

**Minutes of the Meeting of Warminster Town Council  
on  
Monday 22<sup>nd</sup> May 2023 at 7pm  
held at the Civic Centre,  
Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Allensby (West) Vice Chairman of the Council and Deputy Mayor</b>	*	<b>Cllr Keeble (West) Chairman of the Council and Mayor</b>	*
<b>Cllr Brett (East)</b>	*	<b>Cllr Jones (East)</b>	*
<b>Cllr Cooper (Broadway)</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)</b>	*
<b>Cllr Fryer (Broadway)</b>	A	<b>Cllr Syme (Broadway)</b>	A
<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 Legg (Parks and Estate Manager), Stuart Atherton (Committee and Administration Clerk)

**Police:** 1

**Press:** 1

**Members of the public:** 2

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

Cllr Keeble was duly elected as Chairman of the Council and Town Mayor for the Municipal Year 2023–24.

**FC/23/002    Declaration of Acceptance of Office**

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

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

The Mayor of Warminster, Cllr Keeble presented his thanks:

'I thank my fellow Councillors for their support and trust in electing me as Mayor and leader of The Council. It is an honour, and a duty I take seriously and undertake to serve this Council and people of Warminster to the best of my ability. It is an honour, and a duty I take seriously an undertake to serve this Council and the People of Warminster to the best of my ability. Many of you are far more experienced than me as Councillors and I hope I can count on your help and advice that I will surely need and shall not hesitate to seek.

'I wish to thank the former Mayor, Councillor Chris Robbins for his work as Mayor and representing this town so well. I thank him for his leadership, friendship and advice throughout the last 12 months – it has been a privilege to be your apprentice.

For this coming year I look forward to the completion of the review of our neighbourhood plan. This is an incredibly important document that reflects the public's wishes for the shape and future of Warminster and has already taken a considerable amount of hard work to this point.

'A common theme on engaging with the public on this review is the number of empty shops in the town and the need for local jobs for local people. I therefore wish to focus on the regeneration of the economy of Warminster. As a Council I believe we should all do what we can to support existing and encouraging new local businesses, promoting the shop local ethos and partnering with the newly former Warminster Business Network. We should all be setting an example by buying goods and services locally as much as possible.

'I also want to see renewed effort to develop and finalise our Climate Change Action Plan and drive through the changes required to achieve the Council's carbon net zero target by 2030. I am encouraged that we are currently tendering for solar panels but there is still much work to be done.

'We are now also days away from the completion and opening of two major projects, namely the tennis courts and MUGA refurbishment and CCTV upgrade. I would like to thank the Councillors and Officers of the Council in making these projects happen.

Again, I thank you and look forward to the coming year.'

**FC/23/003    Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2022-2023**

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

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

**FC/23/004    Immediate Past Town Mayor – Vote of Thanks**

The retiring Mayor, Cllr Robbins, passed on thanks via the Chairman, for his year in office. He expressed sincere thanks to Deputy Mayor Cllr Keeble for supporting him in his inaugural year. Cllr Robbins also shared how much he enjoyed the year in office, visiting many local businesses and charities having taken the decision to focus on Warminster businesses. He explained that he had refrained from visiting further afield due to Covid. He also expressed his joy of taking part in many of the council activities, including journeying to Flers, in France for the 50<sup>th</sup> anniversary of the twinning of the two towns. Cllr Robbins acknowledged that there are always projects, issues or elements within Warminster that the town council try to support, improve or campaign for. The Mayor Cllr Keeble, on behalf of all members, publicly thanked Cllr Robbins for his year in office.

**FC/23/005    Apologies for Absence**

Apologies were received and accepted from Cllrs Fryer and Syme.

**FC/23/006    Declarations of Interest**

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

**FC/23/007    Minutes**

**FC/22/007.1 The minutes of the meetings held on Monday 27<sup>th</sup> March 2023, were approved as a true record, and signed by the Chairman.**

FC/22/007.2 There were no matters arising from the minutes of the meetings held on Monday 27<sup>th</sup> March 2023.

**FC/23/008    Chairman's Announcements**

**FC/22/008.1** The Chairman congratulated Cllr Andrew Davis on his appointment to becoming the Vice Chair of Wiltshire Council. Cllr Davis, expressed that this was great kudos for the town of Warminster and was honoured to represent Warminster Town Council. It has been 25years since the last Warminster Town Councillor had held such a role at Wiltshire Council.

**FC/22/008.2 Members noted the Mayoral engagements.**

Cllr Keeble announced that both himself and Cllr Robbins will lay a dated brick at the new McCarthy-Stone development in Warminster and attend the opening of the new CCTV Hub and the tennis courts at the Lake Pleasure Grounds.

**FC/23/009    Correspondence Circulated**

**The correspondence list was noted.**

**FC/23/010    Questions**

There were no questions submitted in advance by members of the council.

**FC/23/011    Public Participation**

There was no public participation.

## **FC/23/012    Reports from Unitary Authority Members and the Police**

There were no reports from Unitary Councillors.

Sgt Matthew Roberts, the new Neighbourhood Sergeant for Warminster presented an overview of the priorities for Warminster.

- The priorities from the new Chief Constable for Wiltshire
  - Safer Open Spaces
  - Local economy patrols – checking licenced premises. This will be running throughout Wiltshire.
  - Violence reduction, for Warminster. Statistics show that this is not a significant issue for the town.
  - Burglary which has shown a significant reduction in the Warminster area over the past year, already.

Sgt Roberts reported that there had been some antisocial behaviour reported in the Lake Pleasure Ground and that a multi-agency approach had been established with suspects dealt with robustly.

Sgt Roberts complemented the upgrade of the CCTV having already made significant impact with the location and apprehension of a suspect and retrieval of stolen items.

There has been a 'knife bin' positioned at Warminster Civic Centre. Sgt Roberts reiterated that Warminster does not have a knife crime issue. This bin has moved around Wiltshire to raise awareness of knife crime.

In conclusion, Sgt Roberts outlined, traffic matters 'Project Zero' – Roads Policing. There have been monthly engagements with 27 traffic related offences. This has shown great community engagement.

Sgt Roberts then answered questions from Councillors.

## **FC/23/013    Proceedings of Committee**

**Minutes from the following meetings were adopted:**

**FC/23/013.1 Finance and Audit Committee** meeting held on 6<sup>th</sup> March 2023;

**FC/23/013.2 Planning Advisory Committee** meeting held on 20<sup>th</sup> March 2023;

**FC/23/013.4 Town Development Committee** meeting held on 27<sup>th</sup> February 2023

## **FC/23/014    Terms of Reference (TOR) and Delegation of Powers to Committees 2023–2024**

**Members resolved to create a new committee: Highways Advisory Committee, covering issues pertaining to the Local Highways and Footpath Improvement Group (LHFIG).**

**Members approved and adopted the consequently amended Terms of Reference and Delegation of Powers 2023–2024**

**FC/23/015 Standing Committees**

**Members agreed membership of the standing committees and Full Council working groups.**

<b>Committees 2023/2024</b>					
	Planning Advisory Committee	Finance & Audit	Parks & Estates	Town Development	Highways Advisory Committee
Cllr Allensby	X	X	X		
Cllr Brett		X	X		
Cllr Cooper		X			X
Cllr Davis				X	X
Cllr Fraser	X		X	X	X
Cllr Fryer			X	X	X
Cllr Jeffries	X	X			
Cllr Jones	X		X	X	
Cllr Keeble	X			X	
Cllr MacFarlane		X	X		X
Cllr Parks		X	X		
Cllr Robbins	X	X		X	
Cllr Syme	X			X	

**FC/23/016 Election of Chairmen to Standing Committees**

**FC/23/016.1 Members resolved to refer the appointment of the chairman of each committee to the relevant committee.**

**FC/23/017 Standing Orders and Financial Regulations**

**Members adopted Standing Orders and Financial Regulations for 2023-2024.  
Cllr Parks requested a recorded vote:**

Voting in favour of the motion:

Cllrs Allensby, Brett, Cooper, Davis, Fraser, Jeffries, Jones, Keeble, McFarlane, Robbins

Voting against the motion: Cllr Parks

**FC/23/018 Council Policies**

**Members approved and adopted the updated Treasury Management Policy and noted all other existing Council policies.**

**FC/23/019 Appointments to Outside Bodies**

**Members resolved appointments to outside bodies and agreed they report back to council by a brief written report to be submitted to the clerk for inclusion with the agenda and, confirmed that apologies would be sent to the respective meeting.**

### Appointments as follows:

Outside Bodies	Nominees 2022-23
Warminster Area Board: attendee NOT member	Cllr Fraser
Athenaeum Trust	Cllr Jones & Cllr Fraser
Carnival	Cllr Fryer
Local Highway and Footway Improvement Group (LHFIG)	Cllr Cooper and Fraser
Elblag	Cllr Fraser
Flers Assoc	Cllr Fraser
Health and Wellbeing Forum: attendee NOT member	Cllr Allensby
Neighbourhood Tasking Group	Cllr Fraser
Park Community Centre	Cllr Brett
Relief in Need	Cllr Macfarlane
Operational Flood Working Groups (OFWG)	Cllr Parks Cllr Fraser
Transport Wiltshire Partnership	Cllr Brett
Tynings Allotments	Cllr Jones
Warminster Action Group	Cllr Cooper & Cllr Jones
Warminster & Villages Development Trust	Cllr Jeffries
Warminster & Villages Community Partnership	Cllr Jeffries
Wiltshire Association Local Council	Cllr Jeffries
Warminster Community Radio CRAB	Cllr Jones & Cllr Robbins
Westbury CCTV	Cllr Davis
Chapel of St Lawrence	Cllr Brett

### FC/23/020 Appointments to Full Council working groups:

Members appointed the following Working Groups that report to Full Council:

Working Groups Reporting to Full Council 22/23			
	Climate Change	CIL & S106	Neighbourhood Plan Steering Group
Cllr Allensby	X		X
Cllr Brett		X	X
Cllr Cooper			
Cllr Davis			
Cllr Fraser		X	X
Cllr Fryer			
Cllr Jeffries	X	X	
Cllr Jones	X		X
Cllr Keeble	X	X	X
Cllr MacFarlane			
Cllr Parks		X	
Cllr Robbins			
Cllr Syme			

**FC/23/020.1** Climate Change - This working group is tasked with creating a Climate Change Action Plan to recommend to Full Council for adoption. Time limited to 12 months.

**FC/23/020.2** Community Infrastructure Levy (CIL) - This working group is tasked with scoring projects against the CIL Policy and making recommendations to Full Council for allocation of CIL funding.

**FC/23/020.3** Neighbourhood Plan Steering Group – The Steering group is tasked with progressing the review of the Warminster Neighbourhood Plan. Time limited to 2 years.

**FC/23/021** **Annual Risk Assessments and Summary for 2023 – 2024**

To comply with the WTC annual governance statement, the council must receive an annual risk assessment summary report, which demonstrates that it has carried out an assessment of the risks facing the council and that, where necessary, it is taking appropriate steps to manage these via an action plan.

**Members resolved to defer this confirmation and adoption of the action plan until the next Full Council.**

**FC/23/022** **Council's Annual Subscriptions**

**Members approved the following annual subscriptions:**

Subscription	Amount per annum
Visit Wiltshire	930.00
Society of Local Council Clerks 22/23	766.00
West Wiltshire Elblag Twinning Association	10.00
Wiltshire Association of Local Councils	2097.42
National Association of Local Councils	696.00
Warminster Fleurs Association	40.00

**FC/23/023** **Appointment of Internal and External Auditors**

**FC/23/023.1** Members approved the internal auditor Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire will continue to carry out the Council's internal audit. In compliance with our annual governance, Stuart Pollard and Auditing Solutions are competent, independent of the financial controls and procedures of the council and can provide an objective view on whether the internal controls meet the needs of WTC.

**FC/23/023.2** Members approved the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD.

**FC/23/024** **Insurance and Assets**

**Members noted** The Council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE. **Members noted** an inventory of the council's land and other assets including buildings and office equipment.

- FC/23/025    Copheap Repairs**  
**Members resolved to:**  
i) ask officers to draw up a specification (in consultation with Cllr Parks) and seek tenders from contractors to undertake the work and to bring the tenders to Full Council on 24th July for one to be selected, and  
ii) Inform the Dewey Trust and ask them to sell (at a time of their choosing) up to £50,000 of the Portfolio to pay for the work.
- FC/23/026    Armed Forces Community Covenant**  
**Members noted the Armed Forces Community Covenant signed by Warminster Town Council on 20<sup>th</sup> February 2012, continuing to be referenced with the Town Council's community work.**
- FC/23/027    Time Capsule**  
**Members noted the time capsule buried at Sambourne School will be recovered in the year 2085.**
- FC/23/028    Communications**  
**Members requested that a press release be issued on the election of the new Mayor, Cllr Phil Keeble and Deputy Mayor Cllr Stacie Allensby. Cllr Keeble would be the spokesperson if required.**

**Meeting closed    8:27pm**

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 12<sup>th</sup> June 2023