

MINUTES
of the
Finance and Audit Committee
held on Monday 30th June 2025, 7pm
at Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB

Membership:

Cllr Carter (West) Vice Chairman	*	Cllr S Kirkwood (Broadway)	*
Cllr Cooper (Broadway) Chairman	A	Cllr Parks (North)	*
Cllr Hawker (Broadway)	*	Cllr Tuisinu (East)	*
Cllr Keeble (West)	A		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Judith Halls (Deputy Town Clerk), Patsy Clover (Committee Clerk).

Attendees:

Unitary Councillors: One

Members of the press: None

Members of the public: None

FA/25/001 Election of a Chairman for the municipal year 2025-2026
Members resolved that Cllr Cooper would be the Chairman of the Finance and Audit Committee for the municipal year 2025-2026.

FA/25/002 Election of a Vice Chairman for the municipal year 2025-2026
Members resolved that Cllr Carter would be the Vice Chairman of the Finance and Audit Committee for the municipal year 2025-2026.

FA/25/003 Apologies for Absence
Apologies for absence were received and accepted from Cllrs Cooper and Keeble.

Signed: Date:

FA/25/004 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/25/005 Minutes

FA/25/005.1 The minutes of the Finance and Audit Committee meeting, held on Monday 17th March 2025, were approved as a true record, and signed by the Chairman.

FA/25/005.2 Members noted that there were no matters arising from the minutes of the Finance and Audit Committee meeting, held on Monday 17th March 2025.

FA/25/006 Chairman's Announcements

There were no announcements from the Chairman.

FA/25/007 Questions

There were no questions from members.

FA/25/008 Reports from Unitary Authority Members

There were no reports from unitary authority members.

FA/25/009 Financial Information

FA/25/009.1 Members noted the reconciliations for February, March, and April 2025; the Chairman signed and verified against the bank statements seen.

FA/25/009.2 Members noted the accounts to 30th April 2025.

FA/25/009.3 Members noted that, as only one month of the financial year has elapsed, a variance report has not been prepared to 30th April 2025.

FA/25/009.4 Members approved the list of payments made in February, March, and April 2025, which the Chairman signed.

FA/25/009.5 Members noted the internal transfers made between the Instant Access Account and the Current Account since the last report.

Date	Amount
17.03.25	£1,000
25.03.25	£40,000
17.04.25	£5,000
25.04.25	£50,000
22.05.25	£15,000

FA/25/010 The Dewey Trust

Members noted the portfolio valuation at 16th June 2025 from The Dewey Trust of £450,669.

Signed: Date:

FA/25/011 Service Agreements for 2025-2026

Members noted the payments to be made per the service agreements with the following organisations:

Name	Payment due 2025-2026
Inspire	£3,700
Warminster Book Festival	£1,500
Warminster Carnival	£5,500
Warminster Community Radio	£12,500
Warminster Information Point at The Athenaeum	£2,500
Warminster ROWs Volunteers	£5,250

Members noted that a message of thanks had been received from Inspire.

FA/25/012 Financial Regulations

Members resolved to set up a working group to amend and update Warminster Town Council's financial regulations and nominated the following members to the working group:

Cllr Cooper

Tom Dommett - Town Clerk

Judith Halls - Deputy Town Clerk

FA/25/013 Grant Applications

Members resolved to make the following grant awards:

App	Name	Grant requested	Council Grant	Dewey Trust
1	Westbury and Warminster Youth Club	£2,447	£2,000	
2	Dogs for Health	£2,000	£2,000	
3	Group Five	£1,000	None	
4	Warminster Area Health and Wellbeing Forum	£1,650	£1,500	
5	Warminster Town Football Club	£1,800	£1,300	
6	Warminster Cricket Club	£2,000	£1,500	
7	We Are Men WAM	£2,500	£2,500	
8	Open Door Warminster	£800	£800	
9	Warminster Running Club	£200	£200	
10	Wiltshire Rural Music	£1,500	£1,500	
11	Warminster Community Orchard	£1,294	None	
12	Alzheimer's Support	£2,000	£2,000	
13	Youth Adventure Trust	£2,205	None	
14	Wessex MS Therapy Centre	£2,500	£2,500	
15	Warminster and District Stroke Club	£1,000	£1,000	
16	Warminster Rugby Club	£2,200	£1,500	

Signed: Date:

17	Warminster Action Group	£2,500	£2,500	
18	The Wellbeing Hub	£2,500	£2,500	
19	Café Concerts CIO	£1,500	£1,500	
20	3 rd Warminster Guides	£500	None	
21	Warminster & District Amateur Swimming Club	£2,100	£2,000	
22	Warminster Flers Twinning Association	£1,600	£1,200	
	Totals	£37,796	£30,000	£0

The total budget of £30,000 has been allocated.

FA/25/014 Annual Regular Payments List
Members approved the annual regular payments list.

FA/25/015 Reserves
Members ratified the current allocation of reserves as set out in the Detailed Balance Sheet at 30/04/2025.

FA/25/016 Thank you letters for Grants Awarded
Members noted the thank you letter received from SWAST.

FA/25/017 Communications
Members agreed to a press release to inform the community of the grant recipients for 2025, with Cllr Carter as spokesperson.

Meeting closed at 7:46pm.

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 1st September 2025.

Signed: Date: