

13th January 2020

AGENDA

Dear Councillor

You are summoned to the:

Full Council Meeting

**To be held on Monday 20th January 2020 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

Cllr Batchelor (Broadway)	Cllr Spender Broadway
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Chairman of Council and Mayor
Cllr Doyle (East)	Cllr Nicklin (West)
Cllr Fraser (West)	Cllr Pitcher (Broadway)
Cllr Fryer (Broadway)	Cllr Ridout (West)
	Cllr Robbins (East)
	Vice Chairman of Council and
	Deputy Mayor
Cllr Jeffries (Copheap)	

Members of the public are warmly welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Tom Dommett BA (Hons) CiLCA
Assistant Town Clerk

1. **Apologies for Absence**

To receive and accept apologies, including reason for absence, from those unable to attend.

2. **Declarations of Interest**

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the council meeting held on Monday 18th November 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 council meeting held on Monday 18th November 2019.

4. **Chairman's Announcements**

4.1 To note any announcements made by the Mayor.

4.2 To note the engagements for the Mayor (**See attached**).

5. **Questions**

To receive questions from members of the council submitted in advance.

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

6. **Public Participation**

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations.

*Standing Orders will be reinstated
following public participation.*

7. **Correspondence Circulated**

Members to note the list of all correspondence circulated since the last meeting. (**See attached**).

8. **Reports from Unitary Authority Members and Police**

To note reports provided which are relevant to the Full Council

9. **Proceedings of Committee**

To receive minutes with recommendations from Committees, already circulated, and to consider any questions arising from them.

9.1 HR Committee meeting held on 14th October 2019 and 16th December; questions to Cllr Macfarlane, Chairman of the committee.

9.2 Planning Advisory Committee meeting held on 11th November 2019; questions to Cllr Jeffries, Chairman of the committee.

9.3 Finance and Assets Committee meeting held on; 4th November 2019 questions to Cllr Robbins, Chairman of the committee.

9.4 Town Development Committee meeting held on 23rd September 2019; questions to Cllr Fryer, chairman of the committee.

9.5 Devolved Services and Assets Committee held on 30th September 2019; questions to Cllr Fraser, chairman of the committee.

10. **Committee Places**

Councillor Pitcher wishes to resign from the Town Promotion sub-Committee due to work commitments, Councillor Fryer wishes to be nominated to the Town Promotion Sub-Committee – Members to Approve.

11. **Events**

11.1 VE Day – Members to **approve** the proposals (**attached**) and **nominate** a lead member to be involved in the arrangements. Cllr Nicklin has indicated he would be happy to be nominated.

11.2 Christmas Market and Christmas Lights Switch on.

Members to offer any further **feedback** on the event and to **nominate** a lead member to be involved in the arrangements for 2020 event.

11.3 Spring in the Park

Members to **nominate** a lead member to be involved in the arrangements for the 2020 event.

11.4 Warminster Skatepark Competition

The town council will be organising its own skate events at the skatepark.

Members to **nominate** a lead member to be involved in the arrangements for the 2020 events. Cllr Macfarlane has indicated he would be happy to be nominated.

12. **Service Devolution Community Engagement**

Members to consider the report (attached) on the community engagement exercise about service devolution.

13. **Budget 2020/21**

Members of Finance and Assets Committee recommended the Budget as drafted to go to Full Council, unless there was any new information provided from Wiltshire Council before Full Council. A meeting between Warminster Town Council and Wiltshire Council led officers and members to conclude that it would be prudent for Warminster Town Council to increase the sum allocated in the budget for the provision for services to be devolved from £300,000 to £350,000.

Members to approve the budget and Precept for 2020/2021. A precept request of £1,180,666. The weekly Band D equivalent will increase by £1.22 per week/£63.79 per annum. The new Band D equivalent charge will be £191.75 per annum, a 49.85% increase.

All other papers issued for the budget preparation remain in use and have been provided to all members. (An up to date summary is attached).

14. **Climate Change**

The members to consider the Report (attached) and approve the recommendations. Recommendations:

Council resolves to:

- **Set up a climate change working group to produce a climate change action plan. This would consist of three Councillors and be open to outside representatives.**
- **Conduct a green audit of its activities.**

- Take on a leadership, education and information providing role regarding climate change action.
 - Continues to support the work of SPRWG in creating “A Place for the Future”.
 - Work in Partnership with the Warminster Area Board and Wiltshire Council on their climate change agenda/actions.
 - Strive to become a carbon neutral organisation by 2030.
 - Nominate three Councillors to the climate change working group
15. **Tarmac in the Park**
The members to approve the Report (attached) and approve Valletta to undertake the work Area 1: £12,320 + VAT Area 2: £2,290 + VAT to be funded from the Town Park Repairs and Renewals budget [4036].
16. **War Memorial**
Members have asked for the War Memorial to be cleaned.
The members to consider the Report (attached) and approve Minerva to undertake the work at a cost of £4,400 + VAT funded from general reserves
17. **Council Energy Supplier**
The Council is currently supplied by SEE for gas and electricity at Dewey House and the Civic Centre. Resolve Energy have provided an initial quote that indicates that the council could move to a renewable energy supplier and make a budget saving.

Recommendation - The members approve Resolve Energy as broker to source the best value renewable energy supplier for the council. The best quote obtained to be implemented as the new supplier. (attached)
18. **Grant Policy**
The members to ratify the grant policy (attached) for 2020/21 as recommended by the Finance and Assets Committee. **For Decision**
19. **Internal Audit**
The members to **note** the Internal Audit Report 2019-20 Interim Update (attached) and to **instruct officers** to implement its recommendation that Officers should review letting agreements for long standing regular hirers to ensure the information is up to date.
20. **Bank Mandate**
Members to **ratify the decision of HR Committee HR/19/035**, to update the bank mandate to remove former councillors and include serving councillors and that Tom Dommatt and Judith Halls be added to the mandate for the purpose of undertaking Telephone Banking.
21. **Communications**
The members to decide on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

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

Mayor's Engagements for Full Council

Councillor Paul Macfarlane 12th November 2019 – 13th January 2020

Tuesday 12 th November	Warminster and Wylde Valley Flower Club "All that glitters" demonstration
Monday 18 th November	Visit to Minster School, British Values Day
Saturday 30 th November	Warminster Christmas Market opening (10am)
Saturday 30 th November	Warminster St Lawrence Chapel Flower Festival opening (10.30am)
Saturday 30 th November	Warminster Christmas Lights switch on and lantern parade.
Saturday 14 th December	Mayors Parlour with WCR
Saturday 14 th December	Opening Of Christmas Concert Warminster Community Choir
Saturday 14 th December	Warminster Philharmonic Orchestra concert
Thursday 19 th December	Kingdown Christmas Concert
Wednesday 25 th December	Hospital visit – Warminster Hospital (10am)
Wednesday 25 th December	Hospital visit – Ashwood Care Home (10.45am)

