

12th January 2021
Revised: 16th January 2021

AGENDA

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council
on Monday 18th January 2021 at 7pm
to be held online

Membership:

| | |
|--|--|
| 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 | Vacancy (Broadway) |
| Cllr Macfarlane (West) | |

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' council and committee meetings 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 via a written submission 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 later), as a correct record, the minutes of the Full Council meeting held on Monday 16th November 2020; and the extraordinary Full Council Meeting held on Monday 14th December 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 16th November 2020 and the extraordinary Full Council Meeting held on Monday 14th December.

4. **Chairman's Announcements**

4.1 Announcements.

4.2 Mayoral Engagements

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 a written submission, 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 and the Police**

To note any 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 2nd November; questions to Cllr Robbins, Chairman of the committee.

9.2 **Planning Advisory Committee** meeting held on 14th September 2020, 12th October and 14th December 2020 respectively, questions to Cllr Nicklin, Chairman of the committee.

- 9.3 Parks and Recreation Committee** meeting held on 28th September 2020; questions to Cllr Brett, Chairman of committee.
- 9.4 Town Development Committee** meeting held on 19th October 2020; questions to Cllr Macfarlane, Chairman of committee
- 9.5 HR Committee** meeting held on 5th October and 30th November 2020; questions to Cllr Robbins, Chairman of committee

10. Co-option

Following the resignation of Mr Paul Batchelor, the clerk advised Wiltshire Council accordingly, and an official notice of a vacancy which can be filled by co-option has been placed on the council's website and notice board. Enquiries from anyone interested in being co-opted should contact the clerk for further information.

For members to note.

11. Warminster Town Council Vision Statement 2021 – 2026

At its meeting on the 21st September 2020 members unanimously approved and adopted the four key strategic priorities identified in the strategic plan 2021-2026.

The four key strategic priorities are:

Taking on new services, assets and responsibilities

Building a strong, healthy community

Enabling the new normal

Reducing our environmental impact

The development of the plan is an iterative process, with the next stage covering visioning. Following several rounds of ideas, capture and editing three versions have been developed:

1. 'Warminster community and Town Council working together, embracing the challenges of today to create a cleaner, better environment for tomorrow'
2. 'Warminster Town Council - providing quality services today, preparing for the challenges of tomorrow, delivering a sustainable and friendly Warminster for all'
3. 'Warminster Town Council - community and council in partnership, building a vibrant and flourishing town, proud of its heritage, delivering quality services today while preparing for the challenges of tomorrow. Actively embracing a brighter, greener future for all in Warminster'

A report is attached which provides background on the vision development. **(See attached).**

Members are requested to consider the three options and to resolve on a single vision statement.

12. Precept and Budget 2021 – 2022

At its meeting on the 4th January 2021, the Finance and Audit Committee debated a precept and budget recommendation for members to consider at Full Council. All other papers issued for the budget preparation remain in use, and have been provided to all members. A revised budget and budget report is attached. In addition, the draft minutes of the Finance and Audit Committee's meeting of the 4th January 2021 have also been circulated for all members perusal. **(See attached).**

The recommendation from the Finance and Audit Committee is for a 2021 - 2022 precept of £1,275,599. This represents an increase to the precept of £94,933 (an increase of 8.04%) in order to maintain a balanced budget. The tax base has reduced by 0.44% so this represents an increase (per Band D Equivalent charge) of 8.52% (equal to £16.34/annum or 31 pence/week).

Members to debate and resolve on a Warminster Town Council budget and precept for 2021 – 2022.

13. AGAR: Conclusion of Annual Return 2019 - 2020

Members to confirm the successful conclusion of the annual return for the year ended 31st March 2020, with no matters of concern raised by the external auditor. **(See attached).**

14. Interim Internal Audit

The members to note the Internal Audit Report 2020-2021 interim update and to instruct officers to implement its recommendation that members need to review the overall risk assessment each year. This is to be presented to members at the meeting of the full council on 22nd March 2021. **(See attached).**

15. Westbury Incinerator

Members will be aware that Warminster Town Council has twice objected to planning applications for an incinerator in Westbury.

The Environment Agency is currently consulting on the permit for proposed Westbury Incinerator (Permit Number: ERP/CP3803LV/A001). The consultation has been extended and will close on Sunday 21st February 2021.

The Environment Agency has set out which matters are relevant and are not relevant to this consultation. **(See attached).**

Members to resolve if they wish to respond to the consultation and/or take any other action.

