

## AGENDA

14<sup>th</sup> June 2021

Dear Councillor

You are summoned to the:

**Meeting of Warminster Town Council**  
**on Monday 21st June 2021 at 7pm**  
**to be held at**

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

### Membership:

<b>Cllr Allensby (West)</b>	<b>Cllr Keeble (West)</b>
<b>Cllr Brett (East) Vice Chairman of the Council and Deputy Mayor</b>	<b>Cllr Macdonald (East)</b>
<b>Cllr Cooper (Broadway)</b>	<b>Cllr Macfarlane (West)</b>
<b>Cllr Davis (East)</b>	<b>Cllr Parks (North)</b>
<b>Cllr Fraser (West)</b>	<b>Cllr Robbins (East)</b>
<b>Cllr Fryer (Broadway)</b>	<b>Cllr Syme (Broadway)</b>
<b>Cllr Jeffries (North) Chairman of the Council and Mayor</b>	

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

Due to Covid19 social distancing rules, if you wish to attend in person, please contact the council offices in advance of the meeting as numbers are restricted.

If you wish to contribute during public participation, please contact [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk) prior to the meeting to enable this to be facilitated. If you do not wish to attend in person, the chairman may read out your contribution. The meeting is streamed live and recorded. If you wish to view the meeting, please see the link on the Warminster Town Council Website [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) in the meetings diary.

Yours sincerely



**Fiona Fox BA (Hons) MCIPD FSLCC**  
**Town Clerk and Responsible Financial Officer**

**1. Apologies for Absence**

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

**2. Declarations of Interest**

**To receive** any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

**3. Minutes**

3.1 To approve as a correct record, the minutes of the full council meeting held on Monday 17<sup>th</sup> May 2021, copies of these minutes have been circulated and standing order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the full council meeting held on Monday 17<sup>th</sup> May 2021.

**4. Chairman's Announcements**

4.1 Announcements.

4.2 Mayor's engagements.

**Members to note.**

**5. Correspondence Circulated**

Members to note the list of all correspondence circulated since the last meeting. **(See attached).**

**6. Questions**

**To receive** questions from members of the council submitted in advance to the Clerk.

***Standing Orders will be suspended  
to allow for public participation.***

**7. 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 Mayor may read out statements submitted in advance.

***Standing Orders will be reinstated  
following public participation.***

**8. Reports from Unitary Authority Members and the Police**

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

**9. Proceedings of Committee**

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

**9.1 Finance and Audit Committee** meeting held on 4<sup>th</sup> May 2021; questions to Cllr Robbins, chairman of the committee.

**9.2 Planning Advisory Committee** meeting held on 4<sup>th</sup> May 2021; questions to Cllr Jefferies, vice chairman of the committee.

**9.3 Parks and Estates Committee** meeting held on Monday 24<sup>th</sup> May 2021 questions to Cllr Fraser, chairman of committee.

**10. Standing Committees and Full Council Working Groups**

**10.1** Town Development Committee – Cllr Parks wishes to resign from the Town Development Committee and to be replaced by Cllr Davis.

**Members to agree this change.**

**Full council working groups:**

**10.2 Neighbourhood Plan Working Group** - to progress the Review of the Neighborhood Plan.

**Members to nominate members of a Neighbourhood Plan Working Group**

**10.3 Devolution Working Group** – To lead negotiations with Wiltshire Council about any further devolution of services.

**Members to nominate members of a Devolution Working Group**

**11. Assets**

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

**12. Appointments to Outside Bodies**

**12.1** The Feoffees of the Chapel of St Lawrence request a representative from the town council to be on its main committee. (**See letter and Job Description attached**)

**Members to resolve whether to appoint a representative to the Chapel of St Lawrence and to nominate accordingly.**

**12.2** The Warminster Area Board would like the town council to nominate representatives for the Warminster Regeneration Working Group. **Members to nominate accordingly.**

**13. Splash Pad**

The splash pad working group met on Monday 7<sup>th</sup> June 2021 and unanimously resolved to recommend to Full Council that the council should press on with the proposed splash pad, adjusting the budget for the project accordingly.

**Members are asked to resolve to:**

**i) Commission Kingcomb Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ to provide a splash pad and associated works**

**ii) Commission SSE to undertake work set out in their quote**

**iii) Commission Wessex Water to undertake work set out in their quote**

**iv) Appoint Steve Mathews of SJ Surveyors Ltd as project manager as set out in his quote**

**v) Approve a budget of £373,849.12 as set out below**

<b>COSTS</b>	
Kingcomb Stonbury	£320,436.65
SSE	£11,417.39
Wessex Water	£4,300.08
Total	£336,154.12



Contingency 10%	£33,615
Sub total	£369,769.12
Project Manager	£4080.00
Total Costs	£373,849.12

BUDGET	
Source	Amount
Community Infrastructure Levy (CIL)	£50,000
Rolling Capital Fund	£62,000
Dewey Trust	£261,849.12
<b>Total Budget</b>	<b>£373,849.12</b>

#### 14. Website Update

The current website was built in 2002, so is now almost 20 years old. The website is not particularly user or operator friendly and will need further improvement if it is to remain compliant with accessibility legislation. It lags behind comparable council websites in terms of usefulness to the community and the council. The council ought to improve its website to bring it up to current best practice. Such an improvement would be in line with the Councils' commitment to the National Association of Local Councils Gold Award Scheme.

It is proposed that the website is upgraded to a new platform and that the relevant existing content is recreated, and additional new content and features added.

**(attached)**

**Members to agree that Designer Mark is appointed to implement a website rebuild proposals with a budget of £10,000. To be financed from the Services to be Devolved unallocated global budget. Budget line 299/4000**

#### 15. Council's Annual Subscriptions

Members deferred approval of the subscription to the National Association of Local Councils (NALC), pending further information regarding the benefits of membership. Officers have prepared a report **(attached)**

**Members will be aware that under the risk management plan adopted at the May 2021 Full Council meeting, the major concern identified was that of officers not being up to date with legal requirements. Membership of NALC mitigates against this risk.**

Subscription	Amount per annum
National Association of Local Councils	<b>£909.42</b>

**Members to resolve whether to renew the subscription to the National Association of Local Councils**



**16. Climate Change Working Group**

The Climate Change Working Group met on 11/06/2021 and resolved to recommend that full council:

**16.1** That the employment of the Climate Change and Community Engagement Manager be brought forward from October 2021 to asap.

**16.2** That the council approve the allocation of up to £10,000 from general reserves to commission a report about options to replace the heating system in the Civic Centre with something that will meet the council's climate change aspirations and to make a recommendation as to which option to pursue.

**17. CCTV**

Urgent repairs had to be carried out on two of the CCTV Cameras. A quote was obtained for the repairs which came to the sum of £3,750+VAT. Officers sought approval from the Chairman of the Council who agreed to authorise this expenditure. The repairs and renewal budget for CCTV is now spent and obviously there may be a need for further repairs and renewal to cameras during the financial year.

**Members are asked to note and ratify the decision to spend £3,750 on repairs to the camera and approve a virement of £10,000 from general reserves to the CCTV repairs and renewal budget.**

**18. Warminster Civic Centre Business Plan**

The centre has been hit hard by the pandemic and bookings have dropped, people are still being very careful. Some of the regular uses have not returned yet as they waiting to see what happens over the coming months. The Civic Centre Manager has produced a business plan (**attached**) which sets out how the Civic Centre will promote its use by local community groups and provide a fair proposition for business and private event hires.

**Members to note.**

**19. Communications**

**Members to decide** on items requiring a press release and **to nominate** a speaker for any item on the agenda if required.

Minutes from this meeting will be available to all members of the public either from our website [www.warminster.uk.com](http://www.warminster.uk.com) or by contacting us at Warminster Civic Centre.

### CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
12.05.21	Wiltshire Association of Local Councils	May news	Email
12.05.21	CCLA	You are Invited to Healthy Work, Places & Civility in Public Life Webinar - 24 May	Email
13.05.21	GWR	News on the return of Intercity Express Trains	Email
14.05.21	Wiltshire Council	Urgent Closure of Marsh Street.	Email
17.05.21	Dorset & Wilts Fire and Rescue	Dorset & Wilts Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee - Information for Wiltshire Parish Councils	Email
26.05.21	Wiltshire Council	TTRN A350 (part), Yarnbrook	Email
27.05.21	Police and Crime Commissioner for Wiltshire and Swindon	Exciting opportunity for Young People to join Youth Commission on Policing and Crime	Email
27.05.21	Rt Hon Andrew Murrison MD MP	Local MP Invites Covid Heroes Nominations	Email
01.06.21	Wiltshire Council	Agenda for Western Area Planning Committee, Wednesday 9 June 2021, 3.00 pm	Email
02.06.21	Wiltshire Council	Agenda Supplement - Presentation to the agenda for Western Area Planning Committee, Wednesday 9 June 2021, 3.00 pm	Email
03.06.21	Wiltshire Council	Temporary closure of: B3414 High Street (Part), Warminster (05/07/21 - 09/07/21)	Email
03.06.21	Wiltshire Council	Traffic Surveys	Email
04.06.21	Wiltshire Council	Temporary closure of: Alcock Crest (Part), Warminster (21/07/21 - 02/07/21)	Email
08.06.21	Wiltshire Council	Briefing Note 21-08: Enhancement of Bus Services June 2021	Email
09.06.21	Wiltshire Council	Briefing Note Number 21-09 - Temporary Pavement Licences June 2021	Email

**CORRESPONDENCE LIST**

09.06.21	Wiltshire Council	Requests for enhancements to bus services in Wiltshire	Email
14.06.21	Wiltshire Council	Planning Appeal - 20/05587/FUL & 20/06311/LBC - 64 Victoria Road, Warminster, BA12 8HF - 3271637 & 3271641	Email



