

WESTBURY TOWN COUNCIL

At the ANNUAL MEETING of the TOWN COUNCIL held at THE LAVERTON, BRATTON ROAD, WESTBURY, on TUESDAY, 3rd MAY 2016 at 7:00PM.

PRESENT: Cllr D Bradshaw (Chairman).

Cllrs S Andrews, I Cunningham, Mrs S Ezra, R Hawker, D Jenkins, G King, Mrs C Mitchell, F Morland, M Sutton, I Taylor and D Tout

Mrs D Urch (Town Clerk) and Mrs A McCann

Also in attendance: Fifteen members of the public.
One member of the press

T.3505 PUBLIC FORUM:

Carol King:

Asked how many of the play areas in Westbury have play equipment suitable for disabled children. She did say a written response would be fine, no need to respond tonight.

Cllr Ezra responded that Grassacres Park had both a disabled swing and roundabout.

T.3506 ELECTION OF THE CHAIRMAN (TOWN MAYOR) FOR THE ENSUING YEAR, AND DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr Stephen Andrews was elected as Town Mayor (Chairman) for the ensuing year.

Cllr Stephen Andrews then signed the Statutory Declaration of Acceptance of Office and immediately assumed the role of Chairman of the Council.

T.3507 APPOINTMENT OF THE DEPUTY TOWN MAYOR.

There were two nominations: Cllr Mrs Sue Ezra and Cllr Gordon King.

Cllr Ezra withdrew for personal reasons.

Cllr Gordon King was appointed as the Deputy Town Mayor for the ensuing year.

T.3508 THANKS TO THE RETIRING TOWN MAYOR. Cllr Stephen Andrews thanked Cllr David Bradshaw and his wife Myra for raising the profile of the town by attending nearly 90 functions. Recognition should go to one of the last visits, which was a visit to our twinned town in France Chateau Du Loir as Cllr Bradshaw may be the only Mayor to have visited.

Cllr Jenkins congratulated Cllr Bradshaw and his wife on the excellent charity work they had carried out.

Horizon has been designed to provide the help and support needed relevant information and advice with links to other partner organisations that can assist you.

Horizon Victim and Witness Care is a new team of police staff which will help to provide a co-ordinated, consistent end-to-end service for victims and witnesses. This is from their first point of contact with Wiltshire Police, through the whole criminal justice process.

Working with partner agencies, Horizon will provide an enhanced service to support victims and witnesses when they need it most.

How can they help?

- A dedicated Victim and Witness Care Officer to victims of crime identified as most vulnerable
- Support and guidance throughout the criminal investigation process
- Simplified process for victims
- Greater level of co-ordinated end-to-end care for victims who need it most
- A schedule of contact between the victim and Wiltshire Police - victims will be able to say when and how they wish to be contacted
- Signposting to relevant national and local services where appropriate
- Improved quality of outcomes for victims and witnesses, working closely with key partner agencies
- If you require further practical and emotional help, we can refer you on to Victim Support

The victims and witnesses eligible for an enhanced service are:

- Vulnerable victims
- Intimidated victims
- Persistently targeted victims
- Victims of serious crime

These victims will be allocated a dedicated Victim Care Officer who will conduct a detailed assessment of their needs.

The Victim Care Officer will provide a single point of contact for the victim or witness to receive information and updates on their case. Victim Care Officers will agree a schedule of contact with the victim and be able to signpost them to partner agencies and more specialist local and national services when appropriate, such as Wiltshire Bobby Van Trust.

Wiltshire Control Strategy

We are continuing to base our Policing activities on the control strategy and working with the 4 P's, Prevent, Pursue, Protect and Prepare. Under this strategy we are looking to maintain our consistent approach to addressing the threat, harm and risk that causes the greatest harm to your communities and this is a daily evolving situation that requires a degree of fluidity. We have

chosen not to include the diagram setting out our control strategy in this report but I need to emphasize that this is key in how we go about our daily business. A cross cutting theme of the control strategy is our young people and those who are more vulnerable and need safeguarding. In addition, those who are victims of domestic abuse are all in deserving need of a professional response and support. Our control strategy meets with Horizon here and works together to support those in need and focus our energies and resources in the most productive direction.

