Stat 4023/201
22.01.18	postage cctv	1.75	-											-	-						
02.02.18	postage civic expense	5.50												-	-						
02.02.18	Warminster Book	19.50												-	-						
	Clerk's travel to London																				
06.03.18	conference	75.70												-	-						
09.04.18	Cordens	32.48												-	-						
		134.93	-																		
cross check		134.93																			

Float Check

Denomination	Count	Total
£	0.01	30
£	0.02	16
£	0.05	25
£	0.10	6
£	0.20	3
£	0.50	0
£	1.00	2
£	2.00	0
£	5.00	18
£	10.00	2
£	20.00	0
Count Total		115.07

Expenditure	134.93
Total	250.00

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MINUTES
of the
Devolved Services and Assets Sub-Committee
held on Thursday 22nd March 2018 at 10am
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee Membership:

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

Key: *Present **A** Apologies received **Ab** Absent

In attendance:

Officers: Stuart Legg and Veronica Mills

Public and press: 0 members of the public or press

DS/17/058 Apologies
Apologies were received from Councillor Jolley and the Town Clerk.

DS/17/059 Declarations of Interest
None.

DS/17/060 Minutes
DS/17/060.1 The minutes of the meeting held on 8th February 2018 were approved as a true record and signed by the chairman.
DS/17/060.2 None.

DS/17/061 Chairman's Announcements
Quotations had been received for the park banner frame and the paddling pool. These would be raised under item 8, Clerk's Report.

DS/17/062 Public Participation
None.

DS/17/063 Reports from Unitary Authority Members
The Area Board grant application for lamppost advertising banners had been approved with the proviso that surrounding villages would be able to use the posts to advertise their events.

Signed.....Date.....

DS/17/064 Play Areas Working Group (PAWG)

DS/17/064.1 The RoSPA reports had been received and the play areas contractor would do a desktop analysis based on these which would give a reasonable indication of the likely costs of bringing the equipment up to a safe standard. The contract could not be put out to tender until the decision was made on taking on the play areas. The working group was information-gathering only prior to arranging a public meeting.

DS/17/064.2 It was agreed that there was no need for a replacement for Councillor Macdonald.

DS/17/065 Clerk's Report

The Clerk's report was noted. There was an update on three items:

DS/17/065.1 The pedaloes had been sold.

DS/17/065.2 The quotation from Warminster Metalworkers for the advertising banner frame had been received. This was **£495 + VAT** for fabricating and fitting a galvanized and painted frame, and **£595 + VAT** for creating a cast metal, galvanized and enamelled park logo to bolt to the top of the frame, and an enamelled Town Council logo for the bottom. Members approved this in principle but requested a complete quotation to include fitting, which could be emailed to members for approval. **(A combined quotation was received and approved.)**

DS/17/065.3 Quotations had been received for the necessary refurbishment of the paddling pool. The original repairs in 2016 had been undertaken by Steele Davis at a cost of over £4K but they had not lasted. Ray Thomas had been instructed by the Town Council to make patching repairs last summer. One of the patches had broken up, causing an injury, and had to be repaired again. The damage to the pool's surface was caused by children using scooters and skateboards etc. in the pool, both when it is empty and filled.

Ray Thomas was reluctant to undertake a patching job again as it would not survive the season. He had provided two quotations: (1) to repair and completely resurface the pool using similar materials to the existing surface at £4988 + VAT; (2) to repair and resurface the pool with a rubberised system that would have a 3–6-year life expectancy (provided it was not damaged by scooters, skateboards etc. which would negate the guarantee) at £7000 + VAT. Both quotations included labour costs. There was a need to find a way of covering the pool during the winter.

The safety surface around the pool is breaking up and will need to be addressed at the end of the season at the same time as the cover is installed. Ideally grey water recycling should be considered at this time.

The Park and Open Spaces Manager and Pete Hewitt would examine the specification of the rubberised product suggested to ensure this would be the correct option. Other quotations would be sought and Finance and Assets members would be emailed for an urgent decision to enable the work to be completed by 6th May.

Members wished for a notice to be placed advising users not to take scooters etc. in the pool.

DS/17/066 Boats on the Lake

The **cost of £1000** for safety railings **was noted**. The advertisement for boat staff had gone out; the closing date was Friday 23rd March.

