

24<sup>th</sup> February 2020

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**Finance and Assets Committee**  
**To be held on Monday 2<sup>nd</sup> March 2020 at 7pm**  
**at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

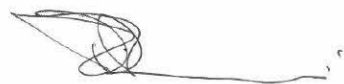
**Membership:**

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

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) CiLCA**  
**Assistant Town Clerk**

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**1. Apologies for Absence**

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

**2. Declarations of Interest**

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

3. **Minutes**

3.1 To approve as a correct record, the minutes of the Finance and Assets Committee meeting held on Monday 6<sup>th</sup> January 2020; 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 6<sup>th</sup> January 2020.

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 December 2019 and January 2020 the Chairman to sign and verify against the bank statements seen. (attached).

7.2 To note the management accounts to January 2020. (attached).

7.3 To receive the material variances for January 2020 (attached)

7.4 To approve the payments made in December 2019 and January 2020 the Chairman to sign the attached.

7.5 **Ear Marked Reserves** – members to approve the following transfers to EMR  
At the end of the financial year.

EMR	Code	Code
336 Training	101	4008
338 Play Areas	217	All unspent budget
325 CCTV	201	All unspent budget
344 WWI Commemorations	Transfer into Reserves	No longer required
Create new - Repairs and Renewals Civic Centre	301	4036

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

Date	Amount
27.01.2020	19,000
27.01.2020	6,000
12.02.2020	5,000
11.02.2020	28,000
18.02.2020	6,000
21.02.2020	17,000

**8. Civic Centre Decorating**

Members previously discussed this issue [Minute FA/19/071] and resolved or three quotes to be sought for the refurbishment of the Civic Centre and for this item to be bought to this meeting for discussion

Three quotes have been obtained for painting and decorating the civic centre to remedy wear and tear on paintwork. (attached) Company A £4070 Company B £10,985.00 Company C £ 9238.00.

Members to **approve** Mark Ingram as contractor and authorise expenditure up to £4070. **For Decision.**

**9. Neighbourhood Plan**

Full Council approved the allocation of £25,000 of CIL money to fund the development of a new Town and Neighbourhood Plan

Members of the Neighbourhood Plan Review Working Group have met with representatives from Place Studio and consider them to be the best suited to undertake the work require by the council.

The provision of Neighbourhood Plan Review planning advice is a specialist service which does not require three quotes under the councils standing orders.

Members to agree to appoint Place Studio to assist in the review of the Neighbourhood Plan and approve of up to £15,000 of CIL money to pay for the proposed stage 1 and stage 2 of their services.

**10. Council Vehicles**

The Council currently has one vehicle, a van, which is coming to the end of its lease purchase period. Officers are of the view that it would be most cost effective to start a new three-year lease purchase agreement.

Members to **approve** the start of a new lease when the existing lease comes to an end. (209/4042)

The Council has already budgeted for a new vehicle for the Parks and Open Space Manager within the Service Delegation Funds.

Members to **approve** the acquisition of a contract hire vehicle for use by the Parks and Open Space Manager at a cost of not more than £300 a month.

**11. Christmas Lights Tender**

At their September 2019 meeting members unanimously approved the proposed tender document and authorised officers to seek tenders for the Christmas Lights for 2020 onwards. [FA/19/040]. Only one tender was received. (attached)

Members to **approve** Wheelers as contractor to provide the Christmas Lights Service at a cost of £16,450 to be taken from budget line 104/4706.

**12. Town promotion Sub Committee**

To **approve** the minutes of the Extraordinary Town Promotion Sub-Committee meeting held on 27<sup>th</sup> January 2020. (enclosed).

**13. Communications**

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

**Date of next meeting: Monday 4th May 2020**

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



**Bank Reconciliation Statement as at 31/12/2019  
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	31/12/2019	112	5,000.00
Current Account	31/12/2019	445	521,137.58
			<hr/> 526,137.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/12/2019 109574 Petty cash		217.48	
			<hr/> 217.48
			525,920.10
<u>Receipts not Banked/Cleared (Plus)</u>			
07/12/2019		19.45	
31/12/2019		100.40	
			<hr/> 119.85
			526,039.95
		<b>Balance per Cash Book is :-</b>	<b>526,039.95</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**30 November to 31 December 2019**

## Your Statement

**Account Name**  
Warminster Town Council

**Sortcode** **Account Number** **Sheet Number**  
40-45-23 21136496 445

### Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>522,906.52</b>
27 Dec 19	TFR TRANSFER 91001000	<i>dc</i> 1,868.13		521,038.39
30 Dec 19	TFR TRANSFER 91001000		<i>dc</i> 183.71	521,222.10
31 Dec 19	TFR TRANSFER 91001000	<i>dc</i> 84.52		521,137.58
<b>31 Dec 19</b>	<b>BALANCE CARRIED FORWARD</b>			<b>521,137.58</b>

### 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](http://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](http://www.hsbc.co.uk)).

1 December to 31 December 2019

Your Statement

**Account Name**  
Warminster Town Council

**Sortcode** 40-45-23 **Account Number** 91001000 **Sheet Number** 112

## Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BP <b>BALANCE BROUGHT FORWARD</b>			<b>3,784.61</b>
	CHAM AT THE BLITZ			
	VEDAY	175.00		
	CR Westbury Town Coun		2,942.26	
	2000			
21 Dec 19	TFR TRANSFER 21136496	1,551.87		5,000.00
	DR TOTAL CHARGES			
	TO 29NOV2019	47.05		
23 Dec 19	TFR TRANSFER 21136496		47.05	5,000.00
	CR SELWOOD CREDITORS		50.40	
	CR WILTSHIRE COUNCIL		132.00	
	BP PAYROLLDEC2019			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	16,820.91		
	BP PENSIONSDECEMBER19			
	WC PENSION FUND			
	BIB BACS PAYMENT	5,301.25		
	DD VWFS UK LIMITED	32.12		
	TFR 404523 21136496			
	INTERNET TRANSFER		22,000.00	
	BP DEB'S DANCE			
	WCC3376		94.50	
	CR PROGRESS PHY LTD			
	PROGPHYS WCC3349		126.00	
24 Dec 19	TFR TRANSFER 21136496	248.62		5,000.00
	DD GOCARDLESS	222.96		
	DD BOC MANCHESTER ACC	34.08		
26 Dec 19	TFR TRANSFER 21136496		257.04	5,000.00
	CR S Waldron			
	WCC3322		126.00	
27 Dec 19	TFR TRANSFER 21136496	126.00		5,000.00
	CR MV- 17760605-2212		15.15	
	CR MV- 17760605-2112		22.75	
	DD VWFS UK LIMITED	383.14		
	DD SOUTHERN ELECTRIC	1,795.89		
	CR HOWARD MITCHELL TA			
	WCC3393		273.00	
30 Dec 19	TFR TRANSFER 21136496		1,868.13	5,000.00
	CR AGE UK WILTSHIRE		77.21	
	CR WILTSHIRE COUNCIL		346.50	
	SO HUNOT HR	240.00		
31 Dec 19	TFR TRANSFER 21136496	183.71		5,000.00
	CR NHS BLOOD TRANSPLA		277.20	
	DD HILLS WASTE SOLUTI	361.72		
	TFR TRANSFER 21136496		84.52	5,000.00
31 Dec 19	<b>BALANCE CARRIED FORWARD</b>			<b>5,000.00</b>



**Bank Reconciliation Statement as at 31/01/2020  
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	31/01/2020	119	5,000.00
Current Account	31/01/2020	447	497,777.10
			<u>502,777.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			502,777.10
<u>Receipts not Banked/Cleared (Plus)</u>			
31/01/2020		1,396.22	
			<u>1,396.22</u>
			504,173.32
		<b>Balance per Cash Book is :-</b>	<b>504,173.32</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**1 January to 31 January 2020**

## Your Statement

**Account Name**  
Warminster Town Council

**Sortcode** **Account Number** **Sheet Number**  
40-45-23 21136496 447

### Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
28 Jan 20	TFR <b>BALANCE BROUGHT FORWARD</b>			<b>485,430.78</b>
	TRANSFER 91001000		115.50	485,546.28
29 Jan 20	TFR TRANSFER 91001000	2,010.44		483,535.84
30 Jan 20	TFR TRANSFER 91001000	3,829.06		479,706.78
31 Jan 20	TFR TRANSFER 91001000		18,070.32	497,777.10
31 Jan 20	<b>BALANCE CARRIED FORWARD</b>			<b>497,777.10</b>

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**1 January to 31 January 2020**

## Your Statement

**Account Name**  
Warminster Town Council

**Sortcode** 40-45-23 **Account Number** 91001000 **Sheet Number** 119

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>4,735.05</b>
	BP OFFICE RIGHT 81504	7.72		
	BP WARMINSTER FLEURS ANNUAL SUB	40.00		
	BP WATER 2 BUSINESS 0054657413	18.77		
	BP WHEELERS 967610 & 967495	1,704.00		
	CR CATS-FROME & DI Cats Prot		25.00	
30 Jan 20	TFR TRANSFER 21136496		2,010.44	5,000.00
	CR ROCK CHOIR LIMITED 3420		157.50	
	SO HUNOT HR	240.00		
	BP IDVERDE GM775569 & 3 OTHERS	3,771.56		
	CR McCulloch Josie JOSSIE MCCULLOCH		25.00	
31 Jan 20	TFR TRANSFER 21136496		3,829.06	5,000.00
	CR HMRC VAT		17,300.59	
	DD HILLS WASTE SOLUTI	381.57		
	CR CASH IN P.O. JAN31 8-10 THREE H@12:57		1,151.30	
31 Jan 20	TFR TRANSFER 21136496	18,070.32		5,000.00
	<b>BALANCE CARRIED FORWARD</b>			<b>5,000.00</b>

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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%



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Council Administration</b>							
1176 Precept	786,483	786,483	0			100.0%	
1177 Precept Allocation	(46,000)	(46,000)	0			100.0%	
1190 Interest Receivable	4,830	5,000	170			96.6%	
1193 Miscellaneous Income	4,927	0	(4,927)			0.0%	
1300 Dog Bag Sales	946	1,000	54			94.6%	
<b>Council Administration :- Income</b>	<b>751,186</b>	<b>746,483</b>	<b>(4,703)</b>			<b>100.6%</b>	<b>0</b>
4001 Salaries	135,025	139,200	4,175		4,175	97.0%	
4006 Temporary Staff	1,994	0	(1,994)		(1,994)	0.0%	
4008 Training	879	2,500	1,621		1,621	35.2%	
4009 Travel	97	400	303		303	24.3%	
4010 Health & Safety	4,113	500	(3,613)		(3,613)	822.5%	
4013 Rent Payable (Internal)	31,000	37,200	6,200		6,200	83.3%	
4020 Consumables & Other Expenses	1,201	1,500	299		299	80.1%	
4022 Postage & Telephone	2,003	2,500	497		497	80.1%	
4023 Printing & Stationery	389	1,500	1,111		1,111	25.9%	
4024 Photocopier Charges	2,484	3,000	516		516	82.8%	
4025 IT (Website & Email)	11,183	4,500	(6,683)		(6,683)	248.5%	
4027 Subscriptions and Publications	2,005	3,500	1,495		1,495	57.3%	
4028 Insurance	7,437	9,200	1,763		1,763	80.8%	
4029 Licences	802	0	(802)		(802)	0.0%	
4030 Recruitment Advertising	1,409	1,100	(309)		(309)	128.1%	
4033 Advertising	126	0	(126)		(126)	0.0%	
4036 Repairs and Renewals	0	500	500		500	0.0%	
4040 Equipment/Furniture	240	1,000	760		760	24.0%	
4056 Accountancy Fees	9,089	13,500	4,411		4,411	67.3%	
4057 Audit Fees	445	2,440	1,995		1,995	18.2%	
4058 Legal Fees	0	1,000	1,000		1,000	0.0%	
4059 Other Professional Fees	3,581	2,600	(981)		(981)	137.7%	
4060 Bank Charges	1,064	1,500	436		436	70.9%	
<b>Council Administration :- Indirect Expenditure</b>	<b>216,564</b>	<b>229,140</b>	<b>12,576</b>	<b>0</b>	<b>12,576</b>	<b>94.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>534,621</b>	<b>517,343</b>	<b>(17,278)</b>				
<b>102 Civic and Democratic</b>							
4033 Advertising	1,358	1,500	142		142	90.5%	
4080 Mayoral Expenses	138	2,000	1,862		1,862	6.9%	
4082 Town Crier	1,000	1,000	0		0	100.0%	
4086 Civic Regalia	0	200	200		200	0.0%	
6319 Tfr to Elections Reserve	5,000	5,000	0		0	100.0%	
<b>Civic and Democratic :- Indirect Expenditure</b>	<b>7,496</b>	<b>9,700</b>	<b>2,204</b>	<b>0</b>	<b>2,204</b>	<b>77.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,496)</b>	<b>(9,700)</b>	<b>(2,204)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>103 Policy and Communications</b>							
4033 Advertising	569	1,000	431		431	56.9%	
4034 Newsletter	1,443	2,000	557		557	72.2%	
4083 Civic Promotion\Consultation	3,750	4,500	750		750	83.3%	
4084 Town Promotion	2,886	3,000	114		114	96.2%	
Policy and Communications :- Indirect Expenditure	<b>8,648</b>	<b>10,500</b>	<b>1,852</b>	<b>0</b>	<b>1,852</b>	<b>82.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,648)</b>	<b>(10,500)</b>	<b>(1,852)</b>				
<b>104 Council Events</b>							
1701 Christmas Events Income	3,077	3,500	423			87.9%	
Council Events :- Income	<b>3,077</b>	<b>3,500</b>	<b>423</b>			<b>87.9%</b>	<b>0</b>
4032 Adverts - Events	341	1,000	659		659	34.1%	
4081 Civic Events	1,458	2,000	542		542	72.9%	
4087 Civic Service	0	500	500		500	0.0%	
4706 Christmas Lights	22,148	21,600	(548)		(548)	102.5%	
4720 Remembrance Service	1,005	1,000	(5)		(5)	100.5%	
Council Events :- Indirect Expenditure	<b>24,952</b>	<b>26,100</b>	<b>1,148</b>	<b>0</b>	<b>1,148</b>	<b>95.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,875)</b>	<b>(22,600)</b>	<b>(725)</b>				
<b>107 Grants and Projects</b>							
4028 Insurance	9	0	(9)		(9)	0.0%	
4700 Grants - Large	8,156	15,000	6,844		6,844	54.4%	
4703 WCR Community Radio SLA	5,000	10,000	5,000		5,000	50.0%	
4704 Warminster Community Hub SLA	6,000	6,000	0		0	100.0%	
4708 Grant - CAB	0	2,000	2,000		2,000	0.0%	
4710 Enterprise Warminster	1,867	4,000	2,133		2,133	46.7%	
4712 Grant - Warminster Carnival	3,500	3,500	0		0	100.0%	
4715 INSPIRE	3,500	3,500	0		0	100.0%	
4718 Warminster Wobble	3,000	3,000	0		0	100.0%	
Grants and Projects :- Indirect Expenditure	<b>31,033</b>	<b>47,000</b>	<b>15,967</b>	<b>0</b>	<b>15,967</b>	<b>66.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(31,033)</b>	<b>(47,000)</b>	<b>(15,967)</b>				
<b>201 CCTV</b>							
1177 Precept Allocation	46,000	46,000	0			100.0%	
1201 CCTV-Dewey Trust Grant	4,000	4,000	0			100.0%	
1204 CCTV-Army Grant	0	500	500			0.0%	
1205 CCTV-West Wilts Tr Estate Fees	5,617	5,733	116			98.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1206 CCTV-Westbury TC Fees	9,808	10,008	200			98.0%	
CCTV :- Income	<b>65,425</b>	<b>66,241</b>	<b>816</b>			<b>98.8%</b>	<b>0</b>
4001 Salaries	36,741	43,600	6,859		6,859	84.3%	
4008 Training	0	1,500	1,500		1,500	0.0%	
4014 Electricity and Gas	174	200	26		26	87.0%	
4020 Consumables & Other Expenses	78	400	322		322	19.4%	
4021 BT Redcare	12,538	13,150	612		612	95.3%	
4022 Postage & Telephone	826	900	74		74	91.7%	
4023 Printing & Stationery	185	0	(185)		(185)	0.0%	
4025 IT (Website & Email)	75	0	(75)		(75)	0.0%	
4028 Insurance	904	1,146	242		242	78.9%	
4029 Licences	430	220	(210)		(210)	195.5%	
4035 Refuse Collection\Bin Emptying	19	0	(19)		(19)	0.0%	
4036 Repairs and Renewals	1,963	1,500	(463)		(463)	130.9%	
4037 Maintenance Contracts	3,000	4,000	1,000		1,000	75.0%	
4040 Equipment/Furniture	340	0	(340)		(340)	0.0%	
5325 Tfr from CCTV	0	(375)	(375)		(375)	0.0%	
CCTV :- Indirect Expenditure	<b>57,271</b>	<b>66,241</b>	<b>8,970</b>	<b>0</b>	<b>8,970</b>	<b>86.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>8,153</b>	<b>0</b>	<b>(8,153)</b>				
<u>202 Dewey House</u>							
1005 Rent Received	6,000	7,200	1,200			83.3%	
Dewey House :- Income	<b>6,000</b>	<b>7,200</b>	<b>1,200</b>			<b>83.3%</b>	<b>0</b>
4011 Rates	5,278	5,350	72		72	98.7%	
4012 Water Rates	148	500	352		352	29.7%	
4014 Electricity and Gas	2,545	3,000	455		455	84.8%	
4020 Consumables & Other Expenses	119	0	(119)		(119)	0.0%	
4028 Insurance	1,145	1,250	105		105	91.6%	
4035 Refuse Collection\Bin Emptying	197	300	103		103	65.5%	
4036 Repairs and Renewals	195	1,500	1,305		1,305	13.0%	
4037 Maintenance Contracts	637	1,250	613		613	51.0%	
Dewey House :- Indirect Expenditure	<b>10,263</b>	<b>13,150</b>	<b>2,887</b>	<b>0</b>	<b>2,887</b>	<b>78.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,263)</b>	<b>(5,950)</b>	<b>(1,687)</b>				
<u>209 Outside Services</u>							
4001 Salaries	40,259	45,500	5,241		5,241	88.5%	
4007 Uniform	69	200	131		131	34.7%	
4008 Training	160	300	140		140	53.3%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 Vehicle Costs	4,391	5,500	1,109		1,109	79.8%	
Outside Services :- Indirect Expenditure	<u>44,879</u>	<u>51,500</u>	<u>6,621</u>	<u>0</u>	<u>6,621</u>	<u>87.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(44,879)</u>	<u>(51,500)</u>	<u>(6,621)</u>				
<u>210 Town Park</u>							
1006 Rent - 23 Weymouth St	3,300	3,960	660			83.3%	
1007 Rent - Pavilion	15	0	(15)			0.0%	
1020 Town Park Events Income	4,504	183	(4,321)			2461.2%	
1550 Boats Income	4,940	3,000	(1,940)			164.7%	
1601 Putting Green Income	1,110	0	(1,110)			0.0%	
Town Park :- Income	<u>13,869</u>	<u>7,143</u>	<u>(6,726)</u>			<u>194.2%</u>	<u>0</u>
4001 Salaries	9,904	14,300	4,396		4,396	69.3%	
4008 Training	0	200	200		200	0.0%	
4012 Water Rates	12,123	14,000	1,877		1,877	86.6%	
4014 Electricity and Gas	2,026	2,500	474		474	81.1%	
4020 Consumables & Other Expenses	539	500	(39)		(39)	107.7%	
4022 Postage & Telephone	56	0	(56)		(56)	0.0%	
4023 Printing & Stationery	91	100	9		9	91.0%	
4028 Insurance	954	2,300	1,346		1,346	41.5%	
4035 Refuse Collection\Bin Emptying	3,985	30,500	26,515		26,515	13.1%	
4036 Repairs and Renewals	7,240	30,000	22,760		22,760	24.1%	
4037 Maintenance Contracts	162	1,000	838		838	16.2%	
4038 Grounds Maintenance	34,668	40,000	5,332		5,332	86.7%	
4040 Equipment/Furniture	2,065	5,000	2,935		2,935	41.3%	
4085 Town Park Events	3,772	6,500	2,728		2,728	58.0%	
Town Park :- Indirect Expenditure	<u>77,586</u>	<u>146,900</u>	<u>69,314</u>	<u>0</u>	<u>69,314</u>	<u>52.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(63,717)</u>	<u>(139,757)</u>	<u>(76,040)</u>				
<u>211 Open Spaces</u>							
4012 Water Rates	34	30	(4)		(4)	114.9%	
4038 Grounds Maintenance	8,174	10,000	1,826		1,826	81.7%	
4040 Equipment/Furniture	0	250	250		250	0.0%	
4214 Bins	0	5,000	5,000		5,000	0.0%	
Open Spaces :- Indirect Expenditure	<u>8,209</u>	<u>15,280</u>	<u>7,071</u>	<u>0</u>	<u>7,071</u>	<u>53.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(8,209)</u>	<u>(15,280)</u>	<u>(7,071)</u>				



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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 Cemetery and Churchyard</u>							
1212 Burial Fees	713	1,500	787			47.5%	
Cemetery and Churchyard :- Income	<u>713</u>	<u>1,500</u>	<u>787</u>			<u>47.5%</u>	<u>0</u>
4011 Rates	168	155	(13)		(13)	108.3%	
4028 Insurance	754	945	191		191	79.8%	
4038 Grounds Maintenance	320	0	(320)		(320)	0.0%	
Cemetery and Churchyard :- Indirect Expenditure	<u>1,242</u>	<u>1,100</u>	<u>(142)</u>	<u>0</u>	<u>(142)</u>	<u>112.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(530)</u>	<u>400</u>	<u>930</u>				
<u>213 Public Conv - Town Park</u>							
4036 Repairs and Renewals	59	250	191		191	23.4%	
4200 Public Toilets	5,029	8,000	2,971		2,971	62.9%	
Public Conv - Town Park :- Indirect Expenditure	<u>5,087</u>	<u>8,250</u>	<u>3,163</u>	<u>0</u>	<u>3,163</u>	<u>61.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(5,087)</u>	<u>(8,250)</u>	<u>(3,163)</u>				
<u>214 Public Conv - Central Car Park</u>							
4011 Rates	2,945	2,975	30		30	99.0%	
4012 Water Rates	2,202	2,500	298		298	88.1%	
4014 Electricity and Gas	1,168	1,500	332		332	77.9%	
4028 Insurance	134	172	38		38	78.0%	
4036 Repairs and Renewals	497	1,500	1,003		1,003	33.2%	
4200 Public Toilets	8,486	11,500	3,014		3,014	73.8%	
Public Conv - Central Car Park :- Indirect Expenditure	<u>15,433</u>	<u>20,147</u>	<u>4,714</u>	<u>0</u>	<u>4,714</u>	<u>76.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(15,433)</u>	<u>(20,147)</u>	<u>(4,714)</u>				
<u>215 Street Furniture</u>							
4028 Insurance	282	355	73		73	79.4%	
4040 Equipment/Furniture	90	1,500	1,410		1,410	6.0%	
4803 Baskets & Tubs	7,788	9,000	1,212		1,212	86.5%	
Street Furniture :- Indirect Expenditure	<u>8,160</u>	<u>10,855</u>	<u>2,695</u>	<u>0</u>	<u>2,695</u>	<u>75.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(8,160)</u>	<u>(10,855)</u>	<u>(2,695)</u>				
<u>216 Pavilion Cafe</u>							
1193 Miscellaneous Income	20	0	(20)			0.0%	
1600 Pavillion Cafe Sales	41,115	40,000	(1,115)			102.8%	
Pavilion Cafe :- Income	<u>41,135</u>	<u>40,000</u>	<u>(1,135)</u>			<u>102.8%</u>	<u>0</u>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3540 Pavilion Purchases	17,617	20,000	2,383		2,383	88.1%	
Pavilion Cafe :- Direct Expenditure	<b>17,617</b>	<b>20,000</b>	<b>2,383</b>	<b>0</b>	<b>2,383</b>	<b>88.1%</b>	<b>0</b>
4001 Salaries	32,360	20,500	(11,860)		(11,860)	157.9%	
4007 Uniform	0	150	150		150	0.0%	
4008 Training	175	250	75		75	70.0%	
4020 Consumables & Other Expenses	1,082	2,100	1,018		1,018	51.5%	
4022 Postage & Telephone	501	600	99		99	83.5%	
4023 Printing & Stationery	0	200	200		200	0.0%	
4025 IT (Website & Email)	(70)	100	170		170	(69.7%)	
4031 Publicity & Marketing	130	0	(130)		(130)	0.0%	
4033 Advertising	80	0	(80)		(80)	0.0%	
4036 Repairs and Renewals	1,304	1,000	(304)		(304)	130.4%	
4040 Equipment/Furniture	535	500	(35)		(35)	107.0%	
4055 Stocktaking Fees	60	240	180		180	25.0%	
4061 Streamline Charges	425	360	(65)		(65)	118.1%	
Pavilion Cafe :- Indirect Expenditure	<b>36,582</b>	<b>26,000</b>	<b>(10,582)</b>	<b>0</b>	<b>(10,582)</b>	<b>140.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,063)</b>	<b>(6,000)</b>	<b>7,063</b>				
<u>217 Play Areas</u>							
1180 Grants Recieved	8,000	9,000	1,000			88.9%	
Play Areas :- Income	<b>8,000</b>	<b>9,000</b>	<b>1,000</b>			<b>88.9%</b>	<b>0</b>
4010 Health & Safety	0	14,000	14,000		14,000	0.0%	
4016 Cleaning	0	1,000	1,000		1,000	0.0%	
4020 Consumables & Other Expenses	0	450	450		450	0.0%	
4023 Printing & Stationery	0	100	100		100	0.0%	
4028 Insurance	0	4,050	4,050		4,050	0.0%	
4035 Refuse Collection\Bin Emptying	0	3,382	3,382		3,382	0.0%	
4037 Maintenance Contracts	0	11,000	11,000		11,000	0.0%	
4038 Grounds Maintenance	0	15,000	15,000		15,000	0.0%	
4044 Tree Works	0	2,000	2,000		2,000	0.0%	
4058 Legal Fees	5,490	4,400	(1,090)		(1,090)	124.8%	
Play Areas :- Indirect Expenditure	<b>5,490</b>	<b>55,382</b>	<b>49,892</b>	<b>0</b>	<b>49,892</b>	<b>9.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,510</b>	<b>(46,382)</b>	<b>(48,892)</b>				
<u>218 Skate Park</u>							
4028 Insurance	0	2,000	2,000		2,000	0.0%	
4033 Advertising	23	0	(23)		(23)	0.0%	
4036 Repairs and Renewals	7,262	5,000	(2,262)		(2,262)	145.2%	
Skate Park :- Indirect Expenditure	<b>7,285</b>	<b>7,000</b>	<b>(285)</b>	<b>0</b>	<b>(285)</b>	<b>104.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,285)</b>	<b>(7,000)</b>	<b>285</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>301 Civic Centre</b>							
1001 Letting Income	33,310	40,000	6,690			83.3%	
1002 Events Income	1,018	2,000	982			50.9%	
1003 Equipment Hire	30	0	(30)			0.0%	
1004 Security Staff Recharged	144	0	(144)			0.0%	
1193 Miscellaneous Income	369	0	(369)			0.0%	
<b>Civic Centre :- Income</b>	<b>34,870</b>	<b>42,000</b>	<b>7,130</b>			<b>83.0%</b>	<b>0</b>
4001 Salaries	59,272	63,000	3,728		3,728	94.1%	
4005 Security Staff	311	0	(311)		(311)	0.0%	
4007 Uniform	133	200	67		67	66.5%	
4008 Training	60	1,000	941		941	6.0%	
4011 Rates	6,874	6,950	76		76	98.9%	
4012 Water Rates	1,618	1,500	(118)		(118)	107.9%	
4013 Rent Payable (Internal)	(31,000)	(37,200)	(6,200)		(6,200)	83.3%	
4014 Electricity and Gas	11,548	15,000	3,452		3,452	77.0%	
4016 Cleaning	106	500	394		394	21.2%	
4020 Consumables & Other Expenses	1,340	1,250	(90)		(90)	107.2%	
4022 Postage & Telephone	640	900	260		260	71.1%	
4025 IT (Website & Email)	93	0	(93)		(93)	0.0%	
4028 Insurance	2,017	3,300	1,283		1,283	61.1%	
4029 Licences	1,338	2,500	1,162		1,162	53.5%	
4031 Publicity & Marketing	165	500	335		335	33.0%	
4035 Refuse Collection\Bin Emptying	1,366	1,300	(66)		(66)	105.1%	
4036 Repairs and Renewals	7,282	12,000	4,718		4,718	60.7%	
4037 Maintenance Contracts	7,022	6,250	(772)		(772)	112.3%	
4040 Equipment/Furniture	614	1,000	386		386	61.4%	
4055 Stocktaking Fees	60	120	60		60	50.0%	
4061 Streamline Charges	231	200	(31)		(31)	115.4%	
4801 Events Funding	1,314	1,500	186		186	87.6%	
<b>Civic Centre :- Indirect Expenditure</b>	<b>72,401</b>	<b>81,770</b>	<b>9,369</b>	<b>0</b>	<b>9,369</b>	<b>88.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(37,531)</b>	<b>(39,770)</b>	<b>(2,239)</b>				
<b>305 Civic Centre Bar</b>							
1580 Bar Sales	15,514	12,000	(3,514)			129.3%	
<b>Civic Centre Bar :- Income</b>	<b>15,514</b>	<b>12,000</b>	<b>(3,514)</b>			<b>129.3%</b>	<b>0</b>
3530 Bar Purchases	3,947	4,800	853		853	82.2%	
3531 Bar Gas & Consumables	287	400	113		113	71.7%	
<b>Civic Centre Bar :- Direct Expenditure</b>	<b>4,233</b>	<b>5,200</b>	<b>967</b>	<b>0</b>	<b>967</b>	<b>81.4%</b>	<b>0</b>

