



Delivering a brighter, greener future for all

3rd May 2024

AGENDA

Dear Councillor

You are summoned to the:

Annual Meeting of Warminster Town Council
to be held on
13th May 2024 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

| | |
|---|---|
| Cllr Allensby (West) Vice Chairman of the Council and Deputy Mayor | Cllr Jones (East) |
| Cllr Brett (East) | Cllr Keeble (West) Chairman of the Council and Mayor |
| Cllr Cooper (Broadway) | Cllr Kirkwood (Broadway) |
| Cllr Davis (East) | Cllr Macfarlane (West) |
| Cllr Fraser (West) | Cllr Parks (North) |
| Cllr Hawker (Broadway) | Cllr Robbins (East) |
| Cllr Jeffries (North) | |

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

If you wish to contribute during public participation, please contact admin@warminster-tc.gov.uk prior to the meeting to enable this to be facilitated.

Yours sincerely

Tom Dommett CiLCA
Town Clerk and Responsible Financial Officer

1. **Election of Chairman of the Council and Town Mayor for the Municipal Year 2024–2025**
Cllr Stacie Allensby has been nominated as Chairman of the Council, and Town Mayor for the coming year.

Members to receive any further nominations, and to vote and appoint accordingly.

After formal election, the retiring mayor, Cllr Phil Keeble, will make way for the newly elected mayor who will then chair the meeting.

2. **Declaration of Acceptance of Office**

The newly elected mayor will read out and sign the Declaration of Acceptance of Office and deliver it to the Town Clerk.

The new mayor will be invested with the chain of office by the Town Clerk and will return thanks for their election.

3. **Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2024-2025**

Cllr Andrew Cooper has been nominated as Vice Chairman of the Council, and Deputy Town Mayor for the coming year.

Members to receive any further nominations, and to vote and appoint accordingly.

The Town Clerk will present the badge of office to the newly appointed Deputy Mayor.

4. **Immediate Past Town Mayor – Vote of Thanks**

The retiring mayor, Cllr Phil Keeble, to pass on thanks for his year in office.

The past mayor badge will be presented by the new mayor.

5. **Apologies for Absence**

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

6. **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.

7. **Minutes**

7.1 To approve as a correct record, the minutes of the Full Council Meeting held on Monday 25th March 2024 and the Extra Ordinary Full Council Meeting held on 15th April 2024; copies of these minutes have been circulated and standing order 12.1 provides that they may therefore be taken as read.

7.2 To note any matters arising from the minutes of the Full Council Meeting held on Monday 25th March 2024 and the Extra Ordinary Full Council Meeting held on 15th April 2024.

8. **Chairman's Announcements**

8.1 To note any announcements made by the chairman.

8.2 Mayor's engagements. (See attached).

9. **Correspondence Circulated**

Members to note the list of correspondence circulated. **(See attached).**

10. **Questions**

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

Standing Orders will be suspended to allow for public participation.

11. **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. The chairman may read out any statements submitted in advance.

Standing Orders will be reinstated following public participation.

12. **Motion re Pharmacy Provision in Warminster**

Members are to receive the following motion regarding pharmacy provision in Warminster, proposed by Cllr Jeffries, seconded by Cllr Allensby:

Members are aware of the pressure on local pharmacies in Warminster and that the situation in the town is dire.

Members are asked to resolve to:

- ask the council to write to the Chief Executive of the Integrated Care Board to ensure that they understand the current crisis in Warminster, and
- to request that the Integrated Care Board step in to resolve the current situation and take urgent steps to secure another pharmacy to meet the undoubted local need.
- To write to Sebastian James, CEO Boots UK, to make him aware of the current issue with pharmacy provision in Warminster and request additional resources to resolve the current situation.

13. **Reports from Unitary Authority Members and the Police**

To note any reports received which are relevant to the Full Council. **Questions for the Police to be submitted to the Clerk before the meeting.**

14. **Proceedings of Committee**

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

14.1 Finance and Audit Committee meeting held on 4th March 2024: questions to Cllr Cooper, chairman of the committee.

14.2 Planning Advisory Committee meetings held on 18th March 2024: questions to Cllr Jeffries, chairman of the committee.

14.3 Town Development Committee meeting held on 26th February 2024: questions to Cllr Robbins, chairman of the committee.

15. **Terms of Reference (TOR) and Delegation of Powers to Committees 2024 – 2025**

It is proposed to amend the numbers of elected members in the Terms of Reference from seven to five for the Finance and Audit Committee. There are no amendments to the Delegation of Powers to Committees.

Members to approve and adopt the Terms of Reference and Delegation of Powers 2024–2025.

16. Standing Committees

To agree and appoint members to standing committees. Standing committees have the delegated authority to form their own sub-committees and working groups and to agree their terms of reference. (A list of nominations will be circulated prior to the meeting).

16.1 Finance and Audit Committee – five elected members.

16.2 HR Committee – comprised of the Mayor, the previous year’s Mayor, plus four elected members.

16.3 Highways Advisory Committee – five elected members, noting that Len Turner has expressed a commitment to remain as an adviser.

16.4 Parks and Estate Committee – seven elected members, up to three advisers, noting Peter Hewitt’s resignation as an adviser.

16.5 Planning Advisory Committee – seven elected members.

16.6 Town Development Committee – seven elected members, up to three advisers, noting that Matt Towl and Len Turner have expressed a commitment to remain as advisers.

Standing Orders will be suspended to allow for members of standing committees to elect Chairmen.

17. Election of Chairmen to Standing Committees

To elect chairman to the standing committees for the Municipal year.

Only members of the relevant Standing Committee can vote to appoint the chairs.

(Members of the relevant committee will stand during proceedings of that committee).

17.1 Finance and Audit Committee - Election of Chair for the municipal year.

17.2 HR Committee - Election of Chair for the municipal year.

17.3 Highways Advisory Committee - Election of Chair for the municipal year.

17.4 Parks and Estate Committee - Election of Chair for the municipal year.

17.5 Planning Advisory Committee - Election of Chair for the municipal year.

17.6 Town Development Committee - Election of Chair for the municipal year.

Standing Orders will be reinstated following the election of the chairs.

18. Standing Orders and Financial Regulations

There are no amendments proposed to Standing Orders. There are no amendments proposed to Financial Regulations except 4.1 as set out below:

“4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over ~~£25,000;~~ £30,000.*
- a duly delegated committee of the council for items over ~~£9,000~~ £10,000 or*
- The Clerk, in conjunction with the Chairman of the Council or the Chairman of the appropriate committee, for any items between ~~£2,500 – £9,000~~ £3,000 - £10,000.*
- The Clerk or officer authorised by the Clerk, for any items below ~~£2,500.~~ £3,000.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations”.

Members to adopt the Standing Orders and amended Financial Regulations for 2024-2025.

19. Council Policies

Members to readopt the council policies for 2024 - 2025. All council policies remain the same as current subject to updating of dates, except for the Treasury Management Policy which is updated. (See attached).

Members to approve and adopt the updated Treasury Management Policy and note all other existing council policies.

20. Appointments to Outside Bodies

Members to resolve on appointments to outside bodies (see attached) and to agree on report back to council by,

- a) a brief written report to be submitted to the Clerk for inclusion with the agenda, or b) to confirm that apologies were sent to the respective meeting.

21. Appointments to Full Council working groups:

Members to appoint to Working Groups that report to Full Council.

21.1 Climate Change – This working group is tasked with reviewing progress on the Climate Change Action Plan. Time limited to the life of the Climate Change Action Plan.

| Membership 2024 – 2025: Nominations received to date |
|---|
| Cllr Allensby |
| Cllr Jeffries |
| Cllr Jones |
| Cllr Keeble |

21.2 Community Infrastructure Levy (CIL) - This working group is tasked with scoring projects against the CIL Policy and making recommendations to Full Council for allocation of CIL funding.

| Membership 2024 – 2025: Nominations received to date |
|---|
| Cllr Brett |
| Cllr Fraser |
| Cllr Jeffries |
| Cllr Keeble |
| Cllr Parks |

21.3 Neighbourhood Plan Steering Group – The Steering Group is tasked with progressing the review of the Warminster Neighbourhood Plan.

| Membership 2024 – 2025: Nominations received to date |
|---|
| Cllr Fraser |
| Cllr Jones |
| Cllr Keeble |

22. Annual Risk Assessments and Summary for 2024 – 2025

To comply with the Warminster Town Council annual governance statement, the council must receive an annual risk assessment summary report, which demonstrates that it has carried out an assessment of the risks facing the council and that, where necessary, it is taking appropriate steps to manage these via an action plan. Analysis and management of all risks within Warminster Town Council is now carried out using the Risk Wizard platform. A summary of all risks has been compiled and an action plan for the highest risks is attached for members to adopt. **(See attached)**. Throughout the year the council produces regular risk assessments which are presented to members of the HR Committee under its Terms of Reference.

Members to receive the annual risk report and to resolve to adopt and confirm the action plan.

23. Council's Annual Subscriptions

Members to approve the payment of the following annual subscriptions.

| Subscription | Amount |
|---|------------------|
| Visit Wiltshire | £ 930.00 |
| Society of Local Council Clerks 2024/2025 | £716.00 |
| West Wiltshire Elblag Twinning Association | £10.00 |
| Wiltshire Association of Local Councils | £2,195.68 |
| National Association of Local Councils | £696.00 |
| Warminster Flers Association | £40.00 |
| Rural Market Town Group | £164.40 |

24. Appointment of Internal and External Auditors

24.1 Members to approve that the internal auditor Stuart Pollard of Auditing Solutions, Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire will continue to carry out the council's internal audit. In compliance with our annual governance, Stuart Pollard and Auditing Solutions are competent, independent of the financial controls and procedures of the council and can provide an objective view on whether the internal controls meet the needs of the Council.

24.2 Members to approve that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Members to note that PKF Littlejohn LLP have been allocated as external auditors to all Wiltshire local councils under the new audit regulations.

25. Insurance and Assets

25.1 Members to note the council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE.

25.2 Members to note an inventory of the council's land and other assets including buildings and office equipment. **(See attached)**.

26. Hub Building – Solar Panels

In line the Councils' Strategic Plan and with the transfer of the Hub building from Wiltshire Council to the town council, officers sought tenders for installation of solar panels for the Hub Building. **(See attached)** The 'payback' time for the cost of installing solar panels on the hub building is estimated at 4-5 years.

Members are asked to resolve to proceed with the installation of solar panels on the Hub building and to appoint Company C to carry out the work, subject to satisfactory structural roof surveys being completed.

27. Detached youth work in Warminster

Members have previously agreed to fund youth activities such as free canoeing lessons and tennis coaching. Warminster Youth Club have offered to provide a detached youth work service in Warminster **(See attached)**.

A team will go out twice a week spending a minimum of 90 minutes on the streets with a 15 minute brief before and debrief after (a 2-hour session). The scheme will run during term time i.e. 39 weeks of the year. Total projected overall cost for the first year is estimated at £7725.00. To allow for flexibility for additional work as needed it is suggested a contingency is included.

Members to resolve to entered into an agreement with Warminster Youth Club to provide a detached youth work service in Warminster with a budget of £10,000 funding to come from the Earmarked Reserves for youth activities.

28. Armed Forces Community Covenant

Members to note that an Armed Forces Community Covenant was signed by Warminster Town Council on 20th February 2012. It continues to be referenced with our community work.

29. Time Capsule

Members to note that a time capsule is buried at Sambourne School to be recovered in the year 2085.

30. Communications

Members to decide on items requiring a press release and to confirm a spokesperson if required.

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Date of next meeting: Monday 10th June 2024

Treasury Management Policy

May 2024

Review May 2025

1. Overview

1.1 This document gives guidance on borrowing and investments by the Council and highlights that the Council is committed to treasury management to ensure that:

- Capital expenditure plans are affordable.
- All external borrowing and other long-term liabilities are within prudent and sustainable levels.
- Treasury management decisions are taken in accordance with good professional practice.

1. Introduction

2.1 At 31st March 2024, the Council had £1,717,123 of General and Earmarked reserves spread across its current and instant access accounts including in CCLA's PSDF Account. In summary, the reserves break down as follows:

| | |
|-----------------------------|----------|
| General Reserve | £311,586 |
| EMR Capital Projects | £312,064 |
| CIL | £185,606 |
| EMR Services to be devolved | £498,075 |
| Other Earmarked Funds | £409,792 |

2.2 Interest rates have been slowly rising from a historic low and in the past financial year the Council has received £70,101 in interest. Future interest rates are unpredictable, but they are expected to fall as the financial year progresses. The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

2. Investment Objectives

- 3.1 The Council's investment priorities are the security of reserves and liquidity of its investments.
- 3.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 3.3 All investments will be made in sterling.
- 3.4 The Department for Levelling Up, Housing and Communities maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

4. Specified Investments

4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than one year.

4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

1. Deposits with banks, building societies, local authorities, or other public authorities.
2. Churches, Charities and Local Authorities Investment Management Ltd (CCLA) in 'The Public Sector Deposit Fund'.

5. Non-Specified Investments

5.1 Non-specified investments have greater potential risks – examples include investment in the money market, stocks, and shares. The Council will not use this type of investment.

6. Liquidity of investments

6.1 The Responsible Financial Officer will determine the maximum period for which funds may prudently be committed so as not to compromise liquidity.

6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the dues are paid over to the counterparty.

7. Long-Term Investments

7.1 It is not anticipated that the Council will enter into long-term investments beyond one year without advice from its accountants.

8. Investment Reports

8.1 Interest income is identified in the monthly management accounts and reported monthly and year to date.

8.2 The CCLA 'Public Sector Deposit Fund' is an instant access account, with funds returned to the Council's current account on the same day if the request is sent by 11am.

8.2 Investment programme recommendations:

(a) Approximately 6 weeks Gross Expenditure to be held in the Council's Instant Access Bank Account (currently with HSBC). (Currently approx. £180,000).

(b) Balance of all Funds to be held in CCLA PSDF.

(c) Precept – when received invest each instalment in CCLA PSDF.

(d) Draw down 1 month's Net Expenditure from PSDF to Instant Access Account. (Currently approx. £125,000).

9. Approval and Mechanism

9.1 The outline figures in (a) and (b) above are commended to the Council for approval and once approved the Town Clerk will carry out all transactions in the normal way. Investigation will be made to improve the rate from CCLA the but will consider other institutions and take into account high street presence, accessibility of funds, service level, bank charges, and ethical credentials.

10. Earmarked Reserves

10.1 The Council will maintain reserves for the following reasons:

(a) A sum equivalent to a minimum of three months' net revenue expenditure is held in the General Reserve in line with good practice. The amount currently required is a minimum of £368,000.

- (b) The Capital Reserves have been built up to meet any needs identified in the strategic plan, future needs and for unexpected expenditure or emergencies.
- (c) Other reserves held have been identified for specific purposes or future development, to meet commitments and will be maintained as necessary.

11. External Borrowing Strategy

- 11.1 The Council acknowledges the importance of borrowing funds and the financial impact on the authority.
- 11.2 During the 2024 - 2025 financial year it is not anticipated that the Council will have any need to borrow funds for any of its projects. However, for any borrowing the Council would use the Public Works Loan Board which has strict guidelines on applications and the normal processes would be followed.
- 11.3 For the existing borrowing in place, provision is made in the revenue budget to repay the borrowing within the planned period.







