

4th June 2018

You are summoned to a meeting of the:

Finance and Assets Committee
on Monday 11th June 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

- Election of Committee Chairman**
Members to elect a Committee Chairman.
- Election of Committee Vice Chairman**
Members to elect a Committee Vice Chairman
- Apologies for absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
- 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.

5. **Minutes**

5.1 To approve as a correct record, the minutes of the Finance and Assets Committee meeting held on Monday 23rd April 2018; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

5.2 To note any matters arising from the minutes of the Finance and Assets Committee meeting held on Monday 23rd April 2018.

6. **Chairman's Announcements**

To note any announcements made by the Chair.

7. **Questions**

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

Standing Orders will be suspended to allow for public participation.

8. **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.

9. **Reports from Unitary Authority Members**

To note reports provided which are relevant to this committee.

10. **To Receive the Following Motion**

Cllr Rob Fryer has forwarded the following motion;

To consider planting trees in memory of those lost in WW1. One tree per fallen person.

Attached for members perusal are details of tree planting which are already agreed within the Warminster area and points to consider before committing to tree planting. It is understood that through Area Board links, Wiltshire Council is asking local communities to plant trees to remember those who died in the First World War. It is further understood that the trees are being provided free of charge by the Woodland Trust. Planting will take place in either November 2018 or spring 2019. **(See attached).**

To consider the motion and resolve accordingly.

11. **Election to Sub-Committees**

11.1 To receive nominations and to elect representatives to the Devolved Services Sub-Committee (the Chairman of Finance and Assets to sit on this sub-committee). Current membership: Cllrs Brett, Fraser, Fryer, Jolley and Ridout (as Chairman of Finance and Assets). Mr Peter Hewitt, external representative.

11.2 To receive nominations and to elect representatives to the Town Promotion Sub-Committee (the Chairman of Finance and Assets to sit on this sub-committee). Current membership: Cllrs Pitcher, Nicklin, Robbins (as Vice Chairman of Finance and Assets) and

Fraser. External members: Wiltshire Council Cllr Tony Jackson, Messrs. Melvin Davis, Andrew Robinson, Chris Spender, Len Turner Muzib Rahman and Ms Ann Francis. **Cllr Batchelor has been proposed by Cllr Nicklin.**

12. Financial Information

12.1 To note the reconciliations for April 2018, and the **chairman to sign** and verify against the bank statements seen. **(See attached).**

12.2 To note the accounts to April 2018. **(See attached).**

12.3 To approve the list of payments made in April 2018 respectively, and the **chairman to sign.** **(See attached).**

12.4 To approve the petty cash schedule to April 2018. **(See attached).**

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

Date	Amount
20.03.2018	9,000.00
09.04.2018	17,000.00
12.04.2018	20,000.00
27.04.2018	25,000.00
02.05.2018	15,000.00
24.05.2018	10,000.00

13. Devolved Services and Assets Sub-Committee

13.1 To approve the minutes of the Devolved Services and Assets Sub-Committee meeting held on 19th April 2018 and to agree all actions contained therein. **(See attached.)**

13.2 To approve the items for spending item **DS/17/085** refers:

ITEM	COST	
For the repairs to the paddling pool	£4988 + VAT	
It was agreed that should the toilet doors need urgent repair this should be carried out. Temporary repairs were carried out to make the door functional, however, the door needs to be replaced.	£260.00	The cost of the <u>replacement door</u> , which was subject to storm damage is currently with the Council's insurers. There is only one manufacturer of this part. The German supplier is in contact with Idverdi and the cost will be in excess of £3,500.

14. Town Promotion Sub-Committee

To approve the minutes of the Town Promotion Team working group meeting held on 23rd April 2018, and to agree all actions contained therein. **(See attached).**

15. Town Development Committee

There are no items for financial consideration.

16. Grants 2018–2019

To approve grant requests. The sum of £8,000 is available from the Town Council budget.

Name	App No	Grant requested	Council Grant	Dewey Trust Grant
Alzheimer's Support	1	1000		
Bishopstrow Village	2	1000		
Copheap Volunteers	3	1000		
Farnfield Farm Trust	4	991		
Friends of Warminster Park	5	1000		
Group Five	6	750		
Help Counselling Services	7	200		
Jacobs Ladder Wiltshire CV	8	900		
Warminster Athenaeum Trust	9	1000		
Warminster Group Diabetes UK	10	250		
Warminster and District Angling Club	11	2000		
Warminster Flers Association	12	1000		
Warminster Highbury Youth FC	13	1000		
Warminster Philharmonic Orchestra	14	300		
Warminster Riding for the Disabled	15	1000		
Warminster and District Stroke Club	16	500		
Warminster Town Football Club	17	1320		
Total		15,211		
Warminster Community Hub	Budget	6000		
Citizens Advice Bureau	Budget 18	2000	Requested 2000	
Warminster Carnival	Budget	3000		
Warminster Wobble	Budget	3000		
Inspire	Budget	3500		
CCTV request to Dewey Trust				4000

For debate and decision.

17. Service Agreement for GB Heating

The annual service agreement with GB Heating is now due for renewal at a cost of £3,582+ VAT. Details of the service agreement are attached for members approval. **(See attached).**

Members are requested to approve the annual renewal.

18. Communications

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

Date of next meeting: 3rd September 2018

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

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FTA. 11.06.18 item 10.

Motion 48.

Fiona Fox

From: wildswim@talk21.com
Sent: 16 April 2018 17:36
To: Fiona Fox
Subject: Memorial trees

Can I put forward this motion for Devolved Services:

To consider planting trees in memory of those lost in WWI and after. 1 tree per fallen person.

Rob Fryer

Fr A.11.06.18 item 10.

	A	B	C
141	Warminster		
142	Kingdown School	10 Fruit Trees / native	Kingdown School, Woodcock Road, Warminster
143	Sutton Veny Parish Council	1 Birch or Hawthorn	Sutton Veny Primary School, Sutton Veny, Warminster
144	Heytesbury, Imber and Knook Parish Council	3 Crab Apple	TBA
145	Codford Parish Council	28 Whitebeam (Sorbus Aria) - wild service tree	Broadleaze Codford Warmister BA12 0PP
146	Warminster Community Orchard	5 Fruit trees on semi dwarfing rootstocks. Apple	Yeates meadow community orchard. Boreham road Warminster
147	Chapmanslade Parish Council	25 Fruit trees	Memorial Playing Fields, Champmanslade
148	Swaledale Estate Community	50 Fruit, birch and maple	Park off Swaledale Road
149	Warminster School	30 Willow	Church Street, Warminster, Wiltshire. BA12 8PJ
150	Smallbrook Views Estate	20 fruit / crab apple	Damask Way BA12 9PP
151	Total 9	172	

Guidance Notes: Things to consider.

Finance and Assets: 11th June 2018 item 10 refers.

Soil type	<p>Before you start, take a look around your neighbourhood and work out which species are thriving – this will give you an idea of what might do well in your soil. Most trees can grow in a range of conditions but some have a preference for sandy, clay, wet or chalky soils. It's worth working out what soil type you have in your planting area and then choosing your trees accordingly. Your soil could be chalky, clay, loamy, peaty, sandy and silty. To work out what kind it is, look at it closely, pick it up and roll it between your hands. For more information about soil types see:</p> <p>For more information about soil types see:</p> <p>BBC Gardening www.bbc.co.uk/gardening/htbg/module1/soil_types1.shtml</p> <p>UK Soil Observatory mySoil map www.ukso.org/maps.html</p>
Where to plant	<p>Planting a single tree</p> <p>If you're planting a single tree think about where you're planting it in relation to your house. Some roots and branches may spread beyond the boundaries of your property and trees can sometimes cause structural damage. Be aware of places where limbs may fall or roots might grow.</p> <p>If you're planting lots of trees, think about these questions before you begin:</p> <p>Do you own the land you want to plant on?</p> <p>If not, you will need to get full permission from the owner.</p> <p>Is your land suitable?</p> <p>There are some places you mustn't plant trees on such as:</p> <p>Archaeological sites</p> <p>Sites with rare/protected species</p> <p>Grassland that has never been ploughed</p> <p>Wetlands</p> <p>Heathland</p> <p>How much land do you want to plant?</p> <p>The number of trees you can plant will depend on the amount of land you have available:</p> <p>30 trees = one tennis court (2,106sqft /196sqm)</p> <p>100 trees = four tennis courts (8,424sqft /784sqm)</p> <p>420 trees = a football pitch (13,000sqyds /10,800sqm)</p> <p>A woodland - between seven to eight hectares</p> <p>Larger schemes (over 5 hectares) may need an Environmental Impact Assessment (most small schemes will not need planning permission).</p> <p>How will you access your trees?</p> <p>Can you walk around the site or do you need access for a vehicle (important if you are planning to coppice/harvest the trees)? This will help you work out where to include management rides and access points</p> <p>Are you also offering public access?</p>

Guidance Notes: Things to consider.

Finance and Assets: 11th June 2018 item 10 refers.

	If you are, think about where you want people to walk and which areas need rides, paths or even bridleways to accommodate this.
	Any potential risks?
	Are there overhead powerlines or underground services on your site? Rabbits or deer are also a hazard as they enjoy nibbling away at young trees and can kill them. If you have them on site, you will need tree guards to protect your trees while they establish.
How to plant a tree	Generally the planting season in the UK is from mid-November to late March. This is when the tree roots are dormant and can cope better with being moved.
	Step-by-step guide to pit-planting
	1. Use a spade to take the turf out of the ground, turn it over and split it almost in half.
	2. Dig a hole slightly wider and deeper than the roots of your tree. Loosen the soil around the edges.
	3. Put the tree in the hole and check the depth. Look for the “collar” – the mark on the tree from where it originally started to grow above ground. This should be level with the top of the soil. If a tree is planted too deep the stem may rot; too shallow and the roots above ground will die.
	4. Hold the tree upright and gently push back the soil, pressing it down onto the roots. Don't compact the soil as this will stop water and air circulation, but make sure your tree is steady.
	5. Put the turf back over the hole with the split either side of the young tree, grass side down.
	6. Cover your tree with a guard if necessary, using a cane or stake provide extra support.
How to care for your trees	Once your trees are in the ground they'll need care and maintenance.
	Short term management
	Weeding
	Weed each spring in the first couple of years after planting.
	You could use a chemical based weed killer containing glyphosate – this will kill weeds effectively and break down quickly in the soil, causing minimal effect to the environment.
	Alternatively use mulch to suppress weeds. Bark chips, squares of old carpet or straw around the base of the tree all help to stop weeds growing.
	Watering
	You should only need to water your trees after a very long dry spell. The trees should adapt to the site and shouldn't need additional water in normal conditions.
	Tree guards
	Make sure that your tree guards are upright and pushed firmly into the soil. Remove any grass growing inside the guard. Once the tree has grown to over 3m, remove the guard. If they remain intact, you can use these guards again to protect any more young trees you plant.

Guidance Notes: Things to consider.

Finance and Assets: 11th June 2018 item 10 refers.

	Pests and diseases
	If you suspect disease, pull up the tree and dispose of it to prevent spread. Check your trees regularly and keep the area around them weed free.
	Fencing
	Keep livestock away from your planting area with fencing.
	Long term management
	Pruning
	This is not essential but it will encourage trees to grow upwards rather than outwards.
	Invest in a good pruning saw and make a clean cut close to the main trunk of the tree. The cut should be made square to the branch and preserve the bulge at the base of the branch, known as the branch collar. To prevent disease and decay, it is important not to damage the bark of the tree. Never cut the branch flush with the main stem as this creates a larger wound. If unsure, always seek expert advice. Most native trees are best pruned in winter when dormant, except field maple, cherry and walnut which need pruning in summer to reduce risk of disease and sap bleeding.
	Coppicing
	This involves cutting a tree near to its base to encourage new growth. Your trees could be ready to coppice after 7–10 years, depending on species and growth rate. You can use this management practice to achieve a sustainable supply of wood fuel and other woodland products. The remaining coppice stool will be vulnerable to animal browsing so make sure you protect the new growth.
	Thinning
	Thinning wouldn't usually occur until year 10 at the earliest but it depends on how close together the trees were planted. It involves felling some of your planted trees to reduce the competition for light, water and nutrients. By giving the remaining trees more room they develop a better shape, grow stronger and are less likely to blow over in adverse weather

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Date: 17/05/2018

Warminster Town Council 2018/19

Page No: 1

Time: 4:05 PM

User : AG

Bank Reconciliation Statement as at: 30/04/2018 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	30/04/2018	975	5,000.00
Current Account	30/04/2018	405	732,696.76
			<u>737,696.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/04/2018 109530 J & K Burton		28.70	
			<u>28.70</u>
			737,668.06
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			737,668.06
		Balance per Cash Book is :-	737,668.06
		Difference is :-	0.00

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30 March to 30 April 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 21136496 **Sheet Number** 405

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			381,924.25
23 Apr 18	TFR TRANSFER 91001000	• 491.12		381,433.13
24 Apr 18	TFR TRANSFER 91001000		• 105.10	381,538.23
25 Apr 18	TFR TRANSFER 91001000		• 374,219.46	755,757.69
26 Apr 18	TFR TRANSFER 91001000		• 18.76	755,776.45
27 Apr 18	TFR 404523 91001000			
	INTERNET TRANSFER	• 15,000.00		
	TFR 404523 91001000			
	INTERNET TRANSFER	• 10,000.00		
	TFR TRANSFER 91001000		• 2,102.71	732,879.16
28 Apr 18	TFR TRANSFER 91001000		• 126.00	733,005.16
30 Apr 18	TFR TRANSFER 91001000	• 308.40		732,696.76
30 Apr 18	BALANCE CARRIED FORWARD			732,696.76

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).

074398_120 9/ 12 00013 46261 8663 39700

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



Your Statement

Account Summary

Opening Balance	429,990.91
Payments In	382,432.26
Payments Out	79,726.41
Closing Balance	732,696.76

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

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

30 March to 30 April 2018

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496 404

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
29 Mar 18	BALANCE BROUGHT FORWARD			429,990.91
01 Apr 18	CR GROSS INTEREST TO 31MAR2018 FOR ACCOUNT 400290 60733202 CB			
			27.18	430,018.09
03 Apr 18	TFR TRANSFER 91001000	6,285.38		423,732.71
04 Apr 18	TFR TRANSFER 91001000		1,000.00	424,732.71
05 Apr 18	TFR TRANSFER 91001000	587.16		424,145.55
06 Apr 18	TFR TRANSFER 91001000		313.39	424,458.94
09 Apr 18	TFR 404523 91001000 INTERNET TRANSFER	15,000.00		
	TFR 404523 91001000 INTERNET TRANSFER	2,000.00		
	TFR TRANSFER 91001000	4,555.90		402,903.04
10 Apr 18	TFR TRANSFER 91001000		82.70	402,985.74
11 Apr 18	TFR TRANSFER 91001000		115.95	403,101.69
12 Apr 18	TFR 404523 91001000 INTERNET TRANSFER	20,000.00		
	TFR TRANSFER 91001000		3,997.89	387,099.58
13 Apr 18	TFR TRANSFER 91001000	3,109.21		383,990.37
16 Apr 18	TFR TRANSFER 91001000	1,888.46		382,101.91
17 Apr 18	TFR TRANSFER 91001000	201.13		381,900.78
18 Apr 18	TFR TRANSFER 91001000	240.94		381,659.84
19 Apr 18	TFR TRANSFER 91001000		23.77	381,683.61
20 Apr 18	TFR TRANSFER 91001000		173.35	381,856.96
21 Apr 18	TFR TRANSFER 91001000	58.71		381,798.25
22 Apr 18	TFR TRANSFER 91001000		126.00	381,924.25
	BALANCE CARRIED FORWARD			381,924.25

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 April to 30 April 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 975

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			9,904.41
	BP AMAZON BUSINESS 7376326	• 28.11 ✓		
	BP AMAZON BUSINESS 4816341	• 70.00 ✓		
	BP AMAZON BUSINESS 5065150	• 79.99 ✓		
	BP AMAZON BUSINESS 2797142	• 11.95 ✓		
	BP AMAZON BUSINESS 0143528	• 90.42 ✓		
	BP AMAZON BUSINESS 0121117	• 8.61 ✓		
	BP ASHTON FARMS 1034361	• 118.14 ✓		
	BP COATES & PARKER 36989	• 204.54 ✓		
	BP COLBOURNETROPHIES 104569	• 49.90 ✓		
	BP DANNY DONKEY & PALS 180506	• 200.00 ✓		
	BP DCK BEAVERS LTD TPC7972	• 468.84 ✓		
	BP JRB ENTERPRISE LTD 18134	• 295.20 ✓		
	BP METHOD PUBLISHING 762704	• 168.00 ✓		
	BP MIRAGE SIGNS 33566	• 1,008.00 ✓		
	TFR TRANSFER 21136496	• 2,102.71 ✓		5,000.00
28 Apr 18	BP DEB'S DANCE WCC2645		• 126.00 ✓	
	TFR TRANSFER 21136496	• 126.00 ✓		5,000.00
30 Apr 18	CR LLOYDS PHARMACY		• 73.50 ✓	
	CR MV- 17760605 -2504		• 8.80 ✓	
	DD HILLS WASTE SOLUTI	• 150.70 ✓		
	SO HUNOT HR	• 240.00 ✓		
	TFR TRANSFER 21136496		• 308.40 ✓	5,000.00
30 Apr 18	BALANCE CARRIED FORWARD			5,000.00

