

5th May 2026

AGENDA

Dear Councillor

You are summoned to the:

Annual Meeting of Warminster Town Council
to be held on
11th May 2026 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

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

- Election of Chairman of the Council and Town Mayor for the Municipal Year 2026–2027**
It is customary at Warminster Town Council for the Deputy Mayor to become Mayor in the following year. Cllr Jack Jones who was Deputy Mayor in 2025/26 has indicated he is willing to serve as Chairman of the Council and Town Mayor for the coming year.

Members to receive nominations for the position of Chairman of the Council and Town Mayor for the coming year, and to vote and appoint accordingly.

After formal election, the retiring mayor, Cllr Andrew Cooper, will make way for the newly elected mayor who will then chair the meeting.

- Declaration of Acceptance of Office**
The newly elected mayor will read out and sign the Declaration of Acceptance of Office and deliver it to the Town Clerk.

The new mayor will be invested with the chain of office by the Town Clerk and will return thanks for their election.

- Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2026-2027**
Members to receive any nominations for the position of Vice Chairman of the Council and Deputy Town Mayor for the coming year, and to vote and appoint accordingly.

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

- Immediate Past Town Mayor – Vote of Thanks**
The retiring mayor, Cllr Andrew Cooper, to pass on thanks for his year in office.

The past mayor badge will be presented by the new mayor.

- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.

- 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.

- Minutes**
7.1 To approve as a correct record, 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; copies of these minutes have been circulated and standing order 12.1 provides that they may therefore be taken as read.

7.2 To note any 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.

- Chairman's Announcements**
8.1 To note any announcements made by the chairman.
8.2 Mayor's engagements (see attached).

9. **Correspondence Circulated**
Members to note the list of correspondence circulated (**see attached**).
10. **Questions**
To receive questions from members of the council submitted in advance to the Clerk.

Standing Orders will be suspended to allow for public participation.

11. **Public Participation**
To enable members of the public to address the council 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.

12. **Report from the Police**
To receive a report from a representative of the Police.
13. **Reports from Unitary Authority Members**
To note any reports received which are relevant to the Full Council.
14. **Proceedings of Committee**
To receive minutes with recommendations from committees, already circulated, and to consider any questions arising from them:
- 14.1 Planning Advisory Committee meetings held on 16th February 2026 and 16th March 2026:** questions to Cllr Keeble, chairman of the committee.
- 14.2 Highways Advisory Committee meeting held on 15th December 2025:** questions to Cllr Allensby, chairman of the committee.
- 14.3 Finance and Audit Committee meeting held on 19th January 2026:** questions to Cllr Carter, chairman of the committee
- 14.4 Parks and Estates Committee meeting held on 26th January 2026:** questions to Cllr S Kirkwood, chairman of the committee

15. **Terms of Reference (TOR) and Delegation of Powers to Committees 2026 – 2027**
Members to approve and adopt the Terms of Reference and Delegation of Powers 2026–2027.

16. **Standing Committees**
To agree and appoint members to standing committees (for nominations see updates sheet). Standing committees have the delegated authority to form their own sub-committees and working groups and to agree their terms of reference.
- 16.1** Finance and Audit Committee – seven elected members.
- 16.2** HR Committee – comprised of the Mayor, the previous year's Mayor, plus three elected members.
- 16.3** Highways Advisory Committee – five elected members, noting that Len Turner has expressed a commitment to remain as an adviser.
- 16.4** Parks and Estate Committee – seven elected members, up to three advisers.
- 16.5** Planning Advisory Committee – seven elected members.
- 16.6** Town Development Committee – seven elected members, up to three advisers, noting

that James Sullivan-Tailyour, Matt Towl and Len Turner have expressed a willingness to remain as advisers.

17. Standing Orders and Financial Regulations

There are no amendments proposed to Standing Orders. There are no amendments proposed to Financial Regulations except 4.1 as set out below:

“4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over ~~£33,000~~ £35,000.*
- *a duly delegated committee of the council for items over ~~£11,000~~ £12,000 or*
- *The Clerk, in conjunction with the Chairman of the Council or the Chairman of the appropriate committee, for any items between ~~£3,300~~ £3,500 - ~~£11,000~~ £12,000.*
- *The Clerk or officer authorised by the Clerk for any items below ~~£3,300~~ £3,500.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations”.