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CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
12.11.19	Wiltshire Council	Agenda for Western Area Planning Committee, Wednesday 20 November 2019, 3.00 pm	Email
13.11.19	St Giles, Imber Church	Newsletter No.125	Email
13.11.19	WALC	WALC AGM and presentation from Wiltshire Council's Service Devolution and Asset Transfer Programme leads	Email
14.11.19	Wiltshire Police	Warning of Theft from Garages	Email
15.11.19	Wiltshire Police	Crime Updates 15/11/2019	Email
18.11.19	Wiltshire Police	Crime Updates 18/11/2019	Email
18.11.19	Cornerstone Warminster	Christmas Newsletter from Cornerstone Warminster	Email
18.11.19	Neighbourhood Watch	November Our News Out Today - the National E-Newsletter For Neighbourhood Watch Supporters	Email
21.11.19	Wiltshire Police	Dont Give A Fraudster A Christmas Treat 21/11/2019	Email
21.11.19	Wiltshire Police	Witness Appeal After Stolen Car Is Set on Fire 21/11/2019	Email
25.11.19	Wiltshire Police	How To Avoid the Online Scammers This Christmas	Email
26.11.19	Wiltshire Council	Temporary Closure of: Portway (Part), Warminster (20/01/20 - 21/01/20)	Email
28.11.19	Alzheimers Support	Thank you letter	Email
02.12.19	Wiltshire Police	Christmas - Tips To Keep Safe 02/12/2019	Email
05.12.19	Wiltshire Police	Man Banned from Rural Areas Following Conviction	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
05.12.19	Wiltshire Police	Fraud Warning After Wiltshire Couple Scammed By Criminals Posing As Police Officers	Email
09.12.19	Wiltshire Council	Briefing Note 19-038 - Webcasting Strategic Planning Committee, 11 December 2019	Email
09.12.19	Wiltshire Council	Planning decisions for Warminster from Wiltshire Council - November	Email
09.12.19	Wiltshire Police	Warning For Motorists As Abnormal Load Travels Through Wiltshire Tomorrow	Email
09.12.19	Wiltshire Police	Do Not Give Burglars the Opportunity To Ruin Your Christmas	Email
11.12.19	Wiltshire Police	Drink and Drug Driving Campaign Launches Tomorrow	Email
11.12.19	Wiltshire Police	Man Arrested Following Drugs Search	Email
11.12.19	Wiltshire Police	Crime Updates 11/12/2019	Email
13.12.19	Graeme Morrison	Latest news and events from Warminster Our Community Matters for 12/13/2019	Email
16.12.19	Fairfield Farm College	Charity of the Year 2018/19 – thank you letter.	Email
18.12.19	St Giles, Imber	St Giles Church, Imber - Newsletter No 126	Email
20.12.19	Wiltshire Council	Briefing Note no. 19-039: Community Area Joint Strategic Needs Assessment	Email
20.12.19	Wiltshire Council	Highways Newsletter December 2019	Email
20.12.19	Civic Voice	Civic Update - 20th December 2019	Email
23.12.19	Neighbourhood Watch	Neighbourhood Watch Wishes You A Merry Christmas 20/12/2019	Email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
03.01.20	Wiltshire Council	Wiltshire Council: Focussing on the future with Wiltshire Council this January	Email
07.01.20	Wiltshire Council	Briefing Note no. 20-01: Community Governance Review	Email
07.01.20	Wiltshire Police	Would You Pay An Extra 1 Pound Per Month To Maintain Local Policing	Email
07.01.20	Wiltshire Police	Bogus Callers 07/01/2020	Email
09.01.20	Warminster Area Board	Warminster Community Area Climate Forum and Area Board	Email
09.01.20	Wiltshire Council	Minutes for Western Area Planning Committee, Wednesday 18 December 2019, 3.00 pm	Email
09.01.20	Bath and North East Somerset Council	Senior Communications Officer Highways and Traffic Bath and North East Somerset Council	Email
13.01.20	Wiltshire Police	Courier Fraud - How To Beat the Fraudsters 13/01/2020	Email
13.01.20	Wiltshire Police	Theft of Parts from Parked Vehicle - Warminster 13/01/2020	Email
13.01.20	McCarthy Stone	Notification of Engagement With The Community - Public Exhibition on Tuesday 21st January 2020, The Studio, The Athenaeum Centre, 18-20 High Street, Warminster, BA12 9AE	Email
13.01.20	Warminster Town Council	Record of decisions received in December 2019 from WC	Email

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VE Day – Report for Full Council 20.01.2020

When VE Day dawns on 8th May 2020 it will be 75 years since the guns fell silent at the end of the war in Europe. Years of carnage and destruction had come to an end and millions of people took to the streets and pubs to celebrate peace, mourn their loved – ones and to hope for the future, but not forgetting those still in conflict until 15th August when it was announced that Japan had surrendered unconditionally to the Allies, effectively ending World War II.

The 75th anniversary will provide our nation, and our friends around the world, with an opportunity to reflect on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark and terrifying period. To commemorate this important time the country is organising VE Day 75, a three-day international celebration that will take place from 8th May to 10th May 2020.

There are a number of national events taking place and local events are being encouraged across the UK.

In addition to supporting some of the Nationwide events on Friday 8th May 2020 (a Bank Holiday) e.g. The Nation's toast to the heroes of World War 2. (3.00pm) and A Cry for Peace Around the World.6.55pm (by Town Criers) and Ringing out for Peace in churches at 7pm.

Officers are proposing a commemoration/celebration to be held at the Civic Centre.

Proposal

Budget given £2000.

A Tea Dance, Saturday 9th May, 3pm – 6pm.

To be held in the Civic Centre

Live music from “Champagne at the Blitz” a 1940's/50's style harmony trio £1000 performing 2 x 45 minute sets

1940's themed Decorations

Mayors charity raffle

Food sourced from an outside caterer – “Tea and Special Occasions” £10 per head

Tickets around £10 per person

Max attendance in region of 100 people



“Champagne at the Blitz” View them at: <https://youtu.be/VOQltwwMoH0>

Recommendation

Officers are authorised to organise VE Day Celebrations as outlined in the report.

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Our Town, Our Choice

Service Delegation,
Asset Transfer
Consultation responses

The Consultation

- A stall was manned by Councillors and Officers at the Civic Centre on 25th November at the Christmas market to allow the public to discuss the issue and give feedback
- A press release was issued. This received coverage e.g. in the Warminster Journal on the 29th November explaining the situation and asking for residents' opinions
- The consultation flyer has been available at the Civic Centre
- The consultation was also shared on social media
- Information was placed on the town council website
- The consultation was frontpage of the residents newsletter distributed with the Warminster Way
- Residents have contacted Councillors directly

Our Town, Our Choice

Warminster Town Council are currently in discussion with Wiltshire Council about the town council taking on the management of some services currently run by Wiltshire Council.

