

28th February 2017

YOU ARE HEREBY SUMMONED to attend a MEETING of WESTBURY TOWN COUNCIL to be held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY, 6th MARCH 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

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 9th January 2017, 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 (to be circulated on the night)**

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	-	16.01.17 (Already circulated)
Highways, Planning & Development Committee	-	20.02.17 (Attached)
Policy & Resources Committee	-	06.02.17 (Attached)

9. **RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 6th FEBRUARY 2017**

Proposed changes to Working Groups (see attached)

Recommendation:

Policy and Resources Committee 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.

10. **RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 6th FEBRUARY 2017**

West Wilts Model Engineers Society

Recommendation:

That the P&R Committee recommends Town Council considers the following recommendation:

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.

11. **RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 6th February 2017**

Westbury Festival

Recommendation:

That Town Council considers the following recommendation regarding funding for the Westbury Festival:

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.

12. RECOMMENDATION received from POLICY and RESOURCES COMMITTEE dated 6th FEBRUARY 2017

Grant Funding Requests from Westbury Schools

Recommendation:

To recommend that Town Council approve the following grants:

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

13. RECOMMENDATION from POLICY and RESOURCES COMMITTEE dated 6th February 2017

Equalities and Inclusion Policy

Recommendation:

The Policy & Resources committee recommend Town Council adopt the draft Equalities and Inclusion Policy (see attached).

14. Recommendation received from Town Clerk on 13th February 2017

Request from the Heritage Society for support (see attached)

Recommendation:

The Town Council consider how it might support the Heritage Centre regarding the renegotiation of the lease.

15. RECOMMENDATION from Highways, Planning and Development Committee dated 20th February 2017

Car parking – Recommendation that Town Council adopts 2-hour free car parking (see attached)

Recommendation:

To ask the Town Council to decide on the preferred option (see attached) and approve 2-hour free car parking

16. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 23rd February 2017

Salary Scale Points (see attached)

Recommendation:

To approve the attached salary scale points for 2017-18

17. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 23rd February 2017

Facilities Assistant (see attached)

Recommendation:

To note the appointment of the Facilities Assistant to The Laverton

18. RECOMMENDATION RECEIVED FROM TOWN CLERK ON 23rd February 2017

Staff Rest Area / Soft Seating (see attached)

Recommendation:

To request Town Council authorise up to £1800 to purchase soft seating and a coffee table for Meeting Room 1

19. NOTICE of MOTION from Cllr M SUTTON dated 24th February 2017

Hawke Ridge Business Park (see attached)

Recommendation:

That Westbury Town Council include the Hawke Ridge Business Park in the suggested revision of the boundaries.

20. NOTICE of MOTION from Cllr M SUTTON dated 24th February 2017

Public Loan Board Application for Building Work at The Laverton (see attached)

Recommendation:

That Westbury Town Council consider the request from the Laverton Committee to enable the work to be progressed.

21. NOTICE of MOTION received from CLLR I CUNNINGHAM dated 26.02.17

Accrual Methods (see attached)

Recommendation:

That Westbury Town Council instructs the clerk (who has worked in authorities that do use depreciation) and finance committee to examine, in conjunction with our financial advisors, whether it is sensible to adjust our accrual methods – specifically in light of producing meaningful “running costs” for services such as play areas, CCTV etc.

22. NOTICE of MOTION received from CLLR I CUNNINGHAM dated 26.02.17

Set up new working group (see attached)

Recommendation

Westbury Town Council should, following the agreed review of CCTV costs and results, set up a working group to look in more detail at the possibility of alternatives or supplements such as sponsoring a PCSO.

23. NOTICE of MOTION received from CLLR I CUNNINGHAM dated 26.02.17

Secret Ballot (see attached)

Recommendation:

The Town Council agrees to Motion A or B when electing a Chair of the Council or committees.

24. **NOTICE of MOTION received from Motion received from Cllrs R Hawker & Mrs S Ezra dated 27th February 2017**

Set up a task and finish group, called The Post Office Task and Finish Group,

Recommendation:

Town Council to approve the proposed motion (see attached).

25. **RECOMMENDATION RECEIVED from LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP dated 27th February 2017**

Defibrillator (see attached)

Recommendation:

That Westbury Town Council consider the request from the Laverton Committee to install a defibrillator for the use of The Laverton and local community.

26. **RECOMMENDATION RECEIVED from THE MANAGEMENT TEAM dated 27th February 2017**

Office Staffing (see attached)

Recommendation:

Town council to consider the staff changes to increase hours and resources in support of the planned changes to services.

27. **Wiltshire Hill-figure Meeting Evaluation – Update by Cllr WD Tout** (see attached)

28. **REPRESENTATIVES OF THE COUNCIL ON OTHER BODIES – Feedback to council by each representative:**

Army Liaison Committee:
Cllr David Tout

BA13 Community Partnership:
Cllrs Ian Cunningham and Stephen Andrews

Community Area Transport Group (CATG):
Cllr Francis Morland

Elblag Twinning Association:
Cllr Mike Sutton

Warminster & Westbury CCTV Committee:
Cllrs R Hawker and David Tout

Westbury Amateur Swimming Association:
Cllr David Bradshaw

Westbury Area Board:
Cllrs Stephen Andrews and Mrs Sue Ezra

**Westbury Chamber of Commerce, Trade & Industry:
Cllr David Jenkins**

**Westbury District Twinning Association:
Cllr Mike Sutton**

**Westbury Heritage Society:
Cllr Ian Cunningham**

**Westbury (Wilts) Welfare of the Elderly Association:
Cllrs David Jenkins and Gordon King**

**Wiltshire Association of Local Councils:
Cllr Stephen Andrews**

**Wiltshire Council Rights-of-Way Contact:
Deborah Urch, Town Clerk (Reserve - Cllr David Tout)**

**BA13+:
Cllr Stephen Andrews**

**Northacre – Hills Liaison Group:
Cllr D Tout**

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

30. INTERNAL AUDIT REPORT 2016-2017 (Interim Update)

- a. To receive and consider the Internal Audit Report 2016-2017 (Interim Update)
- b. To note Action Plan points R1 to R6.

31. CiLCA QUALIFICATION and GENERAL POWER OF COMPETENCE – TOWN CLERK to report

Recommendation:

To approve the attached recommendation by the Clerk

32. CLERK'S CORRESPONDENCE/MATTERS:

- a) Thank you letters received, in respect of grant aid, from the following:
 - I. Warminster Riding for the Disabled
 - II. Relate Mid Wiltshire
 - III. West Wiltshire Elblag
 - IV. Westbury & District Twinning Association
 - V. Carer Support Wiltshire
 - VI. Westbury United Football Club

To Note

- b) Freedom of Information Request received
To Note

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

34. EAR MARKED RESERVE REPORT (see attached)
To note

35. 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: -

JANUARY	-	£45,390.98
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