



# Westbury Town Council

---

The Laverton, Bratton Road, Westbury  
Wiltshire BA13 3EN Tel: 01373 822232  
E-mail: [info@westburytowncouncil.gov.uk](mailto:info@westburytowncouncil.gov.uk)  
[www.westburytowncouncil.gov.uk](http://www.westburytowncouncil.gov.uk)

31<sup>st</sup> JANUARY 2017

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 6<sup>th</sup> FEBRUARY 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 ELECT A CHAIRMAN
2. TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.
3. DISPENSATIONS.
4. DECLARATIONS OF INTEREST (if any) AND REASONS.
5. MINUTES. To confirm and sign the Minutes of the Committee Meetings held on the 5<sup>th</sup> December 2016 (previously circulated with Town Council Agenda 9.1.17).
6. MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.

### Members Matters Arising.

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. RECOMMENDATION received from the Cllr I Cunningham on 28<sup>th</sup> November 2016**

That the clerk & assistant clerk be delegated to make changes to council policies in the form of corrections and formatting without the need to review by council committees.

The clerk should be required to inform all councillors of when these corrections occur – ideally with links in e-mail (although councillors who cannot access these can come to the office to inspect the document).

**9. RECOMMENDATION received from the Operations and Organisation Working Group on 21<sup>st</sup> January 2017**

To recommend to Town Council the proposed changes to Working Group and Task & Finish Groups in order to increase the efficiency and improve the operation of Town Council (see attached)

**10. RECOMMENDATION received from the Editorial Working Group on 24<sup>th</sup> January 2017**

That the Policy and Resources Committee note and approve the finalised Terms of Reference for the Editorial Working Group (see attached).

**11. RECOMMENDATION received from the Town Clerk on 24<sup>th</sup> January 2017**

The P&R Committee discuss and agree the response to the complaint received from a member of the public following damage to their footwear when using the public convenience during the Christmas Event and Light switch on 03.12.16 (see attached).

**12. RECOMMENDATION received from the Cllr I Cunningham on 26<sup>th</sup> January 2017**

That Westbury Town Council adopts single and recognisable names for locations under discussion in committees, working groups, documents and other meetings. That when a place or area that has both current and older names is to be discussed in council business, the council agrees on the current name, records any previous names (if felt useful) and then the council staff and councillors use only the agreed name in further discussions or documents (see attached).

**13. RECOMMENDATION received from the Cllr G King on 30<sup>th</sup> January 2017**

That the P&R Committee considers the following recommendation and refers it to the Tourism Working Group for further consideration prior to Town Council in March 2017 (see attached).

1. To make a one off contribution of £1,750.00 to the West Wilts Model Engineers Society towards the cost of a Milling Machine to be paid from the Ear Marked Reserve for Grants.

**14. RECOMMENDATION received from the Cllr G King on 31<sup>st</sup> January 2017**

That the P&R Committee considers the following recommendation regarding funding for the Westbury Festival and makes recommendations to Town Council in March 2017 (see attached).

1. To make a one off grant for £4,900.00 this year
2. Up to £5,000.00 in 2017/18 to be made up from unspent monies contained in that budget (if possible) similar to above
3. That we enter into a funding arrangement with the Festival Committee for the 2018/19 budget subject to a recommendation of Grants Scrutiny. If adopted this would be an early budget bid for that budget.

## **15. GRANT FUNDING REQUESTS from Westbury Schools**

To consider the following Grant Funding Requests from Westbury schools (see attached) and make recommendations to Town Council in March 2017:

Bitham Brook Primary	£500 towards new playground markings
Westbury C of E Junior	£500 towards benches for new forest school and garden
Westbury Leigh Primary	£500 towards new amp system and microphones
Westbury Infant School	£500 towards outdoor storage facilities for play equipment

## **16. CHAIRMAN'S MATTERS FOR REPORT**

### **17. 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:

- Equalities Inclusion Policy (see attached)

### **18. BUDGET BIDS**

### **19. CLERK'S CORRESPONDENCE/MATTERS.**

Letters of thanks received from recipients of small grants.

### **20. WORKING GROUP'S REPORTS/RECOMMENDATIONS:**

1. Events Working Group – Report attached
2. Website Working Group – Group not met
3. Westbury Tourism Working Group – Group not met
4. Delegation of Services Working Group – No report submitted
5. Great War Commemoration Working Group – Group not met
6. Business Plan Working Group – Group not met
7. Editorial Working Group – Report attached
8. Grants Scrutiny Working Group – Group not met

### **21. TASK & FINISH GROUP REPORTS/RECOMMENDATIONS:**

1. Community Governance Review – Report attached
2. Operational and Organisational – Report attached

**22. 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: -

December Schedule No 507	-	£172,347.97
--------------------------	---	-------------