Members to adopt the Standing Orders and amended Financial Regulations for 2026-2027.

18. Council Policies

Members to readopt the council policies for 2026 - 2027.

The following policies have been revised with new dates and some have had minor amendments to bring them into line with best practice.

CCTV Code of practice, Code of Conduct Officers, Code of Conduct Councillors, Community and Social Policy, Community Engagement Strategy, Complaints Procedure, Customer Care Policy, Data Protection Policy, Data Transparency and Model Publication Scheme, Environmental Policy, Equality Policy, Freedom of Information Policy, General Power of Competence, Grants Policy, Grievance Procedure, Employers Discretions Policy, Health and Safety Policy, Mayor and Members Expenses Policy, Member Officer Protocol, Petitions Policy, Press and Media Policy, Procurement Policy, Protection of Children and Vulnerable Adults Policy, Quality Policy, Recruitment Policy, Resolving Problems Policy and Procedure, Safeguarding Policy, Smoke Free Policy, Training and Development Policy for Staff and Councillors, Treasury Management Policy, Vexatious Complaints Policy, Volunteers Policy.

Copies of the revised policies are available on request and at the civic centre. Once adopted they will be uploaded to the council’s website.

Members to approve and adopt or note as appropriate the above council policies.

19. Appointments to Outside Bodies

Members to resolve on appointments to outside bodies (for nominations see update sheet) and to agree on report back to council by,

- a) an annual report to be submitted to the Clerk for inclusion with the agenda (see report template attached),**
and/or b) to confirm that apologies were sent to the respective meeting.

20. Appointments to Full Council working groups:

Members to appoint to the Working Groups that report to Full Council.

- 20.1 Climate Change** – This working group is tasked with reviewing progress on the Climate Change Action Plan. Time limited to the life of the Climate Change Action Plan (for nominations see update sheet).
- 20.2 Community Infrastructure Levy (CIL)** - This working group is tasked with scoring projects against the CIL Policy and making recommendations to Full Council for allocation of CIL funding (for nominations see update sheet).
- 20.3 Neighbourhood Plan Steering Group** – The Steering Group is tasked with progressing the review of the Warminster Neighbourhood Plan (for nominations see update sheet).
- 20.4 West Urban Extension Working Group** – The Working Group is tasked with liaison with the developers, residents and others involved in the West Urban Extension, e.g. Wiltshire Council, on community matters and projects.
- 20.5 Lake Pleasure Grounds Lottery Bid Working Group** – The Working Group is tasked with bringing forward proposals to inform any bid to the National Lottery Heritage Fund.

21. 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. Analysis and management of all risks within Warminster Town Council is now carried out using the Worknest platform. A summary of all risks has been compiled and an action plan for the highest risks is attached for members to adopt (**see attached**). Throughout the year the council produces regular risk assessments which are presented to members of the HR Committee under its Terms of Reference.

Members to receive the annual risk report and to resolve to adopt and confirm the action plan.

22. Council’s Annual Subscriptions

Members to approve the payment of the following annual subscriptions.

Subscription	Amount
Visit Wiltshire	£500.00
Society of Local Council Clerks 2026/2027	£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

23. Appointment of Internal and External Auditors

23.1 Members to approve 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 our 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 the Council.

23.2 Members to approve that the external auditors will be PKF Littlejohn LLP, 15 Westferry Circus, Canary Wharf, London E14 4HD. Members to note that PKF Littlejohn LLP have been allocated as external auditors to all Wiltshire local councils under the new audit regulations.

24. Insurance and Assets

24.1 Members to note the council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE.

24.2 Members to note an inventory of the council's land and other assets including buildings and office equipment (**see attached**).

25. Community Infrastructure Levy (CIL) Policy

The CIL Working Group has suggested updating the CIL Grants policy. (**see attached**)

Members are asked to resolve to adopt the revised CIL policy.

27. Continuation of Detached Youth Work

In May 2024, the council agreed to fund the provision of a detached youth work service in Warminster by Westbury and Warminster Youth Club. The current agreement comes to an end in June 2026. The Town Development Committee of 2nd March 2026

Members are asked to resolve to enter into a new agreement for one year (June 2026/2027) with the intention that it may be renewed next year. The cost will be £24,000. Funding for the year to come from the budget Youth Provision 109/4067.

28. Armed Forces Community Covenant

Members to note that an Armed Forces Community Covenant was signed by Warminster Town Council on 20th February 2012. It continues to be referenced with our community work. The agreement itself needs revising, and the Mayor and Town Clerk will liaise with the Warminster Area Board, the Garrison and other interested bodies to bring forward an updated agreement.

29. Time Capsule

Members to note that a time capsule is buried at Sambourne School and is to be recovered in the year 2085.

30. 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 22nd June 2026

Mayoral Engagements between 16th March 2026 to 10th May 2026

Date	Event	Location	In Attendance
19.03.26	Visit to Warminster Town Football Club	Warminster Town Football Club	Mayor and Deputy Mayor
28.03.26	Trowbridge Mayoral Civic Dinner & Dance	The Civic Centre, Trowbridge	The Deputy Mayor
April			
02.04.26	Autism Acceptance Week, ribbon tying	The Willows, Boreham Road, Warminster	The Deputy Mayor
11.04.26	60th Anniversary of Longleat Safari Brunch	The Oval, Longleat, Warminster	The Mayor & Consort
14.04.26	Dinosaur Photo Shoot for Warminster Journal	Warminster Town Council	The Mayor & Deputy Mayor
14.04.26	Warminster Town Football Club Cup Final	Chippenham Football Club	The Mayor and Deputy Mayor
17.04.26	Flers Twinning Weekend - Group Welcome	Warminster	The Mayor
18.04.26	Flers Twinning Weekend - Group Welcome & Gala Dinner	Warminster School	The Mayor
24.04.26	Splashpad Formal Reopening	Lake Pleasure Grounds, Warminster	The Mayor
May			
01.05.26	Presentation for 50 years in practise Warminster Solicitor	The Civic Centre	The Mayor
06.05.26	Hedgehog House Presentation at the Willows	Boreham Road, Warminster	The Deputy Mayor
03.05.26	Splat the Councillors Stall at Spring in the Park	Lake Pleasure Grounds	The Mayor and Deputy Mayor
08.05.26	VE Day celebrations at the Willow	Boreham Road, Warminster	The Deputy Mayor
09.05.26	Attend and Open Memory Walk in the Park	Lake Pleasure Grounds	The Mayor

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
12.03.26	Wiltshire PCC	Wiltshire PCC welcomes strengthened Victims' Code delivering swifter justice for children	Email
13.03.26	Wiltshire Council	Temporary Closure of: Footpath 8 (Part) and Footpath 13 (Part), Warminster (23.12.2025)	Email
16.03.26	Wiltshire Council	Reverse Jobs Fair, measles information for businesses and more	Email
16.03.26	Wiltshire PCC	PCC Parish Column	Email
20.03.26	Wiltshire Council	Latest news: Leader's vlog, have your say on future waste services, Lime Down Solar Park examination and more	Email
23.03.26	Wiltshire Police via Neighbourhood Alert	Community visits across the area with the mobile police station	Email
27.03.26	Wiltshire Council	Highways and transport news: Changes at Black Dog crossroads, fly-tipping crackdown and travel updates	Email
27.03.26	Wiltshire Council	Chief Constable fortnightly update to the Police and Crime Commissioner - 27 March 2026	Email
27.03.26	Wiltshire Council	Latest news: Site suggestions wanted for new recycling centre, have your say on SEND consultation, Crisis and Resilience Fund and more	Email
31.03.26	Wiltshire Council	Proposed Traffic Regulation Order For Consultation – Various Parking Orders	Email
10.04.26	Neighbourhood Alert	Be Scam Alert - Newsletter April 2026 - Urgent	Email
13.04.26	Wiltshire Council	Latest news: Time running out to have your say on the future of waste services, fines issued for fly-tipping and more	Email
13.04.26	Wiltshire Council	Business Newsletter: Have your say on proposed changes to parking charges and timings and free training for landlords	Email
13.04.26	Wiltshire Council	Temporary Closure of: Footpath 10 (Part), Warminster (01.06.2026)	Email
13.04.26	Warminster Town Council	Spring in the Park; Splat the Rat Rota invitation	Email
13.04.26	Warminster Town Council	Annual Report 2025-26	Email
17.04.26	Wiltshire Council	Latest news: Share your views on parking charges, vehicle seized in Salisbury, bowel cancer screenings and more	Email

