

**Minutes of the Meeting of Warminster Town Council  
on Monday 27<sup>th</sup> September 2021 at 7pm  
held at the Civic Centre,  
Sambourne Road, Warminster, BA12 8LB**

**Membership:**

<b>Cllr Allensby (West)</b>	*	<b>Cllr Keeble (West)</b>	*
<b>Cllr Brett (East) Vice Chairman of the Council and Deputy Mayor</b>	*	<b>Cllr Macdonald (East)</b>	<b>A</b>
<b>Cllr Cooper (Broadway)</b>	*	<b>Cllr Macfarlane (West)</b>	*
<b>Cllr Davis (East)</b>	*	<b>Cllr Parks (North)</b>	*
<b>Cllr Fraser (West)</b>	*	<b>Cllr Robbins (East)</b>	*
<b>Cllr Fryer (Broadway)</b>	*	<b>Cllr Syme (Broadway)</b>	*
<b>Cllr Jeffries (North) Chairman of the Council and Mayor</b>	*		

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

**In attendance:**

**Officers:** Tom Dommett, (Deputy Town Clerk), Judith Halls (Office Manager), Stuart Atherton (Committee and Administration Clerk)

Members of the public: 2

**FC/21/073    Apologies for Absence**

Apologies were received and accepted from Cllr Macdonald

**FC/21/074    Declarations of Interest**

Cllr Parks declared a non-pecuniary interest in agenda item 11, Civic Award Review but would remain in the discussion and would vote.

**FC/21/075    Minutes**

**FC/21/075.1** The minutes of the meeting held on Monday 26th July 2021, were approved as a true record and signed by the chairman.

**FC/21/075.2** There were no matters arising from the minutes from Monday 26th July 2021.

**FC/21/076 Chairman's Announcements**

**FC/21/076.1** There were no announcements by the chair.

**FC/21/076.2** Members noted The Mayoral engagements.

**FC/21/077 Correspondence Circulated**

The correspondence list was noted.

**FC/21/078 Questions**

There were no questions submitted in advance by members of the council.

**FC/21/079 Public Participation**

There was no public participation.

**FC/21/080 Reports from Unitary Authority Members and the Police**

There were no reports from Unitary Councillors.

**FC/21/081 Proceedings of Committee**

Minutes from the following meetings were adopted:

**FC/21/081.1** Town Development Committee meeting held on 26th April 2021

**FC/21/081.2** Finance and Audit Committee meeting held on 4th May 2021

**FC/21/081.3** Parks and Estates Committee meeting held on 24th May 2021

**FC/21/081.4** Planning Advisory Committee meeting held on 14th June 2021

**FC/21/082 Community Engagement and Climate Change Officer**

A Notice of Motion had been proposed by Cllrs Parks, Seconded Cllr Davis, that the employment of a Climate Change and Community Engagement Officer to be deferred for the time being and reconsidered at the Full Council meeting on Monday 28th March 2022.

**Cllr Jeffries suggested a variation to the wording to the proposal by Cllr Parks, given standing order 7.1 stating that a resolution, previously agreed cannot be reversed within 6 months except by a special motion.**

**The amendment was accepted by the initial proposer, so as to read:  
The employment of a Community Engagement and Climate Change Officer will be discussed at the Full Council meeting in November 2021.**

**It was requested that there be a named vote.**

**Members voting to support the motion:**

**Cllrs MacFarlane, Fryer, Syme, Allensby, Davis and Parks.**

**Members voting against the motion:**

**Cllrs Brett, Robbins, Keeble, Fraser and Jeffries**

**Members abstained from vote:**

**Cllr Cooper**

**Motion carried.**

Signed..... Date.....

The employment of a Community Engagement and Climate Change Officer will be discussed at the Full Council meeting in November 2021.

**FC/21/083 Civic Award Review**

Members unanimously approved that there would be three awards:

- The Civic Award which can be made to an individual who has made a significant difference for the community of Warminster.
- The Young Persons (under the age of 18) Civic Award for achievement within the community.
- The Green Award for environmental issues – for setting an example or changing behaviour of others - which could be awarded to an individual, group or business.

Community Groups and Schools would be contacted by officers directly with information about the nomination process.

Judging of applicants should be based on highlighting examples of community spirit, focused to those who have 'gone the extra mile'. Motivating others to act would be considered as important as individual efforts.

The award ceremony would be tea of thanks with the Mayor and other members. Photos of the award presentation will be issued with a media release containing a write up about each recipient.

The Council could choose to award entrants a certificate of the Mayor's commendation.

The revised Civic Awards be advertised shortly and a winners selected at the November 2021 Full Council Meeting

**FC/21/084 Standing Orders and Code of Conduct Working Group**

Members resolved to:

Add a new standing order 3.5

“Councillors who are not members of a committee shall be able to attend confidential sessions at the discretion of the committee”

Add a new standing order 3.8

“Councillors who are not members of a committee shall be able to speak on agenda items at the discretion of the chairman of the committee.”

And renumber accordingly.

Amend standing order 15.1 to read

“15.1 The Proper Officer shall be the Clerk. In the Clerk's absence, the Deputy Town Clerk shall act as Proper Office, exceptionally, the council may nominate another officer to act as Proper Officer.

**Amend standing order 16.1 to read**

**“16.1 The Responsible Financial Officer shall be the Clerk. In the Clerk’s absence, the Deputy Town Clerk shall act as Proper Officer, exceptionally, the council may nominate another officer to act as Responsible Financial Officer.”**

**Amend the terms of the HR committee to read**

**1. Membership**

**The Mayor and the chairmen of all the full committees.**

**FC/21/085 External Audit**

**Members noted the external auditor’s report and approved the Notice of Conclusion of Audit dates to be published.**

**FC/21/086 Communications**

**FC/21/086.1 Members resolved that a press release should be issued regarding the updated Civic Award.**

**FC/21/086.2 Cllr Jeffries was appointed a spokesman for these issues.**

**Meeting closed 8.24pm**

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

Next Full Council meeting to be held on 29<sup>th</sup> November 2021