This will involve the town council taking over the management of some hedges/shrubs/shelter belts and trees and cutting grass in many areas. It will also involve maintenance of some footpaths, balancing ponds, leaf clearance and litter bin emptying. In addition, the town council will take on the administration of Pine Lawns cemetery and the weekly market.

The town council is faced with a simple choice. Take on providing these services or standby and watch them decline. Of course, this has a cost, but in terms of a typical band D council tax bill, it will be something like £1 a week extra.

Residents will know that the Town Council took on managing The Lake Pleasure Grounds in 2016. We have made dramatic improvements, and our park is once again a source of great pride to residents. Councillors believe that similar improvements can be made to other services in Warminster.

Your town councillors are united in wanting the best for Warminster. We know that poor services would have a knock-on effect on the image of the town, on the other hand, better services will have a positive effect, improving life for residents, visitors and businesses.

Other towns are agreeing to take on extra services – Trowbridge, Chippenham, Devizes, Salisbury. More are going to do so. Do we really want Warminster to be the odd one out?

Your Views

I support the Town Council taking on these services

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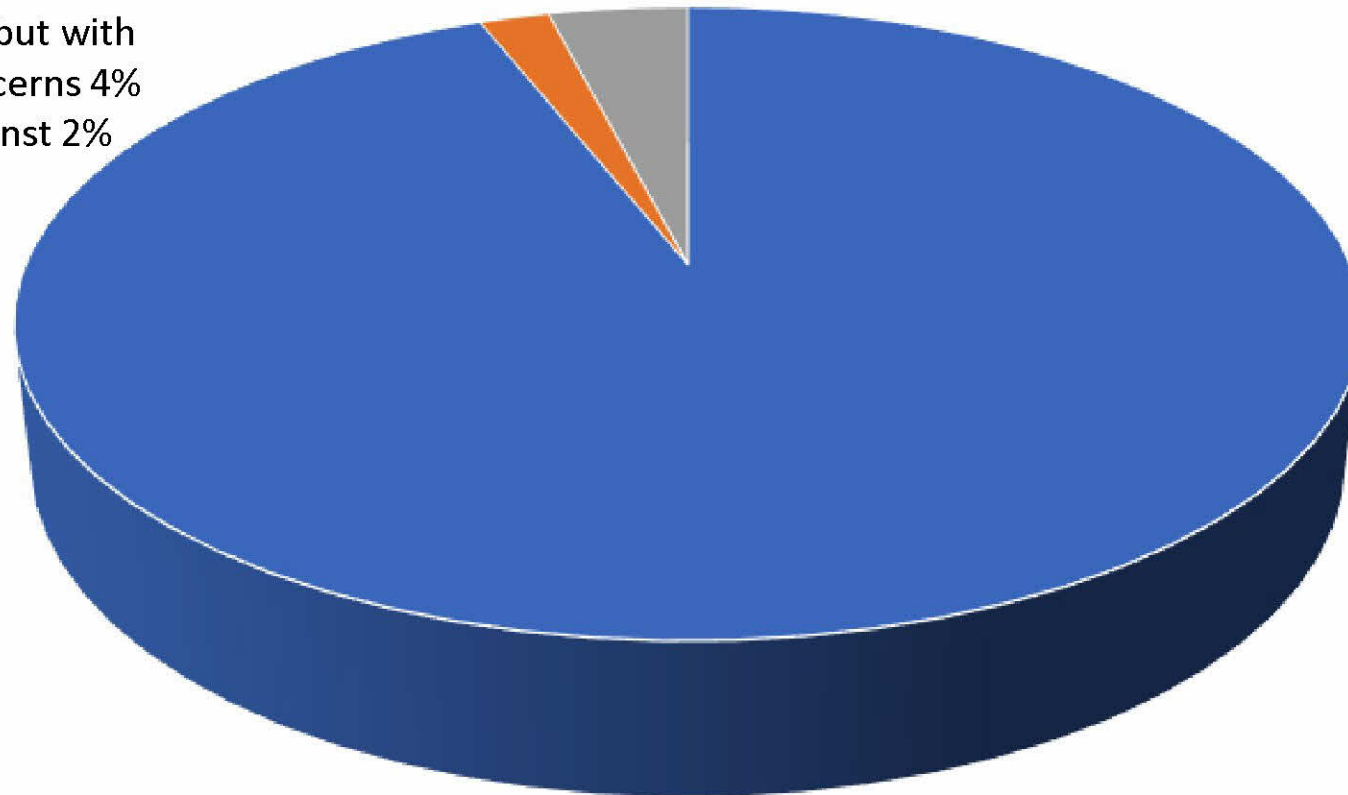
I oppose the Town Council taking on these services

☐

Any other comments

Consultation Responses %

For 94%
For but with
concerns 4%
Against 2%



■ For ■ Against ■ For with concerns



Positive Comments

- 'I agree to local services being managed locally'
- 'I am very concerned over the entry roads and roundabouts into Warminster. They look unkempt and do not portray our town as a vibrant centre'
- 'Yes please'
- 'If our park is anything to go by then the extra £52 per year should make a wonderful difference'
- 'I am in favour of the extra charge if it means the streets, pavements and alleyways are cleared of overgrown weeds and dead leaves'

Queries from residents

- 'How much money will Wiltshire Council give Warminster to do these services?'
- 'Will we be able to report all our issues to the Town Council?'
- 'Why won't Wiltshire give the town council the money to go along with the services?'
- 'I don't mind paying a bit extra this year but what assurances do we have that it won't go up year on year?'
- The main line of questioning was whether the Council Tax charged by Wiltshire Council would be correspondingly reduced – to which the answer is no.



Conclusion

- The public responses have been overwhelmingly in favour of taking on the extra services
- 120 responses have been received as at 10.1.2020.
- Significantly there has been very little negative or adverse comment at all
- Councillors will also have their own contact with residents, whether by: face to face conversations, emails, letters, phone calls, texts and social media and will wish to take these into account to.

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Climate Change Action – Report for Full Council Meeting 20th January 2020

The case for acknowledging the problem of climate change is overwhelming. The Government and many councils have declared a climate change emergency.

The major commitment made in declaring a climate change emergency is in reducing carbon emissions.

It should be acknowledged that many of the issues around reducing carbon emissions are complex and the town council is not an authority on these matters. It makes sense for the council to follow the lead provided by the Government and Wiltshire Council and seek examples of best practice from other town and parish councils.

Many of the measures often suggested for councils are relevant only to higher tier authorities – e.g. County, District and Unitary Councils. The town council has limited assets, finances and responsibilities, never-the-less it can take several measures.

Areas for action

The town council itself could:

Conduct a green audit of its activities. This would provide both a base line against which to measure any changes and information needed to draw up action plans.

This would look at way the council can reduce waste and save energy and reduce reliance on single use plastic.

Promote the mantra – Reduce, reuse, repurpose and recycle.

Seek to reduce energy consumption in council owned buildings: the Civic Centre, Dewey House, Pavilion Café and the public toilets.

Use a green energy supplier(s)

Introduce walk/cycle to work incentives

Examine procurement policies with a view to make them environmentally friendly

Town council run services – the town council could:

Transition council owned vehicles to electric vehicle(s) and low emission vehicles

Manage council-maintained land on increase biodiversity and carbon pollution, including planting of wild flowers.

Some grassed areas due to be taken on from Wiltshire Council could be cut less frequently and wild flower seeds planted or areas to be left 'wild'.

Support the provision of water refill station(s)

Town council leadership and education

The town council can show leadership by example. The town council has already taken steps to reduce its environmental impact. These should be collated and publicised. For example: biodegradable cups in the Café, composting and timer switches on the lights in the Lake Pleasure Grounds, the sale of biodegradable doggy bags at the civic centre, recycling bins in the Lake Pleasure Grounds and in council buildings.

The Lake Pleasure Grounds and Smallbrook Meadows are significant contributors to bio-diversity in Warminster.

The town council could use its website and social media presence to promote environmentally friendly messages and actions that individuals can undertake.

The council could create a specific environmental section of the website that would provide signposts/links to further information. examples are:

To shops recycling batteries

To charities that recycle furniture

Wiltshire based car sharing schemes such as CarShareWiltshire

To shops providing refill services

Push for improved cycling infrastructure by implementing the schemes laid out in the neighbourhood plan.

Town council – SPRWG

SPWRG is working to embed environmental considerations in the next Neighbourhood Plan and Town Plan. This encompassed things such as: environmental standards for new houses and development. The town council has already committed £25,000 to this process with the explicit intention of securing stronger environmental measures.

Community – These are projects best led by Sustainable Warminster and other community and voluntary group.

An eco-neighbour scheme which publicises residents experience of eco-friendly measures such as solar panels and encourages family, friends and neighbours and the public to follow their example.

A community fridge scheme – as in Frome

A 'repair shop' as in Salisbury

An allotment/garden surplus scheme to reduce food waste

A things library – as in Frome – people can borrow or hire items rather than buy them. This can be things like power tools or other similar items.

A community woodland/orchard – could be crowd funded on suitable land.

Promoting Lifestyle changes – such as meat free Mondays.

A Warminster Pledge

A local Green Award for businesses and other organisations

Ideas for further discussion by the Working Group (in addition to the above)

The council could offer to host public and stakeholder meetings on the topic of climate change action.

Creating a carbon reduction grant pot

Consider ways of encouraging use of public transport by staff and the public

Purchase of biodegradable or reusable alternatives to single use plastic

Promote and partake in events such as zero waste week and cycle to work day etc

Invest in renewable energy (not necessarily on council owned buildings)

A Warminster cup – as per the Shrewsbury cup, where customers pay a £1 deposit for a reusable cup, which can be returned to any participating café who refund the £1.

Adopt the Tree Charter as promoted by the Woodland Trust

The town council to use recycled paper and recycled plastic

Promotion of Electric Bicycles

Promotion of electric car charging points

Investigation of the cost/benefits of paperless meetings

Carbon offsetting schemes

Recommendation.

Council resolves to:

1. Set up a climate change working group to produce a climate change action plan.
This would consist of three Councillors and be open to outside representatives.
2. Conduct a green audit of its activities.
3. Take on a leadership, education and information providing role regarding climate change action.
4. Continues to support the work of SPRWG in creating “A Place for the Future”.
5. Work in Partnership with the Warminster Area Board and Wiltshire Council on their climate change agenda/actions.
6. Strive to become a carbon neutral organisation by 2030.
7. Nominate three Councillors to the climate change working group

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REPORT FOR DECISION

Tarmac Lake Pleasure Grounds

Recommendation

Officers recommend members accept the quotation from Valletta.

Purpose of the Report.

To assist members in reaching decision set out in the recommendations.

Background

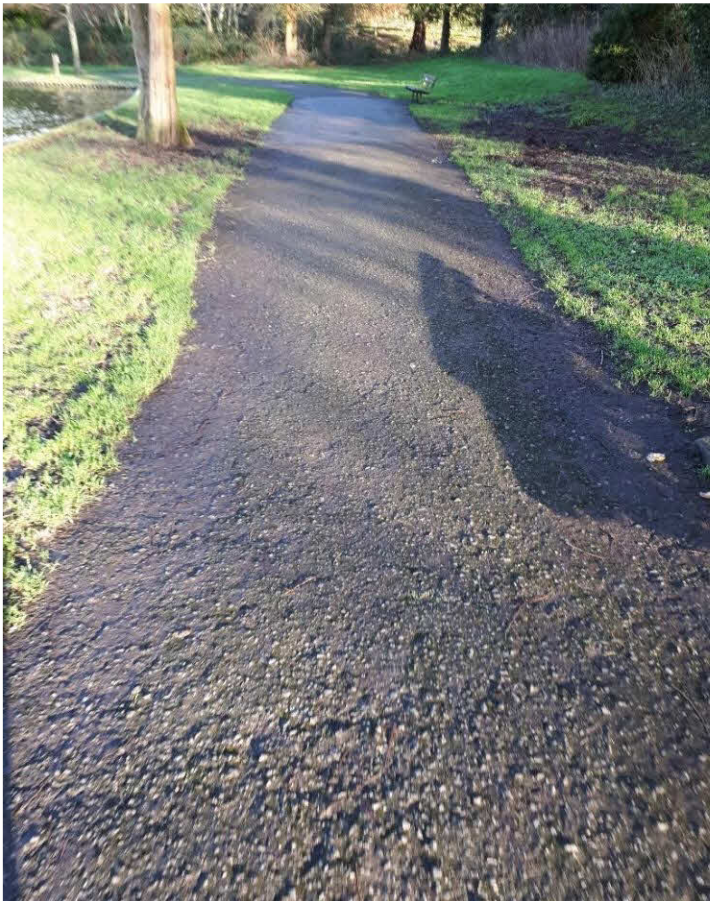
In 2019 members agreed to carry out resurfacing the highest priority areas of the footpath around the lake. This was carried out in the summer 2019 by Valletta.

Officers have been monitoring the tarmac over the last 12 months. The tarmac has deteriorated markedly and begun to break up causing trip hazards. (see pics) This has been made even worse by the recent flooding in the park.



Findings

The tarmac is heavily pitted and has broken up in many areas. (see below pictures)



Officers asked Ross Hillman, Idverde and Valletta to quote for the work. Officers met with Valletta and Ross Hillman on site.

A quote was received from Valletta. Ross Hillman have indicated that they will provide a quotation, but this has not yet been forthcoming. (An update will be provided at the meeting.)

The quotation was split into two areas. (see map) The full quotation is attached.

Area 1 links the two areas of tarmac recently carried out around the lake. With increased depth of tarmac to raise the surface in the southern area to prevent flooding. Area 1: £12,320 + VAT

Area 2 continues from the North west side of the lake. Officers feel this is important as it is the main access to the recently built skate park. Area 2: £2,290 + VAT

Total Cost £14,610 +VAT

Financial and Resource Implications

The cost of £14,610 + VAT can be taken from the Town Park Repairs and Renewals budget where £21,788 is available.

1601 Putting Green Income	0	1,110	0	(1,110)		0.0%	
Town Park :- Income	330	12,909	7,143	(5,766)		180.7%	0
4001 Salaries	0	9,883	14,300	4,417	4,417	69.1%	
4008 Training	0	0	200	200	200	0.0%	
4011 Rates	295	2,355	2,975	620	620	79.2%	
4012 Water Rates	595	10,606	14,000	3,394	3,394	75.8%	
4014 Electricity and Gas	197	1,535	2,500	965	965	61.4%	
4020 Consumables & Other Expenses	0	539	500	(39)	(39)	107.7%	
4023 Printing & Stationery	0	91	100	9	9	91.0%	
4028 Insurance	98	785	2,300	1,515	1,515	34.1%	
4035 Refuse Collection\Bin Emptying	168	2,825	30,500	27,675	27,675	9.3%	
4036 Repairs and Renewals	444	8,212	30,000	21,788	21,788	27.4%	
4037 Maintenance Contracts	0	0	1,000	1,000	1,000	0.0%	
4038 Grounds Maintenance	3,358	25,489	40,000	14,511	14,511	63.7%	
4040 Equipment/Furniture	133	2,355	5,000	2,645	2,645	47.1%	
4085 Town Park Events	0	3,727	6,500	2,773	2,773	57.3%	
Town Park :- Indirect Expenditure	5,289	68,403	149,875	81,472	0	81,472	45.6% 0

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence.

Environmental Implications

Any environmental implications will need to be taking into consideration by the contractor.

Risk Assessment

Risk assessments will be completed before any operation is carried out by the contractor.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.



Five Lords Farm, Clivey,
Standerwick
Nr Frome BA11 2RR
Tel: 01373 823827 Fax: 01373 823042
Website: vallettasurfacing.co.uk
email: nathan@vallettasurfacing.co.uk

QUOTATION

Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
BA12 8LB
Park and Open Spaces Manager
Stuart Legg

Your Ref: 013491

Our Ref:

Date: 13/12/19

Dear Sirs,

Re: Warminster Park

We thank you for your enquiry regarding the above contract and have pleasure in submitting our quotation as follows:-

Remaining path around boating lake

Chase/plane into existing surfaces to enable the new material to tie in at the correct level.

Sweep clean existing surface and apply 40% Cationic Emulsion.

Supply and lay 40mm consolidated thickness of AC10 close surface course 100/150 EN13108-1 - laid by hand to area that floods - approx 70m²

Supply and lay 30mm consolidated thickness of AC6 dense surface course 100/150 EN13108-1 - laid by machine and well rolled to path allowing for additional material to sides that have sunk/rolled over - 645m²

These works carried out for the sum of £12,320.00 + VAT

Price allows to overlay 4 concrete bench bases, but not to remove and refit new benches.

Section of path leading to skate park

Excavate area of damaged macadam to an average depth of 70mm and dispose of all arisings off site - 35m².

Supply and lay Romsey gravel and compact - 35m²

Cut chase to enable material to tie in - 3m

Sweep clean existing surface and apply 40% Cationic Emulsion.

Supply and lay 30mm consolidated thickness of AC6 dense surface course 100/150 EN13108-1 - laid by hand and well rolled - 69m²

These works carried out for the sum of £2,290.00 + VAT

Terms of payment are nett, within 30 days of invoice.

Our quotation is subject to the terms and conditions overleaf.

We trust our quotation may be of interest to you and look forward to hearing from you in due course.

Yours faithfully,
N.A. Browne

REPORT FOR DECISION

War Memorial Cleaning

Recommendation

Officers recommend members accept the quotation from Minerva.

Purpose of the Report.

To assist members in reaching decision set out in the recommendations.

Background

After the Remembrance service in November Officers were instructed to investigate the cost of cleaning the War Memorial. The War Memorial was last cleaned in 2013 by Minerva.



Findings

Officers sought three quotes and spoke with Minerva, Nimbus and Clivedon Conservation all companies which specialise in this work. All companies are approved contractors with Historic England. They were asked to quote to clean down the monument and adjacent paving using methods complying with best practice and make any repairs to stonework and repointing of open joints to the monument and surrounding paving.

Quotations were received from Minerva £4,400 + VAT and Clivedon Conservation £6,975 + VAT. We have not heard back from Nimbus.

This is specialised work and it is important that it is carried out by a contractor with specialised skills.

Recommendation

To accept the quotation from Minerva to carry out the specified work for £4,400 +VAT.

Financial and Resource Implications

The cost of £4,400 + VAT can be paid from general reserves.

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence.

Environmental Implications

Any environmental implications will need to be taken into consideration by the contractor.

Risk Assessment

Risk assessments will be completed before any operation is carried out by the contractor.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

Council Energy Supplier

The Council is currently supplied by SEE for gas and electricity at Dewey House and the Civic Centre. The contracts with SEE is due to end around June 2020

Resolve Energy, an energy broker has sourced the best value energy supplier for the council. They have supplied 5 quotes in the attached full report.

Please see below the council's current supplier's renewal costs compared to the cheapest green energy price available in the market:

SSE renewal quotation

Electricity meter Dewey house: 2000026307543 – Annual cost: £2,074.28

Electricity meter Dewey house: 2000026307561 – Annual cost: £3,305.41

Electricity meter Sambourne Road: 2000026423259 – Annual cost: £11,747.61

Gas meter Sambourne Road: 50683209 – Annual cost: £16,885.81

Cheapest alternative green energy supplier (Total Gas and Power)

Electricity meter Dewey house: 2000026307543 – Annual cost: £1,966.00

Electricity meter Dewey house: 2000026307561 – Annual cost: £3,133.09

Electricity meter Sambourne Road: 2000026423259 – Annual cost: £11,137.46

Gas meter Sambourne Road: 50683209 – Annual cost: £15,083.90

Overall, it is £2,692.66 cheaper per annum to move over to Total Gas and Power on a green energy contract.

Resolve Energy will also take care of the transfer over to the new supplier and termination with our current supplier.

Established in 1987 when the gas market deregulated, Total Gas & Power now supplies over 175,000 sites across all market sectors: small and medium businesses, large industrial and commercial companies, as well as the public service and non-profit organisations. They supply approximately 60,000 Public Sector sites. The customers include Local Authorities, NHS Trusts, Higher and Further Education establishments, Schools, Emergency Services and Housing Associations

Total Gas and Power says "We're committed to better energy, which is why we're so passionate about our Eco-Energy gas & electricity generated from 100% certified renewable sources. Our Eco-Energy gas will typically be recycled from food and farm waste, whilst Eco-Energy electricity is generated from natural resources including the sun, wind and sea – all helping to reduce your carbon emissions."

Recommendation - The members approve Resolve Energy as broker to source the best value renewable energy supplier for the council. The best quote obtained to be implemented as the new supplier.

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WARMINSTER TOWN **COUNCIL**



ABOUT US

With a wealth of experience and dedicated teams of energy experts, we have become a leading International Commercial Energy Procurement specialist, offering professional, honest and expert advice. We have a proven track record of saving our clients both time, and most importantly, money.

Resolve Energy was founded in 2011 by a board of directors with more than 30 years' experience behind them in the sector. The vision is to provide our clients with the very best service, empowering them with the knowledge and support to get the best possible deals tailored for their individual business energy needs.



CONTRACT NEGOTIATION

Working on your behalf with the widest range of energy suppliers in the UK.



ACCOUNT MANAGEMENT

A dedicated Account Manager for the life of your contract.



CUSTOMER SUPPORT

Experienced Account Managers and industry leading support team.



MARKET INTELLIGENCE

We monitor the markets, watching for trends, and anticipating changes to give you informed advice.

QUOTE DETAILS

CUSTOMER

WARMINSTER TOWN COUNCIL
Sambourne Road
Warminster
BA12 8LB

BROKER

Resolve Energy Ltd
Helix
38 Edmund Street
Liverpool
L3 9NY

ACCOUNT MANAGER

George McNally
Senior Account Manager
george.mcnelly@resolveenergy.co.uk
0151 515 0660

SPECIFICATIONS

Contract Type: Fixed

Contract Start Date: Multiple

Contract Term/End Date: 36 months

Supply Point Type(s): NHH, Gas

Quote Ref: QUOTE008216

SUMMARY

ELECTRICITY

A summary of the Pricing Overview and our Recommendation for your commercial energy contract

RECOMMENDATION

SUPPLIER(s)	CED	ANNUAL COST
Total GP	36 months	£ 16,236.56

Next Steps:

- If you wish to proceed with this Energy Proposal, please contact your Account Manager (Page 3).
- All offers are valid until 16:00 on the day you receive this Energy Proposal.
- If the deadline has passed, please contact your Account Manager for a revised quote.

Please note: The above supplier price comparison is for your information only and does not represent an actual contract or invitation to trade. Resolve Energy Ltd does not accept any liability for the accuracy of the information provided or any actions taken on the basis of the information provided. Due to the fluctuating energy markets, the prices quoted are not guaranteed and must be confirmed at the point of acceptance and may be subject to adjustment at any time, prior to written confirmation from the supplier. Any savings indicated do not guarantee an actual saving and represent an estimate based on the information provided at the time of quotation. Contracts are subject to the relevant credit vetting procedures and management approval of the supplier. All prices are subject to the suppliers terms and conditions of supply.

RESOLVE ENERGY

SUMMARY

A summary of the Pricing Overview and our Recommendation for your commercial energy contract

GAS

RECOMMENDATION

SUPPLIER(s)	CED	ANNUAL COST
Total GP	36 months	£ 15,083.90

Next Steps:

- If you wish to proceed with this Energy Proposal, please contact your Account Manager (Page 3).
- All offers are valid until 16:00 on the day you receive this Energy Proposal.
- If the deadline has passed, please contact your Account Manager for a revised quote.

Please note: The above supplier price comparison is for your information only and does not represent an actual contract or invitation to trade. Resolve Energy Ltd does not accept any liability for the accuracy of the information provided or any actions taken on the basis of the information provided. Due to the fluctuating energy markets, the prices quoted are not guaranteed and must be confirmed at the point of acceptance and may be subject to adjustment at any time, prior to written confirmation from the supplier. Any savings indicated do not guarantee an actual saving and represent an estimate based on the information provided at the time of quotation. Contracts are subject to the relevant credit vetting procedures and management approval of the supplier. All prices are subject to the suppliers terms and conditions of supply.

RESOLVE ENERGY

PRICING OVERVIEW

ELECTRICITY

A breakdown of the rates and terms that the market has to offer for Electricity

SITE	PC	MPAN	DAY USAGE kWh	EV/WKND USAGE kWh	CED	SUPPLIER	STANDING CHARGE p/day	DAY RATE p/kWh	EV/WKND USAGE p/kWh	ANNUAL COST
Dewey House	4	2000026307543		13,753	36 months	Total GP	19.762		13.771	£ 1,966.00
Dewey House	3	2000026307561	17,509		36 months	Total GP	25.187	17.369		£ 3,133.09
Sambourne Road	3	2000026423259	63,593		36 months	Total GP	25.187	17.369		£ 11,137.46
Dewey House	4	2000026307543		13,753	36 months	Engie	96.520		13.788	£ 2,248.55
Dewey House	3	2000026307561	17,509		36 months	Engie	101.980	17.391		£ 3,417.21
Sambourne Road	3	2000026423259	63,593		36 months	Engie	101.980	17.391		£ 11,431.64
Dewey House	4	2000026307543		13,753	36 months	SSE	21.047		14.524	£ 2,074.28
Dewey House	3	2000026307561	17,509		36 months	SSE	26.824	18.319		£ 3,305.41
Sambourne Road	3	2000026423259	63,593		36 months	SSE	26.824	18.319		£ 11,747.61
Dewey House	4	2000026307543		13,753	36 months	Eon	30.000		14.749	£ 2,137.86
Dewey House	3	2000026307561	17,509		36 months	Eon	30.000	18.714		£ 3,386.12
Sambourne Road	3	2000026423259	63,593		36 months	Eon	30.000	18.714		£ 12,010.25

Please note: The above supplier price comparison is for your information only and does not represent an actual contract or invitation to trade. Resolve Energy Ltd does not accept any liability for the accuracy of the information provided or any actions taken on the basis of this information provided. Due to the fluctuating energy markets, the prices quoted are not guaranteed and must be confirmed at the point of acceptance and may be subject to adjustment at any time, prior to written confirmation from the supplier. Any savings indicated do not guarantee an actual saving and represent an estimate based on the information provided at the time of quotation. Contracts are subject to the relevant credit vetting procedures and management approval of the supplier. All prices are subject to the suppliers terms and conditions of supply.