16. Appointment of Members to Committees

The following committees currently have vacancies:

Finance and Audit: three vacancies: Nominees: Cllrs Brett, Fraser and Jefferies

Parks and Recreation: one vacancy: Cllr Fraser

Environmental Services: one vacancy: nominee to be confirmed

Town Development: one vacancy: nominee to be confirmed

Members are requested to receive nominations for these committees and to appoint accordingly.

17. 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.

The next scheduled meeting of Warminster Town Council: 22nd March 2021

CORRESPONDENCE LIST

| Date | Name | Item/Response | Action Taken |
|----------|--|---|--------------|
| 11.11.20 | Wiltshire Council | Changes to our library services - national restrictions | Email |
| 12.11.20 | Neighbourhood Alert | Supporting You and Your Community Through Covid-19 11/11/2020 | Email |
| 12.11.20 | Jonny Corbett, Census Engagement Manager, Wiltshire Office for National Statistics | Councillors Handbook for Census 2021 - Your support is needed | Email |
| 12.11.20 | Neighbourhood Alert | Operation Sceptre: Open Letter from Supt Phil Staynings | Email |
| 13.11.20 | Wiltshire Council | Urgent Footpath closure Broxburn Road Warminster | Email |
| 16.11.20 | Community First | Communities Prepared Wiltshire Winter Weather Webinars | Email |
| 16.11.20 | Neighbourhood Alert | Appeal For Vulnerable Woman Who Is Missing 14/11/2020 16.11.20 | Email |
| 16.11.20 | Graeme Morrison – Wiltshire Council | Latest news and events from Warminster Our Community Matters for 11/13/2020 | Email |
| 16.11.20 | GWR | Latest update on rail services between London/Bristol & South Wales | Email |
| 16.11.20 | Neighbourhood Alert | 1st November - 14 November 2020 16/11/2020 | Email |
| 16.11.20 | Wiltshire Council | Meeting cancelled - 25/11/2020, 15:00, Western Area Planning Committee | Email |
| 18.11.20 | Alkmini Karastamati Highways | Deverill Road, Warminster - Carriageway works | Email |
| 19.11.20 | GWR | New Timetable from Sunday 13 December | Email |
| 19.11.20 | Alzheimer's Support | Covid update from Alzheimer's Support Community Fundraising Team | Email |
| 23.11.20 | GWR | Services through Bristol Parkway running normally tomorrow | Email |
| 23.11.20 | Wiltshire Council | Latest news and events from Warminster Our Community Matters for 11/20/2020 | Email |
| 23.11.20 | Neighbourhood Alert | Safe Online Christmas Shopping | Email |
| 23.11.20 | Neighbourhood Alert | Spend wisely when shopping online and keep your money safe | Email |
| 23.11.20 | Cllr Chris Robbins, Mayor | Mayor Notes 19 - 22 | Email |

CORRESPONDENCE LIST

| | | | |
|----------|--------------------------------------|--|-------|
| 25.11.20 | Police Sergeant, Kevin Harmsworth | Update - St Johns School - C19 distancing query | Email |
| 25.11.20 | Wiltshire Council | TTRN Deverill Road (Part), Warminster - 4th December 2020 | Email |
| 26.11.20 | Wiltshire Council | Wiltshire Council: People encouraged to tune in and watch Wiltshire Council's latest COVID-19 update on 8 December | Email |
| 26.11.20 | Wiltshire Council | Wiltshire Council receives more funding for cycle lanes – with consultation to start next week | Email |
| 26.11.20 | Neighbourhood Alert | LIVE Fraud Q and A on our Facebook page TODAY from 4pm to 5pm 26/11/2020 | Email |
| 26.11.20 | GWR | Christmas Travel Window | Email |
| 26.11.20 | Neighbourhood Alert | Surge in online shopping fraud | Email |
| 30.11.20 | Wiltshire Council | Latest news and events from Warminster Our Community Matters for 11/27/2020 | Email |
| 30.11.20 | Neighbourhood Alert | Operation Elf launches in West Wiltshire to keep communities safe | Email |
| 01.12.20 | Neighbourhood Alert | Witness Appeal After Cash and Jewellery Stolen During Warminster Burglary | Email |
| 01.12.20 | Alzheimer's Support | Christmas Cookbook for AS | Email |
| 03.12.20 | Wiltshire Council | Urgent closure A350 Westbury 07/12 | Email |
| 03.12.20 | Neighbourhood Alert | Help Us Understand How Covid-19 Has Impacted Crime and Other Activities | Email |
| 03.12.20 | Great Western Railway | Update on GWR Managing Director | Email |
| 03.12.20 | Wiltshire Council | POSTPONED WORKS: TTRN Deverill Road (Part), Warminster - 4th December 2020 | Email |
| 03.12.20 | Katie Fielding WALC | Wiltshire Communities Prepared & Together Webinar | Email |
| 03.12.20 | Police watch coordinator | Wiltshire Communities Prepared & Together Webinar | Email |
| 07.12.20 | Neighbourhood Alert | Improve Your Cyber Security By Taking Six Actions | Email |
| 07.12.20 | Wiltshire Council | Latest news and events from Warminster Our Community Matters for 12/04/2020 | Email |

