



TIDWORTH TOWN COUNCIL MAY 2026

Minutes of the Annual Town Council meeting held on Tuesday 5th May 2026 at Tidworth Civic Centre, Wylve Road at 7pm.

Prior to the meeting commencing all members signed their Declaration of Acceptance of Office which was witnessed by the Town Clerk.

<p>Attended Cllr's C Webb (CW), H Jones (HJ) C Danso (CD), P Hedge (PH), D Kofitia (DK), M Anim (MA), A Edwards (AE), C Daborn (CDB), S Muskinvanhu (SM), O Flower (OF), S Sela(SS), R Mason (RM), Toni Smith-Turner</p> <p>C Lovell Town Clerk (CL) C Baxter - Admin WO1 Tomlinson F Galvin Cllr Allen – Tidworth North and West Cllr Lumsden -Wiltshire Tidworth East/Ludgershall West B Pratt</p>	<p>26/053 4. Consideration of Apologies for Absence K King – TLC Police</p> <p>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>	
<p>Item</p>	<p>Agenda Item</p>	<p>Action by</p>
<p>26/050</p>	<p>1. Election of Chair HJ nominated Cllr Webb to be Chair of TTC, seconded by CDB. AE nominated Cllr Kofitia to be Chair of TTC, seconded by MA. They confirmed that they accepted the nomination. OF proposed that the meeting be suspended, seconded by PH, carried. Standing Order 10, XIV When the meeting re-opened MA withdrew her nomination of Cllr Kofitia and Cllr Webb duly accepted the appointment of Chair.</p>	
<p>26/051</p>	<p>2. Resolution to Continue Mayoral Status All members all agree that there are only benefits to having Mayoral Status. A vote took place, and all were in favour.</p>	
<p>26/052</p>	<p>3. Election of Vice Chair AE nominated Cllr Jones to be Vice-chair of TTC, seconded by PH. OF nominated Cllr Mason to be Vice-Chair of TTC, seconded by CDB They confirmed that they accepted the nomination. A vote took place and Cllr Jones was appointed as Vice-Chair.</p>	

26/054	<p>5. Declaration of Interest (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). None</p>	
26/055	<p>6. Public Questions: WO1 Tomlinson advised that there was another County Lines Briefing on 21st May at Larkhill. The Garrison have agreed to purchase a further six Bleed Kits, locations to be agreed.</p>	
26/056	<p>7. Minutes of Previous Meeting: Minutes of the Town Council meeting held on 1st April 2025 had been circulated. PH proposed that they were a true and accurate record, seconded by HJ carried. No matters arising.</p>	
26/057	<p>8. Wiltshire Councillors Report Cllr Allen and Cllr Lumsden provided updates on the work they had been doing. Cllr Allen has been concentrating on the Youth Project and Stand Easy Vetran. Cllr Lumsden has arranged a Safety and Security meeting on 5th June for which local stakeholders have been invited. He is hoping to have an update on Co-Part planning application for the Castledown business Park soon.</p>	
26/058	<p>9. Mayors Report Cllr Webb provided the following report: At the beginning of the month TTC welcomed the new Facilities Manager Bill Heys from Moores Cleaning Services Ltd. who is doing a sterling job to keep the Civic Centre ticking over efficiently. She had the honour of judging an art competition for the children of the after school club at St. Andrew's Nursery. There have been negotiations with Talent Acquisition at Wiltshire Police to discuss how to support their current campaign to enlist new Special Constables. The Annual Residents Meeting took place on the 28th April where community volunteers showed all the hard and varied work they do within Tidworth and Perham Down. The attendance was a little disappointing both in terms of residents but also by members. Work has commenced on the brick storage facility and the work is currently scheduled for completion at the end of June. The 30th April saw the first meeting of the Tidworth Youth Partnership chaired by Cllr Allen and where we came together to try to see what provision the various organisations might be able to offer as activities to the youth of the town and to try to kick start the detached youthwork provision. Reverend Daniel Harland, will be installed in a Service of Celebration as Rector of Ludgershall and Tidworth on the evening of Wednesday May 27th at St. James Ludgershall. Julie Tesco's Community Ambassador is again running an Armed Forces Day</p>	

