

28th October 2019

AGENDA

Dear Councillor
You are invited to a meeting of the:

Finance and Assets Committee
To be held on Monday 4th November 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)
Vacancy (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



Tom Dommett BA (Hons)
Assistant Town Clerk

-
- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
 - 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.
 - Minutes**
3.1 To approve as a correct record, the minutes of the Finance and Assets

Committee meeting held on Monday 2nd September 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 2nd September 2019.

4. Chairman's Announcements

To note any announcements made by the Chairman.

*Standing Orders will be suspended
to allow for public participation.*

5. 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.*

6. Reports from Unitary Authority Members

To note reports provided which are relevant to this Committee.

7. Financial Information

7.1 To note the reconciliations for July, August and September 2019; the Chairman to sign and verify against the bank statements seen. **(attached)**.

7.2 To note the management accounts to September 2019. **(attached)**.

7.3 To receive the material variances report to September 30th, 2019. Financial Regulations 4 4.8 refers. **(attached)**.

7.4 To approve the payments made in July, August and September 2019 the Chairman to sign the attached.

7.5 To approve the petty cash schedule to 28th October 2019. **(attached)**.

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

Date	Amount
03.09.2019	1500.00
06.09.2019	5000.00
20.09.2019	68850.30
23.09.2019	50000.00
27.09.2019	6750.83
27.09.2019	22000.00
01.10.2019	13000.00
10.10.2019	5526.80
25.10.2019	27,000.00

8. Town Promotion Sub-Committee

To **approve** the minutes of the Town Promotion Team Working Group meeting held on 2nd September 2019 and support their request that the councils' budget for 2020/21:-

- Sets aside a sum for the VE Day Celebrations
- Increases the budget for Inspire
- Earmark funds for the Warminster Wobble

Members are recommended to forward a request to Full Council to set aside £2000 for VE Day Celebrations, £4,000 for Inspire and £3,000 for Warminster Wobble.

9. Hearing Loop and Microphones

Members are asked to **consider** the report of the Working Group (**attached**) and **approve** the following expenditure:

9.1 Quote GMLQ 2640 for a fixed Infrared hearing loop £4019.83

9.2 Quote GMLQ 2641 for the meeting room portable Roger system £3580.29

9.3 Quote GMLQ 2522-01 for the installation of a fixed counter loop system at reception, the Roger conference microphone systems (including loop tester, two additional pass-around mics and handover training) £9618.97

9.4 Quote GMLQ 2887 for the additional items that will enable the Roger conference microphone system to be split into two independent units £1,463.70
All figures are net of VAT.

10. ICT Audit

At the Finance and Assets meeting held on Monday 9th September 2019 members agreed a complete IT audit to enable the Council's IT to be upgraded in line with industry technology, security and productivity best practice. Members are asked to **consider** the report following of the ICT audit conducted by Netitude. (**attached**)

Members are recommended to approve the quotations from Netitude for:

10.1 Remedial work for IT infrastructure and cyber security £6952.49

10.2 Complete overhaul of the IT hardware £11,169.46

10.3 Fully managed support package £453.00/Month

10.4 Voice over IP Phones £150.00/Month

All figures of net of VAT. **For Decision.**

11. Heating Service Maintenance Agreement for Civic Centre and Dewey House

Members asked officers to seek tenders for a heating Service Maintenance Agreement for the Civic Centre and Dewey House for 2020/21 onwards. Two tenders have been received. (**attached**)

Members are recommended to award the contract to gbheating at a cost of £3811.00 plus VAT.

12. PR Support

The council currently contracts to aheadforpr.co £375 a month for public relations consultancy work and support. While this support has been helpful, officers now undertake more PR work themselves, especially social media and writing press releases. It is now considered that there is not sufficient work for the contract to be in place. Members are asked to **approve** the ending of the agreement with Aheadforpr at a saving of £375 per month. One months' notice is required to end the contract.

13. Annual Return

Members **to note** the annual return has been finalised and published.

14. Draft Budget 2020/21

Members have been issued with a first draft in hard copy. For discussion and **provide recommendations** to Full Council

15. Communications

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

Date of next meeting: Monday 6th January 2020

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Bank Reconciliation Statement as at: 31/07/2019 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	31/07/2019	435	753,204.09
Instant Access Account	31/07/2019	77	5,000.00
			<u>758,204.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/07/2019 109569 Warminster District Stroke Clu		750.00	
			<u>750.00</u>
			<u>757,454.09</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			<u>757,454.09</u>
		Balance per Cash Book is :-	757,097.09
		Difference Excluding Adjustments is :-	357.00
<u>Adjustments to Reconciliation</u>			
09/07/2019 CR Wiltshire Council		357.00	
			<u>357.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 1 Current/Instant Access Bank A/

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/08/2019	85	5,000.00
Current Account	31/08/2019	437	616,723.49
			<u>621,723.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/08/2019 109571 Petty cash		232.53	
			<u>232.53</u>
			621,490.96
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			621,490.96
		Balance per Cash Book is :-	621,490.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2019
for Cashbook 1 - Current/Instant Access Bank A/**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	30/09/2019	85	5,000.00
Current Account	30/09/2019	439	855,867.09
			<hr/> 860,867.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			860,867.09
<u>Receipts not Banked/Cleared (Plus)</u>			
27/09/2019		687.70	
			<hr/> 687.70
			861,554.79
		Balance per Cash Book is :-	861,554.79
		Difference is :-	0.00

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Your Statement

056453_273 1/ 6 00011 61153 11968 39700

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



31 August 2019 to 29 September 2019

Account Name
 Warminster Town Council

Sortcode
 40-45-23

Account Number
 91001000

Sheet Number
 1 of 4


Summary of your Business Current Account charges and interest

This summary details charges incurred for banking services for the charging period 31 August 2019 to 29 September 2019 which will be deducted from your account on 21 October 2019.

Description	Amount(GBP)
Total of activity charges	70.98
Fee for maintaining the account	5.50
Subtotal	76.48
Additional services	8.51
Total charges	84.99

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, for the HSBC Premier Bank Account is £500 and for the Jade by HSBC Premier Bank Account is £2,000. Further details can be found below.

In order to reach the monthly maximum charge limit, based on current interest rates, you'd have to be over your arranged overdraft limit by more than £50,000 for HSBC Premier and £230,000 for Jade by HSBC Premier for a full charging month.

 Charges which have already been deducted from your account during this charging period will not appear on this statement.

Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.

GBP Pounds Sterling **C** Credit

1 September to 30 September 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 91

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
26 Sep 19	CR BALANCE BROUGHT FORWARD WHITE M & L			5,000.00
	CR CHRISTMAS MARKET		25.00	
	CR ROCK CHOIR LIMITED		210.00	
	DD GOCARDLESS	222.96		
	DD BOC MANCHESTER ACC	31.86		
	CR F F			
	FALLON INV WCC3286		126.00	
27 Sep 19	TFR TRANSFER 21136496	106.18		5,000.00
	CR GBS RE RPA NO2 ACC		37,204.38	
	BP Payroll Sept			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	22,118.42		
	BP WC Pension Fund			
	WC PENSION FUND			
	BIB BACS PAYMENT	6,750.83		
	TFR 404523 21136496		22,000.00	
	TFR 404523 21136496		6,750.83	
	CR INTERNET TRANSFER			
	CR CASH IN P.O. SEP27		1,224.00	
	6-10 THE MAL@11:05			
28 Sep 19	TFR TRANSFER 21136496	38,309.96		5,000.00
	BP DEB'S DANCE			
	WCC3256		126.00	
30 Sep 19	TFR TRANSFER 21136496	126.00		5,000.00
	CR MV- 17760605 -2509		18.50	
	DD HILLS WASTE SOLUTI	662.90		
	SO HUNOT HR	240.00		
	CR NORTHWOOD (WEST WI			
	NORTHWOOD 1917		200.00	
	CR S Price			
	M.PRICE XMAS MKT		25.00	
	BP MF (SUPPORT)			
	COPHEAP HALL HIRE		210.00	
	TFR TRANSFER 21136496		449.40	5,000.00
30 Sep 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).

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1 September to 30 September 2019

Your Statement

Account Name
Warminster Town Council

Sortcode **Account Number** **Sheet Number**
40-45-23 91001000 92

Credit Interest Rates	<i>balance</i>	<i>AER variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR variable</i>
Credit interest is not paid			Debit interest		21.34%

1 September to 30 September 2019

Account Name
 Warminster Town Council

Your Statement

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 89

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			3,301.19
	DD WILTSHIRE COUNCIL	295.00		
	CR T Goddard			
	CHRISTMAS MARKET		25.00	
17 Sep 19	TFR TRANSFER 21136496		1,968.81	5,000.00
	DD OFFICE EVOLUTION	174.69		
	DD BOOKER LTD -BK	335.77		
	CR BURT RH+JA			
	CRAFT FAIR 2 TABLE		50.00	
	CR CASH IN P.O. SEP17			
	6-10 THE MAL@15:18		3,408.00	
	CR WILTSHIRE CITIZENS			
	INV. WCC3298			
18 Sep 19	TFR TRANSFER 21136496	3,262.54	315.00	5,000.00
	CR MV- 17760605 -1509		5.00	
	CR MV- 17760605 -1309		55.30	
	CR MV- 17760605 -1409		153.45	
	CR GLASDON UK LTD			
	CREDIT REFUND			
19 Sep 19	TFR TRANSFER 21136496	829.77	616.02	5,000.00
	CR MV- 17760605 -1609		5.00	
	DD S/LINE 77200586	69.30		
	DD S/LINE 77191642	26.98		
	BP ROUNDSTONE VENDING			
	26976	222.00		
	BP ROUNDSTONE CAT			
	42815	152.10		
	BP ROUNDSTONE CAT			
	42913	165.48		
	BP REDPIN PUBLISHING			
	44207	156.00		
	BP MIRAGE SIGNS			
	35187	750.00		
	BP JRB ENTERPRISE LTD			
	20262	297.60		
	BP AMAZON BUSINESS			
	7202721	33.40		
	BP WALC			
	WALC3656	78.00		
	BP ROLAWN			
	100524	183.00		
	BP WARM FENCING LTD			
	FENCING PARK	1,856.92		
20 Sep 19	TFR TRANSFER 21136496		3,985.78	5,000.00
	CR MV- 17760605 -1709		21.40	
	BALANCE CARRIED FORWARD			5,021.40

1 September to 30 September 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 90

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,021.40
	CR WILTSHIRE COUNCIL		136.50	
	BP skatepark			
	MAVERICK INDUSTRIE			
	BIB BACS PAYMENT	68,850.30		
	TFR 4C4523 21136496			
	INTERNET TRANSFER		68,850.30	
	BP WCR			
	SLA 3ND QTR 19 20	2,500.00		
	BP SLCC			
	CILCA REF 19.09.19	5.00		
	TFR TRANSFER 21136496		2,347.10	5,000.00
21 Sep 19	DR TOTAL CHARGES			
	TO 30AUG2019	129.36		
	TFR TRANSFER 21136496		129.36	5,000.00
23 Sep 19	CR MV- 17760605 -1809		41.65	
	CR NHS BLOOD TRANSPLA		302.40	
	BP HMRC August			
	HMRC			
	BIB BACS PAYMENT	5,351.02		
	BP HMRC July			
	HMRC			
	BIB BACS PAYMENT	5,344.17		
	BP Skakepark			
	MAVERICK INDUSTRIE			
	BIB BACS PAYMENT	39,767.10		
	BP WPP August refund			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	227.30		
	DD WEST MERCIA ENERGY	375.23		
	DD VWFS UK LIMITED	32.12		
	DD TOLCHARDS LTD	366.43		
	TFR 404523 21136496			
	INTERNET TRANSFER		50,000.00	
	TFR TRANSFER 21136496		1,119.32	5,000.00
24 Sep 19	CR MV- 17760605 -1909		10.10	
	CR HOWARD MITCHELL TA			
	WCC3278 & 3282		619.50	
	TFR TRANSFER 21136496	629.60		5,000.00
25 Sep 19	CR MV- 17760605 -2209		21.10	
	CR MV- 17760605 -2009		55.25	
	CR MV- 17760605 -2109		143.90	
	CR WILTSHIRE COUNCIL		393,241.50	
	DD VWFS UK LIMITED	363.14		
	TFR TRANSFER 21136496	393,078.61		5,000.00
	BALANCE CARRIED FORWARD			5,000.00

1 September to 30 September 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 87

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			999.73
	BP GLASDON UK LTD 51780113	616.02		
	TFR 404523 21136496 INTERNET TRANSFER		15,000.00	
	BP IDVERDE 7 INVOICES	10,465.33		
	BP NISBETS 19653963	158.72		
	BP OFFICE RIGHT 60667 60733	235.22		
	BP AMAZON BUSINESS 254313	69.99		
	BP AMAZON BUSINESS 202462341	18.48		
	BP AMAZON BUSINESS 202169331	15.11		
	BP AMAZON BUSINESS 146916	6.90		
	CR CASH IN P.O. SEP03 6-10 THE MAL@15:47		2,453.47	
04 Sep 19	TFR TRANSFER 21136496	1,867.43		5,000.00
	CR MV- 17760605 -3108		74.00	
	CR MV- 17760605 -0109		113.80	
	CR MV- 17760605 -3008		141.25	
05 Sep 19	TFR TRANSFER 21136496	329.05		5,000.00
	CR CHQ IN AT 407080		4,797.94	
	CR MV- 17760605 -0209		71.55	
	BP 945423 HALLS JUDITH BIB BACS PAYMENT	195.00		
	CHQ 109571	232.53		
06 Sep 19	TFR TRANSFER 21136496	4,441.96		5,000.00
	CR AGE UK WILTSHIRE -		77.20	
	CR MV- 17760605 -0309		11.75	
	CR WILTSHIRE COUNCIL		42.00	
	BP HEALTHMATIC LTD 9428	4,666.21		
	TFR 404523 21136496 INTERNET TRANSFER		5,000.00	
	BP PRINTED.COM PDC00968155	451.73		
	BP HOPKINS CONCRETE 05.09.19	480.00		
	BALANCE CARRIED FORWARD			4,533.01



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1 September to 30 September 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 88

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,533.01
	BP ROLAWN 100470	486.00		
	BP FARNFIELDS G/900/2019	1,800.00		
09 Sep 19	TFR TRANSFER 21136496		2,752.99	5,000.00
	CR WILTSHIRE HEALTH A		630.00	
	CR THE SOUTHERN CO-OP		47.00	
	CR MV- 17760605 -0409		18.25	
	DD SGW PAYROLL	89.04		
	CR WARMINSTER & K9QF WARMINSTER & DISTR		600.00	
10 Sep 19	TFR TRANSFER 21136496	1,206.21		5,000.00
	BP AHEADFORPR 0445	375.00		
	BP AMAZON BUSINESS 2019-254	20.75		
	BP COATES & PARKER 42693	454.57		
	BP DCK BEAVERS LTD TPC8777	948.18		
	BP GB HEATING 0864L	48.00		
	BP HEALTHMATIC LTD 9437	76.90		
	BP WHEELERS 965996	1,200.00		
11 Sep 19	TFR TRANSFER 21136496		3,123.40	5,000.00
	CR MV- 17760605 -0709		55.30	
	CR MV- 17760605 -0809		142.50	
	CR WILTSHIRE COUNCIL		57.74	
	CR MV- 21574633 -0709		111.45	
12 Sep 19	TFR TRANSFER 21136496	366.99		5,000.00
	BP MF (SUPPORT) COPHEAP HALL HIRE		262.50	
	DR CHARGE AUTO TRANSFER	20.00		
13 Sep 19	TFR TRANSFER 21136496	242.50		5,000.00
	CR S Waldron WCC3251		126.00	
16 Sep 19	TFR TRANSFER 21136496	126.00		5,000.00
	DD TIMICO/KECONNECT	466.81		
	DD WILTSHIRE COUNCIL	17.00		
	DD WILTSHIRE COUNCIL	687.00		
	DD WILTSHIRE COUNCIL	528.00		
	BALANCE CARRIED FORWARD			3,301.19

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



Your Statement

Account Summary

Opening Balance	5,000.00
Payments In	655,106.38
Payments Out	655,106.38
Closing Balance	5,000.00

1 September to 30 September 2019

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

86

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Aug 19	BALANCE BROUGHT FORWARD			5,000.00
02 Sep 19	CR MV- 17760605 -2808		87.20	
	DD PUBLIC WORKS LOANS	19,800.89		
	DD AVIVA	1,407.51		
	DD WATER2BUSINESS DOWRY HOUSE	13.50		
	DD WATER2BUSINESS THURON	15.69		
	DD WATER2BUSINESS	1,467.50		
	DD WATER2BUSINESS	200.50		
	DD WESSEX LIFT CO			
	FINAL PAYMENT	118.50		
	TFR 404523 21136496			
	INTERNET TRANSFER		20,000.00	
	CR Hervin Robin		329.98	
	J71 P508 LODGE REN			
	CR L Kayser		305.00	
	WCC3271 KAYSE			
	TFR TRANSFER 21136496		2,301.91	
03 Sep 19	CR MV- 17760605 -2908		176.35	5,000.00
	DD BOOKER LTD -BK	1,938.76		
	BP ASHTON FARMS			
	1083588 AND 3	651.94		
	BP DCK BEAVERS LTD			
	8752 8570	1,206.90		
	BP CHARLES SAUNDERS			
	284714	366.04		
	BP TRADE UK/SCREWFIX			
	10003398774	12.98		
	BALANCE CARRIED FORWARD			999.73

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1 August to 31 August 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 85

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,106.93
	BP OFFICE RIGHT 60555 60554	155.88 ✓		
30 Aug 19	TFR TRANSFER 21136496		46 48.95	5,000.00
	CR J T L CURRENT <i>(Claire Williams)</i>		X 357.00 <i>led ✓</i>	
	CR MV- 17760605 -2708		144.40 ✓	
	CR WILTSHIRE COUNCIL		126.00 ✓	
	DD HILLS WASTE SOLUTI	1,049.98 ✓		
	DD GRENKELEASING LIMI	48.36 ✓		
	SO HUNOT HR	240.00 ✓		
31 Aug 19	TFR TRANSFER 21136496		46 710.94	5,000.00
	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

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

14/ 14/0000 1153/4 22/192 39700

1 August to 31 August 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 84

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,885.20
	DD BOC MANCHESTER ACC	31.86 ✓		
	DD SOUTHERN ELECTRIC	2,132.63 ✓		
	BP DEB'S DANCE WCC3235		157.50 ✓ led 1 ✓	
27 Aug 19	TFR TRANSFER 21136496		2,121.79 ✓	5,000.00
	CR MV- 17760605 -2108		115.35 ✓	
	BP Payroll August2019			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	20,931.20 ✓		
	BP Pension			
	WC PENSION FUND			
	BIB BACS PAYMENT	6,620.83 ✓		
	DD GOCARDLESS	222.96 ✓		
	DD VWFS UK LIMITED	383.14 ✓		
	TFR 404523 21136496			
	INTERNET TRANSFER		28,000.00 ✓	
	CR F F			
	FALLON INV WCC3252		126.00 ✓ led 1 ✓	
	CR CASH IN AT HSBC BANK PLC FROME		563.00 ✓	
	CR CASH IN AT HSBC BANK PLC FROME		6,514.00 ✓	
28 Aug 19	TFR TRANSFER 21136496	7,160.22 ✓		5,000.00
	CR CHQ IN AT 402119		920.92 ✓	
	CR MV- 17760605 -2208		137.40 ✓	
	CR AMAS LTD CLIENT AC		5,055.59 ✓ led 2 ✓	
	CR J Clarke			
	INV 1919		570.00 ✓ led 2 ✓	
29 Aug 19	TFR TRANSFER 21136496	6,683.91 ✓		5,000.00
	CR ROCK CHOIR LIMITED		105.00 ✓ led 1 ✓	
	CR MV- 17760605 -2508		56.76 ✓	
	CR MV- 17760605 -2608		163.52 ✓	
	CR MV- 17760605 -2408		209.55 ✓	
	CR MV- 17760605 -2308		233.00 ✓	
	CR NORTHWOOD (WEST WI NORTHWOOD 1916		200.00 ✓ led 2 ✓	
	CR S Waldron			
	WCC3240		94.50 ✓ led 1 ✓	
	CR HISLOP-NEWTON J & WCC3264LPM		126.00 ✓ led 1 ✓	
	BP MOVIOLA LTD			
	190866	145.40 ✓		
	BP D NAUGHTON ELECSER			
	10042	936.00 ✓		
	BALANCE CARRIED FORWARD			5,106.93

1 August to 31 August 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 83

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,241.50
19 Aug 19	TFR TRANSFER 21136496	dc 241.50		5,000.00
	CR SELWOOD CREDITORS		x 42.00 led l	
	CR MV- 17760605 -1408		. 16.55	
	DD OFFICE EVOLUTION	. 22.43		
	BP IDVERDE			
	GN769459	. 1,131.47		
20 Aug 19	TFR TRANSFER 21136496		dc 1,095.35	5,000.00
	CR THE AVENUE SURGERY <i>Martin</i>		x 179.20 led l	
	CR MV- 17760605 -1508		. 92.35	
	CR NHS BLOOD TRANSPLA		x 302.40 led l	
	DD S/LINE 73012014	. 62.18		
	DD S/LINE 73036803	. 25.79		
	DD BOOKER LTD -BK	. 1,252.66		
	CR J Baker <i>Charles Baker</i>			
	WCC3275		x 147.76 led l	
21 Aug 19	TFR TRANSFER 21136496		dc 618.92	5,000.00
	CR MV- 17760605 -1808		. 100.30	
	CR MV- 17760605 -1708		. 118.75	
	DD VWFS UK LIMITED	. 32.12		
	DR TOTAL CHARGES			
	TO 30JUL2019	. 123.91		
	BP IDVERDE			
	GN769088	. 32.43		
	BP AHEADFORPR			
	4001	. 375.00		
	BP FIVE RIVERS RECRUI			
	MAY-JUN	. 2,033.38		
	BP NISBETS			
	19585642	. 110.13		
	BP WHEELERS			
	965810	. 283.80		
	BP RBS			
	SM20146	. 348.00		
	BP TRADE UK/SCREWFIX			
	1000343065	. 94.74		
	BP PAUL MACFARLANE			
	MAYORS EXPENSES	. 89.27		
22 Aug 19	TFR TRANSFER 21136496		dc 3,303.73	5,000.00
	CR MV- 17760605 -1908		. 42.90	
23 Aug 19	TFR TRANSFER 21136496	dc 42.90		5,000.00
	CR MV- 17760605 -2008		. 104.20	
	BP WPP July refunds			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	. 219.00		
	BALANCE CARRIED FORWARD			4,885.20

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1 August to 31 August 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 82

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			6,868.85
	BP AVON PRINTING SERV 43862	51.00 ✓		
	BP COATES & PARKER 42947	132.48 ✓		
	BP DANNY DONKEY & PALS 30.11.19 DEPOSIT	50.00 ✓		
	BP HR DEPARTMENT 7046	564.00 ✓		
	BP IDVERDE JULY 2 INVOICES	1,885.78 ✓		
	BP NISBETS 19574267	8.61 ✓		
	BP OFFICE RIGHT 60221	8.35 ✓		
	BP PROSEC CONSULTANCY 1785 1786	372.60 ✓		
	BP ROUNDSTONE VENDING 26883	170.00 ✓		
	BP WILTSHIRE C/TAX 90337622	59.50 ✓		
	BP GLASDON UK LTD S1780113	616.02 ✓		
15 Aug 19	TFR TRANSFER 21136496		2,049.49	5,000.00
	CR MV- 17760605 -1208		73.10 ✓	
	DD TIMICO/KECONNECT	482.15 ✓		
	DD SGW PAYROLL	93.00 ✓		
	DD WILTSHIRE COUNCIL	17.00 ✓		
	DD WILTSHIRE COUNCIL	687.00 ✓		
	DD WILTSHIRE COUNCIL	528.00 ✓		
	DD WILTSHIRE COUNCIL	295.00 ✓		
16 Aug 19	TFR TRANSFER 21136496		2,029.05 ✓	5,000.00
	CR MV- 17760605 -1308		139.05 ✓	
	BP Skatepark MAVERICK INDUSTRIE BIB BACS PAYMENT	89,290.50 ✓		
	DD WEST MERCIA ENERGY	331.88 ✓		
	DD GRENKELEASING LIM	120.00 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		89,290.50 ✓	
17 Aug 19	TFR TRANSFER 21136496		312.83 ✓	5,000.00
	CR HOWARD MITCHELL TA WCC3259		x 210.00 led ✓	
	CR HOWARD MITCHELL TA WCC3272		x 31.50 led ✓	
	BALANCE CARRIED FORWARD			5,241.50

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1 August to 31 August 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 81

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,463.05
	DD GRENKELEASING LIM FIRST PAYMENT			
08 Aug 19	TFR TRANSFER 21136496	• 258.65 ✓		
	CR MV- 17760605 -0508	• 204.40 ✓		5,000.00
	CR WARMINSTER & K9QF		• 110.15 ✓	
	CR WARMINSTER & DISTR		• 600.00 ✓	
09 Aug 19	TFR TRANSFER 21136496	• 710.15 ✓		5,000.00
	CR DAYBREAK FAMILY GR <i>WCC 3157 led 1</i>		• 33.60 ✓	
	CR MV- 17760605 -0608		• 39.10 ✓	
	CR S Waldron <i>Simon</i> WCC3215		• 126.00 ✓ <i>led 1</i>	
12 Aug 19	TFR TRANSFER 21136496	• 198.70 ✓		5,000.00
	CR THE SOUTHERN CO-OP		• 42.00 ✓ <i>led 1</i>	
	CR MV- 17760605 -0708		• 101.95 ✓	
	CR PROGRESS PHY LTD <i>scotty</i> PROGPHYS WCC3210		• 105.00 ✓ <i>led 1</i>	
	BP MF (SUPPORT) COPHEAP HALL HIRE		• 210.00 ✓ <i>led 1</i>	
13 Aug 19	TFR TRANSFER 21136496	• 458.95 ✓		5,000.00
	CR MV- 17760605 -0808		• 93.80 ✓	
	DR CHARGE			
	AUTO TRANSFER	• 20.00 ✓		
14 Aug 19	TFR TRANSFER 21136496	• 73.80 ✓		5,000.00
	CR MV- 17760605 -0908		• 5.00 ✓	
	CR MV- 17760605 -1008		• 18.30 ✓	
	CR MV- 17760605 -1108		• 79.75 ✓	
	CR WILTSHIRE COUNCIL		• 70.00 ✓	
	CR MV- 21574633 -0908 <i>WCC 3247</i>		• 305.60 ✓	
	CR CASH IN P.O. AUG14 6-10 THE MAL@10:55		• 2,096.50 ✓	
	BP A&HG TOWN CRIERS JULY 2019	• 35.00 ✓		
	BP AMAZON BUSINESS 1091551	• 159.99 ✓		
	BP AMAZON BUSINESS 1633123	• 14.99 ✓		
	BP AMAZON BUSINESS 6971526	• 44.95 ✓		
	BP AMAZON BUSINESS 9485964	• 43.98 ✓		
	BP AMAZON BUSINESS 2019-230	• 20.75 ✓		
	BP ASHTON FARMS 1081398 1081768	• 386.64 ✓		
	BALANCE CARRIED FORWARD			6,868.85

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1 August to 31 August 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 80

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,288.89
	BP AMAZON BUSINESS 173190326	• 19.20 ✓		
	BP ASHTON FARMS 1081030	• 322.20 ✓		
	BP BATH & WILTS PAR BNMAY19/044	• 264.00 ✓		
	BP COMPLETE FIRE SERV 100006029	• 174.00 ✓		
	BP DCK BEAVERS LTD TPC8702	• 457.44 ✓		
	BP CORDENS 5790	• 13.99 ✓		
	BP NISBETS 19498013	• 75.58 ✓		
	BP OFFICE RIGHT 60064 60065 60115	• 452.69 ✓		
	BP PROMAIN 101248	• 132.00 ✓		
	BP TRADE UK/SCREWFIX 0992759355	• 7.98 ✓		
	BP SWALLOW DRINKS 0250587	• 191.52 ✓		
	BP WHEELERS 965466 965524	• 264.00 ✓		
	BP WILTSHIRE C/TAX WC/201917845	• 180.00 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		46 20,000.00	
	BP IDVERDE JULY19 4 INVOICES	• 8,036.53 ✓		
	BP WARM COMMUNITY HUB GRANT 2019	• 6,000.00 ✓		
	BP WARM CARNIVAL GRANT 2019	• 3,500.00 ✓		
	CR CASH IN P.O. AUG05 6-10 THE MAL@15:08		• 3,470.70 ✓	
	TFR TRANSFER 21136496	46 2,668.46		5,000.00
06 Aug 19	CR MV- 17760605 -0108		• 151.90 ✓	
	DD BOOKER LTD -BK	• 1,482.29 ✓		
	TFR TRANSFER 21136496		46 1,330.39	5,000.00
07 Aug 19	CR MV- 17760605 -0408		• 105.90 ✓	
	CR MV- 17760605 -0308		• 139.55 ✓	
	CR MV- 17760605 -0208		• 217.60 ✓	
	BALANCE CARRIED FORWARD			5,463.05

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



Your Statement

Account Summary

Opening Balance	5,000.00
Payments In	181,294.27
Payments Out	181,294.27
Closing Balance	5,000.00

1 August to 31 August 2019

Account Name
 Warminster Town Council

International Bank Account Number
 GB17HBUK40452391001000

Branch Identifier Code
 HBUKGB4161U

Sortcode **Account Number** **Sheet Number**
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Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jul 19	BALANCE BROUGHT FORWARD			5,000.00
01 Aug 19	CR MV- 17760605 -2907		• 182.85 ✓	
	BP WCPF July pt2			
	WC PENSION FUND			
	BIB BACS PAYMENT	• 332.55 ✓		
	BP WPP June 2019 Ref			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 141.00 ✓		
	DD AVIVA	• 1,407.51 ✓		
	DD WATER2BUSINESS	• 743.42 ✓		
	DD WATER2BUSINESS	• 32.00 ✓		
	DD WATER2BUSINESS	• 1,467.50 ✓		
	DD WATER2BUSINESS	• 200.50 ✓		
	CR Hervin Robin			
	J71 P508 LODGE REN		• 329.98 ✓	
	BP SLCC			
	CILCA REFERAL	• 5.00 ✓		
	BP HERRIOTT MICHAEL			
	SIA LICENSE	• 220.00 ✓		
	TFR TRANSFER 21136496		• 4,036.65 ✓	
02 Aug 19	CR MV- 17760605 -3007		• 25.00 ✓	5,000.00
	TFR TRANSFER 21136496	• 25.00 ✓		
05 Aug 19	CR MV- 17760605 -3107		• 109.90 ✓	5,000.00
	CHQ 109569	• 750.00 ✓		
	BP AMAZON BUSINESS			
	15649	• 1.02 ✓		
	BP AMAZON BUSINESS			
	254518	• 69.99 ✓		
	BALANCE CARRIED FORWARD			4,288.89

1 July to 31 July 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 77

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			9,535.75
30 Jul 19	TFR TRANSFER 21136496	4,535.75		5,000.00
	CR MV- 17760605 -2507		183.80	
	SO HUNOT HR	240.00		
	BP VALLETTA 9217B	35.64		
	BP ADT FIRE & SEC 41724621-15	793.28		
	BP AHEADFORPR 0441 0442 0443	1,125.00		
	BP ASHTON FARMS 1080007	139.62		
	BP GB HEATING 0840L	21.00		
	BP MOVIOLA LTD 190724	125.80		
	BP D NAUGHTON ELEC SER 100C9	72.60		
	BP OFFICE RIGHT 59928	126.72		
	BP OUTDOORKIT4U JULY02/19	150.82		
	BP STH WEST DOGRS LTD 11713	66.00		
	BP WATER 2 BUSINESS 0053556883	122.22		
	BP WHEELERS 964203	429.60		
	BP WPS LTD 38944357	489.80		
31 Jul 19	TFR TRANSFER 21136496		3,754.30	5,000.00
	CR MV- 17760605 -2707		149.80	
	CR MV- 17760605 -2607		173.80	
	CR MV- 17760605 -2807		226.15	
	DD HILLS WASTE SOLUTI	597.16		
31 Jul 19	TFR TRANSFER 21136496		47.41	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).