CORRESPONDENCE LIST

| | | | |
|----------|---------------------|---|-------|
| 07.12.20 | Wiltshire Council | Planning decisions for November from Wiltshire Council | Email |
| 07.12.20 | Wiltshire Council | Urgent Closure Princecroft Lane, (part) Warminster | Email |
| 10.12.20 | Wiltshire Council | Temporary Closure of: Pound Street (Part), Warminster (02/02/20 - 04/02/20) | Email |
| 10.12.20 | Neighbourhood Alert | December Our News Neighbourhood Watch National Newsletter | Email |
| 11.12.20 | Neighbourhood Alert | Local Residents Invited To View Development Plans For Wiltshire Police Headquarters Parkfields Site | Email |
| 11.12.20 | Wiltshire Council | Latest news and events from Warminster Our Community Matters for 12/11/2020 | Email |
| 14.12.20 | GWR | GWR new timetable and Christmas | Email |
| 14.12.20 | Wiltshire Council | Christmas message | Email |
| 14.12.20 | Wiltshire Council | Warminster COVID 19 Local Recovery Plan - Working Age/Families | Email |
| 17.12.20 | Wiltshire Council | Briefing Note 20-37 - Housing Land Supply Update | Email |
| 17.12.20 | Wiltshire Council | Wiltshire Council: waste collection days | Email |
| 17.12.20 | Yorkshire Regiment | Winter Newsletter | Email |
| 17.12.20 | Wiltshire Council | Find out more about how to use MyWilts | Email |
| 18.12.20 | Neighbourhood Alert | Witness Appeal Following Criminal Damage | Email |
| 18.12.20 | Neighbourhood Alert | Witness Appeal Following Criminal Damage | Email |
| 18.12.20 | Neighbourhood Alert | 1 st December – 16 th December 2020 | Email |
| 18.12.20 | Wiltshire Council | Briefing Note 20-39 – Management of Council business and publicity during the pre-election period | Email |
| 18.12.20 | Wiltshire Council | Christmas message from the Lieutenancy Office | Email |
| 21.12.20 | Neighbourhood Alert | Cybercrime 2020 Survey for NWN and Avast | Email |
| 21.12.20 | Wiltshire Council | Wiltshire Council: Our services at Christmas: Everything you need to know | Email |
| 21.12.20 | Wiltshire Council | Latest news and events from Warminster Our Community Matters for 12/18/2020 | Email |

CORRESPONDENCE LIST

| | | | |
|----------|---|---|-------|
| 21.12.20 | Neighbourhood Alert | Christmas safety | Email |
| 21.12.20 | GWR | Bristol Rail Regeneration – Christmas Timetable Changes | Email |
| 22.12.20 | Neighbourhood Alert | Seasons Greetings from Visav 21/12/2020 | Email |
| 22.12.20 | Wiltshire Council | Mobile Testing Unit - Warminster | Email |
| 22.12.20 | Highways England | A36 tree works Bathwick to Ower | Email |
| 22.12.20 | Neighbourhood Alert | Open Letter from Wiltshire and Swindon Local Resilience Forum | Email |
| 22.12.20 | Neighbourhood Alert | Advice For A Safe Online Christmas | Email |
| 04.01.21 | Neighbourhood Alert | 17th December - 31st December 2020 | Email |
| 04.01.21 | Wiltshire Council | Planning decisions from Wiltshire Council for December | Email |
| 05.01.21 | Neighbourhood Alert | Policing Precept - Survey Launched 05/01/2021 | Email |
| 05.01.21 | Wiltshire Council | Planning Appeal - 20/06434/FUL - 6 Ash Walk, Warminster, BA12 8PY | Email |
| 06.01.21 | Wiltshire Association of Local Councils | News and remote events | Email |
| 07.01.21 | McCarthy & Stone | McCarthy & Stone's proposals for land at Woodmead Care Home, 35 Portway, Warminster | Email |
| 07.01.21 | Neighbourhood Alert | Operation Elf deemed a success in West Wiltshire | Email |
| 08.01.21 | Mark Hopwood - GWR | Timetable Update | Email |
| 08.01.21 | Wiltshire Council | Temporary Closure of: B3414 (Part), Warminster (15/02/21 - 19/02/21) | Email |
| 08.01.21 | Neighbourhood Alert | Public Urged To Be Vigilant To Scam Vaccine Messages | Email |
| 11.01.21 | Neighbourhood Alert | Alert - Coronavirus Vaccination Scams | Email |
| 11.01.21 | Wiltshire Council | Latest news and events from Warminster Our Community Matters for 01/08/2021 | Email |
| 11.01.21 | Neighbourhood Alert | Neighbourhood Watch national newsletter - OUR NEWS January 2021 | Email |
| 11.01.21 | Wiltshire Council | Agenda for Western Area Planning Committee, Wednesday 20 January 2021, 3.00 pm | Email |