CORRESPONDENCE LIST

22.04.26	Wiltshire Police	WTC Crime Report April 26	Email
22.04.26	Wiltshire Council	Urgent consecutive closure of Westbury Road (Part) and Portway (Part), Warminster 29/04/2026	Email
23.04.26	Wiltshire Police	Wiltshire's Police and Crime Commissioner responds to latest HMICFRS report	Email
23.04.26	Wiltshire Council	Town and Parish Council update: Webinar on parking charges	Email
24.04.26	Wiltshire Council	Latest news: Still time to have your say on proposed changes to parking charges, leisure membership offer, local sporting talent celebrated and more	Email



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Outside Bodies

Annual Report 2026 – 2027 by Warminster Town Council’s Representative

Name of Organisation	
Name of Warminster Town Council Representative	
Status of Representative (Trustee, Member, Observer, Other)	
Is your role decision-making/ advisory?	YES/ NO/ BOTH
Is your role observer status only?	YES/ NO
Frequency of Meetings of Organisation	
Number of meetings attended during the above 12 months	
Meetings open to the public	YES/ NO

REPORT

PART A – Summary of key issues and decisions over the last 12 months

PART B – Summary of key issues and decisions anticipated over the coming 12 months

May 2026 Nominations to Committees, Working Groups and Outside Bodies appointed by Full Council

Committees:			
	Finance & Audit	HR *	Highways Advisory
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 parks	X		
Cllr Robbins			
Cllr Tuisinu	X		X
Total	6	5	6
Advisors			Len Turner
Committees:			
	Parks & Estate	Planning Advisory	Town Development (8 nominees for 7 places)
Cllr Allensby	X	X	X
Cllr Barnes			X
Cllr Carter	X		
Cllr Cooper	X	X	
Cllr Davis			X
Cllr Hawker		X	X
Cllr Jones	X		X
Cllr Keeble		X	X
Cllr J Kirkwood		X	
Cllr S Kirkwood	X		
Cllr Lee		X	X
Cllr Parks	X		
Cllr Robbins	X	X	X
Cllr Tuisinu			
Total	7	7	8
Advisors			James Sullivan Tailyour, Matt Towl, Len Turner

*The HR Committee will consist of the Mayor, the Past Mayor and three other councillors.

*Climate Change - This working group is tasked with reviewing progress on the Climate Change Action Plan. Time limited to the life of the Climate Change Action Plan.

**Community Infrastructure Levy (CIL) & S106 - This working group is tasked with scoring projects against the CIL Policy and making recommendations to Full Council for allocation of CIL and S106 funding.

***Neighbourhood Plan Steering Group - This steering group is tasked with progressing the review of the Warminster Neighbourhood Plan. Time limited to adoption of the Neighbourhood Plan.

**** Lake Please Grounds Lottery Bid Working Group - This working group is tasked with progressing the bid to the National Lottery Heritage Fund

***** West Urban Extension Working Group – This working group is tasked as the conduit between the town council and the developers involved in the West Urban Extension

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

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

Total	6	4
Advisors		Len Turner

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	Vacancy
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	Cllr Jones and Robbins
Warminster Health and Wellbeing Forum	Cllr Lee
Warminster and Westbury CCTV Partnership	Cllr Davis
Wiltshire Association of Local Councils	Cllr Parks

Date of Report 27 April 2026

Committee

Author: Kevin Whitehorn, Estates Manager

Title: Management Risk Assessment Report 2026-2027

1.0 Purpose of the Report

1.1 The purpose of this report is to inform Members that there is a statutory requirement for a Management Risk Assessment to be carried out on an annual basis.