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1 April to 30 April 2018

Your Statement

Account Name
Warminster Town Council

Sortcode **Account Number** **Sheet Number**
40-45-23 91001000 976

Information about the Financial Services Compensation Scheme

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

1 April to 30 April 2018

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 973

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,698.84
	DD • WL IT FUELGENIE	• 71.42 ✓		
	DD • SOUTHERN ELECTRIC	• 58.26 ✓		
	DD • SE GAS LIMITED	• 2,658.37 ✓		
	DR • CHARGE			
	• AUTO TRANSFER <i>CB</i>	• 20.00 ✓		
16 Apr 18	TFR TRANSFER 21136496		• 3,109.21 ✓	5,000.00
	CR THE SOUTHERN CO-OP		• 42.00 ✓	
	CR MV- 17760605 -1104 <i>Calbe</i>		• 7.85 ✓	
	DD • TIMICO/KECONNECT	• 448.08 ✓		
	DD • WILTSHIRE COUNCIL	• 14.23 ✓		
	DD • WILTSHIRE COUNCIL	• 672.00 ✓		
	DD • WILTSHIRE COUNCIL	• 516.00 ✓		
	DD • WILTSHIRE COUNCIL	• 288.00 ✓		
17 Apr 18	TFR TRANSFER 21136496		• 1,888.46 ✓	5,000.00
	CR • MV- 17760605 -1204 <i>Calbe</i>		• 20.20 ✓	
	DD BOOKER LTD -BK	• 221.33 ✓		
18 Apr 18	TFR TRANSFER 21136496		• 201.13 ✓	5,000.00
	CR • MV- 17760605 -1504 <i>Calbe</i>		• 5.00 ✓	
	CR • MV- 17760605 -1404 <i>Calbe</i>		• 11.15 ✓	
	CR • MV- 17760605 -1304 <i>Calbe</i>		• 37.65 ✓	
	DD OFFICE EVOLUTION	• 294.74 ✓		
19 Apr 18	TFR TRANSFER 21136496		• 240.94 ✓	5,000.00
	CR BROXAP LTD		• 71.95 ✓	
	DD S/LINE K0939896	• 29.88 ✓		
	DD S/LINE K0956495	• 18.30 ✓		
20 Apr 18	TFR TRANSFER 21136496	• 23.77 ✓		5,000.00
	CR MV- 17760605 -1704 <i>CB Calbe</i>		• 5.35 ✓	
	CR PROGRESS PHY LTD			
	PROGPHYS WCC2619 <i>SL</i>		• 168.00 ✓	
21 Apr 18	TFR TRANSFER 21136496	• 173.35 ✓		5,000.00
	DR TOTAL CHARGES			
	TO 30MAR2018 <i>CB</i>	• 58.71 ✓		
22 Apr 18	TFR TRANSFER 21136496		• 58.71 ✓	5,000.00
	CR HISLOP-NEWTON J &			
	WCC2696 LPM		• 126.00 ✓	
23 Apr 18	TFR TRANSFER 21136496	• 126.00 ✓		5,000.00
	CR MV- 17760605 -1804 <i>CB Calbe</i>		• 11.00 ✓	
	DD VWFS UK LIMITED	• 32.12 ✓		
	BP PLAYSERVICESIRELAN			
	1187	• 480.00 ✓		
	CR MERRIFIELD SG			
	HUNTINGTON-BOURNE		• 10.00 ✓	
24 Apr 18	TFR TRANSFER 21136496		• 491.12 ✓	5,000.00
	CR MV- 17760605 -1904 <i>Calbe</i>		• 35.10 ✓	
	BALANCE CARRIED FORWARD			5,035.10

1 April to 30 April 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 974

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,035.10
	CR MV- 21574633 -1904 <i>Bar</i>		• 70.00 ✓	
	TFR TRANSFER 21136496	• 105.10 ✓		5,000.00
25 Apr 18	CR MV- 17760605 -2004		• 6.20 ✓	
	CR MV- 17760605 -2104 <i>cab</i>		• 37.90 ✓	
	CR MV- 17760605 -2204 <i>cab</i>		• 42.50 ✓	
	CR WILTSHIRE COUNCIL <i>to Pricer</i>		• 374,506.00 ✓	
	DD VWFS UK LIMITED	• 383.14 ✓		
	CR THUMBNAIL MEDIA			
	Spring in the Park		• 10.00 ✓	
	TFR TRANSFER 21136496	• 374,219.46 ✓		5,000.00
26 Apr 18	CR MV- 17760605 -2304 <i>cab</i>		• 6.70 ✓	
	DD GOCARDLESS <i>clearing</i>	• 52.26 ✓		
	DD BOC MANCHESTER ACC	• 30.18 ✓		
	CR F F			
	FALLON INV WCC2685 <i>SL</i>		• 94.50 ✓	
	TFR TRANSFER 21136496	• 18.76 ✓		5,000.00
27 Apr 18	CR WEIGHT WATCHERS UK		• 168.00 ✓	
	CR ROCK CHOIR LTD		• 210.00 ✓	
	CR MV- 17760605 -2404 <i>cab</i>		• 5.10 ✓	
	BP LGPS April 2018			
	WC PENSION FUND			
	BIB BACS PAYMENT	• 4,900.23 ✓		
	BP Pay April 2018			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 15,707.95 ✓		
	BP MF (SUPPORT)			
	COPHEAP HALL HIRE		• 262.50 ✓	
	TFR 404523 21136496		• 15,000.00 ✓	
	INTERNET TRANSFER			
	BP AMAZON BUSINESS			
	0121117	• 26.00 ✓		
	BP AMAZON BUSINESS			
	5153944	• 9.98 ✓		
	TFR 404523 21136496			
	INTERNET TRANSFER		• 10,000.00 ✓	
	BP AMAZON BUSINESS			
	0909917	• 4.49 ✓		
	BP AMAZON BUSINESS			
	1144334	• 65.60 ✓		
	BP AMAZON BUSINESS			
	2288369	• 12.95 ✓		
	BP AMAZON BUSINESS			
	7376326	• 13.99 ✓		
	BALANCE CARRIED FORWARD			9,904.41

1 April to 30 April 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 971

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			939.17
DD	SGW PAYROLL LTD	69.24		
CR	WARMINSTER & K9QF			
	WARMINSTER & DISTR		600.00	
CR	B Williams			
	WCC2690		25.20	
TFR	404523 21136496			
	INTERNET TRANSFER		15,000.00	
BP	SLCC			
	WARMINSTER TC	308.00		
BP	A BAINGER			
	WARMINSTER TC	150.00		
BP	AMAZON BUSINESS			
	17HQQ7PN9F4R	124.80		
BP	AMAZON BUSINESS			
	13613744120182014	164.99		
BP	AMAZON BUSINESS			
	17HQQ7PN3QLR	12.78		
BP	AMAZON BUSINESS			
	121441301201837824	15.74		
BP	AID TRAINING			
	59662	510.00		
BP	BROXAP			
	225320	4,188.00		
BP	BROXAP			
	30909	71.95		
BP	CLEARSKY IT			
	16220	16.50		
BP	COMPLETE FIRE SERV			
	1000005075	43.20		
BP	CHARLES SAUNDERS			
	WAR009/862684	359.40		
BP	D J DOORS LTD			
	SI-417	414.00		
BP	GB HEATING			
	0526L/7L	758.40		
BP	IDVERDE			
	757265/266/173/171	6,188.78		
BP	MIRAGE SIGNS			
	33534/35	276.00		
BP	MOVIOLA LTD			
	21.03.18	117.93		
BP	OFFICE RIGHT			
	050641	105.30		
	BALANCE CARRIED FORWARD			2,669.36

