

3<sup>rd</sup> January 2017

**YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 9<sup>th</sup> JANUARY 2017 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 7<sup>th</sup> November 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**

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 note Minutes and recommendations of the following Committees: -

Highways, Planning & Development Committee	-	21.11.16 (Already circulated)
Highways, Planning & Development Committee	-	19.12.16 (Attached)
Policy & Resources Committee	-	05.12.16 (Attached)
Finance Committee	-	12.12.16 (Attached)

9. **RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 21.11.16 (see attached)**

**Neighbourhood Plan**

**Recommendation:**

That Westbury Town Council requests (to Wiltshire Council) that the whole of the parish (town) is designated for neighbourhood planning.

10. **RECOMMENDATION received from HIGHWAYS, PLANNING & DEVELOPMENT COMMITTEE dated 21.11.16 (see attached)**

**High Street / Rotunda Improvement Project**

**Recommendation:**

Westbury town council requests that Wiltshire Council re-examine the project to improve the High Street area of Westbury [see attached] particularly in view of the substantial CIL receipts that current and planned development in Westbury should bring.

11. **RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16 (see attached)**

**Proposed Boundary Changes**

**Recommendation:**

P & R committee approved the recommendation and forward to Town Council for approval.

12. **RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16 (see attached)**

**Grant Aid Policy**

**Recommendation:**

The policy & resources committee recommend the adopt the draft Grant Aid Policy to Town Council.

13. **RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16 (see attached)**

### **Grants Scrutiny Task & Finish group**

#### **Recommendation:**

The Policy & Resources Committee recommends to Town Council to convert the Grants Scrutiny Task & Finish Group into an ongoing Working Group.

14. **RECOMMENDATION received from POLICY & RESOURCES COMMITTEE dated 05.12.16 (see attached)**

#### **Adoption of Policies**

#### **Recommendation:**

That Town Council adopts the following policies:

- Complaints Procedure
- Gifts & Hospitality Policy (New)

15. **RECOMMENDATION received from the FINANCE COMMITTEE dated 12.12.16**  
**DRAFT BUDGET 2016-2017**

#### **Recommendation:**

The Finance Committee recommend adoption of the attached draft budget to Town Council.

16. **RECOMMENDATION received from the FINANCE COMMITTEE dated 12.12.16**  
**Financial Regulations**

#### **Recommendation:**

The Finance Committee recommend adoption of the amended Financial Regulations to Town Council

17. **RECOMMENDATION received from the FINANCE COMMITTEE dated 12.12.16**  
**Small Grants 2016-2017**

#### **Recommendation:**

The Finance Committee recommend Town Council approve the attached list of small grants for 2016-2017.

18. **RECOMMENDATION from the Town Clerk, dated 23.12.16**  
**Permanent Appointment of Town Caretaker**

#### **Recommendation:**

The Town Clerk would like to recommend Westbury Town Council permanently appoint Mr Andrew Thomas as the Town Caretaker to Westbury Town Council following the successful completion of his six months' probationary period.

19. **RECOMMENDATION received from LAVERTON INSTITUTE MANAGEMENT TRUST WORKING GROUP dated 24.12.16 (see attached)**

### **Grant to Westbury Arts Festival**

#### **Recommendation:**

Town Council approve the proposal and grant this facility

#### **20. MOTION received from Cllr R HAWKER dated 03.01.2017**

### **Westbury post Office**

#### **Recommendation:**

To ask the Town Clerk to make a formal approach to the relevant senior management of both Morrisons and McColls, and any other shop in Westbury which appears to be a possible venue to host the main Westbury Post Office, to request that they seriously consider taking on the franchise and the likely benefits to the town and their business given that the current main Westbury Post Office is likely to close sometime in 2017, and to report all progress to each full council meeting until the matter is resolved.

#### **21. MOTION received from Cllr I CUNNINGHAM dated 03.01.17 (see attached)**

### **CCTV**

#### **Recommendation:**

a) The town council asks the CCTV working group to collect and collate performance data with a view to proving a cost benefit analysis for the CCTV system to inform a later debate. It would be useful to have figures over say 10 years or the life of the system (whichever is shorter) to show.

- 1) Costs per annum – direct
- 2) Costs per annum – staff (meetings, dealing with maintenance issues etc.)
- 3) Number of convictions resulting direct from CCTV evidence
- 4) Number of crimes prevent by CCTV report [obviously this only includes crimes that were begun but then interrupted by CCTV reporting) i.e. where police intervened solely in response to CCTV reports (i.e. not cases where police had been called anyway but the event was observed on CCTV)

b) that we request from Wiltshire Police crime statistics for the areas (or as many as possible) covered by CCTV & not covered (to test for “crime shuff”) for the period (say 5 years) *before* CCTV was installed and since it has been running to see if there is a measurable reduction in crime – particularly in areas within the town (the industrial estate being its own responsibility).

5) An estimated cost per crime “eliminated” could then be produced from the typical *before* and *after* figures.

#### **22. RESIGNATION OF COUNCILLOR ANDERSON (Westbury North Ward) with effect from 9<sup>th</sup> November 2016 (see attached).**

In accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary election of councillors on Thursday 4 May 2017.

The Council may choose to fill the vacancy by co-option for the period until that election.

To decide whether to co-opt or wait until the election in May 2017.

**23. RESIGNATION of CHAIR of POLICY & RESOURCES COMMITTEE**

Cllr Taylor resigned as chair with effect from 04.12.16. Policy and Resources Committee to appoint a new chair at their next meeting on 6<sup>th</sup> February 2017.

**24. TO RESOLVE TO ACCEPT APOLOGIES for COUNCILLOR TAYLOR for personal reasons for all future meetings.**

**25. SPORTS ROAD SHOW 2017 (see attached)**

To agree in principal to fund the Sports Roadshow for 2017.

**26. CiLCA QUALIFICATION OBTAINED BY MRS AMANDA MCCANN – ASSISTANT TOWN CLERK (see attached).** To award 3 point pay rise as agreed under minute point T.3437.

To Note

**27. THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.** Report by Cllr M Sutton. (See attached.)

**28. LAVERTON FACILITIES ASSISTANT –** We have received written notice from Richard Traynor that he will be leaving on 31<sup>st</sup> March 2017. A new draft job description has been developed for his replacement (see attached).

To agree new job description for future applicant.

**29. THE CCTV WORKING GROUP (see attached report)**

**30. INTERNAL AUDIT REPORT 2016-2017 (First Interim) –** Previously noted by the Finance Committee on 12.12.16 (see attached)

a. To receive and consider the Internal Audit Report 2016-2017 (First Interim).

b. To note Action Plan points R1 to R3.

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

a) Thank you letter from Music & Arts Festival (see attached)

b) Office Photocopier – changing supplier to save money (see attached)

**32. COMMUNICATIONS BY THE TOWN MAYOR.** To receive such communications as the Town Mayor may wish to lay before the Council.

**33. 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: -

November	-	£67,901.77
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