Warminster Town Council  
Summary of Fixed Assets

		C O S T					DEPRECIATION					N B VALUE			Dep'n £	Cost Centre	Allocation	
		01/04/2020	Add	Disp	Impair't	Rev'n	31/03/2021	01/04/2020	Prov	Disp	Rev'n	31/03/2021	01/04/2020	31/03/2021			Centre	Dep'n
Freehold Land and Buildings	Dep'n																	
Dewey House	2.00% Insurance	621,016.00					621,016.00	149,040.00	12,420.00			161,460.00	471,976.00	459,556.00	12,420	202	101	4,839
Civic Centre	2.00% Insurance	888,531.00					888,531.00	159,939.00	17,771.00			177,710.00	728,592.00	710,821.00	17,771	301	107	-
Town Park Depot		1.00					1.00	-	-			-	1.00	1.00	-	210	201	4,575
Town Park Pavilion Café	2.00%	10,083.00	3,365.00				13,448.00	202.00	269.00			471.00	9,881.00	12,977.00	269	210	202	12,816
Town Park Bandstand		1.00					1.00	-	-			-	1.00	1.00	-	210	209	8,985
Town Park Boothouse		1.00					1.00	-	-			-	1.00	1.00	-	210	210	36,453
Water Meadow - Leased to Wilts Wildlife		1.00					1.00	-	-			-	1.00	1.00	-	210	211	512
Scout Hut - Timber Building Leased to Scouts		1.00					1.00	-	-			-	1.00	1.00	-	210	215	1,696
Town Park - 23 Weymouth Street (Tfr from WCC Jan 16)	2.00%		5,041.00				5,041.00	-	101.00			101.00		4,940.00	101	210	217	7,135
		1,519,635.00	8,406.00	-	-	-	1,528,041.00	309,181.00	30,561.00	-	-	339,742.00	1,210,454.00	1,188,299.00			220	898
																	301	20,186
																		98,095
																		Check
			4,835.00	-	-	-	4,835.00	-	484.00	-	-	484.00	-	4,351.00	484	220		
			4,835.00	-	-	-	4,835.00	-	484.00	-	-	484.00	-	4,351.00				
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	311.00	311.00			622.00	18,362.00	18,051.00	311	301		
Office Furniture & Equipment	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	-	-	-		201	
Control Room Furniture	10.00% Cost	14,815.00					14,815.00	14,815.00	-			14,815.00	-	-	-		201	
Air Con Equipment	10.00%	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	-	-	-		201	
Real Time Quad Display	10.00%	468.00					468.00	468.00	47.00			423.00	92.00	45.00	47	201		
New Camera & Controls	10.00%	2,236.00					2,236.00	1,792.00	224.00			2,016.00	444.00	220.00	224	201		
LCD Monitors (21)	10.00%	7,316.00					7,316.00	5,856.00	732.00			6,588.00	1,460.00	728.00	732	201		
CCTV: 15 x Handheld radios	10.00% Cost	1,935.00					1,935.00	1,164.00	194.00			1,358.00	771.00	577.00	194	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%	-					-	-	-			-	-	-	-		201	
Digital Cameras (16)	10.00%	31,288.00					31,288.00	25,032.00	3,129.00			28,181.00	6,256.00	3,127.00	3,129	201		
New Monitors (5) & Hard Drive	10.00%	2,493.00					2,493.00	1,743.00	249.00			1,992.00	750.00	501.00	249	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	
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	
Ricoh 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	713.00	713.00			1,426.00	2,850.00	2,137.00	713	101		
Personal Care Equipment	CC 10.00%	15,163.00					15,163.00	13,644.00	1,519.00			15,163.00	-	-	1,519	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	-	1,586.00			1,586.00	-	6,345.00	1,586	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 Alcon	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	650.00	130.00			780.00	648.00	518.00	130	211		
Trailer	20.00% Cost	1,000.00					1,000.00	800.00	200.00			1,000.00	200.00	-	200	209		
VW Transporter - 4 yr Lease	20.00% Cost	3,572.00					3,572.00	2,856.00	716.00			3,572.00	716.00	-	716	209		
Town Park Café Equipment	20.00% Cost	6,000.00					6,000.00	4,400.00	1,200.00			5,600.00	1,600.00	400.00	1,200	210		
Town Park Skatepark		-					-	-	-			-	-	-	-		210	
Town Park Equipment																		
Benches & Seats	20.00%	5,629.00					5,629.00	3,154.00	1,126.00			4,280.00	2,475.00	1,349.00	1,126	210		
Bins	20.00%	3,490.00					3,490.00	2,094.00	698.00			2,792.00	1,396.00	698.00	698	210		
Flag Pole	20.00%	905.00					905.00	543.00	181.00			724.00	362.00	181.00	181	210		
Canoes, Paddles, Lifevests	20.00%	3,085.00					3,085.00	1,851.00	617.00			2,468.00	1,234.00	617.00	617	210		
4 x Rowing Boats	20.00%	6,570.00					6,570.00	2,628.00	1,314.00			3,942.00	3,942.00	2,628.00	1,314	210		
Town Park CCTV Camera	20.00%	639.00					639.00	256.00	128.00			384.00	383.00	255.00	128	210		
Civic Centre 12 x Banners & Signs	20.00%	2,520.00					2,520.00	1,008.00	504.00			1,512.00	1,512.00	1,008.00	504	301		
Dewey House Air Con Unit	20.00%	1,980.00					1,980.00	396.00	396.00			792.00	1,584.00	1,188.00	396	202		
Samsung Galaxy Tablet	20.00%	200.00					200.00	40.00	40.00			80.00	160.00	120.00	40	101		
Nettude IT Upgrade	20.00%	12,498.00					12,498.00	2,500.00	2,500.00			5,000.00	9,998.00	7,498.00	2,500	101		
Play Equipment	20.00%	35,677.00					35,677.00	7,135.00	7,135.00			14,271.00	28,541.00	21,406.00	7,135	217		
Outdoor Gym Equipment	20.00%		11,900.00				11,900.00	-	2									

Warminster Town Council  
Summary of Fixed Assets

Rival 52-Mower  
Bateson B64 Trailer

20.00%  
20.00%

C O S T						DEPRECIATION					N B VALUE	
01/04/2020	Add	Disp	Impair't	Rev'n	31/03/2021	01/04/2020	Prov	Disp	Rev'n	31/03/2021	01/04/2020	31/03/2021
	25,740.00				25,740.00		5,148.00			5,148.00		20,592.00
	1,135.00				1,135.00		227.00			227.00		908.00
379,517.00	66,875.00	-	-	-	446,392.00	292,262.00	37,378.00	-	-	329,640.00	87,255.00	116,752.00

Dep'n	Cost	Allocation	
£	Centre	Centre	Dep'n
5,148	209		
227	209		

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	895.00		8,968.00	895.00	-	895 215
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%		1,059.00		1,059.00	530.00	106.00		636.00	529.00	423.00	106 215
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
Handina Baskets	10.00%	Cost	16,205.00	3,367.00	19,572.00	15,654.00	-		15,654.00	551.00	3,918.00	- 215
Flagpole (Civic Centre)	10.00%	Cost	805.00		805.00	848.00	81.00		729.00	157.00	76.00	81 301
Fencing at Queensway Park	10.00%	Cost	3,820.00		3,820.00	1,528.00	382.00		1,910.00	2,292.00	1,910.00	382 211
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	0.00%		1.00		1.00	-	-		-	1.00	1.00	- 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	1,360.00	695.00		2,085.00	5,560.00	4,865.00	695 215
Town Park Footpath	10.00%		21,100.00		21,100.00	2,110.00	2,110.00		4,220.00	18,990.00	16,880.00	2,110 210
Town Park Skatepark	10.00%		250,411.00		250,411.00	25,041.00	25,041.00		50,082.00	225,370.00	200,329.00	25,041 210
17 x Litter bins	10.00%		1,700.00		1,700.00	-	170.00		170.00	-	1,530.00	170 210
Play Area Signs	10.00%		1,920.00		1,920.00	-	192.00		192.00	-	1,728.00	192 210
380,554.00	6,987.00	-	-	-	387,541.00	126,201.00	29,672.00	-	-	155,873.00	254,353.00	231,688.00

Community Assets	Dep'n											
War Memorials	0.00%	Insurance	66,124.00		66,124.00	-	-		-	66,124.00	66,124.00	-
Civic Regalia	0.00%	Insurance	20,180.00		20,180.00	-	-		-	20,180.00	20,180.00	-
Tapestry	0.00%	Insurance	7,500.00		7,500.00	-	-		-	7,500.00	7,500.00	-
Fiers 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	-
103,808.00	-	-	-	-	103,808.00	-	-	-	-	103,808.00	103,808.00	-

Capital Work In Progress												
Skatepark	0.00%											
-	-	-	-	-	-	-	-	-	-	-	-	-

Total Fixed Assets 2,383,514.00 87,103.00 - - - 2,470,617.00 727,644.00 98,095.00 - - 825,739.00 1,655,870.00 1,644,878.00 # -

Deferred Grants Applied												
		Grants Receivable				Grants Released to Offset Depreciation				Net	Net	
		01/04/2020		applied	31/03/2021	01/04/2020	Released		31/03/2021	01/04/2020	31/03/2021	Cost Centre
Wiltshire Council - Bus Shelter	10.00%	1,335.00			1,335.00	1,340.00	5.00		1,335.00	5.00		215
Wiltshire Council - Architects Fees	2.00%	1,941.00			1,941.00	351.00	39.00		390.00	1,590.00	1,551.00	301
Assembly Rooms	2.00%	200,310.35			200,310.35	36,054.00	4,006.00		40,060.00	164,256.35	160,250.35	301
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	9,850.00	9,850.00		19,700.00	88,650.00	78,800.00	210
Wiltshire Council S106 - Skatepark	10.00%	16,220.00			16,220.00	1,622.00	1,622.00		3,244.00	14,596.00	12,976.00	210
318,325.35	-	-	-	-	318,325.35	49,217.00	15,512.00	-	-	64,729.00	269,108.35	253,596.35

Deferred Grants Unapplied												
		Grants Receivable										
		01/04/2020	Received	Returned	applied	31/03/2021						
WCR - Lease Premium							Capital Grants		0.00			
Assembly Rooms		-				-	Capital Fund		0.00			
Allotments		-				-	Loans		0.00			
Plain Action Grant - Skatepark						-	General Reserve					



Warminster Town Council

21 May 2021

Dear Town Clerk

The Chapel of St Lawrence has undergone some changes within its administration during the last year, mainly to register itself as a Charitable Incorporated Organisation (CIO) with the Charity Commission. This registration is nearing completion and having written a new constitution, the Feoffees (Trustees) have thought about the representation it has on its main committee. It was felt that the expertise of those organisations who work closely and regularly with the Chapel, could be represented within the trustee body.

It is with great pleasure that the Feoffees request a representative from your organisation, to formally join us and support the great work that the Chapel provides to the local Townsfolk.

I am attaching a copy of a job description of the Nominated Trustee, which outlines what would be expected, but this is not onerous, and they would be working within a team of dedicated and experienced Feoffees, who would give them great support. Meetings generally take place approximately six times a year.

I look forward to hearing from you with a recommendation from your organisation.

With all good wishes

Andrew Folker  
Chairman

C/O Secretary/Treasurer St Lawrence Chapel  
2(B) Prestbury Drive  
Warminster BA12 9LB  
Email: [heather.parks@btinternet.com](mailto:heather.parks@btinternet.com)  
Tel: 07970780424





## Job Description – Feoffee

The role of 'Feoffee' dates back to 1575 when the citizens of Warminster purchased the Chapel of St. Lawrence for £38 6s 8d. The chapel itself is a "Peculiar" existing outside the control of the Church of England. It is an independent foundation, held in trust and administered by the feoffees.

