

AGENDA

20th July 2021

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council

on Monday 26th July 2021 at 7pm

to be held at

Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West)	Cllr Keeble (West)
Cllr Brett (East) Vice Chairman of the Council and Deputy Mayor	Cllr Macdonald (East)
Cllr Cooper (Broadway)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Parks (North)
Cllr Fraser (West)	Cllr Robbins (East)
Cllr Fryer (Broadway)	Cllr Syme (Broadway)
Cllr Jeffries (North) Chairman of the Council and Mayor	

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

The meeting is streamed live and recorded. 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



Tom Dommett CiLCA
Assistant Town Clerk

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 as a correct record, the minutes of the full council meeting held on Monday 26th June 2021, and the Extraordinary Meeting held on 30th June 2021 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 26th June 2021 and the Extraordinary Meeting held on 30th June 2021

4. Chairman's Announcements

4.1 Announcements.

4.2 Mayor's engagements - None.

Members to note.

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 may read out statements submitted in advance.

***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 Town Development Committee meeting held on 26th April 2021, questions to Cllr Davis, chairman of the committee.

9.2 Finance and Audit Committee meeting held on 4th May 2021 questions to Cllr Brett, chairman of the committee.

9.3 Parks and Estates Committee meeting held on 24th May 2021 questions to Cllr Fraser, chairman of the committee.

9.4 Planning Advisory Committee meeting held on 14th June 2021 questions to Cllr Syme, chairman of the committee.

10. Standing Committees and Full Council Working Groups

10.1 Committee Place Changes

Cllr Davis would like to stand down from the Finance and Audit Committee and asks Full Council to appoint Cllr Parks to the vacant place.

11. Splash Pad Contract

Members agreed at Full Council on 21st June 2021 to the commissioning of Kingcomb Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ to provide a splash pad and associated works at a cost of £320,436.65. Minute FC/21/042 Refers. Since then contracts have been prepared.

Members are requested to agree signatories for the Kingcomb Stonbury contract and for any further contracts which require action under hand, for the splashpad and associated work. It is suggested that the Mayor and Deputy Mayor are appointed.

12. Trim Trail and The Heathlands Play Area

Recommendation from Parks and Estates Committee

Seven tenders were received to carry out work at The Heathlands Play Area and to replace the Trim Trail in the Lake Pleasure Grounds. Members of the Parks and Estate Committee voted unanimously to recommend that the tender application from Proludic go forward to Full Council on the 26th July 2021. Minute PE/21/021 Refers

Members are requested to ratify the decision of the Parks and Estates Committee and appoint Proludic to undertake the work.

13. CCTV Review

The CCTV sub-committee met on 13th July 2021. They discussed a report on CCTV Health Check and CCTV Planning for the Future. Several firms had been approached and asked to provide quotes to undertake a review of existing CCTV provision and provide a detailed report with recommendations about improvements/cost savings. Three quotes had been received and considered. The CCTV Sub-Committee agreed that the quote from Instrom was preferred and that it was important to get the review underway, so that the findings could be included as part of the wider budget discussion in the autumn. For this reason and because the project had already been delayed, they had asked for the matter to go to Full Council rather than report to Town Development Committee on 25th October 2021.

The three quotes were:

Company	
Instrom Security Consultants	£3,300 +VAT
Bridge Technical Consultants	£5,400 + VAT
Design Security Ltd	£13,000 + VAT and expenses

Copies of the full tender applications are available for members perusal on-line within MS Teams.

Members are requested to appoint Instrom Security Consultants to undertake a review of existing CCTV provision and provide a detailed report with recommendations. Funding to come from CCTV Earmarked Reserves.

14. Standing Orders and Code of Conduct Working Group

Full Council resolved to set up a working group to review: Terms of Reference, Standing Orders and Financial Regulations and the Code of Conduct. The working group was to report back to Full Council before the end of July with its recommendations.

The Working Group has submitted an interim report **(see attached)**.

The Working Group asks for an extension of its remit, so that it can submit a final report and recommendation to the Full Council on Monday 27th September 2021.

Members are requested to Note the Interim Report from the Working Group and Agree to extend the time allowed for the working group to make a full report and recommendations until the end of September 2021

15. Communications

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.

