



23rd September 2024

AGENDA

Dear Councillor

You are summoned to:

Meeting of Warminster Town Council
to be held on
Monday 30th September 2024 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 Macfarlane (West) |
| Cllr Davis (East) | Cllr Parks (North) |
| Cllr Fraser (West) | Cllr Robbins (East) |
| Cllr Jeffries (North) | Vacancy (Broadway) |
| 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

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 and sign as a correct record, the minutes of the Full Council meeting held on Monday 22nd July 2024; 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 22nd July 2024.

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

To note any reports received which are relevant to the Full Council. Questions for the Police to be submitted before the meeting.

9. **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 23rd September 2024 and has also been published on the website.

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 24th June 2024: questions to Cllr Cooper, chairman of the committee.

10.2 Highways Advisory Committee meeting held on 8th April 2024: questions to Cllr Davis, chairman of the committee.

10.3 Planning Advisory Committee meetings held on 15th July 2024 and 12th August: questions to Cllr Keeble, chairman of the committee.

10.4 Town Development Committee meeting held on 3rd June 2024: questions to Cllr Jones, chairman of the committee.

11. Casual Vacancy Co-option of a Town Councillor (Warminster Broadway)

Following the resignation of Cllr Hawker, Wiltshire Council has formally confirmed that no requests were received to hold a by-election, and that Warminster Town Council can co-opt a new town councillor to represent the Warminster Broadway Ward. This casual vacancy has been advertised and six candidates have come forward. Application forms for each candidate are attached. They are in order of application received:

- Stephen Kirkwood
- Gary Curtis
- Barry Pirie
- Steve Martin
- Elizabeth Lee
- Liam Walker

The following process will take place:

- i) Each candidate (in the order listed above) will be invited to make a short statement in support of their application (maximum three minutes) about how their membership of the town council would benefit the council itself and the community.
- ii) The Mayor will invite councillors to ask for any brief points of clarification relating to the candidate's statement or application and for candidates to answer.
- iii) Once each candidate has been through this process, councillors will vote to determine the successful candidate.

[Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.]

Members to vote on which candidate they wish to co-opt to Warminster Town Council.

The successful candidate will be co-opted onto the council immediately and may take part in the rest of the meeting.

12. Appointments to Committees

To make appointments to the Planning Advisory Committee and the Town Development Committee following the resignation of Cllr Hawker.

13. Meetings calendar for municipal year 2024–2025

The meetings' calendar for the municipal year 2024–2025 has been amended to reflect changes to the meetings of the Highways Advisory Committee and meetings in April 2025

and is presented for members' perusal (**see attached**).

Members to approve the revised calendar of meetings for the May 2024–May 2025 municipal year.

14. Warminster Town Council Civic Awards 2024

Members are asked to note that nominations for the 2024 Civic Awards will open on 1st October: the nomination form will be available on the town council's website. The Awards will be decided at the Full Council meeting on 25th November.

15. Local Visitor Economy Partnership for Wiltshire

Local Visitor Economy Partnerships (**see attached**) are part of a new national vision for England's tourism management.

Members are asked to resolve:

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

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

iii) To commit to including a contribution in the 2025/26 budget of £5,000 seed funding towards the establishment of a VisitWiltshire-led LVEP and £500 towards continuing as a VisitWiltshire Town Partner, facilitating the local government support required to establish the process of creating a Wiltshire LVEP and the financial support of VisitBritain and VisitEngland.

16. Cranborne Chase StarFest

The town council has been asked to host the Cranborne Chase StarFest on 19th – 21st March 2025 at Warminster Civic Centre (**see attached**).

Members are asked to resolve:

To agree to host the Cranbourne Chase Starfest (at no charge) and to promote the event via the town council's social media outlets.

17. Boots Pharmacy

Members of the public have contacted Councillors to express their deep concern about the length of time people are queuing for prescriptions at the Boots Pharmacy in Warminster. The Council has previously written to Boots asking for improvements to the service.

Members to resolve what action to take.

18. 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 25th November 2024.

Mayor's engagements from 22nd July to date:

| Date | Time | Confirmed Engagement | Place | Attended by |
|-------------|-------------|--|-----------------------------------|---------------------|
| 03.08.10 | 12.00 | Mayor's Tombola, Ice Cream & Bubbles Festival | Lake Pleasure Grounds, Warminster | The Mayor |
| 07.08.24 | 12.00 | Meet and greet with Flers exchange students | Lake Pleasure Grounds, Warminster | The Mayor |
| 08.08.24 | 19.00 | Wylfe River Festival Exhibition | Langford Lakes Nature Reserve | The Mayor |
| 30.08.24 | 10.00 | Inaugural Meeting of West Wiltshire Mayors | The Laverton, Westbury | The Mayor |
| 01.09.24 | 10.00 | Opening of the Autumn Market | Civic Centre. Warminster | The Mayor |
| 11.09.24 | 10.00 | Simply Hair 10yr Anniversary Celebration | Simply Hair, Warminster | The Mayor |
| 12.09.24 | 18.30 | Cheese & Wine Evening | Henford House, Warminster | The Mayor |
| 15.09.24 | 15.00 | Laying of wreath at 80th Commemorative Service Final Battles WW2 | The Minster Church | The Mayor |
| 16.09.24 | 19.00 | Celebration of Fairtrade | Wallington Hall, Bradford on Avon | Mayor & Cllr. Jones |

CORRESPONDENCE LIST

| Date | Name | Item/Response | Action Taken |
|------------|---|---|--------------|
| 16.07.2024 | Wiltshire Council | Latest travel and transport news in Wiltshire | Email |
| 19.07.2024 | Wiltshire Council | Latest news: Leader's Vlog, £1,000 fixed penalty notice for fly-tipper, £2m boost for road safety schemes and more | Email |
| 19.07.2024 | Wiltshire and Swindon Community Messaging | OPCC secures £1million extra funding to tackle anti-social behaviour [#285952434] | Email |
| 19.07.2024 | Wiltshire Council | Latest news and advice for businesses | Email |
| 22.07.2024 | Wiltshire and Swindon Community Messaging | Fortnightly update to the Police and Crime Commissioner - 19 July 2024 [#286164380] | Email |
| 22.07.2024 | Wiltshire and Swindon Community Messaging | Time is running out to have your say on policing in Wiltshire [#286292850] | Email |
| 22.07.2024 | Wiltshire Council | Multiply Newsletter – July 2024 | Email |
| 23.07.2024 | Wiltshire and Swindon Community Messaging | Wiltshire's Market towns are not immune to knife crime - but it is decreasing | Email |
| 23.07.2024 | Wiltshire Council | TTRN Bishopstrow Road, Warminster - 25/07/24 - Warminster area board | Email |
| 25.07.2024 | Wiltshire Council | Temporary Closures of: Various Roads, Warminster (Dates between 16.09.2024 - 28.10.2024) | Email |
| 25.07.2024 | Wiltshire Council | Wildlife and Countryside Act 1981 – Section 53. Application to add a footpath – Woodcock Gardens to Boreham Road, Warminster. | Email |
| 26.07.24 | Wiltshire Council | Latest news: New campaign to stop fly-tipping, home upgrade grants, next steps for gypsies and travellers plan and more | Email |
| 29.07.24 | Wiltshire Council | Latest news and advice for businesses | Email |
| 29.07.24 | Wiltshire and Swindon Community Messaging | Police Unity Tour 2024 [#289728811] | Email |
| 30.07.24 | Wiltshire Council | Proposed Traffic Regulation Order for Consultation – Footpath 10, Warminster – Cycle Tracks Order | Email |
| 31.07.24 | Wiltshire Council | Waste and recycling news - July 2024 | Email |
| 01.08.24 | Wiltshire and Swindon Community Messaging | Final 24 hours to voice your opinions on policing priorities [#291188377] | Email |
| 01.08.24 | Wiltshire and Swindon Community Messaging | Chief Constable statement on the Police Race Action Plan [#291483550] | Email |

CORRESPONDENCE LIST

| | | | |
|----------|---|--|-------|
| 02.08.24 | Wiltshire Council | Latest news: Car park machine upgrades, improvements to leisure centres, Climate and Environment Summer Showcase and more | Email |
| 02.08.24 | Warminster RBL | Invitation to the 80 th Anniversary Commemorative Service of Final Battles of WW2 | Email |
| 02.08.24 | Wiltshire and Swindon Community Messaging | Chief Constable fortnightly update to the Police and Crime Commissioner - 2 August 2024. [#291823402] | Email |
| 02.08.24 | Wiltshire Council | Latest news and advice for businesses | Email |
| 05.08.24 | Wiltshire Council | Multiply Newsletter – August 2024 | Email |
| 05.08.24 | Wiltshire and Swindon Community Messaging | Oversharing online [#292747402] | Email |
| 05.08.24 | Wiltshire and Swindon Community Messaging | The August edition of OUR NEWS is here [#293406310] | Email |
| 06.08.24 | Wiltshire and Swindon Community Messaging | Helping to keep Wiltshire's streets safe [#294260231] | Email |
| 06.08.24 | Wiltshire and Swindon Community Messaging | Wiltshire Police and Police & Crime Commissioner call for unity [#294287779] | Email |
| 09.08.24 | Wiltshire Council | Latest news: Planning webinar, A36 closure, investment in leisure centres and more... | Email |
| 09.08.24 | Wiltshire Council | Latest news and advice for businesses | Email |
| 14.08.24 | Wiltshire and Swindon Community Messaging | Upcoming Event - 17/08/24 - Warminster Park Community Centre [#298195230] | Email |
| 14.08.24 | GWR | Upcoming rail improvement works on the Heart of Wessex line | Email |
| 14.08.24 | Strategic Planning | Consultation on the pre-submission draft Gypsies and Travellers Development Plan Document | Email |
| 15.08.24 | Wiltshire and Swindon Community Messaging | Wiltshire Police latest HMICFRS PEEL report: PCC statement [#298830448] | Email |
| 15.08.24 | Wiltshire and Swindon Community Messaging | Wiltshire Police improvements recognised in latest PEEL inspection report [#299054134] | Email |
| 16.08.24 | Wiltshire Council | Latest news: Watch the National Planning Policy Framework webinar, new community-based children's home, trails added to Explore Wiltshire app and more | Email |
| 16.08.24 | Wiltshire Council | Latest news and advice for businesses: Watch the National Planning Policy Framework webinar, shape your future with grant funding and more... | Email |
| 16.08.24 | Wiltshire and Swindon Community Messaging | Fortnightly update to the Police and Crime Commissioner - 16 August 2024 [#299581537] | Email |

CORRESPONDENCE LIST

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|----------|---|--|-------|
| 16.08.24 | Wiltshire and Swindon Community Messaging | Drugs warrants in Wilton [#299561187] | Email |
| 19.08.24 | Wiltshire Council | Temporary Closure of: Marsh Street (Part), Warminster (07.10.2024) | Email |
| 20.08.24 | Wiltshire Council | Temporary Closure of: Bradley Road (Part), Warminster (14.10.2024) | Email |
| 20.08.24 | Wiltshire Council | Gypsies and Travellers Development Plan consultation begins today, with engagement events to start next month | Email |
| 20.08.24 | Wiltshire Council | Latest travel and transport news: Local Transport Plan 4 consultation, pedestrian improvements in Hilperton, preventative maintenance and more | Email |
| 22.08.24 | Wiltshire and Swindon Community Messaging | Police Cadet Unit Coming to Warminster - Register Interest Now! [#301212089] | Email |
| 22.08.24 | Warminster Town Council | Invite to Pumpkins in the Park | Email |
| 23.08.24 | Wiltshire Council | Latest news: No change to waste collections on bank holiday, annual canvass underway, Don't Mess with Wiltshire update and more | Email |
| 24.08.24 | RUH | Invitation to the 2024 Royal United Hospitals Bath Annual General Meeting | Email |
| 24.08.24 | WALC | WALC Annual General Meeting | Email |
| 28.08.24 | Wiltshire and Swindon Community Messaging | First draft of new Police and Crime Plan in development following public consultation [#302836953] | Email |
| 30.08.24 | Wiltshire Council | Waste and recycling news - August 2024 | Email |
| 30.08.24 | Wiltshire Council | Latest news: Marlborough Ask the Leader, career opportunities, Wicker Hill and Fore Street improvements, and how to spot an Asian hornet. | Email |
| 30.08.24 | Wiltshire and Swindon Community Messaging | Fortnightly update to the Police and Crime Commissioner - 30 August 2024 [#303994361] | Email |
| 02.09.24 | Warminster FC | Before and after photos of windows | Email |
| 03.09.24 | Wiltshire Council | TTRN - Prestbury Drive, Warminster | Email |
| 03.09.24 | South Western Railway | Invitation to next South Western Railway "Stakeholder Live" session, 23rd September 2024 | Email |
| 04.09.24 | Wiltshire Council | Multiply - What's on Offer? - September 2024 | Email |
| 06.09.24 | Wiltshire Council | Latest news: New webpages for fly-tipping, solutions to renew council housing, stricter penalties for fly-posters and more | Email |
| 06.09.24 | Wiltshire Council | Business Newsletter update | Email |

CORRESPONDENCE LIST

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|----------|---|--|-------|
| 09.09.24 | Wiltshire Council | Wiltshire Council Family and Community Learning Online Courses | Email |
| 09.09.24 | Wiltshire and Swindon Community Messaging | The September edition of OUR NEWS is here [#307739887] | Email |
| 12.09.24 | Wiltshire and Swindon Community Messaging | NHW AGM - Sat 5 Oct 2024 (10-12 noon) [#308963283] | Email |
| 13.09.24 | Wiltshire Council | Latest news: Last chance to register for Solar Together, Ask the Leader in Marlborough, Be aware of parking scams and more | Email |
| 13.09.24 | Wiltshire Council | Business Newsletter update | Email |
| 13.09.24 | Wiltshire and Swindon Community Messaging | We are recruiting! Regional Digital Voice Volunteer Coordinator – South West | Email |
| 17.09.24 | Wiltshire Council | Survey city, town and parish allowances - Wiltshire Independent Remuneration Panel | Email |
| 18.09.24 | Wiltshire Council | Multiply Newsletter - September 2024 | Email |
| 18.09.24 | Wiltshire Council | Latest travel and transport news | Email |
| 20.09.24 | Wiltshire Council | Imber Road, Warminster 01/11/24 Warminster Area Board | Email |
| 20.09.24 | Wiltshire Council | Latest news: Leader's vlog, Home Upgrade Grant scheme, new SEND strategy and more | Email |
| 20.09.24 | Wiltshire Council | Warminster Business Newsletter | Email |
| | | | |

