

ANNUAL REPORT 2021–2022



Above - Planting trees for the Queen's Platinum Jubilee - Below the Town Council's new website.

Warminster Town Council: Delivering a brighter, greener future for all



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UPCOMING EVENTS



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GOT A QUESTION?

Hello and Welcome to the

Warminster Town Council

Delivering a brighter, greener future for all

GET IN TOUCH

CHAIRMAN'S ANNUAL REPORT 2021-22

This past year has been another challenging one for everyone, but we continue to make progress. Back in June 2021 the Council agreed to commission a space themed splashpad to replace the paddling pool in the Lake Pleasure Grounds. The splashpad is now almost ready to open and the excitement is set to rocket. It is wonderful to provide this free to use facility for our town.

The Council has also commissioned and opened a Lava Trail in the park. Combining exercise with imagination, this has been a huge hit. It was no surprise when the Lake Pleasure Grounds were again recognised as an outstanding park winning a highly regarded Green Flag Award.



Mayor Cllr Steve Jeffries

It was my proud duty to take part in the Remembrance Day Service at the War Memorial in November and my great pleasure to turn on the Christmas lights and judge the Christmas Window Competition. It was delightful to present the Civic Award to such worthy recipients and highlight some of the great work done by volunteers.

The Town Council is preparing to take on the provision of more services currently provided by Wiltshire Council. This has been delayed due to the disruption caused by Covid but we expect discussions to progress in 2022 and will keep you informed of progress.

I have held "Meet the Mayor" drop in sessions at the Civic Centre and as well as people turning up I have had extra emails and phone calls. The Town Council's new website has proved very popular.

We have started a review of our Neighbourhood Plan - we intend to ensure the revised plan will mean a more sustainable environmentally friendly development, improved local facilities and protection of our local heritage and distinctive landscapes and countryside. We continue to oppose inappropriate and ill thought out housing development, although we don't always win.

We will always strive to ensure value for money and were able to keep the increase in the Town Council share of council tax to just £4 a year for a Band C property. I know that this is a very uncertain and frightening time for many reasons, so I urge you all to keep hold of hope.

A handwritten signature in black ink, appearing to be 'S. Jeffries'.

Mayor of Warminster
Councillor Steve Jeffries

What does the Town Council do ?

Warminster Town Council responsibilities are:

- The Civic Centre
- Dewey House
- Tynning Allotments
- Eight Play Areas
- The Public Toilets in Central Car Park
- The Obelisk
- The War Memorial
- CCTV Control Room and Systems
- Boreham Road Closed Churchyard
- Yeates Meadow
- Ashley Place amenity space
- 'Basil Brushes' road sweeper
- Awarding grants to local organisations
- The Hanging baskets
- Comments on planning applications
- Advise on highway improvements
- Events: e.g. Spring in the Park, Christmas Lights, Remembrance Parade and Service
- The Lake Pleasure Grounds



The Town Council's Road Sweeper "Basil Brushes"

The Lake Pleasure Grounds includes:

- The Pavilion Cafe
- The Skatepark
- The Putting Green
- The Lava Trail
- The Children's Play Area
- The Boat house and boat hire
- The Tennis Courts
- The Flower beds
- The Wildlife

The Town Council also works with Wiltshire Council, local organisations and the public to protect and improve our town.



The new Lava Trail in the Lake Pleasure Grounds

From selling bio-degradable bags for cleaning up after dogs to a multi-thousand pound splashpad the Town Council is working for Warminster.

Warminster Civic Centre



The Christmas Market at the Civic Centre

The Civic Centre is a popular venue for community events with a large number of regular and casual hirers providing diverse weekly, fortnightly and monthly activities for residents of Warminster. Obviously Covid19 has massively impacted on that this year. We have worked with hirers to make sure that events have taken place in line with Government Guidance and with Covid19 precautions in place.

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 donating 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, and a shower and a tracking hoist system. There is sufficient space for a wheelchair plus any carers to accompany the user.

Events

Although some of our usual events such as Spring in the Park, the Carnival, and Inspire had to be cancelled due to Covid, others were able to go ahead. The Remembrance Day Service was attended by thousands - a strong reminder of Warminster's links to the armed forces.

The Christmas Market at the Civic Centre was very busy and many people braved the windy weather to join in with the Christmas Lights switch on.

The Christmas Window Competition was well supported by shops and businesses. Our congratulations to the winner Anatomy Clinic. (Shown right).



Anatomy Clinic's Christmas Window

Town Development Committee

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

- Plans are underway to update the CCTV system. Once state of the art, it is now showing its age and becoming harder to maintain.
- The Warminster Flood Plan - This has been reviewed and updated. We currently have five volunteer flood wardens. The Flood Plan is a working document and will continue to be updated and developed going forward.
- Highways issues can be 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 is normally expected to contribute at least 25% of the cost.
- A cycle path working group is bringing forward proposals about how we can improve the local network.

Planning Advisory Committee

The Planning Advisory Committee, chaired by Councillor John Syme, met more than any other committee of the Council, coming together every month to consider all planning applications submitted to the planning 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 a consultee, it can comment on planning applications but, the ultimate decision rests with Wiltshire Council and they have to follow national planning laws. The Committee has considered and commented on 143 Planning Applications in the past 12 months.



The Town Council seeks to support local businesses

WARMINSTER CLIMATE CHANGE PLEDGE

We are asking people to try some of these easy changes, and help us to make Warminster a cleaner, greener, healthier place to live.

Switch your energy provider to a renewable tariff - one of the biggest impacts we can take as households.

Switch off! save energy and save money - Switch off, turn things off standby, turn your thermostat down.

Move your money - Many banks and pension providers are investing in the fossil fuel industry. Put your money to green use.

Cut your digital footprint - Delete any e-mails, photos and old files you no longer need

Reduce your food waste 50% of all food waste occurs in the home!

Plant a tree and 'rewild' your garden - A tree is one of the best ways to remove carbon from the atmosphere.

Travel smart - Could you commit to walking, or cycling a proportion of your shorter journeys say under half a mile? Can you car share or take public transport to lower the impact of your daily commute?

Reduce and re-use - Think reduce and reuse whenever you can – whether that's coffee cups, water bottles, shopping bags, or face masks.

Eat smart - Reduce that impact by trying meat-free Monday, swap one regular product for an organic or Fairtrade equivalent, support local producers and retailers, this often results in lower 'food miles'

Use your voice - And share your changes with your friends and family, your school, your workplace, businesses and elected representatives. Share the Warminster pledge too - invite them to get involved!

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. There are currently a dozen businesses signed up to the partnership. The Council welcomes any independent business who wish to join the scheme.



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 Audit Committee

The Finance and Audit Committee is chaired by Councillor Denis Brett. It monitors all the Council's financial procedures and approves relevant expenditure. It scrutinises the draft budget before making recommendations to Full Council. The Council has had very good reports from both the internal and external auditors.

Full Council

Full Council meetings oversee reports from committees and it deals with issues that need decisions from all members. The most important decisions is to set the Budget for the forthcoming year.



Staff and Councillors Display the coveted Green Flag Award

Parks and Estate Committee

The Parks and Estate Committee manages the Lake Pleasure Grounds, 8 play areas, the public toilets, our road sweeper, and other assets. It is chaired by Councillor Sue Fraser.

Highlights of the past year include:

- Continuing to develop the Pavilion Café. 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. The more you use the Café, the more we can reinvest in the Lake Pleasure Grounds.
- Being awarded Green Flag status for the Lake Pleasure Grounds for the 5th year in a row. Being awarded Green Flag is public recognition that we have a high quality Park with dedicated staff and an excellent management plan in place.
- 300 trees were planted to celebrate The Queen's Platinum Jubilee, these were split between the Lake Pleasure Grounds and Ashley Combe.
- The putting green was reconfigured to allow more picnic benches to be placed in the Lake Pleasure Grounds, shaded by the trees.
- Flower beds were again (after a break caused by Covid) planted by pupils from local schools.
- We continue to use alternatives to pesticides to keep our use of pesticides to a minimum.
- Members agreed to a replacement cableway at the Queensway Play Area.
- Members agreed to install two mini football goals at the Queensway Play Area.
- The path from the Ridgeway into the Lake Pleasure Grounds has been resurfaced.
- The Tennis Courts have been used for coaching.
- The council voted to replace the worn out paddling pool with a splash pad. This is now nearly ready to open.
- The Committee has backed refurbishment of the Tennis Courts, this is expected to take place in late 2022 and the improved courts should be ready for the 2023 season.
- The intention is to also refurbish the Multi-use games area (Football and Basketball) at the same time.
- Further improvements to the Lake Pleasure Grounds are being considered for future years. These include consulting with residents on what we can do to make more use of the boat house.
- 2024 marks 100 years since the Lake Pleasure Grounds were first opened, a working group is being set up to consider how best to celebrate this anniversary.

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 Warminster Town Park (The Lake Pleasure Grounds) and the Pavilion Café.

The newsletter has previously been usually distributed to 7,800 homes but Covid19 has meant that we have had to place them in the Warminster Journal. You can also see them on our website.

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 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 Warminster'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 Mark Chalmers, a dedicated small team of staff and volunteers work closely with the local community police team, local shops, pubs and businesses. The Council is currently looking for volunteers to join the team. Anyone interested should contact Mark Chalmers 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. 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.



Pictured above - Distributing new radios to members of Shopwatch - part of our CCTV service.

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 have included: Cop Heap Volunteers, Friends of St Georges, Group Five (providing furniture and household items to those in need). Groveland Countryside and Wildlife Park, The Hive Nursery, Princecroft Primary School, Independent Living Centre, Multiple Sclerosis Therapy Centre (Wessex) Ltd, St Lawrence Chapel, Touching Tones Music Therapy Trust, Tynings Allotments Association, Warminster Action Group, Warminster Common Volunteers, Warminster Highbury Youth Football Club, Warminster Town Football Club, Warminster Philharmonic Orchestra, Warminster Volunteer Tool Library, Warminster and Westbury Visually Handicapped Club, Warminster Community Choir, Warminster Table Tennis Club and Wiltshire Citizens Advice.

If you would like your organisation to benefit from 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. The first set of grants for this year will be decided by the Finance and Audit Committee on 4th July 2022.

Warminster Community Radio

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 2021, 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. They are available to support and advertise other events in the town.

Mayor's Charities

The Mayor has supported two charities this year, Multiple Sclerosis Therapy Centre (Wessex) Ltd and Cure DM - UK Myotonic Dystrophy Research and Support. Covid has restricted some of the usual fund raising events, but we still aim to raise £1000 by the end of the his term of office.



Above: One of the stalls at Warminster Open Fair



The Bake Sale for Ukraine raised £1700

Freedom of Information requests received 01/04/2021 - 01/03/2022

None

List of complaints received 01/04/2020 –01/03/2021

None

Acknowledgements

I would like to thank all the staff at the The Council Offices, the Civic Centre, CCTV and our open spaces team, for the support I have received from them during my term of office. It has been an honour for me to represent Warminster as Mayor. It is a privilege to meet people from the many diverse organisations there are in the town and witness the hard work of people, often volunteers, who work so selflessly for the benefit of others. My thanks to the Deputy Mayor Councillor Denis Brett for attending events when I was unable to make them. I would also like to thank my family for the support they have given me throughout the year.

Mayor of Warminster,
Councillor Steve Jeffries

FINANCIAL REPORT 2021-2022

The end of the Council's financial year is 31st March and shutdown of the accounts will take place in April 2022 to account for all expenditure and income. This report gives details of the income and expenditure to 28th February 2022 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 2022.

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.

Tom Dommett BA (Hons) CiLCA
Town Clerk and RFO
21st March 2022

SUMMARY OF INCOME AND EXPENDITURE TO 28th February 2022

Due to the timing of the Town Meeting this set of figures represents 12 months' Income and Expenditure. The final figures will be established following the closedown operation in April 2022. Completed accounts are likely to be available in June 2022 and will be available for the public to inspect.

	Budget 2021-22	Actual 2021-22
Expenditure at 28th February 2022		
Administration	£341,360	£245,224
Properties, buildings and town amenities	£890,910	£542,747
Town development, grants and projects	£121,893	£495,371
Total gross expenditure	£1,354,163	£1,283,342
 Income at 28th February 2022		
Miscellaneous	£127,165	£503,417
Precept	£1,275,599	£1,275,599
Total income	£1,402,764	£1,779,016

	£
The Precept amounted to	1,275,599
Long-term Liabilities	
Public Works Loan Board	285,069
General Reserves	289,316
Earmarked Reserves:	
Capital Projects	229,219
Services to be Devolved	252,770
Elections	18,962
Tennis courts	10,000
CCTV	2,529
Climate Change	2,000
Open Spaces	19,583
Catenary Cables	3,168
Depot	25,000
Sweeper	3,000
Training	2,062
Play Areas	50,057
Town Crier	2,261
Website	863
CIL 18/19	59,667
CIL 19/20	12,372
CIL 20/21	1,755
CIL 21/22	60,827
EMR S106 Grant	814
Capital Financing Accounts	1,106,213

Warminster Town Council is composed of 13 councillors. The town is divided into four wards: Warminster West, Warminster East both with four councillors, Broadway has three councillors and North just two. The Council is led by the Mayor and the Deputy Mayor, who are elected each May at the Annual Meeting.

Warminster Town Councillors elected on 6th May 2021

WARMINSTER WEST

Stacie Allensby
2 Copheap Rise,
Warminster,
BA12 0AR
07565 684396
cllr.allensby@warminster-tc.gov.uk

Sue Fraser
6 Masefield Road
Warminster
BA12 8HN
07813 930808
cllr.fraser@warminster-tc.gov.uk

Phil Keeble
2 Freesia Close
Warminster
BA12 7RL
07730 467818
cllr.keeble@warminster-tc.gov.uk

Paul Macfarlane
49 Highbury Park
Warminster
BA12 9JE
07767 897938
cllr.macfarlane@warminster-tc.gov.uk

WARMINSTER EAST

Denis Brett
50 Gipsy Lane
Warminster
BA12 9LR
01985 301366
cllr.brett@warminster-tc.gov.uk

Andrew Davis
13 The Ridgeway
Warminster
BA12 9NG
01985 217431
cllr.davis@warminster-tc.gov.uk

Paul Macdonald
144 Boreham
Field,
Warminster,
BA12 9EF
01985 847663
cllrmacdonald@warminster-tc.gov.uk

Chris Robbins
3 Heronslade
Warminster
BA12 9HR
07734 025196
cllr.robbins@warminster-tc.gov.uk

WARMINSTER BROADWAY

Andrew Cooper
27 St Andrews Road
Warminster
BA12 8ES
07717 779152
cllr.cooper@warminster-tc.gov.uk

Rob Fryer
39 Portway
Warminster
BA12 8QQ
01985 847168
cllr.fryer@warminster-tc.gov.uk

John Syme
7 Medlicott
House,
Warminster,
BA12 8QN
07565 989211
cllr.syme@warminster-tc.gov.uk

WARMINSTER NORTH

Steve Jeffries
9 Beech Grove
Warminster
BA12 0AB
07712 649613
cllr.jeffries@warminster-tc.gov.uk

Bill Parks
2b Prestbury Drive,
Warminster
BA12 9LB
07712 490075
cllr.parks@warminster-tc.gov.uk

VOLUNTEERING

The Town Council works closely with many volunteers groups. Have you considered if you could help out ? If we all do our bit it makes a massive difference. Full training is provided for all volunteers. Contact the Town Council if any of the following interest you.

Flood Wardens - Could you keep an eye on an area and report incidents of flooding ?

CCTV - Fancy putting your powers of observation to use ? We look for a commitment to do a 4 hour shift.

Copheap, Warminster Common and Grovelands Volunteers - Does keeping trees, grass and hedges in order appeal?

Community Speedwatch - Can you spare time to take practical action to reduce traffic speeds?

Community Litter Pick - Protecting the environment and wildlife and improving the look of our town.

Town Council meetings and committee meetings are normally 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.

Tom Dommett BA (Hons) CiLCA
Town Clerk and Responsible Financial Officer
Warminster Town Council
Warminster Civic Centre
Sambourne Road
Warminster
Wiltshire
BA12 8LB

Tel: 01985 214847
email: admin@warminster-tc.gov.uk
www.warminster-tc.gov.uk



Warminster Community Radio ready to broadcast