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
15.06.21	Wiltshire Council	Notification of Strategic Planning Committee - 22nd June - 20/06775/WCM - Northacre Energy from Waste Facility	Email
15.06.21	Westbury Town Council	Northacre Energy Ltd Planning Application – 20/06775/WCM	Email
24.06.21	Wiltshire Council Democratic Services	Minutes for Western Area Planning Committee, Wednesday 9 June 2021, 3.00 pm	Email
28.06.21	Wiltshire Council Democratic Services	Agenda for Western Area Planning Committee, Wednesday 7 July 2021, 3.00 pm	Email
29.06.21	Wiltshire Council	Temporary Closure of Copheap Lane, Warminster (19/08/2021)	Email
29.06.21	Wiltshire Council	Temporary Closure of Upper Marsh Road (Part), Warminster (18/08/2021)	Email
06.07.21	Wiltshire Council	Briefing Note 21-11 - Council mowing policy	Email
07.07.21	Wiltshire Police	Shoppers Beware - Mobile Phone Deals Could Be A Scam 07/07/2021	Email
15.07.21	Wiltshire Council	Gambling Statement of licensing Principles - Review	Email
15.07.21	Wiltshire Council	TTRN A350 (part), Yarnbrook	Email
19.07.21	Wiltshire Council	Briefing Note 21-13 Management of Council business and publicity during the pre-election period	Email
19.07.21	Wiltshire Council	TTRN Chancery Lane, Warminster	Email
19.07.21	Wiltshire Council	Road Carriageway Works Deverill Road, Warminster	Email
20.07.21	Wiltshire Council	Road Carriageway Works Deverill Road, Warminster - Updated Advanced Signing & Letter Drop Date	Email

Interim Report Standing Orders and Code of Conduct Working Group

Full Council had agreed that a working group be established to review:

- Terms of Reference,
- Standing Orders and Financial Regulations
- and Code of Conduct.

The working group was to report back to Full Council at the end of July with its recommendations.

Following discussions, it was agreed that the Working Group would submit an interim report which would set out concerns and direction of travel and request extra time and report back to Full Council on 27th September.

- **Terms of Reference** – Concern had focused on the proposed Policy and Procedures committee. The role and remit of the proposed committee is now better understood, and it is agreed that the only remaining substantial issue was that the membership of the committee should be open to all members, not just those represented on HR Committee. There may be a couple of other minor tweaks.
- **Standing Orders** – It is suggested that standing orders should remain close to the model standing order. It was acknowledged that with a £1 million + budget and 20+ staff, Warminster Town Council was not typical of most parish councils some local adaptations were needed.

Two key issues were identified as of concern to members. Firstly, the ability of any member to address a committee of which they were not a member. This could be addressed by seeking suitable wording, perhaps already used by other councils.

Secondly, access to confidential information by members who were not part of the relevant committee. It is accepted that for some issues, particularly HR related, restrictions are necessary, but it is believed that such circumstances should be more clearly set out in the standing orders. This could be addressed by seeking suitable wording, perhaps already used by other councils.

- **Financial Regulations** – These have not been gone in to in detail, a few tweaks would be considered, to ensure they were fit for purpose for a council of the size and scope of Warminster.
- **Code of Conduct** – It is thought that if a model code of conduct was used, then changes to it should be minimal to reflect local circumstance. It was suggested that the Wiltshire Council Code of Conduct be adopted. It was acknowledged that the Wiltshire Council code of conduct would have to be

edited to change Wiltshire Council specific references.

The advantage of adopting the Wiltshire Code were seen as:

- It is the Wiltshire Council Monitoring Officer who will be called upon to interpret the code, therefore they will be familiar with its provisions.
- Dual Councillors (i.e. those on both Town and Unitary Councils) and indeed all Councillors would have as far as practicable a common code of conduct not different sets of rules for different councillors.
- Warminster Town Council would then expect to update and amend its code of conduct in line with any updates and amendments made by Wiltshire Council.
- It was also noted that Wiltshire Council are likely to consider adopting the Local Government Association Code of Conduct.

The Working Group judges that it needs more time to consider and undertake the task set it.

The Working Group therefore asks for an extension of its remit, so that it submits a final report and recommendation to Full Council on Monday 27th September.