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4035 Refuse Collection\Bin Emptying	121	0	(121)		(121)	0.0%	
4040 Equipment/Furniture	0	250	250		250	0.0%	
Civic Centre Bar :- Indirect Expenditure	121	250	129	0	129	48.3%	0
<b>Net Income over Expenditure</b>	<b>11,160</b>	<b>6,550</b>	<b>(4,610)</b>				
<b>499 Capital Expenditure</b>							
1184 Capital Grants	114,720	0	(114,720)			0.0%	
1710 CIL Receipts	129,216	0	(129,216)			0.0%	
Capital Expenditure :- Income	243,936	0	(243,936)				0
4065 Devolved Services	200	0	(200)		(200)	0.0%	
4901 Loan Repayment Capital	11,038	22,347	11,309		11,309	49.4%	
4902 Loan Repayment Interest	8,763	17,255	8,492		8,492	50.8%	
4904 CAP - Civic Centre Equipment	18,673	0	(18,673)		(18,673)	0.0%	
4917 CAP - IT Equipment	12,498	0	(12,498)		(12,498)	0.0%	
4925 CAP - Skate Park	248,961	0	(248,961)		(248,961)	0.0%	
4926 CAP - Town Park Footpaths	21,100	0	(21,100)		(21,100)	0.0%	
4927 CAP - Dewey House Air Conditi	1,980	0	(1,980)		(1,980)	0.0%	
5315 Tfr from Capital Projects	(35,578)	0	35,578		35,578	0.0%	
5316 Tfr frm Services to be Devolve	(200)	0	200		200	0.0%	
5324 Tfr from Skatepark	(55,980)	0	55,980		55,980	0.0%	
5350 Tfr from CIL 16/17	(74,914)	0	74,914		74,914	0.0%	
5351 Tfr From CIL 17/18	(3,347)	0	3,347		3,347	0.0%	
6306 Tfr to EMR CIL	129,216	0	(129,216)		(129,216)	0.0%	
6315 Tfr to Capital Projects	44,000	44,000	0		0	100.0%	
Capital Expenditure :- Indirect Expenditure	326,410	83,602	(242,808)	0	(242,808)	390.4%	0
<b>Net Income over Expenditure</b>	<b>(82,474)</b>	<b>(83,602)</b>	<b>(1,128)</b>				
Grand Totals:- Income	1,183,725	935,067	(248,658)			126.6%	
Expenditure	986,963	935,067	(51,896)	0	(51,896)	105.6%	
<b>Net Income over Expenditure</b>	<b>196,762</b>	<b>0</b>	<b>(196,762)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>196,762</b>						



# Variance Report to 31<sup>st</sup> January 2020

Code	Title	Spend/Budget £	Variance £	% budget	Explanation
January 2020					
101 4001	Saleries	135,025	4,175	97%	Extra cost to cover absence of Clerk
101 4025	IT (Website and Email)	4,500	(6,683)	248.5	Start up costs of new contract
101 4030	Recruitment Advertising	1,100	309	128.1	Recruitment of several new staff
216 1600	Pavilion Café Sales	41,115	(1135)	102.8	Sales exceeding target
305 1580	Civic Centre Bar Sales	12,000	(3,514)	129.3	Sales exceeding target

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## Current/Instant Access Bank A/

## Payments made between 01/12/2019 and 31/12/2019

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/12/2019	W2B-10525394	DD01	13.50	13.50		501			P/Ledger Electronic Payment
02/12/2019	Southern Electric	DD02	1,430.05	1,430.05		501			P/Ledger Electronic Payment
02/12/2019	W2B-70006826	DD03	1,467.50	1,467.50		501			P/Ledger Electronic Payment
02/12/2019	W2B-70064023	DD04	200.50	200.50		501			P/Ledger Electronic Payment
02/12/2019	Hunot HR	DD05	240.00	240.00		501			P/Ledger Electronic Payment
09/12/2019	All Drainage Services Ltd	BAC01	138.00	138.00		501			10096-Manually clear blockage
09/12/2019	Batsford Timber Ltd	BAC02	26.09	26.09		501			10098-Timber
09/12/2019	DCK Accounting Solutions Ltd	BAC03	948.18	948.18		501			10103-Contract visit
09/12/2019	Maxwell Amenity Ltd	BAC04	48.40	48.40		501			10113-Grass seed
09/12/2019	Prosec Consultancy Ltd	BAC05	667.20	667.20		501			10122-SIA licence for Xmas
09/12/2019	Screwfix Direct Ltd	BAC06	70.93	70.93		501			10127-Repair equipments
09/12/2019	Amazon Business	BAC07	2.98	2.98		501			10092-Key clamp
09/12/2019	Amazon Business	BAC08	34.90	34.90		501			10093-Galv tube
09/12/2019	Amazon Business	BAC09	25.98	25.98		501			10094-Extension lead
09/12/2019	Amazon Business	BAC10	69.99	69.99		501			10095-Wireless mini projector
09/12/2019	Hire Station Limited	BAC11	168.00	168.00		501			10109-Crowd barrier for Remem
09/12/2019	Newsquest (Wiltshire) Ltd	BAC12	1,077.60	1,077.60		501			10120-Adverts for park
09/12/2019	Netitude Ltd	BAC13	6,538.52	6,538.52		501			10119-PC+laptop replacement
09/12/2019	Idverde Limited	BAC14	4,921.69	4,921.69		501			10112-Grnd Maint - Nov
09/12/2019	Charles Saunders Ltd	BAC15	97.41	97.41		501			10124-White hand towel
09/12/2019	Clearsky IT	DD06	48.00	48.00		501			10102-Filin in onboarding doc
10/12/2019	ADT Fire & Security plc	BAC16	474.00	474.00		501			10085-Keyholding Dec 19/20
10/12/2019	Amazon Business	BAC17	43.98	43.98		501			10091-Wireless calling system
10/12/2019	Netitude Ltd	BAC18	213.40	213.40		501			10117-full service - Nov
10/12/2019	Netitude Ltd	BAC19	582.00	582.00		501			10118-Full service-Dec
10/12/2019	Shane Seagrave	BAC20	195.00	195.00		501			10128-Hire of Street Organ

Subtotal Carried Forward:

19,743.80

19,743.80

0.00

0.00

## Current/Instant Access Bank A/

## Payments made between 01/12/2019 and 31/12/2019

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/12/2019	SJ Surveyors Ltd	BAC21	2,317.50	2,317.50		501			10129-Interim fee application
10/12/2019	Warminster Fencing Ltd	BAC22	928.48	928.48		501			10137-Skate park fencing
10/12/2019	Wheelers (Westbury) Ltd	BAC23	15,156.06	15,156.06		501			10140-Xmas light installation
10/12/2019	HMRC PAYE/NI Due	BACS	5,213.33			515		5,213.33	HMRC PAYE/NI Due
10/12/2019	SGW Payroll Ltd	DD07	81.12	81.12		501			0000376298/10081/ Payroll L
10/12/2019	Booker	DD08	175.68	175.68		501			10100-Pav cafe stock
11/12/2019	Idverde Limited	BAC24	4,921.69	4,921.69		501			10175-Grounds maintenance
11/12/2019	Auditing Solutions Ltd	BAC25	534.00	534.00		501			10097-Internal audit
11/12/2019	Amazon Business	BAC26	20.36	20.36		501			10090-Padlock + batteries
11/12/2019	David Wiltshire Photography	BAC27	30.00	30.00		501			10141-Black photo frame
11/12/2019	West mercia Energy	BAC28	344.04	344.04		501			10063-Elec Town park -oct
12/12/2019	Bank charge payable	CHRG	20.00			4060	101	20.00	Bank charge payable
15/12/2019	Wiltshire Council	Std Ord	17.00			4011	212	17.00	WC Rates Boreham Rd Cemertery
15/12/2019	Wiltshire Council	Std Ord	528.00			4011	202	528.00	WC Rates Dewey House
15/12/2019	Wiltshire Council	Std Ord	687.00			4011	301	687.00	WC Rates Civic Centre
15/12/2019	Wiltshire Council	Std Ord	295.00			4011	210	295.00	Non-dom Rates Town Park
16/12/2019	Timico Limited	DD09	472.62	472.62		501			10132-Phone bill-all sites
16/12/2019	Office Evolution Ltd	DD10	202.24	202.24		501			10121- Photocopying charge
17/12/2019	Petty cash	109574	217.48			220		217.48	Petty cash
17/12/2019	Amazon Business	BAC29	11.56	11.56		501			10087-postit notes
17/12/2019	Amazon Business	BAC30	18.74	18.74		501			10088-Tape dispenser+batteries
17/12/2019	Amazon Business	BAC31	2.74	2.74		501			10089-Sugars
17/12/2019	Healthmatic	BAC32	60.10	60.10		501			10104-Bradbury lite door ind
17/12/2019	Hire Station Limited	BAC33	168.00	168.00		501			10108Crowd control barrier
17/12/2019	Netitude Ltd	BAC34	2,172.28	2,172.28		501			10116-Dell Keyboardx5
17/12/2019	Roundstone Vending Limited	BAC35	122.00	122.00		501			10123-consumables

Subtotal Carried Forward:

54,460.82

47,483.01

0.00

6,977.81

## Current/Instant Access Bank A/

## Payments made between 01/12/2019 and 31/12/2019

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/12/2019	Marquess of Bath's Estate	BAC36	298.48	298.48		501			10178-Xmas trees
17/12/2019	SLCC Enterprises Ltd	BAC37	241.20	241.20		501			10130-Jod Advert
17/12/2019	A Head For PR Ltd	BAC38	375.00	375.00		501			10086-PR consultancy Nov
19/12/2019	Warminster Parking Partnership	BAC39	206.90	206.90		501			10138-Nov parking refunds
19/12/2019	Worldpay (UK) Ltd	DD11	31.67	31.67		501			10143-Card charge Pav Cafe
19/12/2019	Worldpay (UK) Ltd	DD12	28.19	28.19		501			10142-Car charge Civic Centre
19/12/2019	Southern Electric	DD13	2,622.51	2,622.51		501			P/Ledger Electronic Payment
20/12/2019	Champagne at the Blitz	BAC40	175.00	175.00		501			10167-Singers for VE day
20/12/2019	Premium Credit Ltd	DD	1,215.39			4028	101	658.13	Insurance Dec 2019
						4707	107	7.78	Insurance Dec 2019
						4028	201	80.22	Insurance Dec 2019
						4028	202	101.61	Insurance Dec 2019
						4028	210	84.71	Insurance Dec 2019
						4028	212	66.97	Insurance Dec 2019
						4028	214	11.91	Insurance Dec 2019
						4028	215	25.04	Insurance Dec 2019
						4028	301	179.02	Insurance Dec 2019
21/12/2019	Bank charge payable	CHRG	47.05			4060	101	47.05	Bank charge payable
21/12/2019	VWFS UK Ltd	Std Ord	32.12		5.35	4042	209	26.77	Van WT16 TRZ Maintenance Plan
23/12/2019	Staff salaries Dec 2019	BACS	16,820.91			520		16,820.91	Staff salaries Dec 2019
23/12/2019	Pension Due	BACS	5,301.25			516		5,301.25	Pension Due
24/12/2019	Clearsky IT	DD14	222.96	222.96		501			10101-Mthly AVG back-up
24/12/2019	BOC Gases	DD15	34.08	34.08		501			10099-Gas November
27/12/2019	Southern Electric	DD16	1,795.89	1,795.89		501			P/Ledger Electronic Payment
27/12/2019	VWFS UK LTD	Std Ord	383.14		63.86	4042	209	319.28	Van WT16 TRZ Lease Payment
30/12/2019	Hunot HR	DD17	240.00	240.00		501			P/Ledger Electronic Payment
31/12/2019	Hills Waste Solutions Ltd	DD18	361.72	361.72		501			10107-Wate collection
Total Payments:			84,894.28	54,116.61	69.21			30,708.46	

