

ANNUAL REPORT

2022–2023



Above -The Splash Pad in the Warminster Lake Pleasure Grounds. Below - The Civic Centre



CHAIRMAN'S ANNUAL REPORT 2022-23

Another busy year has come to an end, not only have the town council continued to provide good service to the town, but a number of major projects have been completed and initiated. Among these are the completion and opening of the Space Themed Splash Pad. This facility has proved to be extremely popular and along with our Skatepark, is the envy of many towns. We have recently been successful in organising a joint project with the Lawn Tennis Association to upgrade our tennis courts, indeed work has already started as from mid-March 2023. Hopefully all will be in place before Wimbledon and our Spring In the Park event.



Councillor Chris Robbins

I am pleased to report the Lake Pleasure Grounds have again been awarded Green Flag Status, indeed the park is a wonderful asset for the Warminster community. A decision was made to renew the CCTV. We now have new modern high definition cameras which have replaced the original equipment.

Another major project taking much time and resources is the renewal and upgrading of the Neighbourhood Plan. This is well under way now and the final document will help pave the way for the development of Warminster in many ways, whether planning issues, heritage, commerce, green spaces and more. It's at the consultation stage now.

On September 8th 2022, very sad news was received that HM Queen Elizabeth II had passed away. The Warminster community joined the rest of the country in mourning and many a church service was attended to offer our prayers and thanks for the monarch's life of service to us all. As Mayor I was very proud to read the Kings' Proclamation from the steps of the Council Offices, aided by the WCR broadcasting facilities so all could hear. Other events include Remembrance Day, Christmas Lights Switch On, the wonderful Carnival procession, Shop Window Competition, the Civic Awards and representing Warminster and our council many times.

The finances of the town council are in good shape which allowed the council to not increase our portion of the Council Tax, all councillors were pleased to support this approach. The council is committed to find the most sustainable methods of providing services and by reducing our carbon footprint as we go along, but this does take time and resources. We recognise there is still much work to be done but I must praise and thank my fellow councillors, the very welcome volunteers, our managers and staff for what we have achieved thus far.

Councillor Chris Robbins
Mayor of Warminster

What does Warminster Town Council do?

Warminster Town Council's responsibilities include:

- 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
- Our Road Sweeper - 'Basil Brushes'
- 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



Above: The Great British Spring Clean 2022

The Lake Pleasure Grounds includes:

- The Pavilion Café
- The Skatepark
- The Splash Pad
- 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



Above: The Lake Pleasure Grounds

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

From selling bio-degradable bags for cleaning up after dogs to a multi-thousand pound Splash Pad the town council is working for Warminster.



Above: The Christmas Market at the Civic Centre

Warminster 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 the residents of Warminster. 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 fully and easily accessible for people of all abilities, and with the (Wiltshire Council run) Western Car Park immediately adjacent to the building there's never any problem finding a parking space.

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.

The Coffee Bar in the foyer provides a place to meet friends and colleagues. 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

It was great to have events back after the disruption caused by Covid-19. Spring in the Park was a great success with so many groups attending. The Carnival, Inspire and other events 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 the Christmas Lights Switch On was made particularly memorable by the Spiderman Marching Band.

The Christmas Window Competition was well supported by shops and businesses. Our congratulations to the winner, David Wiltshire Photography.

We look forward to 2023 with high hopes for the many events planned.



Above: David Wiltshire Photography's Christmas Window

Town Development Committee

The Town Development Committee is chaired by Councillor Rob Fryer. 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:

- Warminster's CCTV system is being upgraded. Once state of the art, it was showing its age and had become harder to maintain. The new system will provide better quality images and will help keep our town safe.
- The Warminster Flood and Emergencies Plan - this has been reviewed and updated. We currently have five volunteer flood wardens. The Flood and Emergencies Plan is a working document and will continue to be updated and developed going forward.
- Highways issues can be referred to the Local Highways and Footpath Improvement 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 working on proposals about how to improve the local network.

Planning Advisory Committee

The Planning Advisory Committee, chaired by Councillor Phil Keeble met more than any other committee, 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 town council seeks to support local businesses.

The council is delighted to have worked with local businesses to set up the Warminster Business Network.

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 - 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 instead.

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 - 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 or shopping bags.

Eat smart - Reduce your impact by trying meat-free Mondays, swap products for an organic or Fairtrade equivalent, support local producers and retailers, this often results in lower 'food miles'.

Use your voice - Share your changes with your friends, family, 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 and the 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 Andrew Cooper. 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 decision is to set the budget for the forthcoming year.



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 Stacie Allensby.

Above- Staff and councillors display the coveted Green Flag Award

Highlights of the past year include:

- The new Splash Pad that replaced the worn out paddling pool has been a fantastic success.
- Agreement has been reached with the LTA so they will help pay for the refurbishment of the Tennis Courts, this is now underway. The improved courts should be ready for the 2023 season.
- The multi-use games area (football and basketball) will be refurbished at the same time.
- More events will be held in the park in 2023 including a Skatepark Jam and an Ice Cream and Bubbles Festival as well as bands and choirs performing at the bandstand.
- Extra temporary toilets will be installed in the summer.
- 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 increase sales while retaining profitability. The more people use the café, the more we can reinvest in the Lake Pleasure Grounds.
- Being awarded Green Flag status for the Lake Pleasure Grounds for yet another year. Being awarded a 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 Coombe.
- The new picnic benches shaded by the trees by the putting green have been especially used in the summer months.
- Flower beds were planted by pupils from local schools.
- We continue to use alternatives to pesticides to keep our use of pesticides to a minimum.
- The cableway at the Queensway Play Area was replaced.
- The tennis courts have been used for coaching and more coaching is being arranged for the refurbished courts.
- Wild flower seeds have been sown in some of the flower beds and in the wild flower area.
- Incredible Edible have planted a bed with edible plants.
- Further improvements to the Lake Pleasure Grounds are being considered for future years.
- 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 was previously distributed to every home but Covid-19 has meant that we now place them as adverts in the Warminster Journal. They are also available 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 a Manager, a dedicated 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 the CCTV Manager 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 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.

Warminster Neighbourhood Plan

A steering group of councillors and local volunteers have been working with consultants to review the Warminster Neighbourhood Plan. Policies in the Neighbourhood Plan can be taken into account when planning applications are being considered. The focus of the review has been on i) protecting green spaces, biodiversity and heritage assets, ii) promoting the best environmental practices and designs and iii) promoting regeneration and vitality in the town centre. The initial public consultation drew a good response and further consultation will take place in April 2023 and later in the year.

Volunteers

The town council supports volunteer activity such as the Community Litter Pick. We recognise the huge importance of voluntary work to the well being of our town.

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. Groups given grants last year were: Warminster Youth Club, Warminster Carnival Committee, Warminster Cricket Club, Touching Tones Music Therapy, Wiltshire Sight, Sustainable Warminster, Warminster Saddle Club, The Warminster & Westbury Visually Handicapped Club, Warminster Town Football Club, Age UK Wiltshire, Princecroft Primary School, Splitz Support Group, Warminster Philharmonic Orchestra, The Friends of St Georges School, HELP Counselling Services, Warminster Citizens Advice, the Athenaeum Centre and the Chapel of St Lawrence. Many other groups have been supported over the years.

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 26th June 2023.

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 Alzheimer's Support. A generous, anonymous donation of an electric bicycle boosted the mayors charity raffle. Fundraising will continue until the end of his term of office.



WESSEX
MULTIPLE
SCLEROSIS
THERAPY
CENTRE



Fundraising for



alzheimers
support

Left: The Mayor's Charity Raffle raised over £1100



Above: The new Town Crier

Rick Johnstone was appointed Town Crier in October 2022. Rick sees his Town Crier's role as the perfect opportunity to become involved with the local community, get to know people in the town and use his role to support local charitable causes when required. He has cried at the Christmas Lights Switch On, the Spring Market and for the Multiple Sclerosis Tombola – and he'd love to do lots more events like this! For him, it's also the perfect opportunity for the expression of the communication principles he has been applying in various teaching settings for many years.

'Mr Town Crier' can be contacted for cries for all charitable organisations, openings and events at warminstertowncrier@gmail.com.

Freedom of Information requests received 01/04/2022 - 01/03/2023

None

List of complaints received 01/04/2022 - 01/03/2023

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 Phil Keeble 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 Chris Robbins

Financial Report 2022-2023

The end of the council's financial year is 31st March and shutdown of the accounts will take place in April 2023 to account for all expenditure and income. This report gives details of the income and expenditure to 28th February 2023 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 2023.

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

March 2023

SUMMARY OF INCOME AND EXPENDITURE TO 28th February 2023

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 in April 2023. Completed accounts are likely to be available in June 2023 and will be available for the public to inspect.

	Budget 2022-23	Actual 2022-23
Expenditure at 28th February 2023		
Administration	£340,790	£295,905
Properties, buildings and town amenities	£1,073,360	£694,118
Town development, grants and projects	£120,102	£301,023
Total gross expenditure	£1,534,252	£1,291,046
 Income at 28th February 2023		
Miscellaneous	£144,960	£427,946
Precept	£1,319,292	£1,319,292
Total income	£1,464,252	£1,747,238

	£
The Precept amounted to	1,319,292
Long-term Liabilities	
Public Works Loan Board	259,206
General Reserves	314,740
Earmarked Reserves:	
Capital Projects	173,392
Services to be Devolved	514,770
Elections	25,000
Tennis courts	10,000
CCTV	12,529
Climate Change	10,000
Open Spaces	6,950
Catenary Cables	3,168
Depot	25,000
Sweeper	3,000
Cyclepaths	20,000
Training	2,062
Play Areas	48,764
Town Crier	2,261
Website	863
Rugby Club	50,796
CIL 20/21	37,335
CIL 21/22	98,279
EMR S106 Grant	814
Capital Financing Accounts	1,191,927

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 councillors. The council is led by the Mayor and the Deputy Mayor, who are elected each May at the Annual Meeting.

Warminster Town Councillors - March 2023

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

Vacancy - to be filled by co-option on 27th March 2023.

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
07931 580367
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 regular 4 hour shift.

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

Community Speedwatch - Can you spare some 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.

You can contact the town council at:

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

What3Words: [///restores.committee.scripted](https://www.what3words.com/#!/restores.committee.scripted)

[facebook.com/warminstertowncouncil](https://www.facebook.com/warminstertowncouncil)

[instagram.com/warminstertowncouncil](https://www.instagram.com/warminstertowncouncil)



Above - Warminster Community Radio ready to broadcast