

AGENDA

27th April 2021

Dear Councillor

You are summoned to a meeting of the:

Finance and Audit Committee
on Tuesday 4th May 2021 at 7pm
to be held online

Membership:

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

Copied to all other members for information.

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

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

Yours sincerely



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

1. **Apologies for Absence**

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

2. **Declarations of Interest**

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

3. **Minutes**

3.1 To approve as a correct record, the minutes of the Finance and Audit Committee meeting held on Monday 8th March 2021; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the Finance and Audit Committee meeting held on Monday 8th March 2021.

4. **Chairman's Announcements**

To note any announcements made by the Chairman.

5. **Questions**

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

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

6. **Public Participation**

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

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

7. **Reports from Unitary Authority Members**

To note reports provided which are relevant to this committee.

8. **Allotments**

Nothing to report.

9. **Financial Information**

The council's financial year end is the 31st March. The accounts are currently being closed down for the year 2020 – 2021, for which the council's accountants required

additional time, therefore, the March accounts are to follow as soon as released by the accountant.

- 9.1 To note the reconciliations for February and March 2021; the Chairman to sign and verify against the bank statements seen. (See attached).**
- 9.2 To note the accounts to February and March 2021. (To follow).**
- 9.3 To approve the list of payments made in February and March and the Chairman to sign. (See attached).**
- 9.4 To note that the Clerk made internal transfers between the Instant Access Account and the Current Account on:**

	Amount
22.03.2021	£15,000.00

- 9.5 To note CCLA investment as at 31st March 2021 stood at £913,805.33, and to further note that the council's first half of the precept, £637,799.50, has been transferred to CCLA in line with the Treasury Management Policy.**
- 9.6 To approve the petty cash schedule to 31st March 2021. (See attached).**

10. Service Maintenance Agreement 2021-2022 onwards

The current service maintenance agreement ends on 1st May 2021. A planned maintenance and service agreement is regarded as more cost effective than employing contractors on an ad-hoc basis. Businesses were asked to tender for maintenance of Warminster Civic Centre, Dewey House and 23 Weymouth Street, and for an emergency call out service for any Warminster Town Council maintained property.

Three tenders have been received and are considered in the report. **(See attached).**

Members are recommended to award the contract to GB Services for a period of 1-3 years with the option of extension by a further 1-3 years.

11. Grants procedure

The council's Grants Policy and Procedure document will be presented to council at its meeting on the 17th May 2021. There are two amendments which are hereby presented to members, for their consideration and recommendation to council:

2.5 Any grant budget not allocated at the meeting in, or nearest to July, will be available for allocation up to 31st March in the following year. This will be available only to new applicants who have not already been previously considered within that financial year.

For the past two years the council has not allocated all its grant budget, therefore, this amendment allows additional opportunities to spend, should there be budget available after July in the given year.

3.5 Payments will be issued as soon as possible.

This amends the current wording which states 'September'.

Both these changes promote a more flexible approach by the council and aligns with its strategic theme – building a strong, healthy community. **(See attached).**

Members are requested to consider these amendments and to recommend them to council on the 17th May 2021.

12. 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 5th July 2021

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

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Current/Instant Access Bank A/**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account	28/02/2021		132,200.59
Current Account	28/02/2021	193	5,000.00
			<u>137,200.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			137,200.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			137,200.59
		Balance per Cash Book is :-	137,200.59
		Difference is :-	0.00

066724_059 5/ 10 00014 8907 2060 39700

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



Your Statement

Account Summary

Opening Balance	5,000.00
Payments In	380,510.96
Payments Out	380,510.96
Closing Balance	5,000.00

1 February to 28 February 2021

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000 189

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jan 21	BALANCE BROUGHT FORWARD			5,000.00
01 Feb 21	CR MV- 17760605 -2701		35.70	
	DD WESSEX LIFT CO LTD	118.50		
	DD PREMIUM CREDIT LTD	1,600.75		
	DD WATER2BUSINESS	12.00		
	DD WATER2BUSINESS	1,165.50		
	DD WATER2BUSINESS	192.00		
	SO HUNOT HR	240.00		
	CR Hervin Robin			
	J71 P508 LODGE REN		329.98	
	TFR TRANSFER 21136496		2,963.07	5,000.00
02 Feb 21	CR MV- 17760605 -2801		64.98	
	CR NHS BLOOD TRANSPLA		277.20	
	DD BOOKER LTD -BK	520.03		
	DD ATOS RE FUELGENIE	113.58		
	BP COATES & PARKER			
	45413	140.16		
	BP Checkpoint			
	ACW06366	94.44		
	BP ROUNDSTONE VENDING			
	28057&28085	372.00		
	BP OFFICE RIGHT			
	87857	221.54		
	BP PLAYSAFETY LTD			
	53356	739.80		
	BP WPS Hallam			
	19579722	28.00		
	BALANCE CARRIED FORWARD			3,112.63

Commercial Banking Customers

Interest and Charges

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

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

Overdrafts:

Arranged overdraft:

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

Unarranged overdraft:

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

Your debit card

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

Additional Information

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

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

Information on our Interest Rates can be found on our website

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

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

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

Personal Banking Customers

Interest

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

Commercial and Personal Banking Customers

Lost and Stolen Cards

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

Dispute Resolution

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

Disabled Customers

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

HSBC UK Bank plc, registered in England and Wales number 09928412. Registered office 1 Centenary Square, Birmingham B1 1HQ.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 765112.

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Overdrafts

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

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

Effective from 14 March 2020

Monthly cap on unarranged overdraft charges

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

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

2. This cap covers any:

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

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

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

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

Your debit card

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

1 February to 28 February 2021

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 190

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			3,112.63
	BP AMAZON PO145&146	70.02		
03 Feb 21	TFR TRANSFER 21136496 CR MV- 17760605 -3001		1,957.39	5,000.00
	CR MV- 17760605 -2901		72.50	
	CR MV- 17760605 -3101		138.10	
04 Feb 21	TFR TRANSFER 21136496 CR MV- 17760605 -0102	366.95	156.35	5,000.00
	BP WARM00012730 CCLA		49.45	
	BIB BACS PAYMENT	80,000.00		
05 Feb 21	DD VWFS UK LIMITED TFR TRANSFER 21136496	405.53	80,356.08	5,000.00
	CR MV- 17760605 -0202		37.05	
08 Feb 21	TFR TRANSFER 21136496 CR MV- 17760605 -0302	37.05	57.60	5,000.00
	CR WARMINSTER & K9QF WARMINSTER & DISTR		600.00	
09 Feb 21	TFR TRANSFER 21136496 CR MV- 17760605 -0402	657.60	53.50	5,000.00
	CR WATER2BUSINESS		1,552.52	
	BP OFFICE RIGHT 87928/35/38	193.09		
	BP ROUNDSTONE VENDING 28085	252.00		
	BP NETITUDE 2668900	1,278.67		
	BP Mark Ingram Invoice 3	2,140.00		
	BP F&S Gibbs 014062	240.00		
	BP AMAZON 598343455-2021-451	7.49		
10 Feb 21	TFR TRANSFER 21136496 CR MV- 17760605 -0502		2,505.23	5,000.00
	CR MV- 17760605 -0702		131.20	
	CR MV- 17760605 -0602		242.10	
	DD ATOS RE FUELGENIE	247.98	266.05	
11 Feb 21	TFR TRANSFER 21136496 CR MV- 17760605 -0802	391.37	42.20	5,000.00
	BP WARM00012730 CCLA			
	BIB BACS PAYMENT	80,000.00		
	BALANCE CARRIED FORWARD			74,957.80 D

1 February to 28 February 2021

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 191

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			74,957.80 D
	BP WC CLEANING IDVERDE			
	BIB BACS PAYMENT	4,216.07 ✓		
	CR CASH IN P.O. FEB11 8-10 THREE H@10:33 465941XXXXX8085		332.10 ✓	
12 Feb 21	TFR TRANSFER 21136496		83,841.77 ✓	5,000.00
	CR MV- 17760605 -0902		14.65 ✓	
	DR CONTRA	6,775.06 ✓		
	TFR TRANSFER 21136496		6,760.41 ✓	5,000.00
15 Feb 21	CR MV- 17760605 -1002		90.50 ✓	
	BP WARM00012730 CCLA			
	BIB BACS PAYMENT	80,000.00 ✓		
	DD TIMICO/KECONNECT	437.75 ✓		
	DD MOLE VALLEY FARMER	30.96 ✓		
	DD OFFICE EVOLUTION	24.16 ✓		
	DD WILTSHIRE COUNCIL	299.00 ✓		
	TFR TRANSFER 21136496		80,701.37 ✓	5,000.00
16 Feb 21	CR MV- 17760605 -1102		54.40 ✓	
	DD BOOKER LTD -BK	159.67 ✓		
	TFR TRANSFER 21136496		105.27 ✓	5,000.00
17 Feb 21	CR MV- 17760605 -1402		16.00 ✓	
	CR MV- 17760605 -1202		78.30 ✓	
	CR MV- 17760605 -1302		142.25 ✓	
	DD ATOS RE FUELGENIE	272.81 ✓		
	CR Sustainable Warmin INV 2019		750.00 ✓	
	TFR TRANSFER 21136496	713.74 ✓		5,000.00
18 Feb 21	CR MV- 17760605 -1502		153.90 ✓	
	BP WARM00012730 CCLA			
	BIB BACS PAYMENT	80,000.00 ✓		
	TFR TRANSFER 21136496		79,846.10 ✓	5,000.00
19 Feb 21	CR MV- 17760605 -1602		134.70 ✓	
	CR AMAS LTD RE VOYAGE		1,718.90 ✓	
	DD S/LINE 140276855	75.33 ✓		
	DD S/LINE 140436170	50.56 ✓		
	DD PARAGON BUSINESS F	2,467.51 ✓		
	BP AMAZON			
	77337850&47741	23.69 ✓		
	BP DLF SEED & SCIENCE SI566784	138.75 ✓		
	BALANCE CARRIED FORWARD			4,097.76

1 February to 28 February 2021

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 192

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			4,097.76
	BP Fieldfare Farms Lt			
	220000012240	168.00		
	BP Steve Dixon			
	1287	1,738.08		
	BP OFFICE RIGHT			
	88071&88027	532.61		
	BP WATER 2 BUSINESS			
	1057004932	101.09		
	BP WHEELERS			
	972053&972078	1,119.60		
21 Feb 21	TFR TRANSFER 21136496		4,561.62	5,000.00
	DR TOTAL CHARGES			
	TO 30JAN2021	21.30		
22 Feb 21	TFR TRANSFER 21136496		21.30	5,000.00
	CR MV- 17760605 -1702		119.15	
	DD WEST MERCIA ENERGY	495.31		
	DR CONTRA	5,895.95		
23 Feb 21	TFR TRANSFER 21136496		6,272.11	5,000.00
	CR CHQ IN AT 407080		180.54	
	CR MV- 17760605 -1802		126.30	
	BP WPP - JAN			
	SG CATERING LTD			
	BIB BACS PAYMENT	92.10		
	DD VWFS UK LIMITED	33.98		
	DD TOTAL GAS & POWER	1,164.28		
	DD TOTAL GAS & POWER	1,753.16		
	CR CASH IN P.O. FEB23			
	8-10 THREE H@13:08			
	465941XXXXX8085		1,146.08	
	BP Mayors Fund			
	Transfer cash	70.08		
24 Feb 21	TFR TRANSFER 21136496		1,660.68	5,000.00
	CR MV- 17760605 -2002		80.05	
	CR MV- 17760605 -1902		90.60	
	CR MV- 17760605 -2102		148.25	
	DD O2	138.80		
	DD ATOS RE FUELGENIE	119.66		
25 Feb 21	TFR TRANSFER 21136496	60.44		5,000.00
	CR MV- 17760605 -2202		91.80	
	DR CONTRA	18,787.04		
	CR Westbury Town Coun			
	2016		3,001.10	
26 Feb 21	TFR TRANSFER 21136496		15,694.14	5,000.00
	CR MV- 17760605 -2302		116.55	
	BALANCE CARRIED FORWARD			5,116.55

1 February to 28 February 2021

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 193

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,116.55
	DD ALD AUTOMOTIVE	377.93		
	DD HILLS WASTE SOLUTN	310.44		
	TFR TRANSFER 21136496		571.82	5,000.00
28 Feb 21	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

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

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

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

085301_090 1/ 12 00006 111021 23894 39700

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



Your Statement

Account Summary

Opening Balance	5,000.00
Payments In	220,492.66
Payments Out	220,492.66
Closing Balance	5,000.00

International Bank Account Number

GB17HBUK40452391001000

Branch Identifier Code

HBUKGB4161U

1 March to 31 March 2021

Account Name

Warminster Town Council

Sortcode

40-45-23

Account Number Sheet Number

91001000

194

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 21	BALANCE BROUGHT FORWARD			5,000.00
01 Mar 21	CR MV- 17760605 -2402		64.25	
	DD SCREWFIX DIRECT LT			
	FIRST PAYMENT	405.27		
	DD MOLE VALLEY FARMER	35.75		
	DD PREMIUM CREDIT LTD	1,600.75		
	DD WATER2BUSINESS	421.31		
	DD WATER2BUSINESS	12.00		
	DD WATER2BUSINESS	1,165.50		
	DD WATER2BUSINESS	192.00		
	SC HUNOT HR	240.00		
	CR Hervin Robin			
	J71 P508 LODGE REN		329.98	
	BP COATES & PARKER			
	Newspapers	90.75		
	BP DESIGNER MARK			
	2106	640.00		
	BP MIRAGE SIGNS			
	36437	108.00		
	BP AMAZON			
	36188&3others	56.95		
	TFR TRANSFER 21136496		4,574.05	5,000.00
02 Mar 21	CR MV- 17760605 -2502		187.80	
	DD PUBLIC WORKS LOANS	19,800.89		
	DD BOOKER LTD -BK	188.24		
	CR CASH IN P.O. MAR02			
	8-10 THREE H@13:20			
	465941XXXXX8085		531.94	
	BALANCE CARRIED FORWARD			14,269.39 D

46 Fore Street Trowbridge Wiltshire BA14 8EL

Commercial Banking Customers

Interest and Charges

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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.

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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.

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

1 March to 31 March 2021

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 195

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			14,269.39 D
03 Mar 21	TFR TRANSFER 21136496		19,269.39	5,000.00
	CR MV- 17760605 -2602		268.45	
	CR MV- 17760605 -2702		410.05	
	CR MV- 17760605 -2802		478.25	
	BP GROUNDS ETC			
	IDVERDE			
	BIB BACS PAYMENT	9,792.64		
	BP SKIPS			
	Grist Environmenta			
	BIB BACS PAYMENT	2,222.70		
	BP 2251			
	Estate Incomes Ltd			
	BIB BACS PAYMENT	4,758.31		
	BP 972250&971725			
	WHEELERS			
	BIB BACS PAYMENT	7,264.02		
	DD ATOS RE FUELGENIE	213.98		
04 Mar 21	TFR TRANSFER 21136496		23,094.90	5,000.00
	CR MV- 17760605 -0103		51.75	
	DD VWFS UK LIMITED	405.53		
05 Mar 21	TFR TRANSFER 21136496		353.78	5,000.00
	CR CHQ IN AT 407080		228.06	
	CR MV- 17760605 -0203		94.35	
	BP 90372936&90372665			
	WILTSHIRE C/TAX			
	BIB BACS PAYMENT	874.50		
	DR CONTRA	1,239.03		
	CHQ 109577	228.06		
08 Mar 21	TFR TRANSFER 21136496		2,019.18	5,000.00
	CR MV- 17760605 -0303		80.20	
	CR WARMINSTER & K9QF			
	WARMINSTER & DISTR		600.00	
09 Mar 21	TFR TRANSFER 21136496	680.20		5,000.00
	CR MV- 17760605 -0403		94.80	
	BP AMAZON			
	139316681202118431	27.98		
	BP ASHTON FARMS			
	20003675	160.92		
	BP Checkpoint			
	6556/6483	188.88		
	BP COATES & PARKER			
	45530	1,077.01		
	BP EPOSNOW			
	T-1029501	210.00		
	BALANCE CARRIED FORWARD			3,430.01

1 March to 31 March 2021

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 196

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			3,430.01
	BP F&S Gibbs 014126	240.00		
	BP Imagin Products 103705/104577	24.66		
	BP NETITUDE 2695500	1,776.08		
	BP PLAYSAFETY LTD 53656	594.00		
	BP ROUNDSTONE VENDING 28144	308.00		
10 Mar 21	TFR TRANSFER 21136496		4,512.73	5,000.00
	CR MV- 17760605 -0503		174.70	
	CR MV- 17760605 -0703		275.25	
	CR MV- 17760605 -0603		326.90	
	DD ATOS RE FUELGENIE	95.11		
	CR JAMES HALLAM LIMIT WPS HALLAM INS LTD		400.19	
11 Mar 21	TFR TRANSFER 21136496	1,081.93		5,000.00
	CR MV- 17760605 -0803		135.85	
	BP SKATE PARK GATE Warminster Fencing BIB BACS PAYMENT	928.48		
	BP 88389/88390 OFFICE RIGHT BIB BACS PAYMENT	682.27		
	CR CASH IN P.O. MAR11 8-10 THREE H@13:33 465941XXXXX8085		745.00	
12 Mar 21	TFR TRANSFER 21136496		729.90	5,000.00
	CR MV- 17760605 -0903		120.55	
	DR CONTRA	6,666.56		
15 Mar 21	TFR TRANSFER 21136496		6,546.01	5,000.00
	CR MV- 17760605 -1003		7.40	
	DD TIMICO/KECONNECT	23.59		
	DD OFFICE EVOLUTION	79.84		
	DD WILTSHIRE COUNCIL	299.00		
16 Mar 21	TFR TRANSFER 21136496		395.03	5,000.00
	CR MV- 17760605 -1103		48.65	
	CR NHS BLOOD TRANSPLA		277.20	
	DD BOOKER LTD -BK	916.48		
	CR Roundstone Vending ROUNDSTONE REFUND		252.00	
17 Mar 21	TFR TRANSFER 21136496		338.63	5,000.00
	CR MV- 17760605 -1203		106.40	
	BALANCE CARRIED FORWARD			5,106.40

1 March to 31 March 2021

Your Statement

Account Name
Warminster Town Council

Sortcode 40-45-23 **Account Number** 91001000 **Sheet Number** 197

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			5,106.40
	CR MV- 17760605 -1303		125.90	
	CR MV- 17760605 -1403		268.95	
	DD ATOS RE FUELGENIE	140.54		
18 Mar 21	TFR TRANSFER 21136496	360.71		5,000.00
	CR MV- 17760605 -1503		105.65	
	DD WEST MERCIA ENERGY	603.70		
19 Mar 21	TFR TRANSFER 21136496		498.05	5,000.00
	CR MV- 17760605 -1603		96.95	
	DD S/LINE 143177781	101.22		
	DD S/LINE 143114005	23.40		
	DD PARAGON BUSINESS F	2,467.51		
21 Mar 21	TFR TRANSFER 21136496		2,495.18	5,000.00
	DR TOTAL CHARGES			
	TO 27FEB2021	25.76		
22 Mar 21	TFR TRANSFER 21136496		25.76	5,000.00
	CR MV- 17760605 -1703		179.50	
	DD SE GAS LIMITED	4,630.77		
	DR CONTRA	5,707.53		
	TFR 404523 21136496			
	INTERNET TRANSFER		15,000.00	
	BP ASHTON FARMS			
	20003837	278.88		
	BP DCK BEAVERS LTD			
	TPC9543&9555	1,336.68		
	BP Dormakaba			
	342214	273.00		
	BP Blackmore			
	63756	228.00		
	BP DMH Solutions Ltd			
	990	118.80		
	BP GLASDON UK LTD			
	SI812108	1,235.13		
	BP IDVERDE			
	GM802359	232.27		
	BP KEEP BRITAIN TIDY			
	S008918	526.80		
	BP MIRAGE SIGNS			
	36494	216.00		
	BP NATIONAL TRUST			
	656320	687.60		
	BP OFFICE RIGHT			
	88374&4OTHERS	858.55		
	BP Tudor Environmenta			
	0113738&0114901	793.86		
	BALANCE CARRIED FORWARD			3,055.63

1 March to 31 March 2021

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 198

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			3,055.63
	BP AMAZON			
	2021-132024604&	48.86		
23 Mar 21	TFR TRANSFER 21136496		1,993.23	5,000.00
	CR MV- 17760605 -1803		158.95	
	DD VWFS UK LIMITED	33.98		
	CR CASH IN P.O. MAR23			
	8-10 THREE H@15:56			
	465941XXXXXX8085		1,590.00	
24 Mar 21	TFR TRANSFER 21136496	1,714.97		5,000.00
	CR MV- 17760605 -1903		144.70	
	CR MV- 17760605 -2003		293.50	
	CR MV- 17760605 -2103		339.90	
	BP FEB 21			
	BIB MULTIPLE BENEF			
	BIB BACS PAYMENT	19.90		
	DD GOCARDLESS			
	FIRST PAYMENT	16.80		
	DD GOCARDLESS	16.80		
	DD O2	219.85		
	DD ATOS RE FUELGENIE	112.52		
	CR ADVICE CONFIRMS			
	RBC24031JF7N09VM			
	CCLA		100,000.00	
25 Mar 21	TFR TRANSFER 21136496	100,392.23		5,000.00
	CR MV- 17760605 -2203		177.95	
	DR CONTRA	19,586.97		
26 Mar 21	TFR TRANSFER 21136496		19,409.02	5,000.00
	CR MV- 17760605 -2303		178.15	
	DD ALD AUTOMOTIVE	377.93		
29 Mar 21	TFR TRANSFER 21136496		199.78	5,000.00
	CR MV- 17760605 -2403		125.55	
	DD MOLE VALLEY FARMER	246.84		
	BP Agrovista UK Ltd			
	971086426&7294	297.54		
	BP Cooper and Tanner			
	COM2985	960.00		
	BP FENLAND LEISURE			
	SIN039776	438.96		
	BP HERRIOTT VICTORIA			
	WTC	190.00		
	BP ROUNDSTONE VENDING			
	28180	320.00		
	BP WHEELERS			
	972614	1,200.00		
	BALANCE CARRIED FORWARD			1,472.21

1 March to 31 March 2021

Your Statement

Account Name

Warminster Town Council

Sortcode Account Number Sheet Number

40-45-23 91001000 199

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BP BALANCE BROUGHT FORWARD			1,472.21
	WILTSHIRE C/TAX 90374354	367.66		
	BP OFFICE RIGHT 88699&5others	750.20		
30 Mar 21	TFR TRANSFER 21136496		4,645.65	5,000.00
	CR MV- 17760605 -2503		174.65	
	DD BOOKER LTD -BK	298.16		
	SO HUNOT HR	240.00		
31 Mar 21	TFR TRANSFER 21136496		363.51	5,000.00
	CR MV- 17760605 -2603		59.05	
	CR MV- 17760605 -2803		278.75	
	CR MV- 17760605 -2703		368.90	
	BP CAFE PRODUCTS AMAZON			
	BIB BACS PAYMENT	79.69		
	BP SIN003647 Proludic			
	BIB BACS PAYMENT	3,286.99		
	DD HILLS WASTE SOLUTN	294.49		
	DD ATOS RE FUELGENIE	117.44		
	CR CASH IN P.O. MAR31 8-10 THREE H@14:10 465941XXXXX8085		835.00	
31 Mar 21	TFR TRANSFER 21136496		2,236.91	5,000.00
	BALANCE CARRIED FORWARD			5,000.00

Information about the Financial Services Compensation Scheme

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

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

February 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Council Administration								
1176 Precept	786,483	1,180,666	1,180,666	0			100.0%	
1177 Precept Allocation	(46,000)	(46,000)	(46,000)	0			100.0%	
1190 Interest Receivable	5,260	1,149	5,000	3,851			23.0%	
1193 Miscellaneous Income	4,927	0	0	0			0.0%	
1300 Dog Bag Sales	1,004	481	1,000	519			48.1%	
Council Administration :- Income	751,674	1,136,296	1,140,666	4,370			99.6%	0
4001 Salaries	159,025	144,041	162,000	17,959		17,959	88.9%	
4006 Temporary Staff	1,994	0	0	0		0	0.0%	
4008 Training	1,844	974	2,500	1,526		1,526	39.0%	
4009 Travel	143	97	200	103		103	48.4%	
4010 Health & Safety	4,113	0	500	500		500	0.0%	
4013 Rent Payable (Internal)	37,200	34,100	37,200	3,100		3,100	91.7%	
4017 Staff Settlement	0	2,000	0	(2,000)		(2,000)	0.0%	
4020 Consumables & Other Expenses	1,443	601	1,500	899		899	40.1%	
4022 Postage & Telephone	3,259	1,428	3,000	1,572		1,572	47.6%	
4023 Printing & Stationery	452	392	1,500	1,108		1,108	26.1%	
4024 Photocopier Charges	2,888	1,551	3,000	1,449		1,449	51.7%	
4025 IT (Website & Email)	11,721	12,956	4,500	(8,456)		(8,456)	287.9%	
4027 Subscriptions and Publications	2,939	3,686	3,500	(186)		(186)	105.3%	
4028 Insurance	8,753	8,702	9,200	498		498	94.6%	
4029 Licences	802	816	0	(816)		(816)	0.0%	
4030 Recruitment Advertising	1,409	310	1,100	790		790	28.2%	
4033 Advertising	126	97	0	(97)		(97)	0.0%	
4036 Repairs and Renewals	82	399	500	101		101	79.8%	
4040 Equipment/Furniture	273	134	1,000	866		866	13.4%	
4056 Accountancy Fees	11,628	8,523	13,500	4,977		4,977	63.1%	
4057 Audit Fees	2,890	445	2,460	2,015		2,015	18.1%	
4058 Legal Fees	1,914	7,206	1,000	(6,206)		(6,206)	720.6%	
4059 Other Professional Fees	4,181	2,200	4,000	1,800		1,800	55.0%	
4060 Bank Charges	1,172	360	1,500	1,140		1,140	24.0%	
5977 depreciation Charged	4,313	0	0	0		0	0.0%	
6336 Tfr to Training EMR	656	0	0	0		0	0.0%	
Council Administration :- Indirect Expenditure	265,219	231,018	253,660	22,642	0	22,642	91.1%	0
Net Income over Expenditure	486,455	905,278	887,006	(18,272)				
102 Civic and Democratic								
4025 IT (Website & Email)	0	1,499	0	(1,499)		(1,499)	0.0%	
4033 Advertising	1,680	885	1,500	615		615	59.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

February 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4080 Mayoral Expenses	1,999	(1,811)	1,000	2,811		2,811	(181.1%)	
4082 Town Crier	1,000	0	1,000	1,000		1,000	0.0%	
4086 Civic Regalia	0	80	200	120		120	40.0%	
4110 Elections	7,117	0	0	0		0	0.0%	
5319 Tfr from Elections Reserve	(7,117)	0	0	0		0	0.0%	
5344 Tfr from WWI Commemoration	(1,000)	0	0	0		0	0.0%	
6319 Tfr to Elections Reserve	5,000	0	5,000	5,000		5,000	0.0%	
Civic and Democratic :- Indirect Expenditure	8,679	653	8,700	8,047	0	8,047	7.5%	0
Net Expenditure	(8,679)	(653)	(8,700)	(8,047)				
103 Policy and Communications								
4033 Advertising	569	595	1,000	405		405	59.5%	
4034 Newsletter	2,054	1,082	2,000	918		918	54.1%	
4083 NOT IN USE 2020/21	3,750	0	0	0		0	0.0%	
4084 Town Consultations/Promotions	2,851	380	3,000	2,620		2,620	12.7%	
Policy and Communications :- Indirect Expenditure	9,224	2,057	6,000	3,943	0	3,943	34.3%	0
Net Expenditure	(9,224)	(2,057)	(6,000)	(3,943)				
104 Council Events								
1701 Christmas Events Income	3,077	0	3,500	3,500			0.0%	
1702 Civic Events Income	70	0	0	0			0.0%	
Council Events :- Income	3,147	0	3,500	3,500			0.0%	0
4008 Training	0	24	0	(24)		(24)	0.0%	
4032 Adverts - Events	341	154	1,000	846		846	15.4%	
4081 Civic Events	1,571	(695)	2,000	2,695		2,695	(34.8%)	
4087 Civic Service	0	0	500	500		500	0.0%	
4706 Christmas Lights	22,148	23,153	20,000	(3,153)		(3,153)	115.8%	
4720 Remembrance Service	1,005	4	1,000	996		996	0.4%	
Council Events :- Indirect Expenditure	25,066	22,640	24,500	1,860	0	1,860	92.4%	0
Net Income over Expenditure	(21,919)	(22,640)	(21,000)	1,640				
107 Grants and Projects								
1180 Grants Recieved	0	10,533	0	(10,533)			0.0%	
Grants and Projects :- Income	0	10,533	0	(10,533)				0
4028 Insurance	9	0	0	0		0	0.0%	
4700 Grants - Large	8,156	18,663	15,000	(3,663)		(3,663)	124.4%	
4703 WCR Community Radio SLA	7,500	7,500	10,000	2,500		2,500	75.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

February 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4704 Warminster Community Hub SLA	6,000	6,000	6,000	0		0	100.0%	
4707 Catenary Cable Maintenance DON	16	105	0	(105)		(105)	0.0%	
4710 Enterprise Warminster	2,350	643	2,100	1,457		1,457	30.6%	
4712 Grant - Warminster Carnival	3,500	1,124	3,500	2,376		2,376	32.1%	
4714 Neighbourhood Planning	0	309	0	(309)		(309)	0.0%	
4715 INSPIRE	3,500	0	3,500	3,500		3,500	0.0%	
4718 Warminster Wobble	3,000	0	3,000	3,000		3,000	0.0%	
6326 Tfr to Climate Change	2,000	0	0	0		0	0.0%	
6334 Tfr to Grants	0	814	0	(814)		(814)	0.0%	
Grants and Projects :- Indirect Expenditure	36,031	35,157	43,100	7,943	0	7,943	81.6%	0
Net Income over Expenditure	(36,031)	(24,625)	(43,100)	(18,475)				
<u>201 CCTV</u>								
1177 Precept Allocation	46,000	46,000	46,000	0			100.0%	
1201 CCTV-Dewey Trust Grant	4,000	4,000	5,000	1,000			80.0%	
1205 CCTV-West Wilts Tr Estate Fees	5,617	5,730	5,898	168			97.1%	
1206 CCTV-Westbury TC Fees	9,808	10,004	10,294	290			97.2%	
CCTV :- Income	65,425	65,733	67,192	1,459			97.8%	0
4001 Salaries	44,443	46,494	45,779	(715)		(715)	101.6%	
4008 Training	0	0	1,000	1,000		1,000	0.0%	
4014 Electricity and Gas	194	955	400	(555)		(555)	238.6%	
4016 Cleaning	0	3	0	(3)		(3)	0.0%	
4020 Consumables & Other Expenses	78	95	100	5		5	95.3%	
4021 BT Redcare	12,538	13,591	13,150	(441)		(441)	103.4%	
4022 Postage & Telephone	1,107	82	1,200	1,118		1,118	6.8%	
4023 Printing & Stationery	185	11	400	389		389	2.7%	
4024 Photocopier Charges	0	35	0	(35)		(35)	0.0%	
4025 IT (Website & Email)	75	41	0	(41)		(41)	0.0%	
4028 Insurance	1,064	1,079	1,150	71		71	93.8%	
4029 Licences	1,060	0	1,100	1,100		1,100	0.0%	
4035 Refuse Collection\Bin Emptying	19	0	0	0		0	0.0%	
4036 Repairs and Renewals	2,653	1,677	1,500	(177)		(177)	111.8%	
4037 Maintenance Contracts	4,000	3,000	4,000	1,000		1,000	75.0%	
4038 Grounds Maintenance	0	743	0	(743)		(743)	0.0%	
4040 Equipment/Furniture	340	43	0	(43)		(43)	0.0%	
4059 Other Professional Fees	0	190	0	(190)		(190)	0.0%	
5325 Tfr from CCTV	(2,331)	0	(2,587)	(2,587)		(2,587)	0.0%	
5977 depreciation Charged	5,889	0	0	0		0	0.0%	
CCTV :- Indirect Expenditure	71,314	68,039	67,192	(847)	0	(847)	101.3%	0
Net Income over Expenditure	(5,889)	(2,306)	0	2,306				

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

February 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 Dewey House								
1005 Rent Received	7,200	6,600	7,200	600			91.7%	
Dewey House :- Income	7,200	6,600	7,200	600			91.7%	0
4011 Rates	5,278	5,364	5,390	26		26	99.5%	
4012 Water Rates	198	161	200	39		39	80.5%	
4014 Electricity and Gas	4,363	3,254	3,000	(254)		(254)	108.5%	
4020 Consumables & Other Expenses	119	95	200	105		105	47.6%	
4023 Printing & Stationery	0	5	0	(5)		(5)	0.0%	
4025 IT (Website & Email)	0	760	0	(760)		(760)	0.0%	
4028 Insurance	1,348	1,367	1,450	83		83	94.3%	
4035 Refuse Collection\Bin Emptying	226	(20)	0	20		20	0.0%	
4036 Repairs and Renewals	324	739	1,500	761		761	49.3%	
4037 Maintenance Contracts	1,473	756	1,250	494		494	60.5%	
5977 depreciation Charged	12,816	0	0	0		0	0.0%	
Dewey House :- Indirect Expenditure	26,145	12,482	12,990	508	0	508	96.1%	0
Net Income over Expenditure	(18,945)	(5,882)	(5,790)	92				
209 Outside Services								
4001 Salaries	47,824	87,461	92,218	4,758		4,758	94.8%	
4007 Uniform	218	224	200	(24)		(24)	112.1%	
4008 Training	160	363	1,000	638		638	36.3%	
4022 Postage & Telephone	0	335	0	(335)		(335)	0.0%	
4025 IT (Website & Email)	0	487	0	(487)		(487)	0.0%	
4036 Repairs and Renewals	0	273	0	(273)		(273)	0.0%	
4040 Equipment/Furniture	0	262	0	(262)		(262)	0.0%	
4042 Vehicle Costs	5,378	15,137	5,500	(9,637)		(9,637)	275.2%	
4044 Tree Works	0	958	0	(958)		(958)	0.0%	
5315 Tfr from Capital Projects	0	0	0	0	13,470	(13,470)	0.0%	
5977 depreciation Charged	914	0	0	0		0	0.0%	
Outside Services :- Indirect Expenditure	54,494	105,498	98,918	(6,580)	13,470	(20,050)	120.3%	0
Net Expenditure	(54,494)	(105,498)	(98,918)	6,580				
210 Town Park								
1006 Rent - 23 Weymouth St	3,960	3,630	3,960	330			91.7%	
1007 Rent - Pavilion	15	0	0	0			0.0%	
1020 Town Park Events Income	4,504	93	4,000	3,907			2.3%	
1550 Boats Income	4,940	0	4,500	4,500			0.0%	
1601 Putting Green Income	1,110	0	0	0			0.0%	
Town Park :- Income	14,529	3,723	12,460	8,737			29.9%	0

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	13,564	0	13,300	13,300		13,300	0.0%	
4008 Training	0	0	200	200		200	0.0%	
4011 Rates	590	299	0	(299)		(299)	0.0%	
4012 Water Rates	13,397	15,149	14,000	(1,149)		(1,149)	108.2%	
4014 Electricity and Gas	2,576	1,838	2,500	662		662	73.5%	
4020 Consumables & Other Expenses	920	547	300	(247)		(247)	182.4%	
4022 Postage & Telephone	56	0	0	0		0	0.0%	
4023 Printing & Stationery	91	0	100	100		100	0.0%	
4028 Insurance	1,124	1,140	1,200	60		60	95.0%	
4035 Refuse Collection\Bin Emptying	5,209	2,420	4,000	1,580		1,580	60.5%	
4036 Repairs and Renewals	22,788	3,002	25,000	21,998		21,998	12.0%	
4037 Maintenance Contracts	162	480	0	(480)		(480)	0.0%	
4038 Grounds Maintenance	41,383	36,934	40,000	3,066		3,066	92.3%	
4040 Equipment/Furniture	2,347	367	5,000	4,633		4,633	7.3%	
4044 Tree Works	0	958	0	(958)		(958)	0.0%	
4085 Town Park Events	3,652	1,748	6,500	4,753		4,753	26.9%	
5977 depreciation Charged	32,617	0	0	0		0	0.0%	
5996 Deferred Grants Released	(11,472)	0	0	0		0	0.0%	
6329 Tfr to EMR Open Spaces	25,292	0	0	0		0	0.0%	
Town Park :- Indirect Expenditure	154,294	64,881	112,100	47,219	0	47,219	57.9%	0
Net Income over Expenditure	(139,766)	(61,157)	(99,640)	(38,483)				
<u>211 Open Spaces</u>								
4012 Water Rates	34	74	30	(44)		(44)	246.3%	
4036 Repairs and Renewals	22	0	0	0		0	0.0%	
4038 Grounds Maintenance	11,878	6,068	15,000	8,932		8,932	40.5%	
4040 Equipment/Furniture	2,108	168	250	82		82	67.2%	
4045 Flood Wardens	0	307	0	(307)		(307)	0.0%	
5977 depreciation Charged	512	0	0	0		0	0.0%	
Open Spaces :- Indirect Expenditure	14,554	6,617	15,280	8,663	0	8,663	43.3%	0
Net Expenditure	(14,554)	(6,617)	(15,280)	(8,663)				
<u>212 Cemetery and Churchyard</u>								
1212 Burial Fees	713	289	1,500	1,211			19.3%	
Cemetery and Churchyard :- Income	713	289	1,500	1,211			19.3%	0
4011 Rates	168	196	175	(21)		(21)	112.1%	
4028 Insurance	888	901	950	49		49	94.8%	
4038 Grounds Maintenance	320	0	0	0		0	0.0%	
Cemetery and Churchyard :- Indirect Expenditure	1,376	1,097	1,125	28	0	28	97.5%	0
Net Income over Expenditure	(664)	(808)	375	1,183				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
213 Public Conv - Town Park								
4016 Cleaning	0	1,757	0	(1,757)		(1,757)	0.0%	
4020 Consumables & Other Expenses	0	54	0	(54)		(54)	0.0%	
4036 Repairs and Renewals	493	421	250	(171)		(171)	168.3%	
4040 Equipment/Furniture	0	15	0	(15)		(15)	0.0%	
4200 Public Toilets	7,543	6,300	8,000	1,700		1,700	78.7%	
Public Conv - Town Park :- Indirect Expenditure	8,036	8,546	8,250	(296)	0	(296)	103.6%	0
Net Expenditure	(8,036)	(8,546)	(8,250)	296				
214 Public Conv - Central Car Park								
4011 Rates	2,945	2,995	3,010	15		15	99.5%	
4012 Water Rates	2,502	652	2,500	1,848		1,848	26.1%	
4014 Electricity and Gas	1,670	920	1,500	580		580	61.4%	
4016 Cleaning	0	1,757	0	(1,757)		(1,757)	0.0%	
4020 Consumables & Other Expenses	0	54	0	(54)		(54)	0.0%	
4028 Insurance	158	185	175	(10)		(10)	105.9%	
4036 Repairs and Renewals	594	127	1,500	1,373		1,373	8.4%	
4040 Equipment/Furniture	0	15	0	(15)		(15)	0.0%	
4200 Public Toilets	11,315	9,757	11,500	1,743		1,743	84.8%	
Public Conv - Central Car Park :- Indirect Expenditure	19,184	16,462	20,185	3,723	0	3,723	81.6%	0
Net Expenditure	(19,184)	(16,462)	(20,185)	(3,723)				
215 Street Furniture								
1179 Donations Received	0	(570)	0	570			0.0%	
Street Furniture :- Income	0	(570)	0	570				0
4028 Insurance	332	312	360	48		48	86.6%	
4040 Equipment/Furniture	193	685	1,500	816		816	45.6%	
4803 Baskets & Tubs	7,788	7,142	9,000	1,858		1,858	79.4%	
5977 depreciation Charged	1,965	0	0	0		0	0.0%	
5996 Deferred Grants Released	(134)	0	0	0		0	0.0%	
Street Furniture :- Indirect Expenditure	10,144	8,139	10,860	2,721	0	2,721	74.9%	0
Net Income over Expenditure	(10,144)	(8,709)	(10,860)	(2,151)				
216 Pavilion Cafe								
1186 WCC Covid 19 Grant	0	8,000	0	(8,000)			0.0%	
1193 Miscellaneous Income	20	0	0	0			0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1600 Pavillion Cafe Sales	41,252	44,102	40,000	(4,102)			110.3%	
1601 Putting Green Income	0	0	1,000	1,000			0.0%	
Pavilion Cafe :- Income	41,272	52,102	41,000	(11,102)			127.1%	0
3540 Pavilion Purchases	17,617	13,886	20,000	6,114		6,114	69.4%	
Pavilion Cafe :- Direct Expenditure	17,617	13,886	20,000	6,114	0	6,114	69.4%	0
4001 Salaries	32,956	22,885	51,094	28,209		28,209	44.8%	
4007 Uniform	0	0	150	150		150	0.0%	
4008 Training	175	0	250	250		250	0.0%	
4010 Health & Safety	0	50	0	(50)		(50)	0.0%	
4016 Cleaning	0	3	100	97		97	2.9%	
4020 Consumables & Other Expenses	1,135	3,218	2,000	(1,218)		(1,218)	160.9%	
4022 Postage & Telephone	540	101	700	599		599	14.4%	
4023 Printing & Stationery	0	12	200	188		188	5.8%	
4025 IT (Website & Email)	(70)	38	0	(38)		(38)	0.0%	
4026 Software & Accounts USE 4025	0	9	0	(9)		(9)	0.0%	
4031 Publicity & Marketing	130	0	0	0		0	0.0%	
4033 Advertising	80	0	0	0		0	0.0%	
4036 Repairs and Renewals	1,348	3,411	2,000	(1,411)		(1,411)	170.6%	
4040 Equipment/Furniture	1,550	921	500	(421)		(421)	184.2%	
4055 Stocktaking Fees	60	180	240	60		60	75.0%	
4061 Streamline Charges	475	883	700	(183)		(183)	126.2%	
4999 Assets Capitilised	10,082	0	0	0		0	0.0%	
5315 Tfr from Capital Projects	(10,082)	(1,800)	0	1,800		1,800	0.0%	
Pavilion Cafe :- Indirect Expenditure	38,380	29,912	57,934	28,022	0	28,022	51.6%	0
Net Income over Expenditure	(14,724)	8,305	(36,934)	(45,239)				
217 Play Areas								
1180 Grants Recieved	8,000	0	0	0			0.0%	
Play Areas :- Income	8,000	0	0	0				0
4010 Health & Safety	0	0	1,000	1,000		1,000	0.0%	
4016 Cleaning	0	92	1,000	908		908	9.2%	
4020 Consumables & Other Expenses	0	289	450	161		161	64.3%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4028 Insurance	100	0	4,050	4,050		4,050	0.0%	
4035 Refuse Collection\Bin Emptying	0	0	3,382	3,382		3,382	0.0%	
4036 Repairs and Renewals	495	1,646	25,000	23,354	2,695	20,658	17.4%	
4037 Maintenance Contracts	617	3,651	11,000	7,350		7,350	33.2%	
4038 Grounds Maintenance	6,068	12,136	15,000	2,864		2,864	80.9%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Equipment/Furniture	0	208	0	(208)		(208)	0.0%	
4044 Tree Works	533	0	2,000	2,000		2,000	0.0%	
4058 Legal Fees	5,490	0	0	0		0	0.0%	
5977 depreciation Charged	7,135	0	0	0		0	0.0%	
6307 Tfr to EMR Play Area	41,079	0	0	0		0	0.0%	
Play Areas :- Indirect Expenditure	61,517	18,023	62,982	44,959	2,695	42,264	32.9%	0
Net Income over Expenditure	(53,517)	(18,023)	(62,982)	(44,959)				
<u>218 Skate Park</u>								
4033 Advertising	23	0	0	0		0	0.0%	
4036 Repairs and Renewals	7,271	0	1,000	1,000		1,000	0.0%	
Skate Park :- Indirect Expenditure	7,295	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(7,295)	0	(1,000)	(1,000)				
<u>219 Sweeper</u>								
4000 UNALLOCATED GLOBAL BUDGET	0	0	70,500	70,500		70,500	0.0%	
4007 Uniform	0	150	0	(150)		(150)	0.0%	
4018 Rent	0	1,222	0	(1,222)		(1,222)	0.0%	
4035 Refuse Collection\Bin Emptying	0	995	0	(995)		(995)	0.0%	
4036 Repairs and Renewals	0	154	0	(154)		(154)	0.0%	
4042 Vehicle Costs	0	2,670	0	(2,670)		(2,670)	0.0%	
4090 Sweeper Leasing	0	16,745	0	(16,745)		(16,745)	0.0%	
4091 Sweeper Consumables	0	1,289	0	(1,289)		(1,289)	0.0%	
4092 Sweeper Fuel	0	3,419	0	(3,419)		(3,419)	0.0%	
4093 Sweeper Waste Disposal	0	15,067	0	(15,067)		(15,067)	0.0%	
4094 Sweeper Maintenance	0	686	0	(686)		(686)	0.0%	
Sweeper :- Indirect Expenditure	0	42,397	70,500	28,103	0	28,103	60.1%	0
Net Expenditure	0	(42,397)	(70,500)	(28,103)				
<u>220 Depot</u>								
4000 UNALLOCATED GLOBAL BUDGET	0	1,172	35,000	33,828		33,828	3.3%	
4007 Uniform	0	12	0	(12)		(12)	0.0%	
4014 Electricity and Gas	0	151	0	(151)		(151)	0.0%	
4018 Rent	0	13,752	0	(13,752)		(13,752)	0.0%	
4020 Consumables & Other Expenses	0	1,171	0	(1,171)		(1,171)	0.0%	
4022 Postage & Telephone	0	233	0	(233)		(233)	0.0%	
4023 Printing & Stationery	0	62	0	(62)		(62)	0.0%	
4025 IT (Website & Email)	0	687	0	(687)		(687)	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Repairs and Renewals	0	1,406	0	(1,406)		(1,406)	0.0%	
4040 Equipment/Furniture	0	4,288	0	(4,288)		(4,288)	0.0%	
4042 Vehicle Costs	0	449	0	(449)		(449)	0.0%	
4058 Legal Fees	0	306	0	(306)		(306)	0.0%	
4921 CAP - Vehicles & Equipment	0	2,070	0	(2,070)	30,185	(32,255)	0.0%	
4932 CAP - Depot leasehold Improvem	0	4,835	0	(4,835)		(4,835)	0.0%	
Depot :- Indirect Expenditure	0	30,594	35,000	4,406	30,185	(25,779)	173.7%	0
Net Expenditure	0	(30,594)	(35,000)	(4,406)				
299 Services to be devolved								
4000 UNALLOCATED GLOBAL BUDGET	0	0	225,000	225,000		225,000	0.0%	
4850 Sustainable Warminster	0	1,448	0	(1,448)		(1,448)	0.0%	
5316 Tfr frm Services to be Devolve	0	(1,448)	0	1,448		1,448	0.0%	
Services to be devolved :- Indirect Expenditure	0	0	225,000	225,000	0	225,000	0.0%	0
Net Expenditure	0	0	(225,000)	(225,000)				
301 Civic Centre								
1001 Letting Income	39,908	655	40,000	39,345			1.6%	
1002 Events Income	1,018	0	1,000	1,000			0.0%	
1003 Equipment Hire	30	0	0	0			0.0%	
1004 Security Staff Recharged	144	0	0	0			0.0%	
1193 Miscellaneous Income	369	0	0	0			0.0%	
Civic Centre :- Income	41,469	655	41,000	40,345			1.6%	0
4001 Salaries	70,696	59,725	65,000	5,275		5,275	91.9%	
4005 Security Staff	311	0	0	0		0	0.0%	
4007 Uniform	145	0	200	200		200	0.0%	
4008 Training	60	0	500	500		500	0.0%	
4011 Rates	6,874	6,986	7,020	34		34	99.5%	
4012 Water Rates	1,487	765	1,500	735		735	51.0%	
4013 Rent Payable (Internal)	(37,200)	(34,100)	(37,200)	(3,100)		(3,100)	91.7%	
4014 Electricity and Gas	17,295	10,600	15,000	4,400		4,400	70.7%	
4016 Cleaning	106	348	500	152		152	69.5%	
4020 Consumables & Other Expenses	1,630	598	1,250	652		652	47.9%	
4022 Postage & Telephone	787	90	900	810		810	10.0%	
4025 IT (Website & Email)	93	807	0	(807)		(807)	0.0%	
4028 Insurance	2,375	2,408	2,600	192		192	92.6%	
4029 Licences	1,338	1,336	2,500	1,164		1,164	53.4%	
4031 Publicity & Marketing	165	242	500	258		258	48.4%	

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4035 Refuse Collection\Bin Emptying	1,496	535	1,300	765		765	41.2%	
4036 Repairs and Renewals	7,649	7,020	12,000	4,980		4,980	58.5%	
4037 Maintenance Contracts	6,254	7,513	7,500	(13)		(13)	100.2%	
4040 Equipment/Furniture	916	269	1,000	731		731	26.9%	
4055 Stocktaking Fees	60	120	120	0		0	100.0%	
4061 Streamline Charges	266	196	300	104		104	65.5%	
4801 Events Funding	1,436	0	1,500	1,500		1,500	0.0%	
5977 depreciation Charged	20,507	0	0	0		0	0.0%	
5996 Deferred Grants Released	(4,045)	0	0	0		0	0.0%	
Civic Centre :- Indirect Expenditure	100,698	65,459	83,990	18,531	0	18,531	77.9%	0
Net Income over Expenditure	(59,229)	(64,804)	(42,990)	21,814				
<u>305 Civic Centre Bar</u>								
1580 Bar Sales	15,883	526	15,000	14,474			3.5%	
Civic Centre Bar :- Income	15,883	526	15,000	14,474			3.5%	0
3530 Bar Purchases	4,069	222	6,000	5,778		5,778	3.7%	
3531 Bar Gas & Consumables	344	91	400	309		309	22.8%	
Civic Centre Bar :- Direct Expenditure	4,412	313	6,400	6,087	0	6,087	4.9%	0
4035 Refuse Collection\Bin Emptying	121	0	0	0		0	0.0%	
4040 Equipment/Furniture	0	0	250	250		250	0.0%	
Civic Centre Bar :- Indirect Expenditure	121	0	250	250	0	250	0.0%	0
Net Income over Expenditure	11,350	213	8,350	8,137				
<u>499 Capital Expenditure</u>								
1180 Grants Recieved	0	4,072	0	(4,072)			0.0%	
1184 Capital Grants	0	0	0	0			0.0%	
1710 CIL Receipts	129,216	(26,933)	0	26,933			0.0%	
Capital Expenditure :- Income	129,216	(22,861)	0	22,861				0
801 Land & Buildings Depreciation	30,393	0	0	0		0	0.0%	
821 Vehicles & Equip. Depreciation	26,472	0	0	0		0	0.0%	
841 Infrastructure Assets Depr'n	29,803	0	0	0		0	0.0%	
898 Deferred Grants Released	15,651	0	0	0		0	0.0%	
899 Depreciation Reversal	(86,668)	0	0	0		0	0.0%	
4065 Devolved Services	(0)	0	0	0		0	0.0%	
4901 Loan Repayment Capital	22,347	23,462	23,462	(0)		(0)	100.0%	
4902 Loan Repayment Interest	17,255	16,139	16,140	1		1	100.0%	
4904 CAP - Civic Centre Equipment	1	0	0	0		0	0.0%	

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4917 CAP - IT Equipment	(0)	7,931	0	(7,931)		(7,931)	0.0%	
4920 CAP - Capital Projects	0	650	0	(650)	500	(1,150)	0.0%	
4921 CAP - Vehicles & Equipment	0	2,835	0	(2,835)		(2,835)	0.0%	
4925 CAP - Skate Park	0	0	0	0		0	0.0%	
4928 CAP - Play Equipment	(0)	0	0	0		0	0.0%	
4929 CAP - Outdoor Gym	0	11,899	0	(11,899)		(11,899)	0.0%	
4930 CAP - Play Area Signs	0	1,920	0	(1,920)		(1,920)	0.0%	
4931 CAP - 23 Weymouth St	0	5,041	0	(5,041)		(5,041)	0.0%	
4933 CAP - Town Park Splash Pad	0	4,629	0	(4,629)		(4,629)	0.0%	
4935 CAP - Hanging Baskets	0	3,368	0	(3,368)		(3,368)	0.0%	
4999 Assets Capitilised	342,651	0	0	0		0	0.0%	
5315 Tfr from Capital Projects	(57,813)	(21,744)	0	21,744		21,744	0.0%	
5316 Tfr frm Services to be Devolve	(200)	0	0	0		0	0.0%	
5324 Tfr from Skatepark	(55,980)	0	0	0		0	0.0%	
5329 Tfr from Open Spaces	0	(4,629)	0	4,629		4,629	0.0%	
5338 Tfr from EMR Play Area	(35,677)	0	0	0		0	0.0%	
5348 Tfr frm Outdoor Gym EMR	0	(6,000)	0	6,000		6,000	0.0%	
5350 Tfr from CIL 16/17	(74,914)	0	0	0		0	0.0%	
5351 Tfr From CIL 17/18	(3,347)	(1,828)	0	1,828		1,828	0.0%	
5900 Depreciation Contra to Service	(86,668)	0	0	0		0	0.0%	
5998 Assets Funded from Grants	(114,720)	0	0	0		0	0.0%	
6306 Tfr to EMR CIL	129,216	(26,933)	0	26,933		26,933	0.0%	
6315 Tfr to Capital Projects	44,000	44,000	44,000	0		0	100.0%	
Capital Expenditure :- Indirect Expenditure	141,801	60,740	83,602	22,862	500	22,362	73.3%	0
Net Income over Expenditure	(12,585)	(83,601)	(83,602)	(1)				
Grand Totals:- Income	1,078,528	1,253,027	1,329,518	76,491			94.2%	
Expenditure	1,075,601	844,609	1,329,518	484,909	46,851	438,059	67.1%	
Net Income over Expenditure	2,927	408,419	0	(408,419)				
Movement to/(from) Gen Reserve	2,927	408,419						

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	Wessex Lift Co Ltd	DDR1	118.50		Purchase Ledger Payment
01/02/2021	W2B-10525394	DDR2	12.00		Purchase Ledger Payment
01/02/2021	W2B-70064023	DDR3	192.00		Purchase Ledger Payment
01/02/2021	W2B-70006826	DDR4	1,165.50		Purchase Ledger Payment
01/02/2021	Hunot HR	DDR5	240.00		11371-Advice line
01/02/2021	Premium Credit	DDR	1,600.75		Insurance
02/02/2021	Coates & Parker Ltd	BP1	140.16		45413/11423/Coates & Parker Lt
02/02/2021	Checkpoint Warminster	FP2	94.44		ACW06366/11424/Checkpoint Warm
02/02/2021	Roundstone Vending Limited	BP3	372.00		RVL28085/11429/Roundstone Vend
02/02/2021	Office Right Business Solution	BP4	221.54		87857/11431/Office Right Busin
02/02/2021	Playsafety Ltd	BP5	739.80		53356/11432/Playsafety Ltd
02/02/2021	WPS Insurance Brokers & Risk S	BP6	28.00		504773576/11433/WPS Insurance
02/02/2021	Amazon Business	BP7	70.02		INV-GB-1196994915-20/11421/Ama
02/02/2021	Booker	DDR6	520.03		Purchase Ledger Payment
02/02/2021	Fuel Genie DDR	DDR7	113.58		5248702/11445/Fuel Genie DDR
04/02/2021	CCLA Deposit	TFR	80,000.00		CCLA Deposit
04/02/2021	WFS Ltd	DDR	405.53		WN20 NCA Lease
09/02/2021	Office Right Business Solution	BP8	193.09		11504-Semi-desk calculator
09/02/2021	Roundstone Vending Limited	BP9	252.00		Purchase Ledger Payment
09/02/2021	Netitude Ltd	BP10	1,278.67		Purchase Ledger Payment
09/02/2021	Mark Ingram	BP11	2,140.00		11495-Decorative wk
09/02/2021	F&S Gibbs Transport Services L	BP12	240.00		11488-Skip space rental
09/02/2021	Amazon Business	BP13	7.49		11486-Takeaway boxes
09/02/2021	W2B-70064023	Refund	-1,552.52		Purchase Ledger Payment
10/02/2021	Fuel Genie DDR	DDR8	247.98		5283789/11425/Fuel Genie DDR
11/02/2021	Idverde Limited	BP14	4,216.07		11494-Lake+carp toilet Jan21
11/02/2021	CCLA Deposit	TFR	80,000.00		CCLA Deposit
12/02/2021	Jan 21 Pensions	DDR	6,775.06		Jan 21 Pensions
15/02/2021	Timico Limited	DDR9	437.75		11505-Website hosting
15/02/2021	Mole Valley Farmers	DDR10	30.96		11497-Post UC4
15/02/2021	Office Evolution Ltd	DDR11	24.16		52601/11427/Office Evolution L
15/02/2021	Wiltshire Council	DDR12	299.00		Purchase Ledger Payment
15/02/2021	CCLA Deposit	TFR	80,000.00		CCLA Deposit
15/02/2021	Wiltshire Council	DDR	-299.00		Purchase Ledger Payment
15/02/2021	Wiltshire Council	Std Ord	299.00		Non-dom Rates Town Park
16/02/2021	Booker	DDR13	159.67		3543331/11422/Booker
17/02/2021	Fuel Genie DDR	DDR14	272.81		11490-Motor fuel
18/02/2021	CCLA Deposit	TFR	80,000.00		CCLA Deposit
19/02/2021	Amazon Business	BP15	23.69		11473-Till rolls
19/02/2021	DLF Seeds Ltd	BP16	138.75		11474-Colour boost seeds
19/02/2021	Fieldfare Farms Ltd	BP17	168.00		11485-Loading ramps
19/02/2021	Steve Dixon Creative	BP18	1,738.08		11512-Bat interpretation board
19/02/2021	Office Right Business Solution	BP19	532.61		11478-Waterproof jacket

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/02/2021	W2B-10523689	BP20	101.09		11479-Water 17.07.20-01.02.21
19/02/2021	Wheelers (Westbury) Ltd	BP21	1,119.60		11484-CCTV issues with camera
19/02/2021	Worldpay (UK) Ltd	DDR15	75.33		11508-Card processing charge
19/02/2021	Worldpay (UK) Ltd	DDR16	50.56		11509-Card processing charge
19/02/2021	Paragon	DDR	2,467.51		GK20 UYH Sweeper lease
21/02/2021	HSBC	DDR	21.30		Bank charges
22/02/2021	West mercia Energy	DDR17	495.31		11074977/11463/West mercia Ene
22/02/2021	HMRC	DDR	5,895.95		PAYE/NI Jan 21
23/02/2021	Total Gas & Power	DDR18	1,164.28		11506-Elec 04.11.20-31.01.21
23/02/2021	Total Gas & Power	DDR19	1,753.16		11507-Elec 04.11.20-31.01.21
23/02/2021	VWFS UK Ltd	DDR	33.98		WN20 NCA Maint
23/02/2021	Mayor Fund	BP	70.08		Mayor Fund
23/02/2021	Warminster Parking Partnership	BP	92.10		11510-Parking January 2021
24/02/2021	O2	DDR20	138.80		11476-Phone charge
24/02/2021	Fuel Genie DDR	DDR21	119.66		11475-Motor fuel
25/02/2021	Feb Salaries	DDR	18,787.04		Feb Salaries
27/02/2021	Hills Waste Solutions Ltd	DDR22	310.44		11492-Mixed Waste collection
27/02/2021	ALD Automotive	DDR	377.93		Ford Transit lease
Total Payments			376,731.29		

STATEMENT

Mrs F C Fox
Warminster Town Council
Warminster Civic Centre
Sambourne Road
WARMINSTER
Wiltshire
BA12 8LB

CLIENT: WARMINSTER TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0127300001PC

Statement at 31 March 2021					
Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/03/21	Brought Forward			1,013,778.78	
01/03/21	Dividend reinvested		26.55	1,013,805.33	4
24/03/21	Sold - paid to bank	100,000.00		913,805.33	4
31/03/21	Carried Forward			913,805.33	4

Statement of Dividends paid during the month to 31 March 2021		
Date	Receiving Account	Amount Paid £
01-03-21	Dividend reinvested	26.55

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

[illegible]

Delivering a brighter, greener future for all

Report to Finance and Audit Committee 4/05/2021

10. Service Maintenance Agreement 2021-2022 onwards

Recommendation

Members are recommended to award the contract to GB Services for a period of 1-3 years with the option of extension by a further 1-3 years.

Purpose of the Report

To advise member of the need for a new service maintenance agreement and the most cost-effective proposal.

Background

The current service maintenance agreement ends on 1st May 2021. A planned maintenance and service agreement is regarded as more cost effective than employing contractors on an ad-hoc basis. Businesses were asked to tender for maintenance of Warminster Civic Centre and Dewey House and 23 Weymouth Street and for an emergency call out service for any Warminster Town Council maintained property; Currently this includes: Warminster Civic Centre, Dewey House, 23 Weymouth Street, The Pavilion Café (in the Lake Pleasure Grounds) and a Depot at Swan Business Centre.

Options considered

Officers sought tenders from several well-regarded companies, they were:

- Wheelers
- GB Services
- H2O Plumbing and Heating Services
- AN Heating Ltd
- MJ HPPS Ltd - Heating - Plumbing & Property Services

Three tenders have been received, Wheelers, GB Heating. and a joint tender from MJ HPPS Ltd and Wessex Fire and Security. **(attached).**

The overall cost of the quotes are:

GB Services = £3811 + VAT,

The hourly call out rate for GB heating is £40 + VAT during normal hours and £50 + VAT out of hours.

Wheelers = £3854.39 +VAT.

The hourly call out rate for Wheelers is £50 + VAT during normal hours and £75 + VAT out of Hours.

MJ HPPS Ltd and Wessex Fire and Security = £1995 +£1470 = £3465 +VAT

The hourly call out rate for MJ HPPS is £40 + VAT during normal hours and £65 + VAT out of Hours

The call out rate for Wessex Fire and Security is £64.70 + VAT during normal hours and £122.00 + VAT out of hours

Overall, the tenders are quite similar, however officers recommend GB Services as they have lower call out charges, they are locally based, and they know the systems in place.

Financial and Resource Implications

The previous contract was for £3811 + VAT pa.

Legal Implications and Legislative Powers

None

Environmental Implications

None

Risk Assessment

N/A

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

Recommendation

Members are recommended to award the contract to GB Services for a period of 1-3 years with the option of extension by a further 1-3 years.

Report by: Tom Dommett



New Barn Lodge, Ansty, Salisbury, Wiltshire.SP3 5PX
Telephone: 01747 829222 Mobile: 07900 916810
mike@mjheat.co.uk



FAO Fiona Fox
Warminster Civic Centre
27-Apr-21

MJP/08248

Ref: Annual Maintenance Contract.

Dear Fiona Fox

Thank you for your enquiry, please find our costs for Maintenance work

Please find our acceptance form attached.

All workmanship is fully guaranteed, together with all manufacturers' warranties.

*Included is Wessex Document Ref No 77672A which are there costs for routine maintenance

Commencement date: TBC

Interim payments to be agreed thereafter and final payment on completion of work. Cheques to be made payable to MJ HPPS LTD Quotation is open for 28 days thereafter, the material element may be subject to price increases.

All prices subject to vat @ 20.0% MJ HPPS LTD terms & conditions apply.

Product range:

MJ HPPS LTD use recognised products that comply with British standards.

MJ HPPS LTD have a policy of selecting reliable products using the considerable experience of our service knowledge.

Warminster Civic Centre and Dewey House and 23 Weymouth Street, which includes an option to renew and the following services.

- 1. Warminster Civic Centre: Annual Maintenance of Boiler and Ancillary Equipment / Air Handling Plant**

Visit the premises twice a year and carry out the service of the equipment as below and provide a breakdown service throughout the duration of this contract.

- **2 No Boilers**
- **Heating and Pressurization Unit**
- **Plantroom Valves**

Costs: for the above items twice a year £320.00, any parts required priced separately and time for fitting

- **1 No Hot Water Cylinder**
- **Grundfoss Heating Circulators**
- **3 No Roof Mounted AHUs (including belts and filters, changed annually)**

Costs: for the above items once a year £380.00, any parts required priced separately and time for fitting

2. Air Conditioning Plant

Visit the premises twice a year to service the air conditioning system as below and provide a breakdown service throughout the duration of this contract.

- **3 No Daikin Air Conditioning Systems**
- **1 No Marstair Cellar Cooling System**

Costs: for the above items twice a year £440.00 any parts required priced separately and time for fitting

3. Water Hygiene Risk Assessment

Carry out the Water Risk Assessment at commencement of Maintenance Contract and issue site documentation, log book and establish testing / dosing frequency.

On a monthly basis £155.00 any parts required priced separately and time in fitting.

4. Fire Alarm Maintenance

Visit the premises twice a year to carry out the Fire Alarm, Emergency Lighting and Door Access Systems.

*Included is Wessex Document Ref No 77672A which are there costs for routine maintenance

5. Man Safe System

Arrange for the Man Safe System to be checked on an annual basis.

Cost £240.00 once a year

6. Dewey House: Air Conditioning

The Air conditioning System within the CCTV Room to be serviced twice a year during the same visits as the Civic Centre, and a breakdown service provided throughout the duration of the contract.

AHU serving and general checks £350.00

Costs based upon once a year, PAT Testing of equipment Hourly rate £40.00, servicing water heaters £45.00 per heater

7. 25 Weymouth Street: Annual Gas Safety Certification

Annual costs: once a year

1 x Boiler service £65.00, LLSR £45.00, any other appliances connected to the gas supply at property an extra £12.00 per appliance

8. Emergency Call out for any Warminster Town Council Maintained property; Currently this includes: Warminster Civic Centre and Dewey House and 23 Weymouth Street, The Pavilion Café (in the Lake Pleasure Grounds) and a Depot at Swan Business Centre.

MJ HPPS Callout Rates and General Rates:

General Plumbing and Heating 8.30 – 5.00 £40.00 per/hour

After hours 5.00pm onwards £60.00 1st hour, then £30.00 every ½ hour

Public Holidays 1st hour £70.00 , then £28.00 every ½ hour

Breakdowns and callouts on AHU and ACS

After hours 5.00pm onwards £65.00 1st hour, then £35.00 every ½ hour

Public Holidays 1st hour £70.00 , then £35.00 every ½ hour

General electrician: 8.30 – 5.00 £40.00 per/hour

After hours 5.00pm onwards £60.00 1st hour, then £30.00 every ½ hour

Electrical Engineer: 8.30 – 5.00 £55.00 per/hour

After hours 5.00pm onwards £70.00 1st hour, then £30.00 every ½ hour

In preparing this quotation, every care has been taken to ensure its accuracy without the removal of structures to examine the present arrangements. Should additional works become necessary during installation, a separate quotation will be given for the extra work required.

I hope the quotation meets with your requirements. However if you have any queries please do not hesitate to contact me personally.

Yours sincerely

Michael J Pearson

For MJ HPPS Ltd

Our Ref: MT/BP/Q2246

SERVICE AGREEMENT:
Between:

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

And:

Wheeler's (Westbury) Ltd
31D Link Road
West Wilts Trading Estate
Westbury
Wiltshire
BA13 4JB

22nd April 2021

Annual Service and Inspection

We would like to offer the following:

1. The maintenance contract shall run from **01st May 2021** to **30th June 2022**
2. Wheeler's (Westbury) Ltd will visit the premises **Twice** per annum to carry out the service and visual inspection of the equipment on a mutually agreed date during the duration of this contract.
3. The contract includes service and inspection of the equipment **as per attached list**.
4. Materials/parts supplied because of the service, will be subject to a 20% uplifting cost.
5. This Agreement will run for one calendar year in consideration of the customer paying to Wheeler's (Westbury) Ltd the sum of **£3854.39 plus VAT** at the current applicable rate. Payable on signing the Agreement and anniversary thereof in each succeeding year, the contract will automatically be renewed from year to year, terminable upon three months' notice (in writing), prior to the due date, given by the customer to Wheeler's (Westbury) Ltd.
6. **The quoted rate in paragraph 5 will be reviewed annually and the client advised in advance of the renewal date.**
7. Wheeler's (Westbury) Ltd undertake service the equipment as per manufacturer's instructions and the customer will give all possible assistance to this end.
8. In the event of dissatisfaction by the customer of the service rendered, the customer should notify Wheeler's Maintenance Services administrator to allow resolution of the complaint.

9. This Agreement provides the customer access to Wheeler's out of hours emergency call-out service under which we will attend to as soon as practicably possible to make safe or repair. The call-out will be deemed to commence from departure from Wheeler's (Westbury) Ltd.'s premises.
10. Hourly rates will be charged at £50.00 plus vat during normal working hours (Monday to Friday 07:30 – 17:00).
11. Out of hours working will be charged at £75.00 plus vat per hour (Evenings, Weekends and Bank Holidays 17:00 – 07:30).
12. No free call outs are included in this agreement. It is a planned preventative maintenance contract only and therefore any issues identified during the service visit or arising between service visits, will be quoted for separately to the service agreement
13. Wheeler's will presume that all areas that need to be accessed have been inspected and are asbestos free and that all registers are current and available unless informed otherwise.

Mark Thomas
Mechanical Maintenance Manger
Wheeler's (Westbury) Ltd

To commence your annual maintenance, please sign both copies of this Agreement and return one copy to our offices for our records:

Signature:

Signature: **Mark Thomas**

Date:

Date: **22nd April 2021**

Position:

Position: **Mechanical Maintenance Manager**

For and on behalf of:

For and on behalf of:
Wheeler's (Westbury) Ltd

Customer Order No:

Schedule of equipment to be serviced:

Civic Centre

Wheelers to check Twice per year:

- To carry out Service on 2 No Remeha Quinta Pro Boilers as per manufactures literature
- To carry out operational checks on Mikrofill PS 300 Heating and Pressurization Unit
- To visually inspect all Plantroom Valves
- To visually inspect 1 No Hot Water Cylinder
- To carry out operational checks to Grundfos Heating Circulators
- To carry out operational checks to 3 No Roof Mounted AHUs (including belts and filter replacements once per Annum)

25 Weymouth Street Once per year:

- To carry out Service on 1 No Domestic Gas Boiler as per manufactures literature

Meridian to check Twice per year

- To carry out Maintenance checks to 3 No Daikin Air Conditioning Systems
- To carry out Maintenance checks to 1 No Marstair Cellar Cooling System
- To carry out Maintenance checks at Dewey House to 1 No Air Conditioning Unit in the CCTV Room.
-

Stokefield to check Once per year:

- Water Hygiene Risk Assessment

Haven Fire & Security to check Twice per year:

- To carry out Testing of Fire alarm systems – Twice per Annum
- To carry out Testing of Emergency lighting & door access systems – Once per Annum

A2MSafty to check Once per year:

- 5no Latchways Roof Mounted Horizontal Man Safe Systems – totaling approx. 60 l/m
- 2no Single Anchor Posts

Our Reference: 77672A

Warminster Council Tender
Civic Centre
Sambourne Rd
Warminster
BA23 8LB

21st April 2021

Dear Sirs,

Re: Access Control System Maintenance – Civic Centre

Further to my visit to your premises, please find detailed our schedule and costs for the works carried out during our annual routine maintenance visits.

Please note, this is for the Civic Centre only as it was deemed by site that there was no access control equipment in Dewey House or 23 Weymouth St

One Visit per Annum

Engineer will inspect, test and record the following:

- Check installation, location and siting of equipment and devices against specification.
- Check satisfactory operation of intercom (external)
- Check satisfactory operation of handset (internal)
- Check lock fixings
- Check flexible connections
- Check lock operation
- Check lock for water ingress
- Check mains connection
- Test sample quantity of cards/tokens at readers
- Test exit switches
- Test break glass call point (green)
- Test link interface to fire alarm.

Equipment Schedule

Quantity	
3	Internal Readers
<i>Full Equipment Schedule to be taken on initial takeover</i>	

Annual Routine Maintenance of an Access Control System @ one visit per annum for the sum of £110.00 + vat.

Initial Takeover fee (One off charge) for the sum of £150.00 + vat

CALL OUTS

The procedure for call outs is to contact our office. Our response time for call outs for Access Control systems is the next working day from report of fault.

EMERGENCY CALL OUTS

The procedure for emergency call outs is to contact our office on the above telephone number. In the event of the emergency being "out of normal working hours" our monitoring station will take the necessary details and contact the duty engineer.

STANDARD TARIFF OF CHARGES

Our Call out charges (excluding Fire Extinguishers):

	Contract Customers	Non Contract Customers
Mon – Fri 08.00am – 6.00pm	£ 64.70	£148.80
Out of hours	£122.00	£206.00

Additional labour and return visits are charged at £26.80 per half-hour for systems with maintenance contracts and £53.60 per half-hour for those without.

Call out charges include travel time and up to half-hour on site.

All charges exclude VAT.

All charges are correct at the time of going to print and may be subject to change.

To proceed, please sign and return the enclosed quotation, upon receipt our service department will contact you to arrange a suitable time to carry out the initial service visit.

Yours sincerely,

Ryan Anker

Service Sales

Warminster Council Tender Civic Centre Sambourne Rd Warminster BA23 8LB	Quotation No: 77672A Quotation Date: 21 st April 2021 Surveyor: Ryan Anker
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Re: Warminster Council Tender, Warminster Council Tender, Civic Centre, Sambourne Rd, Warminster, BA23 8LB.

Quotation for the *service and maintenance* by Wessex Fire and Security of an *Access Control system* in accordance with our terms and conditions overleaf. *All prices exclude VAT*

Planned Preventative Maintenance

Annual maintenance of an Access Control system, as detailed in the enclosed specification No: 77672 <i>(1 routine visit per annum)</i>	£110.00 + vat
Initial Takeover fee (One off charge)	£150.00 + vat

Acceptance

Credit terms are strictly 30 days (subject to status) from invoice date. By signing this acceptance you hereby authorise us to obtain your credit rating from a credit reference agency. You may refuse these credit terms by crossing through this paragraph. We will consequently require 50% deposit and 50% on system handover.	*SIGNED
	PRINT FULL NAME
	POSITION
	DATE
	* To be signed only by (i) a Director, Company Secretary or other person authorised to sign on behalf of the company in the case of a limited company, or (ii) a Partner or Proprietor if a partnership or sole trader.

ACCEPTANCE: PLEASE SIGN AND RETURN THIS PAGE

Specification No: 77672

Warminster Council Tender
Civic Centre
Sambourne Rd
Warminster
BA23 8LB

21st April 2021

Dear Sir,

Re: Warminster Council Tender – Fire & Emergency Lighting S&M

We thank you for your recent enquiry and have pleasure in enclosing the following quotation to undertake the routine maintenance of both the fire detection and alarm system together with the emergency lighting installation at the above premises.

PRICE

We propose to carry out the annual maintenance in accordance with this letter and as detailed in the enclosed for the total sum of

Civic Centre

Annual Maintenance - Fire & Emergency Lighting	£275.00
Annual Remote Monitoring Fee	£390.00

Site were unable to advise the type of communicator in situ, so we have allowed for the upper graded (grade 4) dual path communicator, if this is not the case please advise and we can look to revise the monitoring fee accordingly.

Initial Takeover fee & 46.2 visits (one off charge)	£200.00
--	----------------

Dewey House

Annual Maintenance - Fire & Emergency Lighting	£195.00
---	----------------

Understood to be an audible only system.

Initial Takeover fee & 46.2 visits (one off charge)	£150.00
--	----------------

23 Weymouth Street

Unable to gain access to the property. However, informed that there was no requirements for this property as it is a main driven system and as a domestic house would have no emergency lighting or access control.

(Exclusive of VAT at the standard rate)
Subject to our "TERMS AND CONDITIONS"

All service visits and call outs will be carried out in accordance with the relevant sections of the current British Standard codes of practice;

BS5839:Part 1:2017

BS5266:Part 1:2016

BS5266:Part 8:2004

Fire Detection and Alarm Systems

Emergency Lighting of Premises

Emergency Escape Lighting Systems

together with the equipment manufacturer's recommendations.

Each service will incorporate the following;

- a) Test for the correct functioning of all equipment as specified (in accordance with the procedures and frequency as described within the above British Standards). Any minor faults will be rectified although worn / damaged equipment will be subject to a separate report and quotation.
- b) Record dates and results of any visits in the relevant logbook(s).
- c) Report on any building or structural changes that may interfere with the efficient operation of the system.
- d) Issue an engineer's test report sheet following each visit together with any relevant certification where possible.

Additionally, the company will provide the services of an engineer at the request of the customer (i.e. Emergency Call Outs", such additional visits would be costed on a time and material basis.

We trust that we have interpreted your requirements correctly and that our quotation has been prepared to your satisfaction. Please do not hesitate to contact us if we can be of further assistance or further clarification.

If you would like to proceed, please sign and return the enclosed quotation acceptance page, upon receipt our service department will contact you to arrange a suitable time to carry out the initial service visit

Assuring you of our best and most prompt attention at all times.

Yours sincerely,

WESSEX FIRE & SECURITY LTD

Ryan Anker

Service Sales

FIRE ALARM MAINTENANCE PROCEDURE

INITIAL VISIT & ANNUAL THEREAFTER

Initial Visit:

This will consist of a special inspection to review existing records (where available) and the installed system; areas not compliant to the current standard will be highlighted in a report to the Building's Responsible Person. This report should be viewed alongside the property's Risk Assessment to deem required actions needed against our findings.

Once a year we will carry out a full test and inspection of the fire alarm system. Due to the size of most fire alarm systems, the full testing procedure may be carried out on a pro-rata basis, with approximately 50% of the equipment being tested during each inspection. The testing procedure being the following:

- i) To carry out the same tests and inspection as detailed in the periodic test and inspection procedure.
- ii) Additionally, test all automatic detectors, manual call points and any other equipment necessary to perform the function of a fire alarm system. Where detectors are installed within what may be considered as a "clean non corrosive environment" the following will be instigated:
 - a) Visual inspection that the detectors are still suitable for the area they are protecting.
 - b) Visually inspect that a clear space of at least 750mm is available in all directions below all detection devices.
 - c) A visual inspection to ensure that all cabling to and from the detector is secure and undamaged.
 - d) Depending upon the manufacturer's recommendations, the detector may be removed and tested on a suitable tester to establish if it is within its correct calibration.
 - e) If the detector is found to be within the correct limits, the detector will be refitted and tested with an approved tester.
- iii) Any remedial work or defects will be noted in the fire log book and reported to the customer.

PERIODIC SIX MONTHLY VISITS

Wessex Fire & Security will carry out the following testing procedure for each test and inspection maintenance visit:

- i) Inspect the fire alarm logbook for any previous entries; action will be taken where necessary.
- ii) Test and examine batteries in accordance with the manufacturer's recommendations. This is to ensure that they are in good serviceable condition and not likely to fail before the next maintenance visit.
- iii) For wet cell batteries, replenish electrolytic level and ensure correct specific gravity level.

- iv) Test the operation of the control panel, indicating lamps and all ancillary functions of the charging unit and control panel. Fault conditions will be simulated in order to ensure that all indicators are in good and proper order.
- v) Test a manual call point on each zone for correct operation.
- vi) Test a detector on each zone for correct operation using an approved smoke detector tester.
- vii) Test the operation of the alarm sounders as thoroughly as possible, taking into consideration the customer's request.
- viii) Test any link to a remote managed centre or communication to the fire brigade.
- ix) Any remedial work or defects will be noted in the fire log book and reported to the customer.

BATTERIES

All fire system batteries will be replaced after a period of five years from the date of the battery installation. This is in line with the manufacturer's recommendations. All fire system batteries are excluded from any type of contract provided by Wessex Fire and Security and will be charged for at the appropriate rate (this excludes wet cells, which have a general life of ten years or more).

EMERGENCY LIGHTING MAINTENANCE PROCEDURE

ANNUALLY

- i) Switch on in the emergency mode each luminaire and each internally illuminated exit sign from its battery by simulation of a failure of the supply to the normal lighting for a period equal to the fully rated duration of the luminaire (usually 3 Hours).

During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly.

At the end of this test period, the supply to the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored. The charging arrangements shall also be checked for proper function.

- ii) In addition to the above, for central battery systems, the correct operation of system monitors shall also be checked.

EQUIPMENT SCHEDULE – FIRE ALARM – CIVIC CENTRE

Equipment	Qty.
Fire Alarm Panel (Monitored and linked to fire brigade)	1
Detectors	21
Manual Call Points	6
Emergency Lighting	TBC
<i>Full Equipment Schedule to be taken on initial takeover</i>	

EQUIPMENT SCHEDULE – FIRE ALARM – DEWEY HOUSE

Equipment	Qty.
Fire Alarm Panel (Audible Only)	1
Detectors	5
Manual Call Points	4
Emergency Lighting	TBC
<i>Full Equipment Schedule to be taken on initial takeover</i>	

EMERGENCY CALL OUTS

The procedure for emergency call outs is to contact our office on the above telephone number. In the event of the emergency being “out of normal working hours” our monitoring station will take the necessary details and contact the duty engineer.

STANDARD TARIFF OF CHARGES

Our Call out charges (excluding Fire Extinguishers):

	Contract Customers	Non Contract Customers
Mon – Fri 08.00am – 6.00pm	£ 64.70	£148.80
Out of hours	£122.00	£206.00

Additional labour and return visits are charged at £26.80 per half-hour for systems with maintenance contracts and £53.60 per half-hour for those without.

Call out charges include travel time and up to half-hour on site.

All charges exclude VAT.

All charges are correct at the time of going to print and may be subject to change.

Warminster Council Tender Civic Centre Sambourne Rd Warminster BA23 8LB	Specification No: 77672 Quotation Date: 21 ST April 2021 Surveyor: Ryan Anker
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Re: : Warminster Council Tender

Quotation for the **maintenance** by Wessex Fire & Security of both the **Fire Alarm** and **Emergency Lighting equipment/systems** as detailed in the above schedule in accordance with our terms and conditions overleaf. **All prices exclude VAT**

Planned Preventative Maintenance

Annual maintenance of alarm system in accordance with BS5839:Part 1 and emergency lighting in accordance with BS5266:Part 1 & Part 8 including 24 hour availability of our Emergency service

Civic Centre

Annual Maintenance - Fire & Emergency Lighting
Initial Takeover fee & 46.2 visits (one off charge)

£275.00 + VAT
£200.00 + vat

Dewey house

Annual Maintenance - Fire & Emergency Lighting
Understood to be an audible only system.
Initial Takeover fee & 46.2 visits (one off charge)

£195.00 + VAT
£150.00 + VAT

Communication Monitoring

Civic Centre

Annual Remote Monitoring Fee

Site were unable to advise the type of communicator in situ, so we have allowed for the upper graded (grade 4) dual path communicator, if this is not the case please advise and we can look to revise the monitoring fee accordingly.

£390.00 + VAT

Acceptance

Credit terms are strictly 30 days (subject to status) from invoice date. By signing this acceptance you hereby authorise us to obtain your credit rating from a credit reference agency. You may refuse these credit terms by crossing through this paragraph. We will consequently require 50% deposit and 50% on system handover.	*SIGNED
	PRINT FULL NAME
	CONTACT E-MAIL ADDRESS
	POSITION
	DATE
	* To be signed only by (i) a Director, Company Secretary or other person authorised to sign on behalf of the company in the case of a limited company, or (ii) a Partner or Proprietor if a partnership or sole trader.

ACCEPTANCE: PLEASE SIGN AND RETURN THIS PAGE

Service Agreement

Between:

Mrs Fiona Fox
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

Quotation



And:

GB Services
14 Fanshaw Way
Warminster
Wiltshire
BA12 9QX

13th April 2021

Please find below a quotation for your Maintenance Contract which covers a range of services to be provided by GB Services for Warminster Town Council covering Warminster Civic Centre and Dewey House, itemised separately, with Schedules attached.

The Maintenance Contract shall run from 1st May 2021

1. Annual Maintenance of Boiler and Ancillary Equipment / Air Handling Plant

We will visit the premises twice a year to carry out the service of the equipment as per Schedule 1 attached on a mutually agreed date during June 2018 and January 2019 and provide a breakdown service throughout the duration of this contract.

For the annual sums of:

Boiler and Ancillary Equipment Maintenance	£301.00
Air Handling Units	£489.00

2. Air Conditioning Plant

We will visit the premises twice a year to service the air conditioning system as per the attached list in Schedule 2, and provide a breakdown service throughout the duration of this contract.

For the annual sum of £360.00

3. 25 Weymouth Street Annual Gas Safety Certification.

For the annual sum of £75.00

4. Water Hygiene Risk Assessment

We will carry out the Water Risk Assessment (this is a one off cost payable every two years) at commencement of Maintenance Contract and issue site documentation, log book and establish testing / dosing frequency. The first of the quarterly water testing regime visits will also take place at this time to check hot, cold and calorifier temperatures: the remaining quarterly checks to be confirmed on mutually agreed dates during March, June and September.

For the sums of:

Risk Assessment	£116.00	(Covers a 2 year period)
Water Testing Maintenance	£1320.00	(annual cost) Quarterly checks and shower sample taken On each visit included

5. Fire Alarm Maintenance

We will visit the premises twice a year to carry out the Fire Alarm, Emergency Lighting and Door Access Systems.

For the annual sum of: £435.00

6. Man Safe System

We will arrange for the Man Safe System to be checked on an annual basis, a date to be agreed.

For the annual sum of: £405.00

7. Dewey House: Air Conditioning

The Air Conditioning System within the CCTV Room will also be serviced twice a year during the same visits as per the main Civic Hall, and a breakdown service provided throughout the duration of this contract.

For the sum of: £105.00

2 No TVC/C water samples to be taken annually for analysis

For the sum of: £205.00

Please note:

This cost applies only when the samples are taken on the same visits as the main Civic Centre visits.

8. Any material / parts supplied will be subject to a 10% uplifting cost

9. This Agreement will run for one calendar year in consideration of the customer paying to GB Services the sum of £3811.00 plus VAT at the current applicable rate. Payable on signing the Agreement and anniversary thereof in each succeeding year, the contract will automatically be renewed from year to year, terminable upon three months' notice (in writing), prior to the due date, given by the customer to GB Heating Limited.
10. The quoted rate in paragraph 8 will be reviewed annually and advised to the client in advance of the due date.
11. GB Services will undertake to keep the equipment working to its designed standard and the customer will give all possible assistance to this end.
12. In the event of dissatisfaction by the customer of the service rendered, the customer should notify GB Heating Limited to allow a resolution of the complaint.
13. This Agreement provided the customer access to GB Services out of hour emergency call out service under which we will attend to as soon as practicably possible to make safe or repair. The call out will be deemed to commence from departure for GB Services premises.
14. Callouts During Periods of Staff Holidays will be covered by another nominated Company to keep continuity of cover in the Prospect of a Breakdown.
Cover will be arranged by GB Services and details of such covering company will be passed onto The Town Council .
15. Hourly rates will be charged at £40.00 during normal working hours (07.30 - 17.00)
16. Out of hours working will be charged at £50.00 per hour (17.00 – 07.30)

Gary Boon
Company Director
07850 957592

To commence your year's maintenance, please sign both copies of this Agreement and return them to our office for counter signature.

Signature:

Signature:

Date:

Date:

Position:

Position:

For and on behalf of
Warminster Town Council

For and on behalf of
GB Services

Schedule 1

Annual Maintenance of Boiler and Ancillary Equipment

Schedule of Equipment to be serviced:

- 2 No Boilers
- Heating Pressurization Unit
- Plantroom Valves
- 1 No Hot Water Cylinder
- Grundfoss Heating Circulators
- 3 No Roof Mounted AHUs (including belts and filters, changed annually)

Schedule 2

Air Conditioning Plant

Schedule of Equipment to be serviced:

- 3 No Daikin Air Conditioning Systems
- 1 No Marstair Cellar Cooling System

Schedule 3

Dewey House

Schedule of Equipment to be serviced:

- 1 No Air Conditioning Unity CCTV Room
- 2 Visits per Annum in conjunction with Civic Hall dates



Delivering a brighter, greener future for all

Grants Policy and Procedures

May 2021 reviewed
Next review 2022

1. Introduction

- 1.1 The Council has the power to provide grants under its General Power of Competence.
- 1.2 The Council also has access to the Dewey Trust for the provision of grants.
- 1.3 Any grant of £2,000 will include a proviso that the recipient must provide the town clerk with a written report on how the money has been used within 12 months of the grant.

2. Procedure

- 2.1 The Finance and Audit Committee will consider applications once a year and a local media advert will be placed at the appropriate time. Details will also be uploaded to the council's website. The decision taken to award grants will be taken in July or at a meeting nearest to this month.
- 2.2 The town clerk shall ensure that applications received have all of the supplementary papers necessary, before reporting them to the Finance and Audit Committee.
- 2.3 Grants will be made in accordance with the following criteria:
 - (a) There will be direct benefit to Warminster or part of the area or to some or all of its inhabitants
 - (b) The direct benefit which will accrue to the area or inhabitants will be commensurate with the amount of expenditure
 - (c) That, with the exception of disaster fund appeals, no grants will be made to national based organisations unless they can show the proportion of direct benefit to the residents of Warminster
 - (d) Grants will only be made to individuals in exceptional circumstances
 - (e) The grant application must be applied for by an authorised member of the charity or organisation
 - (f) Capital requests are preferable to revenue requests
 - (g) Only one grant per organisation will be given and this will be limited to £2,000 per applicant
- 2.4 The above criteria will be sent to prospective applicants, with a request for a sight of their accounts, Equal Opportunities Policy, invoice or quotation for the project, details of other funding requests, terms of reference, constitution and memorandum and articles if relevant.

2.5 Any grant budget not allocated at the meeting in, or nearest to July, will be available for allocation up to 31st March in the following year. This will be available only to new applicants who have not already been previously considered within that financial year.

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3. Selection Process

- 3.1 The council will review each application provided that all supplementary information has been supplied

- 3.2 The deadline date for submitting applications will be 31st May
- 3.3 Incomplete forms will not be considered
- 3.4 The applications will be heard at a meeting scheduled in July or nearest date
- 3.5 Payments will be issued as soon as possible.

Deleted: September.