

15<sup>th</sup> July 2024

## AGENDA

Dear Councillor

You are summoned to:

### Meeting of Warminster Town Council

to be held on

Monday 22<sup>nd</sup> July 2024 at 7pm

at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

#### Membership:

Cllr Allensby (West) Chairman of the Council and Mayor	Cllr Jones (East)
Cllr Brett (East)	Cllr Keeble (West)
Cllr Cooper (Broadway) Vice Chairman of the Council and Deputy Mayor	Cllr Kirkwood (Broadway)
Cllr Davis (East)	Cllr Macfarlane (West)
Cllr Fraser (West)	Cllr Parks (North)
Cllr Hawker (Broadway)	Cllr Robbins (East)
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](mailto:admin@warminster-tc.gov.uk) prior to the meeting to enable this to be facilitated.

Yours sincerely



**Tom Dommett CiLCA**

**Town Clerk and Responsible Financial Officer**

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#### 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 and sign** as a correct record, the minutes of the Full Council meeting held on Tuesday 25<sup>th</sup> June 2024; 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 Tuesday 25<sup>th</sup> June 2024.

4. **Chairman's Announcements**

**4.1 To note** any announcements made by the chairman.

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

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 committee 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 committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The chairman may read out any statements submitted in advance.

*Standing Orders will be reinstated following public participation.*

8. **Reports from Unitary Authority Members**

**To note any reports received which are relevant to the Full Council. Questions for the Police to be submitted before the meeting.**

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 7<sup>th</sup> May 2024: questions to Cllr Cooper, chairman of the committee.

**9.2 HR Committee** meeting held on 5<sup>th</sup> February 2024: questions to Cllr Allensby, chairman of the committee.

**9.3 Parks and Estate Committee** meetings held on 28<sup>th</sup> May 2024: questions to Cllr Allensby, chairman of the committee.

**9.4 Planning Advisory Committee** meeting held on 17<sup>th</sup> June 2024: questions to Cllr Keeble, chairman of the committee.

## **10. Becoming a Councillor Events**

All seats on the town council will be up for re-election in May 2025. It is good practice to provide information to the public to inform and encourage those who may be interested in becoming a councillor (**see attached**).

**Members are requested to:**

- **agree to hold a 'Becoming a Councillor' event(s) to inform interested individuals about what is involved in becoming a town or parish councillor, and**
- **nominate the Mayor and two other councillors to work with officers to organise the event(s).**

## **11. Pharmacy Provision in Warminster**

This item was deferred from the previous meeting.

**To note** the reply sent on behalf of Sebastian James Senior Vice President and Managing Director, Boots UK & ROI to the letter sent by the Town Clerk regarding the issues which have arisen since the closure of The Avenue Surgery Boots pharmacy branch last year (**see attached**) and the decision made by the Integrated Care Board about additional pharmacy provision in Warminster.

Since then, the South West Pharmaceutical Services Regulations Committee (PSRC) has met and decided that an application from Prime Scripts Ltd to open a pharmacy in Warminster should be granted

The PSRC committee noted that Boots, who opposed the application, should be granted the right to appeal.

**Members to decide whether they wish to take further action at this stage.**

## **12. Lake Pleasure Grounds Lottery Bid**

The Lake Pleasure Grounds Lottery Bid Working Group held its first meeting on Monday 8<sup>th</sup> July 2024. The Working Group considered proposals to be put forward as an expression of interest to the National Lottery Heritage Fund. It is suggested that an initial budget of £20,000 is allocated from EMR Services to be Devolved for preparatory work involved to progress the bid to the National Lottery Heritage Fund. This would also cover expenditure beyond the initial expression of interest.

**Members to resolve to allocate £20,000 from EMR Services to be Devolved for preparatory work involved to progress the bid to the National Lottery Heritage Fund.**

## **13. Communications**

**Members to decide on items requiring a press release and to confirm a spokesperson if required.**

Minutes from this meeting will be available to all members of the public either from our website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.

**Date of next meeting: Monday 30<sup>th</sup> September 2024.**

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## Mayoral Engagements

<b>Date</b>	<b>Time</b>	<b>Confirmed Engagement</b>	<b>Place</b>
28.06.24	09.45	Opening the Civic Centre Summer Market	Civic Centre, Warminster
10.07.24	10.30	Opening of McDonalds Restaurant	McDonalds Restaurant, Warminster
16.07.24	08.00	Amesbury Mayor Making Service	Stonehenge
20.07.24	19.30	Warminster Philharmonic Orchestra's Concert	Thomas Arnold Hall, Warminster School

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
19.06.24	Wiltshire Council	General election questions answered	Email
19.06.24	Wiltshire and Swindon Community Messaging	Trowbridge firefighters hold charity car wash	Email
20.06.24	Wiltshire and Swindon Community Messaging	Online daters advised to be vigilant as romance fraud reports rise by 8 per cent	Email
21.06.24	Wiltshire and Swindon Community Messaging	Safety warning after Amber wildfire alert issued	Email
21.06.24	Wiltshire Council	Latest news: Your questions answered on the general election, improvements to leisure centres, Solar Together and more	Email
21.06.24	Wiltshire and Swindon Community Messaging	Fortnightly update to the Police and Crime Commissioner - 21 June 2024	Email
24.06.24	Wiltshire and Swindon Community Messaging	The Month of Community just keeps giving	Email
24.06.24	Wiltshire Council	Upper Marsh Road, Road Closure	Email
25.06.24	Wiltshire Council	Upper Marsh Road, Road Closure - extension	Email
25.06.24	Wiltshire and Swindon Community Messaging	You still have time to nominate a Neighbourhood Watch volunteer	Email
27.06.24	Wiltshire and Swindon Community Messaging	Operation Scorpion - clampdown on drugs and weapons	Email
27.06.24	Wiltshire Council	Pound Street – road closure	Email
27.06.24	Wiltshire Council	Latest news: General election takes place next week, tips on keeping your bin fresh in the summer, have your say on Trowbridge Leisure Centre and more	Email
28.06.24	Wiltshire and Swindon Community Messaging	32 Million suspicious emails reported by the public	Email
29.06.24	Wiltshire Council	General election in Wiltshire – everything you need to know	Email
29.06.24	Wiltshire Council	Waste and recycling news - June 2024	Email

## CORRESPONDENCE LIST

01.07.24	Wiltshire Council	Multiply - What's On? - July 2024	Email
01.07.24	Wiltshire and Swindon Community Messaging	Volunteers needed to assess and scrutinise the standard of Wiltshire Police's custody facilities	Email
01.07.24	Wiltshire and Swindon Community Messaging	The July edition of OUR NEWS is here	Email
02.07.24	Wiltshire and Swindon Community Messaging	Visit to Explorer Scouts 01.07.24	Email
05.07.24	Wiltshire Police	Letter of introduction from new police Sergeant Joe Sadowski	Email
05.07.24	Wiltshire and Swindon Community Messaging	PCC launches public consultation to gather residents' views to inform future policing priorities [#281435819]	Email
05.07.24	Wiltshire and Swindon Community Messaging	Fortnightly update to the Police and Crime Commissioner - 5 July 2024 [#281484791]	Email
09.07.24	Wiltshire and Swindon Community Messaging	Force Awards July 2024 [#282543211]	Email
09.07.24	Wiltshire Police	Volunteers needed for Police Cadet Unit	Email
11.07.24	Wiltshire Council	Latest news and advice businesses	Email
12.07.24	Wiltshire Council	Latest news: New car park machines, have your say on Trowbridge leisure centre, A36 to close for repairs next month and more	Email

## **'Becoming a Councillor' Events**

### **Report for decision by Full Council – 22<sup>nd</sup> July 2024**

#### **Recommendation**

Members are requested to:

- agree to hold a 'Becoming a Councillor' event/s to inform interested individuals about what is involved in becoming a town or parish councillor, and
- nominate the Mayor and two councillors to work with officers to organise the event.

#### **Purpose of the Report**

To enable members to make an informed decision.

#### **Background**

Town councillors in Warminster are elected for a four-year term; the current council term ends in May 2025 and elections will be held on 1<sup>st</sup> May 2025.

There are currently 13 town councillors representing four wards in Warminster. The number of councillors will increase to 14 from May 2025. In recent years, the number of individuals standing for election has fallen; recent vacancies have either been filled by co-option or been uncontested. There is also no certainty that all the current councillors will wish to stand for re-election in 2025.

The General Power of Competence – a broad ranging and important legislative statement - permits a council to do anything an individual can do unless specifically prohibited by the general power or by other legislation. To qualify at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed.

Without the General Power of Competence, the town council would have to rely on specific identified legislation for anything it wishes to do. Functions and actions currently undertaken due to the General Power of Competence would be allowed to continue.

#### **Investigations**

Officers have researched how other councils have engaged with their residents about what is involved in becoming a councillor. Many have held in person events, put videos online and provided written information. This is not just about the 'mechanics' of standing for election that electoral/democratic services would provide but about the reality of life as a councillor.

Advice has also been sought from the Local County Advisor at the Wiltshire Association of Local Councils, who believes that holding a 'Becoming a Councillor' event is an excellent idea, commenting that *'anything that can be done to promote and de-mystify the role of a Councillor should be encouraged'*.

During 2023/24 the Local Government Association (LGA) organised a "Be a Councillor" events' programme with partners including the National Association of Local Councils (NALC), Elect Her, 50:50 Parliament, Shout Out UK and the Disability Policy Centre to



encourage people from a diverse range of backgrounds to #BeACouncillor and #MakeADifference.

### **Proposal**

It is proposed that a 'Becoming a Councillor' event is held at the Civic Centre in November 2024 with the option of holding a second or follow-up event in February 2025.

The primary purpose of the event will be to provide an overview of the role of Warminster Town Council, explaining the responsibilities involved in being a councillor in terms of time commitment and areas of work, and to provide information including the council's Standing Orders and Financial Regulations and other documents normally given as part of the councillors' induction programme. Reference would be made to the Good Councillor Guide. Guidance can also be provided on how to stand for election as a councillor. This will be achieved in an informal way via a drop-in session and would be strictly non-party political.

The aim is to encourage more people from all backgrounds and with experiences reflective of their community to put themselves forward for election. Initial ideas for the event include short videos involving councillors and officers on a variety of topics relevant to the role, explanatory leaflets and handouts, and a Q&A chat with current councillors.

### **Financial and Resource Implications**

Should members approve the project, officer time will be needed to plan and implement the event. There will also be administrative costs such as printing and stationery, preparation of handouts and publicity material and costs involved in the use of the Civic Centre.

### **Legal Implications and Legislative Powers**

The Local Government Act 1972, Section 79, sets out the qualifications for standing as a candidate and the grounds for disqualification of a candidate. However, holding an event in general does not have any legal implications and is not governed by any legislative powers.

### **Environmental Implications**

Officers are not aware of any environmental implications which could arise from the event.

### **Risk Assessment**

A standard risk assessment for holding an event in the Civic Centre will be carried out.

### **Crime and Disorder**

Officers are not aware of any issues the council should consider under the Crime and Disorder Act.

**On behalf of Sebastian James**

Dear Mr Dommett

Thank you for your recent letter on behalf of the Council regarding community pharmacy provision in Warminster. We are sorry to hear that local residents have been disappointed with their experience at our Market Place pharmacy in recent months.

We acknowledge there has been some disruption following the consolidation of our Warminster store operations in October with the closure of the Avenue Surgery pharmacy. Customer queues and waiting times were temporarily impacted as the Market Place store onboarded new patients and updated its systems to fulfil their prescription requirements.

The local team has since worked hard to deliver an improved customer experience. Staffing levels have been increased and this has helped the store to manage queues, reduce waiting times and improve the availability of medicines and readiness of repeat prescriptions.

Regular visits have been conducted by senior regional pharmacy leaders to enhance operational efficiency and support the store to manage its workload. We have also adjusted dispensing processes to increase capacity and adapted the pharmacy to enhance working space and customer waiting space. We continue to review and adjust the store layout to support queue management and help customers to access healthcare services more quickly.

Indeed, we are confident that these operational changes are enabling the pharmacy to manage high demand and improve prescription fulfilment, and the store has reported improved service levels and shorter waiting times in recent weeks. We are also in communication with local GPs to discuss how we can align and optimise our support for patients, including on opening hours.

Regarding the Council's comments relating to a new pharmacy contract in Warminster, there is an established NHS regulatory process governing the entry of new operators into a market for providing local pharmaceuticals services as stipulated under the Health and Social Care Act 2012. Therefore, it is ultimately for the ICB and Health and Wellbeing Board to assess whether local pharmaceutical provision in Warminster is adequate, with each application for a new pharmacy contract assessed on its own individual merits against the established NHS regulatory criteria.

I trust this is a helpful response which enables you to update Council colleagues and reassures you that Boots is committed to improving the customer experience in Warminster and delivering consistently high standards of service to local residents.

Please do contact me again if you would like any further information.

Best regards,

**Sebastian James**  
**Senior Vice President and Managing Director, Boots UK & ROI**