

**Minutes of the Annual Meeting of Warminster Town Council  
on  
Monday 13<sup>th</sup> May 2024 at 7pm  
held at the Civic Centre,  
Sambourne Road, Warminster, BA12 8LB**

**Membership:**

Cllr Allensby (West) Chairman of the Council and Mayor	*	Cllr Keeble (West)	*
Cllr Brett (East)	A	Cllr Kirkwood (Broadway)	*
Cllr Cooper (Broadway) Vice Chairman of the Council and Deputy Mayor	*	Cllr Jones (East)	*
Cllr Davis (East)	*	Cllr Macfarlane (West)	*
Cllr Fraser (West)	*	Cllr Parks (North)	A
Cllr Hawker (Broadway)	A	Cllr Robbins (East)	AB
Cllr Jeffries (North)	A		

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

**In attendance:**

**Officers:** Tom Dommett, (Town Clerk and RFO), Judith Halls (Deputy Town Clerk), Patsy Clover (Committee Clerk)

**Attendees:**

**Unitary Councillors:** None

**Members of the press:** One

**Members of the public:** Five

**Police:** None

**FC/24/001    Election of Chairman of the Council and Town Mayor for the Municipal Year 2024 - 25**

**Cllr Allensby was duly elected as Chairman of the Council and Town Mayor for the Municipal Year 2024 - 2025.**

**FC/24/002**

**Declaration of Acceptance of Office**

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

Cllr Allensby was invested with the chain of office by the Town Clerk and returned thanks for her election, saying: 'I thank my fellow Councillors for their nomination and belief. I wish to thank the former Mayor, Cllr Phil Keeble, for his support and guidance whilst I was Deputy Town Mayor. I would like to thank the late Cllrs Fryer and Syme for their support. I will do my best for and by the people of Warminster.'

**FC/24/003**

**Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2024 - 2025**

**Cllr Cooper was nominated as Vice Chairman of the Council, and Deputy Town Mayor for the Municipal Year 2024 - 25.**

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

**FC/24/004**

**Immediate Past Town Mayor – Vote of Thanks**

The retiring Mayor, Cllr Keeble, passed on thanks for the privilege of his year in office, saying: 'I would like to thank councillors for allowing me the privilege of my year in office. I have thoroughly enjoyed my year, visiting many organisations and charities and hopefully helping them to raise awareness and funds. A year ago, at the start of my term, I stated that my goals were:

1. to focus on regeneration of the economy and town centre – and we have made a good start with the hugely successful street market and working closely with the Warminster Business Network on other issues.
2. to finalise the Climate Change Action Plan – this has been achieved and our focus now changes to implementation of the plan.
3. completion of the Neighbourhood Plan – excellent progress has been made but due to a change in legislation, we have now decided to include the process for site allocation for housing in the Plan, which will extend this project by some nine months.

It has been a busy year and we have achieved so much, including:

- solar panels have been installed on many council buildings reducing our energy bills
- development and adoption of a Community Resilience Plan
- development and adoption of a Strategic Plan for 2024 - 2029
- development and adoption of a Climate Change Action Plan
- record numbers attended a new format Christmas lights switch-on event with all-day entertainment, combined with a new street market and the civic centre market. In partnership with the Warminster Business Network, we now have four planned street markets every year - the spring market has already occurred and was a huge success
- a new event of Pumpkins in the Park for Halloween celebrations
- restoration of the Copheap memorial from Dewey Trust funds
- £15,000 allocated for free activities for young people over the summer including canoeing and tennis
- £30,000 allocated from CIL funds to Warminster Football Club to upgrade their floodlights to LED
- a new under 5's multi-play area in the Lake Pleasure Grounds
- the Lake Pleasure Grounds continue to be awarded Green Flag status

- a hugely successful Spring in the Park
- hosting a delegation from Warminster, Pennsylvania, USA to celebrate the 10-year anniversary of twinning between the two towns
- and, at last, a solution that will see the scaffolding being removed and the building at 3 High Street being demolished.

Finally, I would like to thank the officers of the council for their hard work and support to make everything possible and thank Cllr Allensby for her support as my deputy and wish her good luck as mayor in the coming year’.

**FC/24/005 Apologies for Absence**

Apologies were received and accepted from Cllrs Brett, Hawker, Jeffries, and Parks.

**FC/24/006 Declarations of Interest**

Cllrs Jones and Davis declared an interest in agenda item 27; Cllr Jones sits on Warminster and Westbury Youth Club; Cllr Davis is a trustee of the Lakeside Centre.

**FC/24/007 Minutes**

**FC/24/007.1 The minutes of the Full Council Meeting held on Monday 25<sup>th</sup> March 2024 and the Extra Ordinary Full Council Meeting held on 15<sup>th</sup> April 2024, were approved as a true record, and signed by the Chairman.**

**FC/24/007.2** There were no matters arising from the minutes of the Full Council Meeting held on Monday 25<sup>th</sup> March 2024 and the Extra Ordinary Full Council Meeting held on 15<sup>th</sup> April 2024.

