

1st March 2021

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Finance and Audit Committee
on Monday 8th March 2021 at 7pm
to be held online

Membership:

| | |
|--------------------------------|-------------------------------------|
| Cllr Brett (East) | Cllr Nicklin (West) |
| Cllr Davis (East) | Cllr Pitcher (Broadway) |
| Cllr Fraser (West) | Cllr Robbins (East) Chairman |
| Cllr Jeffries (Copheap) | |

Copied to all other members for information.

Normally, the committee would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'virtual' committees to be convened and held to conduct local authority business.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

If you wish to address members in public participation via a written submission please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated. If you wish to view the meeting please see the link on the Warminster Town Council website www.warminster-tc.gov.uk in the meetings diary.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer

1. **Apologies for Absence**

To receive and accept apologies, including reason for absence, from those unable to attend.

2. **Declarations of Interest**

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the Finance and Audit Committee meeting held on Monday 4th January 2021; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the Finance and Audit Committee meeting held on Monday 4th January 2021.

4. **Chairman's Announcements**

To note any announcements made by the Chairman.

5. **Questions**

To receive questions from members of the committee submitted in advance to the Clerk.

***Standing Orders will be suspended
to allow for public participation.***

6. **Public Participation**

To enable members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Chairman will read any statements submitted by members of the public.

***Standing Orders will be reinstated
following public participation.***

7. **Reports from Unitary Authority Members**

To note reports provided which are relevant to this committee.

8. **Allotments**

Nothing to report.

9. Financial Information

- 9.1 **To note** the reconciliations for December 2020 and January 2021; the **Chairman to sign** and verify against the bank statements seen. **(See attached).**
- 9.2 **To note** the accounts to December 2020 and January 2021. **(See attached)**
- 9.3 **To receive *the variance report to January 31st 2021.*** **(See attached)**
- 9.4 **To approve** the list of payments made in December 2020 and January 2021 and the **Chairman to sign.** **(See attached.)**
- 9.5 **To note** that the Clerk made internal transfers between the Instant Access Account and the Current Account on:

| | Amount |
|------------|---------|
| 17.12.2020 | £39,000 |
| 22.12.2020 | £1,500 |
| 11.01.2021 | £5,000 |
| 26.01.2021 | £11,000 |

- 9.6 **To note** CCLA investment at 28th February 2021 was £933,778.78
- 9.7 **To approve** the petty cash schedule to 28th February 2021. **(Attached).**

10. Athenaeum Centre for the Community

The Athenaeum is seeking to move forward with restoration work and an extension. **(attached)**

The Phase VII consists of the complete refurbishment of the theatre's technical facilities and the restoration of the Auditorium seating and décor.

Phase VIII is the construction of an extension at the rear of the stage and auditorium, providing new gender segregated dressing rooms facilities on the first floor, with improved and accessible facilities on the ground floor. These will provide full wheelchair and ramp access, and personal care facilities.

The Athenaeum is now ready to forward to the Lottery Commission (LC) (Arts Council) their Expression of Interest for their funding. The Athenaeum Trust are requesting Warminster Town Council support of £10,000 to cover stage 1. **(Letter Attached)**

The Community Infrastructure Levy Working Group has supported the proposed extension to the Athenaeum and the use of Community Infrastructure Levy [CIL] funds to support the Professional Fees.

Members to resolve whether to support this request and make a recommend to Full Council.

11. Community Hub Building

The Town Development Committee has asked that the Finance and Audit Committee consider a request to support a Community Asset Transfer (CAT) Application for the Hub Building. **See also report by Cllr Tony Nicklin. (attached)**

If an application is made Wiltshire Council will follow the procedure set out below. Following receipt of an application, Community Area Managers work with Strategic Property Services to produce a covering report for the Area Board to consider the

application. The Area Board make a decision on the CAT. If the property is classed as being of strategic importance to the council, the Cabinet Capital Assets Committee have the final say, taking into account the recommendation of the Area Board. This is explained further in diagram form in the Community Asset Transfer Flowchart **(attached)**

Members to resolve whether to support the request and make a recommendation to Full Council.

12. Police Station

The Town Development Committee has resolved that it would like to take the opportunity to consider purchasing the freehold of the Police Station and to respond to the Police and Crime Commissioner that it would like to talk about the valuation and the purchase process. See also report by Cllr Tony Nicklin. **(attached)**

Members to resolve whether to support the request and make a recommendation to Full Council.

13. Central Warminster Regeneration

The Town Development Committee has asked that the Finance and Audit Committee consider a request to make between £5,000 and £10,000 available to put into plans and pictures, ideas the town council has for town centre regeneration. Minute TD/20/050 refers. See also report by Cllr Tony Nicklin. **(attached)**

There is currently no budget line for this expenditure.

Members to resolve whether to support the request. If so, members to identify the sum of money allocated and which budget it will come from.

14. Communications

The members to decide on items requiring a press release and to nominate a speaker for any item on the agenda if required.

Date of next scheduled meeting: Tuesday 4th May 2021

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.

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 1 - Current/Instant Access Bank A/**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|---|--------------------|
| Instant Access Account | 31/12/2020 | | 864,898.20 |
| Current Account | 31/12/2020 | | 5,000.00 |
| | | | <u>869,898.20</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 869,898.20 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 869,898.20 |
| | | Balance per Cash Book is :- | 869,943.20 |
| | | Difference Excluding Adjustments is :- | -45.00 |
| <u>Adjustments to Reconciliation</u> | | | |
| 21/12/2020 Contra Contra | | -45.00 | |
| | | | <u>-45.00</u> |
| | | Unreconciled Difference is :- | <u>0.00</u> |

**Bank Reconciliation Statement as at 31/01/2021
for Cashbook 1 - Current/Instant Access Bank A/**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|---|--------------------|
| Instant Access Account | 31/01/2021 | | 497,791.80 |
| Current Account | 31/01/2021 | | 5,000.00 |
| | | | <u>502,791.80</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 502,791.80 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 502,791.80 |
| | | Balance per Cash Book is :- | 505,993.30 |
| | | Difference Excluding Adjustments is :- | -3,201.50 |
| <u>Adjustments to Reconciliation</u> | | | |
| 15/01/2021 DDR Premium Credit | | -1,600.75 | |
| 15/01/2021 DDR Premium Credit | | -1,600.75 | |
| | | | <u>-3,201.50</u> |
| | | Unreconciled Difference is :- | <u>0.00</u> |

Contact tel 03457 60 60 60
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1 December to 31 December 2020

Your Statement

Account Name
Warminster Town Council

Sortcode Account Number Sheet Number
40-45-23 91001000 183

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|------------------|--------------------------------|----------|----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 5,200.20 |
| | DD HILLS WASTE SOLUTN | • 324.29 | | |
| | DD ATOS RE FUELGENIE | • 141.02 | | |
| | TFR TRANSFER 21136496 | | ✓ 265.11 | 5,000.00 |
| 31 Dec 20 | BALANCE CARRIED FORWARD | | | 5,000.00 |

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

| Credit Interest Rates | <i>balance</i> | <i>AER variable</i> | Debit Interest Rates | <i>balance</i> | <i>EAR variable</i> |
|------------------------------|----------------|---------------------|-----------------------------|----------------|---------------------|
| Credit interest is not paid | | | Debit interest | | 21.34% |

1 December to 31 December 2020

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 181

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|-------------|-----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 3,546.29 |
| | DD WILTSHIRE COUNCIL | • 299.00 | | |
| | TFR TRANSFER 21136496 | | 1,752.71 | 5,000.00 |
| 16 Dec 20 | CR MV- 17760605 -1112 | | • 35.60 | |
| | CR MV- 17760605 -1312 | | • 77.80 | |
| | CR MV- 17760605 -1212 | | • 253.80 | |
| | DD WEST MERCIA ENERGY | • 383.74 | | |
| | DD OFFICE EVOLUTION | • 48.15 | | |
| | CR CASH IN P.O. DEC16 | | | |
| | 8-10 THREE H@13:06 | | | |
| | 465941XXXXX8085 | | • 346.90 | |
| | CR PROGRESS PHY LTD | | | |
| | PROGPHYS WCC3594 | | • 21.00 | |
| 17 Dec 20 | TFR TRANSFER 21136496 | 303.21 | | 5,000.00 |
| | DD ATOS RE FUELGENIE | • 185.50 | | |
| | CR PROGRESS PHY LTD | | | |
| | PROGPHYS WCC3592 | | • 21.00 | |
| | BP AMAZON | | | |
| | PO141 &142 | • 172.27 | | |
| | BP F&S Gibbs | | | |
| | 013942 | • 240.00 | | |
| | BP Mark Ingram | | | |
| | decorating cc | • 2,780.00 | | |
| | BP JRB ENTERPRISE LTD | | | |
| | 21926 | • 297.60 | | |
| | BP ROUNDSTONE VENDING | | | |
| | 27945 | • 96.00 | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 1122425767 | • 27.18 | | |
| | BP OFFICE RIGHT | | | |
| | 87166&3others | • 275.20 | | |
| | BP SYDENHAMS | | | |
| | I5836248&9385&9386 | • 491.41 | | |
| | BP War. Engraving | | | |
| | 1205 | • 8.50 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | 37,000.00 | |
| | BP WARM COMM HUB | | | |
| | Grant 2020/21 | • 6,000.00 | | |
| | BP WHEELERS | | | |
| | 971209 | • 21,565.20 | | |
| | BP IDVERDE | | | |
| | GM795388&5others | • 8,627.48 | | |
| | BP HEWLETT PACKARD | | | |
| | 2047093 | • 478.80 | | |
| | BALANCE CARRIED FORWARD | | | 775.86 |

6/20/2020
11:00:21

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1 December to 31 December 2020

Your Statement

Account Name
Warminster Town Council

Sortcode Account Number Sheet Number
40-45-23 91001000 182

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|------------|--------------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 775.86 |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | ck 2,000.00 | |
| | BP PKF Littlejohn | | | |
| | W10242 | • 2,400.00 | | |
| 18 Dec 20 | TFR TRANSFER 21136496 | | ck 4,624.14 | 5,000.00 |
| | CR MV- 17760605 -1512 | | • 55.40 | |
| | TFR TRANSFER 21136496 | ck 55.40 | | 5,000.00 |
| 21 Dec 20 | CR CHQ IN AT 407080 | | • 469.00 | |
| | CR MV- 17760605 -1612 | | • 4.00 | |
| | DD S/LINE 133598587 | • 86.47 | | |
| | DD S/LINE 133527941 | • 23.40 | | |
| | DD PARAGON BUSINESS F | • 2,467.51 | | |
| | DR CONTRA | 45.00 | | |
| | DR CONTRA | 19,432.20 | | |
| | DR TOTAL CHARGES | | | |
| | TO 29NOV2020 | • 30.74 | | |
| | BP MF MARTIAL A | | | |
| | HALL HIRE | | • 136.52 | |
| 22 Dec 20 | TFR TRANSFER 21136496 | | ck 21,475.80 | 5,000.00 |
| | CR MV- 17760605 -1712 | | • 49.05 | |
| | CR NHS BLOOD TRANSPLA | | • 285.60 | |
| | DD BOOKER LTD -BK | • 187.42 | | |
| | DR CONTRA | • 6,361.57 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | ck 1,500.00 | |
| | BP Checkpoint | | | |
| | ACW06261 | • 245.52 | | |
| 23 Dec 20 | TFR TRANSFER 21136496 | | ck 4,959.86 | 5,000.00 |
| | CR MV- 17760605 -1812 | | • 4.00 | |
| | CR MV- 17760605 -1912 | | • 115.80 | |
| | CR MV- 17760605 -2012 | | • 266.70 | |
| | DD VWFS UK LIMITED | • 33.98 | | |
| 24 Dec 20 | TFR TRANSFER 21136496 | ck 352.52 | | 5,000.00 |
| | DD O2 | • 138.80 | | |
| | DD ATOS RE FUELGENIE | • 295.69 | | |
| 29 Dec 20 | TFR TRANSFER 21136496 | | ck 434.49 | 5,000.00 |
| | CR MV- 17760605 -2212 | | • 88.05 | |
| | DD ALD AUTOMOTIVE | • 377.93 | | |
| | DD MOLE VALLEY FARMER | • 68.51 | | |
| 30 Dec 20 | TFR TRANSFER 21136496 | | ck 358.39 | 5,000.00 |
| | CR MV- 17760605 -2312 | | • 37.00 | |
| | SO HUNOT HR | • 240.00 | | |
| 31 Dec 20 | TFR TRANSFER 21136496 | | ck 203.00 | 5,000.00 |
| | CR MV- 17760605 -2412 | | • 200.20 | |
| | BALANCE CARRIED FORWARD | | | 5,200.20 |

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1 December to 31 December 2020

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 179

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|------------|-------------|------------------|
| | BALANCE BROUGHT FORWARD | | | 7,487.70 |
| | BP IDVERDE | | | |
| | GM793829&3 | • 6,742.08 | | |
| | BP Sydenhams Hire | | | |
| | Hire | • 31.06 | | |
| 02 Dec 20 | TFR TRANSFER 21136496 | | 4,285.44 | 5,000.00 |
| | CR MV- 17760605 -2711 | | • 115.95 | |
| | CR MV- 17760605 -2811 | | • 203.50 | |
| | CR MV- 17760605 -2911 | | • 291.15 | |
| | DD GRENKELEASING LIM | • 23.44 | | |
| | TFR TRANSFER 21136496 | 4 587.16 | | 5,000.00 |
| 03 Dec 20 | CR WILTSHIRE HEALTH A | | • 405.00 | |
| | TFR TRANSFER 21136496 | 4 405.00 | | 5,000.00 |
| 04 Dec 20 | CR MV- 17760605 -0112 | | • 89.60 | |
| | DD VWFS UK LIMITED WJN 20 NCA 4042-201 | 405.53 | | |
| | CR CASH IN P.O. DEC04 | | | |
| | 8-10 THREE H@13:56 | | | |
| | 465941XXXXX8085 | | • 489.05 | |
| | TFR TRANSFER 21136496 | 4 173.12 | | 5,000.00 |
| 07 Dec 20 | CR MV- 17760605 -0212 | | • 54.45 | |
| | TFR TRANSFER 21136496 | 4 54.45 | | 5,000.00 |
| 08 Dec 20 | CR GBS RE RPA NO2 ACC stake pmt | | • 17,623.33 | |
| | CR MV- 17760605 -0312 | | • 27.50 | |
| | DD BOOKER LTD -BK | • 190.67 | | |
| | CR WARMINSTER & K9QF | | | |
| | WARMINSTER & DISTR | | • 600.00 | |
| | BP ADT FIRE & SEC | | | |
| | 45872141 | • 474.00 | | |
| | BP ALL DRAINAGE SERVI | | | |
| | 5108 | • 150.00 | | |
| | BP AMAZON | | | |
| | 131172001-2020-300 | • 11.86 | | |
| | BP COATES & PARKER | | | |
| | 45168 | • 140.16 | | |
| | BP D NAUGHTON ELEC SER | | | |
| | 10634 | • 390.89 | | |
| | BP DESIGNER MARK | | | |
| | 2094 | • 740.00 | | |
| | BP Estate Incomes Ltd | | | |
| | Swan Centre-2206 | • 5,740.31 | | |
| | BP Grist Environmenta | | | |
| | 334517 | • 1,468.42 | | |
| | BP NICKS SHOE REPAIRS | | | |
| | 1120 | • 29.75 | | |
| | BALANCE CARRIED FORWARD | | | 13,914.77 |

1 December to 31 December 2020

Your Statement

Account Name
Warminster Town Council

Sortcode **Account Number** **Sheet Number**
40-45-23 91001000 180

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|------------|------------|------------------|
| | BALANCE BROUGHT FORWARD | | | 13,914.77 |
| | BP NETITUDE | | | |
| | 2605000 | • 1,800.08 | | |
| | BP RIALTUS | | | |
| | SM22778 | • 70.80 | | |
| | BP SLCC ENTERPRISES | | | |
| | 507451 | • 123.80 | | |
| | BP SLCC ENTERPRISES | | | |
| | 133003 | • 30.00 | | |
| | BP OFFICE RIGHT | | | |
| | 86964&87045 | • 362.42 | | |
| | BP SYDENHAMS | | | |
| | L5831525 | • 244.80 | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 1120784514 | • 9.19 | | |
| | BP Tudor Environmenta | | | |
| | 98684 | • 85.60 | | |
| | BP NALC | | | |
| | 1450898057 | • 38.93 | | |
| | CR F Fallon | | | |
| | FALLON INV WCC3591 | | • 63.00 | |
| 09 Dec 20 | TFR TRANSFER 21136496 | • 6,212.15 | | 5,000.00 |
| | CR MV- 17760605 -0412 | | • 75.35 | |
| | CR MV- 17760605 -0512 | | • 96.40 | |
| | CR MV- 17760605 -0612 | | • 131.55 | |
| 10 Dec 20 | TFR TRANSFER 21136496 | • 303.30 | | 5,000.00 |
| | DD ATOS RE FUELGENIE | • 197.25 | | |
| | TFR TRANSFER 21136496 | | • 197.25 | 5,000.00 |
| 11 Dec 20 | CR MV- 17760605 -0812 | | • 86.65 | |
| | CR R Poolman | | | |
| | ROSIE-ZUMBAWCC3598 | | • 63.00 | |
| 13 Dec 20 | TFR TRANSFER 21136496 | • 149.65 | | 5,000.00 |
| | CR HOWARD MITCHELL TA | | | |
| | WCC3590 | | • 147.00 | |
| 14 Dec 20 | TFR TRANSFER 21136496 | • 147.00 | | 5,000.00 |
| | CR MV- 17760605 -0912 | | • 37.40 | |
| | DD SE GAS LIMITED | • 2,162.85 | | |
| | DR CONTRA | • 6,763.26 | | |
| | TFR TRANSFER 21136496 | | • 8,888.71 | 5,000.00 |
| 15 Dec 20 | CR MV- 17760605 -1012 | | • 52.70 | |
| | DD TIMICO/KECONNECT | • 22.84 | | |
| | DD WILTSHIRE COUNCIL* | • 20.00 | | |
| | DD WILTSHIRE COUNCIL | • 699.00 | | |
| | DD TOTAL GAS & POWER | • 228.57 | | |
| | DD WILTSHIRE COUNCIL | • 536.00 | | |
| | BALANCE CARRIED FORWARD | | | 3,546.29 |

033640_366 1/ 12 00006 115403 24639 39700

The Clerk to the Council
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB



Your Statement

Account Summary

| | |
|-----------------|------------|
| Opening Balance | 5,000.00 |
| Payments In | 118,566.93 |
| Payments Out | 118,566.93 |
| Closing Balance | 5,000.00 |

1 December to 31 December 2020

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000 178

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------|------------|------------|----------|
| 30 Nov 20 | BALANCE BROUGHT FORWARD | | | 5,000.00 |
| 01 Dec 20 | CR MV- 17760605 -2611 | | • 172.05 | |
| | DD WATER2BUSINESS | • 12.00 | | |
| | DD ATOS RE FUELGENIE | • 225.63 | | |
| | DD WATER2BUSINESS | • 1,165.50 | | |
| | DD WATER2BUSINESS | • 192.00 | | |
| | CR Hervin Robin | | | |
| | J71 P508 LODGE REN | | • 329.98 | |
| | BP GB HEATING | | | |
| | 1104L | • 97.20 | | |
| | BP DCK BEAVERS LTD | | | |
| | TPC9431 | • 770.58 | | |
| | BP Grist Environmenta | | | |
| | 334257 | • 1,188.13 | | |
| | BP NETITUDE | | | |
| | 25941 | • 105.12 | | |
| | BP ROUNDSTONE VENDING | | | |
| | 27930 | • 226.00 | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 1117655377&3others | • 171.06 | | |
| | BP OFFICE RIGHT | | | |
| | 86721&4others | • 246.93 | | |
| | BP Tudor Environmenta | | | |
| | 97318&96338 | • 398.18 | | |
| | BP WALC | | | |
| | WALC4821 | • 216.00 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | • 7,000.00 | |
| | BALANCE CARRIED FORWARD | | | 7,487.70 |

Commercial Banking Customers

Interest and Charges

[Your] Business Banking Terms and Conditions cover how and when we can charge our interest rates and charges.

Details of Debit interest together with details of the interest rate we pay and charge in full [for all accounts] are available in [our] Business Price List. All [our] business current accounts are non-interest bearing when in credit unless we individually agree a rate with you.

Overdrafts:

Arranged overdraft:

Where you ask us for an overdraft before making any transactions that takes your account overdrawn, or over your current arranged overdraft limit. Interest rates are individually agreed, for a period of 12 months, and are linked to the Bank of England base rate. For details of our fees and charges, please refer to our Business Price List – see Additional Information below.

Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft limit, or takes your account over your arranged overdraft limit. When you don't have an arranged overdraft limit, we will charge our Business Standard Debit Interest Rate on any balances. When you have an existing arranged overdraft limit and go over this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge Standard Debit Interest Rate on any balance over your arranged overdraft facility. In either of these circumstances, unarranged overdraft charges will be applied on each working day that your account is overdrawn (if you don't have an arranged overdraft) or you go over your arranged overdraft limit (if you have an arranged overdraft). For details of our fees and charges, please see our Business Price List and for information on our Interest Rates, see Additional Information below.

Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Business Price List.

Additional Information

A copy of [our] Business Price List and the Business Banking Terms and Conditions can be found on our website

www.business.hsbc.uk/en-gb/gb/generic/legal-information.

Information on our Interest Rates can be found on our website

www.business.hsbc.uk/en-gb/interest-rates/interest-rates-finance-borrowing.

This information is also available in our branches, by calling **03457 60 60 60** (lines are open GMT 8am to 10pm, Monday to Sunday) or by textphone **0345 12 55 63**. [Details of the interest rates we pay and charge are also separately available through these channels.]

To help us continuously improve our service and in the interests of security, we may monitor and/or record your telephone calls with us.

Personal Banking Customers

Interest

Credit interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, e.g. Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts, overdraft interest is charged on the whole overdraft balance above any interest free amount. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Commercial and Personal Banking Customers

Lost and Stolen Cards

If any of your cards are lost or stolen please call **0800 032 7075** or if you are calling from outside the UK, please call us on **+44 1442 422 929**. Lines are open 24 hours.

Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us by calling **03457 60 60 60** (lines are open GMT 8am to 10pm, Monday to Sunday) or textphone **0345 12 55 63** to let us know how we can serve you better.

HSBC UK Bank plc, registered in England and Wales number 09928412. Registered office 1 Centenary Square, Birmingham B1 1HQ.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 765112.

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Overdrafts

Arranged overdraft: Where you ask us for an overdraft before making any transactions that take your account overdrawn, or over your current arranged overdraft limit.

Unarranged overdraft: When you make a payment that takes your account overdrawn if you don't have an arranged overdraft, or takes your account over your arranged overdraft limit.

Effective from 14 March 2020

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the HSBC Advance Bank Account, HSBC Bank Account, HSBC Current Account, Home Management Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

Unarranged overdraft charges incurred before 14 March 2020 may debit your account after this date (we'll still give advance notice). Charges incurred before 14 March 2020 won't count towards the new £20 cap as they'll relate to the previous month's charging period.

Your debit card

When you use your card outside the UK, your statement will show where the transaction took place, the amount spent in foreign currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently. Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any foreign currency debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made. For foreign currency transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Foreign Currency Transaction Fee'. Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day. For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, and to cash machines in the UK, if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee. Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

1 December to 31 December 2020

Your Statement

Account Name
Warminster Town Council

Sortcode **Account Number** **Sheet Number**
40-45-23 21136496 468

Your Deposit Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|------------------|--------------------------------|----------|---------|-------------------|
| | BALANCE BROUGHT FORWARD | | | 865,806.67 |
| 23 Dec 20 | TFR TRANSFER 91001000 | | | 866,159.19 |
| 24 Dec 20 | TFR TRANSFER 91001000 | 434.49 | 352.52 | 865,724.70 |
| 29 Dec 20 | TFR TRANSFER 91001000 | 358.39 | | 865,366.31 |
| 30 Dec 20 | TFR TRANSFER 91001000 | 203.00 | | 865,163.31 |
| 31 Dec 20 | TFR TRANSFER 91001000 | 265.11 | | 864,898.20 |
| 31 Dec 20 | BALANCE CARRIED FORWARD | | | 864,898.20 |

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

033640_366 9/ 12 00006 115411 24639 39700

The Clerk to the Council
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB



Your Statement

Account Summary

| | |
|-----------------|------------|
| Opening Balance | 951,100.14 |
| Payments In | 8,742.96 |
| Payments Out | 94,944.90 |
| Closing Balance | 864,898.20 |

Interest Rate - Valid as at end date of the statement period
0.00% AER

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

1 December to 31 December 2020

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496 467

Your Deposit Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|-----------|----------|------------|
| 30 Nov 20 | BALANCE BROUGHT FORWARD | | | 951,100.14 |
| 01 Dec 20 | TFR 404523 91001000 INTERNET TRANSFER | 7,000.00 | | |
| | | 4,285.44 | | 939,814.70 |
| 02 Dec 20 | TFR TRANSFER 91001000 | | 587.16 | 940,401.86 |
| 03 Dec 20 | TFR TRANSFER 91001000 | | 405.00 | 940,806.86 |
| 04 Dec 20 | TFR TRANSFER 91001000 | | 173.12 | 940,979.98 |
| 07 Dec 20 | TFR TRANSFER 91001000 | | 54.45 | 941,034.43 |
| 08 Dec 20 | TFR TRANSFER 91001000 | | 6,212.15 | 947,246.58 |
| 09 Dec 20 | TFR TRANSFER 91001000 | | 303.30 | 947,549.88 |
| 10 Dec 20 | TFR TRANSFER 91001000 | 197.25 | | 947,352.63 |
| 11 Dec 20 | TFR TRANSFER 91001000 | | 149.65 | 947,502.28 |
| 13 Dec 20 | TFR TRANSFER 91001000 | | 147.00 | 947,649.28 |
| 14 Dec 20 | TFR TRANSFER 91001000 | 8,888.71 | | 938,760.57 |
| 15 Dec 20 | TFR TRANSFER 91001000 | 1,752.71 | | 937,007.86 |
| 16 Dec 20 | TFR TRANSFER 91001000 | | 303.21 | 937,311.07 |
| 17 Dec 20 | TFR 404523 91001000 INTERNET TRANSFER | 37,000.00 | | |
| | TFR 404523 91001000 INTERNET TRANSFER | 2,000.00 | | |
| | | 4,624.14 | | 893,686.93 |
| 18 Dec 20 | TFR TRANSFER 91001000 | | 55.40 | 893,742.33 |
| 21 Dec 20 | TFR TRANSFER 91001000 | 21,475.80 | | 872,266.53 |
| 22 Dec 20 | TFR 404523 91001000 INTERNET TRANSFER | 1,500.00 | | |
| | TFR TRANSFER 91001000 | 4,959.86 | | 865,806.67 |
| | BALANCE CARRIED FORWARD | | | 865,806.67 |

1 January to 31 January 2021

Your Statement

Account Name
Warminster Town Council

Sortcode **Account Number** **Sheet Number**
40-45-23 91001000 188

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|----------|-----------|--------------------|
| | BALANCE BROUGHT FORWARD | | | 74,972.40 D |
| | CR CASH IN P.O. JAN28 | | | |
| | 8-10 THREE H@10:29 | | | |
| | 465941XXXXX8085 | | 1,322.32 | |
| 29 Jan 21 | TFR TRANSFER 21136496 | | 78,650.08 | 5,000.00 |
| | CR MV- 17760605 -2601 | | 39.80 | |
| | DD HILLS WASTE SOLUTN | 292.94 | | |
| | BP B&S CHAINS LTD | | | |
| | 2627 | 503.72 | | |
| | BP OFFICE RIGHT | | | |
| | 87753 | 37.24 | | |
| | BP Fieldfare Farms Lt | | | |
| | 220000012120 | 1,362.00 | | |
| | BP E-careers | | | |
| | SB290121 | 237.00 | | |
| 31 Jan 21 | TFR TRANSFER 21136496 | | 2,393.10 | 5,000.00 |
| | BALANCE CARRIED FORWARD | | | 5,000.00 |

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

| Credit Interest Rates | balance | AER variable | Debit Interest Rates | balance | £- variable |
|-----------------------------|---------|-----------------|----------------------|---------|----------------|
| Credit interest is not paid | | | Debit interest | | 21.34% |

1 January to 31 January 2021

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 187

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|-----------|------------|--------------------|
| | BALANCE BROUGHT FORWARD | | | 95,520.95 D |
| | TFR TRANSFER 21136496 | | 100,520.95 | 5,000.00 |
| 26 Jan 21 | CR MV- 17760605 -2101 | | 112.85 | |
| | CR MV- 21574633 -2101 | | 40.00 | |
| | DD ALD AUTOMOTIVE | 377.93 | | |
| | DD O2 | 138.80 | | |
| | DD ATOS RE FUELGENIE | 170.64 | | |
| | BP AMAZON | | | |
| | PO 144&145 | 44.74 | | |
| | BP COMPLETE FIRE SERV | | | |
| | 840438 | 189.60 | | |
| | BP Dan Line | | | |
| | brushes - 63915 | 774.48 | | |
| | BP DecOrTint | | | |
| | 513 | 83.00 | | |
| | BP DCK BEAVERS LTD | | | |
| | TPC9489 | 770.58 | | |
| | BP GB HEATING | | | |
| | 1155L | 98.40 | | |
| | BP Grist Environmenta | | | |
| | 340789 | 1,571.46 | | |
| | BP MIRAGE SIGNS | | | |
| | 36387 | 504.00 | | |
| | BP ROUNDSTONE VENDING | | | |
| | 28050 | 208.00 | | |
| | BP SLCC ENTERPRISES | | | |
| | BK200220 | 90.00 | | |
| | BP SYDENHAMS | | | |
| | I5859300 | 64.74 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | 11,000.00 | |
| | BP IDVERDE | | | |
| | GM798177/78/79/80 | 6,741.72 | | |
| | BP Plantscape | | | |
| | 9718 | 4,041.00 | | |
| | TFR TRANSFER 21136496 | | 4,716.24 | 5,000.00 |
| 27 Jan 21 | CR MV- 17760605 -2201 | | 114.00 | |
| | CR MV- 17760605 -2301 | | 184.75 | |
| | CR MV- 17760605 -2401 | | 283.00 | |
| | TFR TRANSFER 21136496 | 581.75 | | 5,000.00 |
| 28 Jan 21 | CR MV- 17760605 -2501 | | 27.60 | |
| | BP WARM00012730 | | | |
| | CCLA | | | |
| | BIB BACS PAYMENT | 80,000.00 | | |
| | BALANCE CARRIED FORWARD | | | 74,972.40 D |

1 January to 31 January 2021

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 186

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|-----------|-----------|--------------------|
| | BALANCE BROUGHT FORWARD | | | 1,646.27 |
| | BP ESRI UK | | | |
| | 23593 | 794.40 | | |
| | BP F&S Gibbs | | | |
| | 014002 | 278.40 | | |
| | BP ROUNDSTONE VENDING | | | |
| | 28032 | 288.00 | | |
| | BP Scarb | | | |
| | Sweeper | 62.00 | | |
| | BP TRADE UK/SCREWFIX | | | |
| | 1114565342 | 24.99 | | |
| | BP WARMINSTER FLEURS | | | |
| | ANNUAL SUB | 40.00 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | 500.00 | |
| | BP OFFICE RIGHT | | | |
| | 87564 | 227.42 | | |
| | BP Fieldfare Farms Lt | | | |
| | 220000012011 | 327.60 | | |
| | TFR TRANSFER 21136496 | | 4,896.54 | 5,000.00 |
| 20 Jan 21 | CR MV- 17760605 -1501 | | 98.20 | |
| | CR MV- 17760605 -1601 | | 148.30 | |
| | CR MV- 17760605 -1701 | | 179.80 | |
| | DD OFFICE EVOLUTION | 20.71 | | |
| | TFR TRANSFER 21136496 | 405.59 | | 5,000.00 |
| 21 Jan 21 | BP PARKING REFUNDS | | | |
| | BIB MULTIPLE BENEF | | | |
| | BIB BACS PAYMENT | 150.80 | | |
| | BP WARM00012730 | | | |
| | CCLA | | | |
| | BIB BACS PAYMENT | 80,000.00 | | |
| | DR TOTAL CHARGES | | | |
| | TO 30DEC2020 | 19.20 | | |
| | TFR TRANSFER 21136496 | | 80,170.00 | 5,000.00 |
| 22 Jan 21 | CR MV- 17760605 -1901 | | 38.85 | |
| | CR HMRC VAT | | 19,274.48 | |
| | DR CONTRA <i>PAID IN</i> | 5,847.45 | | |
| | TFR TRANSFER 21136496 | 13,465.88 | | 5,000.00 |
| 25 Jan 21 | CR MV- 17760605 -2001 | | 4.00 | |
| | BP WARM00012730 | | | |
| | CCLA | | | |
| | BIB BACS PAYMENT | 80,000.00 | | |
| | DD VWFS UK LIMITED | 33.98 | | |
| | DD TOTAL GAS & POWER | 1,286.33 | | |
| | DR CONTRA | 19,204.64 | | |
| | BALANCE CARRIED FORWARD | | | 95,520.95 D |

1 January to 31 January 2021

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 185

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------------|-----------|-----------|-----------------|
| | BALANCE BROUGHT FORWARD | | | 5,107.38 |
| | BP OFFICE RIGHT 87304 | 12.84 | | |
| | BP SB SERVICES 1108 | 1,171.77 | | |
| | BP WCR SLA 4th QTR 2020 | 2,500.00 | | |
| | BP WILTSHIRE C/TAX 90369375 | 490.21 | | |
| 12 Jan 21 | TFR TRANSFER 21136496 | | 4,067.44 | 5,000.00 |
| | CR WILTSHIRE COUNCIL | | 1,754.61 | |
| | DD WEST MERCIA ENERGY | 450.26 | | |
| | DD ATOS RE FUELGENIE | 111.54 | | |
| 13 Jan 21 | TFR TRANSFER 21136496 | 1,192.81 | | 5,000.00 |
| | CR MV- 17760605 -0801 | | 74.80 | |
| | CR MV- 17760605 -0901 | | 124.05 | |
| | CR MV- 17760605 -1001 | | 232.65 | |
| 14 Jan 21 | TFR TRANSFER 21136496 | 431.50 | | 5,000.00 |
| | CR MV- 17760605 -1101 | | 17.85 | |
| | CR AMAS LTD RE VOYAGE | | 1,718.90 | |
| | DR CONTRA | 6,812.15 | | |
| 15 Jan 21 | TFR TRANSFER 21136496 | | 5,075.40 | 5,000.00 |
| | CR MV- 17760605 -1201 | | 38.45 | |
| | DD TIMICO/KECONNECT | 23.59 | | |
| | DD PREMIUM CREDIT LTD | 1,600.75 | | |
| | DD PREMIUM CREDIT LTD | 1,600.75 | | |
| | DD WILTSHIRE COUNCIL | 20.00 | | |
| | DD WILTSHIRE COUNCIL | 699.00 | | |
| | DD WILTSHIRE COUNCIL | 536.00 | | |
| | DD WILTSHIRE COUNCIL | 299.00 | | |
| 18 Jan 21 | TFR TRANSFER 21136496 | | 4,740.64 | 5,000.00 |
| | CR MV- 17760605 -1301 | | 35.60 | |
| | BP WARM00012730 | | | |
| | CCLA | | | |
| | BIB BACS PAYMENT | 80,000.00 | | |
| 19 Jan 21 | TFR TRANSFER 21136496 | | 79,964.40 | 5,000.00 |
| | CR MV- 17760605 -1401 | | 18.00 | |
| | DD S/LINE 137477061 | 68.83 | | |
| | DD S/LINE 137398385 | 23.40 | | |
| | DD PARAGON BUSINESS F | 2,467.51 | | |
| | DD ATOS RE FUELGENIE | 250.11 | | |
| | BP AMAZON | | | |
| | 13842879&874621545 | 27.88 | | |
| | BP AUDITING SOLUTIONS | | | |
| | A6798 | 534.00 | | |
| | BALANCE CARRIED FORWARD | | | 1,646.27 |

Commercial Banking Customers

Interest and Charges

[Your] Business Banking Terms and Conditions cover how and when we can charge our interest rates and charges.

Details of Debit interest together with details of the interest rate we pay and charge in full [for all accounts] are available in [our] Business Price List. All [our] business current accounts are non-interest bearing when in credit unless we individually agree a rate with you.

Overdrafts:

Arranged overdraft:

Where you ask us for an overdraft before making any transactions that takes your account overdrawn, or over your current arranged overdraft limit. Interest rates are individually agreed, for a period of 12 months, and are linked to the Bank of England base rate. For details of our fees and charges, please refer to our Business Price List – see Additional Information below.

Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft limit, or takes your account over your arranged overdraft limit. When you don't have an arranged overdraft limit, we will charge our Business Standard Debit Interest Rate on any balances. When you have an existing arranged overdraft limit and go over this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge Standard Debit Interest Rate on any balance over your arranged overdraft facility. In either of these circumstances, unarranged overdraft charges will be applied on each working day that your account is overdrawn (if you don't have an arranged overdraft) or you go over your arranged overdraft limit (if you have an arranged overdraft). For details of our fees and charges, please see our Business Price List and for information on our Interest Rates, see Additional Information below.

Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Business Price List.

Additional Information

A copy of [our] Business Price List and the Business Banking Terms and Conditions can be found on our website

www.business.hsbc.uk/en-gb/gb/generic/legal-information.

Information on our Interest Rates can be found on our website

www.business.hsbc.uk/en-gb/interest-rates/interest-rates-finance-borrowing.

This information is also available in our branches, by calling **03457 60 60 60** (lines are open GMT 8am to 10pm, Monday to Sunday) or by textphone **0345 12 55 63**. [Details of the interest rates we pay and charge are also separately available through these channels.]

To help us continuously improve our service and in the interests of security, we may monitor and/or record your telephone calls with us.

Personal Banking Customers

Interest

Credit Interest is calculated daily on the cleared credit balance and is added monthly if applicable (this is not paid on all accounts, e.g. Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts, overdraft interest is charged on the whole overdraft balance above any interest free amount. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Commercial and Personal Banking Customers

Lost and Stolen Cards

If any of your cards are lost or stolen please call **0800 032 7075** or if you are calling from outside the UK, please call us on **+44 1442 422 929**. Lines are open 24 hours.

Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us by calling **03457 60 60 60** (lines are open GMT 8am to 10pm, Monday to Sunday) or textphone **0345 12 55 63** to let us know how we can serve you better.

HSBC UK Bank plc, registered in England and Wales number 09928412. Registered office 1 Centenary Square, Birmingham B1 1HQ.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 765112.

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Overdrafts

Arranged overdraft: Where you ask us for an overdraft before making any transactions that take your account overdrawn, or over your current arranged overdraft limit.

Unarranged overdraft: When you make a payment that takes your account overdrawn if you don't have an arranged overdraft, or takes your account over your arranged overdraft limit.

Effective from 14 March 2020

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the HSBC Advance Bank Account, HSBC Bank Account, HSBC Current Account, Home Management Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

Unarranged overdraft charges incurred before 14 March 2020 may debit your account after this date (we'll still give advance notice). Charges incurred before 14 March 2020 won't count towards the new £20 cap as they'll relate to the previous month's charging period.

Your debit card

When you use your card outside the UK, your statement will show where the transaction took place, the amount spent in foreign currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently. Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any foreign currency debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made. For foreign currency transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Foreign Currency Transaction Fee'. Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day. For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, and to cash machines in the UK, if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee. Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

050642_031 5/ 10 00005 100581 22681 39700

Your Statement

The Clerk to the Council
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB



Account Summary

| | |
|-----------------|------------|
| Opening Balance | 5,000.00 |
| Payments In | 410,596.77 |
| Payments Out | 410,596.77 |
| Closing Balance | 5,000.00 |

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

1 January to 31 January 2021

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000

184

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------|----------|----------|----------|
| 31 Dec 20 | BALANCE BROUGHT FORWARD | | | 5,000.00 |
| 04 Jan 21 | DD VWFS UK LIMITED | 405.53 | | |
| | DD WATER2BUSINESS | 12.00 | | |
| | DD WATER2BUSINESS | 1,165.50 | | |
| | DD WATER2BUSINESS | 192.00 | | |
| | CR Hervin Robin | | | |
| | J71 P508 LODGE REN | | 329.98 | |
| | TFR TRANSFER 21136496 | | 1,445.05 | 5,000.00 |
| 07 Jan 21 | DD GRENKELEASING LIM | | | |
| | FIRST PAYMENT | 106.80 | | |
| | DD GRENKELEASING LIM | | | |
| | FIRST PAYMENT | 111.60 | | |
| | DD GRENKELEASING LIM | 106.80 | | |
| | DD GRENKELEASING LIM | 318.89 | | |
| | TFR TRANSFER 21136496 | | 644.09 | 5,000.00 |
| 08 Jan 21 | CR WARMINSTER & K9QF | | | |
| | WARMINSTER & DISTR | | 600.00 | |
| | TFR TRANSFER 21136496 | 600.00 | | 5,000.00 |
| 11 Jan 21 | BP COATES & PARKER | | | |
| | 45313 | 693.79 | | |
| | BP DCK BEAVERS LTD | | | |
| | TPC9469 | 770.58 | | |
| | BP Grist Environmenta | | | |
| | 337593 | 1,628.17 | | |
| | BP NETITUDE | | | |
| | 2644000 | 1,800.08 | | |
| | TFR 404523 21136496 | | | |
| | INTERNET TRANSFER | | 5,000.00 | |
| | BALANCE CARRIED FORWARD | | | 5,107.38 |

31 December 2020 to 30 January 2021

Your Statement

Account Name
Warminster Town Council

Sortcode
40-45-23

Account Number
91001000

Sheet Number
2 of 2

Itemised activity charges

The following charges for the period 31 December 2020 to 30 January 2021 will be deducted from your account on 21 February 2021.



| Credit Items Description | No of items | Rate(GBP) | Amount(GBP) |
|------------------------------------|-------------|-----------|-------------|
| PO Deposit Item Fee | 1 | 0.2500 | 0.25 |
| Subtotal | | | 0.25 |

| Cash Paid In Description | Volume | Rate(GBP) | Amount(GBP) |
|------------------------------------|----------|-------------------|--------------|
| PO Cash Deposit | 1,322.32 | 1.1000 per 100.00 | 14.55 |
| Subtotal | | | 14.55 |

| | | | |
|----------------------------------|--|--|--------------|
| Total of activity charges | | | 14.80 |
|----------------------------------|--|--|--------------|

Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.

Br Branch **BTB** Business Telephone Banking **Chqs** Cheques **Coll** Collected
Cr Credit **Ctr** Counter **Dr** Debit

Commercial Banking Customers

Interest and Charges

[Your] Business Banking Terms and Conditions cover how and when we can charge our interest rates and charges.

Details of Debit interest together with details of the interest rate we pay and charge in full [for all accounts] are available in [our] Business Price List. All [our] business current accounts are non-interest bearing when in credit unless we individually agree a rate with you.

Overdrafts:

Arranged overdraft:

Where you ask us for an overdraft before making any transactions that takes your account overdrawn, or over your current arranged overdraft limit. Interest rates are individually agreed, for a period of 12 months, and are linked to the Bank of England base rate. For details of our fees and charges, please refer to our Business Price List – see Additional Information below.

Unarranged overdraft:

When you make a payment that takes your account overdrawn if you don't have an arranged overdraft limit, or takes your account over your arranged overdraft limit. When you don't have an arranged overdraft limit, we will charge our Business Standard Debit Interest Rate on any balances. When you have an existing arranged overdraft limit and go over this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge Standard Debit Interest Rate on any balance over your arranged overdraft facility. In either of these circumstances, unarranged overdraft charges will be applied on each working day that your account is overdrawn (if you don't have an arranged overdraft) or you go over your arranged overdraft limit (if you have an arranged overdraft). For details of our fees and charges, please see our Business Price List and for information on our Interest Rates, see Additional Information below.

Your debit card

For debit card charges and how foreign currency transactions are converted to sterling please refer to the Business Price List.

Additional Information

A copy of [our] Business Price List and the Business Banking Terms and Conditions can be found on our website

www.business.hsbc.uk/en-gb/gb/generic/legal-information.

Information on our Interest Rates can be found on our website

www.business.hsbc.uk/en-gb/interest-rates/interest-rates-finance-borrowing.

This information is also available in our branches, by calling **03457 60 60 60** (lines are open GMT 8am to 10pm, Monday to Sunday) or by textphone **0345 12 55 63**. [Details of the interest rates we pay and charge are also separately available through these channels.]

To help us continuously improve our service and in the interests of security, we may monitor and/or record your telephone calls with us.

Personal Banking Customers

Interest

Credit Interest is calculated daily on the cleared credit balance and is charged monthly if applicable (this is not paid on all accounts, e.g. Basic Bank Account, Bank Account and HSBC Advance). For personal current accounts, overdraft interest is charged on the whole overdraft balance above any interest free amount. Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

Commercial and Personal Banking Customers

Lost and Stolen Cards

If any of your cards are lost or stolen please call **0800 032 7075** or if you are calling from outside the UK, please call us on **+44 1442 422 929**. Lines are open 24 hours.

Dispute Resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us by calling **03457 60 60 60** (lines are open GMT 8am to 10pm, Monday to Sunday) or textphone **0345 12 55 63** to let us know how we can serve you better.

HSBC UK Bank plc, registered in England and Wales number 09928412. Registered office 1 Centenary Square, Birmingham B1 1HQ.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 765112.

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Overdrafts

Arranged overdraft: Where you ask us for an overdraft before making any transactions that take your account overdrawn, or over your current arranged overdraft limit.

Unarranged overdraft: When you make a payment that takes your account overdrawn if you don't have an arranged overdraft, or takes your account over your arranged overdraft limit.

Effective from 14 March 2020

Monthly cap on unarranged overdraft charges

1. Each current account will set a monthly maximum charge for:

- (a) going overdrawn when you have not arranged an overdraft; or
- (b) going over/past your arranged overdraft limit (if you have one).

2. This cap covers any:

- (a) interest and fees for going over/past your arranged overdraft limit;
- (b) fees for each payment your bank allows despite lack of funds; and
- (c) fees for each payment your bank refuses due to lack of funds.

The monthly cap on unarranged overdraft charges for the HSBC Advance Bank Account, HSBC Bank Account, HSBC Current Account, Home Management Account and HSBC Graduate Bank Account is £20.

The monthly cap on unarranged overdraft charges is not applicable to Bank Account Pay Monthly, Basic Bank Account, Student Bank Account, Amanah Bank Account and MyAccount as these accounts do not incur unarranged overdraft charges.

Unarranged overdraft charges incurred before 14 March 2020 may debit your account after this date (we'll still give advance notice). Charges incurred before 14 March 2020 won't count towards the new £20 cap as they'll relate to the previous month's charging period.

Your debit card

When you use your card outside the UK, your statement will show where the transaction took place, the amount spent in foreign currency and the amount converted into sterling. We also monitor transactions to protect you against your card being used fraudulently. Unless you agree that the currency conversion is done at the point of sale or withdrawal and agree the rate at that time, for example with the shopkeeper or on the self-service machine screen, the exchange rate that applies to any foreign currency debit card payments (including cash withdrawals) is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made. For foreign currency transactions we will charge a fee of 2.75% of the amount of the transaction. This fee will be shown as a separate line on your statement as a 'Foreign Currency Transaction Fee'. Details of the current VISA Payment Scheme Exchange Rates can be obtained from the card support section of hsbc.co.uk or by calling us on the usual numbers. We will deduct the payment from your account once we receive details of the payment from the card scheme, at the latest, the next working day. For cash machine withdrawals in a currency other than sterling we will charge a Non Sterling Cash Fee of 2% (minimum £1.75, maximum £5). This fee applies to all cash machines outside the UK, and to cash machines in the UK, if we convert the withdrawal to Sterling for you. HSBC Advance customers are exempt from this fee. Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

050642_031 1/ 10 00005 100577 22681 39700

Your Statement

The Clerk to the Council
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB



31 December 2020 to 30 January 2021

| Account Name | Sortcode | Account Number | Sheet Number |
|-------------------------|----------|----------------|--------------|
| Warminster Town Council | 40-45-23 | 91001000 | 1 of 2 |

Summary of your Business Current Account charges and interest

This summary details charges incurred for banking services for the charging period 31 December 2020 to 30 January 2021 which will be deducted from your account on 21 February 2021.

| Description | Amount(GBP) |
|---------------------------------|-------------|
| Total of activity charges | 14.80 |
| Fee for maintaining the account | 6.50 |

| | |
|----------------------|--------------|
| Total charges | 21.30 |
|----------------------|--------------|

Charges which have already been deducted from your account during this charging period will not appear this statement.

Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.