Signed.....Date.....

DS/17/067 **Elisabeth Colllys Garden**

DS/17/067.1 The garden would be officially reopened on 16th April.

DS/17/067.2 The replacement of the electric pump **was approved at a cost of £137.49 + VAT**. This would come from the money that had recently been bequested to the Civic Trust, which was earmarked for the garden.

DS/17/067.3 Ray Thomas has offered to replace the wooden retaining wall in the garden free of charge. The Longleat Lodge no longer wishes to be involved with this project. Ray Thomas will quote for repainting the gates prior to the opening.

DS/17/068 **Public Toilets**

DS/17/068.1 The boathouse electrics were a fire risk. Fire alarms were needed for the boathouse and the toilets. The whole system could be looked at when the boathouse electrics were replaced. **Noted.**

DS/17/068.2 The condition of the toilet doors was noted.

DS/17/069 **Skatepark**

There was to be a press launch at the skatepark on 9th April. Bids were out for capital grants – £215K had to be raised. The skatepark would be a Town Council asset once completed. Letters of support would be needed. The skatepark group were having a stall at Spring in the Park.

DS/17/070 **Deverill Road**

The repair to the damaged glass at the Deverill Road bus shelter was **approved at a cost of £190 + VAT**.

DS/17/071 **Budget Implications**

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

£1000 + VAT for the safety railings at the boathouse

£1090 + VAT for the banner frame (including installation)

£137.49 + VAT for the electric pump for the Elisabeth Colllys Garden (from the Nora McMinn bequest)

£190 + VAT for repairs to the Deverill Road bus shelter

DS/17/072 **Communications**

None.

Meeting ended: 11.20pm

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MINUTES

Town Promotion Sub-Committee

Warminster Civic Centre

Monday 5th March 2018

5.30pm

Committee Membership:

Cllr Sue Fraser, Vice Chairman (West)	*	Cllr Nick Pitcher, Chairman (Broadway)	*
Cllr Tony Nicklin (West)	A	Cllr Chris Robbins (East)	*

Outside representatives: Councillor Tony Jackson (*), Melvin Davis (*), Anne Francis (*), Muzib Rahman (A), Andrew Robinson (A), Chris Spender (AB), Len Turner (*).

Key: * Present A Apologies AB Absent

In attendance:

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

Public and press: Cllr P Batchelor; 0 members of the public, 0 members of the press.

TP/17/030 Apologies

Apologies were received from Cllr Nicklin, Muzib Rahman and Andrew Robinson.

TP/17/031 Declarations of Interest

None.

TP/17/032 Minutes

TP/17/032.1 The minutes of the meeting held on 8th January 2018 and all actions contained therein **were approved**.

TP/17/032.2 There were no matters arising.

TP/17/033 Chairman's Announcements

Cllr Pitcher requested that should any members or representatives wish to suggest ideas to promote the town, that they do so under the Town Map section of the agenda. It was further suggested that all current members and representatives of the Town Promotion Sub-Committee be contacted to ascertain if they were still able to attend meetings as the sub-committee membership, including external representatives, would be confirmed for the 2018 – 2019 municipal year at the May council meeting.

TP/17/034 Public Participation

None.

TP/17/035 Reports from Unitary Authority Members

Cllr Jackson reported that he had attended a presentation by Visit Wiltshire. The group had been originally established with a £500,000 budget, this has now dropped to below £187,000. At the meeting, Cllr Jackson had recorded his disappointment that Warminster had not been promoted as a UFO town, but he did note that Visit Wiltshire had partnered with the 'Great West Way'. The sub-committee expressed the view that this partnership did not include Warminster or those towns/villages on the north/south route through the county, which was a missed opportunity. Cllr Jackson did ask whether the Town Council were members of Visit Wiltshire and whether use was made of the advertising opportunities.

The Town Clerk confirmed that Warminster Town Council was a partner member of Visit Wiltshire and did put events on the website. Of further note; Warminster Town Council were members of Wiltshire Council's Market Town's Forum which had close links with Visit Wiltshire, including pressing for the inclusion of towns and villages not included in the current 'Great West Way' partnership. Len Turner also confirmed that the hub advertised with Visit Wiltshire.