PRICING OVERVIEW

A breakdown of the rates and terms that the market has to offer for Gas

GAS

SITE	MPR	USAGE kWh	CED	SUPPLIER	STANDING CHARGE p/day	UNIT RATE p/kWh	ANNUAL COST
Sambourne Road	50683209	231,632	36 months	Total GP	495.000	5.732	£ 15,083.90
Sambourne Road	50683209	231,632	36 months	Engie	467.400	6.035	£ 15,684.07
Sambourne Road	50683209	231,632	36 months	SSE	510.577	6.485	£ 16,885.81
Sambourne Road	50683209	231,632	36 months	Eon	559.164	6.885	£ 17,989.26

Please note: The above supplier price comparison is for your information only and does not represent an actual contract or invitation to trade. Resolve Energy Ltd does not accept any liability for the accuracy of the information provided or any actions taken on the basis of the information provided. Due to the fluctuating energy markets, the prices quoted are not guaranteed and must be confirmed at the point of acceptance and may be subject to adjustment at any time, prior to written confirmation from the supplier. Any savings indicated do not guarantee an actual saving and represent an estimate based on the information provided at the time of quotation. Contracts are subject to the relevant credit vetting procedures and management approval of the supplier. All prices are subject to the suppliers terms and conditions of supply.



TESTIMONIALS

“Professional and personable approach”

George McNally of Resolve has played a key role in enabling the consolidation of multiple accounts for the company I represent. George did so with both a professional and personable approach. Most importantly George took the sting out of the cancellation process with existing providers. He made the transition to our new supplier a seamless one whilst ensuring significant cost savings in the process. Many Thanks George!

- Bethany Christian Trust , Edinburgh

Savings of £750,000 and £70,000 refund of capacity charges

“We appointed Resolve Energy to be our energy procurement consultant from 2017. Since then they have negotiated a number of new energy contracts for all 7 of our units on our behalf, securing long term contracts at very competitive market rates. I would have no hesitation in recommending their services. I have always found Matt to be professional and courteous at all times and very proactive in his role resolving any queries we may have.”

- Corin Group, Cirencester

“Prices impossible to beat”

The service I received was excellent and the prices Resolve Energy provided were impossible to beat. If you are looking to change your service provider, try this friendly company.

- Phoenix Engineering 2009 , leading UK mould manufacturer , Horsham

“Competitive prices, hassle free”

Resolve have enabled us to arrange competitive prices and supply of energy without significant involvement by Malibu staff. A win, win situation for Malibu's busy staff!

- Malibu, Sun Protection , Surrey

Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire BA12 8LB



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

How to use this form: this form can be printed and completed by hand or filled in electronically. If you would like any advice of guidance about filling in the form or apply for a grant, please contact Warminster Town.

Name of organisation	
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Signature	
Telephone	
Email	
Bank account details If you are successful, our preferred payment method is via BACS.	Bank name: Sort code: Account number:
Registered charity number if applicable	
Briefly describe the aims and objectives of your organisation/group, including details of services/projects/activities you currently run. (If you are a new group, describe the services and activities you plan to provide)	
What is the total cost for the equipment/activity/project you are applying for? (include quotes if possible) Amount of grant requested from Warminster Town Council. Amount raised already	

The Council must be satisfied that there is a direct benefit to Warminster or to some or all its residents. Please tell us what you would use the grant for and who it would benefit, how many people would benefit and how it would benefit them.

Try to be specific about what you will achieve and how you will achieve it.

What is the timescale for your equipment purchase/activity/project?

What is the annual expenditure of your organisation?

What is your current (at year end) financial balance including reserves?

Have you applied for grants from any other organisations? Please give details including how much have you been granted.

£

Please tick boxes to show which documents you are including with your application.

Accounts ☐ Terms of Ref ☐ Equal Opp Policy ☐ Invoice /Quote ☐ Constitution/M&A's ☐

Terms and Conditions for Grants 2020

Each year Warminster Town Council allocates budgeted funds on anything which, in the Council's opinion, is in the interest of its area or part of its area, or in the interest of all or some of the inhabitants of that area. The grants must satisfy two criteria:

1. The Council must be satisfied that there is a direct benefit to its area or part of its area or to some or all of its inhabitants.
2. The Council must ensure that the direct benefit which will accrue to its area or inhabitants will be commensurate with the amount of expenditure.

Any grant of £1,000 or more will include a proviso that the recipient should attend the Annual Town Meeting to report on how the money has been used, or if this is not possible must provide the Clerk with a written report for the meeting.

Procedure

The Town Council has agreed the following procedure:

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

Selection Process

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

The deadline date for submitting applications will be advertised on the Council Website and Council Offices. Incomplete forms will not be considered.

Payments will be issued as soon as possible once the grant has been approved.

Specific Grants – These are for grants larger than £2000.

Because the grants are so large, the Council makes special budget provision for them. They operate on a different timescale to other grants. Examples of specific grants awarded in the past are: Inspire, the Wobble, the Carnival, the Community Hub. If you would like to apply for a grant larger than £2000, please contact the town council.



Warminster Town Council

Internal Audit Report 2019-20 (Interim update)

Chris Hackett

*For and on behalf of
Auditing Solutions Ltd*

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

Background and Scope

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

This report details the work undertaken during our 2019-20 interim visit which took place on 3rd December 2019 together with our preparatory off-site work. It will be updated following our final visit which will follow the contract accountant's closure of the Council's Accounts for the financial year.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts and the Annual Governance and Accountability Return (AGAR). The latter is a statutory return provided to the External Auditor.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' which forms part of the Council's AGAR and requires that we give independent assurance over ten internal control objectives.

Overall Conclusion

Based on our work completed to date, the Council continues to operate effective control systems that should help ensure that transactions are recorded accurately in the financial ledger and, subsequently, the detailed Statement of Accounts and AGAR. We have made one small recommendation aimed at strengthening control as set out in the detailed report.

We wish to thank the officers for their help during our visit and request this report is presented to Members.

