

## AGENDA

10<sup>th</sup> January 2022

Dear Councillor

You are summoned to the:

**Meeting of Warminster Town Council**  
**on Monday 17<sup>th</sup> January 2022 at 7pm**  
**to be held at**  
**Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Allensby (West)</b>	<b>Cllr Keeble (West)</b>
<b>Cllr Brett (East) Vice Chairman of the Council and Deputy Mayor</b>	<b>Cllr Macdonald (East)</b>
<b>Cllr Cooper (Broadway)</b>	<b>Cllr Macfarlane (West)</b>
<b>Cllr Davis (East)</b>	<b>Cllr Parks (North)</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Robbins (East)</b>
<b>Cllr Fryer (Broadway)</b>	<b>Cllr Syme (Broadway)</b>
<b>Cllr Jeffries (North) Chairman of the Council and Mayor</b>	

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

Yours sincerely



**Tom Dommett CiLCA**

**Town Clerk and Responsible Financial Officer**

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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 Full Council meeting held on Monday 29<sup>th</sup> November 2021, 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 Full Council meeting held on Monday 29<sup>th</sup> November 2021.

4. **Chairman's Announcements**

**4.1** Announcements.

**4.2** Mayor's engagements (**see attached**)

**Members to note.**

5. **Correspondence Circulated**

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

6. **Questions**

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

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

7. **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. The Mayor may read out statements submitted in advance.

***Standing Orders will be reinstated  
following public participation.***

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

**To note any 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 Finance and Audit Committee** meeting held on 8<sup>th</sup> November 2021 questions to Cllr Brett, chairman of the committee.

**9.2 Planning Advisory Committee** meeting held on 22<sup>nd</sup> November 2021 questions to Cllr Syme, chairman of the committee.

**9.3 HR Committee** meeting held on 4<sup>th</sup> October 2021 questions to Cllr Jeffries, chairman of the committee

**10. Precept and Budget 2022 – 2023**

At its meeting on the 29<sup>th</sup> November 2021, the Full Council debated the precept and agreed that the draft budget be accepted and be represented to Full Council in January 2022 with an updated precept calculation. **Minute FC/21/096 Refers.**

Please refer to the previously circulated draft budget **(see attached)**.

The recommendation is for a 2022 - 2023 precept of £1,319,292. This represents an increase to the precept of £43,693 (an increase of 3.42%) in order to maintain a balanced budget. The tax base has increased by 1.1 % so this represents an increase (per Band D Equivalent charge) of 2.73% (equal to £5.65 per annum or 11 pence per week).

**Members to debate and resolve on a Warminster Town Council budget and precept for 2022 – 2023.**

**11. Interim Internal Audit**

**Members to note** the Internal Audit Report 2021-2022 interim update. **(See attached)**. There are no recommendations that members need to instruct officers to implement.

**12. Civic Centre Heating System**

Members asked for more investigation to be carried out to support a decision as to the best possible heating system for the Civic Centre to meet the councils' green ambitions. **(see report attached)**

**Member are requested to:**

- **Agree not to pursue changing the heating system in the Civic Centre at the current time**
- **Agree to the replacement of both boilers in the Civic Centre – funding to come from general reserves.**

**13. Athenaeum Centre for the Community Commemorative Plaque**

In October 2020 the Council received a request to support the provision of a new plaque in the Athenaeum. (See attached)

Due to the Covid19 situation at the time, members agreed to accept the request in principle and that the item be deferred to a future date when the plaque can be used to promote the Athenaeum. Minute FA/20/053 refers. The Athenaeum has previously sourced a quote for the cost of supplying and fitting a plaque for £984 plus VAT.

**Members are asked to agree to the request and fund the purchase and installation of a commemorative plaque for the Athenaeum from general reserves.**

**14. CCTV Upgrade**

The CCTV Sub-committee asked members resolved to recommend to Warminster Town Council that they instruct Instrom to draw up a tender document for an upgrade of the CCTV Control room, infrastructure and cameras. **(See report attached)**

**Members are asked to agree a preferred location for the CCTV control room and resolve to instruct Instrom Security Consultants to work with officers to draw up a tender document at a cost of £3,600 to be taken from general reserves and proceed to tender.**

**15. Communications**

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](http://www.warminster.uk.com) or by contacting us at Warminster Civic Centre.

## **Mayor's Engagements for Full Council**

**Councillor Steve Jeffries 23<sup>rd</sup> November 2021 – 10<sup>th</sup> January 2022**

Saturday 27 <sup>th</sup> November	Opening of the Warminster Christmas Market (Cllr. Jeffries, Mayor)
Saturday 27 <sup>th</sup> November	Turning on of the Christmas Lights (Cllr. Jeffries, Mayor)
Friday 3 <sup>rd</sup> December	Christmas Window Competition (Cllr. Jeffries, Mayor)
Saturday 4 <sup>th</sup> December	Opening of the St Lawrence Flower Festival (Cllr. Jeffries, Mayor)
Thursday 9 <sup>th</sup> December	Warminster Ambulance Station Opening (Cllr. Brett, Deputy Mayor)
Friday 7 <sup>th</sup> January	Civic Award Ceremony (Cllr. Jeffries, Mayor)

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## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
22.11.21	Neighbourhood Alert	Local Impactive Crimes 15th To 21st November - Warminster 22/11/2021	Email
24.11.21	Neighbourhood Alert	15M Lost To Online Shopping Scams Last Christmas 23/11/2021	Email
24.11.21	Graham Ellis – Melksham Town Councillor	Wiltshire public transport cuts, December 2021	Email
25.11.21	Neighbourhood Alert	Hundreds Fall Victim To Lottery Scams In Just Seven Months 24/11/2021	Email
25.11.21	Police	Police Report – for Full Council	Email
29.11.21	Neighbourhood Alert	Local Impactive Crimes 22nd To 28th November 2021 - Warminster 29/11/2021	Email
29.11.21	Neighbourhood Alert	Spotting The Signs In The Workplace of Domestic Abuse 29/11/2021	Email
01.12.21	Neighbourhood Alert	Dog Watch Newsletter 01/12/2021 07:01:34	Email
02.12.21	Neighbourhood Alert	Those Who Drive Under The Influence of Drugs Or Alcohol Are Putting Themselves and Others At Risk 01/12/2021	Email
07.12.21	Neighbourhood Alert	Local Impactive Crimes 29th November to 5th December 2021 - WARMINSTER	Email
08.12.21	Neighbourhood Alert	Our News - The Neighbourhood Watch Newsletter For Supporters	Email
13.12.21	Neighbourhood Alert	Local Impactive Crimes 6th To 12th December 2021 - Warminster 12/12/2021	Email
13.12.21	GWR	Fisherton Tunnel works 17/18 December	Email
13.12.21	Wessex Water	Storm Overflows	Email
14.12.21	Wiltshire Council	Wiltshire Council: Green light given for Salisbury's transformational River Park scheme	Email
14.12.21	Neighbourhood Alert	Road Safety Investment Already Seeing Returns In Wiltshire	Email

### CORRESPONDENCE LIST

14.12.21	Warminster Town Council	Christmas e-card	Email
16.12.21	Wiltshire Council	Car parking charges in Warminster	Email
20.12.21	Neighbourhood Alert	Do You Know Where To Report Scam Messages? 18/12/2021	Email
20.12.21	Stroke Club	Invitation 18th January	Email
20.12.21	Wiltshire Council	FW: Temporary Closure of: Portway (Part), Warminster (14.03.2022)	Email
20.12.21	Wiltshire Police	Local Impactive Crimes 13th To 19th December - Warminster 20/12/2021	Email
21.12.21	Neighbourhood Alert	PCC Launches Draft Plan For Consultation 21/12/2021	Email
22.12.21	Neighbourhood Alert	Festive Greetings 21/12/2021	Email
23.12.21	Neighbourhood Alert	Are You Leaving The Door Open For Hackers? 22/12/2021	Email
23.12.21	Neighbourhood Alert	Improving Domestic Abuse Services For Victims 23/12/2021	Email
04.01.22	Wiltshire Council	Briefing Note No 21 -27 COVID-19 Update	Email
04.01.22	Neighbourhood Alert	Local Impactive Crimes 20th December To 26th December 2021 - Warminster 28/12/2021	Email
04.01.22	Neighbourhood Alert	Local Impactive Crimes 27th December To 2nd January 2022 03/01/2022	Email
05.01.22	GWR	Temporary timetable	Email
07.01.22	Wiltshire Council	Wiltshire Council looking to bring in new bus provider following route change	Email



## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Council Administration</u></b>									
1176	Precept	1,180,666	1,180,666	1,275,599	1,275,599	1,275,599	0	1,275,599	0	0
1177	Precept Allocation	-46,000	-46,000	0	0	0	0	0	0	0
1190	Interest Receivable	5,000	1,175	2,000	150	350	0	1,000	0	0
1193	Miscellaneous Income	0	0	0	17	17	0	0	0	0
1300	Dog Bag Sales	1,000	481	1,500	306	600	0	600	0	0
	<b>Total Income</b>	<b>1,140,666</b>	<b>1,136,322</b>	<b>1,279,099</b>	<b>1,276,072</b>	<b>1,276,566</b>	<b>0</b>	<b>1,277,199</b>	<b>0</b>	<b>0</b>
4001	Salaries	162,000	162,000	207,050	89,581	162,000	0	215,000	0	0
4008	Training	2,500	974	2,500	795	1,000	0	2,500	0	0
4009	Travel	200	97	200	0	200	0	200	0	0
4010	Health & Safety	500	0	500	0	500	0	500	0	0
4013	Rent Payable (Internal)	37,200	37,200	37,200	15,500	37,200	0	37,200	0	0
4017	Staff Settlement	0	2,000	0	0	0	0	0	0	0
4020	Consumables & Other Expenses	1,500	574	1,500	1,254	2,000	0	1,500	0	0
4022	Postage & Telephone	3,000	1,428	3,000	286	500	0	500	0	0
4023	Printing & Stationery	1,500	428	600	386	600	0	600	0	0
4024	Photocopier Charges	3,000	1,891	1,500	750	1,500	0	1,500	0	0
4025	IT (Website & Email)	4,500	13,584	18,000	5,536	12,000	0	12,000	0	0
4027	Subscriptions and Publications	3,500	3,703	3,500	2,831	3,500	0	3,500	0	0
4028	Insurance	9,200	9,168	9,500	4,603	9,804	0	10,000	0	0
4029	Licences	0	915	850	816	850	0	850	0	0
4030	Recruitment Advertising	1,100	310	1,500	620	1,500	0	1,500	0	0
4033	Advertising	0	97	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

## Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	Repairs and Renewals	500	399	250	0	250	0	250	0	0
4040	Equipment/Furniture	1,000	141	250	32	250	0	2,500	0	0
4056	Accountancy Fees	13,500	11,364	15,000	3,787	12,500	0	15,000	0	0
4057	Audit Fees	2,460	2,890	2,860	0	2,890	0	28,890	0	0
4058	Legal Fees	1,000	7,206	1,000	0	1,000	0	1,000	0	0
4059	Other Professional Fees	4,000	2,400	2,400	1,200	2,400	0	2,400	0	0
4060	Bank Charges	1,500	386	1,500	-404	250	0	1,000	0	0
5977	depreciation Charged	0	4,839	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		253,660	263,994	310,660	127,574	252,694	0	338,390	0	0
<b>Movement to/(from) Gen Reserve</b>		887,006	872,328	968,439	1,148,498	1,023,872		938,809		
<b>102</b>	<b><u>Civic and Democratic</u></b>									
4025	IT (Website & Email)	0	1,849	0	1,749	4,200	0	4,200	0	0
4033	Advertising	1,500	885	1,500	584	1,500	0	1,500	0	0
4080	Mayoral Expenses	1,000	1,000	1,000	-2,811	1,000	0	1,000	0	0
4082	Town Crier	1,000	0	1,000	0	1,000	0	1,000	0	0
4086	Civic Regalia	200	80	200	0	200	0	200	0	0
4110	Elections	0	0	20,000	0	20,000	0	0	0	0
5319	Tfr from Elections Reserve	0	0	-18,963	0	-18,962	0	0	0	0
6319	Tfr to Elections Reserve	5,000	5,000	5,000	5,000	5,000	0	5,000	0	0
6343	Tfr to Town Crier	0	1,000	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		8,700	9,814	9,737	4,522	13,938	0	12,900	0	0
<b>Movement to/(from) Gen Reserve</b>		(8,700)	(9,814)	(9,737)	(4,522)	(13,938)		(12,900)		

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>103</b>	<b><u>Policy and Communications</u></b>									
4033	Advertising	1,000	712	1,000	146	146	0	0	0	0
4034	Newsletter	2,000	1,456	2,000	75	2,000	0	2,000	0	0
4084	Town Consultations/Promotions	3,000	380	4,000	0	4,000	0	4,000	0	0
	<b>Overhead Expenditure</b>	6,000	2,547	7,000	221	6,146	0	6,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(6,000)	(2,547)	(7,000)	(221)	(6,146)		(6,000)		
<b>104</b>	<b><u>Council Events</u></b>									
1701	Christmas Events Income	3,500	0	3,500	0	3,500	0	3,500	0	0
	<b>Total Income</b>	3,500	0	3,500	0	3,500	0	3,500	0	0
4008	Training	0	24	0	-60	-60	0	0	0	0
4032	Adverts - Events	1,000	154	1,000	0	1,000	0	1,000	0	0
4081	Civic Events	2,000	-695	2,000	0	1,000	0	1,000	0	0
4087	Civic Service	500	0	500	0	500	0	500	0	0
4706	Christmas Lights	20,000	23,153	20,000	178	25,000	0	25,000	0	0
4720	Remembrance Service	1,000	4	1,000	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	24,500	22,640	24,500	118	27,440	0	27,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	(21,000)	(22,640)	(21,000)	(118)	(23,940)		(24,000)		
<b>107</b>	<b><u>Grants and Projects</u></b>									
1180	Grants Recieved	0	10,533	0	0	13,300	0	0	0	0
	<b>Total Income</b>	0	10,533	0	0	13,300	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4700	Grants - Large	15,000	18,663	15,000	32,922	38,300	0	15,000	0	0
4703	WCR Community Radio SLA	10,000	7,500	10,000	5,000	10,000	0	10,000	0	0
4704	Warminster Community Hub SLA	6,000	6,000	6,000	2,500	6,000	0	6,000	0	0
4707	Catenary Cable Maintenance DON	0	115	0	61	61	0	0	0	0
4710	Enterprise Warminster	2,100	681	2,100	318	1,000	0	1,000	0	0
4712	Grant - Warminster Carnival	3,500	1,124	3,500	0	0	0	3,500	0	0
4714	Neighbourhood Planning	0	309	14,691	0	14,691	0	10,000	0	0
4715	INSPIRE	3,500	0	3,500	0	0	0	3,500	0	0
4718	Warminster Wobble	3,000	0	3,000	0	0	0	3,000	0	0
5351	Tfr From CIL 17/18	0	0	-6,400	-4,912	-4,912	0	0	0	0
5352	Tfr from CIL 18/19	0	0	-8,291	-5,088	-19,799	0	0	0	0
6334	Tfr to Grants	0	814	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		43,100	35,206	43,100	30,802	45,341	0	52,000	0	0
<b>Movement to/(from) Gen Reserve</b>		(43,100)	(24,673)	(43,100)	(30,802)	(32,041)		(52,000)		
<b>201</b>	<b>CCTV</b>									
1177	Precept Allocation	46,000	46,000	0	0	0	0	0	0	0
1201	CCTV-Dewey Trust Grant	5,000	4,000	5,000	0	5,000	0	5,000	0	0
1204	CCTV-Army Grant	0	0	500	0	0	0	0	0	0
1205	CCTV-West Wilts Tr Estate Fees	5,898	5,730	5,800	6,797	6,797	0	7,000	0	0
1206	CCTV-Westbury TC Fees	10,294	10,004	10,205	5,001	10,205	0	10,700	0	0
<b>Total Income</b>		67,192	65,733	21,505	11,798	22,002	0	22,700	0	0
4001	Salaries	45,779	50,518	58,900	27,291	58,000	0	66,200	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4008	Training	1,000	0	1,000	1,231	1,500	0	1,500	0	0
4014	Electricity and Gas	400	1,155	400	-200	400	0	400	0	0
4016	Cleaning	0	3	0	0	0	0	0	0	0
4020	Consumables & Other Expenses	100	285	100	138	300	0	300	0	0
4021	BT Redcare	13,150	13,591	13,600	13,591	13,591	0	13,600	0	0
4022	Postage & Telephone	1,200	82	100	378	1,000	0	1,000	0	0
4023	Printing & Stationery	400	11	200	0	200	0	200	0	0
4024	Photocopier Charges	0	35	0	1	0	0	0	0	0
4025	IT (Website & Email)	0	41	0	83	200	0	200	0	0
4028	Insurance	1,150	1,185	1,150	634	1,270	0	1,300	0	0
4029	Licences	1,100	190	1,100	380	600	0	600	0	0
4036	Repairs and Renewals	1,500	1,677	1,500	9,043	10,000	0	5,000	0	0
4037	Maintenance Contracts	4,000	4,000	4,000	5,428	4,428	0	4,500	0	0
4038	Grounds Maintenance	0	743	0	0	0	0	0	0	0
4040	Equipment/Furniture	0	43	100	48	100	0	100	0	0
4059	Other Professional Fees	0	190	0	0	0	0	0	0	0
5325	Tfr from CCTV	-2,587	-8,016	-12,745	0	-5,829	0	0	0	0
5977	depreciation Charged	0	4,575	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		67,192	70,308	69,405	58,046	85,760	0	94,900	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(4,575)	(47,900)	(46,247)	(63,758)		(72,200)		
<b>202</b>	<b><u>Dewey House</u></b>									
1005	Rent Received	7,200	7,200	7,200	3,000	7,200	0	7,200	0	0
<b>Total Income</b>		7,200	7,200	7,200	3,000	7,200	0	7,200	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	Rates	5,390	5,364	5,425	3,454	5,364	0	5,605	0	0
4012	Water Rates	200	271	200	0	200	0	200	0	0
4014	Electricity and Gas	3,000	4,564	4,500	2,039	4,500	0	5,000	0	0
4016	Cleaning	0	29	0	0	0	0	0	0	0
4020	Consumables & Other Expenses	200	95	200	135	200	0	200	0	0
4023	Printing & Stationery	0	5	0	0	0	0	0	0	0
4025	IT (Website & Email)	0	950	0	0	0	0	0	0	0
4028	Insurance	1,450	1,501	1,500	803	1,606	0	1,700	0	0
4035	Refuse Collection\Bin Emptying	0	-20	0	0	0	0	0	0	0
4036	Repairs and Renewals	1,500	739	1,500	1,403	1,500	0	1,500	0	0
4037	Maintenance Contracts	1,250	1,617	1,250	267	1,600	0	1,600	0	0
5977	depreciation Charged	0	12,816	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		12,990	27,931	14,575	8,100	14,970	0	15,805	0	0
<b>Movement to/(from) Gen Reserve</b>		(5,790)	(20,731)	(7,375)	(5,100)	(7,770)		(8,605)		
<b>209</b>	<b><u>Outside Services</u></b>									
4001	Salaries	92,218	95,822	188,050	81,387	163,050	0	197,500	0	0
4007	Uniform	200	224	900	1,184	1,700	0	1,500	0	0
4008	Training	1,000	363	1,500	240	1,000	0	1,500	0	0
4020	Consumables & Other Expenses	0	0	0	1,116	1,800	0	1,800	0	0
4022	Postage & Telephone	0	369	0	838	2,000	0	2,400	0	0
4024	Photocopier Charges	0	0	0	0	300	0	300	0	0
4025	IT (Website & Email)	0	590	0	720	800	0	800	0	0
4028	Insurance	0	0	0	501	501	0	550	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4035	Refuse Collection\Bin Emptying	0	0	0	0	6,000	0	7,000	0	0
4036	Repairs and Renewals	0	273	0	0	2,000	0	5,000	0	0
4040	Equipment/Furniture	0	262	250	899	5,000	0	5,000	0	0
4042	Vehicle Costs	5,500	15,964	12,500	10,772	18,000	0	25,000	0	0
4044	Tree Works	0	958	0	379	750	0	4,000	0	0
5315	Tfr from Capital Projects	0	0	0	0	0	13,470	0	0	0
5977	depreciation Charged	0	8,985	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		98,918	123,809	203,200	98,037	202,901	13,470	252,350	0	0
<b>Movement to/(from) Gen Reserve</b>		(98,918)	(123,809)	(203,200)	(98,037)	(202,901)		(252,350)		
<b>210</b>	<b><u>Town Park</u></b>									
1006	Rent - 23 Weymouth St	3,960	3,960	3,960	1,650	3,960	0	3,960	0	0
1020	Town Park Events Income	4,000	383	4,000	50	50	0	3,000	0	0
1550	Boats Income	4,500	0	4,500	0	0	0	4,500	0	0
<b>Total Income</b>		12,460	4,343	12,460	1,700	4,010	0	11,460	0	0
4001	Salaries	13,300	0	15,000	0	0	0	13,200	0	0
4008	Training	200	0	0	0	0	0	0	0	0
4011	Rates	0	3,786	0	0	0	0	0	0	0
4012	Water Rates	14,000	20,688	14,000	5,853	14,000	0	14,000	0	0
4014	Electricity and Gas	2,500	2,505	2,500	1,180	2,500	0	2,500	0	0
4020	Consumables & Other Expenses	300	1,394	300	821	1,500	0	5,000	0	0
4023	Printing & Stationery	100	0	100	0	0	0	0	0	0
4028	Insurance	1,200	1,251	1,250	669	1,350	0	1,400	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4035	Refuse Collection\Bin Emptying	4,000	2,707	0	2,814	0	0	0	0	0
4036	Repairs and Renewals	25,000	3,002	10,000	568	10,000	0	10,000	0	0
4037	Maintenance Contracts	0	480	0	480	1,500	0	2,000	0	0
4038	Grounds Maintenance	40,000	40,292	0	0	0	0	0	0	0
4040	Equipment/Furniture	5,000	1,420	5,000	1,121	5,000	0	5,000	0	0
4044	Tree Works	0	958	0	2,801	2,801	0	0	0	0
4058	Legal Fees	0	800	0	0	0	0	0	0	0
4085	Town Park Events	6,500	1,748	6,500	0	0	0	13,000	0	0
5977	depreciation Charged	0	36,453	0	0	0	0	0	0	0
5996	Deferred Grants Released	0	-11,472	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		112,100	106,010	54,650	16,307	38,651	0	66,100	0	0
<b>Movement to/(from) Gen Reserve</b>		(99,640)	(101,667)	(42,190)	(14,607)	(34,641)		(54,640)		
<b>211</b>	<b><u>Open Spaces</u></b>									
4012	Water Rates	30	74	0	0	0	0	0	0	0
4038	Grounds Maintenance	15,000	6,811	0	573	573	0	0	0	0
4040	Equipment/Furniture	250	168	250	0	0	0	0	0	0
4045	Flood Wardens	0	307	0	179	200	0	200	0	0
5977	depreciation Charged	0	512	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		15,280	7,872	250	752	773	0	200	0	0
<b>Movement to/(from) Gen Reserve</b>		(15,280)	(7,872)	(250)	(752)	(773)		(200)		
<b>212</b>	<b><u>Cemetery and Churchyard</u></b>									
1212	Burial Fees	1,500	289	1,000	252	500	0	500	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		1,500	289	1,000	252	500	0	500	0	0
4011	Rates	175	196	200	134	226	0	250	0	0
4028	Insurance	950	989	950	529	1,060	0	1,100	0	0
<b>Overhead Expenditure</b>		1,125	1,185	1,150	663	1,286	0	1,350	0	0
<b>Movement to/(from) Gen Reserve</b>		375	(896)	(150)	(411)	(786)		(850)		
<b>213</b>	<b><u>Public Conv - T Park DON'T USE</u></b>									
4001	Salaries	0	0	0	0	0	0	0	0	0
4016	Cleaning	0	1,844	0	0	0	0	0	0	0
4020	Consumables & Other Expenses	0	54	0	0	0	0	0	0	0
4036	Repairs and Renewals	250	421	0	0	0	0	0	0	0
4040	Equipment/Furniture	0	15	0	0	0	0	0	0	0
4200	Public Toilets	8,000	7,571	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		8,250	9,905	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(8,250)	(9,905)	0	0	0		0		
<b>214</b>	<b><u>Public Conveniences (TP &amp; CCP)</u></b>									
4001	Salaries	0	0	8,350	0	0	0	0	0	0
4011	Rates	3,010	3,593	0	-3,593	-3,593	0	0	0	0
4012	Water Rates	2,500	852	2,500	554	2,500	0	2,500	0	0
4014	Electricity and Gas	1,500	1,311	1,500	1,496	3,000	0	3,000	0	0
4016	Cleaning	0	1,844	0	283	283	0	0	0	0
4020	Consumables & Other Expenses	0	54	100	1,202	2,000	0	2,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4028	Insurance	175	201	200	94	200	0	200	0	0
4036	Repairs and Renewals	1,500	137	1,750	1,172	3,000	0	3,000	0	0
4040	Equipment/Furniture	0	15	100	4	0	0	0	0	0
4200	Public Toilets	11,500	11,028	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		20,185	19,035	14,500	1,212	7,390	0	10,700	0	0
<b>Movement to/(from) Gen Reserve</b>		(20,185)	(19,035)	(14,500)	(1,212)	(7,390)		(10,700)		
<b>215</b>	<b><u>Street Furniture</u></b>									
1179	Donations Received	0	-570	0	0	0	0	0	0	0
<b>Total Income</b>		0	-570	0	0	0	0	0	0	0
4028	Insurance	360	345	360	198	400	0	400	0	0
4040	Equipment/Furniture	1,500	1,285	1,500	-600	0	0	0	0	0
4803	Baskets & Tubs	9,000	7,142	3,000	2,988	3,300	0	3,500	0	0
5977	depreciation Charged	0	1,696	0	0	0	0	0	0	0
5996	Deferred Grants Released	0	5	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		10,860	10,473	4,860	2,586	3,700	0	3,900	0	0
<b>Movement to/(from) Gen Reserve</b>		(10,860)	(11,043)	(4,860)	(2,586)	(3,700)		(3,900)		
<b>216</b>	<b><u>Pavilion Cafe</u></b>									
1180	Grants Recieved	0	0	0	9,659	9,659	0	0	0	0
1186	WCC Covid 19 Grant	0	8,000	0	0	0	0	0	0	0
1600	Pavillion Cafe Sales	40,000	52,380	50,000	49,809	70,000	0	50,000	0	0
1601	Putting Green Income	1,000	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		41,000	60,380	50,000	59,468	79,659	0	50,000	0	0
3540	Pavilion Purchases	20,000	13,989	25,000	18,186	35,000	0	25,000	0	0
<b>Direct Expenditure</b>		20,000	13,989	25,000	18,186	35,000	0	25,000	0	0
4001	Salaries	51,094	24,640	45,900	13,685	27,400	0	37,300	0	0
4007	Uniform	150	0	150	61	150	0	150	0	0
4008	Training	250	0	250	0	250	0	250	0	0
4010	Health & Safety	0	50	100	0	100	0	100	0	0
4011	Rates	0	0	0	1,454	2,904	0	3,050	0	0
4016	Cleaning	100	3	20	0	0	0	0	0	0
4020	Consumables & Other Expenses	2,000	3,892	2,000	2,699	3,000	0	3,000	0	0
4022	Postage & Telephone	700	115	500	170	400	0	400	0	0
4023	Printing & Stationery	200	12	200	0	200	0	200	0	0
4025	IT (Website & Email)	0	222	0	84	200	0	200	0	0
4026	Software & Accounts USE 4025	0	9	0	0	0	0	0	0	0
4036	Repairs and Renewals	2,000	47	2,000	348	2,000	0	2,000	0	0
4037	Maintenance Contracts	0	0	0	88	500	0	500	0	0
4040	Equipment/Furniture	500	1,101	500	202	500	0	500	0	0
4055	Stocktaking Fees	240	180	240	60	240	0	240	0	0
4061	Streamline Charges	700	993	700	642	1,400	0	1,400	0	0
4999	Assets Capitalised	0	3,364	0	0	0	0	0	0	0
5315	Tfr from Capital Projects	0	-3,364	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		57,934	31,264	52,560	19,491	39,244	0	49,290	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(36,934)</u>	<u>15,127</u>	<u>(27,560)</u>	<u>21,791</u>	<u>5,415</u>		<u>(24,290)</u>		
<b>217</b>	<b><u>Play Areas</u></b>									
4010	Health & Safety	1,000	0	1,000	475	1,000	0	1,000	0	0
4016	Cleaning	1,000	92	1,000	0	1,000	0	1,000	0	0
4020	Consumables & Other Expenses	450	305	500	0	500	0	500	0	0
4023	Printing & Stationery	100	0	0	0	0	0	0	0	0
4028	Insurance	4,050	0	4,050	0	0	0	0	0	0
4035	Refuse Collection\Bin Emptying	3,382	0	0	0	0	0	0	0	0
4036	Repairs and Renewals	25,000	5,666	10,000	3,329	10,000	2,695	10,000	0	0
4037	Maintenance Contracts	11,000	3,651	0	0	0	0	0	0	0
4038	Grounds Maintenance	15,000	13,653	0	0	0	0	0	0	0
4040	Equipment/Furniture	0	402	1,000	180	1,000	0	1,000	0	0
4044	Tree Works	2,000	0	2,000	0	0	0	0	0	0
5977	depreciation Charged	0	7,135	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>62,982</u>	<u>30,904</u>	<u>19,550</u>	<u>3,984</u>	<u>13,500</u>	<u>2,695</u>	<u>13,500</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(62,982)</u>	<u>(30,904)</u>	<u>(19,550)</u>	<u>(3,984)</u>	<u>(13,500)</u>		<u>(13,500)</u>		
<b>218</b>	<b><u>Skate Park</u></b>									
4036	Repairs and Renewals	1,000	774	1,000	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>1,000</u>	<u>774</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(1,000)</u>	<u>(774)</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>219</b>	<b><u>Sweeper</u></b>									

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## Annual Budget - By Centre (Actual YTD Month 6)

## Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	UNALLOCATED GLOBAL BUDGET	70,500	0	0	0	0	0	0	0	0
4007	Uniform	0	150	0	0	0	0	0	0	0
4018	Rent	0	1,472	0	0	0	0	0	0	0
4035	Refuse Collection\Bin Emptying	0	995	0	0	0	0	0	0	0
4036	Repairs and Renewals	0	154	0	610	2,000	0	2,000	0	0
4042	Vehicle Costs	0	2,670	0	769	0	0	0	0	0
4090	Sweeper Leasing	0	18,801	24,675	12,338	24,675	0	24,675	0	0
4091	Sweeper Consumables	0	1,289	2,000	598	1,200	0	1,200	0	0
4092	Sweeper Fuel	0	3,850	2,000	2,210	4,500	0	5,000	0	0
4093	Sweeper Waste Disposal	0	15,067	30,000	9,409	25,000	0	25,000	0	0
4094	Sweeper Maintenance	0	686	1,000	0	0	0	0	0	0
6332	Tfr to EMR Sweeper	0	3,000	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		70,500	48,135	59,675	25,934	57,375	0	57,875	0	0
<b>Movement to/(from) Gen Reserve</b>		(70,500)	(48,135)	(59,675)	(25,934)	(57,375)		(57,875)		
<b>220</b>	<b><u>Depot</u></b>									
4000	UNALLOCATED GLOBAL BUDGET	35,000	1,172	0	0	0	0	0	0	0
4007	Uniform	0	858	0	0	0	0	0	0	0
4011	Rates	0	0	0	2,870	7,172	0	7,500	0	0
4014	Electricity and Gas	0	1,089	0	-54	750	0	750	0	0
4018	Rent	0	12,499	0	8,281	16,000	0	16,000	0	0
4020	Consumables & Other Expenses	0	1,884	1,000	0	0	0	0	0	0
4022	Postage & Telephone	0	368	0	0	0	0	0	0	0
4023	Printing & Stationery	0	62	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	IT (Website & Email)	0	727	0	0	0	0	0	0	0
4036	Repairs and Renewals	0	1,406	1,000	0	1,000	0	1,000	0	0
4037	Maintenance Contracts	0	0	0	150	200	0	200	0	0
4040	Equipment/Furniture	0	4,625	1,500	0	0	0	0	0	0
4042	Vehicle Costs	0	449	0	0	0	0	0	0	0
4058	Legal Fees	0	306	0	0	0	0	0	0	0
4921	CAP - Vehicles & Equipment	0	0	2,000	0	0	25,839	0	0	0
4999	Assets Capitalised	0	6,905	0	0	0	0	0	0	0
5316	Tfr frm Services to be Devolve	0	-6,905	0	0	0	0	0	0	0
5977	depreciation Charged	0	898	0	0	0	0	0	0	0
6331	Tfr to EMR Depot	0	25,000	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		35,000	51,342	5,500	11,246	25,122	25,839	25,450	0	0
<b>Movement to/(from) Gen Reserve</b>		(35,000)	(51,342)	(5,500)	(11,246)	(25,122)		(25,450)		
<b>299</b>	<b><u>Services to be devolved</u></b>									
4000	UNALLOCATED GLOBAL BUDGET	225,000	0	262,000	0	0	0	350,000	0	0
4040	Equipment/Furniture	0	0	0	1,465	1,465	0	0	0	0
4850	Sustainable Warminster	0	1,448	0	-152	-152	0	0	0	0
5316	Tfr frm Services to be Devolve	0	-1,448	0	-1,465	-1,465	0	-175,000	0	0
6316	Tfr to Devolved Services EMR	0	225,000	0	0	262,000	0	0	0	0
<b>Overhead Expenditure</b>		225,000	225,000	262,000	-152	261,848	0	175,000	0	0
<b>Movement to/(from) Gen Reserve</b>		(225,000)	(225,000)	(262,000)	152	(261,848)		(175,000)		
<b>301</b>	<b><u>Civic Centre</u></b>									

