

**Minutes of the Meeting of Warminster Town Council
on
Tuesday 25th June 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)	*	Cllr Kirkwood (Broadway)	*
Cllr Cooper (Broadway) Vice Chairman of the Council and Deputy Mayor	*	Cllr Jones (East)	A
Cllr Davis (East)	*	Cllr Macfarlane (West)	*
Cllr Fraser (West)	AB	Cllr Parks (North)	*
Cllr Hawker (Broadway)	A	Cllr Robbins (East)	A
Cllr Jeffries (North)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett, (Town Clerk and RFO), Patsy Clover (Committee Clerk)

Attendees:

Members of the press: One

Members of the public: Three

Police: Two

FC/24/040 Apologies for Absence

Apologies were received and accepted from Cllrs Hawker, Jones, and Robbins.

FC/24/041 Declarations of Interest

Cllr Davis declared a pecuniary interest in agenda item 15 as his business sponsors Warminster Community Radio.

FC/24/042 Minutes

FC/24/042.1 The minutes of the Full Council Meeting held on Monday 13th May 2024 and the Extra Ordinary Full Council Meeting held on Tuesday 28th May 2024, were approved as a true record, and signed by the Chairman.

FC/24/042.2 There were no matters arising from the minutes of the Full Council Meeting held on Monday 13th May 2024 and the Extra Ordinary Full Council Meeting held on Tuesday 28th May 2024.

FC/24/043 **Chairman's Announcements**
FC/24/043.1. There were no announcements from the Chairman.
FC/24/043.2 The Mayor's engagements were noted.

FC/24/044 **Correspondence Circulated**
The list of correspondence circulated was noted.

FC/24/045 **Questions**
There were no questions submitted in advance by members of the council.

Standing Orders were suspended at 7:01pm to allow for public participation.

FC/24/046 **Public Participation**
Barry Mole spoke to agenda item 15 re the application for CIL funding made by Warminster Community Radio (WCR) emphasising the requirement for a modern studio and equipment to ensure the future longevity of the radio station.

Andrew Robinson spoke to agenda item 15 highlighting the importance of the work carried out by WCR volunteers in giving and receiving information for the community, especially in times of crisis. More than 81,000 listener hours were recorded in 2023 via the website and the app; however, this figure does not include all broadcasting methods.

John Powell spoke to agenda item 15 re the application for CIL funding made by Warminster Cricket Club to refurbish the toilets which has been match funded by the England and Wales Cricket Board. The Club has over 200 junior members and is working to attract women and girl members. It is also used by other organisations including the table tennis club and fitness studio and for social events.

Standing Orders were reinstated at 7:10pm following public participation.

FC/24/047 **Reports from Unitary Authority Members and the Police**
There were no reports from unitary authority members.

PC Guy Hamill introduced himself as the new Neighbourhood Policing Team (NPT) officer for Warminster. PC Hamill reported on investigations into ASB/ graffiti and shoplifting. PC Fairley will concentrate on ASB cases, while he will concentrate on shoplifting cases. He stressed the importance of the public continuing to report incidents to demonstrate the need for extra resources in the town.

The Chairman requested to move agenda item 15 to the top of the agenda. Members voted and agreed.

FC/24/048 **Requests for Community Infrastructure Levy (CIL) Money**
Members resolved to adopt the recommendations of the CIL Working Group:
i) **that the Council gives Warminster Community Radio £28,858 of CIL Money for the purchase of equipment**
ii) **that the Council asks Warminster Community Radio to report back to the town council about the completion of the project**

- iii) that the Council gives Warminster Cricket Club £6,000 of CIL Money for the renovation of the club's toilet facilities
- iv) that the Council asks Warminster Cricket Club to report back to the town council about the completion of the project.

FC/24/049

Proceedings of Committee

Minutes from the following meetings were adopted:

FC/24/049.1 Parks and Estate Committee meeting held on 11th March 2024;

FC/24/049.2 Planning Advisory Committee meetings held on 22nd April 2024 and 20th May 2024;

FC/24/049.3 Town Development Committee meeting held on 29th April 2024.

FC/24/050

Internal Audit Report 2023 – 2024 (Final)

Members considered the recommendations contained therein, adopted accordingly, and approved the final audit report for 2023 - 2024.

FC/24/051

Financial Statements for Year Ended 31st March 2024

Members noted the Responsible Financial Officer's (RFO) Certificate duly signed, approved the unaudited Financial Statements for the year ended 31st March 2024, and authorised the Town Clerk, Tom Dommett, and the Town Mayor, Cllr Allensby, to sign the approval. The Town Clerk, Tom Dommett, and the Town Mayor, Cllr Allensby, signed the approval.

FC/24/052

Section 1: Annual Governance Statement 2023 – 2024

Members considered, approved, and authorised the Chairman of the meeting and the Town Clerk to sign the Annual Governance Statement 2023 – 2024. The Town Clerk, Tom Dommett, and the Town Mayor, Cllr Allensby, signed the Annual Governance Statement 2023 – 2024.

FC/24/053

Section 2: Accounting Statements 2023 - 2024

Members considered, approved, and authorised the Chairman of the meeting to sign the Accounting Statements 2023 – 2024, which had been previously certified and signed by the RFO. The Town Mayor, Cllr Allensby, signed the Accounting Statements 2023 – 2024.

FC/24/054

Annual Governance and Accountability Return (AGAR) 2023 - 2024

Members noted the completion of the AGAR 2023 – 2024, which the Town Clerk will submit to PKF Littlejohn LLP with all supporting documents required concerning reconciliations and variances on the accounting statements, as stipulated by legislation.

The exercise of public rights will commence on Thursday 27th June 2024 and will continue for a 30-day working period in accordance with 'The Local Audit Accountability Act 2014'. The signed statements, statutory declarations and notice would be published on the external and internal notice boards as well as the Council's website. Following completion of the Council's Limited Assurance Review the Council will publish the certified AGAR by no later than 30th September 2024

FC/24/055

Lake Pleasure Grounds Lottery Bid Working Group

Members resolved to set up a working group and nominated the following members to the working group: Cllrs Allensby, Cooper, Jones, Keeble, and Kirkwood.

FC/24/056 **Pharmacy Provision in Warminster**

Members decided to defer the agenda item to the next meeting of Full Council on 22nd July 2024 as a decision is expected from the ICB by the end of June 2024 about additional pharmacy provision in Warminster.

FC/24/057 **Communications**

Members agreed to the issue of a press release to be issued on the award of CIL grants with Cllr Allensby as spokesperson.

Meeting closed at 7.23pm.

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.

Date of next meeting: Monday 22nd July 2024.

DRAFT