

MINUTES
of the
Finance and Audit Committee
held on Monday 5th July 2021, 7pm at the
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Brett (East)	*	Cllr Keeble (West)	*
Cllr Cooper (Broadway)	*	Cllr Syme (Broadway)	*
Cllr Davis (East)	*	Cllr Robbins (East)	*
Cllr Jeffries (North)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox (Town Clerk & RFO), Judith Halls (Office Manager), Janette Woodhouse (Civic Centre Manager), Stuart Atherton (Committees and Administration Clerk)

FA/21/001 Election of a Chairman of the Finance and Audit Committee for the municipal year 2021-22
Cllr Brett was voted Chairman.

FA/21/002 Election of a Vice-chairman of the Finance and Audit Committee for the municipal year 2021-22
Cllr Cooper was voted Vice-Chairman.

FA/21/003 Apologies for absence
There were no apologies received.

FA/21/004 Declarations of Interest

Cllr Davis declared a non-pecuniary interest in agenda item 11, Grants 2021-2022: St Lawrence Chapel.

Cllr Keeble declared a non-pecuniary interest in agenda item 11, Grants 2021-2022: Grovelands Countryside and Wildlife Park.

Cllr Cooper declared non-pecuniary interest in agenda item 11, Grants 2021-2022: Tyninigs Allotments Association

Cllr Syme declared non-pecuniary interest in agenda item 11, Grants 2021-2022: Multiple Sclerosis Therapy Centre (Wessex)Ltd

FA/21/005 Minutes

FA/21/005.1 The minutes of the Finance and Audit Committee meeting held on Monday 4th May 2021 were approved and signed by the Chairman.

FA/21/005.2 There were no matters arising from the minutes of the Finance and Audit Committee meeting held on Tuesday 4th May 2021. Members noted.

FA/21/006 Chairman's Announcements

There were no announcements.

FA/21/007 Questions

There were no questions received by the town clerk.

FA/21/008 Public Participation

There were no members of the public in attendance.

FA/21/009 Reports from Unitary Authority Members

There were no reports to note, relevant to this committee.

FA/21/010 Financial Information

FA/21/010.1 The reconciliations for April and May 2021 were noted. The Chairman signed and verified them against the bank statements seen.

FA/21/010.2 The accounts from April and May 2021 were noted.

FA/21/010.3 The list of payments made in April and May 2021 were approved and signed by the Chairman.

FA/21/010.4 Members noted the internal transfers between the Instant Access Account and the Current Account by the town clerk.

FA/21/010.5 The CCLA investments were noted.

FA/21/010.6 The variance report for May 2021 was noted.

FA/21/011 Grants 2021-2022

Members agreed the following grant requests of up to £2,000, paid from Warminster Town Council and/or The Dewey Trust as set out in the table below.

Name	App No	Grant Requested	Council Grant	Dewey Trust Grant	Total
Cop Heap Volunteers	1	£2,000.00	Nil	£2,000.00	£2,000.00
Friends of St. Georges School	2	£1,985.60	£1400 *	Nil	£1400
Group Five	3	£750.00	£750.00	Nil	£750.00
Grovelands Countryside and Wildlife Park	4	£1,000.00	£1,000.00	Nil	£1,000.00
The Hive Nursery, Princecroft Primary School	5	£1958.98	Nil	£1,000.00	£1,000.00
Independent Living Centre	6	£850.00	£850.00	Nil	£850.00
Multiple Sclerosis Therapy Centre (Wessex) Ltd	7	£2000.00	£1,000.00	£1,000.00	£2,000.00
St Lawrence Chapel Warminster	8	£1,964.00	£1,964.00	Nil	£1,964.00
Touching Tones Music Therapy Trust	9	£1,800.00	Nil	£1,800.00	£1,800.00
Tyninigs Allotments Association	10	£823.99	£823.99	Nil	£823.99
Warminster Action Group	11	£1,894.82	£1,000.00	Nil	£1,000.00
Warminster Common Volunteers	12	£250.00	£250.00	Nil	£250.00
Warminster Highbury Youth Football Club	13	£2,000.00	Nil	£2,000.00	£2,000.00
Warminster Town Football Club	14	£2,000.00	£2,000.00	Nil	£2,000.00
Warminster Philharmonic Orchestra	15	£350.00	£350.00	Nil	£350.00
Warminster Volunteer Tool Library	16	£500.00	Nil	£500.00	£500.00
Warminster and Westbury Visually Handicapped Club	17	£750.00	£750.00	Nil	£750.00
Sub Totals		£22,850.39	12,137.99	£8,300	20,437.99

*It was noted that the £1400 allocated to Friends of St Georges was to be spent on the picnic breakout tables only.

Signed: Date:

Members noted grants already budgeted and approved by full council for 2021- 2022:

Warminster Community Radio Service Level Agreement £7,500

Warminster Community Hub Service £6,000

Grant to Warminster Carnival £3,500

Inspire £3,500

Warminster Wobble £3,000

FA/21/012 To Approve the Annual Regular Payments List

Members approved the annual regular payments list.

FA/21/013 Civic Centre Business Plan

Members noted the Civic Centre Business Plan and requested that the plan be brought back to the Finance and Audit Committee in 6 months.

FA/21/014 Communications

It was agreed that Cllr Brett would be the spokesperson for the committee. Members requested a press release to be issued regarding grant allocation and Warminster Town Council communication to the grant recipients directly.

Date of next scheduled meeting: Monday 6th September 2021

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

Meeting ended at 8:39pm

Signed: Date:

