

20th March 2023

AGENDA

Dear Councillor
You are summoned to the:

Meeting of Warminster Town Council
on Monday 27th March 2023 at 7pm
to be held at

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)	Vacancy (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)	

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

Yours sincerely



Tom Dommett CiLCA

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 as a correct record, the minutes of the Full Council meeting held on Monday 16th January 2023 and the EO Meetings on Monday 13th February 2023 and Monday 27th February 2023, 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 January 2022 and the EO Meetings on Monday 13th February 2023 and Monday 27th February 2023.

4. **Chairman's Announcements**

4.1 Announcements.

4.2 Mayor's engagements (**see attached**)

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 Finance and Audit Committee meeting held on 3rd January 2023, questions to Cllr Cooper, chairman of the committee.

9.2 Parks and Estate Committee meeting held on 9th January 2023, questions to Cllr Allensby, chairman of the committee.

9.3 Town Development Committee meeting held on 5th December 2022, questions to Cllr Fryer, chairman of the committee.

9.4 Planning Advisory Committee meetings held on 3rd October 2022, 23rd January 2023 and 20th February 2023, questions to Cllr Keeble, chairman of the committee.

9.5 HR Committee meetings held on 3rd October 2022 and Extraordinary HR 24th October 2022, questions to Cllr Robbins, chairman of the committee.

10. Casual Vacancy Co-option of a Town Councillor (Warminster East)

Following the resignation of Councillor Paul Macdonald, Wiltshire Council formally confirmed that no requests were received to hold a by-election and that the Town Council is able to co-opt a new Town Councillor to represent the Warminster East Ward. This casual vacancy has been advertised and three candidates have come forward:

Application forms for each candidate are **attached**.

Each candidate is qualified under the Local Government Act 1972 s.79

The following process will take place:

- i) Each candidate will be invited to make a short statement in support of their application (approximately .3 minutes) about how their membership of the Town Council would benefit the Council itself and the community
- ii) The Mayor will invite Councillors to ask for any points of clarification relating to the candidates statement or application and for candidates to answer.
- iii) Once each candidate has been through this process then Councillors will vote to determine the successful candidate.

Members to vote on which candidate they wish to co-opt to Warminster Town Council.

The successful candidate will be co-opted onto the council immediately and may take part in the rest of the meeting.

11. Appointment to Committees

To accept any resignations and make any appointments to committees

There are currently vacancies on: The Planning Advisory Committee, The Finance and Audit Committee and the Parks and Estate Committee.

Members to resolve.

12. Internal Audit Report 2022-23 (Interim update)

The internal auditor has submitted his interim update (**attached**) **The Practitioners' Guide requires that the internal audit report is presented to the Council.**

Members are requested to adopt the Internal Audit Report 2022-23 (Interim update)

13. Mayor and Deputy Mayor Elect 2023/2024

Members are requested to propose and second their nominations for the position of Mayor and Deputy Mayor Elect for the municipal year 2023/2024.

Members to resolve.

14. Meetings calendar for municipal year 2023 – 2024

The draft meetings calendar for municipal year 2023 – 2024 is presented for members perusal. **(See attached).**

Members to approve the adoption of the calendar of meetings for the May 2023 – May 2024 municipal year.

15. Increased Public Toilet Provision in the Lake Pleasure Grounds

The Parks and Estate committee resolved to ask officers to bring forward proposals for improving toilet provision in the Lake Pleasure Grounds both temporary for the summer and permanent longer term solutions. (Minute PE/22/036 refers)

Officers have brought forward a proposal for a short-term solution. **(see attached)**

The Parks and Estate Committee resolved to recommend to Full Council the purchase of 1+1 Double Mains Toilet. The budget of £5,766, including siting works to be funded from the Ear Marked Reserves Outdoor Services. (Minute PE/22/073 Refers)

Members to resolve to accept the recommendation.

16. Renewal of the lease on the Public Toilets in Central Car Park

In 2016 the town council entered into a 7 year lease agreement with Wiltshire Council to take on the running of the public toilets in central carpark. The lease on the public toilets in central car park expires on 26th May 2023. Wiltshire Council have indicated they are happy to renew the lease for a further 7 years. The lease will be in the same format as the existing one, so if this Committee agrees, Wiltshire Council can proceed to get the formal approval and a solicitor instructed. The alternative is for either council to give notice at least 4 weeks before the end of the lease that it will not be renewed.

The new lease will come to Full Council for sealing.

The Parks and Estate Committee considered the issue and resolved to instruct officers to investigate:

- the possibility of transferring the asset from Wiltshire Council.
- the possibility of an extended lease of 25 years

Wiltshire Council has confirmed that neither of these options are possible.

Members are invited to propose the renewal of the lease for another 7 years.

17. Code of Conduct

At their November 2022 Meeting 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. (Minute FC/22/085 refers)

The working group met and noted that the Wiltshire Code of Conduct was adapted from the Model Code of Conduct produced by the Local Government Association. **(Model Code Attached)** They also noted that the Guidance on Local Government Association Councillor Code of Conduct for Local Councils had been adapted specifically for local town and parish councils as part of the civility and respect project in October 2022. **(circulated separately)**

The Working Group felt this represented an 'off the shelf solution' to the issue. The Working Group therefore:

Recommends that members adopt the Model Councillor Code of Conduct developed by the Local Government Association (LGA) with support from the National Association of Local Councils (NALC) and the Society for Local Council Clerks (SLCC) as the Code of Conduct for Warminster Town Council and adopt the LGA produced supporting guidance as adapted for local town and parish councils is adopted in conjunction with the Model Code of Conduct.

Members are asked to accept the recommendation.

18. Warminster Relief and Need Charity

Warminster Relief and Need Charity have had a member resign and a new member nominated. To enable the new member to join the trust, Warminster Town Councillors are asked to ratify the new member: Keith Rattray.

Members to ratify the new member to the charity.

19. 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.

THIS PAGE LEFT BLANK



CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
03.01.23	Neighbourhood Alert	Local Impactive Crimes 26th to 31st December 2022	Email
03.01.23	South Western Railways	Five days of strike action across the South Western Railway network, Tuesday 3 to Sunday 8 January 2023	Email
03.01.23	Community Messaging	Wiltshire Police – suspicious behaviour.	Email
03.01.23	Community Messaging	Local Impactive Crimes 19 to 24 December 2022 - WARMINSTER	Email
05.01.23	Neighbourhood Alert	Same Neighbourhood Watch charity, fresh look	Email
10.01.23	Neighbourhood Alert	Newsletter	Email
16.01.23	Neighbourhood Alert	Think WIDEN to prevent burglary	Email
17.01.23	Neighbourhood Alert	Wiltshire's Police and Crime Panel confirm new Chief Constable	Email
17.01.23	Community messaging	Flooding	Email
18.01.23	One.Network	Road Closure	Email
18.01.23	Community messaging	Local Crimes Update 9th to 15th January 2023	Email
23.01.23	WALC	Training/Network Calendar	Email
26.01.23	Neighbourhood Alert	Dog Watch	Email
30.1.23	Southwestern Railway	Southwestern Railway confirms no Island Line service on February 1 and 3 due to strike action	Email
30.01.23	WALC	Special Meeting Update	Email
01.02.23	WALC	Special Meeting Minutes 18 Jan 23	Email
03.02.23	Community messaging	Neighbourhood Watch Crime Prevention Free Webinar Series	Email
07.02.23	Democratic and Member Services	End to the COVID vaccine campaign	Email
07.02.23	Community messaging	Local Crime Updates	Email

CORRESPONDENCE LIST

07.02.23	Democratic and Member Services	Community Governance Review - Consultation	Email
10.02.23	Wiltshire Council	Latest news: What to put in your recycling bin, how you can help rough sleepers, First Ask the Leader event next week	Email
10.02.23	WALC	Training/Information Sharing Evening	Email
10.02.23	Health & Wellbeing Warminster	Warminster Health & Wellbeing Annual Fair 22 nd April, Civic Centre	Email
14.02.23	Community messaging	Local Crime Update 6 to 12 February 2023	Email
16.02.23	Traffic Order Team	Road Closure Information	Email
17.02.23	Traffic Order Team	Road Closure Information	Email
17.02.23	Wiltshire Council	Latest news: What to put in recycling, parking season tickets, tax-free child care and fostering information	Email
21.02.23	Community messaging	Local Impactive Crimes 12 th to 18 th February 2023	Email
21.02.23	Wiltshire Council	Urgent road closure notice	Email
24.02.23	Wiltshire Council	Latest news: 2023/24 Budget, Welcoming Ukrainian guests one year on.	Email
27.02.23	Neighbourhood Alert	New Chief Constable joins Wiltshire Police	Email
27.02.23	Neighbourhood Alert	Local Crime Update 20 to 26 February 2023 - WARMINSTER	Email
27.02.23	Jack Hanlon	Road Carriageway Works - B3414 Bath Road Warminster	Email
27.02.23	Highways and Transport	Proposed Traffic Regulation Order For Consultation	Email
6.3.23	Community messaging	Open letter from Chief Constable Catherine Roper to Police and Crime Commissioner Philip Wilkinson	Email
7.3.23	Community messaging	Neighbourhood Watch's biggest recruitment drive in recent times launched	Email
09.3.23	Community messaging Neighbourhood Alert	Safe online shopping	Email

CORRESPONDENCE LIST

10.03.23	Wiltshire Council	Latest news: 2023/24 Manage your council tax online. Recycling information	email
10.03.23	Southwestern Railway	Change to services due to strike action on 16 th & 18 th March	email
10.03.23	Traffic Order Team	Road Closure Information	email
10.03.23	David Reeves	Health and Wellbeing Forum Briefing	email
10.03.23	Great Western Railway	Service information relating to strikes 16 th and 18 th March	email
14.03.23	Community messaging	March edition of OUR NEWS	email
15.03.23	Civic Centre Message	Wessex Auction Room valuation day	email
17.03.23	GWR	Rail improvement works notification	email
17.03.23	Wiltshire Council	Latest News: ask the leader, microchip your dog	email

THIS PAGE LEFT BLANK

Co-option Application Form



Delivering a brighter, greener future for all

Full name	MALCOLM HELLERSH.
Home address	
Postcode	
Telephone number	
Mobile telephone number	
Email	

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? Yes No

Are you 18 or over? Yes No

(You only need one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the parish? Yes No

Have you lived either in the parish, or within three miles of its boundary, for at least a year? Yes No

Have you been the owner or tenant of land in the parish for at least a year? Yes No

Have you had your only or main place of work in the parish for at least a year? Yes No

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? Yes No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? Yes No

Are you disqualified by order of a court from being a member of a local authority? Yes No

Please provide the council with some background information about yourself.

I AM A QUALIFIED MECHANICAL ENGINEER, HAVING SPENT 45 YEARS WITHIN THE BUILDING SERVICES DISCIPLINE AS A DESIGNER, USING PRINCIPLES OF PHYSICS AND MATHEMATICS. LATELY, I TRADED AS A CONSULTANT. I AM NOW REQUIRING MY WORK INVOLVED TEAMS, COMPOSED OF ARCHITECTS, STRUCTURAL ENGINEERS, ELECTRICAL ENGINEERS, AND NUMEROUS OTHER SPECIALISTS. I'VE SPENT A SIGNIFICANT AMOUNT OF TIME IN THE MIDDLE EAST AS A CONSULTANT AND OTHER PLACES OUTSIDE THE UK. FOR A SHORT PERIOD I PURSUED ACADEMIA AT GLASGOW UNIVERSITY IN RESEARCH, WITHIN ARTIFICIAL INTELLIGENCE & EXTRA SENSORY PERCEPTION WITH ATTENDANT DISCIPLINES

Please tell us your reasons for wishing to become a town councillor.

FROM
AN ALTRUISTIC MOTIVATION TO SERVE THE INDIVIDUALS AROUND ME IN PROBLEM SOLVING AND PROVIDING PATHWAYS FOR THE IMPROVEMENT / ENHANCEMENT OF STANDARDS OF LIVING, LIFE STYLE & WELL BEING.
CALL IT LEVELLING UP.

THE TOWN COUNCIL IS IN A GOOD POSITION TO IMPLEMENT THIS BASIC PRINCIPLE

**What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., Knowledge of how the town council works,
knowledge of other agencies that work with the town council.**

X

General to Warminster e.g work with charities, voluntary organisations or local groups

X

**Management/Organisation e.g. Management, Financial Management, Project
Management, Policy Making, business skills**

✓

Professional e.g. Accounting, IT, HR, Marketing/PR, Training/Development.

✓

Committee Skills e.g. chairing meetings, building consensus, strategic thinking, experience of Governance.

✓

Anything else you'd like to mention in support of your application.

I HAVE LITTLE KNOWLEDGE OF HOW THE COUNCIL WORKS
I HAVE NEVER WORKED IN LOCAL COMMUNITY ORGANISATIONS,
I WOULD TICK ALL THE OTHER BOXES, THOUGH!

MY FUNDAMENTAL SKILL IS THAT OF PROBLEM SOLVING. I AM A POLYMAT AND
CAPABLE OF ABSORBING ANY AMOUNT OF DISPARATE OR ASSOCIATED INFORMATION
IN PURSUIT OF MAKING THE IMPOSSIBLE, POSSIBLE

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB

t: 01985 804662 e: townclerk@warminster-tc.gov.uk

Co-option Application Form



Delivering a brighter, greener future for all

Full name	Jack Jones
Home address	
Postcode	
Telephone number	
Mobile telephone number	
Email	

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? Yes

Are you 18 or over? Yes

(You only need one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the parish? Yes

Have you lived either in the parish, or within three miles of its boundary, for at least a year? Yes

Have you been the owner or tenant of land in the parish for at least a year? No

Have you had your only or main place of work in the parish for at least a year? Yes

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? No

Are you disqualified by order of a court from being a member of a local authority? No

Please provide the council with some background information about yourself.

I am 33 years old and have lived in Warminster for the vast majority of my life, besides when I studied Business Management down in Plymouth for three years I have always been in the local area. I went to Avenue Primary school and then on to Kingdown.

My current employment is with Parsley Box who are based in Edinburgh but I cover all Business Development worldwide with projects mainly falling with the UK and Europe currently. Alongside full time employment I am also training with the Army reserves (7 Rifles) when training is complete I am hoping to go forward and train as an emergency medical technician.

I am hugely passionate about anything sport or environmental related.

Please tell us your reasons for wishing to become a town councillor.

I have always been passionate about local community and have been lucky enough to be involved with many community groups all around Wiltshire over the past few years.

By becoming a town councillor I hope to be able to have a larger impact on the local community and help improve our beautiful town for everyone who lives or visits the area.

The way the council have improved the lake pleasure grounds over the past few years has been an inspiration. Taking it from being a lovely but basic town park to a highly visited venue that is capable of hosting many different events and activities which I have had the pleasure of attending.

I would be honoured to help serve our community in the same way and help with existing and new projects to help improve the facilities available to everyone locally.

The town council plays a vital role in maintaining and improving the local area and even if I am not selected as a councillor I would still love to support in any way I can, especially around any sport or environmental based projects.

Two of my favourite quotes in life are;

“A society grows great when old men plant trees in whose shade they will never sit”

&

“Ask not what your community can do for you, but what you can do for your community”

Becoming a Town Councillor will help me be of greater service to people and work towards fulfilling both these quotes.

**What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., Knowledge of how the town council works,
knowledge of other agencies that work with the town council.**

Although I haven't directly worked with Warminster Town Council I have been involved with both Trowbridge Town Council and Wiltshire Council.

I was honoured with two separate Civic awards from Trowbridge Mayor Denise Bates in 2022 for my services to local community groups and local sports groups.

General to Warminster e.g work with charities, voluntary organisations or local groups

I have been lucky enough to be heavily involved with many local community groups in and around the Warminster area.

Atheneum Masqueraders– I regularly help out on the shows put on at the Atheneum by The Masqueraders including both RENT and Priscilla Queen of the Desert.

Atheneum Friends – I am always on hand to help behind the bar for any shows or events the Atheneum hosts and this has helped raise over £7000 for the Trust since August which goes on to support the maintenance and improve of the venue.

Sustainable Warminster – Local environment has always been a big passion of mine and I attend and support Sustainable Warminster in the great work they do trying to improve things in the local area.

Warminster Action Group – Since the pandemic we have seen a massive rise in people needing support locally and its great to be able to help. Picking up prescriptions, doing shopping for people and just generally assisting with everyday tasks. Looking forward to seeing as many councillors as possible for the opening of our new venue later in March

Management/Organisation e.g. Management, Financial Management, Project Management, Policy Making, business skills.

Throughout my career I have had many chances to head up projects which have been delivered in a timely manner, often exceeding expectations. This includes managing a team of up to 30 to deliver various new business projects and acquisitions in both the care and education sectors.

These projects often come with very specific deadlines and tight budgets to be adhered to so I am well versed in both time management and financial management.

Professional e.g. Accounting, IT, HR, Marketing/PR, Training/Development.

With my current job I am responsible for the Business Development of Parsley Box all around the world and as we are only a team of three people we often have to manage the marketing, PR and sales all at the same time on top of the regular business development activities.

I am computer literate with many years' experience in using Excel, Publisher, Word and PowerPoint.

Committee Skills e.g. chairing meetings, building consensus, strategic thinking, experience of Governance.

Over the years I have had to chair various meetings at the local football clubs I have been involved with, part of my job as a business development manager is to think strategically to find the most effective and efficient way to hit our targets and deliver our projects.

Anything else you'd like to mention in support of your application.

Firstly, thank you for taking the time to read this application and consider me for the role of Town Councillor.

Warminster has been a fantastic place to grow up and live over the years and it would be an honour to help continue the fantastic work that the Town Council already do.

Even if I am not successful with this application I would still be very keen to support in any way possible.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk

Co-option Application Form



Delivering a brighter, greener future for all

Full name	RAYMOND EDWARD HARPER
Home address	
Postcode	
Telephone number	
Mobile telephone number	
Email	

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? Yes No

Are you 18 or over? Yes No

(You only need one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the parish? Yes No

Have you lived either in the parish, or within three miles of its boundary, for at least a year? Yes No

Have you been the owner or tenant of land in the parish for at least a year? Yes No

Have you had your only or main place of work in the parish for at least a year? Yes No

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? Yes No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? Yes No

Are you disqualified by order of a court from being a member of a local authority? Yes No

Please provide the council with some background information about yourself.

JOINED ARMY IN 1967 - ROYAL ARTILLERY SURVEYOR
1979 - WARRANT OFFICER INSTRUCTOR IN GUNNERY
1991 - COMMISSIONED AS CAPTAIN
1994 - RETIRED

JOINED COMWELL'S ESTATE AGENT IN 1994 AS A MORTGAGE SERVICES CONSULTANT
PROGRESSED TO MORTGAGE SERVICES TRAINER SPECIALISING IN TECHNICAL EXAMS
2022 - RETIRED

MARRIED TO RITA 1976

SON CHRISTOPH - 37 - ARMY DENTIST

LIVED IN WARMINSTER SINCE 1986, BUT PERMANENTLY FROM 1994

Please tell us your reasons for wishing to become a town councillor.

HAVING RECENTLY RETIRED IN MAY LAST YEAR, I HAVE HAD TIME TO CONSIDER WHAT I WANTED TO DO WITH MY TIME IN THE FUTURE.

I AM KEEN TO GIVE SOMETHING BACK TO MY COMMUNITY AND SUPPORT AND GIVE A VOICE TO THOSE WHO ARE LESS FORTUNATE.

HAVING LIVED IN WARMINSTER FOR CIRCA 30 YEARS I THINK THE LOCAL COUNCIL HAVE A GREAT RESPONSIBILITY FOR MAINTAINING THIS OLD MARKET TOWN BUT ALSO BRINGING IT UP TO DATE IN A SYMBATHETIC MANNER.

IN THESE DAYS OF FISCAL FRUGALITY I AM WELL AWARE THAT THE PUBLIC WANT VALUE FOR MONEY AND WILL BE LOOKING AT WARMINSTER COUNCIL TO ACHIEVE THIS.

**What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., Knowledge of how the town council works,
knowledge of other agencies that work with the town council.**

I HAVE SPOKE TO DENNIS WHO HAS GIVEN ME A BROAD BRUSH
RUN DOWN ON HOW THE COUNCIL WORKS.

HAVING BEEN A SSaGd TREASURER I HAVE A KNOWLEDGE OF
THE WELFARE SERVICES AND LIAISING WITH OTHER CHARITABLE
ORGANISATIONS AND CASE WORKERS.

I HAVE HAD A BROAD EXPERIENCE IN MANY AREAS
AND AM HAPPY TO LEARN ON THE JOB.

General to Warminster e.g work with charities, voluntary organisations or local groups

NOV 93 - NOV 96 - PARENT GOVERNOR ST JOHN'S PRIMARY SCHOOL

2006 - 2018 - WARMINSTER LIONS (LION PRESIDENT 2009 - 2010)

2001 - 2021 - SSaGd - TREASURER FOR WARMINSTER / WESTBURY

2022 ⇒ FORMING MEMBER OF WAM - MEN'S HELP GROUP

MAR 23 ⇒ IN PROCESS OF JOINING WARMINSTER HISTORICAL SOCIETY

**Management/Organisation e.g. Management, Financial Management, Project
Management, Policy Making, business skills**

HAVING BEEN IN H.M.FORCES FOR 27 YEARS IN VARIOUS RANKS
I AM USED TO MANAGING INDIVIDUALS AND TEAMS WITH A VARIETY
OF PROJECTS RANGING FROM INDIVIDUAL CAREER PROGRESSION TO
ORGANISING REGIMENTAL EXERCISES.

WORKING WITHIN A MAJOR ESTATE AGENCY CHAIN I PROGRESSED
TO THE GROUP TRAINER FOR CIRCA 300 MORTGAGE CONSULTANTS
WITH RESPECT TO ORGANISING AND TEACHING OF PROFESSIONAL
BANKING QUALIFICATIONS.

Professional e.g. Accounting, IT, HR, Marketing/PR, Training/Development.

PROFESSIONAL TRAINER IN ARMY RESPONSIBLE FOR OVERSEEING
O DEVELOPPING TRAINING IN SURVEY, DRONES & METEOROLOGY.

BATTERY COMMANDER RESPONSIBLE FOR WELFARE AND DISCIPLINE
OF CIRCA 100 SOLDIERS.

THE DEVELOPMENT AND TRAINING OF ALL NEW STARTERS IN MORTGAGE
SERVICES TO ENABLE THEM TO PASS THE FINANCIAL CONDUCT AUTHORITY
BANKING EXAMINATIONS. TO ENABLE SENIOR CONSULTANTS TO
PASS THE ADVANCED EXAMS.

CHARTERED MEMBER OF INSTITUTE OF PERSONNEL AND DEVELOPMENT 2003 >
COLLOQUIAL GERMAN SPEAKER

**Committee Skills e.g. chairing meetings, building consensus, strategic thinking,
experience of Governance.**

DURING MY ARMY CAREER AS A TRAINING OFFICER AND WITHIN
THE ESTATE AGENCY GROUP I HAVE CHAIRED VARIOUS MEETINGS.

ALL HAVE FOLLOWED A SIMILAR VEIN TO FOLLOW BRINCIPLES OF
INTEGRITY AND PROCEDURE WHILST MAINTAINING A SENSIBLE
HANDS ON APPROACH.

Anything else you'd like to mention in support of your application.

I BELIEVE THAT IF I WERE ELECTED TO BE A MEMBER
I CAN POSITIVELY CONTRIBUTE TO THE WELLBEING
AND PROGRESSION IN WARMINSTER.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk



Mr T Dommett
Town Clerk
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
BA12 8LB

13th January 2023

Dear Tom

Internal Audit Report: 2022-23 Interim update

Please accept and pass on my thanks to you and your colleagues for the courtesy and attention afforded me during my recent interim review.

I am pleased to attach the resultant draft report and trust that I have not misrepresented any of the report's content: should I have done so, please let me know, so that I may make any necessary amendments prior to the report's presentation to Council.

May I also remind you that the Practitioners' Guide requires that our internal audit report is presented to the Council and I would appreciate your written confirmation of compliance in this respect.

Might I also ask that you acknowledge safe receipt of this e-mail together with the attached report.

Kind regards

Chris Hackett

Warminster Town Council

Internal Audit Report 2022-23 (Interim update)

Chris Hackett

*For and on behalf of
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Regulations 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 for our 2022-23 interim review which took place on the 12th January 2023 together with our preparatory work. We wish to thank the Officers for providing all the requested documents to facilitate the completion of our work. This Report will be updated following our final review 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 specified 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. At this stage of our review we have:

- Checked and agreed the opening Trial Balance in the Rialtas software for 2022-23 to the closing financial records for 2021-2022 to ensure that all balances have been properly rolled forward;
- Verified that an appropriate cost and nominal ledger coding 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 on the 2021/22 accounts requiring our follow-up;
- Discussed arrangements for backing up the accounting system with the Assistant Clerk. We understand this is done regularly by the Council's IT provider to a Cloud with the Rialtas system backed up to a server;
- As a sample checked and agreed one month's transactions in the cashbook (November 2022) 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 2022 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 which is done primarily by the Finance and Audit Committee.

Conclusions

We are pleased to record that no issues arise in this area currently. The Accounts are in balance and reconciled regularly.

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:

- Full Council adopted Standing Orders and Financial Regulations at their meeting in May 2022;
- Details of payments and Council policies are posted on the website in the Transparency section;
- Full Council agreed to renew the General Power of Competence at their meeting in May 2021; and
- Following approval of the 2021/22 Accounts the Council advertised their availability for public inspection by publishing the notice of Public Rights.

Further we have 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 discussed with officers the controls over the authorisation of payments. The arrangements are suitable.

To gain assurance in this area we have tested a sample of payments examining all those individually in excess of £2,500, together with a more random sample of every 40th cash book transaction to the end of November 2022. Our test sample comprised 49 cash book payments plus the monthly payments for non-domestic rates and totalled £320,861 representing 51% of non-payroll costs for the year to 30th November 2020. Payments were supported by documentation.

The Council has recently tendered a contract for new CCTV equipment. We reviewed the report by the Council's consultants and confirmed three bids were received.

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 for 2022/23 to the underlying control account records checking the funds were recovered and confirmed the VAT due to be recovered at the end of 2021/22 has also been reclaimed in the current year.

Conclusions

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

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:

- Noted the Council approved its risk assessment for 2022/23 at its meeting in May 2022;
- Reviewed the current insurance policy provided by Aviva which runs to November 2023, cover includes:
 - Buildings and property insurance
 - Business interruption insurance

- Employer's liability £10m
 - Public liability £10m
 - Internal crime cover of £999,000, subject to an excess of £15,000; and
- Confirmed arrangements for completing safety inspections of play areas. Inspections are completed weekly by qualified Council officers and annually there is an external inspection by ROSPA.

Conclusions

No issues arise to date in this area of our work. The Council has arrangements for managing risk. We will review the next Risk Assessment due to be completed in May 2023.

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.

At the time of our audit we noted the Finance and Audit Committee had considered the 2023/24 budget and following this Full Council reviewed it subject to final approval in January 2023. Detailed budget notes were prepared to support the decision-making process.

Conclusion

There are no matters arising from our work to date.

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 report and tested as follows, specifically we:

- Agreed the 2022/23 precept as recorded in the minutes to the amounts receipted into the Cash Book;
- Tested the receipt of CIL grant totalling £77,922 to remittance advices from Wiltshire Council;
- Tested the receipt of income arising from CCTV charges to invoices;
- Reviewed the Civic Centre hirings in September 2022 and tested two lettings from the letting diary to the invoice, confirming the income was entered on to Rialtas and that a signed booking form was held on file;
- Reviewed the unpaid invoices report on Rialtas noting there were no material aged debts; 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 income further at the final visit.

Petty Cash Account and Floats

The Internal Audit Report within the AGAR requires that we comment on arrangements for managing petty cash. The Council continues to operate a 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:

- Reviewed the summary petty cash sheets and test checked the payments in November 2022 to the supporting vouchers;
- Noted that petty cash schedules are reported periodically to Members; and
- Agreed the physical cash held on the day of our visit to the accounting record.

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 that Wiltshire Council processes the payroll with officers checking and authorising the amounts paid. We discussed the controls over the processing of payroll with Town Council officers and then tested transactions in October 2022 as a sample month. Specifically in respect of the October pay-run, we have:

- Sample tested for five staff the calculation of PAYE and employees and employers NI contributions ;
- Sample checked the calculation of employee and employer pension deductions;
- Agreed the summary reports to the Rialtas cash book;
- For one recent starter agreed their gross pay to their contract of employment; and
- Commenced a month-on-month trend analysis of payroll costs to identify any material changes in payroll.

Conclusions

No issues have arisen from our review of a sample of payroll transactions this year. We will complete our month-on-month trend analysis of payroll costs 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 obtained the CCLA statements for 31st October 2022 agreeing the reported balance to Rialtas.

We also note the existence of a PWLB loan and have agreed the repayment made in September 2022 to the PWLB statement.

Conclusions

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

Warminster Town Council Meetings 2023/2024

		2023											2024				
	May	June	July	August	September	October	November	December	January	February	March	April	May				
Mon	1								1								
Tues	2				1				2				2				
Wed	3				2			1	3				3				
Thurs	4	1			3			2	4	1			4				
Fri	5	2			4	1		3	5	2	1		5				
Sat	6	3	1		5	2		4	6	3	2		6				
Sun	7	4	2		6	3	1	5	7	4	3		7				
Mon	8		Town Dev	3	7	4	F&A	2	HR	6	F&A	4	Town Dev				
Tues	9	F&A*	6	4	8	5	3	7	F&A	5	Town Dev	8	F&A				
Wed	10		7	5	9	6	4	8	6	7	6	10	8				
Thurs	11		8	6	10	7	5	9	7	8	7	11	9				
Fri	12		9	7	11	8	6	10	8	9	8	12	10				
Sat	13		10	8	12	9	7	11	9	10	9	13	11				
Sun	14		11	9	13	10	8	12	10	11	10	14	12				
Mon	15	PAC	Full Council	P&E	14	11	Town Dev	9	13	11	PAC	15	Full Council				
Tues	16		CCTV	HR*	15	12	CCTV	10	14	12	CCTV	16					
Wed	17		14	12	16	13	11	15	13	14	13	17	15				
Thurs	18		15	13	17	14	12	16	14	15	14	18	16				
Fri	19		16	14	18	15	13	17	15	16	15	19	17				
Sat	20		17	15	19	16	14	18	16	17	16	20	18				
Sun	21		18	16	20	17	15	19	17	18	17	21	19				
Mon	22	Ann Mtg	PAC	PAC	21	PAC	PAC	16	PAC	18	PAC	18	PAC				
Tues	23		20	18	22	19	17	21	19	20	19	23	21				
Wed	24		21	19	23	20	18	22	20	21	20	24	22				
Thurs	25		22	20	24	21	19	23	21	22	21	25	23				
Fri	26		23	21	25	22	20	24	22	23	22	26	24				
Sat	27		24	22	26	23	21	25	23	24	23	27	25				
Sun	28		25	23	27	24	22	26	24	25	24	28	26				
Mon	29		F&A	24	Full Council	28		25	Full Council	23	P&E	27	Full Council				
Tues	30	P&E	27	25	29	26	24	28	26			30	Town Dev				
Wed	31		28	26	30	27	25	29	27			31	28				
Thurs			29	27	31	28	26	30	28				29				
Fri			30	28		29	27		29				30				
Sat			29			30	28		30				29				
Sun			30				29		31				30				
Mon			31				30						31				
Tues							31										

