

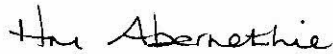
13th March 2017
Dear Councillor,

Full Council
Monday 20th March 2017 at 7pm

Membership: Councillors Macfarlane (Mayor) (West), Ridout (Deputy Mayor) (West), Batchelor (Broadway), Cullen (Broadway), Dancey (East), Davis (East), Dombkowski (East), Fraser (West), Fryer (West), Humphries (Broadway), Jeffries (Copheap), Jolley (Broadway) and Macdonald (East)

You are summoned to a meeting of Warminster Town Council at Warminster Civic Centre, Sambourne Road to transact the business set out below.

Yours sincerely,



Heather Abernethie FILCM
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

A G E N D A

1. Apologies

- a) **To receive** apologies from those unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

2. Minutes

- a) **To approve** as a correct record, the minutes of the Full Council meeting held on Monday 16th January 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.
- b) **To note** any matters arising from the minutes of the Full Council meeting held on Monday 16th January 2017.

3. 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.

4. Mayor's Announcements

- a) **To note** any announcements made by the Mayor
- b) **To note** the Mayor's engagements. Details attached.

5. Questions

To receive questions from members of the Council submitted in advance

6. To Authorise the Sealing of Documents

- a) **Members to approve** the signing of the renewed lease between the Council and Warminster Scout Group which Councillor Pip Ridout has executed. Landlord title number WT269808 The Scout Hut leased from 2017 – 2032.
- b) **Members to approve** the signing of the renewed lease between the Council and The Tynings Allotment and Leisure Gardeners Association from 2017 – 2032
- c) **Members to approve** the signing of the Service Level Agreement between Warminster Town Council and Warminster Community Radio to support the agreed financial commitment approved for the period 1st April 2017 – 31st March 2022.

Standing Orders will be suspended to allow for public participation.

7. Public Participation

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

Standing Orders will be reinstated following public participation.

8. Correspondence

To note correspondence circulated from 9th January 2017 to 10th March 2017. Details attached.

9. Reports from Unitary Authority Members

To note reports provided.

10. Minutes of Committees:

To receive minutes with recommendations from Committees, already circulated, and to consider any questions arising from them.

- a) **Finance and Assets Committee** meeting held on 3rd January 2017; questions to Councillor Batchelor, Chair of the committee.
- b) **Planning Advisory Committee** meetings held on 12th December 2016, 23rd January 2017, 13th February 2017; questions to Councillor Jolley, Chair of the committee.
- c) **Town Development Committee** meeting held on 5th December 2016; questions to Councillor Sue Fraser, Chair of the committee
- d) **HR** meeting held on 10th October 2016, 3rd January 2017; questions to Councillor Paul Macfarlane, Chair of the committee.

11. Police Report and Neighbourhood Tasking Group

To receive the police report for March.

Councillor Pip Ridout to report on the recent Neighbourhood Tasking Group held on 7th March 2017.

12. Devolved Services Working Group

Members to ratify the minutes of the working group meetings that took place on 12th January and 9th February 2017 which have previously been circulated to all members.

The Finance and Assets Committee have agreed all relevant expenditure requests and approved the minutes.

13. Audit Report (Interim) 2016-2017

Members to receive the interim Audit report for 2016-2017. There are no outstanding issues.

14. Green Flag Application

Members to adopt and approve the Green Flag application, which includes the Management and Maintenance Plan for the period 2016-2031. This document outlines all aspects of the monitoring of the Park, its potential projects and timescales for delivery. Officers will use the document for preparing work projects and managing the various aspects of the plan to achieve the timescales outlined. Members have been supplied with their own copy of the plan for information and continued reference.

15. Local Council Award – Gold application

This Council approves by resolution that it confirms the five statements for submission for accreditation of the Gold Award of the Local Council Award Scheme, having already qualified for the Foundation and Quality awards. It also reaffirms the resolutions that it made on 21st September 2015 and 9th May 2016 that it publishes on line all relevant criteria to fulfil the foundation and quality awards.

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

16. Plot 1 Tynings Allotments

The Clerk will provide members with an up to date report and details of the first-tier tribunal.

The public and press will be invited to return to the meeting after item 16 has been completed.

17. Communications

- a) **The members to** decide on items requiring a press release.
- b) **The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

The date of the next Full Council meeting is Monday 15th May 2017 which will be the Annual Meeting of the Council and will include Mayor Making.

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

Mayor's Engagements for Full Council
Councillor Paul Macfarlane 9th January 2017 – 9th March 2017

Thursday 19 th January	Dedication Service F Curtis and Sons Funeral Directors
Wednesday 8 th February	Opening of the relaunched Morrison's Café
Friday 17 th February	Henford House Care Home Open Day
Sunday 19 th February	Wiltshire Scouts, Service for Founder's Day
Thursday 23 rd February	Presentation of the Poppy Awards
Saturday 25 th February	Shop opening in Chinns Court – 'About the house'
Wednesday 1 st March	A Musical Guest Night at Warminster School
Thursday 2 nd March	Fairtrade Afternoon Tea to meet Patrick Kaberia Muthaura

