

21st November 2022

AGENDA

Dear Councillor
You are summoned to the:

Meeting of Warminster Town Council
on Monday 28th November 2022 at 7pm
to be held at

Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

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

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

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 26th September 2022 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 26th September 2022

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 5th September 2022 questions to Cllr Macdonald, vice chairman of the committee.

9.2 Parks and Estate Committee meeting held on 11th July 2022 questions to Cllr Allensby, chairman of the committee.

9.3 HR Committee meeting held on 12th July 2022 questions to Cllr Robbins, chairman of the committee.

9.4 Planning Advisory Committee meeting held on 19th September and 17th October 2022 questions to Cllr Keeble, chairman of the committee.

10. Chapel of St Lawrence.

The Feoffees of the Chapel of St Lawrence have requested funding to tackle two problems, the repairs need to the main East window, and secondly the repairs needed to the clock room floor and the decorative wooden ceiling. **(See attached)**

The CIL Working Group has met and recommend that the repairs are suitable use of the Community Infrastructure Levy funding and they recommend that that Council support the request.

Ian Frostick, Vice Chairman of the Feoffee's /Trustees of St Lawrence Chapel, gave a presentation with a question and answer session to the members of the Finance and Audit Committee on 7th November 2022.

The Finance and Audit Committee noted the Feoffee's request and resolved to recommend to Full Council that an award of £24,600 be agreed with an additional £5,400 available for contingency. This would take the maximum allocation to £30,000. Funding to be allocated from the Community Infrastructure Levy. **Minute FA/22/046 refers.**

Member to resolve to award £24,600 to the repairs with an additional £5,400 available as a contingency. Funding to be allocated from the Community Infrastructure Levy

11. Draft Budget 2023-2024

The first draft of the budget, with detailed figures was issued to members with the Finance and Audit Committee agenda. **(See attached)**

The Finance and Audit Committee resolved to recommend the draft budget to Full Council. **(Minute FA/22/047 refers)** and that the draft budget is adopted as the basis for the Final budget. They supported the no increase in Council Tax suggested in the draft budget and proposed that this be maintained once the council tax base figure is supplied by Wiltshire Council.

Members to indicate if they wish to see any significant changes to the draft budget or if they are content for it be the basis of the actual budget to be put before members for approval in January 2023.

Members to resolve that the draft budget is adopted as the basis for the actual budget for approval in January 2023.

12. Code of Conduct

The Council has a code of Conduct for members. Members adopted the same code as that used by Wiltshire Council. This was because it was thought this provided greater clarity for members and the public if all councillors were subject to the same code. Wiltshire Council has recently adopted a new Code of Conduct based on the Local Government Association Code of Conduct.

Members are asked to resolve:

- i) to set up a working group to consider the new Wiltshire Council Code of Conduct and how it best be applied to Warminster Town Council and bring back recommendations to Council**
- ii) Appoint members to the working group**

13. Splashpad Working Group

The Splashpad Working Group has agreed a report setting out an assessment of the new splashpad **(attached)** Members to receive the report and resolve accordingly.

Members to resolve that:

i) Six play panels should be installed along the fence by the splashpad. These were removed as a cost reduction. Officers believe that if they were installed, they would add significant play value and improve the visual appearance. 6 panels of 1200 mm x 800mm (4 ft by 2ft 8 inches) could be installed along the fence at a cost of under £6,000. These are robust and difficult to vandalise.

ii) A capping stone should be put on the small blue retaining wall to discourage people from sitting on it and to help preserve the wall.

Funding to come from the general reserves.

14. Response to Wiltshire Council regarding Service Delegation and Asset Transfer

Wiltshire Council have asked if the town council is still interested in progressing a service delegation and asset transfer (SDAT) deal, given the significant changes in the economy since the town council was last asked. Wiltshire Council is keen to ensure matters are pushed forward where feasibly possible. Critically, they have set a minimum level of services and assets criteria to be transferred. Wiltshire Council will be prioritising discussions with those councils that meet their SDAT policy criteria.

The Devolution Working Group and an all member briefing discussed the situation.

Members are asked to resolve the response to Wiltshire council should be:

Warminster Town Council is not interested in a SDAT agreement at the moment but might be after it has had time to judge Wiltshire's new grounds contract in action.

The Town Council are interested in providing a “top up service” at some point in the future.

The Town Council reminds Wiltshire Council that Town Council would like to proceed with the Transfer of the Community Hub Building asap.

in addition, Council will ringfence the earmarked reserve services to be devolved for the 2024-25 budget preparations.

15. Covid19 Policy

The HR Committee resolved to recommend to Full Council that council discontinue with the Covid 19 Policy and for it to be treated in the same way as any other sickness. Removal of this policy to be referred to the next Full Council to be ratified. **(Minute HR/22/024 refers)**

Members to resolve to discontinue with the Covid 19 Policy.

16. External Audit

Council is asked to note the External Auditors Report.

Members to Note

17. Communications

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

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.

18. Civic Award nominations

There are three Civic Awards that can be made – The Civic Award, The Junior Civic Award and the Green Civic Award.

A Civic Award is traditionally a surprise for the recipients; therefore, members consider the nominees under closed session.

Members to consider the nominees and resolve to make any civic award.

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

Mayor's engagements

[illegible]

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
21.09.22	Wiltshire Council	Agenda for Western Area Planning Committee, Wednesday 28 September 2022, 3.00 pm	Email
22.09.22	Wiltshire Council	Road Closure TTRN NWAAT B3414 Warminster 22/09/22	Email
25.09.22	Wiltshire Police	Police Report for Full Council	Email
27.09.22	Wiltshire Council	Have your say on Wiltshire Council's website	Email
29.09.22	GWR	Rail Strike this Saturday and then from Wednesday 5th to Saturday 8th October	Email
30.09.22	Action Fraud	ALERT: Energy Bill Scam texts	Email
03.10.22	Wiltshire Council	Blanket Order with Confirmed Dates Warminster Journal	Email
04.10.22	SWR	SWR announces 8 October strike service levels	Email
04.10.22	Atkins	Resurfacing 2022-2023 Schemes: Fairfield Road, Warminster	Email
06.10.22	Neighbourhood Alert	Neighbourhood Watch 2021/22 Impact Report demonstrates 'More than you think' [#45777166]	Email
07.10.22	South Western Railway	Update: SWR 8 October strike service levels, including no services beyond Basingstoke	Email
07.10.22	Wiltshire Council	Latest news: Financial advice and support, fly-tipping prosecution, World Mental Health Day and more	Email
14.10.22	Neighbourhood Alert	County Lines arrests	Email
14.10.22	Wiltshire Council	Latest news: New highways investment, Facebook fly-tipper caught, Free Halloween events and more	Email
17.10.22	Wiltshire Council	Business News	Email
18.10.22	Wiltshire Council	A362 (part), Corsley Road Closure	Email

CORRESPONDENCE LIST

25.10.22	Community Matters	Local Impactive Crimes 10 to 16 October 2022 - Warminster	Email
25.10.22	Community Matters	Safety warning ahead of Halloween	Email
26.10.22	Community Matters	Dog Watch	Email
02.11.22	Wiltshire Council Neighbourhood Alert	Briefing Note 22-21 - Community Governance Review Local Impactive Crimes 14 to 30 October 2022 - WARMINSTER	Email
02.11.22	Neighbourhood Alert	Share message "Win £50! Enter the Neighbourhood Watch Cybercrime Survey" Wiltshire Police Chief Constable announces intention to retire	Email
11.11.22	Wiltshire Council	Wiltshire News	Email
13.11.22	Wiltshire Council	Community Governance Review (CGR) - Public Surveys for schemes 2022/23	Email
14.11.22	Neighbourhood Alert	Op Sceptre - latest police knife crime campaign	Email

Ian Frostick
Vice Chairman of the Feoffee's / Trustee's
St Lawrence Chapel
High Street
Warminster

Re: Application for support from the Community Infrastructure Levy to repair the St Lawrence Chapel main East window, the clock room floor, decorative wooden panelled ceiling and recommission clock and bells

St Lawrence Chapel is a non-denominational religious Peculiar. It has been owned by the town since 1575 and is held in trust by 12 Feoffees / Trustees on behalf of the community..

With the support of the town's residents, we have been responsible for the Chapel maintenance and improvement for almost 450 years.

We provide a space for religious and humanist services, prayer, quiet reflection and as a venue for a wide range of charity sales, concerts, talks and other community-based activities.

The front garden is used for a wide range of town events: Christmas lights, the towns Christmas tree and crib, The Field of Remembrance, Remembrance Day service and Churches together: Good Friday service.

During the official mourning period for Her Majesty Queen Elizabeth II St Lawrence Chapel was designated as one of Warminster's main locations for the town's official condolence books. In total these were signed by 500+ residents and visitors.

As part of the 2022 Platinum Jubilee celebrations, we removed a large diseased tree and overgrown hedge from the front garden. This allowed us to significantly expand the main grass area and replant the borders. New seating has been ordered and will be installed shortly. The front garden will be renamed "The Queen Elizabeth II Platinum Jubilee Memorial Garden" and will be available as a small green space in the centre of town for all the community to enjoy.

The Chapel has been well maintained over the centuries, but eventually time has taken its toll. We urgently need the Town Councils support to help protect this historic community building for future generations.

Main East Window

Salisbury Cathedral Glass have undertaken a full inspection of the main East Window (Above the Altar). They have confirmed that after 170+ years the leadwork has failed. Small shards of glass can be seen on the windowsill. Pieces have started to crack and fall out. The only option available is to remove the window completely, dismantle, clean, repair, new leadwork, replace the strengthening bars and reinstall. Additional work will also be required to the stonework.

This is considered an urgent repair. The windows would need to be removed for a 3-month period. There is genuine concern that any delay could cause significant additional damage and increase the overall cost.

We have received a quotation for £11,315.00 + vat. For the glass work. We await prices for the stonework. We anticipate the total cost including vat to be approx. **£15,000.**

Clock room floor repair, reattach ceiling wood panelling and recommission clock & bells.

In recent weeks we have been experiencing issues with the clock mechanism. Upon further inspection we noticed that the floor had dropped on one side and underneath the decorative wooden panelling had shifted, with some of the wood has splitting.

After the floorboards were lifted it was evident that several supporting beams had rotted and failed. We have added temporary props to support the ceiling to limit further damage.

We have had to disconnect the Towns historic clock and bells to prevent damage. This is extremely disappointing, but necessary. The clock dates to 1764 and the bells 1657. (These were originally made across the road in what is now North Row).

We arranged a joint site visit to include a structural engineer, architect, conservation officer, Builders and Bill Parks representing the Town Council.

The structural engineer believes that the beams were original and could be over 500+ years old. Many are still in good condition, but several need to be replaced.

Urgent specialist repairs have been recommended:

- Replacement of several supporting oak beams, and repairs to the floor: £5,500 + vat:
- Recommissioning of the clock & bells: £500 + vat
- Professional fees to cover the surveys, architectural drawings, Listed Building approval / heritage statements etc. £2,000+ vat

The total cost including £8,000 + vat = **£9,600**

The Chapel is Community owned and run. We rely entirely on donations, the rental income from Curfew cottage, fund raising, bequests and grants for larger projects.

We would like to request urgent financial support to repair the historic stain glass window, the clock room floor, decorative ceiling panelling and to reinstate the clock & bells.

We understand that the Town Council has funds available from the Community Infrastructure Levy (CIL) and that these may be available to help preserve this historic building for the town.

Based on the projects outlined we would like to request a grant of **£24,600**

Ian Frostick
07/11/2022

East Window

- Remove all stain glass panels
- Take apart, clean, repair, seal, new lead work and strengthening bars
- Repair stonework and reinstall stain glass



Clock room

- Beam Replacement / pack out under other rotted areas
- Floor repair



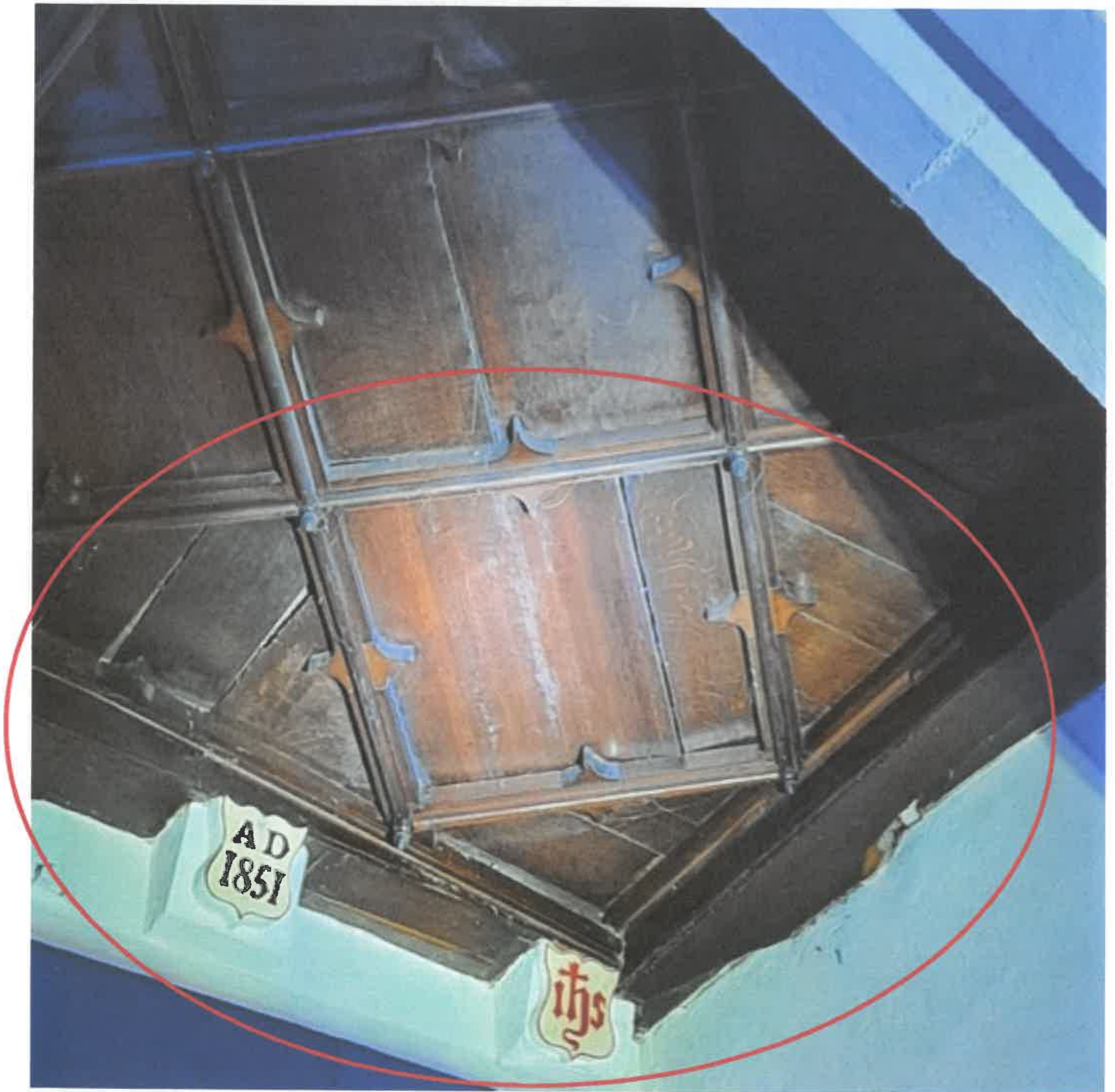
The towns historic clock and bells have been disconnected to prevent damage. The mechanism will need to be moved to undertake the beam and floor repairs.

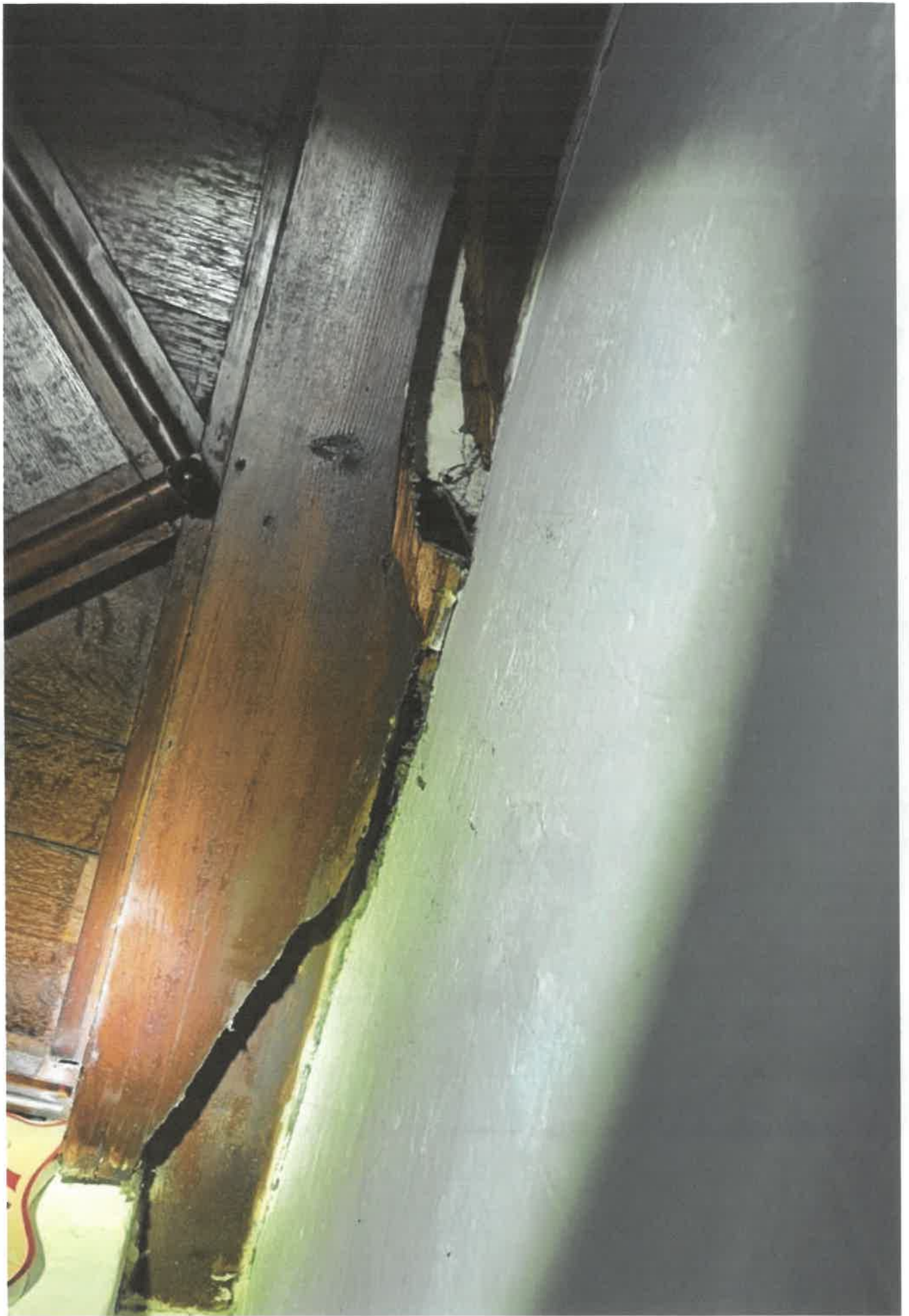


The clock will need to be repositioned, the mechanism adjusted, and the towns historic bells reconnected.



The panelled Ceiling below the clock room is attached to the broken beams. It has dropped and split. It will need to be repaired and reattached to the new beams.





Budget Notes 2023-24 Draft Budget - Tom Dommett, Town Clerk and RFO.

The headline from the draft budget is that there would be no increase in the level of the Town Council's share of Council Tax for 2023-24. The Council would be in a strong position to continue with delivering its existing services and activities.

The exact figures for the budget will be tweaked in light of any changes in the Council Tax base. The Council Tax base is expected to have increased in line with new house building.

The underlying assumptions behind the budget have been that the Council should budget a 10% increase in staff costs. This reflects not only any potential pay settlement but other as yet unknown factors such as rates of National insurance and pension contributions and changes to the National Minimum Wage.

It should be noted that most staff at the Town Council and in Local Government more generally tend to be on the very lowest end of the pay scales.

A significant change has been the removal of revenue line for services to be devolved. The Earmarked reserves for services to be devolved are now substantial enough to fund any initial take on of extra services from Wiltshire Council for an initial 12 months.

The Council will benefit from increased interest on its investments and from increased sales at the Pavilion Café. The Council has also been protected by having fixed rates deals on much of its energy supplies.

On the negative side, inflation is at very high levels, particularly with regard to any capital projects. With this in mind the revenue contribution to capital has been increased. In addition, money needs to be put into the capital 'pot' for to cover future expenditure, for example – a sinking fund for the splashpad. Rather than have even more earmarked reserves, the Council has a large reserve from which funding can be drawn from when needed.

CCTV

The budget for CCTV is based on the move to the Community Hub building, which should be completed before the new financial year. It is expected that the Town Council will make savings in CCTV running costs over the next many years, so the Dewey Trust contribution to CCTV has not been budgeted for.

Grants

The draft budget increases the Council Grant pot from £15,000 to £20,000.

Tom Dommett
Town Clerk and RFO

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Council Administration</u>								
	Total Income		1,320,892	1,326,933	1,340,192	0	1,357,956	0	0
	Overhead Expenditure		326,890	96,624	368,942	0	366,396	0	0
	Movement to/(from) Gen Reserve		994,002	1,230,309	971,250		991,560		
102	<u>Civic and Democratic</u>								
	Overhead Expenditure		12,900	36,180	12,516	0	11,500	0	0
	Movement to/(from) Gen Reserve		(12,900)	(36,180)	(12,516)		(11,500)		
103	<u>Policy and Communications</u>								
	Overhead Expenditure		6,000	4,022	2,000	0	6,000	0	0
	Movement to/(from) Gen Reserve		(6,000)	(4,022)	(2,000)		(6,000)		
104	<u>Council Events</u>								
	Total Income		3,500	1,035	2,500	0	2,500	0	0
	Overhead Expenditure		27,500	5,200	34,500	0	34,500	0	0
	Movement to/(from) Gen Reserve		(24,000)	(4,165)	(32,000)		(32,000)		
107	<u>Grants and Projects</u>								
	Total Income		0	60,828	60,828	0	0	0	0
	Overhead Expenditure		53,000	99,806	63,869	0	61,000	0	0
	Movement to/(from) Gen Reserve		(53,000)	(38,978)	(3,041)		(61,000)		
201	<u>CCTV</u>								

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Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>			<u>Next Year 2023-24</u>				
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<u>202</u>										
	Total Income	21,505	20,731	22,700	7,865	15,730	0	24,450	0	0
	Overhead Expenditure	79,405	108,273	97,400	44,549	90,611	0	101,436	0	0
	Movement to/(from) Gen Reserve	<u>(57,900)</u>	<u>(87,542)</u>	<u>(74,700)</u>	<u>(36,684)</u>	<u>(74,881)</u>		<u>(76,986)</u>		
	<u>Dewey House</u>									
<u>208</u>										
	Total Income	7,200	7,200	7,200	3,600	7,200	0	7,200	0	0
	Overhead Expenditure	14,575	29,235	15,805	12,808	17,914	68,884	18,450	0	0
	Movement to/(from) Gen Reserve	<u>(7,375)</u>	<u>(22,035)</u>	<u>(8,605)</u>	<u>(9,208)</u>	<u>(10,714)</u>		<u>(11,250)</u>		
	<u>Town Park Splashpad</u>									
<u>209</u>										
	Overhead Expenditure	0	0	0	6,756	12,200	0	19,500	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>(6,756)</u>	<u>(12,200)</u>		<u>(19,500)</u>		
	<u>Outside Services</u>									
<u>210</u>										
	Total Income	0	500	0	0	0	0	0	0	0
	Overhead Expenditure	203,200	215,705	261,350	106,823	270,469	0	298,163	0	0
	Movement to/(from) Gen Reserve	<u>(203,200)</u>	<u>(215,205)</u>	<u>(261,350)</u>	<u>(106,823)</u>	<u>(270,469)</u>		<u>(298,163)</u>		
	<u>Town Park</u>									
<u>211</u>										
	Total Income	12,460	8,024	11,460	10,456	14,864	0	13,980	0	0
	Overhead Expenditure	54,650	39,328	63,600	29,675	37,475	0	53,423	0	0
	Movement to/(from) Gen Reserve	<u>(42,190)</u>	<u>(31,304)</u>	<u>(52,140)</u>	<u>(19,219)</u>	<u>(22,611)</u>		<u>(39,443)</u>		
	<u>Open Spaces</u>									

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Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
212	Overhead Expenditure	250	1,750	200	884	1,577	0	2,273	0	0
	Movement to/(from) Gen Reserve	(250)	(1,750)	(200)	(884)	(1,577)		(2,273)		
	Cemetery and Churchyard									
	Total Income	1,000	1,332	500	451	1,000	0	1,000	0	0
214	Overhead Expenditure	1,150	931	1,350	893	1,370	0	1,390	0	0
	Movement to/(from) Gen Reserve	(150)	401	(850)	(442)	(370)		(390)		
	Public Conveniences (TP & CCP)									
	Total Income	0	0	0	3,730	3,730	0	0	0	0
215	Overhead Expenditure	14,500	7,589	10,700	2,606	19,646	0	20,790	0	0
	Movement to/(from) Gen Reserve	(14,500)	(7,589)	(10,700)	1,124	(15,916)		(20,790)		
	Street Furniture									
	Overhead Expenditure	4,860	4,951	3,900	2,267	2,400	0	3,900	0	0
216	Movement to/(from) Gen Reserve	(4,860)	(4,951)	(3,900)	(2,267)	(2,400)		(3,900)		
	Pavilion Cafe									
	Total Income	50,000	78,610	50,000	92,755	100,000	0	80,000	0	0
	Direct Expenditure	25,000	23,435	25,000	31,088	35,000	0	28,000	0	0
217	Overhead Expenditure	52,560	38,045	51,790	26,466	50,332	0	54,007	0	0
	Movement to/(from) Gen Reserve	(27,560)	17,130	(26,790)	35,201	14,668		(2,007)		
	Play Areas									

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Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
218 <u>Skate Park</u>									
	Overhead Expenditure	19,550	13,695	13,500	13,589	17,500	0	7,000	0
	Movement to/(from) Gen Reserve	<u>(19,550)</u>	<u>(13,695)</u>	<u>(13,500)</u>	<u>(13,589)</u>	<u>(17,500)</u>		<u>(7,000)</u>	
219 <u>Sweeper</u>									
	Total Income	0	-497	0	0	0	0	0	0
	Overhead Expenditure	1,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>(497)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	
220 <u>Depot</u>									
	Overhead Expenditure	59,675	56,320	61,875	22,811	89,021	0	93,750	0
	Movement to/(from) Gen Reserve	<u>(59,675)</u>	<u>(56,320)</u>	<u>(61,875)</u>	<u>(22,811)</u>	<u>(89,021)</u>		<u>(93,750)</u>	
299 <u>Services to be devolved</u>									
	Overhead Expenditure	5,500	22,269	25,450	18,360	25,425	0	23,300	0
	Movement to/(from) Gen Reserve	<u>(5,500)</u>	<u>(22,269)</u>	<u>(25,450)</u>	<u>(18,360)</u>	<u>(25,425)</u>		<u>(23,300)</u>	
301 <u>Civic Centre</u>									
	Overhead Expenditure	262,000	261,848	170,000	312	170,000	0	0	0
	Movement to/(from) Gen Reserve	<u>(262,000)</u>	<u>(261,848)</u>	<u>(170,000)</u>	<u>(312)</u>	<u>(170,000)</u>		<u>0</u>	
	Total Income	20,500	32,681	40,500	22,116	41,212	0	41,500	0
	Overhead Expenditure	76,840	97,148	92,990	36,920	83,226	0	89,206	0
	Movement to/(from) Gen Reserve	<u>(56,340)</u>	<u>(64,467)</u>	<u>(52,490)</u>	<u>(14,805)</u>	<u>(42,014)</u>		<u>(47,706)</u>	

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

<u>Last Year 2021-22</u>			<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Council Administration</u>								
1176	1,275,599	1,275,599	1,319,292	1,319,292	1,319,192	0	1,336,956	0	0
1190	2,000	937	1,000	7,091	20,000	0	20,000	0	0
1193	0	17	0	0	0	0	0	0	0
1300	1,500	794	600	550	1,000	0	1,000	0	0
			1,320,892	1,326,933	1,340,192	0	1,357,956	0	0
	Total Income								
4001	207,050	162,254	228,500	47,406	236,567	0	260,226	0	0
4008	2,500	2,532	3,500	63	1,000	0	3,000	0	0
4009	200	222	200	111	250	0	250	0	0
4010	500	0	500	0	500	0	500	0	0
4013	37,200	37,200	37,200	15,500	37,200	0	37,200	0	0
4020	1,500	1,499	1,500	675	1,500	0	1,500	0	0
4022	3,000	641	500	510	1,500	0	1,500	0	0
4023	600	768	600	360	900	0	900	0	0
4024	1,500	2,234	1,500	970	2,000	0	2,000	0	0
4025	18,000	22,780	12,000	5,608	12,000	0	12,000	0	0
4027	3,500	2,866	3,500	3,842	4,000	0	4,250	0	0
4028	9,500	13,542	10,000	11,655	11,655	0	13,000	0	0
4029	850	1,512	850	868	1,500	0	1,500	0	0
4030	1,500	1,880	1,500	0	1,500	0	1,500	0	0
4033	0	0	0	405	0	0	0	0	0
4036	250	41	250	180	250	0	250	0	0
4040	250	155	2,500	333	1,000	0	1,000	0	0

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>			<u>Next Year 2023-24</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4056	Accountancy Fees	15,000	11,650	15,000	1,763	15,000	0	15,000	0	0
4057	Audit Fees	2,860	2,920	2,890	2,000	32,920	0	3,020	0	0
4058	Legal Fees	1,000	0	1,000	0	1,000	0	1,000	0	0
4059	Other Professional Fees	2,400	3,200	2,400	3,373	5,000	0	5,000	0	0
4060	Bank Charges	1,500	-168	1,000	630	1,000	0	1,000	0	0
4061	Streamline Charges	0	0	0	92	100	0	200	0	0
4101	Purchase Dog Bags	0	514	0	279	600	0	600	0	0
5977	depreciation Charged	0	5,083	0	0	0	0	0	0	0
Overhead Expenditure				326,890	96,624	368,942	0	366,396	0	0
Movement to/(from) Gen Reserve				994,002	1,230,309	971,250		991,560		
102	<u>Civic and Democratic</u>									
4001	Salaries	0	0	0	33,010	0	0	0	0	0
4025	IT (Website & Email)	0	3,847	4,200	1,234	2,500	0	2,500	0	0
4033	Advertising	1,500	788	1,500	420	1,500	0	1,500	0	0
4080	Mayoral Expenses	1,000	-1,811	1,000	0	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	0	200	1,516	1,516	0	500	0	0
4110	Elections	20,000	0	0	0	0	0	0	0	0
5319	Tfr from Elections Reserve	-18,963	0	0	0	0	0	0	0	0
6319	Tfr to Elections Reserve	5,000	11,038	5,000	0	5,000	0	5,000	0	0
Overhead Expenditure				12,900	36,180	12,516	0	11,500	0	0
Movement to/(from) Gen Reserve				(12,900)	(36,180)	(12,516)		(11,500)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

<u>Last Year 2021-22</u>			<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>103</u>	<u>Policy and Communications</u>								
4001	0	0	0	4,022	0	0	0	0	0
4033	1,000	944	0	0	0	0	0	0	0
4034	2,000	1,420	2,000	0	2,000	0	2,000	0	0
4084	4,000	2,000	4,000	0	0	0	4,000	0	0
	7,000	4,365	6,000	4,022	2,000	0	6,000	0	0
	<u>(7,000)</u>	<u>(4,365)</u>	<u>(6,000)</u>	<u>(4,022)</u>	<u>(2,000)</u>		<u>(6,000)</u>		
<u>104</u>	<u>Council Events</u>								
1701	3,500	2,156	3,500	1,035	2,500	0	2,500	0	0
	3,500	2,156	3,500	1,035	2,500	0	2,500	0	0
4001	0	0	0	4,387	0	0	0	0	0
4008	0	-60	0	0	0	0	0	0	0
4032	1,000	0	1,000	160	1,000	0	1,000	0	0
4081	2,000	1,539	1,000	291	2,000	0	2,000	0	0
4087	500	0	500	0	500	0	500	0	0
4706	20,000	23,476	25,000	362	30,000	0	30,000	0	0
4720	1,000	905	0	0	1,000	0	1,000	0	0
	24,500	25,860	27,500	5,200	34,500	0	34,500	0	0
	<u>(21,000)</u>	<u>(23,704)</u>	<u>(24,000)</u>	<u>(4,165)</u>	<u>(32,000)</u>		<u>(32,000)</u>		
<u>107</u>	<u>Grants and Projects</u>								
1180	0	8,300	0	60,828	60,828	0	0	0	0

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income								
4001		0	8,300				0	0	0
		0	0	6,528	0	0	0	0	0
4700	15,000	32,922	15,000	27,369	22,869	0	20,000	0	0
4703	10,000	10,000	10,000	7,500	10,000	0	10,000	0	0
4704	6,000	6,000	6,000	0	6,000	0	6,000	0	0
4707	0	82	0	876	0	0	0	0	0
4710	2,100	1,319	2,000	370	4,000	0	4,000	0	0
4712	3,500	0	3,500	0	4,500	0	4,500	0	0
4714	14,691	14,691	10,000	6,366	10,000	0	10,000	0	0
4715	3,500	3,500	3,500	0	3,500	0	3,500	0	0
4718	3,000	0	3,000	0	3,000	0	3,000	0	0
5351	-4,912	-4,912	0	0	0	0	0	0	0
5352	-9,779	-5,088	0	0	0	0	0	0	0
6350	0	0	0	50,796	0	0	0	0	0
	43,100	58,514	53,000	99,806	63,869	0	61,000	0	0
	(43,100)	(50,214)	(53,000)	(38,978)	(3,041)		(61,000)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
<u>201</u>	<u>CCTV</u>								
1201									
	5,000	5,000	5,000	0	0	0	0	0	0
1204	500	0	0	0	0	0	0	0	0
1205	5,800	5,730	7,000	2,865	5,730	0	8,150	0	0
1206	10,205	10,001	10,700	5,000	10,000	0	16,300	0	0
	21,505	20,731	22,700	7,865	15,730	0	24,450	0	0
	Total Income								

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>			<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
4001 Salaries	58,900	60,399	68,700	27,923	75,623	0	83,186	0
4008 Training	1,000	1,231	1,500	0	1,500	0	1,500	0
4014 Electricity and Gas	400	-4	400	0	1,250	0	5,000	0
4020 Consumables & Other Expenses	100	142	300	171	500	0	500	0
4021 BT Redcare	13,600	13,591	13,600	13,591	13,591	0	0	0
4022 Postage & Telephone	100	546	1,000	162	500	0	1,000	0
4023 Printing & Stationery	200	47	200	0	200	0	200	0
4024 Photocopier Charges	0	1	0	0	0	0	0	0
4025 IT (Website & Email)	0	83	200	0	500	0	2,500	0
4028 Insurance	1,150	845	1,300	0	876	0	950	0
4029 Licences	1,100	380	600	0	1,000	0	1,000	0
4036 Repairs and Renewals	11,500	10,824	5,000	624	1,000	0	1,000	0
4037 Maintenance Contracts	4,000	5,360	4,500	79	4,500	0	4,500	0
4040 Equipment/Furniture	100	123	100	0	100	0	100	0
4059 Other Professional Fees	0	3,300	0	2,000	2,000	0	0	0
5325 Tfr from CCTV	-12,745	-3,300	0	0	-12,529	0	0	0
5977 depreciation Charged	0	4,705	0	0	0	0	0	0
6325 Tfr to CCTV	0	10,000	0	0	0	0	0	0
Overhead Expenditure	79,405	108,273	97,400	44,549	90,611	0	101,436	0
Movement to/(from) Gen Reserve	(57,900)	(87,542)	(74,700)	(36,684)	(74,881)		(76,986)	
202 Dewey House								
1005 Rent Received	7,200	7,200	7,200	3,600	7,200	0	7,200	0
Total Income	7,200	7,200	7,200	3,600	7,200	0	7,200	0

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

<u>Last Year 2021-22</u>			<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	5,425	5,598	5,605	3,220	5,364	0	5,900	0	0
4012	200	479	200	126	250	0	250	0	0
4014	4,500	5,644	5,000	1,704	5,000	0	5,000	0	0
4020	200	191	200	0	200	0	200	0	0
4025	0	948	0	898	2,000	0	2,000	0	0
4028	1,500	1,071	1,700	1,146	2,000	0	2,000	0	0
4036	1,500	1,842	1,500	183	1,500	0	1,500	0	0
4037	1,250	646	1,600	5,531	1,600	0	1,600	0	0
4040	0	0	0	0	0	68,884	0	0	0
5977	0	12,816	0	0	0	0	0	0	0
Overhead Expenditure			15,805	12,808	17,914	68,884	18,450	0	0
Movement to/(from) Gen Reserve			(8,605)	(9,208)	(10,714)		(11,250)		
208 Town Park Splashpad									
4012	0	0	0	5,093	10,000	0	10,000	0	0
4020	0	0	0	1,261	1,500	0	1,500	0	0
4022	0	0	0	10	0	0	0	0	0
4037	0	0	0	188	200	0	7,500	0	0
4040	0	0	0	203	500	0	500	0	0
Overhead Expenditure			0	6,756	12,200	0	19,500	0	0
Movement to/(from) Gen Reserve			0	(6,756)	(12,200)		(19,500)		
209 Outside Services									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

Last Year 2021-22			Current Year 2022-23				Next Year 2023-24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1193									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

Last Year 2021-22			Current Year 2022-23				Next Year 2023-24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1020		189	3,000	3,024	5,452	0	3,000	0	0
1550		0	4,500	5,452	5,452	0	7,000	0	0
1901		3,875	0	0	0	0	0	0	0
Total Income			11,460	10,456	14,864	0	13,980	0	0
4001		0	13,200	9,211	10,000	0	13,523	0	0
4012		9,319	14,000	3,669	7,000	0	7,000	0	0
4014		2,706	0	0	0	0	0	0	0
4020		2,467	5,000	3,329	5,000	0	5,000	0	0
4023		0	0	0	0	0	0	0	0
4028		893	1,400	943	1,400	0	1,400	0	0
4035		5,281	0	2,579	0	0	0	0	0
4036		11,268	10,000	11,338	12,000	0	10,000	0	0
4037		480	2,000	243	1,500	0	1,500	0	0
4038		0	0	450	0	0	0	0	0
4040		4,776	5,000	339	2,000	0	4,000	0	0
4041		0	0	0	1,000	0	1,000	0	0
4044		3,777	0	0	0	0	0	0	0
4085		366	13,000	4,104	4,104	0	10,000	0	0
5329		0	0	-6,529	-6,529	0	0	0	0
5977		35,653	0	0	0	0	0	0	0
5996		-37,657	0	0	0	0	0	0	0
Overhead Expenditure			63,600	29,675	37,475	0	53,423	0	0
Movement to/(from) Gen Reserve			(52,140)	(19,219)	(22,611)		(39,443)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

<u>Last Year 2021-22</u>			<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
211	<u>Open Spaces</u>								
4018		0	0	573	573	0	573	0	0
4038		0	0	402	1,000	0	1,000	0	0
4040	250	47	0	1,145	1,145	0	500	0	0
4045	0	378	200	104	200	0	200	0	0
5329	0	0	0	-1,341	-1,341	0	0	0	0
5977	0	512	0	0	0	0	0	0	0
	250	1,750	200	884	1,577	0	2,273	0	0
	(250)	(1,750)	(200)	(884)	(1,577)		(2,273)		
212	<u>Cemetery and Churchyard</u>								
1212	1,000	1,332	500	451	1,000	0	1,000	0	0
	1,000	1,332	500	451	1,000	0	1,000	0	0
	Total Income								
4011	200	226	250	151	270	0	290	0	0
4028	950	706	1,100	741	1,100	0	1,100	0	0
	1,150	931	1,350	893	1,370	0	1,390	0	0
	(150)	401	(850)	(442)	(370)		(390)		
214	<u>Public Conveniences (TP & CCP)</u>								
1901	0	0	0	3,730	3,730	0	0	0	0
	0	0	0	3,730	3,730	0	0	0	0
	Total Income								
4001	8,350	0	0	0	11,446	0	12,590	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

<u>Last Year 2021-22</u>			<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	0	-3,593	0	0	0	0	0	0	0
4012	2,500	2,186	2,500	607	2,500	0	2,500	0	0
4014	1,500	4,442	3,000	0	0	0	0	0	0
4016	0	836	0	444	1,000	0	1,000	0	0
4020	100	1,404	2,000	218	1,500	0	1,500	0	0
4024	0	0	0	372	0	0	0	0	0
4028	200	126	200	135	200	0	200	0	0
4036	1,750	2,164	3,000	831	3,000	0	3,000	0	0
4040	100	25	0	0	0	0	0	0	0
Overhead Expenditure			10,700	2,606	19,646	0	20,790	0	0
Movement to/(from) Gen Reserve			<u>(10,700)</u>	<u>1,124</u>	<u>(15,916)</u>		<u>(20,790)</u>		
215	<u>Street Furniture</u>								
4028	360	264	400	270	400	0	400	0	0
4040	1,500	-600	0	0	0	0	0	0	0
4803	3,000	3,566	3,500	1,997	2,000	0	3,500	0	0
5977	0	1,797	0	0	0	0	0	0	0
5996	0	-76	0	0	0	0	0	0	0
Overhead Expenditure			3,900	2,267	2,400	0	3,900	0	0
Movement to/(from) Gen Reserve			<u>(3,900)</u>	<u>(2,267)</u>	<u>(2,400)</u>		<u>(3,900)</u>		
216	<u>Pavillion Cafe</u>								
1180	0	9,659	0	0	0	0	0	0	0
1600	50,000	68,951	50,000	92,755	100,000	0	80,000	0	0

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income								
3540			50,000	92,755	100,000	0	80,000	0	0
			25,000	31,088	35,000	0	28,000	0	0
			25,000	31,088	35,000	0	28,000	0	0
	Direct Expenditure								
4001			37,300	18,650	36,771	0	40,217	0	0
4007		61	150	0	150	0	150	0	0
4008		0	250	0	250	0	250	0	0
4010		0	100	0	100	0	100	0	0
4011		3,194	3,050	1,598	2,662	0	2,950	0	0
4014		0	2,500	0	2,500	0	2,500	0	0
4016		24	0	0	0	0	0	0	0
4020		3,540	3,000	2,521	3,000	0	3,000	0	0
4022		297	400	126	300	0	300	0	0
4023		0	200	28	100	0	100	0	0
4025		141	200	32	100	0	100	0	0
4036		508	2,000	2,059	2,059	0	2,000	0	0
4037		180	500	188	200	0	200	0	0
4040		1,616	500	128	500	0	500	0	0
4055		180	240	0	240	0	240	0	0
4061		1,106	1,400	1,136	1,400	0	1,400	0	0
			51,790	26,466	50,332	0	54,007	0	0
			(26,790)	35,201	14,668		(2,007)		

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

<u>Last Year 2021-22</u>			<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4010	Health & Safety	1,000	475	1,000	0	500	0	500	0
4016	Cleaning	1,000	0	1,000	0	0	0	0	0
4020	Consumables & Other Expenses	500	0	500	298	500	0	500	0
4028	Insurance	4,050	0	0	0	0	0	0	0
4036	Repairs and Renewals	10,000	5,275	10,000	1,805	5,000	0	5,000	0
4037	Maintenance Contracts	0	630	0	0	0	0	0	0
4040	Equipment/Furniture	1,000	180	1,000	11,486	11,500	0	1,000	0
4044	Tree Works	2,000	0	0	0	0	0	0	0
5977	depreciation Charged	0	7,135	0	0	0	0	0	0
	Overhead Expenditure	19,550	13,695	13,500	13,589	17,500	0	7,000	0
	Movement to/(from) Gen Reserve	(19,550)	(13,695)	(13,500)	(13,589)	(17,500)		(7,000)	
218	Skate Park								
1193	Miscellaneous Income	0	-497	0	0	0	0	0	0
	Total Income	0	-497	0	0	0	0	0	0
4036	Repairs and Renewals	1,000	0	0	0	0	0	0	0
	Overhead Expenditure	1,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,000)	(497)	0	0	0		0	
219	Sweeper								
4001	Salaries	0	0	0	0	32,296	0	35,525	0
4007	Uniform	0	0	0	30	50	0	50	0
4036	Repairs and Renewals	0	2,107	2,000	917	2,000	0	2,000	0

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>			<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
4040 Equipment/Furniture	0	27	0	0	0	0	0	0
4042 Vehicle Costs	0	659	0	278	0	0	0	0
4090 Sweeper Leasing	24,675	24,675	24,675	12,338	24,675	0	24,675	0
4091 Sweeper Consumables	2,000	656	1,200	1,243	2,500	0	2,500	0
4092 Sweeper Fuel	2,000	5,296	9,000	3,400	7,500	0	9,000	0
4093 Sweeper Waste Disposal	30,000	22,900	25,000	4,605	20,000	0	20,000	0
4094 Sweeper Maintenance	1,000	0	0	0	0	0	0	0
Overhead Expenditure	59,675	56,320	61,875	22,811	89,021	0	93,750	0
Movement to/(from) Gen Reserve	(59,675)	(56,320)	(61,875)	(22,811)	(89,021)		(93,750)	
220 Depot								
4011 Rates	0	8,136	7,500	2,143	3,575	0	3,950	0
4014 Electricity and Gas	0	360	750	128	750	0	750	0
4018 Rent	0	12,480	16,000	11,665	16,000	0	16,000	0
4020 Consumables & Other Expenses	1,000	5	0	0	0	0	0	0
4025 IT (Website & Email)	0	240	0	287	500	0	500	0
4036 Repairs and Renewals	1,000	0	1,000	3,253	3,500	0	1,000	0
4037 Maintenance Contracts	0	150	200	788	1,000	0	1,000	0
4040 Equipment/Furniture	1,500	0	0	95	100	0	100	0
4921 CAP - Vehicles & Equipment	2,000	0	0	0	0	0	0	0
5977 depreciation Charged	0	898	0	0	0	0	0	0
Overhead Expenditure	5,500	22,269	25,450	18,360	25,425	0	23,300	0
Movement to/(from) Gen Reserve	(5,500)	(22,269)	(25,450)	(18,360)	(25,425)		(23,300)	

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

<u>Last Year 2021-22</u>			<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
299	<u>Services to be devolved</u>								
4000	262,000	0	345,000	312	345,000	0	0	0	0
4040	0	1,465	0	0	0	0	0	0	0
4850	0	-152	0	0	0	0	0	0	0
5316	0	-1,465	-175,000	0	-175,000	0	0	0	0
6316	0	262,000	0	0	0	0	0	0	0
	262,000	261,848	170,000	312	170,000	0	0	0	0
	(262,000)	(261,848)	(170,000)	(312)	(170,000)				
301	<u>Civic Centre</u>								
1001	20,000	31,549	40,000	21,246	40,000	0	40,000	0	0
1002	500	798	500	164	500	0	1,000	0	0
1003	0	100	0	90	90	0	0	0	0
1004	0	222	0	-11	0	0	0	0	0
1193	0	13	0	122	122	0	0	0	0
1305	0	0	0	505	500	0	500	0	0
	20,500	32,681	40,500	22,116	41,212	0	41,500	0	0
	64,600	61,061	67,500	25,037	61,000	0	65,166	0	0
4007	200	332	200	83	200	0	200	0	0
4008	500	679	500	0	200	0	500	0	0
4011	7,100	6,986	7,300	4,190	6,986	0	7,700	0	0
4012	1,500	2,029	1,000	641	1,250	0	1,250	0	0
4013	-37,200	-37,200	-37,200	-15,500	-37,200	0	-37,200	0	0

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>			<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
4014 Electricity and Gas	15,000	21,715	25,000	6,455	25,000	0	25,000	0
4016 Cleaning	500	313	0	0	0	0	0	0
4020 Consumables & Other Expenses	1,250	2,154	1,750	2,139	4,000	0	4,000	0
4022 Postage & Telephone	500	60	200	0	0	0	0	0
4024 Photocopier Charges	0	56	0	0	0	0	0	0
4025 IT (Website & Email)	0	1,972	2,000	858	2,000	0	2,000	0
4028 Insurance	2,600	1,886	3,000	2,022	3,000	0	3,000	0
4029 Licences	2,500	180	2,500	1,658	1,700	0	2,000	0
4031 Publicity & Marketing	500	0	1,000	400	500	0	1,000	0
4035 Refuse Collection\Bin Emptying	0	1,190	1,000	402	1,000	0	1,000	0
4036 Repairs and Renewals	7,500	8,666	7,500	1,230	3,000	0	3,000	0
4037 Maintenance Contracts	7,500	7,825	7,500	6,006	8,000	0	8,000	0
4040 Equipment\Furniture	1,000	1,827	1,000	500	1,000	0	1,000	0
4055 Stocktaking Fees	240	120	240	0	240	0	240	0
4061 Streamline Charges	300	362	250	281	600	0	600	0
4801 Events Funding	750	0	750	520	750	0	750	0
5977 depreciation Charged	0	18,978	0	0	0	0	0	0
5996 Deferred Grants Released	0	-4,045	0	0	0	0	0	0
Overhead Expenditure	76,840	97,148	92,990	36,920	83,226	0	89,206	0
Movement to/(from) Gen Reserve	(56,340)	(64,467)	(52,490)	(14,805)	(42,014)		(47,706)	
305 Civic Centre Bar								
1580 Bar Sales	7,500	1,270	7,500	4,270	7,500	0	7,500	0
Total Income	7,500	1,270	7,500	4,270	7,500	0	7,500	0

Continued on next page

Warminster Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

Last Year 2021-22			Current Year 2022-23				Next Year 2023-24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
3530	Bar Purchases	3,000	2,755	3,000	2,553	3,000	0	3,000	0	0
3531	Bar Gas & Consumables	200	0	200	0	0	0	0	0	0
	Direct Expenditure	3,200	2,755	3,200	2,553	3,000	0	3,000	0	0
4040	Equipment/Furniture	250	0	250	0	100	0	100	0	0
	Overhead Expenditure	250	0	250	0	100	0	100	0	0
	Movement to/(from) Gen Reserve	4,050	(1,486)	4,050	1,717	4,400		4,400		
306	Civic Centre Coffee Bar									
1581	Coffee Bar Sales	0	1,156	0	758	1,000	0	1,000	0	0
	Total Income	0	1,156	0	758	1,000	0	1,000	0	0
3535	Coffee Bar Purchases	0	447	0	188	400	0	400	0	0
	Direct Expenditure	0	447	0	188	400	0	400	0	0
	Movement to/(from) Gen Reserve	0	709	0	570	600		600		
499	Capital Expenditure									
1184	Capital Grants	0	0	0	0	0	0	0	0	0
1710	CIL Receipts	0	87,426	0	66,897	66,897	0	0	0	0
	Total Income	0	87,426	0	66,897	66,897	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
821	Vehicles & Equip. Depreciation	0	34,833	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	Last Year 2021-22		Current Year 2022-23			Next Year 2023-24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
841 Infrastructure Assets Depr'n	0	29,768	0	0	0	0	0	0
898 Deferred Grants Released	0	41,778	0	0	0	0	0	0
899 Depreciation Reversal	0	-95,646	0	0	0	0	0	0
4901 Loan Repayment Capital	24,633	24,633	25,863	12,774	25,863	0	28,509	0
4902 Loan Repayment Interest	14,969	14,968	13,739	7,027	13,739	0	11,093	0
4909 CAP - CCTV Equipment	0	0	0	68,886	110,000	0	0	0
4915 CAP - Town Park	0	36,282	0	0	0	0	0	0
4917 CAP - IT Equipment	0	0	0	3,161	3,161	0	0	0
4918 CAP-CCTV Radios	0	0	0	0	0	0	0	0
4919 CAP - Street Furniture	0	1,556	0	0	0	0	0	0
4920 CAP - Capital Projects	0	8,718	0	0	0	0	0	0
4921 CAP - Vehicles & Equipment	0	5,446	0	0	0	0	0	0
4933 CAP - Town Park Splash Pad	0	0	0	11,835	11,835	0	0	0
4934 CAP - Benches	0	0	0	1,659	1,659	0	0	0
4999 Assets Capitalised	0	376,328	0	0	0	0	0	0
5315 Tfr from Capital Projects	0	-110,668	0	-16,656	-52,862	0	0	0
5329 Tfr from Open Spaces	0	-4,800	0	0	0	0	0	0
5338 Tfr from EMR Play Area	0	-1,013	0	0	0	0	0	0
5352 Tfr from CIL 18/19	0	-50,000	0	-59,667	-59,667	0	0	0
5353 Tfr from CIL 19/20	0	0	0	-9,219	-12,372	0	0	0
5354 Tfr from CIL 20-21	0	0	0	0	-1,754	0	0	0
5900 Depreciation Contra to Service	0	-95,646	0	0	0	0	0	0
5998 Assets Funded from Grants	0	-262,609	0	0	0	0	0	0
6306 Tfr to EMR CIL	0	87,426	0	66,897	66,897	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget 2023-24

	Last Year 2021-22		Current Year 2022-23			Next Year 2023-24		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
6307 Tfr to EMR Play Area	0	760		0	0	0	0	0
6315 Tfr to Capital Projects	100,000	100,000	100,000	100,000	100,000	0	200,000	0
6326 Tfr to Climate Change	0	8,000	0	0	0	0	0	0
6333 Tfr to EMR Cyclepath	0	20,000	0	0	0	0	0	0
Overhead Expenditure	139,602	201,160	139,602	186,698	206,499	0	239,602	0
Movement to/(from) Gen Reserve	(139,602)	(113,734)	(139,602)	(119,801)	(139,602)		(239,602)	
Total Budget Income	1,402,764	1,526,235	1,464,252	1,601,693	1,662,653	0	1,537,086	0
Expenditure	1,412,764	1,500,811	1,464,252	788,076	1,615,992	68,884	1,537,086	0
Movement to/(from) Gen Reserve	(10,000)	25,424	0	813,617	46,661		0	

Budget Summary**Year Ended 31st March 2024**

	2022-23	2023-24	<i>Budget</i>	
	Projectec	Budgeted	Proposed	Incr/Decr
		<i>(revised)</i>		
EXPENDITURE				
Council Administration	368942	326890	366396	39506 12.09%
Civic & Democratic	12516	12900	11500	-1400 -10.85%
Policy & Communications	2000	6000	6000	0 0.00%
Council Events	34500	27500	34500	7000 25.45%
Grants & Projects	63869	53000	61000	8000 15.09%
Town Park Splashpad	12200	0	19500	19500
Outside Services	270469	261350	298163	36813 14.09%
Town Park	37475	63600	53423	-10177 -16.00%
Open Spaces	1577	200	2273	2073 1036.50%
Cemetery & Churchyard	1370	1350	1390	40 2.96%
Public Conv - Town Park & Central C	19646	10700	20790	10090 94.30%
Street Furniture	2400	3900	3900	0 0.00%
Pavilion Café	85332	76790	82007	5217 6.79%
Play Areas	17500	13500	7000	-6500 -48.15%
Skate Park	0	0	0	0
Street Sweeping	89021	61875	93750	31875 51.52%
Depot	25425	25450	23300	-2150 -8.45%
Services to be Devolved	170000	170000	0	-170000
Finance	1214242	1115005	1084892	-30113 -2.70%
Civic Centre - Administration	83226	92990	89206	-3784 -4.07%
Civic Centre - Bar	3100	3450	3100	-350 -10.14%
Civic Centre - Coffee Bar	400	0	400	
Civic Centre	86726	96440	92706	-4134 -4.29%
CCTV	90611	97400	101436	4036 4.14%
Dewey House	17914	15805	18450	2645 16.74%
	108525	113205	119886	6681
TOTAL EXPENDITURE	1409493	1324650	1297484	-27566 -2.08%
INCOME				
Council Administration	21000	1600	21000	19400 1212.50%
Council Events	2500	3500	2500	-1000 -28.57%
Grants & Projects	60828	0	0	0
Town Park	14864	11460	13980	2520 21.99%
Cemetery & Churchyard	1000	500	1000	500 100.00%
Public Conv - Town Park & Central C	3730	0	0	0
Pavilion Café	100000	50000	80000	30000 60.00%
Finance	203922	67060	118480	51420 76.68%
Civic Centre - Administration	41212	40500	41500	1000 2.47%
Civic Centre - Bar	7500	7500	7500	0 0.00%
Civic Centre - Coffee Bar	1000	0	1000	
Civic Centre	49712	48000	50000	2000 4.17%
CCTV	15730	22700	24450	1750 7.71%
Dewey House	7200	7200	7200	0 0.00%
	22930	29900	31650	1750
TOTAL INCOME	276564	144960	200130	55170 38.06%
NET REVENUE EXPENDITURE	1132929	1179690	1097354	-82736
PROJECTS				
General Capital	100000	100000	200000	100000
Loan Charges	39602	39602	39602	0
CAPITAL & PROJECT EXPENDITURE	139602	139602	239602	100000 71.63%
TOTAL NET EXPENDITURE	1272531	1319292	1336956	17264 1.31%
Financed as follows				
General Reserve at 1st April	314740	245209	361501	
General Reserve at 31st March	361501	245209	361501	**
Funded from/(added to) General Re:	-46761	0	0	

Budget Summary**Year Ended 31st March 2024**

	<u>2022-23</u>		<u>2023-24</u>	<i>Budget</i>	
	Projected	Budgeted	Proposed	<i>Incr/Decr</i>	
Precept Support Grant	0	0	0	0	
Precept Required	1319292	1319292	1336956	17664	1.34%
TOTAL TAXATION FUNDING REQ	1319292	1319292	1336956	17664	1.34%
	1272531	1319292	1336956		

ADJUSTED BASIS

Band D Equivalents	6157.26	6157.26	NYA	0	0.00%
Precept per Band D Equivalent (£/annum)	£ 214.27	£217.13		£2.86	1.33%
Precept per Band D Equivalent (p/week)	410.93	416.41		£0.05	1.33%

Note:** Recommended **minimum** reserve equal to

3 months net revenue expenditure	283232	294923	274339
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<u>Earmarked Reserves</u>	<u>31/03/2022</u>	<u>31/03/2023</u>	<u>31/03/2024</u>
		(Projected)	(Available)
Council - Revenue	141753	133883	133883
Council - Capital/Buildings	180945	228083	428083
Council - CIL/S106	135955	129059	129059
Devolved Services	514770	339770	339770
Elections	25000	30000	35000
CCTV	12529	0	0
	1010952	860795	1065795
General Reserve	314740	361501	361501
	1325692	1222296	1427296
Reserve Movement check		-150157	205000

Splashpad – Report to Full Council 28th November 2022

By the Splashpad Working Group

Conclusion

The splashpad has been a fantastic success. It has provided a free to use facility 'on the doorstep' for Warminster residents, it has proved enormously popular and this popularity is set to continue.

It has boosted visitor numbers to the town and projected a positive image for Warminster as a great place to visit with excellent facilities. It was delivered within the budget and thanks to the use of the Dewey Trust, at minimal cost to the Council Taxpayer.

Background

The paddling pool in the Lake Pleasure Grounds was built shortly after the 2nd World War. It was a very popular feature fondly remembered by generations of Warminster residents.

Unfortunately, after over 70 years, it had become impossible to repair and the town council took the decision to replace it. The initial intention was a like for like replacement of the paddling pool, but despite twice putting the project out to tender and numerous direct approaches to companies, no one could be found who was interested in building a new paddling pool. In addition, it became apparent that the law regarding paddling pools had changed over the years and a new pool would not have "grandfather rights" and any new paddling pool would be under the same regulations as a swimming pool to run.

Members decided to increase the budget for the project and initiate a third tender process, which this time included the option of replacing the paddling pool or providing a splash pad. Two companies tendered, both offering a splashpad and members chose one of these to proceed with the project.

Members also resolved to adopt a water recycling system for the splashpad, which although increased the capital costs, was expected to reduce the running costs.

The paddling pool had been filled slowly by a single tap and did not use electricity, for a splashpad to go ahead there was a need to connect a new electricity supply and a need to connect a water supply, both of which increased cost. The difficult access to the site also had some impact on cost.

Although hugely impressed by the initial design of the splash pad, Councillors insisted that a slow drain pool area was included before giving the go ahead. This proved to be an inspired decision, because although unusual for a splash pad, the pool has proved extremely popular with the youngest children.

Construction

Construction started in the autumn of 2021, there was a long (and planned) gap between initial work to lay base and pipes and then finishing of wet pour and installation of features.

Despite the need to get new water and electricity supply it was difficult to bring pressure on to utility companies as they go at their own pace. Never the less, the new supplies were installed in early 2022.

Construction went according to plan, the only slight hic up being the presence of more tree roots than expected which slightly increased costs. Despite Covid19, the construction was completed on time and within budget. The only real problem was getting an electricity meter installed. Although this should have been a simple task, the disruption to energy supplies caused by war in Ukraine meant suppliers ended up with a backlog of installations which delayed the process. This was further compounded when the supplier failed to turn up for a scheduled installation. In all problems with the meter delayed finishing and opening by about a month. The splashpad was given a soft opening to allow staff to become familiar with its operation and deal with any teething problems. The official opening was made at the end of May 2022.

Observations

The cost of chemicals for the recycling system was not mentioned or budgeted for. Although not substantial but should have been considered.

The input from talking to other councils who had done similar projects (particularly Melksham) was valuable. In particular their advice on advance publicity to ensure no unsuitable nappies were worn. Warminster Town Council officers ran a great publicity campaign and have helped ensure there was not a single incident of the splashpad shutting due to contamination. Extra signage was put up to direct people to the public toilets and this proved successful but queues could be long.

The Parks and Open spaces staff have done a brilliant job in adapting to the splashpad being open 7 days a week and running all the technical side – from the plant room, water testing, dosing etc and undertaking and absorbing considerable amounts of training.

During some periods of construction when there was nothing to report, members could feel out of the loop, the lesson learnt – in future monthly reports may include nothing to report.

Vandalism – there has been just one incident of vandalism – where the rocket feature was snapped off. This was done early in the morning by someone who is believed to have left one to the town centre nightclubs.

Parking – There has been a noticeable increase in people parking on Weymouth Street and in some other residential streets near the Lake Pleasure Grounds. Information has been posted on social media and the council's website to direct people to appropriate car parks. Further improvements to signage to car parks is being researched as part of the town centre action plan.

Running Costs

The splashpad is both free to use and due to the use of water recycling is interactive without restriction on water usage. (Some splashpads have timed features to reduce water usage and water bills) The water bill is yet to be finalised, but is expected to be around £8,500. This is an estimated ¼ of what it would be without water recycling. The electricity bill was £12,317.

Staff costs

It is necessary to have a member of staff perform monitoring tests and other checks throughout the day when the splashpad is in operation. This is a minimum of every two hours and more frequent when the splashpad is busy. The member on staff on duty will also perform other tasks within the Lake Pleasure Grounds while not attending to the splash pad. In essence staff costs are about 37 hours a week for 5 months of the year.

There are close down and start-up costs at the start and end of the season, initially provided by the contractor as part of the build contract, they will in future have to be paid for. Above surface features are removed and taken into storage during the closed season to protect them and avoid vandalism.

Toilets

Increased demand for toilet facilities was coped with but the Parks and Estates Committee has already asked for some temporary toilets at peak days in 2023 and for officers to look at a long term solution.

Overall

The splash pad has been a huge success. It has been transformative for the Lake Pleasure Grounds. It has a “wow factor” for visitors of all ages. The number of visitors drawn to the Park due to the splash pad has been phenomenal. People have travelled from Bath, Shaftesbury and Devizes. Some members of the public have reported making a 90 minute (3 hours round trip) journey to visit! People are ready to start at 10am.

The consequence of this has been a big increase in sales at the Pavilion Café and increased usage of other facilities such as the putting green, tennis courts and boats on the lake.

The feedback from users has been almost exclusively positive. Demand is not expected to drop, although 2022 was a hot summer, each year there are new children and others who will return again and again. The pre-school children have their own unofficial time slot, utilising the splash pad when older children are at school.

To run the splashpad 7 hours a day, 7 days a week and not have to close it for either contamination or mechanical problems is a considerable achievement.

One issue that has been raised is the opening hours, with a number of people suggesting that the splash pad could stay open later into the evening.

Officers think that this should be reviewed after each season but have some concerns.

- * The splash pad although open to all is primarily aimed at younger children
- * There would be significant extra staffing costs
- * The Café has been open in parallel with the splash pad – particularly to provide swim nappies, towels etc
- * Concern that later opening will attract anti-social behaviour

The Splashpad has been busy during the existing opening hours, from 10am opening to 5pm closing.

Officers considered whether extra shade should be provided, perhaps in the form of sails. The provision of extra shade has implications for CCTV coverage. CCTV is vital in ensuring safety and preventing vandalism. Officers' advice therefore is that this should be considered only after the planned new CCTV system is in place and had been operating for a year. People currently bring small beach tents and wind breaks which work well.

Officers are also of the view that the shade provided by the tree works well as people spend some time in the splash pad then withdraw to a shaded area, reducing congestion in the splash pad. People have also brought their own shade in the form of beach tents and wind breaks which also work well.

It is planned that the splashpad will reopen in 2023 in the week before Spring in the Park on Sunday 6th May and stay open until the end of September 2023.

Recommendations

The original design included play panels along the fence by the splashpad. These were removed as a cost reduction. Officers believe that if they were installed, they would add significant play value and improve the visual appearance. 6 panels of 1200 mm x 800mm (4 ft by 2ft 8 inches) could be installed along the fence at a cost of under £6,000. These are robust and difficult to vandalise.

A capping stone should be put on the small blue retaining wall to discourage people from sitting on it and to help preserve the wall.

When redoing the wet pour, a small area nearest the entrance gate should be tarmacked rather than coated with wet wetpour, as this area is used by people getting to the play area as well as the splash pad.

Earmarked Reserves Capital Projects

The wet pour on the splashpad will need replacing in 6-10 years depending on the amount of wear and tear. Obviously, costs are difficult to estimate that far in advance, but it is expected to cost around £20,000 to take up the old wet pour and replace with new. This may also be an opportunity to change the theme of the splashpad from space to something new.

Longer term the life span of the splash pad may be 20 -30 years, but it would be prudent to increase the earmarked reserves capital projects to take this into account.

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Warminster Town Council – WI0242

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The date of the Responsible Finance Officer's signature in Section 2 has been incorrectly recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate that the correct date of signature is 02/06/2022. The smaller authority should ensure that the correct dates are recorded on the AGAR in future.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

22/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)