Introduction

The Warminster Town Council (WTC) vision builds on the four strategic priorities adopted by members in September (detailed below), encapsulating those strategic priorities and providing a simple to understand statement on where WTC is going, what it wants to achieve over the next five years and how it will behave getting there.

- **Taking on new services, assets and responsibilities** - We will work with our partners to ensure maximum benefit for Warminster from services, assets and responsibilities devolved to us from Wiltshire Council. Ensure the transferred services are efficient and needed
- **Building a strong, healthy community** - We will work with residents and partners to build and maintain a strong community where people get the best start and lead fulfilling, healthy lives
- **Reducing our environmental impact** - We will reduce our environmental impact and support Warminster community to do the same
- **Enabling the new normal** - We acknowledge the Covid19 pandemic has fundamentally changed society, our community and how we can and will operate as a council

Background

While there is much academic writing about the power of organisational vision and strategic planning, Lewis Carroll's Cheshire Cat summed it up perfectly, *"If you don't know where you are going, any road can take you there"*.

For officers, members, and stakeholders, the vision and the strategic priorities provide the guiding framework - the North Star - for decision making. They sit at the head of the strategic plan and tactical service delivery plans, aligning those plans to deliver the strategic priorities. For the public, the vision in particular provides a very simple, easy to understand statement on why WTC exists, what it plans to do, and how it plans to do it.



In short, a vision needs to:

- Be emotional and aspirational, to motivate and energise
- Be short and easy to memorise
- Connect to WTC's current services and operations, but also connect with what WTC will be doing in the future

Versions for consideration

Following several rounds of ideas capture and editing, three versions have been developed; Members need to select one from:

1. Warminster community and Town Council working together, embracing the challenges of today to create a cleaner, better environment for tomorrow
2. Warminster Town Council - providing quality services today, preparing for the challenges of tomorrow, delivering a sustainable and friendly Warminster for all
3. Warminster Town Council - community and council in partnership, building a vibrant and flourishing town, proud of its heritage, delivering quality services today while preparing for the challenges of tomorrow. Actively embracing a brighter, greener future for all in Warminster

Next steps

Once selected, the vision will be incorporated into the strategic plan and formally published. A short 'strap line' will also be developed from the vision statement to be used as part of WTC's communication collateral.

