

MINUTES
of the Meeting of the Council
held on Monday 24th June 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

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

Key: * Present **A** Apologies **AB** Absent

In attendance:

Officers: Tom Dommett, Assistant Town Clerk, Stuart Legg (Parks and Open Spaces Manager) Sally Ward (Officer)

Wiltshire Police: 1

Public and Press: 3 members of the public, 0 members of the press.

Apologies Fiona Fox, Town Clerk and Responsible Financial Officer (RFO),

FC/19/027 Apologies for Absence

Apologies were received and accepted from Cllr Reg Doyle, Cllr Rob Fryer and Cllr Paul Batchelor.

FC/19/028 Declarations of Interest

No declarations of interest were received. Under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

- FC/19/029** **Minutes**
FC/19/029.1 The minutes of the annual council meeting held on Monday 20th May 2019; were approved as a true record and signed by the chairman.
FC/19/029.2 There were no matters arising.
- FC/19/030** **Chairman's Announcements**
FC/19/030.1 The Town Clerk, Fiona Fox is still unwell, and the members send their best wishes. Flowers and a card are to be sent on the members request.
FC/19/030.2 The engagements for the Mayor, Cllr Paul Macfarlane, were noted.
- FC/19/031** **Questions**
There were no questions from members of the Council submitted in advance.
- FC/19/032** **Public Participation**
None.
- FC/19/033** **Correspondence Circulated**
Members noted the list of all correspondence circulated since the last meeting.
- FC/19/034** **Reports from Unitary Authority Members and Police**
Cllr Ridout reported that the boundary review had been delayed.

A report from PC Helen Daveridge was noted.
- FC/19/035** **Reports from External Representatives**
None.
- FC/19/036** **Proceedings of Committee**
Minutes from the following meetings **were adopted:**
Finance and Assets Committee meeting held on 10th June 2019.
Planning Advisory Committee meeting held on 13th May 2019.
Town Development Committee meeting held on 3rd June 2019.
Devolved Services and Assets Committee meeting held on 28th May 2019.
- FC/19/037** **Internal Audit Report 2017-18 (Final)**
Members considered the recommendations contained therein, adopted accordingly and approved the final audit report.
- FC/19/038** **Financial Statements for Year Ended 31st March 2019**
Members approved and authorised the unaudited Financial Statements for year ended 31st March 2019. The Town Clerk, Fiona Fox and Mayor Councillor Paul Macfarlane signed the paperwork.

- FC/19/039** **Section 1: Annual Governance Statement 2018-19**
Members considered, approved and authorised the Chairman of the meeting to sign the Annual Governance Statement 2018-2019, which have been previously certified by the Responsible Financial Officer.
- FC/19/040** **Section 2: Accounting Statements 2018-19**
Members considered, approved and authorised the Chairman of the meeting to sign the Accounting Statements 2018-2019, which have been previously certified by the Responsible Financial Officer.
- FC/19/041** **Annual Governance and Accountability Return (AGAR) 2018-2019**
Members approved completion of the AGAR 2018-2019 which the Clerk will submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliations and variances on the accounting statements. The exercise of public right will commence 26th June 2019 and will continue for a 30-day working period in accordance with 'The Local Audit Accountability Act 2014'. The signed statements, statutory declarations and notice will be published on the external and internal notice boards as well as the Council's website. Following completion of the Council's Limited Assurance Review the Council will publish the certified AGAR by 30th September 2019.
- FC/19/042** **Treasury Management Policy 2019**
Members considered and adopted the Treasury Management Policy.
- FC/19/043** **Paddling Pool Working Group**
FC/19/043.1 Members agreed the allocation of £3000 for initial costs including the employment of a project manager.
FC/19/043.2 Members agreed the appointment of Steve Matthews as project manager.
FC/19/043.3 Members noted the indicative budget of £100,000 for the replacement of the pool and improvement to the surrounding area.
- FC/19/044** **Standing Orders**
After clarification Cllr Nicklin proposed to adopt the standing orders and seconded by Cllr Jolley including 25.1. which reads; "Unless duly authorised no councillor shall:
25.1.1 inspect any land and/or premises which the Council has a right or duty to inspect; or
25.1.2 issue orders, instructions or directions."
- FC/19/045** **Delegated Arrangements to Town Clerk**
Cllr Macfarlane proposed this item was deferred to the next meeting. Members were unanimous in favour of deferral.

FC/19/046 **Wiltshire Council Service Delegation Programme**
Members appointed a working group consisting of the Chairmen of Devolved Services and Assets, Town Development, Planning Advisory and HR. Cllr Nicklin proposed to invite additional members – Cllr Nicklin, Cllr Brett and Cllr Jolley, seconded Cllr Macfarlane, voting unanimous in favour.

FC/19/047 **VE Day 8th May 2020**
Members noted the letter outlining plans for events being organised to celebrate and commemorate the 75th Anniversary of VE Day.

FC/19/048 **Terms of Reference and Delegation of Powers to Committees 2019-2020**
Councillor Nicklin proposed adoption of the Terms of Reference and Delegation of Powers to Committees 2019-2020 with the following amendments,

Page 7 In preamble obelisk – change to Obelisk.

Page 9 – Town Development Committee – preamble add “spatial planning and town settlement boundary issues”.

Page 13 – Devolved Services and Assets – preamble – add “play areas”.

Page 15 2.1 after events add “and requests from outside organisations to use the park for their own events.”

Page 15.2.3 amend “port-mortem” to “post-mortem”.

seconded Cllr Mcfarlane, voting unanimous in favour.

FC/19/049 **Communications**
Members agreed that they wanted a press release about the decision regarding the paddling pool and they appointed Sue Fraser as the speaker.

Meeting closed at 20.04 pm