**FC/24/008 Chairman’s Announcements**

**FC/24/008.1.** There were no announcements from the Chairman.

**FC/24/008.2** The Mayor’s engagements were noted.

**FC/24/009 Correspondence Circulated**

The list of correspondence circulated was noted.

**FC/24/010 Questions**

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

**FC/24/011 Public Participation**

There was no public participation.

**FC/24/012 Motion re Pharmacy Provision in Warminster**

Councillor raised the following points:

- Many reported spending hours queuing
- People had queued up only to find; the prescription is not ready, the prescription is ready but there is no pharmacist, or the pharmacist was there but that the medicine was not available
- Boots promised when they closed the Avenue Pharmacy that staff would transfer to the Market Place, improving the service but the store is often shut for lunch or staff training
- The demographics of Warminster aren’t taken into account, and it can be difficult for many people to get to the town centre and there is a growing population.

***Standing Orders were suspended at 7:02pm to allow for public participation.***

David Reeves explained that licences are issued for pharmacists, not pharmacies, based on the Pharmaceutical Needs Assessment (PNA) for a town. However, Wiltshire Council hasn't updated the PNA for Warminster following Boots' closure. He explained that Boots could appeal any decision made by the ICB.

In answer to a question from Cllr Keeble, David Reeves explained that a decision had been made by Boots at a national level to rationalise the number of branches where branches were close together. Despite Boots' assertion that the staff from The Avenue branch would be transferred to the High Street branch, some have been transferred to other branches.

***Standing Orders were reinstated at 7:19pm following public participation.***

**Members resolved to:**

- **ask the council to write to the Chief Executive of the Integrated Care Board (ICB) to ensure that they understand the current crisis in Warminster, and**
- **to request that the ICB step in to resolve the current situation and take urgent steps to secure another pharmacy to meet the undoubted local need,**
- **write to Sebastian James, CEO Boots UK, to make him aware of the current issue with pharmacy provision in Warminster and request additional resources to resolve the current situation.**

**FC/24/013 Reports from Unitary Authority Members and the Police**

There were no reports from unitary authority members or the police.

**FC/24/014 Proceedings of Committee**

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

**FC/24/014.1** Finance and Audit Committee meeting held on 4<sup>th</sup> March 2024;

**FC/24/014.2** Planning Advisory Committee meeting held on 18<sup>th</sup> March 2024;

**FC/24/014.3** Town Development Committee meeting held on 26<sup>th</sup> February 2024.

**FC/24/015 Terms of Reference (TOR) and Delegation of Powers to Committees 2024 - 2025**

**Members resolved to amend the numbers of elected members in the Terms of Reference for the Finance and Audit Committee from seven to six.**

**Members approved and adopted the consequently amended Terms of Reference and Delegation of Powers 2024 – 2025.**

**FC/24/016 Standing Committees****Members agreed the following membership of the council's standing committees:**

<b>Committees:</b>			
	Finance & Audit (six members)	HR (six members)	Highways Advisory (five members)
Cllr Allensby		X	
Cllr Brett	X		
Cllr Cooper	X	X	X
Cllr Davis			X
Cllr Fraser		X	X
Cllr Hawker			
Cllr Jeffries	X	X	
Cllr Jones			
Cllr Keeble	X	X	
Cllr Kirkwood			X
Cllr Macfarlane	X		
Cllr Parks		X	X
Cllr Robbins	X		
	<b>6</b>	<b>6</b>	<b>5</b>
<b>Committees:</b>			
	Parks & Estate (seven members)	Planning Advisory (seven members)	Town Development (seven members)
Cllr Allensby	X	X	
Cllr Brett	X		
Cllr Cooper	X		
Cllr Davis			X
Cllr Fraser	X	X	
Cllr Hawker		X	X
Cllr Jeffries	X	X	
Cllr Jones	X		X
Cllr Keeble		X	X
Cllr Kirkwood		X	X
Cllr Macfarlane	X		X
Cllr Parks			
Cllr Robbins		X	X
	<b>7</b>	<b>7</b>	<b>7</b>

**FC/24/017 Election of Chairmen to Standing Committees****Members resolved to refer the appointment of the chairman of each committee to the next meeting of the relevant committee.**

**FC/24/018**     **Standing Orders and Financial Regulations**  
**Members adopted the Standing Orders and amended Financial Regulations for 2024 - 2025.**

**FC/24/019**     **Council Policies**  
**Members approved and adopted the updated Treasury Management Policy and noted all other existing council policies.**

**FC/24/020**     **Appointments to Outside Bodies**  
**Members resolved the following appointments to outside bodies and agreed that the representatives report back to council by a brief written report to be submitted to the clerk for inclusion with the agenda and, if necessary, confirmed that apologies would be sent to the respective meeting.**

<b>Outside Bodies</b>	
	<b>2024 - 2025</b>
Warminster Area Board: attendee NOT member	Fraser
Athenaeum Trust ( <b>Two representatives</b> )	
Carnival	Macfarlane
LHFIG ( <b>Two representatives</b> )	Fraser and Cooper
Elblag ( <b>Usually the Mayor</b> )	Allensby
Flers Association	Fraser
Warminster Health and Wellbeing Forum ( <b>Member</b> )	Cooper
Neighbourhood Tasking Group	Fraser
Park Community Centre	Brett
Relief in Need	Macfarlane and Robbins
Operational Flood Working Group South (OFWG)	Fraser and Parks
Trans (Transport) Wilts Partnership	Brett
Tynings Allotments	Kirkwood
Warminster Action Group ( <b>Two representatives</b> )	Cooper and Jones
Wiltshire Association Local Councils	Jeffries
Warminster Community Radio CRAB ( <b>Two representatives</b> )	Robbins and Jones
Westbury CCTV	Davis
Chapel of St Lawrence	Brett
Warminster Business Network (WBN)	Jones

**It was agreed to ask the Athenaeum Trust whether they would accept three representatives from the council (Cllrs Fraser, Jones, and Keeble), and to defer the appointment of representatives until a reply was received.**

**FC/24/021** Appointments to Full Council working groups:

**Members agreed the following membership of the Working Groups that report to Full Council:**

<b>Working Groups reporting to Full Council:</b>			
<b>Members 2024 - 2025</b>	Climate Change*	Community Infrastructure Levy (CIL) **	NP Steering Group***
Clr Allensby	X		
Clr Brett		X	
Clr Cooper			
Clr Davis			
Clr Fraser		X	X
Clr Hawker			
Clr Jeffries	X	X	
Clr Jones	X		X
Clr Keeble	X	X	X
Clr Kirkwood			
Clr Macfarlane			
Clr Parks		X	
Clr Robbins			

Clr Keeble expressed the need for more members to join the NP Steering Group.

**FC/24/022** Annual Risk Assessments and Summary for 2024 – 2025

To comply with the Warminster Town Council 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 received the annual risk report and resolved to adopt and confirm the action plan, signed by the Mayor.**

**FC/24/023** Council's Annual Subscriptions

**Members approved the payment of the following annual subscriptions:**

<b>Subscription</b>	<b>Amount per annum</b>
<b>Visit Wiltshire</b>	<b>930.00</b>
<b>Society of Local Council Clerks 2024 - 2025</b>	<b>716.00</b>
<b>West Wiltshire Elblag Twinning Association</b>	<b>10.00</b>
<b>Wiltshire Association of Local Councils</b>	<b>2,195.68</b>
<b>National Association of Local Councils</b>	<b>696.00</b>
<b>Warminster Flers Association</b>	<b>40.00</b>

- FC/24/024**     **Appointment of Internal and External Auditors**  
**FC/24/024.1** Members approved 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 the council’s annual governance, Stuart Pollard and Auditing Solutions are competent, independent of the financial controls and procedures of the council and can provide an objective view on whether the internal controls meet the needs of Warminster Town Council.  
**FC/24/024.2** Members approved that the council’s external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD.
- FC/24/025**     **Insurance and Assets**  
**FC/24/025.1** Members noted that the council continues to be insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE.  
**FC/24/025.2** Members noted an inventory of the council’s land and other assets including buildings and office equipment.
- FC/24/026**     **Hub Building – Solar Panels**  
Members resolved to proceed with the installation of solar panels on the Hub Building and to appoint Company C subject to carry out the work, subject to satisfactory structural roof surveys being completed.
- FC/24/027**     **Detached Youth Work in Warminster**  
Members resolved to enter into an agreement with Warminster and Westbury Youth Club for 50 weeks a year of detached youth worker provision in Warminster at a cost of £10,000 per annum. Should there be an additional need at any time, this could be provided within the terms of the agreement.
- FC/24/028**     **Armed Forces Community Covenant**  
Members noted the Armed Forces Community Covenant signed by Warminster Town Council on 20<sup>th</sup> February 2012, and that it continues to be referenced with the council’s community work.
- FC/24/029**     **Time Capsule**  
Members noted that the time capsule buried at Sambourne School will be recovered in the year 2085.
- FC/24/030**     **Communications**  
Members agreed press releases to be issued with the following spokespeople:
- the election of the new Mayor, Cllr Stacie Allensby, and Deputy Mayor, Cllr Andrew Cooper – Cllr Allensby.
  - Motion re pharmacy provision – Cllr Jeffries
  - youth work provision – Cllr Jones
  - solar panels on the Hub Building – Cllr Cooper

Meeting closed at 7.41pm.

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.



**Date of next meeting: Monday 10<sup>th</sup> June 2024.**