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## List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2020	W2B-10525394	DDR	13.50		Purchase Ledger Payment
02/01/2020	W2B-70006826	DDR1	1,467.50		Purchase Ledger Payment
02/01/2020	W2B-70064023	DDR2	200.50		Purchase Ledger Payment
02/01/2020	Premium Credit Ltd	DDR	1,215.39		Insurance Jan 20
06/01/2020	SGW Payroll Ltd	DDR3	77.16		10183-Payroll processing Dec
06/01/2020	Grenke Leasing Ltd	DDR4	106.80		10172-Equip protection fee '20
06/01/2020	Grenke Leasing	DDR	318.89		Copier Lease
07/01/2020	Coates & Parker Ltd	FP	745.16		10200-Adverts Nov 2019
07/01/2020	Netitude Ltd	FP1	744.00		10180-Support service
07/01/2020	JRB Enterprise	FP2	297.60		10176-Dog bags
07/01/2020	Netitude Ltd	FP3	732.83		10181-Router + Switch
07/01/2020	GB Heating Ltd	FP4	42.00		10171-Callout for boiler
07/01/2020	Dorma UK Limited	FP5	266.40		10170-Maint contract-Doors
07/01/2020	Designer Mark	FP6	65.00		10169-Changes to website
07/01/2020	Avon Printing Services	FP7	51.00		10165-cinema + cafe flyers
07/01/2020	DCK Accounting Solutions Ltd	FP8	870.48		10168-Accounting visit
07/01/2020	Senerity Audio	FP9	275.00		10182-Repair soundsystem
08/01/2020	Netitude Ltd	FP10	1,212.58		10179-Configure backups
08/01/2020	Marquess of Bath's Estate	FP11	2,546.02		Purchase Ledger Payment
10/01/2020	HMRC	DDR	4,855.68		PAYE/NI DEC 19
14/01/2020	Amazon Business	FP2	43.98		10150-Hologram security labels
14/01/2020	Bryan Loveday Services Ltd	FP4	240.00		10152-Roof clean-Civic centre
14/01/2020	Chubb Fire & Security Ltd	FP5	48.00		7970967/10204/Chubb Fire & Sec
14/01/2020	Ross Hillman Ltd	FP9	138.00		10157-Aggregate for skip ramp
14/01/2020	Idverde Limited	FP10	177.60		GM775183/10208/Idverde Limited
14/01/2020	Mrs Catherine King	FP11	210.00		10159-SIA licence-Cathy King
14/01/2020	Maxwell Amenity Ltd	FP12	180.00		INV560427/10209/Maxwell Amenit
14/01/2020	Charles Saunders Ltd	FP16	185.59		369271/10212/Charles Saunders
14/01/2020	Warminster Stamp Centre	FP20	90.93		10162-Postage
14/01/2020	The Warminster Way	FP21	130.00		3838/10222/The Warminster Way
14/01/2020	WPS Insurance Brokers & Risk S	FP23	28.00		42181515/10230/WPS Insurance B
14/01/2020	HSBC	DDR	20.00		AUTO TFR FEE
15/01/2020	Netitude Ltd	FP14	4,476.02		10160-Firewall + switch
15/01/2020	Wiltshire Council	Std Ord	17.00		WC Rates Boreham Rd Cemertery
15/01/2020	Wiltshire Council	Std Ord	528.00		WC Rates Dewey House
15/01/2020	Wiltshire Council	Std Ord	687.00		WC Rates Civic Centre
15/01/2020	Wiltshire Council	Std Ord	295.00		Non-dom Rates Town Park
15/01/2020	Timico Limited	DDR5	473.45		BR001124924/10219/Timico Limit
15/01/2020	West mercia Energy	DDR6	503.29		10189-Elec nov
16/01/2020	Office Evolution Ltd	DDR7	74.26		10161-Photocopying charge
21/01/2020	ACB Print & Design	FP	351.00		3112/10201/ACB Print & Design
21/01/2020	All Drainage Services Ltd	FP1	138.00		2694/10202/All Drainage Servic
21/01/2020	Bean Metalworks	FP3	84.00		1005/10203/Bean Metalworks

## List of Payments made between 01/01/2020 and 31/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/01/2020	Diversified Business Communica	FP6	198.00		108522/10205/Diversified Busin
21/01/2020	Kim-lin Hooper	FP7	187.50		1103/10206/Kim-lin Hooper
21/01/2020	Healthmatic	FP8	91.78		9730/10207/Healthmatic
21/01/2020	Moviola Ltd	FP13	98.26		191900/10210/Moviola Ltd
21/01/2020	Roundstone Vending Limited	FP15	160.00		RVL27316/10211/Roundstone Vend
21/01/2020	Office Right Business Solution	FP17	129.33		81406/10218/Office Right Busin
21/01/2020	Screwfix Direct Ltd	FP18	27.98		1043695230/10220/Screwfix Dire
21/01/2020	Warminster Parking Partnership	FP19	262.30		100120/10221/Warminster Parkin
21/01/2020	WPS Insurance Brokers & Risk S	FP22	84.00		42293467/10229/WPS Insurance B
21/01/2020	VWFS UK Ltd	Std Ord	32.12		Van WT16 TRZ Maintenance Plan
21/01/2020	Streamline Merchant Services	DDR8	32.04		Purchase Ledger Payment
21/01/2020	Streamline Merchant Services	DDR9	30.35		Purchase Ledger Payment
21/01/2020	Booker	DDR10	112.90		10151-Pav cafe stock
21/01/2020	Tolchards Ltd	DDR11	955.11		10136-Bar stock
21/01/2020	HSBC	DDR	23.47		BANK CHARGES
24/01/2020	BOC Gases	DDR12	34.08		10166-Bar gas
27/01/2020	Clearsky IT	DDR13	222.96		10153-Monthly subs
27/01/2020	Southern Electric	DDR14	1,803.62		561793842/0005/10216/Southern
27/01/2020	JAN SALARIES	DDR	18,911.53		JAN SALARIES
27/01/2020	WCC	DDR	6,110.13		PENSIONS JAN 20
29/01/2020	Complete Fire Services Ltd	FP	185.40		100006379/10236/Complete Fire
29/01/2020	Mirage Signs Limited	FP1	72.00		35578/10248/Mirage Signs Limit
29/01/2020	Office Right Business Solution	FP2	7.72		81504/10253/Office Right Busin
29/01/2020	Warminster Flers Association	FP3	40.00		24120/10256/Warminster Flers A
29/01/2020	W2B-27913032	FP4	18.77		0054657413/10260/W2B-27913032
29/01/2020	Wheelers (Westbury) Ltd	FP5	1,704.00		967495/10262/Wheelers (Westbur
29/01/2020	Idverde Limited	FP6	3,771.56		GM775555/10247/Idverde Limited
29/01/2020	O2	DDR	39.60		Purchase Ledger Payment
30/01/2020	Hunot HR	DDR15	240.00		10158-Advice line
30/01/2020	Hills Waste Solutions Ltd	DDR16	381.57		10156-Waste recycling-Town Prk
31/01/2020	VWFS UK LTd	Std Ord	383.14		Van WT16 TRZ Lease Payment
31/01/2020	W2B-70064023	Rfund	-131.67		Purchase Ledger Payment
Total Payments			61,442.16		



Mark Ingram.

Estimate for the decorating of various areas of the civic centre as discussed.  
To include rub down prepare for two coats of emulsion or eggshell to walls  
undercoat and gloss to all white woodwork. To supply all materials.

CLEY ROOM.

eggshell £495.00  
emulsion £420.00

LADIES AND GENTS TOILETS

eggshell £ 390.00  
emulsion £ 320 00.

FOYER AND LOBBY

eggshell £ 995.00  
emulsion £885.00

ARN ROOM

eggshell £760.00.  
emulsion £650.00  
plus tower hire £160.00

COPHEAP

eggshell £890.00  
emulsion £790.00  
tower hire £160.00

STAFF ROOM

eggshell £ 220,00  
emulsion £ 200 00

BAR

eggshell £ 220.00  
emulsion £ 200.00

KITCHEN

eggshell £ 240.00  
emulsion £ 210.00

OFFICE

eggshell £ 540.00  
emulsion £ 490.00.