The feoffees exist in their modern form as trustees of the chapel always retaining the name of Feoffee. The objects of the Constitution of the Charitable Incorporated Organisation state that they are:

*"To advance the Christian religion in the town of Warminster for the benefit of the public through the holding of prayer meetings, services, lectures, public celebration of religious festivals, community and charity and civic events".*

The responsibility of each feoffee is to act on behalf of the townspeople of Warminster to promote these objects.

The practical aspects of the role are:-

- To be in sympathy with the Christian values of the chapel and to be a person of good character to be a positive ambassador for the chapel.
- To meet legal requirements by signing the trust deed.
- To abide by procedures agreed by the feoffees-e.g., Health and Safety policies etc.
- To be an active participant in meetings of the feoffees (approximately 6 times a year or more frequently in the event of special projects or events).
- Offering any skills, you might have for the benefit of the chapel.
- To take some shared organisational responsibility for special services over the year-e.g., Easter, Harvest festival (approximately once a year).
- To participate in a rota with other feoffees for overseeing the security of the chapel (approximately 7/8 times a year).
- To be supportive of the wider use of the chapel for the benefit of the whole local and wider community.

## REPORT FOR DECISION

Full Council 21<sup>st</sup> June 2021      Tom Dommett Assistant Town Clerk

### Splash Pad

#### Recommendation

Members resolve to:

- i) Commission Kingcomb Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ to provide a splash pad and associated works
- ii) Commission SSE to undertake work set out in their quote
- iii) Commission Wessex Water to undertake work set out in their quote
- iv) Appoint Steve Mathews of SJ Surveyors Ltd as project manager for as set out in his quote
- v) Approve a budget of £373,849.12 as set out below

COSTS	
Kingcomb Stonbury	£320,436.65
SSE	£11,417.39
Wessex Water	£4,300.08
Total	£336,154.12
Contingency 10%	£33,615
Sub total	£369,769.12
Project Manager	£4080.00
Total Costs	£373,849.12

BUDGET	
Source	Amount
Community Infrastructure Levy (CIL)	£50,000
Rolling Capital Fund	£62,000
Dewey Trust	£261,849.12
<b>Total Budget</b>	<b>£373,849.12</b>

#### Purpose of the Report

To provide members with information to make an informed decision.

#### Background

The paddling pool in the Lake Pleasure Grounds was built in 1947. It has been refurbished many times over the years, but it is now beyond effective repair. The council decided that it wished to have a replacement for the paddling pool and set in train a tendering process.

The Council has considered and progressed the issue on several occasions:

#### Full Council 24th June 2019

FC/19/043      Paddling Pool Working Group

FC/19/043.1 Members agreed the allocation of £3000 for initial costs including the employment of a project manager.

FC/19/043.2 Members agreed the appointment of Steve Matthews as project manager.

FC/19/043.3 Members noted the indicative budget of £100,000 for the replacement of the pool and improvement to the surrounding area.

### **Full Council 18<sup>th</sup> November 2019**

#### **FC/19/079 Paddling Pool**

Members unanimously approved the paddling pool budget should be set at £150,000 and instructed officers to restart the tender process.

This was not a financial commitment but a proposal to enable the tender process to move forward.

### **Full Council 20<sup>th</sup> July 2020**

#### **C/20/058 Paddling Pool Replacement**

Cllr Nicklin proposed that Members agree that:

1) Kingcombe Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ will be their preferred contractor to collaborate with for a revised design for the paddling pool which meets the town council's requirements.

2) That Steve Matthews is appointed Project Manager.

3) That the Paddling Pool Working Group continue to meet and report back to Council with design and technical recommendations, including full costings.

### **Full Council 16<sup>th</sup> November 2020**

#### **FC/20/087 Splash pad**

Members unanimously agreed to approve the design choice of the splash pad so that final costings can be confirmed.

The entire project will be presented to members for decision in early December 2020.

### **Further Progress**

Since 16<sup>th</sup> November 2020, the Council has received revised quotes from SSE and Wessex Water respectively with regard to work needed to bring an electricity supply and improved water supply for the splash pad.

The Council has received a revised quote from Kingcomb Stonbury for the splashpad, trenching and all works outside the statutory works by SSE & Wessex Water. This includes taking the supply to the café and a new distribution board in the café but does not include connecting to the works within the café to isolate and disconnect from the existing supply and to connect to the new supply. **(see attached)**

Cost for Kingcomb Stonbury have risen since the last quote. This is due to a mixture of Brexit (difficulty importing and obtaining products manufactured in Europe), Covid 19 (reduced manufacturing capacity due to lockdowns and social distance, together with increased demand for materials with everyone doing jobs at home as they can't do anything else, this is not solely a UK issue), and other issues such as the recent closure of the Suez Canal.

The latest quote from Kingcomb Stonbury is based on an Order placed 14 days after the 21st June 2021 and a start on site date of the 11th of September 2021. This would minimise disruption in the Lake Pleasure Grounds. Work would be completed in 2022 with an expected opening date of April 2022.



## Costs

COSTS	
Kingcomb Stonbury	£320,436.65
SSE	£11,417.39
Wessex Water	£4,300.08
Total	£336,154.12
Contingency 10%	£33,615
Sub total	£369,769.12
Project Manager	£4080.00
Total Costs	£373,849.12

## Recommendation

The splash pad working group met on Monday 7th June 2021 and unanimously resolved to recommend to Full Council that the council should press on with the proposed splash pad, adjusting the budget for the project accordingly.

## Financing the build

The following funding is suggested.

BUDGET	
Source	Amount
Community Infrastructure Levy (CIL)	£50,000
Rolling Capital Fund	£62,000
Dewey Trust	£261,849.12
<b>Total Budget</b>	<b>£373,849.12</b>

## Options Considered and rejected

Cancel the project. Conclude that the price has risen too far from the original budget and drop the project - there is nothing to prevent this. The loss would be: officer time, the cost of the project manager and work commissioned on surveys for water and electric. The question would then be what to do with the site instead? Have neither a splash pad or paddling pool in that space.?

Go back to the idea of a paddling pool. Given the failure to attract anyone willing to design and build a paddling pool, the council would most likely have to employ someone to design a replacement and then employ contractors to build it to those specifications. A replacement paddling pool would have to be run as a swimming pool in terms of testing regime and staff supervision.

Wait till later in the year to make a decision, e.g. December 2021 hoping that prices will fall. There is no guarantee or much likelihood of prices falling. It could jeopardise the councils' "place in the queue" for work to start.

Reduce the initial cost by foregoing the water recycling system. This could knock circa £100,000 off the price but would add to long-term running costs.

## **Conclusion**

The provision of a splash pad would be an exciting and substantial investment in the Lake Pleasure Grounds and in the town of Warminster. It would provide free at the point of use entertainment to visitors to the Lake Pleasure Grounds.

It is expected that users of the splash pad will spend money in the Pavilion Café and in other local shops and businesses. It will reaffirm the Lake Pleasure Grounds as a destination for visitors and shoppers, helping to increase and maintain town centre vitality. It will be particularly of benefit to those sections of the community on lower incomes.

Although it is expected that the safety surface will need replacing 10 years after opening, the fundamental parts of the splash pad have a life expectancy of over 20 years. The water recycling system is predicted to make an ongoing revenue saving. If the cost is therefore considered over a 20 year time scale and in terms of the number and amount of use the splash pad will generate, it is excellent value for money.

## **Financial and Resource Implications**

The budget for the provision of a splash pad is set out in this paper. The Community Infrastructure Levy is paid on new housing. The council has already agreed that the Splash Pad was a top priority for Community Infrastructure Levy funds. The Dewey Trust was set up to benefit the people of Warminster. Warminster Town Council is the sole beneficiary of the Trust. £100,000 has already been transferred to the town council in preparation for expected expenditure on a replacement for the paddling pool.

The proposed budget would leave substantial sums remaining in the Community Infrastructure Levy earmarked reserves and in the Dewey Trust.

## **Legal Implications and Legislative Powers**

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

## **Environmental Implications**

The adoption of a water recycling system as part of the splash pad would reduce water consumption in line with the Councils environmental aims.

## **Risk Assessment**

WTC will carry out risk assessments for any work undertaken.

## **Crime and Disorder**

Officers are not aware of any issues the council should consider under the Crime and Disorder Act.

Tom Dommett

Assistant Town Clerk



Mobile 07831 845859

[enquiries@thesplash.uk](mailto:enquiries@thesplash.uk)

<https://thesplash.uk/>

**Specification and Scope of Works.**  
**Project Ref: Warminster Lake Pleasure ground splash pad.**

- 10 selected water play features to suit the 135m<sup>2</sup> zone.
- 1 Weir gate play feature
- Maximum flow if all of the features are on at one same time is 25m<sup>3</sup>/hr.
- 2 activators which will be programmed to suit jet sequences.
- DSC Control System for the water features (Dynamic Sequence Controller)

Product	Qty Units & Solenoids	Pipe connection
Twin Tipper	1	50mm
Rocket Blast	1	50mm
Spray Shooter Cannon	1	50mm
Sea Squirt	1	32mm
Leaping Arc	1	32mm
6ft Arching Water Fence	1	50mm
Hydro Blast	3	32mm
Peacock Jet	1	32mm
Post Mounted Tap Tap Activator	1	50mm
Floor Mounted Tap Tap Activator	2	50mm

- Effects pump 4hp.
- Suction Return Pump 5.5hp
- Filtration Pump 5.5hp
- 1.6m diameter sand filter Medium rate
- 4 tube UV system
- Granudos and Ezetrol disinfection system.
- Stainless Steel Manifold with 4 x 1.5" solenoids and 6 x 1" solenoids
- GRP Plantroom 7.2m x 4.2m to include plywood liner and forced air ventilation.



## Allowances within our quote

### Civil works

- Site setup
- Site excavations break out concrete base in localised areas to allow installation of Drain and feature anchors.
- To supply the water, play features. All feature metalwork and fixings 316 s/s. Jet Nozzles and discs Denstec HDPE.
- To set out the feature anchor bases. All anchor bases 316 s/s.
- Fix features in concrete.
- To supply pipes from the anchor base to the plant room.
- To run the pipes from the anchor base to the plant room.
- Pressure test pipe work once connected.
- Supply and install on concrete base 1 number play safe drains.
- Supply and install weir gate.
- Supply conduit from activator bases to plant room.
- To install conduit from activator bases to plant room.
- To supply suction chamber.
- Excavation for suction return chamber.
- To install suction chamber as per drawings.
- Trenches to allow connection of feature pipes to the plant room.
- Backfill suction chamber with stone and concrete and concrete cap
- Concrete base suitable to position main balance tank approx. weight 18 tonnes.
- Supply and install Pea shingle over pipe work on the area.
- Supply lay and compact type 1 stone to create falls in the paddling pool area.
- Excavate base for plant room.
- Form retaining wall using Railway sleepers and H section Steel supports.
- Supply and install type 1 stone base and compact.
- Supply and install steel reinforcing for base of plant room.
- Supply and lay to falls 150mm depth C35 fibre reinforced concrete. To include plant room base.
- Take delivery of plantroom.
- Excavate along back of the brick wall on the paddling pool area and install perforated drain with pea-shingle to within 150mm of surface.
- Pipe French drain to soakaway.
- Supply and lay 348m of wet pour safety surface.
- Full set of installation drawings

#### **M&E works in plant room**

- To supply and install main balance tank on base in plant room.
- To supply and install the s/s manifold onto a uni-strut framework.
- To supply and install a control panel with a motor starter and 12- and 24-volt power supply to the Dynamic Sequence Controller.
- To connect the solenoids to the DSC controller
- To supply and install the effects pump to the Motor Starter Panel.
- To connect the effects pump to clean side main balance tank.
- To install 4 tube UV system on the effects discharge to the features.
- To install suction return pump and connect to the suction return chamber.
- To supply and install 1.8m diameter medium rate sand filter.
- To supply and install 5.5hp filtration pump and connect to the dirty water side of the main balance tank.
- To supply and install Granudos automatic disinfection system.
- To supply and install Ezetrol touch dosing control system.
- To install the water, play features onto anchor bases.
- To program the Dynamic Sequence Controller.
- To Commission the water filtration system.
- Train staff.

#### **Our requirements from others:**

- 63-amp 3 phase power supply.
- 50mm mains water supply at position of balance tank.
- Access for articulated lorry to deliver main tank onto base.

#### **Quote for the above works. £286053.90**

#### **Payment Schedule.**

To be agreed

**Additional Costs associated with Electric and water supply.**

- 150m of trench at 1m depth from Field entrance to plant room and from plant room to café.
- Supply and lay 110m of 63mm barrier water pipe include water tape.
- Supply and lay 50m of 5 core 35mm cable from the plant room to the Café
- Supply and install 2 x 3 phase 8way distribution boards including RCD and isolator.

The quote assumes that the electric board will supply the cable and feeder pillar. The electric board will make the connection to meter. We can supply and install the feeder pillar if we have a specification of what would be required.

We have not included any electrical works within the café at this point only the installation and connection of the 3phase distribution panel.

**Quote for above £26,647.02**

**Uplift In Cost due to Covid and General material shortages with September start date.**

**PVC pipe and fittings 5% £5426.73.**

**Civil works Concrete and steel reinforcing materials only 5% £2309.0**

**Grand Total £320,436.65**

Our Reference: QS51211

Nick Hare  
The Old Post Office  
2 Church Lane  
Coalpit Heath  
Bristol  
BS36 2SP

18/05/2021

Dear Sir/Madam

**Warminster Splash Pad, Lake Pleasure Grounds, Weymouth Street, Warminster, BA12 9NP**

Thank you for your application for a water supply.

Following the site survey carried out by our Distribution Inspector, the cost of carrying out this work has been calculated as follows:

	£
<b>Connection charge</b> - 1 x 63 mm connection using protective pipe and fittings and fit 1 x 30 mm water meter. <b>Please note applicant must also use Barrier pipe.</b> Please refer to the enclosed tables for a detailed breakdown.	4128.00
<b>Supply infrastructure charge</b>	172.08
<b>Sewerage infrastructure charge</b>	0.00
Total amount excluding VAT	4300.08
VAT	825.60
<b>Total cost payable</b>	<b>£5125.68</b>

This price will remain valid until **18/11/2021**. Connections made after this date will require a re-quote and the overall price may change. There will also be an additional administrative fee incurred for this service.

**Due to the pipe size being installed we will also require chlorination. This must be completed by an external qualified company prior to the final connection being made. A chlorination certificate is only valid for 10 calendar days therefore it is vital that you receive a connection date from our scheduler prior to arranging chlorination. A full results certificate (including Clostridia Perfringens & Enterococci) will need to be sent to us during this 10-day window. Please see attached the guidance document explaining what is required.**



Wessex Water aims to supply water in its mains at a minimum pressure of 10 metres head and at a flow of 9 litres a minute as measured at the company stop tap. However, the minimum standard requirement as set by our regulatory body is 7 meters head at the company stop tap. You may wish to consider this when installing systems that require a greater pressure and flow as Wessex Water will not be liable for any loss or inconvenience caused as a result of variations in pressure and flow except as provided by statute. Where pressure and flows are required that are greater than our distribution network can safely accommodate, you will be required to provide storage facilities.

How to pay

Please allow 1-3 business days for your transaction to process

- **Pay online** - <https://www.wessexwater.co.uk/services/building-and-developing/pay-online> and quote the reference **QS51211**
- **Wessex Water Services Limited** – Sort Code 40-01-95, Account number 34418670, and quote the reference **QS51211**

Should you have any queries about this quotation, please contact the New Connections Team on 01225 526222 or via email :-  
[supplyconnectionenquiries@wessexwater.co.uk](mailto:supplyconnectionenquiries@wessexwater.co.uk).

If the proposal involves a connection directly to Wessex Water's public sewerage system, you will need to make a separate application for the connection to the sewer. An application form and guidance notes can be found on our website at :-  
[www.wessexwater.co.uk/services/building-and-developing](http://www.wessexwater.co.uk/services/building-and-developing).

Yours faithfully

New Connections Team

### Terms and Conditions

- No connection will be made until full payment has been received, the trench has been inspected and water regulations approval has been obtained (where applicable)
- When the above criteria have been met, please contact the New Connections Team on 01225 526222 to request the connection to our main
- Infrastructure charges, where applicable, are levied by all water and sewerage companies in the country and are used to cover the cost of improving our existing network to cope with providing extra capacity for new development
- If the site is deemed to be contaminated or at risk from contamination from the proposed development, barrier pipe must be used
- Your pipe must be blue MDPE or barrier pipe as advised on your quotation and laid in a trench at a depth of at least 750mm and no more than 1350mm
- Your pipe should be laid to the boundary of the site or to the street in which our main is located
- If your supply pipe is greater than 50mm (outside diameter) we will require a chlorination certificate before the connection can be carried out. Please contact new connections on 01225 526222 to obtain your connection date prior to arranging your chlorination.
- Where pipes enter a building, they must be passed through a continuous duct
- If multiple connections are required, all pipes must be clearly labelled to identify which properties they are serving
- Service pipes and ducts should be laid in straight runs and should not cross neighbouring building plots
- We will not make connections or carry out work underneath or in the vicinity of scaffolding or if other utilities are working in the area
- An abortive visit charge of £75.00 will apply if, when we arrive on site, we are unable to carry out the connection
- Connections will normally be made within 21 working days subject to no operational emergencies. Please note that highway restrictions may cause a delay of up to 3 months which may incur an additional charge for a road closure licence. This additional charge will be detailed in the breakdown of your quotation if it is deemed necessary to complete the connection.
- Upon payment of this quote, this document should be treated as a VAT invoice and will assume the payment date as a tax point. Should you require a specific VAT receipt, please contact us.





Nick Hare  
Brunel Integrated Services  
The Old Post Office, 2 Church Lane  
Coalpit Heath  
Bristol  
BS36 2SP

Jeff Tate  
**Southern Electric Power  
Distribution plc**  
Connections And Engineering  
Walton Park  
Walton Road  
Cosham  
PO6 1UJ



01202 784611



jeff.tate@sse.com

[www.ssen.co.uk](http://www.ssen.co.uk)

19 April 2021

Dear Nick Hare

**Connection works at Warminster Lakeside Pleasure Grounds, Warminster, Wiltshire, BA12 9NP**  
**Job reference: ETN723/1**

Thank you for your enquiry. You have requested one three phase low voltage electricity connection of maximum capacity 69kW for a commercial supply. This letter including all attached pages (the detailed charge breakdown, acceptance, and terms and conditions) is our offer to provide what you have requested and is based on the information you have given us.

**The price for carrying out the requested connection works is:**  
**£11,471.39**

**This price may increase as we put in place social distancing measures to comply with guidance relating to the coronavirus pandemic. See [here](#) for more details**

This is not an all-inclusive price. There are additional works that you will have to arrange and pay for, as explained in the following section headed, "What you need to do."

Full Payment is due on acceptance of this offer. A full breakdown of charges can be found under the 'Detailed Charge Breakdown' section of this letter.

This offer is dependent on securing all necessary planning consents and land rights to carry out the works and extend our network as planned. If this is not possible we will need to revise the offer. This offer is open for acceptance until 18 Jul 2021, or until we withdraw it. If you are not ready to accept and decide to let this offer lapse, we can provide a revised offer at a later date on request.

We plan to complete the work within a maximum of three months following your acceptance of this offer. If you are not ready for connection and energisation within this period, we may terminate the contract.

Once energised, we will be responsible for maintaining your connection and be available 24 hours a day, 365

**Inveralmond House, 200 Dunkeld Road, Perth PH1 3AQ**  **[www.ssen.co.uk](http://www.ssen.co.uk)**

Scottish and Southern Electricity Networks is a trading name of: Scottish and Southern Energy Power Distribution Limited Registered in Scotland No. SC213459; Scottish Hydro Electric Transmission plc Registered in Scotland No. SC213461; Scottish Hydro Electric Power Distribution plc Registered in Scotland No. SC213460; (all having their Registered Offices at Inveralmond House 200 Dunkeld Road Perth PH1 3AQ); and Southern Electric Power Distribution plc Registered in England & Wales No. 04094290 having its Registered Office at No.1 Forbury Place, 43 Forbury Road, Reading, RG1 3JH which are members of the SSE Group [www.ssen.co.uk](http://www.ssen.co.uk)



days a year, to repair any fault on our network up to the meter point.





## What we will do

I have included a drawing with this offer illustrating the connection works. We will:

- Request planning consents and land rights to carry out the works and extend our network to your premises.
- Excavate and reinstate ground works for cable outside your site boundary, as shown on the included drawing.
- Lay new cable, including pulling it through ducting, and connect it to our network.
- Terminate the new service within your premises at the agreed termination position.
- Provide an earth terminal at the agreed termination position, where possible.

Once we have agreed a date for the works we will provide you with a Meter Point Administration Number (MPAN). This number will uniquely identify your connection on the electricity distribution network.

## What you need to do

You will need to:

- Register your MPAN with your chosen electricity supplier, and book an appointment with them for the meter to be installed. You should allow a minimum of 28 days for this. Scottish and Southern Electricity Networks cannot install meters. Meter installation must be arranged by your chosen supplier and can only be carried out after we have completed our works. You can compare electricity prices and choose a supplier via <https://energycompare.citizensadvice.org.uk>
- Arrange for excavation and reinstatement of cable trenching where shown on the included drawing.
- Arrange installation of ducting, where required, for us to pull our cable through.
- Arrange installation of an external cabinet to accommodate our termination and your supplier's meter.

