

**WESTBURY TOWN COUNCIL**

At a MEETING of the POLICY & RESOURCES COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on MONDAY 6<sup>th</sup> JUNE 2016 at 7.00 pm.

**PRESENT:** Cllr: M Sutton(Chairman)  
Cllrs: S Andrews, R Hawker, G King and I Taylor

**Staff:** Mrs D Urch (Town Clerk) and Mrs S Barker  
**Also in attendance:** Cllrs Mrs S Ezra, WD Tout, Carole King, Liz Argent

**R.1566 PUBLIC FORUM**

- Cllr Mrs S Ezra – Agenda item 10 – Grant Bid to Westbury Area Board
- Cllr Tout – Various agenda items
- Carole King & Liz Argent – Agenda Item 14 Westbury Heritage Society.

**R.1567 ELECTION OF CHAIRMAN**

Cllr Ian Taylor elected Chairman  
Cllr Mike Sutton elected Vice-Chairman

**R.1568 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE.**

Cllr D Windess	-	No apologies received
Cllr D Bradshaw	-	Personal
Cllr D Jenkins	-	Personal

**R.1569 DISPENSATIONS. None**

**R.1570 DECLARATIONS OF INTEREST (if any) AND REASONS.**

Cllr G King	-	Agenda Item 14, Westbury Heritage Society. Personal
Cllrs King & Hawker	-	Agenda Item 10, Grant Bid to Westbury Area Board

**R.1571 MINUTES.** The minutes of the Committee Meeting held on the 4<sup>th</sup> April 2016 were confirmed and signed by the Chairman.

**R.1572 MATTERS ARISING (if any) FROM THESE MINUTES. Note: no new decisions can be taken.**

**R1573 TO APPOINT MEMBERS OF THE FINANCE COMMITTEE: Cllrs I Taylor, R Hawker, M Sutton**

**R.1574 WILTSHIRE COUNCILLORS' REPORTS.**

**Cllr G King:**

Wiltshire Council Cabinet office is reviewing its performance against the business plan.

0.6% - the number of working population seeking job seekers allowance (18-24 year olds). Overall trend is down by 7%, this is better than the national average

Incidents of domestic abuse – figures stayed the same

Wiltshire Council total underspend of £0.66m

**R.1575 NOTICE OF MOTION received from Cllr Mrs S Ezra on 27<sup>th</sup> May 2016**

Proposal:

To submit a Grant Bid to Westbury Area Board to replace single bayonet light bulbs (15Watt Tungsten) with energy efficient LED bulbs and the replacement of five Christmas lights that are no longer viable for repair, with new Christmas light displays.

Background:

In 2016 all of the existing 15Watt Tungsten lamps are required to be replaced with LED. The benefit of using LED is; lower consumption, less maintenance and replacement resulting in an overall saving. The cost to carry out this work is £1870.00

The cost of repairing five Christmas lights displays is no longer viable, due to age of each piece and the number of repairs previously carried out. The total cost of repair exceeds £700.00. To replace two 12-meter road displays £5800.00 and two column displays £720.00, total £6250.00.

There is £1500.00 in EMR and £2000.00 in the rolling capital fund towards the cost of new Christmas lighting.

Proposal:

To submit a Grant Bid to the Westbury Area Board for £4195.00 towards the cost replacement LED bulbs and the purchase of new Christmas light displays.

Deputy Chairman – amendment – Westbury Town Council to pay all costs if Area Board do not approve

**It was resolved to AGREE the revised recommendation as stated above.**

**R.1576 NOTICE OF RECOMMENDATION received from Town Clerk on 19<sup>th</sup> May 2016**

Purpose:

To recommend to Town Council that they continue with the Sports Road show in 2016.

Background:

The Sports Road show that took place last summer was deemed to be a very successful event that was popular and involved a good number of people. It is felt that this is the type of event Council should be encouraging and supporting.

Costs for 2016 are £210 per day and it is proposed to host this activity for 5 Wednesdays during the school summer holidays at a total cost of £1,050 plus VAT. £1,100 has been set aside in the 2016/17 budget for this event.

Proposal:

That the P & R committee recommends that this event be supported and encouraged again in 2016 and noted at Town Council on July 4<sup>th</sup> 2016.

**It was resolved to AGREE the above recommendation**

**R.1577 NOTICE OF MOTION received from Cllr M Sutton on 25<sup>th</sup> May 2016**

Purpose:

To involve the community more in council matters and associated activities.

Background:

Town Council has made great progress over the last 3 years in raising its profile and taking the lead in raising the level of council activity within the town environs.

It is now the appropriate time to increase the involvement of the community in council activities in order to increase the cohesion and integration of council and community.

Some activities such as 'Events' and Great War have a wider spread of persons from the community but now is the time to widen the scope to involve other activities.

With the increasing pressure and restraints on councillors' time and with a much larger remit than before it is essential as well as desirable that the community become much more involved in council activity.

Recommendation:

That the P & R committee recommend to Town council that in the coming council year the council in conjunction with the Town Clerk identify and promote at least 3 activities where the community could become more involved

- Suggested that the Laverton Committee could become a Trust
- Town Caretaker – Should be asking Westbury residents what they would like to him to do
- Already have local people on some Working Groups

**It was resolved to AGREE the above recommendation**

**R.1578 RECOMMENDATION from Town Clerk regarding Westbury Town Council Policies**

To update existing Policies with version control and a review date, see attached. To review existing policies as per the schedule at future Policy & Resources meetings. And to undertake a review of any gaps in existing Policies.

Policy	Status	Recommendation	Suggested Review Date
Car Usage Policy	Not current	<ul style="list-style-type: none"><li>• Make changes to the Road Vehicle Licencing</li><li>• Include a rule regarding endorsements</li><li>• Include Company Vehicle (commercial van)</li></ul>	Aug 16
Disability Discrimination Policy	Current	<ul style="list-style-type: none"><li>• This Policy would benefit of a review of the language used or</li><li>• consider incorporating into Equalities Inclusion Policy</li></ul>	Oct 16
Complaints Procedure	Current		Dec 16
Equalities Inclusion Policy	Current		Feb 17
Freedom of Information	Current		Apr 17
Member & Employee Protocol Policy	Current		Aug 17
Staff Recruitment & Retention Policy	Current		Oct 17

**RECOMMENDATION AMENDED – Phasing the review of one policy per meeting**

**It was resolved to AGREE the above recommendation**

**R.1579 PROPOSAL FROM Westbury Heritage Society – To consider forward plan 2016-2019**

Proposal:

That Westbury Town Council receives and notes the Westbury Heritage Society's Forward Plan 2016-2019 and to consider future funding upon the signing of a new lease for the next 6 years.

- Heritage Centre is a valued and well supported asset to the town that has had no rent increase for 5 years.
- Suggested that a Budget Bid is made to the Finance Committee to 2022

**It was resolved to AGREE the above recommendation**

- |               |   |             |
|---------------|---|-------------|
| <b>R.1580</b> | <b>CHAIRMAN'S MATTERS FOR REPORT</b>  | <b>None</b> |
| <b>R.1581</b> | <b>BUDGET BIDS - Heritage Centre as discussed</b>   |             |
| <b>R.1582</b> | <b>CLERK'S CORRESPONDENCE/MATTERS – Centenary Fields Programme</b>  |             |
|               | <ul style="list-style-type: none"> <li>• To put onto H,P&amp;D then Delegation of Services</li> <li>• No extra outlay at this time</li> </ul> |             |

**NOTED**

**R.1583**

1. Events Working Group – Report attached

**EVENTS WORKING GROUP**

The Events Working Group meet on the 16<sup>th</sup> May.

They have ordered another fire extinguisher, which will be used by all outside events. The Chapter 8 training which will be valid for 5 years to cover the following staff Deborah Urch as supervisor and both Verity Bartlett and Andrew Thomas will be trained in the erection of signs.

It was agreed that the Village Pump Festival would have a stall at our Street Event but would pay £20.00, as they are a business.

Street Signs have been ordered from Vivid Signs in Westbury and arranged for Rapid Recovery of Westbury to remove any vehicles that are blocking the highway.

Verity has produced a timetable to cover the day, so we are almost at the point to go.

Again the TC will be arranging for the Summer Sports Roadshow to be in Grass Acres Park every Wednesday for the 6 weeks of the school holidays. Grass Acre Hall will be open for the use of the Toilets and will also serve Teas/Coffees and snacks.

Saturday 3<sup>rd</sup> December Christmas Street Event and Light Switch on is almost organised and the Mayor Cllr Steven Andrews will be going with the Town Clerk to pick a Christmas Tree from Longleat. The Christmas Tree festival in the church will be on the same weekend as our event.

The next Events Meeting will be on 13<sup>th</sup> June 2pm

2. Westbury Tourism Working Group – Group not met
3. Delegation of Services Working Group – No report received
4. Great War Commemoration Working Group – Report attached

The group continues to meet regularly.

The film "The Everyday Tommy – the life behind the canvas " will be shown on the 17th July at the Laverton (6.30 for 7.00pm start), with reserved seat invitations being sent to relatives and residents in Westbury of those who participated in the making of the film, as well as members of the Heritage Society, Westbury Family History group and Heather Perry from Wiltshire Council. The film will also be open to members of the community and press.

The invitation will also include a simple assessment form which we will ask those who attend to complete as this is an important part of the grant conditions that feedback is obtained.

The film will be shown free of charge though there will be a charge for refreshments. We hope that Helen Chester will be able to have some of her portraits on display as part of the evening.

The Westbury's War leaflets will be available in early June and we will be asking for feedback from members of the groups represented on our Working Group as part of the evaluation process for the Heritage Lottery Board.

An event to commemorate the Battle of the Somme will be held in July. The main event that evening will be a film about the Battle of the Somme which has been especially produced and supplied free of charge by the Imperial War Museum.

The next meeting of the Working Group is on the 13th June at 10.00am

5. Business Plan Working Group – Group not met
6. Editorial Working Group – Group not met

**R.1584      TASK & FINISH GROUP REPORTS/RECOMMENDATIONS:**

1. Community Governance Review – Report attached

The group has had two meetings since being set up by the P & R committee and those meetings have mainly been concerned with the structure and format of the work required.

Access has now been granted to the maps held by Wiltshire Council which define the boundaries of the Town wards albeit focused on the Unitary Authority boundaries.

Although it is intended to complete the review within a short time scale it should be borne in mind that the actual process will take some time as other towns within Wiltshire are currently ahead of Westbury in seeking a review.

Once a submission is made it will be Wiltshire Council who will decide on the outcome.

The current boundaries are over 100 years old.

The next meetings will decide on:-

- Terms of Reference
- Reasons for a Review
- Consensus on Boundary Revision

When these three objectives are finalised the group will decide on the best means of communication with electors particularly those who could be affected by any revision of boundaries.

For a town the size of Westbury at least 10% of electors have to support the review and a strategy will need careful thought as to the best way forward.

When the group has completed its task it will submit its recommendations to P & R who will then decide whether to place it before full council.

**R.1586      ACCOUNTS: Not available**

**8.05pm**

**Signed on behalf of the Meeting  
this 1st day of August 2016**

.....  
**Chairman**