

**MINUTES**  
**of the Annual Meeting of the Council**  
**held online on Monday 18<sup>th</sup> May 2020 at 7pm**

**Membership:**

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

**Key:** \* Present    A Apologies    AB Absent

**In attendance:**

**Officers:** Tom Dommett, Assistant Town Clerk, Stuart Legg (Parks and Open Spaces Manager) Judith Halls (Office Manager)

**Online Meeting Attendees: 7**

**FC/20/001    Election of Chairman of the Council and Town Mayor for the Year 2020-21**

The Clerk had received a nomination from Cllr Ridout for Cllr Chris Robbins to be duly elected Mayor of Warminster for the ensuing civic year, seconded Cllr Spender, voting unanimous in favour. Cllr Macfarlane then vacated the chair in favour of Cllr Robbins. Cllr Robbins was invested with the Chain of Office, after which he read out and signed the Statutory Declaration of Acceptance of Office.

**FC/20/002    Election of Vice Chairman of the Council and Deputy Town Mayor for the Year 2020-21**

The Clerk had received a nomination from Cllr Nicklin for Cllr Jeffries to be duly elected Deputy Mayor of Warminster for the ensuing civic year, seconded Cllr

Macfarlane, voting unanimous in favour. The Deputy Mayor's badge will be presented to the newly appointed Deputy Mayor at a later date.

**FC/20/003 Immediate Past Town Mayor – Vote of Thanks**

The retiring Mayor, Cllr Paul Macfarlane noted some of the many events and developments during his year in office. He thanked his fellow councillors. The past chairman's decoration will be presented by the Mayor, Cllr Robbins, to Cllr Macfarlane at a future date.

Cllr Macfarlane retiring speech

"May I be the first to thank you as Mr Mayor and Chairman and wish you all the very best in your upcoming year. As we will all know my Mayoral year has been somewhat of a challenge and unfortunately ended early due to the horrendous Covid 19. Having said that there have been many achievements. None more significant than the opening of our fantastic Skatepark.

I wish to thank all my fellow Councillors for their support and advice throughout my year. And in particular those councillors who have always been on the end of the phone. And more importantly answered it when I needed reassurance or a share of their greater knowledge.

I would like to thank all of our wonderful officers and staff at the Council who have all stepped up this year. None more so than Tom, our Assistant Clerk, who has continued to deliver under great pressure, but has done so in a totally transparent way.

For me as Mayor during the construction of the skatepark, every time I went into town all I got was how is the skatepark coming on. I can honestly say that the first time I was at the Skatepark in the flesh is when I opened it. Tom kept us all updated with reports and physical photos of progression, so we were all informed. That's what make our lives easy.

As Mayor, you need a great Miss Money Penny. I cannot thank Judith enough for all the haranguing, chasing & phone calls made to me at work. Making sure that I got to the right places at the right time. This was not a job done alone and I give great thanks to Sally who not only helped Judith keep sane but also contributed to the chasing me up. You have both been wonderful to work with.

If I had to pick one special memory of an engagement, it would have to be singing and dancing with the residents of Ashwood Care Home on Christmas Day Morning.

The staff at the Civic centre are fantastic and as you can appreciate, I cannot thank them all individually, however I would like to mention Joy who always has a wonderful smile every time I have been in the Civic centre without fail.

My last thank you goes to Stuart as without his technical help I would not be here tonight in person. Thank you also for the work you have done getting these virtual meeting up and running.

This only leaves me to Wish our new Mayor best wishes again and assure him that we will endeavour to support him in his exciting Mayoral year ahead.”

**FC/20/004 Apologies for Absence**

Apologies were received and accepted from Cllr Doyle.

**FC/20/005 Declarations of Interest**

Under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

None

**FC/20/006 Minutes**

**FC/20/006.1** The minutes of the full council meeting held on Monday 18<sup>th</sup> March 2019; were approved as a true record and signed by the chairman.

**FC/20/006.2** There were no matters arising.

**FC/20/007 Chairman's Announcements**

**FC/20/007.1** There were no announcements from the Mayor, Cllr Robbins.

**FC/20/007.2** The final engagements for the previous Mayor, Cllr Macfarlane, were **noted**.

**FC/20/008 Correspondence Circulated**

Members noted the list of all correspondence circulated since the last meeting.

**FC/20/009 Questions**

There were no questions from members of the Council submitted in advance.

**FC/20/010 Public Participation**

There was no public participation.

**FC/20/011 Reports from Unitary Authority Members**

No reports from Unitary Members for this committee.

**FC/20/012 Proceedings of Committee**

Minutes of the following meetings were adopted.

**Finance and Assets Committee** meeting held of 2nd March 2020.

**Planning Advisory Committee** meeting held on 10<sup>th</sup> February, 9<sup>th</sup> March and 20th April 2020.

**FC/20/013 Standing Orders and Financial Regulations 2020/21**

**Cllr Nicklin proposed Members approve and adopt the new Standing Orders and Financial Regulations, with proviso that before going to print Cllrs Fraser, Ridout and Nicklin will have a final review/proof read, seconded Cllr Ridout, voting unanimous in favour.**

**FC/20/014 Terms of Reference and Delegation of Powers to Committees 2020/21**  
**Cllr Nicklin proposed members approve and adopt the Terms of Reference and Delegation of Powers 2020 – 2021 (TOR), with proviso that before going to print Cllrs Fraser, Ridout and Nicklin will have a final review/proof read seconded Cllr Ridout, voting unanimous in favour.**

**FC/20/015 Standing Committees and Working Groups**

**The following membership of standing committees was approved.**

**FC/20/015.1** Finance and Audit Committee – Cllrs: Batchelor, Davis, Nicklin, Pitcher, Ridout, Robbins and Spender. (Chair Cllr Ridout, Vice-Chair Cllr Spender)

**FC/20/015.2** Planning Advisory Committee – Cllrs: Brett, Doyle, Fraser, Fryer, Jeffries, Nicklin and Spender. (Chair Cllr Nicklin, Vice-Chair Jeffries)

**FC/20/015.3** Town Development Committee – Cllrs: Brett, Davis, Fraser, Fryer, Macfarlane, Pitcher, Ridout, Nicklin (ex officio), Mr Bill Parks (external representative), Mr Len Turner (external representative). (Chair Cllr Macfarlane, Vice-Chair Pitcher)

**FC/20/015.4** Parks and Recreation Committee – Cllrs: Brett, Davis, Doyle, Fryer, Pitcher, Robbins, Spender and Mr Peter Hewitt (external representative). (Chair Cllr Brett, Vice-Chair Cllr Spender)

**FC/20/015.5** Environmental Services – Cllrs: Jeffries, Fraser, Fryer, Macfarlane, Nicklin, Ridout and Spender. (Chair Cllr Fraser, Vice-Chair Fryer)

**FC/20/015.6** HR Committee – Mayor and Deputy, Chairmen of Finance and Audit, Environmental Services, Planning Advisory, Parks and Recreation and Town Development committees. (Chair Cllr Robbins, Vice-Chair Jeffries)

**FC/20/015.7** Working Groups – Members **agreed** that this item to be deferred until the next Full Council Meeting in June.

**FC/20/016 Appointments to Outside Bodies**

**Members deferred the appointments to outside bodies until the next Full Council Meeting in June.**

**FC/20/017 Appointment of Internal and External Auditors**

The appointment of Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire to carry out the Council's internal audit, and the appointment of PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD as external auditors **were unanimously approved.**

**FC/20/018 Insurance and Assets**

That the council's insurance is with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE **was noted.**

An inventory of the council's land and other assets including buildings and office equipment will be presented at a future meeting - **Noted**

**FC/20/019 Council's Annual Subscriptions**

**Members approved the following annual subscriptions of 2020/21.**

<b>Subscription</b>	<b>Amount per annum</b>
<b>Visit Wiltshire</b>	<b>760.00</b>
<b>West Wiltshire Elblag Twinning Association</b>	<b>10.00</b>
<b>Wiltshire Association of Local Councils</b>	<b>721.00</b>
<b>National Association of Local Councils</b>	<b>909.42</b>
<b>Warminster Fleurs Association</b>	<b>40.00</b>
<b>Total</b>	<b>2,440.42</b>

Members raised concerns about the paying of personal professional fees and requested that the two items be deferred whilst further investigations were undertaken.

<b>Society of Local Council Clerks 21/21 Fellow</b>	<b>326.00</b>
<b>Society of Local Council Clerks 20/21 Full</b>	<b>208.00</b>
<b>Total</b>	<b>534.00</b>

**FC/20/020 Council Policies**

**Council Policies were Noted.**

**FC/20/021 Paddling Pool**

Members debated the paddling pool at length. It was suggested that a letter would to be send to both tenderers advising that one was received slightly later but both tender documents were still opened at the same time. It was expected that this project should continue with the prospect of opening next spring. The project manager was to be updated with the decision made at this Full Council Meeting.

**The report was Noted and the following recommendations were unanimously agreed.**

**1. That the council continues to seek an interview stage for both tenderers.**

**2. That the decision on how and when to conduct the interviews is delegated to the Clerk in consultation with the Paddling Pool Working**

**Group.**

**3. The interview panel will then discuss with officers and the project manager the results of the interview, the results of the tender assessments and bring a recommendation to a future meeting of Full Council.**

**4. That council approves the late tender and that additional budget requirements can be assessed and considered as part of the discussions with the two tenderers.**

**FC/20/022 Depot**

**Cllr Ridout proposed to amend the recommendations so that Cllr Spender be added to the depot working group, members unanimously agreed.**

**Members unanimously approved the report on the depot and the following recommendations:**

**1. Members to ratify the decision not to proceed with Unit 3, Woodcock Road Industrial Estate.**

**2. Members approve the use of Gibbs wash down area and storage of a skip. Members further approve the acquisition of a smaller depot such as that being built on Furnax Lane Industrial Estate.**

**3. Members delegate authority to the Clerk to approve the details of any agreement with Gibbs and any agreement regarding a new depot in consultation with Cllrs Nicklin, Jeffries, Macfarlane and Spender.**

**FC/20/023 Armed Forces Community Covenant**

**That an Armed Forces Community Covenant was signed by Warminster Town Council on 20<sup>th</sup> February 2012 **was noted.****

**FC/20/024 Time Capsule**

**The existence of a time capsule buried at Sambourne School to be recovered in the year 2085 **was noted.****

**FC/20/025 Communications**

**The Members requested a press release on the appointment of the new Mayor and Deputy Mayor.**

**Meeting closed at 8.30 pm**