GBP Pounds Sterling C Credit

050189_029 1/ 4 00004 108935 24723 39700

The Clerk to the Council
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB



Your Statement

Account Summary

| | |
|-----------------|------------|
| Opening Balance | 864,898.20 |
| Payments In | 16,677.53 |
| Payments Out | 383,783.93 |
| Closing Balance | 497,791.80 |

Interest Rate - Valid as at end date of the statement period
0.00% AER

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

1 January to 29 January 2021

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496 469

Your Deposit Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--------------------------|------------|-----------|------------|
| 31 Dec 20 | BALANCE BROUGHT FORWARD | | | 864,898.20 |
| 04 Jan 21 | TFR TRANSFER 91001000 | 1,445.05 | | 863,453.15 |
| 07 Jan 21 | TFR TRANSFER 91001000 | 644.09 | | 862,809.06 |
| 08 Jan 21 | TFR TRANSFER 91001000 | | 600.00 | 863,409.06 |
| 11 Jan 21 | TFR 404523 91001000 | | | |
| | INTERNET TRANSFER | 5,000.00 | | |
| | TFR TRANSFER 91001000 | 4,067.44 | | 854,341.62 |
| 12 Jan 21 | TFR TRANSFER 91001000 | | 1,192.81 | 855,534.43 |
| 13 Jan 21 | TFR TRANSFER 91001000 | | 431.50 | 855,965.93 |
| 14 Jan 21 | TFR TRANSFER 91001000 | 5,075.40 | | 850,890.53 |
| 15 Jan 21 | TFR TRANSFER 91001000 | 4,740.64 | | 846,149.89 |
| 18 Jan 21 | TFR TRANSFER 91001000 | 79,964.40 | | 766,185.49 |
| 19 Jan 21 | TFR 404523 91001000 | | | |
| | INTERNET TRANSFER | 500.00 | | |
| | TFR TRANSFER 91001000 | 4,896.54 | | 760,788.95 |
| 20 Jan 21 | TFR TRANSFER 91001000 | | 405.59 | 761,194.54 |
| 21 Jan 21 | TFR TRANSFER 91001000 | 80,170.00 | | 681,024.54 |
| 22 Jan 21 | TFR TRANSFER 91001000 | | 13,465.88 | 694,490.42 |
| 25 Jan 21 | TFR TRANSFER 91001000 | 100,520.95 | | 593,969.47 |
| 26 Jan 21 | TFR 404523 91001000 | | | |
| | INTERNET TRANSFER | 11,000.00 | | |
| | TFR TRANSFER 91001000 | 4,716.24 | | 578,253.23 |
| 27 Jan 21 | TFR TRANSFER 91001000 | | 581.75 | 578,834.98 |
| 28 Jan 21 | TFR TRANSFER 91001000 | 78,650.08 | | 500,184.90 |
| 29 Jan 21 | TFR TRANSFER 91001000 | 2,393.10 | | 497,791.80 |
| 29 Jan 21 | BALANCE CARRIED FORWARD | | | 497,791.80 |

Contact tel 03457 60 60 60

see reverse for call times

Text phone 03457 125 563

used by deaf or speech impaired customers

www.hsbc.co.uk

1 January to 29 January 2021

Account Name

Warminster Town Council

Your Statement

| Sortcode | Account Number | Sheet Number |
|----------|----------------|--------------|
| 40-45-23 | 21136496 | 470 |

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).



Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 101 Council Administration | | | | | | | | |
| 1176 Precept | 786,483 | 1,180,666 | 1,180,666 | 0 | | | 100.0% | |
| 1177 Precept Allocation | (46,000) | (46,000) | (46,000) | 0 | | | 100.0% | |
| 1190 Interest Receivable | 5,260 | 1,135 | 5,000 | 3,865 | | | 22.7% | |
| 1193 Miscellaneous Income | 4,927 | 0 | 0 | 0 | | | 0.0% | |
| 1300 Dog Bag Sales | 1,004 | 390 | 1,000 | 610 | | | 39.0% | |
| Council Administration :- Income | 751,674 | 1,136,191 | 1,140,666 | 4,475 | | | 99.6% | 0 |
| 4001 Salaries | 159,025 | 130,852 | 162,000 | 31,148 | | 31,148 | 80.8% | |
| 4006 Temporary Staff | 1,994 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4008 Training | 1,844 | 974 | 2,500 | 1,526 | | 1,526 | 39.0% | |
| 4009 Travel | 143 | 81 | 200 | 119 | | 119 | 40.3% | |
| 4010 Health & Safety | 4,113 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4013 Rent Payable (Internal) | 37,200 | 31,000 | 37,200 | 6,200 | | 6,200 | 83.3% | |
| 4017 Staff Settlement | 0 | 2,000 | 0 | (2,000) | | (2,000) | 0.0% | |
| 4020 Consumables & Other Expenses | 1,443 | 454 | 1,500 | 1,046 | | 1,046 | 30.2% | |
| 4022 Postage & Telephone | 3,259 | 1,399 | 3,000 | 1,601 | | 1,601 | 46.6% | |
| 4023 Printing & Stationery | 452 | 379 | 1,500 | 1,121 | | 1,121 | 25.3% | |
| 4024 Photocopier Charges | 2,888 | 1,520 | 3,000 | 1,480 | | 1,480 | 50.7% | |
| 4025 IT (Website & Email) | 11,721 | 11,593 | 4,500 | (7,093) | | (7,093) | 257.6% | |
| 4027 Subscriptions and Publications | 2,939 | 3,686 | 3,500 | (186) | 662 | (848) | 124.2% | |
| 4028 Insurance | 8,753 | 5,892 | 9,200 | 3,308 | | 3,308 | 64.0% | |
| 4029 Licences | 802 | 816 | 0 | (816) | | (816) | 0.0% | |
| 4030 Recruitment Advertising | 1,409 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4033 Advertising | 126 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4036 Repairs and Renewals | 82 | 399 | 500 | 101 | | 101 | 79.8% | |
| 4040 Equipment/Furniture | 273 | 134 | 1,000 | 866 | | 866 | 13.4% | |
| 4056 Accountancy Fees | 11,628 | 8,523 | 13,500 | 4,977 | | 4,977 | 63.1% | |
| 4057 Audit Fees | 2,890 | 445 | 2,460 | 2,015 | | 2,015 | 18.1% | |
| 4058 Legal Fees | 1,914 | 7,206 | 1,000 | (6,206) | | (6,206) | 720.6% | |
| 4059 Other Professional Fees | 4,181 | 2,000 | 4,000 | 2,000 | | 2,000 | 50.0% | |
| 4060 Bank Charges | 1,172 | 339 | 1,500 | 1,161 | | 1,161 | 22.6% | |
| 5977 depreciation Charged | 4,313 | 0 | 0 | 0 | | 0 | 0.0% | |
| 6336 Tfr to Training EMR | 656 | 0 | 0 | 0 | | 0 | 0.0% | |
| Council Administration :- Indirect Expenditure | 265,219 | 209,692 | 253,660 | 43,968 | 662 | 43,306 | 82.9% | 0 |
| Net Income over Expenditure | 486,455 | 926,499 | 887,006 | (39,493) | | | | |
| 102 Civic and Democratic | | | | | | | | |
| 4025 IT (Website & Email) | 0 | 1,499 | 0 | (1,499) | | (1,499) | 0.0% | |
| 4033 Advertising | 1,680 | 885 | 1,500 | 615 | | 615 | 59.0% | |

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4080 Mayoral Expenses | 1,999 | (1,811) | 1,000 | 2,811 | | 2,811 | (181.1%) | |
| 4082 Town Crier | 1,000 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4086 Civic Regalia | 0 | 80 | 200 | 120 | | 120 | 40.0% | |
| 4110 Elections | 7,117 | 0 | 0 | 0 | | 0 | 0.0% | |
| 5319 Tfr from Elections Reserve | (7,117) | 0 | 0 | 0 | | 0 | 0.0% | |
| 5344 Tfr from WWI Commemoration | (1,000) | 0 | 0 | 0 | | 0 | 0.0% | |
| 6319 Tfr to Elections Reserve | 5,000 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| Civic and Democratic :- Indirect Expenditure | 8,679 | 653 | 8,700 | 8,047 | 0 | 8,047 | 7.5% | 0 |
| Net Expenditure | (8,679) | (653) | (8,700) | (8,047) | | | | |
| 103 Policy and Communications | | | | | | | | |
| 4033 Advertising | 569 | 478 | 1,000 | 522 | | 522 | 47.8% | |
| 4034 Newsletter | 2,054 | 618 | 2,000 | 1,382 | | 1,382 | 30.9% | |
| 4083 NOT IN USE 2020/21 | 3,750 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4084 Town Consultations/Promotions | 2,851 | 380 | 3,000 | 2,620 | | 2,620 | 12.7% | |
| Policy and Communications :- Indirect Expenditure | 9,224 | 1,475 | 6,000 | 4,525 | 0 | 4,525 | 24.6% | 0 |
| Net Expenditure | (9,224) | (1,475) | (6,000) | (4,525) | | | | |
| 104 Council Events | | | | | | | | |
| 1701 Christmas Events Income | 3,077 | 0 | 3,500 | 3,500 | | | 0.0% | |
| 1702 Civic Events Income | 70 | 0 | 0 | 0 | | | 0.0% | |
| Council Events :- Income | 3,147 | 0 | 3,500 | 3,500 | | | 0.0% | 0 |
| 4032 Adverts - Events | 341 | 154 | 1,000 | 846 | | 846 | 15.4% | |
| 4081 Civic Events | 1,571 | (695) | 2,000 | 2,695 | | 2,695 | (34.8%) | |
| 4087 Civic Service | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4706 Christmas Lights | 22,148 | 18,099 | 20,000 | 1,901 | | 1,901 | 90.5% | |
| 4720 Remembrance Service | 1,005 | 4 | 1,000 | 996 | | 996 | 0.4% | |
| Council Events :- Indirect Expenditure | 25,066 | 17,562 | 24,500 | 6,938 | 0 | 6,938 | 71.7% | 0 |
| Net Income over Expenditure | (21,919) | (17,562) | (21,000) | (3,438) | | | | |
| 107 Grants and Projects | | | | | | | | |
| 1180 Grants Recieved | 0 | 10,533 | 0 | (10,533) | | | 0.0% | |
| Grants and Projects :- Income | 0 | 10,533 | 0 | (10,533) | | | | 0 |
| 4028 Insurance | 9 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4700 Grants - Large | 8,156 | 18,663 | 15,000 | (3,663) | | (3,663) | 124.4% | |
| 4703 WCR Community Radio SLA | 7,500 | 7,500 | 10,000 | 2,500 | | 2,500 | 75.0% | |
| 4704 Warminster Community Hub SLA | 6,000 | 6,000 | 6,000 | 0 | | 0 | 100.0% | |

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4707 Catenary Cable Maintenance DON | 16 | 74 | 0 | (74) | | (74) | 0.0% | |
| 4710 Enterprise Warminster | 2,350 | 643 | 2,100 | 1,457 | | 1,457 | 30.6% | |
| 4712 Grant - Warminster Carnival | 3,500 | 1,124 | 3,500 | 2,376 | | 2,376 | 32.1% | |
| 4714 Neighbourhood Planning | 0 | 309 | 0 | (309) | | (309) | 0.0% | |
| 4715 INSPIRE | 3,500 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| 4718 Warminster Wobble | 3,000 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 6326 Tfr to Climate Change | 2,000 | 0 | 0 | 0 | | 0 | 0.0% | |
| 6334 Tfr to Grants | 0 | 814 | 0 | (814) | | (814) | 0.0% | |
| Grants and Projects :- Indirect Expenditure | 36,031 | 35,127 | 43,100 | 7,973 | 0 | 7,973 | 81.5% | 0 |
| Net Income over Expenditure | (36,031) | (24,594) | (43,100) | (18,506) | | | | |
| <u>201 CCTV</u> | | | | | | | | |
| 1177 Precept Allocation | 46,000 | 46,000 | 46,000 | 0 | | | 100.0% | |
| 1201 CCTV-Dewey Trust Grant | 4,000 | 4,000 | 5,000 | 1,000 | | | 80.0% | |
| 1205 CCTV-West Wilts Tr Estate Fees | 5,617 | 5,730 | 5,898 | 168 | | | 97.1% | |
| 1206 CCTV-Westbury TC Fees | 9,808 | 10,004 | 10,294 | 290 | | | 97.2% | |
| CCTV :- Income | 65,425 | 65,733 | 67,192 | 1,459 | | | 97.8% | 0 |
| 4001 Salaries | 44,443 | 42,350 | 45,779 | 3,429 | | 3,429 | 92.5% | |
| 4008 Training | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4014 Electricity and Gas | 194 | (16) | 400 | 416 | | 416 | (3.9%) | |
| 4016 Cleaning | 0 | 3 | 0 | (3) | | (3) | 0.0% | |
| 4020 Consumables & Other Expenses | 78 | 95 | 100 | 5 | | 5 | 95.3% | |
| 4021 BT Redcare | 12,538 | 13,591 | 13,150 | (441) | | (441) | 103.4% | |
| 4022 Postage & Telephone | 1,107 | 82 | 1,200 | 1,118 | | 1,118 | 6.8% | |
| 4023 Printing & Stationery | 185 | 11 | 400 | 389 | | 389 | 2.7% | |
| 4025 IT (Website & Email) | 75 | 41 | 0 | (41) | | (41) | 0.0% | |
| 4028 Insurance | 1,064 | 762 | 1,150 | 388 | | 388 | 66.3% | |
| 4029 Licences | 1,060 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4035 Refuse Collection\Bin Emptying | 19 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4036 Repairs and Renewals | 2,653 | 1,677 | 1,500 | (177) | | (177) | 111.8% | |
| 4037 Maintenance Contracts | 4,000 | 1,000 | 4,000 | 3,000 | | 3,000 | 25.0% | |
| 4038 Grounds Maintenance | 0 | 743 | 0 | (743) | | (743) | 0.0% | |
| 4040 Equipment/Furniture | 340 | 43 | 0 | (43) | | (43) | 0.0% | |
| 5325 Tfr from CCTV | (2,331) | 0 | (2,587) | (2,587) | | (2,587) | 0.0% | |
| 5977 depreciation Charged | 5,889 | 0 | 0 | 0 | | 0 | 0.0% | |
| CCTV :- Indirect Expenditure | 71,314 | 60,383 | 67,192 | 6,809 | 0 | 6,809 | 89.9% | 0 |
| Net Income over Expenditure | (5,889) | 5,350 | 0 | (5,350) | | | | |

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 202 Dewey House | | | | | | | | |
| 1005 Rent Received | 7,200 | 6,000 | 7,200 | 1,200 | | | 83.3% | |
| Dewey House :- Income | 7,200 | 6,000 | 7,200 | 1,200 | | | 83.3% | 0 |
| 4011 Rates | 5,278 | 5,364 | 5,390 | 26 | | 26 | 99.5% | |
| 4012 Water Rates | 198 | 161 | 200 | 39 | | 39 | 80.5% | |
| 4014 Electricity and Gas | 4,363 | 3,254 | 3,000 | (254) | | (254) | 108.5% | |
| 4020 Consumables & Other Expenses | 119 | 95 | 200 | 105 | | 105 | 47.6% | |
| 4023 Printing & Stationery | 0 | 5 | 0 | (5) | | (5) | 0.0% | |
| 4025 IT (Website & Email) | 0 | 570 | 0 | (570) | | (570) | 0.0% | |
| 4028 Insurance | 1,348 | 965 | 1,450 | 485 | | 485 | 66.6% | |
| 4035 Refuse Collection\Bin Emptying | 226 | (20) | 0 | 20 | | 20 | 0.0% | |
| 4036 Repairs and Renewals | 324 | 739 | 1,500 | 761 | | 761 | 49.3% | |
| 4037 Maintenance Contracts | 1,473 | 1,756 | 1,250 | (506) | | (506) | 140.5% | |
| 5977 depreciation Charged | 12,816 | 0 | 0 | 0 | | 0 | 0.0% | |
| Dewey House :- Indirect Expenditure | 26,145 | 12,890 | 12,990 | 100 | 0 | 100 | 99.2% | 0 |
| Net Income over Expenditure | (18,945) | (6,890) | (5,790) | 1,100 | | | | |
| 209 Outside Services | | | | | | | | |
| 4001 Salaries | 47,824 | 78,825 | 92,218 | 13,393 | | 13,393 | 85.5% | |
| 4007 Uniform | 218 | 224 | 200 | (24) | | (24) | 112.1% | |
| 4008 Training | 160 | 363 | 1,000 | 638 | | 638 | 36.3% | |
| 4022 Postage & Telephone | 0 | 301 | 0 | (301) | | (301) | 0.0% | |
| 4025 IT (Website & Email) | 0 | 383 | 0 | (383) | | (383) | 0.0% | |
| 4036 Repairs and Renewals | 0 | 273 | 0 | (273) | | (273) | 0.0% | |
| 4040 Equipment/Furniture | 0 | 122 | 0 | (122) | | (122) | 0.0% | |
| 4042 Vehicle Costs | 5,378 | 14,339 | 5,500 | (8,839) | | (8,839) | 260.7% | |
| 4044 Tree Works | 0 | 958 | 0 | (958) | | (958) | 0.0% | |
| 5977 depreciation Charged | 914 | 0 | 0 | 0 | | 0 | 0.0% | |
| 6315 Tfr to Capital Projects | 0 | 0 | 0 | 0 | 13,470 | (13,470) | 0.0% | |
| Outside Services :- Indirect Expenditure | 54,494 | 95,787 | 98,918 | 3,131 | 13,470 | (10,339) | 110.5% | 0 |
| Net Expenditure | (54,494) | (95,787) | (98,918) | (3,131) | | | | |
| 210 Town Park | | | | | | | | |
| 1006 Rent - 23 Weymouth St | 3,960 | 3,300 | 3,960 | 660 | | | 83.3% | |
| 1007 Rent - Pavilion | 15 | 0 | 0 | 0 | | | 0.0% | |
| 1020 Town Park Events Income | 4,504 | 93 | 4,000 | 3,907 | | | 2.3% | |
| 1550 Boats Income | 4,940 | 0 | 4,500 | 4,500 | | | 0.0% | |
| 1601 Putting Green Income | 1,110 | 0 | 0 | 0 | | | 0.0% | |
| Town Park :- Income | 14,529 | 3,393 | 12,460 | 9,067 | | | 27.2% | 0 |

Detailed Income & Expenditure by Budget Heading 31/01/2021

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Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4001 Salaries | 13,564 | 0 | 13,300 | 13,300 | | 13,300 | 0.0% | |
| 4008 Training | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4011 Rates | 590 | 1,196 | 0 | (1,196) | | (1,196) | 0.0% | |
| 4012 Water Rates | 13,397 | 13,864 | 14,000 | 136 | | 136 | 99.0% | |
| 4014 Electricity and Gas | 2,576 | 1,509 | 2,500 | 991 | | 991 | 60.4% | |
| 4020 Consumables & Other Expenses | 920 | 281 | 300 | 19 | | 19 | 93.5% | |
| 4022 Postage & Telephone | 56 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4023 Printing & Stationery | 91 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4028 Insurance | 1,124 | 805 | 1,200 | 395 | | 395 | 67.1% | |
| 4035 Refuse Collection\Bin Emptying | 5,209 | 2,191 | 4,000 | 1,809 | | 1,809 | 54.8% | |
| 4036 Repairs and Renewals | 22,788 | 2,994 | 25,000 | 22,006 | | 22,006 | 12.0% | |
| 4037 Maintenance Contracts | 162 | 480 | 0 | (480) | | (480) | 0.0% | |
| 4038 Grounds Maintenance | 41,383 | 33,577 | 40,000 | 6,423 | | 6,423 | 83.9% | |
| 4040 Equipment/Furniture | 2,347 | 1,082 | 5,000 | 3,918 | | 3,918 | 21.6% | |
| 4044 Tree Works | 0 | 958 | 0 | (958) | | (958) | 0.0% | |
| 4085 Town Park Events | 3,652 | 1,618 | 6,500 | 4,883 | | 4,883 | 24.9% | |
| 5977 depreciation Charged | 32,617 | 0 | 0 | 0 | | 0 | 0.0% | |
| 5996 Deferred Grants Released | (11,472) | 0 | 0 | 0 | | 0 | 0.0% | |
| 6329 Tfr to EMR Open Spaces | 25,292 | 0 | 0 | 0 | | 0 | 0.0% | |
| Town Park :- Indirect Expenditure | 154,294 | 60,554 | 112,100 | 51,546 | 0 | 51,546 | 54.0% | 0 |
| Net Income over Expenditure | (139,766) | (57,161) | (99,640) | (42,479) | | | | |
| <u>211 Open Spaces</u> | | | | | | | | |
| 4012 Water Rates | 34 | 74 | 30 | (44) | | (44) | 246.3% | |
| 4036 Repairs and Renewals | 22 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4038 Grounds Maintenance | 11,878 | 5,324 | 15,000 | 9,676 | | 9,676 | 35.5% | |
| 4040 Equipment/Furniture | 2,108 | 168 | 250 | 82 | | 82 | 67.2% | |
| 4045 Flood Wardens | 0 | 49 | 0 | (49) | | (49) | 0.0% | |
| 5977 depreciation Charged | 512 | 0 | 0 | 0 | | 0 | 0.0% | |
| Open Spaces :- Indirect Expenditure | 14,554 | 5,615 | 15,280 | 9,665 | 0 | 9,665 | 36.7% | 0 |
| Net Expenditure | (14,554) | (5,615) | (15,280) | (9,665) | | | | |
| <u>212 Cemetery and Churchyard</u> | | | | | | | | |
| 1212 Burial Fees | 713 | 354 | 1,500 | 1,146 | | | 23.6% | |
| Cemetery and Churchyard :- Income | 713 | 354 | 1,500 | 1,146 | | | 23.6% | 0 |
| 4011 Rates | 168 | 196 | 175 | (21) | | (21) | 112.1% | |
| 4028 Insurance | 888 | 636 | 950 | 314 | | 314 | 67.0% | |
| 4038 Grounds Maintenance | 320 | 0 | 0 | 0 | | 0 | 0.0% | |
| Cemetery and Churchyard :- Indirect Expenditure | 1,376 | 832 | 1,125 | 293 | 0 | 293 | 74.0% | 0 |
| Net Income over Expenditure | (664) | (478) | 375 | 853 | | | | |

Detailed Income & Expenditure by Budget Heading 31/01/2021

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Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 213 Public Conv - Town Park | | | | | | | | |
| 4011 Rates | 0 | 1,799 | 0 | (1,799) | | (1,799) | 0.0% | |
| 4020 Consumables & Other Expenses | 0 | 54 | 0 | (54) | | (54) | 0.0% | |
| 4036 Repairs and Renewals | 493 | 421 | 250 | (171) | | (171) | 168.3% | |
| 4040 Equipment/Furniture | 0 | 15 | 0 | (15) | | (15) | 0.0% | |
| 4200 Public Toilets | 7,543 | 5,029 | 8,000 | 2,971 | | 2,971 | 62.9% | |
| Public Conv - Town Park :- Indirect Expenditure | 8,036 | 7,317 | 8,250 | 933 | 0 | 933 | 88.7% | 0 |
| Net Expenditure | (8,036) | (7,317) | (8,250) | (933) | | | | |
| 214 Public Conv - Central Car Park | | | | | | | | |
| 4011 Rates | 2,945 | 0 | 3,010 | 3,010 | | 3,010 | 0.0% | |
| 4012 Water Rates | 2,502 | 148 | 2,500 | 2,352 | | 2,352 | 5.9% | |
| 4014 Electricity and Gas | 1,670 | 743 | 1,500 | 757 | | 757 | 49.5% | |
| 4020 Consumables & Other Expenses | 0 | 54 | 0 | (54) | | (54) | 0.0% | |
| 4028 Insurance | 158 | 138 | 175 | 37 | | 37 | 79.0% | |
| 4036 Repairs and Renewals | 594 | 127 | 1,500 | 1,373 | | 1,373 | 8.4% | |
| 4040 Equipment/Furniture | 0 | 15 | 0 | (15) | | (15) | 0.0% | |
| 4200 Public Toilets | 11,315 | 8,486 | 11,500 | 3,014 | | 3,014 | 73.8% | |
| Public Conv - Central Car Park :- Indirect Expenditure | 19,184 | 9,711 | 20,185 | 10,474 | 0 | 10,474 | 48.1% | 0 |
| Net Expenditure | (19,184) | (9,711) | (20,185) | (10,474) | | | | |
| 215 Street Furniture | | | | | | | | |
| 4028 Insurance | 332 | 213 | 360 | 147 | | 147 | 59.1% | |
| 4040 Equipment/Furniture | 193 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4803 Baskets & Tubs | 7,788 | 7,142 | 9,000 | 1,858 | | 1,858 | 79.4% | |
| 5977 depreciation Charged | 1,965 | 0 | 0 | 0 | | 0 | 0.0% | |
| 5996 Deferred Grants Released | (134) | 0 | 0 | 0 | | 0 | 0.0% | |
| Street Furniture :- Indirect Expenditure | 10,144 | 7,355 | 10,860 | 3,505 | 0 | 3,505 | 67.7% | 0 |
| Net Expenditure | (10,144) | (7,355) | (10,860) | (3,505) | | | | |
| 216 Pavilion Cafe | | | | | | | | |
| 1186 WCC Covid 19 Grant | 0 | 8,000 | 0 | (8,000) | | | 0.0% | |
| 1193 Miscellaneous Income | 20 | 0 | 0 | 0 | | | 0.0% | |
| 1600 Pavillion Cafe Sales | 41,252 | 40,668 | 40,000 | (668) | | | 101.7% | |
| 1601 Putting Green Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| Pavilion Cafe :- Income | 41,272 | 48,668 | 41,000 | (7,668) | | | 118.7% | 0 |

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Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 3540 Pavilion Purchases | 17,617 | 13,032 | 20,000 | 6,968 | | 6,968 | 65.2% | |
| Pavilion Cafe :- Direct Expenditure | 17,617 | 13,032 | 20,000 | 6,968 | 0 | 6,968 | 65.2% | 0 |
| 4001 Salaries | 32,956 | 21,180 | 51,094 | 29,914 | | 29,914 | 41.5% | |
| 4007 Uniform | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4008 Training | 175 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4010 Health & Safety | 0 | 50 | 0 | (50) | | (50) | 0.0% | |
| 4016 Cleaning | 0 | 3 | 100 | 97 | | 97 | 2.9% | |
| 4020 Consumables & Other Expenses | 1,135 | 2,630 | 2,000 | (630) | | (630) | 131.5% | |
| 4022 Postage & Telephone | 540 | 87 | 700 | 613 | | 613 | 12.4% | |
| 4023 Printing & Stationery | 0 | 12 | 200 | 188 | | 188 | 5.8% | |
| 4025 IT (Website & Email) | (70) | 28 | 0 | (28) | | (28) | 0.0% | |
| 4026 Software & Accounts USE 4025 | 0 | 9 | 0 | (9) | | (9) | 0.0% | |
| 4031 Publicity & Marketing | 130 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4033 Advertising | 80 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4036 Repairs and Renewals | 1,348 | 3,411 | 2,000 | (1,411) | | (1,411) | 170.6% | |
| 4040 Equipment/Furniture | 1,550 | 921 | 500 | (421) | | (421) | 184.2% | |
| 4055 Stocktaking Fees | 60 | 180 | 240 | 60 | | 60 | 75.0% | |
| 4061 Streamline Charges | 475 | 796 | 700 | (96) | | (96) | 113.7% | |
| 4999 Assets Capitalised | 10,082 | 0 | 0 | 0 | | 0 | 0.0% | |
| 5315 Tfr from Capital Projects | (10,082) | (1,800) | 0 | 1,800 | | 1,800 | 0.0% | |
| Pavilion Cafe :- Indirect Expenditure | 38,380 | 27,507 | 57,934 | 30,427 | 0 | 30,427 | 47.5% | 0 |
| Net Income over Expenditure | (14,724) | 8,129 | (36,934) | (45,063) | | | | |
| 217 Play Areas | | | | | | | | |
| 1180 Grants Recieved | 8,000 | 0 | 0 | 0 | | | 0.0% | |
| Play Areas :- Income | 8,000 | 0 | 0 | 0 | | | | 0 |
| 4010 Health & Safety | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4016 Cleaning | 0 | 92 | 1,000 | 908 | | 908 | 9.2% | |
| 4020 Consumables & Other Expenses | 0 | 289 | 450 | 161 | | 161 | 64.3% | |
| 4023 Printing & Stationery | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4028 Insurance | 100 | 0 | 4,050 | 4,050 | | 4,050 | 0.0% | |
| 4035 Refuse Collection\Bin Emptying | 0 | 0 | 3,382 | 3,382 | | 3,382 | 0.0% | |
| 4036 Repairs and Renewals | 495 | 1,646 | 25,000 | 23,354 | 2,695 | 20,658 | 17.4% | |
| 4037 Maintenance Contracts | 617 | 3,651 | 11,000 | 7,350 | | 7,350 | 33.2% | |
| 4038 Grounds Maintenance | 6,068 | 10,619 | 15,000 | 4,381 | | 4,381 | 70.8% | |
| 4040 Equipment/Furniture | 0 | 118 | 0 | (118) | | (118) | 0.0% | |
| 4044 Tree Works | 533 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4058 Legal Fees | 5,490 | 0 | 0 | 0 | | 0 | 0.0% | |
| 5977 depreciation Charged | 7,135 | 0 | 0 | 0 | | 0 | 0.0% | |

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| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 6307 Tfr to EMR Play Area | 41,079 | 0 | 0 | 0 | | 0 | 0.0% | |
| Play Areas :- Indirect Expenditure | 61,517 | 16,416 | 62,982 | 46,566 | 2,695 | 43,871 | 30.3% | 0 |
| Net Income over Expenditure | (53,517) | (16,416) | (62,982) | (46,566) | | | | |
| <u>218 Skate Park</u> | | | | | | | | |
| 4033 Advertising | 23 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4036 Repairs and Renewals | 7,271 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Skate Park :- Indirect Expenditure | 7,295 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0% | 0 |
| Net Expenditure | (7,295) | 0 | (1,000) | (1,000) | | | | |
| <u>219 Sweeper</u> | | | | | | | | |
| 4000 UNALLOCATED GLOBAL BUDGET | 0 | 0 | 70,500 | 70,500 | | 70,500 | 0.0% | |
| 4007 Uniform | 0 | 134 | 0 | (134) | | (134) | 0.0% | |
| 4018 Rent | 0 | 1,022 | 0 | (1,022) | | (1,022) | 0.0% | |
| 4035 Refuse Collection\Bin Emptying | 0 | 995 | 0 | (995) | | (995) | 0.0% | |
| 4036 Repairs and Renewals | 0 | 154 | 0 | (154) | | (154) | 0.0% | |
| 4042 Vehicle Costs | 0 | 2,344 | 0 | (2,344) | | (2,344) | 0.0% | |
| 4090 Sweeper Leasing | 0 | 14,689 | 0 | (14,689) | | (14,689) | 0.0% | |
| 4091 Sweeper Consumables | 0 | 1,289 | 0 | (1,289) | | (1,289) | 0.0% | |
| 4092 Sweeper Fuel | 0 | 2,993 | 0 | (2,993) | | (2,993) | 0.0% | |
| 4093 Sweeper Waste Disposal | 0 | 13,215 | 0 | (13,215) | | (13,215) | 0.0% | |
| 4094 Sweeper Maintenance | 0 | 686 | 0 | (686) | | (686) | 0.0% | |
| Sweeper :- Indirect Expenditure | 0 | 37,520 | 70,500 | 32,980 | 0 | 32,980 | 53.2% | 0 |
| Net Expenditure | 0 | (37,520) | (70,500) | (32,980) | | | | |
| <u>220 Depot</u> | | | | | | | | |
| 4000 UNALLOCATED GLOBAL BUDGET | 0 | 1,172 | 35,000 | 33,828 | | 33,828 | 3.3% | |
| 4007 Uniform | 0 | 12 | 0 | (12) | | (12) | 0.0% | |
| 4014 Electricity and Gas | 0 | 55 | 0 | (55) | | (55) | 0.0% | |
| 4018 Rent | 0 | 9,787 | 0 | (9,787) | | (9,787) | 0.0% | |
| 4020 Consumables & Other Expenses | 0 | 1,161 | 0 | (1,161) | | (1,161) | 0.0% | |
| 4022 Postage & Telephone | 0 | 165 | 0 | (165) | | (165) | 0.0% | |
| 4023 Printing & Stationery | 0 | 62 | 0 | (62) | | (62) | 0.0% | |
| 4025 IT (Website & Email) | 0 | 647 | 0 | (647) | | (647) | 0.0% | |
| 4036 Repairs and Renewals | 0 | 1,406 | 0 | (1,406) | | (1,406) | 0.0% | |
| 4040 Equipment/Furniture | 0 | 3,910 | 0 | (3,910) | | (3,910) | 0.0% | |
| 4042 Vehicle Costs | 0 | 449 | 0 | (449) | | (449) | 0.0% | |
| 4058 Legal Fees | 0 | 306 | 0 | (306) | | (306) | 0.0% | |

