

17th March 2025

AGENDA

Dear Councillor

You are summoned to:

Meeting of Warminster Town Council

to be held on

Monday 24th March 2025 at 7pm

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

Membership:

Cllr Allensby (West) Chairman of the Council and Mayor	Cllr Keeble (West)
Cllr Brett (East)	Cllr Kirkwood (Broadway)
Cllr Cooper (Broadway) Vice Chairman of the Council and Deputy Mayor	Cllr Lee (Broadway)
Cllr Davis (East)	Cllr Macfarlane (West)
Cllr Fraser (West)	Cllr Parks (North)
Cllr Jeffries (North)	Cllr Robbins (East)
Cllr Jones (East)	

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

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

Yours sincerely



Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

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1. Apologies for absence
To receive 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 13th January 2025 and the Extraordinary Full Council meeting held on 24th February 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 13th January 2025 and the Extraordinary Full Council meeting held on Monday 24th February 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 committee 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 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 HR Committee meeting held on 2nd December 2024: questions to Cllr Allensby, chairman of the committee.

10.2 Parks and Estate Committee meeting held on 27th January 2025: questions to Cllr Allensby, chairman of the committee.

10.3 Planning Advisory Committee meetings held on 20th January 2025 and 17th February 2025: questions to Cllr Keeble, chairman of the committee.

10.4 Town Development Committee meeting held on 2nd December 2024: questions to Cllr Jones, chairman of the committee.

11. Internal Audit Report 2024 – 2025 (Interim Update)

The internal auditor has submitted his interim update (**see attached**). The Practitioners' Guide requires that the internal audit report is presented to the Council. **Members are requested to adopt the Internal Audit Report 2024 - 2025 (Interim update).**

12. Meetings calendar for municipal year 2025–2026

The draft meetings' calendar for the municipal year 2025–2026 is presented for members' perusal (**see attached**).

Members to approve the adoption of the calendar of meetings for the May 2025 – May 2026 municipal year.

13. The Obelisk

A stone mason has inspected The Obelisk and recommended that remedial repairs are required. Town Development Committee fully supported the repairs but asked whether the Obelisk could be restored to how it appeared in old images. It has been advised that the old image cannot be recreated. A quote of £4,950 plus VAT has been obtained for the remedial work. The remedial works could involve obtaining listed building consent and Highways permission etc.

Members to resolve to approve the carrying out of necessary repairs, subject to appropriate consents being in place, with a budget of £6,000. Funding to come from General Reserves.

14. Climate Strategy Action Plan review

The Climate Change working group is tasked with reviewing progress on the Climate Change Action Plan. (see attached)

Members to note the report of the Climate Change working group.

15. National Lottery Heritage Fund bid update

The initial Expression of Interest for the Lake Pleasure Grounds was considered by the Lottery Heritage Fund and the council is not being invited to make an application to the National Lottery Heritage Fund at this time. This is because the proposal and budget included too many costs relating to new interventions in the park over historic features and/or natural elements. However, the Lottery Heritage Fund are interested in exploring the ideas further and would welcome the opportunity to discuss developing the bid in relation to the park further to make the bid a better fit with heritage funding. That means it is likely a new expression of interest will be submitted later in the year.

Members to note the update.

16. Communications

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

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

Date of next meeting: Monday 12th May 2025.

Date	Time	Confirmed Engagement	Place	Attended by
17.01.25	19.00	Stepping Stones 50th Anniversary Event	Stepping Stones, Longfield Children's Centre, Trowbridge	The Mayor

CORRESPONDENCE LIST

Date	Name	Item/Response	Action Taken
06.01.25	Wiltshire and Swindon Community Messaging	Mobile Police Station visits across the Warminster NPT Area	Email
06.01.25	Wiltshire and Swindon Community Messaging	The January 2025 edition of OUR NEWS is here	Email
06.01.25	Wiltshire and Swindon Community Messaging	Use your voice to feedback on police budget	Email
06.01.25	Wiltshire Council	Latest update: Yellow warning for snow and ice	Email
10.01.25	Wiltshire Council	Urgent TTRN Furlong, Warminster 13/01/25 Warminster area board **Only pedestrian access will be possible during the closure **	Email
10.01.25	Wiltshire and Swindon Community Messaging	Wiltshire Police propose to save additional £5.2m in 2025/26	Email
10.01.25	Wiltshire Council	Business Newsletter: Boost your business with E-commerce, free business events and more	Email
10.01.25	Wiltshire Council	Latest news: Devolution Priority Programme update, first 100% electric refuse vehicle, have your say on our Local Transport Plan and more	Email
13.01.25	Atkins	Road Carriageway Works - FIVE ASH LANE (A350 Crockerton East to 30 mph Sutt)	Email
13.01.25	Wiltshire Council	Temporary Closure of: Footpath 40 (Part), Warminster (06.03.2025)	Email
14.01.25	Wiltshire and Swindon Community Messaging	Free Get Safe Online Webinar	Email
16.01.25	Wiltshire and Swindon Community Messaging	Booking.com users targeted with scam messages	Email
17.01.25	Wiltshire Council	Business Newsletter: South West AgriTech Showcase, panel events and more	Email
17.01.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - Friday 17 January 2025	Email
17.01.25	Wiltshire Council	Latest news: Local elections, fly tipping fines issued, have your say on Local Transport Plan and more	Email
21.01.25	Wiltshire and Swindon Community Messaging	Time running out for residents to have their say on policing precept [#380201544]	Email
22.01.25	Wiltshire Council	Latest travel and transport news: Highways improvements from around Wiltshire, last chance to have your say on the Local Transport Plan and more	Email
23.01.25	Wiltshire and Swindon Community Messaging	Wiltshire Police want to understand your home security knowledge [#381087643]	Email

CORRESPONDENCE LIST

23.01.25	Wiltshire Council	Temporary Closure of: Weymouth Street Northbound Carriageway (Part), Warminster (05.08.2024)	Email
23.01.25	Wiltshire Council	Storm Éowyn update	Email
23.01.25	GWR	GWR's usual service through Westbury to resume tomorrow	Email
24.01.25	Wiltshire Council	Business Newsletter: Growth reimagined free event, ensure your business has a fire risk assessment, have your say on business rates proposals and more	Email
24.01.25	Wiltshire Council	Latest news: Leader's vlog, budget webinar, vehicle seized for fly-tipping and more	Email
24.01.25	Wiltshire Council	Warm.0002 Application for a Permanent Pavement Licence consultation	Email
24.01.25	Wiltshire Council	Application for a new premises licence - Lounge, 37 Market Place, Warminster.	Email
24.01.25	Wiltshire Council	Application for a new premises licence - Warminster School, Church Street, Warminster	Email
27.01.25	Wiltshire Council	Flooding update	Email
28.01.25	Atkins	RE: Road Carriageway Works - FIVE ASH LANE (A350 Crockerton East to 30 mph Sutt)	Email
29.01.25	GWR	Reminder - rail improvement works Bristol-Taunton 3-7 Feb	Email
29.01.25	Wiltshire Council	Waste and recycling news - January 2025 - Service disruption due to recent weather, Wiltshire's first 100% electric waste vehicle, Reuse more in 2025	Email
31.01.25	Wiltshire Council	Business Newsletter: Growth reimagined event, sustainable business event in Chippenham and Wiltshire Retrofit directory	Email
31.01.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 31 January 2025	Email
31.01.25	YTL Construction UK	Update regarding essential sewage upgrade, Weymouth Street, Warminster	Email
31.01.25	Wiltshire Council	Latest news: Budget webinar, Good rating for adult social care in Wiltshire, have your say on pharmacy services and more	Email
31.01.25	Wiltshire Council	Urgent TTRN Portway Lane Warminster 28/02/25 Warminster Area Board	Email
31.01.25	Wiltshire Council	Urgent TTRN West Parade Warminster 26/02/25 Warminster Area Board	Email
03.02.25	Wiltshire and Swindon Community Messaging	The February 2025 edition of OUR NEWS is here	Email

