

**Minutes of the Meeting of Warminster Town Council
on Monday 16th May 2022 at 7pm
held at the Civic Centre,
Sambourne Road, Warminster, BA12 8LB**

Membership:

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

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett, (Town Clerk and RFO), Judith Halls (Deputy Town Clerk),
Stuart Atherton (Committee and Administration Clerk),

Police: PCSO Stewart Hunt

Press: 1

Members of the public: 5

In the absence of the Mayor Cllr Jeffries and Chairman of the Town Council, Deputy Mayor Cllr Brett took the chair.
He expressed Cllr Jeffries' sincere apologies for absence, due to a family bereavement.

FC/22/001 Election of Chairman of the Council and Town Mayor for the Municipal Year 2022–23

Cllr Robbins was duly elected as Chairman of the Council and Town Mayor for the Municipal Year 2022–23.

Declaration of Acceptance of Office

The newly elected Mayor, Cllr Robbins read out and signed the Declaration of Acceptance of Office and delivered it to the Town Clerk.

Cllr Robbins was invested with the chain of office by the Town Clerk and returned thanks for his election.

Cllr Robbins read out the following statement.

Thank you members for suggesting and voting for me to be Mayor of Warminster again for the coming year. My first period of office was rather limited due to the pandemic.

I will do my utmost to attend and cover as many of the duties attached to the position and with the support of my Deputy Cllr Keeble and the past Mayor Cllr Jeffries, I am sure we can be hopeful of achieving that goal.

We now have a new team working at WTC and I am sure they will continue to work hard, achieve great things and provide quality services, under our direction, as always.

We councillors are now in midterm and by now fully understanding of the WTC's system of working. We are fortunate to have, as members, very experienced councillors who certainly know their positions, especially whilst attending our sub committees and working groups. I will not defer from seeking their advice from time to time, it is important to listen as well.

Last year we set a reasonable budget with enough finance to administer all the works we set out to complete. We will endeavor to do the same this year. We are now in the process of renewing the Neighbourhood Plan, an important document which will help to shape the future of Warminster. I thank members of that working group, an interesting task. Also, I thank Len Turner for his diligent voluntary work that he continually carries out.

We are now days away from the completion of a major project, namely the Splash Pad in the Lake Pleasure Ground. I would like to thank the staff at WTC for their drive and enthusiasm getting the job done. I'm sure many children will really enjoy this facility as they certainly do the Skate Park.

I acknowledge the fact that the Town needs investment, including new shops, new paint in places and an end to the forgotten buildings. This is a very difficult area as many privately owned and we can only encourage and prompt. We are collecting a general knowledge to ascertain the task ahead. There are some funds available from Wiltshire Council but there are restrictions on areas of spend.

Many of the townsfolk witness me wandering around all the byways, paths, streets with my dog. I spent the morning with Nigel Linge, a great friend of Community, who devotes this time to upgrading and making accessible, all of the above. We hope this will encourage more cycling, walking and running and hopefully more people taking exercise and possibly going to school or work without using a car.

This leads nicely into what I wish to donate the mayor's collection, this year. I hope to help the youth to discover the wider world, not to be in front of a screen. Whether it be cricket, rugby, football, running or even table tennis to join a club etc. We may need to fund training; such is the law and requirements these days. To finish, we certainly live in troubled times, war, increased utility bills and fuel costs which effects every household in Warminster. Let us hope for better times.

Signed..... Date.....

FC/22/003 Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2022-2023

Cllr Keeble was nominated as Vice Chairman of the council, and Deputy Town Mayor for the ensuing year.

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

FC/22/004 Immediate Past Town Mayor – Vote of Thanks

The retiring Mayor, Cllr Steve Jeffries, passed on thanks via the Chairman, for his year in office. He expressed sincere thanks to Deputy Mayor Cllr Denis Brett for supporting him in his inaugural year. Cllr Jeffries also shared how much he enjoyed the year in office, taking part in many of the council activities. The Mayor Cllr Robbins, on behalf of all members, publicly thanked Cllr Jeffries for his year in office. See attached Cllr Jeffries' full note of thanks below.

FC/22/005 Apologies for Absence

Apologies were received and accepted from Cllr Jeffries.

FC/22/006 Declarations of Interest

There were no declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

FC/22/007 Minutes

FC/22/006.1 The minutes of the meetings held on Monday 28th March 2022, were approved as a true record, and signed by the Chairman.

FC/22/006.2 There were no matters arising from the minutes of the meetings held on Monday 28th March 2022.

FC/22/008 Chairman's Announcements

FC/22/008.1 There were no Chairman's announcements

FC/22/008.2 Members noted the Mayoral engagements.

FC/22/009 Correspondence Circulated

The correspondence list was noted.

FC/22/010 Questions

There were no questions submitted by members of the council.

FC/22/011 Public Participation

There was no public participation.

FC/22/012 Reports from Unitary Authority Members and the Police

There were no reports from Unitary Councillors.

PCSO Hunt apologised that the council had not received a written report from the Sergeant. He then reported that there had been significant investigation into the vandalism carried out in the Skate Park. It is hoped that from positive identification convictions will be made.

FC/22/013 Proceedings of Committee**Minutes from the following meetings were adopted:**

- FC/22/013.1 Finance and Audit Committee** meeting held on 7th March 2022;
FC/22/013.2 Planning Advisory Committee meeting held on 11th March 2022;
FC/22/013.3 Parks and Estates Committee meeting held on 14th March 2022;
FC/22/013.4 Town Development Committee meeting held on 28th February
FC/22/013.5 HR Committee meeting held on 4th October 2021 and 29th

FC/22/014 Standing Committees**Members agreed membership of the standing committees and Full Council working groups.**

Committees 2022/2023				
	Planning Advisory Committee	Finance & Audit	Parks & Estates	Town Development
Cllr Allensby	X		X	X
Cllr Brett		X	X	
Cllr Cooper		X		X
Cllr Davis				X
Cllr Fraser	X		X	X
Cllr Fryer			X	X
Cllr Jeffries	X	X		
Cllr Keeble	X	X		
Cllr Macdonald	X	X	X	
Cllr MacFarlane			X	X
Cllr Parks		X	X	
Cllr Robbins	X	X		
Cllr Syme	X			X
Total	7	7	7	7
Advisors			Peter Hewitt	Len Turner

FC/22/015 Election of Chairmen to Standing Committees**Members appointed the following councillors to the role of chairman to the following committees:**

- FC/22/015.1 Finance and Audit Committee** – Cllr Cooper
FC/22/015.2 Planning Advisory Committee – Cllr Keeble
FC/22/015.3 Town Development Committee – Cllr Fryer
FC/22/015.4 Parks and Estates Committee – Cllr Allensby

Signed..... Date.....

FC/22/016 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 Parks and Estate Committee.

Members approved and adopted the Terms of Reference and Delegation of Powers 2022–2023 except change of dates and renaming Parks and Estates Committee as Parks and Estate Committee.

**FC/22/017 Standing Orders and Financial Regulations
Members adopted Standing Orders and Financial Regulations for 2022–2023.**

**FC/22/018 Council Policies
Members approved and adopted the following amended policies**

18.1 COVID19 – May 2022

18.2 Treasury Management Policy 2022-23

All other existing policies were re-adopted.

**FC/22/019 Appointments to Outside Bodies
Members resolved appointments to outside bodies and agreed they report back to council by a brief written report to be submitted to the clerk for inclusion with the agenda and, or to confirm that apologies be sent to the respective meeting.**

Appointments as follows:

Outside Bodies	Nominees 2022-23
Warminster Area Board: attendee NOT member	Cllr Fraser
Athenaeum Trust	Cllr Fraser, Cllr Robbins
Carnival	Cllr Fryer
Wiltshire Council Community Area Transport Group (CATG)	Cllr Syme
Dewey Trust	Cllr Robbins
Elblag	Cllr Robbins
Flers Assoc	Cllr Fraser
Health and Wellbeing Forum: attendee NOT member	Cllr Allensby
Local Youth Network	Cllr Allensby
Market Town Forum	Cllr Allensby
Neighbourhood Tasking Group	Cllr Fraser
Community Centre (in Park)	Cllr Brett and Cllr David
Pub Watch	WTC CCTV Supervisor
Relief in Need	Cllr Macfarlane, Cllr Robbins
Operational Flood Working Groups (OFWG)	Cllr Parks Cllr Fraser
Transwilt Community Rail Partnership	Cllr Brett
Tynings Allotments	Cllr Cooper
Warminster Action Group	Cllr Macdonald
Warminster & Villages Development Trust	Cllr Jeffries
Warminster & Villages Community Partnership	Cllr Syme

Signed..... Date.....

Wiltshire Association Local Council	Cllr Jeffries
Warminster Community Radio CRAB	Cllr Macfarlane
Westbury CCTV	Cllr Davis
Chapel of St Lawrence	Cllr Brett
Representatives to the Warminster Area Board for the Warminster Regeneration Working Group	Cllr Fraser

FC/22/020 Appointments to Full Council working groups:
Members appointed the following Working Groups that report to Full Council:

- FC/22/020.1** 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.
- FC/22/020.2** 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.
- FC/22/020.3** 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.
- FC/22/020.4** Neighbourhood Plan Working Group - This working group is tasked with progressing the review of the Warminster Neighbourhood Plan. Time limited to 2 years.
- FC/22/020.5** 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.
- FC/22/020.6** 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.

Working Groups Reporting to Full Council 21/22						
	Climate Change	Splash Pad	CIL & S106	Neighbourhood Plan	Devolution	Policy Review
Cllr Allensby	X	X				
Cllr Brett		X	X	X		X
Cllr Cooper						X
Cllr Davis						
Cllr Fraser		X	X	X		
Cllr Fryer						
Cllr Jeffries	X		X			X
Cllr Keeble	X		X			
Cllr Macdonald					X	
Cllr MacFarlane		X				
Cllr Parks			X	X	X	
Cllr Robbins		X		X		
Cllr Syme	X			X	X	

Signed..... Date.....

FC/22/021 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. **Members resolved to confirm and adopt the action plan.**

FC/22/022 Council's Annual Subscriptions

Members approved the following annual subscriptions:

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

FC/22/023 Appointment of Internal and External Auditors

23.1 Members approved 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 Warminster Town Council's 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 Members approved 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.

FC/22/024 Insurance and Assets

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

Members noted an inventory of the council's land and other assets including buildings and office equipment. Investigation will be made into ownership of 'The Town Green' at Sambourne Gardens

FC/22/025 Armed Forces Community Covenant

Members noted the Armed Forces Community Covenant signed by Warminster Town Council on 20th February 2012, continuing to be referenced with the Town Council's community work.

FC/22/026 Time Capsule

Members noted the time capsule buried at Sambourne School will be recovered in the year 2085.

FC/22/027 Communications

Members requested that a press release be issued on the election of the new Mayor Cllr Chris Robbins and Deputy Mayor Cllr Phil Keeble. Cllr Robbins would be the spokesperson if required.

Meeting closed 7:58pm

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.

Next Full Council meeting to be held on 13th June 2022

Attachment of Mayors Thanks for his Year in Office – Cllr Steve Jeffries

Firstly I would like to congratulate the new Mayor and Deputy Mayor upon their election and I wish them every success this year and hope that they have as much enjoyment from the role as I have experienced this year.

I would also like to reiterate my apologies to my fellow Councillors for not being able to be with you this evening. This was a very difficult decision.

I would like to thank the Town Clerk, and the Civic Centre Team for all of their support and hard work over the last year and also to my fellow Councillors for their support as well.

As I reflect over the last year, we have seen many changes both locally, nationally, and internationally, COVID and the Ukraine crisis continue to have a direct effect upon local issues, but as in any term of office there has been success and failure, high points and low points, but in general I have thoroughly enjoyed my year.

I have been delighted to meet some wonderful people in Warminster and was especially proud to be able to present the Civic Award, Junior Civic Award, and the new Green award to such worthy winners. I remain in awe of the number of volunteer groups and individuals we have in Warminster and I thank them for their time and effort in improving the lives of so many local people.

I think the crowning glory for me was the Spring in the Park event which saw well over 4500 people turn out in changeable weather to support the event. It was wonderful to meet so many but in particular the youth groups such as the guides and cadets who help in shaping the lives of so many, and of course, the surprise victory of the Councillors in the raft race which took so many by surprise !

To summarise, I have enjoyed my year as Mayor, met wonderful people and been lucky to do some wonderful things, thank you Councillors for providing me with the opportunity to represent the town of Warminster in this role and I wish you all a fruitful and successful year as part of the Town Council.

Thank you