

14th June 2020

AGENDA

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council
on Monday 20th July 2020 at 7pm
to be held online

Membership:

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

Normally, the Council would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'Virtual' committees to be convened and held to conduct local authority business.

The Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

If you wish to address members in public participation please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated. If you wish to view the meeting please see the link on the Warminster Town Council Website www.warminster-tc.gov.uk in the meetings diary.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer

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 (and sign at a later date) as a correct record, the minutes of the Full Council meeting held on Monday 22nd June 2020; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.
 - 3.2 To note any matters arising from the minutes of the Full Council meeting held on Monday 22nd June 2020.
4. **Chairman's Announcements**
 - 4.1 Announcements.
 - 4.2 Mayoral Engagements
To note the Mayor opened a new shop in the Market Place.
5. **Correspondence Circulated**
Members to note the list of all correspondence circulated since the last meeting. **(See attached).**
6. **Questions**
To receive questions from members of the council submitted in advance to the Clerk.

***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. The Mayor will read any statements submitted

***Standing Orders will be reinstated
following public participation.***

8. **Reports from Unitary Authority Members**
To note any written reports provided which are relevant to the Full Council.
9. **Proceedings of Committee**
To receive minutes with recommendations from committees, already circulated, and to consider any questions arising from them.
 - 9.1 **Finance and Audit Committee** meeting held on 4th May 2020; questions to Cllr Ridout, Chairman of the committee.

- 9.2 Planning Advisory Committee** meeting held on 15th June 2020; questions to Cllr Nicklin, Chairman of the committee.
- 9.3 Environmental Services Committee** meeting held on 15th June 2020; questions to Cllr Fraser; Chairman of the committee.
- 9.4 HR Committee** meeting held on 4th March and 16th March 2020; questions to Cllr Robbins, Chairman of committee.

10. Warminster Town Council: Climate Change Declaration

The Climate Change Working Group have met on several occasions and are presenting to members a Climate Change Declaration, their vision, for consideration and adoption.

Cllr Jefferies will speak to this item. **(See attached.)**

Recommendation: That members approve and adopt the Climate Change Declaration.

11. Service Delivery Plan (SDP) 2020 – 2021

The SDP is updated for its fifth and final year. A draft suite of documents for 2021 – 2026 will be presented to members at the September meeting. This fifth iteration includes the new committee structure, working groups, update of projects and notes the ongoing revision of the Neighbourhood Plan. It acknowledges the projects the council has completed to date and those that are in train for completion this year.

The Climate Change Declaration has been merged into the 2020-2021 plan. If this item is not ratified by members, (see item 10), then the clerk will amend the plan accordingly. **(See attached).**

Recommendation: To approve the updated plan.

12. Members Laptops

In order to transact council and committee business during the Covid19 pandemic, members were issued with Chromebooks and moving forward these will continue to be used for, amongst other things, agendas/minutes/uploading policies/and informal meetings, thus saving paper, postage, travel time and fuel. However, members found the Chrome Books were not fit for purpose and officers, in conjunction with the Council's IT consultants, have sourced higher performance laptops, with the MS365 suite, and so software functionality and the look of the hardware will be familiar to members. To use the full suite a monthly license per user is required, and unlike the Chromebooks, laptops require IT support. These laptops offer a level of future proofing for the council, as far as possible in the fast-moving IT industry. An officer report is attached with the quotation for Netitude. **(See attached).** It will not be possible for officers to offer this level of IT support; therefore, external IT support will be required. Netitude have been market tested by the council, prior to their appointment as our IT consultants in 2019. In summary:

	Dell Vostro laptop	Additional cost
Hardware and installation	£7,915.57– one off payment	£4,583.00 one off payment
Licenses and support including Office 365 business premium license and full IT support from Netitude	£4,258.80 per annum £27.30 per member per month	

Recommendation: that members approve the purchase and ongoing support package and the Chrome Books are returned as soon as possible.

13. Internal Audit Report 2019 – 2020 (Final)

The final audit report is presented to members for consideration. There are no matters arising. There are notes which do not materially affect the audit and these have been actioned. **(See attached).**

Recommendation: To acknowledge notes and actions taken and approve the report.

14. Financial Statements for Year Ended 31st March 2020

Members have been sent a copy of the Council's unaudited financial statements.

Recommendation: Members are requested to note the Responsible Financial Officer's (RFO) Certificate (p.4) duly signed; and to approve the accounts and to authorise the Mayor Cllr Robbins and the RFO to duly sign the approval (p.10).

15. Section 1: Annual Governance Statement 2019 - 2020

Members are requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2019 - 2020 **(See attached).**

16. Section 2: Accounting Statements 2018 - 2019

Members are requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statements 2019 - 2020 **(See attached)**

17. Annual Governance and Accountability Return (AGAR) 2019 – 2020

To note the completion of the AGAR 2019 – 2020 which the Clerk will submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliations and variances on the accounting statements.

18. Paddling Pool Replacement

The Council's project manager, Steve Matthews, has prepared a tender report and summary tender scoring matrix which are attached for members consideration. **(See attached.)** At this stage members are asked to approve the contractor that the Council will work with on a design which will then be presented to council for approval by the working group.

To date the approved budget is £150,000 but the tenders came back within the £150,000 to £175,000 range.

Additional Items	Costs
Project Manager	£4080 + VAT
Utilities: electric	Costings have been delayed owing to Covid19
Water supply	Costings have been delayed owing to Covid19
Publicity	£500
Contingency	10% of total figure

Recommendations:

- 1) That members agree that Klingcombe Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ will be their preferred contractor to collaborate with for a revised design for the paddling pool which meets the town council's requirements.
- 2) That Steve Matthews is appointed Project Manager.
- 3) That the Paddling Pool Working Group continue to meet and report back to Council with design and technical recommendations, including full costings.

19. Communications

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

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.

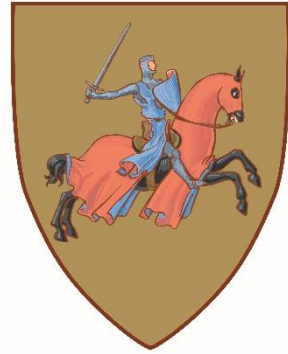
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CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
16.06.20	Wiltshire Council	Planning appeal decision - Paddock Wood, Bradley Road, Warminster - 19/06023/OUT	Email
16.06.20	Wiltshire Council	Briefing Note No 20-21: Community Facility Funding Programme 2020-2021	Email
17.06.20	Wiltshire Council	COVID-19 UPDATE – Tuesday 16 June 2020	Email
17.06.20	Neighbourhood Alert	Coronavirus-Related Scams - How To Protect Yourself 16/06/2020	Email
20.06.20	Neighbourhood Alert	Police and Crime Plan - 2020 Update 18/06/2020	Email
20.06.20	Neighbourhood Alert	Man Arrested Following Incident In West Swindon 17/06/2020	Email
22.06.20	Wiltshire Council	COVID-19 UPDATE – Friday 19th June 2020	Email
22.06.20	Wiltshire Police	Updated Wiltshire and Swindon Police and Crime Plan 2020	Email
22.06.20	Mayor of Warminster, Cllr Chris Robbins	Mayors Notes 1-4	Email
23.06.20	Warminster Town Council	Updates meetings calendar 2020/21	Email
23.06.20	St Giles Imber	Newsletter	Email
24.06.20	Warminster Town Council	Press release - The Mayor of Warminster, Cllr Chris Robbins, Salutes the Armed Forces	Email
24.06.20	Warminster Town Council	Press release - “Oyez, oyez, oyez!” - Phil Seddon the Warminster Town Crier Retires	Email
25.06.20	Wiltshire Council	COVID-19 UPDATE – Wednesday 24th June 2020	Email
27.06.20	Wiltshire Council	Briefing Note No 20-22 - Clarification of council's financial position following recent media reports	Email
29.06.20	Wiltshire Council	Latest news and events from Warminster Our Community Matters for 06/26/2020	Email
29.06.20	Neighbourhood Alert	Are You Funding Modern Slavery?	Email
29.06.20	Wiltshire Council	Briefing Note 20-23 Consultation on libraries reopening safely during COVID-19 pandemic	Email
02.07.20	Wiltshire Council	COVID-19 UPDATE – Thursday 2 July 2020 - on behalf of Cllr Whitehead	Email

CORRESPONDENCE LIST

02.07.20	Frank Litson	Road Sweeper – thank you	Email
02.07.20	Katie Fielding – NALC	New Model Code of Conduct	Email
02.07.20	GWR	Timetable changes to support easing lockdown	Email
03.07.20	Wiltshire Council	Briefing Note 20-24 Annual Canvass 2020	Email
06.07.20	Wiltshire Council	Latest news and events from Warminster Our Community Matters for 07/03/2020	Email
06.07.20	Wiltshire Council	Planning decisions made for Warminster during June	Email
06.07.20	Neighbourhood Alert	Positive Response from Public Over Wiltshire Police Approach To Covid19 06/07/2020	Email
07.07.20	Neighbourhood Alert	Operation Tramline Helps Wiltshire Police Get Heavy With Bad Driving	Email
07.07.20	Neighbourhood Alert	Neighbourhood Watch July Our News Enewsletter Is Here 07/07/2020	Email
09.07.20	Neighbourhood Alert	Private Vehicle Sellers Beware 08/07/2020	Email
09.07.20	Mayor of Warminster, Cllr Chris Robbins	Mayors Notes 5 - 7	Email
09.07.20	Warminster Town Council Press release	Public Toilets and Play Area set to reopen	Email
09.07.20	Warminster Town Council Press release	Outdoor Gym Press Release 08.07.2020	Email
13.07.20	Wiltshire Council	Latest news and events from Warminster Our Community Matters for 07/10/2020	Email
13.07.20	Neighbourhood Alert	Crime Prevention Advice For Van Owners Following Spate of Thefts 13/07/2020	Email
13.07.20	Mayor of Warminster, Cllr Chris Robbins	Mayors Notes 8	Email



Warminster Town Council – Declaration on Climate Change and Sustainability

“Our vision for Warminster is to understand, and progressively reduce our environmental footprint”

Climate change, resilience, and sustainability are of high corporate and social value. We recognise the impact that our day to day activities and policies have on the environment, as well as the importance of managing resources. Through our **Climate Change Strategy**, we will align with Government initiatives and targets, and we will strive to reduce our resource consumption as a Town Council, and promote sustainable practices throughout our organisation, with the Area Board, partners, suppliers, volunteer groups, and with Wiltshire Council as a whole.

Our responsibility Corporate responsibility for this policy rests with the full Council and all employees. We expect Council, Committees, and Working Groups to consider sustainability, environment and climate change in strategic and day-to-day decisions. The responsibility for policy implementation rests with the Town Council who will be advised by the Climate Change Working Group

Our commitment

We are committed to enhancing the sustainability in our practices to safeguard Warminster and the surrounding area’s natural and built environments, securing the local economy, We will commit to protecting the environment through demonstrable and continuous improvement of our environmental performance, and full compliance with all relevant legal

requirements. We will promote climate governance throughout the organisation and services, whilst encouraging and monitoring responsible environmental performance by our staff, suppliers, volunteer groups, and contractors.

In order to achieve, or work towards the achievement of these goals we commit to :

- Strive to achieve carbon neutrality by 2030
- Reduce energy usage and switch to renewable energy supplies
- Support low carbon building and planning policies
- Support low carbon transport and traffic policies
- Support tree planting, biodiversity and greenspaces: carbon reduction, offsetting, and balancing
- Support measures to avoid waste
- Lead by example and demonstrate community leadership

Our **Climate Change Strategy** outlines how we will address the issues outlined in this Declaration

Signed,

Warminster Town Council



Service Plan 2016 – 2021

Year 5: 2020 - 2021

Introduction

This is the fifth year of Warminster Town Council's Service Plan and includes the management plan for the Civic Centre. It is a management tool intended to identify how the financial, human and technological resources available are to be used to achieve declared objectives set out in the Council's Strategic Plan "Growing Town, Growing Services, 2016–2021".

The plan is now set within the extraordinary ongoing Covid19 pandemic which continues to affect facilities provided by the council. Risk assessed and under constant review when the Government issues new rules and guidance, the council is now opening public conveniences, play areas and the outdoor gym. Officers have continued to provide the full range of council services to the public and members, and the Covid19 Communications Strategy is driven by and supports the Council's Strategic Plan "Growing Town, Growing Services, 2016–2021".

The Service Plan concentrates on the current municipal year, but several actions stretch well beyond this period. It is a living document which will be supported by financial and human resource planning and may be modified as situations develop. It will also be adapted or supplemented to support different funding applications as opportunities arise.

Background

Towards the end of 2016 - 2017 the town council took on a number of services from the principal authority, Wiltshire Council, in order to influence the management of those facilities that were identified as important to the town and its residents; these were the Lake Pleasure Grounds, the public conveniences at the Central Car Park and the Lake Pleasure Grounds, and several bus shelters.

During the past three years a rapid consolidation of these assets into the town council's administrative structure has taken place and the precept has increased to fund the additional running costs accordingly. This period has seen the Lake Pleasure Grounds awarded three green flags, boats re-introduced onto the lake, the café now successfully run by the council, the construction of the long awaited skatepark and the plans for the paddling pool now well underway with a provisional start date for construction of January 2021.

To ensure their survival and supported by the council's strategic plan, the town council has now taken responsibility for eight play areas in the town; whilst still owned by Wiltshire Council they are leased to the town council. The town council is now augmenting the minimal street cleaning provided by Wiltshire Council having purchased a road sweeper. Provision has been made in the budget via the precept and ear marked funds to take on further assets and services in the future. The increased workload has resulted in an increase in staff headcount; sweeper operative and Outdoor Spaces Supervisor.

Constitution

During 2016–2017 the council updated its suite of policy documents which support the delivery plan. Some of these documents were statutory whilst others were best practice. All have formed part of the constitution. As a minimum, these have been reviewed annually for the Annual Meeting of the Council in May, or in line with business needs, prompted by changes in legislation or best practice. Where this has taken place, the policies have been brought before members for adoption.

Stakeholders and Clients

The main stakeholders in the activities of the council are, and will continue to be:

- the electors
- residents
- businesses of the town

Other stakeholders are our partners such as Wiltshire Council, voluntary and community groups, local trusts, the police and other public and private organisations who work for the good of the town.

Our clients are the individuals, organisations, visitors, tourists and users of the town council's facilities and services, or those who benefit from its financial support.

Background: Capability Analysis

Consultants undertook a "Situation Analysis" on behalf of the Council in May 2015, which set out:

- Warminster Town Council current situation
- the constraints around it
- alternative ways of moving forward which included benchmarking against current best practice

The headline conclusion then, which remains true today, is of a well-managed authority, ambitious but realistic councillors and a motivated workforce. A strength of the authority was that ideas and commitment to developing the council for the good of the town appeared to come from both members and management and were not driven solely by one or the other.

This “shared vision” avoided major internal conflict and led to a balanced and stable council.

The report found the council had strong leadership from key members and the town clerk and that staff were motivated and competent. The council was financially sound, strived for “value for money” but was not afraid to invest in the town.

It was noted that there was a track record of real progress over the preceding years and that there was a clear ambition to take the town forward. The exercise was repeated in February 2016 as part of the development of the Service Plan which was updated in 2017. The service delivery plan continues to be refreshed on an annual basis.

This updated report notes considerable further progress, with the council taking the opportunity to work in partnership wherever possible to ensure that time, money and resources are focused on supporting the Service Delivery Plan. During 2020 – 2021 and beyond this includes revising the Neighbourhood Plan, Climate Change Working Group and the Environment Services Working Group. The council has adopted a ‘Climate Change Declaration’, working in partnership with community groups.

The council has remained determined to play a key role in the future development and wellbeing of the town and has strengthened its financial position in order to gradually enhance its role and services to the benefit of local people. The council has recognised a need to plan where it is going in the longer term, resulting in the Strategic Plan. There is little doubt that the town council has a firm base on which to build and is well capable of managing a range of devolved services. Initially the town park, public toilets and additional bus shelters were assets devolved from Wiltshire Council, further assets have now been devolved including play areas and service delegation is now under review. The town council has built into the business plan resilience to manage those essential services which will continue to be delegated to the town over the next few years.

To reflect the council’s growing commitment to providing community assets and facilities in the most effective way the Devolved Services and Assets Committee has been replaced with the Environmental Services Committee and the Parks and Recreation Committee respectively. The former responsible for the maintenance contracts and service and asset devolution, with the latter responsible for the day to day running of outdoor spaces and recreation areas. This change has also meant a realignment for the Finance and Assets Committee, to Finance and Audit. These changes are progressive and continue to support the council’s overall strategy.

Marketing and Promotion

Warminster Town Council’s main areas of promotion remain:

- Statutory and other information to help residents and businesses understand its decision making
- Marketing of its services to ensure accessibility for all and maximise income
- Promotion of the town to attract day visitors, shoppers, tourists and businesses
- Promotion to attract people looking to live in the town

- Promotion to businesses looking to invest in the town

In addition to a Communications and Marketing Policy the Council did retain a PR consultant whose expertise resulted in town and council events reaching a much wider audience within the county and nationally, via social media, well focussed press releases, building relationships with editors, the BBC and local commercial media organisations, and by officers producing quality press releases on items agreed by members at meetings. As we work within the uncertainty of the pandemic, keeping our profile high, communicating what we are doing and that we are preparing and working for the future (as per the Covid19 Communications Strategy, priority 3), re-instructing the PR consultant would be prudent and supports the overarching vision of the council.

Communications activity is a key driver in public perception of overall council performance and keeping residents informed, listening to their concerns and involving them when making decisions has a significant impact on their satisfaction with the council and its services. During the past 18 months the council had embarked on a programme of public engagement exercises which included the future of the town's play areas, putting green, litter hotspots, paddling pool. Engagement is key in providing a mandate (or not) for members to agree the direction of travel for the council. Having now received these mandates we are now in a period of delivery whilst continuing to engage over future projects, service delivery and asset delegation.

The council will continue to promote the town on its website, through social media, by improving signage, supporting local events, local tourism and business initiatives and local organisations. The council's Facebook account has a reach of approximately 10,000 per month.

The council will continue to market its services and promote local governance through its website and on social media, by providing a newsletter and notice boards and by supporting promotions of other public bodies and the voluntary and community organisations. In order to streamline the council's town develop the Town Development Sub-Committee has now been absorbed back into the Town Development Committee.

IT Provision

Warminster Town Council considers e-business as vital to its efficiency and there has been a commitment to keeping abreast with technology and to adopt it where it delivers a proven benefit. This has resulted in the council upgrading its computer and telephone systems which provide better efficiency, safer working and has mitigated the council's risk of data loss. The new hardware and software have enabled officers to provide a continuity of service during the Covid emergency by working from home

Owing to Covid19 rules the council and its committees have been unable to meet in person since March 2020. However, a change in the law until May 2021, allows councils to meet and vote remotely as long as the public can hear and preferably see members. The town council has therefore invested in IT for members so that meetings can be transmitted live and the

work of the council can continue. Investment in councillor IT flows from and supports the Climate Change Declaration into the future and not just during the current pandemic.

Social media, Facebook and Instagram have been key to the growth in event management, engagement and encouraging footfall to the town. They are also key in promoting the town council's meetings, for example grants, democratic obligations and services. During the current pandemic they have proved to be invaluable methods of communication, along with the printed work and telephone.

The website now requires replacing. It will not comply with new access legislation to be introduced next year, and the system does not use a standard platform, which severely restricts officers' ability to change and add content. Within its current limitations the website does provide comprehensive range of information and is regularly updated. The Council will retain its Omega accounting and booking software and upgrade it as necessary. This is essential work for this year.

Staff Development

Warminster Town Council has adopted the collective agreement known as the "Green Book" issued by the National Joint Council for Local Government Services (comprising representatives of employers and employees). It regularly revises its local conditions and personnel policies, Pension Discretion Policy, data protection, with the introduction of the General Data Protection Regulations (2018).

The Council sets out to reward the commitment of its staff, consistent with its financial resources, and to provide a satisfying and flexible working environment in which all staff can develop.

The Council has a core team of 13 (highlighted), but with seasonal variations and volunteers in CCTV up to 30:

- **Fiona Fox** B.A. (Hons), the Town Clerk, Responsible Financial Officer and Proper Officer to the Council, holds the Certificate in Local Council Administration, is a Fellow of the Society of Local Council Clerks and is a Chartered Member of the Institute of Personnel and Development. Full time
- **Tom Dommett** B.A. (Hons) the Assistant Town Clerk, holds the Certificate in Local Council Administration and is a member of the Society of Local Council Clerks. Full time
- **Judith Hall**, Office Manager. Part time
- **Ann Hedges** and **Jennie Withers**, Facilities Managers with responsibility for operating the Civic Centre. Full time job share
- **Mike Herriott**, CCTV Supervisor, plus two salaried operatives and volunteers. Full time
- **Stuart Legg**, Park and Outdoor Spaces Manager. Full time
- **Nina Woodard**, Café Supervisor. Part time

- **Adrian Rogers**, Outdoor Spaces Supervisor. Full time
- **Sally Ward**, Administration Assistant. Part time
- **Alan Bartlett**, Sweeper Driver. Full time
- **Two Civic Centre staff**, part time, there is currently a vacancy. plus a bank of casuals
- **10+ seasonal staff** – café and boats. For year 2020 – 2021 these numbers will be less owing to Covid-19 restrictions

All the team will continue to work to personal and team targets which will be related to the Service Plan objectives. An appraisal system is established, and a staff meeting is held every Tuesday morning at 9.30am. The Council has developed an annual training plan based on the needs identified from appraisals.

Member Development

The council membership is 13. All members have been appointed following contested elections and there are no vacancies. Members resolve on policy and the direction of travel for the council, whilst officers execute those resolutions.

Members bring a vast range of skills and experience to the town council, however both local government and the business world are fast changing and informed decision making requires training and development. The council, in recognition of this, introduced a formal Development Programme for Members based on the following approach:

- Seminars and workshops to raise general awareness of topical issues.
- Training or awareness raising prior to making a key decision or policy.
- Skills development for individual members or groups of members.

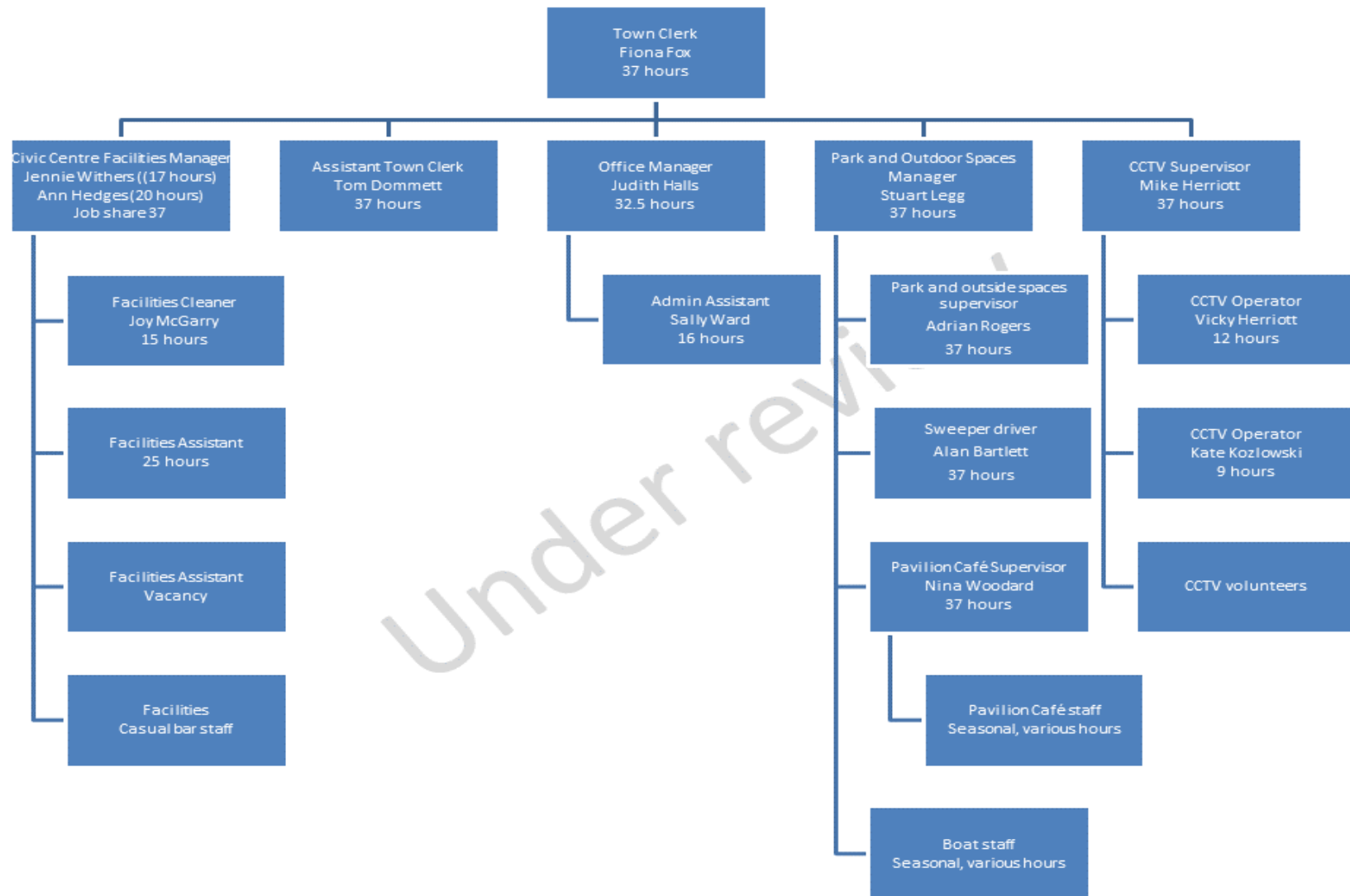
Training courses, via the Wiltshire Association of Local Councils (WALC), Society of Local Council Clerks, internal training and information events run by Wiltshire Council are regularly circulated to members. Since the inception of the Development Programme for Members there has been a massive increase in the number of Webinars which gives all members the opportunity to engage in training and information sessions at a place and time to suit them. In obtaining Gold Council status in 2017 the council recognised and made a commitment to the majority of councillors participating in a member development programme.

The key actions for 2020-2021 are set out below in Priorities and Targets. The Service Plan is about ensuring the goals and actions set out in the Strategic Plan “Growing Town, Growing Services, 2016–2021” are properly resourced and delivered.

The council will receive reports on progress against the Service Plan.

Key

AD = Administration
ATC = Assistant Town Clerk
CCTVWG = CCTV Working Group
CON = Consultant
CTS = CCTV Supervisor
ESC = Environmental Services Committee
FAC = Finance and Audit Committee
FM = Facilities Managers
HRC = HR Committee
LPG = Lake Pleasure Grounds
NPPRWG = Neighbourhood Plan Policy Review Working Group
NTG = Neighbourhood Tasking Group
PRC = Park and Recreation Committee
POSM = Park and Open Spaces Manager
TC = Town Clerk
TCM = Town Council Member
WC = Wiltshire Council
WTC = Corporate Body
WVDT = Warminster and Villages Development Trust



<h1>PRIORITY 1</h1>	<p>A PLACE TO LIVE</p> <p>Maintaining and enhancing the social wellbeing of the town by providing a variety of leisure facilities and encouraging a sense of civic pride across all age groups, improving the level of public engagement and providing a safe place to live work and enjoy.</p> <p><u>Conceptual Indicators</u></p> <ul style="list-style-type: none"> (a) More new homes, affordable and starter homes (b) More energy efficient homes (c) Increase in voluntary groups (d) Young people involvement (e) Reduction in crime and antisocial behaviour 		
	<p>ACTIONS AND OUTPUT TARGETS</p> <p>1. We will work to ensure we get housing that Warminster needs</p>	<p>LEAD/ OFFICERS</p>	<p>DELIVERY DATE</p>
<p>Work closely with Wiltshire Council (WC) to ensure we achieve the correct mix of new houses through the Core Strategy and Neighbourhood Plan and design which preserves Warminster's character</p>	<p>PAC, NPPRWG, TDC</p>	<p>To March 2026</p> <p>March 2021</p>	<p>03/2020: NPPRWG meet on an ad hoc basis to review WC plans which fall within the scope of the NP. The group's findings are reported to TDC. Revisions to the Core Strategy have taken place and WTC has been active in reviewing and providing feedback to WC to ensure the Town's Priority 1 is supported by any changes. On-going.</p> <p>Moving forward the Warminster Neighbourhood Plan will require revision during 2020 – 2021.</p>
<p>Lobby for any new housing in excess of the 900 in the Core Strategy not to be located in the West Urban Extension but on brownfield and windfall sites</p>	<p>PAC, NPPRWG, TD</p>	<p>To March 2026</p>	<p>03/2020: See above. Detailed in NP and in responses to the review of the Core Strategy. On-going.</p>

Use observations on planning applications to ensure employment land in the West Urban Extension has clear separation from adjacent housing	PAC, NPPRWG, TD	To March 2026	03/2020: See above. Requested in NP will be reviewed in 2020. On-going.
2. We will work to make our communities as inclusive as possible			
Make observations on planning applications to ensure that new homes in the town adequately cater for young people and the older generation	PAC, NPPRWG, TD	On-going	03/2020: on-going
Equality Policy to further recognise the town's diversity and town council's services	AD, TC	1st October 2010	<p>A new Equality Act came into force on 1 October 2010. The Equality Act brought together over 116 separate pieces of legislation into one single Act. Combined, they make up an Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.</p> <p>The Act simplified, strengthened and harmonised legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.</p> <p>Any revisions will be in line with changes in law/best practice and will brought before members for adoption.</p>

Engage with Wiltshire Council's Area Board for Warminster (AB) and its committees	WTC, TC	Ongoing	03/2020: WTC will continue to work in partnership with the AB and is grateful for project funding. Attendance at CATG with partnership support for highways improvements within the town bring forward issues raised by members of the public. On-going. CATG and the AB are currently not meeting owing to Covid19 rules. Virtual meetings are being considered. However, we continue to liaise.
Ensure the value of the community and voluntary sector is recognised by promoting their activities and encouraging the involvement of more citizens. Building a strong working partnership with the local WC Community Engagement Manager. (CEM)	WTC, AD, FM.	Ongoing	03/2020: The council continues to be an active member of the Warminster Covid19 response group. We are working with various groups within the community which is already strengthening community relationships. We are engaging in information exchange so we can support events moving forward.
Support community and voluntary groups with grants where it progresses the Council's strategic aims	WTC	Ongoing	03/2020: grants will be awarded in line with council policy.
Provide advice to community and voluntary groups and act as a gateway	TC, AD, WTC	Ongoing	03/2020: as WC's services and direct access to advice are dwindling WTC's is increasing. We are currently and will continue to be a gateway during the pandemic.
Review the grant scheme to ensure it prioritises funding towards delivery of the Strategic Plan	TC, AD, FAC	To April 2020	03/2020: Members reviewed the grant scheme and resolved to award all grants in June and for budgeting purposes, partnership grants in October. This was reviewed in 2019.
Seek to involve young people in the work of the Council and	WTC	To April 2021 and on-going	03/2020: youth engagement is on-going and has included skatepark, Fairfield Farm has worked

consult on interest to establish a Youth Council			<p>with the council in the Elizabeth Collyns Garden, school visits and projects in the LPG, play areas, work experience in the council offices.</p> <p>Discussions for a Youth Council needs to take place. Advice can be sought from The Community Organisers Ltd.</p>
Climate Change Working Group	TC,CCWG, community	To 2026	To continue developing a range of projects which flow from and support the declaration.
3. We will work to make our town safer and healthier			
Continue to operate our CCTV service	CTS/CCTVWG	April 2020 and Ongoing	<p>03/2020: Liaison with the police service and other partners is on-going.</p> <p>The service provided by CCTV is becoming more critical in helping our partners progress their investigations. To do this the service requires more coverage. Over the coming year an assessment will be made of future requirements and budgetary implications. CCTV is critical to developing a town culture where anti-social behaviour is unacceptable and perpetrators are identified. The police have fed back to the council that there are critical times when they require CCTV coverage: Saturday morning, after school and availability on Sunday morning on request.</p>
Work with police and other partners on community safety initiatives.	WTC	Ongoing	<p>03/2020: when required issues are brought to the NTG, Chair Cllr Pip Ridout. Liaise with police regarding current policing issues. Community Speed Watch is require where suitable roads have been identified.</p>

Support Shop watch and Pub watch schemes through the CCTV service	CTS	To March 2021 – on-going	<p>03/2020: CTS continues to attend these groups. Further work has taken place with businesses, encouraging the use of their handsets, and morning log-ins with the service has increased. This partnership working will continue. Further handsets will be purchased if necessary, this is included in the budget. Partnership working with The Three Horseshoes Walk, police, school and other organisations will continue and strengthen.</p> <p>On-going.</p>
Update the Town flood/Resilience/Emergency Plan	WTC, TC	Sept 2019 (flood) March 2021	<p>03/2020: extensive work has taken place on the flood resilience plan in partnership with town flood wardens and WC. A scenario session took place during the autumn 2019. The templates for the resilience and emergency plans now need to be re-written, new flood wardens have been appointed, subject to committee ratification, and work will continue to March 2021.</p> <p>On-going.</p>
Lobby for the retention and improvement of local health facilities as the town develops	WTC	To March 2026	<p>03/2020: TC attended Avenue Surgery patient support group, October 2016. WTC supports the MS Centre, Alzheimer's Centre, Stroke Group amongst others. As issues arise WTC will review and engage.</p> <p>On-going.</p>
Continue to have a 'safe place' at the Civic Centre for vulnerable people	TC, AD, FM	To March 2021	<p>03/2020: although the formal scheme no longer exists for new joiners, the Civic Centre</p>

			continues to operate as a 'safe place' and displays the logo at its entrance.
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PRIORITY 2	A PLACE TO WORK Enhancing economic prosperity by supporting a quality retail offering whilst maintaining the heritage of the town and improving the street scene. Warminster will become a digital town and will be a fun and attractive place to visit.		
	<u>Conceptual Indicators</u> (a) No increase in unemployment levels (b) Additional employment sites (c) Increased tourism (d) Increased number of businesses (e) Reduction in empty shops		
ACTIONS AND OUTPUT TARGETS	LEAD/ OFFICERS	DELIVERY DATE	PROGRESS
1. We will work to enhance economic prosperity and seek to facilitate a spread of employment with more quality and sustainable jobs			
Lobby to locate new employment sites on the periphery of the town with access links to the bypass	WTC, NPPRWG	To March 2026	03/2020: on-going.
Lobby to retain and enhance smaller employment sites particularly where they enable 'start-up' activity or the expansion of existing businesses	WTC, NPPRWG	To March 2026	03/2020: on-going.
Create a web community linked to the Town Council	TC, AD	Ongoing, with target dates for March 2021.	03/2020: links to local organisations/events are included on the website, but more on Facebook and other social media – reach to date for 2019 30k. A new website will be required for 2020-2021 to meet legal access requirement and also it

			<p>is required to future proof the council's strategic aims. This will be brought to members in due course.</p> <p>On-going</p>
Work to improve the attractiveness of the street scene and public realm through improved street furniture and de-cluttering of signage	TDC, TC	To March 2021 and on-going	<p>03/2020: flags, banners, hanging baskets are now regularly seen in the town. A review of signage for de-cluttering is due, our sweeper will keep the street scene tidy. £400k fund is available to provide high streets face lift this is being investigated with WC. East Street and No3 continue to be issues. Any suggested improvements will be made to the TDC.</p> <p>On-going.</p>
Provide publicity pack showing virtues of the town for retailers, to help attract inward investment	TPSC/TDC/ATC	To March 2021	<p>03/2020: a town map has been produced. Since the service delivery plan was formed there are now much more effective ways of achieving this objective, including Visit Wiltshire, FB, wider county and neighbouring county press.</p>
Continue the parking partnership refund scheme	WTC, AD	To March 2021	<p>03/2021: the parking partnership has been further promoted via social media, press releases and has featured in radio promos. Work is currently taking place to increase the size of the ads at each participating car park in Warminster. Local retailers and businesses currently not in the scheme, have been approached to join. The monthly claims have dwindled owing to Covid19, with WC initially offering free parking. This arrangement is now rescinded, therefore PP may increase. On-going.</p>

Work with partners to support the re-establishment of the Chamber of Commerce	WTC, TDC, TC	March 2021	03/2020: there is a note to confirm that the TC held discussions with Community Partnership in October 2016 regarding this item. TPSC comprises of local businesses, councillors, WPDT and invited guests. During 2020 WTC may wish to consider whether this item needs to be pursued once again, with WTC as the enabler. The Town Promotion Sub-Committee did not pursue this and now the TPSC has been merged into the TDC, this item will be placed on their agenda. October 2020
2. We will seek to preserve existing services and facilities and support the establishment of new accessible local services			
Continue Warminster's already good relationships with its army garrisons	WTC, TC, AD	To March 2020 and on-going	<p>03/2020: productive and supportive engagement has continued. WTC supported the garrison with the town's bonfire help with town issues, often highways related. The garrison are active partners with the town's Remembrance Service and are invited to town events. The partnership has been further strengthened with the skate park. They are represented on the CCTV working group and regular meetings take place with the clerk.</p> <p>On-going: to support this the council may wish to explore ways in which it can support the Military Covenant. New contacts will have to be made with a change of regiment.</p>
Lobby for proper provision to be made for additional demands on services and infrastructure, as development is approved within and outside the town	WTC, TC, WC	To March 2026	03/2020: WC are midway through a devolution programme of their assets and services. This is ongoing with the assets register delayed owing to a change in CEO.