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| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4921 CAP - Vehicles & Equipment | 0 | 2,070 | 0 | (2,070) | 30,185 | (32,255) | 0.0% | |
| 4932 CAP - Depot leasehold Improvem | 0 | 4,835 | 0 | (4,835) | | (4,835) | 0.0% | |
| Depot :- Indirect Expenditure | 0 | 26,036 | 35,000 | 8,964 | 30,185 | (21,221) | 160.6% | 0 |
| Net Expenditure | 0 | (26,036) | (35,000) | (8,964) | | | | |
| <u>299 Services to be devolved</u> | | | | | | | | |
| 4000 UNALLOCATED GLOBAL BUDGET | 0 | 0 | 225,000 | 225,000 | 205 | 224,795 | 0.1% | |
| Services to be devolved :- Indirect Expenditure | 0 | 0 | 225,000 | 225,000 | 205 | 224,795 | 0.1% | 0 |
| Net Expenditure | 0 | 0 | (225,000) | (225,000) | | | | |
| <u>301 Civic Centre</u> | | | | | | | | |
| 1001 Letting Income | 39,908 | 655 | 40,000 | 39,345 | | | 1.6% | |
| 1002 Events Income | 1,018 | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1003 Equipment Hire | 30 | 0 | 0 | 0 | | | 0.0% | |
| 1004 Security Staff Recharged | 144 | 0 | 0 | 0 | | | 0.0% | |
| 1193 Miscellaneous Income | 369 | 0 | 0 | 0 | | | 0.0% | |
| Civic Centre :- Income | 41,469 | 655 | 41,000 | 40,345 | | | 1.6% | 0 |
| 4001 Salaries | 70,696 | 56,238 | 65,000 | 8,762 | | 8,762 | 86.5% | |
| 4005 Security Staff | 311 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4007 Uniform | 145 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4008 Training | 60 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4011 Rates | 6,874 | 6,986 | 7,020 | 34 | | 34 | 99.5% | |
| 4012 Water Rates | 1,487 | 344 | 1,500 | 1,156 | | 1,156 | 22.9% | |
| 4013 Rent Payable (Internal) | (37,200) | (31,000) | (37,200) | (6,200) | | (6,200) | 83.3% | |
| 4014 Electricity and Gas | 17,295 | 9,139 | 15,000 | 5,861 | | 5,861 | 60.9% | |
| 4016 Cleaning | 106 | 348 | 500 | 152 | | 152 | 69.5% | |
| 4020 Consumables & Other Expenses | 1,630 | 575 | 1,250 | 675 | | 675 | 46.0% | |
| 4022 Postage & Telephone | 787 | 90 | 900 | 810 | | 810 | 10.0% | |
| 4025 IT (Website & Email) | 93 | 628 | 0 | (628) | | (628) | 0.0% | |
| 4028 Insurance | 2,375 | 1,701 | 2,600 | 899 | | 899 | 65.4% | |
| 4029 Licences | 1,338 | 1,336 | 2,500 | 1,164 | | 1,164 | 53.4% | |
| 4031 Publicity & Marketing | 165 | 242 | 500 | 258 | | 258 | 48.4% | |
| 4035 Refuse Collection\Bin Emptying | 1,496 | 518 | 1,300 | 782 | | 782 | 39.9% | |
| 4036 Repairs and Renewals | 7,649 | 4,880 | 12,000 | 7,120 | | 7,120 | 40.7% | |
| 4037 Maintenance Contracts | 6,254 | 7,513 | 7,500 | (13) | | (13) | 100.2% | |
| 4040 Equipment/Furniture | 916 | 269 | 1,000 | 731 | | 731 | 26.9% | |
| 4055 Stocktaking Fees | 60 | 120 | 120 | 0 | | 0 | 100.0% | |
| 4061 Streamline Charges | 266 | 177 | 300 | 123 | | 123 | 59.0% | |

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| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4801 Events Funding | 1,436 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 5977 depreciation Charged | 20,507 | 0 | 0 | 0 | | 0 | 0.0% | |
| 5996 Deferred Grants Released | (4,045) | 0 | 0 | 0 | | 0 | 0.0% | |
| Civic Centre :- Indirect Expenditure | 100,698 | 60,103 | 83,990 | 23,887 | 0 | 23,887 | 71.6% | 0 |
| Net Income over Expenditure | (59,229) | (59,448) | (42,990) | 16,458 | | | | |
| 305 Civic Centre Bar | | | | | | | | |
| 1580 Bar Sales | 15,883 | 526 | 15,000 | 14,474 | | | 3.5% | |
| Civic Centre Bar :- Income | 15,883 | 526 | 15,000 | 14,474 | | | 3.5% | 0 |
| 3530 Bar Purchases | 4,069 | 222 | 6,000 | 5,778 | | 5,778 | 3.7% | |
| 3531 Bar Gas & Consumables | 344 | 91 | 400 | 309 | | 309 | 22.8% | |
| Civic Centre Bar :- Direct Expenditure | 4,412 | 313 | 6,400 | 6,087 | 0 | 6,087 | 4.9% | 0 |
| 4035 Refuse Collection\Bin Emptying | 121 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4040 Equipment/Furniture | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| Civic Centre Bar :- Indirect Expenditure | 121 | 0 | 250 | 250 | 0 | 250 | 0.0% | 0 |
| Net Income over Expenditure | 11,350 | 213 | 8,350 | 8,137 | | | | |
| 499 Capital Expenditure | | | | | | | | |
| 1180 Grants Recieved | 0 | 4,072 | 0 | (4,072) | | | 0.0% | |
| 1184 Capital Grants | 0 | 0 | 0 | 0 | | | 0.0% | |
| 1710 CIL Receipts | 129,216 | (26,933) | 0 | 26,933 | | | 0.0% | |
| Capital Expenditure :- Income | 129,216 | (22,861) | 0 | 22,861 | | | | 0 |
| 801 Land & Buildings Depreciation | 30,393 | 0 | 0 | 0 | | 0 | 0.0% | |
| 821 Vehicles & Equip. Depreciation | 26,472 | 0 | 0 | 0 | | 0 | 0.0% | |
| 841 Infrastructure Assets Depr'n | 29,803 | 0 | 0 | 0 | | 0 | 0.0% | |
| 898 Deferred Grants Released | 15,651 | 0 | 0 | 0 | | 0 | 0.0% | |
| 899 Depreciation Reversal | (86,668) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4065 Devolved Services | (0) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4901 Loan Repayment Capital | 22,347 | 11,588 | 23,462 | 11,874 | | 11,874 | 49.4% | |
| 4902 Loan Repayment Interest | 17,255 | 8,213 | 16,140 | 7,927 | | 7,927 | 50.9% | |
| 4904 CAP - Civic Centre Equipment | 1 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4917 CAP - IT Equipment | (0) | 7,931 | 0 | (7,931) | | (7,931) | 0.0% | |
| 4920 CAP - Capital Projects | 0 | 650 | 0 | (650) | 500 | (1,150) | 0.0% | |
| 4921 CAP - Vehicles & Equipment | 0 | 2,835 | 0 | (2,835) | | (2,835) | 0.0% | |
| 4925 CAP - Skate Park | 0 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4928 CAP - Play Equipment | (0) | 0 | 0 | 0 | | 0 | 0.0% | |
| 4929 CAP - Outdoor Gym | 0 | 11,899 | 0 | (11,899) | | (11,899) | 0.0% | |

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Month No: 10

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4930 CAP - Play Area Signs | 0 | 1,920 | 0 | (1,920) | | (1,920) | 0.0% | |
| 4931 CAP - 23 Weymouth St | 0 | 5,041 | 0 | (5,041) | | (5,041) | 0.0% | |
| 4933 CAP - Town Park Splash Pad | 0 | 4,629 | 0 | (4,629) | | (4,629) | 0.0% | |
| 4935 CAP - Hanging Baskets | 0 | 3,368 | 0 | (3,368) | | (3,368) | 0.0% | |
| 4999 Assets Capitilised | 342,651 | 0 | 0 | 0 | | 0 | 0.0% | |
| 5315 Tfr from Capital Projects | (57,813) | (21,744) | 0 | 21,744 | | 21,744 | 0.0% | |
| 5316 Tfr frm Services to be Devolve | (200) | 0 | 0 | 0 | | 0 | 0.0% | |
| 5324 Tfr from Skatepark | (55,980) | 0 | 0 | 0 | | 0 | 0.0% | |
| 5329 Tfr from Open Spaces | 0 | (4,629) | 0 | 4,629 | | 4,629 | 0.0% | |
| 5338 Tfr from EMR Play Area | (35,677) | 0 | 0 | 0 | | 0 | 0.0% | |
| 5348 Tfr frm Outdoor Gym EMR | 0 | (6,000) | 0 | 6,000 | | 6,000 | 0.0% | |
| 5350 Tfr from CIL 16/17 | (74,914) | 0 | 0 | 0 | | 0 | 0.0% | |
| 5351 Tfr From CIL 17/18 | (3,347) | (1,828) | 0 | 1,828 | | 1,828 | 0.0% | |
| 5900 Depreciation Contra to Service | (86,668) | 0 | 0 | 0 | | 0 | 0.0% | |
| 5998 Assets Funded from Grants | (114,720) | 0 | 0 | 0 | | 0 | 0.0% | |
| 6306 Tfr to EMR CIL | 129,216 | (26,933) | 0 | 26,933 | | 26,933 | 0.0% | |
| 6315 Tfr to Capital Projects | 44,000 | 44,000 | 44,000 | 0 | | 0 | 100.0% | |
| Capital Expenditure :- Indirect Expenditure | 141,801 | 40,939 | 83,602 | 42,663 | 500 | 42,163 | 49.6% | 0 |
| Net Income over Expenditure | (12,585) | (63,800) | (83,602) | (19,802) | | | | |
| Grand Totals:- Income | 1,078,528 | 1,249,193 | 1,329,518 | 80,325 | | | 94.0% | |
| Expenditure | 1,075,601 | 746,821 | 1,329,518 | 582,697 | 47,718 | 534,979 | 59.8% | |
| Net Income over Expenditure | 2,927 | 502,372 | 0 | (502,372) | | | | |
| Movement to/(from) Gen Reserve | 2,927 | 502,372 | | | | | | |

Variances – YTD January 2021

The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, 'material' shall be in excess of (15%) of the budget, minimum of £500, based on the budget for that period, (and allowing for prepayments or accruals). Spend up to February 2021 would be expected to be 83.33%, so variances are for spending of below 68.33% or about 98.33%, minimum of £500.

Due to the impact of COVID 19 many budgets have been underspent while income has fallen for most sources of income.

| Code | Title | Spend £ | Budget £ | Variance £ | % budget spent | Explanation |
|---|---------------------------------|------------|-------------|---------------|-------------------|-------------------------------------|
| | February 2021 | | | | | |
| Council Administration 101 | | | | | | |
| 101 1190 | Interest Receivable | 1,135 | 5,000 | 3,865 | 22.7% | Historic low interest rates |
| 4008 | Training | 974 | 2,500 | 1,526 | 39% | Covid |
| 4020 | Consumables & Other Expenses | 454 | 1,500 | 1,046 | 30.2% | Covid |
| 4022 | Postage & Telephone | 1,399 | 3,000 | 1,601 | 46.6% | Covid x VOIP Phones |
| 4023 | Printing & Stationery | 379 | 1,500 | 1,121 | 25.3% | Covid +switch to online |
| 4024 | Photocopier Charges | 1,520 | 3,000 | 1,480 | 50.7% | Covid + switch to online copies |
| 4025 | IT (Website & Email) | 11,593 | 4,500 | (7,093) | 277.6% | Expansion of IT provision |
| 4028 | Insurance | 5,892 | 9,200 | 3,308 | 64% | Expected to balance by year end. |

Variance Report to Finance and Audit Committee 8th March 2021

| | | | | | | |
|--------------------------------------|--------------------------------|---------|--------|---------|----------|--|
| 4040 | Equipment/Furniture | 134 | 1,000 | 866 | 13.4% | Less demand this year |
| 4056 | Accountancy Fees | 8,523 | 13,500 | 4,977 | 63.1% | Expected to balance by year end. |
| 4058 | Legal Fees | 7,206 | 1,000 | (6,206) | 720.6% | Pharaoh Law costs |
| 4059 | Other Professional Fees | 2,000 | 4,000 | 2,000 | 50% | Less demand this year |
| 4060 | Bank Charges | 339 | 1,500 | 1,161 | 22.6% | Less cash to bank due to Covid. |
| 4080 | Mayoral Expenses | (1,811) | 1,000 | 2,811 | (181.1%) | No expenses claimed this year |
| 4082 | Town Crier | 0 | 1,000 | 1,000 | 0% | Vacancy |
| | | | | | | |
| 103 Policy and Communications | | | | | | |
| 4034 | Newsletter | 618 | 2,000 | 1,382 | 30.9 | Two further newsletters to be charged for. Reduced cost as appearing as adverts. |
| 4084 | Town Consultations /Promotions | 380 | 3,000 | 2,620 | 12.7% | Not held/used due to Covid |
| | | | | | | |
| 104 4720 | Remembrance Service | 4 | 1000 | 996 | 0.4% | Held online/pre-recorded |
| | | | | | | |
| 107 Grants and Projects | | | | | | |
| 4710 | Enterprise Warminster | 643 | 2,100 | 1,457 | 30.6% | Reduced demand due to lockdowns |
| 4712 | Grant - Warminster Carnival | 1,124 | 3,500 | 2,376 | 32.1% | Grant reduced by agreement as carnival cancelled due to Covid |

Variance Report to Finance and Audit Committee 8th March 2021

| | | | | | | |
|-----------------------------|--------------------------------|--------|--------|---------|--------|--|
| | | | | | | |
| 201 CCTV | | | | | | |
| 4008 | Training | 0 | 1,000 | 1,000 | 0 | Less demand this year |
| 4022 | Postage & Telephone | 82 | 1,200 | 1118 | 6.8% | Switch to online (VOIP Phones) |
| 4037 | Maintenance Contract | 2,000 | 4,000 | 2000 | 50% | Expected to balance by year end. |
| | | | | | | |
| 202 Dewey House | | | | | | |
| 4036 | Repairs and Renewals | 739 | 1,500 | 761 | 49.3 | Invoices due. Expected to balance by year end |
| | | | | | | |
| 209 Outside Services | | | | | | |
| 4042 | Vehicle Costs | 14,339 | 5,500 | (8,839) | (260%) | Increase in vehicles |
| | | | | | | |
| 210 Town Park | | | | | | |
| 4035 | Refuse Collection\Bin Emptying | 2,191 | 4,000 | 1,809 | 54.8% | Covid and outstanding invoices |
| 4036 | Repairs and Renewals | 2,994 | 25,000 | 22,006 | 12% | For accounting purposes some expenditure now recorded as capital |
| 4040 | Equipment/Furniture | 1,082 | 5,000 | 3,918 | 21.6% | Less demand this year |
| 4085 | Town Park Events | 1,618 | 6,500 | 4,883 | 24.9% | Covid cancellations |
| | | | | | | |
| 211 Open Spaces | | | | | | |
| 4038 | Grounds Maintenance | 5,324 | 15,000 | 9,676 | 35.5% | Invoices due. Expected to balance by year end |
| | | | | | | |

Variance Report to Finance and Audit Committee 8th March 2021

| | | | | | | |
|---|------------------------------|--------|--------|---------|--------|--|
| 212 Cemetery and Churchyard | | | | | | |
| 1212 | Burial Fees | 354 | 1,500 | 1,146 | 23.6 | Expected to change by year end. |
| | | | | | | |
| 214 Public Conv - Central Car Park | | | | | | |
| 4012 | Water Rates | 148 | 2,500 | 2,352 | 5.9% | Less demand this year |
| 4036 | Repairs and Renewals | 127 | 1,500 | 1,373 | 8.4% | Less demand this year |
| | | | | | | |
| 216 Pavilion Cafe | | | | | | |
| 4001 | Salaries | 21,180 | 51,094 | 29,914 | 41.5% | Takeaway only service requires fewer staff |
| 4020 | Consumables & Other Expenses | 2,630 | 2,000 | 630 | 131.5% | Increase in disposables due to Covid |
| 4036 | Repairs and Renewals | 3,411 | 2,000 | (1,411) | 170.6% | Refit |
| | | | | | | |
| | | | | | | |
| 217 Play Areas | | | | | | |
| 4036 | Repairs and Renewals | 1,646 | 25,000 | 23,354 | 17.4% | Now classed as capital spend will transfer to capital pot. |
| 4037 | Maintenance Contracts | 3,651 | 11,000 | 7,350 | 33.2% | Invoices due. Expected to balance by year end |
| 4044 | Tree Works | 0 | 2,000 | 2,000 | 0 | Invoices due. Expected to be overbudget by year end. |
| | | | | | | |
| 301 Civic Centre | | | | | | |

