

1st November 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 NOVEMBER 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

TWO MINUTES SILENCE

**In remembrance of all those persons who lost their lives during the Great War,
Second World War and subsequent armed conflicts.**

- 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 5th September 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. (copy attached).
- 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	-	19/09/16 (previously circulated)
Highways, Planning & Development Committee	-	17/10/16 (attached)
Policy & Resources Committee	-	03/10/16 (attached)
Finance Committee	-	22/08/16 (attached)

9. **MATTERS ARISING FROM THESE MINUTES** (if any). **Note: no new decisions can be taken.**
10. **RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.**

Roundabout Policy

Recommendation:

Policy and Resources Committee recommend Town Council adopt the new roundabout policy (P&R minute R.1611 refers - policy previously circulated with P&R agenda for 3rd October 2016).

11. **RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.**

Grant application for Matravers School

Recommendation:

Policy and Resources Committee recommend Town Council award Matravers School a retrospective grant of £500 (P&R minute R.1613 refers).

12. **RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.**

Ground Sockets

Recommendation:

Policy and Resources Committee recommend to Town Council: to remove existing faulty outlet sockets in the Market Place and install a new 63-amp single outlet by The Lopes and a new 32-amp single outlet by the vets at a total cost of £1,465.00 + VAT and the funding to be taken from the Rolling Capital Fund (P&R minute R.1614 refers).

These works to be carried out in time for the Christmas Events Day, 3rd December 2016.

13. RECOMMENDATION received from POLICY AND RESOURCES COMMITTEE dated 3rd October 2016.

Revised Policies

Recommendation:

Policy and Resources Committee recommend Town Council adopt the following revised policies: (P&R minute R.1617 refers – policies circulated with P&R agenda dated 3rd October 2016).

- Equalities Policy
- Disability Policy

14. RECOMMENDATION from THE TOWN CLERK dated 28th October 2016.

Bad Debt – Roundabout Sponsorship

Recommendation:

The Clerk will continue to tighten the procedures and processes surrounding sponsorship arrangements to ensure there is adequate paperwork to enable full debt recovery through the small claims Court. In the meantime, the Town Council should consider writing off this debt of £675.00 (see attached).

15. CONSULTATION ON INITIAL PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCY BOUNDARIES IN THE SOUTH WEST – consultation period runs from 13 September – 5 December 2016 (full details available to view at www.bce2018.org.uk).

Page 14, paragraph 48 of the “Initial Proposals for New Parliamentary Constituency Boundaries in the South West” proposes Westbury becomes part of the new proposed constituency named Warminster and Shaftesbury.

To decide if Westbury Town Council wants to respond to the consultation and agree a response.

16. ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31st MARCH 2016 AND NOTICE OF CONCLUSION OF THE AUDIT

To formally note the Annual Return for 2015-2016, the External Auditor’s Report and Notice of Conclusion of the Audit (See attached).

17. CLERK’S CORRESPONDENCE/MATTERS:

- Remembrance Sunday – 13th November 2016
- Christmas Lights Event Day & Lights Switch-on 3rd December 2016
- Christmas in Westbury Booklet
- Laverton Caretaker
- CO-OP Supermarket Closing 26th November 2016
- Feedback on Active Trowbridge attendance 2016:
 - Wednesday 3rd August **75**
 - Wednesday 10th August **113**
 - Wednesday 17th August **60**
 - Wednesday 24th August **47**

- *Wednesday 31st August 82*
Total 377

18. **THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Cllr M Sutton. (See attached.)
19. **THE CCTV WORKING GROUP** (Report as per agenda item 19)
20. **COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.
21. **BUDGET BIDS:**
(Please see attached table)
22. **BUDGET VARIANCES REPORT**
(Please see attached table)
23. **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: -

September	-	£123,154.24
-----------	---	-------------