

MINUTES
of the
Finance and Assets Committee
held on Monday 10th June 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee membership:

Cllr Batchelor (Broadway)	A	Cllr Pitcher (Broadway)	*
Cllr Davis (East)	*	Cllr Ridout, Vice Chairman (West)	*
Cllr Jolley (Broadway)	*	Cllr Robbins, Chairman (East)	*
Cllr Nicklin (West)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommert (Assistant Town Clerk),

Public and press: 2 members of the public and 0 member of the press

FA/19/001 Election of Committee Chairman

Cllr Nicklin proposed Cllr Robbins as the chairman for the Finance and Assets Committee for the year 2019–2020, seconded Cllr Jolley, voting unanimous in favour.

FA/19/002 Election of Vice Chairman Committee

Cllr Nicklin proposed Cllr Ridout as the vice chairman for the Finance and Assets Committee for the year 2019–2020, seconded Cllr Jolley, voting unanimous in favour.

FA/19/003 Apologies for absence

Apologies were received and accepted from Cllrs Batchelor, Pitcher and Ridout.

FA/19/004 Declaration of Interest

Cllr Nicklin declared an interest in agenda item 20, Grants, as he is Chairman of the Athenaeum.

Cllr Robbins declared an interest in agenda item 20, Grants, as he is Secretary of Warminster Football Club.

Cllr Davis declared an interest in agenda item 23, as he is a Feoffee of St Lawrence Chapel.

All indicated they would stay in the meeting but not vote on the item concerned.

FA/19/005 Minutes

FA/19/005.1 The minutes of the Finance and Assets Committee meeting held on Monday 4th March 2019 **were approved and signed by the Chairman.**

FA/19/005.2 Matters arising – Minute 18/082.3 recorded that the new specific grant application form should be brought back to the June 2019 Finance and Assets Committee meeting for approval. This had not been done and it will be brought to the next meeting.

FA/19/006 Chairman's Announcements

None.

FA/19/007 Questions

None.

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

FA/19/008 Public Participation

A teacher and 6 pupils from St Georges Catholic Primary School gave a presentation on their grant application and answered questions from Councillors.

Standing Orders were reinstated at 7.14pm

FA/19/009 Reports from Unitary Authority Members

None.

FA/19/010 Allotments

Members noted the minutes from the Tynings Allotment meeting held on 7th March and 9th May 2019 respectively.

FA/19/011 Terms of Reference

FA/19/011.1 Cllr Nicklin proposed that the terms of reference for the Finance and Asset Committee were adopted subject to an amendment so that the Delegated Business item 2 has an additional paragraph that says “ To review and monitor all implications of the services devolved from Wiltshire Council, and the impact on the ability of the Town Council to properly budget and execute their financial responsibilities.” and also to add to Referred Business section 3 an additional paragraph “all implications of the services devolved from Wiltshire Council, and the impact on the ability of the Town Council to properly budget and execute their financial responsibilities.” seconded Cllr Davis, voting unanimous in favour.

FA/19/11.2 Cllr Jolly proposed that the terms of reference for the Town Promotion Sub-Committee were adopted, seconded Cllr Nicklin, voting unanimous in favour.

FA/19/012 Election to Sub-Committees

Cllr Nicklin proposed appointment as representatives to the Town Promotion Sub-Committee: Cllrs Batchelor, Pitcher, Nicklin, Robbins (as Chairman of Finance and Assets) and Fraser. External members: Wiltshire Council Cllr Tony Jackson, Messrs. Melvin Davis, Andrew Robinson, Chris Spender, Len Turner, Muzib Rahman and Ms Anne Francis, seconded Cllr Jolley, voting unanimous in favour.

FA/19/013 Financial Information

FA/19/013.1 The reconciliations for February, March and April 2019 were noted and the Chairman signed and verified them against the bank statements seen.

FA/19/013.2 The accounts to March 31st 2019 (council year-end) and April 2019 respectively were noted.

FA/19/013.3 The list of payments made in February, March and April 2019 respectively, were approved and signed by the Chairman.

FA/19/013.4 The petty cash schedule up to 4th June 2019 was approved and signed by the Chairman.

FA/19/013.5 The internal transfers between the Instant Access Account and the current account:

Date	Amount
04.03.2019	10,000.00
04.03.2019	10,000.00
04.03.2019	500.00
05.03.2019	7,500.00
19.03.2019	5,000.00
02.04.2019	10,000.00
16.04.2019	12,000.00
26.04.2019	15,000.00
29.04.2019	5,000.00
15.05.2019	40,000.00 – Maverick Industries
17.05.2019	10,000.00
17.05.2019	3,000.00
21.05.2019	1,000.00

were noted.

FA/19/013.6 The material variances report and Financial Regulations 4 4.8 refer were noted.

FA/19/014 Clerk's Report

The Clerk's report was noted.

FA/19/015 Town Promotion Sub-Committee

The Minutes of the Town Promotion Sub-Committee meeting held on 4th March 2019, and all actions contained therein, were approved.

FA/19/016 To approve the Annual Regular Payments List

The annual regular payments list was approved.

FA/19/017 Christmas Lights

Cllr Jolley proposed that the Committee approve the appointment of Wheelers as contractors for the Christmas Lights for a further year at the agreed quote of £14,950.00, seconded Cllr Nicklin, voting unanimous in favour.

FA/19/018 CCLA Investments

The CCLA Investments were noted

FA/19/019 Service Agreement for GB Heating

Cllr Jolley proposed acceptance of the annual service agreement with GB Heating at a cost of £3,425+ VAT, Seconded Cllr Robbins voting unanimous in favour.

Members requested that the issue of retendering the service agreement be brought to the next meeting.

FA/19/020 Grants 2019-20

Members debated the grant applications that had been submitted for 2018-2019. There was £15,000 available for grants from the Town Council and monies also available from the Dewey Trust. Members considered each application according to the Council's the grants terms and conditions.

Cllr Jolley proposed acceptance of the of the grants from 2019-2020, as set out in the table below, seconded Cllr Davis, voting unanimous in favour.

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

Name	Ap p No	Small Grant requested	Large Grant requested	Council Grant Awarded	Dewey Trust Grant Awarded
Cop Heap Volunteers	1		£1,424.44		£1,424.44
Friends of St George's	2		£2,000	£1,000	£1,000
Griffin Gardeners - Horningsham Primary School	3		£2,000		

Name	Ap p No	Small Grant requested	Large Grant requested	Council Grant Awarded	Dewey Trust Grant Awarded
Help Counselling Service	4	£300		£300	
The Minster Church of St Denys	5		£2,000		
Multiple Sclerosis Therapy Centre	6		£1,000	£1000	
Relate Wiltshire and Somerset	7		£910	£500	
Royal British Legion - Warminster Branch	8	£500		£500	
Sustainable Warminster	9	£340.45		£340.45	
Touching Tones	10	£465.93		£465.93	
Warminster Athenaeum	11		£2,000	£1,000	£1,000
Warminster and District Stroke Club	12		£1,500	£750	
Warminster Community Fridge	13		£600		
Warminster Dementia Centre- Alzheimer's Support	14	£500			
Warminster Flers Association	15	£500		£500	
Warminster Highbury Youth Football Club	16		£2,000		£1000
Warminster Philharmonic Orchestra	17	£300		£300	
Warminster Town Football	18		£1,000	£500	£500
We hear you	19		£1,170		
WVCP - Grovelands Countryside and Wildlife Group	20	£500		£500	

Name					
Warminster Community Hub	Budget	6000			
Citizens Advice Bureau	Budget	2000			

Name					
Warminster Carnival	Budget	3500			
Warminster Wobble	Budget	3000			
Inspire	Budget	3500			
CCTV request to Dewey Trust					£4,000

The application for the Men's Shed was withdrawn.

FA/19/021 Defibrillator

Members approved the instillation of a defibrillator and delegated the negotiations on siting etc to the Clerk. Members suggested that the toilets in central car park may not be a good site due to the risk of vandalism.

FA/19/022 Community Infrastructure Levy (CIL) Funding

No additional projects were put forward

FA/19/023 St Lawrence Chapel

Cllr Robbins proposed that the council pay for a weekly grass cut at the St Lawrence Chapel rather than the current fortnightly grass cut, seconded Cllr Nicklin, voting 3 in favour, against nil, abstentions 0, motion carried. (Cllr Davis did not vote)

FA/19/024 Communications

Members agreed to a media release on the awarding of a grant to St Georges Catholic Primary School, to be issued when the grant is handed over.

Meeting closed 9.05pm

Date of next meeting: 2nd September 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.