TP/17/036 Town Map

TP/17/024.2 refers – A meeting with Cityscape had taken place to establish costings and to clarify whether the map could also be produced electronically.

The sub-committee discussed the cost implications from Cityscape. It was felt that both options were too expensive and that alternatives needed to be sought and brought back to the next meeting.

It further agreed that there was a need for both a digital and hard copy map. Advertising the town and events could be through the lamp flags which were currently being investigated by the Town Council. Discussion took place about the possibility of a St George's day event for 2019 which could be advertised using the flags.

A map produced by Dentons was circulated for perusal and it was agreed that the quality and style would suit Warminster.

Len Turner reminded the committee that the Development Trust had £500 reserved towards the town map.

Cllr Pitcher proposed approaching Dentons to ascertain how they produce their maps, including advertising options. Costs and methods of distribution to be brought to the next meeting. Seconded Councillor Robbins, voting unanimous in favour.

TP/17/037 **Warminster Mugs**

Anne Francis advised that she had been unable to ascertain if there was an exclusivity clause on the Warminster mugs. Generally, suppliers do not recommend that there are more than a couple of outlets supplying the same products.

Len Turner agreed to liaise with a mug printing company that the Community Hub had used previously for quotes and bring them back to the next meeting.

TP/17/038 **Market Towns Forum, Visit Wiltshire and other sources**

The Town Clerk had spoken to Visit Wiltshire . A buddy relationship with Devizes has been arranged – Anne Francis to visit as secret shopper. The Clerk and Anne Francis to report back.

This is still to be arranged and is ongoing

TP/17/039 **Warminster Brand**

A logo has been designed for the Lake Pleasure Grounds, which was well received.

Noted

Tony Jackson reported back on the placement of the brown heritage signs on the A36 and A362. He advised the committee that he clarified the current location of the town's brown heritage signs. Permission would need to be sought from either the Highways Agency or Wiltshire Council if re-locating the signs were to be considered; the entire process would be expensive, complicated and lengthy. A discussion did take place, of note; given the difficulties and costs involved, leave the signs in their current locations.

Cllr Pitcher proposed that Cllr Jackson continue investigation into moving the signs and the cost implications. Seconded Councillor Fraser, voting in favour 2, against 1, abstention Nil. Motion carried.

TP/17/040 **Cleanliness of the Town**

Owing to a family bereavement the Town Clerk still had to action a meeting with Kingdown School and her town 'walk about' focusing on cleanliness.

The Clerk will action this points before the next meeting.

TP/17/041 **Walking Map of the Town**

A walking map of the town had been produced by the walking group with the aid of an Area Board grant. The initial print run had been distributed free of charge. The map was now in need of an additional print run as stocks were low.

Len Turner felt that there should be no financial contribution to the walking map of the town and any money available should be invested in the town map.

Noted.

TP/17/042 **Projects**

TP/17/016.3 Spring in the Park The Town Clerk gave the sub-committee an overview of the forthcoming new event in the town park which will take place on Sunday 6th May 2018.

Members agreed that Spring in the Park should be advertised using flyers, posters and social media. Shops should be provided with flyers and posters nearer to the date of the event. The flyers should be distributed within the Warminster Way. Anne Francis uses Instagram for promoting her business and has found this to be successful so would be able to promote Spring in the Park through this medium. The Town Clerk was due to meet with the Three Horseshoes Walk General Manager, and she would ask about the possibility of setting up a stall two weeks prior to the Spring in the Park event which could be manned by the Town Promotion Sub-Committee members to advertise the event and the sub-committee.

Cllr Fraser proposed that Spring in the Park be promoted using the Warminster Way to distribute flyers; posters and flyers to be made for shops, and banners around the town. Flyers to also be distributed in the Mall. Seconded Cllr Robbins, voting in favour 2, against 1, abstention Nil. Motion carried.

TP/17/025 Summer Walks Victoria Coombes had produced the programme for the summer walks that the Town Promotion Sub-Committee had agreed to promote. **Members were advised that Victoria Coombes had been given media tools and the addresses of websites to enable her to promote the summer walks. In addition, Warminster Town Council would advertise them on their website, social media and notice boards.**

TP/17/043 Communications

Press release to be issued regarding the Spring in the Park event.

Date of next meeting Monday 23rd April.

Meeting closed at 6.48pm