



Delivering a brighter, greener future for all

6th May 2025

AGENDA

Dear Councillor

You are summoned to the:

Annual Meeting of Warminster Town Council
to be held on
12th May 2025 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

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

Members of the public are welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business.

If you wish to contribute during public participation, please contact admin@warminster-tc.gov.uk prior to the meeting to enable this to be facilitated.

Yours sincerely

Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

1. Election of Chairman of the Council and Town Mayor for the Municipal Year 2025–2026

It is customary at Warminster Town Council for the Deputy Mayor to become Mayor in the following year. Cllr Andrew Cooper who was Deputy Mayor in 2024/25 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 Stacie Allensby, will make way for the newly elected mayor who will then chair the meeting.

2. 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.

3. Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2025-2026

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.

4. Immediate Past Town Mayor – Vote of Thanks

The retiring mayor, Cllr Stacie Allensby, to pass on thanks for her year in office.

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

5. Apologies for Absence

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

6. 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.

7. Minutes

7.1 To approve as a correct record, the minutes of the Full Council Meeting held on Monday 24th March 2025; 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 24th March 2025.

8. 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 meeting held on 17th March 2025: questions to Cllr Keeble, chairman of the committee.

15. Terms of Reference (TOR) and Delegation of Powers to Committees 2025 – 2026

Members to approve and adopt the Terms of Reference and Delegation of Powers 2025–2026 (see attached).

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 ~~£30,000~~; £33,000.*

- a duly delegated committee of the council for items over ~~£10,000~~ £11,000 or
- The Clerk, in conjunction with the Chairman of the Council or the Chairman of the appropriate committee, for any items between ~~£3,000 – £10,000~~ £3,300 - £11,000.
- The Clerk or officer authorised by the Clerk for any items below ~~£3,000~~ £3,300.

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 2025-2026.

18. Council Policies

Members to readopt the council policies for 2025 - 2026.

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 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).

21. Annual Risk Assessments and Summary for 2025 – 2026

To comply with the Warminster Town Council annual governance statement, the council must receive an annual risk assessment summary report, which demonstrates that it has carried out an assessment of the risks facing the council and that, where necessary, it is taking appropriate steps to manage these via an action plan. Analysis and management of all risks within Warminster Town Council is now carried out using the Risk Wizard 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	£1,066.80
Society of Local Council Clerks 2025/2026	£835.00
West Wiltshire Elblag Twinning Association	£10.00
Wiltshire Association of Local Councils	£1,193.70
National Association of Local Councils	£795.71
Warminster Flers Association	£20.00

23. Appointment of Internal and External Auditors

23.1 Members to approve that the internal auditor Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire will continue to carry out the council's internal audit. In compliance with our annual governance, Stuart Pollard and Auditing Solutions are competent, independent of the financial controls and procedures of the council and can provide an objective view on whether the internal controls meet the needs of the Council.

23.2 Members to approve that the external auditors will be PKF Littlejohn LLP, 1 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. General Power of Competence

Renewal of the General Power of Competence (GPC) is required at a 'relevant' meeting of the Full Council. A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. Local councils in England were given a GPC in the Localism Act 2011, sections 1–8. Councils no longer need to ask whether they have a specific power to act as this legislation gives eligible councils, 'the power to do anything that individuals generally may do', if their actions are lawful.

To be eligible, councils must:

- have two-thirds of the total number of councillors elected and not co-opted, and
- employ a Clerk who possesses the recognised sector-specific qualifications.

Warminster Town Council fulfils the eligibility criteria and therefore it is proposed that the Council uses the GPC for the ensuing four-year term of office.

Members to agree to renew the General Power of Competence.

26. 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 (**see attached**). The current agreement comes to an end in June 2025.

Members are asked to resolve to enter into a new agreement for one year with the intention that it should be renewed every year for a period of three years. The cost of the first year will be £23,000. Funding for the first year to come from the budget Youth Provision and Ear Marked Reserve Youth Provision.

27. CCTV Improvements

Two years ago, the town centre CCTV system underwent modernisation, (paid for by Community Infrastructure Levy, CIL) upgrading the system from analogue to a new digital system. Coverage has been dramatically improved. However, now the new system has been running for some time officers have identified areas with less-than-ideal coverage (**see attached**).

Members are asked to resolve to purchase and install fixed, bullet cameras at both toilets, two new Multiview cameras for Station Road and Lidl car park and two ANPR cameras. The cost for this work is £9,863 + VAT to come from Earmarked Reserves CIL (currently £210,683.42).

28. Local Visitor Economy Partnership for Wiltshire

VisitEngland have now approved the application for VisitWiltshire to be accredited as a Local Visitor Economy Partnership for Wiltshire (**see attached**).

Members are asked to resolve:

i) To support VisitWiltshire in its aim of establishing a Local Visitor Economy Partnership (LVEP) for Wiltshire, and

ii) To secure a seat on the new Wiltshire Visitor Economy Partnership Board, which includes members from tourism businesses and town and local councils, and

iii) To commit to including a contribution in the 2025/26 budget of £5,000 funding towards the VisitWiltshire-led LVEP and £500 towards continuing as a VisitWiltshire Town Partner.

Funding to come from general reserves.

29. 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 others interested bodies to bring forward an updated agreement.

30. Time Capsule

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

31. 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 23rd June 2025

Mayor's Engagements

March				
18.03.25	19.00	Opening the Astrophotography Exhibition with Josh Drury	The Athenaeum, Warminster	The Mayor
19.03.25	19.00	Opening The Moon at the Minster Event	The Minster Church of St Denys, Warminster	The Mayor
23.03.25	10.00	Opening Spring Market	Civic Centre, Warminster	The Mayor
April				
07.04.25	09.00	Flers Twinning Visit 4th to 7th April	Flers, France	The Mayor
12.04.25	10.00	Book Launch "Wife of...The Story of an Army Wife in BAOR in the 1960s"	Warminster Athenaeum	The Mayor
15.04.25	14.00	Opening of Parkinson's Support Group	Barchester Henford House	The Mayor & Deputy Mayor

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
17.03.25	Sustainable Warminster	Smallbrook Toad Patrol Party	Email
17.03.25	Wiltshire and Swindon Community Messaging	You can help us shape the future strategy of Neighbourhood Watch [#408254572]	Email
18.03.25	Wiltshire and Swindon Community Messaging	Over 35,000 account hackings reported in 2024. [#409284647]	Email
18.03.25	Wiltshire Council	Temporary Closure of: Weymouth Street Northbound Carriageway (Part), Warminster (05.08.2024)	Email
20.03.25	GWR	GWR travel update - Sunday service between London & Bristol/South Wales	Email
20.03.25	Wiltshire and Swindon Community Messaging	Delivering a police service that meets the needs of its communities [#412087486]	Email
21.03.25	Wiltshire Council	Business Newsletter: Donate your digital, support for small businesses and Financial Wellbeing Month	Email
21.03.25	Wessex Water	Meeting with Wessex Water RE: Temporary Closure of: Weymouth Street Northbound Carriageway (Part), Warminster	Email
21.03.25	Returning Officer for Wiltshire	Town and Parish Council update: Message from Lucy Townsend – Returning Officer	Email
21.03.25	Wiltshire Council	Latest news: Register to vote, start date for construction of Trowbridge Leisure Centre, Great British Spring Clean and more	Email
23.03.25	Wessex Water	Weymouth Street update	Email
27.03.25	Wiltshire and Swindon Community Messaging	Victim recalls devastating impacts of livestock worrying	Email
27.03.25	Wiltshire and Swindon Community Messaging	Reducing Violence and Serious Harm	Email
28.03.25	Wiltshire and Swindon Community Messaging	Stay vigilant: Police issue advice following an increase in quad bike and ATV thefts	Email
31.03.25	Wiltshire Council	Waste and recycling news - March 2025 - Easter recycling, Household Recycling Centre summer opening hours, Donate leftover paint	Email
31.03.25	Wiltshire Council	Latest news: Two weeks left to register to vote, recycle batteries safely, clocks go forward and more	Email
31.03.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 28 March 2025	Email
31.03.25	Nick Pitcher	Informal visit by our twin friends from Warminster USA	Email