Risk Matrix Report

Run by: Debbie Knight


Wednesday, 1 May 2024 5:25 PM

Risk matrix report

Legend

| Risk rating | Color | Description |
|-------------|---|-------------|
| Low |  | |
| Medium |  | |
| Extreme |  | |
| High |  | |

Current

| Likelihood | Impact | | | | |
|----------------------|---|---|--|---|---|
| | Insignificant | Minor | Moderate | Major | Catastrophic |
| Frequent |  |  |  |  |  |
| Occasional |  |  |  |  |  |
| Remote |  |  2 |  2 |  1 |  |
| Improbable |  |  9 |  11 |  11 |  3 |
| Extremely Improbable |  |  5 |  8 |  1 |  |

Risk Matrix Report

| # | Risk | Area of Business | Tolerance | Inherent Score | | Current Score | | Target Score | |
|----|--|--------------------------------|-----------|----------------|--------|---------------|--------|--------------|--------|
| 2 | Administration/Legal Error - Allotments | Allotments | Tolerable | 12 | High | 9 | Medium | 9 | Medium |
| 9 | Environmental Damage - Boats & Boathouse | Boats and Boathouse | Tolerable | 10 | Medium | 6 | Medium | 6 | Medium |
| 11 | Physical Damage/ Injury - Boats & Boathouse | Boats and Boathouse | Tolerable | 8 | Medium | 4 | Low | 4 | Low |
| 18 | Environmental Damage - Open Spaces | Cemeteries/Churchyard | Tolerable | 8 | Medium | 4 | Low | 4 | Low |
| 20 | Risk of Damage or Injury - Open Spaces | Cemeteries/Churchyard | Tolerable | 8 | Medium | 4 | Low | 4 | Low |
| 21 | Administration/Legal Error - Civic Centre | Civic Centre | Tolerable | 12 | High | 6 | Medium | 6 | Medium |
| 22 | Environmental Damage - Civic Centre | Civic Centre | Tolerable | 16 | High | 8 | Medium | 8 | Medium |
| 24 | Physical Damage/Injury - Civic Centre | Civic Centre | Tolerable | 15 | High | 10 | Medium | 10 | Medium |
| 29 | Administration/Legal Error - Code of Conduct | Code of Conduct | Tolerable | 12 | High | 3 | Low | 3 | Low |
| 30 | Physical Damage/ Loss - Computing Equipment | Computing | Tolerable | 6 | Medium | 4 | Low | 4 | Low |
| 31 | Technical Fault/ Failure - Computing | Computing | Tolerable | 9 | Medium | 6 | Medium | 6 | Medium |
| 32 | Administration/Legal Error - Council Meetings | Council Meetings | Tolerable | 16 | High | 8 | Medium | 8 | Medium |
| 33 | Physical Damage/ Injury - Council Meetings | Council Meetings | Tolerable | 6 | Medium | 2 | Low | 2 | Low |
| 34 | Financial Loss - Council Property/ Assets | Council and Property Documents | Tolerable | 12 | High | 8 | Medium | 8 | Medium |
| 35 | Physical Damage/ Injury - Council Property/ Assets | Council and Property Documents | Tolerable | 9 | Medium | 6 | Medium | 6 | Medium |

Risk Matrix Report

| # | Risk | Area of Business | Tolerance | Inherent Score | | Current Score | | Target Score | |
|----|---|--------------------------------|-----------|----------------|--------|---------------|--------|--------------|--------|
| 36 | Professional Error - Council & Property Documents | Council and Property Documents | Tolerable | 6 | Medium | 3 | Low | 3 | Low |
| 37 | Administration/Legal Error - CCTV | Crime Prevention CCTV | Tolerable | 16 | High | 8 | Medium | 8 | Medium |
| 38 | Financial loss - CCTV | Crime Prevention CCTV | Tolerable | 15 | High | 6 | Medium | 6 | Medium |
| 39 | Physical Damage/ Injury - CCTV | Crime Prevention CCTV | Tolerable | 8 | Medium | 3 | Low | 3 | Low |
| 40 | Technical Breach - CCTV | Crime Prevention CCTV | Tolerable | 9 | Medium | 3 | Low | 3 | Low |
| 41 | Administration/Legal Error - Data Protection | Data Protection | Tolerable | 8 | Medium | 6 | Medium | 6 | Medium |
| 42 | Physical Damage/ Injury - Depot | Depot | Tolerable | 12 | High | 8 | Medium | 8 | Medium |
| 43 | Administration/Legal Error - Dewey House | Dewey House | Tolerable | 8 | Medium | 4 | Low | 4 | Low |
| 47 | Administration/Legal Error - Employment of Staff | Employment of Staff | Tolerable | 12 | High | 8 | Medium | 8 | Medium |
| 48 | Financial Loss - Employment of Staff | Employment of Staff | Tolerable | 9 | Medium | 6 | Medium | 6 | Medium |
| 49 | Professional Standards - Employment of Staff | Employment of Staff | Tolerable | 9 | Medium | 6 | Medium | 6 | Medium |
| 50 | Administration/Legal Error - Financial Management | Financial Management | Tolerable | 16 | High | 8 | Medium | 8 | Medium |
| 51 | Financial Loss - Financial Management | Financial Management | Tolerable | 15 | High | 10 | Medium | 5 | Low |
| 52 | GDPR Breach | Data Protection | Tolerable | 12 | High | 6 | Medium | 6 | Medium |
| 61 | Administration/Legal Error - Council Meetings | Council Meetings | Tolerable | 6 | Medium | 4 | Low | 4 | Low |

Risk Matrix Report

| # | Risk | Area of Business | Tolerance | Inherent Score | | Current Score | | Target Score | |
|----|---|-----------------------------------|-----------|----------------|--------|---------------|--------|--------------|--------|
| 64 | Newsletter - Failure to Meet Minimum Requirement for Quality Status | Newsletters | Tolerable | 6 | Medium | 4 | Low | 4 | Low |
| 74 | Environmental Damage - Planning & Developmental Control | Planning & Developmental Control | Tolerable | 4 | Low | 2 | Low | 2 | Low |
| 75 | Administration/Legal Error - Play Areas | Play Areas | Tolerable | 8 | Medium | 4 | Low | 4 | Low |
| 77 | Physical Damage/ Injury - Play Areas | Play Areas | Tolerable | 12 | High | 9 | Medium | 6 | Medium |
| 79 | Physical Damage/ Injury - Office Accommodation | Provision of Office Accommodation | Tolerable | 12 | High | 4 | Low | 4 | Low |
| 80 | Technical Fault/ Failure - Office Equipment | Provision of Office Accommodation | Tolerable | 3 | Low | 3 | Low | 3 | Low |
| 81 | Financial Loss - Civic Centre | Civic Centre | Tolerable | 12 | High | 6 | Medium | 6 | Medium |
| 82 | Technical Fault/ Failure - Website/ Internet | Provision of Website & Internet | Tolerable | 4 | Low | 2 | Low | 2 | Low |
| 83 | Administration/Legal Error - Public Conveniences | Public Conveniences | Tolerable | 8 | Medium | 4 | Low | 4 | Low |
| 84 | Environmental Damage - Public Conveniences | Public Conveniences | Tolerable | 9 | Medium | 3 | Low | 3 | Low |
| 86 | Physical Damage/ Injury - Public Conveniences | Public Conveniences | Tolerable | 16 | High | 8 | Medium | 8 | Medium |
| 91 | Environmental Damage - Skatepark | Skatepark | Tolerable | 9 | Medium | 6 | Medium | 6 | Medium |
| 93 | Physical Damage/ Injury - Skatepark | Skatepark | Tolerable | 16 | High | 12 | High | 12 | High |
| 94 | Administration/Legal Error - Splashpad & Plant Room | Splashpad & Plant Room | Tolerable | 12 | High | 6 | Medium | 6 | Medium |

