

MINUTES
of the
Finance and Assets Committee
held on Monday 2nd September 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Committee membership:

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

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommert (Assistant Town Clerk), Judith Halls (Office Manager)
Public and press: 0 members of the public and 1 member of the press

FA/19/025 Apologies for absence
None.

FA/19/026 Declaration of Interest
No declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

FA/19/027 Minutes
FA/19/027.1 The minutes of the Finance and Assets Committee meeting held on Monday 10th June 2019 **were approved and signed by the Chairman.**
FA/19/027.2 No matters arising

FA/19/028 Chairman's Announcements
Cllr Robbins advised that all committees would be asked to prepare budget requests. The Assistant Clerk would provide budget lines showing allocation and spend from last year. Cllrs Ridout and himself would be meeting with the accountant in the near future to help prepare the draft budget for members approval.

FA/19/029 Questions
None.

FA/19/030 Public Participation

None.

FA/19/031 Reports from Unitary Authority Members

Cllrs Ridout suggested that Warminster Town Council consider moving to a 3 year rolling financial plan.

FA/19/032 Allotments

Members noted the minutes from the Tynings Allotment meeting held on 4th July 2019 and 1st August 2019 respectively.

FA/19/033 Financial Information

FA/19/033.1 The reconciliations for May and June 2019 were noted and the Chairman signed and verified them against the bank statements seen.

FA/19/033.2 The accounts to June 2019 were noted.

FA/19/033.3 The list of payments made in May and June 2019 respectively, were approved and signed by the Chairman.

FA/19/033.4 The petty cash schedule up to 9th August 2019 was approved and signed by the Chairman.

FA/19/033.5 The internal transfers between the Instant Access Account and the current account:

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

were noted.

FA/19/033.6 The material variances report and Financial Regulations 4 4.8 refer were noted.

FA/19/034 Clerk's Report

The Clerk's report was noted.

FA/19/035 Town Promotion Sub-Committee

The Minutes of the Town Promotion Sub-Committee meeting held on 10th June 2019, and all actions contained therein, were approved.

FA/19/036 **Update from Working Groups**

The updates from the Paddling Pool Working Group, the Play Areas Working Group and the Service Devolution Working Group were **Noted**

FA/19/037 **Defibrillator**

Members acknowledged that Farnfields Solicitors did not wish to proceed with the proposed defibrillator due to various issues. **Noted**

FA/19/038 **Hearing Loop**

Members all agreed that it was important to comply with legislation and it was therefore decided to set up a working group comprising of Cllrs Brett, Nicklin and the Assistant Clerk, to consider quotes received and specification required for a hearing loop in the Civic Centre. Their recommendations will be presented at the Finance and Assets meeting in November.

FA/19/039 **ICT Audit**

Members agreed that Warminster Town Council had an obligation to keep all their devices and software up to date. In the interests of cyber security and operational efficiency it was agreed a comprehensive review should be undertaken to bring systems in line with security and productivity best practice.

Cllr Batchelor proposed approval of the undertaking of a ICT audit review by Netitude at a cost of £1500 including VAT, seconded Cllr Nicklin, voting unanimous in favour.

FA/19/040 **Christmas Lights Tender**

Members unanimously approved the proposed tender document and authorised officers to seek tenders for the Christmas Lights for 2020 onwards.

FA/19/041 **Service Agreement for Civic Centre and Dewey House**

Members authorised officers to seek tenders for the Service Agreement for the Civic Centre and Dewey House for 2020/21 onwards.

FA/19/042 **Community Infrastructure Levy (CIL) Funding**

No additional projects were put forward.

FA/19/043 **Thank You Letters**

Noted

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.

FA/19/044 Assets

Members considered the report supplied from the Assistant Town Clerk.

FA/19/045 Communications

None.

Meeting closed 8.05pm

Date of next meeting: 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.