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1001	Letting Income	40,000	828	20,000	9,582	20,000	0	40,000	0	0
1002	Events Income	1,000	0	500	-187	500	0	500	0	0
1003	Equipment Hire	0	0	0	71	0	0	0	0	0
<b>Total Income</b>		41,000	828	20,500	9,466	20,500	0	40,500	0	0
4001	Salaries	65,000	64,241	64,600	27,638	55,500	0	67,500	0	0
4007	Uniform	200	0	200	0	200	0	200	0	0
4008	Training	500	0	500	350	500	0	500	0	0
4011	Rates	7,020	6,986	7,100	4,190	6,986	0	7,300	0	0
4012	Water Rates	1,500	965	1,500	219	1,000	0	1,000	0	0
4013	Rent Payable (Internal)	-37,200	-37,200	-37,200	-15,500	-37,200	0	-37,200	0	0
4014	Electricity and Gas	15,000	16,459	15,000	4,479	20,000	0	25,000	0	0
4016	Cleaning	500	506	500	0	0	0	0	0	0
4020	Consumables & Other Expenses	1,250	626	1,250	981	1,750	0	1,750	0	0
4022	Postage & Telephone	900	90	500	60	200	0	200	0	0
4025	IT (Website & Email)	0	986	0	898	2,000	0	2,000	0	0
4028	Insurance	2,600	2,644	2,600	1,415	2,830	0	3,000	0	0
4029	Licences	2,500	1,336	2,500	180	2,500	0	2,500	0	0
4031	Publicity & Marketing	500	242	500	0	500	0	1,000	0	0
4035	Refuse Collection\Bin Emptying	1,300	621	0	422	1,000	0	1,000	0	0
4036	Repairs and Renewals	12,000	7,851	7,500	1,978	7,500	0	7,500	0	0
4037	Maintenance Contracts	7,500	7,741	7,500	6,180	7,500	0	7,500	0	0
4040	Equipment/Furniture	1,000	269	1,000	886	1,000	0	1,000	0	0
4055	Stocktaking Fees	120	120	240	60	240	0	240	0	0
4061	Streamline Charges	300	216	300	97	250	0	250	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4801	Events Funding	1,500	0	750	0	200	0	750	0	0
5977	depreciation Charged	0	20,186	0	0	0	0	0	0	0
5996	Deferred Grants Released	0	-4,045	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		83,990	90,841	76,840	34,532	74,456	0	92,990	0	0
<b>Movement to/(from) Gen Reserve</b>		(42,990)	(90,013)	(56,340)	(25,066)	(53,956)		(52,490)		
<b>305</b>	<b><u>Civic Centre Bar</u></b>									
1580	Bar Sales	15,000	526	7,500	137	137	0	7,500	0	0
<b>Total Income</b>		15,000	526	7,500	137	137	0	7,500	0	0
3530	Bar Purchases	6,000	2,130	3,000	176	176	0	3,000	0	0
3531	Bar Gas & Consumables	400	91	200	0	0	0	200	0	0
<b>Direct Expenditure</b>		6,400	2,221	3,200	176	176	0	3,200	0	0
4040	Equipment/Furniture	250	0	250	0	0	0	250	0	0
<b>Overhead Expenditure</b>		250	0	250	0	0	0	250	0	0
<b>Movement to/(from) Gen Reserve</b>		8,350	(1,695)	4,050	(39)	(39)		4,050		
<b>499</b>	<b><u>Capital Expenditure</u></b>									
1180	Grants Recieved	0	4,072	0	0	0	0	0	0	0
1710	CIL Receipts	0	-26,933	0	12,989	12,989	0	0	0	0
<b>Total Income</b>		0	-22,861	0	12,989	12,989	0	0	0	0
801	Land & Buildings Depreciation	0	30,561	0	0	0	0	0	0	0
811	Leasehold Land & Buildings	0	484	0	0	0	0	0	0	0

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
821	Vehicles & Equip. Depreciation	0	37,378	0	0	0	0	0	0	0
841	Infrastructure Assets Depr'n	0	29,672	0	0	0	0	0	0	0
898	Deferred Grants Released	0	15,512	0	0	0	0	0	0	0
899	Depreciation Reversal	0	-98,095	0	0	0	0	0	0	0
4901	Loan Repayment Capital	23,462	23,462	24,633	12,167	24,633	0	25,863	0	0
4902	Loan Repayment Interest	16,140	16,139	14,969	7,634	14,969	0	13,739	0	0
4917	CAP - IT Equipment	0	0	0	3,164	3,164	0	0	0	0
4920	CAP - Capital Projects	0	650	0	0	0	500	0	0	0
4921	CAP - Vehicles & Equipment	0	0	0	4,346	4,346	0	0	0	0
4928	CAP - Play Equipment	0	0	0	1,556	1,556	0	0	0	0
4929	CAP - Outdoor Gym	0	-1	0	0	0	0	0	0	0
4933	CAP - Town Park Splash Pad	0	0	0	42,713	373,849	0	0	0	0
4999	Assets Capitilised	0	76,833	0	0	0	0	0	0	0
5315	Tfr from Capital Projects	0	-60,954	0	-9,066	-71,066	0	0	0	0
5329	Tfr from Open Spaces	0	-4,629	0	0	0	0	0	0	0
5348	Tfr frm Outdoor Gym EMR	0	-6,000	0	0	0	0	0	0	0
5351	Tfr From CIL 17/18	0	-1,828	0	0	0	0	0	0	0
5352	Tfr from CIL 18/19	0	0	0	-42,713	-50,000	0	0	0	0
5900	Depreciation Contra to Service	0	-98,095	0	0	0	0	0	0	0
5998	Assets Funded from Grants	0	0	0	0	-261,849	0	0	0	0
6306	Tfr to EMR CIL	0	-26,933	0	12,989	12,989	0	0	0	0
6315	Tfr to Capital Projects	44,000	44,000	100,000	100,000	100,000	0	100,000	0	0
<b>Overhead Expenditure</b>		83,602	-21,843	139,602	132,790	152,591	500	139,602	0	0
<b>Movement to/(from) Gen Reserve</b>		(83,602)	(1,018)	(139,602)	(119,801)	(139,602)		(139,602)		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Preliminary Budget 2022-23 V1

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	1,329,518	1,262,723	1,402,764	1,374,882	1,440,363	0	1,420,559	0	0
<b>Expenditure</b>	1,329,518	1,183,355	1,402,764	595,126	1,360,302	42,504	1,464,252	0	0
<b>Movement to/(from) Gen Reserve</b>	0	79,368	0	779,756	80,061		(43,693)		

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# **Warminster Town Council**

*Internal Audit Report 2021-22 (Interim update)*

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*Chris Hackett*

*For and on behalf of  
Auditing Solutions Ltd*

## **Background and Scope**

The Accounts and Audit Regulations 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 its decision-making process appointing Auditing Solutions Ltd to provide the function.

This report details the work undertaken for our 2021-22 interim review which took place on 2<sup>nd</sup> December 2021 together with our preparatory work. Due to the impact of the Covid-19 pandemic this interim review has been undertaken remotely. We wish to thank the Officers for providing all the requested documents in electronic format to facilitate the completion of our work. This Report will be updated following our final review 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 miss-recording 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 eleven 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. Our detailed findings are set out in the following sections.

We request this report is presented to Members.

*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.*

# 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:

- Checked and agreed the opening Trial Balance in the Rialtas software for 2021-22 to the closing financial records for 2020-2021 to ensure that all balances have been properly rolled forward;
- Verified that an appropriate cost and nominal ledger structure remains in place;
- Confirmed the accounting system remained in balance at the date of our review by running a data check to confirm the trial balance agreed to the nominal ledger (the main accounting record);
- Confirmed the External Auditor raised no issues following their work on the 2020/21 accounts;
- Discussed arrangements for backing up the accounting system with the Clerk. We understand this is done regularly by DCK;
- As a sample checked and agreed one sample month's transactions in the cashbook (October 2021) to the bank statements, including the regular "sweep" transfers to maintain the current account balance at a constant £5,000;
- Checked and agreed the software based bank reconciliations as at 30<sup>th</sup> September and 31<sup>st</sup> October 2021 confirming there were no long standing, un-cleared adjustments or any other abnormal entries arising; and
- Confirmed Member oversight of the accounts and bank reconciliations.

### *Conclusions*

*We are pleased to record that no issues arise in this area currently.*

*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 here 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:

- Full Council reviewed Standing Orders at their meeting in September 2021. This followed on from the work of the Standing Orders and Code of Conduct Working Group;
- Details of payments and Council policies are posted on the website in the Transparency section;
- Full Council agreed to renew the General Power of Competence at their meeting in May 2021; and
- Following approval of the 2020/21 Accounts the Council advertised their availability for public inspection by publishing the notice of Public Rights.

Further we have commenced our examination of the minutes of the Full Council and its extant Committee meetings (except for Planning) as posted on the Website.

### ***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.

To gain assurance in this area we have tested a sample of payments examining all those individually in excess of £3,500, together with a more random sample of every 40<sup>th</sup> cash book transaction to the end of November 2021. Given the audit work was done remotely and required evidence being scanned to us, our focus was on obtaining invoices or other information confirming the payments. For example, we did not request that copies of orders be scanned over. However, we did discuss the operation of controls with officers who confirmed coding slips continue to be prepared and arrangements for placing orders continue to operate. Our test sample comprised 37 cash book payments made up of 40 separate invoices and totalled £415,303 representing 61% of non-payroll costs for the year to 30<sup>th</sup> November 2020. Payments were supported by documentation.

We have reviewed the VAT control account on the Rialtas system noting that returns continue to be prepared and submitted quarterly. We have verified the first two quarterly reclaimers for 2021/22 to the underlying control account records checking the funds were recovered and confirmed the VAT due to be recovered at the end of 2020/21 has also been reclaimed in the current year.

### ***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 Council approved its risk assessment for 2021/22 at its meeting in May 2021 and that the Council continues to use the LCRS software to record its assessment which incorporates financial as well as other risks; and
- Confirmed arrangements for completing safety inspections of play areas. Inspections are completed weekly by qualified Council officers and annually there is an external inspection.

### ***Conclusions***

***No issues arise to date in this area of our work. We note the Council has just renewed its insurance policy effective from 1<sup>st</sup> December 2021. We will review the level of insurance cover and the Council's approach to risk management at our final visit next summer.***

# 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 Members are provided with regular financial information including budget monitoring reports.

Our audit has taken place in advance of the finalisation of the 2022/23 budget setting process, although we know work is underway. We will review the outcome of this together with year-end 2021/22 expenditure and reserves at our final visit next summer.

## *Conclusion*

*There are no matters arising from our work to date.*

## 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 lettings and service provision. At this review we have considered the latest budget reports and tested as follows, specifically we:

- Agreed the 2021/22 precept as recorded in the minutes to the amounts receipted into the Cash Book;
- Tested the receipt of CIL grant to a remittance advice from Wiltshire Council;
- Reviewed the grant from Dewey House Trust for the splash pad, confirming the amount with officers and to the minutes;
- Obtained the October cash sheets for the income arising on the Pavilion café, confirming they were signed. We then traced one week's cash sheets through to the Rialtas cash book;
- Reviewed the Civic Centre hirings in August 2021 and tested five lettings from the letting diary to the invoice, confirming the income was entered on to Rialtas and the amount charged agreed to the schedule of rates;
- Reviewed the unpaid invoices report on Rialtas noting there were no material aged debts; 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***

***The Council has systems in place to manage and monitor income. We will review income further at the final visit.***

## **Petty Cash Account and Floats**

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 for July and August 2021 testing to ensure that each transaction is appropriately supported by a trade invoice or till receipt;
- Confirmed that regular reconciliations are completed to cash held; and
- Noted that petty cash schedules are reported periodically to Members.

A Civic Centre float of £700 is held. We confirmed with officers the controls over the float.

### ***Conclusion***

***No issues arise in this area.***

## **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 in relation to the employees' contribution bandings.

We note the Council has engaged Wiltshire Council to process its payroll. We discussed the controls over the processing of payroll with Town Council officers and then tested transactions in August 2021 as a sample month. Specifically, we have:

- Obtained an establishment list from the Clerk and sample tested changes in pay point and hours worked to Council minutes, testing also the gross pay per the August pay-slips to the agreed pay point and the published national scales;

- Sample tested that PAYE, employee's NI contributions and employee pension deductions are correctly made by reperforming a sample for the August payroll; and
- Agreed a sample of August pay-slips to the August BACS summary report and agreed the total of the BACS summary report to the Rialtas cash book.

### ***Conclusions***

***We are pleased to record that no issues have arisen from our review of a sample of payroll transactions this year. We have commenced a month-on-month trend analysis of payroll costs to identify any material changes in payroll and will complete this to the year end at our final visit.***

## **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 invested funds in the CCLA. We obtained the CCLA statements for October agreeing movements recorded on the statements to the Rialtas ledger accounts and agreeing the CCLA balance at 31<sup>st</sup> October to the amount reported in Rialtas.

We also note the existence of a PWLB loan and have agreed the repayment made in September 2021 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.***

## REPORT FOR DECISION

**Civic Centre Heating System Tom Dommett, Town Clerk and Responsible Financial Officer**

**Full Council meeting Monday 17th January 2022**

### Recommendation

#### **Member are requested to:**

- Agree not to pursue changing the heating system in the Civic Centre at the current time.
- Agree to the replacement of both boilers in the Civic Centre – funding to come from general reserves.

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

To enable members to make an informed decision on the issues involved.

#### **Background**

The Climate Change Working Group recommended to Full Council that the Council approve the allocation of up to £10,000 from general reserves to commission a report about options to replace the heating system in the Civic Centre with something that will meet the Council's climate change aspirations and to make a recommendation as to which option to pursue.

Full Council asked for more investigation to be carried out to support a decision as to the best possible heating system for the building, before funding was allocated and a realistic tender document created. **Minute FC/21/45.2 refers**

#### **Investigations**

The heat source for the Civic Centre's current heating system are gas fired boilers. The existing system was installed in 2011 at a cost in the region of £100,000 as part of the refurbishment of the Assembly Rooms in the Civic Centre.

It has been estimated that if the Council were to switch to a heat pump system, it would reduce energy consumption and its associated carbon release by a factor of 67% to 75%.

However, such a move would involve:

- The existing gas boilers and all associated plant and equipment being removed and discarded.
- Cutting back the gas pipework, capped off and made safe.
- The removal and discarding and replacement of all existing radiators
- An area of the rear service yard to house a group of evaporators. A tray work route, containing refrigerant pipework, power cabling and control cabling will need to be established between the two elements
- The entire supply side ventilation system may require replacement.
- The electrical load and the power distribution system to the building will require significant improvement.

Estimated that a initial budget of £200,000 would have to be set aside. A much more accurate indication of cost would be obtained only if a detailed design is conducted, tender

documents produced and contractors are invited to quote.

### **Options Considered**

The current gas and electricity budget for the Civic Centre is £15,000 per annum. This included both heating the building and heating water.

A 67% reduction in energy use would be a saving of around £10,000 pa, but the capital cost indicated of substantial over £200,000 to include the installation of a heat pump system and solar panels to provide hot water. In addition, there is the £100,000+ cost of installing the existing system which would be largely written off after a little over 10 years.

In light of this it is unlikely that it would be cost effective or maximising the carbon reduction that could be achieved by spending the money in a different project, for example carbon capture, improvements to other buildings, reducing carbon emissions etc.

### **Replacement of existing boilers**

The Council maintenance contractor advises that the existing boilers are 10+ years old and showing signs of their age but this hasn't been helped with the fact that they are enabled 24/7-365. This is because of the lack of controls on the hot water circuit which means the main low loss header and boilers are on and up to temperature the whole time.

This has reduced their expected lifespan, for 15 to 10 years. He advised that the boilers be replaced. This would be at an estimated cost of £11,000 - £15,000.

He has also suggested a time setting installed into the control panel. It has proved difficult to find a suitable contractor to get this work done. Alternatively, the existing Hot Water Service cylinder might be replaced with a direct gas fired version. This would reduce both the running costs and wear and tear on the boilers.

The boilers are subject to frequent maintenance, which although covered by the maintenance contract can still be disruptive.

With good quality maintenance the new boilers should be expected to be operable for 15-20+ years.

### **Financial and Resource Implications**

None

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

The Council can act using the general power of competence

### **Environmental Implications**

### **Risk Assessment**

N/A

### **Crime and Disorder**

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

## **Request for a commemorative plaque at the Athenaeum**

Warminster Town Council has received a request to support the provision of a new plaque in the Athenaeum.

