

**MINUTES**  
of the  
**Finance and Audit Committee**  
held on Monday 27th April 2026, 6.00pm  
at Warminster Civic Centre, Sambourne Road,  
Warminster BA12 8LB

**Membership:**

<b>Clr Carter (West) Chairman</b>	*	<b>Clr S Kirkwood (Broadway)</b>	*
<b>Clr Cooper (Broadway) Vice Chairman</b>	*	<b>Clr Parks (North)</b>	A
<b>Clr Hawker (West)</b>	*	<b>Clr Tuisinu (East)</b>	*
<b>Clr Keeble (West)</b>	*		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

**Officers:** Tom Dommett (Town Clerk), Judith Halls (Deputy Town Clerk).

**Attendees:**

**Unitary Councillors:** None

**Members of the press:** None

**Members of the public:** One

**FA/25/050**    **Apologies for Absence**  
Apologies were received and accepted from Clr Parks.

**FA/25/051**    **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/25/052**    **Minutes**  
**FA/25/052.1** The minutes of the Finance and Audit Committee meeting, held on Monday 19<sup>th</sup> January 2026, were approved as a true record, and signed by the Chairman.

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

**FA/25/052.2** Members noted that there were no matters arising from the minutes of the Finance and Audit Committee meeting, held on Monday 19<sup>th</sup> January 2026.

**FA/25/053** **Chairman’s Announcements**

There were no announcements from the Chairman.

**FA/25/054** **Questions**

There were no questions submitted in advance.

**FA/25/055** **Public Participation**

There was no public participation

**FA/25/056** **Reports from Unitary Authority Members**

There were no reports from unitary authority members.

**FA/25/057** **Financial Information**

**FA/25/057.1** Members noted the reconciliations for January, February and March 2026; the Chairman signed and verified against the bank statements seen.

**FA/25/057.2** Members noted the accounts to 31<sup>st</sup> March 2026.

**FA/25/057.3** Members noted the variance report to 31<sup>st</sup> March 2026.

**FA/25/057.4** Members approved the list of payments made in January, February and March 2026 which the Chairman signed.

**FA/25/057.5** Members noted the internal transfers made between the Instant Access Account and the Current Account since the last report.

Date	Amount
14.01.2026	£20,000
23.01.2026	£50,000
13.02.2026	£20,000
20.02.2026	£15,000
04.03.2026	£10,000
06.03.2026	£10,000
26.03.2026	£10,000
14.04.2026	£15,000

**FA/25/058** **Current Year Fund Surplus**

Members approved the proposed allocation of the Current Year Fund Surplus for 2025/2026 reserves as set out in the report.

	Current Funds	Proposed allocation	New Total
317 EMR Events/Markets	25,000	10,000	£35,000
318 EMR Outside Services/ Parks and Estate	49,702	20,000	£69,702
325 EMR CCTV	10,000	5,000	£15,000
366 EMR Heritage Lottery Bid	20,000	10,000	£30,000

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

363 EMR Town Centre	10,000	10,000	£20,000
101/4059 Other Professional Fees	5,000	10,000	£15,000
310 General Reserves	444,831	4,559	£474,390
<b>Revenue Budget</b>			
301/4036 Civic Centre Repairs and Renewals		10,000	
<b>Total Allocation</b>		<b>£79,559</b>	
<b>In addition, it is proposed to merge the following reserves:</b>			
338 EMR Play Areas	15,694	Add to 318 EMR Outside services/Parks and Estate	
332 EMR Sweeper	5,000	Add to 318 EMR Outside services/Parks and Estate	

**FA/25/059** Grant application information and application form  
Members resolved to adopt the updated grant application information and application form.

**FA/25/060** Communications  
Members asked for a press releases to the Grant Applications opening.

Meeting closed at 6:10pm

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.

Date of next scheduled meeting: Monday 29<sup>th</sup> June 2026.

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