I have included a guide for the on site works you need to arrange.

You must ensure that any electrical installation work beyond your supplier's meter is carried out by a qualified electrical contractor to the requirements of the current IET Wiring Regulations.

## What might change the price

The following reasons may lead to an increase in the price of the connection works. This is not a complete list:

- Changes in our prices due to the cost of putting in place control measures that ensure we have appropriate procedures in place to comply with applicable legislation and the latest government and regulatory guidance relating to the coronavirus pandemic.
- Fees and expenses associated with securing planning consents and land rights to carry out the works and extend our network as planned.
- Redesign of the connection works where it is not possible to secure planning consents and land rights to extend our network as planned.
- Any changes you make to your requirements.
- Aborted visits. If you are not ready when we attend your site on a pre-agreed date, we will levy an abortive call charge of £150.
- Fees charged by the highway authority for permission to carry out street works.

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Where changes to the charges are required we will let you know about any increases in price before committing to them, and give you the choice to pay the additional sums or cancel the contract.

## Next steps

It typically takes us **9 weeks** to complete a connection offer of this type, from the date acceptance is received.

This timescale could change depending on:

1. any further conversations we have with you about the date for your connection;
2. when we obtain all necessary land rights, planning and other consent;
3. the completion of any works by other people or companies (which may include you) that must be done before we can complete our works;
4. any access arrangements that we may require;
5. any delays to the works due to a fault on the Distribution network.

If you are happy to proceed then please return your acceptance to our Quote Acceptance team along with payment for the sum due. Details on how to accept and pay for this offer can be found under the 'Accepting this Offer' section of this letter. Following receipt of your acceptance and payment, one of our Customer Connections Managers will contact you to agree dates and confirm the details of delivering the works. If you have any questions about this offer before accepting it, please do not hesitate to contact me.

Yours sincerely,  
**Jeff Tate**

**Connections Quoter**  
**On behalf of Southern Electric Power Distribution plc**



We have determined the price based on what is set out in our Statement of Methodology and Charges for Connection, which is available at [www.ssen.co.uk/Library/ChargingStatements](http://www.ssen.co.uk/Library/ChargingStatements)

The connection works can be delivered by Independent Connections Providers (ICPs), who may be willing to provide you with alternative offers. You can find ICPs at [www.ssen.co.uk/AlternativeProviderSearch](http://www.ssen.co.uk/AlternativeProviderSearch) and [www.lr.org/ners](http://www.lr.org/ners)

We have a duty to meet the Electricity Connection Standards of Performance in providing offers and delivering works. If we fail to meet these standards of service, we will make a payment to you for every working day beyond the deadline. Further details are available at [www.ssen.co.uk/CustomerService/PerformanceStandards](http://www.ssen.co.uk/CustomerService/PerformanceStandards)

This offer is a notice under Section 16A (5) of the Electricity Act 1989. If you have any concerns with this offer, please contact us and we will try to resolve them. If you are unhappy with our response, Section 23 of the Act allows for the dispute to be referred to the Gas and Electricity Markets Authority, who may make a determination or refer the case for arbitration, providing you refer it to them within 12 months following the date of connection.

## Detailed Charge Breakdown

The table below details the items included in our quotation for the connection works.

Quantity	Description	Charge
105	D304 - Lay & Blind Only	£1,074.15
1	100A 3 Phase off Main (South)	£543.66
1500	Traffic Management (£)	£2,325.00
112	95mm 3 core Wavecon	£1,407.89
1	Fit Earth caps (per mains cable length)	£140.00
1	LV Pot End	£143.84
9	D503 - Lay Ducts	£78.96
9	D1085 - Road Crossing	£3,150.74
4	D1032 - Footpath	£391.16
1	Collect, Deliver and return cable drum to base on trailer	£102.73
1	LV network @ level 3	£2.00
1	Pole Termination (inc o/h)	£199.36
<b>Sub Total</b>		<b>£9,559.49</b>



Second Comer Charges	Charge
Contribution to works funded by prior connectee	£0.00
Contribution towards prior reinforcement	£0.00
Sub Total	£0.00
Total	£9,559.49
VAT	£1,911.90
Grand Total	£11,471.39

For an explanation of the technical terms or abbreviations used in the above cost breakdown please visit our website [www.ssen.co.uk/connections/abbreviations](http://www.ssen.co.uk/connections/abbreviations).





## Accepting this offer

**Connection works at Warminster Lakeside Pleasure Grounds, Warminster, Wiltshire, BA12 9NP**  
**Job reference: ETN723/1**

You can pay the charges in this offer by credit or debit card (for charges up to £10,000 including VAT), or bank transfer, or cheque. If we receive your payment without this completed acceptance form, we shall treat your payment as acceptance of this offer, providing we can correctly identify the payment is associated with this offer.

**Amount due on acceptance: £11,471.39**

If you wish to pay by credit or debit card, please call our payment line on 0800 197 5527 or log in to your online account.

If you wish to pay by cheque, please make it payable to Southern Electric Power Distribution plc. Please complete this form and return it with your cheque to our Quote Acceptance team at our address overleaf.

If you wish to pay by bank transfer, please instruct your bank to transfer funds **before** contacting us to confirm your acceptance, either by email at [quote.acceptance@sse.com](mailto:quote.acceptance@sse.com) or by returning this form to our return address. Please ask your bank to label your payment with the job reference as given above. Our bank account details are:

<b>Account name:</b>	Southern Electric Power Distribution plc
<b>Bank:</b>	Natwest
<b>Sort code:</b>	60-17-21
<b>Account Number:</b>	89542592

Please confirm the payer's name and address if it differs from the recipient of this offer. We will issue a receipt to this party.

If you are accepting this offer as a consumer our Standard Terms and Conditions are varied by the enclosed Supplementary Consumer Terms and Conditions. Your rights as a consumer mean that you are entitled to cancel the contract within 14 days following your acceptance of our offer and we must refund any payment you have made to us for the works.

Please confirm that you have read, understood and accept the terms and conditions set out in this offer.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name  
(PRINT)** \_\_\_\_\_

Please use this sheet as a return address.

Quote Acceptance Team  
Connections and Engineering  
Scottish and Southern Electricity Networks  
Walton Road  
Cosham  
PO6 1UJ



**Definitions:**

<b>The "Company":</b>	Shall mean either Scottish Hydro Electric Power Distribution plc or Southern Electric Power Distribution plc as specified in the Offer Letter;
<b>The "Agreement":</b>	The agreement constituted by the Offer and the Customer's acceptance and any permitted variation from time to time;
<b>The "Agreement Date":</b>	The date of the Customer's acceptance of the Offer;
<b>The "Company's Requirements":</b>	The Company's technical requirements as set out on the Website and the Offer;
<b>The "Connection Agreement":</b>	The agreement between the Company and the Customer relating to the connection of the Customer's premises;
<b>"Consumer":</b>	Means an individual acting for purposes which are wholly or mainly outside the individual's trade, business, craft or profession;
<b>"Consumer Terms and Conditions":</b>	Means the Supplementary Consumer Terms and Conditions attached to these Standard Terms and Conditions;
<b>The "Customer":</b>	The person, firm or company whose name and address is shown in the Offer Letter;
<b>The "Equipment":</b>	The equipment, plant and/or apparatus the Company will supply as detailed in the Offer Letter;
<b>The "Land Rights":</b>	Means rights in, under or over land for the construction, installation, operation, repair, maintenance, renewal or use of the Contestable Connection Works and/or the Works;
<b>The "Land Rights Criteria":</b>	The criteria as set out on the Website providing the Company's requirements for Land Rights;
<b>The "Offer":</b>	These standard terms and conditions and the Offer Letter;
<b>The "Offer Letter":</b>	The letter and attached pages sent to the Customer by the Company setting out details of the Works, the Quotation and other matters relating to the connection;
<b>The "Quotation":</b>	The Quotation for the Works as set out in the Offer Letter;
<b>The "Website":</b>	The website at <a href="http://www.ssen.co.uk">www.ssen.co.uk</a> or at such other domain name as the Company may use from time to time;
<b>The "Works":</b>	The works that the Company will carry out as detailed in the Offer; and
<b>"Second Comer Charge":</b>	Means any amounts payable by the Customer pursuant to The Electricity (Connection Charges) Regulations 2002 or Electricity (Connection Charges) Regulations 2017 as appropriate.

