

25th February 2019

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Finance and Assets Committee

**To be held on Monday 4th March 2019 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

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 its committees, unless excluded owing to the confidential nature of the business.

Yours sincerely



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

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 7th January 2019; 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 7th January 2019.

4. **Chairman's Announcements**

To note any announcements made by the Chairman.

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 Committee 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. **Financial Information**

8.1 To note the reconciliations for December 2018 and January 2019, and the **Chairman to sign** and verify against the bank statements seen. **(See attached).**

8.2 To note the accounts to January 2019. **(See attached).**

8.3 To approve the list of payments made in December 2018 and January 2019 respectively, and the **Chairman to sign.** **(See attached).**

8.4 To approve the petty cash schedule to 4th February 2019 **(See attached).**

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

Date	Amount
20/11/2018	£15,000
19/12/2018	£15,000
18/01/2019	£10,000
25/01/2019	£500
25/01/2019	£15,000
05/02/2019	£5,000
05/02/2019	£10,000

**8.6 To note the material variances report. Financial Regulations 4 4.8 refers.
Month 10 spend, including 15% variance 96%**

Code	Title	Spend/Budget	%	Explanation
101/4059	Professional fees	3,005/2,400	125.2	Valuation of Council artefacts and Occupational Health appointments respectively.
103/4084	Town Promotion	3,000/4,000	133.3	Town map for which there will be a contribution from the Warminster Villages Partnership.
104/4087	Civic Events	4,167/2,000 – less income: £2,961/2,000	208.3	Note income received from Civic event £1,206; balances carried over from 2018/2019, items for the Civic Service require recoding to 104/4087
301/4020	Consumables & other expenses	1,250/1,600	128	Reflects increased footfall at the Civic Centre.

9. Clerk's Report

For Members information only. To ensure that the information provided is as current as possible, this report will be forwarded to members by Friday 1st March.

10. Interim Audit

Warminster Town Council's internal auditor, Chris Hackett of Auditing Solutions Ltd, has now completed the Council's interim audit. His summary conclusion is, 'Overall, we are pleased to conclude that, in the areas examined to date this year, the Council continues to operate effective control systems that should help ensure that transactions are recorded accurately in the financial ledger and, subsequently, the detailed Statement of Accounts and Annual Return'.

The report is attached for members to note, as, in accordance with the Practitioners' Guide, the report will be formally presented to the Council at its next meeting. **(See attached).**

For members to note.

11. Council Grants 2019/20/21

At the Finance and Assets Committee meeting held on Monday 5th November 2018, **(FA/18/053 refers)**, and subsequent Council meeting at which the 2019-2020 budget was set, Members agreed to award three tiers of grants: small, large and specific. **(See attached summary note).**

The grant application form and procedures, therefore, require amendment. **(See attached).**

Members are requested to consider and resolve on the following:

1. That applications for large grants shall be sought, via adverts, newsletter and other appropriate medium, annually for consideration by the Finance and Assets Committee at their June meeting.
2. That applications for small grants shall be sought, via adverts, newsletter and other appropriate medium, and will be allowed throughout the year for consideration at the next scheduled Finance and Assets Committee.
3. That applications for specific grant awards should be made by 30th September each year so they can be included in the precept setting process, for presentation to the Finance and Assets Committee in October.
4. That officers update the application form and Terms and Conditions of grants, in line with the above.

12. Town Promotion Sub-Committee

To approve the minutes of the Town Promotion Sub-Committee meeting held on 7th January 2019, and to agree all actions contained therein. **(See enclosed).**

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

13. To receive legal advice

The public and press will be invited to return to the meeting after item 13 has been completed.

14. Communications

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

Provisional Date of next meeting: Monday 10th June 2019

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.

Bank Reconciliation Statement as at: 31/12/2018 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	31/12/2018	29	5,000.00
Current Account	31/12/2018	420	826,066.05
			<u>831,066.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/10/2018 109551 Warminster Community Hub		6,000.00	6,000.00
			<u>825,066.05</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>825,066.05</u>
		Balance per Cash Book is :-	825,024.05
		Difference Excluding Adjustments is :-	42.00
<u>Adjustments to Reconciliation</u>			
15/10/2018 Wiltshire Council		42.00	42.00
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Chris Hackett for Auditing Solutions Ltd

054857_365 9/ 12 00007 110511 22024 39700

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



Your Statement

Account Summary

Opening Balance	871,053.10
Payments In	8,146.81
Payments Out	53,133.86
Closing Balance	826,066.05

Interest Rate - Valid as at end date of the statement period
0.50% AER

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

1 December to 31 December 2018

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496 420

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Nov 18	BALANCE BROUGHT FORWARD			871,053.10
03 Dec 18	TFR TRANSFER 91001000	3,074.03		867,979.07
04 Dec 18	TFR TRANSFER 91001000		1,265.54	869,244.61
05 Dec 18	TFR TRANSFER 91001000		143.59	869,388.20
06 Dec 18	TFR TRANSFER 91001000		448.82	869,837.02
07 Dec 18	TFR TRANSFER 91001000		126.00	869,963.02
10 Dec 18	TFR TRANSFER 91001000	3,518.32		866,444.70
11 Dec 18	TFR TRANSFER 91001000	118.93		866,325.77
12 Dec 18	TFR TRANSFER 91001000		1,069.03	867,394.80
13 Dec 18	TFR TRANSFER 91001000		64.00	867,458.80
17 Dec 18	TFR TRANSFER 91001000		4,929.58	872,388.38
18 Dec 18	TFR TRANSFER 91001000		5.75	872,394.13
19 Dec 18	TFR 404523 91001000			
	INTERNET TRANSFER	15,000.00		
	TFR TRANSFER 91001000	769.29		856,624.84
20 Dec 18	TFR TRANSFER 91001000	500.00		856,124.84
21 Dec 18	TFR TRANSFER 91001000	22,340.28		833,784.56
22 Dec 18	TFR TRANSFER 91001000		94.50	833,879.06
24 Dec 18	TFR TRANSFER 91001000	1,364.94		832,514.12
27 Dec 18	TFR TRANSFER 91001000	570.31		831,943.81
28 Dec 18	TFR TRANSFER 91001000	5,083.87		826,859.94
31 Dec 18	TFR TRANSFER 91001000	793.89		826,066.05
31 Dec 18	BALANCE CARRIED FORWARD			826,066.05

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22.01.19

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'.

HSBC UK Bank plc
Registered in England and Wales with registration number 09928412
Registered office: 1 Centenary Square, Birmingham B1 1HQ,
United Kingdom

RFB1898 MCP50300 07/18 © HSBC Group 2018

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**.

1 December to 31 December 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 29

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			1,642.23
	DD SE GAS LIMITED	1,726.10		
	TFR TRANSFER 21136496		5,083.87	5,000.00
31 Dec 18	CR THE AVENUE SURGERY		33.60	
	DD HILLS WASTE SOLUTI	540.39		
	CHQ 109561	47.10		
	SO HUNOT HR	240.00		
	TFR TRANSFER 21136496		793.89	5,000.00
31 Dec 18	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

AG. 22.01.19

1 December to 31 December 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 27

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			13,266.68
	BP OFFICE RIGHT			
	55600	58.09		
	BP PROSEC CONSULTANCY			
	1573	253.20		
	BP ROUNDSTONE CAT			
	38691/90	130.20		
	BP ROUNDSTONE CAT			
	38806	403.61		
	BP ROUNDSTONE VENDING			
	26179	120.00		
	BP WCR			
	SLA 4TH QTR 18 19	2,500.00		
	BP WARM COMM CH			
	WCC2967		128.00	
18 Dec 18	TFR TRANSFER 21136496	4,929.58		5,000.00
	CR MV- 17760605 -1312		5.75	
19 Dec 18	TFR TRANSFER 21136496	5.75		5,000.00
	CR MV- 17760605 -1412		9.00	
	CR MV- 21574633 -1412		21.00	
	BP WPP nov 18			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	198.10		
	DD S/LINE 40237583	31.24		
	DD S/LINE 40216829	21.32		
	DD OFFICE EVOLUTION	330.64		
	BP AJC DRAINAGE			
	20005	156.00		
	BP AMAZON BUSINESS			
	5168353	16.37		
	BP AMAZON BUSINESS			
	1164366	15.90		
	BP AMAZON BUSINESS			
	7037135	99.00		
	BP AMAZON BUSINESS			
	2816376	19.98		
	BP OFFICE RIGHT			
	048657	105.30		
	BP ROUNDSTONE VENDING			
	26248	52.00		
	BP WILTSHIRE C/TAX			
	90316153	59.50		
	TFR 404523 21136496			
	INTERNET TRANSFER		15,000.00	
	BALANCE CARRIED FORWARD			18,924.65