Risk Matrix Report

| # Risk | Area of Business | Tolerance | Inherent Score | Current Score | Target Score |
|--------|---|-----------|----------------|---------------|--------------|
| 95 | Environmental Damage - Splash pad | Tolerable | 20 Extreme | 10 Medium | 10 Medium |
| 97 | Physical Damage/ Injury - Splashpad/ Plant Room | Tolerable | 16 High | 8 Medium | 8 Medium |
| 102 | Environmental Damage - The Pavilion Café | Tolerable | 16 High | 8 Medium | 8 Medium |
| 103 | Financial Loss - The Pavilion Café | Tolerable | 12 High | 6 Medium | 6 Medium |
| 104 | Physical Damage/ Injury - The Pavilion Café | Tolerable | 16 High | 8 Medium | 8 Medium |
| 110 | Environmental Damage - Water Refill Unit | Tolerable | | 2 Low | |
| 111 | Physical Damage/ Injury - Water Refill Unit | Tolerable | 2 Low | 2 Low | 1 Low |
| 114 | Administration/Legal Error - Website | Tolerable | 6 Medium | 3 Low | 3 Low |
| 115 | Technical Fault/ Failure - Website | Tolerable | 6 Medium | 3 Low | 3 Low |

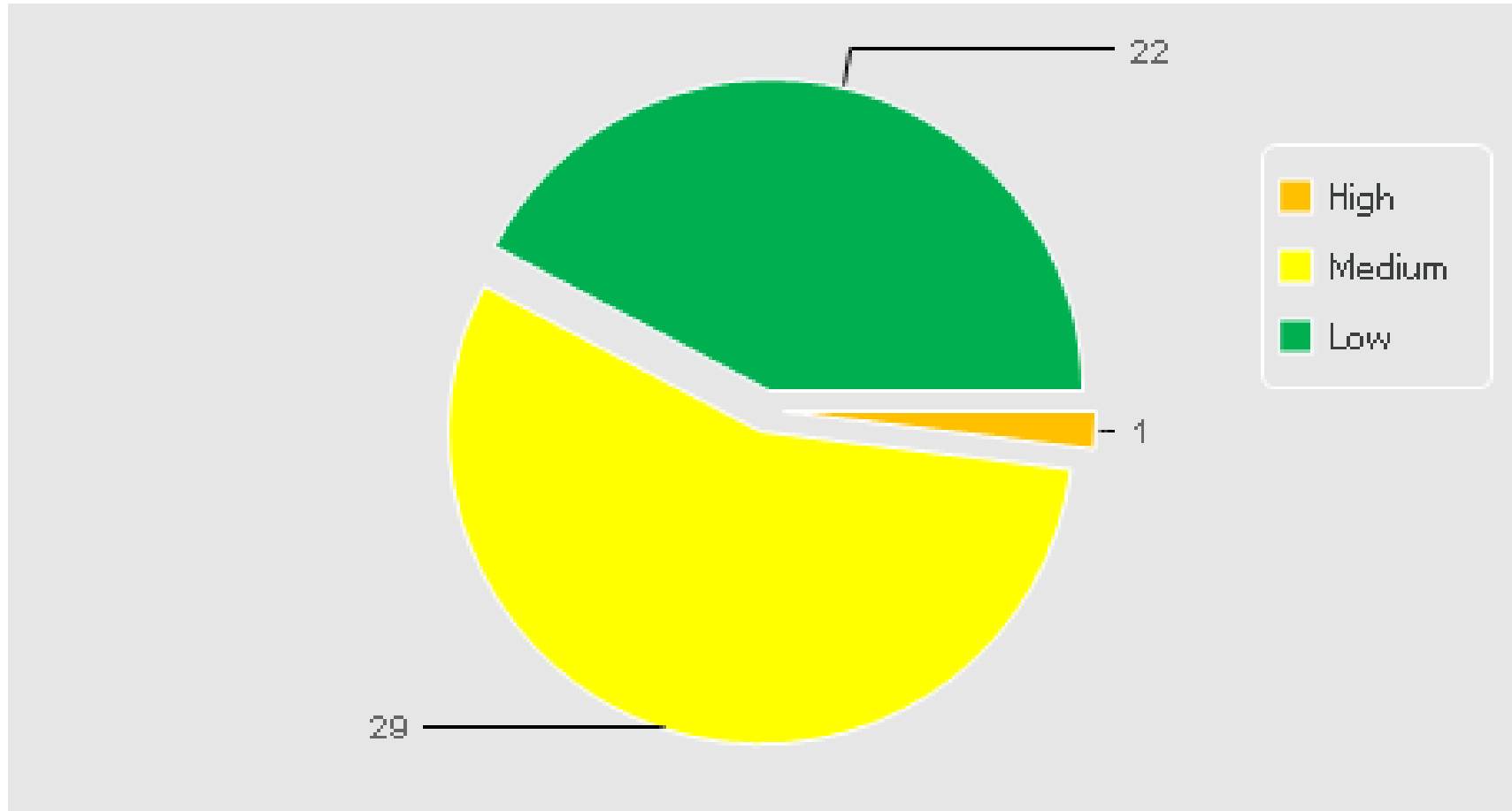
Completed By T'DOMME JT

Date 2/5/2024

Position TOWN CLERK

Risk Analysis

Analysis and management of all risks within Warminster Town Council is carried out using the Risk Wizard platform. There are currently 52 risks that Warminster Town Council manage using Risk Wizard. Of the 52 risks, 22 are low risk, 29 are medium risk and 1 is high risk.



Of these 52 risks, only **1** is deemed **high** risk; **Risk of Physical Damage or Injury Occurring at the Skate Park**

This risk is scored as **high** risk due to a combination of an increased **likelihood** of the risk occurring and, in the event the risk occur, it's significant **impact**.

This risk could occur due to inadequate health & safety and/ or those using the facility having an accident.

Without controls in place the impact would be major and happen occasionally (**inherent** risk) Fig. 1.

With controls in place the likelihood of damage or injury is reduced from an occasional to a remote occurrence (**current** and **target** risk).

These controls include:

- Provision of staff training.
- Regular inspections on a predetermined basis to clear sites of litter and any dangerous/foul matter i.e. glass, needles etc.
- Maintaining detailed records of inspections which must be dated and signed
- Determining responsibility for inspection of equipment.
- Inspection by ROSPA
- Regular inspection of equipment, surfaces and signage
- Placing any damaged equipment out of use until repair or replacement carried out
- Reporting damage and repairs/work ordered and completed.



Fig. 1. The risk of physical damage or injury occurring at the Skatepark. With controls in place the likelihood of this risk is reduced but because the impact would still be major if it did occur the risk remains high.

