

MINUTES
of the Annual Meeting of the Council
held on Monday 20th May 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Batchelor (Broadway)	*	Cllr Jolley (Broadway)	A
Cllr Brett (East)	*	Cllr Macfarlane (West)	*
Cllr Davis (East)	*	Cllr Nicklin, Chairman of Council and Mayor (West)	*
Cllr Doyle (East)	*	Cllr Pitcher (Broadway)	*
Cllr Fraser (West)	*	Cllr Ridout (West)	*
Cllr Fryer, (Broadway)	*	Cllr Robbins (East)	*
Cllr Jeffries, Vice Chairman of Council and Deputy Mayor (Copheap)	A		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer (RFO), Tom Dommett, Assistant Town Clerk, Stuart Legg (Parks and Open Spaces Manager) Judith Halls (Office Manager)

Wiltshire Police: 1

Public and Press: 6 members of the public, 2 members of the press, Steve Mathews (SJSurveyors)

FC/19/001 Election of Chairman of the Council and Town Mayor for the Year 2019-20

The Clerk had received a nomination from Cllr Ridout for Cllr Paul Macfarlane be duly elected Mayor of Warminster for the ensuing civic year, seconded Cllr Fraser, voting unanimous in favour. Cllr Nicklin then vacated the chair in favour of Cllr Macfarlane. Cllr Macfarlane was invested with the Chain of Office, after which he subscribed the Statutory Declaration of Acceptance of Office and delivered it to the Clerk to the Council who witnessed it

FC/19/002 Election of Vice Chairman of the Council and Deputy Town Mayor for the Year 2019-20

The Clerk had received a nomination from Cllr Fryer for Cllr Robbins to be duly elected Deputy Mayor of Warminster for the ensuing civic year, seconded Cllr Batchelor, voting unanimous in favour. The Clerk presented the Deputy Mayor's badge to the newly appointed Deputy Mayor, Cllr Robbins.

FC/19/003 Immediate Past Town Mayor – Vote of Thanks

The retiring Mayor, Cllr Tony Nicklin, noted some of the many events and developments during his year in office. He thanked his fellow councillors; particularly those members who had served on committees with him. He especially thanked the Deputy Mayor, Cllr Jeffries, who had provided excellent support to himself as mayor. The past chairman's decoration was presented by the Mayor, Cllr Macfarlane, to Cllr Nicklin.

FC/19/004 Apologies for Absence

Apologies were received and accepted from Cllrs Jeffries and Jolley.

FC/19/005 Declarations of Interest

Under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

None

FC/19/006 Minutes

FC/19/006.1 The minutes of the full council meeting held on Monday 18th March 2019; were approved as a true record and signed by the chairman.

FC/19/006.2 There were no matters arising.

FC/19/007 Chairman's Announcements

FC/19/007.1 Announcements. The mayor will announce his charity for the year at a future date.

FC/19/007.2 The final engagements for the previous mayor, Cllr Tony Nicklin, were noted.

FC/19/008 Correspondence Circulated

Members noted the list of all correspondence circulated since the last meeting.

FC/19/009 Questions

There were no questions from members of the Council submitted in advance.

Standing Orders were suspended at 19.09pm

FC/19/010 Public Participation

A member of the public asked if the council would consider creating a separate committee for climate change, biodiversity and the environment.

Standing Orders were reinstated at 19.11pm

FC/19/011 Reports from Unitary Authority Members
Cllr Ridout reported that she had some information for the Spatial Planning Review Working Group. This was noted.

FC/19/012 Proceedings of Committee
Minutes of the following meetings were adopted.
Finance and Assets Committee meeting held of 4th March 2019.
Planning Advisory Committee meeting held on 29th April 2019.
Town Development Committee meeting held on 15th April 2019.
HR meeting held on 25th March 2019.
Devolved Service and Assets Committee meeting held on 21st February 2019.

Skatepark Working Group: Steve Matthews gave an update of the project. Wiltshire Council had signed off the discharge of planning conditions in just one week. The skatepark build is 16 weeks and with the haul road the whole process is 21 weeks. Steve outlined the unexpected issue with three trees adjacent to the skatepark and that Wiltshire Council had required they receive extra tree protection work. Currently the council is just awaiting contractors to confirm a start date.

Police Report – A written report was circulated. PC Helen Daveridge introduced herself to members and explained that she and a colleague covered Warminster, Westbury, Tisbury and Mere. PC Daveridge has been a Police Officer for almost 15 years. Previously she was a beat manager.

Every 2 weeks, 4 community speedwatch schemes across West Wiltshire are selected for Community Police Team support.

FC/19/013 Delegated Arrangements to Town Clerk
That a Scheme of Delegation to the Town Clerk is being prepared and will be presented on the 24th June 2019 **was noted.**

FC/19/014 Service Delivery Plan 2019–20
The Service Delivery Plan **was noted.**

FC/19/015 Standing Orders and Financial Regulations
Cllr Batchelor proposed Members approve and adopt the new Standing Orders and Financial Regulations except 25.1, which was to be brought back to the next meeting with a “translation”, seconded Cllr Ridout. Voting 9 in favour against 1, motion carried.

FC/19/016 Terms of Reference and Delegation of Powers to Committees 2019–2020
That the Terms of Reference and Delegation of Powers 2019 – 2020 (TOR) will be presented to members on 24th June 2019, following the Finance and Assets Committee’s approval of the Town Promotion Sub-Committee TOR **was noted.**

FC/19/017 Standing Committees

The following membership of standing committees was approved.

- FC/09/017.1** Finance and Assets Committee – Cllrs: Batchelor, Davis, Jolley, Nicklin, Pitcher, Ridout, Robbins.
- FC/09/017.2** Planning Advisory Committee – Cllrs: Brett, Doyle, Fraser, Fryer, Jeffries, Jolley and Nicklin.
- FC/09/017.3** Town Development Committee – Cllrs: Brett, Davis, Fraser, Fryer, Macfarlane, Pitcher, Ridout, Nicklin (ex officio), Mr Bill Parks (external representative), Mr Len Turner (external representative).
- FC/09/017.4** Devolved Services and Assets Committee – Cllrs: Brett, Doyle, Fraser, Fryer, Macfarlane, Robbins, Nicklin and Mr Peter Hewitt (external representative).
- FC/09/017.5** HR Committee – Mayor and Deputy, Chairmen of Finance and Assets, Planning Advisory, Devolved Services and Town Development committees.

FC/19/018 Appointments to Outside Bodies

Members resolved the following appointments to outside bodies en bloc.

Outside Body 2019-20	Representative(s)
Area Board	Sue Fraser
Athenaeum Trust	Denis Brett, Sue Fraser
Carnival	Sue Fraser, Pip Ridout
CATG	Andrew Davis, Sue Fraser
Dewey Trust	Finance and Assets Committee Chair, Town Clerk Fiona Fox
Elblag	Rob Fryer
Fairtrade Pres	Denis Brett, Rob Fryer
Festival	Chris Robbins
Flers Assoc	Sue Fraser, Steve Jeffries
Lyn	Denis Brett
Market Town Forum	Sue Fraser
NTG	Sue Fraser
Park Community Centre	Denis Brett, Andrew Davis
Pub Watch	Mike Herriott CCTV Supervisor
Relief in Need	George Jolley, Chris Robbins
SWOFG	Sue Fraser
Trans Wilts P/ship	Steve Jeffries
Tynings Allot	Tony Nicklin
W&V Dev Trust	Nick Pitcher
W&VCP	Tony Nicklin, Pip Ridout
WALC	Steve Jeffries
WCR Crab	Nick Pitcher

Westbury CCTV	Andrew Davis, Mike Herriott CCTV Supervisor
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FC/19/019 Appointment of Internal and External Auditors

The appointment of Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire to carry out the Council's internal audit, and the appointment of PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD as external auditors **were approved.**

FC/19/020 Annual Risk Assessments and Summary for 2018 - 2019

Members adopted and confirmed the annual risk assessment and summary for 2018-19. The Mayor and Clerk signed the action plan.

FC/19/021 Insurance and Assets

That the council's insurance is with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE **was noted.**

An inventory of the council's land and other assets including buildings and office equipment **was approved.**

FC/19/022 Council's Annual Subscriptions

Members approved the following annual subscriptions of 2019/20.

Subscription	Amount per annum
Visit Wiltshire	760.00
Society of Local Council Clerks 19/20 Fellow	326.00
Society of Local Council Clerks 19/20 Full	208.00
West Wiltshire Elblag Twinning Association	10.00
Wiltshire Association of Local Councils	721.00
National Association of Local Councils	909.42
Warminster Fleurs Association	40.00
TOTAL	2,974.42

FC/19/023 Council Policies

Cllr Brett proposed Members agree the following amendment to the council's Complaints Policy dated May 2019, 2.8 The Council will follow the same procedure with regard to any complaints about excessive noise coming from the skatepark in the Lake Pleasure Grounds, seconded Cllr Ridout, voting unanimous in favour.

FC/19/024 Armed Forces Community Covenant

That an Armed Forces Community Covenant was signed by Warminster Town Council on 20th February 2012 **was noted.**

Cllr Nicklin explained he had asked for this item to go on the agenda as a yearly reminder of the council's commitment to and links with the armed forces.

FC/19/025 Time Capsule

The existence of a time capsule buried at Sambourne School to be recovered in the year 2085 **was noted.**

FC/19/026 Communications

The members requested a press release on the appointment of the new Mayor and Deputy Mayor and nominated Cllr Macfarlane as speaker if required.

Meeting closed at 7.50 pm