

## Minutes of the Annual Meeting of Warminster Town Council on

**Monday 12<sup>th</sup> May 2025 at 7pm**

**held at the Civic Centre,**

**Sambourne Road, Warminster, BA12 8LB**

### Membership:

|  |   |                            |   |
|--|---|----------------------------|---|
| Cllr Allensby (West)   | * | Cllr Keeble (West)         | * |
| Cllr Barnes (East)   | * | Cllr J Kirkwood (Broadway) | * |
| Cllr Carter (West)   | * | Cllr S Kirkwood (Broadway) | * |
| Cllr Cooper (Broadway) Chairman of the Council and Mayor         | * | Cllr Lee (Broadway)        | * |
| Cllr Davis (East)  | * | Cllr Robbins (East)        | A |
| Cllr Hawker (Broadway)   | * | Vacancy (East)             |   |
| Cllr Jones (North) Vice Chairman of the Council and Deputy Mayor | * | Vacancy (North)            |   |

**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), Patsy Clover (Committee Clerk).

### Attendees:

**Unitary Councillors:** None

**Members of the press:** Two

**Members of the public:** Three

**Police:** One

### **FC/25/001    Election of Chairman of the Council and Town Mayor for the Municipal Year 2025 - 26**

**Cllr Cooper was duly elected as Chairman of the Council and Town Mayor for the Municipal Year 2025 - 2026.**

- FC/25/002      Declaration of Acceptance of Office**  
**The newly elected Mayor, Cllr Cooper, read and signed the Declaration of Acceptance of Office and delivered it to the Town Clerk.**  
Cllr Cooper was invested with the chain of office by the Town Clerk and returned thanks for his election, saying that he hoped that he would prove worthy of the trust that his fellow councillors had placed in him and thanking the outgoing Mayor for her kindness, support, and trust.
- FC/25/003      Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2025 - 2026**  
**Cllr Jones was nominated as Vice Chairman of the Council, and Deputy Town Mayor for the Municipal Year 2025 - 26.**  
The Town Clerk presented the badge of office to the newly appointed Deputy Mayor.
- FC/25/004      Immediate Past Town Mayor – Vote of Thanks**  
The retiring Mayor, Cllr Allensby, passed on thanks for the privilege of her year in office, saying:  
“I would like to thank my fellow councillors for their support during my year as Mayor. This year saw the first full year of our seasonal town markets and they have been a huge success; credit goes to Warminster Business Network and to the town council staff for pulling off these markets. This has helped to increase the footfall in Warminster.
- We celebrated the Park’s 100-year birthday with an incredible turnout for the music, rides, and pyrotechnics. More events are coming to Warminster including our first ever Ice cream and Bubbles festival. Entries for Pumpkins in the Park went from 30 to over 100.
- Though Warminster was not without issues, the Pharmacy struggles were addressed by several of our Councillors both with the Pharmacy companies and on a more national level. After we sent another letter inviting the rep from Boots to come and join me as I queued for a prescription, a meeting with them turned into a resolution for the problem.
- My main goal as Mayor was to make people realise that councillors are people - regular normal people who can be approached. We all want the same thing as councillors - we want what is best for Warminster.
- I would like to thank the people of Warminster for their support throughout this year. I would like to thank the staff at the Civic Centre for the hard work they do, the organising and the support they have given me as Mayor.
- Lastly, I would like to thank my Deputy, Cllr Cooper, for his support during my term and give him my best wishes for his upcoming year. May he enjoy it as much as I have”.
- FC/25/005      Apologies for Absence**  
Apologies were received and accepted from Cllr Robbins.

- FC/25/006**     **Declarations of Interest**  
Cllrs Allensby and Jones declared an interest in agenda item 26; they are both trustees of the Warminster and Westbury Youth Club; Cllrs Davis and Keeble declared an interest in agenda item 20 as trustees of The Athenaeum and the Lakeside Centre respectively. All interests were non-pecuniary and, therefore, the councillors remained in the meeting for those items.
- FC/25/007**     **Minutes**  
**FC/25/007.1**   The minutes of the Full Council Meeting held on Monday 24<sup>th</sup> March 2025 were approved as a true record and signed by the Chairman.
- FC/25/007.2**   There were no matters arising from the minutes of the Full Council Meeting held on Monday 24<sup>th</sup> March 2025.
- FC/25/008**     **Chairman's Announcements**  
**FC/25/008.1.** There were no announcements from the Chairman.
- FC/25/008.2** The Mayor's engagements were noted.
- FC/25/009**     **Correspondence Circulated**  
The list of correspondence circulated was noted.
- FC/25/010**     **Questions**  
There were no questions submitted in advance by members of the council.
- FC/24/011**     **Public Participation**  
There was no public participation.
- FC/25/012**     **Report from the Police**  
PC Guy Hamill from the Warminster Neighbourhood Policing Team provided an update on crime and statistics for the period from January 2025 to May 2025 noting that there had been an increase in burglaries and thefts (rural, domestic and retail), and livestock worrying, and that ASB continued to be an issue. He urged residents to make use of the Bobby Van and to investigate the use of Selector DNA software.
- FC/25/013**     **Reports from Unitary Authority Members**  
Cllr Davis commented that the status of Wiltshire Council and its committee membership would be determined at a meeting on 20<sup>th</sup> May.
- FC/25/014**     **Proceedings of Committee**  
**Minutes from the following meetings were adopted:**  
**FC/25/014.1** Planning Advisory Committee meeting held on 17<sup>th</sup> March 2025.
- FC/25/015**     **Terms of Reference (TOR) and Delegation of Powers to Committees 2025 - 2026**  
Members approved and adopted the Terms of Reference and Delegation of Powers 2025 – 2026.

**Members agreed the following membership of the council's standing committees for 2025 - 2026:**

| <b>Committees:</b> |                                    |                      |                                     |
|--------------------|------------------------------------|----------------------|-------------------------------------|
|                    | Finance & Audit<br>(seven members) | HR<br>(five members) | Highways Advisory<br>(five members) |
| Cllr Allensby      |                                    | X                    | X                                   |
| Cllr Barnes        |                                    |                      |                                     |
| Cllr Carter        | X                                  |                      |                                     |
| Cllr Cooper        | X                                  | X                    | X                                   |
| Cllr Davis         |                                    | X                    | X                                   |
| Cllr Hawker        | X                                  |                      |                                     |
| Cllr Jones         |                                    | X                    |                                     |
| Cllr Keeble        | X                                  | X                    |                                     |
| Cllr J Kirkwood    |                                    |                      | X                                   |
| Cllr S Kirkwood    | X                                  |                      |                                     |
| Cllr Lee           |                                    |                      |                                     |
| Cllr Robbins       |                                    |                      |                                     |
| Vacancy            | O                                  |                      | O                                   |
| Vacancy            | O                                  |                      |                                     |
| Advisor/s          |                                    |                      | Len Turner                          |
| <b>TOTALS</b>      | <b>5</b>                           | <b>5</b>             | <b>4</b>                            |

| <b>Committees:</b> |                                   |   |   |
|--------------------|-----------------------------------|---|---|
|                    | Parks & Estate<br>(seven members) | Planning<br>Advisory<br>(seven members) | Town Development<br>(seven members)               |
| Cllr Allensby      | X                                 | X                                       | X   |
| Cllr Barnes        |                                   |   | X   |
| Cllr Carter        | X                                 | X                                       |   |
| Cllr Cooper        | X                                 |   |   |
| Cllr Davis         |                                   |   | X   |
| Cllr Hawker        |                                   | X                                       |   |
| Cllr Jones         | X                                 |   | X   |
| Cllr Keeble        |                                   | X                                       | X   |
| Cllr J<br>Kirkwood |                                   | X                                       |   |
| Cllr S<br>Kirkwood | X                                 |   |   |
| Cllr Lee           |                                   | X                                       | X   |
| Cllr Robbins       | X                                 | X                                       | X   |
| Vacancy            | O                                 |   |   |
| Vacancy            |                                   |   |   |
| Advisor/s          |                                   |   | James Sullivan Tailyour, Matt Towl, Len<br>Turner |
| <b>TOTALS</b>      | <b>6</b>                          | <b>7</b>                                | <b>7</b>  |

**FC/25/017     Standing Orders and Financial Regulations**  
**Members adopted the Standing Orders and amended Financial Regulations for 2025 - 2026.**

**FC/25/018     Council Policies**  
**Members approved and adopted the updated policies and noted all other existing council policies.**

**FC/25/019     Appointments to Full Council working groups:**  
**Members agreed the membership of the working groups that report to Full Council:**

| <b>Working Groups reporting to Full Council:</b> |                 |  |                      |
|--|-----------------|--|----------------------|
| <b>Members 2025 - 2026</b>                       | Climate Change* | Community Infrastructure Levy (CIL) ** | NP Steering Group*** |
| Cllr Allensby                                    | X               | X                                      |                      |
| Cllr Barnes                                      |                 |  |                      |
| Cllr Carter                                      | X               |  |                      |
| Cllr Cooper                                      |                 | X                                      | X                    |
| Cllr Davis                                       |                 |  |                      |
| Cllr Hawker                                      |                 |  |                      |
| Cllr Jones                                       | X               | X                                      | X                    |
| Cllr Keeble                                      | X               | X                                      | X                    |
| Cllr J Kirkwood                                  |                 |  |                      |
| Cllr S Kirkwood                                  |                 |  |                      |
| Cllr Lee   |                 | X                                      | X                    |
| Cllr Robbins                                     |                 | X                                      |                      |

**FC/25/020     Annual Risk Assessments and Summary for 2025 – 2026**  
 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, which was signed by the Mayor.**

**FC/25/021     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>1,066.80</b>           |
| <b>Society of Local Council Clerks 2025 - 2026</b> | <b>835.00</b>             |
| <b>West Wiltshire Elblag Twinning Association</b>  | <b>10.00</b>              |
| <b>Wiltshire Association of Local Councils</b>     | <b>1,193.70</b>           |
| <b>National Association of Local Councils</b>      | <b>795.71</b>             |
| <b>Warminster Flers Association</b>                | <b>40.00</b>              |

**FC/25/022**     **Appointments to Outside Bodies**

**Members resolved the following appointments to outside bodies for 2025 – 2026 and agreed that the representatives report back to the council by an annual 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>Representative/s</b>    |
|---|----------------------------|
|   |                            |
| Athenaeum Trust ( <b>Two representatives</b> )                              | Cllrs Barnes and Jones     |
| Carnival  | Cllr Allensby              |
| Chapel of St Lawrence   | Cllr S Kirkwood            |
| Elblag ( <b>Usually the Mayor</b> )   | Cllr Cooper                |
| Flers Twinning Association  | Cllr Allensby              |
| LHFIG ( <b>Two representatives</b> )  | Cllr Cooper plus vacancy   |
| Neighbourhood Tasking Group   | Vacancy                    |
| Operational Flood Working Group South (OFWG) ( <b>Two representatives</b> ) | Cllrs Davis and S Kirkwood |
| Park Community Centre   | Cllr Hawker                |
| Relief in Need ( <b>Two representatives</b> )                               | Cllr Robbins               |
| Trans (Transport) Wilts Partnership   | Cllr Cooper                |
| Tynings Allotments  | Cllr J Kirkwood            |
| Warminster Action Group   | Cllrs Hawker and Lee       |
| Warminster Area Board: attendee NOT member                                  | Cllr Jones                 |
| Warminster Business Network   | Cllrs Jones and Lee        |
| Warminster Community Radio CRAB   | Cllr Jones and Robbins     |
| Warminster Health and Wellbeing Forum                                       | Cllr Lee                   |
| Warminster and Westbury CCTV Partnership                                    | Cllr Davis                 |
| Wiltshire Association of Local Councils                                     | Vacancy                    |

**FC/25/023**     **Appointment of Internal and External Auditors**

**FC/25/023.1** 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/25/023.2** Members approved that the council's external auditors will be **PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD**.

**FC/25/024**     **Insurance and Assets**

**FC/25/024.1** 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/25/024.2** Members noted an inventory of the council's land and other assets including buildings and office equipment.

- FC/25/025      General Power of Competence**  
Members agreed to renew the General Power of Competence.
- FC/25/026      Continuation of Detached Youth Work in Warminster**  
Members resolved to enter into an agreement with Warminster and Westbury Youth Club for a period of one year of detached youth worker provision in Warminster at a cost of £23,000 with the intention that it should be renewed every year for a period of three years. Funding for the current year to come from the budget for Youth Provision and Ear Marked Reserve Youth Provision.
- FC/25/027      CCTV Improvements**  
Members resolved to purchase and install fixed, bullet cameras at both toilets, two new Multiview cameras for Station Road and Lidl car park and two ANPR cameras at a cost of £9,863 + VAT to come from Earmarked Reserves CIL (currently £210,683.42).
- FC/25/028      Local Visitor Economy Partnership for Wiltshire**  
Members resolved:  
i) To support VisitWiltshire in its aim of establishing a Local Visitor Economy Partnership (LVEP) for Wiltshire, and  
  
ii) To secure a seat on the new Wiltshire Visitor Economy Partnership Board, which includes members from tourism businesses and town and local councils, and  
  
iii) To commit to including a contribution in the 2025/26 budget of £5,000 funding towards the VisitWiltshire-led LVEP and £500 towards continuing as a VisitWiltshire Town Partner.  
  
Funding to come from general reserves.
- FC/25/029      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 but will be updated through consultation with the Warminster Area Board, the Garrison and other interested bodies.
- FC/25/030      Time Capsule**  
Members noted that the time capsule buried at Sambourne School will be recovered in the year 2085.
- FC/25/031      Communications**  
Members agreed press releases to be issued with the following spokespeople:
- the election of the new Mayor, Cllr Andrew Cooper, and Deputy Mayor, Cllr Jack Jones – Cllr Cooper and Cllr Jones.
  - youth work provision – Cllr Jones
  - CCTV improvements – Cllr Davis

Meeting closed at 7.45pm.

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 23<sup>rd</sup> June 2025.**

DRAFT