

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON,
BRATTON ROAD, WESTBURY ON MONDAY, 4th JANUARY 2016 AT 6.00 PM**

PRESENT: Cllr D Bradshaw (Chairman)

**Cllrs S Andrews, I Cunningham (arrived 19.36pm), Mrs S Ezra,
R Hawker, D Jenkins, G King, Mrs C Mitchell, F Morland, M Sutton,
I Taylor and W D Tout
Mr K Harvey, Town Clerk and Mrs J Dyer.**

T.3447 PUBLIC FORM:

Mr P Biggs

Precept - The Town Council needs to inform resident's details of increase.

Devolved services – is the council aware of costs involved?

Leisure Services - has the Town Council been asked to look into taking over leisure services within the town and any potential costs associated with this?

Grants - is there any criteria for awarding grants?

Christmas Event - It was a very good event. The lights were marvellous. It was however noted that very few councillors attended the town carol service.

T.3448 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr D Anderson	-	Business
Cllr P Wakeman	-	Personal
Cllr D Windess	-	Business

T.3449 DISPENSATIONS None.

T.3450 DECLARATIONS OF INTEREST AND REASONS.

Noted on T.3459

T.3451 **MINUTES.** The Minutes of the Town Council Meetings held on the 2nd November 2015 & 14th December 2015, were both agreed.

T.3452 **MATTERS ARISING FROM THESE MINUTES**

Members' matters arising from these previous Minutes **None**

T.3453 **POLICE REPORT**

Inspector P Sparrow summarised the written report that has previously been circulated as follows:

- Sgt L McCoy will act as Deputy to Insp J Brain (date tbc)
- 10 week feedback on the trial period of the new staffing and reporting structure with has been positive and the Chief Constable is considering rolling this out throughout the force. Additional feedback is welcome.
- Standardised reports should make reporting simpler and it is hoped to increase attendance at Town Council meetings to answer questions.
- Division are currently exceeding target of attending immediate calls within 20 minutes, by arriving within 12 minutes.
- Night time patrols in areas around licences premises were increased over Christmas period.
- No arrests made in Westbury on New Year's Eve.

Cllr Cunningham arrived – 19.36pm

- Cyber Bullying is of increased concern however it is hoped that by educating students in years 8 & 9 this will reduce over a period of time.

Insp Sparrow answered questions from members and the public forum regarding the above points before leaving the meeting at 19.46pm.

T.3454 **WILTSHIRE COUNCILLORS' REPORTS**

Cllr G King

Public Conveniences Consultation – 65% of respondents feel that management of public conveniences should be transferred to parish councils.

Wiltshire Council's budget is expected to balance on 31.3.16.

Community Engagement – Members of the local communities will be asked to nominate a project to their local Area Board (more information to follow).

Cllr Hawker

Leigh Park Community Centre – Nursery site to be transferred to the community centre as a Community Asset Transfer.

Cllr Jenkins

Campus Working Group - report regarding the future governance of any campus, will be discussed by Wiltshire Council on January 5th 2016.

Fracking – There are several areas within Wiltshire that have been identified for fracking. Cllr Jenkins believes that the Town Council should be mindful of any future plans and policies regarding this and suggests setting up a working group.

Cllr Jenkins also answered questions from Cllr Mrs Ezra regarding the impact of extra lorries associated with the increase in processing of waste at the local Hills Waste site. Cllr Jenkins has spoken directly to Hills management who have given their assurances that lorries will be directed to use the assigned lorry routes, however he feels that the Town Council should help to enforce this.

T.3455 **MINUTES of COMMITTEES.** The minutes and recommendations of the following Committees were received and noted:-

Highways, Planning & Development	-	16.11.2015
Policy & Resources Committee	-	07.12.2015
Finance Committee	-	14.12.2015

T.3456 **MATTERS ARISING FROM THESE MINUTES**

Cllr Jenkins commented on the current state of the White Horse and says dialogue with Bratton Parish Council should be increased in order to find a resolution to planned refurbishment.