Detailed report

Accounting Records and Bank Reconciliations

The Council uses the Rialtas accounts software, with external contractors (DCK Beavers Ltd) preparing the accounts from detailed records maintained by the officers. A single combined cashbook for the Current & Instant Access bank accounts, operated at HSBC, remains in place. Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have, consequently:

- Verified that an appropriate cost and nominal ledger structure remains in place;
- Confirmed the accounting system remained in balance at the date of our visit by running a data check to confirm the trial balance agreed to the nominal ledger (the main accounting record);
- Checked and agreed the opening Trial Balance in the Rialtas software for 2019-20 to the closing Financial records for 2018-19 to ensure that all balances have been properly rolled forward;
- Confirmed the External Auditor raised no issues following their work on the 2018/19 accounts;
- Reviewed arrangements for processing journals which are done by DCK;
- Discussed arrangements for backing up the system which we understand is done regularly to a Cloud by the Council's IT provider, with DCK also taking backups of the Rialtas system;
- Checked and agreed one sample months' transactions in the cashbook (October 2019) to the bank statements, including the regular "sweep" transfers to maintain the instant access account balance at a constant £5,000; and
- Checked and agreed the software based bank reconciliations as at 30th September and 31st October 2019 confirming there were no long standing, un-cleared adjustments or any other abnormal entries arising.

Conclusions

We are pleased to record that no issues arise in this area currently. We note the Finance and Assets Committee monitor the bank reconciliations and transfers between bank accounts, which we regard as good practice.

We shall undertake further work in this area at our final visit, including checking one further month's transactions and ensuring the accurate disclosure of the combined year-end cash and bank balances in the year's Accounts and AGAR.

Review of Corporate Governance

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

- Noted that Standing Orders and Financial Regulations have again been reviewed and re-adopted in the current financial year, being considered at the Full Council meeting in May 2019 with further consideration also at the June meeting;
- Noted that other policies are kept under review such as the Treasury Management Policy, which was considered and adopted in June 2019, that Full Council oversees key governance matters approving for example the Annual Governance Statement, with the Finance and Assets Committee undertaking a more detailed review; and
- Commenced our examination of the minutes of the Full Council and its extant Committee meetings (except for Planning).

Conclusions

No matters have been identified in this area from our work to date. We shall extend our review of minutes at our final visit and report our conclusions accordingly.

Review of Expenditure

Our aim here is to ensure that:

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

We have tested a sample of payments examining all those individually in excess of £3,500, together with a more random sample of every 40th cash book transaction to the end of October 2019 ensuring compliance with the above criteria. Our test sample comprised 37 items plus NNDR payments and totalled £423,712 representing 68% of non-pay costs for the year to the above date. Payments were supported by documentation.

We note that coding slips are attached to invoices to evidence Member approval of the expenditure. Also, that a monthly list of payments is approved at each Finance and Assets Committee and signed by the Chairman.

We noted last year the letting of the contract to build the skate park. Our sample testing referred to above, included reviewing invoices from the contractors working on the project. We note per the Rialtas ledger that total costs to date are £284,742, (per cost centre 499) and from the minutes that members receive reports on progress.

We have reviewed the VAT control account on the Rialtas system noting that returns continue to be prepared and submitted quarterly utilising the HMRC on-line facility. We have verified the first two quarterly reclaims to the underlying control account records.

Conclusions

No issues arise from our work in this area. We shall complete an overall analytical review of year end expenditure querying any unusual trends at our final visit.

Assessment and Management of Risk

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

- Noted the annual risk assessment was adopted in May 2019. It is a requirement this is done annually and we will review the 2020 assessment at our final visit next summer; and
- Noted that the Council's insurance cover is provided by Royal and Sun Alliance plc with Public and Employer's Liability in place at £15m and £10 million respectively, Hirer's Liability at £2m and Fidelity Guarantee cover at £0.999 million.

Conclusions

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

Precept Determination and Budgetary Control

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

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

Conclusion

We will review the budget setting process and year end spending, balances and reserves at our final visit in the summer.

Review of Income

Our objective here is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) with recovery effected within a reasonable time span. In addition to the precept the Council receives various grants and income from letting and service provision. At this visit we have:

- Agreed the 2019/20 precept as recorded in the minutes to the amounts receipted into the Cash book;
- Reviewed income collected from Civic Centre lettings testing a sample of August bookings on the Rialtas bookings diary to confirm invoices were raised at the correct fee and that a booking agreement was held. For one long term hirer we noted the letting agreement was dated 2014 and the contact details appeared to have changed, although invoices were raised in respect of the lettings;
- Reviewed the unpaid invoices report on Rialta. The balance outstanding at the time of our visit was £8,577 of which some £2,364 was raised in 2018/19;
- Reviewed CIL. The Rialtas ledger indicates the Council has received £88,156 in CIL during the year. We have agreed this to remittance advices from Wiltshire Council; and
- As noted earlier in this report, we have tested one sample month's receipt transactions from the cashbook to the bank statements with no issues arising.

Conclusions and recommendation

The Council has systems in place to manage and monitor income. We will review the unpaid invoices report further at our final visit and comment if the age profile of debt has increased. We make one recommendation regarding the supporting paperwork for regular hirers.

R1. Officers should review lettings agreements for long standing regular hirers to ensure the information is up to date.

Petty Cash Account

The Council continues to operate a limited petty scheme with an Excel control sheet forming the basis of the periodic re-imbursement to the agreed maximum holding level of £250. We have examined the sheet prepared covering transactions from 20th August to 5th November 2019 testing to ensure that each transaction is appropriately supported by a trade invoice or till receipt.

We note that Finance and Assets Committee checks the petty cash sheet and that the Chairman signs it off, which we regard as good practice.

Conclusion

No issues arise in this area from our work completed.

Salaries and Wages

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

We note the Council employs a bureau to process its payroll. The Clerk or Deputy submits a monthly schedule to the Bureau confirming who has been employed and details of overtime or hours worked where applicable. The Bureau provide pay-slips with the Council recording the actual payments to staff and HMRC/pensions in its cash book.

We have examined the payroll procedures in place and the physical payments made to staff in 2019-20 by sample checking transactions in July and August 2019. Specifically, we have:

- Confirmed gross pay is correct on a sample basis by reference to national spinal column points and HR minutes;
- Tested that PAYE, NI and pension deductions are correctly made by reperforming a sample; and
- Tested that the payroll summary report showing amounts due to the HMRC, the Pension Fund Administrator and the amount due for net pay agree to the cash book.

Conclusions

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

Investment and Loans

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

The Council has moved funds during the year to its CCLA account. At the time of our visit the balance recorded on the Rialtas system was £255,345. We agreed this to a statement from the CCLA dated 31st October 2019. We also confirmed dividends were being brought to account.

We also note the existence of one PWLB loan and have agreed the repayment made in September 2019 to the PWLB statement.

Conclusions

No issues arise in this area currently. We shall check movements on investments at our final visit and confirm they are correctly disclosed in the year end accounts and AGAR by reference to third party statements. We will confirm also the balance on the loan with the PWLB website at our final visit ensuring it is correctly disclosed at the year end.

Rec. No.	Recommendation	Response
Review of Income		
R1	Officers should review lettings agreements for long standing regular hirers to ensure the information is up to date.	