CORRESPONDENCE LIST

05.02.25	Wiltshire Council	Temporary Closure of: C41 (Part), Sutton Veny (08.04.2025)	Email
05.02.25	Wiltshire Council	Wessex not accepted into Devolution Priority Programme	Email
05.02.25	Wiltshire Council	Sealed Traffic Regulation Order – Smallbrook Road	Email
06.02.25	Network Rail	Line Closure between Salisbury and Yeovil Junction from Saturday 22 to Friday 28 February	Email
06.02.25	Wiltshire and Swindon Community Messaging	Key transformation of Wiltshire Police continues as policing budget approved	Email
07.02.25	Wiltshire Council	Business Newsletter: Take the next steps in growing your business, make the most of your money and pensions and more	Email
07.02.25	Wiltshire Council	Latest news: Leader's vlog, libraries update, local elections webinar and more	Email
10.02.25	Environment Agency	Flood Alert: River Wylde and tributaries	Email
12.02.25	Wiltshire Council	Urgent TTRN Chancery Lane, Warminster 13/02/25 Warminster area board	Email
13.02.25	Wiltshire and Swindon Community Messaging	Wiltshire Neighbourhood Watch Association - Committee Vacancies	Email
17.02.25	Wiltshire Council	Latest news: Be vigilant of scams, improvement works in Salisbury and Trowbridge and more	Email
17.02.25	Wiltshire Council	Business Newsletter: Free AI training for small businesses, cyber events and more	Email
17.02.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 14 February	Email
17.02.25	Wiltshire Council	Latest travel and transport news	Email
18.02.25	GWR	Changes to GWR Public Affairs team	Email
18.02.25	Wiltshire Council	Urgent TTRN Pound Street Warminster 05/03/25 Warminster Area Board	Email
19.02.25	Wiltshire Council	Temporary Closure of: A350 (Part), Westbury (24.04.2025)	Email
19.02.25	Wiltshire Council	Urgent TTRN Factory Lane Warminster 19/02 - 21/02/25 Warminster Area Board	Email
21.02.25	Wiltshire Council	Latest news: Two leisure centres being refurbished, rogue scrap metal offender prosecuted, energy efficient homes and more	Email
24.02.25	Wiltshire and Swindon Community Messaging	Protect yourself from Holiday fraud: don't let fraudsters trip you up this summer. [#396814391]	Email

CORRESPONDENCE LIST

25.02.25	Wiltshire and Swindon Community Messaging	Nominate Your Neighbourhood Watch Coordinator for the BBC Make A Difference Awards 2025! [#398087971]	Email
25.02.25	Wiltshire Council	Urgent TTRN The Ridgeway Warminster 03/03/25 Warminster Area Board	Email
26.02.25	Environment Agency	Flood Alert: River Wylde and tributaries	Email
26.02.25	Environment Agency	Flood Warning: Upper Wylde from Brixton Deverill to Warminster	Email
28.02.25	Wiltshire and Swindon Community Messaging	Her Majesty The Queen visits Wiltshire to hear how the county is tackling violence against women and girls	Email
28.02.25	Nigel Linge	Activity Report for Salisbury Plain Rights of Way Volunteers & Self	Email
28.02.25	Wiltshire Council	Waste and recycling news - February 2025 - Reuse revolution, Bring Your Own Cup, Upcoming Repair cafes and more	Email
28.02.25	Wiltshire Council	Business Newsletter: Free AI training for small businesses, cyber events and more	Email
28.02.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 28 February 2025	Email
03.03.25	Wiltshire and Swindon Community Messaging	School lockdown: Event to raise awareness of how emergency services respond to a major incident in a school	Email
05.03.25	Wiltshire Council	Urgent TTRN Highbury Park Warminster 17/03/25 Warminster Area Board	Email
06.03.25	Wiltshire Council	Warminster Leisure Update	Email
07.03.25	Wiltshire Council	Highways and transport news: extra investment in Wiltshire's roads, crackdown on fly-tipping and more...	Email
07.03.25	Wiltshire Council	Latest news: Leader's vlog, Local Transport Plan, extra highways investment and more	Email
10.03.25	Wiltshire and Swindon Community Messaging	Detectives issue fresh appeal for dash cam footage in search for missing 21-year-old Sebastian Sailes	Email
10.03.25	GWR	GWR to add Class 175s to fleet	Email
10.03.25	Wiltshire and Swindon Community Messaging	Girl Guides Embrace Teamwork and Problem-Solving at Wiltshire Police Headquarters [#405010999]	Email
10.03.25	Len Turner	Works to Replace Footbridge No 1 - Grovelands Site	Email
10.03.25	Open Door	Open Door, Warminster Chat Cafes in April and guest presenters	Email
10.03.25	Wiltshire and Swindon Community Messaging	Over 100 vehicles stopped during an operation to disrupt and deter agricultural machinery theft in the South West [#405278067]	Email

