

6th May 2018

Dear Councillor,

You are summoned to the:

Annual Meeting of Warminster Town Council

on Monday 14th May 2018 at 7pm

at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Batchelor (Broadway)	Cllr Jolley (Broadway)
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Nicklin (West)
Cllr Fraser (West)	Cllr Pitcher (Broadway)
Cllr Fryer (Broadway)	Cllr Ridout (West)
Cllr Jeffries (Copheap)	Cllr Robbins (East)
	VACANCY (East)

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Fiona Fox'.

Fiona Fox BA (Hons) MCIPD FILCM
Town Clerk

A G E N D A

1. Election of Town Mayor for the Year 2018-19

The Clerk will have sought nominations for Town Mayor prior to the meeting and will have subsequently circulated details of nominees to members via email.

After formal election, the retiring Mayor, Rob Fryer, will make way for the newly elected Mayor who will take up the Chairman's seat.

2. Chairman's Declaration of Acceptance of Office

The newly elected Mayor will read out and sign the Declaration of Acceptance of Office and deliver it to the Clerk. The new Mayor will be invested with the Chain of Office by the Clerk and will return thanks for their election.

3. Election of Deputy Town Mayor for the Year 2018–19

The Clerk will have sought nominations for Deputy Town Mayor prior to the meeting and will have subsequently circulated details of nominees to members via email.

The Clerk will present the Deputy Mayor's badge to the newly appointed Deputy Mayor.

4. Immediate Past Town Mayor – Vote of Thanks

The retiring Mayor, Cllr Rob Fryer, to pass on thanks for his year in office. The Past Chairman's decoration will be presented by the Mayor.

5. Apologies for Absence

To receive and accept apologies, including reason for absence, from those unable to attend.

6. 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.

7. Minutes

7.1 To approve the minutes of the meeting held on 19th March 2018 previously circulated.

7.2 To note any matters arising from the minutes of the Full Council meeting held on Monday 19th March 2018.

8. Mayor's Announcements

8.1 Announcements.

8.2 The final engagements for the retiring Mayor, Cllr Rob Fryer, are attached for **members to note**.

9. Correspondence Circulated

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

Standing Orders will be suspended to allow for public participation.

10. 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.

11. Proceedings of Committee

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

11.1 Finance and Assets Committee meeting held on 5th March 2018; questions to Councillor Ridout, Chairman of the committee.

11.2 Planning Advisory Committee meeting held on 12th April 2018; questions to Councillor Fraser, Chairman of the committee.

11.3 Town Development Committee meeting held on 19th February 2018; questions to Councillor Paul Macfarlane, Chairman of the committee.

11.4 HR meeting held on 15th January 2018; questions to Councillor Paul Macfarlane, Chairman of the committee.

12. Standing Orders and Financial Regulations

Based on the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) model regulations, both documents were circulated for members perusal prior to the meeting. The Clerk to present to the Council any questions regarding the documents received prior to the meeting. The documents will be taken as read.

Members to approve and adopt the new Standing Orders and Financial Regulations.

13. Terms of Reference and Delegation of Powers to Committees 2017–2018

Members to approve and adopt Terms of Reference and Delegation of Powers to Committees 2018–19 dated May 2018. A hard copy is included in the members' pack.

14. Council Meetings for the Municipal Year 2018–19

The schedule of meetings is attached for 2018–19. **Members to approve.**

15. Standing Committees

The Clerk will have sought nominations for standing committees prior to the meeting and will have subsequently circulated details of nominees to members via email. Standing Committees have the delegated authority to form their own sub-committees and working groups and will elect a chairman and vice chairman at their first meetings.

1. Finance and Assets Committee – seven elected members.
2. Planning Advisory Committee – seven elected members.
3. Town Development Committee – seven elected members, three advisers.
4. HR Committee – Mayor and Deputy, Chairmen of Finance and Assets, Planning Advisory and Town Development committees.

16. Appointments to Outside Bodies

1. Athenaeum Trust
2. Fairtrade President – Mayor
3. Relief in Need – Keith Humphries (appointment to April 2019) George Jolley, John Farr and Dan Keene
4. Trans Wilts Partnership
5. Tynings Allotments
6. Wiltshire Association of Local Councils

7. Warminster Flers Association
8. Warminster Park Community Centre
9. Warminster and Villages Community Partnership
10. Warminster and Villages Development Trust
11. Warminster Area Board
12. Warminster Area Board CATG
13. Warminster Carnival Committee
14. Warminster Festival
15. West Wilts Elblag Association – Mayor
16. Westbury CCTV Committee – CCTV Supervisor and Chairman of CCTV Working Group
17. Operational Flood Working Group South – two representatives and three flood wardens

To appoint members to outside bodies as required and consider whether continued allocation is required. To agree arrangements for report back.

17. Time Capsule

Members to note that a time capsule is buried at Sambourne School to be recovered in the year 2085.

18. Appointment of Internal and External Auditors

The Members to approve that the Internal Auditor Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire will continue to carry out the Council's internal audit.

The Members to approve that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. **Members to note** that PKF Littlejohn LLP have been allocated as external auditors to all Wiltshire local councils under the new audit regulations.

19. Annual Risk Assessments and Summary for 2017–18

The summary of all risk assessments that have been carried out and monitored by the HR committee are enclosed for review. The quarterly reports have previously been circulated to all members with the exception of the final report (January–April, attached). **Members to adopt and confirm the plan.**

20. Insurance and Assets

The Council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE. **Members to note.**

An inventory of land and other assets including buildings and office equipment is attached. **For Members to approve.**

21. Council's Annual Subscriptions

For Members to approve. Rates quoted are for 2017 - 2018

RBS: Omega -finance package annual support	£765.00
Wiltshire Association of Local Councils	£700.00

National Association of Local Councils	£890.85
Visit Wiltshire: partner	£760.00
Society of Local Council Clerks: clerks membership	£308.00
Twinning Association	£50.00
Information Commissioners Office	£35.00
Gold Award	200.00
Pear mapping system	225.00

22. Council Policies

22.1 Members to note: Complaints Policy dated May 2018. No amendments required.

22.2 Members to adopt the revised Data Protection Policy. The policy is attached showing the revisions that have been made following the change from the Data Protection Act 1998 to the General Data Protection Regulation (GDPR) 25th May 2108.

22.3 The Treasury Management Policy is deferred to the next meeting pending year end and advice from the Council's accountants.

23. Service Plan 2018–19

This item has been deferred until the devolution of the towns' nine play areas from Wiltshire Council has been ratified.

24. Communications

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

It is hoped that you will stay for refreshments which will be served after the meeting.

Minutes from this meeting will be available to all members of the public either from our website 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 13th March – 14th May 2018

Thursday 15 th March	West Wilts Elblag AGM
Saturday 17 th March	Warminster Flers Twinning Association - Bangers and Mash Information Evening
Thursday 22 nd March	Meeting the Tourism Minster and afternoon tea at Bishopstrow Hotel
Saturday 24 th March	Trowbridge Mayoral Civic Dinner and Dance
Saturday 7 th April	Wilton Mayoral Event
Saturday 14 th April	Amesbury Service of Celebration
Saturday 14 th April	Chippenham Mayoral Ball
Monday 16 th April	Opening of the Civic Trust Garden
Friday 20 th April	The Laverton Art Exhibition - Westbury Town Council
Sunday 22 nd April	Mayors Civic Service
Thursday 26 th April	Opening of MS Shop
Saturday 28 th April	Twinning Dinner at the George Longbridge Deverill
Saturday 5 th May	Elblag BBQ
Sunday 6 th May	Spring in the Park and the launch of the boats on the lake
Thursday 10 th May	Royal Wootton Bassett Mayor Making Ceremony