Submitted to council: 13th MAY 2024

Minute reference:

Date:

Signed by chairperson - Chairperson name: Councillor

Signed by responsible Finance officer: Tom Dommett

Warminster Town Council

Summary of Fixed Assets

| | | C O S T | | | | | DEPRECIATION | | | | | N B VALUE | | Notional Interest | | Dep'n | Cost | Allocation | | | | |
|--|------------------|--------------|----------|------|----------|-------|--------------|------------|-----------|------|-------|------------|--------------|-------------------|------|-------|--------|------------|--------|---------|---------|-------|
| | | 01/04/2023 | Add | Disp | Impair't | Rev'n | 31/03/2024 | 01/04/2023 | Prov | Disp | Rev'n | 31/03/2024 | 01/04/2023 | 31/03/2024 | Rate | £ | £ | Centre | Centre | Not Int | Dep'n | |
| Freehold Land and Bui | | | | | | | | | | | | | | | | | | | | | | |
| Dep'n | | | | | | | | | | | | | | | | | | | | | | |
| Dewey House | 2.00% Insurance | 621,016.00 | | | | | 621,016.00 | 186,300.00 | 12,420.00 | | | 198,720.00 | 434,716.00 | 422,296.00 | | | 12,420 | 202 | 101 | - | 6,720 | |
| Civic Centre | 2.00% Insurance | 891,231.00 | 1,430.00 | | | | 892,661.00 | 213,306.00 | 17,853.00 | | | 231,159.00 | 677,925.00 | 661,502.00 | | | 17,853 | 301 | 107 | - | - | |
| Town Park Depot | | 1.00 | | | | | 1.00 | - | - | | | - | 1.00 | 1.00 | | | - | 210 | 201 | - | 331 | |
| Town Park Pavillion Ce | 2.00% | 13,448.00 | 1,247.00 | | | | 14,695.00 | 1,009.00 | 294.00 | | | 1,303.00 | 12,439.00 | 13,392.00 | | | 294 | 210 | 202 | - | 12,816 | |
| Town Park Bandstand | | 1.00 | | | | | 1.00 | - | - | | | - | 1.00 | 1.00 | | | - | 210 | 209 | - | 9,755 | |
| Town Park Boathouse | | 1.00 | | | | | 1.00 | - | - | | | - | 1.00 | 1.00 | | | - | 210 | 210 | - | 98,907 | |
| Water Meadow - Leased to Wilts Wildlife | | 1.00 | | | | | 1.00 | - | - | | | - | 1.00 | 1.00 | | | - | 210 | 211 | - | - | |
| Scout Hut - Timber Building Leased to Scouts | | 1.00 | | | | | 1.00 | - | - | | | - | 1.00 | 1.00 | | | - | 210 | 215 | - | 1,732 | |
| Town Park - 23 Weym | 2.00% | 5,041.00 | | | | | 5,041.00 | 303.00 | 101.00 | | | 404.00 | 4,738.00 | 4,637.00 | | | 101 | 210 | 217 | - | 11,185 | |
| (Tfr from WCC Jan 16) | | | | | | | | | | | | | | | | | | | 220 | - | 1,716 | |
| | | 1,530,741.00 | 2,677.00 | - | - | - | 1,533,418.00 | 400,918.00 | 30,668.00 | - | - | 431,586.00 | 1,129,823.00 | 1,101,832.00 | | | | | 301 | - | 19,049 | |
| Leashold Land and Bui | | | | | | | | | | | | | | | | | | | | | | |
| Dep'n | | | | | | | | | | | | | | | | | | | | | | |
| Depot Unit 2, Swan Bu | 10.00% | 7,901.00 | | | | | 7,901.00 | 1,758.00 | 790.00 | | | 2,548.00 | 6,143.00 | 5,353.00 | | | 790 | 220 | | | 162,211 | |
| | | 7,901.00 | - | - | - | - | 7,901.00 | 1,758.00 | 790.00 | - | - | 2,548.00 | 6,143.00 | 5,353.00 | | | | | | | | Check |
| Vehicles & Equipment | | | | | | | | | | | | | | | | | | | | | | |
| Dep'n | | | | | | | | | | | | | | | | | | | | | | |
| Civic Centre Furniture & Equip | | | | | | | | | | | | | | | | | | | | | | |
| Civic Centre Conter | 10.00% | - | | | | | - | - | - | | | - | - | - | | | - | 301 | | | | |
| Tables & Chairs | 10.00% Cost | 19,523.00 | | | | | 19,523.00 | 19,523.00 | - | | | 19,523.00 | - | - | | | - | 301 | | | | |
| Microphone sound : | 10.00% | 18,673.00 | | | | | 18,673.00 | 1,244.00 | 311.00 | | | 1,555.00 | 17,429.00 | 17,118.00 | | | 311 | 301 | | | | |
| Office Furniture & Equipment | | | | | | | | | | | | | | | | | | | | | | |
| General Contents | 10.00% | 51,680.00 | | | | | 51,680.00 | 51,680.00 | - | | | 51,680.00 | - | - | | | - | 101 | | | | |
| CCTV Control Room Equip | | | | | | | | | | | | | | | | | | | | | | |
| Control Room Equip | 10.00% | 49,454.00 | | | | | 49,454.00 | 49,454.00 | - | | | 49,454.00 | - | - | | | - | 201 | | | | |
| Control Room Furni | 10.00% Cost | 14,815.00 | | | | | 14,815.00 | 14,815.00 | - | | | 14,815.00 | - | - | | | - | 201 | | | | |
| Air Con Equipment | 10.00% Cost | 3,266.00 | | | | | 3,266.00 | 3,266.00 | - | | | 3,266.00 | - | - | | | - | 201 | | | | |
| Matrix & Keyboards | 10.00% | 10,900.00 | | | | | 10,900.00 | 10,900.00 | - | | | 10,900.00 | - | - | | | - | 201 | | | | |
| Real Time Quad Di | 10.00% | 468.00 | | | | | 468.00 | 468.00 | - | | | 468.00 | - | - | | | - | 201 | | | | |
| New Camera & Cor | 10.00% | 2,236.00 | | | | | 2,236.00 | 2,236.00 | - | | | 2,236.00 | - | - | | | - | 201 | | | | |
| LCD Monitors (21) | 10.00% | 7,316.00 | | | | | 7,316.00 | 7,316.00 | - | | | 7,316.00 | - | - | | | - | 201 | | | | |
| CCTV: 15 x Handhe | 10.00% Cost | 1,935.00 | | | | | 1,935.00 | 1,746.00 | 189.00 | | | 1,935.00 | 189.00 | - | | | 189 | 201 | | | | |
| CCTV: 11 x Handhe | 10.00% Cost | 1,424.00 | | | | | 1,424.00 | 284.00 | 142.00 | | | 426.00 | 1,140.00 | 998.00 | | | 142 | 201 | | | | |
| CCTV Cameras | | | | | | | | | | | | | | | | | | | | | | |
| Weymouth Street | 10.00% | - | | | | | - | - | - | | | - | - | - | | | - | 201 | | | | |
| Emwell Street | 10.00% | - | | | | | - | - | - | | | - | - | - | | | - | 201 | | | | |
| Mobile CCTV | 10.00% | - | | | | | - | - | - | | | - | - | - | | | - | 201 | | | | |
| CCTV Camera & Et | 10.00% | - | | | | | - | - | - | | | - | - | - | | | - | 201 | | | | |
| External Cameras (| 10.00% | - | | | | | - | - | - | | | - | - | - | | | - | 201 | | | | |
| MICI Camera | 10.00% Cost | 7,152.00 | | | | | 7,152.00 | 7,152.00 | - | | | 7,152.00 | - | - | | | - | 201 | | | | |
| Camera PW | 10.00% Cost | - | | | | | - | - | - | | | - | - | - | | | - | 201 | | | | |
| Digital Cameras (1f | 10.00% | 31,288.00 | | | | | 31,288.00 | 31,288.00 | - | | | 31,288.00 | - | - | | | - | 201 | | | | |
| New Monitors (5) & | 10.00% | 2,493.00 | | | | | 2,493.00 | 2,493.00 | - | | | 2,493.00 | - | - | | | - | 201 | | | | |
| CCTV: External Camer | 10.00% | - | | | | | - | - | - | | | - | - | - | | | - | 201 | | | | |
| Catenary Cables | 10.00% Insurance | 9,385.00 | | | | | 9,385.00 | 9,385.00 | - | | | 9,385.00 | - | - | | | - | 107 | | | | |
| Computer Equipment | | | | | | | | | | | | | | | | | | | | | | |
| Hearing Admin | 20.00% | 1,075.00 | | | | | 1,075.00 | 1,075.00 | - | | | 1,075.00 | - | - | | | - | 101 | | | | |
| 2 Comp Admin | 20.00% | 4,000.00 | | | | | 4,000.00 | 4,000.00 | - | | | 4,000.00 | - | - | | | - | 101 | | | | |
| Dell Priir Admin | 20.00% | 500.00 | | | | | 500.00 | 500.00 | - | | | 500.00 | - | - | | | - | 101 | | | | |
| Laptop Admin | 20.00% | 1,000.00 | | | | | 1,000.00 | 1,000.00 | - | | | 1,000.00 | - | - | | | - | 101 | | | | |
| Epson FCC | 20.00% | 200.00 | | | | | 200.00 | 200.00 | - | | | 200.00 | - | - | | | - | 301 | | | | |
| Rioch P CC | 20.00% | 450.00 | | | | | 450.00 | 450.00 | - | | | 450.00 | - | - | | | - | 301 | | | | |
| Packarc CC | 20.00% | 500.00 | | | | | 500.00 | 500.00 | - | | | 500.00 | - | - | | | - | 301 | | | | |
| 17" Flat A/R | 20.00% | 200.00 | | | | | 200.00 | 200.00 | - | | | 200.00 | - | - | | | - | 301 | | | | |
| Dataplus CCTV | 20.00% | 350.00 | | | | | 350.00 | 350.00 | - | | | 350.00 | - | - | | | - | 201 | | | | |
| Epson FCCTV | 20.00% | 150.00 | | | | | 150.00 | 150.00 | - | | | 150.00 | - | - | | | - | 201 | | | | |
| Comput CC | 20.00% | 1,428.00 | | | | | 1,428.00 | 1,428.00 | - | | | 1,428.00 | - | - | | | - | 301 | | | | |
| Comput Admin | 20.00% | 1,121.00 | | | | | 1,121.00 | 1,121.00 | - | | | 1,121.00 | - | - | | | - | 101 | | | | |
| IT Infrastructure | 20.00% | 802.00 | | | | | 802.00 | 802.00 | - | | | 802.00 | - | - | | | - | 101 | | | | |
| Acer Laptop | 20.00% | 393.00 | | | | | 393.00 | 393.00 | - | | | 393.00 | - | - | | | - | 101 | | | | |
| Acer Tower | 20.00% | 427.00 | | | | | 427.00 | 427.00 | - | | | 427.00 | - | - | | | - | 101 | | | | |
| Server & Software | 20.00% | 3,702.00 | | | | | 3,702.00 | 3,702.00 | - | | | 3,702.00 | - | - | | | - | 101 | | | | |
| Phone Admin | 20.00% | 3,563.00 | | | | | 3,563.00 | 2,852.00 | 711.00 | | | 3,563.00 | 711.00 | - | | | 711 | 101 | | | | |
| Person CC | 10.00% | 15,163.00 | | | | | 15,163.00 | 15,163.00 | - | | | 15,163.00 | - | - | | | - | 301 | | | | |
| Hand H CC | 20.00% Cost | 1,620.00 | | | | | 1,620.00 | 1,620.00 | - | | | 1,620.00 | - | - | | | - | 301 | | | | |
| Clfr Laptops | 20.00% | 7,931.00 | | | | | 7,931.00 | 4,758.00 | 1,586.00 | | | 6,344.00 | 3,173.00 | 1,587.00 | | | 1,586 | 101 | | | | |
| Civic Centri CC | 20.00% | 10,289.00 | | | | | 10,289.00 | 10,289.00 | - | | | 10,289.00 | - | - | | | - | 301 | | | | |
| Civic Centre CCTV Sys | 20.00% | 2,062.00 | | | | | 2,062.00 | 2,062.00 | - | | | 2,062.00 | - | - | | | - | 301 | | | | |

