

WESTBURY TOWN COUNCIL

**AT THE MEETING OF THE TOWN COUNCIL HELD AT THE LAVERTON, BRATTON ROAD,
WESTBURY ON MONDAY, 4th JULY 2016 AT 7.00 PM**

PRESENT: Cllr S Andrews (Chairman)

**Cllrs D Bradshaw, I Cunningham, R Hawker (arrived 7.05pm), D Jenkins,
Mrs C Mitchell, F Morland, M Sutton, I Taylor and W D Tout**

Mrs Deborah Urch, Town Clerk and Mrs A McCann, Assistant Town Clerk

Also in attendance: PC Mark Hough
Three members of the public

T.3546 PUBLIC FORM:

Dr Biggs raised questions/comments on the following items on the agenda:

- Congratulations on the summer planting – best we have ever had.
- Minute T.3512 – Police Report
- Minute T.3514 – Parish Steward
- Library as a semi-hub
- Minute point T3519 – Amendment to standing order
- Job descriptions for Parish Steward & Town Caretaker
- Why different companies for gas and electric?
- Public attendance at meetings

T.3547 ACCEPTANCE OF APOLOGIES AND REASONS FOR ABSENCE:

Cllr D Anderson	-	Business
Cllr Mrs S Ezra	-	Personal
Cllr G King	-	Business
Cllr P Wakeman	-	Business

T.3548 DISPENSATIONS: None

T.3549 DECLARATIONS OF INTEREST:

Cllr I Taylor - Agenda item 22 – Notice of Motion re: Westbury Leigh Car Park - Trustee of Westbury Leigh Community Project Ltd.

T.3550 MINUTES.

The Minutes of the Town Council Meetings held on the 3rd May 2016 and 13th June 2016 were confirmed and signed by the Chairman.

T.3551 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken. None

Members' matters arising from these previous Minutes. None

T.3552 POLICE REPORT

PC Mark Hough reported:

- An increase in purse thefts across the sector recently
- Theft of bicycles had dropped in Westbury slightly last week
- Increase across the sector in thefts from non-dwelling premises

Community messaging has been received very positively throughout the community. The feedback was not enough information was being included, so the daily crime updates now contain much more information. Please encourage your community to sign up at www.wiltsmessaging.co.uk

T.3553 WILTSHIRE COUNCILLORS' REPORTS.

Cllr R Hawker:

Standards Committee are putting a recommendation to Wiltshire Council next week to amend Code of Conduct.

Cllr D Jenkins:

Wiltshire Council are introducing a limited amount of resident permits for vans and trailers at their recycling centres to reduce congestion.

T.3554 MINUTES of COMMITTEES. The following minutes were received and noted:

Highways, Planning & Development Committee	-	16.05.2016
Highways, Planning & Development Committee	-	20.06.2016
Policy & Resources Committee	-	06.06.2016

T.3555 MATTERS ARISING FROM THESE MINUTES (if any). Note: no new decisions can be taken.

Cllr Morland referred to Highways, Planning & Development minute P.4267 to give an update that Cllr Tout attended the appeal hearing to speak on behalf of Westbury Town Council, confirming the reasons for objecting and Cllr Morland also attended. Wiltshire Council did not support any reasons for refusal. The officer has still not issued decision but is likely to be permitted on appeal.

T.3556 COMMUNITY POLICING PILOT FEEDBACK

PC Mark Hough confirmed that this scheme has already been signed off and apologised the request for feedback was not sent earlier.

T.3557 NOTICE of MOTION from Cllr WD Tout dated 5th May 2016

Membership of Standing Committees

Proposal:

That the standing committees of Westbury Town Council consist of the following membership;

Highways, Planning & Development - 8 members
Policy & Resources - 7 members
Finance - 6 members

The Mayor & Deputy Mayor to be ex officio members of these committees.

Background:

To end the annual free for all at the Annual Town Council meeting.

Recommendation:

1. Membership of the Highways, Planning & Policy, Resources Committees to be ratified at the Annual Town Meeting at as present.
2. Members can only change committees when a vacancy occurs via a vacancy on the Town Council.

Or

3. Members can change committees if they can find another member who wishes to change by mutual consent

RESOLVED: Agreed to refer this motion to the Policy and Resources Committee for constitution and formation of standing committees and then to bring back to Town Council for approval, as this motion is so complex and has so many issues.

T.3558 RECOMMENDATION from Policy and Resources Committee dated 6th June 2016

Sports Roadshow

Proposal:

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.

Recommendation:

The committee recommends that Town Council supports and encourages this event again in 2016.

RESOLVED: To agree the above recommendation with the added amendment of collating usage data so the Town Council can see how well

the Road Show is supported.

T.3559 RECOMMENDATION from Policy and Resources Committee dated 6th June 2016

Community Involvement

Proposal

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

With the increasing pressure and restraints on employees and 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

The P&R committee recommends the council in conjunction with the clerk promote the following three activities where the community can become more involved:

1. The Laverton Institute Trust Management Working Group to be a trust part run by the community.
2. Gather feedback from Westbury Community on the priorities for Parish Steward
3. Gather feedback from Westbury Community on the priorities for Town Caretaker

RESOLVED: To agree the above recommendation after Cllr Sutton withdraw item 1 from the recommendation.

T.3560 RECOMMENDATION from Policy and Resources Committee dated 6th June 2016

Heritage Society

Proposal

That the Town Council continues to financially support Westbury Heritage Society and Visitors Centre to operate from their existing premises.

Background

In previous years Westbury Town Council has supported the Westbury Heritage Society and Visitors Centre by making available a £7000.00 grant towards the cost of the annual rental.

The current lease is being renegotiated to 2022 with a break clause every two years. The cost remains the same for 2016 -17 at £6500.00 increasing to £7500.00 for years 2 to 4.

Recommendation

The Town Council agrees to continue its ongoing support to the Westbury Heritage Society and Visitors Centre and request the finance committee to make a budget bid to cover the additional rental £500.00 required to 2020.

RESOLVED: To agree the above recommendation.

T.3561

**RECOMMENDATION from the LAVERTON INSTITUTE TRUST
MANAGEMENT WORKING GROUP dated 16th June 2016**

Guttering Work

Proposal:

To prevent the areas of damp within the Laverton getting any worse and to prevent the need for redecorating so frequently, the gutters need to be cleared.

Background:

The Laverton has some problems with areas of damp in the corners of the building. Investigation has shown that this has been caused by vegetation and debris building up in the guttering over time and not being cleared away. This has caused damage to the pointing, with water seeping through the brick work and damaging the paint.

Recommendation:

The Laverton Institute Trust Management Working Group recommends clearing the vegetation and debris from the guttering as per the quote of £574.00.

RESOLVED: To agree the above recommendation.

T.3562

**RECOMMENDATION from the LAVERTON INSTITUTE TRUST
MANAGEMENT WORKING GROUP dated 16th June 2016**

Health & Safety Recommendations

Proposal:

To help prevent a fire risk in the cleaners store (Cleaning fluids, paper, electric boiler, combustible material), which is located downstairs next to the gent's toilets, the proposal is to replace the existing cupboard door with a fire door and to install a smoke detector inside.

Background:

The Clerk took the opportunity to discuss a number of Health and Safety issues with the Ellis Whittam and one of the recommendations raised was the fire exit from the gent's toilets. If a fire was to break out in the cleaner's cupboard someone could be trapped in the toilet. By changing the door to a fire door and installing a smoke detector it would reduce this risk.

Recommendation:

The Laverton Institute Trust Management Working Group recommends replacing the existing door on the cleaner's cupboard with a fire door and the installation of a smoke detector inside the cupboard. PRW have estimated the cost of the smoke alarm as £277 and the fire door will cost approximately £88. The group recommends proceeding with the installation of both as soon as possible.

RESOLVED: To agree the above recommendation

T.3563

**RECOMMENDATION from the LAVERTON INSTITUTE TRUST
MANAGEMENT WORKING GROUP dated 16th June 2016**

Wessex Chambers Membership

Proposal:

To become a member of the Wessex Chamber for one year to promote networking with corporate clients and to review after six months to see what benefits the membership has had for The Laverton.

Background:

The Laverton would like to increase corporate client bookings and the Wessex Chambers membership will enhance networking within this area. They also use their members first for hiring venues to use for networking events and we hope the Laverton would be an ideal venue in this area.

Recommendation:

The Laverton Institute Trust Management Working Group recommends joining the Wessex Chambers, at a cost of one year's membership at £199.00.

RECOMMENDATION: To agree the above recommendation, but the Clerk to register as Westbury Town Council.

Cllr Hawker left the room

T.3564

RECOMMENDATION from the Management Team dated 16th June 2016

Health and Safety Training

Proposal

Ellis Whittham offers online training for Health & Safety (H&S), reducing the need for staff to be away from the office and reduces the cost of H&S training for example; manual handling, fire warden and driving for work.

Background

The Council has one free licence for the H&S training module as part of its contract with Ellis Whittham. If it wishes to make the H&S training available to all its employees the cost is:

6 to 10 users £436.00 pa

Recommendation

To approve the increase in licences to 6 to 10 to enable all Town Council employees to participate in on-line H&S training.

RESOLVED: To agree the above recommendation

Cllr Hawker re-entered the room

T.3565 RECOMMENDATION from the Management Team dated 16th June 2016

Upgrade of Office Computers to Windows 10

Proposal

To upgrade the Town Councils computers with the latest Microsoft version, Windows 10. Microsoft are providing this upgrade free until 29th July 2016. Also to upgrade one machine with a new network card.

Background

Due to the slow bandwidth and the impact on computer speed, the PC's need to be upgraded off-site. The cost to upgrade the PC's off-site is £50.00 per PC. For 6 PC's the cost is £300.00, plus one network card £15.00. The total cost to the Council will be £315.00.

Recommendation

To approve the upgrade to Windows 10 and one network card for the Town Councils PC's at a cost of £315.00

THE ABOVE RECOMMENDATION WAS WITHDRAWN

T.3566 RECOMMENDATION from Highways, Planning & Development Committee dated 20th June 2016

New Waste Bin

Proposal:

To consider the fitting of a pole mounted waste bin at Newtown.

Background:

The Streetscene working group received correspondence from a resident living at Newtown that there was an absence of a waste bin in a popular area for dog walkers. Evidence provided shows dog waste bags strewn along the road.

Recommendation:

To provide a waste bin in Newtown at a cost of £181.00 and request the caretaker to monitor the area and report on any improvement.

RESOLVED: To agree the above recommendation

T.3567 RECOMMENDATION from CCTV WORKING GROUP dated 22nd June 2016

Repair Cameras

Proposal:

To repair CCTV cameras 17 and 31, both located in Haynes Road

Background:

Both cameras were recently serviced and inspected by a maintenance contractor and were found not to be working. The quote to repair both cameras is £3600 and the working group recommends this is funded from Ear Marked Reserves, which currently stands at £6972.00.

Recommendation:

To recommend Town Council agrees to fund the cost of repairs for cameras 17 and 31 from Ear Marked Reserves.

RESOLVED: To agree the above recommendation

T.3568 NOTICE of MOTION from Cllr I Taylor dated 27th June 2016

Westbury Leigh Car Park

Proposal:

To ask Town Council to consider a request for an annual grant to help fund the operation and maintenance of the car park at Westbury leigh

Background:

Wiltshire Council do not want to keep the car park at Westbury Leigh. The residents of Westbury Leigh pay their council tax to Westbury Town Council and feel the car park is a strategic asset that they wish to keep. The estimated running cost would be at least £2000 - £3000 per year.

Recommendation:

To ask Town Council if they would be prepared to consider contributing to the cost of running Westbury Leigh car park once it's been transferred to Westbury Leigh Community Project Ltd.