1 December to 31 December 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 28

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			18,924.65
	BP WHEELERS			
	962568/2495/2517	14,693.94		
20 Dec 18	TFR TRANSFER 21136496		769.29	5,000.00
	CHQ 109556	500.00		
21 Dec 18	TFR TRANSFER 21136496		500.00	5,000.00
	BP Dec 2018 pay			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	16,624.55		
	BP LGPS			
	WC PENSION FUND	5,453.70		
	BIB BACS PAYMENT	32.12		
	DD VWFS UK LIMITED	150.05		
	DD TOLCHARDS LTD			
	DR TOTAL CHARGES	79.86		
	TO 29NOV2018			
22 Dec 18	TFR TRANSFER 21136496		22,340.28	5,000.00
	BP DEB'S DANCE			
	WCC2959		94.50	
24 Dec 18	TFR TRANSFER 21136496	94.50		5,000.00
	DD BOC MANCHESTER ACC	31.86		
	CHQ 109558	65.00		
	BP FLYING COLOURS ENT			
	FC1917	624.00		
	BP AVON PRINTING SERV			
	42597	51.00		
	BP COMPLETE FIRE SERV			
	100005634	33.60		
	BP ESE DIRECT			
	11103942	482.82		
	BP LOVEMead GP PRACTI			
	KIM BANKS29.10.72	70.00		
	BP AMAZON BUSINESS			
	7037133	6.66		
27 Dec 18	TFR TRANSFER 21136496		1,364.94	5,000.00
	CR MV- 17760605 -2012		23.95	
	DD GOCARDLESS	200.76		
	DD VWFS UK LIMITED	383.14		
	DD BOOKER LTD -BK	136.36		
	CR F F			
	FALLON INV WCC2986		126.00	
28 Dec 18	TFR TRANSFER 21136496		570.31	5,000.00
	CR MV- 17760605 -2212		9.80	
	CR MV- 17760605 -2312		23.15	
	DD SOUTHERN ELECTRIC	3,390.72		
	BALANCE CARRIED FORWARD			1,642.23

1 December to 31 December 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 25

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,448.82
	TFR TRANSFER 21136496	448.82		5,000.00
07 Dec 18	CR WEIGHT WATCHERS UK		126.00	
	TFR TRANSFER 21136496	126.00		5,000.00
10 Dec 18	CR THE SOUTHERN CO-OP		42.00	
	BP HMRC			
	HMRC			
	BIB BACS PAYMENT	4,399.82		
	CR WARMINSTER & K9QF		600.00	
	WARMINSTER & DISTR			
	CR COOPER AND TANNER		75.00	
	COOPER & TANNER			
	CR UNISON WILTSHIRE A		70.00	
	UNISON2			
	CR DR P A JONES		94.50	
	DR PAULINE JONES			
11 Dec 18	TFR TRANSFER 21136496	118.93	3,518.32	5,000.00
	DD BOOKER LTD -BK			
	TFR TRANSFER 21136496		118.93	5,000.00
12 Dec 18	CR CASH IN AT HSBC BANK PLC		1,240.05	
	FROME			
	CR MV- 17760605 -0712		10.05	
	CR MV- 17760605 -0912		30.25	
	CR MV- 21574633 -0812		8.00	
	DD WEST MERCIA ENERGY	376.82		
	CR CB LAND WARFARE CE		31.50	
	WCC2828			
	CR CB LAND WARFARE CE		31.50	
	WCC2854			
	CR S Waldron		94.50	
	WCC2956			
13 Dec 18	TFR TRANSFER 21136496	1,069.03		5,000.00
	CR Gunnell Martin		84.00	
	WCC2995			
	CR CHQ IN AT HSBC BANK PLC		84.00	
	FROME			
	DR CHARGE			
	AUTO TRANSFER	20.00		
17 Dec 18	TFR TRANSFER 21136496	64.00		5,084.00
	CR AGE UK WILTSHIRE -		126.00	
	DD TIMICO/KECONNECT	477.60		
	DD WILTSHIRE COUNCIL	15.00		
	DD WILTSHIRE COUNCIL	672.00		
	DD WILTSHIRE COUNCIL	516.00		
	DD WILTSHIRE COUNCIL	288.00		
	BALANCE CARRIED FORWARD			3,241.40

1 December to 31 December 2018

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 26

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			3,241.40
CR	SEAFARERS UK(KING AFCFT		20,000.00	
BP	ABSOLUTE SAFETY TR 0050AST	125.00		
BP	ASHTON FARMS 1053959	107.40		
BP	ASHTON FARMS 1056738	32.18		
BP	BRANDON HIRE 62121496	117.36		
BP	BRANDON HIRE 62121393	117.36		
BP	TOTAL HYGIENE OP/1146698	32.00		
BP	DANNY DONKEY & PALS 181124	50.00		
BP	DOWNLANDSTREESURGE 1009	2,448.00		
BP	MIRAGE SIGNS 34334	1,440.00		
BP	S SEAGROVE STREET ORGAN	195.00		
BP	AHEADFORPR 0435	375.00		
BP	AMAZON BUSINESS 9395533	7.03		
BP	AMAZON BUSINESS 33963	5.92		
BP	AMAZON BUSINESS 277198311	58.97		
BP	AMAZON BUSINESS 126647351	3.99		
BP	AVON PRINTING SERV 42462	177.00		
BP	COATES & PARKER 41441	99.36		
BP	COMPLETE FIRE SERV 100005562	324.00		
BP	DCK BEAVERS LTD TPC8315	902.04		
BP	NISBETS 17958147	115.53		
BP	IDVERDE 763802/803/681/682	3,241.58		
	BALANCE CARRIED FORWARD			13,266.68

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



RECEIVED Your Statement

04 JAN 2019

Account Summary

Opening Balance	5,000.00
Payments In	78,946.07
Payments Out	78,946.07
Closing Balance	5,000.00

1 December to 31 December 2018

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

24

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Nov 18	BALANCE BROUGHT FORWARD			5,000.00
03 Dec 18	DD WESSEX LIFT CO FIRST PAYMENT	118.50		
	DD AVIVA	1,407.51		
	DD WATER2BUSINESS	32.00		
	DD WATER2BUSINESS	1,917.50		
	DD WATER2BUSINESS	255.50		
	CR Hervin Robin J71 P508 LODGE REN		329.98	
	CR PROGRESS PHY LTD PROGPHYS WCC2929		126.00	
	CR S Waldron WCC2934		126.00	
	CR Fraser Enterprises XMAS TREES CORDENS		75.00	
	TFR TRANSFER 21136496		3,074.03	5,000.00
04 Dec 18	CR MV- 17760605 -2911		2.70	
	CR CASH IN P.O. DEC04 6-10 THE MAL@11:42		1,262.84	
	TFR TRANSFER 21136496	1,265.54		5,000.00
05 Dec 18	CR MV- 17760605 -0112		5.00	
	CR MV- 17760605 -0212		7.50	
	CR MV- 17760605 -3011		28.20	
	CR WILTSHIRE COUNCIL		34.99	
	CR MV- 21574633 -3011		67.90	
	TFR TRANSFER 21136496	143.59		5,000.00
06 Dec 18	CR CHQ IN AT 407080		524.00	
	DD SGW PAYROLL LTD	75.18		
	BALANCE CARRIED FORWARD			5,448.82

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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Bank Reconciliation Statement as at: 31/01/2019 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	31/01/2019	34	5,000.00
Current Account	31/01/2019	423	832,637.56
			<u>837,637.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/10/2018 109551 Warminster Community Hub		6,000.00	
11/01/2019 109562 J & K Burton		42.00	
			<u>6,042.00</u>
			831,595.56
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			831,595.56
		Balance per Cash Book is :-	831,595.56
		Difference is :-	0.00

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

1 January to 31 January 2019

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 21136496 423

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			791,485.66
28 Jan 19	TFR TRANSFER 91001000		9,115.14	800,600.80
29 Jan 19	TFR TRANSFER 91001000		32,098.31	832,699.11
30 Jan 19	TFR TRANSFER 91001000	184.05		832,515.06
31 Jan 19	TFR TRANSFER 91001000		122.50	832,637.56
31 Jan 19	BALANCE CARRIED FORWARD			832,637.56

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).

078054_031 7/ 10 00007 102869 20545 39700

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



Your Statement

Account Summary

Opening Balance	826,066.05
Payments In	47,605.04
Payments Out	41,033.53
Closing Balance	832,637.56

Interest Rate - Valid as at end date of the statement period
0.50% AER

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

1 January to 31 January 2019

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496 422

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Dec 18	BALANCE BROUGHT FORWARD			826,066.05
02 Jan 19	TFR TRANSFER 91001000	2,520.23		823,545.82
03 Jan 19	TFR TRANSFER 91001000		47.05	823,592.87
04 Jan 19	TFR TRANSFER 91001000	319.44		823,273.43
06 Jan 19	TFR TRANSFER 91001000		1,126.16	824,399.59
07 Jan 19	TFR TRANSFER 91001000		126.00	824,525.59
08 Jan 19	TFR TRANSFER 91001000		615.55	825,141.14
09 Jan 19	TFR TRANSFER 91001000	4,957.30		820,183.84
10 Jan 19	TFR TRANSFER 91001000		198.92	820,382.76
12 Jan 19	TFR TRANSFER 91001000	20.00		820,362.76
14 Jan 19	TFR TRANSFER 91001000		2,405.63	822,768.39
15 Jan 19	TFR TRANSFER 91001000	1,734.23		821,034.16
16 Jan 19	TFR TRANSFER 91001000		528.80	821,562.96
17 Jan 19	TFR TRANSFER 91001000		771.38	822,334.34
18 Jan 19	TFR 404523 91001000			
	INTERNET TRANSFER	10,000.00		
	TFR TRANSFER 91001000	580.07		811,754.27
21 Jan 19	TFR TRANSFER 91001000	610.99		811,143.28
22 Jan 19	TFR TRANSFER 91001000	291.71		810,851.57
23 Jan 19	TFR TRANSFER 91001000		124.10	810,975.67
24 Jan 19	TFR TRANSFER 91001000		199.50	811,175.17
25 Jan 19	TFR 404523 91001000			
	INTERNET TRANSFER	500.00		
	TFR 404523 91001000			
	INTERNET TRANSFER	15,000.00		
	TFR TRANSFER 91001000	4,315.51		791,359.66
27 Jan 19	TFR TRANSFER 91001000		126.00	791,485.66
	BALANCE CARRIED FORWARD			791,485.66