2.0 Background

2.1 The Town Council utilises the WorkNest software package to support its risk management processes. This system covers all areas that a town council is required to risk assess and identifies:

- The risks applicable to each service area
- The control measures that should be implemented
- The potential impact on the Council if such controls are not in place

2.2 Compliance within the system is measured through a point scoring mechanism.

3.0 Current Situation

3.1 The Estates Manager regularly prepares, reviews, and updates risk assessments throughout the year to ensure that the Town Council continues to operate safely and in compliance with legal requirements. The Estates Manager is also responsible for reviewing and investigating any near misses or incidents.

3.2 The Council is further supported by an Employment Law Support Company, which provides access to fully qualified professionals offering guidance on all aspects of health and safety and personnel matters.

3.3 In addition, a representative from the support company conducts an annual on-site inspection of all Council-managed sites each October, providing further assessment and recommendations where required.

3.4 The Town Council currently manages a wide range of service areas and operational activities, including the skate park, public conveniences, financial management, events, buildings, and open spaces. Each of these areas presents its own specific risks and responsibilities, which are subject to ongoing assessment and management to ensure the safety of staff, residents, and visitors, as well as compliance with relevant legal and regulatory requirements.

3.5 Using the standard risk matrix methodology, which evaluates both the likelihood and severity of an event, each identified risk is assigned a rating of very unlikely, unlikely, possible, likely, very high/almost certain.

LIKELIHOOD			SEVERITY		
Very Likely / Almost Certain	5	It is very likely an accident will occur given time with little or no other factors contributing. If the work continues as it is, there is almost 100% certainty that the accident or loss will happen	Very High / High	5	Major disabling injury (or disease) or considerable financial loss. Causing single or multiple deaths and/or widespread destruction
Likely	4	An accident is likely to occur, particularly if other factors precipitate it	Severe	4	Serious injury keeping an individual off work more than 28 days or a measurable financial loss to the organization
Possible	3	An accident is possible and may happen in time, particularly if human or other factors contribute to the situation	Moderate	3	Injury likely to involve between 4 and 28 days lost time
Unlikely	2	Provided adequate control systems are in place and maintained it is unlikely an accident will occur	Minor	2	Causing minor injury likely to result in up to 3 days lost time
Very Unlikely	1	Due to low level hazard, infrequency of exposure or harm, it is very unlikely an accident will occur	Tolerable	1	Non lost time injury, which would allow the individual to continue work after first aid treatment

INTERPRETATION

TOTAL	RISK	PRIORITY RATING		ACTIONS
21 – 25	VERY HIGH & UNACCEPTABLE / HIGH	Priority 1	HIGH	<i>Priority action to be taken to implement remedial measures within 24 hours. Or where needed Immediate action must be taken to stop activity. Line Management to be informed</i>
10 – 20	MODERATE	Priority 2	MODERATE	<i>Action to be taken within a specified short period. Target dates set for implementation of control measures</i>
4 – 9	LOW & BROADLY TOLERABLE	Priority 3	LOW	<i>Consider additional measures</i>
1 – 3	MINIMAL	Priority 4	VERY LOW	<i>Set an appropriate review date</i>

- 3.6 The majority of the risks fall within the minimal to moderate range. The highest identified risk relates to the potential for physical damage or injury occurring at the skate park, which has been assigned a score of 16 and is classified as a moderate risk.

3.7 With the following control measures in place, the likelihood of damage or injury occurring during Town Council operations is reduced and managed by:

- Appropriate staff training is undertaken
- Clear Standard Operations Procedures
- Regular inspections are carried out on a predetermined schedule to clear sites of litter and any dangerous or hazardous materials (e.g. glass, needles)
- Detailed records of all inspections are maintained, dated, and signed
- Clear responsibility is assigned for the inspection of equipment
- Independent inspections are undertaken by ROSPA
- Routine inspections of equipment, surfaces, and signage are conducted
- Any damaged equipment is taken out of use until repair or replacement is completed
- All damage and required repairs are reported, and records are kept confirming when remedial work has been completed

4.0 Near Misses and Recorded Accidents

4.1 Since February 2026, a total of eight recordable incidents has been reported across Town Council operations.

4.2 Near Misses:

- Vehicle-related incident: 2
- Weather-related incident: 1

4.3 Recorded Accidents:

- Manual handling: 1
- Entrapment: 3
- Cuts or lacerations: 1

4.4 All incidents and near misses are recorded and reviewed to identify any trends or areas for improvement. Where necessary, appropriate control measures are reviewed and updated to reduce the likelihood of recurrence.