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1 July to 31 July 2019

Your Statement

Account Name
Warminster Town Council

Sortcode **Account Number** **Sheet Number**
40-45-23 91001000 78

Credit Interest Rates	<i>balance</i>	<i>AER variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR variable</i>
Credit interest is not paid			Debit interest		21.34%

1 July to 31 July 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 76

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			7,222.30
	BP WVCP GROVELANDS GRANT 2019	500.00 ✓		
	CR Westbury Town Coun 1910 & 1912 <i>led 2</i>		<i>4c</i> 5,884.52 ✓	
24 Jul 19	TFR TRANSFER 21136496	<i>4c</i> 7,606.82		5,000.00
	CR MV- 17760605 -2007		• 79.15 ✓	
	CR MV- 17760605 -2107		• 127.75 ✓	
	CHQ 109568	260.00 ✓		
25 Jul 19	TFR TRANSFER 21136496		<i>4c</i> 53.10	5,000.00
	CR MV- 17760605 -2207		• 45.50 ✓	
	DD VWFS UK LIMITED	• 383.14 ✓		
	DD BOC MANCHESTER ACC	• 31.86 ✓		
26 Jul 19	TFR TRANSFER 21136496		<i>4c</i> 369.50	5,000.00
	CR LLOYDS PHARMACY <i>led 1 wcc 3184</i>		<i>x</i> 52.50 ✓	
	CR WATER2BUSINESS		211.95	
	CR MV- 17760605 -2307		• 88.50 ✓	
	BP Payroll July2019			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	• 19,554.68 ✓		
	DD GOCARDLESS	• 222.96 ✓		
	TFR 404523 21136496			
	INTERNET TRANSFER		<i>4c</i> 26,000.00	
	BP Wild Pizza C WILD PIZZA 30/11		• 50.00 ✓	
28 Jul 19	TFR TRANSFER 21136496	<i>4c</i> 6,625.31		5,000.00
	BP DEB'S DANCE WCC3223 <i>led 1</i>		<i>x</i> 126.00 ✓	
29 Jul 19	TFR TRANSFER 21136496	<i>2c</i> 126.00		5,000.00
	CR MV- 17760605 -2407		• 116.45 ✓	
	CR HMRC VAT REPAY		• 24,808.59 ✓	
	BP Payroll July2019			
	MOORE CHRIS			
	BIB BACS PAYMENT	• 706.83 ✓		
	BP WC Pension fund			
	WC PENSION FUND			
	BIB BACS PAYMENT	• 6,193.85 ✓		
	TFR 404523 21136496			
	INTERNET TRANSFER		<i>4c</i> 7,000.00	
	CR CASH IN P.O. JUL29			
	6-10 THE MAL@13:49		4,795.75 ✓	
	BP VALLETTA 9217	• 14,700.36 ✓		
	BP VALLETTA 9216	• 10,584.00 ✓		
	BALANCE CARRIED FORWARD			9,535.75

1 July to 31 July 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 75

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			9,263.93
	BP AMAZON BUSINESS 0727503	9.98 ✓		
	BP AMAZON BUSINESS 16/1541	39.99 ✓		
	BP GB HEATING 0822L 0823L	339.50 ✓		
	BP IDVERDE JUNE19 5 INVOICES	8,758.41 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		10,000.00 ✓	
	BP WCR SLA 2ND QTR 19 20	2,500.00 ✓		
	BP WHEELERS 965206 PLUS 2	1,689.90 ✓		
	TFR TRANSFER 21136496	926.15 ✓		5,000.00
23 Jul 19	CR CHQ IN AT 407080		343.40 ✓	
	CR MV- 17760605 -1807		5.00 ✓	
	DD BOOKER LTD -BK	1,219.72 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		10,000.00 ✓	
	BP FRIENDS OF ST GEOR GRANT 2019	1,000.00 ✓		
	BP HELP COUNSELLING GRANT 2019	300.00 ✓		
	BP MS THERAPY CENTRE GRANT 2019	1,000.00 ✓		
	BP RELATE WILTS-SOMER GRANT 2019	500.00 ✓		
	BP RBL WARMINSTER GRANT 2019	500.00 ✓		
	BP SUSTAINABLE WARMIN GRANT 2019	340.45 ✓		
	BP TOUCHING TONES GRANT 2109	465.93 ✓		
	BP ATHENAEUM TRUST GRANT 2019	1,000.00 ✓		
	BP DEMENTIA CENTRE GRANT 2019	500.00 ✓		
	BP WARMINSTER FLEURS GRANT 2019	500.00 ✓		
	BP WARM PHILHARMONIC GRANT 2019	300.00 ✓		
	BP WARM FOOTBALL CLUB GRANTS 2019	500.00 ✓		
	BALANCE CARRIED FORWARD			7,222.30

1 July to 31 July 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 74

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,029.10
	CR CASH IN P.O. JUL18 6-10 THE MAL@12:34			
19 Jul 19	TFR TRANSFER 21136496 LLOYDS PHARMACY <i>ledl occc3230</i>	<i>dc</i> 2,284.10	2,255.00 ✓	5,000.00
	CR MV- 17760605 -1607		x 73.50 ✓	
	DD S/LINE 68260737	• 51.04 ✓	• 59.15 ✓	
	DD S/LINE 68287395	• 26.11 ✓		
	DD TIMICO/KECONNECT	• 474.16 ✓		
21 Jul 19	TFR TRANSFER 21136496		<i>dc</i> 418.66	5,000.00
	DR TOTAL CHARGES TO 29JUN2019	• 93.64 ✓		
22 Jul 19	TFR TRANSFER 21136496		<i>dc</i> 93.64	5,000.00
	CR MV- 17760605 -1707		• 21.85 ✓	
	DD VWFS UK LIMITED	• 32.12 ✓		
	TFR 404523 21136496 INTERNET TRANSFER		<i>dc</i> 10,000.00	
	BP ALVIAN 0224	• 3,156.00 ✓		
	BP ASHTON FARMS 1079322 PLUS 2	• 547.74 ✓		
	BP DENTONS 213207	• 273.60 ✓		
	BP MIRAGE SIGNS 9618	• 168.00 ✓		
	BP NISBETS 4020	• 168.44 ✓		
	BP OFFICE RIGHT 9594 9593	• 78.77 ✓		
	BP ROUNDSTONE CAT 4036	• 300.00 ✓		
	BP ROUNDSTONE VENDING 26806	• 170.00 ✓		
	BP TRADE UK/SCREWFIX 0992249368 PLUS 1	• 140.20 ✓		
	BP SYDENHAMS L5437061	• 7.07 ✓		
	BP OUTDOORKIT4U JUL01/19	• 366.80 ✓		
	BP DORMA UK LTD PP4004100244	• 256.80 ✓		
	BP AMAZON BUSINESS AMZ-SF19-1147321	• 81.00 ✓		
	BP AMAZON BUSINESS 14206	• 11.38 ✓		
	BALANCE CARRIED FORWARD			9,263.93

1 July to 31 July 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 73

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			7,568.83
	BP AMAZON BUSINESS 8477930	0.99		
	BP AMAZON BUSINESS 1750703	4.93		
	BP AMAZON BUSINESS 5955543	2.49		
	BP AMAZON BUSINESS 4517	3.00		
	BP ACB PRINTANDESIGN 3078	351.00		
	BP COATES & PARKER 42476	132.48		
	BP DCK BEAVERS LTD TPC8673	363.08		
	BP AUDITING SOLUTIONS A6115	516.00		
	BP DCK BEAVERS LTD TPC8665	948.18		
	BP GB HEATING 0814L	42.00		
	BP ROUNDSTONE CAT 26742	122.00		
	BP ROUNDSTONE VENDING 26742	122.00		
	BP ROUNDSTONE CAT 41842	194.20		
	BP THE WARMINSTER WAY 3695	130.00		
	BP SLCC 8.7.19 CILCA EXTEN	50.00		
	BP CLOSOMAT OP/1158643	399.60		
	BP MICHAEL LEITCH REFUND	82.00		
	TFR TRANSFER 21136496		895.12	5,000.00
17 Jul 19	CR MV- 17760605 -1207		31.90	
	CR MV- 17760605 -1307		66.50	
	CR MV- 17760605 -1407		123.10	
	DD OFFICE EVOLUTION FIRST PAYMENT	347.97		
	DD WEST MERCIA ENERGY	379.20		
18 Jul 19	TFR TRANSFER 21136496		505.67	5,000.00
	CR MV- 17760605 -1507		29.10	
	BALANCE CARRIED FORWARD			5,029.10

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1 July to 31 July 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode Account Number Sheet Number
 40-45-23 91001000 72

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			35,561.33
	BP WRC ECOLOGY & ARB 01941	• 456.00 ✓		
	BP SYDENHAMS I5437061	• 7.07 ✓		<i>a</i>
	BP D NAUGHTON ELECSER 4742	• 258.00 ✓		
	BP MOVIOLA LTD 190543	• 104.80 ✓		
	BP HOMEMAKER WCC0101	• 199.99 ✓		
	BP MAIN STREET 12496	• 108.00 ✓		
	BP A TOUCH OF TRAD 1848	• 17.00 ✓		
15 Jul 19	TFR TRANSFER 21136496	<i>9c</i> 29,410.47		5,000.00
	CR AGE UK WILTSHIRE - <i>led 1 WCC 3239</i>		<i>X</i> 77.20 ✓	
	CR THE SOUTHERN CO-OP <i>led 1 WCC 3107</i>		<i>X</i> 42.00 ✓	
	CR MV- 17760605 -1007		• 54.95 ✓	
	DD WILTSHIRE COUNCIL	• 17.00 ✓		
	DD WILTSHIRE COUNCIL	• 687.00 ✓		
	DD WILTSHIRE COUNCIL	• 528.00 ✓		
	DD WILTSHIRE COUNCIL	• 295.00 ✓		
	DD SOUTHERN ELECTRIC	• 88.68 ✓		
	CR J Slark			
	CR SLARK WCC3216 <i>led 1 Jade S.</i>		<i>X</i> 70.00 ✓	
	CR J Baker			
	CR WCC3246 <i>led 1 Charles B.</i>		<i>X</i> 80.50 ✓	
16 Jul 19	TFR TRANSFER 21136496		<i>etc</i> 1,291.03	5,000.00
	CR MV- 17760605 -1107		• 53.20 ✓	
	CR NHS BLOOD TRANSPLA <i>led 1 WCC 3191</i>		<i>X</i> 302.40 ✓	
	BP 6085			
	BP DAVE LUCEY LTD			
	BP BIB BACS PAYMENT	• 30,767.62		
	TFR 404523 21136496		<i>9c</i> 35,000.00	
	BP INTERNET TRANSFER			
	BP IDVERDE			
	BP GM768704 GM768437	• 1,898.02		
	BP AMAZON BUSINESS			
	BP 206-4751935-762516	• 89.90		
	BP AMAZON BUSINESS			
	BP 205-8577917-175070	• 9.74		
	BP AMAZON BUSINESS			
	BP 14723	• 21.49		
	BALANCE CARRIED FORWARD			7,568.83

1 July to 31 July 2019

Your Statement

Account Name
 Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 71

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,022.40
	DD SGW PAYROLL	• 93.00 ✓		
	CR AHSAN K K			
	CR KOMOL - PARTY <i>leg 1 WCC3243</i>		✓ 295.00 ✓	
06 Jul 19	TFR TRANSFER 21136496	<i>dc</i> 224.40		5,000.00
	CR GROSS INTEREST TO 05JUL2019 FOR ACCOUNT 404523 21136496		• 1,158.32 ✓	
08 Jul 19	TFR TRANSFER 21136496	<i>dc</i> 1,158.32		5,000.00
	CR MV- 17760605 -0307		• 59.45 ✓	
	CR WARMINSTER & K9QF		• 600.00 ✓	
	CR CASH IN P.O. JUL08 6-10 THE MAL@13:50		4,648.00 ✓	
09 Jul 19	TFR TRANSFER 21136496	<i>dc</i> 5,307.45		5,000.00
	CR WORKMAN CPAN <i>led 1 WCC3217</i>		✓ 94.50 ✓	
	CR MV- 17760605 -0407		• 5.00 ✓	
	CR WILTSHIRE COUNCIL 3218		357.00	
	CR INSPIRE OF WARMING 1913 <i>led 2</i>		✓ 492.00 ✓	
	BP MF (SUPPORT) <i>led 1</i>			
	BP MF MARKETING <i>WCC3193</i>		✓ 210.00 ✓	
10 Jul 19	TFR TRANSFER 21136496	<i>dc</i> 1,158.50		5,000.00
	CR CHQ IN AT 407080		430.50 ✓	
	CR MV- 17760605 -0507		• 52.15 ✓	
	CR MV- 17760605 -0607		• 208.25 ✓	
	CR MV- 17760605 -0707		• 232.65 ✓	
	BP HMRC June			
	HMRC			
	BIB BACS PAYMENT	• 5,401.22 ✓		
	DD BOOKER LTD -BK	• 879.87 ✓		
11 Jul 19	TFR TRANSFER 21136496		<i>dc</i> 5,357.54	5,000.00
	CR WILTSHIRE HEALTH A <i>led 1 WCC3219</i>		✓ 260.00 ✓	
	CR MV- 17760605 -0807		• 12.50 ✓	
	CR Inv 1914 <i>led 2 warmin wobble</i>		✓ 72.00 ✓	
	DR CHARGE			
	AUTO TRANSFER	• 20.00 ✓		
12 Jul 19	TFR TRANSFER 21136496	<i>dc</i> 324.50		5,000.00
	CR MV- 17760605 -0907		• 19.25 ✓	
	TFR 404523 21136496			
	INTERNET TRANSFER		<i>dc</i> 30,767.62	
	BP ASHTON FARMS 1074885	• 225.54 ✓		
	BALANCE CARRIED FORWARD			35,561.33

012290_212 1/ 10 00008 69551 14577 39700

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



Your Statement

Account Summary

Opening Balance	5,000.00
Payments In	213,277.55
Payments Out	213,277.55
Closing Balance	5,000.00

1 July to 31 July 2019

Account Name
 Warminster Town Council

International Bank Account Number
 GB17HBUK40452391001000

Branch Identifier Code
 HBUKGB4161U

Sortcode **Account Number** **Sheet Number**
 40-45-23 91001000 70

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Jun 19	BALANCE BROUGHT FORWARD			5,000.00
01 Jul 19	CR MV- 17760605 -2606		• 11.35 ✓	
	CR WILTSHIRE COUNCIL <i>wcc3220</i>		• 130.00 ✓	
	DD AVIVA	• 1,407.51 ✓		
	DD WATER2BUSINESS	• 32.00 ✓		
	DD SOUTHERN ELECTRIC	• 3,027.62 ✓		
	DD WATER2BUSINESS	• 1,467.50 ✓		
	DD WATER2BUSINESS	• 200.50 ✓		
	SO HUNOT HR	• 240.00 ✓		
	CR Hervin Robin			
	J71 P508 LODGE REN <i>ledgy 1</i>		• 329.98 ✓	
	CR PROGRESS PHY LTD		• 147.00 ✓	
	PROGPHYS WCC3178 <i>ledgy 1 Scott D.</i>		• 5,756.80 ✓	
	TFR TRANSFER 21136496		<i>c/c</i> 5,756.80	5,000.00
02 Jul 19	CR MV- 17760605 -2706		• 79.05 ✓	
	CR S Waldron			
	WCC3179 <i>ledgy 1</i>		• 126.00 ✓	
	TFR TRANSFER 21136496	<i>c/c</i> 205.05		5,000.00
03 Jul 19	CR GBS RE RPA NO2 ACC		14,487.50	
	CR MV- 17760605 -2806		• 137.25 ✓	
	CR MV- 17760605 -2906		• 187.15 ✓	
	CR MV- 17760605 -3006		• 224.05 ✓	
	TFR TRANSFER 21136496	<i>c/c</i> 15,035.95		5,000.00
04 Jul 19	CR MV- 17760605 -0107		• 36.30 ✓	
	BP WARM&VILL DE			
	WCC3222 - WVNTG <i>leg 1</i>		• 33.60 ✓	
	TFR TRANSFER 21136496	<i>c/c</i> 69.90		5,000.00
05 Jul 19	CR MV- 17760605 -0207		• 22.40 ✓	
	BALANCE CARRIED FORWARD			5,022.40

