

22<sup>nd</sup> September 2025

## AGENDA

Dear Councillor

You are summoned to:

### **Meeting of Warminster Town Council**

**to be held on**

**Monday 29<sup>th</sup> September 2025 at 7pm**

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

**Membership:**

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

Members of the public are welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business. If you wish to contribute during public participation, please contact [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk) prior to the meeting to enable this to be facilitated.

Yours sincerely



**Tom Dommett CILCA**

**Town Clerk and Responsible Financial Officer**

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**1. Apologies for absence**

**To receive and accept** apologies from those unable to attend.

**2. Declarations of Interest**

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

**3. Minutes**

**3.1 To approve and sign** as a correct record, the minutes of the Full Council meeting held on Monday 21<sup>st</sup> July 2025; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

**3.2 To note** any matters arising from the minutes of the Full Council meeting held on Monday 21<sup>st</sup> July 2025.

**4. Chairman's Announcements**

**4.1 To note** any announcements made by the chairman.

**4.2** Mayor's engagements (**see attached**).

**5. Correspondence Circulated**

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

**6. Questions**

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

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

**7. Public Participation**

**To enable** members of the public to address the committee with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations. The chairman may read out any statements submitted in advance.

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

**8. Report from the Police**

**To receive** a report from a representative from the Police.

**9. Reports from Unitary Authority Members**

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

**10. Proceedings of Committee**

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

**10.1 Finance and Audit Committee meeting held on 30<sup>th</sup> June 2025:** questions to Cllr Cooper, chairman of the committee.

**10.2 Highways Advisory Committee meeting held on 19<sup>th</sup> May 2025:** questions to Cllr Allensby, chairman of the committee.

**10.3 HR Committee meetings held on 29<sup>th</sup> May 2025 and 7<sup>th</sup> August 2025:** questions to Cllr Cooper, chairman of the committee.

**10.4 Planning Advisory Committee meetings held on 14<sup>th</sup> July 2025 and 11<sup>th</sup> August 2025:** questions to Cllr Keeble, chairman of the committee.

**10.5 Town Development Committee meeting held on 2<sup>nd</sup> June 2025:** questions to Cllr Jones, chairman of the committee.

**11. External Audit**

Council is asked to note the External Auditor's Report (**see attached**) and note that the Notice of Conclusion of Audit Dates was published on 15<sup>th</sup> September 2025 and has also been published on the website.

**12. Council Policies**

**Members to approve and adopt the following council policies for 2025 – 2026 (see attached):**

**Councillor Expenses Policy** - Members previously resolved to ask the Clerk to explore a policy for the reimbursement of certain legitimate expenses incurred on council business.

**Mobile Device Policy** - which has been reviewed following the meeting of Full Council on 23<sup>rd</sup> June 2025

**13. Requests for Community Infrastructure Levy (CIL) Money**

Warminster Community Radio has requested £9,000 of Community Infrastructure Levy (CIL) Funding (**see attached**).

**The CIL Working Group recommends:**

- i) that the Council gives Warminster Community Radio £9,000 of CIL Money for the cost of Warminster's DAB site and the purchase of transmission equipment**
- ii) that the Council asks Warminster Community Radio to report back to the town council about the completion of the project.**

**Members are asked to resolve to adopt the recommendations of the CIL Working Group.**

**14. Request by Warminster Town Football Club to retain grant money.**

Warminster Town Football Club were awarded a Grant of £1,300 to support the purchase of new football goals. The Club reports that it received a grant of £1,237.50 from the Football Foundation towards this project. This has meant that they have only needed to spend £562.50 of the council's award leaving a balance of £737.50 unspent.

While the Club are ready to repay this balance, they would welcome the opportunity to reallocate it towards further urgent improvement works at their ground. These works include ball retention fencing, external toilet repairs, external building repairs etc, which are essential to ensuring that the Club remains a safe, inclusive, and welcoming venue for the local community.

They believe that reallocating the balance in this way would extend the positive impact of the council's generosity, ensuring that the funding continues to directly benefit grassroots football and the wider Warminster community.