Warminster Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

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 |
|---|--|
| 1. The audit of accounts for Warminster Town Council for the year ended 31 March 2024 has been completed and the accounts have been published. | This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. 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. |
| 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Warminster Town Council on application to: | |
| (a) <u>MR TOM DOMMETT TOWN CLERK</u> <u>WARMINSTER TOWN COUNCIL</u> <u>CIVIC OFFICES LONDON ROAD</u> <u>WARMINSTER, WILTSHIRE BA12 8LB</u> | (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR |
| (b) <u>MONDAY - FRIDAY 9am - 4.30pm</u> | (b) Insert the hours during which inspection rights may be exercised |
| 3. Copies will be provided to any local government elector of the area on payment of £ <u>0.5</u> (c) for each copy of the Annual Governance & Accountability Return. | (c) Insert a reasonable sum for copying costs |
| Announcement made by: (d) <u>TOM DOMMETT TOWN CLERK</u> | (d) Insert the name and position of person placing the notice |
| Date of announcement: (e) <u>23rd SEPTEMBER 2024</u> | (e) Insert the date of placing of the notice |

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Warminster Town Council

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 2024, 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:

25/06/2024

and recorded as minute reference:

FC124/052

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

Chair

Clerk

warminster-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

Warminster Town Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 1,325,694 | 1,624,929 | 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 | 1,319,292 | 1,338,548 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 450,187 | 627,433 | 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 | -647,099 | -719,588 | 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 | -783,543 | -1,114,596 | 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 | 1,624,929 | 1,717,124 | 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 | 1,642,329 | 1,728,620 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 3,069,309 | 3,489,042 | 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 | 259,206 | 232,053 | 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 2024 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

17/6/2024

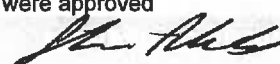
I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2024

as recorded in minute reference:

FC/24/053

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



Section 3 – External Auditor's Report and Certificate 2023/24

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 2024; 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 2023/24

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 2023/24

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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

11/09/2024

Co-option Application Form



Delivering a brighter, greener future for all

| | |
|-------------------------|-------------------------|
| Full name | STEPHEN KIRKWOOD |
| Home address | WARMINSTER WILTSHIRE |
| Postcode | |
| Telephone number | N/A. |
| Mobile telephone number | |
| Email | |

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? ☒ Yes ☐ No

Are you 18 or over? ☒ Yes ☐ No

(You only need one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the parish? ☒ Yes ☐ No

Have you lived either in the parish, or within three miles of its boundary, for at least a year? ☒ Yes ☐ No

Have you been the owner or tenant of land in the parish for at least a year? ☒ Yes ☐ No

Have you had your only or main place of work in the parish for at least a year? ☒ Yes ☐ No

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? Yes ☒ No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? Yes ☒ No

Are you disqualified by order of a court from being a member of a local authority? Yes ☒ No

Please provide the council with some background information about yourself.

I LIVED IN WARMINSTER, WITH MY FAMILY, SINCE 1962-63. GOING TO SAMBOURNE & HAZELTON SCHOOLS + TROWBRIDGE COLLEGE. AFTER LEAVING SCHOOL, I WORKED FOR THE MINISTRY OF DEFENCE, AS A TECHNICIAN, LOOKING AFTER WATER & WASTEWATER SUPPLIES. FOR THE CROWN DEFENCE ESTATES. FROM NOV 1976 - MAY 2020. INSTALLING, TESTING AND OPERATING TREATMENT EQUIPMENT, MONITORING WATER SUPPLIES, TESTING ETC. I ENJOY THE ENVIRONMENT, RURAL AFFAIRS, ARCHITECTURE, HISTORY, CONSERVATION, ANIMAL WELFARE, COMPUTING, MEETING PEOPLE, GARDENING, PETS, T.V. READING, FILMS, RIVER CONSERVATION, MUSIC, ETC.

Please tell us your reasons for wishing to become a town councillor. I WISH TO

BECOME A TOWN COUNCILLOR, BECAUSE I FIRMLY BELIEVE, THAT GIVING BACK, SOMETHING TO THE LOCAL COMMUNITY IS VERY IMPORTANT TO ME, AND I STRONGLY THINK THAT WE ALL PLAYED OUR PARTS AND WORKED TOGETHER, WE COULD MAKE THE TOWN A BETTER PLACE TO LIVE AND WORK.

I THINK THAT BY US ALL WORKING COLLABORATIVELY WITH THE PEOPLE OF THE TOWN, AND WITH COMMUNITY AND THE VOLUNTARY ORGANISATIONS, LOCATED BOTH IN THE TOWN AND SURROUNDING AREA, THE POLICE, HEALTHCARE GROUPS AND PARTNERS, AND WITH ALL LOCAL BUSINESSES, LARGE AND SMALL WE CAN SHAPE THE FUTURE OF THE LOCAL AREA, BY THE BUILDING OF STRONG RELATIONSHIPS, ENCOURAGING PEOPLE TO GET INVOLVED, TO SHARE THEIR VIEWS AND IDEAS BY TALKING TO PEOPLE, HOUSEHOLDERS, BUSINESSES AND THEIR OWNERS. AND ENGAGING WITH THE MILITARY PRESENCE, TO MAKE PEOPLE HAVE PRIDE IN THE LOCAL COMMUNITY, I THINK THAT THE KNOWLEDGE THAT I POSSESS AND HAVE GAINED, WORKING WITH ORGANISATIONS THAT WORK TOGETHER TO ACHIEVE A COMMON GOAL OR TARGET, CAN BE PUT TO USE IN THE ROLE OF TOWN COUNCILLOR. WORKING WITH DIFFERENT GROUPS AND ORGANISATIONS LIKE THE ENVIRONMENT AGENCY, DEFRA, AND GROUPS OR ORGANISATIONS THAT HAVE ENVIRONMENTAL PROTECTION AS A GOAL. HAS WIDENED MY EXPERIENCE OF WORKING ALONGSIDE CONTRACTORS, ATTENDING MEETINGS AND COURSES. EVEN AFTER RETIREMENT HAS ALL EXPANDED MY SKILL SET.

What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., Knowledge of how the town council works, knowledge of other agencies that work with the town council.

LOCAL KNOWLEDGE,

KNOWLEDGE OF THE TOWN.

THE LOCAL ENVIRONMENTAL CONSERVATION ISSUES.

PROJECT MANAGEMENT SKILLS.

WORKING TOGETHER TO ACHIEVE A COMMON GOAL OR AIMS.

