

**MINUTES**  
**of the**  
**Finance and Assets Committee**  
**held 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>	A	<b>CLlr Pitcher (Broadway)</b>	*
<b>CLlr Davis (East)</b>	*	<b>CLlr Ridout, Chairman (West)</b>	*
<b>CLlr Jolley (Broadway)</b>	*	<b>CLlr Robbins, Vice Chairman (East)</b>	*
<b>CLlr Nicklin (West)</b>	A		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

Officers: Fiona Fox (Town Clerk), Veronica Mills (Administration Officer)

Public and press: Councillors Fraser, Fryer, Jeffries and Macfarlane; 0 members of the public and 0 members of the press

**FA/17/032 Apologies for absence**

Apologies were **received and accepted** from Councillors Batchelor and Nicklin.

**FA/17/033 Declarations of Interest**

Councillors would declare any interests if applicable during discussions on agenda item 12, Draft Budget 2108/2019.

**FA/17/034 Minutes**

**FA/17/034.1 The minutes of the Finance and Assets Committee meeting held on Monday 4<sup>th</sup> September 2017 were approved.**

**FA/17/034.2** There were no matters arising.

**FA/17/035 Chairman's Announcements**

The Chairman emphasised that the committee were not making any decisions, only recommendations on:

- This year's budget
- Next year's budget
- CIL monies.

### **FA/17/036 Questions**

**FA/17/036.1** The Clerk had received a question on the Dewey Trust. At the Area Board meeting on Thursday 2<sup>nd</sup> November it was confirmed that the Dewey Trust had been agreed in favour of the Town Council but this had not yet been received in writing.

**FA/17/036.2** The Clerk had received a question regarding future plans for Dewey House. There were no immediate plans but a medium-term plan for the next 3–5 years was being considered.

**FA/17/036.3** The Clerk had received an email questioning whether agenda items 9 and 10 regarding setting up sub-committees should be put to Full Council for debate. The Clerk explained that as the parent committee, Finance and Assets had full devolved responsibility for setting up any sub-committees as detailed in Standing Order 49.

### **FA/17/037 Public Participation**

The only attendees were four councillors who were not members of the Finance and Assets committee. They would be invited to participate in the discussions if they wished to speak.

### **FA/17/038 Reports from Unitary Authority Members**

Wiltshire Council is working on the Local Development Plan for 2026–2036 which will supersede the Core Strategy. New planning laws will necessitate changes to the Neighbourhood Plan. Wiltshire Council is holding a seminar on the Local Development Plan on 13<sup>th</sup> November, which was initially restricted to two attendees per parish. Since all places had not been filled the Town Clerk had obtained agreement from Wiltshire Council that any representatives as wished to attend on this.

There will be no money from Wiltshire Council for devolved services so this message will need to be passed on to the public if play areas etc. are to be taken on.

### **FA/17/039 Financial Information**

**FA/17/039.1** The reconciliations for August and September 2017 **were noted** and the Chairman signed and verified them against the bank statements (signed copy attached).

**FA/17/039.2** The accounts to 30<sup>th</sup> September 2017 **were noted**.

**FA/17/039.3** The list of payments made in August and September 2017 **were approved** and signed by the Chairman (signed copy attached).

**FA/17/039.4** The petty cash schedule for August and September 2017 **was approved** and signed by the Chairman (signed copy attached).

**FA/17/039.5** The report on material variances in excess of 10% of the budget up to period 6 **was noted**.

**FA/17/039.6** The internal transfers between the accounts 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

**were noted.**

**FA/17/040 Devolved Services**

**FA/17/040.1** The Devolved Service Working Group (DSWG) no longer satisfies the criteria of a ‘working group’, i.e. task and finish. It was 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 would require a revised Terms of Reference which would be placed on the agenda of the next meeting.

**It was resolved** that the Devolved Services Sub-Committee be set up and the membership to remain the same as the working group. The representative from the Finance and Assets parent committee would be the Chairman, Councillor Ridout. Only council members will have a vote.

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.

**FA/17/040.2** The minutes of the Devolved Services working group meetings held on 10<sup>th</sup> August and 14<sup>th</sup> September 2017 were approved and all actions contained therein agreed. **The total of £4050 was approved.**

**FA/17/041 Town Promotion Team**

**FA/17/041.1** The Town Promotion Team (TPT) no longer satisfies the criteria of a ‘working group’, i.e. task and finish. It was 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 would require a revised Terms of Reference which would be placed on the agenda of the next meeting.

**It was resolved** that the Town Promotion Sub-Committee be set up and the membership remain the same with the exception that the representative from the Finance and Assets parent committee would now be Vice Chairman Councillor Robbins rather than Chairman Councillor Ridout. Only council members will have a vote.

**FA/17/041.2** The minutes of the Town Promotion Team working group meeting held on 4<sup>th</sup> September **were approved.**

**FA/17/042 Town Development Committee**

**FA/17/042.1** **The 25% contribution to Wiltshire Council for the following work to be carried out through CATG was approved:**

TD/17/033.1 4071 Victoria Road/Masefield Road Warminster refers: the cost of the roundabout improvements had increased from £7,300 to £10,500 for electrics/ducting. **The additional cost of £800 was approved.**

**FA/17/042.2** The letter thanking the Town Council for its help in providing a sign at the Imber Road entrance to Boreham Road and East Street was **noted.**

## FA/17/043 Draft Budget 2018–2019

### FA/17/043.1 **Current budget, 2017–2018**

The Clerk discussed the current budget for 2017–2018 which had a projected overspend in the region of £54K. This was in four main areas:

- 1. Outside Services** There had been a job evaluation with a reframed salary (£4K). The Lake Pleasure Grounds did not have a budget line for repairs and renewals which were projected at £25K. These included £11.5K to re-bank the Were, including the costs of permits to relocate the water voles. Repairs to the play park were projected to cost £15–£20K.
- 2. Public Conveniences** The rates for the Central Car Park public conveniences had not been transferred to the Town Council so the bills were backdated amounting to £7735 which exceeded the budgeted figure of £4300. There was also a backdated electricity bill to come, which the Clerk was negotiating because of the usage by the Friday market. The Clerk would also investigate whether the electric charging point in the car park was drawn from the supply to the public conveniences.
- 3. Pavilion Café** There was no budget line for the Pavilion Café, with projected costs of £18K.
- 4. Civic and Democratic** The cost of the by-election was £11,613. This had not been budgeted for but underspend in other areas meant there was a projected overspend of £8,587.

The Clerk would endeavour to get the deficit below £54K but it would be likely to be in that area. Members were asked to decide whether they wished to plug the gap or carry the loss into next year. The deficit was for revenue expenses rather than capital and could be rectified by taking money from Earmarked Reserves for Devolved Services and starting next year with a clean sheet. The Clerk was asked to investigate whether the Dewey Trust would release the funds for CCTV that had not been received for two years. This would give £8K towards the deficit. **It was agreed that the figures should be looked at again in January and that the gaps should be plugged rather than carrying over a loss.**

### FA/17/043.2 **First draft, budget 2018–2019**

Members discussed the budget items that were brought forward from the previous meeting:

- **An increased budget for Devolved Services to accommodate any additional items Wiltshire Council may devolve**

There was currently no cap on Parish Councils so the budget should be increased to accommodate additional devolved services. These would likely include all play areas, maintenance of closed churchyards, grass cutting, street cleaning, weed control and tree maintenance, but not car parks. The Park and Open Spaces Manager (POSM) could not take on all this without assistance and additional insurance would be necessary. The Clerk and POSM would attempt to establish some projected costs for these services. Residents could be canvassed to establish that if they want to retain these services they need to pay for them. If not Warminster will go downhill. The increase will amount to pence per week and this should be emphasised. It was

noted that Band D properties in Warminster currently contribute £93.80pa to the Town Council compared with Trowbridge Band D who contribute £144.64.

**It was agreed that the budget for Devolved Services should be increased to cover the additional costs once figures had been established.**

- **A budget (suggested £2K) for the implementation of robes for the Chairman and Town Clerk**  
**It was agreed that no robes should be provided for the Town Clerk and that the budget for the mayoral robes should be £750 and should not include accessories.**
- **A budget for the Town Promotion Team**  
**It was agreed that a provisional budget of £3,000 should be included for the Town Promotion Team to produce a town map.**
- **A budget to cover the costs of professional advice for the town regeneration proposals**  
The general feeling among members was not to support this as fees could be astronomical. **It was agreed to await further information before making a decision.**
- **A budget for trees**  
A tree survey for all outside spaces had to be undertaken every two years. This would be factored in to the Devolved Services budget.

**FA/17/044 Internal Audit**

The Council's interim internal audit **was noted** and the actions contained therein **were agreed**.

**FA/17/045 Annual Return**

The outcome of the Council's annual return **was noted** and the actions contained therein **were agreed**.

**FA/17/046 The Community Infrastructure Levy (CIL)**

The amount of CIL received by the Council currently amounted to £21,480.70 and a further £130K was expected from the Redrow development over the next three years. A policy was needed on how these funds should be spent. The spirit of CIL was that it should be spent on projects within the community, many of which were identified in the town's current plans. CIL was being revised next year. **A policy would be formulated to bring to the next F&A meeting.**

**FA/17/047 Civic Events**

Councillor Fryer had proposed a Mayoral events budget of £4100 for 2017–18 to cover two events: a park event in May 2018 and a Civic Reception. He explained that the figures represented a generous budget based on information he had researched. **It was agreed that a budget of £4K should be included in the 2017–2018 financial year for civic events.**

**FA/17/048 Dog Bags**

In the six-month period from 13<sup>th</sup> March to 25<sup>th</sup> September 2017 inclusive a total of 838 packs of dog bags had been distributed at a cost of £1,154.27. Members felt that a cost of £2,300 per annum was excessive and suggested that users could be asked to pay for them. It was uncertain whether this would be a feasible option for administrative purposes. **Members agreed to recommend to Full Council that dog bags should no longer be provided free of charge.**

**FA/17/049 Thank You Letters for Grants**

The thank you letters from Headway, Alzheimer's Support and HELP Counselling Services on receipt of grant funding **were noted.**

**FA/17/050 Communications**

None.

**Meeting closed at 8.55pm.**