

MINUTES
of the
Finance and Assets Committee
held on Monday 23rd April 2018 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee membership:

| | | | |
|----------------------------------|----------|---|----------|
| Cllr Batchelor (Broadway) | A | Cllr Pitcher (Broadway) | * |
| 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), Veronica Mills (Officer)

Public and press: 0 members of the public and 1 member of the press

FA/17/081 Apologies for absence

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

FA/17/082 Declarations of Interest

None.

FA/17/083 Minutes

FA/17/083.1 The minutes of the Finance and Assets Committee meeting held on Monday 5th March 2018 **were approved and signed by the Chairman.**

FA/17/083.2 There were no matters arising.

FA/17/084 Chairman's Announcements

None.

FA/17/085 Questions

None.

FA/17/086 Public Participation

None.

FA/17/087 Reports from Unitary Authority Members

None.

FA/17/088 Financial Information

FA/17/088.1 The reconciliations for February and March 2018 **were noted** and the Chairman signed and verified them against the bank statements seen.

FA/17/088.2 The accounts to March 2018 **were noted**.

FA/17/088.3 The list of payments made in February and March 2018 **were approved** and signed by the Chairman.

FA/17/088.4 The petty cash schedule for March 2018 **was approved** and signed by the Chairman.

FA/17/088.5 The internal transfers between the accounts on:

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

were noted.

FA/17/089 Devolved Services and Assets Sub-Committee

FA/17/089.1 The minutes of the Devolved Services working group meeting held on 22nd March 2018 **were approved and all actions contained therein agreed.**

FA/17/089.2 The following items for spending on the Lake Pleasure Grounds and Deverill Road from the Devolved Services Sub-Committee meeting held on 22nd March 2018 were approved:

| 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 | £1000 + VAT | Safety railings by the boathouse |
| 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 |

FA/17/090 Town Promotion Sub-Committee

The minutes of the Town Promotion Team Sub-Committee meeting held on 5th March 2018 **were approved and all actions contained therein agreed.**

FA/17/091 Town Development Committee

There were no items requiring approval from Finance and Assets.

FA/17/092 Grants 2018–2019

FA/17/092.1 Members resolved to retain £1000 as the maximum grant allowable.

FA/17/092.2 Members discussed whether grants should be considered more than once a year. It was felt that this had not worked in the past, so the current system should remain. **Members resolved to continue with the deadline of 31st May for grant applications, with cheques being issued as soon as possible, and for the terms and conditions to include that recipients should attend the Annual Town Meeting to inform the town how they had used their grants.**

FA/17/093 Communications

Members requested a press release be issued as a reminder that grant applications should be submitted by 31st May.

Meeting closed at 7.28pm

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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>areeth brigant</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 INTERNET TRANSFER | | 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 Pillebs</i> | | 210.00 ✓ | |
| | BALANCE CARRIED FORWARD | | | 5,235.00 |

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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>Debt 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>bin</i> | | • 24.80 ✓ | |
| | CR F F | | | |
| | <u>FALLON INV WCC2653</u> | | • 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 <u>NHS BLOOD TRANSPLA</u> | | • 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 |

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10.04.18

1 March to 31 March 2018

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 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 |

for
23/4

1 March to 31 March 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 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 | | | |
| | INTERNET TRANSFER | | • 9,000.00 | |
| | 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 | | | |
| | 1399CRH6P6JQ | • 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 |

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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 |

1 March to 31 March 2018

Account Name

Warminster Town Council

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

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 | | • 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 | | • 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 |

Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Effective from 1 August 2017

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

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

Your debit card

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

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

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

Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk (UK customers) or ciiom.hsbc.com (Channel Islands and Isle of Man customers) or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day.

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

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

Recurring Transaction

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

The following references apply to all customers

Dispute resolution

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

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

Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to hsbc.co.uk (UK customers) or ciiom.hsbc.com (Channel Islands and Isle of Man customers).

Disabled Customers

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

Lost and stolen cards

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

1 February to 28 February 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 962

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|-------------------------------------|-----------|-----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 4,948.05 |
| | DR TOTAL CHARGES TO 30JAN2018 | 61.88 | | |
| 22 Feb 18 | TFR TRANSFER 21136496 | | 113.83 | 5,000.00 |
| | CR WILTSHIRE COUNCIL | | 42.00 | |
| 23 Feb 18 | TFR TRANSFER 21136496 | 42.00 | | 5,000.00 |
| | CR WEIGHT WATCHERS UK | | 168.00 | |
| | DD SGW PAYROLL LTD | 71.22 | | |
| | CHQ 200992 | 4,029.75 | | |
| 26 Feb 18 | TFR TRANSFER 21136496 | | 3,932.97 | 5,000.00 |
| | DD GOCARDLESS | 179.64 | | |
| | DD VWFS UK LIMITED | 383.14 | | |
| | DD BOC MANCHESTER ACC | 23.87 | | |
| | CR F F FALLON INV WCC2604 | | 94.50 | |
| | BP ASTILL TREECARE 440 | 2,735.00 | | |
| | CR PROGRESS PHY LTD PROGPYS WCC2571 | | 126.00 | |
| 27 Feb 18 | TFR TRANSFER 21136496 | | 3,101.15 | 5,000.00 |
| | BP February payroll | | | |
| | BIB MULTIPLE BENEF | | | |
| | BIB BACS PAYMENT | 14,404.71 | | |
| | BP LGPS Feb | | | |
| | WC PENSION FUND | | | |
| | BIB BACS PAYMENT | 4,649.09 | | |
| | TFR 404523 21136496 | | 15,000.00 | |
| | BP ACB PRINTANDESIGN 2966 | 301.80 | | |
| | BP COATES & PARKER 36674 | 125.88 | | |
| | BP COLBOURNETROPHIES 104274 | 34.42 | | |
| | BP DAN HIRE | 84.00 | | |
| | BP DANNY DONKEY & PALS | | | |
| | WARMINSTER180506DE | 50.00 | | |
| 28 Feb 18 | TFR TRANSFER 21136496 | | 4,649.90 | 5,000.00 |
| | CR LLOYDS PHARMACY | | 63.00 | |
| | DD HILLS WASTE SOLUTI | 157.67 | | |
| | CR UNISON WILTSHIRE A | | 63.00 | |
| | UNISON2 WCC2630 | | | |
| | CR DEVERILL J & J | | 10.00 | |
| | PLAYFUL18 | | | |
| | BALANCE CARRIED FORWARD | | | 4,978.33 |

For 23/4

1 February to 28 February 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 963

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|----------|---------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 4,978.33 |
| | TFR TRANSFER 21136496 | | 21.67 | 5,000.00 |
| 28 Feb 18 | BALANCE CARRIED FORWARD | | | 5,000.00 |

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

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1 February to 28 February 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 960

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|----------|-------------|----------|
| | BALANCE BROUGHT FORWARD | | | 2,994.09 |
| | BP MOVIOLO LTD | | | |
| | 17.01.18 | 135.08 | | |
| | BP RAY THOMAS PROP | | | |
| | 3214 | 1,086.00 | | |
| | BP ROUNDSTONE VENDING | | | |
| | 25312 | 244.00 | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 852697872 | 336.93 | | |
| | BP OFFICE RIGHT | | | |
| | 48999/49000/001 | 433.38 | | |
| | BP WARMINSTERFLERS | | | |
| | WARMINSTER TC | 40.00 | | |
| | BP ROUNDSTONE VENDING | | | |
| | 25333 | 97.00 | | |
| 05 Feb 18 | TFR TRANSFER 21136496 | | 4,378.30 ✓ | 5,000.00 |
| | CR DR P A JONES | | | |
| | DR PAULINE JONES | | 94.50 ✓ | |
| 07 Feb 18 | TFR TRANSFER 21136496 | 94.50 | | 5,000.00 |
| | CR MV- 17760605 -0402 | | 7.00 ✓ | |
| 08 Feb 18 | TFR TRANSFER 21136496 | 7.00 | | 5,000.00 |
| | CR WILTSHIRE COUNCIL | | 79.99 ✓ | |
| | CR WARMINSTER & K9QF | | | |
| | WARMINSTER & DISTR | | 600.00 ✓ | |
| | BP JOHN LEIGHTON | | | |
| | 0346 | 90.00 | | |
| | BP ARCH ACOUSTIC PROD | | | |
| | 2175 | 773.52 | | |
| | BP B&S CHAINS | | | |
| | 30733 | 217.75 | | |
| | BP DORMA UK LTD | | | |
| | 0156425 | 101.30 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | 10,000.00 ✓ | |
| | BP IDVERDE | | | |
| | 755546/47/824/825 | 6,188.78 | | |
| | BP OFFICE RIGHT | | | |
| | 49418 | 47.18 | | |
| | BP ROUNDSTONE CAT | | | |
| | 34058 | 51.60 | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 8555570954 | 54.22 | | |
| | BP WIRED PUBLISHING | | | |
| | 1127440 | 180.00 | | |
| | BALANCE CARRIED FORWARD | | | 7,975.64 |