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CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
12.03.18	Wiltshire Police	Daily Crime Update 12/03/2018	email
12.03.18	Cranborne Chase	Dark Night Skies: Achieving Community Benefits - Seminar 20th March	email
12.03.18	Wiltshire Council	Minutes for Western Area Planning Committee, Wednesday, 7th March, 2018,	email
12.03.18	Wiltshire Council	Parish newsletter - 12 March 2018	email
12.03.18	Wiltshire Council	Briefing Note 343 - Waste services update	email
13.03.18	Wiltshire Council	Planning decisions for February	email
14.03.18	Wiltshire Police	Daily Crime Update 14/03/2018	email
14.03.18	Wiltshire Police	Neighbourhood Watch Volunteer Role 14/03/2018	email
15.03.18	Wiltshire Police	Police report for March	email
15.03.18	Neighbourhood Alert	Service Reminder On Importance Of Fire Protection Systems 15/03/2018	email
16.03.18	Wiltshire Council	Briefing Note 344 - Wiltshire Housing Land Supply Statement 2017	email
16.03.18	Wiltshire Police	Daily Crime Update 16/03/2018	email
16.03.18	Wiltshire Council	TTRN Brook Street, Warminster	email
16.03.18	Wiltshire Police	Nfib Alert - False Telephone Preference Service Calls 16/03/2018	email
19.03.18	Wiltshire Council	WALC newsletter and documents	email
20.03.18	Wiltshire Council	Parish newsletter – 19 March 2018	email
20.03.18	Neighbourhood Watch	Wiltshire Neighbourhood Watch AGM	email
22.03.18	Warminster Town Council	Invitation to the opening of the Elisabeth Collins Garden 16 th April 2018	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
23.03.18	Wiltshire Council	Meeting cancelled - 04/04/2018, 15:00, Western Area Planning Committee	email
26.03.18	Wiltshire Police	Daily Crime Update 26/03/2018	email
26.03.18	Wiltshire Council	Cllr Mrs Wayman's April 2018 Highways Newsletter	email
28.03.18	Wiltshire Council	Briefing Note 346	email
28.03.18	Rural Services Network	Rural Vulnerability Service - Rural Transport - March 2018	email
28.03.18	Wiltshire Council	Parish Newsletter - 28 March 2018	email
03.04.18	Warminster Community Radio	Press Release	email
03.04.18	Wiltshire Council	Follow up to Briefing Note 345 - General Data Protection Regulations	email
03.04.18	Wiltshire Council	Wiltshire Council Army Rebasing Newsletter April 2018	email
06.04.18	Wiltshire Council	Magazine Advertise Debt Alert 05/04/2018	email
06.04.18	Great Western Railway	Improvements for Bristol	email
06.04.18	Neighbourhood Alert	Courier Fraud Alert For South Wales And Surrounding Regions 05/04/2018	email
06.04.18	Neighbourhood Alert	Online Marketplace Fraud Advice For Sellers 05/04/2018	email
09.04.18	Bobby Van trust	Bobby Van Newsletter	email
09.04.18	Neighbourhood Alert	Community Safety across Wiltshire NHW Support and Training	email
10.04.18	Wiltshire Police	Daily Crime Update 10/04/2018	email
16.04.18	Action Fraud Neighbourhood Alert	Fraudulent Cryptocurrency Investments and Fake Endorsements 13/04/2018	email
17.04.18	Wiltshire Police	Daily Crime Update 16/04/2018	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
19.04.18	Rod Simpson	re-USB Planning Application 17/12348/OUT	email
20.04.18	Wiltshire Police	Daily Crime Update 20/04/2018	email
20.04.18	Wiltshire Council	Briefing Note 349 - Changes to Planning Legislation – Permission in Principle	email
23.04.18	WALC	April Newsletter	email
23.04.18	Wiltshire Police	Fifa World Cup 2018 Ticket Alert 20/04/2018	email
23.04.18	Wiltshire Council	Meeting cancelled - 02/05/2018, 15:00, Western Area Planning Committee	email
23.04.18	Wiltshire Council	Briefing Note 350 - Fostering, Recruitment of Foster Carers	email
24.04.18	Wiltshire Police	Daily Crime Update 23/04/2018	email
24.04.18	Wiltshire Council	CLlr Mrs Wayman's May 2018 Highways Newsletter	email
25.04.18	Rural England	Rural Vulnerability Service - Fuel Poverty - April 2018	email
25.04.18	Wiltshire Council	Councillors Briefing Note No. 351	email
26.04.18	Wiltshire Police	Daily Crime Update 25/04/2018	email
26.04.18	Wiltshire Police	Daily Crime Update 25/04/2018	email
26.04.18	Wiltshire Police	Fifa 2018 World Cup Alert 24/04/2018	email
27.04.18	Wiltshire Police	What You Need To Know About Phishing 26/04/2018	email
27.04.18	Wiltshire Council	Briefing Note 352 - Termination of free of charge waste collection services from halls meeting rooms or social clubs	email
30.04.18	Wiltshire Police	Daily Crime Update 30/04/2018	email
01.05.18	Wiltshire Police	Tv Providers Discount Fraud 30/04/2018	email
02.05.18	Wiltshire Police	Daily Crime Update 02/05/2018	email
03.05.18	Wiltshire Police	Daily Crime Update 03/05/2018	email
03.05.18	Wiltshire Council	Briefing Note 353 - UK Youth Parliament	email

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
04.05.18	Wiltshire Council	Briefing Note 354 - General Data Protection Regulations – Information for Town and Parish Councils	email
04.05.18	Wiltshire Police	Daily Crime Update 04/05/2018	email
08.05.18	Wiltshire Police	Daily Crime Update 08/05/2018	email

