

AGENDA

15th May 2023

Dear Councillor,

You are summoned to the:

Annual Meeting of Warminster Town Council
on Monday 22nd May 2023 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Allensby (West)	Cllr Jones (East)
Cllr Brett (East)	Cllr Keeble (West)
Cllr Cooper (Broadway)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Parks (North)
Cllr Fraser (West)	Cllr Robbins (East)
Cllr Fryer (Broadway)	Cllr Syme (Broadway)
Cllr Jeffries (North)	

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

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

Yours sincerely



Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

1. **Election of Chairman of the Council and Town Mayor for the Municipal Year 2023–24**
Cllr Keeble has been nominated as Chairman of The Council, and Town Mayor for the ensuing year.

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

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

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

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

3. **Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2023-2024**
Cllr Stacie Allensby has been nominated as Vice Chairman of the Council, and Deputy Town Mayor for the ensuing year.

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

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

4. **Immediate Past Town Mayor – Vote of Thanks**
The retiring mayor, Cllr Chris Robbins, to pass on thanks for his year in office.

The past mayor badge will be presented by the new mayor.

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

6. **Declarations of Interest**
To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

7. **Minutes**
 - 7.1 To approve as a correct record, the minutes of the Full Council Meeting held on Monday 27th March 2023 copies of these minutes have been circulated and standing order 12.1 provides that they may therefore be taken as read.
 - 7.2 To note any matters arising from the minutes of the Full Council Meeting held Monday 27th March 2023.

8. **Chairman's Announcements**
 - 8.1 Announcements.
 - 8.2 Mayor's engagements.

9. **Correspondence Circulated**

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

10. **Questions**

To receive questions from members of the council submitted in advance to the Clerk.

Standing Orders will be suspended to allow for public participation.

11. **Public Participation**

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The Mayor may read out statements submitted in advance.

Standing Orders will be reinstated following public participation.

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

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

13. **Proceedings of Committee**

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

13.1 Finance and Audit Committee meeting held on 6th March 2023; questions to Cllr Cooper, chairman of the committee.

13.2 Planning Advisory Committee meeting held on 20th March and 17th April 2023; questions to Cllr Keeble, chairman of the committee.

13.3 Town Development Committee meeting held on 27th February 2023; questions to Cllr Davis, chairman of committee.

14. **Terms of Reference (TOR) and Delegation of Powers to Committees 2023–2024**

There are no amendments proposed to Terms of Reference (TOR) and Delegation of Powers to Committees except in Town Development Committee where references to Community Area Transport Group (CATG) should be replaced with reference to the Local Highway & Footway Improvement Groups (LHFIG).

It has been proposed that a new Highways Advisory Committee be created solely to cover issue relevant to the Local Highways and Footpath Improvement Group (LHFG) **(see attached)**. This committee would meet in office hours.

Members to resolve whether to create a new committee and then,

Members to approve and adopt the Terms of Reference and Delegation of Powers 2023–2024

15. **Standing Committees**

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

- 15.1 Finance and Audit Committee – seven elected members
- 15.2 Planning Advisory Committee – seven elected members
- 15.3 Town Development Committee – seven elected members, up to three advisers
- 15.4 Parks and Estate Committee – seven elected members, up to three advisers
- 15.5 HR Committee – Comprised of the chairman of council and standing committee chairs.
- 15.6 Highways Advisory Committee (if adopted) – five elected members.

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

16. Election of Chairman to Standing Committees

Only members of the relevant Standing Committee can vote to appoint the chairs.
(Members of the relevant committee will stand during proceedings of that committee)

- 16.1 Finance and Audit Committee – Election of Chair for the municipal year
- 16.2. Planning Advisory Committee – Election of Chair for the municipal year
- 16.3. Town Development Committee – Election of Chair for the municipal year
- 16.4. Parks and Estates Committee – Election of Chair for the municipal year
- 16.5. HR Committee – Election of Chair for the municipal year (This is usually the Mayor)
- 16.6. Highways Advisory Committee (if adopted) – Election of Chair for the municipal year

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

17. Standing Orders and Financial Regulations

There are no amendments proposed to Standing Orders. There are no amendments proposed to Financial Regulations except 4.1 as set out below:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over ~~£20,000;~~ £25,000.
- a duly delegated committee of the Council for items over ~~£7,500~~ £9,000 or
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between ~~£2,000 – £7,500~~ £2,500 - £9,000.
- The Clerk or officer authorised by the Clerk, for any items below ~~£2,000.~~ £2,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

~~The Chairman of Finance and Audit should be informed of any spending decision between £7,500 and £20,000.~~

Contracts may not be disaggregated to avoid controls imposed by these regulations.

Members to adopt the Standing Orders and amended Financial Regulations for 2023-2024.

18. Council Policies

Members to readopt All Council policies remain the same as current except for updating of dates except for the Treasury Management Policy which is updated. **(Attached)**

Members to approve and adopt the updated Treasury Management Policy and all other existing Council policies.

19. Appointments to Outside Bodies

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

- a) a brief written report to be submitted to the clerk for inclusion with the agenda,**
- or b) to confirm that apologies were sent to the respective meeting.**

20. Appointments to Full Council working groups:

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

- 20.1** Climate Change - This working group is tasked with creating a Climate Change Action Plan to recommend to Full Council for adoption. Time limited to 12 months.
- 20.2** 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.
- 20.3** Neighbourhood Plan Steering Group – The Steering group is tasked with progressing the review of the Warminster Neighbourhood Plan. Time limited to 2 years.

21. 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. Analysis and management of all risks within Warminster Town Council is now carried out using the Risk Wizard platform. A summary of all risks has been compiled and an action plan for the highest risks is attached for members to adopt. **(See attached)**. Throughout the year the council produces regular risk assessments which are presented to members of the HR Committee under its Terms of Reference.

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

Members to adopt and confirm the plan.

**22. Council's Annual Subscriptions
For Members to approve.**

Subscription	Amount per annum
Visit Wiltshire	930.00
Society of Local Council Clerks 23/24	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

23. Appointment of Internal and External Auditors

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

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

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

24. Insurance and Assets

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

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

25. Copheap Repairs

Cllr Parks has requested that some repairs are completed on the Copheap Memorial. (See attached).

The Will of Harold Dewey sets out that "The trustees shall ensure that provision is made out of my Residual Estate for the repair and improvement (including the provision of flowering shrubs and seats) in or at the Copheap Memorial at Warminster and the pathway of Remembrance leading thereto...."

Members of the Finance and Audit Committee unanimously resolved to recommend to Full Council that they ask the Dewey Trust to fund the repairs to the Copheap Memorial as stated in the report:

- **Resurface pathway.**
- **Repairs to the roof shingle**
- **Cleanse gullies and restore function.**
- **Provide flowering shrub beds either side of approach pathway.**

- Re-locate existing litter bin from away from front of lych gate.
 - Sweep and cleanse entrance steps and railings.
 - Improve pathway beyond lych gate leading up to Copheap Hill
 - Inspect, clean, and treat lych gate wood structure and seating.
- Estimate of Costs £40,000

[Minute FA/22/081 Refers]

Members are asked to resolve to:

- i) ask officer 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

26. **Armed Forces Community Covenant**

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

27. **Time Capsule**

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

28. **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.

Mayors Engagements from 21st March – 21st May 2023

7th May 2023

Persimmon Ribbon Cutting Ceremony

18th May 2023

Royal Visit

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
17.03.23	Community Messaging	<i>Open letter from Chief Constable Catherine Roper to Police and Crime Commissioner 17/03/23</i>	Email
17.03.23	Community Messaging	Vehicle fraud and online shopping advice	Email
21.03.23	Community Messaging	Become a volunteer to support #MakingWiltshireSafer	Email
23.03.23	Wiltshire Council	Proposed Traffic Regulation Order for Consultation – Blue Badge holders 1 free hr	Email
24.03.23	Wiltshire Council	Latest news: National alerts service, clocks go forward this weekend, resurfacing works in Royal Wootton Bassett	Email
28.03.23	Wiltshire Council	Latest travel and transport news in Wiltshire	Email
30.03.23	Neighbourhood Alert	Take part in our short Insights Survey and win a £25 voucher	Email
31.03.23	Wiltshire Council	Latest news: No change to waste collections over Easter, tax-free childcare, new highways maintenance contract and more	Email
03.04.23	Wiltshire Council	Briefing Note 23-10: Neighbourhood Planning within Wiltshire	Email
03.04.23	Neighbourhood Alert	April News: Crime Prevention Advice and discounts	Email
03.04.23	Wiltshire Council	Road Closure Information, The Avenue	Email
04.04.23	Neighbourhood Alert	Dog Watch Newsletter	Email
06.04.23	Neighbourhood Alert	Sheep worrying is a crime	Email
07.04.23	Wiltshire Council	Latest News: No change to waste collections over Easter, Emergency Alert tests	Email
11.04.23	Neighbourhood Alert	Government Emergency Alert System Live	Email
11.04.23	Wiltshire Council	Road Closure Event	Email

CORRESPONDENCE LIST

11.04.23	Wiltshire Council	Road Closure Notification (Pound Row)	Email
12.04.23	Deborah Bourne WALC	National Emergency Planning meeting	Email
12.04.23	Wiltshire Council	Temporary closure of B3098	Email
13.04.23	Wiltshire Council	Temporary Closure of: A3098 (Part), Dilton Marsh (12.06.2023)	Email
14.04.23	Wiltshire Council	Latest News: Report a pothole, recommissioned domestic abuse service, funding to improve the A3102	Email
14.04.23	Community First	Update from Emergency Alerts meeting	Email
17.04.23	Neighbourhood Alert	Local Crime Update 10-14 th April 2023	Email
18.04.23	Atkins on behalf of Wiltshire Council	Resurfacing Works: The Avenue 4 th & 5 th May	Email
18.04.23	Network Rail	Rail Improvement Works Notification 30 th Apr – 3 rd May (Frome, Westbury)	Email
19.04.23	Wiltshire Council	Road Closure Update: The Avenue	Email
20.04.23	Neighbourhood Alert	Community Action Fund now open for applications from local groups and organisations	Email
20.04.23	Wiltshire Council	Urgent road closure notice: Pound Row	Email
20.04.23	Wiltshire Council	Latest news and advice for businesses	Email
21.04.23	Wiltshire Council	Latest news: Government alerts test this Sunday, 96% of families offered first choice primary school	Email
24.04.23	Neighbourhood Alert	Ticket Fraud	Email
26.04.23	Wiltshire Council	Road Closure: C360	Email
26.04.23	Wiltshire Council	Road Closure Update: The Avenue	Email
26.04.23	Wiltshire Council	Temporary Traffic Order – Woodcock Road	Email
26.04.23	Wiltshire & Swindon Prepared (Wiltshire Gov.uk)	Community Emergency Contact Scheme	Email
27.04.23	Wiltshire Council	Traffic Regulation Order: Victoria Road	Email

CORRESPONDENCE LIST

27.04.23	Neighbourhood Alert	Dog Watch Newsletter	Email
27.04.23	GWR	Train Strike Information	Email
28.04.23	Wiltshire Council	Latest News: Free mobile data and sim cards available in our libraries	Email
30.04.23	Neighbourhood Alert	Chief Constable fortnightly update to the Police and Crime Commissioner – 28 April 2023	Email
02.05.23	Neighbourhood alert	Volunteer as a Special with Wiltshire Police	Email
04.05.23	Neighbourhood alert	May Newsletter	Email
04.05.23	Neighbourhood alert	Be alert when selling online	Email
05.05.23	Wiltshire Council	Latest news: The Coronation of The King and The Queen Consort, cabinet update	Email
05.05.23	GWR	Train Strike Information	Email
05.05.23	Wiltshire Council	Business News	Email
05.05.23	Neighbourhood Alert	Attending Coronation events this Weekend? Here are a few tips to help you stay safe	Email
10.05.23	Neighbourhood Alert	Local Impactive Crimes 1 to 5 May 2023 - WARMINSTER	Email
11.05.23	GWR	Train Strike Information	Email
11.05.23	Wiltshire Council	Road Closure Information: Hillwood Lane 17.05.23	Email
12.05.23	Neighbourhood Alert	Could you or someone you know be a PCSO?	Email
12.05.23	Wiltshire Council	Latest news: Foster Care Fortnight, make sure you're eligible to vote, King's Coronation roundup	Email
12.05.23	Wiltshire Council	Road Closure Information: UPDATE Hillwood Lane 22.05.23	Email

Terms of Reference

Highways Advisory committee

The Highways Advisory committee considers all issues in the remit of the Local Highways and Footpath Improvement Group

1. Membership

1.1 Five elected Members.

2. Delegated Business

The committee has been delegated to deal with the following matters to conclusion:

2.1 All issues in the remit of the Local Highways and Footpath Improvement Group

2.2 To make referrals to the Local Highways and Footpath Improvement Group necessary following 2.1 above.

2.3 To approve any financial contributions to the work of the Local Highways and Footpath Improvement Group.

1. Overview

1.1 This document gives guidance on borrowing and investments by the town council and highlights that the council is committed to treasury management to ensure that:

- Capital expenditure plans are affordable.
- All external borrowing and other long-term liabilities are within prudent and sustainable levels.
- Treasury management decisions are taken in accordance with good professional practice.

1. Introduction

2.1 The Town Council currently had, at 31st March 2023, £1,574,241 of General and Earmarked reserves spread across its current and instant access accounts including in CCLA's PSDF Account. In summary the reserves break down as follows:

General Reserve	£314,740
EMR Capital Projects	£355,684
CIL	£135,614
EMR Services to be devolved	£514,770
Other Earmarked Funds	£253,433

2.2 Interest rates have been slowly rising from a historic low and in the past financial year the Council has received £37,400 in interest. Future interest rates are unpredictable. The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

2. Investment Objectives

- 3.1 The Council's investment priorities are the security of reserves and liquidity of its investments.
- 3.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 3.3 All investments will be made in sterling.
- 3.4 The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

4. Specified Investments

- 4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than one year.
- 4.2 For the prudent management of its treasury balances, maintaining sufficient levels of

security and liquidity, the Council will use:

1. Deposits with banks, building societies, local authorities or other public authorities.
2. Churches, Charities and Local Authorities Investment Management Ltd (CCLA) in 'The Public Sector Deposit Fund'.

5. Non-Specified Investments

- 5.1 Non-specified investments have greater potential risks – examples include investment in the money market, stocks and shares. The Council will not use this type of investment.

6. Liquidity of investments

- 6.1 The Responsible Financial Officer will determine the maximum period for which funds may prudently be committed so as not to compromise liquidity.
- 6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the dues are paid over to the counterparty.

7. Long-Term Investments

- 7.1 It is not anticipated that the Council will enter into long-term investments beyond one year without advice from its accountants.

8. Investment Reports

- 8.1 Interest income is identified in the monthly management accounts and reported monthly and year to date.
- 8.2 The CCLA 'Public Sector Deposit Fund' is an instant access account, with funds returned to the Council's current account on the same day if the request is sent by 11am.
- 8.2 Investment programme recommendations:
- (a) Approximately 6 weeks Gross Expenditure to be held in the Council's Instant Access Bank Account (currently with HSBC). (Currently appr. £180,000).
 - (b) Balance of all Funds to be held in CCLA PSDF.
 - (c) Precept – when received invest each instalment in CCLA PSDF.
 - (d) Draw down 1 month's Net Expenditure from PSDF to Instant Access Account. (Currently appr. £125,000).

