

ANNUAL REPORT

2018–2019



CHAIRMAN'S ANNUAL REPORT 2018 - 19

This year has once again proved to be a year of change. A by-election was held due to the resignation of Paul McDonald, and Reg Doyle was successful and welcomed to the Council in June last year. We have been facing up to the devolution of some of the services that we have always taken for granted, being part of how Wiltshire council looks after and maintains our community infrastructure. We have already taken over the Park Lake Pleasure Grounds and carried out a consultation on the transfer of the 9 children's play areas in the Town. We have made our proposals to Wiltshire Council and are awaiting further negotiations to continue. Due to the importance of the responsibilities that these services impose on us we have upgraded further our Devolved Services to a full committee with a stronger level of experienced councillors.



Our Finance and Assets Committee working with the Devolved Services Committee and a special working group have concluded the decision to rebuild our skatepark. This was approved by full council in January 2019. The total cost will be approaching £250,000 and we have appointed a professional Construction Manager to look after our contractual and professional responsibilities for the 17-week construction programme. This is due to start before I have to hand over the role as Mayor to my successor.

I trust that our decisions to bring home to Warminster many of the devolved services will prove to be successful and that we will get full support from our community.

We are continuing to monitor the major town expansion projects that are being planned for both the East and West side of town, particularly as there will be many challenges to all our services, which as a Parish Council, we are not always able to resolve ourselves. This must be a Wiltshire Council responsibility and we will support the best and the wise decisions, that will enable the town to provide for our future generations.

Mayor of Warminster
Councillor Tony Nicklin

Warminster Civic Centre

The Civic Centre is the perfect venue for conferences and meetings, as well as for private functions such as weddings and birthday parties. It is easily accessible for people of all abilities, and with the Western car park immediately adjacent to the building there's never any problem finding a parking space.



The coffee bar in the foyer provides a warm and safe place to meet friends and colleagues.

Events have ranged from blood doning to zumba, childrens' parties to wedding receptions, conferences to martial arts, U3A to Pilates. Whatever your event, chat to us and see how we can help.

Our male and female toilets both have baby changing facilities and there is a standard disabled toilet. We also have a fantastic fully equipped Changing Places Personal Care Room for use by adults and children with profound disabilities. This includes a height-adjustable adult changing bench, a shower and a tracking hoist system. There is sufficient space for a wheelchair plus any carers to accompany the user.

Civic Centre Film Matinees

The Civic Centre shows film matinees on the third Wednesday of each month. Tickets are just £4 and include tea or coffee. Delicious Marshfield ice creams are on sale in a range of flavours. Films are shown in seasons of four, with the audience getting the chance to choose from a selection of ten films on the third film showing of the season (in March, August and November). The top four choices are selected for the next season. Films are shown soon after their general release.

Christmas Market



The Christmas Market on 24th November was a sell-out with 34 stalls offering a wide variety of Christmas gifts. The stallholders were delighted that more shoppers than ever visited. Bookings are already being taken for this year's market on 30th November.

Christmas Lights

The Christmas Lights switch-on was once again centred on the gardens of the Chapel of St Lawrence. The High Street was closed for the event which drew large crowds to cheer on the lantern parade, led by the band, Jamma de Samba. (who were sponsored by Three Horseshoes Walk) This year we had the added attraction of stilt walkers and they were a huge hit with endless "selfies" being taken. We also had food vendors and fairgrounds rides in the Town Centre. Other sponsors were Northwood, (estate agent) and Brian Loveday (scaffolding).

Thanks also to Warminster Community Radio and the Feoffees of St Lawrence Chapel.

Town Development

The Town Development Committee, chaired this year by Cllr Paul Macfarlane, deals with issues relating to the town's infrastructure, many of which are projects requested by residents. This year these have included the following:

- In June 2018 the Spatial Planning Review Group met to discuss the Wiltshire Council Housing Site Allocation Plan (HSA) consultation. Additional points were agreed and the comments submitted to the previous HSA consultation in September 2017 re-iterated in the Council's return.
- Cllr Andrew Davis was appointed the Town's Speed Champion, tasked with promoting and encouraging speed watch initiatives around the Town.
- Cllr Steve Jefferies was appointed the Town's Litter Champion. With the support of officers this initiative has been a great success with residents coming together regularly to clear up litter hot spots in the Town. So far the team have run 6 litter picks, the Council provides all the equipment. A tea was organised in December to thank all the volunteers for their hard work. The scheme is going from strength to strength with more and more people borrowing equipment from the Council to help run their own litter picks.
- The Council continued to press Unitary Councillors for updates on No.3 The High Street.
- In September Mr Len Turner, a co-opted member of the TD committee, reported that Town Centre Survey Reports 2018 had been completed by an excellent group of volunteers.
- The Regeneration Working Group was re-established to progress the longer term aspirations for the Town Centre
- Any highways issues are referred to the Community Area Transport Group of Wiltshire Council for decision based on feasibility and cost. Once schemes have been approved the Town Council would normally be expected to contribute 25% of the cost.

Planning Advisory Committee

The Planning Advisory Committee, chaired by Councillor Steve Jeffries, meets more than any other committee of the Council, coming together every month to consider all planning applications submitted to the Principal Authority, Wiltshire Council.

The Planning Advisory Committee can only object to planning applications on planning grounds. These are set out in law. They can take into consideration the policies in the Warminster Neighbourhood Plan.

The committee can make site visits if they think it will assist with their deliberations.

The Town Council is only an consultee, it can comment on planning applications but, the ultimate decision rests with Wiltshire Council.

Town Promotion Sub-Committee

The Town Promotion Sub-Committee looks at ways to better promote the town. There are several outside representatives from businesses in the town and the committee is chaired by Councillor Nick Pitcher. The sub-committee has produced a town map for visitors to Warminster. It has striven to promote the Warminster Parking Partnership.



The sub-committee has also revamped the Blue Plaque Trail with 20 new signs highlighting the historic heritage replacing some very worn out ones. A guide leaflet has also been produced.

The sub-committee has worked to try and ensure town events gain maximum publicity. The Christmas Light Switch on, the Remembrance Day commemoration and Spring in the Park all attracted thousands of people from in and around Warminster. The Inspire music event and the Warminster Wobble were also big attractions.

The committee is engaging in a 'buddy scheme' with Devizes and our membership of the Market Towns Forum helps with gaining ideas from other towns in the county.

HR

The HR committee is comprised of the Mayor, Deputy Mayor and chairs of committees, and meets quarterly to discuss any issues relating to staffing and to monitor the Council's risk assessments.

Finance and Assets Committee

The Finance and Assets Committee is chaired by Councillor Chris Robbins. It monitors all the Council's financial procedures and approves relevant expenditure. It scrutinises the draft budget before making recommendations to Full Council.

Full Council

Full Council meetings oversee reports from committees and it deals with issues that need decisions from all members. Two of the most important decisions it took this year were about the future of the play areas in Warminster currently run by Wiltshire Council and the decision to proceed with a new community skatepark in the Lake Pleasure Grounds.

Warminster Parking Partnership

The Town Council runs the Warminster Parking Partnership, allowing shoppers to reclaim their first two hours of parking costs by taking their refund vouchers to those retailers who display the Parking Partnership sign in their windows. The maximum refund for two hours is now £1.30. There are currently a dozen businesses signed up to the partnership. The Council welcomes any independent business who wish to join the scheme.



Devolved Services and Assets Committee

The Devolved Services and Assets Committee oversee things previously run by Wiltshire Council, particularly the Lake Pleasure Grounds and the public toilets. It is chaired by Councillor Denis Brett.

Highlights of the past 12 months have been:

- Continuing to develop the Pavilion Café from June 2017. The café is open every day between 9.30am and 4.30pm in the summer (1st April–30th September) and from Thursday to Sunday, 9.30am to 3.30pm in the winter (1st October–31st March). It is run by a Café Supervisor with assistance from seasonal staff. Sales in the Café were up on last year and we will work to help them to continue to grow.
- Reapplying for Green Flag status for the Lake Pleasure Grounds. Being awarded Green Flag status in 2017 and 2018 was a fantastic achievement and we hope to repeat the success in 2019.
- A new, larger sign, has been placed at the entrance.
- The reinstatement of boats on the lake. Four rowing boats and two canoes were launched at the Spring in the Park event. They proved very popular over the summer.
- The renovation of the Civic Trust Garden with the help of Fairfield Farm College. The garden has been renamed the Elisabeth Collyns Garden in recognition of Elisabeth's efforts in creating this space and was reopened in April 2018.
- A tree trail booklet has been launched, a superb educational tool and a fun way to spend an hour.
- Flower beds were again planted by local primary schools and schools are being approached to engage in this again.



- The Council has taken on the plans for a new state-of-the-art skatepark from Friends of Warminster Park. Since September, the Council has secured £125,000 of grant funding towards the scheme. Grants are from The Military Covenant, The Ernest and Marjorie Fudge Trust and the European Agricultural Fund for Rural Development.
- We look forward to the grand opening party later this year.
- The committee has asked the public for ideas about how best to utilise what is currently the putting green area.
- The area of path by the entrance steps of Weymouth Street is being resurfaced and widened
- Further improvements to the Lake Pleasure Grounds are being considered this year.

Communications

Communicating with residents is a key part of the Council's activities, and it takes many forms. There is an increasing reliance on social media with the Town Council and Civic Centre having Facebook pages and Instagram accounts to communicate information on the latest news and activities. There are also Facebook pages for the Lake Pleasure Grounds and the Pavilion Cafe.

The newsletter is distributed to 7,800 homes via the *Warminster Way* and *The Villager*.

The Town Council's website contains the timetable, agendas and minutes of Council meetings, and also has a calendar of events at the Civic Centre and elsewhere in the town. The Council is happy to advertise charity events in the town if the groups send us the relevant information. The Data Transparency Act 2018 is recognised by the Town Council and it observes the requirement of getting as much information uploaded onto the website as possible.

We advertise all our meetings weekly in the *Warminster Journal*, as well as posting notices on our internal and external notice boards at the Civic Centre. Many events are advertised in the *Warminster Journal*, such as the Remembrance Service, Civic Award and Christmas Market. The Journal runs a column 'Town Talk' giving updates and news from the Clerk.

The Council sends out regular press releases to the media. We obtain coverage in local papers and across many parts of Wiltshire. We feature on local radio, in magazines and occasionally on TV. It is important to keep the Town's profile high and spread the word about local achievements.

CCTV

Warminster's CCTV operations are an important part of the Town Council's activities. Headed by supervisor Mike Herriott, a dedicated small team of staff and volunteers situated in Dewey House work closely with the local community police team as well as agencies from further afield. The Council is currently looking for volunteers to join the team. Anyone interested should contact Mike Herriott on 01985 217604.

The cameras situated in the town are working 24 hours a day, seven days a week, and the team also covers the monitoring of Westbury town and the West Wilts Trading Estate. In addition close working relationships with Warminster Garrison and Battlesbury Barracks enable a wide range of issues in respect of prevention of crime to be covered. The CCTV team continues



to be involved in the local Pubwatch and Shopwatch schemes and supplies radios to participants. These help reduce shoplifting, vandalism and other crimes.

The Town Council supports volunteer activity such as the Community Litter Pick and Community Speedwatch.

We recognise the huge importance of voluntary work to the well being of our town.

YOUR TOWN NEEDS YOU!



**Wanted
Volunteer CCTV
Operators**

Full training provided with recognised qualification and licence

If you are interested in helping your community and can offer at least 4 hours a week, contact Mike Herriott, CCTV Supervisor on 01985 217604



Civic Award and Junior Civic Award

The deserved recipient of this year's Civic Award was Muzib Rahman in recognition of his services to the community of Warminster. Muzib is well known as the owner/manager of the Agra Indian Restaurant. He is a generous sponsor of our two local football clubs. He has used his catering to help raise fund for numerous local and national charities. To mention just some who have benefited from his generosity: The Mayors Charity, Warminster Carnival, The Minster Church, NSPCC, Riding for the Disabled, the Food Bank, Macmillan Cancer Support, the Motor Neurone Disease Association, Christian AID, Syrian Families, the Nepal Earthquake Appeal, Kingdown School, Warminster Brownies.

We hope that more people will be nominated for this years Junior Civic Award.

Events

The tenth Warminster Wobble festival of cycling took place on the weekend of 17th–18th June 2018 and is now an established event in Wiltshire, attracting cycling enthusiasts from far and wide. The Town Council contributes £3,000 annually towards the Wobble.

The Inspire music festival was held on Sunday 8th July 2018 and had a varied line-up. Inspire showcases local music acts with an emphasis on youth and inspiring people to take up a musical instrument. The Council provides a budget of £3,500 for this event.

The Carnival attracted large numbers of people from Warminster and the surrounding area, and continues to be very important in Warminster's events calendar. The Council provides annual funds of £3,000 towards the Carnival.

A list of all the regular events held at the Civic Centre and elsewhere in Warminster is available from the Civic Centre. The Town Council is also happy to display posters for local events on its community notice boards, its website and its Facebook pages.



The Town Council is a member of Visit Wiltshire which provides a forum to advertise events in the town throughout the county.

Pancake Race

The annual Pancake race attracted competitors both young and old.

Spring in the Park in May 2018 was a huge success with an estimated 4,500 people attending. This year we aim to be just as successful and hope for similar good weather.

Grants

The Town Council agreed and paid for grants from the Town Council budget. Recipients were from a range of organisations from support services, sports clubs and the arts. They included: Help Counselling Services, Jacobs Ladder Wiltshire CV, Warminster Athenaeum Trust, Warminster Group Diabetes UK, Warminster Flers Association, Warminster Philharmonic Orchestra, Warminster and District Stroke Club. The Town Council also makes recommendations to the Dewey Trust, which gives grants to local organisations.

If your organisation has not had the benefit of a grant, please contact the Town Council to discuss your requirements. Grant application forms are available online at www.warminster-tc.gov.uk or can be picked up from the Council offices. Applications must be received at the Civic Centre by 17th May 2019. Grants will be decided by the Finance and Assets Committee in June and given out in September.



WCR

Warminster Community Radio (WCR) has a service level agreement with the Town Council. In return for the Council providing an annual sum of £10,000 to WCR for five years from April 2017, the period of a full broadcasting licence, WCR assists at all Council events including the provision of a public address (PA) system and outside broadcasts for the Civic Service, Remembrance Sunday and the Christmas Lights switch on. They will be providing the PA for Spring in the Park, on 5th May and provided the same for the Commonwealth Day Flag raising. They are available to support and advertise other events in the town.

WCR also provides a PA system when necessary for significant council meetings and is always on hand for advice.

Mayors Charity

The Mayors Charity this year has been Fairfield Farm Collage. Fairfield is a specialist college for students with learning disabilities and difficulties.

Situated in the village of Dilton Marsh, the 26 acre farm site has excellent teaching and vocational learning areas. Fairfield Farm College is committed to promoting equality, eliminating discrimination and encouraging diversity amongst staff and students. It runs day, weekend and residential courses. The core elements of their study programme include vocational pathways, relevant aspects of English and maths, independence skills, tutorials, enrichment activities and work experienced or work related activities.

Students from Fairfield helped to reinstate the Elisabeth Collyns Gardens in the Lake Pleasure Grounds.



The new community skatepark planned for the Lake Pleasure Grounds would not be proceeding without the financial support of the following organisations.



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

List of complaints received 01/04/2018–31/03/2019

May 2018 - A complaint received about the removal of a tent from Smallbrook meadow.

Freedom of Information requests received 01/04/2018–31/03/2019

None.

Acknowledgements

I would like to thank the Town Clerk, Fiona Fox, along with her staff at the Civic Centre, CCTV and in our wonderful Park , for the support I have received from them in my term of office. It has been an honour to represent Warminster as Mayor for a second time. I have thoroughly enjoyed my term of office, once again having the opportunity to meet many of the residents of the town who give up their time so selflessly for the benefit of others. It never ceases to amaze me how many diverse organisations there are in the town and how much they rely on support from volunteers. I would also like to thank my wife The Mayoress for the many times throughout the year that she has accompanied me at the various functions and visiting our many Charity group meetings.

Mayor of Warminster,
Councillor Tony Nicklin.

FINANCIAL REPORT 2018–2019

The end of the Council's financial year is 31st March and shutdown of the accounts will take place on 23rd April 2019 to account for all expenditure and income. This report gives details of the income and expenditure to 28th February 2019 with a breakdown of our current situation. Once the accounts are completed these figures may have changed. The full audited accounts are available to the public and the details are advised on completion of the process which will take place by the end of June 2019.

The Councillors will make declaration through their annual governance statement that they understand their responsibility to have and maintain a sound system of internal control which includes the preparation of the accounting statements. This means they followed the Accounts and Audit Regulations, made proper arrangements for the safeguarding of public money and have only done what they have the legal power to do and have complied with proper practices in so doing. The Council has the general power of competence 'The power to do anything that individuals may generally do'.

An assessment of the risks facing this smaller authority has been undertaken and the Councillors have taken steps to manage those risks including internal controls and/or external insurance cover where required.

Throughout the financial year an effective system of internal audit of the accounting records and control systems has been carried out by the appointment of a competent independent person to give an objective view on whether internal controls meet the needs of this smaller authority. Appropriate action was taken on all matters raised in reports from internal and external audits.

Throughout the financial year this smaller authority has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

Fiona Fox BA (Hons) MCIPD FISLCC
Town Clerk and RFO
31st March 2019

SUMMARY OF INCOME AND EXPENDITURE TO 28th FEBRUARY 2019

Due to the timing of the Town Meeting this set of figures represents 11 months' Income and Expenditure. The final figures will be established following the closedown operation on 23rd April 2019. Completed accounts are likely to be available in June 2019 and will be available for the public to inspect.

	Budget 2018–19 £	Actual 2018–19 £
Expenditure at 28th February 2019		
Administration	233 633	213 176
Properties, buildings and town amenities	534 593	464 095
Town development, grants and projects	104 100	100 012
Total gross expenditure	872 256	772 283
 Income at 28th February 2018		
Miscellaneous	123 244	189 038
Precept	749 012	749 012
Total income	872 256	938 050

	£
The Precept amounted to	749,012
Long-term Liabilities	376,797
Public Works Loan Board	155,090
General Reserves	
Earmarked Reserves:	233,485
Capital Projects	37,788
Devolved Services	11,080
Elections	10,000
Tennis courts	16,176
CCTV	50,980
Skatepark	3,166
Catenary cables	1,406
Training	1,261
Town Crier	863
Website	6,000
Outdoor Gym	

Warminster Town Council is composed of 13 councillors. The town is divided into four wards: Warminster West, Warminster East and Broadway, each with four councillors, and Copheap with one councillor. The Council is led by the Mayor and the Deputy Mayor, who are elected each May at the Annual Meeting.

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Town Council meetings and committee meetings are held at the Civic Centre and are open to the public. The public are welcome to attend the majority of Council meetings, either to listen or to speak in the public session.

Dates and times of meetings and agendas are posted on the notice boards at the Civic Centre, and are listed on our website at www.warminster-tc.gov.uk. Meetings are also listed in the *Warminster Journal*.

Minutes of Council meetings can also be found on our website or requested from the Civic Centre.

The Town Council offices at the Civic Centre are open Monday–Friday, 9.00am–4.30pm, and the public are welcome to call in during those hours.

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