Warminster Town Council Meetings, 2018/2019

2018														2019													
	May		June		July		August		September		October		November		December		January		February		March		April		May		
Mon											1												1	PAC			
Tues	1										2						1						2				
Wed	2						1				3						2						3			1	
Thurs	3						2				4		1				3						4			2	
Fri	4		1				3				5		2				4		1		1		5			3	
Sat	5		2				4		1		6		3		1		5		2		2		6			4	
Sun	6		3		1		5		2		7		4		2		6		3		3		7			5	
Mon	7		4	Town Dev	2		6		3	TP/F&A	8		5	TP/F&A	3	Town Dev	7	TP/F&A	4		4	TP/F&A	8	Town Mee	6		
Tues	8		5		3		7		4		9		6		4		8		5		5		9			7	
Wed	9		6	Elections	4		8		5		10		7		5		9		6		6		10			8	
Thurs	10		7		5		9		6		11		8		6		10		7		7		11			9	
Fri	11		8		6		10		7		12		9		7		11		8		8		12			10	
Sat	12		9		7		11		8		13		10		8		12		9		9		13			11	
Sun	13		10		8		12		9		14		11		9		13		10		10		14			12	
Mon	14	Ann Mtg	11	TP/F&A	9	HR	13		10	PAC	15	HR	12	PAC	10	PAC	14	HR	11	PAC	11	PAC	15	Town Dev	13	PAC	
Tues	15		12	CCTV	10		14		11	CCTV	16		13		11	CCTV	15		12		12	CCTV	16			14	
Wed	16		13		11		15		12		17		14		12		16		13		13		17			15	
Thurs	17		14		12		16		13		18		15		13	Dev.Ser	17		14		14		18			16	
Fri	18		15		13		17		14		19		16		14		18		15		15		19			17	
Sat	19		16		14		18		15		20		17		15		19		16		16		20			18	
Sun	20		17		15		19		16		21		18		16		20		17		17		21			19	
Mon	21	PAC	18	PAC	16	PAC	20	PAC	17	Full Council	22	PAC	19	Full Council	17		21	Full Council	18	Town Dev	18	Full Council	22		20	Ann Mtg	
Tues	22		19		17		21		18		23		20		18		22		19		19		23			21	
Wed	23		20		18		22		19		24		21		19		23		20		20		24			22	
Thurs	24		21		19		23	Dev.Ser	20		25	Dev.Ser	22	Dev.Ser	20		24	Dev.Ser	21	Dev.Ser	21	Dev.Ser	25	Dev.Ser	23	Dev.Ser	
Fri	25		22		20		24		21		26		23		21		25		22		22		26			24	
Sat	26		23		21		25		22		27		24		22		26		23		23		27			25	
Sun	27		24		22		26		23		28		25		23		27		24		24		28			26	
Mon	28		25	Full Council	23		27		24	Town Dev	29		26		24		28	PAC	25		25	HR	29	PAC	27		
Tues	29		26		24		28		25		30		27		25		29		26		26		30			28	
Wed	30		27		25		29		26		31		28		26		30		27		27					29	
Thurs	31	Dev.Ser	28	Dev.Serv	26	Dev.Ser	30		27	Dev.Ser			29		27		31		28		28					30	
Fri			29		27		31		28				30		28						29					31	
Sat			30		28				29						29						30						
Sun					29				30						30						31						
Mon					30										31												
Tues					31																						

Working Group
CCTV 10am-11.30

Devolved Services 10am

NB. The Town Meeting is not a Council Meeting
but is a meeting for the electorate.

* Meeting held on a Tuesday

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LCRS 6. Overall Summary

Warminster Town Council Assessment for year 2017 To 2018

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	6	6	1.2	0	
Bar Services						
Cemeteries/Churchyards	Power to provide	10	9	1.9	1	
Code of Conduct	Duty to adopt a code of conduct	9	9	1.0	0	
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	17	10	1.2	0	
Council Meetings		3	0		0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	7	0		0	
Crime Prevention - CCTV	Powers to spend money on various crime prevention measures	4	0		0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	10	0		0	
Drainage	Power to deal with ponds and ditches	1	0		0	
Employment of Staff	Duty to Appoint	7	0		0	
Financial Management	Duty to ensure responsibility for financial affairs	8	0		0	
Investments	Power to participate in schemes of collective investment	11	0		0	
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	4	0		0	
Newsletters	Power to provide from 'free resource'	7	0		0	
Open spaces	Power to acquire land and maintain	7	0		0	
Play Areas	Power to provide	11	0		0	
Provision of Office Accommod	Power to provide	4	0		0	
Provision of Website/Internet	Power to provide from 'free resource'	6	0		0	
Public Conveniences	Power to provide	2	0		0	
		12	0		0	



LCRS 6. Overall Summary

Warminster Town Council
Assessment for year 2017 To 2018

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Shelters & Seats	Power to provide	3	0		0	
Skatepark	Power to provide	6	0		0	
Street/Footway Lighting	Power to provide	8	0		0	
War Memorials	Power to maintain, repair, protect and adapt war memorials	3	0		0	
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom	2	0		0	
Web Sites		19	0		0	
Overall totals/scores		188	35	1.3	1	

Completed by:

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.



Warminster Town Council
Assessment for year 2017 To 2018

LCRS 7a. Area Action Plan

Action
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
	Environmental	Hygiene	Check programme paperwork. Spot-check building.	Medium Medium	4			

No of issues listed: 1

Assessor: _____

Review date: _____

General comments:

How to complete:

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS).
5. Assessor - the person reviewing the action plan (not recorded on LCRS).
6. Review date - the date the assessor did the review (not recorded on LCRS).
7. General comments - Assessor general comments, if relevant
(not recorded on LCRS).



Warminster Town Council
Assessment for year 2017 To 2018

LCRS 7b - All Action Plans

Action
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
	Environmental	Hygiene	Check programme paperwork. Spot-check building.	Medium Medium	4				<input type="checkbox"/>

No of issues listed: 1

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Rob Fryer _____

Signed by responsible Finance officer - Fiona Fox _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

SCHEDULE OF ASSETS

as at 9th April 2018

Ref No:	Description	Identification	Insurance Value		Custodian	Date Acquired 1981 Reinstatement Value 2017	
001	Dewey House	Deeds held at Farnfields	sum insured	£1,014,000.00	Clerk		
002	Land at Ashley Coombe	Deeds held at Farnfields	nominal Title	£1.00	Clerk	2000	
003	Allotment Gardens Bradley Road	Transfer of Asset Wiltshire Council	Registered 23.02.16	£1.00	Clerk	2014 2001 Refurbished 2011 Reinstatement Value Feb 2015	
004	Civic Centre	Deeds held at Farnfields		£1,650,000.00	Clerk		
005	War Memorial	Trf.UDC Title held at Farnfields		£295,000.00	Clerk	1974 Reinstatement Value Feb 2015	
006	Obelisk	Trf.UDC		£145,000.00	Clerk	1974 Reinstatement Value Feb 2015	
007	Boreham Cemetery Street furniture: includes all items identified as such	Trf UDC		£185,000.00 £120,398.00	Clerk	1974 Reinstatement Value Feb 2015	
008	Bus Shelters X 10	Street Furniture	sum insured		Clerk	Ongoing since 1974	
009	Benches X 24	Street Furniture	sum insured		Clerk	1974 & 2009 & 2015	
010	Catenary Cables	Stress tested 2017	sum insured	£11,379.00	Clerk	2001	
012	Internal Signage & Hanging Basket Poles		sum insured	£20,000.00	Clerk	2009	Currently being assessed
013	General Office Equipment CCTV		sum insured	£62,490.00	Clerk	1981,1999 & updated 2012	

	Kitchen Equipment & Utensils				
014	Hand held radios	Purchased £1620		Clerk	Nov-15
015	Traffic Cones	Purchased £1298		Clerk	15.06.2016

SCHEDULE OF ASSETS as at 9th April 2018

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Ref No:	Description	Identification		Value	Custodian	Date Acquired
	Civic Centre					
016	Computers & Printers			£12,550.00	Clerk	Ongoing
017	Develop INEO+224e	A5C4121104616		Leased only	Clerk	2014
018	Full Contents					Not inc A/cs figures
	including Kitchen/Catering equipment, Bar fittings and stocks plus furniture which include the following:		sum insured	£146,427.00	Clerk	Ongoing
	240 Green patterned chairs					
	10 x 6ft Tables					
	34 X 8ft Tables					
	2 X lightweight tables					
	2 X Leather Chesterfield Sofas					
	4 X Oval Wood Table					
	20 5ft round tables					
019	Civic Centre Bar Stock		sum insured	£3,164.00	Facilities Mgr	ongoing
	Display Case				Clerk	
020	Paintings	Trf.UDC			Clerk	1974
	Tapestry		sum insured	£7,983.00	Clerk	1995
	Flers Gifts				Clerk	Ongoing
	Civic Regalia	Trf.UDC	sum insured	£23,090.00	Clerk	1974
	Display Case					
	<i>all removed from Dewey House and transferred to Civic Centre</i>					2011-2013
	<i>Tapestry Jan 2013</i>					
	<i>Flers Gifts Jan 2013</i>					
	<i>Display Case Jan 2013</i>					
	<i>Civic Regalia Nov 2011</i>					
				<i>Sum insured</i>		
				<i>Included in Full Contents</i>		

