

**MINUTES
of the
Finance and Audit Committee
held on Monday 17th March 2025, 6pm
at Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB**

Membership:

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

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: One

Members of the public: One

FA/24/050 Apologies for Absence

No apologies were received for the meeting.

FA/24/051 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/24/052 Minutes

FA/24/052.1 The minutes of the Finance and Audit Committee meeting, held on Monday 6th January 2025, were approved as a true record, and signed by the Chairman.

FA/24/022.2 Members noted that there were no matters arising from the minutes of the Finance and Audit Committee meeting, held on Monday 6th January 2025.

Signed: Date:

FA/24/053 Chairman's Announcements

The Chairman made one announcement which was that someone had commented on the length of the committee meetings. The Chairman confirm that all Finance and Audit meetings were run in a professional and thorough manner. Agendas were received a week in advance of the meeting, so all details were able to be digested, and any questions submitted for answers prior to the meeting. Preparation was the key to swift but effective meetings.

FA/24/054 Questions

There were no questions from members.

FA/24/055 Public Participation

There was no public participation.

FA/24/056 Reports from Unitary Authority Members

There were no reports from unitary authority members.

FA/24/057 Financial Information

FA/24/057.1 Members noted the reconciliations for December 2024 and January 2025; the Chairman signed and verified against the bank statements seen.

FA/24/057.2 Members noted the accounts to January 2025.

FA/24/057.3 Members noted the variance report to January 2025.

FA/24/057.4 Members approved the list of payments made in December 2024 and January 2025, which the Chairman signed.

FA/24/057.5 Members noted the internal transfers made between the Instant Access Account and the Current Account since the last report.

Date	Amount
08.01.25	£40,000
25.02.25	£40,000
26.02.25	£ 5,000
03.03.25	£25,000

FA/24/057.6 Members verified the Petty Cash Schedule to March 2025.

FA/24/058 Thank you letters for Grants Awarded

Members noted that messages of thanks had been received from St John's Hall.

Cllr Jeffries thanked the town council for the grant, on behalf of the Park Run, which helped to set up a new site in Thoulstone Park, Chapmanslade.

FA/24/049 Communications

Members resolved not to issue any press releases.

Meeting closed at 7.08pm

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: TBC.

Signed: Date: