

27<sup>th</sup> October 2017

You are summoned to a meeting of the:

**Finance and Assets Committee**  
**on Monday 6<sup>th</sup> November 2017 at 7pm**  
**at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee membership:**

<b>CLlr Batchelor (Broadway)</b>	<b>CLlr Pitcher (Broadway)</b>
<b>CLlr Davis (East)</b>	<b>CLlr Ridout, Chairman (West)</b>
<b>CLlr Jolley (Broadway)</b>	<b>CLlr Robbins (East)</b>
<b>CLlr Nicklin (West)</b>	

Copied to all other members for information.

Yours sincerely,



**Fiona Fox BA (Hons) MCIPD FILCM**  
**Town Clerk**

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## AGENDA

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 Assets Committee meeting held on Monday 4<sup>th</sup> September 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.
  - 3.2 To note** any matters arising from the minutes of the Finance and Assets Committee meeting held on Monday 4<sup>th</sup> September 2017.

4. **Chairman's Announcements**

To **note** any announcements made by the Chair.

5. **Questions**

To **receive** questions from members of the Council submitted in advance.

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

6. **Public Participation**

To **enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

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

7. **Reports from Unitary Authority Members**

To **note** reports provided.

8. **Financial Information**

8.1 To **note** the reconciliations for August and September 2017 and the **chairman to sign** and verify against the bank statements seen.

8.2 To **approve** the list of payments made in August and September 2017 and the **chairman to sign**.

8.3 To **approve** the petty cash schedule for August and September 2017.

8.4 To **note** the report on material variances in excess of 10% of the budget up to period 6.

8.5 To **note** that the Clerk made internal transfers between the Instant Access Account and the Current Account on:

14 <sup>th</sup> September 2017	£20,000.00
6 <sup>th</sup> October 2017	£ 3,000.00
24 <sup>th</sup> October 2017	£10,000.00

9. **Devolved Services**

9.1 The Devolved Service Working Group (DSWG) no longer satisfies the criteria of a 'working group' i.e. task and finish. It is therefore recommended that the DSWG be re-constituted as the Devolved Services Sub-Committee under the Local Government Act 1972 s102(4). The new sub-committee will require a revised Terms of Reference which will be placed on the agenda of the next meeting.

**Members are therefore requested to resolve to create the Devolved Services Sub-Committee. The membership to remain the same.**

9.2 To **approve** the minutes of the Devolved Services working group meetings held on the 10<sup>th</sup> August and 14<sup>th</sup> September 2017 respectively and to agree all actions contained therein. The minutes are attached and the items for spending approval are:

ITEM	COST
Soup kettle	£50.00
Baked potato oven (this is suitable for cooking other items)	£600.00
Repairs to boat house steps with addition of a new gate fitted at the bottom.	£3,400.00 + VAT * three quotes were sought, with only one tendering for the work. <b>The quotation is attached.</b>

## 10. Town Promotion Team

**10.1** The Town Promotion Team (TPT) will not satisfy the criteria of a 'working group' i.e. task and finish. It is therefore recommended that the TPT be re-constituted as the Town Promotion Sub-Committee under the Local Government Act 1972 s102(4). The new sub-committee will require a revised Terms of Reference which will be placed on the agenda of the next meeting.

**Members are therefore requested to resolve to create the Town Promotion Sub-Committee. The membership to remain the same.**

**10.2 To approve** the minutes of the Town Promotion Team working group meeting held on 4<sup>th</sup> September 2017 and to agree all actions contained therein. The minutes are attached.

## 11. Town Development Committee

**To approve** the 25% contribution to Wiltshire Council for the following work to be carried out by through CATG:

**11.1 TD/17/033.1 refers: 4071 Victoria Road/Masefield Road.** Additional cost due to electrics/ducting. Cost increase from £7,300 to £10,500 therefore the Town Council's contribution of 25% will be £2,625, an increase of £800.00. Members have already approved the revised plans; however, the costs were not known at the time.

**Members to note** that a letter has been received thanking the Town Council for its help in providing a sign at the Imber Road entrance to the Boreham Road and East Street.

## 12. Draft Budget 2018/2019

The Clerk is submitting a first draft of a budget for 2018/2019. The Clerk has considered the proposed limit that may be imposed on Councils next year. The full budget pack will be provided as an addition to the agenda pack once received from the accountants.

Members should read the notes at the end of the budget pack to familiarise themselves with the reasons for the budget lines.

The Clerk is happy to clarify or answer questions in advance of the meeting if required.

**FA/17/027 refers:** These budget items are brought forward from the previous meeting:

- **A budget (suggested £2K) for the implementation of robes for the Chairman and Town Clerk: (See attached).**

- A budget for the Town Promotion Team
- An increased budget for Devolved Services to accommodate any additional items Wiltshire Council may devolve
- A budget to cover the costs of professional advice for the town regeneration proposals
- A budget for trees

**Members to discuss and make a recommendation to take forward to Full Council.**

**13. Internal Audit**

**To receive and note** the outcome of the Council's interim audit and to agree to any actions contained therein. **(See attached).**

**14. Annual Return**

**To receive and note** the outcome of the Council's annual return and to agree to any actions contained therein. **(See attached).**

**15. The Community Infrastructure Levy (CIL)**

The Council has now received CIL contributions from Wiltshire Council. **(See attached).**

**Members are requested to note the contents of the attached report. Members are further requested to consider the next stages with regards to a policy and procedure setting out how the Town Council uses its Community Infrastructure Levy receipts. The inclusion of the projects list drawn from the Town Plan, Neighbourhood Plan and from the Council's existing plans should inform the decision.**

**16. Civic Events**

Cllr Fryer has proposed a Mayoral events budget of £4,100 for the year 2017–2018. To cover two events, a park event in May 2018 and a Civic Reception. **(See attached).**

**Members are requested to resolved on the following:**

1. **A budget of £4100.00 to fund two Civic events for his Mayoral year 2017–2018.**
2. **That this budget, of £4,100, if agreed, should carry on from year to year, so that Members do not need to calculate the Civic budget on an annual basis.**
3. **That the mayor decides upon the events as has happened in the past.**

**17. Dog Bags**

**359/17 Dog Bags refers: Minute note from Finance and Assets Committee 6<sup>th</sup> March 2017**

Members discussed the fact that 100,000 dog bags had been purchased last year at a cost of £1452. It was agreed that it would not be practical to administer voluntary donations for the bags and the Council would continue to monitor the provision for six months to assess the frequency with which individuals used the service.

**Report back:** since the meeting a record has been kept of the postcodes of those requesting dog backs, and only those living in the Warminster postcode area have been allocated supplies. In the six-month period from the 13<sup>th</sup> March 2017 – 25<sup>th</sup> September 2017 inclusive a total of 838 packs have been distributed at a cost of £1,154.27.

**Members are requested to resolved whether they wish to continue to provide this service.**

**18. Thank you letters for grants**

Members to note that 'thank you' letters have been received from the following organisations on receipt of grant funding:

- Headway
- Alzheimer's Support
- HELP Counselling Services

**19. Communications**

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

The date of the next Finance and Assets meeting is Monday 8<sup>th</sup> January 2018

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