

26th August 2022

AGENDA

Dear Councillor

You are summoned to a meeting of the:

Finance and Audit Committee
on Monday 5th September 2022 at 7pm
to be held at the Civic Centre, Sambourne Road, Warminster.

Membership:

Cllr Brett (East)	Cllr Macdonald (East) Vice Chairman
Cllr Cooper (Broadway) Chairman	Cllr Parks (North)
Cllr Jeffries (North)	Cllr Robbins (East)
Cllr Keeble (West)	

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

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



Tom Dommett CiLCA
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 27th June 2022; 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 27th June 2022.

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. Members are requested to submit any financial questions at least 48 hours in advance of the meeting.

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 may read any statements submitted in advance 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. **Dewey Trust Update**

To receive a verbal update on the Dewey Trust.

Members to Note

9. **Financial Information**

9.1 **To note the reconciliations for May, June and July 2022; the Chairman to sign and verify against the bank statements seen. (See attached)**

9.2 **To note the accounts to 31st July 2022. (See attached)**

9.3 **To receive the variance report to 31st July 2022. (See attached)**

9.4 **To approve the list of payments made in May, June and July 2022 and the Chairman to sign. (See attached.)**

9.5 **To note that there have been no internal transfers made between the Instant Access Account and the Current Account since the last report.**

9.6 **To verify the Petty Cash Schedule to 23/08/2022**

10. Funding Request from The Athenaeum

The Chairman of the Trustees of the Athenaeum had written to the Council asking for the sum of £60,000 to help fund further phases of their restoration work to the Athenaeum. The letter from the Athenaeum is **attached**.

This matter was considered by Full Council and Members resolved to refer the item to the Finance and Audit Committee with a request it makes a recommendation to Full Council. Minute FC/22/054 refers.

Members agreed to submit questions to the Clerk in advance of the Finance and Audit Committee meeting, in order that they could be considered and answered accordingly.

These questions and answers are **attached**.

Members to make a recommendation to Full Council.

11. Grant Applications

The grants budget for this municipal year is £15,000. After the initial round of grant awards, there is now £4,563.58 The council may also award grants from the Dewey Trust, of which it is the sole beneficiary.

Any grant budget not allocated at this meeting will be available for allocation up to March 31st 2023. This will only be available to new applicants who have not been previously considered within this financial year.

The council has received the following applications (**see attached**). Two of these are from organisations that were asked by the Finance and Audit Committee to provide more information about their grant application that were considered at the June 2022 meeting of the Committee. (Warminster Sight and Splitz)

App	Name	Grant requested	Council Grant	Dewey Trust Grant	Total
5	Warminster Sight	£700.00			
13	Splitz	£500.00			
15	St Georges School	£2,000			
16	Help Counselling Services CIO	£200			
17	Warminster Citizens Advice	£2,000			
	Sub Totals	£5,400.00	£0.00	0.00	£0.00

Copies of the full applications are available for members' perusal on-line within MS Teams, Finance and Audit Folder.

Members to resolve.

12. **Salisbury Plain Rights of Way Volunteers - Draft Service Level Agreement**

Members to consider the attached draft service level agreement and suggest any amendments.

13. The Council's Bank Accounts

Members had resolved that the Council's Bank Accounts should remain with HSBC for the time being and that officers would investigate other potential banks and report back to Finance and Audit Committee. Minute FC/21/136 Refers.

Members are asked to consider the attached report and resolve whether to recommend to Full Council to stay with HSBC or move the Council's Bank Accounts to Lloyds Bank.

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: Monday 7th November 2022

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Date: 23/06/2022

Warminster Town Council

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Time: 15:00

**Bank Reconciliation Statement as at 31/05/2022
for Cashbook 1 - Current/Instant Access Bank A/**

User: AG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	31/05/2022	502	280,475.33
Current Account	31/05/2022	295	5,000.00
			<hr/> 285,475.33
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/05/2022 109585 Petty Cash		142.15	
			<hr/> 142.15
			285,333.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			285,333.18
		Balance per Cash Book is :-	285,333.18
		Difference is :-	0.00

1 May to 31 May 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 294

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			1,080.61
	BP Swallow Drinks			
	0298679	77.99		
	BP Sydenhams Hire			
	597744	231.84		
	BP ROUNDSTONE VENDING			
	29586	216.00		
	BP OFFICE RIGHT			
	95224	33.12		
	BP Pirtek Westbury			
	WEST5721	170.16		
25 May 22	TFR TRANSFER 21136496		4,648.50	5,000.00
	CR CHQ IN AT 407080		340.00	
	DD PEOPLESFEE	57.60		
	DD O2	193.74		
	DD TOTALENERGIES G&P	1,002.55		
	DD TOTALENERGIES G&P	2,743.04		
	DR CONTRA	126.00		
	DR CONTRA	35,492.36		
	CR WORLDPAY 2405		69.40	
26 May 22	TFR TRANSFER 21136496		39,205.89	5,000.00
	BP MEMBERSHIP X2			
	SLCC			
	BIB BACS PAYMENT	699.00		
	839457			
	GLASDON UK LTD			
	BIB BACS PAYMENT	1,991.01		
	DD ALD AUTOMOTIVE	377.93		
	BP Jack Mollison			
	payroll-May	676.37		
	CR WORLDPAY 2505		29.55	
	CR CASH IN P.O. MAY26			
	8 10 THREE H@17:02			
	465941XXXXXX8085		692.20	
27 May 22	TFR TRANSFER 21136496		3,022.56	5,000.00
	CR MOLLISON JACK		676.37	
	CR WORLDPAY 2605		67.10	
30 May 22	TFR TRANSFER 21136496	743.47		5,000.00
	SO HUNOT HR	240.00		
	CR WORLDPAY 2705		217.25	
	CR WORLDPAY 2805		650.60	
	CR WORLDPAY 2905		426.50	
	BP AMAZON			
	invoices	183.58		
	TFR TRANSFER 21136496	870.77		5,000.00
	BALANCE CARRIED FORWARD			5,000.00



1 May to 31 May 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 295

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
31 May 22	BALANCE BROUGHT FORWARD			5,000.00
	DD HILLS WASTE SOLUTN	• 1,685.70		
	CR WORLDPAY 3005		• 296.00	
	BP Warminster Engrave			
	Engraving	• 16.99		
	BP OFFICE RIGHT			
	4 invoices	• 542.97		
	BP CHARLES SAUNDERS			
	712275	• 139.89		
	BP MR T DOMMETT			
	Travel refund	• 97.70		
	BP Instrom Security			
	1549	• 2,400.00		
	BP COMPLETE FIRE SERV			
	930917	• 122.40		
	BP PAULA YOUNG			
	INV NO WCC3830		• 619.50	
	TFR TRANSFER 21136496		• 4,090.15	5,000.00
31 May 22	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

Credit Interest Rates	balance	AER variable
Credit interest is not applied		

1 May to 31 May 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 292

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			3,005.47
	CR WORLDPAY 1505		• 92.45	
	CR WORLDPAY 1405		• 626.00	
	CR WORLDPAY 1305		• 116.40	
	CR CASH IN P.O. MAY16			
	• 8 10 THREE H@16:12			
	465941XXXXX8085		• 1,429.15	
17 May 22	TFR TRANSFER 21136496	uk 269.47		5,000.00
	CR WILTSHIRE COUNCIL		13,639.47	
	CR MV- 21574633 -1205		• 72.00	
	DD DIGITAL SPACE	• 125.11		
	DD WEST MERCIA ENERGY	• 761.69		
	DD ATOS RE FUELGENIE	• 377.38		
	CR WORLDPAY 1605		• 88.75	
	BP Alvian Ltd			
	• 0727	• 1,585.20		
	BP • COATES & PARKER			
	Newspaper	• 7.50		
	BP DCK BEAVERS LTD			
	TPC10168	• 894.07		
	BP Gary Boon			
	• GBS0218	• 432.00		
	BP Hampshire Flag			
	4869	• 396.12		
	BP MR T DOMMETT			
	Jennychem	• 1,485.00		
	BP NICKS SHOE REPAIRS			
	• 3 INVOICES 9/15/20	• 92.10		
	BP Place Studios Ltd			
	• 5986	• 2,310.00		
	BP RIALTUS			
	SM25531	• 362.40		
	BP ROUNDSTONE VENDING			
	29553	• 178.49		
	BP Scarb			
	2022.1000007525	• 88.16		
	BP OFFICE RIGHT			
	95041/6	• 320.65		
	BP T Deacon Ltd			
	15817	• 1,410.00		
	BP WH Darby Ltd			
	53110	• 1,819.32		
18 May 22	TFR TRANSFER 21136496	uk 1,155.03		5,000.00
	CR CHQ IN AT 407080		• 222.26	
	CHQ 109583	175.00		
	BALANCE CARRIED FORWARD			5,047.26



1 May to 31 May 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 293

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,047.26
	BP Neptune Aquatics			
	0001	• 201.80		
	BP P J Dunn			
	2023001	• 250.00		
	CR WORLDPAY 1705		• 106.45	
	TFR TRANSFER 21136496		• 298.09	5,000.00
19 May 22	DD S/LINE 203909352	• 64.92		
	DD W/PAY 203934738	• 145.64		
	DD PARAGON	• 2,467.51		
	CR WORLDPAY 1805		• 75.35	
	TFR TRANSFER 21136496		• 2,602.72	5,000.00
20 May 22	DR CONTRA	• 8,157.82		
	CR CASH IN P.O. MAY20			
	8 10 THREE H@11:31			
	465941XXXXX8085		• 1,130.80	
	CR WORLDPAY 1905		• 160.95	
	TFR TRANSFER 21136496		• 6,866.07	5,000.00
21 May 22	DR TOTAL CHARGES			
	TO 29APR2022	• 114.83		
	TFR TRANSFER 21136496		• 114.83	5,000.00
23 May 22	CR MV- 21574633 -1805		• 29.00	
	DD VWFS UK LIMITED	• 33.98		
	DD 35922 - TOLCHAR	• 1,322.85		
	CR F F			
	FALLON INV WCC3834		• 126.00	
	CR HOWARD MITCHELL TA			
	WCC3833		• 367.50	
	CR WORLDPAY 2105		• 485.85	
	CR WORLDPAY 2005		• 57.50	
	CR WORLDPAY 2205		• 836.67	
	TFR TRANSFER 21136496	• 545.69		5,000.00
24 May 22	DD BOOKER LTD -BK	• 757.40		
	DD ATOS RE FUELGENIE	• 473.55		
	BP Moviola Ltd			
	211060	• 72.68		
	CR WORLDPAY 2305		• 52.80	
	BP JOT Carpets			
	Damage to Unit 3	• 1,553.00		
	BP ASHTON FARMS			
	20034030&4491	• 458.87		
	BP Agrovista UK Ltd			
	CO971344584	• 17.87		
	BP Tudor Environmenta			
	190487/1625/380	• 638.82		
	BALANCE CARRIED FORWARD			1,080.61

1 May to 31 May 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 290

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			74,950.00 D
	DD VWFS UK LIMITED	• 405.53		
	DD ATOS RE FUELGENIE	• 261.49		
	CR CASH IN P.O. MAY04			
	• 8 10 THREE H@11:43			
	• 465941XXXXX8085		• 2,638.95	
	CR WORLDPAY 0305		• 42.15	
	BP Kingcombe St			
	WCC3821			
	TFR TRANSFER 21136496		• 127.00	
05 May 22	CR MV- 21574633 -2904		77,808.92	5,000.00
	BP WARM00012730		• 10.00	
	CCLA			
	BIB BACS PAYMENT	• 80,000.00		
	CR WORLDPAY 0405		• 107.70	
06 May 22	TFR TRANSFER 21136496		79,882.30	5,000.00
	CR MV- 21574633 -0305		• 115.00	
	CR NHS BLOOD TRANSPLA		• 510.00	
	BP ASHTON FARMS			
	Invoices	• 1,090.24		
	BP Barriers4u			
	Safety Barrier	• 738.00		
	BP COATES & PARKER			
	• 50222	• 224.24		
	BP D.A.N. Hire			
	1233WTC05	• 273.00		
	BP WPS Hallam			
	Insurance	• 72.33		
	BP MIRAGE SIGNS			
	37452	• 156.00		
	BP Prosec			
	2383&2386	• 984.00		
	BP ROUNDSTONE VENDING			
	29496	• 408.48		
	BP OFFICE RIGHT			
	94953&94862	• 319.72		
	BP Swallow Drinks			
	0295969	• 119.76		
	BP Warminster Park			
	01.05.22 Hall Hire	• 100.00		
	BP AMAZON			
	invoice	• 124.96		
	CR WORLDPAY 0505		• 152.85	
09 May 22	TFR TRANSFER 21136496		3,832.88	5,000.00
	CR MV- 21574633 -0405		• 5.00	
	BALANCE CARRIED FORWARD			5,005.00



1 May to 31 May 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 291

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,005.00
	CR WARMINSTER & K9QF			
	WARMINSTER & DISTR		• 600.00	
	CR WORLDPAY 0605		• 87.30	
	CR WORLDPAY 0705		• 684.15	
	CR WORLDPAY 0805		• 621.45	
10 May 22	TFR TRANSFER 21136496	1,997.90		5,000.00
	BP ANNUAL MAINTENANCE			
	Gary Boon			
	BIB BACS PAYMENT	• 4,573.20		
	BP A779			
	Minerva Stone			
	BIB BACS PAYMENT	• 5,280.00		
	BP WEBSITE			
	DESIGNER MARK			
	BIB BACS PAYMENT	• 1,935.00		
	DD BOOKER LTD -BK	• 1,964.02		
	DD ATOS RE FUELGENIE	• 59.49		
	CR R Poolman			
	ROSIE-ZUMBAWCC3835		• 378.00	
11 May 22	TFR TRANSFER 21136496		13,433.71	5,000.00
	CR MV- 21574633 -0805		• 192.30	
	DD GOCARDLESS	• 2,886.45		
	CR WORLDPAY 1005		• 69.70	
12 May 22	TFR TRANSFER 21136496		2,624.45	5,000.00
	CR ROCK CHOIR LTD		• 189.04	
	CR WORLDPAY 1105		• 21.60	
13 May 22	TFR TRANSFER 21136496	210.64		5,000.00
	DR CONTRA	• 7,627.85		
	CR WORLDPAY 1205		• 117.00	
14 May 22	TFR TRANSFER 21136496		7,510.85	5,000.00
	BP DEB'S DANCE			
	WCC3842		• 31.50	
16 May 22	TFR TRANSFER 21136496	31.50		5,000.00
	CR AGE UK WILTSHIRE -		• 105.00	
	DD MOLE VALLEY FARMER	• 93.17		
	DD PROPEL FINANCE PLC	• 66.88		
	DD OFFICE EVOLUTION	• 148.48		
	DD WILTSHIRE COUNCIL	• 32.00		
	DD WILTSHIRE COUNCIL	• 699.00		
	DD WILTSHIRE COUNCIL	• 536.00		
	DD WILTSHIRE COUNCIL	• 266.00		
	DD WILTSHIRE COUNCIL	• 358.00		
	CR Warminster U3A			
	U3A-GEN WCC3841		• 100.00	
	BALANCE CARRIED FORWARD			3,005.47

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	359,895.44
Payments Out	359,895.44
Closing Balance	5,000.00

1 May to 31 May 2022

International Bank Account Number
GB17HBUK40452391001000

Branch Identifier Code
HBUKGB4161U

Account Name

Warminster Town Council

Sortcode **Account Number** **Sheet Number**
40-45-23 91001000 289

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
30 Apr 22	BALANCE BROUGHT FORWARD			5,000.00
02 May 22	CR E Rabczak Wcc3811		• 126.00	
	TFR TRANSFER 21136496	• 126.00		5,000.00
03 May 22	BP WARM00012730. CCLA			
	BIB BACS PAYMENT	• 80,000.00		
	DD ST ENVIRONMENTASW0	• 210.00		
	DD WATER2BUSINESS	• 48.00		
	DD SCREWFIX DIRECT LT	• 741.51		
	DD WATER2BUSINESS	• 262.50		
	DR CONTRA	1,500.00		
	SO DESIGNER MARK WEBSITE	• 70.00		
	SO HUNOT HR	• 240.00		
	CR Hervin Robin J71 P508 LODGE REN		• 329.98	
	CR WORLDPAY 3004		• 462.40	
	CR WORLDPAY 2904		• 92.95	
	CR WORLDPAY 0205		• 208.00	
	CR WORLDPAY 0105		• 871.40	
	BP PAULA YOUNG Invoice no WCC3794		• 630.00	
	TFR TRANSFER 21136496		• 80,477.28	5,000.00
04 May 22	CR MV- 21574633 -2804		• 50.00	
	BP WARM00012730 CCLA			
	BIB BACS PAYMENT	• 80,000.00		
	BALANCE CARRIED FORWARD			74,950.00 D

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.

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.

30 April to 31 May 2022

Account Name

Warminster Town Council

Your Statement

Sortcode Account Number Sheet Number

40-45-23 21136496 503

Information about the Financial Services Compensation Scheme



Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		223,137.55
Current Account	30/06/2022		5,000.00
			<hr/> 228,137.55
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			228,137.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			228,137.55
		Balance per Cash Book is :-	228,137.55
		Difference is :-	0.00

J21C7100GM4MIA0000209725001007 396 000

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



Your Statement

Account Summary

Opening Balance	280,475.33
Payments In	14,719.46
Payments Out	72,057.24
Closing Balance	223,137.55

Interest Rate - Valid as at end date of the statement period
0.04% AER

1 June to 30 June 2022

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496 504

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
31 May 22	BALANCE BROUGHT FORWARD			280,475.33
01 Jun 22	TFR TRANSFER 91001000	1,369.00		279,106.33
06 Jun 22	TFR TRANSFER 91001000		5,746.89	284,853.22
07 Jun 22	TFR TRANSFER 91001000	5,358.81		279,494.41
08 Jun 22	TFR TRANSFER 91001000	2,350.19		277,144.22
09 Jun 22	TFR TRANSFER 91001000	1,975.59		275,168.63
10 Jun 22	TFR TRANSFER 91001000		16.69	275,185.32
13 Jun 22	TFR TRANSFER 91001000		3,326.86	278,512.18
14 Jun 22	TFR TRANSFER 91001000	14,769.74		263,742.44
15 Jun 22	TFR TRANSFER 91001000	4,531.37		259,211.07
16 Jun 22	TFR TRANSFER 91001000		2,761.89	261,972.96
17 Jun 22	TFR TRANSFER 91001000	6,951.65		255,021.31
18 Jun 22	TFR TRANSFER 91001000		31.50	255,052.81
20 Jun 22	TFR TRANSFER 91001000	3,695.96		251,356.85
21 Jun 22	TFR TRANSFER 91001000		1,682.48	253,039.33
22 Jun 22	TFR TRANSFER 91001000	11,324.03		241,715.30
23 Jun 22	TFR TRANSFER 91001000	821.52		240,893.78
24 Jun 22	TFR TRANSFER 91001000	3,822.89		237,070.89
27 Jun 22	TFR TRANSFER 91001000	12,421.50		224,649.39
28 Jun 22	TFR TRANSFER 91001000		1,153.15	225,802.54
29 Jun 22	TFR TRANSFER 91001000	2,163.65		223,638.89
30 Jun 22	TFR TRANSFER 91001000	501.34		223,137.55
30 Jun 22	BALANCE CARRIED FORWARD			223,137.55

1 June to 30 June 2022

Your Statement

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

301

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,122.15
	BP Tudor Environmenta IN0196518	365.07		
	CR WORLDPAY 2206		421.40	
24 Jun 22	TFR TRANSFER 21136496		821.52	5,000.00
	CR CHQ IN AT 407080		281.55	
	CR WILTSHIRE COUNCIL		29,002.80	
	CR MV- 21574633 -2106		15.60	
	DD O2	193.74		
	DD ATOS RE FUELGENIE	243.64		
	DR CONTRA	32,811.36		
	CR WORLDPAY 2306		125.90	
27 Jun 22	TFR TRANSFER 21136496		3,822.89	5,000.00
	BP SIN005609 Proludic			
	BIB BACS PAYMENT	13,753.31		
	DD ALD AUTOMOTIVE	407.93		
	CR HOWARD MITCHELL TA WCC 3854		294.00	
	CR WORLDPAY 2506		331.50	
	CR WORLDPAY 2606		664.20	
	CR WORLDPAY 2406		114.00	
	BP MF MARTIAL A HIRE WCC3856		336.04	
28 Jun 22	TFR TRANSFER 21136496		12,421.50	5,000.00
	DD MOLE VALLEY FARMER	98.00		
	CR CASH IN P.O. JUN28 8 10 THREE H@12:56 465941XXXXX8085		1,101.40	
	CR WORLDPAY 2706		97.25	
	CR SOUNDABOUT WILTSHIRE HIRE		52.50	
29 Jun 22	TFR TRANSFER 21136496	1,153.15		5,000.00
	BP VAT			
	ASHTON FARMS			
	BIB BACS PAYMENT	66.31		
	DD ICO	35.00		
	BP Thermaglaze 67046	67.00		
	BP Neptune 0002	34.40		
	BP WPS Hallam 515996743	69.04		
	BP MIRAGE SIGNS 37615	240.00		
	BALANCE CARRIED FORWARD			4,488.25



1 June to 30 June 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 302

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,488.25
	BP GORDON MORRIS			
	2593422228	24.00		
	BP COATES & PARKER			
	50471	116.80		
	BP MIRAGE SIGNS			
	37603	108.00		
	BP Blackmore			
	67361	214.80		
	BP ASHTON FARMS			
	20036412&34781	720.88		
	BP OFFICE RIGHT			
	95688	64.73		
	BP Swallow Drinks			
	0300577	95.81		
	BP Tudor Environmenta			
	0196517&753	42.54		
	BP WHEELERS			
	977873	129.00		
	BP AMAZON			
	invoices	218.34		
	CR WORLDPAY 2806		83.00	
	TFR TRANSFER 21136496		2,163.65	5,000.00
30 Jun 22	CR ROCK CHOIR LTD		189.04	
	CR AGE UK WILTSHIRE -		70.00	
	CR AMAS LTD RE VOYAGE		1,718.90	
	CR MV- 21574633 -2706		1.50	
	DD HILLS WASTE SOLUTN	2,314.98		
	SO HUNOT HR	240.00		
	CR WORLDPAY 2906		74.20	
	TFR TRANSFER 21136496		501.34	5,000.00
30 Jun 22	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

1 June to 30 June 2022

Your Statement

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

299

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			977.20
	BP Stuart Legg			
	WTC	53.38		
	BP OFFICE RIGHT			
	4 Invoices	441.30		
	BP Warminster Engrave			
	1361	40.00		
	BP AMAZON			
	WTC - Invoices	326.29		
	CR WORLDPAY 1406		352.40	
16 Jun 22	TFR TRANSFER 21136496		4,531.37	5,000.00
	CR AGE UK WILTSHIRE -		70.00	
	CR MONRO SHRH&A ROYPR			
	WCC3867		311.50	
	CR CASH IN P.O. JUN16			
	8 10 THREE H@10:35			
	465941XXXXX8085		1,981.29	
	CR WORLDPAY 1506		399.10	
17 Jun 22	TFR TRANSFER 21136496	2,761.89		5,000.00
	CR THE AVENUE SURGERY		172.00	
	CR THE AVENUE SURGERY		145.00	
	CR MV- 21574633 -1406		8.00	
	CR NHS BLOOD TRANSPLA		255.00	
	BP SLA			
	WCR			
	BIB BACS PAYMENT	2,500.00		
	BP 0082			
	Kingcombe Stonbury			
	BIB BACS PAYMENT	5,320.21		
	DD ATOS RE FUELGENIE	75.01		
	CR WORLDPAY 1606		363.57	
18 Jun 22	TFR TRANSFER 21136496		6,951.65	5,000.00
	BP DEB'S DANCE			
	WCC3860		31.50	
20 Jun 22	TFR TRANSFER 21136496	31.50		5,000.00
	CR MV- 21574633 -1506		8.00	
	DD PARAGON	2,467.51		
	CR F F			
	FALLON INV WCC3851		126.00	
	CR WORLDPAY 1806		261.00	
	CR WORLDPAY 1706		609.25	
	CR WORLDPAY 1906		338.65	
	BP ASHTON FARMS			
	20035892&6088	331.51		
	BALANCE CARRIED FORWARD			3,543.88



1 June to 30 June 2022

Your Statement

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number

91001000

Sheet Number

300

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			3,543.88
	BP Hire Station Ltd			
	11165947	24.84		
	BP COMPLETE FIRE SERV			
	937300	291.60		
	BP FENLAND LEISURE			
	SIN047063	1,134.00		
	BP OFFICE RIGHT			
	95519&95578	460.24		
	BP Tudor Environmenta			
	SO0122731	265.74		
	BP AMAZON			
	invoices	63.42		
21 Jun 22	TFR TRANSFER 21136496		3,695.96	5,000.00
	CR CHO IN AT 407080		95.00	
	CR MV- 21574633 -1606		63.00	
	DD S/LINE 208603061	39.77		
	DD W/PAY 208453419	154.68		
	DD BOOKER LTD -BK	1,411.12		
	CR WES			
	2060		3,000.02	
	DR TOTAL CHARGES			
	TO 30MAY2022	110.37		
	CR WORLDPAY 2006		240.40	
22 Jun 22	TFR TRANSFER 21136496	1,682.48		5,000.00
	BP WPP MAY REFUNDS			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	94.00		
	DD WEST MERCIA ENERGY	997.94		
	DR CONTRA	11,736.17		
	CR CASH IN P.O. JUN22			
	8 10 THREE H@12:44			
	465941XXXXXX8085		1,243.43	
	CR WORLDPAY 2106		260.65	
23 Jun 22	TFR TRANSFER 21136496		11,324.03	5,000.00
	DD VWFS UK LIMITED	33.98		
	BP AMAZON			
	GB23SDRCJAEUI	20.00		
	BP David Wiltshire			
	11232	57.60		
	BP FENLAND LEISURE			
	SIN047122	580.80		
	BP Sydenhams Hire			
	600241	185.47		
	BALANCE CARRIED FORWARD			4,122.15

1 June to 30 June 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 297

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,008.00
	BP APRIL REFUNDS			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	112.30		
	BP 2469			
	Estate Incomes Ltd			
	BIB BACS PAYMENT	4,758.31		
	BP 311			
	SJ SURVEYORS			
	BIB BACS PAYMENT	979.20		
	CR R Poolman			
	ROSIE-ZUMBAWCC3848		409.50	
	CR WORLDPAY 0606		73.50	
	TFR TRANSFER 21136496		5,358.81	5,000.00
08 Jun 22	CR MV- 21574633 -0206		31.10	
	CR WARMINSTER & K9QF			
	WARMINSTER & DISTR		600.00	
	BP ASHTON FARMS			
	20035196&395	838.56		
	BP Agrovista UK Ltd			
	CD971359307	79.20		
	BP COATES & PARKER			
	Adverts and papers	265.28		
	BP Gary Boon			
	GBS0228&9	306.00		
	BP Moviola Ltd			
	211128	144.60		
	BP Prosec			
	2422	54.00		
	BP Snelgrove Recovery			
	5348	180.00		
	BP OFFICE RIGHT			
	95423	24.14		
	BP Swallow Drinks			
	0298679&894	173.75		
	BP Sweeperhire			
	26525	1,085.40		
	BP Warminster Park			
	Hire of Community	31.25		
	BP AMAZON			
	GB23HH7V3AEEUI	78.06		
	CR WORLDPAY 0706		226.45	
	CR SOUNABOUT			
	WILTSHIRE HIRE		52.50	
	TFR TRANSFER 21136496		2,350.19	5,000.00
	BALANCE CARRIED FORWARD			5,000.00



1 June to 30 June 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 298

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,000.00
09 Jun 22	CR CHQ IN AT 407080		207.15	
	CR MV- 21574633 -0606		5.00	
	DD BOOKER LTD -BK	950.39		
	CHQ 109585	142.15		
	BP Cop Heap Volunteer Grant	1,250.00		
	CR WORLDPAY 0806		154.80	
	TFR TRANSFER 21136496		1,975.59	5,000.00
10 Jun 22	CR MV- 21574633 -0706		63.50	
	DD ATOS RE FUELGENIE	166.56		
	CR WORLDPAY 0906		79.75	
	CR Michael Beckley INVOICE NO WCC3826		40.00	
	TFR TRANSFER 21136496	16.69		5,000.00
13 Jun 22	CR FARNFIELDS CLIENT		1,250.00	
	CR MV- 21574633 -0806		0.01	
	CR WORLDPAY 1006		235.90	
	CR WORLDPAY 1106		889.35	
	CR WORLDPAY 1206		951.60	
	TFR TRANSFER 21136496	3,326.86		5,000.00
14 Jun 22	CR MV- 21574633 -0906		610.00	
	DD GOCARDLESS	4,940.25		
	DR CONTRA	10,636.49		
	CR WORLDPAY 1306		197.00	
	TFR TRANSFER 21136496		14,769.74	5,000.00
15 Jun 22	CR MV- 21574633 -1006		119.40	
	DD DIGITAL SPACE	25.49		
	DD PROPEL FINANCE PLC	66.88		
	DD OFFICE EVOLUTION	97.88		
	DD WILTSHIRE COUNCIL	699.00		
	DD WILTSHIRE COUNCIL	536.00		
	DD WILTSHIRE COUNCIL	266.00		
	DD WILTSHIRE COUNCIL	358.00		
	BP COMPLETE FIRE SERV 930340	178.80		
	BP DCK BEAVERS LTD TPC10223	894.07		
	BP EG.COLES 104500	270.00		
	BP MIRAGE SIGNS 37583	237.60		
	BP ROUNDSTONE VENDING 29674	512.48		
	BALANCE CARRIED FORWARD			977.20

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	130,522.49
Payments Out	130,522.49
Closing Balance	5,000.00

1 June to 30 June 2022

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000 296

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
31 May 22	BALANCE BROUGHT FORWARD			5,000.00
01 Jun 22	CR MV- 21574633 -2705		12.00	
	DD WATER2BUSINESS	48.00		
	DD SCREWFIX DIRECT LT	397.95		
	DD ATOS RE FUELGENIE	201.30		
	DD WATER2BUSINESS	469.07		
	DD WATER2BUSINESS	262.50		
	SO DESIGNER MARK WEBSITE	70.00		
	CR Hervin Robin			
	J71 P508 LODGE REN		329.98	
	BP AUDITING SOLUTIONS			
	A7542	552.00		
	BP AMAZON Invoices	166.96		
	CR WORLDPAY 3105		456.80	
	TFR TRANSFER 21136496		1,369.00	5,000.00
06 Jun 22	DD VWFS UK LIMITED	405.53		
	CR CASH IN P.O. JUN06			
	8 10 THREE H@16:08			
	465941XXXXXX8085		3,224.12	
	CR WORLDPAY 0206		1,023.15	
	CR WORLDPAY 0106		619.95	
	CR WORLDPAY 0406		349.35	
	CR WORLDPAY 0506		241.10	
	CR WORLDPAY 0306		694.75	
	TFR TRANSFER 21136496	5,746.89		5,000.00
07 Jun 22	CR MV- 21574633 -3105		8.00	
	BALANCE CARRIED FORWARD			5,008.00

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.

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.

**Bank Reconciliation Statement as at 31/07/2022
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	31/07/2022		165,599.29
Current Account	31/07/2022		5,000.00
			<hr/> 170,599.29
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			170,599.29
<u>Receipts not Banked/Cleared (Plus)</u>			
30/07/2022 BACS		147.00	
31/07/2022 BACS		630.00	
			<hr/> 777.00
			171,376.29
		Balance per Cash Book is :-	171,376.29
		Difference is :-	0.00

1 July to 31 July 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 310

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			1,993.61
	BP Scarb			
	1000010133	38.71		
	BP WILTSHIRE C/TAX			
	90415684	1,113.25		
	CR CASH IN P.O. JUL26			
	8 10 THREE H@13:18			
	465941XXXXXX8085		1,756.78	
	CR WORLDPAY 2507		451.10	
	BP MF MARTIAL A			
	HALL HIRE		383.30	
27 Jul 22	TFR TRANSFER 21136496		1,567.17	5,000.00
	CR HMRC VAT		43,596.06	
	CR WORLDPAY 2607		593.10	
28 Jul 22	TFR TRANSFER 21136496	44,189.16		5,000.00
	CR MV- 21574633 -2507		2.50	
	BP WPP-JULY REFUNDS			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	78.30		
	DD MOLE VALLEY FARMER	98.00		
	CR WORLDPAY 2707		593.15	
29 Jul 22	TFR TRANSFER 21136496	419.35		5,000.00
	DD HILLS WASTE SOLUTN	1,214.99		
	CR WORLDPAY 2807		682.00	
30 Jul 22	TFR TRANSFER 21136496		532.99	5,000.00
	CR M Wollaston			
	WOLLASTON 27 AUG		147.00	
31 Jul 22	TFR TRANSFER 21136496	147.00		5,000.00
	BP PAULA YOUNG			
	INV NO WCC3872		630.00	
	TFR TRANSFER 21136496	630.00		5,000.00
31 Jul 22	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 [fscs.org.uk](https://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 ([hsbc.co.uk/fscs/](https://www.hsbc.co.uk/fscs/)).

1 July to 31 July 2022

Account Name

Warminster Town Council

Your Statement

Sortcode Account Number Sheet Number

40-45-23 91001000 311

Debit Interest Rates	balance	<i>EAR</i> variable
Debit interest		21.34%

Credit Interest Rates	balance	<i>EAR</i> variable
Credit interest is not applied		

1 July to 31 July 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 308

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
19 Jul 22	BALANCE BROUGHT FORWARD			5,000.00
	CR MV- 21574633 -1407		• 60.00	
	DD S/LINE 212924329	• 89.67		
	DD W/PAY 212723556	• 196.82		
	DD WEST MERCIA ENERGY	• 896.28		
	DD BOOKER LTD -BK	• 1,174.73		
	DD PARAGON	• 2,467.51		
	DD ATOS RE FUELGENIE	• 331.65		
	CR PAYPAL CODE 9274			
	PAYPAL CODE 9274		0.01	
	CR WORLDPAY 1807		• 150.30	
	TFR TRANSFER 21136496		• 4,946.35	5,000.00
20 Jul 22	CR MV- 21574633 -1507		• 4.00	
	DD TOTALENERGIES G&P	• 2,800.31		
	BP ASHTON FARMS			
	invoices	• 1,192.54		
	BP Hire Station Ltd			
	11284949	• 91.08		
	BP Sydenhams Hire			
	Hire 602805	• 55.20		
	BP Tudor Environmenta			
	IN0201316	• 424.44		
	BP WILTSHIRE C/TAX			
	WK/202214684	• 180.00		
	BP Swallow Drinks			
	0302435	• 133.53		
	BP DEB'S DANCE			
	WCC3871		• 31.50	
	CR WORLDPAY 1907		• 293.30	
	CR Gibbs Angela			
	WARM CIVIC XMAS		• 30.00	
	TFR TRANSFER 21136496		• 4,518.30	5,000.00
21 Jul 22	CR ROCK CHOIR LTD		• 52.50	
	DR TOTAL CHARGES			
	TO 29JUN2022	• 137.75		
	CR WORLDPAY 2007		• 204.60	
	TFR TRANSFER 21136496	• 119.35		5,000.00
22 Jul 22	BP GBSO244			
	Gary Boon			
	BIB BACS PAYMENT	• 2,628.00		
	BP JULY			
	OFFICE RIGHT			
	BIB BACS PAYMENT	• 1,027.61		
	BALANCE CARRIED FORWARD			1,344.39

1 July to 31 July 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 309

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			1,344.39
	BP 2252&2253			
	MRM Property Ser.			
	BIB BACS PAYMENT	• 9,098.40		
	BP 8010174652			
	Bristol City Council			
	BIB BACS PAYMENT	• 3,739.50		
	DR CONTRA	• 9,485.86		
	CR F F			
	FALLON INV WCC3875		• 126.00	
	CR HOWARD MITCHELL TA			
	WCC 3874		• 220.50	
	CR R Poolman			
	ROSIE-ZUMBAWCC3876		• 423.00	
	CR WORLDPAY 2107		• 245.85	
	TFR TRANSFER 21136496		• 24,964.02	5,000.00
25 Jul 22	CR MV- 21574633 -2007		• 4.00	
	BP GRANT 2022			
	Warm Town Football			
	BIB BACS PAYMENT	• 2,500.00		
	DD VWFS UK LIMITED	• 33.98		
	DD TOTALENERGIES G&P	• 931.93		
	DD TOTALENERGIES G&P	• 133.87		
	DR CONTRA	• 33,998.97		
	CR WORLDPAY 2407		• 519.55	
	CR WORLDPAY 2207		• 416.00	
	CR WORLDPAY 2307		• 484.25	
	TFR TRANSFER 21136496		• 36,174.95	5,000.00
26 Jul 22	DD ALD AUTOMOTIVE	• 377.93		
	DD O2	• 193.74		
	DD ATOS RE FUELGENIE	• 302.11		
	CR Emma Latchem			
	e latchem		• 6.00	
	BP AMAZON			
	Invoices - WTC	• 336.17		
	BP ASHTON FARMS			
	0038659/9123	• 973.14		
	BP CHUBB FIRE & SEC			
	9437990	• 193.38		
	BP Gary Boon			
	GBS0247/8	• 456.00		
	BP M T & L Chalmers			
	travel refund	• 19.80		
	BP Moviola Ltd			
	211178&211329	• 160.12		
	BALANCE CARRIED FORWARD			1,993.61

1 July to 31 July 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 306

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
09 Jul 22	CR BALANCE BROUGHT FORWARD Bent Sharon			5,000.00
	CR XMAS CRAFT FAIR		• 30.00	
11 Jul 22	TFR TRANSFER 21136496	• 30.00		5,000.00
	CR CHQ IN AT 407080		• 160.00	
	CR MV- 21574633 -0607		• 5.00	
	BP INV-0083 Kingcombe Stonbury			
	CR BIB BACS PAYMENT	• 10,749.41		
	CR WORLDPAY 1007		• 1,215.40	
	CR WORLDPAY 0907		• 152.65	
	CR WORLDPAY 0807		• 584.40	
12 Jul 22	TFR TRANSFER 21136496		• 8,631.96	5,000.00
	DD GOCARDLESS	• 1,241.17		
	DD ATOS RE FUELGENIE	• 317.42		
	CR CASH IN P.O. JUL12 8 10 THREE H@10:29 465941XXXXXX8085		• 1,619.20	
	CR ALICIA COPE LisDreams		• 30.00	
	BP ASHTON FARMS 0037307/962/7624	• 467.11		
	BP COATES & PARKER War. Journal Subsc	• 7.75		
	BP COMPLETE FIRE SERV 937346	• 45.60		
	BP DCK BEAVERS LTD TPC10262	• 1,030.99		
	BP EG.COLES 105237	• 270.00		
	BP Gary Boon GBS0240	• 522.00		
	BP MIRAGE SIGNS 37451	• 216.00		
	BP GORDON MORRIS 2593434704	• 54.89		
	BP Neptune Aquatics 0006	• 102.65		
	BP D NAUGHTON ELEC SER 11744	• 133.80		
	BP OFFICE RIGHT 95792/95860/95878	• 613.71		
	BP ADT FIRE & SEC 50179358	• 1,098.05		
	BALANCE CARRIED FORWARD			528.06



1 July to 31 July 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 307

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			528.06
	BP AMAZON Invoices	• 112.15		
	CR WORLDPAY 1107		• 467.85	
13 Jul 22	TFR TRANSFER 21136496		• 4,116.24	5,000.00
	CR ROYAL SUNALLIANCE		3,730.00	
	CR MV- 21574633 -0807		• 30.00	
	CR MV- 21574633 -1007		128.80	
	CR MV- 21574633 -0907		901.50	
	CR WORLDPAY 1207		• 371.90	
	CR GLCM MISC RFB			
	CR HSBC REFUND		209.75	
14 Jul 22	TFR TRANSFER 21136496	• 5,371.95		5,000.00
	CR CHQ IN AT 407080		• 135.00	
	CR ROCK CHOIR LTD		• 141.78	
	CR MV- 21574633 -1107		• 30.00	
	DD OFFICE EVOLUTION	• 121.23		
	DR CONTRA	• 9,149.39		
	CR Think Outside The XmasfairTotbshop		• 60.00	
	CR WORLDPAY 1307		• 397.50	
15 Jul 22	TFR TRANSFER 21136496		• 8,506.34	5,000.00
	CR WILTSHIRE COUNCIL		• 104.00	
	CR NHS BLOOD TRANSPLA		• 255.00	
	DD DIGITAL SPACE	• 25.49		
	DD PROPEL FINANCE PLC	• 66.88		
	DD WILTSHIRE COUNCIL	• 29.13		
	DD WILTSHIRE COUNCIL	• 699.00		
	DD WILTSHIRE COUNCIL	• 536.00		
	DD WILTSHIRE COUNCIL	• 266.00		
	DD WILTSHIRE COUNCIL	• 358.00		
	CR A.c.t.s Theatre Ar			
	A.C.T.S WCC3892		• 252.00	
	CR WORLDPAY 1407		• 334.05	
	CR Chloe May Creation			
	ChloeMayXmasMarket		• 30.00	
18 Jul 22	TFR TRANSFER 21136496		• 1,005.45	5,000.00
	DD ALPHABET GB	• 378.95		
	CR CASH IN P.O. JUL18			
	8 10 THREE H@13:09			
	465941XXXXX8085		• 2,017.95	
	CR WORLDPAY 1707		• 1,121.60	
	CR WORLDPAY 1507		• 329.55	
	CR WORLDPAY 1607		• 1,175.80	
	TFR TRANSFER 21136496	• 4,265.95		5,000.00
	BALANCE CARRIED FORWARD			5,000.00

1 July to 31 July 2022

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 304

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,183.57
	BP Prosec 2472	96.00		
	BP Sweepershire 26550	329.76		
	BP Tudor Environmenta 0198223	535.44		
	BP Wybone 41548	67.56		
	BP Warminster Phil Or Grant 2022	650.00		
	BP Warm & W Visually Grant 22	500.00		
	BP War. Saddle Club Grants	2,000.00		
	BP Sustainable Warmin Grant 2022	728.00		
05 Jul 22	TFR TRANSFER 21136496		4,723.19	5,000.00
	DD BOOKER LTD -BK	907.27		
	DD GRENKELEASING LIM	318.89		
	DD GRENKELEASING LIM	111.60		
	BP COATES & PARKER VAT 50471	23.36		
	CR WORLDPAY 0407		138.75	
06 Jul 22	TFR TRANSFER 21136496		1,222.37	5,000.00
	CR MV- 21574633 -0107		11.00	
	BP GRANT AWARD Age UK Wiltshire			
	BIB BACS PAYMENT	1,558.42		
	BP GRANTS WC Princecroft Pri			
	BIB BACS PAYMENT	1,600.00		
	BP 977914 WHEELERS			
	BIB BACS PAYMENT	4,432.00		
	CR GROSS INTEREST TO 05JUL2022 FOR ACCOUNT 404523 21136496		28.01	
	CR Network For Practi NFP WCC3887		228.50	
	CR WORLDPAY 0507		188.20	
07 Jul 22	TFR TRANSFER 21136496		7,134.71	5,000.00
	CR AMAS LTD RE VOYAGE		1,718.90	
	CR WILTSHIRE COUNCIL		607.50	
	BALANCE CARRIED FORWARD			7,326.40

1 July to 31 July 2022

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 305

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			7,326.40
	CR MV- 21574633 -0407		8.00	
	BP GRANT 2022			
	Youth Club			
	BIB BACS PAYMENT	1,560.00		
	CR CASH IN P.O. JUL07			
	8 10 THREE H@12:49			
	465941XXXXX8085		1,476.65	
	CR WORLDPAY 0607		157.50	
	CR ADVICE CONFIRMS			
	RBC07072JEH90CZK			
	FARNFIELDS LLP T/A Grant		10,032.22	
	CR C Smith SK CCR 5032-22			
	ALFIA- Xmas Market		30.00	
	CR INSPIRE OF WARM			
	2062		499.20	
	CR Waite Thomas			
	DAVES DOODLES		30.00	
	TFR TRANSFER 21136496	12,999.97		5,000.00
08 Jul 22	BP GRANT 2022			
	Warminster Cricket			
	BIB BACS PAYMENT	1,500.00		
	BP GRANT 2022			
	Warmin. Carnival			
	BIB BACS PAYMENT	4,500.00		
	BP GRANT 2022			
	WVCP GROVELANDS			
	BIB BACS PAYMENT	6,000.00		
	BP GRANT 2022			
	Touching Tones			
	BIB BACS PAYMENT	1,872.77		
	BP 977914 VAT			
	WHEELERS			
	BIB BACS PAYMENT	824.00		
	DD ALPHABET GB	2,273.69		
	CR WARMINSTER & K9QF			
	WARMINSTER & DISTR		600.00	
	CR JONES S+D			
	TWIRLS SWEET TREAT		30.00	
	CR DENISE HILL			
	xmas market		30.00	
	CR MICHAEL FRICKER			
	Fricker/Rossiter		60.00	
	CR WORLDPAY 0707		207.20	
	TFR TRANSFER 21136496	16,043.26		5,000.00
	BALANCE CARRIED FORWARD			5,000.00

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



Opening Balance	5,000.00
Payments In	212,456.58
Payments Out	212,456.58
Closing Balance	5,000.00

Sortcode	Account Number	Sheet Number
40-45-23	91001000	303

46 Fore Street Trowbridge Wiltshire BA14 8EL

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 telephone **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 telephone **0345 12 55 63** to let us know how we can serve you better.

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

J21C7U00D7TMEA0000105903001002 396 000

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



Your Statement

Account Summary

Opening Balance	223,137.55
Payments In	68,088.73
Payments Out	125,626.99
Closing Balance	165,599.29

Interest Rate - Valid as at end date of the statement period
0.14% AFR

International Bank Account Number

GB85HBUK40452321136496

Branch Identifier Code

HBUKGB4161U

1 July to 29 July 2022

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

21136496

506

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
30 Jun 22	BALANCE BROUGHT FORWARD			223,137.55
01 Jul 22	TFR TRANSFER 91001000	• 1,539.69		221,597.86
02 Jul 22	TFR TRANSFER 91001000		• 693.00	222,290.86
04 Jul 22	TFR TRANSFER 91001000	• 4,723.19		217,567.67
05 Jul 22	TFR TRANSFER 91001000	• 1,222.37		216,345.30
06 Jul 22	TFR TRANSFER 91001000	• 7,134.71		209,210.59
07 Jul 22	TFR TRANSFER 91001000		• 12,999.97	222,210.56
08 Jul 22	TFR TRANSFER 91001000	• 16,043.26		206,167.30
09 Jul 22	TFR TRANSFER 91001000		• 30.00	206,197.30
11 Jul 22	TFR TRANSFER 91001000	• 8,631.96		197,565.34
12 Jul 22	TFR TRANSFER 91001000	• 4,116.24		193,449.10
13 Jul 22	TFR TRANSFER 91001000		• 5,371.95	198,821.05
14 Jul 22	TFR TRANSFER 91001000	• 8,506.34		190,314.71
15 Jul 22	TFR TRANSFER 91001000	• 1,005.45		189,309.26
18 Jul 22	TFR TRANSFER 91001000		• 4,265.95	193,575.21
19 Jul 22	TFR TRANSFER 91001000	• 4,946.35		188,628.86
20 Jul 22	TFR TRANSFER 91001000	• 4,518.30		184,110.56
21 Jul 22	TFR TRANSFER 91001000		• 119.35	184,229.91
22 Jul 22	TFR TRANSFER 91001000	• 24,964.02		159,265.89
25 Jul 22	TFR TRANSFER 91001000	• 36,174.95		123,090.94
26 Jul 22	TFR TRANSFER 91001000	• 1,567.17		121,523.77
27 Jul 22	TFR TRANSFER 91001000		• 44,189.16	165,712.93
28 Jul 22	TFR TRANSFER 91001000		• 419.35	166,132.28
29 Jul 22	TFR TRANSFER 91001000	• 532.99		165,599.29
29 Jul 22	BALANCE CARRIED FORWARD			165,599.29

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Audit								
101	Council Administration	Income	136	661,230	1,320,892	659,662		50.1%
		Expenditure	20,083	77,336	326,890	249,554	249,554	23.7%
	Movement to/(from) Gen Reserve	(19,947)	583,894					
102	Civic and Democratic	Expenditure	6,825	29,259	12,900	(16,359)	(16,359)	226.8%
103	Policy and Communications	Expenditure	802	3,224	6,000	2,776	2,776	53.7%
104	Council Events	Income	570	570	3,500	2,930		16.3%
		Expenditure	922	3,715	27,500	23,785	23,785	13.5%
	Movement to/(from) Gen Reserve	(352)	(3,145)					
107	Grants and Projects	Income	10,032	10,032	0	(10,032)		0.0%
		Expenditure	26,376	38,182	53,000	14,818	14,818	72.0%
	Movement to/(from) Gen Reserve	(16,344)	(28,150)					
202	Dewey House	Income	600	2,400	7,200	4,800		33.3%
		Expenditure	1,725	11,155	15,805	4,650	4,650	70.6%
	Movement to/(from) Gen Reserve	(1,125)	(8,755)					
499	Capital Expenditure	Income	0	42,642	0	(42,642)		0.0%
		Expenditure	0	142,642	139,602	(3,040)	(3,040)	102.2%
	Movement to/(from) Gen Reserve	0	(100,000)					
	Finance & Audit Income	11,338	716,874	1,331,592	614,718			53.8%
	Expenditure	56,733	305,513	581,697	276,184	0	276,184	52.5%
	Movement to/(from) Gen Reserve	(45,395)	411,361					

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

			Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Open Spaces & Services</u>									
208	Town Park Splashpad	Expenditure	395	680	0	(680)		(680)	0.0%
209	Outside Services	Expenditure	19,330	82,455	261,350	178,895		178,895	31.5%
210	Town Park	Income	1,343	7,131	11,460	4,329			62.2%
		Expenditure	6,064	20,596	66,100	45,504		45,504	31.2%
	Movement to/(from) Gen Reserve		<u>(4,720)</u>	<u>(13,465)</u>					
211	Open Spaces	Expenditure	0	807	200	(607)		(607)	403.3%
212	Cemetery and Churchyard	Income	0	165	500	335			33.0%
		Expenditure	29	839	1,350	511		511	62.1%
	Movement to/(from) Gen Reserve		<u>(29)</u>	<u>(674)</u>					
214	Public Conveniences (TP & CCP)	Income	3,730	3,730	0	(3,730)			0.0%
		Expenditure	1,376	2,194	10,700	8,506		8,506	20.5%
	Movement to/(from) Gen Reserve		<u>2,354</u>	<u>1,536</u>					
215	Street Furniture	Expenditure	1,997	2,267	3,900	1,633		1,633	58.1%
216	Pavilion Cafe	Income	16,599	51,801	50,000	(1,801)			103.6%
		Expenditure	11,333	38,544	74,290	35,746		35,746	51.9%
	Movement to/(from) Gen Reserve		<u>5,266</u>	<u>13,257</u>					
217	Play Areas	Expenditure	0	13,266	13,500	234		234	98.3%
219	Sweeper	Expenditure	3,463	15,838	61,875	46,037		46,037	25.6%
220	Depot	Expenditure	729	11,023	25,450	14,427		14,427	43.3%
299	Services to be devolved	Expenditure	0	0	170,000	170,000		170,000	0.0%
	Open Spaces & Services Income		<u>21,673</u>	<u>62,827</u>	<u>61,960</u>	<u>(867)</u>			<u>101.4%</u>
	Expenditure		<u>44,717</u>	<u>188,509</u>	<u>688,715</u>	<u>500,206</u>	<u>0</u>	<u>500,206</u>	<u>27.4%</u>
	Movement to/(from) Gen Reserve		<u>(23,044)</u>	<u>(125,682)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic Centre</u>								
301	Civic Centre							
	Income	2,976	14,597	40,500	25,903			36.0%
	Expenditure	8,440	28,941	92,990	64,049		64,049	31.1%
	Movement to/(from) Gen Reserve	<u>(5,464)</u>	<u>(14,344)</u>					
305	Civic Centre Bar							
	Income	107	2,578	7,500	4,922			34.4%
	Expenditure	0	1,118	3,450	2,332		2,332	32.4%
	Movement to/(from) Gen Reserve	<u>107</u>	<u>1,460</u>					
306	Civic Centre Coffee Bar							
	Income	132	560	0	(560)			0.0%
	Expenditure	0	188	0	(188)		(188)	0.0%
	Movement to/(from) Gen Reserve	<u>132</u>	<u>371</u>					
	Civic Centre Income	<u>3,215</u>	<u>17,735</u>	<u>48,000</u>	<u>30,265</u>			<u>36.9%</u>
	Expenditure	<u>8,440</u>	<u>30,247</u>	<u>96,440</u>	<u>66,193</u>	<u>0</u>	<u>66,193</u>	<u>31.4%</u>
	Movement to/(from) Gen Reserve	<u>(5,225)</u>	<u>(12,512)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Town Development</u>								
201	CCTV							
	Income	0	3,932	22,700	18,768			17.3%
	Expenditure	5,901	38,019	97,400	59,381		59,381	39.0%
	Movement to/(from) Gen Reserve	<u>(5,901)</u>	<u>(34,087)</u>					
	Town Development Income	0	3,932	22,700	18,768			17.3%
	Expenditure	5,901	38,019	97,400	59,381	0	59,381	39.0%
	Movement to/(from) Gen Reserve	<u>(5,901)</u>	<u>(34,087)</u>					
<hr/>								
	Grand Totals:- Income	36,226	801,369	1,464,252	662,883			54.7%
	Expenditure	115,791	562,288	1,464,252	901,964	0	901,964	38.4%
	Net Income over Expenditure	<u>(79,566)</u>	<u>239,080</u>	<u>0</u>	<u>(239,080)</u>			
	Movement to/(from) Gen Reserve	<u>(79,566)</u>	<u>239,080</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Council Administration								
1176 Precept	0	659,646	1,319,292	659,646			50.0%	
1190 Interest Receivable	28	1,197	1,000	(197)			119.7%	
1300 Dog Bag Sales	108	386	600	214			64.4%	
Council Administration :- Income	136	661,230	1,320,892	659,662			50.1%	0
4001 Salaries	10,000	37,466	228,500	191,034		191,034	16.4%	
4008 Training	13	13	3,500	3,487		3,487	0.4%	
4009 Travel	13	111	200	89		89	55.3%	
4010 Health & Safety	0	0	500	500		500	0.0%	
4013 Rent Payable (Internal)	3,100	12,400	37,200	24,800		24,800	33.3%	
4020 Consumables & Other Expenses	64	669	1,500	831		831	44.6%	
4022 Postage & Telephone	115	296	500	204		204	59.3%	
4023 Printing & Stationery	40	330	600	270		270	55.0%	
4024 Photocopier Charges	433	709	1,500	791		791	47.3%	
4025 IT (Website & Email)	294	4,323	12,000	7,677		7,677	36.0%	
4027 Subscriptions and Publications	815	3,842	3,500	(342)		(342)	109.8%	
4028 Insurance	3,674	11,655	10,000	(1,655)		(1,655)	116.6%	
4029 Licences	0	868	850	(18)		(18)	102.1%	
4030 Recruitment Advertising	0	0	1,500	1,500		1,500	0.0%	
4033 Advertising	146	405	0	(405)		(405)	0.0%	
4036 Repairs and Renewals	110	180	250	70		70	72.0%	
4040 Equipment/Furniture	65	333	2,500	2,167		2,167	13.3%	
4056 Accountancy Fees	(329)	1,221	15,000	13,779		13,779	8.1%	
4057 Audit Fees	0	0	2,890	2,890		2,890	0.0%	
4058 Legal Fees	0	0	1,000	1,000		1,000	0.0%	
4059 Other Professional Fees	1,323	1,923	2,400	477		477	80.1%	
4060 Bank Charges	(72)	220	1,000	780		780	22.0%	
4061 Streamline Charges	0	92	0	(92)		(92)	0.0%	
4101 Purchase Dog Bags	279	279	0	(279)		(279)	0.0%	
Council Administration :- Indirect Expenditure	20,083	77,336	326,890	249,554	0	249,554	23.7%	0
Net Income over Expenditure	(19,947)	583,894	994,002	410,108				
102 Civic and Democratic								
4001 Salaries	6,786	26,284	0	(26,284)		(26,284)	0.0%	
4025 IT (Website & Email)	39	1,156	4,200	3,044		3,044	27.5%	
4033 Advertising	0	304	1,500	1,196		1,196	20.2%	
4080 Mayoral Expenses	0	0	1,000	1,000		1,000	0.0%	
4082 Town Crier	0	0	1,000	1,000		1,000	0.0%	
4086 Civic Regalia	0	1,516	200	(1,316)		(1,316)	758.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6319 Tfr to Elections Reserve	0	0	5,000	5,000		5,000	0.0%	
Civic and Democratic :- Indirect Expenditure	6,825	29,259	12,900	(16,359)	0	(16,359)	226.8%	0
Net Expenditure	(6,825)	(29,259)	(12,900)	16,359				
103 Policy and Communications								
4001 Salaries	802	3,224	0	(3,224)		(3,224)	0.0%	
4034 Newsletter	0	0	2,000	2,000		2,000	0.0%	
4084 Town Consultations/Promotions	0	0	4,000	4,000		4,000	0.0%	
Policy and Communications :- Indirect Expenditure	802	3,224	6,000	2,776	0	2,776	53.7%	0
Net Expenditure	(802)	(3,224)	(6,000)	(2,776)				
104 Council Events								
1701 Christmas Events Income	570	570	3,500	2,930			16.3%	
Council Events :- Income	570	570	3,500	2,930			16.3%	0
4001 Salaries	891	3,514	0	(3,514)		(3,514)	0.0%	
4032 Adverts - Events	0	160	1,000	840		840	16.0%	
4081 Civic Events	32	41	1,000	959		959	4.1%	
4087 Civic Service	0	0	500	500		500	0.0%	
4706 Christmas Lights	0	0	25,000	25,000		25,000	0.0%	
Council Events :- Indirect Expenditure	922	3,715	27,500	23,785	0	23,785	13.5%	0
Net Income over Expenditure	(352)	(3,145)	(24,000)	(20,855)				
107 Grants and Projects								
1180 Grants Recieved	10,032	10,032	0	(10,032)			0.0%	
Grants and Projects :- Income	10,032	10,032	0	(10,032)				0
4001 Salaries	1,328	5,221	0	(5,221)		(5,221)	0.0%	
4700 Grants - Large	24,969	24,969	15,000	(9,969)		(9,969)	166.5%	
4703 WCR Community Radio SLA	0	5,000	10,000	5,000		5,000	50.0%	
4704 Warminster Community Hub SLA	0	0	6,000	6,000		6,000	0.0%	
4707 Catenary Cable Maintenance DON	0	876	0	(876)		(876)	0.0%	
4710 Enterprise Warminster	78	191	2,000	1,809		1,809	9.5%	
4712 Grant - Warminster Carnival	0	0	3,500	3,500		3,500	0.0%	
4714 Neighbourhood Planning	0	1,925	10,000	8,075		8,075	19.3%	
4715 INSPIRE	0	0	3,500	3,500		3,500	0.0%	
4718 Warminster Wobble	0	0	3,000	3,000		3,000	0.0%	
Grants and Projects :- Indirect Expenditure	26,376	38,182	53,000	14,818	0	14,818	72.0%	0
Net Income over Expenditure	(16,344)	(28,150)	(53,000)	(24,850)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 CCTV								
1201 CCTV-Dewey Trust Grant	0	0	5,000	5,000			0.0%	
1205 CCTV-West Wilts Tr Estate Fees	0	1,432	7,000	5,568			20.5%	
1206 CCTV-Westbury TC Fees	0	2,500	10,700	8,200			23.4%	
CCTV :- Income	0	3,932	22,700	18,768			17.3%	0
4001 Salaries	5,817	22,013	68,700	46,687		46,687	32.0%	
4008 Training	0	0	1,500	1,500		1,500	0.0%	
4014 Electricity and Gas	0	0	400	400		400	0.0%	
4020 Consumables & Other Expenses	52	132	300	168		168	43.9%	
4021 BT Redcare	0	13,591	13,600	9		9	99.9%	
4022 Postage & Telephone	32	97	1,000	903		903	9.7%	
4023 Printing & Stationery	0	0	200	200		200	0.0%	
4025 IT (Website & Email)	0	0	200	200		200	0.0%	
4028 Insurance	0	0	1,300	1,300		1,300	0.0%	
4029 Licences	0	0	600	600		600	0.0%	
4036 Repairs and Renewals	0	108	5,000	4,893		4,893	2.1%	
4037 Maintenance Contracts	0	79	4,500	4,422		4,422	1.7%	
4040 Equipment/Furniture	0	0	100	100		100	0.0%	
4059 Other Professional Fees	0	2,000	0	(2,000)		(2,000)	0.0%	
CCTV :- Indirect Expenditure	5,901	38,019	97,400	59,381	0	59,381	39.0%	0
Net Income over Expenditure	(5,901)	(34,087)	(74,700)	(40,614)				
202 Dewey House								
1005 Rent Received	600	2,400	7,200	4,800			33.3%	
Dewey House :- Income	600	2,400	7,200	4,800			33.3%	0
4011 Rates	536	2,148	5,605	3,457		3,457	38.3%	
4012 Water Rates	0	0	200	200		200	0.0%	
4014 Electricity and Gas	777	1,612	5,000	3,388		3,388	32.2%	
4020 Consumables & Other Expenses	0	0	200	200		200	0.0%	
4025 IT (Website & Email)	139	620	0	(620)		(620)	0.0%	
4028 Insurance	0	1,146	1,700	554		554	67.4%	
4036 Repairs and Renewals	161	183	1,500	1,317		1,317	12.2%	
4037 Maintenance Contracts	113	5,447	1,600	(3,847)		(3,847)	340.4%	
Dewey House :- Indirect Expenditure	1,725	11,155	15,805	4,650	0	4,650	70.6%	0
Net Income over Expenditure	(1,125)	(8,755)	(8,605)	150				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
208 Town Park Splashpad								
4020 Consumables & Other Expenses	195	390	0	(390)		(390)	0.0%	
4037 Maintenance Contracts	188	188	0	(188)		(188)	0.0%	
4040 Equipment/Furniture	12	102	0	(102)		(102)	0.0%	
Town Park Splashpad :- Indirect Expenditure	395	680	0	(680)	0	(680)		0
Net Expenditure	(395)	(680)	0	680				
209 Outside Services								
4001 Salaries	16,937	65,914	197,500	131,586		131,586	33.4%	
4007 Uniform	19	420	1,500	1,080		1,080	28.0%	
4008 Training	30	245	3,500	3,255		3,255	7.0%	
4020 Consumables & Other Expenses	586	6,269	1,800	(4,469)		(4,469)	348.3%	
4022 Postage & Telephone	104	473	2,400	1,927		1,927	19.7%	
4024 Photocopier Charges	0	0	300	300		300	0.0%	
4025 IT (Website & Email)	285	597	800	203		203	74.6%	
4028 Insurance	0	371	550	179		179	67.4%	
4035 Refuse Collection\Bin Emptying	0	0	7,000	7,000		7,000	0.0%	
4036 Repairs and Renewals	0	0	5,000	5,000		5,000	0.0%	
4040 Equipment/Furniture	85	175	10,000	9,825		9,825	1.7%	
4042 Vehicle Costs	1,284	7,992	27,000	19,008		19,008	29.6%	
4044 Tree Works	0	0	4,000	4,000		4,000	0.0%	
Outside Services :- Indirect Expenditure	19,330	82,455	261,350	178,895	0	178,895	31.5%	0
Net Expenditure	(19,330)	(82,455)	(261,350)	(178,895)				
210 Town Park								
1006 Rent - 23 Weymouth St	330	1,320	3,960	2,640			33.3%	
1020 Town Park Events Income	416	2,710	3,000	290			90.3%	
1550 Boats Income	597	3,102	4,500	1,398			68.9%	
Town Park :- Income	1,343	7,131	11,460	4,329			62.2%	0
4001 Salaries	1,380	6,689	13,200	6,511		6,511	50.7%	
4012 Water Rates	958	1,591	14,000	12,409		12,409	11.4%	
4014 Electricity and Gas	0	0	2,500	2,500		2,500	0.0%	
4020 Consumables & Other Expenses	1,386	2,984	5,000	2,016		2,016	59.7%	
4028 Insurance	0	943	1,400	457		457	67.4%	
4035 Refuse Collection\Bin Emptying	175	1,711	0	(1,711)		(1,711)	0.0%	
4036 Repairs and Renewals	8,149	9,001	10,000	999		999	90.0%	
4037 Maintenance Contracts	0	243	2,000	1,757		1,757	12.2%	
4038 Grounds Maintenance	0	450	0	(450)		(450)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment/Furniture	42	318	5,000	4,682		4,682	6.4%	
4085 Town Park Events	46	3,195	13,000	9,805		9,805	24.6%	
5329 Tfr from Open Spaces	(6,072)	(6,529)	0	6,529		6,529	0.0%	
Town Park :- Indirect Expenditure	6,064	20,596	66,100	45,504	0	45,504	31.2%	0
Net Income over Expenditure	(4,720)	(13,465)	(54,640)	(41,175)				
<u>211 Open Spaces</u>								
4038 Grounds Maintenance	0	573	0	(573)		(573)	0.0%	
4040 Equipment/Furniture	0	129	0	(129)		(129)	0.0%	
4045 Flood Wardens	0	104	200	96		96	52.2%	
Open Spaces :- Indirect Expenditure	0	807	200	(607)	0	(607)	403.3%	0
Net Expenditure	0	(807)	(200)	607				
<u>212 Cemetery and Churchyard</u>								
1212 Burial Fees	0	165	500	335			33.0%	
Cemetery and Churchyard :- Income	0	165	500	335			33.0%	0
4011 Rates	29	97	250	153		153	39.0%	
4028 Insurance	0	741	1,100	359		359	67.4%	
Cemetery and Churchyard :- Indirect Expenditure	29	839	1,350	511	0	511	62.1%	0
Net Income over Expenditure	(29)	(674)	(850)	(176)				
<u>214 Public Conveniences (TP & CCP)</u>								
1901 Insurance Claims	3,730	3,730	0	(3,730)			0.0%	
Public Conveniences (TP & CCP) :- Income	3,730	3,730	0	(3,730)				0
4012 Water Rates	607	607	2,500	1,893		1,893	24.3%	
4014 Electricity and Gas	0	0	3,000	3,000		3,000	0.0%	
4016 Cleaning	0	187	0	(187)		(187)	0.0%	
4020 Consumables & Other Expenses	218	218	2,000	1,783		1,783	10.9%	
4024 Photocopier Charges	0	372	0	(372)		(372)	0.0%	
4028 Insurance	0	135	200	65		65	67.4%	
4036 Repairs and Renewals	552	676	3,000	2,324		2,324	22.5%	
Public Conveniences (TP & CCP) :- Indirect Expenditure	1,376	2,194	10,700	8,506	0	8,506	20.5%	0
Net Income over Expenditure	2,354	1,536	(10,700)	(12,236)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
215 Street Furniture								
4028 Insurance	0	270	400	130		130	67.4%	
4803 Baskets & Tubs	1,997	1,997	3,500	1,503		1,503	57.1%	
Street Furniture :- Indirect Expenditure	1,997	2,267	3,900	1,633	0	1,633	58.1%	0
Net Expenditure	(1,997)	(2,267)	(3,900)	(1,633)				
216 Pavilion Cafe								
1600 Pavillion Cafe Sales	16,599	51,801	50,000	(1,801)			103.6%	
Pavilion Cafe :- Income	16,599	51,801	50,000	(1,801)			103.6%	0
3540 Pavilion Purchases	6,710	19,340	25,000	5,660		5,660	77.4%	
Pavilion Cafe :- Direct Expenditure	6,710	19,340	25,000	5,660	0	5,660	77.4%	0
4001 Salaries	3,221	14,265	37,300	23,035		23,035	38.2%	
4007 Uniform	0	0	150	150		150	0.0%	
4008 Training	0	0	250	250		250	0.0%	
4010 Health & Safety	0	0	100	100		100	0.0%	
4011 Rates	266	1,066	3,050	1,984		1,984	34.9%	
4020 Consumables & Other Expenses	666	1,484	3,000	1,516		1,516	49.5%	
4022 Postage & Telephone	25	75	400	325		325	18.9%	
4023 Printing & Stationery	0	0	200	200		200	0.0%	
4025 IT (Website & Email)	0	32	200	168		168	16.1%	
4036 Repairs and Renewals	0	1,355	2,000	645		645	67.8%	
4037 Maintenance Contracts	188	188	500	312		312	37.7%	
4040 Equipment/Furniture	18	62	500	438		438	12.4%	
4055 Stocktaking Fees	0	0	240	240		240	0.0%	
4061 Streamline Charges	238	677	1,400	723		723	48.3%	
Pavilion Cafe :- Indirect Expenditure	4,623	19,204	49,290	30,086	0	30,086	39.0%	0
Net Income over Expenditure	5,266	13,257	(24,290)	(37,547)				
217 Play Areas								
4010 Health & Safety	0	0	1,000	1,000		1,000	0.0%	
4016 Cleaning	0	0	1,000	1,000		1,000	0.0%	
4020 Consumables & Other Expenses	0	0	500	500		500	0.0%	
4036 Repairs and Renewals	0	1,805	10,000	8,195		8,195	18.1%	
4040 Equipment/Furniture	0	11,461	1,000	(10,461)		(10,461)	1146.1%	
Play Areas :- Indirect Expenditure	0	13,266	13,500	234	0	234	98.3%	0
Net Expenditure	0	(13,266)	(13,500)	(234)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
219 Sweeper								
4007 Uniform	0	30	0	(30)		(30)	0.0%	
4036 Repairs and Renewals	172	396	2,000	1,604		1,604	19.8%	
4042 Vehicle Costs	0	51	0	(51)		(51)	0.0%	
4090 Sweeper Leasing	2,056	8,225	24,675	16,450		16,450	33.3%	
4091 Sweeper Consumables	32	1,243	1,200	(43)		(43)	103.6%	
4092 Sweeper Fuel	722	2,612	9,000	6,388		6,388	29.0%	
4093 Sweeper Waste Disposal	480	3,281	25,000	21,719		21,719	13.1%	
Sweeper :- Indirect Expenditure	3,463	15,838	61,875	46,037	0	46,037	25.6%	0
Net Expenditure	(3,463)	(15,838)	(61,875)	(46,037)				
220 Depot								
4011 Rates	358	1,427	7,500	6,073		6,073	19.0%	
4014 Electricity and Gas	128	128	750	623		623	17.0%	
4018 Rent	0	7,715	16,000	8,285		8,285	48.2%	
4025 IT (Website & Email)	56	176	0	(176)		(176)	0.0%	
4036 Repairs and Renewals	0	1,294	1,000	(294)		(294)	129.4%	
4037 Maintenance Contracts	188	188	200	12		12	94.2%	
4040 Equipment/Furniture	0	95	0	(95)		(95)	0.0%	
Depot :- Indirect Expenditure	729	11,023	25,450	14,427	0	14,427	43.3%	0
Net Expenditure	(729)	(11,023)	(25,450)	(14,427)				
299 Services to be devolved								
4000 UNALLOCATED GLOBAL BUDGET	0	0	345,000	345,000		345,000	0.0%	
5316 Tfr frm Services to be Devolve	0	0	(175,000)	(175,000)		(175,000)	0.0%	
Services to be devolved :- Indirect Expenditure	0	0	170,000	170,000	0	170,000	0.0%	0
Net Expenditure	0	0	(170,000)	(170,000)				
301 Civic Centre								
1001 Letting Income	2,955	14,289	40,000	25,711			35.7%	
1002 Events Income	0	139	500	361			27.9%	
1003 Equipment Hire	13	65	0	(65)			0.0%	
1004 Security Staff Recharged	0	(168)	0	168			0.0%	
1193 Miscellaneous Income	0	122	0	(122)			0.0%	
1305 Film Shows Income	8	150	0	(150)			0.0%	
Civic Centre :- Income	2,976	14,597	40,500	25,903			36.0%	0
4001 Salaries	5,222	19,554	67,500	47,946		47,946	29.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 Uniform	0	83	200	117		117	41.6%	
4008 Training	0	0	500	500		500	0.0%	
4011 Rates	699	2,792	7,300	4,508		4,508	38.2%	
4012 Water Rates	720	739	1,000	261		261	73.9%	
4013 Rent Payable (Internal)	(3,100)	(12,400)	(37,200)	(24,800)		(24,800)	33.3%	
4014 Electricity and Gas	2,334	4,619	25,000	20,381		20,381	18.5%	
4020 Consumables & Other Expenses	841	1,590	1,750	160		160	90.9%	
4022 Postage & Telephone	0	0	200	200		200	0.0%	
4025 IT (Website & Email)	108	643	2,000	1,357		1,357	32.1%	
4028 Insurance	0	2,022	3,000	978		978	67.4%	
4029 Licences	180	1,658	2,500	842		842	66.3%	
4031 Publicity & Marketing	0	0	1,000	1,000		1,000	0.0%	
4035 Refuse Collection\Bin Emptying	72	303	1,000	697		697	30.3%	
4036 Repairs and Renewals	84	693	7,500	6,807		6,807	9.2%	
4037 Maintenance Contracts	938	5,706	7,500	1,794		1,794	76.1%	
4040 Equipment/Furniture	343	419	1,000	581		581	41.9%	
4055 Stocktaking Fees	0	0	240	240		240	0.0%	
4061 Streamline Charges	0	0	250	250		250	0.0%	
4801 Events Funding	0	520	750	231		231	69.3%	
Civic Centre :- Indirect Expenditure	8,440	28,941	92,990	64,049	0	64,049	31.1%	0
Net Income over Expenditure	(5,464)	(14,344)	(52,490)	(38,146)				
<u>305 Civic Centre Bar</u>								
1580 Bar Sales	107	2,578	7,500	4,922			34.4%	
Civic Centre Bar :- Income	107	2,578	7,500	4,922			34.4%	0
3530 Bar Purchases	0	1,118	3,000	1,882		1,882	37.3%	
3531 Bar Gas & Consumables	0	0	200	200		200	0.0%	
Civic Centre Bar :- Direct Expenditure	0	1,118	3,200	2,082	0	2,082	34.9%	0
4040 Equipment/Furniture	0	0	250	250		250	0.0%	
Civic Centre Bar :- Indirect Expenditure	0	0	250	250	0	250	0.0%	0
Net Income over Expenditure	107	1,460	4,050	2,590				
<u>306 Civic Centre Coffee Bar</u>								
1581 Coffee Bar Sales	132	560	0	(560)			0.0%	
Civic Centre Coffee Bar :- Income	132	560	0	(560)				0
3535 Coffee Bar Purchases	0	188	0	(188)		(188)	0.0%	
Civic Centre Coffee Bar :- Direct Expenditure	0	188	0	(188)	0	(188)		0
Net Income over Expenditure	132	371	0	(371)				

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

July 22

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
499 Capital Expenditure								
1710 CIL Receipts	0	42,642	0	(42,642)			0.0%	
Capital Expenditure :- Income	0	42,642	0	(42,642)				0
4901 Loan Repayment Capital	0	0	25,863	25,863		25,863	0.0%	
4902 Loan Repayment Interest	0	0	13,739	13,739		13,739	0.0%	
4917 CAP - IT Equipment	0	3,161	0	(3,161)		(3,161)	0.0%	
4933 CAP - Town Park Splash Pad	1,979	11,835	0	(11,835)		(11,835)	0.0%	
4934 CAP - Benches	0	1,659	0	(1,659)		(1,659)	0.0%	
5315 Tfr from Capital Projects	(1,979)	(16,656)	0	16,656		16,656	0.0%	
6306 Tfr to EMR CIL	0	42,642	0	(42,642)		(42,642)	0.0%	
6315 Tfr to Capital Projects	0	100,000	100,000	0		0	100.0%	
Capital Expenditure :- Indirect Expenditure	0	142,642	139,602	(3,040)	0	(3,040)	102.2%	0
Net Income over Expenditure	0	(100,000)	(139,602)	(39,602)				
Grand Totals:- Income	36,226	801,369	1,464,252	662,883			54.7%	
Expenditure	115,791	562,288	1,464,252	901,964	0	901,964	38.4%	
Net Income over Expenditure	(79,566)	239,080	0	(239,080)				
Movement to/(from) Gen Reserve	(79,566)	239,080						

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	Freehold Land & Buildings	1,528,041	370,303	1,157,738
11	Leasehold Land & Buildings	4,835	968	3,867
21	Vehicles & Equipment	453,420	364,473	88,947
41	Infrastructure Assets	388,554	185,641	202,913
61	Community Assets	103,808	0	103,808
91	Capital Work In Progress	368,287	0	368,287
	Total Fixed Assets	2,846,945	921,385	1,925,560
	<u>Current Assets</u>			
101	Debtors - Civic Centre	7,230		
102	Debtors - Town Council	(344)		
105	VAT Control A/c	3,214		
120	Stock - Bar	270		
121	Stock - Pavilion Cafe	1,896		
200	Current/Instant Access Account	171,376		
215	CCLA - Deposit Fund	1,555,899		
220	Petty Cash Account	9		
221	Float - Civic Centre	700		
222	Float - Pavillion Cafe	425		
	Total Current Assets		1,740,675	
	<u>Current Liabilities</u>			
501	Trade Creditors	11,318		
510	Accruals	18,207		
515	PAYE/NIC Due	9,699		
516	Superannuation	8,728		
520	Net Pay Control	(866)		
565	Deposits - Bookings	401		
590	Retentions	8,958		
	Total Current Liabilities		56,444	
	Net Current Assets			1,684,231
	Total Assets less Current Liabilities			3,609,791
	<u>Long Term Liabilities</u>			
391	Deferred Grants - Applied	580,934		
392	Deferred Grants - Released	(106,507)		
401	PWLB Loan	285,069		
	Total Long Term Liabilities		759,496	
	Total Assets less Total Liabilities			2,850,294
	<u>Represented by :-</u>			
300	Current Year Fund	239,080		
310	General Reserves	314,740		
315	EMR Capital Projects	264,290		
316	EMR Services to be Devolved	514,770		
319	EMR Elections	25,000		
323	EMR Tennis Courts	10,000		

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
325	EMR CCTV	12,529
326	EMR Climate Change	10,000
329	EMR Open Spaces	9,334
330	EMR Catenary Cables	3,168
331	EMR Depot	25,000
332	EMR Sweeper	3,000
333	EMR Cycle Path	20,000
336	EMR Training	2,062
338	EMR Play Areas	50,057
343	EMR Town Crier	2,261
346	EMR Website	863
352	EMR CIL 18-19	59,667
353	EMR CIL 19-20	12,372
354	EMR CIL 20-21	1,755
355	EMR S106 Grant	814
356	EMR CIL 21-22	60,827
357	EMR CIL 22-23	42,642
360	Capital Financing Account	1,166,064
Total Equity		2,850,294

Variance Report to Finance and Audit Committee 5th September 2022

Variances – YTD 31st July 2022

The RFO provides 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). Spending up to end of July 2022 would be expected to be 33.3%, variances are for spending below 18.3% and above 48.3%, minimum of £500.

Code	Title	Spend £	Budget £	Variance £	% budget	Explanation
	July 2022					
101/1190	Interest receivable	Income 1,197	1,000	+ 197	119.7	Higher interest rates than predicted
101/4001	Salaries	37,466	228,500	191,024	16.4%	Now split with 102/4001 Civic and democratic salaries
101/4008	Training	13	3,500	3,487	0.4%	Expected to change as year progresses
101/4027	Subscriptions	3,842	3,500	(342)	109.8%	Upfront payments
101/4028	Insurance	11,655	10,000	(1,655)	116.6%	Upfront payments
101/4040	Equipment/Furniture	333	2,500	2,167	13.3%	
101/4056	Accountancy Fees	1,221	15,000	13,779	8.1%	Payment in arrears
102/4086	Civic Regalia	1,516	200	(1,316)	758%	Spending
107/4700	Grants Large	24,949	15,000	(9,969)	166.5%	Some grants reimbursed by Dewey Trust – this is not shown in this budget line
107/4703	WCR Community Radio	5,000	10,000	5,000	50%	Upfront payments
201/4036	Repairs and Renewals	108	5,000	4,893	2.1	CCTV repairs considerably less than last year. Hope this continues.
201/4037	Maintenance Contracts	79	4,500	4,422	2.1%	Spend recorded under

Variance Report to Finance and Audit Committee 5th September 2022

						202/4037
209/4020	Consumables and other expenses	6,269	1,800	(4,469)	348.3%	£4,400 War Memorial cleaning coded here in error. Will be amended for next report
210/1550	Boats income	3,102	4,500	1,398	68.9	Seasonal income
210/4001	Salaries	6,689	13,200	6,511	50.7	Seasonal wages variation
210/4040	Equipment/Furniture	318	5,000	4,482	6.4%	Difficult to predict variable spend
216/1600	Pavilion Café Sales	51,801	50,000	(1,801)	103.6%	Excellent sales as Café especially since splash pad opened exceeding expectations
216/3540	Pavilion Café Purchases	19,340	25,000	5,660	77.4%	Reflects increased café sales
217/4036	Play area Repairs and renewals	1,895	10,000	8,195	18.1%	Difficult to predict variable spend
301/4037	Maintenance Contracts	5,706	7,500	1,794	76.1	Phased upfront payments

List of Payments made between 01/05/2022 and 23/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/05/2022	CCLA Deposit Fund	TFR	80,000.00		CCLA Deposit Fund
03/05/2022	Grist Environmental	DD01	210.00		12832-Waste&recycling-Town P
03/05/2022	W2B-10525394	DD02	48.00		P/Ledger Electronic Payment
03/05/2022	Screwfix Direct Ltd	DD03	741.51		P/Ledger Electronic Payment
03/05/2022	W2B-70064023	DD04	262.50		P/Ledger Electronic Payment
03/05/2022	Designer Mark	SO01	70.00		P/Ledger Electronic Payment
03/05/2022	Hunot HR	SO02	240.00		13014-Advice line
03/05/2022	Contra	DD	1,500.00		Contra
04/05/2022	CCLA Deposit Fund	TFR	80,000.00		CCLA Deposit Fund
04/05/2022	VWFS Limited	DD	405.53		VWFS Limited-WN20 NCA Lease
04/05/2022	Fuel Genie DDR	DD05	261.49		13070-Fuel
05/05/2022	CCLA Deposit Fund	TFR	80,000.00		CCLA Deposit Fund
06/05/2022	Ashton Farms	FP1	1,090.24		Purchase Ledger Payment
06/05/2022	Barriers4u.co.uk	FP2	738.00		108-Retractable safety barrier
06/05/2022	Coates & Parker Ltd	FP3	224.24		113-Ad-Meetings
06/05/2022	D.A.N. Hire	FP4	273.00		114-Portable toilet hire
06/05/2022	James Hallam Ltd	FP5	72.33		119-Insurance May22-Nov22
06/05/2022	Mirage Signs Limited	FP6	156.00		120-Supply Banner
06/05/2022	Prosec Consultancy Ltd	FP7	984.00		Purchase Ledger Payment
06/05/2022	Roundstone Vending Limited	FP8	408.48		125-Coffee & creamers
06/05/2022	Office Right Business Solution	FP9	319.72		128-Vegware cups & lids
06/05/2022	Swallow Drinks South West Ltd	FP10	119.76		129-Slush-cafe
06/05/2022	Warminster Park Community Cent	FP11	100.00		131-Hire of Com Centre
06/05/2022	Amazon Business	FP12	124.96		101-Vacuum cleaner-splash pad
06/05/2022	Queen Jubilee Cash-Pav Cafe	109583	175.00		Queen Jubilee Cash-Pav Cafe
10/05/2022	Mr G Boon	FP13	4,573.20		117-Annual maint contra
10/05/2022	Minerva Stone Conservation Ltd	FP14	5,280.00		121-War memorial cleaning
10/05/2022	Designer Mark	FP15	1,935.00		115-Website hosting annual
10/05/2022	Booker	DD06	1,964.02		112-Cafe food
10/05/2022	Fuel Genie DDR	DD07	59.49		116-Motor fuel
11/05/2022	Netitude Ltd	DD08	2,886.45		187-IT Support
13/05/2022	Wiltshire Pension Due	DD	7,627.85		Wiltshire Pension Due
15/05/2022	Proprel Finance	DDR	66.88		CCTV Phone Lease
15/05/2022	Wiltshire Council	Std Ord	699.00		WC-Civic Centre rates 22/23
15/05/2022	Wiltshire Council	Std Ord	536.00		WC-Dewey House Rates 22/23
15/05/2022	Wiltshire Council	Std Ord	32.00		WC-Boreham Rd Cemetery 22/23
15/05/2022	Wiltshire Council	Std Ord	266.00		Lake Pleasure (Pav Cafe)-Rates
15/05/2022	Wiltshire Council	Std Ord	358.00		WC-Depot Rates 22/23
16/05/2022	Mole Valley Farmers	DD09	93.17		144-duck feed
16/05/2022	Office Evolution Ltd	DD10	148.48		123-Printing charge
17/05/2022	Alvian Ltd	FP16	1,585.20		161-Lake gardens materials
17/05/2022	Coates & Parker Ltd	FP17	7.50		139-Newspapers
17/05/2022	DCK Accounting Solutions Ltd	FP18	894.07		140-Accounts Apr 22
17/05/2022	Mr G Boon	FP19	432.00		177-C/Centre repairs
17/05/2022	Hampshire Flag Company	FP20	396.12		180-UK Flags
17/05/2022	Jennychem	FP21	1,485.00		183-T/Park splashpad
17/05/2022	Nicks Shoe Repairs	FP22	92.10		188-Key cutting

List of Payments made between 01/05/2022 and 23/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/05/2022	Place Studio Ltd	FP23	2,310.00		194-Neighbourhood planning
17/05/2022	RBS Software Solutions	FP24	362.40		196-Bookings software support
17/05/2022	Roundstone Vending Limited	FP25	178.49		198-Kreamer/chocolate/coffee
17/05/2022	Scarab Sweepers Limited	FP26	88.16		199-Sweeper screen repairs
17/05/2022	Office Right Business Solution	FP27	320.65		216-Safety boots
17/05/2022	T Deacon Ltd	FP28	1,410.00		219-Pav Cafe decking
17/05/2022	Vaughtons	FP29	1,819.32		228-Civic Regalia
17/05/2022	DIGITAL SPACE GROUP LTD	DD11	125.11		169-Web hosting
17/05/2022	West mercia Energy	DD12	761.69		P/Ledger Electronic Payment
17/05/2022	Fuel Genie DDR	DD13	377.38		176-Fuel a/c
18/05/2022	Neptune Aquatic Solutions	FP30	201.80		186-T//Park Splash Pad
18/05/2022	Peter Dann	FP31	250.00		192-Punch & Judy shows
19/05/2022	Paragon - Sweeper lease	DD	2,467.51		Paragon - Sweeper lease
19/05/2022	Worldpay (UK) Ltd	DD14	64.92		244-C/C Worldpay charges
19/05/2022	Worldpay (UK) Ltd	DD15	145.64		130-Pav cafe merchant
20/05/2022	HMRC PAYE/NI Due	DD	8,157.82		HMRC PAYE/NI Due
21/05/2022	Bank charge payable	CHRG	114.83		Bank charge payable
23/05/2022	VWFS Ltd- Lease	DD	33.98		VWFS Ltd- Lease
23/05/2022	Tolchards Ltd	DD16	1,322.85		13088-Bar stock civic
24/05/2022	Moviola Ltd	FP32	72.68		185-Film hire king Richard
24/05/2022	Jot Carpets & Flooring Ltd	FP33	1,553.00		184-Wall/ctock damage 3 Swan B
24/05/2022	Ashton Farms	FP34	458.87		163-Pav Cafe Ice cream
24/05/2022	Agrovista UK Ltd	FP35	17.87		150-Bamboo canes
24/05/2022	Tudor (UK) Ltd.	FP36	638.82		226-T/Park Splashpad
24/05/2022	Swallow Drinks South West Ltd	FP37	77.99		217-Slush cups/straws
24/05/2022	Sydenhams Hire Centres Ltd	FP38	231.84		218-Access platform hire
24/05/2022	Roundstone Vending Limited	FP39	216.00		197-C/Machine service
24/05/2022	Office Right Business Solution	FP40	33.12		214-Cleaning materials
24/05/2022	Pirtek Westbury	FP41	170.16		193-T/Park Splashpad
24/05/2022	Booker	DD17	757.40		P/Ledger Electronic Payment
24/05/2022	Fuel Genie DDR	DD18	473.55		175-Fuel a/c
24/05/2022	Petty Cash	109585	142.15		Petty Cash
25/05/2022	Skyguard Ltd T/As Peoplesafe	DD19	57.60		191-Peoplesafe subscription
25/05/2022	O2	DD20	193.74		189-Mobile phones
25/05/2022	Total Gas & Power	DD21	1,002.55		220-D/House electricity
25/05/2022	Total Gas & Power	DD22	2,743.04		221-C/Centre Electricity
25/05/2022	Staff Salaries May 2022	BACS	35,492.36		Staff Salaries May 2022
25/05/2022	Contra	DD	126.00		Contra
26/05/2022	SLCC	FP42	699.00		Purchase Ledger Payment
26/05/2022	Glasdon UK Ltd	FP43	1,991.01		178- 3 x Phoenix seats
26/05/2022	Ford Lease	DD23	377.93		173-MX20 UJH lease
30/05/2022	Hunot HR	DD24	240.00		118-Advice line
30/05/2022	Amazon Business	BACS	183.58		160-Digitalwater tester
31/05/2022	Warminster Engraving	FP44	16.99		227-Trophy engraving
31/05/2022	Office Right Business Solution	FP45	542.97		213-Cleaning materials
31/05/2022	Charles Saunders Ltd	FP46	139.89		167-C/C Toilet tissue
31/05/2022	Mr Tom Dommett	FP47	97.70		170-TD SLCC travel expenses

List of Payments made between 01/05/2022 and 23/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2022	Instrom Ltd	FP48	2,400.00		182-CCTV Upgrade Survey
31/05/2022	Complete Fire Services Ltd	FP49	122.40		168-S/park fire extinguisher
31/05/2022	Hills Waste Solutions Ltd	DD25	1,685.70		143-Sweeper waste disposal
Total Payments			<u>353,410.75</u>		

List of Payments made between 01/06/2022 and 21/07/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2022	Auditing Solutions Ltd	fp1	552.00		164-Internal Audit 21/22
01/06/2022	Amazon Business	FP2	166.96		155-Garden trolley
01/06/2022	W2B-70064023	DDR1	262.50		Purchase Ledger Payment
01/06/2022	W2B-70006826	DDR2	469.07		223-C/Cente water charges
01/06/2022	W2B-10525394	DDR3	48.00		Purchase Ledger Payment
01/06/2022	Screwfix Direct Ltd	DDR4	397.95		126-Hose clips
01/06/2022	Fuel Genie DDR	DDR5	201.30		174-Fuel a/c
01/06/2022	Designer Mark	S/O6	70.00		Purchase Ledger Payment
06/06/2022	VWFS UK Ltd	DDR	405.53		WN20 NCA lease
07/06/2022	Warminster Parking Partnership	FP3	112.30		222-April parking refunds
07/06/2022	Estate Incomes Limited	FP4	4,758.31		171-Depot Rent 25.6-28.9.22
07/06/2022	SJ Surveyors Ltd	FP5	979.20		200-T/Park Splashpad
08/06/2022	Ashton Farms	FP6	838.56		246-Pav Cafe Ice Cream
08/06/2022	Agrovista UK Ltd	FP7	79.20		232-Flowers
08/06/2022	Coates & Parker Ltd	FP8	265.28		235-Newspapers
08/06/2022	Mr G Boon	FP9	306.00		250-Park lake valve replacemen
08/06/2022	Moviola Ltd	FP10	144.60		252-Film hire
08/06/2022	Prosec Consultancy Ltd	FP11	54.00		253-Keyholding
08/06/2022	Snelgrove Recovery Ltd	FP12	180.00		237-Sweeper recovery
08/06/2022	Office Right Business Solution	FP13	24.14		238-C/Centre polo shirts
08/06/2022	Swallow Drinks South West Ltd	FP14	173.75		Purchase Ledger Payment
08/06/2022	Sweeper Hire	FP15	1,085.40		240-Sweeper brushes
08/06/2022	Warminster Park Community Cent	FP16	31.25		244-Room hire S/Pad opening
08/06/2022	Amazon Business	FP17	78.06		255-T/Park Splashpad
08/06/2022	Salisbury Plain Rights of Way	FP18	1,250.00		296-Rights of way signage
09/06/2022	Booker	DDR7	950.39		233-Pav Cafe purchases
10/06/2022	Fuel Genie DDR	DDR8	166.56		248-Fuel A/C
14/06/2022	Netitude Ltd	DDR9	4,940.25		293-Dell Vostro 3000 Laptop
14/06/2022	May Pensions	DDR	10,636.49		May Pensions
15/06/2022	Complete Fire Services Ltd	FP19	178.80		275-Supply + fit fire door
15/06/2022	DCK Accounting Solutions Ltd	FP20	894.07		277-Accounts support - May 22
15/06/2022	EG Coles	FP21	270.00		282-2 day hire charge for mowe
15/06/2022	Mirage Signs Limited	FP22	237.60		289-A3 post mounted sign
15/06/2022	Roundstone Vending Limited	FP23	512.48		295-Cafe purchase
15/06/2022	Stuart Legg	FP24	53.38		305-Hote & extension
15/06/2022	Office Right Business Solution	FP25	441.30		302-Handsoap for toilet-Civic
15/06/2022	Warminster Engraving	FP26	40.00		313-Engrave mayor medal
15/06/2022	Amazon Business	FP27	326.29		268-Disposable nappies
15/06/2022	DIGITAL SPACE GROUP LTD	DDR10	24.59		278-Web hosting services
15/06/2022	Office Evolution Ltd	DDR11	97.88		190-Copier charges
15/06/2022	Proprel Finance	DDR	66.88		CCTV Phone Lease
15/06/2022	Wiltshire Council	Std Ord	699.00		WC-Civic Centre rates 22/23
15/06/2022	Wiltshire Council	Std Ord	536.00		WC-Dewey House Rates 22/23
15/06/2022	Wiltshire Council	Std Ord	32.00		WC-Boreham Rd Cemetery 22/23
15/06/2022	Wiltshire Council	Std Ord	266.00		Lake Pleasure (Pav Cafe)-Rates
15/06/2022	Wiltshire Council	Std Ord	358.00		WC-Depot Rates 22/23
15/06/2022	Wiltshire Council	S/O	-32.00		WC-Boreham Rd Cem 22/23

List of Payments made between 01/06/2022 and 21/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/06/2022	DIGITAL SPACE GROUP LTD	DDR10	0.90		278-Web hosting services
17/06/2022	Warminster Community Radio	FP28	2,500.00		314-WCR Qtr2 service
17/06/2022	Kingcombe Stonbury Ltd	FP29	5,320.21		288-Splash pard-Payment app 8
17/06/2022	Fuel Genie DDR	DDR12	75.01		285-Fuel for van
20/06/2022	Ashton Farms	FP30	331.51		Purchase Ledger Payment
20/06/2022	Brandon Hire Station	FP31	24.84		273-Crowd control barriers
20/06/2022	Complete Fire Services Ltd	FP32	291.60		274-Fire service for boat hous
20/06/2022	Fendland Leisure Products Ltd	FP33	1,134.00		283-Spring-self closing gate
20/06/2022	Office Right Business Solution	FP34	460.24		298-Toilet roll
20/06/2022	Tudor (UK) Ltd.	FP35	265.74		312-Trimmer head and strimmer
20/06/2022	Amazon Business	FP36	63.42		260-Tennis balls
20/06/2022	Paragon	DDR	2,467.51		Paragon Sweeper lease
21/06/2022	Worldpay (UK) Ltd	DDR13	39.77		Purchase Ledger Payment
21/06/2022	Worldpay (UK) Ltd	DDR14	154.68		242-worldpay charges
21/06/2022	Booker	DDR15	1,411.12		272-Various food for pav cafe
21/06/2022	HSBC	DDR	110.37		Bank Charges
22/06/2022	Warminster Parking Partnership	FP37	94.00		316-Parking refunds for May
22/06/2022	West mercia Energy	DDR16	997.94		Purchase Ledger Payment
22/06/2022	HMRC	DDR	11,736.17		PAYE/NI May 22
23/06/2022	Amazon Business	FP38	20.00		256-Wheel nut indicators
23/06/2022	David Wiltshire Photography	FP39	57.60		276- framed mayor photos
23/06/2022	Fendland Leisure Products Ltd	FP40	580.80		280-Fork seat, rubber gate,etc
23/06/2022	Sydenhams Hire Centres Ltd	FP41	185.47		310-Hire platform-Inspire bann
23/06/2022	Tudor (UK) Ltd.	FP42	365.07		311-Bin bags, liner, etc.
23/06/2022	VWFS UK Ltd	DDR	33.98		VWFS UK Ltd
24/06/2022	O2	DDR17	193.74		294-Monthly phone charge
24/06/2022	Fuel Genie DDR	DDR18	243.64		284-Fuel for Vans
24/06/2022	June Salaries	DDR	32,811.36		June Salaries
27/06/2022	Proludic	FP43	13,753.31		195-Zipwire repairs
27/06/2022	ALD Automotive Limited t/a For	DDR19	407.93		Purchase Ledger Payment
28/06/2022	Mole Valley Farmers	DDR20	98.00		337-Duck food
28/06/2022	The Information Commissioner	DDR21	35.00		181-ICO Data protection
29/06/2022	Ashton Farms	FP44	66.31		Purchase Ledger Payment
29/06/2022	Thermaglaze Ltd	FP45	67.00		350-Garage door adjustment
29/06/2022	Neptune Aquatic Solutions	FP46	34.40		340-splashpad chemicals
29/06/2022	James Hallam Ltd	FP47	69.04		335-GU22 NHN Insurance
29/06/2022	Mirage Signs Limited	FP48	240.00		339-Maxus van graphics
29/06/2022	Sonova UK Limited	FP49	24.00		334-C/Center speaker bag
29/06/2022	Coates & Parker Ltd	FP50	116.80		Purchase Ledger Payment
29/06/2022	Mirage Signs Limited	FP51	108.00		338-Splashpad sign
29/06/2022	Blackmore Limited	FP52	214.80		331-Golf score cards
29/06/2022	Ashton Farms	FP53	720.88		Purchase Ledger Payment
29/06/2022	Office Right Business Solution	FP54	64.73		348-Watercooler water bottles
29/06/2022	Swallow Drinks South West Ltd	FP55	95.81		349-Pav cafe purchases
29/06/2022	Tudor (UK) Ltd.	FP56	42.54		352-Funnels
29/06/2022	Whealers (Westbury) Ltd	FP57	129.00		353-CCTV camera repair
29/06/2022	Amazon Business	FP58	218.34		328-Disposable cups

List of Payments made between 01/06/2022 and 21/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2022	Hills Waste Solutions Ltd	DDR22	2,314.98		287-Bin emptied at Civic C.
30/06/2022	Hunot HR	DDR23	240.00		251-HR ADvice line
Total Payments			<u>115,660.88</u>		

List of Payments made between 01/07/2022 and 31/07/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2022	Grenke Leasing Ltd.	Std Ord	111.60		Photocopier lease
01/07/2022	Grenke Leasing Ltd.	Std Ord	318.89		Photocopier lease
01/07/2022	DVLA	DD01	290.00		279-WN20NCA 12mth Vehicle tax
01/07/2022	Grist Environmental	DD02	266.76		179-Pleasure lake green waste
01/07/2022	W2B-10525394	DD03	48.00		P/Ledger Electronic Payment
01/07/2022	Screwfix Direct Ltd	DD04	221.91		241-Hand riveter
01/07/2022	Fuel Genie DDR	DD05	179.81		333-Fuel A/C
01/07/2022	W2B-70006826	DD06	632.54		315-Water 26.04.22-27.05.22
01/07/2022	W2B-70064023	DD07	262.50		P/Ledger Electronic Payment
01/07/2022	Designer Mark	SO01	70.00		P/Ledger Electronic Payment
04/07/2022	Warminster Philharmonic Orches	BACS	650.00		Warminster Philharmonic-Grant
04/07/2022	Warm & W Visually	BACS	500.00		Warm & W Visually-Grant 22/23
04/07/2022	Warminster Saddle Club	BACS	2,000.00		Warminster Saddle Club-Grant
04/07/2022	Sustainable Warminster	BACS	728.00		Sustainable Warminster-Grant
04/07/2022	VWFS Ltd	Std Ord	405.53		VWFS Ltd-Van Lease WN20 NCA
04/07/2022	Agrovista UK Ltd	BACS01	129.60		365-Wildflower mix
04/07/2022	Ashton Farms	BACS02	769.90		P/Ledger Electronic Payment
04/07/2022	Coates & Parker Ltd	BACS03	7.50		390-5 weeks newspaper
04/07/2022	Prosec Consultancy Ltd	BACS04	96.00		124-Keyholding service
04/07/2022	Sweeper Hire	BACS05	329.76		434-Sweeper brushes
04/07/2022	Tudor (UK) Ltd.	BACS06	535.44		438-Splashpad Cupboard
04/07/2022	Wybone Limited	BACS07	67.56		441-Lock budget loose
05/07/2022	Booker	DD08	907.27		386-Pav cafe- Various items
05/07/2022	Coates & Parker Ltd	BACS08	23.36		471-4 weeks newspaper
06/07/2022	AgeUK Wiltshire	BACS	1,558.42		AgeUK Wiltshire-Grant 22/23
06/07/2022	WC Princecroft School	BACS	1,600.00		WC Princecroft School-Grant
06/07/2022	Wheeler's (Westbury) Ltd	BACS09	4,432.00		P/Ledger Electronic Payment
07/07/2022	Youth Club	BACS	1,560.00		Youth Club-Grant 22/23
08/07/2022	Warminster Cricket Club	BACS	1,500.00		Warminster Cricket Club-Grant
08/07/2022	Warminster Carnival Committee	BACS	4,500.00		Warminster Carnival-Grant
08/07/2022	Community Hub	BACS	6,000.00		Community Hub-Grant 22/23
08/07/2022	Touching Tones Music Therapy	BACS	1,872.77		Touching Tones Music-Grant
08/07/2022	Wheeler's (Westbury) Ltd	BACS10	824.00		P/Ledger Electronic Payment
08/07/2022	Alphabet (GB) Ltd	DD09	2,273.69		323-GU22 NHN Lease
11/07/2022	Kingcombe Stonbury Ltd	BACS11	10,749.41		406-Lake pleasure-2.5% retenti
12/07/2022	Netitude Ltd	DD10	1,241.17		415-IT & Phone - all users
12/07/2022	Fuel Genie DDR	DD11	317.42		397-Motor fuel
12/07/2022	Ashton Farms	BACS12	467.11		383-Pav cafe ice cream
12/07/2022	Coates & Parker Ltd	BACS13	7.75		391-13 wks subs-Warmins Journa
12/07/2022	Complete Fire Services Ltd	BACS14	45.60		392-Repairs to fire doors
12/07/2022	DCK Accounting Solutions Ltd	BACS15	1,030.99		393-Accounts support
12/07/2022	EG Coles	BACS16	270.00		394-Hire of Sherpa (mower)
12/07/2022	Mr G Boon	BACS17	522.00		400-Carry out electrical repor
12/07/2022	Mirage Signs Limited	BACS18	216.00		411-Splashpad signs
12/07/2022	Gordon Morris Ltd	BACS19	54.89		412-Power supply cable
12/07/2022	Neptune Aquatic Solutions	BACS20	102.65		413-Splashpad chemicals
12/07/2022	Dave Naughton Electrical Servi	BACS21	133.80		416-Repairs to toilet dryers

List of Payments made between 01/07/2022 and 31/07/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/07/2022	Office Right Business Solution	BACS22	613.71		433-Sit/Stand desk
12/07/2022	ADT Fire & Security plc	BACS23	1,098.05		373-Intruder alarm Jul22/23
12/07/2022	Amazon Business	BACS24	112.15		372-Cordless upright Hoover
14/07/2022	Pension Due	BACS	9,149.39		Pension Due
14/07/2022	Office Evolution Ltd	BACS25	121.23		336-copier charges
15/07/2022	Proprel Finance	DDR	66.88		CCTV Phone Lease
15/07/2022	Wiltshire Council	Std Ord	699.00		WC-Civic Centre rates 22/23
15/07/2022	Wiltshire Council	Std Ord	536.00		WC-Dewey House Rates 22/23
15/07/2022	Wiltshire Council	Std Ord	266.00		Lake Pleasure (Pav Cafe)-Rates
15/07/2022	Wiltshire Council	Std Ord	358.00		WC-Depot Rates 22/23
15/07/2022	Wiltshire Council	Std Ord	29.13		WC-Boreham Cemetery Rate 22/23
15/07/2022	DIGITAL SPACE GROUP LTD	DD12	25.49		P/Ledger Electronic Payment
18/07/2022	Alphabet (GB) Ltd	DD13	378.95		374-Lease rental GU22NHN
19/07/2022	Paragon	DD	2,467.51		Paragon-Sweeper lease
19/07/2022	Worldpay (UK) Ltd	DD14	89.67		P/Ledger Electronic Payment
19/07/2022	Worldpay (UK) Ltd	DD15	196.82		443-Pav cafe card June 2022
19/07/2022	West mercia Energy	DD16	896.28		P/Ledger Electronic Payment
19/07/2022	Booker	DD17	1,174.73		387-Pav cafe stock
19/07/2022	Fuel Genie DDR	DD18	331.65		398-Motor fuel
20/07/2022	Total Gas & Power	DD19	2,800.31		435-Gas Apr/Jun
20/07/2022	Ashton Farms	BACS26	1,192.54		P/Ledger Electronic Payment
20/07/2022	Brandon Hire Station	BACS27	91.08		388-Crowd control Barrier
20/07/2022	Sydenhams Hire Centres Ltd	BACS28	55.20		423-Access platform-Banners
20/07/2022	Tudor (UK) Ltd.	BACS29	424.44		437-COSHH Cupboard
20/07/2022	Wiltshire Council	BACS30	180.00		444-Annual fee for Club Licenc
20/07/2022	Swallow Drinks South West Ltd	BACS31	133.53		424-Pav cafe stock
21/07/2022	Bank Charge Payable	CHRG	137.75		Bank Charge Payable
22/07/2022	HMRC PAYE/NI Due	BACS	9,485.86		HMRC PAYE/NI Due
22/07/2022	Mr G Boon	BACS32	2,628.00		399-Legionella risk assessment
22/07/2022	Office Right Business Solution	BACS33	1,027.61		422-Vegware cups & lids
22/07/2022	MRM Property Services Ltd	BACS34	9,098.40		408-Remove loose render sectio
22/07/2022	Bristol City Council	BACS35	3,739.50		389-Plants for Park & hang
25/07/2022	Warmisnter Town Football Club	BACS	2,500.00		Warmisnter Town FC-Grant
25/07/2022	VWFS Ltd	DD	33.98		VWFS Ltd - Lease
25/07/2022	Staff Salaries - July 2022	BACS	33,998.97		Staff Salaries - July 2022
25/07/2022	Total Gas & Power	DD20	931.93		436-Elec Dewey Apr/Jun
25/07/2022	Total Gas & Power	DD21	133.87		P/Ledger Electronic Payment
26/07/2022	ALD Automotive Limited t/a For	DD22	377.93		395-Ford transit monthly
26/07/2022	O2	DD23	193.74		417-Mobile phone bill-All user
26/07/2022	Fuel Genie DDR	DD24	302.11		396-Motor fuel
26/07/2022	Amazon Business	BACS36	336.17		461-Swim nappies
26/07/2022	Ashton Farms	BACS37	973.14		P/Ledger Electronic Payment
26/07/2022	Chubb Fire & Security Ltd	BACS38	193.38		469-CCTV Callout
26/07/2022	Mr G Boon	BACS39	456.00		480-Car park toilets-repair
26/07/2022	Mark Chalmers	BACS40	19.80		486-Fule & parking claim
26/07/2022	Moviola Ltd	BACS41	160.12		489-Film-Belfast
26/07/2022	Scarab Sweepers Limited	BACS42	38.71		498-Sweeper skirt

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2022	Wiltshire Council	BACS43	1,113.25		513-Right choice HR Service
28/07/2022	Warminster Parking Partnership	BACS44	78.30		509-Parking partnership-July
28/07/2022	Mole Valley Farmers	DD25	98.00		487-Poultry corn-20Kg
29/07/2022	Hills Waste Solutions Ltd	DD26	1,214.99		P/Ledger Electronic Payment
Total Payments			<u>143,590.85</u>		

[illegible]

ATHENÆUM

CENTRE FOR THE
COMMUNITY

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-06-934
Your Ref:
Date: 15/06/2022

Warminster Town Council
Sambourne Rd
Warminster
BA12 8LB

Dear Town Clerk

I am writing to ask if the Town Council, as Trustees of the Harold Dewey Will Trust, will consider part funding the restoration and redevelopment of the Wiltshire Council (WC) building in the Close, known as the Old Youth Centre.

The Trust have agreed a CAT transfer of this building, which was redundant to WC needs in July 2019 with a 3-year contract exchange period. The transfer documents are all signed, and it has been agreed that the building will be handed over to us on 22nd July 2022.

This is a momentous occasion for us and the Town. When we first approached the Charities Commission in 1998 to convert the old 1850's Athenaeum and Bleeck Memorial Hall Trusts into a modern trust suitable for a combined Arts and Community Centre, we could not have imagined what the next 25 years would bring.

One of the most significant issues we had to deal with was the history of four separate buildings and how the Athenaeum thus evolved. We have raised and spent more than £750,000 to date in restoring the dilapidated premises, and we still have lots to do to complete our ambitions of 20 years ago. Our restoration plans have all progressed slowly and carefully managed within our financial means. We now have a major challenge ahead with the re-amalgamation of the Close building with the main Athenaeum building.

In 1895 the Town Council predecessors, The Warminster Urban District Council (WUDC), became the Trustees of the two Athenaeum Trusts. Their plans were as ambitious then, as ours are now, and we hope that WTC in 2022 will rise again to this occasion with us. In 1899 WUDC decided to build a new school based upon the Trust's main objectives. This school was completed in 1901 and a 121-year history has thus evolved. One of the most significant parts of this schools' history was to appoint a Mr Harold Dewey as the Headmaster in 1914 until a new school was built in 1931 at the Avenue when he transferred.

The Close building was taken over by the Wiltshire County Council under the 1945 Education Act, transferring all schools to a single educational system, WCC and WC have been in possession of the premises ever since that acquisition. Harold Dewey's headmasters room is now the bar in our main function rooms, which was next to the main link at first floor level to his school rooms.

We believe that it is a most fitting and suitable purpose for funding from his Will to be made available for the amalgamation of these premises, and be suitably named in his memory, especially as all of the premises are 'owned' by the people of Warminster, irrespective of age or membership etc., and held in Trust for perpetuity.

Continued.....

We have attached a copy of our current Restoration and Redevelopment proposals for the entire Athenaeum premises which explains the details of our proposals and welcome any comments or queries that you may have. The total cost of this final phase X of our plans is estimated at £120,000, and in Annex 2 there are details of what we have to do to complete this work, and how we will fund it. Our request is for a 50% cost of the works with the remaining sums being acquired by an Area Board grant application, our own funds and a new building loan.

In 2016 WTC made their Neighbourhood Plan and Policy E4 states that '*the creation of an enlarged amenity for arts and cultural activities suitable for all ages will be supported*'. The trust is well ahead in that creation and suitable funding from CIL and specific Section 106 agreements would also help us to achieve those ambitions for the community of Warminster.

As Chairman of the Trustees for the past 25 years, I would be very keen to be invited to address the Finance Committee in June, and full council in July to personally explain our ambitions for Warminster and the Athenaeum Centre for the Community.

Yours faithfully

A J Nicklin
Chairman of the Trustees

THE WARMINSTER ATHENÆUM CENTRE FOR THE COMMUNITY

PHASES VII to X RESTORATION WORKS – JUNE 2022

CONTENTS

1. Restoration Synopsis
 - i. Phases VII and VIII Dressing Room Extensions
 - ii. Phases IX and X The Close Centre
2. Restoration Background
3. Theatres Trust and Lottery Funding
4. Current Status
5. Phases VII and VIII Way Forward
6. Phase X Way Forward
7. Timescale
8. The H.N Dewey Will Trust
9. Borrowing
10. Draft Timetable

Appendix 1 Professional Works required for Phases VII and VIII

Appendix 2 Staged Amalgamation of the Athenaeum Centre with the Close Centre

1. RESTORATION SYNOPSIS

We want to make a difference, and after 172 years the Warminster Athenaeum Trust continues to do just that for the people of Warminster. However, we are always facing challenges regarding the upkeep of the Grade II listed building, and all of its unique characteristics, and always keen to provide the best and most up-to-date facilities where we can. We are currently facing two big challenges with our building and its outdated facilities: -

- Shortage of private and secure Dressing Rooms
- The Community Asset Transfer (CAT) of the next-door Close Centre building.

This report has been prepared for the Trustees to evaluate the opportunities and costs associated with the construction of 2 extensions to the Athenaeum Centre for the Community. The report is to be presented to Warminster Town Council (WTC) and Wiltshire Council (WC) for them to determine if the project fulfils their criteria for further financial assistance.

i. DRESSING ROOMS

We currently have three small dressing rooms: -

- The group room 3m x 8m, which accommodates 6 mirror make-up places, from 1969
- The 'Star' Dressing Room of only 2m x 3m, which accommodates 2 make-up places, from 1879
- The 'Kitchen' which serves a dual purpose by providing another two make-up places, from 1879

In total we can accommodate 10 artists comfortably but regrettably does not take into account any privacy for different sexes, or more importantly, any privacy and security for young performers, especially for the changing of costumes etc. We are therefore in desperate need of proper child safe and secure dressing rooms in these challenging times.

Our current facilities are no longer appropriate or safe for children of all ages to come together with adults at the same time for changing into and out of their costumes. Young performers (ages 3 – 16) must be segregated into 3 age groups for each gender (currently 2) and be chaperoned in order to be allowed to take part in shows on stage. The current facilities fail to provide this comfort or security. We are therefore always having to allocate other rooms in the building, not always near the stage, in order to ensure that all performers can be catered for with some security and privacy.

Our solution to this problem is to build the additional facilities. The current back-stage facilities are located in a single story part lean-to building, built in 1879 as meeting rooms. We have planning approval to extend upwards with a new extension built as a first floor on top of the same footprint as the ground floor. This is the simplest and most economic construction works that will satisfy our needs.

Refer to Appendix 1 for details of these proposals.

WTC have paid £10,000 to the Trust from Community Infrastructure Levy (CIL) to cover costs for works which has started on the application supporting information.

ii. THE CLOSE CENTRE

The second challenge is to reinstate the Close Centre building originally built by the Athenaeum Trust in 1901 as part of the Athenaeum Centre and use the facilities to extend the current purpose of the Trust. By doing so we anticipate that the central Auditorium and Theatre facilities will be improved significantly by having these extra rooms and facilities. They will provide more flexible use of the rooms both at the first-floor level, currently rehearsal and training rooms, and at ground floor, where we can provide pre-show lounge and bar comforts in addition to a varied day time use.

Refer to Appendix 2 for details of the proposals, and history of the 2 buildings

2. THE RESTORATION BACKGROUND

The Restoration of the Athenaeum building commenced in 2000 with a plan to separate the works into eight Phases. Phase I to VI were completed by 2015, leaving the most challenging VII and VIII until further financial support could be achieved, together with the necessary planning approvals.

The six Phases I to VI completed so far have raised and spent more than £700k on the Centre.

The Phases VII and VIII were the last of the original 8 Phases planned in 2000 for the restoration and refurbishment of the Warminster Athenaeum, following the formation of the new Trust in 2000, which amalgamated the original 1850 Athenaeum Trust and the 1879 Bleack Memorial Hall Trust.

The Phase VII consists of the complete refurbishment of the theatre's technical facilities and the restoration of the Auditorium seating and décor. The technical facilities require new infrastructure and reduced energy usage. It is planned to recreate the Victorian style décor and sympathetically enhance some of the features of this Victorian Hall.

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, together with an internal link between the two buildings at the rear.

Refer to Appendix I for quotations received for the professional work on Phases VII and VIII.

Further to the original planned eight Phases, the Close Centre next door has now been transferred to the Athenaeum Trust under a Community Asset Transfer (CAT), and hence have created two further Phases of the redevelopment programme. These are referred to as Phase IX - "Amalgamation of the 1st Floor", and Phase X, "Amalgamation of the Ground Floor and external curtilages".

Phase IX was completed at a cost of £105,000 in 2020/21 during the Covid lockdown. Phase X has been costed at £120,000.

Refer to Appendix 2 for the costs and amalgamation proposals of the two original Athenaeum Buildings.

3. THEATRES TRUST / LOTTERY FUNDING

Tony Nicklin (**TN**) and Tony Jackson (**TJ**) met with the Theatres Trust on site on 15th November 2020 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 budget costings.

We have not progressed on the new phased development VII and VIII since the last report of 25.01.2021 due to Covid lockdown. We have however been supported with Covid-19 funding under the Culture Recovery Fund and the Theatre Re-opening Fund both of which are Lottery funds managed by the Theatres Trust. They have also funded 50% of a new Covid-19 ventilation scheme throughout the building completed May 2022.

4. CURRENT STATUS

Phase VIII Planning permission (PP) and listed building consent (LBC) was granted on 27th May 2020 valid for 3 years. The costs so far to achieve the PP and LBC, were £5,291 with a grant from Warminster Town Council of £2,000.

Phase VII, IX, and X do not need planning permission except for the need to keep all works within the regulations applicable to our Grade II Listing.

5. PHASES VII and VIII WAY FORWARD

The Appendix 1 shows the details and costs of the professional works needed to take these Phases forward.

There are four stages planned for the way forward for the Phases VII and VIII: -

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.

6. PHASE X WAY FORWARD

The Appendix 2 identifies all of the requirements for the completion of Phase X. There are no real stages. Each of the required upgrading, or restoration and refurbishment needs, are listed in 15 work schedules. Not all of the 15 stages need to be completed at the same time. Part funding would allow certain urgent works to be completed in a priority order, which has been listed in the appendix if appropriate funding can be raised.

The Phase X is not currently linked with the Phases VII and VIII, however opportunities here have been identified for an alteration to the approved Phase VII extensions with a new access link, at the rear of the two properties, to simplify the access and fire escape facilities between the newly amalgamated building.

The total estimated cost of the reinstatement, restoration and refurbishment is in the order of £120,000

7. TIMESCALE AND FUNDING OPPORTUNITIES

The timescale for the Phases VII, VIII and X have not been fully determined due to the cost of the projected works. We have however provisionally ringfenced the following sums from our reserve funds for these future works.

Phase VII	£20,000 (not active)
Phase VIII	£12,299 (active works)
Phase X	£10,000 (not active)

There are also minor general restoration works being undertaken currently e.g. updated ladies and gents toilets and Covid room ventilation schemes, and these will continue as part of our regular upgrading plans.

Phase VII is part of the larger combined works with Phase VIII costing an estimated £400,000. The £20,000 in hand would be well spent on urgently needed redecoration works in the Auditorium, particularly to the ornate wall plasters, however this may prejudice future funding applications if the works had already started. These are normal conditions for lottery funding projects.

Phase VIII works currently being undertaken are the necessary works for the Architect and Surveyors to expand the planning application details in order to secure a firm budget of costs. Due to the scale of the works required this reserve sum will be fully expended during the remainder of this year 2022.

Phase X works are sufficiently independent of other Phases such that they could start immediately the CAT contract has been completed on 31st July 2022. However the £120,000 cost of the proposed works needed to amalgamate the two buildings will require a major investment, which the Trust is not currently able to identify and will require considerable support from outside sources. An application to the Warminster Town Council (WTC) and Wiltshire Council (WC) is the current plan to secure these funds.

This Phase as well as Phases VII and VIII fit perfectly into the Warminster Neighbourhood Plan Policy E4 which says that *"the creation of an enlarged amenity for the arts and cultural activities suitable for all age groups will be supported"*

8. THE H.N DEWEY WILL TRUST

The Harold Dewey Trust was set up in 1971 with funds left in Harold Dewey's will to the Warminster Urban District Council (WUDC) for the benefit of the people of Warminster. The very same council that were the Trustees of the Athenaeum Trust in 1896, and builders of the Close School opening in 1902 once it had been completed as an extension of the Ath. The Warminster Secondary School, as it was formally called, was built onto and linked to the Athenaeum Trust's building on both levels. Harold Dewey was a teacher and became Headmaster of the school in 1914, before it moved to the Avenue in 1931. The headmasters' room is now the Athenaeum Function room bar. Harold Dewey was also a WUDC Councillor for 49 years, and upon his death in 1971 he requested the funds be used for the benefit of the Warminster Community. These funds are now managed by the current WTC.

How fitting that the Close School should now be re-united in 2022 with the Athenaeum to form the enlarged Athenaeum Centre for the Community, and that the WTC are still Trustees of the Athenaeum, but this time in partnership with the inhabitants of Warminster. It is therefore appropriate that the Trust should make a formal approach to the WTC for funds towards the re-amalgamation of the two buildings.

9. BORROWING

The Appendix 1 identifies the costings of the combined Phase VII and VIII, and Appendix 2 identifies the costs for Phase X. Both show the need for substantial new funds to be raised by the Trust, as there is a clear indication that there will be a considerable shortfall of our reserves. The trust has previously extended into a secured loan from ACRE for £20,000 in 2012 which was necessary to complete the Phase VI Toilet Block. These works were completed on budget, on time and repayment in accordance with the loan agreement. The Trust has therefore been confident in obtaining a loan and previously a repayment rate of £4000 p.a. for 5 years was achievable.

Phases VII and VIII will have to proceed further with its discussions with the Lottery Fund. A shortfall of funds would probably exceed £100,000 and the Trustees would not be able to repay this order of loan over a short period of say 5 years again, but a mortgage period of say 20 - 25 years for these combined Phases, which would transform the Athenaeum Centre, could be the best solution. This approach needs further consideration and research.

The Phase X costs of £120,000 could be achieved by the application to WTC for a grant of £60,000 from the HN Dewey Will Trust, which together with our reserves and a short period loan would achieve our ambitions as soon as this year 2022.

This could be achieved by: -

Dewey Trust Grant	£60,000
Current Reserves (June 2022)	£10,000
Area Board Support	£5,000
Further Support Others	£20,000
Balance to be Achieved by loan	£25,000
	£120,000

Justification of a loan would be confirmed by the availability of a substantial additional area of the centre being available to hire and recover the outgoing loan repayment costs.

Further work is ongoing to consider how the ground floor of the old Close Centre building can now be let to outside groups with its formidable facilities. The area would be very suitable for a full-time day nursery or professional drama or arts school. There are many opportunities to consider all of which would fall within the remit and purpose of the Athenaeum Trust.

10. DRAFT TIMETABLE

	Description	2022	2023	2024	2025
1	Identify current available funding (See section 7)	Done	-	-	-
2	Identify project Costs - Phase VII £80,000 - Phase VIII £320,000 - Phase X £120,000	Done Done Issue Tenders	Issue Tenders Issue Tenders -	-	-
3	Complete planning details	Phase X	Phases VII & VIII	-	-
4	Apply to WTC and WC	Phase X	-	-	-
5	Apply to Lottery Fund	-	Phases VII & VIII	-	-
6	Secure Funding	Phase X	Phase VII	Phase VIII	-
7	Project Spend - Phase VII £80,000 - Phase VIII £320,000 - Phase X £120,000	- - 60,000	25% 25% 60,000	75% 75% -	- - -

APPENDIX 1

PROFESSIONAL WORK REQUIRED for PHASES VII and VIII AND QUOTATIONS RECEIVED

1. Architect: Alan Moon and Associates (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 with 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
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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
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4. Quantity Surveyor:

Nixey Powell Partnership have acted on behalf of the Trust on the previous phases V & VI. They have started their works with a full appraisal and recording of the condition of both buildings, together with a full property valuation for Insurance purposes. Their fee proposal is 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
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- 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

£4,500 plus VAT

Postage Printing and Travelling

£1,500 plus VAT

- e) Reinstatement Cost Assessment for project insurance purposes of the Athenaeum Centre

£3,250 plus VAT

- f) Reinstatement Cost Assessment for project insurance purposes of the Close Centre

£1,950 plus VAT

Note: Items e) and f) have done and awaiting full report.

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

£4,250 plus VAT

Energy Consultant quote

£806 plus VAT

6. Contingency Sum:

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

£3,500

FINANCIAL PLAN & STAGES

With the Professional fees known, we now need to 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. We should now move to complete Stage 1 preparations, particularly where the costs are so dependent on the outcome of the engineering matters, and appoint the Architect and others accordingly.

STAGE 1 has commenced after approval of funding by WTC from the CIL money (May 2021)

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			
– Building Regulations Approval		2,250	3,000
– Costs		500	
– Construction Drawings and detailing		2,000	1,000
– Other reports	1,400	1,000	1,000
– Costs	300		
– Construction Supervision			4,080
– Printing, & Travel Costs			1,200
2 Wilts Council			
– Regulations Fee			* 2,200
3. Structural Engineer			
– Design Advice	* 600	* 1,280	
4. Quantity Surveyor			
– Budget Cost	* 3,000		
– B of Q's & Contract		* 7,500	
– Post Contract Variations			* 6,000
– Contract Admin			* 4,500
– Costs			* 1,500
– Insurance Assessments	* 5,150		
5. M & E Consultants			
– Prepare Design	* 2,000		
– Installation Details		* 2,250	
– Energy Performance Calcs			806
6. Contingency Sum Including Party Wall Surveyor	1,500	1,000	1,000
SUM	8,800	17,780	26,286
VAT	2,150	2,206	3,001
TOTAL	10,950	19,986	29,287

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

APPENDIX 2

STAGED AMALGAMATION OF THE ATHENAEUM CENTRE WITH THE CLOSE CENTRE

HISTORY AND BACKGROUND

The Athenaeum was built and opened in 1857, starting a 172 year history of Community Service. The Close Centre was built as an extension of the Athenaeum and opened as the Warminster County Secondary School in 1902 by The Warminster Urban District Council, who had been the Trustees of the Athenaeum Trust since it was reformed in 1896.

For many years the Close Centre operated as the towns Secondary School with a classroom and headmaster's office in the Athenaeum. In 1931 the school closed and was taken over by the Avenue School. From 1935 the Athenaeum, then housing the Palace Cinema, reclaimed its rooms. The two buildings remained separated until the current day. Following the Education Act of 1945 Wiltshire Council took control of the school until the early 1960's when it became the Youth Centre, and later home to the WAVE.

PURPOSE OF THE AMALGAMATION

In 2019, after 6 years of negotiations the Trust and Wiltshire Council agreed to a Community Asset Transfer (CAT) of the Close Centre, which would be merged with the Athenaeum Centre and continue to be run by the Trust as a Centre for the Community.

After exchange of contracts in July 2019 the Trust occupied the first floor of the Close Centre and reopened the connecting doors that used to link the old school rooms. Various works were done by the Trust to update the unused facilities with new LED energy saving lighting and heating changes, but only on the first floor. This project is known as Phase IX and after a £105,000 investment the works were completed in 2021.

The project known as phase X will carry out the same works on the ground floor, together with other important improvements, following the contract completion on 31st July 2022. Possession and occupation of both buildings will then be wholly within the Trust's freeholding, including the old school playground and curtilages. In order to complete the amalgamation, works are also urgently needed to the external fabric of the building, its utilities and an upgrading of all of the services. We will then be in a position to operate the Athenaeum Centre with a new low carbon footprint, efficient control of all energy consumption, and improved facilities for the community of all ages and abilities. This work for phase X will be carried out in four stages subject to availability of finances.

Unfortunately, the fabric at the Close Centre building has not been maintained over recent years, in particular the external structures, and will need much work to be done to make them safe and visually part of the Athenaeum Centre again.

DRAWING SCHEDULES FOR PHASES IX and X

		PHASE IX	PHASE X
ATH-CAT-001	New Zoning Heating System GF & FF 08-01.21	Sheet 2	Sheet 1
ATH-CAT-002	Electrical Distribution Network Schematic 29.01.22	Sheet 2	Sheet 2
ATH-CAT-003	Existing Lighting GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-004	Power Distribution Circuits GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-FP-005	Fire Alarm, Smoke Detectors & Call Points 29.01.22	Sheet 2, 4 & 5	Sheet 1, 4 & 5
ATH-FP-006	Fire Alarm Sounders & Decibel Levels 22.01.22	Sheet 2	Sheet 1
ATH-CAT-007	Emergency Lighting 25.01.22	Sheet 2 & 4	Sheet 1 & 4
ATH-CAT-008	Security Alarm GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-009	Layout of Existing Hot & Cold Water Services GF & FF 08.01.21	Sheet 2	Sheet 1
ATH-CAT-010	Proposed Builders Works GF & FF Cellar 08.01.21	Sheet 2	Sheet 1
ATH-CAT-011	Heating Zones & Location of Control Thermostats 29.01.22	Sheet 1	Sheet 1

BUDGET AND EXPENDITURE SCHEDULE

The following proposals is for a 12 month fully funded project, or carried out in stages restricted by the availability of funding. Each stage represents a package of works common to the sub-contract technologies and is an initial proposal of priority of needs.

These works will therefore consist of: -

1. Scaffolding the external walls, in order to clean the stone face, and remove vegetation
2. Inspect the roof and fix loose slates and leaded valleys, secure the stone balustrades
3. Improve external access gates including refurbishment of the steel fire escape
4. Service all steel windows frames (which do not open), stone mullions and casements.
5. Create accessible routes through the playground especially wheelchair accesses.
6. Insulate the first-floor ceilings and attic, and apply secondary glazing where allowed
7. Open up original internal wall and door openings between the 2 buildings on both floors
8. Remove asbestos product wall coverings where exposed and/or not required
9. Allow for further improvements to access mobility and efficient usage around the building
10. Redecoration and replacement of floor coverings
11. Improve boiler and heating control and efficiency by replacement with new units
12. Upgrade electrical distribution and install heat recovery ventilation systems
13. Replace all ground floor lighting systems by changing to LED equipment
14. Modify room configurations and toilet facilities
15. Contingency costs for insurance, inspections, planning permission, licences and records.

BUDGET AND EXPENDITURE PROGRAMME FOR A 1 YEAR PROJECT PERIOD

	Refurbishment	Estimate £	Stage 1 £	Stage 2 £	Stage 3 £	Stage 4 £
1	Scaffolding	5,000	1,000	2,000	1,000	1,000
2	Roof Works	8,000	Nil	3,000	3,000	2,000
3	Fire Escape	3,000	2,000	1,000	Nil	Nil
4	Window Services	10,000	3,000	3,000	2,000	2,000
5	Access Routes	5,000	2,000	1,000	2,000	Nil
6	Insulate Ceilings	3,000	Nil	3,000	Nil	Nil
7	Door Opening	4,000	2,000	2,000	Nil	Nil
8	Asbestos Removal	8,000	4,000	2,000	2,000	Nil
9	Internal Access	3,000	3,000	Nil	Nil	Nil
10	Redecoration	10,000	4,000	3,000	2,000	1,000
11	Boiler Replacement	35,000	5,000	25,000	5,000	Nil
12	Electrical Upgrade	3,000	3,000	Nil	Nil	Nil
13	Lighting Replacement	2,000	2,000	Nil	Nil	Nil
14	Rooms and Toilets	6,000	2,000	2,000	2,000	Nil
15	Contingency Costs	15,000	5,000	5,000	3,000	2,000
	TOTALS	£120,000	£38,000	£52,000	£22,000	£8,000

Questions and answers regarding the Athenaeum request.

1. Could we ask Tony to provide a simple brief describing exactly what he would like to do with the funding, I think it was confusing to have all of the stages with this project and all of the other stages mentioned in the brief, a simplistic paragraph outlining exactly what works will be delivered with which funding lines would be really useful.

The Phases VIII to X Restoration Works proposal appendix 2 paragraph 'Budget & Expenditure Schedule' describes 14 activities that all need funding. Each of which would be spread over 4 stages of works during a period of 12 months. Each stage arranges for common works, or areas of works, to be carried out during the same period. There is no detail programme yet. The visit tomorrow will show the difference between what we have done on the first floor and how the vacated ground floor now looks

2. Does the work need to be done now? What would be the impact if the work was deferred by 12 - 24 months?

If the work was deferred, we would need to draw down on our reserves in order to maintain the premises. It would also prevent opportunities to let the ground floor and secure new income for the upkeep and running costs.

3. What happens if the match funding / other grant applications fail?

If we fail to raise £20k by other grant aiding bodies, we would have to cut back the content of the scheme. Activity number 11 is for a replacement boiler at £35,000 which could be delayed for 12 months. We would still need to carry out the pipework modifications and instal a better control system for an approximate cost of £15,000, thereby reducing this cost area by up to £20,000. The current 10 year old boiler is fully operational but inefficient, a replacement unit would improve our gas usage efficiency by at least 5% and give us a 10 year extended life on the existing gas supply. We may also be able to reduce on the estimated cost of the old window refurbishment, as well as saving on the stone-work cleaning, thereby reducing the total amount of scaffolding needed. This work could be delayed for later consideration.

4. Where would additional funding come from if the cost of the works increases (Hyper inflation currently experienced within the construction sector)

There are no additional funding paths. The budget is current but reluctantly we would have to reallocate funds reserved for upgrading the auditorium or cut back on the extent of the works to cover increased costs.

5. What other funding has been secured by Ath Trust in the last 5 years and which projects did it fund

Most recently in 2020/1 we raised £105,000 through DEFRA and Landfill funds for the amalgamation of the first-floor premises and services, together with a new boiler and control system in the Athenaeum. This work has reduced our gas expenditure by 25 – 33% already over the last 12 months.

6. Could we see a copy of their latest audited accounts and their Financial Plan

Latest accounts 30.07.21 have already been lodged with the Town Council last year, as is our normal practice. Please see attached. Year 2021/22 will still show a similar healthy position.

7. How is the figure £60k arrived at when the Total is £120K, Have other funding sources been fully explored and which ones?

Refer to paragraph number 9 of the Restoration report. The loan would be from the Rural Community Buildings Loan Fund. We have already approached them and received the application forms for us to complete. We have received verbal confirmation that our use of the funds is for a compliant purpose. We raised a £20,000 loan in 2012 from the same fund and repaid it in 2017 for the new toilet block in the Athenaeum.

8. Area Board grant £5K – area board grants are now reduced to a max of £2.5K. How is this shortfall being approached?

We will make up this £2,500 from our own funds

9. Phase 10 spend is over 2yrs broken into Stage 1-4 (representing packages of work common to sub-contract technologies for 1yr project period) – How is this work being commissioned and can it be managed in the phases identified? (e.g. scaffolding for replacement of windows/scaffolding for roof repairs)

The work will be carried out by using the same local contractors that helped us carry out the Phase IX work in 20/21. We will utilise scaffolding for all services needing it, and programme the works for the common need.

10. Phase 9, £105K completed 2021 on first floor. What lessons were learnt and were there any unexpected cost affecting the budget outturn and how might this impact on Phase 10?

Phase 9 did not incur any surprises because the works needed were fully surveyed and documented before orders were placed. There were no surprises or over-budget issues. Refer to the appendix 2 schedule of drawings which have already been fully recorded and 'As-fitted' ready for the Phase X work.

11. Contingency cost £15K - covering insurance, inspections, planning permission licences and records. Contract inflationary costs are rising at 12% has this been sufficiently budgeted?

The contingency included for an approximate 10% increase in costs with £5,000 reserved for insurance and inspection costs. As-fitted records would be approximately £2,000 within this reserve.

12. Building is Grade 2 listed requiring listed building consent. Have sufficient conversation been held with conservations officers and are their requirements fully accounted.

We held a site visit with the Conservation Officer in 2019 and discussed the works involved for the first floor. We were assured that we did not require to submit a Planning Application and that we were compliant with that point because we were not physically changing any of the grade II status. Most of the works are internal concerning decorations and services which are not covered on the listing. We understand that a new planning officer may have been appointed for Warminster Town Centre area and our Architects have emailed the WC Development Manager for confirmation and a meeting. We have had regular meetings with the C.O over the years in the Athenaeum and kept in close contact about our ongoing restoration works.

13. How sure are you about other costs - materials/inflation/unknowns? How might impact on scheme delivery?

Inflation of costs is an area of concern and we have allowed only a nominal 10% to cover. We are however able to reduce our expectations and hence costs in each of the 15 areas in order to balance to our projected budget total of £120,000. We would be able to delay part of the works e.g. decoration, or carry them out by direct labour works.

14. Phase 10 requires a short-term loan £25k (Phase 6 £20k for 5yrs). Phases 7 and 8 indicate a loan of £400K – Is this financially achievable and viable in the long term?

Phases 7 & 8 would not be carried out with a £400,000 loan. Our current repayment capability would be for a loan of £25,000 maximum. If we cannot balance our budget with a £25,000 loan then we would again have to trim our expectations.

15. Building is Grade 2 listed requiring listed building consent 'time expired' May 2023 for Phase 8 - Phase 9, is this being addressed?

We have not addressed this delay yet. Community and Lottery funding has been affected during these two years of Covid and lockdowns etc. We will have to reapply next year for an extension to our current permissions and continue to work towards a full Lottery Grant. This applied only to Phase 8. Phase 9 has been completed and the new phase 10 amalgamation works does not require PP or LBC under our present plans. We will confirm this with the new CO as soon as we can.

16. If WTC were to award the grant, given that the Athenaeum is run for the benefit of the Town community, might the grant be conditioned on a meeting room being available for groups for a nominal token charge?

Can I just clarify this misunderstanding please. The Athenaeum is not run for the benefit of the Town Community. The property is owned by the people of Warminster in Trust and used as appropriate by them to offer services that satisfy the needs of the community as a whole. It is unique and we are proud of our inheritance. The entire Athenaeum facility including all of our meeting rooms and charges are tailored to affordable levels. Our operating costs are not really commercially based and we enjoy a lot of volunteer community support to run the Athenaeum building. We do not expect this to change and do not plan to offer concessions other than extra usage discounts, or special arrangements as and when they occur. A public AGM is held every year in October, and Trustees are elected to look after the Trust, its Objects and of course its Building. The WTC are called upon to provide two nominated Trustees, and then together with the elected 5 form a management team that operates 100% on a voluntary basis, for the benefit of others.

Warminster Town Council Grants Applications 2022

APP No.	NAME	AMOUNT	BENEFIT TO LOCAL RESIDENTS	RESERVE HELD	OWN BUDGET LINE?	OTHER FUNDING APPLIED FOR?	PURPOSE	RUNNING COSTS	ACCS ENC?	TERMS OF REF?	CONST/POLICY	EQUAL OPPS?	In/Quote/Stat
15	The Friends of St Georges School, Warminster	£2,000	help raise funds to support and enhance education and experiences for the pupils and families of the school. For example, we contribute towards school trips to ensure that costs to families is kept to a minimum. In addition to contributing to experiences, we assist with funding for equipment such as musical instruments and maths resources. We also contribute money towards individual small projects within the school such as the upkeep of the prayer garden.	£2,954.58	N	No	St Georges continually look to update their early years provision. We are looking to refurbish part of the enclosed outdoor EYFS play area by laying artificial grass. Current estimates from contractors are quoting in the region of £2000 for the upgrade we wish to make.	£5000 (pre-covid)	Y	N	N	N	N
16	HELP Counselling Services CIO	£200	In the first 3 months of this financial year we have worked with 9 residents of Warminster, and in the last financial year we worked with a total of 28, providing 448 sessions. Wiltshire's oldest counselling charity, beginning in 1983, we have helped over 10,000 people, and provided 200,000 sessions of counselling. We provide support to anyone over 16 years old with issues like depression, anxiety, trauma recovery, family & relationship issues, bereavement, loss and so much more. We do this through our amazing professionally trained volunteer counsellors, who freely give 3500 hours every year.	£40,000	N	Multiple fundraising throuought the year see Annual Report.	To help towards volunteer expenses. We are asking for a grant of £200, which will cover the costs of one of our counsellors for 15 weeks, supporting 45 sessions of counselling for up to 4 people from the local Warminster area. A grant of £200 will be spent in 4 months, in real terms the service costs £190 per day to run, and this grant keeps our doors open for another day	£70,000	Y	N	Y	Y	N
17	Wiltshire citizens Advice	£2,000	An independent charity committed to helping people with life's problems, providing advice that is free, impartial and confidential. Demand for the service continues to grow, particularly with the cost of living crisis and increased energy cost. Please see the stats to show the support for Warminster residents supported.	£579,893.62	N	All Town & Parish Councils within Wiltshire.	The charity seeks to fund more resources to support the people of warminster. The hope to fund 1 full adviser. Current funding from WLC has been reduced by £100,000 this year.	£1,434,785.18	Y	N	N	N	N

18	Wiltshire Sight	£700	Warminster has around 722 people living with sight loss. Wiltshire Sight, Warminster offer a range of services, including information, advice and guidance that are appropriate to the specific needs of the individual. the charity enables clients to live their lives to their full potential.	£557,420	N	Julia and Hans Rausing - £20000 Awards for all £10000 Persimmon Homes £1000 Place in the Bath & London Half Marathon for fundraising.	To enable us to continue and build on our valuable work in Warminster for those residents living with sight loss, with increased focus this year on building connections in the community and helping people to re-connect through peer support groups, befriending, and accessible social and sporting opportunities. We will hold our monthly local community hub in Warminster where people can drop in or make appointments to see their Community Sight Loss Advisor, try out equipment, or get support as needed. Having a local community hub and local peer support groups in Warminster is significantly more accessible to blind and partially sighted people. Sight loss can be devastating but many people are unaware of the wide range of resources and assistive technologies that are available to help them make the most of their remaining sight	£131,626	Y	N	Y	Y	N
19	Splitz Support Group	£500	Providing support for people who suffer domestic and sexual abuse. emergency items as part of the crisis fund. Items reange from supermarket food vouchers, emergency hotel bed, to basic furniture for rehomed families to a ring doorbell for clients that are being stalked or harraassed. Everyone who comes to us has very individual needs and circumstances which we try our utmost to support, from funding emergency hotel bed spaces for families in urgent crisis, purchasing supermarket food vouchers so individuals and families can access food in times of urgent need, especially during the cost of living crisis, and furniture so families can receive a bed or kitchen items when moving into an empty home.	£250,000	N	Tesco £1500 Jack Lane Charitable Trust £2000 Southern Co-op £1000	With your support, we can use the £500 as part of our victim crisis fund to purchase emergency items for Warminster residents in need. Items: * 11x (£30 each)emergency supermarket vouchers, * emergency 2 night accomodation for a parent and 2 children feeing abuse. (£170)	£3,192,247	Y	Y	Y	Y	N

Age UK Wiltshire
The Wool Shed
New Park Street
Devizes
Wiltshire
SN10 1DY

Mr Tom Dommett
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

03 August 2022

Dear Mr Dommett

I am writing to thank you for your letter dated 30th June 2022, and to confirm receipt of your award of £1,558.42.

This generous donation will help us continue to deliver our services for older people in Wiltshire and Swindon and is hugely appreciated.

Thank you so much again for your support.

With kindest regards,

Yours sincerely

Michelle Robinson
Business Support Team
Age UK Wiltshire

Salisbury Plain Rights of Way Volunteers & Warminster Town Council Service Level Agreement 2022 – 2025

Warminster Town Council (WTC).

WTC will provide guaranteed financial support of £3,000 per annum to cover expenses and consumable materials and will provide appropriate public liability insurance for tasks covered.

Salisbury Plain Rights of Way Volunteers (SPRoWV)

Led by Nigel Linge, SPROWV undertake to provide the following services to Warminster Town Council and the community of Warminster:

1. To advise the Town Council on rights of way issues related to planning applications.
2. To liaise with: MoD and other land owners, Wiltshire Council, User Groups and other Town and Parish Councils on rights of way issues. Particularly where this involves joint projects.
3. To seek additional funding where necessary to improve the local rights of way network.
4. To inspect Warminster rights of way and identify problems that need to be rectified.
 - a. To report those issues that require enforcement action to Wiltshire Council using the My Wilts application.
 - b. To insert, repair or replace rights of way signs.
 - c. To mow identified rights of way.
5. To develop a system of destination signs on: byways and bridleways leading out of Warminster to nearby villages.
6. To waymark public rights of way within Warminster parish, where the group deems it necessary.
7. To maintain a library of appropriate power tools to support volunteers in maintaining rights of way and public open spaces.

Signed for SPROWV

Signed for Warminster Town Council

Nigel D Linge MBE

Tom Dommett CiLCA

REPORT FOR DECISION

Switching Warminster Town Council's (WTC) bankers from HSBC to Lloyds

Recommendation

That members to resolve whether the council switches from HSBC to Lloyds Bank plc.

Purpose of the Report

The Town Council began the process to move their bank accounts from HSBC to Unity bank. The service that Unity Bank provided during the changeover was very unhelpful and they were unable to provide the services that they had promised. WTC remained with HSBC whilst ongoing investigations with other banks continued. This report is to provide members with information to make an informed decision.

Background

Members have suggested that WTC move their bank account to Lloyds. Lloyds still currently has a branch in Warminster Town Centre. This would enable all the council's banking to be completed directly in the town. It is hoped that the extra custom might help retain Lloyds in the town centre.

Contact with Lloyds branch in the town centre has established that when opening business accounts, there is no facility to meet in person and everything must be completed over the phone or online.

Investigations

An application over the phone can take up to an hour and the information needed would be about the members who wish to be included on the account, including their full names, date of birth, nationality, permission for a credit search and their address including the month and year that they moved in. Previous addresses will be needed if less than three years at their current address.

HSBC	Lloyds
Telephone Banking has been set up	Telephone banking is available
Members have been updating the mandate – this just needs to be completed	Council mandates are set up when completing the application.
Forms for services are not council friendly as we do not fit in the business model	Forms for services are not council friendly as we do not fit in the business model
Online bank statements available	Online bank statements available
Cheque book available	Cheque book available
Cash: deposits at the post office. This requires a traditional paying in book.	Cash: deposits at the local branch using a paying in book.
Petty cash – cash transferred via takings from Pavilion Café and a cheque	Petty cash - this can be obtained at the branch in town.
Once the mandate has been complete, debit cards can be applied for.	Payment debit, credit cards and card payment machines are available.

Changes to the management of the account can take many months	Do not currently have this information.
Bank charges are competitive and very similar to all the other mainstream banks.	Bank charges are competitive and very similar to all the other mainstream banks.
HSBC provides a sweep facility which ensures that the current account never becomes overdrawn. It is linked to their savings account	Lloyds do not appear to offer this service.

All business bank accounts are very similar, and councils do not fit the current banking models because they are neither business nor charity. Officers are aware that the Society of Local Council Clerks (SLCC) is working with the banking sector to improve this situation.

Conclusion

HSBC and Lloyds are comparable in their banking services and pricing structure. However, Lloyds does offer card payment machines and is currently situated in the town centre they do not however offer the sweeper account facility.

Financial and Resource Implications

There are no additional costs as charges are comparable with HSBC.

Legal Implications and Legislative Powers

The council has the power action this under the General Power of Competence.

Environmental Implications

Officers are not aware of any issues the council should consider but will consider the council's policies.

Risk Assessment

Lloyds Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Crime and Disorder

The RFO is not aware of any issues the council should consider under the Crime and Disorder Act.