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Council Administration</u>								
1176 Precept	0	786,483	786,483	0			100.0%	
1177 Precept Allocation	0	(46,000)	(46,000)	0			100.0%	
1190 Interest Receivable	0	2,469	5,000	2,531			49.4%	
1300 Dog Bag Sales	0	599	1,000	401			59.9%	
Council Administration :- Income	0	743,551	746,483	2,932			99.6%	0
4001 Salaries	0	75,485	139,200	63,715		63,715	54.2%	
4006 Temporary Staff	0	1,694	0	(1,694)		(1,694)	0.0%	
4008 Training	0	879	2,500	1,621		1,621	35.2%	
4009 Travel	0	60	400	340		340	15.1%	
4010 Health & Safety	0	0	500	500		500	0.0%	
4013 Rent Payable (Internal)	0	18,600	37,200	18,600		18,600	50.0%	
4020 Consumables & Other Expenses	0	720	1,500	780		780	48.0%	
4022 Postage & Telephone	0	1,420	2,500	1,080		1,080	56.8%	
4023 Printing & Stationery	0	344	1,500	1,156		1,156	23.0%	
4024 Photocopier Charges	0	1,610	3,000	1,390		1,390	53.7%	
4025 IT (Website & Email)	0	1,341	4,500	3,159		3,159	29.8%	
4027 Subscriptions and Publications	0	2,716	3,500	784		784	77.6%	
4028 Insurance	0	4,573	9,200	4,627		4,627	49.7%	
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	0	5,299	13,500	8,201		8,201	39.2%	
4057 Audit Fees	0	0	2,440	2,440		2,440	0.0%	
4058 Legal Fees	0	1,500	1,000	(500)		(500)	150.0%	
4059 Other Professional Fees	0	4,610	2,600	(2,010)		(2,010)	177.3%	
4060 Bank Charges	0	737	1,500	763		763	49.1%	
Council Administration :- Indirect Expenditure	0	121,776	229,140	107,364	0	107,364	53.1%	0
Net Income over Expenditure	0	621,775	517,343	(104,432)				
<u>102 Civic and Democratic</u>								
4033 Advertising	0	310	1,500	1,190		1,190	20.7%	
4080 Mayoral Expenses	0	138	2,000	1,862		1,862	6.9%	
4082 Town Crier	0	1,035	1,000	(35)		(35)	103.5%	
4086 Civic Regalia	0	0	200	200		200	0.0%	
6319 Tfr to Elections Reserve	0	5,000	5,000	0		0	100.0%	
Civic and Democratic :- Indirect Expenditure	0	6,483	9,700	3,217	0	3,217	66.8%	0
Net Expenditure	0	(6,483)	(9,700)	(3,217)				

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Policy and Communications								
4033 Advertising	0	1,199	1,000	(199)		(199)	119.9%	
4034 Newsletter	0	832	2,000	1,168		1,168	41.6%	
4083 Civic Promotion\Consultation	0	458	4,500	4,042		4,042	10.2%	
4084 Town Promotion	0	902	3,000	2,098		2,098	30.1%	
Policy and Communications :- Indirect Expenditure	0	3,391	10,500	7,109	0	7,109	32.3%	0
Net Expenditure	0	(3,391)	(10,500)	(7,109)				
104 Council Events								
1701 Christmas Events Income	0	775	3,500	2,725			22.1%	
Council Events :- Income	0	775	3,500	2,725			22.1%	0
4032 Adverts - Events	0	351	1,000	649		649	35.1%	
4081 Civic Events	0	413	2,000	1,587		1,587	20.7%	
4087 Civic Service	0	0	500	500		500	0.0%	
4706 Christmas Lights	0	50	20,000	19,950		19,950	0.3%	
4720 Remembrance Service	0	6	1,000	994		994	0.6%	
Council Events :- Indirect Expenditure	0	820	24,500	23,680	0	23,680	3.3%	0
Net Income over Expenditure	0	(45)	(21,000)	(20,955)				
107 Grants and Projects								
4700 Grants - Large	0	8,156	10,000	1,844		1,844	81.6%	
4701 Small Grants - Permitted	0	0	5,000	5,000		5,000	0.0%	
4703 WCR Community Radio SLA	0	5,000	10,000	5,000		5,000	50.0%	
4704 Warminster Community Hub SLA	0	6,000	6,000	0		0	100.0%	
4707 Catenary Cable Maintenance	0	54	1,600	1,546		1,546	3.4%	
4708 Grant - CAB	0	0	2,000	2,000		2,000	0.0%	
4710 Enterprise Warminster	0	1,013	4,000	2,987		2,987	25.3%	
4712 Grant - Warminster Carnival	0	3,500	3,500	0		0	100.0%	
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 :- Indirect Expenditure	0	30,224	48,600	18,376	0	18,376	62.2%	0
Net Expenditure	0	(30,224)	(48,600)	(18,376)				
201 CCTV								
1177 Precept Allocation	0	46,000	46,000	0			100.0%	
1201 CCTV-Dewey Trust Grant	0	4,000	4,000	0			100.0%	
1204 CCTV-Army Grant	0	0	500	500			0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1205 CCTV-West Wilts Tr Estate Fees	0	4,213	5,733	1,520			73.5%	
1206 CCTV-Westbury TC Fees	0	7,356	10,008	2,652			73.5%	
CCTV :- Income	0	61,569	66,241	4,672			92.9%	0
4001 Salaries	0	22,091	43,600	21,509		21,509	50.7%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4014 Electricity and Gas	0	168	200	32		32	83.8%	
4020 Consumables & Other Expenses	0	41	400	359		359	10.2%	
4021 BT Redcare	0	12,538	13,150	612		612	95.3%	
4022 Postage & Telephone	0	575	900	325		325	63.9%	
4023 Printing & Stationery	0	139	0	(139)		(139)	0.0%	
4024 Photocopier Charges	0	46	0	(46)		(46)	0.0%	
4028 Insurance	0	557	1,146	589		589	48.6%	
4029 Licences	0	895	220	(675)		(675)	406.8%	
4036 Repairs and Renewals	0	1,879	1,500	(379)		(379)	125.3%	
4037 Maintenance Contracts	0	2,000	4,000	2,000		2,000	50.0%	
4040 Equipment/Furniture	0	270	0	(270)		(270)	0.0%	
5325 Tfr from CCTV	0	0	(375)	(375)		(375)	0.0%	
CCTV :- Indirect Expenditure	0	41,200	66,241	25,041	0	25,041	62.2%	0
Net Income over Expenditure	0	20,369	0	(20,369)				
<u>202 Dewey House</u>								
1005 Rent Received	0	3,600	7,200	3,600			50.0%	
Dewey House :- Income	0	3,600	7,200	3,600			50.0%	0
4011 Rates	0	3,166	5,350	2,184		2,184	59.2%	
4012 Water Rates	0	75	500	425		425	15.0%	
4014 Electricity and Gas	0	518	3,000	2,482		2,482	17.3%	
4020 Consumables & Other Expenses	0	88	0	(88)		(88)	0.0%	
4028 Insurance	0	706	1,250	544		544	56.5%	
4035 Refuse Collection\Bin Emptying	0	122	300	178		178	40.6%	
4036 Repairs and Renewals	0	117	1,500	1,383		1,383	7.8%	
4037 Maintenance Contracts	0	483	1,250	768		768	38.6%	
Dewey House :- Indirect Expenditure	0	5,274	13,150	7,876	0	7,876	40.1%	0
Net Income over Expenditure	0	(1,674)	(5,950)	(4,276)				
<u>209 Outside Services</u>								
4001 Salaries	0	23,966	45,500	21,534		21,534	52.7%	
4007 Uniform	0	29	200	171		171	14.6%	
4008 Training	0	160	300	140		140	53.3%	

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 Vehicle Costs	0	2,826	5,500	2,674		2,674	51.4%	
Outside Services :- Indirect Expenditure	0	26,982	51,500	24,518	0	24,518	52.4%	0
Net Expenditure	0	(26,982)	(51,500)	(24,518)				
210 Town Park								
1006 Rent - 23 Weymouth St	0	1,980	3,960	1,980			50.0%	
1007 Rent - Pavilion	0	15	0	(15)			0.0%	
1020 Town Park Events Income	0	4,030	183	(3,847)			2202.4%	
1550 Boats Income	0	4,940	3,000	(1,940)			164.7%	
Town Park :- Income	0	10,965	7,143	(3,822)			153.5%	0
4001 Salaries	0	9,722	14,300	4,578		4,578	68.0%	
4008 Training	0	0	200	200		200	0.0%	
4011 Rates	0	1,765	2,975	1,210		1,210	59.3%	
4012 Water Rates	0	9,118	14,000	4,882		4,882	65.1%	
4014 Electricity and Gas	0	1,152	2,500	1,348		1,348	46.1%	
4020 Consumables & Other Expenses	0	64	500	436		436	12.7%	
4023 Printing & Stationery	0	91	100	9		9	91.0%	
4028 Insurance	0	589	2,300	1,711		1,711	25.6%	
4035 Refuse Collection\Bin Emptying	0	1,988	30,000	28,012		28,012	6.6%	
4036 Repairs and Renewals	0	7,691	30,000	22,309		22,309	25.6%	
4037 Maintenance Contracts	0	0	1,000	1,000		1,000	0.0%	
4038 Grounds Maintenance	0	17,532	40,000	22,468		22,468	43.8%	
4040 Equipment/Furniture	0	2,142	5,000	2,858		2,858	42.8%	
4085 Town Park Events	0	2,711	6,500	3,789		3,789	41.7%	
Town Park :- Indirect Expenditure	0	54,565	149,375	94,810	0	94,810	36.5%	0
Net Income over Expenditure	0	(43,599)	(142,232)	(98,633)				
211 Open Spaces								
4012 Water Rates	0	16	30	14		14	52.3%	
4038 Grounds Maintenance	0	7,085	10,000	2,915		2,915	70.8%	
4040 Equipment/Furniture	0	0	250	250		250	0.0%	
4214 Bins	0	0	5,000	5,000		5,000	0.0%	
Open Spaces :- Indirect Expenditure	0	7,100	15,280	8,180	0	8,180	46.5%	0
Net Expenditure	0	(7,100)	(15,280)	(8,180)				
212 Cemetery and Churchyard								
1212 Burial Fees	0	626	1,500	874			41.7%	
Cemetery and Churchyard :- Income	0	626	1,500	874			41.7%	0

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Rates	0	100	155	55		55	64.5%	
4028 Insurance	0	465	945	480		480	49.2%	
Cemetery and Churchyard :- Indirect Expenditure	0	565	1,100	535	0	535	51.4%	0
Net Income over Expenditure	0	61	400	339				
<u>213 Public Conv - Town Park</u>								
4036 Repairs and Renewals	0	9	250	241		241	3.4%	
4200 Public Toilets	0	3,143	8,000	4,857		4,857	39.3%	
Public Conv - Town Park :- Indirect Expenditure	0	3,151	8,250	5,099	0	5,099	38.2%	0
Net Expenditure	0	(3,151)	(8,250)	(5,099)				
<u>214 Public Conv - Central Car Park</u>								
4012 Water Rates	0	1,154	2,500	1,346		1,346	46.2%	
4014 Electricity and Gas	0	615	1,500	885		885	41.0%	
4028 Insurance	0	83	172	89		89	48.1%	
4036 Repairs and Renewals	0	497	1,500	1,003		1,003	33.2%	
4200 Public Toilets	0	5,657	11,500	5,843		5,843	49.2%	
Public Conv - Central Car Park :- Indirect Expenditure	0	8,006	17,172	9,166	0	9,166	46.6%	0
Net Expenditure	0	(8,006)	(17,172)	(9,166)				
<u>215 Streets Furniture</u>								
4028 Insurance	0	174	355	181		181	49.0%	
4040 Equipment/Furniture	0	90	1,500	1,410		1,410	6.0%	
4803 Baskets & Tubs	0	8,531	9,000	469		469	94.8%	
Streets Furniture :- Indirect Expenditure	0	8,795	10,855	2,060	0	2,060	81.0%	0
Net Expenditure	0	(8,795)	(10,855)	(2,060)				
<u>216 Pavilion Cafe</u>								
1193 Miscellaneous Income	0	20	0	(20)			0.0%	
1600 Pavillion Cafe Sales	0	38,177	40,000	1,823			95.4%	
1601 Putting Green Income	0	1,110	0	(1,110)			0.0%	
Pavilion Cafe :- Income	0	39,307	40,000	693			98.3%	0
3540 Pavilion Purchases	0	16,709	20,000	3,291		3,291	83.5%	
Pavilion Cafe :- Direct Expenditure	0	16,709	20,000	3,291	0	3,291	83.5%	0
4001 Salaries	0	27,799	20,500	(7,299)		(7,299)	135.6%	
4007 Uniform	0	0	150	150		150	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4008 Training	0	175	250	75		75	70.0%	
4016 Cleaning	0	11	100	89		89	11.0%	
4020 Consumables & Other Expenses	0	1,041	2,000	959		959	52.0%	
4022 Postage & Telephone	0	292	600	308		308	48.6%	
4023 Printing & Stationery	0	0	200	200		200	0.0%	
4025 IT (Website & Email)	0	0	100	100		100	0.0%	
4031 Publicity & Marketing	0	130	0	(130)		(130)	0.0%	
4035 Refuse Collection\Bin Emptying	0	444	500	56		56	88.8%	
4036 Repairs and Renewals	0	1,229	1,000	(229)		(229)	122.9%	
4040 Equipment/Furniture	0	245	500	255		255	49.0%	
4055 Stocktaking Fees	0	60	240	180		180	25.0%	
4061 Streamline Charges	0	316	360	44		44	87.7%	
Pavilion Cafe :- Indirect Expenditure	0	31,740	26,500	(5,240)	0	(5,240)	119.8%	0
Net Income over Expenditure	0	(9,142)	(6,500)	2,642				
217 Play Areas								
1180 Grants Recieved	0	0	9,000	9,000			0.0%	
Play Areas :- Income	0	0	9,000	9,000			0.0%	0
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 :- Indirect Expenditure	0	0	55,382	55,382	0	55,382	0.0%	0
Net Income over Expenditure	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	188	5,000	4,813		4,813	3.8%	
Skate Park :- Indirect Expenditure	0	188	7,000	6,813	0	6,813	2.7%	0
Net Expenditure	0	(188)	(7,000)	(6,813)				

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Civic Centre								
1001 Letting Income	0	21,074	40,000	18,926			52.7%	
1002 Events Income	0	1,018	2,000	982			50.9%	
1003 Equipment Hire	0	30	0	(30)			0.0%	
1004 Security Staff Recharged	0	144	0	(144)			0.0%	
1193 Miscellaneous Income	0	155	0	(155)			0.0%	
Civic Centre :- Income	0	22,421	42,000	19,579			53.4%	0
4001 Salaries	0	35,016	63,000	27,984		27,984	55.6%	
4005 Security Staff	0	311	0	(311)		(311)	0.0%	
4007 Uniform	0	133	200	67		67	66.5%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4011 Rates	0	4,126	6,950	2,824		2,824	59.4%	
4012 Water Rates	0	743	1,500	757		757	49.6%	
4013 Rent Payable (Internal)	0	(18,600)	(37,200)	(18,600)		(18,600)	50.0%	
4014 Electricity and Gas	0	5,732	15,000	9,268		9,268	38.2%	
4016 Cleaning	0	106	500	394		394	21.2%	
4020 Consumables & Other Expenses	0	749	1,250	501		501	59.9%	
4022 Postage & Telephone	0	407	900	493		493	45.2%	
4025 IT (Website & Email)	0	20	0	(20)		(20)	0.0%	
4028 Insurance	0	1,244	3,300	2,056		2,056	37.7%	
4029 Licences	0	2,140	2,500	360		360	85.6%	
4031 Publicity & Marketing	0	0	500	500		500	0.0%	
4035 Refuse Collection\Bin Emptying	0	869	1,300	431		431	66.8%	
4036 Repairs and Renewals	0	5,606	12,000	6,394		6,394	46.7%	
4037 Maintenance Contracts	0	5,847	6,250	403		403	93.6%	
4040 Equipment/Furniture	0	457	1,000	543		543	45.7%	
4055 Stocktaking Fees	0	0	120	120		120	0.0%	
4061 Streamline Charges	0	135	200	65		65	67.4%	
4801 Events Funding	0	722	1,500	778		778	48.1%	
Civic Centre :- Indirect Expenditure	0	45,762	81,770	36,008	0	36,008	56.0%	0
Net Income over Expenditure	0	(23,341)	(39,770)	(16,429)				
305 Civic Centre Bar								
1580 Bar Sales	0	9,624	12,000	2,376			80.2%	
Civic Centre Bar :- Income	0	9,624	12,000	2,376			80.2%	0
3530 Bar Purchases	0	2,233	4,800	2,567		2,567	46.5%	
3531 Bar Gas & Consumables	0	161	400	239		239	40.3%	
Civic Centre Bar :- Direct Expenditure	0	2,395	5,200	2,805	0	2,805	46.1%	0

Detailed Income & Expenditure by Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment/Furniture	0	0	250	250		250	0.0%	
Civic Centre Bar :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>7,229</u>	<u>6,550</u>	<u>(679)</u>				
499 Capital Expenditure								
1184 Capital Grants	0	105,000	0	(105,000)			0.0%	
1710 CIL Receipts	0	88,156	0	(88,156)			0.0%	
Capital Expenditure :- Income	<u>0</u>	<u>193,156</u>	<u>0</u>	<u>(193,156)</u>				<u>0</u>
4901 Loan Repayment Capital	0	11,038	22,347	11,309		11,309	49.4%	
4902 Loan Repayment Interest	0	8,763	17,255	8,492		8,492	50.8%	
4925 CAP - Skate Park	0	232,037	0	(232,037)		(232,037)	0.0%	
4926 CAP - Town Park Footpaths	0	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	0	(23,080)	0	23,080		23,080	0.0%	
5324 Tfr from Skatepark	0	(55,980)	0	55,980		55,980	0.0%	
5350 Tfr from CIL 16/17	0	(61,057)	0	61,057		61,057	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 :- Indirect Expenditure	<u>0</u>	<u>266,957</u>	<u>83,602</u>	<u>(183,355)</u>	<u>0</u>	<u>(183,355)</u>	<u>319.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(73,801)</u>	<u>(83,602)</u>	<u>(9,801)</u>				
Grand Totals:- Income	<u>0</u>	<u>1,085,594</u>	<u>935,067</u>	<u>(150,527)</u>			<u>116.1%</u>	
Expenditure	<u>0</u>	<u>682,083</u>	<u>935,067</u>	<u>252,984</u>	<u>0</u>	<u>252,984</u>	<u>72.9%</u>	
Net Income over Expenditure	<u>0</u>	<u>403,511</u>	<u>0</u>	<u>(403,511)</u>				
Movement to/(from) Gen Reserve	<u>0</u>	<u>403,511</u>						

Report to Members – Accounts Warminster Town Council

7th October 2019

The month 5 finance reports are available for members and at this stage all expenditure should be at 41.7% of budget. There will be exceptions and this report is to highlight areas for consideration to members.

Code	Title	Balance £	Comment	Action
300 - 360	Ear Marked Reserves			
315	Capital Projects	256,747	Can be used for any capital project	
316	Services to be devolved	37,788	How is this to be used? Left over from the original devolvement of Town Park?	
319	Elections	16,080	Self-explanatory	None
323	Tennis Courts	10,000	Either add in more funds to enable work to the courts or include into a Town Park capital project fund.	
325	CCTV	16,176	Self-explanatory – to be used to purchase or update equipment.	
330	Catenary Cables	3,168	should be used on the bi-ennial stress testing. Check for this years testing and provision of cost.	
336	Training	1,406	Self-Explanatory- consider where training needs to be offered.	
344	WWI Commemoration	1,000	Was this supposed to be used last year? Put back into general funds?	
346	Website	863	Service plan outlines the provision of a new web site, funds will need to be earmarked this budget year	
348	Outdoor Gym	6,000	Add to a general capital project budget for the park or spend	
350	Cil 16-17	72,246	82,143 allocated to the Skatepark project	Have obtained list of priorities
351	Cil 17-18	10,087	Members can see how much	
352	Cil 18-19	88,156	Remains for other priorities	
101	Council Administration		43.8% Overall just outside budget	
4022	Postage and Telephone	1,1610	49.4% slightly in excess of budget.	

4024	Photocopier Charges		53.7	Re-coding to be carried out. Printing and Copy charge in wrong codes.
4058	Legal Fees		150% Should these be linked to a project?	
4059	Other professional fees		155%?	
102	Civic & Democratic		66.8% Elections budget has been transferred in its entirety to EAR reserves	No action required
103	Policy & Communications		18.3%	No action required
104	Council Events		18.6%	No action required
107	Grants and Projects		56.6%	
4707	Catenary Cable Maintenance	45/1600	This is not a grant or project. Consider re coding to 215 Street Furniture	
4712	Warminster Carnival	17,656/3500	Grants wrongly coded	Accountant to amend and re code
209	Outside Services		44%	No action required
210	Town Park		28.3%	
4035	Refuse Collection	1,625/30,000	5.4% - Is the budget for refuse correct?	
4036	Repairs and Renewals	5,933/30,000	19.8% What plans for repair budget?	
4037	Maintenance Contract	Nothing spent	Budget 1,000 but what is the maintenance contract	
4038	Grounds Maintenance	14,174/40,000	35.4% the annual cost for this service 40K?	
4040	Equipment & Furniture	1,643/5000	32.% what other equipment is required /planned this financial year?	
4085	Town Park Events	2,460/6500	37.8% what events are planned for the remainder of the year?	
1020	Town Park Events Income	4030/183	2202.4%	
1193	Misc Income	620	No budget?	
1550	Boats Income	4206/3000	140.2%	
	Overall income		What is the object of the oddly coded items? Are these correct?	To check codes
211	Open Spaces		41.6% on track but 5,000 set aside for bins, is this for new bins or emptying bins?	

212	Cemetery and Churchyard		Repairs and renewals are listed but no budget set aside. Would suggest that this is amended for future years.	
4212	War Memorial		-8246 put in as committed expenditure? What is this?	Accountants to explain
213	Pubic Convenience Park		30.5%	No action required
214	Pubic Convenience Central Car Park		40.6%	No action required
215	Street Furniture		80.8% Baskets & Tubs budget used in full	No action required
216	Pavilion Café	26,424/ 26,500	99.7% Most lines are over budget – to discuss	
4001	Salaries	22,396/ 20,500	109.2% Why the overspend? Believed budget it not sufficient.	
217	Play Areas	55,382	Budget set aside for the takeover which will give the Council a head start when the licences are agreed.	
4058	Legal Fees		Budget 4,400 and no funds spent. However, legal work for the licences has taken place, should any legal bills be transferred to this code?	
218	Skate Park			
4028	Insurance	2000	Has the new skatepark been included in the relevant insurance policy and is there an additional premium?	
301	Civic Centre		49% of budget overall and net against income 43.7%	Nothing stands out as a concern
201	CCTV		55.7% budget	
4029	Licences	895/220	406.8% What is the overspend?	
4036	Repairs and Renewals	1569/ 1500	Annual budget already spent, suggest insufficient? Funds are available from EAR if required	
202	Dewey House		34.6%	No action required

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Warminster Town Council

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Current/Instant Access Bank A/

Payments made between 01/07/2019 and 31/07/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2019	Southern Electric	DD02	3,027.62	3,027.62		501			Purchase Ledger
01/07/2019	Water2Business	DD03	1,467.50	1,467.50		501			Purchase Ledger
01/07/2019	Water2Business	DD04	200.50	200.50		501			Purchase Ledger
01/07/2019	Hunot HR	DD05	240.00	240.00		501			9708-Advice line - June
01/07/2019	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
05/07/2019	SGW Payroll Ltd	DD06	93.00	93.00		501			9597-Paypol processing Jun 19
10/07/2019	HMRC PAYE/NI Due	BACS	5,401.22			515		5,401.22	HMRC PAYE/NI Due
10/07/2019	Booker	DD07	879.87	879.87		501			9344/Pav cafe - stock
11/07/2019	Bank charge	CHRG	20.00			4060	101	20.00	Bank charge
12/07/2019	Ashton Farms	DD08	225.54	225.54		501			9583-Marshfield Ice Cream
12/07/2019	Wessek Rural Crafts Ltd	DD09	456.00	456.00		501			9604-Cut back conifers Lake PI
12/07/2019	Sydenhams Ltd	DD10	7.07	7.07		501			9598-Sand for paddling pool
12/07/2019	Dave Naughton Electrical Servi	DD11	258.00	258.00		501			9684-Replace light fitting-hal
12/07/2019	Moviola Ltd	DD12	104.80	104.80		501			9592-The Favourite film hire
12/07/2019	Homemaker	DD13	199.99	199.99		501			9518/Staff room - fridge
12/07/2019	Main Street Sign Ltd.	DD14	108.00	108.00		501			9523/Malvern Close road sign
12/07/2019	A Touch Of Tradition	DD15	17.00	17.00		501			Purchase Ledger
15/07/2019	Southern Electric	DD16	88.68	88.68		501			9610-CCTV Electricity
15/07/2019	Wiltshire Council	Std Ord	295.00			4011	210	295.00	Non-dom Rates Town Park
15/07/2019	Wiltshire Council	Std Ord	687.00			4011	301	687.00	WC Rates Civic Centre
15/07/2019	Wiltshire Council	Std Ord	528.00			4011	202	528.00	WC Rates Dewey House
15/07/2019	Wiltshire Council	Std Ord	17.00			4011	212	17.00	WC Rates Boreham Rd Cemertery
16/07/2019	DVLA TAX	109568	260.00			4042	209	260.00	DVLA TAX
Sub Total Carried Forward			15,989.30	7,373.57	0.00			8,615.73	

Current/Instant Access Bank A/

Payments made between 01/07/2019 and 31/07/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
16/07/2019	M Leitch	BP	82.00		13.67	1001	301	68.33	C/Hall refund
16/07/2019	Dave Lucey Ltd	DD17	30,767.62	30,767.62		501			9668-Skatepark Works
16/07/2019	Idverde Limited	DD18	1,898.02	1,898.02		501			9666-Putting green maint.
16/07/2019	Amazon Business	DD19	89.90	89.90		501			9616-White plastic patio table
16/07/2019	Amazon Business	DD20	9.74	9.74		501			9615-Skid safety tape
16/07/2019	Amazon Business	DD21	21.49	21.49		501			9613-CCTV CR-R spindle
16/07/2019	Amazon Business	DD22	0.99	0.99		501			9580-Caution Stickers
16/07/2019	Amazon Business	DD23	4.93	4.93		501			9581-Warning signs
16/07/2019	Amazon Business	DD24	2.49	2.49		501			9612-Safety signs
16/07/2019	Amazon Business	DD25	3.00	3.00		501			9614-Food labels
16/07/2019	ACB Print & Design	DD26	351.00	351.00		501			9579-Summer Newsletter
16/07/2019	Coates & Parker Ltd	DD27	132.48	132.48		501			9664-Adverts in warminster
16/07/2019	DCK Accounting Solutions Ltd	DD28	363.08	363.08		501			9588-18/19 Accounts presentati
16/07/2019	Auditing Solutions Ltd	DD29	516.00	516.00		501			9584-Internal Audit 18/19
16/07/2019	DCK Accounting Solutions Ltd	DD30	948.18	948.18		501			9589-Accounts May 19
16/07/2019	GB Heating Ltd	DD31	42.00	42.00		501			9590-Adjust urinal water flow
16/07/2019	Roundstone Vending Limited	DD32	122.00	122.00		501			9595-Coffee
16/07/2019	Roundstone Vending Limited	DD33	122.00	122.00		501			Purchase Ledger
16/07/2019	Roundstone Catering Equipment	DD34	194.20	194.20		501			Purchase Ledger
16/07/2019	The Warminster Way	DD35	130.00	130.00		501			9622-Newsletter Distribution
16/07/2019	SLCC Enterprises Ltd	DD36	50.00	50.00		501			9689-Cilca Extension-Tom D.
16/07/2019	Closomat Ltd	DD37	399.60	399.60		501			9665-Service + repair to hois
17/07/2019	Warminster District Stroke Clu	109569	750.00	750.00		501			9737-Stroke Club Grant 19
17/07/2019	Office Evolution Ltd	DD38	347.97	347.97		501			9715-Photocopying charges
17/07/2019	West mercia Energy	DD39	379.20	379.20		501			9730-Elec March 19
19/07/2019	Worldpay (UK) Ltd	DD40	51.04	51.04		501			9654-Card processing charge
19/07/2019	Worldpay (UK) Ltd	DD41	26.11	26.11		501			9653-Card charges
19/07/2019	Timico Limited	DD42	474.16	474.16		501			9662-Telephone charge
21/07/2019	Bank charge	93.64	93.64			4060	101	93.64	Bank charge
21/07/2019	VWFS UK Ltd	Std Ord	32.12		5.35	4042	209	26.77	Van WT16 TRZ Maintenance Plan
22/07/2019	Alvian Ltd	DD43	3,156.00	3,156.00		501			9672-Repairs to
Sub Total Carried Forward			57,550.26	48,726.77	19.02			8,804.47	

Current/Instant Access Bank A/

Payments made between 01/07/2019 and 31/07/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
22/07/2019	Ashton Farms	DD44	547.74	547.74		501			play equip 9677-Ice cream purchase
22/07/2019	Dentons Directories Ltd	DD45	273.60	273.60		501			9680-Advert in denton direct
22/07/2019	Mirage Signs Limited	DD46	168.00	168.00		501			9618-Post & sign
22/07/2019	Nisbets	DD47	168.44	168.44		501			9685-Vegware cups + lids
22/07/2019	Office Right Business Solution	DD48	78.77	78.77		501			9593-Removabel note pads
22/07/2019	Roundstone Catering Equipment	DD49	300.00	300.00		501			9687-Repairs to dishwasher
22/07/2019	Roundstone Vending Limited	DD50	170.00	170.00		501			9688-Coffee + coco
22/07/2019	Screwfix Direct Ltd	DD51	140.20	140.20		501			Purchase Ledger
22/07/2019	Sydenhams Ltd	DD52	7.07	7.07		501			Purchase Ledger
22/07/2019	Outdoor Kit 4 U Ltd	DD53	366.80	366.80		501			9686-Life jackets
22/07/2019	Dorma UK Limited	DD54	256.80	256.80		501			9681-Maint contract 2 visit
22/07/2019	Amazon Business	DD55	81.00	81.00		501			9673-Two way radio
22/07/2019	Amazon Business	DD56	11.38	11.38		501			9674-Coat hangers for life jac
22/07/2019	Amazon Business	DD57	9.98	9.98		501			9675-Waterproof bum bag
22/07/2019	Amazon Business	DD58	39.99	39.99		501			9676-Shelf unit
22/07/2019	GB Heating Ltd	DD59	339.50	339.50		501			9682-Gas safety inspection
22/07/2019	Idverde Limited	DD60	8,758.41	8,758.41		501			Purchase Ledger
22/07/2019	Warminster Community Radio	DD61	2,500.00	2,500.00		501			1719-Q2 SLA 19/20
22/07/2019	Wheeler's (Westbury) Ltd	DD62	1,689.90	1,689.90		501			9670-Maint Contract
23/07/2019	The Friends of St George	BACS	1,000.00			4712	107	1,000.00	Friends of St George Grant19
23/07/2019	Help counselling services	BACS	300.00			4712	107	300.00	Help counselling-Grant 2019
23/07/2019	Philharmonic Orchestra-Grant19	BACS	300.00			4712	107	300.00	Philharmonic Orchestra-Grant19
23/07/2019	WVCP-Groveland Grant 19	BACS	500.00			4712	107	500.00	WVCP-Groveland Grant 19
23/07/2019	Dementia Centre-Grant 19	BACS	500.00			4712	107	500.00	Dementia Centre-Grant 19
23/07/2019	Fleurs Association-Grant 19	BACS	500.00			4712	107	500.00	Fleurs Association-Grant 19
23/07/2019	Warmins. Football - Grant 19	BACS	500.00			4712	107	500.00	Warmins. Football - Grant 19
23/07/2019	MS Theraphy Centre-Grant 19	BACS	1,000.00			4712	107	1,000.00	MS Theraphy Centre-Grant 19
23/07/2019	Relate Wilts+Somerset Grant 19	BACS	500.00			4712	107	500.00	Relate Wilts+Somerset Grant 19
23/07/2019	RBL-Warmins - Grant 2019	BACS	500.00			4712	107	500.00	RBL-Warmins - Grant 2019
Sub Total Carried Forward			79,057.84	64,634.35	19.02			14,404.47	