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CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
09.01.17	Wiltshire Council	Planning decisions for the month of December from Wiltshire Council	email
09.01.17	Community First	Community First AGM Minutes 2016	email
11.01.17	Community Policing Coordinator	Crime update 11/01/17	email
12.01.17	Community Policing Coordinator	Crime update 12/01/17	email
12.01.17	Landmarc Support Services Ltd	SPTA February 2017 Newsletter	email
13.01.17	Community Policing Coordinator	Crime update 13/01/17	email
16.01.17	Churches Together	Community sponsorship of refugees	email
16.01.17	Community Policing Coordinator	Crime update 16/01/17	email
17.01.17	Wiltshire Council	Parish Newsletter 16/01/17	email
17.01.17	Community Policing Coordinator	Crime update 17/01/17	email
19.01.17	Community Policing Coordinator	Launch of Crime stoppers campaign	email
20.01.17	Wiltshire Council	Meeting cancelled - 01/02/2017, 15:00, Western Area Planning Committee	email
20.01.17	Warminster Town Council	Great British Spring Clean	email
23.01.17	Community Policing Coordinator	Crime update 23/01/17	email
23.01.17	Wiltshire Council	Parish Newsletter 23/01/17	email
24.01.17	Community Policing Coordinator	Payment Diversion Alert	email
24.01.17	Community Policing Coordinator	Crime update 23/01/17	email
24.01.17	Community Policing Coordinator	Consult on new four year plan	email
26.01.17	Community Policing Coordinator	Crime update 25/01/17	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
26.01.17	Wiltshire Council	Cllr Mr Whitehead's February Highways Newsletter	email
06.02.17	Chapel of St Lawrence	Armed Forces Day, June 25 th 2017 at 3.30pm	email
06.02.17	Wiltshire Council	Planning decisions from Wiltshire Council January 2017	email
08.02.17	Community Police	Parish Council Newsletter January 2017	email
10.02.17	Community Policing Coordinator	Crime update 10/02/17	email
13.02.17	Community Policing Coordinator	Crime update 13/02/17	email
14.02.17	Wiltshire Council	Meeting cancelled - 22/02/2017, 15:00, Western Area Planning Committee	email
14.02.17	Community Policing Coordinator	Crime update 14/02/17	email
14.02.17	Landmarc Support Services Ltd	Amended - March 2017 SPTA Newsletter.	email
14.02.17	Landmarc Support Services Ltd	March 2017 SPTA Newsletter.	email
16.02.17	Wiltshire Council	Temporary Closure of: B3414 (Part), Warminster Road, Warminster, Bishopstrow and Norton Bavant (04/04/2017 to 14/04/2017)	email
16.02.17	Community Policing Coordinator	Crime update 16/02/17	email
20.02.17	Community Policing Coordinator	Crime update 20/02/17	email
21.02.17	Wiltshire Council	Parish Newsletter 20/02/17	email
21.02.17	Warminster Area Board	Mental Health Awareness Raising – 02.03.17	email
22.02.17	Wiltshire Council	Wiltshire Council agrees budget prioritising vital frontline services and investing in key areas	email
23.02.17	Community Policing Coordinator	Crime update 23/02/17	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
23.02.17	Community Policing Coordinator	Cannabis Farm in Chilmark 23/02/17	email
28.02.17	Community Policing Coordinator	Weekend Crime Update 27/02/2017	email
01.03.17	Community Policing Coordinator	Daily Crime Update 01/03/2017	email
03.03.17	Community Policing Coordinator	An Open Letter From Chief Constable Mike Veale 02/03/2017	email
03.03.17	Wiltshire Council	March 2017 Cllr Mr Whitehead's Newsletter	email
06.03.17	John Willcox Clerk to Corsley Parish Council	Traffic on A362/ Longleat Enterprise Ltd planning Application No 17/01124/OUT	email
06.03.17	Community Policing Coordinator	Daily Crime Update 06/03/2017	email
07.03.17	Wiltshire Council	Notification of 15/03/2017 Western Area Planning Committee for 16/12059/FUL - Land to Rear of 11 Portway Warminster	email
07.03.17	Wiltshire Council	Agenda for Western Area Planning Committee, Wednesday, 15th March, 2017, 3.00 pm	email
09.03.17	Community Policing Coordinator	Daily Crime Update 08/03/2017	email

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Hello and welcome to this Community Policing Team report.

As many of you may have seen in the news over recent months, a number of police services nationwide have invested in body worn video cameras. Wiltshire Police is currently conducting a trial of this technology and will, further to evaluation, look to roll it out to frontline officers and staff over spring and summer.

The technology has had proven benefits in other forces and we are confident that it will help us bring offenders to justice and serve our communities more effectively and efficiently. Body worn cameras are as much about the people behind the lens as they are the people in front of the lens and they will help us to further improve openness and transparency as well as upholding the high standard of service we always aim to deliver.

Throughout March, you may notice Wiltshire Police taking a more in-depth look at equality, diversity and inclusion. At a recent conference for the South West Black Police Association, hosted at Police HQ in Devizes, Chief Constable Mike Veale discussed the importance of recognising and celebrating difference. Having a diverse organisation not only makes the police service more representative of the communities it serves, but also culturally richer and more receptive to different perspectives. We encourage you to keep an eye on our Wiltshire Police social media accounts as we offer an insight about this very important aspect of policing during March.

In addition we will be supporting a national campaign to raise awareness of the dangers of using a mobile phone while driving and to highlight the changes in legislation that come into effect in March.

Thank you for your continued support to Wiltshire Police.

Please follow us on:

Twitter <https://twitter.com/wiltshirepolice>

Facebook <https://www.facebook.com/wiltshirepolice/>

Or sign up to Community Messaging <https://www.wiltsmessaging.co.uk/>

feedback@wiltshire.police.uk

COMMUNITY MESSAGING

Working with our local communities, we have been developing ways to reach out to all our communities and keep everyone up to date with the latest information that matters to you in your area.

Through feedback and working with our local communities, we have developed the use of <https://www.wiltsmessaging.co.uk/> and are now sending out daily updates around crimes that matter to you in your area. This is enabling us to reach as much of our community as possible, as quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about.

We have received some very positive feedback around this and encourage you to speak to all members of your community and encourage them to sign up to Wiltshire Messaging. It is free and a very good way of keeping all our communities connected.

<https://www.wiltsmessaging.co.uk/>

CONTROL STRATEGY

Below is our control strategy for your reference. This focuses on where how we conduct our operational Policing based on the Police & Crime Plan. We will continue to align our resources with the threat/harm/risks presented in line with the control strategy.

- Domestic abuse / Cyber Crime / High risk offenders / High risk victims



CURRENT SECTOR SERIES/ Exceptions

Crime Exceptions are where the volume of crime exceeds the levels we would expect over a specified period. This is based on evaluation of data, over like to like periods historically.

February

There is only one significant exception reported throughout the area which is for 'Violence Without Injury'. We have experienced ten reports within this category which is just over double the numbers that we were predicted to receive for the month of February.

Having researched this crime type, five of the incidents relate to incidents within the same residential location and are being investigated appropriately. Another two are as a result of a domestic dispute. It does not appear that there any patterns or extra resources that need to be utilized in order to address the rise in the numbers for this crime type this month.

FUTURE WORK

We hope to be carrying out some joint work with Trading Standards as a result of door to door tradesmen being seen in the area trying to obtain work involving driveways and landscaping. There are a number of reputable companies out there, but using forceful tactics and 'nosing' around people's properties is not acceptable. If any such people are seen, do keep a copy of any leaflets that they deliver and take a note of the vehicle registration if possible and call Police on 101 or report directly to Trading Standards through Wiltshire Council. A polite 'No Thank You' will always be accepted by any genuine company.

CRIME PREVENTION... We would like to meet with our communities to deliver face to face advice on issues such as Cyber Crime, and general security and safety tips. So far only Chitterne has been keen to take this up (date still to be set) and also a company in Westbury, so if any more groups would like to take this up then please do get in touch with Amy Hardman or one of your local PCSO's.

EVENTS... As we start heading in to Spring and Summer, many groups and individuals start to organize various events and gatherings. We will shortly be providing you all with some guidance on how to apply for events to be held, and which types of events Police will be in attendance and in what capacity. Watch this space...

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

Reported crime for the Warminster Rural area February 2017

Bishopstrow, Sutton Veny and Norton Bavant

Theft from motor vehicle

Wylve Valley (Corton to Bapton)

Poaching

Codford and Chitterne

Theft

Theft of motor vehicle

The Lower Deverills (Crockerton, Longbridge Deverill, Hill Deverill)

Theft

Attempted theft from motor vehicle

The Upper Deverills (Kingston Deverill, Monkton Deverill, Brixton Deverill)

Criminal damage

Maiden Bradley and Horningsham (including Longleat and Center Parc)

Criminal damage to vehicle

Assault

Theft x 2

Burglary

Non dwelling Burglary

Theft of bicycle x 9

Criminal damage

Corsley (and hamlets)

ASB

Non dwelling Burglary x 2

Theft

Chapmanslade and Upton Scudamore

Criminal Damage to fence

Hare Coursing

Theft

Heytesbury and Tytherington

Upton Lovell and Knook

Community Coordinator PC 1570 Amy Hardman : amy.hardman@wiltshire.pnn.police.uk

Deputy Sector Head PS 1801 Louis McCoy : louis.mccoy@wiltshire.pnn.police.uk

Sector Head Insp 2517 James Brain : james.brain@wiltshire.pnn.police.uk

feedback@wiltshire.police.uk

Warminster Town Council

Internal Audit Report 2016-17 (Interim)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process appointing Auditing Solutions Ltd to provide the function for the Council: this report provides detail of those areas examined during the course of our recent interim visit on 5th January 2017 and will be subject to further update following the final visit for the year on a date yet to be arranged in May / June 2017.

Internal Audit Approach

In commencing our review for 2016-17, we have continued to have regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts.

As the Council's Internal Auditor and under the present audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas.

Overall Conclusion

Overall, we are pleased to conclude that, in the areas examined to date, the Council continues to have effective control systems in place to help ensure that transactions will be recorded accurately in the financial ledger and, subsequently, the detailed Statement of Accounts and Annual Return that forms the statutory accounts of the Council subject to external audit certification. We are also pleased to acknowledge that sound Governance and Risk Assessment documentation is in place and subject to annual review and update.

This report has been prepared for the sole use of Warminster Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its content or conclusions.

Detailed report

Accounting Records and Bank Reconciliations

The Council remains a full Omega accounts software user, with external contractors (DCK Beavers Ltd) continuing to provide a monthly accounts processing service. One combined cashbook for the Current & Instant Access bank accounts operated at HSBC is in place, supplemented by a small series of periodic Term deposits (also with HSBC).

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have, consequently: -

- Verified that an appropriate cost centre and nominal ledger structure is in place;
- Checked and agreed the opening Trial Balance in the Omega software for 2016-17 to the closing Financial Statements for 2014-15 to ensure that all the detailed balances have been properly rolled forward with one very minor issue identified and detail left for the attention of the contractor on his next visit;
- Checked and agreed two sample months' transactions (May and November 2016) in both accounts, including the daily "sweep" transfers to maintain the current account balance at a constant £5,000, to relevant bank statements; and
- Checked and agreed the software based bank reconciliations as at 31st May and 30th November 2016 with no long standing, un-cleared effects or any other abnormal entries arising.

Conclusions

We are pleased to record that there are no significant issues in this area currently.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. Consequently, we:

- Are pleased to note that Standing Orders and Financial Regulations have again been reviewed and re-adopted in the current financial year at the Full Council meeting in May 2016 and do not consider further work to be necessary in this area at present;

- Are also pleased to note that comprehensive Corporate Policies and Protocols remain in place, which have previously been embodied in the latest Staff Handbook (formally adopted in April 2013); and
- Commenced our examination of the minutes of the Full Council and its extant Committee meetings (with the exception of Planning) to early January 2017, noting the retirement of the current Clerk and the subsequent recruitment of her replacement, who is due to start in post in March 2017.

Conclusions

We are pleased to record that no issues arise in this area at present: we shall continue to monitor the Council's governance arrangements and review further minutes of meetings for the year at the final visit.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced testing in this area examining a sample of all those payments individually in excess of £3,000, together with a more random sample of every 30th cash book transaction, for the year to 30th November 2016 to ensure compliance with the above criteria. Our test sample comprises approximately 45 items in all, totaling just over £157,000 and equating to 54% of all non-pay transactions to that date.

We are pleased to note from our examination of minutes that quotations are sought where considered appropriate and that no larger items of expenditure requiring a formal tender process has arisen in the current year to date.

We also note that VAT returns continue to be prepared and submitted quarterly utilising the HMRC on-line facility, as now required under extant legislation, but have not conducted any further detailed testing in this area at present.

Conclusions

We are pleased to report that all the above criteria have been met in respect of the sample of payments examined to date with sound control exercised over the authorisation and payment of supplier invoices and other similar expenditure. We shall extend our test sample for the remainder of the year at the final visit, also extending our year-on-year analytical review of expenditure incurred across the range of the Council's budget headings.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Noted in our final audit report for 2015-16 that the LCRS risk assessment software had been updated with revised "scores on the doors" most recently adopted by members in March 2016: consequently, no further work has been considered necessary in this area at present; and
- Noted that the Council's insurance cover continues to be provided by Aviva plc; examination of the current year's policy schedule (to December 2016) has identified that both Public and Employer's Liability stand at £10 million, with Fidelity Guarantee cover at £0.5 million and adequate Business Interruption cover at more than £100,000.

Conclusions

No issues arise in this area at present: we shall continue to monitor the Council's risk management arrangements at future visits reporting any further conclusions accordingly.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note from our examination of minutes and supporting Agenda papers that the Finance & Asset Committee, with support from officers and contractors, had agreed a recommended budget and Precept for 2017-18: this was due for consideration by Full

Council at its meeting on 16th January 2017, prior to this interim visit, therefore no formal approval has yet been recorded.

We are pleased to note that regular budget monitoring reports and variance commentaries continue to be considered by members, the most recent as at 30th November 2016 required no further variance analysis or explanation at this interim stage.

Conclusions

We shall review this area further at our final visit and report accordingly on any issues that may arise.

Review of Income

Our objective here is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span. Therefore, at this interim stage:

- We note from our examination of minutes and other documentation provided that members periodically review its scales of fees and charges for use of Council facilities (such as the Civic Centre, Dewey House and CCTV support) and have obtained copies of the most recent at this interim visit, with no changes noted compared with 2015-16, for subsequent detailed testing as considered necessary; and
- As noted earlier in this report, we have tested two sample months of all receipt transactions from cashbooks to relevant bank statements with no issues.

Conclusions

In the limited time available at this interim stage, we have not undertaken any further testing in this area currently. We shall consider matters such as Civic Centre bookings, Moviola Cinema takings, CCTV charging and update our year-on-year analysis of income at our final visit.

Petty Cash Account and Charge Card Usage

The Council continues to operate a limited petty cash scheme with an Excel control sheet forming the basis of the periodic re-imburement to the agreed maximum holding level of £250. We have obtained copies of the Excel control spreadsheets for two periods in October and November 2016 and shall agree payments to supporting supplier invoices & till receipts and verify the separation of any relevant VAT for periodic recovery via the nominal ledger postings to Omega at the final audit.

The Council currently does not operate a corporate credit or debit charge card currently.

Conclusions

No issues arise in this area at present.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as most recently updated from 1st April 2015 in relation to the employees' contribution bandings.

We have examined the payroll procedures in place and the physical payments made to staff to date in 2016-17, by reference to the November 2016 payroll documentation, which continues to be produced by external contractors (Safeguard World) using their own bespoke software. Our review included: -

- Ensuring that the Council had approved employee pay rates for the financial year, noting that the national pay award negotiations had been concluded and duly applied with effect from April 2016;
- Checking to ensure that appropriate PAYE tax codes are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2016;
- Checking to ensure that national insurance deductions were being computed accurately, particularly relevant this year following the withdrawal of the reduced employee and employer contributions for members of employer's occupational schemes; depending on whether the employee was a member of the pension scheme or not;
- Checking that the correct scales of superannuation deductions, based on the revised LGPS salary bandings, as further updated in April 2015, are being applied (where appropriate);
- Ensuring that appropriately approved timesheets are submitted by all employees in support of any flexible hours worked and / or claimed as overtime;
- Verifying detail of the net salary payments by reference to payslips, payroll summary reports and the subsequent BACS listings; and
- Ordinarily we would seek to ensure that Councils are meeting the HMRC requirements in terms of appropriate on-line filing submissions but due to the nature of the bureau service provided this is not practicable at Warminster.

Conclusions

One very minor observation with regard to the spinal column point salary of one employee was raised with officers during the course of this interim visit: appropriate checks will be undertaken and we shall follow up the outcome at our final visit.

Investment and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We note that the Council holds additional funds in the form of periodic Term deposits and have previously checked and agreed the monthly “investments” throughout the financial year to 31st March 2016 from the HSBC bank advice notes to relevant cashbooks, also ensuring any interest arising on maturities (just one last year) had been entered accurately in Omega. At this current interim visit, we note from cashbook testing that several of the holdings have matured and been re-invested but, at this stage, have not verified further detail to bank advice notes, etc. We shall consider this area further at the final audit.

We also note the existence of one PWLB loan and have checked and agreed the first instalment repayment (September 2016) from supporting documentation to cashbooks as part of the higher value payment testing noted earlier in this report.

Conclusions

No issues arise in this area at present: we shall verify the settlement of the second half-yearly loan repayment and accurate disclosure of the year-end investment and loan liability balances in the Annual Return for 2016-17 at the final visit.

Council Name: Warminster
Date of application: February 2017
Award level applied for: Gold

Local Council Award Scheme

Evidence February 2017

Warminster Town Council

Council Name: Warminster
 Date of application: February 2017
 Award level applied for: Gold



The council confirms by resolution at a Full Council meeting held on 21st September 2015 and at its Annual Meeting held on 9th May 2016 that it publishes online:

Criteria	Do you meet these criteria?	Where are these published online?
1. Its standing orders and financial regulations	Yes	http://www.warminster-tc.gov.uk/council/documents/STANDINGORDERS2016_002.pdf
2. Its code of conduct and a link to councillors' registers of interests	Yes	http://www.warminster-tc.gov.uk/council/documents/2016CodeofConduct-Members.pdf http://services.wiltshire.gov.uk/TownAndParish/ROI/Council/835
3. Its publication scheme	Yes	http://www.warminster-tc.gov.uk/council/documents/2016DataTransparencyandModelPublicationScheme_001.pdf
4. Its last annual return	Yes	http://www.warminster-tc.gov.uk/council/documents/2016.06.28AnnualReturn2015-2016_001.pdf
5. Transparent information about council payments	Yes	http://www.warminster-tc.gov.uk/council/documents/2015-2016Payments.pdf
6. A calendar of all meetings including the annual meeting of electors	Yes	http://www.warminster-tc.gov.uk/council/calendar.php
7. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	http://www.warminster-tc.gov.uk/council/minutes.php
8. Current agendas	Yes	http://www.warminster-tc.gov.uk/council/minutes.php
9. The budget and precept information for the current or next financial year	Yes	http://www.warminster-tc.gov.uk/council/documents/WarminsterBudgetSummary4.pdf

Council Name: Warminster
 Date of application: February 2017
 Award level applied for: Gold

10. Its complaints procedure	Yes	http://www.warminster-tc.gov.uk/council/documents/2016ComplaintsProcedure.pdf http://www.warminster-tc.gov.uk/council/documents/2016VexatiousComplaintsPolicy.pdf
11. Council contact details and councillor information in line with the Transparency Code	Yes	http://www.warminster-tc.gov.uk/contacts/councillors.php
12. Its action plan for the current year	Yes	http://www.warminster-tc.gov.uk/council/documents/ServicePlan2016-17_004.pdf
13. Evidence of consulting the community	Yes	http://www.warminster-tc.gov.uk/council/town-plan.php http://www.warminster-tc.gov.uk/council/neighbourhood-plan.php
14. Publicity advertising council activities	Yes	http://www.warminster-tc.gov.uk/index.php
15. Evidence of participating in town and country planning	Yes	http://www.warminster-tc.gov.uk/council/minutes.php Please refer to Planning Advisory Committee agendas and minutes. All decisions are reported to the planning authority, Wiltshire Council

Council Name: Warminster
 Date of application: February 2017
 Award level applied for: Gold

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16. A risk management scheme	Yes	http://www.warminster-tc.gov.uk/council/documents/AnnualRiskSummary2015-16.pdf
17. A register of assets	Yes	http://www.warminster-tc.gov.uk/council/documents/2016.09.30ScheduleofAssets_000.pdf
18. Contracts for all members of staff	Yes	Individual contracts are not published but these have been incorporated into a PDF document attached to this application. It includes two templates, one for casual staff and one for contracted staff. In addition there is a copy of an issued contract for one member of staff and the Town Clerk.
19. Disciplinary and grievance procedures	Yes	http://www.warminster-tc.gov.uk/council/documents/2016StaffHandbook.pdf
20. A policy for training new staff and councillors	Yes	The training policy is available in a pdf attached to this application.
21. A record of all training undertaken by staff and councillors in the last year	Yes	A record of all training undertaken is available in a pdf attached to this application.
22. A clerk who has achieved 12 CPD points in the last year	Yes	The Clerk is a Fellow of the Institute of Local Council Clerks and to qualify has to achieve 24 CPD points per annum. The current CPD plan is available in a pdf attached to this application.