RESOLVED: It was agreed to refer this motion to the Policy and Resources Committee.

T.3569 NOTIFICATION from WILTSHIRE COUNCIL that JENNINGS FUNFAIR will be at PENLEIGH PARK

Jennings Funfair will be at Penleigh Park, Westbury on the following dates:

- Monday 11, Tuesday 12 and Wednesday 13 July 2016 – Build-up
- Thursday 14, Friday 15, Saturday 16 & Sunday 17 July 2016 – Trading.

Noted

T.3569 **The DELEGATION OF SERVICES WORKING GROUP asks TOWN COUNCIL to note that the seven-year lease for the public toilets has been approved for signing.**

Noted

T.3570 **CLERK'S CORRESPONDENCE/MATTERS:**

- Update on Superfast Broadband
- Town Crier – The vacancy will be advertised again.

T.3571 **THE LAVERTON INSTITUTE TRUST MANAGEMENT WORKING GROUP.**

2016-2017	#Bookings	<i>Notional</i>	#Bookings	<i>Real Income bookings</i>
April	19	400	19	£ 1,012.00
May	25	381	27	£ 1,070.00
June	21	624	28	£ 1,111.00
Total income April				£3,193.00

Weekly meetings and weekly new clients:

Mondays: Motiv8

 Toddler Tennis

 Toddler Rugby

Tuesdays: Masons

Wednesdays: Little Kickers

 Baby, toddler and mums group

 New client Dancing class talent art Box

 Labour Party

Thursdays: starting new in September Westbury Rock Choir

Sundays: Infinity Dance

 Church of the Living God

Weddings:

July we have two weddings that have been fully booked and paid bringing an income of £1,432.80. Bar income will have to be added after the Weddings.

We have 3 provisional low season weddings in our pipeline for October and November.

In comparison to last year we had only 2 weddings.

Our two new clients are private clients from the area, they are looking to stay at the Laverton permanently.

T.3572 **THE CCTV WORKING GROUP.**

The CCTV working group met on 22nd June 2016

The working group is finalising the specification for a new maintenance contract for CCTV, to include a list of questions to enable the group to compare like for like, as Digivision ended the relationship with Westbury Town Council in April 2016.

The new cameras at Leigh Park have been installed and working with excellent visibility. There has been a problem with camera 41 but this has since been rectified.

Budget position – the working group has agreed to increase the budget bid this year; this is to allow for unforeseeable repairs in the future.

T.3573 COMMUNICATIONS BY THE TOWN MAYOR.

Letter received from 68 Westbury Squadron ATC

As of 24.06.16 they have re-opened in Westbury and have offered their services once again to the Town Council for events.

They also have a new position of “Mayor’s Cadet” and the Mayor and Mayoress will be arranging to meet with them to discuss future events.

T.3574. INTERNAL AUDIT REPORT 2015-16 (FINAL UPDATE)

The Internal Audit Report 2015-2016 (Final Update) was received and noted. The report will be passed to the Finance Committee so they can note the action plan references.

T.3575 DIRECT DEBITS

Setting up the following additional new direct debits:

- Corona Energy – variable monthly direct debit was a condition of securing a more competitive rate for gas for The Laverton.
- Scottish & Southern Electric – variable quarterly direct debit to cover 3 locations (CCTV cameras located at Haynes Road & Market Place and pillar at the Market Place). There have been historical issues going back over several years with SSE incorrectly allocating the payments we send for these accounts resulting in staff time being wasted in resolving the problems. The setting up of direct debits for these accounts was recommended by DCK Beavers, as a more efficient and cost effective way to manage our future payments.

RESOLVED: To set up the above additional new direct debits

T.3576 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:

APRIL - £66,332.73

T.3577 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.

T.3578 STAFFING MATTERS

T.3579 To resolve to return to open Council.

21.42hrs

**Signed on behalf of the Meeting
this fifth day of September 2016**

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Chairman