9. Approval and Mechanism

- 9.1 The outline figures in (a) and (b) above are commended to the Council for approval and once approved the Town Clerk will carry out all transactions in the normal way. Investigation will be made to improve the rate from CCLA but will consider other institutions and take into account high street presence, accessibility of funds, service level, bank charges and ethical credentials.

10. Earmarked Reserves

- 10.1 The Council will maintain reserves for the following reasons:
- (a) A sum equivalent to a minimum of three months net revenue expenditure is held in the General Reserve in line with good practice. The amount currently required is a minimum of £380,000.
 - (b) The Capital Reserve has been built up to meet any needs identified in the Strategic and

- Tactical Delivery Plan or for unexpected expenditure or emergencies.
- (c) Other reserves held have been identified for specific purposes or future development, to meet commitments and will be maintained as necessary.

11. External Borrowing Strategy

- 11.1 The Council acknowledges the importance of borrowing funds and the financial impact on the authority.
- 11.2 During the 2023 - 2024 financial year it is not anticipated that the Council will have any need to borrow funds for any of its projects. However, for any borrowing the Council would use the Public Works Loan Board which has strict guidelines on applications and the normal processes would be followed.
- 11.3 For the existing borrowing in place, provision is made in the revenue budget to repay the borrowing within the planned period.

This policy will be reviewed by Council at the Annual Meeting of the Council, May 2024.

Outside Bodies 2023-24

Outside Bodies	Appointed 2022-23	Nominees 2023-24
Warminster Area Board: (attende NOT member)	Cllr Fraser	
Athenaeum Trust	Cllr Fraser	
Carnival	Cllr Fryer	
Local Highway and Footway Improvement Group (LHFIG) (Two representatives)	Cllr Fraser and Syme	
Elblag (Usually the Mayor)	Cllr Robins	
Flers Assoc	Cllr Fraser	
Health and Wellbeing Forum: (attende NOT member)	Cllr Allensby	
Neighbourhood Tasking Group	Cllr Fraser	
Park Community Centre	Cllr Brett	
Relief in Need	Cllr Macfarlane, Cllr Robbins	
Operational Flood Working Groups (OFWG)	Cllr Parks Cllr Fraser	
Trans (Transport) Wilts Partnership	Cllr Brett	
Tynings Allotments	Cllr Cooper	
Warminster Action Group	Cllr Mcdonald	
Warminster & Villages Development Trust	Cllr Jeffries	
Warminster & Villages Community Partnership	Cllr Syme	
Wiltshire Association Local Council	Cllr Jeffries	
Warminster Community Radio CRAB	Cllr Macfarlane	
Westbury CCTV	Cllr Davis	
Chapel of St Lawrence	Cllr Brett	

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score		Current Score		Target Score	
1	Environmental Damage - Allotments	Allotments		16	High	8	Medium	4	Low
2	Administration/Legal Error - Allotments	Allotments				9	Medium		
3	Financial Loss - Allotments	Allotments		2	Low	2	Low		
4	Physical Damage/ Injury - Allotments	Allotments				4	Low		
5	Administration/ Legal Error - Civic Centre Bar	Bar Service				4	Low		
6	Financial Loss - Civic Centre Bar	Bar Service				4	Low		
7	Physical Damage/ Injury - Civic Centre Bar	Bar Service				4	Low		
8	Professional Misconduct - Civic Centre Bar	Bar Service				4	Low		
9	Environmental Damage - Boats & Boathouse	Boats and Boathouse				8	Medium		
10	Financial Loss - Boats & Boathouse	Boats and Boathouse				4	Low		
11	Physical Damage/ Injury - Boats & Boathouse	Boats and Boathouse				6	Medium		
13	Administration/Legal Error - Bus Shelters	Bus Shelters				4	Low		
14	Environmental Damage - Bus Shelters	Bus Shelters				3	Low		
16	Physical Damage/ Injury - Bus Shelters	Bus Shelters				6	Medium		
18	Environmental Damage - Cemeteries & Churchyard	Cemeteries/Churchyard				4	Low		

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
19	Financial Loss - Cemeteries/ Churchyard	Cemeteries/Churchyard			2 Low	
20	Physical Damage/ Injury - Cemeteries & Churchyard	Cemeteries/Churchyard			4 Low	
21	Administration/Legal Error - Civic Centre	Civic Centre			6 Medium	
22	Environmental Damage - Civic Centre	Civic Centre			8 Medium	
23	Financial Loss - Civic Centre	Civic Centre			6 Medium	
24	Physical Damage from Fire - Civic Centre	Civic Centre		20 Extreme	10 Medium	
25	Physical Damage/ Injury - Civic Centre	Civic Centre		12 High	9 Medium	
29	Administration/Legal Error - Code of Conduct	Code of Conduct			6 Medium	
30	Physical Damage/ Loss - Computing Equipment	Computing			4 Low	
31	Technical Fault/ Failure - Computing	Computing			6 Medium	
32	Administration/Legal Error - Council Meetings	Council Meetings	Tolerable	16 High	8 Medium	4 Low
33	Physical Damage/ Injury - Council Meetings	Council Meetings			2 Low	
34	Financial Loss - Council Property/ Assets	Council and Property Documents			8 Medium	
35	Physical Damage/ Injury - Council Property/ Assets	Council and Property Documents			6 Medium	