T.3457 **RECOMMENDATION received from the Finance Committee on 14th December 2015**
Draft Budget 2016/17

It was resolved to adopt the Draft Budget 2016/17 as recommended by the Finance Committee on 14th December 2015, excluding any council tax support grant from Wiltshire Council of £4,204, and as amended to reflect increased costs in Administration, CCTV, Devolution of Services, Christmas Lights and other inflationary increases, to confirm the Precept as £486,217, representing a 15.53% increase, which equates to a Band “D” equivalent of £101.38, an increase of 26p per week. (See attached).

Cllr Morland requested that his vote against adopting this budget was noted.

T.3458 RECOMMENDATION received from the Town Clerk on 22nd December 2015

Additional Grant applications

To agree the following small grants should be added to the grants list at item 12.

Organisation	Amount requested
Wessex Multiple Sclerosis Therapy Centre	£300
Carer Support Wiltshire	£500
Westbury United Football Club	£300

AGREED

T.3459 RECOMMENDATION received from the Finance Committee on 14th December 2015

Small Grants 2014/15.

To approve the small grant applications for 2016/17, which includes those agreed at item 11, totalling £11,635 to the following organisation:-

Organisation Name	Agreed in 2015-2016	Granted by power
1st Westbury Scout Group	£500.00	LGA 1972 S137
1st Westbury Guides	£100.00	LGA 1972 S137
2nd Westbury Brownies	£100.00	LGA 1972 S137
After School Cookery Club (based at Bitham Brook School)	£250.00	LGA 1976 S19
Alzheimer's Support (Trowbridge)	£500.00	LGA 1972 S137
Carer Support Wiltshire	£500.00	LGA 1972 S137
Friends of Victoria Garden	£200.00	LGA 1972 S137
Friends of WCR	£200.00	LGA 1972 S137
Golden Oldies Charity	£285.00	LGA 1972 S137
Group Five (Trowbridge)	£300.00	LGA 1972 S137
Imperial Charity	£250.00	LGA 1972 S137
Lions Club of Westbury	£300.00	LGA 1972 S137
Relate Mid Wiltshire	£200.00	LGA 1972 S137
Royal British Legion	£350.00	LGA 1972 S137
Step up Pre school	£150.00	LGA 1972 S137
Stepping Stones	£300.00	LGA 1972 S137
Trowbridge Majorettes	£150.00	LGA 1972 S137
Victim Support Wiltshire	£100.00	LGA 1972 S137
Warminster Riding for the Disabled	£200.00	LGA 1972 S137
Welfare of the Elderly (Westbury)	£300.00	LGA 1972 S137
West Wilts Society of Model Engineers	£150.00	LGA 1972 S137
West Wilts Special Needs Activity Scheme	£200.00	LGA 1972 S137
West Wilts Youth Sailing Association	£500.00	LGA 1976 S19

West Wiltshire Elblag Twinning Association	£100.00	LGA 1972 S144
Westbury & District Choral Society	£200.00	LGA 1972 S145
Westbury & District Cricket Club	£300.00	LGA 1976 S19
Westbury & District French Twinning Association	£250.00	LGA 1972 S144
Westbury & District Link Scheme	£500.00	LG&RA 1997 S26-29
Westbury Amateur Swimming Club	£500.00	LGA 1976 S19
Westbury Art Craft & Natter Group	£100.00	LGA 1972 S137
Westbury Music & Arts Festival	£300.00	LGA 1972 S137
Westbury Rugby Football Club	£250.00	LGA 1976 S19
Westbury Town Football Club	£200.00	LGA 1976 S19
Westbury Town Midweek Skittles League	£250.00	LGA 1972 S137
Westbury Towns Women's Guild	£250.00	LGA 1972 S137
Westbury United Football Club	£300.00	LGA 1976 S19
Westbury Youth Boys & Girls (PAYABLE TO Westbury Youth)	£200.00	LGA 1972 S137
Wessex MS Therapy Centre	£300.00	LGA 1972 S137
White Horse Day Centre	£500.00	LGA 1972 S137
White Horse Decorative & Fine Arts Society	£200.00	LGA 1972 S137
Wiltshire Bobby Van Trust	£400.00	LG&RA 1997 S31
Wiltshire Family History Society	£250.00	LGA 1972 S137
Wiltshire Music Centre	£200.00	LGA 1972 S145
Total Amount Granted	£11,635.00	