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

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1 January to 31 January 2019

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 33

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,322.33
	BP WHEELERS			
	963169/170	• 902.40 ✓		
21 Jan 19	TFR TRANSFER 21136496		cl 580.07	5,000.00
	DD S/LINE 43677721	• 31.42 ✓		
	DD S/LINE 43652679	• 18.22 ✓		
	DD VWFS UK LIMITED	• 32.12 ✓		
	DD TOLCHARDS LTD	• 471.16 ✓		
	DR TOTAL CHARGES			
	TO 30DEC2018	• 58.07 ✓		
22 Jan 19	TFR TRANSFER 21136496		cl 610.99	5,000.00
	CR MV- 17760605 -1701		• 9.60 ✓	
	BP WPPDec18			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 199.00 ✓		
	DD BOOKER LTD -BK	• 127.51 ✓		
	CR Friends of Warmins			
	FOWP WCC3027		• 25.20 ✓	
23 Jan 19	TFR TRANSFER 21136496		cl 291.71	5,000.00
	CR MV- 17760605 -1901		• 5.50 ✓	
	CR MV- 17760605 -1801		• 5.60 ✓	
	CR MV- 17760605 -2001		• 18.50 ✓	
	CR F F			
	FALLON INV WCC3008		• 94.50 ✓	
24 Jan 19	TFR TRANSFER 21136496	cl 124.10		5,000.00
	CR ROCK CHOIR LIMITED		• 157.50 ✓	
	CR WILTSHIRE COUNCIL		• 42.00 ✓	
25 Jan 19	TFR TRANSFER 21136496	cl 199.50		5,000.00
	CR AVIVA		2,700.00	
	BP Jan pay 2019			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 16,125.20 ✓		
	BP LGPS Jan 2019			
	WC PENSION FUND			
	BIB BACS PAYMENT	• 5,509.14 ✓		
	DD VWFS UK LIMITED	• 383.14 ✓		
	DD BOC MANCHESTER ACC	• 31.86 ✓		
	TFR 404523 21136496		cl 500.00	
	INTERNET TRANSFER		cl 15,000.00	
	TFR 404523 21136496			
	INTERNET TRANSFER			
	BP NATHANIEL GOODING			
	JAN PAY 2019	cl 466.17		
	TFR TRANSFER 21136496		cl 4,315.51	5,000.00
	BALANCE CARRIED FORWARD			5,000.00

1901
Total 213

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1 January to 31 January 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 34

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
27 Jan 19	CR BALANCE BROUGHT FORWARD S Waldron WCC2985			5,000.00
	TFR TRANSFER 21136496	126.00	126.00	5,000.00
28 Jan 19	CR HMRC VAT REPAY		9,315.90	
	DD GOCARDLESS	200.76		
	TFR TRANSFER 21136496	9,115.14		5,000.00
29 Jan 19	CR CHQ IN AT 407080		31,548.14	
	CR AGE UK WILTSHIRE - 2992		84.00	
	CR GOODING NATHANIEL		466.17	
	TFR TRANSFER 21136496	32,098.31		5,000.00
30 Jan 19	CR MV- 17760605 -2701		12.50	
	CR MV- 17760605 -		16.00	
	CR MV- 17760605 -2601		27.45	
	SO HUNOT HR	240.00		
	TFR TRANSFER 21136496		184.05	5,000.00
31 Jan 19	CR THE AVENUE SURGERY 3012/2026		187.80	
	DD HILLS WASTE SOLUTI	233.30		
	CR PROGRESS PHY LTD			
	PROGPHYS WCC2981		168.00	
	TFR TRANSFER 21136496	122.50		5,000.00
31 Jan 19	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

1 January to 31 January 2019

Account Name

Warminster Town Council

Your Statement

Sortcode Account Number Sheet Number

40-45-23 91001000 31

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,615.55
	TFR TRANSFER 21136496	46 615.55		5,000.00
09 Jan 19	CR MV- 17760605 -0501		• 34.20	
	CR MV- 17760605 -0601		• 35.55	
	CR MV- 17760605 -0401		• 40.55	
	BP HMCR Dec pay			
	HMRC			
	BIB BACS PAYMENT	• 4,673.73		
	DD WEST MERCIA ENERGY	• 393.87		
	TFR TRANSFER 21136496		46 4,957.30	5,000.00
10 Jan 19	CR ROCK CHOIR LIMITED 2994		• 157.50	
	DD SOUTHERN ELECTRIC	• 84.58		
	CR DR P A JONES			
	DR PAULINE JONES 300 6		• 126.00	
	TFR TRANSFER 21136496	46 198.92		5,000.00
12 Jan 19	DR CHARGE			
	AUTO TRANSFER	• 20.00		
	TFR TRANSFER 21136496		46 20.00	5,000.00
14 Jan 19	CR THE SOUTHERN CO-OP 2962		• 42.00	
	BP Ceroc Live			
	CEROC NYE DRINKS 3025		• 303.48	
	CR CASH IN P.O. JAN14			
	6-10 THE MAL@13:03			
	TFR TRANSFER 21136496	46 2,405.63	2,060.15	5,000.00
15 Jan 19	CR MV- 17760605 -1001		• 6.50	
	DD TIMICO/KECONNECT	• 459.73		
	DD WILTSHIRE COUNCIL	• 15.00		
	DD WILTSHIRE COUNCIL	• 672.00		
	DD WILTSHIRE COUNCIL	• 516.00		
	DD WILTSHIRE COUNCIL	• 288.00		
	BP MF (SUPPORT)			
	COPHEAP HALL HIRE 2967		• 210.00	
	TFR TRANSFER 21136496		46 1,734.23	5,000.00
16 Jan 19	CR AGE UK WILTSHIRE - 3015		• 84.00	
	CR MV- 17760605 -1101		• 13.00	
	CR MV- 17760605 -1301		• 24.10	
	CR MV- 17760605 -		• 48.60	
	CR MV- 21574633 -1101		• 5.00	
	CR WATER2BUSINESS		• 354.10	
	TFR TRANSFER 21136496	46 528.80		5,000.00
17 Jan 19	CR CHQ IN AT 407080		737.10	
	DD OFFICE EVOLUTION	• 161.72		
	CR HISLOP-NEWTON J &			
	WCC3020LPM		• 126.00	
	BALANCE CARRIED FORWARD			5,701.38

1 January to 31 January 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 32

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,701.38
	CR BUSINESS SENSE COA WCC3016		70.00	
18 Jan 19	TFR TRANSFER 21136496	£771.38		5,000.00
	CR WEIGHT WATCHERS UK 2079		168.00	
	CR LLOYDS PHARMACY 2999		126.00	
	CR WILTSHIRE COUNCIL 5001		105.00	
	BP ADT FIRE & SEC 40456778-15	474.00		
	BP AHEADFORPR 0436	375.00		
	BP AID TRAINING 64157	120.00		
	BP AMAZON BUSINESS 9262618	17.68		
	BP AMAZON BUSINESS 0032329	35.98		
	BP COATES & PARKER 41716	231.84		
	BP DESIGNER MARK 2050	450.00		
	BP GB HEATING 0692L	222.00		
	TFR 404523 21136496 INTERNET TRANSFER		£10,000.00	
	BP IDVERDE 764872/871/787/788	6,188.78		
	BP DAN HIRE DEP 05/05/19	84.00		
	BP DCK BEAVERS LTD TPC8372	914.88		
	BP DORMA UK LTD 222275/222302	402.00		
	BP MOVIOLA LTD 21.11.18	93.43		
	BP NICKS SHOE REPAIRS 0011	56.50		
	BP NISBETS 18209811	95.00		
	BP OFFICE RIGHT 56237	49.92		
	BP WOOLLEY & WALLIS 10200	180.00		
	BP WATER 2 BUSINESS 5310523689017	85.66		
	BALANCE CARRIED FORWARD			5,322.33

078054_031 1/ 10 00007 102863 20545 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	94,022.26
Payments Out	94,022.26
Closing Balance	5,000.00

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

1 January to 31 January 2019

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000 30

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Dec 18	BALANCE BROUGHT FORWARD			5,000.00
02 Jan 19	CR NHS BLOOD TRANSPLA		604.80	
	DD AVIVA	1,407.51		
	DD WATER2BUSINESS	32.00		
	DD WATER2BUSINESS	1,917.50		
	DD WATER2BUSINESS	255.50		
	CR Hervin Robin			
	J71 P508 LODGE REN		329.98	
	BP MF (SUPPORT)			
	COPHEAP HALL HIRE 2958		157.50	
	TFR TRANSFER 21136496		2,520.23	5,000.00
03 Jan 19	CR MV- 17760605 -3012		47.05	
	TFR TRANSFER 21136496	47.05		5,000.00
04 Jan 19	CR LLOYDS PHARMACY 2978		94.50	
	DD SGW PAYROLL LTD	77.16		
	DD GRENKELEASING LIM	336.78		
	TFR TRANSFER 21136496		319.44	5,000.00
06 Jan 19	CR GROSS INTEREST			
	TO 05JAN2019			
	FOR ACCOUNT			
	404523 21136496		1,126.16	
	TFR TRANSFER 21136496	1,126.16		5,000.00
07 Jan 19	CR PROGRESS PHY LTD			
	PROGPHYS WCC2957		126.00	
	TFR TRANSFER 21136496	126.00		5,000.00
08 Jan 19	CR MV- 17760605 -0301		15.55	
	CR WARMINSTER & K9QF			
	WARMINSTER & DISTR 2843		600.00	
	BALANCE CARRIED FORWARD			5,615.55

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:

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When you use your card outside the UK, your statement will show where the transaction took place, the amount spent in foreign 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 debit card payments in a foreign currency (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

For 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 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 foreign currency 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. 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.