Variance Report to Finance and Audit Committee 8th March 2021

| | | | | | | |
|-----------------------------|----------------------|-------|--------|--------|-------|--|
| 1001 | Letting Income | 655 | 40,000 | 39,345 | 1.6% | Covid closure |
| 4012 | Water Rates | 344 | 1,500 | 1,154 | 22.9% | Reduced demand |
| 4014 | Electricity and Gas | 9,139 | 15,000 | 5,861 | 60.9 | Reduced demand due to closure |
| 4022 | Postage & Telephone | 90 | 900 | 810 | 10% | Reduced demand this year + VOIP Phones |
| 4029 | Licences | 1,336 | 2,500 | 1,164 | 53.4% | Expected to balance by year end. |
| 4036 | Repairs and Renewals | 4,880 | 12,000 | 7,120 | 40.7% | Spend delayed due to Covid. |
| 4040 | Equipment/Furniture | 269 | 1,000 | 731 | 26.9% | Reduced demand this year |
| | | | | | | |
| 305 Civic Centre Bar | | | | | | |
| 1580 | Bar Sales | 526 | 15,000 | 14,474 | 3.5% | Bar closed due to Covid |

List of Payments made between 01/12/2020 and 31/12/2020

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/12/2020 | W2B-10525394 | DD01 | 12.00 | | P/Ledger Electronic Payment |
| 01/12/2020 | Fuel Genie DDR | DD02 | 225.63 | | 11385-Fuel |
| 01/12/2020 | W2B-70006826 | DD03 | 1,165.50 | | P/Ledger Electronic Payment |
| 01/12/2020 | W2B-70064023 | DD04 | 192.00 | | P/Ledger Electronic Payment |
| 01/12/2020 | GB Heating Ltd | BACS01 | 97.20 | | 11140-Call out-burst pipe |
| 01/12/2020 | DCK Accounting Solutions Ltd | BACS02 | 770.58 | | 11249-Accounts Nov 20 |
| 01/12/2020 | Grist Environmental | BACS03 | 1,188.13 | | 11251-Sweeper waste removal |
| 01/12/2020 | Netitude Ltd | BACS04 | 105.12 | | 11257-Network access point |
| 01/12/2020 | Roundstone Vending Limited | BACS05 | 226.00 | | 11258-Pav Cafe purchases |
| 01/12/2020 | Screwfix Direct Ltd | BACS06 | 171.06 | | 11262-Bolts/nuts/washers |
| 01/12/2020 | Office Right Business Solution | BACS07 | 246.93 | | 11267-Antibac wipes |
| 01/12/2020 | Tudor (UK) Ltd. | BACS08 | 398.18 | | 11271-Mini sprayer/cleaner |
| 01/12/2020 | Wiltshire Association of Local | BACS09 | 216.00 | | 11275-Staff training |
| 01/12/2020 | Idverde Limited | BACS10 | 6,742.08 | | 11255-Putting Green maint |
| 01/12/2020 | Sydenhams Ltd | BACS11 | 31.06 | | P/Ledger Electronic Payment |
| 02/12/2020 | Grenke Leasing Ltd | DD05 | 23.44 | | P/Ledger Electronic Payment |
| 04/12/2020 | VWFS UK Limited | DD | 405.53 | | WN20 NCA Lease |
| 08/12/2020 | Booker | DD06 | 190.67 | | 11287-Pav cafe stock |
| 08/12/2020 | ADT Fire & Security plc | BACS12 | 474.00 | | 11284-Keyholding service-Annua |
| 08/12/2020 | All Drainage Services Ltd | BACS13 | 150.00 | | 11285-Civic-Unblock drain |
| 08/12/2020 | Amazon Business | BACS14 | 11.86 | | 11286-Coffee cup sleeves |
| 08/12/2020 | Coates & Parker Ltd | BACS15 | 140.16 | | 11288-Meeting adverts |
| 08/12/2020 | Dave Naughton Electrical Servi | BACS16 | 390.89 | | 11289-Elec works to TPark |
| 08/12/2020 | Designer Mark | BACS17 | 740.00 | | 11290-Upates to website |
| 08/12/2020 | Estate Incomes Limited | BACS18 | 5,740.31 | | 11291-Swan rent 25.12.20-24.03 |
| 08/12/2020 | Grist Environmental | BACS19 | 1,468.42 | | 11294-Sweeper waste removal |
| 08/12/2020 | Nicks Shoe Repairs | BACS20 | 29.75 | | 11299-Key cutting |
| 08/12/2020 | Netitude Ltd | BACS21 | 1,800.08 | | 11300-IT costs + phone |
| 08/12/2020 | RBS Software Solutions | BACS22 | 70.80 | | 11302-Annual fee MTD |
| 08/12/2020 | SLCC Enterprises Ltd | BACS23 | 123.80 | | 11303-12th Ed Local council |
| 08/12/2020 | SLCC Enterprises Ltd | BACS24 | 30.00 | | 11304-Virtual national conf |
| 08/12/2020 | Office Right Business Solution | BACS25 | 362.42 | | 11307-Handtowels-Public toilet |
| 08/12/2020 | Sydenhams Ltd | BACS26 | 244.80 | | 11308-Birch ply |
| 08/12/2020 | Screwfix Direct Ltd | BACS27 | 9.19 | | 11310-Self-Drilling bits |
| 08/12/2020 | Tudor (UK) Ltd. | BACS28 | 85.60 | | 11311-Open spaces equipment |
| 08/12/2020 | National Association of Local | BACS29 | 38.93 | | 11298-Leader talk-NALC Member |
| 10/12/2020 | Fuel Genie DDR | DD07 | 197.25 | | 11293-Sweeper fuel cost |
| 14/12/2020 | Staff pension Due | BACS | 6,763.26 | | Staff pension Due |
| 14/12/2020 | Southern Electric | DD08 | 2,162.85 | | 11305-Gas Civic 26.08-25.11 |
| 15/12/2020 | Wiltshire Council | Std Ord | 20.00 | | WC Rates Boreham Rd Cemertery |
| 15/12/2020 | Wiltshire Council | Std Ord | 699.00 | | WC Rates Civic Centre |
| 15/12/2020 | Wiltshire Council | Std Ord | 536.00 | | WC Rates Dewey House |
| 15/12/2020 | Wiltshire Council | Std Ord | 299.00 | | Non-dom Rates Town Park |

List of Payments made between 01/12/2020 and 31/12/2020

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 15/12/2020 | Timico Limited | DD09 | 22.84 | | 11309-web hosting charge |
| 15/12/2020 | Total Gas & Power | DD10 | 228.57 | | 11269-D/House electricity |
| 16/12/2020 | West mercia Energy | DD11 | 383.74 | | 11274-T/Park electricity |
| 16/12/2020 | Office Evolution Ltd | DD12 | 48.15 | | 11301-Photocopying charge |
| 17/12/2020 | Fuel Genie DDR | DD13 | 185.50 | | 11318-Sweeper fuel |
| 17/12/2020 | Amazon Business | DD24 | 172.27 | | 11316-Cordles hydroshot |
| 17/12/2020 | F&S Gibbs Transport Services L | BACS30 | 240.00 | | 11359-Skip rental Nov 20 |
| 17/12/2020 | Mark Ingram | BACS31 | 2,780.00 | | 11328-Decorating at Civic C. |
| 17/12/2020 | JRB Enterprise | BACS32 | 297.60 | | 11329-Dog bags |
| 17/12/2020 | Roundstone Vending Limited | BACS33 | 96.00 | | 11360-Hot chocolate |
| 17/12/2020 | Screwfix Direct Ltd | BACS34 | 27.18 | | 11332-Ciclip + pliers |
| 17/12/2020 | Office Right Business Solution | BACS35 | 275.20 | | 11336-Vegware coffee cup lid |
| 17/12/2020 | Sydenhams Ltd | BACS36 | 491.41 | | P/Ledger Electronic Payment |
| 17/12/2020 | Warminster Engraving | BACS37 | 8.50 | | 11341-Trophy for window dress |
| 17/12/2020 | Warminster Community Hub | BACS38 | 6,000.00 | | 11340-Comm. Hub grant20/21 |
| 17/12/2020 | Wheeler's (Westbury) Ltd | BACS39 | 21,565.20 | | 11343-2020 Xmas light install |
| 17/12/2020 | Idverde Limited | BACS40 | 8,627.48 | | 11327-Grnd maint-Play areas |
| 17/12/2020 | HP Inc UK Limited | BACS41 | 478.80 | | 11321-Repairs to Laptop |
| 17/12/2020 | PKF Littlejohn LLP | BACS42 | 2,400.00 | | 11331-External audit fee 19-20 |
| 21/12/2020 | Staff salaries Dec 2020 | BACS | 19,432.20 | | Staff salaries Dec 2020 |
| 21/12/2020 | Bank charge payable | CHRG | 30.74 | | Bank charge payable |
| 21/12/2020 | Paragon Business Finance | DDR | 2,467.51 | | GK20 UYH Sweeper lease |
| 21/12/2020 | Worldpay (UK) Ltd | DD14 | 86.47 | | 11313-Card processing charge |
| 21/12/2020 | Worldpay (UK) Ltd | DD15 | 23.40 | | 11314-Car processing charge |
| 22/12/2020 | Staff PAYE/NI Due | BACS | 6,361.57 | | Staff PAYE/NI Due |
| 22/12/2020 | Booker | DD16 | 187.42 | | 11357-Pav cafe stock |
| 22/12/2020 | Checkpoint Warminster | BACS43 | 245.52 | | 11317-Trailer tyre repairs |
| 23/12/2020 | VWFS UK Limited | DD | 33.98 | | WN20 NCA maintenance |
| 24/12/2020 | O2 | DD17 | 138.80 | | 11330-Telephone bill |
| 24/12/2020 | Fuel Genie DDR | DD18 | 295.69 | | 11358-Fuel cost |
| 29/12/2020 | ALD Automotive Limited t/a For | DD19 | 377.93 | | 11292-Ford transit lease |
| 29/12/2020 | Mole Valley Farmers | BACS44 | 68.51 | | 11373-Post UC4 |
| 30/12/2020 | Hunot HR | SO01 | 240.00 | | 11297-Advice line |
| 31/12/2020 | Hills Waste Solutions Ltd | DD20 | 324.29 | | 11296-Town park-Waste+recycle |
| 31/12/2020 | Fuel Genie DDR | DD21 | 141.02 | | 11367-Fuel for sweeper |
| Total Payments | | | 109,778.97 | | |

List of Payments made between 01/01/2021 and 31/01/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/01/2021 | Grenke Leasing Ltd. | Std Ord | 318.89 | | Photocopier lease |
| 01/01/2021 | Grenke Leasing Ltd. | Std Ord | 111.60 | | Photocopier lease |
| 04/01/2021 | VWFS UK Ltd | DDR | 405.53 | | WN20 NCA Lease |
| 04/01/2021 | W2B-10525394 | DDR1 | 12.00 | | Purchase Ledger Payment |
| 04/01/2021 | W2B-70006826 | DDR2 | 1,165.50 | | Purchase Ledger Payment |
| 04/01/2021 | W2B-70064023 | DDR3 | 192.00 | | Purchase Ledger Payment |
| 07/01/2021 | Grenke Leasing Ltd | DDR4 | 106.80 | | 11393-Equip protection fee 21 |
| 07/01/2021 | Grenke Leasing Ltd | DDR5 | 106.80 | | 11394-Equip protection fee 21 |
| 11/01/2021 | Coates & Parker Ltd | BP1 | 693.79 | | 11364-Adverts, newsletter-Dec |
| 11/01/2021 | DCK Accounting Solutions Ltd | BP2 | 770.58 | | 11365-Contract visit Dec |
| 11/01/2021 | Grist Environmental | BP3 | 1,628.17 | | 11368-Sweeper waste disposal |
| 11/01/2021 | Netitude Ltd | BP4 | 1,800.08 | | 11374-IT costs + phone |
| 11/01/2021 | Office Right Business Solution | BP5 | 12.84 | | 11378-Flash drive |
| 11/01/2021 | SB Services | BP6 | 1,171.77 | | 11376-Works to swan business |
| 11/01/2021 | Warminster Community Radio | BP7 | 2,500.00 | | 11379-4qtr Service agreement |
| 11/01/2021 | Wiltshire Council | BP8 | 490.21 | | 11380-External payroll service |
| 12/01/2021 | West mercia Energy | DDR6 | 450.26 | | 11363-Elec supply-Town Park |
| 12/01/2021 | Fuel Genie DDR | DDR7 | 111.54 | | 11366-Fuel for sweeper |
| 14/01/2021 | Pensions Dec 20 | CONTRA | 6,812.15 | | Pensions Dec 20 |
| 15/01/2021 | Wiltshire Council | Std Ord | 20.00 | | WC Rates Boreham Rd Cemertery |
| 15/01/2021 | Wiltshire Council | Std Ord | 699.00 | | WC Rates Civic Centre |
| 15/01/2021 | Wiltshire Council | Std Ord | 536.00 | | WC Rates Dewey House |
| 15/01/2021 | Wiltshire Council | Std Ord | 299.00 | | Non-dom Rates Town Park |
| 15/01/2021 | Timico Limited | DDR8 | 23.59 | | BR001184372/11411/Timico Limit |
| 18/01/2021 | CCLA Deposit | BACS | 80,000.00 | | CCLA Deposit |
| 19/01/2021 | Amazon Business | BP9 | 27.88 | | DOC-874621545-2021-1/11399/Ama |
| 19/01/2021 | Auditing Solutions Ltd | BP10 | 534.00 | | A6789/11400/Auditing Solutions |
| 19/01/2021 | Esri UK | BP11 | 794.40 | | UK-SIN023593/11402/Esri UK |
| 19/01/2021 | F&S Gibbs Transport Services L | BP12 | 278.40 | | 014002/11395/F&S Gibbs Transpo |
| 19/01/2021 | Roundstone Vending Limited | BP13 | 288.00 | | RVL2802/11406/Roundstone Vendi |
| 19/01/2021 | Scarab Sweepers Limited | BP14 | 62.00 | | 221.1000003926/11407/Scarab Sw |
| 19/01/2021 | Screwfix Direct Ltd | BP15 | 24.99 | | 1114565342/11396/Screwfix Dire |
| 19/01/2021 | Warminster Flers Association | BP16 | 40.00 | | 13120/11413/Warminster Flers A |
| 19/01/2021 | Office Right Business Solution | BP17 | 227.42 | | 87564/11410/Office Right Busin |
| 19/01/2021 | Fieldfare Farms Ltd | BP18 | 327.60 | | 220000012011/11403/Fieldfare F |
| 19/01/2021 | Streamline Merchant Services | DDR9 | 68.83 | | Purchase Ledger Payment |
| 19/01/2021 | Streamline Merchant Services | DDR10 | 23.40 | | Purchase Ledger Payment |
| 19/01/2021 | Fuel Genie DDR | DDR11 | 250.11 | | 5182718/11404/Fuel Genie DDR |
| 19/01/2021 | Paragon Business Finance | DDR | 2,467.51 | | GK20 UYH Sweeper lease |
| 20/01/2021 | Office Evolution Ltd | DDR12 | 20.71 | | 11375-Photocopying charge |
| 21/01/2021 | Warminster Parking Partnership | FP19 | 150.80 | | 101220/11397/Warminster Parkin |
| 21/01/2021 | HSBC | DDR | 19.20 | | Bank charges |
| 21/01/2021 | CCLA Deposit | BCS | 80,000.00 | | CCLA Deposit |