Warminster Town Council
Summary of Fixed Assets

		COST					DEPRECIATION					N B VALUE		Dep'n	Cost	Allocation		
		01/04/2024	Add	Disp	Impair't	Rev'n	01/04/2025	01/04/2024	Prov	Disp	Rev'n	01/04/2025	01/04/2024	01/04/2025	£	Centre	Centre	Dep'n
Freehold Land and Buildings																		
	Dep'n																	
Dewey House	2.00% Insurance	621,016.00					621,016.00	198,720.00	12,420.00			211,140.00	422,296.00	409,876.00	12,420	202	101	5,497
Civic Centre	2.00% Insurance	892,661.00	4,600.00				897,261.00	231,159.00	17,945.00			249,104.00	661,502.00	648,157.00	17,945	301	107	-
Town Park Depot		1.00					1.00	-	-			-	1.00	1.00	-	210	201	19,957
Town Park Pavillion Café	2.00%	14,695.00	2,925.00				17,620.00	1,303.00	352.00			1,655.00	13,392.00	15,965.00	352	210	202	12,420
Town Park Bandstand		1.00					1.00	-	-			-	1.00	1.00	-	210	203	3,714
Town Park Boathouse		1.00					1.00	-	-			-	1.00	1.00	-	210	209	13,574
Water Meadow - Leased to Wilts Wildlife		1.00					1.00	-	-			-	1.00	1.00	-	210	210	107,274
Scout Hut - Timber Building Leased to Scouts		1.00					1.00	-	-			-	1.00	1.00	-	210	211	-
Town Park - 23 Weymouth Steet (Tfr from WCC Jan 16)	2.00%	5,041.00	1,975.00				7,016.00	404.00	140.00			544.00	4,637.00	6,472.00	140	210	214	2,691
The Hub (Tfr From Wilts CC for £1)	2.00%														-	-	215	4,325
			17,485.00				17,485.00		350.00			350.00		17,135.00	350	203	217	11,082
		1,533,418.00	26,985.00	-	-	-	1,560,403.00	431,586.00	31,207.00	-	-	462,793.00	1,101,832.00	1,097,610.00			220	1,714
																	301	25,577
Leashold Land and Buildings																		
	Dep'n																	
Depot Unit 2, Swan Business Park - Improvements (I	10.00%	7,901.00					7,901.00	2,548.00	790.00			3,338.00	5,353.00	4,563.00	790	220		207,825
		7,901.00	-	-	-	-	7,901.00	2,548.00	790.00	-	-	3,338.00	5,353.00	4,563.00				Check
Vehicles & Equipment																		
	Dep'n																	
Civic Centre Furniture & Equip																		
Civic Centre Contents	10.00%	-					-	-	-			-	-	-	-			301
Tables & Chairs	10.00% Cost	19,523.00					19,523.00	19,523.00	-			19,523.00	-	-	-			301
Microphone sound system	10.00%	18,673.00					18,673.00	1,555.00	1,867.00			3,422.00	17,118.00	15,251.00	1,867	301		
Office Furniture & Equipment																		
General Contents	10.00%	51,680.00					51,680.00	51,680.00	-			51,680.00	-	-	-			101
CCTV Control Room Equip																		
Control Room Equipment	10.00%	49,454.00	-	49,454.00			-	49,454.00	-			49,454.00	-	49,454.00	-			201
Control Room Furniture	10.00% Cost	14,815.00	-	14,815.00			-	14,815.00	-			14,815.00	-	14,815.00	-			201
Air Con Equipment	10.00% Cost	3,266.00					3,266.00	3,266.00	-			3,266.00	-	-	-			201
Matrix & Keyboards	10.00%	10,900.00	-	10,900.00			-	10,900.00	-			10,900.00	-	10,900.00	-			201
Real Time Quad Display	10.00%	468.00	-	468.00			-	468.00	-			468.00	-	468.00	-			201
New Camera & Controls	10.00%	2,236.00	-	2,236.00			-	2,236.00	-			2,236.00	-	2,236.00	-			201
LCD Monitors (21)	10.00%	7,316.00	-	7,316.00			-	7,316.00	-			7,316.00	-	7,316.00	-			201
CCTV: 15 x Handheld radios	10.00% Cost	1,935.00	-	1,935.00			-	1,935.00	-			1,935.00	-	1,935.00	-			201
CCTV: 11 x Handheld radios	10.00% Cost	1,424.00	-	1,424.00			-	426.00	-	426.00		-	998.00	-	-			201
CCTV Cameras																		
Weymouth Street	10.00%	-					-	-	-			-	-	-	-			201
