

MINUTES
of the
Finance and Audit Committee
held on Monday 6th January 2025, 7pm
at Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB

Membership:

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

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett (Town Clerk & RFO), Judith Halls (Deputy Town Clerk)

Attendees:

Unitary Councillors: None

Members of the press: None

Members of the public: None

FA/24/040 Apologies for Absence

Apologies were received and accepted from Cllrs Brett and Robbins.

FA/24/041 Declarations of Interest

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

FA/24/042 Minutes

FA/24/042.1 The minutes of the Finance and Audit Committee meeting, held on Monday 11th November 2024, were approved as a true record, and signed by the Chairman.

FA/24/042.2 Members noted that there were no matters arising from the minutes of the Finance and Audit Committee meeting, held on Monday 11th November 2024.

FA/24/043 Chairman’s Announcements

There were no announcements from the Chairman.

Signed: Date:

FA/24/044 **Questions**
There were no questions from members.

FA/24/045 **Public Participation**
There was no public participation.

FA/24/046 **Reports from Unitary Authority Members**
There were no reports from unitary authority members.

FA/24/047 **Financial Information**
FA/24/047.1 Members noted the reconciliations for October and November 2024; the Chairman signed and verified against the bank statements seen.
FA/24/047.2 Members noted the accounts to November 2024.
FA/24/047.3 Members noted the variance report to November 2024.
FA/24/047.4 Members approved the list of payments made in October and November 2024, which the Chairman signed.
FA/24/047.5 Members noted the internal transfers made between the Instant Access Account and the Current Account since the last report.

Date	Amount
14.11.2024	£10,000
22.11.2024	£10,000
20.12.2024	£25,000

FA/24/047.6 Members verified the Petty Cash Schedule to 22nd November 2024.
FA/24/047.7 Members noted the Community Infrastructure Levy expenditure at 12th December 2024.

FA/24/048 **Thank you letters for Grants Awarded**
Members noted that messages of thanks had been received from the following organisations:
Warminster Bowls Club
Warminster and Flers Town Twinning
South West Ambulance Service Trust.

FA/24/049 **Communications**
Members resolved not to issue any press releases.

Meeting closed at 7.03pm

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

Date of next scheduled meeting: Monday 31st March 2025.

Signed: Date: