

**Minutes of the Meeting of Warminster Town Council  
on Monday 28<sup>th</sup> November 2022 at 7pm  
held at the Civic Centre,  
Sambourne Road, Warminster, BA12 8LB**

**Membership:**

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

**Key:** \* Present    **A** Apologies    **AB** Absent

**In attendance:**

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

**Unitary Councillor:** 1

**Police:** 0

**Press:** 0

**Members of the public:** 1

**FC/22/074    Apologies for Absence**

Apologies were received and accepted from Cllrs Cooper, Macdonald and Syme.

**FC/22/075    Declarations of Interest**

Under Warminster Town Council's Code of Conduct, issued in accordance with the Localism Act 2011, Cllrs Davis declared an interest in agenda item **10 (FC/22/083) St Lawrence Chapel**. He would not take part in the discussion or vote. Cllrs Parks and Brett also declared an interest in item **FC/22/083**, these were both non-pecuniary, so they would remain for the discussion and take part in the voting.

- FC/22/076** **Minutes**  
**FC/22/076.1** The minutes of the meeting held on Monday 26<sup>th</sup> September 2022, were approved as a true record, and signed by the Chairman.  
**FC/22/076.2** There were no matters arising from the minutes of the meeting held on Monday 26<sup>th</sup> September 2022.
- FC/22/077** **Chairman's Announcements**  
**FC/22/077.1** Cllr Robbins announced that the named Mayoral Charities for the year 22-23 are the Wessex MS Therapy Centre, Warminster and the Alzheimers Support Centre, Warminster. The Christmas Market raffle raised over £1100 for the charities. Cllr Robbins will arrange the presentation of the money.  
**FC/22/077.2** Members noted the Mayoral engagements.
- FC/22/078** **Correspondence Circulated**  
The correspondence list was noted.
- FC/22/079** **Questions**  
There were no questions raised by members prior to the meeting.
- FC/22/080** **Public Participation**  
There was no public participation.
- FC/22/081** **Reports from Unitary Authority Members and the Police**  
There were no Unitary Authority Member reports.  
**Members noted the police report.**
- FC/22/082** **Proceedings of Committee**  
**Minutes from the following meetings were approved and adopted:**  
**FC/22/082.1 Finance and Audit Committee** meeting held on 5<sup>th</sup> September 2022.  
**FC/22/082.2 Parks and Estate Committee** meeting held on 11<sup>th</sup> July 2022.  
**FC/22/082.3 HR Committee** meeting held on 12<sup>th</sup> July 2022.  
**FC/22/082.4 Planning Advisory Committee** meeting held on 19<sup>th</sup> September and 17<sup>th</sup> October 2022

*Cllr Davis left the room: 7:08pm*

- FC/22/083** **Chapel of St Lawrence.**  
The Vice Chairman of the Feoffee's/Trustees of St Lawrence Chapel presented on 7th November 2022, to the members of the Finance and Audit Committee, requesting funding to tackle repairs need to the main East window, and to the clock room floor and the decorative wooden ceiling.
- The Finance and Audit Committee noted the Feoffee's request and resolved to recommend to Full Council that an award of £24,600 be agreed with an additional £5,400 available for contingency. This would take the maximum allocation to £30,000

**Member resolved to award £24,600 to the repairs with an additional £5,400 available as a contingency. Funding to be allocated from the Community Infrastructure Levy.**

*Cllr Davis returned to the room: 7:11pm*

**FC/22/084 Draft Budget 2023-2024**

At the Finance and Audit Committee 7<sup>th</sup> November 2022, members resolved to recommend the draft budget to Full Council. (**Minute FA/22/047 refers**) and that the draft budget is adopted as the basis for the Final budget. They supported the no increase in Council Tax suggested in the draft budget and proposed that this be maintained once the council tax base figure was supplied by Wiltshire Council.

**Members resolved that the draft budget was adopted as the basis for the actual budget for approval in January 2023.**

**FC/22/085 Code of Conduct**

Wiltshire Council has recently adopted a new Code of Conduct based on the Local Government Association Code of Conduct. Members adopted the same code as that used by Wiltshire Council. This was because it was thought this provided greater clarity for members and the public if all councillors were subject to the same code.

**Members resolved to set up a working group to consider the new Wiltshire Council Code of Conduct and how it best be amended so as it can be adopted and applied to Warminster Town Council. The working group to then make recommendations to Full Council.**

**Cllrs Jeffries, Allensby, Fryer and Fraser were appointed as members of the working group.**

**FC/22/086 Splashpad Working Group**

**Members received the report from the splash pad working group outlining the success of the project.** The Splashpad Working Group recommended the addition of six play panels to be installed along the fence by the splashpad that would add significant play value and improve its visual appearance, with the additional installation of a capping stone to be put on the retaining wall to discourage people from sitting on it and to help preserve the wall. Funding to come from the general reserves.

**Members resolved to refer these decisions back to the Parks and Estate Committee.**

**FC/22/087 Response to Wiltshire Council regarding Service Delegation and Asset Transfer**

Wiltshire Council asked if the town council was still interested in progressing a service delegation and asset transfer (SDAT) deal.

**Members resolved that Warminster Town Council is not interested in a SDAT agreement but might be after it has had time to judge Wiltshire Council's new grounds contract in action.**

The town council are interested in providing a “top up service” at some point in the future.

Warminster Town Council reminds Wiltshire Council that it would like to proceed with the Transfer of the Community Hub Building asap.

In addition, the Town Council will ringfence the earmarked reserve services to be devolved for the 2024-25 budget preparations.

**FC/22/088 Covid19 Policy**

**Members resolved to discontinue with the Covid 19 Policy.** Covid will now be treated the same as any other illness.

**FC/22/089 External Audit**

**Members noted the positive External Auditors Report.**

**FC/22/090 Communications**

**Members agreed to a press release about the support given to The Chapel of St. Lawrence. Cllr Robbins would be the spokesperson. It was also agreed to issue a press release about the Civic Awards at the appropriate time.**

**Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (Whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.**

**FC/22/091 Civic Award 2022**

A Civic Award is traditionally a surprise for the recipients; therefore, members consider the nominees under closed session. Awards will be announced at a future date.

**Meeting closed 7:48pm**

Minutes from this meeting will be available to all members of the public either from our website [www.warminster.uk.com](http://www.warminster.uk.com) or by contacting us at Warminster Civic Centre.

Next Full Council meeting to be held on Monday 16<sup>th</sup> January 2023