

27<sup>th</sup> February 2023

## AGENDA

Dear Councillor

You are summoned to a meeting of the:

**Finance and Audit Committee**  
**on Tuesday 6<sup>th</sup> March 2023 at 7pm**  
**to be held at the Civic Centre, Sambourne Road, Warminster.**

**Membership:**

Cllr Brett (East)	Vacancy (East)
Cllr Cooper (Broadway) Chairman	Cllr Parks (North)
Cllr Jeffries (North)	Cllr Robbins (East)
Cllr Keeble (West)	

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

If you wish to address members in public participation via a written submission, please contact [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk) at least a day prior to the meeting to enable this to be facilitated. If you wish to view the meeting, please see the link on the Warminster Town Council website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) in the meetings diary.

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. Election of a Vice Chair**

Members to elect a vice chair for the remainder of the municipal year.

**3. 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.

**4. Minutes**

**4.1 To approve** as a correct record, the minutes of the Finance and Audit Committee meeting held on Tuesday 3<sup>rd</sup> January 2023; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

**4.2 To note** any matters arising from the minutes of the Finance and Audit Committee meeting held on Tuesday 3<sup>rd</sup> January 2023.

**5. Chairman's Announcements**

**To note** any announcements made by the Chairman.

**6. Questions**

**To receive** questions from members of the committee submitted in advance to the Clerk. Members are requested to submit any financial questions at least 48 hours in advance of the meeting.

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

**7. Public Participation**

**To enable** members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Chairman may read any statements submitted in advance by members of the public.

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

**8. Reports from Unitary Authority Members**

**To note** reports provided which are relevant to this committee.

**9. Financial Information**

**9.1 To note the reconciliations for November and December 2022 and January 2023; the Chairman to sign and verify against the bank statements seen. (See attached)**

**9.2 To note the accounts to 31<sup>st</sup> January 2023. (See attached)**

**9.3 To receive the variance report to 31<sup>st</sup> January 2023. (See attached)**

**9.4 To approve the list of payments made in November and December 2022 and January 2023 and the Chairman to sign. (See attached.)**

**9.5 To note the internal transfers made between the Instant Access Account and the Current Account since the last report.**

Date	Amount
23/02/2023	£10,000

## 10. Earmarked Reserves

While there is a benefit to having earmarked reserves, some have become redundant and it is proposed that the number is tidied up by removing those which no longer serve a purpose. (see Detailed Balance Sheet, agenda item 9.2)

Therefore the following changes are proposed to take affect from April 2023.

Four Earmarked Reserves to be ended:

329 EMR Open Spaces (currently £6,950)

330 EMR Catenary Cables (currently £3,168)

331 EMR Depot (currently £25,000)

355 EMR S106 Grant (currently £814)

The funds being consolidated into Earmarked Reserves Outside Services.

### **Members to approve**

## 11. Warminster Foodbank Lease at Dewey House

Warminster Foodbank has been leasing space at Dewey House since 2012. The current lease is due to end on 31<sup>st</sup> March 2023. **(see attached)**

The foodbank is a non-profit making charity run entirely by volunteers to help local people in crisis.

**Members are asked to approve the continuation of a lease to the foodbank operation at Dewey House for a further 3 year and to set the rent at £660 per calendar month, with a CPI Inflation increase in 2024 and 2025.**

## 12. Community Infrastructure Levy Update

Since the last report (see agenda for 1.03.2023) a further payment has been received taking the balance to £135,039.

### **Members to note**

## 13. Communications

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

**Date of next scheduled meeting: Monday 9<sup>th</sup> May 2023**

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.