CORRESPONDENCE LIST

31.03.25	Wiltshire Council	Business Newsletter: New Procurement Act, donate your digital, support for small businesses and Financial Wellbeing Month	Email
31.03.25	Warminster Town Council	Reminder: Spring Litter Pick Saturday 5 th April	Email
02.04.25	Wiltshire Council	URGENT TTRN ELMWELL ST WARMINSTER 05/04/25 WARMINSTER AREA BOARD	Email
02.04.25	Wiltshire and Swindon Community Messaging	Rural Crime Team carry out evening patrols to deter livestock worrying and equipment theft [#417575247]	Email
02.04.25	Wiltshire Council	Temporary Closure of: King Street (Part), Warminster (05.06.2025)	Email
02.04.25	Wiltshire and Swindon Community Messaging	Meet the Rural Crime Team at upcoming community engagement events! [#417899008]	Email
03.04.25	Wiltshire and Swindon Community Messaging	UPDATED DATES - Meet the Rural Crime Team at upcoming community engagement events! [#417943759]	Email
03.04.25	Wiltshire Council	urgent TTRN HOLLYBUSH ROAD WARMINSTER, WARMINSTER AREA BOARD	Email
03.04.25	Wiltshire Council	URGENT TTRN BROXBURN ROAD 02/05/25 WARMINSTER AREA BOARD	Email
03.04.25	Wiltshire and Swindon Community Messaging	Reminder to dog walkers to prevent livestock worrying incidents [#418278552]	Email
03.04.25	Wiltshire Council	URGENT TTRN B3414 WARMINSTER 08/04/25 WARMINSTER AREA BOARD	Email
04.04.25	Wiltshire and Swindon Community Messaging	Tackle crimes that matter to local communities [#418886798]	Email
04.04.25	Wiltshire and Swindon Community Messaging	Amber wildfire alert extended [#419068315]	Email
04.04.25	Wiltshire Council	Latest news: One week left to register to vote, Lyneham Banks reopens, changes to HRC opening times and more	Email
07.04.25	Wiltshire Council	Temporary Closure of: Footpath 8 (Part) and Footpath 13 (Part), Warminster (02.06.2025)	Email
07.04.25	Wiltshire and Swindon Community Messaging	Buying Tickets Safely Online [#419811082]	Email
07.04.25	Wiltshire and Swindon Community Messaging	Reminder to respect and protect wild birds [#419981282]	Email
07.04.25	Wiltshire Council	Business Newsletter: Discover Wiltshire's wonders, free stop smoking support for your workforce, your business made smarter and more	Email
09.04.25	Wiltshire and Swindon Community Messaging	Improve the experience of victims and deliver justice [#421021899]	Email
10.04.25	Wiltshire Council	URGENT TTRN LOWER MARSH ROAD 22/04 - 25/04/25 WARMINSTER AREA BOARD	Email

CORRESPONDENCE LIST

10.04.25	Wiltshire Council	Temporary Closure of: West Parade (Part), Warminster (13.06.2025)	Email
11.04.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 11 April 2025 [#422253637]	Email
11.04.25	Wiltshire and Swindon Community Messaging	Officers in Warminster carry out rural patrols to combat livestock worrying [#422347143]	Email
14.04.25	Wiltshire Council	Latest news: Final chance to register to vote, no changes to waste collection over Easter, lease agreed for City Hall in Salisbury and more	Email
14.04.25	Wiltshire and Swindon Community Messaging	Stay vigilant for ticket fraud ahead of top events and concerts this summer. [#424027158]	Email
15.04.25	Wiltshire Council	URGENT TTRN IMBER ROAD, WARMINSTER 22/04/25 WARMINSTER AREA BOARD	Email
15.04.25	Wiltshire Council	URGENT TTRN BOREHAM FIELDS 25/04/25 WARMINSTER AREA BOARD	Email
17.04.25	Wiltshire Council	Latest news: Still time to register for a proxy vote, no changes to waste collection over Easter and more	Email
17.04.25	Wiltshire and Swindon Community Messaging	Officers answer rural crime concerns at Frome Livestock Market [#424968998]	Email
22.04.25	Wiltshire and Swindon Community Messaging	Come and meet your local police officers this week! [#425890053]	Email
23.04.25	Cranborne Chase	News Release - Cranborne Chase National Landscape welcoming enquiries for Farming in Protected Landscapes (FiPL) funding	Email
23.04.25	Age UK	Age UK Wiltshire Newsletter - News and Views Issue 8	Email
24.04.25	Wiltshire Council	URGENT TTRN LOWER MARSH ROAD WARMINSTER 13/05/25 WARMINSTER AREA BOARD	Email
25.04.25	Wiltshire and Swindon Community Messaging	Police advice: Legal wildlife traps	Email
25.04.25	Wiltshire Council	Latest news: Local elections less than a week away, personal training sessions available, Salisbury farmers sentenced and more	Email
25.04.25	Wiltshire Council	Business Newsletter: Turning ambition into action for growing businesses, stop smoking support for your workforce and more	Email
25.04.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 25 April 2025 [#428193002]	Email
29.04.25	Wiltshire Council	Everything you need to know about the upcoming local elections	Email

CORRESPONDENCE LIST

30.04.25	Wiltshire Council	Waste and recycling news - April 2025 - International Compost Awareness Week, donate unwanted toys, what to do with medicinal blister packs and more	Email
02.05.25	Wiltshire Council	Results declared in Wiltshire Council Unitary Election	Email
02.05.25	Wiltshire Council	URGENT TTRN BROXBURN ROAD WARMINSTER 08/05/25 *** THIS REPLACES THE NOTICE FOR 02/05/25***	Email



Delivering a brighter, greener future for all

Terms of Reference and Delegation of Powers to Committees

2025–2026

Adopted by Full Council 12.05.25



Committee	Page Number
Full Council	3
Finance and Audit	5
Human Resources (HR)	7
Highways Advisory	9
Parks and Estate	10
Planning Advisory	12
Town Development	14
Sub-committees and working groups	15
Co-option Policy	16

Note: Amendments to these Terms of Reference and Delegation of Powers to Committees may be made from time to time by resolutions of Full Council.

Terms of Reference

Full Council

The following matters shall be reserved for decision by Full Council, but the appropriate committee(s) may make recommendation for the council's consideration:

1. The Precept.
2. Borrowing money.
3. Making, amending, or revoking Standing Orders, Financial Regulations, duties, and powers of Proper Officer provisions.
4. Making, amending, or revoking by-laws.
5. Making of Orders under statutory powers.
6. Matters of principle or policy.
7. Addressing recommendations in any report from the Internal and External Auditors.
8. Nomination or appointment of representatives of the town council on any authority, organisation or body that requests one (except approved conferences or meetings).
9. Nomination of members of all standing committees.
10. New powers or duties.
11. Prosecution or defence in a Court of Law.
12. Nomination or appointment of representatives of the town council to any enquiry on matters affecting the town.
13. To receive and adopt the Annual Accounts.
14. To receive and sign off the Annual External Audit and Return.
15. To receive reports and recommendations referred to Full Council from the various committees.
16. To set up direct reporting working groups as necessary.
17. To receive reports and recommendations and consider recommendations from all direct reporting working groups set up by Full Council or indirect groups where considered appropriate by the Town Clerk or committee chairs due to timetable restrictions.
18. To authorise the sealing of various documents with the Common Seal.
19. To confirm the appointment of the Town Mayor/Deputy Mayor.
20. To confirm the schedule of meetings of Full Council and the standing committees for the ensuing year.
21. To receive petitions and deputations from members of the public or any organisations.

22. Any other matters not delegated to a standing committee or referred to Full Council by standing committees.

Terms of Reference

Finance and Audit committee

The Finance and Audit committee oversees the Town Council's budgets to ensure all expenditure is authorised where necessary and income is collected. The committee may undertake an audit and scrutiny of any spending decision by any committee or officer. The committee manages the following assets of the town that the Council owns or manages: Dewey House; Warminster Civic Centre; the Warminster Hub and any other asset not managed by another committee.

1. Membership

Seven elected Members.

2. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

2.1 To elect the Chair of the committee.

2.2 All financial matters

2.2.1 Monthly management accounts.

2.2.2 To receive reports of paid invoices for goods and services.

2.2.3 Draft budget for submission to Full Council for decision.

2.3 To form sub-committees or "task and finish" working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.

2.4 Specific matters referred by Full Council.

2.5 Allocation of grants within the agreed criteria and budget of the town council.

2.6 Agree and manage maintenance contracts and budgets for all services and assets which fall under the remit of the committee.

2.7 To act as a tender committee as and when necessary and to report the outcome of any tendering procedure to Full Council.

2.8 Administration, maintenance and use of all buildings and public spaces which fall under the remit of the committee.

2.9 Receive petitions and deputations from members of the public or any organisation relevant to the work of the committee.

Finance and Audit committee (continued)

3. Referred Business

The Committee may consider and report to Full Council or committees on the following matters:

- 3.1 To report on the Finance and Audit committee's allocation of grants within the agreed criteria and budget of the town council.
- 3.2 To provide council with a budget and precept recommendation annually in January, to be prepared no later than November of the preceding year.
- 3.3 Monitor income and expenditure within the budget estimates approved by Full Council and make necessary recommendations.
- 3.4 Review the town council's Financial Regulations as necessary.
- 3.5 All implications of any services devolved from Wiltshire Council, and the impact on the ability of the town council to properly budget and execute its financial responsibilities.
- 3.6 Any other matters referred to the Finance and Audit Committee by Full Council that are not within their terms of reference.

Terms of Reference

HR committee

The HR committee is responsible for: all staffing matters for the council; and includes all training and development matters, including elected members; all health & safety issues and the relevant required risk assessment; and to deal with any complaints made against the town council in accordance with the council's complaints procedure.

1. Membership

The Mayor, the previous year's Mayor, plus three elected members. The Mayor will be Chair of the committee.

2. Delegated Business

The committee has been delegated authority to deal with the following matters to conclusion:

- 2.1 To elect the Chair of the committee.
- 2.2 To carry out the Town Clerk's staff appraisal and agree objectives.
- 2.3 To agree and arrange staff salaries within the agreed budget.
- 2.4 To agree and arrange training requirements for staff and councillors within the agreed budget.
- 2.5 To consider, and bring to a final conclusion, any matters of grievance or discipline as outlined by the policies applicable to all members of staff employed by the town council.
- 2.6 Following discussions with the Town Clerk, and staff concerned, to receive and resolve any issues relating to staffing levels and regrading, pay levels and staffing structures.
- 2.7 To receive and note annual and other appraisals and be the point of contact for any appeal.
- 2.8 To deal with any complaints made against the town council in accordance with the council's Complaints Procedure.
- 2.9 To deal with any staff complaint concerning the Town Clerk.
- 2.10 To deal with any staff matters referred by the Town Clerk.
- 2.11 To ensure that the council complies with health and safety issues including the consideration of risk assessments through the annual risk assessment procedure.

HR committee (continued)

- 2.12 Any other personnel matters delegated by the town council.
- 2.13 To form sub-committees or “task and finish” working groups as required. To determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.

3. Referred Business

- 3.1 To review staff requirements and job descriptions received from other committees, revise as necessary.
- 3.2 To consider the implications of any services devolved from Wiltshire Council and their impact on HR matters.

Terms of Reference

Highways Advisory committee

The Highways Advisory committee considers all issues in the remit of the Local Highways and Footpath Improvement Group.

1. Membership

- 1.1 Five elected Members.

2. Delegated Business

The Committee has been delegated to deal with the following matters to conclusion:

- 2.1 To elect the Chair of the committee.
- 2.2 All issues in the remit of the Local Highways and Footpath Improvement Group
- 2.3 To make referrals to the Local Highways and Footpath Improvement Group as necessary following 2.1 above.
- 2.4 To approve any financial contributions to the work of the Local Highways and Footpath Improvement Group.

Terms of Reference

Parks and Estate committee

The Parks and Estate committee manages the parks and estate related assets owned or maintained by the town council. These include the Lake Pleasure Grounds, the Pavilion Café, the Boat House, play areas, closed church yards, the War Memorial, the Obelisk and Yeates Meadow, Boreham Cemetery and Ashley Place amenity space, the road sweeper and depot, hanging baskets, and the public toilets. The Committee manages projects which directly affect these assets and services and requests to use said services or assets. The Committee will be responsible for any such similar services that are delegated or devolved from Wiltshire Council including, grass cutting, hedges, shrubs, shelter belts, trees, amenity footpaths, leaf clearance, balancing ponds, fencing, litter picking, litter bins, anti-fly tipping measures, graffiti removal, hazardous waste disposal, markets, and roadkill.

1. Membership

- 1.1 Seven elected Members
- 1.2 Up to three co-opted non-members.

2. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

- 2.1 To elect the Chair of the committee.
- 2.2 To form sub-committees or “task and finish” working groups as required. To Determine the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
- 2.3 Agree and manage maintenance contracts and budgets for all assets and services which fall under the remit of the committee. Capital projects over £30,000 to be referred to Full Council.
- 2.4 Administration, maintenance and use of all assets and services which fall under the remit of the Committee.
- 2.5 Manage projects on all assets and services which fall under the remit of the Committee.

Parks and Estate committee (continued)

- 2.6 Receive petitions and deputations from members of the public or any organisation relevant to the work of the Committee.

3. Referred Business

To consider and make recommendations to Full Council on the following matters:

- 3.1 Any other matters referred to the committee by Full Council.

4. Budget estimates, to be prepared no later than September each year.

- 4.1 Any matters relating to policies and procedures, protocols, practices, and guidelines, including standing orders and the code of conduct referred to the committee by full council or any committee, subcommittee or working group.

Terms of Reference

Planning Advisory committee

The Planning Advisory committee meets to consider all planning applications in the town. Comments are sent to Wiltshire Council as part of their consultation procedure. The aim is to use planning law, the National Planning Policy Framework, Wiltshire Council's Core Strategy and Local Plan, the Warminster Neighbourhood Plan, and Policy and Periodic Planning Guidance notes to preserve and enhance the town's character, whilst encouraging its commercial and social vitality. It will also consider the policies, aspirations, and recommendations of the Neighbourhood Plan Review Working Group.

1. Membership

1.1 Seven elected Members

1.2 Co-opted: the Chair of the Neighbourhood Plan Review Working Group

2. Delegated Business

The Committee has delegated authority to deal with the following matters to conclusion:

2.1 To elect the Chair of the committee.

2.2 At meetings to consider all planning applications sent for consultation by Wiltshire Council.

2.3 To comment on behalf of the town council on planning applications having due regard to the town council's policies and that of the Warminster Neighbourhood Plan.

2.4 To deal with requests for street naming.

2.5 To produce and publish any information for the public about planning matters, except plans which hold copyright.

2.6 To delegate the power to the Town Clerk in discussion with the chairman or vice chairman, to make recommendations to Wiltshire Council on minor revisions to applications for which there is insufficient time to call a planning committee or sub-committee meeting. The exercise of this power should be consistent with established practice and policy of the committee, where defined, and shall be reported to the next Planning Advisory committee meeting.

Planning Advisory committee (continued)

- 2.7 To form sub-committees or “task and finish” working groups as required. To determine: the terms of reference, schedule of meetings and whether the meetings are open or closed to the public.
- 2.8 Equipment within the area of its responsibilities and not under the control of any other committee.
- 2.9 Receive petitions and deputations from the public or any organisation relevant to the work of the Committee.
- 2.10 To receive reports and recommendations from the Neighbourhood Plan Review working group, where necessary.

3. Referred Business

To consider and make recommendations to Full Council on the following matters:

- 3.1 Any other matters referred to the committee by Full Council.