Budget Summary

Year Ended 31st March 2022

| | 2020-2021 | | 2021-2022 | Budget | |
|---|------------------|-------------------------------|------------------|------------------|----------------|
| | Projected | Budgeted (revised) | Proposed | Incr/Decr | |
| EXPENDITURE | | | | | |
| Council Administration | 263126 | 253660 | 310660 | 57000 | 22.47% |
| Civic & Democratic | 8700 | 8700 | 9737 | 1037 | 11.92% |
| Policy & Communications | 4500 | 6000 | 7000 | 1000 | 16.67% |
| Council Events | 19750 | 24500 | 24500 | 0 | 0.00% |
| Grants & Projects | 45171 | 43100 | 43100 | 0 | 0.00% |
| Outside Services | 104050 | 98918 | 178050 | 79132 | 80.00% |
| Town Park | 69800 | 112100 | 54650 | -57450 | -51.25% |
| Open Spaces | 10250 | 15280 | 250 | -15030 | -98.36% |
| Cemetery & Churchyard | 1144 | 1125 | 1150 | 25 | 2.22% |
| Public Conv - Town Park | 8350 | 8250 | 3700 | -4550 | -55.15% |
| Public Conv - Central Car Park | 13350 | 20185 | 10800 | -9385 | -46.49% |
| Street Furniture | 9860 | 10860 | 4860 | -6000 | -55.25% |
| Pavilion Café | 59210 | 77934 | 77560 | -374 | -0.48% |
| Play Areas | 33450 | 62982 | 19550 | -43432 | -68.96% |
| Skate Park | 250 | 1000 | 1000 | 0 | 0.00% |
| Street Sweeping | 51150 | 70500 | 59825 | -10675 | -15.14% |
| Depot | 12466 | 35000 | 5500 | -29500 | -84.29% |
| Services to be Devolved (presently indicated) | 225000 | 225000 | 287000 | 62000 | 27.56% |
| Services to be Devolved (contingent) | | | 0 | | |
| Finance | 939577 | 1075094 | 1098892 | 23798 | 2.21% |
| Civic Centre - Administration | 80336 | 83990 | 76840 | -7150 | -8.51% |
| Civic Centre - Bar | 725 | 6650 | 3450 | -3200 | -48.12% |
| Civic Centre | 81061 | 90640 | 80290 | -10350 | -11.42% |
| CCTV | 66354 | 67192 | 69405 | 2213 | 3.29% |
| Dewey House | 14479 | 12990 | 14575 | 1585 | 12.20% |
| | 80833 | 80182 | 83980 | 3798 | |
| TOTAL EXPENDITURE | 1101471 | 1245916 | 1263162 | 17246 | 1.38% |
| INCOME | | | | | |
| Council Administration | 2300 | 6000 | 3500 | -2500 | -41.67% |
| Civic & Democratic | 0 | 0 | 0 | 0 | |
| Policy & Communications | 0 | 0 | 0 | 0 | |
| Council Events | 0 | 3500 | 3500 | 0 | 0.00% |
| Grants & Projects | 10533 | 0 | 0 | 0 | |
| Outside Services | 0 | 0 | 0 | 0 | |
| Town Park | 4060 | 12460 | 12460 | 0 | 0.00% |
| Open Spaces | 0 | 0 | 0 | 0 | |
| Cemetery & Churchyard | 1000 | 1500 | 1000 | -500 | -33.33% |
| Public Conv - Town Park | 0 | 0 | 0 | 0 | |
| Public Conv - Central Car Park | 0 | 0 | 0 | 0 | |
| Street Furniture | 0 | 0 | 0 | 0 | |
| Pavilion Café | 47000 | 41000 | 50000 | 9000 | 21.95% |
| Play Areas | 0 | 0 | 0 | 0 | |
| Skate Park | 0 | 0 | 0 | 0 | |
| Finance | 64893 | 64460 | 70460 | 6000 | 9.31% |
| Civic Centre - Administration | 5000 | 41000 | 20500 | -20500 | -50.00% |
| Civic Centre - Bar | 1000 | 15000 | 7500 | -7500 | -50.00% |
| Civic Centre | 6000 | 56000 | 28000 | -28000 | -50.00% |
| CCTV | 20354 | 21192 | 21505 | 313 | 1.48% |
| Dewey House | 7200 | 7200 | 7200 | 0 | 0.00% |
| | 27554 | 28392 | 28705 | 313 | |
| TOTAL INCOME | 98447 | 148852 | 127165 | -21687 | -14.57% |
| NET REVENUE EXPENDITURE | 1003024 | 1097064 | 1135997 | 38933 | |
| PROJECTS | | | | | |
| General Capital | 44000 | 44000 | 100000 | 56000 | |
| Devolved Services | 0 | 0 | 0 | 0 | |
| Loan Charges | 39602 | 39602 | 39602 | 0 | |
| CAPITAL & PROJECT EXPENDITURE | 83602 | 83602 | 139602 | 56000 | 66.98% |
| TOTAL NET EXPENDITURE | 1086626 | 1180666 | 1275599 | 94933 | 8.04% |
| Financed as follows | | | | | |
| General Reserve at 1st April | 209948 | 180704 | 262104 | | |
| General Reserve at 31st March | 303988 | 180704 | 262104 ** | | |
| Funded from/(added to) General Reserve | -94040 | 0 | 0 | | |
| Precept Support Grant | 0 | 0 | 0 | 0 | |
| Precept Required | 1180666 | 1180666 | 1275599 | 94933 | 8.04% |
| TOTAL TAXATION FUNDING REQUIRED | 1180666 | 1180666 | 1275599 | 94933 | 8.04% |
| | 1086626 | 1180666 | 1275599 | | |
| ADJUSTED BASIS | | | | | |
| Band D Equivalents | | 6157.26 | 6130.10 | -27.16 | -0.44% |
| Precept per Band D Equivalent (£/annum) | £ | 191.75 | £208.09 | £16.34 | 8.52% |
| Precept per Band D Equivalent (p/week) | | 367.74 | 399.08 | £0.31 | 8.52% |

| | | | |
|---|--------------|---------------|---------------|
| Note:** Recommended <u>minimum</u> reserve equal to | | | |
| 3 months net revenue expenditure | 250756 | 274266 | 283999 |
| General Reserve Surplus(Deficit) | 53232 | -93562 | -21895 |