SCHEDULE OF ASSETS as at 9th April 2018

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Ref No:	Description	Identification	Value	Custodian	Date Acquired
021	CCTV:External Cameras which includes the following:	sum insured	£128,525.00	Clerk	2013
	5 No External Cameras Mall	33-37 PelcoX51-54 xx01		Clerk	2011
	17 Pelco Spectra IV Cameras			Clerk	New Jan 2013
	5 No External Columns			Clerk	1 x Dec 2015
	2 No External Columns Tilt Down Poles Park			Clerk	1999
	Spare Parts				New Jan 2013
	Mobile Camera			Clerk	New Jan 2013 and Dec 2016
					Disposed 2013
	Control Room Equipment which includes the following:	sum insured	£65,439.00	Clerk	2013
	1 X 9" Black & White Monitor				
	Weircliffe Compact Degausser				
	17 19" Monitors & 4 15" monitors				New Jan 2013
	Tecton Duplex Multi Plexus X 4				
	3 X Colour Quad Switchers				
	CCTV Transmission System RS 1000 Series				
	2 X Sony Colour Video Printers				
	2 X Synectics Keyboards				
	1 X Tetra Radio & Aerial				
	2 Dalmier Recorders				
	Control Room Furniture			Clerk	Ongoing
	computer equipment				
	Brother MFC-8860DN	Leased		Clerk	2014
	15 x Handheld Radios			CCTV	2014

SCHEDULE OF ASSETS as at 9th April 2018

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Ref No:	Description	Identification		Value	Custodian	Date Acquired
022	Town Park				Clerk	CAT transfer
	23 Weymouth Street	Tenanted House	Rebuild	£198,790.00	Tenant	21.11.2016
	Depot	Double Garage	Rebuild	£18,833.00		21.11.2016
	Monument	Drinking fountain	Rebuild	£52,314.00		21.11.2016
	Paddling Pool		Rebuild	£20,000.00		21.11.2016
	Café	Pavillion	Rebuild	£109,703.00	Clerk	21.11.2016
	Café stock	Pavillion	sum insured	£2,036.00		
			Replacement			
	Café fixtures and fittings	Pavillion	Value	£8,300.00		
	Play Park	Childrens Equip	Rebuild	£12,555.00		21.11.2016
	Trim Trail	Next to Skate Park	Rebuild	£12,555.00		21.11.2016
	Skate park		Rebuild	£11,509.00		
	Lake			N/A		21.11.2016
			Replacement			
	Bandstand		Value	£56,065.00		21.11.2016
			Replacement			
	Boat House		Value	£229,345.00	Includes public	21.11.2016
	4 x rowing boats		all risks	£6,120.00	toilets	01.04.2018
			All risks			
	3 x canoes		replacement	£2,400.00		
	30 x life jackets		all risks	£1,050.00		
			Replacement			
	39 Benches	Street Furniture	Value			21.11.2016
			Replacement			
	13 Bins	Street Furniture	Value			21.11.2016
			Replacement			
	12 Lighting Columns	Street Furniture	Value			21.11.2016
	Tennis Courts			N/A		21.11.2016
	Basketball Court			N/A		21.11.2016
023	Central Car Park Toilets	Lease 7 years	Rebuild	£114,672.00	Clerk	Lease signed 07.09.16

024	VW Transporter	Lease 4 years	Clerk	01.08.16
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1. Introduction

- 1.1 From time to time members of the public have complaints about the administration or procedures of the Town Council. These are complaints against the Council itself rather than complaints which it helps resolve. The code set out below ensures that complainants can feel satisfied that at the very least their grievance has been properly and fully considered.