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Terms of Reference

Town Development committee

The Town Development committee co-ordinates environmental issues in the town. These include CCTV, lighting, spatial planning, the town settlement boundary, and flooding. The Committee manages the following assets of the town that the council owns or manages: the Tynning allotments. The Town Development committee shall consider how to promote the town as a place to live, work and enjoy. This shall include consideration of events, publicity and marketing and the promotion of the town as a destination for visitors.

1. Membership

1.1 Seven elected Members.

1.2 Up to three advisers

2. Delegated Business

The Committee has been delegated to deal with the following matters to conclusion:

2.1 To elect the Chair of the committee.

2.2 Equipment within the area of its responsibilities and not under the control of any other Committee.

2.3 To form sub-committees or “task and finish” working groups as required. To determine the terms of reference, schedule of meetings and whether the meeting is open to the public or closed.

2.4 To delegate the power to the Town Clerk in discussion with the chairman or vice chairman, to make recommendations or minor revisions to matters for which there is insufficient time to call a Town Development committee meeting. The exercise of this power should be consistent with established practice and policy of the Committee, where defined, and shall be reported to the next Committee meeting.

2.5 The Committee will monitor an annual calendar of town council events.

3. Referred Business

To consider and make recommendations to the town council on the following matters:

3.1 Budget estimates, to be prepared no later than September each year.

3.2 Any other matters referred to the Committee by the town council.

Sub-Committees and Working Groups

Sub-Committees and working groups can be set up by Full Council, Finance and Audit, HR, Parks and Estate, Planning Advisory and the Town Development, Committee. The appointing Committee shall resolve on whether the sub-committee or working group holds open or closed meetings.

1. Membership

Members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body. Sub-committees and working groups can consist entirely of non-elected or co-opted members if members agree.

2. Delegated Business

The working group is an informal group which has delegated authority to discuss and debate items as specified in their terms of reference as minuted by the parent Committee or subcommittee.

- 2.1 No working group shall have powers to make decisions on policy or budget commitment. Recommendations shall be put before the relevant parent Committee or sub-committee for ratification.

To delegate the power to the Town Clerk in discussion with the leader of the working group, to make recommendations or minor revisions to matters for which there is insufficient time to call a working group meeting. The exercise of this power should be consistent with established practice and policy of the working group, where defined, and shall be reported to the next working group meeting.

- 2.2 If requested by the working group a calling note can be put together by the Clerk's office in conjunction with the leader of the working group.
- 2.3 Minutes of the sub-committee or working groups will be made available to all members and the public on request. They will be prepared by the Clerk's office unless other arrangements have been made.
- 2.4 Meetings of sub-committees and working groups will not necessary be open to the public but all minutes will be available once adopted by the parent Committee.
- 2.5 The general ToRs can be expanded for any working group if required to enable the completion of a project. Any additional ToRs will be adopted by the parent Committee.

Terms of Reference

Co-option Policy

1. All committees of Warminster Town Council, except for the Finance and Audit Committee, can co-opt members who are not elected councillors to assist with the work of their committee.
 2. The co-option of an individual is not to be confused with the filling of a casual vacancy on Full Council, which would only arise if an elected member should resign, die, or be disqualified.
 3. Co-option will not be politically led nor be a vehicle to enlist those parties not represented on Warminster Town Council.
 4. Co-opted members appointed to a committee of the council will have the authority of the organisation they are representing, and this should be advised in writing to the Clerk of the council if requested.
 5. Co-opted members will be known as advisers to the committee.
 6. Advisers can be appointed by a committee in the event that additional expertise is required to make decisions or add knowledge that would be of benefit to the committee concerned.
 7. Advisers will have no voting rights. There are exceptions to this rule, and non-members would have a vote in four cases. These four are:
 - 7.1.1 the management of land owned or occupied by the council;
 - 7.1.2 harbour functions if the council is a harbour authority;
 - 7.1.3 any function under section 144 of the Local Government Act 1972 relating to the promotion of tourism;
 - 7.1.4 any function under section 145 of the Local Government Act 1972 relating to the management of a festival.
- ‘Management’ does not include the determination of the total amount of money which may be expended in any financial year by the council in respect of the land or festival.

All members of a committee will vote for an individual adviser to be appointed by way of a resolution in a public meeting, with the exception of the HR committee who will appoint in private.



Delivering a brighter, greener future for all

Outside Bodies

Annual Report 2025 – 2026 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? Is your role observer status only?	YES/ NO/ BOTH 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







Risk Matrix Report

Run by: Debbie Knight


Friday, 2 May 2025 2:27 PM

Risk matrix report

Legend

Risk rating	Color	Description
Low		
Medium		
Extreme		
High		

Current

Likelihood	Impact	Insignificant	Minor	Moderate	Major	Catastrophic
Frequent						
Occasional						
Remote			 3	 2	 1	
Improbable			 8	 11	 11	 3
Extremely Improbable			 4	 8	 1	

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score		Current Score		Target Score	
2	Administration/Legal Error - Allotments	Allotments	Tolerable	12	High	9	Medium	9	Medium
9	Environmental Damage - Boats & Boathouse	Boats and Boathouse	Tolerable	10	Medium	6	Medium	6	Medium
11	Physical Damage/ Injury - Boats & Boathouse	Boats and Boathouse	Tolerable	8	Medium	4	Low	4	Low
18	Environmental Damage - Open Spaces	Cemeteries/Churchyard	Tolerable	8	Medium	4	Low	4	Low
20	Risk of Damage or Injury - Open Spaces	Cemeteries/Churchyard	Tolerable	8	Medium	4	Low	4	Low
21	Administration/Legal Error - Civic Centre	Civic Centre	Tolerable	12	High	6	Medium	6	Medium
22	Environmental Damage - Civic Centre	Civic Centre	Tolerable	16	High	8	Medium	8	Medium
24	Physical Damage/Injury - Civic Centre	Civic Centre	Tolerable	15	High	10	Medium	10	Medium
29	Administration/Legal Error - Code of Conduct	Code of Conduct	Tolerable	12	High	3	Low	3	Low
30	Physical Damage/ Loss - Computing Equipment	Computing	Tolerable	6	Medium	4	Low	4	Low
31	Technical Fault/ Failure - Computing	Computing	Tolerable	9	Medium	6	Medium	6	Medium
32	Administration/Legal Error - Council Meetings	Council Meetings	Tolerable	16	High	8	Medium	8	Medium
33	Physical Damage/ Injury - Council Meetings	Council Meetings	Tolerable	6	Medium	2	Low	2	Low
34	Financial Loss - Council Property/ Assets	Council and Property Documents	Tolerable	12	High	8	Medium	8	Medium
35	Physical Damage/ Injury - Council Property/ Assets	Council and Property Documents	Tolerable	9	Medium	6	Medium	6	Medium

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score		Current Score		Target Score	
36	Professional Error - Council & Property Documents	Council and Property Documents	Tolerable	6	Medium	3	Low	3	Low
37	Administration/Legal Error - CCTV	Crime Prevention CCTV	Tolerable	16	High	8	Medium	8	Medium
38	Financial loss - CCTV	Crime Prevention CCTV	Tolerable	15	High	6	Medium	6	Medium
39	Physical Damage/ Injury - CCTV	Crime Prevention CCTV	Tolerable	8	Medium	3	Low	3	Low
40	Technical Breach - CCTV	Crime Prevention CCTV	Tolerable	9	Medium	3	Low	3	Low
41	Administration/Legal Error - Data Protection	Data Protection	Tolerable	8	Medium	6	Medium	6	Medium
42	Physical Damage/ Injury - Depot	Depot	Tolerable	12	High	8	Medium	8	Medium
47	Administration/Legal Error - Employment of Staff	Employment of Staff	Tolerable	12	High	8	Medium	8	Medium
48	Financial Loss - Employment of Staff	Employment of Staff	Tolerable	9	Medium	6	Medium	6	Medium
49	Professional Standards - Employment of Staff	Employment of Staff	Tolerable	9	Medium	6	Medium	6	Medium
50	Administration/Legal Error - Financial Management	Financial Management	Tolerable	16	High	8	Medium	8	Medium
51	Financial Loss - Financial Management	Financial Management	Tolerable	15	High	10	Medium	5	Low
52	GDPR Breach	Data Protection	Tolerable	12	High	6	Medium	6	Medium
61	Administration/Legal Error - Council Meetings	Council Meetings	Tolerable	6	Medium	4	Low	4	Low
64	Newsletter - Failure to Meet Minimum Requirement for Quality Status	Newsletters	Tolerable	6	Medium	4	Low	4	Low

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score		Current Score		Target Score	
74	Environmental Damage - Planning & Developmental Control	Planning & Development Control	Tolerable	4	Low	2	Low	2	Low
75	Administration/Legal Error - Play Areas	Play Areas	Tolerable	8	Medium	4	Low	4	Low
77	Physical Damage/ Injury - Play Areas	Play Areas	Tolerable	12	High	9	Medium	6	Medium
79	Physical Damage/ Injury - Office Accommodation	Provision of Office Accommodation	Tolerable	12	High	4	Low	4	Low
80	Technical Fault/ Failure - Office Equipment	Provision of Office Accommodation	Tolerable	3	Low	3	Low	3	Low
81	Financial Loss - Civic Centre	Civic Centre	Tolerable	12	High	6	Medium	6	Medium
82	Technical Fault/ Failure - Website/ Internet	Provision of Website & Internet	Tolerable	4	Low	2	Low	2	Low
83	Administration/Legal Error - Public Conveniences	Public Conveniences	Tolerable	8	Medium	4	Low	4	Low
84	Environmental Damage - Public Conveniences	Public Conveniences	Tolerable	9	Medium	3	Low	3	Low
86	Physical Damage/ Injury - Public Conveniences	Public Conveniences	Tolerable	16	High	8	Medium	8	Medium
91	Environmental Damage - Skatepark	Skatepark	Tolerable	9	Medium	6	Medium	6	Medium
93	Physical Damage/ Injury - Skatepark	Skatepark	Tolerable	16	High	12	High	12	High
94	Administration/Legal Error - Splashpad & Plant Room	Splashpad & Plant Room	Tolerable	12	High	6	Medium	6	Medium
95	Environmental Damage - Splash pad	Splashpad & Plant Room	Tolerable	20	Extreme	10	Medium	10	Medium
97	Physical Damage/ Injury - Splashpad/ Plant Room	Splashpad & Plant Room	Tolerable	16	High	8	Medium	8	Medium

Risk Matrix Report

#	Risk	Area of Business	Tolerance	Inherent Score		Current Score		Target Score	
102	Environmental Damage - The Pavilion Café	Pavilion Cafe	Tolerable	16	High	8	Medium	8	Medium
103	Financial Loss - The Pavilion Café	Pavilion Cafe	Tolerable	12	High	6	Medium	6	Medium
104	Physical Damage/ Injury - The Pavilion Café	Pavilion Cafe	Tolerable	16	High	8	Medium	8	Medium
111	Physical Damage/ Injury - Water Refill Unit	Water Refill Unit	Tolerable	2	Low	2	Low	1	Low
114	Administration/Legal Error - Website	Website	Tolerable	6	Medium	3	Low	3	Low
115	Technical Fault/ Failure - Website	Website	Tolerable	6	Medium	3	Low	3	Low
116	Damage, loss or injury at a Town Council Event	Other, Town Park	Tolerable	16	High	6	Medium	6	Medium

Completed By	Tom Dommett
Date	02.05.2025
Position	Town Clerk

Risk Management for Warminster Town Council

Annual Report 2025.

Risk Wizard.

The town council currently manages 52 different risks across 24 areas including the skate park, public conveniences, the website and financial management. Seven staff are risk owners and carryout regular reviews of the risks they are responsible for as well as additional reviews after any incidents.

Using the standard risk matrix method which considers a risks likelihood and impact each risk is given a risk rating of low, medium, high or extreme. Of the 52 risks Warminster Town Council manage, 21 are low risk, 30 medium and 1 high risk.

Impact	Insignificant	Minor	Moderate	Major	Catastrophic	Matrix display					
Likelihood						Risk rating: Current Mode: Active			Matrix type: Entity Total risks: 52		
Frequent											
Occasional											
Remote											
Improbable											
Extremely Improbable											

Inherent = score if no control measures were in place

Current = score with current control measures in place

Target = score if additional control measures are added

The full risk register with associated risk scores can be viewed in the risk matrix report

The one risk rated as **HIGH** is:

Risk of Physical Damage or Injury Occurring at the Skate Park

This risk is scored as **high** as although there is only a **remote likelihood** of it occurring the **impact** if it did occur would be **major**.

  Inherent  Current  Target

Impact	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Frequent	Low 5.00	Medium 10.00	High 15.00	Extreme 20.00	Extreme 25.00
Occasional	Low 4.00	Medium 8.00	High 12.00	High 16.00 	Extreme 20.00
Remote	Low 3.00	Medium 6.00	Medium 9.00	High 12.00  	High 15.00
Improbable	Low 2.00	Low 4.00	Medium 6.00	Medium 8.00	Medium 10.00
Extremely Improbable	Low 1.00	Low 2.00	Low 3.00	Low 4.00	Low 5.00

With the following controls in place the likelihood of damage or injury occurring at the skatepark is reduced from occasional to remote

- Staff training
- Regular inspections on a predetermined basis to clear sites of litter and any dangerous/foul matter i.e. glass, needles etc.
- Maintain detailed records of inspections which must be dated and signed
- Determine responsibility for inspection of equipment.
- Inspection by ROSPA
- Carry out regular inspection of equipment, surfaces and signage
- Place any damaged equipment out of use until repair or replacement carried out
- Report damage, repairs, when work ordered has been completed.

Warminster Town Council
Summary of Fixed Assets

		C O S T					DEPRECIATION					N B VALUE		Dep'n	Cost	Allocation	
		01/04/2024	Add	Disp	Impair't	Rev'n	01/04/2024	Prov	Disp	Rev'n	01/04/2025	01/04/2024	01/04/2025	£	Centre	Centre	Dep'n
<u>Freehold Land and Buildings</u>		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
<u>Leashold Land and Buildings</u>		Dep'n															
Depot Unit 2, Swan Business Park - Improvements (li	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
<u>Vehicles & Equipment</u>		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	
Ernwell 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	
Cllr 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 Trasnporter - 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	6,760.00	-			6,760.00	-	-	-		210	
Town Park Café - Bean to Cup Coffee Machine	20.00%	6,525.00				6,525.00	1,010.00	1,305.00			2,315.00	5,515.00	4,210.00	1,305		210	
Town Park Skatepark		-				-	-	-			-	-	-	-		210	
Town Park Equipment		-				-	-	-			-	-	-	-			
Benches & Seats	20.00%	5,629.00				5,629.00	5,629.00	-			5,629.00	-	-	-		210	
Bins	20.00%	3,490.00				3,490.00	3,490.00	-			3,490.00	-	-	-		210	
Flag Pole	20.00%	905.00				905.00	905.00	-			905.00	-	-	-		210	
Canoes, Paddles , Lifevests	20.00%	3,085.00				3,085.00	3,085.00	-			3,085.00	-	-	-		210	
4 x Rowing Boats	20.00%	6,570.00				6,570.00	6,570.00	-			6,570.00	-	-	-		210	
Town Park CCTV Camera	20.00%	639.00				639.00	639.00	-			639.00	-	-	-		210	
Pickleball Equipment	20.00%	-	848.00			848.00	-	170.00			170.00	-	678.00	170		210	
Civic Centre 12 x Banners & Signs	20.00%	2,520.00				2,520.00	2,520.00	-			2,520.00	-	-	-		301	
Dewey House Air Con Unit	20.00%	1,980.00				1,980.00	1,980.00	-			1,980.00	-	-	-		202	
Samsun Galaxy Tablet	20.00%	200.00				200.00	200.00	-			200.00	-	-	-		101	
Netitude IT Upgrade	20.00%	12,498.00				12,498.00	12,498.00	-			12,498.00	-	-	-		101	
Play Equiment	20.00%	46,304.00				46,304.00	37,802.00	9,261.00									

