

23rd August 2019

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Finance and Assets Committee

**To be held on Monday 2nd September 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 warmly 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 FSLCC
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 10th June 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 10th June 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. **Allotments**

To receive and note the minutes from the Tynings Allotment meeting held on 4th July 2019 and 1st August 2019 respectively. **(See attached).**

9. **Financial Information**

9.1 To note the reconciliations for May and June 2019; the Chairman to sign and verify against the bank statements seen. **(See attached).**

9.2 To note the accounts to June 2019. **(See attached).**

9.3 To approve the list of payments made in May and June 2019 respectively, and the Chairman to sign. **(See attached).**

9.4 To approve the petty cash schedule to 9th August 2019. **(See attached).**

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

Date	Amount
16.06.2019	10,000.00
16.06.2019	10,000.00
17.06.2019	5,000.00
12.06.2019	30,767.62 – Dave Lucey Skatepark

9.6 To note the material variances report to June 30th 2019. Financial Regulations 4 4.8 refers. (See attached).

10. Clerk's Report

For Members information only.

11. Town Promotion Sub-Committee

To approve the minutes of the Town Promotion Team working group meeting held on 10th June 2019, and to agree all actions contained therein. (See attached).

12. Update from Working Groups

Members are asked to Note the update from the Paddling Pool Working Group, the Play Areas Working Group and the Service Devolution Working Group (see attached)

13. Defibrillator

Farnfields Solicitors had offered to provide a defibrillator unit. Members agreed to the approve the installation of a defibrillator and delegated negotiations to the Clerk. Members are asked to note that due to various issues Farnfields did not proceed with the defibrillator.

14. Hearing Loop

Members are asked to consider the report (attached) and resolve on their preferred way forward.

15. ICT Audit

The computers and associated IT infrastructure dates from before 2012. To comply with the government's cyber essentials, we have an obligation to keep our devices and software up to date. In the interests of cyber security and operational efficiency officers recommend a comprehensive review to bring systems in line with security and productivity best practice.

Members are requested to approve the undertaking of a review at a cost of £1500. (see attached)

16. Christmas Lights Tender

The existing Christmas Lights contract has run its course. To ensure that provision is in place for 2020, Officers Advise the retendering process should start well in advance.

Members are requested to approve the tender document (attached) and authorise Officers to seek tenders for the Christmas Lights for 2020 onwards.

17. Service Agreement for Civic Centre and Dewey House

The Council renewed it existing contract with GB Heating for one year. To have the option of replacing the contract, tenders would need to be sought now to allow time for the existing contract to be ended.

Members are requested to authorise Officers to seek tenders for the Service Agreement for 2020/21 onwards

18. Community Infrastructure Levy (CIL) Funding

Members are requested to put forward any projects that they would like the CIL working group to consider for WTC CIL funding.

19. Thank You Letters

Members are asked to note that Thank you letters for grant awards have been received from:

- Alzheimer Support
- Help Counselling Services
- Relate
- Warminster Flers Association
- Warminster and District Stroke Club
- Wessex Multiple Sclerosis Centre

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.

20. Assets

Members are asked to consider the report from the Assistant Town Clerk.

21. Communications

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

Date of next meeting: Monday 4th November 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.

Tynings Allotments and Leisure Gardeners Association

Minutes of Meeting

Date/Time Thursday 4 July 2019 at 7pm held in Tynings Pavilion

Attendees.

A Jones, J Abbott, M Dickins, J Ellison, T Nicklin, D Stedman and R Stedman.

Apologies: P Andrews, J Cullen, and D White.

Minutes of the Last Meeting

The Minutes of the last Management Committee meeting held on 9 May 2019 were accepted as a true record of the meeting with the following amendments: The 100 Club prize was £25 not £24.40. The 21 applicants for plots included not excluded those from existing plot holders.

Matters Arising.

Spray cans for marking the car park had been donated. The fence on the side of the car park had been completed with the exception of one panel where another fence rail was required. The photograph display had been improved.

Item 1 - Plot Managers Report. Jim was thanked for the production of the waiting lists. These showed 12 new applicants and 7 existing plot holders on the lists. It was agreed that Mike would send letters to two plot holders informing them that their tenancies would not be renewed next year as a result of the lack of cultivation. Two adjoining plots had been given up and Jim would combine them to let as a larger plot. Jim reported on other plots that had been given up and had been or were to be re-let. Following the three letters issued by Mike following the previous meeting, one had now given up. A second had complained that their plot had been re-let but they had been abroad for 5 months including the time when complaints were made about lack of cultivation and notice issued. The last plot holder had written a reply stating that they were cultivating their plots but the Committee would review this at the time that subscriptions were due in September. Mike would write to a plot holder giving them a formal warning to improve the plot in the next month otherwise notice would be served. Jim reported that he had strimmed some plots and Mike agreed to cut the hedge at the entrance now the nesting season was ending.

Item 2 - Treasurers Report. Robin reported that for the period 8 May to 2 July expenditure had been £1090.54. This included: cleaning/consumables £115.26, 100 Club £25, electrical and plumbing fittings £113.07, bingo books £19.20, brackets for shelving £19.85, paper £5.98, electricity bill £232.18 and coach hire £560. Income had been £905.79 and included: crafting donation £112, bingo £226.80, pavilion donation £40, tea and coffee £50.84, plant sale £430.87 and rent/subs £45.28. This gave a net loss for the period of £184.75. However, this excluded the contributions for the trip that were anticipated to be about ££248. The Community (Current) Account plus cash in hand totalled £7679.29 and the Business (Deposit) Account stood at £12,967.24. The 100 Club account now showed £0 and would be closed by the bank in a few months time. Payment for the solar panels generation had not yet been received but would be for 1443.27 kwh as of 1 July.

Item 3 – Social Events.

Saturday 18 May Plant Sale. This had been successful on a day with good weather.

Friday June 14 Bingo. This had taken place and the next Bingo would take place in the Autumn.

Friday 5 July Allotment Trip to RHS Wisley. Arrangements had been completed for the trip.

Saturday 31 August Produce Show. The schedule of classes to be entered had been produced. Ann and Mike would meet next week to produce the entry forms and both will then be placed in the Pavilion. Mike would produce notices informing members of their availability and that plots would be judged sometime in the next 3 weeks. Mike would also check which consumables would be required to create an order list for the Show.

26 September AGM. Robin was planning to complete the bills by the second week in August. Committee members were asked if there were any agenda items they wished to include in the AGM so that they could be discussed at the next Committee meeting. Plot holders would also be asked for items when the calling notice was issued with the annual bills together with the Minutes of the last meeting. Mike would produce copies of these two documents. Robin will give a presentation on the solar panels at the meeting.

Item 4 - Control of Dogs. The rule that dogs must be kept on leads was being ignored especially on the top plots. A plot holder had written with a complaint of dog mess on their plot and the letter was read out at the meeting. A further verbal complaint had also been received. This was despite Ann placing notices around the plots following previous complaints that stated the rule and the possible penalties if the rule was broken. It was explained that the topic was also being discussed by the Town Council and others because of actions by dogs not on leads in the Park. Whilst there may be some problems with fox excrement and from dogs owned by non-plot holders, without our own members following the rules the contribution of these other sources could not be established. It was agreed that the Committee would monitor the situation for a month and a notice would be put up asking for any further complaint to be made to the Committee in writing.

Item 5 – Thefts from Pavilion. Di reported that there had been minor but persistent thefts from the Pavilion. It was agreed that lockable jumbo toilet roll dispensers and liquid soap dispensers would be purchased. Over time these should produce savings

Item 6 - Bonfires. Mike read out a letter received complaining about a bonfire and his letters to the complainant and to the plot holder. As the plot holder was a persistent offender and put at risk the ability of all plot holders to have bonfires, Mike would write to him stating that the Committee had decided that he was banned from having a bonfire for 6 months unless a member of the Committee agreed to monitor the burning of any bonfire.

Item 7 – Trespass. There had been several instances of trespass, theft and damage on plots. Many of these involved children known to the Committee but their parent had not taken any action when the incidents had been reported to her. Ann had contacted the police and had asked for an increased police presence around the allotments especially during the school holidays. She was advised that the request be put in writing and Mike agreed to do so. Plot holders would be asked again to keep the top gate shut and not to leave the lock loose on the gate or with the combination number showing.

Correspondence.

Mike reported that there had been no correspondence other than those already discussed.

Any Other Business.

Di agreed to try and sell the spare stable door.

Mike would place a notice in the Pavilion on the box containing the jars stating that it must be left in the Pavilion. There will also be a notice stating that charging of plot holders devices was not allowed. The notices were required following two incidents.

The allotments had been asked if a gardening expert could talk on local radio. At present no suitable candidate could be identified.

The meeting ended at 8.40 pm.

Date of next meeting.

The date of the next meeting will be Thursday 1 August 2019 at 7pm.

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Tynings Allotments and Leisure Gardeners Association

Minutes of Meeting

Date/Time Thursday 1 August 2019 at 7pm held in Tynings Pavilion

Attendees.

A Jones, J Abbott, P Andrews, M Dickins, J Ellison, D Stedman and R Stedman.

Apologies: J Cullen, T Nicklin and D White.

Minutes of the Last Meeting

The Minutes of the last Management Committee meeting held on 4 July 2019 were accepted as a true record of the meeting.

Matters Arising.

The toilet and soap dispensers had been fitted. As a result of trespass and damage the police had been contacted several times and they did come to the allotments giving a visible police presence. Debbie had placed a notice on her bee hives warning of the danger if the hives were tampered with. To provide cover for all the plots it was agreed that Robin would purchase bee warning notices for both entry gates at a cost of approximately £7.

Letters/emails had been written as a result of the last meeting concerning bonfire and dogs.

Item 1 - Plot Managers Report. Jim reported that plot holders on the waiting list for additional or relocated plots were asking why they were not always considered for plots ahead of new plot holders. The Committee restated the policy that unless a specific plot requested was now available and an existing applicant was on the waiting list, new applicants would get priority. Plot holders had again been advised to put in writing any request for a shed or greenhouse as we were required to approve such requests by the Town Council. Mike explained that he had written to two plot holders stating that their tenancies would not be renewed. No replies had been received. A further bonfire complaint had been received and a letter written to the plot holder. As Plot 1 was likely to become available it was agreed that the hedge would be cut back to the electricity cabinet and some of the ground used for car parking. The rest would be re-let with the exception of one part to be allocated to a neighbouring plot. There had been a further complaint about dogs and it was thought the plot holder concerned might write to the Town Council.

Item 2 - Treasurers Report. Robin reported that for the period 3 July to 1 August expenditure totalled £259.13 and included: toilet and soap dispensers with consumables £92.86, stationary £31, show certificates £46.50, cleaning £84.77 and tea/coffee £4. Income totalled £406.04 and included: Wisley Trip £248 (giving a loss of the trip of £312), hall £20, crafting £96, tea/coffee £42.04. There was an excess of income over expenditure of £146.91. The Community (Current) Account stood at £7724.59 and the Business Account £12967.24. Income had not yet been received for the solar panels as the readings had to be verified by Ofgem. Robin would liaise with Jim in order to ensure that all plot holders received their annual rent bills.

Item 3 – Social Events.

Friday 5 July Allotment Trip to RHS Wisley. The trip had not been fully subscribed and as a result had proved more expensive to run than had been planned. It was anticipated that there would be no trip in 2020.

Saturday 31 August Produce Show. The trophies had been engraved and, the certificates and prize winner and entry cards had been re-stocked. It was agreed that this year there would be drinks, cream teas and a raffle but no tool or cake stalls. The workings of the Show and preparatory work were discussed. The prizes allocated to each category were rationalised and Robin would prepare the cash envelopes. The Marquee would be erected on Wednesday 28 August at 2pm and helpers would be sought. Thursday 29 August would be used to arrange the tables and to begin processing entries. Ann would receive the entries and on the day of the Show would produce the prize cards and certificates. Ann reported that she had enough banqueting roll to cover the tables.

26 September AGM. The agenda for the AGM was finalised. Committee members who had not already confirmed whether they were standing again should contact Mike by the 12 September so that the list of nominations could be confirmed. Plot judging had been taking place but Steve was currently away on holiday

Correspondence.

Mike reported that there had been no correspondence other than that already discussed.

Any Other Business.

Robin reported that the seed catalogues had arrived and would be distributed from the date of the AGM. The firm had increased the charge for individual packing to £1.20p and this had been shown on the labels attached to the catalogues.

Mike was thanked for cutting back the hedge next to the track.

Plot holders should be advised that if they wanted to make a complaint to the Committee it should be made in writing.

Mike reported that the first roadside light was not working. A post protecting another light had been knocked over but had been repaired and replaced.

The meeting ended at 8.30 pm.

Date of next meeting.

The date of the next meeting will be Thursday 12 September 2019 at 7pm. There will be an informal meeting of Committee members to prepare for the Show on Thursday 29 August at 7pm

Bank Reconciliation Statement as at: 31/05/2019 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>
Current Account	31/05/2019	431	1,003,304.77
Instant Access Account	31/05/2019	63	5,000.00
			<u>1,008,304.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			<u>1,008,304.77</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
31/05/2019		704.50	
31/05/2019		626.00	
			<u>1,330.50</u>
			<u>1,009,635.27</u>
		Balance per Cash Book is :-	1,009,635.27
		Difference is :-	0.00

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1 May to 31 May 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 63

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,994.96
	BP MF (SUPPORT)			
	COPHEAP HALL HIRE		262.50	
30 May 19	TFR TRANSFER 21136496	257.46		5,000.00
	CR ROCK CHOIR LIMITED		210.00	
	CR MV- 17760605 -2605		57.60	
	CR MV- 17760605 -2405		59.55	
	CR MV- 17760605 -2705		154.15	
	CR MV- 17760605 -2505		170.90	
	SO HUNOT HF	240.00		
	CR S Waldron			
	WCC3140		157.50	
	BP P SEDDON			
	WARM TC	1,000.00		
	BP HR DEPARTMENT			
	7149	396.00		
31 May 19	TFR TRANSFER 21136496		826.30	5,000.00
	CR AMAS LTD RE VOYAGE		1,674.18	
	CR MV- 17760605 -2805		84.85	
	DD HILLS WASTE SOLUTI	621.18		
	CR CASH IN P.O. MAY31			
	6-10 THE MAL09:26			
	TFR TRANSFER 21136496	3,450.85	2,313.00	5,000.00
31 May 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 May to 31 May 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 62

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			140.75
	BP WARM PARK COMM CEN			
	05.05.19	81.00		
	TFR 404523 21136496		1,000.00	
	INTERNET TRANSFER			
	BP WHEELERS			
	964561	110.40		
	CR CASH IN P.O. MAY21			
	6-10 THE MAL@15.16		2,062.00	
	TFR TRANSFER 21136496		1,988.65	5,000.00
22 May 19	CR MV- 17760605 -1705		24.35	
	CR MV- 17760605 -1905		93.65	
	CR MV- 17760605 -1805		120.35	
	TFR TRANSFER 21136496	238.35		5,000.00
23 May 19	CR MV- 17760605 -2005		23.60	
	BP CCLA invest 2			
	CCLA			
	BIB BACS PAYMENT	30,000.00		
	BP WPP April 2019			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	201.00		
	TFR TRANSFER 21136496		30,177.40	5,000.00
24 May 19	CR AGE UK WILTSHIRE -		94.00	
	CR LLOYDS PHARMACY		94.50	
	CR MV- 17760605 -2105		45.00	
	BP May Pay			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	20,527.64		
	DD BOC MANCHESTER ACC	31.86		
	BP DEB'S DANCE			
	WCC3147		157.50	
	TFR TRANSFER 21136496		20,168.50	5,000.00
28 May 19	CR MS SOCIETY		105.00	
	CR MV- 17760605 -2205		47.15	
	BP LGPS May			
	WC PENSION FUND			
	BIB BACS PAYMENT	6,464.62		
	DD GOCARDLESS	222.96		
	DD VWFS UK LIMITED	363.14		
	CR F F			
	FALLON INV WCC3180		126.00	
	TFR TRANSFER 21136496		6,792.57	5,000.00
29 May 19	CR MV- 17760605 -2305		54.80	
	CR NHS BLOOD TRANSPLA		302.40	
	DD BOOKER LTD -BK	362.24		
	BALANCE CARRIED FORWARD			4,994.96

