

MINUTES of the Full Council

**held on Monday 25th June 2018 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Committee membership:

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

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer (RFO), Judith Halls, Officer and Jake Mee, Accountant

Wiltshire Police: 0

Public and press: 4 members of the public, 0 members of the press

Councillor Nicklin started the meeting welcoming the newly elected Councillor Reg Doyle to his first meeting of the Town Council.

FC/18/025 Apologies for Absence

Apologies were received and accepted from Councillors Fraser, Fryer and Jeffries.

FC/18/026 Declarations of Interest

Councillor Davis declared an interest in agenda item 18.1 Community Radio Advisory Board (CRAB) so would not take part in the discussion or vote.

- FC/18/027 Minutes**
FC/18/027.1 The minutes of the Full Council meeting held on Monday 14th May 2018 were approved as a true record and signed by the chairman.
FC/18/027.2 Noted.
- FC/18/028 Mayor's Announcements**
FC/18/028.1 Councillor Nicklin reminded the Members about the Warminster Play Areas Community Engagement Meeting being held on 2nd July 2018 at the Civic Centre at 7pm and encouraged Members to attend in order to hear the community's views.
FC/17/028.2 Councillor Nicklin advised the members that he had attended the Warminster Wobble on Saturday 16th June which was not on the list of his engagements
The remaining engagements were noted.
- FC/18/029 Questions**
None.
- FC/18/030 To Authorise the Sealing of Documents**
None.
- FC/18/031 Public Participation**
None.
- FC/18/032 Correspondence Circulated**
Noted.
- FC/18/033 Reports from Unitary Authority Members and Police**
FC/18/033.1 Councillor Davis advised the committee that he had additional information regarding 3 High Street, **TD/18/13 refers.**
He had liaised with the Senior Planning Officer at Wiltshire Council regarding the tree growing out of the building and it was confirmed that a Development Control Officer would need to establish if the tree is helping to hold the building up. This would be the responsibility of the owner to correct and not an enforcement issue.
To delist a listed building would be the responsibility of the owner. The process would be the same as a normal planning application. Conservation Officers do not like delisting building and prefer to protect them so unless the owner and the officer are both in agreement regarding the delisting, this could be a problem.
FC/18/033.2
Councillor Jolley asked if the Town Clerk could contact the local police to ask if they could attend a Full Council meeting in the future with their updates. The council fully supports the police and understands that they are incredibly busy, but members are interested in more than just figures. Members were reminded that police matters can be referred via the Neighbourhood Tasking Group (NTG), which is chaired by Councillor Ridout.
The Police report was noted.

FC/18/034 Reports from External Representatives

None.

FC/18/035 Proceedings of Committee

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

35.1 Planning Advisory Committee: 21st May and 31st May 2018

35.2 Town Development Committee: 16th April 2018

35.3 Finance and Assets Committee: 23rd April 2018

Councillor Nicklin thanked Jake Mee, the council's accountant for attending the meeting and advised he was available to answer any questions that may arise over the financial reports.

FC/18/036 Internal Audit Report 2017–18 (Final)

Members considered the recommendations contained therein, adopted accordingly and approved the final audit report.

FC/18/037 Financial Statements for Year Ended 31st March 2018

Members had been sent a copy of the Council's unaudited financial statements. Mr Jake Mee, the Council's accountant, was in attendance to present the statements and to answer Members questions.

Mr Mee advised Members that the Council was doing very well, and he had no concerns over the accounts, adding that the Council was one of the highest asset growth Council's with whom he works in Wiltshire. Warminster Town Council had taken on the Lake Pleasure Grounds and public conveniences as assets which had cost a substantial amount to improve and run, and this expenditure had been more than adequately covered by the Devolved Services and Assets earmarked reserves which had been accrued exactly for this purpose. With revenue expenditure now established within the budget the earmarked reserves would no longer be required. He confirmed that there were still sound (general) reserves remaining and that provision would be made to increase this during the next budget rounds. Members requested that the budgeted figures for 2018 – 2019 be input into the accounts during the accountants next visit.

Members approved and authorised the unaudited Financial Statements for Year Ended 31st March 2018. The Town Clerk, Fiona Fox and Mayor Councillor Nicklin signed the paperwork.

FC/18/038 Section 1: Annual Governance Statement 2017 - 18

Members considered, approved and authorised the Chairman of the meeting and the Responsible Financial Officer to sign the Annual Governance Statement 2017–2018

FC/18/039 Section 2: Accounting Statements 2017 - 2018

Members considered, approved and authorised the Chairman of the meeting to sign the Accounting Statements 2017–2018, which had been previously certified by the Responsible Financial Officer.

- FC/18/040 Annual Governance and Accountability Return (AGAR) 2017 - 2018**
Members approved completion of the AGAR 2017–18 which the Clerk will submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliations and variances on the accounting statements. The exercise of public rights will commence on 28th June 2018 and will continue for a 30-day working period in accordance with ‘The Local Audit and Accountability Act 2014’. The signed statements, statutory declaration and notice will be published on the external and internal notice boards as well as on the Council’s website. Following completion of the Council’s Limited Assurance Review the Council will publish the certified AGAR by 30th September 2018.
- FC/18/041 Committee Appointment**
Councillor Reg Doyle was appointed to the following committees: Planning Advisory Committee, Town Development Committee and Devolved Services and Assets Sub-Committee.
- FC/18/042 Appointment to Outside Bodies**
FC/18/042.1 Councillor Jolley proposed for future representation on the Community Radio Advisory Board (CRAB) it should be a role that is filled by the Deputy Mayor, seconded Councillor Macfarlane, voting in favour 6, against 2, abstentions 1. Motion carried.
- Members asked that Councillor Jeffries be advised that the decision for Deputy Mayors to be appointed annually as the representative for CRAB had been made and asked if would be able to for fulfil this new role in his municipal year.
Councillor Pitcher agreed to remain as the Council representative for the Community Radio Advisory Board until Councillor Jeffries had agreed to this proposal.
- FC/18/042.2** Members approved for Councillor Tony Nicklin to remain as the Council representative on the Tynings Allotment Committee.
- FC/18/043 Amendments to Standing Orders and Terms of Reference**
Members had a lengthy debate regarding Councillor Nicklin’s proposals for the amendments to Warminster Town Councils Standing Orders and Terms of Reference. **Members approved the following wording for the Standing Orders:**
‘To delegate the power to the Town Clerk in discussion with the Chairs/Vice Chairs of a Main Committee and Sub Committee, to make recommendations to Wiltshire Council as part of their Parish Consultation Process before going to committee, if the submission date is programmed before the next committee meeting. The exercise of this power should be consistent with established practice and policy, where defined, and shall be reported to the next Full Committee, or Full Council meeting whichever is appropriate’.
- Councillor Nicklin had proposed the following amendments to Terms of Reference and Members discussed each section separately:

Members approved the following wording for the Terms of Reference for Full Council:

Page 3 Item 15: Add 'and recommendations' after the word 'reports'.

Page 3 Item 17: As the comment above and adding "or indirect groups where considered appropriate by the Town Clerk or Committee Chairs due to timetable restrictions".[It should also become a new clause under the Town Development terms].

Members approved the following wording for the Terms of Reference for Planning Advisory:

Page 4 Item 2.2: At the end add 'and that of the Neighbourhood Plan'

Page 4 Item 2.9 new item that says: 'To receive reports and recommendations from the Spatial Planning Review Working group, or any other group set up by other Committees'

Members approved the following wording for the Terms of Reference for Town Development:

Page 10 Item 2.7 new item that says: 'To monitor and report on all Warminster based Spatial Planning Issues being considered or proposed by Wiltshire Council. To allow such reports to go direct to the Planning Advisory Committee after consultation with the Committee Chair and/or Town Clerk, if timetable constraints do not allow placing on the next meeting agenda. Page 10 Item 2.8: to create a new clause similar to Planning 2.5. 'To delegate the power to the Town Clerk in discussion with the Chairman or Vice Chairman, to make recommendations to Wiltshire Council on minor revisions to applications for which there is insufficient time to call a planning committee or sub-committee meeting. The exercise of this power should be consistent with established practice and policy of the committee, where defined, and shall be reported to the next [planning committee] meeting.

Members approved the following wording for the Terms of Reference for Sub-Committees and Working Groups:

Page 11 Item 2.1: at the end add similar comments to that above concerning the disparity that will always occur in the timetables of each sub-committee and working group.

The Town Clerk, Fiona Fox would update the Terms of Reference and Standing Orders as agreed.

FC/18/044 Council Grants 2019

Councillor Jolley proposed that the Council grants be increased for 2019 in light of the reinstatement of the Dewey Trust funds. Members asked for this item be referred to the Finance and Assets Committee for debate and decision.

FC/18/045 Civic Handbook - update

Following the initial investigation into the production of a Civic Handbook, it has become apparent that civic guidelines would be more suited to the work of the council. The members of a parish town are not governed by the same protocols as a town, and therefore do not require the same level of detail, however, for consistency and clarity more simple guidelines are suggested. The Clerk is aware of members queries pertaining to the wearing of past mayor medals, the protocol on robes being

worn outside of the parish, Mayor's allowance etc and these will be drawn together into guidelines for members consideration and adoption at a future meeting.

Noted.

FC/18/046 Public Relations: The Warminster Journal

Members approved the suggestion from the council's PR consultant for a regular column in The Warminster Journal concentrating on information about Town Council events, reports on successful initiatives and updating the community on all the Town Council facilities that are for hire. Spend of up to £50 per insertion was approved.

FC/18/047 Spring in the Park

The Spring in the Park report was noted. (See attached).

FC/18/048 Merchant Navy Day 3rd September 2018

Since 2000 there has been a campaign to raise public awareness of the work of the Merchant Navy. Supported by NALC and the Local Government Association, amongst other national organisations, civic buildings have been asked to 'fly the Red Ensign', on the 3rd September.

Members approved the purchase of a Red Ensign flag to be flown in support of the Merchant Navy Day on 3rd September 2018.

FC/18/049 Communications

Members wished for press releases to be issued about the following: -

- How delighted the Council was with the clean Audit for 2017-2018
- Updates on 3 The High Street
- Brilliant Spring in the Park event

Meeting closed at 8.58pm

Report on Spring in the Park Event: 6th May 2018
June 2018
Fiona Fox
Clerk and RFO

Recommendation

That the council holds an annual event in the Lake Pleasure Grounds on the first Sunday in May with a mix of activities for all ages and abilities, charity and retail stalls, food, drink and May Day activities. A day which is inclusive and launches the Lake Pleasure Grounds and town for the summer.

Purpose of the Report

To brief members on the details of the event held on the 6th May 2018,

Findings

- The Spring in the Park event attracted approximately 4,000 people to the Lake Pleasure Grounds, numbers gauged using a blocking technique.
- The council made a surplus of £765.
- Town banners were funded thanks to the Area Board.
- Town charities also made money for their local causes.
- Feedback from those who attended was positive and excellent suggestions were made by those who attended for next year's event, should councillors approve that the town holds another event.
- Further feedback from trade within the town was positive with a significant increase in footfall at the Three Horseshoes Walk and a local pub.
- In addition there has been sustained interest in the Lake Pleasure Grounds with an increase in users for activities for a wide age range including arts and requests have been made for future events.
- There has been a direct positive affect on the pavilion café trade.
- Given the grant amounts awarded by members to worthy town events without wet weather clauses, this was self-funded and a modest spend.

Financial and Resource Implications

The event was covered by our insurance and managed by council staff and their family members who volunteered.

Activity	Expenditure	Income
Security/First Aid	539	
Toilet hire	210	
Donkeys	250	160
Silver Band	220	
Morris Dancers	150	
Advertising	440	
Bin clearance/disposal	315	
	(2124)	
Stall holders fees 24 @ £10 2@£80 (large stall)		400
Pavilion Café (net)		1429
Bar (net)		900
		2889
		(2124)
	Surplus	765

Legal Implications and Legislative Powers

The council can hold this event under the General Power of Competence.

Environmental Implications

All rubbish was recycled where possible in line with the Lake Pleasure Grounds green policy.

Risk Assessment

For council activities carried out by the Park and Outdoor Spaces Manager, NEBOSH. All stall holders were responsible for their own risk assessments which form part of the booking process.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act. The event had security present and the police were aware of the event.

And finally.....one of the many wonderful feedback comments the team at the Civic Centre and their volunteers received:

Q. Would you wish to take part in this event again next year?

Yes please! What a wonderful event and fantastic to see the park full. Well done to all.