**Members are asked to resolve that Warminster Town Football Club retain the balance of the grant money of £737.50 to be spent on further improvements to their ground.**

**15. Lake Pleasure Grounds Entrances**

For many years the council has had the ambition to improve the visibility and attractiveness of the entrances to the Lake Pleasure Grounds.

**Members are asked to resolve to seek tenders to get prices for and designs of enhanced entrances to the two main entrances on Weymouth Street.**

**16. Civic Centre Heating System**

**Members are asked to resolve to:**

- **endorse the proposal to go out to tender for a company to change the heating system in the Civic Centre from gas to electric (see attached)**
- **appoint three councillors to assist with the tender process**
- **ask officers to bring a recommendation back to Full Council.**

Expenditure to come from EMR Assets.

**17. IT Tenders**

Tenders have been sought regarding the provision of the council's IT and telephony services for the next five years **(see attached)**.

**Members are requested to approve the tender application from contractor two.  
Expenditure to be funded from existing budgets.**

**18. Warminster Town Council Civic Awards 2025**

Members are asked to note that nominations for the 2025 Civic Awards are to open shortly. The winners are invited to a high tea with the Mayor and town councillors. Each winner may bring two friends/family members. The winners of the awards will be chosen at the Full Council meeting on 24<sup>th</sup> November 2025.

Currently there are four categories of award:

- The Civic Award
- The Junior Civic Award
- The Green Civic Award for environmental issues – for setting an example or changing behaviour of others - which can be awarded to an individual or group
- The Environmental Award for businesses to recognise their contribution towards tackling climate change and working towards net zero.

The Environmental Award for businesses has never been awarded.

**Members to resolve which awards to proceed with for 2025.**

**19. Communications**

**Members to decide on items requiring a press release and to confirm a spokesperson if required.**

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

**Date of next meeting: Monday 24<sup>th</sup> November 2025.**

Date	Time	Confirmed Engagement	Place	Attended by
19.07.25	19.30	Open Warminster Philharmonic Folk, Fate & Fantasy Concert	Thomas Arnold Hall, Warminster School, Warminster	The Mayor
20.07.25	18.30	Trowbridge Annual Civic Service	St James Church, Trowbridge	The Deputy Mayor
<b>August</b>				
02.08.25	12.00	Ice Cream and Bubbles Fundraising Stall	Lake Pleasure Grounds, Warminster	The Mayor
09.08.25	10.30	Unveiling the updated Warminster Thing Mural	Central Car Park, Warminster	The Mayor & Deputy Mayor
15.08.25	10.50	VJ Day Anniversary Remembrance Service	Chapel of St Lawrence and War Memorial	The Mayor
15.08.25	20.00	VJ Day Anniversary Sunset Ceremony	Chapel of St Lawrence and War Memorial	The Mayor
29.08.25	21.00	Presenting cup at Summer Skittles Presentation Night	Prestbury Sports Bar	The Mayor
31.08.25	10.00	Opening the August Market	Civic Centre, Warminster	The Mayor
<b>September</b>				
03.09.25	18.00	Malto Lounge Opening	Malto Lounge, Warminster	The Mayor & Deputy Mayor
14.09.25	12.00	Open Warminster Carnival Fun Day	Lake Pleasure Grounds, Warminster	The Deputy Mayor

## CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
15.07.25	Wiltshire Council	5-day decision notice – tree 49 Boreham Road	Email
15.07.25	Wiltshire Council	TTRN - Urgent closure of Willow Crescent, Warminster - 16/07/25 - Warminster Area Board	Email
15.07.25	Wiltshire Council	Temporary Closure of: C270 (Part), Horningsham, Longbridge Deverill and Corsley (12.09.2025)	Email
17.07.25	Wiltshire Council	Urgent TTRN Upper Marsh Road Warminster 18/07/25 Warminster Area Board	Email
18.07.25	Wiltshire Council	Temporary Closure of: C360 (Part), Warminster (25.09.2025)	Email
18.07.25	Wiltshire Council	Latest news: More fly-tipping prosecutions issued, free summer swimming for eligible children, annual canvass gets underway and more	Email
25.07.25	Wiltshire Council	urgent TTRN 13/08/25 PORTWAY LANE WARMINSTER AREA BOARD	Email
25.07.25	Wiltshire Council	Highways and transport news: Bridleways, buses and big improvements	Email
25.07.25	Wiltshire Council	Business Newsletter: Have your say on our vision for Wiltshire, Skills Bootcamps and more	Email
25.07.25	Wiltshire Council	Latest news: Have your say on the Wiltshire Council Plan, expanded support for children with SEND, more action on fly-tipping and more	Email
28.07.25	Wiltshire Council	Temporary Closure of: Weymouth Street Northbound Carriageway (Part), Warminster (05.08.2024)	Email
28.07.25	Wiltshire and Swindon Community Messaging	Phishing Alert – Fake Parking Fine Texts [#484836575]	Email
01.08.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 1 August 2025 [#488015439]	Email
01.08.25	Wiltshire Council	Business Newsletter: No Excuse for Abuse campaign, The Refinery is coming to Marlborough, climate change webinar and more	Email
01.08.25	Wiltshire Council	Latest news: Planning permission approved for 2,500 homes in Trowbridge, library apps, new Melksham Oak footpath and more	Email
06.08.25	Atkins Realis	Resurfacing Works - SO0749 Sambourne Road, Warminster	Email

## CORRESPONDENCE LIST

08.08.25	Wiltshire Council	Business Newsletter: Council Plan engagement events, are you eligible for a Fit for Future Grant and more	Email
08.08.25	Wiltshire PCC media	PCC highlights the vital role of CCTV in keeping communities safe this summer	Email
08.08.25	Wiltshire Council	Latest news: Council Plan engagement events, waste cleared from neglected garden, abandoned vehicle prosecution and more	Email
11.08.25	Wiltshire Council	urgent TTRN SWALEDALE ROAD WARMINSTER 26/08/25 WARMINSTER AREA BOARD	Email
11.08.25	Wiltshire Council	TTRN - Urgent closure of Bartholomew Lane, Warminster - 04/08/25 - Warminster Area Board	Email
12.08.25	Wiltshire and Swindon Community Messaging	Drop-in at Christ Church Warminster: Tue 19 Aug 13:00 [#493661748]	Email
12.08.25	Wiltshire Council	TTRN - Urgent closure of Bartholomew Lane, Warminster - 18/08/25 - Warminster Area Board	Email
12.08.25	Wiltshire Council	Flood Warden Workshops	Email
14.08.25	Wiltshire Council	Flood warden workshop dates updated	Email
15.08.25	Wiltshire Council	Business Newsletter: Funding support, networking opportunities and shaping local services	Email
15.08.25	Wiltshire Council	Latest news: Chippenham Household Recycling Trial, VJ Day commemoration, A Level results support and more	Email
20.08.25	Wiltshire and Swindon Community Messaging	Blog: What is anti-social behaviour (ASB) and how are we tackling it? [#497147664]	Email
28.08.25	Wiltshire Council	Waste and recycling news - August 2025, countdown to national recycle week, recycle your coffee pods at recycling centres and more	Email
29.08.25	Wiltshire Council	Latest news: Final days to shape the Council Plan 2025-2035, back to school tips and more	Email
29.08.25	Wiltshire Council	URGENT TTRN NORTH ROW WARMINSTER 05/09/25 WARMINSTER AREA BOARD	Email
01.09.25	Wiltshire Council	URGENT TTRN POUND ST WARMINSTER 25/09/25 WARMINSTER AREA BOARD	Email
01.09.25	Wiltshire Council	Discover what's new in Wiltshire's libraries, leisure and heritage	Email
03.09.25	Wiltshire Council	Temporary Closure of: C41 (Part), Sutton Veny (10.11.2025)	Email