Warminster Town Council
Summary of Fixed Assets

		C O S T					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
HP Probook notebook, installation, docking sta	20.00%	1,492.00					1,492.00	745.00	298.00			1,043.00	747.00	449.00	298	101		
Samsung 22" monitor x 2	20.00%	260.00					260.00	130.00	52.00			182.00	130.00	78.00	52	101		
HP 258GB 15.6" Notebook	20.00%	708.00					708.00	284.00	142.00			426.00	424.00	282.00	142	101		
Dell Vostro 3000 Laptop	20.00%	2,453.00					2,453.00	982.00	491.00			1,473.00	1,471.00	980.00	491	101		
HP Probook 440 G8	20.00%	1,254.00					1,254.00	502.00	251.00			753.00	752.00	501.00	251	101		
HP Probook CCTV	20.00%	1,347.00					1,347.00	538.00	269.00			807.00	809.00	540.00	269	101		
New Zipwire - Queensway Play Area	10.00%	11,461.00					11,461.00	2,292.00	1,146.00			3,438.00	9,169.00	8,023.00	1,146	101		
Pay Equipment - The Beeches	10.00%	7,778.00					7,778.00	1,556.00	778.00			2,334.00	6,222.00	5,444.00	778	217		
Portable Toilet Unit	20.00%	5,216.00					5,216.00	1,043.00	1,043.00			2,086.00	4,173.00	3,130.00	1,043	217		
Electric Vehicle 22KW Charging point	20.00%	3,531.00					3,531.00	706.00	706.00			1,412.00	2,825.00	2,119.00	706	210		
Pramac P6000s Generator	20.00%	3,648.00					3,648.00	730.00	730.00			1,460.00	2,918.00	2,188.00	730	209		
Park Toilets - 4 x Wallgate Dryers	20.00%	10,800.00					10,800.00	2,160.00	2,160.00			4,320.00	8,640.00	6,480.00	2,160	209		
C/Centre Defibrillator	20.00%	475.00					475.00	95.00	95.00			190.00	380.00	285.00	95	210		
Hp Elite Laptop	20.00%	1,221.00					1,221.00	244.00	244.00			488.00	977.00	733.00	244	301		
C/Centre CCTV	20.00%	2,371.00					2,371.00	474.00	474.00			948.00	1,897.00	1,423.00	474	101		
Hp Elite Laptop	20.00%	-	1,400.00				1,400.00	-	280.00			280.00	-	1,120.00	280	101		
Dell Optiplex 7010	20.00%	-	708.00				708.00	-	142.00			142.00	-	566.00	142	101		
Kubota RTV X1110	20.00%	-	21,975.00				21,975.00	-	4,395.00			4,395.00	-	17,580.00	4,395	209		
Defibrillator Town Park	20.00%	-	850.00				850.00	-	170.00			170.00	-	680.00	170	210		
2 x Venture Ranger Cruiser Canoes	20.00%	-	1,875.00				1,875.00	-	375.00			375.00	-	1,500.00	375	210		
2 x Dell 5440 14" Notebooks	20.00%	-	1,826.00				1,826.00	-	365.00			365.00	-	1,461.00	365	101		
Inflatable Planet	20.00%	-	3,200.00				3,200.00	-	640.00			640.00	-	2,560.00	640	210		
		524,844.00	274,903.00	-	105,590.00	-	694,157.00	434,116.00	67,847.00	-	17,468.00	-	484,495.00	90,728.00	209,662.00			

Infrastructure Assets	Dep'n																
Wooden Seats (22)	10.00%	Insurance	5,949.00		5,949.00	5,949.00	-			5,949.00	-	-	-	215			
Bus Shelters (9)	10.00%	Insurance	29,158.00		29,158.00	29,158.00	-			29,158.00	-	-	-	215			
Bus Shelter - West Parade	10.00%	Cost	2,670.00		2,670.00	2,670.00	-			2,670.00	-	-	-	215			
Bus Shelters (3)	10.00%	Cost	8,968.00		8,968.00	8,968.00	-			8,968.00	-	-	-	215			
Planters (4)	10.00%	Insurance	2,706.00		2,706.00	2,706.00	-			2,706.00	-	-	-	215			
Bench Seats (3)	10.00%	Insurance	1,407.00		1,407.00	1,407.00	-			1,407.00	-	-	-	215			
Phoenix Bench Seats (3)	10.00%		2,072.00		2,072.00	1,257.00	207.00			1,464.00	815.00	608.00	207	215			
Camera Columns (3+1)	10.00%	Insurance	3,956.00		3,956.00	3,956.00	-			3,956.00	-	-	-	201			
Tourism Signage (5)	10.00%	Cost	12,933.00	-	12,933.00	12,933.00	-			12,933.00	-	-	-	215			
Pedestrian Signage	10.00%	Cost	12,448.00		12,448.00	12,448.00	-			12,448.00	-	-	-	215			
Hanging Baskets	10.00%	Cost	19,572.00		19,572.00	15,654.00	1,957.00			17,611.00	3,918.00	1,961.00	1,957	215			
Flagpole (Civic Centre)	10.00%	Cost	805.00		805.00	805.00	-			805.00	-	-	-	301			
Fencing at Queensway Park	10.00%	Cost	3,820.00		3,820.00	3,056.00	382.00			3,438.00	764.00	382.00	382	220			
Town Park Paddling Pool	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
Town Park Play Park	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
Town Park Benches x 39	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
Town Park Bins x 13	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
Town Park Lighting Columns x 12	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
Town Park Tennis Courts	10.00%		242,992.00		242,992.00	24,299.00	24,299.00			48,598.00	218,693.00	194,394.00	24,299	210			
Town Park Basketball Court	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
Town Park Ornamental Fountain	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
Town Park Car Park 8 Spaces	0.00%		1.00		1.00	-	-			-	1.00	1.00	-	210			
20 x Blue Plaques	10.00%		6,950.00		6,950.00	4,170.00	695.00			4,865.00	2,780.00	2,085.00	695	215			
Town Park Footpath	10.00%		21,100.00		21,100.00	10,550.00	2,110.00			12,660.00	10,550.00	8,440.00	2,110	210			
Town Park Skatepark	10.00%		250,411.00		250,411.00	125,205.00	25,041.00			150,246.00	125,206.00	100,165.00	25,041	210			
17 x Litter bins	10.00%		1,700.00		1,700.00	680.00	170.00			850.00	1,020.00	850.00	170	210			
Play Area Signs	10.00%		1,920.00		1,920.00	768.00	192.00			960.00	1,152.00	960.00	192	210			
Phoenix Bench Seats (3)	10.00%		1,659.00		1,659.00	332.00	166.00			498.00	1,327.00	1,161.00	166	215			
Christmans Lights Road Signs	10.00%		2,092.00		2,092.00	418.00	209.00			627.00	1,674.00	1,465.00	209	215			
Town Park Splashpad	10.00%		384,932.00		384,932.00	76,509.00	38,493.00			115,002.00	308,423.00	269,930.00	38,493	210			
Tourism Signage	10.00%		4,552.00		4,552.00	520.00	455.00			975.00	4,032.00	3,577.00	455	215			
Town Park - 6 Picnic Benches & Tables	10.00%		2,845.00	1,982.00	4,827.00	285.00	483.00			768.00	2,560.00	4,059.00	483	210			
Town Park Compound Fencing	10.00%		6,995.00		6,995.00	700.00	700.00			1,400.00	6,295.00	5,595.00	700	210			
War Memorial Fencing	10.00%		-	1,525.00	1,525.00	-	153.00			153.00	-	1,372.00	153	209			
Glassfibre Flagpole - War Memorial	10.00%		-	1,947.00	1,947.00	-	195.00			195.00	-	1,752.00	195	209			
Hub Solar Panels	10.00%		-	33,641.00	33,641.00	-	3,364.00			3,364.00	-	30,277.00	3,364	203			
3 x Information Boards	10.00%		-	6,360.00	6,360.00	-	636.00			636.00	-	5,724.00	636	215			
Civic Centre Solar Panels	10.00%		-	53,827.00	53,827.00	-	5,383.00			5,383.00	-	48,444.00	5,383	301			
Car Park Toilets Solar Panels	10.00%		-	26,914.00	26,914.00	-	2,691.00			2,691.00	-	24,223.00	2,691	214			
			-		-	-	-			-	-	-	-				
			-		-	-	-			-	-	-	-				
			1,034,620.00	126,196.00	-	-	-	1,160,816.00	345,403.00	107,981.00	-	-	453,384.00	689,217.00	707,432.00		

