

MINUTES
of the Full Council
held on Monday 17th May 2021 at 7pm
at Warminster Civic Centre

Membership:

Cllr Allensby (West)	*	Cllr Keeble (West)	*
Cllr Brett (East)	*	Cllr Macdonald (East)	*
Cllr Cooper (Broadway)	A	Cllr Macfarlane (West)	*
Cllr Davis (East)	*	Cllr Parks (North)	*
Cllr Fraser (West)	*	Cllr Robbins (East)	*
Cllr Fryer (Broadway)	*	Cllr Syme (Broadway)	*
Cllr Jeffries (North)	*		

Key: * Present A Apologies AB Absent

Officers: Tom Dommett, (Assistant Town Clerk), Judith Halls, (Office Manager), Stuart Legg (Parks and Estates Manager), Stuart Atherton (Admin and Committee Clerk)

Meeting Attendees: Cllr Pip Ridout, and two members of the public

Online Attendees: 5

FC/21/001 Election of Chairman of the Council and Town Mayor for the Municipal Year 2021–22

The Clerk had received a nomination for Cllr Jeffries to be duly elected Mayor of Warminster for the ensuing civic year, proposed Cllr Keeble, seconded Cllr Brett.

Cllr Syme proposed for Cllr Macdonald to be duly elected as Mayor, seconded Cllr Allenby.

Voting in favour for Cllr Jeffries 9, voting in favour for Cllr Macdonald 3.

Cllr Jeffries was duly elected as Chairman of the Council and Town Mayor for the Municipal Year 2021–22

FC/21/002 Declaration of Acceptance of Office

The newly elected mayor, Cllr Jeffries read out and signed the Declaration of Acceptance of Office and delivered it to the assistant town clerk.

Cllr Jeffries was invested with the chain of office by the assistant town clerk and returned thanks for his election.

Cllr Jeffries read out the following statement. “Fellow Councilors, Ladies and Gentlemen, and members of the public, I would like to thank my fellow councilors for voting me in as your new mayor and chair of the council and to serve Warminster for the forthcoming year. You have given me great privilege and responsibility and I would like to express my sincere appreciation and thanks for placing your trust in me. I take this responsibility and trust you have shown in me seriously, and I commit to serving the people of Warminster and the Council with enthusiasm and devotion to the best of my ability and offer my full support to our Town Clerk, Fiona, and the full Civic Centre Team. I would also like to thank the Civic Centre Team for organising tonight’s COVID secure meeting, so as a council, we have been able to come together in person. The first time we have achieved this since March 2020.

This last year has been unprecedented and challenging for many people, we are now coming out of these dark times and I would like the Town Council to be playing a significant role as Warminster begins to return to normal times, whatever this new normal looks like. Over the last year I’ve been privileged to be deputy mayor to Councilor Robbins and I would like to thank him for his leadership during this extremely difficult period in our history, but also for his friendship and advice in dealing with a variety of complex issues throughout the last 12 months. Thank you Chris.

I appreciate that this role will be a challenge, balancing work, family, and council commitments, but with the support of the Civic Centre team, my work colleagues, and my family, I am sure we will make it through with good nature and I look forwards to the opportunities and challenges of the year ahead.

Finally, I see many comments on social media regarding the council, both positive and negative. I would like to encourage members of the public to become involved with the council, if you feel you can offer something, please do get in touch. Please come to meetings, participate and speak out, join working groups, certainly in areas where we are trying to drive Warminster forwards such as Climate Change and Sustainable Transport, and the development of the town. I would like to re-establish the Youth Council and secure the views of young people in Warminster, so as a council, we can plan a strategy and projects that will meet the needs of young people as well as all generations in the town, and deliver a brighter, greener, future for all. Thank you”

FC/21/003 Election of Vice Chairman of the Council and Deputy Town Mayor for the Municipal Year 2021-2022

Cllr Robbins proposed for Cllr Brett to be nominated as vice chairman of the council, and deputy town mayor for the ensuing year. Seconded Cllr Davis, voting unanimous in favour.

The assistant town clerk presented the badge of office to the newly appointed deputy mayor.

FC/21/004 Immediate Past Town Mayor – Vote of Thanks

The retiring Mayor, Cllr Chris Robbins, to passed on thanks for his year in office, saying,

“Dear Members, WTC Staff and Community. My year in office has been different, obviously influenced by the worldwide pandemic. Covid 19 certainly has a lot to answer for. We had to adopt a virtual world with regards to our meetings, and I would like to praise the members and staff for adapting to the new normal, indeed some of our future meetings will still be virtual or hybrid as is today’s annual meeting. For WTC it’s been business as usual but due to restrictions some major projects have taken longer for example the splash pad in the Town Park.

I would like to congratulate the many organisations who have helped those who are vulnerable in our community and indeed some of our hard working members and staff who also contributed. Our condolences go out to those families who have lost loved ones, there have been several in our community, may they rest in peace.

The Mayor’s Charity this year was in favour of the Alzheimer and Stroke charities. I have been trading puzzles for £2-3 per time and have built up quite a stock. They are for sale or hire and to date with a little help from my staff, we have raised £550. My special thanks go to Pip Ridout who organised donations from friends of 20+ puzzles. However, I wish to thank all who have participated and hopefully will continue to do so. Yes, my year was curtailed, I certainly missed visiting other Towns, meeting my fellow Mayors, representing the Town at functions, swapping ideas and socialising but so did we all. Maybe if time allows and a space appears I may be given the opportunity to have another go.

My congratulations to our new Mayor and Deputy, I pledge my support. May you both have a special year. Finally, thank you to all who have contributed this year.”

FC/21/005 Apologies for Absence

Apologies were received and accepted from Cllr Cooper and the Town Clerk, Fiona Fox.

FC/21/006 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/21/007** **Minutes**
FC/21/007.1 The minutes of the full council meeting held on Monday 22nd March.2021 and the extraordinary full council meeting held on Thursday 22nd April 2021 were approved as a true record and signed by the chairman.
FC/21/007.2 There were no matters arising.
- FC/21/008** **Chairman's Announcements**
FC/21/008.1 Cllr Jeffries advised the committee that whilst the pandemic was still around, please could members remain seated when speaking. This can be revisited at a later date.
FC/21/008.2 Mayor's engagements were Noted.
- FC/21/009** **Correspondence Circulated**
Members **noted** the list of correspondence circulated since the last meeting.
- FC/21/010** **Questions**
There were no questions from members of the Council submitted in advance. Cllr Syme asked why members had to submit questions in advance. The Mayor advised that this was an opportunity for members to submit questions likely to involve officer time in preparing a reply.
- FC/21/011** **Public Participation**
None
- FC/21/012** **Reports from Unitary Authority Members and the Police**
Cllr Ridout advised the members that Wiltshire Council were meeting in person tomorrow and after this meeting she would be able to provide a report to Warminster Town Council.
- FC/21/013** **Proceedings of Committee**
The following membership of standing committees was approved.
FC/21/013.1 Finance and Audit Committee meeting held on 8th March 2021
FC/21/013.2 Planning Advisory Committee meeting held on 15th March 2021 and 12th April 2021
FC/21/013.3 Parks and Recreation Committee meeting held on 25th January 2021
FC/21/013.4 Town Development Committee meeting held on 22nd February 2021
FC/21/013.5 HR Committee meeting held on 8th February 2021
FC/21/013.6 Environmental Services Committee meeting held on 12th September 2020
- FC/21/014** **Standing Committees and Full Council Working Groups**
FC/21/014.1 Cllr Macdonald proposed that the establishment of a Policies and Procedure Committee was not approved, seconded Cllr Fryer, voting in favour 10, against Nil, abstention 2. Motion for non-approval carried.

The following membership of standing committees was approved.

Committee's 2021/2022				
	Planning Advisory Committee	Finance & Audit	Parks & Estates	Town Development
Cllr Allensby	X		X	
Cllr Brett		X	X	
Cllr Cooper		X		X
Cllr Davis		X		
Cllr Fraser	X		X	X
Cllr Fryer			X	X
Cllr Jeffries	X	X		
Cllr Keeble	X	X		X
Cllr Macdonald	X		X	X
Cllr MacFarlane			X	X
Cllr Parks			X	X
Cllr Robbins	X	X		
Cllr Syme	X	X		
Working Groups Reporting to Full Council 21/22				
	Climate Change	Splash Pad	CIL	
Cllr Allensby		X		
Cllr Brett	X	X	X	
Cllr Cooper				
Cllr Davis				
Cllr Fraser	X	X	X	
Cllr Fryer				
Cllr Jeffries	X			
Cllr Keeble	X		X	
Cllr Macdonald				
Cllr MacFarlane		X		
Cllr Parks				
Cllr Robbins		X		
Cllr Syme				

Outside Bodies	Nominees 2021-22
Warminster Area Board: attendee NOT member	Cllr Fraser
Athenaeum Trust	Cllr Robbins and Cllr Fraser
Carnival	Cllr Macfarlane and Cllr Fraser
Wiltshire Council Community Area Transport Group	Cllr Macdonald
Dewey Trust	Cllr Jeffries
Elblag	Cllr Jeffries
Flers Assoc	Sue Fraser
Health and Wellbeing Forum: attendee NOT member	Sue Fraser
Local Youth Network	Cllr Allensby
Market Town Forum	Vacancy
Neighbourhood Tasking Group	Cllr Fraser
Park Community Centre	Cllr Brett and Cllr Davis
Pub Watch	The CCTV Supervisor
Relief in Need	Cllr Macfarlane and Cllr Robbins
Operational Flood Working Groups (OFWG)	Cllr Syme
Trans Wilts Partnership	Cllr Brett
Tynings Allotments	Cllr Macfarlane
Warminster Action Group	Cllr Macdonald
Warminster & Villages Development Trust	
Warminster & Villages Community Partnership	Cllr Syme
Wiltshire Association Local Council	Cllr Jeffries
Warminster Community Radio CRAB	Cllr Macfarlane
Westbury CCTV	The CCTV Supervisor, Cllr Fraser

Cllr Syme requested more information be provided regarding Warminster & Villages Development Trust and Warminster & Villages Community Partnership.

Standing orders were suspended at 7.40pm to enable Len Turner, the chair of the Development Trust to speak

Len Turner explained to the members that the Warminster and Villages Community Partnership was an organisation with open membership which works in partnership with the Area Board it includes 22 villages as well as Warminster Town. Warminster and Villages Development Trust is a company led by guarantee and members have to donate £1. The trust currently only has one project and that is the Community Hub building which they have on a 25-year lease from Wiltshire Council.

Standing orders were reinstated at 7.42pm

Standing orders were suspended at 7.44pm

Cllr Ridout wanted to reiterate about the outside bodies which would become Clearer after the meeting at Wiltshire Council. There would be vacancies for Warminster Town Council to be council representatives on CATG, Health and Wellbeing and others. Cllr Ridout confirmed she would provide a report.

Standing orders were reinstated at 7.45pm

FC/21/015 Terms of Reference (TOR) and Delegation of Powers to Committees 2021–2022

Members unanimously approved and adopted the Terms of Reference and Delegation of Powers 2021–2022

FC/21/016 Standing Orders and Financial Regulations

Members did not accept the recommendation for Standing Order and Financial Regulations and wished for a working group be set up to review them. It was unanimously agreed that a working group be established to review Terms of Reference, Standing Orders and Financial Regulations and Code of Conduct. Members appointed were: Cllrs Allensby, Davis, Fraser, Fryer Macfarlane and Parks. This group would report back to Full Council at the end of July with its recommendations.

