

12th March 2018

Dear Councillor,

You are summoned to a meeting of the:

**Full Council**  
**on Monday 19<sup>th</sup> March 2018 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Membership:**

Cllr Batchelor (Broadway)	Cllr Macdonald (East)
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Nicklin, Vice Chairman of Council and Deputy Mayor (West)
Cllr Fraser (West)	Cllr Pitcher (Broadway)
Cllr Fryer, Chairman of Council and Mayor (Broadway)	Cllr Ridout (West)
Cllr Jeffries (Copheap)	Cllr Robbins (East)
Cllr Jolley (Broadway)	

Yours sincerely,



Fiona Fox BA (Hons) MCIPD FILCM  
Town Clerk

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## A G E N D A

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 Council held on Monday 22<sup>nd</sup> January 2018; 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 meeting held on Monday 22<sup>nd</sup> January 2018.

4. **Mayor's Announcements**

**4.1 To note** any announcements made by the Mayor.

**4.2** The engagements for the Mayor are attached for **members to note**.

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 a form of receipt and indemnity being the legacy of £1,000 left to the Warminster Civic Trust (registered charity 265408) by Nora Louise McMinn deceased. The Warminster Civic Trust having been removed from the Charities register on 17<sup>th</sup> June 2017, the Warminster Town Council has been determined to be the proper recipient of the funds of the Warminster Civic Trust.

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

7. **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.***

8. **Correspondence Circulated**

The list of all correspondence circulated to members since the last meeting is attached for **members to note**.

9. **Reports from Unitary Authority Members & Police**

**To note** reports provided.

10. **Proceedings of Committee**

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

**10.1 Planning Advisory Committee: 11<sup>th</sup> December 2017, 29<sup>th</sup> January and 12<sup>th</sup> February 2018**

**10.2 Finance and Assets Committee: 8<sup>th</sup> January 2018**

**10.3 Town Development Committee: 4<sup>th</sup> December 2017**

**11. Mayor and Deputy Mayor Elect 2018/2019**

Councillor Fryer has put forward a Notice of Motion to select Councillor Nicklin as Mayor elect for the municipal year 2018/2019. The motion is seconded by Councillor Ridout

**For decision**

Councillor Ridout has put forward a Notice of Motion to select Councillor Jeffries as Deputy Mayor elect for the municipal year 2018/2019. The motion is seconded by Councillor Fraser

**For decision**

**12. Civic Handbook**

The Council does not currently have a civic handbook. Such a document would help clarify many of the civic issues that have been highlighted during the past year. To be based on the model handbook used by the National Association of Civic Officers (NACO), and presented to Council at the annual meeting of the council.

**The Clerk is seeking agreement that members would find a handbook useful, and that two members join with the Clerk in a working party to draft said handbook.**

**13. 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 next meeting will be the Annual Meeting of the Council 14<sup>th</sup> May 2018

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

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**Mayor's Engagements for Full Council**  
**Councillor Rob Fryer 15<sup>th</sup> January – 12<sup>th</sup> March 2018**

Friday 19 <sup>th</sup> January	Westbury Town Council Quiz Night
Thursday 22 <sup>nd</sup> February	Presentation of the Poppy Awards
Friday 23 <sup>rd</sup> February	Westbury Town Council Civic Reception (Deputy Mayor Councillor Nicklin attended)
Wednesday 21 <sup>st</sup> February	Malaby Bio digester Visit
Thursday 22 <sup>nd</sup> February	Presentation of Poppy Awards
Friday 23 <sup>rd</sup> February	Marlborough Town Council Civic Dinner
Saturday 24 <sup>th</sup> March	Mayors Parlour with Warminster Community Radio
Wednesday 28 <sup>th</sup> February	A Musical Dinner Night
Friday 2 <sup>nd</sup> March	Melksham Town Council Mayor's Reception
Sunday 11 <sup>th</sup> March	Wiltshire Rule of Law Service
Thursday 15 <sup>th</sup> March	West Wiltshire / Elblag AGM

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## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
15.01.18	Wiltshire Police	Daily Crime Update 15/01/2018	email
15.01.18	Wiltshire Police	Improve Your Internet Security For Free	email
15.01.18	Wiltshire Council	Parish newsletter - 15 January 2018	email
16.01.18	Wiltshire Police	Daily Crime Update 16/01/2018	email
17.01.18	Wiltshire Police	Daily Crime Update 17/01/2018	email
18.01.18	Wiltshire Police	Pcc Wants To Hear From Residents On Proposed Increase To Policing Precept 17/01/2018	email
18.01.18	Brain Tumour Research	Brain tumours - using your local influence to help us find a cure	email
19.01.18	Community First	Community First: First News	email
19.01.18	Wiltshire Police	Daily Crime Update 19/01/2018	email
19.01.18	Warminster Town Council	Pancake race	email
22.01.18	Wiltshire Police	Daily Crime Update 22/01/2018	email
23.01.18	Wiltshire Police	Daily Crime Update 23/01/2018	email
24.01.18	Wiltshire Police	Daily Crime Update 24/01/2018	email
26.01.18	Wiltshire Police	Really Useful Advice From Take Five To Stop Fraud Week 25/01/2018	email
29.01.18	Wiltshire Police	Daily Crime Update 29/01/2018	email
29.01.18	Wiltshire Council	Cllr Mrs Wayman's February 2018 Highways Newsletter	email
29.01.18	Wiltshire Council	Meeting cancelled - 07/02/2018, 15:00, Western Area Planning Committee	email
29.01.18	Wiltshire Council	Parish newsletter - 29 January 2018	email