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
36	Professional Error - Council & Property Documents	Council and Property Documents			3	Low
37	Administration/Legal Error - CCTV	Crime Prevention CCTV			8	Medium
38	Financial loss - CCTV	Crime Prevention CCTV			6	Medium
39	Physical Damage/ Injury - CCTV	Crime Prevention CCTV			3	Low
40	Technical Breach - CCTV	Crime Prevention CCTV			3	Low
41	Administration/Legal Error - Data Protection	Data Protection			6	Medium
42	Physical Damage/ Injury - Depot	Depot			8	Medium
43	Administration/Legal Error - Dewey House	Dewey House			4	Low
44	Environmental Damage - Dewey House	Dewey House			4	Low
45	Financial Loss - Dewey House	Dewey House			4	Low
46	Physical Damage/ Injury - Dewey House	Dewey House			4	Low
47	Administration/Legal Error - Employment of Staff	Employment of Staff	Tolerable		8	Medium
48	Financial Loss - Employment of Staff	Employment of Staff			6	Medium
49	Professional Standards - Employment of Staff	Employment of Staff			6	Medium

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score		Current Score		Target Score	
50	Administration/Legal Error - Financial Management	Financial Management		16	High	8	Medium		
51	Financial Loss - Financial Management	Financial Management				10	Medium		
52	GDPR Breach	Data Protection	Tolerable	12	High	6	Medium	3	Low
53	Administration/Legal Error - Land	Land				3	Low		
54	Environmental Damage - Land	Land				8	Medium		
55	Financial Loss - Land	Land				4	Low		
56	Physical Damage/ Injury - Land	Land				6	Medium		
57	Administration/Legal Error - Litter	Litter				2	Low		
58	Environmental Damage - Litter	Litter				4	Low		
59	Financial Loss - Litter	Litter				4	Low		
60	Physical Damage/ Injury - Litter	Litter				4	Low		
61	Overlap? Administration/Legal Error - Council Meetings	Council Meetings		6	Medium	4	Low		
62	Legal Action - Newsletter	Newsletters				4	Low		
63	Environmental Damage - Newsletter	Newsletters				4	Low		
64	Financial Loss - Newsletters	Newsletters				4	Low		

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score		Current Score		Target Score
65	Physical - No Newsletter	Newsletters		6	Medium	3	Low	
66	Administration/ Legal Error - Open Spaces	Open Spaces				6	Medium	
67	Environmental Damage - Open Spaces	Open Spaces				6	Medium	
68	Financial Loss - Open Spaces	Open Spaces				2	Low	
69	Physical Damage/ Injury - Open Spaces	Open Spaces				6	Medium	
74	Environmental Damage - Planning & Developmental Control	Planning & Development Control				4	Low	
75	Administration/Legal Error - Play Areas	Play Areas				4	Low	
77	Physical Damage/ Injury - Play Areas	Play Areas				6	Medium	
78	Financial Loss - Office Accommodation	Provision of Office Accommodation				4	Low	
79	Physical Damage/ Injury - Office Accommodation	Provision of Office Accommodation				4	Low	
80	Technical Fault/ Failure - Office Equipment	Provision of Office Accommodation		3	Low	3	Low	
81	Financial Loss - Website/ Internet	Provision of Website & Internet				3	Low	
82	Technical Fault/ Failure - Website/ Internet	Provision of Website & Internet				2	Low	
83	Administration/Legal Error - Public Conveniences	Public Conveniences				4	Low	

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
84	Environmental Damage - Public Conveniences	Public Conveniences			3 Low	
85	Financial Loss - Public Conveniences	Public Conveniences			3 Low	
86	Physical Damage/ Injury - Public Conveniences	Public Conveniences			8 Medium	
90	Administration/Legal Error - Skatepark	Skatepark			4 Low	
91	Environmental Damage - Skatepark	Skatepark			6 Medium	
92	Financial Loss - Skatepark	Skatepark		4 Low	4 Low	
93	Physical Damage/ Injury - Skatepark	Skatepark		16 High	12 High	
94	Administration/Legal Error - Splashpad & Plant Room	Splashpad & Plant Room			6 Medium	
95	Environmental Damage - Splash pad	Splashpad & Plant Room		20 Extreme	15 High	10 Medium
96	Financial Loss - Splashpad & Plant Room	Splashpad & Plant Room			4 Low	
97	Physical Damage/ Injury - Splashpad/ Plant Room	Splashpad & Plant Room			8 Medium	
98	Administration/Legal Error - Street & Footway Lighting	Street & Footway Lighting			6 Medium	
99	Environmental Damage - Street & Footway Lighting	Street & Footway Lighting			3 Low	
100	Financial Loss - Street & Footway Lighting	Street & Footway Lighting			4 Low	

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score	Current Score	Target Score
101	Physical Damage/ Injury - Street & Footway Lighting	Street & Footway Lighting			4	Low
102	Environmental Damage - Pavilion Café	Pavilion Cafe			3	Low
103	Financial Loss - Pavilion Café	Pavilion Cafe			3	Low
104	Physical Damage/ Injury - Pavilion Café	Pavilion Cafe			8	Medium
105	Administration/Legal Error - Village Signs	Village Signs			2	Low
107	Physical Damage/ Injury - Village Signs	Village Signs			2	Low
108	Physical Damage/ Injury - War Memorial	War Memorials			6	Medium
109	Financial Loss - War Memorial	War Memorials			2	Low
110	Environmental Damage - Water Refill Unit	Water Refill Unit			2	Low
111	Physical Damage/ Injury - Water Refill Unit	Water Refill Unit			3	Low
112	Administration/Legal Error - Water Supply	Water Supply			2	Low
113	Physical Damage/ Injury - Water Supply	Water Supply			6	Medium
114	Administration/Legal Error - Website	Website			3	Low
115	Technical Fault/ Failure - Website	Website			3	Low

Risk Analysis

Analysis and management of all risks within Warminster Town Council is now carried out using the Risk Wizard platform. This is instead of the LCRS software previously used.

This software offers a much more intuitive and interactive approach to risk management so that risks can be reviewed and reassessed continually.

There are currently 102 risks that Warminster Town Council manage using Risk Wizard.

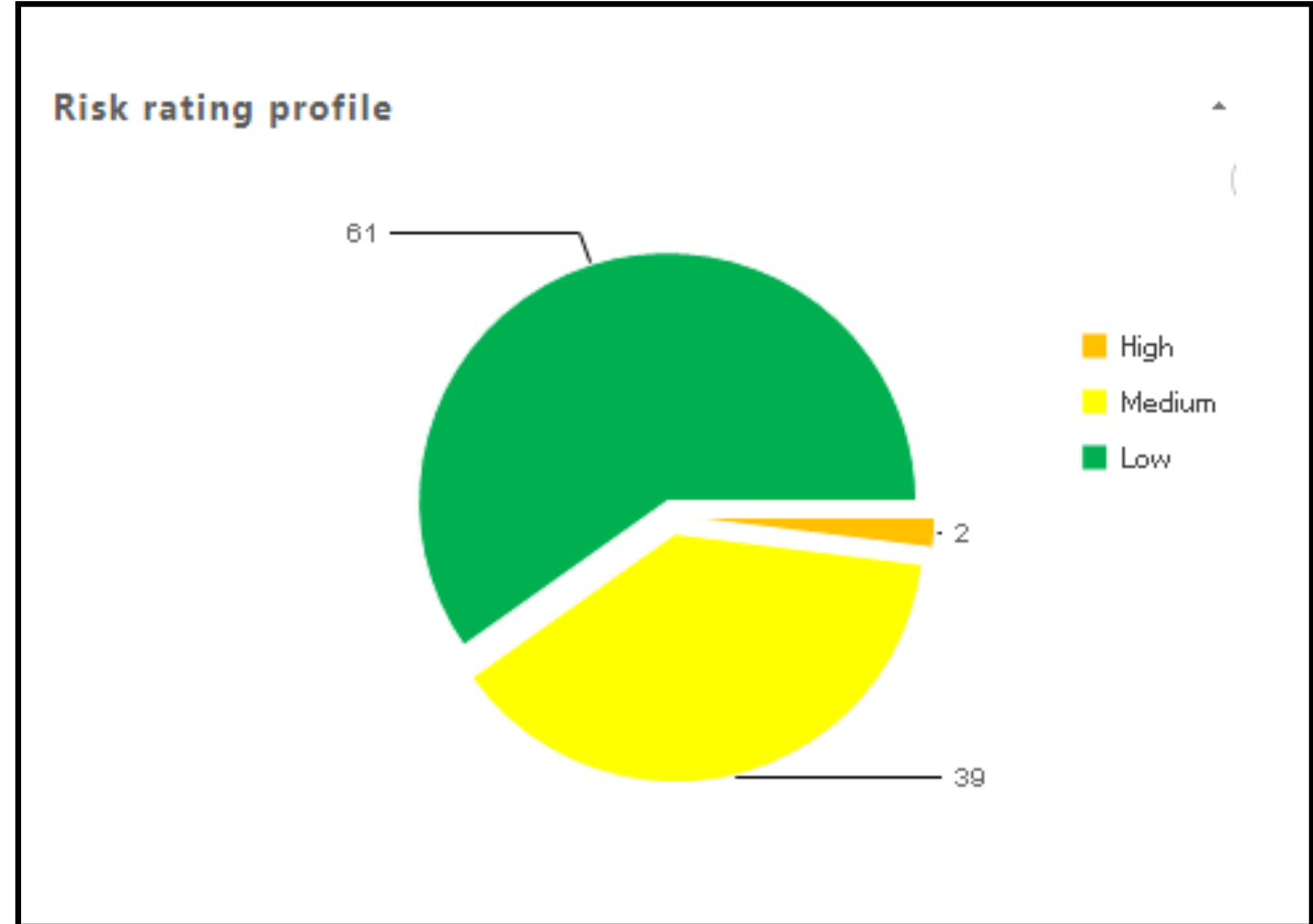


Fig. 1 All Risks managed by Warminster Town Council. Of the 102 risks, 61 are low risk, 39 medium risk and 2 high risk.

Of these **102** risks, only **2** are deemed **high** risk.

These are

1. Risk of Environmental Damage to the Splash Pad
2. Risk of Physical Damage or Injury Occurring at the Skate Park

These two risks are scored as **high** risk due to a combination of an increased **likelihood** of the risks occurring and, in the event the risks occur, their significant **impact**.

1. The Risk of Environmental Damage to the Splash Pad.

This refers to the risk of damage to the splashpad facilities posed by pollution, vandalism and inadequate cleaning.

A heat map, as shown in Fig. 2, is used to determine the risk of **environmental damage to the splash pad** based on the *likelihood* of this type of damage occurring and the *impact* the damage would have if it did occur.

Without controls in place the impact of environmental damage would be catastrophic and likely to happen occasionally (**inherent** risk).

With controls in place the likelihood of damage is reduced from an occasional to a remote occurrence (**current** risk). Reducing the overall risk from extreme to high.

These controls include:

- Appropriate staff training
- A cleaning regime
- Proper maintenance and correct operation of all equipment
- Proper maintenance of fully functional drains
- Arrangements in place to deal promptly with any problems arising
- Effective security
- The instigation of legal action against perpetrators where appropriate

To reduce the risk further, a **target** has been set to offer all splashpad staff refresher training before the splashpad reopens. This will reduce the likelihood of damage occurring from remote to improbable, reducing the overall risk from high to medium.



Fig. 2 Heat Map displaying the likelihood and impact of Environmental damage to the Splashpad

2. The Risk of Physical Damage or Injury Occurring at the Skate Park

This risk could occur due to inadequate health & safety and/ or those using the facility having an accident.

Without controls in place the impact would be major and happen occasionally (**inherent** risk) Fig. 3.

With controls in place the likelihood of damage or injury is reduced from an occasional to a remote occurrence (**current** risk).

These controls include:

- Provision of staff training
- Provision of appropriate protective clothing
- Regular site inspection to clear litter, fly tipping and to deal with any dangerous/foul matter i.e. glass, needles etc.
- Regular inspection of equipment, surfaces and signage
- Placing damaged equipment out of use until repair or replacement carried out
- Maintaining records of all inspections, reporting any damage and ordering and completing repair work
- Maintaining an Accident Book



Fig. 3. The risk of physical damage or injury occurring at the Skatepark. With controls in place the likelihood of this risk is reduced but because the impact would still be major if it did occur the risk remains high.

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Chairperson name: *Councillor* _____

Signed by responsible Finance officer: *Tom Dommett* _____

SCHEDULE OF ASSETS

as at 15th May 2023

Ref No:	Description	Identification	Insurance Value	Custodian	Date Acquired
001	Dewey House	Deeds held at Farnfields	sum insured £1,014,000.00	Clerk	1981 Reinstatement Value 2017
002	Land at Ashley Coombe	Deeds held at Farnfields	nominal Title £1.00	Clerk	2000
003	Allotment Gardens Bradley Road	Transfer of Asset Wiltshire Council	Registered 23.02.16 £1.00	Clerk	2014 Reinstatement Value Feb 2015
004	Civic Centre	Deeds held at Farnfields	£1,650,000.00	Clerk	1974 Reinstatement Value Feb 2015
005	War Memorial	Trf.UDC Title held at Farnfields	£295,000.00	Clerk	1974 Reinstatement Value Feb 2015
006	Obelisk	Trf.UDC	£145,000.00	Clerk	1974 Reinstatement Value Feb 2015
007	Boreham Cemetery Street furniture: includes all items identified as such	Trf UDC	£185,000.00 £120,398.00	Clerk	Feb 2015
008	Bus Shelters X 10	Street Furniture	sum insured	Clerk	Ongoing since 1974
009	Benches X 24	Street Furniture	sum insured	Clerk	1974 & 2009 & 2015
010	Christmas Lights Cables	Stress tested 2017	sum insured £11,379.00	Clerk	2001
012	Internal Signage & Hanging Basket Poles		sum insured £20,000.00	Clerk	2009
013	General Office Equipment CCTV Kitchen Equipment & Utensils		sum insured £62,490.00	Clerk	1981,1999 & updated 2012
014	Hand held radios Hnad held radios	Purchased	£1,620.00	Clerk	Nov-15
015	Traffic Cones	Purchased	£1,298.00	Clerk	15.06.2016

