

9th January 2012

Dear Councillor,

COUNCIL SUMMONS

YOU ARE HEREBY SUMMONED to a meeting of the **WARMINSTER TOWN COUNCIL** to be held on **Monday 16th January 2012** in the Cley Room, Warminster Civic Centre, Sambourne Road, Warminster at 7.00 pm to transact the business set out below.

Yours sincerely,



HEATHER ABERNETHIE
Town Clerk

A G E N D A

1. Apologies

2. Minutes

To approve as a correct record and sign the minutes of the meeting held on 21st November 2011

3. Mayor's Announcements

4. Questions

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

5. Mayor's Engagements (as per attached list)

For NOTING unless there are any questions or comments to consider.

6. Public Participation

To allow members of the public to address the meeting. An allowance of three minutes per person is available to give comments on any item listed on the agenda.

7. Acceptance of Petitions and Deputations

8. Declarations of Interest

To receive Declarations of Interest in accordance with the Model Code of Conduct for Parish and Town Councils Order 2007 and Council Standing Orders 60 and 61.

Members are also reminded of the need to observe paragraphs 8(1) (a) (viii) & 13(2) of the code which deal with the changes to the Register of Members' Interest and the receipt of gifts/hospitality over the value of £25 whilst acting in an official capacity.

9. Proceedings of Committees

Chairman of the relevant committees to propose adoption of their minutes. (All previously circulated.)

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|---------------------------------------|---------|---|
| Planning Advisory Committee | held on | 5 th December 2011 3 rd January 2012 |
| Finance & Assets Committee | held on | 9 th January 2012 |
| Town Development | held on | 28 th November 2011 |
| CCTV | held on | 14 th December 2011 |
| HR | held on | 7 th December 2011 |

10. Reports from Unitary Members which are relevant to this committee.

11. Police Report

Inspector Lindsey Winter will report on activity within the Town.

12. Community Covenant

The Mayor has been asked to sign into the attached Covenant in partnership with the Area Board, Warminster & Villages Community Partnership and the Armed Forces Community in Warminster. The Covenant is a voluntary statement of mutual support between the civilian community and the Armed Forces. The aim is to support Armed Forces personnel and their families and civilians in joint local projects which require funding. The signing of the Covenant will help in the application for funding from the Armed Forces. The members to confirm agreement to sign into the document.

13. Dog Control Orders

Please see the attached briefing from Wiltshire Council and memo outlining the consultation exercise for the proposed new orders. The members to confirm a response which states that no additional areas are required for exclusion.

14. Boreham Road LDO Steering Committee

Attached are the minutes from the Steering committee. Councillor Rob Fryer attended and he will feed back to members with additional information if required. For NOTING unless any additional comments are to be made or forwarded to the committee.

15. Mayoral Allowance

The Mayor has submitted a proposal that in future expenses are claimed by the Mayor and deputy for official functions and paid either monthly or quarterly in arrears instead of the annual allowance.

Mileage would be set at the net rate of 45p in line with all other Council mileage claims.

Other expenses will be paid on receipt of relevant invoices.

The maximum budget would be £1000. Once this figure had been achieved further agreement would need to be sought from the members for any additional expenses.

Please see the attached document outlining the taxable arrangements for the payment of expenses against allowances.

The members to make a decision and instruct the Clerk accordingly.

16. Budget 2012/2013

Members of the Finance and Assets Committee have reviewed the budget proposals and made amendments as requested by members. The final breakdown will be discussed at Finance and Assets Committee on Monday 9th January 2012. The figures will be forwarded to members following this meeting. The precept to be claimed from Wiltshire Council is to be decided.

17. Warminster Parking Partnership

The Clerk is submitting an overall summary of ticket refunds claimed since the start of the program. For NOTING.

18. Civic Centre

Please see the Report for Decision (1) outlining the current expenses.

Members to confirm acceptance of the figures.

19. Review of Committees

Following the recent by-election there is a need to involve Councillor Kate Fryer into the committee structure. Following the death of Councillor Martin Baker there is also a need to fill his commitments to Planning, town Development, CCTV and HR. The Clerk is submitting the attached suggestions for consideration but the restructure recommends the following:

Councillor Sue Fraser to become Chair of Planning

Councillor Veronica Burden to join the CCTV Committee

Councillor Chris March to become Vice Chair of the CCTV Committee

Councillor Kate Fryer to join the Town Development Committee

Councillor R Fryer to become a member of the Town Plan working group

The members to make a decision.

20. Boundary Review

The Clerk has received notification from Wiltshire Council that it is proposing to request through the Boundary Commission that the number of Councillors for Warminster is increased to 13. This will involve the alteration to the number of seats rather than a change in wards. Further notification will come forward once the application is made. For NOTING at this stage unless the members wish to put forward any additional details.

21. Action on Market Towns (AMT)

Councillor Chris March has requested that Warminster Town Council become the lead on the project started by AMT which will be a focus on “your town and what makes it special”. This has been passed onto the Clerk by Warminster & Villages Community Partnership who are the actual members of AMT. Warminster Town Council does not have membership and due to the late submission of the request the only detail available is in the attached memo. The Clerk hopes to have more information available to members for the meeting. For discussion.

22. Tenancy Agreement for Dewey House

In view of the special nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

The Clerk will submit a Report for Decision (2) at the meeting. This is unusual but has been specifically requested by the proposed tenant that all discussion remain private and confidential at this stage. The Clerk does not feel that the information contained in the report will disadvantage members in any way.

23. Communications – The members to instruct the clerk for any items which need a press release.

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