Budget Summary
Year Ended 31st March 2022

| | 2020-2021 | | 2021-2022 | <i>Budget</i> |
|-----------------------------|------------------|-------------------|-------------------|-------------------|
| | Projected | <i>Budgeted</i> | Proposed | <i>Incr/Decr</i> |
| Earmarked Reserves | | 31/03/2020 | 31/03/2021 | 31/03/2022 |
| | | | (Projected) | (Available) |
| Council - Revenue | | 100956 | 93320 | 74357 |
| Council - Capital/Buildings | | 211932 | 243129 | 343129 |
| Council - C I L | | 135955 | 135646 | 120955 |
| Devolved Services | | 37588 | 37588 | 37588 |
| Elections | | 8962 | 13962 | 18962 |
| CCTV | | 13845 | 6402 | -6343 |
| | | 509238 | 530047 | 588648 |
| General Reserve | | 209948 | 303988 | 262104 |
| | | 719186 | 834035 | 850752 |
| Reserve Movement check---> | | | 20809 | 58601 |

Warminster Town Council

Budget Setting 2021-22

Report to Members

The papers setting out the computation of 2021-22 Budget and Precept requirements have already been provided, but, perhaps, a written resume will enable members to focus on the important issues.

Projected out-turn for 2020-21

Present calculations indicate that the current financial year may well result in an underspend of £52,156 largely due to reduced expenditure on The Town Park, The Pavilion Café & Play Areas. The General Reserve is anticipated to be above the minimum target at 31st March 2021 by £877.

This situation can be reviewed (and a final determination made) once the results for the year are actually known at the year end.

Proposed Budget for 2021-22

The computations currently include **only those devolved services actually expected to transfer in 2021-22** and indicate a requirement to increase the Precept by £94,933 (an increase of 8.04%) in order to maintain a balanced budget. Unfortunately, the Tax Base has reduced by 0.44% so this represents an increase (per Band D Equivalent charge) of 8.52%, (equal to £16.34/annum or 31 pence/week).

If the precept is increased by this amount in 2021-2022 it will still result in the level of general reserves falling below the recommended minimum level by £21,895.

Whilst this does not require addressing immediately, the increased growth in underlying services (and in particular the increased net costs thereof) inevitably leads to a higher working capital requirement to fund those increased activities whilst retaining sound financial fundamentals. This issue, along with anticipated increased expenditure for devolved services in 2022-2023 will need to be factored into the Precept requirement for 2022-2023 onwards. The only way to grow the General Reserve is by achieving year on year surpluses or budgeting for them.

The original budget presentation also allowed for other service transfers also under discussion but not yet definitely indicated (e.g. litter picking including roadkill, dog/animal faeces, fly tipping; emptying of litter bins, amenity footpaths, street scene assets, woodlands and countryside site (Copheap), open cemeteries, closed churchyards, car parks (not pay and display), centre litter picking and sweeping, weed control, bus shelter maintenance). Should council wish to allow for these contingences a further £90,000 would be required to be added to the Precept resulting in a total increase in Precept of £184,833 (15.66% or 16.18% on a Band D household - £31.02/annum or 59p/week). This would, in turn, lead to a General Reserve shortfall of £44,395.

Derek R Kemp
DCK Accounting Solutions Ltd

23rd December 2020

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 |
| | | | ✓ |
| | | | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |

*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:

FC/202055

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

Chairman

Clerk

[Handwritten signatures of Chairman and Clerk]

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

WWW.WARMINSTER-TC.GOV.UK

Section 2 – Accounting Statements 2019/20 for

WARMINSIER TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 528,619 | 717,478 | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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:

20/07/2020

as recorded in minute reference:

FC/29/056

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

[Signature]

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Warminster Town Council – WI0242**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None.

3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Warminster Town Council

Internal Audit Report 2020-21 (Interim update)

Chris Hackett

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

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with the requirements in terms of independence from its decision-making process appointing Auditing Solutions Ltd to provide the function.