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.

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 outside the UK, please call us on **44 1442 422 929**.

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Month No : 10

January 2019

Finance & Assets

		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	11,076	106,805	130,800	23,995		23,995	81.7 %
4008	Training	0	1,264	2,000	736		736	63.2 %
4009	Travel	133	232	350	118		118	66.3 %
4010	Health & Safety	0	0	500	500		500	0.0 %
4013	Rent Payable (Internal)	0	27,900	37,200	9,300		9,300	75.0 %
4020	Consumables & Other Expenses	10	1,062	2,500	1,438		1,438	42.5 %
4022	Postage & Telephone	236	2,370	2,000	-370		-370	118.5 %
4023	Printing & Stationery	298	1,459	2,350	891	-22	912	61.2 %
4024	Photocopier Charges	125	2,145	4,123	1,978		1,978	52.0 %
4025	IT (Website & Email)	798	3,296	5,000	1,704		1,704	65.9 %
4027	Subscriptions and Publications	0	3,640	3,000	-640		-640	121.3 %
4028	Insurance	762	6,794	8,000	1,206		1,206	84.9 %
4030	Recruitment Advertising	0	275	0	-275		-275	0.0 %
4036	Repairs and Renewals	0	0	1,000	1,000		1,000	0.0 %
4040	Equipment/Furniture	0	119	1,000	881		881	11.9 %
4056	Accountancy Fees	1,089	7,430	7,500	70		70	99.1 %
4057	Audit Fees	0	-300	2,140	2,440		2,440	-14.0 %
4058	Legal Fees	0	0	1,000	1,000		1,000	0.0 %
4059	Other Professional Fees	200	3,005	2,400	-605		-605	125.2 %
4060	Bank Charges	78	1,066	750	-316		-316	142.2 %
	Council Administration :- Expenditure	14,806	168,564	213,613	45,049	-22	45,071	78.9 %
1176	Precept	0	749,012	749,012	0			100.0 %
1177	Precept Allocation	0	-46,000	-46,000	0			100.0 %
1190	Interest Receivable	1,126	2,501	2,000	501			125.1 %
1193	Miscellaneous Income	150	206	0	206			0.0 %
1300	Dog Bag Sales	79	855	0	855			0.0 %
	Council Administration :- Income	1,356	706,574	705,012	1,562			100.2 %
	Net Expenditure over Income	13,451	-538,009	-491,399	46,610			
102	<u>Civic and Democratic</u>							
4033	Advertising	0	129	0	-129		-129	0.0 %
4079	Mayoral Expenses Prior Year	0	394	0	-394		-394	0.0 %
4080	Mayoral Expenses	92	214	1,000	786		786	21.4 %
4082	Town Crier	0	465	500	35		35	93.1 %
4086	Civic Regalia	0	893	0	-893		-893	0.0 %
4110	Elections	0	5,533	0	-5,533		-5,533	0.0 %

Month No : 10

January 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
5315	Tfr from Capital Projects	0	-773	0	773		773	0.0 %
5319	Tfr from Elections Reserve	0	-5,533	0	5,533		5,533	0.0 %
6319	Tfr to Elections Reserve	0	5,000	5,000	0		0	100.0 %
	Civic and Democratic :- Expenditure	92	6,322	6,500	178	0	178	97.3 %
1193	Miscellaneous Income	0	21	0	21			0.0 %
	Civic and Democratic :- Income	0	21	0	21			
	Net Expenditure over Income	92	6,301	6,500	199			
103	<u>Policy and Communications</u>							
4033	Advertising	339	1,999	2,500	501		501	80.0 %
4034	Newsletter	0	415	2,150	1,735		1,735	19.3 %
4083	Civic Promotion\Consultation	0	1,930	2,500	570		570	77.2 %
4084	Town Promotion	2,800	4,000	3,000	-1,000		-1,000	133.3 %
	Policy and Communications :- Expenditure	3,139	8,344	10,150	1,806	0	1,806	82.2 %
	Net Expenditure over Income	3,139	8,344	10,150	1,806			
104	<u>Council Events</u>							
4032	Adverts - Events	110	478	500	22		22	95.5 %
4034	Newsletter	0	285	0	-285		-285	0.0 %
4081	Civic Events	50	4,167	2,000	-2,167		-2,167	208.3 %
4087	Civic Service	0	369	0	-369		-369	0.0 %
4706	Christmas Lights	5,306	18,258	18,000	-258		-258	101.4 %
4717	WWI Commemorations	0	952	1,000	48		48	95.2 %
4720	Remembrance Service	0	1,722	800	-922		-922	215.2 %
	Council Events :- Expenditure	5,466	26,231	22,300	-3,931	0	-3,931	117.6 %
1701	Christmas Events Income	0	3,316	2,900	416			114.3 %
1702	Civic Events Income	75	1,206	0	1,206			0.0 %
	Council Events :- Income	75	4,521	2,900	1,621			155.9 %
	Net Expenditure over Income	5,391	21,710	19,400	-2,310			
107	<u>Grants and Projects</u>							
4701	Small Grants - Permitted	0	2,750	8,000	5,250		5,250	34.4 %
4702	Grants - S137	0	112	0	-112		-112	0.0 %
4703	WCR Community Radio SLA	0	12,500	10,000	-2,500		-2,500	125.0 %
4704	Warminster Community Hub SLA	0	6,000	6,000	0		0	100.0 %
4707	Catenary Cable Maintenance	9	79	1,600	1,521		1,521	5.0 %
4708	Grant - CAB	0	2,000	2,000	0		0	100.0 %

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January 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4710	Enterprise Warminster	225	2,596	4,000	1,404		1,404	64.9 %
4712	Grant - Warminster Carnival	0	3,000	3,000	0		0	100.0 %
4715	INSPIRE	-4	3,382	3,500	118		118	96.6 %
4718	Warminster Wobble	0	3,000	3,000	0		0	100.0 %
Grants and Projects :- Expenditure		230	35,419	41,100	5,681	0	5,681	86.2 %
Net Expenditure over Income		230	35,419	41,100	5,681			
202	<u>Dewey House</u>							
4011	Rates	1,032	5,160	5,210	50		50	99.0 %
4012	Water Rates	200	429	500	71		71	85.7 %
4014	Electricity and Gas	0	684	3,000	2,316		2,316	22.8 %
4016	Cleaning	0	13	0	-13		-13	0.0 %
4020	Consumables & Other Expenses	-6	199	0	-199		-199	0.0 %
4028	Insurance	118	1,038	1,250	212		212	83.1 %
4035	Refuse Collection\Bin Emptying	35	237	575	338		338	41.2 %
4036	Repairs and Renewals	0	150	1,500	1,350		1,350	10.0 %
4037	Maintenance Contracts	117	117	1,250	1,133		1,133	9.4 %
4040	Equipment/Furniture	0	490	0	-490		-490	0.0 %
Dewey House :- Expenditure		1,497	8,517	13,285	4,768	0	4,768	64.1 %
1005	Rent Received	0	5,400	7,200	-1,800			75.0 %
Dewey House :- Income		0	5,400	7,200	-1,800			75.0 %
Net Expenditure over Income		1,497	3,117	6,085	2,968			
209	<u>Outside Services</u>							
4001	Salaries	3,415	33,790	45,250	11,460		11,460	74.7 %
4007	Uniform	0	197	400	203		203	49.3 %
4042	Vehicle Costs	346	4,463	5,500	1,037		1,037	81.2 %
Outside Services :- Expenditure		3,761	38,450	51,150	12,700	0	12,700	75.2 %
Net Expenditure over Income		3,761	38,450	51,150	12,700			
210	<u>Town Park</u>							
4001	Salaries	0	13,914	0	-13,914		-13,914	0.0 %
4008	Training	0	133	0	-133		-133	0.0 %
4011	Rates	576	2,880	0	-2,880		-2,880	0.0 %
4012	Water Rates	436	14,051	4,500	-9,551		-9,551	312.2 %
4014	Electricity and Gas	242	2,107	2,000	-107		-107	105.4 %
4016	Cleaning	0	11	0	-11		-11	0.0 %

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January 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4020	Consumables & Other Expenses	0	312	0	-312		-312	0.0 %
4023	Printing & Stationery	0	70	0	-70		-70	0.0 %
4028	Insurance	98	1,288	2,100	812		812	61.3 %
4035	Refuse Collection\Bin Emptying	236	1,370	30,000	28,630		28,630	4.6 %
4036	Repairs and Renewals	2,600	5,428	25,000	19,572		19,572	21.7 %
4037	Maintenance Contracts	0	997	1,000	3		3	99.7 %
4038	Grounds Maintenance	2,892	28,216	38,000	9,784		9,784	74.3 %
4040	Equipment/Furniture	0	3,665	0	-3,665		-3,665	0.0 %
4058	Legal Fees	70	70	0	-70		-70	0.0 %
4085	Town Park Events	0	2,360	2,100	-260		-260	112.4 %
	Town Park :- Expenditure	7,150	76,871	104,700	27,829	0	27,829	73.4 %
1006	Rent - 23 Weymouth St	330	3,300	3,960	-660			83.3 %
1020	Town Park Events Income	0	183	0	183			0.0 %
1550	Boats Income	0	3,320	3,000	320			110.7 %
	Town Park :- Income	330	6,803	6,960	-157			97.7 %
	Net Expenditure over Income	6,820	70,068	97,740	27,672			
211	Open Spaces							
4012	Water Rates	12	25	30	5		5	84.1 %
4033	Advertising	0	55	0	-55		-55	0.0 %
4038	Grounds Maintenance	694	19,770	9,000	-10,770		-10,770	219.7 %
4040	Equipment/Furniture	0	87	1,000	913		913	8.7 %
	Open Spaces :- Expenditure	706	19,938	10,030	-9,908	0	-9,908	198.8 %
	Net Expenditure over Income	706	19,938	10,030	-9,908			
212	Cemetery and Churchyard							
4011	Rates	29	149	140	-9		-9	106.6 %
4028	Insurance	78	684	825	141		141	83.0 %
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	107	834	1,115	281	-8,246	8,527	-664.8 %
1212	Burial Fees	0	1,065	1,500	-435			71.0 %
	Cemetery and Churchyard :- Income	0	1,065	1,500	-435			71.0 %
	Net Expenditure over Income	107	-231	-385	-154			

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January 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
213	<u>Public Conv - Town Park</u>							
4011	Rates	0	0	2,600	2,600		2,600	0.0 %
4038	Grounds Maintenance	0	629	0	-629		-629	0.0 %
4200	Public Toilets	629	5,847	8,000	2,153		2,153	73.1 %
	Public Conv - Town Park :- Expenditure	629	6,476	10,600	4,124	0	4,124	61.1 %
1901	Insurance Claims	2,700	2,700	0	2,700			0.0 %
	Public Conv - Town Park :- Income	2,700	2,700	0	2,700			
	Net Expenditure over Income	-2,071	3,776	10,600	6,824			
214	<u>Public Conv - Central Car Park</u>							
4011	Rates	0	0	3,650	3,650		3,650	0.0 %
4012	Water Rates	1,132	2,325	0	-2,325		-2,325	0.0 %
4014	Electricity and Gas	134	3,099	2,100	-999		-999	147.6 %
4028	Insurance	14	121	150	29		29	80.9 %
4036	Repairs and Renewals	185	330	2,000	1,670		1,670	16.5 %
4200	Public Toilets	943	10,466	11,315	849		849	92.5 %
	Public Conv - Central Car Park :- Expenditure	2,407	16,341	19,215	2,874	0	2,874	85.0 %
	Net Expenditure over Income	2,407	16,341	19,215	2,874			
215	<u>Streets Furniture</u>							
4028	Insurance	29	256	310	54		54	82.7 %
4040	Equipment/Furniture	0	4,417	1,500	-2,917		-2,917	294.5 %
4803	Baskets & Tubs	0	7,788	9,000	1,212		1,212	86.5 %
5315	Tfr from Capital Projects	0	-2,342	0	2,342		2,342	0.0 %
	Streets Furniture :- Expenditure	29	10,119	10,810	691	0	691	93.6 %
1179	Donations Received	0	570	0	570			0.0 %
	Streets Furniture :- Income	0	570	0	570			
	Net Expenditure over Income	29	9,549	10,810	1,261			
216	<u>Pavilion Cafe</u>							
4001	Salaries	2,222	21,294	32,750	11,456		11,456	65.0 %
4008	Training	50	210	0	-210		-210	0.0 %
4016	Cleaning	6	46	300	254		254	15.3 %
4020	Consumables & Other Expenses	0	1,190	2,000	810		810	59.5 %
4022	Postage & Telephone	45	476	0	-476		-476	0.0 %
4023	Printing & Stationery	0	0	200	200		200	0.0 %

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January 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4025	IT (Website & Email)	0	27	0	-27		-27	0.0 %
4035	Refuse Collection\Bin Emptying	-14	1,224	720	-504		-504	170.0 %
4036	Repairs and Renewals	126	2,676	2,000	-676		-676	133.8 %
4040	Equipment/Furniture	22	430	2,500	2,070		2,070	17.2 %
4055	Stocktaking Fees	0	120	240	120		120	50.0 %
4061	Streamline Charges	65	354	360	6		6	98.5 %
	Pavilion Cafe :- Expenditure	2,521	28,048	41,070	13,022	0	13,022	68.3 %
3540	Pavilion Purchases	168	14,588	13,750	-838		-838	106.1 %
	Pavilion Cafe :- Direct Expenditure	168	14,588	13,750	-838	0	-838	106.1 %
1600	Pavillion Cafe Sales	788	39,318	25,000	14,318			157.3 %
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	788	39,318	26,250	13,068			149.8 %
	Net Expenditure over Income	1,901	3,317	28,570	25,253			
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	396	100	-296		-296	395.5 %
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	396	54,982	54,587	0	54,587	0.7 %
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	396	45,982	45,587			
301	<u>Civic Centre</u>							
4001	Salaries	5,762	58,673	79,000	20,327		20,327	74.3 %
4005	Security Staff	-23	356	0	-356		-356	0.0 %
4007	Uniform	0	140	500	360		360	28.0 %
4008	Training	50	660	1,000	340		340	66.0 %
4011	Rates	1,344	6,720	6,900	180		180	97.4 %

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January 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012	Water Rates	503	1,024	1,500	476		476	68.3 %
4013	Rent Payable (Internal)	0	-27,900	-37,200	-9,300		-9,300	75.0 %
4014	Electricity and Gas	0	9,921	12,000	2,079		2,079	82.7 %
4016	Cleaning	6	183	500	317		317	36.5 %
4020	Consumables & Other Expenses	526	1,600	1,250	-350		-350	128.0 %
4022	Postage & Telephone	87	717	800	83		83	89.6 %
4023	Printing & Stationery	20	20	0	-20		-20	0.0 %
4025	IT (Website & Email)	0	0	300	300		300	0.0 %
4028	Insurance	207	2,513	2,230	-283		-283	112.7 %
4029	Licences	0	2,120	2,500	380		380	84.8 %
4031	Publicity & Marketing	0	0	500	500		500	0.0 %
4035	Refuse Collection\Bin Emptying	104	1,073	1,300	227		227	82.5 %
4036	Repairs and Renewals	1,674	4,849	12,000	7,151		7,151	40.4 %
4037	Maintenance Contracts	1,003	7,182	6,000	-1,182		-1,182	119.7 %
4040	Equipment/Furniture	516	1,231	1,000	-231		-231	123.1 %
4055	Stocktaking Fees	0	120	120	0		0	100.0 %
4061	Streamline Charges	31	161	300	139		139	53.7 %
4801	Events Funding	114	1,567	1,500	-67		-67	104.5 %
	Civic Centre :- Expenditure	11,924	72,929	94,000	21,071	0	21,071	77.6 %
1001	Letting Income	3,333	30,813	37,000	-6,187			83.3 %
1002	Events Income	0	1,086	2,000	-914			54.3 %
1004	Security Staff Recharged	0	130	0	130			0.0 %
1193	Miscellaneous Income	0	161	0	161			0.0 %
	Civic Centre :- Income	3,333	32,190	39,000	-6,810			82.5 %
	Net Expenditure over Income	8,591	40,739	55,000	14,261			
305	Civic Centre Bar							
4020	Consumables & Other Expenses	0	96	0	-96		-96	0.0 %
4040	Equipment/Furniture	0	0	250	250		250	0.0 %
	Civic Centre Bar :- Expenditure	0	96	250	154	0	154	38.5 %
3530	Bar Purchases	71	4,382	3,200	-1,182		-1,182	137.0 %
3531	Bar Gas & Consumables	46	364	400	36		36	91.0 %
	Civic Centre Bar :- Direct Expenditure	117	4,746	3,600	-1,146	0	-1,146	131.8 %
1580	Bar Sales	1,279	13,669	8,000	5,669			170.9 %
	Civic Centre Bar :- Income	1,279	13,669	8,000	5,669			170.9 %
	Net Expenditure over Income	-1,163	-8,826	-4,150	4,676			

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January 2019

		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	10,513	39,602	29,089		29,089	26.5 %
4902	Loan Repayment Interest	0	9,288	0	-9,288		-9,288	0.0 %
4904	CAP - Civic Centre Equipment	0	2,520	0	-2,520		-2,520	0.0 %
4909	CAP - CCTV Equipment	0	639	0	-639		-639	0.0 %
4915	CAP - Town Park	0	8,020	0	-8,020		-8,020	0.0 %
4924	CAP - Blue Plaques	0	6,950	0	-6,950		-6,950	0.0 %
5315	Tfr from Capital Projects	0	-11,179	0	11,179		11,179	0.0 %
5349	Tfr from EMR Blue Plaques	0	-6,563	0	6,563		6,563	0.0 %
6306	Tfr to CIL 2017-18	0	10,087	0	-10,087		-10,087	0.0 %
6315	Tfr to Capital Projects	0	44,000	44,000	0		0	100.0 %
6324	Tfr to Skatepark	31,301	51,301	0	-51,301		-51,301	0.0 %
6349	Tfr to Blue Plaques EMR	0	1,000	0	-1,000		-1,000	0.0 %
	Capital Expenditure :- Expenditure	31,301	126,576	83,602	-42,974	0	-42,974	151.4 %
1179	Donations Received	0	3,400	0	3,400			0.0 %
1180	Grants Recieved	0	20,000	0	20,000			0.0 %
1183	FOWP Skatepark	31,301	31,301	0	31,301			0.0 %
1710	CIL Receipts 2017-18	0	10,087	0	10,087			0.0 %
	Capital Expenditure :- Income	31,301	64,788	0	64,788			
	Net Expenditure over Income	0	61,788	83,602	21,814			
	Finance & Assets :- Expenditure	86,050	669,804	805,822	136,018	-8,268	144,286	82.1 %
	Income	41,162	877,619	805,822	71,797			108.9 %
	Net Expenditure over Income	44,889	-207,815	0	207,815			

Month No : 10

January 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Town Development</u>								
201	CCTV							
4001	Salaries	2,822	36,498	43,200	6,702		6,702	84.5 %
4008	Training	0	170	1,780	1,610		1,610	9.6 %
4014	Electricity and Gas	0	138	200	62		62	68.9 %
4020	Consumables & Other Expenses	0	19	400	381		381	4.9 %
4021	BT Redcare	0	12,503	12,503	0		0	100.0 %
4022	Postage & Telephone	73	736	1,000	264		264	73.6 %
4023	Printing & Stationery	0	6	0	-6		-6	0.0 %
4028	Insurance	93	819	1,000	181		181	81.9 %
4029	Licences	220	220	220	0		0	100.0 %
4036	Repairs and Renewals	0	3,858	3,000	-858		-858	128.6 %
4037	Maintenance Contracts	0	3,000	4,000	1,000		1,000	75.0 %
5325	Tfr from CCTV	0	0	-869	-869		-869	0.0 %
6325	Tfr to CCTV	0	0	0	0		0	0.0 %
	CCTV :- Expenditure	3,208	57,967	66,434	8,467	0	8,467	87.3 %
1177	Precept Allocation	0	46,000	46,000	0			100.0 %
1180	Grants Recieved	0	8,000	0	8,000			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	0	2,809	5,676	-2,867			49.5 %
1206	CCTV-Westbury TC Fees	0	999	9,908	-8,909			10.1 %
	CCTV :- Income	0	53,308	66,434	-13,126			80.2 %
	Net Expenditure over Income	3,208	4,659	0	-4,659			
<hr/>								
	Town Development :- Expenditure	3,208	57,967	66,434	8,467	0	8,467	87.3 %
	Income	0	53,308	66,434	-13,126			80.2 %
	Net Expenditure over Income	3,208	4,659	0	-4,659			

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Current/Instant Access Bank A/

List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2019	Aviva	Std Ord	1,407.51		Insurance
02/01/2019	Water2Business	DD01	32.00		Purchase Ledger Payment
02/01/2019	Water2Business	DD02	1,917.50		Purchase Ledger Payment
02/01/2019	Water2Business	DD03	255.50		Purchase Ledger Payment
04/01/2019	SGW Payroll Ltd	BAC01	77.16		9113-Payroll processing M9
04/01/2019	Grenke Leasing Ltd	DD04	336.78		Purchase Ledger Payment
09/01/2019	HMRC PAYE/NI Due	BACS	4,673.73		HMRC PAYE/NI Due
09/01/2019	West mercia Energy	DD05	393.87		9095/Elec - town park
10/01/2019	Southern Electric	DD06	84.58		9156/Elec 25.9.18-21.12.18
11/01/2019	J & K Burton	109562	42.00		9137/Burtons Car Park
12/01/2019	Bank charge payable	CHRG	20.00		Bank charge payable
15/01/2019	Wiltshire Council	Std Ord	15.00		WC Rates Boreham Rd Cemertery
15/01/2019	Wiltshire Council	Std Ord	516.00		WC Rates Dewey House
15/01/2019	Wiltshire Council	Std Ord	672.00		WC Rates Civic Centre
15/01/2019	Wiltshire Council	Std Ord	288.00		Non-dom Rates Town Park
15/01/2019	Timico Limited	DD07	459.73		9133/Website hosting- Jan
17/01/2019	Office Evolution Ltd	DD08	161.72		9210/Photocopying charges
18/01/2019	ADT Fire & Security plc	BAC02	474.00		9119/Prov for key holding serv
18/01/2019	A Head For PR Ltd	BAC03	375.00		9139/PR Consultancy works- Nov
18/01/2019	Aid Training & Operations Ltd	BAC04	120.00		9120/Emergency aid @ work course
18/01/2019	Amazon Business	BAC05	17.68		9121/Leaflet dispenser
18/01/2019	Amazon Business	BAC06	35.98		9122/Ice buckets
18/01/2019	Coates & Parker Ltd	BAC07	231.84		9124/Adverts in Warmins
18/01/2019	Designer Mark	BAC08	450.00		9144/Updates to websites
18/01/2019	GB Heating Ltd	BAC09	222.00		9129/Car park -toilet repairs
18/01/2019	Idverde Limited	BAC10	6,188.78		9152/Grass cuttings
18/01/2019	D.A.N. Hire	BAC11	84.00		9126/Deposit - Spring in Park
18/01/2019	DCK Accounting Solutions Ltd	BAC12	914.88		9143/Accounting contract visit
18/01/2019	Dorma UK Limited	BAC13	402.00		9127/Maintenance contract
18/01/2019	Moviola Ltd	BAC14	93.43		9153/Film - Phantom Thread
18/01/2019	Nicks Shoe Repairs	BAC15	56.50		9154/Trophy engraving
18/01/2019	Nisbets	BAC16	95.00		9131/Disposable cups,lids
18/01/2019	Office Right Business Solution	BAC17	49.92		9132/Drywipe board
18/01/2019	Woolley & Wallis Salisbury Sal	BAC18	180.00		9157/Insurance Valuation
18/01/2019	Water2Business	BAC19	85.66		9138/Water Aug - Dec 2018
18/01/2019	Wheeler's (Westbury) Ltd	BAC20	902.40		9158/repairs to camera 3
21/01/2019	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
21/01/2019	Bank charge payable	CHRG	58.07		Bank charge payable
21/01/2019	Worldpay (UK) Ltd	DD09	31.42		9161/Card charges - Pav Cafe
21/01/2019	Worldpay (UK) Ltd	DD10	18.22		9160/Car charges - civic centr
21/01/2019	Tolchards Ltd	DD11	471.16		TMIW1792/9118/Tolchards Ltd
22/01/2019	Warminster Parking Partnership	BAC21	199.00		9136/Warminster Community Hub
22/01/2019	Booker	DD12	127.51		9123/Pav cafe stock

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Current/Instant Access Bank A/

List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/01/2019	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
25/01/2019	Staff salaries January 2019	BACS	16,125.20		Staff salaries January 2019
25/01/2019	Pension Due	BACS	5,509.14		Pension Due
25/01/2019	BOC Gases	DD13	31.86		9140/Bar gas + rental
28/01/2019	Clearsky IT	DD14	200.76		9125/Monthly subscription
30/01/2019	Hunot HR	BAC22	240.00		9130/Advice line - Jan
31/01/2019	Hills Waste Solutions Ltd	DD15	233.30		9147/Waste + recycling
Total Payments			<u>45,993.05</u>		

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Warminster Town Council

Internal Audit Report 2018-19 (Interim)

Chris Hackett

***For and on behalf of
Auditing Solutions Ltd***

This report has been prepared for the sole use of Warminster Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its content or conclusions.

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with the requirements in terms of independence from the Council decision making process appointing us at Auditing Solutions Ltd to provide the function for the Council.

This report provides detail of those areas examined during our 2018-19 interim visit, which took place on 4th February 2018 and will be updated following our final visit, the date of which has yet to be determined, but will follow the contract accountants' closure of the Council's Accounts for the financial year.

Internal Audit Approach

In commencing our review for 2018-19, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts.

As the Council's Internal Auditor, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances on ten separate areas.

Overall Conclusion

Overall, we are pleased to conclude that, in the areas examined to date this year, the Council continues to operate effective control systems that should help ensure that transactions are recorded accurately in the financial ledger and, subsequently, the detailed Statement of Accounts and Annual Return.

Detailed report

Accounting Records and Bank Reconciliations

The Council uses the Omega accounts software, with external contractors (DCK Beavers Ltd) preparing the accounts from detailed records maintained by the officers. A single combined cashbook for the Current & Instant Access bank accounts, operated at HSBC, remains in place: this has been supplemented previously by Term deposits with HSBC, although the Council has recently set up a CCLA account into which it plans to make deposits.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have, consequently:

- Verified that an appropriate cost and nominal ledger structure remains in place;
- Confirmed the accounting system remained in balance at the date of the back up provided to us, 31st December 2018;
- Checked and agreed the opening Trial Balance in the Omega software for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all balances have been properly rolled forward;
- Checked and agreed two months' transactions in the cashbook (June & December 2018) to the bank statements, including the regular "sweep" transfers to maintain the current account balance at a constant £5,000; and
- Checked and agreed the software based bank reconciliations as at 30th June and 31st December 2018 confirming there were no long standing, un-cleared adjustments or any other abnormal entries arising.

Conclusions

We are pleased to record that no issues arise in this area currently: we shall undertake further work in this area at our final visit, including checking one further month's transactions and ensuring the accurate disclosure of the combined year-end cash and bank balances in the year's Accounts and Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have:

- Noted that Standing Orders and Financial Regulations have again been reviewed and re-adopted in the current financial year at the Full Council meeting in May 2018 with further consideration also at the June meeting;

- Noted that other policies such as data protection have been up-dated, although consideration of the Treasury Management policy was deferred; and
- Commenced our examination of the minutes of the Full Council and its extant Committee meetings (except for Planning) to date December 2018.

Conclusions

No matters have been identified in this area warranting further comment at this stage: we shall undertake further work at our final visit and report our conclusions accordingly.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced testing in this area examining a sample of all those payments individually in excess of £3,500, together with a more random sample of every 40th cash book transaction to the end of November 2018 ensuring compliance with the above criteria. Our test sample comprises 37 items totaling £166,938 and representing 45% of non-pay costs for the year to the above date. We note that coding slips are attached to invoices to evidence member approval of the expenditure.

We note from our examination of minutes that the Council is in the process of letting a contract for the refurbishment of the skate park. The contract was tendered by a community group, we are unclear whether it was advertised on the Government Contract Finder website but we note that three tenders were obtained by the Friends of Warminster Park and the lowest one has been selected. We note also that the Council engaged a Quantity Surveyor to review the costs and now has appointed a project manager and is confirming funding arrangements.

We also note that VAT returns continue to be prepared and submitted quarterly utilising the HMRC on-line facility and have verified the first two quarter's reclaims to the underlying Omega control account records.

Conclusions and recommendations

Our sample of payments included two amounts relating to lease costs on vehicles including the rental and maintenance costs, the current paperwork was not available at the time of our visit. We understand it was emailed to the previous clerk and the officers are obtaining copies. We note one Idverde invoice in our sample was a duplicate and the payment was cancelled, we were however unable to identify where the amount was reversed out of the cash book, we understand the amount may have been offset against later invoices arising.

We shall extend our test sample to cover the remainder of the year at our final visit.

- R1. *The paper work for the vehicle lease, rental of £383.14 and related maintenance agreement of £32.12 should be provided for the audit.*
- R2. *The payment to Idverde £9,303.98 in October which was cancelled as it was a duplicate amount, should be reversed out of the cash book and the subsequent invoices should be recorded.*

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have:

- Noted that the 2017/18 LCRS risk assessment software was reviewed and re-adopted by members in May 2018;
- Noted that regular inspections of play equipment are undertaken by a officers, supplemented by checks by a specialist company; and
- Noted that the Council's insurance cover continues to be provided by Aviva plc with Public and Employer's Liability both in place at £10 million, hirer's liability at £2m and Fidelity Guarantee cover at £0.999 million.

Conclusions

No issues arise to date in this area of our work, although we remind Members of the need to review the risk assessment each year. We shall continue to monitor the Council's approach to risk management at future visits and report accordingly.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that regular budget monitoring reports and variance commentaries continue to be considered by members.

Conclusion

We note that Members considered the detailed budget setting report and will review balances and reserves at our final visit in the summer.

Review of Income

Our objective here is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) with recovery effected within a reasonable time span.

As noted earlier in this report, we have tested two sample months of all receipt transactions from cashbooks to relevant bank statements with no issues arising. We have also agreed the amount of precept for 2018/19 set by the Council at its meeting in January 2018 to the amount of income in the cash book.

We have reviewed income arising from the Pavilion café comparing the spreadsheet analysis of daily banking's which details differences between the cash sheets and the till roll to the amount recorded on the Ledger.

We have tested also a sample of Civic Centre letting income, testing from the booking diary to the invoice and then to the accounting system confirming also the amount charged agreed with the schedule of fees. We noted one booking in November was not invoiced, this was recorded on the system, although the reason for not invoicing was not recorded.

The Council recovers the cost of CCTV systems from other organizations. We sample checked the invoices raised to Westbury TC but were unable to agree the amount charged to a current Agreement or Memorandum of Understanding.

Conclusions and recommendations

We are pleased to record that no issues of significant concern arise in this review area, although, we make two recommendations below.

- R3. Where bookings are not subsequently invoiced the reason for not doing so should be recorded on the system to provide an audit trail.*
- R4. Officers should confirm the amount charged Westbury TC for CCTV to the current agreement.*

Petty Cash Account

The Council continues to operate a limited petty scheme with an Excel control sheet forming the basis of the periodic re-imbursement to the agreed maximum holding level of £250. We have examined the sheet prepared covering transactions for November 2018 ensuring that each transaction is appropriately supported by a trade invoice or till receipt.

We have also checked the physical cash holding agreeing it to the spreadsheet record.

Conclusion

No issues arise in this area from our work completed.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as last revised from 1st April 2017 in relation to the employees' contribution bandings.

We have examined the payroll procedures in place and the physical payments made to staff in 2018-19 by reference to the October 2018 payroll documentation. This continues to be produced by external contractors (Safeguard World) using their own bespoke software. We have sample tested that:

- The gross pay is correct by reference to national spinal column points and contracts or minutes of Council meetings;
- PAYE, NI and pension deductions are correctly made by reperforming a sample; and
- That the payroll summary report showing amounts due to the HMRC, the Pension Fund Administrator and the amount due for net pay agree to the cash book.

Conclusions

We are pleased to record that no issues have arisen from our review of a sample of payroll transactions this year.

Investment and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer-term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We noted earlier in this report that the Council has set up a CCLA account and intends moving funds into this account later this year and that the Council needs to re-approve its Treasury Management Policy.

We also note the existence of one PWLB loan and have agreed the repayment made in September 2018 to the PWLB statement

.

Conclusions

No issues arise in this area currently. We shall check movements on investments at our final visit when we will confirm also the balance on the loan with the PWLB website

Rec. No.	Recommendation	Response
Review of Expenditure		
R1	The paper work for the vehicle lease, rental of £383.14 and related maintenance agreement of £32.12 should be provided for the audit.	
R2	The payment to Idverde £9,303.98 in October which was cancelled as it was a duplicate amount, should be reversed out of the cash book and the subsequent invoices should be recorded.	
Review of Income		
R3	Where bookings are not subsequently invoiced the reason for not doing so should be recorded on the system to provide an audit trail.	
R4	Officers should confirm the amount charged Westbury TC for CCTV to the current agreement.	

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Finance and Assets Committee 4th March 2019

10. Council Grants 2019/20/21

At the Finance and Assets Committee meeting held on Monday 5th November 2018, (**FA/18/053 refers**), and subsequent Council meeting at which the 2019-2020 budget was set, Members agreed to award three tiers of grants: small, large and specific.

Large grant:

£10,000 to be precepted with each grant award up to a maximum of £2,000

Small grant:

£5,000 to be precepted with each grant award up to a maximum £500

Specific grants:

To be precepted and to appear on the Council's accounts cost centre 107, for 2019/2020 as follows:-

Warminster Community Hub - £6,000

Citizens Advice Bureau - £2,000

Warminster Wobble - £3,000

Inspire of Warminster - £3,500

Warminster Carnival - £3,500

Enterprise Warminster, Warminster Parking Partnership - £4,000

Members are asked to consider and resolve on the following procedures:

1. That applications for large grants shall be sought, via adverts, newsletter and other appropriate medium, annually for consideration by the Finance and Assets Committee at their June meeting.
2. That applications for small grants shall be sought, via adverts, newsletter and other appropriate medium, will be allowed throughout the year for consideration at the next scheduled Finance and Assets Committee.
3. That applications for specific grant awards should be made by 30th September each year so they can be included in the precept setting process for presentation to the Finance and Assets Committee in October.
4. That officers update the application form and Terms and Conditions of grants, in line with the above.

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Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire BA12 8LB

Telephone: 01985 214847 email: admin@warminster-tc.gov.uk

1) Name of Applicant Organisation :

Details of Applicant Organisation :

Number of members and range of age groups catered for :

.....

Contact details for correspondence:

Name:

Address:

.....

.....

.....