	<p>event in the shop car park, and another event will be running alongside this at the Ram.</p> <p>She has also received an invitation to Tidworth Golf Club for an event on October 27th to celebrate 100 years of women's golf at the Tidworth Golf Club. She concluded that TTC are currently in the process of updating their safeguarding policies and part of this is to start the DBS programme which was agreed some time ago.</p>	
26/059	<p>10. Co-Options</p> <p>One application had been received.</p> <p>K Allen (Wiltshire Councillor) spoke briefly and said that now he has the experience of being a Unitary Councillor for a year he would like to be more involved with the Town Council.</p> <p>Members of the public left the meeting.</p> <p>Following a short discussion a vote took place.</p> <p>12 were in favour, 1 was against.</p> <p>Members of the public returned to the meeting and Cllr Allen (CA) sat at the table.</p>	
26/060	<p>11. S137 Applications</p> <p>An application had been received from 1st Tidworth Scouts for the sum of £175.00 for a case for a bleed kit.</p> <p>HJ proposed that the grant of £175.00 is awarded, seconded by TST, carried.</p>	
26/061	<p>12. Committee Reports</p> <p>All minutes were taken as read.</p> <p>Community Services PH reported on a meeting held on 14th April 2026, minutes had been circulated. PH proposed that they were a true and accurate record, seconded by HJ carried.</p> <p>Civic Centre</p> <p>FM Update - All small outstanding maintenance jobs completed. It was agreed that Bill will liaise with the builders working on the outside store.</p> <p>Projector screen - DK presented his quotes and findings regarding prices for an LCD screen for Tedworth Hall, although I screen was agreed on AJK have advised that they would not be willing to install an imported screen and have suggested a local company.</p> <p>Wiltshire Council - Local Highways & Footpaths Improvement Group (LHFIG)</p> <p>A request for traffic calming measures on Salisbury Rd A338 between the junctions of Church Lane and Ashdown terrace. This was rejected on the grounds it is a Primary route and would therefore not be approved.</p> <p>Next LHFIG Meeting – Wednesday 13th May.</p> <p>River Bourne Corridor Update - The dog waste bin is full on Pickernell Rd. Gavin Jones to be informed. A piece of the fence on the bridge is missing again so TCC will investigate getting that replaced.</p> <p>Playparks – no major issues</p> <p>Mortuary Chapel – PH proposed TTC pay Graeme Barclay £490 to replace all damaged roof tiles, seconded by AE, carried.</p> <p>Christmas Lights - It was agreed that TCC choose similar lamp post installations so that there is a consistent display throughout the town.</p>	

Allotments - The opening went well and most tenants have begun work.

PH proposed TTC pay Jacks Forge £522 in total for number signage for each allotment, HJ seconded, carried.

Bleed Kits – PH proposed TTC pay £100 for one case to see how it is utilised by the public and whether we have any issues, seconded by HJ, carried.

This will be situated at the Civic Centre. The second bleed kit will be put into the defib case at Pennings Rd Spar.

Asset Register

HJ proposed TTC buy cutlery to replace missing items from Nisbets at a cost of £165.59, this includes 10% discount, seconded by SS , carried. These would be of a different design to the café cutlery to prevent a mix up.

It was discussed that BH (FM) would be asked to look at missing items from the tool register and decide what he would need replacing.

After note. BH(FM) decided the only thing needing replacing was the Hose and Sprinkler. These have been ordered with authorisation from CL (Town Clerk).

Community Engagement CDB reported on a meeting held on 21st April 2026 , minutes had been circulated and taken as read. There were no questions. **CDB proposed that they were a true and accurate record, seconded by PH carried.**

Recent Event Feedback

Litter Pick – March’s litter pick was a resounding success over 100 attendees and with nearly as many bags of rubbish collected.