SCHEDULE OF ASSETS as at 15th May 2023

Ref No:	Description	Identification	Value	Custodian	Date Acquired
	Civic Centre				
016	Computers & Printers		£12,550.00	Clerk	Ongoing
017	Develop INEO+224e	A5C4121104616	Leased only	Clerk	2014
018	Full Contents including Kitchen/Catering equipment, Bar fittings and stocks plus furniture which include the following: 240 Green patterned chairs 10 x 6ft Tables 34 X 8ft Tables 17 red leather/wood chairs 2 X Leather Chesterfield Sofas 4 X Oval Wood Table 20 5ft round tables		sum insured £146,427.00	Clerk	Not inc A/cs figures Ongoing
019	Civic Centre Bar Stock Display Case		sum insured £3,164.00	Facilities Mgr Clerk	ongoing
020	Paintings	Trf.UDC		Clerk	1974
	Tapestry		sum insured £7,983.00	Clerk	1995
	Flers Gifts			Clerk	Ongoing
	Civic Regalia	Trf.UDC	sum insured £23,090.00	Clerk	1974
	Display Case				
	<i>all removed from Dewey House and transferred to Civic Centre</i>				2011-2013
	<i>Tapestry Jan 2013</i>	}	<i>Sum insured Included in Full Contents</i>		
	<i>Flers Gifts Jan 2013</i>				
	<i>Display Case Jan 2013</i>				
	<i>Civic Regalia Nov 2011</i>				
	<i>Roger PA system</i>	}			
	<i>Roger Table top hearing system</i>				
	<i>Roger Hearing system</i>			£18,000.00	
	<i>Cllr Laptops</i>			£7,930.00	Clerk

SCHEDULE OF ASSETS as at 15th May 2023

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Ref No:	Description	Identification	Value	Custodian	Date Acquired
021	CCTV:External Cameras	sum insured	£128,525.00	Clerk	2023
	Control Room Equipment which includes the following:	sum insured	£65,439.00	Clerk	2023

SCHEDULE OF ASSETS as at 15th May 2023

Ref No:	Description	Identification		Value	Custodian	Date Acquired
022	Town Park				Clerk	CAT transfer
	23 Weymouth Street	Tenanted House	Rebuild	£198,790.00	Tenant	21.11.2016
	Compound	Double Garage	Rebuild	£18,833.00		21.11.2016
	Monument	Drinking fountain	Rebuild	£52,314.00		21.11.2016
	Spalsh Pad		Rebuild	£500,000.00		May-22
	Café	Pavillion	Rebuild	£109,703.00	Clerk	21.11.2016
	Café stock	Pavillion	sum insured	£2,036.00		
			Replacement			
	Café fixtures and fittings	Pavillion	Value	£8,300.00		
	Play Park	Childrens Equip	Rebuild	£12,555.00		21.11.2016
	Lava Trail	Next to Skate Park	Rebuild	£20,000.00		2021
	Skate park		Rebuild	£11,509.00		
	Lake			N/A		21.11.2016
			Replacement			
	Bandstand		Value	£56,065.00		21.11.2016
			Replacement		Includes public	
	Boat House		Value	£229,345.00	toilets	21.11.2016
	5 x rowing boats		all risks	£6,120.00		01.04.2018
			All risks			
	3 x canoes		replacement	£2,400.00		
	30 x life jackets		all risks	£1,050.00		
			Replacement			
	39 Benches	Street Furniture	Value			21.11.2016
			Replacement			
	13 Bins	Street Furniture	Value			21.11.2016
			Replacement			
	12 Lighting Columns	Street Furniture	Value			21.11.2016
	Tennis Courts			N/A		21.11.2016
	Basketball Court			N/A		21.11.2016
			Replacement			
	Outdoor Gym		value	£12,000.00		

SCHEDULE OF ASSETS as at 15th May 2023

023	Play Areas	Lease end - 14.12.2026	Replacement Value	£900,000.00	Clerk	19.12.2019
024	Central Car Park Toilets	Lease 7 years	Rebuild	£114,672.00	Clerk	Lease signed 07.09.16
025	VW Transporter	Lease/purchase 4 years		£30,000.00	Clerk	01.08.16
	Road Sweeper	Lease/purchase 5 year		£70,000.00	P&EM	2020
	Polaris Ranger			£10,776.00	P&EM	2021
	Rival 52-Mower			£25,740.00	P&EM	2021
	Bateson B64 Trailer			£1,135.00	P&EM	2020
	Depot - Swan Business Park	Lease			P&EM	
	Battery operated machinery	Purchased	Repace	£10,000.00	P&EM	2020

Copheap Memorial – Report To Full Council

Background

The memorial is believed to have been instigated by Harold Dewey, was built 1949-1950, overseen by Warminster Urban District Council. The steps and pillars on the lych gate were designed and built by the Wiltshire Regiments of Old Comrades and Royal Artillery association (The Gunners)



Once the work was complete the whole area was dedicated as a war memorial, in addition to the War Memorial at the junction of Portway and The Close.

“as an everlasting tribute of pride and gratitude to the sons of Warminster who gave their lives in the great World Wars, this archway was constructed and Copheap presented for the perpetual use and enjoyment of all.

Harold Dewey Will

“The trustees shall ensure that provision is made out of my Residual Estate for the repair and improvement (including the provision of flowering shrubs and seats) in or at the Copheap Memorial at Warminster and the pathway of Remembrance leading thereto....”

Restorative Work

- Resurface pathway.
- Repairs to the roof shingle
- Cleanse gullies and restore function.
- Provide flowering shrub beds either side of approach pathway.
- Re-locate existing litter bin from away from front of lych gate.
- Sweep and cleanse entrance steps and railings.
- Improve pathway beyond lych gate leading up to Copheap Hill
- Inspect, clean, and treat lych gate wood structure and seating.

Estimate of Costs £40,000