1 May to 31 May 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 61

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			2,781.08
	BP ROUNDSTONE CAT 40890	119.40		
20 May 19	TFR TRANSFER 21136496		2,338.32	5,000.00
	CR THE SOUTHERN CO-OP		42.00	
	CR MV- 17760605 -1505		71.65	
	TFR TRANSFER 21136496	113.65		5,000.00
21 May 19	CR MV- 17760605 -1605		28.30	
	DD S/LINE 59578902	69.18		
	DD S/LINE 59703735	25.79		
	DD VWFS UK LIMITED	32.12		
	DR TOTAL CHARGES TO 29APR2019	112.47		
	BP ACENTERTAINMENTTEC 116350317	190.99		
	BP ACAS 12/15577	175.00		
	BP AMAZON BUSINESS 5647555	31.99		
	BP ASHTON FARMS 1071425	428.37		
	BP GEORGEDAVIESGROUP 19032601	1,950.00		
	BP INITIAL 33100613	35.99		
	BP MOVIOLA LTD 15.05.19	89.40		
	BP OFFICE RIGHT 58705	34.92		
	BP REVEL CONT CARE 00008838	480.16		
	BP ROUNDSTONE VENDING 26660	170.00		
	BP CHARLES SAUNDERS 221154	194.83		
	BP TRADE UK/SCREWFIX 0976081687	21.98		
	BP TRADE UK/SCREWFIX 0976081679	108.60		
	BP SSE ENTERPRISES 875060	411.01		
	BP SYDENHAMS 15388522	34.03		
	BP SWALLOW DRINKS 0244084	270.72		
	BALANCE CARRIED FORWARD			140.75

1 May to 31 May 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 60

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			43,214.92
	BP MAVERICK INDUSTRIES 12977	34,770.00		
16 May 19	TFR TRANSFER 21136496	3,444.92		5,000.00
	CR MV- 17760605 -1305		26.60	
	DD SGW PAYROLL	91.02		
17 May 19	TFR TRANSFER 21136496		64.42	5,000.00
	CR MV- 17760605 -1405		43.40	
	DD OFFICE EVOLUTION	251.43		
	BP WILTSHIRE C/TAX 90328859	325.00		
	BP DCK BEAVERS LTD TPC8529	948.18		
	BP GB HEATING 0787L/0772L	2,391.60		
	TFR 404523 21136496		10,000.00	
	INTERNET TRANSFER			
	BP IDVERDE GM767698/7/6/577	5,257.33		
	BP INSPIRE OF WARMIN	3,500.00		
	INSPIRE GRANT 19			
	BP MIRAGE SIGNS 34754	72.00		
	BP TUCKERS HAY 01.05.19	325.00		
	BP AMAZON BUSINESS 3692	59.95		
	BP ASHTON FARMS 1072474	150.36		
	BP AMAZON BUSINESS 45508	18.99		
	BP COATES & PARKER 42162	204.00		
	BP DAN HIRE 3824	288.00		
	BP INITIAL 33087948	252.72		
	BP MIRAGE SIGNS 34770	120.00		
	BP NISBETS 18929745	56.14		
	TFR 404523 21136496		3,000.00	
	INTERNET TRANSFER			
	BP PPL PRS SIN1083036	1,041.62		
	BALANCE CARRIED FORWARD			2,781.08

1 May to 31 May 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 59

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,036.85
	BP HMRC April HMRC			
	BIB BACS PAYMENT	• 5,162.14 ✓		
	CR WARMINSTER & K9QF WARMINSTER & DISTR		• 600.00 ✓	
09 May 19	TFR TRANSFER 21136496		4,525.29 ✓	5,000.00
	CR MV- 17760605 -0305		• 22.85 ✓	
	CR MV- 17760605 -0405		• 72.71 ✓	
	CR MV- 17760605 -0605		• 81.45 ✓	
	CR MV- 17760605 -0505		• 251.00 ✓	
	BP WARM&VILL DE WCC3181 - WVCP		• 47.00 ✓	
10 May 19	TFR TRANSFER 21136496	475.01 ✓		5,000.00
	CR LLOYDS PHARMACY		• 105.00 ✓	
	CR MV- 17760605 -0705		• 11.70 ✓	
	CR CASH IN P.O. MAY10 6-10 THE MAL@13:00		5,409.02 ✓	
12 May 19	TFR TRANSFER 21136496	5,525.72 ✓		5,000.00
	CR L Collazo WCC3174		• 70.00 ✓	
13 May 19	TFR TRANSFER 21136496	70.00 ✓		5,000.00
	CR WILTSHIRE COUNCIL		94.50 ✓	
14 May 19	TFR TRANSFER 21136496	94.50 ✓		5,000.00
	CR CHQ IN AT 407080		988.33 ✓	
	DD WEST MERCIA ENERGY	• 582.54 ✓		
	DD BOOKER LTD -BK	• 726.15 ✓		
	DD ATOS RE FUELGENIE	• 79.87 ✓		
	BP WARM&VILL DE WCC3173 AVENUE SUR		• 128.00 ✓	
	DR CHARGE			
	AUTO TRANSFER	• 20.00 ✓		
15 May 19	TFR TRANSFER 21136496		292.23 ✓	5,000.00
	CR DAYBREAK FAMILY GR WCC3169		• 42.00 ✓	
	CR MV- 17760605 -1005		• 18.60 ✓	
	CR MV- 17760605 -1105		• 86.50 ✓	
	CR MV- 17760605 -1205		• 162.60 ✓	
	DD TIMICO/KECONNECT	• 567.78 ✓		
	DD WILTSHIRE COUNCIL	• 17.00 ✓		
	DD WILTSHIRE COUNCIL	• 687.00 ✓		
	DD WILTSHIRE COUNCIL	• 528.00 ✓		
	DD WILTSHIRE COUNCIL	• 295.00 ✓		
	TFR 404523 21136496		40,000.00 ✓	
	INTERNET TRANSFER			
	BALANCE CARRIED FORWARD			43,214.92

066742_151 1/ 12 00008 18589 3729 39700

RECEIVED

Your Statement

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

06 JUN 2019



Account Summary

Opening Balance	5,000.00
Payments In	142,095.38
Payments Out	142,095.38
Closing Balance	5,000.00

1 May to 31 May 2019

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000 58

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Apr 19	BALANCE BROUGHT FORWARD			5,000.00
01 May 19	CR MV- 17760605 -2704		• 26.95 ✓	
	CR MV- 17760605 -2804		• 61.15 ✓	
	DD AVIVA	• 1,407.51 ✓		
	DD WATER2BUSINESS	• 32.00 ✓		
	DD WATER2BUSINESS	• 1,917.50 ✓		
	DD WATER2BUSINESS	• 200.50 ✓		
	CR Hervin Robin			
	J71 P508 LODGE REN		• 329.98 ✓	
	TFR TRANSFER 21136496		• 3,139.43 ✓	5,000.00
02 May 19	CR ROCK CHOIR LIMITED		• 210.00 ✓	
	CR MV- 17760605 -2904		• 10.20 ✓	
	CR SHEPHERD F			
	FALLON STRIKER SIP		25.00	
	TFR TRANSFER 21136496	• 245.20 ✓		5,000.00
03 May 19	CR LLOYDS PHARMACY		• 42.00 ✓	
	CR MV- 17760605 -3004		• 26.40 ✓	
	TFR TRANSFER 21136496	• 68.40 ✓		5,000.00
07 May 19	CR MV- 17760605 -3004		• 5.80 ✓	
	CR MV- 17760605 -0105		• 18.30 ✓	
	BP WARM&VILL DE			
	WCC3160		• 33.60 ✓	
	BP WILTSHIRE C/TAX			
	19/04460/04465/DOC	• 116.00 ✓		
	TFR TRANSFER 21136496		• 58.30 ✓	5,000.00
08 May 19	CR MV- 17760605 -0205		• 36.85 ✓	
	BALANCE CARRIED FORWARD			5,036.85

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 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**.

Bank Reconciliation Statement as at: 30/06/2019 for Cash Book 1 Current/Instant Access Bank A/

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Instant Access Account	30/06/2019	69	5,000.00
Current Account	28/06/2019	433	825,389.81
			<u>830,389.81</u>
Unpresented Cheques (Minus)		Amount	
			<u>0.00</u>
			830,389.81
Receipts not Banked/Cleared (Plus)			
			<u>0.00</u>
			830,389.81
			Balance per Cash Book is :- 830,515.81
			Difference Excluding Adjustments is :- -126.00
Adjustments to Reconciliation			
29/06/2019 TFR	Cross charge	-126.00	
			<u>-126.00</u>
			Unreconciled Difference is :- 0.00

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1 June to 30 June 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 69

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,191.60
	BP June payroll			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	19,806.87		
	BP June Payroll			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	394.81		
	BP LGPS June			
	WC PENSION FUND			
	BIB BACS PAYMENT	6,241.69		
	CR CASH IN P.O. JUN27			
	6-10 THE MAL@14:52		1,383.00	
26 Jun 19	TFR TRANSFER 21136496		24,868.77	5,000.00
	CR MV- 17760605 -2506		39.00	
	CR WILTSHIRE COUNCIL		105.00	
	DD HILLS WASTE SOLUTI	464.03		
	DD ICO	35.00		
29 Jun 19	TFR TRANSFER 21136496		355.03	5,000.00
	BP DEB'S DANCE			
	WCC3168		126.00	
30 Jun 19	TFR TRANSFER 21136496	126.00		5,000.00
	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 June to 30 June 2019

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 68

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,678.11
	DD WILTSHIRE COUNCIL	• 17.00 ✓		
	DD WILTSHIRE COUNCIL	• 687.00 ✓		
	DD WILTSHIRE COUNCIL	• 528.00 ✓		
	DD WILTSHIRE COUNCIL	• 295.00 ✓		
	DD SE GAS LIMITED	• 1,802.00 ✓		
	TFR 404523 21136496			
	INTERNET TRANSFER		• 5,000.00 ✓	
	BP DAVE LUCEY LTD			
	6000	• 1,182.60 ✓		
	TFR TRANSFER 21136496	• 166.51 ✓		5,000.00
19 Jun 19	CR MV- 17760605 -1406		• 20.55 ✓	
	CR MV- 17760605 -1506		• 79.45 ✓	
	CR MV- 17760605 -1606		• 89.70 ✓	
	CR MV- 21574633 -1406		• 70.00 ✓	
	BP WPP May			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 224.90 ✓		
	DD WEST MERCIA ENERGY	• 519.06 ✓		
	DD OFFICE EVOLUTION	• 252.42 ✓		
	TFR TRANSFER 21136496		• 736.68 ✓	5,000.00
20 Jun 19	DD S/LINE 64019445	• 54.32 ✓		
	DD S/LINE 64121378	• 25.79 ✓		
	CR CASH IN P.O. JUN20			
	6-10 THE MAL@10:33		• 1,241.50 ✓	
	TFR TRANSFER 21136496	• 1,161.39 ✓		5,000.00
21 Jun 19	DD VWFS UK LIMITED	• 32.12 ✓		
	DR TOTAL CHARGES			
	TO 30MAY2019	• 98.16 ✓		
	TFR TRANSFER 21136496		• 130.28 ✓	5,000.00
24 Jun 19	CR CHQ IN AT 407080		• 744.40 ✓	
	TFR TRANSFER 21136496	• 744.40 ✓		5,000.00
25 Jun 19	DD VWFS UK LIMITED	• 383.14 ✓		
	DD BOC MANCHESTER ACC	• 31.86 ✓		
	DD BOOKER LTD -BK	• 438.16 ✓		
	CR F F			
	FALLON INV WCC3208		• 157.50 ✓	
	TFR TRANSFER 21136496		• 695.66 ✓	5,000.00
26 Jun 19	CR MV- 17760605 -2106		• 37.50 ✓	
	CR MV- 17760605 -2306		• 94.60 ✓	
	CR MV- 17760605 -2206		• 147.55 ✓	
	TFR TRANSFER 21136496	• 279.65 ✓		5,000.00
27 Jun 19	CR ROCK CHOIR LIMITED		• 105.00 ✓	
	CR MV- 17760605 -2406		• 23.60 ✓	
	CR WILTSHIRE COUNCIL		• 63.00 ✓	
	BALANCE CARRIED FORWARD			5,191.60

1 June to 30 June 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 67

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			2,881.84
	BP DENTONS			
	701329	170.40 ✓		
	BP PROMAIN			
	99037	136.36 ✓		
	TFR 404523 21136496			
	INTERNET TRANSFER		10,000.00 ✓	
	BP GB HEATING			
	0814L	4,110.00 ✓		
	BP PETER DANN			
	2020002	250.00 ✓		
	BP CHARLES SAUNDERS			
	233124	97.41 ✓		
	BP ROUNDSTONE VENDING			
	26732	122.00 ✓		
	BP FIVE RIVERS RECRUI			
	00007878	358.84 ✓		
	BP OFFICE RIGHT			
	00059055	28.56 ✓		
	BP CLEARSKY IT			
	18251	222.96 ✓		
	BP ASHTON FARMS			
	1075496	366.64 ✓		
	BP SJ SURVEYORS			
	0016	2,317.50 ✓		
	BP WHEELERS			
	964883	502.26 ✓		
	BP WHEELERS			
	964977	1,200.00 ✓		
	BP WHEELERS			
	964979	276.77 ✓		
	BP COATES & PARKER			
	42166	421.45 ✓		
	BP ROUNDSTONE CAT			
	41529	200.40 ✓		
	BP NICKS SHOE REPAIRS			
	79	133.20 ✓		
	BP SLCC			
	194932	819.00 ✓		
	TFR TRANSFER 21136496			
17 Jun 19	CR AGE UK WILTSHIRE -		3,871.91 ✓	5,000.00
	CR SELWOOD CREDITORS		100.80 ✓	
	CR THE SOUTHERN CO-OP		15.00 ✓	
	CR MV- 17760605 -1206		42.00 ✓	
	DD TIMICO/KECONNECT	484.69 ✓	5.00 ✓	
	BALANCE CARRIED FORWARD			4,678.11

1 June to 30 June 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 66

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,987.40
BP	ASHTON FARMS 1074478	128.88		
BP	AMAZON BUSINESS 16610	20.94		
BP	CHARLES SAUNDERS 227695	167.85		
BP	D J DOORS LTD SI-565	496.80		
BP	DOWNLANDSTREESURGE 1182	480.00		
BP	HR DEPARTMENT 7233	132.00		
BP	IDVERDE GM768320	754.31		
BP	IDVERDE GM768321	1,131.47		
BP	JRB ENTERPRISE LTD 19802	297.60		
BP	OFFICE RIGHT 00051299	127.63		
BP	TRADE UK/SCREWFIX 0978786467	69.41		
BP	TOUCH OF TRADITION 1797	30.59		
TFR	404523 21136496 INTERNET TRANSFER		10,000.00	
BP	IDVERDE GM768436	3,834.61		
BP	IDVERDE GM768345	1,131.47		
BP	IDVERDE GM768435	892.12		
BP	DCK BEAVERS LTD TPC8580	770.58		
BP	IDVERDE GM768344	754.31		
BP	NISBETS 19105945	112.29		
BP	ROUNDSTONE VENDING 26687	54.00		
BP	SECURITAS SIN1095016	528.00		
BP	WHEELERS 964782	190.50		
	BALANCE CARRIED FORWARD			2,881.84

1 June to 30 June 2019

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 65

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,423.15
	BP CCLA 05.06.2019			
	CCLA			
	BIB BACS PAYMENT	50,000.00		
06 Jun 19	TFR TRANSFER 21136496		49,576.85	5,000.00
	CR MV- 17760605 -0306		14.10	
	BP CCLA 06.06.2019			
	CCLA			
	BIB BACS PAYMENT	25,000.00		
07 Jun 19	TFR TRANSFER 21136496		24,985.90	5,000.00
	CR LLOYDS PHARMACY		84.00	
	CR Sustainable Warmin			
	SUSTAINWAR INV1908		18.00	
10 Jun 19	TFR TRANSFER 21136496	102.00		5,000.00
	CR MS SOCIETY		40.00	
	CR MV- 17760605 -0506		29.65	
	BP HMRC May			
	HMRC			
	BIB BACS PAYMENT	5,320.13		
	CR WARMINSTER & K9QF		600.00	
	WARMINSTER & DISTR			
	CR CASH IN P.O. JUN10		772.00	
	6-10 THE MAL@14:21		3,878.48	5,000.00
11 Jun 19	TFR TRANSFER 21136496		20.05	
	CR MV- 17760605 -0606			
	DD BOOKER LTD -BK	1,772.28		
12 Jun 19	TFR TRANSFER 21136496		1,752.23	5,000.00
	CR CHQ IN AT 407080		3,880.00	
	CR J T L CURRENT		300.00	
	CR SELWOOD CREDITORS		33.60	
	CR MV- 17760605 -0706		13.60	
	CR MV- 17760605 -0906		75.30	
	CR MV- 17760605 -0806		97.30	
13 Jun 19	TFR TRANSFER 21136496	4,399.80		5,000.00
	CR Warminster Highbur			
	WCC3187		226.80	
	DR CHARGE			
	AUTO TRANSFER	20.00		
14 Jun 19	TFR TRANSFER 21136496	206.80		5,000.00
	CR MV- 17760605 -1106		21.20	
	DD SGW PAYROLL	89.04		
16 Jun 19	TFR TRANSFER 21136496		67.84	5,000.00
	BP WESTWILTSRAIL GRP			
	WWRail	12.60		
	BALANCE CARRIED FORWARD			4,987.40

05 JUL 2019

088824_181 7/ 14 00011 60485 12690 39700

Your Statement

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



Account Summary

Opening Balance	5,000.00
Payments In	200,602.14
Payments Out	200,602.14
Closing Balance	5,000.00

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

1 June to 30 June 2019

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000

64

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 May 19	BALANCE BROUGHT FORWARD			5,000.00
03 Jun 19	CR MV- 17760605 -2905		7.00	
	DD WESSEX LIFT CO	118.50		
	DD GOCARDLESS	117.60		
	DD AVIVA	1,407.51		
	DD WATER2BUSINESS	32.00		
	DD WATER2BUSINESS	1,467.50		
	DD WATER2BUSINESS	200.50		
	CR Hervin Robin			
	J71 P508 LODGE REN		329.98	
	CR A.c.t.s Theatre Ar			
	A.C.T.S WCC3200		224.00	
	CR CASH IN P.O. JUN03			
	6-10 THE MAL@14:24		1,974.10	
	CR New Road Service S			
	REAL COACH		130.00	
	CR PROGRESS PHY LTD			
	PROGPYHS WCC3139		126.00	
	TFR TRANSFER 21136496		552.53	
04 Jun 19	CR CHQ IN AT 407080		1,330.50	5,000.00
	CR MV- 17760605 -3005		166.15	
	BP CCLA 04.06.2019			
	CCLA			
	BIB BACS PAYMENT	50,000.00		
	TFR TRANSFER 21136496		48,503.35	5,000.00
05 Jun 19	CR MV- 17760605 -0206		81.00	
	CR MV- 17760605 -3106		112.50	
	CR MV- 17760605 -0106		229.65	
	BALANCE CARRIED FORWARD			5,423.15

Interest

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Effective from 1 August 2017

Monthly cap on unarranged overdraft charges

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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.

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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.

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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.

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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.

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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**.

Month No : 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	<u>Council Administration</u>							
4001	Salaries	12,626	24,735	139,200	114,465		114,465	17.8 %
4008	Training	24	24	2,500	2,476		2,476	1.0 %
4009	Travel	28	28	400	372		372	7.0 %
4010	Health & Safety	0	0	500	500		500	0.0 %
4013	Rent Payable (Internal)	3,100	6,200	37,200	31,000		31,000	16.7 %
4020	Consumables & Other Expenses	261	289	1,500	1,211		1,211	19.2 %
4022	Postage & Telephone	304	458	2,500	2,042		2,042	18.3 %
4023	Printing & Stationery	36	62	1,500	1,438	-22	1,460	2.7 %
4024	Photocopier Charges	0	281	3,000	2,719		2,719	9.4 %
4025	IT (Website & Email)	277	462	4,500	4,038		4,038	10.3 %
4027	Subscriptions and Publications	0	605	3,500	2,895		2,895	17.3 %
4028	Insurance	762	1,524	9,200	7,676		7,676	16.6 %
4030	Recruitment Advertising	0	0	1,100	1,100		1,100	0.0 %
4036	Repairs and Renewals	0	20	500	480		480	4.0 %
4040	Equipment/Furniture	167	167	1,000	833		833	16.7 %
4056	Accountancy Fees	716	512	13,500	12,988		12,988	3.8 %
4057	Audit Fees	0	-2,030	2,440	4,470		4,470	-83.2 %
4058	Legal Fees	0	0	1,000	1,000		1,000	0.0 %
4059	Other Professional Fees	235	1,090	2,600	1,510		1,510	41.9 %
4060	Bank Charges	132	212	1,500	1,288		1,288	14.1 %
	Council Administration :- Expenditure	18,668	34,639	229,140	194,501	-22	194,523	15.1 %
1176	Precept	0	393,242	786,483	-393,242			50.0 %
1177	Precept Allocation	0	0	-46,000	46,000			0.0 %
1190	Interest Receivable	14	979	5,000	-4,021			19.6 %
1300	Dog Bag Sales	100	188	1,000	-813			18.8 %
	Council Administration :- Income	114	394,408	746,483	-352,075			52.8 %
	Net Expenditure over Income	18,554	-359,770	-517,343	-157,573			
102	<u>Civic and Democratic</u>							
4033	Advertising	110	310	1,500	1,190		1,190	20.7 %
4080	Mayoral Expenses	49	49	2,000	1,951		1,951	2.4 %
4082	Town Crier	1,000	1,000	1,000	0		0	100.0 %
4086	Civic Regalia	0	0	200	200		200	0.0 %
6319	Tfr to Elections Reserve	0	0	5,000	5,000		5,000	0.0 %
	Civic and Democratic :- Expenditure	1,159	1,359	9,700	8,341	0	8,341	14.0 %
	Net Expenditure over Income	1,159	1,359	9,700	8,341			

Month No : 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103	<u>Policy and Communications</u>							
4033	Advertising	475	475	1,000	525		525	47.5 %
4034	Newsletter	0	0	2,000	2,000		2,000	0.0 %
4083	Civic Promotion\Consultation	375	375	4,500	4,125		4,125	8.3 %
4084	Town Promotion	142	142	3,000	2,858		2,858	4.7 %
	Policy and Communications :- Expenditure	992	992	10,500	9,508	0	9,508	9.5 %
	Net Expenditure over Income	992	992	10,500	9,508			
104	<u>Council Events</u>							
4032	Adverts - Events	0	0	1,000	1,000		1,000	0.0 %
4081	Civic Events	110	390	2,000	1,610		1,610	19.5 %
4087	Civic Service	0	0	500	500		500	0.0 %
4706	Christmas Lights	0	0	20,000	20,000		20,000	0.0 %
4720	Remembrance Service	0	0	1,000	1,000		1,000	0.0 %
	Council Events :- Expenditure	110	390	24,500	24,110	0	24,110	1.6 %
1701	Christmas Events Income	0	0	3,500	-3,500			0.0 %
	Council Events :- Income	0	0	3,500	-3,500			0.0 %
	Net Expenditure over Income	110	390	21,000	20,610			
107	<u>Grants and Projects</u>							
4700	Grants - Large	0	0	10,000	10,000		10,000	0.0 %
4701	Small Grants - Permitted	0	0	5,000	5,000		5,000	0.0 %
4703	WCR Community Radio SLA	0	0	10,000	10,000		10,000	0.0 %
4704	Warminster Community Hub SLA	0	0	6,000	6,000		6,000	0.0 %
4707	Catenary Cable Maintenance	9	18	1,600	1,582		1,582	1.1 %
4708	Grant - CAB	0	0	2,000	2,000		2,000	0.0 %
4710	Enterprise Warminster	201	201	4,000	3,799		3,799	5.0 %
4712	Grant - Warminster Carnival	0	0	3,500	3,500		3,500	0.0 %
4715	INSPIRE	3,500	3,500	3,500	0		0	100.0 %
4718	Warminster Wobble	0	3,000	3,000	0		0	100.0 %
	Grants and Projects :- Expenditure	3,710	6,719	48,600	41,881	0	41,881	13.8 %
	Net Expenditure over Income	3,710	6,719	48,600	41,881			
201	<u>CCTV</u>							
4001	Salaries	3,749	7,461	43,600	36,139		36,139	17.1 %
4008	Training	0	0	1,500	1,500		1,500	0.0 %
4014	Electricity and Gas	0	0	200	200		200	0.0 %

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4020	Consumables & Other Expenses	0	0	400	400		400	0.0 %
4021	BT Redcare	0	12,538	13,150	612		612	95.3 %
4022	Postage & Telephone	104	214	900	686		686	23.7 %
4028	Insurance	93	186	1,146	960		960	16.2 %
4029	Licences	0	480	220	-260		-260	218.2 %
4036	Repairs and Renewals	869	869	1,500	631		631	57.9 %
4037	Maintenance Contracts	1,000	1,000	4,000	3,000		3,000	25.0 %
5325	Tfr from CCTV	0	0	-375	-375		-375	0.0 %
	CCTV :- Expenditure	5,814	22,747	66,241	43,494	0	43,494	34.3 %
1177	Precept Allocation	0	0	46,000	-46,000			0.0 %
1201	CCTV-Dewey Trust Grant	0	0	4,000	-4,000			0.0 %
1204	CCTV-Army Grant	0	0	500	-500			0.0 %
1205	CCTV-West Wilts Tr Estate Fees	0	0	5,733	-5,733			0.0 %
1206	CCTV-Westbury TC Fees	0	0	10,008	-10,008			0.0 %
	CCTV :- Income	0	0	66,241	-66,241			0.0 %
	Net Expenditure over Income	5,814	22,747	0	-22,747			
202	<u>Dewey House</u>							
4011	Rates	528	1,054	5,350	4,296		4,296	19.7 %
4012	Water Rates	0	0	500	500		500	0.0 %
4014	Electricity and Gas	0	-830	3,000	3,830		3,830	-27.7 %
4028	Insurance	118	235	1,250	1,015		1,015	18.8 %
4035	Refuse Collection\Bin Emptying	66	66	300	234		234	21.8 %
4036	Repairs and Renewals	98	98	1,500	1,402		1,402	6.5 %
4037	Maintenance Contracts	0	0	1,250	1,250		1,250	0.0 %
4040	Equipment/Furniture	1,980	1,980	0	-1,980		-1,980	0.0 %
	Dewey House :- Expenditure	2,789	2,603	13,150	10,547	0	10,547	19.8 %
1005	Rent Received	600	1,200	7,200	-6,000			16.7 %
	Dewey House :- Income	600	1,200	7,200	-6,000			16.7 %
	Net Expenditure over Income	2,189	1,403	5,950	4,547			
209	<u>Outside Services</u>							
4001	Salaries	3,783	7,565	45,500	37,935		37,935	16.6 %
4007	Uniform	29	29	200	171		171	14.6 %
4008	Training	0	160	300	140		140	53.3 %
4042	Vehicle Costs	346	692	5,500	4,808		4,808	12.6 %
	Outside Services :- Expenditure	4,158	8,446	51,500	43,054	0	43,054	16.4 %
	Net Expenditure over Income	4,158	8,446	51,500	43,054			

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
210	<u>Town Park</u>							
4001	Salaries	353	478	14,300	13,822		13,822	3.3 %
4008	Training	0	0	200	200		200	0.0 %
4011	Rates	295	585	2,975	2,390		2,390	19.7 %
4012	Water Rates	1,319	1,319	14,000	12,681		12,681	9.4 %
4014	Electricity and Gas	268	28	2,500	2,472		2,472	1.1 %
4020	Consumables & Other Expenses	0	40	500	460		460	8.1 %
4023	Printing & Stationery	0	0	100	100		100	0.0 %
4028	Insurance	98	196	2,300	2,104		2,104	8.5 %
4035	Refuse Collection\Bin Emptying	0	0	30,000	30,000		30,000	0.0 %
4036	Repairs and Renewals	133	465	30,000	29,535		29,535	1.6 %
4037	Maintenance Contracts	0	0	1,000	1,000		1,000	0.0 %
4038	Grounds Maintenance	3,939	7,297	40,000	32,703		32,703	18.2 %
4040	Equipment/Furniture	27	354	5,000	4,646		4,646	7.1 %
4085	Town Park Events	988	1,868	6,500	4,632		4,632	28.7 %
	Town Park :- Expenditure	7,420	12,631	149,375	136,744	0	136,744	8.5 %
1006	Rent - 23 Weymouth St	330	660	3,960	-3,300			16.7 %
1020	Town Park Events Income	2,069	3,094	183	2,911			1690.7
1193	Miscellaneous Income	50	50	0	50			0.0 %
1550	Boats Income	0	1,034	3,000	-1,966			34.5 %
	Town Park :- Income	2,449	4,838	7,143	-2,305			67.7 %
	Net Expenditure over Income	4,971	7,793	142,232	134,439			
211	<u>Open Spaces</u>							
4012	Water Rates	0	0	30	30		30	0.0 %
4038	Grounds Maintenance	67	640	10,000	9,360		9,360	6.4 %
4040	Equipment/Furniture	0	0	250	250		250	0.0 %
4214	Bins	0	0	5,000	5,000		5,000	0.0 %
	Open Spaces :- Expenditure	67	640	15,280	14,640	0	14,640	4.2 %
	Net Expenditure over Income	67	640	15,280	14,640			
212	<u>Cemetery and Churchyard</u>							
4011	Rates	17	32	155	123		123	20.6 %
4028	Insurance	78	155	945	790		790	16.4 %
4036	Repairs and Renewals	343	343	0	-343		-343	0.0 %
4212	War Memorial	0	0	0	0	-8,246	8,246	0.0 %
	Cemetery and Churchyard :- Expenditure	437	530	1,100	570	-8,246	8,817	-701.5 %
1212	Burial Fees	626	626	1,500	-874			41.7 %
	Cemetery and Churchyard :- Income	626	626	1,500	-874			41.7 %
	Net Expenditure over Income	-189	-96	-400	-304			

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Cost Centre Report

		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>							
4036	Repairs and Renewals	0	0	250	250		250	0.0 %
4200	Public Toilets	1,257	629	8,000	7,371		7,371	7.9 %
	Public Conv - Town Park :- Expenditure	1,257	629	8,250	7,621	0	7,621	7.6 %
	Net Expenditure over Income	1,257	629	8,250	7,621			
214	<u>Public Conv - Central Car Park</u>							
4012	Water Rates	0	0	2,500	2,500		2,500	0.0 %
4014	Electricity and Gas	167	-13	1,500	1,513		1,513	-0.9 %
4028	Insurance	14	28	172	144		144	16.0 %
4036	Repairs and Renewals	76	497	1,500	1,003		1,003	33.2 %
4200	Public Toilets	1,886	1,886	11,500	9,614		9,614	16.4 %
	Public Conv - Central Car Park :- Expenditure	2,143	2,398	17,172	14,774	0	14,774	14.0 %
	Net Expenditure over Income	2,143	2,398	17,172	14,774			
215	<u>Streets Furniture</u>							
4028	Insurance	29	58	355	297		297	16.3 %
4038	Grounds Maintenance	0	743	0	-743		-743	0.0 %
4040	Equipment/Furniture	90	90	1,500	1,410		1,410	6.0 %
4803	Baskets & Tubs	0	0	9,000	9,000		9,000	0.0 %
	Streets Furniture :- Expenditure	119	891	10,855	9,964	0	9,964	8.2 %
	Net Expenditure over Income	119	891	10,855	9,964			
216	<u>Pavilion Cafe</u>							
4001	Salaries	5,826	10,283	20,500	10,217		10,217	50.2 %
4007	Uniform	0	0	150	150		150	0.0 %
4008	Training	175	175	250	75		75	70.0 %
4016	Cleaning	0	0	100	100		100	0.0 %
4020	Consumables & Other Expenses	332	564	2,000	1,436		1,436	28.2 %
4022	Postage & Telephone	46	106	600	494		494	17.6 %
4023	Printing & Stationery	0	0	200	200		200	0.0 %
4025	IT (Website & Email)	0	0	100	100		100	0.0 %
4035	Refuse Collection\Bin Emptying	224	224	500	276		276	44.8 %
4036	Repairs and Renewals	459	1,022	1,000	-22		-22	102.2 %
4040	Equipment/Furniture	0	314	500	186		186	62.9 %
4055	Stocktaking Fees	0	0	240	240		240	0.0 %
4061	Streamline Charges	76	76	360	284		284	21.0 %
	Pavilion Cafe :- Expenditure	7,138	12,764	26,500	13,736	0	13,736	48.2 %

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3540	Pavilion Purchases	2,594	5,207	20,000	14,793		14,793	26.0 %
	Pavilion Cafe :- Direct Expenditure	2,594	5,207	20,000	14,793	0	14,793	26.0 %
1600	Pavillion Cafe Sales	3,182	10,055	40,000	-29,945			25.1 %
	Pavilion Cafe :- Income	3,182	10,055	40,000	-29,945			25.1 %
	Net Expenditure over Income	6,549	7,916	6,500	-1,416			
217	Play Areas							
4010	Health & Safety	0	0	14,000	14,000		14,000	0.0 %
4016	Cleaning	0	0	1,000	1,000		1,000	0.0 %
4020	Consumables & Other Expenses	0	0	450	450		450	0.0 %
4023	Printing & Stationery	0	0	100	100		100	0.0 %
4028	Insurance	0	0	4,050	4,050		4,050	0.0 %
4035	Refuse Collection\Bin Emptying	0	0	3,382	3,382		3,382	0.0 %
4037	Maintenance Contracts	0	0	11,000	11,000		11,000	0.0 %
4038	Grounds Maintenance	0	0	15,000	15,000		15,000	0.0 %
4044	Tree Works	0	0	2,000	2,000		2,000	0.0 %
4058	Legal Fees	0	0	4,400	4,400		4,400	0.0 %
	Play Areas :- Expenditure	0	0	55,382	55,382	0	55,382	0.0 %
1180	Grants Recieved	0	0	9,000	-9,000			0.0 %
	Play Areas :- Income	0	0	9,000	-9,000			0.0 %
	Net Expenditure over Income	0	0	46,382	46,382			
218	Skate Park							
4028	Insurance	0	0	2,000	2,000		2,000	0.0 %
4036	Repairs and Renewals	0	0	5,000	5,000		5,000	0.0 %
	Skate Park :- Expenditure	0	0	7,000	7,000	0	7,000	0.0 %
	Net Expenditure over Income	0	0	7,000	7,000			
301	Civic Centre							
4001	Salaries	5,977	11,388	63,000	51,612		51,612	18.1 %
4007	Uniform	0	0	200	200		200	0.0 %
4008	Training	0	0	1,000	1,000		1,000	0.0 %
4011	Rates	687	1,378	6,950	5,572		5,572	19.8 %
4012	Water Rates	0	0	1,500	1,500		1,500	0.0 %
4013	Rent Payable (Internal)	-3,100	-6,200	-37,200	-31,000		-31,000	16.7 %
4014	Electricity and Gas	0	0	15,000	15,000		15,000	0.0 %
4016	Cleaning	0	0	500	500		500	0.0 %

Month No : 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4020	Consumables & Other Expenses	306	306	1,250	944		944	24.5 %
4022	Postage & Telephone	67	132	900	768		768	14.7 %
4025	IT (Website & Email)	0	20	0	-20		-20	0.0 %
4028	Insurance	207	415	3,300	2,885		2,885	12.6 %
4029	Licences	868	1,670	2,500	830		830	66.8 %
4031	Publicity & Marketing	0	0	500	500		500	0.0 %
4035	Refuse Collection\Bin Emptying	492	492	1,300	808		808	37.8 %
4036	Repairs and Renewals	2,427	3,052	12,000	8,948		8,948	25.4 %
4037	Maintenance Contracts	440	1,117	6,250	5,133		5,133	17.9 %
4040	Equipment/Furniture	225	225	1,000	775		775	22.5 %
4055	Stocktaking Fees	0	0	120	120		120	0.0 %
4061	Streamline Charges	0	0	200	200		200	0.0 %
4801	Events Funding	75	227	1,500	1,273		1,273	15.2 %
	Civic Centre :- Expenditure	8,671	14,222	81,770	67,548	0	67,548	17.4 %
1001	Letting Income	3,396	8,032	40,000	-31,968			20.1 %
1002	Events Income	0	375	2,000	-1,625			18.8 %
1003	Equipment Hire	30	30	0	30			0.0 %
1193	Miscellaneous Income	0	143	0	143			0.0 %
	Civic Centre :- Income	3,426	8,580	42,000	-33,420			20.4 %
	Net Expenditure over Income	5,245	5,643	39,770	34,127			
305	Civic Centre Bar							
4040	Equipment/Furniture	0	0	250	250		250	0.0 %
	Civic Centre Bar :- Expenditure	0	0	250	250	0	250	0.0 %
3530	Bar Purchases	64	64	4,800	4,736		4,736	1.3 %
3531	Bar Gas & Consumables	27	53	400	347		347	13.3 %
	Civic Centre Bar :- Direct Expenditure	90	117	5,200	5,083	0	5,083	2.2 %
1580	Bar Sales	4,775	5,348	12,000	-6,652			44.6 %
	Civic Centre Bar :- Income	4,775	5,348	12,000	-6,652			44.6 %
	Net Expenditure over Income	-4,685	-5,232	-6,550	-1,318			
499	Capital Expenditure							
4901	Loan Repayment Capital	0	0	22,347	22,347		22,347	0.0 %
4902	Loan Repayment Interest	0	0	17,255	17,255		17,255	0.0 %
4925	CAP - Skate Park	1,502	31,077	0	-31,077		-31,077	0.0 %
5324	Tfr from Skatepark	-1,502	-31,077	0	31,077		31,077	0.0 %
6306	Tfr to EMR CIL	0	88,156	0	-88,156		-88,156	0.0 %

Month No : 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
6315	Tfr to Capital Projects	0	0	44,000	44,000		44,000	0.0 %
	Capital Expenditure :- Expenditure	<u>0</u>	<u>88,156</u>	<u>83,602</u>	<u>-4,554</u>	<u>0</u>	<u>-4,554</u>	<u>105.4 %</u>
1710	CIL Receipts	0	88,156	0	88,156			0.0 %
	Capital Expenditure :- Income	<u>0</u>	<u>88,156</u>	<u>0</u>	<u>88,156</u>			
	Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>83,602</u>	<u>83,602</u>			

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	<u>Council Administration</u>							
4001	Salaries	13,007	37,741	139,200	101,459		101,459	27.1 %
4008	Training	730	754	2,500	1,746		1,746	30.2 %
4009	Travel	0	28	400	372		372	7.0 %
4010	Health & Safety	0	0	500	500		500	0.0 %
4013	Rent Payable (Internal)	3,100	9,300	37,200	27,900		27,900	25.0 %
4020	Consumables & Other Expenses	11	300	1,500	1,200		1,200	20.0 %
4022	Postage & Telephone	229	687	2,500	1,813		1,813	27.5 %
4023	Printing & Stationery	0	62	1,500	1,438	-22	1,460	2.7 %
4024	Photocopier Charges	244	525	3,000	2,475		2,475	17.5 %
4025	IT (Website & Email)	204	667	4,500	3,833		3,833	14.8 %
4027	Subscriptions and Publications	0	605	3,500	2,895		2,895	17.3 %
4028	Insurance	762	2,287	9,200	6,913		6,913	24.9 %
4030	Recruitment Advertising	0	0	1,100	1,100		1,100	0.0 %
4036	Repairs and Renewals	0	20	500	480		480	4.0 %
4040	Equipment/Furniture	0	167	1,000	833		833	16.7 %
4056	Accountancy Fees	1,170	1,683	13,500	11,817		11,817	12.5 %
4057	Audit Fees	430	-1,600	2,440	4,040		4,040	-65.6 %
4058	Legal Fees	0	0	1,000	1,000		1,000	0.0 %
4059	Other Professional Fees	1,500	2,590	2,600	10		10	99.6 %
4060	Bank Charges	118	330	1,500	1,170		1,170	22.0 %
	Council Administration :- Expenditure	21,506	56,145	229,140	172,995	-22	173,017	24.5 %
1176	Precept	0	393,242	786,483	-393,242			50.0 %
1177	Precept Allocation	0	0	-46,000	46,000			0.0 %
1190	Interest Receivable	0	979	5,000	-4,021			19.6 %
1300	Dog Bag Sales	67	254	1,000	-746			25.4 %
	Council Administration :- Income	67	394,475	746,483	-352,008			52.8 %
	Net Expenditure over Income	21,439	-338,330	-517,343	-179,013			
102	<u>Civic and Democratic</u>							
4033	Advertising	0	310	1,500	1,190		1,190	20.7 %
4080	Mayoral Expenses	0	49	2,000	1,951		1,951	2.4 %
4082	Town Crier	0	1,000	1,000	0		0	100.0 %
4086	Civic Regalia	0	0	200	200		200	0.0 %
6319	Tfr to Elections Reserve	0	0	5,000	5,000		5,000	0.0 %
	Civic and Democratic :- Expenditure	0	1,359	9,700	8,341	0	8,341	14.0 %
	Net Expenditure over Income	0	1,359	9,700	8,341			

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103	<u>Policy and Communications</u>							
4033	Advertising	0	475	1,000	525		525	47.5 %
4034	Newsletter	481	481	2,000	1,519		1,519	24.1 %
4083	Civic Promotion\Consultation	0	375	4,500	4,125		4,125	8.3 %
4084	Town Promotion	0	142	3,000	2,858		2,858	4.7 %
	Policy and Communications :- Expenditure	481	1,473	10,500	9,027	0	9,027	14.0 %
	Net Expenditure over Income	481	1,473	10,500	9,027			
104	<u>Council Events</u>							
4032	Adverts - Events	110	110	1,000	890		890	11.0 %
4081	Civic Events	0	390	2,000	1,610		1,610	19.5 %
4087	Civic Service	0	0	500	500		500	0.0 %
4706	Christmas Lights	0	0	20,000	20,000		20,000	0.0 %
4720	Remembrance Service	0	0	1,000	1,000		1,000	0.0 %
	Council Events :- Expenditure	110	500	24,500	24,000	0	24,000	2.0 %
1701	Christmas Events Income	0	0	3,500	-3,500			0.0 %
	Council Events :- Income	0	0	3,500	-3,500			0.0 %
	Net Expenditure over Income	110	500	21,000	20,500			
107	<u>Grants and Projects</u>							
4700	Grants - Large	0	0	10,000	10,000		10,000	0.0 %
4701	Small Grants - Permitted	0	0	5,000	5,000		5,000	0.0 %
4703	WCR Community Radio SLA	0	0	10,000	10,000		10,000	0.0 %
4704	Warminster Community Hub SLA	0	0	6,000	6,000		6,000	0.0 %
4707	Catenary Cable Maintenance	9	27	1,600	1,573		1,573	1.7 %
4708	Grant - CAB	0	0	2,000	2,000		2,000	0.0 %
4710	Enterprise Warminster	225	426	4,000	3,574		3,574	10.6 %
4712	Grant - Warminster Carnival	0	0	3,500	3,500		3,500	0.0 %
4715	INSPIRE	0	3,500	3,500	0		0	100.0 %
4718	Warminster Wobble	0	3,000	3,000	0		0	100.0 %
	Grants and Projects :- Expenditure	234	6,953	48,600	41,647	0	41,647	14.3 %
	Net Expenditure over Income	234	6,953	48,600	41,647			
201	<u>CCTV</u>							
4001	Salaries	3,713	11,174	43,600	32,426		32,426	25.6 %
4008	Training	0	0	1,500	1,500		1,500	0.0 %
4014	Electricity and Gas	84	84	200	116		116	42.2 %

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4020	Consumables & Other Expenses	21	21	400	379		379	5.4 %
4021	BT Redcare	0	12,538	13,150	612		612	95.3 %
4022	Postage & Telephone	104	317	900	583		583	35.3 %
4024	Photocopier Charges	46	46	0	-46		-46	0.0 %
4028	Insurance	93	279	1,146	867		867	24.3 %
4029	Licences	0	480	220	-260		-260	218.2 %
4036	Repairs and Renewals	570	1,439	1,500	61		61	95.9 %
4037	Maintenance Contracts	0	1,000	4,000	3,000		3,000	25.0 %
5325	Tfr from CCTV	0	0	-375	-375		-375	0.0 %
	CCTV :- Expenditure	4,632	27,378	66,241	38,863	0	38,863	41.3 %
1177	Precept Allocation	0	0	46,000	-46,000			0.0 %
1201	CCTV-Dewey Trust Grant	0	0	4,000	-4,000			0.0 %
1204	CCTV-Army Grant	0	0	500	-500			0.0 %
1205	CCTV-West Wilts Tr Estate Fees	0	0	5,733	-5,733			0.0 %
1206	CCTV-Westbury TC Fees	0	0	10,008	-10,008			0.0 %
	CCTV :- Income	0	0	66,241	-66,241			0.0 %
	Net Expenditure over Income	4,632	27,378	0	-27,378			
202	<u>Dewey House</u>							
4011	Rates	528	1,582	5,350	3,768		3,768	29.6 %
4012	Water Rates	334	334	500	166		166	66.7 %
4014	Electricity and Gas	554	-276	3,000	3,276		3,276	-9.2 %
4028	Insurance	118	353	1,250	897		897	28.2 %
4035	Refuse Collection\Bin Emptying	0	66	300	234		234	21.8 %
4036	Repairs and Renewals	19	117	1,500	1,383		1,383	7.8 %
4037	Maintenance Contracts	246	246	1,250	1,004		1,004	19.7 %
	Dewey House :- Expenditure	1,798	2,421	13,150	10,729	0	10,729	18.4 %
1005	Rent Received	600	1,800	7,200	-5,400			25.0 %
	Dewey House :- Income	600	1,800	7,200	-5,400			25.0 %
	Net Expenditure over Income	1,198	621	5,950	5,329			
209	<u>Outside Services</u>							
4001	Salaries	3,783	11,348	45,500	34,152		34,152	24.9 %
4007	Uniform	0	29	200	171		171	14.6 %
4008	Training	0	160	300	140		140	53.3 %
4042	Vehicle Costs	346	1,038	5,500	4,462		4,462	18.9 %
	Outside Services :- Expenditure	4,129	12,575	51,500	38,925	0	38,925	24.4 %
	Net Expenditure over Income	4,129	12,575	51,500	38,925			

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
210	<u>Town Park</u>							
4001	Salaries	418	896	14,300	13,404		13,404	6.3 %
4008	Training	0	0	200	200		200	0.0 %
4011	Rates	295	880	2,975	2,095		2,095	29.6 %
4012	Water Rates	2,115	3,433	14,000	10,567		10,567	24.5 %
4014	Electricity and Gas	228	257	2,500	2,243		2,243	10.3 %
4020	Consumables & Other Expenses	0	40	500	460		460	8.1 %
4023	Printing & Stationery	0	0	100	100		100	0.0 %
4028	Insurance	98	294	2,300	2,006		2,006	12.8 %
4035	Refuse Collection\Bin Emptying	313	313	30,000	29,687		29,687	1.0 %
4036	Repairs and Renewals	1,817	2,282	30,000	27,718		27,718	7.6 %
4037	Maintenance Contracts	0	0	1,000	1,000		1,000	0.0 %
4038	Grounds Maintenance	3,358	10,654	40,000	29,346		29,346	26.6 %
4040	Equipment/Furniture	114	468	5,000	4,532		4,532	9.4 %
4085	Town Park Events	592	2,460	6,500	4,040		4,040	37.8 %
	Town Park :- Expenditure	9,348	21,979	149,375	127,396	0	127,396	14.7 %
1006	Rent - 23 Weymouth St	330	990	3,960	-2,970			25.0 %
1007	Rent - Pavilion	15	15	0	15			0.0 %
1020	Town Park Events Income	168	3,262	183	3,079			1782.7
1193	Miscellaneous Income	0	50	0	50			0.0 %
1550	Boats Income	478	1,512	3,000	-1,488			50.4 %
1901	Insurance Claims	3,880	3,880	0	3,880			0.0 %
	Town Park :- Income	4,872	9,709	7,143	2,566			135.9 %
	Net Expenditure over Income	4,476	12,269	142,232	129,963			
211	<u>Open Spaces</u>							
4012	Water Rates	0	0	30	30		30	0.0 %
4038	Grounds Maintenance	1,019	2,402	10,000	7,598		7,598	24.0 %
4040	Equipment/Furniture	0	0	250	250		250	0.0 %
4214	Bins	0	0	5,000	5,000		5,000	0.0 %
	Open Spaces :- Expenditure	1,019	2,402	15,280	12,878	0	12,878	15.7 %
	Net Expenditure over Income	1,019	2,402	15,280	12,878			
212	<u>Cemetery and Churchyard</u>							
4011	Rates	17	49	155	106		106	31.6 %
4028	Insurance	78	233	945	712		712	24.6 %
4036	Repairs and Renewals	0	343	0	-343		-343	0.0 %
4212	War Memorial	0	0	0	0	-8,246	8,246	0.0 %
	Cemetery and Churchyard :- Expenditure	95	624	1,100	476	-8,246	8,722	-692.9 %

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1212	Burial Fees	0	626	1,500	-874			41.7 %
	Cemetery and Churchyard :- Income	0	626	1,500	-874			41.7 %
	Net Expenditure over Income	95	-2	-400	-398			
213	Public Conv - Town Park							
4036	Repairs and Renewals	0	0	250	250		250	0.0 %
4200	Public Toilets	629	1,257	8,000	6,743		6,743	15.7 %
	Public Conv - Town Park :- Expenditure	629	1,257	8,250	6,993	0	6,993	15.2 %
	Net Expenditure over Income	629	1,257	8,250	6,993			
214	Public Conv - Central Car Park							
4012	Water Rates	104	104	2,500	2,396		2,396	4.1 %
4014	Electricity and Gas	0	-13	1,500	1,513		1,513	-0.9 %
4028	Insurance	14	41	172	131		131	24.1 %
4036	Repairs and Renewals	0	497	1,500	1,003		1,003	33.2 %
4200	Public Toilets	943	2,829	11,500	8,671		8,671	24.6 %
	Public Conv - Central Car Park :- Expenditure	1,060	3,458	17,172	13,714	0	13,714	20.1 %
	Net Expenditure over Income	1,060	3,458	17,172	13,714			
215	Streets Furniture							
4028	Insurance	29	87	355	268		268	24.5 %
4040	Equipment/Furniture	0	90	1,500	1,410		1,410	6.0 %
4803	Baskets & Tubs	2,596	2,596	9,000	6,404		6,404	28.8 %
	Streets Furniture :- Expenditure	2,625	2,773	10,855	8,082	0	8,082	25.5 %
	Net Expenditure over Income	2,625	2,773	10,855	8,082			
216	Pavilion Cafe							
4001	Salaries	5,542	15,825	20,500	4,675		4,675	77.2 %
4007	Uniform	0	0	150	150		150	0.0 %
4008	Training	0	175	250	75		75	70.0 %
4016	Cleaning	0	0	100	100		100	0.0 %
4020	Consumables & Other Expenses	11	576	2,000	1,424		1,424	28.8 %
4022	Postage & Telephone	46	152	600	448		448	25.4 %
4023	Printing & Stationery	0	0	200	200		200	0.0 %
4025	IT (Website & Email)	0	0	100	100		100	0.0 %
4035	Refuse Collection\Bin Emptying	50	274	500	226		226	54.8 %
4036	Repairs and Renewals	206	1,229	1,000	-229		-229	122.9 %

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Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4040	Equipment/Furniture	90	404	500	96		96	80.8 %
4055	Stocktaking Fees	0	0	240	240		240	0.0 %
4061	Streamline Charges	91	166	360	194		194	46.2 %
	Pavilion Cafe :- Expenditure	6,037	18,801	26,500	7,699	0	7,699	70.9 %
3540	Pavilion Purchases	2,013	7,220	20,000	12,780		12,780	36.1 %
	Pavilion Cafe :- Direct Expenditure	2,013	7,220	20,000	12,780	0	12,780	36.1 %
1193	Miscellaneous Income	20	20	0	20			0.0 %
1600	Pavillion Cafe Sales	4,583	14,638	40,000	-25,362			36.6 %
1601	Putting Green Income	133	133	0	133			0.0 %
	Pavilion Cafe :- Income	4,736	14,791	40,000	-25,209			37.0 %
	Net Expenditure over Income	3,314	11,230	6,500	-4,730			
217	Play Areas							
4010	Health & Safety	0	0	14,000	14,000		14,000	0.0 %
4016	Cleaning	0	0	1,000	1,000		1,000	0.0 %
4020	Consumables & Other Expenses	0	0	450	450		450	0.0 %
4023	Printing & Stationery	0	0	100	100		100	0.0 %
4028	Insurance	0	0	4,050	4,050		4,050	0.0 %
4035	Refuse Collection\Bin Emptying	0	0	3,382	3,382		3,382	0.0 %
4037	Maintenance Contracts	0	0	11,000	11,000		11,000	0.0 %
4038	Grounds Maintenance	0	0	15,000	15,000		15,000	0.0 %
4044	Tree Works	0	0	2,000	2,000		2,000	0.0 %
4058	Legal Fees	0	0	4,400	4,400		4,400	0.0 %
	Play Areas :- Expenditure	0	0	55,382	55,382	0	55,382	0.0 %
1180	Grants Recieved	0	0	9,000	-9,000			0.0 %
	Play Areas :- Income	0	0	9,000	-9,000			0.0 %
	Net Expenditure over Income	0	0	46,382	46,382			
218	Skate Park							
4028	Insurance	0	0	2,000	2,000		2,000	0.0 %
4036	Repairs and Renewals	0	0	5,000	5,000		5,000	0.0 %
	Skate Park :- Expenditure	0	0	7,000	7,000	0	7,000	0.0 %
	Net Expenditure over Income	0	0	7,000	7,000			
301	Civic Centre							
4001	Salaries	5,681	17,069	63,000	45,931		45,931	27.1 %

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4007	Uniform	0	0	200	200		200	0.0 %
4008	Training	0	0	1,000	1,000		1,000	0.0 %
4011	Rates	687	2,065	6,950	4,885		4,885	29.7 %
4012	Water Rates	0	0	1,500	1,500		1,500	0.0 %
4013	Rent Payable (Internal)	-3,100	-9,300	-37,200	-27,900		-27,900	25.0 %
4014	Electricity and Gas	3,137	3,137	15,000	11,863		11,863	20.9 %
4016	Cleaning	0	0	500	500		500	0.0 %
4020	Consumables & Other Expenses	91	397	1,250	853		853	31.7 %
4022	Postage & Telephone	71	204	900	696		696	22.6 %
4025	IT (Website & Email)	0	20	0	-20		-20	0.0 %
4028	Insurance	207	622	3,300	2,678		2,678	18.8 %
4029	Licences	0	1,670	2,500	830		830	66.8 %
4031	Publicity & Marketing	0	0	500	500		500	0.0 %
4035	Refuse Collection\Bin Emptying	0	492	1,300	808		808	37.8 %
4036	Repairs and Renewals	747	3,799	12,000	8,201		8,201	31.7 %
4037	Maintenance Contracts	3,425	4,542	6,250	1,708		1,708	72.7 %
4040	Equipment/Furniture	133	358	1,000	642		642	35.8 %
4055	Stocktaking Fees	0	0	120	120		120	0.0 %
4061	Streamline Charges	65	65	200	135		135	32.4 %
4801	Events Funding	88	316	1,500	1,185		1,185	21.0 %
	Civic Centre :- Expenditure	11,233	25,456	81,770	56,314	0	56,314	31.1 %
1001	Letting Income	2,632	10,664	40,000	-29,336			26.7 %
1002	Events Income	0	375	2,000	-1,625			18.8 %
1003	Equipment Hire	0	30	0	30			0.0 %
1193	Miscellaneous Income	13	155	0	155			0.0 %
	Civic Centre :- Income	2,645	11,224	42,000	-30,776			26.7 %
	Net Expenditure over Income	8,589	14,231	39,770	25,539			
305	Civic Centre Bar							
4040	Equipment/Furniture	0	0	250	250		250	0.0 %
	Civic Centre Bar :- Expenditure	0	0	250	250	0	250	0.0 %
3530	Bar Purchases	101	164	4,800	4,636		4,636	3.4 %
3531	Bar Gas & Consumables	27	80	400	320		320	19.9 %
	Civic Centre Bar :- Direct Expenditure	127	244	5,200	4,956	0	4,956	4.7 %
1580	Bar Sales	154	5,502	12,000	-6,498			45.9 %
	Civic Centre Bar :- Income	154	5,502	12,000	-6,498			45.9 %
	Net Expenditure over Income	-27	-5,259	-6,550	-1,291			

Month No : 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
499	Capital Expenditure							
4901	Loan Repayment Capital	0	0	22,347	22,347		22,347	0.0 %
4902	Loan Repayment Interest	0	0	17,255	17,255		17,255	0.0 %
4925	CAP - Skate Park	27,571	58,647	0	-58,647		-58,647	0.0 %
4926	CAP - Town Park Footpaths	21,100	21,100	0	-21,100		-21,100	0.0 %
4927	CAP - Dewey House Air Conditio	0	1,980	0	-1,980		-1,980	0.0 %
5315	Tfr from Capital Projects	-21,100	-23,080	0	23,080		23,080	0.0 %
5324	Tfr from Skatepark	-24,904	-55,980	0	55,980		55,980	0.0 %
5350	Tfr from CIL 16/17	-2,667	-2,667	0	2,667		2,667	0.0 %
6306	Tfr to EMR CIL	0	88,156	0	-88,156		-88,156	0.0 %
6315	Tfr to Capital Projects	0	44,000	44,000	0		0	100.0 %
	Capital Expenditure :- Expenditure	0	132,156	83,602	-48,554	0	-48,554	158.1 %
1710	CIL Receipts	0	88,156	0	88,156			0.0 %
	Capital Expenditure :- Income	0	88,156	0	88,156			
	Net Expenditure over Income	0	44,000	83,602	39,602			

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Warminster Town Council

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Current/Instant Access Bank A/

Payments made between 01/05/2019 and 31/05/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2019	Water2Business	DD01	32.00	32.00		501			Purchase Ledger
01/05/2019	Water2Business	DD02	1,917.50	1,917.50		501			Purchase Ledger
01/05/2019	Water2Business	DD03	200.50	200.50		501			Purchase Ledger
01/05/2019	Aviva	Std Ord	1,407.51			4028	101	762.17	Admin Insurance
						4707	107	9.01	Catenary Cable Insurance
						4028	201	92.90	CCTV Insurance
						4028	202	117.67	Dewey House Insurance
						4028	210	98.10	Town Park Insurance
						4028	212	77.55	Cemetery Insurance
						4028	214	13.79	Toilets Insurance
						4028	215	28.99	Outside Spaces Insurance
						4028	301	207.33	Civic Centre Insurance
07/05/2019	Wiltshire Council	BAC01	116.00	116.00		501			9507/Skatepark planning fee
08/05/2019	HMRC PAYE/NI	BACS	5,162.14			515		5,162.14	HMRC PAYE/NI
14/05/2019	Bank Charge Payable	CHRG	20.00			4060	101	20.00	Bank Charge Payable
14/05/2019	West mercia Energy	DD04	582.54	582.54		501			Purchase Ledger
14/05/2019	Booker	DD05	726.15	726.15		501			9450/Bar purchase
14/05/2019	Fuel Genie DDR	DD06	79.87	79.87		501			9566/Fuel cost - April
15/05/2019	Maverick Industries	BAC02	34,770.00	34,770.00		501			9446/Warminster skatepark
15/05/2019	Timico Limited	DD07	567.78	567.78		501			9537/Telephone charge
15/05/2019	Wiltshire Council	Std Ord	17.00			4011	212	17.00	WC Rates Boreham Rd Cemertery
15/05/2019	Wiltshire Council	Std Ord	528.00			4011	202	528.00	WC Rates Dewey House
15/05/2019	Wiltshire Council	Std Ord	687.00			4011	301	687.00	WC Rates Civic Centre
15/05/2019	Wiltshire Council	Std Ord	295.00			4011	210	295.00	Non-dom Rates Town Park
16/05/2019	SGW Payroll Ltd	DD08	91.02	91.02		501			9448/Payroll processing cost
17/05/2019	Wiltshire Council	BAC03	325.00	325.00		501			9488/Occupation health refer
17/05/2019	DCK Accounting Solutions Ltd	BAC04	948.18	948.18		501			9440/Accounting visit
17/05/2019	GB Heating Ltd	BAC05	2,391.60	2,391.60		501			9426/Replace socket in cafe
17/05/2019	Idverde Limited	BAC06	5,257.33	5,257.33		501			9445/60 St George flags
17/05/2019	Inspire of Warminster	BAC07	3,500.00	3,500.00		501			9453/Grant award 19/20
17/05/2019	Mirage Signs Limited	BAC08	72.00	72.00		501			9447/Supply 6x A1
Sub Total Carried Forward			59,694.12	51,577.47	0.00			8,116.65	

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Current/Instant Access Bank A/

Payments made between 01/05/2019 and 31/05/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									white boards
17/05/2019	Tuckers Hay and Straw	BAC09	325.00	325.00		501			9454/100xStraw bales
17/05/2019	Amazon Business	BAC10	59.95	59.95		501			Purchase Ledger
17/05/2019	Ashton Farms	BAC11	150.36	150.36		501			9479/Pavilion cafe-ice cream
17/05/2019	Amazon Business	BAC12	18.99	18.99		501			9478/Laptop stand-civic centre
17/05/2019	Coates & Parker Ltd	BAC13	204.00	204.00		501			Purchase Ledger
17/05/2019	D.A.N. Hire	BAC14	288.00	288.00		501			9482/Hire of toilets-Spring
17/05/2019	Rentokil Initial UK Ltd	BAC15	252.72	252.72		501			9483/Annual contract for bins
17/05/2019	Mirage Signs Limited	BAC16	120.00	120.00		501			9484/4xsigns for Spring
17/05/2019	Nisbets	BAC17	56.14	56.14		501			9485/Vegware cups-Pav cafe
17/05/2019	PPL PRS Ltd	BAC18	1,041.62	1,041.62		501			9486/Music licence-royalties
17/05/2019	Roundstone Catering Equipment	BAC19	119.40	119.40		501			9487/Repairs to coffee machine
17/05/2019	Office Evolution Ltd	DD09	251.43	251.43		501			Purchase Ledger
21/05/2019	A.C. Entertainment Technologie	BAC20	190.99	190.99		501			9489/Digital receiver system
21/05/2019	ACAS	BAC21	175.00	175.00		501			9490/Essential skill for manag
21/05/2019	Amazon Business	BAC22	31.99	31.99		501			9491/Heavy duty rails
21/05/2019	Ashton Farms	BAC23	428.37	428.37		501			9492/Pav cafe stock purchase
21/05/2019	George Davies Group Limited	BAC24	1,950.00	1,950.00		501			9493/New floor @ civic centre
21/05/2019	Rentokil Initial UK Ltd	BAC25	35.99	35.99		501			9494/Service 16.05.19-01.05.20
21/05/2019	Moviola Ltd	BAC26	89.40	89.40		501			9495/Film-A private War
21/05/2019	Office Right Business Solution	BAC27	34.92	34.92		501			9496/Polo shirts-Pav Cafe
21/05/2019	Reval Continuing Care Ltd	BAC28	480.16	480.16		501			9497/Repairs/servic car room
21/05/2019	Roundstone Vending Limited	BAC29	170.00	170.00		501			9498/Pav cafe stock
21/05/2019	Charles Saunders Ltd	BAC30	194.83	194.83		501			9499/Hand towels
21/05/2019	SSE Contracting Ltd	BAC31	411.01	411.01		501			9502/Repair lights at Obelisk
21/05/2019	Sydenhams Ltd	BAC32	34.03	34.03		501			9433/Hanson poly bag
21/05/2019	Swallow Drinks South West Ltd	BAC33	270.72	270.72		501			9503/Stock consumables
21/05/2019	Warminster Park Community Cent	BAC34	81.00	81.00		501			9505/Hire charge-Spring in pk
21/05/2019	Whealers (Westbury) Ltd	BAC35	110.40	110.40		501			9506/Repairs to camera
Sub Total Carried Forward			67,270.54	59,153.89	0.00			8,116.65	

Date: 14/06/2019

Warminster Town Council

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Cash Book No : 1

User : AG

Current/Instant Access Bank A/

Payments made between 01/05/2019 and 31/05/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/05/2019	Bank Charge	CHRG	112.47			4060	101	112.47	Bank Charge
21/05/2019	Worldpay (UK) Ltd	DD10	89.18	89.18		501			9539/Car processing charge
21/05/2019	Worldpay (UK) Ltd	DD11	25.79	25.79		501			Purchase Ledger
21/05/2019	Screwfix Direct Ltd	DD12	21.98	21.98		501			9500/Bathroom Thumbturn
21/05/2019	Screwfix Direct Ltd	DD13	108.60	108.60		501			9501/Tools, etc
21/05/2019	VWFS UK Ltd	Std Ord	32.12		5.35	4042	209	26.77	Van WT16 TRZ Maintenance Plan
23/05/2019	Warminster Parking Partnership	BAC36	201.00	201.00		501			9504/Weymouth Arms
23/05/2019	CCLA Deposit Fund	BACS	30,000.00			215		30,000.00	CCLA Deposit Fund
24/05/2019	Staff Salaries May 2019	BACS	20,527.64			520		20,527.64	Staff Salaries May 2019
24/05/2019	BOC Gases	DD14	31.86	31.86		501			9438-Gas rental April
25/05/2019	VWFS UK LTD	Std Ord	383.14		63.86	4042	209	319.28	Van WT16 TRZ Lease Payment
28/05/2019	Pension Due	BACS	6,464.62			516		6,464.62	Pension Due
28/05/2019	Clearsky IT	DD15	222.96	222.96		501			9534/Monthly subsc charge
29/05/2019	Booker	DD16	362.24	362.24		501			9532/Pav cafe stock
30/05/2019	Hunot HR	BAC37	240.00	240.00		501			9452/Advice line
30/05/2019	Mr P Seddon	BAC38	1,000.00	1,000.00		501			9508/Town crier honorarium
30/05/2019	Hunot HR	BAC39	396.00	396.00		501			9441/Hr Service for April
31/05/2019	Hills Waste Solutions Ltd	DD17	621.18	621.18		501			Purchase Ledger
Total Payments :			128,111.32	62,474.68	69.21			65,567.43	

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Current/Instant Access Bank A/

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2019	Aviva	Std Ord	1,407.51		Insurance
03/06/2019	Wessex Lift Co Ltd	DD01	118.50		Purchase Ledger Payment
03/06/2019	Clearsky IT	DD02	117.60		9514/Hard drive-Dewey house
03/06/2019	Water2Business	DD03	32.00		Purchase Ledger Payment
03/06/2019	Water2Business	DD04	1,467.50		Purchase Ledger Payment
03/06/2019	Water2Business	DD05	200.50		Purchase Ledger Payment
04/06/2019	CCLA Deposit	BACS	50,000.00		CCLA Deposit
05/06/2019	CCLA Deposit	BACS	50,000.00		CCLA Deposit
06/06/2019	CCLA Deposit	BACS	25,000.00		CCLA Deposit
10/06/2019	HMRC PAYE/NI Due	BACS	5,320.13		HMRC PAYE/NI Due
11/06/2019	Booker	DD06	1,772.28		Purchase Ledger Payment
13/06/2019	Bank charge payable	CHRG	20.00		Bank charge payable
14/06/2019	SGW Payroll Ltd	DD07	89.04		9554/Payroll processing cost
15/06/2019	Wiltshire Council	Std Ord	17.00		WC Rates Boreham Rd Cemertery
15/06/2019	Wiltshire Council	Std Ord	528.00		WC Rates Dewey House
15/06/2019	Wiltshire Council	Std Ord	687.00		WC Rates Civic Centre
15/06/2019	Wiltshire Council	Std Ord	295.00		Non-dom Rates Town Park
16/06/2019	Ashton Farms	BAC01	128.88		9510/Ice cream stock purchase
16/06/2019	Amazon Business	BAC02	20.94		9511/Toilet door lock
16/06/2019	Charles Saunders Ltd	BAC03	167.85		9513/Toilet tissues
16/06/2019	DJ Doors Ltd	BAC04	496.80		9516/Pav Cafe door repairs
16/06/2019	Downlands Tree Surgery Ltd	BAC05	480.00		9517/Skate park-Tree works
16/06/2019	Hunot HR	BAC06	132.00		9519/Recruitment service
16/06/2019	Idverde Limited	BAC07	754.31		9520/Lake pleasure-toilet
16/06/2019	Idverde Limited	BAC08	1,131.47		9521/Lake pleasure - car park
16/06/2019	JRB Enterprise	BAC09	297.60		9522/Dog poop bags
16/06/2019	Office Right Business Solution	BAC10	127.83		9524/Postage stamps
16/06/2019	Screwfix Direct Ltd	BAC11	69.41		9525/Public toilet repairs
16/06/2019	A Touch Of Tradition	BAC12	30.59		9540/Masonry paint
16/06/2019	Idverde Limited	BAC13	3,834.61		9544/Grnd Maint-May 19
16/06/2019	Idverde Limited	BAC14	1,131.47		9550/Public toilet - May 19
16/06/2019	Idverde Limited	BAC15	892.12		9545/Outside service-May 19
16/06/2019	DCK Accounting Solutions Ltd	BAC16	770.58		9548/Contract visit
16/06/2019	Idverde Limited	BAC17	754.31		9549/Public toilet - May 19
16/06/2019	Nisbets	BAC18	112.29		9551/Vegware-Pav cafe
16/06/2019	Roundstone Vending Limited	BAC19	54.00		9552/Repair-Vending machine
16/06/2019	Securitas Security Services Li	BAC20	528.00		9553/Key holding
16/06/2019	Wheelers (Westbury) Ltd	BAC21	190.50		9555/Portable appliance test
16/06/2019	Dentons Directories Ltd	BAC22	170.40		9515/Town Maps
16/06/2019	Promain UK Limited	BAC23	136.36		9578/Paint for pool
16/06/2019	GB Heating Ltd	BAC24	4,110.00		9577/Annual Service Maint ctrl
16/06/2019	Charles Saunders Ltd	BAC25	97.41		9568/Hand towels
16/06/2019	P J Dann	BAC26	250.00		9559/Perfomance-Spring in park

At : 4:33 PM

Current/Instant Access Bank A/

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/06/2019	Roundstone Vending Limited	BAC27	122.00		9569/Cafe vending coffee
16/06/2019	Five Rivers Environmental Cont	BAC28	358.84		9570/Temp Receptionist
16/06/2019	Office Right Business Solution	BAC29	28.56		9561/Sellotape
16/06/2019	Clearsky IT	BAC30	222.96		9571/IT Subscription
16/06/2019	Ashton Farms	BAC31	386.64		9572/Ice cream stock
16/06/2019	SJ Surveyors Ltd	BAC32	2,317.50		9573/Skate-Interim fee applica
16/06/2019	Wheelers (Westbury) Ltd	BAC33	502.26		9562/Removal of banners
16/06/2019	Wheelers (Westbury) Ltd	BAC34	1,200.00		9563/Qtrly CCTV inspection
16/06/2019	Wheelers (Westbury) Ltd	BAC35	276.77		9564/Test emergency light
16/06/2019	Coates & Parker Ltd	BAC36	421.45		9565/Adverts for meetings
16/06/2019	Roundstone Catering Equipment	BAC37	200.40		9574/Servicing dishwasher
16/06/2019	Nicks Shoe Repairs	BAC38	133.20		9575/Keys + lock
16/06/2019	SLCC Enterprises Ltd	BAC39	819.00		9576/Leadership in action
16/06/2019	West Wilts Rail Refund	BACS	12.60		West Wilts Rail Refund
17/06/2019	Dave Lucey Ltd	BAC40	1,182.60		9547/CBR & Plate load testing
17/06/2019	Timico Limited	DD08	484.69		9631-Telephone
17/06/2019	Southern Electric	DD09	1,802.00		9609-C/Centre gas
19/06/2019	West mercia Energy	DD10	519.06		9527/Elec - April 19
19/06/2019	Office Evolution Ltd	DD11	252.42		Purchase Ledger Payment
19/06/2019	Warminster Parking Partnership	BAC	224.90		9567/Warminster Community Hub
20/06/2019	Worldpay (UK) Ltd	DD12	54.32		9628-Cafe worldpay charges
20/06/2019	Worldpay (UK) Ltd	DD13	25.79		9620-C/C Worldpay Apr 19
21/06/2019	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
21/06/2019	Bank charge payable	CHRG	98.16		Bank charge payable
25/06/2019	Booker	DD14	438.16		9587-Cafe Purchases
25/06/2019	BOC Gases	DD41	31.86		9546/Bar gas May 19
25/06/2019	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
27/06/2019	Staff salaries June 19	BACS	19,806.87		Staff salaries June 19
27/06/2019	Staff salaries June 19	BACS	394.81		Staff salaries June 19
27/06/2019	WC Pension Due	BACS	6,241.69		WC Pension Due
28/06/2019	Hills Waste Solutions Ltd	DD15	464.03		9556/Waste collection-Civic C
28/06/2019	The Information Commissioner	DD16	35.00		9533/Data protection fee
Total Payments			193,415.59		

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Variance Report to May 31st 2019 and June 30th 2019 respectively

Code	Title	Spend/Budget £	Variance £	% budget	Explanation
MAY 20019					
101/4057	Audit Fees	-2030/2440	4470	-83.2	Haven't yet incurred fee for 2018-19 so in surplus
101/4059	Other Professional Fees	1090/2600	1510	41.9	Increased spend on HR Advice line
103/4033	Advertising	475/1000	525	47.5	Cyclical spend
201/4021	BT Redcare	12,538/13,150	612	95.3	Annual payment made at start of financial year
201/4029	Licences	480/220	-260	218.2	CCTV Operator licenses vary depending on new staff/volunteers
202/4014	Electricity and Gas	-830/3000	3830	-27.7	Was -1594 in April, an accrued surplus.
209/4008	Training	160/300	140	53.3	Staff Training within overall budget
210/1020	Town Park Event Income	3094/183	2911	1690.7	Spring in the Park Income
210/1212	Burial Fees	626/1500	874	41.7	Within budget for year
214/4036	Repairs and Renewals	497/1500	1003	33.2	Repairs and renewals made as required, still within budget for the year
216/4001	Salaries	10283/20500	10217	50.2	This includes boats staff who should have a separate line & the budget

Variance Report to May 31st 2019 and June 30th 2019 respectively

Code	Title	Spend/Budget £	Variance £	% budget	Explanation
					has been set too low.
216/4008	Training	175/250	75	70	Training of seasonal staff
216/4036	Repairs and renewals	1022/1000	-2	102.2	Door repair, dishwasher servicing, coffee machine repair, in addition to normal expenditure
JUNE 2019					
101/4057	Audit Fees	-1600/2440	4040	-65.6	Haven't yet incurred fee for 2018-19 so in surplus
101/4059	Other Professional Fees	2590/2600	10	99.6	Increased spend on HR Advice line
103/4033	Advertising	475/1000	525	47.5	Cyclical spend
201/4014	Electricity and Gas	84/200	116	42.2	Use of air conditioner thought to be responsible
201/4021	BT Redcare	12,538/13,150	612	95.3	Annual payment made at start of financial year
201/4029	Licences	480/220	-260	218.2	CCTV Operator licenses vary depending on new staff/volunteers
201/4036	Repairs and renewals	1,439	1,000	61	Repairs on CCTV cameras
202/4012	Water Rates	334/500	166	66.7	Cover 10 months
209/4008	Training	160/300	140	53.3	Staff Training within overall

Variance Report to May 31st 2019 and June 30th 2019 respectively

Code	Title	Spend/Budget £	Variance £	% budget	Explanation
					budget
210/1020	Town Park Event Income	3262/183	3079	1782	Spring in the Park Income
210/1550	Boats Income	1512/3000	-1488	50.4	Income is seasonal and weather dependant and is up on last year
210/1212	Burial Fees	626/1500	874	41.7	Within budget for year
216/4001	Salaries	10283/20500	10217	50.2	This includes boats staff who should have a separate line and the budget has been set too low.
216/4008	Training	175/250	75	70	Training of seasonal staff
216/4036	Repairs and Renewals	1229/1000	-229	122.9	Door repair, dishwasher servicing, coffee machine repair, in additional to normal expenditure
216/4040	Equipment Furniture	404/500	96	80.8	New tables
216/4061	Streamline Charges	166/360	194	46.2	Increase fees reflect
301/4029	Licences	1670/2500	830	66.8	Cyclical payment with budget for year
301/4542	Maintenance Contracts	4542/6250	1708	72.7	Annual expenditure within budget for year

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Finance and Assets Committee: 2nd September 2019

Clerk's Report

- 9.1 Dewey House:** nothing to report.
- 9.2 Warminster Civic Centre:** nothing to report
- 9.3 The Obelisk:** nothing to report
- 9.4 War Memorial:** nothing to report
- 9.5 Minster Closed Churchyard:** nothing to note.
- 9.6 Ashley Place Amenity Space:** nothing to note.
- 9.7 Allotments:** see agenda

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MINUTES
of the Town Promotion Sub-Committee
held on Monday 10th June 2019 at 5.30pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Batchelor (Broadway)	A	Cllr Pitcher, Chairman (Broadway)	A
Cllr Fraser, Vice Chairman, (West)	*	Cllr Robbins (East)	*

Key: * Present A Apologies AB Absent

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

In attendance:

Officers: Tom Dommett (Assistant Town Clerk).

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

TP/18/064 Apologies for Absence

Apologies were received and accepted from Cllrs Batchelor and Pitcher and from Anne Francis and Andrew Robinson and Unitary Cllr Tony Jackson.

TP/18/065 Declarations of Interest

No declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

TP/18/066 Minutes

TP/18/066.1 The minutes of the meeting held on 4th March 2019 were approved as a true record and signed by the Chairman.

TP/18/066.2 Matters arising from the meeting of 4th March 2019
None.

TP/18/067 Chairman's Announcements

None.

TP/18/068 Public Participation

None.

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

TP/18/069 Reports from Unitary Authority Members relevant to this committee
None.

TP/18/070 Spring in the Park Report Back
Cllr Fraser reported that the event was a big success with at least as many people attending as last year. With the weather being slightly cooler, it meant fewer ice-cream sales in the Pavilion Café but more people walking around all the stalls. The entertainment was well received, there were more stalls than last year, the food vendors did well and the council now has a large stock of photos to promote the event in the future. The wash up meeting was highly positive. The sub-committee will consider next year event at a future meeting.

TP/18/071 Main Media Activities
Members discussed the report and asked questions of the Assistant Town Clerk. **The report was noted.**

TP/18/072 Warminster Parking Partnership
In the absence of Cllr Tony Jackson it was agreed to defer this item to the next meeting.

TP/18/073 Calendar of Events
The calendar of events was noted. Suggested events to add to the list were: the opening of the new skatepark, the opening on the new paddling pool and the 2020 VE Day Celebrations, Friday 8th May.

TP/18/074 Communications
None.

Meeting closed at 6.38 pm

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

Working Groups Reporting Back

Finance and Assets Committee 2nd September 2019

Play areas working group

Working on the transfer of play areas from Wiltshire Council to WTC. Legal advice has been received from Tony Ford of Farnfields. He has also agreed to act on behalf of the Town Council if instructed.

A meeting of the Play Area Working Group will be held some days prior to Full Council to make a recommendation to Full Council.

Paddling pool regeneration:

The working group recommendations were approved by Full Council on 24th June. Steve Matthews has taken on the role of project Manager. An advertisement has been placed for expressions of interest and companies have been approached. The closing date for expressions of interest is currently 31st August. The working group will approve the tender document being prepared by the project manager.

Asset and service transfer from Wiltshire:

A meeting was held on 8th July to discuss information from Wiltshire Council and Idverde. A group of Members and Officers visited Chippenham Town Council and had useful discussions with both Officers and Members there. A similar visit to Devizes Town Council is scheduled for 5th September.

It is expected that negotiations with Wiltshire Council will commence soon.

Tom Dommett – Assistant Town Clerk

Report on hearing loops, microphone and related matters

It is important that the Council complies with various legislation that prohibits discrimination, in particular, The Equality Act 2010.

The law is as follows: "Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers"

Those who wear hearing aids are classed as having a disability, and are therefore protected by the Equalities Act 2010

If the Town Council fails to comply with the legal requirement to make reasonable changes it could be the subject of a claim for discriminatory practices.

There have been various consideration of how it might be possible to install hearing loops and microphone system in the Civic Centre. The main issue has been that the Civic Centre contains three rooms that can be used individually or in various combinations. The rooms are all also multi-use and none has a permanent set up as one might find in a Council Chamber.

The present Situation is:

There is no hearing loop at the reception desk.

There is an old room loop system in the Cley room with two ceiling microphones, this is very old and not working at all well, if it did work to standard it will have magnetic overspill into other rooms so is not secure.

The Cophead and Arn rooms have a PA system with two microphones and a cinema audio system that works well. There are the remains of an old fixed infrared system in both rooms, but they are not working and with no available receivers.

There is an old obsolete portable hearing loop system which was meant for the reception area but has not been used recently and is no longer fit for the purpose.

Members will be aware that the council currently borrows microphones for Committee meetings from Warminster Community Radio.

Warminster Town Council has:

One lapel microphone – works only in the Cophead and Cophead and Arn together

Two roving microphones – work only in the Cophead and the Cophead and Arn together

One cable mike – which works in all rooms

Two portable speakers

Four fixed speakers - two in the Cophead and two in the Arn.

Officers have contacted various suppliers of hearing loops. They have received indicative quotes.

The quotes are as stated indicative and the actual cost if any of them were pursued would depend on the exact specification asked for by the council.

Recommendation

The Committee agrees to set up a working party to consider in detail the quotes received, and agree what specification is needed, seek updated quotes and make a recommendation to the next meeting.

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Solutions
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AUDIT AND STRATEGY PROPOSAL

07/08/2019

Judith Halls
Warminster Town Council
Warminster Civic Centre

Sambourne Road

BA12 8LB Warminster

United Kingdom

Dear Judith,

Thank you for your time and the opportunity to tender for the support of your business IT systems.

This proposal covers our on-boarding Audit and Strategy work, which covers the following deliverable areas:

- Full audit of your IT systems, infrastructure and cyber security
- Line of Business application review
- Proposals to bring your business systems in-line with security and productivity best practice

If, upon review, you would like further explanation or require any changes to this document, please feel free to contact me and I will personally address your requirements.

In the meantime, I look forward to hearing from you,

With best regards,

Adam Harling
Netitude Ltd
E: Adam.Harling@netitude.co.uk
T: 0333 2412323

Are you getting the most out of your technology investments?

- **Is your IT reliable, resilient and secure?**
- **Are your users constantly interrupted with IT issues, is your network secure and compliant to best practice?**
- **Do you have a complete picture of your IT infrastructure, up to date asset register and understanding of your licensing position?**
- **Are you effectively losing money because your IT does not fit your business requirements?**

Netitude continues to help an ever-increasing number of businesses get the most out of their technology investments.

Stepping up to a fully managed IT support service or indeed if you already have a IT service provider but do not have a great and supportive IT experience, our audit and alignment report will give you a defined picture of your IT current state to enable your business to move forward.

We cover areas that may need urgent address, a network security report, a complete network diagram, asset register and license position. We will also provide insight into areas we feel are ripe for improvement, such as new technology or software implementation.

With complete visibility of your business IT, this report will also enable you to talk to any IT services provider and in itself will give your business invaluable information.

Why is this important?

Get a real picture of your current state IT – infrastructure, security, efficiency and risk.

Do you have the nitty-gritty on your network? What is your current backup solution and how suitable is it?

How is your network security and what risks are there? Is your network easy to manage and quick to repair?

Free your staff from IT issues and concentrate on business

Lingering on-going issues have huge impact on productivity, by giving your network and technology a deep dive inspection, we find all the areas that need addressing to resolve these long-standing issues, uncover perhaps hidden risks and improve efficiency.

Improve your customer service and experience

Constant IT problems have a real impact on the experience your customer receive, if your systems are down and your business stops working its likely your customers are unhappy – fast, reliable and secure IT helps your customers trust your business.

Have real awareness of your security position and risks

Improved employee moral

Often simple and low cost investments can make huge difference to your employee's working day. Faster desktops, faster server access, reliable remote working and dual screens are just some of the areas we will look into. They might not be the highest priority areas, but the efficiency improvements can often result in a quantum leap in moral and faith in IT.

