

1st March 2016

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 7th MARCH 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 Meeting held on the 4th January 2016, copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 13(d) 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 (see 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 Committee | - | 21.12.2015 |
| Highways, Planning & Development Committee | - | 11.01.2016 |
| Highways, Planning & Development Committee | - | 18.01.2016 |
| Highways, Planning & Development Committee | - | 15.02.2016 (attached) |
| Policy & Resources Committee | - | 01.02.2016 (attached) |
9. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**
10. **TO RECEIVE NOMINATIONS FOR MAYOR FOR THE ENSUING YEAR.**
11. **TO RECEIVE NOMINATIONS FOR DEPUTY MAYOR FOR THE ENSUING YEAR.**
12. **RECOMMENDATION received from Policy & Resources Committee dated 02.02.16 - (see attached):**

Public Conveniences

1. Town Council formally accepts the transfer of tenure of the Warminster Road and High Street Public Conveniences from Wiltshire Council by seven year lease.
 2. Westbury Town Council will pay for the managing of this facility from the 2016/17 Budget.
 3. Westbury Town Council mandates the Delegation of Services Working Group to agree the terms of the transfer of tenure of the towns PC's from Wiltshire Council via a 7 (seven) year lease.
13. **RECOMMENDATION received from Town Clerk dated 25.02.16 – (see attached):**

Office 365

To proceed with the installation of Office 365, as agreed at Town Council on 04.01.16, but to decide whether to opt for option a), or option b), as detailed below:

- a) Just staff, at the agreed cost of £9.40 + VAT per user per month, plus the one off payment of £225.00 + VAT for installation and Bittitan Migration Wiz Pro.
- b) Staff and all councillors. As quoted in a) plus the additional monthly cost to add the councillors, to enable them use of shared point and a shared calendar @ £3.70 + VAT per user per month.

14. NOTICE of MOTION received from Cllr G KING dated 25.02.16 – (see attached).

Neighbourhood Plan

Recommendation:

Westbury Town Council now has sufficient reserves and access to statutory grants in order to finance the commencement of the Neighbourhood Planning Process and as a consequence;

- *Westbury Town Council recognises that the Town Improvement Group (TIG), a working party of the Council is well prepared and grants permission for it to commence work on the Neighbourhood Planning Process without further delay, in accordance with the Neighbourhood Planning Framework as described by Wiltshire Council and the prescribed Material Considerations.*

15. NOTICE of MOTION received from Streetscene Working Group and Events Working Group dated 29.02.16 (see attached)

Repainting of the White Horse

Recommendation:

To ask the Town Council for up to £7,000 from Capital Project Fund to complete the project which will include power washing, repainting and filling in the cracks with a arbo-polyethylene foam and covering with a microcrystalline wax treatment.

16. RECOMMENDATION received from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 29.02.16 (see attached).

Phase 7 of The Laverton's Re-Development

Recommendation:

LITWIG recommends that WTC agrees to underwrite the initial cost of 2.5K which should be successfully recovered with the HLF Grant.

17. **RECOMMENDATION received from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 29.02.16 (see attached).**

Lighting in the Main Hall

Recommendation:

To improve the lighting in the main hall the group recommends proceeding with the installation of extra lighting at a cost of £1917.00, this will be allocated from the Capital Projects Fund.

18. **RECOMMENDATION from the Town Clerk dated 01.03.16, to raise the maximum monthly amount transferred from the Westbury Town Council Business Bank Account to Clerks Imprest Account from £12,000 to £13,000 to cover salaries, PAYE/NI and pensions (see attached).**

Recommendation:

- a) The Clerk is recommending this figure is increased from £12,000 to £13,000 to cover salary increases.
- b) For the month of March the amount should be a limit of £18,000 to cover two clerks and extra overtime

19. **WESTBURY TOWN COUNCIL INTERNAL AUDIT REPORT 2015-16 (First Interim) – see attached.**

The report did not go to the Finance Committee in December or to Town Council in January.

To receive and approve the Internal Audit Report 2015-2016 (First Interim).

20. **CLERK'S CORRESPONDENCE/MATTERS:**

- a. **Small Grants 2015-2016.** Thank you letters have been received from the following organisations:

- Westbury Art Craft & Natter group
- Bitham Brook Primary School
- Relate Mid Wiltshire
- West Wiltshire/Elblag
- Westbury and District Link Scheme
- Wessex MS Therapy Centre
- Wiltshire Music Centre
- Victim Support
- Warminster Riding for the Disabled Association
- The Wiltshire Bobby Van Trust

- b. **HM Queen Elizabeth II 90th Birthday Commemorative Medals.**

21. **THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Cllr D Bradshaw. (See attached.)
22. **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
23. **ACCOUNTS:**
Payment of Accounts. To approve the list of payments made since the last Meeting, or to be made, and to confirm the action of the Chairman and one other Member in signing the necessary orders for payment, Business Pass Cash/Visa Cards (if any) transactions, and staff remunerations:-
- | | | |
|---------|---|------------|
| January | - | £40,374.16 |
|---------|---|------------|
24. **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.**
25. **REPLACEMENT OF SHED AND IMPROVE STORAGE FACILITIES**
26. **TOWN CARETAKERS**
27. **STAFFING MATTERS**
28. **To resolve to return to open Council.**