

**MINUTES**  
**of the**  
**Annual Meeting of the Full Council**  
**held on Monday 14<sup>th</sup> May 2018 at 7pm**  
**at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

**Committee membership:**

<b>Cllr Batchelor (Broadway)</b>	<b>*</b>	<b>Cllr Macfarlane (West)</b>	<b>*</b>
<b>Cllr Brett (East)</b>	<b>*</b>	<b>Cllr Nicklin (West)</b>	<b>*</b>
<b>Cllr Davis (East)</b>	<b>*</b>	<b>Cllr Pitcher (Broadway)</b>	<b>A</b>
<b>Cllr Fraser (West)</b>	<b>A</b>	<b>Cllr Ridout (West)</b>	<b>*</b>
<b>Cllr Fryer (Broadway)</b>	<b>*</b>	<b>Cllr Robbins (East)</b>	<b>A</b>
<b>Cllr Jeffries (Copheap)</b>	<b>*</b>		
<b>Cllr Jolley (Broadway)</b>	<b>A</b>		

Key: \* Present    A Apologies    AB Absent

**In attendance:**

Officers: Fiona Fox, Veronica Mills, Judith Halls and Sally Ward

Public and press: 8 members of the public, 4 members of the press

**FC/18/001    Election of Town Mayor for the Year 2018–19**

The Clerk had received a nomination from Councillor Rob Fryer for Councillor Tony Nicklin to be duly elected Mayor of Warminster for the ensuing civic year. Seconded Councillor Pip Ridout, voting unanimous in favour. Councillor Fryer then vacated the chair in favour of Councillor Nicklin.

**FC/18/002    Chairman’s Declaration of Acceptance of Office**

Councillor Nicklin was invested with the Chain of Office, after which he subscribed the Statutory Declaration of Acceptance of Office and delivered it to the Clerk to the Council who witnessed it. He declined the opportunity to wear the new mayoral robes on account of the heat in the meeting room.

- FC/18/003**     **Election of Deputy Town Mayor for the Year 2018–19**  
The Clerk had received a nomination from Councillor Ridout for Councillor Steve Jeffries to be duly elected Deputy Mayor of Warminster for the ensuing civic year. Seconded Councillor Sue Fraser, voting unanimous in favour. The Clerk presented the Deputy Mayor’s Badge to Councillor Jeffries.
- FC/18/004**     **Immediate Past Town Mayor – Vote of Thanks**  
Councillor Rob Fryer thanked his fellow councillors, his deputy, the Town Clerk and all her staff for giving him a fantastic year. It was very much appreciated.
- FC/18/005**     **Apologies for Absence**  
Apologies were received and accepted from Councillors Fraser, Jolley, Pitcher and Robbins.
- FC/18/006**     **Declarations of Interest**  
None.
- FC/18/007**     **Minutes**  
**FC/18/007.1** The minutes of the Full Council meeting held on Monday 19<sup>th</sup> March 2018 were approved as a true record and signed by the chairman.  
**FC/18/007.2** There were no matters arising.
- FC/18/008**     **Mayor’s Announcements**  
**FC/18/008.1** Councillor Nicklin congratulated the past mayor on achieving his wish to get boats back on the lake. He said he would have no surprises for his year in office. He had a passion for spatial planning and the regeneration and development of the town as a whole, and he would put his heart into this. He was looking forward to representing Warminster and would do his very best for the town and his fellow councillors.  
**FC/18/008.2** The final engagements for the retiring Mayor, Councillor Rob Fryer, were noted. Councillor Fryer said he had been unable to attend the Royal Wootton Bassett event but had attended the opening of the Alzheimer’s Support Centre on 14<sup>th</sup> May.
- FC/18/009**     **Correspondence Circulated**  
Councillor Davis said that there was an item of correspondence not included on the list. At the Annual Town Meeting the Unitary councillors had been asked to approach Wiltshire Council regarding the scaffolding and the state of the building at 3 High Street. They had been asked to raise this at Wiltshire Council’s Full Council meeting on 15<sup>th</sup> May. They had approached Wiltshire Council sooner than this and had received a response which had been circulated to all members. He wished this to be publicly recorded as the issue would not be raised on 15<sup>th</sup> May.

*Standing Orders were suspended at 7.15pm to allow for public participation*

**FC/18/010**     **Public Participation**

**Len Turner** congratulated Councillor Nicklin on his election and wished him well for the coming year. He thanked Councillor Fryer and the Town Council staff for all their hard work. He felt it was important that people recognised the effort that was put in by a small team of dedicated officers. He thanked everyone for the work undertaken on behalf of the town.

With regard to 3 High Street he thought the Town Council was being bought off by glib responses from Wiltshire Council. He felt that specific dates and times of the inspections should be asked for and he suggested the Unitary councillors should continue to pursue this matter.

**Tony Jackson** paid tribute to Councillor Fryer for his charm and enthusiasm over the past year. He said the list of outside bodies did not include the Wiltshire Council Regeneration Committee. He would like to make sure the Town Council was heard loud and clear.

*Standing Orders were reinstated at 7.20pm*

**FC/18/011**     **Proceedings of Committee**

The minutes of the following meetings **were adopted**:

**Finance and Assets Committee: 5<sup>th</sup> March 2018**

**Planning Advisory Committee: 12<sup>th</sup> April 2018**

**Town Development Committee: 19<sup>th</sup> February 2018**

**HR Committee: 15<sup>th</sup> January 2018**

**FC/18/012**     **Standing Orders and Financial Regulations**

Councillor Nicklin said the booklet was new and had been reorganised. He felt there had been too short a period of time to view the content of the regulations. He proposed that approval of the Financial Regulations be deferred until the meeting in July. Seconded Councillor Fryer.

Members debated the issue. This was not a policy document but contained the rules and regulations for the Council based on the national model. They could be suspended at any meeting if required. If approval was deferred the Council would continue to operate under the existing rules. Some members felt the document should be adopted as it stood and if members found any anomalies they could be discussed at the next meeting. The Town Council had no authority to change the national rules and the change of format was not a sufficient reason not to accept the document which had been written by a higher legal authority than the Town Council.

Councillor Macfarlane made an alternative proposal that the Standing Orders and Financial Regulations be adopted as they stood. Councillor Batchelor seconded.

Councillor Nicklin amended his original proposal to: Approval of the Standing Orders and Financial Regulations be deferred until the next Full Council meeting on 25<sup>th</sup> June. Seconded Councillor Fryer. Voting In Favour 3, Against 4, Abstentions 1. The proposal was not carried.

Voting on Councillor Macfarlane’s proposal to adopt the document as it stands: In Favour 5, Against 3, Abstentions Nil. The proposal was carried.

Councillor Davis had requested that the tradition from the previous standing orders, which stated that if the Chairman stood all members would be seated and silent, should be reinstated. The Clerk would insert the original standing order into the new document. Members should notify the Clerk of any queries they had on the document prior to the meeting in June.

- FC/18/013** **Terms of Reference and Delegation of Powers to Committees 2018–19**  
The Clerk had received an amendment prior to the meeting to the Town Development terms of reference on p. 10. Item 2.7 should be added to include: To receive monitoring reports from the Spatial Planning Review Working Group. **It was resolved** to accept the amendment.
- FC/18/014** **Council Meetings for the Municipal Year 2018–19**  
The schedule of meetings for 2018–19 **was approved**.
- FC/18/015** **Standing Committees**  
The following membership of standing committees **was approved**. The committees would elect their own Chairmen and Vice Chairmen at their first meetings and would form their own sub-committees and working groups.  
**Finance and Assets:** Cllrs Batchelor, Davis, Jolley, Nicklin, Pitcher, Ridout and Robbins.  
**Planning Advisory:** Cllrs Brett, Fraser, Fryer, Jeffries, Jolley and Nicklin (plus vacancy); one co-opted member.  
**Town Development:** Cllrs Brett, Davis, Fraser, Fryer, Macfarlane and Robbins (plus vacancy); three co-opted members.  
**HR:** Cllrs Nicklin and Jeffries and the Chairmen of standing committees once elected.
- FC/18/016** **Appointments to Outside Bodies**  
**It was agreed** that membership of outside bodies should remain the same as last year and any desired amendments could be brought to the meeting in June.
- FC/18/017** **Time Capsule**  
The existence of the time capsule at Sambourne School to be recovered in 2085 **was noted**.
- FC/18/018** **Appointment of Internal and External Auditors**  
The appointment of Internal Auditor Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire and external auditors PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD **were approved**.
- FC/18/019** **Annual Risk Assessments and Summary for 2017–18**  
**Members adopted and confirmed** the annual risk assessments and summary for 2017–18.

**FC/18/020**

**Insurance and Assets**

**FC/18/020.1 Members noted** the Council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE.

**FC/18/021.2 Members approved** the inventory of Council-owned land and assets.

**FC/18/021**

**Council's Annual Subscriptions**

**Members approved** the following annual subscriptions:

<b>RBS: Omega – finance package annual support</b>	<b>£765.00</b>
<b>Wiltshire Association of Local Councils</b>	<b>£700.00</b>
<b>National Association of Local Councils</b>	<b>£890.85</b>
<b>Visit Wiltshire: partner</b>	<b>£760.00</b>
<b>Society of Local Council Clerks: Clerk's membership</b>	<b>£308.00</b>
<b>Twinning Association</b>	<b>£50.00</b>
<b>Information Commissioners Office</b>	<b>£35.00</b>
<b>Gold Award</b>	<b>200.00</b>
<b>Pear mapping system</b>	<b>225.00</b>

**FC/18/022**

**Council Policies**

**FC/18/022.1 Members noted** the Complaints Policy dated May 2018.

**FC/18/022.2 Members adopted** the revised Data Protection Policy.

**FC/18/022.3 Members noted** the deferment of the Treasury Management Policy to the June meeting pending year end and advice from the Council's accountants.

**FC/18/023**

**Service Plan 2018–19**

**Members noted** the deferment of the Service Plan 2018–19 pending the ratification of the devolution of the town's nine play areas.

**FC/18/024**

**Communications**

Members requested a press release be issued on the appointment of the new Mayor and Deputy Mayor.

**Meeting closed at 7.58pm**