



Delivering a brighter, greener future for all

14th July 2025

AGENDA

Dear Councillor

You are summoned to:

Meeting of Warminster Town Council

to be held on

Monday 21st July 2025 at 7pm

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 Parks (North)
Cllr Hawker (West)	Cllr Robbins (East)
Cllr Jones (North) Vice Chairman of the Council and Deputy Mayor	Cllr Tuisinu (East)

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.

Yours sincerely

Tom Dommett CiLCA

Town Clerk and Responsible Financial Officer

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 Monday 23rd June 2025; 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 Monday 23rd June 2025.

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 council submitted in advance to the Town 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. Report from the Police

To receive a report from a representative from the Police.

9. Reports from Unitary Authority Members

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

10. Proceedings of Committee

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

10.1 Finance and Audit Committee meeting held on 17th March 2025: questions to Cllr Cooper, chairman of the committee.

10.2 Parks and Estate Committee meeting held on 27th May 2025: questions to Cllr S Kirkwood, chairman of the committee.

10.3 Planning Advisory Committee meetings held on 16th June 2025: questions to Cllr Keeble, chairman of the committee.

11. Councillor Allowances

To consider the Report of the Independent Remuneration Panel of Wiltshire Council Review of the City, Town & Parish Allowances, May 2025 **(see attached)**.

There is no obligation on councils to pay such allowances or for individual councillors to accept an allowance if offered.

Members to resolve whether to introduce a Councillor Allowances Scheme.

If members resolve to introduce a Councillor Allowances Scheme, then to resolve when it should be introduced, what allowances would be introduced and what rates they would be introduced at.

12. Depot Provision at Swan Business Park

Expanded storage provision is required by the council's grounds' team **(see attached)**.

Members to delegate authority to the Town Clerk and the Parks and Estate Manager in consultation with the chairs of the Parks and Estate Committee and the Finance and Audit Committee to lease an additional storage unit with a budget of £10,000 pa, initially to come from General Reserves.

13. Play Area Leases

In 2020, Warminster Town Council entered into seven-year lease agreements **(see attached)** with Wiltshire Council for the following play areas, as part of Wiltshire Council's policy to devolve financial responsibility for the management and maintenance of its play areas to town and parish councils

Fore Street – BA12 8DD
Heathlands – BA12 8BU
Portway Lane – BA12 8RE
Pound Street – BA12 8NL
Princess Gardens – BA12 9NL
Queensway – BA12 9DN
The Beeches – BA12 8LD
The Dene – BA12 9ER

The leases are due for renewal on 14th December 2026.

Members to delegate authority to the Town Clerk:

- **to commence the process of renewing the leases for all eight play areas**
- **to enter into discussions with Wiltshire Council about the possibility of an asset transfer of the play areas to the town council, reporting back to Full Council.**

14. Installation of Upgraded Bike Racks

Members are recommended to approve the replacement of the existing bicycle racks outside Warminster Library with Streetpod units (see attached).

15. Cycling and Walking Infrastructure Working Group

It has been proposed by Town Development Committee that a working group is set up to facilitate improvements to cycleways and footpaths in Warminster, liaising with Wiltshire Council on their draft Local Cycling and Walking Infrastructure Plan (LCWIP) for Warminster. Six routes have been selected by Wiltshire Council as the priority routes to be taken forward for recommended improvements (**see attached**). The proposal has come to Full Council to fit in with the timings of Wiltshire Council's consultation.

The working group would not be decision making but advisory, and would report back to the Town Development Committee. Time limited to the life of the LCWIP.

Members to resolve to set up a working group and nominate members to the working group.

16. 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 or by contacting us at Warminster Civic Centre.

Date of next meeting: Monday 29th September 2025.

Date	Time	Confirmed Engagement	Place	Attended by
5 th July	10.00	Mayors Parlour WCR	Warminster Community Radio	The Mayor
21.06.25	12.00	The Minster Church Fete	Warminster School Grounds	The Mayor
21.06.25	10.00	Wiltshire Climate & Environmental Summit Community Day	County Hall, Trowbridge	The Deputy Mayor
25.06.25	15.30	Warminster School Community Tea Party	Warminster School	The Deputy Mayor
28.06.25	10.45	Armed Forces Day Open-Air Service	War Memorial, High Street, Royal Wooten Bassett	The Deputy Mayor
29.06.25	10.00	Opening the Warminster Independent Summer Market	The Civic Centre, Warminster	The Deputy Mayor
July				
07.07.25	17.00	Time Capsule Ceremony	Longleat	The Mayor
11.07.25	15.00	To open the new Top Day Nursery	St Georges Primary School	The Mayor
12.07.25	14.00	Opening the Henford House Summer Fete	Henford House, Warminster	The Mayor
13.07.25	15.30	Rededication of Chapel Clock & Bells	St Lawrence Chapel. Warminster	The Mayor
13.07.25	12.00	Civic Sunday Celebration	St Andrews Church, Market Place, Chippenham	The Deputy Mayor
17.07.25	11.00	Warminster Action Group	WAG House	The Mayor
18 th July	15:00	Local Police Drop In	The Library	The Mayor
19 th July	19:30	Warminster Philharmonic Orchestra	Warminster School	The Mayor

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
16.06.25	Wiltshire and Swindon Community Messaging	News British Empire Medal awarded to Special Constable Damien Penman	Email
17.06.25	Wiltshire Council	Family and Community Learning Course: Supporting My Teen with Wellbeing: July 2025	Email
17.06.25	Wiltshire Council	Temporary Closure and Temporary Suspension of Existing One-Way Restriction: C360 (Part), Warminster (18.08.2025)	Email
18.06.25	SW Railway	South Western Railway - Waterloo station marks 210th anniversary of the Battle of Waterloo	Email
18.06.25	Wiltshire Council	Briefing Note 25-04 Wiltshire's Housing Land Supply Statement	Email
20.06.25	Wiltshire and Swindon Community Messaging	New phishing alert: £3.5 million lost last year to fraudulent QR codes	Email
20.06.25	Wiltshire and Swindon Community Messaging	Wildfire warning issued	Email
20.06.25	Wiltshire Council	Business Newsletter: Wiltshire Towns Programme, The Wiltshire Marque needs your help and more	Email
20.06.25	Wiltshire Council	Latest news: Summer Solstice 2025, Beware of text message scam, stay safe in the hot weather and more	Email
23.06.25	Wiltshire and Swindon Community Messaging	Neighbourhood Policing in Action	Email
23.06.25	Wiltshire and Swindon Community Messaging	Fortnightly update to the Police and Crime Commissioner - 20 June 2025	Email
23.06.25	GWR	Upcoming rail improvement works between Swindon and Bristol Parkway	Email
23.06.25	Wiltshire and Swindon Community Messaging	Using messaging apps safely	Email
23.06.25	Police and Crime Commissioner	Road Safety Conference - CANCELLATION MESSAGE	Email
25.06.25	Civic Voice	Civic Bulletin- 25th June 2025	Email
25.06.25	Wiltshire Council	 Highways and transport news: community highlights, project updates and helpful guidance	Email
25.06.25	Environment Agency	Flood Warden Lunch and Learn - Property Flood Resilience - information and links	Email
26.06.25	Visit Wiltshire	Can You Help Recover Statues at Iford Manor	Email

CORRESPONDENCE LIST

27.06.25	Wiltshire Council	PL/2023/02682 - 6 Ash Walk, Warminster, BA12 8PY - APP/Y3940/W/24/3352997	Email
27.06.25	Wiltshire Council	Latest news: Cabinet approves 2024/25 financial position, help shape the future of EV charging, Salisbury City Hall update and more	Email
27.06.25	Wiltshire Council	Business Newsletter: Alcohol Awareness Week, Money Talks webinar, Wiltshire Towns programme and more	Email
30.06.25	Wiltshire Council	Waste and recycling news - June 2025 - renew your garden waste collections, go green and win big, recycle vapes safely, and more	Email
01.07.25	Wiltshire and Swindon Community Messaging	Buying Tickets Safely Online	Email
01.07.25	Wiltshire and Swindon Community Messaging	Letter from your neighbourhood Chief Inspector, Graham McLaughlin	Email
01.07.25	Trio Paradis	Invitation to concerts in the Civic Centre	Email
03.07.25	Wiltshire Council	TTRN - St Johns Street, Warminster - 17/07/25 - Warminster Area Board	Email
03.07.25	Wiltshire Council	Police Community Drop-in Session at Warminster Library: Fri 18 Jul 15:00	Email
04.07.25	Wiltshire Council	Business Newsletter: Save money by reducing your energy bills, money talks webinar and more	Email
04.07.25	Wiltshire Council	Latest news: Scam carpark payment awareness, fixed penalty notice for fly-tipper, what happens to your garden waste and more	Email
04.07.25	Wiltshire and Swindon Community Messaging	Fortnightly update to the Police and Crime Commissioner - 4 July 2025	Email
07.07.25	St Lawrence Chapel	Update: St Lawrence Chapel, clock overhaul and upgrade	Email
08.07.25	St Lawrence Chapel	St Lawrence Chapel Clock and Chiming Bells project. (Updated summary)	Email
08.07.25	Wiltshire and Swindon Community Messaging	Read Our News for July 2025	Email
08.07.25	Wiltshire Council	Urgent TTRN C360, Warminster	Email
08.07.25	Wiltshire Council	urgent TTRN C360, Warminster *** Please be aware these works have been cancelled **	Email
09.07.25	Wiltshire Council	Notification of public consultation - Local Cycling and Walking Infrastructure Plans (LCWIPs)	Email
09.07.25	Wiltshire Council	Urgent TTRN 18/07/25 PRINCECROFT LANE WARMINSTER AREA BOARD	Email

CORRESPONDENCE LIST

09.07.25	Wiltshire Council	Urgent TTRN Westleigh, Warminster 15/07 - 17/07/25 Warminster area board	Email
14.07.25	Wiltshire Council	Latest news: Leader's vlog, new mobile library vehicles, help shape cycling and walking plans, and more	Email

Councillor Allowances and Expenses – Report for Full Council - 21.07.2025

Financial Implications

The Report of the Independent Remuneration Panel of Wiltshire Council suggest that if so minded, Warminster Town Council could introduce a basic allowance for all councillors of £1,320 per annum (pa).

This is based on Warminster being a larger market town with a population of between 10,000 and 20,000. Should the population exceed 20,000, then the suggested basic allowance would be £1,980.

The census of 2021 gave Warminster a population of just over 18,000. One would expect to have registered population growth since then and different figures can be arrived at depending on how the garrison is accounted for. With the growth of the West Urban Extension, the population will soon reach 20,000.

Basic Allowance

A basic allowance of £1,320 for 14 councillors over a year, would cost £ 14 x £1,320 = £18,480.

A Chairman's (Mayor's) allowance is also mentioned as being no more than twice the basic allowance. This would be a further £1,320.

N.B. The current Mayor's allowance is not paid to the Mayor but covers expenses for civic events.

The Remuneration Panel recommends that under any scheme adopted, the maximum basic allowance available to city, parish and town councillors increases in line with an adjustment to the Wiltshire Council basic allowance, which in turn is linked to any pay award to its staff. Currently, the employees' pay offer is 3.2%

Introduction of a basic and Chairman's allowance from April 1st 2026, would cost **£20,434 pa.**

If the higher rate of £1,980 is selected or comes into effect, then the cost would be **£30,650 pa.**

Travel allowances

The key feature of this is a car mileage rate of 45p per mile and a cycle allowance of 40p per mile. There is also reimbursement of public transport costs and taxis.

It is difficult to estimate the cost of the travel allowance. Assuming moderate take up and usage, perhaps £10 per month per councillor would require a budget of **£1,680** per year.

Subsistence Allowance

This is also difficult to estimate as it is difficult to think of what events councillors currently attend that would need a subsistence allowance. However, a budget of around **£500** would need to be allocated.

Admin. costs

The basic allowance, travel allowance and subsistence allowance would all involve adding councillors to the council's payroll provider. This will come at a cost. The administration of monthly travel expense forms would also take up staff time.

Overall, the council is looking at a cost of between £25,000 to £35,000.

The tax base in Warminster is currently 6,505 Band D equivalent properties. A £1 increase in the town councils' share of Council Tax raises £6,505. So, it is likely that a £4 increase in council tax will need to be budgeted for to cover the allowances' scheme.

Other considerations

Under the relevant regulations co-opted members of city, town and parish councils are not eligible to be paid basic allowances or a Chairman's allowance but may claim travel and subsistence allowances. This opens up the possibility of two tiers of councillors, those with a basic allowance and those without.

Councillors who receive the basic allowance may, depending on their personal circumstances, incur an income tax liability.

Councillors who receive the basic allowance may find it affects their entitlement to, or rate of any means tested benefits being received e.g., Universal Credit, Pension Credit, Housing Benefit, Council Tax Support, Tax Credits, Jobseeker's Allowance, Employment Support Allowance, and Income Support.

Public perception

A town councillor is the holder of a public office, not a volunteer (although the role is unpaid). While town and parish councillors dedicate their time and effort to public service, they are not considered volunteers in the legal sense. They are elected officials who hold formal office within the structure of local government. Though they may perform many tasks on a voluntary basis, their roles are defined by law, and they are accountable to the residents they represent.

The introduction of allowances may change the public perception of and expectation from councillors.

Recommendations

If councillors are minded to introduce an Allowances scheme, then it should be introduced with effect from 1st April 2026.

Similarly, it is advised that Councillors vote on each aspect of an allowance scheme in turn, i.e.

- whether to introduce a basic allowance
- whether to introduce a chairman's allowance
- whether to introduce a travel allowance
- whether to introduce a substance allowance

It is also suggested that if a travel or subsistence allowance is introduced, further work be undertaken to create guidelines as to what activities/duties would be appropriate claims.

Report of the Independent Remuneration Panel of Wiltshire Council

Review of the City, Town & Parish Allowances

May 2025

INTRODUCTION

1. The work of the Independent Remuneration Panel (IRP) is guided by the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended in 2004. This makes provision for the establishment by Wiltshire Council, as the responsible authority, of a Remuneration Panel (the Panel).
2. One of the functions of a Panel is to produce a report making recommendations regarding:
 - a) the amount of parish basic allowance payable to elected members
 - b) the amount of travelling and subsistence allowance payable to members, elected or otherwise
 - c) whether parish basic allowance should be payable only to the chairman or to all its members
 - d) whether, if parish basic allowance should be payable to both the chairman and the other members, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount payable; and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.
3. The regulations require that the Panel express any recommendation for a basic allowance for city, parish, and town councils as a monetary sum and as a percentage of Wiltshire Council's basic allowance.
4. City, town, and parish councils can choose to pay their members an allowance, known as 'parish basic allowance,' to recognise the time and effort they put into their parish duties. However, there is no obligation on councils to pay such allowances or for individual councillors to accept an allowance if offered. An allowance is not a salary - it is a figure calculated to reflect any incidental costs and time commitment associated with the basic duties of being a councillor.
5. Co-opted councillors are not eligible for the basic or chairman's allowance, as set out in the Regulations (Part 5), as they are not elected members.
6. If a council wishes to pay a basic allowance, it should have regard to a recommendation from the Independent Remuneration Panel. This is a Panel set up to make recommendations to parishes enabling them to consider whether to apply an allowances scheme. There is no obligation on councils to pay such allowances or for individual councillors to accept an allowance if offered. The membership of a remuneration panel will be the same as the independent remuneration panel of the

district, county, or unitary council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.

7. The Panel undertook its review following a request from a town council. It should be noted that this is the first such report in the Wiltshire Council area since the creation of the Wiltshire Council unitary authority in 2009.

THE REMUNERATION PANEL

8. The Remuneration Panel was established by Wiltshire Council in accordance with Regulation 27 of the 2003 Regulations, see above.
9. The membership of the Panel was:
 - a) John Quinton (Chairman)
 - b) Keith Broughton, and
 - c) Bernadette Fitzmaurice
10. Kieran Elliott (Democracy Manager) and Simon Bennett (Senior Scrutiny Officer) provided the Panel with administrative advice and support.
11. The Panel would like to thank the Wiltshire Association for Local Councils (WALC) for their input and support, particularly Ian Nockolds, Local Councils Advisor, WALC.

SCOPE OF THE REPORT

12. This report covers remuneration for city, town and parish councils in the Wiltshire Council unitary area. Arrangements for councils in the Swindon Borough Council area are not covered by this report.
13. The Panel considered and made recommendations to city, town and parish councils regarding:
 - A basic allowance
 - A Chairman's allowance
 - Travel and subsistence allowances
 - IndexationA review of the scheme will be conducted every four years.

EVIDENCE GATHERING

14. There are 253 city, town, and parish councils and over 2,000 city, town and parish councillors in the area covered by the Wiltshire Council unitary authority.
15. Initial desk research identified for each city, town, and parish:
 - The size of the electorate

- The number of councillors
- The parish precept
- Any asset or service transfers from Wiltshire Council
- The implementation of a Neighbourhood Plan

16. The Panel also considered reports from other Independent Remuneration Panels. These were from a range of local authorities in England but included reports covering the neighbouring authorities of Swindon and Dorset.

17. An online survey was circulated to all city, town, and parish clerks to be completed by clerks, individual councillors or collectively by councils. The survey ran for six weeks from 16 September until 28 October 2024. The survey was promoted on the Wiltshire Association of Local Councils (WALC) website and follow up reminders were circulated when the survey was live. One hundred and thirteen responses were received in total representing fifty-four councils. Fifty-nine from individual councillors expressing their own opinion, forty-four from clerks responding on behalf of the council and ten from councils collectively having considered the survey questions.

18. The concept of a basic allowance was supported by 53% of respondents, though only two councils were identified as currently paying an allowance. Some 28% of respondents said their council paid a Chairman's allowance. Fifty-five percent of respondents thought a basic allowance would encourage new people to stand as councillors.

19. The survey questions can be found in Appendix 3.

20. The survey was used by the Panel to follow up the responses in a series of discussions with councillors and clerks. There were six online discussions in early December 2024, during which fourteen individuals met the Panel. Those who took part in discussions were councillors and clerks from:

- Aldbourne Parish Council
- Beechingstoke Parish Council
- Bishops Canning Parish Council
- Bremhill Parish Council
- Chippenham Town Council
- Corsham Town Council
- Kington Langley Parish Council
- Laverstock & Ford Parish Council
- Purton Parish Council
- Ramsbury & Axford Parish Council
- Salisbury City Council
- Swallowcliffe Parish Council
- Trowbridge Town Council
- Wilton Town Council

Those invited to the discussions were selected based upon the type of council and geographic spread, in order to hear a representative sample of views. The Panel also met with officers from Wiltshire Council to discuss devolved services and asset transfers.

RECOMMENDATIONS

Arriving at the Recommendations

21. The Panel considered, but rejected, the idea of not creating a basic allowances scheme.
22. An allowance is calculated to reflect any incidental costs and time commitment associated with the basic duties of being a councillor. The Panel recognises that while councillors do not stand for office for financial reward, an allowance could encourage someone to stand for election. The Panel also believes that it can be one of the elements that attract city, town, and parish councillors from a greater range of backgrounds. Fifty-four percent of respondents to the survey believed a basic allowance would attract people to the role. The diversity of elected members, not just in terms of ethnicity but also age, background, disability, and gender, was raised on numerous occasions during the Panel discussions with clerks and elected members.
23. Around 80% of city, town and parish elections in Wiltshire are uncontested i.e., the vacancies exceeded the number of people standing for election. Also many vacancies on councils result in the co-opting of new members. Co-option is when a vacant seat on a parish or town council is filled by an appointment rather than an election. This is often necessary to ensure a council is fully constituted and able to carry out its duties. Though vacancies can arise for various reasons such as insufficient candidates at an election, resignations, and disqualifications the Panel believes that a basic allowance could help limit the number of uncontested elections and the number of vacant seats.
24. Clearly not all councils or council areas are the same. The Panel therefore wanted to ensure that these differences were recognised. The Panel asked in its survey what factors and complexities might differentiate councils, but the responses were inconclusive. During its deliberations, the Panel took into account the size of an electorate, the number of councillors in a council, budgets, devolved services, and asset transfers as well as if a council had a Neighbourhood Plan. However, all the IRP reports that the Panel saw from other local authority areas based their recommendations on the size of the electorate. Many choosing to adopt a series of levels based upon the number of electors. The Panel judged that the size of the electorate is an acceptable proxy in terms of the responsibilities of councils and the time given by councillors. The Panel have decided to use six levels to differentiate councils. The levels and their characteristics are set out in Table 1.

25. Most councils are small rural parishes; 191 out of 253 had an electorate of less than one thousand. The Panel recognised the financial challenges for smaller councils and has recommended a level of allowances accordingly in the belief that it is both affordable and proportionate. It also acknowledged that there are three town councils, Salisbury, Chippenham, and Trowbridge which due to their size and responsibilities, face significantly different challenges.
26. Though providing a specific allowance for carers' is not permissible under the regulations, this was an issue raised with the Panel. The Panel maintains that a basic allowance could help cover some of the costs faced by elected members with caring responsibilities e.g., childcare or help those who require additional support due to disability.
27. Though many councils provide expenses these are often not claimed, the Panel believes that providing a clear scheme will ensure councillors know their entitlements and will claim those when necessary.
28. Appendix 2 outlines further topics which councils may also wish to consider when discussing adopting an allowance.

Maximum Allowance Levels

29. Recognising that not all city, town, and parish councils have large enough budgets to pay allowances to their councillors, the Panel has decided that its recommendations should be for maximum levels. This allows each council to consider the recommendations and determine a Scheme of Allowances, appropriate to its own circumstances, up to the maximum levels recommended.
30. Each city, parish and town council are legally responsible for determining the basic and chairman's allowances under any scheme adopted by it. Any council so minded may still set individual allowances at higher levels but will need to record the reasons for such decisions that require publication in accordance with the Regulations (to achieve a level of transparency).
31. The Panel anticipates that no basic allowance would exceed the next higher Level as set out in the table 2.

Basic Allowance

32. The Panel **recommends** that the maximum basic allowance payable to members of parish and town councils is calculated using the Wiltshire Council scheme.
33. Parish and town councils with similar sized electorates have been grouped within six levels. The broad characteristics of each level and the number of authorities at each level is indicated in Table 1 below.

34. The levels identified are very broad categories and the Panel is aware that there will be exceptions to the characteristics outlined. The levels are:

- Level 1 - small, in terms of electorate, rural parishes. Most councils are in this category.
- Level 2 - smaller rural parishes and the smaller towns. Some parishes in the first two levels will have medium sized budgets and some assets transferred to them, but these are exceptions.
- Level 3 - larger rural parishes and smaller market towns, some may have sizeable budgets.
- Level 4 - market towns, these will have Neighbourhood Plans, significant budgets, and some service delegation.
- Level 5 - larger market towns, these will have Neighbourhood Plans, budgets often over £1m and service delegation.
- Level 6 - major population centres, these centres are significantly larger than those in Level 5. They have the largest budgets, Neighbourhood Plans, services, and asset delegation.

Table 1: Categorisation of city, town, and parish councils

	Electorate (The number of councils that fall within each grouping is shown in brackets)	Characteristics
Level 1	0-1,000 (191)	Very small rural parishes
Level 2	1,001-2,000 (28)	Small rural parishes and small towns
Level 3	2,001-5,000 (16)	Larger rural parishes and small market towns
Level 4	5,001-10,00 (6)	Market towns
Level 5	10,001-20,000 (7)	Larger market towns
Level 6	20,001+ (3)	Major population centres

35. The Panel has expressed its recommendation for a basic allowance for city, parish, and town councils as a monetary sum and as a percentage of the Wiltshire Council's basic allowance, see Table 2 below.

36. The basic allowance for Wiltshire Council 2024/25 is set at £16,495 per annum.

Table 2: Basic allowances

	Electorate (The number of councils that fall within each grouping is shown in brackets)	% of basic allowance paid to Wiltshire councillors	Maximum basic allowance available per city/town/parish councillor (rounded up to nearest £)
Level 1	0-1,000 (191)	1%	£165
Level 2	1,001-2,000 (28)	2%	£330

Level 3	2,001-5,000 (16)	4%	£660
Level 4	5,001-10,00 (6)	5%	£825
Level 5	10,001-20,000 (7)	8%	£1,320
Level 6	20,001+ (3)	12%	£1,980

Chairman's Allowance

37. The Panel **recommends** that if a council pays an enhanced basic allowance to its chairman, then the chairman's basic allowance should not exceed twice the basic allowance payable to other council members.

Travel Allowances

38. The Panel **recommends** that councils use the Wiltshire Council travel allowances, which are based upon HM Revenue and Customs Mileage Allowance Payments (MAPs). See [Members' Allowances Scheme \(Appendix 3\)](#)

Subsistence

39. The Panel **recommends** that council's use the Wiltshire Council subsistence allowances, see [Members' Allowances Scheme \(Appendix 3\)](#)

Indexation of Allowances

40. Councils are asked to note that the Wiltshire Council basic allowance will increase in line with any pay award to its staff. The Panel **recommends** that under any scheme adopted the maximum basic allowance available to city, parish and town councillors may increase in line with an adjustment to the Wiltshire Council basic allowance.

41. The details of the scheme of allowances, travel expenses and subsistence payments for completeness and ease of reference are set out fully in Appendix 1.

Reviewing the basic allowance scheme

42. The Panel **recommends** that city, town, and parish allowances are reviewed by the Independent Remuneration Panel during each 4 year council term. Preferably immediately after the unitary allowances scheme is revised.

John Quinton, Keith Broughton, Bernadette Fitzmaurice

Report author: Simon Bennett, Senior Scrutiny Officer, simon.bennett@wiltshire.gov.uk

Appendices

APPENDIX 1 – Scheme of Allowances, Travel Expenses and Subsistence (2025/26)

APPENDIX 2 – General Issues for City, Town & Parish Councils

APPENDIX 3 – Survey Text

APPENDIX 1 – SCHEME OF ALLOWANCES, TRAVEL EXPENSES AND SUBSISTENCE PAYMENT (2025/26)

Basic Allowance

The Panel **recommends** the maximum basic allowance payable to members of parish and town councils be as follows. This is calculated using the Wiltshire Council scheme.

The Wiltshire basic allowance for 2024/25 is £16,495 as set out in [Wiltshire Council's Scheme of Members' Allowances](#):

Table: Basic allowances

	Electorate (The number of councils that fall within each grouping is shown in brackets)	% of basic allowance paid to Wiltshire councillors	Maximum basic allowance available per city/town/parish councillor (rounded up to nearest £)
Level 1	0-1,000 (191)	1%	£165
Level 2	1,001-2,000 (28)	2%	£330
Level 3	2,001-5,000 (16)	4%	£660
Level 4	5,001-10,00 (6)	5%	£825
Level 5	10,001-20,000 (7)	8%	£1,320
Level 6	20,001+ (3)	12%	£1,980

Chairman's Allowance

The Panel **recommends** that if a council pays an enhanced basic allowance to its chairman, then such chairman's basic allowance shall not exceed twice that basic allowance payable to other members.

Applying Basic and Chairman's Allowances

In view of the number and the differences in both size and scale of activity, the Panel **recommends** that, each parish and town council should determine the basic and chairman's allowances, subject to the maximum set out above. Each council is in the best position to make a judgement, based on individual circumstances, whether it is appropriate to pay:

- a) all or part of the basic allowance to reflect any incidental costs and time commitment.
- b) a basic allowance to all members or just the chairman; or
- c) a higher amount to the chairman if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.

Travelling Allowance

The below is based upon the HM Revenue and Customs Mileage Allowance Payments (MAPs) as set out in the [Wiltshire Council's Scheme of Members' Allowances](#)

Table: Travelling Allowance

Public transport	Second class rail fare, or ordinary fare for other public transport, or the appropriate cheap rate where applicable. Second class rail travel must always be used. If the train's second class accommodation is full, Members and co-optees may travel first class.
Car	The millage rate is 45p rate for the first 10,000 miles, and 25p for each subsequent mile. The rates for travel by a member in a private car are linked to the inland revenue rate (currently 45p per mile) and any movement in that rate to trigger an automatic rise in the Members' rate.
Cycle	A cycle allowance of 40p per mile.
Car share	An allowance of 5p per mile when giving passengers a lift.
Taxi	Hire of taxi cabs in cases of urgency or unavailability of public transport.
Parking etc.	Expenditure on tolls, ferries, parking fees etc., and overnight parking.

Subsistence Allowances

The rate of overnight subsistence for an overnight absence from the usual place of residence is £91.10.

The overnight subsistence allowance is the maximum payable for a complete 24 hour period of absence from the normal place of residence and includes allowances for all meals listed below. It cannot be claimed if overnight accommodation has been paid for direct by the council. For an overnight absence in London the rate may be increased to £126.05.

In the case of an absence not involving an overnight absence from a members' usual place of residence:

Table: Subsistence allowances

Breakfast	Departure from normal place of residence before 7am for an absence of at least 3 hours - £6.50
Lunch	Departure from normal place of residence before 12 noon and return after 2pm - £8.50
Tea	Return to normal place of residence after 6.30pm, following an absence of at least 3 hours - £3.35
Dinner	Return to normal place of residence after 8.30pm, following an absence of at least 3 hours - £12.50

APPENDIX 2 – GENERAL ISSUES FOR CITY, TOWN & PARISH COUNCILS

The Panel wishes to draw the attention of all city, town, and parish councils to the following issues:

For detailed information refer to the Local Authorities (Members Allowances) (England) Regulations 2003 Part 5.

Dependants' Carers' and Childcare Allowance

Councillors on city, town and parish councils cannot claim a dependants' carers and childcare allowances.

Co-opted Members

Under the relevant regulations co-opted members of city, town and parish councils are not eligible to be paid basic allowances or a Chairman's allowance but may claim travel and subsistence allowances.

Withdrawal of Allowances

A city, parish or town council can if a councillor is suspended or partially suspended from their duties, withhold all or part of any allowances. They may also provide that any allowances already paid in respect of a period for which a member has been suspended must be repaid.

Forgoing Allowances

A city, town or parish councillor can choose not to receive all or part of any allowance to which they are otherwise entitled. To do so they must give written notice to the proper officer of the city, town, or parish council.

Publicity

A city, town or parish shall, after setting the levels of its basic allowance, arrange for the publication of the scheme. This must be in a conspicuous place or places in the council area and be for a period of at least 14 days. The notice or notices should contain the following information:

- any recommendation in respect of parish basic allowance made by the parish remuneration panel
- the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and
- a statement that in reaching the decision the authority has had regard to the recommendation of the Independent Remuneration Panel.

A council shall ensure that it keeps a copy of this information available for inspection by members of the public on reasonable notice.

Records of Allowances

City, town, and parish councils are required to maintain a record of the allowances paid and make a record available for inspection with reasonable notice. The record must specify the name of the councillor concerned and the amount paid to them. A copy of the record must be made available on request and at the end of each year the amounts paid to each councillor shall be publicised in a conspicuous place in the area for 14 days.

Administrative costs

For taxation purposes HM Revenue & Customs (HMRC) considers councillors to have the same status as employees. For larger councils that already run payrolls or have payroll arrangements in place, it causes little additional work to add councillors to the payroll and treat them as employees for the purposes of tax and National Insurance matters.

Councils are advised to investigate any additional costs that may arise from applying a basic allowance.

HM Revenue & Customs

At city, town, and parish council level some councillors who receive Basic Parish Allowance may, depending on their personal circumstances, incur a tax liability.

Councils are therefore advised to consult the HMRC for guidance as to how they should deal with the issue of individual tax deduction and associated returns.

Benefits

Individual councillors are also advised to check how an allowance would affect any means tested benefits they might be receiving e.g., Universal Credit, Pension Credit, Housing Benefit, Council Tax Support, Tax Credits, Jobseeker's Allowance, Employment Support Allowance, and Income Support.

APPENDIX 3 – SURVEY TEXT

Introduction

The Wiltshire Independent Remuneration Panel, convened under The Local Authorities (Members' Allowances) (England) Regulations 2003, is undertaking a review of the allowances available to Parish and Town Councillors in the Wiltshire unitary authority area.

Though Wiltshire Council is the responsible authority for establishing and supporting the [Panel](#), this is an independent review of allowances scheme that will make recommends to your Council.

Each Parish or Town Council makes its own decisions concerning adopting an allowances scheme, but it must do so regarding the recommendations of the Panel.

The Local Authorities (Members' Allowances) (England) Regulations 2003 state that each parish or town council may:

- Choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties.
- Make an allowance available to its Chair only, or to each of its members
- Pay the chair a different amount than to other members, where all members receive an allowance, but otherwise the amount paid to each member must be the same.

The survey below will capture information on current allowance schemes and opinions on how to develop a future scheme. Responses to the survey will help the Panel arrive at its recommendations.

The Panel may follow up certain responses but only from respondents who have agreed to be contacted. If respondents wish to be interviewed/meet the panel, then the panel will make every effort to meet such requests.

The Parish Clerk or Responsible Financial Officer (RFO) may invite the members of the authority to complete a separate response to this questionnaire.

Please submit your response by **28 October 2024**

1. Which statement accurately reflects how this survey response is being submitted?

- By Council having considered the survey questions (tick box)
- Delegated to the Clerk/RFO to respond on behalf of the Council (tick box)
- By an individual member of Council expressing your own responses (tick box)

2. What is the name of your Council and the name of the Councillor or Officer submitting the response?

3. Contact email address (text box)

4. Telephone number (text box)

The Panel may wish to contact you about your response to this questionnaire. Your name and contact information will be made available to the Panel only for the purposes of making its recommendations, and only if you agree.

Personal data will not be retained after the Panel has concluded its deliberations. See [Privacy notice - Wiltshire Council](#)

5. Please choose one of the following:

I agree that my name and contact details may be forwarded to the Panel for use in following up this survey. (tick box)

Only the name of my Council, and if and on what basis the response is made by the Clerk / RFO are to be provided to the Panel, and I do not wish to participate further. (tick box)

6. Do you support the concept of paying a basic allowance to town and parish councillors? (Y/N)

7. Does your council currently provide a basic allowance? (Y/N)

8. If yes, what is the basic allowance per annum? (tick)

<£100

£101-£500

£501-£1000

£1001-£1500

£1501-£2000

>£2001

9. If no, why does your council not offer a basic allowance? (text)

10. Does your council currently provide an allowance to the Chairman? (Y/N)

[The Chairman is a statutory post defined by law with a role and responsibilities distinct from that of the civic mayor]

11. If yes, what is the Chairman's allowance per annum? (tick)

<£100

£101-£500
£501-£1000
£1001-£2500
£2501-£5000
>£5001

12. If no, why does your council not offer a Chairman's allowance? (text)

13. Would access to a basic allowance encourage new people to stand for election? (Y/N)

14. Please explain your response to Q8 if 'Yes' (text)

15. Please explain your response to Q8 if 'No' (text)

16. Certain factors and complexities might influence how a basic allowance is calculated and applied. Some of these are set out below, please score the following in order of most significant (1 being the most significant, and 5 being the least):

- Number of residents (1-5)
- Number of electors (1-5)
- Size of council budget (1-5)
- Range of services provided (1-5)
- A current Neighbourhood Plan (1-5)
- Other (text)

17. Do you have any other thoughts or comments on town and parish basic allowances? (text)

Depot Provision at Swan Business Park – Report to Council 21/7/2025

In 2020, Warminster Town Council leased Unit 2 at Swan Business Centre to house its grounds team and equipment. Over the past five years, the council's increased workload for the grounds team has necessitated more machinery and greater storage capacity. Alongside this, the council has expanded its community events and taken on additional responsibilities, such as flag and banner erection and will be taking on more going forward.

These developments, coupled with the employment of a Facilities Maintenance Operative, have created a pressing need for additional storage. This space is required not only for the existing equipment but also for the materials essential for routine maintenance of the town council's assets.

It was envisaged in 2020 that the Depot capacity would probably need to increase, hence the lease on Unit 2 has a 5-year break clause.

Upon learning of two available units at Swan Business Centre, officers conducted a review. Unit 1 was deemed unsuitable due to the extensive modifications required to convert its large showroom into a functional workspace. However, Unit 20, a 1000 sq ft basically empty space, perfectly meets the council's current storage requirements.

The lease on Unit 2 has 5 years left to run and officers would hope to be able to agree a tenancy which ties in with this on unit 20.

Play Area Leases - Report to Council 21/7/2025

In 2018 Wiltshire Council informed Warminster Town Council that as of April 2018 they would not be carrying out major repairs to any play areas, however, they would continue to inspect the areas to ensure they are safe but will close equipment if unsafe. In effect, if equipment was damaged or unsafe, it would be closed down and/or removed rather than repaired. This was because Wiltshire Council did not have the funding to continue to maintain the play areas.

As an alternative, Warminster Town Council was offered the opportunity to lease the play areas from Wiltshire Council and take on the management and maintenance of them.

The town council carried out a public consultation and had site meetings with residents at all the play areas involved, as well as a public meeting at the Civic Centre.

The overwhelming response from residents was that they hugely valued the play areas and supported the town council taking them on despite the cost in doing so.

As a consequence, agreements were signed so that 8 play areas were leased by the town council from Wiltshire Council for a period of 7 years. A seven-year lease was favoured as being cheaper and quicker than the alternatives.

Since taking on the play areas, the town council has maintained them to a high standard and replaced equipment using a three-year capital programme.

It can be assumed that Wiltshire Council does not wish to take the play areas back, and therefore the only real options are to continue to maintain the play areas as favoured by the public.

The reason for bringing the matter to council at this time is because legal agreements can take quite a while to process and Wiltshire Council has many demands upon its legal team, so to ensure a timely renewal, it is best to start the process now.

Installation of Upgraded Bike Racks Outside Warminster Library – Report to Council 21/7/2025

Recommendation:

1. Members to approve the installation of upgraded bicycle parking facilities.

2. Purpose of the Report

To provide members with information and the recommendation to install upgraded bicycle parking facilities outside Warminster Library to replace the current Sheffield stands. The aim is to provide secure and user-friendly bicycle parking in the town to encourage cycling.

3. Background

The Climate Strategy Working Group identified encouraging cycling to the town centre as something which would reduce carbon emissions. A public consultation was conducted to gather feedback on cycling habits and parking needs. Respondents highlighted concerns over the security of current bicycle racks.

4. Proposed Equipment:

- Installation of three Streetpod units, accommodating a total of six bikes
- Key features of the Streetpod system:
 - Allows secure locking of the frame and both wheels with a single lock
 - Certified Secure Diamond, the highest level of UK bicycle security standard
 - Endorsed by UK police
 - Made from recyclable material
 - Finished with an anti-graffiti coating to allow for easy cleaning.

5. Location

Several options were investigated. The proposed location is outside Warminster Library, replacing the existing Sheffield stands. This central location will offer bicycle parking for members of the public when making short stay trips into town.

6. Permission to Install Parking Facility

Permission has been requested from Wiltshire Council Estates and Development to locate the Streetpods outside Warminster Library. Wiltshire Council Leisure, Culture & Communities and Sustainable Transport departments have also been consulted. Once the location is approved, Wiltshire Council will issue a licence detailing the installation rights and maintenance responsibilities.

7. Costing

Total cost to remove existing stands and installation of Streetpods: £2,300 (excluding vat). Funding to come from the Ear Marked Reserve Climate Change which current stands at £29,000.

8. Recommendation

Members are recommended to approve the replacement of the existing bicycle racks with Streetpod units outside Warminster Library.



Street pod system



Existing Sheffield stands outside Warminster Library

R15: Cold Harbour Lane / Bath Road / Ash Walk / Dorothy Walk

Improve surface of existing footpath, including new culvert / bridge.

Ensure suitable crossing provision for direct onward connections.

Consider surface improvement, dropped kerbs, side road treatment and lighting on Ash Walk.

Surface improvement on Cold Harbour Lane.

Link to planned developer route.

Consider crossing improvement at Ash Walk / B3414 junction.

Legend

Proposed intervention type

- Mixed traffic
- Protected
- Traffic free
- Other LCWIP routes

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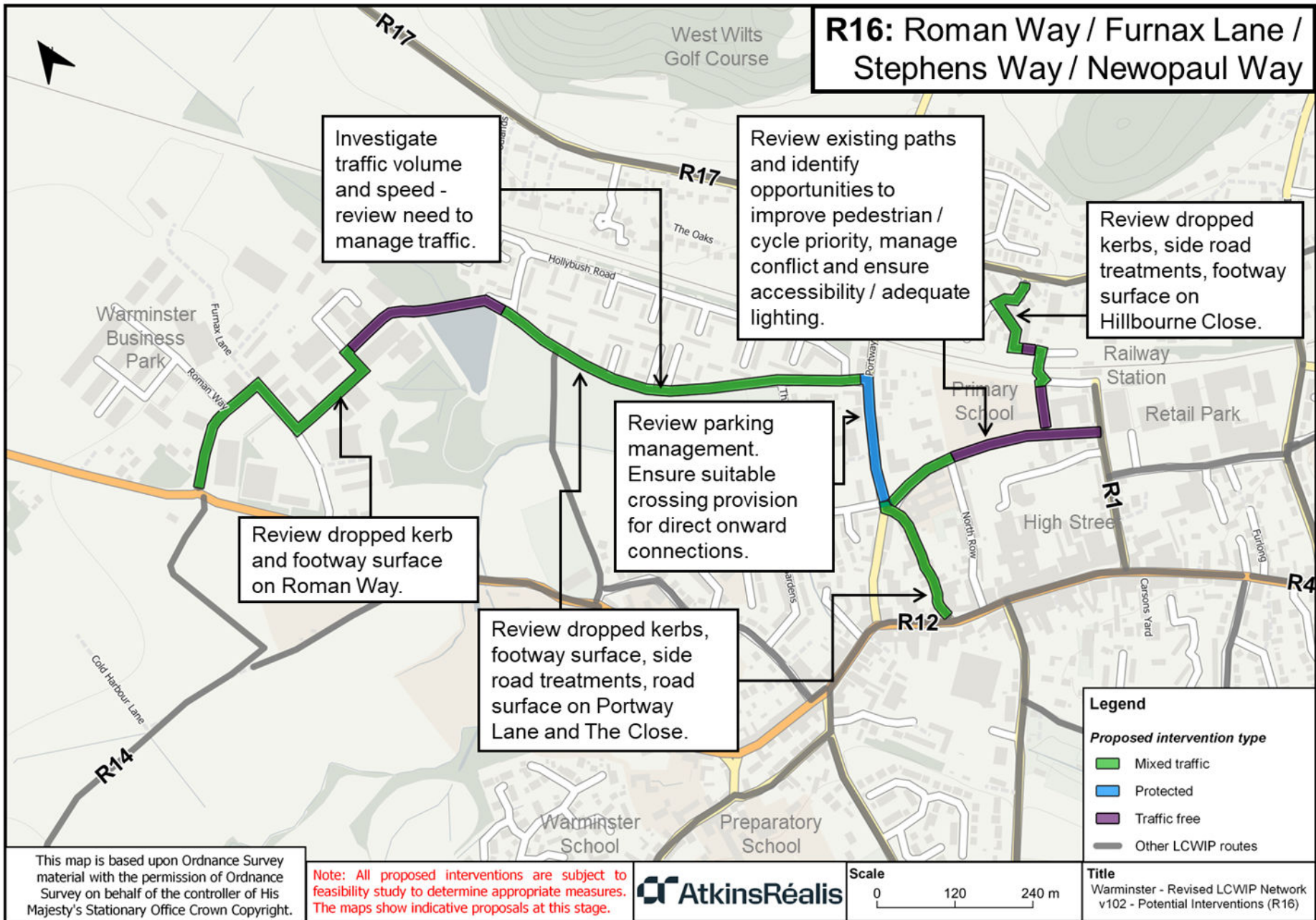
Note: All proposed interventions are subject to feasibility study to determine appropriate measures. The maps show indicative proposals at this stage.

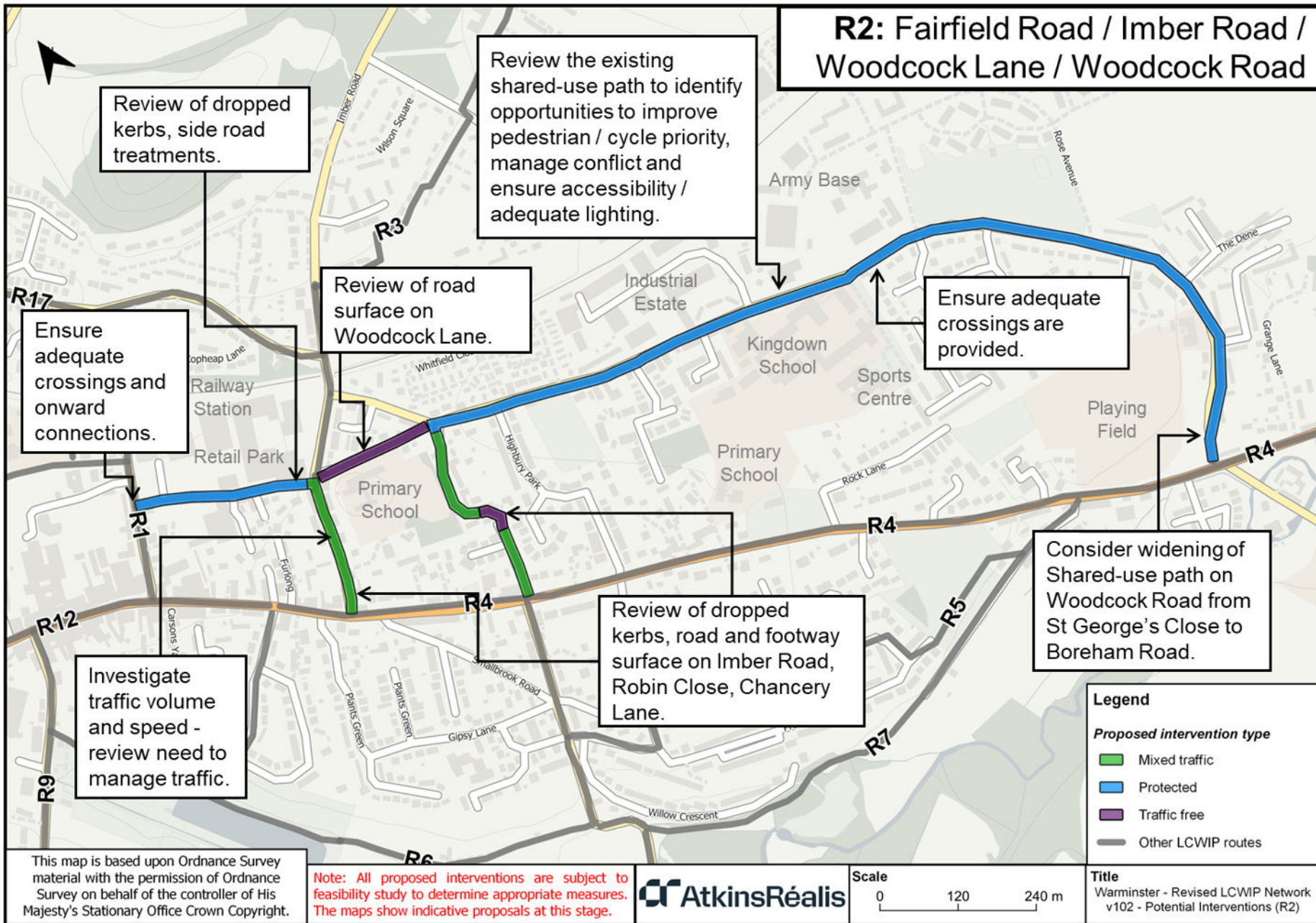
AtkinsRéalis

Scale
0 100 200 m

Title
Warminster - Revised LCWIP Network v102 - Potential Interventions (R15)

R16: Roman Way / Furnax Lane / Stephens Way / Newopaul Way





R9: Deverill Road / Weymouth Street

Investigate traffic management options including prioritising different modes on different corridors (Weymouth Street vs Sambourne Road).

Review opportunity to provide suitable crossing on Deverill Road / Sambourne Road junction.

Provide a protected facility - pedestrian/ cycle priority, manage user conflict (including with parking) and ensure accessibility / adequate lighting.

Review crossing facilities and side road treatment at the Deverill Rd / Fore Street and Deverill Rd / Bradley Rd junction(s).

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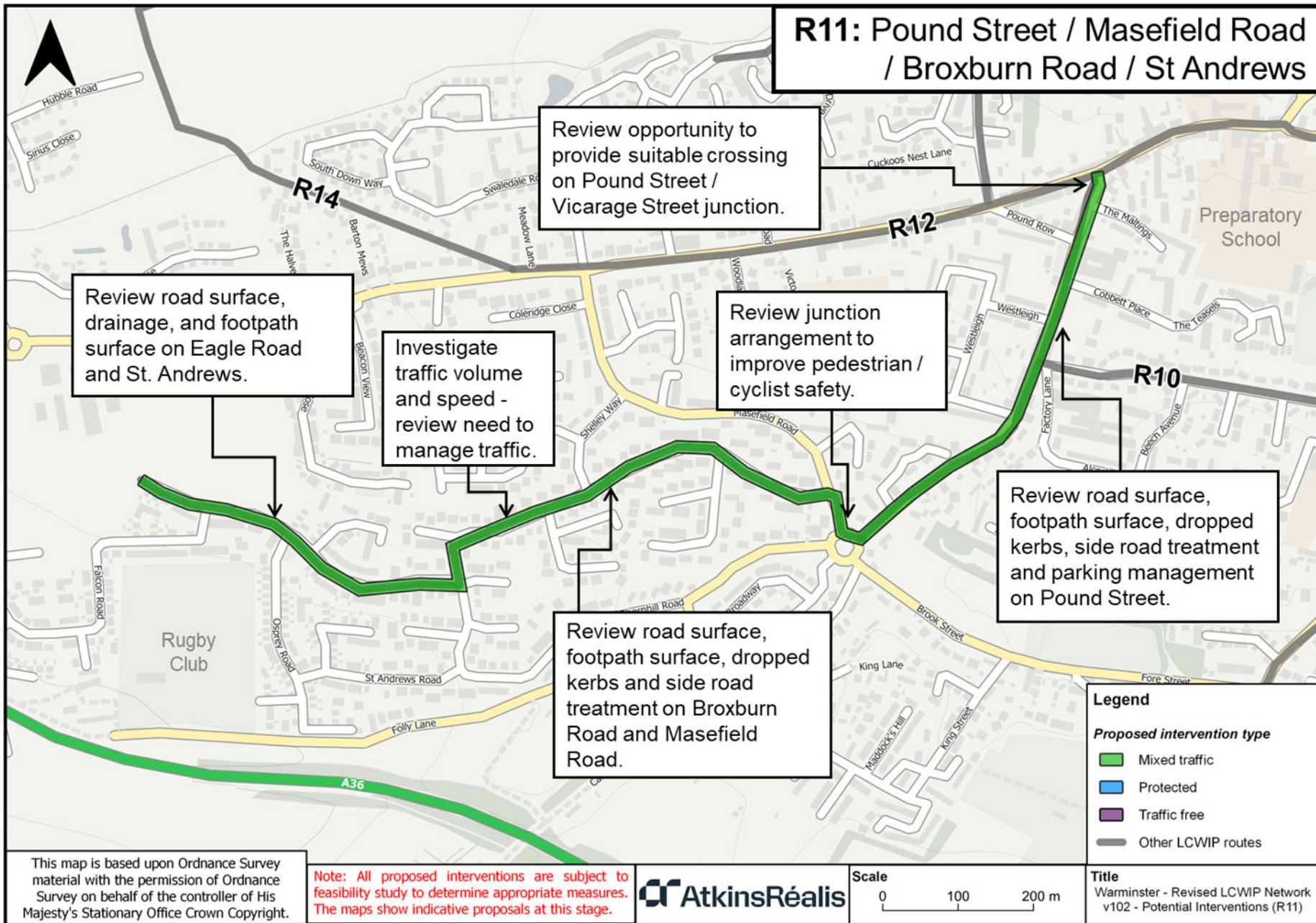
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Legend

Proposed intervention type

- Mixed traffic
- Protected
- Traffic free
- Other LCWIP routes

Title
Warminster - Revised LCWIP Network
v102 - Potential Interventions (R9)



R12: West Street / Vicarage Street / Emwell Street / Sambourne Road

Very constrained route with narrow footways and carriageway, on-street parking and high traffic volumes. Investigate options and feasibility of improving walking and cycling facilities.

Constrained environment in High Street. Investigate walking improvements.

Consider crossing improvement at Sambourne Road / B3414 George Street Rbt.

Review road and footway surface and dropped kerbs on Emwell Street. Review need to manage traffic.

Seek to improve footways with greater priority, side road crossings, improved surface and wider paths.

Legend

Proposed intervention type

- Mixed traffic
- Protected
- Traffic free
- Other LCWIP routes

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Note: All proposed interventions are subject to feasibility study to determine appropriate measures. The maps show indicative proposals at this stage.



Scale

0 150 300 m

Title
Warminster - Revised LCWIP Network v102 - Potential Interventions (R12)