<u>Community Assets</u>		<u>Dep'n</u>														
War Memorials	0.00%	Insurance	67,443.00		67,443.00	-	-			-	67,443.00	67,443.00	-			
Civic Regalia	0.00%	Insurance	20,180.00		20,180.00	-	-			-	20,180.00	20,180.00	-	210		
Tapestry	0.00%	Insurance	7,500.00		7,500.00	-	-			-	7,500.00	7,500.00	-			
Flers Gift	0.00%	Insurance	2,500.00		2,500.00	-	-			-	2,500.00	2,500.00	-			
Paintings	0.00%	Insurance	7,500.00		7,500.00	-	-			-	7,500.00	7,500.00	-			
Land at Ashley Coombe	0.00%	Insurance	1.00		1.00	-	-			-	1.00	1.00	-			
Allotments	0.00%		1.00		1.00	-	-			-	1.00	1.00	-			
Town Park	0.00%		1.00		1.00	-	-			-	1.00	1.00	-			
Town Park Monument	0.00%		1.00		1.00	-	-			-	1.00	1.00	-			
			105,127.00	-	-	-	-	105,127.00	-	-	-	-	105,127.00	105,127.00		

<u>Capital Work In Progress</u>																
Solar Panels Project	0.00%	87,410.00	-	87,410.00	-	-	-	-		-	87,410.00	-				
Town Park Splashpad	0.00%	-		-	-	-	-	-		-	-	-				
CCTV Upgrade	0.00%	195,722.00	-	195,722.00	-	-	-	-		-	195,722.00	-				
			283,132.00	-	283,132.00	-	-	-	-	-	-	283,132.00	-			

Total Fixed Assets	3,489,042.00	144,952.00	-	105,590.00	-	-	3,528,404.00	1,213,653.00	207,825.00	-	17,468.00	-	1,404,010.00	2,275,389.00	2,124,394.00	207,825.00
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Deferred Grants Applied		Grants Receivable				Grants Released to Offset Depreciation				Net	Net
		01/04/2024		applied	01/04/2025	01/04/2024	Released		01/04/2025	01/04/2024	01/04/2025
Wiltshire Council - Bus Shelter	10.00%	1,335.00			1,335.00	1,335.00	-		1,335.00	-	-
Wiltshire Council - Architects Fees	2.00%	1,941.00			1,941.00	507.00	39.00		546.00	1,434.00	1,395.00
Assembly Rooms	2.00%	200,310.35			200,310.35	52,078.00	4,006.00		56,084.00	148,232.35	144,226.35
Allotments		1.00			1.00	-	-		-	1.00	1.00
Town Park Asset		18.00			18.00	-	-		-	18.00	18.00
Plain Action Grant - Skatepark	10.00%	98,500.00			98,500.00	49,250.00	9,850.00		59,100.00	49,250.00	39,400.00
Wiltshire Coucil S106 - Skatepark	10.00%	16,220.00			16,220.00	8,110.00	1,622.00		9,732.00	8,110.00	6,488.00
Splashpad	10.00%	261,849.00			261,849.00	78,555.00	26,185.00		104,740.00	183,294.00	157,109.00

Warminster Town Council
Summary of Fixed Assets

Phoenix Seat	10.00%
Westbury TC - CCTV Project	10.00%
JLL CCTV Project	10.00%
LTA Tennis Courts	10.00%
Wiltshire CC The Hub	0.00%
Pramac P6000s Generator	20.00%

C O S T						DEPRECIATION					N B VALUE	
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
760.00					760.00	228.00	76.00			304.00	532.00	456.00
13,603.00					13,603.00	-	1,360.00			1,360.00	13,603.00	12,243.00
3,932.00					3,932.00	-	393.00			393.00	3,932.00	3,539.00
127,991.00					127,991.00	12,799.00	12,799.00			25,598.00	115,192.00	102,393.00
	1.00				1.00	-	-			-	-	1.00
	3,648.00				3,648.00	-	730.00			730.00	-	2,918.00
	-				-							
726,460.35	3,649.00	-	-	-	730,109.35	202,862.00	57,060.00	-	-	259,922.00	523,598.35	470,187.35

Dep'n	Cost Centre	Allocation	
£		Centre	Dep'n
	215		
	201		
	201		
	210		
	209		

Deferred Grants Unapplied

WCR - Lease Premium
Assembly Rooms
Allotments
Plain Action Grant - Skatepark
Wiltshire Coucil S106 - Skatepark
Splashpad
Westbury TC - CCTV Project
JLL CCTV Project
LTA Tennis Courts
Wiltshire CC The Hub
Pramac P6000s Generator

Grants Receivable					
01/04/2024	Received	Returned	applied		01/04/2025
-					-
-					-
-					-
-					-
-					-
-					-
-					-
-					-
-					-
-	1.00	-	1.00		-
-	3,648.00	-	3,648.00		-
-					-
-	3,649.00	-	-	3,649.00	-
-					-

Capital Grants	0.00
Capital Fund	0.00
Loans	0.00
General Reserve	
	0.00
Tfr from 315	
Fund Capital	0.00
CP Not for capital	0

Report for decision 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. An agreement was signed in June 2024. This provided for a team to go out twice a week spending a minimum of 90 minutes on the streets with a 15-minute brief before and debrief after (a 2-hour session). The scheme has run 50 weeks of the year.

Detached youth work involves engaging with young people where they choose to meet rather than being centred on a single location or building.

The cost to the town council was £11,000 which covered the wages of the youth workers and a small contribution to equipment and refreshments provided to the young people during a session.

The scheme has been a great success with good engagement from young people and excellent partnership working with local businesses, the Police, schools and other agencies.

The Police and Crime Commissioner gave a grant to enable the outreach work to take place four evenings a week. This has improved its effectiveness. However, this funding was limited to six months.

The scheme was always envisaged as long term with the benefits increasing over a number of years. With this in mind and to assist in the recruitment, retention and management of appropriately trained youth outreach workers it is proposed that the council enter into a three-year funding agreement with Westbury and Warminster Youth Club.

The council would agree to the funding of typically eight hours a week youth outreach work for approximately 48 weeks a year (leaving flexibility to respond to demand) and agree to pay, subject to satisfactory performance, a sum of £23,000, in 2025/26, then £24,000 and £25,000 in subsequent years.

Recommendation – Members resolve to enter into a new agreement for one year with the intention that it should be renewed every year for a period of three years. The cost of the first year will be £23,000. Funding for the current year to come from the budget Youth Provision and Ear Marked Reserve Youth Provision.

Recommendation:

Members to approve the purchase and installation of additional cameras.

Purpose of the Report

To give information to members to allow them to make an informed decision.

Background

The Warminster and Westbury CCTV partnership has been run by the town council for over 20 years. Two years ago, the system underwent a large modernisation, upgrading the system from the old analogue to a new digital system.

Now the new system has been running for some time officers have identified areas which would benefit from better coverage.

Central car park public toilets - There have been quite a few incidents of Anti Social Behaviour (ASB) and vandalism costing the council in excess of £6,000. The police have struggled to prosecute without good facial identification images, with the current cameras being too far away to allow for positive identification.