Council Name: Warminster
 Date of application: February 2017
 Award level applied for: Gold



The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that is also publishes on its website:

Criteria	Do you meet these criteria?	Where are these published online?
1. Draft minutes of all council and committee meetings within four weeks of the last meeting	Yes	http://www.warminster-tc.gov.uk/council/minutes.php
2. A Health and Safety policy	Yes	http://www.warminster-tc.gov.uk/council/documents/2016HealthandSafetyPolicy.pdf
3. Its policy on equality	Yes	http://www.warminster-tc.gov.uk/council/documents/2016EqualOpportunitiesPolicy.pdf
4. Councillor profiles	Yes	http://www.warminster-tc.gov.uk/contacts/councillors.php
5. A community engagement policy involving two-way communication between council and community	Yes	http://www.warminster-tc.gov.uk/council/documents/2016CommunityEngagementStrategy.pdf
6. A grant awarding policy	Yes	http://www.warminster-tc.gov.uk/council/documents/2016Grantspolicy.pdf
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	Yes	http://www.warminster-tc.gov.uk/documents/2016.04.11%20Parish%20meeting%20Agenda.pdf http://www.warminster-tc.gov.uk/documents/2016.04.11%20Parish%20meeting%20minutes.pdf Please see agenda and minutes of meeting held 11 th April 2016.

Council Name: Warminster

Date of application: February 2017

Award level applied for: Gold

8. An action plan and related budget responding to community engagement and setting out a timetable for action and review	Yes	http://www.warminster-tc.gov.uk/council/documents/StrategicPlan2016-21.pdf http://www.warminster-tc.gov.uk/council/documents/ServicePlan2016-17_004.pdf
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Yes	http://www.warminster-tc.gov.uk/council/documents/AnnualReport2015-2016.pdf <p>Press releases issued to various local newspapers, radio and TV stations and organisations. All press releases are listed under Hot News on the Town Council's website and major current events are posted on the front page of the website. Also see Facebook and Twitter pages which are updated daily with information from the Town Council, Wiltshire Council and outside organisations.</p> http://www.warminster-tc.gov.uk/
10. Evidence of helping the community plan for its future	Yes	http://www.warminster-tc.gov.uk/council/neighbourhood-plan.php

Council Name: Warminster
 Date of application: February 2017
 Award level applied for: Gold

The council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
1. A scheme of delegation (where relevant)	Yes	http://www.warminster-tc.gov.uk/council/documents/STANDINGORDERS2016_002.pdf http://www.warminster-tc.gov.uk/council/documents/2016.05.09TermsofReference2016-17_002.pdf
2. Up-to-date insurance policies that mitigate risks to public money	Yes	http://www.warminster-tc.gov.uk/council/documents/2016.12.01AvivaPolicy24588534CCI.pdf
3. Addressed complaints received in the last year	Yes	See attached responses to a selection of complaints in the attached pdf. All complaints received are recorded in our annual report.
4. At least two-thirds of its councillors who stood for election	Yes	All 13 councillors were elected. http://elections.wiltshire.gov.uk/Home/Division/394 http://elections.wiltshire.gov.uk/Home/Division/395 http://elections.wiltshire.gov.uk/Home/Division/396 http://elections.wiltshire.gov.uk/Home/Division/397 http://services.wiltshire.gov.uk/Elections/Document/View/Warminster(warminsterCop heapWard)DeclarationOfResults.pdf?doc=2653
5. A printed annual report that is distributed at locations across the community	Yes	http://www.warminster-tc.gov.uk/council/documents/AnnualReport2015-2016.pdf
6. A qualified clerk	Yes	See attached pdf of qualification certificates
7. A clerk (and deputy) employed according to nationally or locally agreed terms and conditions	Yes	A copy of the Clerk's contract has been provided within this pack as a pdf at item 18 in the Foundation Level.

Council Name: Warminster

Date of application: February 2017

Award level applied for: Gold

8. A formal appraisal process for all staff	Yes	A copy of the Clerk's appraisal is enclosed as an example and in a pdf format. All staff follow the same process.
9. A training policy and record for all staff and councillors	Yes	Evidence has been supplied and available in a pdf attached to this application within item numbers 20 and 21.

Council Name: Warminster
 Date of application: February 2017
 Award level applied for: Gold



The council confirms by resolution at a full council meeting held on 20th March 2016 that it meets all requirements for the Foundation, Quality and Gold award and also publishes on its website:

Criteria	Do you meet these criteria?	Where are these published online?
1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	Yes	http://www.warminster-tc.gov.uk/council/documents/StrategicPlan2016-21.pdf
2. An annual report, online material and at least four news bulletins a year with evidence of: <ul style="list-style-type: none"> • engaging with diverse groups in the community using a variety of methods. • community engagement leading to positive outcomes for the community. • a broad range of council activities including innovative projects. • co-operating constructively with other organisations. 	Yes	http://www.warminster-tc.gov.uk/council/documents/AnnualReport2015-2016.pdf http://www.warminster-tc.gov.uk/council/documents/A5CouncilNewsletterhighres.pdf http://www.warminster-tc.gov.uk/council/documents/A5CouncilNewsletterAutumn2016.pdf http://www.warminster-tc.gov.uk/council/documents/A5CouncilNewsletterWinter2016notrimmarks.pdf http://www.warminster-tc.gov.uk/council/documents/ChristmasbrochureOct16notrimmarks.pdf https://twitter.com/CivicCentreWarm https://www.facebook.com/warminstertowncouncil https://www.facebook.com/warminsterpark/ http://www.warminster-tc.gov.uk/council/events.php

Council Name: Warminster

Date of application: February 2017

Award level applied for: Gold

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it:

Criteria	Do you meet these criteria?	Have you provided these to the accreditation panel?
1. Ensures that the council delivers value for money	Yes	Yes
2. Meets its duties in relation to bio-diversity and crime and disorder	Yes	Yes
3. Provides leadership in planning for the future of the community	Yes	Yes
4. Manages the performance of the council as a corporate body	Yes	Yes
5. Manages the performance of each individual staff member to achieve its business plan	Yes	Yes

Statement 1: Ensures that the Council delivers value for money.

Warminster Town Council (WTC) believes in providing value for money (VFM) under a general Duty of Best Value to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. Under the Duty of Best Value authorities should consider overall value, including economic, environmental and social value, when reviewing service provision.

WTC Members understand their corporate responsibility for ensuring that the Council has a sound system of internal control which facilitates the effective exercise of their functions and includes arrangements for the management of risk, through good governance, accountability and transparency.

WTC endeavours to encourage a commitment to inclusiveness, openness and accountability to the community it serves. It also provides assurance that the public money managed by the Council has been properly spent according to governance rules and regulations. WTC sets out in its Standing Orders and Financial Regulations strong financial and governance practices taking guidance from the *Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide*, March 2016.

WTC’s 13 Members fulfil their corporate duty by compliance with the Council’s Constitution and policies. Any changes in the legislation together with any identified risk are embedded by the Council in reviewing its processes and procedures annually and taking action to mitigate or eradicate such risks.

WTC’s adopted Treasury Management Policy clearly sets out the Council’s approach to borrowing and investments and highlights that the Council is committed to treasury management to ensure that capital expenditure plans are affordable, all external borrowing and other long-term liabilities are within prudent and sustainable levels, and treasury management decisions are taken in accordance with good professional practice.

WTC’s adopted Standing Orders (Financial Regulations 10 and 11) sets out procedures for proposed contracts for the supply of goods, materials and the execution of works. Where the Council intends to procure work which is valued at £25,000 or more, as defined by The Public Contracts Regulations 2015, the Council shall comply with the relevant requirements of the regulations.

WTC has several maintenance and service contracts in place which are regularly reviewed. External grants are sourced if appropriate ensuring that the public purse is extended to its maximum effectiveness. Funding recently gained from outside sources provided repair works to the local skatepark, a contribution to work in our local park and Heritage Lottery funding for a World War I exhibition.

WTC has a commitment to an effective and efficient service delivery and believes in developing strong working relationships with the principal authority, Wiltshire Council, statutory bodies, local organisations and groups, NALC and SLCC, which allows us to serve the town better through collaborative working practices and shared expertise. WTC has recently had its neighbourhood plan “made” following substantial support and funding from the principal authority and finance from DCLG. Other collaborative works with the principal authority and local highways group, with finance provided from European funding, have resulted in a flood relief path being installed and improved pedestrian access from the railway station to a local business park, as well as smaller projects to provide bus shelters, benches, trees and waiting restrictions.

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Statement 2: Warminster Town Council (WTC) meets its duties in relation to biodiversity and crime and disorder.

WTC has recently had its Neighbourhood Plan “made” which covers the period 2015–2026. Policies within the plan support biodiversity:

Policy E5 – Surrounding Environment, states that new developments should respect local character and that the provision of green space that enhances its surroundings will be supported. Improvements to the natural environment, green space and biodiversity will be supported.

Policy E6 has designated two sites as Local Green Spaces where no development will take place on the justification of environment, biodiversity and well-being of residents. One of these sites is the Tynings Allotments, providing 105 plots in 12 acres of land. The allotments are managed by an association on behalf of WTC and have the provision of their own bore hole for water. In addition, there are raised allotment plots available for those with disabilities.

Policy L1 – Design states that the design and layout of developments are encouraged to reflect the principles outlined in the Building for Life 12 industry standard which, if followed, supports the quality and sustainability of new homes, and a feeling of safety for residents.

WTC has recently submitted an application for Green Flag status for the 6.5 hectares of Warminster Town Park, which aspires to raising expectations of what a public green space can offer. The Council was recently handed ownership of the park from the principal authority and has not yet had the opportunity to prepare an ecology and biodiversity plan so in the short term will follow Wiltshire Council’s plan. The Council will seek to increase biodiversity and encourage the community to take part in promoting and learning about the site’s ecology and will start preparing a plan to be completed by December 2017. The steps taken in the park so far to support these aspirations have been planting a wildflower meadow, carrying out a water vole survey and improving the habitat of the park’s lake and islands to provide protection for ducks and other wildlife who breed on the site. The river bank running through the park will also be repaired and work carried out with the necessary licences from the Environment Agency. The park sits adjacent to 20.49 hectares of watermeadows and nature reserve which is also owned by WTC but leased to Wiltshire Wildlife. These activities and partnerships demonstrate commitment to the Council’s approach in relation to biodiversity.

WTC recognises its duty to consider the impact of its functions and decisions relating to crime and disorder in its area, under section 17 of the Crime and Disorder Act 1998. It provides a full CCTV operation which covers the town centre and it partners with the local police force to provide support and footage in line with current legislation.

Community policing teams provide drop-in sessions for the public, weekly at WTC’s administration offices.

Community police provide monthly reports on activity within the town and attend monthly council meetings to discuss with the elected members.

Neighbourhood Tasking Group meetings take place four times per year, with an invitation for public groups to attend and act on the top three public priorities.

The Town Clerk is required to provide guidance to Members during meetings with regard to their duties concerning biodiversity and crime and disorder as appropriate to the agenda.

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Statement 3: Provides leadership in planning for the future of the community.

The Planning Advisory Committee of WTC meets once a month with an advertised agenda detailing items to be considered and lists the planning applications that the Planning Authority (Wiltshire Council) invites the Council to comment on. Members also consider whether a spokesperson is required to speak at the Planning Authority. All plans are available to view on site or through the principal authority's website. The public are also encouraged to attend meetings and speak in public participation to enable their views to be heard.

The Town Plan for Warminster was produced to guide development in the town centre. The plan was started in 2007 and finalised in September 2011. The document was based on evidence provided by local people, groups and stakeholders.

The Warminster Neighbourhood Plan (NP) was "made" in November 2016 and covers the whole parish. The plan covers the period 2015–2026 and has been drawn up to follow on from the Town Plan. The Wiltshire Core Strategy makes provision for 1920 new dwellings in Warminster between 2006–2026 and the NP has developed a range of policies to allow the community to have its say in the type and scale of development, along with the supporting facilities that are required and where they should be situated. It provides an opportunity to shape our neighbourhood, our town and our future.

WTC also developed a Community Flood Plan 2014 which outlines the locations of risk areas, sources of flooding and location maps. In addition, available resources, important telephone numbers and details of emergency evacuation are documented to assist those affected.

Elected members and volunteer flood wardens are members of the principal authority's Flood Working Group which meets four times a year and focuses on individual town and parish problems in relation to surface water run-off and ground water issues. The Environment Agency are also active partners in supporting the parishes. This enables effective information to be communicated.

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Statement 4: Manages the performance of the Council as a corporate body.

WTC has a good record of delivering well-respected services and facilities which contribute considerably to Warminster remaining a vibrant and attractive town. It is a proactive and forward thinking Council and its *Strategic Plan 2016–2021, “Growing Town, Growing Services”* is the recognition of where the Council is now and what it aspires to do.

WTC achieves its aims through its community promise: “In achieving our vision Warminster Town Council promises to be trustworthy and honest, act with integrity at all times and ensure its decision-making will be transparent and represent the voice of the community it serves.”

In order to represent the electorate of Warminster and achieve its strategic goals, WTC, with an elected membership of 13, holds council or committee meetings 34 times in the municipal year, has the capacity to convene extraordinary meetings and provides an opportunity to hold the Annual Meeting as well as the Parish Meeting which is a meeting for the electorate. All are advertised in the local press, on the website and on notice boards, giving the requisite notice in order that the public may attend. The Council is represented on various outside organisations and members will report back to Council where appropriate.

WTC understands the responsibility of dealing with strategic matters of importance to the town and for matters set by legislation within a statutory framework. Statutory powers often relate to the provision of facilities and services which benefit the parish residents. WTC has adopted the General Power of competence.

WTC follows strong financial and governance practices set out in its Standing Orders and Financial Regulations – see *Governance and Accountability for Smaller Authorities in England March 2016*. Internal and external audits are published.

WTC carries out an annual review of its insurance requirements ensuring that all assets, staff, members and volunteers are protected during normal business. Regular valuations are prepared on all assets and the register is reviewed twice yearly.

WTC has a Strategic Plan in place for the period 2016–2021 which shows its medium- and long-term aims and objectives. To supplement this a Service Plan covering the period 2016–2017 is in place which concentrates on the current year although a number of actions stretch well beyond this period. It is a living document which is supported by financial planning and may be modified as situations develop.

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Statement 5: Manages the performance of each individual staff member to achieve its business plan.

WTC's Strategic Plan 2016–2021 sets out the Council's vision for the future and its aims and priorities over a five-year period. It builds on both the Town Plan, published in April 2012, and the Neighbourhood Plan, published in November 2016. Both plans had several local community groups and key stakeholders involved as well as robust consultation within the parish. The Strategic Plan is supplemented by a Service Plan 2016–2017 which provides a framework to work within and a statement of the Council's vision for the town, its values, objectives and key priorities. All of this is aimed at providing Warminster residents with a clear understanding of what the Town Council is trying to achieve on their behalf and how it intends to deliver this.

The Town Council has also developed a management plan for the Town Park, a recent acquisition from the principal authority, and this will assist in the development of the site and accreditation of the Green Flag Award.

The Council manages its staff as follows:

- WTC employs 12 members of staff involved in three separate departments: 4 full-time, 7 part-time and 4 casual staff for events.
- Regular team meetings are held and recorded.
- Annual appraisals take place for all employees ensuring individual performance is linked to the Service Plan. The issues identified and future training needs are fed back to the HR Committee of the Council.
- WTC adheres to its corporate duty in respect of health and safety and the welfare of its employees and members are reminded at regular intervals of their general duty to consider matters in the exercise of any of its functions: equal opportunities, crime and disorder, health and safety, and data protection.
- All staff are issued with an Employee Handbook.
- All Council training is linked to the priorities set out in the Strategic Plan 2016–2021, Service Plan 2016–2017 and Town Park Management Plan 2016–2031.
- Employees receive induction training and courses which include: fire training, health and safety, first aid, cleaning and hygiene, playground inspections and equipment training (where relevant).
- All Councillors are given the opportunity to receive induction training and are also provided with relevant literature on election to prepare them for duties whilst serving. During their term of office training is offered through the local Wiltshire Association for Local Councils and all attendance is recorded.
- The Town Clerk holds the following qualifications:
 - Certificate in Local Council Management (CILCA).
 - General Power of Competence.
 - Fellow of the Institute of Local Council Management and annually records the CPD programme to the required standard of 24 points.
 - Is a training officer for the SLCC local branch.