- The Offer remains open for acceptance in writing for 90 days from the date of issue, unless notified by the Company in writing to the contrary. The Company reserves the right to amend or withdraw the Offer at any time prior to the Customer accepting it.
- If the Customer has entered into the contract as a Consumer, the Consumer Terms and Conditions shall be incorporated into these terms and conditions and to the extent of any inconsistency, the terms of the Consumer Terms and Conditions shall prevail.
- The Customer will provide the Company with the facilities reasonably necessary to enable it to complete the Works in the most economical manner. In default the Customer shall pay the Company such reasonable additional costs that may result.
- Where any changes to the Works are required other than as a result of the Company's negligence the Company shall submit written details of the additional cost to the Customer who shall be entitled to terminate the contract upon giving the Company written notice within 5 working days of the date of submission of such details. In the event of termination the Customer shall pay the Company's reasonable charges for the work done or committed and materials purchased prior thereto and reimburse any costs or expense incurred or committed by the Company in obtaining any wayleaves and consents.
- In accordance with the Land Rights Criteria, the Customer will (i) grant any Land Rights for cables, overhead lines, substations and all other apparatus to be installed over or within their property, (ii) provide and install ducts for on site road crossings and for service cable entry and (iii) agree service terminations in a position acceptable to the Company and provide and install service tubes from the back of the footpath to the premises to which the connection is required terminating where possible in an external meter reading cabinet.
- The Customer will meet (i) their own agent's legal and other fees and expenses, (ii) the legal and other fees and expenses of the Company, and (iii) the legal and other expenses of any consenter or other third party in connection with the grant of the Land Rights.
- The Company reserves the rights not to install the Works on contaminated land. Where contamination is found by or becomes known to the Company, additional charges may be rendered to the Customer in accordance with Condition 4.
- The Customer will, at no cost to the Company and to a satisfactory standard reasonably specified by the Company, be responsible for carrying out all on site cable trenching for services, and LV mains cable, and for backfilling and trench reinstatement once the Company has laid and covered the aforesaid cabling.
- The Customer will be responsible for all building costs associated with the supply intake and any meter cabinets.
- The Customer will provide service termination facilities, in a position acceptable to the Company.
- The Company shall be entitled to terminate the contract constituted by your acceptance of the Agreement by written notice to you, at any time following the expiry of the period specified in the Quotation, if the works referred to in the Quotation have not commenced or did commence but subsequently ceased and such delay in commencing or completing the works is not attributable to the act or omission of the Company. If the Company terminates before commitment or commencement of the works referred to in the Quotation and/or any associated tasks, the Company will return any sums paid to us minus administration costs. If the Company terminates before completion of the works referred to in the Quotation but after commitment or commencement of any associated tasks, the Customer will be liable for any reasonable charges for the work done or committed and materials purchased prior to termination and any costs or expense incurred in relation to obtaining any wayleaves or consents or other such land rights. The Company will be entitled to deduct such amounts, together with administration costs from any sums paid to us.
- The Offer is subject to the Company obtaining all required Land Rights and statutory consents for carrying out the Works. Unless otherwise stated the Offer assumes that all plant and equipment will be placed in the adopted public highway or land owned or controlled by the Customer who will provide all Land Rights free of charge. The Customer will pay the full cost of obtaining any Land Rights required from third parties (including settlement of all properly reimbursed claims thereunder) in addition to the charges identified in the Quotation provided that where these have a significant impact on the overall cost the Customer shall be entitled to terminate the contract upon written notice to the Company. In the event of termination the Customer shall pay the Company's reasonable charges for the work done or committed and materials purchased prior thereto and reimburse any costs or expense incurred or committed by the Company in obtaining any Land Rights.
- It is assumed that the Company will carry out all Works during normal working hours. There will be an additional charge for any overtime working at the Customer's request.
- The Company will issue a further invoice to the Customer on completion of the electrical works in respect of any Second Comer Charge.
- The Customer must settle invoices within 30 days of the date of the invoice.
- If any amount remains unpaid after the due date, the Company shall (in addition to any other remedies) be entitled to charge interest on the amount unpaid at the annual rate of 3% over the base rate of the Bank of England from the due date to the date of payment in full.
- The Company reserves the right to require that the Customer provides security for any payment which may become due pursuant to this Offer and/or section 19 of the Electricity Act 1989. The Company may automatically apply any such security in cash against any such sums as they become due.
- Unless otherwise agreed in writing by the Company time is not of the essence in relation to the Company's Works.
- The Company shall have no liability to the Customer whether in contract, tort or delict (including negligence), for breach of statutory duty, or otherwise arising under or in connection with this Agreement for any indirect or consequential loss, any loss of profit, revenue, generation, business, savings, (anticipated or otherwise) or any other form of economic loss (whether or not occurring in connection with physical damage) provided that this Condition 20 shall not exclude or restrict the liability of the Company for death or personal injury or any other liability which cannot be limited or excluded by applicable law.
- The Company's liability under or in connection with this Agreement shall be limited to £1 million in the aggregate. This limit shall apply however that liability arises, including, without limitation, a liability arising by breach of contract, arising by tort or delict (including negligence) or arising by breach of statutory duty provided that this Condition 21 shall not exclude or restrict the liability of the Company for death or personal injury or any other liability which cannot be limited or excluded by applicable law.
- The Customer acknowledges and confirms that it does not enter into the Agreement in reliance on any oral representation, warranty or undertaking not fully reflected in the terms of the Agreement and that no amendment, modification or substitution to the Agreement shall be effective unless executed in writing by both parties.
- The Equipment shall at all times remain the property of the Company. On completion of the Works, the whole of the Works and the Equipment shall become the property of the Company. The Customer shall protect the Equipment from any damage or interference between delivery to the site and completion of the Works and shall indemnify the Company for any loss or damage to the Equipment during such period. The Company shall be responsible for the final connection of the Works to its distribution system.
- The Customer will carry out the site work specified in the Offer.



## Supplementary Consumer Terms and Conditions

### 1. Application of these Terms and Conditions

These Supplementary Consumer Terms and Conditions apply to an Offer issued by Southern Electric Power Distribution plc to a consumer. Where applicable these Supplementary Consumer Terms and Conditions shall be incorporated into the terms of the Offer and where inconsistent with any term of the Offer, these Supplementary Consumer Terms and Conditions shall prevail.

### 2. Right to Cancel

You have the right to cancel your contract with us within 14 days of us receiving your acceptance without giving any reason. The cancellation period will expire after 14 days from the day we receive your acceptance. This right is in addition to any other right to cancel that you have under our standard terms and conditions.

To exercise the right to cancel, you must inform us [Connections and Engineering, Walton Park, Walton Road, Cosham, PO6 1UJ, [connections@sse.com](mailto:connections@sse.com)] of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail). You may use the attached model cancellation form, but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

### 3. Effect of Cancellation

If you cancel the contract in accordance with paragraph 2 above, we will reimburse to you all payments received from you. We will make the reimbursement without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel the contract.

We will make the reimbursement using the same means of payment as you used for payment, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you requested that we begin the performance of works during the cancellation period, you shall pay us an amount which is in proportion to what has been performed prior to your cancellation of the contract, in comparison with the full works provided for in the contract.

**MODEL CANCELLATION FORM** *(Complete and return this form only if you wish to withdraw from the contract)*

I/We [\*] hereby give notice that I/We [\*] cancel my/our [\*] contract for the supply of the following service,

Offer accepted on:

Name of customer(s):

Address of customer(s):

Signature of customer(s) (only if this form is notified on paper):

Date:

[\*] Delete as appropriate

Warminster Town Council  
Warminster Civic Centre  
Sambourne Road  
Warminster  
BA12 8LB

Our Ref: 19/135  
Date: 09 June 2021

For Attn. Mr T Dommett  
By email: [assistantclerk@warminster-tc.gov.uk](mailto:assistantclerk@warminster-tc.gov.uk)

Dear Tom

RE: Paddling Pool Refurbishment – Warminster Town Council

Thank you for your enquiry, I would confirm that you are seeking a fee estimate in connection with the proposed refurbishment of the paddling pool for Warminster Town Council. You require professional support with the project management of the works during the installation phase.

I understand that the project budget is in the region of £150k and the fee quote is to encompass all elements of the delivery of the project moving forward from the procurement stage which is currently in progress.

Our fee quote covers the main items on your standard project manager specification you have sent out on previous projects which contains the following items:-

- To review, advise and implement the JCT minor works contract for the project
- To provide regular photographs of the build and attend meetings to ensure the project is on target.
- To deal with the valuations and produce valuation certificates.
- To attend/oversee the final inspection and sign off; the latter will be signed by the Council as client.
- To ensure RoSPA certificates are in place.
- To support the Council during the defects period of 12 months and to advise on any snagging issues.

I have broken down our services below into the various stages of the project, the main elements of our service include:-

1. advising the Client on the works necessary to implement the project;
2. working in conjunction with the client and specialist contractors to produce an agreed plan and design for the scheme of works that will form the basis for the applications, specifications and procurement;
3. reviewing the design & build contractors designs and specification of works;
4. reviewing and reporting on tender returns and analyses of costs;
5. providing an initial programme of works to be undertaken, establishing timescales and providing regular reports on progress of works;
6. dealing with project cost control and providing regular cash flow forecasts;
7. chairing any meetings regarding the project and preparing and circulating minutes of same;
8. if applicable, ensuring compliance with the planning consent, including liaising with the local authority regarding the discharge of the planning conditions;
9. if applicable, ensuring compliance with the building regulations consent, including liaising with the building control regarding the discharge of conditions and site inspections;
10. if applicable, overseeing planning control, building control & thermal compliance;
11. to advise and manage the CDM process to ensure health and safety and welfare considerations are secured for those both working on the site as well as for clients, employees, building users and visitors, organizing H & S and O & M manuals;
12. ensuring that the contractor makes allowance for suitable site facilities;
13. acting on the Client's behalf with party wall surveyors and preparing agreements if required;
14. managing the works, as agreed;
15. Liaising with and managing all consultants in relation to the agreed scheme;
16. in conjunction with designers and builders developing a fire strategy during the works;



17. ensuring that all processes involving the project are documented and that all appropriate paperwork is in place on completion of the works for future reference;
18. acting as a single point of contact for the Client and for all contractors working on the project;

When you commission construction work, you have health and safety responsibilities to consider before starting work. These are set out in the Construction (Design & Management) Regulations 2015 (CDM 2015). I have included a fee quote for this element of the work during the design and procurement stage.

Our fee to undertake the project management of the scheme, attendance at meetings with the Town Council as required, pre-construction negotiations and meetings with the design & build contractor, administration of the JCT contract, site management and regular inspections during the contract period, contract valuations and regular client meetings throughout the project will be £4,080.00 plus VAT

We would propose to invoice at regular stages during the project and on completion of each stage, a payment schedule will be submitted for agreement as part of the initial programme, our appointment would be in accordance with our standard terms and conditions of business.

Should you have any questions please don't hesitate to contact me.

Yours sincerely



Stephen Matthews BSc(Hons) MRICS MCIOB

For and on behalf of SJ Surveyors



## **REPORT FOR DECISION**

**Full Council 21<sup>st</sup> June 2021      Tom Dommett Assistant Town Clerk**

### **Website Upgrade**

#### **Recommendation**

**Members resolve to commission an upgrade of the Warminster Town Council website.**

#### **Purpose of the Report**

To provide members with information to make an informed decision.

#### **Background**

The council website is one of the first ports of call for people seeking information about the council's services, policies and procedures. It also contains information about other community groups and organisations serving local residents.

People will also frequently access the town council website seeking information about services provided by others, for example Wiltshire Council. The town council website can play an important role in signposting people to other service providers and sources of information.

As a modern interactive council, a good website is part of an essential tool kit for communication with local residents and visitors to the town.

The current website was built in 2002, so is now almost 20 years old. Where once it was quite cutting edge, it now lags behind comparable council websites. It is not particularly user or operator friendly and will need further improvement if it is to remain compliant with accessibility legislation.

It is suggested that the website is upgraded to a new platform and that the relevant existing content is recreated and additional new content and features added.

#### **Considerations**

Three considerations are driving the need for a website upgrade. Firstly, there is the issue of accessibility. The website is currently partially compliant with accessibility legislation, but this is an ongoing requirement where further improvements will need to be made to the website to ensure it remains compliant.

Secondly, the website lags behind comparable council websites. It is not particularly user or operator friendly and lacks many features that would be considered standard for a town council website. Such an improvement would be in line with the councils' commitment to the National Association of Local Councils Gold Award Scheme.

Thirdly, the current website is not mobile-friendly for phones and tablets, which is now the predominant way in which users access websites.

The software is out of date and can't be upgraded. Fixing all the current issues while retaining the current set up would probably be more expensive than switching to a newly designed website.

It is proposed that the website is upgraded to a new platform and that the relevant existing content is recreated and additional new content and features added.