Lake Pleasure Grounds public toilets - This is a very similar situation to the toilets in Central car park with vandalism and ASB happening reasonably regularly and the police unable to take positive action without better images of the offenders.

Station Road/Lidl - This is an area which officers have been monitoring for some time. With the number of suspected shoplifters leaving the town via the train station and the inclusion of Lidl, Waitrose and B&M in Shop Watch not to mention the increased ASB in the car park with McDonald's opening, increased coverage is required.

ANPR - On many occasions when dark CCTV operatives struggle to numberplates and quite often spend hours viewing footage frame by frame to obtain a legible image. Whether this is to assist the police in identifying boy racers committing antisocial behaviour or something more serious this can be critical. With Warminster a transient town for OCG running county lines being able to clearly identify registrations becomes vital. The proposal is for a camera at either end of town to catch as much traffic as possible.

Findings

Officers have obtained a quotation for fixed, bullet cameras to be positioned at both toilets. These will be placed at the optimum level to obtain facial images. Furthermore, a quote for two new Multiview cameras allowing 360 degrees viewing of Station Road and Lidl car park and two ANPR cameras has also been obtained. **The cost for this work is £9,863 +VAT.**

Financial and Resource Implications.

A budget of £9,863 +VAT will be required to complete this work; this can be funded from Ear Marked Reserves CIL.

Legal Implications and Legislative Powers

The council has the power to provide this service under the General Power of Competence.

Environmental Implications

The appointed contractor will be responsible for ensuring any required licences are sought before any work is undertaken.

Risk Assessment

Officers do not consider there to be any issues.

Crime and Disorder

Officers believe this will have a positive impact on crime and disorder with the additional footage enabling more successful prosecutions.

Local Visitor Economy Partnerships (LVEPs). Report to Full Council 12.05.2025

The new structure of tourism in England

The LVEP Programme is part of a new national vision for England's tourism management landscape, as recommended by the independent DMO review. When fully implemented, it will be structured as follows:

Destination Development Partnerships (DDPs):

DDPs will set regional priorities for the visitor economy and receive government funding to focus on key objectives. Currently DDPs are being piloted in two areas: the North East of England and the West Midlands.

Local Visitor Economy Partnerships (LVEPs):

LVEPs lead, market and manage their destinations in their geography. They are currently being rolled out by VisitEngland; there will eventually be around 40 LVEPs across England.

Destination Organisations:

Destination Organisations will sit below county or city region level. They will contribute to management and marketing, and work with LVEPs to ensure local priorities are represented in the Destination Management Plan (DMP).

VisitEngland is creating a portfolio of nationally supported, strategic and high-performing Local Visitor Economy Partnerships (LVEPs). These LVEPs will provide strong local leadership and governance in tourism destinations all over the country.

The new LVEPs work in collaboration locally, regionally and nationally on shared priorities and targets. Their mission is to support and grow the visitor economy through robust destination management, strong stakeholder relationships and clear planning.

The LVEP Programme is one of the key recommendations in the UK Government's response to the de Bois Review of Destination Management.

Five key goals of the LVEP Programme:

Strategy

Develop a strong national strategic relationship between LVEPs, VisitEngland, the Department for Culture Media and Sport and wider government and national agencies.

Stability

Ensure stability and resilience through increased income generation, diversifying funding streams, robust destination management and diverse governance.

Growth

Join up local visitor economy growth priorities and activities with those at national level, setting clear targets and driving high performance. There will be a strong emphasis on sustainability and accessibility, growing business support and working on approaches to data.

Place-shaping

Provide a significant role in place shaping and economic development, generating better outcomes for visitors, the environment, communities and businesses, through building influential relationships with local government and businesses.

Training

Develop skills and expertise in LVEP teams through access to training opportunities, and the wider sector and SMEs through a more targeted business support offer.

Benefits of joining the LVEP Programme

LVEPs work closely with VisitEngland, with ongoing support from a team of five new Regional Development Leads.

As well as having nationally recognised status, LVEPs provide strong leadership and management of their destinations. They will help to shape and deliver national strategy and activities. Their important role is promoted across government and national agencies, ensuring the local visitor economy is an active and valued contributor to Levelling Up and the wider economy.

LVEPs are able to access expert advice, specialist toolkits and training programmes in areas ranging from commercialisation, distribution, accessibility and sustainability to business support and marketing.

An important strand of support will be highlighting available Government funding streams as well as developing and providing a 'toolkit' to help LVEPs with bids to those streams.

All areas of England either now have an accredited LVEP or are working on their application.

Accredited LVEPs have already benefitted from new destination content creation/funding, research and intelligence, access to events, and ability to input into national strategy, including inputting into the new England marketing strategy that's being worked on.

Wiltshire

VisitEngland have just approved Wiltshires LVEP application.

Analysis undertaken by VisitBritain shows that if Wiltshire has an LVEP (and therefore is supporting the Government's national tourism recovery plan) the county will benefit from £4m per annum in direct visitor spend, equating to £5.4m in direct and indirect spend, from international visitors alone each year. In addition there is domestic tourism generated from Wiltshire being included in VisitEngland activity.

This is of great benefit and will have a very significant on increasing tourism visits and spend to all destinations within Wiltshire, including Warminster and the surrounding area, coming at a time when Warminster is trying to grow visitor numbers and spend.

Warminster

Warminster has a strong interest in tourism, it is a good location for visiting local attractions and others in the west country.

Like many other Market Towns in Wiltshire, tourism is a vital strand in supporting the town centre, local businesses and employment. There is a strong synergy with the work the town Council has done and is doing to promote the town centre and dark skies tourism. It is important that Warminster has a seat at the table so its particular needs are promoted.

Wiltshire Council is very supportive of the proposal – see the statement below in italics:

Wiltshire Council, working closely with VisitWiltshire, has given a boost to the county's thriving tourism industry by agreeing to support a Local Visitor Economy Partnership (LVEP).

LVEPs aim to provide strong local leadership and governance in tourism destinations around the country. They also look to foster strategic collaboration between local and national tourism agencies, bringing more visitors to the county and driving growth for communities and businesses.

The council has provided a letter of support to VisitEngland as part of the application process to secure LVEP status, which will help to unlock vital resources and funding to further develop Wiltshire's thriving tourism sector.

Cllr Richard Clewer, Leader of Wiltshire Council and Cabinet Member for Economic Development, said: We're pleased to confirm our full support for the establishment of a Local Visitor Economy Partnership for Wiltshire.

Tourism plays a vital role in our county, supporting local businesses, creating jobs, and preserving our rich cultural heritage.

By forming this partnership with VisitWiltshire, we will be able to unlock new opportunities for investment, promotion, and collaboration, ensuring Wiltshire remains a top destination for visitors from across the UK and beyond.

This initiative aligns with our broader economic development strategy, reinforcing our commitment to sustainable tourism and community prosperity.

We look forward to working closely with VisitEngland, VisitBritain, VisitWiltshire and local partners through the LVEP to strengthen Wiltshire's position as a leading visitor destination, creating jobs and further boosting the county's economy.

To find out more about the proposed LVEP and the decision to support it, people should go to: [Wiltshire.gov.uk/ieDecisionDetails](https://www.wiltshire.gov.uk/ieDecisionDetails)

Several other Wiltshire towns have confirmed, or strongly indicated, their core funding support for a Wiltshire LVEP. These include: Devizes, Corsham, Bradford, Chippenham, Malmesbury, Pewsey, Trowbridge and Bradford on Avon

Conclusion

It is recommended:

Members are asked to resolve:

i) To support VisitWiltshire in its aim of establishing a Local Visitor Economy Partnership (LVEP) for Wiltshire, and

ii) To secure a seat on, the new Wiltshire Visitor Economy Partnership Board including members from tourism businesses and town and local councils.

iii) To commit to including a contribution in the 2025/26 budget of £5,000 funding towards the VisitWiltshire-led LVEP and £500 towards continuing as a VisitWiltshire Town Partner.

Funding to come from general reserves.