Emwell Street	10.00%	-					-	-	-			-	-	-	-			201
Mobile CCTV	10.00%	-					-	-	-			-	-	-	-			201
CCTV Camera & Equip	10.00%	-					-	-	-			-	-	-	-			201
External Cameras (3)	10.00%	-					-	-	-			-	-	-	-			201
MICI Camera	10.00% Cost	7,152.00					7,152.00	7,152.00	-			7,152.00	-	-	-			201
Camera PW	10.00% Cost																	201
Digital Cameras (16)	10.00%	31,288.00					31,288.00	31,288.00	-			31,288.00	-	-	-			201
New Monitors (5) & Hard Drive	10.00%	2,493.00					2,493.00	2,493.00	-			2,493.00	-	-	-			201
CCTV: External Cameras	10.00%	-					-	-	-			-	-	-	-			201
Catenary Cables	10.00% Insurance	9,385.00					9,385.00	9,385.00	-			9,385.00	-	-	-			107
CCTV Upgrade	10.00%	-	199,574.00				199,574.00	-	19,957.00			19,957.00	-	179,617.00	19,957	201		
Computer Equipment																		
Hearing Loop	Admin 20.00%	1,075.00					1,075.00	1,075.00	-			1,075.00	-	-	-			101
2 Computers & Peripherals	Admin 20.00%	4,000.00					4,000.00	4,000.00	-			4,000.00	-	-	-			101
Dell Printer	Admin 20.00%	500.00					500.00	500.00	-			500.00	-	-	-			101
Laptop Computer	Admin 20.00%	1,000.00					1,000.00	1,000.00	-			1,000.00	-	-	-			101
Epson Printer	CC 20.00%	200.00					200.00	200.00	-			200.00	-	-	-			301
Rioch Photocopier	CC 20.00%	450.00					450.00	450.00	-			450.00	-	-	-			301
Packard Bell Computer	CC 20.00%	500.00					500.00	500.00	-			500.00	-	-	-			301
17" Flat Screen Monitor	A/R 20.00%	200.00					200.00	200.00	-			200.00	-	-	-			301
Dataplus Computer	CCTV 20.00%	350.00					350.00	350.00	-			350.00	-	-	-			201
Epson Printer	CCTV 20.00%	150.00					150.00	150.00	-			150.00	-	-	-			201
Computer Equipment	CC 20.00%	1,428.00					1,428.00	1,428.00	-			1,428.00	-	-	-			301
Computer Equipment	Admin 20.00%	1,121.00					1,121.00	1,121.00	-			1,121.00	-	-	-			101
IT Infrastructure	20.00%	802.00					802.00	802.00	-			802.00	-	-	-			101
Acer Laptop	20.00%	393.00					393.00	393.00	-			393.00	-	-	-			101
Acer Tower	20.00%	427.00					427.00	427.00	-			427.00	-	-	-			101
Server & Software	20.00%	3,702.00					3,702.00	3,702.00	-			3,702.00	-	-	-			101
Phone System	Admin 20.00%	3,563.00					3,563.00	3,563.00	-			3,563.00	-	-	-			101
Personal Care Equipment	CC 10.00%	15,163.00					15,163.00	15,163.00	-			15,163.00	-	-	-			301
Hand Held Radios	CC 20.00% Cost	1,620.00					1,620.00	1,620.00	-			1,620.00	-	-	-			301
Clir Laptops	20.00%	7,931.00					7,931.00	6,344.00	1,587.00			7,931.00	1,587.00	-	1,587			101
Civic Centre Equipment	CC 20.00%	10,289.00					10,289.00	10,289.00	-			10,289.00	-	-	-			301
Civic Centre CCTV System	20.00%	2,062.00					2,062.00	2,062.00	-			2,062.00	-	-	-			301
Civic Centre Sound System	20.00%	8,458.00					8,458.00	8,458.00	-			8,458.00	-	-	-			301
Civic Centre Cellar Aircon	20.00%	3,142.00					3,142.00	3,142.00	-			3,142.00	-	-	-			301
Civic Centre Tablecloths	20.00%	2,554.00					2,554.00	2,554.00	-			2,554.00	-	-	-			301
Civic Centre Air Curtain	20.00%	721.00					721.00	721.00	-			721.00	-	-	-			301
Traffic Cones x 200	10.00% Cost	1,298.00					1,298.00	1,170.00	128.00			1,298.00	128.00	-	128			220
Trailer	20.00% Cost	1,000.00					1,000.00	1,000.00	-			1,000.00	-	-	-			209
VW Trasporter - 4 yr Lease	20.00% Cost	3,572.00	-	3,572.00			-	3,572.00	-	3,572.00		-	-	-	-			209
Town Park Café Equipment	20.00% Cost	6,760.00					6,760.00											