FC/21/017 Council Policies

Members unanimously approved that all Council policies remain the same as last year except as follows:

Presented to the HR Committee, 27th April 2021, and recommended to members for adoption HR/20/063 refers:

FC/21/017.1.1 Data Protection Policy 2021- changes recommended by the council's external HR advisors, no change in substance.

FC/21/017.1.2 Dispute Resolution Policy 2021 – changes recommended by the council's external HR advisors, this combines, updates and replaces the Grievance Procedure and Dignity at Work/Bullying and Harassment Policy

FC/21/017.1.3 Equality Policy 2021 – references updated **23.2 refers.**

FC/21/017.1.4 Health and Safety Policy – personnel updates, no change in substance

FC/21/017.1.5 Recruitment Policy and Procedure – codifies the council's current practices which follow ACAS guidelines.

FC/21/017.2.1 Presented to the Finance and Audit Committee, 4th May 2021, and recommended to members for adoption FA/20/093 refers:

FC/21/017.2.2 Grants Policy and Procedure 2021 to add the follow – *Any grant budget not allocated at the meeting in, or nearest to July, will be available for allocation up to 31st March in the following year. This will be available only to new applicants who have not already been previously considered within that financial year.*

FC/21/017.2.3 To change to: *Payments will be issued as soon as possible.* The current wording states September.

FC/21/017.3.1 Treasury Management Policy 2021-22 – updated in line with year end figures.

FC/21/018 **Code of Conduct**

Members deferred the Code of Conduct to the working group to be reviewed

FC/21/019 **Appointments to Outside Bodies**

Members discussed this during committee structure, FC/21/014.

It was noted that they would have to supply either

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.

FC/21/020 **Annual Risk Assessments and Summary for 2021 – 2022**

Members unanimously approved the annual risk report and summary for 2021-2022 and resolved to adopt the action plan.

FC/21/021 **Council's Annual Subscriptions**

Cllr Macdonald proposed approval of the subscriptions for 2021 – 2022 apart from the National Association of Local Council (£909.42), which he requested more details about what support this offered the council, this could be bought back to the next meeting, seconded Cllr Syme, voting in favour 11, against Nil, abstention 1. Motion carried.

Subscription	Amount per annum
Visit Wiltshire	760.00
Society of Local Council Clerks 21/22	757.00
West Wiltshire Elblag Twinning Association	10.00
Wiltshire Association of Local Councils	721.00
Warminster Fleurs Association	40.00

FC/21/022 **Switching the Council's Bank**

Members unanimously approved that the council switches from HSBC to Unity Trust Bank plc with immediate effect.

FC/21/023 **General Power of Competence**

Members unanimously agreed to renew the General Power of Competence.

- FC/21/024** **Appointment of Internal and External Auditors**
FC/21/024.1 Members unanimously approved 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.
- Members unanimously approved that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD.
- FC/21/025** **Insurance and Assets**
Members noted that Warminster Town Council is insured with WPS Insurance Brokers and Risk Services, Spargo House, 10 Budshead Way, Plymouth, Devon PL6 5FE.
- Members noted an inventory of the council's land and other assets including buildings and office equipment will be presented at a future meeting.
- FC/21/026** **Revised Calendar of meetings for the Municipal Year 2021–22**
Members unanimously approved the revised meetings calendar for municipal year 2021 – 2022.
- FC/21/027** **Armed Forces Community Covenant**
Members noted that an Armed Forces Community Covenant was signed by Warminster Town Council on 20th February 2012.
- FC/21/028** **Time Capsule**
Members noted that a time capsule is buried at Sambourne School to be recovered in the year 2085.
- FC/21/029** **Communications**
Members requested that a press release be issued about the election of the new mayor Cllr Steve Jeffries and deputy mayor Cllr Denis Brett. Cllr Jeffries would be the spokesperson if required.

Meeting closed 8.23pm

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