

28th June 2016

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

Prayers

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 3rd May 2016 and 13th June 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	-	16/05/16 (previously circulated)
Highways, Planning & Development Committee	-	20/06/16 (attached)
Policy & Resources Committee	-	06/06/16 (attached)

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

10. **COMMUNITY POLICING PILOT FEEDBACK (see attached)**

To agree answers to the attached three questions and give any general feedback.

11. **NOTICE of MOTION from Cllr WD Tout dated 5th May 2016 (see attached)**

Membership of Standing Committees

Recommendation:

1. Membership of the Highways, Planning & Policy, Resources Committees to be ratified at the Annual Town Meeting at as present.
2. Members can only change committees when a vacancy occurs via a vacancy on the Town Council.

Or

3. Members can change committees if they can find another member who wishes to change by mutual consent

12. **RECOMMENDATION from Policy and Resources Committee dated 6th June 2016 (see attached)**

Sports Roadshow

Recommendation:

The committee recommends that Town Council supports and encourages this event again in 2016.

13. RECOMMENDATION from Policy and Resources Committee dated 6th June 2016 (see attached)

Community Involvement

Recommendation

The P&R committee recommends the council in conjunction with the clerk promote the following three activities where the community can become more involved:

- The Laverton Institute Trust Management Working Group to be a trust part run by the community.
- Gather feedback from Westbury Community on the priorities for Parish Steward
- Gather feedback from Westbury Community on the priorities for Town Caretaker

14. RECOMMENDATION from Policy and Resources Committee dated 6th June 2016 (see attached)

Heritage Society

Recommendation

The Town Council agrees to continue its ongoing support to the Westbury Heritage Society and Visitors Centre and request the finance committee to make a budget bid to cover the additional rental £500.00 required to 2020.

15. RECOMMENDATION from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 16th June 2016 (see attached)

Guttering Work

Recommendation:

The Laverton Institute Trust Management Working Group recommends clearing the vegetation and debris from the guttering as per the quote of £574.00.

16. RECOMMENDATION from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 16th June 2016 (see attached)

Health & Safety Recommendations

Recommendation:

The Laverton Institute Trust Management Working Group recommends replacing the existing door on the cleaner's cupboard with a fire door and the installation of a smoke detector inside the cupboard. PRW have estimated the cost of the smoke alarm as £277 and the fire door will cost approximately £88. The group recommends proceeding with the installation of both as soon as possible.

17. RECOMMENDATION from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 16th June 2016 (see attached)

Wessex Chambers Membership

Recommendation:

The Laverton Institute Trust Management Working Group recommends joining the Wessex Chambers, at a cost of one year's membership at £199.00.

18. RECOMMENDATION from the Management Team dated 16th June 2016 (see attached)

Health and Safety Training

Recommendation

To approve the increase in licences to 6 to 10 to enable all Town Council employees to participate in on-line H&S training.

19. RECOMMENDATION from the Management Team dated 16th June 2016 (see attached)

Upgrade of Office Computers to Windows 10

Recommendation

To approve the upgrade to Windows 10 and one network card for the Town Councils PC's at a cost of £315.00

20. RECOMMENDATION from Highways, Planning & Development Committee dated 20th June 2016 (see attached)

New Waste Bin

Recommendation:

To provide a waste bin in Newtown at a cost of £181.00 and request the caretaker to monitor the area and report on any improvement.

21. RECOMMENDATION from CCTV WORKING GROUP dated 22nd June 2016 (see attached)

Repair Cameras

Recommendation:

To recommend Town Council agrees to fund the cost of repairs for cameras 17 and 31 from Ear Marked Reserves.

22. **NOTICE of MOTION from Cllr I Taylor dated 27th June 2016 (see attached)**
- Westbury Leigh Car Park**
- Recommendation:
- To ask Town Council if they would be prepared to consider contributing to the cost of running Westbury Leigh car park once it's been transferred to Westbury Leigh Community Project Ltd.
23. **NOTIFICATION from WILTSHIRE COUNCIL that JENNINGS FUNFAIR will be at PENLEIGH PARK**
- To agree on any comments to forward to Wiltshire Council
24. **The DELEGATION OF SERVICES WORKING GROUP asks TOWN COUNCIL to note that the seven-year lease for the public toilets has been approved for signing.**
- To note
25. **CLERK'S CORRESPONDENCE/MATTERS:**
- Update on Superfast Broadband
 - Town Crier
26. **THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Cllr M Sutton. (See attached.)
27. **THE CCTV WORKING GROUP.** Report by Cllr WD Tout (see attached)
28. **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
29. **INTERNAL AUDIT REPORT 2015-16 (FINAL UPDATE)**
- To receive and consider the Internal Audit Report 2015-2016 (Final Update)
30. **DIRECT DEBITS**
- To approve setting up the following additional new direct debits:

- Corona Energy – variable monthly direct debit was a condition of securing a more competitive rate for gas for The Laverton.
- Scottish & Southern Electric – variable quarterly direct debit to cover 3 locations (CCTV cameras located at Haynes Road & Market Place and pillar at the Market Place). There have been historical issues going back over several years with SSE incorrectly allocating the payments we send for these accounts resulting in staff time being wasted in resolving the problems. The setting up of direct debits for these accounts was recommended by DCK Beavers, as a more efficient and cost effective way to manage our future payments.

31. 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: -

APRIL	-	£66,332.73
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32. 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.

33. STAFFING MATTERS (see attached)

34. To resolve to return to open Council.