| | | | | | | | | | | | |
|--------------------------|-------------|-----------|-----------|-----------|-----------|----------|-----------|-----------|----------|-------|-----|
| Civic Centre Sound Sy | 20.00% | 8,458.00 | | 8,458.00 | 8,458.00 | - | 8,458.00 | - | - | - | 301 |
| Civic Centre Cellar Airc | 20.00% | 3,142.00 | | 3,142.00 | 3,142.00 | - | 3,142.00 | - | - | - | 301 |
| Civic Centre Tablecloth | 20.00% | 2,554.00 | | 2,554.00 | 2,554.00 | - | 2,554.00 | - | - | - | 301 |
| Civic Centre Air Curtair | 20.00% | 721.00 | | 721.00 | 721.00 | - | 721.00 | - | - | - | 301 |
| Traffic Cones x 200 | 10.00% Cost | 1,298.00 | | 1,298.00 | 1,040.00 | 130.00 | 1,170.00 | 258.00 | 128.00 | 130 | 220 |
| Trailer | 20.00% Cost | 1,000.00 | | 1,000.00 | 1,000.00 | - | 1,000.00 | - | - | - | 209 |
| VW Trasporter - 4 yr l | 20.00% Cost | 3,572.00 | | 3,572.00 | 3,572.00 | - | 3,572.00 | - | - | - | 209 |
| Town Park Café Equip | 20.00% Cost | 6,760.00 | | 6,760.00 | 6,552.00 | 208.00 | 6,760.00 | 208.00 | - | 208 | 210 |
| Town Park Café - Bear | 20.00% | 6,525.00 | | 6,525.00 | 505.00 | 505.00 | 1,010.00 | 6,020.00 | 5,515.00 | 505 | 210 |
| Town Park Skatepark | | - | | - | - | - | - | - | - | - | 210 |
| Town Park Equipment | | - | | - | - | - | - | - | - | - | - |
| Benches & Seats | 20.00% | 5,629.00 | | 5,629.00 | 5,629.00 | - | 5,629.00 | - | - | - | 210 |
| Bins | 20.00% | 3,490.00 | | 3,490.00 | 3,490.00 | - | 3,490.00 | - | - | - | 210 |
| Flag Pole | 20.00% | 905.00 | | 905.00 | 905.00 | - | 905.00 | - | - | - | 210 |
| Canoes, Paddles , l | 20.00% | 3,085.00 | | 3,085.00 | 3,085.00 | - | 3,085.00 | - | - | - | 210 |
| 4 x Rowing Boats | 20.00% | 6,570.00 | | 6,570.00 | 6,570.00 | - | 6,570.00 | - | - | - | 210 |
| Town Park CCTV C | 20.00% | 639.00 | | 639.00 | 639.00 | - | 639.00 | - | - | - | 210 |
| Civic Centre 12 x B | 20.00% | 2,520.00 | | 2,520.00 | 2,520.00 | - | 2,520.00 | - | - | - | 301 |
| Dewey House Air C | 20.00% | 1,980.00 | | 1,980.00 | 1,584.00 | 396.00 | 1,980.00 | 396.00 | - | 396 | 202 |
| Samsun Galaxy Tal | 20.00% | 200.00 | | 200.00 | 160.00 | 40.00 | 200.00 | 40.00 | - | 40 | 101 |
| Netitude IT Upgrad | 20.00% | 12,498.00 | | 12,498.00 | 10,000.00 | 2,498.00 | 12,498.00 | 2,498.00 | - | 2,498 | 101 |
| Play Equipment | 20.00% | 35,677.00 | 10,627.00 | 46,304.00 | 28,541.00 | 9,261.00 | 37,802.00 | 7,136.00 | 8,502.00 | 9,261 | 217 |
| Outdoor Gym Equip | 20.00% | 11,900.00 | | 11,900.00 | 7,140.00 | 2,380.00 | 9,520.00 | 4,760.00 | 2,380.00 | 2,380 | 210 |
| town Park Splash P | 20.00% | 4,629.00 | | 4,629.00 | 2,778.00 | 926.00 | 3,704.00 | 1,851.00 | 925.00 | 926 | 210 |
| Grounds Maint Equipment | | - | | - | - | - | - | - | - | - | - |
| Chainsaw & Hedge | 20.00% | 2,070.00 | | 2,070.00 | 1,242.00 | 414.00 | 1,656.00 | 828.00 | 414.00 | 414 | 220 |
| Polaris Ranger | 20.00% | 13,470.00 | | 13,470.00 | 8,082.00 | 2,694.00 | 10,776.00 | 5,388.00 | 2,694.00 | 2,694 | 209 |
| Rival 52-Mower | 20.00% | 25,740.00 | | 25,740.00 | 15,444.00 | 5,148.00 | 20,592.00 | 10,296.00 | 5,148.00 | 5,148 | 209 |
| Bateson B64 Traile | 20.00% | 1,135.00 | | 1,135.00 | 681.00 | 227.00 | 908.00 | 454.00 | 227.00 | 227 | 209 |
| V-Tuf Pressure Wa | 20.00% | - | 1,249.00 | 1,249.00 | - | 250.00 | 250.00 | - | 999.00 | 250 | 209 |
| Video conferencing | 10.00% | 3,164.00 | | 3,164.00 | 632.00 | 316.00 | 948.00 | 2,532.00 | 2,216.00 | 316 | 301 |
| Dell Vostro PC | 20.00% | 688.00 | | 688.00 | 207.00 | 138.00 | 345.00 | 481.00 | 343.00 | 138 | 101 |
| HP Probook notebc | 20.00% | 1,492.00 | | 1,492.00 | 447.00 | 298.00 | 745.00 | 1,045.00 | 747.00 | 298 | 101 |
| Samsung 22" monit | 20.00% | 260.00 | | 260.00 | 78.00 | 52.00 | 130.00 | 182.00 | 130.00 | 52 | 101 |
| HP 258GB 15.6" Nc | 20.00% | 708.00 | | 708.00 | 142.00 | 142.00 | 284.00 | 566.00 | 424.00 | 142 | 101 |
| Dell Vostro 3000 La | 20.00% | 2,453.00 | | 2,453.00 | 491.00 | 491.00 | 982.00 | 1,962.00 | 1,471.00 | 491 | 101 |
| HP Probook 440 Gi | 20.00% | 1,254.00 | | 1,254.00 | 251.00 | 251.00 | 502.00 | 1,003.00 | 752.00 | 251 | 101 |
| HP Probook CCTV | 20.00% | 1,347.00 | | 1,347.00 | 269.00 | 269.00 | 538.00 | 1,078.00 | 809.00 | 269 | 101 |
| New Zipwire - Quee | 10.00% | 11,461.00 | | 11,461.00 | 1,146.00 | 1,146.00 | 2,292.00 | 10,315.00 | 9,169.00 | 1,146 | 217 |
| Pay Equipment - Tf | 10.00% | 7,778.00 | | 7,778.00 | 778.00 | 778.00 | 1,556.00 | 7,000.00 | 6,222.00 | 778 | 217 |
| Portable Toilet Unit | 20.00% | - | 5,216.00 | 5,216.00 | - | 1,043.00 | 1,043.00 | - | 4,173.00 | 1,043 | 210 |
| Electric Vehicle 22k | 20.00% | - | 3,531.00 | 3,531.00 | - | 706.00 | 706.00 | - | 2,825.00 | 706 | 209 |
| Pramac P6000s Ge | 20.00% | - | 3,648.00 | 3,648.00 | - | 730.00 | 730.00 | - | 2,918.00 | 730 | 209 |
| Park Toilets - 4 x W | 20.00% | | 10,800.00 | 10,800.00 | - | 2,160.00 | 2,160.00 | - | 8,640.00 | 2,160 | 210 |
| C/Centre Defibrillat | 20.00% | | 475.00 | 475.00 | - | 95.00 | 95.00 | - | 380.00 | 95 | 301 |
| Hp Elite Laptop | 20.00% | | 1,221.00 | 1,221.00 | - | 244.00 | 244.00 | - | 977.00 | 244 | 101 |
| C/Centre CCTV | 20.00% | | 2,371.00 | 2,371.00 | - | 474.00 | 474.00 | - | 1,897.00 | 474 | 301 |

