

**Minutes of the Annual Meeting
of Warminster Town Council
on
Monday 11th May 2026 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)	AB	Cllr S Kirkwood (Broadway)	*
Cllr Cooper (Broadway)	*	Cllr Lee (Broadway) Vice Chairman of the Council and Deputy Mayor	*
Cllr Davis (East)	*	Cllr Parks (North)	A
Cllr Hawker (West)	*	Cllr Robbins (East)	AB
Cllr Jones (North) Chairman of the Council and Mayor	*	Cllr Tuisinu (East)	*

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Domett, (Town Clerk and RFO), Judith Halls, (Deputy Town Clerk), Sian Avery, (Committee Clerk) and William Bradley, (Communications Officer)

Attendees:

Unitary Councillors: 1

Members of the press: 1

Members of the public: 1

Police: 0

FC/26/001 Election of Chairman of the Council and Town Mayor for the Municipal Year 2026 - 27

Cllr Jones was duly elected as Chairman of the Council and Town Mayor for the Municipal Year 2026 - 2027.

FC/26/002 **Declaration of Acceptance of Office**

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

Cllr Jones was invested with the chain of office by the Town Clerk and returned thanks for his election, saying: “Thank you for the trust and confidence you have placed in me by electing me as Mayor. It is a true honor to serve this town and the people who make it such a fantastic community.

I would like to begin by thanking the outgoing Mayor Cllr Cooper for their dedication and leadership over the past year. Your work has made a real difference, and I look forward to building on that strong foundation.

When I became Deputy Mayor, I said it was an honour to serve and that I was committed to supporting our community, championing local voices, and helping to create a town that is inclusive, vibrant, and forward-thinking. Those values remain at the heart of everything I aim to achieve in the year ahead.

It is also a privilege to take on this role as the youngest Mayor in Warminster’s history. I see this not just as a personal milestone, but as a reflection of the opportunities within our town — that with commitment, passion, and a willingness to serve, anyone can play a part in shaping our future.

Warminster is a town defined by its people — by the volunteers, local organisations, businesses, and residents who care deeply about where they live. My role as Mayor will be to represent you, to listen, and to work collaboratively to continue improving our town for everyone.

I will do my very best for and by the people of Warminster, and I look forward to putting even more back into this community we are all so proud of.”

FC/26/003 **Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2026 - 2027**

Cllr Lee was duly elected as Vice Chairman of the Council, and Deputy Town Mayor for the Municipal Year 2026 - 27.

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

FC/26/004 **Immediate Past Town Mayor – Vote of Thanks**

The retiring Mayor, Cllr Cooper, passed on thanks for the privilege of his year in office, saying: “Doesn’t a year pass quickly? It seems but a few moments since I stood here to make the affirmations required to accept the office of Mayor and Chair of the Council and then wondered what I may have let myself in for!

I have reflected upon what I had let myself in for and my reflections encouraged me to draw two simple conclusions: first, what an enormous privilege it has been and second, how many thanks I owe to so many people for the trust they placed in me and the kindness and support so many have contributed to my term of office that followed.

Thank you to you, my colleagues and fellow councillors not just for placing your trust in me this time last year but more importantly for your support, patience, understanding and good humour throughout the last year.

Thank you to the officers and all who are employed by the Town Council. Without their dedication, hard work and advice so often and so freely and kindly given I have no doubt I would have floundered.

Please forgive and indulge my sense of tradition and my somewhat old-fashioned view of things when I say this: it is often mooted that behind every good man is an even better woman. I suggest to you all this evening that behind every good Mayor there is an even better team of councillors and officers making it all happen. It is extremely presumptuous of me to apply the adjective 'good' to my term of office, but I think you may take my point! We are a team here in the council chamber and offices at the Civic Centre and so any credit for the last year should be shared equally with all of you.

For my purposes this evening to 'team' I add the collective noun 'community' and, bearing that in mind I hope you will not consider it disrespectful to you all here in this chamber, if I reserve my greatest thanks for the good people of Warminster. This is a wonderful town. Of course, we are not immune from difficulty in Warminster but what I see and hear on a daily basis – a thriving and growing business community, families with their children happily playing in the Lake Pleasure Grounds, people greeting each other in the street and reaching out to each other, bus drivers dropping the elderly at their front doors and carrying their bags for them, not forgetting the hugely popular and successful public events.....I could go on and on about the wonders of this town we are blessed to call home and the great hope I have for its future, but my successor is undoubtedly keen for me to return to the backbenches! A respectful reminder to my successor at this point: the backbenches, as it were, is where the real hard work is done and the Mayor and Chair of the council cannot function without them.

Thank you once again to you all, each and every one of you, and may I end by offering publicly my unreserved support and loyalty to my successor."

FC/26/005 **Apologies for Absence**
Apologies were received and accepted from Cllr Parks.

FC/26/006 **Declarations of Interest**
Cllrs Allensby and Jones declared an interest in agenda item 27; they are both trustees of the Warminster and Westbury Youth Club. They will leave the meeting and not take part in the debate or vote.

FC/26/007 **Minutes**
FC/26/007.1 **The minutes of the Full Council Meeting held on Monday 23rd March 2026, and the Extraordinary Full Council Meeting held on Monday 27th April 2026, 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 23rd March 2026 and the Extraordinary Full Council Meeting held on Monday 27th April 2026.

- FC/26/008** **Chairman’s Announcements**
FC/26/008.1.There were no announcements from the Chairman.
FC/26/008.2 The Mayor’s engagements were noted.
- FC/26/009** **Correspondence Circulated**
The list of correspondence circulated was noted.
- FC/26/010** **Questions**
There were no questions submitted in advance by members of the council.
- FC/26/011** **Public Participation**
There was no public participation.
- FC/26/012** **Report from the Police**
The police report was circulated. Any question about the report to be sent to the Clerk who will forward them.
- FC/26/013** **Reports from Unitary Authority Members**
Cllr Pirie congratulated the outgoing Mayor for his year in office and welcomed Cllr Jones as the new Mayor. He expressed his thanks to the Town Council for all the excellent events happening across the town, which all help to increase footfall in the town.
- FC/26/014** **Proceedings of Committee**
Minutes from the following meetings were adopted:
FC/26/014.1 Planning Advisory Committee meeting held on 16th February 2026 and 16th March 2026.
FC/26/014.2 Highways Advisory Committee meeting held on 15th December 2025.
FC/26/014.3 Finance and Audit Committee meeting held on 19th January 2026.
FC/26/014.4 Parks and Estates Committee meeting held on 26th January 2026 and 16th March 2026.
- FC/26/015** **Terms of Reference (TOR) and Delegation of Powers to Committees 2026 - 2027**
Having amended Highways Advisory to 6 members and Town Development to 8 members on each committee, Members approved and adopted the Terms of Reference and Delegation of Powers 2026 – 2027.
- FC/26/016** **Standing Committees**
Members agreed the following membership of the council’s standing committees for 2026 – 2027.

Committees:			
	Finance & Audit	HR *	Highways Advisory
Cllr Allensby		X	X
Cllr Barnes	X		
Cllr Carter	X		
Cllr Cooper	X	X	X
Cllr Davis		X	X
Cllr Hawker			X
Cllr Jones		X	
Cllr Keeble	X		

Clr J Kirkwood			X
Clr S Kirkwood	X		
Clr Lee		X	
Clr parks	X		
Clr Robbins			
Clr Tuisinu	X		X
Total	7	5	6
Advisors			Len Turner

Committees:			
	Parks & Estate	Planning Advisory	Town Development (8 nominees for 7 places)
Clr Allensby	X	X	X
Clr Barnes			X
Clr Carter	X		
Clr Cooper	X	X	
Clr Davis			X
Clr Hawker		X	X
Clr Jones	X		X
Clr Keeble		X	X
Clr J Kirkwood		X	
Clr S Kirkwood	X		
Clr Lee		X	X
Clr Parks	X		
Clr Robbins	X	X	X
Clr Tuisinu			
Total	7	7	8
Advisors			James Sullivan Tailyour, Matt Towl, Len Turner

FC/26/017 **Standing Orders and Financial Regulations**
Members adopted the Standing Orders and amended Financial Regulations for 2026 - 2027.

FC/26/018 **Council Policies**
Members approved and adopted the updated policies and noted all other existing council policies.

FC/26/019 Appointments to Outside Bodies

Members resolved the following appointments to outside bodies for 2026 – 2027 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.

