

30th August 2016

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 5th SEPTEMBER 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.**

***PRESENTATION BY JAN BOWRA – LOCALITY YOUTH FACILITATOR
FOR WESTBURY AND WARMINSTER COMMUNITY AREA***

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 4th July 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	-	18/07/16 (previously circulated)
Highways, Planning & Development Committee	-	18/08/16 (attached)
Policy & Resources Committee	-	01/08/16 (attached)

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

10. **RECOMMENDATION from the LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 16th June 2016**

Redecoration of The Laverton Building

Recommendation:

The Laverton Institute Trust Management Working Group recommends proceeding with quote three for the total sum of £18,730.00, to carry out the necessary redecoration work required, internally and externally (see attached).

11. **RECOMMENDATION from the HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE, dated 18th July 2016**

Transfer of Westbury Play Areas

Recommendation:

The Play and Leisure Facilities Working Group recommend Westbury Town Council take over responsibility of the ten Play Areas and accept the offer from Wiltshire Council of £20k to progress the transfer (see attached).

12. **RECOMMENDATION from the POLICY and RESOURCES COMMITTEE, dated 1st AUGUST 2016**

Structural Review Task & Finish Group

Recommendation:

That the council establishes a task-and-finish group to carry out the review described above and to make recommendations for structural change where needed and to agree membership.

13. **RECOMMENDATION from the POLICY and RESOURCES COMMITTEE, dated 1st AUGUST 2016**

Westbury Leigh Car Park

Recommendation:

- 1 That this Council reaffirms its support for the transfer of the Car Park at Westbury Leigh to the Westbury Leigh Community Project Ltd.
- 2 That Westbury Community Project Ltd should be allowed to complete its negotiations with Wiltshire Council.
- 3 That if after the end first 6 months of transfer WLCP considers that WTC financial support is necessary it should present to Westbury Town Council its full Business Plan detailing all of the options that are available and have been considered or tested.
- 4 That in the meantime the Council should make a contribution of 50% of transfer costs or £600 whichever is the greatest. (see attached).

14. RECOMMENDATION from the POLICY and RESOURCES COMMITTEE, dated 1st AUGUST 2016

Appointment of Cleaning Contractor for Westbury Toilets

Recommendation:

The P&R committee recommends to Town Council that Company 2 is given the cleaning contract for Westbury Public Conveniences (see attached).

15. RECOMMENDATION from the POLICY & RESOURCES COMMITTEE, dated 1st August 2016

Revised Car Usage Policy

Recommendation:

To adopt the revised car usage policy (see attached).

16. NOTICE of MOTION from CLLR STEPHEN ANDREWS dated 2nd August 2016

Mayoral Chain

Recommendation:

To buy a "cold cure" re-useable mould to be able to re-create matching links for the Mayoral chain at a cost of £75.00 and purchase 6 sterling silver and gilded/gold plated links at a cost of £154.00 per link. Total expenditure = £999.00, to be taken from the Civic Regalia budget, cost code 4102/102, of which there is currently £1500.00 available to spend (see attached).

17. RECOMMENDATION from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE, dated 15th August 2016

Dropped Kerb Scheme on Bratton Road

Recommendation:

To contribute £750.00 towards the cost of the implementation of dropped kerbs on Bratton Road. There is currently enough money in the dropped kerb budget to fund this (see attached).

For Information Only

18. RECOMMENDATION from the MANAGEMENT TEAM, dated 22nd August 2016

Permanent Appointment of Town Clerk

Recommendation:

The Management Team are pleased to recommend Westbury Town Council permanently appoint Mrs Deborah Urch as the Town Clerk & Responsible Finance Officer to Westbury Town Council following the successful completion of her six months' probationary period (see attached).

19. RECOMMENDATION from the MANAGEMENT TEAM, dated 22nd August 2016

Improvement of office IT

Recommendation:

That the Town Council approve a budget of up to £10,000 from the Rolling Capital Fund to improve the IT access and replace the existing desktops (see attached).

20. RECOMMENDATION from the FINANCE COMMITTEE, dated 22nd August 2016

Payments to suppliers by BACS, Direct Debit and Standing Order

Recommendation:

Town Council to approve the payment to suppliers by BACS, increase the use of Direct Debits & Standing orders to increase efficiency (see attached).

21. RECOMMENDATION from the CCTV WORKING GROUP, dated 30th August 2016

To Appoint a CCTV Maintenance Contractor

Recommendation:

Town Council to approve the appointment of a three-year CCTV Maintenance Contract as per the recommendation of the CCTV working group (see attached).

22. RECOMMENDATION from the TOWN CLERK, dated 30th August 2016.

Repainting of the Bollards in the High Street

Recommendation:

Town Council to approve that the money should be taken from Capital Projects Fund to cover the costs of the painting of the bollards in time for the Summer Fayre 2016.

- 23. RENEWAL OF HR, EMPLOYMENT LAW & HEALTH & SAFETY CONTRACT –**
The contract has been renewed with Ellis Whittam Ltd on a five-year term to benefit from the maximum discount (see attached).

For Information Only

- 24. CLERK'S CORRESPONDENCE/MATTERS:**
- Clerks Leave
 - P&R Agenda
 - Budget Bid Reminder
- 25. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Cllr M Sutton. (See attached.)
- 26. THE CCTV WORKING GROUP** (Report as per agenda item 19)
- 27. COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
- 28. BUDGET BIDS:**
- Management Team - £2000.00 each year into the Rolling Capital Fund for IT contingency and continuous improvement
- 29. ACCOUNTS:**
Payment of Accounts. To approve the lists 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: -

JUNE	-	£43,039.16
JULY	-	£38,637.80

- 30. 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.**
- 31. STAFFING MATTERS** (see attached)
- 32. To resolve to return to open Council.**