## Key improvements:

- User friendly – The current website although reasonable in terms of content, is a bit clunky to navigate, reflecting its age. The home page has space for only a few main items, which is inadequate for a modern website. The “hot news” feature is difficult to navigate and involves a lot of scrolling.

An upgraded website could include new features such as:

“I want to” – Which directs people according to what they want to do e.g. report a problem

“Top 10 Frequently Asked Questions” – Which would answer frequently asked questions

Direct links to the Wiltshire Council Website and Wiltshire Council reporting app

An events page – which lists upcoming events of interest

- The website can be made more mobile friendly. Increasingly people access websites using their mobile phones and tablets.
- Increased functionality – Content has to be uploaded to the current website via three separate methods, a revamped website would be easier to maintain.
- Surveys and polls – An increasingly interactive council would benefit from the ability to have another method of gauging public opinion on various topics
- Photo Galleries – A picture can be worth a thousand words, but the current website makes it difficult to upload pictures and other illustrations.
- Videos – Increasingly users of social media, particularly younger people access news and information via video. Short clips filmed on a mobile phone could be uploaded to a revamped website.
- Better links to the Council's social media accounts.
- Ongoing accessibility compliance – Rather than material having to be retrospectively adjusted, new material would be accessibility compliant.
- Improved navigation - content could be linked so instead of users having to click forward and backwards through many pages, they would follow links to other related content.

## Options considered and rejected

**To continue with the existing website as is.** This is not a very viable option as the website is rapidly ‘aging’ and fixing all the current issues while retaining the current set up would probably be more expensive than switching to a newly designed website. It would mean keeping a website that users find increasingly unattractive and incompatible with their technology.

## Recommendation

Designer Mark who have created and maintained the current website have produced a proposal to enable the council to meet on going accessibility requirements and at the same time have a more user friendly and more functional website. **(Attached)**

It is recommended that members agree that Designer Mark is appointed to implement a website rebuild in line with proposals.

**Financial and Resource Implications**

A budget of £10,000 is proposed for the work. This would be financed from the Services to be devolved unallocated global budget. Budget line 299/4000.

**Legal Implications and Legislative Powers**

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

**Environmental Implications**

None

**Risk Assessment**

WTC will carry out risk assessments for any work undertaken.

**Crime and Disorder**

Officers are not aware of any issues the council should consider under the Crime and Disorder Act.

**TO:**

Warminster Town Council  
Warminster Civic Centre  
Sambourne Road  
Warminster  
Wilts BA12 8LB

7th June 2021

**warminster-tc.gov.uk - WEBSITE REBUILD PROPOSAL - UPDATED**

Below is my updated proposal and costings estimate for the work to recreate your website as discussed.

## Specifications

- Fluid, mobile-friendly design based on a customisable WordPress template as a starting point.
- Lightweight and optimised page content for fast loading.
- Accessibility compliant structure (see section below for more information).
- Search Engine Optimised 'ready' pages.
- Integrate and implement your current bespoke Meeting Minutes PDF uploading system.
- Deploy the site onto your dedicated hosting server.
- Undergo a series of training (via screen share and telephone) to show you how to use the new CMS (using WordPress instead of Contribute).

## Site Structure

I will replicate all existing content to the new page format, and from there you will be able to see what you would like to change / move / improve or redo before we make it live. This will be available to view on a private preview URL during development.

## Site Pages

**The site pages will be exactly the same as you currently have (48 pages total):**

1. Home page (with panels for featured items, upcoming events and any other changeable top-level content you want to highlight).  
There will be the option to add other elements here, for example: Local Weather (pulled live from the internet), latest news, featured galleries and Quicklinks to the main pages of interest in the site. We can add a lot of flexibility to this page to improve the first impression and usefulness of this entry page for visitors.
2. Town Council section
  1. What We do
  2. Committees
  3. Meetings Diary
  4. Agendas & Minutes
  5. Grant Applications
  6. CCTV
  7. Data Transparency
  8. Parish Council pages



9. Reports & Newsletters
10. Town Plan
11. Neighbourhood Plan
12. Town Crier
13. Climate Change
3. Civic Centre
  1. About the Centre
  2. Photo Gallery
4. Contacts
  1. Contact form and general info
  2. Town Councillors pages (12 pages)
5. About Warminster
  1. A Brief History
  2. Location Maps
  3. Area News
6. Lake Pleasure Ground (note: we may restructure the site to have a different and simpler top level navigation to what you have now. Aiming to allow easier expansion when you want to add the Playgrounds and find a better arrangement to allow adding other things you mentioned such as Bins into a logical place, whilst minimising the top level choices for the users)
7. Clubs & Links
  1. A-Z Directory
  2. Warminster Walkers (5 pages) (note: not sure who is responsible for these pages in terms of transferring their set of pages to the new design? I bill them separately for the small calendar updates they do twice per year and the cost is not much so is this something you will absorb or do you need to speak to them to let them know the intention?)
8. Vacancies
9. Accessibility Statement
10. Useful Links
11. Disclaimer / Privacy Policy
12. Sitemap

There will also be a place to hold your links (badges) to Facebook, Instagram and Twitter.

## Accessibility

In terms of continuing the plan we set out, I think we should do this in steps. First step is to deploy the site and see 'how it sits' when doing the next batch of checking against the requirements. It's hard to say

right now what items that we still need to do will “automatically” be solved with the new site but for sure it will solve some of the trickier things to retro-fit to your current website, so we will be in a better position to move forwards. Therefore I have not included any costs to tick off the rest of that list until I can analyse the situation once everything is in place to switch over to the completed new site.

## Other Upgrades and Additional Features

In addition to the core of this proposal above, there are some additional features requested by Tom that I have itemised here:

### “I WANT TO...” FEATURE

I presume this will be a small panel with some most frequent needed functions for visitors and/or common questions. These are simply links that point to the most relevant (or new) destination pages.

### TOP 10 FAQ's

This will just be a new static page somewhere within the main navigation, with questions and answers. Can be more than 10 if you need.

### EVENTS LIST

This will be a sequential listing of events which you can add to, reorganise and manage via the WordPress CMS. There will be many plugins that are designed specifically to handle this kind of content so I will do some research and find the best one for our needs.

### SURVEYS & POLLS

We need to consider the best approach for this to integrate it within the site in best possible way. I think the best solution would be to look at the available options and best rated tools within WordPress once we get it set up. For example have a look here: <https://kinsta.com/blog/wordpress-survey-plugins/> or here: <https://www.wpbeginner.com/plugins/best-wordpress-survey-plugins-compared/>

Cost for implementing this and support is a bit of an unknown until we actually get one working so I have given a range of costs for this element to include research and potential experimentation to find the best option for you.

### PHOTO GALLERIES

Assuming we use WordPress as the basis for the site, I will setup a good gallery tool that you can use to drop into any page where you need a separate (or shared) photo gallery. It will be easy to create multiple galleries and manage the content within the WordPress CMS.

### VIDEOS

From a creation point of view, I assume you will deal with this. From an implementation point of view there are some things we would need to do in order to firstly make the videos equally accessible as the rest of the content (captions, subtitles etc) and find a good system for playback from within the site (embedding the videos from your own YouTube Channel would be the obvious solution).

In order to make it easy for you to include those videos in pages I will need to look into the best plugins for this via WordPress once we have the site up and running so the cost for this will be a bit open until that point.

You could have a read of this for an overview of accessibility conversion of videos: <https://medium.com/@krisrivenburgh/youtube-accessibility-how-to-make-accessible-videos-with-closed-captions-2208acf17eeb>



And this: <https://accessibility.blog.gov.uk/2020/03/16/why-videos-on-gov-uk-use-the-youtube-video-player/>

### **BETTER LINKS TO SOCIAL MEDIA ACCOUNTS / LINK TO WILTSHIRE COUNCIL REPORTING APP**

It depends what level of integration you are expecting for this so again it's hard to put an exact price on it. There may be some appropriate and nice tools within available WordPress plugins that do exactly what you want for your social media accounts.

Or do you simply mean more visible links that just jump to the actual Social Media portals without any integration or "feeds" into your domain/site. I can firm up a price on this once I understand more what is required.

### **IMPROVED "RELATED INFORMATION" NAVIGATION**

The 'functionality' for this would be a "widget" that you can drop into relevant pages. You will be able to create as many of the widgets as you want/need for specific pages (or types of pages / content) but there may be the need to customise it further so as to exclude the page the visitor is CURRENTLY reading so as to not be confusing. There may also be plugins available for this but I would need to research how they actually operate for your needs (such as YARPP which uses a built-in algorithm to find related posts but this may not be reliable enough).

Probably it's safer (and definitely the cheapest option) to design a panel you can drop in and easily "manually" select the pages that it links to, and do this for every page separately rather than try to automate too much!

### **ONGOING ACCESSIBILITY COMPLIANCE**

As mentioned in my reply to the CloudyIT tools presentation

it may be a good option to get them involved in the ongoing maintenance aspect of the site by integrating their tools into WordPress but I need to know more about the limitations of that (as from what I read, their tool is really designed to work with THEIR OWN platform and CMS, not WordPress) and what is needed to integrate it (or a minimal version of it) successfully.

Also not 100% sure if there is as large a benefit to what they can offer in this scenario (with a custom WordPress based site) compared to running the whole site within their own platform.

## **Hosting & Maintenance**

We can upload the site to your existing dedicated hosting, with no additional changes.

However, due to the nature of a WordPress based site there will need to be a programme of ongoing maintenance covered, to allow us time to monitor and update the 'system' (behind the scenes) to keep on top of any critical security updates. This will take the form of a monthly fee, which I suggest for ease of admin we could set up as an automated direct debit / standing order payment if that suits you.

We will implement and maintain security plugins to secure the site effectively.

The site will also have a daily backup kept for the most recent 2 weeks, so if you need to roll back to a previous stage, this is easy to do. This functionality is built into the monthly maintenance cost below.

## Main Rebuild Costs

1	Design and develop the new website as above	£4,750 to £7,400 (estimate)
2	Deploy WordPress installation to your server, ready to go live	£250
3	Integrate the Meetings Minutes PDF system	£500
4	Training sessions for CMS (I suggest to do this on an hourly rate)	£50 per hour (as required)
5	Monthly maintenance and Security Patching of the system	£70 per month
6	Teething troubles (I envisage some extra work after we go live)	£40 per hour (as required)

## Additional Features Costs

1	"I want To..." feature	£150
2	FAQ page	£60
3	Events section / listings (price is only for template, not creating events)	£250 to £450 (estimate)
4	Surveys & Polls (price includes research to decide best tool)	£250 to £700 (estimate)
5	Photo Galleries Widgets	£200
6	Videos integration (not for any creation or accessibility related tasks)	£100 (base design only)
7	Better links to social media channels	Needs more discussion / details
8	Improved Related Pages links (price depends on customisation)	£80 to £500
9	Ongoing Accessibility compliance	Needs more discussion / details

The main cost for design and development is an estimate as it's impossible to say exactly how long it will take until I start and finish it. I would guess it will land somewhere in the middle of that range.

Regarding Item "Teething troubles" above, this is to cover the immediate changes you will likely want to do once you start using the site "for real" after we go live, to get everything in order. This would fall outside the design and development cost and done on a pro-rata basis as needs arise.

*(DesignerMark is not VAT registered so this is exclusive of VAT and represents the final costs)*

## Next steps & Timescale

Simply give me the go ahead or come back with any questions and we'll make a start. You will be able to see progress on a private URL and we can make it live as soon as you are happy with all the content etc. I estimate we would need around 2 to 3 months from start to finish.

Kindest regards,



Mark Hockings



## **Benefits of Membership of the National Association of Local Councils (NALC)**

### **Report to Full Council 21/7/2021**

Established in 1947, the National Association of Local Councils is the only national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

NALC operates at a national level to represent local councils. NALC provides a number of services:

Campaigning – lobby for the issues that are important to local councils and communicate those views to the government and a range of influential organisations, in the private, charity and public sector.

Legal, accounts and audit advice – Written, telephone and digital advice from NALC's well-experienced solicitors.

Information on current legislative developments.

Publications – A quarterly magazine, LCR, fortnightly DIS, guides on being a good councillor, employer, finance and transparency, neighbourhood planning and a range of toolkits.

Conferences, events and training – NALC's national events and training sessions are opportunities to bring our diverse membership together to learn about new or topical initiatives and share ideas.

Publicity – Raise the profile of local councils and the sector beyond a regional level.

Media – Guidance on how to deal with media crises, how to deal with reporters and media outlets and writing a media policy.

Standards, awards and recognition – Opportunities all year round for local councils to take up the chance to celebrate and be recognised for achievements through the Local Council Award Scheme and the Star Council Awards.

Becoming a member of NALC is an easy and simple process, just contact your county association. Membership of your county association will give you automatic membership to NALC as well.

NB: You cannot be a member of NALC without being a member of your county association.

NALC works to provide a strong national voice and positively influence the external environment on behalf of the parish and town council sector, supported by our network of county associations and member councils.

One of the main ways that NALC do this is through our policy, political and parliamentary work, which provides a framework for policy determination, developing

information and evidence on parish issues, and working to influence government and other decision-makers.

NALC areas of activity include:

- Holding an annual Lobby Day
- Responding to government consultations
- Briefing for debates and parliamentary questions
- Influencing legislation
- Giving written and oral evidence to parliamentary select committee inquiries
- Developing NALC's relationships with parliamentarians, political parties and think tanks
- Engagement at political party conferences
- Holding roundtables and conducting research
- Organising events that bring together parliamentarians and representatives from the parish sector including conferences and the APPG on Local Democracy

## **Conclusion**

Membership of NALC is tied to membership of the Wiltshire Association of Local Councils (WALC). Both have different but complementary roles.

Whereas WALC has just one member of staff and their focus is very much on supporting parishes in Wiltshire, NALC has a larger team and provide much specialist advice.

The benefits of NALC working to influence government and others are significant but difficult to quantify.



*Delivering a brighter, greener future for all*

# **Warminster Civic Centre Business Plan**

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## **Management Summary**

The Centre has been hit hard by the pandemic. Bookings have dropped as people are still being vigilant with Covid safety. Some of the regular users have not returned yet. All Covid Safe measures are firmly in place and will remain until advised by Government.

With robust marketing and a focussed pricing structure the Civic Centre can begin to rebuild its lettings clientele. The Civic Centre Manager (CCM) will investigate new ways to bring people back to the Centre. To bolster bookings, there had already been contact with previous regular bookings of which most have returned. Marketing will continue to be key in publicising the Civic Centre.

## **Business Description**

The Civic Centre is a multi-function facility made up of three rooms:

- The Cley,
- Copheap
- Arn Rooms.

Each room can be used for meetings, functions, mum and baby groups, fitness classes, training days, choirs etc. The list is endless.

Additional facilities:

- fully fitted catering kitchen
- small meeting room suitable for one-to-ones. (4 people max)

## **Location**

Warminster is midway between Bath and Salisbury and is on a main transport route. The Civic Centre is in a town-centre location, with an adjacent public car park (Pay and Display). The railway station is within five minutes from the Civic Centre, having good rail links across the country.



## Hours of Operation

The centre is available for hire 7 days a week and a member of staff will always be on duty during these hours.

The office is manned 8.30am – 4.30pm Monday to Friday to deal with all enquiries.

## Interior

The Centre has benefitted from a full redecoration during lockdown and is maintained to a high standard. The entire Centre is fully accessible with the following facilities:


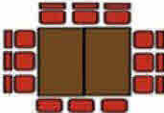

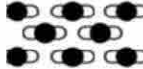
- disabled toilets
- a changing places toilet. *Full information available on the Changing Places Website: <http://www.changing-places.org>*

These are amazing facilities that will be actively marketed. Over a ¼ million people in the UK need changing places toilets to enable them to get out and about and enjoy day to day activities that many of us take for granted.

## Rooms and Facilities Available

**The Cley Room** is most suitable for meetings and presentations. It is in the old stage area of the building and has a mezzanine position that can be accessed by means of stairs or a platform lift. It has roof lights and is fitted with Internet facilities.


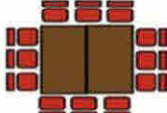



**Room dimensions: 12.4m x 9.4m (94m<sup>2</sup>)**

Theatre Style 60 max	Boardroom Style 40 max	Classroom Style 30 max	Standing Room 90 max
			

The Cley room has recently been kitted out with the latest technology by way of a large screen and camera so people can join the meeting from anywhere. The customer need only bring their laptop to plug-in and go.


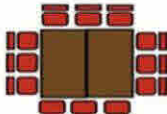



**The Copheap Room** is suitable for meetings, functions, mum and baby groups, fitness classes and Training days.

**Room dimensions: 12.35m x 9.4m (116m<sup>2</sup>)**

Theatre Style	Boardroom Style	Banquet Style	Classroom Style	Standing Room
<b>80 max</b>	<b>40 max</b>	<b>60 max</b>	<b>54 max</b>	<b>90 max</b>
				

**The Arn Room** is situated next to the kitchen and bar so is the perfect room for a party. It is also suitable for meetings, functions, mum and baby groups, fitness classes and Training days.

**Room dimensions: 12.35m x 9.4m (116m<sup>2</sup>)**

Theatre Style	Boardroom Style	Banquet Style	Classroom Style	Standing Room
<b>80 max</b>	<b>40 max</b>	<b>60 max</b>	<b>54 max</b>	<b>90 max</b>
				

For larger events, the Copheap and Arn rooms can be combined to provide an area double in size and can also be combined with the Cley Room if a stage area or top table is needed.

Additional facilities available:

- PA systems, Projectors and Screens, Flipcharts,
- ‘Roger My Link’ personalised hearing loop
- Table microphones
- WIFI
- Tea & Coffee facilities
- Local catering contacts for lunchtime buffets, although going forward we will bring catering inhouse as a service offer.

## **Marketing**

Marketing will be key to recovery after the pandemic. Initial focus will be using:

- Facebook, using their targeted marketing tools.
- Search Engine Optimization (SEO) of the website for potential clients looking for room/event facilities
- Local newspapers, and local radio.
- Open days to show what is available.
- Email shots to increase public and professional awareness of the Civic Centre.

The intent is to engage with national companies that do training across the country. The CCM will research and target companies locally that have downsized their office space post pandemic and inform them of the facilities available for staff training days and conferences. In addition, the CCM will approach schools highlighting the Centre as a good location for and Local Authority Education training.

Our disabled facilities are a point of differentiation and groups and organisations that depend on good disability access will also be targeted.

## **Competition**

Having researched facilities within the area with prices varying from £10 to £29 per hour. The CCM is confident that they can attract business going forward. Not only is the Centre very competitively priced but it is in a well-placed, central location and can offer everything that future users may need.

## **Pricing**

The Centre pricing structure has been reviewed to promote its use by local community groups and to provide a fair but profitable proposition for business and private event hires.

In all cases the revised pricing ensures that all costs are covered as a minimum. The hourly price of community usage has been reduced and the

aspiration is to be able to reduce the rate further as we get more commercial custom.

**New prices:**

Community use £15 per hour per room.

Standard use £21 per hour per room.

Kitchen Hire - £75.

Bar staffed - £90.

The standard use hourly rate for the rooms has been reviewed upwards as some event booking fees simply did not cover centre costs to support them.

**The example below is how much an event would have cost before the review:**

**3 Rooms for 8 hours. The customer would be charged £302.40**

2 hours banquet-style set-up.

2 hours to clear away

2 hours for housekeeping to clean the room.

5 hours with 2 bar-staff from 7.00 pm to Midnight

8 hours use of the kitchen

This event would take 26-man hours in total: 2 Bar staff, 1 staff for the whole day and 2 hours cleaning. If all staff were paid minimum wage at £8.91 that is a total of **£231.66** just for staff. The building cost **£241.60** per day to be functioning this includes Gas, Electricity, all licences, Telephone, WIFI, Card machine, Stock Taking, Electrical, Gas, Fire Safety yearly checks, Rates, Water Rates, Insurance and Refuse Collection. (This figure was taken from 2019–2020-year end when the building was in full use). This does not cover any other costs such as cleaning products, wear and tear on the building, man hours to secure the booking etc.

To hold this event, it would have cost the council **£170.86**.



The new pricing takes this all into account and should make this kind of corporate/private event a profitable one.

## **Strategy and Implementation**

In the long term, the Centre should be not only able to cover its cost but be profitable so we can do more community support groups.

The new pricing structure has been given to all the regular groups and the feedback has been good. The community groups will benefit from our first reduction. Although it is a small discount, it shows we are putting them at the front of our thought processes going forward. The next step is to start targeting local businesses to let them know what is available.

Officers will now put a pack together that can be sent electronically where possible or posted out to potential clients if they wish to have a hard copy. As many companies downsize their office space as working from home becomes a more permanent option for many, they will still need to do inhouse training days and this is where the Civic Centre could offer just what they are looking for. The next step will then be to target national companies who hold events all over the country.

The council will use social media and the website to let people locally know about the facilities and what is on offer. The Civic Centre can accommodate almost any kind of booking from a children's birthday party to a Ball.

Once the covid restrictions ease, officers would like to hold a couple of open events where people can come and see what we offer and what all the facilities are.

## **Conclusion**

This business plans sets a direction of travel for the Civic Centre. At the moment, the ongoing Covid19 situation means there is still a large element of uncertainty about future booking levels, but by having the right policies and strategies in place, the Centre will be in the best position to take up opportunities as they arise to serve both the community and commercial sector.