Outside Bodies	Representative/s
Athenaeum Trust (Two representatives)	Cllrs Barnes and Jones
Carnival	Cllr Allensby
Chapel of St Lawrence	Cllr S Kirkwood
Elblag (Usually the Mayor)	Cllr Cooper
Flers Twinning Association	Cllr Allensby
LHFIG (Two representatives)	Cllrs Cooper and S Kirkwood
Neighbourhood Tasking Group	Cllr Allensby
Operational Flood Working Group South (OFWG) (Two representatives)	Cllrs Davis and S Kirkwood
Park Community Centre	Cllr Hawker
Relief in Need (Two representatives)	Cllr Robbins
Trans (Transport) Wilts Partnership	Cllr Cooper
Tynings Allotments	Cllr J Kirkwood
Warminster Action Group	Cllrs Jones and Lee
Warminster Area Board: attendee NOT member	Cllr Jones
Warminster Business Network	Cllrs Jones and Lee
Warminster Community Radio CRAB	Cllrs Jones and Robbins
Warminster Health and Wellbeing Forum	Cllr Lee
Warminster and Westbury CCTV Partnership	Cllr Davis
Wiltshire Association of Local Councils	Cllr Parks

FC/26/020 Appointments to Full Council working groups:

Members agreed the membership of the working groups that report to Full Council:

Working Groups reporting to Full Council:	* Climate Change	**Community Infrastructure Levy (CIL)	***NP Steering Group
Cllr Allensby	X	X	
Cllr Barnes		X	
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	X		
Cllr Lee		X	X
Cllr Parks			
Cllr Robbins		X	
Cllr Tuisinu			
Total	5	7	4

Signed..... Date.....

Working Groups reporting to Full Council:	**** Lake Pleasure Grounds Lottery Bid	***** West Urban Extension
Clr Allensby	X	X
Clr Barnes		
Clr Carter		X
Clr Cooper	X	
Clr Davis		
Clr Hawker		X
Clr Jones		
Clr Keeble	X	X
Clr J Kirkwood	X	
Clr S Kirkwood	X	
Clr Lee		
Clr Parks		
Clr Robbins	X	
Clr Tuisinu		
Total	6	4
Advisors		Len Turner

FC/26/021 Annual Risk Assessments and Summary for 2026 – 2027

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.

FC/26/022 Council’s Annual Subscriptions

Members approved the payment of the following annual subscriptions:

Subscription	Amount per annum £
Visit Wiltshire	500.00
Society of Local Council Clerks 2025 - 2026	942.00
West Wiltshire Elblag Twinning Association	10.00
Wiltshire Association of Local Councils	939.00
National Association of Local Councils	1477.10
Warminster Flers Association	20.00

FC/26/023 Appointment of Internal and External Auditors

FC/26/023.1 Members approved that the internal auditor 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, 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/26/023.2 Members approved that the council's external auditors will be PKF Littlejohn LLP, 15 Westferry Circus, Canary Wharf, London E14 4HD.

FC/26/024 Insurance and Assets

FC/26/024.1 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/26/024.2 Members noted an inventory of the council's land and other assets including buildings and office equipment.

FC/26/025 Community Infrastructure Levy (CIL) Policy

Members resolved to adopt the revised CIL Policy.

Cllr Allensby and Cllr Jones left the meeting at 7:23pm

FC/26/026 Continuation of Detached Youth Work in Warminster

Members resolved to enter into an agreement with Warminster and Westbury Youth Club for second year of detached youth worker provision in Warminster at a cost of £24,000. Funding for the current year to come from the budget for Youth Provision 109/4067

Cllr Allensby and Cllr Jones returned to the meeting at 7:25pm

FC/26/027 Armed Forces Community Covenant

Members noted the Armed Forces Community Covenant signed by Warminster Town Council on 20th 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/26/028 Time Capsule

Members noted that the time capsule buried at Sambourne School will be recovered in the year 2085.

FC/26/029 Communications

Members agreed press releases to be issued with the following spokespeople:

- The election of the new Mayor, Cllr Jack Jones, and Deputy Mayor, Cllr Elizabeth Lee – Cllr Jones.
- Detached Youth Work – Cllr Allensby

Meeting closed at 7.30pm.

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 June 2026.