Warminster Town Council Community Infrastructure Levy [CIL] policy DRAFT March 2026

The town council policy is that its share of the Community Infrastructure Levy [CIL] should be spent on investment in the public realm and public facilities that support the community.

The council wishes to ensure that the CIL money is spent in a visible and tangible way and in a timely manner. It has therefore targeted its use of CIL money to deliver projects that benefit the Warminster community. Community Infrastructure includes services, facilities and organisations that contribute to the quality of life for residents of all ages, abilities, interests, cultural background or income level.

Process

- All applications for CIL funding shall be submitted to the Town Clerk.
- Each application shall be put on the agenda of the CIL Working Group
- The CIL Working Group will consider each application and judge it against the criteria set out in the CIL policy.
- The CIL working group will then either seek more information from the applicant or make a recommendation to Full Council as to how to deal with the application.

The next appropriate meeting of Full Council will consider the request, the recommendation of the CIL Working Group and vote on whether to award the sought grant (or a variation of it).

Key criteria/questions to ask when considering any potential scheme for CIL funding are:

- Is it a public space and/or public facility?
- Will the benefits of this scheme be visible and tangible?
- Is it addressing the demands that development places on Warminster?
- Would CIL funding secure partnership funding? If so, how much? (The Council is more likely to support projects that generate matched funding from other sources)
- What other sources of funding have been considered/approached and with what response?
- Will any ongoing operational and maintenance costs be met? (Is the project sustainable?)
- If CIL funding is awarded, is there a clear timescale by when the project will be delivered?
- Is it a scheme the CIL Working Group support?
- Is it in line with existing council priorities and/or identified lack of provision?
- Will it save money long term?
- Can it easily be indicated as one if the benefits derived from new development within Warminster?

(If the above are answered yes, that is a positive)

Has the same organisation or project received previous funding from CIL, if so, how much?
Is this something that might realistically be funded from other resources – e.g. other statutory bodies or grant givers.

Conditions

In recommending a grant the CIL working group may suggest conditions.

Typically, these might include:

- Asking for 3 quotes or tenders for expensive items (In line with the councils own financial regulations) so where expenditure is above £20,000 the applicant shall be asked to obtain three quotations; where the value is above £5,000 and below £20,000 the applicant shall strive to obtain three estimates. These requirements may be waived for specialist items or services.
- Reporting back on the progress of the scheme
- A contingency for cost overruns
- A process for return of any unspent grant
- A timescale for award and spending of the grant
- Acknowledgement in publicity and on site as to the contribution by the Town Council.

Past Support

The following projects give a flavour of the sort of schemes that the town council is likely to support.

The Skate Park, The Outdoor Gym, the extension of The Athenaeum, The Splashpad, CCTV upgrade to digital, The Chapel St Lawrence (clock and window), Warminster Town FC Floodlights, Warminster Community Radio (modernisation), Warminster Cricket Club (changing rooms).