Support the economic regeneration of the town centre in accordance with the Town Plan	WTC, NPPRWG, TC, AD	To March 2026	03/2020: ongoing. The Warminster Area Board has reformed the Regeneration Working Group; meetings are taking place with local partners. Private partnerships may need further investigation in 2020, whilst working towards broad permissions from WC.
Lobby for the relocation of the market to a more prominent location on a retail loop	WTC, TC	Complete	03/2019: the market has relocated to the back of The Three Horseshoes Walk.
Support the Economy and Tourism Group in benchmarking the town centre against other market towns	WTC, TPSC, TC, WVDT	On-going	<p>03/2020: the benchmarking exercise took place last year by the WVDT, WTC continues to support this, and is grateful to the volunteers that produce these valuable statistics. WTC continues to be a member of the Market Towns Forum steering committee.</p> <p>On-going: could use the stats in the development of a (digital) retail pack.</p>

PRIORITY 3	A PLACE TO ENJOY Improving the quality of the public realm through recognising that the state of the local environment reflects the quality of the town and the council will identify actions to supplement the neighbourhood planning process to improve the local environment for all ages, particularly the old and vulnerable, and provide facilities and services for younger people. <u>Conceptual Indicators</u> (a) More cycle routes around the town (b) Lower carbon footprint for council (c) More listed buildings improved		
ACTIONS AND OUTPUT TARGETS	LEAD/OFFICER	DELIVERY DATE	PROGRESS
1. We will protect and enhance our local environment and public realm			
Lobby for new settlement boundaries which exclude key leisure and environmental sites identified in the Neighbourhood Plan	WTC, NPPRWG, TD	To March 2026	03/2020: Review has taken place. NP is under review.
Continue to act as a gateway to other agencies in order to resolve issues	WTC, TC, AD	On-going	03/2020: On-going. As other partners reduce their service provision WTC is seeing a significant increase in demand for gateway services.
Undertake an environmental audit of the Council	TC, AD	March 2020	03/2020: the council's Environmental Policy is considered in every officer recommendation to members. The council has now formed various working groups which together will fall under the council's Environment Policy.
Prepare a carbon footprint for the Council's premises and activities	TC, AD	March 2020	03/2020: a business carbon footprint comprises of the following essential data: <ul style="list-style-type: none"> • Energy, gas and water

			<ul style="list-style-type: none"> • Business travel <p>The council received a poor energy rating for the Civic Centre which was brought before members of HR during 2018. Methods for improving the rating were investigated but there were no easy answers owing to the structure of the building vis a vis wall insulation, loft, solid floors. However, sensors for lights have been installed and the management plan for the centre are being reviewed to improve the rating.</p>
Support the community joining the transition town network	WTC, TC	March 2020	03/2020: The clerk has taken meetings with the managing director Nick Gardham from The Community Organisers Ltd. Arrangements will be made in due course for Nick to informally speak with members regarding transition town networking and what is required to pursue the vision of a transforming town. Those towns involved with the transition network in Wiltshire are; Cosham, Marlborough, Swindon and Salisbury. Covid will delay the meeting, but the Transition Network could be referenced with the new working groups.
Develop management systems for park and open spaces	DSA, TC	March 2019 - 2020 And to March 2021 for the idverdi contract	03/2020: A detailed management plan is in operation at the LPG and idverdi will continue with their contract until 2021. The plan is evolving as the LPG develops. The next review will be by March 2020 and will include the new skatepark and will be refined for any changes to the paddling pool. There has been an extensive expansion to the maintenance portfolio with the transfer of the

			eight town play areas. An iterative approach is being applied to the management system.
Seek to influence others to look after our environment, through governance, responding to consultations and by example	WTC, TC	To March 2021 - on-going	03/2020: The council's growing programme of community engagement has been put on hold during Covid. However, priority 3 of the Covid19 Communications Strategy is working now for the future. Meetings of the new working groups are taking place on line, we are becoming a greener council and will continue what we have started already with our energy suppliers, disposables, recycling regimes and energy reduction initiatives.
2. We will protect and enhance our heritage			
Support the museum and local history groups	WTC, TC	On-going	03/2020: Where specific projects are highlighted these will go to members for resolution, informed by the Strategic Plan, officers will execute accordingly and amend the Delivery Plan where necessary.
Ensure green open spaces and sightlines to key features are preserved when development is proposed	PAC, NPPRWG, WTC	To March 2026	03/2020: In NP and areas designated.
Support the expansion of primary and secondary education to provide facilities for a growing town	PAC, NPPRWG, WTC	To March 2026	03/2020: In NP which is under review.
3. We will promote tourism			
Work with partners to develop a brand for Warminster and to promote the town	TPSC, TC	To March 2021	03/2020: the council's strategy is the starting point from which the brand develops. The live, work, enjoy themes are used consistently. We have developed a house style which we use for

			advertising council events. We work in partnership with Visit Wiltshire and have a strong working relationship with The Three Horseshoes Walk. We liaise and build relationships with local businesses by visiting and involving them in annual events. We feed their views back to members via TD.
Promote tourism and Warminster as a destination not to be missed and as a place to visit, live and work	WTC, TPSC, TC	To March 2021	<p>03/2020: WTC became members of Visit Wiltshire (VW) some years ago but was underutilised. The resource is now used regularly to promote the town and events. We signpost businesses in the town to the free entries they can make on the VW website. The VW holds stock photographs of Warminster which the town can use for its own publicity, and the town is feeding photographs into the resource which are also used by other publications, both nationally and internationally, which promotes the town. The theme Visit, Live and Work is used in publicity and is the foundation stone when considering events/digital/copy/supporting other events in the town and how to promote it further. We use the Community Hub as a tourism access point. Budget allocation will be made to reengage WTC's PR consultant to support delivery of the council's strategy; subject to member's approval.</p> <p>On-going and growing.</p>
Deliver an indoor Christmas Market and outdoor Christmas Lights event	TPSC, TC, FM	November 2020	<p>03/2020: these events take place the last weekend in November. The Christmas Market is already filling up and planning the Christmas lights event will start in due course. A larger event was staged in 2019, this received good</p>

			publicity for the town, and was sponsored by several businesses in the town. A similar event will be planned for this year. However, this is subject to change owing to Covid19.
Support Inspire music event, Wobble, Carnival	WTC, AD	March 2020	03/2020: The 2020 list of events has been hit by the Covid19 pandemic. However, funds remain available as and when the situation changes. A civic event involving the community is currently under discussion.
Develop an events package	FM, TPSC, TC	On-going	03/2020: we have developed an extensive range of events, for all of ages and interests. Some of these are in partnership with others e.g. Runs in the Park. Whatever activities are considered, resources, funding, publicity and supporting the strategic aims of WTC are always considered.
Continue to support the Community Hub which provides for tourism	WTC, TPSC, TC	To March 2021	03/2019: Financial support and material supplied. Ongoing
Support local publications for promotion of the town and facilities	WTC, TC, FM	To March 2021	03/2019: Use is still made of local print publications, including The Warminster Journal. On-going.
4. We will recognise the range of leisure and sporting assets and seek to add to them			
Support and lobby for new leisure facilities within significant developments in the town	WTC, NPPRWG, PAC, TDC	To March 2026	03/2019: The NPPRWG will continue to review any applications which require scrutiny for compliance with the NP and feedback to TDC or inform other committees when appropriate e.g. PAC.

Oppose new developments where recreation or sports facilities are lost unless equivalent provision is provided	PAC, NPPRWG, WTC	To March 2026	03/2019: The NPPRWG will continue to review any applications which require scrutiny for compliance with the NP and feedback to TDC or inform other committees when appropriate.
Support the development of improved amenities for arts and cultural activities	PAR, FAC	To March 2020	03/2020: WTC has awarded grants for arts and cultural activities with the town.
Promote cycling by developing cycling route maps	TPSC, AD	To March 2021	03/2020: where we are asked to promote cycling events we do, links can be given to current cycle routes and included on the website/Facebook/VW e.g. http://www.connectingwiltshire.co.uk/wp-content/uploads/2015/04/Warminster_March_15_WEB.pdf
Produce walking route maps and promote local countryside for walks	TPSC, AD	To March 2021	03/2020: this is ongoing. The Tree Trail was published last year and the council is engaging proactively with community groups regarding cycling and walking initiatives.
Carry out consultation exercise on Lake Pleasure Grounds	DSA, TC, POSM	March 2021	03/2020: we are now focussing on the delivery following extensive engagement exercises. The outdoor gym is now installed and the paddling pool regeneration is a work in progress.

<h1>PRIORITY 4</h1>	<p>A COUNCIL TO DELIVER Developing the capacity and skills within the Council to equip it for taking on more locally controlled services, leading Warminster to a better future, by listening to and acting upon resident's views to improve services and facilities, by assessing need, by delivering them locally and by improving the effectiveness and efficiency of these services and therefore delivering better value for money for residents.</p> <p><u>Conceptual Indicators</u></p> <ul style="list-style-type: none"> (a) Excellent audit reports (b) Complete the final stage (Gold) of the Local Council Award Scheme (c) Establishing an integrated quality system and action plan (d) Increased number of staff and members with key skills (e) Increased external funding to Council 		
ACTIONS AND OUTPUT TARGETS	LEAD OFFICER	DELIVERY DATE	PROGRESS
1. We will develop capacity and a diverse skill base within the Council			
Develop an active Member Training and Development Programme	HR, WTC, TC	March 2021	03/2020: the training policy was delivered in 2016 and members are sent details of courses and information events by Wiltshire Association of Local Councils (WALC), Wiltshire Council (WC), Society of Local Council Clerks (SLCC) and in-house training whenever they are received by officers. Training and updates in specific areas such as planning and finance are also circulated and are essential for informed debate. Uptake is poor and this item will need to be presented to HR/WTC for review and agreement on the way forward. The council's Gold Award status could be in jeopardy if there is no improvement. This comment remains unchanged from 03/2019.
Deliver training programme for Civic Centre staff	FM	March 2021	03/2019: appraisals and training programmes are informed by the targets of the service

			delivery plan on-going. Covid19 will affect all staff training plans. Alternatives are being sought, webinars, online etc.
Undertake Annual Business Risk Assessment	TC	March 2021	03/2020: Completed.
Undertake Safety Risk Assessments and prepare Action Plans	All council departments	March 2020	03/2019: Completed.
Attract external funding relevant to implementing the Strategic Plan	TC, ATC	To March 2021	03/2020: CIL, the Dewey Trust, community funds, The Fudge Trust and other project specific funds are researched when required. The paddling pool 2020 – 2021 project will utilise: The Dewey Trust, CIL, ear marked reserves.
Develop a range of quality-based operating procedures for the Town Council, CCTV and Civic Centre operations, and all of the outside spaces	TC, AD, FM, CTS, POSM	March 2021	03/2020: achieved: subject to reviews. These are reviewed in line with legislative changes, best practice, council needs and partnership working. E.g. GDPR, police feedback etc. On-going.
Create a comprehensive database of business/organisation email contacts for mailshots	AD	Finished.	03/2019: Completed. Given the rise of social media, mail shots per se are not used and email contacts can be problematic regarding GDPR. Solution; that we use our social media accounts/WV/PR to promote.
Review staffing structure relating to devolved services	TC	To March 2021	03/2020: ongoing. To report to HR Committee August 2020.

Update the Staff Training and Development Plan	TC	March 2021	03/2020: completed. Staff appraisals and training and development now incorporated into 'business as usual'.
Attain Local Council Gold Award	TC	March 2021	Achieved 2017. The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award. Council needs to resolve whether to reapply.
Agree 2017–2018 Service Plan	TC	March 2017	Complete.
Agree 2018 – 2019 Service Plan	TC	May 2018	Delay agreed. Approved June 2019.
Agreed 2020 – 2021 Service Plan	TC	July 2020	06/2020: Completed. The plan is now up to date.
Investigate relocating CCTV and selling Dewey House	TC, CTS		03/2020: Investigations started May 2016. This item needs a re-stating of policy by the council.
Review Standing Orders and Financial Regulations	TC	May 2020	03/2020: Complete. This requires review on an annual basis. This year refreshed with new levels of spending to support the efficient delivery of services and Covid19 regulations.
Upgrade the current range of policies to support the Strategic Plan	TC, ATC	To March 2021	03/2020: policies were agreed in 2016. These are reviewed when necessary and presented to council accordingly. New policies for 2020 include climate change, environmental and resilience.
2. We will deliver excellent local services according to both need and consumer choice			

Facilitate democratic decision making at meetings by timely summons/notices, agendas and minutes	TC, ATC, AD	May 2021	03/2020: interim audit complete with no issues to highlight, final audit due in July. The key output and targets noted are statutory requirements.
Archive or dispose of council documents in accordance with the Document Retention and Disposal Policy	AD, FM, CTS	To March 2020	03/2019: 'Shred It' used for secure disposal. Archiving underway. Policies amended when required by legislation or best practice.
Continue to operate the Civic Centre to Management Plan, including health and safety and fire regulations, and to increase bookings	FM	To March 2021	03/2021: This area is closed owing to Covid19 rules. However, in line with the council's Covid 19 Strategy priority 3 – planning for the future, ideas will be presented to members in due course.
Continue to operate information gateway to Wiltshire Council and hot-desk provision for their staff	TC, AD, FM	Finished	03/2020: Owing to the town council's expanding headcount, this arrangement was cancelled in spring 2020.
Remain eligible for the General Power of Competence	TC, WTC	To March 2021	03/2020: Complete
Continue provision and maintenance of bus shelters and benches	TC, POSM	To March 2021	03/2020: continues under the idverdi contract. Repairs carried out when necessary.
Take over the ownership and maintenance of additional bus shelters from Wiltshire Council	TC, POSM,	To March 2021	03/2020: A WC assets register was requested during 2019 - 2020. This is still awaited so we can carry out a definitive audit. The current delay is owing to the departure of Alistair Cunningham.

Continue to support a Town Crier	FAC	To March 2021	03/2020: Ongoing and finance in place. The Town Crier has now retired and if members resolve, a replacement will be sought.
Continue to support Warminster Community Radio	WTC, FAC	To March 2022	03/2020: Agreed additional 5-year plan for finance from April 2017 and runs with Ofcom licence. The service delivery plan provides full coverage, both PA and broadcast, for all main council events, services and ad hoc projects.
Continue to maintain public open space areas through contractor and monitor standards	TC, POSM, ESC	To March 2021	03/2020: idverdi contract extended. On-going. Eco friendly and biodiverse ways of managing the spaces are under review with the ESC Working Group.
Maintain three closed churchyards	TC, POSM, FAC	Ongoing	03/2020: all three falls under the idverdi contract. The exact status of the Minister Church is still under review and will be presented to members when clarification is forthcoming.
Deliver Remembrance Day Parade	TC, AD	November 2021	03/2020: arrangements will continue as usual, but Covid19 may affect delivery.
Maintain town Obelisk and War Memorial	TC, POSM, TD, FAC	On-going	03/2020: incorporated into our maintenance plan. Business as usual. War Memorial is now Grade II listed.
Manage Dewey House and its tenants including health and safety and fire regulations	CTS	On-going	03/2020: on-going.
Continue to make observations on planning applications	PAC, NPPRWG	To March 2021	03/2019: on-going, and for relevant plans the NPPRWG will meet.

Lobby Wiltshire Council for an appropriate share of the Community Infrastructure Levy	WTC, TC	To March 2020	03/2020: Complete. The council is now in receipt of CIL. A CIL working group has been established to review projects for CIL funding and to rank accordingly; a policy and procedure has been introduced and the money is now helping to deliver projects.
Continue to operate allotments through a holders' association	Tynings Allotments Assn.	10-year lease 2016 - 2026	03/2020: regular updates are received from the allotment association and a WTC member is appointed to the AA Committee. On-going.
3. We will provide excellent communications and transparency			
Continue to expand information on the website	TC, AD	On-going.	03/2020: on-going and driven by legislations, the legal work of the council, events, transparency. However, website is rapidly not fit for purpose with new access legislation due in autumn 2020, and the platform makes it difficult/impossible for basic areas to be amended by staff. This will be brought to members once requirements are clearer and an informed decision can be made. On-going.
Continue to develop the use of social media	AD	On-going	03/2020: development is on-going with Facebook and Instagram.
Quarterly newsletters for homes and businesses	TC, AD	On-going	03/2020: the quarterly newsletters are on-going and form part of the council's Gold Award status.
Continue to publish our budget, accounts, expenditure and audit reports on the website	TC	On-going	03/2020-: on-going

Continue to publish internal and external audit reports on the website and in the press	TC	On-going	03/2020: Ongoing
Continue to publish minutes of meetings on the website	TC, AD	On-going	03/2020: Ongoing
Continue to advertise forthcoming meetings in local newspaper	AD	On-going	03/2020: On-going in The Warminster Journal

Full Council: 20 July 2020

REPORT FOR DECISION – Information technology for Councillors

Purpose of the Report.

To assist members in reaching a decision

Background

On 4 April 2020 the Government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows local councils to meet remotely. These regulations apply to meetings held before 7 May 2021. Warminster

The town council now uses MS Teams Live for meetings, having purchased the licences to enable members to participate using this platform. During a practice meeting Cllr Batchelor proposed that members were issued with their own IT to enable them to easily join online meetings. Officers were asked to investigate the options available and report back to Full Council.

Chrome books have been used by members. However, these were found by many members to be a poor second to laptops with reduced functionality.

Findings

Officers have explored the various options available and approached our IT contractor Netitude for costs. The findings are below.

Option 1

Members to use their own IT

This option is not recommended. There are IT security risk issues for the council, use of .gov.uk email addresses is essential to protect both members and the council, it is not wise to run a mixed fleet of technology which cause technical support complications. It allows all members to be equal in their access to technology. It is professional.



Option 2

Chromebooks

To continue with the Chromebooks.

Many members have complained about the build quality and functionality of the Chromebooks. Although able to perform most tasks these are not as good as laptops.



Option 3 Laptops

- Dell Vostro 14" intel I5 £501.20 & approx. £1400 setup for all 13
- The full Microsoft Office suite can be used with the addition of an Office 365 business premium license at £9.80 per user
- Netitude if needed can manage the updates and security on each device for £3 PCM.
- Fully managed support package £14.50 per month/user

Financial and Resource Implications

Option 1: No additional cost

Option 2: No additional cost

Option 3: £6515.60 to purchase plus £1400 set up. Plus, an additional **£300.30** per month (including licences and support)

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence. The Council will need to establish relevant permissions from Wiltshire Council. The Council will have to comply with all relevant legislation regarding waste disposal.

Environmental Implications

Flows from and supports the Climate Change Declaration

Risk Assessment

Risk assessments will need to be prepared and Members will need to carry out display screen assessments.

Crime and Disorder

Officers are not aware of any issues the Council should consider under the Crime and Disorder Act.

Warminster Town Council

Internal Audit Report 2019-20 (Final update)

Chris Hackett

***For and on behalf of
Auditing Solutions Ltd***

This report has been prepared for the sole use of Warminster Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its content or conclusions.

Background and Scope

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR) which is provided to the External Auditor.

This report sets out the work undertaken in relation to the 2019-20 financial year, during our initial visit to the Council, which took place on 3rd December 2020. Due to the impact of the Covid-19 pandemic, we have undertaken our final review for the year remotely. We wish to thank the Clerk and the Office Manager for facilitating the process, providing all necessary additional (to that examined at our interim visit) documentation in electronic format to enable completion of our review for the year. We have, obviously in the circumstances, reduced the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

In completing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts and AGAR.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' which forms part of the Council's AGAR and requires that we give independent assurance over eleven internal control objectives.

Overall Conclusion

Based on the work we have completed, the Council continues to operate effective control systems that should help ensure that transactions are recorded accurately in the financial ledger and, subsequently, the detailed Statement of Accounts and AGAR. We have made some recommendations aimed at strengthening control as set out in the detailed report. We have signed the Internal Audit Report in the AGAR assigning positive assurance against the control objectives.

We wish to thank the officers for their help during our audit and request this report is presented to Members.

Detailed report

Accounting Records and Bank Reconciliations

The Council uses the Rialtas accounts software, with external contractors (DCK Beavers Ltd) preparing the accounts from detailed records maintained by the officers. A single combined cashbook for the Current & Instant Access bank accounts, operated at HSBC, remains in place. Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have, consequently:

- Verified that an appropriate cost and nominal ledger structure remains in place;
- Confirmed the accounting system remained in balance at the date of our interim visit and final review by running a data check to confirm the trial balance agreed to the nominal ledger (the main accounting record);
- Checked and agreed the opening Trial Balance in the Rialtas software for 2019-20 to the closing Financial records for 2018-19 to ensure that all balances had been properly rolled forward;
- Confirmed the External Auditor raised no issues following their work on the 2018/19 accounts;
- Reviewed arrangements for processing journals which are done by DCK;
- Discussed arrangements for backing up the system which we understand is done regularly to a Cloud by the Council's IT provider, with DCK also taking backups of the Rialtas system;
- Checked and agreed two sample months' transactions in the cashbook (October 2019 and March 2020) to the bank statements, including the regular "sweep" transfers to maintain the instant access account balance at a constant £5,000; and
- Checked and agreed the software based bank reconciliations as at 30th September, 31st October 2019 and 31st March 2020 confirming there were no long standing, un-cleared adjustments or any other abnormal entries arising.

Conclusions

We are pleased to record that no issues arise in this area requiring formal comment or recommendation. We note the Finance and Assets Committee monitor the bank reconciliations and transfers between bank accounts, which we regard as good practice.

We have confirmed the accurate disclosure of the combined year-end cash and bank balances in the year's Accounts and AGAR.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have:

- Noted that Standing Orders and Financial Regulations have again been reviewed and re-adopted in the financial year of audit, being considered at the Full Council meeting in May 2019 with further consideration also at the June meeting. We note further they were re-adopted most recently at the meeting in May 2020;
- Noted that other policies are kept under review such as the Treasury Management Policy, which was considered and adopted in June 2019, that Full Council oversees key governance matters approving for example the Annual Governance Statement, with the Finance and Assets Committee undertaking a more detailed review;
- Completed our examination of the minutes of the Full Council and its extant Committee meetings (except for Planning);
- Enquired whether the 2018/19 audit of accounts was advertised to the public, this is a new requirement this year for internal auditors specifically to check in relation to the prior year; and
- Reviewed the data posted on the Council's website to ensure it is transparent in reporting matters to the public.

Conclusions and recommendation

The Council is monitoring and up-dating its key governance arrangements. At the time of our final review detail of payments for 2018/19 and the asset register needed to be added to the 'Transparency Section' of the Council website, we understand this is now being done.

The Clerk confirmed the 2018/19 audit was advertised on the Council website, although the link is routinely taken down when the period for public examination ends. The Clerk has confirmed she will provide a screen shot for 2019/20 showing the link before it is taken down.

The Statement of Accounts in note 7 confirms the Council has adopted the General Power of Competence, this did not appear to be formally recorded in the minutes for the year. The ability to adopt this can vary according to the number of elected members.

R1. The Council should note formally in the minutes when approving other key governance matters that it has adopted the General Power of Competence.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

At our interim visit we tested a sample of payments examining all those individually in excess of £3,500, together with a more random sample of every 40th cash book transaction to the end of October 2019 ensuring compliance with the above criteria. Our test sample comprised 37 items plus NNDR payments and totalled £423,712 representing 68% of non-pay costs for the year to the above date. Payments were supported by documentation.

At our final review we extended our testing selecting a random sample of 26 cash book payments totalling £155,502 by value covering the period November 2019 to March 2020. All payments in our sample were supported by invoices or suitable documentation.

We note that coding slips are attached to invoices to evidence Member approval of the expenditure. Also, that a monthly list of payments is approved at each Finance and Assets Committee and signed by the Chairman.

We noted last year the letting of the contract to build the skate park. Our sample testing referred to above, included reviewing invoices from the contractors working on the project. We note per the Rialtas ledger that total capitalised costs were £284,961, (per cost centre 4999) and from the minutes that members receive reports on progress. The Clerk provided us with a copy of a report by the Council's Quantity Surveyor at the end of the works confirming it was completed satisfactorily.

We noted from our review of the minutes that the Devolved Services and Assets Committee agreed a contract in February 2020 for work on the play areas. The Clerk provided us with the Tender Report confirming suitable tenders were obtained.

We have reviewed the VAT control account on the Rialtas system noting that returns continue to be prepared and submitted quarterly utilising the HMRC on-line facility. We have verified the quarterly reclaims to the underlying control account records.

At our final review we looked at total expenditure for the year against budget and compared to that incurred in prior years.

Conclusions

No issues arise from our work in this area requiring formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have:

- Noted the annual risk assessment was adopted in the year of audit, in May 2019. It uses the national LCRS software and covers a full range of risks. It is a requirement the risk assessment is done annually and the Council needs to up-date its review and approval of the risk assessment;
- Reviewed the Council's insurance cover for the year provided by Royal and Sun Alliance Plc with Public and Employer's Liability in place at £15m and £10 million respectively, Hirer's Liability at £2m and Fidelity Guarantee cover at £0.999 million; and
- Confirmed with officers that regular safety inspections are completed on the Council's play areas.

Conclusions

The Council has arrangements for managing risks. Whilst the Council is carrying insurance for Fidelity Guarantee, it is likely that following precept instalments received in April and September its cash balances may exceed for a time its level of cover in this area. The Council needs to review its risk assessment to ensure this is done annually.

R2. The Council should up-date and approve its risk assessment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that regular budget monitoring reports and variance commentaries continue to be considered by Members.

After due consideration by the Committees, Full Council set the 2020/21 budget and precept at their meeting on 13th January 2020 with the precept being set at £1,180,666. A detailed analysis of income and expenditure was provided to Members to support the decision with the Locum Clerk providing a verbal commentary on changes. The minutes record due consideration was given to service developments including devolution of services.

At the 31st March 2020 the Council's balances totalled £719,186 including a general reserve of £209,948. We note members have reviewed and approved earmarked reserves. Spending in 2019/20 was some £1,191,000, although this total figure includes one off items, such as the skate park. General reserves are some two months spending at 2019/20 levels. The norm is 3-6 months spending.

Conclusion

No issues arise in this area requiring formal comment or recommendation

Review of Income

Our objective here is to check that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) with recovery effected within a reasonable time span. In addition to the precept the Council receives various grants and income from letting and service provision. During the year we have:

- Agreed the 2019/20 precept as recorded in the minutes to the amounts receipted into the Cash Book and to the list of precepts demanded by English authorities in 2019/20 published by the Government;
- Reviewed income collected from Civic Centre lettings testing a sample of August bookings on the Rialtas bookings diary to confirm invoices were raised at the correct fee and that a booking agreement was held. For one long term hirer we noted the letting agreement was dated 2014 and the contact details appeared to have changed, although invoices were raised in respect of the lettings;
- Reviewed the unpaid invoices report on Rialtas. The balance outstanding at the time of our interim visit was £8,577 of which some £2,364 was raised in 2018/19. At our final review there were amounts totalling some £1,800 relating to invoices raised in 2018/19;
- Reviewed CIL and Plain Action Grants. The Rialtas ledger indicates the Council has received £129,000 in these grants during the year. We have agreed this to remittance advices from Wiltshire Council;
- Reviewed income arising in the year against budget and compared to prior years; and
- As noted earlier in this report, we have tested two sample month's receipt transactions from the cashbook to the bank statements with no issues arising.

Conclusions and recommendation

The Council has systems in place to manage and monitor income. We make one recommendation regarding the supporting paperwork for regular hirers.

R3. Officers should review lettings agreements for long standing regular hirers to ensure the information is up to date. (AGREED).

Petty Cash Account

The Council continues to operate a limited petty cash scheme with an Excel control sheet forming the basis of the periodic re-imbursement to the agreed maximum holding level of £250. We have examined the sheet prepared covering transactions from 20th August to 5th November 2019 testing to ensure that each transaction is appropriately supported by a trade invoice or till receipt.

We note that Finance and Assets Committee checks the petty cash sheet and that the Chairman signs it off, which we regard as good practice.

Conclusion

No issues arise in this area from our work completed.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as last revised from 1st April 2017 in relation to the employees' contribution bandings.

We note the Council employs a bureau to process its payroll. The Clerk or Deputy submits a monthly schedule to the Bureau confirming who has been employed and details of overtime or hours worked where applicable. The Bureau provide pay-slips with the Council recording the actual payments to staff and HMRC/pensions in its cash book.

We have examined the payroll procedures in place and the physical payments made to staff in 2019-20 by sample checking transactions in July and August 2019. Specifically, we have:

- Confirmed gross pay is correct on a sample basis by reference to national spinal column points and HR minutes;
- Tested that PAYE, NI and pension deductions are correctly made by reperforming a sample;
- Tested that the payroll summary report showing amounts due to the HMRC, the Pension Fund Administrator and the amount due for net pay agree to the cash book; and

- Completed our monthly trend analysis of payroll payments to ensure there were no material anomalies.

Conclusions

We are pleased to record that no issues have arisen from our payroll testing this year.

Asset Register

The Accounts and Audit Regulations 1996 (as amended periodically) require that all Councils establish and maintain inventories/asset registers of buildings, land, plant and equipment, etc. owned by them.

We have checked the Council's asset register confirming assets are recorded at cost and that items acquired or expensed in the year are added. There was a minor difference between the asset register which recorded assets of £2,373,432 and the AGAR which recorded assets of £2,383,514. The difference of £10,082 related to additional land and buildings items. Officers are investigating and will correct as necessary to ensure the two records agree.

Conclusions

The Council is maintaining an asset register as required by the Regulations.

Investment and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer-term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council has moved funds during the year to its CCLA account. At the time of our interim visit the balance recorded on the Rialtas system was £255,345. We agreed this to a statement from the CCLA dated 31st October 2019. We also confirmed dividends were being brought to account. At the year-end we agreed the CCLA balance per the Statement of Accounts to the CCLA statement and confirmed it was included in the AGAR cash balances. We confirmed further the dividend income for March 2020 was included in the accounts and reviewed we total interest income for the year.

We also note the existence of one PWLB loan and agreed the repayments made in September 2019 and March 2020 to the PWLB statements. We agreed the balance at the year-end reported in the Statement of Accounts and AGAR to the list of PWLB balances published for town and parish councils by the Government's Debt Management Office.

Conclusions

No issues arise in this area requiring formal comment or recommendation.

Statement of Accounts / Annual Governance and Accountability Return (AGAR)

We have reviewed the year end accounts prepared by DCK considering any major variations year on year in reported figures and reviewing the supporting working papers confirming key amounts. We have agreed the main statements in the accounts to the trial balance on the Rialtas ledger. We tested debtors and creditors to supporting information.

In addition, we have agreed the amounts in the draft AGAR to the supporting records specifically verifying the accuracy of detail contained within Section 2.

Conclusions

We have agreed the amounts in the accounts and the AGAR to the underlying records. As stated in the introduction we have signed off the Internal Audit Report in the AGAR assigning positive assurance on the specified control objectives.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	The Council should note formally in the minutes when approving other key governance matters that it has adopted the General Power of Competence.	
Assessment and Management of Risk		
R2	The Council should up-date and approve its risk assessment.	
Review of Income		
R3	Officers should review lettings agreements for long standing regular hirers to ensure the information is up to date.	<i>Agreed.</i>

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Warminster Town Council

Unaudited Financial Statements

For the year ended 31 March 2020

Warminster Town Council

Table of Contents

31 March 2020

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest and Investment Income.....	12
3 Interest Payable and Similar Charges.....	12
4 Agency Work.....	13
5 Related Party Transactions.....	13
6 Publicity.....	13
7 General Power of Competence.....	13
8 Audit Fees.....	13
9 Members' Allowances.....	13
10 Employees.....	14
11 Pension Costs.....	14
12 Tangible Fixed Assets.....	15
13 Financing of Capital Expenditure.....	15
14 Information on Assets Held.....	16
15 Debtors.....	16
16 Stocks.....	17
17 Deferred Grants.....	17
18 Financial Commitments under Operating Leases.....	17
19 Creditors and Accrued Expenses.....	18
20 Long Term Liabilities.....	18
21 Capital Financing Account.....	19
22 Earmarked Reserves.....	19
23 Reconciliation of Revenue Cash Flow.....	19
24 Movement in Cash.....	20
25 Reconciliation of Net Funds/Debt.....	20
26 Capital Commitments.....	20
27 Contingent Liabilities.....	20
28 Post Balance Sheet Events.....	20
Appendices.....	21

Warminster Town Council

Council Information

31 March 2020

(Information current at 20th July 2020)

Mayor

Cllr C Robbins

Councillors

Cllr S Jefferies (Deputy Mayor)

Cllr P. Batchelor

Cllr D Brett

Cllr A. Davis

Cllr R. Doyle

Cllr S. Fraser

Cllr R. Fryer

Cllr P. MacFarlane

Cllr A. Nicklin

Cllr N Pitcher

Cllr P. Ridout

Cllr C. Spender

Clerk to the Council

Mrs Fiona Fox

Auditors

PKF Littlejohn LLP

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Warminster Town Council
Statement of Responsibilities
31 March 2020

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Clerk to the Council, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2020 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

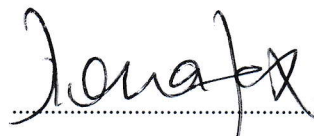
The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Warminster Town Council at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

Signed:


Mrs Fiona Fox- Clerk to the Council

Date:

13.07.20

Warminster Town Council
Statement of Accounting Policies
31 March 2020

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Warminster Town Council
Statement of Accounting Policies
31 March 2020

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 20.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 18.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 21 to 22.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Warminster Town Council
Statement of Accounting Policies
31 March 2020

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

This apportionment is not reflected in the Income and Expenditure account, but is used for Management Accounting and Annual Report purposes only.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Warminster Town Council
Income and Expenditure Account
31 March 2020

	Notes	2020 £	2019 £
Income			
Precept on Unitary Authority		786,483	749,012
Grants Receivable		133,216	62,388
Rents Receivable, Interest & Investment Income		12,460	9,101
Charges made for Services		140,294	136,429
Other Income		5,931	2,165
Total Income		1,078,384	959,095
Expenditure			
Direct Service Costs:			
Salaries & Wages		(209,483)	(192,582)
Grant-aid Expenditure		(46,705)	(30,444)
Other Costs	1	(301,653)	(299,454)
Democratic, Management & Civic Costs:			
Salaries & Wages		(159,025)	(129,220)
Other Costs	1	(99,450)	(77,228)
Total Expenditure		(816,316)	(728,928)
Excess of Income over Expenditure for the year.		262,068	230,167
Net Operating Surplus for Year		262,068	230,167
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(22,347)	(21,285)
Capital Expenditure charged to revenue	13	(238,013)	(20,023)
Transfer from/(to) Earmarked Reserves	22	1,219	(136,927)
Surplus for the Year to General Fund		2,927	51,932
Net Surplus for the Year		1,708	188,859
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer from/(to) Earmarked Reserves	22	(1,219)	136,927
Surplus for the Year to General Fund		2,927	51,932
		1,708	188,859

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Warminster Town Council
Statement of Movement in Reserves
31 March 2020

Reserve	Purpose of Reserve	Notes	2020	Net Movement in Year	2019
			£	£	£
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	21	1,053,597	189,343	864,254
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	22	509,238	(1,219)	510,457
General Fund	Resources available to meet future running costs		209,948	2,927	207,021
Total			1,772,783	191,051	1,581,732

The notes on pages 12 to 20 form part of these unaudited statements.

Warminster Town Council

Balance Sheet

31 March 2020

	Notes	2020 £	2020 £	2019 £
Fixed Assets				
Tangible Fixed Assets	12		1,655,870	1,389,805
Current Assets				
Stock	16	4,609		4,609
Debtors and prepayments	15	111,426		25,551
Investments		373,049		20,000
Cash at bank and in hand		336,173		710,284
		<u>825,257</u>		<u>760,444</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(23,462)		(22,347)
Creditors and income in advance	19	<u>(106,071)</u>		<u>(42,966)</u>
Net Current Assets			695,724	695,131
Total Assets Less Current Liabilities			2,351,594	2,084,936
Long Term Liabilities				
Long-term borrowing	20		(309,703)	(333,165)
Deferred Grants	17		<u>(269,108)</u>	<u>(170,039)</u>
Total Assets Less Liabilities			<u>1,772,783</u>	<u>1,581,732</u>
Capital and Reserves				
Capital Financing Reserve	21		1,053,597	864,254
Earmarked Reserves	22		509,238	510,457
General Reserve			<u>209,948</u>	<u>207,021</u>
			<u>1,772,783</u>	<u>1,581,732</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2020, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 20th July 2020 .

Signed:
Cllr C Robbins	Mrs Fiona Fox
Mayor	Responsible Financial Officer

Date:

The notes on pages 12 to 20 form part of these unaudited statements.

Warminster Town Council

Cash Flow Statement

31 March 2020

	Notes	2020 £	2020 £	2019 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(363,057)		(321,786)
Other operating payments		(403,840)		(383,898)
			(766,897)	(705,684)
<i>Cash inflows</i>				
Precept on Unitary Authority		786,483		749,012
Cash received for services		140,327		145,685
Revenue grants received		133,216		62,388
			1,060,026	957,085
Net cash inflow from Revenue Activities	23		293,129	251,401
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(17,255)		(18,317)
<i>Cash inflows</i>				
Interest received		5,260		2,693
Net cash (outflow) from Servicing of Finance			(11,995)	(15,624)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(347,761)		(20,023)
<i>Cash inflows</i>				
Capital grant received		67,912		-
Net cash (outflow) from Capital Activities			(279,849)	(20,023)
Net cash inflow before Financing			1,285	215,754
FINANCING AND LIQUID RESOURCES				
(Increase) in money on call			(353,049)	(20,000)
<i>Cash outflows</i>				
Loan repayments made			(22,347)	(21,285)
Net cash (outflow) from financing and liquid resources			(375,396)	(41,285)
(Decrease)/Increase in cash	24		(374,111)	174,469

The notes on pages 12 to 20 form part of these unaudited statements.

Warminster Town Council

Notes to the Accounts

31 March 2020

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2020	2019
	£	£
Community Centres	55,133	54,538
Outdoor Sports & Recreation Facilities	20,596	1,074
Community Parks & Open Spaces	137,622	129,393
Tourism Policy, Marketing & Development	11,297	12,370
Visitor Information	6,000	6,000
Cemeteries	1,410	1,013
Public Conveniences	27,220	27,862
Community Safety (Crime Reduction)	23,313	23,043
Promotion & Marketing of the Area	30,282	36,743
Community Development	22,156	25,862
Dewey House	13,329	12,000
Less: Grant-aid Expenditure	(46,705)	(30,444)
Total	301,653	299,454

Democratic, Management & Civic Costs

	2020	2019
	£	£
Corporate Management	64,026	45,314
Democratic Representation & Management	6,373	6,703
Civic Expenses	9,797	6,641
Mayors Allowance	1,999	253
Interest Payable	17,255	18,317
Total	99,450	77,228

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest and Investment Income

	2020	2019
	£	£
Interest Income - General Funds	5,260	2,501
	5,260	2,501

3 Interest Payable and Similar Charges

	2020	2019
	£	£
External Interest Charges - Loans	17,255	18,317
	17,255	18,317

Warminster Town Council

Notes to the Accounts

31 March 2020

4 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

5 Related Party Transactions

The council entered into no material transactions with related parties during the year.

6 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2020	2019
	£	£
Recruitment Advertising	1,409	275
Publicity	3,115	3,167
Newsletter	2,054	1,051
	<u>6,578</u>	<u>4,493</u>

7 General Power of Competence

With effect from 23rd May 2013 Warminster Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 23rd May 2013 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

8 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2020	2019
	£	£
Fees for statutory audit services	2,000	1,600
Total fees	<u>2,000</u>	<u>1,600</u>

9 Members' Allowances

	2020	2019
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	1,999	253
	<u>1,999</u>	<u>253</u>

Warminster Town Council

Notes to the Accounts

31 March 2020

10 Employees

The average weekly number of employees during the year was as follows:

	2020	2019
	Number	Number
Full-time	6	5
Part-time	8	7
Temporary	2	14
	<u>16</u>	<u>26</u>

All staff are paid in accordance with nationally agreed pay scales.

11 Pension Costs

The council participates in the Wiltshire. The Wiltshire is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2020 was £49,063 (31 March 2019 - £44,673).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 20.70% of employees' pay with effect from 1st April 2020 (year ended 31 March 2020 – 20.10%).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Wiltshire, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

There were no outstanding contributions at the balance sheet date.

Warminster Town Council

Notes to the Accounts

31 March 2020

12 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infra-structure Assets	Community Assets	Assets under construction	Total
Cost	£	£	£	£	£	£
At 31 March 2019	1,509,553	310,352	109,043	103,808	1,450	2,034,206
Additions	10,082	72,590	21,100	-	248,961	352,733
Disposals	-	(3,425)	-	-	-	(3,425)
Reclassification	-	-	248,961	-	(248,961)	-
At 31 March 2020	1,519,635	379,517	379,104	103,808	1,450	2,383,514
Depreciation						
At 31 March 2019	(278,788)	(269,215)	(96,398)	-	-	(644,401)
Charged for the year	(30,393)	(26,472)	(29,803)	-	-	(86,668)
Eliminated on disposal	-	3,425	-	-	-	3,425
At 31 March 2020	(309,181)	(292,262)	(126,201)	-	-	(727,644)
Net Book Value						
At 31 March 2020	1,210,454	87,255	252,903	103,808	1,450	1,655,870
At 31 March 2019	1,230,765	41,137	12,645	103,808	1,450	1,389,805

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2003 by external independent valuers, Messrs Chestertons, Chartered Surveyors. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

13 Financing of Capital Expenditure

	2020 £	2019 £
The following capital expenditure during the year:		
Fixed Assets Purchased	352,733	20,023
	352,733	20,023
was financed by:		
Capital Grants	114,720	-
Revenue:		
Capital Projects Reserve	165,919	11,952
Precept and Revenue Income	72,094	8,071
	352,733	20,023

Warminster Town Council

Notes to the Accounts

31 March 2020

14 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

Dewey House
Civic Centre
Warminster Allotments
Town Park Buildings [Depot, Pavillion Cafe, Boathouse]
Water Meadow
Scout Hut

Vehicles and Equipment

CCTV Equipment
Dewey House Furniture & Equipment
Civic Centre Furniture & Equipment
Sundry office equipment
Town Park Pavillion Cafe Furniture & Equipment

Infrastructure Assets

Tourism/Pedestrian Signage
Hanging Baskets
Bus shelters – 13
Skatepark
Other street furniture

Community Assets

War Memorial
Council Artefacts & Regalia
Land at Ashley Coombe
Town Park

15 Debtors

	2020	2019
	£	£
Debtors - Civic Centre	9,486	6,633
Debtors - Town Council	16,865	8,108
Trade Debtors	26,351	14,741
VAT Recoverable	29,558	7,650
Other Debtors	1,423	1,514
Prepayments	7,286	1,646
Capital Grant Debtors	46,808	-
	111,426	25,551

Warminster Town Council

Notes to the Accounts

31 March 2020

16 Stocks

	2020	2019
	£	£
Civic Centre	4,609	4,609
	<u>4,609</u>	<u>4,609</u>

17 Deferred Grants

	2020	2019
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	114,720	-
Applied to finance capital investment	<u>(114,720)</u>	<u>-</u>
At 31 March	-	-
Capital Grants Applied		
At 01 April	170,039	174,218
Grants Applied in the year	114,720	-
Released to offset depreciation	<u>(15,651)</u>	<u>(4,179)</u>
At 31 March	<u>269,108</u>	<u>170,039</u>
Total Deferred Grants		
At 31 March	269,108	170,039
At 01 April	<u>170,039</u>	<u>174,218</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

18 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2020	2019
	£	£
Obligations expiring within one year	-	1,123
Obligations expiring between two and five years	-	-
Obligations expiring after five years	<u>-</u>	<u>-</u>
	-	1,123

Warminster Town Council

Notes to the Accounts

31 March 2020

19 Creditors and Accrued Expenses

	2020	2019
	£	£
Trade Creditors	81,635	25,064
Superannuation Payable	(270)	(270)
Payroll Taxes and Social Security	9,850	4,400
Accruals	9,436	11,745
Income in Advance	448	2,027
Capital Creditors	4,972	-
	106,071	42,966

20 Long Term Liabilities

	2020	2019
	£	£
Public Works Loan Board	333,165	355,512
	333,165	355,512

	2020	2019
	£	£
The above loans are repayable as follows:		
Within one year	23,462	22,347
From one to two years	24,633	23,462
From two to five years	142,882	136,090
From five to ten years	142,188	173,613
Total Loan Commitment	333,165	355,512
Less: Repayable within one year	(23,462)	(22,347)
Repayable after one year	309,703	333,165

21 Capital Financing Account

	2020	2019
	£	£
Balance at 01 April	864,254	870,354
Financing capital expenditure in the year		
Additions - using revenue balances	238,013	20,023
Loan repayments	22,347	21,285
Disposal of fixed assets	(3,425)	-
Depreciation eliminated on disposals	3,425	-
Reversal of depreciation	(86,668)	(51,587)
Deferred grants released	15,651	4,179
Balance at 31 March	1,053,597	864,254

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Warminster Town Council

Notes to the Accounts

31 March 2020

22 Earmarked Reserves

	Balance at 01/04/2019	Contribution to reserve	Contribution from reserve	Balance at 31/03/2020
	£	£	£	£
Capital Projects Reserves	320,827	192,978	(165,919)	347,886
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	189,630	75,027	(103,305)	161,352
Total Earmarked Reserves	510,457	268,005	(269,224)	509,238

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

23 Reconciliation of Revenue Cash Flow

	2020	2019
	£	£
Net Operating Surplus for the year	262,068	230,167
Add/(Deduct)		
Interest Payable	17,255	18,317
Interest and Investment Income	(5,260)	(2,693)
(Increase) in stock held	-	(592)
(Increase)/Decrease in debtors	(39,067)	6,829
Increase/(Decrease) in creditors	58,133	(627)
Revenue activities net cash inflow	293,129	251,401

24 Movement in Cash

	2020	2019
	£	£
Balances at 01 April		
Cash with accounting officers	909	848
Cash at bank	709,375	534,967
	710,284	535,815
Balances at 31 March		
Cash with accounting officers	690	909
Cash at bank	335,483	709,375
	336,173	710,284
Net cash (outflow)/inflow	(374,111)	174,469

Warminster Town Council

Notes to the Accounts

31 March 2020

25 Reconciliation of Net Funds/Debt

	2020	2019
	£	£
(Decrease)/Increase in cash in the year	(374,111)	174,469
Cash outflow from repayment of debt	22,347	21,285
Net cash flow arising from changes in debt	22,347	21,285
Movement in net debt/funds in the year	(351,764)	195,754
Cash at bank and in hand	710,284	535,815
Total borrowings	(355,512)	(376,797)
Net funds at 01 April	354,772	159,018
Cash at bank and in hand	336,173	710,284
Total borrowings	(333,165)	(355,512)
Net funds at 31 March	3,008	354,772

26 Capital Commitments

The council had no other capital commitments at 31 March 2020 not otherwise provided for in these accounts.

27 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

28 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 20th July 2020), which would have a material impact on the amounts and results reported herein.

Warminster Town Council

Appendices

31 March 2020

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2019</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2020</u>
	£	£	£	£
<u>Capital Projects Reserve</u>				
Capital Projects Reserve	235,827	44,000	(67,895)	211,932
CIL Funds	85,000	148,978	(98,024)	135,954
	<u>320,827</u>	<u>192,978</u>	<u>(165,919)</u>	<u>347,886</u>
<u>Other Earmarked Reserves</u>				
Devolved Services	37,788		(200)	37,588
Elections	11,080	5,000	(7,117)	8,963
Tennis Courts	10,000			10,000
Skatepark	55,980		(55,980)	0
CCTV	16,176		(2,331)	13,845
Climate Change	0	2000		2,000
Open Spaces	0	25292		25,292
Catenary Cable Mtce	3,168			3,168
Training	1,406	656		2,062
Play Areas	44,908	42,079	(36,677)	50,310
Town Crier	1,261			1,261
WWI Commemoration	1,000		(1,000)	0
Website	863			863
Outdoor Gym	6,000			6,000
	<u>189,630</u>	<u>75,027</u>	<u>(103,305)</u>	<u>161,352</u>
TOTAL EARMARKED RESERVES	<u>510,457</u>	<u>268,005</u>	<u>(269,224)</u>	<u>509,238</u>

Warminster Town Council

31 March 2020

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	86,602	81,217
Open Spaces	212,537	176,165
Tourism	6,000	17,297
Cemetery, Cremation & Mortuary	(400)	697
Environmental Health	28,397	27,220
Community Safety (Crime Reduction)	46,375	48,331
Planning & Development Services (including Markets)	66,600	49,291
Highways Roads (Routine)	10,855	-
Other Services to the Public	-	(129,216)
Dewey House	5,950	6,129
Net Direct Services Costs	462,916	277,131
Corporate Management	228,140	217,120
Democratic & Civic	12,200	18,169
Net Democratic, Management and Civic Costs	240,340	235,289
Interest & Investment Income	(5,000)	(5,260)
Loan Charges	39,602	39,602
Capital Expenditure	-	238,013
Transfers to/(from) other reserves	48,625	(1,219)
(Deficit from)/Surplus to General Reserve	-	2,927
Precept on Unitary Authority	786,483	786,483

Warminster Town Council

31 March 2020

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2020 £	2020 £	2020 £	2019 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	146,425	(65,208)	81,217	41,816
Open Spaces	231,966	(55,801)	176,165	160,471
Tourism	17,297	-	17,297	18,370
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	1,410	(713)	697	(111)
Environmental Health	27,220	-	27,220	25,162
Community Safety (Crime Reduction)	67,756	(19,425)	48,331	47,309
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	30,282	(3,147)	27,135	31,841
Community Development	22,156	-	22,156	25,862
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Highways Roads (Routine)	-	-	-	(28,970)
OTHER SERVICES				
Other Services to the Public	-	(129,216)	(129,216)	(10,087)
Dewey House	13,329	(7,200)	6,129	5,400
CENTRAL SERVICES				
Corporate Management	223,051	(5,931)	217,120	173,369
Democratic & Civic	6,373	-	6,373	5,703
Civic Expenses	11,796	-	11,796	6,894
Net Cost of Services	799,061	(286,641)	512,420	503,029

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Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Warminster Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

3/12/2019 8/7/2020

Name of person who carried out the internal audit

Chris Hackett for Auditing Solutions Ltd

Signature of person who carried out the internal audit

C Hackett

Date

9/7/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

WARMINSTER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/07/20

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Signature]

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2019/20 for

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	528,619	717,478	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	749,012	786,483	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	210,083	406,621	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	321,802	368,508	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,602	39,602	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	408,832	783,286	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	717,478	719,186	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	730,284	709,222	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,034,206	2,383,514	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	355,512	333,165	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Diana Fox

Date

08/07/20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Warminster Town Council

Replacement of Paddling Pool, Lake Pleasure Grounds, Warminster

Tender Report

Contract Reference: 19/135

June 2020

Contents

1. Executive Summary
2. Introduction
3. General Comments
4. Tender Assessment
5. Assessment of Written Design submission
6. Interview
7. Summary
8. Recommendation

1. Executive Summary

This Tender Report provides an analysis of the tenders returned in response to enquiries sent for the procurement of a Contractor for the design and installation of a replacement of the Paddling Pool at the Lake Pleasure Grounds.

Within this report the playability of the equipment has been assessed together with a technical assessment of the submissions from the contractors, this assessment is a vital part of the selection of the contractor for the new design and will aid the Town Council during the contractor selection process.

Two tenders have been submitted one in accordance with the tender instructions and one with an increased budget at the direction of the Town Council. Both of the tenders received have been assessed within the report.

Both of these contractors have submitted a proposal that are technically good, and while the proposals do not meet the full requirements of the Town Council they form a good basis for the Town Council to select a contractor to partner with to develop and deliver the replacement for the paddling pool.

2. Introduction

This Tender Report provides an analysis of the tenders returned in response to enquiries sent for the procurement of a Contractor for the design and installation of a replacement of the Paddling Pool at the Lake Pleasure Grounds.

The report considers the submissions in terms of the compliance of the Contractors submission with the Town Councils tender instructions, the financial assessment of the tenders and a technical assessment of the submissions. As the contract is design and build there is a wide variety of options and the final decisions will come down to which design offers the best value for money and most widely meets the user's criteria.

It is the intention of the Town Council to assess the fee bids through the use of a quality matrix weighted, 70% to the written submission and 30% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100. This report covers the assessment process.

Due to the current travel and associated restrictions introduced to fight the spread of Covid 19 the interview process may be delayed or omitted.

3. General Comments

This Tender Report provides an analysis of the tenders returned in response to enquiries sent out by Warminster Town Council to five companies who had expressed an interest in the project following the advert placed by the Town Council, and met the Town Councils financial and health & safety criteria, these companies were:-

1. Nautilus Attraction Developments Ltd, Unit 14a, Cambridge Road, Weymouth, Dorset, DT4 9TJ
2. Ustigate Ltd, 11 Masthead, Capstan Court, Crossways Business Park, Dartford, DA2 6QG
3. Elements Swimming Pools and Landscapes LTD, Peacocks, Ewshot Road, Farnham, GU10 5BB
4. KIngcombe Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ
5. J Weston Landscaping and Swimming Pools Limited, 94 Arundel Drive, Fareham, PO16 7NU

One company formally advised the Town Council, during the tender period that they were not going to tender, this was:-

1. Nautilus Attraction Developments Ltd, Unit 14a, Cambridge Road, Weymouth, Dorset, DT4 9TJ

A Tender was received at the offices of Warminster Town Council, in accordance with the tender instructions by 12.00 noon on Friday 13 March 2020 from the following company:-

2. Ustigate Ltd, 11 Masthead, Capstan Court, Crossways Business Park, Dartford, DA2 6QG

A second Tender was received at the offices of Warminster Town Council, in accordance with a revised tender instruction, following the issuing of guidance on remote working by the Government allowing time for the companies to set up remote working and social distancing policies, from the following company:-

4. KIngcombe Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ

The tenders were delivered to the offices of Warminster Town Council. The tenders were collated and review by officers of the Town Council and SJ Surveyors for assessment.

The tenders were submitted by:-

2. Ustigate Ltd, 11 Masthead, Capstan Court, Crossways Business Park, Dartford, DA2 6QG
4. KIngcombe Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ

Tenders were not received from three companies who expressed an initial interest and then did not respond, these were:-

1. Nautilus Attraction Developments Ltd, Unit 14a, Cambridge Road, Weymouth, Dorset, DT4 9TJ
3. Elements Swimming Pools and Landscapes LTD, Peacocks, Ewshot Road, Farnham, GU10 5BB
5. J Weston Landscaping and Swimming Pools Limited, 94 Arundel Drive, Fareham, PO16 7NU

The Tenders have been analysed and checked, in accordance with the criteria of the Town Council. This report will assess the quality of the submissions and present the information prior to the interview stage to aid the Town Council to make a final decision and appoint a design & build contractor to work with to design, construct and complete the replacement of the Paddling Pool at the Lake Pleasure Grounds.

4. Tender Assessment

The tender was sent out to procure a Design & Build contractor for the replacement of the Paddling Pool at the Lake Pleasure Grounds. The contractor is to operate within a fixed price to reflect the funding provided by the Town Council, the budget for the project given to the Design & Build Contractors initially within the Tender was £150,000.00 plus VAT, the Ustigate Ltd submissions is within this budget.

Kingcombe Stonbury advised they could not deliver a scheme within this budget and the Town Council increased the budget to £175,000.00 plus VAT for the tender submission from this company. This means that the two submission are not identical for assessment and that Kingcombe Stonbury should be significantly better with a additional £25,000.00 plus VAT of budget to use.

The instructions to tender issued to the contractors gave a detailed list of requirements both as a design brief and also with regard to the information requested to be provided with the tender submission.

While the majority of this information has been requested to enable the technical submission to be assessed, the instruction to complete and return the formal Form of Tender is to ensure the tender process and submission comply with the Town Council's financial regulations and the form of tender contains several statements relating to Health & Safety, Collusion and Validity of the Tender.

Tender Returns

	Tender Figure	Form of Tender Included	Budget breakdown Included	Companies own Terms & Conditions Imposed	Information Requested Supplied
Ustigate Ltd	£148,484.00	Yes	Yes	Yes	Yes
Kingcombe Stonbury	£174,391.38	Yes	Yes	Yes	Yes

The Ustigate tender includes several exclusions that will have cost implications to the Town Council, these are set out below:-

Offer Exclusions:

- *Client to provide water, electrical and foul drain service connections for the Splashpad to our plantroom:*
 - *- Electricity - 240V 50Hz Neutral and Earth rated 63 Amps*
 - *- Water - best supply possible (2L per second upwards)*
 - *- Foul drain*
- *We will hand over the project as fully operational. Should the client wish to postpone the official opening of the Splashpad a separate dedicated visit would be needed to re-sterilize and summarize the feature at a later date which will incur extra charges.*
- *We require good access to the construction area in order to get our heavy machinery into the vicinity*
- *All excavated spoil will be left on site and shaped to create mounds*
- *The EPDM will use our standard aromatic resin. For further UV protection we are able to provide an Aliphatic resin at an extra over cost*

The exclusions listed above have cost implications, these are potentially expensive. The upgrading of the power supply is something that is programmed in. However, there are no foul drains available and there will be a significant additional cost to install these.

The tender sum does not include the full design shown in the illustrations, the splash pad is included however there is an additional element that forms part of the design:-

Surround Walkway

Due to budget restrictions we are unable to replace the 320 sqm surround walkway EPDM surfacing within the £150,000.00 price. We therefore present this as an extra over cost for you to consider.

Extra over cost for the removal of 320 sqm of surround walkway EPDM safety surfacing and supply and installation of new 50mm thick EPDM safety surfacing in a simple design

Price: £32,081.50 + vat

This means that the scheme is not deliverable for the tender sum.

The Kingcombe Stonbury tender contains several qualifications. The tender included a requirement to undertake the works under a standard JCT form of construction contract, this sets out payment terms and schedules that protect the Town Council. The Kingcombe Stonbury submission includes their own payment terms which are more onerous on the Town Council than the JCT terms and require advance payments. The Town Council would need a dispensation from the relevant Committee/Full Council to agree this variation to its operating procedures.

The company are also imposing their own terms 7 Conditions of contract, these will have cost obligations and additional liabilities.

Both contractors have raised concerns and requirements around plant use and site access.

The details of the documents to be provided with the tender and issued to the contractors is set out below, both printed and electronic copies of this information was requested:-

1.8.1 Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

A. Programme

Please submit a programme, outlining the key project dates, milestones and stages.

B. Financial cost Statement

Please submit a Financial Cost Statement detailing how the project will be achieved within the Town Council's budget of £90,000, the submitted budget will include a elemental breakdown of all costs.

C. Design Approach

The tenderer must demonstrate within their submission how the proposed design promotes inclusivity for all potential users and how the design provides children's play for all users that have the ability to challenge within an acceptable level of risk.

D. Design Information

Please submit an initial design this should include:

- A. a briefing document / design summary that explains how the design meets the requirements of the consultation undertaken by the Town Council.*
- B. a summary of any retained element*
- C. a summary of refurbished elements*
- D. a detailed summary of new equipment*
- E. Detail and summary of ancillary elements ie Bins, Seating, Fencing and safety surfaces.*

- F. Detailed plan of equipment layout, position of equipment and ancillary elements along with circulation routes*
- G. Details of handover and certification procedure (to include post installation inspection report)*

E. Experience

Please submit details of three previous similar projects that you have undertaken, please provide contact details for the clients and all relevant information such as value of works, contract duration and client liaison

F. Company Information

- a) Please provide full information of whether the works will be undertaken in house or if any sub contractors will be used on any elements of the projects, If sub contractors are to be used please provide relevant information for the sub contractors as section 5 above.*
- b) Please provide details of your companies environmental approach to waste and recycling.*
- c) Outline Method statement for the project to detail your approach to Health and Safety when working in a residential area should also be submitted with the tender.*

G. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

All of the tender submissions in addition to the information above included drawings and sketches to illustrate the scheme proposed.

5. Assessment of Written Design Submission

The specification issued to the contractors for the refurbishment of Canberra Road Play Park facility gave a detailed list of requirements both as a design brief and also with regard to the information requested to be provided with the tender submission.

A review of the designs and technical information included within the tender has been undertaken by SJ Surveyors. The comments and scoring matrix are detailed below. The quality matrix used for the assessment of the tenders is weighted, 70% to the assessment of the written submission and 30% to the interview.

The assessment of the written submission has been broken down into several key elements which have been scored, these elements are:-

- Details of designer's team, including qualifications and experience of key members.
- Service provision details, will the manufacturing and installing be one company or partnership between two.
- Outline programme of works with key dates to achieve completion within timescale outlined.
- Details of experience with local Councils and consultation groups
- Environmental consideration
- Health & Safety management
- Project finalization
- Design Innovation: Assessment of technical design and delivery of community desires which were outlined through consultation.

Both of the contractors have scored very closely and are in consideration.

Written Submission Score

<u>Technical Assessment</u>	<u>Points</u>	<u>Technical Position</u>
Ustigate Ltd	53.5	1st
Kingscombe Stonbury	52	2nd

A review of the designs and technical information included within the tender has been undertaken by SJ Surveyors. The comments and scoring matrix are detailed below. The quality matrix used for the assessment of the tenders is weighted, 70% to the assessment of the written submission and 30% to the interview. The detailed evaluation of the submissions, with the scoring matrix used is set out below:-

Ustigate Ltd

Designers Team details: -

- Full detailed information on design team and qualifications.

Service Provision detail: -

- Installation work would be by partnering contracts with long established relationships.

Programme of work: -

- Detail with comprehensive program and dates provided. No mention of snagging in program.

Detail of experience with local councils: -

- Experience listed 3+ projects with local councils. Good example projects and experience demonstrated

Environmental: -

- Information on practical environmental management actions provided
- Details of recycling and waste policy provided

H&S: -

- Outline information provided which identifies documents that will be provided (with examples of recent project) includes Construction Phase Plan, RA'S, CDM procedures and method statements

Project finalisation: -

- Proposals for handover included within program (Gantt Chart). Proposals not fully detailed.
- No mention of how subsequent snagging will be managed.
- Post installation report included in program but not detailed
- Details of TC operative training detailed fully

Design and Innovation: -

- Good / comprehensive attention regarding consultation responses, however, not covering several aspects such as protection from cycle damage
- Quite good, focus on accessibility / inclusivity
- Provision of good detail regarding play items
- Clear and effective design info provided within tender documents
- Design has a limited range of equipment proposed this may be due to budgetary constraints. Quite a lot of unutilised space
- Lifespan / guarantees – relatively good periods identified, however Ongoing maintenance / replacement of items is completely tied to the company because of the bespoke nature of the equipment
- Surfacing identified is EDPM (wet pour)

Kingscombe Stonbury

Designers Team details: -

- Detailed information on design team and qualifications, no real technical design qualifications evident.

Service Provision detail: -

- No information on who would be undertaking installation works

Programme of work: -

- Detail with comprehensive program and dates provided. No mention of ROSPA inspection in program

Detail of experience with local councils: -

- Examples of previous projects provided

Environmental: -

- No information provided

H&S: -

- Outline information provided which identifies documents that will be provided (with examples of recent project) includes Construction Phase Plan, RA'S, CDM procedures and method statements

Project finalisation: -

- Proposals for handover included within program (Gantt Chart). Proposals not fully detailed.
- No mention of how subsequent snagging will be managed.
- Post installation report not included in program
- Details of TC operative training detailed fully

Design and Innovation: -

- Reasonable attention regarding consultation responses, however, not covering several aspects such as protection from cycle damage
- Quite good, focus on accessibility / inclusivity
- Provision of good detail regarding play items.
- Clear and effective design info provided within tender documents.
- Design has a limited range of equipment proposed this may be due to budgetary constraints. Quite a lot of unutilised space
- Lifespan / guarantees – relatively good periods identified, however Ongoing maintenance / replacement of items is completely tied to the company because of the bespoke nature of the equipment
- Surfacing identified is EDPM (wet pour)

6. Interview

The quality matrix used for the assessment of the tenders is weighted, 70% to the assessment of the written submission and 30% to the interview. The interviews were undertaken by a panel of three Councilors and two officers on behalf of the Town Council. All contractors who submitted a tender were invited to interview.

The interviews were held on the morning of Thursday June at the Town Council offices.

Both of the contractors have scored very closely.

Interview Score

<u>Technical Assessment</u>	<u>Points</u>	<u>Technical Position</u>
Kingscombe Stonbury	19	1st
Ustigate Ltd	17	2nd

7. Summary

Generally, it is felt that the tenders received are suitable for assessment, several of the tenders have areas that require clarification, once a preferred contractor is chosen further clarification will need to be obtained to ensure the project can be delivered on budget.

Approval that the late tender and the additional budget can be assessed and considered will need to be put formally recorded by the Town Council.

Several of the submissions have small areas of incomplete information, in one case the company are putting forward their own terms & conditions, any decision should be subject to obtaining firm details and agreement of a binding contract.

The technical assessment has raised several small concerns with some of the submission around sub-contractors and post installation inspections, these will need to be addressed prior to entering into a contract for the works.

Both tenderers made good presentations at interview, additional information was supplied during the interviews that provided some clarification for some of the points outlined above.

The summary table below shows the total points, out of 100, achieved by each of the tenders together with confirmation of how they performed within the technical assessment and interviews.

<u>Ranking</u>	<u>Overall</u>	<u>Points</u>	<u>Technical Position</u>	<u>Interview Position</u>
1st	Kingscombe Stonbury	71	2nd	1st
2nd	Ustigate Ltd	70.5	1st	2nd

8. Recommendation

Realistically both of the submitting companies would offer a replacement for the paddling pool that represents the requirements of the consultation and Town Council as is reflected by the very close scores from the selection process.

We would recommendations are entered into with the lowest tenderer, Kingcombe Stonbury, for the design and installation of the new water feature. An amended & revised design collaborated on that meets the Town Councils requirements fully.