Current/Instant Access Bank A/

Payments made between 01/07/2019 and 31/07/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/07/2019	Sustainable Warmins. Grant 19	BACS	340.45			4712	107	340.45	Sustainable Warmins. Grant 19
23/07/2019	Touching Tones-Grant 19	BACS	465.93			4712	107	465.93	Touching Tones-Grant 19
23/07/2019	Athenaeum Trust-Grant 19	BACS	1,000.00			4712	107	1,000.00	Athenaeum Trust-Grant 19
23/07/2019	Booker	DD63	1,219.72	1,219.72		501			9656-Bar stock
25/07/2019	BOC Gases	DD64	31.86	31.86		501			9608-Bar gas
25/07/2019	VWFS UK LTd	Std Ord	383.14		63.86	4042	209	319.28	Van WT16 TRZ Lease Payment
26/07/2019	Staff salaries July 19	BACS	19,554.68			520		19,554.68	Staff salaries July 2019
26/07/2019	Clearsky IT	DD65	222.96	222.96		501			9660-Monthly subs charges
29/07/2019	Payroll July 19	BACS	706.83			520		706.83	Payroll July 19
29/07/2019	WC Pension Due	BACS	6,193.85			516		6,193.85	WC Pension Due
29/07/2019	Valletta Surfacing Ltd	DD66	14,700.36	14,700.36		501			Purchase Ledger
29/07/2019	Valletta Surfacing Ltd	DD67	10,584.00	10,584.00		501			9599-Town Parks Footpaths
30/07/2019	Hunot HR	DD68	240.00	240.00		501			9661-Advice line July
30/07/2019	Valletta Surfacing Ltd	DD69	35.64	35.64		501			Purchase Ledger
30/07/2019	ADT Fire & Security plc	DD70	793.28	793.28		501			9632-Intruder alarm -19/20
30/07/2019	A Head For PR Ltd	DD71	1,125.00	1,125.00		501			9646-consultancy service Apr19
30/07/2019	Ashton Farms	DD72	139.62	139.62		501			9633-Cafe stock
30/07/2019	GB Heating Ltd	DD73	21.00	21.00		501			9635-Heating fault +reset time
30/07/2019	Moviola Ltd	DD74	125.80	125.80		501			9636-Film Stan + Ollie
30/07/2019	Dave Naughton Electrical Servi	DD75	72.60	72.60		501			9637-Clean exterior lighting
30/07/2019	Office Right Business Solution	DD76	126.72	126.72		501			9638-Paper+expanding box file
30/07/2019	Outdoor Kit 4 U Ltd	DD77	150.82	150.82		501			9639-Paddles
30/07/2019	South West Doors Ltd	DD78	66.00	66.00		501			9642-Service x 1 shutter
30/07/2019	Water2Business	DD79	122.22	122.22		501			9643-Water 01.01.19-12.07.19
30/07/2019	Wheelers (Westbury) Ltd	DD80	429.60	429.60		501			9529/Investigate Camera 10
30/07/2019	WPS Insurance Brokers & Risk S	DD81	489.80	489.80		501			9645-Motor insurance renewal
31/07/2019	Water2Business	DD01	32.00	32.00		501			Purchase Ledger
31/07/2019	Hills Waste Solutions Ltd	DD82	597.16	597.16		501			9650-Waste+recycling charges
Total Payments :			139,028.88	95,960.51	82.88			42,985.49	

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Payments made between 01/08/2019 and 31/08/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2019	Warminster Parking Partnership	BAC01	141.00	141.00		501			9641-Parking June 19
01/08/2019	SLCC Enterprises Ltd	BAC02	5.00	5.00		501			9703-CiLCA Referral
01/08/2019	Michael Herriott	BAC03	220.00	220.00		501			9707-SIA licence
01/08/2019	Pension Due July 2nd part	BACS	332.55			516		332.55	Pension Due July 2nd part
01/08/2019	Water2Business	DD01	743.42	743.42		501			9644-Water 05.01.19-16.07.19
01/08/2019	Water2Business	DD02	32.00	32.00		501			Purchase Ledger
01/08/2019	Water2Business	DD03	1,467.50	1,467.50		501			Purchase Ledger
01/08/2019	W2B-70064023	DD04	200.50	200.50		501			Purchase Ledger
01/08/2019	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
05/08/2019	Amazon Business	BAC04	1.02	1.02		501			9738-Underpayment
05/08/2019	Amazon Business	BAC05	69.99	69.99		501			9809-Floor fan-Civic
05/08/2019	Amazon Business	BAC06	19.20	19.20		501			9695-Extension red
05/08/2019	Ashton Farms	BAC07	322.20	322.20		501			9696-Ince cream-pav
05/08/2019	The Bath & Wiltshire Parent	BAC08	264.00	264.00		501			9697-Advert in Bath+Wiltshire
05/08/2019	Complete Fire Services Ltd	BAC09	174.00	174.00		501			9704-Site visit+fit new door
05/08/2019	DCK Accounting Solutions Ltd	BAC10	457.44	457.44		501			Purchase Ledger
05/08/2019	Nisbets	BAC11	75.58	75.58		501			9714-PLA Cups - Pav Cafe
05/08/2019	S L Corden & Sons	BAC12	13.99	13.99		501			9706-Paint brushes, towels
05/08/2019	Office Right Business Solution	BAC13	452.69	452.69		501			9718-Dewey house Water bottles
05/08/2019	Screwfix Direct Ltd	BAC14	7.98	7.98		501			9640-Roller + tray set
05/08/2019	Promain UK Limited	BAC15	132.00	132.00		501			9721-Paint for paddling pool
05/08/2019	Swallow Drinks South West Ltd	BAC16	191.52	191.52		501			9723-Pav cafe-slush
05/08/2019	Whealers (Westbury) Ltd	BAC17	264.00	264.00		501			9731-Disconnected lampost
05/08/2019	Wiltshire Council	BAC18	180.00	180.00		501			9733-Licence fee-
Sub Total Carried Forward			7,175.09	5,435.03	0.00			1,740.06	

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Payments made between 01/08/2019 and 31/08/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/08/2019	Idverde Limited	BAC19	8,036.53	8,036.53		501			Civic centre 9629-Hanging baskets & planter
05/08/2019	Warminster Community Hub	BAC20	6,000.00	6,000.00		501			9736-Comm Hub Grant 19
05/08/2019	Warminster Carnival Committee	BAC21	3,500.00	3,500.00		501			9735-Carnival Grant 19
06/08/2019	Booker	DD05	1,482.29	1,482.29		501			9634-cafe stock
07/08/2019	Grenke Leasing Ltd	DD	258.65	258.65		501			9867-Copier 18.07.19-30.09.19
13/08/2019	Bank charge payable	CHRG	20.00			4060	101	20.00	Bank charge payable
14/08/2019	AHGTC	BAC22	35.00	35.00		501			9754-AHGTC Subscription
14/08/2019	Amazon Business	BAC23	159.99	159.99		501			9755-Cafe Sandwich toaster
14/08/2019	Amazon Business	BAC24	14.99	14.99		501			9756-Cafe chalk boards
14/08/2019	Amazon Business	BAC25	44.95	44.95		501			9757-4 x tennis racquets
14/08/2019	Amazon Business	BAC26	43.98	43.98		501			9758- 2 tennis rackets
14/08/2019	Amazon Business	BAC27	20.75	20.75		501			9759-Glass display platter
14/08/2019	Ashton Farms	BAC28	386.64	386.64		501			9760-Cafe Ice cream
14/08/2019	Avon Printing Services	BAC29	51.00	51.00		501			9762-cinema flyer
14/08/2019	Coates & Parker Ltd	BAC30	132.48	132.48		501			9742-Advertising
14/08/2019	Danny Donkey & Pals	BAC31	50.00	50.00		501			9770-Danny donkey xmas lights
14/08/2019	Hunot HR	BAC32	564.00	564.00		501			9747-Admin fir seasonal staff
14/08/2019	Idverde Limited	BAC33	1,885.78	1,885.78		501			9626-T/Park toilets cleaning
14/08/2019	Nisbets	BAC34	8.61	8.61		501			9779-Cafe smoothie straws
14/08/2019	Office Right Business Solution	BAC35	8.35	8.35		501			9780-Stationery
14/08/2019	Prosec Consultancy Ltd	BAC36	372.60	372.60		501			9781-SIA licencd operatives
14/08/2019	Roundstone Vending Limited	BAC37	170.00	170.00		501			9783-Cafe purchases
14/08/2019	Wiltshire Council	BAC38	59.50	59.50		501			9792-DBS Charge J Withers
14/08/2019	Glasdon UK Ltd	BAC39	616.02	616.02		501			9794-Phoenix bench
15/08/2019	Timico Limited	DD06	482.15	482.15		501			9787-Telephone July 19
15/08/2019	SGW Payroll Ltd	DD07	93.00	93.00		501			9722-Payroll processing chrg
15/08/2019	Wiltshire Council	Std Ord	295.00			4011	210	295.00	Non-dom Rates Town Park
15/08/2019	Wiltshire Council	Std Ord	687.00			4011	301	687.00	WC Rates Civic Centre
Sub Total Carried Forward			32,654.35	29,912.29	0.00			2,742.06	

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Payments made between 01/08/2019 and 31/08/2019

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
15/08/2019	Wiltshire Council	Std Ord	17.00			4011	212	17.00	WC Rates Boreham Rd Cemertery
15/08/2019	Wiltshire Council	Std Ord	528.00			4011	202	528.00	WC Rates Dewey House
16/08/2019	Maverick Industries	BAC40	89,290.50	89,290.50		501			9795-Skatepark constructionWk4
16/08/2019	Grenke Leasing Ltd	DD01	120.00	120.00		501			9866/Documentation fee
16/08/2019	West mercia Energy	DD08	331.88	331.88		501			9726-Elec June 2019
19/08/2019	Idverde Limited	BAC41	1,131.47	1,131.47		501			9748-CC Park toilets cleaning
19/08/2019	Office Evolution Ltd	DD09	22.43	22.43		501			9717-Copier charge
20/08/2019	Booker	BAC42	1,252.66	1,252.66		501			9767-Cafe stock purchases
20/08/2019	Worldpay (UK) Ltd	DD10	62.18	62.18		501			9752-Cafe streamline charges
20/08/2019	Worldpay (UK) Ltd	DD11	25.79	25.79		501			9753-C/Centre streamline charg
21/08/2019	Idverde Limited	BAC43	32.43	32.43		501			Purchase Ledger
21/08/2019	A Head For PR Ltd	BAC44	375.00	375.00		501			9740-PR Consultancy July 19
21/08/2019	Five Rivers Recruitment Ltd	BAC45	2,033.38	2,033.38		501			9771-Temp receptionist
21/08/2019	Nisbets	BAC46	110.13	110.13		501			9778-Vegware cups
21/08/2019	Wheelers (Westbury) Ltd	BAC47	283.80	283.80		501			9793-DH PAT testing
21/08/2019	RBS Software Solutions	BAC48	348.00	348.00		501			9750-Bookings software support
21/08/2019	Screwfix Direct Ltd	BAC49	94.74	94.74		501			9790-Tools & equipment
21/08/2019	Mr P Macfarlane	BAC50	89.27	89.27		501			9777-Mayor expenses 20.5-19.8.
21/08/2019	Bank charge payable	CHRG	123.91			4060	101	123.91	Bank charge payable
21/08/2019	VWFS UK Ltd	Std Ord	32.12		5.35	4042	209	26.77	Van WT16 TRZ Maintenance Plan
23/08/2019	Warminster Parking Partnership	BAC51	219.00	219.00		501			9791-July parking refunds
23/08/2019	Staff salaries August 19	BACS	20,931.20			520		20,931.20	Staff salaries August 19
23/08/2019	Pension Due August	BACS	6,620.83			516		6,620.83	Pension Due August
23/08/2019	BOC Gases	DD12	31.86	31.86		501			9698-Gas Civic centre
23/08/2019	SSE Contracting Ltd	DD13	2,132.63	2,132.63		501			9785-DH Electricity
25/08/2019	VWFS UK LTd	Std Ord	383.14		63.86	4042	209	319.28	Van WT16 TRZ Lease Payment
27/08/2019	Clearsky IT	DD14	222.96	222.96		501			9769-Monthly computer charges
29/08/2019	Moviola Ltd	BAC52	145.40	145.40		501			9796-Film show
Sub Total Carried Forward			159,646.06	128,267.80	69.21			31,309.05	

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Payments made between 01/08/2019 and 31/08/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
29/08/2019	Dave Naughton Electrical Servi	BAC53	936.00	936.00		501			Wild Rose 9797-electrical repairs
29/08/2019	Office Right Business Solution	BAC54	155.88	155.88		501			9847-Civic uniform
30/08/2019	Petty cash	109571	232.53			220		232.53	Petty cash
30/08/2019	Hills Waste Solutions Ltd	BAC55	1,049.98	1,049.98		501			9743-C/Centre trade refuse
30/08/2019	Hunot HR	BAC56	240.00	240.00		501			9709-Advice line- August
30/08/2019	Grenke Leasing Ltd	DD2	48.36	48.36		501			9865-Copier protect Jul-Dec19
Total Payments :			162,308.81	130,698.02	69.21			31,541.58	