### CORRESPONDENCE LIST

09.09.25	Wiltshire Council	URGENT TTRN BREAD ST WARMINSTER WARMINSTER AREA BOARD 20/10 - 24/10/25	Email
12.09.25	Wiltshire Neighbourhood Watch Association	Wiltshire Neighbourhood Watch Association AGM Agenda	Email
12.09.25	Wiltshire Council	Latest news: Annual canvassing update, HRH The Princess Royal visits Wiltshire, City Hall officially opened and more	Email
15.09.25	Atkins Realis	Resurfacing Works - PO0126 Highbury Park, Warminster	Email
16.09.25	Wiltshire Council	Appeal Decision - PL/2023/02892 - Auto Services, Carsons Yard, East Street, Warminster, BA12 9NA - APP/Y3940/W/25/3364462	Email



## Warminster Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Warminster Town Council</b> for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Warminster Town Council</b> on application to:</p> <p>(a) Mr Tom Dommatt, The Town Clerk, Warminster Town Council, Civic Centre, Sambourne Road, Warminster, Wiltshire BA12 8LB _____</p> <p>(b) Monday - Friday 9am to 4.30pm _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £1 (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) Tom Dommatt, Town Clerk_____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) 15th September 2025_____</p>	<p>(e) Insert the date of placing of the notice</p>

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2025

and recorded as minute reference:

FC/25/048

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

WARMINSTER-TC.GOV.UK

## Section 2 – Accounting Statements 2024/25 for


ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,624,929	1,717,124	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,338,548	1,382,830	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	627,433	507,472	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-719,588	-769,789	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-39,602	-39,602	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-1,114,596	-996,153	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,717,124	1,802,382	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,728,620	1,762,728	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,489,042	3,528,404	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	232,053	203,544	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

  
Date 02/06/2025

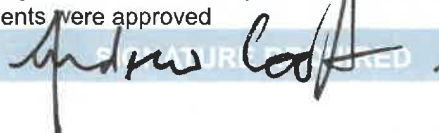
I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2025

as recorded in minute reference:

FC 125/049

Signed by Chair of the meeting where the Accounting Statements were approved



### Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Warminster Town Council – WI0242**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**10/09/2025**



# Councillor Expenses Policy

September 2025 reviewed  
Next review May 2026

## 1. Introduction

- 1.1 Warminster Town Council's councillors resolved to reject the introduction of a Councillor Allowances Scheme, they therefore do not receive an allowance for the work they do for the community.
- 1.2 The Council will reimburse some expenses incurred by councillors in the performance of duties required by the Council.

## 2. Mayor's Expenses

- 2.1 A budget of £1,000 is set aside for the Mayor each year to cover: (a) Reimbursement of travel and subsistence expenses to attend events to which the Mayor has received an official invitation through the Town Council offices. (The HMRC approved rates, currently 45p per mile for the first 10,000 business miles in the tax year, are used for private vehicles). Claims should be made on a monthly basis. (b) Reimbursement of the cost of any tickets for events to which the Mayor has received an official invitation through the Town Council offices.
- 2.2 If the Mayor is unable to attend an event to which they have received an official invitation through the Town Council offices, the Deputy Mayor may be requested to attend as a substitute. In these instances, the Deputy Mayor will be reimbursed according to 2.1 above. The expenses will be charged against the Mayor's budget.

## 3. Members Training

Members and co-opted members attending training courses or other events which the Council has requested they attend as the Council's representative(s) will have their travel expenses reimbursed. Mileage will be reimbursed according to the HMRC approved rates specified in 2.1 above. Claims should be made on a monthly basis.

## 4. Councillors Expenses

- 4.1 Councillors may be reimbursed for expenses for travel and associated expenses where they have been appointed to represent Warminster Town Council on council business outside the Warminster Town Council area.

Examples include: attending a Planning Appeal to speak on behalf of the town council, attending a meeting at another town or parish in Wiltshire to discuss matters relevant to the town council, attending a meeting with representatives of Wiltshire Council to discuss matters relevant to the town.

- 4.2** Out-of-pocket expenses, which may be reimbursed are Milage, subsistence and parking charges.