How we can help – the complete picture

Netitude have been a trusted supplier since 2001, we are Microsoft gold certified, cyber essentials complaint, ADS registered and employ security-cleared engineers. We are winner of customer service awards, ranked in the MSP501 worldwide IT industry ranking and have an outstanding reputation in our business community for honesty, customer service excellence and delivery of reliable technology solutions.

"A highly skilled and friendly team that have the skills and experience to help you grow your business thought best use of technology"



"Netitude's all-inclusive service has enabled us to concentrate on growing our business, rather than wrestling with IT complexities"

Rod Taylor, MD Cox and Cox

What this report will deliver

Technology Infrastructure Stack Report

We will audit your entire IT systems, reviewing your current solutions and compare this to industry best practice:

Server & Data Backup



Provide risk analysis of current backup and disaster recovery position

Internet Access



Provide suitability report and risk analysis of current internet connectivity

Power & Environment



Analysis of power protection & systems monitoring of physical server environment

Infrastructure & Cabling



Provide suitability report and risk analysis of core network infrastructure and switching

Cloud Technology



Provide suitability of cloud technology adoption and security

Desktop Standardisation



Provide best practice review for desktop working efficiency

Server & Storage



Provide best practice review for server hardware, sizing and suitability to role

Network Security



Complete Network Cyber Security Audit to Cyber Essentials Standard

Licensing Position



Licence audit and position report for key vendors (Microsoft, Adobe, etc)

Further Documentation

Network Diagram

We will document and provide a full network diagram, covering core infrastructure, network components, and both physical and virtual server architecture.

LOB business application review

We strategically review your current line of business applications and provide an exec summary on current state and further areas for investigation. This delivery area provides points for discussion, with the primary focus on business growth and efficiency.

Solution Proposals

Should your network infrastructure or technology need investment we provide summary proposals to address, and indicative pricing.

For areas that would need to be addressed before we can work under SLA for support, we will provide complete proposals with a business case for each.

As such, you will have the following proposal areas covered:

1st steps – Remedial work to commence support

This work would be the minimum required investments to move to a fully managed IT support SLA and addresses any major failing in the IT infrastructure or setup – this area is very much weighted to IT security.

2nd Recommended work for alignment

Recommended areas to that enhance the business network; provide significant improvements in areas such as security, resilience and efficiency

3rd Recommendations for improvement

Technology and business process areas for further discussion, this might cover things like use of CRM, line of business applications

Suggested Draft Project Timeline

We provide a draft timeline for the suggested project and alignment work, this is to be reviewed and adjusted to suit the business and enable support services to work under SLA.

Fee Proposal

QUOTE BREAKDOWN			
QTY	Description	UNIT Price	Total Price
1	Audit & Strategy (Fixed Fee) To include site audit: - Warminster	£ 1,250.00	£ 1,250.00
		SUBTOTAL	£ 1,250.00
		VAT	£ 250.00
		TOTAL	£ 1,500.00



Christmas Lights Specification and Tender

2019

Warminster Civic Centre Sambourne Road Warminster BA12 8LB

**Tel: 01985 214847 Email: townclerk@warminster-tc.gov.uk
www.warminster.com**

Warminster Town Council

Christmas Lights Specification and Tender

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NOTICE TO TENDERERS

Work consists of the storage, maintenance, and inspection of Warminster Christmas lights stock to be erected as per the schedule of tree holders and electric sockets which are owned by Warminster Town Council. In addition the tender also includes the supply and fitting of Christmas Trees. During the display, a daily check and repair where required. Following the display removal and storage of the decorations and disposal of trees.

Tenderers should note:

- a) There are minimal depot facilities available.
- b) External storage would be preferred but currently all equipment is stored at Dewey House, North Row, Warminster, Wilts, BA12 9AD. Access is gained by arrangement with the Town Clerk

INFORMATION AND INSTRUCTIONS TO TENDERERS

1. Christmas Lights

Warminster Town Council (The Employer) wishes to invite Tenders for the erection and maintenance work for the Towns Christmas Lights but does not bind itself to accept the lowest of any tender that is received.

2. The Authority

Details of the Authority including its areas of responsibilities are included in Appendix A of the Tender Document together with the address of the principal offices of the Employer, and the address of the Town Clerk to whom the Tender is to be delivered.

3. The Basis of the Tender

Tenders are being invited from a select list on the basis that:

- a) The Contract will be for a minimum of three years from 1 September 2020 and the rates as quoted in the Tender documents shall remain fixed for one year from the commencement of the Contract and thereafter be revised on each anniversary.

4. Trade Association

Tenderers must state if they are members of a bona fide Trade Association.

5. Clarification of Meaning within the Contract

Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the date of the Tender.

6. Commencement Date

The successful Contractor will be required to commence operations within 21 days of notification of acceptance of the Tender, or other such date as may be agreed.

7. Tendering Procedure

Tenders for the execution of the Service must be made on the Tender Form included with the Contract Documents and:

- a) The form must be signed by the Tenderer and submitted with the following, all of which must be properly completed:
 - i) A certificate that the Tender is bona fide (a copy is included with this document)
 - ii) An analysis of resources in the Tender
 - iii) An illustration of the way in which the Tenderer proposes to carry out the Contract, including his management, supervision and administrative structure.
- b) All the documents must be placed in the envelope provided which must then be sealed.
- c) Tenders must be delivered, in the manner described, to the Town Clerk at the address in Appendix A. No Tender will be considered if it reaches the named Officer after the time specified in the letter of invitation to submit a Tender.

- d) Tenderers are advised to visit the area to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the proposed Services and will be deemed to have done so before submitting a Tender.
- e) Tenderers should treat details of their Tenders and any subsequent Contract as private and confidential.
- f) The Employer will publish the amounts of all Tenders and the names of the successful Tenderer.

8. Plan of Authority Area

A plan of the areas of the town centre area is enclosed with the Tender documents for the assistants of Tenderers.

**CONTRACT FOR
CHRISTMAS LIGHTS ERECTION, MAINTENANCE, REMOVAL AND STORAGE
STANDARD CONDITIONS OF CONTRACT**

1. DEFINITION

In the Contract (as herein under defined) the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires.

“EMPLOYER” means Warminster Town Council, Warminster Civic Centre, Sambourne Road Warminster, Wiltshire BA12 8LB

“CONTRACTOR” means the person, persons, or company accepted by the Employer and includes the Contractor’s personal representative, successors and permitted assigns.

“TOWN CLERK” means the Council’s Chief Officer or any other officer to the extent designated by him or the Council in writing to act on behalf of the Employer.

“CONTRACT” means the Conditions of Contract, Specification, Priced Schedules, the Tender, the Written Acceptance thereof and the Contract entered into between the Employer and the Contractor.

“SPECIFICATION” means the specification referred to in the Tender a copy of which is annexed and any modifications as may from time to time be furnished or approved in writing by the Town Clerk.

“PRICING SCHEDULE” means the Pricing Schedules containing the estimated requirement for three 12-month periods, with the rates inserted by the Contractor at the time of Tender.

“TENDER TOTAL” means the total of the Pricing Schedules for which the Contractor has tendered and have been accepted at the date of the Contractor’s Tender for the Services.

“ANNUAL SUM” means the annual sum payable by the Employer to the Contractor calculated in accordance with the Tender.

“ORDER” means an instruction from the Authority to carry out items of work to be performed under this Contract.

“COMMENCEMENT DATE” means the date from which the Contractor commences to provide the Services.

“CONDITIONS” means these conditions and any modification thereof.

“COUNCIL” means Warminster Town Council or any successor authority.

"INDEX" means the "All Items" Index of Retail Prices published by the Office for National Statistics or any Government Department upon which duties in connection with the compilation and maintenance of such Index shall have and/or other appropriate Index as stated in the Appendix.

"SERVICES" mean the Services to be provided by the Contractor under the conditions of this Contract and as set out in the Specification.

"WEEK" means seven consecutive days starting on Monday and ending the following Sunday.

Reference to "EMPLOYEES" of the Contractor shall be deemed to include the Contractor's agents and sub-contractors unless the context otherwise requires.

"THE ACCOUNT" means the statement submitted to the Council by the Contractor.

"REVIEW DATES" means the first, second and third anniversaries of the Commencement Date as the context requires.

2. SUFFICIENCY OF INFORMATION

The Contractor shall be deemed to have satisfied himself before submitting his tender as to the accuracy and sufficiency of the rates and prices stated in his tender which shall cover all the Contractor's obligations under the Contract and shall be deemed to have obtained for himself all the necessary information as to risks, contingencies and any other circumstances which reasonably influence or affect the tender. The Contractor shall visit all locations and satisfy himself as to the accuracy, nature and extent of the services to be provided.

3. PERFORMANCE OF SERVICE

During the Contract Period the Contractor shall perform the Services (and any modifications) in a manner totally consistent with the terms and conditions of Tender using reasonable care and skill and to the entire satisfaction of the Town Clerk.

4. RENEWAL OF CONTRACT

The Employer may, on the recommendation of the Town Clerk, extend the period of Contract annually for a period not exceeding three years.

5. ASSIGNMENT

The Contractor shall not assign the Contract or any part without the written consent of the Employer, PROVIDED that any assignment occurring as a result of any internal reconstruction of a Contractor which is a limited company shall be deemed not to be a breach of this condition.

6. SUBCONTRACTING

The Contractor shall not sub-let the whole or any part of the contract without the prior written consent of the Employer and such consent, if given, shall not relieve the Contractor from any liability or obligation under the Contract and he shall be responsible for the acts, defaults and neglects of the Contractor, his agents or employees.

7. METHOD OF PAYMENT

Provided that the Contractor shall have performed the services in accordance with the Contract the Employer shall pay on mutually agreed payment dates.

8. AGENCY

- a) The Contractor is not and shall in no circumstances hold himself out as being the agent of the Employer.
- b) The Contractor is not and shall in no circumstances hold himself out as being authorised to enter into any contract on behalf of the Employer or in any other way to bind the Employer to the performance, variation, release or discharge of any obligation.
- c) The Contractor has not and shall in no circumstances hold himself out as having the power to make, vary, discharge or waive any Bye-law or Regulation of any kind.
- d) The employees of the Contractor are not, shall not hold themselves out to be and shall not be held out by the Contractor as being, servants or agents of the Employer for any purpose whatsoever.

9. VEHICLES, PLANT AND MACHINERY

- a) The Contractor shall at all times during the Contract Period provide and maintain all such vehicles, plant, machinery and equipment (together referred to as "Plant") as are necessary for the proper performance of the services.
- b) The Contractor shall at all times be fully responsible for licensing and for the payment of all licensing fees, taxes and insurances required in connection with or arising out of the possession or use of all Plant employed in the performance of the Services.
- c) Plant used in the performance of the services shall comply with the relevant Construction and Use Regulation and be of a design which is entirely suitable for the purposes of the Contract.
- d) The Contractor shall at his own expense keep all Plant employed in the performances of the Service at all times in good and serviceable repair and in such condition as is commensurate with the proper performance by the Contractor of his obligations under this Contract.

10. OBSERVANCE OF STATUTORY REQUIREMENTS

The Contract shall be in all respects governed and construed in accordance with the laws of England. The Contractor shall comply with any law which prohibits discrimination in relation to employment on the grounds of colour, race, sex, ethnic or national origin, religion or disability. The Contractor shall ascertain and conform in all respects with the provisions of any general or local Act of Parliament and the Regulations and Bye-Laws of any local or other statutory authority which may be applicable to the Contract. The Employer is indemnified against all penalties and liability of every kind for breach of any such Act, Order, Regulations or Bye-law.

11. TERMINATION

- 11.1 The Council shall be entitled, upon the happening of any of the following events, to terminate the Contract, without prejudice to any other rights the Employer may have whether against the Contractor directly or pursuant to any guarantee or indemnity.
 - (i) If the Contractor fails to perform or suspends the provision of the whole or any substantial part of the service for more than seven days;

- (ii) Any serious breach by the Contractor of any term or provision of the Contract;
- (iii) If in the Employer's opinion the Contractor's performance is in continual default with no obvious improvement;
- (iv) If the Contractor becomes bankrupt, or makes an arrangement with his creditors, or has a proposal in respect of his company for the voluntary arrangements for a composition of debts or any scheme or arrangements approved in accordance with them;
- (v) If the Contractor has an application made under the Insolvency Act 1986 in respect of his company to the Court for the appointment of an administrative receiver;
- (vi) If the Contractor has a winding-up order made or (except for the purposes of amalgamation or reconstruction) a resolution for voluntary winding up passed;
- (vii) If the Contractor has a provisional liquidator, receiver, or manager of his business or undertaking duly appointed;
- (viii) If the Contractor has an administrative receiver, as defined in the Insolvency Act 1986, appointed;
- (ix) If the Contractor has possession taken by or on behalf of the holder of any debentures secured by a floating charge, or any property comprised in or subject to the floating charge;
- (x) If the Contractor is in circumstances which entitle the Court or a creditor to appoint, or have appointed a receiver, a manager, or administrative receiver, or which entitles the Court to make a winding-up order.
- (xi) If the Contractor has failed to produce a programme of work not less than FOURTEEN days before the Commencement of the Contract or within FOURTEEN days of any Variation of the Contract.

- 11.2 If the Contract is terminated under Clause 11 above the Employer shall:
- (i) Instruct forthwith, or otherwise, the Contractor to cease to perform any of the Services;
 - (ii) Be entitled to require the Contractor to pass all relevant data, correspondence etc to the Town Clerk or other person employed to provide the Service;
 - (iii) Be entitled to employ and pay other persons to provide and complete provision of the Service or any part thereof and to use without payment or allowance to the Contractor all such Contractor's materials, equipment, or other goods for the purpose thereof;
 - (iv) Be entitled to deduct from any sum or sums which would but for such termination have been, at the date of such termination, due from the Employer to the Contractor under this Contract or any other contract be entitled to recover from the Contractor as a debt, the amount of any costs loss or damage to the Employer resulting from or arising out of the termination of the Contractor's employment. Such loss or damage shall include the reasonable cost to the Employer for the time spent by its officers in terminating the Contract;
 - (v) When the total costs, loss and/or damage resulting from or arising out of the termination of the Contract have been ascertained and deducted so far as is practicable from the sum or sums, and set off against any sum which but for termination would have been due to the Contractor, be entitled to recover from the Contractor as a debt any balance shown as due to the Employer or, alternatively, the Employer shall pay the Contractor any balance shown as due to the Contractor. The Town Clerk

shall certify the amount by which the said costs, loss and or damage (insofar as not by the date of the certificate already recovered from the Contractor) exceeds or falls short of the amount otherwise due to the Contractor and the amount certified shall be debt payable to the Employer by the Contractor or to the Contractor by the Employer (as the case may be).

11.3 If the Contractor shall have committed any offence under the Prevention of Corruption Acts 1889-1916, Bribery Act 2010 or shall have given any fee or reward to any officer of the Employer, the Employer shall be entitled to terminate the Contract and recover from the Contractor the amount of any loss to the Employer resulting from such termination.

11.4 Without prejudice to the exercise of its powers under 11.1–11.3 inclusive above, the Employer may, without determining the whole of the Contract, determine the Contract in respect of part of the Services only, by notice in writing having immediate effect (whereupon a corresponding reduction in the Contract Price shall be made as if such determination was a Variation) and therefore itself provide or procure a third party to provide such part of the Services.

12. VARIATIONS

12.1 The Town Clerk shall be entitled to issue to the Contractor instructions in writing requiring the Contractor to do all or any of the following:

- (a) To omit or cease to provide any part of the Services during such times and for such period or periods as the Town Clerk may determine.
- (b) To provide such services additional to the Services in the Specification as the Town Clerk may reasonably require.
- (c) Permanently to vary the Services or the method of supplying the Service to be provided at any location.

13. GRATUITIES

The Contractor shall not whether by him or by any persons employed by him to perform the Service, solicit or accept any gratuity or tip or any other form of money-taking or reward, collection or charge for any of the Services other than charges properly approved by the Employer in accordance with the provisions of the Contract.

14. LIABILITY OF EMPLOYER

The Employer shall not be liable for any loss damage or injury to the Contractor or its employees, agents or sub-contractors howsoever arising except by loss or damage directly arising from negligent acts or omissions by the Employer, its employees or agents. Damages arising from such negligent acts or omissions shall be limited to direct and unavoidable losses and the Contractor shall take all reasonable steps to mitigate such losses.

15. INDEMNITY AND INSURANCE

The Contractor shall indemnify and keep indemnified the Employer against the injury to, or death of any person and loss of, or damage to, any property belonging to the Employer and against all actions, claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof, or in relation thereto. EXCEPT and insofar as any of the aforesaid matters may arise out of the act default or negligence of the Employer, its employees or agents not being the Contractor or persons employed by the Contractor.

The Contractor shall insure with insurance company indemnity insurance to the value of £10M. The Contractor shall ensure any sub-contractor maintains such insurances as are necessary to cover the liability of the Contractor, or as the case may be of such sub-contractor in respect of personal injury or death of any person and loss of or damage to any property belonging to the Employer and which arises out of or in the course of or caused by the carrying out of the Works, provided that nothing in this clause contained shall impose any liability on the sub-contractor in respect of negligence or default on the part of the Employer, the Contractor, his other Sub-Contractors or their respective servants. The Contractor shall supply to the Employer FOURTEEN days before each Review or upon request the Premium Receipt, Insurance Schedule or any other documents which the Employer may require to ensure compliance with Clause 15.

16. PAYMENTS DUE

- 16.1 The Employer shall be entitled to deduct from any Contractor's Account any sum not already deducted by the Contractor certified by the Town Clerk as being deductible by reason of omission by the Contractor or defective performance by the Contractor or any Variation in the Services.
- 16.2 The Employer shall add to any Contractor's Account any sum not already added by the Contractor, certified by the Town Clerk as being due to the Contractor in that period by reason of any additional works performed by the Contractor pursuant to an instruction or any Variation in the Services performed by the Contractor pursuant to an instruction under that Clause issued by the Town Clerk.
- 16.3 Within 30 days of the issue of the aforesaid certificate the Employer shall pay to the Contractor the amount certified therein.

17. VALUE ADDED TAX

- 17.1 The annual sum and detailed rates set out in the Tender shall be exclusive of any Value Added Tax.
- 17.2 The Employer shall pay to the Contractor any VAT properly chargeable on the supply by the Contractor, of the Services.
- 17.3 To receive due payment the Contractor must indicate on his account:
 - (a) Which part or parts of the Services bear a zero rate of VAT;
 - (b) Which part or parts of the Services bear a rate of VAT greater than zero and in each case specifying the exact rate chargeable.

18. MONITORING AND REMEDY BY THE EMPLOYER

A monitoring system may be employed by the Employer to ensure that all work achieves the quality, performance and standard required by the Contract. In addition the Contractor shall make available one suitably qualified member of staff to carry out site monitoring jointly with the Employer and shall have included for this in his rates.

19. CONTRACTOR'S EMPLOYEES

The Contractor shall employ sufficient persons to ensure that the Service is carried out in line with the contract and such persons are at all times properly and sufficiently qualified and competent to carry out the work. The Contractor shall notify the Town Clerk of the name, address and telephone number of the person who will be in charge of the Contract.

The Contractor shall at all times be fully responsible for the payment of all income or other taxes, national insurance contributions or levies of any kind, relating to or arising out of the employment of any person employed by the Contractor and shall fully and promptly indemnify the Council in respect of any liability of the Employer in respect thereof.

The Contractor shall ensure that all persons employed in the performance of the Services including Supervisors shall at all times be properly attired and presentable in appropriate clothing. The clothing provided shall be adequate and sufficient to afford protection to the employee in the performance of his duties.

20. HEALTH AND SAFETY

- 20.1 The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and of any other Acts, Regulations or Orders pertaining to the health and safety of employees.
- 20.2 The Contractor's policies, codes or procedures as appropriate for ensuring health and safety for the Contractor's own employees, those of the employer and all other persons, including members of the public, shall have been submitted by the Contractor with the Tender, if not at a previous stage.
- 20.3 The Contractor shall review his health and safety policy and safe working procedure as often as may be necessary and in the light of changing legislation or working practices, and shall notify the Employer in writing of any such revisions.
- 20.4 Whilst on premises owned by the Employer the Contractor shall require his employees to comply with the lawful requirement of the Employer's safety advisers. Where the Contractor is working on premises to which the Health and Safety at Work Act applies the Contractor shall require his employees to have due regard to the safety advisers acting for the Employer.
- 20.5 Any accident or near miss that occurs which involves any member of the Contractor's staff while performing duties related to the Contract shall be reported to the Town Clerk.

21. PLANT OPERATION

The Contractor shall ensure that:

- I. Drivers and operators of the Plant are made aware of their responsibility for the operation and use of the Plant.
- II. Drivers drive safely at all times in accordance with the statutory regulations and instructions of the Contractor.
- III. Drivers are trained and thoroughly competent in the safe use of the Plant.
- IV. That the programme agreed with the Town Clerk in accordance with the Specification is complied with.
- V. Plant operations are carried out in a reasonable and workmanlike manner without causing unnecessary obstruction or annoyance to the public.
- VI. Any damage caused by the incorrect use or choice of Plant and equipment shall be made good at the Contractor's expense.

22. FEES

Each party shall bear its own fees in relation to the preparation and submission of the Tender Documents and any formal Contract documents.

23. BRITISH AND EUROPEAN STANDARDS

Where an appropriate British or European Standard Specification or Code of Practice issued by the British Standards Institution is current, all goods used or supplied by the Contractor and all workmanship shall as a minimum requirement be in accordance with that Standard without prejudice to any higher standard required by the Contract.

24. EMERGENCY WORK

The Contractor will be required to maintain an acceptable communication system with the Town Clerk's office to provide an emergency call out system should immediate work be required to make the Council's assets safe.

SCOPE OF WORK

- 1 The Contract includes for the storage, maintenance and erection of the towns Christmas Lights at the areas identified in schedule of tree holders and electric sockets. In addition the erection and display of links over the entrances also outlined in schedule of tree holders and electric sockets. The installation of Christmas Trees, prepared with lighting strings. The maintenance on a daily basis of the display throughout the display period and immediate repairs. The removal of the display, drying and storing ready for the following year. Removal of all Christmas Trees and disposal following the annual display. The strings of lights to be stored for the following year.
- 2 The Employer in the accompanying documents has provided details of the areas involved.

PROVISION OF MATERIALS

- 3 The employer currently holds a stock of new replacement bulbs in five colours totalling approximately 2300. Stock outlined in detail @ Appendix D
- 3.1 A scheduled of tree holders and electric sockets outlined in detail @ Appendix E

USE OF SITES

- 4 As work to be undertaken will be partly on the highway this will need to cause minimal disturbance to the users of the town centre.
- 4.1 A schedule of application to attach/connect decorations to Highway Lighting Furniture is outlined in detail @ Appendix F
- 5 SECURITY: On sites owned by the employer where security is maintained by means of locked gates or bollards, in the event of the Contractor or staff leaving the site or for any period of time, the site shall be left in a secure state. The Contractor shall indemnify the Employer from any third party claims which may arise as a result of unsecured premises.
- 6 TRESPASS AND THEFT: The Contractor shall take all reasonable steps to prevent trespass and theft from an unauthorised access to all sites included in the Schedules attached.
- 7 LOSS AND/OR DAMAGE: Any instances of loss or damage arising from the clause above shall be deemed to be the responsibility of the Contractor. At the completion of the Contract any works and reparation or replacement not undertaken by the Contractor shall be made good by persons appointed by the Town Clerk and all costs incurred by the Employer will be reclaimed from or deducted from monies owing to the Contractor.
- 8 ADVERSE WEATHER CONDITIONS: In the event of adverse weather conditions preventing completion of works specified in the schedules attached the Contractor may with the prior consent of the Town Clerk modify his method of working. In the event of such modifications being required, the Employer reserves the right to reduce payment to the Contractor in the event of a reduction of work undertaken. The Contractor is deemed to have included for

any additional cost of carrying out his work in adverse weather conditions but the Employer will not consider any additional payment for such work.

- 9 **BARRIERS/LIGHTING FOOTWAYS/SIGNS:** The Contractor shall be required to provide all necessary barriers, footways and signs etc at his own expense for the proper protection of staff, members of the public and users of facilities during the progress of works. The Contractor shall indemnify the Employer from any claim which may arise.
- 10 **COMPLAINTS:** The Council will normally receive all complaints. However if the Contractor receives complaints he will be asked to deal with these in a prompt and courteous manner. The contractor will keep a written record of all complaints and report these directly to the Clerk.
- 11 **DISPOSAL OF RUBBISH:** The Contractor shall be required to cart from site all rubbish produced during works. The material as produced shall be taken only to licensed and recognised tips at the expense of the Contractor.

SPECIFICATIONS

CHRISTMAS LIGHTS ERECTION, MAINTENANCE, REMOVAL AND STORAGE

The town Christmas Lights should be erected and ready for display on the last Saturday in November each year and for 2020 this will be the 28th November. This would coincide with a ceremony to officially switch on the display.

On site attendance on this day/evening switch on would form part of the contract.

The display shall be in situ until the end of the agreed period which will be the first week in January.

Each year the contractor should provide a minimum of
100 x 3-4ft Nordman fir trees that must fit into the Christmas Tree Holders
1 x 12ft Nordman fir tree
1 x 19 ft Nordman fir tree

The Town Council will take responsibility for establishing which businesses will have a tree.

Christmas Trees where purchased shall be erected in tree holders with a string of lights and installed and able to be switched on daily throughout the display period.

The display period on a daily basis shall be 16.00hrs – midnight and time switches shall be set up accordingly. The time switches are owned by the Town Council and fitted to the columns where indicated at Appendix E.

The display shall be retained in position into the New Year and all material removed, cleaned and dried ready for storage thereafter. The earliest removal date shall be 4th January, but this may be dependant on weather conditions. The display will not be removed before this date unless any equipment is in a dangerous situation or a health and safety concern.

All Christmas Trees removed from site, light strings removed and trees disposed of.

A maintenance check is required daily to ensure that the whole display is working. Any faults identified shall be repaired within the following 24 hours.

At the end of the season a situation report shall be prepared and submitted to the Town Clerk identifying cables, sockets, switchgear or timers in need of replacement before the next season. This report should also include a full stock take.

A 24 hour contact number should be available throughout the display period in case of emergencies (ICE).

FORM OF TENDER

TENDER FOR WARMINSTER TOWN COUNCIL'S CHRISTMAS LIGHTS ERECTION, MAINTENANCE, REMOVAL AND STORAGE

Having examined the Conditions of Contract and the Specification for the performance of the above services we offer to carry out the said Services in conformity therewith over a period of Three years

All the work included in the Christmas Lights Contract (including provisional sums)

(.....pounds.....pence)

Unless and until a formal agreement is prepared and executed, the Tender together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand you are not bound to accept the lowest or any tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

Signature.....

Position in Firm or Company.....

CERTIFICATE BY THE TENDERER

To: Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

In recognition of the principle that the essence of selective Tendering is that the client shall receive bona fide competitive Tenders from all those Tendering WE CERTIFY THAT:

1. The Tender submitted herewith is a bona fide Tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with an agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
 - (a) Communicate to a person other than the person calling for these Tenders the amount or the approximate amount of the Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender).
 - (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tenders to be submitted, and
 - (c) Offer or pay or give or agree to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

In this certificate:

1. "Person" includes any person or firm and any body or association corporate or incorporate; and
2. "An agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Dated this day of

Signed (as Tenderer).....

Duly authorised to sign

For and on behalf of.....

.....

ANALYSIS OF RESOURCES

1. Number and type of equipment to be used including spare equipment

.....

.....

.....

.....

2. Total number of employees to be allocated to the contract

Operatives Supervisors Management/Admin

Full time.....

Part time.....

3. Total number of man-hours to be allocated to the contract per week

Operatives Supervisors Management/Admin

Average Hours.....

4. Addresses from which contract is to be managed (nearest local office)

.....

.....

.....

Tel No.....

Email.....

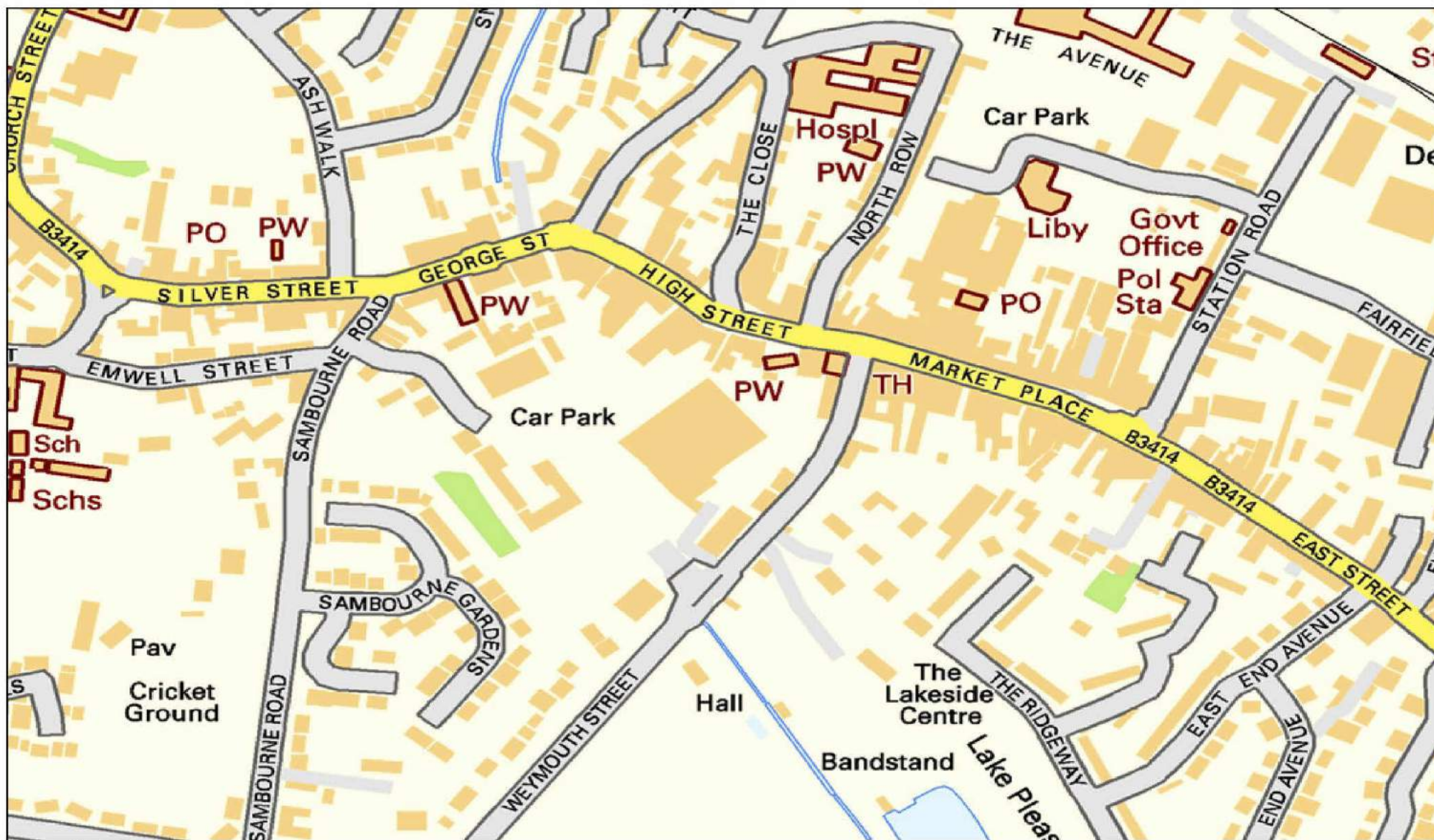
5. Name of Contract Manager.....

APPENDICES

APPENDIX A

Description of Local Authority

<u>Name of Council</u>	Warminster Town Council
<u>Address of correspondence</u>	Warminster Civic Centre Sambourne Road Warminster Wiltshire BA12 8LB
<u>Tel No</u>	01985 214847
<u>General Description of Contract Area</u>	The area comprises the town of Warminster.
<u>Population</u>	18,000 approx
<u>Officer to whom Tenders are to be returned.</u>	
Fiona Fox Town Clerk and RFO Warminster Town Council Warminster Civic Centre Sambourne Road Warminster Wiltshire BA12 8LB	



Appendix B



Health and Safety Policy

Warminster Town Council regards the promotion of health, safety, welfare and the environment as an essential objective. It therefore recognises and accepts the requirement for providing, so far as is reasonably practicable, a safe and healthy workplace and a safe working environment for employees, sub-contractors, and further accepts its responsibility for the health and safety of other people who may be affected by the Council's activities.

Elected Members, management, staff and sub-contractors have the responsibility for implementing this policy and must ensure that health, safety and environmental considerations are always given priority in planning and day-to-day supervision of work, and that adequate control of health, safety and environmental risks arising from our activities is always provided. We will:

- (a) Comply with relevant legal and other requirements for health, safety and the environment;
- (b) Consult with our employees on matters affecting their health and safety;
- (c) Provide and maintain safe systems of work and safe facilities, plant and equipment;
- (d) Ensure safe handling and use of substances; committing ourselves to preventing pollution and to continuous improvement in our performance;
- (e) Provide information, instruction and supervision for employees, and ensuring that our policy is properly documented, implemented, maintained and communicated to all our employees;
- (f) Ensure that all our employees are competent to do their tasks, and to give them adequate training; and
- (g) Prevent accidents and cases of work-related ill health.

All Elected Members, employees, volunteers and sub-contractors are expected to co-operate with the Town Council in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others, and the environment in which we operate.

This Health and Safety Policy will be reviewed regularly and amended as necessary. It will be drawn to the attention of all employees and sub-contractors, and copies provided to other interested parties as necessary.