Community Messaging

Below is a link to Chief Constable Mike Veales monthly column which was posted onto the Community Messaging forum <https://www.wiltsmessaging.co.uk/>. This highlights the areas recently covered in our previous community reports. I would encourage you all to sign up to the Community Messaging as it is a key component of how Wiltshire Police are looking to engage with our communities. This month we have seen bulletins around action fraud, child sexual exploitation, and the force bravery awards as well a number of witness appeals.

https://www.wiltsmessaging.co.uk/da/140468/Chief_Constable_Mike_Veales_monthly_column_March.html

As always, we welcome any feedback that you may have and it is important to hear your views in how we can find the balances and address the issues that affect your communities. Please continue to leave your feedback at feedback@wiltshire.police.uk

Local Crimes

Throughout the month of March, officers within the Community Policing Pilot area attended 90.9% of all Priority One calls within the targeted time, which equates to 140 calls.

Westbury Police received two reports of Dwelling Burglary, and one of an attempted burglary within the Sector area, during both of these, offenders gained entry to the property via an insecurity. A bike was stolen in one of the incidents which occurred within the town, and a wallet containing cash in the second, which occurred in the rural areas.

There have been two reports of Non Dwelling Burglaries to sheds or garages within the Sector area. Although not the case in these reports, other similar rural area's has seen entry being gained via insecurities, where the property was not locked or secured. A majority of these burglaries related to theft of power tools.

Websites such as www.immobilise.com and www.datatag.co.uk enable you to purchase security tags with individual security codes, which when registered, assists the Police in identifying and returning property when located.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

The report was noted. As we have had no Police presence at either our Town Council or CCTV meetings recently the Clerk was asked to contact Inspector Brain to say we would like to have an attendee at our next meeting.

T.3513

WILTSHIRE COUNCILLORS' REPORT.

Cllr D Jenkins:

- Full Council meeting of Wiltshire Council on 10th May, which is open to the public.

Cllr G King:

- Planning Application: 15/12551/OUT – To be heard by the Planning Committee on 11th May at 10.30am.
- Consultation on charging for care services is now open on the Wiltshire Council site and individuals are encouraged to respond if they can as the closing date is before the next Policy and Resources Committee meeting, so it is unable to be considered by this committee.
- The Road to Rio challenge is now open for registration.
- Age UK Advice Bus will be coming to the White Horse Health Centre

T.3514

REPORT BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER.

The last financial year has been busy, with many working groups, new areas of work and staff changes. Amanda McCann was promoted to Assistant Town Clerk in October 2015 and Verity Bartlett joined the team as Events Coordinator in August 2015. I have replaced Keith Harvey as Town Clerk who retired at the end of March 2016 and on the 3rd May, Andrew Thomas joins the team as Town Caretaker; his role will predominately be to keep Westbury spic and span.

The team at the Westbury Town Council (WTC) continues to receive correspondence from the public mostly related to dog mess and litter. From May 2016, the Parish Steward employed by Wiltshire Council (WC) and Town Caretaker will be available to act on issues reported by Westbury residents daily and priority areas identified by WTC. The Town Caretaker role will become increasingly important as WC approve further asset transfers to WTC. Regular checks of the assets will be required to enable early intervention and remedial action. In addition The Laverton will be improved further with an external storage area and replacement shed.

Committees and Working Groups meet regularly and have full agenda's. In addition to the regular working groups the council will be developing working groups to consider a Neighbourhood Plan and Community Governance. Information about the activities of the Town Council is regularly updated on

the website, local news and social media. We will be encouraging the Westbury community to read the updates and feedback their views and ideas. The Highways, Development and Planning Group meet the third Monday each month to review planning applications, consultations and highway issues, such as speeding or parking concerns. Going forward Westbury Town Council in partnership with Bratton will install a Speed Indicator Device in areas of greatest concern (providing Wiltshire Council has previously carried out a metro count in this area). When housing developments are approved, this group works hard to ensure money available from developers via Section 107 monies for Westbury or the new Community Infrastructure Levy (CIL) is spent in Westbury.

The Policy and Resources Committee are very active; considering consultations, working towards developing a Business Plan, reviewing the policies and procedures that the Town Council adheres to and taking a proactive approach to securing Wiltshire Council assets transferring to the Town Council to ensure continuity for the Westbury residents.