The following letter is from Mr Tony Nicklin, Chairman Warminster Athenaeum Trust

*“The reasoning behind the new plaque is that there is an existing plaque in the foyer installed in 1969 by a group that took residency in the Ath , but did not keep its momentum going beyond about 1980, and is no longer known to us ? The occupation of the ATH seems to go in waves of demographic enthusiasm.*

*I formed a steering group taking up an invite from WWDC Cllr P. Batchelor in 1998, and after 2 years I was able to agree a format with the Charities Commission , WWDC and Warminster Town Council . I was not a WTC Cllr at the time but was already active on the local community group scene, and was able to show WTC the benefits of becoming “joint” Trustees with the Community. This is a most important link that I believe the current WTC perhaps may not appreciate, in that should the local community fail to find 5 Trustees at an annual AGM, and maintain a solvent group, then WTC becomes the last remaining but formal body that has to take over the Ath.....AGAIN !*

***There is a clear history of this happening at least twice in the past 170 years, but they were with different councils. The Warminster Urban District being the most important and successful, whereas WWDC were quite the opposite.***

*With the formation of the new Trust there was never a visual recognition in the same way as in 1969. The current Trustees are still the same as the formation Trustees (except for 1 member who is still 15 years served) and they are still going strong. Having done 20 years we are trying to plan for the future . The main reason for the success of the current Trust is the sound financial control that we have, and our independence from any specific purpose other than to serve the Community with a Centre such as ours, it is unique to Warminster. We would like some help with the cost of this plaque , but cost is not the real reason for the request. You could argue that it is not essential as we haven’t needed one for 20 years , but we feel that WTC could show to us its continued commitment by becoming more involved with the whole ethos of the ATH and by proposing that they contribute with this recognition. This would be independent of the grants system that we apply for each year, especially as they are limited to the £2k category and normally goes into a matched fund capital project.*

*Perhaps the time has come for WTC to step forward and use its Dewey Fund , Section 106 and CIL opportunities to provide even better and wider independent community facilities, and this is just a start.”*

Regards

Tony Nicklin  
Chairman Warminster Athenaeum Trust

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**Full Council meeting 17<sup>th</sup> January 2022**

**CCTV upgrade**

**Recommendation**

Members agree a preferred location for the CCTV control room and resolve to instruct Instrom Security Consultants to work with officers to draw up a tender document at a cost of £3,600 to be taken from general reserves and procedure to tender.

**Purpose of the Report**

- 1) To inform members of the options available for the location of the CCTV control room to help members to decide the location.
- 2) To endorse the recommendation from the CCTV subcommittee for Instrom Security to undertake preparation of a tender document for the upgrading of the CCTV system.

**Background**

Warminster CCTV was set up in 1999 with a mandate to prevent, detect and solve crime in Warminster, Westbury and West Wilts Trading Estate. The cameras were last upgraded in 2013 with the original operating system still in use.

Recently, it became apparent that the existing system was outdated, and the footage frequently had low evidential value.

At a meeting of the Full Council in July 2021 members resolved to appoint Instrom Security Consultants to undertake a review of existing CCTV provision and provide a detailed report with recommendations. (FC/21/071). This has now been received by the CCTV sub-committee. A copy of the report is available to member on request.

At the CCTV sub-committee on the 30<sup>th</sup> of November 2021 the sub-committee discussed the Instrom Report. Ken Graham answered questions. The sub-committee concluded that the proposed upgrade would significantly reduce running costs of the CCTV while providing a better-quality service. It was an invest to save proposal.

Members resolved to recommend to Warminster Town Council that they instruct Instrom to draw up a tender document at a cost of £3,600 as per phase 3 of their original fee proposal.

**Findings**

As the attached report indicates the current operating system and cameras, while 'state of the art' when installed is now very dated. We currently operate on an analog system. Most new systems have been digital for a number of years.

The report recommends moving to a digital IP based system. This will remove the dependence on BT redcare for which Warminster Town Council currently pays over £13,000 per year. New cameras would provide a much better quality picture and coverage..

**Summary of budget costs**

The report gives an idea of costs for budget purposes. Firm costs will only be available once tenders have been received.

- Upgrade control room to digital IP system. Budget cost £75K – 90K WTC contribution **£42,750-£51,300.**
- Upgrade analogue cameras to digital with wireless transmission where possible. Budget cost **£70,000-£80,000**

**Total estimated cost £110,000 - £130,000.**

### **Location**

The CCTV control room is currently housed in Dewey House. This building was initially used as it was the building where the Town Council was based. It is a listed building, which further complicates matters.

The upgrade of the CCTV system gives an opportunity to move the control room to a more suitable location if desired. Officers believe there are 3 locations available.

Location	Pros	Cons	Notes
Dewey House	Owned by WTC	Old building with old wiring Location is more difficult for wireless network Limited facilities for staff	There would be no need to move the sitting tenants, the foodbank unless and until an agreed alternative location was found.
Civic Centre	Owned by TC Location good for wireless network Good connectivity to fibre broadband	Loss of space for lettings Work required to create area for control room with additional cost.	
Community Hub	Location good for wireless network Good connectivity to fibre broadband Good facility for staff Including inclusive stair lift.	Lease agreement required	Better and safer access for both staff and the Police.

Officers have considered all three locations and believe the Community Hub to be the best location and building set up for the new control room.

It has a large room eminently suitable for locating the CCTV screens and desk etc, it has an office that could be used by the CCTV Supervisor, it has a room which could be used as a staff room and toilet and kitchen facilities which could be exclusively for use of CCTV staff. It already has suitable door locks for security purposes.

The Community Hub building is owned by Wiltshire Council and is leased to Warminster and Villages Community Partnership for a modest rent. Warminster Town Council has already asked Wiltshire Council for the Community Hub Building to be transferred to its ownership. It is expected this will form part of the devolved services talks later this year. If or while it is not transferred to the Town Council, the Council will be able to lease the required space in the building from the Warminster and Villages Community Partnership for a modest sum. It would therefore require minimal modification to be fit for purpose. It would also have the advantage of the new equipment being installed without disrupting the existing service.



**Financial and Resource Implications**

The costs for the drawing up of the tender document is £3600 +VAT this can come 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**

Officers are not aware of any issues the council should consider.

**Risk Assessment**

Any required risk assessments will be carried out prior to any work being undertaken,

**Crime and Disorder**

The instillation of a new CCTV system will help to reduce Crime and Disorder within the towns covered.

## MINUTES of the HR Committee held on Monday 4th October 2021 at 7.00pm at Warminster Civic Centre

### Membership:

Cllr Brett (East)	*	Cllr Jeffries (North) Chairman	*
Cllr Davis (East)	*	Cllr Syme (Broadway)	*
Cllr Fraser (West)	*		

Key: \* Present    A Apologies    AB Absent    V Virtual

### In attendance:

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

#### HR/21/014 Apologies for absence

There were no apologies for absence

#### HR/21/015 Declarations of Interest

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

#### HR/21/016 Minutes

**HR/21/016.1** The minutes of the HR Committee meeting held on 20<sup>th</sup> July 2021 were approved as a true record and signed by the chairman.

**HR/21/016.2** There were no matters arising from the minutes of the HR Committee meeting held on 20<sup>th</sup> July 2021.

#### HR/21/017 Chairman's Announcements

There were no Chairman's announcements.

**HR/21/018 Questions**

There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

**HR/21/019 Public Participation**

There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

**HR/21/020 Deputy's Clerk's Report**

The Deputy Clerk's report was noted.

**HR/21/021 Induction Programme for Councillors**

Members noted the induction programmes that all councillors had been offered.

**HR/21/022 Health and Safety Report**

The health and safety report for the period July 2021 – September 2021 inclusive had been sent to members for their attention.

Members noted the Health and Safety report. Cllr Jeffries wished for the Risk Assessment format to be brought back to the next HR for discussion.

**HR/21/023 HR consultancy contract**

Members noted the HR Consultancy contract.

**HR/21/024 Communications**

No communications requested for this meeting.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

**HR/21/025 Renewal of council's HR consultancy contract**

Members resolved and noted an update on the HR consultancy contract.

**HR/21/026 Staffing Matters**

Members received, noted and resolved on an update on internal HR matters.

**HR/21/027 Recruitment of a Clerk and RFO**

Members resolved and noted the ongoing recruitment of the Town Clerk and RFO.

Meeting closed 8.35pm

**The next scheduled meeting for this committee is:**

**Monday 7th February 2022, 7pm**

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

FOR RATING

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**MINUTES**  
**of the Planning Advisory Committee**  
**held on Monday 18<sup>th</sup> October 2021 at 7.00pm**  
**at**  
**Warminster Civic Centre, Sambourne Road,**  
**Warminster BA12 8LB**

**Membership:**

<b>Cllr Allensby (West)</b>	<b>*</b>	<b>Cllr Macdonald (East)</b>	<b>AB</b>
<b>Cllr Fraser (West)</b>	<b>*</b>	<b>Cllr Robbins (East)</b>	<b>*</b>
<b>Cllr Jeffries (North)</b>	<b>*</b>	<b>Cllr Syme (Broadway)</b>	<b>*</b>
<b>Cllr Keeble (West)</b>	<b>A</b>	<b>Chairman</b>	
<b>Vice Chairman</b>			

Key: \* Present    A Apologies    AB Absent

**In attendance:**

Officers: Tom Dommatt (Deputy Clerk), Judith Halls (Office Manager), Stuart Atherton (Committees and Administration Clerk)

**Online meeting attendees: 0**

**Members of the public in attendance: 2**

**PC/21/044    Apologies for Absence**

Apologies were received and accepted from Cllr Keeble.