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1 February to 28 February 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 961

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|---|----------|------------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 7,975.64 |
| | BP WHEELERS WESTBURY 958486 | 7,176.00 | | |
| 09 Feb 18 | TFR TRANSFER 21136496 | | 4,200.36 ✓ | 5,000.00 |
| | BP HMRC Jan HMRC | | | |
| | BIB BACS PAYMENT | 4,207.46 | | |
| | CR HISLOP-NEWTON J & WCC2612 LPM | | 126.00 ✓ | |
| 12 Feb 18 | TFR TRANSFER 21136496 | | 4,081.46 ✓ | 5,000.00 |
| | CR South West Wiltshi Inv No WCC2618 | | 63.00 ✓ | |
| | BP BEESLEY NN&RD SING TREE FEB'18 | | 33.60 ✓ | |
| 13 Feb 18 | TFR TRANSFER 21136496 | 96.60 | | 5,000.00 |
| | DD WEST MERCIA ENERGY DR CHARGE | 311.98 | | |
| | AUTO TRANSFER | 20.00 | | |
| 14 Feb 18 | TFR TRANSFER 21136496 | | 331.98 | 5,000.00 |
| | CR MV- 17760605 -1102 | | 36.25 ✓ | |
| | BP BEESLEY NN&RD SING TREE MAR'18 | | 67.20 | |
| 15 Feb 18 | TFR TRANSFER 21136496 | 103.45 | | 5,000.00 |
| | CR MV- 17760605 -1202 | | 5.05 ✓ | |
| | CR MV- 21574633 -1202 | | 50.40 | |
| | DD TIMICO/KECONNECT | 360.26 | | |
| 16 Feb 18 | TFR TRANSFER 21136496 | | 304.81 | 5,000.00 |
| | CR H Pinkett 7TH APRIL - HALL | | 259.88 | |
| 19 Feb 18 | TFR TRANSFER 21136496 | 259.88 | | 5,000.00 |
| | CR WILTSHIRE COUNCIL | | 130.00 | |
| | DD OFFICE EVOLUTION | 214.64 | | |
| | CHQ 200993 | 1,507.56 | | |
| 20 Feb 18 | TFR TRANSFER 21136496 | | 1,592.20 | 5,000.00 |
| | CR MV- 17760605 -1502 | | 7.05 | |
| | CR NHS BLOOD TRANSPLA | | 302.40 | |
| | DD BOOKER LTD -BK | 172.44 | | |
| 21 Feb 18 | TFR TRANSFER 21136496 | 137.01 | | 5,000.00 |
| | CR MV- 17760605 -1702 | | 51.40 | |
| | CR MV- 17760605 -1602 | | 53.05 | |
| | DD S/LINE K0494953 | 30.19 | | |
| | DD S/LINE K0512288 | 23.49 | | |
| | DD VWFS UK LIMITED | 32.12 | | |
| | DD TOLCHARDS LTD | 70.60 | | |
| | BALANCE CARRIED FORWARD | | | 4,948.05 |

POP 23/4

Your Statement

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



022374_059 5/ 14 00011 91653 17465 39700

Account Summary

| | |
|-----------------|-----------|
| Opening Balance | 5,000.00 |
| Payments In | 56,314.29 |
| Payments Out | 56,314.29 |
| Closing Balance | 5,000.00 |

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

| | | |
|-----------------|-----------------------|---------------------|
| Sortcode | Account Number | Sheet Number |
| 40-45-23 | 91001000 | 959 |

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|------------|------------|----------|
| 31 Jan 18 | BALANCE BROUGHT FORWARD | | | 5,000.00 |
| 01 Feb 18 | DD AVIVA | 1,303.24 ✓ | | |
| | DD WATER2BUSINESS | 65.50 ✓ | | |
| | DD WATER2BUSINESS | 13.35 ✓ | | |
| | DD WATER2BUSINESS | 490.00 ✓ | | |
| | CHQ 200987 | 32.30 ✓ | | |
| | CR Hervin Robin | | | |
| | J71 P508 LODGE REN | | 329.98 ✓ | |
| | CR Barker Amy | | | |
| | AMY BARKER | | 25.00 ✓ | |
| | TFR TRANSFER 21136496 | | 1,549.41 ✓ | 5,000.00 |
| 02 Feb 18 | CR WILTSHIRE COUNCIL | | 168.00 ✓ | |
| | DD SGW PAYROLL LTD | 71.22 ✓ | | |
| | BP COATES & PARKER | | | |
| | 36389 | 236.01 ✓ | | |
| | BP DCK BEAVERS LTD | | | |
| | TPC7891 | 468.84 ✓ | | |
| | BP DIVERSIFIED | | | |
| | 81486 | 186.00 ✓ | | |
| | BP DORMA UK LTD | | | |
| | 156425 | 246.50 ✓ | | |
| | BP GB HEATING | | | |
| | 0488L | 561.84 ✓ | | |
| | BP IMAGIN PRODUCTS LT | | | |
| | 18252 | 139.50 ✓ | | |
| | BP MIRAGE SIGNS | | | |
| | 33343 | 264.00 ✓ | | |
| | BALANCE CARRIED FORWARD | | | 2,994.09 |

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Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts (excluding Premier and Jade by HSBC Premier) overdraft interest is only charged on arranged overdrawn balances. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:
 - (a) going overdrawn when you have not arranged an overdraft; or
 - (b) going over/past your arranged overdraft limit (if you have one).
2. This cap covers any:
 - (a) interest and fees for going over/past your arranged overdraft limit;
 - (b) fees for each payment your bank allows despite lack of funds; and
 - (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the Bank Account, Current Account, Home Management Account, HSBC Advance Bank Account and Graduate Bank Account is £80.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

The introduction of the Monthly Maximum Charge will not affect any charging period that ended prior to 1st August 2017. Any notification of charges that are generated on or after 1st August 2017 will incorporate the new Monthly Maximum Charge cap.

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

Your debit card

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

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

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

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

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

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

Recurring Transaction

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

The following references apply to all customers

Dispute resolution

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

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

Telephone Banking Service

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

Disabled Customers

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

Lost and stolen cards

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

1 January to 31 January 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 958

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|----------|---------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 5,351.29 |
| 31 Jan 18 | TFR TRANSFER 21136496 | • 351.29 | | 5,000.00 |
| | CR MV- 17760605 -2601 | | • 5.25 | |
| | CR MV- 17760605 -2801 | | • 7.80 | |
| | DD HILLS WASTE SOLUTI | • 111.13 | | |
| | TFR TRANSFER 21136496 | | • 98.08 | 5,000.00 |
| 31 Jan 18 | BALANCE CARRIED FORWARD | | | 5,000.00 |

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% |

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At : 4:12 PM

Current/Instant Access Bank A/

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

| Date Paid | Payee Name | Cheque Ref | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|------------|-------------|----------------|--------------------------------|
| 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 Fliers 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 woks 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 |

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 | | | 55,586.05 | | |

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At : 4:49 PM

Current/Instant Access Bank A/

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

| Date Paid | Payee Name | Cheque Ref | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|------------|-------------|----------------|---------------------------------|
| 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 to 11.05.19 |
| 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 |

Continued on Page 2

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Current/Instant Access Bank A/

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 | | | 79,588.34 | | |




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 ccdv | 1.75 | | | | | | | | | | | | | | | | | | | |
| 02.02.18 | postage civic expense | 5.50 | | | | | | | | | | | | | | | | | | | |
| 02.02.18 | Warminster Book | 19.50 | | | | | | | | | | | | | | | | | | | |
| 06.03.18 | Clerk's travel to London | 75.70 | | | | | | | | | | | | | | | | | | | |
| 09.04.18 | conference | 32.48 | | | | | | | | | | | | | | | | | | | |
| 09.04.18 | Cordens | 134.93 | | | | | | | | | | | | | | | | | | | |
| Gross check | | 134.93 | | | | | | | | | | | | | | | | | | | |

PR 23/4

| Float Check | | | |
|--------------|-------|--------|--|
| Denomination | Count | Total | |
| £ 0.01 | 30 | 0.30 | |
| £ 0.02 | 16 | 0.32 | |
| £ 0.05 | 25 | 1.25 | |
| £ 0.10 | 6 | 0.60 | |
| £ 0.20 | 3 | 0.60 | |
| £ 0.50 | 0 | 0.00 | |
| £ 1.00 | 2 | 2.00 | |
| £ 2.00 | 0 | 0.00 | |
| £ 5.00 | 18 | 90.00 | |
| £ 10.00 | 2 | 20.00 | |
| £ 20.00 | 0 | 0.00 | |
| Count Total | | 115.07 | |
| Expenditure | | 134.93 | |
| Total | | 250.00 | |