2. Code of Practice

- 2.1 If a complaint about procedures or administration is notified orally to a councillor or the Clerk and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put their complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.
- 2.2 If a complainant indicates that they would prefer not to put the complaint to the Clerk they shall be advised to put it to the Chairman.
- 2.3 On receipt of a written complaint the Clerk or Chairman, as the case may be, shall (except where the complaint is about their own actions) try to settle the complaint directly with the complainant, but shall not do so in respect of a complaint about the behaviour of the Clerk or a councillor without notifying the person complained of and giving them an opportunity to comment on the manner in which it is intended to attempt to settle the complaint. Where the Clerk or Chairman receives written complaint about their own actions, they shall forthwith refer the complaint to the Council.
- 2.4 The Clerk or Chairman shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
- 2.5 The Clerk or Chairman shall bring any written complaint which cannot be settled to the next meeting of the Council, and the Clerk shall notify the complainant of the date on which the complaint will be considered.
- 2.6 The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint shall be announced at the Council meeting in public.
- 2.7 As soon as may be after the decision has been made, it and the nature of any action to be taken, shall be communicated in writing to the complainant.

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Data Protection Policy

May 2018 to be reviewed May 2019

1. Introduction

- 1.1 An essential activity of Warminster Town Council is the requirement to gather, process and store information about its employees, people in the community, suppliers, business contacts and other sources in order to operate efficiently.

2. General Data Protection Regulation (GDPR) May -2018Data-Protection-Act

- 2.1 The GDPR 2018The Data-Protection-Act 1998 was put into place to help protect people's personal data. It aims to ensure that people know where their data is held, what it is used for and who it is shared with. It also ensures that an organisation treats people's data correctly and has systems and controls in place for effective management of that data. A key principle of the GDPR is that you-process-personal data is processed securely by means of 'appropriate technical and organisational measures' – this is the 'security principle'.
- 2.2 A Council acting as an employer is required to comply with the GDPRData-Protection-Act. In such circumstances, the Council will be deemed to be a 'data controller' –for the purposes of the Regulation Actand in this capacity it will determine the purposes for which and the manner in which any personal data is, or is to be, processed. 'Processing' includes obtaining, recording, holding or using information. The 'data processor', in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller – for example Wiltshire Pension Fund.
- 2.3 The GDPR-Data-Protection-Act is underpinned by six important principles which state that personal data must be:
1. Processed lawfully, fairly and in a transparent manner in relation to the individual.and lawfully-processed
 2. Collected for specified, explicit and legitimate purpose(s).processed-for-limited purposes
 3. Adequate, relevant and limited to the purpose(s) for which it wasthey-are processed.not-excessive
 4. Accurate and kept up to date; inaccurate data shall be erased or rectified without delay.
 5. not-to-be Kept for no longer than is necessary for the purpose(s) for which it was processed.
 6. processed in line with the data subject's (individual) rights
 6. Secure, using appropriate technical or organizational measures.
- The controller shall be responsible for, and be able to demonstrate, compliance with the principles.
3. not-transferred-to-countries-outside-of-the-EU-without-adequate-protection

4.3. Subject Rights

- 3.1 The [GDPR Act](#) creates rights for those people who have their data stored and also responsibilities for those who store, process or collect personal data.
- 3.2 A person who has their data processed by the Council has a number of rights in relation to the data which is held about them. The person has the following rights:
- [the right to be informed;](#)
 - [the right of access;](#)
 - [the right to rectification;](#)
 - [the right to erasure;](#)
 - [the right to restrict processing;](#)
 - [the right to data portability;](#)
 - [the right to object; and](#)
 - [the right not to be subject to automated decision-making including profiling.](#)
- ~~View the data which is held for a maximum fee of £10;~~
 - ~~Request that information which is incorrect be corrected;~~
 - ~~Require that data is not used in a way which may cause damage or distress;~~
 - ~~Require that their data is not used for direct marketing.~~

9.4. Subject Access Requests

- 4.1 ~~Under section 7 of the Data Protection Act, a person may make a subject access request in relation to information held about them.~~ A person who makes a request ~~and pays a maximum £10 fee~~ is entitled to the following information:
- [confirmation that their data is being processed;](#)
 - [access to their personal data; and](#)
 - [other supplementary information – this largely corresponds to the information that should be provided in a privacy notice.](#)
- ~~To be told whether any personal data is being processed;~~
 - ~~A description of the personal data which is held, why the data is being processed and whether this data will be given to any other organisations or people;~~
 - ~~A copy of the information comprising the data; and~~
 - ~~The source of the data.~~
- 4.2 Once the Council receives such a request, should the data be disclosable, the request must be dealt with [within one month](#) ~~within 40 calendar days~~ of receiving the request.
- 4.3 ~~The Council can refuse or charge for requests that are manifestly unfounded or excessive.~~
- 4.4 ~~If the Council refuses a request they must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. The Council must do this without delay and at the latest within one month of receipt~~[within one month. or without due delay.](#)

~~4.3 If the personal data which is the subject of the request is normally held for less than 40 days, then the request may be legitimately refused.~~

