



MINUTES
of the
Finance and Assets Committee
held 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, Vice Chairman (West)	*
Cllr Jolley (Broadway)	*	Cllr Robbins, Chairman (East)	*
Cllr Nicklin (West)	*		

Key: * Present A Apologies AB Absent

In attendance:

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

Public and press: 4 members of the public and 0 member of the press

FA/18/001 Election of Committee Chairman

Councillor Ridout proposed Councillor Robbins as the chairman for the Finance and Assets Committee for the year 2018–2019, seconded Councillor Davis, voting unanimous in favour

FA/18/002 Election of Vice Chairman Committee

Councillor Robbins proposed Councillor Ridout as the vice chairman for the Finance and Assets Committee for the year 2018–2019, seconded Councillor Batchelor, voting unanimous in favour

FA/18/003 Apologies for absence

None.

FA/18/004 Declaration of Interest

Councillors Ridout declared an interest in agenda item 16, Grants, she is a member of the friends of Warminster Park.

Councillor Robbins declared an interest in agenda item 16, Grants, he is secretary of Warminster Football Club.

Councillor Nicklin declared an interest in agenda item 16, Grants as he is Chairman of the Athenaeum.

FA/18/005 Minutes
FA/18/005.1 The minutes of the Finance and Assets Committee meeting held on Monday 23rd April 2018 **were approved and signed by the Chairman.**

FA/18/005.2 There were no matters arising.

FA/18/006 Chairman's Announcements
Councillor Robbins congratulated the past chair and thanked the committee for the opportunity to be chair for the forthcoming year.

FA/18/007 Questions
None.

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

FA/18/008 Public Participation
Nigel Linge, volunteer for Smallbrook and Copheap spoke on agenda item 10, the consideration for planting trees in memory of those lost in WW1. There are few places within the town to plant trees. Warminster Common would be suitable for smaller trees, Mountain Ash would be a good option.

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

FA/18/009 Reports from Unitary Authority Members
None.

FA/18/010 Receive the Following Motion - Planting trees in memory of those lost in WW1
Councillor Fryer forwarded the motion: to consider planting trees in memory of those lost in WW1. One tree per fallen person.

Members discussed at length the tree planting within the Warminster area. 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 and there were already local Warminster schools and community organisations who were committed to the project.

It was the members understanding that the motion from Councillor Fryer was a separate initiative and felt that more information was required and should be provided by the Member.

Councillor Robbins proposed to defer this item until more information was provided by Councillor Fryer including, the possible cost and type of the trees to be planted and where they could be planted within the town. Seconded Councillor Ridout, voting unanimous in favour.

FA/18/011 Election to Sub-Committees

FA/18/011.1 Councillor Ridout proposed acceptance of the representatives to the Devolved Services Sub-Committee. The current membership: Councillors Brett, Fraser, Fryer, Jolley and Ridout (as Vice Chairman Finance and Assets). Mr Peter Hewitt, external representative. Seconded Councillor Davis, voting unanimous in favour.

FA/18/011.2 Councillor Davis proposed acceptance of the representatives to the Town Promotion Sub-Committee. The current membership: Councillors Batchelor, Pitcher, Nicklin, Robbins (as 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. Seconded Councillor Jolley, voting unanimous in favour.

FA/18/012 Financial Information

FA/18/12.1 The reconciliations for April 2018 were noted and the Chairman signed and verified them against the bank statements seen.

FA/18/12.2 The accounts to April 2018 were noted.

FA/18/12.3 The list of payments made in April 2018 were approved and signed by the Chairman.

FA/18/12.4 The petty cash schedule for April 2018 was approved and signed by the Chairman.

FA/18/12.5 The internal transfers between the accounts 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

were noted.

FA/18/013 Devolved Services and Assets Sub-Committee

FA/18/13.1 The minutes of the Devolved Services working group meeting held on 19th April 2018 were approved and all actions contained therein agreed.

FA/18/13.2 Members reviewed the expenditure on the paddling pool and noted that it was subject to regular expenditure. There were comments by some members regarding its future but it was noted that a cover would alleviate many of the current problems. This would, however, be a matter for Devolved Services and Assets Sub-Committee.

The spending from item DS/17/085 was approved:

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.

FA/18/014 Town Promotion Sub-Committee

The minutes of the Town Promotion Team working group meeting held on 23rd April 2018 were approved and all actions contained therein agreed.

FA/18/015 Town Development Committee

There were no items requiring approval from Finance and Assets.

FA/18/016 Grants 2018–2019

The clerk advised Members that she had great news, that Dewey Trust would honour the grants that were agreed in 2016 by the committee. These are listed below:

Grants 2016

Name	App No	Request £	Dewey Trust
Alzheimer's Support	1	500	Nil
Christ Church Tiny Tots Playtime	2	129	129
Golden Oldies Charity	3	216	Nil
Group Five	4	500	Nil
Minster Musical Monsters	5	400	200
Minster Twins and More Club	6	150	Nil
Relate Mid Wiltshire	7	624	Nil
Splitz Support Services	8	500	250
Tynings Allotments Association	9	500	Nil
United Church Warminster	10	1500	1000
Warminster Athenaeum Trust	11	2000	2000
Warminster Brass Band	12	1000	250
Warminster Community Choir	13	500	Nil

Warminster Diabetes Group	14	300	Nil
Warminster and District Stroke Club	15	500	250
Warminster Flers Association	16	750	500
Warminster Garrison Nursery	17	2000	Nil
Warminster Highbury Youth	18	2000	1000
Warminster History Society	19	850	500
Warminster Philharmonic Orchestra	20	300	Nil
Warminster Table Tennis Club	21	1500	1000
Warminster Town Football Club	22	1000	1000
Warminster and Wylve Valley Flower Club	23	150	150
Wessex Multiple Sclerosis Therapy Centre	24	2000	1000
The Wiltshire Bobby Van Trust	25	1000	Nil
Wiltshire Music Centre Trust	26	250	Nil
Total		21,119	9229
Citizens Advice Bureau	Budget	3500	Nil
Carnival	Budget	2500	Nil
Festival	Budget	2000	Nil
Warminster Community Hub	Budget	6000	Nil
CCTV request to Dewey Trust			4000
			13,229

Councillor Jolley proposed acceptance of the of the grants from 2016-2017, Seconded Councillor Davis, voting unanimous in favour.

The Clerk would forward these requests to Dewey for payments to be made.

Members debated the grant applications that had been submitted for 2018-2019. There was £8,000 available for grants from the Town Council and monies also available from the Dewey Trust. Members considered each application according to the Council's the grants terms and conditions, which specify that grants should focus on capital projects and not be used for revenue. The maximum limit had been set at £1000 by Finance and Assets item **FA/17/092.1** refers.

It was agreed unanimously to award grants to the sum of £2,750 as listed in the table below:

Grant requests for 2018 -2019

Name	App No	Grant requested	Council Grant	Dewey Trust Grant
Alzheimer's Support	1	1000	Nil	1000
Bishopstrow Village	2	1000	Nil	Nil
Copheap Volunteers	3	1000	Nil	1000
Fairfield Farm Trust	4	991	Nil	991
Friends of Warminster Park	5	1000	Nil	1000
Group Five	6	750	Nil	Nil
Help Counselling Services	7	200	200	Nil
Jacobs Ladder Wiltshire CV	8	900	500	400
Warminster Athenaeum Trust	9	1000	500	500
Warminster Group Diabetes UK	10	250	250	Nil
Warminster and District Angling Club	11	2000	Nil	Nil
Warminster Flers Association	12	1000	500	Nil
Warminster Highbury Youth FC	13	1000	Nil	1000
Warminster Philharmonic Orchestra	14	300	300	Nil
Warminster Riding for the Disabled	15	1000	Nil	500
Warminster and District Stroke Club	16	500	500	Nil
Warminster Town Football Club	17	1320	Nil	1000
Total		15,211	2750	7391
Warminster Community Hub	Council Budget	6000		
Citizens Advice Bureau	Council Budget 18	2000	Requested 2000	
Warminster Carnival	Council Budget	3000		
Warminster Wobble	Council Budget	3000		
Inspire	Council Budget	3500		
CCTV request to Dewey Trust			Nil	4000

A grant request had been received from the MS Society on the day of the meeting, Monday 11th June 2018. The closing date for receipt of grant applications had been the 31st May 2018 and this had been clearly stated on the application form and in announcements published in the Warminster Journal. Whilst Members noted the application, regretfully it had missed the deadline and could not, therefore, be considered. The Clerk would write a letter explaining the reason for this decision.

FA/18/017

Service Agreement for GB Heating

Councillor Jolley proposed acceptance of the annual service agreement with GB Heating at a cost of £3,582+ VAT, Seconded Councillor Ridout, voting unanimous in favour.

Members requested that in future 3 quotes are tendered to ensure costings for contracts are competitive.

FA/18/018

Communications

None.

Meeting closed 9.10pm

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.