WORKING AND ENGAGING WITH OTHER ORGANISATIONS.

FOR A COMMON GROUP FOUNDATION.

General to Warminster e.g work with charities, voluntary organisations or local groups

WARMINSTER LIONS GROUP.

SUSTAINABLE WARMINSTER GROUP.

CUDDELANDS COUNTRYSIDE AND WILDLIFE PARK.

HEART OF WARMINSTER GROUP.

FRIENDS OF WARMINSTER'S RIVERS.

(RIVER MONITORING, INVERTEBRATE, MONITORING)

Management/Organisation e.g. Management, Financial Management, Project Management, Policy Making, business skills

PROJECT MANAGEMENT. WORKING DIRECTLY WITH COMPANY MANAGEMENT, TEAM CONTRACTORS, ENVIRONMENT AGENCY, TO IMPROVE POLLUTION CONTROL MEASURES, CONTROL FLOODING, ISSUES IN TIME OF HEAVY RAINFALL, FLOODING, DURING TIMES OF HIGH FLOWS, STORM CONDITIONS ON THE CROWN ESTATES.

WORKED WITH EIA OFFICERS, & CONTRACTORS TO DEVELOP AND IMPLEMENT A SYSTEM THAT CAN BE SITE SPECIFIC, IMPROVING CONTROLS, PHOSPHATE LEVELS, FROM WASTEWATER SITES TO LOCAL WATER COURSES. (RIVER WYLYE) IN ACCORDANCE WITH W.H.O WATER SAFETY PLANS, MANUAL, AND THE DRINKING WATER INSPECTORATE GUIDELINES.

Professional e.g. Accounting, IT, HR, Marketing/PR, Training/Development.

COMPUTING, IT BASIC COURSE.

C.A. B.W.I. NUQ LEVEL TWO - WATER NETWORK OPERATIONS.

C.A. B.W.I. NUQ LEVEL TWO - WASTE WATER TREATMENT SITE AND NETWORK OPERATIONS.

NON NATIVE SPECIES, SECRETARIAT - INVASIVE SPECIES -
NNS CERTIFICATION.

CERTIFICATE, - GUIDANCE FOR POLLUTION PREVENTION.

RIVERFLY PARTNERSHIP - CERTIFICATE RIVER MONITORING &
INVERTEBRATE POPULATIONS, WATER QUALITY MONITORING AND
RECORDING.

CERTIFICATE OF FRESHWATER BIOLOGICAL ASSOCIATION MEMBERSHIP

**Committee Skills e.g. chairing meetings, building consensus, strategic thinking,
experience of Governance.**

WOOTE & PUBLISHED - NOTEBOOK ON
RODENT CONTROL AND HOW TO ELIMINATE RODENT ACTIVITY
ON LOCAL CROWN ESTATE'S PROPERTY. IN LINE WITH
SAFE RODENT CONTROL METHODS AND D.E.F.R.A REG'S
CO. CHAIRMED MEETINGS WITH VARIOUS ORGANISATIONS.
HOSTED MEETINGS WITH RIVERS TRUST AND VARIOUS
CONSERVATION ORGANISATIONS.

I HAVE EXPERIENCE IN THE SCIENTIFIC ANALYSIS OF WATER
QUALITY, FROM SITE OUTFALLS, POTABLE WATER TREATMENT
WORKS.

Anything else you'd like to mention in support of your application.

I TOOK PART IN THE PLANNING STAGES OF THE LOCAL NATURE
RECOVERY STRATEGY FOR WILTSHIRE AT COUNTY HAN
TROW BRIDGE WILTSHIRE.

WORKING WITH A PROJECT BY BATH SPA UNIVERSITY ON
THE RIVER WYLYE, PAST, PRESENT & FUTURE.

I ALSO CARRY OUT VOLUNTEER WORK FOR THE
RIVERFLY PARTNERSHIP, WILTSHIRE WILDLIFE TRUST, AND
FRESHWATER BIOLOGICAL ASSOCIATION IN THE LOCAL
AREA. MONITORING WATER QUALITY, INVERTEBRATE POPULATIONS
& SENDING POLLUTION REPORTS IF REQUESTED TO DO SO.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk

Co-option Application Form



Delivering a brighter, greener future for all

| | |
|-------------------------|----------------------|
| Full Name | GARY JAMES CURTIS |
| Home Address | WARMINSTER WILTSHIRE |
| Postcode | |
| Telephone number | |
| Mobile telephone number | |
| Email | |

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS/ DISQUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? Yes/~~No~~

Are you 18 or over? Yes/~~No~~

(You only need one of the following four qualifications but please say Yes to all that apply):

Are you on the electoral register for the parish? Yes/~~No~~

Have you lived either in the parish, or within three miles of its boundary, for at least a year? Yes/~~No~~

Have you been the owner or tenant of land in the parish for at least a year? Yes/~~No~~

Has your only or main place of work been in the parish for at least a year? Yes/~~No~~

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? ~~Yes~~/No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?

~~Yes~~/No

Are you disqualified by order of a court from being a member of a local authority?

~~Yes~~/No

Please provide the council with some background information about yourself.

I am Gary Curtis, a 66 year old life long resident of Warminster with over 50 experience in the building industry specialising in painting and decorating. My family has deep roots in the community. Beyond my trade I've been actively involved with the cubs and scouts, served on the committee of the local angling club, taught ~~evening~~ evening classes at Trowbridge college. Additionally, I was an associate member of RICS, further enhancing my professional background. Now retired, I am eager to give back to my local community.

Please tell us your reasons for wishing to become a town councillor.

I wish to become a town councillor to contribute to the future of Warminster, a town that has supported me through many stages in my life. I aim to help create a brighter, greener future for our community, ensuring it remains a great place for families like mine. My deep connection to Warminster and my professional experience motivate me to serve and make a positive difference.

What skills, abilities and experience can you bring to the town council?

Specific to Warminster Town Council e.g., knowledge of how the town council works, knowledge of other agencies that work with the town council.

I bring a wealth of practical skills, from problem-solving and attention to detail honed in my trade, to leadership and teamwork gained through my involvement with the cubs and scouts. My experience as a committee member, educator and associate member of RICS has developed my organisational, communication, and surveying abilities - all essential for effective town council work.

General to Warminster e.g., work with charities, voluntary organisations or local groups

Throughout my life, I've contributed to Warminster by mentoring youth through the cubs and scouts, supporting recreational activities as part of the angling club, and sharing my skills by working on many building and decorating jobs in Warminster.

Management/Organisation e.g., Management, Financial Management, Project Management, Policy Making, business skills

My career as a tradesman, committee member, and chartered surveyor has equipped me with strong management and organisational skills. I have experience in planning projects, managing budgets, and coordinating events, which are crucial skills for a town councillor.

Professional e.g., Accounting, IT, HR, Marketing/PR, Training/Development.

In addition to my hands on work, ~~and~~^{my} teaching experience at Trowbridge college and my associate membership with RICS have kept me engaged in continuous professional development. I believe in lifelong learning and would bring this mindset to my role in the town council.

Committee Skills e.g., chairing meetings, building consensus, strategic thinking, experience of Governance.

Being a member of several committees has given me valuable experience in collaboration, decision making and guiding group discussion. I believe these skills will align well with the role of a town councillor

Anything else you'd like to mention in support of your application.

My experience, dedication and genuine passion for our community make me an ideal candidate for town council. I'm eager to contribute to ensure Warminster remains a vibrant, welcoming place for all.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk

Co-option Application Form



Delivering a brighter, greener future for all

| | |
|-------------------------|-------------------------|
| Full name | Barry Pirie |
| Home address | Warminster Wiltshire |
| Postcode | |
| Telephone number | |
| Mobile telephone number | |
| Email | |

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? Yes

Are you 18 or over? Yes

(You only need one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the parish? Yes

Have you lived either in the parish, or within three miles of its boundary, for at least a year? Yes

Have you been the owner or tenant of land in the parish for at least a year? Yes

Have you had your only or main place of work in the parish for at least a year? Yes

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? No

Are you disqualified by order of a court from being a member of a local authority? No

Please provide the council with some background information about yourself.

I have a strong commercial and operational business background working in the blue chip, voluntary and public sectors with over 40 years in senior management and leadership roles as part of the executive and corporate leadership team.

I have run my own consultancy business for over 7 years and have clients from across the UK and within all sectors. I also own and am a director of a local outdoor children's nursery where our ethos is nurturing through nature. www.thelearningmeadow.co.uk

I am now semi-retired and have the time, commitment and skills to support my local community of Warminster and District as a Warminster Town Councillor.

Please tell us your reasons for wishing to become a town councillor.

I believe that I have significant knowledge, experience and expertise of business and local government that would benefit Warminster Town Council. I am now semi-retired from a career in the commercial, voluntary and local government / government sectors and wish to support my local community where possible. I judge that with my background I will be a reliable, hardworking and supportive town councillor and represent the community as necessary.

I wish to work with the town councillors in partnership with the town council management team and officers to deliver local services for the local community.

I have been a local community councillor previously, whilst living in Scotland I stood for a term as Local Community Councillor for Angus Council, Scotland prior to moving to England.

I have highlighted a few roles within my career that will support me delivering as a town councillor at Warminster Town Council however I have also attached my CV for information:

WILTSHIRE COUNCIL Jan 2009 – Dec 2017 – 15,500 employees delivering over 300 services to over 450,000 customers with a budget of over £850m. **Deputy Returning Officer** (2010 - 2017) for Parliamentary, AV Referendum, Police and Crime Commissioners elections and Unitary, Town and Parish Council Elections.

Director of People and Business and Head of Paid Service - Member of Corporate Leadership Team; key advisor to the Political Leader of the Council and Cabinet. Responsible for services highlighted below:

Responsible for Human Resources including HR Strategy and Policy, HR Operations, Payroll and Recruitment, Organisational Development and Learning, Business Services - Finance, Registration Services Statutory role of Proper Officer for the Registration Service (Local Government Act 1972), Information and communications technology (ICT), Customer Services and Strategic Assets and Facilities Management. Responsible for circa 550 employees and £40m revenue budget plus significant Capital budget.

CHIPPENHAM TOWN COUNCIL Sept 2019 – Nov 2020 – Interim Director of Community Services

States of Jersey Government, HR Consultancy

VSA, Aberdeen, Organisational Development and Transformation Consultancy

Director / Owner of The Learning Meadow Ltd

What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., Knowledge of how the town council works, knowledge of other agencies that work with the town council.

I have worked at Board level for over 40 years and in my role as Director of Business and People Services at Wiltshire Council I was the key strategic lead on people/ HR&OD and business services issues and had a business-critical role in advising and recommending innovative approaches and solutions to meet the needs of a significant organisational transformational programme. I worked with senior colleagues across our public-sector partners, voluntary organisations, Police, NHS and Politicians to improve service delivery and organisational performance whilst reducing overall costs.

In my interim role as Director of Community Services at Chippenham Town Council I was responsible for a wide range of community focussed services including Theatre / Art Centre, Leisure Services, Museum and Heritage Centre, Environmental Services.

General to Warminster e.g. work with charities, voluntary organisations or local groups

I have lived in Warminster for over 15 years when I joined Wiltshire Council in 2009 to support the delivery of a new Unitary Organisation by merging five councils into one. Warminster was chosen as a pilot project for the introduction of Area Boards, and I was the Wiltshire Council lead for Warminster at that time and worked with the Town Council and many local groups between 2009-2010.

We have also built up a local business on the outskirts of Warminster at Crockerton employing 12 members of the local community. During my time in Warminster, I have worked with and supported many charities and local voluntary organisations directly and indirectly.

Management/Organisation e.g. Management, Financial Management, Project Management, Policy Making, business skills

I have been a manager and leader for most of my significant career across Private, Charitable and Public sectors. I have managed and led large teams of diverse staff members from across wide functionality e.g. at Wiltshire Council I managed over 550 staff and coordinated a revenue budget of over £40 million and a significant capital budget.

An example of projects I have led and successfully delivered:

- Key role in delivering the new unitary council, merging five councils into a single organisation delivering £18m cost reduction to taxpayers and through harmonisation of Terms and Conditions, successfully negotiated an additional £4m savings within 18 months.
- Spearheaded the delivery of a new Behaviours Frameworks to drive the desired cultural change programme, authoring the new people strategy, aligning a revised performance management process supported by a cost effective and innovative management and leadership development strategy.
- Delivered significant improvements in key employee survey metrics including an increase of 20% in employee engagement with further improvements of 32% for effective change management, improved communication up by 12% and effective leadership and management up by 10%, during the most turbulent period of change.

Professional e.g. Accounting, IT, HR, Marketing/PR, Training/Development.

Master of Business Administration (**MBA**) – University of Abertay Dundee

Diploma in Management Studies (**DMS**) – University of Reading

Chartered Institute of Personnel and Development (**CIPD**) Professional Assessment (PAC),
National Vocational Qualification (**NVQ Level 4**) Learning Development and Certificate in
Training and Development

Fellow Chartered Institute of Personnel and Development (**FCIPD**)

Fellow Chartered Management Institute (**FCMI**)

Member Eduserv – Local Government Executive Steering Group

Local Government Association (**LGA**) – Peer Challenge reviewer

Public Sector People Managers Association (PPMA) President 2015-2016, Vice, President
2014 – 2015 and Southwest Regional Chair

CIPD External Moderator – Professional Development Scheme (PDS)

Committee Skills e.g. chairing meetings, building consensus, strategic thinking, experience of Governance.

I have excellent diagnostic and consultancy skills able to identify the key business needs and work in partnership with key stakeholders to develop organisation development solutions that deliver sustainable business improvement.

Strong strategic relationship building and management capability working with a range of key internal and external stakeholders and able to bring deep organisational awareness and understanding.

Skilled in achieving the organisational imperatives of implementing the transitional requirements of merger, acquisition and integration projects and driving behavioural and cultural change in support of business objectives.

Anything else you'd like to mention in support of your application.

I believe I have the skills, time and commitment to support Warminster Town Council as a Town Councillor and look forward to working to deliver local priorities for the community of Warminster.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk

Co-option Application Form



Delivering a brighter, greener future for all

| | |
|-------------------------|----------------|
| Full name | STEPHEN MARTIN |
| Home address | WARMINSTER |
| Postcode | |
| Telephone number | |
| Mobile telephone number | |
| Email | |

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? **Yes**

Are you 18 or over? **Yes**

(You only need one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the parish? **Yes**

Have you lived either in the parish, or within three miles of its boundary, for at least a year? **Yes**

Have you been the owner or tenant of land in the parish for at least a year? **Yes**

Have you had your only or main place of work in the parish for at least a year? **Yes**

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? **No**

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? **No**

Are you disqualified by order of a court from being a member of a local authority? **No**

Please provide the council with some background information about yourself.

I'm 61 years old, I'm married to my wife Sandra I've lived in Warminster since 2000, I have 3 children and 3 stepchildren and also 10 grandchildren, ive been a football referee and football coach for the local youth teams, ive had my own business in Tytherington since 2005. I play golf at West Wilts Golf Club and I'm an active Freemason.

Please tell us your reasons for wishing to become a town councillor.

I feel that I could offer a lot to the local community, and with my business skills and knowledge feel that I could become an asset to the Town Council.

I'm great at problem solving and always try to look on the positive side of any situation.

I'd like to think that if I become a councillor I would be able to assist on many projects and help the town generally.

What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., Knowledge of how the town council works, knowledge of other agencies that work with the town council.

I am a local businessman, employing 10 people, I specialize in groundworks and general construction, so feel that my skill set would be beneficial to the Town Council.

General to Warminster e.g work with charities, voluntary organisations or local groups

I am a local Freemason, my wife is a member of the Lions club so I attend many charitable functions, I sponsor one of the local youth football teams and always like to help when I can.

Management/Organisation e.g. Management, Financial Management, Project Management, Policy Making, business skills

I run my own construction business, have been on several committees locally.

Professional e.g. Accounting, IT, HR, Marketing/PR, Training/Development.

Business owner.

Committee Skills e.g. chairing meetings, building consensus, strategic thinking, experience of Governance.

I'm on the committee of Warminster Conservative Club.

Anything else you'd like to mention in support of your application.

I'm a hardworking, quick thinking local business man, I have skills in man management and I'm very good at organising and delegating jobs.

I'm honest, loyal and not afraid to speak out if needed.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk

Co-option Application Form

| | |
|-------------------------|-------------------------|
| Full Name | Elizabeth Lee |
| Home Address | Warminster Wiltshire |
| Postcode | |
| Telephone number | |
| Mobile telephone number | |
| Email | |

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS/ DISQUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country?
Yes

Are you 18 or over? **Yes**

(You only need one of the following four qualifications but please say Yes to all that apply):

Are you on the electoral register for the parish? **Yes**

Have you lived either in the parish, or within three miles of its boundary, for at least a year?
Yes

Have you been the owner or tenant of land in the parish for at least a year? **Yes**

Has your only or main place of work been in the parish for at least a year? **Yes**

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? **No**

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?
No

Are you disqualified by order of a court from being a member of a local authority?
No

Please provide the council with some background information about yourself.

I am a dedicated business owner and educator who has spent her entire life in Warminster. With a strong passion for beauty, hairdressing, and complementary therapies, in 2014 I founded and now run a successful training school in the heart of Warminster countryside. My training school specialises in providing high-quality education and hands-on training for aspiring beauty professionals, hairdressers, and therapists. Previous to this I was Head of Department for Hair and Beauty in two large FE colleges in Wiltshire and previous to this I ran my own Dance and Fitness Centre in Warminster for many years.

Growing up in Warminster, I developed a deep appreciation for the community and saw the need for local educational opportunities tailored to the beauty and wellness industry. Combining my love for small business with my expertise, I created a safe space where students not only learn technical skills but also receive guidance on entrepreneurship and customer service - essential components for running a successful business in today's market. Many of my students actually come from outside the local community too so use the Warminster facilities whilst they are here from restaurants to hotels.

Please tell us your reasons for wishing to become a town councillor.

My passion for small business extends beyond my own ventures. I would like to be an advocate for local entrepreneurship and business in the local area. I believe that small businesses are the backbone of any community, there are a lot of businesses that are overlooked because they are not situated on the high street or in the Town. There are many entrepreneurs working from home offices, industrial estates, mobile and I would like to embrace and support the diversity of what Warminster has to offer the local business economy.

I also care about my home town and want to help shape its future. I enjoy solving problems and tackling new challenges and feel that I could successfully feed into decisions that impact the local environment, services, and overall quality of life in the town. I am interested in how policies are made and how strategic plans are developed. I would like to ensure that everyone in the community has accessed to opportunities and services. I would like to consider and advocate initiatives that promote inclusion, diversity and fairness.

I am also passionate about health and wellbeing and ensuring that the support services for different groups are there and are being maintained. I would love to be able to put on different events that support mental health, menopause etc bringing in local business to help support these.

What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., knowledge of how the town council works, knowledge of other agencies that work with the town council.

I have good listening skills and am comfortable speaking in public. I can articulate ideas clearly and have good negotiation skills. I am a good problem solver and can think on my feet.

I have spent all of my life living and working in and around Warminster and therefore I do have a good sense of the community. I am forward thinking and see the need to change with the times and feel could bring a wealth of knowledge and skills to the table. I am adaptable and can respond to change and feel that I could make a meaningful contribution as a town councillor.

I have a good understanding of how the town councillor works, what constraints it has and how it interacts with Wiltshire Council.

General to Warminster e.g., work with charities, voluntary organisations or local groups

During my time in business, I have worked in collaboration with many other small businesses in the town. My own business draws on the local community to help my students complete their assessments for qualification. I have built this community on social media and have a good relationship with them. I also bring other small businesses from the area into my own academy to deliver sessions and utilise their specialist skills when teaching my students.

I have also supported the Warminster Chat Café in giving small talks about the Charity Look Good Feel Better - which is a national charity that supports men, women and teens going through cancer treatments. Monthly, I lead a skincare and makeup workshop in Salisbury – Many of the attendees of this are from the Warminster and surrounding area.

I am also the Secretary of StarQuest Astronomy group which has monthly meetings from Sutton Veny Village Hall, this group is for the Warminster area and surrounding villages. We advocate dark skies and promoting “looking up” in the area. I have held this position since the club started in 2015.

Management/Organisation e.g., Management, Financial Management, Project Management, Policy Making, business skills

As well as having experience of running three successful business in the Warminster area, I also have experience of heading up a College Department which meant that I was solely responsible for taking on new staff, managing a team, department finances, project management and policy making. Some of the team that were working with me in college, now work for me on a freelance basis proving that I have good skills in maintaining a happy team, who work collaboratively.

Part of my training centre supports other training academies and centres from large FE Academies through to private training schools. I am confident in quality assurance activities and have been solely responsible for opening training academies for others – right from the approval process through to the day-to-day activities of the centre.

Professional e.g., Accounting, IT, HR, Marketing/PR, Training/Development.

I hold a CMI Diploma in Leadership and Management at Level 5 and also a BSc Hons Degree in Education and Training (2:1) along with teaching and quality assurance certificates. I am fully confident in the use of IT and associated systems. I have my own online learning platform which I maintain for students use.

Committee Skills e.g., chairing meetings, building consensus, strategic thinking, experience of Governance.

I am use to chairing meetings and di so as part of my job role at College as Head of Department. During this time, I was an advanced practitioner with responsibility to lift teaching profiles to grade one for Ofsted inspection. So, I am good at negotiation and conflict resolution. I am an active listener and can see things for different perspectives.

Whilst I do not know everything about governance, I am a quick learner and have some familiarity with structures, policies and procedures in my work with a large national awarding body. I would uphold high ethical standards, and be accountable in decision making.

Anything else you'd like to mention in support of your application.

I think I can bring fresh ideas to the council; I am hard working and would like to think of this as giving back to the community that I have grown up in.

I have many skills, that I have probably missed in this application and it would be great to have the opportunity to discuss them with the Council.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk

Co-option Application Form



Delivering a brighter, greener future for all

| | |
|-------------------------|-------------------------|
| Full Name | Liam Walker |
| Home Address | Warminster Wiltshire |
| Postcode | |
| Telephone number | |
| Mobile telephone number | |
| Email | |

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS/ DISQUALIFICATIONS FOR BEING A TOWN COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country?
Yes

Are you 18 or over? Yes

(You only need one of the following four qualifications but please say Yes to all that apply):

Are you on the electoral register for the parish? Yes

Have you lived either in the parish, or within three miles of its boundary, for at least a year?
Yes

Have you been the owner or tenant of land in the parish for at least a year? Yes

Has your only or main place of work been in the parish for at least a year? Yes

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?
No

Are you disqualified by order of a court from being a member of a local authority?
No

Please provide the council with some background information about yourself.

I was born in Scotland in the 1980's and later joined the British Army in 2003. In 2004, my first posting was in Warminster as a member of the 1st Battalion the Black Watch. I have lived in or around the Warminster Area since 2004 and I see Warminster as my home for the best part of 20 years.

I served until 2021 when I left the service and am now a Transport Manager for a local public transport service provider London Hire Community Service Ltd based in Bradley Road, Warminster where I have been for near 2 years.

I am married with 3 children. My wife and her family are local to Warminster and have been for generations, She currently works as a nursery assistant in a local primary school.

Please tell us your reasons for wishing to become a town councillor.

Over the past few years, I have taking a closer interest in politics and a government level and have now an interest in providing a service to the local area and contributing positively to help, speak for and stand up for those who cannot.

I have a passion for helping people and enthusiastic about any challenges and goals I set myself.

I believe that my experience within the Army and my local foothold can contribute to establishing an affiliation with the MOD that once was thriving but appears to have deteriorated over the years.

If appointed, I believe I would be one of the younger councillors and I believe this is vital to not only bring some younger views and ideas but would also prove invaluable when establishing a relationship with the next generation and the future of this town.

What skills, abilities and experience can you bring to the town council?
Specific to Warminster Town Council e.g., knowledge of how the town council works, knowledge of other agencies that work with the town council.

As mentioned, I have shown an interest becoming a town councillor for many years, firstly, put to me be an ex-councillor and family member who has now sadly passed, but was enthusiastic that I join him as a councillor.

I studied from old, some of the positive things he done in the past and felt that I would love to contribute to society and to the local people in the same way.

I have excellent communication skills and a network of not only the next generation but my links to the MOD could prove invaluable to build on the relationship with local units, who over the years have proven vital in contributing to the local economy.

General to Warminster e.g., work with charities, voluntary organisations or local groups

Over the years I have previously volunteered in local charity shops (Barnardos) I have given my time during Covid lockdown to assist with Warminster Action Group (WAG) and more recently I and the company I work for London Hire Community Services (LHCS Wiltshire) have donated to Warminster Lions Club at the recent Prostate Cancer screening event and offered free transport services to assist with WAG.

Management/Organisation e.g., Management, Financial Management, Project Management, Policy Making, business skills

I have 10-15 years' experience in a senior management level from my time in the MOD and now as a Transport Manager managing many local residents who are employees of London Hire Community Service (LHCS Wiltshire)

I control all aspects of: Transport Coordination, Facilities Management, Health & Safety, Finance including contract negotiations and invoicing and staff payroll. I also have full authority to control all business development within Wiltshire and social media marketing.

Professional e.g., Accounting, IT, HR, Marketing/PR, Training/Development.

Highly Competent with Microsoft 365 and all aspect of Word, Excel and powerpoint as well as Teams and Zoom meeting as required.

Committee Skills e.g., chairing meetings, building consensus, strategic thinking, experience of Governance.

Anything else you'd like to mention in support of your application.

Please return your completed application form to:

Mr Tom Dommett, Town Clerk and RFO

Warminster Town Council

Warminster Civic Centre

Sambourne Road

Warminster

Wiltshire BA12 8LB t: 01985 804662 e: townclerk@warminster-tc.gov.uk

| 2024 | | | | | | | | | | | | | | 2025 | | | | | | | | | | | | | |
|-------|-----|---------|------|----------------------|------|--------------|--------|-----|--------------|----------|---------|---------------|----------|--------------|----------|----------|---------|--------------|----------|------|-------|--------------|-------|----------|-----|-----------|--|
| | May | | June | | July | | August | | September | | October | | November | | December | | January | | February | | March | | April | | May | | |
| Fri | | | | | | | | | | | | | 1 | | | | | | | | | | | | | | |
| Sat | | | 1 | | | | | | | | | | 2 | | | | | | 1 | | 1 | | | | | | |
| Sun | | | 2 | | | | | | 1 | | | | 3 | | 1 | | | | 2 | | 2 | | | | | | |
| Mon | | | 3 | Town Dev | 1 | | | | 2 | F&A | | | 4 | | 2 | Town Dev | | | 3 | HR | 3 | Town Dev | | | | | |
| Tues | | | 4 | | 2 | | | | 3 | | 1 | CCTV / HAC | 5 | | 3 | | | | 4 | CCTV | 4 | | 1 | | | | |
| Wed | 1 | LHFIG | 5 | | 3 | | | | 4 | LHFIG | 2 | | 6 | | 4 | | 1 | | 5 | | 5 | | 2 | | | | |
| Thurs | 2 | | 6 | | 4 | | 1 | | 5 | | 3 | | 7 | LHFIG | 5 | | 2 | | 6 | | 6 | | 3 | | 1 | Elections | |
| Fri | 3 | | 7 | | 5 | | 2 | | 6 | | 4 | | 8 | | 6 | | 3 | | 7 | | 7 | | 4 | | 2 | | |
| Sat | 4 | | 8 | | 6 | | 3 | | 7 | | 5 | | 9 | | 7 | | 4 | | 8 | | 8 | | 5 | | 3 | | |
| Sun | 5 | | 9 | | 7 | | 4 | | 8 | | 6 | | 10 | | 8 | | 5 | | 9 | | 9 | | 6 | | 4 | | |
| Mon | 6 | | 10 | | 8 | P&E | 5 | | 9 | Town Dev | 7 | ClIr Briefing | 11 | F&A | 9 | HAC | 6 | F&A | 10 | | 10 | P&E | 7 | Town Mtg | 5 | | |
| Tues | 7 | F&A* | 11 | | 9 | HR* | 6 | | 10 | | 8 | | 12 | | 10 | | 7 | | 11 | | 11 | | 8 | | 6 | | |
| Wed | 8 | | 12 | | 10 | | 7 | | 11 | | 9 | | 13 | | 11 | | 8 | | 12 | | 12 | | 9 | | 7 | | |
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| Sun | 12 | | 16 | | 14 | | 11 | | 15 | | 13 | | 17 | | 15 | | 12 | | 16 | | 16 | | 13 | | 11 | | |
| Mon | 13 | Ann Mtg | 17 | PAC | 15 | PAC | 12 | PAC | 16 | PAC | 14 | HR* / PAC | 18 | PAC | 16 | PAC | 13 | Full Council | 17 | PAC | 17 | PAC | 14 | PAC | 12 | Ann Mtg | |
| Tues | 14 | | 18 | | 16 | | 13 | | 17 | | 15 | | 19 | | 17 | | 14 | | 18 | | 18 | | 15 | | 13 | | |
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| Mon | 20 | PAC | 24 | F&A | 22 | Full Council | 19 | | 23 | | 21 | P&E | 25 | Full Council | 23 | | 20 | PAC | 24 | | 24 | Full Council | 21 | | 19 | PAC | |
| | | | | Full Council* / CCTV | | | | | | | | | | | | | | | | | | | | | | | |
| Tues | 21 | | 25 | | 23 | | 20 | | 24 | | 22 | | 26 | | 24 | | 21 | | 25 | | 25 | | 22 | | 20 | | |
| Wed | 22 | | 26 | | 24 | | 21 | | 25 | | 23 | | 27 | | 25 | | 22 | LHFIG | 26 | | 26 | | 23 | | 21 | | |
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| Sat | 25 | | 29 | | 27 | | 24 | | 28 | | 26 | | 30 | | 28 | | 25 | | | | 29 | | 26 | | 24 | | |
| Sun | 26 | | 30 | | 28 | | 25 | | 29 | | 27 | | | | 29 | | 26 | | | | 30 | | 27 | | 25 | | |
| Mon | 27 | | | 29 | HAC | 26 | | 30 | Full Council | 28 | | | | | 30 | | 27 | P&E | | | 31 | F&A | 28 | | 26 | | |
| Tues | 28 | P&E | | 30 | | 27 | | | | 29 | | | | | 31 | | 28 | | | | | 29 | | 27 | P&E | | |
| Wed | 29 | | | 31 | | 28 | | | | 30 | | | | | | | 29 | | | | | 30 | | 28 | | | |
| Thurs | 30 | | | | | 29 | | | | 31 | | | | | | | 30 | | | | | | | 29 | | | |
| Fri | 31 | | | | | 30 | | | | | | | | | | | 31 | | | | | | | 30 | | | |
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Local Visitor Economy Partnerships (LVEPs). Report to Full Council 30.09.2024

The new structure of tourism in England

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

Destination Development Partnerships (DDPs)

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

Local Visitor Economy Partnerships (LVEPs)

LVEPs lead, market and manage their destinations in their geography. They are currently being rolled out by VisitEngland; there will eventually be around 40 LVEPs across England. There are currently 34 LVEPs in England.

Destination Organisations

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

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

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

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

Five key goals of the LVEP Programme

Strategy

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

Stability

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

Growth

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

Place-shaping

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

Training

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

Benefits of joining the LVEP Programme

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

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

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

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

Wiltshire

All the other areas of England (apart from Wiltshire) either now have an accredited LVEP or are working on their application.

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

Analysis undertaken by VisitBritain shows that if Wiltshire doesn't have an LVEP (and therefore isn't supporting the Government's national tourism recovery plan) the county will lose £4m per annum in direct visitor spend, equating to £5.4m in direct and indirect spend, from international visitors alone from 2024/25. This excludes the loss in domestic tourism from Wiltshire not being included in VisitEngland activity, as this hasn't been modelled yet.

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

The aim of Visit Wiltshire is to have an LVEP bid submitted before 1 April 2025. One of the eligibility criteria for a county having an accredited Local Visitor Economy Partnership is that all LVEPs must be public/private partnerships supported by public and private sector funding. So, to be successful a bid must demonstrate both business and, crucially, council support for the establishment of an LVEP.

Warminster

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

Like many other Market Towns in Wiltshire, tourism is a vital strand in supporting the town centre, local businesses and employment.

Several other Wiltshire towns have pledged their support to a Wiltshire LVEP. These include: Trowbridge and Bradford on Avon which have both committed £5,000 to the 2025/26 budget. Also expressing support are the town councils for Salisbury, Chippenham, Malmesbury and Corsham.

Conclusion

It is recommended:

Members are asked to resolve:

- i) To support VisitWiltshire in its aim of establishing a Local Visitor Economy Partnership (LVEP) for Wiltshire, as**
- ii) To support the establishment of, and secure a seat on, the proposed new Wiltshire Visitor Economy Partnership Board including members from tourism businesses and town and local councils.**
- iii) To commit to including a contribution in the 2025/26 budget of £5,000 seed funding towards the establishment of a VisitWiltshire-led LVEP and £500 towards continuing as a VisitWiltshire Town Partner, facilitating the local government support required to establish the process of creating a Wiltshire LVEP and the financial support of VisitBritain and VisitEngland.**

StarFest 2025 - Cranborne Chase National Landscape - Note to Full Council 30.9.2024

Cranborne Chase National Landscape hold an annual “StarFest”

Last year it took place over 3 days at The Allendale Centre, Wimborne, Dorset with a range of sessions for everyone to enjoy:

- Drop-in arts and craft activities
- Drop-in dark sky advice sessions
- Bookable family-friendly sessions in our Pop-Up Planetarium
- Family-friendly Kamishibai storytelling with Authors Ewen and Michaela Sedman
- Storytelling with Lizzie Bryant
- Art Workshop with Mary McIntyre
- Stargazing Evening further afield in Damerham

They are looking to hold StarFest 2025 in Warminster. They would like a central venue, within walking distance of as many of the schools as possible. It would also need to be a floor space: 8m x 8m, Height: 3.2m to accommodate the ‘pop-up’ planetarium.

After visiting the Civic Centre they agreed it would be ideal and so have asked Warminster Town Council if they would be willing to host ‘StarFest’ 2025 at the Civic Centre.

They have provisionally agreed on the 19th – 21st March 2025, to enable them to have plenty of time to engage with local schools and community organisations.

They have asked that the rooms be provided free of charge. (The normal room hire charge would be £720).

This would be a prestigious event for the Town Council and Warminster to host and build on the Councils existing support for Dark Skies and Cranborne Chase National Landscape.

it is therefore suggested that the Council should agree to host the event F.O.C.