CORRESPONDENCE LIST

10.03.25	Wiltshire and Swindon Community Messaging	Villages off A36 targeted by burglars [#405286318]	Email
10.03.25	Wiltshire Council	Wiltshire Climate and Environment Summit 2025	Email
11.03.25	Wiltshire Council	Climate and Environment News and Updates	Email
11.03.25	Wiltshire and Swindon Community Messaging	Changes announced to Wiltshire Police estate [#405655789]	Email
12.03.25	One Network	Temporary Closure of: Smallbrook Lane (Part), Warminster (20.05.2025)	Email
12.03.25	Wiltshire and Swindon Community Messaging	Rural Burglaries between Warminster and Wilton [#405930474]	Email
12.03.25	Wiltshire and Swindon Community Messaging	Unplug to Unwind [#405949637]	Email
13.03.25	Wiltshire Council	urgent TTRN A350 LONGBRIDGE DEVERILL 18/03 -21/03/25 WARMINSTER AREA BOARD	Email
13.03.25	Wiltshire and Swindon Community Messaging	Chief Constable fortnightly update to the Police and Crime Commissioner - 14 March 2025 [#406960338]	Email
13.03.25	Wiltshire Council	Latest news: Key dates for the local elections, traffic signals being upgraded, Local Transport Plan endorsed and more	Email

Warminster Town Council

Internal Audit Report 2024/25 (Interim update)

Chris Hackett

*For and on behalf of
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Regulations require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with the requirements in terms of independence from its decision-making process appointing Auditing Solutions Ltd to provide the function.

This report details the work undertaken for our 2024/25 interim review which took place on the 16th January 2025 together with our preparatory work. We wish to thank the Officers for providing all the requested documents to facilitate the completion of our work. This Report will be updated following our final review which will follow the contract accountant's closure of the Council's Accounts for the financial year.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential miss-recording or misrepresentation in the year-end Statement of Accounts and the Annual Governance and Accountability Return (AGAR). The latter is a statutory return provided to the External Auditor.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' which forms part of the Council's AGAR and requires that we give independent assurance over specified internal control objectives.

Overall Conclusion

Based on our work completed to date, the Council continues to operate reasonable control systems that should help ensure that transactions are recorded accurately in the financial ledger and subsequently, the Statement of Accounts and AGAR. Our detailed findings are set out in the following sections.

We request this report is presented to Members.

This report has been prepared for the sole use of Warminster Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its content or conclusions.

Detailed report

Accounting Records and Bank Reconciliations

The Council uses the Rialtas accounts software, with external contractors (DCK Beavers Ltd) preparing the accounts from detailed records maintained by the officers. A single combined cashbook for the Current & Instant Access bank accounts, operated at HSBC, remains in place.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. At this stage of our review we have:

- Checked and agreed the opening Trial Balance in the Rialtas software for 2024/25 to the closing financial records for 2023/2024 to ensure that all balances have been properly rolled forward;
- Verified that an appropriate cost and nominal ledger coding structure remains in place;
- Confirmed the accounting system remained in balance at the date of our review by running a data check to confirm the trial balance agreed to the nominal ledger (the main accounting record);
- Confirmed the External Auditor raised no issues on the 2023/24 accounts requiring our follow-up;
- As a sample, checked and agreed one month's transactions in the cashbook (November 2024) to the bank statements, including the regular "sweep" transfers to maintain the current account balance at a constant £5,000;
- Checked and agreed the software based bank reconciliations as at 31st October and 30th November 2024 confirming there were no long standing, un-cleared adjustments or any other abnormal entries arising; and
- Confirmed Member oversight of the accounts and bank reconciliations which is done primarily by the Finance and Audit Committee.

Conclusions

We are pleased to record that no issues arise in this area currently. The Accounts are in balance and reconciled regularly with no anomalous entries in the reconciliation.

We shall undertake further work in this area at our final visit, including checking one further month's transactions and ensuring the accurate disclosure of the combined year-end cash and bank balances in the year's Accounts and AGAR.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings), all meetings are conducted in accordance with the adopted Standing Orders. We note that:

- Full Council adopted the Standing Orders and Financial Regulations at their meeting in May 2024;
- Details of payments are posted monthly onto the Council's website in the Policies and Financial Information section;
- Full Council agreed to renew the General Power of Competence at their meeting in May 2021; and
- Following approval of the 2023/24 Accounts the Council advertised their availability for public inspection by publishing the notice of Public Rights.

Further we have commenced our examination of the minutes of the Full Council and its extant Committee meetings (except for Planning) as posted on the Website.

Conclusions

No matters have been identified in this area from our work to date. We shall extend our review of minutes at our final visit and report our conclusions accordingly. We note the officers plan to bring revised financial regulations for approval by Members next May taking account of recent advice and model guidance issued by NALC.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed with officers the controls over the authorization of payments. We consider the controls to be suitable. To gain assurance in this area we have tested a sample of payments examining all those individually in excess of £3,500, together with a more random sample of every 40th cash book transaction to the end of November 2024. Our test sample comprised 54 cash book payments plus the monthly payments for non-domestic rates and totaled £308,061 representing 41% of non-payroll costs for the year to 30th November. Payments were supported by suitable documentation.

The Council tendered a contract for the installation of play equipment reporting the results in January 2024, with the installation in 2024/25. We reviewed the report by the Tender Evaluation Team and confirmed suitable bids were received.

We have reviewed the VAT control account on the Rialtas system noting that returns continue to be prepared and submitted quarterly. We have verified the first two quarterly reclaims for 2024/25 to the underlying control account records checking the funds were recovered and confirmed the VAT due to be recovered at the 31st March 2024 has also been reclaimed in the current financial year.

Conclusions

No issues arise from our work in this area. At our final visit we shall complete an overall analytical review of year-end expenditure querying any unusual trends.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have:

- Noted the Council approved its risk assessment for 2024/25 at its meeting in May 2024. The Council's risk assessment matrix includes a large range of risks including financial ones;
- Reviewed the current insurance policy provided by Aviva which runs to November 2025, cover includes:
 - Buildings and property insurance;
 - Business interruption insurance;
 - Employer's liability £10m;
 - Public liability £10m; and
 - Internal crime cover of £999,000, subject to an excess of £10,000.

We note the Council has separate insurance for events; and

- Noted the Council continues to undertake weekly safety inspections of play equipment supplemented by an annual check by RoSPA.

Conclusions

No issues arise to date in this area of our work. The Council has arrangements for managing risk.

Review of Income

Our objective here is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) with recovery effected within a reasonable time span. In addition to the precept the Council receives various grants and income from lettings and service provision. At this review we have considered the latest budget report and tested as follows, specifically we:

- Agreed the 2024/25 precept as recorded in the minutes to the amounts received into the Cash Book and to remittance advices from Wiltshire Council;
- Tested income from the Lettings of Council rooms. We tested two bookings arising in October selecting from the electronic diary, confirming the use was invoiced at the rates published on the Council website and that the income was recorded in the Rialtas Ledger. For one booking an up to date booking agreement could not be located. As it was an on-going user the Officer agreed to send out a copy of the terms and condition and further to check that no other ones were missing;
- Test checked cash sheets from October in relation to the Pavilion Café, confirming they were signed by officers, that a till roll was attached and checking the income to the bank paying in book, or in the case of card payments to the World Pay reports. Officers have decided to introduce an additional spreadsheet record to make it easier to trace from the cash sheets through to the Rialtas accounts;
- Tested the receipt of CIL of £36,169.36. received in October 2024 to the remittance advice from Wiltshire Council;
- Reviewed the unpaid invoices report on Rialtas noting there were no material aged debts; and
- As noted earlier in this report, we have tested one sample month's receipt transactions from the cashbook to the bank statements with no issues arising.

Conclusions

The Council has systems in place to manage and monitor income. We will review income further at the final visit.

Petty Cash Account and Floats

The Internal Audit Report within the AGAR requires that we comment on arrangements for managing petty cash. The Council continues to operate a petty scheme with an Excel control sheet forming the basis of the periodic re-imburement to the agreed maximum holding level of £250. We have:

- Reviewed the summary petty cash sheets and test checked the payments in October 2024 to the supporting vouchers;
- Noted that petty cash schedules are reported periodically to Members; and
- Agreed the physical cash held on the day of our visit to the accounting record.

Conclusion

No issues arise in this area.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme in relation to the employees' contribution bandings.

We note that Wiltshire Council processes the payroll with officers checking and authorizing the amounts paid. We tested transactions in December 2024 as a sample month. Specifically, we have:

- Sample tested for five staff the calculation of PAYE and employees NI contributions;
- Sample checked the calculation of employee pension deductions;
- Agreed net pay per the summary report to the Rialtas Cash Book;
- For one officer checked their pay to their contract of employment;
- Test checked the application of the national pay award; and
- Commenced a month-on-month trend analysis of payroll costs to identify any material changes, should they occur, in payroll.

Conclusions

No issues have arisen from our review of a sample of payroll transactions. We will complete our month-on-month trend analysis of payroll costs to the year end at our final visit.

Investment and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer-term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council has invested funds in the CCLA. We obtained the CCLA statement for 5th December 2024 agreeing the reported balance to the Rialtas Ledger.

We note the Council readopted its updated Treasury Management Policy in May 2024.

We also note the existence of a PWLB loan and have agreed the repayment made in September 2024 to the PWLB statement.

Conclusions

No issues arise in this area currently. We shall check movements on loans and investments at our final visit and confirm they are correctly disclosed in the year end accounts and AGAR by reference to third party statements.

2025													2026													
	May	June	July	August	September	October	November	December	January	February	March	April	May													
Fri																										
Sat							1																			
Sun		1					2			1																
Mon		2	Town Dev		1	HAC/F&A	3	HAC	1	Town Dev	2	HR	2	Town Dev												
Tues		3		1	2		4		2		3		3	CCTV												
Wed		4		2	3		5		3		4		4	1												
Thurs	1	Elections	5	3	4		2	6	4		1	5	5	2												
Fri	2		6	4	1	5	3	7	5	2	6	6	3	1												
Sat	3		7	5	2	6	4	8	6	3	7	7	4	2												
Sun	4		8	6	3	7	5	9	7	4	8	8	5	3												
Mon	5		9	HR	7	P&E	4	8	Town Dev	6	HR	10	F&A	8	HR	5	Council	9	9	6	4					
Tues	6		10		8		5	9		7		11		9	6	10	10	10	7	5						
Wed	7		11	LHFIG	9		6	10		8		12		10	7	11	11	11	8	6						
Thurs	8		12		10		7	11		9		13		11	8	12	12	12	9	7						
Fri	9		13		11		8	12		10		14		12	9	13	13	13	10	8						
Sat	10		14		12		9	13		11		15		13	10	14	14	14	11	9						
Sun	11		15		13		10	14		12		16		14	11	15	15	15	12	10						
Mon	12	Ann Mtg	16	PAC	14	PAC	11	PAC	15	PAC	13	PAC	17	PAC	15	HAC/PAC	12	PAC	16	PAC	16	PAC	13	PAC	11	Ann Mtg
Tues	13		17		15		12	PAC	16		14	PAC	18		16		13	17	17	14	17	17	14	PAC	12	
Wed	14		18		16		13	17		15		19		17	14	LHFIG	18	18	15	18	18	15			13	
Thurs	15		19		17		14	18		16		20		18	15		19	19	16	19	19	16	17	14	14	
Fri	16		20		18		15	19		17		21		19	16		20	20	17	20	20	17	18	15	15	
Sat	17		21		19		16	20		18		22		20	17		21	21	18	21	21	18	16	16	16	
Sun	18		22		20		17	21		19		23		21	18		22	22	19	22	22	19	17	17	17	
Mon	19	HAC/PAC	23	Council	21	Council	18	22	20	P&E	24	Council	22	19	F&A	23		23	Council	20	Town Mtg	18	PAC			
Tues	20		24	CCTV	22		19	23	21		25		23	20		24	24	21	24	24	21	19				
Wed	21		25		23		20	24	LHFIG	22		26	LHFIG	24		21	25	22	25	22	20					
Thurs	22		26		24		21	25		23		27		25	22		26	26	23	26	26	23	21	21		
Fri	23		27		25		22	26		24		28		26	23		27	27	24	27	27	24	22	22		
Sat	24		28		26		23	27		25		29		27	24		28	28	25	28	28	25	23	23		
Sun	25		29		27		24	28		26		30		28	25		29	29	26	30	30	26	24	24		
Mon	26		30	F&A	28		25	29	Council	27		29		26	P&E		30	P&E	27	F&A	25					
Tues	27	P&E			29		26		30		28	CCTV		30		27		31		28	26					
Wed	28				30		27			29				31		28			29		27					
Thurs	29				31		28			30					29			30		28						
Fri	30						29			31					30					29						
Sat	31						30								31					30						
Sun							31													31						

Climate Strategy Action Plan Review - May 2024 to March 2025

Report to Full Council 24th March 2025 by the Climate Strategy Working Group

The Working Group is pleased to report back on the following actions over the past 10 months. Objectives are in **bold**.

- **Create covered secure cycle parking** – community survey undertaken.
- **Encourage businesses to reduce single use plastic** – reusable cup scheme being promoted with independent cafés.
Café and Coffee bar offer discount for hot drinks in reusable cups. This will be 30p in 2025/26.
- **Highlight environmental initiatives to the local community by organising annual event:**
 - Funded Event Energy Advice Tea Parties - 26 Oct & 23 Nov 2024, 25 Jan, 22 Feb & 29 Mar 2025.
 - Signed-up to Wessex Watermark Towns Awards - working in partnership to raise awareness and taking action to save water and protect the environment.
- **Invest in solar panels on council owned properties** – installed on Warminster Hub and permission granted for WCR to install solar panels.
- **Sharing of equipment and ideas between council** – briefed other councils about electric vehicles and tools. Also investigated opportunity to install “green living wall” in Warminster.
- **Encourage recycling** – shared relevant Wiltshire Council posts on social media.
- **Support local groups & businesses with their green agendas by highlighting grant funding** – Wiltshire Towns Programme Energy Efficiency Survey and Grants promoted.
- **Encourage people to shop local and increase town centre footfall** – introduction of seasonal markets. Promotion of Wiltshire Towns Programme Vibrant Wiltshire grants and WC Wiltshire Marque.
- **Increase recycling across all council operations** – new measures being introduced to increase percentage recycled including new food waste system. Outdoor services have increased the amount of waste recycled.
- **Encourage biodiversity** – supported approval of annual road closure at Smallbrook Road during Smallbrook Road toad mating season. *protecting wildlife and biodiversity*
- **Enhancement of public rights of way (PROW) and footpaths** - increased funding given to Warminster PROW volunteers.
- **Ongoing work within Neighbourhood Plan (NP)** on the following topics:
 - Design codes for new buildings completed
 - Environmental and climate policies included in draft NP
 - Light pollution addressed by Dark Skies Policy in draft NP
 - Cycle path polices included in draft NP
 - Additional Local Green Spaces being proposed in draft NP

- **Encourage the use of public transport** – request for designated coach bays in Central Car Park submitted to Wiltshire Council.
- **Encourage walking** - Residents encouraged to walk to events held in town park and town centre e.g. Seasonal Markets, Spring in the Park.
- **Address light pollution** - grants awarded for floodlights included condition that they are dark sky compatible.
- **Encourage a shift towards electric vehicles by increasing number of EVCP points** – by sharing relevant WC residents survey via social media.

In addition, prior to May 2024 the town council has already taken steps to reduce its environmental impact. For example, Warminster Town Council:

- has switched to green energy suppliers
- has installed solar panels on the Civic Centre, public toilets and the Boat House
- uses biodegradable cups in the Café
- generates its own compost for use in the Lake Pleasure Grounds
- has timer switches on the lights in its facilities e.g. in the Lake Pleasure Grounds and the Civic Centre
- sells biodegradable doggy bags at the Civic Centre
- has installed recycling bins in the Lake Pleasure Grounds and in council buildings
- is transitioning the council vehicles to electric
- works in partnership with the Warminster Area Board and Wiltshire Council on their climate change agenda/actions
- has introduced a Green Civic Award to recognise public action on the environment and a Green Business Civic Award
- has pledged to strive to become a carbon neutral organisation by 2030
- supported the provision of a water refill station by the library.

Warminster Town Council owns the Lake Pleasure Grounds and Smallbrook Meadows, which make a significant contribution towards biodiversity in Warminster.

The council is working to embed environmental considerations in the next Neighbourhood Plan and Town Plan.