The Finance Committee ensure the Town Council accounts are administered accurately, transparently and in accordance with Internal & External Audit and the Financial Regulations.

The Working Groups have been identifying areas of spend that benefits the Westbury Community. The table below briefly outlines the activities.

Working Group	Actions	Budget Notes
Town Improvement Group	Town Caretaker Town Maps Bicycle Rack Neighbourhood Plan	
Civic Activities	Civic awards Twinning Grants	Grants issued in 15-16 was £50,0840
Streetscene	Replacement benches; Hospital Road, Oldfield Rd & Westbury Leigh New street signage (Fingerposts) Town Centre flowers Roundabout display (sponsorships)	Increase in sponsorship plus reduced costs, overall saving of £1,870
Delegation of Services	Consider the assets transferring from Wiltshire Council.	
Events	Christmas Events Day Lighting The Beacon, Queen Elizabeth's 90 th Birthday Cleaning of The White Horse in partnership with the Rotary.	
Great War	WW1 bunker & recruitment campaigns Art Display (Helen Chester) Short Film honouring Westbury citizens who fought in WW1 (to be released) Heritage Trail (to be released)	

The Play Area	Inspection of Play Areas Replacement of equipment	
CCTV	CCTV installed and covering Community areas. This is delivered in partnership with Warminster Town Council & West Wilts Trading Estate.	
The Laverton	Community use of the building. Events include; Weddings & Celebrations, Church, dance groups, Tai Chi, Credit Union, Masons, Toddler Group, Music & Arts festival, Active Trowbridge & many more.	
Tourism	Blue Plaque / Trail Leaflet	
Overall		£4075 under spent. Please note this is indicative and the accounts are yet to be finalised.

The 2016-17 precept increase was set at 0.26p per week (based on Band D property) this was communicated widely but generated two only queries from Westbury residents. £75,600 has been transferred to Ear Marked Reserve for planned projects in 16-17.

At the end of March 2016:

- General Reserve £137,165
- Rolling Capital Fund £73,485
- Ear Marked Reserve £211,198

The report was received and noted.

T.3515 COMMUNICATIONS BY INCOMING TOWN MAYOR. None

T.3516 MINUTES.

The Minutes of the Town Council Meeting held on the 7th March 2016, were confirmed and signed by the Chairman.

T.3517 MATTERS ARISING: Nil.

Members' matters arising from these previous Minutes.

T.3518 RECOMMENDATION from Play & leisure Working Group, dated 22nd March 2016

Play Equipment

Proposal:

To replace the missing swing seats and chains in Grassacres Play Area

Background:

The four swings have been missing from Grassacres Play Area for many months and Wiltshire Council has no idea where they have gone and we have no CCTV footage of when they went missing. Wiltshire Council is not replacing any equipment, whether broken or missing for the foreseeable future.

Recommendation:

To replace the four missing swing seats and chains in Grassacres Park. The cost to supply and install the swings is £718.00 and we recommend Town Council fund this from Council Capital Projects.

RESOLVED to AGREE the above recommendation.

It was also agreed once the swings have been replaced we should advertise the fact that it was Westbury Town Council who paid to replace them and not Wiltshire Council.

T.3519 Recommendation from Policy and Resources Committee dated 04.04.16

Standing Orders

Proposal:

Town Council to note changes to Standing Orders agreed at Policy and Resources Committee meeting on 4th April 2016.

Background:

At the Policy and Resources Committee meeting the following amendments were agreed:

1. Discussions and resolutions affecting employees of the council

Standing Order 31 referring to items of confidentiality referred you to Standing Order 60, which should have stated 54, so was amended.

2. Admission of the Public and Press to meetings.

Standing Order 55. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

Background:

The Laws changed in 2014 allowing filming, taking of photographs and recording of Town Council meetings however our Standing Orders have not been amended to reflect this change.

Changed to:

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. The Openness of Local Government Bodies Regulation 2014 permits any person (including the press) who attends a council (or committee) meeting to report on the proceedings of the meeting.

A person may not orally report or comment about a meeting as it takes place but otherwise may:

- a) film, photograph or make an audio recording of a meeting;

- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

3. Add new Standing Order 56:

At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of the business, adjourn the meeting so as to allow any member of the public to address the meeting in relation to the business to be transacted at that meeting.

4. Renumber Standing Orders 56 -65 following the addition of item 3.

RESOLVED to AGREE to above recommendation with the following amendment:

Anybody wishing to undertake filming or recording of the meeting as mentioned above in 2a) should forewarn the Clerk of their intentions to do so and not just carry out this action.

T.3520 NOTICE of MOTION from Town Clerk dated 15th April 2016

Finance Regulations

Purpose:

To increase the budgetary amount the Clerk can authorise under section 4.5 of the Finance Regulations to £1,000.

Background:

Currently, in cases of extreme risk to the delivery of Council services, the Clerk and RFO may authorise revenue expenditure on behalf of the Council for emergency repairs or replacement up to £500.

A recent review of catering equipment shows much of the equipment is at end of life and the cost to replace these items will go beyond £500. A commercial fridge starts at £800.00 while the cost to replace the cooker hood exceeds £900. There is a significant risk to loss of income in the event of the catering equipment being out of use for a long period of time

Recommendation:

That Town Council approve the Clerk and RFO to authorise revenue expenditure up to £1000 in the event of extreme risk to the Council. The Clerk & RFO will report such action to the chairman immediately and to the Council as soon as practical.

RESOLVED to AGREE the above recommendation.

T.3521

APPOINTMENT OF COMMITTEES.

The following Members were appointed to serve on Committees for the ensuing year:

Policy & Resources Committee:

Town Mayor & Deputy Mayor (both ex-officio), Cllrs: D Bradshaw, R Hawker, D Jenkins, M Sutton, I Taylor and D Windess

Highways, Planning & Development Committee:

Town Mayor & Deputy Mayor (both ex-officio), Cllrs: D Anderson, I Cunningham, Mrs S Ezra, Mrs C Mitchell, F Morland, D Tout & P Wakeman

Finance Committee:

Town Mayor and Town Mayors Deputy (ex officio). Three members from each of the Policy and Resources Committee and Highways, Planning & Development Committee to be elected at the first meetings of these committees.

Cllr King asked the Clerk to clarify the rule for the number of members on Committees for the next meeting.

T.3522

PLACES, DATES AND TIMES OF MEETINGS.

The dates and times of meetings for the forthcoming year were approved as follows:

2016

16th May	Highways, Planning & Development Committee
6th June	Policy & Resources Committee
20th June	Highways, Planning & Development Committee
4th July	Town Council
18th July	Highways, Planning & Development Committee
1st August	Policy & Resources Committee
15th August	Highways, Planning & Development Committee
5th September	Town Council
12th September	Finance Committee
19th September	Highways, Planning & Development Committee
3rd October	Policy & Resources Committee
17th October	Highways, Planning & Development Committee
7th November	Town Council

21st November	Highways, Planning & Development Committee
5th December	Policy & Resources Committee
12th December	Finance Committee
19th December	Highways, Planning & Development Committee

2017

9th January	Town Council
16th January	Highways, Planning & Development Committee
6th February	Policy & Resources Committee
20th February	Highways, Planning & Development Committee
6th March	Town Council
20th March	Highways, Planning & Development Committee
3rd April	Policy & Resources Committee (Tuesday due to Bank Holiday)
17th April	Highways, Planning & Development Committee
24th April	Annual Town Meeting
15th May	Annual Town Council Meeting (Election Year)

Meetings are held at The Laverton, Bratton Road, Westbury and start at 7:00pm

T.3523 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES.

The following Members were appointed for the ensuing year:

Army Liaison Committee: Cllr David Tout

BA13 Community Partnership: Cllrs Ian Cunningham 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)

Police Liaison Committee: The Clerk to check whether this is now the Neighbourhood Tasking Group and whether a representative is required to attend meetings.

T.3524

MEMBERSHIP OF WORKING GROUPS.