The council will use the rates set out in Wiltshire Council travel allowances, which are based upon HM Revenue and Customs Mileage Allowance Payments, except no claim may be made for air travel. **(see below)**

The council will use the rates set out in Wiltshire Council subsistence allowances, see Members' Allowances Scheme **(see below)**

All claims for expenses are to be made promptly to the Town Clerk (within two months of expenditure) and where relevant **MUST** be accompanied by a receipt.

## **5 Claiming Expenses**

- 5.1** Expenses will be reimbursed on completion of an expenses claim form supported by receipts, and VAT receipts where applicable, which are required for any claim for expenses to be considered and should be attached to the claim form on submission to the Town Clerk
- 5.2** All expenses payments will be paid only into the named councillor's bank account.

### **Current Reimbursement Rates as at September 2025**

#### **Travelling Allowance**

Second class rail fare, or ordinary fare for other public transport, or the appropriate cheap rate where applicable. NB second class rail travel must always be used. If the train's second class accommodation is full, Members and co-optees may travel first class.

The millage rate is 45p rate. The rates for travel by a member in a private car are linked to the inland revenue rate (currently 45p per mile) and any movement in that rate to trigger an automatic rise in the Members' rate.

A cycle allowance of 40p per mile.

An allowance of 5p per mile when giving passengers a lift.

Hire of taxi cabs in cases of urgency or unavailability of public transport.

Expenditure on tolls, ferries, parking fees etc, and overnight parking.

#### **Subsistence Allowances**

Subsistence and overnight allowances be linked to those paid for officers with the exception of lunch allowance which is payable for Members.

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

Breakfast - departure from normal place of residence before 7am for an absence of at least 3 hours - £6.50

Lunch - departure from normal place of residence before 12 noon and

return after 2pm - £8.50

Tea - return to normal place of residence after 6.30pm, following an absence of at least 3 hours - £3.35

Dinner - return to normal place of residence after 8.30pm, following an absence of at least 3 hours - £12.50

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

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

## **COUNCILLOR EXPENSES CLAIM FORM**

Payments to town councillors for reimbursements or expenses are to be paid in line with the Councillor Expenses Policy.

<b>Payment Details</b>	
Name of Councillor	
Ward	
Bank Account Details:	
Name of Bank/Building Soc	
Sort Code	
Account Number	

Date	Description	Amount Claimed £
	<b>Total Claim:</b>	

I confirm that the information I have given above is correct.

Councillor claimant signature: .....

Councillor name in capitals: .....

Date: .....

Authorised by: .....

Date: .....

Date BACS payment made: .....





*Delivering a brighter, greener future for all*

# Mobile Devices Policy

September 2025 adopted

Next review May 2026

## 1. Purpose

This policy outlines the acceptable use, security, and management of mobile devices within Warminster Town Council. It aims to promote responsible mobile devices use, protect council data, and ensure safety and productivity for employees. Data security is of paramount importance.

This policy applies to:

- All council employees, councillors, and volunteers.
- All mobile devices, including council-owned and personal devices, when used for council business.

## 2. Policy Objectives

1. To define acceptable use of mobile devices in the workplace.
2. To ensure the security of council information and resources.
3. Confidential information can be intercepted or stolen leading to serious consequences, this policy aims to help mitigate serious consequences as a result of confidential information being intercepted or stolen.

## 3. Responsibilities

### 3.1 Council Management

- Review and approve the mobile devices policy annually.
- Ensure adequate training and security awareness is provided for employees, volunteers and councillor regarding policy details and updates.

### 3.2 Employees

- Abide by the guidelines outlined in this policy.
- Report any breaches or issues regarding mobile device security to management immediately.
- Ensure personal devices meet council security standards if used for council purposes.

## 4. Policy

### 4.1 Council owned and issued Mobile Devices:

- Employees are provided with council-owned devices for business-related purposes only. Personal use should be limited to agreed guidelines and emergency situations. In particular additional mobile phones charges should be avoided.

- Devices should not be used to access, store, or share inappropriate or offensive content.
- All council-owned mobile devices must have strong passwords and lock screens enabled.
- Only council-approved applications should be installed to prevent malware and unauthorized access.
- Employees must not use mobile devices while driving on council business unless a hands-free device is used. Texting, emailing, or web browsing while driving is strictly prohibited.
- Employees are encouraged to take regular breaks from mobile devices to reduce the risk of eyestrain, repetitive strain injuries, or other ergonomic issues.
- The council reserves the right to monitor mobile device usage, including internet browsing history and call logs, for council-owned devices.
- Any employee found violating this policy may face disciplinary action, which may include loss of device privileges, formal warnings, or termination of employment in severe cases.

#### **Personal Mobile Devices when used for council business**

- Personal devices may be used for council business only if they comply with council security standards (e.g. passcode protection)
- Mobile devices should be set to silent during meetings.
- User must not breach confidentiality by sharing confidential council information through personal mobile devices or unapproved apps.

### **5. Monitoring**

- **Policy Review:** This policy will be reviewed annually and updated as required.

### **6. Reporting and Support**

- **Lost or Stolen Devices:** Report any loss or theft of council-issued devices immediately to management



*Keeping You In Touch*

## WCR COMMUNITY RADIO FRIENDS OF WCR

REGISTERED OFFICE: 3, WESTBURY ROAD, WARMINSTER, WILTSHIRE, BA12 0AN.  
"FRIENDS OF WCR" trading as WCR COMMUNITY RADIO IS A REGISTERED CHARITY IN ENGLAND  
AND WALES No: 1076696. TRUSTEES: KATY MOLE, HEATHER PARKS,  
BARRY MOLE, ANDREW ROBINSON and VAL ROBERTSON  
PROFESSIONAL ADVISOR:  
DIANA MILLER (ACCOUNTANCY)

Westbury Road,  
Warminster,  
Wilts. BA12 0AN

Tel: 01985 212671

Studio: 01985 846111

FAX: 01985 218999

E mail: [services@wcrfm.org.uk](mailto:services@wcrfm.org.uk)  
website: [www.wcrfm.org.uk](http://www.wcrfm.org.uk)

**Tom Dommett, Clerk of the Council,  
Warminster Town Council  
Civic Centre  
Warminster.**

Dear Tom,

I know that long serving councillors change from time to time and it is only right that we should acquaint the new members of WTC of our commitment value to the community, particularly when grants usually require match funding.

WCR does not exist without our volunteers. We run two training courses per year to recruit those who have the aptitude to broadcast and contribute to the service. These include neurodivergent people and with conditions such as aspergers, ADHD, cerebral palsy, deafness, physical and mental disabilities. We have also initiated a young person's scheme to encourage those with aspirations to be employed in the media someday. Community radio is widely acknowledged as being an excellent stepping stone towards future careers. WCR also offers work experience to students and helps participants in the D of E awards scheme. We have around 60 volunteers who contribute over 106 hours per week (5,512 hours per year) to the station with many more friends of WCR helping with outside events such as remembrance, lights switch on, Spring in the park, fairs, town council events and carnival. Ofcom provides specific hourly rates to community radio stations to assign a financial value to volunteer hours, which can be used to calculate the station's overall turnover. As of October 2023, these rates are still £15.23 for senior volunteers and £13.91 for standard volunteers. These rates reflect the increasing National Living Wage and help community radio stations account for volunteer contributions while adhering to financial regulations that require a minimum percentage of income from sources other than on-air advertising and the value of volunteer inputs. Our 60 volunteers' financial contribution towards annual funding equates to £76,671.92 for ordinary presenters + £4386.24 for senior management and admin staff.

Although the monies are statistical it does demonstrate the huge added value to grant applications.

I hope this will answer questions that new councillors may have about WCR.

Best wishes

Barry Mole  
Managing Director, WCR Community Radio



European Agricultural Fund for Rural Development: Europe investing in rural areas.



*Keeping You In Touch*

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website: [www.wcrfm.org.uk](http://www.wcrfm.org.uk)

Tom Dommet,  
Clerk of the Council  
Warminster Town Council.

