

21st December 2015

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 4th JANUARY 2016 at 7.00 pm.

Yours faithfully

Town Clerk

Public Forum

Register between 6.50 pm – 7.00 pm
Maximum input per person – Strictly 5 minutes
Forum not to exceed 30 minutes

**Petitions/Depositions to be lodged with the Town Clerk
at least five working days prior to the Meeting.**

A G E N D A

- 1. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**
- 2. DISPENSATIONS (if any).**
- 3. DECLARATIONS OF INTEREST (if any) AND REASONS.** (Members must be diligent regarding their interests.)
- 4. MINUTES.** To approve as a correct record the Minutes of the Town Council Meetings held on the 2nd November 2015 & 14th December 2015, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(a) may be taken as read.
- 5. MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.**

Members' matters arising from these previous Minutes.

- 6. POLICE REPORT - attached**

7. **WILTSHIRE COUNCILLORS' REPORTS.** Members wishing to ask questions of Wiltshire Councillors are requested to give prior notice to Wiltshire Cllrs R Hawker, D Jenkins and G King, or to the Clerk for onward transmission.

8. **MINUTES of COMMITTEES.** To receive and consider Minutes and recommendations of the following Committees:-

Highways, Planning & Development	-	16.11.2015
Policy & Resources Committee	-	07.12.2015
Finance Committee	-	14.12.2015

9. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**

10. **RECOMMENDATION received from the Finance Committee on 14th December 2015**

Draft Budget 2016/17

To adopt the Draft Budget 2016/17 as recommended by the Finance Committee on 14th December 2015, excluding any council tax support grant from Wiltshire Council of £4,204, and as amended to reflect increased costs in Administration, CCTV, Devolution of Services, Christmas Lights and other inflationary increases, and confirm the Precept as £486,217, representing a 15.53% increase, which equates to a Band "D" equivalent of £101.38, an increase of 26p per week. (See attached.)

11. **RECOMMENDATION received from the Town Clerk on 22nd December 2015**

Additional Grant applications

That the Town Council considers the grant applications listed below and agrees amounts (if any) to be awarded:-

Organisation	Amount requested
Wessex Multiple Sclerosis Therapy Centre	£300
Carer Support Wiltshire	£500
Westbury United Football Club	£300

12. **RECOMMENDATION received from the Finance Committee on 14th December 2015**

Small Grants 2014/15.

To approve the small grant applications for 2016/17 totalling £10,535. (See attached.)

**13. RECOMMENDATION received from the Finance Committee on 14.12.15
Microsoft Office 365**

Proposal

The Finance Committee recommend considering changing the office software to Office 365, so that staff are working with the most up to date software at all times.

Background

Microsoft Office 365 Premium = £9.40 + VAT per user per month, which would include: Word, Excel, PowerPoint, Outlook, Publisher, and OneNote and hosted emails.

We would need to subscribe to the premium package as detailed above, as our current server is not compatible with Office 2016, so to have the Business package @ £8.50 + vat per user per month we would never be able to have anything beyond Office 2013, thus defeating the reason for changing.

The premium package would move our emails from our current server to Office 365 cloud and we will be able to use every new feature Microsoft brings out from an outlook aspect.

Recommendation

The Town Council agree to the purchase of Microsoft Office 365 Premium at a cost of £9.40 + VAT per user per month.

**14. RECOMMENDATION received from P&R Committee on 7.12.15
Grant Funding request received from Bitham Brook School on 16.10.2015.**

The P&R Committee requests that the Town Council notes the agreement by the committee to award a grant of £500.00 to Bitham Brook School to provide fun playground markings in the school playground (correspondence previously circulated with P&R agenda for 7.12.15).

15. RECOMMENDATION received from P&R Committee on 7.12.15

Purpose

To review how the public forum is recorded under the 'Protocol for Public Forum' document.

Background

Recently, Westbury Town Council has tried to make the public forum section of council committees more appealing to the public. Specifically, we have allowed some interaction (when straightforward questions are raised and no decisions are taken) however, with increased interaction some members now feel that minutes are becoming unbalanced. Often there are many lines of comments from the public in minutes that (by convention) do not record what was said by councillors. Anyone not present might wrongly get the impression that the councillors don't speak or do little in meetings.

For example, a suggestion is to consider only recording who spoke and any questions requiring a response. Perhaps another attachment/note document could record more details if this is felt useful (and to be polite to the participant – who might otherwise feel “ignored”). This would be available as an attachment and for inspection but not part of the minutes proper.

Proposal

The P&R Committee recommends that the Town Clerk should circulate his responses to any questions raised in the public forum, with the minutes of the meeting, but not publish as part of the minutes.

**16. RECOMMENDATION received from M Sutton on 14.11.15.
Submission of Motions to Town Council**

Purpose:

To clarify who is responsible for submitting motions that have been recommended by committees to Town Council. Is it the chair of said committees or the Town Clerk?

Background:

There is confusion as to who has the responsibility for submitting motions to Town Council after they have been approved by a committee and in some instances recommendations have been missed or delayed due to the thought that someone else is doing it.

As the committee will have had a proposal produced on the relevant format it would seem a simple process to resubmit that form to Town Council suitable amended and maybe that should fall to the current chair of said committee. Alternatively it could be left entirely to the Clerk’s organisation.

Recommendation:

The P&R Committee recommends that the Town Council notes that it becomes an office function to ensure that any recommendations go forward to the relevant committee.

17. RECOMMENDATION received from P&R Committee on 7.12.15

Purpose:

Town Council or the appropriate committee to periodically scrutinise grants of £1,000 or more to ensure the grant is appropriate and that it is appropriately used.

Background:

In 2014/15 Town Council donated grants to many community groups and the demand for grants is likely to increase both in terms of the amount and number of organisations if and when Town Council takes on services and responsibilities from Wiltshire Council.

Consequently Town Council should formalise a process to ensure, as a duty of care that monies granted are used for their appropriate purposes.

Recommendation:

The P&R Committee recommends that the appropriate committee to periodically scrutinise grants of £1000 or more and;

- a. That bodies receiving regular grants are asked to supply information about themselves and the purpose for which grants are requested.
- b. That bodies receiving grants annually report to the Council their activities in the preceding months.
- c. The Council may choose to review recipient's activities in a proportionate and transparent manner and publicly report its findings.

18. **CLERK'S CORRESPONDENCE/MATTERS:**
19. **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
20. **THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Update to be given by Cllr D Bradshaw.
21. **ACCOUNTS:**
List of payments to be circulated at the meeting
22. **To resolve that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.**
23. **Staffing matters**
24. **To resolve to return to open Council.**