Tel:

E-mail:

Bank account details: Account No: Sort Code:
(any grants will be paid by BACS)

Registered charity number if appropriate :

2) Objectives of the Organisation :

.....

3) Please supply details of the area served by your organisation :

4) Approximately how many people from the Town use your services :

5) List facilities/services currently offered :

6) Details of who in the community benefits from the facilities :

7) Purpose for which financial assistance is required :

8) Please explain how this grant funding will improve or enrich the environment and or the lives of the people of the Town :

9) Total cost of project: (show detailed cost analysis) :

10) Amount requested from Warminster Town Council towards the project :
£

11) Who else has been approached for financial support for this project?

12) Please state whether your organisation has received grant aid from any local authority including Warminster Town Council or other grant aid body for any purpose within the last three years. If so, please provide details, dates and amounts :

.....

.....

.....

13) Scheduled start date of the project :

14) Scheduled end date of the project :

15) Please state any further details if you feel may help Warminster Town Council to process this application for a grant :

.....

.....

.....

.....

.....

16) If you should receive a grant, to whom should the cheque be made payable ?

.....

This application must be accompanied by a copy of your latest set of accounts for the last twelve-month period accounts, Equal Opportunities Policy, invoice or quotation for the project, details of other funding requests, Terms of Reference, Constitution and Memorandum and Articles if relevant.

Name (in block capitals) :

Signature :

Date :

Position in organisation :

Terms and Conditions for Grants 2019 - 2020

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 automatically includes 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.

Procedure: Large Grants – up to £2,000

The Town Council has agreed the following procedure:

1. That the Finance and Assets Committee will consider applications once a year and a local media advert will be placed at the appropriate time. Details will also be uploaded to the Council's website. The decision taken to award grants will be taken in June or at a meeting nearest to this month.
2. That the Clerk shall ensure that applications received have all of the supplementary papers necessary, before reporting them to the Finance and Assets Committee.
3. That grants be made in accordance with the following criteria:
 - ☐ That there will be direct benefit to Warminster or part of the area or to some or all of its inhabitants.
 - ☐ That the direct benefit which will accrue to the area or inhabitants will be commensurate with the amount of expenditure.
 - ☐ That, with the exception of disaster fund appeals, no grants will be made to national based organisations unless they can show the proportion of direct benefit to the residents of Warminster.
 - ☐ That grants will only be made to individuals in exceptional circumstances.
 - ☐ The grant application must be applied for by an authorised member of the charity or organisation.
 - ☐ Requests must be for capital expenditure only.
 - ☐ Only one grant per organisation will be given in any one council year and this will be limited to £2,000 per applicant. The council year runs from 1st April–31st March.
4. The above criteria will be sent to prospective applicants, with a request for a sight of their accounts, Equal Opportunities Policy, invoice or quotation for the project, details of other funding requests, Terms of Reference, Constitution and Memorandum and Articles if relevant.

Selection Process

The Council will review each application provided that all supplementary information has been supplied.

The deadline date for submitting applications will be Friday 17th May 2019. Incomplete forms will not be considered.

The applications for 2019 will be heard at the Finance and Assets meeting scheduled in June. Payments will be made as soon as possible once the grant has been approved.

Procedure: Small Grants – up to £500

The Town Council has agreed the following procedure:

That the Finance and Assets Committee will consider applications throughout the financial year and that the small grant scheme will be advertised intermittently via adverts, newsletter and other appropriate medium. Details will also be uploaded to the Council's website. Applications will be considered at the next scheduled Finance and Assets Committee meeting.

That the Clerk shall ensure that applications received have all of the supplementary papers necessary, before reporting them to the Finance and Assets Committee.

That grants be made in accordance with the following criteria:

- ☐ That there will be direct benefit to Warminster or part of the area or to some or all of its inhabitants.
- ☐ That the direct benefit which will accrue to the area or inhabitants will be commensurate with the amount of expenditure.
- ☐ That, with the exception of disaster fund appeals, no grants will be made to national based organisations unless they can show the proportion of direct benefit to the residents of Warminster.
- ☐ That grants will only be made to individuals in exceptional circumstances.
- ☐ The grant application must be applied for by an authorised member of the charity or organisation.
- ☐ Requests must be for capital expenditure only.
- ☐ Only one grant per organisation will be given in any one council year and this will be limited to £500 per applicant. The council year runs from 1st April–31st March.

The above criteria will be sent to prospective applicants, with a request for a sight of their accounts, invoice or quotation for the project, details of other funding requests, (Terms of Reference, Constitution and Memorandum and Articles if relevant).

Selection Process

The Council will review each application provided that all supplementary information has been supplied.

The applications for 2019-2020 will be heard at the next scheduled meeting of the Finance and Assets meeting. Payments will be made as soon as possible once the grant has been approved.

Procedure: Specific Grants

To be included on the Council's accounts.

The current recipients are:

Warminster Community Hub
Citizens Advice Bureau
Warminster Wobble
Inspire of Warminster
Warminster Carnival
Enterprise Warminster

These organisations must re-apply for their grants by no later than 30th September annually, for inclusion the draft precept to be reviewed by the Finance and Assets Committee in October.

1. That the Clerk shall ensure that applications received have all of the supplementary papers necessary, before reporting them to the Finance and Assets Committee.
2. That grants be made in accordance with the following criteria:
 - ☐ That there will be direct benefit to Warminster or part of the area or to some or all of its inhabitants.
 - ☐ That the direct benefit which will accrue to the area or inhabitants will be commensurate with the amount of expenditure.
 - ☐ That, with the exception of disaster fund appeals, no grants will be made to national based organisations unless they can show the proportion of direct benefit to the residents of Warminster.
 - ☐ That grants will only be made to individuals in exceptional circumstances.
 - ☐ The grant application must be applied for by an authorised member of the charity or organisation.
 - ☐ Requests must be for capital expenditure only.
 - ☐ Only one grant per organisation will be given in any one council year and this will be limited to £500 per applicant. The council year runs from 1st April–31st March.
3. The above criteria will be sent to applicants, with a request for a sight of their accounts, Equal Opportunities Policy, invoice or quotation for the project, details of other funding requests, Terms of Reference, Constitution and Memorandum and Articles if relevant.

Selection Process

The Council will review each application provided that all supplementary information has been supplied.

The deadline date for submitting applications will be Monday 30th September 2019. Incomplete forms will not be considered.

The applications for 2020- 2021 will be heard at the Finance and Assets meeting scheduled in October. Payments will be made as soon as possible after the beginning of the new financial year, 1st April.

MINUTES

Town Promotion Sub-Committee

Warminster Civic Centre

Monday 7th January 2019

5.30pm

Committee Membership:

Cllr Paul Batchelor (Broadway)	*	Cllr Nick Pitcher, Chairman (Broadway)	*
Cllr Sue Fraser, Vice Chairman (West)	*	Cllr Chris Robbins (East)	*

Present: Outside representatives: Wiltshire Council Cllr Tony Jackson (*), Muzib Rahman (*), Andrew Robinson (*), Len Turner (*), Melvyn Davis(*)

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett (Assistant Town Clerk).

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

TP/18/042 Apologies for Absence
Apologies were received and accepted from Anne Francis

TP/18/043 Declarations of Interest
None.

TP/18/044 Minutes
TP/18/044.1 The minutes of the meeting held on 5th November 2018 were approved as a true record and signed by the chairman.
TP/18/044.2 Matters arising.

TP/18/045 Chairman's Announcements
None

TP/18/046 Public Participation
None.

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

The chair proposed taking items 6 and 7 later in the meeting and the committee agreed unanimously.

TP/18/047 Christmas Lights and Christmas Market

It was noted that the day was very good and that the budget was well invested. Members supported the principle that this year event should aim to be bigger and better. It was suggested that the road closure could be extended.

TP/18/048 Blue Plaque Trail

Len Turner circulated a booklet produced by the Civic Trust for the previous Blue Plaque Trail and offered to investigate how this could be updated and reproduced. It was proposed by Cllr Pitcher that a media release on the Blue Plaque Trail be sent out and that the map and basic information would be made available on the Council website and that the updating of the Civic Trust book be pursued, seconded Cllr Batchelor, voting unanimous in favour.

TP/18/049 Warminster Parking Partnership

Members suggested that as a first step independent businesses in Warminster be approached with a view to getting them to join the Warminster parking partnership. Officers would prepare a letter/leaflet with the relevant information about the scheme and Cllr Robbins would lead on delivery of the leaflet/contacting businesses.

TP/18/050 Reports from Unitary Authority Members relevant to this committee

Cllr Tony Jackson reported that he is a member of the Military Integration Civilian Partnership and that Wiltshire Council has appointed an officer, Guy Benson, to lead on this work. Salisbury will be hosting Armed Forces Day in June 2019. There could be some synergies or spinoffs for Warminster.

TP/18/051 Town Map

Cllr Tony Jackson had circulated what he believed to be the 11th draft. A few suggested amendments were noted. It was proposed by Cllr Pitcher, that it was agreed to go ahead with the map in principle and that the working party would meet swiftly to finalise the map and back panels, seconded Cllr Robbins members voted unanimous in favour.

TP/18/052 Communications

Members requested a press releases be issued about: the Blue Plaque Trail and the Warminster Parking Partnership.

Meeting closed at 6.30 pm

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