| | | | | | | | | | | | | |
|------------|-----------|---|---|---|------------|------------|-----------|---|---|------------|-----------|-----------|
| 485,706.00 | 39,138.00 | - | - | - | 524,844.00 | 396,767.00 | 37,349.00 | - | - | 434,116.00 | 88,939.00 | 90,728.00 |
|------------|-----------|---|---|---|------------|------------|-----------|---|---|------------|-----------|-----------|

| <u>Infrastructure Assets</u> | <u>Dep'n</u> | | | | | | | | | | | |
|------------------------------|------------------|-----------|------------|------------|-----------|-----------|-----------|----------|------------|--------|-----|--|
| Wooden Seats (22) | 10.00% Insurance | 5,949.00 | | 5,949.00 | 5,949.00 | - | 5,949.00 | - | - | - | 215 | |
| Bus Shelters (9) | 10.00% Insurance | 29,158.00 | | 29,158.00 | 29,158.00 | - | 29,158.00 | - | - | - | 215 | |
| Bus Shelter - West Par | 10.00% Cost | 2,670.00 | | 2,670.00 | 2,670.00 | - | 2,670.00 | - | - | - | 215 | |
| Bus Shelters (3) | 10.00% Cost | 8,968.00 | | 8,968.00 | 8,968.00 | - | 8,968.00 | - | - | - | 215 | |
| Planters (4) | 10.00% Insurance | 2,706.00 | | 2,706.00 | 2,706.00 | - | 2,706.00 | - | - | - | 215 | |
| Bench Seats (3) | 10.00% Insurance | 1,407.00 | | 1,407.00 | 1,407.00 | - | 1,407.00 | - | - | - | 215 | |
| Phoenix Bench Seats (| 10.00% | 2,072.00 | | 2,072.00 | 1,050.00 | 207.00 | 1,257.00 | 1,022.00 | 815.00 | 207 | 215 | |
| Camera Columns (3+1 | 10.00% Insurance | 3,956.00 | | 3,956.00 | 3,956.00 | - | 3,956.00 | - | - | - | 201 | |
| Tourism Signage (5) | 10.00% Cost | 12,933.00 | - | 12,933.00 | 12,933.00 | - | 12,933.00 | - | - | - | 215 | |
| Pedestrian Signage | 10.00% Cost | 12,448.00 | | 12,448.00 | 12,448.00 | - | 12,448.00 | - | - | - | 215 | |
| Hanging Baskets | 10.00% Cost | 19,572.00 | | 19,572.00 | 15,654.00 | - | 15,654.00 | 3,918.00 | 3,918.00 | - | 215 | |
| Flagpole (Civic Centre) | 10.00% Cost | 805.00 | | 805.00 | 805.00 | - | 805.00 | - | - | - | 301 | |
| Fencing at Queensway | 10.00% Cost | 3,820.00 | | 3,820.00 | 2,674.00 | 382.00 | 3,056.00 | 1,146.00 | 764.00 | 382 | 220 | |
| Town Park Paddling Pt | 0.00% | 1.00 | | 1.00 | - | - | - | 1.00 | 1.00 | - | 210 | |
| Town Park Play Park | 0.00% | 1.00 | | 1.00 | - | - | - | 1.00 | 1.00 | - | 210 | |
| Town Park Benches x : | 0.00% | 1.00 | | 1.00 | - | - | - | 1.00 | 1.00 | - | 210 | |
| Town Park Bins x 13 | 0.00% | 1.00 | | 1.00 | - | - | - | 1.00 | 1.00 | - | 210 | |
| Town Park Lighting Co | 0.00% | 1.00 | | 1.00 | - | - | - | 1.00 | 1.00 | - | 210 | |
| Town Park Tennis Cou | 10.00% | 1.00 | 242,991.00 | 242,992.00 | - | 24,299.00 | 24,299.00 | 1.00 | 218,693.00 | 24,299 | 210 | |
| Town Park Basketball | 0.00% | 1.00 | | 1.00 | - | - | - | 1.00 | 1.00 | - | 210 | |

REPORT FOR DECISION Solar panels

Stuart Legg, Parks and Estate Manager

Full council 13th May 2024

Recommendation

Members are asked to decide to proceed with the installation of solar panels on the Hub building and if so, to appoint Company C to carry out the work, subject to satisfactory structural roof surveys being completed.

