



Westbury Town Council

The Laverton, Bratton Road, Westbury
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29th November 2016

Dear Sir/Madam

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE POLICY & RESOURCES COMMITTEE TO BE HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON MONDAY 5th DECEMBER 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.
3. DECLARATIONS OF INTEREST (if any) AND REASONS.
4. MINUTES. To confirm and sign the Minutes of the Committee Meetings held on the 3rd October 2016. (Circulated with the Agenda for Town Council on the 7th Nov 2016).
5. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

Members Matters Arising.

6. 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.

- 7. NOTICE OF MOTION received from Cllr G King on November 25th 2016**
That the Policy & Resources Committee considers the following proposal (details attached) regarding the purchase of community defibrillators:
- a) To work in partnership with the Area Board;
 - b) To match the Area Board contribution of £5k to be paid from Capital Reserve, towards the purchase and placement of defibrillators;
 - c) For VAT purposes to act as project lead in the purchase and placement of defibrillators from South West England Ambulance Service
 - d) The Town Improvement Group should undertake and complete a mapping exercise by the end of January for the placement of defibrillators in the community considering centres of population, areas people congregate together and the optimum distances involved.
- 8. RECOMMENDATION received from Community Governance Task & Finish Group on November 27th 2016**
P & R committee consider the attached proposal to Wiltshire Council to amend the boundaries currently defining Westbury Council and amend if required and forward to Town Council for approval.
- 9. RECOMMENDATION received from Grants Scrutiny Task & Finish Group on November 28th 2016**
To discuss and review the attached draft Grants Aid Policy, and recommend adoption to Town Council on January 9th 2017.
- 10. RECOMMENDATION received from Grants Scrutiny Task & Finish Group on November 28th 2016**
To convert the Grants Scrutiny Task & Finish Group to a Working Group, subject to recommendation of the Draft Grant Aid Policy.
- 11. PAYPHONE CONSULTATION**
To consider Westbury Town Councils response to the attached Payphone Consultation.
- 12. CHAIRMAN'S MATTERS FOR REPORT**
- 13. REVIEW OF POLICIES**
As part of the on-going review of the Councils policies, as agreed by the P&R Committee on 6.6.16, the committee is to approve the amendments and recommend to Town Council that the following policies are adopted:
- Complaints Procedure
 - Gifts & Hospitality Policy (New)
- 14. GRANT FUNDING 2016/17**
List of applications received for review (to be circulated by email after 30.11.16), prior to consideration by the Finance Committee on 5th December 2016.
- 15. BUDGET BID**
- 16. CLERK'S CORRESPONDENCE/MATTERS.**
- Response from Imperial Charities regarding their affiliation to Westbury Town Council

17. WORKING GROUP'S REPORTS/RECOMMENDATIONS:

1. Events Working Group – To be circulated after Christmas Event
2. Westbury Tourism Working Group – Report attached
3. Delegation of Services Working Group – No report received
4. Great War Commemoration Working Group – Report attached
5. Business Plan Working Group – Group not met
6. Editorial Working Group – Report attached

18. TASK & FINISH GROUP REPORTS/RECOMMENDATIONS:

1. Community Governance Review – Report attached
2. Operational and Organisational – Report attached
3. Grants Scrutiny – Recommendations received and shown above

19. 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:-

October	-	£138,784.64
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