**PC/21/045    Declarations of Interest**

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

**PC/21/046    Minutes**

PC/21/046.1 The minutes of the meeting held on Monday 20<sup>th</sup> September 2021 were approved as a true record and signed by the chairman.

PC/21/046.2 There were no matters arising.

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



**PC/21/047     Chairman's Announcements**

The chairman announced that application PL/2021/08417 had been deferred by Wiltshire Council and that application PL/2021/06831 should now read, 'Demolish adjoining red brick wall and replace old looking new red brick wall'.

**PC/21/048     Questions**

There were no questions for the committee.

**PC/21/049     Public Participation**

There was no public participation.

**PC/21/050     Reports from Unitary Authority Members**

There were no reports from Unitary Authority Members.

**PC/21/051     Planning Application**

PL/2021/08415                      Internal alterations and double storey rear extension. 6 Mount Lane, Warminster, BA12 9QH

**It was resolved that there was no objection to the application.**

PL/2021/08461                      Rear and side extensions 20 Woodland Road, Warminster, BA12 8HJ

**It was resolved that there was no objection to the application.**

PL/2021/06831                      Demolish adjoining red brick wall and replace old looking new red brick wall on one side and construction blocks on the other. 11 Boreham Road, Warminster, BA12 9JP

**It was resolved that there was no objection to the application.**

PL/2021/08536                      Proposed Rear Extension. 46 Daniell Crest, Warminster, Wilts, BA12 8NZ

**It was resolved that there was no objection to the application.**

PL/2021/08681                      Proposed single storey side and rear extension. 4 Blenheim Close, Warminster, BA12 8TP

**It was resolved that there was no objection to the application.**

PL/2021/08502                      Proposed double garage. Lott House, 16 The Close, Warminster, Wilts, BA12 9AL

**It was resolved that there was no objection to the application.**

PL/2021/09102                      Listed building. Proposed double garage Lott House, 16 The Close, Warminster, Wilts, BA12 9AL

**It was resolved that there was no objection to the application.**

PL/2021/08417                      Construction of garden room, laundry/boot room, garage, office and swimming pool. Ryehill, Wheelers Lane, Warminster, BA12 9LP

**Application deferred by Wiltshire Council.**

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

PL/2021/08884                      Single storey side extension. 19 Woodland Road, Warminster, Wilts, BA12 8HJ

**It was resolved that there was no objection to the application.**

PL/2021/08762                      Creation of separate access to join with existing driveway to house, including dropping kerb. Little Woodland 70A Weymouth Street Warminster BA12 9NT

**It was resolved that there was no objection to the application.**

PL/2021/08889                      Demolition of a rear conservatory and erection of a single storey rear extension. Erection of a first floor side extension. 26 The Teasels, Warminster, Wilts, BA12 8NU

**It was resolved that there was no objection to the application.**

PL/2021/09067                      Outline planning application with all matters reserved save for access for the erection of 2 no. Dwelling Houses and 3 no. garages. Land to the rear of 8 Westbury Road, Warminster, Wilts, BA12 0AN

**It was resolved that there was no objection to the application.**

PL/2021/09293                      Creation of a roof terrace to the existing loft conversion. 6 Queens Chase, Warminster, Wilts, BA12 0BJ

**It was resolved that there was no objection to the application.**

PL/2021/09259                      Single storey Autoglass pods and lightweight canopy within the car park of Morrisons. Wm Morrison Supermarkets PLC Weymouth Street Warminster BA12 9NT

**It was resolved that there was no objection to the application.**

PL/2021/09573                      Consent to display an advertisement . Signage for proposed Autoglass pods within the car park of Morrisons. Wm Morrison Supermarkets PLC Weymouth Street Warminster BA12 9NT

**It was resolved that there was no objection to the application.**

**PC/21/052      Tree applications**

PL/2021/09010                      T1 Apple tree in rear garden. Reduce tree by approx 2 metres and prune to contain and round over shape. 47 Silver Street, Warminster, BA12 8PT

**It was resolved that there was no objection to the application.**

PL/2021/09350                      Oak Tree - Reduce back from House by 1 - 2 m Consent under Tree Preservation Orders. Adjacent to 5 Owl Close, Warminster, Wilts, BA12 8GF

**It was resolved that there was no objection to the application.**

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



PL/2021/09264

T1 - Beech tree - (T2 of TPO W/07/00002/IND) - reduce height by up to 3 metres & reduce spread by up to 2 metres on all sides. General pruning to balance shape & remove any major dead wood Tree work is for ongoing tree management to contain the size of the tree which is close to the property and is growing close to a retaining wall by Weymouth Street car park. 19 Weymouth Street, Warminster, Wilts, BA12 9NP

**It was resolved that there was no objection to the application.**

**PC/21/053    Communications**

Members decided that there was no requirement for any press release for any items on this agenda.

**Meeting closed at 7:16pm**

**Next meeting 22<sup>nd</sup> November 2021**

FOR RATING

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

**MINUTES**  
of the  
**Finance and Audit Committee**  
held on Monday 8<sup>th</sup> November 2021, 7pm  
at Warminster Civic Centre, Sambourne Road,  
Warminster BA12 8LB

**Membership:**

Cllr Brett (East) Chairman	A	Cllr Parks (North)	*
Cllr Cooper (Broadway) Vice Chairman	*	Cllr Robbins (East)	*
Cllr Jeffries (North)	*	Cllr Syme (Broadway)	A
Cllr Keeble (West)	*		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

Officers: Tom Dommett (Deputy Town Clerk), Stuart Legg (Parks and Estate Manager),  
Stuart Atherton (Committees and Administration Clerk) Judith Halls (Office Manager)

2 members of the public.

**FA/21/029 Apologies for absence**

Apologies received and accepted from Cllrs Brett and Syme

**FA/21/030 Declarations of Interest**

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

**FA/21/031 Minutes**

**FA/21/031.1** The minutes of the Finance and Audit Committee meeting, held on Monday 6<sup>th</sup> September 2021, were approved as a true record and signed by the chairman.

**FA/21/031.2** Members noted that there were no matters arising from the

Signed: ..... Date: .....

minutes of the Finance and Audit Committee meeting, held on Monday 6th September 2021.

**FA/21/032 Chairman's Announcements**

There were no chairman's announcements

**FA/21/033 Questions**

There were no questions from members.

**FA/21/034 Public Participation**

There was no public participation.

**FA/21/035 Reports from Unitary Authority Members**

There were no reports from Unitary Authority members.

**FA/21/036 Financial Information**

FA/21/036.1 Members noted the reconciliations for August 2021 and September 2021; the Chairman signed and verified against the bank statements seen.

FA/21/036.2 Members noted the accounts to September 2021.

FA/21/036.3 Members received and noted the variance report to September 30<sup>th</sup> 2021.

FA/21/036.4 Members approved the list of payments made in August 2021 and September 2021.

FA/21/036.5 Members noted the internal transfer made between the Instant Access Account and the Current Account: 22<sup>nd</sup> October 2021

**FA/21/037 Preliminary Budget Preparations 2022-23**

Members discussed and asked questions about the proposed budget, these questions were answered by the Deputy Town Clerk.

The Vice Chairman thanked the Deputy Town Clerk for the clarity of thought and preparation for future schemes that will be part of this budget. The Committee thanked Cllr Parks for his tracking of the miscalculated Community Infrastructure Levy (CIL) monies that ensured that these funds were transferred the Town Council.

Members noted the draft budget 2022/2023 and resolved to recommend the draft budget to Full Council.

**FA/21/038 Thank You Letters from grant beneficiaries**

Members noted the thank you letters for grant awards, received from:

- Warminster Community Choir
- Friends of St. Georges School
- Wiltshire Citizen Advice

**FA/21/039 Grant Policy and Grant Application Form**

Members resolved to adopt the revised grant policy and application form with the following amendments:

- To increase in the maximum grant award to £2,500.

Signed: ..... Date: .....

- To include in the application form reference to the legislation restricting grants for schools and churches.

**FA/21/040 Communications**

It was agreed that there was no need for any media releases from this meeting.

**Date of next scheduled meeting: Tuesday 4<sup>th</sup> January 2022**

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.

Meeting ended at 7:36pm

Signed: ..... Date: .....