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
29.01.18	Wiltshire Police	Pcc Appoints New Temporary Chief Constable At Wiltshire Police 29/01/2018	email
31.01.18	Wiltshire Police	Daily Crime Update 31/01/2018	email
01.02.18	Wiltshire Police	Phantom Debt Fraud Alert - January 2018	email
01.02.18	Wiltshire Council	Briefing Note 340 - Universal Credit	email
02.02.18	Wiltshire Police	Daily Crime Update 01/02/2018	email
05.02.18	Wiltshire Police	Please Help Us By Providing Feedback 02/02/2018	email
05.02.18	Wiltshire Police	Daily Crime Update 02/02/2018	email
06.02.18	Wiltshire Police	Daily Crime Update 06/02/2018	email
06.02.18	Wiltshire Council	Parish newsletter - 6 February 2018	email
06.02.18	Wiltshire Council	Urgent road closure. TTRN Vicarage Street (Part), Warminster	email
07.02.18	Wiltshire Council	The Great British Spring Clean	email
07.02.18	Wiltshire Police	Daily Crime Update 07/02/2018	email
08.02.18	Wiltshire Police	Daily Crime Update 08/02/2018	email
09.02.18	WALC	Newsletter	email
09.02.18	Wiltshire Police	Daily Crime Update 09/02/2018	email
12.02.18	Wiltshire Police	Daily Crime Update 12/02/2018	email
12.02.18	Wiltshire Police	Warminster Man Sentenced After Sex Offences	email
15.02.18	Mrs Fiona Watson - Chairman of The Halve and Friends Resident's Association	Cessation of Resident's Parking Permits in Wiltshire	email
15.02.18	Wiltshire Council	Parish newsletter - 15 February 2018	email



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Date	Name	Item/Response	Action Taken
19.02.18	Wiltshire Police	Daily Crime Update 19/02/2018	email
19.02.18	Secretary Neighbourhood Tasking Group	Minutes NTG 9th January & CPR January	email
21.02.18	Wiltshire Police	Daily Crime Update 20/02/2018	email
21.02.18	Wiltshire Police	School Fraud - Chief Executive Officer 20/02/2018	email
21.02.18	Wiltshire Police	Daily Crime Update 21/02/2018	email
22.02.18	Wiltshire Police	Daily Crime Update 22/02/2018	email
23.02.18	Wiltshire Police	Daily Crime Update 23/02/2018	email
26.02.18	Tynings Allotments	Allotment minutes 22.02.18	email
26.02.18	Wiltshire Council	Planning appeal decision - 93 Bath Road, Warminster - 16/12036/OUT	email
26.02.18	Wiltshire Police	Daily Crime Update 26/02/2018	email
26.02.18	Wiltshire Police	Police Appeal After Report Of Aggressive Dog In Warminster 26/02/2018	email
26.02.18	Wiltshire Council	Agenda for Western Area Planning Committee, Wednesday, 7th March, 2018, 3.00 pm	email
26.02.18	Communications Wiltshire Council	Parish Newsletter	email
27.02.18	Wiltshire Police	How To Protect Your Email Against Criminals 26/02/2018	email
27.02.18	Wiltshire Police	Security Advice After Burglaries In Trowbridge Bradford On Avon Westbury 26/02/2018	email
27.02.18	Wiltshire Council	West Area Planning Committee - 17.05359/FUL - Boreham Road. Rock Lane, Warminster	email
28.02.18	Wiltshire Police	Daily Crime Update 27/02/2018	email

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Date	Name	Item/Response	Action Taken
28.02.18	Wiltshire Council	Briefing Note 341 - PSPO	email
28.02.18	Wiltshire Council	Briefing Note 342 – Changes to chargeable Waste Collection	email
28.02.18	Dorset and Wiltshire Fire and Rescue	Safety Warning as Temperatures Plummet 28/02/2018	email
28.02.18	Adrian Hampshire Wiltshire Council	Ilr Mrs Wayman's March 2018 Highways Newsletter	email
28.02.18	Adrian Hampshire Wiltshire Council	Highways Newsletter update.	email
01.03.18	Wiltshire Police	Daily Crime Update 28/02/2018	email
02.03.18	Wiltshire Police	Safety Warning As Temperatures Plummet 01/03/2018	email
02.03.18	Wiltshire Police	Daily Crime Update 01/03/2018	email
02.03.18	Wiltshire Police	Further Safety Advice As Winter Weather Takes Hold 01/03/2018	email
05.03.18	Neighbourhood Watch Network	Neighbourhood Watch E- Newsletter - Latest Edition 28/02/2018	email
05.03.18	Neighbourhood Watch Network	Daily Crime Update 05/03/2018	email
06.03.18	Wiltshire Police	Daily Crime Update 06/03/2018	email
07.03.18	Warminster Town Council	Invitation to attend Commonwealth Flag raising 12 <sup>th</sup> March 2018	email
08.03.18	Wiltshire Police	Daily Crime Update 86/03/2018	email
08.03.18	Wiltshire Council	EPIC Talks: The impact and influence of Social Media - 26 March	email
08.03.18	Wiltshire Council	TPO regarding Smallbrook Road	email
09.03.18	Wiltshire Police	Daily Crime Update 09/03/2018	email
09.03.18	Wiltshire Council	TTRN Brook Street, Warminster	email