

MINUTES
of the Full Council
held online on Monday 20th July 2020 at 7pm

Membership:

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

Key: * Present A Apologies AB Absent

In attendance:

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

Online Meeting Attendees: Sgt Kevin Harmsworth One member of the press.

FC/20/041 Apologies for Absence

Apologies were received and accepted from Cllrs Batchelor, Pitcher and Ridout.

FC/20/042 Declarations of Interest

Under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011 - None

FC/20/043 Minutes

FC/20/043.1 The minutes of the Full Council meeting held on Monday 22nd June 2020; were approved as a true record and signed by the chairman.

19.07pm – Meeting paused for technical reasons as not broadcasting live the meeting recommenced at 7.19pm

FC/20/043.2 There were no matters arising.

FC/20/044 Chairman's Announcements

FC/20/044.1 We have maintained the Monday morning meetings between the Mayor, Deputy Mayor and Town Clerk and found them very useful. Please will members read agendas and give officers as much notice as possible of questions so that any research can be undertaken.

FC/20/044.2 Mayoral Engagements: It was **noted** that the Mayor opened a new shop in the Market Place

FC/20/045 Correspondence Circulated

Correspondence circulated - **Noted**

FC/20/046 Questions submitted in advance to the Clerk

Cllr Ridout asked a question re the Mayors allowance, was it taxable and had it be replaced by expenses. It was confirmed by the Clerk that such an allowance would be taxable but that the town council do not pay a Mayoral allowance and instead reimburse authorised Mayoral expenses.

Cllr Nicklin had asked for clarification about IT costs – The Clerk confirmed that the information requested had been circulated to members by email and was also in the report for this meeting.

FC/20/047 Public Participation

There was no public participation.

FC/20/048 Reports from Unitary Authority Members and Police

There were no reports from Unitary Members for this meeting. Police Sergeant Kevin Harmsworth gave an update on Policing issues in Warminster and surrounding parishes, covering issues including community speed watch, anti-social behaviour, use of illegal drugs and relaxing of lockdown restrictions. Sgt Harmsworth thanked Cllr Ridout for her assistance in tackling an anti-social behaviour issue. Cllr Brett commented on the issue of rough sleeping.

FC/20/049 Proceedings of Committee

Minutes of the following meetings were adopted.

Finance and Audit Committee meeting held on 4th May 2020

Planning Advisory Committee meeting held on 15th June 2020

Environmental Services Committee held on 15th June 2020

HR Committee held on 4th March and 16th March 2020.

FC/20/050 Warminster Town Council – Climate Change Declaration

Cllr Jeffries reminded members that this followed on from the decision taken at the January 2020 Full Council. If accepted it will lead to a strategy and then action plans. Cllr Jefferies proposed that **Members approve and adopt the Climate Change Declaration, seconded Cllr Nicklin, voting unanimous in favour.**

- FC/20/051 Service Delivery Plan (SDP) 2020-2021**
 Cllr Nicklin proposed members approve the principle of the updated Service Delivery Plan, while more work needed to be done to complete it. Seconded Cllr Fryer, voting unanimous in favour.
- FC/20/052 Members Laptops**
 Cllr Nicklin proposed that members approve the purchase and ongoing support package and the Chrome Books are returned as soon as possible, seconded Cllr Jeffries, voting unanimous in favour.
- FC/20/053 Internal Audit Report 2019-2020 (Final)**
 Cllr Robbins proposed Members agree to acknowledge notes and actions taken and approve the report, seconded Cllr Spender voting unanimous in favour.
- FC/20/054 Financial Statements for year Ended 31st March 2020**
 Cllr Nicklin proposed Members note the Responsible Financial Officer's (RFO) Certificate duly signed; and approve the accounts and authorise the Mayor Cllr Robbins and the RFO to duly sign the approval, seconded Cllr Jeffries, voting unanimous in favour.
- FC/20/055 Section 1: Annual Governance Statement 2019-2020**
 Cllr Nicklin proposed Members had considered, approved and authorised the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2019 – 2020, seconded Cllr Fraser, voting unanimous in favour.
- FC/20/056 Section 2: Accounting Statements 2019-2020**
 Cllr Nicklin proposed Members considered, approved and authorised the Chairman of the meeting to sign the Accounting Statements 2019 – 2020, seconded Cllr Fraser.
- FC/20/057 Annual Governance and Accountability Return (AGAR) 2019-2020**
 Members noted the completion of the AGAR 2019 – 2020 which the Clerk will submit to PKF Littlejohn LLP as instructed, with all supporting documents required concerning reconciliations and variances on the accounting statements.
- FC/20/058 Paddling Pool Replacement**
 Cllr Nicklin proposed that Members agree that:
 1) Kingcombe Stonbury, Unit 2, The Cropmead Estate, Crewkerne, Somerset, TA18 7HQ will be their preferred contractor to collaborate with for a revised design for the paddling pool which meets the town council's requirements.
 2) That Steve Matthews is appointed Project Manager.
 3) That the Paddling Pool Working Group continue to meet and report back to Council with design and technical recommendations, including full costings.
 Seconded Cllr Fraser, voting unanimous in favour.

FC/20/059

Communications

**Paddling Pool – Outlining story so far and unanimous decision by Council on exciting project. Spokesperson Cllr Brett
Good Audit – Spokesperson Cllr Robbins.**

Meeting closed at 8.27pm

DRAFT