Easter Party – April’s Easter Party went well.

Upcoming Events

Litter Pick – Saturday 20th June 2026 2pm - 4pm

Tidworth Town Festival – Saturday 25th July 2026 12pm - 10pm

Mortuary Chapel Open Day – 19th September 2026 2pm - 4pm

Mortuary Chapel pins -CDB proposed that, 100 more badges be purchased from trophiesplusmedals.com at a cost of £1.45 per badge incorporating a centrally positioned bell as the primary focal point. Seconded by RM, carried.

CW proposed that a budget of up to £200 to be set to buy cakes and drinks from Waitrose. Seconded by HJ, carried.

Halloween Party - Saturday 24th October 2026 2pm - 4pm

Remembrance – Sunday 8th November 2026

‘A Christmas Carol’ Theatre Production – Tuesday 24th November 2026 7pm - 8.30pm

Christmas Fair – Saturday 5th December 2026. 10am SEN Hour, 11am-3pm

Neighbourhood Watch – Deferred

Leadership - HJ reported on a meeting held on 23 April 2026, minutes had been circulated and taken as read. Under the public bodies (admission to meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.

IT Provision

Café Lease

Family Fellowship long term lease.

Proposed by CDB, seconded by HJ, carried.

CW proposed this was a true and accurate record seconded by RM, carried.

26/062	<p>13. Formation of Committees/Meetings Dates Calendar of meeting had been circulated. Committee membership to remain the same.</p> <p>Chairs of Committees to be elected at May 2026 meetings.</p>	
26/063	<p>14. Adoption of Standing Orders/ Financial Regulations and Code of Conduct Standing Orders and Financial Regulations had been circulated. There were no amendments since approval in November 2025. HJ proposed that Standing Orders and Financial Regulations were adopted for 2026, seconded by RM, carried. The Town Clerk provided each member with a copy of the Code of Conduct and reminded members it was their responsibility to keep their Declaration of interests up to date.</p>	
26/064	<p>15. Adoption of Terms of Reference Terms of Reference had been reviewed with no amendments. PH proposed that the Terms of Reference were adopted for 2026, seconded by RM, carried.</p>	
26/065	<p>16. Adoption of Asset Register A review of the Asset Register had been carried out by PH and LC. AE proposed that the Asset Register for 2026/27 is adopted, seconded by PH, carried.</p>	
26/066	<p>17. Appointment of Internal Auditor Due to the current provider no longer providing the service after 2025/26 conclusion the Town Clerk has reached out to other possible auditors. Deferred</p>	CL
26/067	<p>18. Review Memberships It was agreed that the SLCC membership for staff is invaluable and TTC will continue to pay for this, the fee is calculated on the Councils precept and staff hours. As an advisory body and training provider everyone was in agreement to continue with membership to Wiltshire Association of Local Councils (WALC). Proposed by CW, seconded by AE, carried.</p>	
26/068	<p>19. Review of Complaints Procedure Had been circulated. HJ proposed that the Complaints Procedure is adopted for 2026/27, seconded by CD, carried.</p>	
26/069	<p>20. Confirm outside bodies representation RM – Tidworth Leisure Centre HJ – LHFIG/Health an Wellbeing CDB – Castledown FM PH – Wellington Governors</p>	
26/070	<p>21. Agree to Defer the following Policies Freedom of Information/GDPR Press and Media Employment Procedures</p>	

	Proposed by PH, seconded by OF, carried.	
26/071	22. Year End Accounts Unavailable	
26/072	23. Correspondence and Updates None	
26/073	24. Bills for Payment Bills for payment totalling £51,682.65 had been circulated. PH proposed Bills for Payment totalling £51,682.65 be paid, seconded by HJ carried.	
26/074	24. Date of next meeting 2 nd June 2026	Agenda items to be submitted to the Clerk 7 days before the meeting

There being no further business to discuss the meeting was closed at 8.35pm.

Agreed as a true record.......... C Webb, Chair