This report details the work undertaken during our 2020-21 interim review which took place on 7th January 2020 together with our preparatory work. Due to the impact of the Covid-19 pandemic this interim review has been undertaken remotely. We wish to thank the Officers for providing all the requested documents in electronic format to facilitate the completion of our work. This Report will be updated following our final visit which will follow the contract accountant's closure of the Council's Accounts for the financial year.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential miss-recording or misrepresentation in the year-end Statement of Accounts and the Annual Governance and Accountability Return (AGAR). The latter is a statutory return provided to the External Auditor.

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 our work completed to date, 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. Our detailed findings are set out in the following sections.

We request this report is presented to Members.

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.

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:

- Checked and agreed the opening Trial Balance in the Rialtas software for 2020-21 to the closing financial records for 2019-20 to ensure that all balances have been properly rolled forward;
- Verified that an appropriate cost and nominal ledger structure remains in place;
- Confirmed the accounting system remained in balance at the date of our review by running a data check to confirm the trial balance agreed to the nominal ledger (the main accounting record);
- Confirmed the External Auditor raised no issues following their work on the 2019/20 accounts;
- Discussed arrangements for backing up the system with the Clerk. We understand this is done regularly to a Cloud by the Council's IT provider, with DCK also taking backups of the Rialtas system;
- Checked and agreed one sample months' transactions in the cashbook (November 2020) to the bank statements, including the regular "sweep" transfers to maintain the current account balance at a constant £5,000;
- Checked and agreed the software based bank reconciliations as at 31st October and 30th November 2020 confirming there were no long standing, un-cleared adjustments or any other abnormal entries arising; and
- Confirmed member oversight of the accounts and bank reconciliations.

Conclusions

We are pleased to record that no issues arise in this area currently.

We shall undertake further work in this area at our final visit, including checking one further month's transactions and ensuring 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 here 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 current financial year, being considered at the Full Council meeting in May 2020;
- Noted that following approval of the 2019/20 Accounts in July 2020, the Council advertised the availability of the accounts for public inspection by issuing the notice of Public Rights;
- Noted the Council continues to monitor its Constitutional arrangements including its scheme of delegation and key policies; and
- Commenced our examination of the minutes of the Full Council and its extant Committee meetings (except for Planning) as posted on the Website.

Conclusions

No matters have been identified in this area from our work to date. We shall extend our review of minutes at our final visit and report our conclusions accordingly.

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.

We have 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 November 2020. Given the audit work was done remotely and required evidence being scanned to us, our focus this year was on obtaining invoices or other information confirming the payments. For example, we did not request that copies of orders be scanned over. However, we did discuss the operation of controls with officers who confirmed coding slips continue to be prepared. Our test sample comprised 35 cash book payments made up of 68 separate invoices and totalled £234,251 representing 50% of non-payroll costs for the year to 30th November 2020. Payments were supported by documentation.

At the time of our review the Council was in the process of letting a contract for the construction of a splash pad. We note that independent surveyors were appointed to manage the tender and we reviewed their report. We note the contract was advertised on the Government's contract finder website.

We have reviewed the VAT control account on the Rialtas system noting that returns continue to be prepared and submitted quarterly. We have verified the first two quarterly reclaim claims to the underlying control account records and confirmed the VAT due to be recovered at the end of 2019/20 has also been reclaimed in the current year.

Conclusions

No issues arise from our work in this area. We shall complete an overall analytical review of year end expenditure querying any unusual trends at our final visit.

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:

- Reviewed the Council's current insurance cover which is provided by Royal and Sun Alliance PLC noting that cover includes:
 - Buildings insurance
 - Business interruption insurance
 - Employer's liability £10m
 - Public liability £15m
 - Fidelity insurance £0.999m and
 - Confirmed there is separate vehicle insurance; and
- Confirmed arrangements for completing safety inspections of play areas.

Conclusions

No issues arise to date in this area of our work, although we remind Members of the need to review the overall risk assessment each year. We understand this is due to be approved in March 2021. We shall continue to monitor the Council's approach to risk management at our final visit.

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 Members are provided with regular financial information including budget monitoring reports.

We note that following preliminary discussions a detailed 2021/22 budget was presented to the Finance and Audit Committee at their January meeting. We understand the 2021-2022 budget and precept will be discussed and resolved at the Full Council meeting to be held on 18th January 2021.

Conclusion

We will review the year end spending, balances and reserves at our final visit in the summer.