The following councillors declared interests in the following organisations:

Cllr Tout	Royal British Legion & West Wilts Society of Model Engineers
Cllr Hawker	Step up pre-school & Westbury & District Cricket Club
Cllr Mrs Ezra	Welfare of the Elderly, West Wiltshire Elblag Twinning & White Horse Day Centre
Cllr Mrs Mitchell	Welfare of the Elderly, West Wiltshire Elblag Twinning, White Horse Day Centre & Westbury Family History Society
Cllr Andrews	Step up Pre-school
Cllr Bradshaw	Westbury Amateur Swimming Club
Cllr Cunningham	2nd Westbury Brownies, Westbury Music & Arts Festival
Cllr Jenkins	Alzheimer's Support & Westbury Rugby Club
Cllr King	Alzheimer's Support, Welfare of the Elderly, Westbury & District Link Scheme, Westbury & District French Twinning
Cllr Sutton	Elblag Twinning, Westbury & District French Twinning, Westbury Mid-week Skittles League

APPROVED

T.3460 **RECOMMENDATION received from the Finance Committee on 14.12.15**
Microsoft Office 365

Proposal

The Finance Committee recommend considering changing the office software to Office 365, so that staff are working with the most up to date software at all times.

Background

Microsoft Office 365 Premium = £9.40 + VAT per user per month, which would include: Word, Excel, PowerPoint, Outlook, Publisher, and OneNote and hosted emails.

We would need to subscribe to the premium package as detailed above, as our current server is not compatible with Office 2016, so to have the Business package @ £8.50 + vat per user per month we would never be able to have anything beyond Office 2013, thus defeating the reason for changing.

The premium package would move our emails from our current server to Office 365 cloud and we will be able to use every new feature Microsoft brings out from an outlook aspect.

Recommendation

The Town Council agree to the purchase of Microsoft Office 365 Premium at a cost of £9.40 + vat per user per month.

APPROVED

T.3461 **RECOMMENDATION received from P&R Committee on 7.12.15**
Grant Funding request received from Bitham Brook School on
16.10.2015.

The P&R Committee requests that the Town Council notes the agreement by the committee to award a grant of £500.00 to Bitham Brook School to provide fun playground markings in the school playground (correspondence previously circulated with P&R agenda for 7.12.15).

APPROVED.

T.3462 **RECOMMENDATION received from P&R Committee on 7.12.15**

Purpose

To review how the public forum is recorded under the 'Protocol for Public Forum' document.

Background

Recently, Westbury Town Council has tried to make the public forum section of council committees more appealing to the public. Specifically, we have

allowed some interaction (when straightforward questions are raised and no decisions are taken) however, with increased interaction some members now feel that minutes are becoming in balanced. Often there are many lines of comments from the public in minutes that (by convention) do not record what was said by councillors. Anyone not present might wrongly get the impression that the councillors don't speak or do little in meetings.

For example, a suggestion is to consider only recording who spoke and any questions requiring a response. Perhaps another attachment/note document could record more details if this is felt useful (and to be polite to the participant – who might otherwise feel “ignored”). This would be available as an attachment and for inspection but not part of the minutes proper.

Proposal

The P&R Committee recommends that the Town Clerk should circulate his responses to any questions raised in the public forum, with the minutes of the meeting, but not publish as part of the minutes.

It was agreed that the Town Clerk would circulate his responses to any questions raised in the public forum, with the minutes of the meeting, but not publish as part of the minutes.

T.3463

RECOMMENDATION received from M Sutton on 14.11.15.