1 April to 30 April 2018

Your Statement

Account Name
Warminster Town Council

Sortcode Account Number Sheet Number
40-45-23 91001000 972

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			2,669.36
	BP PONDPERFECT			
	4765	18.50		
	BP RAPIDENTRYLOCKSMTH			
	3898	190.00		
	BP RAY THOMAS PROP			
	39/40/41/42/43/44/	1,083.60		
	BP RBS LTD			
	25885	944.40		
	BP TRADE UK/SCREWFIX			
	8699668560/52	32.26		
	TFR 404523 21136496			
	INTERNET TRANSFER		2,000.00	
	BP WALC			
	18/19 244	1,956.50		
	TFR TRANSFER 21136496		4,555.90	5,000.00
10 Apr 18	CR MV- 17760605 -0504 <i>Cafe</i>		47.70	
	BP Hillman V L			
	Victoria Hillman		25.00	
	CR MR N & MRS R J JOH <i>Johnson</i>			
	WARMINSTER FETE		10.00	
	TFR TRANSFER 21136496	82.70		5,000.00
11 Apr 18	CR MV- 17760605 -0604 <i>Cafe</i>		25.95	
	CR CRAWFORD T			
	MICKLEMUSMUNCHIES		10.00	
	CR ROBBINS CJ BUS			
	SPRING IN THE PARK		80.00	
	TFR TRANSFER 21136496	115.95		5,000.00
12 Apr 18	CR ROCK CHOIR LTD		52.50	
	CHQ 200994	24.30		
	BP AHEADFORPR			
	0428	375.00		
	BP B&S CHAINS			
	30909	71.95		
	TFR 404523 21136496			
	INTERNET TRANSFER		20,000.00	
	BP BT REDCARE			
	20026498	15,004.16		
	BP ROUNDSTONE VENDING			
	25556	320.00		
	BP GB HEATING			
	0533L	259.20		
	TFR TRANSFER 21136496	3,997.89		5,000.00
13 Apr 18	CR AGE UK WILTSHIRE -		84.00	
	DD WEST MERCIA ENERGY	385.16		
	BALANCE CARRIED FORWARD			4,698.84

074398_120 1/ 12 00013 46253 8663 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	458,564.58
Payments Out	458,564.58
Closing Balance	5,000.00

1 April to 30 April 2018

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000 970

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Mar 18	BALANCE BROUGHT FORWARD			5,000.00
03 Apr 18	DD AVIVA	• 1,332.87		
	DD WATER2BUSINESS	• 65.50		
	DD SOUTHERN ELECTRIC	• 4,231.49		
	DD WATER2BUSINESS	• 490.00		
	DD WATER2BUSINESS	• 255.50		
	SO HUNOT HR	• 240.00		
	CR Hervin Robin			
	J71 P508 LODGE REN 1006/210		• 329.98	
	TFR TRANSFER 21136496		• 6,285.38	5,000.00
04 Apr 18	CR MIDDLETON & UPSALL			
	McMinn Legacy		→ 1,000.00	
	TFR TRANSFER 21136496	• 1,000.00		5,000.00
05 Apr 18	CR MV- 17760605 -0204 Cafe		• 3.00	
	DD GOCARDLESS clearsky	• 16.50		
	DD BOOKER LTD -BK	• 236.88		
	DD GRENKELEASING LIMI	• 336.78		
	TFR TRANSFER 21136496		• 587.16	5,000.00
06 Apr 18	CR MV- 17760605 -0304 Cafe		• 7.40	
	CR GROSS INTEREST			
	TO 05APR2018			
	FOR ACCOUNT CB			
	404523 21136496		• 305.99	
	TFR TRANSFER 21136496	• 313.39		5,000.00
09 Apr 18	CR WILTSHIRE COUNCIL		• 52.50	
	BP HMRC March			
	HMRC			
	BIB BACS PAYMENT	• 4,113.33		
	BALANCE CARRIED FORWARD			939.17

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 ciom.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 ciom.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**.

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Current/Instant Access Bank A/

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2018	Aviva	Std Ord	1,332.87		Insurance
03/04/2018	Water2Business	DD01	65.50		Purchase Ledger Payment
03/04/2018	Southern Electric	DD02	4,231.49		8333/Elec 07.09.17-08.12.17
03/04/2018	Water2Business	DD03	490.00		Purchase Ledger Payment
03/04/2018	Water2Business	DD04	255.50		Purchase Ledger Payment
03/04/2018	Hunot HR	DD05	240.00		8299/Advice line - March
05/04/2018	Grenke Leasing	Std Ord	336.78		Photocopier Lease
05/04/2018	Booker	DD06	236.88		8290/Stock for Civic Centre
05/04/2018	Clearsky IT	DD01	16.50		Purchase Ledger Payment
09/04/2018	SGW Payroll Ltd	DD07	69.24		8316/Payroll charge - March
09/04/2018	SLCC Enterprises Ltd	DD08	308.00		8317/SLCC Membership
09/04/2018	Amazon Business	DD09	124.80		Purchase Ledger Payment
09/04/2018	Amazon Business	DD10	164.99		8282/Filter pump
09/04/2018	Amazon Business	DD11	12.78		8281/Life saving throw bag
09/04/2018	Amazon Business	DD12	15.74		8280/Batteries for megaphone
09/04/2018	Aid Training & Operations Ltd	DD13	510.00		8288/Lvl 3 Education +Training
09/04/2018	Broxap Ltd	DD14	4,188.00		8291/Litterbins for Town Park
09/04/2018	Broxap Ltd	DD15	71.95		Purchase Ledger Payment
09/04/2018	Clearsky IT	DD16	16.50		8292/Checking PC for Virus
09/04/2018	Complete Fire Services Ltd	DD17	43.20		8293/Pavilion Cafe Fire Maint
09/04/2018	Charles Saunders Ltd	DD18	359.40		8294/Toilet issues+hand towels
09/04/2018	DJ Doors Ltd	DD19	414.00		8295/Services+repairs to cafe
09/04/2018	GB Heating Ltd	DD20	758.40		8296/New Fan for boilers
09/04/2018	Idverde Limited	DD21	6,188.78		8303/Lake Pleasure-toilets
09/04/2018	Mirage Signs Limited	DD22	276.00		8318/Supply and Fit sign
09/04/2018	Moviola Ltd	DD23	117.93		8305/Film - Breathe
09/04/2018	Office Right Business Solution	DD24	105.30		8312/Water for CCTV
09/04/2018	Pondperfect	DD25	18.50		8313/Plant for pond
09/04/2018	Rapid Entry Locksmiths Ltd	DD26	190.00		8314/Replacement glass-bus
09/04/2018	Ray Thomas Property Services L	DD27	1,083.60		8320/Fit 3 sockets
09/04/2018	RBS Software Solutions	DD28	944.40		8345/Omega support license
09/04/2018	Screwfix Direct Ltd	DD29	32.26		8339/Repair materials
09/04/2018	Wiltshire Association of Local	DD30	1,956.50		Purchase Ledger Payment
09/04/2018	HMRC NI/PAYE Due April18	BACS	4,113.33		HMRC NI/PAYE Due April18
09/04/2018	Anne Bainger Refund	BACS	150.00		Anne Bainger Refund
11/04/2018	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
12/04/2018	A Head For PR Ltd	DD31	375.00		8353/PR consultancy service
12/04/2018	B & S Chains	DD32	71.95		8372/2 Swings seats+carriage
12/04/2018	BT Redcare	DD33	15,004.16		8377/Annual rental
12/04/2018	Roundstone Vending Limited	DD34	320.00		8422/Cafe stock
12/04/2018	GB Heating Ltd	DD35	259.20		8386/Electrical Inspection
12/04/2018	West mercia Energy	DD36	385.16		Purchase Ledger Payment
13/04/2018	Fuel Genie DDR	DD37	71.42		8344/fuel for van

At : 4:06 PM

Current/Instant Access Bank A/

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/04/2018	Southern Electric	DD38	58.26		8331/Elec 23.12.17-26.03.18
13/04/2018	Southern Electric	DD39	2,658.37		833/Gas 16.12.17-15.03.18
15/04/2018	Bank Charge Payable	CHRG	20.00		Bank Charge Payable
16/04/2018	Timico Limited	DD40	448.08		8427/Phone bills
16/04/2018	Wiltshire Council	DD41	14.23		Purchase Ledger Payment
16/04/2018	Wiltshire Council	DD42	672.00		Purchase Ledger Payment
16/04/2018	Wiltshire Council	DD43	516.00		Purchase Ledger Payment
16/04/2018	Wiltshire Council	DD44	288.00		Purchase Ledger Payment
17/04/2018	Booker	DD45	221.33		8374/Pavilion cafe stock
18/04/2018	Office Evolution Ltd	DD46	294.74		8307/Photocopying charge
19/04/2018	Worldpay (UK) Ltd	DD47	29.88		8445/Car processing charge
19/04/2018	Worldpay (UK) Ltd	DD48	18.30		8446/Card processing charge
21/04/2018	Bank Charge Payable	CHRG	58.71		Bank Charge Payable
23/04/2018	Play Services Ireland	DD49	480.00		8408/Cleaning agent-equipment
24/04/2018	J & K Burton	109530	28.70		8437/Burtons- March Parking
25/04/2018	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
26/04/2018	BOC Gases	DD50	30.18		8289/Gas Monthly Charge
26/04/2018	Clearsky IT	DD01	52.26		Purchase Ledger Payment
27/04/2018	Amazon Business	DD51	26.00		8358/Mini clocks
27/04/2018	Amazon Business	DD52	9.98		8359/KPTEC Mini display
27/04/2018	Amazon Business	DD53	4.49		8360/Adapter cable convertor
27/04/2018	Amazon Business	DD54	65.60		8361/Buoyancy + floatation bag
27/04/2018	Amazon Business	DD55	12.95		8362/Waterproof jacket+trouser
27/04/2018	Amazon Business	DD56	13.99		8363/Dry compression sacks
27/04/2018	Amazon Business	DD57	28.11		8364/Waterproof jacket+trouser
27/04/2018	Amazon Business	DD58	70.00		8365/Plastic garden tablesx2
27/04/2018	Amazon Business	DD59	70.00		Purchase Ledger Payment
27/04/2018	Amazon Business	DD60	79.99		8366/Plastic garden chairs
27/04/2018	Amazon Business	DD61	11.95		8367/Self adhesive foam roll
27/04/2018	Amazon Business	DD62	90.42		8368/Bunty for boats in TP
27/04/2018	Amazon Business	DD63	8.61		8369/Outdoor security CCTV
27/04/2018	Ashton Farms	DD64	118.14		8371/Ice cream
27/04/2018	Coates & Parker Ltd	DD65	204.54		8380/Advertisment costs
27/04/2018	Colborne Trophies Ltd	DD66	49.90		8381/Mayors pendant+ case
27/04/2018	Danny Donkey & Pals	DD67	200.00		8382/Donkey rides for Spring
27/04/2018	DCK Accounting Solutions Ltd	DD68	468.84		8384/Accounting visit- March
27/04/2018	JRB Enterprise	DD69	295.20		8395/Dog bags
27/04/2018	Method Publishing	DD70	168.00		8396/Advert in Garrison Servic
27/04/2018	Mirage Signs Limited	DD71	1,008.00		8397/Remove/Supply + Fit signs
27/04/2018	Pension Fund- April 2018	BACS	4,900.23		Pension Fund- April 2018
27/04/2018	Staff salaries April 2018	BACS	15,707.95		Staff salaries April 2018
27/04/2018	Cncl duplicate- Aamazon DD59	CNXL	-70.00		Cncl duplicate- Aamazon DD59
30/04/2018	Hills Waste Solutions Ltd	DD72	150.70		8388/Recycling Charge

At : 4:06 PM

Current/Instant Access Bank A/

List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2018	Hunot HR	DD73	240.00		8390/Advice Line - April
Total Payments			<u>76,163.90</u>		

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MINUTES
of the
Devolved Services and Assets Sub-Committee
held on Thursday 19th April 2018 at 10am
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee Membership:

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

Key: *Present A Apologies received Ab Absent

In attendance:

Officers: Fiona Fox, Stuart Legg and Veronica Mills

Public and press: 0 members of the public or press

DS/17/073 Apologies

Apologies were received from Councillor Fraser.

DS/17/074 Declarations of Interest

None.

DS/17/075 Minutes

DS/17/075.1 The minutes of the meeting held on 22nd March 2018 were approved as a true record and signed by the chairman.

DS/17/075.2 None.

DS/17/076 Chairman's Announcements

None.

DS/17/077 Public Participation

None.

DS/17/078 Reports from Unitary Authority Members

None.

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

DS/17/079 Play Areas Working Group (PAWG)

The group had met on 17th April and had drawn up a project planner. All nine play areas were being considered as part of this and the target date for a decision would be at Full Council on 17th September. A public meeting would be arranged for the beginning of July which would be the start of the consultation period. The consultation would be carried out through comprehensive surveys, online and in the Warminster Way and would be carried out over a long period.

Wiltshire Council were continuing to cut the grass in the play areas and to inspect the equipment. They would remove any dangerous equipment. The Town Council would have no responsibility for any aspect of the play areas until the decision was made in September.

The play areas had been visited and photographed by Cllr Brett and a desk-based quotation had been drawn up from the RoSPA reports. This indicated that to bring the play areas to a safe standard at this point would cost £30K. This would be the minimum to meet RoSPA requirements.

Members thanked the PAWG for all the effort they had put in so far.

DS/17/080 Clerk's Report

The Clerk's report was noted. Updates were given on the following items:

DS/17/080.1 Elisabeth Collyns Garden Cllr Jolley apologised for being unable to attend the opening of the Elisabeth Collyns Garden. Longleat Lodge was still interesting in supporting the garden and would be meeting to look at what financial support they could give for planting. **It was agreed** that letters of thanks would be written to Ray Thomas and Fairfield Farm College to be signed by the Devolved Services Chairman.

DS/17/080.2 Other options were being considered for the toilet doors at the boathouse and would be brought back to the next meeting.

DS/17/080.3 There had been a break-in at the compound and idverde's tools had been stolen from the garage. The Christmas lights were being checked for damage. The police had been notified and were liaising with CCTV.

DS/17/080.4 The lights in the park were still coming on at 4.30 and the service from Ringway was not up to standard. The option of solar-powered lights from dusk until dawn would be considered.

DS/17/080.5 Sam Graves had been employed on a seasonal contract until September. He would supervise the boats and assist the Park and Open Spaces Manager with other duties.

DS/17/080.6 The hedge along Weymouth Street could not be cut back to allow a vista to the park because it has a wall and railings running behind it.

DS/17/081 Paddling Pool

The Park and Open Spaces Manager and Pete Hewitt had looked at the options. The pool was in a terrible state and the recent bad weather had prevented any action being taken so a quick solution was needed. Three quotations had been sought and two received, from Ray Thomas and Steele Davis. They had both been asked to provide the best solution to last two years.

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

Steele Davis had quoted £25K to remove the existing surface completely and reinstall. Alternatively they could undertake repairs for £5129 + VAT. However, their previous repairs had been inadequate for the purpose.

An MFlex finish had been considered but the guarantee would not cover any skateboards or scooters etc. being ridden through the pool, so it would not be worth investing in such a system until a protective cover was in place. Ray Thomas had suggested using commercial flooring paint to give a more durable finish. He had quoted £4988 + VAT to take back the surface, patch the worst areas with fibreglass and put a base coat of industrial flooring paint topped with the pool paint system. This should prevent water getting into the sub base and it was hoped this would last 2–3 years provided it was covered in the winter.

It was resolved to accept the quotation of £4988 + VAT from Ray Thomas and to plan in next year's budget for a complete refurbishment of the pool including a cover.

DS/17/082 Skatepark

The bids were being completed. Cllr Ridout was thanked for all her work in raising funds for the project.

DS/17/083 Fun Run in Warminster Park

A fortnightly fun run in the park was approved. This would be promoted at the Health and Wellbeing event at the Civic Centre on 28th April. Fit to Perform would be approached to see whether they would assist with regular park walks for older residents.

The meeting was closed at 10.43 for confidential discussion.

DS/17/084 Legal issue

A meeting had been held to resolve a complaint.

The meeting reopened at 10.50.

DS/17/085 Budget Implications

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

£4988 + VAT for the repairs to the paddling pool

It was agreed that should the toilet doors need urgent repair this should be carried out.

DS/17/086 Communications

None.

The date of the next meeting was to be arranged as the proposed date was not viable.

Meeting ended: 10.58am

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

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MINUTES

Town Promotion Sub-Committee

Warminster Civic Centre

Monday 23rd April 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 (A), Anne Francis (A), Muzib Rahman (*), Andrew Robinson (*), Chris Spender (AB), Len Turner (A).

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox (Town Clerk), Veronica Mills (Officer).

Public and press: 0 members of the public, 0 members of the press.

TP/17/044 Apologies

Apologies were received from Cllr Nicklin, Melvin Davis, Anne Francis and Len Turner.

TP/17/045 Declarations of Interest

None.

TP/17/046 Minutes

TP/17/046.1 The minutes of the meeting held on 5th March 2018 and all actions contained therein **were approved.**

TP/17/046.2 There were no matters arising.

TP/17/047 Chairman's Announcements

TP/17/047.1 Cllr Pitcher asked members to bring ideas to the next meeting on how to best promote the park and the Pavilion Café in summer and in winter.

TP/17/047.2 Peter Ruscoe, manager of the Three Horseshoes Walk, and Rosie Elliot from the Wessex MS Therapy Centre had expressed a wish to join the committee.

Members approved the addition to the membership.

TP/17/048 Public Participation

None.

TP/17/049 Reports from Unitary Authority Members

None.

TP/17/050 Town Map

Tony Jackson had spoken to the owner of Dentons. He has been in business for 25 years and believed the future is in web applications. The website can recognise whether it is being accessed from a computer or mobile phone, for example, and will configure the data accordingly. Dentons can produce a basic map for a modest fee of around £100 and can add layers to enhance it. The Council does not have time at present to develop an app, although it is expanding its use of social media. **It was agreed that the Clerk would further action with Dentons and that they would be invited to a future meeting.**

TP/17/051 Warminster Mugs

The Clerk would obtain some visuals for the next meeting of the types of mug available.

TP/17/052 Market Towns Forum, Visit Wiltshire and other sources

TP/17/052.1 Marketing

The profile of Warminster had improved in the past few months with coverage by radio and various publications of the Lake Pleasure Grounds, including the duck ramps, and Spring in the Park. The lamp post banners were making an impact. The Clerk had met the asset holder and manager of the Three Horseshoes Walk. They have a marketing budget and would like to broaden the market offering and coordinate their Christmas activities with the Town Council's event. **It was agreed the Clerk should investigate whether the railings at the entrance to the Three Horseshoes Walk could be transferred to the Town Council from Wiltshire Council with a view to erecting a noticeboard frame facing the Walk to contain advertising banners.**

TP/17/052.2 Benchmarking

It had been agreed that Warminster would participate in benchmarking again. The Town Council would be more involved. **The Clerk to liaise.**

TP/17/052.3 Buddy Scheme

The Clerk had produced a questionnaire in readiness for the secret shopper trip to Devizes. This was approved by members. The Mayor of Devizes was keen to help with the scheme. It was believed that Wiltshire Council has a wayfinder budget for improving town signage. **It was agreed that Tony Jackson would investigate how to access this.**

TP/17/053 Warminster Signage

Tony Jackson had resumed discussions with Wiltshire Council with regards to moving the brown heritage sign from the A362 to the A36 at the approach from Salisbury. Since a brown sign for Bishopstrow House exists on the A36 he felt this was feasible. The Clerk had received an offer of support from Mirage Signs should the Town Council get permission to use the roundabouts on the A36 for advertising. The A36 is run by Highways England who had refused permission in the past, but Tony Jackson

would investigate whether this was still the case. It would be necessary to confirm what is required in the way of advertising before approaching Highways England.

TP/17/054 Cleanliness of the Town

Cllr Steve Jeffries had been appointed the litter champion. He would be visiting businesses with the Town Clerk. Andrew Robinson could help with raising public awareness on WCR. He would invite Cllr Jackson to come and talk about his new role. Adverts encouraging litter picking could be played at regular intervals. **It was agreed that Cllr Jeffries should be invited to report back to the committee on his meeting with businesses.**

TP/17/055 Projects

Spring in the Park: The banners were looking good and flyers and posters had been produced for distribution. A rota had been drawn up for members to distribute flyers in the Three Horseshoes Walk on Saturday 28th April.

TP/17/056 Communications

None.

Meeting closed at 6.25pm

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14 Fanshaw Way
Warminster
Wiltshire BA12 9QX

T: 01985 214588
M: 07850 957592
E: gary.boon@sky.com

**Service Agreement
Between:**

Mrs Fiona Fox
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

And:

GB Heating Limited
14 Fanshaw Way
Warminster
Wiltshire
BA12 9QX

Please find below a quotation for your Maintenance Contract which covers a range of services to be provided by GB Heating Limited for Warminster Town Council covering Warminster Civic Centre and Dewey House, itemised separately, with Schedules attached.

The Maintenance Contract shall run from 1st May 2018

1. Annual Maintenance of Boiler and Ancillary Equipment / Air Handling Plant

We will visit the premises twice a year to carry out the service of the equipment as per Schedule 1 attached on a mutually agreed date during June 2018 and January 2019 and provide a breakdown service throughout the duration of this contract.

For the annual sums of:

Boiler and Ancillary Equipment Maintenance	£287.00
Air Handling Units	£466.00

2. Air Conditioning Plant

We will visit the premises twice a year to service the air conditioning system as per the attached list in Schedule 2, and provide a breakdown service throughout the duration of this contract.

For the annual sum of	£328.00
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3. 25 Weymouth Street Annual Gas Safety Certification.

For the annual sum of	£70.00
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4. Water Hygiene Risk Assessment

We will carry out the Water Risk Assessment (this is a one off cost payable every two years) at commencement of Maintenance Contract and issue site documentation, log book and establish testing / dosing frequency. The first of the quarterly water testing regime visits will also take place at this time to check hot, cold and calorifier temperatures: the remaining quarterly checks to be confirmed on mutually agreed dates during March, June and September.

For the sums of:

Risk Assessment	£108.00	(Covers a 2 year period)
Water Testing Maintenance	£1235.00	(annual cost) Quarterly checks and shower sample taken On each visit included

5. Fire Alarm Maintenance

We will visit the premises twice a year to carry out the Fire Alarm, Emergency Lighting and Door Access Systems.

For the annual sum of: £415.00

6. Man Safe System

We will arrange for the Man Safe System to be checked on an annual basis, a date to be agreed.

For the annual sum of: £380.00

7. Dewey House: Air Conditioning

The Air Conditioning System within the CCTV Room will also be serviced twice a year during the same visits as per the main Civic Hall, and a breakdown service provided throughout the duration of this contract.

For the sum of: £98.00

2 No TVC/C water samples to be taken annually for analysis

For the sum of: £195.00

Please note:

This cost applies only when the samples are taken on the same visits as the main Civic Centre visits.

8. Any material / parts supplied will be subject to a 10% uplifting cost



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9. This Agreement will run for one calendar year in consideration of the customer paying to GB Heating Limited the sum of £3582.00 plus VAT at the current applicable rate. Upon signing the Agreement and anniversary thereof in each succeeding year, the contract will automatically be renewed from year to year, terminable upon three months' notice (in writing), prior to the due date, given by the customer to GB Heating Limited.
10. The quoted rate in paragraph 8 will be reviewed annually and advised to the client in advance of the due date.
11. GB Heating Limited will undertake to keep the equipment working to its designed standard and the customer will give all possible assistance to this end.
12. In the event of dissatisfaction by the customer of the service rendered, the customer should notify GB Heating Limited to allow a resolution of the complaint.
13. This Agreement provided the customer access to GB Heating's out of hour emergency call out service under which we will attend to as soon as practicably possible to make safe or repair. The call out will be deemed to commence from departure for GB Heating Limited's premises.
14. Hourly rates will be charged at £40.00 during normal working hours (07.30 - 17.00)
15. Out of hours working will be charged at £50.00 per hour (17.00 - 07.30)

Gary Boon
Company Director
07850 957592

To commence your year's maintenance, please sign both copies of this Agreement and return them to our office for counter signature.

Signature:

Signature:

Date:

Date:

18/5/18

Position:

Position:

DIRECTOR

For and on behalf of
Warminster Town Council

For and on behalf of
GB Heating Limited



14 Fanshaw Way
Warminster
Wiltshire BA12 9QX

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Schedule 1

Annual Maintenance of Boiler and Ancillary Equipment

Schedule of Equipment to be serviced:

- 2 No Boilers
- Heating Pressurization Unit
- Plantroom Valves
- 1 No Hot Water Cylinder
- Grundfoss Heating Circulators
- 3 No Roof Mounted AHUs (including belts and filters, changed annually)

Schedule 2

Air Conditioning Plant

Schedule of Equipment to be serviced:

- 3 No Daikin Air Conditioning Systems
- 1 No Marstair Cellar Cooling System

Schedule 3

Dewey House

Schedule of Equipment to be serviced:

- 1 No Air Conditioning Unity CCTV Room
- 2 Visits per Annum in conjunction with Civic Hall dates