Review of Income

Our objective here is to ensure 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 lettings and service provision. At this review we have considered the latest budget reports and the impact the Covid-19 pandemic has had on income streams and tested the following:

- Agreed the 2020/21 precept as recorded in the minutes to the amounts receipted into the Cash Book;
- Reviewed the unpaid invoices report on Rialta. There were a small number of minor balances relating to prior financial years. Officers provided explanations for some and are further investigating others;

- Tested the interest/investment income recorded in the Ledger to the third party CCLA statements;
- Tested rental income on Dewey House to supporting paperwork;
- Discussed controls over income arising at the Pavilion confirming cash sheets are prepared and checked; and
- As noted earlier in this report, we have tested one sample month's receipt transactions from the cashbook to the bank statements with no issues arising.

Conclusions

The Council has systems in place to manage and monitor income. We will review the unpaid invoices report further at our final visit and comment if the age profile of debt has increased.

Petty Cash Account

The Council continues to operate a limited petty scheme with an Excel control sheet forming the basis of the periodic re-imburement to the agreed maximum holding level of £250. We have examined the sheet prepared covering transactions for August and September 2020 testing to ensure that each transaction is appropriately supported by a trade invoice or till receipt.

We note that reconciliations are reported to the Finance and Audit Committee.

Conclusion

No issues arise in this area.

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 in relation to the employees' contribution bandings.

We note the Council has now engaged Wiltshire Council to process its payroll. We discussed the controls over the processing of payroll with Town Council officers and then tested transactions in September as a sample month. Specifically, we have:

- Confirmed gross pay is correct on a sample basis by reference to national spinal column points and is consistent with the establishment list provided by officers, the latter showing hours worked and pay points;
- Tested that PAYE, NI and pension deductions are correctly made by reperforming a sample; and
- Tested that the payroll summary reports showing amounts due to the HMRC, the Pension Fund Administrator and the amount due for net pay for September 2020 agree to the amounts paid per the cash book.

Conclusions

We are pleased to record that no issues have arisen from our review of a sample of payroll transactions this year. We complete a month-on-month trend analysis to identify any material changes in payroll and will complete this to the year end at our final visit.

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 invested funds in the CCLA. We agreed the latest CCLA statement to the balance reported in the Ledger. As previously noted, we tested the interest received to the CCLA statements. We further confirmed the Council’s Treasury Management Policy was reviewed during this financial year.

We also note the existence of one PWLB loan and have agreed the repayment made in September 2020 to the PWLB statement.

Conclusions

No issues arise in this area currently. We shall check movements on investments at our final visit and confirm they are correctly disclosed in the year end accounts and AGAR by reference to third party statements.

We will confirm also the balance on the loan with the PWLB website at our final visit ensuring it is correctly disclosed at the year end.

Environmental Permit Consultation

Opened: 27 November 2020
Closes: 21 February 2021
Contact: Regulated Industry Team
t: 03708 506 506
e: PSCpublicresponse@environment-agency.gov.uk

Overview

We are seeking your comments on an environmental permit application received from Northacre Renewable Energy Limited for:

Northacre Facility
Northacre Industrial Estate
Northacre Facility Stephenson Road
Forbury Court
BA13 4WE

We can take account of:

- Relevant environmental regulatory requirements and technical standards.
- Information on local population and sensitive sites.
- Comments on whether the right process is being used for the activity, for example whether the technology is the right one.
- The shape and use of the land around the site in terms of its potential impact, whether that impact is acceptable and what pollution control or abatement may be required.
- The impact of noise and odour from traffic on site.
- Permit conditions by providing information that we have not been made aware of in the application, or by correcting incorrect information in the application (e.g. monitoring and techniques to control pollution).

We cannot take account of:

- Issues beyond those in the relevant environmental regulations.
- Anything outside the remit of the EPR, e.g. the proposed location of the site, which is done by the local authority via land use planning.
- Whether a site should have a formal designation under Habitats Directive or other conservation legislation.
- Whether the activity should be allowed or not as a matter of principle. For example we will not consider whether wood, gas, or coal should be burnt to produce electricity; only that the options and environmental impact of say wood has been considered. We will not consider whether a waste incinerator proposal should be turned into a sorting and recycle proposal, only that the incinerator options and effect have been considered.
- Land use issues when determining a permit application, even if changing the location of the activity would improve its environmental performance.
- The impact of noise and odour from traffic travelling to and from the site.
- The legally defined process we follow to determine a permit.
- The granting of a permit/variation if the operator is able to demonstrate that they can carry out the activity without significant risk to the environment or human health.