

MINUTES
of the
Finance and Audit Committee
held on Monday 10th November 2025, 7.00pm
at Warminster Civic Centre, Sambourne Road,
Warminster BA12 8LB

Membership:

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

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: None

FA/25/028 Apologies for Absence
Apologies for absence were received and accepted from Cllr Carter.

FA/25/029 Election of a Chairman for the rest of the municipal year
Councillor Coper advised the Committee that the Auditor had said the Chairman of the Council ought not to also be Chairman of the Finance and Audit Committee.
Members resolved to appoint Councillor Carter as Chairman of the committee for the rest of the municipal year.

FA/25/030 Election of a Vice-Chairman for the rest of the municipal year
Members resolved to appoint Councillor Cooper as Vice-Chairman of the committee for the rest of the municipal year.

Signed: Date:

FA/25/031 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/25/032 Minutes

FA/25/032.1 The minutes of the Finance and Audit Committee meeting, held on Monday 1st September 2025, were approved as a true record, and signed by the Chairman.

FA/25/032.2 Members noted that there were no matters arising from the minutes of the Finance and Audit Committee meeting, held on Monday 1st September 2025.

FA/25/033 Chairman's Announcements

There were no announcements from the Chairman.

FA/25/034 Questions

Nine questions about the budget had been submitted by Councillor Bill Parks. The Town Clerk had circulated answers in advance to members. The Clerk answered supplementary and other questions.

FA/25/035 Reports from Unitary Authority Members

There were no reports from unitary authority members.

FA/25/036 Financial Information

FA/25/036.1 Members noted the reconciliations for July, August and September; the Vice Chairman signed and verified against the bank statements seen.

FA/25/036.2 Members noted the accounts to 30th September 2025.

FA/25/036.3 Members noted the variance report to 30th September 2025.

FA/25/036.4 Members approved the list of payments made in July, August and September which the Chairman signed.

FA/25/036.5 Members noted the internal transfers made between the Instant Access Account and the Current Account since the last report.

Date	Amount
22.09.25	£20,000
14.10.25	£50,000

FA/25/036.6 Members verified the Petty cash Schedule up to 31st October 2025

FA/25/037 Draft Budget 2026/2027

Members resolved to recommend to Full Council that the draft budget is adopted as the basis for the final budget.

FA/25/038 Communications

Members did not wish for any press releases to be issued regarding this meeting.

Meeting closed at 7:45pm.

Signed: Date:

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 19th January 2026.

Signed: Date: