

24th August 2018

You are summoned to a meeting of the:

Finance and Assets Committee
on Monday 3rd September 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)	

Copied to all other members for information.

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

Yours sincerely,



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

AGENDA

1. Apologies for absence

To receive and accept apologies, including reason for absence, from those unable to attend.

2. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

3. Minutes

3.1 To approve as a correct record, the minutes of the Finance and Assets Committee meeting held on Monday 11th June 2018; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the Finance and Assets Committee meeting held on Monday 11th June 2018.

4. Chairman's Announcements

To note any announcements made by the Chair.

5. Questions

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

Standing Orders will be suspended to allow for public participation.

6. Public Participation

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

Standing Orders will be reinstated following public participation.

7. Reports from Unitary Authority Members

To note reports provided which are relevant to this committee.

8. To Receive the Following Motion (carried forward from the 11th June 2018)

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 additional information on 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 provide 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.

9. Financial Information

9.1 To note the reconciliations for May, June and July 2018, and the **chairman to sign** and verify against the bank statements seen. **(See attached).**

9.2 To note the accounts to July 2018. **(See attached).**

9.3 To approve the list of payments made in May, June and July 2018 respectively, and the **chairman to sign.** **(See attached).**

9.4 To approve the petty cash schedule to 23rd August 2018. **(See attached).**

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

Date	Amount
18.06.18	15,000.00
19.06.18	10,000.00

Date	Amount
05.07.18	15,000.00
22.08.18	15,000.00

9.6 To note the material variances report to 31st July 2018. Financial Regulations 4 4.8 refer.

Code	Title	Spend/Budget	%	Explanation
201 4036	CCTV Repairs and Renewals	2,376/3,000	79.2	1,381: emergency rack cabling required following system failure.
211 4038	Open Spaces Grounds Maintenance	12,537/9,000	139.3	6,240: tree works following first WTC tree survey, however, % will be re-coded to Town Park
214 4014	Public Conveniences Central Car Park	2,539/2,100	120.9	2,160: electric bill received from Wiltshire Council for 07/16 – 09/17. This bill was not forwarded to WTC at the time of the asset transfer.
215 4040	Street Furniture Equipment/Furniture	2,075/1,500	138.3	2,075: will be re-coded to capital. Amount is Town Development's contribution to CATG for works in The Close.
216 4035	Pavillion Café Refuse Collection/Bin Emptying	1,078/720	149.7	838: to be re-coded to refuse town park 210/4035

10. Devolved Services and Assets Sub-Committee

10.1 To note the minutes of the Devolved Services and Assets Sub-Committee meeting held on 28th June and 26th July 2018 respectively, and to agree all actions contained therein. **(See attached.)**

10.2 To approve the items for spending item **DS/17/033** refers:

ITEM	COST	
Tree works: follow-up survey May 2018 highlighted a range of works required, some within 3 months (Priority 3) (P3) and a large oak removal within 12 months. (P1)	£900.00 for P3	P3 Quote: £1,040 P1 also quoted: £1,000 members agreed that the works should be carried out at the same time.
To convert the café external security shutters to power operation	£2,000.00	Quotation: £2085.00. Following a members site visit this work was agreed as urgent.

11. Town Promotion Sub-Committee

To approve the minutes of the Town Promotion Team working group meeting held on 11 June 2018, and to agree all actions contained therein. **(See attached).**

12. Grants

FC/18/044 refers: Councillor Jolley proposed that the Council grants be increased for 2019 in light of the reinstatement of the Dewey Trust funds. Members asked for this item be referred to the Finance and Assets Committee for debate and decision. **(See attached for summary report and details of the Dewey Trust).**

13. Community Infrastructure Levy (CIL) Policy

The Council currently has CIL receipts to date totalling £85,000 (£12,959 2016/2017; £72,041 2017/2018), and members need to confirm the Council's spending policy. If funds are not spent within five years on qualifying projects Wiltshire Council will re-claim the payments. The Clerk must produce an annual report to Wiltshire Council detailing Warminster Town Council's CIL expenditure and should also be included in the Council's annual report.

A paper is attached outlining further details of CIL and suggested policy wording.

Members are requested to consider the attached paper and to recommend to Council a CIL policy for adoption on 17 September 2018.

14. Town Development Committee

There are no items for financial consideration.

15. 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: 5th November 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.

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	

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

Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 1 Current/Instant Access Bank A/

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/05/2018	975	5,000.00
Current Account	31/05/2018	405	695,440.71
			<u>700,440.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/05/2018 200995	J & K Burton	28.20	
17/05/2018 200997	Nisbets	107.85	
17/05/2018 200998	West Wilts Elblag Twinning Ass	10.00	
17/05/2018 200999	Wiltshire Council	24.00	
17/05/2018 201000	Warminster Community Radio	2,500.00	
17/05/2018 200974	Cash	239.63	
			<u>2,909.68</u>
			697,531.03
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			697,531.03
Balance per Cash Book is :-			697,531.03
Difference is :-			0.00

Bank Reconciliation Statement as at: 30/06/2018 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	30/06/2018	989	5,000.00
Current Account	30/06/2018	409	742,619.86
			<u>747,619.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			747,619.86
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			747,619.86
		Balance per Cash Book is :-	747,619.86
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/07/2018 for Cash Book 1 Current/Instant Access Bank A/

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/07/2018	995	5,000.00
Current Account	31/07/2018	411	693,293.72
			<u>698,293.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
18/07/2018 109534 Warminster Athenaeum Trust		500.00	
18/07/2018 109535 J & K Burton		59.30	
18/07/2018 109536 Warminster Group Diabetes UK		250.00	
18/07/2018 109537 Warminster Flers Association		500.00	
18/07/2018 109538 HELP Counselling Services		500.00	
18/07/2018 109539 Jacobs Ladder Wiltshire CIC		500.00	
18/07/2018 109540 Warminster Philharmonic Orche		300.00	
18/07/2018 109541 Warminster District Stroke Clu		500.00	
			<u>3,109.30</u>
			695,184.42
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			695,184.42
		Balance per Cash Book is :-	695,184.42
		Difference is :-	0.00

THIS PAGE LEFT BLANK

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	<u>Council Administration</u>							
4001	Salaries	10,853	39,405	130,800	91,395		91,395	30.1 %
4008	Training	0	270	2,000	1,730		1,730	13.5 %
4009	Travel	-93	17	350	333		333	5.0 %
4010	Health & Safety	0	0	500	500		500	0.0 %
4013	Rent Payable (Internal)	0	0	37,200	37,200		37,200	0.0 %
4020	Consumables & Other Expenses	243	1,360	2,500	1,140		1,140	54.4 %
4022	Postage & Telephone	271	979	2,000	1,021		1,021	49.0 %
4023	Printing & Stationery	12	1,562	2,350	788	-22	810	65.5 %
4024	Photocopier Charges	281	561	4,123	3,562		3,562	13.6 %
4025	IT (Website & Email)	240	1,246	5,000	3,754		3,754	24.9 %
4027	Subscriptions and Publications	0	2,553	3,000	447		447	85.1 %
4028	Insurance	651	2,642	8,000	5,358		5,358	33.0 %
4036	Repairs and Renewals	0	0	1,000	1,000		1,000	0.0 %
4040	Equipment/Furniture	119	119	1,000	881		881	11.9 %
4056	Accountancy Fees	462	2,003	7,500	5,497		5,497	26.7 %
4057	Audit Fees	0	-1,600	2,140	3,740		3,740	-74.8 %
4058	Legal Fees	0	0	1,000	1,000		1,000	0.0 %
4059	Other Professional Fees	200	1,590	2,400	810		810	66.3 %
4060	Bank Charges	143	440	750	310		310	58.6 %
	Council Administration :- Expenditure	13,380	53,148	213,613	160,465	-22	160,487	24.9 %
1176	Precept	0	374,506	749,012	-374,506			50.0 %
1177	Precept Allocation	0	0	-46,000	46,000			0.0 %
1190	Interest Receivable	418	612	2,000	-1,388			30.6 %
1193	Miscellaneous Income	55	1,055	0	1,055			0.0 %
1300	Dog Bag Sales	78	309	0	309			0.0 %
	Council Administration :- Income	551	376,483	705,012	-328,529			53.4 %
	Net Expenditure over Income	12,829	-323,335	-491,399	-168,064			
102	<u>Civic and Democratic</u>							
4080	Mayoral Expenses	0	1,274	1,000	-274		-274	127.4 %
4081	Civic Events	55	718	2,000	1,282		1,282	35.9 %
4082	Town Crier	35	335	500	165		165	67.0 %
4720	Remembrance Service	0	0	800	800		800	0.0 %
6319	Tfr to Elections Reserve	0	0	5,000	5,000		5,000	0.0 %
	Civic and Democratic :- Expenditure	90	2,327	9,300	6,973	0	6,973	25.0 %
	Net Expenditure over Income	90	2,327	9,300	6,973			

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103	<u>Policy and Communications</u>							
4032	Adverts - Events	0	793	500	-293		-293	158.5 %
4033	Advertising	111	853	2,500	1,647		1,647	34.1 %
4034	Newsletter	0	0	2,150	2,150		2,150	0.0 %
4083	Civic Promotion\Consultation	0	0	2,500	2,500		2,500	0.0 %
4084	Town Promotion	0	0	3,000	3,000		3,000	0.0 %
Policy and Communications :- Expenditure		111	1,646	10,650	9,004	0	9,004	15.5 %
Net Expenditure over Income		111	1,646	10,650	9,004			
107	<u>Grants and Projects</u>							
4701	Grants - Permitted	0	3,050	8,000	4,950		4,950	38.1 %
4703	WCR Community Radio	0	7,500	10,000	2,500		2,500	75.0 %
4704	Warminster Community Hub	0	0	6,000	6,000		6,000	0.0 %
4706	Christmas Lights	0	0	18,000	18,000		18,000	0.0 %
4707	Catenary Cable Maintenance	8	31	1,600	1,569		1,569	1.9 %
4708	Grant - CAB	0	0	2,000	2,000		2,000	0.0 %
4710	Enterprise Warminster	436	1,004	4,000	2,996		2,996	25.1 %
4712	Grant - Warminster Carnival	0	0	3,000	3,000		3,000	0.0 %
4715	INSPIRE	2,191	2,942	3,500	558		558	84.0 %
4717	WWI Commemorations	0	0	1,000	1,000		1,000	0.0 %
4718	Warminster Wobble	0	3,000	3,000	0		0	100.0 %
5315	Tfr from Capital Projects	0	1,200	0	-1,200		-1,200	0.0 %
Grants and Projects :- Expenditure		2,634	18,727	60,100	41,373	0	41,373	31.2 %
1701	Christmas Events Income	0	0	2,900	-2,900			0.0 %
Grants and Projects :- Income		0	0	2,900	-2,900			0.0 %
Net Expenditure over Income		2,634	18,727	57,200	38,473			
201	<u>CCTV</u>							
4001	Salaries	3,710	14,969	43,200	28,231		28,231	34.7 %
4008	Training	0	170	1,780	1,610		1,610	9.6 %
4014	Electricity and Gas	0	-12	200	212		212	-6.2 %
4020	Consumables & Other Expenses	0	0	400	400		400	0.0 %
4021	BT Redcare	0	12,503	12,503	0		0	100.0 %
4022	Postage & Telephone	74	261	1,000	739		739	26.1 %
4028	Insurance	79	317	1,000	683		683	31.7 %
4029	Licences	0	0	220	220		220	0.0 %
4036	Repairs and Renewals	995	2,376	3,000	624		624	79.2 %
4037	Maintenance Contracts	0	1,000	4,000	3,000		3,000	25.0 %

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
5325	Tfr from CCTV	0	0	-869	-869		-869	0.0 %
	CCTV :- Expenditure	4,859	31,583	66,434	34,851	0	34,851	47.5 %
1177	Precept Allocation	0	0	46,000	-46,000			0.0 %
1201	CCTV-Dewey Trust Grant	0	-4,000	4,000	-8,000			-100.0
1203	CCTV-Insurance Con't Rec'd	0	0	350	-350			0.0 %
1204	CCTV-Army Grant	0	-500	500	-1,000			-100.0
1205	CCTV-West Wilts Tr Estate Fees	4,213	5,618	5,676	-58			99.0 %
1206	CCTV-Westbury TC Fees	0	999	9,908	-8,909			10.1 %
	CCTV :- Income	4,213	2,117	66,434	-64,317			3.2 %
	Net Expenditure over Income	646	29,466	0	-29,466			
202	<u>Dewey House</u>							
4011	Rates	516	1,548	5,210	3,662		3,662	29.7 %
4012	Water Rates	228	228	500	272		272	45.7 %
4014	Electricity and Gas	0	-360	3,000	3,360		3,360	-12.0 %
4016	Cleaning	13	13	0	-13		-13	0.0 %
4020	Consumables & Other Expenses	0	18	0	-18		-18	0.0 %
4028	Insurance	100	402	1,250	848		848	32.1 %
4035	Refuse Collection\Bin Emptying	44	53	575	522		522	9.2 %
4036	Repairs and Renewals	0	0	1,500	1,500		1,500	0.0 %
4037	Maintenance Contracts	0	0	1,250	1,250		1,250	0.0 %
4040	Equipment/Furniture	0	383	0	-383		-383	0.0 %
	Dewey House :- Expenditure	902	2,285	13,285	11,000	0	11,000	17.2 %
1005	Rent Received	1,200	3,000	7,200	-4,200			41.7 %
	Dewey House :- Income	1,200	3,000	7,200	-4,200			41.7 %
	Net Expenditure over Income	-298	-715	6,085	6,800			
209	<u>Outside Services</u>							
4001	Salaries	3,996	17,750	45,250	27,500		27,500	39.2 %
4007	Uniform	0	157	400	243		243	39.3 %
4008	Training	0	133	0	-133		-133	0.0 %
4042	Vehicle Costs	596	1,819	5,500	3,681		3,681	33.1 %
	Outside Services :- Expenditure	4,592	19,859	51,150	31,291	0	31,291	38.8 %
	Net Expenditure over Income	4,592	19,859	51,150	31,291			

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
210	<u>Town Park</u>							
4001	Salaries	21	21	0	-21		-21	0.0 %
4011	Rates	288	864	0	-864		-864	0.0 %
4012	Water Rates	1,963	4,268	4,500	232		232	94.8 %
4014	Electricity and Gas	198	707	2,000	1,293		1,293	35.4 %
4016	Cleaning	0	11	0	-11		-11	0.0 %
4020	Consumables & Other Expenses	0	196	0	-196		-196	0.0 %
4022	Postage & Telephone	0	106	0	-106		-106	0.0 %
4023	Printing & Stationery	0	70	0	-70		-70	0.0 %
4028	Insurance	136	546	2,100	1,554		1,554	26.0 %
4035	Refuse Collection\Bin Emptying	0	0	30,000	30,000		30,000	0.0 %
4036	Repairs and Renewals	136	8,464	25,000	16,536		16,536	33.9 %
4037	Maintenance Contracts	0	527	1,000	473		473	52.7 %
4038	Grounds Maintenance	0	11,717	38,000	26,283		26,283	30.8 %
4040	Equipment/Furniture	325	9,316	0	-9,316		-9,316	0.0 %
4085	Town Park Events	0	2,360	2,100	-260		-260	112.4 %
	Town Park :- Expenditure	3,067	39,174	104,700	65,526	0	65,526	37.4 %
1003	Equipment Hire	0	526	3,000	-2,474			17.5 %
1006	Rent - 23 Weymouth St	330	1,320	3,960	-2,640			33.3 %
1020	Town Park Events Income	0	183	0	183			0.0 %
1550	Boats Income	505	785	0	785			0.0 %
	Town Park :- Income	835	2,814	6,960	-4,146			40.4 %
	Net Expenditure over Income	2,232	36,360	97,740	61,380			
211	<u>Open Spaces</u>							
4012	Water Rates	13	13	30	17		17	44.8 %
4033	Advertising	55	55	0	-55		-55	0.0 %
4038	Grounds Maintenance	3,586	12,537	9,000	-3,537		-3,537	139.3 %
4040	Equipment/Furniture	0	0	1,000	1,000		1,000	0.0 %
4042	Vehicle Costs	0	29	0	-29		-29	0.0 %
	Open Spaces :- Expenditure	3,654	12,634	10,030	-2,604	0	-2,604	126.0 %
	Net Expenditure over Income	3,654	12,634	10,030	-2,604			
212	<u>Cemetery and Churchyard</u>							
4011	Rates	15	45	140	95		95	32.1 %
4028	Insurance	66	265	825	560		560	32.1 %
4212	War Memorial	0	0	0	0	-8,246	8,246	0.0 %
4213	Churchyards	0	0	150	150		150	0.0 %
	Cemetery and Churchyard :- Expenditure	81	310	1,115	805	-8,246	9,051	-711.8 %

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1212	Burial Fees	0	368	1,500	-1,132			24.5 %
	Cemetery and Churchyard :- Income	0	368	1,500	-1,132			24.5 %
	Net Expenditure over Income	81	-58	-385	-327			
213	Public Conv - Town Park							
4011	Rates	0	0	2,600	2,600		2,600	0.0 %
4036	Repairs and Renewals	0	190	0	-190		-190	0.0 %
4200	Public Toilets	629	2,514	8,000	5,486		5,486	31.4 %
	Public Conv - Town Park :- Expenditure	629	2,704	10,600	7,896	0	7,896	25.5 %
	Net Expenditure over Income	629	2,704	10,600	7,896			
214	Public Conv - Central Car Park							
4011	Rates	0	0	3,650	3,650		3,650	0.0 %
4012	Water Rates	1,193	1,193	0	-1,193		-1,193	0.0 %
4014	Electricity and Gas	108	2,539	2,100	-439		-439	120.9 %
4028	Insurance	12	47	150	103		103	31.3 %
4036	Repairs and Renewals	0	145	2,000	1,855		1,855	7.3 %
4200	Public Toilets	943	4,714	11,315	6,601		6,601	41.7 %
	Public Conv - Central Car Park :- Expenditure	2,255	8,638	19,215	10,577	0	10,577	45.0 %
	Net Expenditure over Income	2,255	8,638	19,215	10,577			
215	Streets Furniture							
4028	Insurance	25	99	310	211		211	32.0 %
4038	Grounds Maintenance	2,596	2,596	0	-2,596		-2,596	0.0 %
4040	Equipment/Furniture	2,075	2,075	1,500	-575		-575	138.3 %
4803	Baskets & Tubs	0	2,596	9,000	6,404		6,404	28.8 %
	Streets Furniture :- Expenditure	4,696	7,366	10,810	3,444	0	3,444	68.1 %
1179	Donations Received	0	570	0	570			0.0 %
	Streets Furniture :- Income	0	570	0	570			
	Net Expenditure over Income	4,696	6,796	10,810	4,014			
216	Pavilion Cafe							
4001	Salaries	4,552	16,410	32,750	16,340		16,340	50.1 %
4008	Training	0	160	0	-160		-160	0.0 %
4016	Cleaning	0	39	300	261		261	13.1 %
4020	Consumables & Other Expenses	133	798	2,000	1,202		1,202	39.9 %

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4022	Postage & Telephone	46	93	0	-93		-93	0.0 %
4023	Printing & Stationery	0	0	200	200		200	0.0 %
4025	IT (Website & Email)	0	27	0	-27		-27	0.0 %
4035	Refuse Collection\Bin Emptying	421	1,078	720	-358		-358	149.7 %
4036	Repairs and Renewals	0	95	2,000	1,905		1,905	4.8 %
4040	Equipment/Furniture	0	241	2,500	2,259		2,259	9.6 %
4055	Stocktaking Fees	0	60	240	180		180	25.0 %
4061	Streamline Charges	35	94	360	266		266	26.1 %
	Pavilion Cafe :- Expenditure	5,188	19,095	41,070	21,975	0	21,975	46.5 %
3540	Pavilion Purchases	2,776	9,482	13,750	4,268		4,268	69.0 %
	Pavilion Cafe :- Direct Expenditure	2,776	9,482	13,750	4,268	0	4,268	69.0 %
1600	Pavillion Cafe Sales	10,429	24,638	25,000	-362			98.6 %
1601	Putting Green Income	0	0	250	-250			0.0 %
1602	Tennis Court Income	0	0	1,000	-1,000			0.0 %
	Pavilion Cafe :- Income	10,429	24,638	26,250	-1,612			93.9 %
	Net Expenditure over Income	-2,465	3,939	28,570	24,631			
217	<u>Play Areas</u>							
4010	Health & Safety	0	0	14,000	14,000		14,000	0.0 %
4016	Cleaning	0	0	1,000	1,000		1,000	0.0 %
4020	Consumables & Other Expenses	0	0	450	450		450	0.0 %
4023	Printing & Stationery	0	0	100	100		100	0.0 %
4028	Insurance	0	0	4,050	4,050		4,050	0.0 %
4035	Refuse Collection\Bin Emptying	0	0	3,382	3,382		3,382	0.0 %
4037	Maintenance Contracts	0	0	11,000	11,000		11,000	0.0 %
4038	Grounds Maintenance	0	0	15,000	15,000		15,000	0.0 %
4044	Tree Works	0	0	2,000	2,000		2,000	0.0 %
4058	Legal Fees	0	0	4,000	4,000		4,000	0.0 %
	Play Areas :- Expenditure	0	0	54,982	54,982	0	54,982	0.0 %
1180	Grants Recieved	0	0	9,000	-9,000			0.0 %
	Play Areas :- Income	0	0	9,000	-9,000			0.0 %
	Net Expenditure over Income	0	0	45,982	45,982			
301	<u>Civic Centre</u>							
4001	Salaries	4,464	19,507	79,000	59,493		59,493	24.7 %
4005	Security Staff	0	135	0	-135		-135	0.0 %
4007	Uniform	0	39	500	461		461	7.9 %

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4008	Training	0	610	1,000	390		390	61.0 %
4011	Rates	672	2,016	6,900	4,884		4,884	29.2 %
4012	Water Rates	-123	-123	1,500	1,623		1,623	-8.2 %
4013	Rent Payable (Internal)	0	0	-37,200	-37,200		-37,200	0.0 %
4014	Electricity and Gas	0	3,821	12,000	8,179		8,179	31.8 %
4016	Cleaning	57	57	500	443		443	11.4 %
4020	Consumables & Other Expenses	139	355	1,250	895		895	28.4 %
4022	Postage & Telephone	62	286	800	514		514	35.8 %
4025	IT (Website & Email)	0	0	300	300		300	0.0 %
4028	Insurance	262	1,049	2,230	1,181		1,181	47.1 %
4029	Licences	180	1,252	2,500	1,248		1,248	50.1 %
4031	Publicity & Marketing	0	0	500	500		500	0.0 %
4035	Refuse Collection\Bin Emptying	97	413	1,300	887		887	31.8 %
4036	Repairs and Renewals	0	1,454	12,000	10,546		10,546	12.1 %
4037	Maintenance Contracts	704	5,474	6,000	526		526	91.2 %
4040	Equipment/Furniture	27	86	1,000	914		914	8.6 %
4055	Stocktaking Fees	0	60	120	60		60	50.0 %
4061	Streamline Charges	16	31	300	269		269	10.4 %
4801	Events Funding	105	468	1,500	1,032		1,032	31.2 %
	Civic Centre :- Expenditure	6,662	36,991	94,000	57,009	0	57,009	39.4 %
1001	Letting Income	60	13,669	37,000	-23,331			36.9 %
1002	Events Income	0	492	2,000	-1,508			24.6 %
1004	Security Staff Recharged	0	130	0	130			0.0 %
1193	Miscellaneous Income	0	50	0	50			0.0 %
	Civic Centre :- Income	60	14,341	39,000	-24,659			36.8 %
	Net Expenditure over Income	6,602	22,651	55,000	32,349			
<u>305</u>	<u>Civic Centre Bar</u>							
4040	Equipment/Furniture	0	0	250	250		250	0.0 %
	Civic Centre Bar :- Expenditure	0	0	250	250	0	250	0.0 %
3530	Bar Purchases	0	3,153	3,200	47		47	98.5 %
3531	Bar Gas & Consumables	25	141	400	259		259	35.1 %
	Civic Centre Bar :- Direct Expenditure	25	3,293	3,600	307	0	307	91.5 %
1580	Bar Sales	925	7,396	8,000	-604			92.5 %
	Civic Centre Bar :- Income	925	7,396	8,000	-604			92.5 %
	Net Expenditure over Income	-900	-4,103	-4,150	-47			

Month No : 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
499	Capital Expenditure							
4901	Loan Repayment Capital	0	0	39,602	39,602		39,602	0.0 %
4904	CAP - Civic Centre Equipment	0	2,520	0	-2,520		-2,520	0.0 %
4924	CAP - Blue Plaques	0	3,250	0	-3,250		-3,250	0.0 %
6306	Tfr to CIL 2017-18	0	10,087	0	-10,087		-10,087	0.0 %
6315	Tfr to Capital Projects	0	0	44,000	44,000		44,000	0.0 %
	Capital Expenditure :- Expenditure	0	15,857	83,602	67,745	0	67,745	19.0 %
1710	CIL Receipts 2017-18	0	10,087	0	10,087			0.0 %
	Capital Expenditure :- Income	0	10,087	0	10,087			
	Net Expenditure over Income	0	5,770	83,602	77,832			

At : 5:01 PM

Current/Instant Access Bank A/

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2018	Aviva	Std Ord	1,339.33		Insurance
02/07/2018	Hills Waste Solutions Ltd	DD01	733.92		8579/Waste & Recycling Charges
02/07/2018	Water2Business	DD02	65.50		Purchase Ledger Payment
02/07/2018	Water2Business	DD03	1,917.50		Purchase Ledger Payment
02/07/2018	Water2Business	DD04	255.50		Purchase Ledger Payment
02/07/2018	Hunot HR	DD05	240.00		8561/HR Advice Line Jun
03/07/2018	Charles Saunders Ltd	109532	194.83		8556/White hand Towels
03/07/2018	Wiltshire Council	109533	2,160.19		8522/Elec 01.07.16-30.09.17
05/07/2018	Grenke Leasing	Std Ord	336.78		Photocopier Lease
05/07/2018	Ashton Farms	DD06	107.40		8683/Cafe Stock
05/07/2018	Idverde Limited	DD07	632.40		8684/Break Up Concrete Steps
05/07/2018	GB Heating Ltd	DD08	4,298.40		8685/maintenance Contract
05/07/2018	Cityscape maps	DD09	3,900.00		8686/20 x Blue Plaques (50%)
05/07/2018	Amazon Business	DD10	9.33		8675/Cables
05/07/2018	Amazon Business	DD11	13.98		8674/USB Mains Plugs
05/07/2018	Amazon Business	DD12	13.79		8673/Antiglare Desk Mat
05/07/2018	Astill Treecare Ltd	DD13	150.00		8676/Works to four trees
05/07/2018	Ashton Farms	DD14	215.61		8681/Cafe Stock
05/07/2018	Mirage Signs Limited	DD15	1,548.00		8688/Cafe Signs
05/07/2018	Moviola Ltd	DD16	125.28		8689/Greatest Showman Film
05/07/2018	Office Right Business Solution	DD17	51.31		8690/Gloves
05/07/2018	Roundstone Vending Limited	DD18	170.00		8693/Cafe Stock
05/07/2018	Ray Thomas Property Services L	DD19	684.00		8692/Repair Skate Damage
05/07/2018	Speedy Print	DD20	311.40		8694/Play Area Flyers
05/07/2018	Friends of WCR	DD21	2,500.00		8695/WCR SLA Jul-Sep 18
09/07/2018	SGW Payroll Ltd	DD22	81.12		8639/Payroll Month 3
09/07/2018	HMRC PAYE/NI June 2018	BACS	4,197.50		HMRC PAYE/NI June 2018
10/07/2018	Booker	DD23	479.54		8633/Cafe Stock
12/07/2018	Bank Charge	CHRG	20.00		Bank Charge
13/07/2018	West mercia Energy	DD24	373.95		8698/Elec 01.05.18-31.05.18
13/07/2018	Fuel Genie DDR	DD25	72.78		8634/Fuel Cards
13/07/2018	Southern Electric	DD26	1,687.00		8640/Gas 16.03.18-22.06.18
15/07/2018	Wiltshire Council	Std Ord	15.00		WC Rates Boreham Rd Cemertery
15/07/2018	Wiltshire Council	Std Ord	516.00		WC Rates Dewey House
15/07/2018	Wiltshire Council	Std Ord	672.00		WC Rates Civic Centre
15/07/2018	Wiltshire Council	Std Ord	288.00		Non-dom Rates Town Park
16/07/2018	Timico Limited	DD27	442.94		8652/Email Hosting
16/07/2018	Southern Electric	DD28	45.21		8641/Elec 27.03.18-27.06.18
18/07/2018	Warminster Athenaeum Trust	109534	500.00		8668/Athenaeum Trust Grant
18/07/2018	J & K Burton	109535	59.30		8660/J&K Burton
18/07/2018	Warminster Group Diabetes UK	109536	250.00		8669/Diabetes Group Grant
18/07/2018	Warminster Fliers Association	109537	500.00		8670/Fliers Association Grant
18/07/2018	HELP Counselling Services	109538	500.00		8666/HELP Counselling Grant

At : 5:01 PM

Current/Instant Access Bank A/

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2018	Jacobs Ladder Wiltshire CIC	109539	500.00		8667/Jacobs Ladder Grant
18/07/2018	Warminster Philharmonic Orches	109540	300.00		8671/Philharmonic Grant
18/07/2018	Warminster District Stroke Clu	109541	500.00		8672/Stroke Club
18/07/2018	Office Evolution Ltd	DD29	234.65		8638/Copy Charges Jun 18
19/07/2018	Worldpay (UK) Ltd	DD30	41.47		8658/Card Processing Fees
19/07/2018	Worldpay (UK) Ltd	DD31	18.99		8657/Card Processing Fees
19/07/2018	Ashton Farms	DD32	819.78		8582/Cafe Stock
19/07/2018	Ashton Farms	DD33	489.88		8597/Cafe Stock
19/07/2018	Mirage Signs Limited	DD34	312.00		8585/Fishing Signage
19/07/2018	Office Right Business Solution	DD35	247.41		8589/Stationery Supplies
19/07/2018	Office Right Business Solution	DD36	140.67		Purchase Ledger Payment
19/07/2018	Roundstone Vending Limited	DD37	174.00		8590/Bar Stock
19/07/2018	Speedy Print	DD38	80.00		8591/Litter Pick Flyer
19/07/2018	Joanne Deighton	DD39	22.00		8601/Food & Drink Vouchers
19/07/2018	Swallow Drinks South West Ltd	DD40	225.36		8592/Cups & Lids
19/07/2018	Ray Thomas Property Services L	DD41	960.00		8594/erection & Takedown Flags
19/07/2018	The Warminster Way	DD42	130.00		8595/leaflets in Warminster Wa
19/07/2018	Wheelers (Westbury) Ltd	DD43	1,657.20		8596/CCTV Cabling Tidy in Rack
19/07/2018	A Head For PR Ltd	DD44	375.00		8602/PR Consultancy Work
19/07/2018	Clearsky IT	DD45	16.50		Purchase Ledger Payment
19/07/2018	Amazon Business	DD46	20.70		8603/A1 Replacement Covers
19/07/2018	Amazon Business	DD47	18.23		8604/Aluminium Boat Hook
19/07/2018	Amazon Business	DD48	28.15		8605/Replacement cover Sheet
19/07/2018	Amazon Business	DD49	4.44		8607/Sticky Dots
19/07/2018	ADT Fire & Security plc	DD50	792.38		8625/Alarm maint Contract
19/07/2018	Coates & Parker Ltd	DD51	455.48		Purchase Ledger Payment
19/07/2018	D.A.N. Hire	DD52	252.00		8626/Portable Toilet Hire
19/07/2018	DCK Accounting Solutions Ltd	DD53	2,032.32		8611/Year End Closedown
19/07/2018	Dorma UK Limited	DD54	246.50		8612/Lift Maint Contract
19/07/2018	Idverde Limited	DD55	9,303.98		8614/Grounds Maintenance
19/07/2018	Roundstone Vending Limited	DD56	60.00		8618/De-Scale Machine
19/07/2018	Rapid Entry Locksmiths Ltd	DD69	97.50		Purchase Ledger Payment
19/07/2018	S. Holder	DD70	500.00		8600/PA Hire & Engineer
20/07/2018	South West Marquees Ltd	DD57	594.71		8627/Marquee Hire
20/07/2018	Screwfix Direct Ltd	DD58	45.76		8628/Maintenance Materials
20/07/2018	Screwfix Direct Ltd	DD59	49.95		8619/Gloves & Repairs to Boots
20/07/2018	Wheelers (Westbury) Ltd	DD60	1,200.00		8622/Camera Inspection
21/07/2018	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
21/07/2018	Bank Charge	CHRG	122.58		Bank Charge
23/07/2018	Southern Electric	DD01	4,023.06		Purchase Ledger Payment
24/07/2018	Booker	DD64	927.69		Purchase Ledger Payment
25/07/2018	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
26/07/2018	Clearsky IT	DD65	200.76		8650/Monthly IT Charges

At : 5:01 PM

Current/Instant Access Bank A/

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2018	BOC Gases	DD66	30.18		8629/Bar Gas Rental
27/07/2018	Staff salaries July 2018	BACS	3,098.00		Staff salaries July 2018
27/07/2018	Staff Salaries July 2018	BACS	16,178.06		Staff Salaries July 2018
27/07/2018	WC Pension July 2018	BACS	4,146.81		WC Pension July 2018
30/07/2018	Hunot HR	DD67	240.00		8651/HR Advice Line Jul
31/07/2018	Hills Waste Solutions Ltd	DD68	273.39		8635/Waste & Recycling
Total Payments			<u>85,277.59</u>		

THIS PAGE LEFT BLANK

[illegible]

MINUTES
of the
Devolved Services and Assets Sub-Committee
held on Thursday 28th June 2018 at 12.30pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee Membership:

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

Key: *Present A Apologies received Ab Absent

In attendance:

Officers: Stuart Legg, Park and Open Spaces Manager and Judith Halls, Officer

Apologies:

Fiona Fox, Town Clerk and Responsible Financial Officer

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

DS/18/001 Election of Committee Chairman

Councillor Denis Brett was duly elected as Chairman.

DS/18/002 Election of Vice Committee Chairman

Councillor George Jolley was duly elected as Vice Chairman.

DS/18/003 Apologies for absence

Apologies were received and accepted from Councillors Fraser and Fryer.

DS/18/004 Declarations of Interest

None.

DS/18/005 Minutes

DS/18/005.1 The minutes of the meeting held on 19th April 2018 were approved as a true record and signed by the chairman.

DS/18/005.2 None.

DS/18/006 Chairman's Announcements

None.

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

- DS/18/007 Public Participation**
None.
- DS/18/008 Reports from Unitary Authority Members**
None.
- DS/18/009 Devolved Services and Assets Sub-committee (DSASC)**
Members debated changing the Devolved Services and Assets Sub Committee into a full standing committee. Members all agreed in principle to the proposal. This would have to go to their parent committee of Finance and Assets, Monday 3rd September 2018 and after to Full Council, Monday 17th September 2018 with draft Terms of Reference.
Councillor Brett proposed that the process be started to change the DSASC into a full standing committee of the Council, seconded Councillor Ridout, voting unanimous in favour.
- DS/18/010 Grounds Maintenance Contract**
The current Idverde contract ends in April 2019. The Park and Open Spaces Manager and Clerk have already begun to critically evaluate the current contract and to plan for future needs.
Members discussed the contracts and agreed that the Town Clerk and the POSM continued their work on the grounds maintenance contracts and present their findings to the next Devolved Services Sub Committee meeting in July.
- DS/18/011 Play Areas Working Group (PAWG)**
A lot of work has already been done with the PAWG. The Warminster Play Areas Community Engagement commences on 2nd July and will run for 8 weeks until 27th August 2018. The meeting on the 2nd July will be at the Civic Centre at 7pm. Adrian Hampton, Wiltshire Councils, Head of Local Highways, Street scene and Parking Services will be at the meeting, Councillor Brett will be chairing, Fiona Fox Town Clerk and Park and Open Manager, Stuart Legg will also be in attendance. There has been considerable advertising using the journal, social media and posters to inform the public that the meeting was taking place. There are questionnaires being delivered to all Warminster residents using the Warminster Way as the method of distribution. It is the intention to have the meeting filmed so that it can be uploaded on to You tube. Councillor Brett wanted to encourage other Councillors to attend to make this a friendly productive meeting.
- DS/18/012 Friends of Warminster Park**
Stuart Legg, Park and Open Spaces Manager reported back to the committee that he had attend the last Friends of Warminster Park meeting which was held outside the Pavilion Café in beautiful sunshine. Friends of Warminster are keen to become involved in many projects which they will be able to do once the skate park project has been completed. There are many projects in the pipe line which the Town Council and Friends of Warminster Park could through work together.

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

DS/18/013

Clerk's Report

The attached Clerk's report was noted.

Devolved Services and Assets Sub-Committee

31st May 2018

Item 10, clerk's report

- 1. The Paddling Pool was opened for Spring in the Park, unfortunately the surface had not been given enough drying time following remedial works. It was then closed while small areas were repaired. It will be reopened for the bank holiday weekend.**
- 2. The boats continue to be a major attraction, with a full fleet out on the lake over the past few weekends. Repeat visitors have been noted, which is good news. Seasonal staff have now been recruited and fully trained. Signage is in place, with arrow signs indicating the route to the lake. Signage with opening hours is currently being produced.**
- 3. The pavilion café continues to go from strength to strength, with sales increasing week on week. Another notice board will be installed, and this will be used for family focus: worksheets and information on things to do in the LPG. Thanks to Paul Macfarlane's wife who is supplying the information.**
- 4. Warminster School will be with us for their Community Work Day on 6th July 2018. They will be working the War Memorial.**
- 5. Tennis court refurbishment. We are now registered with Sport England, we have had a meeting of the Friends of Park Tennis and Cllr Jeffries has agreed to be part of the group. More councillors are welcome. The Clerk attended the Health and Wellbeing Fair with the tennis display and gained support for the refurbishment from members of the public.**
- 6. The Elisabeth Colllyns Garden is still being visited by Fairfield Farm College on a weekly basis.**
- 7. Spring in the Park. Great event, attended by approximately 4,000 people, 60 stalls 50/50 split charity and commercial. On every feedback form we have received, stallholders wish to return next year. A full report will be presented to Council.**
- 8. Green Flag. This year the council will receive a 'mystery visit' for judging. All the points contained in last year's inspectors report have been actioned, if not exceeded. Of note; re-branding, signage, going green, composting. We are now working on ecology boards, tree trials and educational literature for schools. All these initiatives will be presented to members in due course.**

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

DS/18/014 Skatepark

Councillor Ridout advised the committee that the skate park project was moving forward, 'all systems go'! Of note; Plain Action, Military Covenant applications still ongoing, item for Council in September 2018; request that the council cover the VAT element of the project - project total cost £240,000 gross, therefore request will be to cover £40,000 VAT which the Council can subsequently claim back, and The Friends of Warminster Park will continue to seek other funds. Currently there is a shortfall in funding of £20,000.

DS/18/015 Pop up Boot Camp

The Town Council had been approached by Caroline, The Dance Lady who ran a free pop up fitness session in the park over the Whitsun half term. This was a success and she may wish to run more sessions over the weekends and school holidays in the future.

The members agreed for the forthcoming year this could remain unchangeable, but this would be readdressed in the future.

The meeting was closed at 13.35 for confidential discussion.

DS/18/016 Legal issue

DS/18/016.1 A meeting had been held to resolve a complaint.

DS/18/016.2 To consider security proposals for the Lake Pleasure Grounds.

The meeting reopened at 13.55.

DS/18/017 Budget Implications

None for this meeting.

DS/18/018 Communications

None.

The date of the next meeting Thursday 26th July 2018 at 10.30am

Meeting ended: 14.10 pm

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

MINUTES
of the
Devolved Services and Assets Sub-Committee
held on Thursday 26th July 2018 at 10.00am
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee Membership:

Cllr Brett (East) Chairman	*	Cllr Fryer (Broadway)	A
Cllr Doyle (East)	A	Cllr Jolley (Broadway) Vice Chairman	A
Cllr Fraser (West)	*	Cllr Ridout (West)	*

Key: *Present A Apologies received Ab Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer, Stuart Legg, Park and Open Spaces Manager, Tom Dommett, Assistant Town Clerk

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

DS/18/019 Apologies for absence

Apologies were received and accepted from Councillors Fryer and Jolley

DS/18/020 Declarations of Interest

None.

DS/18/021 Minutes

DS/18/021.1 The minutes of the meeting held on 28th June 2018 were approved as a true record and signed by the chairman.

DS/18/021.2 None.

DS/18/022 Chairman's Announcements

None.

Standing Orders were suspended to allow for public participation

DS/18/023 Public Participation

Harriet James said it was very helpful that figures put up on the Town Council website regarding the cost of maintaining the play areas if maintenance is

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

transferred from Wiltshire Council.

Harriet asked does the £45,000 include playground in the Lake Pleasure Grounds? The answer is no. That is already maintained by the Town Council.

Harriet said she had noticed that the Boat House Lights seem to be on randomly The Chairman replied that the Council is aware of the issue.

Cllr Nicklin spoke regarding agenda item 13, the Café Shutters – he expressed a little concern that the costing were not available in advance to members of the public.

Standing Orders were reinstated following public participation

DS/18/024 Reports from Unitary Authority Members

Nothing to report relating to this committee

DS/18/025 Clerk's Report: Town Park and Associated Land

We are having to replace rowlocks on a row boat, as they were lost in lake due to not being attached securely enough. The cost is expected to be around £20

The Café continues to do very well in the hot weather, with takings continuing an upward trend.

DS/18/026 Friends of Warminster Park

Nothing to report until the meeting with Town Council to discuss funding applications on 4th September.

DS/18/027 Play Areas Working Group (PAWG)

The Chairman report the Council is about three quarters of the way through the programme of visits to each play area. Even in those where only a few people were spoken to, there were good conversations and plenty of useful information. The highest turnout was at Victoria Fields with over a dozen residents. They were recommended to become a proper/formal residents association. So far there had been 39 online responses and 25 paper questionnaires returned. The Chairman had given a radio interview on the topic. It was reported that the Victoria Fields play area was run by the developers but is currently being transferred to Wiltshire Council. The transfer from the developer (Persimmon) to Wiltshire Council includes other land on the estate, but the Town Council is not discussing anything other than the transfer of the play area.

Future actions to promote the community engagement include visiting the Lake Pleasure Ground talking to the public and encouraging them to complete questionnaires on the spot, online or take a paper copy and return it to the Café. Further press releases and encouraging users of the Pavilion Café to complete questionnaires.

DS/18/028 Commemorative Tree Request

It will be a native species tree and will not be planted until October. The tree will be provided free to Town Council. It was noted that The Lake in the Lake Pleasure

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

Grounds was dug by WW1 Veterans. Members approved the request Proposed Cllr Fraser Seconded Cllr Ridout agreed unanimously.

DS/18/029 LPG: CCTV

Looking at installing on the street lamp column by the park entrance a mobile camera which can be transferred to other locations as and when required. Also looking at installing a pole to cover the putting green, which could then have a solar powered camera attached. These would be 4G so images can be accessed by wi-fi. It would be a capital expenditure. There are no installation costs apart from hire of a cherry picker. The Camera would cost in the region of £530 - £900.

The Chairman was very disappointed by the vandalism and took the view that this kind of behaviour needs to be nipped in the bud.

It was agreed to move forward with the purchase of one mobile solar camera. Proposed Cllr Ridout, Seconded Cllr Fraser, carried unanimously.

DS/18/030 Treework

Decision for members is one of these trees in removed (priority3) and the other priority 1. It was agreed that it made sense for the work on both trees to be done and the same time and to seek quotations based on that Proposed Cllr Fraser, Seconded Cllr Ridout, carried unanimously.

DS/18/031 Café Shutters

The Parks and Open Spaces Manager reaffirmed that the shutters are heavy There are seven shutters and would not be installed these days. They are maintained correctly and designed to be lifted manually. They are serviced twice a year.

Quotations have been sought for retrofitting motors and for replacement of shutters, a range of responses had been received; firstly, retrofitting is not possible; secondly, not something that they would recommend to do; and finally, it can be done. The cost of retrofitting motors was £2000 plus Vat, to replace the existing shutter with second-hand shutters was £8,500 and to install new shutters was £12,000.

It was suggested the Chairman, Clerk and the POSM Manger should investigate the costs and viability of retrofitting motor further. Should they be satisfied that the work can be done to satisfactory standard for around that sum they have approval to proceed.

Proposed Cllr Brett, Seconded Cllr Fraser, agreed unanimously.

DS/18/032 Green Flag

The Chairman expressed the gratitude to all staff and others for all their hard work and the POPM for his leadership. The Chairman endorsed the draft press release. All Cllrs have received invite for Green Flag Celebration 2pm today.

DS/18/033 Budget Implications

Tree works £900

Café shutters - £2000 subject to satisfaction that the work can be done to satisfactory standard for that sum.

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

DS/18/034 Communications
Green Flag Award – Cllr Brett.

Meeting ended: 11.03 am

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



MINUTES

Town Promotion Sub-Committee

Warminster Civic Centre

Monday 11th June 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)	*

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

Key: * Present A Apologies AB Absent

In attendance:

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

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

AGENDA

TP/18/001 Election of Chairman

Councillor Fraser proposed Councillor Pitcher as the chairman for the Town Promotion Sub-Committee for the year 2018–2019, seconded Councillor Robbins, voting unanimous in favour.

TP/18/002 Election of Vice Chairman

Councillor Pitcher proposed Councillor Robbins as the vice chairman for the Town Promotion Sub-Committee for the year 2018–2019, seconded Councillor Fraser, voting unanimous in favour.

TP/18/003 Membership Co-option

Councillor Pitcher proposed Councillor Batchelor to be co-opted as a member of the Town Promotion Sub-Committee, seconded Councillor Fraser, voting unanimous in favour.

- TP/18/004 Apologies**
Apologies were received and accepted from Councillor Nicklin
- TP/18/005 Declarations of Interest**
None.
- TP/18/006 Minutes**
6.1 The minutes of the meeting held on 23rd April 2018 were approved as a true record and signed by the chairman.
6.2 None.
- TP/18/007 Chairman's Announcements**
Councillor Pitcher welcomed Tom Dommett, the new Assistant Town Clerk to the meeting.
- TP/18/008 Public Participation**
None.
- TP/18/009 Reports from Unitary Authority Members**
Councillor Jackson advised the committee that the Heritage Days were being held over two weekends, 6 – 9th September and 13 – 16th September 2018. Michael Heaton had asked the town council to pay for the event's advert in the Warminster Journal which had been agreed. It was suggested that he be invited to the next Town Promotion meeting to update the members on the forthcoming event.
- TP/18/010 Clerk's Report**
This was taken as read. Update of note:
Town Map
The Clerk has contacted Dentons who are able to produce an enhanced map and a meeting has been arranged for the following Thursday, 21st June 2018.
- TP/18/011 Warminster Mugs**
TP/17/037 refers. Len Turner updated the committee saying that two suppliers had been approached. The minimum order is 100 – 200 and each mug would be an average price £2.99. The idea of the mugs is to promote the town. It was agreed that Len Turner, Councilor Fraser and Fiona Fox would meet up to pursue this and report back at the next meeting.
- TP/18/012 Warminster Signage: Brown Heritage signs on the A36 and A362**

It was unanimously agreed that this item be removed from the agenda.

The clerk advised members that signage would be appearing on the agenda again, but this would be for signage within the town.
- TP/18/013 Park Activities**
The Council already promotes activities via the following:
PR consultant – County coverage, press and media.
BBC Radio and TV coverage
Town banners
Local radio
Local press

Social media: Facebook, Instagram and Twitter
National organisations where relevant e.g. stallfinder.com – used for Spring in the Park – expressions of interest already taken for next year.
Leaflets, posters.
Stand in the Three Horseshoes Walk – proved a great success
Civic Centre – displays where appropriate
Café Pavilion
Town notice boards
Shop displays
Community displays e.g. gardens, windows and wall.

Councillor Pitcher stated that the town park attracted thousands of people and asked the committee how this use can be continued and what more can be done to improve usage. Suggestions came forward for more sport: there is currently a fortnightly run in the park, Warminster Wobble, tennis. It would be nice to see things continue through the winter, runs can go on throughout the year. Tuesday mornings there is a walking group that leaves from the Community Hub and offers different levels of difficulty, one route of which does include the park. An area that the committee thought was not being used to its full potential was the putting green. They felt that the entrance could be improved, and the hedge reduced to enable potential clients to see the putting green. The clerk advised the committee that these improvements were matters to be considered by the devolved Services and Assets Sub-Committee and they would be forwarded accordingly. The Town Promotion Sub-Committee should focus on the promotional aspects of such assets. Andrew Robinson suggested a putting competition. Members agreed it was worth pursuing focusing on the junior schools in the town.

Councillor Pitcher was to pursue the idea with appropriate schools in the town including Kingdown for a putting competition.

TP/18/014 Promotion of Town Events: Calendar of Events

Councillor Pitcher asked how the sub-committee can assist in promoting town events.

Future events that were planned for the forthcoming year were as follows:-

Spring in the Park, May 2019

Warminster Wobble

Inspire

Carnival Fun Day

Not all these events are Town Council.

Councillors Fraser and Batchelor were to discuss with the Flers Twinning Committee at their AGM ideas to encourage the French visitors to remain in the town during their next visit.

It was suggested that next year a virtual meeting with Warminster PA could be arranged.

TP/18/015 Street Banners

It was noted that brackets had already been installed for lamp post flag displays. These were successfully used for Spring in the Park. Further flags have been produced for Inspire and work will begin on Christmas flags in due course. In between these events it was confirmed that the brackets are available for use by other organisations (they would pay installation charge) and the council is producing

generic town banners; the suggestion is to include #wonderfulwarminster and the strategic priorities for the town (WTC "Growing Town, Growing Services: Strategic Plan 2016 – 2021)- A place to live, a place to work, a place to enjoy. Permissions from Wiltshire Council are still awaited regarding the installation of brackets in Silver Street.

A lengthy debate took place to discuss the banners of note: the majority felt that they had been a wonderful addition to the street scene and a successful promotional tool. Councillor Batchelor did not agree that the banners were successful, too many words and too colourful.

Councillor Pitcher suggested that Councillor Batchelor would be involved with the artwork when the next banners were produced. Jane Adkins would also be invited to attend a forthcoming Town Promotion meeting. The Clerk added that Jane Adkins would also be involved at the production stage.

Len Turner wanted it noted that a stand should be taken again about the illegal posters that had been appearing around the town. Wiltshire Council highways and street scene should be approached and the Town Clerk, Fiona Fox would feedback to the next meeting.

TP/18/016 Town Survey

Members noted that The Market Towns' Forum were currently working on the first stage of the survey; to establish and agree on the type of data to be collected. They had asked towns to indicate the data that they would like collected from the following list:

Shop vacancy rates

Number of independent shops/chain/multiple shops

Number of comparison shops/convenience shops

Footfall counts

Vacant car park spaces

Any other?

Len Turner spoke on this item noting that 2016 had been the last time a survey had been completed. Members of the original committee had since left, aggrieved that it was not worth the effort, with very little feedback on usage. Michael Mount had agreed to do last years' but he sadly passed away. There are currently only three people who were prepared to undertake the work involved.

The Market Town Forum had looked at several areas:

Shop vacancy rates: very useful for us, we have the year on year data.

Number of comparison shops/convenience shops: this is part of above

Footfall counts: these we do twice a year.

Vacant car park spaces: these we do twice a year.

More volunteers are required to undertake the survey work and analysis.

Three Horseshoes Walk complete their own surveys and Len has historically shared his data with them.

The Sub-Committee will need to consider the best use of this date to support town promotion, this will be an item on a future agenda.

Len Turner is happy to do the survey return for 2018. He will email the reports from 2014 and 2017 to the Town Clerk, Fiona Fox. Town Clerk to report back to the Market Town Forum.

TP/18/017 Communications

Members requested a press release be issued about the amount of illegal flyposting currently around the town.

Meeting closed 6.50pm

THIS PAGE LEFT BLANK

Future Terms and Conditions for Grants

Full Council on 25th June 2018 passed the following minute.

FC/18/044 Council Grants 2019

Councillor Jolley proposed that the Council grants be increased for 2019 in light of the reinstatement of the Dewey Trust funds. Members asked for this item be referred to the Finance and Assets Committee for debate and decision.

The 2018 the Terms and Conditions for Grants were:

Each year Warminster Town Council allocates budgeted funds on anything which, in the Council's opinion, is in the interest of its area or part of its area, or in the interest of all or some of the inhabitants of that area. The grants must satisfy two criteria:

- 1. The Council must be satisfied that there is a direct benefit to its area or part of its area or to some or all of its inhabitants.*
- 2. The Council must ensure that the direct benefit which will accrue to its area or inhabitants will be commensurate with the amount of expenditure.*

Any grant of £1,000 will include a proviso that the recipient should attend the Annual Town Meeting to report on how the money has been used, or if this is not possible must provide the Clerk with a written report for the meeting.

Dewey Trust Funds

In 2016, the Trustees in the H N Dewey Will Trust [Dewey Trust] undertook a review of the operation of the Trust and to clarify the basis on which Warminster Town Council was treated as the successor authority to Warminster Urban District Council. This led to a suspension of payments from the Dewey Trust. In response the Town Council reduced the level of grant it would award to any individual applicant from £2000 to £1000 because the overall combined 'pot' available was substantially smaller.

The Trustees review has been concluded and the Dewey Trust have resumed making payments this year. In the light of this Councillor Jolly proposed his motion to increase the maximum grant given by the Town Council.

Options

The Council could invite applications in line with the current procedure for small grants and simply increase the maximum award back to £2,000, the sum allocated in previous years.

The Council could also make greater use of the Dewey Trust funds. The Town Council is the sole beneficiary of the Trust and can recommend any grants it deems suitable "for the good of the community". It is understood that the Trust has considerably more funds available to make grants than it currently pays out.

While there are advantages of deciding all grants to a set yearly timetable, the Council could consider bi-annual, grants from the Dewey Trust. The Council could rule that any organisations could be awarded only one grant per financial year, preventing repeat applications from those awarded grants in the first or subsequent rounds. The Council could further rule that each organisation could only apply for a grant once per financial year.

Assistant Town Clerk

24.08.2018

THIS PAGE LEFT BLANK

43

R. King } *Executors*
L. Nicholls }
W. Nicholls }
W. Nicholls }

I HAROLD NELSON DEWEY of 22 North Row Warminster in the County of Wilts Retired Schoolmaster hereby DECLARE that this is a First Codicil to my Will which bears date the Twenty-first day of April One thousand nine hundred and sixty-seven - - - - -

1. I HEREBY APPOINT GERVASE HENRY NICHOLLS of Warminster in the County of Wilts Solicitor to be an Executor and Trustee of my Will jointly with Reginald John King and I DIRECT that the expression "my Executor" in my said Will shall be construed to mean the Executors appointed by my said Will or by any Codicil thereto and I DIRECT that the said Reginald John King and the said Gervase Henry Nicholls or any other Executor or Trustee of my said Will shall be entitled to charge and be paid out of my Estate for all work done by him or his or their firms in connection with the proving of this my Will and acting in the Trusts hereof - -
2. I HEREBY REVOKE the gift of the residue of my Estate as contained in my said Will - - - - -
3. SUBJECT to the payment of my debts funeral and testamentary expenses (including Estate Duty payable on my Estate and on all gifts and legacies specifically bequeathed by my said Will or by any Codicil thereto) I HEREBY GIVE DEVISE AND BEQUEATH all the residue of my Estate after payment of the legacies contained in my said Will or any Codicil thereto unto my Trustees Upon Trust for the Urban District Council of Warminster but subject to such trusts conditions and provisions in all respects as my Trustees shall from time to time determine and I express the wish without creating any binding legal obligation upon them that in the consideration of such trusts conditions and provisions to be imposed in respect of my Residuary Estate my Trustees shall ensure that provision is made out of my Residuary Estate for the repair and improvement (including the provision of flowering shrubs and seats) in or at the Copheap Memorial at Warminster and the

Y 3

Pathway of Remembrance leading thereto and also for the care and maintenance of any papers books pictures and other articles which my Trustees may make over to the Urban District Council of Warminster under the powers and provisions contained in my said Will AND I FURTHER DECLARE that the receipt of the Chairman and the Clerk of the Council for the time being shall be a good and sufficient discharge to my Trustees for the gift or gifts to the said Warminster Urban District Council contained in my said Will or any Codicil thereto - - - - -

4. IN all other respects I confirm my said Will dated the Twenty-first day of April One thousand nine hundred and sixty-seven - -

IN WITNESS whereof I have hereunto set my hand this *eight* day of *November* One thousand nine hundred and sixty-eight -

SIGNED by the above named Testator as)
a First Codicil to his last Will in)
the presence of us both present at the)
same time who at his request in his)
presence and in the presence of each)
other have hereunto subscribed our)
names as witnesses - - - - -)

H N Dewey

E F Moore
Solicitor with Farrfield & Nicholls
Warminster Wilt.

M. H. Greer
25, Wotton Lwell
Warminster.

4

CIL Policy

The government does not prescribe a specific process for agreeing how the Town Council portion of CIL should be spent. The requirement is that it should **‘support the development of the area’**

If a town or parish council does not spend its levy share within 5 years of receipt or does not spend it on initiatives that support the development of the area, Wiltshire Council may require it to repay some or all of those funds.

The Town Council needs to agree a list of priorities for spending its share of the CIL. Warminster has a ‘made’ Neighbourhood Plan, a Strategic Plan and a Service Delivery Plan and it is these documents that should be used to identify CIL spending priorities.

Given the nature of the CIL funding it would be best to target the money at one or two projects. A list of aspirations drawn from the documents are set out below. The Council can agree a short list and long list from these. Priority would be given to those schemes that are deliverable in the short-term and that can attract other sources of funding. There would be no restriction on the size of scheme, although clearly funding aspects would affect deliverability.

Suggested wording for Warminster Town Council CIL policy

The Town Council policy is that its share of the CIL should be spent on investment in the public realm and public facilities that support the development of the area.

The Council wishes to ensure that the CIL money is spent in a visible and tangible way and that money is spent in a timely manner. It will therefore target its use of CIL money to deliver projects based on a priority listing.

The Council will adopt a ‘rolling programme’ of projects. It will have a short list of three projects and a long list of any further projects.

Any of the top three projects may be funded. Once a project is funded, then the Council may choose to add to the short list drawing from the projects on the long list.

To be funded a project must:

1. Be on the CIL shortlist
2. Be ‘ready to go’ – i.e. has sufficient overall funding and work can start shortly
3. That the funding is available in the CIL “pot”. (i.e. unspent CIL funds)
4. Approval be given by the Finance and Assets Committee

Short List
Skate park
Paddling pool
Tennis court refurbishment
Long List
Outdoor gym
Play areas new equipment
Enhanced tarmac pathways in the Lake Pleasure Grounds
Boathouse
Extension to the pavilion

THIS PAGE LEFT BLANK