List of Payments made between 01/01/2021 and 31/01/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 21/01/2021 | VWFS UK Ltd | DDR | 33.98 | | WN20 NCA maintenance |
| 22/01/2021 | HMRC | CONTRA | 5,847.45 | | PAYE/NI Dec 20 |
| 25/01/2021 | Total Gas & Power | DDR13 | 1,286.33 | | 227833556/21/11412/Total Gas & |
| 25/01/2021 | CCLA Deposit | BACS | 80,000.00 | | CCLA Deposit |
| 25/01/2021 | Jan Salaries | CONTRA | 19,204.64 | | Jan Salaries |
| 26/01/2021 | Amazon Business | BP20 | 44.74 | | INV-GB-133268371-20A/11436/Ama |
| 26/01/2021 | Complete Fire Services Ltd | BP21 | 189.60 | | 840437/11401/Complete Fire Ser |
| 26/01/2021 | Danline International Ltd | BP22 | 774.48 | | 63915/11439/Danline Internatio |
| 26/01/2021 | Alex Jukes | BP23 | 83.00 | | 513/11440/Alex Jukes |
| 26/01/2021 | DCK Accounting Solutions Ltd | BP24 | 770.58 | | TPC9489/11441/DCK Accounting S |
| 26/01/2021 | GB Heating Ltd | BP25 | 98.40 | | 16121/11446/GB Heating Ltd |
| 26/01/2021 | Grist Environmental | BP26 | 1,571.46 | | 340789/11447/Grist Environment |
| 26/01/2021 | Mirage Signs Limited | BP27 | 504.00 | | 36387/11452/Mirage Signs Limit |
| 26/01/2021 | Roundstone Vending Limited | BP28 | 208.00 | | RVL28050/11454/Roundstone Vend |
| 26/01/2021 | SLCC Enterprises Ltd | BP29 | 90.00 | | BK200220/11457/SLCC Enterprise |
| 26/01/2021 | Sydenhams Ltd | BP30 | 64.74 | | I5859300/11459/Sydenhams Ltd |
| 26/01/2021 | Idverde Limited | BP31 | 6,741.72 | | GM798180/11451/Idverde Limited |
| 26/01/2021 | Plantscape Ltd | BP32 | 4,041.00 | | 000009718/11453/Plantscape Ltd |
| 26/01/2021 | O2 | DDR14 | 138.80 | | 80685027/11405/O2 |
| 26/01/2021 | Fuel Genie DDR | DDR15 | 170.64 | | 5215851/11444/Fuel Genie DDR |
| 26/01/2021 | ALD Automotive | DDR | 377.93 | | Ford Transit lease |
| 28/01/2021 | CCLA Deposit | BACS | 80,000.00 | | CCLA Deposit |
| 29/01/2021 | B & S Chains | BP33 | 503.72 | | Purchase Ledger Payment |
| 29/01/2021 | Office Right Business Solution | BP34 | 37.24 | | 87753/11458/Office Right Busin |
| 29/01/2021 | Fieldfare Farms Ltd | BP35 | 1,362.00 | | 220000012120/11443/Fieldfare F |
| 29/01/2021 | E-Careers | BP36 | 237.00 | | SB290121/11442/E-Careers |
| 29/01/2021 | Hills Waste Solutions Ltd | DDR16 | 292.94 | | 11370-Waste+recycling charge |
| Total Payments | | | 390,717.74 | | |

[illegible]



Registered Charity 1086353

PATRON – LADY SILVY McQUISTON

All correspondence to: Mrs K M Nicklin, Secretary, c/o Chedlanger House, 147 Bath Road, Warminster, Wilts, BA12 7RZ
Telephone 01985 847293 - Facsimile 01985 847487 - E-mail kimm.nicklin@btconnect.com

Our Ref: ATH-02/918
Your Ref:
Date: 10 February 2021

Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

Dear Town Clerk

Re: **FUTURE PLANS FOR THE ATHENAEUM CENTRE FOR THE COMMUNITY**

Further to Warminster Town Councils (WTC) support for the proposed extension to the Athenaeum, and approval of the use of CIL funds to support the Professional Fees, we are now ready to forward to the Lottery Commission (LC) (Arts Council) our Expression of Interest for their funding.

We have prepared the attached report on the current situation and identified the stages that we believe that we will have to follow and finance before the Lottery Commission will admit our application for funding. These stages are the financial cost stages: -

- Stage 1 £9,920 to present to the LC the information that we believe they will need
- Stage 2 We believe the negotiations will have no cost
- Stage 3 £19,986 takes us up to tender stage, and building regulations approval
- Stage 4 £29,287 delivers the awarded contract to completion

We are therefore requesting WTC support of £10,000 to cover stage 1. The report identifies the fees that are covered by this stage. There are VAT issues which are included but may be recoverable by WTC.

We look forward to your response and thank the Town Council for their continued support of the Athenaeum Trust and its expansion plans.

Yours faithfully

A handwritten signature in black ink, appearing to read "A J Nicklin", is written over a light blue horizontal line.

A J Nicklin
Chairman

THE ATHENAEUM CENTRE FOR THE COMMUNITY

PHASES VII AND VIII RESTORATION WORKS UPDATE 25th January 2021

This report has been prepared for the Trustees to evaluate the opportunities and costs associated with the construction of an extension to the Athenaeum Centre for the Community. The report is to be presented to Warminster Town Council for them to determine if the project fulfils their criteria for financial assistance. The first step is to determine the costs associated with preparing a full project Plan for submission to the Lottery Fund.

BACKGROUND

These two phases are the last of 8 phases planned in the year 2000 for the restoration and refurbishment of the Warminster Athenaeum. The forward plan was made following the formation of the new Trust in 2000 which amalgamated the original 1850's Athenaeum and Bleeck Memorial Hall Trusts. The six completed phases I to VI have so far raised and spent c£700k on the Centre. This report is a preliminary view of the next stages.

The Phase VII consists of the complete refurbishment of the theatre's technical facilities and the restoration of the Auditorium seating and décor.

Phase VIII is the construction of an extension at the rear of the stage and auditorium, providing new gender segregated dressing rooms facilities on the first floor, with improved and accessible facilities on the ground floor. These will provide full wheelchair and ramp access, and personal care facilities.

CURRENT STATUS

Planning permission (PP) and listed building consent (LBC) was granted on 27th May 2020 valid for 3 years.

Funding has been raised and spent on the costs so far to achieve the PP and LBC with a grant from Warminster Town Council Grant of £2,000 towards the following costs: -

| | |
|---------------------------|---------------|
| Architects Fees | £3,250 |
| Approved Architect extras | £1,092 |
| Wiltshire Council Fees | £949 |
| Total | £5,291 |

ARTS COUNCIL

Tony Nicklin (**TN**) and Tony Jackson (**TJ**) met with the Arts Council on site on 15th November and reviewed the plans. Guidance was sought as to the suitability of our project for Lottery Funding. Advice was to continue to develop the project details in order to satisfy the correct and timely Lottery Procedures. **TJ** will continue with the contact and obtain the detail requirements of the next stage of an application. **TN** will continue to develop the planning and construction details with budgeting.

THE WAY FORWARD

There are four stages planned for the way forward: -

Stage 1: to prepare the details needed to supplement the PP & LBC already granted. This requires: -

- The appointment of a Structural Engineer to examine the details of the Structure for budget costings
- The appointment of a Quantity Surveyor to prepare an initial budget and costs prior to contract works
- The appointment of the Architect to coordinate the works up to and including Stage 3

Stage 2: is to prepare a detailed project application to the Lottery Commission in order to help raise the estimated costs of £400,000. It is assumed that no specific costs will be incurred for this stage.

Stage 3: will depend on the details needed for stage 2, but the professional team will need to have extended appointments when the funding has been realised, and budget approved.

- The Structural Engineer to complete the details for the building construction approval
- The Quantity Surveyor will be required to prepare the bills of quantities and the contract documentation, ready for issuing the tender enquiry documents

Stage 4: following the receipt of the tenders and the intention to appoint a builder to carry out the works: -

- The Architect will be required to prepare any other details for the execution and management of the works in accordance with RICS procedures and prepare the submission for Building Regulations Approval.
- The Quantity Surveyor will confirm the receipt of tenders, agree any discrepancies and recommend a nomination. The QS will then prepare the interim valuation requirements, payment recommendations and administer the contract through to final account agreement.

QUOTATIONS RECEIVED FOR PROFESSIONAL WORK

1. **Architect:** Alan Moon and Associated (AMA)

- a) AMA prepared the original planning permission application and have now prepared their proposals to take this project further to agreement with WC of the reserved planning matters (REM's).

AMA will prepare a full set of construction drawings and submit for Building Regulations approval, supported by the Structural Engineers design scheme and calculations, and any other Consultants appointed e.g., QS, M&E Party Wall Surveyor.

| | |
|-------------------------------------|-----------|
| The fee for this work | £5,250 |
| Postage Printing & Travelling Costs | £500 est. |

- b) In conjunction with the Building Regulations approval, AMA will work with other consultants for the preparation of schedules and detail drawings as required for the execution of the work.

| | |
|--|--------|
| The fee for Construction Detailing | £3,000 |
| Further works to examine other reports | |
| Hourly rate £85/hr x 40 hrs | £3,400 |
| Postage Printing & Travelling Costs | £300 |

- c) Following appointment of Contractor, to monitor and inspect construction works in conjunction with the Q.S.

| | |
|-------------------------------------|--------|
| Hourly rate £85/hr x 48 hrs | £4,080 |
| Postage Printing & Travelling Costs | £1,200 |

2. Wiltshire Council:

Building regulations fee to include a Fire Officer Consultation Structural Engineers appraisal, as well as plan checking and site inspection.

Fee Proposed

£2,200 plus VAT

3. Structural Engineer:

Clegg Associates have acted on behalf of the Trust on the previous phases V and VI including other pro bono consultations. They have prepared their fee proposal for Design Advice, with 2 site visits, for the proposed works.

Fee Proposed

£1,880 plus VAT

4. Quantity Surveyor:

Nixey Powell Partnership have acted on behalf of the Trust on the previous phases V & VI. They have prepared their fee proposal as follows:-

- a) To work with the Architect and Structural Engineer to prepare a budget cost estimate in accordance with RICS rules, to assist in securing funding at

£75/hour x 40 hours.

£3,000 plus VAT

- b) Preparation of Bills of Quantities and forms of contract , Contractor selection and evaluations of tenders. Preparation of Contract documents and reports to Trustees.

£7,500 plus VAT

- c) Post Contract preparation of Interim valuation and issue of payment recommendations up to final account

£6,000 plus VAT

- d) Contract Administration

£750/month x 6 months
Postage Printing and Travelling

£4,500 plus VAT
£1,500 plus VAT

5. Mechanical and Electrical Consultants (M&E):

Building regulations approval will need to be satisfied by preparation of M&E specification and drawings based upon the approved building works as well as the Energy Performance calculations

M&E £85/hour x 50 hours
Energy Consultant quote

£4,250 plus VAT
£806 plus VAT

6. Contingency Sum:

This is an allowance to include for Extra information that may need to be sort, including advice regarding the Party Wall

£3,500

FINANCIAL PLAN

With the Professional fees known, we now have to decide on how we proceed with the further preparations. We must firstly confirm our Expression of Interest with the Lottery Commission, and then reach a clearer understanding of the costs of this project. For this we need to achieve Stage 1 preparations, particularly where the costs are so dependent on the outcome of the engineering matters, and appoint the Architect and others accordingly.

TIMETABLE

STAGE 1 is ready to commence upon approval of funding by WTC from the CIL money

STAGE 2 will await responses from Lottery Commission, with NO costs anticipated

STAGE 3 is subject to satisfactory conclusion to Stage 2 negotiations, awaiting Tenders

STAGE 4 is subject to tenders coming back within budget and prior to start

| COST CENTRE | STAGE 1 | STAGE 3 | STAGE 4 |
|--|----------------|--------------------------------|---|
| 1. Architect AMA <ul style="list-style-type: none"> – Building Regulations Approval – Costs – Construction Drawings and detailing – Other reports – Costs – Construction Supervision – Printing, & Travel Costs | 1,400 300 | 2,250 500 2,000 1,000 | 3,000 1,000 1,000 4,080 1,200 |
| 2 Wilts Council <ul style="list-style-type: none"> – Regulations Fee | | | * 2,200 |
| 3. Structural Engineer <ul style="list-style-type: none"> – Design Advice | * 600 | * 1,280 | |
| 4. Quantity Surveyor <ul style="list-style-type: none"> – Budget Cost – B of Q's & Contract – Post Contract Variations – Contract Admin – Costs | * 3,000 | * 7,500 | * 6,000 * 4,500 * 1,500 |
| 5. M & E Consultants <ul style="list-style-type: none"> – Prepare Design – Installation Details – Energy Performance Calcs | * 2,000 | * 2,250 | 806 |
| 6. Contingency Sum Including Party Wall Surveyor | 1,500 | 1,000 | 1,000 |
| | | | |
| SUM | 8,800 | 17,780 | 26,286 |
| VAT | 1,120 | 2,206 | 3,001 |
| TOTAL | 9.920 | 19,986 | 29,287 |

* Plus VAT This sum for professional fees represents 15% of est contract value

Central Warminster Regeneration - The Police Station and the Hub Building

Report for the Finance and Audit meeting 8th March 2021

By Councillor Tony Nicklin

There are 3 items to identify for members to debate and decide if they wish to recommend further action to Council: -

1. Police Station

This building has been central to both our Town Plan (2012 Supplementary Planning Document in the Core Strategy for Wilts) and our Neighbourhood Plan (made in 2016). It is the largest redevelopment opportunity in the Town Centre, and was central to WC's Campus Scheme before they ran out of money. Regrettably events have overtaken us, and the property became part of the Police assets. It is now redundant and about to put up for sale on the open market.

The Town Council has been given notice by Wiltshire Police of their intentions, thereby giving us advance notice ready for us to determine if we are interested in acquiring the property. This can be done if we show our interest in the normal way, or by declaring the site an "asset of Community Value" and negotiate a favourable sale with them.

2. The Hub Building

The freehold to the Hub Building is owned by Wiltshire Council (WC), but a 25 year lease was granted by West Wiltshire District Council (WWDC) to the Warminster & Villages Development Trust (WVDT) some 12 years ago. I believe that the WVDT would be interested in a supporting the building freehold being transferred to the Town Council. The current directors of the WVDT are Tony Nicklin, Len Turner, Chris March, Fleur de Rhe Philipe, and the building is currently used as the Information Centre called The Hub. There is only 1 sub-tenant (Cornerstone) providing a much needed service for the Community. However, the building is in need of a considerable upgrade of its internal accessible areas, and its technical services, but would be a natural extension for a growing Town's asset register and Centre for Community Affairs. The Hub could be the location for a relocated CCTV control centre as well as an extended information, café and contact point. See also item 3.

3. Central Car Park

The Area Board set up a Regeneration Group in 2015 following the cessation of the WC Campus programmes. Warminster although having conducted a successful public consultation programme did not progress into the final stage. The main themes of the Campus findings had a number of options: -

- a. Demolition of the Police housing and building a new Campus and Health Centre. The police would have a contact point within the complex, but no provisions for a greater Police service or for the Ambulance depot.

- b. Demolition of the Library and building on extension to the Horseshoes Mall incorporating a new library. A variation of this included the Hub which would also be demolished.
- c. A new supermarket and housing would be built on the Iceland Car Park.

All of these options never progressed, even though there was considerable public support for the Campus concept.

The idea of the 2015 Area Board re-grouping was to follow up on what evidence we had and prepare a smaller scheme based on WC owned land only. Unfortunately, due to various WC changes of staff with the lead person, the ideas put forward have never proceeded to a definitive point. The members of the group include Len Turner, Tony Nicklin. Fleur de Rhe Philipe, Sue Fraser, Pip Ridout and Tony Jackson have also attended. New River Retail also participated in the earlier meetings.

The latest idea is to create a Piazza area between the Cornmarket and the Horseshoes Mall, taking over part of the car park to form a Market Square, and redeveloping the Hub building into the focal point. Various sketches evolved but again due to WC staffing there are no project proposals mapped out.

The latest meeting of the group was held in December 2019 together with the Leader of the Council Phillip Whitehead. He promised that he would provide some seed funding to convert the ideas into a scheme, by providing WC staff and draughting facilities with appropriate software to demonstrate the concepts. He appointed Sam Fox the Director of Economic Development and Planning to follow it through and re-energise. That was just prior to the Covid-19 situation and Sam Fox was assigned to other duties. Some 15 months later, we are still no further forward.

WC now have plans to offer £1m p.a. towards market towns regeneration schemes. More details will follow through the Area Board next month. We need to be ready.

4. Way Forward

There are 3 proposals before us: -

- 1) Do we entertain the concept of purchasing the Old Police Station? Do we commence enquiries, and enter discussions with the police estates department regarding value?
- 2) Do we believe that the Hub Building would add value to the Town Council as a centralised office for communications and information, or for inclusion in a bigger plan? If so, then do we register our interest with WC, together with WVDT's support, for a CAT transfer.
- 3) Do we forward an "Expression of Interest" with WC to accelerate our central car park regeneration proposals, and request that we be considered for the new Market Town's Recovery Scheme?

COMMUNITY ASSET TRANSFER FLOWCHART