11.5. A Subject Access Request Which Concerns Other People's Information

- 5.1 A person may request access to data about them which also carries information regarding a third party. In such circumstances, the Council will assess whether the request can be complied with, without infringing the third party's privacy.
- 5.2 If the Council receives a request from an employee to access some personal data and complying with the request would mean disclosing information relating to another individual who can be identified from that information, then the request will be legitimately declined unless the third party consents to the disclosure or it is reasonable for the Council to comply with the request without the third party's consent.
- 5.3 There is an obligation upon a data controller to comply with as much of a request as possible. If the consent of the third party cannot be obtained and compliance with the request is reasonable, then the Council will consider separating the disclosable information from the non-disclosable information.

12.6. What is 'Personal Data'?

- 6.1 The ~~GDPR Data Protection Act~~ covers any data which concerns a living and identifiable individual.
- 6.2 This definition of personal data provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

7. Sensitive Personal Data

The GDPR refers to sensitive personal data as 'special categories of personal data'. These include:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- genetic data;
- biometric data for the purpose of uniquely identifying an individual;
- health; and
- sex life or sexual orientation.

It will be lawful to process sensitive data if:

1. The data subject has given explicit consent to the processing for specified purpose(s).
2. It is necessary for carrying out the controller's or individual's rights and obligations in employment, social security law etc.
3. It relates to personal data manifestly made public by the individual.
4. It is necessary for legal proceedings.
5. It is necessary for assessing the working capacity of an employee (i.e. processing medical or occupational health data).

~~6.2 — Personal data could be a name accompanied by other information about the individual — such as address, age or telephone number.~~

~~6.3 — The Act does not cover information which is anonymous or aggregated data provided that the anonymisation or aggregation is not reversible.~~

15.8. Exceptions

87.1 There are circumstances in which a data controller is not obliged to supply certain information to the requester. Some of the most important exemptions apply to:

- crime prevention and detection;
- confidential references given by you (but not ones given to you); ~~and~~
- ~~information covered by legal professional privilege.~~

Art. 23 GDPR Restrictions contains the full list.

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16.9. ~~Registration as a Data Controller~~ Information Commissioner's Office Data Protection Fee-Fees

98.1 ~~For the purposes of the Data Protection Act, The Council~~ As the data controller that determines the purpose for which personal data is processed, the Council must pay the Information Commissioner's Office (ICO) an annual data protection fee. This replaces the annual registration with the ICO that applied under the Data Protection Act. ~~is registered with the Information Commissioner's Office (ICO) as a data controller. This registration is renewed annually.~~

10. Lawful Basis for Processing Personal Data

108.12 As an employer, the Council has obligations in relation to the data it holds on computer or in structured filing systems about its employees. The main requirements of the ~~Data Protection Act~~ GDPR can be complied with in relation to this data if the Council:

- has individuals' consent to holding the information about them;
- uses the information only for the purposes for which they obtained it;
- keeps the information up-to-date, secure and only for so long as it is needed;
- does not disclose the information to others without the individual employee's consent.

Disclosure Information

11. Consent

11.1 Consent to use personal data will be unambiguous and involve a clear affirmative action (an opt-in). It will be separate from other terms and conditions and will not generally be a precondition of signing up to a service. Consent requests will be concise, easy to understand and user-friendly.

11.2 Consent will specifically cover the controller's name, the purposes of the processing and the types of processing activity.

11.3 Explicit consent must be expressly confirmed in words, rather than by any other positive action.

11.4 The Council will keep clear records to demonstrate consent.

- 11.5 Consent must be freely given. The Council will give people genuine ongoing choice and control over how it uses their data.
- 11.6 There is no set time limit for consent. How long it lasts will depend on the context. The Council will review and refresh consent as appropriate.
- 11.7 Individuals have the right to withdraw consent. The Council will notify people of this right and offer them easy ways to withdraw consent at any time.~~9.1 The Council will as necessary undertake checks on both staff and members with the Disclosure and Barring Service and will comply with its Code of Conduct relating to the secure storage, handling, use, retention and disposal of disclosures and disclosure information. It will include an appropriate operating procedure.~~

12. Children

- 12.1 The Council needs to have a lawful basis for processing a child's personal data.
- 12.2 Children have the same rights as adults over their personal data. These include the rights to access their personal data; request rectification; object to processing and have their personal data erased.
- 12.3 Children aged 13 or over are able to give their own consent. For children under this age the Council will obtain consent from whoever holds parental responsibility for the child.