List of Payments made between 01/09/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2019	Aviva	Std Ord	1,407.51		Insurance
02/09/2019	Public Works Loan Board	DDR	19,800.89		9734-PWLB Loan INT
02/09/2019	W2B-70006826	DDR1	1,467.50		Purchase Ledger Payment
02/09/2019	Wessex Lift Co Ltd	DDR2	118.50		9029-Lift silver service
02/09/2019	W2B-70064023	DDR3	200.50		Purchase Ledger Payment
02/09/2019	Water2Business	DDR1	13.50		Purchase Ledger Payment
03/09/2019	Ashton Farms	BP1	651.94		9815-Pav cafe stock
03/09/2019	Booker	DDR4	1,938.76		9763-Cafe stock purchases
03/09/2019	Amazon Business	FP11	18.48		9811-Air duster+sterile wipes
03/09/2019	Amazon Business	FP12	15.11		9812-Computer cleaning wipes
03/09/2019	Amazon Business	FP13	6.90		9813-Black numbers-remembrance
03/09/2019	DCK Accounting Solutions Ltd	FP2	1,206.90		9827-YE accounts production
03/09/2019	Charles Saunders Ltd	FP3	366.04		9853-Toilet tissue+hand towels
03/09/2019	Screwfix Direct Ltd	FP4	12.98		9854-Tools
03/09/2019	Glasdon UK Ltd	FP5	616.02		Purchase Ledger Payment
03/09/2019	Idverde Limited	FP6	10,465.33		9838-Replacement wheel kit
03/09/2019	Nisbets	FP7	158.72		9845-Vegware cups+lids
03/09/2019	Office Right Business Solution	FP8	235.22		9849-Postage stamps
03/09/2019	Amazon Business	FP9	69.99		Purchase Ledger Payment
05/09/2019	Judith Halls	FP14	195.00		9832-WC Cherry pick licences
05/09/2019	Healthmatic	FP15	4,666.21		9834-Toilet door repair
06/09/2019	Printed.com	FP16	451.73		9851-Tree trail print- second
06/09/2019	Hopkins Concrete Limited	FP17	480.00		9868-Skatepark concrete
06/09/2019	Farnfields Solicitors	FP18	1,800.00		9829-Legal fees - Kings George
07/09/2019	Raycox Turf Ltd	FP13	486.00		9852-Turf-Rolawn medallion
07/09/2019	Warminster Fencing Ltd	FP14	1,856.92		9874-Statepark fencing
07/09/2019	Maverick Industries	FP15	68,850.30		9801-Construction phase-Wk8
07/09/2019	Warminster Community Radio	FP17	2,500.00		9875-SLA 19/20 Q3
09/09/2019	SGW Payroll Ltd	FP19	89.04		9798-Payroll processing Aug 19
10/09/2019	A Head For PR Ltd	FP20	375.00		9808-PR consultancy - Aug
10/09/2019	Amazon Business	FP21	20.75		9810-Cake display tray
10/09/2019	Coates & Parker Ltd	FP22	454.57		9825-Adverts - August
10/09/2019	DCK Accounting Solutions Ltd	FP23	948.18		9826-Contract visit
10/09/2019	GB Heating Ltd	FP24	48.00		9830-repair to ladies toilet
10/09/2019	Healthmatic	FP25	76.90		9833-Door locks - Town park
10/09/2019	Wheelers (Westbury) Ltd	FP26	1,200.00		9862-CCTV maint ctrt July19/20
12/09/2019	HSBC	DDR	20.00		Bank charges
15/09/2019	Wiltshire Council	Std Ord	17.00		WC Rates Boreham Rd Cemertery
15/09/2019	Wiltshire Council	Std Ord	528.00		WC Rates Dewey House
15/09/2019	Wiltshire Council	Std Ord	687.00		WC Rates Civic Centre
15/09/2019	Wiltshire Council	Std Ord	295.00		Non-dom Rates Town Park
16/09/2019	Timico Limited	FP	466.81		9855-Phone bill
17/09/2019	Office Evolution Ltd	FP1	174.69		9846-Photocopier charge

List of Payments made between 01/09/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/09/2019	SLCC Enterprises Ltd	FP16	5.00		9873-TD Cilca extension
17/09/2019	Booker	FP2	335.77		9819-Pav cafe stock
19/09/2019	Worldpay (UK) Ltd	DDR	69.30		9864-Card processing Aug
19/09/2019	Worldpay (UK) Ltd	DDR2	26.98		9863-Car processing August
19/09/2019	Wiltshire Association of Local	FP10	78.00		9876-Clerk training
19/09/2019	Raycox Turf Ltd	FP11	183.00		9804-Turf - Rolawn Medallion
19/09/2019	Roundstone Vending Limited	FP3	222.00		9806-Pav cafe bar stock
19/09/2019	Roundstone Catering Equipment	FP4	152.10		9805-Repair to water boiler
19/09/2019	Roundstone Catering Equipment	FP5	165.48		9872-coffe machine repairs
19/09/2019	Redpin Publishing Ltd	FP6	156.00		9871-Cafe advert
19/09/2019	Mirage Signs Limited	FP7	750.00		9802-Supply+fit dog signs
19/09/2019	JRB Enterprise	FP8	297.60		9800-Standard dog bags
19/09/2019	Amazon Business	FP9	33.40		9799-Papers
21/09/2019	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
21/09/2019	HSBC	DDR	129.36		Bank charges
23/09/2019	West mercia Energy	DDR1	375.23		9859-Eec July 2019
23/09/2019	Maverick Industries	FP18	39,767.10		9870-Practical completion
23/09/2019	Tolchards Ltd	FP19	366.43		9788-Bar stock purchases
23/09/2019	HMRC	DDR	5,351.02		PAYE/NI Aug 19
23/09/2019	HMRC	DDR	5,344.17		PAYE/NI July 19
23/09/2019	Warminster Parking Partnership	FP	227.30		9807-Warminster Community Hub
25/09/2019	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
26/09/2019	BOC Gases	DDR	31.86		9818-Boc gas hire
26/09/2019	Clearsky IT	DDR	222.96		9824-Monthly comp subs
27/09/2019	Sep Salaries	DDR	22,118.42		Sep Salaries
27/09/2019	WCC	DDR	6,750.83		Pensions Sep 19
30/09/2019	Hills Waste Solutions Ltd	FP	662.90		9837-Waste collection-Civic
30/09/2019	Hunot HR	S/O	240.00		9831-Advice line-Aug
30/09/2019	Water2Business	DDR	15.69		9724-Water 12.01.19-26.07.19
Total Payments			209,951.05		

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MINUTES
of the Town Promotion Sub-Committee
held on Monday 2nd September 2019 at 5.30pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

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

Key: * Present A Apologies AB Absent

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

In attendance:

Officers: Tom Dommett (Assistant Town Clerk), Judith Halls (Office Manager)

Public and press: 3 member of the public, 0 members of the press.

TP/19/001 Election of Chairman
Cllr Batchelor proposed Cllr Fraser as the chairman for the Town Promotion Sub Committee the year 2019–2020, seconded Cllr Robbins, voting unanimous in favour.

TP/19/002 Election of Vice Chairman
Cllr Pitcher proposed Cllr Robbins as the vice chairman for the Town Promotion Sub Committee the year 2019–2020, seconded Cllr Batchelor, voting unanimous in favour.

TP/19/003 Apologies for Absence
Apologies were received and accepted from Cllrs Fraser and Nicklin

TP/19/004 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.

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

TP/19/005 Minutes

TP/18/005.1 The minutes of the meeting held on 10th June 2019 were approved as a true record and signed by the Chairman.

TP/18/005.2 There were no matters arising from the meeting of 10th June 2019

TP/19/006 Chairman's Announcements

Cllr Robbins thanked Cllr Pitcher for all his hard work as chairman of the Town Promotion Sub-Committee.

Standing Orders were suspended at 5.38pm to allow for public participation

TP/19/007 Public Participation

Mr Williams spoke about his interest in Lord Nelson and his desire to join the Town Promotion Sub Committee.

Mr Hiscocks spoke in support of the Warminster Arts festival, agenda item 12 and hoped that the committee would view this event favourably.

Standing Orders were reinstated at 5.42pm

The chair proposed bringing forward agenda item 12 for discussion and the committee agreed unanimously.

TP/19/008 Request re Warminster Arts Week

Cllr Robbins proposed that the sub-committee recommend to the Finance and Assets Committee that they support the principle of a Warminster Arts Week. The organiser of Warminster Arts Week should be invited to give a short presentation to the Finance and Assets Committee, and be asked to provide more information so the committee can consider any application for funding, seconded Cllr Batchelor. Voting unanimous in favour.

TP/19/009 Reports from Unitary Authority Members relevant to this committee

Cllr Jackson reported that both Salisbury and Trowbridge had been shortlisted for possible government money to improve their Town Centres under the future High Street Fund. Warminster did not qualify for the scheme.

TP/19/010 Terms of Reference

Members approved the Terms of Reference for the Town Promotion Sub Committee.

TP/19/011 Warminster Parking Partnership

Cllr Jackson reported that Wiltshire Council would consider any proposals. **It was agreed that officers would prepare and submit ideas to Wiltshire Council.**

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

TP/19/012 Town Council Events

Cllrs considered the list of events. It was explained that the events listed covered both those organised by the town council and those organised by others that took place in the Town Park.

Cllr Robbins proposed that the sub-committee recommend to the Finance and Assets Committee that it should: -

- **Set aside a sum for the VE Day Celebrations**
- **Increase the budget for Inspire**
- **Earmark funds for the Warminster Wobble**

TP/19/013 Communications

None.

Meeting closed at 6.40 pm

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



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Report

Hearing Loop Working Group to Finance and Assets Committee 4.11.2019

Members agreed at the last meeting that it was important to comply with legislation and 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.

The working group consider there are four elements that need tackling to make the council hard of hearing friendly.

- A counter loop system for the reception counter at the Civic Centre – this is to enable any hard of hearing people to be able to communicate better with staff on reception.
- A portable microphone and speaker system for use in any of the rooms. This would be used for any council or public meetings. It could also be used by users of the Civic Centre. It could also be used in other buildings.
- A static hard of hearing loop – for use by users of the Arn and Copheap rooms.
- Table microphones – for small 'working group' type meetings

A demonstration was organised by the company GordonMorris at the Civic Centre with Cllr Brett and two officers. A further demonstration open to all members was held before the Devolved Services and Assets Committee meeting on Monday 30th September.

Both demonstrations were highly praised by members and staff.

The working group make the following recommendations. That the Council agree to the purchase and installation of:

1. A counter loop system
2. A fixed infrared hearing loop system for the existing PA and Cinema system covering both the Copheap and Arn rooms.
3. A table microphone system with two neck loops to be used for meetings in any room where no loudspeaker is required.
4. A table conference microphone system, portable PA and a portable loop system. This can be set up in minutes for functions in any room. The system is secure if all neckloops are in the room. This would consist of 14 microphones and two sets of speakers, control units etc. This would maximise flexibility as the microphones can be used in any combination with the speakers e.g. 14 and 0, 13 and 1, 11 and 3, 7 and 7, etc.

The advantages of introducing the proposed systems are:

- It meets statutory requirements.
- It is flexible and can be added to in the future if needs be.
- Multiple user groups would benefit.
- Easy to use and maintain.
- Co-ordinated system

Financial Implications

Quote GMLQ 2640 was for a fixed Infrared linked to the existing cinema and PA system in the Cophead room. As mentioned, this is a fixed required installation with cabling and not flexible or mobile.

Quote GMLQ 2641 is for the meeting room portable Roger system, has three microphones and two neckloops. Is for hard of hearing only and can't be linked to a loudspeaker.

Quote GMLQ 2522-01 is the installation of the fixed counter loop system at reception, the Roger conference microphone systems (master microphone and twelve pass-around microphones), one loudspeaker and five neckloop receivers and charger cases, plus two additional pass-around mics.

Quote GMLQ 2887 is all the additional items that will enable the Roger conference microphone system to be split into two independent units.

Quote GMLQ 2640 = £3580.29 + VAT

Quote GMLQ 2641 = £4019.83 + VAT

Quote GMLQ 2522-01 = £9618.97 + VAT

Quote GMLQ 2887 = £1,463.70 + VAT

The total cost of the package for decision is £18,682.79 + VAT.

The purchase can be funded from existing capital for immediate installation.

QUOTATION

Quotation Number GMLQ2640
Quotation Date 21 August 2019
Valid Until 20 September 2019



Gordon Morris Limited
Unit 21 Wessex Park
Somerton Business Park
Somerton
Somerset
TA11 6SB

Hard of Hearing System for Council

Quotation For:

Warminster Town Council
Tom Dommatt
Warminster Civic Centre
Sambourne Road
Warminster, Wiltshire BA12 8LB

Installation Address:

Warminster Town Council
Tom Dommatt
Warminster Civic Centre
Sambourne Road
Warminster, Wiltshire BA12 8LB

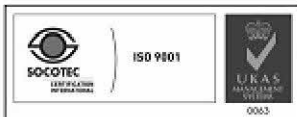
Quotation Prepared By:

Mark Birch
mark.birch@gordonmorris.co.uk
01458 272121

Qty	Description	Price
Fixed IR System		
1	ListenIR iDSP Transmitter/Radiator Combo	
1	ListenIR iDSP Expansion Radiator (for LT-84)	
1	iDSP 12-Unit Charging/Carrying Case (for LR-4200/LR-5200)	
10	ListenIR iDSP Receiver	
10	Intelligent Neck Loop Lanyard (for LR-4200/LR-5200)	
1	XLR Lead 5m	
1	Cat 5 points and cables	
	Running SubTotal	£4,091.83

Total price to supply and install (excluding VAT)

£4,091.83



QUOTATION



Your Ref
Quote No GMLQ2641
Quotation Date 21 August 2019
Valid Until 20 September 2019

Gordon Morris Limited
Unit 21 Wessex Park
Somerton Business Park
Somerton
Somerset
TA11 6SB

Quotation For:

Tom Dommatt
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster, Wiltshire BA12 8LB

Quotation Prepared By:

Mark Birch
Operations Manager
mark.birch@gordonmorris.co.uk
01458 272121

Qty	Code	Description	Unit Total
1		Portable Meeting Room System	£3,580.29
	MRT4019	Roger Select Mic (Graphite Grey)	£580.00
	MRT4018	Roger Table Mic II (pair)	£2,616.00
	HRR6014	(2) Roger MyLink (02) 760mm Loop	£432.00
	ARS5005	Roger Headphones	£21.53
		Roger Carry Case with Meeting Room insert - with logo	£328.57
1		Postage and Packing	£7.50
		PROMOTIONS	
1		Promotion - Free Postage and Packing	-£7.50
		OPTIONAL EXTRAS (NOT INCLUDED IN FINAL PRICE)	
1	ARS5008	3 Year Extended Roger Warranty - Per Unit (Optional)	£65.00
1	EUU9010	Skype Training and Support for lifetime of products (Optional)	£150.00
1		Handover and Training (Optional)	£168.50
TOTAL excluding VAT			£3,580.29

To place an order ask for: Trudy, Liz or Kerry
For technical questions ask for: Trudy or Mark
For commercial questions ask for: Jeanette

We will price match any identical quote
(proof of identical quote required)

QUOTATION

Quotation Number GMLQ2522-01
Quotation Date 19 September 2019
Valid Until 19 October 2019



Gordon Morris Limited
Unit 21 Wessex Park
Somerton Business Park
Somerton
Somerset
TA11 6SB

Hard of Hearing System for

Quotation For:

Warminster Town Council
Tom Dommert
Warminster Civic Centre
Sambourne Road
Warminster, Wiltshire BA12 8LB

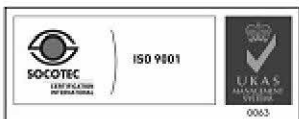
Installation Address:

Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster, Wiltshire BA12 8LB

Quotation Prepared By:

Mark Birch
mark.birch@gordonmorris.co.uk
01458 272121

Qty	Description	Price
Counter Loop System		
1	CTC-120-GM Counter Loop System (3) Boundary Microphone	
Phonak Roger System		
1	Portable Venue System Roger Touchscreen Mic (12) Roger Pass-around Mic Roger Multimedia Hub (5) Roger MyLink (02) 760mm Loop (2) Roger Headphones Roger 16-way Charging Case Roger MyLink Charging Case Small case for stand and headphones DigiMaster 7000 Single Speaker DigiMaster Tripod Stand 5000/7000 DigiMaster Bag 5000/7000	
Running SubTotal		£8,729.27



Qty	Description	Price
All Items below are optiona and not included in the total price		
1	Loop Tester (Optional) UniVox Loop Listener	£82.00
1	3 Year Extended Roger Warranty - Per Phonak Unit (Optional)	£65.00
1	Skype Training and Support for lifetime of products (Optional)	£150.00
1	Additional Handover and Training (Optional)	£188.50
Total price to supply and install (excluding VAT)		£8,729.27



Registered office: Unit 21 Wessex Park, Somerton Business Park, Somerton, Somerset TA11 6SB
Registered in England and Wales number: 2090507 VAT number 379 3578 92

QUOTATION



Your Ref
Quote No GMLQ2887
Quotation Date 01 October 2019
Valid Until 01 November 2019

Gordon Morris Limited
Unit 21 Wessex Park
Somerton Business Park
Somerton
Somerset
TA11 6SB

Quotation For:

Tom Dommatt
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster, Wiltshire BA12 8LB

Quotation Prepared By:

Mark Birch
Operations Manager
mark.birch@gordonmorris.co.uk
01458 272121

Qty	Code	Description	Unit Total
1	MRT4011	Roger Touchscreen Mic	£492.30
1	ARS5022	DigiMaster 7000 Single Speaker	£710.10
1	ARS5017	DigiMaster Tripod Stand 5000/7000	£46.13
1	ARS5013	DigiMaster Bag 5000/7000	£5.08
1	ARS5018	DigiMaster Wall Mount Kit	£15.69
1	HRR6014	Roger MyLink (02) 760mm Loop	£194.40
1		Postage and Packing	£7.50
		PROMOTIONS	
1		Promotion - Free Postage and Packing	-£7.50
		OPTIONAL EXTRAS (NOT INCLUDED IN FINAL PRICE)	
1	ARS5008	3 Year Extended Roger Warranty - Per Unit (Optional)	£65.00
TOTAL excluding VAT			£1,463.70

To place an order ask for: Trudy, Liz or Kerry
For technical questions ask for: Trudy or Mark
For commercial questions ask for: Jeanette

We will price match any identical quote
(proof of identical quote required)

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Report for Decision ICT (Information, Communication, Technology) review.