# EASTONS DECORATING SERVICES

Deken House, Amesbury Road, Shrewton, Nr. Salisbury, Wilts SP3 4HD  
Tel: (01980) 620824 ~ Mobile: Pete 07778 286 923/Ryan: 0782 606 9619  
Email: [eastons24@yahoo.com](mailto:eastons24@yahoo.com)

20<sup>th</sup> January 2020

## QUOTATION FOR WARMINSTER CIVIC CENTRE C/O ANNE HEDGES/JENNIE WITHERS

### Rooms to be decorated ~

Cley Room	TOTAL £870.00
Copheap Room	TOTAL £1,150.00
Arn Room	TOTAL £1,050.00
Kitchen Area including Corridor *	TOTAL £470.00
Back of bar	TOTAL £590.00
Bar Area *	TOTAL £480.00
Back Corridor	TOTAL £690.00
Small meeting room	TOTAL £390.00
Small toilet	TOTAL £380.00
Staff room	TOTAL £660.00
Town clerks office	TOTAL £485.00
General Front office	TOTAL £890.00
Recreation Lobby area including entrance *	TOTAL £1,750.00
Mens toilet in Lobby	TOTAL £480.00
Ladies toilet in Lobby	TOTAL £360.00
Disabled toilet in Lobby	TOTAL £290.00

**TOTAL £10,985.00 Labour and materials \*\***

### Description of work to be carried out ~

All walls ~ to be cleaned down, prepared and filled, make good any stains and apply  
2 coats vinyl matt emulsion

All previously painted woodwork ~ clean down and apply 1 undercoat, 1 oil based  
Top coat

\*No ceilings to be painted except ones marked with astrix.

Price does not include painting any doors except previously painted white doors

**Please accept/reject by phone or email**

**VAT NOT applicable \*\***

**Payment in stage payments to be arranged.**

# FRISBY DECORATORS

*Painters, decorators and property maintenance*

**Mr P. A . FRISBY**

5, Regents Place, Trowbridge, Wiltshire, BA14 9BB

TEL 01225 781694 MOB 07974299292

Email phil\_frisby@yahoo.com

## QUOTATION

**DATE 18.01.20**

**TO Warminster Civic Centre**

### Internal painting work

Work to be carried out:

#### Walls

Clean down and prepare. Fill any holes, cracks and make good. Apply two coats of vinyl matt emulsion.

#### Woodwork

Door frames, skirting boards, window sills and frames, partitioning etc, to be cleaned down and prepared. Apply one coat of undercoat and one coat of satinwood.

Radiators and doors not to be painted.

Paint from the Dulux trade range will be used.

Area	Labour	Materials	Total
Bar	£ 135.00	£ 30.00	£ 165.00
Back store room	£ 450.00	£ 140.00	£ 590.00
WC room	£ 360.00	£ 80.00	£ 440.00
Staff room	£ 405.00	£ 85.00	£ 490.00
Clarks office	£ 540.00	£ 80.00	£ 620.00
Main office	£ 810.00	£ 150.00	£ 960.00
Foyer/main entrance	£ 990.00	£ 250.00	£ 1240.00
Disabled toilet	£ 202.00	£ 35.00	£ 237.00
Ladies toilets	£ 315.00	£ 60.00	£ 375.00
Mens toilets and hall	£ 382.00	£ 70.00	£ 452.00
Clay room	£ 652.00	£ 200.00	£ 852.00
Copheap room	£ 832.00	£ 360.00	£ 1192.00
Arn room	£ 945.00	£ 370.00	£ 1315.00
Kitchen hall	£ 270.00	£ 40.00	£ 310.00
<b>TOTAL</b>	<b>£7288.00</b>	<b>£1950.00</b>	<b>£ 9238.00</b>

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## **REPORT FOR DECISION – Christmas Lights Finance and Assets Committee 2<sup>nd</sup> March 2020**

### **Recommendation**

Officers recommend members resolve to accept the tender from Wheelers.

### **Purpose of the Report.**

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

### **Background**

The contract for the erection and maintenance of the Christmas lights has come to an end. Officers put together a tender document (available for members to in the civic centre) which was sent to 5 companies who specialise in festive lighting.

### **Findings**

Three responses were received. Festive Lighting declined to tender unless the lights were rented from them. Lamps and Tubes responded saying they were unable to tender due to a high workload and they had no capacity to take on more work.

Wheelers from Westbury who have fitted and maintained the lights for the 5 years submitted their tender at the cost of £16,450 per annum. This is an increase of £1500 on the previous tender submitted 5 years ago. This equates to just under a 2% increase per year.

The Christmas Lights working Group supports the tender from Wheelers.

Increasingly, contractors hire out lights, rather than towns having their own lights as Warminster does, so it is unlikely a better quote would be obtained.

### **Financial and Resource Implications**

The £16,450 will need be taken from budget line 104/4706.

### **Legal Implications and Legislative Powers**

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

### **Environmental Implications**

The contractor will need to comply with any environmental regulations.

### **Risk Assessment**

The contractor will have to carry out their own risk assessments before work commences.

### **Crime and Disorder**

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

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**MINUTES**  
**of the Extraordinary Town Promotion Sub-Committee**  
**held on Monday 27th January 2020 at 5.30pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

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

**Key:** \* Present    A Apologies    AB Absent

**Present:** Co-opted Members: Cllr Tony Jackson (Wiltshire Council), Andrew Robinson, Len Turner, Melvyn Davis, Cllr Chris Spender, David Williams.

**In attendance:**

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

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

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**TP/19/014    Apologies for Absence**

Apologies were received and accepted from Cllrs Batchelor and Nicklin.

**TP/19/015    Declarations of Interest**

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

**TP/19/016    Minutes**

**TP/19/016.1** The minutes of the meeting held on 2<sup>nd</sup> September 2019 were approved as a true record and signed by the Chairman.

**TP/19/016.2** Matters arising from the meeting of 2nd September 2019  
None.

**TP/19/017    Chairman's Announcements**

None.

**TP/19/018    Public Participation**

None.

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



- TP/19/019**     **Reports from Unitary Authority Members relevant to this committee**  
None.
- TP/19/020**     **Warminster Wobble**  
Cllr Fryer proposed members approved further discussions with Redfish Events about how the Wobble can best be organised and nominated Cllr Robbins as lead member to work with officers and Redfish Events on this issue, seconded Cllr Ridout, voting unanimous in favour.
- TP/19/021**     **Events in Warminster**  
Cllr Fryer proposed the Assistant Clerk write to Lizzie Blake outlining that the Council was grateful for the offer, but that the council doesn't have a budget or suggestion for a new event this year. The letter would also convey the view of the Sub-Committee that perhaps the best way forward would be for an existing event to be supported, seconded Cllr Spender, voting unanimous in favour.
- TP/19/022**     **Warminster Parking Partnership**  
Cllr Robbins proposed members agree not to pursue the matter of metal signage in the car parks, seconded Cllr Ridout, voting unanimous in favour.
- TP/19/023**     **Imber Perimeter Path**  
Members gave a vote of thanks to Nigel Linge and all those involved in the revamped Imber Perimeter Path. Members suggested the following ways in which Warminster can promote and further benefit the Imber Perimeter Path: Via the area board, the town council's website and facebook pages and WCR coverage. It was agreed to ask Nigel Linge if he could provide a map to be displayed on the Council's website etc.
- TP/19/024**     **Communications**  
Imber Perimeter Path.

**Meeting closed at 6.20 pm**

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