Submission of Motions to Town Council

Purpose:

To clarify who is responsible for submitting motions that have been recommended by committees to Town Council. Is it the chair of said committees or the Town Clerk?

Background:

There is confusion as to who has the responsibility for submitting motions to Town Council after they have been approved by a committee and in some instances recommendations have been missed or delayed due to the thought that someone else is doing it.

As the committee will have had a proposal produced on the relevant format it would seem a simple process to resubmit that form to Town Council suitable amended and maybe that should fall to the current chair of said committee. Alternatively it could be left entirely to the Clerk's organisation.

Recommendation:

The P&R Committee recommends that the Town Council notes that it becomes an office function to ensure that any recommendations go forward to the relevant committee.

It was agreed that the office staff would ensure that any recommendations made were forwarded to the relevant committees.

T.3464 RECOMMENDATION received from P&R Committee on 7.12.15

Purpose:

Town Council or the appropriate committee to periodically scrutinise grants of £1,000 or more to ensure the grant is appropriate and that it is appropriately used.

Background:

In 2014/15 Town Council donated grants to many community groups and the demand for grants is likely to increase both in terms of the amount and number of organisations if and when Town Council takes on services and responsibilities from Wiltshire Council.

Consequently Town Council should formalise a process to ensure, as a duty of care that monies granted are used for their appropriate purposes.

Recommendation:

The P&R Committee recommends that the appropriate committee to periodically scrutinise grants of £1000 or more and;

- a. That bodies receiving regular grants are asked to supply information about themselves and the purpose for which grants are requested.
- b. That bodies receiving grants annually report to the Council their activities in the preceding months.
- c. The Council may choose to review recipient's activities in a proportionate and transparent manner and publicly report its findings.

It was agreed to recommend that the Policy & Resources Committee would periodically scrutinise grants of £1000 or more and;

- a. That bodies receiving regular grants are asked to supply information about themselves and the purpose for which grants are requested.
- b. That bodies receiving grants annually report to the Council their activities in the preceding months.
- c. The Council may choose to review recipient's activities in a proportionate and transparent manner and publicly report its findings.
- d. Policy & Resources Committee would be asked to select and scrutinise 10 organisations each year who received small grants.

T.3465 CLERK'S CORRESPONDENCE/MATTERS:

The Town Clerk reports a communication received from John Cox regarding Jubilee Woods scout camp, which has been circulated. There are no plans to ask the Town Council for any additional financial support as the camp is to become self funding.

The Town Clerk also reported the following:

- Bollards in the High Street are to be painted by the end of March.
- New fingerpost signs will be installed soon.
- Quotes are being sourced to refurbish existing fingerpost signs.
- Welcome to Westbury banners – 4 will need to be replaced.
- The Christmas tree will be removed from the Market Place on January 5th 2016.
- An extension to the comments by date for the hospital site has been agreed and a further Highways, Planning & Development meeting will be arranged to discuss further.
- First draft of the newsletter has been given to the editorial working group.
- An insurance claim will be made in respect of the burnt public bench at Coach Road.

T.3466 COMMUNICATIONS BY THE TOWN MAYOR. None.

T.3467 THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.

CLr Bradshaw passed this to the Town Clerk who reported the following:

- Recent grant for planned refurbishment and building work at the site of the shed (outside of rear door to the bar) and in the rear overhang, was refused.
- Tenders will be sent to local builders in respect of the shed and storage areas. This will need to be funded from the capital project fund.
- Wiltshire Council Building Control has recommended that the Town Council submits an application along with plans for the planned refurbishment work.
- John Parker continues to look at other possible sources of funding for The Laverton.
- New notice board outside of The Laverton has now been installed.
- Income from bookings for The Laverton are on target to be the largest for a number of years.

NOTED

T.3468 ACCOUNTS: Not available

T.3469 To resolve that, in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded and instructed to withdraw.

AGREED

T.3470 STAFFING MATTERS

T.3471 To resolve to return to open Council.

AGREED

22.30pm