Purpose of the Report

To inform members of the available options for solar power on the Hub.

Background

As part of Warminster Town Council's Strategic Plan, the town council wishes to deliver a greener future. This includes using and producing green energy. In 2023 solar panels were installed onto the Civic Centre, Boathouse and Central Car Park Toilets. With the completion of the transfer of the Hub building from Wiltshire Council officers put together a tender to look at solar panels for the Community Hub.

The tender process has now been concluded and the results are set out within this report.

Tenders

Tender documents were posted on the government's contracts finder website with 18 tenders received by the closing date of the 19th April 2024.

The tender documents asked tenderers to provide a solar array design and cost.

Each tender was measured against a pre-determined scoring matrix. The leading tenders were then taken through to the final stage where due diligence was carried out on the companies to ensure they were capable of carrying out the work.

Findings

Further information is found in the tender evaluation report. Full tender submissions are available to members on request.

Summary

Officers believe that installing solar panels will reduce the councils carbon footprint and save the council money going forward. This is inline with the town councils strategic plan.

Financial and Resource Implications

The cost for the panels will be in the region of £27,150 + VAT. This can be funded from the Earmarked Reserves Capital Projects. The estimated revenue saving is £6,018.56 pa. This is based on an energy cost of 69p/kWh.

The exact payback time of installing solar panels is difficult to calculate with certainty as there are so many variables, nevertheless it is reasonable to assume in a mid-case scenario that the electricity generated will cover the initial installation costs after a period of 4 to 5 years. This will then give a considerable period when the council is saving money.

There will be some minor maintenance that can be largely handled by the outside services team. Any significant damage to the panels whether accidental or deliberate (e.g. vandalism) would be covered by insurance.

In addition, there are non-financial benefits. The Council would be helping to reduce its carbon emissions and setting a highly visible example to residents, encouraging them to consider solar panels. It is estimated that the installation would save 4.57 tonnes of CO2 emissions per year.

Legal Implications and Legislative Powers

The Council has the power to provide this service under the General Power of Competence.

Environmental Implications

The installation of solar panels would have a positive impact on the environment.

Risk Assessment

Any required risk assessments will be carried out prior to any work being undertaken.

Crime and Disorder

Officers are not aware of anything that would affect crime and disorder.



Delivering a brighter, greener future for all

Tender Evaluation Report

Contract Name: **Solar Panel installation**

1 Executive Summary

1.1 The procurement exercise was to ensure that sufficient suitably qualified suppliers were invited to tender to meet the requirements of Warminster Town Council.

1.2 Eighteen tender responses were received by the deadline of 12 noon, 19th April 2024.

1.3 Officers reviewed all tenders received. A shortlist of three was arrived at.

1.4 Officers seeks to obtain approval from Full Council to award the contract to Tenderer identified in 6.1.

1.5 Subject to approval, a standard Letter will be issued to successful tenderers and unsuccessful tenderers will also be notified.

1.6 Both successful and unsuccessful Tenderers will be provided with the opportunity to receive feedback in accordance with the standard procedures.

2 Introduction

2.1 The requirement is for the supply and instillation of solar panels and batteries to the building.

3 Tender Process

3.1 Tenders were sought from suitably qualified contractors through the governments Contracts finder service.

3.2 Officers met on site with 21 companies, with 18 tenders received by the closing date of the 19th of April 2024.

3.3 The tender documents comprised:

Tender Document- Detailing specific tendering instructions, requirements and basic specification.

3.4 Further information was provided to all tenderers detailing annual usage for each site.

4 Evaluation

4.1 In order to establish a robust evaluation process officers used a robust scoring system for the quality submissions and the financial assessment. Officers were looking for the most economically advantageous submission.

4.2 Price Evaluation

4.2.1 The price element of the tender submission was allocated 40% of the total marks available for each contractor.

4.2.2 A pre-tender estimate was received and submissions evaluated against this and the Internal rate of return IRR.

4.2.3 The resulting scores are summarised in Section 5 below.

4.3 Technical Evaluation

4.3.1 The technical element of the tender submission equated to 60% of the total marks available to each contractor.

5. Evaluation Results

5.1 The evaluation panel evaluated all tenders against the criteria set out in the tender document.

5.2 Seven contractors were disregarded as they failed to provide the requirements set out in the tender document.

5.3 The remaining eleven contractors' submissions were evaluated. With the top three being brought to committee.

5.4 The final evaluated scores are:

| Contractor | Price score/IRR | Technical Score | Total Score |
|------------|-----------------|-----------------|-------------|
| A | 18.4% | 50.58% | 68.98% |
| B | 20% | 46.59% | 66.59% |
| C | 22% | 50.59% | 72.59% |

6. Recommendations

6.1 The recommendation of officers is that a contract be awarded to Contractor C.

6.2 Subject to approval, an award Letter will be issued to Successful Tenderer and unsuccessful tenderers will also be notified.

7. Approval

7.1 Officers seeks to obtain approval from Full Council to award the Agreement to the Tenderer(s) identified in 6.1.

8. All tenders

8.1 All tenders are available to councillors on request.

Report for Decision - Agreement with Warminster Youth Club for Detached Youth Work

Full Council 13th May 2024

Background

Members previously agreed to support the following activities for young people in the Warminster area: Free Canoeing lessons, Free Tennis coaching, Youth outreach provision and a Youth bus (a sort of mobile youth club). The canoeing and tennis have proved to be very popular and plans are being discussed to bring the youth bus to Warminster.

Warminster youth club was launched in 2019. It is a registered charity who run both Westbury and Warminster youth club's and are overseen by a board of trustees. They run a session a week for 11–19-year-olds and up to 25 with SEN during term time as well as extra activities. The team is made up of a leader, 2 paid staff and volunteers.

Detached Youth Work

There is currently detached youth work in Westbury, Devizes and Melksham delivered by 4youth and in Trowbridge delivered by Trowbridge future. All were set up as it was identified that there were young people causing anti-social behaviour committing crime and in need of support who were hanging out on the streets causing a problem.

Detached youth work is free for the young people who use the service although there is a need for things such as biscuits and refreshments low level games and events to get them engaged and build their trust. Due to the nature of detached and the risks that come with it there must be a minimum of two youth workers at any one time.

How it will operate

Warminster youth club will expand their provision to include detached youth work.

- The project will be over seen by the senior lead and safeguarding lead.
- Two to three areas of Warminster will be identified as areas of operation.
- A team will go out twice a week spending a min of 90 minutes on the streets with a 15 min brief before and after (a 2-hour session).
- Purposed timings would be 17:45-19:45hrs.
- Young people will be offered soft drinks and snacks.
- There will be use of Warminster youth clubs' equipment to organise weekly activities.
- The team will listen and work with the community
- Social media and the local press will be used to promote the work.
- Staff will be subject to the same training, checks, policies and procedures as the youth club.
- The team will build working relationships with relevant organisations such as Kingdown School

Cost

The scheme will run during term time i.e. 39 weeks of the year, with two, 2 hour sessions each week. The total projected overall cost for the first year is £7725.00, however to include contingencies, it is suggested a budget of £10,000 is allocated.

Recommendation - A local based youth outreach team is the best fit to tackle some of the problems being experienced in the town.