23<sup>rd</sup> June 2025

Dear Tom,

Re: proposed CIL Grant for Digital expansion

I write to ask if the council would allow WCR another CIL grant for the above purpose. As you may know, in conjunction with 3 other community radio stations we have successfully applied for, and been awarded a Digital Audio Broadcast license (DAB) to serve Warminster and the surrounding areas. This requires another transmission site which is being worked on at Park Hill with the Longleat Estates offices. Each of the 3 participating stations need to raise around £9K for their part of the scheme which when complete will allow residents of Warminster access to the programmes through DAB radio in homes and in cars far exceeding the range of our conventional 105.5 fm signal recently upgraded to 100Watts from 25W.

Not only will the signal be available locally to 18,000+ people via FM as it is now, but DAB will extend the range to West Wiltshire and East Somerset areas. This will give everyone access to Warminster news and information even if they live slightly outside our area. In fact the other transmitter sites will also carry our signal meaning that news, events and local advertisers on WCR will have access to around 200,000 people enhancing Warminster Town's presence in the wider area.

Why are we asking the CIL scheme for another £9,000 having last year received £28k? – After being awarded the first grant for future proofing and upgrading our studio systems, the Wiltshire council support for Solar installations was initiated which, for a greatly reduced cost, would give us long term relief of 48% of our electricity costs for the future. The lead time to apply for this was short and so we decided to fund the £10,300 cost from our reserve. Since we were uncertain about the future of the DAB project at that time, we allocated the funds to the Wilts Council solar scheme which, had we known about before our first CIL application, could have been included then.

The opportunity to apply again, for the cost of Warminster's DAB site and transmission equipment of around £9k is something we hope you will consider. Our deadline for being up and running is March of next year. Without the funds to complete we may lose the licence. The on-going costs of this service to WCR when up and running is nil with all future costs and maintenance fees paid for by other users of the facility.

If you would like me to make a presentation about this to the CIL-awarding councillors, I would be pleased to do so.

With Best wishes

Barry Mole  
WCR Community Radio



European Agricultural Fund for Rural Development: Europe investing in rural areas.



## **REPORT FOR DECISION - Civic Centre Heating**

**Full Council Meeting 29<sup>th</sup> September 2025**

### **Recommendation**

**Members endorse the proposal to go to tender for a company to change the heating in the Civic Centre from gas to electric.**

### **Purpose of the Report**

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

### **Background**

In 2012, the Civic Centre underwent a major refurbishment, which included the installation of a new heating system. At the time this system, which utilised gas boilers and air handling units, was a popular choice for many large commercial and public buildings.

Over the past decade, however, it has become clear that this system is no longer suitable for the diverse needs of the Civic Centre. The building hosts a variety of user groups, from Zumba classes to corporate meetings and U3A (University of the Third Age) gatherings. Each of these activities requires a different temperature, and the current heating system's on/off functionality provides very little control. Temperature adjustments, which ideally should take only a few minutes, are not possible with the existing setup.

In 2022, solar panels were installed on the Civic Centre. These panels now generate more electricity than the building consumes at certain times of the year, with the surplus energy being fed back to the national grid.

### **Findings**

After numerous visits from heating engineers, including the original control engineer installers, the Civic Centre's heating system still fails to meet user needs for a more controllable environment. The frequent and significant temperature changes required by diverse user groups have also resulted in higher-than-desired heating costs.

In their efforts to find a solution, officers contacted other local authorities with similar buildings. The responses confirmed that these facilities had also had to upgrade their heating systems to better accommodate users. For example, Trowbridge Civic Centre installed air conditioning units several years ago to address similar challenges.

Officers have since investigated the cost of replacing the current gas heating system with air conditioning units in the main hall. These units would provide both heating in the winter and cooling in the summer. Additionally, the plan includes replacing the seven existing radiators with a combination of 1.6kW and 800W electric radiators and installing a 9kW immersion heater for hot water.

The approximate costs of these are included in the comparison table below:

	Gas heating	Cost per hour	Electric Heating	Cost per hour
<b>Cost to run per hour</b>	2 x Boilers @ £8.91/hour	£17.82	6 x Air conditioning units	£4.88
			Immersion heater	£1.89
			7 x radiators	£1.58
<b>Total</b>		<b>£17.82</b>		<b>£8.35</b>
	Standing charge/day	£4.75	Standing charge/day	£0.63

<b>Cost over an 8-hour day</b>	<b>£147.31</b>		<b>£67.43</b>
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Switching to an all-electric heating system is projected to reduce the Civic Centre's heating costs by approximately half, representing a 54% saving.

This new system, which utilises air conditioning units, offers the added benefit of providing cooling during the summer. The cost for this is estimated at £1.20 per hour, a sum officers expect to be covered by electricity generated from the solar panels.

The total capital cost for this conversion is estimated to be around £45,000. Based on the previous year's gas expenses, the projected annual savings are £8,424, which would result in a return on investment in approximately five and a half years.

### Financial and Resource Implications

A capital budget of will be required to complete this work. Officers expect this to be circa £45,000. This can be found in the EMR Assets.

### Legal Implications and Legislative Powers

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

### Environmental Implications

The appointed contractor will be responsible for ensuring that any required licences are sought before any work is undertaken. Switching from gas to renewable electricity will have a positive environmental impact.

### Risk Assessment

Officers do not consider there to be any issues.

**Crime and Disorder**

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

**Full Council Meeting 29<sup>th</sup> September 2025**

**Recommendation**

**Members award the contract for IT and Telephony services to contractor two at a cost of £17,971.60 per year.**

**Purpose of the Report**

To inform members of the outcome of the IT and Telephony Tender.

**Background**

The council IT provision has increased organically over several years. After many years with its incumbent IT and telephony service provider, the council initiated a review of the existing contract due to the length of time since the last review, increasing annual costs and some dissatisfaction with the provider's service levels. The current annual cost for these services is £32,400.

Recognising that the contract's overall value would exceed the threshold for quotations, officers began drafting tender documents. These were subsequently published on the government's Find a Tender service, in compliance with financial regulations.

The tender process has now been completed, and the results are detailed in this report.

**Tenders**

To ensure all bids were comparable, the tender document required applicants to price for the existing provision currently supplied by the incumbent provider.

A robust scoring matrix was developed and used to evaluate each tender. The matrix is provided below.

**Tender evaluation**

Tenders were evaluated with 60% weighting given to price and 40% to Quality.

<b>% weighting</b>	<b>Scoring criteria</b>
<b>Relevant experience - 15% weighting</b>	(Non-relevant case studies) 1-10 (Full and comprehensive and relevant case studies)
<b>Method of provision - 15% weighting</b>	Based on the <b>clarity and feasibility</b> of the proposed approach to deliver the IT services, including the <b>technologies, resources, and processes</b> outlined to ensure a <b>reliable, secure, and scalable</b> solution that meets the service levels and requirements.
<b>Engagement - 10% Weighting</b>	(Just a call/email) 1-10 (meetings and lengthy conversations)
	Tenders with no contact will not be considered
<b>Financial proposal - 60% weighting</b>	Based on annual cost competitiveness over the term of the contract



## Findings

Upon the tender's closing date, eight proposals were received and numbered for review. One submission was immediately excluded due to incomplete documentation. The remaining seven were scored against the established criteria, with the final scores converted to a percentage after applying the appropriate weighting.

Following the scoring process, the top two companies scored 95% and 88% respectively. All other applicants scored below 67%. Officers conducted due diligence on the top two companies; both companies successfully passed the due diligence checks.

Contractor	Annual cost	Score %	Position
2	£17,971.60	95.5	1
8	£19,789.23	88.5	2

Full tender submissions are available to members on request.

## Summary

Officers believe that contractor two who scored the highest during the tender evaluation process is the best option. This will save the council £14,429 per year.

## Financial and Resource Implications

Contractor two's price will save the council £14,429 per year.

## Legal Implications and Legislative Powers

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

## Environmental Implications

None.

## Risk Assessment

Any required risk assessments will be carried out prior to any work being undertaken.

## Crime and Disorder

Officers are not aware of anything that would affect crime and disorder.