Warminster Town Council – Finance and Assets Committee meeting Monday 4th November 2019

Members are asked to support the following recommendations to accept the quotation from Netitude for:

1. Remedial work for IT infrastructure and cyber security
2. Complete overhaul of the IT hardware
3. Fully managed support package
4. Voice over IP Phones

Reasons for recommendations

To ensure that the Councils ICT (Information, Communication, Technology) is fit for purpose and meets the growing needs of the Council.

Purpose of the Report

To assist members in reaching decisions to support the recommendations.

Background

The computers and associated ICT infrastructure dates from 2011. At the Finance and Assets meeting held on Monday 9th September 2019 members agreed a complete IT audit.

The full audit report (which is available for members upon request) was used as a specification to secure tenders. This was sent to Wiltshire Council, Clearsky IT (our current IT contractor) and Netitude.

Wiltshire Council indicated initially that they were interested but later decided that they do not have capacity to take on the Councils IT.

Tenders were received from Netitude and Clearsky IT.

Audit conclusions and recommendations

		Clearsky		Netitude	
1.	Findings	Recommendation	Cost	Recommendation	Cost
Backup and disaster recovery	Very little backup available in the event of hardware failure or environmental disaster	Install backup and recovery software	£1682.00	Install server backup and disaster recovery	£875.48
Firewall/Unified threat management	No form of firewall or gateway protection in place	Have not priced to upgrade fire wall.		Install:- <ul style="list-style-type: none"> • WatchGuardT35 • Draytek 2862 router HPE Office connect 1920s switch	£4,339.73
Network	Switches are unsecure and a security risk	<ul style="list-style-type: none"> • Replace router 	£748.00		
Resilience	Current UPS is not fit for purpose and could lead to damaged server	<ul style="list-style-type: none"> • Included in above cost • APC 750VA 		Install:- APC 1000VA <ul style="list-style-type: none"> • With management card • APC 400VA 	£1737.28
Total			£4988.13		£6952.49

2.

As part of the IT audit all desktops and laptops were assessed. The audit concluded that six of the eight should ideally be replaced as the processors will soon not be supported on Windows 10.

The Audit recommend keeping 2 devices with the option to upgrade the RAM to 8GB to further future proof them.

Clearsky IT have costed Lenovo laptops while Netitude have priced for more expensive and better-known HP elite books.

IT Hardware	5 x Laptops and docking stations 3 x Desktops with screens Articulated screen mount	£9257	£11,169.46
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3.

Currently we have a reactive contract with Clearsky IT. We are charged on an ADHOC basis whenever the need arises. As we are growing this no longer meets our needs.

As part of the tender companies were asked to provide a Fully managed IT support package covering Hardware, Software and Infrastructure. Below shows the list of services provided.

Clearsky IT

Netitude

Guaranteed Response Times	?	Guaranteed Response Times	?
Customized Support Application	?	Unlimited on-site support	?
Microsoft & 3rd Party App Updates	?	Unlimited remote support	?
Managed Anti-Virus / Anti-Malware	?	24/7 service	?
24x7x365 Infrastructure Monitoring	?	Secure Customer Portal	?
Managed Premium Firewall	?	Ticket Trend analysis and Problem Device ID	?
Unlimited Remote Support	?	Anti-virus and Anti- Spyware Software and Management	?
On-site Support	4 hours per month for the business, not per user	Anti-Spam Service and Management	?
Password Management System	?	Email continuity Service and Management	?
Dark Web Monitoring	?	24/7/365 Monitoring and Alerting for server	?
Secure Gateway Detection	?	Microsoft and 3 rd party patch management	?
Simulated Phishing Attack	Bi-Annual	Desktop Optimisation and Scheduled Maintenance	?
Vulnerability Scan / Penetration Test	Bi-Annual	Backup management and monitoring	?
IT Documentation	?	Monthly performance reporting	?
Monthly Executive Report	?	Dedicated Network administrator	?
Asset & Inventory Management Report	Annual	Preventative server Maintenance	?
IT Budget Preparation	Annual	Preventative Workstation Maintenance	?
Technology Business Review Meeting	Quarterly	Preventative Network Device Maintenance	?
Security Awareness Training	?	Asset management and Tagging	?
End User Training (office 365)	?	Software Licence Management	?
Technology Adoption Session	Quarterly	Network documentation	?
Office365 Backup (Sharepoint and email)	?	Business requirement and technology alignment	?
Monthly Human Backup Testing	?	Technology design and Capacity planning	?
Disaster Recover as a Service	?	Budget Planning	?
Simulated Mock Disaster Recovery Test	Quarterly	Quarterly technology review	?
		Procurement services for hardware and software	?
		Vendor management	?

Proposal:

For a fully managed support package covering all aspects of IT Infrastructure, Hardware and Software including regular visits and maintenance.

Netitude £453.00 per month
Clearsky IT £520.00 per Month

4.

As part of the audit the phone system was also looked at. We discovered that there is currently only capacity for two lines coming into the building.

With the potential expansion of the council this will be insufficient.

Our current contract is with Timico with an approximate monthly cost of £250.00 including calls.

The cost to leave Timico would be £1426.82 (One off payment)

Proposal:

To remove the existing telephone system and hardware and replace with VoIP (Voice over IP).

<p>Clearsky IT: Change our phone system to a VoIP (Voice over IP) system. With 20 handsets.</p>	<p>£159 per month. £2373.80 Initial set up</p>	<p>Netitude: Change our phone system to a VoIP (Voice over IP) system. With the capacity for up to 35 handsets with 4000 call minutes per handset.</p>	<p>£150.00 per month. No set up costs</p>
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Financial and Resource Implications

Options

- 1. £6952.49
- 2. £11,169.46

- 3. £453.00/Month
- 4. £150.00/Month (Cost to leave current contract £1426.82)

The money for recommendations 1 & 2 is within the general capital earmarked reserves. Recommendations 3 and 4 is within the existing budgets for the remainder of the year. (101-4025) (101-4022)

Environmental Implications

Current hardware is not coping with the level of internet access and office-based software required for current and future workloads.

Risk Assessment

Officers believe there is a high level of risk to the Council should no action be taken. With data breaches, ransom software and system failures a real possibility.

Crime and Disorder

Potential for Fraud, Scams, Cyber attacks and Data loss.

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**Service Agreement
Between:**

Quotation



14 Fanshaw Way
Warminster
Wiltshire BA12 9QX

T: 01985 214588
M: 07850 957592
E: gary.boon@sky.com
W: gbheating.net

Mrs Fiona Fox
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

And:

GB Heating Limited
14 Fanshaw Way
Warminster
Wiltshire
BA12 9QX

18th October 2019

Please find below a quotation for your Maintenance Contract which covers a range of services to be provided by GB Heating Limited for Warminster Town Council covering Warminster Civic Centre and Dewey House, itemised separately, with Schedules attached.

The Maintenance Contract shall run from 1st May 2020

1. Annual Maintenance of Boiler and Ancillary Equipment / Air Handling Plant

We will visit the premises twice a year to carry out the service of the equipment as per Schedule 1 attached on a mutually agreed date during June 2018 and January 2019 and provide a breakdown service throughout the duration of this contract.

For the annual sums of:

Boiler and Ancillary Equipment Maintenance	£301.00
Air Handling Units	£489.00

2. Air Conditioning Plant

We will visit the premises twice a year to service the air conditioning system as per the attached list in Schedule 2, and provide a breakdown service throughout the duration of this contract.

For the annual sum of	£360.00
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3. 25 Weymouth Street Annual Gas Safety Certification.

For the annual sum of	£75.00
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14 Fanshaw Way
Warminster
Wiltshire BA12 9QX

T: 01985 214588
M: 07850 957592
E: gary.boon@sky.com
W: gbheating.net

4. Water Hygiene Risk Assessment

We will carry out the Water Risk Assessment (this is a one off cost payable every two years) at commencement of Maintenance Contract and issue site documentation, log book and establish testing / dosing frequency. The first of the quarterly water testing regime visits will also take place at this time to check hot, cold and calorifier temperatures: the remaining quarterly checks to be confirmed on mutually agreed dates during March, June and September.

For the sums of:

Risk Assessment	£116.00	(Covers a 2 year period)
Water Testing Maintenance	£1320.00	(annual cost) Quarterly checks and shower sample taken On each visit included

5. Fire Alarm Maintenance

We will visit the premises twice a year to carry out the Fire Alarm, Emergency Lighting and Door Access Systems.

For the annual sum of: £435.00

6. Man Safe System

We will arrange for the Man Safe System to be checked on an annual basis, a date to be agreed.

For the annual sum of: £405.00

7. Dewey House: Air Conditioning

The Air Conditioning System within the CCTV Room will also be serviced twice a year during the same visits as per the main Civic Hall, and a breakdown service provided throughout the duration of this contract.

For the sum of: £105.00

2 No TVC/C water samples to be taken annually for analysis

For the sum of: £205.00

Please note:

This cost applies only when the samples are taken on the same visits as the main Civic Centre visits.

8. Any material / parts supplied will be subject to a 10% uplifting cost

9. This Agreement will run for one calendar year in consideration of the customer paying to GB Heating Limited the sum of £3811.00 plus VAT at the current applicable rate. Payable on signing the Agreement and anniversary thereof in each succeeding year, the contract will automatically be renewed from year to year, terminable upon three months' notice (in writing), prior to the due date, given by the customer to GB Heating Limited.
10. The quoted rate in paragraph 8 will be reviewed annually and advised to the client in advance of the due date.
11. GB Heating Limited will undertake to keep the equipment working to its designed standard and the customer will give all possible assistance to this end.
12. In the event of dissatisfaction by the customer of the service rendered, the customer should notify GB Heating Limited to allow a resolution of the complaint.
13. This Agreement provided the customer access to GB Heating's out of hour emergency call out service under which we will attend to as soon as practicably possible to make safe or repair. The call out will be deemed to commence from departure for GB Heating Limited's premises.
14. Hourly rates will be charged at £40.00 during normal working hours (07.30 - 17.00)
15. Out of hours working will be charged at £50.00 per hour (17.00 – 07.30)

Gary Boon
Company Director
07850 957592

To commence your year's maintenance, please sign both copies of this Agreement and return them to our office for counter signature.

Signature:

Signature:

Date:

Date:

Position:

Position:

For and on behalf of
Warminster Town Council

For and on behalf of
GB Heating Limited

Schedule 1

Annual Maintenance of Boiler and Ancillary Equipment

Schedule of Equipment to be serviced:

- 2 No Boilers
- Heating Pressurization Unit
- Plantroom Valves
- 1 No Hot Water Cylinder
- Grundfoss Heating Circulators
- 3 No Roof Mounted AHUs (including belts and filters, changed annually)

Schedule 2

Air Conditioning Plant

Schedule of Equipment to be serviced:

- 3 No Daikin Air Conditioning Systems
- 1 No Marstair Cellar Cooling System

Schedule 3

Dewey House

Schedule of Equipment to be serviced:

- 1 No Air Conditioning Unity CCTV Room
- 2 Visits per Annum in conjunction with Civic Hall dates

SERVICE AGREEMENT:

Between:

FAO Tom Dommett BA (Hons)
Warminster Town Council
Warminster Civic Centre
Sambourne Road
WARMINSTER
Wiltshire
BA12 8LB

And:

Wheeler's (Westbury) Ltd
31D Link Road
West Wilts Trading Estate
Westbury
Wiltshire
BA13 4JB

Annual Service and Inspection

We would like to offer the following:

1. The maintenance contract shall run from **April 2020 to 31st March 2021**
2. Wheeler's (Westbury) Ltd will visit the premises **twice** per annum to carry out the service and visual inspection of the equipment on a mutually agreed date during the duration of this contract.
3. The contract includes service and inspection of the equipment **as per attached list**.
4. Materials/parts supplied as a result of the service, will be subject to a 20% uplifting cost.
5. This Agreement will run for one calendar year in consideration of the customer paying to Wheeler's (Westbury) Ltd the sum of **£3750.83 plus VAT** at the current applicable rate. Payable on signing the Agreement and anniversary thereof in each succeeding year, the contract will automatically be renewed from year to year, terminable upon three months' notice (in writing), prior to the due date, given by the customer to Wheeler's (Westbury) Ltd.
6. **The quoted rate in paragraph 5 will be reviewed annually and the client advised in advance of the renewal date.**
7. Wheeler's (Westbury) Ltd undertake service the equipment as per manufacturer's instructions and the customer will give all possible assistance to this end.
8. In the event of dissatisfaction by the customer of the service rendered, the customer should notify Wheeler's Maintenance Services administrator to allow resolution of the complaint.

9. This Agreement provides the customer access to Wheeler's out of hours emergency call-out service under which we will attend to as soon as practicably possible to make safe or repair. The call-out will be deemed to commence from departure from Wheeler's (Westbury) Ltd.'s premises.
10. Hourly rates will be charged at £50.00 plus vat during normal working hours (Monday to Friday 07:30 – 17:00).
11. Out of hours working will be charged at £75.00 plus vat per hour (Evenings, Weekends and Bank Holidays 17:00 – 07:30).
12. No free call outs are included in this agreement. It is a planned preventative maintenance contract only and therefore any issues identified during the service visit or arising between service visits, will be quoted for separately to the service agreement
13. Wheeler`s will presume that all areas that need to be accessed have been inspected and are asbestos free and that all registers are current and available unless informed otherwise.

To commence your annual maintenance, please sign both copies of this Agreement and return one copy to our offices for our records:

Signature:

Signature: 

Date:

Date: 14th October 2019

Position:

Position: Mechanical Maintenance Supervisor

For and on behalf of:

For and on behalf of:
Wheeler's (Westbury) Ltd

Customer Order No:

Address and postcode:

Schedule of equipment to be serviced:

Civic Centre

Wheelers to check twice per year:

- 2 No Boilers (**service kits will be an additional charge as and when they are identified by boiler self-diagnostics**)
- Heating Pressure Set
- Plantroom Valves
- 1 No Hot Water Cylinder
- Grundfos Heating Circulators
- Roof Mounted AHUs

Thermocold to check twice per year:

- 3 No Daikin Air Conditioning Systems
- 1 No Marstair Cellar Cooling System
- 1 No Air Conditioning Unit in the CCTV Room, Dewey House

Stokefield to check once per year:

- Water Hygiene Risk Assessment

Haven Fire & Security to check twice per year:

- Fire alarm, emergency lighting & door access systems

A2MSafty to check once per year:

- 5no Latchways Roof Mounted Horizontal Mansafe Systems – totaling approx. 60 l/m
- 2no Single Anchor Posts

25 Weymouth Street once per year:

- To carry out gas safety inspection