



**MINUTES**  
**of the**  
**Finance and Assets Committee**  
**held on Monday 3<sup>rd</sup> September 2018 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, Vice Chairman (West)</b>	*
<b>CLlr Jolley (Broadway)</b>	*	<b>CLlr Robbins, Chairman (East)</b>	*
<b>CLlr Nicklin (West)</b>	*		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

Officers: Fiona Fox (Town Clerk), Tom Dommett (Assistant Town Clerk) Councillor Denis Brett  
Public and press: 0

**FA/18/019    Apologies for absence**

None.

**FA/18/020    Declaration of Interest**

Councillor Nicklin declared an interest in agenda item 13, Community Infrastructure Levy Policy as he is Chairman of the Athenaeum.

**FA/18/021    Minutes**

**FA/18/021.1** The minutes of the Finance and Assets Committee meeting held on Monday 11<sup>th</sup> June 2018 **were approved and signed by the Chairman.**

**FA/18/021.2** There were no matters arising.

**FA/18/022    Chairman's Announcements**

Councillor Robbins read out letters of thanks from Warminster and District Stroke Club and The Athenaeum Trust for the grants they received from the Town Council which were awarded at the last meeting.

**FA/18/023    Questions**

None.

***Standing Orders were suspended at 7.07pm to allow for public participation***

**FA/18/024**    **Public Participation**  
None

***Standing Orders were suspended at 7.10pm to allow for public participation***

**FA/18/025**    **Reports from Unitary Authority Members**  
None.

**FA/18/026**    **Motion Received from Councillor Fryer – (carried forward from 11<sup>th</sup> June 2018)**  
Councillor Fryer had previously forwarded the motion: to consider planting trees in memory of those lost in WW1. One tree per fallen person. Councillor Fryer was not present to speak to this item.

**Councillor Ridout proposed to send this item to the Warminster Area Board for their consideration, seconded Councillor Robbins, voting was unanimous in favour.**

**FA/18/027**    **Financial Information**

**FA/18/27.1** The reconciliations for May, June and July 2018 were noted and the Chairman signed and verified them against the bank statements seen.

**FA/18/27.2** The accounts to July 2018 were noted.

**FA/18/27.3** The list of payments made in May, June and July 2018 respectively were approved and signed by the Chairman.

**FA/18/27.4** The petty cash schedule for 23<sup>rd</sup> August 2018 was approved and signed by the Chairman.

**FA/18/27.5** The internal transfers between the Instant Access Account and the current account on:

<b>Date</b>	<b>Amount</b>
18.06.18	15,000.00
19.06.18	10,000.00
05.07.18	15,000.00
22.08.18	15,000.00

were noted

**27.6** The material variances report to 31<sup>st</sup> July 2018. Financial Regulations 4 4.8 refer were noted.

Code	Title	Spend/Budget	%	Explanation
<b>201 4036</b>	<b>CCTV</b> Repairs and Renewals	2,376/3,000	79.2	1,381: emergency rack cabling required following system failure.
<b>211 4038</b>	<b>Open Spaces</b> Grounds Maintenance	12,537/9,000	139.3	6,240: tree works following first WTC tree survey, however, % will be re-coded to Town Park
<b>214 4014</b>	<b>Public Conveniences</b> Central Car Park	2,539/2,100	120.9	2,160: electric bill received from Wiltshire Council for 07/16 – 09/17. This bill was not forwarded to WTC at the time of the asset transfer.
<b>215 4040</b>	<b>Street Furniture</b> Equipment/Furniture	2,075/1,500	138.3	2,075: will be re-coded to capital. Amount is Town Development's contribution to CATG for works in The Close.
<b>216 4035</b>	<b>Pavillion Café</b> Refuse Collection/Bin Emptying	1,078/720	149.7	838: to be re-coded to refuse town park 210/4035

Members noted the explanations for the variances but felt that 're-coding' could appear to mean that an overspend had occurred and that this amount was vired to absorb the overspend.

The Clerk reassured Members that there had been no overspends on the re-coded items. She explained that the Council finances were growing apace and that new codes required almost weekly. In line with best practice, the accountant created a new code for the expanding categories of expenditure. Therefore, some items had to be allocated to an existing code, prior to a new cost centre and/or code was created. The Clerk confirmed that she would explore ways to better express the variances to avoid any future confusion.

**FA/18/028      Devolved Services and Assets Sub-Committee**

**FA/18/28.1** The minutes of the Devolved Services and Asset Sub-Committee meeting held on 28<sup>th</sup> June and 26<sup>th</sup> July 2018 respectively were approved and all actions contained therein agreed.

**FA/18/28.2** Councillor Nicklin expressed his support for the expenditure on the Café shutters, having visited the Café with some other Members it was agreed that this work was a priority.

A Member noted that regrettably an Oak was to be removed from the Lake Pleasure Grounds, and they asked if Officers could ascertain whether selling this wood would be a possibility. A report back would be made at a future meeting.

**The spending from item DS/17/033 was approved: Proposed Councillor Nicklin Seconded Councillor Ridout.**



Signed.....Date.....

ITEM	COST	
Tree works: follow-up survey May 2018 highlighted a range of works required, some within 3 months (Priority 3) (P3) and a large oak removal within 12 months. (P1)	£900.00 for P3	P3 Quote: £1,040 P1 also quoted: £1,000 members agreed that the works should be carried out at the same time.
To convert the café external security shutters to power operation	£2,000.00	Quotation: £2085.00. Following a members site visit this work was agreed as urgent.

**FA/18/029    Town Promotion Sub-Committee**

**The minutes of the Town Promotion Team working group meeting held on 11<sup>th</sup> June 2018 were approved and all actions contained therein agreed.**

**FA/18/030    Grants**

Councillor Jolley proposed that the Council grants be increased from £1,000 to £2,000 for 2019 in light of the reinstatement of the Dewey Trust funds. **Seconded Councillor Robbins, voting was unanimously in favour.**

Following a discussion, it was noted that the Chairman and the Town Clerk would meet with representatives of the Dewey Trust and seek written guidance on the terms under which the Trust operated and if there is any other guidance they follow.

**FA/18/031    Community Infrastructure Levy (CIL) Policy**

Councillor Nicklin proposed, seconded Councillor Robbins the draft Community Infrastructure Levy Policy wording be accepted and recommended to Council for adoption on 17<sup>th</sup> September 2018. Voting was unanimously in favour.

**The Town Council policy is that its share of the CIL should be spent on investment in the public realm and public facilities that support the development of the area.**

**The Council wishes to ensure that the CIL money is spent in a visible and tangible way and that money is spent in a timely manner. It will therefore target its use of CIL money to deliver projects based on a priority listing.**

**The Council will adopt a ‘rolling programme’ of projects. It will have a short list of three projects and a long list of any further projects.**

**Any of the top three projects may be funded. Once a project is funded, then the Council may choose to add to the short list drawing from the projects on the long list.**

**To be funded a project must:**

- 1. Be on the CIL shortlist**

2. Be 'ready to go' – i.e. has sufficient overall funding and work can start shortly
3. That the funding is available in the CIL "pot". (i.e. unspent CIL funds)
4. Approval be given by the Finance and Assets Committee

It was noted that the list of projects included at the end of the document was for illustration only and that the Full Council would agree how to compile the short and long list of projects for funding.

**FA/18/032    Town Development Committee**

It was noted that there were no items for financial consideration

**FA/18/033    Communications**

None.

**Meeting closed 8.25pm**

**Date of next meeting: 5<sup>th</sup> November 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.