The following Members were appointed to serve on Working Groups for the ensuing year:

- **Business Plan**
Cllrs I Cunningham, R Hawker, D Jenkins, G King & M Sutton.
- **CCTV**
Cllrs R Hawker, M Sutton & D Tout.
Co-opted members: West Wilts Trading Estate (2), Westbury Chamber of Commerce, Police & Warminster CCTV Control Room Supervisor.
- **Events**
Cllrs I Cunningham, Mrs S Ezra, D Jenkins, Mrs C Mitchell, & D Tout.
Co-opted members: Community Outreach Officer (White Horse Team) - tba, Westbury Churches Together, Westbury Library, Westbury Police, Lions of Westbury, All Saints Church Christmas Tree Festival, Westbury Primary Schools, Westbury Heritage Centre, Ron Norris (Wheelers of Westbury) & Leighton Sports Centre.
- **Delegation of Services**
Cllrs I Cunningham, D Jenkins, G King, M Sutton & D Tout.
- **Editorial**
Cllrs I Cunningham, D Jenkins, G King & M Sutton.
- **The Laverton Institute Trust Management Working Group**
Cllrs I Cunningham, R Hawker, D Jenkins & M Sutton.
- **Emergency Planning**
Cllrs I Cunningham, D Jenkins & G King
- **Great War**
Cllrs Ian Cunningham & D Jenkins.
Co-opted members: Mrs M Kneen (Royal British Legion) & L Argent (Heritage/Visitor Centre), M Pearce (Music & Arts Festival).
- **Play & Leisure Facilities**
Cllrs I Cunningham, Mrs S Ezra, Mrs C Mitchell & D Tout.

- **Street Scene**
Cllrs D Jenkins G King, M Sutton & D Tout.
- **TIG**
Cllrs I Cunningham, R Hawker, D Jenkins, G King, F Morland & I Taylor.
- **Westbury Tourism Group**
Cllrs I Cunningham & D Jenkins.
Co-opted members: Westbury Heritage Society, Westbury Community Area Manager & Wiltshire Council Archivist.

T.3525 TASK & FINISH GROUPS.

The following Members were appointed to serve on the current task and finish group:

Community Governance Review

Cllrs S Andrews, I Cunningham, D Jenkins, G King, F Morland & M Sutton

T.3526 MINUTES OF COMMITTEES.

The following minutes were received and noted:

Highways, Planning & Development Committee - 18.04.2016
Policy & Resources Committee - 04.04.2016

T.3527 MATTERS ARISING FROM THESE MINUTES.

Cllr Tout made the following comments:

- HP&D Minute P.4254 – Double Yellow Lines.
- HP&D Minute P.4255 – FirstGroup, bidder for South Western Rail Franchise. Should be referred to Policy and Resources Committee or Highways, Planning and Development Committee not both.
- P&R Minute R.1553 Community Governance Review. When I attended a meeting at County Hall, Trowbridge I spoke with Mr Allen who confirmed he had spoken to a former member of staff on multiple occasions on this subject. It is also likely that cabinet members have attended meetings on this subject but at the last Town Council meeting no-one knew anything about it.
Cllr King did respond saying what he said at the meeting was said in good faith at the time. The previous Clerk told him Westbury Town Council had not received any communications, which now seems incorrect. It was sent to town and parishes and should have been put on the agenda.

T.3528 TO ADOPT WESTBURY TOWN COUNCIL'S STANDING ORDERS

The Town Council's Standing Orders 2016 were duly adopted.

T.3529 TO ADOPT WESTBURY TOWN COUNCIL'S FINANCIAL REGULATIONS

The Town Council's Financial Regulations 2016 were duly adopted.

T.3530 TO RE-APPOINT RBS AUDITING SOLUTIONS LTD AS THE TOWN COUNCIL'S INTERNAL AUDITOR.

RBS Auditing Solutions Ltd was appointed as the Town Council's internal auditor for 2016-2017.

T.3531 ANNUAL SUBSCRIPTIONS.

In accordance with Standing Order No. 12g, the payments of the under-mentioned subscriptions were approved:

		<u>2016/17</u>	<u>2015/16</u>
Wiltshire Association of Local Councils/NALC	-	£1240.87	£1123.75
W. Wilts/Elblag Twinning Association	-	to be notified	£10.00
Community First	-	to be notified	£36.00
Society of Local Council Clerks	-	to be notified	£235.00
Clerks & Councils Direct	-	to be notified	£24.00
Community Matters	-	to be notified	£73.75
Visit Wiltshire (Art & Activities)	-	£163.20	£151.68
Visit Wiltshire (Town Partnership)	-	to be notified	£865.20

T.3532 CLERK'S CORRESPONDENCE:

a) **Small Grants 2015-2016.** Thank you letters have been received from the following organisations:

- ❖ **The White Horse Day Centre**
- ❖ **Welfare of the Elderly**
- ❖ **Westbury & District Twinning Association**

Noted

b) **Thank you letter from retired Town Clerk**

Noted

c) **Thank you letter from Westbury Music & Arts Festival**

Noted

Cllr I Cunningham informed everyone that the Music and Arts Festival had changed their name to "Westbury Festival".

d) **The Co-operative Bank, Westbury, 5-7 High Street**

Noted

e) **Event Parking Policy**

Noted

- f) **Letter from Dr Biggs** - suggesting the Town Council initiates a major project for 2016-2017 to improve the town for its residents by developing the library as 'The Hub', as suggested in the original consultation for the, now discredited, Campus.

Noted.

T.3533 REPORT BY THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.

Cllr Bradshaw presented a report on the Laverton prepared by Lilly Bale, the Laverton, Marketing & Development Officer:

March 2016 £ 243.00 for notional bookings
 £ 1,334.88 for paid bookings

April 2016 £400 for notional bookings
 £ 661.20 for paid bookings

Total number of bookings for April and March: 86

Grants update:

Heritage Lottery Fund bid has been placed, we will know outcome of bid by June 2016 (The Abraham Laverton and history of Westbury permanent Exhibition)

Foyles Foundation bid will be sent at the end of the month (the replacement of Furniture/fittings & internal signage for The Laverton)

The report was NOTED.

T.3534 LOCAL COUNCIL RISK SYSTEM.

The Clerk reported that the Town Council's Risk System has not been kept up to date, so in future the relevant sections will be taken to working groups to be kept updated.

T.3535 WESTBURY TOWN COUNCIL ASSET INVENTORY

The Clerk reported that this needs to be updated and this will be done shortly.

T.3536 EAR MARKED RESERVES.

The following budget transfers to ear marked reserves were approved:

Administration	£500.00	EMR 375 Staff Training. (CiLCA Training)
Administration	£400.00	EMR 365 TCVG.
Civic & Social Activities	£250.00	EMR 358 Media. (Production of newsletter)
Future Service Delegation	£20,000.00	EMR 372 Devolved Services.
Street Furniture	£400.00	EMR 329 Bus Shelter.

Christmas/Christmas Lights	£5,400.00	EMR 376 Christmas Event.
Town Improvement Group	£22,000.00	EMR 377 Town Improvement Group.
Shows and Fairs	£8,380.00	EMR 378 Street Fair
The Laverton Institute Improvements	£2,000.00	EMR 336 Laverton Hall

T.3537 DIRECT DEBITS.

a) The continuing use of the following variable direct debits were approved:

- South West Communications (monthly – WTC Office telephone calls)
- South West Communications (quarterly – Service charge)
- Vodafone (Town Clerk’s mobile phone calls)
- Npower (Laverton Hall electricity)
- Wiltshire Council (WTC Office Rates)
- Marstons (Laverton Bar)
- TV Licence (Laverton Hall)
- Public Works Loan Board

b) The setting up the following new direct debits was approved:

- Limesquare (monthly – WTC vehicle rental for contract hire for the caretaker)
- Microsoft Office 365 (monthly – WTC Office Computers)

T.3538 BACS.

The continuing use of the following BACS payments was approved:

Salaries
PAYE/NI
Wiltshire Pension Fund
Staff Expenses

T.3539

PAYMENT OF ACCOUNTS. Payment of Accounts. On report by the Clerk and Responsible Financial Officer, it was **RESOLVED** to approve the List of Payments made since the last meeting, or to be made, and to confirm the action of the Clerk, the Mayor and one other member in signing the necessary orders for payment and Bank Transfers as follows:

March 2016	-	£17,027.01
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Annual Town Council
03.05.2016

Signed on behalf of the meeting
this fourth day of July 2016

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Chairman