The Annual Town Meeting is not a meeting of the council but of the electors of Warminster Parish called by the Mayor

THIS PAGE LEFT BLANK

REPORT FOR DECISION Increased Toilet Provision Lake Pleasure Grounds

Stuart Legg, Parks and Estate Manager

Parks and Estate Committee Meeting 13th March 2023

Recommendation

Members are asked to resolve to purchase option A (1+1 Double Mains Toilet 2.4m x 1.4m). The budget of £5,766 (including siting works) to be funded from the Ear Marked Reserves Outdoor Services.

Purpose of the Report

To inform members of the options available for increased toilet provision at The Lake Pleasure Grounds.

Background

Due to the increased use of the Lake Pleasure Grounds partly due to the popularity of the new splash pad skate park members felt that the current toilet provision was inadequate. With officers also fielding many complaints from the public about the existing provision. Officers feel that the long term solution to the issue is new purpose made toilets. However, this is a larger project which will take time to plan.

Officers were asked to consider alternative additional provision for the peak summer season. (June to August inclusive).

Location

Officers have explored many areas within the Lake Pleasure Grounds. The main factors considered were, close proximity to the play area (one of the most numerous complaints about the existing provision was how far from the play area it is especially for young children), access to existing waste system, access to power and water.

After carefully considering these factors, officers feel the most suitable location is adjacent to the Pavilion Café. (location shown on plan below). This is next to the River Were but far enough away so as not to affect the water course Officers have asked the environment Agency if any permits are required and are awaiting a response.



Findings

Officers considered hire and purchase of toilet units. Officers asked members for guidance on the type of toilets they envisaged. It was decided the trailed luxury toilets would be best.

Officers then approached many toilet hire companies and received the below costs for hire. All companies quoted for 2 x toilets and 1 urinals. (example picture below)



Hire Costs (all plus VAT)

	Contractor			
	A	B	C	D
Weekly hire cost	£650	£425	£575	£425
Delivery/collection	£60	£130	£200	£120
Other costs e.g., mains connection	£80	£150	£110	£110
Total cost for 12 weeks	£7,940	£5,380	£7,210	£5,330

(Note: These were available when quotes were received. However, the companies could not guarantee to hold the dates.)

Purchase of 1+1 unit

Officers also considered purchasing temporary toilets and found a possible cost-effective alternative. The containerised toilets sit on the ground and can be plumbed into existing waste pipes.

The main advantage is that these would be owned by the town council and could therefore be a semi-permanent feature until a long term toilet provision could be provided. This would be an

ongoing boost to toilet provision rather than just for the peak 3 months.
The cost of these (Option E) is £5,266 + VAT.



Additional required sighting work

To enable either the hired toilets or purchased toilets to be plumbed in and an electrical supply and water supply fitted there will be additional costs. Officers estimate this to be no more than £500+VAT

Financial and Resource Implications

The cost for the toilets will be £5,266+ VAT. This money can be funded from the Ear Marked Reserves Outdoor Services

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence.

Environmental Implications

Officers are have considered the proximity to the river and have asked the Environment Agency if any permits are required.

Risk Assessment

Any required risk assessments will be carried out prior to any work being undertaken,

Crime and Disorder

The toilets will be locked manually every evening to prevent vandalism.

THIS PAGE LEFT BLANK



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	--

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.