

17th June 2019

AGENDA

Dear Councillor

You are summoned to the:

Meeting of Warminster Town Council

To be held on Monday 24th June 2019 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Batchelor (Broadway)	Cllr Jolley (Broadway)
Cllr Brett (East)	Cllr Macfarlane (West)
Cllr Davis (East)	Cllr Nicklin (West)
Cllr Doyle (East)	Cllr Pitcher (Broadway)
Cllr Fraser (West)	Cllr Ridout (West)
Cllr Fryer (Broadway)	Cllr Robbins (East)
Cllr Jeffries (Copheap)	

Members of the public are warmly welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer

1. **Safety Announcements**

2. **Apologies for Absence**

To receive and accept apologies, including reason for absence, from those unable to attend.

3. **Declarations of Interest**

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

4. Minutes

4.1 To approve as a correct record, the minutes of the annual council meeting held on Monday 20th May 2019; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

4.2 To note any matters arising from the minutes of the annual council meeting held on Monday 20th May 2019.

5. Chairman's Announcements

5.1 To note any announcements made by the Mayor.

5.2 To note the engagements for the Mayor (**See attached**).

6. Questions

To receive questions from members of the council submitted in advance.

***Standing Orders will be suspended
to allow for public participation.***

7. Public Participation

To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations.

***Standing Orders will be reinstated
following public participation.***

8. Correspondence Circulated

Members to note the list of all correspondence circulated since the last meeting. (**See attached**).

9. Reports from Unitary Authority Members and Police

To note reports provided which are relevant to the full council

10. Reports from External Representatives

To receive brief reports from members who have attended external meetings as Council representatives.

11. Proceedings of Committee

To receive minutes with recommendations from Committees, already circulated, and to consider any questions arising from them.

11.1 Finance and Assets Committee meeting held on 10th June 2019; questions to Cllr Robbins, chairman of the committee.

11.2 Planning Advisory Committee meeting held on 13th May 2019; questions to Cllr Jeffries, chairman of the committee.

11.3 Town Development Committee meeting held on 3rd June 2019; questions to Cllr Paul Macfarlane, chairman of the committee.

11.4 Devolved Services and Assets Committee held on 28th May 2019; questions to Cllr Nicklin, chairman of the committee.

12. **Internal Audit Report 2017–18 (Final)**
To consider and approve the final audit report which is enclosed for consideration. There are no matters arising. (See attached).
13. **Financial Statements for Year Ended 31st March 2019**
Members have been sent a copy of the Council's unaudited financial statements
Members are requested to note the Responsible Financial Officer's (RFO) Certificate (p.4) duly signed; and
To approve the accounts and to authorise the Mayor Cllr Macfarlane and the RFO to duly sign the approval (p.10).
14. **Section 1: Annual Governance Statement 2018 - 19**
Members are requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2018 - 2019 (See attached).
15. **Section 2: Accounting Statements 2018 - 2019**
Members are requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statements 2018 - 2019 (See attached)
16. **Annual Governance and Accountability Return (AGAR) 2018 - 2019**

To approve 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 commencement for the exercise of public rights will commence on Wednesday 26th June 2019 and will continue for a 30-day working period in accordance with 'The Local Audit and Accountability Act 2014'. The signed statements, statutory declaration and notice will be published on the external and internal notice boards as well as on the Council's website. Following completion of the Council's Limited Assurance Review the Council will publish the certified AGAR by 30th September 2019.
17. **Treasury Management Policy 2019**
Members are requested to adopt the Treasury Management Policy 2019 (attached)
18. **Padding Pool Working Group**
Members are invited to note the report (attached) and agree:
16.1. The allocation of £3000 for initial costs including the employment of a project manager.
16.2 The appointment of a project manager (delegated to the Town Clerk in consultation with the Chairman of Finance and Assets)
16.3 An indicative budget of £100,000 for the replacement of the pool and improvement to the surrounding area
19. **Standing Orders**
Members approved the standing orders at the last meeting with the exception of 25.1 for which they requested further clarification. Standing Order 25.1 reads:
"Unless duly authorised no councillor shall:

