

AGENDA

9th May 2022

Dear Councillor

You are summoned to the:

Annual Meeting of Warminster Town Council
on Monday 16th May 2022 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West)	Cllr Keeble (West)
Cllr Brett (East)	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)	

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

If you wish to contribute during public participation, please contact admin@warminster-tc.gov.uk prior to the meeting to enable this to be facilitated. If you do not wish to attend in person, the chairman may read out your contribution.

Yours sincerely



Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

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- Election of Chairman of the Council and Town Mayor for the Municipal Year 2022–23**
Cllr Robbins has been nominated as Chairman of The Council, and Town Mayor for the ensuing year.

Members to receive any further nominations, and to vote and appoint accordingly.

After formal election, the retiring mayor, Cllr Steve Jeffries, will make way for the newly elected mayor who will then chair the meeting.

2. Declaration of Acceptance of Office

The newly elected mayor will read out and sign the Declaration of Acceptance of Office and deliver it to the Town Clerk.

The new mayor will be invested with the chain of office by the Town Clerk and will return thanks for his election.

3. Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2022-2023

Cllr Phil Keeble has been nominated as Vice Chairman of the Council, and Deputy Town Mayor for the ensuing year.

Members to receive any further nominations, and to vote and appoint accordingly.

The Town Clerk will present the badge of office to the newly appointed Deputy Mayor.

4. Immediate Past Town Mayor – Vote of Thanks

The retiring mayor, Cllr Steve Jeffries, to pass on thanks for his year in office.

5. Apologies for Absence

To receive and accept apologies, including reason for absence, from those unable to attend.

6. 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.

7. Minutes

7.1 To approve as a correct record, the minutes of the Full Council Meeting held on Monday 28th March 2022 copies of these minutes have been circulated and standing order 12.1 provides that they may therefore be taken as read.

7.2 To note any matters arising from the minutes of the Full Council Meeting held Monday 28th March 2022.

8. Chairman's Announcements

8.1 Announcements.

8.2 Mayor's engagements.

9. Correspondence Circulated

Members to note the list of all correspondence circulated since the last meeting. (See attached).

10. **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.***

11. **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.***

12. **Reports from Unitary Authority Members and the Police**

To note any reports provided which are relevant to the Full Council.

13. **Proceedings of Committee**

To receive minutes with recommendations from committees, already circulated, and to consider any questions arising from them.

13.1 **Finance and Audit Committee** meeting held on 7th March 2022; questions to Cllr Brett, chairman of the committee.

13.2 **Planning Advisory Committee** meeting held on 11th March 2022; questions to Cllr Syme, chairman of the committee.

13.3 **Parks and Estates Committee** meeting held on 14th March 2022; questions to Cllr Fraser, chairman of committee.

13.4 **Town Development Committee** meeting held on 28th February 2022; questions to Cllr Davis, chairman of committee.

13.5 **HR Committee** meeting held on 4th October 2021 and 29th November 2021; questions to Cllr Jeffries, chairman of the committee.

14. **Standing Committees**

To appoint members to standing committees. Standing committees have the delegated authority to form their own sub-committees and working groups and to agree their terms of reference. **To agree membership of the standing committees and Full Council working groups.** (A list on nominations will be circulated prior to the meeting).

14.1 Finance and Audit Committee – seven elected members

14.2 Planning Advisory Committee – seven elected members

14.3 Town Development Committee – seven elected members, three advisers

14.4 Parks and Estate Committee – seven elected members, up to three advisers

14.5 HR Committee – Comprised of the chairman of council and standing committee chairs.

***Standing Orders will be suspended to allow for meetings of
standing committees to elect Chairmen.***

15. Election of Chairmen to Standing Committees

Only members of the relevant Standing Committee can vote to appoint the chairman.

15.1 Finance and Audit Committee – Election of Chairman for the municipal year

15.2. Planning Advisory Committee – Election of Chairman for the municipal year

15.3. Town Development Committee – Election of Chairman for the municipal year

15.4. Parks and Estates Committee – Election of Chairman for the municipal year

Standing Orders will be reinstated following the election of the chairmen.

16. Terms of Reference (TOR) and Delegation of Powers to Committees 2022–2023

There are no amendments proposed to Terms of Reference (TOR) and Delegation of Powers to Committees except change of dates and renaming Parks and Estates Committee as Park and Estate Committee.

Members to approve and adopt the Terms of Reference and Delegation of Powers 2022–2023

17. Standing Orders and Financial Regulations

There are no amendments proposed to Standing Orders and Financial Regulations except change of dates.

Members to adopt Standing Orders and Financial Regulations for 2022-2023.

18. Council Policies

All Council policies remain the same as last year except as follows:

Presented to the HR Committee, 27th April 2022, and recommended to members for adoption HR/21/051 refers:

18.1 COVID19 – May 2022 – as adopted by Full Council with amendments recommended by HR Committee (attached).

18.2 Treasury Management Policy 2022-23 – updated in line with year end figures. (See attached).

Members to approve and adopt the recommendations received from the HR Committee and the Treasury Management Policy 2022 - 2023

19. Appointments to Outside Bodies

Members to resolve on appointments to outside bodies (attached) and to agree on report back to council by,

a) a brief written report to be submitted to the clerk for inclusion with the agenda,

or b) to confirm that apologies were sent to the respective meeting.

20. Appointments to Full Council working groups:

Members to appoint to Working Groups that report to Full Council.

- 20.1** Climate Change - This working group is tasked with creating a Climate Change Action Plan to recommend to Full Council for adoption. Time limited to 6 months.
- 20.2** Splash Pad - This working group is tasked with monitoring the delivery of the splashpad and reporting back to Full Council on the lessons of the project – To be disbanded after its final report. Time limited 6 months.
- 20.3** Community Infrastructure Levy (CIL) - This working group is tasked with scoring projects against the CIL Policy and making recommendations to Full Council for allocation of CIL funding.
- 20.4** Neighbourhood Plan Working Group - This working group is tasked with progressing the review of the Warminster Neighbourhood Plan. Time limited to 2 years.
- 20.5** Devolution Working Group - This working group is tasked with considering proposals from Wiltshire Council for further devolution of services from Wiltshire Council to Warminster Town Council. Time limited 1 year.
- 20.6** Policy Review Working Group - This working group is tasked with reviewing the Council's policies and making recommendation to Full Council for amendments. Time limited 1 year.

21. Annual Risk Assessments and Summary for 2022 – 2023

To comply with the WTC annual governance statement, the council must receive an annual risk assessment summary report, which demonstrates that it has carried out an assessment of the risks facing the council and that, where necessary, it is taking appropriate steps to manage these via an action plan. A summary of all risks has been compiled and an action plan is attached for members to adopt. **(See attached)**. Throughout the year the council produces regular risk assessments using the Local Council Risk System (LCRS), which are presented to members of the HR Committee under its Terms of Reference.

Recommendation: Members to receive the annual risk report and to resolve to adopt the action plan.

Members to adopt and confirm the plan.

22. Council's Annual Subscriptions

For Members to approve.

Subscription	Amount per annum
Visit Wiltshire	760.00
Society of Local Council Clerks 22/23	757.00
West Wiltshire Elblag Twinning Association	10.00
National Association of Local Councils (incorporating Wiltshire Association of Local Councils)	909.42
Warminster Fleurs Association	40.00

23. Appointment of Internal and External Auditors

23.1 The Members to approve that the internal auditor Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire will continue to carry out the Council's internal audit. In compliance with our annual governance, Stuart Pollard and Auditing Solutions are competent, independent of the financial controls and procedures of the council and can provide an objective view on whether the internal controls meet the needs of WTC.

23.2 The Members to approve that the external auditors will be PKF Littlejohn LLP,

1 Westferry Circus, Canary Wharf, London E14 4HD. Members to note that PKF Littlejohn LLP have been allocated as external auditors to all Wiltshire local councils under the new audit regulations.

24. Insurance and Assets

Members to note The Council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE.

Members to Note an inventory of the council's land and other assets including buildings and office equipment. **(attached)**

25. Armed Forces Community Covenant

Members to note that an Armed Forces Community Covenant was signed by Warminster Town Council on 20th February 2012. It continues to be referenced with our community work.

26. Time Capsule

Members to note that a time capsule is buried at Sambourne School to be recovered in the year 2085.

27. 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.